



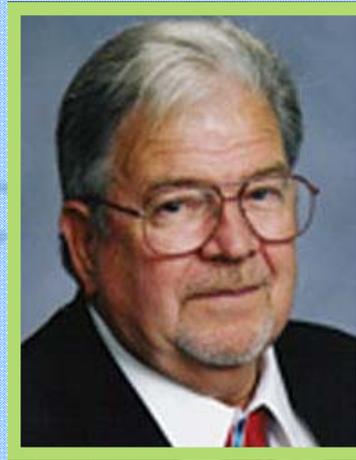
**FY2017-FY2018**

**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

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

*Susan F. Lascolette, District 1*  
*Manuel Alvarez, Jr., District 2*  
*Ned S. Creasey, Vice-Chair, District 3*  
*Robert H. Minnick, Chair, District 4*  
*Ken C. Peterson, District 5*

April 18, 2016

Dear Honorable Members of the Board of Supervisors:

I am pleased to present to you and the citizens and businesses of Goochland County the FY2017 Adopted and FY2018 Projected County budget. The budget furthers the Board of Supervisors priorities of education, public safety, and customer service and promotes technology to enhance efficiency.

The budget is based on a detailed review of all governmental expenditures and revenue sources. The document includes narrative descriptions of the different functional areas of the County government, outlines a two-year perspective of revenues and expenditures, and lists performance measures for most departments while aligning their respective functions with the County's Strategic Goals. It offers a description of each department or agency, along with an explanation of significant changes between the FY2016 and FY2017 budgets. This County budget, the School Board's budget, and the Capital Improvement Program comprise the financial documents that support the spending plans of the County.

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

Developing the FY2017 budget was based on limited growth among the County's recurring revenues. Real estate taxes, which support about half of the County's general fund, are growing as a result of a 4.3% increase in total taxable assessed values in 2016 and another 3.5% in growth is anticipated as of January 2017. Moderate increases in local sales taxes and business license taxes are anticipated. The budget is based on maintaining the real estate tax rate at \$0.53 per \$100 of assessed value.

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

In order to address spending challenges and moderate growth in recurring revenues, the FY2017 Adopted budget has been balanced using \$400,000 in projected year-end surplus from FY2016, and about \$1.8 million coming from other established reserves such as from debt service savings.

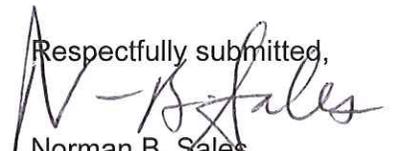
Following are some of the notable changes in budgetary allocations between FY2016 and FY2017:

- Local support for the school system is increasing by \$900,000 (4.44%) to \$21,160,000, to help address student growth, employee compensation, and other priorities of the School Board;
- Funding for 2% salary increases for eligible employees has been included in the County agency budgets;
- The Sheriff's budget includes a new Deputy position which will serve as a School Resource Officer and funding for body camera data storage. It is anticipated that body cameras will be purchased at the end of FY2016, as FY2017 will include funds for ongoing costs;
- The Fire-Rescue budget includes funding for three new full-time positions and operating increases for vehicle repairs, EMS supplies, and training;
- The Information Technology budget includes a new full-time position that will be dedicated to Public Safety technology;
- Facilities Management includes an additional full-time Facilities Technician and operating increases, primarily related to support of more County facilities; and
- The Countywide budget includes \$100,000 for a School Maintenance Reserve, and \$250,000 that has been set aside for contingencies.

We are projecting continued moderate growth in recurring revenues heading into FY2018. Unless something changes, the use of prior year fund balance will be needed in FY2018 in order to address incremental growth in the budget that year, but use of prior year balance is decreasing each year.

Parallel to the preparation of the general fund budget, on-going review of the enterprise funds for the Public Utilities has continued for the respective user fee rates and ad valorem tax rate. A moderate 2.5% rate increase is planned for the County's water and sewer rates in FY2017. This increase is consistent with the plan presented last year. 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 your participation in detailed budget work sessions, and extend my appreciation to all the County staff and constitutional officers that have helped develop this budget.

Respectfully submitted,  
  
Norman B. Sales  
Interim County Administrator

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## **FY2017 Adopted Budget Highlights**

### **FY2017 Budget Process:**

- Revenue overview presented to Board of Supervisors in November 2015
- In December and January, County Administration 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 2016 to seek public input
- Public hearings on budgets and tax/fee rates held on April 5, 2016
- Board of Supervisors adopted the budget with their amendments on April 18, 2016

### **Major Considerations for the FY2017 Budget:**

- Adjust revenues based on January 2016 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, in anticipation of short and long term borrowing

### **FY2017 Budget Highlights:**

- Addition of three full-time positions in Fire-Rescue
- Additional full-time Sheriff's Office position for School Resource Officer
- Additional full-time Information Technology position dedicated to Public Safety
- Additional part-time position in Commissioner of Revenue
- Additional full-time Facilities Technician position
- 2.0% salary increase for County and School staff
- 4.4% increase in the School Operating Transfer

### **FY2018 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

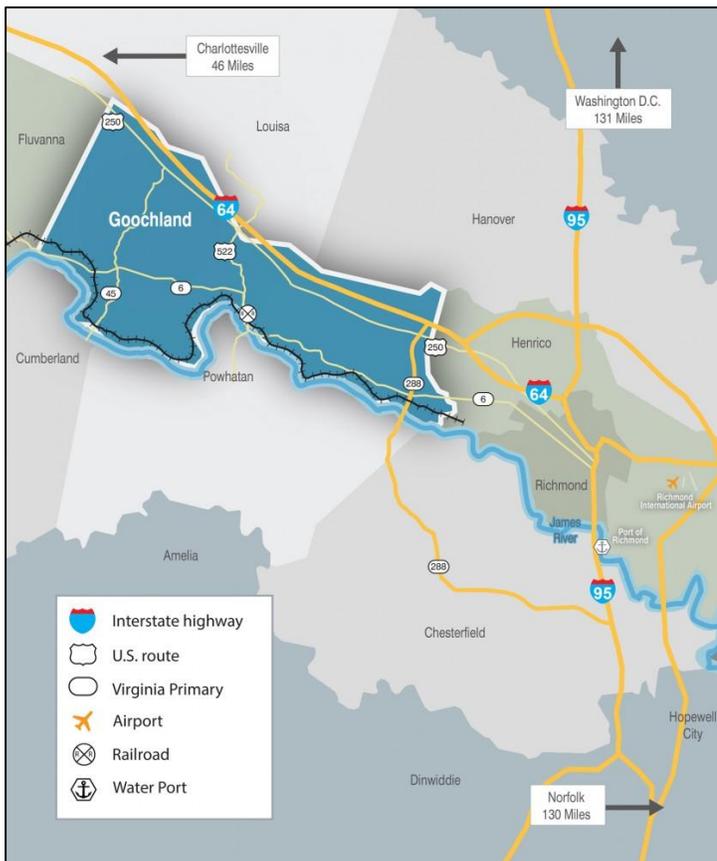
The County of Goochland, Virginia (the County) is organized under the County Administrator Form of Government (as defined under Virginia Law). Under this form of government, the Board of Supervisors appoints a County Administrator to serve as the Chief Administrative Officer of the County.



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.

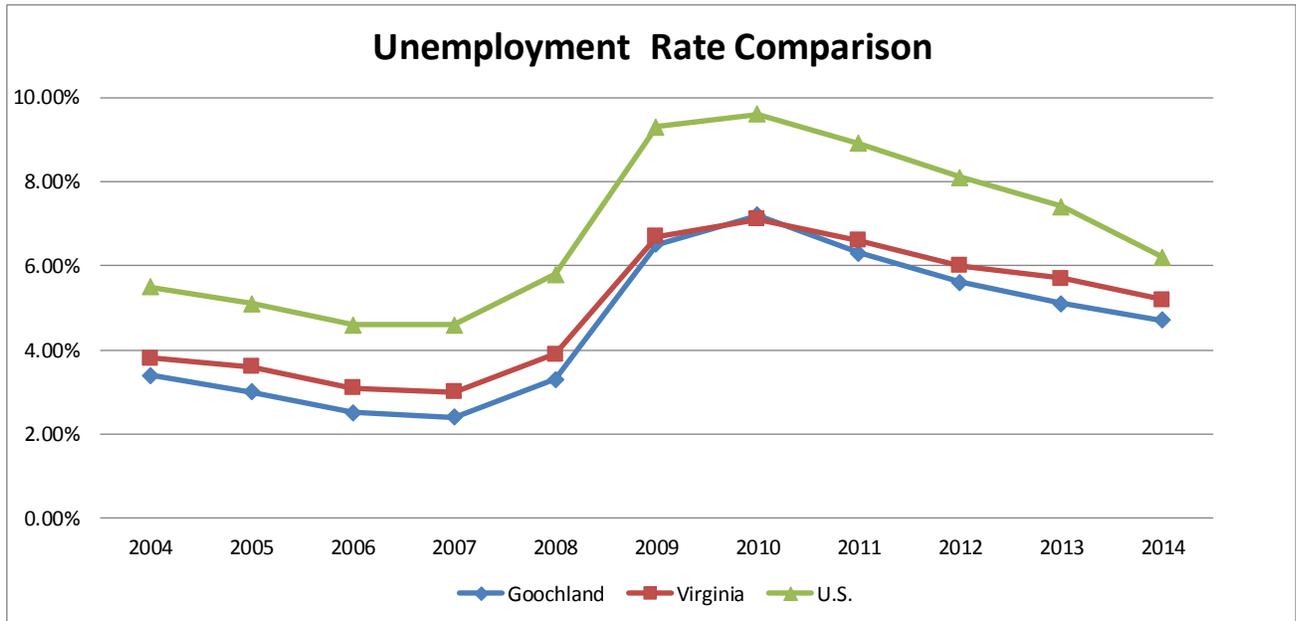
Interstate 64 runs along the northern edge of the county, making it easy for residents and visitors to get to the City of Richmond as well as the City of Charlottesville.

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 90% of the adult population (18 and older) holding at least a high school diploma. Of those high school graduates, 40% hold at least a bachelor's degree and 15% 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 2015.



Source: Virginia Employment Commission, Local Area Unemployment Statistics

### Statistical Information

#### Major Employers

<u>Employer</u>	<u>Industry</u>
Capital One Bank	Financial
CarMax Auto Superstores	Auto Sales
Goochland County School Board	Government
Luck Stone Corporation	Rock Quarries
L.E. Myers Company	Electrical Contractor
Virginia Farm Bureau Mutual Insurance	Insurance/Financial
Performance Food Group	Food Wholesaler
Virginia Correctional Center for Women	Government
Capital One Services, LLC	Financial
County of Goochland	Government

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2015

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

<u>Fiscal Year</u>	<u>Population</u>	<u>Per Capita Income</u>	<u>Unemployment Rate</u>
2015	22,082	\$74,711	4.70%
2014	21,703	\$74,711	4.50%
2013	21,400	\$74,711	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, 2015

**Top Taxpayers**

<u>Taxpayer</u>	<u>Tax Year 2014 Assessed Valuation</u>	<u>% of Total Assessment</u>
Capital One Bank	\$ 170,856,698	3.80%
West Creek/WC/GC Land	103,654,600	2.30%
Dominion Virginia Power	53,149,600	1.18%
Car Max Business Services	39,559,600	0.88%
Riverstone Group LLC	31,533,600	0.70%
Luck Stone Corporation	30,255,605	0.67%
Pruitt, Richard I	24,609,053	0.55%
Federal Reserve Bank	21,892,100	0.49%
Gotwald, James T	21,569,999	0.48%
CSX Transportation	19,172,013	0.43%

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2015

# 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

# Strategic Plan Report Card

## February 2016

<b>Goal 1: Efficient, effective, and transparent government with emphasis on customer service excellence</b>			
Indicator/Measure	CY2014 Actual	CY2015 Actual	CY2016 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	CY2014 Actual	CY2015 Actual	CY2016 Target
Commercial/Residential Real Estate Ratio	17.4%/82.6%	18.6%/81.4%	19%/81%
Building Permits (New Residential/Commercial)	R=366, C=71	R=403, C=94	R=400, C=100
New Taxable Commercial Investment	\$24.2 million	\$25.0 million	\$25 million
New Commercial Investments within Eastern Growth Management Area	N/A	\$12.9 million (52%)	\$13 million (52%)
New Commercial Investments within TCSD	\$6.4 million (26%)	\$0.7 million (3%)	\$5.0 million (20%)
<b>Goal 3: Excellence in Financial Management</b>			
Indicator/Measure	FY2014 Actual	FY2015 Actual	FY2016 Target
Liquidity-General Fund Balance: Unassigned as percentage of budget	42.2%	41.8%	40%
Debt Service-Expenditures as % of Budget	6.6%	5.1%	5.1%
GFOA Certificate for Excellence in Financial Reporting	Received	Receive (application submitted)	Receive
Credit Rating-Attain Highest Possible	AAA, received February 2015	AAA, received February 2015	AAA
<b>Goal 4: High quality core services including Education, Public Safety, &amp; Community Health</b>			
Indicator/Measure	CY2014 Actual	CY2015 Actual	CY2016 Target
Property Loss Rate (to Fire)	\$688,071	\$1,525,497	Less than \$700,000
Patrol Area Covered per Deputy	44.3 Miles	41.1 Miles	41.1 Miles
Poverty Rate – All Ages (per Census)	7.5%	N/A	Less than 7.5%
EMS Response at or Below Established Standards	45%	77%	100%
<b>Goal 5: Positive work environment with a highly qualified, diverse workforce</b>			
Indicator/Measure	CY2014 Actual	CY2015 Actual	CY2016 Target
Voluntary Turnover	13%	13%	Less than 10%
Percent of job applicants meeting minimum criteria	N/A	53%	55%
Diversity of County Workforce: % Minorities	10%	11%	At Least 11%



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

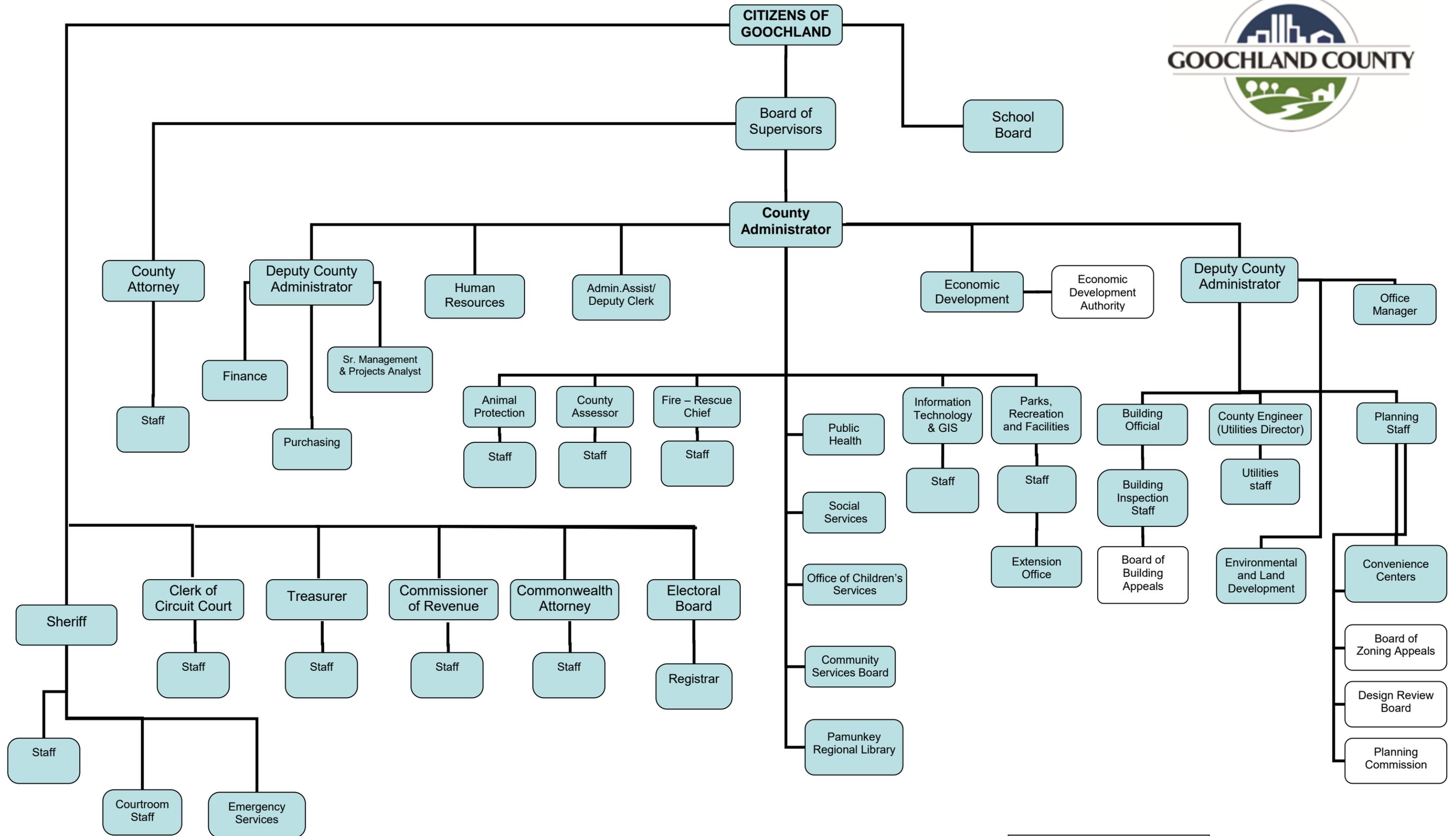
PRESENTED TO

**County of Goochland  
Virginia**

For the Fiscal Year Beginning

**July 1, 2015**

Executive Director

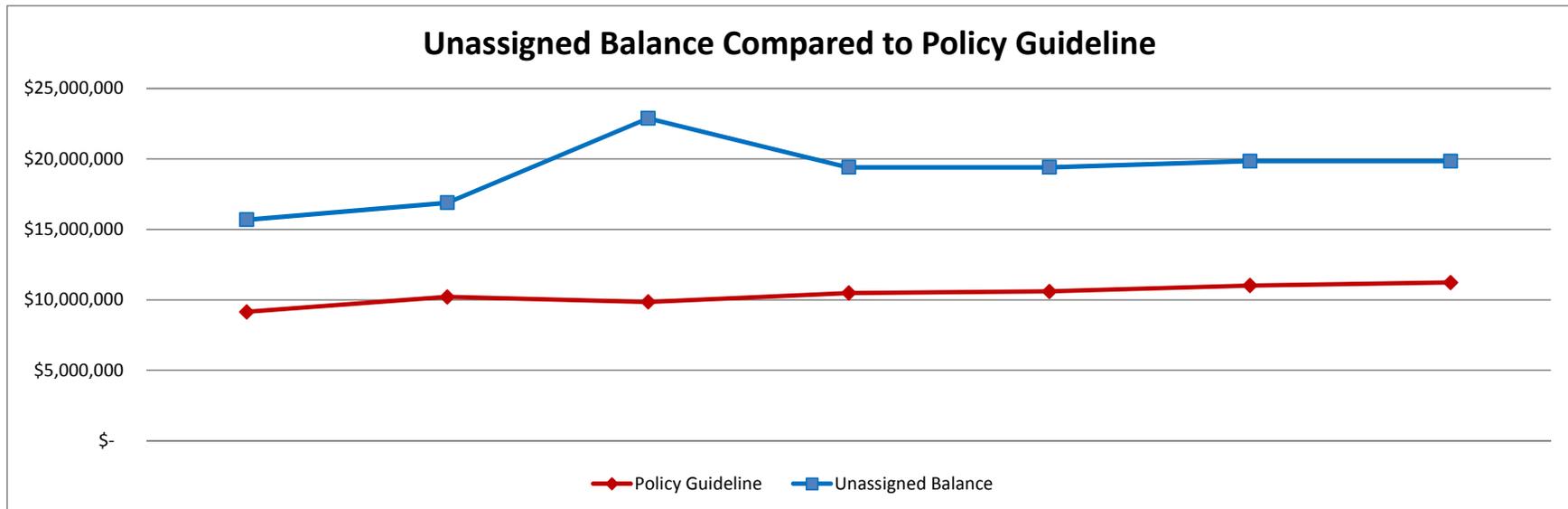


Last Revised: June 2015

### 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 FY2017 budget is supported by \$2,230,000 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 Actual	FY2016 Estimate	FY2017 Projected
Beginning Total Fund Balance						\$ 33,763,545	\$ 31,872,909
Less: Planned Uses at Budget Adoption						\$ (2,770,000)	\$ (2,430,000)
Estimated Additions Less Other Uses						\$ (310,636)	\$ (2,100,000)
Potential Tax Revenue above Budget *						\$ 1,190,000	\$ 1,000,000
Assigned, Committed, Restricted, and Nonspendable	\$ 7,495,847	\$ 9,371,024	\$ 8,757,398	\$ 14,442,031	\$ 14,361,594	\$ 12,034,884	\$ 8,504,884
Unassigned	\$ 15,676,774	\$ 16,884,189	\$ 22,873,972	\$ 19,401,025	\$ 19,401,951	\$ 19,838,025	\$ 19,838,025
<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>\$ 33,763,545</b>	<b>\$ 31,872,909</b>	<b>\$ 28,342,909</b>
<i>Unassigned Policy Guideline: 20% of Budget</i>	\$ 9,145,025	\$ 10,207,831	\$ 9,846,530	\$ 10,488,250	\$ 10,595,426	\$ 11,017,305	\$ 11,231,305



\* 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

	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budget	Change: FY16-17
<b>General Fund</b>					
Estimated Beginning Fund Balance	\$ 31,631,370	\$ 33,843,056	\$ 33,763,545	\$ 31,957,659	
Net Change in Fund Balance	2,211,686	(79,511)	(1,805,886)	(3,614,750)	
Estimated Ending Fund Balance	\$ 33,843,056	\$ 33,763,545	\$ 31,957,659	\$ 28,342,909	-11.3%
Unassigned Fund Balance	\$ 19,401,025	\$ 19,401,951	\$ 19,838,025	\$ 19,838,025	0.0%
Net Operating Revenues	46,984,679	48,583,999	47,614,804	47,175,147	
Est. Unassigned Fund Balance as % of Net Operating Rev	41.3%	39.9%	41.7%	42.1%	
<b>Capital Projects Fund<sup>1</sup></b>					
Estimated Beginning Fund Balance	4,700,812	6,613,619	8,780,683	8,780,683	
Net Change in Fund Balance	1,912,807	2,167,064	-	-	
Estimated Ending Fund Balance	6,613,619	8,780,683	8,780,683	8,780,683	0.0%
<b>Office of Children's Services Fund</b>					
Estimated Beginning Fund Balance	58,131	198,595	142,743	57,743	
Net Change in Fund Balance	140,464	(55,852)	(85,000)	-	
Estimated Ending Fund Balance	198,595	142,743	57,743	57,743	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 - FY2017 Adopted Budget

	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	INC / DEC
<b>General Fund:</b>				
General Property Taxes-Real Property	22,128,200	22,265,000	23,335,000	4.8%
Public Utility Co Taxes	621,984	630,000	620,000	-1.6%
Personal Property Taxes	9,221,005	8,767,060	9,060,000	3.3%
Other Local Taxes	7,206,819	4,683,000	5,073,000	8.3%
Permits, Fees & Licenses	769,211	465,400	534,900	14.9%
Fines & Forfeitures	104,759	115,000	100,000	-13.0%
Use of Money & Property	59,084	30,000	35,000	16.7%
Charges for Services	874,278	889,500	852,000	-4.2%
Miscellaneous/Recoveries	316,835	79,600	81,500	2.4%
<b>Total Local Revenues</b>	<b>41,302,175</b>	<b>37,924,560</b>	<b>39,691,400</b>	
<b>Total State Revenues</b>	<b>5,787,809</b>	<b>5,675,939</b>	<b>5,752,912</b>	<b>1.4%</b>
<b>Total Federal Revenues</b>	<b>100,042</b>	<b>71,904</b>	<b>71,904</b>	<b>0.0%</b>
<b>Total Uses of Fund Balance &amp; Transfers</b>	<b><u>3,425,000</u></b>	<b><u>2,770,000</u></b>	<b><u>2,430,000</u></b>	
<b>Total General Fund Revenues</b>	<b>50,615,026</b>	<b>46,442,403</b>	<b>47,946,216</b>	<b>3.2%</b>
School Operating Fund	25,543,590	26,609,216	28,197,740	6.0%
School Textbook Fund	55,942	231,890	280,050	20.8%
School Grants	1,279,876	1,038,580	1,081,241	4.1%
School Cafeteria Fund	943,150	1,012,200	975,800	-3.6%
Capital Improvements	1,514,605	5,540,000	3,615,000	-34.7%
Social Services	2,047,825	2,090,548	2,274,398	8.8%
Office of Children's Services	1,166,168	1,176,240	1,582,585	34.5%
Public Utilities	<u>9,397,522</u>	<u>9,620,390</u>	<u>10,044,890</u>	<u>4.4%</u>
<b>TOTAL FUNDS (including Transfers)</b>	<b>92,563,704</b>	<b>93,761,467</b>	<b>95,997,920</b>	<b>2.4%</b>
Interfund Transfers	<b>(22,168,303)</b>	<b>(22,650,415)</b>	<b>(23,116,122)</b>	<b>2.1%</b>
<b>GRAND TOTAL</b>	<b>70,395,401</b>	<b>71,111,052</b>	<b>72,881,798</b>	<b>2.5%</b>

## Expenditure Summary - FY2017 Adopted Budget

	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	INC / DEC FY2017
<b>General Fund:</b>				
General Government	3,855,448	4,102,725	4,247,467	3.5%
Judicial	1,472,874	1,602,333	1,611,794	0.6%
Public Safety	7,560,508	8,851,736	9,258,866	4.6%
Public Works	751,537	811,032	2,204,238	171.8%
Health & Welfare	1,210,846	1,229,333	1,299,883	5.7%
Culture & Leisure	2,030,999	2,142,022	887,531	-58.6%
Community Development	1,441,333	1,450,126	1,478,381	1.9%
Debt Service & Other	2,642,457	3,602,682	3,641,934	1.1%
Schools Operating Transfer	19,484,017	20,260,000	21,160,000	4.4%
Social Services Transfer	649,664	685,751	646,122	-5.8%
Other Gen Fund Transfers	<u>4,384,449</u>	<u>1,704,664</u>	<u>1,510,000</u>	<u>-11.4%</u>
<b>Subtotal General Fund</b>	<b>45,484,132</b>	<b>46,442,404</b>	<b>47,946,216</b>	<b>3.2%</b>
Social Services	1,956,981	2,090,548	2,274,398	8.8%
<i>LESS: Transfer to Social Services</i>	<i>(683,757)</i>	<i>(685,751)</i>	<i>(646,122)</i>	<i>-5.8%</i>
School Operating Fund	25,543,590	26,609,216	28,197,740	6.0%
School Textbook Fund	55,942	231,890	280,050	20.8%
<i>LESS: GF Transfer to Schools</i>	<i>(19,484,017)</i>	<i>(20,260,000)</i>	<i>(21,160,000)</i>	<i>4.4%</i>
School Grants	1,279,876	1,038,580	1,081,241	4.1%
School Cafeteria Fund	943,150	1,012,200	975,800	-3.6%
Capital Improvements	1,514,605	5,540,000	3,615,000	-34.7%
<i>LESS: GF Transfer to CIP</i>	<i>(3,435,000)</i>	<i>(750,000)</i>	<i>(430,000)</i>	<i>-42.7%</i>
Office of Children's Services	1,192,655	1,176,240	1,582,585	34.5%
<i>LESS: GF Transfer to Children's Services</i>	<i>(649,664)</i>	<i>(704,664)</i>	<i>(880,000)</i>	<i>24.9%</i>
<b>TOTAL OPERATING</b>	<b>53,718,493</b>	<b>61,740,663</b>	<b>62,836,908</b>	<b>1.8%</b>
Countywide Utility	6,010,383	5,547,390	5,499,890	-0.9%
<i>LESS: GF Transfer to Countywide Utility</i>	<i>(450,000)</i>	<i>(250,000)</i>	<i>(200,000)</i>	<i>-20.0%</i>
<i>LESS: Operating Transfer to Capital</i>	<i>(396,000)</i>	<i>(550,000)</i>	<i>(200,000)</i>	<i>-63.6%</i>
Countywide Utility - Capital	600,000	550,000	200,000	-63.6%
Tuckahoe Creek Debt	<u>5,808,565</u>	<u>4,073,000</u>	<u>4,745,000</u>	<u>16.5%</u>
<b>Subtotal Enterprises</b>	<b>11,572,948</b>	<b>9,370,390</b>	<b>10,044,890</b>	<b>7.2%</b>
<b>GRAND TOTAL</b>	<b>65,291,441</b>	<b>71,111,053</b>	<b>72,881,798</b>	<b>2.5%</b>

# GENERAL FUND REVENUE OVERVIEW

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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 FY2017 general fund revenue budget totals \$47,946,216, an increase of \$1,503,812 from the FY2016 Adopted total.

### **Property Taxes**

Property taxes are the County's dominant revenue source, comprising over two thirds (68.9 percent) of the FY2017 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 FY2017 budget was developed and balanced using that rate. The FY2018 projected budget is also based on a rate of \$0.53.

From the assessments, the County is projecting \$22,410,000 in current real estate tax collections for FY2017 (excluding Tuckahoe Creek Service District shared revenue), an increase of \$960,000 from the FY2016 adopted budget. This revenue estimate is based on the January 2016 assessments, which were 4.3% more than January 2015 when including taxable properties in Land Use, and an additional 3.5% increase in taxable values as of January 2017. Over a third of the January 2016 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 FY2017 budget includes \$435,000 as a revenue source, but also as an offsetting equal expense in the Health and Welfare category.

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 FY2017 budget includes a \$1,250,000 revenue sharing deduction from real estate taxes.

# GENERAL FUND REVENUE OVERVIEW

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## Personal Property Taxes

Personal property taxes are assessed on various classes of personal property. Rates for tax year 2016 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 FY2017 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, a decrease of \$8,974 from the FY2016 adopted figure.

## 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 net increase in FY2017.

## **Other Local Taxes**

The “other local tax” category includes all locally assessed taxes other than property taxes. Other local taxes represent 10.6 percent of the general fund budget in FY2017 at a combined \$5,073,000. 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, 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 FY2017 budget projects local-option sales tax receipts of \$2,600,000, representing a \$225,000 increase from the adopted FY2016 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 FY2017, Business Professional and Occupational License revenue is budgeted at \$715,000, an increase of \$50,000 from the FY2016 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 FY2017 budget includes \$415,000 in utility taxes, the same as the previously budgeted total.

## 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 FY2017 budget for these fees is \$725,000, an increase of \$90,000 compared to the prior year's budget.

## GENERAL FUND REVENUE OVERVIEW

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### Additional Local Taxes

Taxes in this category include the bank stock tax and local recordation taxes. The taxes in this category are budgeted at a moderate increase in FY2017. Collections from the bank stock tax were exceptionally high in FY2013, and significantly decreased from that amount in FY2014 and subsequent years, so this source is conservatively budgeted at \$100,000 in FY2017 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 3.3 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 FY2017 total is \$69,500 higher than the FY2016 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 \$135,000 in FY2017, a decrease of \$10,000, from their combined FY2016 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 \$600,000 of the FY2017 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.

## **STATE REVENUES**

Goochland County receives funding from the Commonwealth in several areas, adding to approximately \$5.75 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.

## GENERAL FUND REVENUE OVERVIEW

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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.

### 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 FY2017, communications tax revenue is budgeted at \$840,000, a decrease of \$10,000 from FY2016.

## **FEDERAL REVENUES**

Federal revenue for local operations is once again budgeted at \$71,904 in FY2017. 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.

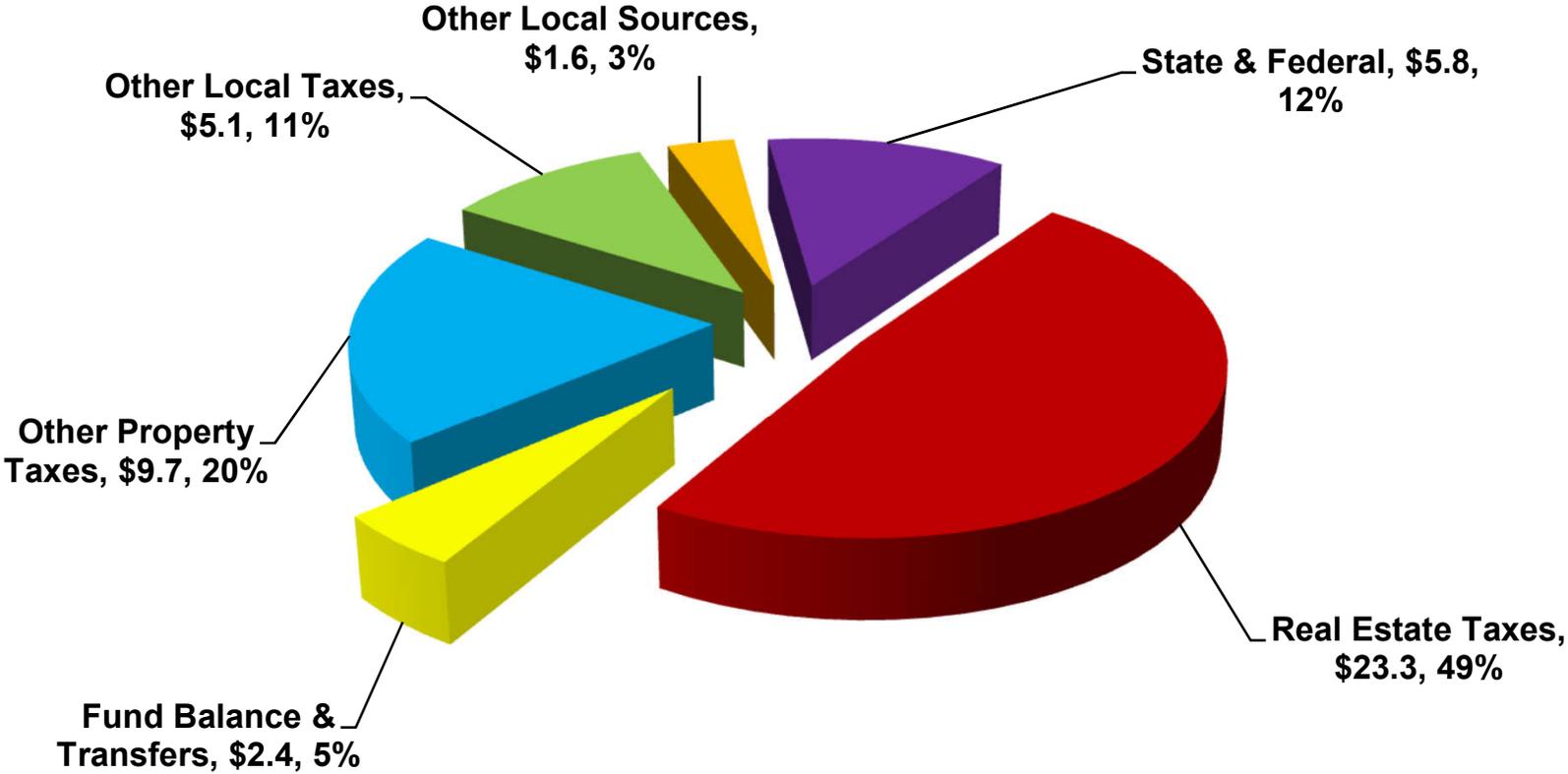
## **OTHER FUNDING SOURCES**

### **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 FY2017 budget is supported by \$2,230,000 in transfers from general fund reserves, including reserves associated with future debt service costs, and \$200,000 in transfers in from the Tuckahoe Creek Service District debt fund, towards repayment of a general fund loan made in 2009.

