

CITY OF  
CHARLOTTESVILLE



STAY SAFE



OPERATING & CAPITAL IMPROVEMENT

# BUDGET

ADOPTED FOR THE FISCAL YEAR

# 2023/2024

STAY HEALTHY



STAY POSITIVE







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Charlottesville  
Virginia**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morill*

**Executive Director**

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Charlottesville, Virginia for its Annual Budget for the fiscal year beginning July 01, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

*This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*



# CITY OF CHARLOTTESVILLE'S ORGANIZATIONAL VALUES

## LEADERSHIP

We lead with commitment, dedication, and the pursuit of a sustainable and resilient community. We balance the needs and interests of all in our decision making. We clearly communicate our vision and goals throughout the organization. We foster an organizational culture that encourages strategic thinking, initiative and strong performance.

## TRUST

We are accountable to the community for our work. We act ethically and build public trust at all times. We foster open, honest, and direct communication. We are committed to effective stewardship of the City's natural resources and community assets. We perform our duties with attention to fairness, consistency, laws, and policies.

## RESPECT

We appreciate differences and seek diverse input in our public processes. We are inclusive within the organization and in the community. We promote diversity and equity and are mindful of the culture and history of our organization, the City and our community.



## EXCELLENCE

We provide excellent services. We are responsive to requests and seek to implement the most effective approaches to our work. We follow best practices, and we measure the outcomes of our performance. We provide accurate and timely delivery of services.

## CREATIVITY

We value innovation in the pursuit of excellence. We are a solution-oriented, problem solving organization. We share ideas and use collaborative strategies to achieve efficient, effective, community-focused results.

## VISION

*To be one community filled with opportunity.*

## MISSION

*We provide services that promote equity and an excellent quality of life in our community*



# STRATEGIC PLAN

**VISION**

To be one community filled with opportunity

**MISSION**

We provide services that promote equity and an excellent quality of life in our community



## GOAL 1: An Inclusive Community of Self-sufficient Residents

- 1.1 Prepare students for academic and vocational success
- 1.2 Prepare residents for the workforce
- 1.3 Increase affordable housing options
- 1.4 Enhance financial health of residents
- 1.5 Intentionally address issues of race and equity



## GOAL 2: A Healthy and Safe City

- 2.1 Reduce adverse impact from sudden injury and illness and the effects of chronic disease
- 2.2 Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization
- 2.3 Improve community health and safety outcomes by connecting residents with effective resources
- 2.4 Reduce the occurrence of crime, traffic violations and accidents in the community



## GOAL 3: A Beautiful and Sustainable Natural and Built Environment

- 3.1 Engage in robust and context sensitive urban planning and implementation
- 3.2 Provide reliable and high quality infrastructure
- 3.3 Provide a variety of transportation and mobility options
- 3.4 Be responsible stewards of natural resources
- 3.5 Protect historic and cultural resources



## GOAL 4: A Strong, Creative and Diversified Economy

- 4.1 Develop a quality workforce
- 4.2 Attract and cultivate a variety of businesses
- 4.3 Grow and retain viable businesses
- 4.4 Promote tourism through effective marketing



## GOAL 5: A Well-managed and Responsive Organization

- 5.1 Integrate effective business practices and strong fiscal policies
- 5.2 Recruit and cultivate a high quality and diverse workforce
- 5.3 Provide responsive customer service
- 5.4 Foster effective community engagement





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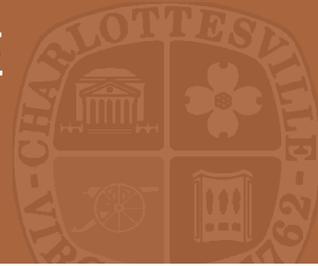
# City Manager's Budget Message





# CITY MANAGER'S BUDGET MESSAGE

FISCAL YEAR 2024 BUDGET



## CITY MANAGER'S MESSAGE

Office of the City Manager  
P.O. Box 911 \* Charlottesville, Virginia \* 22902  
Telephone: (434) 970-3101  
[www.charlottesville.gov](http://www.charlottesville.gov)

April 11, 2023

Mayor and Members of City Council  
City Hall  
Charlottesville, VA 22902

Dear Mayor and Council:  
Honorable Lloyd Snook, Esq., Mayor  
Honorable Juandiego Wade, Vice Mayor  
Honorable Michael Payne, Council Member  
Honorable Brian Pinkston, Council Member  
Honorable Leah Puryear, Council Member  
Dear Mayor Snook and Members of City Council:

In accordance with Section 19 of the City Charter, I am pleased to present to the Charlottesville City Council a proposed budget for the fiscal year beginning July 1, 2023. The adopted General Fund revenue and expenditure estimates both total \$228,433,246, which represents a 7.30% increase from the FY 2023 Budget and is balanced.

I am pleased to continue my work with the City staff on the development of a budget that continues to align with recognized City Council priorities and community expectations. There are many positive economic factors that point to continued growth for Charlottesville. As of December 2022, the City's unemployment rate was 2.4% as compared to 3.0% in Virginia and 3.5% in the nation. The citywide retail vacancy rate is at 4.68% while the downtown area is at 4.21% as of January 2023. The 2023 real estate assessments saw an increase of 12.33% and revenues from sales, meals and lodging tax collections continue to perform strongly. Sales tax is up 3.6%; meals and lodging tax are up 10.80% and 18.57% respectively.

As you may know, the Budget is a financial spending plan for the City government, within a one-year span of time ("fiscal year"). The City's Charter requires a balanced budget (i.e., the total proposed General Fund expenditures—including capital expenditures—cannot exceed the total estimated general fund income for the ensuing fiscal year). Council must not only approve a budget for each fiscal year, Council must formally "appropriate" City revenues to be expended in accordance with the Budget. Also specified in Section 19 of the City Charter, City Council must act by approving an Annual Appropriation Ordinance. Local taxes must be levied in an amount necessary to meet the appropriation.

The City Manager's Proposed Budget for Fiscal Year 2024 Budget is balanced and maintains the current real estate tax rate of \$0.96/\$100. Additionally, there are no other tax increases being recommended.

News of a balanced budget using existing tax revenues and positive economic indicators are all good news for our City. However, management and City Council will continue to be faced with budgetary challenges and our needs and priorities will always exceed the revenue to support everything that we wish to accomplish. However, since the pandemic, the City, like many other local governments has been fortunate to have received a significant amount of one-time funds that it has been able to use to provide substantial investment in the key services for our community. Since July 1, 2022, City Council has appropriated \$37.7M of one-time funds from the American Rescue Plan (ARP) and FY 22 year end surplus. The \$37.7M has been invested in several categories:

Capital Improvements.....	\$10.1M
Prior Year Financial Commitments.....	\$ 6.7M
Community Needs/Resources.....	\$ 6.6M
Organizational Needs/Resources.....	\$ 6.1M
Transit.....	\$ 3.0M
Economic Development.....	\$ 1.8M
Unprogrammed.....	\$ 3.4M

Some examples of specific investments in each category include:

- Capital Improvements \$10.1M – Meadowcreek Trail, additional funds for Safe Routes to Schools, Downtown Mall improvements, emergency generator for City shelter, Equipment Replacement Fund, Facilities Repair Fund, transfer to Capital Improvement Contingency Fund
- Prior Year Financial Commitments \$6.7M – SAFER grant match for 15 additional firefighters, funds for additional debt service for Buford reconfiguration project.
- Community Needs/Resources \$6.6M – Pathways Funds, language access pilot program, land for affordable housing, emergency shelter operations at Premier Circle, Human Rights Commission staffing, affordable housing and homeless services, community health initiatives.
- Organizational Needs/Resources \$6.1M – Software upgrades/replacement, class and compensation study one time uses, fuel price volatility, City Hall Ambassadors, support for Human Resources Department, public safety retention bonuses.
- Transit \$3.0M – Additional buses for Route 6 equity initiative, additional funding for 30 minute headway on routes.
- Economic Development \$1.8M – CACVB funding, BEACON kitchen, community arts and festivals fund.

The \$37.7M of investments is the equivalent of 16.7% of the proposed FY 24 General Fund budget. The use of these funds and this proposed budget continue to represent significant investment in the priorities that Council has set while also ensuring that key services continue to meet the expectations of the community.

**Balancing the Budget**

City departments submitted a total of \$105.3 million in base budget requests for FY 24, which was 6.7% greater than FY 23 adopted departmental budgets. Departments were not given any restrictions on their submissions this year. \$6.1 million in new requests were submitted by departments. \$2.5 million of the new requests were added to the budget for FY 24 including funds for 10 new full-time positions that will help fill critical needs in key areas throughout the organization including Fire, Equity and Inclusion, and Human Resources.

**Revenue Projections**

- Real Estate Taxes- this budget keeps the City's Real Estate Tax rate at 96 cents per 100 dollars of assessed value. The revenue increase for real estate, based on the current rate of 96 cents per 100 dollars assessed value, is \$9.9 million in new revenue over FY 23.

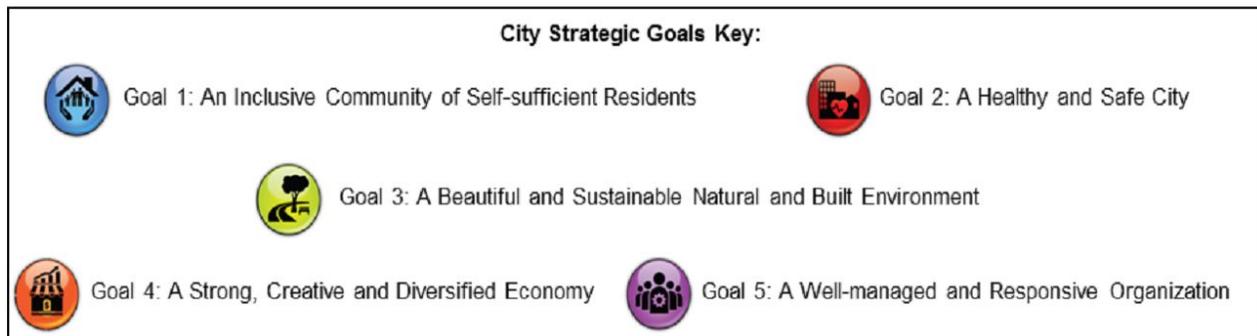
- Meals Tax – This budget keeps the meals tax rate at 6.5%. The Meals Tax revenue collections have continue to show growth and is projected to produce \$18.4 million representing \$1.8 million in new revenue for FY 24.
- Lodging Tax – This budget keeps the lodging tax rate at 8%. This revenue continues its growth trend as it recovers from the pandemic. For FY 24, projections indicate that this revenue source will grow by \$1,300,000 to a total of \$8.3 million.
- Sales and Use Tax continues to rebound and is projected to exceed the FY 2023 adopted budget by \$500,000 or 3.6%

**Other Revenues**

- Personal Property Tax revenue is budgeted to increase by \$600,000 or 5.0% as the unusually high valuations for motor vehicles continue.
- Business Licenses Taxes revenue is projected to increase by \$200,000 or 2.30% in FY 24. In FY 23, this tax revenue saw a large spike as business were recovering from the pandemic but a more modest growth is expected in FY 24.
- City/County Revenue Sharing is increasing by \$170,513 from FY 2023. The formula is based in part on the total real estate assessments of both localities.

**Major Operational and Capital Expenditure Priorities**

The FY 2024 Proposed Budget takes steps that preserves high quality City services, adds to or enhances the services the City is already providing, all the while considering long term sustainability and efficiencies. There is also strong alignment with the City’s Strategic Plan as evidenced by the Goal icons seen throughout the budget document.



**STRATEGIC PLAN PRIORITY AREAS**

**Affordable Housing**

- This budget includes \$8.4M in FY 2024, and over \$34 million in the five year capital program for several affordable housing initiatives, including redevelopment of public housing sites, housing rehabilitation, supplemental rental assistance, Friendship Court redevelopment, and the MACAA and Park Street apartment projects.
- \$1.4 million is budgeted for the Charlottesville Housing Assistance Program (CHAP) and an additional \$1.3 million is budgeted for the elderly and disabled tax and rent relief programs.
- Funding for a new Homelessness Coordinator position is provided. This position will help track and advance efforts to address homelessness.

**Race and Equity**

- Provides additional funding to add a new position to the Office of Equity and Inclusion. The new REDI Coordinator will help advance citywide REDI initiatives.

## **Workforce Development and Economic Development**

- The FY 2024 Proposed Budget continues to invest in the various programs that support both of these priorities, including the Downtown Job Center, Growing Opportunities (GO) workforce development programs, and work done by staff to encourage entrepreneurship, maintain healthy businesses and assist with pandemic recovery.

## **Safety, Security and Preparedness**

- \$514,074 in new funding is provided to create 6 new firefighter positions within the Charlottesville Fire Department. The analysis from the Master Plan Study indicated the need for a relief factor of 3.4 to ensure adequate staffing service delivery. Currently, the department does not meet the recommended staffing levels. Having sufficient personnel reduces the need for overtime to maintain minimum staffing to support our emergency response plan. For the last five years, the department has used nearly a million dollars annually to maintain the necessary staffing to keep fire and EMS units in service. Having sufficient personnel reduces the need for overtime to maintain minimum staffing.
- \$499,143 is budgeted to create the City's first Office of Emergency Management. The budget includes 2 FTEs – an Emergency Coordinator and the Physical Security Specialist which was previously housed in the City Police Department.
- This budget continues funding for the Police Civilian Oversight Board to provide an objective and independent civilian-led oversight of the Charlottesville Police Department.

## **OTHER BUDGET PRIORITIES**

### **Compensation and Benefits**

- This budget maintains the City's commitment to the living wage which will remain at \$15.00 an hour.
- The budget includes a 6% cost of living (COLA) increase for employees.
- A 3% COLA is also funded for retirees
- The Health Care Fund continues strong performance and no changes or premium increases to employee health care are included. However, the City is contributing an additional \$437,000 to offset the increased plan costs for FY 24.
- The gyms subsidy program and all other benefit programs remain funded for FY 2024.

### **Collective Bargaining**

As you know Council passed our first Collective Bargaining Ordinance last fall that authorized the designation of three employee unions upon the effective date of January 1, 2023. The ordinance authorized the selection of a Labor Relations administrator to establish and administer the administrative framework of the ordinance. The Labor Relations administrator has been selected and will issue the procedures for employee organization recognition. It is expected that the first round of bargaining will begin in May and will continue for the first contract past the July 1 beginning of FY 24. Once collective bargaining agreement is reached the cost associated will either be funded with FY 23 surplus in December or in FY 25 beginning July 1, 2024 .

### **City Schools**

Per Va. Code §§ 22.1-94 and 22.1-115 the amount appropriated for public schools may be a specified total [bottom line] amount, or Council may elect to segregate its school appropriation into the following major classifications: (i) instruction, (ii) administration, (iii) pupil transportation, (iv) operation and maintenance, (v) school food services and other noninstructional operations, (vi) facilities, (vii) debt and fund transfers, (viii) technology, and (ix) contingency reserves. Over the years, Council has always elected to appropriate a specified total [bottom line] amount to the schools during the annual budget process.

- This budget continues a very strong commitment to the City Schools. This proposed budget fully funds the School Board's operating request of \$67.1 million.
- Through the City's Capital Improvement Program (CIP), the FY 24 budget provides \$88.8 million in funding to continue the \$1.25 million a year in an unallocated fund that the schools can use for priority capital improvement initiatives of their choice, \$541,060 for the CHS roof replacement, over \$2.1 million for general capital improvement dollars and HVAC replacement and \$84.8 million dollars is provided to fully fund the Buford Reconfiguration project. A total of \$109.6 million is allocated in the 5-year CIP for school related projects.

### **General Fund Transfers to Debt Service and Capital Improvement Program (CIP)**

- The General Fund contribution to the Debt Service Fund is increasing by \$325,982. An amount equivalent to \$0.01 of the total meals tax revenue is allocated to debt service to support the five year CIP and to keep the City within its debt limit policies.
- The City's cash contribution from the General Fund to the CIP is \$7.5 million in FY 2024. \$8.3 million in cash held in the CIP contingency account which was previously funded by year-end surpluses is also programmed to be spent in FY 24. Per the City's financial policy, 3% of total General Fund is used to fund the cash portion of the CIP.

### **Outside and Nonprofit Agencies**

- For FY 24, the Vibrant Community Fund (VCF) process adopted 4 broad funding priority areas: Education and Youth, Health, Jobs and Wages, and Community Safety as well as an Arts and Culture category. This year also continued funding opportunities for startup and developing organizations. Additionally, in keeping with the new procedures for implementation of the recently adopted affordable housing plan, applications relating to funding requests for affordable housing initiatives were directed to apply through the CAHF process instead. For FY 24, \$575,000 of the VCF funding pool was re-allocated to the Charlottesville Affordable Housing Fund (CAHF) in the CIP to help fund this change. For FY 24, \$2,342,653 is allocated in the budget for VCF awards. This represents a \$417,653 increase over the funding amount allocated through the Vibrant Community Fund process for all non-affordable housing related programs in FY 23.
- Of the agencies evaluated by the Office of Budget and Performance Management, major changes are summarized below:
  1. Albemarle/Charlottesville Regional Jail (ACRJ) – increase of \$73,244 to cover the local share of salary increases and market adjustments.
  2. Blue Ridge Juvenile Detention Center (BRJDC) – increase of \$353,299 increase which is determined by a formula determined by utilization in the last 36 months.
  3. Emergency Communications Center – increase of \$76,365. The City's share is showing an increase which is driven primarily by software contract pricing changes, new software annual maintenance costs and hardware maintenance costs for aging systems.  
Jaunt - increase of \$530,151 or 36.7% which is determined by a formula based on increased costs for
  4. operations and capital expenditures.

A synopsis of the proposed FY 24 Budget was published in the Daily Progress, and a public hearing was conducted at the Community Budget Forum on March 22, 2023. After conclusion of the Budget Public Hearing, City Council may add new, or increase, decrease, or strike out items of expenditure. At the end of the Council's review of the proposed Budget, and any Council modifications, the total anticipated expenditures for FY 24 may not exceed the total estimated revenues for the upcoming year.

surplus or deficit of the locality as of the date of the preparation of the budget; and (2) an itemized and complete financial balance sheet for the locality at the close of the last preceding fiscal year.

The work of building and running a City is never over, and we must face the challenges presented while simultaneously taking hold of the opportunities that exist. Those opportunities display the expression of the values of Council and the community as we continue to prioritize the principles of equity, safety and security, a focus on accessibility and affordability of housing, the prioritization of the quality of our public schools, and the need for city wide climate action. Further, we work on beginning to deeply invest in the human capital that can realize those visions through engaging in supporting our City departments and staff that provide key and needed services to all.

Historically, Charlottesville's tradition of sound fiscal management has served and will continue to serve the community during Fiscal Year 2024 as an asset and opportunity. Our sound financial management will continue to move us smoothly through the waning days of the pandemic and allow the City to continue to work in concert with the community to support key priorities, deliver services optimally, and engage in efficient and effective business models.

The work done in FY 22 and 2023 lays a solid foundation to continue to build a service oriented infrastructure to meet the service expectation of the Council and the residents. The investments made in this budget will improve the functioning of government, meet the priorities identified by Council and improve the physical infrastructure of the City.

It is a privilege to serve as the Interim City Manager for Charlottesville at this time, and I appreciate the opportunity to present a balanced budget on behalf of the extremely talented team of employees with the City of Charlottesville, showing how we stand ready to address challenges, seize opportunities, and most importantly serve our community to the best of our abilities.



Sincerely,

Michael C. Rogers, Esq.  
Interim City Manager

# FY 2024 OPERATING REVENUE CHANGES

## **FY 2024 Operating Revenue Changes**

*(Operating Budget FY 2023 to Operating Budget FY 2024)*

<b>Local Taxes</b>	
Real Estate Tax	\$9,915,424
Transient Occupancy (Lodging) Tax	1,300,000
Sales and Use Tax	500,000
Personal Property Tax (Local Portion)	600,000
Meals Tax	1,524,974
Tax on Bank Stock	(42,589)
Short Term Rental	15,000
Other Local Taxes	372,500
Public Service Corporation Tax	41,481
Plastic Bag Tax	40,000
<b>Licenses and Permits</b>	
Business, Professional, Occupational License Fee	\$200,000
Building and Other Permits	(315,000)
Vehicle Licenses	(890,000)
<b>Intergovernmental Revenue</b>	
State Highway Assistance	\$381,863
State Aid for Police Protection	222,630
Reimbursement for Constitutional Officers	220,136
<b>Charges for Services</b>	
Emergency Medical Services (Ambulance) Revenue Recovery	(\$135,000)
PILOT: Utilities Funds	477,680
Other Charges for Services	(102,479)
Internal City Services (Fees from Non General Funds)	(133,931)
Parks and Recreation Revenue	36,570
<b>Misc. Revenue</b>	
Interest Earned	\$470,000
Rent	50,000
<b>Transfers from Other Funds</b>	
Enterprise Parking Fund	(500,000)
<b>City/County Revenue Sharing</b>	
Operating Budget Portion	\$1,243,529
<b>Net Operating Revenue Changes</b>	<b>\$15,401,630</b>

## **FY 2024 Operating Revenue Changes**

*(Operating Budget FY 2023 to Operating Budget FY 2024)*

City/County Revenue Sharing: Transfer to Capital Improvement Program	(\$1,273,016)
Contracted Services with City Schools (Building Maintenance and Pupil Transportation)	943,952
Meals Tax Revenue: Transfer to Debt Service	271,389
<b>Net Designated Revenue Changes</b>	<b>142,325</b>
<b>Total General Fund Revenue Changes</b>	<b>\$15,543,955</b>

# FY 2024 OPERATING EXPENDITURE CHANGES

## FY 2024 Operating Expenditure Changes (Operating Budget FY 2023 to Operating Budget FY 2024)

<b>City Schools</b>	<b>\$ Change</b>
City Contribution to Schools	4,166,170
<b>City Department Service Enhancements and Efficiencies</b>	
Rent and Tax Relief	(445,000)
Voter Registration - Additional Funds for Mailers	12,000
City Attorney - Municode Reference Updates	10,000
	-
<b><i>New Positions for FY 24 (funded in FY 23 using one-time federal funding)</i></b>	-
Fire - 3 Battalion Chiefs	451,461
Human Rights - Investigator	101,233
Human Rights - Admin Support	79,845
Human Resources - Recruiter	92,354
Human Resources - Deputy Director	162,928
Emergency Manager Coordinator	163,146
PCOB Management Analyst	101,233
SAFER Firefighters (15 for April - June)	248,070
City Hall Ambassador	67,000
	-
<b><i>New Positions for FY 24 (funded with new FY 24 revenues)</i></b>	-
REDI Coordinator	67,000
Homelessness Services Coordinator	67,000
Human Resources Sr. Analyst	110,000
6 Additional Fire Fighters	514,074
	-
<b><i>Reclassifications</i></b>	-
Human Resources - Labor Relations Manager (from specialist)	11,114
<b><i>Unfunded Positions</i></b>	-
5 Vacant Police Officer Positions Unfunded	(476,510)
Human Resources - delimited HR Generalist (position # 2829)	(87,193)
<b>Compensation and Benefits</b>	
6% COLA, increase in for Employees (starting July 1, 2023, Fiscal Year 2024)	1,757,519
City Contribution for Healthcare (\$500 per FTE)	277,905
Retirement (same %, higher payroll)	596,494
Employee Comp Study Implementation	850,721
<b>Contributions to Nonprofit and Outside Agencies (Major Changes)</b>	
Albemarle-Charlottesville Regional Jail	73,244
Blue Ridge Regional Detention Center	353,299
Emergency Communications Center	76,365
Blue Ridge Health District	35,082
Pathways	915,484
Jefferson Madison Regional Library	59,339
Jaunt	530,151
Charlottesville - Albemarle Convention and Visitor's Bureau	643,176

<b>Contributions to Nonprofit and Outside Agencies (Major Changes) - continued</b>	
SPCA	25,990
Public Defender's Office	5,171
Virginia Cooperative Extension	11,772
JABA	15,960
Small Business Development Center	(78)
Sister City Commission	15,000
TJPDC	2,687
Central VA Partnership for Economic Development	816
Virginia Career Works - Piedmont Region	2,164
Vibrant Community Fund	417,653
Jefferson School African American Heritage Center	186,993
Violence Prevention Programs	200,000
CRHA - Staffing for Resident Services	100,000
AHIP Operational Funding	225,000
PHAR	40,000

<b>Interagency Transfers</b>	
Transfer to Debt Service	163,684
Transfer to CAT	311,349

<b>Other Changes</b>	
Other Decreases and Increases (Net)	(233,292)
Cost of Fuel Increases	47,618
Information Technology - Computer and Infrastructure Replacement	64,258
Vehicle Repairs/Maintenance	328,686
Vehicle Replacement Funds	1,472,350
Contractual Increases	899,972
Utilities	108,993
Software Lic/Maintenance	107,571
Rent	(23,240)
Council Strategic Initiatives	(150,000)
Citywide Reserve	(530,151)
	-

<b>Net Operating Expenditure Changes</b>	<b>\$15,401,630</b>
--	---------------------

**FY 2024 Designated Expenditure Changes**

*(Designated Budget FY 2023 to Designated Budget FY 2024)*

	<b>\$ Change</b>
Transfer to Capital Improvement Program Fund	(1,273,016)
Transfer to Services with City Schools - Building Maintenance	528,135
Transfer to Services with City Schools - Pupil Transportation	415,817
Transfer to Debt Service Fund (Meals Tax Portion)	271,389
Transfer to Facilities Repair Fund	200,000

<b>Net Designated Expenditure Changes</b>	<b>142,325</b>
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<b>Total General Fund Expenditure Changes</b>	<b>\$15,543,955</b>
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# FY 2024 CITY COUNCIL AMENDMENTS

## City Council Amendments to the City Manager's FY 2024 Proposed General Fund Budget

<b>Manager's Recommended FY 24 Revenue Estimates</b>	<b>\$ 226,239,155</b>
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**Amendments to FY 24 Revenue Estimates**

*Increase Revenues*

**Taxes**

Personal Property Tax	100,000
Penalty and Interest on Delinquent Taxes	285,000
Transient Room Tax	900,000
Meals Tax	600,000

**Licenses and Permits**

Business & Professional Licenses	200,000
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**Designated Revenues**

Meals Tax Designated to Debt Service (\$0.01)	109,091
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<b>Total Revenue Amendments</b>	<b>\$ 2,194,091</b>
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<b>Total Amended FY 24 General Fund Revenue Estimates</b>	<b>\$ 228,433,246</b>
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<b>Manager's Recommended FY 24 Expenditures</b>	<b>\$ 226,239,155</b>
---	-----------------------

**Amendments to FY 24 Expenditures**

*Increase Expenditures*

**Outside and Nonprofits Agencies**

Jefferson School African American Heritage Center	186,993
Public Defender	1,724
Voter Registration	12,000
PHAR	40,000
Child Health Partnership	126,400
AHIP Operational Funding	225,000
Pathways	500,000
ReadyKids - Counseling Program	26,000
ReadyKids - Healthy Families Program	19,000
CRHA Staffing for Resident Services	100,000
Municode	10,000
Employee Comp Study Implementation	850,721
Violence Prevention Programs - TBD	200,000
OAR - Drug Court and Therapeutic Docket	19,279
Free Clinic	26,974

*Decrease Expenditures*

Council Strategic Initiatives	(150,000)
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<b>Total Expenditure Amendments</b>	<b>\$ 2,194,091</b>
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<b>Total Amended FY 24 General Fund Expenditure Estimates</b>	<b>\$ 228,433,246</b>
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**City Council Amendments to the City Manager's  
FY 2024 Proposed Capital Improvement Program Budget**

<b>Manager's Recommended FY 24 Revenue Estimates</b>	<b>\$ 98,912,381</b>
--	----------------------

**Amendments to FY 24 Revenue Estimates**

***Increase Revenues***

Contribution from Schools - Fund Balance	1,500,000
CIP Contingency	1,425,000
Bond Sales	14,548,798

<b>Total Revenue Amendments</b>	<b>\$ 17,473,798</b>
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<b>Total Amended FY 24 Capital Improvement Fund Revenue Estimates</b>	<b>\$ 116,386,179</b>
---	-----------------------

<b>Manager's Recommended FY 24 Expenditures</b>	<b>\$ 98,912,381</b>
---	----------------------

**Amendments to FY 24 Expenditures**

***Increase Expenditures***

School Reconfiguration Project	13,473,798
LED Streetlight Conversion Project	600,000
Stribling Sidewalk	750,000
Invasive Plant Removal	75,000
Bypass Fire Station	2,000,000
City Hall Lobby Renovation	575,000

<b>Total Expenditure Amendments</b>	<b>\$ 17,473,798</b>
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<b>Total Amended FY 24 Capital Improvement Fund Expenditures</b>	<b>\$ 116,386,179</b>
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# Introduction & General Budget Information





# CHARLOTTESVILLE CITY COUNCIL

FISCAL YEAR 2024 BUDGET



## CHARLOTTESVILLE CITY COUNCIL

Charlottesville voters, at large, elect a five-member Council to serve as the City's legislative and governing body. The members serve four-year terms, and they elect one Councilor to serve as Mayor and one as Vice Mayor for two years. Municipal elections are held in November in odd-numbered years. The terms of Council members are staggered so that three are elected in one year and two are elected two years later. The Mayor presides over meetings, calls special meetings, makes some appointments to advisory boards, and serves as the ceremonial head of government. The Vice Mayor substitutes whenever the Mayor is unavailable. City Council appoints the City Manager, City Assessor, the Council Chief of Staff/Clerk of Council, and members of major policing making Boards and Commissions.

Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation. It has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, and provides payment of public debts.

LLOYD SNOOK: MAYOR



JUANDIEGO WADE: VICE MAYOR



LEAH PURYEAR:  
COUNCILOR



MICHAEL PAYNE:  
COUNCILOR



BRIAN PINKSTON:  
COUNCILOR



## CONTACT INFORMATION

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**City Council (All Members):** [council@charlottesville.gov](mailto:council@charlottesville.gov)

- Lloyd Snook, Mayor: [lsnook@charlottesville.gov](mailto:lsnook@charlottesville.gov)
- Juandiego Wade, Vice Mayor: [wadej@charlottesville.gov](mailto:wadej@charlottesville.gov)
- Michael Payne: [mpayne@charlottesville.gov](mailto:mpayne@charlottesville.gov)
- Brian Pinkston: [pinkstonb@charlottesville.gov](mailto:pinkstonb@charlottesville.gov)
- Leah Puryear: [puryearl@charlottesville.gov](mailto:puryearl@charlottesville.gov)

### **City Manager**

Michael C. Rogers  
(434) 970-3101  
[cityman@charlottesville.gov](mailto:cityman@charlottesville.gov)

### **Chief of Staff/Clerk of Council**

Kyna Thomas  
(434) 970-3113  
[thomaskn@charlottesville.gov](mailto:thomaskn@charlottesville.gov)

### **Mailing Address**

P.O. Box 911  
Charlottesville, VA 22902

### **Charlottesville City Council Website**

• [www.charlottesville.gov/677/City-Council](http://www.charlottesville.gov/677/City-Council)

### **Charlottesville Budget Office Website**

• [www.charlottesville.gov/budget](http://www.charlottesville.gov/budget)

# BUDGET PROCESS & CALENDAR

FISCAL YEAR 2024 BUDGET



## INTRODUCTION TO THE BUDGET

This Fiscal Year 2023-2024 budget for the City of Charlottesville provides our community with an interactive and engaging way to understand the City's budget allocations. Use this site to browse the budget details for departments, agencies and projects that are planned for the next year.

We hope this document is easy to read, interpret, and use in understanding the City's budget. Our goal is to provide a straightforward document that presents the citizens of Charlottesville with a clear explanation of how their tax dollars are helping to support a variety of quality services and programs. Our online Budget Explorer is also available ([www.charlottesville.gov/budget](http://www.charlottesville.gov/budget)) and provides actual expenditure and revenue details for the current year.

## THE BUDGET PROCESS

### **Capital Improvement Program (CIP) Development**

For a detailed description of this process, see the Capital Improvement Program section.

### **Operating Budget – Expenditure and Revenue Development**

The City's operating budget process begins in the fall when departments prepare their budget requests. Around this time, the City Manager presents the City's long-term financial forecast, Budget Guidelines, and Long-term Financial Policies to City Council. Based on the available forecasts, City Council formally amends and/or adopts the Budget Guidelines and Long-Term Financial Policies. Council also holds budget work sessions throughout the fall and early winter to provide further guidance to staff in budget preparation.

From late September to mid-January, departmental budget requests and agency budget requests are submitted to the Office of Budget and Performance Management and reviewed individually with each department by the Budget Review Team (BRT). The BRT consists of the City Manager, Deputy City Managers, Budget Director, and Finance Director.

Estimated revenue forecasts are finalized by the Revenue Team simultaneous with the development of the expenditure budgets. The Revenue Team is made up of the City Manager, Deputy City Managers, City Treasurer, Commissioner of Revenue, Director of Economic Development, Finance Director and Budget Director.

The City Manager's Proposed Budget, along with the School's Budget, is presented to City Council at the first Council meeting in March. The City is required to present a balanced budget where revenues (money that is received from taxes, fees, intergovernmental sources, etc.) equal expenditures. A series of City Council work sessions and public hearings are held during the months of March and

April. The City and School budget is formally adopted by City Council each year no later than April 15th.

## FY 2024 BUDGET CALENDAR

<u>Topic</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
<b>Council Work Session</b> <i>Budget Development</i>	October 17, 2022	4:00 PM	Council Chamber
<b>Planning Commission Work Session</b> <i>FY24-28 Capital Improvement Program</i>	November 22, 2022	5:00 PM	City Space
<b>Planning Commission Public Hearing</b> <i>FY24-28 Capital Improvement Program</i>	December 13, 2022	6:30 PM	City Space
<b>City Manager Budget Forum</b>	January 31, 2023	6:00 PM	Carver Rec Center
<b>Council Work Session</b> <i>Budget Development</i>	February 2, 2023	5:00 PM	City Space
<b>Council/School Board Work Session</b>	February 8, 2023	5:00 PM	CATEC
<b>Proposed City and Adopted School Budgets Presented to Council</b>	March 6, 2023	6:30 PM	Council Chamber
<b>Council Work Session</b> <i>FY 2024 Budget – Revenues and Expenses</i>	March 9, 2023	6:00 PM	City Space
<b>Council Work Session</b> <i>FY 2024 Budget – Outside and Non-profit Agencies</i>	March 16, 2023	6:00 PM	City Space
<b>First Tax Rate Public Hearing</b>	March 20, 2023	6:30 PM	Council Chamber
<b>Community Budget Forum – First Public Hearing on the Budget</b>	March 22, 2023	6:00 PM	City Space
<b>Council Work Session</b> <i>FY 2024 Budget – Capital Improvement Program</i>	March 30, 2023	6:00 PM	City Space
<b>Second Public Hearing Budget and Tax Rate/ First Reading FY 24 Budget Ordinance and Annual Appropriation and Tax Rate/Tax Levy Ordinance</b>	April 3, 2023	6:30 PM	Council Chamber
<b>Council Work Session</b> <i>FY 2024 Budget – Budget Wrap Up</i>	April 6, 2023	6:00 PM	City Space
<b>Second Reading and Approval: FY 24 Budget Ordinance and Annual Appropriation and Tax Rate/Tax Levy Ordinance</b>	April 11, 2023	5:30 PM	Council Chamber

## ACKNOWLEDGEMENTS

As with many of the programs of the City of Charlottesville, the development of the budget takes team effort. The Office of Budget and Performance Management, with the City Manager's Office, develops

the budget with the assistance of many other individuals in the City government. This acknowledgment identifies a number of the key individuals who shared in the development of this budget. Many others who assisted are not individually identified. We thank all of you!

- Interim City Manager: Michael C. Rogers
- Deputy City Managers: Ashley Reynolds Marshall, Samuel Sanders, Jr.
- Budget Office: Krisy Hammill, Brian Ray
- Charlottesville Area Transit: Garland Williams, Barry Herring, Janice Woodson
- City Manager's Office: Terry Bentley, Teresa Pollak
- Circuit Court: Llezelle Dugger
- City Attorney's Office: Allyson Davies
- City Sheriff: James Brown, Kara Thomas
- Chief of Staff/Clerk of Council: Kyna Thomas
- Commissioner of the Revenue: Todd Divers
- Communications Office: David Dillehunt
- Economic Development: Chris Engel
- Finance Department: Chris Cullinan, Glen Pack, Jeffrey Davis, Vernice Grooms, Gail Hassmer, Charles Philippin
- Fire Department: Michael Thomas, Mike Rogers
- General District Court: Mary Trimble
- General Registrar: Taylor Yowell
- Human Resources: Chris Baudo
- Human Services: Misty Graves, Hunter Smith
- Information Technology: Steve Hawkes
- Juvenile & Domestic Relations Court / Court Services Unit: Martha Carroll, Stephanie Bunch, Tammy Gallimore
- Magistrate's Office: Avnel Coates
- Neighborhood Development Services: James Freas, Missy Creasy, Sharon Patterson
- Social Services: Sue Moffett, Laura Morris
- Parks and Recreation: Dana Kasler, Rion Anthony, Will Bassett
- Police Department: Michael Kochis, Tito Durette, Steve Knick, Holly Bittle
- Public Works: Stacy Smalls, Jonathan Dean, Scott Hendrix, Kristel Riddervold, Harold Young, Mark Zavicar
- Treasurer: Jason Vandever, Chad Thorne
- Utilities: Lauren Hildebrand, Mary Kay Kotelec

# GENERAL BUDGET INFORMATION & BUDGET ORGANIZATION

FISCAL YEAR 2024 BUDGET



## THE PURPOSE OF BUDGETING

Budgeting has several major purposes. First and foremost, the budget must be balanced which means total revenues must equal total expenditures. Budgeting is also a formal way to convert the City's long-range plans and policies into services and programs for the citizens of the City of Charlottesville. The budget also details these services and programs in terms of costs. The City's budget informs the City Council and the public of the City government's plans for the coming fiscal year (**July 1, 2023 - June 30, 2024**) and provides the Council with the opportunity to review and decide the level of services to be provided to our citizens.

Budgeting also outlines the revenues (taxes, fees, and others) that are needed to support the City's services, including the rate of taxation to be adopted for the coming fiscal year. Finally, the budget adopted by City Council becomes a work plan of objectives to be accomplished over the coming year.

## THE BASIS OF BUDGETING

The basis of budgeting for the City of Charlottesville is the same as the basis of accounting used in the governmental fund financial statements. All budgets are presented on the modified accrual basis of accounting, under which revenues and related assets are recorded when measurable and available to finance operations during the year, and expenditures, other than compensated absences and interest on debt, are recorded as the related fund liabilities are incurred. Revenues considered prone to accrual consist primarily of property taxes, certain grants, and sales and utility taxes. Any property taxes that are not due as of June 30th are recorded as deferred revenues. Budgets for City and School operations, Utilities and Debt Service are adopted on an annual basis. Budgets for the Capital Projects Fund and Other Funds are continuing appropriations beyond the fiscal year. It is the intention of the City Council that appropriations for capital projects continue until completion of the project. Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

## THE CITY'S FUND STRUCTURE

The City's financial management system is divided into several funds. A separate sum of money is set aside for each fund. Funds are established for special program groups which usually have specific revenue sources associated with their expenditures. The City's major funds, which are subject to appropriation by City Council, are:

1. General Fund (Operating)
2. Enterprise Funds (Utilities and Golf Funds)
3. Capital Improvement Program Fund
4. Internal Service Funds
5. Other Non-General Funds

**The General Fund** is usually referred to as the operating fund and is used to finance the day-to-day operations of the City. It is the largest part of the City's total financial operation. Revenues for this fund are obtained from taxes, licenses, and permits, intergovernmental revenue, charges for services, fines, interest, and City/County Revenue Sharing funds.

**Enterprise Funds** consist of the operating and capital budgets of the Gas, Water, Stormwater and Wastewater programs in the City. Other enterprise funds include the Golf Course, Charlottesville Area Transit, and Parking Fund. These funds account for each of their respective operations as if they were each a separate, self-supporting business.

The **Capital Improvement Program Fund** is used to account for all financial resources that are needed in the acquisition or construction of capital assets. Revenues for this fund are obtained from bond issues, a transfer from the General Fund, a contribution from the City Schools for their small capital projects program, and contributions from Albemarle County for shared projects.

**Internal Service Funds** are governmental funds that consist of the operating and minor capital budgets of the Communication systems and Fleet Management. These funds primarily provide services and support to other City departments and are used to account for the goods and services provided by one department to other departments or agencies on a cost-reimbursement basis.

**Other Non-General Funds** include the following:

- Equipment Replacement Fund – The City's fleet consists of 650 vehicles and pieces of equipment, 462 of which are replaced using this fund. The other 188 are Utilities, Fire apparatus and Social Services vehicles replaced by other means.
- Facilities Repair Fund – Provides funding to preserve the City's investment in non-school facilities.
- Retirement Fund – This is a trust (fiduciary) fund supported by contributions paid by the City, based on actuarial calculations, that provides City employees with a pension to supplement social security benefits upon retirement.
- Risk Management Fund – Provides accounting for the City's risk management program.
- Debt Service Fund – Provides necessary funds to retire the City's general government outstanding bond indebtedness and related costs.
- Health Care Fund – The Health Care Fund is the funding source for the City's health related benefits provided to participants in the City's health care programs.

## BUDGET AND FUND APPROPRIATION

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An annual operating budget is adopted for the General Fund. Within the General Fund, budgets are legally adopted at the departmental level. The City Manager is authorized to transfer the budget for personnel cost (salaries and fringe benefits), if necessary, between departments; however, any other revisions that alter the total expenditures of any department or agency must be approved by City Council with an appropriation. Unexpended appropriations lapse at the end of the fiscal year unless carried over by Council action. Budgets for City and School operations, Utilities and Debt Service are adopted on an annual basis. Budgets for the Capital Projects Fund and Other Funds are continuing appropriations beyond the fiscal year. It is the intent of the City Council that appropriations for capital projects continue until completion of the project and that funds accumulated in the Debt Service Fund be dedicated to future debt service.

## LEGAL BUDGETING REQUIREMENTS

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### City Code Sec. 11-1

The City Manager shall keep the Council fully advised of the City's financial condition and shall, on or before March fifteenth in each year, prepare and submit to the Council a tentative budget for the next fiscal year. Such budget shall be in conformity with the provisions of the Charter and of this Code and the general law and shall contain estimates of the financial needs and resources of the City for such fiscal year and a program of activities which in the City Manager 's judgment will best meet the needs of the City and its people, considering resources available.

### City Code Sec. 11-2

The council shall cause to be prepared by the City Manager an annual budget containing all proposed expenditures and estimated revenues and borrowing for the ensuing year, and at least thirty (30) days thereafter shall order a city levy as provided for by state law and sections 14, 19 and 20 of the Charter. The Council shall adopt or approve the annual budget and shall make such city levy prior to April fifteenth in each year.

# FUND MATRIX

The following matrix illustrates the alignment between the City's operational departments and the City's major operational funds.

		City of Charlottesville Major Funds									
		General Fund	Social Services Fund	Human Services Fund	Info. Tech. Fund	Golf Fund	Transit Fund	Risk Mgmt Fund	Ware-house Fund	Utilities Funds	Fleet Fund
City of Charlottesville Operational Departments	CITY COUNCIL/CLERK OF COUNCIL	•									
	OFFICE OF THE CITY MANAGER	•									
	OFFICE OF THE CITY ATTORNEY	•									
	OFFICE OF THE GENERAL REGISTRAR	•									
	FINANCE DEPARTMENT	•						•	•	•	
	HUMAN RESOURCES DEPARTMENT	•									
	INFORMATION TECHNOLOGY DEPARTMENT	•			•						
	OFFICE OF THE COMMISSIONER OF REVENUE	•									
	OFFICE OF THE CITY TREASURER	•									
	DEPARTMENT OF SOCIAL SERVICES		•								
	DEPARTMENT OF HUMAN SERVICES			•							
	NEIGHBORHOOD DEVELOPMENT SERVICES	•									
	OFFICE OF HUMAN RIGHTS	•									
	PARKS AND RECREATION DEPARTMENT	•					•				
	PUBLIC WORKS DEPARTMENT: ADMINISTRATION/FACILITIES DEVELOPMENT/FACILITIES MANAGEMENT	•								•	
	PUBLIC WORKS DEPARTMENT: PUBLIC SERVICE/FLEET	•									•
	CHARLOTTESVILLE AREA TRANSIT						•				
	UTILITIES DEPARTMENT: GAS/WATER/WASTEWATER/STORMWATER	•								•	
	OFFICE OF THE CITY SHERIFF	•									
	OFFICE OF THE COMMONWEALTH ATTORNEY	•									
	COURTS AND OTHER SUPPORT SERVICES	•									
	FIRE DEPARTMENT	•									
	POLICE DEPARTMENT	•									
	SCHOOL OPERATIONS: PUPIL TRANSPORTATION & SCHOOL BUILDING MAINTENANCE	•									

## BUDGET GUIDELINES (AS ADOPTED BY COUNCIL)

Each fall, Budget Office staff presents five-year revenue and expenditure forecasts (pg. B-15) and a draft set of Budget Guidelines for the upcoming fiscal year that Council will formally adopt. This assists the City Manager's Office and the Office of Budget and Performance Management in planning and preparing a balanced budget by establishing broad goals that guide decision making for the upcoming and future fiscal years.

- Annually review major local tax rates.
- Develop operational budgets within projected available revenues.
- Focus on Council's Strategic Vision Areas and Strategic Plan Goals
- Continue to incorporate the use of performance measures to assist in making decisions that support budget priorities related to the City's Strategic Plan, the goal being to use measures as a management and decision-making tool during the budget process. (See Below)
- Continue the strong commitment to education by allocating up to 40% of new City real estate and property tax revenue to schools.
- Invest strategically in employees by providing adequate pay, benefits, training, technology resources, support, and appreciation.
- Annually review the amount of the living wage being paid by the City to its employees and continue to require the payment of a living wage under City contracts subject to City Code sec. 22-9.
- Fund no new programs or major expansion of existing programs without fully offsetting revenues or reductions in expenditures.
- Balance reinvestment in the City's existing infrastructure and facilities and creation of new opportunities for investing in the future of the City.
- Conduct the Vibrant Community Fund process to evaluate agency requests for program congruence with Council's strategic areas.
- Transfer at least 3% of general fund expenditures to the Capital Improvement Fund (CIP).
- Budget a reserve for Council Strategic Initiatives.
- Budget a Fund Balance Target Adjustment pool of funds to help ensure that the City continues to meet the important financial policy of maintaining an unappropriated fund balance in the General Fund.

### 2025 VISION AREAS

1. Economic Sustainability
2. A Center for Lifelong Learning
3. Quality Housing Opportunities for All
4. Charlottesville Arts and Culture
5. A Green City
6. America's Healthiest City
7. A Connected Community
8. Community of Mutual Respect
9. Smart, Citizen Focused Government

### STRATEGIC PLAN GOALS

1. An Inclusive Community of Self-Sufficient Residents
2. A Healthy and Safe City
3. A Beautiful & Sustainable Natural & Built Environment
4. A Strong, Creative and Diversified Economy
5. A Well-managed and Responsive Organization

# FINANCIAL MANAGEMENT & OTHER POLICIES

FISCAL YEAR 2024 BUDGET



## LONG-TERM FINANCIAL POLICIES

The Long-Term Financial Policies are reviewed by City Council each year along with the Budget Guidelines. These policies support a financial planning process that assesses the long-term financial implications of operating and capital budgets.

- **Minimum Fund Balance Policy:** Maintain a minimum General Fund balance of at least 14% of General Fund budget. This policy provides the City with sufficient working capital and a margin of financial safety to address unforeseen, one-time expenditure emergencies or significant unforeseen declines in revenues in a specific fiscal year. In the event of a drawdown, the reserve must be replenished to the 14% level within three years.
- **Downturn Reserve Policy:** Maintain a minimum Downturn Reserve Fund balance of no less than 3% of General Fund budget. Drawdown of this reserve can occur if revenues decline by more than 1.5% of current fiscal year estimate and will be limited to less than half of the balance of the Downturn Reserve Fund. In the event of a drawdown, the reserve must be replenished to the 3% level within three years.
- **Working Capital Policy:** Maintain sufficient working capital in the utility funds (Water, Wastewater, Gas, Stormwater).
- **Fund Balance Policy (Non-General Funds):** Stabilize all non-general funds by ensuring they have a positive fund balance.
- **Debt Service Policy:** Debt service as a percentage of the general fund total expenditure budget has a ceiling of 10%, with a target of 9%. In calculating compliance with this ratio, the City will exclude debt serviced by dedicated revenues, i.e., self-supporting debt.
- **Meals Tax Policy:** Transfer an amount equivalent to 1 percent of the meals tax rate to the Debt Service Fund to be used for debt service.

## INVESTMENT POLICY

The City's Investment Policy has been established by the Treasurer (an elected "constitutional officer") of the City of Charlottesville and is designed to ensure effective management of the day-to-day investment activity for the City and to increase non-tax revenues by investing funds when not needed for current obligations. The objectives of the policy are as follows:

1. All investments shall be in compliance with the Code of Virginia Sections §2.2-4400 et seq. and §2.2-4500 et seq. and Trust Agreements, where applicable.
2. The cash management and investment activities of the City shall be conducted in a manner which is consistent with prevailing prudent business practices which may be applied by other public organizations of similar size and financial resources.
3. All investments and deposits will be managed to accomplish the following fundamental goals:
  - **Safety of Principal** - The single most important objective of the investment program is the preservation of principal of those funds within the Investment Portfolio.
  - **Maintenance of Liquidity** - The Investment Portfolio will be always managed with sufficient liquidity to meet all daily and seasonal needs, as well as to fund special projects and other operational requirements which are either known or which might reasonably be anticipated.
  - **Maximizing Return** - The Investment Portfolio shall be managed to maximize the return on investments within the context and parameters set forth by the safety and liquidity objectives above.

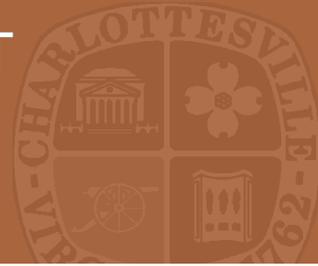
# Major Budget Highlights & Summaries





# MAJOR HIGHLIGHTS OF THE BUDGET

FISCAL YEAR 2024 BUDGET



## BALANCING THE BUDGET

This budget continues to provide substantial investment in the services that our residents, businesses, and visitors have come to expect from the City of Charlottesville. It makes some reasonable choices all while we continue to look at efficiencies and making every effort to preserve and improve the services provided by our departments.

## GENERAL FUND REVENUES

- Real Estate Tax revenue is budgeted to generate \$9.9 million in new revenue over FY 23, for a total of \$99.4 million. The general reassessment resulted in residential assessments increasing by 11.94% and commercial assessments increasing by 12.89%. City Council approved a \$0.01 real estate tax rate increase with the FY 23 budget which raised the City's real estate tax rate from \$0.95 per \$100 of assessed value to the current rate of \$0.96 per \$100 of assessed value. There are no tax increases proposed for FY 24.
- Sales and Use Tax is projected to increase by \$500,000 or 3.6% from FY 23. The last few years saw larger growth trends year over year as revenues continued to surpass pre-pandemic levels. Although the increase for FY 24 is lower than in previous years, trends continue to indicate a strong performance as we reset to a more normal annual growth rate.
- Personal Property Tax revenue is budgeted to increase by \$600,000 or 5.0%. Due to COVID and recent supply chain issues, market values, particularly for used motor vehicles, were unusually high in FY 23. Industry experts believe these valuation increases will gradually return to lower or more normal values over the next few years. For FY 24, the City's personal property will remain at \$4.20 per \$100 of assessed value. The increased values decrease the percentage of the Personal Property Tax Relief (PPTRA) that can be provided.
- Business Licenses Tax revenue is currently projected at \$8.9 million which represents a \$200,000 or 2.30% increase over FY 23. Indicators continue to project strong gross receipts for local businesses in FY 24, although, some caution is being exercised as the impacts of rising inflation is currently unknown locally.
- Transient Occupancy (Lodging) Tax is budgeted to increase \$1,300,000 or 18.57% over FY 23. A recent law change which now allows collection and remittance of the tax by accommodations intermediaries on behalf of their hosts is also contributing to the anticipated increase.
- Meals Tax revenue collections have continued to show improvement throughout FY 22 and FY 23. Last year, City Council increased the tax rate 0.5% moving the rate from 6.0% to 6.5%. The FY 24

projection for this revenue is \$18.4 million, an increase of approximately \$1.8 million from the FY 2023 projections.

## GENERAL FUND EXPENDITURE HIGHLIGHTS

### STRATEGIC PLAN PRIORITY AREAS

#### Affordable Housing

- This budget includes \$8.4M in FY 24, and over \$34M in the five-year capital program for several affordable housing initiatives, including redevelopment of public housing sites, supplemental rental assistance and MACAA and Park Street apartment projects.
- \$1,360,000 in funding is budgeted to provide homeowner assistance grants to qualifying City residents who own property in the City. For FY 24, eligibility requirement for the household income threshold is \$60,000 or less and the maximum assessed value for the Charlottesville Homeowner Assistance Program (CHAP) program will increase to \$459,073.
- In addition, the Rent Relief for Elderly and Disabled programs will receive \$1,265,000 in funding for FY 24.
- Funding for a new Homelessness Coordinator position is provided. This position will help track and advance efforts to address homelessness.

#### Race and Equity

- \$155,000 is included and continues to fund a grant match for the Food Equity program.
- Provides additional funding to add a new position to the Office of Equity and Inclusion. The new REDI Coordinator will help advance citywide REDI initiatives.

#### Workforce Development and Economic Development

- The FY 24 Budget continues to invest in the various programs that support both priorities, including the Downtown Job Center, Growing Opportunities (GO) workforce development programs, the Home to Hope program, job fairs and community events, and work done by staff to promote Charlottesville as a premier location for business, collaborate with entrepreneurs and existing businesses who are seeking to grow here.

#### Safety & Security

- Civilian Police Oversight Board (PCOB) remains fully funded and adds one additional Management Analyst FTE.
- \$335,997 was added to fund the City's first Office of Emergency Management and a new FTE for the Emergency Manager Coordinator. The Physical Security Specialist position will also be transferred from the Police Department to this new office.

### OTHER BUDGET AREAS

#### Compensation and Benefits

- The living wage for FY 24 will remain at \$15.00 an hour and a 6% cost of living increase (COLA) is included for active employees.
- There are no changes to the employee healthcare plans or premiums and the gym subsidy program fully funded in FY 24.

- The required annual contribution to the City's Pension fund is fully funded and 3% COLA for Retirees is provided. The retirement costs for both the defined benefit and the defined contribution plans total \$19,167,056.

### City Schools

- This budget continues a commitment to the City Schools by fully funding the requested local contribution amount of \$67,092,134. In FY 22 and FY 23, the School Board used one-time Federal CARES funds to balance their budget. However, the City's contribution for FY 24 is increasing by \$4.2M and will fully eliminate the gap and reliance on one-time funds.
- Through the City's Capital Improvement Program (CIP), \$90.3 million is funded for school capital improvements in FY 24 which fully funds the Buford School reconfiguration project. \$111.1 million is planned for school projects over the next 5 years.

### General Fund Transfers to Debt Service and Capital Improvement Program (CIP).

The General Fund contribution to the Debt Service Fund is \$13.4 million to support the five-year CIP and to keep the City within its debt limit policies. This represents a \$325,982 increase over the FY 23 budget. A portion of the increase (\$162,298) is the result of meals tax revenue growth being projected for FY 24 and the City's financial policy that designates the equivalent of \$0.01 of the meals tax revenue to the debt service fund.

### Outside and Nonprofit Agencies

For FY 23, the Vibrant Community Fund process adopted 4 broad funding priority areas: Education and Youth, Health, Jobs and Wages, and Community Safety as well as an Arts and Culture category. This year also continued funding opportunities for startup and developing organizations. Additionally, in keeping with the new procedures for implementation of the recently adopted affordable housing plan, applications relating to funding requests for affordable housing initiatives were directly to apply through the CAHF process instead. For FY24, \$575,000 of the VCF funding pool was re-allocated to the Charlottesville Affordable Housing Fund (CAHF) in the CIP to help fund this change. For FY 24, \$2,342,653 is allocated in the budget for VCF awards. This represents a \$417,653 increase over the funding amount allocated through the Vibrant Community Fund process for all non-affordable housing related programs in FY 23.

The Pathways Fund provides emergency financial assistance and prior to FY 24 was part of VCF funding. However, since FY 21, one-time federal funds were allocated to this program to help address increased needs because of the pandemic. In FY 21 and FY 22 the Pathways Fund distributed approximately \$1.5M each year and it is anticipated that the funds needed in FY 23 will be of a similar amount. While funding the program at the same levels is unsustainable without the additional federal funds, this budget attempts to continue address these needs by allocating \$500,000 in local funds to support this program. Although the funding amount of \$1,000,000 represents a funding decrease for the Pathways Fund levels of the last two years, this amount represents a significant increase (\$915,484) in the General Fund Budget.

# BUDGET SUMMARY

FISCAL YEAR 2024 BUDGET



## GENERAL FUND

Revenues by Revenue Type (General Fund)

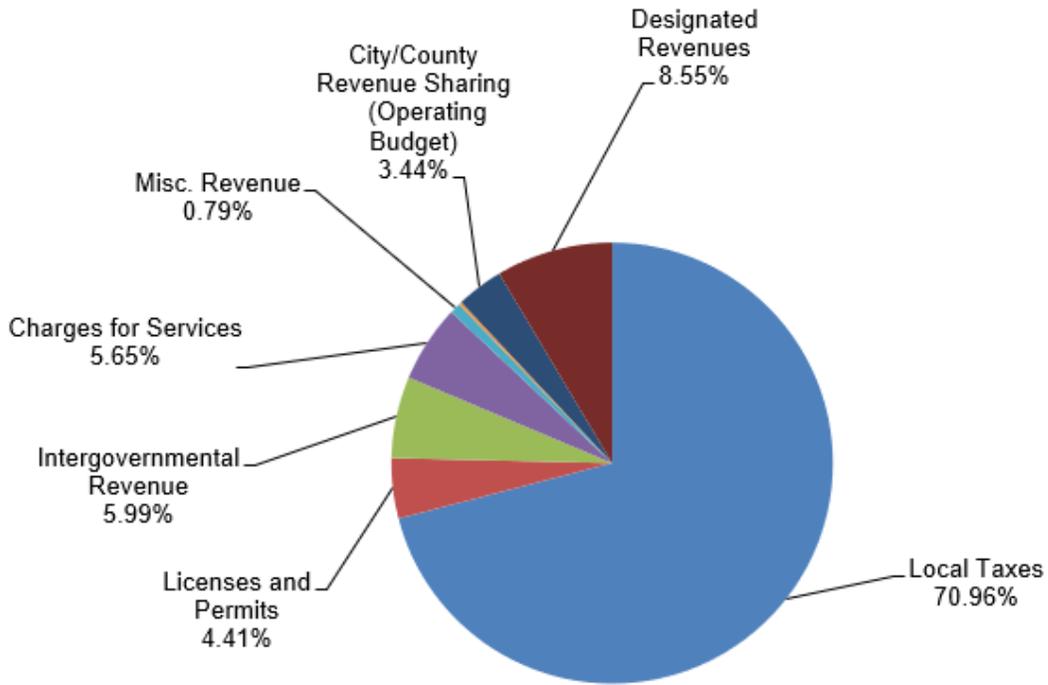
	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Total Revenues</b>							
<b>Taxes</b>							
Real Estate Tax	\$74,175,355	\$79,793,696	\$85,287,083	\$89,487,993	\$99,403,417	\$9,915,424	11.08%
Penalty/RE Tax	\$280,312	\$265,912	\$388,086	\$230,000	\$350,000	\$120,000	52.17%
Interest/Del Tax RE	\$74,793	\$117,273	\$110,538	–	\$100,000	\$100,000	–
PP Tax	\$9,669,081	\$9,163,369	\$11,928,586	\$12,000,000	\$12,600,000	\$600,000	5.00%
Penalty/PP Tax	\$242,043	\$170,706	\$204,643	–	\$190,000	\$190,000	–
Interest/Del Tax PP	\$76,578	\$62,180	\$66,101	\$185,000	\$60,000	-\$125,000	-67.56%
Public Serv Tax	\$1,457,867	\$1,542,920	\$1,587,537	\$1,589,086	\$1,630,567	\$41,481	2.61%
Sales Tax (State Allocation)	\$11,497,058	\$12,202,161	\$14,526,660	\$13,900,000	\$14,400,000	\$500,000	3.59%
Util Tax	\$4,491,485	\$4,477,998	\$4,611,301	\$4,600,000	\$4,600,000	\$0	0.00%
Meals Tax	\$12,600,643	\$11,032,143	\$15,925,582	\$16,640,000	\$18,436,363	\$1,796,363	10.79%
Lodging Tax	\$5,049,858	\$3,792,490	\$7,222,710	\$7,000,000	\$8,300,000	\$1,300,000	18.57%
Tax/Bnk Stk	\$1,057,296	\$1,244,963	\$1,225,370	\$1,200,000	\$1,157,411	-\$42,589	-3.54%
Wills Tax	\$795,323	\$853,716	\$1,058,718	\$725,000	\$725,000	\$0	0.00%
Rolling Stk Tax	\$18,940	\$16,995	\$15,006	\$18,040	\$18,040	\$0	0.00%
Sh Term Rental Tax	\$53,955	\$24,145	\$63,548	\$60,000	\$75,000	\$15,000	25.00%
Cig Tax	\$641,494	\$602,077	\$355,991	\$550,000	\$550,000	\$0	0.00%
Record Tax	\$157,168	–	–	–	\$0	\$0	–
Auto Daily Rental	\$87,286	\$91,896	\$177,488	\$82,500	\$170,000	\$87,500	106.06%
VA Comm tax	\$2,654,196	\$2,357,526	\$2,288,232	\$2,125,000	\$2,125,000	\$0	0.00%
Sales Tax (Collected)	\$4,172	-\$3,837	-\$137	–	–	\$0	–
<b>TAXES TOTAL</b>	<b>\$125,084,903</b>	<b>\$127,808,326</b>	<b>\$147,043,043</b>	<b>\$150,392,619</b>	<b>\$164,890,798</b>	<b>\$14,498,179</b>	<b>9.64%</b>
Licenses and Permits	\$10,861,944	\$10,221,980	\$10,807,685	\$11,140,000	\$10,069,000	-\$1,071,000	-9.61%
Charges for Services	\$3,919,513	\$3,167,729	\$3,804,142	\$4,883,035	\$4,992,486	\$109,451	2.24%
<b>Intergovernmental Revenue</b>							
State Hwy Assist	\$4,200,152	\$4,263,654	\$4,361,506	\$4,263,654	\$4,645,517	\$381,863	8.95%
Reimb/Constit Office	\$1,760,733	\$1,780,441	\$1,969,514	\$1,755,297	\$1,975,433	\$220,136	12.54%
Police Assistance	\$2,238,352	\$2,306,265	\$2,238,568	\$2,238,352	\$2,460,982	\$222,630	9.94%
Trailer Titling Tax	\$1,620	\$1,830	\$1,995	\$1,200	\$1,200	\$0	0.00%
State Assist	\$12,809	\$49,835	\$34,208	\$50,000	\$50,000	\$0	0.00%
State/Fed Pass Thru	–	\$0	\$0	–	–	\$0	–
St/Fed Pass Thu Cap	\$0	\$0	–	–	–	\$0	–
P2P Veh Share Tax	–	\$1,148	\$7,164	–	–	\$0	–
Skill Game Dist	–	\$127,872	\$11,232	–	–	\$0	–
Emerg Med Serv	\$1,586,346	\$1,413,043	\$1,188,459	\$900,000	\$765,000	-\$135,000	-15.00%
PPTRA Rev	\$3,498,256	\$3,498,256	\$3,498,256	\$3,498,256	\$3,498,256	\$0	0.00%
Fed Assistance	–	\$0	\$0	–	–	\$0	–
Fed-COVID19 Revenue	\$58,201	–	–	–	–	\$0	–
Rev Sharing-Alb	\$14,199,607	\$14,589,313	\$15,411,834	\$15,545,227	\$15,715,740	\$170,513	1.09%
Fire Dept Rev-Alb	\$214,051	\$202,013	\$213,189	\$200,000	\$200,000	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Rev/Albemarle	\$106,765	\$124,961	\$232,553	\$90,159	\$95,305	\$5,146	5.70%
Rev/Fluvanna	\$22,290	\$22,290	\$23,214	\$3,325	\$0	-\$3,325	-100.00%
Rev/Greene	-	\$2,418	\$2,418	\$2,418	\$0	-\$2,418	-100.00%
Rev/Goochland	\$4,500	\$4,500	\$4,500	\$4,500	\$0	-\$4,500	-100.00%
Rev/Nelson	\$1,800	\$1,800	\$1,800	\$1,800	\$0	-\$1,800	-100.00%
Rev/Louisa	\$2,116	\$4,231	\$4,231	\$4,231	\$0	-\$4,231	-100.00%
Rev/Charlottesville	-	-	-	\$5,742	\$0	-\$5,742	-100.00%
Rev/Othr Local Gov't	\$53,700	\$53,700	\$53,700	\$56,200	\$0	-\$56,200	-100.00%
Rev/City Schools	\$0	\$0	\$0	\$3,566,673	\$3,982,490	\$415,817	11.65%
UVA Serv Charge	\$76,878	\$74,027	\$78,822	\$73,578	\$73,578	\$0	0.00%
Paym/Lieu	\$5,776,201	\$5,822,319	\$6,159,628	\$6,293,888	\$6,771,568	\$477,680	7.58%
UVA fire Service	\$336,721	\$315,463	-	\$353,000	\$353,000	\$0	0.00%
UVA Misc Revenue	\$392,771	\$65,701	\$226,034	\$183,801	\$194,543	\$10,742	5.84%
School Bus Charters	\$119,465	-	\$16,578	-	\$0	\$0	-
School Bus Dept Rent	-	-	\$250	-	-	\$0	-
Sch Bus School Trips	\$23,800	-	\$19,297	-	\$0	\$0	-
Other Grants	-	\$26,971	-	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$34,687,134</b>	<b>\$34,752,051</b>	<b>\$35,758,947</b>	<b>\$39,091,301</b>	<b>\$40,782,612</b>	<b>\$1,691,311</b>	<b>4.32%</b>
Miscellaneous Revenue	\$2,552,123	\$1,199,626	\$831,156	\$1,271,100	\$1,869,621	\$598,521	47.08%
Parking	-\$547	\$559	\$25,146	-	-	\$0	-
IT Revenue	\$765,909	\$765,909	\$841,888	\$871,275	\$560,633	-\$310,642	-35.65%
Warehouse Revenue	\$40,765	\$31,621	\$8,194	-	\$0	\$0	-
Transfers	\$8,795,722	\$7,323,310	\$7,823,146	\$5,239,961	\$5,268,096	\$28,135	0.53%
<b>TOTAL REVENUES TOTAL</b>	<b>\$186,707,466</b>	<b>\$185,271,112</b>	<b>\$206,943,347</b>	<b>\$212,889,291</b>	<b>\$228,433,246</b>	<b>\$15,543,955</b>	<b>7.30%</b>

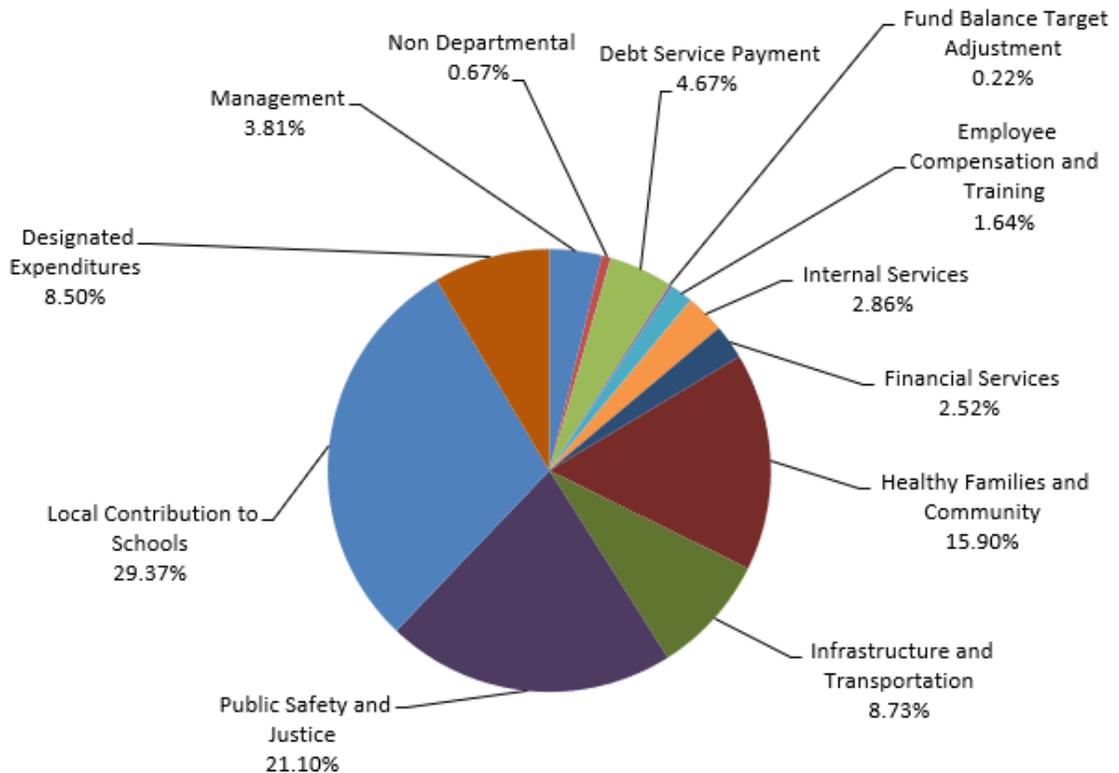
Expenditures by Functional Area (General Fund)