# FY2017 Adopted General Fund Revenues

In Millions, \$47.9M Total



## General Fund Revenues Summary

DESCRIPTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>General Property Taxes - Real Property Taxes</b>				
REAL ESTATE TAXES	22,160,283	22,425,000	23,660,000	24,500,000
DELINQUENT REAL ESTATE TAXES	612,638	350,000	450,000	500,000
R E TAX RELIEF FOR ELDERLY	409,621	435,000	435,000	445,000
TCSD 55% ADVALOREM	(1,097,900)	(975,000)	(1,250,000)	(1,300,000)
ROLL BACK TAXES	43,558	30,000	40,000	40,000
Total	22,128,200	22,265,000	23,335,000	24,185,000
<b>Public Utility Taxes</b>				
UTILITY TAXES ON REAL PROPERTY	621,984	630,000	620,000	620,000
Total	621,984	630,000	620,000	620,000
<b>Personal Property Taxes</b>				
PERSONAL PROPERTY - CURRENT	7,572,642	7,658,974	7,650,000	7,750,000
PERSONAL PROPERTY - DELINQUENT	691,684	250,000	500,000	550,000
CURRENT FIRE & RESCUE PERSONAL PROP	9,546	10,087	9,500	9,500
PERSONAL PROPERTY COMMON CARRIER	1,392	2,000	1,500	1,500
1999 PHYSICAL HANDICAP SPEC EQUIP	2,348	0	0	0
ADMIN FEE - P.P.	34,829	17,000	20,000	20,000
SHORT-TERM RENTAL TAX	82,942	50,000	70,000	65,000
MACHINERY & TOOLS - CURRENT	358,274	320,000	350,000	360,000
CURRENT MOBILE HOMES	3,815	4,000	4,000	4,000
DELINQUENT MOBILE HOMES	922	0	0	0
PENALTIES (ALL PROPERTY TAXES)	222,226	275,000	230,000	230,000
INTEREST (ALL PROPERTY TAXES)	240,384	180,000	225,000	225,000
Total	9,221,005	8,767,061	9,060,000	9,215,000
<b>Other Local Taxes</b>				
LOCAL SALES & USE TAX	2,800,373	2,375,000	2,600,000	2,650,000
CONSUMER UTILITY TAX	441,456	415,000	415,000	415,000
CONSUMPTION TAX	99,532	95,000	97,000	97,000
COMMUNICATION TAX	0	0	0	0
ALL BUSINESS LICENSES	821,993	665,000	715,000	735,000
TRANSIENT OCCUPANCY TAX	177	1,000	1,000	1,000
MOTOR VEHICLE LICENSES	758,275	635,000	725,000	750,000
BANK STOCK TAXES	1,764,961	100,000	100,000	100,000
RECORDATION TAXES-GRANTEE	381,658	310,000	320,000	320,000
WILLS & ADMINISTRATION	11,835	7,000	10,000	10,000
DEED TAXES-GRANTOR	126,913	80,000	90,000	90,000
Total	7,206,819	4,683,000	5,073,000	5,168,000
<b>Permits, Fees, and Licenses</b>				
DOG TAGS	26,910	25,000	26,000	26,000
HUNTING & FISHING LICENSE FEE	296	0	0	0
ZONING-REVIEW FEE	16,931	10,000	12,000	12,000
LAND USE APPLICATION FEES	2,800	2,200	2,500	2,500
LAND TRANSFER FEES	824	700	700	700
ZONING-SUBDIVISION PERMITS	41,798	30,000	35,000	35,000

## General Fund Revenues Summary

DESCRIPTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
BUILDING PERMITS	629,498	350,000	400,000	400,000
SEPTIC TANK PERMITS	2,931	2,000	2,500	2,500
BURN PERMITS	3,950	2,500	3,000	3,000
LAND DISTURBING PERMITS	42,125	30,000	35,000	35,000
PLAN OF DEVELOPMENT (OFFICE BLDG)	22,150	11,000	12,000	12,000
POD-FIRE/RESCUE	1,875	1,000	1,200	1,200
EMS PERMITS	1,500	0	0	0
ROAD & STREET SIGNS	450	0	0	0
LARGE CROWD ENTERTAINMENT FEE	2,200	0	0	0
GIS DATA PRODUCTS	179	1,000	0	0
STORMWATER PERMIT FEES	0	0	5,000	5,000
Total	769,211	465,400	534,900	534,900
<b>Fines and Forfeitures</b>				
COURT FINES AND FORFEITURES	104,759	115,000	100,000	100,000
Total	104,759	115,000	100,000	100,000
<b>Revenue from Use of Money and Property</b>				
INTEREST ON BANK DEPOSITS	34,207	25,000	30,000	30,000
RENTAL OF GENERAL PROPERTY	5,922	5,000	5,000	5,000
SALE OF SALVAGE & SURPLUS	18,955	0	0	0
Total	59,084	30,000	35,000	35,000
<b>Charges for Services</b>				
SHERIFF & DEPUTY FEES	3,449	3,500	3,500	3,500
CIR CT SECURITY FUND	1,694	0	0	0
GEN.DIST/CIR CT ADMISSION FEE	2,836	3,000	3,000	3,000
COURTHOUSE SECURITY FUND	55,963	60,000	55,000	55,000
BLOOD TEST/DNA FEE	303	0	0	0
CONCEALED HANDGUN PERMIT FEE	12,968	12,000	0	0
EMS COST RECOVERY	590,161	625,000	600,000	600,000
COMMONWEALTH'S ATTORNEY FEES	2,558	1,500	2,000	2,000
REFUSE COLLECTION	26,794	35,000	30,000	30,000
RECREATION FEES	108,239	90,000	95,000	95,000
RECREATION COST SHARING	9,313	0	0	0
FROM SCHOOLS - LAWCARE	35,000	35,000	39,000	39,000
SALE OF MAPS, SURVEYS, ETC	400	500	500	500
SALE OF PUB/CIR CT.COPY FEES	6,034	6,000	6,000	6,000
CSB FISCAL AGENT	7,000	7,000	7,000	7,000
CSB-COMPUTER SERVICES	11,567	11,000	11,000	11,000
Total	874,278	889,500	852,000	852,000
<b>Miscellaneous/Recoveries</b>				
EXPENDITURE REFUND -MISC.	7,000	5,000	5,000	5,000
INSURANCE RECOVERY	68,037	0	0	0
CONVENIENCE FEE FOR CREDIT CARDS 3%	700	0	0	0
DMV STOP FEE	661	0	0	0
IT COMM REIMB	1,483	0	0	0

## General Fund Revenues Summary

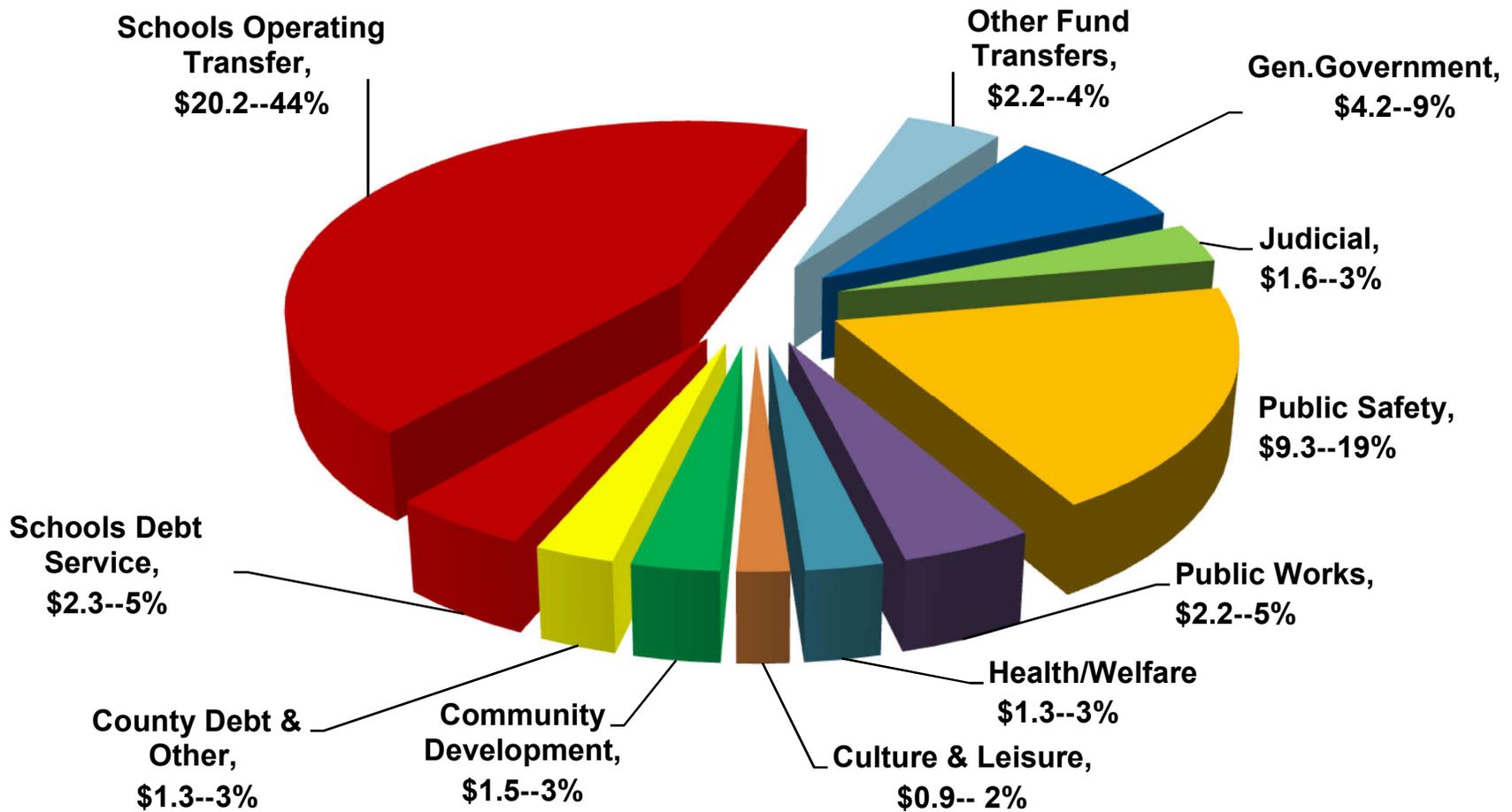
DESCRIPTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
SPECIAL EVENTS REIMBURSEMENT	45,020	0	0	0
RECYCLED REIMBURSEMENT	42,858	35,000	35,000	35,000
FOIA REIMBURSEMENTS	78	600	500	500
RECYCLED REIMBURSEMENT-HOA	32,530	32,000	32,500	32,500
FIRE MEMBERSHIP SERVICES	22,854	0	0	0
DSS MISC REIMB	720	0	0	0
COUNTY LOGO ITEMS	409	0	0	0
VOLUNTEER FIRE/RESCUE HANOVER SRVCS	5,000	5,000	5,000	5,000
GAS-REIMBURSEMENT	2,137	0	0	0
PHONES REIMB.-SCHOOLS,HEALTH,CLINIC	3,674	0	0	0
PHONE REIMB-DSS & CSB	16,020	0	0	0
KENNEL FEE REIMBURSEMENT	2,928	2,000	3,500	3,500
Total	247,835	79,600	81,500	81,500
<b>Total Local Revenues</b>	<b>41,233,174</b>	<b>37,924,561</b>	<b>39,691,400</b>	<b>40,791,400</b>
<b>Revenue From The State</b>				
LITTER CONTROL GRANT	5,698	7,500	7,500	7,500
VICTIM WITNESS GRANT	30,569	29,679	30,569	30,569
WIRELESS E911	43,319	41,000	42,000	42,000
STATE REVENUE CONTINGENCY	0	(9,960)	7,000	7,000
STEWARDSHIP-CONSERVATION EASEMENT	3,540	0	0	0
Total	83,126	68,219	87,069	87,069
<b>Revenue From The State - Non Categorical Aid</b>				
MOBILE HOME TITLING TAX	10,426	7,000	7,000	7,000
EMS VEHICLE REG TAX (4for-life)	23,529	24,486	23,529	23,529
ROLLING STOCK TAX	81,122	85,000	80,000	80,000
FIRE PROGRAM FUND	68,802	65,223	68,802	68,802
RECORDATION TAXES	99,732	105,000	100,000	100,000
DMV 4% RENTAL TAX	22,213	5,000	7,500	7,500
PERSONAL PROPERTY-REGULAR	2,853,012	2,853,011	2,853,012	2,853,012
DMV-REIMBURSEMENTS	79,729	35,000	75,000	75,000
COMMUNICATIONS TAX	852,678	850,000	840,000	840,000
PHONE REIMB- HEALTH DEPT	601	0	0	0
Total	4,090,642	4,029,720	4,054,843	4,054,843
<b>COMMONWEALTH'S ATTORNEY</b>				
COMM. ATTORNEY SALARIES	240,746	237,000	242,000	242,000
EXPENSES	22,869	20,000	21,000	21,000
CT. APPT ATTY-STATE	1,140	0	0	0
Total	264,755	257,000	263,000	263,000
<b>SHERIFF</b>				
SHERIFF SALARIES	815,902	850,000	850,000	850,000

## General Fund Revenues Summary

DESCRIPTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
EXPENSES	68,065	20,000	40,000	40,000
Total	883,967	870,000	890,000	890,000
<b>COMMISSIONER OF REVENUE</b>				
COMMISSIONER OF REV. SALARIES	85,851	79,000	81,000	81,000
EXPENSES	7,591	6,000	6,500	6,500
Total	93,442	85,000	87,500	87,500
<b>TREASURER</b>				
TREASURER SALARIES	87,913	87,000	88,500	88,500
EXPENSES	7,367	7,000	7,000	7,000
Total	95,280	94,000	95,500	95,500
<b>REGISTRAR/ELECTORAL BD</b>				
REGISTRAR/ELECTORAL BD	36,271	35,000	35,000	35,000
Total	36,271	35,000	35,000	35,000
<b>CLERK OF THE CIRCUIT COURT</b>				
CIRCUIT CT. CLERK SALARIES	215,329	215,000	218,000	218,000
EXPENSES	12,827	12,000	12,000	12,000
TECHNOLOGY GRANT	12,170	10,000	10,000	10,000
Total	240,326	237,000	240,000	240,000
<b>Total State Revenues</b>	<b>5,787,809</b>	<b>5,675,939</b>	<b>5,752,912</b>	<b>5,752,912</b>
<b>Federal Revenues</b>				
COST ALLOCATION-CEN.SRVCS	65,854	55,000	55,000	55,000
EMERG.MGMT CCC GRANT	1,200	0	0	0
LEMPG GRANT	3,345	16,904	16,904	16,904
SHERIFF GRANTS	29,644	0	0	0
Total Federal Revenues	<b>100,042</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	800,000	1,400,000	1,935,000
USE OF RESERVE FOR CONTINGENCIES	0	550,000	130,000	265,000
USE OF DEBT SERVICE RESERVE	0	360,000	700,000	0
USE OF VRS RESERVE	0	525,000	0	0
USE OF SCHOOL HEALTH RESERVE	0	160,000	0	0
USE OF CIP RESERVE	0	345,000	0	0
USE OF STORMWATER MGMT RESERVE	0	30,000	0	0
TRANSFER FROM TCSD - LOAN REPAYMENT	0	0	200,000	200,000
TRANSFER FROM UTILITY	69,000	0	0	0
Total Uses of Fund Balance and Transfers	<b>69,000</b>	<b>2,770,000</b>	<b>2,430,000</b>	<b>2,400,000</b>
<b>Total General Fund Revenues</b>	<b>47,190,025</b>	<b>46,442,404</b>	<b>47,946,216</b>	<b>49,016,216</b>

# FY2017 Adopted General Fund Expenditures

In Millions, \$47.9M Total



## General Fund Expenditures Summary

	ACTUAL	ADOPTED	ADOPTED	PROJECTED
	FY2015	FY2016	FY2017	FY2018
<b>General Government</b>				
BOARD OF SUPERVISORS	149,951	159,457	159,702	161,184
COMMISSIONER OF REVENUE	325,831	346,391	387,281	383,981
COUNTY ADMINISTRATOR	380,538	388,536	392,872	394,580
COUNTY ASSESSOR	392,971	413,035	418,581	407,692
COUNTY ATTORNEY	351,027	379,442	387,424	388,649
FINANCE	493,721	480,591	491,058	493,521
HUMAN RESOURCES	108,345	132,787	133,797	133,797
INFORMATION TECHNOLOGY	892,442	995,832	1,082,947	1,082,355
PURCHASING	98,807	105,134	106,472	107,213
REGISTRAR/ELECTIONS	219,045	255,510	248,546	249,016
TREASURER	442,770	446,010	438,787	441,718
<b>Total General Government</b>	<b>3,855,448</b>	<b>4,102,725</b>	<b>4,247,467</b>	<b>4,243,706</b>
<b>Judicial</b>				
CIRCUIT COURT	31,095	33,900	33,900	33,900
CLERK OF THE CIRCUIT COURT	543,349	557,986	563,244	563,244
COMMONWEALTH ATTORNEY	451,493	472,419	478,000	480,463
GENERAL DISTRICT COURT	16,679	15,000	17,000	17,000
SHERIFF - COURT RELATED	430,258	523,028	519,650	524,352
<b>Total Judicial</b>	<b>1,472,874</b>	<b>1,602,333</b>	<b>1,611,794</b>	<b>1,618,959</b>
<b>Public Safety</b>				
ANIMAL PROTECTION	268,212	365,013	347,622	460,896
BUILDING INSPECTION	534,613	531,425	549,510	553,873
CORRECTION & DETENTION	315,905	466,245	458,541	494,300
EMERGENCY COMMUNICATION SERVICES	213,889	263,000	263,000	263,000
EMERGENCY PLANNING	125,336	123,517	126,140	126,140
EMERGENCY SERVICES	601,734	701,637	707,524	697,681
FIRE & RESCUE	2,052,373	2,525,187	2,854,377	3,122,971
FIRE-RESCUE COST RECOVERY	420,484	625,000	600,000	600,000
FOREST FIRE PREVENTION	9,982	0	0	0
SHERIFF	2,987,000	3,250,712	3,352,152	3,373,778
SHERIFF GRANTS	30,980	0	0	0
<b>Total Public Safety</b>	<b>7,560,508</b>	<b>8,851,736</b>	<b>9,258,866</b>	<b>9,692,639</b>
<b>Public Works</b>				
CONVENIENCE CENTERS	751,537	811,032	809,373	817,306
FACILITIES MANAGEMENT	0	0	1,394,865	1,413,158
<b>Total Public Works</b>	<b>751,537</b>	<b>811,032</b>	<b>2,204,238</b>	<b>2,230,464</b>
<b>Health &amp; Welfare</b>				
COMMUNITY SERVICES BOARD	255,477	261,980	266,980	266,980
CONTRIBUTIONS	174,395	131,693	130,975	130,975
GOOCHLAND FREE CLINIC & FAMILY SERV	141,849	164,000	223,202	166,000
HEALTH DEPARTMENT	229,505	236,660	243,726	256,188
TAX RELIEF FOR ELDERLY & DISABLED	409,620	435,000	435,000	445,000
<b>Total Health &amp; Welfare</b>	<b>1,210,846</b>	<b>1,229,333</b>	<b>1,299,883</b>	<b>1,265,143</b>

## General Fund Expenditures Summary

	ACTUAL	ADOPTED	ADOPTED	PROJECTED
	FY2015	FY2016	FY2017	FY2018
<b>Culture &amp; Leisure</b>				
PARKS AND RECREATION	1,631,399	1,738,922	475,231	477,430
REGIONAL LIBRARY	399,600	403,100	412,300	412,300
<b>Total Culture &amp; Leisure</b>	<b>2,030,999</b>	<b>2,142,022</b>	<b>887,531</b>	<b>889,730</b>
<b>Community Development</b>				
COMMUNITY DEVELOPMENT ADMIN	216,741	228,099	241,528	243,212
ECONOMIC DEVELOPMENT	176,525	195,449	194,268	194,268
ENVIRONMENTAL & LAND DEV. REVIEW	193,349	255,486	262,352	263,297
EXTENSION OFFICE	34,845	54,909	56,232	56,232
LITTER CONTROL	7,085	0	0	0
PAYMENTS TO ECON DEVEL AUTHORITY	183,897	200,000	195,000	200,000
PLANNING	628,891	516,183	529,001	521,948
<b>Total Community Development</b>	<b>1,441,333</b>	<b>1,450,126</b>	<b>1,478,381</b>	<b>1,478,957</b>
<b>Debt Service (General)</b>				
DEBT SERVICE	2,436,818	3,143,664	3,008,522	3,364,407
<b>Total Debt Service (General)</b>	<b>2,436,818</b>	<b>3,143,664</b>	<b>3,008,522</b>	<b>3,364,407</b>
<b>Countywide</b>				
COUNTYWIDE	205,639	459,018	633,412	395,511
<b>Total Countywide</b>	<b>205,639</b>	<b>459,018</b>	<b>633,412</b>	<b>395,511</b>
<b>Total Funds</b>	<b>20,966,002</b>	<b>23,791,989</b>	<b>24,630,094</b>	<b>25,179,516</b>
SCHOOL OPERATING TRANSFER	19,484,017	20,260,000	21,160,000	21,660,000
SOCIAL SERVICES TRANSFER	649,664	685,751	646,122	686,700
OTHER TRANSFERS FROM GEN FUND	4,384,449	1,704,664	1,510,000	1,490,000
<b>TOTAL GENERAL FUND</b>	<b>45,484,132</b>	<b>46,442,404</b>	<b>47,946,216</b>	<b>49,016,216</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

	<b>FY2015 Actual</b>	<b>FY2016 Adopted</b>	<b>FY2017 Adopted</b>	<b>FY2018 Projected</b>	<b>FY2019 Projected</b>	<b>FY2020 Projected</b>	<b>FY2021 Projected</b>
Real Property Taxes	22,128,200	22,265,000	23,335,000	24,185,000	25,152,400	26,158,496	27,204,836
Personal & Other Prop Taxes	9,842,989	9,397,061	9,680,000	9,835,000	10,031,700	10,232,334	10,436,981
Bank Stock Taxes	1,764,961	100,000	100,000	100,000	100,000	100,000	100,000
Other Local Taxes	5,441,858	5,433,000	4,973,000	5,068,000	5,118,680	5,169,867	5,221,565
Other Local Sources	2,124,167	1,579,500	1,803,400	1,803,400	1,820,403	1,838,607	1,856,993
State	5,787,809	4,825,939	5,752,912	5,752,912	5,810,441	5,868,546	5,927,231
Federal	100,042	71,904	71,904	71,904	72,623	73,349	74,083
Planned Use of Assigned Bal	<u>3,425,000</u>	<u>2,770,000</u>	<u>2,230,000</u>	<u>2,200,000</u>	<u>2,160,000</u>	<u>2,615,000</u>	<u>2,350,000</u>
<b>Total General Fund Revenue</b>	<b>50,615,025</b>	<b>46,442,404</b>	<b>47,946,216</b>	<b>49,016,216</b>	<b>50,266,247</b>	<b>52,056,199</b>	<b>53,171,689</b>
General Government	3,855,448	4,102,725	4,247,467	4,243,706	4,307,362	4,371,972	4,437,552
Judicial	1,472,874	1,602,333	1,611,794	1,618,959	1,627,054	1,635,189	1,643,365
Public Safety	7,560,508	8,851,736	9,258,866	9,692,639	10,031,881	10,382,997	10,798,317
Public Works	751,537	811,032	2,204,238	2,230,464	2,252,769	2,275,296	2,298,049
Health and Welfare	1,210,846	1,229,333	1,299,883	1,265,143	1,277,794	1,290,572	1,303,478
Culture and Leisure	2,030,999	2,142,022	887,531	889,730	907,525	925,675	944,189
Community Development	1,441,333	1,450,126	1,478,381	1,478,957	1,501,141	1,523,658	1,546,513
Debt Service	2,436,818	3,143,664	3,008,522	3,364,407	3,532,593	4,224,381	4,162,645
Countywide	205,639	459,018	633,412	395,511	395,511	395,511	395,511
Transfer to Schools	19,484,017	20,260,000	21,160,000	21,660,000	22,201,500	22,756,538	23,325,451
Other Fund Transfers	<u>5,034,113</u>	<u>2,390,415</u>	<u>2,156,122</u>	<u>2,176,700</u>	<u>2,231,118</u>	<u>2,274,409</u>	<u>2,316,619</u>
<b>Total Expenditures</b>	<b>45,484,132</b>	<b>46,442,404</b>	<b>47,946,216</b>	<b>49,016,216</b>	<b>50,266,247</b>	<b>52,056,199</b>	<b>53,171,689</b>



# **General Government**

**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**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.goochlandva.us](http://www.goochlandva.us).

**FINANCIAL DATA**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	86,693	90,779	90,024	-755	91,506
Operating Costs	63,258	68,678	69,678	1,000	69,678
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>149,951</b>	<b>159,457</b>	<b>159,702</b>	<b>245</b>	<b>161,184</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>149,951</b>	<b>159,457</b>	<b>159,702</b>	<b>245</b>	<b>161,184</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff 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. ✓

**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 2017 - 2018**

11010 BOARD OF SUPERVISORS		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
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	4,255	4,820	4,820	4,820
2005	GROUP HEALTH	19,368	22,809	22,054	23,536
2010	WORKMAN'S COMPENSATION	70	150	150	150
	<b>Total Fringe Benefits</b>	<b>23,693</b>	<b>27,779</b>	<b>27,024</b>	<b>28,506</b>
3002	PROFESSIONAL SERVICES	2,700	4,000	4,000	4,000
3006	PRINTING & BINDING	10,685	10,000	10,000	10,000
3007	ADVERTISING	19,488	21,000	21,000	21,000
	<b>Total Professional Services</b>	<b>32,873</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
5201	POSTAGE	1,200	2,950	2,450	2,450
5203	TELECOMMUNICATION	2,201	0	2,200	2,200
5314	SOFTWARE/LICENSE	0	0	500	500
5400	SUPPLIES-WATER PURCHASE	202	0	0	0
5401	OFFICE SUPPLIES	100	2,500	1,800	1,800
5402	FOOD SUPPLIES	329	0	0	0
5411	BOOKS & SUBSCRIPTIONS	240	500	500	500
5413	OPERATING SUPPLIES	929	6,000	6,000	6,000
5475	COMPUTER SUPPLIES - NON CAPITAL	6,769	0	0	0
5476	OFFICE EQUIPMENT NON-CAPITAL	10	0		
5501	TRAVEL- MILEAGE	1,555	4,000	3,000	3,000
5502	MEALS/FOOD-OTHER THAN TRAINING	2,576	2,000	2,500	2,500
5504	TRAVEL- EDUCATION/TRAINING	30	1,000	500	500
5602	EMPLOYEE SERVICES	1,007	500	1,000	1,000
5606	COUNTY LOGO ITEMS	321	0	0	0
5801	DUES & MEMBERSHIPS	12,261	13,678	13,678	13,678
	RRPDC-\$13,170				
	VEPGA- \$120				
	MISC OTHER- \$388				
	<b>Total Operating Cost</b>	<b>29,729</b>	<b>33,128</b>	<b>34,128</b>	<b>34,128</b>
8001	LEASE/RENT EQUIPMENT	100	0	0	0
8004	LEASE/RENT-WATER COOLERS	415	375	375	375
8005	LEASE-POSTAGE METER	140	175	175	175
	<b>Total</b>	<b>655</b>	<b>550</b>	<b>550</b>	<b>550</b>
<b>TOTAL</b>		<b>149,951</b>	<b>159,457</b>	<b>159,702</b>	<b>161,184</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	300,809	318,341	347,531	29,190	347,531
Operating Costs	25,023	28,050	39,750	11,700	36,450
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>325,831</b>	<b>346,391</b>	<b>387,281</b>	<b>40,890</b>	<b>383,981</b>
Revenues	169,336	122,200	180,000	57,800	180,000
<b>Net County Funds</b>	<b>156,495</b>	<b>224,191</b>	<b>207,281</b>	<b>-16,910</b>	<b>203,981</b>
Full-time Positions	5.0	5.0	5.0	.0	5.0
Part-time Positions	.0	.0	1.0	1.0	1.0

New FY2017 part-time position.

EXPLANATION OF CHANGES FOR FY2017 AND FY2018

A part-time position is needed in FY17. The workload of the DMV Select office and the constant updating needed for proration and twice a year billing of personal property has put a strain on the current staff. Without this added part time position the quality of work and the ability to meet deadlines will be affected.

- The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

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.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

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 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

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
Calendar Year 2015; Assessed & prepared for taxation vehicles, trailers and boats	32606	33500	34000
Calendar Year 2015; Assessed Business Personal Property & Machinery & Tools accounts	1234	1300	1350
Calendar Year 2015; Continuous proration of personal property taxes abatements & supplements	8016	8100	8200
Calendar Year 2015; Assessed & processed business license accounts	2054	2050	2050
Calendar Year 2015; Processed Tax Relief for the Elderly/Disabled and Disabled Vets apps	581	585	590

### 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 2017 - 2018

12090	<b>COMMISSIONER OF REVENUE</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	212,422	228,417	232,966	232,966
1003	SALARIES-PART TIME <i>The workload of DMV Select and the constant updating for proration of personal property and twice a year billing has put a strain on the current staff of the Commissioner's office. A part-time person for at least 28 hours per week is needed.</i>	6,941	0	24,000	24,000
1006	BONUS	2,000	0	0	0
	<b>Total Personnel</b>	<b>221,363</b>	<b>228,417</b>	<b>256,966</b>	<b>256,966</b>
2001	FICA	16,258	17,245	17,747	17,747
2002	VRS	21,244	23,344	20,601	20,601
2005	GROUP HEALTH	39,239	46,347	48,859	48,859
2006	GROUP LIFE	2,459	2,682	3,040	3,040
2010	WORKMAN'S COMPENSATION	246	306	318	318
	<b>Total Fringe Benefits</b>	<b>79,446</b>	<b>89,924</b>	<b>90,565</b>	<b>90,565</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.</i>	2,156	4,000	4,000	4,000
3004	REPAIRS & MAINTENANCE-LABOR	287	400	400	400
3005	CONTRACTED SERVICES	0	400	400	400
3007	ADVERTISING <i>Expended \$422 in 2015</i>	422	0	400	400
3012	EMPLOYMENT BACKGROUND CHECK <i>Expended \$308 in 2015</i>	308	0	300	300
	<b>Total Professional Services</b>	<b>3,172</b>	<b>4,800</b>	<b>5,500</b>	<b>5,500</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>	2,421	6,200	6,200	6,200
5203	TELECOMMUNICATIONS	1,670	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 FY2015 we expended \$12,424 in this category.</i>	12,424	8,500	13,000	13,000
5411	BOOKS & SUBSCRIPTIONS	363	300	300	300
5475	COMPUTER EQUIPMENT- NON CAPITAL	1,097	2,400	2,400	
5480	FURNITURE & FIXTURES <i>Newly elected Commissioner will need new furniture by 2017 and new part-time employee will need a workstation.</i>	143	500	2,000	2,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5501	TRAVEL-MILEAGE The Commissioner and her 4 staff members need to become certified which improves the employees and the services they provide.	243	100	800	800
5502	MEALS/FOOD OTHER THAN TRAINING The Commissioner and her 4 staff members need to become certified which improves the employees and the services they provide.	0	80	100	200
5504	TRAVEL-EDUCATION/TRAINING The Commissioner and each staff member will need to attend training and classes to become certified.	293	300	4,000	3,000
5801	DUES & MEMBERSHIPS Expended \$1140 for dues and memberships in 2015. Need to increase dues and memberships to include deputies which is mandatory for certification.	1,140	870	1,300	1,300
<b>Total Operating Cost</b>		<b>19,795</b>	<b>21,150</b>	<b>32,000</b>	<b>28,700</b>
8001	LEASE-RENT-EQUIPMENT	1,653	1,800	1,800	1,800
8005	LEASE-POSTAGE METER/BOX Expended \$402 in 2015.	402	300	450	450
<b>Total</b>		<b>2,055</b>	<b>2,100</b>	<b>2,250</b>	<b>2,250</b>
<b>TOTAL</b>		<b>325,831</b>	<b>346,391</b>	<b>387,281</b>	<b>383,981</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	359,438	365,736	370,072	4,336	371,780
Operating Costs	19,802	22,800	22,800	0	22,800
Capital	1,298	0	0	0	0
<b>Expenditures</b>	<b>380,538</b>	<b>388,536</b>	<b>392,872</b>	<b>4,336</b>	<b>394,580</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>380,538</b>	<b>388,536</b>	<b>392,872</b>	<b>4,336</b>	<b>394,580</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 FY2017 AND FY2018**

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**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 2017 - 2018

12010 COUNTY ADMINISTRATOR	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME	263,080	267,178	272,568	272,568
1003 SALARIES-PART TIME	928	0	0	0
1004 DEFERRED COMP SUPPLEMENT	10,000	10,000	10,000	10,000
1006 BONUS	1,500	0	0	0
1008 CAR ALLOWANCE	12,000	12,000	12,000	12,000
<b>Total Personnel</b>	<b>287,508</b>	<b>289,178</b>	<b>294,568</b>	<b>294,568</b>
2001 FICA	17,203	21,204	21,867	21,867
2002 VRS	27,936	28,706	25,294	25,294
2005 GROUP HEALTH	23,214	22,970	24,261	25,969
2006 GROUP LIFE	3,250	3,298	3,702	3,702
2010 WORKMAN'S COMPENSATION	328	380	380	380
<b>Total Fringe Benefits</b>	<b>71,931</b>	<b>76,558</b>	<b>75,504</b>	<b>77,212</b>
3002 PROFESSIONAL SERVICES	0	5,000	4,000	4,000
3005 CONTRACTED SERVICES	17	0	0	0
<b>Total Professional Services</b>	<b>17</b>	<b>5,000</b>	<b>4,000</b>	<b>4,000</b>
5201 POSTAGE	392	750	650	650
5203 TELECOMMUNICATIONS	2,712	2,700	2,800	2,800
5401 OFFICE SUPPLIES	2,544	1,830	2,530	2,530
5411 BOOKS-SUBSCRIPTIONS	204	250	250	250
5475 COMPUTER EQUIPMENT-NON CAPITAL	815	0	0	0
5476 OFFICE EQUIPMENT	741	0	0	0
5501 TRAVEL-MILEAGE	26	100	100	100
5502 MEALS/FOOD OTHER THAN TRAINING	857	0	700	700
5504 TRAVEL- EDUCATION/TRAINING	1,410	1,200	1,200	1,200
5507 EDUCATION/TRAINING	850	1,500	1,500	1,500
5602 EMPLOYEE SERVICES/RECOGNITION	1,781	3,000	2,500	2,500
5606 COUNTY LOGO ITEMS	689	0	0	0
5801 DUES & MEMBERSHIPS	2,103	2,000	2,100	2,100
<b>Total Operating Cost</b>	<b>15,125</b>	<b>13,330</b>	<b>14,330</b>	<b>14,330</b>
7001 MACHINERY & EQUIPMENT	1,298	0	0	0
<b>Total Capital</b>	<b>1,298</b>	<b>0</b>	<b>0</b>	<b>0</b>
8001 LEASE/RENT- EQUIPMENT	4,500	4,200	4,200	4,200
8005 LEASE-POSTAGE METER/BOX	160	270	270	270



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

<b>Total</b>	<b>4,660</b>	<b>4,470</b>	<b>4,470</b>	<b>4,470</b>
<b>TOTAL</b>	<b>380,538</b>	<b>388,536</b>	<b>392,872</b>	<b>394,580</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	361,778	365,881	355,170	-10,711	358,342
Operating Costs	31,193	47,154	48,412	1,258	49,352
Capital	0	0	15,000	15,000	0
<b>Expenditures</b>	<b>392,971</b>	<b>413,035</b>	<b>418,582</b>	<b>5,547</b>	<b>407,694</b>
Revenues	0	0	2,200	2,200	2,200
<b>Net County Funds</b>	<b>392,971</b>	<b>413,035</b>	<b>416,382</b>	<b>3,347</b>	<b>405,494</b>
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2017 AND FY2018

FY2017

The decrease in the salaries is due to the office manager retiring at a higher salary than the new hire. The personnel budgets for FY2017 and FY2018 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 2% salary increases.

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 complete the annual reassessment of properties at 95% 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.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- 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:	FY2015 Actual	FY2016 Target	FY2017 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 should follow the States adopted IAAO recommendations which is to maintain a ratio of 95% to 100% with a coefficient of dispersion of 10-15% or less.	Not Yet Avai	95%-100%	95%-100%

### AGENCY HIGHLIGHTS

Office accomplishments are:

- conducted an internal audit of all Land Use files; approximately 50% need follow-up by the end of 2016
- Set-up databases to monitor Land Use files and produce mass mailings as needed
- Reclassified a recently vacated job position to Program Support Specialist to assist in the Land Use Program, data collection and office tasks
- Established approximately half of the county's market area for reassessment
- Set-up databases to streamline the New Construction supplement notice into a more automated process
- Assessor's website includes more information about our office for better transparency

### FUTURE OUTLOOK

Office ambitions are:

- To identify more market areas for reassessment
- Start an annual Land Use Revalidation beginning September 2016
- Update CAMA cost tables to reflect standards and local market conditions



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

12100 COUNTY ASSESSOR	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME <i>FY2018: Suggest adding an appraiser position.</i>	265,455	264,879	260,098	260,098
<b>Total Personnel</b>	<b>265,455</b>	<b>264,879</b>	<b>260,098</b>	<b>260,098</b>
2001 FICA	19,163	20,263	19,898	19,898
2002 VRS	27,156	27,885	23,097	23,097
2005 GROUP HEALTH	44,037	46,031	45,063	48,235
2006 GROUP LIFE	3,159	3,244	3,407	3,407
2010 WORKMAN'S COMPENSATION	2,808	3,579	3,607	3,607
<b>Total Fringe Benefits</b>	<b>96,323</b>	<b>101,002</b>	<b>95,072</b>	<b>98,244</b>
3002 PROFESSIONAL SERVICES <i>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). \$ Increase is due to the anticipation of more appeals activity.</i>	1,400	2,500	3,000	3,000
3004 REPAIRS AND MAINTENANCE-LABOR <i>Newer vehicles less repairs</i>	639	1,500	1,200	1,500
3005 CONTRACTED SERVICES	110	0	0	0
3006 PRINTING & BINDING <i>For printing of notices; reassessment book and land book is not printed on paper but to .pdf</i>	1,644	3,000	2,250	2,250
3007 ADVERTISEMENTS <i>Increase is due to more advertising for the BOE and Land Use Revalidation Applications.</i>	365	300	500	500
3105 SOFTWARE MAINTENANCE/SUPPORT <i>Maintenance/support for Patriot/GIS/Mobile Pro. (Approximately +5% increase per year)</i>	10,640	12,200	12,800	13,440
<b>Total Professional Services</b>	<b>14,798</b>	<b>19,500</b>	<b>19,750</b>	<b>20,690</b>
5201 POSTAGE <i>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 2016. Cost estimated at .50 per piece.</i>	5,107	10,500	10,500	10,500
5203 TELECOMMUNICATIONS <i>This includes monthly office phones and Assessor cell phone charges. Increase is due to increase in service.</i>	1,845	1,700	1,900	1,900
5401 OFFICE SUPPLIES <i>Office supplies increased to absorb the cost for envelopes needed to mail Land Use Revalidation forms.</i>	1,283	1,500	1,500	1,500
5408 VEHICLE-POWERED EQUIPMENT SUPPLIES <i>Decrease is based on newer vehicle; less repairs</i>	363	2,000	1,500	1,500
5410 UNIFORMS <i>New employee will need shirts.</i>	372	600	800	800



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5411	BOOKS & SUBSCRIPTIONS The increase is for subscription to the Commercial/Residential Marshall and Swift Cost updates, State Code Title 58 updates, Mobile Home guide and local commercial market studies for the metro area. This will be used to start building a library for appraising specialized commercial properties, (i.e. hospitals, hotels, etc.)	51	900	1,000	1,000
5475	COMPUTER EQUIPMENT - NON CAPITAL	461	0	0	0
5501	TRAVEL- MILEAGE	129	400	300	300
5502	MEALS/FOOD-OTHER THAN TRAINING	140	300	300	300
5504	TRAVEL EXPENSES - EDUCATION/TRAINING Appraisers are serving on VAAO Education Committee and new employee may require training.	791	2,000	2,000	2,000
5507	EDUCATION/TRAINING-REG & TUITION Continuing education classes for appraisers; new hire may need training but we are focusing on training that is local and online classes.	885	2,000	1,500	1,500
5801	DUES/MEMBERSHIPS VAAO & DPOR Fees increased in 2015	775	900	1,300	1,300
	<b>Total Operating Cost</b>	<b>12,201</b>	<b>22,800</b>	<b>22,600</b>	<b>22,600</b>
6008	FUEL Fuel increase due to more field time with Land Use	1,489	2,500	2,600	2,600
	<b>Total Operating - Fuel</b>	<b>1,489</b>	<b>2,500</b>	<b>2,600</b>	<b>2,600</b>
7005	MOTOR VEHICLES & EQUIPMENT New vehicle is to be shared by the Assessor and the Program Support Specialist for field work.	0	0	15,000	
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	
8001	LEASE/RENT- EQUIPMENT 7/1/2016 A new 3 year lease for RICOH Printer/Copier/Scanner/Fax equipment. The base lease is 2311.32 p/yr +.05 per color copy/print. This copier will replace (3) 10-year old color printers and their toner expense. For the first year, I am estimating \$1000 more for the color prints/copies. Color prints are being used more for land use.	2,605	2,204	3,312	3,312
8005	LEASE-POSTAGE METER	100	150	150	150
	<b>Total</b>	<b>2,705</b>	<b>2,354</b>	<b>3,462</b>	<b>3,462</b>
	<b>TOTAL</b>	<b>392,971</b>	<b>413,035</b>	<b>418,582</b>	<b>407,694</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	332,541	354,362	362,144	7,782	363,369
Operating Costs	18,485	25,080	25,280	200	25,280
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>351,026</b>	<b>379,442</b>	<b>387,424</b>	<b>7,982</b>	<b>388,649</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>351,026</b>	<b>379,442</b>	<b>387,424</b>	<b>7,982</b>	<b>388,649</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 FY2017 AND FY2018

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs with the addition of funding for a summer law intern.

- The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

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.
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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
- Embarking upon a comprehensive review and revision of each chapter of the County Code to update State law references, make corrections and achieve better organization of chapter subjects
- Obtaining more climate controlled space for file storage as the County Attorney's office is repository for legal documents that must be maintained



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- Enhancing the County's Legislative Agenda through drafts of County requests and the submission of proposed language to legislative services
- Continuing to cross train support staff to achieve maximum coverage for providing timely legal services

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### AGENCY HIGHLIGHTS

Prepared and facilitated the execution of three Performance Agreements with Hardywood Park Craft Brewery. Assisted in streamlining the procedure for the prosecution of parking violation cases. Negotiated contract with Motorola for new county-wide emergency radio system. Assisted in negotiations on contract for new Company 6 Fire Station. Prepared massive Deed of Recreation Easement for the East End Trail.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

12040 COUNTY ATTORNEY	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME	262,774	284,310	289,843	289,843
1003 SALARIES-PART TIME <i>Summer Law Intern</i>	1,544	0	4,000	4,000
<b>Total Personnel</b>	<b>264,318</b>	<b>284,310</b>	<b>293,843</b>	<b>293,843</b>
2001 FICA	17,312	20,788	21,031	21,031
2002 VRS	27,581	29,085	25,738	25,738
2005 GROUP HEALTH	19,760	16,456	17,395	18,620
2006 GROUP LIFE	3,306	3,383	3,796	3,796
2010 WORKMAN'S COMPENSATION	265	340	341	341
<b>Total Fringe Benefits</b>	<b>68,223</b>	<b>70,052</b>	<b>68,301</b>	<b>69,526</b>
3003 OUTSIDE COUNSEL <i>outside counsel costs</i>	4,000	10,000	10,000	10,000
3005 CONTRACTED SERVICES	0	0	200	200
3007 ADVERTISEMENTS	572	0	0	0
3012 EMPLOYMENT BACKGROUND CHECKS	19	0	0	0
<b>Total Professional Services</b>	<b>4,590</b>	<b>10,000</b>	<b>10,200</b>	<b>10,200</b>
5201 POSTAGE	100	300	300	300
5203 TELECOMMUNICATIONS	798	1,650	1,500	1,500
5401 OFFICE SUPPLIES	1,071	1,000	1,000	1,000
5411 BOOKS & SUBSCRIPTIONS <i>online legal research and print subscriptions</i>	5,295	5,000	5,000	5,000
5475 COMPUTER EQUIP-NON CAPITAL	1,337	0		
5501 TRAVEL-MILEAGE	187	600	600	600
5504 TRAVEL- EDUCATION/TRAINING	630	1,500	1,500	1,500
5507 EDUCATION/TRAINING - REG & TUITION	1,075	1,500	1,500	1,500
5801 DUES & MEMBERSHIPS	1,340	1,350	1,500	1,500
<b>Total Operating Cost</b>	<b>11,833</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	180	180	180	180
<b>Total</b>	<b>2,062</b>	<b>2,180</b>	<b>2,180</b>	<b>2,180</b>
<b>TOTAL</b>	<b>351,026</b>	<b>379,442</b>	<b>387,424</b>	<b>388,649</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	379,776	382,991	393,458	10,467	395,921
Operating Costs	113,945	97,600	97,600	0	97,600
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>493,721</b>	<b>480,591</b>	<b>491,058</b>	<b>10,467</b>	<b>493,521</b>
Revenues	7,000	7,000	7,000	0	7,000
<b>Net County Funds</b>	<b>486,721</b>	<b>473,591</b>	<b>484,058</b>	<b>10,467</b>	<b>486,521</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 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 2% salary increases.

**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>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Keep Debt Service expenditures below the 12% Policy Maximum	5.1%	5.1%	6.3%
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	AAA	AAA	AAA

**AGENCY HIGHLIGHTS**

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 FY2014 Comprehensive Annual Financial Report, and the Distinguished Budget Presentation was received for the FY2016 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 2017 - 2018**

12150 FINANCE		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	296,406	298,986	303,848	303,848
1006	BONUS	1,500	0	0	0
	<b>Total Personnel</b>	<b>297,906</b>	<b>298,986</b>	<b>303,848</b>	<b>303,848</b>
2001	FICA	21,344	22,872	23,245	23,245
2002	VRS	29,346	30,636	26,982	26,982
2005	GROUP HEALTH	27,067	26,524	34,986	37,449
2006	GROUP LIFE	3,788	3,558	3,980	3,980
2010	WORKMAN'S COMPENSATION	325	415	417	417
	<b>Total Fringe Benefits</b>	<b>81,870</b>	<b>84,005</b>	<b>89,610</b>	<b>92,073</b>
3001	AUDIT-ANNUAL	66,400	70,000	70,000	70,000
3002	PROFESSIONAL SERVICES	33,585	15,000	12,500	12,500
3005	CONTRACTED SERVICES	45	0	0	0
3007	ADVERTISING	967	0	0	0
3012	EMPLOYMENT BACKGROUND CHECKS	19	0	0	0
	<b>Total Professional Services</b>	<b>101,017</b>	<b>85,000</b>	<b>82,500</b>	<b>82,500</b>
5201	POSTAGE	3,300	2,200	3,000	3,000
5203	TELECOMMUNICATIONS	2,024	1,800	2,400	2,400
5314	SOFTWARE LICENSE-NON-CAPITAL	107	0		
5401	OFFICE SUPPLIES	1,863	3,100	3,100	3,100
5411	BOOKS & SUBSCRIPTIONS	55	200	200	200
5475	COMPUTER EQUIPMENT- NON CAPITAL	656	0	500	500
5476	OFFICE EQUIPMENT-NON CAPITAL	200	0		
5480	FURNITURE AND FIXTURES	1,012	1,000	1,000	1,000
5501	TRAVEL- MILEAGE	30	100	100	100
5504	TRAVEL- EDUCATION/TRAINING	1,105	1,200	1,200	1,200
5507	EDUCATION/TRAINING - TUITION, REG	920	2,000	2,000	2,000
5801	DUES & MEMBERSHIPS	1,505	900	1,500	1,500
	<b>Total Operating Cost</b>	<b>12,778</b>	<b>12,500</b>	<b>15,000</b>	<b>15,000</b>
8001	LEASE-RENT EQUIPMENT	50	0		
8005	LEASE- POSTAGE METER/BOX	100	100	100	100
	<b>Total</b>	<b>150</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL</b>		<b>493,721</b>	<b>480,591</b>	<b>491,058</b>	<b>493,521</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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	89,068	112,087	112,797	710	112,797
Operating Costs	19,277	20,700	21,000	300	21,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>108,345</b>	<b>132,787</b>	<b>133,797</b>	<b>1,010</b>	<b>133,797</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>108,345</b>	<b>132,787</b>	<b>133,797</b>	<b>1,010</b>	<b>133,797</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	1.0	1.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 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 2% salary increases.

**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>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Complete 2 quarterly Random Drug & Alcohol Testings with negative results	8	8	8
Employee Training Sessions meeting identified needs	5	12	12
Increase the % of Vacancies filled within 2 months	60	65	70
Reduce the number of recordable accidents	12	0	0

**AGENCY HIGHLIGHTS**

An Employee Safety Manual was finalized to protect employees and help maintain a safe work environment. A safety training matrix was developed for each department to show the classes needed for each position. Once these were identified, an on-line employee training system was purchased to implement the training.

**FUTURE OUTLOOK**

Positive progress has been made with respect to HR initiatives and with legislative changes that seem to take place every year. The VRS Hybrid employees 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 as well as the proposed FLSA changes to exempt status.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

12050 HUMAN RESOURCES	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME	74,723	75,844	77,361	77,361
1003 SALARIES - PART TIME	0	20,000	20,000	20,000
<b>Total Personnel</b>	<b>74,723</b>	<b>95,844</b>	<b>97,361</b>	<b>97,361</b>
2001 FICA	5,729	7,333	7,449	7,449
2002 VRS	7,644	7,855	6,870	6,870
2006 GROUP LIFE	889	902	964	964
2010 WORKMAN'S COMPENSATION	83	153	153	153
<b>Total Fringe Benefits</b>	<b>14,345</b>	<b>16,243</b>	<b>15,436</b>	<b>15,436</b>
3007 ADVERTISING	1,450	1,900	1,900	1,900
<b>Total Professional Services</b>	<b>1,450</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
5201 POSTAGE	200	200	250	250
5203 TELECOMMUNICATION	526	400	550	550
5314 SOFTWARE/LICENSE- NON CAPITAL	6,055	4,600	6,600	6,600
5401 OFFICE SUPPLIES	581	1,000	1,000	1,000
5411 BOOKS & SUBSCRIPTIONS	190	200	200	200
5475 COMPUTER EQUIPMENT- NON CAPITAL	0	2,000	0	0
5480 FUNITURE/FIXTURES - NON CAPITAL	0	400	500	500
5507 EDUCATION/TRAINING <i>Centralized funding for employee training - some FY2015 funding transferred to Software/Licenses</i>	10,236	10,000	10,000	10,000
5801 DUES & MEMBERSHIP	40	0		
<b>Total Operating Cost</b>	<b>17,827</b>	<b>18,800</b>	<b>19,100</b>	<b>19,100</b>
<b>TOTAL</b>	<b>108,345</b>	<b>132,787</b>	<b>133,797</b>	<b>133,797</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 IT Department provides support through business studies and recommendations; maintenance and customization of existing agency applications; design and implementation of new systems. The IT Department is also responsible for the security of the County network, agency applications and data as well as providing guidance to staff regarding security and access to County systems. Customer training for agency application systems and office tools are another service function of the IT Department.

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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	459,415	537,552	620,467	82,915	621,075
Operating Costs	392,520	428,280	432,480	4,200	431,280
Capital	40,507	30,000	30,000	0	30,000
<b>Expenditures</b>	<b>892,442</b>	<b>995,832</b>	<b>1,082,947</b>	<b>87,115</b>	<b>1,082,355</b>
Revenues	11,180	12,000	11,000	-1,000	11,000
<b>Net County Funds</b>	<b>881,262</b>	<b>983,832</b>	<b>1,071,947</b>	<b>88,115</b>	<b>1,071,355</b>
Full-time Positions	5.0	6.0	7.0	1.0	7.0
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 FY2017 AND FY2018**

The personnel budget for FY2017 reflects current staff salaries and changes in fringe benefit costs with the addition of one position. The new radio systems and increasing use of technology in public safety will require additional staff. The training and education line item (5504) is also increased to better address the need of the IT 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 2% salary increases.

**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.

AGENCY  
PRIMARILY  
SUPPORTS



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

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

- 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:	FY2015 Actual	FY2016 Target	FY2017 Target
Help Desk Tickets closed within 4 hours --	93.2%	95%	95%
Help Desk Tickets closed within 24hrs --	96.9%	98%	98%
Number of Equipment Items deployed (both new and replacement)	20	40	40
GIS Map/Project Requests completed (Public and Staff) completed	150	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 significant projects over the last fiscal as well as planning for significant changes in the coming year. The launching of the new County website was a critical milestone for the IT Department as well as the County. The new site has been well received and will continue to evolve with new features and improved access to information. Transition from the County's on-premise Exchange 2007 email system to Office 365 was a necessary move as well as providing updated software across the organization. This solution also provides significant opportunities for archiving, collaboration and additional storage.

Updates of critical network equipment continue to occur to reinforce the reliability and protection of the County's Wide Area Network(WAN). Several other systems were updated during the fiscal year such as the Cisco Phone system, surveillance camera recording system, and voice recording system for 911. 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 the use of mobile devices this year for assisting our the Utilities and Facilities management crews to manage county assets and record work completed. A mobile device management solution was deployed at this time to ensure system security and management of devices.

In the current year, the IT Department will be looking to update the permitting software, enhancements to the County website (Utility billing information and online bill pay), preparing for new Emergency Communications Center and technology required there, development of an IT Strategic plan, and begin the analysis for replacing the County's financial system. 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.

### 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 addition of features such as permitting information, digital application submission, purpose driven maps and others to the County website will help address many of the requests from citizens to provide more e-government. Research into the many solutions available will be need to be completed in order to identify the best option for the County. Lastly, the financial system assessment and replacement will be a significant effort and will require significant staff time for this project.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

12200	<b>INFORMATION TECHNOLOGY</b>				
		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1001	SALARIES-FULL TIME <i>Increase in salaries includes new IT support position dedicated to public safety.</i>	308,668	364,049	422,605	422,605
1003	SALARY - PART TIME	69,216	70,055	71,456	71,456
	<b>Total Personnel</b>	<b>377,884</b>	<b>434,104</b>	<b>494,061</b>	<b>494,061</b>
2001	FICA	28,312	33,209	37,796	37,796
2002	VRS	31,577	37,658	37,528	37,528
2005	GROUP HEALTH	17,496	27,650	44,867	45,475
2006	GROUP LIFE	3,673	4,332	5,536	5,536
2010	WORKMAN'S COMPENSATION	473	599	679	679
	<b>Total Fringe Benefits</b>	<b>81,531</b>	<b>103,448</b>	<b>126,406</b>	<b>127,014</b>
3002	PROFESSIONAL SERVICES <i>Provides for troubleshooting assistance with Unified Communications, VMWare, Security, Networking and GIS.</i>	8,962	10,000	10,000	10,000
3004	REPAIRS & MAINTENANCE-LABOR	3,081	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>	113,170	90,000	90,000	90,000
3006	PRINTING & BINDING	38	1,000	1,000	1,000
3007	ADVERTISING	659	0	600	0
3012	EMPLOYMENT BACKGROUND CHECK	581	0	600	0
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>	116,939	136,000	136,000	136,000
	<b>Total Professional Services</b>	<b>243,431</b>	<b>238,000</b>	<b>239,200</b>	<b>238,000</b>
5201	POSTAGE	73	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>	64,707	70,000	70,000	70,000
5205	TELECOMMUNICATION-AGENCY BILLING	1,483	2,000	2,000	2,000
5314	SOFTWARE/LICENSE-NON CAPITAL	15,447	5,000	5,000	5,000
5401	OFFICE SUPPLIES	2,745	2,000	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES	0	500	500	500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	156	200	200	200
5410	UNIFORMS	16	0	0	0



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5411	BOOKS & SUBSCRIPTION Staff relies on Books for much of training for new programs and systems.	131	500	500	500
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).	773	2,000	2,000	2,000
5419	COMMUNICATION EQUIPMENT SUPPLIES	1,496	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.	34,241	96,000	96,000	96,000
5477	SECURITY SYSTEM - ACCESS, SUPPLIES	21,888	1,000	3,000	3,000
5501	TRAVEL-MILEAGE	432	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.	4,308	8,000	8,000	8,000
5507	EDUCATION/TRAINING To provide adequate training to staff additional funding is required for FY15.	865	1,000	1,000	1,000
5801	DUES/MEMBERSHIP	0	250	250	250
<b>Total Operating Cost</b>		<b>148,761</b>	<b>189,970</b>	<b>192,970</b>	<b>192,970</b>
6008	FUEL	228	200	200	200
<b>Total Operating - Fuel</b>		<b>228</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.	33,059	30,000	30,000	30,000
7008	COMPUTER SOFTWARE **tried to add 10,000 to cover expenses.** error message	7,448	0		
<b>Total Capital</b>		<b>40,507</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
8005	LEASE - POSTAGE METER/BOX	100	110	110	110
<b>Total</b>		<b>100</b>	<b>110</b>	<b>110</b>	<b>110</b>
<b>TOTAL</b>		<b>892,442</b>	<b>995,832</b>	<b>1,082,947</b>	<b>1,082,355</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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	88,416	90,184	91,522	1,338	92,263
Operating Costs	10,391	14,950	14,950	0	14,950
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>98,807</b>	<b>105,134</b>	<b>106,472</b>	<b>1,338</b>	<b>107,213</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>98,807</b>	<b>105,134</b>	<b>106,472</b>	<b>1,338</b>	<b>107,213</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 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 2% salary increases.

**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 2017 - 2018

- Maintain compliance with Procurement law and applicable procedures

### PERFORMANCE MEASURES

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
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 2017 - 2018**

12160 PURCHASING		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	66,311	67,306	68,652	68,652
	<b>Total Personnel</b>	<b>66,311</b>	<b>67,306</b>	<b>68,652</b>	<b>68,652</b>
2001	FICA	4,775	5,149	5,252	5,252
2002	VRS	6,784	6,886	6,097	6,097
2005	GROUP HEALTH	9,684	9,942	10,527	11,268
2006	GROUP LIFE	789	801	900	900
2010	WORKMAN'S COMPENSATION	73	100	94	94
	<b>Total Fringe Benefits</b>	<b>22,105</b>	<b>22,878</b>	<b>22,870</b>	<b>23,611</b>
3005	CONTRACTED SERVICES <i>On-call consulting fees</i>	451	4,000	4,000	4,000
3006	PRINTING & BINDING	16	0	0	0
	<b>Total Professional Services</b>	<b>468</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
5201	POSTAGE	0	200	200	200
5203	TELECOMMUNICATIONS	726	950	950	950
5401	OFFICE SUPPLIES	1,357	900	900	900
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	250	250	250
5476	OFFICE EQUIPMENT-NON CAPITAL	100	0		
5501	TRAVEL- MILEAGE	327	125	125	125
5502	MEALS/FOOD OTHER THAN TRAINING	24	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	1,378	1,700	1,700	1,700
5507	EDUCATION/TRAINING- TUITION,REGS..	1,201	2,750	2,750	2,750
5606	COUNTY LOGO ITEMS	1,913	1,000	1,000	1,000
5801	DUES & MEMBERSHIPS	340	525	525	525
	<b>Total Operating Cost</b>	<b>7,367</b>	<b>8,400</b>	<b>8,400</b>	<b>8,400</b>
8001	LEASE/RENT- EQUIPMENT	2,507	2,500	2,500	2,500
8005	LEASE- POSTAGE METER/BOX	50	50	50	50
	<b>Total</b>	<b>2,557</b>	<b>2,550</b>	<b>2,550</b>	<b>2,550</b>
<b>TOTAL</b>		<b>98,807</b>	<b>105,134</b>	<b>106,472</b>	<b>107,213</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	110,780	132,635	145,871	13,236	146,341
Operating Costs	32,826	116,375	96,175	-20,200	96,175
Capital	75,440	6,500	6,500	0	6,500
<b>Expenditures</b>	<b>219,046</b>	<b>255,510</b>	<b>248,546</b>	<b>-6,964</b>	<b>249,016</b>
Revenues	36,440	35,000	35,000	0	35,000
<b>Net County Funds</b>	<b>182,606</b>	<b>220,510</b>	<b>213,546</b>	<b>-6,964</b>	<b>214,016</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	5.0	5.0	5.0	.0	5.0

3 of PT are Electoral Board members

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs with the addition of an increase in the Registrar's salary.

- The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**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 2017 - 2018

- Maintain voter confidence in the electoral process.

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### PERFORMANCE MEASURES

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
Voter turnout as compared to state-wide turnout per election.	60%	60%	60%

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### 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%.

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### FUTURE OUTLOOK

We will have uniform processes and procedures with more efficient training of officers of election. Anticipate growing voter acceptance of optical scan ballots.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

13020 REGISTRAR	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME	66,606	67,605	79,157	79,157
1003 SALARIES-PART TIME	16,304	35,708	36,422	36,422
1004 ELECTORAL BD. SALARY	6,194	6,550	6,550	6,550
1006 BONUS	750	0	0	0
<b>Total Personnel</b>	<b>89,854</b>	<b>109,863</b>	<b>122,129</b>	<b>122,129</b>
2001 FICA	6,858	8,404	8,841	8,841
2002 VRS	6,814	6,916	7,029	7,029
2005 GROUP HEALTH	6,348	6,514	6,681	7,151
2006 GROUP LIFE	793	805	1,037	1,037
2010 WORKMAN'S COMPENSATION	113	133	154	154
<b>Total Fringe Benefits</b>	<b>20,926</b>	<b>22,772</b>	<b>23,742</b>	<b>24,212</b>
3002 PROFESSIONAL SERVICES	0	1,000	1,000	1,000
3004 REPAIRS & MAINTENANCE-LABOR	250	1,500	1,500	1,500
3005 CONTRACTED SERVICES	2,079	7,000	7,000	7,000
3006 PRINTING & BINDING	3,603	22,500	15,000	15,000
3010 ELECTION WORKERS	12,525	50,700	39,000	39,000
<p style="color: red; margin: 0;">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; margin: 0;">FY 2016 Add \$12,000 for Presidential Primary.</p>				
3012 EMPLOYMENT BACKGROUND CHECK	475	0		
3014 POLLING IMPROVEMENTS	1,281	3,000	3,000	3,000
<b>Total Professional Services</b>	<b>20,213</b>	<b>85,700</b>	<b>66,500</b>	<b>66,500</b>
5201 POSTAGE	1,463	5,000	4,000	4,000
5203 TELECOMMUNICATIONS	934	1,000	1,000	1,000
5204 CENTRAL PHONE SYSTEM	140	0		
5401 OFFICE SUPPLIES	761	3,000	3,000	3,000
5475 COMPUTER SUPPLIES-NON CAPITAL	0	4,000	4,000	4,000
5501 TRAVEL - MILEAGE	1,830	2,200	2,200	2,200
5504 TRAVEL- EDUCATION/TRAINING	2,289	2,000	2,000	2,000
5507 EDUCATION/TRAINING	360	0	0	0
5801 DUES & MEMBERSHIPS	310	300	300	300
<b>Total Operating Cost</b>	<b>8,088</b>	<b>17,500</b>	<b>16,500</b>	<b>16,500</b>
7007 COMPUTER EQUIPMENT	75,440	6,500	6,500	6,500
<b>Total Capital</b>	<b>75,440</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

8001	LEASE/RENT- EQUIPMENT Increase to reflect cost of polling place generator rental.	4,426	13,175	13,175	13,175
8005	LEASE-POSTAGE METER/BOX	100	0	0	0
<b>Total</b>		<b>4,526</b>	<b>13,175</b>	<b>13,175</b>	<b>13,175</b>
<b>TOTAL</b>		<b>219,046</b>	<b>255,510</b>	<b>248,546</b>	<b>249,016</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	359,355	378,399	371,008	-7,391	373,938
Operating Costs	83,415	67,611	67,781	170	67,781
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>442,770</b>	<b>446,010</b>	<b>438,789</b>	<b>-7,221</b>	<b>441,719</b>
Revenues	95,280	94,000	95,500	1,500	95,500
<b>Net County Funds</b>	<b>347,490</b>	<b>352,010</b>	<b>343,289</b>	<b>-8,721</b>	<b>346,219</b>
Full-time Positions	6.0	6.0	6.0	.0	6.0
Part-time Positions	.0	1.0	1.0	.0	1.0

Addition of one part-time employee has made a significant difference in processing time, particularly during tax seasons. Other Deputies have time to work on other collection tasks, particularly for delinquent taxes.

EXPLANATION OF CHANGES FOR FY2017 AND FY2018

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs. The Compensation Board Career Development Program offers a salary increase of up to 9% for employees who achieve certification. Three employees (Treasurer, Chief Deputy and one Deputy II) salaries and benefits are reimbursed partially to the County. Monies are requested only for these three to qualify for this increase. Normally, these increased are not passed on to Comp Board reimbursed employees. The Treasurer's Office is requesting that should the increase be awarded, the County pass on one-half to the employees and retain one-half of whatever percentage is awarded.

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

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**

- Achieved Office Accreditation from the Treasurer's Association of Virginia in 2015.. Goal is to continue certification and recertification programs.
- Reduce significantly the number of paper checks issued monthly from 1000 - 1200 checks to 200-300 checks as a result of implementation of the Postive Pay Program.

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Treasurer and Deputies will continue re-certification. Remaining Deputies working on initial certification.	10	12	100%
Credit card readers installed May, 2015, for collections in the office. Charge for this service is 2%.	5	NA	N/A
Tax collection target average percentages of PP and RE. State guideline are 90% PP, 95% 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 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, were awarded in the Spring of 2015.

Treasurer achieved Master Governmental Treasurer certification in Spring of 2015.

Office achieved first-time Accreditation in June, 2015.

Automated Set-Off Debt Program again doubled collections previously obtained through this program for the past three years. Office is on track to continue this trend. Implemented a \$30.00 charge for accounts over a certain amount.

The updated Payment Arrangement Program has resulted in a significant decrease in the number of active files in the program.

Promoting one deputy to work primarily on Delinquent Collections made it possible to issue Treasurer Bank Liens for the first time, referring the worst offenders to the tax attorneys for collection, .

Treasurer's Office won the Christmas Decorating Competition and has donated the associated "Whoville" to Randolph Elementary for use in the annual Dr. Seuss Day festivities.

Purchase of a new folder/insert/sealer has reduced time to mail delinquent bills from two to three weeks to two to three days each for RE and PP delinquent accounts.

**FUTURE OUTLOOK**

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

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 which has been partially achieved.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

12130	<b>TREASURER</b>	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1001	SALARIES-FULL TIME	255,515	259,095	267,371	267,371
1003	SALARY-PART TIME <small>This includes a slight increase of \$320.00 to allow for the two weeks around the June 5 and December 5 tax seasons when extra hours may be needed.</small>	2,202	12,180	12,750	12,750
1004	SALARY-CAREER DEVELOPMENT <small>The Compensation Board Career Development Program provides for raises up to 9% when an employee achieves certification. The Treasurer will apply for this in the January 2016 Budget Submission for FY-2017 to the Compensation Board. While it is not expected that the entire amount would be awarded, and the figure listed is not the full 9%, this is the incentive offered for working toward and achieving certification. Goochland County receives reimbursement on three (3) Treasurer's Office employees' salaries and benefits. Unless the State Legislature fully funds the career development program, the other employees would not be eligible for a salary increase based on certification. Figures from the FY-2016 Compensation Board Budget appear in the slide presentation.</small>	0	3,500	0	0
1006	BONUS	2,500	0	0	0
	<b>Total Personnel</b>	<b>260,217</b>	<b>274,775</b>	<b>280,121</b>	<b>280,121</b>
2001	FICA	18,385	21,007	21,429	21,429
2002	VRS	26,139	26,507	23,743	23,743
2005	GROUP HEALTH	51,276	52,635	41,845	44,775
2006	GROUP LIFE	3,041	3,105	3,503	3,503
2010	WORKMAN'S COMPENSATION	297	370	367	367
	<b>Total Fringe Benefits</b>	<b>99,138</b>	<b>103,624</b>	<b>90,887</b>	<b>93,817</b>
3004	REPAIRS & MAINTENANCE-LABOR <small>Reduced to offset increase in advertising.</small>	4,504	190	190	190
3005	CONTRACTED SERVICES <small>This figure reflects secure shredding service charges. No change anticipated for next year.</small>	1,174	1,500	1,500	1,500
3006	PRINTING & BINDING <small>Costs for binding of the land books and personal property books were deleted as the legislature passed laws allowing electronic books. The accounting system satisfies this requirement.</small>	607	600	0	0
3007	ADVERTISING <small>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 and beyond.</small>	522	530	550	550
3012	EMPLOYMENT BACKGROUND CHECK	231	0		



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

3044	COLLECTION COST-TREASURER'S 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-17 and FY-18. A judicial sale by auction is scheduled for January 29, 2016, when costs will be recovered 7+ parcels.	5,614	5,000	5,000	5,000
3045	BANK FEES	274	0	0	0
3046	PRINTING-R/E & P/P BILLS Prior year costs and anticipated costs current year indicate costs running at around \$9,500.00 per year. The \$5000 previously budgeted will be applied to postage to closer reflect actual expenditures.	9,497	15,000	10,000	10,000
	<b>Total Professional Services</b>	<b>22,422</b>	<b>22,820</b>	<b>17,240</b>	<b>17,240</b>
5201	POSTAGE 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. Increase for current year taken from costs previously budgeted for printing.	33,109	26,000	31,000	31,000
5203	TELECOMMUNICATIONS The cost of telecommunications continues to increase annually. This reflects a more realistic projection for budget reporting. In addition, a tablet for the purpose of being available 24/7/365 for communications from the bank under the Positive Pay system has been obtained for the Chief Deputy to alert us if there are exceptions that need to be addressed immediately.	1,713	950	1,700	1,700
5401	OFFICE SUPPLIES No change anticipated this year as this office is working to stay close to the budgeted figure for supplies.	7,849	6,000	6,000	6,000
5406	EQUIPMENT REPAIR PARTS	0	100	100	100
5411	BOOKS & SUBSCRIPTIONS 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
5475	COMPUTER SUPPLIES- NON CAPITAL It may be necessary to replace some printers this year and this figure should be sufficient.	0	1,000	1,000	1,000
5476	OFFICE EQUIPMENT- NON CAPITAL	9,663	200	200	200



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5501	TRAVEL - MILEAGE Deputies and Treasurer are 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. In addition, part-time deputy uses her POV fro travel to the bank and post office daily. These costs are also reimbursable.	22	800	800	800
5504	TRAVEL- EDUCATION/TRAINING 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.	3,066	3,500	3,500	3,500
5507	EDUCATION/TRAINING - TUITION, REG 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.	2,725	2,700	2,700	2,700
5801	DUES & MEMBERSHIPS Reflects dues for membership in Treasurer's Association of Virginia and the BAI User Group.	900	895	895	895
<b>Total Operating Cost</b>		<b>59,047</b>	<b>42,645</b>	<b>48,395</b>	<b>48,395</b>
8001	LEASE/RENT- EQUIPMENT This figure is the current annual amount on the leased imaging machine which prints, scans, copies and faxes. The contract will expire early FY-17. Consultation with current provider indicates costs for these machines is declining. Leaving at current amount to be sure to have budgeted enough for a new machine seems prudent.	1,746	1,746	1,746	1,746
8005	LEASE- POSTAGE METER/BOX	200	400	400	400
<b>Total</b>		<b>1,946</b>	<b>2,146</b>	<b>2,146</b>	<b>2,146</b>
<b>TOTAL</b>		<b>442,770</b>	<b>446,010</b>	<b>438,789</b>	<b>441,719</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	31,095	33,900	33,900	0	33,900
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>31,095</b>	<b>33,900</b>	<b>33,900</b>	<b>0</b>	<b>33,900</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>31,095</b>	<b>33,900</b>	<b>33,900</b>	<b>0</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 2017 - 2018

21010	<b>CIRCUIT COURT</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
3005	CONTRACTED SERVICES <i>40% Administration Support</i>	24,087	24,500	24,500	24,500
3010	JURORS & WITNESSES	3,338	6,000	6,000	6,000
3011	COURT APPOINTED ATTORNEY FEE	158	350	350	350
3105	SOFTWARE MAINTENANCE CONTRACTS	650	650	650	650
	<b>Total Professional Services</b>	<b>28,233</b>	<b>31,500</b>	<b>31,500</b>	<b>31,500</b>
5201	POSTAGE	1,039	1,100	1,100	1,100
5203	TELECOMMUNICATIONS	309	300	300	300
5401	OFFICE SUPPLIES	1,291	1,000	1,000	1,000
	<b>Total Operating Cost</b>	<b>2,639</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
8004	RENTAL-WATER COOLER	223	0		
	<b>Total</b>	<b>223</b>	<b>0</b>		
	<b>TOTAL</b>	<b>31,095</b>	<b>33,900</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	508,358	515,626	519,884	4,258	519,884
Operating Costs	34,991	42,360	43,360	1,000	43,360
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>543,349</b>	<b>557,986</b>	<b>563,244</b>	<b>5,258</b>	<b>563,244</b>
Revenues	246,360	243,000	246,000	3,000	246,000
<b>Net County Funds</b>	<b>296,989</b>	<b>314,986</b>	<b>317,244</b>	<b>2,258</b>	<b>317,244</b>
Full-time Positions	7.0	8.0	8.0	.0	8.0
Part-time Positions	2.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

.The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
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AGENCY  
PRIMARILY  
SUPPORTS



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



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

21060 <b>CLERK OF THE CIRCUIT COURT</b>		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1001	SALARIES-FULL TIME	367,909	390,963	398,703	398,703
1003	SALARIES-PART TIME <i>2 part time converted to 1 full time employee.</i>	23,871	0	0	0
1006	BONUS	3,850	0	0	0
<b>Total Personnel</b>		<b>395,630</b>	<b>390,963</b>	<b>398,703</b>	<b>398,703</b>
2001	FICA	30,311	29,942	30,534	30,534
2002	VRS	36,924	39,996	33,133	33,133
2005	GROUP HEALTH	40,779	49,531	52,219	52,219
2006	GROUP LIFE	4,278	4,654	4,755	4,755
2010	WORKMAN'S COMPENSATION	436	540	540	540
<b>Total Fringe Benefits</b>		<b>112,727</b>	<b>124,663</b>	<b>121,181</b>	<b>121,181</b>
3002	PROFESSIONAL SERVICES <i>Annual Audit</i>	1,089	4,000	4,000	4,000
3003	CONTRACTED SERVICES-IMAGING	2,760	2,425	2,425	2,425
3004	REPAIRS & MAINTENANCE-LABOR	0	600	600	600
3005	CONTRACTED SERVICES <i>Copier Maintenance-Deed &amp; Plat book restoration</i>	925	5,600	5,600	5,600
3006	PRINTING & BINDING	591	3,500	3,500	3,500
3012	EMPLOYMENT BACKGROUND CHECK	670	0		
3112	RECORDS INDEXING	10,625	10,600	10,600	10,600
<b>Total Professional Services</b>		<b>16,660</b>	<b>26,725</b>	<b>26,725</b>	<b>26,725</b>
5201	POSTAGE	2,072	2,200	2,700	2,700
5203	TELECOMMUNICATIONS	2,626	3,000	3,000	3,000
5401	OFFICE SUPPLIES	6,825	2,800	2,800	2,800
5411	BOOKS & SUBSCRIPTIONS	244	750	750	750
5475	COMPUTER SUPPLIES-NON-CAPITAL	1,027	0		
5501	TRAVEL - MILEAGE	244	300	300	300
5504	TRAVEL- EDUCATION/TRAINING	15	500	1,000	1,000
5602	EMPLOYEE SERVICES	0	250	250	250
5801	DUES & MEMBERSHIPS	375	320	320	320
<b>Total Operating Cost</b>		<b>13,429</b>	<b>10,120</b>	<b>11,120</b>	<b>11,120</b>
8001	LEASE/RENT- EQUIPMENT	4,319	5,000	5,000	5,000
8005	LEASE- POSTAGE METER	515	515	515	515
8010	LEASE - TAX ON LEASE EQUIPMENT	67	0	0	0
<b>Total</b>		<b>4,902</b>	<b>5,515</b>	<b>5,515</b>	<b>5,515</b>
<b>TOTAL</b>		<b>543,349</b>	<b>557,986</b>	<b>563,244</b>	<b>563,244</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	442,378	455,729	461,935	6,206	464,398
Operating Costs	9,115	16,690	16,065	-625	16,065
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>451,493</b>	<b>472,419</b>	<b>478,000</b>	<b>5,581</b>	<b>480,463</b>
Revenues	297,882	288,179	295,569	7,390	295,569
<b>Net County Funds</b>	<b>153,611</b>	<b>184,240</b>	<b>182,431</b>	<b>-1,809</b>	<b>184,894</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 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 2% salary increases.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
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AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

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



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

22010 COMMONWEALTH ATTORNEY		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	332,142	337,124	343,866	343,866
1003	SALARIES-PART TIME <i>Need to increase part time salary.</i>	13,056	19,427	19,816	19,816
1006	BONUS	2,001	0	0	0
<b>Total Personnel</b>		<b>347,199</b>	<b>356,551</b>	<b>363,682</b>	<b>363,682</b>
2001	FICA	24,768	27,276	27,822	27,822
2002	VRS	33,978	34,488	30,536	30,536
2005	GROUP HEALTH	32,148	33,003	34,986	37,449
2006	GROUP LIFE	3,953	4,011	4,504	4,504
2010	WORKMAN'S COMPENSATION	332	400	405	405
<b>Total Fringe Benefits</b>		<b>95,179</b>	<b>99,178</b>	<b>98,253</b>	<b>100,716</b>
3005	CONTRACTED SERVICES	24	0	0	0
3007	ADVERTISING <i>Have nothing in the budget in 2015. Added back in for the future.</i>	0	350	350	350
<b>Total Professional Services</b>		<b>24</b>	<b>350</b>	<b>350</b>	<b>350</b>
5201	POSTAGE	490	500	500	500
5203	TELECOMMUNICATIONS	1,767	1,500	1,500	1,500
5401	OFFICE SUPPLIES <i>Added \$150.00 to Office Supplies due to being over budget in 2014.</i>	1,235	1,700	1,700	1,700
5402	TRIAL PREPARATION	0	200	200	200
5411	BOOKS & SUBSCRIPTIONS <i>Books and subscriptions have been less in the last couple of years.</i>	1,745	3,200	2,600	2,600
5475	COMPUTER EQUIPMENT-NON CAPITAL	0	800	800	800
5476	OFFICE EQUIPMENT	232	300	300	300
5501	TRAVEL- MILEAGE	148	650	650	650
5504	TRAVEL- EDUCATION/TRAINING <i>We are leaving this the same as past year. Attorneys were unable to go to Conferences but hopefully will be able to go in future years.</i>	758	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>	300	800	800	800
5801	DUES & MEMBERSHIPS	875	1,200	1,275	1,275
<b>Total Operating Cost</b>		<b>7,549</b>	<b>14,500</b>	<b>13,975</b>	<b>13,975</b>
8001	LEASE/RENT- EQUIPMENT <i>Increased 22010-8001 Lease Equipment. Went over in 2014 and predict increase in 2016 and 2017.</i>	1,402	1,500	1,500	1,500



## Gochland County, Virginia - Adopted Budget - FY 2017 - 2018

8004	LEASE/RENT-WATER COOLERS	68	0	100	100
8005	LEASE-POSTAGE METER/BOX	72	340	140	140
<b>Total</b>		<b>1,542</b>	<b>1,840</b>	<b>1,740</b>	<b>1,740</b>
<b>TOTAL</b>		<b>451,493</b>	<b>472,419</b>	<b>478,000</b>	<b>480,463</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	16,679	15,000	17,000	2,000	17,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>16,679</b>	<b>15,000</b>	<b>17,000</b>	<b>2,000</b>	<b>17,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>16,679</b>	<b>15,000</b>	<b>17,000</b>	<b>2,000</b>	<b>17,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

21020 GENERAL DISTRICT COURT	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
3005 CONTRACTED SERVICES <i>Budget transferred to line item 8004</i>	0	2,112	0	0
3011 COURT APPOINTED ATTORNEY FEES	1,631	1,800	1,800	1,800
<b>Total Professional Services</b>	<b>1,631</b>	<b>3,912</b>	<b>1,800</b>	<b>1,800</b>
5201 POSTAGE	46	100	100	100
5203 TELECOMMUNICATIONS	3,720	1,800	1,800	1,800
5204 COMMUNICATIONS-MAGISTRA	1,395	1,600	1,600	1,600
5400 SUPPLIES- WATER PURCHASE	0	300	300	300
5401 OFFICE SUPPLIES	3,015	1,000	1,000	1,000
5411 BOOKS & SUBSCRIPTIONS	4,798	2,188	4,188	4,188
5412 OPERATING SUPPLIES-MAGISTRA	153	2,400	2,400	2,400
5504 TRAVEL- EDUCATION/TRAINING	60	1,500	1,500	1,500
5801 DUES & MEMBERSHIPS	80	100	100	100
<b>Total Operating Cost</b>	<b>13,266</b>	<b>10,988</b>	<b>12,988</b>	<b>12,988</b>
8001 LEASE/RENT- EQUIPMENT <i>Budget transferred from line item 3005</i>	1,583	0	2,112	2,112
8004 LEASE/RENT- WATER COOLERS	198	100	100	100
<b>Total</b>	<b>1,781</b>	<b>100</b>	<b>2,212</b>	<b>2,212</b>
<b>TOTAL</b>	<b>16,679</b>	<b>15,000</b>	<b>17,000</b>	<b>17,000</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**SHERIFF-COURT RELATED**

**DESCRIPTION AND FUNCTION**

The "Sheriff-Court Related" budget contains categories relevant to court security, prisoner transportation, and civil process.