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Financial Services</b>							
Commissioner of Revenue	\$3,260,398	\$3,087,508	\$3,130,200	\$2,194,212	\$2,883,332	\$689,120	31.40%
City Treasurer							
City Treasurer	\$1,335,693	\$1,290,707	\$1,461,016	\$1,511,063	\$1,688,697	\$177,633	11.75%
Contribution to Char City Schools	\$57,834,623	\$58,709,623	\$58,709,623	\$62,925,964	\$67,092,134	\$4,166,170	6.62%
<b>CITY TREASURER TOTAL</b>	<b>\$59,170,316</b>	<b>\$60,000,330</b>	<b>\$60,170,639</b>	<b>\$64,437,027</b>	<b>\$68,780,831</b>	<b>\$4,343,803</b>	<b>6.74%</b>
Finance Department	\$2,601,982	\$2,526,429	\$2,526,545	\$2,872,001	\$3,022,982	\$150,981	5.25%
<b>FINANCIAL SERVICES TOTAL</b>	<b>\$65,032,697</b>	<b>\$65,614,267</b>	<b>\$65,827,384</b>	<b>\$69,503,240</b>	<b>\$74,687,145</b>	<b>\$5,183,905</b>	<b>7.45%</b>
<b>Healthy Families &amp; Community</b>							
Social Services Department	-	-	-	\$2,395,000	\$1,360,000	-\$1,035,000	-43.21%
Human Services	-	-	-	-	\$0	\$0	-
Parks and Recreation	\$10,167,420	\$8,298,798	\$10,489,018	\$12,366,689	\$12,896,374	\$529,685	4.28%
Neighborhood Development Services	\$3,910,247	\$2,090,864	\$2,487,613	\$3,059,752	\$2,958,119	-\$101,634	-3.32%
Non Departmental - Agencies	\$17,606,258	\$17,008,115	\$16,564,858	\$17,053,224	\$20,408,019	\$3,354,795	19.67%
<b>HEALTHY FAMILIES &amp; COMMUNITY TOTAL</b>	<b>\$31,683,924</b>	<b>\$27,397,776</b>	<b>\$29,541,488</b>	<b>\$34,874,665</b>	<b>\$37,622,512</b>	<b>\$2,747,846</b>	<b>7.87%</b>
<b>Infrastructure &amp; Transportation</b>							
Public Works Department	\$16,125,579	\$17,179,574	\$18,603,309	\$22,222,638	\$24,536,112	\$2,313,474	10.41%
<b>INFRASTRUCTURE &amp; TRANSPORTATION TOTAL</b>	<b>\$16,125,579</b>	<b>\$17,179,574</b>	<b>\$18,603,309</b>	<b>\$22,222,638</b>	<b>\$24,536,112</b>	<b>\$2,313,474</b>	<b>10.41%</b>
<b>Internal Services</b>							
Information Technology Department	\$2,649,081	\$2,478,727	\$2,876,829	\$3,821,947	\$4,101,178	\$279,231	7.30%
Human Resources Department							
Human Resources Department	\$968,223	\$1,051,771	\$992,437	\$1,488,354	\$1,869,836	\$381,482	25.63%
Employee Compensation	\$215,087	\$1,489,751	\$202,434	\$1,142,762	\$3,751,002	\$2,608,240	228.24%
City Wide Training	\$75,883	\$40,784	\$7,596	-	-	\$0	-
<b>HUMAN RESOURCES DEPARTMENT TOTAL</b>	<b>\$1,259,193</b>	<b>\$2,582,306</b>	<b>\$1,202,467</b>	<b>\$2,631,116</b>	<b>\$5,620,838</b>	<b>\$2,989,722</b>	<b>113.62%</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$3,908,273</b>	<b>\$5,061,033</b>	<b>\$4,079,296</b>	<b>\$6,453,063</b>	<b>\$9,722,016</b>	<b>\$3,268,953</b>	<b>50.65%</b>
<b>Management</b>							
Mayor and City Council	\$672,574	\$823,304	\$696,583	\$582,686	\$598,386	\$15,700	2.69%
City Manager's Office	\$4,213,713	\$3,882,543	\$4,090,464	\$6,468,527	\$7,254,326	\$785,799	12.14%
City Attorney's Office	\$964,746	\$892,079	\$934,852	\$1,227,335	\$1,068,506	-\$158,829	-12.94%
Elections	\$576,448	\$643,955	\$615,445	\$754,715	\$708,412	-\$46,303	-6.13%
<b>MANAGEMENT TOTAL</b>	<b>\$6,427,481</b>	<b>\$6,241,881</b>	<b>\$6,337,345</b>	<b>\$9,033,264</b>	<b>\$9,629,631</b>	<b>\$596,367</b>	<b>6.60%</b>
<b>Public Safety &amp; Justice</b>							
Circuit Court	\$873,688	\$839,272	\$855,620	\$934,445	\$982,107	\$47,662	5.10%
General District Court	\$18,120	\$13,369	\$19,361	\$23,366	\$25,522	\$2,156	9.22%
Juvenile and Domestic Relations Court	\$364,523	\$333,185	\$208,662	\$356,139	\$365,462	\$9,323	2.61%
Commonwealth Attorney	\$1,118,202	\$1,088,890	\$1,213,549	\$1,294,067	\$1,326,861	\$32,794	2.53%
City Sheriff	\$1,496,992	\$1,303,937	\$1,536,577	\$1,586,315	\$1,735,780	\$149,466	9.42%
Police Department	\$17,187,066	\$16,596,838	\$17,609,242	\$20,169,730	\$20,458,669	\$288,939	1.43%
Fire Department	\$12,811,099	\$12,428,220	\$14,229,328	\$14,132,245	\$15,552,906	\$1,420,662	10.05%
<b>PUBLIC SAFETY &amp; JUSTICE TOTAL</b>	<b>\$33,869,691</b>	<b>\$32,603,711</b>	<b>\$35,672,340</b>	<b>\$38,496,307</b>	<b>\$40,447,308</b>	<b>\$1,951,001</b>	<b>5.06%</b>
<b>Transfers to Other Funds</b>							
Interfund Transfers	\$31,413,604	\$23,982,718	\$33,529,036	\$32,306,113	\$31,788,523	-\$517,590	-1.60%
<b>TRANSFERS TO OTHER FUNDS TOTAL</b>	<b>\$31,413,604</b>	<b>\$23,982,718</b>	<b>\$33,529,036</b>	<b>\$32,306,113</b>	<b>\$31,788,523</b>	<b>-\$517,590</b>	<b>-1.60%</b>
<b>Total Expenses</b>	<b>\$188,461,249</b>	<b>\$178,080,960</b>	<b>\$193,590,197</b>	<b>\$212,889,291</b>	<b>\$228,433,246</b>	<b>\$15,543,955</b>	<b>7.30%</b>

## General Fund Revenues



## General Fund Expenditures



# OTHER DEPARTMENTAL FUNDS

Revenues by Fund (Other Departmental Funds)

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Total Revenues</b>							
Social Services Fund	\$14,327,650	\$13,731,782	\$13,903,173	\$15,786,965	\$15,907,753	\$120,788	0.76%
Human Services Fund	\$5,410,997	\$5,167,347	\$5,249,951	\$6,751,701	\$6,928,697	\$176,996	2.62%
Children's Services Act (CSA) Fund	\$7,947,942	\$6,955,047	\$6,346,649	\$8,444,864	\$8,344,864	-\$100,000	-1.18%
Transit Fund	\$9,679,803	\$10,722,326	\$11,351,694	\$11,024,410	\$14,286,170	\$3,261,760	29.58%
Golf Course Fund	\$940,170	\$1,143,776	\$1,218,000	\$1,089,216	\$1,206,440	\$117,224	10.76%
Water Fund Operations	\$12,622,567	\$12,374,493	\$13,784,051	\$19,976,705	\$18,970,991	-\$1,005,714	-5.03%
Water Fund Debt Service	\$1,797,730	\$14,576,337	\$6,861,398	\$1,800,000	\$1,800,000	\$0	0.00%
Wastewater Operations Fund	\$15,635,135	\$19,828,852	\$15,544,055	\$17,423,392	\$17,926,007	\$502,615	2.88%
Wastewater Debt Service Fund	\$3,032,176	\$3,282,746	\$5,037,941	\$3,000,000	\$3,000,000	\$0	0.00%
Gas Operations Fund	\$21,369,814	\$26,184,920	\$36,439,514	\$32,161,083	\$32,632,290	\$471,207	1.46%
Gas Debt Service Fund	\$351,508	\$328,018	\$327,525	-	\$0	\$0	-
Stormwater Operations	\$2,034,647	\$2,094,381	\$2,070,015	\$1,944,572	\$1,944,572	\$0	0.00%
Stormwater Debt Service	\$42,556	\$17,767	\$23,298	\$129,683	\$129,683	\$0	0.00%
Stormwater CIP	\$679,683	\$5,421,082	\$2,195,875	\$1,500,000	\$2,224,698	\$724,698	48.31%
Information Technology Fund	\$1,389,173	\$1,386,383	\$1,412,952	\$1,649,187	\$1,978,346	\$329,159	19.95%
Warehouse Fund	\$1,014,360	\$933,790	\$786,591	\$165,323	\$201,779	\$36,456	22.05%
Risk Management Fund	\$2,427,573	\$2,345,118	\$2,520,609	\$3,945,931	\$4,240,188	\$294,257	7.45%
Fleet Fund	\$1,590,068	\$1,916,575	\$2,767,828	\$1,415,205	\$1,527,332	\$112,127	7.92%
<b>TOTAL REVENUES TOTAL</b>	<b>\$102,293,550</b>	<b>\$128,410,739</b>	<b>\$127,841,120</b>	<b>\$128,208,237</b>	<b>\$133,249,810</b>	<b>\$5,041,573</b>	<b>3.93%</b>

Expenditures by Fund (Other Departmental Funds)

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Total Expenses</b>							
Social Services Fund	\$14,327,650	\$13,731,782	\$13,903,173	\$15,786,965	\$15,907,753	\$120,787	0.76%
Human Services Fund	\$7,123,364	\$5,494,948	\$5,526,538	\$6,751,701	\$6,928,696	\$176,995	2.62%
Children's Services Act (CSA) Fund	\$7,906,052	\$6,797,302	\$6,314,216	\$8,444,864	\$8,344,864	-\$100,000	-1.18%
Transit Fund	\$9,679,803	\$10,722,327	\$11,355,264	\$11,024,410	\$14,286,170	\$3,261,760	29.58%
Golf Course Fund	\$970,418	\$1,016,069	\$1,051,363	\$1,089,216	\$1,179,646	\$90,430	8.30%
Water Fund Operations	\$15,436,152	\$14,906,178	\$16,551,863	\$15,857,828	\$17,735,485	\$1,877,657	11.84%
Water Fund Debt Service	\$2,152,740	\$2,260,744	\$2,660,013	\$2,769,801	\$3,035,506	\$265,705	9.59%
Wastewater Operations Fund	\$16,291,805	\$16,477,123	\$16,285,401	\$17,802,650	\$18,034,820	\$232,170	1.30%
Wastewater Debt Service Fund	\$2,997,476	\$3,071,817	\$3,009,695	\$3,921,365	\$2,891,187	-\$1,030,178	-26.27%
Gas Operations Fund	\$22,142,390	\$25,270,915	\$32,688,797	\$32,211,083	\$32,632,290	\$421,207	1.30%
Gas Debt Service Fund	\$126,926	\$56,784	-	-	\$0	\$0	-
Stormwater Operations	\$1,569,820	\$1,637,839	\$1,631,523	\$1,944,572	\$1,944,572	\$1	0.00%
Stormwater Debt Service	\$419,090	\$500,130	\$746,505	\$752,632	\$854,381	\$101,749	13.51%
Stormwater CIP	\$2,242,929	\$1,525,359	\$1,365,071	\$1,500,000	\$1,500,000	\$0	0.00%
Information Technology Fund	\$1,793,518	\$854,957	\$907,888	\$1,649,187	\$1,978,346	\$329,159	19.95%
Warehouse Fund	\$998,811	\$933,536	\$830,525	\$165,323	\$201,779	\$36,456	22.05%
Risk Management Fund	\$2,406,986	\$2,847,071	\$2,099,357	\$3,945,931	\$4,240,188	\$294,256	7.45%
Fleet Fund	\$2,001,974	\$2,409,335	\$3,149,508	\$1,415,205	\$1,527,332	\$112,127	7.92%
<b>TOTAL EXPENSES TOTAL</b>	<b>\$110,587,901</b>	<b>\$110,514,217</b>	<b>\$120,076,700</b>	<b>\$127,032,733</b>	<b>\$133,223,015</b>	<b>\$6,190,282</b>	<b>4.87%</b>

Revenue by Revenue Type (Other Departmental Funds)

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Total Revenues</b>							
Taxes	-\$26	-\$988	\$465	\$500	\$500	\$0	0.00%
Licenses and Permits	\$11,608	\$4,212	\$14,588	\$20,000	\$20,000	\$0	0.00%

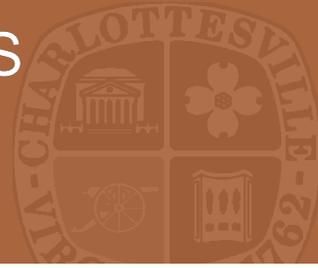
	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Charges for Services	\$2,068,864	\$1,262,512	\$1,103,905	\$5,469,085	\$5,983,555	\$514,470	9.40%
Intergovernmental Revenue	\$28,744,989	\$28,263,304	\$28,375,314	\$30,608,727	\$34,188,478	\$3,579,751	11.69%
Transit Revenue	\$357,118	\$80,040	\$80,040	\$80,040	\$84,900	\$4,860	6.07%
Utility Revenue	\$52,236,332	\$55,980,321	\$67,742,053	\$60,671,696	\$60,639,804	-\$31,892	-0.05%
Miscellaneous Revenue	\$530,698	\$883,799	\$1,646,129	\$140,190	\$198,940	\$58,750	41.90%
Golf Revenue	\$752,485	\$1,083,191	\$1,120,902	\$1,011,776	\$1,127,000	\$115,224	11.38%
IT Revenue	\$1,385,623	\$1,386,383	\$1,409,502	\$1,450,587	\$1,508,384	\$57,797	3.98%
Fleet Revenue	\$1,065,160	\$1,879,483	\$2,767,828	\$424,401	\$295,327	-\$129,074	-30.41%
Warehouse Revenue	\$1,115,053	\$1,020,102	\$945,185	\$165,323	\$214,779	\$49,456	29.91%
Debt Service Revenue	–	\$22,614,401	\$8,587,910	\$8,725,000	\$9,449,698	\$724,698	8.30%
Transfers	\$14,025,645	\$13,953,978	\$14,047,298	\$19,440,912	\$19,538,445	\$97,533	0.50%
<b>TOTAL REVENUES TOTAL</b>	<b>\$102,293,550</b>	<b>\$128,410,739</b>	<b>\$127,841,120</b>	<b>\$128,208,237</b>	<b>\$133,249,810</b>	<b>\$5,041,573</b>	<b>3.93%</b>

Expenditures by Functional Area (Other Departmental Funds)

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Financial Services	\$10,142,300	\$10,770,559	\$10,594,076	\$13,469,353	\$13,013,353	-\$456,000	-3.38%
Healthy Families & Community	\$30,327,483	\$27,040,101	\$26,795,291	\$32,072,747	\$32,360,959	\$288,213	0.89%
Infrastructure & Transportation	\$68,324,599	\$71,853,006	\$81,779,445	\$79,841,446	\$85,870,356	\$6,028,909	7.55%
Internal Services	\$1,793,518	\$854,957	\$907,888	\$1,649,187	\$1,978,346	\$329,159	19.95%
Management	–	–	–	–	–	–	–
Public Safety & Justice	–	–	–	–	–	–	–
Transfers to Other Funds	–	-\$4,407	–	–	–	\$0	–
<b>Total Expenses</b>	<b>\$110,587,901</b>	<b>\$110,514,217</b>	<b>\$120,076,700</b>	<b>\$127,032,733</b>	<b>\$133,223,015</b>	<b>\$6,190,282</b>	<b>4.87%</b>

# EXPLANATION OF FY 2024 REVENUES

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Services provided by the City of Charlottesville are funded by a variety of revenue sources: local, state, federal, and other intergovernmental revenue. When preparing revenue estimates for the budget, a team of staff reviewed prior year revenue activity, current year to date activity, and future factors that will affect the City’s economic vitality. City staff uses a variety of revenue projection techniques to ensure the accuracy of the revenue projections.

- Informed/Expert Judgment (e.g., the advice of a department head)
- Deterministic Techniques (e.g., formulaic revenues)
- Time Series Techniques (e.g., moving averages and predictive statistics)
- Estimates from the Commonwealth of Virginia (e.g., transfer payments)
- Long Term Forecasting (e.g., looking five years out at the start of the budget process to better plan for future revenue conditions and expenditure needs)

In practice, most revenue projections combine two or more of these techniques. Generally, the amount of revenue available to the City depends on current and future economic activity. Below is a listing of the major revenue sources for the City of Charlottesville, which collectively make up approximately 90% of the total General Fund revenue collected by the City of Charlottesville.

## MAJOR REVENUE SOURCES

Revenue Source	FY 2024 Projection	% of General Fund Total Revenues
Real Estate Taxes	\$99,403,417	43.5%
City/County Revenue Sharing	15,715,740	6.9%
Meals Tax	18,436,363	8.1%
Sales & Use Taxes	14,400,000	6.3%
Personal Property Taxes	12,600,000	5.5%
State Assistance	9,168,132	4.0%
Business & Professional Licenses	8,900,000	3.9%
Payment in Lieu of Taxes: Utilities	6,746,568	3.0%
Transient Occupancy Tax	8,300,000	3.6%
Utility Services Consumer Tax	4,600,000	2.0%
PPTRA	3,498,256	1.5%
Virginia Communications Sales & Use Tax	2,125,000	0.9%
Recreation Income	1,509,269	0.7%
Public Service Corporation Taxes	1,630,567	0.7%
<b>TOTAL</b>	<b>\$207,033,312</b>	<b>90.6%</b>

# MAJOR LOCAL REVENUES - DESCRIPTIONS & TRENDS



FISCAL YEAR 2024 BUDGET

## REAL ESTATE TAXES

Real Estate Taxes are the largest source of revenue for the City. They are ad valorem taxes based on the assessed value of real property owned by businesses, individuals, and corporations. They are assessed at 100% valuation, with tax rates being applied per \$100 of assessed value. General assessment increases accounted for \$9.9 million or 71.4% of new revenue for the FY 24 budget. The adopted tax rate for FY 24 is \$0.96 per \$100 of assessed value.

Trend - Real Estate Tax

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Real Estate Tax	\$70,263,898	\$74,175,355	\$79,793,696	\$85,287,083	\$89,487,993	\$99,403,417
<b>TOTAL</b>	<b>\$70,263,898</b>	<b>\$74,175,355</b>	<b>\$79,793,696</b>	<b>\$85,287,083</b>	<b>\$89,487,993</b>	<b>\$99,403,417</b>

## CITY / COUNTY REVENUE SHARING

City/County Revenue Sharing is based on an agreement between the City of Charlottesville and the County of Albemarle dated February 17, 1982. The agreement requires the County to contribute a portion of its real property tax base to the City in exchange for the City's agreement to forgo annexation of any County property. The FY 24 transfer from the County is calculated in part from the CY 21 total assessed values for real property for the City and County. Most of this revenue is dedicated to projects and operations that benefit City and County residents alike, including replacement of transit infrastructure and transportation improvements, enhancements to parks and recreation facilities and programs, public safety enhancements, and road and infrastructure maintenance.

Trend - City County Rev Share

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Rev Sharing-Alb	\$15,696,360	\$14,199,607	\$14,589,313	\$15,411,834	\$15,545,227	\$15,715,740
<b>TOTAL</b>	<b>\$15,696,360</b>	<b>\$14,199,607</b>	<b>\$14,589,313</b>	<b>\$15,411,834</b>	<b>\$15,545,227</b>	<b>\$15,715,740</b>

## SALES & USE TAX

Sales and Use Taxes are revenues received by the City from 1-cent of the 5.3-cent State sales tax generated within the City. The Sales Tax rate is 5.3% for general sales purchases and 1% for non-prepared foods. Trends continue to indicate a strong growth. The General Assembly originally adopted a second rate for non-prepared foods of 2.3% (with 1% dedicated to school funding and 1%

distributed directly to the locality) in 2005 and then voted to decrease this rate to 1% on January 1, 2023. (with the 1% formerly dedicated to school funding replaced by other State revenue).

Trend - Sales Tax

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Sales Tax (State Allocation)	\$11,876,599	\$11,497,058	\$12,202,161	\$14,526,660	\$13,900,000	\$14,400,000
Sales Tax (Collected)	\$568	\$4,148	-\$4,826	\$328	\$500	\$500
<b>TOTAL</b>	<b>\$11,877,168</b>	<b>\$11,501,206</b>	<b>\$12,197,335</b>	<b>\$14,526,988</b>	<b>\$13,900,500</b>	<b>\$14,400,500</b>

## MEALS TAX

Meals Tax is assessed on the sales price of prepared food and beverages sold in the City. 1-cent of the tax rate is dedicated to the Debt Service Fund to pay off the future debt of bond issuances used to pay for capital projects. In FY 23, Council increased the tax 0.5%. The FY 24 projection for this revenue is \$18.4 million which represents an increase of \$1.8 million or 10.8% over the FY 23 budget. The FY 24 adopted tax rate is 6.5%.

Trend - Meals Tax

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Meals Tax	\$12,212,802	\$12,600,643	\$11,032,143	\$15,925,582	\$16,640,000	\$18,436,363
<b>TOTAL</b>	<b>\$12,212,802</b>	<b>\$12,600,643</b>	<b>\$11,032,143</b>	<b>\$15,925,582</b>	<b>\$16,640,000</b>	<b>\$18,436,363</b>

## PERSONAL PROPERTY TAXES

Personal Property Taxes are levied on vehicles owned by individuals and businesses, as well as tangible property owned by businesses. Property values have dramatically increased due to pandemic related factors including inventory shortages and supply chain issues. As a result, FY 23 saw a significant revenue increase. The current tax rate of \$4.20 per \$100 of assessed value remains unchanged. For FY 24, the budget reflects an increase of \$600,000 or 5.0% over FY 23.

Trend - Personal Property Tax

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
PP Tax	\$9,310,203	\$9,669,081	\$9,163,369	\$11,928,586	\$12,000,000	\$12,600,000
<b>TOTAL</b>	<b>\$9,310,203</b>	<b>\$9,669,081</b>	<b>\$9,163,369</b>	<b>\$11,928,586</b>	<b>\$12,000,000</b>	<b>\$12,600,000</b>

## STATE ASSISTANCE

State Assistance consists of four major revenue items: Constitutional Officer Reimbursement, which is determined by the State Compensation Board on an annual basis for the elected official offices, including the Treasurer, Commissioner of Revenue, Sheriff, Clerk of the Circuit Court, and Commonwealth’s Attorney; State Highway Assistance is highway maintenance funds received from the State based on a formula which includes road type, lane miles, and rate of payment per lane mile; State Aid for Police Protection, where the amount of revenue received by the localities is based upon a proportional formula that uses the adjusted crime rate index for the locality as its base. For FY24 in total these revenue sources are projected to remain level to the FY23 Adopted budget until more information on the State budget is released.

Trend - State Assistance

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
State Assist	\$19,864,014	\$19,174,543	\$18,589,629	\$25,450,076	\$19,801,873	\$19,981,891
<b>TOTAL</b>	<b>\$19,864,014</b>	<b>\$19,174,543</b>	<b>\$18,589,629</b>	<b>\$25,450,076</b>	<b>\$19,801,873</b>	<b>\$19,981,891</b>

## LICENSES & PERMITS

Licenses and Permits are a category of revenues collected from permits and privilege fees required by the City. The largest of these sources is the Business and Professional Licenses, which is a local license fee imposed on owners who operate a business within the City. The fee is assessed based on the reported gross receipts of the business applying for the license. The impacts of inflation related to the national economy remain unknown. Therefore, the projections for FY 24 are estimated at \$10.1 million, which represents a 9.08% decrease from the FY 23 budget. The decrease is largely the result of City Council's decision to eliminate the Vehicle License Fee.

Trend - Licenses & Permits GF

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Business Lic	\$8,540,881	\$8,169,497	\$7,648,188	\$8,712,415	\$8,700,000	\$8,900,000
Veh Lic Fee	\$902,902	\$965,343	\$949,985	\$875,041	\$890,000	\$0
Bldg Perm	\$650,243	\$517,726	\$481,187	\$308,682	\$424,000	\$424,000
Parking Perm	\$180,450	\$520,718	\$599,315	\$322,610	\$375,000	\$90,000
Elect Perm	\$217,585	\$262,475	\$223,529	\$237,448	\$230,000	\$230,000
Plumbing Perm	\$75,823	\$80,791	\$59,735	\$59,412	\$126,000	\$70,000
Site Plans	\$76,821	\$100,430	\$59,375	\$75,012	\$75,000	\$50,000
Mall Vending Perm	\$112,687	\$67,203	\$38,120	\$31,004	\$78,000	\$78,000
Mech Perm	\$47,666	\$44,343	\$45,577	\$49,570	\$100,000	\$85,000
Permit Sys Maint Fee	\$33,985	\$29,920	\$28,827	\$27,700	\$35,000	\$35,000
Erosion Cntrl Perm	\$37,125	\$27,525	\$19,700	\$26,975	\$29,500	\$29,500
Temp use Permits	\$20,500	\$16,300	\$13,800	\$24,100	\$13,800	\$13,800
Home Occupation	\$10,800	\$20,700	\$11,230	\$17,925	\$15,000	\$15,000
Cert of Occupancy Fee	\$54,646	\$1,866	\$60	\$2,400	\$8,500	\$8,500
Bar Applications	\$8,275	\$5,450	\$7,500	\$5,350	\$12,000	\$12,000
Subdivisions	\$13,460	\$4,880	\$4,800	\$10,730	\$8,000	\$8,000
Sign Perm	\$8,750	\$8,325	\$4,475	\$6,625	\$8,000	\$8,000
Zoning Compliance	\$8,400	\$6,300	\$5,425	\$7,975	\$5,000	\$5,000
Dog Lic	\$9,024	\$7,164	\$2,940	\$3,583	\$4,000	\$4,000
Stop Work Order	\$112	\$0	\$15,208	\$1,228	\$0	\$0
ERB	\$1,050	\$975	\$800	\$775	\$1,500	\$1,500
Fldplain Dev Permit	\$900	\$1,100	\$1,100	\$0	\$0	\$0
Vacant Bldg Reg Fees	\$0	\$0	\$0	\$75	\$1,200	\$1,200
Small Cell Fac Fees	\$100	\$2,000	\$0	\$0	\$0	\$0
Alley Closings	\$250	\$200	\$200	\$100	\$500	\$500
Vacant Bldg Reg Fees	\$450	\$550	\$400	\$0	\$0	\$0
DMV Moped/ATV Tax	\$0	\$0	\$0	\$742	\$0	\$0
Permit Admin Fee	\$0	\$0	\$355	\$0	\$0	\$0
Reinspection Fees	\$100	\$100	\$100	\$0	\$0	\$0
Elect Htng Mech Perm	\$0	\$0	\$0	\$196	\$0	\$0
Moped Lic	\$25	\$63	\$50	\$13	\$0	\$0
Amusement Ctr Fees	\$100	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$11,013,111</b>	<b>\$10,861,944</b>	<b>\$10,221,980</b>	<b>\$10,807,685</b>	<b>\$11,140,000</b>	<b>\$10,069,000</b>

## PAYMENT IN LIEU OF TAXES

Payment in Lieu of Taxes: The utility funds and the Charlottesville Redevelopment and Housing Authority make a payment equivalent to the amount of property taxes and business licenses that would

be due to the City if they were a taxable business. In FY 24, this revenue item is estimated to generate approximately \$6.7 million in revenue, a 7.6% increase from the FY 23 original budgeted figure.

Trend - Payment in Lieu of Taxes

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Paym/Lieu	\$5,800,927	\$5,776,201	\$5,822,319	\$6,159,628	\$6,293,888	\$6,771,568
<b>TOTAL</b>	<b>\$5,800,927</b>	<b>\$5,776,201</b>	<b>\$5,822,319</b>	<b>\$6,159,628</b>	<b>\$6,293,888</b>	<b>\$6,771,568</b>

## TRANSIENT OCCUPANCY TAX

Transient Occupancy Tax, often called the lodging tax, consists of taxes assessed on the use of rooms in hotels, motels, and boarding houses. For FY 23 Lodging Tax revenue collections have continued to be strong through the first seven months of FY 23 and revised estimates indicate a \$400,000 or 5.7% increase over the adopted budget. The FY 24 budget reflects a projection of \$7.4 million which is level with the current revised projections for FY 23. The FY 24 tax rate remains at 8%.

Trend - Transient Occupancy

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
Lodging Tax	\$5,659,226	\$5,049,858	\$3,792,490	\$7,222,710	\$7,000,000	\$8,300,000
<b>TOTAL</b>	<b>\$5,659,226</b>	<b>\$5,049,858</b>	<b>\$3,792,490</b>	<b>\$7,222,710</b>	<b>\$7,000,000</b>	<b>\$8,300,000</b>

## VA COMMUNICATIONS SALES & USE TAX

Effective January 2007, the consumer tax on telephone service, the E-911 service tax, the tax on Cable service, and the Cable Franchise fee were rolled into one revenue stream called the Virginia Communications Sales & Use Tax. The tax is levied in the amount of 5% of the sales price of each communications service. This is a State administered local tax and the City is reimbursed monthly. This tax has seen a steady decline over the past several years. The increase in cell phone usage and internet entertainment providers for television services as opposed to traditional land line phone service and cable television service are contributing to the decline. FY 24 budget reflects a projection of \$2.1 million which is level with the projection for FY 23.

Trend - VA Communications Sales & Use Tax

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
VA Comm tax	\$2,716,128	\$2,654,196	\$2,357,526	\$2,288,232	\$2,125,000	\$2,125,000
<b>TOTAL</b>	<b>\$2,716,128</b>	<b>\$2,654,196</b>	<b>\$2,357,526</b>	<b>\$2,288,232</b>	<b>\$2,125,000</b>	<b>\$2,125,000</b>

## RECREATION INCOME

Recreation Income is derived from a variety of sources, including access pass fees to recreation centers, summer pass fees to outdoor pools, daily admissions to indoor and outdoor recreational facilities, as well as multiple fee-based recreation programs held at a variety of facilities. Additional income is received from the rental of recreational facilities, picnic shelters, garden plots, etc. and participation fees for adult league sports such as volleyball and softball. Safety measures taken related to the COVID-19 pandemic resulted in the closure of the City recreational facilities and the cancelation of most of the scheduled classes and programs. These closures have resulted in substantially less revenue since FY 20. The projections for FY 23 reflected a modest and slow return to normal operations and projections for FY 24 reflect only a slight increase to \$1.5 million.

Trend - P&R Income

	FY19 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Adopted	FY2024 Adopted
<b>Parks Division</b>	\$613,427	\$1,314,631	\$506,072	\$368,777	\$0	\$0
<b>Aquatics</b>	\$569,813	\$324,024	\$56,308	\$231,825	\$490,218	\$476,749
<b>Youth Programs</b>	\$223,659	\$115,207	\$90,693	\$273,349	\$315,697	\$391,850
<b>Recreation Centers and Playgrounds</b>	\$387,005	\$285,489	\$64,999	\$119,981	\$164,780	\$138,368
<b>Athletic</b>	\$203,815	\$96,666	\$30,015	\$143,811	\$219,529	\$200,512
<b>Adaptive Recreation</b>	\$125,019	\$108,667	\$90,399	\$97,487	\$105,075	\$126,020
<b>City Market</b>	\$132,742	\$100,811	\$60,795	\$55,288	\$101,150	\$96,520
<b>Recreation Division</b>	\$4,468	\$60,624	\$266,400	\$4,430	\$4,500	\$4,500
<b>Parks Administration</b>	\$0	\$0	\$0	\$51,921	\$171,750	\$74,750
<b>Construction Services</b>	\$0	\$0	\$0	\$0	\$100,000	\$0
<b>Special Services</b>	\$20,677	\$5,150	\$0	\$130	\$0	\$0
<b>TOTAL</b>	<b>\$2,280,624</b>	<b>\$2,411,268</b>	<b>\$1,165,680</b>	<b>\$1,346,999</b>	<b>\$1,672,699</b>	<b>\$1,509,269</b>

# LONG TERM REVENUE & EXPENDITURE PLANNING & FORECASTS



FISCAL YEAR 2024 BUDGET

## OVERVIEW

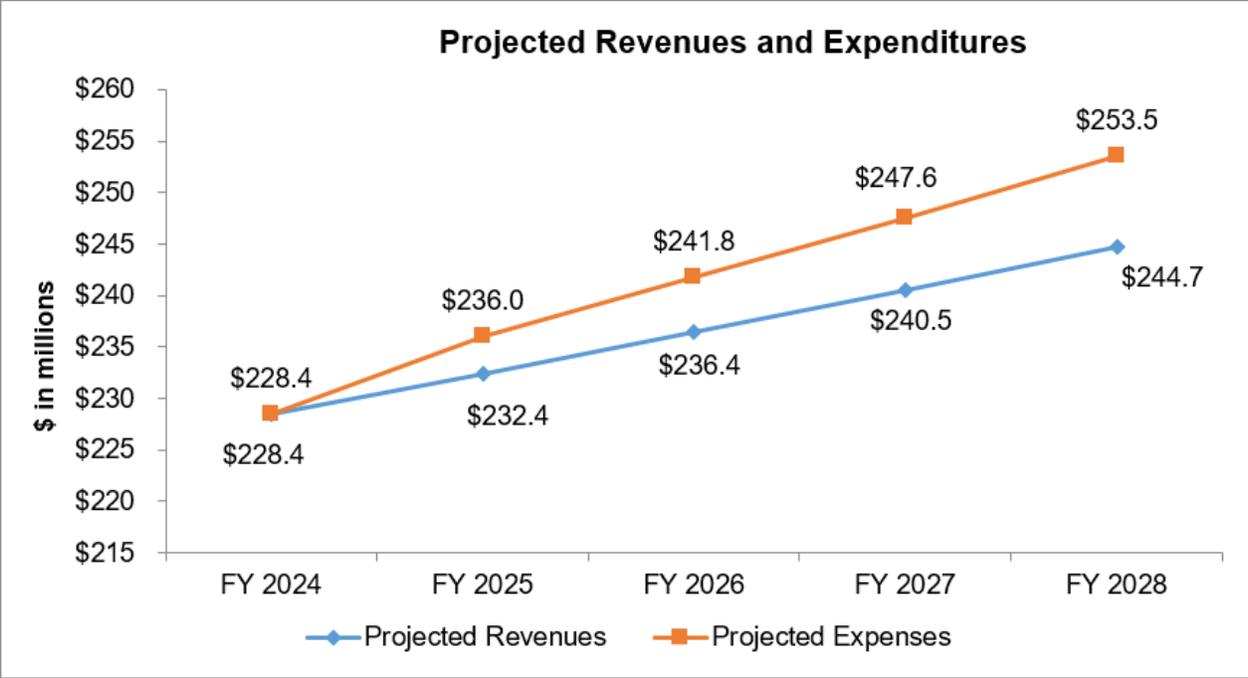
At the beginning of each budget process, City staff develops a five-year projection of revenues and expenditures. This is a planning document to help Council make more informed decisions in more than a single year timeframe and to consider the long-term outlook when making budget and policy decisions. Five-year operational forecasts for the City of Charlottesville typically show a gap in which projected expenditures exceed projected revenues. This gap is a result of assumptions that revenue policies stay unchanged or are continued on a trajectory known at the time of the forecast, and that operational costs reflect ongoing and continuing programs and services. Through careful policy analysis of tax and fee rates, financial policies, departmental cost cutting measures, and program changes or reductions, this projected gap is closed during each budget cycle to arrive at a balanced budget.

FY 24 is showing a revenue increase over FY 23 which is largely attributed to a general property value reassessment increase of more than 12% which equates to a \$9.9 million or 11.08% revenue increase for real estate tax revenue. Additionally, other major revenue drivers such as meals tax, lodging tax, sales tax and business and professional licenses continue to reflect increases. Overall, the FY 24 budget is increasing \$13.3 million or 6.27% over FY 23.

In future years, City Council will need to carefully address revenue policies such as tax rates and debt limits, coupled with adjustments in capital spending as it continues to address its funding priorities related to its five-year spending plan. City departments will need to continue to look for efficiencies to find ways to reduce costs and/or find additional sources of revenue to mitigate the forecasted gap shown for each year.

The chart below illustrates projected revenues and expenditures from FY 24 to FY 28 in the General Fund.

# PROJECTED REVENUES & EXPENDITURES



# MAJOR REVENUE SOURCES

Major Revenue Sources					
	FY 2024 Proposed	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Real Estate Tax	\$ 99,403,417	\$ 101,391,485	\$ 103,419,315	\$ 105,487,701	\$ 107,597,455
% change	11.1%	2.0%	2.0%	2.0%	2.0%
City County Revenue Sharing	\$ 15,715,740	\$ 16,030,055	\$ 16,350,656	\$ 16,677,669	\$ 17,011,222
% change	2.0%	2.0%	2.0%	2.0%	2.0%
Meals Tax	\$ 18,436,363	\$ 18,805,090	\$ 19,181,192	\$ 19,564,816	\$ 19,956,112
% change	10.8%	2.0%	2.0%	2.0%	2.0%
Sales and Use Tax	\$ 14,400,000	\$ 14,544,000	\$ 14,689,440	\$ 14,836,334	\$ 14,984,698
% change	3.6%	1.0%	1.0%	1.0%	1.0%
Personal Property Tax	\$ 12,600,000	\$ 12,852,000	\$ 13,109,040	\$ 13,371,221	\$ 13,638,645
% change	5.0%	2.0%	2.0%	2.0%	2.0%
Business Licenses	\$ 8,900,000	\$ 9,078,000	\$ 9,259,560	\$ 9,444,751	\$ 9,633,646
% change	2.3%	2.0%	2.0%	2.0%	2.0%
Transient Occupancy Tax	\$ 8,300,000	\$ 8,466,000	\$ 8,635,320	\$ 8,808,026	\$ 8,984,187
% change	18.6%	2.0%	2.0%	2.0%	2.0%
Utility Tax	\$ 4,600,000	\$ 4,692,000	\$ 4,785,840	\$ 4,881,557	\$ 4,979,188
% change	0.0%	2.0%	2.0%	2.0%	2.0%
Other Revenues	\$ 46,077,726	\$ 46,538,503	\$ 47,003,888	\$ 47,473,927	\$ 47,948,666
% change	1.0%	1.0%	1.0%	1.0%	1.0%
<b>Total Revenues</b>	<b>\$ 228,433,246</b>	<b>\$ 232,397,134</b>	<b>\$ 236,434,251</b>	<b>\$ 240,546,003</b>	<b>\$ 244,733,820</b>
% change	7.3%	1.7%	1.7%	1.7%	1.7%

## FY 2024 - 2028 REVENUE PROJECTIONS

These revenue sources comprise approximately 78.9% of the General Fund budget in FY 24. Even though there has been consistent growth in these revenue sources in recent years, staff anticipates a slowdown in the rate of growth for several of these sources for future years:

**Real Estate Tax:** Real Estate assessments have increased in each of the last five assessment cycles, and the tax revenue is anticipated to increase by 11.08% for FY 24.

**City/County Revenue Sharing:** In FY 24 this will increase by \$170,513 over FY 23, which is reflective of the difference in the growth rate of City real estate assessments and County real estate assessments. Future projections show moderate increases for FY 25 – FY 28, based on estimates of total value of assessments in the County as compared to those in the City. There are several other variables that impact the formula which do not guarantee the projected increases.

**Meals Tax:** Trends continue to project strong performance for this revenue. The FY 24 budget projections are showing a 10.8% increase from the FY 23 adopted budget projections.

**Sales and Use Tax:** Growth in this revenue has been positive the past few years. Continued growth is expected in FY 24 with an increase of 3.60% or \$500,000 over the FY 23 revised budget. Growth in future years projects at 1% a year.

**Personal Property Tax:** FY 24 Personal Property Tax revenue is budgeted to increase \$600,000 or 5.00% over FY 23. While the state provides some relief to individual taxpayers through a block grant, the relief percentage received by each taxpayer will not offset the expected valuation increases. Future years assume a return to normal and a modest annual growth of 2%.

**Business License Tax:** This tax can be volatile in nature and changes to gross receipts from a small number of taxpayers can significantly impact the amount of revenue collected. Projections for future years assume an 2% annual growth rate.

**Transient Occupancy Tax:** The lodging tax revenue continues to be stable. Changes relating to intermediate host payments is contributing to the increase projected for FY 24. Future years are projected at 2% a year.

**Utility Tax:** The revenue source, which includes utility taxes collected from City's gas and water operations and consumer utility tax for electric services, is trending to increase at 2.0% per year in FY25 – FY 28. This is driven most notably by weather and therefore, mild weather means the City collects less revenue.

## MAJOR EXPENDITURE SOURCES

Major Expenditure Sources					
	FY 2024 Proposed	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Local Contribution to Schools	\$ 67,132,134	\$ 68,028,161	\$ 68,942,109	\$ 69,874,336	\$ 70,825,207
% change	6.7%	1.3%	1.3%	1.4%	1.4%
Employee Salaries and Benefits*	\$ 69,846,318	\$ 71,941,708	\$ 74,099,959	\$ 76,322,958	\$ 78,612,646
% change	7.9%	3.0%	3.0%	3.0%	3.0%
Health Care	\$ 6,417,698	\$ 6,738,583	\$ 7,075,512	\$ 7,429,288	\$ 7,800,752
% change	7.3%	5.0%	5.0%	5.0%	5.0%
Outside and Nonprofit Agency Funding	\$ 17,891,196	\$ 18,249,020	\$ 18,614,000	\$ 18,986,280	\$ 19,366,006
% change	8.1%	2.0%	2.0%	2.0%	2.0%
Transfer to Debt Service	\$ 13,398,856	\$ 14,543,091	\$ 15,403,178	\$ 16,320,802	\$ 17,299,937
% change	2.5%	8.5%	5.9%	6.0%	6.0%
Transfer to Capital Improvement Program	\$ 7,542,391	\$ 9,623,029	\$ 10,022,514	\$ 10,300,601	\$ 10,587,028
% change	-14.4%	27.6%	4.2%	2.8%	2.8%
Fund Balance Target Adjustment	\$ 500,000	\$ 510,000	\$ 520,200	\$ 530,604	\$ 541,216
% change	3.8%	2.0%	2.0%	2.0%	2.0%
Other Expenditures	\$ 45,704,653	\$ 46,390,223	\$ 47,086,077	\$ 47,792,368	\$ 48,509,253
	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Total Expenditures</b>	<b>\$ 228,433,246</b>	<b>\$ 236,023,814</b>	<b>\$ 241,763,548</b>	<b>\$ 247,557,236</b>	<b>\$ 253,542,046</b>
% change	7.3%	3.3%	2.4%	2.4%	2.4%

\*Includes cost of living adjustments. Excludes health care costs.

### FY 2024 - FY 2028 EXPENDITURE PROJECTIONS

These expenditure categories comprise approximately 86.1% of the General Fund budget in FY 24:

**Local Contribution to Schools:** The Budget Guidelines state that the schools receive a target amount that equates to 40% of new real estate and personal property tax revenue. The FY 24 Budget reflects a 6.62% increase over FY 23.

**Employee Salaries and Benefits:** This is the total budget for employee salaries and benefits (which includes retirement, FICA, and life insurance). The figure also includes any cost-of-living increase provided, which is determined each budget year. In future years, this figure is expected to be higher than general cost of living increases due to continuing adjustments being made for compression, position reclassifications, and the addition of new positions. In FY 23 the City is working on a comprehensive class and compensation study and City Council approved an ordinance to allow collective bargaining. The projections do not yet reflect any findings and changes that may come because of the study or collective bargaining contracts.

**Health Care:** This is the total budget for the General Fund contribution to the City's Health Care Fund. Funding is budgeted based on projections that reflect the expected cost burden for claims and administrative costs using experience data.

**Outside and Nonprofit Agency Funding:** Includes all contributions to outside agencies in the categories of: Community events and festivals; Children, Youth and Family Oriented Programs; Education and the Arts; Public Safety Agencies; Transportation; Organizational Memberships and Workforce Development Agencies. While funding for Vibrant Communities Fund agencies is somewhat discretionary, the City has several contracts in place with agencies such as the Regional Jail, Juvenile Detention Center, Emergency Communications Center, and Jefferson Madison Regional Library. The funding costs for these contractual agencies generally increase over time, as costs of services increase and as we see shifts in the behavior and demographic of the area.

**Transfer to Debt Service:** These are funds required to pay off the City's long-term debt and is based on the 5-year Capital Improvement Program balanced with the City's debt service policy. The budget for FY 24 reflects the required transfer from the General Fund to fund the capital budget and

corresponding debt that the City currently plans to issue. The projections for future years do not fully account for the increases that will be necessary if the School Reconfiguration project is fully funded by debt. Further discussions and decisions from Council on the reconfiguration project may impact the projections for future years.

***Transfer to Capital Improvement Program:*** This represents the five-year CIP. These contributions should keep the City in compliance with the Budget Guideline to transfer at least 3% of general fund expenditures to the Capital Improvement Program Fund.

***Fund Balance Target Adjustment:*** This pool of funds provides the City with a cushion at the end of a fiscal year to help us achieve the fund balance policy of 17%. The budgeted figure is needed to ensure the policy is met and is projected to increase in future years as the budget increases.

# TAX AND FEE RATES

FISCAL YEAR 2024 BUDGET



## TAX RATES

	Proposed Fiscal Year 2023-2024	Adopted Fiscal Year 2022-2023
<b>Real Estate Tax</b>	\$0.96/\$100 Assessed Value	\$0.96/\$100 Assessed Value
	<i>58.1-3321 - no cap, but effective tax rate increases must be publicly advertised 30 days prior to hearing.</i>	
<b>Personal Property Tax</b>	\$4.20/\$100 Assessed Value	\$4.20/\$100 Assessed Value
	<i>No cap; 58.1-3506- authorizes different rates for different classes</i>	
	<i>58.1-3524- Beginning Tax Year 2006, PPTRA offsets a portion of tax on qualifying vehicles, applied to value &lt; \$20,000</i>	
<b>Machinery and Tools Tax</b>	\$4.20/\$100 Assessed Value	\$4.20/\$100 Assessed Value
	<i>No cap; 58.1-3507- authorizes different rates for different classes</i>	
<b>Mobile Home Tax</b>	\$0.96/\$100 Assessed Value	\$0.95/\$100 Assessed Value
	<i>58.1-3503 - separate class of personal property for assessment purposes;</i>	
	<i>58.1-3522 - assessed in line with real estate tax; 58.1-3280 - assess at fair market value</i>	
<b>Sales Tax - General <sup>(1)</sup></b>	5.3%	5.3%
	<i>58.1-605 (B)- Cap: rate may not exceed 1% (included in the 5.3% cap)</i>	
<b>Sales Tax - Food (Excludes prepared food) <sup>(2)</sup></b>	1.0%	1.0%
	<i>58.1-611.1 - Cap: rate may not exceed 1% (included in the 1.0% cap)</i>	
<b>Restaurant/Meals Tax</b>	6.5%	6.5%
	<i>58.1-3840 (no cap for City)</i>	
<b>Transient Occupancy (Lodging) Tax</b>	8.0%	8.0%
	<i>58.1-3840 (no cap for City)</i>	
<b>Cigarette Tax</b>	\$ .55 per pack	\$ .55 per pack
	<i>58.1-3830 (rate is capped by state code at \$0.55)</i>	
<b>Utility Services Consumer Tax (Gas, Water, Electric)</b>	10%	10%
	<i>58.1-3814</i>	
<b>Utility Services Consumer Tax (Telephone and Cable)</b>	5%	5%
	<i>Collected by State as part of Communications Sales and Use tax - 58.1-645 et seq</i>	

(1) Of this 5.3% collected by the state, 1% goes to support local school funding and .5% is dedicated to transportation projects. 1% is distributed directly to the locality.

(2) This second Sales Tax rate for non-prepared foods (i.e., grocery stores) and certain personal hygiene products is distributed directly to the locality. Originally adopted by the State as of July 1, 2005 at 2.3% (with 1% dedicated to school funding and 1% distributed directly to the locality), this rate decreased to 1% on January 1, 2023 (with the 1% formerly

# FEES

	Proposed Fiscal Year 2023-2024	Adopted Fiscal Year 2022-2023
<b>E-911 Fee</b>	\$.75/phone line	\$.75/phone line
	<i>Collected by State as part of Communications Sales and Use tax - 58.1-645 et seq</i>	
<b>Cable Franchise Fee</b>	5%	5%
	<i>Collected by State as part of Communications Sales and Use tax - 58.1-645 et seq</i>	
	<i>15.2-2108.1:1: no new or renewed cable franchise entered after 1/1/2007 may include a franchise fee (see 2006 House Bill 568)</i>	
<b>PEG Fee (Cable)</b>	\$.35/month	\$.35/month
<b>Refuse Collection</b>		
	<i>15.2-928--No Cap</i>	
<b>Trash Sticker Fee</b>		
	12 Gallon - \$1.05 each	12 Gallon - \$1.05 each
	31 Gallon - \$2.10 each	31 Gallon - \$2.10 each
<b>Trash Decal Fees <sup>(3)</sup></b>		
<b>32 Gallon Can</b>	\$94.50 Annually	\$94.50 Annually
<b>50 Gallon Can</b>	\$147.50 Annually	\$147.50 Annually
<b>64 Gallon Can</b>	\$189.00 Annually	\$189.00 Annually
<b>96 Gallon Can</b>	\$283.50 Annually	\$283.50 Annually
<b>96 Gallon Can - Daily Collection</b>	\$491.40 Quarterly	\$491.40 Quarterly
<b>Large Item Pickup Fee</b>	\$35 for first occurrence; \$50 for second occurrence; \$100 for third and subsequent occurrences	\$35 for first occurrence; \$50 for second occurrence; \$100 for third and subsequent occurrences
<b>Motor Vehicle License Fee</b>		
	Up to 4,000 lbs. - \$0.00	Up to 4,000 lbs. - \$28.50
	Over 4,000 lbs. - \$0.00	Over 4,000 lbs. - \$33.50
	Motorcycles - \$0.00	Motorcycles - \$8.50
	<i>46.2-752(A) - Cap: may not exceed amount of state license fee</i>	
<b>Courthouse Maintenance Fee</b>	\$2.00 per court case	\$2.00 per court case
	<i>17.1-281 - Cap: \$2.00</i>	
<b>Courtroom Security Fee</b>	\$10.00 per conviction	\$10.00 per conviction
	<i>53.1-120 - Cap: \$10.00</i>	

(3) If purchased after September 30th the City offers prorated rates based upon date of purchase.

# REVENUES, EXPENSES AND CHANGES IN FUND BALANCE



FISCAL YEAR 2024 BUDGET

## GENERAL FUND

FY 2023 projections are as of March 31, 2023 and a revenue surplus of 4.89% or \$10.4M is expected. The largest drivers of the anticipated surplus continue to be real estate and personal property tax revenues. Other tax revenues such as meals, sales, and lodging taxes continue to perform strong and are projected to make up another \$2.8 million of the projected surplus.

**General Fund**  
**Revenues, Expenditures and Changes in Fund Balance**  
**(dollars in thousands)**

	Actual FY 2020	Actual FY 2021*	Actual FY 2022	Projected FY 2023	Budget FY 2024
<b>Revenues and other financing sources:</b>					
Revenues:					
Taxes	\$ 133,163	\$ 135,496	\$ 146,878	\$ 160,274	\$ 164,930
Licenses and permits	2,892	2,784	10,935	11,112	10,147
From the state	11,798	11,993	12,288	12,445	12,666
From other governmental units**	15,933	15,923	16,807	24,452	25,477
Charges for services	8,815	6,149	7,588	6,500	6,164
Fines and forfeitures	202	157	302	-	-
Miscellaneous revenue	2,917	1,596	1,094	1,753	1,802
Total Revenues	175,720	174,098	195,892	216,536	221,186
Transfers from other funds	6,448	5,776	6,138	6,769	7,247
Total Revenues and other financing sources	\$ 182,168	\$ 179,874	\$ 202,030	\$ 223,305	\$ 228,433
<b>Expenditures and other uses:</b>					
Expenditures:					
General Government	\$ 21,552	\$ 23,696	\$ 23,732	\$ 30,284	\$ 32,729
Public safety	38,230	36,621	38,981	42,489	44,709
Community services	7,935	8,019	8,277	8,765	12,623
Health and welfare	5,752	5,419	5,688	7,117	8,337
Culture and recreation	12,286	10,376	12,795	14,836	15,506
Education**	56,759	57,041	58,132	70,757	75,891
Conservation and development	8,651	6,909	6,869	5,919	6,312
Other activities	860	1,905	1,277	417	537
Total Expenditures	152,025	149,986	155,751	180,584	196,644
Transfers to other funds:					
Capital Projects Fund	9,794	4,995	13,824	8,815	7,542
Social Services Fund	3,303	3,474	3,552	3,603	3,603
Debt Service Fund	11,049	10,354	11,215	13,073	13,399
Other transfers	6,871	4,824	4,828	6,814	7,245
Total Expenditures and other uses	\$ 183,042	\$ 173,633	\$ 189,170	\$ 212,889	\$ 228,433
Net change in fund balance	(874)	6,241	12,860	10,416	-
Beginning fund balance*	47,822	47,173	53,414	66,274	76,690
Ending fund balance	\$ 46,948	\$ 53,414	\$ 66,274	\$ 76,690	\$ 76,690
Percent %	1.9%	13.8%	24.1%	15.7%	0.0%

\* FY 21 Beginning fund balance was restated

\*\* Actuals for education are net of school reimbursements for contracted services

## CAPITAL PROJECTS FUND

The City's fund balance policy calls for all funds in excess of 17% in the General be transferred to the CIP fund to be used as pay-go for future projects. Beginning in FY 20, City Council began setting aside funding for the Buford School Reconfiguration project and construction is set to begin in July 2023. The total project is \$91.8 million dollars. The drawdown of fund balance in FY 24 was a planned draw down of the funds previously set aside for this project.

### Capital Projects Revenues, Expenditures and Changes in Fund Balance (dollars in thousands)

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Projected FY 2023	Budget FY 2024
<b>Revenues and other financing sources:</b>					
Fees and permits	\$ 53	\$ 31	\$ 9	\$ 40	\$ 40
Intergovernmental	5,948	5,659	9,542	4,692	4,217
Charges for services	1	195	8	-	-
Miscellaneous	828	120	535	192	-
Total revenues	\$ 6,830	\$ 6,005	\$ 10,087	\$ 4,924	\$ 4,257
<b>Expenditures and other uses:</b>					
Current:					
General government	\$ 2,785	\$ 3,485	\$ 14,154	\$ 13,748	\$ 10,067
Public safety	303	714	289	360	5,272
Community services	1,496	2,644	937	2,049	3,435
Health and welfare	-	-	-	-	-
Parks, recreation and culture	1,321	565	858	1,458	1,448
Education	2,143	1,195	2,984	3,400	88,754
Conservation and development	6,447	4,714	4,630	4,970	5,910
Capital outlay	9,072	7,023	11,449	-	-
Total Expenditures	\$ 23,567	\$ 20,340	\$ 35,301	\$ 25,985	\$ 114,886
Revenues over (under) expenditures	(16,737)	(14,335)	(25,214)	(21,061)	(110,629)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	\$ 9,722	\$ 4,995	\$ 13,824	\$ 20,027	\$ 7,542
Transfers out	-	(107)	(82)	-	-
Issuance of debt	-	20,962	18,350	15,230	94,760
Premium on issuance of debt	-	3,643	2,248	-	-
Total other financial sources (uses)	\$ 9,722	\$ 29,493	\$ 34,340	\$ 35,257	\$ 102,302
Net Change in Fund Balance	\$ (7,015)	\$ 15,158	\$ 9,126	\$ 14,196	\$ (8,327)
Beginning fund balance	14,019	7,004	22,162	31,288	45,484
Ending fund balance	\$ 7,004	\$ 22,162	\$ 31,288	\$ 45,484	\$ 37,157
Percent change	-50%	216.4%	41.2%	45.4%	-18.3%

## NON MAJOR FUNDS

The Human Services Fund Balance was used to help provide additional assistance during the pandemic during FY 20, FY 21 and FY 22.

**Non-Major Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
(dollars in thousands)

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Projected FY 2023	Budget FY 2024
<b>Revenues and other financing sources:</b>					
Intergovernmental	\$ 16,415	\$ 26,447	\$ 20,037	\$ 15,943	\$ 18,154
Charges for services	5,134	4,549	4,530	4,550	4,902
Investment earnings	6	8	2	-	200
Miscellaneous	65	308	121	188	68
Total revenues	\$ 21,620	\$ 31,312	\$ 24,690	\$ 20,681	\$ 23,324
<b>Expenditures and other uses:</b>					
Current:					
General government	\$ 802	\$ 4,374	\$ 590	\$ 1,440	\$ 1,537
Public safety	194	1,278	1,380	1,386	-
Community services	9,670	10,687	10,794	11,308	14,286
Health and welfare	15,769	17,390	15,473	11,214	13,367
Parks, recreation and culture	92	44	108	165	-
Conservation and development	757	2,331	736	1,216	370
Capital outlay	9	263	666		
Total Expenditures	\$ 27,293	\$ 36,367	\$ 29,747	\$ 26,729	\$ 29,560
Revenues over (under) expenditures	(5,673)	(5,055)	(5,057)	(6,048)	(6,236)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	4,776	4,985	4,922	6,048	6,236
Transfers out	(699)	(54)	(12)	-	-
Total other financial sources (uses)	\$ 4,077	\$ 4,931	\$ 4,910	\$ 6,048	\$ 6,236
Net Change in Fund Balance	(1,596)	(124)	(147)	-	-
Beginning fund balance	2,822	1,226	1,102	955	955
Ending fund balance	\$ 1,226	\$ 1,102	\$ 955	\$ 955	\$ 955
Percent change	57%	-10.1%	-13.3%	0.0%	0.0%

## INTERNAL SERVICE FUNDS

The City's Healthcare fund has been maintaining a fund balance in excess of it's 20% target. As a result, some of that fund balance has been used to help offset cost increases to the City and the employees.

### Internal Service Revenues, Expenditures and Changes in Fund Net Position (dollars in thousands)

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Projected FY 2023	Budget FY 2024
<b>Operating Revenues</b>					
Charges for services	\$ 24,093	\$ 23,989	\$ 24,062	\$ 24,507	\$ 26,846
Total revenues	<u>\$ 24,093</u>	<u>\$ 23,989</u>	<u>\$ 24,062</u>	<u>\$ 24,507</u>	<u>\$ 26,846</u>
<b>Operating Expenses</b>					
Current:					
Purchases for resale	\$ 1,741	\$ 1,501	\$ 1,943	\$ 1,728	\$ 1,750
Personnel costs	1,534	1,533	1,595	1,825	1,983
Materials and supplies	306	615	214	561	762
Contractual services and charges	1,839	1,454	2,240	539	615
Depreciation	49	203	207	210	220
Claims Incurred	14,432	15,314	16,029	16,500	17,635
Insurance Premiums	2,987	3,334	3,263	4,831	4,903
Total Operating Expenditures	<u>\$ 22,888</u>	<u>\$ 23,954</u>	<u>\$ 25,491</u>	<u>\$ 26,194</u>	<u>\$ 27,868</u>
Operating income (loss)	<u>1,205</u>	<u>35</u>	<u>(1,429)</u>	<u>(1,687)</u>	<u>(1,022)</u>
<b>Nonoperating Revenues</b>					
Gain/loss on capital asset disposition	\$ 5	\$ -	\$ -	\$ -	\$ -
Interest income	87	22	14	55	-
Insurance recovery	74	59	4	38	-
Total nonoperating revenues	<u>\$ 166</u>	<u>\$ 81</u>	<u>\$ 18</u>	<u>\$ 93</u>	<u>\$ -</u>
Change in net position	1,371	116	(1,411)	(1,594)	(1,022)
Net position, July 1	14,236	15,607	15,723	14,312	12,718
Net position, June 30	<u>\$ 15,607</u>	<u>\$ 15,723</u>	<u>\$ 14,312</u>	<u>\$ 12,718</u>	<u>\$ 11,696</u>
Percent change	9.6%	0.7%	-9.0%	-11.1%	-8.0%

# ENTERPRISE FUNDS

## Enterprise Funds Revenues, Expenditures and Changes in Fund Net Position (dollars in thousands)

	Actual FY 2020	Actual FY 2021 *	Actual FY 2022	Projected FY 2023	Budget FY 2024
<b>Revenues and other financing sources:</b>					
Utility charges	\$ 50,946	\$ 54,934	\$ 66,762	\$ 60,672	\$ 60,640
Charges for services	1,290	2,376	3,184	3,709	4,595
Total revenues	<u>\$ 52,236</u>	<u>\$ 57,310</u>	<u>\$ 69,946</u>	<u>\$ 64,381</u>	<u>\$ 65,235</u>
<b>Expenditures and other uses:</b>					
Current:					
Purchases for resale	\$ 23,766	\$ 25,997	\$ 33,929	\$ 31,079	\$ 31,079
Personnel costs	8,830	8,566	7,909	10,528	11,018
Materials and supplies	1,783	1,315	1,251	1,351	1,459
Contractual services and charges	5,718	7,012	6,990	7,549	8,153
Depreciation	3,957	4,207	4,539	4,902	5,294
Total Operating Expenditures	<u>\$ 44,054</u>	<u>\$ 47,097</u>	<u>\$ 54,618</u>	<u>\$ 55,409</u>	<u>\$ 57,004</u>
Revenues over (under) expenditures	<u>8,182</u>	<u>10,213</u>	<u>15,328</u>	<u>8,972</u>	<u>8,231</u>
<b>Nonoperating Revenues (Expenses)</b>					
Gain/loss on capital asset disposition	\$ 75	\$ 55	\$ 123	\$ -	\$ -
Interest Expense	(657)	(1,360)	(1,161)	(2,748)	(2,007)
Interest income	190	66	78	-	-
Bond Issuance expense	-	(181)	(106)	-	-
Capacity fees	948	676	557	-	-
Insurance recovery	37	18	4	-	-
Total nonoperating revenues (expenses), net	<u>\$ 593</u>	<u>\$ (726)</u>	<u>\$ (505)</u>	<u>\$ (2,748)</u>	<u>\$ (2,007)</u>
Income (loss) before contributions and transfers	8,775	9,487	14,823	6,224	6,224
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	\$ 128	\$ -	\$ -	\$ -	\$ -
Transfers out	(5,776)	(5,776)	(6,137)	(6,224)	(6,224)
Total other financial sources (uses)	<u>\$ (5,648)</u>	<u>\$ (5,776)</u>	<u>\$ (6,137)</u>	<u>\$ (6,224)</u>	<u>\$ (6,224)</u>
Change in net position	\$ 3,127	\$ 3,711	\$ 8,686	\$ -	\$ -
Net position, July 1 *	51,357	53,692	57,403	66,089	66,089
New position, June 30	<u>\$ 54,484</u>	<u>\$ 57,403</u>	<u>\$ 66,089</u>	<u>\$ 66,089</u>	<u>\$ 66,089</u>
Percent change	6.1%	5.4%	15.1%	0.0%	0.0%

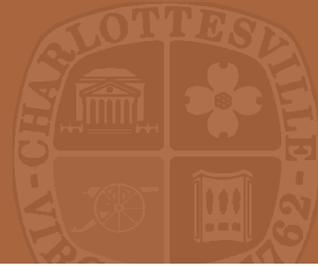


# Management





# MAYOR & CITY COUNCIL



FISCAL YEAR 2024 BUDGET

## OVERVIEW

City Council establishes major policies for the City government. The five-member Council is responsible for adopting the annual City budget, levying taxes, issuing bonds and updating City Code by adopting and amending laws to ensure the public's safety and welfare. City Council members receive compensation for their service, which is reflected in Salaries and Benefits. City Council appoints the City Manager, the Director of Finance, the City Assessor and the Clerk of Council, and votes to approve several other staff positions. Additionally, the Council appoints members to over 30 boards and commissions, including governing boards for many community agencies, and councilors serve on a variety of boards. The mayor (or vice mayor in the mayor's absence) presides over meetings, consults with the City Manager to set the agenda for meetings, may call special meetings, and serves as the ceremonial head of government. Regular Council meetings are held twice a month, typically on the first and third Mondays. As needed, Council participates in joint public hearings with the Planning Commission, meets with the School Board, and holds special meetings and work sessions.

The Chief of Staff/Clerk of Council serves as staff to City Council, certifies Council official actions, maintains official Council records, serves as a liaison between Council and the public, notifies citizens of Council meetings and actions, coordinates Council meetings, agendas and appointments to boards and commissions, and is the keeper of the City seal. The Chief of Staff/Clerk's office is involved in a variety of efforts to provide public information about City government to citizens and may represent the City on certain boards and commissions. This office also provides community engagement support and provides Council with support for creating and executing policy.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Mayor and City Council Administration	3.00
<b>ALLOCATED FTE COUNT</b>	<b>3.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Mayor and City Council Special Programs	-	-	\$50,055	-	-	\$0	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$50,055</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Mayor and City Council Administration							
Clerk of Council	\$330,606	\$396,576	\$307,984	\$389,185	\$407,112	\$17,927	4.60%
Sister City	\$22,737	\$5,154	\$19,144	\$30,000	\$15,000	-\$15,000	-50.00%
Mayor and City Council	\$130,970	\$299,994	\$319,455	\$163,501	\$176,274	\$12,773	7.81%
<b>MAYOR AND CITY COUNCIL ADMINISTRATION TOTAL</b>	<b>\$484,313</b>	<b>\$701,724</b>	<b>\$646,583</b>	<b>\$582,686</b>	<b>\$598,386</b>	<b>\$15,700</b>	<b>2.69%</b>
Mayor and City Council Special Programs							
City Council Reserve	\$188,261	\$121,580	\$50,000	-	\$0	\$0	-
<b>MAYOR AND CITY COUNCIL SPECIAL PROGRAMS TOTAL</b>	<b>\$188,261</b>	<b>\$121,580</b>	<b>\$50,000</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$672,574</b>	<b>\$823,304</b>	<b>\$696,583</b>	<b>\$582,686</b>	<b>\$598,386</b>	<b>\$15,700</b>	<b>2.69%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$672,574	\$823,304	\$696,583	\$582,686	\$598,386	\$15,700	2.69%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$672,574</b>	<b>\$823,304</b>	<b>\$696,583</b>	<b>\$582,686</b>	<b>\$598,386</b>	<b>\$15,700</b>	<b>2.69%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenue by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Miscellaneous Revenue							
Other Misc Rev	-	-	\$50,055	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$50,055</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$50,055</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$251,920	\$283,368	\$269,263	\$229,702	\$238,534	\$8,832	3.84%
Full Time Sal Accrue	\$15	\$1,929	\$1,745	-	-	\$0	-
PT Salaries	-\$10	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$17,966	\$20,208	\$19,985	\$17,572	\$18,248	\$676	3.84%
Soc Sec FICA Accrued	\$24	\$122	\$168	-	-	\$0	-
Retirement Cont DB	\$22,465	\$17,762	\$17,005	\$31,201	\$32,678	\$1,477	4.73%
Retirement Cont DC	\$26,136	\$44,376	\$40,376	\$42,482	\$43,760	\$1,277	3.00%
Retirement Cont A DB	-\$537	\$21	\$54	-	-	\$0	-
Retirement Cont A DC	\$163	-\$7	\$41	-	-	\$0	-
Life Insurance	\$1,236	\$1,394	\$1,281	\$1,663	\$1,727	\$64	3.84%
Life Ins Accrued	\$23	\$10	\$9	-	-	\$0	-
Health Care Program	\$40,787	\$48,440	\$41,132	\$27,216	\$28,578	\$1,362	5.00%
Health Care Pr Accru	-\$418	\$592	-\$313	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$359,769</b>	<b>\$418,213</b>	<b>\$390,745</b>	<b>\$349,837</b>	<b>\$363,525</b>	<b>\$13,688</b>	<b>3.91%</b>
Personnel - Other							
Temp. Salaries	\$20,000	\$6,154	-	\$92,000	\$92,000	\$0	0.00%
Temp Sal Accrued	\$154	-\$923	-	-	-	\$0	-
Bonus Pay	-	\$1,500	\$7,000	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$7,038	\$7,038	\$0	0.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$20,154</b>	<b>\$6,731</b>	<b>\$7,000</b>	<b>\$99,038</b>	<b>\$99,038</b>	<b>\$0</b>	<b>0.00%</b>
Other							
Office Supplies	\$3,176	\$3,433	\$1,141	\$2,500	\$2,500	\$0	0.00%
Postage	\$192	\$1,111	\$1,113	\$200	\$200	\$0	0.00%
Books	\$65	\$264	\$306	\$100	\$100	\$0	0.00%
Cleaning Supplies	-	-	\$45	\$100	\$100	\$0	0.00%
Uniforms/Clothing	\$96	\$250	\$221	\$250	\$350	\$100	40.00%
PPE-Pers Prot Equip	-	-	-	\$100	\$100	\$0	0.00%
Food Supplies	\$156	-	-	-	-	\$0	-
Awards/Trophies	\$850	\$738	\$827	\$600	\$600	\$0	0.00%
Mach/Equip/Furn (NC)	\$3,732	\$11,777	\$10,407	\$6,000	\$8,000	\$2,000	33.33%
Comp Sftwr (Non-cap)	\$748	\$10,970	\$9,598	\$10,000	\$10,000	\$0	0.00%
Other Supplies	\$32	\$3,121	\$6,562	\$2,600	\$2,600	\$0	0.00%
Telephone Serv Purch	\$151	\$157	\$943	-	-	\$0	-
Cell Phone Serv Purc	\$6,069	\$2,943	\$3,915	\$3,472	\$4,972	\$1,500	43.20%
Dues/Subscriptions	\$4,087	\$5,155	\$2,147	\$3,300	\$3,300	\$0	0.00%
Telephone-Long Dist	-	-	-	-	\$0	\$0	-
Printing/Duplicating	\$1,010	\$888	\$1,238	\$2,000	\$2,000	\$0	0.00%
Legal Fees	-	\$16,236	-\$10,116	-	-	\$0	-
Travel	\$11,141	\$2,534	\$5,502	\$500	\$500	\$0	0.00%
Local Travel	\$186	-	-	-	-	\$0	-
Meals	\$8,305	\$180	\$2,402	\$8,000	\$8,000	\$0	0.00%
Reimb Travel Expend	\$180	-	\$4,000	\$1,250	\$1,250	\$0	0.00%
Non-Local Travel	\$1,714	-	\$5,108	\$10,000	\$15,000	\$5,000	50.00%
Advertising	\$2,779	\$5,412	\$7,389	\$10,000	\$11,500	\$1,500	15.00%
Registration Fees	\$3,540	\$319	\$2,845	\$3,200	\$3,200	\$0	0.00%
Rent	\$200	-	-	-	-	\$0	-
Education/Training	\$3,705	\$3,213	\$3,345	\$8,000	\$10,000	\$2,000	25.00%
Video Exp	-	-	\$250	-	-	\$0	-
Credit Card Fees	\$6	-	-	-	-	\$0	-
Marketing Exp	\$72	\$0	-	\$250	\$250	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Monthly Parking Fees	\$2,508	\$338	-	\$3,500	\$3,500	\$0	0.00%
Coun Food/ Refresh	-	-	\$582	-	-	\$0	-
Contrib to Civic Grp	\$198,525	\$276,580	\$206,700	-	\$0	\$0	-
Donations Exp	-	\$150	\$2,000	-	-	\$0	-
Late Fee	\$8	-	-	-	-	\$0	-
Acq Com Itm-F/E (MA)	-	\$21,382	-	-	-	\$0	-
Lump Sum Appropr	-	-	-	\$30,000	\$15,000	-\$15,000	-50.00%
<b>OTHER TOTAL</b>	<b>\$253,233</b>	<b>\$367,151</b>	<b>\$268,469</b>	<b>\$105,922</b>	<b>\$103,022</b>	<b>-\$2,900</b>	<b>-2.73%</b>
Contractual							
Professional Serv	\$0	\$10,721	\$11,000	\$8,500	\$8,500	\$0	0.00%
Serv Contracts	\$23,753	\$9,600	\$10,080	\$10,613	\$10,613	\$0	0.00%
Contracted Serv	\$0	-	\$330	-	-	\$0	-
Other Contractual Se	\$11,600	\$6,462	\$5,280	\$4,500	\$6,900	\$2,400	53.33%
<b>CONTRACTUAL TOTAL</b>	<b>\$35,353</b>	<b>\$26,783</b>	<b>\$26,690</b>	<b>\$23,613</b>	<b>\$26,013</b>	<b>\$2,400</b>	<b>10.16%</b>
Fixed							
Telephone-Int Chg	\$1,316	\$1,675	\$929	\$1,101	\$1,411	\$310	28.15%
Insurance Int Chgs	\$1,269	\$1,269	\$1,269	\$1,459	\$1,488	\$29	1.98%
Worker's Comp Ins	\$548	\$548	\$548	\$783	\$799	\$16	2.04%
IT Infrastruct Repla	\$933	\$933	\$933	\$933	\$3,090	\$2,157	231.18%
<b>FIXED TOTAL</b>	<b>\$4,066</b>	<b>\$4,425</b>	<b>\$3,679</b>	<b>\$4,276</b>	<b>\$6,788</b>	<b>\$2,512</b>	<b>58.74%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$672,574</b>	<b>\$823,304</b>	<b>\$696,583</b>	<b>\$582,686</b>	<b>\$598,386</b>	<b>\$15,700</b>	<b>2.69%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

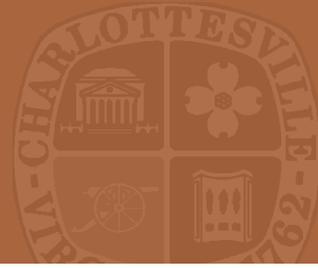
3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### Other Expenditures

\$150,000 was added to the Council Strategic Initiatives account for FY 24.