**FINANCIAL DATA**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	396,642	429,869	433,722	3,853	436,924
Operating Costs	32,588	61,959	52,928	-9,031	52,928
Capital	1,027	31,200	33,000	1,800	34,500
<b>Expenditures</b>	<b>430,256</b>	<b>523,028</b>	<b>519,650</b>	<b>-3,378</b>	<b>524,352</b>
Revenues	190,781	194,817	189,817	-5,000	189,817
<b>Net County Funds</b>	<b>239,475</b>	<b>328,211</b>	<b>329,833</b>	<b>1,622</b>	<b>334,535</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 FY2017 AND FY2018**

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**COUNTY STRATEGIC GOALS**

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PRIMARILY  
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**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

21070 SHERIFF-COURT RELATED		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	222,805	231,875	236,512	236,512
1002	OVERTIME	1,669	6,425	3,000	3,000
1003	SALARIES-PART TIME	61,833	96,425	98,354	98,354
1004	SALARY-GDC FUND	20,073	0	0	0
1006	BONUS	1,936	0	0	0
<b>Total Personnel</b>		<b>308,316</b>	<b>334,725</b>	<b>337,866</b>	<b>337,866</b>
2001	FICA	22,789	25,606	26,108	26,108
2002	VRS	22,793	23,721	21,002	21,002
2005	GROUP HEALTH	35,851	39,265	41,798	45,000
2006	GROUP LIFE	2,651	2,760	3,099	3,099
2010	WORKMAN'S COMPENSATION	4,242	3,792	3,849	3,849
<b>Total Fringe Benefits</b>		<b>88,326</b>	<b>95,144</b>	<b>95,856</b>	<b>99,058</b>
3002	PROFESSIONAL SERVICES	0	1,000	1,000	1,000
3004	REPAIRS & MAINTENACE-LABOR	4,820	11,000	11,000	11,000
3005	CONTRACTED SERVICES	8,100	9,375	9,844	9,844
	Live Scan Fingerprint Terminal \$ 775 + %5 = \$814				
	Court Xray-Scanner Maintenance \$ 8,600 + %5 + \$9030				
3113	EMPLOYEE DRUG TEST	42	400	400	400
3115	COMMUNICATION EQUIPMENT REPAIRS	0	1,000	1,000	1,000
<b>Total Professional Services</b>		<b>12,962</b>	<b>22,775</b>	<b>23,244</b>	<b>23,244</b>
5401	OFFICE SUPPLIES	934	1,100	1,100	1,100
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	7,065	7,500	8,000	8,000
	Increases for FY15 and FY16 based on current expenditures and aging vehicle fleet.				
5409	POLICE SUPPLIES	1,146	2,500	2,500	2,500
5410	UNIFORMS & WEARING APPAREL	1,118	2,300	2,300	2,300
5439	AMMUNITION	0	500	500	500
5450	VEHICLE TIRES	0	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				
5502	MEALS/FOOD - OTHER THAN TRAINING	16	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	430	500	500	500
5506	MEALS- ON DUTY	0	500	500	500
<b>Total Operating Cost</b>		<b>10,710</b>	<b>19,184</b>	<b>19,684</b>	<b>19,684</b>
6008	FUEL	8,916	20,000	10,000	10,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

Total Operating - Fuel		8,916	20,000	10,000	10,000
7005	MOTOR VEHICLES & EQUIPMENT	1,027	31,200	33,000	34,500
	Vehicles FY 17 Schedule replacement of one high mileage vehicle				
	Contract Price(Est)     25,000				
	Equipment                 8,000				
	Total                        \$33,000				
	Vehicles FY 18 Schedule replacement of one high mileage vehicle				
	Contract Price(Est)     26,000				
	Equipment                 8,500				
	Total                        \$34,500				
	<b>Total Capital</b>	<b>1,027</b>	<b>31,200</b>	<b>33,000</b>	<b>34,500</b>
	<b>TOTAL</b>	<b>430,256</b>	<b>523,028</b>	<b>519,650</b>	<b>524,352</b>





# Public Safety

**ANIMAL PROTECTION**

**DESCRIPTION AND FUNCTION**

The Department of Animal Protection provides Public Safety services for the County. Animal Protection 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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	233,653	290,558	307,237	16,679	381,611
Operating Costs	34,558	42,455	40,385	-2,070	44,285
Capital	0	32,000	0	-32,000	35,000
<b>Expenditures</b>	<b>268,211</b>	<b>365,013</b>	<b>347,622</b>	<b>-17,391</b>	<b>460,896</b>
Revenues	29,838	27,000	29,500	2,500	29,500
<b>Net County Funds</b>	<b>238,373</b>	<b>338,013</b>	<b>318,122</b>	<b>-19,891</b>	<b>431,396</b>
Full-time Positions	3.0	4.0	4.0	.0	5.0
Part-time Positions	2.0	2.0	2.0	.0	2.0

Part-time positions noted above equate to 1.25 FTE

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs. A new Animal Protection Officer position is reflected in the FY2018 projection.

- The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
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**AGENCY GOALS AND OBJECTIVES**



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- Continue to provide Public Safety services while striving to reduce response times.
- 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: completion of the design process and the implementation of a fund raising plan.

### PERFORMANCE MEASURES

<b>Name Of Measure:</b>	<b>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Percentage of companion animals Adopted	39%	42%	44%
Number of County Dog License purchased	3755	3900	4200
Number of Calls for Service per Animal Control Officer	N/A	N/A	N/A
Number of Warnings Issued	N/A	N/A	N/A
Number of Summons/Warrants Issued	N/A	N/A	N/A

### AGENCY HIGHLIGHTS

The implementation of an evening shift now provides service to citizens for all animal complaints from 7am until midnight five days per week.

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 seven days per week. This will require the hiring of additional Animal Protection Officers. Increasing animal populations, along with more stringent State mandates requiring more separation among animal populations in municipal shelters, will require the construction of a new Animal Shelter.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

35010 ANIMAL PROTECTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME <i>Increase in salaries-full time for the hiring of one additional A.C.O. in FY 2018 and also a pay increase for two promotions.</i>	133,840	170,135	180,576	215,427
1002 SALARIES-OVERTIME	5,122	4,000	4,000	4,000
1003 SALARIES-PART TIME <i>Increase for one additional part time shelter staff position in FY2018.</i>	32,345	36,161	36,874	54,954
1006 BONUS	1,500	0	0	0
<b>Total Personnel</b>	<b>172,807</b>	<b>210,296</b>	<b>221,450</b>	<b>274,381</b>
2001 FICA	12,278	15,741	16,634	20,224
2002 VRS	13,518	17,405	16,035	18,597
2005 GROUP HEALTH	31,908	42,693	48,664	62,596
2006 GROUP LIFE	1,572	2,025	2,365	2,743
2010 WORKMAN'S COMPENSATION	1,570	2,398	2,089	3,070
<b>Total Fringe Benefits</b>	<b>60,846</b>	<b>80,262</b>	<b>85,787</b>	<b>107,230</b>
3002 PROFESSIONAL SERVICES <i>Largest proportion of this line item is allocated to veterinarian care for animals in custody of Animal Protection; including staff veterinarian. Also includes cremation services.</i>	970	3,500	3,500	3,500
3003 PROFESSIONAL SRVC-MEDICAL	0	700	950	950
3004 REPAIRS & MAINTENANCE-LABOR	448	500	500	500
3006 PRINTING & BINDING	75	0		
3007 ADVERTISING	170	0	100	100
3012 EMPLOYMENT BACKGROUND CHECK	19	0	250	250
3014 SITE IMPROVEMENTS	3,218	500	500	500
<b>Total Professional Services</b>	<b>4,899</b>	<b>5,200</b>	<b>5,800</b>	<b>5,800</b>
5101 ELECTRIC SERVICE	2,908	3,500	3,500	3,500
5103 WATER/SEWER-COUNTY UTILITIES	799	600	800	800
5203 TELECOMMUNICATIONS <i>MCT telecommunication card, cell phones &amp; landlines at shelter</i>	3,299	4,500	4,500	4,500
5314 SOFTWARE LICENSE	0	900	900	
5401 OFFICE SUPPLIES	1,156	300	750	750
5404 MEDICAL & LABORATORY	571	500	500	500
5407 REPAIRS/MAINTENANCE SUPPLIES <i>Now provided through facilities.</i>	36	0	0	0
5408 VEHICLE-POWERED EQUIPMENT SUPPLIES	1,150	1,000	1,000	1,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5410	UNIFORMS & WEARING APPAREL Maintaining uniforms and wearing apparel for current staff and outfitting new A.P.O. with daily uniforms, dress uniform, boots, and coat.	1,416	1,700	2,400	2,400
5413	OPERATING SUPPLIES	68	0	0	0
5415	DOG LICENSE TAGS	1,502	1,600	1,600	1,600
5418	SAFETY SUPPLIES Items used daily for the capture, confinement, and humane treatment of animals. Would include new duty sidearm, duty rifle, ballistic vest and other duty gear for additional A.P.O. Also includes ammunition used to qualify at range with issued weapons.	7,312	5,220	5,220	5,220
5475	COMPUTER SUPPLIES-NON CAPITAL Multiple Communications Terminal (MCT) and mounting hardware for additional Animal Protection Officer.	0	3,600	0	4,800
5480	FURNITURE/FIXTURE-NON CAPITAL	457	0	0	0
5498	ANIMAL SHELTER FOOD SUPPLIES	18	1,500	1,500	1,500
5504	TRAVEL/EDUCATION/TRAINING Basic Training Academy for new Animal Protection Officer. Continuing Educations Credits for current Animal Protection Officers.	527	1,380	1,140	1,140
5507	EDUCATION/TRAINING REG-TUITION Basic Animal Control Academy for additional Animal Protection Officer. Continuing education credits for current Animal Protection Officers.	750	1,655	1,475	1,475
5801	DUES & MEMBERSHIPS	210	100	100	100
5802	CLAIMS & BOUNTIES	0	200	200	200
<b>Total Operating Cost</b>		<b>22,180</b>	<b>28,255</b>	<b>25,585</b>	<b>29,485</b>
6008	FUEL	7,479	9,000	9,000	9,000
<b>Total Operating - Fuel</b>		<b>7,479</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
7005	MOTOR VEHICLE & EQUIPMENT New vehicle for additional Animal Protection Officer.	0	32,000	0	35,000
<b>Total Capital</b>		<b>0</b>	<b>32,000</b>	<b>0</b>	<b>35,000</b>
<b>TOTAL</b>		<b>268,211</b>	<b>365,013</b>	<b>347,622</b>	<b>460,896</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	449,198	477,305	496,240	18,935	500,603
Operating Costs	41,850	54,120	53,270	-850	53,270
Capital	43,566	0	0	0	0
<b>Expenditures</b>	<b>534,614</b>	<b>531,425</b>	<b>549,510</b>	<b>18,085</b>	<b>553,873</b>
Revenues	632,428	352,000	402,500	50,500	402,500
<b>Net County Funds</b>	<b>-97,814</b>	<b>179,425</b>	<b>147,010</b>	<b>-32,415</b>	<b>151,373</b>
Full-time Positions	7.0	7.0	7.0	.0	7.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflects current staff salaries and changes in fringe benefit costs.

FY2017 & FY 2018 - The operating budget reflects increases in printing and binding, postage, operating supplies, computer equipment and telecommunications. It also includes reductions in professional services and fuel.

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**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.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- 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 inspector
- 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:	FY2015 Actual	FY2016 Target	FY2017 Target
Reduce the number of inspector/inspection/day to 6.0	7.1	7.0	6.5
Complete initial plan review within 10 business days for residential projects	96%	100%	100%
Complete initial plan review within 15 business day for commercial projects	92%	100%	100%
Respond to requests for inspections within 24 hours (State = 48 hours)	99%	100%	100%

### 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.

Building Inspections staff attended a number of special training courses, code update training and seminars directly related to career development and state certifications. With the assistance of the HR department, a Commercial Plans Examiner/Inspector was hired in October, 2015. This position will enhance our commercial plan reviews and inspection turn around times.

In 2015, the Department reviewed and inspected 148 new single familydwelling permits and 335 commercial permits.

### 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 2017 - 2018

34010 BUILDING INSPECTION	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001 SALARIES-FULL TIME <i>Reflective of current staff salaries.</i>	331,468	353,356	364,230	364,230
<b>Total Personnel</b>	<b>331,468</b>	<b>353,356</b>	<b>364,230</b>	<b>364,230</b>
2001 FICA	24,227	27,031	27,863	27,863
2002 VRS	34,106	36,148	32,343	32,343
2005 GROUP HEALTH	51,231	50,711	60,390	64,753
2006 GROUP LIFE	3,944	4,205	4,772	4,772
2010 WORKMAN'S COMPENSATION	4,222	5,854	6,642	6,642
<b>Total Fringe Benefits</b>	<b>117,730</b>	<b>123,949</b>	<b>132,010</b>	<b>136,373</b>
3002 PROFESSIONAL SERVICES <i>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.</i>	0	6,000	5,000	5,000
3004 REPAIRS & MAINTENANCE-LABOR	528	1,500	1,500	1,500
3005 CONTRACTED SERVICES	1,089	2,000	2,000	2,000
3006 PRINTING & BINDING	399	200	500	500
3007 ADVERTISING	220	500	500	500
3012 BACKGROUND CHECKS	19	0	0	0
3019 2% STATE LEVY FEE <i>Required State Levy Fee - 2% of all BI revenue goes to State to fund statewide training.</i>	12,574	7,000	8,000	8,000
<b>Total Professional Services</b>	<b>14,828</b>	<b>17,200</b>	<b>17,500</b>	<b>17,500</b>
5201 POSTAGE	810	750	1,000	1,000
5203 TELECOMMUNICATIONS <i>The budget was increased to address the addition of an inspector and accompanying cellphone and data plan.</i>	4,772	4,000	5,000	5,000
5204 CENTRAL PHONE SYSTEM	140	0		
5401 OFFICE SUPPLIES <i>In the past year the department has gone to carbonless field inspection forms which has reduced printing costs. With the addition of another staff member additional office supplies are needed thus the slight increase.</i>	1,816	3,000	3,000	3,000
5407 REPAIRS/MAINTENANCE SUPPLIES	0	100	100	100
5408 VEHICLE-POWERED EQUIPMENT SUPPLIES <i>Costs associated with vehicle maintenance for inspectors. Increase reflects vehicle maintenance for new commercial plans examiner/inspector.</i>	1,602	3,000	3,000	3,000
5410 UNIFORMS & WEARING APPAREL	1,484	1,500	1,500	1,500
5411 BOOKS/SUBSCRIPTIONS	3,316	2,000	2,000	2,000
5413 OPERATING SUPPLIES	208	200	500	500



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5414	COMPUTER SUPPLIES - SOFTWARE	0	200	200	200
5418	SAFETY SUPPLIES	0	100	100	100
5475	COMPUTER EQUIPMENT- NON CAPITAL	1,139	200	500	500
5501	TRAVEL- MILEAGE	0	500	500	500
5504	TRAVEL- EDUCATION/TRAINING	721	2,000	2,000	2,000
	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.				
5507	EDUCATION/TRAINING - TUITION, REG	569	2,000	2,000	2,000
5510	EDUCATION/TRAINING -CERTIFICATIONS	189	500	500	500
5801	DUES & MEMBERSHIPS	680	750	750	750
	<b>Total Operating Cost</b>	<b>17,446</b>	<b>20,800</b>	<b>22,650</b>	<b>22,650</b>
6008	FUEL	7,562	13,000	10,000	10,000
	<b>Total Operating - Fuel</b>	<b>7,562</b>	<b>13,000</b>	<b>10,000</b>	<b>10,000</b>
7005	MOTOR VEHICLES & EQUIPMENT	43,566	0	0	0
	<b>Total Capital</b>	<b>43,566</b>	<b>0</b>	<b>0</b>	<b>0</b>
8001	LEASE/RENT- EQUIPMENT	1,843	2,750	2,750	2,750
8005	LEASE- POSTAGE METER	170	250	250	250
8010	LEASE - TAXES ON LEASED EQUIPMENT	0	120	120	120
	<b>Total</b>	<b>2,013</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>
	<b>TOTAL</b>	<b>534,614</b>	<b>531,425</b>	<b>549,510</b>	<b>553,873</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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	315,905	466,245	458,541	-7,704	494,300
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>315,905</b>	<b>466,245</b>	<b>458,541</b>	<b>-7,704</b>	<b>494,300</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>315,905</b>	<b>466,245</b>	<b>458,541</b>	<b>-7,704</b>	<b>494,300</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.
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- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

33040	<b>CORRECTION &amp; DETENTION</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
3002	PROFESSIONAL SERVICES	0	2,500	2,500	2,500
3009	ADULT JAIL SPACE	107,345	250,000	225,000	250,000
3109	JUVENILE DETENTION SPACE	206,638	211,945	229,241	240,000
	<b>Total Professional Services</b>	<b>313,983</b>	<b>464,445</b>	<b>456,741</b>	<b>492,500</b>
5203	TELECOMMUNICATION	894	0	0	0
5506	MEALS	1,028	1,800	1,800	1,800
	<b>Total Operating Cost</b>	<b>1,922</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
	<b>TOTAL</b>	<b>315,905</b>	<b>466,245</b>	<b>458,541</b>	<b>494,300</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

### 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

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	207,489	263,000	263,000	0	263,000
Capital	6,400	0	0	0	0
<b>Expenditures</b>	<b>213,889</b>	<b>263,000</b>	<b>263,000</b>	<b>0</b>	<b>263,000</b>
Revenues	41,396	39,000	39,000	0	39,000
<b>Net County Funds</b>	<b>172,493</b>	<b>224,000</b>	<b>224,000</b>	<b>0</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. ✓
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#### 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 2017 - 2018**

35580 <b>EMERGENCY COMMUNICATION SERVICES</b>		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
3004	REPAIRS & MAINTENANCE-LAB	259	10,000	10,000	10,000
3005	CONTRACTED SERVICES	39,112	35,000	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.	100,368	130,000	130,000	130,000
<b>Total Professional Services</b>		<b>139,739</b>	<b>175,000</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.	66,710	88,000	88,000	88,000
5475	COMPUTER SUPPLIES - NON CAPITAL	944	0	0	0
<b>Total Operating Cost</b>		<b>67,654</b>	<b>88,000</b>	<b>88,000</b>	<b>88,000</b>
6008	FUEL	96	0		
<b>Total Operating - Fuel</b>		<b>96</b>	<b>0</b>		
7003	COMMUNICATIONS EQUIPMENT	6,400	0	0	0
<b>Total Capital</b>		<b>6,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>213,889</b>	<b>263,000</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	125,336	123,517	126,140	2,623	126,140
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>125,336</b>	<b>123,517</b>	<b>126,140</b>	<b>2,623</b>	<b>126,140</b>
Revenues	110,434	106,613	106,613	0	109,235
<b>Net County Funds</b>	<b>14,902</b>	<b>16,904</b>	<b>19,527</b>	<b>2,623</b>	<b>16,905</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

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**



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

The department is expected to receive consistent funding for LEMPG in FY 2017 and 18. There has been a slight increase in Four-for-Life funds that have been allocated.

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### **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 5 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 Goochland County will require additional emphasis on preparedness and response.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

32030 EMERGENCY PLANNING	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
9011 FIRE FUND - (ATL) 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.	60,664	65,223	68,803	68,803
9012 FOUR FOR LIFE 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.	24,486	24,486	23,529	23,529
9014 LEMPG GRANT 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.	39,070	33,808	33,808	33,808
9016 CCP GRANTS-10 & 11	1,116	0	0	0
<b>Total</b>	<b>125,336</b>	<b>123,517</b>	<b>126,140</b>	<b>126,140</b>
<b>TOTAL</b>	<b>125,336</b>	<b>123,517</b>	<b>126,140</b>	<b>126,140</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**EMERGENCY SERVICES**

**DESCRIPTION AND FUNCTION**

The "Emergency Services" budget reflects categories relevant to the 911 call center and dispatch functions.

**FINANCIAL DATA**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	570,703	647,831	653,224	5,393	660,835
Operating Costs	31,032	53,806	54,300	494	36,846
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>601,735</b>	<b>701,637</b>	<b>707,524</b>	<b>5,887</b>	<b>697,681</b>
Revenues	158,340	158,340	158,340	0	158,340
<b>Net County Funds</b>	<b>443,395</b>	<b>543,297</b>	<b>549,184</b>	<b>5,887</b>	<b>539,341</b>
Full-time Positions	9.0	10.0	10.0	.0	10.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
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**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

35050 EMERGENCY SERVICES		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME 1 new Dispatcher: Salary \$40,917	402,996	452,161	457,177	457,177
1002	OVERTIME	0	5,000	1,000	1,000
1006	BONUS	4,356	0	0	0
<b>Total Personnel</b>		<b>407,352</b>	<b>457,161</b>	<b>458,177</b>	<b>458,177</b>
2001	FICA	28,665	34,972	34,974	34,974
2002	VRS	40,692	46,256	40,597	40,597
2005	GROUP HEALTH	89,190	103,437	112,909	120,520
2006	GROUP LIFE	4,356	5,380	5,940	5,940
2010	WORKMAN'S COMPENSATION	448	625	627	627
<b>Total Fringe Benefits</b>		<b>163,351</b>	<b>190,670</b>	<b>195,047</b>	<b>202,658</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	16,770	17,656	18,000	546
3113	EMPLOYEE DRUG TEST	147	400	400	400
<b>Total Professional Services</b>		<b>16,917</b>	<b>25,556</b>	<b>25,900</b>	<b>8,446</b>
5101	ELECTRIC SERVICE	1,821	3,300	3,300	3,300
5203	TELECOMMUNICATIONS	7,601	13,000	13,000	13,000
5401	OFFICE SUPPLIES	758	1,800	1,800	1,800
5407	REPAIRS/MAINTENANCE SUPPLIES	0	2,000	2,000	2,000
5410	UNIFORMS & WEARING APPAREL	711	350	500	500
5413	COMPUTER SUPPLIES	0	1,500	1,500	1,500
5419	COMMUNICATION EQUIPMENT SUPPLIES	196	1,500	1,500	1,500
5475	COMPUTER EQUIPMENT- NON CAPITAL	242	500	500	500
5480	FURNITURE & FIXTURE-NON CAPITAL	2,785	1,000	1,000	1,000
5504	TRAVEL- EDUCATION/TRAINING	0	300	300	300
<b>Total Operating Cost</b>		<b>14,115</b>	<b>25,250</b>	<b>25,400</b>	<b>25,400</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>601,735</b>	<b>701,637</b>	<b>707,524</b>	<b>697,681</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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	1,407,483	1,675,544	1,959,577	284,033	2,192,071
Operating Costs	622,621	841,643	886,800	45,157	922,900
Capital	22,268	8,000	8,000	0	8,000
<b>Expenditures</b>	<b>2,052,372</b>	<b>2,525,187</b>	<b>2,854,377</b>	<b>329,190</b>	<b>3,122,971</b>
Revenues	33,679	8,500	9,200	700	9,200
<b>Net County Funds</b>	<b>2,018,693</b>	<b>2,516,687</b>	<b>2,845,177</b>	<b>328,490</b>	<b>3,113,771</b>
Full-time Positions	16.0	23.0	26.0	3.0	29.0
Part-time Positions	3.0	2.0	2.0	.0	2.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The FY2017 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 FY2018 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 FY2017. 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 2% salary increases.



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**

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
Comply with the adopted EMS response standards	80	90%	100%
Conduct an average of 25 hours annually of continuing education training for all cleared firefighters	45	60	100
Perform 100% of all required commercial and multi-family inspections with a full compliance	78	85	100%
Contact 10% of the population with Life Safety Education Programs	2165	2250	3000
Recruit 20 new operational volunteers to serve as County Volunteers within Fire-Rescue	14	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 dollar 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 has helped to ensure that our members will remain current with knowledge, skills, and abilities and that organizationally we remain compliant with applicable standards/requirements. The addition of consistent county staffing levels (minimum on-duty staff of 6) has resulted in a county wide decrease of 15.5% in response times.

**FUTURE OUTLOOK**



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

Department personnel continue to be challenged to meet the demands of the All-Hazard, 21st Century Fire-Rescue Department. In FY 2016 we placed our third 24-hour unit in service. This is a tremendous addition in closing some gaps and the rate of going No Units Available (NUA) has decreased. Many residents who are new to Goochland County are used to having stations staffed around the clock. Additional staffing as outlined in your 10-year staffing plan will be necessary to meet not only these expectations but the decline in volunteer participation as well. 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. Volunteer participation has declined 29% in the past two years.

Cost associated with fleet maintenance are expected to continue to escalate. Our EMS transport fleet has a combined total of 1.2 million miles with an average of 119,000 miles. Both of the county owned Ladder Trucks are 23 (Truck 5) and 33 (Truck 1) years of age and will need to be replaced.

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 for Goochland County.



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

32020 FIRE & RESCUE		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME 3 FTE to be added in FY 17 3 FTE to be added in FY 18	917,281	1,091,936	1,232,148	1,363,491
1002	OVERTIME 22 FF/EMT x \$2,500 AVG OT per employee	55,357	45,000	55,000	62,500
1003	SALARIES-PART TIME PT Fire Marshal and Training Coordinator	63,515	81,117	84,593	84,593
1004	CREW LEADER PROFICIENCY PAY Proficiency Pay for Crew Leader. \$6K of the total \$9K has been shifted to the revenue recover Budget to reflect all costs associated with positions funded by RR.	0	9,000	3,000	3,000
1006	BONUS	1,500	0	0	0
1009	EMPLOYEE COMPENSATION	0	0	45,000	45,000
<b>Total Personnel</b>		<b>1,037,653</b>	<b>1,227,053</b>	<b>1,419,741</b>	<b>1,558,584</b>
2001	FICA	74,539	93,869	105,168	115,215
2002	VRS	91,619	111,705	109,415	121,078
2005	GROUP HEALTH	166,146	193,974	268,944	334,802
2006	GROUP LIFE	10,657	12,994	16,141	17,862
2010	WORKMAN'S COMPENSATION	26,869	35,949	40,168	44,530
<b>Total Fringe Benefits</b>		<b>369,830</b>	<b>448,491</b>	<b>539,836</b>	<b>633,487</b>
3002	PROFESSIONAL SERVICES Association Audit \$17,000.00 Association Treasurer \$10,000.00 Health Department (Innoculations) \$5,000.00 Health Screening (FF/EMTs) \$600/each	40,348	40,483	46,400	48,200
3004	REPAIRS & MAINTENANCE-LABOR Labor cost associated with maintaining a fleet of more than 60 emergency response vehicles.	94,637	120,000	140,000	150,000
3005	CONTRACTED SERVICES Dry Hydrant Inspections \$11,000 Stretcher Maintenance \$5,000 Mechanical CPR Device Warranty \$3,000 Generator Maintenance \$3,500 LifePak 12/15 Maintenance Contract \$23,000 Air Compressor Maintenance \$5,000 Extrication Tool Maintenance \$8,500 Ladder Testing \$3,000 Pest Control FTC \$1,000 Trash Removal - FTC \$1,000 Pump Service \$4,000 Active 911 Service \$2,000	33,113	73,660	70,000	70,000
3006	PRINTING & BINDING	1,525	0	0	0
3007	ADVERTISING	440	1,000	1,000	1,000
3012	EMPLOYMENT BACKGROUND CHECKS Background checks for career staff and volunteer members.	1,652	4,000	4,000	4,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

3115	COMMUNICATIONS EQUIPMENT SVC- LABOR Costs related to the maintainance of more than 60 mobile radios and aproximately 150 portable radios. Costs have been reduced in anticipation of new radio system.	947	5,000	3,000	1,500
3116	PUBLIC SAFETY EQUIPMENT SVC- LABOR	1,482	5,000	5,000	5,000
3170	INSTRUCTOR SERVICES Instructor fees for fire and EMS training programs that are not state funded.	3,000	10,000	10,000	10,000
3180	INFECTIOUS WASTE DISPOSAL Expenses associated with the OSHA requirements pertaining to infectious waste.	440	2,000	2,000	2,000
	<b>Total Professional Services</b>	<b>177,584</b>	<b>261,143</b>	<b>281,400</b>	<b>291,700</b>
5008	VOLUNTEER MEMBER SERVICES	2,041	3,000	3,000	3,000
5101	ELECTRIC SERVICE Electric service at the 6 volunteer-owned facilities and the fire training center. Cost increased to reflect historicals	54,995	52,500	57,000	59,000
5102	HEATING SERVICES Heating oil and propane for 6 volunteer-owned facilities.	17,606	25,000	25,000	25,000
5103	WATER/SEWER-COUNTY UTILITIES Water and sewer fees for stations 3 and 5. increase to cover projected increase in user fees.	4,443	8,000	8,000	8,000
5201	POSTAGE This line has been increased to cover shipping costs. We are now instructing vendors to use our discounted shipping accounts. This has resulted in a decrease in costs for shipping that have historically been passed through to Goochland County.	874	1,000	2,500	2,500
5203	TELECOMMUNICATIONS Phone and telecommunications charges for all Fire-Rescue facilities.	16,268	25,000	25,000	25,000
5300	VOLUNTEER-INSURANCE REIMBURSEMENT	71,351	83,000	83,000	83,000
5314	SOFTWARE/LICENSE- NON CAPITAL Scheduling software	144	4,500	4,500	4,500
5401	OFFICE SUPPLIES Office supplies for Fire-Rescue Administration.	2,702	6,200	6,200	6,200
5405	JANITORIAL SUPPLIES Increase due to anticipated costs associated with daily maintenance of Station 6.	117	1,300	1,900	2,500
5406	EQUIPMENT- REPAIR/MAINTENANCE PARTS Parts for fire and rescue equipment (non-rolling stock).	616	10,000	12,000	13,500
5407	REPAIR/MAINTENANCE SUPPLIES	2,695	1,000	1,000	1,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Repair parts for vehicles. increase do to age of fleet.	86,073	90,000	91,000	91,000
5410	UNIFORMS & WEARING APPAREL Uniforms for career staff and volunteer members. increase due to addition of staff.	16,169	25,500	32,500	34,000
5411	BOOKS & SUBSCRIPTIONS	424	2,000	2,000	2,000
5413	ENF/INVESTIGATIVE SUPPLIES	873	2,000	2,000	2,000
5416	ROAD MATERIALS	500	300	300	300



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5417	FIRE SUPPLIES Supplies to support firefighting operations. increase due to age of current supply inventory.	6,817	13,000	15,000	16,500
5419	COMMUNICATIONS EQUIPMENT SUPPLIES Batteries, antennas, and microphones for portable radios. reduction due to new radio system.	892	2,200	2,200	1,500
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. Increase is due to recent historical.	31,646	40,500	55,000	60,000
5435	WATER SERVICES-NON GCPU	649	1,000	1,200	1,200
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.	1,382	4,000	7,000	7,000
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.	1,575	4,000	4,000	4,000
5485	EQUIPMENT - MACHINERY, POWER, ETC	284	0	0	0
5500	PUBLIC EDUCATION MATERIALS Publications to support Life Safety Education programs. Increase in costs as well as # of LSE presentations.	2,139	3,000	6,000	6,000
5501	TRAVEL - MILEAGE	182	200	200	200
5504	TRAVEL- EDUCATION/TRAINING Continuing education and initial training for volunteer and career members. Increase in certification and compliance based costs.	3,581	12,000	15,000	18,000
5506	ON DUTY MEALS	1,692	500	500	500
5507	TRAVEL - EDUCATION/TRAINING Compliance and certification training.	2,135	3,000	5,000	6,000
5508	EMT CLASS Reimbursement funds for EMT students who provide one year of service to the organization after obtaining EMT certification.	5,780	2,000	2,000	2,000
5509	ANNUAL DINNER Volunteer meeting and awards dinner.	6,983	10,000	10,000	10,000
5510	EDUC/TRAINING- F/R CERTIFICATION Certification and recertification training for career staff and volunteer members. Increase is due to the implementation of Target Solutions on-line training.	2,605	4,000	14,000	14,000
5606	SITE REPAIRS fire training center upkeep	4,488	3,000	3,000	3,000
5801	DUES & MEMBERSHIPS	355	1,000	1,000	1,000
	<b>Total Operating Cost</b>	<b>351,075</b>	<b>446,700</b>	<b>501,000</b>	<b>516,400</b>
6008	FUEL Fuel for more than 60 emergency response vehicles. Reduction due to recent historical.	83,627	120,000	90,000	100,000
	<b>Total Operating - Fuel</b>	<b>83,627</b>	<b>120,000</b>	<b>90,000</b>	<b>100,000</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

7004	BUILDING LEASE FTC building lease	0	8,000	8,000	8,000
7005	MOTOR VEHICLES & EQUIPMENT	22,268	0	0	0
	<b>Total Capital</b>	<b>22,268</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
8001	LEASE/RENT- EQUIPMENT Copier lease.	903	3,000	3,000	3,000
8003	OXYGEN PURCHASE & DEMURRAGE Oxygen cylinder rental and service. increase due to historical.	8,301	9,500	10,100	10,500
8004	LEASE/RENT- WATER COOLER/FILTRATION water coolers at fire-rescue administration and fire training center	1,132	1,300	1,300	1,300
	<b>Total</b>	<b>10,335</b>	<b>13,800</b>	<b>14,400</b>	<b>14,800</b>
	<b>TOTAL</b>	<b>2,052,372</b>	<b>2,525,187</b>	<b>2,854,377</b>	<b>3,122,971</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	265,734	437,269	442,442	5,173	446,351
Operating Costs	70,216	88,400	101,200	12,800	101,200
Capital	84,535	99,331	56,358	-42,973	52,449
<b>Expenditures</b>	<b>420,485</b>	<b>625,000</b>	<b>600,000</b>	<b>-25,000</b>	<b>600,000</b>
Revenues	590,161	625,000	600,000	-25,000	600,000
<b>Net County Funds</b>	<b>-169,676</b>	<b>0</b>		<b>0</b>	<b>0</b>
Full-time Positions	4.0	4.0	5.0	1.0	5.0
Part-time Positions	5.0	9.0	5.0	-4.0	5.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The FY17 budget reflects the reduction of 3 part-time FF/EMT positions which were combined in FY16 to create one full-time FF/EMT position. This will help with more consistent Fire and EMS response. In addition, the PT EMS Billing Coordinator position has been eliminated and those duties have been absorbed by existing staff.

**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>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Reduce response times where a functional unit is on the scene of reported emergencies within 10 minutes	0	75%	80%
Have 24/7 coverage in 3 of 6 stations	0	100%	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 FY16 the department was able to use this funding stream to secure four powered stretchers, one staff vehicle, one fire-rescue boat, and offset costs associated with AED/Lifepak replacement. The balance of funds are set aside for future costs associated with Fire-Rescue operations. Base rates as established in 2012 have not increased.

**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 64.5% (63.92% in CY14) recovery rate will continue to migrate upwards. In CY14, there was a slight drop in calls for service. YTD in CY15 calls are trending 4.3% higher than CY14. Future residential growth will result in an increase in service demand and a corresponding increase in recovery.