# CITY MANAGER'S OFFICE

FISCAL YEAR 2024 BUDGET



## OVERVIEW

**Administration:** The City Manager, appointed by the City Council, is the Chief Executive Officer for the City. This office is responsible for implementing the policies and directives of the City Council throughout the various City departments and agencies. The City Manager's Office is also charged with recommending, implementing, and monitoring policies and procedures that maintain the financial well-being of City government. The City Manager's Office directs, monitors, reviews, and evaluates a wide array of programs and services conducted on behalf of the City.

**Budget and Performance Management:** The Office of Budget and Performance Management is responsible for the development of the City's operating and capital budgets and implementation of the City's Strategic Plan and performance management initiatives.

**Citywide Reserve Account:** A portion of this account is used to budget for payments that relate to performance agreements with local developers that the City and the Economic Development Authority have entered into with local developers for the purpose of inducing significant capital investment and job creation in the City. Once the agreement criteria have been met, the City and the Authority will grant an amount equal to 50% of the real estate tax increment created by the investment to the developer for a specified time limit. Funds in this account are also used at the discretion of the City Manager for unforeseen needs that may arise during the fiscal year.

**Office of Community Solutions:** Office of Community Solutions (OCS) oversees affordable housing programs, commercial revitalization, redevelopment and development activities; property inventory and lease management, neighborhood and constituent services, Federal Entitlement Administration (CDBG/HOME and associated planning and reporting requirements), MyCville Complaint Management coordination, among other things. OCS will also be assuming the responsibility of the citywide grant assistance program designed to provide technical assistance to all city departments, agencies, and offices. The Office of Community Solutions coordinates, manages and serves as liaison to housing and redevelopment projects in the city. The focus of tasks is generally affordable housing initiatives, overseeing grants, federally funded programs, implementation of the Strategic Investment Area (SIA) Plan and adopted Small Area Plans. More specifically, redevelopment activities include programs and activities designed to attract and retain businesses in the SIA, workforce development, citizen engagement, neighborhood revitalization, and human services. Affordable housing initiatives include implementation of the Affordable Housing Plan, administration of the Charlottesville Affordable Housing Fund (CAHF) and other related housing activities, support to the Housing Advisory Committee (HAC) and Charlottesville Affordable Housing Fund Advisory Committee. Federal Entitlement Administration involves the management of the Federal Entitlement programs (CDBG/HOME) funds, HUD-mandated development of multi-year Consolidated Housing and Community Development Plan, Annual Action Plan and associated structured reporting requirement - the Consolidated Annual Performance and Evaluation Report (CAPER). Citywide grant assistance would include serving as clearing house for grant applications, providing technical assistance, serve as a resource and liaison to funding agencies and organizations, grant application development, review and editing, and funding availability analysis.

**Communications and Public Engagement:** The Office of Communications serves as a liaison between the City and citizens by coordinating media, public and community relations, and by encouraging citizen engagement in their government through a variety of methods, including, but not limited to – media relations, press releases, the City's email newsletter City Notes, programming on City Public/Educational/Government Access channels, produced media for broadcast on radio and television, the City's website, social media platforms, print advertisements, public appearances, public events and public service announcements.

**Office of Equity and Inclusion:** The Office of Equity and Inclusion's (OEI) mission is to inspire and equip city government to make Charlottesville a local government that inspires racial equity, social justice, diversity and inclusion. The Office completes its mission through the provision of expertise, tools, data and programming to promote racial equity, diversity, inclusion and belonging. OEI drives cultural transformation through training and education, policy development and guidance, and through a focus on celebrating diversity of our entire community.

- **ADA:** This program helps to ensure compliance and provide technical expertise with the Americans with Disability Act Title II and III.
- **Home to Hope:** As a critical program in the Office of Equity and Inclusion, the ICMA award-winning Home to Hope program connects trained peer navigators to assist those returning to the community after incarceration. Each navigator assists participants by developing a customized plan for them providing key assistance to ensure their success. Navigators hold subject-matter expertise when it comes to connecting participants with support for employment, access to quality physical and mental healthcare, connections to transportation resources, connections to housing supports, and any other related re-entry challenges. Navigators also provide unduplicated support groups for not only current and former clients, but any member of the community who is recovering from incarceration. Further, the Navigators work closely with the Albemarle-Charlottesville Regional Jail staff to provide support groups and counseling opportunities for our neighbors and friends set to return to the community while in incarceration . Key community partners include the Police CIT (Crisis Intervention Team), Region Ten, UVA Law Department, Culinary Concepts AB, New Hill Development, The Oxford House, SHE, SARA, The Fountain Fund, OAR, District 9 Probation Office, Legal Aid Justice Center, the Louisa Reentry Council and Virginia State Delegate Sally Hudson.
- **Downtown Job Center:** As a key program in the Office of Equity and Inclusion, the Downtown Job Center has strengthened the City's partnership with the Virginia Workforce Center – Charlottesville and the workforce services providers collocated at the Job Center, while ensuring that City residents have access to training opportunities and resources that will help them meet local employers' workforce needs. By having the Job Center centrally located on the downtown Pedestrian Mall, residents now have access to place-based, customized assistance that is proximate to complementary services. The Job Center also assists local employers by offering services that aid in the recruitment and retention of a high-quality workforce.

**Economic Development:** The Office of Economic Development (OED) is the City's primary vehicle for economic development services. The OED team works to enhance Charlottesville's economy, create quality jobs, increase per capita income, and improve the quality of life for residents. Economic Development staff promotes Charlottesville as a premier location for business and regularly works with entrepreneurs and existing businesses seeking to grow here. Staff members provide unique assistance at the municipal level, acting as facilitators between the business community and City, state agencies, private and public sector, academia, and more. It is the intent of the team to create business-driven strategies that enhance workforce and business development throughout Charlottesville and the region. The Office also coordinates and administers the functions of the

Charlottesville Economic Development Authority (CEDA). CEDA issues tax exempt revenue bonds for manufacturing and nonprofit expansions and assists with public private partnerships.

**Police Civilian Oversight Board (PCOB):** The purpose of the Board is to establish and maintain trust between and among the Charlottesville Police Department, the City Council, the City Manager, and the public.

**Human Rights Commission:** Per the Code of the City of Charlottesville, Chapter 2, Article XV, Sec. 2-433., the Charlottesville Human Rights Ordinance, the role of the Human Rights Commission (HRC), with support from the Office of Human Rights (OHR), is to act as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.

**Emergency Management:** The Office of Emergency Management consists of the Emergency Management Coordinator and the Physical Security Specialist and is responsible for the citywide coordination of planning and training for preparedness during emergency situations both internally and externally.

## STAFFING SUMMARY

City Manager

Division	FY2024
<b>Allocated FTE Count</b>	
Human Rights Commission	4.00
Community Solutions	7.00
Economic Development	5.00
Emergency Management	2.00
Police Civilian Oversight Board	2.00
City Manager's Office	6.00
Budget & Performance	4.00
Office of Equity and Inclusion	10.00
Communications Office	7.00
<b>ALLOCATED FTE COUNT</b>	<b>47.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Manager's Office	\$16	-	-	-	-	\$0	-
Communications Office	\$20,069	\$12,330	\$17,065	-	-	\$0	-
Economic Development	\$373,712	\$126,000	\$100,000	\$100,000	\$100,000	\$0	0.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$393,797</b>	<b>\$138,330</b>	<b>\$117,065</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>0.00%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Budget & Performance	-	-	-	-	\$571,291	\$571,291	-
City Manager's Office							
City Manager's Office	\$1,422,433	\$1,370,517	\$1,524,527	\$1,914,230	\$1,356,379	-\$557,851	-29.14%
P3 Strategic Planning & Perf Measurement	\$65,004	\$64,224	\$98,881	\$130,000	\$130,000	\$0	0.00%
Dialogue on Race	\$1,046	\$49	-	-	-	\$0	-
Innovation Fund	\$10,226	\$377	\$9,521	\$20,000	\$20,000	\$0	0.00%
Participatory Budgeting	-	-	-	\$15,000	\$15,000	\$0	0.00%
<b>CITY MANAGER'S OFFICE TOTAL</b>	<b>\$1,498,709</b>	<b>\$1,435,166</b>	<b>\$1,632,928</b>	<b>\$2,079,230</b>	<b>\$1,521,379</b>	<b>-\$557,851</b>	<b>-26.82%</b>
Communications Office	\$675,918	\$553,873	\$558,093	\$681,471	\$900,640	\$219,169	32.16%
Economic Development	\$1,072,262	\$1,114,501	\$821,971	\$668,590	\$642,332	-\$26,259	-3.92%
Citywide Reserve Account	\$621,388	\$521,147	\$439,318	\$570,187	\$34,060	-\$536,127	-94.02%
Human Rights Commission	\$184,470	\$86,887	\$197,436	\$282,450	\$487,553	\$205,104	72.61%
Community Solutions	\$160,966	\$170,970	\$172,853	\$894,507	\$928,432	\$33,925	3.79%
Police Civilian Oversight Board	-	-	\$267,865	\$362,677	\$478,450	\$115,774	31.92%
Office of Equity and Inclusion	-	-	-	\$929,416	\$1,191,044	\$261,628	28.14%
Emergency Management	-	-	-	-	\$499,143	\$499,143	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$4,213,713</b>	<b>\$3,882,543</b>	<b>\$4,090,464</b>	<b>\$6,468,527</b>	<b>\$7,254,326</b>	<b>\$785,799</b>	<b>12.14%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$4,213,713	\$3,882,543	\$4,090,464	\$6,468,527	\$7,254,326	\$785,799	12.14%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$4,213,713</b>	<b>\$3,882,543</b>	<b>\$4,090,464</b>	<b>\$6,468,527</b>	<b>\$7,254,326</b>	<b>\$785,799</b>	<b>12.14%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Manager's Office	\$16	-	-	-	-	\$0	-
Communications Office	\$20,069	\$12,330	\$17,065	-	-	\$0	-
Economic Development	\$373,712	\$126,000	\$100,000	\$100,000	\$100,000	\$0	0.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$393,797</b>	<b>\$138,330</b>	<b>\$117,065</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>0.00%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
FT Salaries	\$2,085,371	\$1,862,230	\$1,818,353	\$3,154,810	\$3,975,275	\$820,466	26.00%
Full Time Sal Accrue	\$27,043	-\$12,904	\$15,180	–	–	\$0	–
PT Salaries	\$2,665	–	–	\$19,116	\$0	-\$19,116	-100.00%
Part Time Sal Accru	-\$1,339	–	–	–	–	\$0	–
COLA Budget	–	–	–	–	\$0	\$0	–
Soc Sec - FICA	\$153,535	\$135,096	\$140,296	\$242,908	\$293,547	\$50,639	20.84%
Soc Sec FICA Accrued	\$1,929	-\$912	\$1,546	–	–	\$0	–
Retirement Cont DB	\$202,050	\$176,354	\$212,682	\$307,032	\$725,945	\$418,914	136.43%
Retirement Cont DC	\$242,715	\$364,238	\$316,926	\$490,459	\$315,133	-\$175,326	-35.74%
Retirement Cont A DB	\$1,210	-\$193	\$1,038	–	–	\$0	–
Retirement Cont A DC	\$5,553	-\$3,933	-\$510	–	–	\$0	–
Life Insurance	\$14,034	\$12,429	\$13,210	\$22,989	\$28,781	\$5,792	25.19%
Life Ins Accrued	\$389	-\$39	\$111	–	–	\$0	–
Health Care Program	\$206,924	\$200,457	\$178,329	\$312,984	\$447,722	\$134,738	43.04%
Health Care Pr Accru	\$2,687	-\$767	-\$278	–	–	\$0	–
<b>PERSONNEL TOTAL</b>	<b>\$2,944,765</b>	<b>\$2,732,056</b>	<b>\$2,696,883</b>	<b>\$4,550,297</b>	<b>\$5,786,403</b>	<b>\$1,236,106</b>	<b>27.16%</b>
<b>Personnel - Other</b>							
Temp. Salaries	–	\$205,005	\$7,516	–	\$14,330	\$14,330	–
Temp Sal Accrued	–	–	\$3,942	–	–	\$0	–
Overtime	\$1,638	\$94	\$2,543	–	–	\$0	–
Overtime Accrued	-\$72	–	–	–	–	\$0	–
Holiday OT	–	–	\$71	–	–	\$0	–
Holiday OT Accrued	–	\$92	-\$92	–	–	\$0	–
Other OT	–	\$84	–	–	–	\$0	–
Bonus Pay	\$27,788	\$43,877	\$62,063	–	–	\$0	–
Wellness Initiatives	–	–	\$102	–	–	\$0	–
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$29,354</b>	<b>\$249,152</b>	<b>\$76,145</b>	<b>–</b>	<b>\$14,330</b>	<b>\$14,330</b>	<b>–</b>
<b>Other</b>							
Office Supplies	\$19,959	\$14,915	\$99,808	\$16,000	\$14,995	-\$1,005	-6.28%
Preprinted Forms	–	–	–	–	\$0	\$0	–
Postage	\$811	\$980	\$1,614	\$1,440	\$1,690	\$250	17.36%
Books	\$245	\$39	–	\$950	\$600	-\$350	-36.84%
Uniforms/Clothing	–	–	\$0	–	–	\$0	–
Safety Supplies	\$459	–	\$127	–	–	\$0	–
Maint Supplies	\$114	–	–	–	–	\$0	–
Food Supplies	\$1,141	–	\$55	\$4,750	\$3,750	-\$1,000	-21.05%
Recr Supplies	\$225	–	–	–	–	\$0	–
Awards/Trophies	\$4,064	\$1,785	\$323	\$1,000	\$1,000	\$0	0.00%
Oil/Grease	\$14	–	–	–	–	\$0	–
Mach/Equip/Furn (NC)	\$252,199	\$58,592	\$31,826	\$600	\$600	\$0	0.00%
Comp Sftwr (Non-cap)	\$15,674	\$13,555	\$68,700	\$8,000	\$8,000	\$0	0.00%
Other Supplies	\$53,017	\$158	\$289	\$2,196	\$1,946	-\$250	-11.38%
Telephone Serv Purch	\$51	–	–	–	–	\$0	–
Cell Phone Serv Purc	\$5,118	\$12,815	\$13,145	\$10,033	\$10,572	\$539	5.37%
Dues/Subscriptions	\$15,040	\$27,111	\$20,711	\$15,426	\$14,276	-\$1,149	-7.45%
Telephone-Long Dist	–	–	\$54	\$600	\$600	\$0	0.00%
Utilities	\$578	\$658	\$2,742	\$7,500	\$7,500	\$0	0.00%
Printing/Duplicating	\$15,630	\$5,664	\$11,076	\$14,150	\$10,000	-\$4,150	-29.32%
Legal Fees	–	–	\$34,452	–	–	\$0	–
Travel	\$9,637	\$678	\$21,582	\$31,500	\$24,500	-\$7,000	-22.22%
Local Travel	\$53	\$45	\$252	\$1,650	\$1,650	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Meals	\$19,653	\$1,363	\$7,087	\$10,200	\$8,700	-\$1,500	-14.70%
Advertising	\$114,218	\$21,610	\$1,959	\$10,000	\$20,000	\$10,000	100.00%
Registration Fees	\$8,991	\$1,851	\$9,503	\$11,750	\$8,000	-\$3,750	-31.91%
Rent	\$22,654	\$22,952	\$23,560	\$24,000	\$24,840	\$840	3.50%
Equipment Rental	\$2,170	\$5,030	\$2,661	\$5,000	\$5,000	\$0	0.00%
Repairs and Maint	\$2,153	\$3,540	\$4,273	-	-	\$0	-
Education/Training	\$15,997	\$6,776	\$14,215	\$21,500	\$23,850	\$2,350	10.93%
Software Lic/Maint	\$3,360	\$292	\$33,016	\$46,500	\$37,520	-\$8,980	-19.31%
Comp svc-non IT	-	\$1,712	-	-	-	\$0	-
Freight	\$450	-	\$340	-	-	\$0	-
Support/Needs	-	\$44,863	\$14,070	-	-	\$0	-
Temp Labor	\$11,314	\$1,688	-	-	-	\$0	-
Marketing Exp	\$29,822	\$3,723	\$9,449	\$18,000	\$18,000	\$0	0.00%
Monthly Parking Fees	\$7,491	\$1,782	\$1,395	\$2,376	\$2,226	-\$150	-6.31%
Interest	-	\$2	-	-	-	\$0	-
Welfare Assistance	\$17,057	\$60,565	\$32,734	\$100,000	\$100,000	\$0	0.00%
Contrib to Other Gov	\$500	-	\$321,316	-	-	\$0	-
Contrib to Civic Grp	-	\$109,201	-	-	-	\$0	-
Rfnd disallowed cost	-	-	\$58,201	-	-	\$0	-
Late Fee	\$730	\$195	-	-	-	\$0	-
Acq Com Itm-Comp Har	-	\$5,135	-	-	-	\$0	-
Other Current Charge	-	-	\$1,476	-	-	\$0	-
Trn to ST Grants Fd	\$3,499	-	-	-	-	\$0	-
Lump Sum Appropr	-	-	-	\$1,423,974	\$735,321	-\$688,653	-48.36%
<b>OTHER TOTAL</b>	<b>\$654,089</b>	<b>\$429,274</b>	<b>\$842,009</b>	<b>\$1,789,095</b>	<b>\$1,085,136</b>	<b>-\$703,958</b>	<b>-39.34%</b>
Contractual							
Professional Serv	\$279,073	\$146,964	\$317,279	\$88,456	\$93,856	\$5,400	6.10%
Serv Contracts	\$312	\$312	\$292	\$800	\$800	\$0	0.00%
Contracted Serv	-	-	\$3,007	-	-	\$0	-
Int Contract Svc	\$486	-	-	\$500	\$500	\$0	0.00%
Consulting Services	\$0	-	-	-	-	\$0	-
Other Contractual Se	\$268,112	\$289,743	\$128,446	\$5,200	\$231,075	\$225,875	4,343.75%
<b>CONTRACTUAL TOTAL</b>	<b>\$547,983</b>	<b>\$437,018</b>	<b>\$449,024</b>	<b>\$94,956</b>	<b>\$326,231</b>	<b>\$231,275</b>	<b>243.56%</b>
Fixed							
Telephone-Int Chg	\$10,954	\$8,014	\$7,875	\$9,087	\$11,006	\$1,919	21.11%
Insurance Int Chgs	\$10,962	\$10,962	\$10,962	\$12,608	\$12,958	\$350	2.77%
Worker's Comp Ins	\$2,096	\$2,393	\$2,393	\$3,420	\$3,589	\$169	4.94%
IT Infrastruct Repla	\$4,900	\$5,157	\$5,157	\$7,929	\$11,673	\$3,744	47.21%
Veh Oper-Repair/Mnt	\$28	-	-	\$986	\$2,000	\$1,014	102.83%
Veh Opr-Fuel/Oil FLT	\$80	\$17	\$17	\$150	\$1,000	\$850	566.66%
IT User/Support Fee	-	-	-	-	\$0	\$0	-
GIS User/Support Fee	-	-	-	-	\$0	\$0	-
HVAC Charges	-	-	-	-	\$0	\$0	-
Warehouse charge	\$2	-	-	-	\$0	\$0	-
Vehicle Use Allow	\$8,500	\$8,500	-	-	\$0	\$0	-
Trn to CityLink	-	-	-	-	\$0	\$0	-
<b>FIXED TOTAL</b>	<b>\$37,522</b>	<b>\$35,043</b>	<b>\$26,404</b>	<b>\$34,180</b>	<b>\$42,226</b>	<b>\$8,046</b>	<b>23.54%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$4,213,713</b>	<b>\$3,882,543</b>	<b>\$4,090,464</b>	<b>\$6,468,527</b>	<b>\$7,254,326</b>	<b>\$785,799</b>	<b>12.14%</b>

# EXPLANATION OF CHANGES

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## **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

Budget and Performance Management - has previously been reported as part of the City Administration budget. For FY 24, the Budget Office is broken out separately and consists of 4 FTEs - the director, a systems and performance analyst and 2 budget analysts.

Emergency Management - is a new office for FY 24 and consists of 2 FTEs - the Emergency Management Coordinator and a physical security specialist which is an FTE that has been transferred from the Police Department.

Communications - addition of 1 FTE - Management Analyst responsible for FOIA will be moving from the City Attorney's Office to the Communications office in FY 24.

Community Solutions - addition of 2 FTEs - Housing Analyst and Grants Analyst these funds will be funded by allocating the lump sum approved in FY 23.

Office of Equity and Inclusion - addition of 2 FTEs - REDI Coordinator, and a Homelessness Coordinator, 1 FTE was added in FY 23 for an ADA Specialist.

Police Citizen Oversight Board - addition of 1 FTE - Management Analyst added in FY 23

## **Other Expenditures**

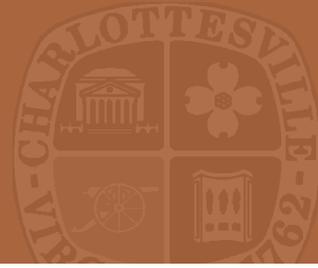
\$225,000 added for expenses related to the new Office of Emergency Management  
Lump sum allocated to Community Solutions in FY 23 has been shifted from other expenditures to personnel and allocated to the 2 new FTEs

A portion of the lump sum of funds allocated to OEI in FY 23 was shifted to personnel for the ADA specialist position.

Funds allocated for the Marcus Alert System in FY 23 have been shifted to OEI.

# CITY ATTORNEY'S OFFICE

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The City Attorney's Office is staffed with five attorneys and two administrative assistant positions. Formal and informal opinions, reports, ordinances, resolutions, and City contracts are drafted, reviewed, and negotiated by this office. Zoning, procurement, insurance, and Freedom of Information Act (FOIA) matters are handled by the office, and personnel issues (workers' compensation, terminations, and grievances) account for a large share of the workload. Social Services and other litigation demands significant attorney time. The City Attorney's Office also serves as legal counsel to the City Council, Planning Commission, Human Rights Commission, Airport Authority, and the Charlottesville Economic Development Authority, their managers and employees.

## STAFFING SUMMARY

FTEs by Division

Division	FY2024
<b>Allocated FTE Count</b>	
City Attorney's Office	7.00
<b>ALLOCATED FTE COUNT</b>	<b>7.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Attorney's Office	\$203,837	\$185,914	\$186,806	\$146,927	\$283,258	\$136,331	92.78%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$203,837</b>	<b>\$185,914</b>	<b>\$186,806</b>	<b>\$146,927</b>	<b>\$283,258</b>	<b>\$136,331</b>	<b>92.78%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
City Attorney's Office	\$964,746	\$892,079	\$934,852	\$1,227,335	\$1,068,506	-\$158,829	-12.94%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$964,746</b>	<b>\$892,079</b>	<b>\$934,852</b>	<b>\$1,227,335</b>	<b>\$1,068,506</b>	<b>-\$158,829</b>	<b>-12.94%</b>

## FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$964,746	\$892,079	\$934,852	\$1,227,335	\$1,068,506	-\$158,829	-12.94%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$964,746</b>	<b>\$892,079</b>	<b>\$934,852</b>	<b>\$1,227,335</b>	<b>\$1,068,506</b>	<b>-\$158,829</b>	<b>-12.94%</b>

## DEPARTMENTAL REVENUES (DETAILS)

Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Misc Fees	\$203,837	\$186,000	\$186,763	\$146,927	\$283,258	\$136,331	92.78%
Other Fees	-	-\$86	\$43	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$203,837</b>	<b>\$185,914</b>	<b>\$186,806</b>	<b>\$146,927</b>	<b>\$283,258</b>	<b>\$136,331</b>	<b>92.78%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$203,837</b>	<b>\$185,914</b>	<b>\$186,806</b>	<b>\$146,927</b>	<b>\$283,258</b>	<b>\$136,331</b>	<b>92.78%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$623,807	\$533,005	\$552,461	\$824,912	\$716,477	-\$108,435	-13.14%
Full Time Sal Accrue	\$4,181	-\$5,424	\$14,617	-	-	\$0	-
PT Salaries	\$28,690	\$50,007	\$58,598	-	\$0	\$0	-
Part Time Sal Accru	\$2,308	\$192	\$924	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$45,782	\$39,254	\$44,859	\$63,106	\$54,810	-\$8,295	-13.14%
Soc Sec FICA Accrued	\$448	-\$356	\$1,191	-	-	\$0	-
Retirement Cont DB	\$85,533	\$70,397	\$15,617	\$70,332	\$88,036	\$17,703	25.17%
Retirement Cont DC	\$62,762	\$94,072	\$102,402	\$99,024	\$34,886	-\$64,138	-64.77%
Retirement Cont A DB	\$1,119	-\$2,860	\$49	-	-	\$0	-
Retirement Cont A DC	\$579	\$57	\$1,157	-	-	\$0	-
Life Insurance	\$4,478	\$4,043	\$4,416	\$5,972	\$5,187	-\$785	-13.14%
Life Ins Accrued	\$105	-\$21	\$108	-	-	\$0	-
Health Care Program	\$56,352	\$47,804	\$53,386	\$72,576	\$66,682	-\$5,894	-8.12%
Health Care Pr Accru	\$558	-\$262	\$1,134	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$916,703</b>	<b>\$829,908</b>	<b>\$850,921</b>	<b>\$1,135,922</b>	<b>\$966,078</b>	<b>-\$169,844</b>	<b>-14.95%</b>
Personnel - Other							
Temp. Salaries	\$940	-	-	-	-	\$0	-
Overtime	\$489	-	-	-	-	\$0	-
Holiday OT	\$0	-	-	-	-	\$0	-
Bonus Pay	-	\$4,500	\$16,800	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$1,428</b>	<b>\$4,500</b>	<b>\$16,800</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Other							
Office Supplies	\$3,452	\$2,666	\$2,092	\$2,800	\$2,800	\$0	0.00%
Postage	\$796	\$572	\$247	\$650	\$650	\$0	0.00%
Books	\$9,047	\$12,850	\$2,854	\$13,500	\$13,500	\$0	0.00%
Food Supplies	-	-	\$190	-	-	\$0	-
Mach/Equip/Furn (NC)	\$3,438	\$4,874	\$13,472	\$5,500	\$5,500	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Comp Sftwr (Non-cap)	\$678	\$678	\$16,017	\$11,000	\$11,000	\$0	0.00%
Other Supplies	-	-	\$165	-	-	\$0	-
Telephone Serv Purch	-	\$70	-	-	-	\$0	-
Cell Phone Serv Purc	\$514	\$490	\$506	\$650	\$650	\$0	0.00%
Dues/Subscriptions	\$3,331	\$4,405	\$2,722	\$5,000	\$5,000	\$0	0.00%
Printing/Duplicating	\$5,559	\$577	\$7,141	\$1,000	\$1,000	\$0	0.00%
Legal Fees	\$50	\$256	\$77	\$300	\$300	\$0	0.00%
Travel	\$1,103	-	\$1,978	\$3,500	\$3,500	\$0	0.00%
Advertising	-	\$650	-	\$1,000	\$1,000	\$0	0.00%
Repairs and Maint	-	-	-	\$10,000	\$10,000	\$0	0.00%
Education/Training	\$853	\$1,269	\$3,453	\$8,500	\$8,500	\$0	0.00%
Comp svc-non IT	\$5,799	\$5,181	\$5,814	\$6,000	\$6,000	\$0	0.00%
Freight	-	-	-	\$100	\$100	\$0	0.00%
Temp Labor	\$0	-	-	-	\$0	\$0	-
Monthly Parking Fees	\$14	-	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$34,634</b>	<b>\$34,537</b>	<b>\$56,728</b>	<b>\$69,500</b>	<b>\$69,500</b>	<b>\$0</b>	<b>0.00%</b>
Contractual							
Professional Serv	-	\$11,638	-	\$12,000	\$12,000	\$0	0.00%
Consulting Services	\$2,881	\$3,352	\$3,157	-	-	\$0	-
Other Contractual Se	\$2,367	\$1,412	\$263	\$2,000	\$12,000	\$10,000	500.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$5,248</b>	<b>\$16,401</b>	<b>\$3,420</b>	<b>\$14,000</b>	<b>\$24,000</b>	<b>\$10,000</b>	<b>71.42%</b>
Fixed							
Telephone-Int Chg	\$1,586	\$1,586	\$1,586	\$1,880	\$1,694	-\$186	-9.89%
Insurance Int Chgs	\$3,424	\$3,424	\$3,424	\$3,938	\$4,017	\$79	2.00%
Worker's Comp Ins	\$323	\$323	\$323	\$462	\$471	\$9	1.94%
IT Infrastruct Repla	\$1,400	\$1,400	\$1,650	\$1,633	\$2,746	\$1,113	68.15%
<b>FIXED TOTAL</b>	<b>\$6,733</b>	<b>\$6,733</b>	<b>\$6,983</b>	<b>\$7,913</b>	<b>\$8,928</b>	<b>\$1,015</b>	<b>12.82%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$964,746</b>	<b>\$892,079</b>	<b>\$934,852</b>	<b>\$1,227,335</b>	<b>\$1,068,506</b>	<b>-\$158,829</b>	<b>-12.94%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

1 FTE - Management Analyst responsible for coordinating FOIAs is moving to the Communications Office for FY 24.

# ELECTIONS

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Charlottesville Office of the Director of Elections and General Registrar is responsible for matters pertaining to: voter registration and comprehensive list maintenance; certification of candidate qualification documents; receipt and review of campaign finance filings; administration of absentee voting by mail, and in the office beginning 46 days before each general election or primary; Officer of Election recruitment, training, scheduling and compensation; maintenance, preparation and security of voting equipment, poll books, ballots and election supplies; advance cybersecurity knowledge, training and implementation; public engagement and education on voting and registration issues; media relations related to the electoral process; effective implementation of legislative mandates and policy directives within the scope of operations, and the hiring and supervision of assistant registrars and other staff needed to carry out these duties.

A general election is held each November (first Tuesday after the second Monday); party primary elections are held if called in June, and in March of leap years for presidential nominations. Special elections may be held as called.

Officer of Election appointments, assignments and management; polling place recommendations and management, selection and security of voting equipment and poll books, management of ballots and certification of election results are conducted by the Charlottesville Electoral Board, for which this office provides all administrative support.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
Allocated FTE Count	
Office of the Registrar	5.00
<b>ALLOCATED FTE COUNT</b>	<b>5.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Office of the Registrar	\$71,900	\$57,706	\$78,278	\$92,747	\$106,643	\$13,896	14.98%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$71,900</b>	<b>\$57,706</b>	<b>\$78,278</b>	<b>\$92,747</b>	<b>\$106,643</b>	<b>\$13,896</b>	<b>14.98%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Office of the Registrar	\$576,448	\$643,955	\$615,445	\$754,715	\$708,412	-\$46,303	-6.13%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$576,448</b>	<b>\$643,955</b>	<b>\$615,445</b>	<b>\$754,715</b>	<b>\$708,412</b>	<b>-\$46,303</b>	<b>-6.13%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$576,448	\$643,955	\$615,445	\$754,715	\$708,412	-\$46,303	-6.13%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$576,448</b>	<b>\$643,955</b>	<b>\$615,445</b>	<b>\$754,715</b>	<b>\$708,412</b>	<b>-\$46,303</b>	<b>-6.13%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Misc Fees	\$600	\$7,120	\$309	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$600</b>	<b>\$7,120</b>	<b>\$309</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
Reimb/Constit Office	\$71,300	\$50,586	\$77,969	\$92,747	\$106,643	\$13,896	14.98%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$71,300</b>	<b>\$50,586</b>	<b>\$77,969</b>	<b>\$92,747</b>	<b>\$106,643</b>	<b>\$13,896</b>	<b>14.98%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$71,900</b>	<b>\$57,706</b>	<b>\$78,278</b>	<b>\$92,747</b>	<b>\$106,643</b>	<b>\$13,896</b>	<b>14.98%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$139,057	\$120,153	\$145,960	\$198,381	\$286,915	\$88,534	44.62%
Full Time Sal Accrue	-\$6,393	\$2,344	\$2,019	-	-	\$0	-
PT Salaries	\$88,749	\$137,951	\$123,775	\$123,884	\$0	-\$123,884	-100.00%
Part Time Sal Accru	\$3,761	-\$1,290	\$950	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$19,915	\$25,002	\$23,682	\$24,653	\$21,949	-\$2,704	-10.96%
Soc Sec FICA Accrued	\$179	-\$328	\$183	-	-	\$0	-
Retirement Cont DB	\$13,127	\$12,800	\$25,604	\$15,742	\$44,606	\$28,864	183.35%
Retirement Cont DC	\$17,312	\$25,568	\$15,442	\$38,821	\$10,660	-\$28,161	-72.54%
Retirement Cont A DB	-\$601	\$1,076	\$353	-	-	\$0	-
Retirement Cont A DC	\$149	-\$477	-\$136	-	-	\$0	-
Life Insurance	\$1,361	\$1,634	\$1,863	\$2,333	\$2,077	-\$256	-10.96%
Life Ins Accrued	\$50	\$18	\$19	-	-	\$0	-
Health Care Program	\$36,229	\$44,588	\$45,361	\$54,432	\$47,630	-\$6,802	-12.49%
Health Care Pr Accru	\$329	\$892	\$174	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$313,223</b>	<b>\$369,931</b>	<b>\$385,248</b>	<b>\$458,247</b>	<b>\$413,838</b>	<b>-\$44,410</b>	<b>-9.69%</b>
Personnel - Other							
Temp. Salaries	\$26,281	\$46,419	\$19,182	\$88,286	\$71,051	-\$17,235	-19.52%
Temp Sal Accrued	\$926	-\$525	-\$792	-	-	\$0	-
Subst Sal	\$71,435	\$64,531	\$21,939	\$44,024	\$44,024	\$1	0.00%
Overtime	\$14,674	\$32,270	\$10,093	\$16,000	\$16,000	\$0	0.00%
Overtime Accrued	\$4,283	-\$4,820	-	-	-	\$0	-
Holiday OT	\$2,371	-	\$15	-	-	\$0	-
Bonus Pay	-	\$4,000	\$18,475	-	-	\$0	-
FICA Temporary Emp	-	-	-	-	\$0	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$119,970</b>	<b>\$141,874</b>	<b>\$68,911</b>	<b>\$148,310</b>	<b>\$131,075</b>	<b>-\$17,235</b>	<b>-11.62%</b>
Other							
Office Supplies	\$4,305	\$4,407	\$4,734	\$7,000	\$9,000	\$2,000	28.57%
Postage	\$18,413	\$15,478	\$10,136	\$12,000	\$14,000	\$2,000	16.66%
Books	-	-	-	-	\$0	\$0	-
Cleaning Supplies	-	\$370	-	-	-	\$0	-
Safety Supplies	\$3,515	-	-	-	-	\$0	-
Maint Supplies	-\$1,570	\$2,024	-	-	\$0	\$0	-
Mach/Equip/Furn (NC)	\$21	\$0	-	\$2,500	\$2,500	\$0	0.00%
Other Supplies	\$12,773	\$8,039	\$1,525	\$5,500	\$5,500	\$0	0.00%
Telephone Serv Purch	-	\$326	-	-	-	\$0	-
Cell Phone Serv Purc	\$3,303	\$6,345	\$6,167	\$6,300	\$6,300	\$0	0.00%
Dues/Subscriptions	\$550	\$2,487	\$430	\$895	\$895	\$0	0.00%
Utilities	\$429	\$846	\$963	\$960	\$960	\$0	0.00%
Printing/Duplicating	\$7,813	\$21,239	\$7,481	\$7,722	\$8,000	\$278	3.60%
Travel	\$1,477	-	\$1,788	\$7,400	\$7,400	\$0	0.00%
Meals	\$253	-	-	\$3,150	\$3,150	\$0	0.00%
Advertising	\$2,035	\$1,256	\$703	\$2,250	\$2,250	\$0	0.00%
Rent	\$19,493	\$18,880	\$12,177	\$20,241	\$21,065	\$824	4.07%
Equipment Rental	\$1,943	\$2,238	\$3,555	-	-	\$0	-
Repairs and Maint	\$0	\$102	\$63	-	\$0	\$0	-
Education/Training	\$10,594	\$851	\$7,490	\$7,500	\$7,500	\$0	0.00%
Software Lic/Maint	\$34,075	\$24,040	\$28,272	\$35,776	\$36,201	\$425	1.18%
Freight	\$0	-	-	-	-	\$0	-
Monthly Parking Fees	\$782	\$453	\$455	\$1,380	\$1,380	\$0	0.00%
Cap Purchase-Dir	-	\$320	-	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Acq Com Itm-Eqpt (MA)	-	\$0	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$120,203</b>	<b>\$109,700</b>	<b>\$85,939</b>	<b>\$120,574</b>	<b>\$126,101</b>	<b>\$5,527</b>	<b>4.58%</b>
Contractual							
Professional Serv	\$7,220	\$4,115	\$54,847	\$11,740	\$12,000	\$260	2.21%
Serv Contracts	-	-	\$6,550	-	-	\$0	-
Contracted Serv	-	\$150	\$615	-	-	\$0	-
Int Contract Svc	\$2,318	\$1,921	-	\$3,700	\$3,700	\$0	0.00%
Other Contractual Se	\$3,290	\$7,217	\$4,289	\$2,877	\$14,877	\$12,000	417.10%
<b>CONTRACTUAL TOTAL</b>	<b>\$12,827</b>	<b>\$13,403</b>	<b>\$66,301</b>	<b>\$18,317</b>	<b>\$30,577</b>	<b>\$12,260</b>	<b>66.93%</b>
Fixed							
Telephone-Int Chg	\$4,614	\$3,436	\$3,436	\$4,073	\$1,976	-\$2,097	-51.48%
Insurance Int Chgs	\$1,888	\$1,888	\$1,888	\$2,172	\$2,215	\$43	1.97%
Worker's Comp Ins	\$156	\$156	\$156	\$223	\$227	\$4	1.79%
IT Infrastruct Repla	\$3,567	\$3,567	\$3,567	\$2,799	\$2,403	-\$396	-14.14%
<b>FIXED TOTAL</b>	<b>\$10,225</b>	<b>\$9,047</b>	<b>\$9,047</b>	<b>\$9,267</b>	<b>\$6,821</b>	<b>-\$2,446</b>	<b>-26.39%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$576,448</b>	<b>\$643,955</b>	<b>\$615,445</b>	<b>\$754,715</b>	<b>\$708,412</b>	<b>-\$46,303</b>	<b>-6.13%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

Reduction in Temporary Salaries and conversion of 2 positions to FTEs

### Other Expenditures

Contractual increases for software licensing, off-site storage rental and postage

# Internal Services





# EMPLOYEE COMPENSATION



FISCAL YEAR 2024 BUDGET

## OVERVIEW

Funds budgeted for Employee Compensation are citywide appropriations and may be allocated to individual departments throughout the fiscal year.

**COLA Budget:** Funds allocated for cost of living (COLA) increases are budgeted as a lump sum and will be distributed to departments during the year on an as needed basis. This methodology has been deployed to help ensure attrition savings are being captured. Attrition savings are realized when a vacancy occurs and remains vacant in between hires. When this happens, additional salary and benefits savings are achieved. For FY 24, a 6% COLA is included for City employees at a total General Fund cost of \$3,607,331. It is anticipated that there will be \$1,000,000 in salary attrition savings. When netting the COLA cost with the attrition savings, a total of \$2,607,331 has been included for the COLA.

**Unemployment Compensation:** Unemployment insurance provides temporary wage replacement benefits to qualified individuals who are out of work through no fault of their own. Payments for Unemployment are estimated at \$50,000 for FY 24.

**Miscellaneous Expenses:** Other funds budgeted for employee compensation support the employee parking subsidy, leadership development activities and employee educational opportunities, employee recognition initiatives, tenure recognitions, and employee appreciation events. This also funds benefit plan administration and Affordable Health Act compliance.

## EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
COLA Budget	-	-	-	\$849,812	\$2,607,331	\$1,757,519	206.81%
Retirement Cont DB	-	\$1,355,531	\$96,725	-	-	\$0	-
Retirement Cont DC	-	-\$157,275	-	-	-	\$0	-
Life Insurance	\$20,564	\$9,012	-\$3,676	-	-	\$0	-
Sal to/Fr Oth Trans	-	-	-	-	\$850,721	\$850,721	-
<b>PERSONNEL TOTAL</b>	<b>\$20,564</b>	<b>\$1,207,268</b>	<b>\$93,049</b>	<b>\$849,812</b>	<b>\$3,458,052</b>	<b>\$2,608,240</b>	<b>306.91%</b>
<b>Other</b>							
Office Supplies	\$60	-	-	-	-	\$0	-
Safety Supplies	\$6,402	-\$362	-	-	-	\$0	-
Awards/Trophies	\$56,922	\$49,320	\$5,754	-	-	\$0	-
Legal Fees	-	-	\$7,486	-	-	\$0	-
Meals	\$4,768	-	\$1,006	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Education/Training	\$0	-	-	-	-	\$0	-
Contrib to Other Gov	\$12,304	\$12,768	\$12,720	-	-	\$0	-
Unemployment Comp	\$29,145	\$158,246	\$16,142	\$50,000	\$50,000	\$0	0.00%
City EE Parking Sub	\$60,802	\$62,511	\$66,277	\$70,000	\$70,000	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$170,403</b>	<b>\$282,483</b>	<b>\$109,385</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>0.00%</b>
Contractual							
Professional Serv	\$9,627	-	-	\$172,950	\$172,950	\$0	0.00%
Other Contractual Se	\$14,493	\$0	\$0	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$24,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$172,950</b>	<b>\$172,950</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$215,087</b>	<b>\$1,489,751</b>	<b>\$202,434</b>	<b>\$1,142,762</b>	<b>\$3,751,002</b>	<b>\$2,608,240</b>	<b>228.24%</b>

# HUMAN RESOURCES DEPARTMENT



FISCAL YEAR 2024 BUDGET

## OVERVIEW

Human Resources functional service areas include recruitment and selection, employee and labor relations (including collective bargaining), performance management, training and organizational development, employee benefits administration, retiree benefits administration, leave administration, workers compensation, policy development and compliance, human resources information systems, and general human resources administration. The department’s key goals include:

- Helping to attract, engage and retain employees.
- Helping to provide employee development resources and organizational training(s).
- Fostering sound employee and labor relations, including through the collective bargaining process.
- Offering a competitive total rewards compensation and benefits package.
- Effectively communicating HR programs and processes.
- Providing guidance and clarity on policies and procedures that support the City’s organizational goals.
- Supporting the City’s diversity, equity, inclusion, belonging and accessibility initiatives.

## STAFFING SUMMARY

Full Time Equivalent by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Human Resources Department	12.00
<b>ALLOCATED FTE COUNT</b>	<b>12.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Human Resources Department	\$272,794	\$296,327	\$243,011	\$280,791	\$268,749	-\$12,042	-4.28%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$272,794</b>	<b>\$296,327</b>	<b>\$243,011</b>	<b>\$280,791</b>	<b>\$268,749</b>	<b>-\$12,042</b>	<b>-4.28%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Human Resources Department	\$968,223	\$1,051,771	\$992,437	\$1,488,354	\$1,869,836	\$381,482	25.63%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$968,223</b>	<b>\$1,051,771</b>	<b>\$992,437</b>	<b>\$1,488,354</b>	<b>\$1,869,836</b>	<b>\$381,482</b>	<b>25.63%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$968,223	\$1,051,771	\$992,437	\$1,488,354	\$1,869,836	\$381,482	25.63%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$968,223</b>	<b>\$1,051,771</b>	<b>\$992,437</b>	<b>\$1,488,354</b>	<b>\$1,869,836</b>	<b>\$381,482</b>	<b>25.63%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Misc Fees	\$241,042	\$264,582	\$243,011	\$280,791	\$268,749	-\$12,042	-4.28%
Other Fees	\$31,745	\$31,745	\$0	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$272,787</b>	<b>\$296,327</b>	<b>\$243,011</b>	<b>\$280,791</b>	<b>\$268,749</b>	<b>-\$12,042</b>	<b>-4.28%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$8	-	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$272,794</b>	<b>\$296,327</b>	<b>\$243,011</b>	<b>\$280,791</b>	<b>\$268,749</b>	<b>-\$12,042</b>	<b>-4.28%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$574,943	\$544,251	\$494,745	\$799,637	\$1,047,883	\$248,246	31.04%
Full Time Sal Accrue	-\$2,558	\$908	\$12,235	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$42,385	\$39,391	\$37,870	\$61,172	\$79,054	\$17,882	29.23%
Soc Sec FICA Accrued	-\$270	\$50	\$932	-	-	\$0	-
Retirement Cont DB	\$77,969	\$86,430	\$87,959	\$107,647	\$166,217	\$58,570	54.40%
Retirement Cont DC	\$40,134	\$58,063	\$38,843	\$72,666	\$74,224	\$1,558	2.14%
Retirement Cont A DB	\$531	\$921	\$277	-	-	\$0	-
Retirement Cont A DC	-\$119	-\$1,297	\$1,746	-	-	\$0	-
Life Insurance	\$3,596	\$3,784	\$3,579	\$5,789	\$7,587	\$1,797	31.04%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Life Ins Accrued	\$60	\$20	\$86	-	-	\$0	-
Health Care Program	\$61,793	\$66,297	\$64,203	\$90,720	\$114,312	\$23,592	26.00%
Health Care Pr Accru	-\$644	\$663	\$733	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$797,822</b>	<b>\$799,481</b>	<b>\$743,208</b>	<b>\$1,137,632</b>	<b>\$1,489,277</b>	<b>\$351,645</b>	<b>30.91%</b>
Personnel - Other							
Temp. Salaries	-	-	-	-	\$0	\$0	-
Overtime	\$4,304	\$131	\$271	\$250	\$250	\$0	0.00%
Overtime Accrued	-\$1,310	-	\$25	-	-	\$0	-
Bonus Pay	-	\$5,250	\$24,500	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$2,994</b>	<b>\$5,381</b>	<b>\$24,796</b>	<b>\$250</b>	<b>\$250</b>	<b>\$0</b>	<b>0.00%</b>
Other							
Office Supplies	\$3,101	\$1,996	\$3,487	\$4,500	\$5,500	\$1,000	22.22%
Postage	\$1,421	\$546	\$3,115	\$2,000	\$3,000	\$1,000	50.00%
Books	\$748	\$21	\$49	\$1,500	\$1,500	\$0	0.00%
Safety Supplies	\$60	\$164	-	-	-	\$0	-
Maint Supplies	\$12	-	-	-	-	\$0	-
Food Supplies	-	-	-	-	\$0	\$0	-
Awards/Trophies	-	-	-	-	\$0	\$0	-
Mach/Equip/Furn (NC)	\$2,916	\$370	\$260	-	-	\$0	-
Comp Sftwr (Non-cap)	\$1,699	-	\$746	-	\$0	\$0	-
Other Supplies	\$791	\$2,886	\$116	\$8,210	\$9,000	\$790	9.62%
Cell Phone Serv Purc	\$2,045	\$1,978	\$2,920	\$2,647	\$5,400	\$2,753	104.00%
Dues/Subscriptions	\$2,979	\$5,208	\$4,155	\$6,000	\$8,000	\$2,000	33.33%
Printing/Duplicating	\$265	\$515	-	\$750	\$750	\$0	0.00%
Travel	\$792	-	\$1,291	\$5,000	\$7,000	\$2,000	40.00%
Meals	-	-	\$9	\$850	\$850	\$0	0.00%
Advertising	\$9,339	\$18,010	\$14,377	\$16,000	\$20,000	\$4,000	25.00%
Registration Fees	\$3,077	\$5,965	\$5,227	\$10,000	\$15,000	\$5,000	50.00%
Equipment Rental	\$5,401	\$5,034	\$5,313	-	-	\$0	-
Repairs and Maint	\$458	-	\$236	-	-	\$0	-
Education/Training	\$64,088	\$62,288	\$58,462	\$75,000	\$85,000	\$10,000	13.33%
Freight	-	\$0	\$24	-	-	\$0	-
Temp Labor	-	-	-	\$3,000	\$3,000	\$0	0.00%
Monthly Parking Fees	\$399	\$29	\$23	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$99,590</b>	<b>\$105,009</b>	<b>\$99,810</b>	<b>\$135,457</b>	<b>\$164,000</b>	<b>\$28,543</b>	<b>21.07%</b>
Contractual							
Professional Serv	\$34,632	\$31,745	\$3,500	\$36,000	\$36,000	\$0	0.00%
Serv Contracts	-	\$52,901	-	-	-	\$0	-
Constr Contracts	\$1,548	-	-	-	-	\$0	-
Other Contractual Se	\$20,018	\$45,635	\$109,505	\$164,996	\$164,996	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$56,198</b>	<b>\$130,280</b>	<b>\$113,005</b>	<b>\$200,996</b>	<b>\$200,996</b>	<b>\$0</b>	<b>0.00%</b>
Fixed							
Telephone-Int Chg	\$3,700	\$3,700	\$3,700	\$4,386	\$2,823	-\$1,563	-35.63%
Insurance Int Chgs	\$5,193	\$5,193	\$5,193	\$5,972	\$6,091	\$119	1.99%
Worker's Comp Ins	\$1,093	\$1,093	\$1,093	\$1,562	\$1,593	\$31	1.98%
IT Infrastruct Repla	\$1,633	\$1,633	\$1,633	\$2,099	\$4,806	\$2,707	128.96%
<b>FIXED TOTAL</b>	<b>\$11,619</b>	<b>\$11,619</b>	<b>\$11,619</b>	<b>\$14,019</b>	<b>\$15,313</b>	<b>\$1,294</b>	<b>9.23%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$968,223</b>	<b>\$1,051,771</b>	<b>\$992,437</b>	<b>\$1,488,354</b>	<b>\$1,869,836</b>	<b>\$381,482</b>	<b>25.63%</b>

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

Addition of 1 FTE - Sr. HR Analyst

### **Other Expenditures**

Increases for advertising, education and training and registration fees

# INFORMATION TECHNOLOGY DEPARTMENT



FISCAL YEAR 2024 BUDGET

## OVERVIEW

**IT Operations:** The Department of Information Technology (IT) assists all City departments and divisions by centrally supporting the City’s computer and telecommunications systems and providing technical support to City employees. IT is responsible for evaluating, recommending, purchasing, installing, and supporting all of the City’s computer systems and communications networks for both voice and data. This department evaluates, integrates, and supports innovative technologies to help internal and external customers achieve their goals, while effectively maximizing return on resources and providing cost effective methods for citizens, businesses, vendors, and others to easily access information and conduct business with the City. This budget is partially offset by revenues generated from user fees charged out to Non-General Fund departments and received from outside agencies, such as the Library and Regional Jail.

**City Link:** The total budget for City Link is funded from contributions by the Gas Fund (\$1.0M) and all Non General Fund departments that utilize City Link (\$200,000). This budget funds the salaries and benefits of two SAP Engineer positions, an operational budget, and capital funds for City Link server replacement and potential enhancements.

**Computer Replacement:** This includes funds for the replacements of laptop and desktop computers and citywide technology infrastructure and systems. This budget is offset by contributions made by each City department into the account.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
IT Operations	18.00
CityLink Recurring Budget- Operations	2.00
<b>ALLOCATED FTE COUNT</b>	<b>20.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Information Technology Department	\$3,550	-	-	-	-	\$0	-
CityLink Recurring Budget- Operations	\$977,667	\$978,427	\$996,926	\$997,147	\$1,198,040	\$200,893	20.14%
CityLink Recurring Budget-Infrastructure	\$202,853	\$202,853	\$200,314	\$204,820	\$310,344	\$105,524	51.52%
IT Computer Replacement Pool	\$205,103	\$205,103	\$215,712	\$447,220	\$469,962	\$22,742	5.08%
IT Operations	\$774,211	\$767,744	\$842,343	\$871,275	\$560,633	-\$310,642	-35.65%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$2,163,384</b>	<b>\$2,154,127</b>	<b>\$2,255,295</b>	<b>\$2,520,462</b>	<b>\$2,538,979</b>	<b>\$18,517</b>	<b>0.73%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Information Technology Department	-	-\$26,503	-	\$2,486	\$2,535	\$49	1.97%
CityLink Recurring Budget- Operations	\$730,856	\$645,784	\$665,944	\$1,021,267	\$1,020,897	-\$370	-0.03%
CityLink Recurring Budget-Infrastructure	\$359,030	-	\$13,561	\$200,314	\$200,314	\$0	0.00%
IT Computer Replacement Pool	\$703,632	\$235,677	\$228,383	\$425,120	\$754,600	\$329,480	77.50%
IT Operations	\$2,649,081	\$2,478,727	\$2,876,829	\$3,821,947	\$4,101,178	\$279,231	7.30%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$4,442,598</b>	<b>\$3,333,684</b>	<b>\$3,784,717</b>	<b>\$5,471,134</b>	<b>\$6,079,525</b>	<b>\$608,390</b>	<b>11.11%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$2,649,081	\$2,478,727	\$2,876,829	\$3,821,947	\$4,101,178	\$279,231	7.30%
Non-General Funds	\$1,793,518	\$854,957	\$907,888	\$1,649,187	\$1,978,346	\$329,159	19.95%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$4,442,598</b>	<b>\$3,333,684</b>	<b>\$3,784,717</b>	<b>\$5,471,134</b>	<b>\$6,079,525</b>	<b>\$608,390</b>	<b>11.11%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Misc Fees	-	-	-	\$39,600	\$25,362	-\$14,238	-35.95%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$39,600</b>	<b>\$25,362</b>	<b>-\$14,238</b>	<b>-35.95%</b>
Miscellaneous Revenue							
Refund-Prior Yr Exp	-	-	\$3,450	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$3,450</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
IT Revenue							
IT User Fees-Rev	\$747,247	\$747,247	\$820,893	\$854,945	\$535,925	-\$319,020	-37.31%
IT GIS User Fees-Rev	\$18,662	\$18,662	\$20,995	\$16,330	\$24,708	\$8,378	51.30%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
CityLink Oper Fee	\$977,667	\$978,427	\$996,926	\$997,147	\$1,198,040	\$200,893	20.14%
CityLink Infrast Fee	\$202,853	\$202,853	\$200,314	\$204,820	\$310,344	\$105,524	51.52%
IT Infrastr User Fee	\$205,103	\$205,103	\$212,262	\$248,620	\$0	-\$248,620	-100.00%
<b>IT REVENUE TOTAL</b>	<b>\$2,151,532</b>	<b>\$2,152,292</b>	<b>\$2,251,390</b>	<b>\$2,321,862</b>	<b>\$2,069,017</b>	<b>-\$252,845</b>	<b>-10.88%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$11,852	\$1,835	\$455	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$11,852</b>	<b>\$1,835</b>	<b>\$455</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	-	-	-	\$159,000	\$444,600	\$285,600	179.62%
<b>TRANSFERS TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$159,000</b>	<b>\$444,600</b>	<b>\$285,600</b>	<b>179.62%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$2,163,384</b>	<b>\$2,154,127</b>	<b>\$2,255,295</b>	<b>\$2,520,462</b>	<b>\$2,538,979</b>	<b>\$18,517</b>	<b>0.73%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$1,354,514	\$1,090,412	\$1,181,131	\$1,770,615	\$1,713,982	-\$56,633	-3.19%
Full Time Sal Accrue	\$1,367	\$225	\$16,658	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$6,773	\$12,947	\$6,174	91.14%
Soc Sec - FICA	\$99,216	\$81,711	\$93,481	\$135,452	\$130,371	-\$5,081	-3.75%
Soc Sec FICA Accrued	\$172	\$140	\$1,260	-	-	\$0	-
Retirement Cont DB	\$246,849	\$182,571	\$282,346	\$251,034	\$269,022	\$17,988	7.16%
Retirement Cont DC	\$66,127	\$79,925	\$77,583	\$113,695	\$64,631	-\$49,064	-43.15%
Retirement Cont A DB	-\$1,883	\$1,864	-\$1,860	-	-	\$0	-
Retirement Cont A DC	\$1,559	-\$114	\$1	-	-	\$0	-
Life Insurance	\$9,331	\$7,616	\$8,460	\$12,819	\$12,409	-\$410	-3.19%
Life Ins Accrued	\$180	\$38	-\$6	-	-	\$0	-
Health Care Program	\$148,627	\$113,673	\$117,952	\$181,440	\$190,520	\$9,080	5.00%
Health Care Pr Accru	-\$88	-\$400	-\$1,534	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,925,971</b>	<b>\$1,557,660</b>	<b>\$1,775,472</b>	<b>\$2,471,829</b>	<b>\$2,393,883</b>	<b>-\$77,947</b>	<b>-3.15%</b>
Personnel - Other							
Temp. Salaries	\$12,428	\$13,343	\$43,088	-	\$2,000	\$2,000	-
Temp Sal Accrued	\$37	\$1,534	-\$71	-	-	\$0	-
Overtime	\$26,342	\$30,269	\$22,707	\$27,000	\$27,000	\$0	0.00%
Overtime Accrued	\$995	-\$568	-\$848	-	-	\$0	-
Holiday OT	-	-	\$125	-	-	\$0	-
Other OT	-	\$316	-	-	-	\$0	-
Career Dev.	\$1,353	\$577	-	-	-	\$0	-
Career Dev Accrued	\$10	-\$49	-	-	-	\$0	-
Bonus Pay	-	\$10,500	\$33,600	\$1,000	\$1,000	\$0	0.00%
FICA Temporary Emp	-	-	-	-	\$153	\$153	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$41,165</b>	<b>\$55,922</b>	<b>\$98,600</b>	<b>\$28,000</b>	<b>\$30,153</b>	<b>\$2,153</b>	<b>7.68%</b>
Other							
Office Supplies	\$2,170	\$2,451	\$3,360	\$1,500	\$1,750	\$250	16.66%
Postage	\$37	-	\$19	\$200	\$200	\$0	0.00%
Books	\$99	-	\$84	\$200	\$200	\$0	0.00%
Uniforms/Clothing	-	-	\$60	-	\$800	\$800	-
Safety Supplies	-	-	\$81	-	-	\$0	-
Small Hand Tools	\$30	-	-	-	-	\$0	-
Food Supplies	\$1,793	-	\$86	\$1,300	\$2,400	\$1,100	84.61%
Mach/Equip/Furn (NC)	\$201,048	\$115,621	\$75,437	\$665,434	\$978,914	\$313,480	47.10%
Comp Sftwr (Non-cap)	\$59,512	\$434,545	\$4,583	\$40,000	\$15,000	-\$25,000	-62.50%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Other Supplies	\$53	-	-	\$1,241	\$1,241	\$0	0.00%
Telephone Serv Purch	\$25,298	\$33,617	\$36,829	\$42,000	\$42,000	\$0	0.00%
Cell Phone Serv Purc	\$10,915	\$11,111	\$9,155	\$11,100	\$11,100	\$0	0.00%
Dues/Subscriptions	-	-	\$2,225	\$3,512	\$2,287	-\$1,225	-34.88%
Telephone-Long Dist	\$7,803	\$55,297	\$58,481	\$9,000	\$0	-\$9,000	-100.00%
Printing/Duplicating	-	\$12,240	-\$12,240	-	-	\$0	-
Travel	\$8,256	-	\$143	\$8,000	\$10,000	\$2,000	25.00%
Local Travel	-	-	\$76	-	-	\$0	-
Meals	\$260	-	\$53	-	-	\$0	-
Advertising	\$103	\$1,218	-	-	\$500	\$500	-
Registration Fees	\$2,432	\$1,904	-	\$500	\$0	-\$500	-100.00%
Equipment Rental	\$3,166	\$2,269	\$2,431	\$2,400	\$2,797	\$397	16.54%
Repairs and Maint	-	-	\$33,931	\$5,500	\$5,500	\$0	0.00%
Maintenance Fees	-	-	\$4,225	-	-	\$0	-
Education/Training	\$15,252	\$3,250	\$19,838	\$40,000	\$40,000	\$0	0.00%
Software Lic/Maint	\$1,096,986	\$704,224	\$1,277,068	\$1,395,947	\$1,394,406	-\$1,541	-0.11%
Freight	\$83	\$364	-	-	-	\$0	-
Credit Card Fees	\$8	-	-	-	-	\$0	-
Monthly Parking Fees	\$46	\$32	-	-	-	\$0	-
Late Fee	\$50	-	-	-	\$0	\$0	-
Acq Com Itm-F/E (MA)	-	\$0	-	-	-	\$0	-
Acq Com Itm-Comp Sof	\$94,765	\$50,322	-	-	-	\$0	-
Acq Com Itm-Comp Har	\$622,720	-	-	-	-	\$0	-
Trn to IT Fd	-	-	-	\$159,000	\$349,841	\$190,841	120.02%
<b>OTHER TOTAL</b>	<b>\$2,152,883</b>	<b>\$1,428,465</b>	<b>\$1,515,925</b>	<b>\$2,386,834</b>	<b>\$2,858,936</b>	<b>\$472,102</b>	<b>19.77%</b>
Contractual							
Professional Serv	\$12,973	\$3,716	\$15,317	\$147,703	\$147,703	\$0	0.00%
Serv Contracts	\$176,827	\$147,543	\$167,005	\$341,782	\$455,076	\$113,294	33.14%
Contracted Serv	\$89,549	\$105,928	\$176,375	\$50,000	\$124,000	\$74,000	148.00%
Consulting Services	\$8,335	-	-	-	\$10,000	\$10,000	-
Other Contractual Se	\$972	\$220	\$2,100	\$4,100	\$5,000	\$900	21.95%
<b>CONTRACTUAL TOTAL</b>	<b>\$288,656</b>	<b>\$257,407</b>	<b>\$360,797</b>	<b>\$543,585</b>	<b>\$741,779</b>	<b>\$198,194</b>	<b>36.46%</b>
Fixed							
Telephone-Int Chg	\$6,344	\$6,344	\$6,344	\$7,520	\$7,339	-\$181	-2.40%
Insurance Int Chgs	\$20,394	\$20,394	\$20,394	\$23,452	\$23,922	\$470	2.00%
Worker's Comp Ins	\$1,930	\$1,930	\$1,930	\$5,249	\$5,313	\$64	1.21%
IT Comp Replacemt	-	-	-	-	\$1,102	\$1,102	-
IT Infrastruct Repla	\$5,254	\$5,563	\$5,254	\$4,665	\$15,449	\$10,784	231.16%
IT User/Support Fee	-	-	-	-	\$1,649	\$1,649	-
<b>FIXED TOTAL</b>	<b>\$33,922</b>	<b>\$34,231</b>	<b>\$33,922</b>	<b>\$40,886</b>	<b>\$54,774</b>	<b>\$13,888</b>	<b>33.96%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$4,442,598</b>	<b>\$3,333,684</b>	<b>\$3,784,717</b>	<b>\$5,471,134</b>	<b>\$6,079,525</b>	<b>\$608,390</b>	<b>11.11%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### Other Expenditures

Contractual increases for contractual services and software licenses

# Financial Services





# FINANCE DEPARTMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

**Administration:** The administrative office of the Finance Department provides comprehensive financial management, accounting, and reporting services; pays all City employees and City bills; provides debt management services; and prepares a number of specialized technical reports including the annual utility rate study, official statements and prospectuses for bond issues, administers the City's credit card programs, the City's annual financial reports, the State mandated comparative cost report transmittal forms, and a variety of grant reports. This office has consistently received the Government Finance Officers Association Certificate of Excellence in Financial Reporting.

**City Assessor:** The City Assessor's Office is responsible for assessing over 15,148 parcels in the City annually; maintains assessments for tax purposes at fair market value; and provides various services to homeowners, prospective homebuyers/sellers, realtors, title researchers, attorneys, land surveyors, and other City departments. This office is also responsible for the Tax Abatement and Supplemental Assessment Programs.

**Procurement:** Procurement has overall responsibility for the City's purchasing system and develops procedures to ensure that procurements are conducted in a fair and impartial manner and in compliance with state, local and other applicable law, provides procurement training which is available to all City staff with procurement responsibilities, is responsible for the disposition of all City surplus property, and manages the City's Minority Business/Supplier Diversity and federal Disadvantaged Business Enterprise programs.

**Risk Management:** Risk Management coordinates overall risk management services for the City. This includes managing the City's property and liability insurance. It also includes organizing, administering and coordinating activities for the City related to prevention and control of financial loss to the City. Services include performing risk analysis, evaluating, and using the data to develop and implement programs designed to limit the City's liability exposure, as well as improving workplace safety. Additionally, Risk Management is responsible for the transference of financial risk, to include procurement of the City's insurance policies and reviewing insurance provisions in third party service contracts.

**Utility Billing:** The Utility Billing Office (UBO) is responsible for maintaining and billing over \$44 million in utility accounts each year for gas, water and sewer service and sending over 26,000 invoices monthly. They also handle requests to stop and start services, answer customer inquiries concerning their accounts, create and monitor payment arrangements, disconnect and reconnect delinquent customers, and handle all billing maintenance entries necessary to send accurate and timely bills. The office handles over 37,000 customer inquiries annually and has assisted nearly 250 customers concerning excessive consumption issues.

UBO also administers the Gas Assistance Program and receives funds to be used as assistance from private contributors to the program. UBO works with the Commonwealth of Virginia to ensure that

eligible customers receive applicable fuel assistance and relief funds associated with the COVID-19 pandemic. UBO also manages water and wastewater assistance programs, providing financial support to those who qualify and have difficulty with their water and wastewater bills. In addition, UBO administers rebate programs for toilets, water heaters, thermostats, and rain barrels.

**Warehouse:** The Warehouse operates the Central Warehouse which includes:

- a central shipping and receiving point for City agencies,
- disposition of surplus property for the City and library,
- short term storage for City departments, and
- inventory management including material requirements planning and purchasing of inventory stocked in the central warehouse.

The Warehouse also provides SAP and inventory management support for other warehouse locations, i.e., Charlottesville Area Transit and Fleet.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Warehouse Operations	2.00
Utility Billing Office	13.00
Finance - Administration	12.00
Risk Management Operations	2.00
Real Estate Assessor	8.00
Purchasing	5.00
<b>ALLOCATED FTE COUNT</b>	<b>42.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Finance - Administration	\$13	-	-	-	-	\$0	-
Real Estate Assessor	\$904	\$750	\$400	-	-	\$0	-
Risk Management Operations	\$2,427,573	\$2,345,118	\$2,332,809	\$3,945,931	\$4,240,188	\$294,257	7.45%
Warehouse Operations	\$1,014,360	\$933,790	\$786,591	\$165,323	\$201,779	\$36,456	22.05%
Utility Billing Office	\$11,530	\$20,167	\$24,366	-	-	\$0	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$3,454,380</b>	<b>\$3,299,825</b>	<b>\$3,144,167</b>	<b>\$4,111,254</b>	<b>\$4,441,967</b>	<b>\$330,713</b>	<b>8.04%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Finance - Administration	\$1,380,860	\$1,386,425	\$1,454,721	\$1,390,230	\$1,534,576	\$144,346	10.38%
Real Estate Assessor	\$832,261	\$837,263	\$882,810	\$902,633	\$925,307	\$22,674	2.51%
Purchasing	\$388,861	\$302,741	\$189,013	\$579,138	\$563,100	-\$16,038	-2.76%
Risk Management Operations	\$2,406,986	\$2,847,071	\$2,099,357	\$3,945,931	\$4,240,188	\$294,256	7.45%
Warehouse Operations	\$998,811	\$933,536	\$830,525	\$165,323	\$201,779	\$36,456	22.05%
Utility Billing Office	\$1,040,273	\$1,096,071	\$1,247,982	\$1,914,301	\$1,790,313	-\$123,988	-6.47%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$7,048,051</b>	<b>\$7,403,106</b>	<b>\$6,704,409</b>	<b>\$8,897,555</b>	<b>\$9,255,261</b>	<b>\$357,706</b>	<b>4.02%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$2,601,982	\$2,526,429	\$2,526,545	\$2,872,001	\$3,022,982	\$150,981	5.25%
Non-General Funds	\$4,446,069	\$4,876,677	\$4,177,864	\$6,025,555	\$6,232,279	\$206,725	3.43%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$7,048,051</b>	<b>\$7,403,106</b>	<b>\$6,704,409</b>	<b>\$8,897,555</b>	<b>\$9,255,261</b>	<b>\$357,706</b>	<b>4.02%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Taxes							
Sales Tax (Collected)	-\$135	-	-	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>-\$135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Charges for Services							
Other Fees	\$2,265,622	\$2,263,329	\$2,313,895	\$3,852,681	\$4,140,188	\$287,507	7.46%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$2,265,622</b>	<b>\$2,263,329</b>	<b>\$2,313,895</b>	<b>\$3,852,681</b>	<b>\$4,140,188</b>	<b>\$287,507</b>	<b>7.46%</b>
Intergovernmental Revenue							
St/Fed Pass Thu Cap	-	-	\$0	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Miscellaneous Revenue							
Tax Abate Applic	\$900	\$750	\$400	-	-	\$0	-
Interest	\$87,202	\$21,885	\$14,624	\$55,000	\$60,000	\$5,000	9.09%
Contributions	\$11,486	\$20,167	\$24,366	-	-	\$0	-
Refund-Prior Yr Exp	\$540	\$540	\$540	-	-	\$0	-
Ins Recovery	\$74,209	\$59,364	\$3,750	\$38,250	\$40,000	\$1,750	4.57%
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$174,336</b>	<b>\$102,706</b>	<b>\$43,680</b>	<b>\$93,250</b>	<b>\$100,000</b>	<b>\$6,750</b>	<b>7.23%</b>
Warehouse Revenue							
Warehouse Inv Iss	\$994,203	\$933,790	\$786,486	\$145,323	\$181,779	\$36,456	25.08%
Warehse Outlet Sales	\$20,353	\$0	\$105	\$20,000	\$20,000	\$0	0.00%
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$1,014,557</b>	<b>\$933,790</b>	<b>\$786,591</b>	<b>\$165,323</b>	<b>\$201,779</b>	<b>\$36,456</b>	<b>22.05%</b>
Transfers							
Transfer From Other Fund	-	-	\$0	-	-	\$0	-
<b>TRANSFERS TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$3,454,380</b>	<b>\$3,299,825</b>	<b>\$3,144,167</b>	<b>\$4,111,254</b>	<b>\$4,441,967</b>	<b>\$330,713</b>	<b>8.04%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$2,337,164	\$2,292,401	\$2,498,152	\$2,820,038	\$2,853,115	\$33,077	1.17%
Full Time Sal Accrue	\$18,478	\$13,745	\$12,999	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$40,615	\$79,790	\$39,175	96.45%
Soc Sec - FICA	\$169,256	\$168,386	\$136,784	\$215,733	\$216,122	\$389	0.18%
Soc Sec FICA Accrued	\$1,304	\$1,150	\$1,130	-	-	\$0	-
Retirement Cont DB	\$489,879	\$488,271	\$464,133	\$538,369	\$520,427	-\$17,942	-3.33%
Retirement Cont DC	\$86,640	\$109,598	\$118,425	\$119,221	\$134,862	\$15,642	13.12%
Retirement Cont A DB	\$3,729	-\$739	\$1,369	-	-	\$0	-
Retirement Cont A DC	\$468	\$528	\$188	-	-	\$0	-
Life Insurance	\$16,019	\$15,974	\$18,001	\$20,417	\$20,657	\$239	1.17%
Life Ins Accrued	\$403	\$152	\$90	-	-	\$0	-
Health Care Program	\$343,696	\$337,415	\$331,849	\$381,024	\$400,092	\$19,068	5.00%
Health Care Pr Accru	\$2,303	\$1,326	-\$139	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$3,469,339</b>	<b>\$3,428,207</b>	<b>\$3,582,980</b>	<b>\$4,135,416</b>	<b>\$4,225,065</b>	<b>\$89,649</b>	<b>2.16%</b>
Personnel - Other							
Temp. Salaries	-	-	\$3,000	-	\$0	\$0	-
Overtime	\$4,575	\$8,709	\$14,773	-	\$0	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Overtime Accrued	-\$719	\$1,236	-\$378	-	-	\$0	-
Holiday OT	\$17	\$1,266	\$2,192	-	\$0	\$0	-
Holiday OT Accrued	-	-	\$194	-	-	\$0	-
Other OT	-	\$652	-	-	-	\$0	-
Bonus Pay	-	\$28,500	\$125,250	-	-	\$0	-
Employee Assist	-	-	-\$385	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$3,874</b>	<b>\$40,363</b>	<b>\$144,646</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Other							
Office Supplies	\$19,410	\$11,672	\$7,987	\$26,900	\$26,900	\$0	0.00%
Preprinted Forms	-	-	\$915	-	-	\$0	-
Postage	\$141,230	\$146,643	\$134,846	\$136,775	\$49,775	-\$87,000	-63.60%
Books	\$114	\$50	-	\$200	\$200	\$0	0.00%
Cleaning Supplies	\$13,587	\$11	\$32	\$50	\$50	\$0	0.00%
Uniforms/Clothing	\$819	\$240	\$7	\$300	\$675	\$375	125.00%
Safety Supplies	\$34,284	\$1,647	\$1,024	\$1,100	\$21,100	\$20,000	1,818.18%
Mat. Issued Transit	\$0	-	-	-	-	\$0	-
Maint Supplies	\$5,714	\$5,686	\$6,040	\$300	\$300	\$0	0.00%
Small Hand Tools	\$30	-	\$72	-	-	\$0	-
Food Supplies	\$801	-	-	\$500	\$600	\$100	20.00%
Recr Supplies	\$631	-	-	-	-	\$0	-
Oil/Grease	\$23	-	-	-	-	\$0	-
Chemicals	-	\$7	-	-	\$0	\$0	-
Library Supplies	-	\$308	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$28,303	\$4,278	\$10,058	\$3,000	\$6,500	\$3,500	116.66%
Comp Sftwr (Non-cap)	\$991	\$339	\$349	\$1,000	\$1,650	\$650	65.00%
Other Supplies	\$985	\$1,123	\$562	-	\$2,500	\$2,500	-
Mdse Purch	-	\$70	-	-	-	\$0	-
Telephone Serv Purch	\$698	\$944	\$861	\$625	\$625	\$0	0.00%
Cell Phone Serv Purc	\$3,414	\$6,125	\$9,516	\$9,124	\$12,547	\$3,423	37.51%
Other Purch-Resale	\$849,993	\$789,706	\$645,637	-	-	\$0	-
Dues/Subscriptions	\$5,591	\$4,878	\$7,373	\$19,608	\$24,957	\$5,349	27.27%
Telephone-Long Dist	-	\$715	\$49	-	-	\$0	-
Utilities	\$11,646	\$10,255	\$13,939	\$20,000	\$20,000	\$0	0.00%
Printing/Duplicating	\$12,116	\$6,305	\$9,549	\$9,275	\$14,275	\$5,000	53.90%
Legal Fees	\$32,849	\$7,642	\$113,177	\$150,000	\$150,000	\$0	0.00%
Travel	\$7,806	-	\$8,965	\$24,625	\$31,225	\$6,600	26.80%
Local Travel	\$7,679	\$6,816	\$6,031	\$7,300	\$7,300	\$0	0.00%
Travel Lodging	-	-	\$1,529	-	-	\$0	-
Meals	\$959	-	\$734	\$1,125	\$1,275	\$150	13.33%
Advertising	\$729	\$632	\$288	\$800	\$4,200	\$3,400	425.00%
Insurance Premiums	\$1,284,823	\$1,399,240	\$1,637,918	\$1,881,046	\$2,128,153	\$247,107	13.13%
Registration Fees	\$2,595	-	\$1,610	\$5,060	\$6,150	\$1,090	21.54%
Equipment Rental	\$7,529	\$6,838	\$8,666	\$16,130	\$17,177	\$1,047	6.49%
Repairs and Maint	\$199	\$1,048	-	-	\$400	\$400	-
Outside Maint-Parts	-	-	\$368	-	-	\$0	-
Education/Training	\$8,640	\$7,045	\$5,708	\$22,334	\$30,518	\$8,184	36.64%
Training M Fees	\$730	\$550	\$385	-	-	\$0	-
Internet Access Fee	\$440	\$0	-	-	-	\$0	-
Software Lic/Maint	\$8,292	\$36,181	\$25,641	-	\$42,100	\$42,100	-
Collection Fees	\$1,077	\$1,086	\$876	-	\$2,000	\$2,000	-
Comp svc-non IT	-	-	-	\$16,048	\$19,771	\$3,723	23.19%
Freight	\$1,393	\$1,550	\$1,878	\$1,716	\$1,716	\$0	0.00%
Credit Card Fees	\$194,071	\$189,734	\$369,139	\$203,000	\$203,000	\$0	0.00%
Monthly Parking Fees	\$734	\$171	-	-	\$0	\$0	-
Other Contributions	\$23,094	\$15,144	\$17,957	\$10,000	\$10,000	\$0	0.00%
Workers Comp Claims	\$655,788	\$1,058,304	-\$170,640	\$1,450,000	\$1,450,000	\$0	0.00%
Toilet Rebate	\$17,250	\$12,487	\$8,282	\$10,000	\$10,000	\$0	0.00%
Gas Incentives	\$9,253	\$16,618	\$13,676	\$10,000	\$10,000	\$0	0.00%
Customer Assistance	\$10,590	\$9,861	\$6,040	\$20,000	\$20,000	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Late Fee	\$8	\$15	-	-	-	\$0	-
Penalty/Fines	-	-	-	-	\$1,000	\$1,000	-
Refund Pension Cont	-	-	\$6,780	-	-	\$0	-
Acq Com Itm-Veh (MA)	-	\$23,983	-	\$6,000	\$0	-\$6,000	-100.00%
Acq Com Itm-Eqpt (MA)	-	\$0	-	-	-	\$0	-
Acq Com Itm-Comp Sof	-	\$0	-	-	-	\$0	-
Allocated Charges	-\$490,043	-\$520,981	-\$601,013	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$2,916,867</b>	<b>\$3,264,963</b>	<b>\$2,312,811</b>	<b>\$4,063,941</b>	<b>\$4,328,639</b>	<b>\$264,698</b>	<b>6.51%</b>
Contractual							
Professional Serv	\$489,992	\$492,148	\$492,807	\$353,078	\$343,663	-\$9,415	-2.66%
Serv Contracts	\$18,814	\$31,991	\$26,642	\$1,625	\$31,625	\$30,000	1,846.15%
Contracted Serv	\$0	\$2,700	\$154	-	-	\$0	-
Int Contract Svc	\$1,258	-	-	-	\$0	\$0	-
Other Contractual Se	\$29,988	\$23,239	\$28,201	\$218,467	\$217,472	-\$995	-0.45%
<b>CONTRACTUAL TOTAL</b>	<b>\$540,051</b>	<b>\$550,078</b>	<b>\$547,803</b>	<b>\$573,170</b>	<b>\$592,760</b>	<b>\$19,590</b>	<b>3.41%</b>
Fixed							
Telephone-Int Chg	\$13,698	\$13,111	\$12,930	\$15,352	\$12,985	-\$2,367	-15.41%
Insurance Int Chgs	\$25,666	\$25,666	\$25,666	\$29,514	\$30,106	\$592	2.00%
Worker's Comp Ins	\$2,682	\$2,682	\$2,682	\$3,834	\$3,911	\$77	2.00%
IT Comp Replacemt	-	-	-	-	\$8,815	\$8,815	-
IT Infrastruct Repla	\$10,146	\$10,146	\$10,146	\$9,796	\$14,418	\$4,622	47.18%
Veh Oper-Repair/Mnt	\$1,293	\$3,666	\$383	\$1,316	\$1,316	\$0	0.00%
Veh Opr-Fuel/Oil FLT	\$399	\$192	\$330	\$1,030	\$1,050	\$20	1.94%
IT User/Support Fee	\$51,551	\$51,551	\$51,551	\$51,551	\$23,086	-\$28,465	-55.21%
HVAC Charges	\$5,121	\$5,121	\$5,121	\$5,275	\$5,750	\$475	9.00%
Warehouse charge	\$5	-	-	-	-	\$0	-
Trn to CityLink	\$7,360	\$7,360	\$7,360	\$7,360	\$7,360	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$117,920</b>	<b>\$119,495</b>	<b>\$116,168</b>	<b>\$125,028</b>	<b>\$108,797</b>	<b>-\$16,231</b>	<b>-12.98%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$7,048,051</b>	<b>\$7,403,106</b>	<b>\$6,704,409</b>	<b>\$8,897,555</b>	<b>\$9,255,261</b>	<b>\$357,706</b>	<b>4.02%</b>

## PERFORMANCE MEASURES

### Finance Department

#### Goal 5: A Well-managed and Responsive Organization

##### 5.1 Integrate effective business practices and strong fiscal policies

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Real estate assessment to sales ratio (%)	89.17%	93.75%	93.02%	86.23%	NA
Real estate coefficient of dispersion (%)	12.02%	10.05%	8.78%	9.76%	NA
Real estate assessment price related differential (%)	1.02%	1.01%	1.01%	0.98%	NA
City received favorable "unqualified" opinion from external auditors	Yes	Yes	Yes	Yes	Yes
City received Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	NA

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### **Other Expenditures**

Contractual increases for software licensing in Finance Administration. Risk Management increases are related to insurance premiums.

# CITY TREASURER

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Treasurer’s Office serves Charlottesville citizens by collecting, investing, and ensuring the safekeeping of all City revenues. The office is the citizen’s first point of contact for many City services requested of other departments and serves as the collection point for all fees and taxes generated by or within the City, including utility bills, personal property, real estate, state income taxes, vehicle license fees, business licenses, meals tax, trash decals, dog licenses, and all other revenues collected by the City. The office is responsible for preparing and mailing personal property and real estate bills semi-annually, for collecting all tax payments, and for pursuing collection of delinquent revenues.

Additionally, the Treasurer’s Office is responsible for the administration and court process of parking tickets and the zone permit parking system, including the upkeep and maintenance of its computer systems. The Treasurer invests all City operational funds, reserve funds, bond funds, and school funds to obtain the highest yield while minimizing risk. The Treasurer’s Office ensures the safekeeping of City revenues by balancing all cash received daily and reconciling all bank accounts monthly. The Treasurer also serves as the fiscal agent for the City Schools and the Charlottesville Albemarle Technical Education Center (CATEC). The Treasurer acts as the custodian for the City Retirement Fund, oversees fund managers, makes payments for the Fund’s expenses, and provides monthly reports to the Retirement Commission. Additionally, the office serves as a Passport Acceptance Facility in coordination with the Department of State, and as a DMV Select office in coordination with the Virginia Department of Motor Vehicles. The City receives reimbursement for a portion of the Treasurer’s budget from the Commonwealth of Virginia’s Compensation Board.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
Allocated FTE Count	
City Treasurer	15.00
<b>ALLOCATED FTE COUNT</b>	<b>15.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Treasurer	\$373,732	\$381,275	\$410,374	\$419,797	\$475,570	\$55,773	13.28%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$373,732</b>	<b>\$381,275</b>	<b>\$410,374</b>	<b>\$419,797</b>	<b>\$475,570</b>	<b>\$55,773</b>	<b>13.28%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
City Treasurer	\$1,335,693	\$1,290,707	\$1,461,016	\$1,511,063	\$1,688,697	\$177,633	11.75%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$1,335,693</b>	<b>\$1,290,707</b>	<b>\$1,461,016</b>	<b>\$1,511,063</b>	<b>\$1,688,697</b>	<b>\$177,633</b>	<b>11.75%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$1,335,693	\$1,290,707	\$1,461,016	\$1,511,063	\$1,688,697	\$177,633	11.75%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$1,335,693</b>	<b>\$1,290,707</b>	<b>\$1,461,016</b>	<b>\$1,511,063</b>	<b>\$1,688,697</b>	<b>\$177,633</b>	<b>11.75%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
<b>Charges for Services</b>							
DMV Select Comm	\$25,199	\$39,242	\$22,518	\$36,000	\$30,000	-\$6,000	-16.66%
Misc Fees	\$177,266	\$177,266	\$180,528	\$196,372	\$207,595	\$11,223	5.71%
Other Fees	-	-	\$0	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$202,465</b>	<b>\$216,508</b>	<b>\$203,046</b>	<b>\$232,372</b>	<b>\$237,595</b>	<b>\$5,223</b>	<b>2.24%</b>
<b>Intergovernmental Revenue</b>							
Reimb/Constit Office	\$152,848	\$162,830	\$203,160	\$174,125	\$228,675	\$54,550	31.32%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$152,848</b>	<b>\$162,830</b>	<b>\$203,160</b>	<b>\$174,125</b>	<b>\$228,675</b>	<b>\$54,550</b>	<b>31.32%</b>
<b>Miscellaneous Revenue</b>							
Returned Cks	\$100	\$25	\$25	\$300	\$300	\$0	0.00%
Passport Execution F	\$9,755	-	-	\$3,000	\$6,000	\$3,000	100.00%
Bankruptcy Claims	-	-	\$372	-	-	\$0	-
Refund-Prior Yr Exp	-	-	\$960	-	-	\$0	-
Other Misc Rev	\$8,564	\$1,913	\$2,811	\$10,000	\$3,000	-\$7,000	-70.00%
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$18,419</b>	<b>\$1,938</b>	<b>\$4,168</b>	<b>\$13,300</b>	<b>\$9,300</b>	<b>-\$4,000</b>	<b>-30.07%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$373,732</b>	<b>\$381,275</b>	<b>\$410,374</b>	<b>\$419,797</b>	<b>\$475,570</b>	<b>\$55,773</b>	<b>13.28%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$702,722	\$680,717	\$742,590	\$797,616	\$928,637	\$131,021	16.42%
Full Time Sal Accrue	\$6,257	\$2,760	\$8,373	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$50,433	\$49,397	\$58,740	\$61,018	\$71,041	\$10,023	16.42%
Soc Sec FICA Accrued	\$443	\$300	\$580	-	-	\$0	-
Retirement Cont DB	\$145,109	\$129,746	\$123,818	\$149,200	\$159,793	\$10,593	7.09%
Retirement Cont DC	\$35,875	\$51,750	\$53,345	\$53,886	\$68,619	\$14,732	27.33%
Retirement Cont A DB	\$1,012	\$151	\$390	-	-	\$0	-
Retirement Cont A DC	\$415	\$47	\$370	-	-	\$0	-
Life Insurance	\$4,826	\$4,810	\$5,385	\$5,775	\$6,723	\$949	16.42%
Life Ins Accrued	\$128	\$34	\$60	-	-	\$0	-
Health Care Program	\$121,777	\$117,938	\$123,172	\$127,008	\$142,890	\$15,882	12.50%
Health Care Pr Accru	\$1,256	\$454	\$942	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,070,253</b>	<b>\$1,038,106</b>	<b>\$1,117,767</b>	<b>\$1,194,502</b>	<b>\$1,377,703</b>	<b>\$183,200</b>	<b>15.33%</b>
Personnel - Other							
Overtime	\$11,733	\$12,248	\$11,962	\$17,500	\$0	-\$17,500	-100.00%
Overtime Accrued	\$218	\$1,260	-\$1,579	-	-	\$0	-
Holiday OT	\$501	-	\$148	-	-	\$0	-
Other OT	-	-	\$905	-	-	\$0	-
Bonus Pay	-	\$9,750	\$51,600	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$12,452</b>	<b>\$23,258</b>	<b>\$63,037</b>	<b>\$17,500</b>	<b>\$0</b>	<b>-\$17,500</b>	<b>-100.00%</b>
Other							
Office Supplies	\$12,430	\$10,990	\$19,380	\$14,800	\$14,800	\$0	0.00%
Postage	\$73,450	\$55,822	\$72,384	\$73,400	\$72,301	-\$1,099	-1.49%
Books	\$38	-	\$25	\$500	\$500	\$0	0.00%
Safety Supplies	\$209	\$762	\$914	-	-	\$0	-
Maint Supplies	\$116	\$70	\$134	-	-	\$0	-
Food Supplies	\$60	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$85	\$3,631	\$2,165	\$2,000	\$2,000	\$0	0.00%
Comp Sftwr (Non-cap)	-	\$475	\$1,642	\$490	\$490	\$0	0.00%
Other Supplies	\$1,584	\$891	\$1,798	\$2,000	\$2,500	\$500	25.00%
Cell Phone Serv Purc	\$1,629	\$1,771	\$1,440	\$2,975	\$2,000	-\$975	-32.77%
Dues/Subscriptions	\$1,866	\$2,081	\$2,216	\$1,941	\$2,651	\$710	36.57%
Printing/Duplicating	\$27,762	\$36,714	\$38,696	\$36,517	\$37,434	\$917	2.51%
Travel	\$3,855	\$34	\$3,779	\$7,500	\$7,500	\$0	0.00%
Meals	\$795	\$711	\$913	\$600	\$600	\$0	0.00%
Advertising	\$1,649	\$937	\$915	\$2,250	\$2,250	\$0	0.00%
Registration Fees	-	\$55	\$625	-	-	\$0	-
Equipment Rental	\$5,689	\$4,487	\$4,324	\$8,464	\$5,300	-\$3,164	-37.38%
Repairs and Maint	\$35	-	\$322	\$1,500	\$1,500	\$0	0.00%
Education/Training	\$2,240	\$3,222	\$2,198	\$9,000	\$9,000	\$0	0.00%
Freight	-	-	\$15	-	-	\$0	-
Temp Labor	-	\$148	-	-	-	\$0	-
Credit Card Fees	\$21,986	\$13,708	\$22,235	\$35,000	\$35,000	\$0	0.00%
Monthly Parking Fees	\$136	\$120	\$81	\$250	\$250	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$155,614</b>	<b>\$136,629</b>	<b>\$176,202</b>	<b>\$199,187</b>	<b>\$196,076</b>	<b>-\$3,111</b>	<b>-1.56%</b>
Contractual							
Serv Contracts	\$21,465	\$13,581	\$16,269	\$20,265	\$23,852	\$3,587	17.70%
Contracted Serv	-	-	\$1,537	-	-	\$0	-
Other Contractual Se	\$57,934	\$61,158	\$67,837	\$63,621	\$71,380	\$7,759	12.19%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>CONTRACTUAL TOTAL</b>	<b>\$79,399</b>	<b>\$74,739</b>	<b>\$85,642</b>	<b>\$83,886</b>	<b>\$95,232</b>	<b>\$11,346</b>	<b>13.52%</b>
Fixed							
Telephone-Int Chg	\$3,964	\$3,964	\$4,357	\$4,699	\$4,798	\$99	2.10%
Insurance Int Chgs	\$5,695	\$5,695	\$5,695	\$6,549	\$6,860	\$311	4.74%
Worker's Comp Ins	\$1,032	\$1,032	\$1,032	\$1,475	\$1,505	\$30	2.03%
IT Infrastruct Repla	\$7,284	\$7,284	\$7,284	\$3,265	\$6,523	\$3,258	99.78%
<b>FIXED TOTAL</b>	<b>\$17,975</b>	<b>\$17,975</b>	<b>\$18,368</b>	<b>\$15,988</b>	<b>\$19,686</b>	<b>\$3,698</b>	<b>23.12%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$1,335,693</b>	<b>\$1,290,707</b>	<b>\$1,461,016</b>	<b>\$1,511,063</b>	<b>\$1,688,697</b>	<b>\$177,633</b>	<b>11.75%</b>

## PERFORMANCE MEASURES

### Office of the City Treasurer

#### Goal 5: A Well-managed and Responsive Organization

##### 5.1 Integrate effective business practices and strong fiscal policies

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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% of City investments in compliance with investment policy	100%	100%	100%	100%	100%
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Real estate and personal property collection rate	98.5%	98.4%	97.8%	98.0%	97.8%
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Parking ticket collection rate*	110%	114%	121%	101%	109%
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	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22
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% of transactions accurately processed	99.81%	99.80%	98.85%	99.81%	99.80%
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##### 5.2 Recruit and cultivate a high quality and diverse workforce

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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# of Treasurer's office employees holding statewide certification	10	11	10	10	12
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##### 5.3 Provide responsive customer service

	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22
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% of incoming phone calls answered within 30 seconds	93.25%	87.40%	91.40%	90.70%	94.46%
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\*The City Treasurer's Office is charged with the collection of parking tickets issued in the City. The goal is to collect 110% of the face value of tickets issued. This is because they account for some of the tickets doubling before they are

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

Addition of 1 FTE - City Hall Ambassador

### **Other Expenditures**

Contractual increases for tax software licensing

# COMMISSIONER OF REVENUE

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Commissioner of the Revenue, an elected office, is responsible for the administration of several local taxes and three relief programs. The Commissioner's office also provides assistance in completing and filing Virginia income tax returns for all residents of the City. The City receives reimbursement from the Commonwealth of Virginia for a portion of the Commissioner of the Revenue's budget.

The Office of the Commissioner of the Revenue is responsible for reviewing local sales tax registrations to ensure correct coding and correct allocation of the 1% of the 5.3% tax on sales in the City and administers the following local tax programs for the City of Charlottesville:

- Personal Property Tax
- Personal Property Tax Relief
- Business Personal Property Tax
- Business, Professional and Occupational License Tax
- Meals Tax
- Transient Occupancy Tax
- Consumer Utility Tax
- Consumption Tax
- Short-Term Rental Tax
- Vehicle License Fee
- Public Service Corporation Tax
- Bank Stock Tax

The Office of the Commissioner of the Revenue also administers the City's tax and rent relief and grant programs:

**Charlottesville Housing Affordability Tax Grant Program (CHAP)** - provides a grant in aid of taxes owed for the taxable year to any qualified natural person who owns and occupies property in the city, whose household income does not exceed \$60,000, and who meets certain other eligibility requirements. Assessed value of real estate owned may not exceed \$420,000. The grant is applied first to the second half real estate tax bill due on December 5th. If the grant amount exceeds the 2nd half bill, the remaining grant funds are refunded to the taxpayer to help offset amounts previously paid on the 1st half tax bill.

**Rent/Tax Relief for the Elderly and Disabled** - The Rental Relief program provides payment of grants to qualified tenants residing in the city who are sixty-five (65) years of age or who are permanently and totally disabled. The Real Estate Tax Relief program provides real estate tax relief for qualified property owners who are sixty-five (65) years of age or who are permanently and totally disabled. For both programs the gross combined income of claimant and all relatives living in the dwelling must not exceed \$55,000, and net combined financial worth of claimant and spouse as of December 31st of the preceding tax year must not exceed \$125,000.

# STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Commissioner of Revenue	14.00
<b>ALLOCATED FTE COUNT</b>	<b>14.00</b>

# DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Commissioner of Revenue	\$98,512	\$189,391	\$207,927	\$192,045	\$209,720	\$17,675	9.20%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$98,512</b>	<b>\$189,391</b>	<b>\$207,927</b>	<b>\$192,045</b>	<b>\$209,720</b>	<b>\$17,675</b>	<b>9.20%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Commissioner of Revenue	\$1,363,639	\$1,386,598	\$1,324,362	\$1,499,212	\$1,598,332	\$99,120	6.61%
Tax/Rent Relief Programs							
Homeowner Assistance Tax Grant	\$1,129,720	\$831,788	\$909,092	-	\$0	\$0	-
Tax Relief Disabled	\$121,105	\$207,078	\$221,626	\$148,800	\$290,000	\$141,200	94.89%
Tax Relief Elderly	\$455,272	\$433,313	\$469,196	\$316,200	\$750,000	\$433,800	137.19%
<b>TAX/RENT RELIEF PROGRAMS TOTAL</b>	<b>\$1,706,096</b>	<b>\$1,472,179</b>	<b>\$1,599,915</b>	<b>\$465,000</b>	<b>\$1,040,000</b>	<b>\$575,000</b>	<b>123.65%</b>
Grants - Social Services							
Charlottesville Homeowner Assistance Prog	-	-	-	\$2,395,000	\$1,360,000	-\$1,035,000	-43.21%
<b>GRANTS - SOCIAL SERVICES TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,395,000</b>	<b>\$1,360,000</b>	<b>-\$1,035,000</b>	<b>-43.21%</b>
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$3,069,735</b>	<b>\$2,858,777</b>	<b>\$2,924,277</b>	<b>\$4,359,212</b>	<b>\$3,998,332</b>	<b>-\$360,880</b>	<b>-8.27%</b>

# FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$3,069,735	\$2,858,777	\$2,924,277	\$4,359,212	\$3,998,332	-\$360,880	-8.27%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$3,069,735</b>	<b>\$2,858,777</b>	<b>\$2,924,277</b>	<b>\$4,359,212</b>	<b>\$3,998,332</b>	<b>-\$360,880</b>	<b>-8.27%</b>

# DEPARTMENTAL REVENUES (DETAILS)

Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Taxes							
Lodging Tax	-\$7,386	-	-	-	-	\$0	-
Tax/Bnk Stk	-\$78,981	-	-	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>-\$86,367</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
Reimb/Constit Office	\$184,877	\$189,391	\$207,927	\$192,045	\$209,720	\$17,675	9.20%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$184,877</b>	<b>\$189,391</b>	<b>\$207,927</b>	<b>\$192,045</b>	<b>\$209,720</b>	<b>\$17,675</b>	<b>9.20%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$3	-	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$98,512</b>	<b>\$189,391</b>	<b>\$207,927</b>	<b>\$192,045</b>	<b>\$209,720</b>	<b>\$17,675</b>	<b>9.20%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$700,442	\$709,295	\$727,971	\$859,999	\$885,789	\$25,790	2.99%
Full Time Sal Accrue	\$6,469	\$3,141	\$9,184	-	-	\$0	-
PT Salaries	\$76,369	\$77,048	\$19,668	-	\$0	\$0	-
Part Time Sal Accru	\$712	\$297	-\$3,859	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$57,014	\$58,448	\$60,445	\$65,790	\$67,763	\$1,973	2.99%
Soc Sec FICA Accrued	\$535	\$251	\$572	-	-	\$0	-
Retirement Cont DB	\$157,430	\$149,076	\$111,307	\$141,099	\$130,440	-\$10,659	-7.55%
Retirement Cont DC	\$36,863	\$54,243	\$55,480	\$60,885	\$69,202	\$8,317	13.66%
Retirement Cont A DB	\$1,234	\$174	-\$1,317	-	-	\$0	-
Retirement Cont A DC	\$272	\$146	\$623	-	-	\$0	-
Life Insurance	\$5,213	\$5,409	\$5,298	\$6,226	\$6,413	\$187	2.99%
Life Ins Accrued	\$135	\$45	\$42	-	-	\$0	-
Health Care Program	\$127,019	\$127,019	\$99,631	\$127,008	\$133,364	\$6,356	5.00%
Health Care Pr Accru	\$977	\$489	-\$732	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,170,686</b>	<b>\$1,185,080</b>	<b>\$1,084,314</b>	<b>\$1,261,007</b>	<b>\$1,292,971</b>	<b>\$31,964</b>	<b>2.53%</b>
Personnel - Other							
Temp. Salaries	-	-	\$9,665	-	\$39,000	\$39,000	-
Temp Sal Accrued	-	-	\$370	-	-	\$0	-
Overtime	\$25,598	\$22,051	\$35,584	\$35,000	\$35,000	\$0	0.00%
Holiday OT	-	-	-	\$1,000	\$1,000	\$0	0.00%
Bonus Pay	-	\$11,250	\$31,500	-	\$0	\$0	-
FICA Temporary Emp	-	-	-	-	\$2,984	\$2,984	-
FICA Overtime	-	-	-	-	\$2,678	\$2,678	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$25,598</b>	<b>\$33,301</b>	<b>\$77,118</b>	<b>\$36,000</b>	<b>\$80,661</b>	<b>\$44,661</b>	<b>124.05%</b>
Other							
Office Supplies	\$9,038	\$4,053	\$4,367	\$8,500	\$8,500	\$0	0.00%
Postage	\$13,237	\$16,294	\$19,786	\$16,800	\$16,300	-\$500	-2.97%
Books	\$947	\$1,758	\$243	\$1,850	\$4,245	\$2,395	129.45%
Safety Supplies	\$59	-	-	-	-	\$0	-
Mat. Issued Transit	\$173	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$14,457	\$5,148	\$2,797	\$5,200	\$5,200	\$0	0.00%
Comp Sftwr (Non-cap)	-	-	-	-	\$0	\$0	-
Telephone Serv Purch	\$19	-	-	-	-	\$0	-
Cell Phone Serv Purc	-	\$1,200	\$1,035	-	-	\$0	-
Dues/Subscriptions	\$2,646	\$2,586	\$2,518	\$2,700	\$2,700	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Printing/Duplicating	\$12,901	\$13,495	\$10,483	\$15,200	\$15,200	\$0	0.00%
Travel	\$10,239	\$1,899	\$3,783	\$23,100	\$23,100	\$0	0.00%
Local Travel	\$82	–	\$10	–	–	\$0	–
Travel Lodging	–	–	\$394	–	–	\$0	–
Advertising	\$2,769	\$5,702	\$5,217	\$6,000	\$6,000	\$0	0.00%
Repairs and Maint	\$490	\$770	\$110	\$1,000	\$1,000	\$0	0.00%
Education/Training	\$2,760	\$2,884	\$6,365	\$15,000	\$15,000	\$0	0.00%
Software Lic/Maint	\$419	\$14,505	\$98	\$500	\$500	\$0	0.00%
Comp svc-non IT	\$2,995	–	–	–	–	\$0	–
Monthly Parking Fees	–	–	–	\$20	\$0	-\$20	-100.00%
Tax Relief-Disabled	\$121,105	\$207,078	\$221,626	\$148,800	\$290,000	\$141,200	94.89%
Tax Relief-Elderly	\$455,272	\$433,313	\$469,196	\$316,200	\$750,000	\$433,800	137.19%
HA Tax Grant	\$1,129,720	\$831,788	\$909,092	\$2,395,000	\$1,360,000	-\$1,035,000	-43.21%
<b>OTHER TOTAL</b>	<b>\$1,779,329</b>	<b>\$1,542,473</b>	<b>\$1,657,123</b>	<b>\$2,955,870</b>	<b>\$2,497,745</b>	<b>-\$458,125</b>	<b>-15.49%</b>
Contractual							
Serv Contracts	\$70,875	\$63,111	\$66,989	\$83,700	\$101,290	\$17,590	21.01%
Contracted Serv	–	–	\$11,686	–	–	\$0	–
Other Contractual Se	\$4,311	\$15,876	\$7,990	\$6,400	\$6,000	-\$400	-6.25%
<b>CONTRACTUAL TOTAL</b>	<b>\$75,186</b>	<b>\$78,987</b>	<b>\$86,665</b>	<b>\$90,100</b>	<b>\$107,290</b>	<b>\$17,190</b>	<b>19.07%</b>
Fixed							
Telephone-Int Chg	\$5,286	\$5,286	\$5,406	\$6,266	\$4,798	-\$1,468	-23.42%
Insurance Int Chgs	\$5,125	\$5,125	\$5,125	\$5,894	\$6,012	\$118	2.00%
Worker's Comp Ins	\$893	\$893	\$893	\$1,276	\$1,302	\$26	2.03%
IT Infrastruct Repla	\$7,633	\$7,633	\$7,633	\$2,799	\$7,553	\$4,754	169.84%
<b>FIXED TOTAL</b>	<b>\$18,937</b>	<b>\$18,937</b>	<b>\$19,057</b>	<b>\$16,235</b>	<b>\$19,665</b>	<b>\$3,430</b>	<b>21.12%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$3,069,735</b>	<b>\$2,858,777</b>	<b>\$2,924,277</b>	<b>\$4,359,212</b>	<b>\$3,998,332</b>	<b>-\$360,880</b>	<b>-8.27%</b>

# PERFORMANCE MEASURES

## Office of the Commissioner of Revenue

### Goal 1: An Inclusive Community of Self-sufficient Residents

#### 1.4 Enhance the financial health of residents

	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
# of recipients of tax and rent relief programs and housing affordability grant program						
Real estate tax relief	380	360	331	290	286	281
Rental relief	367	366	339	338	276	261
Housing Affordability Grant Program	708	646	636	643	597	615
\$ amount of rent and tax relief and affordability grants disbursed						
Real estate tax relief	\$494,208	\$505,969	\$493,185	\$562,749	\$582,153	\$570,596
Rental relief	\$222,385	\$204,542	\$176,259	\$212,320	\$189,698	\$157,673
Housing Affordability Grant Program	\$311,250	\$485,500	\$886,192	\$831,787	\$903,407	\$1,306,500

### Goal 5: A Well-managed and Responsive Organization

#### 5.1 Integrate effective business practices and strong fiscal policies

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$(in millions) amount of revenue collected by the Commissioner of Revenue	\$58.74	\$59.72	\$61.67	\$61.16	\$57.93	\$72.47
% of personal property tax that is uncollected*	3.4%	3.8%	3.6%	5.0%	4.8%	6.5%
	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
% of personal property tax exonerations	6.2%	5.7%	6.2%	N/A	NA	7.6%

\* % of uncollected personal property tax moved to 12/31

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### Other Expenditures

Contractual increases for tax software licensing



# Healthy Families & Communities





# CONTRIBUTIONS TO AGENCIES & NON-PROFITS



FISCAL YEAR 2024 BUDGET

## OVERVIEW

The City contributes funding to many outside and non-profit agencies and the tables below itemize the total funding allocated for FY 24.

In some cases, the amount of funding provided to a particular agency is determined based on a regional agreement or memorandum of understanding. These types of agencies are referred to as "Inter-governmental" agencies. Funding applications for these agencies are reviewed by the Office of Budget and Performance Management and in coordination with other regional partners. Other agencies and non-profits compete for funding by applying to the Vibrant Community Funding (VCF) which is a competitive process in which funding is awarded based on review team scoring.

Brief descriptions of the inter-governmental agencies funded for this year are below. More information about VCF process and the agencies that were awarded funding in FY 24, please see the [FY 2024 Vibrant Community Fund Report](#) which can be found on the Budget and Performance Management webpage.

### Inter-Governmental Agencies

**Albemarle-Charlottesville Regional Jail:** The Regional Jail houses prisoners from the City of Charlottesville, Albemarle County, Nelson County and, when space is available, from state and federal facilities. Costs not reimbursed by the State are divided between the City and Counties based upon actual usage.

**Blue Ridge Juvenile Detention:** The BRJD allows youth residents to be closer to their homes and families in Charlottesville and have access to a full range of pre- and post-disposition services.

**Charlottesville-Albemarle Society for the Prevention of Cruelty to Animals (SPCA) :** The SPCA serves as the City pound, provides care and shelter for stray animals, promotes animal welfare, facilitates adoptions, and educates the public about animal care.  
**911//Emergency Communications Center (ECC):** The ECC is responsible for processing all 911 calls made in the area, the dispatching of police officers, fire response, and emergency medical services. Emergency services functions related to local disaster preparedness and response are coordinated through the Center. In addition to this contribution, several City departments are charged separately through the ECC for their share of the 800 MHz radio system: Pupil Transportation, Public Works, Public Utilities and Charlottesville Area Transit.

**Emergency Assistance Program Support:** Cash assistance and referral services to assist area residents with rent or mortgage payments, avoid disconnection of utilities, or with other one-time emergencies.

**Public Defender’s Office:** The Public Defender’s Office of Albemarle and Charlottesville is dedicated to the defense of indigent persons who cannot afford legal counsel.

**Jefferson-Madison Regional Library:** Serves residents by providing circulation of current material, offering reference and information services, and allowing residents to access the Internet.

**Jaunt:** The City contracts with Jaunt for the required ADA paratransit service.

**Jefferson Area Board for Aging:** Planning and coordination of services for the elderly.

**Piedmont Virginia Community College:** Two-year, non-residential institution of higher learning that offers occupational-technical, college transfer, continuing adult education, and general education programs.

**Region Ten Community Services Board (CSB):** Mental health, substance abuse disorder, and intellectual/developmental services to the community. Additionally, Region Ten will provide substance abuse services through the Women’s Treatment Center once it is established.

**Rivanna Conservation Alliance** - This organization collects data and assesses stream conditions to assist watershed management efforts in the Rivanna Basin.

**Thomas Jefferson Soil and Water Conservation District** - The district works in partnership with various local, state, and federal agencies to provide comprehensive and efficient natural resource assistance.

**Thomas Jefferson Planning District (TJPDC)** - TJPDC is a regional planning agency created by Charlottesville and the counties of Albemarle, Fluvanna, Louisa, Greene and Nelson under the Virginia Area Development Act, which provides planning and technical assistance to member governments through planning on a regional level.

**United Way – Thomas Jefferson Area:** The Child Care Scholarship Program provides scholarships for child care and preschool to children of low-income working parents.

**Virginia Cooperative Extension Service:** Offers programs in agriculture and natural resources, 4-H, home economics, and community resource development.

**Virginia Career Works - Piedmont Region** - This organization responds to business needs for a skilled workforce, works with specific industry sectors to assist with increasing their productivity and competitiveness. The aim is to position the workforce development system to become part of the economic and community development initiative for the region.

## EXPENDITURES (SUMMARY)

### Expenditures by Agency

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Public Safety Agencies							
Charl-Albe -Nelson Regional Jail	\$4,940,035	\$4,316,545	\$3,773,565	\$3,728,560	\$3,801,804	\$73,244	1.96%
Blue Ridge Juvenile Detention Center	\$659,834	\$576,880	\$537,823	\$796,709	\$1,150,008	\$353,299	44.34%
Office of the Magistrate	\$8,662	\$9,286	\$9,604	\$10,450	\$10,610	\$160	1.53%
Emergency Communications Center	\$1,503,429	\$1,478,245	\$1,678,378	\$1,909,126	\$1,985,491	\$76,365	3.99%
Soc for Prev of Cruelty to An - SPCA	\$276,845	\$282,415	\$280,816	\$289,560	\$306,806	\$17,246	5.95%
Offenders Aid and Restoration - OAR	\$297,403	\$293,392	\$303,416	\$380,337	\$378,246	-\$2,091	-0.54%
Char-Alb Legal Aid Society	\$70,630	\$97,500	\$97,500	\$52,500	\$35,000	-\$17,500	-33.33%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Public Defenders Office	\$58,938	\$58,338	\$58,939	\$86,167	\$91,338	\$5,171	6.00%
Piedmont CASA	\$10,000	\$9,000	\$4,000	\$3,500	\$0	-\$3,500	-100.00%
<b>PUBLIC SAFETY AGENCIES TOTAL</b>	<b>\$7,825,775</b>	<b>\$7,121,602</b>	<b>\$6,744,041</b>	<b>\$7,256,909</b>	<b>\$7,759,303</b>	<b>\$502,394</b>	<b>6.92%</b>
Transportation Programs							
Contribution to Jeff Area Un Trans	\$1,550,916	\$1,744,416	\$1,715,729	\$1,443,081	\$1,973,232	\$530,151	36.73%
<b>TRANSPORTATION PROGRAMS TOTAL</b>	<b>\$1,550,916</b>	<b>\$1,744,416</b>	<b>\$1,715,729</b>	<b>\$1,443,081</b>	<b>\$1,973,232</b>	<b>\$530,151</b>	<b>36.73%</b>
Health Agencies							
Thomas Jefferson Health Department	\$578,183	\$605,208	\$627,312	\$639,858	\$674,940	\$35,082	5.48%
Region Ten Community Services Bd	\$1,021,865	\$1,021,865	\$1,021,865	\$1,001,865	\$1,021,865	\$20,000	1.99%
Charlottesville Free Clinic	\$114,940	\$84,000	\$101,120	\$119,404	\$119,404	\$0	0.00%
Ivy Landfill	\$546,994	\$447,912	\$482,579	\$500,000	\$500,000	\$0	0.00%
Comprehensive Health Investment Project	-	-	-	-	\$0	\$0	-
Region Ten-Mohr Center	-	-	-	\$178,227	\$0	-\$178,227	-100.00%
Bridgeline	\$28,706	\$40,800	\$42,900	\$34,750	\$44,620	\$9,870	28.40%
Region Ten-Women's Treatment Center	\$75,000	\$75,000	\$75,000	-	\$75,000	\$75,000	-
Region Ten-Permanent Supportive Housing	\$83,227	\$83,227	\$83,227	-	\$83,227	\$83,227	-
Birth Sisters	-	\$10,000	-	-	\$46,000	\$46,000	-
<b>HEALTH AGENCIES TOTAL</b>	<b>\$2,448,915</b>	<b>\$2,368,012</b>	<b>\$2,434,003</b>	<b>\$2,474,104</b>	<b>\$2,565,056</b>	<b>\$90,952</b>	<b>3.67%</b>
Children, Youth and Family Programs							
Loaves & Fishes Food Pantry	-	-	-	-	\$45,000	\$45,000	-
Reclaimed Hope Initiative	-	-	-	-	\$90,000	\$90,000	-
Central Virginia Clinicians of Color Network	-	-	-	-	\$28,000	\$28,000	-
Social and Environmental Entrepreneurs (SEE)	-	-	-	-	\$35,000	\$35,000	-
New Hill Development	-	-	-	-	\$52,500	\$52,500	-
100 Black Men of Central Virginia	-	-	-	-	\$19,665	\$19,665	-
City of Promise, Inc.	-	-	-	-	\$69,000	\$69,000	-
The BUCK Squad	-	-	-	-	\$161,000	\$161,000	-
Welcoming Great Charlottesville	-	-	-	-	\$3,300	\$3,300	-
Love No Ego Foundation, Inc	-	-	-	-	\$4,400	\$4,400	-
Wartime Fitness Warriors	-	-	-	-	\$27,500	\$27,500	-
Violence Prevention Programs	-	-	-	-	\$200,000	\$200,000	-
Virginia Cooperative Extension	\$44,240	\$43,631	\$43,937	\$60,704	\$72,476	\$11,772	19.39%
Jefferson Area Board on Aging - JABA	\$239,394	\$319,192	\$319,192	\$319,192	\$335,152	\$15,960	5.00%
Monticello Area Comm Action Agency	\$64,170	\$26,500	\$28,500	\$17,200	\$16,560	-\$640	-3.72%
Shelter for Help in Emergency - SHE	\$116,812	\$202,500	\$213,750	\$208,463	\$171,169	-\$37,294	-17.88%
United Way Child Care	\$203,086	\$192,504	\$192,504	\$192,504	\$192,504	\$0	0.00%
Readykids	\$82,607	\$77,141	\$92,046	\$152,447	\$154,299	\$1,852	1.21%
Sexual Assault Resource Agency	\$23,113	\$21,000	\$26,250	\$11,550	\$23,100	\$11,550	100.00%
Computers 4 Kids	\$19,443	\$13,025	\$13,025	-	\$14,720	\$14,720	-
Abundant Life Ministries	\$28,634	\$13,000	\$12,000	\$10,500	\$9,200	-\$1,300	-12.38%
Boys and Girls Club	\$57,358	\$63,000	\$97,500	\$114,750	\$62,100	-\$52,650	-45.88%
Foothills Child Advocacy	\$123,203	\$40,500	\$35,775	\$51,659	\$46,493	-\$5,166	-10.00%
PHAR	\$45,550	\$52,500	\$41,000	\$31,085	\$40,000	\$8,915	28.67%
Child Health Partnership	\$405,716	\$354,842	\$352,963	\$280,500	\$280,500	\$0	0.00%
Big Brothers/Big Sisters	\$20,000	-	-	-	\$46,000	\$46,000	-
Women's Initiative	\$21,642	\$45,000	\$47,500	\$43,138	\$35,000	-\$8,138	-18.86%
TJACH	\$118,015	\$163,770	\$200,300	\$138,200	\$0	-\$138,200	-100.00%
Emergency Assistance Program Support	\$214,516	\$84,516	\$84,516	\$84,516	\$1,000,000	\$915,484	1,083.20%
On Our Own	\$24,560	\$12,000	\$8,000	\$8,750	\$6,900	-\$1,850	-21.14%
City Schoolyard Garden	\$19,200	\$24,300	-	-	-	\$0	-
Lighthouse Studios	\$38,321	\$22,500	\$12,000	\$11,200	\$36,000	\$24,800	221.42%
Sin Barreras	\$13,400	\$5,500	\$16,570	\$24,255	\$12,848	-\$11,407	-47.02%
Local Food Hub	\$22,750	\$33,534	\$21,350	\$38,814	\$12,746	-\$26,068	-67.16%
Georgia's Healing House	\$25,000	-	-	-	-	\$0	-
Piedmont Family YMCA	\$40,000	\$34,000	\$64,600	\$57,800	\$61,200	\$3,400	5.88%
Creciendo Juntos	-	-	\$1,000	-	-	\$0	-
Partner for Mental Health	-	-	\$18,300	\$19,500	\$21,000	\$1,500	7.69%
Fountain Fund	-	-	-	\$12,250	\$23,000	\$10,750	87.75%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Food Equity	-	-	-	\$155,000	\$155,000	\$0	0.00%
<b>CHILDREN, YOUTH AND FAMILY PROGRAMS TOTAL</b>	<b>\$2,010,730</b>	<b>\$1,844,455</b>	<b>\$1,942,578</b>	<b>\$2,043,977</b>	<b>\$3,563,332</b>	<b>\$1,519,355</b>	<b>74.33%</b>
Rec and Cultural Programs							
Festival of Cultures	-	-	-	-	\$2,100	\$2,100	-
Front Porch	-	-	-	-	\$10,500	\$10,500	-
Live Arts	-	-	-	-	\$18,000	\$18,000	-
Lighthouse Studio	-	-	-	-	\$0	\$0	-
Virginia Festival of the Book	-	-	-	-	\$11,585	\$11,585	-
WTJU	-	-	-	-	\$9,000	\$9,000	-
Virginia Film Festival	-	-	-	-	\$13,500	\$13,500	-
Music Resource Center	-	-	-	-	\$10,500	\$10,500	-
Literacy Volunteers	\$40,930	\$21,079	\$17,990	\$15,600	\$16,800	\$1,200	7.69%
Charlottesville Opera	\$2,432	\$1,824	-	-	-	\$0	-
Community Arts and Festivals	\$36,000	\$29,526	\$29,063	\$215,546	\$15,000	-\$200,546	-93.04%
Virginia Discovery Museum	\$5,794	\$4,346	\$4,000	\$17,500	\$17,500	\$0	0.00%
City Ctr of Contemporary Arts - CCCA	\$44,103	\$47,970	\$48,148	\$48,814	\$63,157	\$14,343	29.38%
Cont to Jeff - Madison Reg Library	\$2,031,260	\$2,015,037	\$2,050,037	\$2,075,318	\$2,134,657	\$59,339	2.85%
Paramount Theater	\$20,470	\$15,353	\$10,000	\$17,500	\$0	-\$17,500	-100.00%
Jefferson Sch African Amer Heritage Ctr	\$30,000	\$22,500	\$33,750	\$36,000	\$228,993	\$192,993	536.09%
WNRN	\$2,250	\$1,688	\$3,000	-	-	\$0	-
Arts Coordination	-	-	-	-	\$0	\$0	-
New City Arts	\$18,000	\$13,500	\$22,500	\$12,000	\$27,000	\$15,000	125.00%
<b>REC AND CULTURAL PROGRAMS TOTAL</b>	<b>\$2,231,239</b>	<b>\$2,172,823</b>	<b>\$2,218,488</b>	<b>\$2,438,278</b>	<b>\$2,578,292</b>	<b>\$140,014</b>	<b>5.74%</b>
Educational Programs							
Piedmont VA Community College	\$11,111	\$12,317	\$12,564	\$13,040	\$12,006	-\$1,034	-7.92%
<b>EDUCATIONAL PROGRAMS TOTAL</b>	<b>\$11,111</b>	<b>\$12,317</b>	<b>\$12,564</b>	<b>\$13,040</b>	<b>\$12,006</b>	<b>-\$1,034</b>	<b>-7.92%</b>
Housing Programs							
Piedmont Housing Alliance (PHA)	\$94,963	\$128,201	\$96,151	\$202,052	\$0	-\$202,052	-100.00%
Albemarle Housing Improv Prog (AHIP)	\$99,050	\$150,000	\$187,500	\$162,500	\$225,000	\$62,500	38.46%
Habitat for Humanity	-	\$47,250	\$48,750	\$42,250	\$0	-\$42,250	-100.00%
CRHA	-	-	-	\$20,000	\$100,000	\$80,000	400.00%
<b>HOUSING PROGRAMS TOTAL</b>	<b>\$194,013</b>	<b>\$325,451</b>	<b>\$332,401</b>	<b>\$426,802</b>	<b>\$325,000</b>	<b>-\$101,802</b>	<b>-23.85%</b>
Economic Development Programs							
Chamber of Commerce	\$1,700	\$1,700	\$1,700	\$1,700	\$15,000	\$13,300	782.35%
Thomas Jefferson Planning District	\$86,323	\$86,454	\$86,372	\$96,194	\$98,881	\$2,687	2.79%
Central Virginia Partnership for ED	\$24,566	\$24,640	\$24,590	\$24,723	\$25,539	\$816	3.30%
Cont to C-A Conv & Visitors Bureau	\$1,103,921	\$1,212,691	\$946,848	\$711,082	\$1,354,258	\$643,176	90.45%
Virginia Career Works - Piedmont Region	\$7,591	\$7,971	\$7,971	\$8,051	\$10,215	\$2,164	26.87%
Small Business Development Center	\$19,200	\$19,200	\$29,810	\$27,293	\$27,215	-\$78	-0.28%
Community Investment Collaborative	\$26,265	-	\$0	\$17,500	\$23,000	\$5,500	31.42%
<b>ECONOMIC DEVELOPMENT PROGRAMS TOTAL</b>	<b>\$1,269,566</b>	<b>\$1,352,656</b>	<b>\$1,097,291</b>	<b>\$886,543</b>	<b>\$1,554,108</b>	<b>\$667,565</b>	<b>75.29%</b>
Organizational Memberships							
VA First Cities Coalition	\$17,892	\$17,877	\$17,917	\$18,000	\$18,200	\$200	1.11%
Virginia Municipal League	\$17,381	\$17,355	\$18,295	\$17,400	\$20,000	\$2,600	14.94%
Virginia Institute of Government	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
Alliance for Innovation	\$2,550	-	-	\$2,550	\$2,550	\$0	0.00%
TJ Soil and Water Conservation District	\$12,669	\$13,049	\$13,049	\$13,440	\$13,440	\$0	0.00%
Rivanna Conservation Alliance	\$11,000	\$11,000	\$11,000	\$11,000	\$15,000	\$4,000	36.36%
National League of Cities	\$0	\$4,002	\$4,002	\$5,000	\$5,000	\$0	0.00%
Center for Nonprofit Excellence	-	\$600	\$1,000	\$600	\$1,000	\$400	66.66%
<b>ORGANIZATIONAL MEMBERSHIPS TOTAL</b>	<b>\$63,992</b>	<b>\$66,383</b>	<b>\$67,763</b>	<b>\$70,490</b>	<b>\$77,690</b>	<b>\$7,200</b>	<b>10.21%</b>
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$17,606,258</b>	<b>\$17,008,115</b>	<b>\$16,564,858</b>	<b>\$17,053,224</b>	<b>\$20,408,019</b>	<b>\$3,354,795</b>	<b>19.67%</b>

# HUMAN SERVICES

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Human Services provides services and programs that improve and support the resiliency, health and well-being of youth, families, residents and community organizations. Human Services also assists the local service provider community with long-range planning and system coordination, as well as ensuring the investments made by City Council in human service organizations meet Council’s vision, values, and expected outcomes.

In addition to Community Attention Foster Families and Community Based Services, the Department manages the Community Resource Hotline, the Vibrant Community Fund process, the Community Connector Program, Charlottesville Youth Council, and Youth Opportunity Coordination/Black Male Achievement.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Human Services Programs	46.50
<b>ALLOCATED FTE COUNT</b>	<b>46.50</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Human Services Programs							
Human Services Administration	\$4,833	\$8,000	\$169,190	\$400,860	\$407,860	\$7,000	1.74%
Community Attention Foster Families	\$4,399,948	\$4,256,176	\$4,273,245	\$4,505,000	\$4,826,721	\$321,721	7.14%
Community Based Programming	\$759,959	\$680,839	\$606,701	\$1,369,485	\$1,217,760	-\$151,725	-11.07%
OAR-Coming Home to Work	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0	0.00%
City of Promise	\$89,437	\$65,630	\$44,918	\$24,460	\$24,460	\$0	0.00%
Family Self Sufficiency	-	-	-	\$211,602	\$211,602	\$0	0.00%
Black Youth Achievement Coordinator	\$91,820	\$91,701	\$90,897	\$96,143	\$96,143	\$0	0.00%
Westhaven Clinic Coordination	-	-	-	\$79,151	\$79,151	\$0	0.00%
<b>HUMAN SERVICES PROGRAMS TOTAL</b>	<b>\$5,410,997</b>	<b>\$5,167,347</b>	<b>\$5,249,951</b>	<b>\$6,751,701</b>	<b>\$6,928,697</b>	<b>\$176,996</b>	<b>2.62%</b>
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$5,410,997</b>	<b>\$5,167,347</b>	<b>\$5,249,951</b>	<b>\$6,751,701</b>	<b>\$6,928,697</b>	<b>\$176,996</b>	<b>2.62%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Human Services Programs							
Human Services Administration	\$1,612,132	\$843,769	\$779,497	\$932,970	\$965,233	\$32,262	3.45%
Attention Home	\$0	-	-	-	\$0	\$0	-
Community Attention Foster Families	\$3,730,516	\$3,372,961	\$3,580,595	\$4,027,110	\$4,078,655	\$51,546	1.27%
Community Based Programming	\$987,862	\$786,066	\$728,346	\$1,312,220	\$1,403,547	\$91,327	6.95%
Bank On	-\$16,852	-	-	-	-	\$0	-
OAR-Coming Home to Work	\$25,458	\$9,683	\$30,953	\$65,000	\$65,000	\$0	0.00%
City of Promise	\$82,377	\$60,754	\$40,919	\$24,460	\$0	-\$24,460	-100.00%
Family Self Sufficiency	\$102,778	\$183,077	\$217,581	\$213,381	\$219,947	\$6,566	3.07%
Black Youth Achievement Coordinator	\$87,302	\$87,676	\$90,380	\$96,848	\$107,137	\$10,289	10.62%
Home for Hope	\$439,813	\$78,525	-\$17,528	-	-	\$0	-
Westhaven Clinic Coordination	\$71,979	\$72,438	\$75,795	\$79,712	\$89,177	\$9,465	11.87%
<b>HUMAN SERVICES PROGRAMS TOTAL</b>	<b>\$7,123,364</b>	<b>\$5,494,948</b>	<b>\$5,526,538</b>	<b>\$6,751,701</b>	<b>\$6,928,696</b>	<b>\$176,995</b>	<b>2.62%</b>
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$7,123,364</b>	<b>\$5,494,948</b>	<b>\$5,526,538</b>	<b>\$6,751,701</b>	<b>\$6,928,696</b>	<b>\$176,995</b>	<b>2.62%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund							
General Fund	-	-	-	-	\$0	\$0	-
<b>GENERAL FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Non-General Funds	\$7,123,364	\$5,494,948	\$5,526,538	\$6,751,701	\$6,928,696	\$176,995	2.62%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$7,123,364</b>	<b>\$5,494,948</b>	<b>\$5,526,538</b>	<b>\$6,751,701</b>	<b>\$6,928,696</b>	<b>\$176,995</b>	<b>2.62%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Intergovernmental Revenue							
Fed Grants	-	-	-	\$199,635	\$123,614	-\$76,021	-38.08%
Rev/Albemarle	-	-	-	\$30,000	\$30,000	\$0	0.00%
Rev/VJCCA pass-thru	\$311,612	\$249,889	\$153,074	\$452,704	\$324,000	-\$128,704	-28.43%
Welfare	\$4,435,140	\$4,275,477	\$4,287,686	\$4,550,000	\$4,876,721	\$326,721	7.18%
Other Grants	-	-	\$35,312	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$4,746,752</b>	<b>\$4,525,367</b>	<b>\$4,476,072</b>	<b>\$5,232,339</b>	<b>\$5,354,335</b>	<b>\$121,996</b>	<b>2.33%</b>
Miscellaneous Revenue							
Contributions	\$600	-	\$13,400	\$5,000	\$55,000	\$50,000	1,000.00%
Refund-Prior Yr Exp	\$1,606	-	-	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$2,206</b>	<b>-</b>	<b>\$13,400</b>	<b>\$5,000</b>	<b>\$55,000</b>	<b>\$50,000</b>	<b>1,000.00%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$9	\$700	\$1,726	-	\$13,000	\$13,000	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$9</b>	<b>\$700</b>	<b>\$1,726</b>	<b>-</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>-</b>

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Transfers							
Transfer From Other Fund	\$662,030	\$641,280	\$758,753	\$1,506,362	\$1,506,362	\$0	0.00%
Trn Fr Fund Balance	-	-	-	-	\$0	\$0	-
Contrib from City	-	-	-	\$8,000	\$0	-\$8,000	-100.00%
<b>TRANSFERS TOTAL</b>	<b>\$662,030</b>	<b>\$641,280</b>	<b>\$758,753</b>	<b>\$1,514,362</b>	<b>\$1,506,362</b>	<b>-\$8,000</b>	<b>-0.52%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$5,410,997</b>	<b>\$5,167,347</b>	<b>\$5,249,951</b>	<b>\$6,751,701</b>	<b>\$6,928,697</b>	<b>\$176,996</b>	<b>2.62%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$2,003,536	\$1,886,573	\$1,878,265	\$2,580,278	\$2,635,110	\$54,833	2.12%
Full Time Sal Accrue	\$10,074	\$6,166	-\$5,106	-	-	\$0	-
PT Salaries	\$49,763	\$49,110	\$30,469	\$29,404	\$30,285	\$880	2.99%
Part Time Sal Accru	\$889	-\$958	\$223	-	-	\$0	-
COLA Budget	-	-	-	\$101,770	\$209,407	\$107,636	105.76%
Soc Sec - FICA	\$154,735	\$145,287	\$153,294	\$199,641	\$203,903	\$4,262	2.13%
Soc Sec FICA Accrued	\$356	\$24	\$325	-	-	\$0	-
Retirement Cont DB	\$375,189	\$460,381	\$424,946	\$479,711	\$541,725	\$62,014	12.92%
Retirement Cont DC	\$82,589	\$81,494	\$65,404	\$84,416	\$59,790	-\$24,626	-29.17%
Retirement Cont A DB	\$794	\$2,161	\$793	-	-	\$0	-
Retirement Cont A DC	\$865	-\$379	-\$979	-	-	\$0	-
Life Insurance	\$14,360	\$13,916	\$14,005	\$18,894	\$19,297	\$403	2.13%
Life Ins Accrued	\$333	\$78	-\$34	-	-	\$0	-
Health Care Program	\$314,138	\$283,643	\$277,699	\$358,344	\$404,855	\$46,511	12.97%
Health Care Pr Accru	\$1,014	\$210	-\$1,458	-	-	\$0	-
Sal to/Fr Oth Trans	\$952	-	-	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$3,009,588</b>	<b>\$2,927,705</b>	<b>\$2,837,847</b>	<b>\$3,852,458</b>	<b>\$4,104,372</b>	<b>\$251,914</b>	<b>6.53%</b>
Personnel - Other							
Temp. Salaries	\$61,129	\$43,350	\$103,063	\$30,000	\$30,000	\$0	0.00%
Temp Sal Accrued	-\$505	\$593	\$5,399	-	-	\$0	-
Subst Sal	\$89,570	\$52,585	\$6,466	\$60,000	\$50,000	-\$10,000	-16.66%
Subs Sal Accrued	-\$4,955	-\$3,858	-\$289	-	-	\$0	-
Overtime	\$11,695	\$10,441	\$11,517	-	-	\$0	-
Overtime Accrued	-\$1,686	-\$800	\$1,130	-	-	\$0	-
Holiday OT	-	-	\$134	-	-	\$0	-
Holiday OT Accrued	-	\$174	-\$174	-	-	\$0	-
Bonus Pay	-	\$25,375	\$109,705	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$155,248</b>	<b>\$127,860</b>	<b>\$236,952</b>	<b>\$90,000</b>	<b>\$80,000</b>	<b>-\$10,000</b>	<b>-11.11%</b>
Other							
Office Supplies	\$12,644	\$4,438	\$5,389	\$9,350	\$7,000	-\$2,350	-25.13%
Postage	\$980	\$2,433	\$545	\$1,900	\$1,200	-\$700	-36.84%
Books	\$58	-	-	-	-	\$0	-
Cleaning Supplies	\$748	\$737	\$539	\$750	\$750	\$0	0.00%
Uniforms/Clothing	\$9,849	-\$3,195	\$1,835	\$6,500	\$3,500	-\$3,000	-46.15%
Safety Supplies	\$74	\$0	-	-	-	\$0	-
Medical Supplies	\$22,832	\$2,206	\$1,872	\$1,200	\$1,700	\$500	41.66%
Maint Supplies	\$2,219	\$876	-\$160	\$185	\$85	-\$100	-54.05%
Food Supplies	\$26,796	\$11,253	\$10,660	\$25,300	\$26,000	\$700	2.76%
Recr Supplies	\$6,319	\$1,326	\$4,190	\$7,500	\$7,900	\$400	5.33%
Awards/Trophies	\$506	\$827	\$1,465	\$500	\$500	\$0	0.00%
Oil/Grease	\$131	-	-	\$160	\$0	-\$160	-100.00%
Mach/Equip/Furn (NC)	\$2,693	\$550	\$57	\$2,500	\$21,500	\$19,000	760.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Comp Sftwr (Non-cap)	\$339	-	-	-	\$0	\$0	-
Other Supplies	\$17,507	\$14,141	\$4,010	\$6,000	\$3,000	-\$3,000	-50.00%
Cell Phone Serv Purc	\$25,120	\$21,499	\$18,468	\$19,000	\$17,500	-\$1,500	-7.89%
Dues/Subscriptions	\$3,535	\$848	\$2,555	\$680	\$8,365	\$7,685	1,130.14%
Utilities	\$15,810	\$18,583	\$14,302	\$16,000	\$18,000	\$2,000	12.50%
Printing/Duplicating	\$3,004	\$250	\$1,704	\$2,250	\$2,250	\$0	0.00%
Travel	\$9,939	\$76,671	\$3,316	\$5,250	\$6,050	\$800	15.23%
Local Travel	\$25,482	\$12,203	\$13,319	\$24,750	\$22,250	-\$2,500	-10.10%
Travel Lodging	\$1,323	-	-	-	-	\$0	-
Meals	\$3,106	-	-	-	\$0	\$0	-
Advertising	\$100	\$4,896	-	\$1,000	\$1,000	\$0	0.00%
Equipment Rental	-	-	-	-	\$0	\$0	-
Repairs and Maint	\$14,159	\$3,147	\$11,099	\$10,500	\$7,500	-\$3,000	-28.57%
Education/Training	\$28,386	\$10,246	\$19,997	\$37,500	\$35,000	-\$2,500	-6.66%
Software Lic/Maint	-	-	-	\$2,500	\$0	-\$2,500	-100.00%
Support/Needs	-	-	-	\$9,500	\$10,500	\$1,000	10.52%
Temp Labor	\$150,746	\$42,286	\$38,787	\$150,000	\$150,000	\$0	0.00%
Health Eval	-	-	-	-	\$0	\$0	-
Tourism Council	\$305	-	-	-	-	\$0	-
Credit Card Fees	\$2	\$600	-	-	-	\$0	-
Marketing Exp	\$27	-	-	-	-	\$0	-
Monthly Parking Fees	\$490	\$57	-	-	-	\$0	-
Welfare Assistance	\$4,350	-	-	-	-	\$0	-
Incentive Awards	\$1,275	\$453	-	\$5,500	\$4,000	-\$1,500	-27.27%
Acq Com Itm-Veh (MA)	-	\$0	\$59,545	\$40,000	\$43,357	\$3,357	8.39%
Trn to GF	\$672,412	-	-	-	-	\$0	-
Trn to ST Grants Fd	\$17,576	\$53,541	\$4,946	-	-	\$0	-
Trn to Fd Grants Fd	\$9,444	-	\$7,176	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$1,090,287</b>	<b>\$280,872</b>	<b>\$225,614</b>	<b>\$386,275</b>	<b>\$398,907</b>	<b>\$12,632</b>	<b>3.27%</b>
Contractual							
Professional Serv	\$2,057,563	\$1,786,448	\$1,890,553	\$2,071,500	\$2,038,500	-\$33,000	-1.59%
Serv Contracts	\$333	\$7,587	\$26,431	\$11,000	\$20,000	\$9,000	81.81%
Contracted Serv	\$1,210	\$828	\$13,610	-	\$38,000	\$38,000	-
Int Contract Svc	\$5,364	\$214	-	\$2,500	\$0	-\$2,500	-100.00%
Other Contractual Se	\$615,434	\$167,327	\$103,845	\$125,760	\$65,000	-\$60,760	-48.31%
<b>CONTRACTUAL TOTAL</b>	<b>\$2,679,904</b>	<b>\$1,962,404</b>	<b>\$2,034,440</b>	<b>\$2,210,760</b>	<b>\$2,161,500</b>	<b>-\$49,260</b>	<b>-2.22%</b>
Fixed							
Telephone-Int Chg	\$2,643	\$3,649	\$4,230	\$3,133	\$3,105	-\$28	-0.89%
Insurance Int Chgs	\$11,825	\$13,666	\$13,666	\$15,716	\$16,031	\$315	2.00%
Worker's Comp Ins	\$16,221	\$14,478	\$16,221	\$23,185	\$23,649	\$464	2.00%
IT Comp Replacemt	-	-	-	-	\$21,487	\$21,487	-
IT Infrastruct Repla	\$10,329	\$10,329	\$10,329	\$11,195	\$12,702	\$1,507	13.46%
Veh Oper-Repair/Mnt	\$1,852	\$10,877	\$3,767	\$11,108	\$8,600	-\$2,508	-22.57%
Veh Opr-Fuel/Oil FLT	\$3,104	\$747	\$1,110	\$5,200	\$4,300	-\$900	-17.30%
IT User/Support Fee	\$120,489	\$120,489	\$120,489	\$120,489	\$70,907	-\$49,582	-41.15%
HVAC Charges	\$10,293	\$10,293	\$10,293	\$10,602	\$11,556	\$954	8.99%
Warehouse charge	\$1	-	-	-	-	\$0	-
Trn to CityLink	\$11,580	\$11,580	\$11,580	\$11,580	\$11,580	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$188,337</b>	<b>\$196,107</b>	<b>\$191,685</b>	<b>\$212,208</b>	<b>\$183,917</b>	<b>-\$28,291</b>	<b>-13.33%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$7,123,364</b>	<b>\$5,494,948</b>	<b>\$5,526,538</b>	<b>\$6,751,701</b>	<b>\$6,928,696</b>	<b>\$176,995</b>	<b>2.62%</b>

## PERFORMANCE MEASURES

## Department of Human Services

### Goal 1: An Inclusive Community of Self-sufficient Residents

#### 1.1 Prepare students for academic and vocational success

	2018	2019	FY 2020	FY 2021	FY 2022
% of Community Attention Youth Internship participants who complete the program	92%	97%	92%	89%	93%
# of Community Attention Youth Internship participants	127	126	166	99	73
# of Community Attention Youth Internship host agencies	84	89	118	61	30

### Goal 2: A Healthy and Safe City

#### 2.3 Improve community health and safety outcomes by connecting residents with effective outcomes

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
% of children experiencing foster care that discharge to permanency.	N/A	N/A	79%	78%	74%
% of children experiencing foster care placed in a kinship family.	N/A	N/A	N/A	66%	59%
# of participants who enroll in the Community Connector program.			38	94	87
% of Community Connector participants who successful meet their housing security goals.			70%	83%	86%

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24.