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

32010 FIRE-RESCUE COST RECOVERY		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME 3 PT FF/EMT positions have been eliminated in FY16 to create 1 FT FF/EMT position	128,040	159,075	203,430	203,430
1002	SALARIES-OVERTIME	10,958	15,000	15,000	15,000
1003	SALARIES-PART TIME 1 PT EMS Billing coordinator eliminated in FY17 5 PT FF EMTs (reduction of 3 from the 8 that were funded in FY16)	70,595	180,419	97,323	97,323
1004	CREW LEADER PROFICIENCY PAY Cost shifted from 32020	0	0	6,000	6,000
1009	EMPLOYEE COMPENSATION	0	0	10,000	10,000
<b>Total Personnel</b>		<b>209,594</b>	<b>354,494</b>	<b>331,753</b>	<b>331,753</b>
2001	FICA	15,348	27,119	24,442	24,442
2002	VRS	13,099	16,273	18,065	18,065
2005	GROUP HEALTH	19,180	27,075	55,532	59,441
2006	GROUP LIFE	1,524	1,893	2,665	2,665
2010	WORKMAN'S COMPENSATION	6,990	10,415	9,985	9,985
<b>Total Fringe Benefits</b>		<b>56,140</b>	<b>82,775</b>	<b>110,689</b>	<b>114,598</b>
3002	PROFESSIONAL SERVICES Fees paid to MED 3000 (3rd party EMS biller) Employee health screenings (9x\$600)	47,367	50,000	54,000	54,000
3012	BACKGROUND CHECKS	1,005	1,000	1,500	1,500
<b>Total Professional Services</b>		<b>48,372</b>	<b>51,000</b>	<b>55,500</b>	<b>55,500</b>
5008	VOLUNTEER MEMBER SERVICES Includes stipend for Operational Medical Director and dues to volunteer associations such as VA Firefighters and VAVRS. This is the budget request from the Volunteer Association Board. They are requesting 1 \$10K increase from FY16.	17,669	30,000	30,000	30,000
5201	POSTAGE	53	200	200	200
5401	OFFICE SUPPLIES	330	500	500	500
5410	UNIFORMS Increase due to staff increase.	1,051	3,000	4,000	4,000
5501	TRAVEL-MILEAGE	91	200	500	500
5504	TRAVEL EXPENSES Continuing education and compliance based training.	0	1,000	5,000	5,000
5507	TRAVEL-EDUCATION/TRAINING continuing education and compliance based training.	0	2,000	5,000	5,000
5510	EDUC/TRAINING-F/R CERTIFICATION	0	500	500	500
5801	DUES & MEMBERSHIP	2,650	0	0	0
<b>Total Operating Cost</b>		<b>21,844</b>	<b>37,400</b>	<b>45,700</b>	<b>45,700</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

7001	MACHINERY & EQUIPMENT Future operational, equipment, and vehicle expenses.	46,644	99,331	56,358	52,449
7005	MOTOR VEHICLE & EQUIPMENT	37,891	0	0	0
<b>Total Capital</b>		<b>84,535</b>	<b>99,331</b>	<b>56,358</b>	<b>52,449</b>
<b>TOTAL</b>		<b>420,485</b>	<b>625,000</b>	<b>600,000</b>	<b>600,000</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**SHERIFF**

**DESCRIPTION AND FUNCTION**

The "Sheriff" budget reflects categories relevant to the law enforcement function.

**FINANCIAL DATA**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	2,461,215	2,660,757	2,747,952	87,195	2,772,278
Operating Costs	305,209	414,655	429,200	14,545	426,500
Capital	220,576	175,300	175,000	-300	175,000
<b>Expenditures</b>	<b>2,987,000</b>	<b>3,250,712</b>	<b>3,352,152</b>	<b>101,440</b>	<b>3,373,778</b>
Revenues	610,062	595,343	615,343	20,000	615,343
<b>Net County Funds</b>	<b>2,376,938</b>	<b>2,655,369</b>	<b>2,736,809</b>	<b>81,440</b>	<b>2,758,435</b>
Full-time Positions	33.0	35.0	36.0	1.0	36.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

One additional Deputy SRO position at GMS is included in the FY17 budget.

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
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**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

31020 SHERIFF		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	1,729,240	1,895,810	1,976,568	1,976,568
	<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}                      Salary \$44,900</p>				
1002	OVERTIME	6,081	20,000	14,000	14,000
1005	BONUS	14,520	0	0	0
1006	SPECIAL EVENT	53,418	0	0	0
	<b>Total Personnel</b>	<b>1,803,259</b>	<b>1,915,810</b>	<b>1,990,568</b>	<b>1,990,568</b>
2001	FICA	131,550	148,089	154,708	154,708
2002	VRS	176,078	193,941	175,519	175,519
2005	GROUP HEALTH	304,907	348,881	368,548	392,874
2006	GROUP LIFE	20,482	22,560	25,893	25,893
2009	K-9 INSURANCE	1,100	1,000	1,200	1,200
2010	WORKMAN'S COMPENSATION	23,840	30,476	31,516	31,516
	<b>Total Fringe Benefits</b>	<b>657,957</b>	<b>744,947</b>	<b>757,384</b>	<b>781,710</b>
3002	PROFESSIONAL SERVICES	1,368	1,800	1,800	1,800
3004	REPAIRS & MAINTENANCE-LABOR Increase based on FY 15-15 expenditures and projections	42,235	40,000	45,000	45,000
3005	CONTRACTED SERVICES copy machine-36 month lease for Konica-Minolta copy machine at \$187.07/month or \$2245 annually	1,885	4,400	4,400	4,400
3006	PRINTING & BINDING	146	1,200	1,200	1,200
3007	ADVERTISING	0	1,200	1,200	1,200



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

3008	INVESTIGATION SERVICES	2,343	8,200	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	1,214	800	800	800
3012	EMPLOYMENT BACKGROUND CHECKS	1,548	3,000	3,000	3,000
3013	CONTRACTED HAULING	710	1,000	1,000	1,000
3041	MEDICAL EXAMINER/BODY REMOVAL	0	2,500	2,500	2,500
3113	DRUG TEST	1,323	2,900	2,900	2,900
3115	COMMUNICATIONS EQUIPMENT SVC- LABOR	577	3,000	3,000	3,000
	<b>Total Professional Services</b>	<b>53,349</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>
5201	POSTAGE	1,418	3,200	3,200	3,200
5203	TELECOMMUNICATIONS	15,507	15,000	16,500	16,500
5314	SOFTWARE/LICENSE Body Camera Equipment	0	0	45,500	45,500
5401	OFFICE SUPPLIES	8,152	8,500	8,500	8,500
5406	RADIO MAINT EQUIP	3,541	3,800	3,800	3,800
5407	REPAIRS/MAINTENANCE SUPPLIES	499	0	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Based on current expenditures and projections from FY15	55,048	50,000	52,000	52,000
5409	LAW/CODE ENFORCEMENT SUPPLIES	16,234	25,500	25,500	25,500
	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.				
5410	UNIFORMS & WEARING APPAREL Increase for requested additional SRO deputy	19,411	21,400	21,400	21,400
5411	BOOKS & SUBSCRIPTIONS	0	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	2,097	1,500	1,500	1,500
5424	CITIZENS ACADEMY	695	400	650	650
5430	INVESTIGATIVE SUPPLIES	122	2,800	2,800	2,800



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

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.	4,594	12,000	12,000	13,000
5450	<b>VEHICLE TIRES</b> Average tire price (3 sizes) as of 11/26/14-119.00 each or \$476 per vehicle  1 set for each of 30 patrol/investigative vehicles = \$14,280.00  FY 16 14280 + 714 (5%) = \$14,994  FY17 15000 + 750 = %15,750	7,720	14,280	15,000	15,750
5475	<b>COMPUTER EQUIPMENT-NON CAPITAL</b> 4,500.00 FOR NEW MDT AND POST FOR PROPOSED NEW SRO DEPUTY	9,795	12,000	4,500	0
5476	<b>OFFICE EQUIPMENT-NON CAPITAL</b> 4,500.00 FOR NEW MDT AND POST FOR PROPOSED NEW SRO DEPUTY	220	4,000	4,000	4,000
5499	K-9 FOOD/SUPPLIES	785	2,000	1,500	1,500
5502	MEALS/FOOD- OTHER THAN TRAINING	139	500	500	500
5503	K9-TRAINING	0	200	200	200
5504	TRAVEL- EDUCATION/TRAINING	2,701	5,000	5,000	5,000
5506	MEALS- ON DUTY	12	500	500	500
5507	EDUCATION/TRAINING - REG & TUITION	691	0	2,500	2,500
5602	EMPLOYEE SERVICES/RECOGNITION	261	650	650	650
5801	DUES & MEMBERSHIPS	2,257	2,700	2,700	2,700
	<b>Total Operating Cost</b>	<b>151,898</b>	<b>190,030</b>	<b>234,500</b>	<b>231,750</b>
6008	<b>FUEL</b> FY 16 & 17- increase above FY 15 due to increased patrol, court mileage and uncertainty of fuel costs.	98,057	150,000	115,000	115,000
	<b>Total Operating - Fuel</b>	<b>98,057</b>	<b>150,000</b>	<b>115,000</b>	<b>115,000</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

7005	MOTOR VEHICLES & EQUIPMENT	220,576	175,300	175,000	175,000
	Vehicles FY 17 Schedule replacement of eight (8) high mileage vehicles				
	2016 Contract Price (est)      \$ 25,000				
	Equipment                              \$ 8,000				
	\$ x8				
	\$ 264,000				
	Vehicles FY 18 Schedule replacement of eight (8) high mileage vehicles				
	2016 Contract Price (est)      \$ 26,000				
	Equipment                              \$ 8,500				
	\$ x8				
	\$ 276,000				
	<b>Total Capital</b>	<b>220,576</b>	<b>175,300</b>	<b>175,000</b>	<b>175,000</b>
8001	LEASE/RENT- EQUIPMENT	831	3,500	3,500	3,500
8004	LEASE/RENT- WATER COOLERS	570	600	650	650
8005	LEASE- POSTAGE MACHINE	504	525	550	600
	<b>Total</b>	<b>1,905</b>	<b>4,625</b>	<b>4,700</b>	<b>4,750</b>
	<b>TOTAL</b>	<b>2,987,000</b>	<b>3,250,712</b>	<b>3,352,152</b>	<b>3,373,778</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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	279,623	297,682	300,273	2,591	303,206
Operating Costs	432,627	464,350	460,100	-4,250	465,100
Capital	39,287	49,000	49,000	0	49,000
<b>Expenditures</b>	<b>751,537</b>	<b>811,032</b>	<b>809,373</b>	<b>-1,659</b>	<b>817,306</b>
Revenues	69,652	70,000	65,000	-5,000	65,000
<b>Net County Funds</b>	<b>681,885</b>	<b>741,032</b>	<b>744,373</b>	<b>3,341</b>	<b>752,306</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs.

The operating budget reflects increases in repairs and maintenance, telecommunications, uniforms, and fuel to reflect current year spending. It also reflects decreases in contracted hauling and electric services. In FY2015, the operating budget 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 FY2017 and FY2018 budgets.

•The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**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 2017 - 2018

- Continue to evaluate and plan services to accommodate 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:	FY2015 Actual	FY2016 Target	FY2017 Target
Maintain an accident free environment as measured by reportable accidents and injuries	0	0	0
Increase the volume of recyclables through new programs such as electronic and plastic bag recycling, thus removing more material from the waste stream which saves money.	4 tn.	12 tn.	12 tn.

### AGENCY HIGHLIGHTS

To enhance citizen access and safety:

- purchased snow removal equipment for staff to remove snow in a safe and efficient manner.
- security cameras were installed to ensure citizen and employee safety.
- landscaping was completed at Central Convenience Center.
- employee training in Hazmat handling

To promote county welfare:

- Goochland County Family Services donation boxes were placed at both locations.
- Battery, plastic bag, e-recycling programs implemented to reduce waste and encourage recycling.

To improve county efficiency:

- Roll-off truck purchased

### FUTURE OUTLOOK

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

Expand Sunday hours to meet volume demands.

Purchase technologically advanced equipment to provide safe and efficient disposal of light bulbs and better access to wood waste products

Expand recycling efforts to include a dedicated area for collection of corrugated paper.

Continue to provide safety education and training for staff.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

42040	<b>CONVENIENCE CENTERS</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	161,601	166,044	175,216	175,216
1002	SALARIES-OVERTIME <i>To cover employee illness/vacation</i>	3,596	3,000	3,000	3,000
1003	SALARIES-PART TIME	27,194	33,089	33,752	33,752
	<b>Total Personnel</b>	<b>192,391</b>	<b>202,133</b>	<b>211,968</b>	<b>211,968</b>
2001	FICA	13,468	15,845	15,986	15,986
2002	VRS	16,559	16,986	15,559	15,559
2005	GROUP HEALTH	46,918	49,792	45,258	48,191
2006	GROUP LIFE	1,911	1,982	2,295	2,295
2010	WORKMAN'S COMPENSATION	8,376	10,944	9,207	9,207
	<b>Total Fringe Benefits</b>	<b>87,232</b>	<b>95,549</b>	<b>88,305</b>	<b>91,238</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>	0	3,000	3,000	3,000
3004	REPAIRS & MAINTENANCE-LABOR <i>As equipment ages, the cost of maintenance and repair increases.</i>	5,799	7,500	7,500	7,500
3005	CONTRACTED SERVICES <i>Includes the cost of drop off recycling, household hazardous waste and brush processing.</i>	78,543	75,000	75,000	75,000
3007	ADVERTISING	90	500	500	500
3012	EMPLOYMENT BACKGROUND CHECKS	37	50	50	50
3013	CONTRACTED HAULING <i>Reflects cost of collecting, transporting and processing municipal solid waste.</i>	299,882	330,000	320,000	330,000
	<b>Total Professional Services</b>	<b>384,351</b>	<b>416,050</b>	<b>406,050</b>	<b>416,050</b>
5101	ELECTRIC SERVICE <i>Reflects cost of electrical service to both convenience center sites.</i>	6,558	10,000	8,500	8,500
5103	WATER/SEWER COUNTY UTILITIES	345	500	500	500
5203	TELECOMMUNICATIONS <i>Reflects increase in costs for providing telephone, internet and cell phone services.</i>	2,576	3,000	3,250	3,250
5401	OFFICE SUPPLIES	381	750	750	750
5404	SAFETY EQUIPMENT	84	0	0	0
5407	REPAIRS/MAINTENANCE SUPPLIES <i>FY2017 Includes renovations to western convenience center's barriers so that they will meet current code requirements and other operating repairs/maintenance.</i>	13,353	15,000	20,000	15,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5408	VEHICLE-POWERED EQUIPMENT SUPPLIES For unforeseen breakdowns and repairs to equipment.	3,597	4,000	4,000	4,000
5410	UNIFORMS & WEARING APPAREL County is responsible for supplying pants, boots, shirts and outer wear.	2,330	3,000	3,500	3,500
5416	ROAD MATERIALS Cost for maintaining unpaved surfaces at both centers.	2,033	2,000	2,000	2,000
5418	SAFETY Personnel safety equipment/fire extinguisher maintenance and replacement.	748	1,000	1,000	1,000
5475	COMPUTER EQUIPMENT-NON CAPITAL	83	500	500	500
5477	SECURITY SYSTEM-ACCESS/SUPPLIES	9,133	0		
5502	MEALS/FOOD-OTHER THAN TRAINING	17	0		
5504	TRAVEL-EDUCATION-TRAINING	480	1,000	1,000	1,000
5507	EDUCATION-TRAINING	375	500	500	500
5801	DUES & MEMBERSHIPS	0	50	50	50
<b>Total Operating Cost</b>		<b>42,092</b>	<b>41,300</b>	<b>45,550</b>	<b>40,550</b>
6008	FUEL Reflects cost of providing transportation for supervisor and personnel in the performance of their duties.	6,185	7,000	8,500	8,500
<b>Total Operating - Fuel</b>		<b>6,185</b>	<b>7,000</b>	<b>8,500</b>	<b>8,500</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. FY2015 reflects the purchase of the new roll off truck.	39,287	49,000	49,000	49,000
<b>Total Capital</b>		<b>39,287</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>
<b>TOTAL</b>		<b>751,537</b>	<b>811,032</b>	<b>809,373</b>	<b>817,306</b>



**FACILITIES MANAGEMENT**

**DESCRIPTION AND FUNCTION**

Facilities Management is responsible for the maintenance of County-owned facilities and properties throughout Goochland County. Primary objectives and responsibilities of Facilities Management is to ensure that facility needs of Goochland citizens, general government employees, and visitors are met. Facilities Management provides a clean and safe environment in all parks and general government facilities and manages these facilities utilizing best management practices.

This department was previously consolidated into Parks and Recreation and Facilities Management as part of the County Administration's reorganization plan. It is once again reflected as a separate budget allocation beginning in FY2017.

**FINANCIAL DATA**

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	774,265	774,265	782,558
Operating Costs	0	0	600,600	600,600	610,600
Capital	0	0	20,000	20,000	20,000
<b>Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,394,865</b>	<b>1,394,865</b>	<b>1,413,158</b>
Revenues	0	0	39,000	39,000	39,000
<b>Net County Funds</b>	<b>0</b>	<b>0</b>	<b>1,355,865</b>	<b>1,355,865</b>	<b>1,374,158</b>
Full-time Positions	.0	.0	16.5	16.5	16.5
Part-time Positions	.0	.0	4.0	4.0	4.0

Staffing includes 50% of the Director position. Full time positions also includes request for additional Facilities Technician position.

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs with the addition of a full-time facilities technician.

- The Board of Supervisors amended this budget to include personnel funding related to performance-based 2% salary increases.

**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 2017 - 2018

- Maintain all County buildings and grounds in a safe and cost effective manner utilizing best management practices.
- To assist with and lead capital and site improvement projects as necessary.
- To continue to implement the Department's Customer Service team.
- To respond to all emergency requests for services within 3 hours.
- Complete all non-emergency requests for services within 5 business days.

### PERFORMANCE MEASURES

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
1. Percentage of Athletic Fields Prepared as Requested	100%	100%	100%
2. Percentage of work orders completed.	97%	100%	100%
3. Percentage of emergency service requests completed responded to within 3 hours	N/A	100%	100%
4. Percentage of all non-emergency requests completed within 5 business days	N/A	100%	100%

### AGENCY HIGHLIGHTS

FY 15 was a highly successful year for Facilities Management. Over 20 CIP or site improvement projects of varying size were completed. Among those included the following; HVAC replacement at multiple locations, office renovations, restroom upgrades, a gymnasium renovation, parking lot improvements, retaining wall and drainage improvements, and security upgrades.

Ongoing capital projects include; upgrades to the Court House Complex as well as multiple recreational facility projects.

All County buildings received appropriate preventative maintenance throughout the year.

### FUTURE OUTLOOK

Aging County infrastructure as well as the construction of new County facilities will continue to place a strain on Facilities Management resources.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

43020	<b>FACILITIES MANAGEMENT</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	<b>SALARIES-FULL TIME</b> Full time staff expenses including the following positions; 50% of Director's salary, Office Assistant  Facilities Supervisor (2) Facilities Technician (including one new position)  (2) Grounds Supervisors (5) Groundskeepers * this includes combining two seasonal part time staff into one full time with benefits groundskeeper.  (1) Custodial Supervisor (4) Custodians	0	0	507,386	507,386
1003	<b>SALARIES-PART-TIME</b> Part Time Salaries Include:  (2) Part Time 20 hour/week Custodians: \$20,000	0	0	38,250	38,250
	<b>Total Personnel</b>	<b>0</b>	<b>0</b>	<b>545,636</b>	<b>545,636</b>
2001	<b>FICA</b> 7.65% of all salaries.	0	0	41,741	41,741
2002	<b>VRS</b> 8.88% of full time salaries.	0	0	45,055	45,055
2005	<b>GROUP HEALTH</b>	0	0	122,594	130,887
2006	<b>GROUP LIFE</b> 1.31% of full time salaries	0	0	6,646	6,646
2010	<b>WORKMAN'S COMPENSATION</b>	0	0	12,593	12,593
	<b>Total Fringe Benefits</b>	<b>0</b>	<b>0</b>	<b>228,629</b>	<b>236,922</b>
3004	<b>REPAIR &amp; MAINTENANCE-LABOR</b> All labor related to maintenance improvements on County infrastructure. Includes labor for electrical and plumbing improvements. Estimated expenditure.	0	0	7,500	7,500
3005	<b>CONTRACTED SERVICES</b> Includes all contracted services related to the following items; Inspections: elevator, fire suppression, fire extinguishers, boilers, backflow preventers, building generators, and pest control.  Other contracted services include; portable sanitation, contracted cleaning services, interior/exterior painting services, power washing, vehicle decal removal, roof repairs, on call mowing services.  Notable increases in this line can be attributed to additional maintenance needed for the Centerville Islands.	0	0	87,000	97,000
3006	<b>PRINTING &amp; BINDING</b>	0	0	250	250
3007	<b>ADVERTISING</b> Includes advertising for position vacancies.	0	0	400	400



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

3014	SITE IMPROVEMENTS Site Improvements are directly tied to the County's building inventory and prioritized improvements to County infrastructure. Planned site improvements for FY 17 include HVAC replacement, parking lot improvements, and carpet replacement.	0	0	40,000	40,000
	<b>Total Professional Services</b>	<b>0</b>	<b>0</b>	<b>135,150</b>	<b>145,150</b>
5101	ELECTRIC SERVICES	0	0	312,000	312,000
5102	HEATING SERVICES	0	0	500	500
5103	WATER/SEWER-COUNTY UTILITIES Estimated expenses based upon averages and prorated new construction projections. Includes additional funding requests for EOC.	0	0	27,000	27,000
5201	POSTAGE	0	0	200	200
5203	TELECOMMUNICATIONS Telecommunication expenses include CityWorks software expenses, IT related expenses for phones, and proper telecommunication equipment for all supervisors.	0	0	15,400	15,400
5401	OFFICE SUPPLIES Office supplies for Facilities Management are 30% of the previous years expenditure. 70% are with the Parks and Recreation department	0	0	2,000	2,000
5403	AGRICULTURAL SUPPLIES Agricultural supplies include grass seed, fertilizer, landscaping materials, and mulch for all County buildings and grounds.  Estimated expenditure.	0	0	7,500	7,500
5405	JANITORIAL SUPPLIES Janitorial Supplies request based upon previous years averages as well as a prorated increase for the EOC.	0	0	22,000	22,000
5407	REPAIR/MAINTENANCE SUPPLIES Repairs and maintenance supplies for all necessary repairs to existing County buildings and grounds locations. Repairs include HVAC, general building infrastructure, and plumbing systems. Expenses are anticipated but are generally not highly predictable in nature.	0	0	45,000	45,000
5408	VEHICLE-POWERED EQUIP SUPPLIES Includes all small engine purchases, repairs, and replacements. Includes weed eaters, leaf blowers, and aerators.	0	0	2,000	2,000
5410	UNIFORMS & WEARING APPAREL	0	0	5,500	5,500
5418	SAFETY SUPPLIES	0	0	750	750
5421	STREET LIGHTS Includes expenses for all street light repairs within the Court House Village.	0	0	1,100	1,100
5475	COMPUTER SUPPLIES-NON CAPITAL	0	0	500	500
5501	TRAVEL-MILEAGE	0	0	150	150
5504	TRAVEL-EDUCATION/TRAINING	0	0	500	500
5801	DUES-MEMBERSHIP	0	0	350	350
	<b>Total Operating Cost</b>	<b>0</b>	<b>0</b>	<b>442,450</b>	<b>442,450</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

6008	FUEL Fuel expense based upon previous years usage and anticipated usage for FY 17 and 18.	0	0	22,000	22,000
	<b>Total Operating - Fuel</b>	<b>0</b>	<b>0</b>	<b>22,000</b>	<b>22,000</b>
7001	MACHINERY & EQUIPMENT Machinery and equipment expenses are tied to mower replacement. Mower replacement is generally priced at \$10,000 per mower depending on options such as engine size and leaf bagging equipment.  It is anticipated that 2 mowers will need replacing in FY 17.	0	0	20,000	20,000
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
8001	LEASE/RENT-EQUIPMENT	0	0	1,000	1,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,394,865</b>	<b>1,413,158</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	255,477	261,980	266,980	5,000	266,980
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>255,477</b>	<b>261,980</b>	<b>266,980</b>	<b>5,000</b>	<b>266,980</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>255,477</b>	<b>261,980</b>	<b>266,980</b>	<b>5,000</b>	<b>266,980</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The FY2017 budget includes \$5,000 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 2017 - 2018

52020	<b>COMMUNITY SERVICES BOARD</b>				
		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
3002	PROFESSIONAL SERVICES	2,200	2,750	2,750	2,750
	<b>Total Professional Services</b>	<b>2,200</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>
5501	TRAVEL- MILEAGE	547	500	500	500
5604	CONTRIBUTIONS	252,730	258,730	263,730	263,730
	<b>Total Operating Cost</b>	<b>253,277</b>	<b>259,230</b>	<b>264,230</b>	<b>264,230</b>
	<b>TOTAL</b>	<b>255,477</b>	<b>261,980</b>	<b>266,980</b>	<b>266,980</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	174,395	131,693	130,975	-718	130,975
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>174,395</b>	<b>131,693</b>	<b>130,975</b>	<b>-718</b>	<b>130,975</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>174,395</b>	<b>131,693</b>	<b>130,975</b>	<b>-718</b>	<b>130,975</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.
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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

51000 CONTRIBUTIONS	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
3002 PROFESSIONAL SERVICES Social Service Board Members stipends. 5 Members @\$600 each.	0	3,000	3,000	3,000
3040 PAUPER BURIAL	0	2,000	2,000	2,000
<b>Total Professional Services</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
5604 CONTRIBUTIONS ATTACHED SHEET	147,895	90,093	87,875	87,875
5605 FOREST FIRE PREVENTION	0	10,100	10,100	10,100
5660 MONACAN SOIL	26,500	26,500	28,000	28,000
<b>Total Operating Cost</b>	<b>174,395</b>	<b>126,693</b>	<b>125,975</b>	<b>125,975</b>
<b>TOTAL</b>	<b>174,395</b>	<b>131,693</b>	<b>130,975</b>	<b>130,975</b>



# CONTRIBUTIONS

<u>Organization</u>	<u>Description</u>	<u>FY16 Adopted</u>	<u>FY17 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. 33 residents are currently served.	\$ 2,590	\$ 3,386
Court Appointed Special Advocates (CASA)	Administrative support and direct services to volunteers who watch over and advocate for abused and neglected children. Last Year 51 children were served in Goochland. 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 FY15 the OAR program provided supervision to 43 new clients from Goochland County. A total of 61 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	-
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 379 students from the County during 2014-2015 year. The 3% increase is due to the population increase.	6,406	6,644
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.	19,890	20,629
Feed More (Meals On Wheels)	FeedMore is the core hunger relief program in Central Virginia. Requested funds will provide 934 meals to homebound elderly and disabled Goochland residents through FeedMore's Meals on Wheels program. 3,500 Goochland residents were served by FeedMore in fiscal year 2014-2015. Through FeedMore's distribution center, 482,873 pounds of food and grocery items were distributed to Goochland County residents during fiscal year 2014-2015.	5,000	6,000
Med Flight (Chesterfield County)	Provides emergency helicopter transports & police missions to Central VA. Over the last 4 fiscal years, Med Flight answered 2,037 missions in the region and provided state-of-the-art aero-medical services to 1,193 patients. During that time period, Med Flight handled 58 missions in Goochland County. The request is based on County population.	3,500	700
Rappahannock Regional Criminal Justice	Training Academy for all in service Deputies, jail officers and communication officers. Rates are based on \$372 per officer.	16,336	18,497
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 80 citizens. Information and indirect services are provided to approximately 320 citizens.	8,500	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.	2,400	2,400
<b>Total Contributions</b>		<b>\$ 90,093</b>	<b>\$ 87,875</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, services for victims of domestic violence, 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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	141,849	164,000	210,202	46,202	166,000
Capital	0	0	13,000	13,000	0
<b>Expenditures</b>	<b>141,849</b>	<b>164,000</b>	<b>223,202</b>	<b>59,202</b>	<b>166,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>141,849</b>	<b>164,000</b>	<b>223,202</b>	<b>59,202</b>	<b>166,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

Not County Employees

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

Funds for part of the local match for the domestic violence program have been included. The FY2017 projection includes the local match funding for a replacement vehicle. FY2017 also includes a request for reimbursement of the cost of permits and water connection for a new building to be built on existing property.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

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- 3 Excellence in Financial Management. ✓
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**FUTURE OUTLOOK**



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

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 2017 - 2018

53120	<b>GOOCHLAND FREE CLINIC &amp; FAMILY</b>				
		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</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	52,000	54,000	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 \$100,000 for direct contractor costs, we ran out of funding in September and additional repairs have been deferred.</p> <p>During the January through October 2015 period, 47 homes have been repaired at a cost of \$100,000. 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 \$150,000.</p>	81,000	85,000	85,000	85,000
5610	<p><b>CONTRIBUTION - NEW FACILITY</b>                      GFCFS plans to construct a new building on property we currently own in order to alleviate overcrowding in all our programs, particularly the free clinic, the Clothes Closet thrift shop, and the food pantry. The requested amount for FY2017 is for building permit and water meter fees reimbursement. The requested amount for FY2018 is to replace the current 'rent' and services support for health care since we will be vacating the Goochland County Administration Building to move into expanded quarters.</p>	0	0	47,202	0
	<b>Total Operating Cost</b>	<b>131,500</b>	<b>137,000</b>	<b>186,202</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>	10,349	17,000	12,000	12,000
	<b>Total Operating - Fuel</b>	<b>10,349</b>	<b>17,000</b>	<b>12,000</b>	<b>12,000</b>



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

7005	<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.	0	0	13,000	
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	
9001	<b>DOMESTIC VIOLENCE-LOCAL MATCH</b> In 2015 we began a deliberate Domestic Violence program. We had been serving some victims within our Case Management and Emergency Temporary Housing programs, but a formal Domestic Violence program is new for us. Much of it is funded by state and federal grant money administered through the Dept of Social Services, but GFCFS must raise other funds for 20% of the cost of the program. We anticipate the program will be budgeted for approximately \$150,000 per year, and we are asking Goochland County to support us at the \$12,000 level in FY17, approximately 1/3 of the local match, and at the \$15,000 level in FY18.	0	10,000	12,000	15,000
	<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>12,000</b>	<b>15,000</b>
<b>TOTAL</b>		<b>141,849</b>	<b>164,000</b>	<b>223,202</b>	<b>166,000</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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	0	0	0	0	0
Operating Costs	229,505	236,660	243,726	7,066	256,188
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>229,505</b>	<b>236,660</b>	<b>243,726</b>	<b>7,066</b>	<b>256,188</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>229,505</b>	<b>236,660</b>	<b>243,726</b>	<b>7,066</b>	<b>256,188</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

Local funding is increasing for FY2017 as related to staffing of the Goochland County office of the Health Department.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

51010 LOCAL HEALTH DEPARTMENT		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
5601	PAYMENT TO STATE HEALTH DEPARTMENT	229,505	236,660	243,726	256,188
<b>Total Operating Cost</b>		<b>229,505</b>	<b>236,660</b>	<b>243,726</b>	<b>256,188</b>
<b>TOTAL</b>		<b>229,505</b>	<b>236,660</b>	<b>243,726</b>	<b>256,188</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	409,620	435,000	435,000	0	445,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>409,620</b>	<b>435,000</b>	<b>435,000</b>	<b>0</b>	<b>445,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>409,620</b>	<b>435,000</b>	<b>435,000</b>	<b>0</b>	<b>445,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

53010 TAX RELIEF FOR ELDERLY & DISABLED	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
5603 TAX RELIEF DISABLED VETERANS	44,349	30,000	45,000	50,000
5604 TAX RELIEF FOR ELDERLY	365,271	405,000	390,000	395,000
<b>Total Operating Cost</b>	<b>409,620</b>	<b>435,000</b>	<b>435,000</b>	<b>445,000</b>
<b>TOTAL</b>	<b>409,620</b>	<b>435,000</b>	<b>435,000</b>	<b>445,000</b>





## **Culture and Leisure**

**PARKS AND RECREATION**

**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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	939,686	1,007,992	300,731	-707,261	302,930
Operating Costs	672,863	710,930	174,500	-536,430	174,500
Capital	18,851	20,000	0	-20,000	0
<b>Expenditures</b>	<b>1,631,399</b>	<b>1,738,922</b>	<b>475,231</b>	<b>-1,263,691</b>	<b>477,430</b>
Revenues	152,551	125,000	95,000	-30,000	95,000
<b>Net County Funds</b>	<b>1,478,848</b>	<b>1,613,922</b>	<b>380,231</b>	<b>-1,233,691</b>	<b>382,430</b>
Full-time Positions	16.0	16.0	3.5	-12.5	3.5
Part-time Positions	11.0	11.0	13.0	2.0	13.0

Full time staffing includes 50% of the Director position, 1 full time Recreation Manager, and 2 full time Program Coordinators. Part time staff includes year round Recreation Assistants.

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs. Beginning in FY2017, Facilities Management is reflected as a separate budget allocation.

**COUNTY STRATEGIC GOALS**

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AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

- To successfully complete park projects - Mathews Park, Tucker Park boat launch, Leakes Mill Park phase 2, East End Trails.
- To continue to implement the Department's Customer Service excellence team.
- Assist the Maintenance Team in the implementation of CityWorks
- Continue to develop, implement, and evaluate existing programming that most efficiently provides services and meets the needs of the County's citizens.



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- 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

<b>Name Of Measure:</b>	<b>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Programs Offered	320	350	375
Special Event Attendance	23,925	24,000	25000
Parks and Recreation Visitation Totals	256872	245000	265000
Advertising Cost Recovery	71%	50%	50%
Total Registration of Department Programs	1,683	1750	1800

### AGENCY HIGHLIGHTS

In FY 15, Parks and Recreation met or surpassed all of its goals with the exception of one. Total Department registrations increased by 3%, park visitation increased 4%, and special event attendance increased by 23%. Parks and Recreation saw a record number of registrations for its two signature programmatic offerings - the annual summer camp series and the winter youth basketball league.

Parks and Recreation also was recognized by the Virginia Recreation and Parks Society with 4 state awards including Best New Facility (Leakes Mill Park), Best Outdoor Renovation (Goochland Sports Complex), Best New Program (Tucker's Tots), and Best Indoor Renovation (Central High School gym).

### 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.



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

71040 <b>PARKS AND RECREATION</b>		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1001	<b>SALARIES-FULL TIME</b> Includes full time staff; 50% of Director's salary, Recreation Manager, and 2 full time Program Coordinators.  Moved all maintenance related positions to 43020 - Facilities Management.	604,643	620,828	151,575	151,575
1003	<b>SALARIES-PART TIME</b> 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.  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.  Recreation Assistants for Byrd Elementary School. \$6,000  Moved 4 part time maintenance positions (2 part time groundskeepers and 2 part time custodial positions to 43020 - Facilities Management. \$37,680.	81,886	118,680	82,620	82,620
1006	<b>BONUS</b>	6,000	0	0	0
	<b>Total Personnel</b>	<b>692,529</b>	<b>739,508</b>	<b>234,195</b>	<b>234,195</b>
2001	<b>FICA</b> 7.65% of full time and part time salaries	51,194	56,997	17,916	17,916
2002	<b>VRS</b>	61,311	63,511	13,461	13,461
2005	<b>GROUP HEALTH</b>	116,310	128,968	31,229	33,428
2006	<b>GROUP LIFE</b>	7,167	7,388	1,985	1,985
2010	<b>WORKMAN'S COMPENSATION</b>	11,175	11,620	1,945	1,945
	<b>Total Fringe Benefits</b>	<b>247,157</b>	<b>268,484</b>	<b>66,536</b>	<b>68,735</b>
3001	<b>BACKGROUND CHECKS</b>	463	0	0	0
3002	<b>PROFESSIONAL SERVICES</b> Professional Services includes Recreation Advisory Commission and Extension Leadership Council stipend. Six members at eight meetings, \$50 per meeting. \$2,400.	1,679	2,400	2,400	2,400
3004	<b>REPAIRS &amp; MAINTENANCE-LABOR</b> All labor related to repairs and maintenance services for recreation facilities. Estimated expense.  \$7,500 moved to 43020 - Facilities Management.	9,255	10,000	3,000	3,000



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

3005	<b>CONTRACTED SERVICES</b> Service contracts related to Recreation facilities. Estimated expense. Contracts include;  Portable sanitation, irrigation winterization, deputies for special events, cleaning services, and necessary inspections of recreation amenities.	96,650	85,000	15,000	15,000
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 per guide annually. Advertising programs were implemented to assist with off setting production costs. FY 15 saw a cost recovery of 71%.	0	9,000	9,000	9,000
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.	11,254	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.	444	400	400	400
3014	<b>SITE IMPROVEMENTS</b> Estimated expense. Site Improvements for recreational facilities include drainage improvements, court resurfacing, playground and trail repairs, and tree removal.	16,670	50,000	10,000	10,000
3105	<b>SOFTWARE MAINTENANCE CONTRACTS</b>	9,833	0	0	0
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.	25,745	43,000	43,000	43,000
<b>Total Professional Services</b>		<b>171,992</b>	<b>201,600</b>	<b>84,600</b>	<b>84,600</b>
5011	<b>STREET SIGNS</b> All related expenses moved to 43020-Facilities Management	984	1,200	0	0
5101	<b>ELECTRIC SERVICE</b> All estimated expenses moved to 43020-Facilities Management	243,899	286,000	0	0
5102	<b>HEATING SERVICES</b> The Department has eliminated several of the oil based heating elements to its facilities.	4,211	500	0	0



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5103	WATER/SEWER-COUNTY UTILITIES All estimated expenses moved to 43020-Facilities Management	25,809	25,000	0	0
5201	POSTAGE	310	800	800	800
5203	TELECOMMUNICATIONS Expenditure includes IT expenses related to telephone and technology services provided to the Department.  Cell phones allotted to supervisors and staff for safety, security, and emergency related issues.	10,766	18,400	5,000	5,000
5314	SOFTWARE LICENSE NON-CAPITAL	5,000	0		
5400	PURCHASED WATER/BEVERAGES	181	0	0	0
5401	OFFICE SUPPLIES Three year expenditure average of \$7,167.  Line item split 70% between maintenance and recreation	3,963	7,000	5,000	5,000
5402	FOOD SUPPLIES	527	300	300	300
5403	AGRICULTURAL SUPPLIES Agricultural supplies includes all grass seed and fertilizer for County athletic fields.	12,963	13,500	7,000	7,000
5405	JANITORIAL SUPPLIES Janitorial Supplies for all recreation facilities including; Sports Complex, Central High School, and all 3 County concession stands.	23,385	22,000	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES Repairs and maintenance supplies for all necessary repairs to existing County parks and athletic fields.  Additional requests due to aging County infrastructure, higher usage of public buildings, and additional buildings being added to the County inventory.	69,042	50,000	10,000	10,000
5408	VEHICLE-POWER EQUIPMENT SUPPLIES Includes all small engine purchases, repairs, and replacements. Weed eaters, leaf blowers, tillers, and aerators.	-1,691	3,000	1,000	1,000
5410	UNIFORMS & WEARING APPAREL Includes all uniforms issued to staff including appropriate staff shirts, jackets, and hats.	8,881	8,000	3,000	3,000
5411	BOOKS & SUBSCRIPTIONS	50	0	0	0
5412	RECREATIONAL SUPPLIES Recreational supplies include materials and equipment needed to provide county recreational programs. Includes but is not limited to basketball jerseys, fitness equipment, summer camp supplies, and field supplies for County athletic leagues.	28,686	21,000	22,000	22,000
5418	SAFETY SUPPLIES Three year average of \$596.	152	750	0	0
5421	STREET LIGHTS Expenses related to maintenance of street lights within the Goochland Courthouse village.	5,730	1,080	0	0
5476	OFFICE EQUIPMENT- NON CAPITAL	390	500	500	500
5480	FURNITURE & FIXTURES- NON CAPITAL	2,204	0	0	0



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5501	TRAVEL- MILEAGE Mileage for Recreation Advisory Commission members. Estimated expense based upon number of meetings.	127	750	500	500
5502	MEALS/FOOD - OTHER THAN TRAINING	143	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.	1,127	750	750	750
5507	EDUCATION/TRAINING REG-TUITION Includes Virginia Recreation and Park Society training for Recreation Staff.	1,890	2,000	2,000	2,000
5801	DUES/MEMBERSHIPS Virginia Recreation and Park Society annual membership dues.	1,927	550	550	550
5804	SPEC RECREATION EVENTS Includes down payment and balance of fireworks display \$15,000. Please note that this is an increase over previous years. Fireworks costs have been steadily rising.  Estimated Fall Festival expenditures are \$6,000.  Annual Christmas Tree Installation: \$5,000.  Miscellaneous event expenditures: \$1,000  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.	22,282	23,000	27,000	27,000
5805	FOURTH OF JULY EVENT	6,500	0	0	0
	<b>Total Operating Cost</b>	<b>479,439</b>	<b>486,080</b>	<b>88,400</b>	<b>88,400</b>
6008	FUEL Fuel expense based upon previous year's usage and expected usage for FY16 and FY17.	16,958	22,500	1,500	1,500
	<b>Total Operating - Fuel</b>	<b>16,958</b>	<b>22,500</b>	<b>1,500</b>	<b>1,500</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.	18,851	20,000	0	0
	<b>Total Capital</b>	<b>18,851</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
8001	RENT/LEASE- EQUIPMENT	4,274	750	0	0



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

8005	LEASE- POSTAGE METER	200	0	0	0
	<b>Total</b>	<b>4,474</b>	<b>750</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>1,631,399</b>	<b>1,738,922</b>	<b>475,231</b>	<b>477,430</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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	399,600	403,100	412,300	9,200	412,300
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>399,600</b>	<b>403,100</b>	<b>412,300</b>	<b>9,200</b>	<b>412,300</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>399,600</b>	<b>403,100</b>	<b>412,300</b>	<b>9,200</b>	<b>412,300</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 FY2017 AND FY2018**

The FY2017 budget includes \$9,200 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>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 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 2017 - 2018

73020 REGIONAL LIBRARY	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
5604 CONTRIBUTIONS	399,600	403,100	412,300	412,300
<b>Total Operating Cost</b>	<b>399,600</b>	<b>403,100</b>	<b>412,300</b>	<b>412,300</b>
<b>TOTAL</b>	<b>399,600</b>	<b>403,100</b>	<b>412,300</b>	<b>412,300</b>





# **Community Development**

**COMMUNITY DEVELOPMENT ADMN**

**DESCRIPTION AND FUNCTION**

The Goochland County Community Development Department is comprised of six components:  
 Community Development Administration/Customer Service Center  
 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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	207,914	207,049	219,878	12,829	221,562
Operating Costs	8,827	21,050	21,650	600	21,650
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>216,741</b>	<b>228,099</b>	<b>241,528</b>	<b>13,429</b>	<b>243,212</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>216,741</b>	<b>228,099</b>	<b>241,528</b>	<b>13,429</b>	<b>243,212</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflects existing staff 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**



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

- 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

Name Of Measure:	FY2015 Actual	FY2016 Target	FY2017 Target
Rewrite Department wide application forms to be more user friendly, compatible with new County website, and allow for digital input	7	10	15
Write new or revise outdated policies & procedures that clarify ordinances and enhance customer service	10	20	15
Percent of responses from Citizen & Community Feedback Form	29%	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 three 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. Last year, staff proposed a reorganization of the entire Department to create a Customer Service Center. Representatives from each office within Community Development will be available to assist citizens and customers in one central location furthering the Board's initiative of excellent customer service.