5 temporary positions converted to FTEs

### Other Expenditures

Increases for contracted services and machinery and equipment

# NEIGHBORHOOD DEVELOPMENT SERVICES



FISCAL YEAR 2024 BUDGET

## OVERVIEW

The Department of Neighborhood Development Services (NDS) works in three primary areas – planning, development review, and design. Planning encompasses short and long-range plans for the future development and improvement of the City as well as supporting implementation of those plans. Example projects include development of the Comprehensive Plan, small area plans for City neighborhoods, subject area plans on topics like transportation or housing, and amendments to zoning and other city regulations. The development review function of the department includes review of all proposed development or building plans for their consistency with City policy and regulations as well as ensuring that existing buildings and properties remain in compliance with City requirements over time. Neighborhood Development Services’ focus on design includes the preservation of historic buildings and neighborhoods, promoting placemaking and quality design in private and public projects, and supporting a safe, attractive, and functional transportation system for all users. The Department of Neighborhood Development Services work is inherently collaborative with our colleagues in other City departments and public agencies as well as with the communities we serve.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Neighborhood Development Services	27.00
<b>ALLOCATED FTE COUNT</b>	<b>27.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Neighborhood Development Services	\$1,784,677	\$1,694,128	\$1,327,478	\$1,622,901	\$1,247,643	-\$375,258	-23.12%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$1,784,677</b>	<b>\$1,694,128</b>	<b>\$1,327,478</b>	<b>\$1,622,901</b>	<b>\$1,247,643</b>	<b>-\$375,258</b>	<b>-23.12%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Neighborhood Development Services	\$3,910,247	\$2,090,864	\$2,487,613	\$3,059,752	\$2,958,119	-\$101,634	-3.32%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$3,910,247</b>	<b>\$2,090,864</b>	<b>\$2,487,613</b>	<b>\$3,059,752</b>	<b>\$2,958,119</b>	<b>-\$101,634</b>	<b>-3.32%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$3,910,247	\$2,090,864	\$2,487,613	\$3,059,752	\$2,958,119	-\$101,634	-3.32%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$3,910,247</b>	<b>\$2,090,864</b>	<b>\$2,487,613</b>	<b>\$3,059,752</b>	<b>\$2,958,119</b>	<b>-\$101,634</b>	<b>-3.32%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Licenses and Permits							
Plumbing Perm	\$80,791	\$59,735	\$59,412	\$126,000	\$70,000	-\$56,000	-44.44%
Erosion Cntrl Perm	\$27,525	\$19,700	\$26,975	\$29,500	\$29,500	\$0	0.00%
Sign Perm	\$7,225	\$3,975	\$6,625	\$8,000	\$8,000	\$0	0.00%
Parking Perm	\$520,780	\$599,340	\$322,610	\$375,000	\$90,000	-\$285,000	-76.00%
Bldg Perm	\$517,726	\$481,187	\$308,682	\$424,000	\$424,000	\$0	0.00%
Mech Perm	\$44,343	\$45,577	\$49,570	\$100,000	\$85,000	-\$15,000	-15.00%
Elect Perm	\$262,475	\$223,529	\$237,448	\$230,000	\$230,000	\$0	0.00%
ERB	\$975	\$800	\$775	\$1,500	\$1,500	\$0	0.00%
Home Occupation	\$20,700	\$11,230	\$17,925	\$15,000	\$15,000	\$0	0.00%
Subdivisions	\$4,880	\$4,800	\$10,730	\$8,000	\$8,000	\$0	0.00%
Cert of Occupancy Fee	\$1,866	\$60	\$2,400	\$8,500	\$8,500	\$0	0.00%
Site Plans	\$100,430	\$59,375	\$75,012	\$75,000	\$50,000	-\$25,000	-33.33%
Mall Vending Perm	\$67,203	\$38,120	\$31,004	\$78,000	\$78,000	\$0	0.00%
Bar Applications	\$5,450	\$7,500	\$5,350	\$12,000	\$12,000	\$0	0.00%
Reinspection Fees	\$100	\$100	-	-	-	\$0	-
Permit Sys Maint Fee	\$29,920	\$28,827	\$27,700	\$35,000	\$35,000	\$0	0.00%
Stop Work Order	-	\$15,208	\$1,228	-	-	\$0	-
Temp use Permits	\$16,300	\$13,800	\$24,100	\$13,800	\$13,800	\$0	0.00%
Alley Closings	\$200	\$200	\$100	\$500	\$500	\$0	0.00%
Zoning Compliance	\$6,300	\$5,425	\$7,975	\$5,000	\$5,000	\$0	0.00%
Permit Admin Fee	-	\$355	\$0	-	-	\$0	-
Vacant Bldg Reg Fees	\$550	\$400	-	-	-	\$0	-
Fldplain Dev Permit	\$1,100	\$1,100	-	-	-	\$0	-
Small Cell Fac Fees	\$2,000	-	-	-	-	\$0	-
Vacant Bldg Reg Fees	-	-	\$75	\$1,200	\$1,200	\$0	0.00%
<b>LICENSES AND PERMITS TOTAL</b>	<b>\$1,718,840</b>	<b>\$1,620,343</b>	<b>\$1,215,696</b>	<b>\$1,546,000</b>	<b>\$1,165,000</b>	<b>-\$381,000</b>	<b>-24.64%</b>
Charges for Services							
Street Cut Perm	-	-	-\$1,825	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Zoning Appeals	\$700	\$600	\$600	\$1,100	\$1,100	\$0	0.00%
Misc Fees	–	\$5,515	-\$100	\$12,000	\$12,000	\$0	0.00%
Other Fees	\$1,685	\$1,500	\$39,218	–	–	\$0	–
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$2,385</b>	<b>\$7,615</b>	<b>\$37,893</b>	<b>\$13,100</b>	<b>\$13,100</b>	<b>\$0</b>	<b>0.00%</b>
Intergovernmental Revenue							
State/Fed Pass Thru	–	\$0	–	–	–	\$0	–
UVA Misc Revenue	\$65,791	\$65,701	\$69,749	\$63,801	\$69,543	\$5,742	8.99%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$65,791</b>	<b>\$65,701</b>	<b>\$69,749</b>	<b>\$63,801</b>	<b>\$69,543</b>	<b>\$5,742</b>	<b>8.99%</b>
Utility Revenue							
Stormwater Fees	\$0	–	–	–	–	\$0	–
<b>UTILITY REVENUE TOTAL</b>	<b>\$0</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Miscellaneous Revenue							
Publications	\$2,791	\$294	\$3,640	–	–	\$0	–
Graffiti Reimb	–	\$50	–	–	–	\$0	–
Other Misc Rev	-\$10,597	\$125	\$500	–	–	\$0	–
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-\$7,807</b>	<b>\$469</b>	<b>\$4,140</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Warehouse Revenue							
Warehse Outlet Sales	\$5,467	–	–	–	–	\$0	–
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$5,467</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$1,784,677</b>	<b>\$1,694,128</b>	<b>\$1,327,478</b>	<b>\$1,622,901</b>	<b>\$1,247,643</b>	<b>-\$375,258</b>	<b>-23.12%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$2,478,256	\$1,350,047	\$1,409,579	\$1,858,018	\$1,803,339	-\$54,678	-2.94%
Full Time Sal Accrue	\$25,199	-\$46,931	\$15,620	–	–	\$0	–
PT Salaries	–	–	–	–	\$0	\$0	–
COLA Budget	–	–	–	–	\$0	\$0	–
Soc Sec - FICA	\$182,209	\$98,084	\$107,382	\$142,138	\$136,839	-\$5,299	-3.72%
Soc Sec FICA Accrued	\$1,785	-\$3,515	\$1,302	–	–	\$0	–
Retirement Cont DB	\$370,796	\$181,609	\$181,919	\$311,544	\$279,226	-\$32,318	-10.37%
Retirement Cont DC	\$119,076	\$98,518	\$117,660	\$103,434	\$117,828	\$14,394	13.91%
Retirement Cont A DB	\$3,131	-\$8,104	-\$420	–	–	\$0	–
Retirement Cont A DC	\$1,169	-\$1,628	\$2,071	–	–	\$0	–
Life Insurance	\$16,829	\$9,173	\$9,892	\$13,452	\$13,056	-\$396	-2.94%
Life Ins Accrued	\$441	-\$302	\$128	–	–	\$0	–
Health Care Program	\$344,029	\$195,407	\$192,613	\$254,016	\$247,676	-\$6,340	-2.49%
Health Care Pr Accru	\$2,598	-\$5,966	\$733	–	–	\$0	–
<b>PERSONNEL TOTAL</b>	<b>\$3,545,517</b>	<b>\$1,866,393</b>	<b>\$2,038,478</b>	<b>\$2,682,601</b>	<b>\$2,597,964</b>	<b>-\$84,638</b>	<b>-3.15%</b>
Personnel - Other							
Temp. Salaries	\$23,038	\$105	\$576	\$10,000	\$10,000	\$0	0.00%
Temp Sal Accrued	-\$2,143	-\$44	\$1,117	–	–	\$0	–
Overtime	–	–	\$2,447	–	–	\$0	–
Overtime Accrued	–	\$417	-\$417	–	–	\$0	–
Career Dev.	\$7,820	\$301	–	–	–	\$0	–
Career Dev Accrued	\$72	-\$361	–	–	–	\$0	–
Bonus Pay	–	\$16,500	\$72,625	\$1,000	\$0	-\$1,000	-100.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$28,788</b>	<b>\$16,918</b>	<b>\$76,348</b>	<b>\$11,000</b>	<b>\$10,000</b>	<b>-\$1,000</b>	<b>-9.09%</b>
Other							
Office Supplies	\$12,583	\$9,658	\$7,465	\$55,000	\$55,000	\$0	0.00%
Postage	\$5,856	\$6,807	\$5,189	\$23,000	\$23,000	\$0	0.00%
Books	\$1,576	\$799	\$4,516	\$6,000	\$6,000	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Cleaning Supplies	-	-	-	\$1,000	\$1,000	\$0	0.00%
Uniforms/Clothing	\$1,653	\$1,440	\$274	\$3,000	\$3,000	\$0	0.00%
Safety Supplies	\$514	\$280	-	\$4,000	\$4,000	\$0	0.00%
Maint Supplies	\$686	-	-	-	-	\$0	-
Food Supplies	\$6,946	\$44	\$984	\$11,000	\$11,000	\$0	0.00%
Awards/Trophies	\$9	-	-	\$500	\$0	-\$500	-100.00%
Fuel	-	-	-	\$250	\$250	\$0	0.00%
Oil/Grease	\$232	-	-	\$150	\$150	\$0	0.00%
Mach/Equip/Furn (NC)	\$2,357	\$134	\$2,502	\$1,000	\$1,000	\$0	0.00%
Comp Sftwr (Non-cap)	\$2,008	\$3,992	\$1,019	\$2,700	\$2,700	\$0	0.00%
Other Supplies	\$3,300	-\$7	\$1,642	\$2,500	\$2,500	\$0	0.00%
Gasoline/Diesel Purc	-	-	\$32	\$50	\$50	\$0	0.00%
Telephone Serv Purch	\$3,807	\$4,868	\$4,984	\$4,000	\$4,000	\$0	0.00%
Cell Phone Serv Purc	\$17,246	\$16,302	\$10,131	\$13,000	\$13,000	\$0	0.00%
Dues/Subscriptions	\$4,890	\$3,867	\$6,069	\$7,818	\$7,500	-\$318	-4.06%
Telephone-Long Dist	-	-	-	\$1,000	\$1,000	\$0	0.00%
Printing/Duplicating	\$1,633	\$0	-	\$1,000	\$1,000	\$0	0.00%
Travel	\$5,270	\$946	-	\$1,500	\$1,500	\$0	0.00%
Local Travel	-	-	-	\$100	\$100	\$0	0.00%
Meals	-	-	\$29	\$1,000	\$1,000	\$0	0.00%
Reimb Travel Expend	\$846	-	-	-	-	\$0	-
Advertising	\$15,689	\$13,384	\$18,696	\$30,000	\$30,000	\$0	0.00%
Registration Fees	\$0	-	\$2,139	-	-	\$0	-
Equipment Rental	\$12,003	\$8,828	\$6,815	\$10,000	\$10,000	\$0	0.00%
Repairs and Maint	\$68	-	-	\$750	\$750	\$0	0.00%
Education/Training	\$7,959	\$1,213	\$15,032	\$33,000	\$35,000	\$2,000	6.06%
Software Lic/Maint	\$2,301	-	\$3,562	\$4,500	\$5,200	\$700	15.55%
Solid Waste Disp	\$830	\$1,363	\$1,725	-	-	\$0	-
Freight	\$32	-	-	-	-	\$0	-
Credit Card Fees	\$10,624	\$52	\$1,314	\$5,550	\$5,550	\$0	0.00%
Monthly Parking Fees	\$1,862	\$36	\$60	\$2,325	\$2,325	\$0	0.00%
Acq Com Itm-Comp Sof	-	\$28,682	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$122,780</b>	<b>\$102,687</b>	<b>\$94,176</b>	<b>\$225,693</b>	<b>\$227,575</b>	<b>\$1,882</b>	<b>0.83%</b>
Contractual							
Professional Serv	\$27,348	\$39,432	\$159,991	-	-	\$0	-
Serv Contracts	\$0	-	\$0	\$28,840	\$0	-\$28,840	-100.00%
Constr Contracts	-	-	\$0	-	-	\$0	-
Int Contract Svc	\$5,202	-	-	-	-	\$0	-
Consulting Services	\$62,706	\$0	\$60,022	-	-	\$0	-
Other Contractual Se	\$38,743	\$4,723	\$3,060	\$65,000	\$65,000	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$133,998</b>	<b>\$44,155</b>	<b>\$223,072</b>	<b>\$93,840</b>	<b>\$65,000</b>	<b>-\$28,840</b>	<b>-30.73%</b>
Fixed							
Telephone-Int Chg	\$11,364	\$7,285	\$7,285	\$8,635	\$12,701	\$4,066	47.08%
Insurance Int Chgs	\$14,701	\$9,770	\$9,770	\$11,236	\$11,460	\$224	1.99%
Worker's Comp Ins	\$11,565	\$7,413	\$7,413	\$10,595	\$10,807	\$212	2.00%
IT Infrastruct Repla	\$10,034	\$6,432	\$6,432	\$5,831	\$9,612	\$3,781	64.84%
Veh Oper-Repair/Mnt	\$1,785	\$8,752	\$14,046	\$4,821	\$7,500	\$2,679	55.56%
Veh Opr-Fuel/Oil FLT	\$4,715	\$4,988	\$5,592	\$5,500	\$5,500	\$0	0.00%
Vehicle Use Allow	\$25,000	\$16,071	\$5,000	-	\$0	\$0	-
<b>FIXED TOTAL</b>	<b>\$79,164</b>	<b>\$60,711</b>	<b>\$55,538</b>	<b>\$46,618</b>	<b>\$57,580</b>	<b>\$10,962</b>	<b>23.51%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$3,910,247</b>	<b>\$2,090,864</b>	<b>\$2,487,613</b>	<b>\$3,059,752</b>	<b>\$2,958,119</b>	<b>-\$101,634</b>	<b>-3.32%</b>

## PERFORMANCE MEASURES

## Neighborhood Development Services

### Goal 1: An Inclusive Community of Self-sufficient Residents

#### 1.3 Increase affordable housing options

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of supported affordable housing units created per year	31	46	30	16	7	

### Goal 3: A Beautiful and Sustainable Natural and Built Environment

#### 3.1 Engage in robust and context sensitive urban planning and implementation

	Q1 FY 19	Q2 FY 19	Q2 FY 20	Q2 FY 21	Q2 FY 22	Q2 FY 23
# of Board of Architecture Review (BAR) cases	21	35	15	13	21	
# of Entrance Corridor Review Board (ERB) cases	3	2	1	1	0	
# of BAR/ERB administrative reviews	0	2	1	6	5	

#### 3.2 Provide reliable and high quality infrastructure

	Q1 FY 19	Q2 FY 19	Q2 FY 20	Q2 FY 21	Q2 FY 22	Q2 FY 23
# of permits issued	514	468	505	459	364	396
# of rezoning/Special Use Permit applications submitted	1	2	5	3	3	2
# of site plans submitted	7	11	18	9	8	16
# of building permit inspections	1,400	1,383	1,676	1,416	1,398	1,958
# of building plans reviewed	327	312	272	345	302	

#### 3.4 Be responsible stewards of natural resources

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of property maintenance inspections conducted (includes citations related to trash, weeds, housing and vehicles)	1800	210	3359	2713	2765	

### Goal 5: A Well-managed and Responsive Organization

#### 5.1 Integrate effective business practices and strong fiscal policies

	Q1 FY 19	Q2 FY 19	Q3 FY 19	Q3 FY 20	Q3 FY 21	Q3 FY 22
Total value (\$) of construction permits issued in millions	\$25.1	\$46.3	\$25.9	\$27.4	\$82.5	\$19.1
	Oct-19	Nov-19	Dec-19	Dec-20	Dec-21	Dec-22
\$ amount of fees collected for all permits in thousands	\$52.2	\$55.1	\$56.4	\$77.6	\$37.6	\$70.1

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

For FY 24, 1 FTE - Maintenance Worker moved to Public Works

### Other Expenditures

Decreases for service contracts

# PARKS & RECREATION

FISCAL YEAR 2024 BUDGET



## OVERVIEW

### PARKS & RECREATION DEPARTMENT

- **Parks & Recreation Admin:** Responsible for the development, coordination, and oversight of the department's mission.

### RECREATION DIVISION

- **Adaptive Recreation:** The Adaptive Recreation Program is for individuals, ages 6 and up, with physical and/or intellectual disabilities whose recreational needs cannot be met by regular programs. There are also special offerings for Senior Citizens from the arts to exercise classes. The City's Adaptive Recreation program serves the region and includes a subsidy from Albemarle County. Program offerings range from ongoing classes, community outings and events, overnight trips and include both virtual and in-person offerings.
- **Aquatics:** Funds operations and management of Smith Aquatic & Fitness Center, Onesty Family Aquatic Center, Washington Park Pool, four (4) spray grounds at Tonsler, Belmont, Forest Hills, Greenleaf parks, aquatic programming and the City Swim Team.
- **Athletics:** Athletics program offerings include basketball, softball, volleyball, tennis, athletics camps and clinics for youth and adults. Skate Park funding covers all operations and programs that occur at the Skate Park.
- **City Markets:** The City Markets offers fresh produce, herbs, plants, grass fed meats, crafts, and baked goods from local vendors every Saturday from 8:00 a.m. until 12:00 p.m., April-October and every Saturday in November from 8:00 a.m. until 1:00 p.m., and special markets, such as Farmers in the Park (Meade Park) and the Holiday Market.
- **Recreation Centers:** Funds the operation and management of Carver Recreation Center, Key Recreation Center, Tonsler Park Center and Crow Recreation Center; Housing Authority locations at South First Street and Westhaven. In addition, funds centers at affordable housing locations at Friendship Court and Greenstone on 5th. This also includes lease payments made to the Jefferson School Partnership for Carver Recreation Center.
- **Youth Programs:** Offers a variety of programs for youth including after school programs, arts and crafts, gymnastics, dance, summer camps, special events, school's out day camps, enrichment, cooking, and outdoor adventure activities that involve the whole family.

### PARKS DIVISION

- **Construction Services:** Responsible for construction maintenance functions for Parks, the Downtown Mall, and other Parks and Recreation managed facilities.
- **Custodial Services:** Responsible for custodial functions for Parks, the Downtown Mall, and other Parks and Recreation managed facilities.
- **Landscape Services:** Responsible for citywide horticultural, turf maintenance, and urban forestry functions.
- **Parks Administration:** Responsible for the coordination and oversight of the Parks Division's management and administrative functions.
- **Shared Park Operations:** The City shares operational costs with Albemarle County for the City/County owned Darden Towe Park.
- **Trails & Planning Services:** Responsible for parks planning, parkland acquisition, and trail maintenance functions

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Athletic	4.00
Aquatics	8.00
Landscape Services	16.00
Trails and Planning Services	1.00
Construction Services	8.00
City Market	1.75
Custodial Services	8.00
Parks Administration	5.00
Recreation Division	6.75
Youth Programs	2.00
Adaptive Recreation	2.75
Recreation Centers and Playgrounds	7.00
<b>ALLOCATED FTE COUNT</b>	<b>70.25</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Recreation Division	\$1,443	\$338	\$4,430	\$4,500	\$4,500	\$0	0.00%
Athletic	\$96,666	\$30,015	\$143,811	\$219,529	\$200,512	-\$19,017	-8.66%
Aquatics	\$324,024	\$56,308	\$231,825	\$490,218	\$476,749	-\$13,469	-2.74%
Adaptive Recreation	\$108,667	\$90,399	\$97,487	\$105,075	\$126,020	\$20,945	19.93%
Recreation Centers and Playgrounds	\$285,489	\$64,999	\$119,981	\$164,780	\$138,368	-\$26,412	-16.02%
Special Services	\$5,150	–	\$130	–	–	\$0	–
Parks Division	\$80,020	\$82,851	\$30,631	–	\$0	\$0	–
Youth Programs	\$25,372	\$48,596	\$180,386	\$315,697	\$391,850	\$76,153	24.12%
City Market	\$102,568	\$60,795	\$55,288	\$101,150	\$96,520	-\$4,630	-4.57%
Parks Administration	–	–	\$51,921	\$71,750	\$74,750	\$3,000	4.18%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$1,029,397</b>	<b>\$434,300</b>	<b>\$915,889</b>	<b>\$1,472,699</b>	<b>\$1,509,269</b>	<b>\$36,570</b>	<b>2.48%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Recreation Division	\$905,265	\$962,047	\$1,008,861	\$1,138,707	\$1,107,062	-\$31,646	-2.77%
Athletic	\$254,940	\$149,526	\$303,056	\$573,059	\$533,094	-\$39,965	-6.97%
Aquatics	\$2,000,712	\$1,069,108	\$1,730,558	\$2,524,616	\$2,312,296	-\$212,320	-8.40%
Adaptive Recreation	\$364,055	\$310,633	\$344,036	\$432,889	\$446,488	\$13,599	3.14%
Recreation Centers and Playgrounds	\$1,983,178	\$1,532,282	\$1,886,952	\$2,055,168	\$1,965,957	-\$89,212	-4.34%
Special Services	\$16,339	-	-	-	-	\$0	-
Parks Division	\$3,749,205	\$3,550,498	\$206,090	-	\$0	\$0	-
Youth Programs	\$603,206	\$322,262	\$684,699	\$895,785	\$875,633	-\$20,152	-2.24%
City Market	\$162,457	\$235,615	\$262,606	\$280,579	\$280,401	-\$178	-0.06%
Shared Park Operations	\$128,064	\$152,047	\$172,714	\$110,000	\$120,000	\$10,000	9.09%
Parks Administration	-	\$10,535	\$1,219,319	\$1,391,147	\$1,834,021	\$442,874	31.83%
Landscape Services	-	\$3,705	\$1,295,724	\$1,533,834	\$1,785,379	\$251,545	16.39%
Custodial Services	-	\$284	\$743,383	\$684,733	\$707,200	\$22,467	3.28%
Construction Services	-	\$81	\$536,664	\$637,358	\$821,082	\$183,724	28.82%
Trails and Planning Services	-	\$174	\$94,359	\$108,813	\$107,760	-\$1,053	-0.96%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$10,167,420</b>	<b>\$8,298,798</b>	<b>\$10,489,018</b>	<b>\$12,366,689</b>	<b>\$12,896,374</b>	<b>\$529,685</b>	<b>4.28%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$10,167,420	\$8,298,798	\$10,489,018	\$12,366,689	\$12,896,374	\$529,685	4.28%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$10,167,420</b>	<b>\$8,298,798</b>	<b>\$10,489,018</b>	<b>\$12,366,689</b>	<b>\$12,896,374</b>	<b>\$529,685</b>	<b>4.28%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Taxes							
Sales Tax (Collected)	\$4,172	-	-	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>\$4,172</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Charges for Services							
Recreation Inc	\$264,726	\$50,327	\$324,281	\$194,974	\$183,952	-\$11,022	-5.65%
Adult Softball	\$30,025	\$12,250	\$53,504	\$70,000	\$62,500	-\$7,500	-10.71%
Classes/Programs	\$3,689	\$80,582	\$15,719	\$315,697	\$387,850	\$72,153	22.85%
Daily Admission	\$132,726	\$21,430	\$76,366	\$181,900	\$171,646	-\$10,254	-5.63%
Passes	\$151,182	-\$41,881	\$85,929	\$203,930	\$184,930	-\$19,000	-9.31%
Aquatic Classes/Prog	\$47,768	\$11,245	\$45,029	\$73,961	\$56,848	-\$17,113	-23.13%
Lane Rentals	\$23,358	-	\$9,011	\$23,200	\$18,200	-\$5,000	-21.55%
Facility Rentals	\$19,608	\$1,132	\$107	\$28,500	\$29,000	\$500	1.75%
Events/Birthday Part	\$25,825	\$500	\$973	\$41,770	\$41,780	\$10	0.02%
Pool Food & Vending	\$325	-	\$790	\$2,000	\$2,000	\$0	0.00%
Pool Miscellaneous	\$96	\$135	\$120	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Digging Graves	\$28,465	\$23,945	\$27,895	\$28,000	\$28,000	\$0	0.00%
Picnic Shelters	\$7,790	\$21,920	\$35,050	\$26,000	\$30,000	\$4,000	15.38%
Garden Plots	\$5,840	\$8,632	\$5,636	\$6,000	\$6,000	\$0	0.00%
City Swin Team Reven	\$14,158	\$19,864	\$42,253	\$38,577	\$47,211	\$8,634	22.38%
Prop Trans	-\$77	-	-	-	-	\$0	-
Misc Fees	\$98,416	\$60,811	\$55,288	\$101,150	\$96,520	-\$4,630	-4.57%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$853,918</b>	<b>\$270,891</b>	<b>\$777,950</b>	<b>\$1,335,659</b>	<b>\$1,346,437</b>	<b>\$10,778</b>	<b>0.80%</b>
Intergovernmental Revenue							
Rev/Albemarle	\$82,267	\$86,500	\$64,802	\$72,240	\$90,000	\$17,760	24.58%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$82,267</b>	<b>\$86,500</b>	<b>\$64,802</b>	<b>\$72,240</b>	<b>\$90,000</b>	<b>\$17,760</b>	<b>24.58%</b>
Miscellaneous Revenue							
Vend Commission	\$858	\$459	\$1,226	\$1,700	\$1,450	-\$250	-14.70%
Rent	\$53,533	\$58,315	\$62,859	\$61,600	\$62,632	\$1,032	1.67%
Contributions	\$15,110	\$3,975	\$3,324	-	-	\$0	-
Fund Raising	-	-	-	-	\$8,000	\$8,000	-
Ins Recovery	-	-	\$2,179	-	-	\$0	-
Other Misc Rev	\$2,740	\$951	\$1,018	\$1,500	\$750	-\$750	-50.00%
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$72,242</b>	<b>\$63,700</b>	<b>\$70,607</b>	<b>\$64,800</b>	<b>\$72,832</b>	<b>\$8,032</b>	<b>12.39%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$16,799	\$13,208	\$2,530	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$16,799</b>	<b>\$13,208</b>	<b>\$2,530</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$1,029,397</b>	<b>\$434,300</b>	<b>\$915,889</b>	<b>\$1,472,699</b>	<b>\$1,509,269</b>	<b>\$36,570</b>	<b>2.48%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$3,155,356	\$3,004,357	\$2,807,856	\$3,600,851	\$3,830,549	\$229,698	6.37%
Full Time Sal Accrue	\$26,869	\$8,854	\$80,538	-	-	\$0	-
PT Salaries	\$196,654	\$190,628	\$245,619	\$205,305	\$166,816	-\$38,489	-18.74%
Part Time Sal Accru	\$819	\$2,500	\$1,862	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$417,074	\$282,080	\$378,156	\$291,171	\$304,932	\$13,761	4.72%
Soc Sec FICA Accrued	-\$10,685	\$9,807	\$6,772	-	-	\$0	-
Retirement Cont DB	\$768,465	\$690,808	\$732,585	\$789,032	\$782,926	-\$6,106	-0.77%
Retirement Cont DC	\$80,015	\$112,224	\$102,525	\$121,616	\$146,525	\$24,910	20.48%
Retirement Cont A DB	\$6,246	-\$1,996	\$13,920	-	-	\$0	-
Retirement Cont A DC	\$722	\$367	\$3,568	-	-	\$0	-
Life Insurance	\$22,381	\$22,196	\$21,632	\$27,557	\$28,941	\$1,384	5.02%
Life Ins Accrued	\$585	\$102	\$667	-	-	\$0	-
Health Care Program	\$587,299	\$566,090	\$527,801	\$614,628	\$669,206	\$54,578	8.87%
Health Care Pr Accru	\$3,381	\$2,537	\$14,611	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$5,255,181</b>	<b>\$4,890,555</b>	<b>\$4,938,112</b>	<b>\$5,650,159</b>	<b>\$5,929,895</b>	<b>\$279,736</b>	<b>4.95%</b>
Personnel - Other							
Temp. Salaries	\$2,206,947	\$516,174	\$1,497,215	\$2,827,108	\$2,006,600	-\$820,508	-29.02%
Temp Sal Accrued	-\$169,916	\$115,565	-\$4,781	-	-	\$0	-
Overtime	\$89,332	\$25,183	\$77,862	\$96,500	\$95,500	-\$1,000	-1.03%
Overtime Accrued	-\$6,505	\$1,190	\$10,066	-	-	\$0	-
Court OT	\$110	-	-	-	-	\$0	-
Holiday OT	\$7,025	\$2,771	\$13,012	\$4,000	\$4,000	\$0	0.00%
Holiday OT Accrued	-	\$1,902	\$1,455	-	-	\$0	-
Other OT	-	\$15,626	\$14,413	-	\$0	\$0	-
Career Dev.	-	-	-	\$1,000	\$0	-\$1,000	-100.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Bonus Pay	–	\$48,250	\$362,451	\$1,000	\$5,000	\$4,000	400.00%
FICA Temporary Emp	–	–	–	\$216,275	\$153,502	-\$62,772	-29.02%
FICA Overtime	–	–	–	\$5,317	\$5,317	\$0	0.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$2,126,993</b>	<b>\$726,662</b>	<b>\$1,971,693</b>	<b>\$3,151,200</b>	<b>\$2,269,919</b>	<b>-\$881,280</b>	<b>-27.96%</b>
Other							
Office Supplies	\$9,901	\$6,979	\$16,044	\$19,800	\$18,900	-\$900	-4.54%
Preprinted Forms	\$93	–	\$263	–	\$0	\$0	–
Postage	\$10,457	\$6,068	\$6,945	\$16,168	\$15,800	-\$368	-2.27%
Books	–	–	–	–	\$0	\$0	–
Cleaning Supplies	\$34,480	\$29,803	\$32,650	\$35,000	\$44,500	\$9,500	27.14%
Uniforms/Clothing	\$23,975	\$17,926	\$15,813	\$33,748	\$30,193	-\$3,555	-10.53%
Safety Supplies	\$7,312	\$6,922	\$6,210	\$7,810	\$6,880	-\$930	-11.90%
Medical Supplies	\$2,227	\$6,344	\$7,096	\$3,500	\$4,700	\$1,200	34.28%
Maint Supplies	\$84,957	\$64,854	\$144,971	\$147,949	\$141,250	-\$6,699	-4.52%
Small Hand Tools	\$9,100	\$5,326	\$10,886	\$9,000	\$9,750	\$750	8.33%
Constr Materials	\$3,673	\$12,703	\$4,090	\$4,000	\$7,000	\$3,000	75.00%
Food Supplies	\$11,276	\$1,050	\$3,914	\$11,740	\$12,800	\$1,060	9.02%
Recr Supplies	\$83,153	\$70,392	\$189,438	\$150,882	\$182,238	\$31,356	20.78%
Fee-Based Prog Supp	\$18,238	\$338	–	–	\$0	\$0	–
Awards/Trophies	\$6,866	\$1,576	\$7,500	\$10,183	\$10,300	\$117	1.14%
Fuel	–	\$50	\$20	–	–	\$0	–
Oil/Grease	\$612	–	\$315	\$2,000	\$2,000	\$0	0.00%
Chemicals	\$72,776	\$39,941	\$65,288	\$73,935	\$69,173	-\$4,762	-6.44%
Mach/Equip/Furn (NC)	\$21,782	\$24,427	\$61,527	\$34,000	\$34,000	\$0	0.00%
Comp Sftwr (Non-cap)	\$8,636	\$8,693	\$18,229	\$12,184	\$15,400	\$3,216	26.39%
Other Supplies	\$1,725	\$3,830	\$4,722	\$4,500	\$28,250	\$23,750	527.77%
Gasoline/Diesel Purc	\$8,187	\$8,875	\$14,039	\$10,000	\$13,000	\$3,000	30.00%
Telephone Serv Purch	\$101	–	–	–	\$0	\$0	–
Cell Phone Serv Purc	\$34,831	\$37,933	\$41,979	\$35,886	\$26,800	-\$9,086	-25.31%
Dues/Subscriptions	\$5,062	\$3,764	\$3,956	\$5,827	\$9,484	\$3,657	62.75%
Telephone-Ext Chg	\$20,197	\$21,796	\$23,495	\$17,589	\$27,906	\$10,317	58.65%
Utilities	\$505,659	\$279,935	\$462,760	\$568,153	\$578,392	\$10,239	1.80%
Printing/Duplicating	\$24,547	\$12,548	\$19,646	\$38,000	\$44,600	\$6,600	17.36%
Legal Fees	–	–	\$23	–	–	\$0	–
Travel	\$17,909	\$0	\$4,300	\$26,550	\$30,350	\$3,800	14.31%
Travel Lodging	–	–	\$1,568	–	–	\$0	–
Meals	\$382	\$124	\$1,900	\$3,887	\$4,237	\$350	9.00%
Advertising	\$19,607	\$39,389	\$46,334	\$48,900	\$50,000	\$1,100	2.24%
Rent	\$504,581	\$584,910	\$616,831	\$640,375	\$656,515	\$16,140	2.52%
Uniform Rental	–	–	\$5,126	–	\$6,900	\$6,900	–
Equipment Rental	\$37,654	\$28,713	\$58,053	\$25,085	\$41,194	\$16,109	64.21%
Repairs and Maint	\$57,988	\$98,613	\$221,586	\$68,100	\$88,200	\$20,100	29.51%
Education/Training	\$27,890	\$8,572	\$11,960	\$24,009	\$29,440	\$5,431	22.62%
Internet Access Fee	\$4,250	\$5,780	\$7,048	\$10,105	\$11,057	\$952	9.42%
Software Lic/Maint	\$2,721	\$984	\$59	–	\$22,500	\$22,500	–
Veh Oper-Wash/Clean	–	–	–	–	\$0	\$0	–
Solid Waste Disp	\$27,627	\$25,607	\$18,653	\$20,000	\$18,900	-\$1,100	-5.50%
Freight	\$689	\$301	\$335	–	–	\$0	–
Health Eval	\$529	\$208	\$439	\$500	\$1,300	\$800	160.00%
Credit Card Fees	\$21,772	\$4,372	\$16,422	\$27,700	\$22,500	-\$5,200	-18.77%
Marketing Exp	\$3,666	\$11,697	\$4,834	\$10,000	\$10,000	\$0	0.00%
Turf Maint Contr	\$14,313	\$34,446	\$75,660	\$80,000	\$169,100	\$89,100	111.37%
Tree Maint Contr	\$151,825	\$255,376	\$269,997	\$210,000	\$290,000	\$80,000	38.09%
SNL Parking Fees	\$124	–	–	–	–	\$0	–
Monthly Parking Fees	\$6,788	\$922	\$1,570	\$3,137	\$1,500	-\$1,637	-52.18%
Lease Payments	\$5,946	\$6,004	\$6,384	\$5,000	\$7,000	\$2,000	40.00%
Contrib to Other Gov	\$128,064	\$152,047	\$172,714	\$110,000	\$120,000	\$10,000	9.09%
Late Fee	\$169	\$465	\$45	–	–	\$0	–
Acq Com Itm-Veh (MA)	–	\$6,099	\$25,350	–	–	\$0	–

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Acq Com Itm-M Eq (MA	-	-	-	\$25,000	\$25,000	\$0	0.00%
Acq Com Itm-Brid(MA)	\$0	-	-	-	-	\$0	-
Acq Com Itm-Eqpt (MA	\$21,796	-	-	\$35,000	\$35,000	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$2,066,111</b>	<b>\$1,936,698</b>	<b>\$2,728,987</b>	<b>\$2,625,202</b>	<b>\$2,974,009</b>	<b>\$348,807</b>	<b>13.28%</b>
Contractual							
Professional Serv	\$360	\$12,829	\$4,524	\$500	\$2,000	\$1,500	300.00%
Serv Contracts	\$12,371	\$20,233	\$21,606	\$47,650	\$244,194	\$196,544	412.47%
Contracted Serv	\$85,091	\$21,537	\$147,031	\$137,200	\$237,574	\$100,374	73.15%
Int Contract Svc	\$29,838	\$8,274	-	-	-	\$0	-
Consulting Services	-	\$11,060	\$0	-	-	\$0	-
Other Contractual Se	\$263,395	\$286,169	\$283,781	\$300,166	\$356,609	\$56,443	18.80%
<b>CONTRACTUAL TOTAL</b>	<b>\$391,054</b>	<b>\$360,101</b>	<b>\$456,942</b>	<b>\$485,516</b>	<b>\$840,377</b>	<b>\$354,861</b>	<b>73.08%</b>
Fixed							
Telephone-Int Chg	\$12,432	\$35,329	\$12,884	\$14,808	\$13,830	-\$978	-6.60%
Insurance Int Chgs	\$38,688	\$38,688	\$41,133	\$44,493	\$45,441	\$948	2.13%
Worker's Comp Ins	\$121,465	\$121,465	\$121,465	\$173,611	\$177,084	\$3,473	2.00%
IT Infrastruct Repla	\$12,191	\$12,191	\$12,191	\$11,661	\$27,119	\$15,458	132.56%
Veh Oper-Repair/Mnt	\$13,200	\$49,217	\$65,673	\$60,840	\$172,500	\$111,660	183.53%
Veh Opr-Fuel/Oil FLT	\$30,104	\$27,892	\$39,937	\$49,200	\$49,200	\$0	0.00%
Warehouse charge	\$2	-	-	-	-	\$0	-
Vehicle Use Allow	\$100,000	\$100,000	\$100,000	\$100,000	\$397,000	\$297,000	297.00%
<b>FIXED TOTAL</b>	<b>\$328,081</b>	<b>\$384,783</b>	<b>\$393,284</b>	<b>\$454,613</b>	<b>\$882,174</b>	<b>\$427,561</b>	<b>94.04%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$10,167,420</b>	<b>\$8,298,798</b>	<b>\$10,489,018</b>	<b>\$12,366,689</b>	<b>\$12,896,374</b>	<b>\$529,685</b>	<b>4.28%</b>

# PERFORMANCE MEASURES

## Parks and Recreation Department

### Goal 2: A Healthy and Safe City

2.3 Improve community health and safety outcomes by connecting residents with effective resources

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
# of visitations to outdoor pools	40,578	44,939	N/A	23,451	32,141
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of visitations to Smith Aquatic Center and Carver Recreation Center	113,831	103,023	87,219	1,899	34,542
# of participants enrolled in recreation classes	8,092	10,806	8,248	3,024	6,476

### Goal 3: A Beautiful and Sustainable Natural and Built Environment

3.1 Engage in robust and context sensitive urban planning and implementation

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of master plans developed or updated since 2006	3	3	3	3	-

3.2 Provide reliable and high quality infrastructure

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Acres of parkland (includes City only, schools and City/County shared)	3,152	3,294	3,436	4,239	3,443
Linear feet of trails in the City	123,695	124,195	126,195	143,085	143,085

3.4 Be responsible stewards of natural resources

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of new trees planted	322	139	160	23	162
# of alternative stormwater structures located in parks	28	28	28	28	22

### Goal 4: A Strong, Creative and Diversified Economy

4.2 Attract and cultivate a variety of new businesses

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
# of City Market vendors	101	110	85	236	255
Gross City market vendor revenues (\$) in millions	\$2.30	\$2.35	\$0.40	\$1.34	\$1.40

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

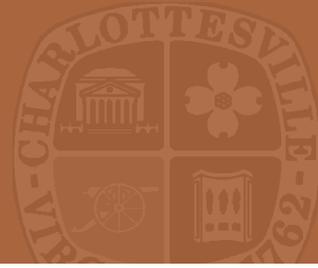
3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

Funding for temporary labor was reduced \$820,000 as a result of programming changes that were required due to the pandemic and a shift to contracted services for some of the labor. As recovery from the pandemic continues staffing and programming levels will continue to be monitored and adjusted.

### **Other Expenditures**

\$208,024 increase in contracted services for Onesty Pool Operations, \$100,374 for other contractual services and \$297,000 increase for vehicle replacements.

# MEADOWCREEK GOLF COURSE



FISCAL YEAR 2024 BUDGET

## OVERVIEW

Meadowcreek Golf Course is operated by the Department of Parks & Recreation and has between 35,000 – 45,000 rounds of golf played annually. The course/facilities features an 18-hole golf course with driving range and practice area, clubhouse with merchandise, apparel and equipment as well as food and beverage service with indoor/outdoor seating. The course offers daily play as well as a variety of annual and seasonal passes, plus hosts tournaments, outings and special events. Meadowcreek offers a variety of instructional programs directly through Parks & Recreation or with its partner, First Tee Blue Ridge. It also hosts clinics with Parks & Recreation summer camps and Adaptive recreation and is the home course for the Charlottesville High School golf team.

The budget funds the management, operations, maintenance for the course and facilities through an enterprise fund.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Golf Course Operations	2.00
<b>ALLOCATED FTE COUNT</b>	<b>2.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Golf Course Operations	\$941,261	\$1,144,297	\$1,214,410	\$1,089,216	\$1,206,440	\$117,224	10.76%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$941,261</b>	<b>\$1,144,297</b>	<b>\$1,214,410</b>	<b>\$1,089,216</b>	<b>\$1,206,440</b>	<b>\$117,224</b>	<b>10.76%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Golf Course Operations	\$970,418	\$1,016,069	\$1,051,363	\$1,089,216	\$1,179,646	\$90,430	8.30%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$970,418</b>	<b>\$1,016,069</b>	<b>\$1,051,363</b>	<b>\$1,089,216</b>	<b>\$1,179,646</b>	<b>\$90,430</b>	<b>8.30%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$970,418	\$1,016,069	\$1,051,363	\$1,089,216	\$1,179,646	\$90,430	8.30%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$970,418</b>	<b>\$1,016,069</b>	<b>\$1,051,363</b>	<b>\$1,089,216</b>	<b>\$1,179,646</b>	<b>\$90,430</b>	<b>8.30%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
<b>Taxes</b>							
Sales Tax (Collected)	\$111	-\$988	\$465	\$500	\$500	\$0	0.00%
<b>TAXES TOTAL</b>	<b>\$111</b>	<b>-\$988</b>	<b>\$465</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>0.00%</b>
<b>Charges for Services</b>							
Retail Sales	\$44,375	\$35,609	\$50,557	\$52,000	\$52,000	\$0	0.00%
Concession Recpts	\$12,521	\$16,325	\$16,212	\$18,000	\$18,000	\$0	0.00%
Classes/Programs	-	-	\$10,249	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$56,896</b>	<b>\$51,934</b>	<b>\$77,018</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>Miscellaneous Revenue</b>							
Special Assess	\$560	\$6,940	\$13,880	-	-	\$0	-
Contributions	\$3,208	-	\$2,145	-	\$2,000	\$2,000	-
Other Misc Rev	-	-	-	\$6,940	\$6,940	\$0	0.00%
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$3,768</b>	<b>\$6,940</b>	<b>\$16,025</b>	<b>\$6,940</b>	<b>\$8,940</b>	<b>\$2,000</b>	<b>28.81%</b>
<b>Golf Revenue</b>							
Meadck Greens Fee	\$429,028	\$591,409	\$588,163	\$570,526	\$588,000	\$17,474	3.06%
Motor Carts	\$201,627	\$284,568	\$301,249	\$260,000	\$300,000	\$40,000	15.38%
Hand Cart	\$2,775	\$5,045	\$3,508	\$2,500	\$3,500	\$1,000	40.00%
Driving Range Fees	\$71,181	\$118,112	\$107,558	\$100,000	\$105,000	\$5,000	5.00%
Golf Instruction Fee	-	-	-	-	\$10,500	\$10,500	-
Golf Annual Memb	\$47,874	\$84,058	\$120,425	\$78,750	\$120,000	\$41,250	52.38%
<b>GOLF REVENUE TOTAL</b>	<b>\$752,485</b>	<b>\$1,083,191</b>	<b>\$1,120,902</b>	<b>\$1,011,776</b>	<b>\$1,127,000</b>	<b>\$115,224</b>	<b>11.38%</b>
<b>Warehouse Revenue</b>							
Warehse Outlet Sales	-	\$3,220	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>-</b>	<b>\$3,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>Transfers</b>							
Transfer From Other Fund	\$128,000	-	-	-	-	\$0	-
<b>TRANSFERS TOTAL</b>	<b>\$128,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$941,261</b>	<b>\$1,144,297</b>	<b>\$1,214,410</b>	<b>\$1,089,216</b>	<b>\$1,206,440</b>	<b>\$117,224</b>	<b>10.76%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$139,927	\$140,150	\$133,153	\$142,582	\$146,869	\$4,287	3.00%
Full Time Sal Accrue	\$1,294	\$539	\$670	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$5,833	\$12,017	\$6,184	106.01%
Soc Sec - FICA	\$16,036	\$16,576	\$19,502	\$10,908	\$11,235	\$328	3.00%
Soc Sec FICA Accrued	\$79	\$213	\$249	-	-	\$0	-
Retirement Cont DB	\$15,799	\$15,989	\$27,875	\$39,923	\$41,123	\$1,200	3.00%
Retirement Cont DC	\$7,166	\$6,044	\$2,217	-	\$0	\$0	-
Retirement Cont A DB	\$124	\$17	\$1,325	-	-	\$0	-
Retirement Cont A DC	\$66	\$28	-\$359	-	-	\$0	-
Life Insurance	\$959	\$988	\$922	\$1,032	\$1,063	\$31	3.00%
Life Ins Accrued	\$25	\$7	\$5	-	-	\$0	-
Health Care Program	\$18,144	\$18,144	\$16,749	\$18,144	\$19,052	\$908	5.00%
Health Care Pr Accru	\$140	\$70	\$70	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$199,757</b>	<b>\$198,767</b>	<b>\$202,377</b>	<b>\$218,422</b>	<b>\$231,360</b>	<b>\$12,938</b>	<b>5.92%</b>
Personnel - Other							
Temp. Salaries	\$85,398	\$110,865	\$113,215	\$94,484	\$171,321	\$76,837	81.32%
Temp Sal Accrued	-\$155	\$2,054	\$2,347	-	-	\$0	-
Overtime	\$898	\$1,439	\$321	\$2,000	\$0	-\$2,000	-100.00%
Overtime Accrued	-\$12	\$255	-\$255	-	-	\$0	-
Holiday OT	-	-	-	\$500	\$0	-\$500	-100.00%
Bonus Pay	-	\$2,250	\$14,525	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$7,228	\$13,106	\$5,878	81.32%
FICA Overtime	-	-	-	\$191	\$0	-\$191	-100.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$86,129</b>	<b>\$116,864</b>	<b>\$130,153</b>	<b>\$104,403</b>	<b>\$184,427</b>	<b>\$80,024</b>	<b>76.64%</b>
Other							
Office Supplies	\$632	\$228	\$434	\$800	\$800	\$0	0.00%
Postage	\$22	-	\$13	\$50	\$50	\$0	0.00%
Cleaning Supplies	\$1,360	\$1,712	\$1,752	\$2,000	\$2,000	\$0	0.00%
Uniforms/Clothing	\$779	\$296	\$1,116	\$1,000	\$1,200	\$200	20.00%
Safety Supplies	-	\$546	\$85	\$100	\$100	\$0	0.00%
Medical Supplies	\$980	\$1,157	-	\$1,000	\$500	-\$500	-50.00%
Maint Supplies	\$131	\$98	\$1,633	-	-	\$0	-
Small Hand Tools	\$21	-	\$19	-	-	\$0	-
Food Supplies	\$10,957	\$214	\$34	\$3,500	\$3,500	\$0	0.00%
Recr Supplies	\$309	-\$89	\$117	-	-	\$0	-
Awards/Trophies	\$6,465	-	-	\$8,000	\$8,000	\$0	0.00%
Oil/Grease	\$11	-	-	-	\$0	\$0	-
Mach/Equip/Furn (NC)	\$161	\$8,993	\$12,124	\$1,500	\$1,500	\$0	0.00%
Comp Sftwr (Non-cap)	-	\$190	-	-	-	\$0	-
Other Supplies	\$5,286	\$5,419	\$5,740	\$5,000	\$5,000	\$0	0.00%
Gasoline/Diesel Purc	\$8,187	\$8,875	\$14,039	\$10,000	\$15,000	\$5,000	50.00%
Mdse Purch	\$31,907	\$28,888	\$31,806	\$30,000	\$30,000	\$0	0.00%
Cell Phone Serv Purc	\$556	\$478	\$640	\$600	\$0	-\$600	-100.00%
Dues/Subscriptions	\$1,340	\$1,316	\$150	\$2,400	\$500	-\$1,900	-79.16%
Utilities	\$23,741	\$21,861	\$21,508	\$24,000	\$24,000	\$0	0.00%
Printing/Duplicating	\$174	\$259	\$80	-	-	\$0	-
Travel	\$1,815	-	-	\$2,000	\$2,000	\$0	0.00%
Advertising	\$1,721	\$1,006	\$350	\$2,500	\$2,000	-\$500	-20.00%
Equipment Rental	\$1,469	\$693	\$1,705	\$500	\$1,000	\$500	100.00%
Repairs and Maint	\$4,023	\$7,490	\$3,457	\$5,000	\$5,000	\$0	0.00%
Education/Training	\$135	-	\$3,500	\$100	\$0	-\$100	-100.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Solid Waste Disp	\$2,868	\$3,107	\$2,868	\$3,000	\$3,000	\$0	0.00%
Credit Card Fees	\$15,596	\$18,768	\$18,795	\$17,500	\$18,000	\$500	2.85%
Turf Maint Contr	\$435,824	\$434,135	\$447,063	\$504,535	\$498,721	-\$5,814	-1.15%
Lease Payments	\$79,758	\$91,905	\$91,422	\$54,200	\$54,200	\$0	0.00%
Late Fee	-	\$233	-	-	-	\$0	-
Depn Exp-Manual	-	-	-	\$27,415	\$27,415	\$0	0.00%
Other Current Charge	-	-	\$1,400	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$636,229</b>	<b>\$637,778</b>	<b>\$661,850</b>	<b>\$706,700</b>	<b>\$703,486</b>	<b>-\$3,214</b>	<b>-0.45%</b>
Contractual							
Professional Serv	-	\$773	\$3,418	\$3,500	\$3,500	\$0	0.00%
Serv Contracts	\$1,820	\$2,452	\$2,134	\$2,500	\$2,500	\$0	0.00%
Contracted Serv	\$235	\$10,243	\$877	-	-	\$0	-
Int Contract Svc	\$1,200	-	-	-	-	\$0	-
Other Contractual Se	\$2,156	\$3,946	\$6,581	\$2,000	\$2,000	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$5,410</b>	<b>\$17,413</b>	<b>\$13,009</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>0.00%</b>
Fixed							
Telephone-Int Chg	\$3,403	\$3,520	\$3,657	\$2,193	\$1,976	-\$217	-9.89%
Insurance Int Chgs	\$8,188	\$8,188	\$8,188	\$9,416	\$9,605	\$189	2.00%
Worker's Comp Ins	\$15,307	\$15,307	\$15,307	\$21,878	\$22,316	\$438	2.00%
IT Comp Replacemt	-	-	-	-	\$4,958	\$4,958	-
IT Infrastruct Repla	\$895	\$895	\$895	\$466	\$3,090	\$2,624	563.09%
Veh Oper-Repair/Mnt	\$173	\$2,543	\$1,205	\$2,194	\$2,540	\$346	15.77%
Veh Opr-Fuel/Oil FLT	\$232	\$98	\$26	\$750	\$750	\$0	0.00%
IT User/Support Fee	\$9,606	\$9,606	\$9,606	\$9,606	\$1,649	-\$7,957	-82.83%
HVAC Charges	\$3,250	\$3,250	\$3,250	\$3,348	\$3,649	\$301	8.99%
Trn to CityLink	\$1,840	\$1,840	\$1,840	\$1,840	\$1,840	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$42,893</b>	<b>\$45,247</b>	<b>\$43,974</b>	<b>\$51,691</b>	<b>\$52,373</b>	<b>\$682</b>	<b>1.31%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$970,418</b>	<b>\$1,016,069</b>	<b>\$1,051,363</b>	<b>\$1,089,216</b>	<b>\$1,179,646</b>	<b>\$90,430</b>	<b>8.30%</b>

## PERFORMANCE MEASURES

### Meadowcreek Golf Course

#### Goal 2: A Healthy and Safe City

2.3 Improve community health and safety outcomes by connecting residents with effective resources

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of golf rounds played per year	30,197	32,780	29,241	45,937	43,356

# SOCIAL SERVICES DEPARTMENT



FISCAL YEAR 2024 BUDGET

## OVERVIEW

The Department of Social Services (DSS) provides benefits and services to the citizens of Charlottesville based on programs established by federal and state laws and policies. The Department's mission is to provide services that support an inclusive community of self-sufficient residents and a healthy and safe city.

**Administration Division:** is responsible for planning, budgeting and fiscal management, program coordination and evaluation, personnel administration, statistical data analysis, serving as a liaison with city, state, and federal government agencies and the local community, and providing customer service.

**Benefits Division:** helps low-income families and individuals meet basic needs for food, shelter and medical care. Programs include Auxiliary Grants, Child Care Assistance, Low-Income Home Energy Assistance Program (LIHEAP), Medicaid/FAMIS, Refugee Resettlement Program, Supplemental Nutrition Assistance Program (SNAP), SNAP Education & Training, (SNAP E&T), Temporary Assistance to Needy Families (TANF), and the Virginia Initiative for Education and Work (VIEW).

**Family Services Division** promotes and supports the development of healthy families and protects children and adults from abuse and neglect. Programs include Adoption, Adult Protective Services (APS), Adult Services, Child Protective Services (CPS), Family Services, School-Based Family Support Program, Foster Care, and Fostering Futures.

## STAFFING SUMMARY

Full Time Equivalent by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Grants - Social Services	1.00
Social Services Administration	108.50
<b>ALLOCATED FTE COUNT</b>	<b>109.50</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Social Services Administration	\$2,303	\$1	-	-	-	\$0	-
Direct Assistance	\$9,388	\$9,675	\$6,809	-	-	\$0	-
Day Care Purchased Services	-	-	\$0	-	-	\$0	-
Purchased Services	\$55	\$45	\$45	-	-	\$0	-
Grants - Social Services	\$34,248	\$34,767	\$37,154	-	-	\$0	-
Children's Services Act (CSA)	\$7,947,942	\$6,955,047	\$6,346,649	\$8,444,864	\$8,344,864	-\$100,000	-1.18%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$7,993,936</b>	<b>\$6,999,534</b>	<b>\$6,390,658</b>	<b>\$8,444,864</b>	<b>\$8,344,864</b>	<b>-\$100,000</b>	<b>-1.18%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Social Services Administration	\$9,209,644	\$8,951,864	\$9,265,133	\$10,673,193	\$11,078,754	\$405,561	3.79%
Direct Assistance	\$4,715,526	\$4,507,253	\$4,174,128	\$4,656,483	\$4,380,354	-\$276,129	-5.92%
Day Care Purchased Services	-\$3,092	-\$4,377	-\$3,790	-	-	\$0	-
Purchased Services	\$241,906	\$130,162	\$292,727	\$265,034	\$264,375	-\$659	-0.24%
Grants - Social Services	\$163,666	\$146,879	\$174,976	\$2,587,255	\$1,544,270	-\$1,042,986	-40.31%
Children's Services Act (CSA)	\$7,906,052	\$6,797,302	\$6,314,216	\$8,444,864	\$8,344,864	-\$100,000	-1.18%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$22,233,701</b>	<b>\$20,529,084</b>	<b>\$20,217,389</b>	<b>\$26,626,829</b>	<b>\$25,612,617</b>	<b>-\$1,014,213</b>	<b>-3.80%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	-	-	-	\$2,395,000	\$1,360,000	-\$1,035,000	-43.21%
Non-General Funds	\$22,233,701	\$20,529,084	\$20,217,389	\$24,231,829	\$24,252,617	\$20,787	0.08%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$22,233,701</b>	<b>\$20,529,084</b>	<b>\$20,217,389</b>	<b>\$26,626,829</b>	<b>\$25,612,617</b>	<b>-\$1,014,213</b>	<b>-3.80%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Intergovernmental Revenue							
State Assist	\$5,638,895	\$4,846,335	\$4,514,878	\$5,921,446	\$5,921,446	\$0	0.00%
School-Other Local	\$608,528	\$650,969	\$500,672	\$518,696	\$518,696	\$0	0.00%
Other Grants	-	\$300	\$1,680	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$6,247,423</b>	<b>\$5,497,603</b>	<b>\$5,017,230</b>	<b>\$6,440,142</b>	<b>\$6,440,142</b>	<b>\$0</b>	<b>0.00%</b>
Miscellaneous Revenue							
Interest	-	\$1	-	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Dividends	\$0	-	-	-	-	\$0	-
Unearned Welfare Rev	\$8,499	\$7,875	\$3,834	-	-	\$0	-
Other Misc Rev	\$55	\$45	\$45	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$8,554</b>	<b>\$7,921</b>	<b>\$3,879</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$2,303	-	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$2,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	\$1,735,655	\$1,494,010	\$1,369,549	\$2,004,722	\$1,904,722	-\$100,000	-4.98%
<b>TRANSFERS TOTAL</b>	<b>\$1,735,655</b>	<b>\$1,494,010</b>	<b>\$1,369,549</b>	<b>\$2,004,722</b>	<b>\$1,904,722</b>	<b>-\$100,000</b>	<b>-4.98%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$7,993,936</b>	<b>\$6,999,534</b>	<b>\$6,390,658</b>	<b>\$8,444,864</b>	<b>\$8,344,864</b>	<b>-\$100,000</b>	<b>-1.18%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$5,254,331	\$5,237,286	\$5,342,602	\$6,083,704	\$6,283,202	\$199,498	3.27%
Full Time Sal Accrue	\$47,117	\$15,521	\$46,521	-	-	\$0	-
PT Salaries	\$109,324	\$98,607	\$70,234	\$72,443	\$74,147	\$1,704	2.35%
Part Time Sal Accru	\$984	-\$1,688	\$717	-	-	\$0	-
COLA Budget	-	-	-	\$238,175	\$494,669	\$256,494	107.69%
Accrued Salary	-	-	-	\$31,620	\$0	-\$31,620	-100.00%
Soc Sec - FICA	\$391,357	\$392,234	\$418,446	\$470,884	\$485,937	\$15,053	3.19%
Soc Sec FICA Accrued	\$3,286	\$1,011	\$3,890	-	-	\$0	-
Retirement Cont DB	\$1,121,350	\$1,039,939	\$928,910	\$1,086,338	\$1,157,427	\$71,089	6.54%
Retirement Cont DC	\$140,460	\$123,710	\$158,959	\$182,045	\$197,744	\$15,698	8.62%
Retirement Cont A DB	\$5,431	-\$424	\$870	-	-	\$0	-
Retirement Cont A DC	\$1,765	\$687	\$2,149	-	-	\$0	-
Life Insurance	\$36,561	\$37,275	\$38,756	\$44,565	\$46,027	\$1,462	3.28%
Life Ins Accrued	\$969	\$180	\$364	-	-	\$0	-
Health Care Program	\$924,468	\$911,401	\$884,559	\$993,384	\$1,043,100	\$49,716	5.00%
Health Care Pr Accru	\$7,120	\$1,868	\$3,438	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$8,044,523</b>	<b>\$7,857,605</b>	<b>\$7,900,412</b>	<b>\$9,203,158</b>	<b>\$9,782,252</b>	<b>\$579,093</b>	<b>6.29%</b>
Personnel - Other							
Temp. Salaries	\$61,510	\$55,107	\$50,433	\$10,417	\$10,729	\$312	2.99%
Temp Sal Accrued	-\$110	\$1,009	-\$772	-	-	\$0	-
Overtime	\$28,193	\$21,282	\$24,163	\$60,000	\$50,000	-\$10,000	-16.66%
Overtime Accrued	-\$2,297	\$53	\$925	-	-	\$0	-
Other OT	-	-	\$230	\$50,310	\$50,310	\$0	0.00%
Career Dev.	-	-	-	\$75,157	\$81,708	\$6,551	8.71%
Bonus Pay	-	\$76,250	\$327,526	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$797	\$821	\$24	3.01%
FICA Overtime	-	-	-	\$8,440	\$7,674	-\$766	-9.07%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$87,296</b>	<b>\$153,701</b>	<b>\$402,504</b>	<b>\$205,121</b>	<b>\$201,242</b>	<b>-\$3,879</b>	<b>-1.89%</b>
Other							
Office Supplies	\$25,128	\$8,391	\$14,075	\$30,000	\$24,000	-\$6,000	-20.00%
Preprinted Forms	\$4,800	\$635	\$645	\$4,250	\$3,500	-\$750	-17.64%
Postage	\$11,796	\$10,670	\$10,777	\$11,736	\$11,855	\$119	1.01%
Books	\$71	\$210	\$162	\$600	\$600	\$0	0.00%
Safety Supplies	\$783	\$184	-	-	-	\$0	-
PPE-Pers Prot Equip	-	-	\$1,018	\$2,500	\$1,500	-\$1,000	-40.00%
Maint Supplies	\$164	\$60	-	-	-	\$0	-
Food Supplies	\$2,689	\$601	\$1,040	\$4,500	\$3,200	-\$1,300	-28.88%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Awards/Trophies	\$7,165	\$5,247	\$5,851	\$22,000	\$22,000	\$0	0.00%
Fuel	\$4,622	\$1,555	\$3,227	\$11,000	\$8,500	-\$2,500	-22.72%
Oil/Grease	\$82	–	–	–	–	\$0	–
Mach/Equip/Furn (NC)	\$10,041	\$6,447	\$4,474	\$20,000	\$12,800	-\$7,200	-36.00%
Comp Sftwr (Non-cap)	\$665	\$678	\$678	–	–	\$0	–
Other Supplies	\$12,515	\$4,347	\$5,850	\$12,745	\$12,420	-\$325	-2.55%
Telephone Serv Purch	\$72	–	–	–	–	\$0	–
Cell Phone Serv Purc	\$46,688	\$41,180	\$50,608	\$51,865	\$51,298	-\$567	-1.09%
Dues/Subscriptions	\$2,985	\$4,375	\$2,000	\$3,875	\$4,125	\$250	6.45%
Telephone-Long Dist	–	–	\$60	–	\$0	\$0	–
Printing/Duplicating	\$11,309	\$10,281	\$9,642	\$9,510	\$9,674	\$164	1.72%
Travel	\$14,488	\$273	\$7,031	\$50,000	\$32,400	-\$17,600	-35.20%
Local Travel	\$44,320	\$10,664	\$14,224	\$27,810	\$20,074	-\$7,736	-27.81%
Advertising	\$8,565	\$6,829	\$4,514	\$7,512	\$4,966	-\$2,546	-33.89%
Rent	\$117,573	\$117,573	\$117,573	\$117,575	\$117,575	\$0	0.00%
Equipment Rental	–	–	\$0	–	–	\$0	–
Repairs and Maint	\$4,342	\$1,505	\$1,725	\$4,000	\$1,999	-\$2,001	-50.02%
Education/Training	\$70,314	\$36,888	\$42,680	\$90,800	\$90,800	\$0	0.00%
Software Lic/Maint	–	–	\$0	–	\$47,301	\$47,301	–
Tourism Council	\$0	–	–	–	–	\$0	–
Monthly Parking Fees	\$1,171	\$3	\$8	\$1,500	\$1,000	-\$500	-33.33%
Welfare Assistance	\$12,950,555	\$11,504,435	\$10,873,485	\$13,477,873	\$13,090,453	-\$387,420	-2.87%
HA Tax Grant	–	–	–	\$2,395,000	\$1,360,000	-\$1,035,000	-43.21%
Contrib to Civic Grp	–	\$0	–	–	–	\$0	–
Other Contributions	–	–	–	\$5,200	\$5,200	\$0	0.00%
Insurance Claims	–	–	–	–	\$0	\$0	–
Acq Com Itm-Veh (MA)	–	–	–	\$25,000	\$25,000	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$13,352,904</b>	<b>\$11,773,033</b>	<b>\$11,171,346</b>	<b>\$16,386,851</b>	<b>\$14,962,240</b>	<b>-\$1,424,611</b>	<b>-8.69%</b>
Contractual							
Professional Serv	\$52,091	\$55,819	\$39,352	\$77,466	\$77,014	-\$452	-0.58%
Serv Contracts	\$3,204	\$3,874	\$3,616	\$5,064	\$5,063	-\$1	-0.01%
Contracted Serv	\$400	–	\$0	–	–	\$0	–
Int Contract Svc	\$15,713	\$4,925	\$7,332	\$5,999	\$7,499	\$1,500	25.00%
Other Contractual Se	\$32,671	\$27,013	\$29,533	\$34,125	\$42,969	\$8,844	25.91%
<b>CONTRACTUAL TOTAL</b>	<b>\$104,080</b>	<b>\$91,630</b>	<b>\$79,832</b>	<b>\$122,654</b>	<b>\$132,545</b>	<b>\$9,891</b>	<b>8.06%</b>
Fixed							
Telephone-Int Chg	\$35,678	\$35,678	\$36,207	\$42,918	\$23,428	-\$19,490	-45.41%
Insurance Int Chgs	\$77,130	\$77,130	\$77,131	\$88,701	\$90,475	\$1,774	1.99%
Worker's Comp Ins	\$110,669	\$110,669	\$110,669	\$158,181	\$161,344	\$3,163	1.99%
IT Infrastruct Repla	\$32,916	\$32,916	\$32,618	\$25,888	\$33,643	\$7,755	29.95%
Veh Oper-Repair/Mnt	\$5,154	\$13,509	\$26,662	\$11,947	\$22,682	\$10,735	89.85%
Veh Opr-Fuel/Oil FLT	\$390	\$251	\$247	\$1,650	\$1,650	\$0	0.00%
IT User/Support Fee	\$353,341	\$353,341	\$350,140	\$350,140	\$171,496	-\$178,644	-51.02%
Trn to CityLink	\$29,620	\$29,620	\$29,620	\$29,620	\$29,620	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$644,898</b>	<b>\$653,114</b>	<b>\$663,294</b>	<b>\$709,045</b>	<b>\$534,338</b>	<b>-\$174,707</b>	<b>-24.63%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$22,233,701</b>	<b>\$20,529,084</b>	<b>\$20,217,389</b>	<b>\$26,626,829</b>	<b>\$25,612,617</b>	<b>-\$1,014,213</b>	<b>-3.80%</b>

# PERFORMANCE MEASURES

<b>Department of Social Services</b>						
<b>Goal 1: An Inclusive Community of Self-sufficient Residents</b>						
<i>1.4 Enhance financial health of residents</i>						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
# of residents receiving SNAP, Medical Assistance, and/or TANF benefits	9,480	8,701	9,367	10,226	10,696	11,565
<b>Goal 2: A Healthy and Safe City</b>						
<i>2.2 Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization</i>						
	Sep-18	Dec-18	Dec-19	Dec-20	Dec-21	Nov-22
% of child abuse/neglect reports in which investigations are initiated within time required by priority rating - Timeliness of First Contact	94.9%	91.3%	96.2%	100.0%	91.8%	73.9%
% of substantiated child abuse/neglect victims that did not have another substantiated report within 2 years	98.0%	99.5%	98.8%	95.8%	99.1%	100.0%
	Q1 FY2018	Q2 FY2018	Q2 FY2019	Q2 FY2020	Q2 FY2021	Q2 FY2022
% of Adult Protective Services cases in which investigation is initiated within response time required by priority rating	100.0%	97.3%	96.0%	99.0%	96.0%	100.0%
<i>2.3 Improve community health and safety outcomes by connecting residents with effective resources</i>						
	Sep-18	Dec-18	Dec-19	Dec-20	Dec-21	Nov-22
% of applications for Supplemental Nutrition Assistance Program (Food Stamps) that are completed within the federal timeliness standard.	98.1%	98.4%	99.2%	98.0%	98.4%	97.2%
Number of SNAP Applications Disposed	104	123	121	153	133	149
The % of applications for Medical Assistance Programs that are completed within the federal and state timeliness standards.	94.9%	95.2%	91.1%	94.4%	93.0%	96.3%
Number of Medical Assistance Applications Disposed	90	372	389	209	179	158
The % of applications for Temporary Assistance to Needy Families that are completed within the federal timeliness standard.	100.0%	100.0%	100.0%	93.3%	95.0%	96.2%
Number of TANF Applications Disposed	30	26	29	30	22	26
	Jul-18	Oct-19	Jul-21	Dec-21	Jul-22	Nov-22
% of children in foster care who are placed with relatives or close family friends	35.0%	50.0%	61.1%	54.2%	56.1%	50.0%

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24.

### Other Expenditures

Decreases in computer infrastructure fees.

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

6% cost of living increase is included for FY 24.

### **Other Expenditures**

Increases for temporary labor and computer replacement

# Infrastructure & Transportation





# PUBLIC WORKS DEPARTMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

**Public Works Administration:** The Public Works Administration Office is responsible for the planning, organization, direction, and budgetary/financial control of the six divisions of Public Works. The goal of the office is to foster the safe, reliable, responsive, and cost-effective provision of services to both the citizens of Charlottesville and internal customers. Responsibilities include supporting the Director, as well as administrative services, budget development, human resources, process and workplan development, safety, and systems performance for the Department.

- The **Engineering** division has several roles that span a variety of areas within the organization. Some of the core functions of the Engineering Division include Project Management, Traffic Engineering, Inspections, Compliance, Plan Review, Stormwater, Bridge Maintenance oversight, and providing general technical support to other departments within the organization. The Engineering division is also responsible for administration of the Virginia Erosion and Sediment Control and Virginia Stormwater Management Programs on behalf of the Department of Environmental Quality.
- The **Facilities Development** Division of Public Works is responsible for the efficient and cost-effective planning, design and construction of projects related to the approximately 50+ City-owned public buildings and 9 City School campuses. Facilities Development leads the City's efforts associated with all new capital construction and development, facility renovations, expansion of facilities and major repairs. In addition to the City's portfolio of government buildings, including City Hall and City Hall Annex. Facilities Development's oversight includes the City's libraries, fire stations, parks & recreation facilities (including aquatic facilities), court facilities, transit facilities, parking garages, and all school campuses (6 elementary schools, 1 upper elementary school, 1 middle school & 1 high school).
- **Environmental Services:** The **Environmental Sustainability** Division (ESD), established in 2002, is responsible for environmental compliance and management strategies, public education and outreach, sustainability, and environmental stewardship opportunities. ESD is an internal City resource dedicated to promoting and supporting the City of Charlottesville's pursuit of the sustainability-based and climate-conscious vision of being A Green City. Core programs focus on climate action and adaptation, water and energy management, water resources stewardship, and green infrastructure. These are delivered along with pollution prevention strategies, "green" innovation, high performance infrastructure, environmental remediation, and collaboration with community stakeholders. Organizationally, this division is part of the Public Works Department. The majority of this division's budget comes from the Gas and Water Utility funds. A portion of the budget is also funded in the City's General Fund.

**Street & Sidewalk Services:** Streets and Sidewalks is responsible for maintenance of the City's 159 lane miles of streets, sidewalks, leaf collection services, emergency weather response, and data collection that assures continued annual VDOT maintenance funding.

**City Building Maintenance Services:** The Facilities Maintenance Division of Public Works currently provides support to over 70 individual buildings and structures in a diverse portfolio consisting of government buildings, school campuses, and administration buildings, as well as facilities leased through the City of Charlottesville. Incorporating a highly skilled work force, Facilities Maintenance provides routine repair and maintenance services to ensure our facilities are operating in the most safe and efficient manner our aging infrastructure can deliver. Facilities Maintenance Custodial Section manages a hybrid system of city employees and contracted services to provide safe and effective cleanings of our Government facilities.

In addition to managing the daily stream of work orders, Facilities Maintenance administers the City's Access Control building security systems and maintains the City's and schools' Fire Alarm Control Panels (FACP). Facilities Maintenance engineers a systematic CIP equipment replacement program for city schools and government facilities that consist of HVAC, Electrical, Emergency Generators, and a full range of digital controls and management or Building Automation Systems (BAS). Facilities Maintenance has an active role in city snow removal operations, as well as working Logistics Section in Emergency Operations that may develop from time to time.

Facilities Maintenance is also a key partner with City Environmental and Sustainability, Utilities Management, and Facilities Development Divisions where Facilities Maintenance will provide technical and logistical support to these important initiatives or Divisions.

**Refuse Collection Services:** Refuse Operations manages and oversees the municipal solid waste and recycling programs for the City, including private contracts for curbside services, large item collection, and street sweeping. In addition to managing our solid waste disposal services for efficiency, Refuse Operations also supports the evaluation of the municipal solid waste program for waste generation reduction and landfill diversion strategies.

**Traffic Operations:** Traffic Operations maintains signs, signals, publicly owned street lighting systems, and parking meters. It also is responsible operationally for the Intelligent Transportation System, which ensures safe and efficient traffic conveyance across our city street and pedestrian network.

**Public Service Administration:** Administration manages and oversees the sections within Public Service, including Streets and Sidewalks, Streetlighting Operations, Traffic Operations, and Refuse Operations. This centralized office houses the customer service functions of the Division's many public facing services and ensures operations are aligned in an effective and efficient manner.

# STAFFING SUMMARY

## Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Public Service Administration	5.00
City Building Maintenance Services	13.11
Traffic Operations	7.00
Public Works Administration	34.00
Refuse Collection Services	4.00
Street and Sidewalk Services	29.00
<b>ALLOCATED FTE COUNT</b>	<b>92.11</b>

# DEPARTMENTAL REVENUES (SUMMARY)

## Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Public Works Administration	\$21	\$1,212	\$1,292	-	-	\$0	-
City Building Maintenance Services	\$176,214	\$222,047	\$246,243	\$266,477	\$214,369	-\$52,108	-19.55%
Public Service Administration	\$947	\$1,902	\$3,370	-	-	\$0	-
Street and Sidewalk Services	\$230,875	\$194,264	\$194,334	\$260,000	\$260,000	\$0	0.00%
Environmental Services	\$517	-	-	-	-	\$0	-
Refuse Collection Services	\$1,227,196	\$1,153,369	\$1,213,277	\$1,115,000	\$1,115,000	\$0	0.00%
Traffic Operations	\$8,364	\$3,980	\$24,617	\$25,000	\$25,000	\$0	0.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$1,644,133</b>	<b>\$1,576,775</b>	<b>\$1,683,133</b>	<b>\$1,666,477</b>	<b>\$1,614,369</b>	<b>-\$52,108</b>	<b>-3.12%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Public Works Administration	\$936,899	\$2,652,742	\$2,696,093	\$3,882,348	\$4,285,230	\$402,882	10.37%
City Building Maintenance Services	\$1,999,549	\$1,908,519	\$2,211,595	\$2,781,563	\$2,749,940	-\$31,624	-1.13%
Public Service Administration	\$556,857	\$528,338	\$442,331	\$580,760	\$566,329	-\$14,431	-2.48%
Street and Sidewalk Services	\$3,098,965	\$2,977,161	\$2,820,507	\$3,145,006	\$4,188,384	\$1,043,378	33.17%
Environmental Services	\$30,797	-	-	-	-	\$0	-
Refuse Collection Services	\$1,981,320	\$2,073,931	\$2,187,512	\$2,423,414	\$2,384,660	-\$38,754	-1.59%
Traffic Operations	\$716,315	\$779,662	\$857,535	\$929,733	\$937,717	\$7,984	0.85%
Street Lighting Operations	\$619,101	\$643,714	\$640,748	\$673,180	\$673,266	\$86	0.01%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$9,939,804</b>	<b>\$11,564,068</b>	<b>\$11,856,321</b>	<b>\$14,416,004</b>	<b>\$15,785,526</b>	<b>\$1,369,522</b>	<b>9.50%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$9,939,804	\$11,564,068	\$11,856,321	\$14,416,004	\$15,785,526	\$1,369,522	9.50%
Non-General Funds	-	-	-	-	\$0	\$0	-
<b>EXPENSES BY FUND TOTAL</b>	<b>\$9,939,804</b>	<b>\$11,564,068</b>	<b>\$11,856,321</b>	<b>\$14,416,004</b>	<b>\$15,785,526</b>	<b>\$1,369,522</b>	<b>9.50%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Licenses and Permits							
Sign Perm	\$1,100	\$500	-	-	-	\$0	-
<b>LICENSES AND PERMITS TOTAL</b>	<b>\$1,100</b>	<b>\$500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Charges for Services							
Street Cut Perm	\$118,893	\$163,960	\$88,694	\$185,000	\$185,000	\$0	0.00%
Juv Court	\$67,610	\$121,673	-	\$119,186	\$119,186	\$0	0.00%
SW-Bag Stickers	\$57,280	\$31,911	\$36,809	\$1,040,000	\$1,040,000	\$0	0.00%
Stkr Sales-Disc	\$402,111	\$425,528	\$384,007	-	-	\$0	-
Annual Stkr Sales	\$693,465	\$601,292	\$722,740	-	-	\$0	-
Large Pick Up Item	\$74,340	\$81,430	\$69,722	\$75,000	\$75,000	\$0	0.00%
Misc Fees	\$56,640	\$51,607	\$58,807	\$186,720	\$195,183	\$8,463	4.53%
HVAC Fees	\$1,721	\$12,315	\$47,247	\$60,571	\$0	-\$60,571	-100.00%
Other Fees	-	\$5,033	-	-	-	\$0	-
Labor Rev	\$55,967	\$36,093	\$31,278	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$1,528,027</b>	<b>\$1,530,842</b>	<b>\$1,439,303</b>	<b>\$1,666,477</b>	<b>\$1,614,369</b>	<b>-\$52,108</b>	<b>-3.12%</b>
Intergovernmental Revenue							
State/Fed Pass Thru	-	-	\$0	-	-	\$0	-
Rev/Albemarle	-	\$13,208	\$66,825	-	-	\$0	-
UVA Misc Revenue	\$81,811	-	\$78,460	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$81,811</b>	<b>\$13,208</b>	<b>\$145,285</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Miscellaneous Revenue							
Vend Commission	\$947	\$1,902	\$1,620	-	-	\$0	-
Rent	\$24,564	\$24,564	\$24,564	-	-	\$0	-
Contributions	-	\$1,305	\$1,792	-	-	\$0	-
Ins Recovery	\$2,172	-	\$23,095	-	-	\$0	-
Other Misc Rev	\$2,546	\$2,719	\$20,327	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$30,229</b>	<b>\$30,490</b>	<b>\$71,398</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Parking							
Parking Garage	-	\$939	\$25,236	-	-	\$0	-
<b>PARKING TOTAL</b>	<b>-</b>	<b>\$939</b>	<b>\$25,236</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$2,966	\$796	\$1,910	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$2,966</b>	<b>\$796</b>	<b>\$1,910</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	-	\$0	\$0	-	-	\$0	-
<b>TRANSFERS TOTAL</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$1,644,133</b>	<b>\$1,576,775</b>	<b>\$1,683,133</b>	<b>\$1,666,477</b>	<b>\$1,614,369</b>	<b>-\$52,108</b>	<b>-3.12%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
FT Salaries	\$3,017,430	\$3,857,424	\$4,017,662	\$5,458,580	\$5,565,990	\$107,411	1.96%
Full Time Sal Accrue	\$10,847	\$71,474	\$23,121	-	-	\$0	-
PT Salaries	\$18,122	\$23,447	\$24,585	-	\$26,114	\$26,114	-
Part Time Sal Accru	\$501	\$90	\$193	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$238,204	\$303,437	\$334,624	\$420,490	\$426,512	\$6,023	1.43%
Soc Sec FICA Accrued	\$1,250	\$4,695	\$2,548	-	-	\$0	-
Retirement Cont DB	\$803,351	\$829,101	\$986,820	\$1,154,135	\$1,209,151	\$55,016	4.76%
Retirement Cont DC	\$39,816	\$98,141	\$98,637	\$149,505	\$149,568	\$63	0.04%
Retirement Cont A DB	\$3,425	\$5,926	\$4,383	-	-	\$0	-
Retirement Cont A DC	-\$999	\$4,110	-\$525	-	-	\$0	-
Life Insurance	\$20,841	\$27,188	\$28,902	\$39,795	\$40,487	\$691	1.73%
Life Ins - Retirees	-	\$209	\$0	-	-	\$0	-
Life Ins Accrued	\$445	\$608	\$133	-	-	\$0	-
Health Care Program	\$538,049	\$618,065	\$608,554	\$839,160	\$877,441	\$38,281	4.56%
Health Care Prog - R	-	\$4,528	\$0	-	-	\$0	-
Health Care Pr Accru	\$609	\$8,973	\$594	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$4,691,893</b>	<b>\$5,857,415</b>	<b>\$6,130,229</b>	<b>\$8,061,664</b>	<b>\$8,295,264</b>	<b>\$233,600</b>	<b>2.89%</b>
<b>Personnel - Other</b>							
Temp. Salaries	\$120,021	\$123,463	\$78,447	\$128,000	\$128,000	\$0	0.00%
Temp Sal Accrued	\$1,764	-\$2,789	\$1,772	-	-	\$0	-
Overtime	\$222,828	\$152,273	\$191,488	\$286,703	\$310,908	\$24,205	8.44%
Overtime Accrued	\$3,434	-\$4,695	\$6,119	-	-	\$0	-
Spec Events OT	-	-	\$15,225	-	-	\$0	-
Holiday OT	\$6,529	\$3,792	\$7,941	-	-	\$0	-
Holiday OT Accrued	-	\$523	-\$523	-	-	\$0	-
Other OT	-	\$14,734	\$39,907	-	\$0	\$0	-
Career Dev.	\$3,405	\$7,794	\$917	-	-	\$0	-
Career Dev Accrued	\$31	\$234	-\$392	-	-	\$0	-
Bonus Pay	-	\$55,042	\$231,779	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$16,516	\$0	-\$16,516	-100.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$358,013</b>	<b>\$350,371</b>	<b>\$572,680</b>	<b>\$431,219</b>	<b>\$438,908</b>	<b>\$7,689</b>	<b>1.78%</b>
<b>Other</b>							
Office Supplies	\$7,562	\$8,674	\$10,570	\$13,956	\$15,035	\$1,079	7.73%
Preprinted Forms	\$6,533	-	\$219	-	\$0	\$0	-
Postage	\$190	\$47	\$44	\$325	\$425	\$100	30.76%
Books	\$1,339	\$634	\$276	\$1,730	\$1,930	\$200	11.56%
Cleaning Supplies	\$41,221	\$27,325	\$31,590	\$56,896	\$53,746	-\$3,150	-5.53%
Uniforms/Clothing	\$25,191	\$19,111	\$25,142	\$39,800	\$44,530	\$4,730	11.88%
Safety Supplies	\$8,391	\$31,971	\$14,078	\$20,090	\$25,856	\$5,766	28.70%
Medical Supplies	\$7,063	\$3,704	\$3,444	\$9,500	\$7,700	-\$1,800	-18.94%
PPE-Pers Prot Equip	-	-	\$61	\$17,000	\$14,500	-\$2,500	-14.70%
Mat. Issued Transit	\$4	\$74	-	-	-	\$0	-
Maint Supplies	\$256,844	\$121,404	\$160,607	\$119,805	\$127,205	\$7,400	6.17%
Small Hand Tools	\$12,137	\$19,423	\$14,528	\$20,570	\$18,570	-\$2,000	-9.72%
Constr Materials	-\$3,420	\$108,338	\$95,272	\$278,195	\$299,939	\$21,744	7.81%
Food Supplies	\$2,653	\$15,585	\$46,484	\$4,300	\$8,800	\$4,500	104.65%
Awards/Trophies	-	-	-	\$500	\$500	\$0	0.00%
Fuel	\$305	\$112	\$39	\$450	\$450	\$0	0.00%
Oil/Grease	\$255	\$52	\$11	\$160	\$160	\$0	0.00%
Chemicals	\$11,068	\$100,653	\$74,595	\$70,825	\$80,000	\$9,175	12.95%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Mach/Equip/Furn (NC)	\$104,158	\$41,146	\$34,888	\$42,182	\$43,294	\$1,112	2.63%
Comp Sftwr (Non-cap)	\$32,772	\$46,261	\$30,859	\$59,865	\$87,539	\$27,674	46.22%
Other Supplies	\$735	\$951	\$854	\$12,300	\$12,800	\$500	4.06%
Cell Phone Serv Purc	\$26,568	\$40,334	\$50,398	\$52,572	\$56,507	\$3,935	7.48%
Dues/Subscriptions	\$13,201	\$12,805	\$9,457	\$15,544	\$18,549	\$3,005	19.33%
Telephone-Long Dist	-	-	-	\$50	\$50	\$0	0.00%
Utilities	\$977,249	\$967,703	\$984,146	\$1,088,513	\$1,072,397	-\$16,116	-1.48%
Printing/Duplicating	\$6,674	\$6,950	\$3,320	\$7,425	\$9,175	\$1,750	23.56%
Travel	\$9,414	\$5,388	\$14,203	\$41,471	\$57,811	\$16,340	39.40%
Local Travel	\$318	\$448	\$118	\$500	\$500	\$0	0.00%
Travel Lodging	-	-	\$219	-	-	\$0	-
Meals	\$5,655	\$499	\$3,220	\$6,420	\$7,000	\$580	9.03%
Advertising	\$463	\$295	\$6,673	\$160	\$160	\$0	0.00%
Registration Fees	\$1,524	\$149	\$750	\$2,673	\$8,420	\$5,747	215.00%
Uniform Rental	-	-	\$1,257	-	-	\$0	-
Equipment Rental	\$16,354	\$12,514	\$6,512	\$18,729	\$18,904	\$175	0.93%
Repairs and Maint	\$203,038	\$390,483	\$282,211	\$402,921	\$367,324	-\$35,597	-8.83%
Outside Maint-Labor	\$6,688	\$6,613	\$6,613	-	-	\$0	-
Outside Maint-Parts	-	-	\$10,157	-	-	\$0	-
Education/Training	\$22,272	\$21,740	\$21,160	\$102,490	\$110,290	\$7,800	7.61%
Software Lic/Maint	\$1,517	\$2,134	\$990	-	-	\$0	-
Veh Oper-Wash/Clean	-	-	-	\$400	\$400	\$0	0.00%
Fleet Inv Parts Supp	-	\$701	-	-	-	\$0	-
Fleet Purch Services	-	\$6,442	-	-	-	\$0	-
Medical Care	\$135	-	-	-	-	\$0	-
Comp svc-non IT	-	-	-	-	\$0	\$0	-
Solid Waste Disp	\$570,099	\$581,107	\$556,351	\$619,904	\$624,766	\$4,862	0.78%
Freight	\$2,791	\$2,748	\$2,184	\$1,472	\$3,003	\$1,531	104.00%
Credit Card Fees	-	-	\$12	-	-	\$0	-
Turf Maint Contr	\$21	\$75	\$123	-	-	\$0	-
Tree Maint Contr	\$4,810	-	-	\$7,500	\$7,500	\$0	0.00%
Monthly Parking Fees	\$515	\$418	\$221	\$170	\$170	\$0	0.00%
Disp-Waste Mat-HAZ	-	-	-	\$2,000	\$2,000	\$0	0.00%
Contrib to Other Gov	-	\$42,726	-	-	-	\$0	-
Late Fee	-	\$51	-	-	-	\$0	-
Pension Distribution	-	\$0	\$0	-	-	\$0	-
Acq Com Itm-Veh (MA)	\$29,796	\$7,593	-	-	-	\$0	-
Acq Com Itm-Eqpt (MA)	\$24,104	-	-	-	-	\$0	-
Acq Com Itm-CIP (MA)	-	-	\$0	-	-	\$0	-
Trn to ST Grants Fd	-	\$14,947	\$0	-	-	\$0	-
Lump Sum Apprpr	-	-	-	\$150,000	\$0	-\$150,000	-100.00%
<b>OTHER TOTAL</b>	<b>\$2,438,206</b>	<b>\$2,670,327</b>	<b>\$2,503,856</b>	<b>\$3,289,363</b>	<b>\$3,207,905</b>	<b>-\$81,458</b>	<b>-2.47%</b>
Contractual							
Professional Serv	\$27,129	\$42,814	\$48,593	\$111,378	\$95,034	-\$16,344	-14.67%
Serv Contracts	\$99,142	\$147,519	\$263,454	\$339,599	\$613,622	\$274,023	80.69%
Constr Contracts	\$401	-	-	-	-	\$0	-
Contracted Serv	\$753,898	\$898,133	\$1,422,751	\$1,376,267	\$1,425,237	\$48,970	3.55%
Int Contract Svc	\$180,845	\$182,821	\$112,263	\$1,600	\$1,600	\$0	0.00%
Consulting Services	-	-	\$1,295	-	-	\$0	-
Other Contractual Se	\$504,494	\$353,409	\$6,750	\$1,675	\$23,278	\$21,603	1,289.73%
<b>CONTRACTUAL TOTAL</b>	<b>\$1,565,909</b>	<b>\$1,624,696</b>	<b>\$1,855,106</b>	<b>\$1,830,519</b>	<b>\$2,158,771</b>	<b>\$328,252</b>	<b>17.93%</b>
Fixed							
Telephone-Int Chg	\$28,300	\$31,460	\$70,314	\$17,169	\$8,750	-\$8,419	-49.03%
Insurance Int Chgs	\$52,634	\$57,534	\$57,534	\$65,869	\$67,489	\$1,620	2.45%
Worker's Comp Ins	\$126,450	\$130,305	\$130,305	\$186,246	\$189,970	\$3,724	1.99%
IT Infrastruct Repla	\$8,231	\$11,733	\$11,576	\$20,290	\$19,912	-\$378	-1.86%
Veh Oper-Repair/Mnt	\$156,736	\$313,525	\$371,988	\$374,039	\$437,945	\$63,906	17.08%
Veh Opr-Fuel/Oil FLT	\$78,880	\$73,236	\$126,911	\$126,461	\$173,116	\$46,655	36.89%
HVAC Charges	-	-	\$7,200	\$7,416	\$11,084	\$3,668	49.46%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Warehouse charge	\$5,764	\$5,749	\$5,749	\$5,749	\$7,062	\$1,313	22.83%
Vehicle Use Allow	\$428,788	\$437,717	\$12,872	-	\$769,350	\$769,350	-
<b>FIXED TOTAL</b>	<b>\$885,783</b>	<b>\$1,061,259</b>	<b>\$794,449</b>	<b>\$803,239</b>	<b>\$1,684,678</b>	<b>\$881,439</b>	<b>109.73%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$9,939,804</b>	<b>\$11,564,068</b>	<b>\$11,856,321</b>	<b>\$14,416,004</b>	<b>\$15,785,526</b>	<b>\$1,369,522</b>	<b>9.50%</b>

## PERFORMANCE MEASURES

### Department of Public Works

#### Goal 3: A Beautiful and Sustainable Natural and Built Environment

##### 3.2 Provide reliable and high quality infrastructure

	FY 2020	FY 2021	FY 2022
Pavement Condition Index			
Citywide	69.0	69.0	69
Very good/excellent	26.0	26.0	26
Good	22.0	22.0	22
Fair	23.0	23.0	23
Poor	19.0	19.0	19
At risk	10.0	10.0	10

##### 3.4 Be responsible stewards of natural resources

	FY 2019	FY 2020	FY 2021	FY 2022
Residential & commercial refuse & recycling collection				
Tons waste later sorted for recycling	6,625	6,955	6,697	6,678
Tons mixed recycling	4,607	3,738	3,648	3,575
Recycling target (% of all waste)	35%	35%	35%	35%
Recycling target (tons)	3,931	3,743	3,621	3,589
Site energy intensity all buildings (1,000 BTU's)	54.9	50.9	46.2	55.7

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

2 FTEs Added to Environmental Sustainability - Climate Action Specialist and Environmental Sustainability Outreach Coordinator. These positions are funded by re-allocating lump sum funds approved in FY 23 for climate action activities from other expenses to personnel.

1 FTE Added to Public Service - Maintenance Worker moved from Neighborhood Development Services to Public Works.

### Other Expenditures

Contractual increases for construction materials, vehicle replacement and maintenance, contractual services, education and training and computer software. Increases for contracted services include \$90,000 for the Engineering Division to use for surveying services related to right-of-way interactions

that often arise when work related to building permit occurs. These surveys will help help minimize future infrastructure conflicts and ADA issues.

The Environmental Management and Water Conservation programs are part of the Environmental Sustainability division. Those programs are funded and reported as part of the Gas and Water Utility budgets but are delivered by the Public Works Department. Please see the separate utility budget for further information on those expenses.

# GAS UTILITY

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Gas Distribution operation of the Department of Utilities is a natural gas utility owned and operated by the City of Charlottesville. It has provided residents of Charlottesville and urban areas of Albemarle County with safe, efficient, reliable, and economical service for over 150 years. Charlottesville Gas currently has over 21,000 customers and maintains 320 miles of gas lines and 300 miles of gas service lines.

Please note: these numbers may be updated when the rate report is presented and approved in June.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Gas Division Operations	56.00
Gas Environmental Services	2.00
<b>ALLOCATED FTE COUNT</b>	<b>58.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Debt Service/Bond Issuance	\$0	-	-	-	-	\$0	-
Utility Billing Office	\$11,530	\$20,167	\$24,366	-	-	\$0	-
Gas Division Operations	\$95,834	\$153,120	\$1,433,095	-	-	\$0	-
Gas Environmental Services	-	\$126,069	-	-	-	\$0	-
Gas Capital and Special Projects	-	\$369,000	-	-	-	\$0	-
General Revenues - Non Departmental	\$21,613,958	\$25,844,582	\$35,309,578	\$32,161,083	\$32,632,290	\$471,207	1.46%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$21,721,322</b>	<b>\$26,512,937</b>	<b>\$36,767,039</b>	<b>\$32,161,083</b>	<b>\$32,632,290</b>	<b>\$471,207</b>	<b>1.46%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Debt Service/Bond Issuance	\$126,926	\$56,784	-	-	\$0	\$0	-
Utility Billing Office	\$1,012,432	\$1,073,723	\$1,236,236	\$1,884,301	\$1,760,313	-\$123,988	-6.58%
Gas Division Operations	\$20,500,553	\$23,713,808	\$30,460,762	\$28,636,467	\$29,368,197	\$731,730	2.55%
Gas Environmental Services	\$388,951	\$367,383	\$373,110	\$490,315	\$503,780	\$13,465	2.74%
Gas Capital and Special Projects	\$240,454	\$116,002	\$618,690	\$1,200,000	\$1,000,000	-\$200,000	-16.66%
Interfund Transfers	-	\$2	-	-	-	\$0	-
General Revenues - Non Departmental	-	-\$2	-	-	-	\$0	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$22,269,316</b>	<b>\$25,327,699</b>	<b>\$32,688,797</b>	<b>\$32,211,083</b>	<b>\$32,632,290</b>	<b>\$421,207</b>	<b>1.30%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$22,269,316	\$25,327,699	\$32,688,797	\$32,211,083	\$32,632,290	\$421,207	1.30%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$22,269,316</b>	<b>\$25,327,699</b>	<b>\$32,688,797</b>	<b>\$32,211,083</b>	<b>\$32,632,290</b>	<b>\$421,207</b>	<b>1.30%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Taxes							
Util Tax	-\$2	\$0	\$0	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>-\$2</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Charges for Services							
Misc Fees	\$144,307	\$7,596	\$22,059	-	-	\$0	-
Other Fees	-	-	-	\$342,000	\$342,000	\$0	0.00%
Labor Rev	\$675	\$6,897	\$12,118	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$144,982</b>	<b>\$14,494</b>	<b>\$34,177</b>	<b>\$342,000</b>	<b>\$342,000</b>	<b>\$0</b>	<b>0.00%</b>
Intergovernmental Revenue							
St/Fed Pass Thu Cap	-	-	\$0	-	-	\$0	-
Federal ARRA	\$0	-	-	-	-	\$0	-
UVA Misc Revenue	-	-	\$6,540	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>\$6,540</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Utility Revenue							
Water Sales Revenue	\$41,942	\$0	-	-	-	\$0	-
Sewer Sales Revenue	-	\$0	-	-	-	\$0	-
Gas Sales Revenue	\$20,907,670	\$25,333,523	\$34,746,669	\$29,322,027	\$29,793,234	\$471,207	1.60%
Utility Cut On	\$110,170	\$104,920	\$98,640	-	-	\$0	-
Utility Reconnection	\$3,330	-	\$705	-	-	\$0	-
Gas Pilot Light Fee	\$1,590	\$1,050	\$900	-	-	\$0	-
Utility Fin Charges	\$50,936	\$68,441	\$107,028	-	-	\$0	-
<b>UTILITY REVENUE TOTAL</b>	<b>\$21,115,639</b>	<b>\$25,507,934</b>	<b>\$34,953,942</b>	<b>\$29,322,027</b>	<b>\$29,793,234</b>	<b>\$471,207</b>	<b>1.60%</b>
Miscellaneous Revenue	\$133,241	\$629,392	\$1,432,594	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Warehouse Revenue	\$27,462	\$61,118	\$39,787	-	-	\$0	-
Transfers	\$300,000	\$300,000	\$300,000	\$2,497,056	\$2,497,056	\$0	0.00%
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$21,721,322</b>	<b>\$26,512,937</b>	<b>\$36,767,039</b>	<b>\$32,161,083</b>	<b>\$32,632,290</b>	<b>\$471,207</b>	<b>1.46%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
FT Salaries	\$3,281,185	\$3,323,798	\$3,296,389	\$4,198,360	\$4,209,150	\$10,791	0.25%
Full Time Sal Accrue	\$34,567	\$10,960	\$13,355	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$168,057	\$333,874	\$165,817	98.66%
Soc Sec - FICA	\$254,955	\$258,981	\$276,218	\$321,175	\$319,673	-\$1,502	-0.46%
Soc Sec FICA Accrued	\$2,499	\$1,139	\$1,462	-	-	\$0	-
Retirement Cont DB	\$778,172	\$896,739	\$827,648	\$935,210	\$857,537	-\$77,672	-8.30%
Retirement Cont DC	\$89,335	\$105,405	\$126,403	\$116,763	\$147,734	\$30,972	26.52%
Retirement Cont A DB	\$4,921	-\$190	-\$1,022	-	-	\$0	-
Retirement Cont A DC	\$1,340	\$660	\$106	-	-	\$0	-
Life Insurance	\$22,434	\$23,461	\$23,712	\$30,396	\$30,474	\$78	0.25%
Life Ins Accrued	\$601	\$154	\$103	-	-	\$0	-
Health Care Program	\$557,939	\$564,220	\$513,642	\$662,256	\$676,346	\$14,090	2.12%
Health Care Pr Accru	\$5,095	\$837	-\$1,324	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$5,033,043</b>	<b>\$5,186,165</b>	<b>\$5,076,691</b>	<b>\$6,432,216</b>	<b>\$6,574,789</b>	<b>\$142,573</b>	<b>2.21%</b>
<b>Personnel - Other</b>							
Temp. Salaries	\$183,548	\$137,912	\$136,654	\$82,460	\$35,700	-\$46,760	-56.70%
Temp Sal Accrued	\$1,224	\$704	-\$348	-	-	\$0	-
Overtime	\$73,179	\$74,979	\$95,827	\$210,061	\$272,085	\$62,024	29.52%
Overtime Accrued	-\$1,913	\$2,169	\$1,865	-	-	\$0	-
Shift differential	\$3,415	\$3,457	\$3,238	\$3,547	\$3,547	\$0	0.00%
Night Diff Pay Accru	\$37	-\$21	\$14	-	-	\$0	-
Spec Events OT	-	-	\$8,325	-	-	\$0	-
Holiday OT	\$8,328	\$8,900	\$15,280	\$7,000	\$7,500	\$500	7.14%
Holiday OT Accrued	-	\$1,279	\$1,200	-	-	\$0	-
Other OT	-	\$19,587	\$35,050	-	-	\$0	-
Bonus Pay	-	\$45,750	\$194,813	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$7,419	\$2,731	-\$4,688	-63.18%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$267,818</b>	<b>\$294,715</b>	<b>\$491,918</b>	<b>\$310,487</b>	<b>\$321,563</b>	<b>\$11,076</b>	<b>3.56%</b>
<b>Other</b>							
Office Supplies	\$13,258	\$8,031	\$12,152	\$21,700	\$22,400	\$700	3.22%
Preprinted Forms	\$46	\$31	\$35	-	-	\$0	-
Postage	\$128,724	\$135,350	\$121,184	\$125,350	\$37,350	-\$88,000	-70.20%
Books	-	\$275	\$170	\$1,000	\$1,000	\$0	0.00%
Cleaning Supplies	\$2,384	\$2,180	\$2,234	-	\$1,000	\$1,000	-
Uniforms/Clothing	\$23,204	\$11,442	\$14,786	\$31,500	\$31,875	\$375	1.19%
Safety Supplies	\$3,280	\$2,716	\$3,160	\$725	\$1,450	\$725	100.00%
Medical Supplies	\$6,369	\$4,094	\$3,908	\$1,400	\$2,000	\$600	42.85%
PPE-Pers Prot Equip	-	-	\$23	-	-	\$0	-
Maint Supplies	\$561,367	\$614,950	\$516,363	\$359,764	\$409,000	\$49,236	13.68%
Small Hand Tools	\$2,569	\$1,187	\$2,524	\$12,500	\$10,500	-\$2,000	-16.00%
Constr Materials	\$1,187	\$10,074	\$10,329	-	\$10,000	\$10,000	-
Food Supplies	\$900	\$890	\$1,417	\$1,150	\$3,900	\$2,750	239.13%
Recr Supplies	\$631	-	-	-	-	\$0	-
Awards/Trophies	\$250	\$150	\$390	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Fuel	\$67	–	\$84	–	–	\$0	–
Oil/Grease	\$775	\$318	\$385	–	–	\$0	–
Chemicals	\$59	\$35	\$209	–	–	\$0	–
Mach/Equip/Furn (NC)	\$60,624	\$29,807	\$44,974	\$10,300	\$13,300	\$3,000	29.12%
Comp Sftwr (Non-cap)	\$639	\$3,633	\$1,484	\$2,800	\$1,950	-\$850	-30.35%
Easements	\$190	–	\$196	–	–	\$0	–
Other Supplies	\$2,613	\$3,232	\$3,392	\$81,200	\$85,700	\$4,500	5.54%
Utility Supply Purch	\$8,783,558	\$11,134,585	\$18,443,784	\$14,542,276	\$14,542,276	\$0	0.00%
Telephone Serv Purch	\$17,828	\$17,990	\$18,785	\$29,500	\$28,000	-\$1,500	-5.08%
Cell Phone Serv Purc	\$11,640	\$20,341	\$35,964	\$29,584	\$36,372	\$6,788	22.94%
Dues/Subscriptions	\$32,299	\$34,093	\$36,107	\$37,550	\$42,125	\$4,575	12.18%
Telephone-Long Dist	–	–	–	\$50	\$0	-\$50	-100.00%
Utilities	\$24,639	\$24,320	\$25,854	\$34,043	\$34,043	\$0	0.00%
Printing/Duplicating	\$25,687	\$39,882	\$33,545	\$13,500	\$32,525	\$19,025	140.92%
Travel	\$8,289	\$724	\$6	\$19,400	\$19,600	\$200	1.03%
Local Travel	–	–	–	–	\$0	\$0	–
Travel Lodging	–	–	\$323	–	–	\$0	–
Meals	\$2,057	\$579	\$763	\$2,700	\$2,700	\$0	0.00%
Advertising	\$15,832	\$48,983	\$24,956	\$46,000	\$49,000	\$3,000	6.52%
Registration Fees	\$5,523	\$893	\$759	\$2,624	\$2,644	\$20	0.76%
Rent	\$4,112	\$4,260	–	\$5,000	\$5,000	\$0	0.00%
Uniform Rental	\$427	\$7,341	\$6,474	–	–	\$0	–
Equipment Rental	\$12,000	\$13,440	\$2,371	\$5,862	\$6,749	\$887	15.13%
Repairs and Maint	\$12,453	\$13,372	\$187,822	\$15,000	\$15,400	\$400	2.66%
Outside Maint-Parts	–	\$5,893	\$10,122	–	–	\$0	–
Education/Training	\$5,946	\$517	\$5,884	\$74,000	\$78,560	\$4,560	6.16%
Software Lic/Maint	\$6,372	\$4,595	\$2,535	–	–	\$0	–
Veh Oper-Wash/Clean	–	–	–	\$50	\$50	\$0	0.00%
Veh Oper-Paint&Body	–	–	–	–	\$0	\$0	–
Fleet Inv Parts Supp	–	\$120	\$4,094	–	–	\$0	–
Fleet Purch Services	–	\$4,361	–	–	–	\$0	–
Medical Care	–	–	\$97	–	–	\$0	–
Collection Fees	\$1,077	\$1,086	\$876	–	\$2,000	\$2,000	–
Solid Waste Disp	\$26,030	\$71,167	\$1,656	–	–	\$0	–
Freight	\$3,580	\$1,941	\$4,788	\$600	\$600	\$0	0.00%
Health Eval	–	\$327	\$29	–	–	\$0	–
Tourism Council	–	\$0	–	–	–	\$0	–
Credit Card Fees	\$193,583	\$189,294	\$368,719	\$202,500	\$202,500	\$0	0.00%
Marketing Exp	\$69,582	\$54,262	\$75,555	\$110,000	\$110,000	\$0	0.00%
Turf Maint Contr	\$1,281	\$1,393	\$946	–	–	\$0	–
Tree Maint Contr	–	–	\$5,610	–	\$0	\$0	–
Monthly Parking Fees	\$76	\$121	–	–	\$0	\$0	–
Interest	\$19,846	\$13,130	\$15,053	–	\$20,000	\$20,000	–
Bond Principal	\$120,368	\$54,600	–	–	\$0	\$0	–
Other Contributions	\$23,094	\$15,144	\$17,957	\$10,000	\$10,000	\$0	0.00%
Incentive Awards	–	–	–	\$2,500	\$2,500	\$0	0.00%
Paym in Lieu of Taxe	\$3,981,395	\$3,981,395	\$4,174,362	\$4,216,875	\$4,216,875	\$0	0.00%
Bad Debt Expense	–	–	–	\$35,000	\$35,000	\$0	0.00%
Toilet Rebate	–	–	\$2,576	–	–	\$0	–
Gas Incentives	\$9,253	\$16,618	\$13,676	\$10,000	\$10,000	\$0	0.00%
Late Fee	–	–	\$21	–	–	\$0	–
Penalty/Fines	–	–	–	–	\$1,000	\$1,000	–
Acq Com ltm-Veh (MA)	\$0	\$277,094	\$73,821	\$220,900	\$279,370	\$58,470	26.46%
Acq Com ltm-M Eq (MA)	–	–	–	\$40,000	\$40,000	\$0	0.00%
Acq Com ltm-F/E (MA)	–	–	–	\$7,000	\$7,000	\$0	0.00%
Acq Com ltm-Eqpt (MA)	–	\$143,934	–	\$87,800	\$87,800	\$0	0.00%
Acq Com ltm-Comp Har	\$0	–	–	–	–	\$0	–
Trn to Gas DS Fd	\$300,000	\$300,000	\$300,000	–	\$0	\$0	–
Allocated Charges	-\$563,217	-\$601,551	-\$681,394	–	–	\$0	–

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>OTHER TOTAL</b>	<b>\$13,963,747</b>	<b>\$16,724,638</b>	<b>\$23,953,891</b>	<b>\$20,449,703</b>	<b>\$20,551,114</b>	<b>\$101,411</b>	<b>0.49%</b>
Contractual							
Professional Serv	\$403,642	\$615,838	\$358,277	\$360,000	\$660,000	\$300,000	83.33%
Serv Contracts	\$17,214	\$37,055	\$27,628	\$28,250	\$58,250	\$30,000	106.19%
Constr Contracts	\$109,595	\$5,813	\$305,500	\$1,200,000	\$1,000,000	-\$200,000	-16.66%
Contracted Serv	\$57,656	\$47,568	\$111,779	\$170,000	\$170,000	\$0	0.00%
Int Contract Svc	\$47,125	\$10,526	-	-	\$0	\$0	-
Consulting Services	-	-	-	\$100,000	\$100,000	\$0	0.00%
Other Contractual Se	\$695,111	\$664,934	\$607,642	\$1,314,803	\$1,338,203	\$23,400	1.77%
<b>CONTRACTUAL TOTAL</b>	<b>\$1,330,344</b>	<b>\$1,381,734</b>	<b>\$1,410,826</b>	<b>\$3,173,053</b>	<b>\$3,326,453</b>	<b>\$153,400</b>	<b>4.83%</b>
Fixed							
Telephone-Int Chg	\$26,177	\$18,019	\$13,927	\$14,725	\$11,290	-\$3,435	-23.32%
Insurance Int Chgs	\$199,178	\$199,178	\$199,178	\$229,055	\$233,638	\$4,583	2.00%
Worker's Comp Ins	\$106,000	\$106,000	\$106,000	\$151,508	\$154,537	\$3,029	1.99%
IT Comp Replacemt	-	-	-	-	\$22,038	\$22,038	-
IT Infrastruct Repla	\$13,327	\$13,327	\$13,327	\$17,026	\$14,076	-\$2,950	-17.32%
Veh Oper-Repair/Mnt	\$50,480	\$122,189	\$119,811	\$121,378	\$126,264	\$4,886	4.02%
Veh Opr-Fuel/Oil FLT	\$48,916	\$51,447	\$72,941	\$81,580	\$85,850	\$4,270	5.23%
IT User/Support Fee	\$132,336	\$132,336	\$132,336	\$132,336	\$90,695	-\$41,641	-31.46%
GIS User/Support Fee	\$5,832	\$5,832	\$5,832	\$5,832	\$7,060	\$1,228	21.05%
HVAC Charges	\$2,172	\$2,172	\$2,172	\$2,237	\$2,438	\$201	8.98%
Warehouse charge	\$89,947	\$89,947	\$89,947	\$89,947	\$110,485	\$20,538	22.83%
Trn to CityLink	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$1,674,365</b>	<b>\$1,740,447</b>	<b>\$1,755,471</b>	<b>\$1,845,624</b>	<b>\$1,858,371</b>	<b>\$12,747</b>	<b>0.69%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$22,269,316</b>	<b>\$25,327,699</b>	<b>\$32,688,797</b>	<b>\$32,211,083</b>	<b>\$32,632,290</b>	<b>\$421,207</b>	<b>1.30%</b>

# PERFORMANCE MEASURES

## Utilities Department

### Goal 3: A Beautiful and Sustainable Natural and Built Environment

#### 3.2 Provide reliable and high quality infrastructure

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Gas emergency response time (minutes)	12	14	21	18	18	21	21
Utility system failures/emergency repairs							
Water		93	92	33	43	74	79
Sewer		24	29	12	19	15	21
Gas		45	66	62	60	48	46
Utilities Infrastructure Replacement Program (all figures are cumulative and linear feet)							
Gas mains installed	102,187	123,656	135,709	145,741	148,551	152,263	162,413
Gas services installed	125,185	149,755	170,347	191,862	202,652	227,256	239,975
Water mains and services replaced	62,475	69,675	86,013	97,357	103,364	125,276	133,686
Sewer lines cleaned and TV	517,550	638,979	647,050	662,639	665,526	688,628	697,638
Sewer rehabilitation	185,921	195,928	210,794	217,114	222,130	250,101	240,438
Stormwater systems rehabbed	20,900	22,762	26,773	31,010	41,401	46,888	50,483
Stormwater replaced	3,921	4,246	4,247	4,623	5,441	5,639	6,160

### Goal 5: A Well-managed and Responsive Organization

#### 5.3 Provide responsive customer service

	Dec-14	Dec-18	Dec-19	Dec-20	Jan-21	Jan-22
% of homeowners and contractors who call VA811 prior to excavation	88%	94%	94%	94%	94%	94%
			FY 2019	FY 2020	FY 2021	FY 2022
Perception of the smell of natural gas			83%	83%	83%	83%

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24.

### Other Expenditures

Increases for maintenance and construction materials, printing and duplicating, worker's comp and warehouse charges.

# STORMWATER UTILITY

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Stormwater/The Water Resources Protection Program (WRPP) is responsible for a multitude of functions associated with stormwater management including construction, operation, and maintenance of stormwater management facilities, stormwater monitoring, public education, watershed planning, inspection and enforcement activities, and pollution prevention planning and implementation. These functions serve to meet the requirements of the City's Municipal Separate Stormwater Sewer System (MS4) permit and the goals of the City's Comprehensive Plan. The administration and management of the WRPP resides within the Public Works – Engineering division. The billing/collection functions of the WRPP are performed by the Office of the Treasurer. The WRPP budget has been primarily funded through the implementation of the stormwater utility fee and bond sales.

**Stormwater Operations:** Stormwater/WRPP Administration is responsible for budgetary & financial control of the WRPP, stream monitoring, MS4 permitting requirements, and watershed planning and associated programmatic expenses. The WRPP is funded through the City's stormwater utility fee and provides the budget for all expenses outside of the Rehabilitation, CIP, and Small-Cap functions of the program. Examples of these expenses include salary and benefits for WRPP staff, watershed planning, stream monitoring, and programmatic expenses associated with watershed stewardship, MS4 permitting requirements. The Administrative budget also supports operations and maintenance functions including salaries, benefits, equipment, vehicular expenses (fuel /repairs), and tools.

**Stormwater Capital Projects:** Stormwater/WRPP Improvement Project budget funds the City's Rehabilitation program (administered by the Utilities Department) and Small-Cap program. The budget may provide supplemental funding for Capital Improvement Projects, most of which are funded through a variety of sources such as bond, grants, and general fund revenue identified through multi-year budget forecasting. The Rehabilitation program focuses on the repair or point replacement of aging and/or structurally compromised conveyance infrastructure, such as pipes and inlets. The Small-Cap program provides improvements for discreet local drainage issues and stormwater management facilities. Capital Improvement Projects are typically preempted by comprehensive watershed planning and include watershed-scale solutions that alleviate flooding, erosion, and water quality problems across drainage areas.

Please note: these numbers may be updated when the rate report is presented and approved in June.

# STAFFING SUMMARY

## Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Stormwater Operations	11.00
<b>ALLOCATED FTE COUNT</b>	<b>11.00</b>

# DEPARTMENTAL REVENUES (SUMMARY)

## Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Debt Service/Bond Issuance	-	\$0	-	-	-	\$0	-
Stormwater Operations	\$2,034,647	\$2,092,437	\$2,070,015	-	-	\$0	-
General Revenues - Non Departmental	\$722,239	\$5,440,793	\$2,219,173	\$3,574,255	\$4,298,953	\$724,698	20.27%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$2,756,886</b>	<b>\$7,533,229</b>	<b>\$4,289,188</b>	<b>\$3,574,255</b>	<b>\$4,298,953</b>	<b>\$724,698</b>	<b>20.27%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Debt Service/Bond Issuance	\$419,090	\$500,130	\$746,505	\$752,632	\$854,381	\$101,749	13.51%
Public Works Administration	-	-	-	-	\$0	\$0	-
Stormwater Operations	\$1,569,820	\$1,637,839	\$1,631,523	\$1,944,572	\$1,944,572	\$1	0.00%
Stormwater Capital Projects	\$2,242,929	\$1,525,359	\$1,365,071	\$1,500,000	\$1,500,000	\$0	0.00%
Interfund Transfers	-	-\$1,158	-	-	-	\$0	-
General Revenues - Non Departmental	-	\$1,158	-	-	-	\$0	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$4,231,838</b>	<b>\$3,663,328</b>	<b>\$3,743,098</b>	<b>\$4,197,204</b>	<b>\$4,298,953</b>	<b>\$101,750</b>	<b>2.42%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$4,231,838	\$3,663,328	\$3,743,098	\$4,197,204	\$4,298,953	\$101,750	2.42%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$4,231,838</b>	<b>\$3,663,328</b>	<b>\$3,743,098</b>	<b>\$4,197,204</b>	<b>\$4,298,953</b>	<b>\$101,750</b>	<b>2.42%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Licenses and Permits							
Stormwater Mgmt Perm	-	-	-	\$20,000	\$20,000	\$0	0.00%
VSMP Permit Fees	\$11,608	\$4,212	\$14,588	-	-	\$0	-
<b>LICENSES AND PERMITS TOTAL</b>	<b>\$11,608</b>	<b>\$4,212</b>	<b>\$14,588</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>0.00%</b>
Charges for Services							
Labor Rev	\$63,096	\$162,227	\$91,997	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$63,096</b>	<b>\$162,227</b>	<b>\$91,997</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
UVA Misc Revenue	-	-	\$1,319	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$1,319</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Utility Revenue							
Stormwater Fees	\$1,965,516	\$1,933,400	\$1,966,600	\$1,924,572	\$1,924,572	\$0	0.00%
Stormwater Credits	-\$7,116	-\$7,145	-\$7,203	-	-	\$0	-
Stormwater Interest	\$1,543	\$1,687	\$2,714	-	-	\$0	-
<b>UTILITY REVENUE TOTAL</b>	<b>\$1,959,943</b>	<b>\$1,927,941</b>	<b>\$1,962,112</b>	<b>\$1,924,572</b>	<b>\$1,924,572</b>	<b>\$0</b>	<b>0.00%</b>
Miscellaneous Revenue	\$42,556	\$17,767	\$23,298	-	-	\$0	-
Debt Service Revenue	-	\$4,741,399	\$1,516,192	\$950,000	\$1,674,698	\$724,698	76.28%
Transfers	\$679,683	\$679,683	\$679,683	\$679,683	\$679,683	\$0	0.00%
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$2,756,886</b>	<b>\$7,533,229</b>	<b>\$4,289,188</b>	<b>\$3,574,255</b>	<b>\$4,298,953</b>	<b>\$724,698</b>	<b>20.27%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$420,947	\$472,188	\$437,108	\$568,585	\$587,413	\$18,828	3.31%
Full Time Sal Accrue	\$15,114	-\$6,243	\$8,873	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$22,554	\$45,764	\$23,210	102.90%
Soc Sec - FICA	\$31,830	\$36,309	\$34,718	\$43,497	\$44,937	\$1,440	3.31%
Soc Sec FICA Accrued	\$1,175	-\$452	\$562	-	-	\$0	-
Retirement Cont DB	\$82,001	\$112,590	\$92,566	\$126,181	\$108,746	-\$17,435	-13.81%
Retirement Cont DC	\$12,932	\$9,044	\$8,444	\$9,435	\$17,386	\$7,951	84.26%
Retirement Cont A DB	\$3,654	-\$429	\$1,083	-	-	\$0	-
Retirement Cont A DC	\$266	-\$415	\$232	-	-	\$0	-
Life Insurance	\$2,871	\$3,295	\$3,224	\$4,117	\$4,253	\$136	3.31%
Life Ins Accrued	\$130	-\$10	\$40	-	-	\$0	-
Health Care Program	\$76,416	\$93,164	\$75,020	\$99,792	\$104,786	\$4,994	5.00%
Health Care Pr Accru	\$3,210	-\$977	\$768	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$650,546</b>	<b>\$718,064</b>	<b>\$662,638</b>	<b>\$874,161</b>	<b>\$913,284</b>	<b>\$39,124</b>	<b>4.47%</b>
Personnel - Other							
Temp. Salaries	\$3,727	\$2,394	\$2,167	-	-	\$0	-
Temp Sal Accrued	-	\$612	-\$612	-	-	\$0	-
Overtime	\$11,266	\$16,322	\$13,346	\$29,726	\$29,726	\$0	0.00%
Overtime Accrued	\$1,266	-\$664	-\$264	-	-	\$0	-
Spec Events OT	-	-	\$1,225	-	-	\$0	-
Holiday OT	\$524	\$504	\$1,399	-	-	\$0	-
Holiday OT Accrued	-	\$278	-\$277	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Other OT	–	\$4,356	\$4,505	–	–	\$0	–
Bonus Pay	–	\$8,250	\$25,375	–	–	\$0	–
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$16,783</b>	<b>\$32,052</b>	<b>\$46,864</b>	<b>\$29,726</b>	<b>\$29,726</b>	<b>\$0</b>	<b>0.00%</b>
Other							
Office Supplies	\$617	–	–	\$600	\$0	-\$600	-100.00%
Postage	–	–	–	\$1,500	\$0	-\$1,500	-100.00%
Books	\$30	–	–	–	–	\$0	–
Cleaning Supplies	–	\$11	–	–	\$0	\$0	–
Uniforms/Clothing	\$1,238	\$324	\$1,550	\$4,000	\$3,000	-\$1,000	-25.00%
Safety Supplies	\$288	\$648	\$272	\$3,100	\$2,700	-\$400	-12.90%
Medical Supplies	–	–	–	–	\$0	\$0	–
Maint Supplies	\$16,668	\$1,875	\$3,756	\$50,000	\$40,000	-\$10,000	-20.00%
Small Hand Tools	\$371	\$494	\$337	\$1,500	\$1,000	-\$500	-33.33%
Constr Materials	\$702	\$8,770	\$7,564	\$10,000	\$10,000	\$0	0.00%
Food Supplies	–	–	–	\$100	\$100	\$0	0.00%
Oil/Grease	\$9	–	–	–	–	\$0	–
Mach/Equip/Furn (NC)	\$1,735	\$2,528	\$14,704	\$14,500	\$14,500	\$0	0.00%
Comp Sftwr (Non-cap)	–	\$5	–	–	\$0	\$0	–
Other Supplies	\$30	–	–	–	–	\$0	–
Cell Phone Serv Purc	\$2,082	\$3,121	\$3,501	\$5,960	\$5,280	-\$680	-11.40%
Dues/Subscriptions	\$2,185	\$2,080	\$2,810	\$3,925	\$3,995	\$70	1.78%
Utilities	\$598	\$634	\$762	\$1,150	\$1,150	\$0	0.00%
Printing/Duplicating	–	\$211	\$209	\$2,500	\$1,000	-\$1,500	-60.00%
Travel	\$862	\$44	\$368	\$1,890	\$1,890	\$0	0.00%
Meals	\$103	\$98	–	\$540	\$500	-\$40	-7.40%
Advertising	\$114	\$1,135	\$500	–	\$500	\$500	–
Registration Fees	\$32	\$160	–	–	\$0	\$0	–
Uniform Rental	–	–	\$176	–	–	\$0	–
Equipment Rental	\$138	\$25	–	\$3,000	\$3,000	\$0	0.00%
Repairs and Maint	\$300	\$178	–	\$10,000	\$7,483	-\$2,517	-25.17%
Outside Maint-Parts	–	–	\$776	–	–	\$0	–
Education/Training	\$650	\$850	\$3,285	\$6,300	\$6,300	\$0	0.00%
Organizational Fees	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.00%
Software Lic/Maint	–	–	\$30	\$6,440	\$6,440	\$0	0.00%
Fleet Purch Services	–	\$1,986	–	–	–	\$0	–
Solid Waste Disp	\$24,495	\$22,087	\$468	\$30,000	\$10,000	-\$20,000	-66.66%
Turf Maint Contr	\$42	–	–	–	–	\$0	–
Tree Maint Contr	-\$71,309	\$2,120	\$4,400	–	–	\$0	–
Monthly Parking Fees	\$74	–	–	–	–	\$0	–
Interest	\$164,090	\$196,773	\$267,252	\$282,632	\$319,381	\$36,749	13.00%
Bond Principal	\$255,000	\$265,000	\$465,000	\$470,000	\$535,000	\$65,000	13.82%
Incentive Awards	\$32,000	\$64,000	\$32,000	\$32,000	\$32,000	\$0	0.00%
Bond Issuance Expen	–	\$38,357	\$14,253	–	–	\$0	–
Late Fee	\$27	–	–	–	–	\$0	–
Acq Com Itm-Veh (MA)	\$784,386	–	–	–	–	\$0	–
Acq Com Itm-Storm Dr	-\$409,465	–	–	–	–	\$0	–
Trn to Stormwater De	\$129,683	\$129,683	\$129,683	\$129,683	\$129,683	\$0	0.00%
Trn to Stormwater CP	\$550,000	\$550,000	\$550,000	\$550,000	\$549,698	-\$302	-0.05%
<b>OTHER TOTAL</b>	<b>\$1,490,776</b>	<b>\$1,296,195</b>	<b>\$1,506,656</b>	<b>\$1,624,320</b>	<b>\$1,687,600</b>	<b>\$63,280</b>	<b>3.89%</b>
Contractual							
Professional Serv	-\$2,011,770	\$67,738	\$258,819	\$25,000	\$19,087	-\$5,913	-23.65%
Constr Contracts	\$3,538,371	\$1,272,129	\$993,690	\$1,350,000	\$1,500,000	\$150,000	11.11%
Contracted Serv	\$226,951	\$75,097	\$98,221	\$150,000	\$0	-\$150,000	-100.00%
Int Contract Svc	\$14,974	\$11,878	\$22,220	\$17,000	\$20,000	\$3,000	17.64%
Consulting Services	\$0	\$455	–	\$15,000	\$0	-\$15,000	-100.00%
Other Contractual Se	-\$146,097	\$132,900	\$66,305	\$27,672	\$35,172	\$7,500	27.10%
<b>CONTRACTUAL TOTAL</b>	<b>\$1,622,428</b>	<b>\$1,560,197</b>	<b>\$1,439,255</b>	<b>\$1,584,672</b>	<b>\$1,574,259</b>	<b>-\$10,413</b>	<b>-0.65%</b>
Fixed							
Telephone-Int Chg	\$1,816	\$1,217	\$1,057	\$1,253	\$1,976	\$723	57.70%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED		\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024			
Insurance Int Chgs	\$6,942	\$6,942	\$6,942	\$7,983	\$8,142	\$159	1.99%	
Worker's Comp Ins	\$1,462	\$1,462	\$1,462	\$2,089	\$2,109	\$20	0.95%	
IT Comp Replacemt	-	-	-	-	\$4,958	\$4,958	-	
IT Infrastruct Repla	\$1,193	\$1,193	\$1,193	\$933	\$2,060	\$1,127	120.79%	
Veh Oper-Repair/Mnt	\$415,812	\$17,618	\$47,013	\$37,540	\$42,070	\$4,530	12.06%	
Veh Opr-Fuel/Oil FLT	\$3,654	\$7,962	\$9,593	\$14,100	\$12,400	-\$1,700	-12.05%	
IT User/Support Fee	\$12,808	\$12,808	\$12,808	\$12,808	\$11,543	-\$1,265	-9.87%	
GIS User/Support Fee	\$3,499	\$3,499	\$3,499	\$3,499	\$4,706	\$1,207	34.49%	
Trn to CityLink	\$4,120	\$4,120	\$4,120	\$4,120	\$4,120	\$0	0.00%	
<b>FIXED TOTAL</b>	<b>\$451,306</b>	<b>\$56,820</b>	<b>\$87,687</b>	<b>\$84,325</b>	<b>\$94,084</b>	<b>\$9,759</b>	<b>11.57%</b>	
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$4,231,838</b>	<b>\$3,663,328</b>	<b>\$3,743,098</b>	<b>\$4,197,204</b>	<b>\$4,298,953</b>	<b>\$101,750</b>	<b>2.42%</b>	

## PERFORMANCE MEASURES

### Utilities Department

#### Goal 3: A Beautiful and Sustainable Natural and Built Environment

##### 3.2 Provide reliable and high quality infrastructure

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Gas emergency response time (minutes)	12	14	21	18	18	21	21
Utility system failures/emergency repairs							
Water		93	92	33	43	74	79
Sewer		24	29	12	19	15	21
Gas		45	66	62	60	48	46

##### Utilities Infrastructure Replacement Program (all figures are cumulative and linear feet)

Gas mains installed	102,187	123,656	135,709	145,741	148,551	152,263	162,413
Gas services installed	125,185	149,755	170,347	191,862	202,652	227,256	239,975
Water mains and services replaced	62,475	69,675	86,013	97,357	103,364	125,276	133,686
Sewer lines cleaned and TV	517,550	638,979	647,050	662,639	665,526	688,628	697,638
Sewer rehabilitation	185,921	195,928	210,794	217,114	222,130	250,101	240,438
Stormwater systems rehabbed	20,900	22,762	26,773	31,010	41,401	46,888	50,483
Stormwater replaced	3,921	4,246	4,247	4,623	5,441	5,639	6,160

#### Goal 5: A Well-managed and Responsive Organization

##### 5.3 Provide responsive customer service

	Dec-14	Dec-18	Dec-19	Dec-20	Jan-21	Jan-22
% of homeowners and contractors who call VA811 prior to excavation	88%	94%	94%	94%	94%	94%
			FY 2019	FY 2020	FY 2021	FY 2022
Perception of the smell of natural gas			83%	83%	83%	83%

## EXPLANATION OF CHANGES

### Salaries and Benefits

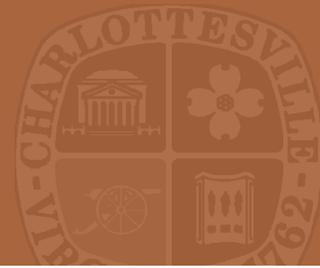
6% cost of living increase is included for FY 24.

### Other Expenditures

Increases for debt service and contractual services

# WASTEWATER UTILITY

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The City of Charlottesville has approximately 172 miles of gravity wastewater lines and over 5,846 manholes. This system collects the wastewater from residential areas and businesses, transporting it to the Rivanna Water and Sewer Authority's Moore's Creek Treatment Plant. Charlottesville Wastewater maintains the collection system, through general maintenance and emergency response, 24 hours a day.

Please note: these numbers may be updated when the rate report is presented and approved in June.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Wastewater Division Operations	18.00
<b>ALLOCATED FTE COUNT</b>	<b>18.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Debt Service/Bond Issuance	-	\$0	-	-	-	\$0	-
Wastewater Division Operations	\$674,584	\$446,666	\$404,766	-	-	\$0	-
General Revenues - Non Departmental	\$17,992,727	\$22,664,932	\$20,177,230	\$20,423,392	\$20,926,007	\$502,615	2.46%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$18,667,312</b>	<b>\$23,111,598</b>	<b>\$20,581,995</b>	<b>\$20,423,392</b>	<b>\$20,926,007</b>	<b>\$502,615</b>	<b>2.46%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Debt Service/Bond Issuance	\$2,997,476	\$3,071,817	\$3,009,695	\$3,921,365	\$2,891,187	-\$1,030,178	-26.27%
Utility Billing Office	\$5,343	\$4,930	\$3,420	\$10,000	\$10,000	\$0	0.00%
Water Division Operations	-	-	-	-	\$0	\$0	-
Wastewater Division Operations	\$15,077,707	\$15,529,309	\$14,646,567	\$15,792,650	\$16,024,820	\$232,170	1.47%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Wastewater Capital and Special Projects	\$1,208,755	\$942,883	\$1,635,414	\$2,000,000	\$2,000,000	\$0	0.00%
Interfund Transfers	–	\$14,196	–	–	–	\$0	–
General Revenues - Non Departmental	–	-\$14,196	–	–	–	\$0	–
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$19,289,281</b>	<b>\$19,548,940</b>	<b>\$19,295,096</b>	<b>\$21,724,015</b>	<b>\$20,926,007</b>	<b>-\$798,008</b>	<b>-3.67%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$19,289,281	\$19,548,940	\$19,295,096	\$21,724,015	\$20,926,007	-\$798,008	-3.67%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$19,289,281</b>	<b>\$19,548,940</b>	<b>\$19,295,096</b>	<b>\$21,724,015</b>	<b>\$20,926,007</b>	<b>-\$798,008</b>	<b>-3.67%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Misc Fees	-\$978,898	-\$1,299,349	-\$1,628,517	–	–	\$0	–
Labor Rev	\$7,214	\$6,933	\$4,160	–	–	\$0	–
<b>CHARGES FOR SERVICES TOTAL</b>	<b>-\$971,684</b>	<b>-\$1,292,417</b>	<b>-\$1,624,357</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Intergovernmental Revenue							
UVA Misc Revenue	–	–	\$431	–	–	\$0	–
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$431</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Utility Revenue							
Water Sales Revenue	\$366,235	\$0	–	–	–	\$0	–
Water Conn. Surcharge	-\$2,600	–	–	–	–	\$0	–
Sewer Sales Revenue	\$15,534,422	\$15,792,181	\$16,696,781	\$15,398,392	\$15,901,007	\$502,615	3.26%
Sewer Connect Fee	\$605,050	\$429,050	\$350,675	–	–	\$0	–
Utility Fin Charges	\$41,392	\$55,098	\$71,025	\$25,000	\$25,000	\$0	0.00%
<b>UTILITY REVENUE TOTAL</b>	<b>\$16,544,499</b>	<b>\$16,276,328</b>	<b>\$17,118,481</b>	<b>\$15,423,392</b>	<b>\$15,926,007</b>	<b>\$502,615</b>	<b>3.25%</b>
Miscellaneous Revenue							
Interest	\$32,176	\$23,238	\$17,450	–	–	\$0	–
Other Misc Rev	\$3,603	\$1,083	–	–	–	\$0	–
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$35,780</b>	<b>\$24,321</b>	<b>\$17,450</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Warehouse Revenue							
Warehse Outlet Sales	\$58,717	\$9,600	\$49,500	–	–	\$0	–
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$58,717</b>	<b>\$9,600</b>	<b>\$49,500</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Debt Service Revenue	–	\$5,093,765	\$2,020,491	\$2,000,000	\$2,000,000	\$0	0.00%
Transfers							
Transfer From Other Fund	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	0.00%
<b>TRANSFERS TOTAL</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$18,667,312</b>	<b>\$23,111,598</b>	<b>\$20,581,995</b>	<b>\$20,423,392</b>	<b>\$20,926,007</b>	<b>\$502,615</b>	<b>2.46%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$727,663	\$688,421	\$663,354	\$963,646	\$1,025,627	\$61,982	6.43%
Full Time Sal Accrue	\$6,002	\$5,515	-\$6,248	-	-	\$0	-
PT Salaries	-	-	-	\$26,503	\$0	-\$26,503	-100.00%
COLA Budget	-	-	-	\$38,617	\$82,619	\$44,002	113.94%
Soc Sec - FICA	\$60,345	\$54,789	\$55,597	\$75,746	\$78,460	\$2,714	3.58%
Soc Sec FICA Accrued	\$357	\$506	-\$520	-	-	\$0	-
Retirement Cont DB	\$197,837	\$244,916	\$216,279	\$191,915	\$256,798	\$64,883	33.80%
Retirement Cont DC	\$7,872	\$6,662	\$11,486	\$22,259	\$8,679	-\$13,579	-61.00%
Retirement Cont A DB	\$1,509	-\$67	-\$2,636	-	-	\$0	-
Retirement Cont A DC	-\$131	\$323	-\$78	-	-	\$0	-
Life Insurance	\$4,956	\$4,877	\$4,725	\$7,169	\$7,426	\$257	3.58%
Life Ins Accrued	\$124	\$55	-\$42	-	-	\$0	-
Health Care Program	\$115,154	\$110,517	\$99,108	\$163,296	\$171,468	\$8,172	5.00%
Health Care Pr Accru	\$837	\$1,306	-\$1,489	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,122,524</b>	<b>\$1,117,819</b>	<b>\$1,039,536</b>	<b>\$1,489,151</b>	<b>\$1,631,078</b>	<b>\$141,927</b>	<b>9.53%</b>
Personnel - Other							
Temp. Salaries	\$65,980	\$27,032	\$27,680	\$64,480	\$35,700	-\$28,780	-44.63%
Temp Sal Accrued	-\$1,086	\$853	-\$947	-	-	\$0	-
Overtime	\$12,334	\$15,522	\$18,301	\$45,959	\$49,959	\$4,000	8.70%
Overtime Accrued	\$287	\$162	-\$73	-	-	\$0	-
Spec Events OT	-	-	\$400	-	-	\$0	-
Holiday OT	\$181	-	\$2,435	-	-	\$0	-
Holiday OT Accrued	-	\$556	-\$556	-	-	\$0	-
Other OT	-	\$3,267	\$8,053	-	-	\$0	-
Bonus Pay	-	\$9,000	\$29,750	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$4,933	\$2,731	-\$2,202	-44.63%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$77,695</b>	<b>\$56,392</b>	<b>\$85,044</b>	<b>\$115,372</b>	<b>\$88,390</b>	<b>-\$26,982</b>	<b>-23.38%</b>
Other							
Office Supplies	\$4,290	\$5,096	\$5,885	\$2,000	\$3,000	\$1,000	50.00%
Preprinted Forms	\$31	-	-	\$300	\$300	\$0	0.00%
Postage	\$87	\$232	\$5	\$1,000	\$1,000	\$0	0.00%
Cleaning Supplies	\$707	\$859	\$585	-	-	\$0	-
Uniforms/Clothing	\$5,135	\$4,114	\$2,924	\$9,000	\$9,000	\$0	0.00%
Safety Supplies	\$970	\$889	\$765	\$300	\$1,200	\$900	300.00%
Medical Supplies	\$863	\$554	\$1,138	\$600	\$1,200	\$600	100.00%
Maint Supplies	\$41,581	\$18,320	\$29,045	\$50,000	\$85,000	\$35,000	70.00%
Small Hand Tools	\$281	\$35	-	\$3,000	\$3,000	\$0	0.00%
Constr Materials	\$24,551	\$35,886	\$33,979	\$25,000	\$35,000	\$10,000	40.00%
Food Supplies	\$158	-	\$17	\$300	\$300	\$0	0.00%
Awards/Trophies	-	\$150	\$65	-	-	\$0	-
Fuel	-	-	\$12	-	-	\$0	-
Oil/Grease	\$42	-	-	-	-	\$0	-
Chemicals	\$5,138	\$1,925	\$5,344	-	-	\$0	-
Mach/Equip/Furn (NC)	\$10,858	\$926	\$8,513	\$1,000	\$4,000	\$3,000	300.00%
Comp Sftwr (Non-cap)	\$1,149	-	-	-	-	\$0	-
Other Supplies	\$137	\$259	\$31	-	-	\$0	-
Utility Supply Purch	\$9,053,496	\$9,071,981	\$8,578,416	\$8,861,500	\$8,861,500	\$0	0.00%
Sewer Surcharge	\$23,000	-	-	\$40,000	\$40,000	\$0	0.00%
Cell Phone Serv Purc	\$2,223	\$3,299	\$7,277	\$4,900	\$7,000	\$2,100	42.85%
Dues/Subscriptions	-	\$80	\$0	\$200	\$1,900	\$1,700	850.00%
Telephone-Long Dist	-	-	-	\$50	\$0	-\$50	-100.00%
Utilities	\$3,723	\$3,788	\$1,115,921	\$4,898	\$4,898	\$0	0.00%
Printing/Duplicating	\$1,125	\$2,089	\$161	\$200	\$200	\$0	0.00%
Legal Fees	-	-	\$1,092	-	-	\$0	-
Travel	\$38	-	-	\$4,000	\$4,000	\$0	0.00%
Meals	-	-	\$112	-	-	\$0	-
Advertising	-	-	\$118	\$1,000	\$1,000	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Registration Fees	–	\$150	\$1,282	–	–	\$0	–
Uniform Rental	\$29	\$578	\$349	–	–	\$0	–
Equipment Rental	\$4,499	\$3,916	\$381	\$3,000	\$3,000	\$0	0.00%
Repairs and Maint	\$3,681	\$0	\$9,061	\$3,000	\$5,000	\$2,000	66.66%
Outside Maint-Parts	–	\$637	\$1,745	–	–	\$0	–
Education/Training	\$105	–	\$4,527	\$40,500	\$40,500	\$0	0.00%
Software Lic/Maint	\$1,363	\$1,640	\$2,348	–	–	\$0	–
Veh Oper-Paint&Body	–	–	–	–	\$0	\$0	–
Fleet Purch Services	–	\$465	–	–	–	\$0	–
Solid Waste Disp	\$30,208	\$74,194	\$4,323	–	–	\$0	–
Freight	\$108	\$55	\$217	\$300	\$300	\$0	0.00%
Health Eval	\$746	–	\$262	–	–	\$0	–
Marketing Exp	\$421	–	–	–	–	\$0	–
Turf Maint Contr	\$84	–	\$38	–	–	\$0	–
Tree Maint Contr	–	\$4,410	\$15,360	–	–	\$0	–
Interest	\$880,331	\$877,854	\$834,959	\$1,592,018	\$714,326	-\$877,692	-55.13%
Bond Principal	\$2,117,145	\$2,147,803	\$2,138,499	\$2,329,348	\$2,176,861	-\$152,486	-6.54%
Incentive Awards	–	–	–	\$1,000	\$1,000	\$0	0.00%
Bond Issuance Expen	–	\$46,160	\$36,237	–	–	\$0	–
Pay in Lieu of Taxe	\$928,278	\$928,278	\$1,032,447	\$1,050,481	\$1,050,481	\$0	0.00%
Customer Assistance	\$5,343	\$4,930	\$3,420	\$10,000	\$10,000	\$0	0.00%
Acq Com Itm-Veh (MA)	\$426,552	\$366,812	\$8,497	\$73,606	\$147,212	\$73,606	100.00%
Acq Com Itm-M Eq (MA)	–	–	–	\$15,000	\$15,000	\$0	0.00%
Acq Com Itm-F/E (MA)	–	–	–	\$1,000	\$1,000	\$0	0.00%
Acq Com Itm-Eqpt (MA)	–	\$82,442	–	\$4,500	\$4,500	\$0	0.00%
Trn to Wstwater DS F	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	0.00%
Allocated Charges	\$281,609	\$300,776	\$340,697	–	–	\$0	–
<b>OTHER TOTAL</b>	<b>\$16,860,085</b>	<b>\$16,991,581</b>	<b>\$17,226,052</b>	<b>\$17,133,000</b>	<b>\$16,232,678</b>	<b>-\$900,322</b>	<b>-5.25%</b>
Contractual							
Professional Serv	\$13,318	\$22,273	\$11,790	\$125,550	\$125,550	\$0	0.00%
Serv Contracts	–	\$150	\$11,277	\$4,000	\$4,000	\$0	0.00%
Constr Contracts	\$1,057,651	\$821,179	\$265,170	\$2,000,000	\$2,000,000	\$0	0.00%
Contracted Serv	\$160,908	\$125,172	\$238,060	–	–	\$0	–
Int Contract Svc	\$12,414	\$14,565	\$10,966	\$17,000	\$17,000	\$0	0.00%
Consulting Services	–	–	–	\$13,000	\$0	-\$13,000	-100.00%
Other Contractual Se	\$156,392	\$148,077	\$143,919	\$494,365	\$494,365	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$1,400,682</b>	<b>\$1,131,417</b>	<b>\$681,182</b>	<b>\$2,653,915</b>	<b>\$2,640,915</b>	<b>-\$13,000</b>	<b>-0.48%</b>
Fixed							
Telephone-Int Chg	\$3,226	\$2,315	\$1,321	\$1,566	\$0	-\$1,566	-100.00%
Insurance Int Chgs	\$64,825	\$64,825	\$64,825	\$74,550	\$76,041	\$1,491	2.00%
Worker's Comp Ins	\$94,143	\$94,143	\$94,143	\$134,560	\$137,251	\$2,691	1.99%
IT Comp Replacemt	–	–	–	–	\$2,755	\$2,755	–
IT Infrastruct Repla	\$1,491	\$1,491	\$1,491	\$4,198	\$2,060	-\$2,138	-50.92%
Veh Oper-Repair/Mnt	-\$405,436	\$18,345	\$27,294	\$36,109	\$36,109	\$0	0.00%
Veh Opr-Fuel/Oil FLT	\$9,766	\$10,334	\$13,928	\$21,250	\$21,250	\$0	0.00%
IT User/Support Fee	\$19,212	\$19,212	\$19,212	\$19,212	\$13,192	-\$6,020	-31.33%
GIS User/Support Fee	\$3,499	\$3,499	\$3,499	\$3,499	\$4,706	\$1,207	34.49%
HVAC Charges	\$2,172	\$2,172	\$2,172	\$2,237	\$2,438	\$201	8.98%
Warehouse charge	\$7,656	\$7,656	\$7,656	\$7,656	\$9,404	\$1,748	22.83%
Trn to CityLink	\$27,740	\$27,740	\$27,740	\$27,740	\$27,740	\$0	0.00%
<b>FIXED TOTAL</b>	<b>-\$171,706</b>	<b>\$251,732</b>	<b>\$263,282</b>	<b>\$332,577</b>	<b>\$332,946</b>	<b>\$369</b>	<b>0.11%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$19,289,281</b>	<b>\$19,548,940</b>	<b>\$19,295,096</b>	<b>\$21,724,015</b>	<b>\$20,926,007</b>	<b>-\$798,008</b>	<b>-3.67%</b>

# PERFORMANCE MEASURES

## Utilities Department

### Goal 3: A Beautiful and Sustainable Natural and Built Environment

#### 3.2 Provide reliable and high quality infrastructure

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Gas emergency response time (minutes)	12	14	21	18	18	21	21
Utility system failures/emergency repairs							
Water		93	92	33	43	74	79
Sewer		24	29	12	19	15	21
Gas		45	66	62	60	48	46
Utilities Infrastructure Replacement Program (all figures are cumulative and linear feet)							
Gas mains installed	102,187	123,656	135,709	145,741	148,551	152,263	162,413
Gas services installed	125,185	149,755	170,347	191,862	202,652	227,256	239,975
Water mains and services replaced	62,475	69,675	86,013	97,357	103,364	125,276	133,686
Sewer lines cleaned and TV	517,550	638,979	647,050	662,639	665,526	688,628	697,638
Sewer rehabilitation	185,921	195,928	210,794	217,114	222,130	250,101	240,438
Stormwater systems rehabbed	20,900	22,762	26,773	31,010	41,401	46,888	50,483
Stormwater replaced	3,921	4,246	4,247	4,623	5,441	5,639	6,160

### Goal 5: A Well-managed and Responsive Organization

#### 5.3 Provide responsive customer service

	Dec-14	Dec-18	Dec-19	Dec-20	Jan-21	Jan-22
% of homeowners and contractors who call VA811 prior to excavation	88%	94%	94%	94%	94%	94%
			FY 2019	FY 2020	FY 2021	FY 2022
Perception of the smell of natural gas			83%	83%	83%	83%

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24.

### Other Expenditures

Increases for vehicle replacement, maintenance supplies and construction materials

# WATER UTILITY

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Charlottesville Water, the water distribution operations of the Department of Utilities, is responsible for the installation, maintenance, and repair of the City's water distribution mains, water main valves, and fire hydrants, as well as the connection and disconnection of all water meters serving 14,500 customers. In addition, Charlottesville Water installs and maintains water service lines from the water main to the water meter. Currently there are approximately 1,169 fire hydrants, 3,426 valves, and 183 miles of water mains in service for the benefit of the residents of Charlottesville.