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 235 returned cards with an average rating of 4.87 and beneficial feedback from citizens and customers.

In a continued effort to provide transparency and enhance customer service, the Department has amended or written over thirty 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 2017 - 2018**

81000 COMMUNITY DEVELOPMENT ADMN		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME <i>Reflective of current staff salaries.</i>	153,276	155,575	166,842	166,842
1006	BONUS	1,500	0	0	0
<b>Total Personnel</b>		<b>154,776</b>	<b>155,575</b>	<b>166,842</b>	<b>166,842</b>
2001	FICA	11,454	11,902	12,763	12,763
2002	VRS	15,680	15,915	14,816	14,816
2005	GROUP HEALTH	22,464	19,633	21,054	22,738
2006	GROUP LIFE	1,824	1,851	2,186	2,186
2010	WORKMAN'S COMPENSATION	1,716	2,173	2,217	2,217
<b>Total Fringe Benefits</b>		<b>53,138</b>	<b>51,474</b>	<b>53,036</b>	<b>54,720</b>
3002	PROFESSIONAL SERVICES <i>Various projects that may require engineering or design work outside of Staff's expertise.</i>	0	10,000	10,000	10,000
3006	PRINTING & BINDING <i>Increase reflects estimated needs in Customer Service Center.</i>	511	500	500	500
3007	ADVERTISING	0	500	500	500
<b>Total Professional Services</b>		<b>511</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
5201	POSTAGE	297	400	400	400
5203	TELECOMMUNICATIONS	1,811	1,600	1,800	1,800
5401	OFFICE SUPPLIES <i>Increase to support Customer Service Center.</i>	182	750	750	750
5411	BOOKS & SUBSCRIPTIONS	0	100	100	100
5475	COMPUTER EQUIPMENT - NON CAPITAL	520	200	200	200
5480	FURNITURE & FIXTURES- NON CAPITAL	0	300	300	300
5501	TRAVEL-MILEAGE	0	100	100	100
5502	MEALS/FOOD- OTHER THAN TRAINING	189	0	200	200
5504	TRAVEL - EDUCATION/TRAINING <i>Travel for required VAZO certification, Rural Planning Caucus, and VLGMA conference for Deputy County Administrator.</i>	713	1,200	1,200	1,200
5507	EDUCATION/TRAINING <i>Registration fees required for VAZO certification, Rural Planning Caucus and VLGMA for Deputy County Administrator.</i>	500	1,700	1,700	1,700
5801	DUES & MEMBERSHIPS <i>Required VAZO and VLGMA membership</i>	385	200	400	400
<b>Total Operating Cost</b>		<b>4,596</b>	<b>6,550</b>	<b>7,150</b>	<b>7,150</b>
8001	LEASE/RENT- EQUIPMENT	3,561	3,500	3,500	3,500
8005	LEASE-POSTAGE METER	160	0		
<b>Total</b>		<b>3,721</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>TOTAL</b>		<b>216,741</b>	<b>228,099</b>	<b>241,528</b>	<b>243,212</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	130,119	131,449	130,268	-1,181	130,268
Operating Costs	46,406	64,000	64,000	0	64,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>176,525</b>	<b>195,449</b>	<b>194,268</b>	<b>-1,181</b>	<b>194,268</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>176,525</b>	<b>195,449</b>	<b>194,268</b>	<b>-1,181</b>	<b>194,268</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 FY2017 AND FY2018**

The personnel budget for FY2017 and FY2018 reflects current staff 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.

**FUTURE OUTLOOK**

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 2017 - 2018

81050	<b>ECONOMIC DEVELOPMENT</b>	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARY-FULL TIME	96,425	97,871	99,828	99,828
1006	BONUS	1,500	0	0	0
	<b>Total Personnel</b>	<b>97,925</b>	<b>97,871</b>	<b>99,828</b>	<b>99,828</b>
2001	FICA	6,986	7,489	7,639	7,639
2002	VRS	9,864	10,012	6,799	6,799
2005	GROUP HEALTH	12,780	13,119	13,018	13,018
2006	GROUP LIFE	1,147	1,164	1,190	1,190
2010	WORKMAN'S COMP	1,417	1,794	1,794	1,794
	<b>Total Fringe Benefits</b>	<b>32,194</b>	<b>33,578</b>	<b>30,440</b>	<b>30,440</b>
3002	PROFESSIONAL SERVICE <i>Economic Development Authority Compensation Services outside of staff expertise</i>	0	2,500	2,500	2,500
3004	REPAIR & LABOR	0	500	500	500
3005	CONTRACTED SERVICES	700	1,000	1,000	1,000
3006	PRINTING & BINDING <i>Printing of literature and promotional handouts; Community Profile for prospects.</i>	707	1,000	1,000	1,000
3050	MARKETING & PROMOTION <i>Travel, Marketing, and Promotion to encourage economic growth in the County</i>	37,163	40,000	40,000	40,000
	<b>Total Professional Services</b>	<b>38,570</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
5201	POSTAGE <i>Proposal Packages, RFI Packages</i>	0	500	500	500
5203	TELECOMMUNICATION <i>Phone, and Tablet wi-fi</i>	1,980	1,000	1,000	1,000
5401	OFFICE SUPPLIES	2,046	1,500	1,500	1,500
5402	OFFICE EQUIPMENT	0	500	500	500
5411	BOOKS & SUBSCRIPTIONS <i>Trade magazines, Daily Papers</i>	521	1,000	1,000	1,000
5475	COMPUTER EQUIPMENT-NON-CAPITAL	0	1,000	1,000	1,000
5501	TRAVEL- MILEAGE	1,723	2,000	2,000	2,000
5502	MEALS/FOOD OTHER THAN TRAINING <i>Meals/food for prospects, presentations, meetings</i>	347	2,000	2,000	2,000
5504	TRAVEL-EDUCATION/TRAINING	3	2,000	2,000	2,000
5507	EDUCATION/TRAINING F/R CERT-RECERTS	124	3,500	3,500	3,500
5801	DUES & MEMBERSHIP <i>Econ. Dev Associations, Real Estate Associations</i>	385	2,000	2,000	2,000
	<b>Total Operating Cost</b>	<b>7,129</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
6008	FUEL	706	2,000	2,000	2,000
	<b>Total Operating - Fuel</b>	<b>706</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	<b>TOTAL</b>	<b>176,525</b>	<b>195,449</b>	<b>194,268</b>	<b>194,268</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; 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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	186,388	241,626	247,692	6,066	250,137
Operating Costs	6,961	13,860	14,660	800	13,160
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>193,349</b>	<b>255,486</b>	<b>262,352</b>	<b>6,866</b>	<b>263,297</b>
Revenues	64,275	41,000	52,000	11,000	52,000
<b>Net County Funds</b>	<b>129,074</b>	<b>214,486</b>	<b>210,352</b>	<b>-4,134</b>	<b>211,297</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs. The operating budget reflects increases in telecommunications and computer equipment to provide for a department laptop.

**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 2017 - 2018

- 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:	FY2015 Actual	FY2016 Target	FY2017 Target
Complete plan review within 45 days of receipt of complete application (County & State requirement)	18	45	45
Number of Inspections per inspector per day by Environmental staff	5.3	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 30 Plan of Developments and 24 Land Disturbance Permits. The department has seen an increase in both residential and commercial developments built in 2015. For example, Kinloch, Section 8, and the Parke at Saddlecreek are essentially built out and the Retreat at West Creek is ready to start Phase II of their development. The Medarva medical office is completed and WestCreek is planning construction of a Hotel and retail development along Broad Street to expand the development along Wilkes Ridge Parkway.

The Board of Supervisors streamlined a part of the development process by adopting a local stormwater program to administer the Virginia Stormwater Management Permit. The transition of this program from the State has been very smooth.

The department has been working with the Planning department on various Code amendments and it is gearing up to coordinate on a major update of the Zoning and Subdivision Codes. The Department has also collaborated with the other County departments to provide technical support to Building and Grounds, Parks and Recreation, and Utilities.

### 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, additional sections of Parkside Village along Pouncey Tract Road, one new section of Kinloch, a new apartment complex by Bristol Development, Hardywood Park Brewery expansion into West Creek, relocation of Page Audi into Goochland and development of a park on the Matthews Road property. Furthermore, 27 Plans of Development and Land Disturbance Plans are already approved and ready to start construction and there are 16 projects currently active in the POD/LDP review process.

The transition of the VSMP program from the State to the local level has been smooth and is providing better customer service to developers with one-stop review and approval for POD's and LDP's. Staff will continue to evaluate additional program needs as experience is gained in the operational aspects of the program.



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

81030 ENVIRONMENTAL & LAND DEV. REVIEW		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1001	SALARIES-FULL TIME	137,216	175,391	177,966	177,966
	<b>Total Personnel</b>	<b>137,216</b>	<b>175,391</b>	<b>177,966</b>	<b>177,966</b>
2001	FICA	9,778	13,417	13,614	13,614
2002	VRS	14,037	17,942	15,803	15,803
2005	GROUP HEALTH	21,244	29,575	34,732	37,177
2006	GROUP LIFE	1,633	2,087	2,332	2,332
2010	WORKMAN'S COMPENSATION	2,480	3,214	3,245	3,245
	<b>Total Fringe Benefits</b>	<b>49,172</b>	<b>66,235</b>	<b>69,726</b>	<b>72,171</b>
3004	REPAIR & MAINTENANCE	68	500	500	500
3006	PRINTING & BINDING	374	600	600	600
3007	ADVERTISING	25	0	0	0
3012	BACKGROUND CHECK	19	0	0	0
	<b>Total Professional Services</b>	<b>485</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
5201	POSTAGE	404	500	500	500
5203	TELECOMMUNICATIONS	1,148	1,000	1,200	1,200
5401	OFFICE SUPPLIES	944	1,300	1,300	1,300
5408	VEHICLES-POWERED EQUIPMENT SUPPLIES	134	300	300	300
5410	UNIFORM & WEARING APPAREL	479	800	800	800
5411	BOOKS & SUBSCRIPTIONS	0	400	400	400
5413	OPERATING SUPPLIES	140	600	600	600
5475	COMPUTER EQUIPMENT-NON CAPITAL This line item was increased by \$1,500 to cover the cost of a laptop computer to be used by the environmental planner when working offsite and is to be shared with the other divisions of Community Development.	1,384	500	2,000	500
5501	TRAVEL- MILEAGE	0	600	600	600
5504	TRAVEL- EDUCATION/TRAINING Funds are needed to attend required training for certification and re-certification programs for E & S and 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.	260	1,200	1,200	1,200



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5507	EDUCATION/TRAINING-TUITION & REGIST Funds are needed to cover the costs of required training for certification and re-certification programs. This also includes funding for 2 staff members to attend the 2016 Environment Virginia training and Conference.	488	2,400	1,500	1,500
5801	DUES AND MEMBERSHIP	0	100	100	100
<b>Total Operating Cost</b>		<b>5,381</b>	<b>9,700</b>	<b>10,500</b>	<b>9,000</b>
6008	FUEL	1,035	3,000	3,000	3,000
<b>Total Operating - Fuel</b>		<b>1,035</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>193,349</b>	<b>255,486</b>	<b>262,352</b>	<b>263,297</b>



# Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

## 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 FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	15,957	19,377	19,485	108	19,485
Operating Costs	18,888	35,532	36,747	1,215	36,747
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>34,845</b>	<b>54,909</b>	<b>56,232</b>	<b>1,323</b>	<b>56,232</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>34,845</b>	<b>54,909</b>	<b>56,232</b>	<b>1,323</b>	<b>56,232</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 FY2017 AND FY2018

The personnel budgets for FY2017 and FY2018 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>FY2015 Actual</b>	<b>FY2016 Target</b>	<b>FY2017 Target</b>
Citizen Uses/Department Reach	44655	45000	45000
Volunteer Hours	27,398	27,000	27,000
4-H Participants	2,555	2,500	2,500

**AGENCY HIGHLIGHTS**

The Goochland County branch of the Virginia Cooperative Extension served an estimated 44,655 individuals during fiscal year 2015. Among those served, 2,640 were program participants, 1,300 walk in clientele, 715 in school participants, and approximately 40,000 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 2017 - 2018**

83010 EXTENSION PROGRAM		ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
1003	SALARIES-PART TIME	14,816	18,000	18,000	18,000
	<b>Total Personnel</b>	<b>14,816</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
2001	FICA	1,140	1,377	1,485	1,485
	<b>Total Fringe Benefits</b>	<b>1,140</b>	<b>1,377</b>	<b>1,485</b>	<b>1,485</b>
3004	REPAIRS & MAINTENANCE-LABOR Expenses related to maintaining the County passenger van. Includes all oil changes, inspections, tire replacement, etc.	124	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>124</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.	1,759	1,600	1,600	1,600
5401	OFFICE SUPPLIES Estimated expense based upon previous fiscal year expenditures.	132	1,750	1,750	1,750
5504	TRAVEL- EDUCATION/TRAINING	0	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.  Slight increase over last year of \$1,215	16,700	28,932	30,147	30,147
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.	0	500	500	500
5801	DUES & MEMBERSHIPS Includes professional associations related to national and state level 4-H as well as office staff.	55	300	300	300
	<b>Total Operating Cost</b>	<b>18,646</b>	<b>33,682</b>	<b>34,897</b>	<b>34,897</b>
6008	FUEL 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.	119	750	750	750
	<b>Total Operating - Fuel</b>	<b>119</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>TOTAL</b>		<b>34,845</b>	<b>54,909</b>	<b>56,232</b>	<b>56,232</b>



**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**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 FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	183,897	200,000	195,000	-5,000	200,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>183,897</b>	<b>200,000</b>	<b>195,000</b>	<b>-5,000</b>	<b>200,000</b>
Revenues	0	0	0	0	
<b>Net County Funds</b>	<b>183,897</b>	<b>200,000</b>	<b>195,000</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. ✓
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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

81500	<b>PAYMENTS TO EDA</b>				
		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
9065	TRANSFER TO ECONOMIC DEVELOPMENT	25,000	25,000	25,000	25,000
9080	TRANSFER TO CAPITAL ONE	158,897	175,000	170,000	175,000
	<b>Total</b>	<b>183,897</b>	<b>200,000</b>	<b>195,000</b>	<b>200,000</b>
	<b>TOTAL</b>	<b>183,897</b>	<b>200,000</b>	<b>195,000</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 and sign permits, and business licenses 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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	336,610	357,733	366,201	8,468	369,148
Operating Costs	292,282	158,450	162,800	4,350	152,800
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>628,892</b>	<b>516,183</b>	<b>529,001</b>	<b>12,818</b>	<b>521,948</b>
Revenues	96,956	79,500	87,000	7,500	87,000
<b>Net County Funds</b>	<b>531,936</b>	<b>436,683</b>	<b>442,001</b>	<b>5,318</b>	<b>434,948</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 FY2017 AND FY2018**

The personnel budgets for FY2017 and FY2018 reflect current staff salaries and changes in fringe benefit costs. The operating budget reflects increases in some areas, notably in closed landfill to allow for the termination of groundwater monitoring.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
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- 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 2017 - 2018

- 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:	FY2015 Actual	FY2016 Target	FY2017 Target
Conduct field investigation of zoning complaints in 48 hours (in %)	100%	100%	100%
Rewrite Zoning and Subdivision Ordinances	15%	50%	100%
Complete Rezoning and CUP process within 120 days (start = application date)	91 days	120 days	120 days

### AGENCY HIGHLIGHTS

This past year, the Planning Staff completed the County's update to the Comprehensive Plan, which was adopted in August 2015. One of the major goals of this update was 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.

In cooperation with VDOT, Planning staff completed a number of transportation-related capital improvements including construction of a sidewalk and alternative path linking the County Administration building, Goochland Elementary, and the Goochland High/Middle School complex; a longstanding drainage/safety improvement at the Three Chopt/Manakin Road intersection, and an upgrade to Ange Road.

Planning staff coordinated adoption of the Rte. 250/Rte. 623 Arterial Management Plan study, which was incorporated into the Comprehensive Plan and will guide public and private investment into a well-planned roadway network in Centerville for many years. Planning staff participated in creation of the new State-wide "HB2" process and prepared a number of HB2 (State) and RSTP (Federal) applications seeking to fund transportation improvements in the County. Planning staff also chaired an update to the regional long range transportation plan and submitted applications to the TPO for inclusion in the plan.

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 conduct environmental events at Tucker Park and secure a grant to plant trees at three parks. Staff continues to work with James River Association, FOGP, and James River Master Naturalists to monitor bacteria in the James River.

Planning Staff is currently working with a landscape architectural firm to develop a streetscape plan for the Broad Street Road Corridor in the Centerville Village. The landscaping and other design elements will enhance the entrance corridor to the County.

In 2015, Planning Staff reviewed 17 zoning and CUP cases, 509 permits, 18 subdivision reviews, 137 business license reviews.

### FUTURE OUTLOOK



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

As a follow up to the Comprehensive Plan adoption, staff is currently working on a complete zoning and subdivision ordinance rewrite. The goal of the rewrite is to make the ordinances consistent with the goals and objectives of the Comprehensive Plan and also make the ordinances more user friendly.

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

1) As the economy continues to recover, development activity will increase.

2) The General Assembly has radically shifted the allocation process for State transportation funds from a cooperative, regional decision-making (TPO) model to an objective (data-intensive), competitive process. The AMP study significantly supported the County's HB2, RSTP, and MTP applications this cycle. To be competitive in the future, the County will need to direct resources to conduct transportation studies well in advance of application deadlines to collect relevant data for data-intensive applications.

3) Short Pump is one the largest economic/activity centers in the Richmond region. Its close proximity to Centerville has transformative land use and transportation implications for Centerville and West Creek. It is imperative for the County to ensure the code, policy, and human resources are in place to administer development activities, provide expert technical advice, and offer policy guidance to the Board and County Administration. Architectural design, landscape architecture, and site and road engineering design are increasingly critical factors in the Centerville Area.

4) The County does not have the architectural, landscape architectural, engineering design, transportation engineering, or other related highly technical expertise to provide expert, technical guidance to the County Administration and Board; therefore, County staff must rely heavily on VDoT, consultants, et al to provide this expertise.

5) The County is undertaking initiatives such as the Mixed Use Development ordinance amendment 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 2017 - 2018**

81010	<b>PLANNING</b>				
		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1001	SALARIES-FULL TIME	229,498	238,347	245,817	245,817
1003	SALARIES - PART TIME Reflects the Environmental Planner position at an average of 20 hours per week.	21,310	27,446	27,581	27,581
	<b>Total Personnel</b>	<b>250,808</b>	<b>265,793</b>	<b>273,398</b>	<b>273,398</b>
2001	FICA	18,120	20,333	20,915	20,915
2002	VRS	23,478	24,383	21,828	21,828
2005	GROUP HEALTH	38,496	39,517	41,854	44,801
2006	GROUP LIFE	2,731	2,836	3,220	3,220
2010	WORKMAN'S COMPENSATION	2,977	4,871	4,986	4,986
	<b>Total Fringe Benefits</b>	<b>85,802</b>	<b>91,940</b>	<b>92,803</b>	<b>95,750</b>
3002	PROFESSIONAL SERVICES \$9,600 - Planning Commission stipend \$450 - Design Review Committee stipend \$750 - Board of Zoning Appeals stipend \$10,800 - Total	9,835	21,250	10,800	10,800
3004	REPAIRS & MAINTENANCE-LABOR	274	200	200	200
3005	CONTRACTED SERVICES	758	0	0	0
3006	PRINTING & BINDING Reflects printing costs associated with Zoning and Subdivision rewrites	855	4,000	4,000	4,000
3007	ADVERTISING Legal advertising requirements for Planning Commission & Zoning ordinances updates.	6,090	7,000	7,000	7,000
3013	CONTRACTED HAULING Curbside Recycling program, the cost is fully offset by revenues. FY2015 actual reflects two years of payments.	56,809	31,300	31,300	31,300
3020	CLOSED LANDFILL-ENVIRONMENTAL DEQ ground water & methane monitoring & 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 & FY18 increase reflects closure of Groundwater monitoring. Methane gas monitoring will continue.	64,465	60,000	70,000	70,000
3030	LANDFILL CAP- MAINTENANCE FY2015 reflects costs associated with unexpected landfill maintenance. FY2017 reflects costs to bury electrical conduit	135,867	0	10,000	0
	<b>Total Professional Services</b>	<b>274,954</b>	<b>123,750</b>	<b>133,300</b>	<b>123,300</b>
5101	ELECTRIC SERVICE Electric Service for closed landfill monitoring	2,197	3,000	3,000	3,000
5201	POSTAGE	1,392	1,200	1,400	1,400
5203	TELECOMMUNICATIONS	2,298	2,000	2,500	2,500



## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

5401	OFFICE SUPPLIES Increase reflects cost of toner for printers	2,836	2,500	3,000	3,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	337	500	500	500
5410	UNIFORM & APPAREL	0	500	500	500
5411	BOOKS & SUBSCRIPTIONS	68	200	200	200
5413	ZONING SIGNS	0	1,000	500	500
5475	COMPUTER EQUIPMENT- NON CAPITAL FY2016 reflects purchase of Ipads for Planning Commission.	46	6,000	500	500
5480	FURNITURE & FIXTURE NON-CAPITAL	0	100	100	100
5501	TRAVEL- MILEAGE Planning Commission = \$600 Design Review Committee = \$250 Board of Zoning Appeals = \$250 Required Employee Training = \$400 Total = \$1,500	1,293	1,500	1,500	1,500
5502	MEALS/FOOD- OTHER THAN TRAINING	1,134	1,000	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 Principal Planner.	2,189	2,500	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 Principal Planner.	1,635	3,000	2,500	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 Principal Planner.	570	500	600	600
	<b>Total Operating Cost</b>	<b>15,995</b>	<b>25,500</b>	<b>20,300</b>	<b>20,300</b>
6008	FUEL	1,173	1,500	1,500	1,500
	<b>Total Operating - Fuel</b>	<b>1,173</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
8005	LEASE-POSTAGE METER	160	200	200	200
	<b>Total</b>	<b>160</b>	<b>200</b>	<b>200</b>	<b>200</b>
9010	LITTER CONTROL GRANT Anti-Litter Grant, the cost is fully offset by Grant	0	7,500	7,500	7,500
	<b>Total</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
	<b>TOTAL</b>	<b>628,892</b>	<b>516,183</b>	<b>529,001</b>	<b>521,948</b>





## **Debt Service & Other**

COUNTYWIDE

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	INCREASE OR DECREASE FY2017	PROJECTED FY2018
Personnel	29,049	110,000	42,000	-68,000	42,000
Operating Costs	176,590	219,018	226,412	7,394	228,511
Capital	0	130,000	365,000	235,000	125,000
<b>Expenditures</b>	<b>205,639</b>	<b>459,018</b>	<b>633,412</b>	<b>174,394</b>	<b>395,511</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>205,639</b>	<b>459,018</b>	<b>633,412</b>	<b>174,394</b>	<b>395,511</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2017 AND FY2018

The FY2017 Countywide budget includes \$220,000 for County employee compensation, an increase in the reserve for contingencies from \$130,000 to \$265,000, and the establishment of a \$100,000 reserve for schoolmaintenance.

COUNTY STRATEGIC GOALS

AGENCY  
PRIMARYLY  
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 2017 - 2018**

99000	<b>COUNTYWIDE</b>				
		<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
1008	UNEMPLOYMENT BENEFITS	4,280	15,000	15,000	15,000
1009	EMPLOYEE COMPENSATION	0	68,000	0	0
	<b>Total Personnel</b>	<b>4,280</b>	<b>83,000</b>	<b>15,000</b>	<b>15,000</b>
2005	RETIREEES-HEALTH CONTRIBUTION	24,325	27,000	27,000	27,000
2007	EMPLOYEE ASSISTANCE PROGRAM-EAP	444	0	0	0
	<b>Total Fringe Benefits</b>	<b>24,769</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
3002	PROFESSIONAL SERVICES	4,500	30,000	30,000	30,000
3015	BENEFITS CONSULTANT FEE	8,436	9,218	16,112	17,211
3113	EMPLOYEE DRUG TESTING	767	2,000	2,000	2,000
	<b>Total Professional Services</b>	<b>13,703</b>	<b>41,218</b>	<b>48,112</b>	<b>49,211</b>
5301	BOILER INSURANCE	4,127	4,300	4,300	4,300
5302	PROPERTY/INLAND MARINE INS	40,836	47,000	42,000	42,000
5305	MOTOR VEHICLE INS	69,658	70,000	75,000	75,000
5307	PUBLIC OFFICIAL LIABILITY	9,327	10,000	10,000	10,000
5308	GENERAL LIABILITY	11,667	11,500	12,000	12,000
5311	LINE OF DUTY ACT PREMIUMS	26,925	35,000	35,000	36,000
	<b>Total Operating Cost</b>	<b>162,540</b>	<b>177,800</b>	<b>178,300</b>	<b>179,300</b>
6910	WRITE OFF EXPENSE	348	0	0	0
	<b>Total Operating - Fuel</b>	<b>348</b>	<b>0</b>	<b>0</b>	<b>0</b>
7000	RESERVE FOR CONTINGENCIES	0	130,000	265,000	125,000
7001	RESERVE FOR SCHOOL MAINTENANCE	0	0	100,000	0
	<b>Total Capital</b>	<b>0</b>	<b>130,000</b>	<b>365,000</b>	<b>125,000</b>
	<b>TOTAL</b>	<b>205,639</b>	<b>459,018</b>	<b>633,412</b>	<b>395,511</b>



**Goochland County, Virginia - Proposed Budget - FY 2017 - 2018**

**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	AGENCY			COUNTY	Increase	PROJECTED
	ACTUAL FY2015	ADOPTED FY2016	REQUESTED FY2017	ADMIN PROPOSED FY2017	or Decrease FY2017	
Personnel	0	0	0	0	0	0
Operating Costs	2,436,818	3,143,664	3,008,522	3,008,522	-135,142	3,364,407
Capital	0	0	0	0	0	0
<b>Expenditures</b>	<b>2,436,818</b>	<b>3,143,664</b>	<b>3,008,522</b>	<b>3,008,522</b>	<b>-135,142</b>	<b>3,364,407</b>
Revenues	0	0	0	0	0	0
<b>Net County Funds</b>	<b>2,436,818</b>	<b>3,143,664</b>	<b>3,008,522</b>	<b>3,008,522</b>	<b>-135,142</b>	<b>3,364,407</b>
Full-time Positions	.0	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The FY2017 budget reflects \$600,000 in new debt service for an \$8.8 million debt issue related to the new Public Safety Radio project.

**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 - Proposed Budget - FY 2017 - 2018

91030 DEBT SERVICE				COUNTY ADMIN PROPOSED FY2017	PROJECTED FY2018	
	ACTUAL FY2015	ADOPTED FY2016	AGENCY REQUESTED FY2017			
9000	SCHOOLS DEBT SERVICE PRINCIPAL	0	2,338,664	1,795,000	1,795,000	1,865,000
9001	SCHOOL DEBT SERVICE INTEREST	0	0	508,522	508,522	466,818
9004	ADMINISTRATIVE COST	550	3,000	3,000	3,000	3,000
9020	FIRE TRUCK-2005 PRINCIPAL	1,680,000	0	0	0	0
9021	FIRE TRUCK-2005 INTEREST	656,443	0	0	0	0
9027	TOUGHBOOKS - PRINCIPAL	101,732	0	0	0	0
9036	CAD-PURCHASE EQUIPMENT-FMV <i>Estimated debt service for mobile data terminal lease anticipated to be signed in Spring 2016.</i>	-1,907	102,000	102,000	102,000	102,000
9040	NEW DEBT SERVICE <i>FY17 Estimated debt service for radio project borrowing</i>	0	700,000	600,000	600,000	927,589
<b>Total</b>		<b>2,436,818</b>	<b>3,143,664</b>	<b>3,008,522</b>	<b>3,008,522</b>	<b>3,364,407</b>
<b>TOTAL</b>		<b>2,436,818</b>	<b>3,143,664</b>	<b>3,008,522</b>	<b>3,008,522</b>	<b>3,364,407</b>

## Debt Service Schedule

	<b>Adopted FY 2016</b>	<b>Adopted FY 2017</b>
<b>Schools</b>		
High School - 1999A Series	\$1,512,909	\$1,510,179
6th & 7th Grade Wing - 2006 Series	823,755	791,343
New Debt Service on \$1.14M 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>\$2,338,664</b>	<b>\$2,303,522</b>
<b>Public Safety</b>		
Radio Communications: \$4.95M in October 2016		
Radio Communications: \$3.85M in October 2016		
New Fire Station in FY2019: \$2.8M		
New Fire Station in FY2020: \$1.0M		
New Courts Building: \$1.0M in FY2019		
New Courts Building: \$5.0M in FY2020		
New Courts Building: \$10.0M in FY2021		
<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	\$700,000	\$600,000
Financial System \$1.0M in FY2018		
Fairground Road Extension - \$600K in FY2018		
Fairground Road Extension - \$400K in FY2019		
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>\$805,000</b>	<b>\$705,000</b>
<b>Grand Total - Debt Service [Includes New Debt]</b>	<b>\$3,143,664</b>	<b>\$3,008,522</b>
<b>Total General Fund Expenditures:</b>	<b>\$ 46,442,404</b>	<b>\$ 47,946,216</b>
<b>Total Debt Service as Percentage of General Fund</b>	<b>6.8%</b>	<b>6.3%</b>

*(Note: above figures exclude TCSD debt)*

*\*Note: Total GF Expenditures estimate reflects FY2017 Proposed, 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

Projected <u>FY 2018</u>	Projected <u>FY 2019</u>	Projected <u>FY 2020</u>	Projected <u>FY 2021</u>	Projected <u>FY 2022</u>
\$1,514,134	\$1,513,644	\$1,513,534	\$0	\$0
739,058	708,022	682,237	656,452	627,339
76,626	76,626	76,626	76,626	76,626
		105,542	105,542	105,542
		105,542	105,542	105,542
		211,083	211,083	211,083
			1,055,416	1,055,416
2,000	2,000	2,000	2,000	2,000
<b>\$2,331,818</b>	<b>\$2,300,292</b>	<b>\$2,696,564</b>	<b>\$2,212,661</b>	<b>\$2,183,548</b>
\$332,718	\$332,718	\$332,718	\$332,718	\$332,718
594,871	594,871	594,871	594,871	594,871
		197,011	197,011	197,011
			70,361	70,361
		70,361	70,361	70,361
			351,805	351,805
				703,611
<b>\$927,589</b>	<b>\$927,589</b>	<b>\$1,194,961</b>	<b>\$1,617,127</b>	<b>\$2,320,738</b>
	157,495	157,495	157,495	157,495
	42,217	42,217	42,217	42,217
		28,144	28,144	28,144
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>\$304,712</b>	<b>\$332,857</b>	<b>\$332,857</b>	<b>\$332,857</b>
<b>\$3,364,407</b>	<b>\$3,532,593</b>	<b>\$4,224,381</b>	<b>\$4,162,645</b>	<b>\$4,837,142</b>
<b>\$ 49,016,216</b>	<b>\$ 50,241,621</b>	<b>\$ 51,497,662</b>	<b>\$ 52,785,103</b>	<b>\$ 54,104,731</b>
<b>6.9%</b>	<b>7.0%</b>	<b>8.2%</b>	<b>7.9%</b>	<b>8.9%</b>

**Goochland County, Virginia - Adopted Budget - FY 2017 - 2018**

**FUND TRANSFERS**

**DESCRIPTION AND FUNCTION**

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

**FINANCIAL DATA**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>INCREASE OR DECREASE FY2017</b>	<b>PROJECTED FY2018</b>
Personnel	0	0	0	0	0
Operating Costs	24,518,130	22,650,415	23,316,122	665,707	23,836,700
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>24,518,130</b>	<b>22,650,415</b>	<b>23,316,122</b>	<b>665,707</b>	<b>23,836,700</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>24,518,130</b>	<b>22,650,415</b>	<b>23,316,122</b>	<b>665,707</b>	<b>23,836,700</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2017 AND FY2018**

The primary changes in the Fund Transfers for the FY2017 budget include:

- \* \$900,000 (4.44%) increase in the local transfer to Schools
- \* \$175,336 increase in local funding for Children's Services for at-risk youth
- \* \$39,629 decrease in local transfer for Social Services (using \$75,000 in DSS Fund Balance)
- \* \$320,000 decrease in the transfer to Capital projects
- \* \$50,000 decrease in General Fund support of the Countywide Utility fund

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

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## Goochland County, Virginia - Adopted Budget - FY 2017 - 2018

99010 <b>FUND TRANSFERS</b>	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
9003 TRANSFER TO CAPITAL PROJECTS	3,435,000	750,000	430,000	430,000
9023 TRANSFER TO SCHOOLS	19,299,709	20,260,000	21,160,000	21,660,000
9040 TRANSFER TO DSS	683,757	685,751	646,122	686,700
9047 TRANSFER TO CHILDREN'S SERVICES	649,664	704,664	880,000	910,000
9051 TRANSFER TO UTILITY	450,000	250,000	200,000	150,000
<b>Total</b>	<b>24,518,130</b>	<b>22,650,415</b>	<b>23,316,122</b>	<b>23,836,700</b>
<b>TOTAL</b>	<b>24,518,130</b>	<b>22,650,415</b>	<b>23,316,122</b>	<b>23,836,700</b>





# Schools

## GOOCHLAND PUBLIC SCHOOLS

**Goochland County Public Schools** has four 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	ADOPTED FY2017
<b>23</b>	OTHER -LOCAL MISC	103,807	181,601	239,167
	STATE FUNDS	6,221,665	6,353,127	7,022,613
	LOCAL	19,463,457	20,074,488	20,935,960
	<b>Total</b>	<b>25,788,929</b>	<b>26,609,216</b>	<b>28,197,740</b>

[For complete details, go to http://goochlandschools.org/school-board/budget-and-finance/](http://goochlandschools.org/school-board/budget-and-finance/)

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

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
<b>23</b>	INSTRUCTION	18,033,161	18,667,391	19,359,865
	ADMINISTRATION/ATTENDANCE/HEALTH	1,272,109	1,389,323	1,758,494
	TRANSPORTATION	2,289,204	2,366,291	2,502,857
	OPERATIONS & MAINTENANCE	2,464,789	2,475,315	2,518,718
	TECHNOLOGY	1,569,666	1,710,896	2,057,806
	CONTINGENCY RESERVE	160,000	0	0
<b>Total</b>		<b>25,788,929</b>	<b>26,609,216</b>	<b>28,197,740</b>

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

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
24	STATE FUNDS	46,378	46,378	56,010
	LOCAL	185,512	185,512	224,040
	Total	231,890	231,890	280,050

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

	DESCRIPTION	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
24	INSTRUCTION	231,890	231,890	280,050
	Total	231,890	231,890	280,050

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

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
25	FEDERAL	1,158,735	1,038,580	1,081,241
Total		1,158,735	1,038,580	1,081,241

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

	DESCRIPTION	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
25	INSTRUCTION	1,158,735	1,038,580	1,081,241
	Total	1,158,735	1,038,580	1,081,241

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

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017
<b>27</b>	LOCAL	543,935	555,301	515,000
	STATE	9,817	9,784	9,800
	FEDERAL	435,609	447,115	451,000
<b>Total</b>		<b>989,361</b>	<b>1,012,200</b>	<b>975,800</b>

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

	<b>DESCRIPTION</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROPOSED FY2017</b>
27	SCHOOL FOOD SERVICE	989,361	1,012,200	975,800
	Total	989,361	1,012,200	975,800



# **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

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**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.