Please note: these numbers may be updated when the rate report is presented and approved in June.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Water Division Operations	18.00
<b>ALLOCATED FTE COUNT</b>	<b>18.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Debt Service/Bond Issuance	-	-	-	-	\$0	\$0	-
Water Division Operations	\$362,836	\$306,105	\$273,762	-	-	\$0	-
Water Div Capital and Special Projects	-	\$48,709	-	-	-	\$0	-
General Revenues - Non Departmental	\$14,057,460	\$26,596,016	\$20,371,688	\$21,776,705	\$20,770,991	-\$1,005,714	-4.61%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$14,420,296</b>	<b>\$26,950,830</b>	<b>\$20,645,450</b>	<b>\$21,776,705</b>	<b>\$20,770,991</b>	<b>-\$1,005,714</b>	<b>-4.61%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Debt Service/Bond Issuance	\$2,152,740	\$2,260,744	\$2,660,013	\$2,769,801	\$3,035,506	\$265,705	9.59%
Utility Billing Office	\$22,498	\$17,418	\$8,327	\$20,000	\$20,000	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Water Division Operations	\$11,345,581	\$11,355,115	\$12,397,255	\$13,837,828	\$14,215,485	\$377,657	2.72%
Water Div Capital and Special Projects	\$4,068,073	\$3,533,646	\$4,146,282	\$2,000,000	\$3,500,000	\$1,500,000	75.00%
Wastewater Division Operations	-	-	-	-	\$0	\$0	-
Interfund Transfers	-	-\$17,447	-	-	-	\$0	-
General Revenues - Non Departmental	-	\$17,447	-	-	-	\$0	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$17,588,892</b>	<b>\$17,166,922</b>	<b>\$19,211,876</b>	<b>\$18,627,629</b>	<b>\$20,770,991</b>	<b>\$2,143,362</b>	<b>11.50%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$17,588,892	\$17,166,922	\$19,211,876	\$18,627,629	\$20,770,991	\$2,143,362	11.50%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$17,588,892</b>	<b>\$17,166,922</b>	<b>\$19,211,876</b>	<b>\$18,627,629</b>	<b>\$20,770,991</b>	<b>\$2,143,362</b>	<b>11.50%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
<b>Taxes</b>							
Util Tax	\$0	\$0	\$0	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>Charges for Services</b>							
Misc Fees	-\$10,180	\$9,388	\$10,972	-	-	\$0	-
Other Fees	-	-	-	\$200,000	\$200,000	\$0	0.00%
Labor Rev	\$3,499	\$18,139	\$12,403	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>-\$6,681</b>	<b>\$27,527</b>	<b>\$23,375</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>Intergovernmental Revenue</b>							
UVA Misc Revenue	-	-	\$2,234	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$2,234</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>Utility Revenue</b>							
Water Sales Revenue	\$12,137,394	\$11,882,305	\$13,359,619	\$14,001,705	\$12,995,991	-\$1,005,714	-7.18%
Water Meter set fee	\$34,195	\$33,727	\$20,815	-	-	\$0	-
New Water Connection	\$343,190	\$247,000	\$206,725	-	-	\$0	-
Water Tap Fee	\$3,150	\$4,975	\$1,475	-	-	\$0	-
Sewer Sales Revenue	-	\$0	-	-	-	\$0	-
Utility Cut On	\$61,100	\$59,040	\$62,070	-	-	\$0	-
Utility Reconnection	\$6,097	-	\$795	-	-	\$0	-
Meter Test	-	-	\$50	-	-	\$0	-
Utility Fin Charges	\$31,125	\$41,071	\$55,968	-	-	\$0	-
<b>UTILITY REVENUE TOTAL</b>	<b>\$12,616,251</b>	<b>\$12,268,118</b>	<b>\$13,707,518</b>	<b>\$14,001,705</b>	<b>\$12,995,991</b>	<b>-\$1,005,714</b>	<b>-7.18%</b>
<b>Miscellaneous Revenue</b>							
Interest	-\$2,270	-\$2,901	\$10,171	-	-	\$0	-
Ins Recovery	\$3,122	-	\$4,592	-	-	\$0	-
Other Misc Rev	\$9,633	\$68,848	\$14,432	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$10,484</b>	<b>\$65,948</b>	<b>\$29,196</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>Warehouse Revenue</b>							
Warehse Outlet Sales	\$243	\$10,000	\$31,900	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$243</b>	<b>\$10,000</b>	<b>\$31,900</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>Debt Service Revenue</b>							
Bond Premium	-	\$1,838,237	\$551,228	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Bond Sales	–	\$10,941,000	\$4,500,000	\$5,775,000	\$5,775,000	\$0	0.00%
<b>DEBT SERVICE REVENUE TOTAL</b>	<b>–</b>	<b>\$12,779,237</b>	<b>\$5,051,228</b>	<b>\$5,775,000</b>	<b>\$5,775,000</b>	<b>\$0</b>	<b>0.00%</b>
Transfers							
Transfer From Other Fund	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$0	0.00%
<b>TRANSFERS TOTAL</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$14,420,296</b>	<b>\$26,950,830</b>	<b>\$20,645,450</b>	<b>\$21,776,705</b>	<b>\$20,770,991</b>	<b>-\$1,005,714</b>	<b>-4.61%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$784,642	\$775,267	\$774,925	\$903,560	\$967,158	\$63,599	7.03%
Full Time Sal Accrue	\$5,644	\$2,973	\$6,073	–	–	\$0	–
PT Salaries	–	–	–	–	\$0	\$0	–
COLA Budget	–	–	–	\$36,117	\$77,721	\$41,604	115.18%
Soc Sec - FICA	\$60,484	\$61,918	\$65,200	\$69,122	\$73,988	\$4,865	7.03%
Soc Sec FICA Accrued	\$361	\$64	\$739	–	–	\$0	–
Retirement Cont DB	\$218,579	\$202,421	\$204,005	\$213,370	\$243,996	\$30,627	14.35%
Retirement Cont DC	\$6,958	\$6,348	\$7,869	\$11,322	\$3,208	-\$8,114	-71.66%
Retirement Cont A DB	\$1,088	\$236	\$545	–	–	\$0	–
Retirement Cont A DC	-\$32	\$28	\$228	–	–	\$0	–
Life Insurance	\$5,373	\$5,463	\$5,780	\$6,542	\$7,002	\$460	7.03%
Life Ins Accrued	\$132	\$39	\$59	–	–	\$0	–
Health Care Program	\$145,162	\$146,046	\$143,759	\$158,760	\$171,468	\$12,708	8.00%
Health Care Pr Accru	\$768	\$558	\$1,047	–	–	\$0	–
<b>PERSONNEL TOTAL</b>	<b>\$1,229,157</b>	<b>\$1,201,361</b>	<b>\$1,210,228</b>	<b>\$1,398,793</b>	<b>\$1,544,542</b>	<b>\$145,749</b>	<b>10.41%</b>
Personnel - Other							
Temp. Salaries	\$28,584	\$31,022	\$30,078	\$33,280	\$35,700	\$2,420	7.27%
Temp Sal Accrued	-\$216	-\$554	\$1,135	–	–	\$0	–
Overtime	\$21,903	\$26,057	\$24,654	\$35,968	\$45,959	\$9,991	27.77%
Overtime Accrued	-\$888	\$81	\$843	–	–	\$0	–
Spec Events OT	–	–	\$2,075	–	–	\$0	–
Holiday OT	\$194	\$430	\$3,071	–	–	\$0	–
Holiday OT Accrued	–	\$377	-\$243	–	–	\$0	–
Other OT	–	\$5,763	\$9,011	–	–	\$0	–
Bonus Pay	–	\$12,000	\$51,625	–	–	\$0	–
FICA Temporary Emp	–	–	–	\$2,546	\$2,731	\$185	7.26%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$49,577</b>	<b>\$75,175</b>	<b>\$122,249</b>	<b>\$71,794</b>	<b>\$84,390</b>	<b>\$12,596</b>	<b>17.54%</b>
Other							
Office Supplies	\$4,336	\$4,797	\$5,329	\$3,000	\$2,800	-\$200	-6.66%
Preprinted Forms	\$77	\$77	\$32	–	\$0	\$0	–
Postage	\$488	\$302	\$400	\$950	\$1,050	\$100	10.52%
Books	–	\$543	–	\$400	\$400	\$0	0.00%
Cleaning Supplies	\$989	\$1,367	\$902	\$300	\$900	\$600	200.00%
Uniforms/Clothing	\$9,652	\$4,128	\$4,511	\$10,250	\$10,250	\$0	0.00%
Safety Supplies	\$714	\$901	\$1,746	\$550	\$1,150	\$600	109.09%
Medical Supplies	\$863	\$554	\$1,138	\$1,000	\$1,200	\$200	20.00%
Maint Supplies	\$364,813	\$319,562	\$317,843	\$360,000	\$442,000	\$82,000	22.77%
Small Hand Tools	\$1,245	\$376	\$523	\$2,000	\$2,000	\$0	0.00%
Constr Materials	\$78,578	\$55,535	\$34,287	\$20,000	\$35,000	\$15,000	75.00%
Food Supplies	\$312	\$41	\$71	\$1,150	\$1,300	\$150	13.04%
Awards/Trophies	\$2,019	\$2,435	\$2,630	\$2,900	\$3,000	\$100	3.44%
Fuel	\$37	–	\$39	–	–	\$0	–

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Oil/Grease	\$139	-	-	-	-	\$0	-
Chemicals	\$336	\$56	\$759	-	-	\$0	-
Mach/Equip/Furn (NC)	\$27,377	\$2,815	\$7,537	\$15,000	\$15,000	\$0	0.00%
Comp Sftwr (Non-cap)	\$300	\$1,489	\$1,489	\$4,490	\$4,610	\$120	2.67%
Other Supplies	\$3,313	\$2,523	\$2,930	\$18,300	\$18,300	\$0	0.00%
Utility Supply Purch	\$5,874,278	\$5,761,381	\$6,875,306	\$7,675,232	\$7,675,232	\$0	0.00%
Telephone Serv Purch	-	-	-	\$6,000	\$9,000	\$3,000	50.00%
Cell Phone Serv Purc	\$3,369	\$4,373	\$8,985	\$7,420	\$9,420	\$2,000	26.95%
Dues/Subscriptions	\$46,396	\$46,823	\$52,204	\$47,609	\$53,840	\$6,231	13.08%
Telephone-Long Dist	-	-	-	-	\$0	\$0	-
Utilities	\$12,310	\$13,587	\$11,210	\$21,767	\$21,767	\$0	0.00%
Printing/Duplicating	\$10,003	\$13,520	\$4,712	\$7,725	\$11,025	\$3,300	42.71%
Legal Fees	-	-	\$23	-	-	\$0	-
Travel	\$4,911	\$596	-	\$5,500	\$5,900	\$400	7.27%
Local Travel	-	\$15	\$104	-	-	\$0	-
Travel Lodging	-	\$520	\$1,756	-	-	\$0	-
Meals	\$286	\$86	\$689	\$100	\$100	\$0	0.00%
Advertising	\$28,753	\$25,739	\$29,424	\$36,000	\$36,000	\$0	0.00%
Registration Fees	\$2,890	\$1,353	\$901	\$560	\$1,085	\$525	93.75%
Uniform Rental	\$32	\$639	\$732	-	-	\$0	-
Equipment Rental	\$6,440	\$1,548	\$588	\$1,734	\$1,734	\$0	0.00%
Repairs and Maint	\$360,495	\$62,060	\$22,508	\$20,000	\$20,000	\$0	0.00%
Outside Maint-Labor	\$600	-	-	-	-	\$0	-
Outside Maint-Parts	-	\$6,294	\$2,695	-	-	\$0	-
Education/Training	\$493	\$566	\$2,642	\$30,115	\$30,115	\$0	0.00%
Software Lic/Maint	-	-	\$0	-	-	\$0	-
Veh Oper-Paint&Body	-	-	-	-	\$0	\$0	-
Fleet Purch Services	-	\$459	-	-	-	\$0	-
Solid Waste Disp	\$27,351	\$70,842	\$1,510	-	-	\$0	-
Freight	\$474	\$177	\$210	\$500	\$500	\$0	0.00%
Marketing Exp	\$419	\$520	-	-	-	\$0	-
Turf Maint Contr	\$231	\$168	\$245	-	-	\$0	-
Tree Maint Contr	-	-	\$705	-	-	\$0	-
Interest	\$656,766	\$719,825	\$756,338	\$872,867	\$953,067	\$80,200	9.18%
Bond Principal	\$1,500,561	\$1,446,583	\$1,850,074	\$1,901,934	\$2,087,439	\$185,505	9.75%
Incentive Awards	-	-	-	\$1,500	\$1,500	\$0	0.00%
Bond Issuance Expen	-	\$97,223	\$56,085	-	-	\$0	-
Paym in Lieu of Taxe	\$866,528	\$866,528	\$931,048	\$956,531	\$956,531	\$0	0.00%
Toilet Rebate	\$17,250	\$12,487	\$5,707	\$10,000	\$10,000	\$0	0.00%
Rain Barrel Rebate	\$510	\$210	\$240	\$1,500	\$1,500	\$0	0.00%
Customer Assistance	\$5,248	\$4,931	\$2,620	\$10,000	\$10,000	\$0	0.00%
Acq Com Itm-Veh (MA)	\$17,087	\$133,978	\$42,397	\$73,029	\$146,058	\$73,029	100.00%
Acq Com Itm-M Eq (MA)	-	-	-	\$20,000	\$20,000	\$0	0.00%
Acq Com Itm-F/E (MA)	-	-	-	\$1,500	\$1,500	\$0	0.00%
Acq Com Itm-Eqpt (MA)	-	\$0	-	\$6,703	\$6,703	\$0	0.00%
Acq Com Itm-Trans &	\$0	-	-	-	-	\$0	-
Trn to Water Debt Sv	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$0	0.00%
Allocated Charges	\$281,609	\$300,776	\$340,697	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$12,020,877</b>	<b>\$11,791,309</b>	<b>\$13,184,521</b>	<b>\$13,956,116</b>	<b>\$14,408,976</b>	<b>\$452,860</b>	<b>3.24%</b>
Contractual							
Professional Serv	\$528,978	\$423,666	\$465,103	\$95,000	\$95,000	\$0	0.00%
Serv Contracts	-	-	\$1,339	\$250	\$250	\$0	0.00%
Constr Contracts	\$2,322,221	\$2,766,731	\$3,684,627	\$2,000,000	\$3,500,000	\$1,500,000	75.00%
Contracted Serv	\$30,210	\$22,765	\$4,086	\$25,500	\$16,000	-\$9,500	-37.25%
Int Contract Svc	\$23,629	\$4,820	-	\$28,659	\$28,659	\$0	0.00%
Consulting Services	-	-	-	\$20,000	\$20,000	\$0	0.00%
Other Contractual Se	\$1,126,341	\$616,171	\$249,214	\$719,315	\$728,815	\$9,500	1.32%
<b>CONTRACTUAL TOTAL</b>	<b>\$4,031,379</b>	<b>\$3,834,153</b>	<b>\$4,404,369</b>	<b>\$2,888,724</b>	<b>\$4,388,724</b>	<b>\$1,500,000</b>	<b>51.92%</b>
Fixed							

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Telephone-Int Chg	\$5,132	\$3,080	\$1,585	\$1,879	\$1,411	-\$468	-24.90%
Insurance Int Chgs	\$64,824	\$64,824	\$64,824	\$74,549	\$76,039	\$1,490	1.99%
Worker's Comp Ins	\$47,586	\$47,586	\$47,586	\$68,016	\$69,375	\$1,359	1.99%
IT Comp Replacemt	-	-	-	-	\$4,958	\$4,958	-
IT Infrastruct Repla	\$2,386	\$2,386	\$2,386	\$4,198	\$3,433	-\$765	-18.22%
Veh Oper-Repair/Mnt	\$23,554	\$30,660	\$49,362	\$35,692	\$50,000	\$14,308	40.08%
Veh Opr-Fuel/Oil FLT	\$16,751	\$18,720	\$27,099	\$30,135	\$30,500	\$365	1.21%
IT User/Support Fee	\$25,615	\$25,615	\$25,615	\$25,615	\$26,384	\$769	3.00%
GIS User/Support Fee	\$5,832	\$5,832	\$5,832	\$5,832	\$5,883	\$51	0.87%
HVAC Charges	\$2,172	\$2,172	\$2,172	\$2,237	\$2,438	\$201	8.98%
Warehouse charge	\$43,309	\$43,309	\$43,309	\$43,309	\$53,198	\$9,889	22.83%
Trn to CityLink	\$20,740	\$20,740	\$20,740	\$20,740	\$20,740	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$257,901</b>	<b>\$264,924</b>	<b>\$290,509</b>	<b>\$312,202</b>	<b>\$344,359</b>	<b>\$32,157</b>	<b>10.30%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$17,588,892</b>	<b>\$17,166,922</b>	<b>\$19,211,876</b>	<b>\$18,627,629</b>	<b>\$20,770,991</b>	<b>\$2,143,362</b>	<b>11.50%</b>

## PERFORMANCE MEASURES

### Utilities Department

#### Goal 3: A Beautiful and Sustainable Natural and Built Environment

##### 3.2 Provide reliable and high quality infrastructure

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Gas emergency response time (minutes)	12	14	21	18	18	21	21
Utility system failures/emergency repairs							
Water		93	92	33	43	74	79
Sewer		24	29	12	19	15	21
Gas		45	66	62	60	48	46
Utilities Infrastructure Replacement Program (all figures are cumulative and linear feet)							
Gas mains installed	102,187	123,656	135,709	145,741	148,551	152,263	162,413
Gas services installed	125,185	149,755	170,347	191,862	202,652	227,256	239,975
Water mains and services replaced	62,475	69,675	86,013	97,357	103,364	125,276	133,686
Sewer lines cleaned and TV	517,550	638,979	647,050	662,639	665,526	688,628	697,638
Sewer rehabilitation	185,921	195,928	210,794	217,114	222,130	250,101	240,438
Stormwater systems rehabbed	20,900	22,762	26,773	31,010	41,401	46,888	50,483
Stormwater replaced	3,921	4,246	4,247	4,623	5,441	5,639	6,160

#### Goal 5: A Well-managed and Responsive Organization

##### 5.3 Provide responsive customer service

	Dec-14	Dec-18	Dec-19	Dec-20	Jan-21	Jan-22
% of homeowners and contractors who call VA811 prior to excavation	88%	94%	94%	94%	94%	94%
			FY 2019	FY 2020	FY 2021	FY 2022
Perception of the smell of natural gas			83%	83%	83%	83%

## EXPLANATION OF CHANGES

### Salaries and Benefits

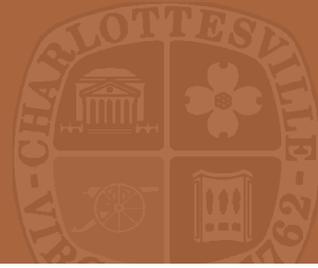
6% cost of living increase is included for FY 24.

### Other Expenditures

Increases for maintenance supplies and vehicle replacements

# CHARLOTTESVILLE AREA TRANSIT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

### Transit Systems Operations:

Charlottesville Area Transit (CAT) provides public transportation services to the greater Charlottesville area. The City of Charlottesville works in partnership with Albemarle County and the University of Virginia to fund these services. Under a pre-paid arrangement with the University of Virginia, UVA IDs are accepted as fare on all buses. CAT also operates the Free Trolley, connecting the University and Downtown, and staffs the Downtown Transit Station, offering information to area travelers, restrooms, and a comfortable place between bus trips. In FY 24, the City’s contribution to CAT is \$2,845,000. In addition to local funds, CAT operating expenses are covered by Federal and State grants. The Transit division also contracts with the Charlottesville City Schools for Pupil Transportation which is shown separately as part of the Schools Contracted Services section of the budget.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Transit System Operations	94.00
<b>ALLOCATED FTE COUNT</b>	<b>94.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Transit System Operations	\$7,701,479	\$7,466,850	\$9,355,702	\$11,024,410	\$11,995,775	\$971,365	8.81%
Transit Capital Projects	\$1,978,324	\$3,255,476	\$1,995,993	-	\$2,290,395	\$2,290,395	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$9,679,803</b>	<b>\$10,722,326</b>	<b>\$11,351,694</b>	<b>\$11,024,410</b>	<b>\$14,286,170</b>	<b>\$3,261,760</b>	<b>29.58%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Transit System Operations							
Transit Operations	\$5,181,271	\$4,957,577	\$4,694,905	\$6,420,322	\$6,671,137	\$250,815	3.90%
JAUNT pass-thru	-	-	-	-	\$0	\$0	-
Transit Administration	\$597,056	\$742,354	\$1,200,380	\$1,383,336	\$1,710,235	\$326,899	23.63%
Transit Maintenance	\$1,687,182	\$1,409,322	\$2,432,278	\$2,787,472	\$3,133,625	\$346,152	12.41%
Transit Marketing	\$93,288	\$82,496	\$107,708	\$199,569	\$222,226	\$22,657	11.35%
Safety and Security	\$128,561	\$175,238	\$220,071	\$233,710	\$258,552	\$24,842	10.62%
Transit - Capital	\$14,121	\$99,864	\$703,930	-	-	\$0	-
Transit Inventory	\$0	-	-	-	-	\$0	-
<b>TRANSIT SYSTEM OPERATIONS TOTAL</b>	<b>\$7,701,479</b>	<b>\$7,466,851</b>	<b>\$9,359,272</b>	<b>\$11,024,410</b>	<b>\$11,995,775</b>	<b>\$971,365</b>	<b>8.81%</b>
Transit Capital Projects	\$1,978,324	\$3,255,476	\$1,995,993	-	\$2,290,395	\$2,290,395	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$9,679,803</b>	<b>\$10,722,327</b>	<b>\$11,355,264</b>	<b>\$11,024,410</b>	<b>\$14,286,170</b>	<b>\$3,261,760</b>	<b>29.58%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$9,679,803	\$10,722,327	\$11,355,264	\$11,024,410	\$14,286,170	\$3,261,760	29.58%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$9,679,803</b>	<b>\$10,722,327</b>	<b>\$11,355,264</b>	<b>\$11,024,410</b>	<b>\$14,286,170</b>	<b>\$3,261,760</b>	<b>29.58%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Intergovernmental Revenue							
State Assist	\$1,934,330	\$2,052,025	\$3,075,767	\$2,574,484	\$3,105,580	\$531,096	20.62%
State Grnts	\$1,500	-	\$209,193	-	-	\$0	-
State/Fed Pass Thru	-	\$49,932	\$762	-	-	\$0	-
St/Fed Pass Thu Cap	\$221,227	\$0	-	-	-	\$0	-
Fed Assistance	\$2,680,171	\$2,537,471	\$2,530,638	\$1,929,042	\$6,945,690	\$5,016,648	260.05%
Fed Grants	\$7,521	\$0	\$384,966	\$2,652,193	\$0	-\$2,652,193	-100.00%
Fed-COVID19 Revenue	\$1,088,067	\$2,621,108	\$1,363,334	-	-	\$0	-
Rev/Albemarle	\$923,498	\$579,584	\$1,000,000	\$1,000,000	\$1,300,000	\$300,000	30.00%
UVA Misc Revenue	\$180,906	\$186,760	-	\$250,000	\$0	-\$250,000	-100.00%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$7,037,220</b>	<b>\$8,026,880</b>	<b>\$8,564,660</b>	<b>\$8,405,719</b>	<b>\$11,351,270</b>	<b>\$2,945,551</b>	<b>35.04%</b>
Transit Revenue							
UVA Trolley Service	\$77,926	\$80,040	\$80,040	\$80,040	\$84,900	\$4,860	6.07%
Transit Pass Sales	\$116,405	-	-	-	\$0	\$0	-
Transit Fare Box Rev	\$162,787	-	-	-	\$0	\$0	-
<b>TRANSIT REVENUE TOTAL</b>	<b>\$357,118</b>	<b>\$80,040</b>	<b>\$80,040</b>	<b>\$80,040</b>	<b>\$84,900</b>	<b>\$4,860</b>	<b>6.07%</b>
Miscellaneous Revenue							
Advertising Inc	\$84,904	\$21,475	\$51,385	-	\$25,000	\$25,000	-
Vend Commission	\$655	\$894	\$757	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Rent	\$45,122	\$26,321	-	\$25,000	\$0	-\$25,000	-100.00%
Refund-Prior Yr Exp	\$132	\$290	\$15,923	-	-	\$0	-
Ins Recovery	\$1,243	\$675	\$14,140	-	-	\$0	-
Other Misc Rev	\$1,194	\$586	\$2,129	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$133,250</b>	<b>\$50,242</b>	<b>\$84,334</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.00%</b>
Fleet Revenue							
Vehicle Wash Rev	-	-	-	-	\$0	\$0	-
<b>FLEET REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$0	\$0	\$35,682	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,682</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	\$2,152,215	\$2,565,164	\$2,586,979	\$2,513,651	\$2,825,000	\$311,349	12.38%
<b>TRANSFERS TOTAL</b>	<b>\$2,152,215</b>	<b>\$2,565,164</b>	<b>\$2,586,979</b>	<b>\$2,513,651</b>	<b>\$2,825,000</b>	<b>\$311,349</b>	<b>12.38%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$9,679,803</b>	<b>\$10,722,326</b>	<b>\$11,351,694</b>	<b>\$11,024,410</b>	<b>\$14,286,170</b>	<b>\$3,261,760</b>	<b>29.58%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$3,132,212	\$3,325,000	\$3,574,058	\$4,692,532	\$4,915,435	\$222,903	4.75%
Full Time Sal Accrue	\$36,875	\$14,789	\$36,964	-	-	\$0	-
PT Salaries	-	-	\$42,869	-	\$0	\$0	-
Part Time Sal Accru	-	-	\$1,259	-	-	\$0	-
COLA Budget	-	-	-	\$186,714	\$385,436	\$198,722	106.43%
Soc Sec - FICA	\$337,965	\$355,832	\$370,612	\$358,979	\$374,666	\$15,687	4.36%
Soc Sec FICA Accrued	\$2,950	\$2,705	\$1,584	-	-	\$0	-
Retirement Cont DB	\$768,976	\$725,973	\$697,694	\$1,005,540	\$916,884	-\$88,656	-8.81%
Retirement Cont DC	\$78,221	\$103,302	\$139,267	\$132,786	\$181,361	\$48,575	36.58%
Retirement Cont A DB	\$5,766	\$1,107	-\$1,797	-	-	\$0	-
Retirement Cont A DC	\$2,548	\$522	\$2,422	-	-	\$0	-
Life Insurance	\$21,891	\$23,575	\$27,481	\$33,974	\$35,588	\$1,614	4.75%
Life Ins Accrued	\$621	\$204	\$284	-	-	\$0	-
Health Care Program	\$689,807	\$688,531	\$698,403	\$929,880	\$895,444	-\$34,436	-3.70%
Health Care Pr Accru	\$5,615	\$2,033	\$2,846	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$5,083,447</b>	<b>\$5,243,575</b>	<b>\$5,593,947</b>	<b>\$7,340,405</b>	<b>\$7,704,814</b>	<b>\$364,409</b>	<b>4.96%</b>
Personnel - Other							
Temp. Salaries	\$867,270	\$692,366	\$341,711	\$242,523	\$242,991	\$468	0.19%
Temp Sal Accrued	\$3,503	-\$4,838	-\$16,053	-	-	\$0	-
Overtime	\$447,515	\$644,507	\$483,028	\$165,000	\$165,000	\$0	0.00%
Overtime Accrued	-\$850	\$16,012	-\$8,948	-	-	\$0	-
Holiday OT	\$77,153	\$81,751	\$137,620	\$9,200	\$9,200	\$0	0.00%
Holiday OT Accrued	-	\$10,579	\$5,464	-	-	\$0	-
Other OT	-	\$14,514	\$16,700	-	-	\$0	-
Recruit Incentive	-	-	\$122,400	-	-	\$0	-
Bonus Pay	\$300	\$62,800	\$167,116	-	-	\$0	-
FICA Temporary Emp	-	-	-	\$1,958	\$1,958	\$0	0.00%
FICA Overtime	-	-	-	-	\$0	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$1,394,891</b>	<b>\$1,517,690</b>	<b>\$1,249,038</b>	<b>\$418,681</b>	<b>\$419,149</b>	<b>\$468</b>	<b>0.11%</b>
Other							
Office Supplies	\$3,656	\$4,636	\$5,950	\$8,200	\$8,200	\$0	0.00%
Postage	\$342	\$639	\$226	\$750	\$750	\$0	0.00%
Books	\$0	-	-	\$400	\$400	\$0	0.00%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Cleaning Supplies	\$24,854	\$41,317	\$8,963	\$41,500	\$41,500	\$0	0.00%
Uniforms/Clothing	\$975	\$2,458	\$20,461	\$7,525	\$8,570	\$1,045	13.88%
Safety Supplies	\$33,101	\$4,677	\$10,093	\$6,500	\$6,534	\$34	0.52%
Medical Supplies	\$405	\$1,588	\$3,037	\$500	\$500	\$0	0.00%
PPE-Pers Prot Equip	–	\$26,596	\$33,344	\$775	\$775	\$0	0.00%
Mat. Issued Transit	\$505,554	\$327,189	\$513,527	\$510,000	\$535,500	\$25,500	5.00%
Mat. Purch. Transit	\$11,449	\$132,785	-\$2,856	\$131,000	\$137,550	\$6,550	5.00%
Maint Supplies	\$61,399	\$89,374	\$51,611	\$69,500	\$88,461	\$18,961	27.28%
Small Hand Tools	\$2,433	\$1,668	\$3,380	\$11,500	\$11,500	\$0	0.00%
Constr Materials	\$165	–	\$79	–	–	\$0	–
Food Supplies	\$426	\$49	\$8,018	\$500	\$500	\$0	0.00%
Awards/Trophies	\$1,362	\$15,574	\$3,671	\$16,750	\$16,750	\$0	0.00%
Exhibit Supplies	–	-\$125	–	–	–	\$0	–
Chemicals	\$288	–	\$3,829	\$5,000	\$5,000	\$0	0.00%
Mach/Equip/Furn (NC)	\$11,578	\$174,559	\$164,204	\$159,325	\$163,148	\$3,823	2.39%
Comp Sftwr (Non-cap)	\$2,292	\$1,985	\$1,969	\$3,350	\$4,706	\$1,356	40.47%
Other Supplies	\$4,289	\$2,486	\$1,874	\$14,750	\$14,750	\$0	0.00%
Transit Inv Adj	-\$828	-\$2,409	-\$23,450	\$1,000	\$1,000	\$0	0.00%
Cell Phone Serv Purc	\$2,900	\$3,379	\$4,201	\$4,043	\$4,093	\$50	1.23%
Dues/Subscriptions	\$3,456	\$3,504	\$4,290	\$6,250	\$6,250	\$0	0.00%
Telephone-Long Dist	–	–	–	–	\$0	\$0	–
Utilities	\$71,756	\$73,514	\$61,303	\$76,000	\$76,000	\$0	0.00%
Printing/Duplicating	\$12,864	\$3,850	\$943	\$27,000	\$27,000	\$0	0.00%
Travel	\$8,936	–	\$6,726	\$23,000	\$23,000	\$0	0.00%
Local Travel	–	\$1,020	\$315	–	–	\$0	–
Travel Lodging	–	–	\$736	–	–	\$0	–
Meals	\$3,626	\$423	\$360	\$850	\$850	\$0	0.00%
Advertising	\$15,530	\$36,262	\$17,028	\$86,240	\$88,690	\$2,450	2.84%
Registration Fees	\$165	\$661	\$1,330	\$500	\$3,702	\$3,202	640.40%
Uniform Rental	\$19,756	\$15,787	\$15,534	\$49,500	\$49,500	\$0	0.00%
Equipment Rental	\$1,794	\$2,619	\$5,609	\$3,000	\$3,000	\$0	0.00%
Laundry/Dry Cleaning	–	–	\$9	–	–	\$0	–
Repairs and Maint	\$770,224	\$33,088	\$13,635	\$36,000	\$36,000	\$0	0.00%
Maintenance Fees	\$30	\$17	–	\$50	\$50	\$0	0.00%
Education/Training	\$2,236	\$7,118	\$2,230	\$32,300	\$32,300	\$0	0.00%
Internet Access Fee	–	–	–	\$2,700	\$2,700	\$0	0.00%
Organizational Fees	\$671	\$1,078	\$69	–	–	\$0	–
Software Lic/Maint	\$25	\$448	\$1,150	\$500	\$500	\$0	0.00%
Medical Care	–	\$1,915	–	\$1,175	\$1,175	\$0	0.00%
Solid Waste Disp	\$15,262	\$13,987	\$6,296	\$17,450	\$18,337	\$887	5.08%
Freight	\$6,450	\$2,447	\$3,226	\$5,350	\$5,790	\$440	8.22%
Credit Card Fees	\$2,401	\$52	–	\$1,500	\$1,500	\$0	0.00%
Marketing Exp	–	\$0	\$2,415	–	–	\$0	–
Landscape Maint Contr	–	–	\$410	–	–	\$0	–
Monthly Parking Fees	–	–	\$48	–	–	\$0	–
Disp-Waste Mat-HAZ	\$2	\$0	\$420	–	–	\$0	–
Disp-Waste Mat-NonHAZ	–	–	\$64	–	–	\$0	–
Vehicle Damage Rep	–	–	\$1,923	–	–	\$0	–
Payments to JAUNT	\$669,030	\$1,509,418	\$811,740	–	–	\$0	–
Late Fee	\$0	\$67	–	–	–	\$0	–
Acq Com Itm-Veh (MA)	\$9,870	\$35,528	\$83,483	–	–	\$0	–
Acq Com Itm-M Eq (MA)	–	–	\$0	–	–	\$0	–
Acq Com Itm-Eqpt (MA)	–	–	\$473,666	–	–	\$0	–
Acq Com Itm-Comp Sof	–	–	\$0	–	–	\$0	–
Lump Sum Apprpr	–	–	–	–	\$2,290,395	\$2,290,395	–
<b>OTHER TOTAL</b>	<b>\$2,280,724</b>	<b>\$2,571,226</b>	<b>\$2,327,088</b>	<b>\$1,362,233</b>	<b>\$3,716,926</b>	<b>\$2,354,693</b>	<b>172.85%</b>
Contractual							
Professional Serv	\$192,244	\$691,328	\$657,286	\$204,675	\$257,858	\$53,183	25.98%
Serv Contracts	\$137,521	\$227,775	\$305,670	\$378,522	\$456,687	\$78,165	20.65%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Constr Contracts	-\$905	–	–	–	–	\$0	–
Contracted Serv	\$7,681	\$19,933	\$97,272	\$20,000	\$24,860	\$4,860	24.30%
Int Contract Svc	\$2,189	–	\$325	–	\$0	\$0	–
Consulting Services	\$8,500	\$43,750	\$46,331	\$44,000	\$321,262	\$277,262	630.14%
Other Contractual Se	\$13,103	\$3,414	\$421	\$3,350	\$3,350	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$360,333</b>	<b>\$986,201</b>	<b>\$1,107,304</b>	<b>\$650,547</b>	<b>\$1,064,017</b>	<b>\$413,470</b>	<b>63.55%</b>
Fixed							
Telephone-Int Chg	\$20,217	\$21,606	\$36,352	\$25,841	\$4,516	-\$21,325	-82.52%
Insurance Int Chgs	–	–	\$72,390	\$83,249	\$84,914	\$1,665	2.00%
Worker's Comp Ins	–	–	\$165,975	\$237,230	\$241,975	\$4,745	2.00%
IT Comp Replacemt	–	–	–	\$9,925	\$24,250	\$14,325	144.33%
IT Infrastruct Repla	–	–	\$7,457	\$22,157	\$8,926	-\$13,231	-59.71%
Veh Oper-Repair/Mnt	\$31,663	\$60	\$1,119	–	–	\$0	–
Veh Opr-Fuel/Oil FLT	\$508,528	\$381,970	\$660,697	\$775,000	\$852,500	\$77,500	10.00%
IT User/Support Fee	–	–	\$80,049	\$80,049	\$107,185	\$27,136	33.89%
GIS User/Support Fee	–	–	\$2,333	\$2,333	\$2,353	\$20	0.85%
HVAC Charges	–	–	\$34,757	–	\$37,885	\$37,885	–
Warehouse charge	–	\$0	\$0	–	–	\$0	–
Trn to CityLink	–	–	\$16,760	\$16,760	\$16,760	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$560,408</b>	<b>\$403,636</b>	<b>\$1,077,888</b>	<b>\$1,252,544</b>	<b>\$1,381,264</b>	<b>\$128,720</b>	<b>10.27%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$9,679,803</b>	<b>\$10,722,327</b>	<b>\$11,355,264</b>	<b>\$11,024,410</b>	<b>\$14,286,170</b>	<b>\$3,261,760</b>	<b>29.58%</b>

# PERFORMANCE MEASURES

## Charlottesville Area Transit

### Goal 3: A Beautiful and Sustainable Natural and Built Environment

#### 3.3 Provide a variety of transportation and mobility options

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Total # of CAT passenger trips	2,052,376	1,871,952	1,323,176	617,010	1,156,514
Service Levels: Total Revenue Service Hours	104,510	108,033	99,096	74,987	74,479
Service Levels: Total Revenue Service Miles	962,803	976,775	912,447	730,629	712,242

#### 3.4 Be responsible stewards of natural resources

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Efficiency: Passenger Trips per Revenue Service Hour	19.77	17.33	13.35	8.23	15.53
Efficiency: Passenger Trips per Revenue Service Mile	2.13	1.92	1.45	0.84	1.62

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24 and mid-year market adjustments moving driver hourly rates to \$21/hr.

### Other Expenditures

Increases for vehicle fuel and maintenance, professional services and service contracts.



# Public Safety & Justice





# CIRCUIT COURT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Circuit Court is the court of record, has sole jurisdiction in criminal felony cases and civil cases involving large sums, and has final jurisdiction in all civil and criminal cases. The Clerk of the Circuit Court is responsible for recording documents pertaining to the transfer of title to land, the probate of wills, the collection of the state and city recordation fees, and the indexing of those documents. Judgments rendered in this court, as well as in other courts within and outside the state and in federal court, are docketed in this office. This court also hears appeals of state administrative cases. There are 10 General Fund FTE's funded in this budget (9 in the Clerk's office and 1 in the judge's budget portion). A portion of the Clerk of Court's budget is reimbursed by the Commonwealth of Virginia Compensation Board.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Circuit Court Administration	9.00
Circuit Court Judge	1.00
<b>ALLOCATED FTE COUNT</b>	<b>10.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Circuit Court Administration	\$692,312	\$369,338	\$437,909	\$562,019	\$562,019	\$0	0.00%
Circuit Court Judge	\$18,965	\$18,965	\$19,889	-	-	\$0	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$711,277</b>	<b>\$388,303</b>	<b>\$457,798</b>	<b>\$562,019</b>	<b>\$562,019</b>	<b>\$0</b>	<b>0.00%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Circuit Court Administration	\$784,142	\$750,796	\$755,150	\$829,040	\$890,772	\$61,732	7.44%
Circuit Court Judge	\$89,546	\$88,476	\$100,470	\$105,405	\$91,335	-\$14,069	-13.34%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$873,688</b>	<b>\$839,272</b>	<b>\$855,620</b>	<b>\$934,445</b>	<b>\$982,107</b>	<b>\$47,662</b>	<b>5.10%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$873,688	\$839,272	\$855,620	\$934,445	\$982,107	\$47,662	5.10%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$873,688</b>	<b>\$839,272</b>	<b>\$855,620</b>	<b>\$934,445</b>	<b>\$982,107</b>	<b>\$47,662</b>	<b>5.10%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
<b>Charges for Services</b>							
Court Rec	\$314,243	\$302	\$254	\$200,000	\$200,000	\$0	0.00%
Circ Court Reimb	\$8,245	\$7,762	\$23,574	\$10,000	\$10,000	\$0	0.00%
Registration Fees	\$6,517	\$4,182	\$5,975	-	-	\$0	-
Court-Sec Fees	\$1,083	\$1,022	\$939	-	-	\$0	-
Court-Sub Fees	\$20,615	\$34,050	\$35,000	\$30,000	\$30,000	\$0	0.00%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$350,703</b>	<b>\$47,318</b>	<b>\$65,741</b>	<b>\$240,000</b>	<b>\$240,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>Intergovernmental Revenue</b>							
Reimb/Constit Office	\$341,609	\$322,020	\$372,082	\$322,019	\$322,019	\$0	0.00%
Rev/Fluvanna	\$18,965	\$18,965	\$19,889	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$360,574</b>	<b>\$340,985</b>	<b>\$391,971</b>	<b>\$322,019</b>	<b>\$322,019</b>	<b>\$0</b>	<b>0.00%</b>
<b>Miscellaneous Revenue</b>							
Vend Commission	-	-	\$86	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$86</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$711,277</b>	<b>\$388,303</b>	<b>\$457,798</b>	<b>\$562,019</b>	<b>\$562,019</b>	<b>\$0</b>	<b>0.00%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
FT Salaries	\$464,349	\$466,691	\$470,221	\$514,238	\$543,878	\$29,641	5.76%
Full Time Sal Accrue	\$4,302	\$247	\$1,745	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$34,562	\$32,933	\$36,462	\$39,339	\$41,496	\$2,157	5.48%
Soc Sec FICA Accrued	\$152	\$115	\$217	-	-	\$0	-
Retirement Cont DB	\$133,370	\$114,932	\$99,143	\$124,523	\$121,401	-\$3,122	-2.50%
Retirement Cont DC	\$3,257	\$6,324	\$8,252	\$5,561	\$9,223	\$3,662	65.84%
Retirement Cont A DB	\$604	-\$795	\$415	-	-	\$0	-
Retirement Cont A DC	\$141	\$147	-\$69	-	-	\$0	-
Life Insurance	\$3,185	\$3,284	\$3,383	\$3,723	\$3,938	\$215	5.76%
Life Ins Accrued	\$84	\$15	\$14	-	-	\$0	-
Health Care Program	\$93,862	\$89,326	\$74,030	\$90,720	\$95,260	\$4,540	5.00%
Health Care Pr Accru	\$1,117	-\$523	-\$640	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$738,983</b>	<b>\$712,694</b>	<b>\$693,174</b>	<b>\$778,104</b>	<b>\$815,196</b>	<b>\$37,092</b>	<b>4.76%</b>
Personnel - Other							
Temp. Salaries	\$4,392	\$1,536	\$6,479	\$5,733	\$0	-\$5,733	-100.00%
Temp Sal Accrued	-\$1,152	\$1,498	\$294	-	-	\$0	-
Overtime	\$28,907	\$44	\$2,265	\$10,000	\$15,000	\$5,000	50.00%
Overtime Accrued	-\$1,216	-	\$521	-	-	\$0	-
Court OT	\$823	\$47	\$108	\$2,000	\$2,000	\$0	0.00%
Holiday OT	\$365	-	\$50	-	-	\$0	-
Other OT	\$39	\$80	-	-	-	\$0	-
Bonus Pay	-	\$7,500	\$31,500	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$32,157</b>	<b>\$10,704</b>	<b>\$41,219</b>	<b>\$17,733</b>	<b>\$17,000</b>	<b>-\$733</b>	<b>-4.13%</b>
Other							
Office Supplies	\$15,104	\$11,858	\$11,292	\$12,200	\$9,300	-\$2,900	-23.77%
Preprinted Forms	\$1,648	-	-	-	-	\$0	-
Postage	\$2,163	\$1,700	\$2,225	\$4,500	\$4,000	-\$500	-11.11%
Books	\$1,824	\$1,615	\$1,707	\$1,250	\$0	-\$1,250	-100.00%
Safety Supplies	-	-	\$71	-	-	\$0	-
Mach/Equip/Furn (NC)	\$183	\$309	\$15,207	-	-	\$0	-
Comp Sftwr (Non-cap)	-	\$180	\$180	-	-	\$0	-
Other Supplies	\$249	\$113	-	-	-	\$0	-
Dues/Subscriptions	-	\$520	-	\$500	\$500	\$0	0.00%
Meals	\$307	\$617	\$417	\$1,300	\$0	-\$1,300	-100.00%
Equipment Rental	\$6,469	\$5,316	\$5,040	\$7,300	\$4,800	-\$2,500	-34.24%
Education/Training	\$1,837	\$2,453	\$1,306	\$4,950	\$4,450	-\$500	-10.10%
Software Lic/Maint	\$40,461	\$38,077	\$34,028	-	-	\$0	-
Comp svc-non IT	-	\$1,212	\$1,084	\$1,800	\$1,800	\$0	0.00%
Temp Labor	-	-	-	\$3,000	\$3,000	\$0	0.00%
Monthly Parking Fees	\$0	-	-	-	-	\$0	-
Late Fee	\$22	-	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$70,266</b>	<b>\$63,969</b>	<b>\$72,556</b>	<b>\$36,800</b>	<b>\$27,850</b>	<b>-\$8,950</b>	<b>-24.32%</b>
Contractual							
Professional Serv	\$0	\$6,475	-	\$8,450	\$8,450	\$0	0.00%
Serv Contracts	\$920	\$5,287	\$54	\$42,000	\$51,696	\$9,696	23.08%
Other Contractual Se	\$19,963	\$28,744	\$37,218	\$38,200	\$44,566	\$6,366	16.66%
<b>CONTRACTUAL TOTAL</b>	<b>\$20,883</b>	<b>\$40,506</b>	<b>\$37,272</b>	<b>\$88,650</b>	<b>\$104,712</b>	<b>\$16,062</b>	<b>18.11%</b>
Fixed							
Telephone-Int Chg	\$4,758	\$4,758	\$4,758	\$5,640	\$3,952	-\$1,688	-29.92%
Insurance Int Chgs	\$3,589	\$3,589	\$3,589	\$4,127	\$4,210	\$83	2.01%
Worker's Comp Ins	\$414	\$414	\$414	\$592	\$604	\$12	2.02%
IT Infrastruct Repla	\$2,638	\$2,638	\$2,638	\$2,799	\$8,583	\$5,784	206.64%
<b>FIXED TOTAL</b>	<b>\$11,399</b>	<b>\$11,399</b>	<b>\$11,399</b>	<b>\$13,158</b>	<b>\$17,349</b>	<b>\$4,191</b>	<b>31.85%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$873,688</b>	<b>\$839,272</b>	<b>\$855,620</b>	<b>\$934,445</b>	<b>\$982,107</b>	<b>\$47,662</b>	<b>5.10%</b>

## EXPLANATION OF CHANGES

**Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

**Other Expenditures**

Contractual increases for software licensing, off-site storage rental and postage

# COMMONWEALTH ATTORNEY

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Office of the Commonwealth’s Attorney prosecutes criminal cases in Charlottesville’s Circuit, General District, and Juvenile and Domestic Relations courts. The office provides on-going legal advice and guidance not only to the Charlottesville Police Department concerning investigations and matters of law enforcement policy, but also to other City of Charlottesville departments that have law enforcement responsibilities. While maintaining appropriate constitutional independence, the Commonwealth’s Attorney and staff collaborate with community and governmental agencies in the furtherance of public safety, the well-being of crime victims, and the health of Charlottesville as a community. A portion of this budget is reimbursed by the Commonwealth of Virginia Compensation Board. The grant funded position supports one grant program administered through this office. The Victim-Witness Assistance Program ensures that victims and witnesses of criminal offenses will receive fair and compassionate treatment throughout the judicial process.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Commonwealth Attorney	9.00
Comm Atty Grant Programs	3.50
<b>ALLOCATED FTE COUNT</b>	<b>12.50</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Commonwealth Attorney	\$579,863	\$598,741	\$611,049	\$512,457	\$610,807	\$98,350	19.19%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$579,863</b>	<b>\$598,741</b>	<b>\$611,049</b>	<b>\$512,457</b>	<b>\$610,807</b>	<b>\$98,350</b>	<b>19.19%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Commonwealth Attorney	\$1,118,202	\$1,088,890	\$1,213,549	\$1,294,067	\$1,326,861	\$32,794	2.53%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$1,118,202</b>	<b>\$1,088,890</b>	<b>\$1,213,549</b>	<b>\$1,294,067</b>	<b>\$1,326,861</b>	<b>\$32,794</b>	<b>2.53%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$1,118,202	\$1,088,890	\$1,213,549	\$1,294,067	\$1,326,861	\$32,794	2.53%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$1,118,202</b>	<b>\$1,088,890</b>	<b>\$1,213,549</b>	<b>\$1,294,067</b>	<b>\$1,326,861</b>	<b>\$32,794</b>	<b>2.53%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Intergovernmental Revenue							
Reimb/Constit Office	\$576,302	\$593,711	\$610,807	\$512,457	\$610,807	\$98,350	19.19%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$576,302</b>	<b>\$593,711</b>	<b>\$610,807</b>	<b>\$512,457</b>	<b>\$610,807</b>	<b>\$98,350</b>	<b>19.19%</b>
Miscellaneous Revenue							
State Seizures	\$2,738	\$4,680	-	-	-	\$0	-
Interest	\$824	\$350	\$241	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$3,562</b>	<b>\$5,030</b>	<b>\$241</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$579,863</b>	<b>\$598,741</b>	<b>\$611,049</b>	<b>\$512,457</b>	<b>\$610,807</b>	<b>\$98,350</b>	<b>19.19%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$715,136	\$713,502	\$741,359	\$868,749	\$863,637	-\$5,112	-0.58%
Full Time Sal Accrue	\$7,618	\$2,744	\$1,709	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$53,450	\$52,672	\$57,516	\$66,459	\$63,289	-\$3,170	-4.77%
Soc Sec FICA Accrued	\$348	\$170	\$166	-	-	\$0	-
Retirement Cont DB	\$162,983	\$154,426	\$148,607	\$157,133	\$204,947	\$47,814	30.42%
Retirement Cont DC	\$15,536	\$15,460	\$15,064	\$24,605	\$11,371	-\$13,233	-53.78%
Retirement Cont A DB	\$1,246	\$102	\$601	-	-	\$0	-
Retirement Cont A DC	\$253	\$59	-\$222	-	-	\$0	-
Life Insurance	\$4,888	\$5,032	\$5,301	\$6,290	\$6,253	-\$37	-0.58%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Life Ins Accrued	\$125	\$40	\$8	-	-	\$0	-
Health Care Program	\$72,857	\$72,577	\$70,833	\$81,648	\$85,734	\$4,086	5.00%
Health Care Pr Accru	\$489	\$279	-\$209	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,034,928</b>	<b>\$1,017,065</b>	<b>\$1,040,732</b>	<b>\$1,204,883</b>	<b>\$1,235,230</b>	<b>\$30,347</b>	<b>2.51%</b>
Personnel - Other							
Temp. Salaries	\$10,520	-	\$4,320	-	-	\$0	-
Temp Sal Accrued	-\$3,006	-	-	-	-	\$0	-
Bonus Pay	-	\$6,000	\$35,438	-	-	\$0	-
Wellness Initiatives	-	-	\$285	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$7,514</b>	<b>\$6,000</b>	<b>\$40,043</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Other							
Office Supplies	\$4,894	\$9,150	\$14,332	\$7,500	\$7,500	\$0	0.00%
Postage	\$544	\$651	\$684	\$1,523	\$1,523	\$0	0.00%
Books	\$5,400	\$2,948	\$2,770	\$4,500	\$3,500	-\$1,000	-22.22%
Safety Supplies	\$126	\$154	\$168	-	-	\$0	-
Maint Supplies	\$23	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$9,511	\$1,604	\$483	-	-	\$0	-
Comp Sftwr (Non-cap)	\$978	\$339	\$0	-	-	\$0	-
Cell Phone Serv Purc	-	\$525	\$981	\$498	\$498	\$0	0.00%
Dues/Subscriptions	\$6,164	\$6,990	\$6,887	\$7,500	\$7,500	\$0	0.00%
Telephone-Long Dist	-	-	-	\$500	\$500	\$0	0.00%
Printing/Duplicating	\$775	\$62	\$1,720	\$1,300	\$1,300	\$0	0.00%
Real Estate Tax	-	-	\$459	-	-	\$0	-
Travel	\$10,391	\$4,068	-\$2,517	\$8,500	\$8,500	\$0	0.00%
Travel Lodging	-	-	\$7,330	-	-	\$0	-
Travel Transport	-	-	\$13,159	-	-	\$0	-
Meals	-	-	\$247	-	-	\$0	-
Reimb Travel Expend	-	-	-\$175	-	-	\$0	-
Non-Local Travel	-	-	\$66	-	-	\$0	-
Registration Fees	\$1,391	\$200	\$930	\$1,540	\$1,540	\$0	0.00%
Equipment Rental	\$1,960	\$2,935	\$1,813	\$3,000	\$4,000	\$1,000	33.33%
Education/Training	-	\$159	\$1,577	\$2,750	\$2,750	\$0	0.00%
Temp Labor	-	\$12,985	\$0	-	-	\$0	-
Monthly Parking Fees	\$248	\$4	\$96	-	-	\$0	-
Trn to ST Grants Fd	\$0	-	\$0	\$34,980	\$34,980	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$42,406</b>	<b>\$42,773</b>	<b>\$51,010</b>	<b>\$74,091</b>	<b>\$74,091</b>	<b>\$0</b>	<b>0.00%</b>
Contractual							
Professional Serv	\$19,857	\$9,028	\$65,408	-	-	\$0	-
Serv Contracts	\$1,781	\$2,308	\$3,926	\$840	\$1,481	\$641	76.30%
Contracted Serv	-	-	\$714	-	-	\$0	-
Other Contractual Se	-	-	-	\$1,119	\$1,119	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$21,638</b>	<b>\$11,336</b>	<b>\$70,048</b>	<b>\$1,959</b>	<b>\$2,600</b>	<b>\$641</b>	<b>32.72%</b>
Fixed							
Telephone-Int Chg	\$3,436	\$3,436	\$3,436	\$4,073	\$2,823	-\$1,250	-30.68%
Insurance Int Chgs	\$4,789	\$4,789	\$4,789	\$5,507	\$5,617	\$110	1.99%
Worker's Comp Ins	\$691	\$691	\$691	\$988	\$1,007	\$19	1.92%
IT Infrastruct Repla	\$2,800	\$2,800	\$2,800	\$2,566	\$5,493	\$2,927	114.06%
<b>FIXED TOTAL</b>	<b>\$11,716</b>	<b>\$11,716</b>	<b>\$11,716</b>	<b>\$13,134</b>	<b>\$14,940</b>	<b>\$1,806</b>	<b>13.75%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$1,118,202</b>	<b>\$1,088,890</b>	<b>\$1,213,549</b>	<b>\$1,294,067</b>	<b>\$1,326,861</b>	<b>\$32,794</b>	<b>2.53%</b>

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### **Other Expenditures**

Contractual increases for copier rental

# FIRE DEPARTMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Charlottesville Fire Department is a Commission on Public Safety Excellence Accredited Agency and Insurance Services Office Class 1, 123-member (117 sworn, 6 civilian), all-hazards career fire department that provides fire suppression, emergency medical services first-response and advanced life support transport, hazardous materials and technical rescue response, and community risk reduction services to the residents of Charlottesville, the University of Virginia, and parts of Albemarle County.

**Administration:** The Business Services Bureau of the Fire Department consists of the executive staff, which includes the fire chief, three deputy chiefs and an executive assistant. It is responsible for the development, coordination and oversight of the Department's budget, mission, vision and values.

- **Emergency Services:** The Business Services bureau of the Fire Department is directly responsible for responding to all types of emergencies in the City, University of Virginia and designated areas of the County. There are formal fire agreements in place with UVA, Albemarle County and the Charlottesville-Albemarle Rescue Squad that incorporates the costs associated with serving areas beyond the City's limits.
- **EMS:** The EMS section is comprised of two civilian positions, a battalion chief, an EMS coordinator, a billing services specialist and a part-time EMS instructor. In FY 18, City Council established a fee schedule for Emergency Medical Services vehicle transport services and the department implemented an EMS systems improvement strategy including a cost recovery program managed by the department. This section is also responsible for administering EMS training, maintaining the EMS training records and licensure for the Department, and managing the infection control portion of the health and safety program. The transport fees collected supplement the corresponding costs associated with the EMS program.
- **Fire Resources:** The Logistics/Resources section is directly responsible for ensuring that the Department's infrastructure, such as vehicles, facilities and equipment are always kept operational and ready for use. They make repairs, test pumps and ladders, purchase replacement equipment, and schedule maintenance for the Department's apparatus. Additionally, they coordinate and provide oversight of the uniforms, personal protective equipment, computers in all apparatus, EMS supplies for all members of the Department.
- **Professional Standards:** The Professional Standards Division is managed by sworn officer(s), two captains, one part-time fire instructor who identifies training needs and develops training programs, professional development to assist firefighters in becoming more proficient in emergency service delivery, incident management, and personal health and safety. The Division incorporates the EMS Section and Fire Training/Development. Additionally, this section provides oversight of the Department's ISO compliance, comprehensive wellness/fitness and occupational health & safety programs.
- **Risk Reduction:** The Community Risk Reduction Bureau focuses on public engagement and community partnerships for improved outcomes. The Bureau influences programs and services throughout the fire department and greater Charlottesville community with comprehensive risk

assessments and data analysis. Additionally, the Fire Marshal's Office conducts safety inspections and fire investigations and works closely with Neighborhood Development Services on projects through plans review.

- **Volunteer:** Formed in 1885, members of the Charlottesville Volunteer Fire Company support the emergency incidents operations alongside the members of the Fire Department. Additionally, the volunteers participate in community outreach activities and special events.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Fire Department Administration	123.00
<b>ALLOCATED FTE COUNT</b>	<b>123.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Fire Department Administration	\$2,200,797	\$1,986,616	\$1,404,679	\$1,453,000	\$1,318,000	-\$135,000	-9.29%
Fire Fighting/Suppression Services	\$3,500	–	\$299	–	–	\$0	–
Fire State Aid	\$6,468	\$35,829	\$32,429	–	–	\$0	–
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$2,210,764</b>	<b>\$2,022,445</b>	<b>\$1,437,406</b>	<b>\$1,453,000</b>	<b>\$1,318,000</b>	<b>-\$135,000</b>	<b>-9.29%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Fire Department Administration	\$12,765,820	\$12,393,433	\$14,191,505	\$14,107,897	\$15,528,235	\$1,420,339	10.06%
Fire Fighting/Suppression Services	\$25,928	\$3,014	\$10,988	\$24,348	\$24,671	\$323	1.32%
Fire State Aid	\$19,351	\$31,774	\$26,835	–	–	\$0	–
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$12,811,099</b>	<b>\$12,428,220</b>	<b>\$14,229,328</b>	<b>\$14,132,245</b>	<b>\$15,552,906</b>	<b>\$1,420,662</b>	<b>10.05%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$12,811,099	\$12,428,220	\$14,229,328	\$14,132,245	\$15,552,906	\$1,420,662	10.05%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$12,811,099</b>	<b>\$12,428,220</b>	<b>\$14,229,328</b>	<b>\$14,132,245</b>	<b>\$15,552,906</b>	<b>\$1,420,662</b>	<b>10.05%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Licenses and Permits							
Elect Htng Mech Perm	-	-	\$196	-	-	\$0	-
<b>LICENSES AND PERMITS TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$196</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Charges for Services							
Registration Fees	-\$195	-	-	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>-\$195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
State Assist	\$6,468	\$35,829	\$32,429	-	-	\$0	-
Emerg Med Serv	\$1,586,346	\$1,413,043	\$1,188,459	\$900,000	\$765,000	-\$135,000	-15.00%
Fed-COVID19 Revenue	\$58,201	-	-	-	-	\$0	-
Fire Dept Rev-Alb	\$214,051	\$202,013	\$213,189	\$200,000	\$200,000	\$0	0.00%
UVA fire Service	\$336,721	\$315,463	-	\$353,000	\$353,000	\$0	0.00%
Other Grants	-	\$26,971	-	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$2,201,787</b>	<b>\$1,993,319</b>	<b>\$1,434,077</b>	<b>\$1,453,000</b>	<b>\$1,318,000</b>	<b>-\$135,000</b>	<b>-9.29%</b>
Miscellaneous Revenue							
Vend Commission	\$0	\$4	-	-	-	\$0	-
Contributions	\$4,650	\$2,108	\$3,031	-	-	\$0	-
Ins Recovery	\$0	\$21,214	-	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$4,650</b>	<b>\$23,326</b>	<b>\$3,031</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$4,522	\$5,800	\$103	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$4,522</b>	<b>\$5,800</b>	<b>\$103</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$2,210,764</b>	<b>\$2,022,445</b>	<b>\$1,437,406</b>	<b>\$1,453,000</b>	<b>\$1,318,000</b>	<b>-\$135,000</b>	<b>-9.29%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$5,364,326	\$5,351,658	\$5,729,635	\$6,065,162	\$6,867,488	\$802,326	13.22%
Full Time Sal Accrue	\$38,455	\$45,928	\$22,990	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$488,710	\$460,079	\$554,136	\$463,985	\$525,363	\$61,378	13.22%
Soc Sec FICA Accrued	\$3,619	\$6,037	\$1,373	-	-	\$0	-
Retirement Cont DB	\$2,426,366	\$2,411,173	\$2,631,984	\$2,852,791	\$3,240,523	\$387,732	13.59%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Retirement Cont DC	\$44,230	\$29,100	\$47,631	\$75,588	\$38,203	-\$37,385	-49.45%
Retirement Cont A DB	\$19,708	\$16,277	\$16,328	-	-	\$0	-
Retirement Cont A DC	-\$1,062	\$1,737	\$416	-	-	\$0	-
Life Insurance	\$36,675	\$37,531	\$41,234	\$43,912	\$49,721	\$5,809	13.22%
Life Ins Accrued	\$861	\$456	\$234	-	-	\$0	-
Health Care Program	\$847,659	\$829,077	\$846,012	\$898,128	\$1,075,962	\$177,834	19.80%
Health Care Pr Accru	\$4,815	\$6,282	\$442	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$9,274,363</b>	<b>\$9,195,334</b>	<b>\$9,892,414</b>	<b>\$10,399,566</b>	<b>\$11,797,259</b>	<b>\$1,397,694</b>	<b>13.43%</b>
Personnel - Other							
Temp. Salaries	\$42,137	\$38,214	\$82,277	\$93,090	\$93,090	\$0	0.00%
Temp Sal Accrued	-\$659	\$2,141	\$2,443	-	-	\$0	-
Overtime	\$856,949	\$497,255	\$969,917	\$465,189	\$465,189	\$0	0.00%
Overtime Accrued	\$13,533	\$23,837	-\$15,349	-	-	\$0	-
Holiday OT	\$52,382	\$64,052	\$68,508	\$50,500	\$57,750	\$7,250	14.35%
Holiday OT Accrued	\$199	\$5,202	\$935	-	-	\$0	-
Other OT	\$120,349	\$129,581	\$194,585	\$174,121	\$174,121	\$0	0.00%
Other OT Accrued	\$767	\$314	\$959	-	-	\$0	-
Career Dev.	\$380,488	\$347,752	\$418,478	\$379,608	\$419,608	\$40,000	10.53%
Career Dev Accrued	-\$1,529	\$3,646	\$4,126	-	-	\$0	-
Bonus Pay	-	\$9,000	\$384,125	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$1,464,616</b>	<b>\$1,120,995</b>	<b>\$2,111,002</b>	<b>\$1,162,508</b>	<b>\$1,209,758</b>	<b>\$47,250</b>	<b>4.06%</b>
Other							
Office Supplies	\$5,477	\$9,544	\$11,295	\$9,050	\$8,300	-\$750	-8.28%
Preprinted Forms	-	-	\$7	-	-	\$0	-
Postage	\$361	\$110	\$783	\$400	\$400	\$0	0.00%
Books	\$2,309	\$4,943	\$3,036	\$8,650	\$8,150	-\$500	-5.78%
Cleaning Supplies	\$20,015	\$12,360	\$8,735	\$11,000	\$11,000	\$0	0.00%
Uniforms/Clothing	\$101,151	\$157,970	\$47,305	\$52,210	\$52,210	\$0	0.00%
Safety Supplies	\$39,299	\$79,140	\$68,564	\$97,750	\$97,750	\$0	0.00%
Medical Supplies	\$127,430	\$131,525	\$117,731	\$104,000	\$104,000	\$0	0.00%
PPE-Pers Prot Equip	-	-	\$88,604	\$101,739	\$101,739	\$0	0.00%
Maint Supplies	\$1,542	\$17,338	\$16,326	\$22,000	\$22,000	\$0	0.00%
Small Hand Tools	\$2,586	\$2,568	\$1,266	\$43,800	\$43,800	\$0	0.00%
Constr Materials	-	\$594	\$170	\$500	\$500	\$0	0.00%
Food Supplies	\$3,848	\$1,830	\$1,156	\$6,900	\$6,900	\$0	0.00%
Awards/Trophies	\$1,300	\$2,489	\$6,609	\$3,000	\$3,000	\$0	0.00%
Fuel	\$55,380	\$55,292	\$107,219	\$84,000	\$84,000	\$0	0.00%
Mach/Equip/Furn (NC)	\$2,789	\$2,705	\$6,440	\$6,800	\$6,800	\$0	0.00%
Comp Sftwr (Non-cap)	-	-	\$339	-	-	\$0	-
Other Supplies	\$106,481	\$37,737	\$7,369	\$36,137	\$24,137	-\$12,000	-33.20%
Gasoline/Diesel Purc	-	\$52	\$57	\$1,000	\$1,000	\$0	0.00%
Oil Purchases	-	-	-	-	\$1,000	\$1,000	-
Antifreeze Purch	-	-	-	-	\$500	\$500	-
Hydraulic Fluid Purc	-	-	-	-	\$500	\$500	-
Transmission Fl Purc	-	-	-	-	\$1,000	\$1,000	-
Telephone Serv Purch	\$14,511	\$15,606	\$0	\$16,000	\$16,000	\$0	0.00%
Cell Phone Serv Purc	\$5,427	\$26,679	\$40,806	\$30,620	\$30,620	\$0	0.00%
Dues/Subscriptions	\$6,609	\$11,993	\$8,132	\$17,000	\$17,000	\$0	0.00%
Utilities	\$77,856	\$84,020	\$104,297	\$85,000	\$85,000	\$0	0.00%
Printing/Duplicating	\$158	\$4,225	\$3,264	\$13,600	\$6,600	-\$7,000	-51.47%
Travel	\$9,119	\$17,102	\$51,212	\$31,500	\$30,500	-\$1,000	-3.17%
Meals	\$21,115	\$4,642	\$15,051	\$16,800	\$16,300	-\$500	-2.97%
Advertising	\$2,388	\$265	-	\$1,200	\$1,200	\$0	0.00%
Equipment Rental	\$6,616	\$83	\$827	-	-	\$0	-
Laundry/Dry Cleaning	\$316	\$4,731	\$1,750	\$1,875	\$1,875	\$0	0.00%
Repairs and Maint	\$46,432	\$53,295	\$28,769	\$22,000	\$22,000	\$0	0.00%
Education/Training	\$123,125	\$88,540	\$118,118	\$156,000	\$156,000	\$0	0.00%
Software Lic/Maint	\$400	-	\$1,211	-	-	\$0	-
Vehicle Operations	\$34,213	\$12,337	\$23,587	\$26,600	\$20,600	-\$6,000	-22.55%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Veh Oper-Wash/Clean	\$26	\$72	-	-	-	\$0	-
Veh Oper-Paint&Body	-	-	-	-	\$3,000	\$3,000	-
Veh Opr-Fuel/Oil OTH	\$56	-	-	-	-	\$0	-
Medical Care	\$47,565	\$60,877	\$51,843	\$150,000	\$75,000	-\$75,000	-50.00%
Solid Waste Disp	\$468	-	\$16	-	-	\$0	-
Freight	\$170	\$215	\$31	-	\$1,000	\$1,000	-
Credit Card Fees	\$143	-	-	\$500	\$500	\$0	0.00%
Marketing Exp	\$562	\$2,742	\$5,699	\$6,500	\$5,000	-\$1,500	-23.07%
Turf Maint Contr	-	\$4,962	\$0	-	-	\$0	-
Tree Maint Contr	\$1,611	\$1,635	\$4,144	\$1,400	\$1,400	\$0	0.00%
Monthly Parking Fees	\$204	\$505	\$170	-	-	\$0	-
Contrib to Civic Grp	\$452,200	\$452,400	\$452,400	\$452,400	\$452,400	\$0	0.00%
Contrib to Schools	\$200	-	-	-	-	\$0	-
Late Fee	\$19	-	-	-	-	\$0	-
Acq Com Itm-Veh (MA)	\$0	-	-	-	-	\$0	-
Acq Com Itm-M Eq (MA)	-	-	-	\$15,000	\$15,000	\$0	0.00%
Trn to Cap Proj-GF	-	-	-	\$91,064	\$91,064	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$1,321,472</b>	<b>\$1,363,125</b>	<b>\$1,404,343</b>	<b>\$1,723,995</b>	<b>\$1,626,745</b>	<b>-\$97,250</b>	<b>-5.64%</b>
Contractual							
Professional Serv	-	\$6,632	\$22,357	\$30,000	\$30,000	\$0	0.00%
Serv Contracts	\$83,468	\$93,097	\$62,418	\$55,500	\$96,000	\$40,500	72.97%
Contracted Serv	-	-	\$0	\$200	\$200	\$0	0.00%
Int Contract Svc	-	-	-	\$1,500	\$1,500	\$0	0.00%
Other Contractual Se	\$61,049	\$106,474	\$143,338	\$145,675	\$145,675	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$144,517</b>	<b>\$206,203</b>	<b>\$228,112</b>	<b>\$232,875</b>	<b>\$273,375</b>	<b>\$40,500</b>	<b>17.39%</b>
Fixed							
Telephone-Int Chg	\$45,907	\$21,489	\$11,010	\$10,964	\$14,677	\$3,713	33.86%
Insurance Int Chgs	\$42,320	\$42,320	\$42,320	\$64,816	\$66,112	\$1,296	1.99%
Worker's Comp Ins	\$241,250	\$241,250	\$241,250	\$305,000	\$304,501	-\$499	-0.16%
IT Infrastruct Repla	\$21,921	\$21,921	\$21,921	\$27,521	\$16,479	-\$11,042	-40.12%
Veh Oper-Repair/Mnt	\$206,500	\$214,936	\$276,956	\$205,000	\$205,000	\$0	0.00%
Veh Opr-Fuel/Oil FLT	\$57	\$647	-	-	-	\$0	-
Warehouse charge	\$5	-	-	-	-	\$0	-
Vehicle Use Allow	\$48,170	-	-	-	\$39,000	\$39,000	-
<b>FIXED TOTAL</b>	<b>\$606,131</b>	<b>\$542,563</b>	<b>\$593,458</b>	<b>\$613,301</b>	<b>\$645,769</b>	<b>\$32,468</b>	<b>5.29%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$12,811,099</b>	<b>\$12,428,220</b>	<b>\$14,229,328</b>	<b>\$14,132,245</b>	<b>\$15,552,906</b>	<b>\$1,420,662</b>	<b>10.05%</b>

## PERFORMANCE MEASURES

<b>Fire Department</b>					
<b>Goal 2: A Healthy and Safe City</b>					
<i>2.4 Reduce the occurrence of crime, traffic violations and accidents in the community</i>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
City fatality rate per 10,000 population (over 5 year average)	0.00	0.00	0.00	0.04	0.00
Fire-caused city civilian injury rate per 1,000 city population per year.	0.12	0.06	0.10	0.04	0.00
# of fire incidents occurring in the city per 1,000 population per year	3.14	2.91	2.97	3.03	2.50
Direct fire loss per \$10,000 assessed value of protected property	\$1.96	\$1.27	\$1.98	\$0.79	\$3.28
City fire loss per capita	\$36.50	\$25.64	\$43.79	\$19.53	\$86.35
# of structure fires per 1,000 population per year	1.54	1.06	1.58	1.25	1.80
% of fire incidents with 1st unit arrival on scene within 6 minutes 20 seconds or less from time of dispatch	89%	71%	72%	86%	97%
% of EMS incidents with 1st Unit arrival on scene within 6 minutes or less from the time of dispatch	42%	48%	45%	58%	76%
Firefighter injury rate per incident	0.01	0.01	0.00	0.01	0.01
Firefighter death rate per incident	0.00	0.00	0.00	0.00	0.00

## EXPLANATION OF CHANGES

### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department. 15 Fire Fighter FTEs were funded with a SAFER grant that will be coming to end in March of 2024. 4 months or 1/3 of the salaries for those positions is now included in the General Fund. For FY 24, 6 additional Fire Fighter FTEs are being added to address minimum staffing levels and to reduce over-time.

### **Other Expenditures**

Increases in worker's comp premiums and contractual increases for EMS billing.