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## DAY CARE SERVICES

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**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.

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## PUBLIC ASSISTANCE

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### 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**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
PUBLIC ASSISTANCE REFUNDS	467	0	0	0
<b>- TOTAL</b>	<b>467</b>	<b>0</b>	<b>0</b>	<b>0</b>
HEALTH INSURANCE RECOVERY	5,697	0	0	0
<b>- TOTAL</b>	<b>5,697</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC ASSISTANCE</b>				
PUBLIC ASSISTANCE (STATE)	166,458	284,990	197,390	197,390
PURCHASED SERVICES (STATE)	5,790	6,748	9,241	9,241
DAY CARE SERVICES (STATE)	3,202	3,209	3,209	3,209
ADMIN/DIRECT SERVICE (STATE)	195,533	281,290	293,440	293,440
<b>PUBLIC ASSISTANCE - TOTAL</b>	<b>370,983</b>	<b>576,237</b>	<b>503,280</b>	<b>503,280</b>
<b>COMMUNITY ACTION</b>				
COMMUNITY ACTION	177,671	98,000	272,719	272,719
<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 allocations from previous years. The local match is provided through 20% in in-kind services.</small>				
<b>COMMUNITY ACTION - TOTAL</b>	<b>177,671</b>	<b>98,000</b>	<b>272,719</b>	<b>272,719</b>
<b>FEDERAL FUNDS</b>				
ADMIN/DIRECT SRVC(FED)	669,763	583,617	630,431	637,108
DAY CARE SERVICES(FED)	4,641	4,650	4,650	4,650
PUBLIC ASSISTANCE (FED)	96,097	113,010	108,010	108,010
PURCHASED SERVICES (FED)	38,750	31,921	34,186	34,186
GENERAL RELIEF ASSISTANCE REIMB	0	0	0	0
<b>FEDERAL FUNDS - TOTAL</b>	<b>809,251</b>	<b>733,198</b>	<b>777,277</b>	<b>783,954</b>
<b>FUND TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	683,757	683,113	646,122	736,700
TRANSFER-FUND BALANCE -DSS	0	0	75,000	0
<b>FUND TRANSFERS - TOTAL</b>	<b>683,757</b>	<b>683,113</b>	<b>721,122</b>	<b>736,700</b>
<b>Total</b>	<b>2,047,825</b>	<b>2,090,548</b>	<b>2,274,398</b>	<b>2,296,653</b>



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

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
<b>COMMUNITY ACTION - CSBG</b>				
CSBG	155,002	91,500	231,719	231,719
<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>	155,002	91,500	231,719	231,719
<b>COMMUNITY ACTION - TANF</b>				
TANF	14,968	7,500	30,000	30,000
<b>COMMUNITY ACTION - TANF - TOTAL</b>	14,968	7,500	30,000	30,000
<b>COMMUNITY ACTION - ADMIN</b>				
ADMIN.	5,660	15,000	11,000	11,000
<b>COMMUNITY ACTION - ADMIN - TOTAL</b>	5,660	15,000	11,000	11,000
<b>Social Services</b>				
NON PERSONNEL COSTS	90,814	112,320	121,900	125,100
<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	920,412	953,523	977,504	977,504
<p><small>The Department is requesting 2 additional Benefit program specialist for the processing of public assistance programs.</small></p>				
UNEMPLOYMENT	0	6,000	6,000	6,000
FICA	67,049	72,945	74,396	74,396
VSRS	83,271	89,026	85,802	85,802
HEALTH INSURANCE	152,784	177,578	215,070	230,125
GROUP INSURANCE	9,697	10,356	11,832	11,832
WORKMAN'S COMP	0	7,500	7,500	7,500
LEGAL SERVICE	42,937	38,000	38,000	42,000
<b>Social Services - TOTAL</b>	1,366,963	1,467,248	1,538,004	1,560,259
<b>PUBLIC ASSISTANCE</b>				
PUBLIC ASSISTANCE	277,382	368,000	312,500	312,500
<p><small>The Public assistance category includes payments of Auxiliary grants, Foster Care payments, Adoption subsidies and Special needs adoptions. The number of individuals receiving Auxiliary grants for placement in Assisted living facilities has declined in the last 2 years.</small></p>				
<b>PUBLIC ASSISTANCE - TOTAL</b>	277,382	368,000	312,500	312,500
<b>PURCHASED SERVICES</b>				
PURCHASED SERVICES	137,006	132,000	141,875	141,875
<p><small>Purchased Services includes the payment of Adult Services (Companion), Independent Living services for foster children, VIEW Services, Foster Care respite and Adult Protective Services.</small></p>				
<b>PURCHASED SERVICES - TOTAL</b>	137,006	132,000	141,875	141,875



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

<b>DAY CARE SERVICES</b>				
DAY CARE	0	9,300	9,300	9,300
<b>DAY CARE SERVICES - TOTAL</b>	<b>0</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>
Total	1,956,981	2,090,548	2,274,398	2,296,653





# **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 County publishes a separate document that includes a narrative summary for every project included in each year of that plan, along with a Debt Service Schedule and a list of unfunded projects. The plan to be approved in April 2016 covers the five-year period FY2017 through FY2021.

The following pages summarize the projects included in the County Capital Improvement Fund (45). The Goochland Public Schools section of this document includes monies budgeted for the School Capital Projects Fund (43).



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

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
<b>MISC. REVENUE</b>				
DONATIONS ANIMAL CONTROL SHELTER 03	2,558	1,250,000	0	0
CONTRIBUTIONS/GRANTS	0	229,113	30,000	1,300,000
<b>MISC. REVENUE - TOTAL</b>	<b>2,558</b>	<b>1,479,113</b>	<b>30,000</b>	<b>1,300,000</b>
<b>FUND BAL RESERVE TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	125,000	0	0	0
RESERVE	655,000	345,000	0	0
TRANSFER FROM PROFFERS	391,078	0	0	625,000
FROM GF CONTINGENT ON TAX REVENUE	0	560,887	735,000	950,000
GENERAL FUND "PAY GO"	355,000	405,000	430,000	430,000
FROM PROFFERS-PARKS	0	0	100,000	0
FROM CASH PROFFERS-SCHOOLS	0	0	820,000	0
<b>FUND BAL RESERVE TRANSFERS - TOTAL</b>	<b>1,526,078</b>	<b>1,310,887</b>	<b>2,085,000</b>	<b>2,005,000</b>
<b>DEBT SERVICE</b>				
DEBT FUNDING-LONG TERM	0	1,250,000	1,500,000	2,100,000
DEBT FUNDING-SHORT TERM	0	0	0	1,000,000
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>1,250,000</b>	<b>1,500,000</b>	<b>3,100,000</b>
Total	1,528,636	4,040,000	3,615,000	6,405,000



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

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>GENERAL GOVT</b>				
CENTRAL HIGH SCHOOL	0	0	0	0
COUNTY VEHICLE REPLACEMENT	70,897	80,000	80,000	80,000
<b>GENERAL GOVT - TOTAL</b>	70,897	80,000	80,000	80,000
<b>ADMINISTRATION BLDG RENOVATIONS</b>				
PROFESSIONAL SERVICES	0	300,000	0	0
<b>ADMINISTRATION BLDG RENOVATIONS - TOTAL</b>	0	300,000	0	0
<b>CAD/RMS/MOBILE</b>				
FINANCIAL SYSTEM	0	225,000	650,000	1,000,000
INFO SYSTEMS EQUIP. & HARDWARE	40,734	100,000	125,000	125,000
<b>CAD/RMS/MOBILE - TOTAL</b>	40,734	325,000	775,000	1,125,000
<b>PUBLIC SAFETY-FIRE &amp; SHERIFF</b>				
DEFIBRILLATOR-CPR MEDICAL EQUIP	210,000	210,000	85,000	0
NEW FIRESTATION	0	0	0	125,000
AMBULANCE-PURCHASE	0	250,000	0	0
<b>PUBLIC SAFETY-FIRE &amp; SHERIFF - TOTAL</b>	210,000	460,000	85,000	125,000
<b>ANIMAL SHELTER</b>				
ANIMAL SHELTER PROFESSIONAL SERVICE	124	2,500,000	0	0
<b>ANIMAL SHELTER - TOTAL</b>	124	2,500,000	0	0
<b>EMERGENCY COMMUNICATION SERVICES</b>				
PUBLIC SAFETY COMMUNICATION PROJECT	59,365	0	0	0
<b>EMERGENCY COMMUNICATION SERVICES - TOTAL</b>	59,365	0	0	0
<b>PARK FACILITY &amp; GROUNDS</b>				
SITE IMPROVEMENTS	102,872	125,000	125,000	125,000
<b>PARK FACILITY &amp; GROUNDS - TOTAL</b>	102,872	125,000	125,000	125,000
<b>RECREATION-PARKS</b>				
LEAKE'S MILL PARK	2,426	100,000	100,000	100,000
<b>RECREATION-PARKS - TOTAL</b>	2,426	100,000	100,000	100,000
<b>PARKS-OTHER</b>				
TRAILS-EAST END	0	0	50,000	0
TUCKER PARK PROJECT	0	0	80,000	0
<b>PARKS-OTHER - TOTAL</b>	0	0	130,000	0
<b>MATTHEWS PARK</b>				
PROFESSIONAL SERVICES	16,288	50,000	0	0
<b>MATTHEWS PARK - TOTAL</b>	16,288	50,000	0	0
<b>CENTRAL GARAGE</b>				
TRANSPORTATION PLANNING & ENHANCEME	0	0	0	50,000
CENTERVILLE STREETScape	0	100,000	0	0
FAIRGROUND ROAD EXTENSION	0	0	0	3,300,000
<b>CENTRAL GARAGE - TOTAL</b>	0	100,000	0	3,350,000



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

<b>TRANSFERS</b>				
TRANSFER TO FUND 43-SCHOOL CIP	0	0	2,320,000	1,500,000
<b>TRANSFERS - TOTAL</b>	<b>0</b>	<b>0</b>	<b>2,320,000</b>	<b>1,500,000</b>
Total	502,705	4,040,000	3,615,000	6,405,000



## BOARD OF SUPERVISORS

Susan F. Lascolette, District 1  
Robert H. Minnick, Chair, District 4  
Manuel Alvarez, Jr., District 2  
Ned S. Creasey, Vice-Chair, District 3  
Kendall C. Peterson, District 5



**Norman B. Sales**  
Interim County Administrator

**John Wack**  
Deputy County Administrator

**Dan Schardein**  
Deputy County Administrator

[www.goochlandva.us](http://www.goochlandva.us)

February 22, 2016

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 2017-2021. 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 \$53,860,000 in County and School projects. The five year Utility CIP is comprised of \$100,000 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 estimated funding for a new elementary school in 2020. 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,

Norman B. Sales,  
Interim County Administrator

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## 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.

## **THE CAPITAL IMPROVEMENT PROGRAM REVIEW COMMITTEE**

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  
Goochland County Sheriff's Office

William MacKay, Chief  
Goochland County Fire-Rescue

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

Derek Stamey, Director  
Parks, Recreation, & Facilities Management

Todd Kilduff  
County Engineer/Director of Public Utilities

Qiana C. Foote, Director  
Information Systems

Paul E. Drumwright,  
Special Projects Coordinator

Myrtis Quarles, Director  
Finance

## **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>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY2020</b>	<b>FY 2021</b>	<b>TOTAL FY 2017-2021</b>
General Fund "Pay Go"	\$8,277,000	\$430,000	\$430,000	\$470,000	\$330,000	\$530,000	\$2,190,000
General Fund "Capital Reserve"	2,600,000	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	560,887	735,000	950,000	900,000	600,000	1,100,000	4,285,000
Debt Funding – Long Term	7,050,000	1,500,000	2,100,000	7,200,000	21,000,000	10,000,000	41,800,000
Debt Funding – Short Term	6,000,000	0	1,000,000	0	0	0	1,000,000
Proffers	414,000	920,000	625,000	0	1,000,000	0	2,545,000
Additional Funds (Contributions/Grants)	1,809,113	30,000	1,300,000	110,000	0	600,000	2,040,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$26,711,000</b>	<b>\$3,615,000</b>	<b>\$6,405,000</b>	<b>\$8,680,000</b>	<b>\$22,930,000</b>	<b>\$12,230,000</b>	<b>\$53,860,000</b>
<b><u>COUNTY USES - Costs Are Estimates Only</u></b>							
<b><u>Facilities Management</u></b>							
Administration Building Renovations	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
County Vehicle Replacement	400,000	80,000	80,000	80,000	80,000	80,000	400,000
East End Mini-Convenience Center	0	0	0	0	0	500,000	500,000
Facility & Grounds Maintenance	500,000	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>\$1,700,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$705,000</b>	<b>\$1,525,000</b>
<b><u>Information Systems</u></b>							
Equipment & Hardware Replacement	\$350,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Financial System	225,000	650,000	1,000,000	0	0	0	1,650,000
<b>Total</b>	<b>\$575,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,275,000</b>
<b><u>Parks &amp; Recreation</u></b>							
Leakes Mill Park	\$839,000	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
Matthews Park	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
East End Trails	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Tucker Park	\$25,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Sports Complex Field Relocation	\$0	\$0		\$200,000	\$0	\$0	\$200,000
East End Park	\$0	\$0	\$0	\$0	\$50,000	\$200,000	\$250,000
<b>Total</b>	<b>\$989,000</b>	<b>\$230,000</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$780,000</b>
<b><u>Public Safety</u></b>							
Animal Control Shelter	\$3,450,000	\$0	\$0	\$0	\$0	\$0	\$0
New Circuit Court Building	0	0	0	1,000,000	5,000,000	10,000,000	16,000,000
Ambulance Replacement	500,000	0	0	250,000	0	0	250,000
Defibrillator & CPR Medical Equipment Replacement	420,000	85,000	0	0	0	0	85,000
New Fire Station - Location TBD	0	0	125,000	2,800,000	1,550,000	0	4,475,000
Fire Station - Hadensville, Company 6	4,400,000	0	0	0	0	0	0
Radio Communication System & ECC Facility	9,700,000	0	0	0	0	0	0
Self Contained Breathing Apparatus (SCBA) Replacement	0	0	0	400,000	0	0	400,000
Ladder Truck Replacement	0	0	0	0	0	1,200,000	1,200,000
<b>Total</b>	<b>\$18,470,000</b>	<b>\$85,000</b>	<b>\$125,000</b>	<b>\$4,450,000</b>	<b>\$6,550,000</b>	<b>\$11,200,000</b>	<b>\$22,410,000</b>
<b><u>Schools</u></b>							
School Facilities Projects - per School Board Priorities	\$4,600,000	\$0	\$0	\$0	\$0	\$0	\$0
New Elementary School	0	1,500,000	1,500,000	3,000,000	16,000,000	0	22,000,000
Randolph Elementary Site Improvements	0	820,000	0	0	0	0	820,000
<b>Total</b>	<b>\$4,600,000</b>	<b>\$2,320,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$16,000,000</b>	<b>\$0</b>	<b>\$22,820,000</b>
<b><u>Transportation</u></b>							
Transportation Planning, Design, Acquisition	\$100,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Fairground Road Extension & Intersection Improvements	177,000	0	3,300,000	700,000	0	0	4,000,000
Centerville Streetscape Improvements	100,000	0	0	0	0	0	0
<b>Total</b>	<b>\$377,000</b>	<b>\$0</b>	<b>\$3,350,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,050,000</b>
<b>TOTAL USES COUNTY</b>	<b>\$26,711,000</b>	<b>\$3,615,000</b>	<b>\$6,405,000</b>	<b>\$8,680,000</b>	<b>\$22,930,000</b>	<b>\$12,230,000</b>	<b>\$53,860,000</b>

### Utilities CIP Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</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><u>FY 2021</u></b>	<b>TOTAL <u>FY 2017-2021</u></b>
Utility Operating Budget	0	0	0	0	0	0	0
Utility Connection Fee Revenue	250,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Utility Fund Balance	300,000	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
<b><u>UTILITY USES:</u></b>							
Centerville Elevated Tank Mixer	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0
Chloramine Injection at the Centerville Booster Pump Station	250,000	0	0	0	0	0	0
West Creek Control Valve Vault	190,000	0	0	0	0	0	0
Courthouse Wastewater Treatment Plant (reserve debt capacity)	0	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>Total</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
<b>TOTAL USES UTILITY</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</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>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b>TOTAL FY 2017-2021</b>
General Fund "Pay Go"	\$900,000	\$205,000	\$205,000	\$205,000	\$205,000	\$405,000	\$1,225,000
General Fund "Capital Reserve"	695,000	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	105,000	0	0	0	0	300,000	300,000
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>\$1,700,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$705,000</b>	<b>\$1,525,000</b>
<b><u>COUNTY USES:</u></b>							
<b><u>Facilities Management - Maintenance Division</u></b>							
Administration Building Renovations	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
County Vehicle Replacement	400,000	80,000	80,000	80,000	80,000	80,000	400,000
East End Mini-Convenience Center	0	0	0	0	0	500,000	500,000
Facility & Grounds Maintenance	500,000	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>\$1,700,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$705,000</b>	<b>\$1,525,000</b>

## FACILITIES MANAGEMENT

**Department:** Facilities Management  
**Project Name:** County Vehicle Replacement  
**Project Type:** Equipment/Vehicle  
**Fiscal Year:** 2017, 2018, 2019, 2020, & 2021

**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 plan.

**Location/Site:**

N/A

**Estimated Project Costs:**

The project cost is estimated at \$400,000 for FY 2017-2021, 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$400,000	\$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>\$400,000</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:** East End Mini-Convenience Center  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2021

**Project Description:**

The project establishes a new East End Mini-Convenience Center located on County owned property along Hockett Road in Eastern Goochland. The center will expand household trash disposal and recycling opportunities for citizens beyond the existing two convenience centers (Central Convenience Center & Western Convenience Center). The mini-convenience center would include two trash compactors and a recycling bin.

**Location/Site:**

1340 Hockett Road (County owned Hockett Road property)

**Estimated Project Costs:**

The project cost is estimated at \$500,000 for FY 2021, with \$200,000 from General Fund "Pay Go" and \$300,000 from General Fund "Contingent on Tax Revenue".

**Impact If Not Completed:**

The County will continue to experience a demand for household trash and recycling opportunities that are accessible and convenient to the growing residential population in Eastern Goochland. The Central Convenience Center may begin to experience capacity issues and over usage.

**Operating Impact:**

The project is expected to generate increased operational costs beginning in FY 2022 of \$3,000 per year for electricity, \$1,200 per year for fuel, and \$26,000 for recycling co-mix pickup. In addition, the project would generate at least \$35,000 annually in staff costs.

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	300,000	300,000
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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## FACILITIES MANAGEMENT

**Department:** Facilities Management  
**Project Name:** Facility & Grounds Maintenance  
**Project Type:** Ground/Property Maintenance  
**Fiscal Year:** 2017, 2018, 2019, 2020, & 2021

**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 2017 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 2017-2021 is allocated for expected maintenance and repair of County facilities and grounds. The allocation breakdown includes \$125,000 in FY 2017, \$125,000 in FY 2018, \$125,000 in FY 2019, \$125,000 in FY 2020, and \$125,000 in FY 2021 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$500,000	\$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>\$500,000</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>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b><u>TOTAL FY 2017-2021</u></b>
General Fund "Pay Go"	\$325,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
General Fund "Capital Reserve"	0	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	250,000	650,000	0	0	0	0	650,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	1,000,000	0	0	0	1,000,000
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>\$575,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,275,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Information Systems</b>							
Equipment & Hardware Replacement	\$350,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Financial System	225,000	650,000	1,000,000	0	0	0	1,650,000
<b>TOTAL INFORMATION SYSTEMS</b>	<b>\$575,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,275,000</b>

## INFORMATION SYSTEMS

**Department:** Information Systems  
**Project Name:** Equipment & Hardware Replacement  
**Project Type:** Equipment  
**Fiscal Year:** 2017, 2018, 2019, 2020, & 2021

**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 FY2017 the County will continue to replace network equipment (switches) that have reached the end of support and upgrade the remaining surveillance cameras. The County will continue the regular prescribed replacement schedule for desktop computers (4 year cycle). Additionally, the County intends on updating or replacing the current permitting system.

**Location/Site:**

All County facilities.

**Estimated Project Costs:**

The project cost is estimated at \$600,000 for FY 2017-2021, with \$125,000 planned for each fiscal year funded entirely from General Fund "Pay Go". 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$325,000	\$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"	25,000	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)	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$350,000</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

**Department:** Information Systems  
**Project Name:** Financial System  
**Project Type:** Equipment  
**Fiscal Year:** 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 is to conduct a Business Operations Analysis that would examine the current system, both usage and needs. The study will 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 was previously allocated in FY 2016. \$650,000 in FY 2017 from General Fund "Contingent on Tax Revenue" 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><u>PRIOR 5 FY'S</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 21</u></b>	<b><u>TOTAL FY 17-21</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"	225,000	650,000	0	0	0	0	650,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	1,000,000	0	0	0	1,000,000
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>\$225,000</b>	<b>\$650,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,650,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

## Parks & Recreation Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b>TOTAL <u>FY 2017-2021</u></b>
General Fund "Pay Go"	\$655,000	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
General Fund "Capital Reserve"	100,000	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	0	0	0	200,000	50,000	200,000	450,000
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	100,000	0	0	0	0	100,000
Additional Funds (Contributions/Grants)	115,000	30,000	0	0	0	0	30,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$989,000</b>	<b>\$230,000</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$780,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Parks &amp; Recreation</b>							
Leakes Mill Park	\$839,000	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
Matthews Park	75,000	0	0	0	0	0	0
East End Trails	50,000	50,000	0	0	0	0	50,000
Tucker Park	25,000	80,000	0	0	0	0	80,000
Sports Complex Field Relocation	0	0	0	200,000	0	0	200,000
East End Park (Coordinated w/ collocated school site)	0	0	0	0	50,000	200,000	250,000
<b>TOTAL RECREATION DIVISION PROJECTS</b>	<b>\$989,000</b>	<b>\$230,000</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$780,000</b>

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** Leakes Mill Park  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 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 \$200,000 between FY 2017 & FY 2018, with \$100,000 in FY 2017, and \$100,000 in FY 2018 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 2017 adopted 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$640,000	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
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>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$839,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
Operating Impact	\$28,492	\$12,721	\$12,721	\$17,221	\$17,221	\$17,221	\$77,105

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** East End Trails  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2017

**Project Description:**

In FY 2015, the County began Phase I of a multi-use trail system in the eastern end utilizing the County's existing public utilities maintenance easements. The trails lie adjacent to the Tuckahoe Creek with Phase I extending from Broad Street Road (Rt. 250) south to HCA at Tuckahoe Creek Parkway.

This project completes additional trail surfacing and necessary amenities including trail head maintenance, signage, and bridge crossings for Phase I. Easements for Phase II would begin once Phase I is complete.

**Location/Site Status:**

Eastern Goochland County – Actual Location and Access Point To Be Determined

**Estimated Project Costs:**

\$50,000 from General Fund "Capital Reserve" was allocated for the project in FY 2015. An additional \$50,000 from Proffers is proposed in FY 2017 to complete Phase I.

**Impact If Not Completed:**

Phase I will not be fully completed as planned; in addition the County will continue to experience demand for public recreational opportunities in the eastern end of the County.

**Operating Impact:**

Operational costs related to staff, fuel, and equipment were estimated at \$3,000 annually beginning in FY 16, the completion of Phase I will add \$4,000 in operating costs beginning in FY 18. These operating impacts are already incorporated into the adopted budget.

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	50,000	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	50,000	0	0	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>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
Operating Impact	\$3,000	\$3,000	\$7,000	\$7,000	\$7,000	\$70,000	\$94,000

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** Tucker Park  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2017

**Project Description:**

Tucker Park at Maidens Crossing is a 36 acre park located off Maidens Road along the James River. The Friends of Goochland Parks, up until this point, have funded been awarded grants or acquired in kind donations of over \$100,000 towards the park's development. The park boasts a natural one mile trail loop, a handicapped accessible parking lot, the CarMax Cares event performance stage and other amenities. The existing parking area is limited to 33 spaces. This project will complete design and construction of an additional parking area to accommodate 100+ gravel parking spaces.

**Location/Site Status:**

Tucker Park at Maidens Crossing – 1300 Maidens Road

**Estimated Project Costs:**

The project cost is estimated at \$80,000 in FY 2017, with \$50,000 allocated from Proffers and \$30,000 allocated from Additional Funds (Contributions & Grants). The County anticipates the Additional Funds (Contributions & Grants) will be contributed from the Friends of Goochland Parks or other community and corporate donations.

**Impact If Not Completed:**

The County will continue to experience a demand for additional parking; the lack of which will continue to limit the public and private events that can be held at the park.

**Operating Impact:**

The project is expected to generate a minimal increase in operating costs of \$1,500 in labor and materials for periodically maintaining (spraying or grading) the parking area. This cost is already included in the FY 2017 adopted budget.

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$15,000	\$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	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	50,000	0	0	0	0	50,000
Add'l. Funds (Cont./Grants)	<u>10,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>
Operating Impact	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** Sports Complex Field Relocation  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2019

**Project Description:**

This project is proposed to address an impact created by the Fairground Road Extension & Intersection Improvements project (FY 2018 & FY 2019). Completion of that project will eliminate a lighted playing and practice space for baseball, softball, and football teams at the Goochland Sports Complex.

As a result, this project proposes improvements to the athletic fields at the Central Recreation Complex (Central High School) to relocate athletic leagues usage. Improvements would include updated and improved lighting systems & upgraded and irrigated playing surfaces. This project is contingent upon the Fairground Road project moving forward.

**Location/Site Status:**

Central Recreation Complex - 2748 Dogtown Road.

**Estimated Project Costs:**

The project cost is estimated at \$200,000 in FY 2019 from General Fund "Contingent on Tax Revenue".

**Impact If Not Completed:**

Eliminating an existing multi-use field via the Fairground Road project, without replacing it, will further hinder Parks, Recreation & Facilities Management's ability to meet the needs of the local youth athletic leagues.

**Operating Impact:**

The project is expected to generate a minimal impact on operating costs. Resources currently utilized on the Goochland Sports Complex field could be shifted to increase maintenance at the Central Recreation Complex.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY'S</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 21</u></b>	<b><u>FY 17-21</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	200,000	0	0	200,000
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>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** East End Park  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2020 & 2021

**Project Description:**

This project proposes the design and construction of a new eastern park on existing County property along Hockett Road. The need for an East End Park was identified in the 2016-2020 Parks and Recreation Master Plan.

The proposed site of the park offers opportunities to collocate with Schools and other uses on 87 acres of County owned property. Planning and design for the park is proposed for FY 2020 with construction proposed for FY 2021.

**Location/Site Status:**

1340 Hockett Road (County owned Hockett Road property)

**Estimated Project Costs:**

The project cost is estimated at \$250,000 between FY 2020 & FY 2021, with \$50,000 in FY 2020, and \$200,000 in FY 2021 allocated from General Fund "Contingent on Tax Revenue".

**Impact If Not Completed:**

The County may continue to experience a demand for additional public athletic/recreational opportunities in the eastern end of the County.

**Operating Impact:**

The project will generate new operating costs for additional mowing and general maintenance that are 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	50,000	200,000	250,000
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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$250,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

## Public Safety Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b><u>TOTAL FY 2017-2021</u></b>
General Fund "Pay Go"	\$6,397,000	\$0	\$0	\$140,000	\$0	\$0	\$140,000
General Fund "Capital Reserve"	310,887	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	0	85,000	0	400,000	550,000	600,000	1,635,000
Debt Funding - Long Term	4,050,000	0	0	3,800,000	6,000,000	10,000,000	19,800,000
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)	1,694,113	0	0	110,000	0	600,000	710,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$18,470,000</b>	<b>\$85,000</b>	<b>\$125,000</b>	<b>\$4,450,000</b>	<b>\$6,550,000</b>	<b>\$11,200,000</b>	<b>\$22,410,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Public Safety</b>							
Animal Control Shelter	\$3,450,000	\$0	\$0	\$0	\$0	\$0	\$0
New Circuit Court Building	0	0	0	1,000,000	5,000,000	10,000,000	16,000,000
Ambulance Replacement	500,000	0	0	250,000	0	0	250,000
Defibrillator & CPR Medical Equipment Replacement	420,000	85,000	0	0	0	0	85,000
New Fire Station - Location TBD	0	0	125,000	2,800,000	1,550,000	0	4,475,000
Fire Station - Hadensville, Company 6	4,400,000	0	0	0	0	0	0
Radio Communication System & ECC Facility Addition	9,700,000	0	0	0	0	0	0
Self Contained Breathing Apparatus (SCBA) Replacement	0	0	0	400,000	0	0	400,000
Ladder Truck Replacement	0	0	0	0	0	1,200,000	1,200,000
<b>TOTAL PUBLIC SAFETY PROJECTS</b>	<b>\$18,470,000</b>	<b>\$85,000</b>	<b>\$125,000</b>	<b>\$4,450,000</b>	<b>\$6,550,000</b>	<b>\$11,200,000</b>	<b>\$22,410,000</b>

## 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 \$16 million for FY 2019 through FY 2021. In FY 2019 \$1 million in Debt Funding - Long Term is proposed, in FY 2020 \$5 million in Debt Funding – Long Term is proposed, and in FY 2021 \$10 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	1,000,000	5,000,000	10,000,000	16,000,000
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>\$1,000,000</b>	<b>\$5,000,000</b>	<b>\$10,000,000</b>	<b>\$16,000,000</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:** 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 one ambulance is projected to be purchased in FY 2019 to replace the oldest and/or high mileage ambulance in the fleet.

This will be the sixth ambulance replaced through this continued funding. The most recent ambulance was replaced in a recent fiscal year (FY 2015), with the other four ambulances having been replaced in FY 2009, FY 2010, & FY 2013.

**Location/Site Status:**

N/A

**Estimated Project Costs:**

The project cost is estimated at \$250,000 in FY 2019; the project cost consists 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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$147,000	\$0	\$0	\$140,000	\$0	\$0	\$140,000
G. F. "Capital Reserve"	100,000	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	18,000	0	0	0	0	0	0
Add'l Funds (Cont./Grants)	<u>235,000</u>	<u>0</u>	<u>0</u>	<u>110,000</u>	<u>0</u>	<u>0</u>	<u>110,000</u>
<b>TOTAL</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</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:** 2017

**Project Description:**

The project continues a phased replacement of defibrillator equipment including automatic external defibrillator (AED) units. 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.

The project previously proposed to also replace automated CPR machines carried on all of Fire-Rescue's front-line EMS transport units; this will no longer be occurring. The CPR machines will instead be replaced using other existing resources including specific State funds.

**Location/Site Status:**

Countywide

**Estimated Project Costs:**

The remaining project cost is estimated at \$85,000 in FY 2017 and will use General Fund "Contingent on Tax Revenue" funds.

**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.

**Operating Impact:**

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

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	210,887	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	85,000	0	0	0	0	85,000
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>209,113</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$420,000</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</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:** 2018, 2019, & 2020

**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 Status:**

To Be Determined

**Estimated Project Costs:**

The project cost is estimated at \$4,475,000 between FY 2018 and FY 2020, but the cost may change depending on the use and location. In FY 2018 \$125,000 will come from Cash Proffers, while in FY 2019 \$2.8 million will come from Debt Funding - Long Term. In FY 2020 \$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>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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

## PUBLIC SAFETY

**Department:** Fire-Rescue  
**Project Name:** Self Contained Breathing Apparatus (SCBA) Replacement  
**Project Type:** Equipment  
**Fiscal Year:** 2019

**Project Description:**

This project proposes the complete replacement of Fire-Rescue's self contained breathing apparatus (SCBA) units.

Firefighters utilize SCBA's during firefighting and other operations that may compromise their respiratory system. It is a critical piece of equipment that is essential to each firefighter on the emergency incident.

Fire-Rescue's existing SCBA's were purchased in 2009 and are nearing the end of operational capabilities; since 2009 additional safety related standards have been enacted that are now required on SCBA. Currently the department operates with 135 SCBA units and a number of spare 30-minute rated cylinders.

**Location/Site Status:**

Countywide

**Estimated Project Costs:**

The project cost is estimated at \$400,000 for FY 2019 using General Fund "Contingent on Tax Revenue" funds.

**Impact If Not Completed:**

Fire-Rescue will be using SCBA units that do not meet current standards for interior firefighting operations or operations in a potentially toxic environment. In the future the manufacture may no longer support maintenance of existing units, making parts availability more difficult and expensive.

**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 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 21</u></b>	<b><u>FY 17-21</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	400,000	0	0	400,000
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>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## PUBLIC SAFETY

**Department:** Fire-Rescue  
**Project Name:** Ladder Truck Replacement  
**Project Type:** Equipment/Vehicle  
**Fiscal Year:** 2021

**Project Description:**

This project proposes the replacement of one of the existing ladder trucks within the Goochland County Fire-Rescue fleet. Currently Fire-Rescue operates two Ladder Trucks, one is located at Station 5 (Courthouse) with the other currently being housed at Company 1 (Manakin).

The vehicle located at Company 1 is a 1984 Pierce/LTI 100 foot Tower Ladder. This vehicle was purchased by the Volunteer Association and is titled to Goochland County. Up until recently the costs associated with maintenance and upkeep were the responsibility of the Association. By 2020 the Ladder Truck currently housed at Company 1 will be 36-years old; due to age, safety enhancements, parts availability, and cost of operation this vehicle will need to be replaced.

Continued development and the addition of both commercial and residential structures in the east end of the county will require the service of a reliable, safe, and fiscally responsible vehicle.

**Location/Site Status:**

Manakin Company 1 - 180 River Road West

**Estimated Project Costs:**

The project cost is estimated at \$1.2 million for FY 2021 with \$600,000 proposed from General Fund "Contingent on Tax Revenue" and \$600,000 proposed from Additional Funds (Contributions/Grants) specifically comprised of Revenue Recovery funds.

**Impact If Not Completed:**

Fire-Rescue's annual maintenance costs associated with the operations of the existing vehicle will continue to escalate and may become too costly to maintain.

**Operating Impact:**

The project has the potential to generate new operating costs and personnel costs if the vehicle is staffed on a more consistent basis than currently exists with Truck 1.

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	600,000	600,000
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>600,000</u>	<u>600,000</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$1,200,000</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>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b>TOTAL FY 2017-2021</b>
General Fund "Pay Go"	\$0	\$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	3,000,000	1,500,000	1,500,000	3,000,000	15,000,000	0	21,000,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	820,000	0	0	1,000,000	0	1,820,000
Additional Funds (Contributions/Grants)	0	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$4,600,000</b>	<b>\$2,320,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$16,000,000</b>	<b>\$0</b>	<b>\$22,820,000</b>
<b><u>COUNTY USES:</u></b>							
School Facilities Projects - per School Board Priorities	\$4,600,000	\$0	\$0	\$0	\$0	\$0	\$0
New Elementary School	0	1,500,000	1,500,000	3,000,000	16,000,000	0	22,000,000
Randolph Elementary Site Improvements	0	820,000	0	0	0	0	820,000
<b>TOTAL SCHOOL PROJECTS</b>	<b>\$4,600,000</b>	<b>\$2,320,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$16,000,000</b>	<b>\$0</b>	<b>\$22,820,000</b>

## 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 four fiscal years, providing the Goochland County School Board with funds to build a new elementary school.

At this time \$22 million is an estimate only.

**Location/Site Status:**

Location to Be Determined

**Estimated Project Costs:**

The project is estimated at \$22 million. It consists of \$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. In addition \$1 million in Proffers 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 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 21</u></b>	<b><u>FY 17-21</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	1,500,000	1,500,000	3,000,000	15,000,000	0	21,000,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	1,000,000	0	1,000,000
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>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$16,000,000</b>	<b>\$0</b>	<b>\$22,000,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## SCHOOLS

**Department:** Schools  
**Project Name:** Randolph Elementary Site Improvements  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2017

**Project Description:**

This project will allow improvements to the site of Randolph Elementary School for the addition of four trailer classrooms and parking lot improvements. These improvements will address both short-term capacity issues and longer-term parking issues.

**Location/Site Status:**

Randolph Elementary School – 1552 Sheppard Town Road

**Estimated Project Costs:**

The overall project cost is estimated at \$820,000 in FY 2017 and is proposed to be funded with Proffers. The estimated cost for four new trailers is \$100,000. The estimated costs for the parking lot improvements and pads for the new trailers is \$720,000.

**Impact If Not Completed:**

The Goochland County School Board and Randolph Elementary School will continue to struggle with classroom and parking issues.

**Operating Impact:**

The project will likely generate minimal new operating costs for Schools. These costs can be covered through the Goochland County School Boards existing budget.

	<b>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	0	820,000	0	0	0	0	820,000
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>\$820,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$820,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

## Transportation Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b>TOTAL FY 2017-2021</b>
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"	100,000	0	950,000	300,000	0	0	1,250,000
Debt Funding - Long Term	0	0	600,000	400,000	0	0	1,000,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	277,000	0	500,000	0	0	0	500,000
Additional Funds (Contributions/Grants)	0	0	1,300,000	0	0	0	1,300,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$377,000</b>	<b>\$0</b>	<b>\$3,350,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,050,000</b>
<b><u>COUNTY USES:</u></b>							
Transportation Planning, Design, Acquisition	\$100,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Fairground Road Extension & Intersection							
Improvements	177,000	0	3,300,000	700,000	0	0	4,000,000
Centerville Streetscape Improvements	100,000	0	0	0	0	0	0
<b>TOTAL TRANSPORTATION PROJECTS</b>	<b>\$377,000</b>	<b>\$0</b>	<b>\$3,350,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,050,000</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 Status:**

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 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	50,000	0	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>\$50,000</b>	<b>\$0</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:** 2018

**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) along with improvements to the intersection of Fairground Road (Rt. 632) and Sandy Hook Road (Rt. 522). The extension will bring about additional connectivity in the Courthouse Village as well as opening up additional property for future economic development.

**Location/Site Status:**

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 \$3.3 million in FY 2018; 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.

Funding in FY 2018 is anticipated to include \$950,000 from the General Fund "Contingent on Tax Revenue", \$600,000 from Debt Funding "Long Term", \$450,000 from Proffers, and \$1.3 million from Additional Funds (Contributions/Grants) in the form of State Six Year Secondary Road funds reassigned from other projects.

**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>PRIOR 5 FY'S</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>TOTAL FY 17-21</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	950,000	0	0	0	950,000
Debt Funding - Long Term	0	0	600,000	0	0	0	600,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	177,000	0	450,000	0	0	0	450,000
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>1,300,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,300,000</u>
<b>TOTAL</b>	<b>\$177,000</b>	<b>\$0</b>	<b>\$3,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,300,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Utilities CIP Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</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><u>FY 2021</u></b>	<b>TOTAL <u>FY 2017-2021</u></b>
Utility Operating Budget	0	0	0	0	0	0	0
Utility Connection Fee Revenue	250,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Utility Fund Balance	300,000	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
<b><u>UTILITY USES:</u></b>							
Centerville Elevated Tank Mixer	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0
Chloramine Injection at the Centerville Booster Pump Station	250,000	0	0	0	0	0	0
West Creek Control Valve Vault	190,000	0	0	0	0	0	0
Courthouse Wastewater Treatment Plant (reserve debt capacity)	0	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>Total</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
<b>TOTAL USES UTILITY</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</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:** Courthouse Wastewater Treatment Plant  
**Project Type:** Facility/Infrastructure  
**Fiscal Year:** 2017-2021

**Project Description:**

This project allocates funds for a new Wastewater Treatment Plant in the Goochland Courthouse area.

**Location/Site Status:**

To be determined.

**Estimated Project Costs:**

The full project cost has yet to be determined. In FY 2017 through FY 2021 this project is allocating debt capacity for the future by setting aside \$200,000 of Utility Connection Fee Revenue per fiscal year between FY 2017 and FY 2021 for a total of \$1 million dollars. These funds represent partial “placeholder” funding for this project; it is expected and anticipated that additional funding will be required.

**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 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 21</u></b>	<b><u>FY 17-21</u></b>
Utility Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Connection Fee Revenue	0	200,000	200,000	200,000	200,000	200,000	1,000,000
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>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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## Appendix A Unfunded County Projects

**Unfunded County Projects**

**FY 2017-2021**

**Administration**

**Estimated Costs**

New Courts Building

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

**Total Fire-Rescue**

**\$14,540,000**

**Parks and Recreation**

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**

**\$575,000**

**Total Unfunded County Projects**

**\$15,690,000**

## Appendix B Debt Service Schedule

	<u>Adopted FY 2016</u>	<u>Adopted FY 2017</u>
<b>Schools</b>		
High School - 1999A Series	\$1,512,909	\$1,510,179
6th & 7th Grade Wing - 2006 Series	823,755	791,343
New Debt Service on \$1.14M 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>\$2,338,664</b>	<b>\$2,303,522</b>
<b>Public Safety</b>		
Radio Communications: \$4.95M in October 2016		
Radio Communications: \$3.85M in October 2016		
New Fire Station in FY2019: \$2.8M		
New Fire Station in FY2020: \$1.0M		
New Courts Building: \$1.0M in FY2019		
New Courts Building: \$5.0M in FY2020		
New Courts Building: \$10.0M in FY2021		
<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	\$700,000	\$600,000
Financial System \$1.0M in FY2018		
Fairground Road Extension - \$600K in FY2018		
Fairground Road Extension - \$400K in FY2019		
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>\$805,000</b>	<b>\$705,000</b>
<b>Grand Total - Debt Service [Includes New Debt]</b>	<b>\$3,143,664</b>	<b>\$3,008,522</b>
<b>Total General Fund Expenditures:</b>	<b>\$ 46,442,404</b>	<b>\$ 47,946,216</b>
<b>Total Debt Service as Percentage of General Fund</b>	<b>6.8%</b>	<b>6.3%</b>

*(Note: above figures exclude TCSD debt)*

*\*Note: Total GF Expenditures estimate reflects FY2017 Proposed, 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*

## Appendix B Debt Service Schedule

Projected <u>FY 2018</u>	Projected <u>FY 2019</u>	Projected <u>FY 2020</u>	Projected <u>FY 2021</u>	Projected <u>FY 2022</u>
\$1,514,134	\$1,513,644	\$1,513,534	\$0	\$0
739,058	708,022	682,237	656,452	627,339
76,626	76,626	76,626	76,626	76,626
		105,542	105,542	105,542
		105,542	105,542	105,542
		211,083	211,083	211,083
			1,055,416	1,055,416
2,000	2,000	2,000	2,000	2,000
<b>\$2,331,818</b>	<b>\$2,300,292</b>	<b>\$2,696,564</b>	<b>\$2,212,661</b>	<b>\$2,183,548</b>
\$332,718	\$332,718	\$332,718	\$332,718	\$332,718
594,871	594,871	594,871	594,871	594,871
		197,011	197,011	197,011
			70,361	70,361
		70,361	70,361	70,361
			351,805	351,805
				703,611
<b>\$927,589</b>	<b>\$927,589</b>	<b>\$1,194,961</b>	<b>\$1,617,127</b>	<b>\$2,320,738</b>
	157,495	157,495	157,495	157,495
	42,217	42,217	42,217	42,217
		28,144	28,144	28,144
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>\$304,712</b>	<b>\$332,857</b>	<b>\$332,857</b>	<b>\$332,857</b>
<b>\$3,364,407</b>	<b>\$3,532,593</b>	<b>\$4,224,381</b>	<b>\$4,162,645</b>	<b>\$4,837,142</b>
<b>\$ 49,016,216</b>	<b>\$ 50,241,621</b>	<b>\$ 51,497,662</b>	<b>\$ 52,785,103</b>	<b>\$ 54,104,731</b>
<b>6.9%</b>	<b>7.0%</b>	<b>8.2%</b>	<b>7.9%</b>	<b>8.9%</b>

# Appendix C 2015 Cash Proffer Report

## Commission on Local Government 2015 Survey of Cash Proffers Accepted by Local Governments

Date: August 14, 2015

Locality: Goochland County  City  Town

Name: Anita F. Barnes Title: Zoning Administrator  
 Phone: (804) 556-5863 Fax: (804) 556-5654  
 Email: abarnes@co.goochland.va.us

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Did your locality accept cash proffers at any time during the 2014-2015 Fiscal Year?**  
 If you answered "No" for the 2014-2015 Fiscal Year, additional information is not needed. Please return the survey to the Commission on Local Government as indicated on the next page.

**If you answered "Yes" for the 2014-2015 Fiscal Year, provide the following information concerning the cash proffers accepted by your locality: (See definitions on next page.)**

	FY2014-2015
1. Total Amount of <u>Cash Proffer Revenue Collected</u> by the Locality during the 2014-2015 Fiscal Year:	\$ 729,506.00
2. Estimated Amount of <u>Cash Proffers Pledged</u> during the 2014-2015 Fiscal Year and <u>Whose Payment Was Conditioned Only on Time</u> :	\$ 0
3. Total Amount of <u>Cash Proffer Revenue Expended</u> by the Locality during the 2014-2015 Fiscal Year:	\$ 227,000.00

4. Indicate the Purpose(s) and Amount(s) for Which the Expenditures in Number 3 Above Were Made:

Schools	\$
Roads and Other Transportation Improvements	\$ 177,000.00
Fire and Rescue/Public Safety	\$
Libraries	\$
Parks, Recreation, and Open Space	\$ 50,000.00
Water and Sewer Service Extension	\$
Community Centers	\$
Stormwater Management	\$
Special Needs Housing	\$
Affordable Housing	\$
Miscellaneous	\$

**Total Dollar Amount Expended  
(Should Equal Amount in Number 3 Above)** \$ 227,000.00

Comments: Use additional sheet if necessary.	
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Please see other side for instructions.

# Appendix C

## 2015 Cash Proffer Report

### Commission on Local Government 2015 Survey of Cash Proffers Accepted by Local Governments

Please complete this form and return it to the Commission on Local Government by September 30, 2015, using one of the following methods:

- By Mail: J. David Conmy  
Commission on Local Government  
600 E. Main Street, Suite 300  
Richmond, VA 23219
- By Fax: (804) 371-7090
- By Email: A Microsoft Word template of this form may be downloaded at:  
<http://www.dhcd.virginia.gov/CommissiononLocalGovernment/pages/cashproffersurvey.htm>  
Once completed, send it by email to: [david.conmy@dhcd.virginia.gov](mailto:david.conmy@dhcd.virginia.gov)
- By Online Survey: The survey can be completed online by using the following link:  
<http://tinyurl.com/proffer15>  
Please ensure that only one response is generated for your locality; duplicate responses will require additional staff resources to determine which response is correct.

For any questions, please contact J. David Conmy at (804) 371-8010.

#### DEFINITIONS

**Cash Proffer:** (i) any money voluntary proffered in a writing signed by the owner of property subject to rezoning, submitted as part of a rezoning application and accepted by a locality pursuant to the authority granted by Va. Code Ann. § 15.2-2303, or § 15.2-2298, or (ii) any payment of money made pursuant to a development agreement entered into under authority granted by Va. Code Ann. § 15.2-2303.1. This does NOT include cash contributions imposed through conditional/provisional/special use permits as authorized by § 15.2-2286 (A)(3).

**Cash Proffer Revenue Collected [§15.2-2303.2(D)(1), Code of Virginia]:** Total dollar amount of revenue collected from cash proffers in the specified fiscal year regardless of the fiscal year in which the cash proffer was accepted. Unaudited figures are acceptable.

**Cash Proffers Pledged and Whose Payment Was Conditioned Only on Time [§15.2-2303.2(D)(2), Code of Virginia]:** Cash proffers conditioned only on time (i.e. linked to a specific date or specified time following rezoning approval but NOT an unknown date such as at the time of certificate of occupancy) approved by the locality as part of a rezoning case. Unaudited figures for the specified fiscal year are acceptable.

**Cash Proffer Revenue Expended [§15.2-2303.2(D)(3), Code of Virginia]:** Total dollar amount of public projects expended with cash proffer revenue in the specified fiscal year. Unaudited figures are acceptable.

## Appendix D Technology Improvement Plan

<u>REVENUE SOURCES</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>TOTAL</u> <u>FY 2016-2018</u>
CIP Balance Forward	\$87,188	\$109,482	\$0	\$0	\$109,482
General Fund "Pay Go"	\$75,000	\$100,000	\$125,000	\$125,000	\$350,000
Grant Funding	0	\$0	\$0	\$150,000	\$150,000
IT Operational Budget	\$116,000	\$116,000	\$116,000	\$116,000	\$348,000
Additional Funds (Contributions/Grants)	0	\$0	\$0	\$0	\$0
*CIP Funding separate for Financial System		\$225,000	\$650,000	\$1,000,000	\$1,875,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$278,188</b>	<b>\$550,482</b>	<b>\$891,000</b>	<b>\$1,391,000</b>	<b>\$2,832,482</b>
<u>PROJECTS:</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>TOTAL</u> <u>FY2016 -2018</u>
PC and Network Equipment Replacement	\$59,701	\$50,000	\$99,000	\$111,000	\$260,000
County Website Redesign	\$31,626	\$0	\$0	\$0	\$0
Vmware Server upgrade	\$34,940				\$0
Microsoft Licensing (MS365)	\$46,000				\$0
Convenience Center Cameras	\$20,000				\$0
Security Camera DVR Upgrade	\$25,921				\$0
IT Strategic Plan		\$4,000			\$4,000
Mobile Solution - MDM	\$2,200				\$0
Wireless Equipment replacement		\$55,000			\$55,000
LDO System upgrade/change			\$70,000		\$70,000
Document Management		\$60,000			\$60,000
New ECC equipment needs			\$50,000		\$50,000
Fiber line adjustment - Courthouse/New ECC		\$26,000			\$26,000
Equipment move - new data center @ ECC		\$50,000			\$50,000
SIP(Session Initiation Protocol) trunking solution				\$100,000	\$100,000
911 System upgrade				\$150,000	\$150,000
Financial system- Study & Solution		\$225,000	\$650,000	\$1,000,000	\$1,875,000
Camera replacements		\$50,000			\$50,000
<b>Contingency</b>		<b>\$30,482</b>	<b>\$22,000</b>	<b>\$30,000</b>	<b>\$82,482</b>
<b>TOTAL INFORMATION SYSTEMS PROJECTS</b>	<b>\$220,388</b>	<b>\$550,482</b>	<b>\$891,000</b>	<b>\$1,391,000</b>	<b>\$2,832,482</b>



# **Office of Children's Services**

Goochland County, VA - Adopted Budget - FY 2017 – 2018  
**COMPREHENSIVE SERVICES ACT**  
**Fund 47**

The Goochland Comprehensive Services Act (CSA) 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 FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>MISC</b>				
FOSTER CARE REIMBURSEMENT	20,432	40,000	30,000	30,000
CLASS REIMBURSEMENT	750	1,033	1,000	1,000
<b>MISC - TOTAL</b>	<b>21,182</b>	<b>41,033</b>	<b>31,000</b>	<b>31,000</b>
<b>STATE REVENUE</b>				
STATE REVENUE-CSA	488,737	423,958	665,000	694,500
STATE YOUTH VJCCCA	6,585	6,585	6,585	6,585
<b>STATE REVENUE - TOTAL</b>	<b>495,322</b>	<b>430,543</b>	<b>671,585</b>	<b>701,085</b>
<b>FUND TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	649,664	704,664	880,000	910,000
<b>FUND TRANSFERS - TOTAL</b>	<b>649,664</b>	<b>704,664</b>	<b>880,000</b>	<b>910,000</b>
Total	1,166,168	1,176,240	1,582,585	1,642,085



**Goochland County, Virginia - Adopted Expenses For Fund: 47 - Office of Children's Services**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
<b>ADMINISTRATION</b>				
SALARIES-FULL TIME	63,226	63,226	64,174	64,174
FICA	4,833	4,837	4,909	4,909
VRS	6,468	6,468	5,699	5,699
GROUP HEALTH	6,348	6,681	6,868	7,417
GROUP LIFE	752	752	841	841
WORKMAN'S COMPENSATION	344	443	449	449
PARENT REIMBURSEMENT	0	1,200	1,000	1,000
PRINTING-BINDING	0	100	100	100
POSTAGE	322	700	700	700
TELECOMMUNICATIONS	1,258	1,250	1,300	1,300
OFFICE SUPPLIES	1,282	1,200	1,300	1,300
<i>Goochland Office of Children's Services uses Thomas Brothers Software to upload reports and reimbursement requests to the state. The added amounts covers Thomas Brothers annual updates.</i>				
COMPUTER EQUIP-NON CAPITAL	0	0		
TRAVEL - MILEAGE	520	650	650	650
TRAVEL-EDUCATION	425	750	750	750
<i>Increase budget item to reflect costs of attending professional workshops to include the State CSA Conference in Roanoke, VA.</i>				
CLASSES-PREVENTION	2,200	6,585	6,585	6,585
LEASE - POSTAGE METER	60	60	60	60
<b>ADMINISTRATION - TOTAL</b>	<b>88,039</b>	<b>94,902</b>	<b>95,385</b>	<b>95,934</b>
<b>CSA-FOSTER CARE SERVICES</b>				
FOSTER CARE	690,553	636,338	1,056,574	1,098,300
<i>Goochland has seen an increase in the numbers of referrals for children needing residential care. While the total population of children served by CSA funds has remained relatively neutral, the children discharged received minimal services (foster care maintenance and daycare services) while the newly referred children required a higher level of care (group home and residential care).</i>				
<b>CSA-FOSTER CARE SERVICES - TOTAL</b>	<b>690,553</b>	<b>636,338</b>	<b>1,056,574</b>	<b>1,098,300</b>
<b>CSA-SPECIAL EDUCATION SRVC</b>				
SPECIAL EDUCATION	414,063	445,000	430,626	447,851
<b>CSA-SPECIAL EDUCATION SRVC - TOTAL</b>	<b>414,063</b>	<b>445,000</b>	<b>430,626</b>	<b>447,851</b>
<b>Total</b>	<b>1,192,655</b>	<b>1,176,240</b>	<b>1,582,585</b>	<b>1,642,085</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 FY2017 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 nor the TCSD ad valorem rate.



**Goochland County, Virginia - Adopted Revenues For Fund: 57 - County Utility**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
<b>COUNTYWIDE UTILITIES</b>				
WATER/SEWER CONNECTION FEES	778,312	450,000	450,000	450,000
WATER/SEWER SERVICE FEES	1,608,884	1,450,000	1,675,000	1,715,000
PENALTY/INTEREST	13,281	5,000	7,500	8,000
HENRICO COST SHARING	1,615,957	1,525,000	1,625,000	1,700,000
SEWER SERVICE FEES	1,372,726	1,450,000	1,425,000	1,455,000
LEASE PAYMENT OF WATER TANK	6,847	48,000	0	0
<b>COUNTYWIDE UTILITIES - TOTAL</b>	<b>5,396,007</b>	<b>4,928,000</b>	<b>5,182,500</b>	<b>5,328,000</b>
<b>COUNTYWIDE UTILITIES</b>				
LEASE PYM OF WATER TANK	0	0	48,000	48,000
<b>COUNTYWIDE UTILITIES - TOTAL</b>	<b>0</b>	<b>0</b>	<b>48,000</b>	<b>48,000</b>
<b>TRANSFERS</b>				
FROM GENERAL FUND BALANCE	450,000	250,000	200,000	150,000
TRANSFER FROM TCSD FUND 53	0	69,390	69,390	69,390
TRANSFER FROM PRIOR YEAR BALANCE	0	300,000	0	0
<b>TRANSFERS - TOTAL</b>	<b>450,000</b>	<b>619,390</b>	<b>269,390</b>	<b>219,390</b>
Total	5,846,007	5,547,390	5,499,890	5,595,390



**Goochland County, Virginia - Adopted Expenses For Fund: 57 - County Utility**

	<b>ACTUAL FY2015</b>	<b>ADOPTED FY2016</b>	<b>ADOPTED FY2017</b>	<b>PROJECTED FY2018</b>
<b>COUNTYWIDE UTILITIES</b>				
SALARY	381,004	437,429	440,000	440,000
OVERTIME	1,493	3,000	3,000	3,000
FICA	27,634	33,463	33,660	33,660
VRS	38,771	44,749	39,600	39,600
HEALTH	60,810	76,266	63,101	67,561
LIFE INSURANCE	4,110	5,232	5,236	5,236
WORKMAN'S COMP	5,602	6,935	6,900	6,900
PROFESSIONAL SERVICES	111,939	120,000	170,000	175,000
LABOR CHARGES-VEHICLE	0	1,000	1,000	1,000
REPAIRS AND MAINTENANCE	137,964	155,000	175,000	180,000
CONTRACTED SERVICES	179,789	115,000	150,000	155,000
PRINTING	2,414	2,700	2,700	2,700
ADVERTISING	40	1,000	1,000	1,000
SOFTWARE MAINTENANCE CONTRACTS	9,133	33,000	33,000	33,000
ELECTRICAL SERVICES	27,435	165,000	160,000	165,000
PROPANE GAS	0	0	0	0
POSTAGE	4,687	4,000	4,500	4,500
TELECOMMUNICATION	17,172	36,000	33,000	34,000
SOFTWARE/LICENSE NON-CAPITAL	17,452	6,000	7,000	7,000
OFFICE SUPPLIES	2,817	2,000	3,000	3,000
REPAIR & MAINTENANCE SUPPLIES	85,554	155,000	145,000	145,000
VEHICLE-FUEL	5,386	4,000	4,000	4,000
CHEMICALS	0	1,300,000	1,375,000	1,425,000
UNIFORMS/SAFETY EQUIPMENT	3,852	4,000	4,000	4,000
BOOKS & SUBSCRIPTIONS	480	1,000	1,000	1,000
PURCHASE OF WATER-HENRICO	892,491	750,000	900,000	935,000
PURCHASE OF WATER-CORRECTIONS	41,755	50,000	48,000	49,000
PURCHASE OF SEWER-HENRICO	191,317	255,000	205,000	210,000
PURCHASE OF SEWER	36,881	40,000	38,000	39,000
PURCHASE OF SEWER-RICHMOND	514,650	600,000	650,000	650,000
COMPUTER RQUIPMENT-NON CAPITAL	3,360	5,000	4,000	4,000
FURNITURE & FIXTURES	1,934	3,000	3,000	3,000
EQUIPMENT-MACHINERY-NON-CAPITAL	63,283	25,000	50,000	50,000
TRAVEL/EDUCATION	1,220	2,500	2,500	2,500
EDUCATION/TRAINING-TUITION,REG	1,070	2,500	2,500	2,500



**Goochland County, Virginia - Adopted Expenses For Fund: 57 - County Utility**

DUES & MEMBERSHIP	1,400	1,000	1,000	1,000
WATERWORKS OPERATION FEE	6,621	6,500	6,500	6,600
VEHICLE-FUEL	8,269	15,000	14,000	14,000
MACHINERY & EQUIPMENT	707	50,000	35,000	35,000
MOTOR VEHICLES AND EQUIPMENT	84	26,000	26,000	0
LEASE/RENT OF EQUIPMENT	1,922	2,000	2,000	2,000
LEASE-POSTAGE METER	270	200	200	200
<b>COUNTYWIDE UTILITIES - TOTAL</b>	<b>2,892,771</b>	<b>4,545,474</b>	<b>4,848,397</b>	<b>4,939,957</b>
<b>Henrico Tru-Up</b>				
PROFESSIONAL SERVICES	59,232	0		
REPAIRS & MAINTENANCE	45,998	0		
CONTRACTED SERVICES	21,138	0		
TEST LINE ITEM	0	0		
ELECTRICAL SERVICES	119,104	0		
TELECOMMUNICATION	13,246	0		
REPAIR/MAINTENANCE SUPPLIES	42,772	0		
VEHICLE FUEL	91	0		
CHEMICALS	1,336,880	0		
UNIFORMS/SAFETY EQUIP	5	0		
COMPUTER EQUIP/NON CAPITAL	364	0		
EQUIP-MACHINERY-NON CAPITAL	8,982	0		
VEHICLE-FUEL	1,652	0		
<b>Henrico Tru-Up - TOTAL</b>	<b>1,649,463</b>	<b>0</b>		
<b>DEBT SERVICE-COUNTYWIDE UTILITIES</b>				
3.7 VRA 2006 & 2000 PRINCIPAL	0	135,000	140,000	145,000
3.7 VRA 2006 & 2000 INTEREST	137,626	121,485	115,950	110,210
2.59M VRA 2007A VCCW PRINCIPAL	0	110,000	115,000	125,000
2.59M VRA 2007A VCCW INTEREST	90,190	85,431	80,543	75,223
DEBT SERVICE-NEW	0	0	0	0
<b>DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL</b>	<b>227,816</b>	<b>451,916</b>	<b>451,493</b>	<b>455,433</b>
<b>DEBT SERVICE-COUNTYWIDE UTILITIES</b>				
TRANSFER TO F56-UTILITY CAPITAL	396,000	550,000	200,000	200,000
<b>DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL</b>	<b>396,000</b>	<b>550,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Total</b>	<b>5,166,050</b>	<b>5,547,390</b>	<b>5,499,890</b>	<b>5,595,390</b>



Goochland County, Virginia - Adopted Revenues For Fund: 53 - Tuckahoe Service District-Debt

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>TCSD- ADVALOREM</b>				
ADVALOREM TAXES CURRENT	2,399,654	2,590,000	2,985,000	3,120,000
ADVALOREM TAXES DELINQUENT	41,999	4,000	5,000	5,000
REVENUE SHARING (55%)	1,097,900	975,000	1,250,000	1,300,000
<b>TCSD- ADVALOREM - TOTAL</b>	<b>3,539,553</b>	<b>3,569,000</b>	<b>4,240,000</b>	<b>4,425,000</b>
<b>TCSD- ADVALOREM</b>				
ADVALOREM TAX PENALTY	6,418	6,000	6,000	6,000
ADVALOREM TAX INTEREST	5,544	3,000	3,000	3,000
<b>TCSD- ADVALOREM - TOTAL</b>	<b>11,962</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TCSD- ADVALOREM</b>				
DEBT SERVICERESERVE INT.(6001)	0	0	496,000	496,000
BOND INT(10851)	0	495,000	0	0
<b>TCSD- ADVALOREM - TOTAL</b>	<b>0</b>	<b>495,000</b>	<b>496,000</b>	<b>496,000</b>
Total	3,551,515	4,073,000	4,745,000	4,930,000



Goochland County, Virginia - Adopted Expenses For Fund: 53 - Tuckahoe Service District-Debt

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>TCSD- GENERAL</b>				
BOND ISSUANCE FEES	2,225	82,614	81,153	79,556
RECORD DEPRECIATION	1,735,315	0	0	0
<b>TCSD- GENERAL - TOTAL</b>	<b>1,737,540</b>	<b>82,614</b>	<b>81,153</b>	<b>79,556</b>
<b>TCSD- GENERAL</b>				
DEBT SERVICE-PRINCIPAL	0	1,120,007	1,217,128	1,321,569
DEBT SERVICE-INTEREST-2002&2012	2,121,881	2,362,878	2,580,758	2,836,317
DEBT-RICHMOND WASTEWATER	0	0	200,000	200,000
DEBT SERVICE-NEW	1,707,669	0	0	0
CONTRIBUTION TO FUND BALANCE	0	438,111	396,571	223,168
<b>TCSD- GENERAL - TOTAL</b>	<b>3,829,550</b>	<b>3,920,996</b>	<b>4,394,457</b>	<b>4,581,054</b>
<b>TCSD- GENERAL</b>				
TRANSFER TO GF FOR REIMBURSEMENT	0	0	200,000	200,000
2 VDOT 250 WATER LINES	0	69,390	69,390	69,390
<b>TCSD- GENERAL - TOTAL</b>	<b>0</b>	<b>69,390</b>	<b>269,390</b>	<b>269,390</b>
Total	5,567,090	4,073,000	4,745,000	4,930,000



Goochland County, Virginia - Adopted Revenues For Fund: 56 - County Utility-CIP

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
CONNECTION FEES	0	250,000	200,000	200,000
<b>- TOTAL</b>	<b>0</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>
FROM OPERATING FUND	0	300,000	0	0
<b>- TOTAL</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>
Total	0	550,000	200,000	200,000



Goochland County, Virginia - Adopted Expenses For Fund: 56 - County Utility-CIP

	ACTUAL FY2015	ADOPTED FY2016	ADOPTED FY2017	PROJECTED FY2018
<b>TANK MIXER</b>				
PROFESSIONAL SERVICES	0	110,000	0	0
<b>TANK MIXER - TOTAL</b>	0	110,000	0	0
<b>CLORAMINE</b>				
PROFESSIONAL SERVICES	0	250,000	0	0
<b>CLORAMINE - TOTAL</b>	0	250,000	0	0
<b>CONTROL VALVE VAULT</b>				
PROFESSIONAL SERVICES	0	190,000	0	0
<b>CONTROL VALVE VAULT - TOTAL</b>	0	190,000	0	0
<b>COURTHOUSE WASTEWATER PLANT</b>				
PROFESSIONAL SERVICES	0	0	200,000	200,000
<b>COURTHOUSE WASTEWATER PLANT - TOTAL</b>	0	0	200,000	200,000
Total	0	550,000	200,000	200,000





# Appendix



**ADOPTED  
RESOLUTION**

(ID » ISOS)

S Vote Record - Resolution 1806						
<input type="radio"/> 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 type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Consensus of the Board <input type="checkbox"/> Tabled by Consensus						
		Yes/Aye	No/Nay	Abstain	Absent	
Susan Lascolette	Voter	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ned Creasey	Second	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manuel Alvarez	Voter	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robert Minnick	Voter	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ken Peterson	Mover	<input checked="" type="radio"/>	<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 18, 2016, 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 FY2017**

WHEREAS, the Board of Supervisors has reviewed the proposed County budget for FY2017; and

WHEREAS, the Board of Supervisors wishes to appropriate designated funds and accounts from estimated revenues for FY2017 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 2016 and ending on the thirtieth day of June 2017, 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.

FY2017 Adopted

General Fund:

General Government	4,247,467
Judicial	1,611,794
Public Safety	9,258,866
Public Works	2,204,238

Resolution	
Health & Welfare	1,299,883
Culture & Leisure	887,531
Community Development	1,478,380
Debt Service & Other	3,641,934
Schools Operating Transfer	21,160,000
Other Gen Fund Transfers	2,156,122

**Subtotal General Fund 47,946,216**

**School Operating Fund:**

Instruction	19,359,865
Administration, Attendance & Health	1,758,494
Pupil Transportation	2,502,857
Operation and Maintenance	2,518,718
Technology	2,057,806
<b>Subtotal: School Operating Fund</b>	<b>28,197,740</b>
Textbooks Fund	280,050
<i>LESS: GF Transfer to Schools</i>	<i>(21,160,000)</i>
School Grants	1,081,241
School Cafeteria Fund	975,800
Capital Improvements	3,615,000
<i>LESS: GF Transfer to CIP</i>	<i>(430,000)</i>
Social Services	2,274,398
<i>LESS: GF Transfer to DSS</i>	<i>(646,122)</i>
Comprehensive Services	1,582,585
<i>LESS: GF Transfer to CSA</i>	<i>(880,000)</i>

**TOTAL OPERATING 62,836,908**

**Utilities Enterprises Funds**

Countywide Utility	5,499,890
<i>LESS: GF Transfer to Countywide Utility</i>	<i>(200,000)</i>
<i>LESS: Operating Transfer to Capital</i>	<i>(200,000)</i>
Countywide Utility - Capital	200,000
Tuckahoe Creek Debt	<u>4,745,000</u>

**Subtotal Enterprises 10,044,890**

**GRAND TOTAL 72,881,798**

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, 2016 shall be an amendment to the adopted budget and shall be reappropriated for the 2016-2017 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 18<sup>th</sup> day of April, 2016.

A COPY ATTEST:

A handwritten signature in black ink, appearing to read "N-B. Sales". The signature is written in a cursive style with a horizontal line underneath it.

Norman B. Sales, interim Comity Administrator  
Gochland County Board of Supervisors

**Goochland County - Personnel Complement  
FY2017 Budget - Authorized Full Time and Part Time Personnel**

Agency	Title	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	FY2018 Projected
<b>GENERAL FUND:</b>					
<b>Animal Protection</b>					
	Director of Animal Control	1.00	1.00	1.00	1.00
	Animal Control Supervisor	-	-	1.00	1.00
	Animal Control Officer	2.00	3.00	2.00	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	2.00
<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	4.00	3.00	3.00	3.00
	Plans Examiner/Inspector	-	1.00	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	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	2.00	2.00	2.00
	Deputy Clerk II	4.00	5.00	3.00	3.00
	Deputy Clerk I	1.00	-	2.00	2.00
	Deputy Clerk - Part-time	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	1.00
	Comm Revenue Deputy I	2.00	1.00	1.00	1.00
	Comm Revenue Deputy I - Part Time	-	-	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
	Legal Secretary - Part Time	1.00	1.00	1.00	1.00

Agency	Title	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	FY2018 Projected
<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
<b>Convenience Centers</b>					
	Convenience Centers Manager	1.00	1.00	1.00	1.00
	Attendant II (CDL)	-	-	2.00	2.00
	Attendant	5.00	5.00	3.00	3.00
	Attendant - Part Time	2.00	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
	Special Projects Coordinator	1.00	1.00	1.00	1.00
<b>County Assessor</b>					
	County Assessor	1.00	1.00	1.00	1.00
	County Assessor - Part Time	-	-	-	-
	Office Manager	1.00	1.00	-	-
	Office Manager - Part Time	-	-	1.00	1.00
	Real Estate Appraiser	2.00	2.00	2.00	2.00
	Program Support Specialist	1.00	-	1.00	1.00
	Real Estate Specialist - Part Time	-	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>					
	Communications Officer	9.00	10.00	10.00	10.00
<b>Extension Office</b>					
	Environmental Horticultural Associate - Part Time	1.00	1.00	1.00	1.00
<b>Facilities Management</b>					
	Director	-	-	0.50	0.50
	Administrative Assistant	-	-	1.00	1.00
	Grounds Supervisor	-	-	2.00	2.00
	Groundskeeper Senior	-	-	1.00	1.00
	Groundskeeper	-	-	3.00	3.00
	Facilities Supervisor	-	-	1.00	1.00
	Facilities Technician	-	-	2.00	2.00
	Custodial Supervisor	-	-	1.00	1.00
	Custodian	-	-	4.00	4.00
	Custodian - Part Time	-	-	2.00	2.00
	Groundskeeper - Part Time	-	-	2.00	2.00

\*Note: Facilities Management staff were included in the Parks & Recreation budget in FY2015 and FY2016

Agency	Title	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	FY2018 Projected
<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	1.00
	Accounting Specialist	1.00	1.00	1.00	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	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	17.00	20.00	24.00	27.00
	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
	EMS Compliance Officer - Part Time	1.00	1.00	-	-
	EMT/Firefighter - Part Time	6.00	8.00	5.00	5.00
	Training and Safety Officer - Part Time	1.00	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	1.00
<b>Information Technology</b>					
	IT Director	1.00	1.00	1.00	1.00
	IT Systems Engineer	1.00	1.00	1.00	1.00
	IT Programmer/Analyst	1.00	1.00	1.00	1.00
	IT Support Specialist	2.00	2.00	3.00	3.00
	GIS Analyst	1.00	1.00	1.00	1.00
	IT 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	0.50	0.50
	Administrative Assistant	1.00	1.00	-	-
	Grounds Supervisor	2.00	2.00	-	-
	Groundskeeper Senior	1.00	1.00	-	-
	Groundskeeper	3.00	3.00	-	-
	Recreation Manager	1.00	1.00	1.00	1.00
	Program Coordinator	1.00	2.00	2.00	2.00
	Facilities Supervisor	1.00	1.00	-	-
	Facilities Technician	1.00	1.00	-	-
	Custodial Supervisor	1.00	1.00	-	-
	Custodian	3.00	4.00	-	-
	Custodian - Part Time	2.00	1.00	-	-
	Program Coordinator - Part Time	1.00	1.00	1.00	1.00
	Recreation Assistant - Part Time	7.00	12.00	12.00	12.00
	Groundskeeper - Part Time	1.00	3.00	-	-

Agency	Title	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	FY2018 Projected
<b>Planning</b>					
	Principal Planner	1.00	1.00	2.00	2.00
	Senior Planner	1.00	1.00	-	-
	Deputy Zoning Administrator	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	1.00
<b>Purchasing</b>					
	Director of Purchasing	1.00	1.00	1.00	1.00
<b>Registrar</b>					
	Director of Elections (Registrar)	1.00	1.00	1.00	1.00
	Assistant Registrar - Part-time	2.00	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
	Major	1.00	1.00	1.00	1.00
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	5.00	5.00	5.00	5.00
	Investigator	1.00	1.00	1.00	1.00
	Corporal	4.00	4.00	4.00	4.00
	Deputy	18.00	20.00	21.00	21.00
	Office Manager	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	1.00	1.00	1.00	1.00
	Polygraph Examiner - Part Time	-	-	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	1.00	1.00
	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	1.00
	Deputy Treasurer II	1.00	1.00	2.00	2.00
	Deputy Treasurer I	2.00	2.00	1.00	1.00
	Deputy Treasurer I - Part Time	1.00	1.00	1.00	1.00
<b>TOTAL: GENERAL FUND FULL-TIME &amp; PART-TIME POSITIONS</b>		<b>206.75</b>	<b>223.75</b>	<b>227.75</b>	<b>232.75</b>
<b>Children's Services</b>					
	Children's Services Director	1.00	1.00	1.00	1.00
<b>Utilities</b>					
	County Engineer	1.00	1.00	1.00	1.00
	Utility Engineer	1.00	1.00	1.00	1.00

Agency	Title	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	FY2018 Projected
	Utility Technician	-	1.00	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>8.25</b>	<b>8.25</b>	<b>8.25</b>
<b>TOTAL COUNTY PART-TIME &amp; FULL-TIME POSITIONS</b>		<b>214.00</b>	<b>232.00</b>	<b>236.00</b>	<b>241.00</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	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	5.00	5.00
	Benefit Program Specialist III	2.00	2.00	2.00	2.00
	Human Services Associate	-	2.00	2.00	2.00
	Office Associate I	1.00	-	-	-
	Office Associate III	1.00	-	-	-
	Administrative Program Assistant I	1.00	1.00	1.00	1.00
	Administrative Program Assistant II	1.00	-	-	-
	Part Time Licensed Clinical Social Worker	1.00	1.00	1.00	1.00
	Part Time Emergency Eligibility Worker	-	1.00	-	-
	Part Time Eligibility Worker	2.00	2.00	2.00	3.00



## **Financial Policy Guidelines**

*For:*

**GOOCHLAND COUNTY  
VIRGINIA**

**Adopted: August 5, 2014**

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# **FINANCIAL POLICY GUIDELINES**

**County of Goochland, Virginia**

**August 2014**

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## **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.

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**FINANCIAL POLICY GUIDELINES** - *Continued*  
County of Goochland, Virginia  
August 2014

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**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.

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**FINANCIAL POLICY GUIDELINES** - *Continued*  
County of Goochland, Virginia  
August 2014

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**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.

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# **FINANCIAL POLICY GUIDELINES** - *Continued*

**County of Goochland, Virginia**  
**August 2014**

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## **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.

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# **FINANCIAL POLICY GUIDELINES** - *Continued*

**County of Goochland, Virginia**  
**August 2014**

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## **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

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<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

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<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**

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<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

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	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

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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

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	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.