# GENERAL DISTRICT COURT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The court that most people have contact with is the General District Court. The General District Court handles traffic violations, hears minor criminal cases known as misdemeanors and conducts preliminary hearings for more serious criminal cases called felonies. General District Courts have exclusive authority to hear civil cases with claims of \$5,000 or less and share authority with the circuit courts to hear cases with claims between \$5,000 and \$25,000 (\$50,000 in certain civil matters). The Clerk’s Office assists the judge with judicial functions and is responsible for all administrative and management functions of the Court.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
General District Court	\$21,605	\$12,651	\$21,115	\$190,000	\$200,000	\$10,000	5.26%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$21,605</b>	<b>\$12,651</b>	<b>\$21,115</b>	<b>\$190,000</b>	<b>\$200,000</b>	<b>\$10,000</b>	<b>5.26%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
General District Court	\$18,120	\$13,369	\$19,361	\$23,366	\$25,522	\$2,156	9.22%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$18,120</b>	<b>\$13,369</b>	<b>\$19,361</b>	<b>\$23,366</b>	<b>\$25,522</b>	<b>\$2,156</b>	<b>9.22%</b>

## FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$18,120	\$13,369	\$19,361	\$23,366	\$25,522	\$2,156	9.22%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$18,120</b>	<b>\$13,369</b>	<b>\$19,361</b>	<b>\$23,366</b>	<b>\$25,522</b>	<b>\$2,156</b>	<b>9.22%</b>

## DEPARTMENTAL REVENUES (DETAILS)

Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Court Rec	\$309	\$315	\$195	\$190,000	\$200,000	\$10,000	5.26%
Court-Sec Fees	\$21,296	\$12,276	\$20,905	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$21,605</b>	<b>\$12,591</b>	<b>\$21,100</b>	<b>\$190,000</b>	<b>\$200,000</b>	<b>\$10,000</b>	<b>5.26%</b>
Miscellaneous Revenue							
Interest	\$0	\$60	\$15	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$0</b>	<b>\$60</b>	<b>\$15</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$21,605</b>	<b>\$12,651</b>	<b>\$21,115</b>	<b>\$190,000</b>	<b>\$200,000</b>	<b>\$10,000</b>	<b>5.26%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Office Supplies	\$1,204	\$621	\$1,106	\$800	\$800	\$0	0.00%
Postage	\$1,211	\$964	\$1,495	\$1,330	\$1,330	\$0	0.00%
Books	-	-	\$86	-	-	\$0	-
Safety Supplies	\$143	\$111	\$45	-	-	\$0	-
Maint Supplies	\$12	\$27	\$32	-	-	\$0	-
Awards/Trophies	-	-	\$188	\$200	\$200	\$0	0.00%
Mach/Equip/Furn (NC)	-	-	\$7,615	-	-	\$0	-
Other Supplies	-	\$4,670	\$739	\$300	\$300	\$0	0.00%
Cell Phone Serv Purc	-	-	-	-	\$0	\$0	-
Dues/Subscriptions	\$5,704	-\$280	\$60	\$3,000	\$3,000	\$0	0.00%
Printing/Duplicating	\$529	\$185	-	\$6,000	\$6,000	\$0	0.00%
Legal Fees	\$120	-	-	-	-	\$0	-
Equipment Rental	\$2,315	\$2,247	\$2,168	\$2,400	\$2,400	\$0	0.00%
Repairs and Maint	-	-	\$471	\$700	\$700	\$0	0.00%
Education/Training	-	-	-	\$2,000	\$2,000	\$0	0.00%
Monthly Parking Fees	\$2,782	\$649	\$691	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$14,020</b>	<b>\$9,193</b>	<b>\$14,695</b>	<b>\$16,730</b>	<b>\$16,730</b>	<b>\$0</b>	<b>0.00%</b>
Contractual							
Professional Serv	\$103	\$134	\$199	\$1,250	\$1,250	\$0	0.00%
Serv Contracts	\$103	\$109	\$154	\$1,000	\$2,500	\$1,500	150.00%
Contracted Serv	-	-	\$379	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$205</b>	<b>\$243</b>	<b>\$732</b>	<b>\$2,250</b>	<b>\$3,750</b>	<b>\$1,500</b>	<b>66.66%</b>
Fixed							
Telephone-Int Chg	\$3,662	\$3,700	\$3,700	\$4,386	\$3,669	-\$717	-16.34%
IT Infrastruct Repla	\$233	\$233	\$233	-	\$1,373	\$1,373	-
<b>FIXED TOTAL</b>	<b>\$3,895</b>	<b>\$3,933</b>	<b>\$3,933</b>	<b>\$4,386</b>	<b>\$5,042</b>	<b>\$656</b>	<b>14.95%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$18,120</b>	<b>\$13,369</b>	<b>\$19,361</b>	<b>\$23,366</b>	<b>\$25,522</b>	<b>\$2,156</b>	<b>9.22%</b>

## EXPLANATION OF CHANGES

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### **Other Expenses**

Increases for computer replacement

# JUVENILE & DOMESTIC RELATIONS COURT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Juvenile & Domestic Relations Court handles violations of the law committed by and against juveniles. It is also responsible for trying family and other domestic-related cases. This court is cost shared with Albemarle County. The maintenance of the courthouse building is funded within Public Works and is shared with the County.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Juvenile and Domestic Relations Court	\$56,710	-	\$60,959	\$26,126	\$26,126	\$0	0.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$56,710</b>	<b>-</b>	<b>\$60,959</b>	<b>\$26,126</b>	<b>\$26,126</b>	<b>\$0</b>	<b>0.00%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Juvenile and Domestic Relations Court	\$354,193	\$316,997	\$193,066	\$334,381	\$334,910	\$529	0.15%
Court Services Unit - JD and R Court	\$10,330	\$16,188	\$15,596	\$21,758	\$30,552	\$8,794	40.41%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$364,523</b>	<b>\$333,185</b>	<b>\$208,662</b>	<b>\$356,139</b>	<b>\$365,462</b>	<b>\$9,323</b>	<b>2.61%</b>

## FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$364,523	\$333,185	\$208,662	\$356,139	\$365,462	\$9,323	2.61%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$364,523</b>	<b>\$333,185</b>	<b>\$208,662</b>	<b>\$356,139</b>	<b>\$365,462</b>	<b>\$9,323</b>	<b>2.61%</b>

## DEPARTMENTAL REVENUES (DETAILS)

Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Juv Court	\$56,695	-	-	\$26,126	\$26,126	\$0	0.00%
Court Rec	\$15	-	\$15	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$56,710</b>	<b>-</b>	<b>\$15</b>	<b>\$26,126</b>	<b>\$26,126</b>	<b>\$0</b>	<b>0.00%</b>
Intergovernmental Revenue							
State/Fed Pass Thru	-	-	\$0	-	-	\$0	-
Rev/Albemarle	-	-	\$60,944	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$60,944</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$56,710</b>	<b>-</b>	<b>\$60,959</b>	<b>\$26,126</b>	<b>\$26,126</b>	<b>\$0</b>	<b>0.00%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$37,611	\$37,669	\$1,883	-	\$0	\$0	-
Full Time Sal Accrue	\$347	\$145	-\$1,883	-	-	\$0	-
Soc Sec - FICA	\$2,826	\$2,893	\$109	-	\$0	\$0	-
Soc Sec FICA Accrued	\$27	\$12	-\$142	-	-	\$0	-
Retirement Cont DB	\$11,799	\$11,194	\$391	-	\$0	\$0	-
Retirement Cont A DB	\$92	\$13	-\$558	-	-	\$0	-
Life Insurance	\$259	\$267	\$11	-	\$0	\$0	-
Life Ins Accrued	\$7	\$2	-\$14	-	-	\$0	-
Health Care Program	\$9,072	\$9,072	\$349	-	\$0	\$0	-
Health Care Pr Accru	\$70	\$35	-\$454	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$62,110</b>	<b>\$61,301</b>	<b>-\$308</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Personnel - Other							
Overtime	\$68	-	-	-	-	\$0	-
Bonus Pay	-	\$750	-	-	-	\$0	-
Wellness Initiatives	\$2,540	-	\$0	\$320	\$0	-\$320	-100.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$2,608</b>	<b>\$750</b>	<b>\$0</b>	<b>\$320</b>	<b>\$0</b>	<b>-\$320</b>	<b>-100.00%</b>
Other							
Office Supplies	\$1,945	\$2,683	\$1,696	\$2,550	\$2,750	\$200	7.84%
Postage	\$450	\$533	\$1,069	\$1,850	\$1,100	-\$750	-40.54%
Books	\$460	\$744	\$540	\$1,260	\$1,200	-\$60	-4.76%
Mach/Equip/Furn (NC)	\$3,882	\$11,835	\$7,452	\$11,100	\$9,650	-\$1,450	-13.06%
Other Supplies	\$1,480	\$1,911	\$1,660	\$2,000	\$2,100	\$100	5.00%
Dues/Subscriptions	\$531	\$140	\$625	\$1,410	\$1,545	\$135	9.57%
Telephone-Ext Chg	-	-	-	\$30,600	\$1,000	-\$29,600	-96.73%
Telephone-Long Dist	-	-	-	-	\$0	\$0	-
Travel	\$1,166	\$143	\$1,355	\$3,572	\$4,882	\$1,310	36.67%
Meals	-	\$883	\$1,806	\$2,672	\$2,662	-\$10	-0.37%
Equipment Rental	\$1,913	\$1,917	\$1,923	\$2,026	\$2,103	\$77	3.79%
Education/Training	\$1,204	\$174	\$542	\$3,208	\$4,240	\$1,032	32.16%
Contrib to Other Gov	\$264,970	\$225,773	\$162,674	\$286,880	\$317,971	\$31,091	10.83%
<b>OTHER TOTAL</b>	<b>\$278,001</b>	<b>\$246,736</b>	<b>\$181,342</b>	<b>\$349,128</b>	<b>\$351,203</b>	<b>\$2,075</b>	<b>0.59%</b>
Contractual							
Professional Serv	\$1,483	\$1,264	\$3,411	\$3,020	\$8,820	\$5,800	192.05%
Serv Contracts	-	-	\$1,211	-	-	\$0	-
Int Contract Svc	-	-	-	-	\$0	\$0	-
Other Contractual Se	\$730	\$1,805	\$1,270	\$820	\$2,100	\$1,280	156.07%

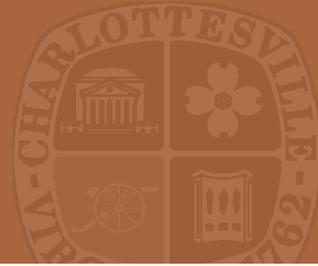
	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>CONTRACTUAL TOTAL</b>	<b>\$2,213</b>	<b>\$3,069</b>	<b>\$5,892</b>	<b>\$3,840</b>	<b>\$10,920</b>	<b>\$7,080</b>	<b>184.36%</b>
Fixed							
Telephone-Int Chg	\$17,750	\$18,596	\$18,926	–	\$0	\$0	–
Insurance Int Chgs	\$1,176	\$1,176	\$1,176	\$1,353	\$1,380	\$27	1.99%
Worker's Comp Ins	\$540	\$540	\$540	\$772	\$787	\$15	1.94%
Veh Oper-Repair/Mnt	–	\$984	\$1,052	\$554	\$1,000	\$446	80.50%
Veh Opr-Fuel/Oil FLT	\$126	\$33	\$43	\$172	\$172	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$19,591</b>	<b>\$21,329</b>	<b>\$21,736</b>	<b>\$2,851</b>	<b>\$3,339</b>	<b>\$488</b>	<b>17.11%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$364,523</b>	<b>\$333,185</b>	<b>\$208,662</b>	<b>\$356,139</b>	<b>\$365,462</b>	<b>\$9,323</b>	<b>2.61%</b>

## EXPLANATION OF CHANGES

The Court Bailiff's are paid by Albemarle County and the City reimburses for 50% of their salaries. For FY 24, increases are reflected for the cost of living increases that the County has planned for FY 24.

# POLICE DEPARTMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Police Department is committed to providing the citizens of the City of Charlottesville with a modern and professional department, which protects life and property; preserves law and order; enforces criminal, traffic, and regulatory laws; and provides essential public safety services to our community. The Charlottesville Police Department is equally committed to the infusion of community policing throughout the community. The Police Department's philosophy of community policing requires common trust and embraces citizen partnerships. It focuses on stemming problems in neighborhoods, reducing crime and the fear of crime, solving on-going problems rather than treating the symptoms that plague communities, and improving the quality of life for our citizens utilizing the 21st Century Policing Philosophies of:

1. Building Trust and Legitimacy
2. Policy and Oversight
3. Technology and Social Media
4. Community Policing and Crime Reduction
5. Training and Education
6. Officer Wellness and Safety

**The Office of the Chief and Administration Division** oversees the department, communicates with the public, and maintains professional standards.

### **The Office of the Chief consists of the following:**

- The Administrative Assistant to the Chief of Police is responsible for administrative support, calendar management, and serves as the point of contact for the Chief's Office to handle internal and external requests.
- The Assistant Chief of Police is responsible for the day-to-day operations of the department, including public information and 4th amendment issues.
- The 4th Amendment Analyst is responsible for collecting data by reviewing police incidents and cases to determine whether an investigative detention was conducted in accordance with Federal and state law and department policy as well as producing reports resulting from a comprehensive analysis of the data through the application of the 4th Amendment Standards.
- The Office of Professional Standards, led by a Lieutenant who serves as an Internal Affairs Investigator, is responsible for the recording, registering, and investigation of alleged or suspected misconduct within the department.

### **The Field Operations Division** consists of the following:

- The Patrol Bureau includes the K-9 Unit, Bike Patrol, Foot Patrol, Animal Control Unit, and Evidence Technicians. They are first responders who provide 24-hour police patrol. Their responsibilities include crime prevention, problem solving, and regulation of traffic, investigation of accidents, and investigation of crime, preparation of reports, and providing numerous non-criminal services to the public.

- The Traffic Unit is responsible for the investigation of fatal traffic accidents; conducting follow-ups to hit and run investigations; reviewing accident reports; maintaining traffic accident statistics; conducting selective enforcement activities; and developing traffic safety programs.

**The Investigations Division's** responsibilities include, but are not limited to, investigating crimes, recovering, identifying, and arranging the return of stolen property, interviewing suspects and witnesses, as well as presenting investigations to the Commonwealth's Attorney for review and/or prosecution. The Investigations Division proactively analyzes crime patterns throughout our community to address potential community safety issues and to prevent crime.

This Division consists of the General Investigations Bureau and the Forensic Bureau. The General Investigations Bureau is a collaboration of multiple units - Major Case, Property and Financial Crimes, Crime Analysis, and Special Victim's units. The Bureau is supported by multiple supervisors and detectives, providing 24/7 coverage for the City of Charlottesville.

The Forensics Bureau supports all Divisions of the police department and is responsible for the collection and storage of all evidence related to investigations. The Forensics Bureau is staffed with both sworn and civilian personnel.

**The Support Operations Division** consists of the following Bureaus to support the entire department:

- Hiring and Retention's responsibilities include analyzing training issues; recruitment, including attending job fairs; applicant screening; hiring; overseeing completion of mandatory retraining of all sworn and non-sworn personnel at approved training sites.
- Training is responsible for the oversight of departmental training which includes a multi-week Post Academy training program for newly sworn in officers. This bureau also oversees accreditation and compliance.
- Fiscal Administration, a civilianized unit led by the Management Analyst III, is responsible for financial planning, management of operating and capital budgets, procurement of goods and services, payment of bills, payroll processing, oversight of contracts, and the management of grants.
- Infrastructure and Technology, led by a Sergeant, is responsible for maintenance of departmental facilities, vehicles and specialized equipment. This unit includes the Quartermaster function and manages the department's specialized technology systems and software.
- Information Management Systems, a civilianized unit led the Management Services Supervisor, is responsible for the department's public reception function and maintains records of warrants, accidents, crime, arrests, and other incidents.

Starting July 2022, the Thomas Jefferson Area Crisis Intervention Team's (CIT) fiscal and operational management was transferred to Region Ten Community Services Board. The Police Department still participates and contributes to this regional program but is no longer involved in day-to-day operations and management.

The CIT is a well-documented and successful model of improving police interactions with people experiencing acute episodes of mental illness. The training is designed to educate and prepare police officers who meet people in crisis, to recognize the signs and symptoms of mental illness and to respond effectively and appropriately to the individual. Because police officers are often the first responders in these incidents, it is essential that they understand how mental illnesses can alter people's behaviors and perceptions. The trained CIT Officer is skilled at recognizing and de-escalating crises involving people with acute episodes of mental illness, while bringing an element of understanding and compassion to these difficult situations. The goal of the CIT program is to reduce unnecessary restraint and incarceration of people with mental illness and to provide individuals with appropriate treatment in the community.

# STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Police Administration	145.00
<b>ALLOCATED FTE COUNT</b>	<b>145.00</b>

# DEPARTMENTAL REVENUES (SUMMARY)

Revenue by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Police Administration	\$714,745	\$496,156	\$237,380	\$436,579	\$339,100	-\$97,479	-22.32%
CIT Programs	\$94,000	\$96,443	\$106,168	\$105,910	\$0	-\$105,910	-100.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$808,745</b>	<b>\$592,599</b>	<b>\$343,548</b>	<b>\$542,489</b>	<b>\$339,100</b>	<b>-\$203,389</b>	<b>-37.49%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Police Administration	\$17,089,384	\$16,493,767	\$17,483,301	\$20,051,950	\$20,458,669	\$406,719	2.02%
CIT Programs	\$97,682	\$103,071	\$125,941	\$117,781	\$0	-\$117,781	-100.00%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$17,187,066</b>	<b>\$16,596,838</b>	<b>\$17,609,242</b>	<b>\$20,169,730</b>	<b>\$20,458,669</b>	<b>\$288,939</b>	<b>1.43%</b>

# FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$17,187,066	\$16,596,838	\$17,609,242	\$20,169,730	\$20,458,669	\$288,939	1.43%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$17,187,066</b>	<b>\$16,596,838</b>	<b>\$17,609,242</b>	<b>\$20,169,730</b>	<b>\$20,458,669</b>	<b>\$288,939</b>	<b>1.43%</b>

# DEPARTMENTAL REVENUES (DETAILS)

Revenue by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Reimb Police OT	\$74,946	\$52,164	\$111,673	\$316,579	\$214,100	-\$102,479	-32.37%
Pavillon Spec event	\$32,319	-	\$2,824	-	-	\$0	-
Registration Fees	\$15,866	\$13,750	\$21,000	\$15,000	\$0	-\$15,000	-100.00%
Funeral Escorts	\$900	-	-	-	-	\$0	-
Misc Fees	\$215	\$1,298	\$3,035	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$124,246</b>	<b>\$67,212</b>	<b>\$138,531</b>	<b>\$331,579</b>	<b>\$214,100</b>	<b>-\$117,479</b>	<b>-35.43%</b>

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Intergovernmental Revenue							
Police Assistance	-	\$67,913	-	-	-	\$0	-
State Assist	\$4,843	\$2,302	\$806	-	-	\$0	-
Fed Assistance	-	\$0	\$0	-	-	\$0	-
Rev/Albemarle	\$12,694	\$12,694	\$15,194	\$12,694	\$0	-\$12,694	-100.00%
Rev/Fluvanna	\$3,325	\$3,325	\$3,325	\$3,325	\$0	-\$3,325	-100.00%
Rev/Greene	-	\$2,418	\$2,418	\$2,418	\$0	-\$2,418	-100.00%
Rev/Goochland	\$4,500	\$4,500	\$4,500	\$4,500	\$0	-\$4,500	-100.00%
Rev/Nelson	\$1,800	\$1,800	\$1,800	\$1,800	\$0	-\$1,800	-100.00%
Rev/Louisa	\$2,116	\$4,231	\$4,231	\$4,231	\$0	-\$4,231	-100.00%
Rev/Charlottesville	-	-	-	\$5,742	\$0	-\$5,742	-100.00%
Rev/Othr Local Gov't	\$53,700	\$53,700	\$53,700	\$56,200	\$0	-\$56,200	-100.00%
Rev/City Schools	\$0	\$0	-	-	-	\$0	-
UVA Misc Revenue	\$245,169	-	\$77,824	\$120,000	\$125,000	\$5,000	4.16%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$328,146</b>	<b>\$152,883</b>	<b>\$163,799</b>	<b>\$210,910</b>	<b>\$125,000</b>	<b>-\$85,910</b>	<b>-40.73%</b>
Utility Revenue							
Water Conn. Surcharg	-	-	\$0	-	-	\$0	-
<b>UTILITY REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Miscellaneous Revenue							
Vend Commission	\$6	\$22	\$15	-	-	\$0	-
Misc Sales	\$7,076	\$8,465	\$24,405	-	-	\$0	-
Restitution	\$1,083	\$17,200	\$1,657	-	-	\$0	-
Asset Seizures	\$5,685	\$12,937	-	-	-	\$0	-
State Seizures	\$13,262	\$24,704	\$2,168	-	-	\$0	-
Interest	\$2,013	\$979	\$1,098	-	-	\$0	-
Refund-Prior Yr Exp	\$9,833	-	-	-	-	\$0	-
Ins Recovery	\$4,371	-	\$9,360	-	-	\$0	-
Other Misc Rev	\$9,245	\$25	-	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$52,573</b>	<b>\$64,331</b>	<b>\$38,703</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$2,548	\$6,942	\$2,516	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$2,548</b>	<b>\$6,942</b>	<b>\$2,516</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Schools	\$301,231	\$301,231	-	-	\$0	\$0	-
<b>TRANSFERS TOTAL</b>	<b>\$301,231</b>	<b>\$301,231</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$808,745</b>	<b>\$592,599</b>	<b>\$343,548</b>	<b>\$542,489</b>	<b>\$339,100</b>	<b>-\$203,389</b>	<b>-37.49%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$7,765,359	\$7,334,552	\$7,154,226	\$9,148,187	\$8,988,741	-\$159,446	-1.74%
Full Time Sal Accrue	\$47,024	\$33,797	\$3,902	-	-	\$0	-
PT Salaries	\$33,716	\$31,574	\$17,392	-	\$0	\$0	-
Part Time Sal Accru	-\$70	-	-	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$663,898	\$610,617	\$641,929	\$699,836	\$685,878	-\$13,959	-1.99%
Soc Sec FICA Accrued	\$4,750	\$2,935	\$114	-	-	\$0	-
Retirement Cont DB	\$3,097,530	\$2,832,412	\$3,539,898	\$3,867,270	\$3,780,802	-\$86,469	-2.23%
Retirement Cont DC	\$110,836	\$138,073	\$144,330	\$111,314	\$82,026	-\$29,288	-26.31%
Retirement Cont A DB	\$14,462	\$10,799	\$5,879	-	-	\$0	-
Retirement Cont A DC	\$606	-\$598	-\$855	-	-	\$0	-
Life Insurance	\$52,942	\$51,614	\$50,842	\$66,233	\$65,078	-\$1,154	-1.74%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Life Ins Accrued	\$1,264	\$356	-\$2	-	-	\$0	-
Health Care Program	\$1,247,750	\$1,205,436	\$1,089,288	\$1,424,304	\$1,381,270	-\$43,034	-3.02%
Health Care Pr Accru	\$6,910	\$4,635	-\$6,212	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$13,046,975</b>	<b>\$12,256,201</b>	<b>\$12,640,732</b>	<b>\$15,317,144</b>	<b>\$14,983,795</b>	<b>-\$333,349</b>	<b>-2.17%</b>
Personnel - Other							
Temp. Salaries	\$141,186	\$150,667	\$179,992	\$129,200	\$129,200	\$0	0.00%
Temp Sal Accrued	\$990	\$221	-\$427	-	-	\$0	-
Overtime	\$745,075	\$624,443	\$448,500	\$744,606	\$741,503	-\$3,103	-0.41%
Overtime Accrued	\$18,371	-\$8,734	-\$11,505	-	-	\$0	-
Shift differential	\$41,768	\$45,182	\$38,355	\$50,892	\$50,892	\$0	0.00%
Night Diff Pay Accru	\$521	\$314	-\$296	-	-	\$0	-
Court OT	\$469	-	\$449	\$500	\$0	-\$500	-100.00%
Spec Events OT	\$336,050	\$152,847	\$392,710	\$287,388	\$286,900	-\$488	-0.16%
Spec Events OT Accru	-\$1,900	\$8,109	\$8,345	-	-	\$0	-
Holiday OT	\$41,708	\$50,046	\$39,873	\$44,114	\$44,554	\$440	0.99%
Holiday OT Accrued	-	\$6,212	-\$714	-	-	\$0	-
Other OT	-	\$16,051	\$33,888	-	\$12,200	\$12,200	-
Career Dev.	\$16,326	\$17,479	\$16,742	\$25,200	\$25,200	\$0	0.00%
Career Dev Accrued	-\$258	\$235	-\$60	-	-	\$0	-
Bonus Pay	\$13,250	\$1,500	\$575,059	\$10,000	\$10,000	\$0	0.00%
Employee Assist	-	-\$886	-	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$1,353,556</b>	<b>\$1,063,687</b>	<b>\$1,720,908</b>	<b>\$1,291,900</b>	<b>\$1,300,449</b>	<b>\$8,549</b>	<b>0.66%</b>
Other							
Office Supplies	\$27,813	\$47,924	\$20,339	\$37,123	\$28,850	-\$8,273	-22.28%
Preprinted Forms	\$2,851	\$4,337	\$4,279	-	\$0	\$0	-
Postage	\$2,815	\$3,983	\$1,777	\$2,900	\$3,100	\$200	6.89%
Books	\$2,549	\$3,230	\$3,867	\$1,295	\$975	-\$320	-24.71%
Cleaning Supplies	\$2,171	\$1,641	\$459	\$2,000	\$2,650	\$650	32.50%
Uniforms/Clothing	\$134,997	\$79,252	\$87,981	\$171,200	\$165,000	-\$6,200	-3.62%
Safety Supplies	\$7,990	\$2,473	\$4,003	\$2,000	\$2,000	\$0	0.00%
Medical Supplies	-	\$2,106	\$75	-	-	\$0	-
Mat. Issued Transit	\$0	-	-	-	-	\$0	-
Mat. Purch. Transit	-	-	\$0	-	-	\$0	-
Maint Supplies	\$5,749	\$42,459	\$9,271	\$1,150	\$1,000	-\$150	-13.04%
Small Hand Tools	\$245	\$87	\$515	\$600	\$725	\$125	20.83%
Constr Materials	-	-	\$120	-	\$0	\$0	-
Food Supplies	\$48,110	\$27,823	\$12,095	\$21,850	\$19,850	-\$2,000	-9.15%
Recr Supplies	\$125	-	-	-	-	\$0	-
Awards/Trophies	\$2,684	\$1,866	\$3,557	\$1,800	\$2,200	\$400	22.22%
Fuel	\$3,685	\$2,371	\$4,568	\$4,535	\$5,900	\$1,365	30.09%
Oil/Grease	\$3,185	\$27	\$36	\$1,651	\$1,000	-\$651	-39.43%
HazMat	\$466	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$23,459	\$76,601	\$147,752	\$25,500	\$26,000	\$500	1.96%
Comp Sftwr (Non-cap)	\$7,075	\$2,548	\$3,808	\$32,725	\$0	-\$32,725	-100.00%
Other Supplies	\$82,866	\$1,872	\$12,638	\$1,600	\$6,750	\$5,150	321.87%
Mdse Purch	\$424	-	\$5,309	-	\$900	\$900	-
Cell Phone Serv Purc	\$92,415	\$104,022	\$131,881	\$123,196	\$122,188	-\$1,008	-0.81%
K-9 Unit Support	\$19,469	\$10,985	\$7,418	\$14,750	\$14,750	\$0	0.00%
Forensic Supplies	\$27,609	\$13,550	\$10,544	\$6,500	\$11,500	\$5,000	76.92%
Law Enforcement Supp	\$62,441	\$72,457	\$26,136	\$119,000	\$105,000	-\$14,000	-11.76%
Ammunition	\$2,664	\$0	\$38,406	\$15,000	\$52,295	\$37,295	248.63%
Fire Arms	\$2,940	\$6,217	\$11,341	\$5,000	\$5,000	\$0	0.00%
Non-Vehicle Oper	\$42,793	\$17,333	\$31,024	\$21,500	\$43,790	\$22,290	103.67%
SWAT Support	\$32,442	\$5,297	\$8,189	-	\$0	\$0	-
Crisis Negotiation	\$452	\$26,471	\$334	-	-	\$0	-
Extradition Travel	\$3,176	\$4,707	\$269	\$3,000	\$3,000	\$0	0.00%
Specialized Response	-	-	-	\$45,900	\$45,900	\$0	0.00%
Dues/Subscriptions	\$6,337	\$6,573	\$5,858	\$11,834	\$10,489	-\$1,345	-11.36%
Utilities	\$5,905	\$5,608	\$7,423	\$6,464	\$8,334	\$1,870	28.92%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Printing/Duplicating	\$4,196	\$3,430	\$1,782	\$5,700	\$8,750	\$3,050	53.50%
Travel	\$6	–	–	\$803	\$0	-\$803	-100.00%
Local Travel	–	\$4,800	–	–	–	\$0	–
Travel Lodging	\$31,628	\$25,427	\$37,374	\$64,357	\$61,880	-\$2,477	-3.84%
Travel Transport	\$7,474	\$6,784	\$16,362	\$50,328	\$49,700	-\$628	-1.24%
Meals	\$42,947	\$15,586	\$26,724	\$53,578	\$51,010	-\$2,568	-4.79%
Reimb Travel Expend	\$493	\$501	\$0	–	\$0	\$0	–
Advertising	\$66	\$300	\$4,737	\$3,040	\$3,340	\$300	9.86%
Registration Fees	\$17,246	\$20,073	\$44,865	\$37,312	\$39,800	\$2,488	6.66%
Rent	\$45,669	\$48,154	\$51,179	\$55,300	\$14,256	-\$41,044	-74.22%
Equipment Rental	\$26,995	\$10,243	\$11,236	\$19,068	\$16,415	-\$2,653	-13.91%
Laundry/Dry Cleaning	\$211	\$50	\$255	\$200	\$200	\$0	0.00%
Repairs and Maint	\$24,900	\$62,614	\$3,795	\$62,139	\$43,500	-\$18,639	-29.99%
Outside Maint-Labor	\$18,766	\$43,696	\$1,668	\$36,370	\$30,210	-\$6,160	-16.93%
Outside Maint-Parts	\$20,723	\$184,546	-\$248	\$31,930	\$31,930	\$0	0.00%
Maintenance Fees	–	–	\$138,357	\$123,000	\$0	-\$123,000	-100.00%
Education/Training	-\$725	\$2,770	\$9,460	\$19,912	\$0	-\$19,912	-100.00%
Training M Fees	\$78,120	\$148,180	\$0	\$75,020	\$68,820	-\$6,200	-8.26%
Internet Access Fee	–	–	\$158	–	–	\$0	–
Organizational Fees	\$119,445	\$88,661	\$107,176	\$105,171	\$107,274	\$2,103	1.99%
Software Lic/Maint	\$16,796	\$18,515	\$69,910	\$90,552	\$144,919	\$54,367	60.03%
Vehicle Operations	–	–	\$100	–	–	\$0	–
Veh Oper-Wash/Clean	\$150	–	\$13,029	\$12,200	\$13,560	\$1,360	11.14%
Fleet Inv Parts Supp	–	\$922	–	–	–	\$0	–
Fleet Purch Services	–	\$5,038	\$1,479	–	–	\$0	–
Solid Waste Disp	–	\$0	\$202	–	–	\$0	–
Freight	\$13	\$253	\$1,273	–	–	\$0	–
Video Exp	\$321	–	\$162	–	–	\$0	–
Health Eval	\$10,770	\$9,271	\$5,276	\$10,000	\$10,000	\$0	0.00%
Investigative Exp	\$2,234	\$330	\$676	–	–	\$0	–
Investigative Funds	\$2,168	–	\$2,000	\$1,500	\$1,500	\$0	0.00%
Tourism Council	\$3	\$0	–	–	–	\$0	–
Credit Card Fees	–	\$1	–	–	–	\$0	–
Marketing Exp	\$8,943	–	–	–	\$0	\$0	–
Monthly Parking Fees	\$12,693	\$19,081	\$30,309	\$19,920	\$19,320	-\$600	-3.01%
Contrib to Other Gov	\$13,277	–	–	–	–	\$0	–
Acq Com Itm-Veh (MA)	–	–	\$69,522	–	\$0	\$0	–
Acq Com Itm-F/E (MA)	–	\$6,529	–	–	–	\$0	–
Acq Com Itm-Eqpt (MA)	–	\$8,728	\$89,655	–	–	\$0	–
<b>OTHER TOTAL</b>	<b>\$1,163,429</b>	<b>\$1,308,301</b>	<b>\$1,339,744</b>	<b>\$1,557,473</b>	<b>\$1,405,530</b>	<b>-\$151,943</b>	<b>-9.75%</b>
Contractual							
Professional Serv	\$133,596	\$141,106	\$157,609	\$117,650	\$101,207	-\$16,443	-13.97%
Serv Contracts	\$93,426	\$459,596	\$262,966	\$378,912	\$431,533	\$52,621	13.88%
Constr Contracts	–	\$3,910	–	–	–	\$0	–
Contracted Serv	\$8,983	\$6,191	\$4,853	\$6,500	\$18,750	\$12,250	188.46%
Int Contract Svc	\$139,278	\$8,281	–	–	–	\$0	–
Consulting Services	\$0	–	\$8,357	–	–	\$0	–
Other Contractual Se	\$28,963	\$3,443	\$11,313	\$12,000	\$12,000	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$404,246</b>	<b>\$622,527</b>	<b>\$445,098</b>	<b>\$515,062</b>	<b>\$563,490</b>	<b>\$48,428</b>	<b>9.40%</b>
Fixed							
Telephone-Int Chg	\$20,021	\$31,658	\$20,035	\$23,732	\$22,298	-\$1,434	-6.04%
Insurance Int Chgs	\$182,215	\$182,215	\$182,215	\$209,550	\$213,739	\$4,189	1.99%
Worker's Comp Ins	\$399,770	\$399,770	\$399,770	\$500,000	\$501,752	\$1,752	0.35%
IT Infrastruct Repla	\$36,773	\$36,773	\$36,773	\$36,849	\$56,644	\$19,795	53.71%
Veh Oper-Repair/Mnt	\$131,959	\$243,366	\$292,304	\$153,196	\$294,000	\$140,804	91.91%
Veh Opr-Fuel/Oil FLT	\$148,006	\$150,816	\$230,139	\$263,300	\$264,000	\$700	0.26%
Warehouse charge	\$116	\$1,524	\$1,524	\$1,524	\$1,872	\$348	22.83%
Vehicle Use Allow	\$300,000	\$300,000	\$300,000	\$300,000	\$851,100	\$551,100	183.70%
<b>FIXED TOTAL</b>	<b>\$1,218,860</b>	<b>\$1,346,122</b>	<b>\$1,462,760</b>	<b>\$1,488,151</b>	<b>\$2,205,405</b>	<b>\$717,254</b>	<b>48.19%</b>

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>EXPENSES BY LINE ITEM TOTAL</b>	\$17,187,066	\$16,596,838	\$17,609,242	\$20,169,730	\$20,458,669	\$288,939	1.43%

## PERFORMANCE MEASURES

### Police Department

#### Goal 2: A Healthy and Safe City

##### 2.4 Reduce the occurrence of crime, traffic violations and accidents in the community

	CY 2019	CY 2020	CY 2021	CY 2022
# of reported crimes against person (violent crime)	692	599	782	750
# of reported property crimes	1,898	1,635	1,680	2,371
# of reported crimes against society	229	229	216	221
# of arrests	1,980	1,546	1,568	1,687
# of traffic citations	2,617	856	1,131	3,245
# of traffic accidents	713	532	536	771

#### Goal 5: A Well-managed and Responsive Organization

##### 5.4 Foster effective community engagement

	CY 2019	CY 2020	CY 2021	CY 2022
# of Facebook likes	N/A	9,599	11,592	13,701
Facebook Responsiveness to Messages	N/A	1	N/A	N/A
# of Twitter followers	N/A	2,225	2,642	4,160
# Instagram followers	N/A	1,199	1,253	1,396
# of hits on website	N/A	6,022	37,037	26,960

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

\$476,510 decrease as a result of removing 5 FTE - Vacant Police Officer positions  
1 FTE - Physical Security Specialist moved to the Office of Emergency Management

### **Other Expenditures**

Increases for service contracts and contracted services.

CIT Program moved to Region Ten to Region Ten in FY 23. Prior to the move, the City served as the fiscal agent for the program. The City's participation in the program is included as part of the department's operating budget.

\$428,000 net increase for vehicle purchases to right-size the budget with the actual costs for ongoing vehicle and associated equipment replacement costs. An increase of \$551,000 is shown in the "vehicle use" line item. Budgets for the equipment needed for each vehicle was previously budgeted in the maintenance fee line item which includes a decrease of \$123,000. The \$428,000 increase is the result of the changes in these two line items and in an effort to be more transparent combines the budget for all vehicle replacement costs into one line item. Part of the replacement plan for FY 24, also includes plans that begin converting some of the department's fleet to hybrid vehicles in hopes that future cost savings relating to fuel costs can be realized.

\$37,295 increase for ammunition is largely the result of significant market shortages and cost increases.

# CITY SHERIFF

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Sheriff is a locally elected constitutional law enforcement officer of the Commonwealth of Virginia and must be elected by the citizens of their locality every four years. The Sheriff’s Office is responsible for providing security at the Circuit Court and General District Court to all employees, jurors, witnesses, inmates, and visitors. The office must comply with mandates stated in the Virginia State Code for court security, civil process, transportation of prisoners (which includes the extradition of prisoners from other jurisdictions throughout the United States) and transportation of mental patients pursuant to governor’s warrants and court orders from the civil/chancery side of the courts’ docket. Additionally, the office serves summons to both grand and petit jurors. A portion of the City Sheriff’s Office budget is reimbursed by the Commonwealth of Virginia Compensation Board.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
City Sheriff	14.00
<b>ALLOCATED FTE COUNT</b>	<b>14.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Sheriff	\$476,259	\$484,202	\$553,707	\$528,016	\$562,852	\$34,836	6.59%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$476,259</b>	<b>\$484,202</b>	<b>\$553,707</b>	<b>\$528,016</b>	<b>\$562,852</b>	<b>\$34,836</b>	<b>6.59%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
City Sheriff	\$1,496,992	\$1,303,937	\$1,536,577	\$1,586,315	\$1,735,780	\$149,466	9.42%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$1,496,992</b>	<b>\$1,303,937</b>	<b>\$1,536,577</b>	<b>\$1,586,315</b>	<b>\$1,735,780</b>	<b>\$149,466</b>	<b>9.42%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$1,496,992	\$1,303,937	\$1,536,577	\$1,586,315	\$1,735,780	\$149,466	9.42%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$1,496,992</b>	<b>\$1,303,937</b>	<b>\$1,536,577</b>	<b>\$1,586,315</b>	<b>\$1,735,780</b>	<b>\$149,466</b>	<b>9.42%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
<b>Charges for Services</b>							
Circ Court Reimb	\$6,218	\$11,708	\$4,788	\$6,218	\$6,218	\$0	0.00%
Reimb Sheriff OT	\$28,505	\$2,043	\$43,638	\$15,000	\$15,000	\$0	0.00%
Sheriff	\$6,212	\$6,212	\$6,212	-	-	\$0	-
Misc Fees	-	-	-	\$44,894	\$44,065	-\$829	-1.84%
Other Fees	\$1,500	\$1,600	\$1,500	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$42,435</b>	<b>\$21,563</b>	<b>\$56,138</b>	<b>\$66,112</b>	<b>\$65,283</b>	<b>-\$829</b>	<b>-1.25%</b>
<b>Intergovernmental Revenue</b>							
Reimb/Constit Office	\$433,797	\$461,904	\$497,569	\$461,904	\$497,569	\$35,665	7.72%
State Assist	\$0	\$736	-	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$433,797</b>	<b>\$462,640</b>	<b>\$497,569</b>	<b>\$461,904</b>	<b>\$497,569</b>	<b>\$35,665</b>	<b>7.72%</b>
<b>Warehouse Revenue</b>							
Warehse Outlet Sales	\$27	-	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$27</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$476,259</b>	<b>\$484,202</b>	<b>\$553,707</b>	<b>\$528,016</b>	<b>\$562,852</b>	<b>\$34,836</b>	<b>6.59%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
<b>Personnel</b>							
FT Salaries	\$600,169	\$613,797	\$626,107	\$758,800	\$789,568	\$30,768	4.05%
Full Time Sal Accrue	\$1,814	\$2,108	\$10,345	-	-	\$0	-
PT Salaries	\$51,666	\$18,809	\$38,968	-	\$0	\$0	-
Part Time Sal Accru	\$1,976	\$165	-\$1,527	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$51,753	\$48,654	\$58,217	\$58,048	\$60,402	\$2,354	4.05%
Soc Sec FICA Accrued	\$299	\$167	\$715	-	-	\$0	-
Retirement Cont DB	\$277,353	\$271,461	\$291,104	\$342,976	\$359,360	\$16,384	4.77%
Retirement Cont DC	-	\$2,275	-	-	\$0	\$0	-
Retirement Cont A DB	\$2,459	\$713	\$11,263	-	-	\$0	-
Life Insurance	\$4,399	\$4,718	\$4,732	\$5,494	\$5,716	\$223	4.05%
Life Ins Accrued	\$108	\$34	\$90	-	-	\$0	-
Health Care Program	\$106,607	\$113,585	\$115,909	\$122,472	\$133,364	\$10,892	8.89%
Health Care Pr Accru	\$698	\$393	\$2,082	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$1,099,300</b>	<b>\$1,076,881</b>	<b>\$1,158,005</b>	<b>\$1,287,790</b>	<b>\$1,348,410</b>	<b>\$60,621</b>	<b>4.70%</b>
Personnel - Other							
Temp. Salaries	\$16,982	\$26,448	\$23,429	\$26,348	\$26,348	\$0	0.00%
Temp Sal Accrued	\$134	\$488	-\$295	-	-	\$0	-
Overtime	\$28,614	\$30,450	\$29,828	\$25,301	\$30,000	\$4,699	18.57%
Overtime Accrued	\$309	-\$31	\$281	-	-	\$0	-
Spec Events OT	\$23,291	\$2,020	\$38,809	\$15,000	\$15,000	\$0	0.00%
Spec Events OT Accru	\$180	-\$180	\$882	-	-	\$0	-
Holiday OT	\$588	\$782	\$571	-	-	\$0	-
Other OT	-	-	\$1,146	-	-	\$0	-
Bonus Pay	-	\$0	\$32,082	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$70,099</b>	<b>\$59,976</b>	<b>\$126,733</b>	<b>\$66,649</b>	<b>\$71,348</b>	<b>\$4,699</b>	<b>7.05%</b>
Other							
Office Supplies	\$3,781	\$4,804	\$3,777	\$4,700	\$4,700	\$0	0.00%
Postage	\$1,500	\$1,750	\$500	\$2,000	\$1,500	-\$500	-25.00%
Books	\$2,363	\$2,087	\$2,480	\$1,350	\$1,850	\$500	37.03%
Uniforms/Clothing	\$16,621	\$12,976	\$27,082	\$11,010	\$20,000	\$8,990	81.65%
Safety Supplies	\$1,205	\$738	-	-	-	\$0	-
Maint Supplies	\$73	-	-	-	-	\$0	-
Food Supplies	\$1,096	\$1,471	\$1,409	\$1,050	\$1,400	\$350	33.33%
Awards/Trophies	\$150	-	\$136	\$500	\$300	-\$200	-40.00%
Fuel	\$1,091	\$1,138	\$1,408	\$2,600	\$2,500	-\$100	-3.84%
Oil/Grease	\$143	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$25,582	\$22,958	\$58,617	\$10,000	\$20,000	\$10,000	100.00%
Comp Sftwr (Non-cap)	-	\$678	-	-	-	\$0	-
Other Supplies	\$4,911	\$7,963	\$6,332	\$1,185	\$5,000	\$3,815	321.94%
Cell Phone Serv Purc	\$5,742	\$5,672	\$6,151	\$6,600	\$6,600	\$0	0.00%
Dues/Subscriptions	\$1,147	\$784	\$1,725	\$460	\$1,700	\$1,240	269.56%
Telephone-Long Dist	-	-	-	-	\$0	\$0	-
Printing/Duplicating	\$2,307	\$1,737	\$1,895	\$1,500	\$1,750	\$250	16.66%
Travel	\$6,650	\$700	\$78	\$10,000	\$10,000	\$0	0.00%
Non-Local Travel	\$10,476	\$5,133	\$8,722	\$11,500	\$11,500	\$0	0.00%
Advertising	\$85	-	-	-	-	\$0	-
Repairs and Maint	-	\$24	-	\$500	\$500	\$0	0.00%
Education/Training	\$1,574	\$9,089	\$10,431	\$9,300	\$10,000	\$700	7.52%
Organizational Fees	-	-	-	\$7,894	\$8,000	\$106	1.34%
Comp svc-non IT	-	\$624	\$678	\$700	\$2,945	\$2,245	320.71%
Health Eval	-	-	\$4,444	-	-	\$0	-
Monthly Parking Fees	\$2,356	\$994	\$2,009	-	-	\$0	-
Late Fee	-	\$1	-	-	-	\$0	-
Acq Com Itm-M Eq (MA)	-	-	-	\$1,720	\$1,720	\$0	0.00%
Other Current Charge	\$9	-	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$88,861</b>	<b>\$81,322</b>	<b>\$137,875</b>	<b>\$84,569</b>	<b>\$111,965</b>	<b>\$27,396</b>	<b>32.39%</b>
Contractual							
Professional Serv	\$10,350	\$23,563	\$7,140	\$9,300	\$9,000	-\$300	-3.22%
Serv Contracts	\$2,180	\$2,246	\$2,383	\$1,553	\$2,300	\$747	48.10%
Contracted Serv	\$0	\$260	\$961	-	-	\$0	-
Int Contract Svc	\$4,509	-	-	-	-	\$0	-
Other Contractual Se	\$161,604	\$2,466	\$3,662	\$5,375	\$5,300	-\$75	-1.39%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>CONTRACTUAL TOTAL</b>	<b>\$178,642</b>	<b>\$28,536</b>	<b>\$14,146</b>	<b>\$16,228</b>	<b>\$16,600</b>	<b>\$372</b>	<b>2.29%</b>
Fixed							
Telephone-Int Chg	\$2,379	\$2,379	\$2,379	\$2,820	\$2,540	-\$280	-9.92%
Insurance Int Chgs	\$4,938	\$4,938	\$4,938	\$5,679	\$5,793	\$114	2.00%
Worker's Comp Ins	\$24,423	\$24,423	\$24,423	\$42,000	\$42,004	\$4	0.00%
IT Infrastruct Repla	\$2,683	\$2,683	\$2,683	\$3,032	\$4,120	\$1,088	35.88%
Veh Oper-Repair/Mnt	\$14,217	\$11,473	\$3,992	\$12,823	\$21,000	\$8,177	63.76%
Veh Opr-Fuel/Oil FLT	\$11,448	\$11,325	\$16,987	\$18,225	\$22,000	\$3,775	20.71%
Warehouse charge	\$1	-	-	-	-	\$0	-
Vehicle Use Allow	-	-	\$44,416	\$46,500	\$90,000	\$43,500	93.54%
<b>FIXED TOTAL</b>	<b>\$60,089</b>	<b>\$57,221</b>	<b>\$99,818</b>	<b>\$131,079</b>	<b>\$187,457</b>	<b>\$56,378</b>	<b>43.01%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$1,496,992</b>	<b>\$1,303,937</b>	<b>\$1,536,577</b>	<b>\$1,586,315</b>	<b>\$1,735,780</b>	<b>\$149,466</b>	<b>9.42%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### Other Expenditures

Includes \$110,000 for replacement 2 vehicles and associated equipment.

# School Operations





# CHARLOTTESVILLE CITY SCHOOLS: CITY CONTRIBUTION



FISCAL YEAR 2024 BUDGET

## OVERVIEW

Charlottesville City Schools provide high quality education for more than 4,200 racially, ethnically, and economically diverse students in PreK through twelfth grade. This includes six elementary schools, one upper elementary school, one middle school, and one high school under the direction of the Charlottesville School Board. Other options for high-school students in the City include Lugo-McGinness Academy, which serves students in a smaller and more therapeutic setting, and the Charlottesville-Albemarle Career and Technical Education Center (CATEC), which is operated jointly with Albemarle County Public Schools. Free preschool programs -- including locally-funded classes for three-year-olds -- serve young people who qualify because of economic or other challenges. Adult programs are also available through the schools' partnership with PVCC at the Thomas Jefferson Adult and Career Education Center and CATEC. In addition, the City Schools operate the University of Virginia Medical Center's Hospital Education Program. Charlottesville City Schools have won national and international attention in areas such as social-emotional learning, STEM, and fine arts. The schools are committed to making opportunities and school-wide supports easily available to all students.

Approximately 18% of the City's debt service payment from the general fund is for school projects. There is \$76.8 million in the FY 24 Capital Improvement Program dedicated to school's capital projects. \$72.8 million of the total CIP appropriation is allocated for the Buford School Reconfiguration project.

The School Board develops its own budget and formally presents it to City Council in March. The School Board budget is appropriated with the City's budget in April and for FY 24 is broken down as follows:

<b>Funds</b>	<b>Adopted Budget FY 2021-2022</b>	<b>Adopted Budget FY 2022-2023</b>	<b>Proposed Budget FY 2023 - 2024</b>	<b>Changes From 2023 to 2024 Budgets</b>
General (Operating)	\$ 79,335,514	\$ 83,267,031	\$ 87,980,681	\$ 4,713,650
Special Revenue	\$ 15,053,737	\$ 23,649,200	\$ 19,147,966	\$ (4,501,234)
<b>Total Funds</b>	<b>\$ 94,389,251</b>	<b>\$ 106,916,231</b>	<b>\$ 107,128,647</b>	<b>\$ 212,416</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Contribution to Char City Schools	-	-	\$587,252	-	-	\$0	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$587,252</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenses by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Contribution to Char City Schools	\$57,834,623	\$58,709,623	\$58,709,623	\$62,925,964	\$67,092,134	\$4,166,170	6.62%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$57,834,623</b>	<b>\$58,709,623</b>	<b>\$58,709,623</b>	<b>\$62,925,964</b>	<b>\$67,092,134</b>	<b>\$4,166,170</b>	<b>6.62%</b>

## DEPARTMENTAL REVENUES (DETAILS)

Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Miscellaneous Revenue							
Refund-Prior Yr Exp	-	-	\$587,252	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$587,252</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$587,252</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Contrib to Schools	\$57,834,623	\$58,709,623	\$58,709,623	\$62,925,964	\$67,092,134	\$4,166,170	6.62%
<b>OTHER TOTAL</b>	<b>\$57,834,623</b>	<b>\$58,709,623</b>	<b>\$58,709,623</b>	<b>\$62,925,964</b>	<b>\$67,092,134</b>	<b>\$4,166,170</b>	<b>6.62%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$57,834,623</b>	<b>\$58,709,623</b>	<b>\$58,709,623</b>	<b>\$62,925,964</b>	<b>\$67,092,134</b>	<b>\$4,166,170</b>	<b>6.62%</b>

# CHARLOTTESVILLE CITY SCHOOLS: CONTRACTED SERVICES



FISCAL YEAR 2024 BUDGET

## OVERVIEW

Charlottesville City Schools contract annually with the City of Charlottesville to provide the following services:

**School Building Services:** Facilities Maintenance, a Public Works division, provides routine repair and preventive maintenance services to ten Charlottesville Public School campuses and the Central Administration building. Those services include electrical, mechanical, plumbing, carpentry, roofing, and painting. A variety of “Small Capital Projects” are executed by Facilities Maintenance and by Public Works Facilities Development. Regulatory compliance is assured for all building, public safety, and accessibility codes and mandates. Utilities for each facility are carefully monitored by staff, and paid from a separate budget.

**School Pupil Transportation:** Pupil Transportation, a division of CAT, provides student transportation services to and from the City schools and several alternative education sites, activity transportation service, and field trip transportation service under contract to the Charlottesville City Schools. The Pupil Transportation fleet consists of thirty-nine school buses. To maintain a safe and reliable fleet, school buses are replaced after twelve years. Five school buses in the fleet are equipped with wheelchair lifts for students with special needs.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
School Building Services	20.64
School Pupil Transportation	28.25
<b>ALLOCATED FTE COUNT</b>	<b>48.89</b>

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
School Building Services	\$3,822,836	\$3,817,361	\$4,044,768	\$4,239,961	\$4,768,096	\$528,135	12.45%
School Pupil Transportation	\$2,948,567	\$2,808,677	\$3,066,086	\$3,566,673	\$3,982,490	\$415,817	11.65%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$6,771,402</b>	<b>\$6,626,038</b>	<b>\$7,110,854</b>	<b>\$7,806,634</b>	<b>\$8,750,586</b>	<b>\$943,952</b>	<b>12.09%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
School Building Services	\$3,579,944	\$3,403,713	\$3,901,206	\$4,239,961	\$4,768,096	\$528,135	12.45%
School Pupil Transportation	\$2,605,831	\$2,211,792	\$2,845,782	\$3,566,673	\$3,982,490	\$415,818	11.65%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$6,185,775</b>	<b>\$5,615,506</b>	<b>\$6,746,989</b>	<b>\$7,806,634</b>	<b>\$8,750,586</b>	<b>\$943,952</b>	<b>12.09%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$6,185,775	\$5,615,506	\$6,746,989	\$7,806,634	\$8,750,586	\$943,952	12.09%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$6,185,775</b>	<b>\$5,615,506</b>	<b>\$6,746,989</b>	<b>\$7,806,634</b>	<b>\$8,750,586</b>	<b>\$943,952</b>	<b>12.09%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
HVAC Fees	\$799	\$491	\$687	-	-	\$0	-
Labor Rev	\$5,170	-	-	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$5,968</b>	<b>\$491</b>	<b>\$687</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
Rev/City Schools	\$0	\$0	\$0	\$3,566,673	\$3,982,490	\$415,817	11.65%
School Bus Charters	\$119,465	-	\$16,578	-	\$0	\$0	-
School Bus Dept Rent	-	-	\$250	-	-	\$0	-
Sch Bus School Trips	\$23,800	-	\$19,297	-	\$0	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$143,265</b>	<b>\$0</b>	<b>\$36,125</b>	<b>\$3,566,673</b>	<b>\$3,982,490</b>	<b>\$415,817</b>	<b>11.65%</b>
Miscellaneous Revenue							
Other Misc Rev	-	\$3,378	\$218	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>\$3,378</b>	<b>\$218</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$90	\$90	\$680	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$90</b>	<b>\$90</b>	<b>\$680</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Transfers							
Transfer From Schools	\$6,622,079	\$6,622,079	\$7,073,146	\$4,239,961	\$4,768,096	\$528,135	12.45%
<b>TRANSFERS TOTAL</b>	<b>\$6,622,079</b>	<b>\$6,622,079</b>	<b>\$7,073,146</b>	<b>\$4,239,961</b>	<b>\$4,768,096</b>	<b>\$528,135</b>	<b>12.45%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$6,771,402</b>	<b>\$6,626,038</b>	<b>\$7,110,854</b>	<b>\$7,806,634</b>	<b>\$8,750,586</b>	<b>\$943,952</b>	<b>12.09%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$1,302,223	\$1,249,027	\$1,332,096	\$1,459,608	\$1,621,595	\$161,987	11.09%
Full Time Sal Accrue	\$15,382	\$2,679	\$13,567	-	-	\$0	-
PT Salaries	\$744,483	\$665,105	\$641,081	\$949,004	\$846,364	-\$102,640	-10.81%
Part Time Sal Accru	\$18,631	-\$17,501	\$5,060	-	-	\$0	-
COLA Budget	-	-	-	-	\$0	\$0	-
Soc Sec - FICA	\$156,513	\$143,333	\$155,098	\$184,259	\$188,799	\$4,540	2.46%
Soc Sec FICA Accrued	\$1,993	-\$1,014	\$1,755	-	-	\$0	-
Retirement Cont DB	\$496,051	\$409,101	\$459,057	\$502,373	\$579,103	\$76,731	15.27%
Retirement Cont DC	\$29,528	\$33,476	\$42,871	\$46,230	\$31,858	-\$14,372	-31.08%
Retirement Cont A DB	\$3,220	-\$3,585	\$984	-	-	\$0	-
Retirement Cont A DC	\$761	-\$237	\$889	-	-	\$0	-
Life Insurance	\$13,407	\$12,661	\$12,531	\$17,438	\$17,868	\$430	2.46%
Life Ins - Retirees	-	\$209	\$0	-	-	\$0	-
Life Ins Accrued	\$350	\$15	\$113	-	-	\$0	-
Health Care Program	\$383,205	\$336,806	\$327,093	\$458,136	\$460,989	\$2,853	0.62%
Health Care Prog - R	-	\$4,528	\$0	-	-	\$0	-
Health Care Pr Accru	\$1,897	-\$1,981	\$3,210	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$3,167,641</b>	<b>\$2,832,621</b>	<b>\$2,995,404</b>	<b>\$3,617,048</b>	<b>\$3,746,576</b>	<b>\$129,528</b>	<b>3.58%</b>
Personnel - Other							
Temp. Salaries	\$57,511	\$51,756	\$101,250	\$81,497	\$81,497	\$0	0.00%
Temp Sal Accrued	\$1,714	-\$1,119	\$5,444	-	-	\$0	-
Overtime	\$98,318	\$24,545	\$84,662	\$132,133	\$136,133	\$4,000	3.02%
Overtime Accrued	-\$1,013	\$1,738	-\$1,126	-	-	\$0	-
Holiday OT	\$17,381	\$8,433	\$10,391	\$23,000	\$23,000	\$0	0.00%
Holiday OT Accrued	-	\$1,041	-\$345	-	-	\$0	-
Other OT	-	\$3,233	\$6,095	\$3,500	\$3,500	\$0	0.00%
Career Dev.	\$3,405	\$262	-	\$4,000	\$4,000	\$0	0.00%
Career Dev Accrued	\$31	-\$157	-	-	-	\$0	-
Recruit Incentive	-	-	\$49,600	-	-	\$0	-
Bonus Pay	\$18,000	\$42,858	\$81,431	\$87,200	\$87,200	\$0	0.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$195,347</b>	<b>\$132,589</b>	<b>\$337,402</b>	<b>\$331,330</b>	<b>\$335,330</b>	<b>\$4,000</b>	<b>1.20%</b>
Other							
Office Supplies	\$3,760	\$5,503	\$3,471	\$5,320	\$5,605	\$285	5.35%
Postage	\$67	\$66	\$32	\$200	\$200	\$0	0.00%
Cleaning Supplies	\$484	\$3,996	\$1,787	\$5,905	\$3,905	-\$2,000	-33.86%
Uniforms/Clothing	\$4,713	\$6,508	\$4,816	\$14,800	\$16,000	\$1,200	8.10%
Safety Supplies	\$583	\$40,270	\$197	\$4,500	\$4,500	\$0	0.00%
PPE-Pers Prot Equip	-	\$146	\$414	\$620	\$620	\$0	0.00%
Mat. Issued Transit	-	-	\$115	-	-	\$0	-
Maint Supplies	\$3,104	\$2,112	\$4,439	\$4,300	\$2,000	-\$2,300	-53.48%
Small Hand Tools	\$5,419	\$4,482	\$3,104	\$7,140	\$9,140	\$2,000	28.01%
Constr Materials	\$1,806	\$84	\$19	-	-	\$0	-
Food Supplies	\$291	\$22	\$223	\$510	\$510	\$0	0.00%
Awards/Trophies	-	-	\$75	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Fuel	\$70	\$249	\$572	\$600	\$600	\$0	0.00%
Oil/Grease	\$272	-	-	-	-	\$0	-
Chemicals	\$348	-	-	-	\$0	\$0	-
Mach/Equip/Furn (NC)	\$4,085	\$615	\$5,267	\$2,450	\$2,450	\$0	0.00%
Comp Sftwr (Non-cap)	\$170	\$352	\$678	\$4,110	\$4,000	-\$110	-2.67%
Other Supplies	\$762	\$11	\$48	\$1,000	\$1,000	\$0	0.00%
Cell Phone Serv Purc	\$1,331	\$20,280	\$24,357	\$21,712	\$12,312	-\$9,400	-43.29%
Dues/Subscriptions	\$1,241	\$1,366	\$876	\$2,075	\$2,340	\$265	12.77%
Utilities	\$1,081,845	\$1,048,654	\$1,262,027	\$1,423,809	\$1,536,809	\$113,000	7.93%
Printing/Duplicating	\$355	-	\$80	\$500	\$500	\$0	0.00%
Travel	\$69	-	\$87	\$8,500	\$9,750	\$1,250	14.70%
Local Travel	-	-	-	\$408	\$408	\$0	0.00%
Travel Transport	-	-	\$0	-	-	\$0	-
Meals	\$306	\$456	\$616	\$2,010	\$2,010	\$0	0.00%
Advertising	\$7,379	\$3,713	\$50,897	\$60,000	\$65,000	\$5,000	8.33%
Equipment Rental	\$5,071	\$3,429	\$2,937	\$11,880	\$11,880	\$0	0.00%
Repairs and Maint	\$287,372	\$370,434	\$450,207	\$441,519	\$478,541	\$37,022	8.38%
Education/Training	\$11,967	\$3,041	\$17,208	\$28,084	\$28,084	\$0	0.00%
Veh Oper-Wash/Clean	-	-	-	\$3,000	\$3,000	\$0	0.00%
Fleet Inv Parts Supp	-	-	\$662	-	-	\$0	-
Fleet Purch Services	-	\$917	-	-	-	\$0	-
Solid Waste Disp	\$400	\$2,873	\$1,635	\$2,000	\$3,000	\$1,000	50.00%
Freight	\$826	\$4,128	\$5,026	\$3,850	\$4,850	\$1,000	25.97%
Pension Distribution	-	\$0	\$0	-	-	\$0	-
Sch Sal Reimb	\$159,128	\$104,039	\$108,489	\$247,850	\$108,489	-\$139,361	-56.22%
Acq Com Itm-Veh (MA)	-	\$11,043	\$9,352	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$1,583,219</b>	<b>\$1,638,786</b>	<b>\$1,959,713</b>	<b>\$2,308,652</b>	<b>\$2,317,503</b>	<b>\$8,851</b>	<b>0.38%</b>
Contractual							
Professional Serv	\$78,787	\$55,600	\$288,963	\$251,477	\$371,879	\$120,402	47.87%
Serv Contracts	\$111,850	\$85,450	\$121,416	\$131,486	\$392,314	\$260,828	198.36%
Constr Contracts	\$3,565	-	-	-	-	\$0	-
Contracted Serv	\$500	\$62,109	\$215,855	\$81,000	\$223,866	\$142,866	176.37%
Int Contract Svc	\$115,828	\$4,987	-	\$140,000	\$140,000	\$0	0.00%
Consulting Services	-	\$0	-	-	-	\$0	-
Other Contractual Se	\$201,253	\$22,717	\$31,011	\$27,550	\$28,610	\$1,060	3.84%
<b>CONTRACTUAL TOTAL</b>	<b>\$511,783</b>	<b>\$230,865</b>	<b>\$657,246</b>	<b>\$631,513</b>	<b>\$1,156,669</b>	<b>\$525,156</b>	<b>83.15%</b>
Fixed							
Telephone-Int Chg	\$20,867	\$4,327	\$3,467	\$19,795	\$3,952	-\$15,843	-80.03%
Insurance Int Chgs	\$32,344	\$32,344	\$32,344	\$37,196	\$37,940	\$744	2.00%
Worker's Comp Ins	\$22,017	\$22,017	\$22,017	\$31,469	\$32,099	\$630	2.00%
IT Infrastruct Repla	\$4,400	\$4,400	\$4,400	\$13,761	\$8,582	-\$5,179	-37.63%
Veh Oper-Repair/Mnt	\$106,590	\$228,423	\$277,585	\$147,445	\$291,000	\$143,555	97.36%
Veh Opr-Fuel/Oil FLT	\$119,430	\$67,006	\$171,297	\$203,797	\$199,435	-\$4,362	-2.14%
Warehouse charge	\$8	-	-	-	-	\$0	-
Vehicle Use Allow	\$422,128	\$422,128	\$286,114	\$464,628	\$621,500	\$156,872	33.76%
<b>FIXED TOTAL</b>	<b>\$727,784</b>	<b>\$780,646</b>	<b>\$797,224</b>	<b>\$918,091</b>	<b>\$1,194,508</b>	<b>\$276,417</b>	<b>30.10%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$6,185,775</b>	<b>\$5,615,506</b>	<b>\$6,746,989</b>	<b>\$7,806,634</b>	<b>\$8,750,586</b>	<b>\$943,952</b>	<b>12.09%</b>

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### **Other Expenditures**

Increases for contractual services, vehicle replacements and maintenance.



# Transfers to Other Funds





# INTERFUND TRANSFERS

FISCAL YEAR 2024 BUDGET



## OVERVIEW

This section is a reference for the transfers of funds or expenditures between the City's General Funds and other City funds.

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Interfund Transfers	\$31,413,604	\$23,978,311	\$33,529,036	\$32,306,113	\$31,788,523	-\$517,590	-1.60%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$31,413,604</b>	<b>\$23,978,311</b>	<b>\$33,529,036</b>	<b>\$32,306,113</b>	<b>\$31,788,523</b>	<b>-\$517,590</b>	<b>-1.60%</b>

## FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
General Fund	\$31,413,604	\$23,982,718	\$33,529,036	\$32,306,113	\$31,788,523	-\$517,590	-1.60%
Non-General Funds	-	-\$4,407	-	-	-	\$0	-
<b>EXPENSES BY FUND TOTAL</b>	<b>\$31,413,604</b>	<b>\$23,978,311</b>	<b>\$33,529,036</b>	<b>\$32,306,113</b>	<b>\$31,788,523</b>	<b>-\$517,590</b>	<b>-1.60%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Interest	-	-\$4,407	-	-	-	\$0	-
Trn to Fac Rep Fd	\$400,000	\$400,000	\$200,000	\$200,000	\$400,000	\$200,000	100.00%
Trn to ST Grants Fd	\$20,915	\$886	\$77,470	-	-	\$0	-
Trn to SSVF Fd	\$3,568,062	\$3,473,841	\$3,552,335	\$3,602,777	\$3,602,777	\$0	0.00%
Trn to Comm Attn Fd	\$662,030	\$641,280	\$758,753	\$1,506,362	\$1,506,362	\$0	0.00%
Trn to CSA Fd	\$1,735,655	\$1,494,010	\$1,369,549	\$2,004,722	\$1,904,722	-\$100,000	-4.98%
Trn to VJCCCA	\$108,415	\$108,415	\$108,415	\$108,415	\$108,415	\$0	0.00%
Trn to Transit Fd	\$2,147,115	\$2,515,233	\$2,513,651	\$2,513,651	\$2,825,000	\$311,349	12.38%
Trn to Govt Debt Svc	\$11,049,588	\$10,354,393	\$11,215,052	\$13,072,874	\$13,398,856	\$325,982	2.49%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Trn to Cap Proj-GF	\$9,793,823	\$4,994,660	\$13,733,812	\$8,815,407	\$7,542,391	-\$1,273,016	-14.44%
Trn to Golf Course F	\$128,000	-	-	-	-	\$0	-
Trn to Warehouse Fd	-	-	\$0	-	-	\$0	-
Trn to Hlth Care Fd	-	-	\$0	-	-	\$0	-
Trn to Fleet	-	-	\$0	-	-	\$0	-
Trn to Retire Fd	\$1,800,000	-	-	-	-	\$0	-
FB Target Adjustment	-	-	-	\$481,905	\$500,000	\$18,095	3.75%
<b>OTHER TOTAL</b>	<b>\$31,413,604</b>	<b>\$23,978,311</b>	<b>\$33,529,036</b>	<b>\$32,306,113</b>	<b>\$31,788,523</b>	<b>-\$517,590</b>	<b>-1.60%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$31,413,604</b>	<b>\$23,978,311</b>	<b>\$33,529,036</b>	<b>\$32,306,113</b>	<b>\$31,788,523</b>	<b>-\$517,590</b>	<b>-1.60%</b>

## EXPLANATION OF CHANGES

The amounts budgeted for these transfers generally vary from year to year. The amount transferred to a particular fund is based upon the projected revenue and expenditures needed for the fund's activity in any given year.

# Other Non-General Funds





# COMMUNICATIONS FUND

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Communications System Fund provides the necessary funding for the operation of the City of Charlottesville’s citywide phone system and the City’s mailroom operations throughout the fiscal year. The citywide phone system is managed by the Department of Information Technology and funded through user fees. This portion of the Communications System Fund includes base rates for phones, long distance, maintenance contracts, and any software upgrades related to the phone system.

Mailroom operations are also included in the Communications System Fund. Mailroom expenses include the cost of postage and maintenance contracts for postage meter machines. This portion of the Communications System Fund is funded by the departments through fees for usage of the postage machines.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Information Technology Department	1.00
<b>ALLOCATED FTE COUNT</b>	<b>1.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Information Technology Department	\$249,445	\$231,224	\$263,713	\$339,670	\$356,466	\$16,796	4.94%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$249,445</b>	<b>\$231,224</b>	<b>\$263,713</b>	<b>\$339,670</b>	<b>\$356,466</b>	<b>\$16,796</b>	<b>4.94%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Information Technology Department	\$243,927	\$206,176	\$260,316	\$339,670	\$356,466	\$16,795	4.94%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$243,927</b>	<b>\$206,176</b>	<b>\$260,316</b>	<b>\$339,670</b>	<b>\$356,466</b>	<b>\$16,795</b>	<b>4.94%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$243,927	\$206,176	\$260,316	\$339,670	\$356,466	\$16,795	4.94%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$243,927</b>	<b>\$206,176</b>	<b>\$260,316</b>	<b>\$339,670</b>	<b>\$356,466</b>	<b>\$16,795</b>	<b>4.94%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Other Fees	\$180,262	\$180,371	\$207,525	\$262,170	\$271,466	\$9,296	3.54%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$180,262</b>	<b>\$180,371</b>	<b>\$207,525</b>	<b>\$262,170</b>	<b>\$271,466</b>	<b>\$9,296</b>	<b>3.54%</b>
Miscellaneous Revenue							
Refund-Prior Yr Exp	-	-	\$120	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$120</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
IT Revenue							
Postage Revenue	\$69,183	\$50,853	\$56,068	\$77,500	\$85,000	\$7,500	9.67%
<b>IT REVENUE TOTAL</b>	<b>\$69,183</b>	<b>\$50,853</b>	<b>\$56,068</b>	<b>\$77,500</b>	<b>\$85,000</b>	<b>\$7,500</b>	<b>9.67%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$249,445</b>	<b>\$231,224</b>	<b>\$263,713</b>	<b>\$339,670</b>	<b>\$356,466</b>	<b>\$16,796</b>	<b>4.94%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$58,898	\$58,989	\$61,700	\$63,779	\$65,686	\$1,908	2.99%
Full Time Sal Accrue	\$545	\$227	\$484	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$2,227	\$4,665	\$2,439	109.52%
Soc Sec - FICA	\$4,460	\$4,483	\$4,842	\$4,879	\$5,025	\$146	2.99%
Soc Sec FICA Accrued	\$42	\$18	\$41	-	-	\$0	-
Retirement Cont DB	-	-	-	-	\$0	\$0	-
Retirement Cont DC	\$4,712	\$3,974	\$4,936	\$5,102	\$6,569	\$1,466	28.73%
Retirement Cont A DC	\$44	\$18	\$39	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Life Insurance	\$403	\$415	\$447	\$462	\$476	\$14	2.99%
Life Ins Accrued	\$10	\$3	\$3	-	-	\$0	-
Health Care Program	\$9,072	\$9,072	\$9,072	\$9,072	\$9,526	\$454	5.00%
Health Care Pr Accru	\$70	\$35	\$35	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$78,255</b>	<b>\$77,234</b>	<b>\$81,600</b>	<b>\$85,520</b>	<b>\$91,947</b>	<b>\$6,426</b>	<b>7.51%</b>
Personnel - Other							
Temp. Salaries	-	\$310	\$336	-	-	\$0	-
Overtime	\$1,021	\$128	\$92	-	-	\$0	-
Holiday OT	\$85	-	-	-	-	\$0	-
Bonus Pay	-	\$750	\$3,500	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$1,106</b>	<b>\$1,188</b>	<b>\$3,928</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Other							
Office Supplies	\$686	\$448	\$3,428	-	-	\$0	-
Postage	\$33,000	\$58,000	\$65,000	\$67,320	\$68,666	\$1,346	1.99%
Mach/Equip/Furn (NC)	\$7,119	\$347	\$9,555	-	\$2,500	\$2,500	-
Comp Sftwr (Non-cap)	\$900	-	-	\$1,100	\$0	-\$1,100	-100.00%
Other Supplies	-	-	-	\$2,650	\$2,450	-\$200	-7.54%
Telephone Serv Purch	\$28,206	\$28,292	\$13,224	-	-	\$0	-
Cell Phone Serv Purc	-	-	\$61	-	-	\$0	-
Telephone-Long Dist	\$85,865	\$33,082	\$58,659	\$124,656	\$125,000	\$344	0.27%
Equipment Rental	\$5,904	\$5,904	\$7,062	\$7,500	\$7,500	\$0	0.00%
Software Lic/Maint	\$1,220	-	\$17,536	\$50,611	\$4,072	-\$46,539	-91.95%
Lease Payments	\$1,402	\$1,416	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$164,302</b>	<b>\$127,490</b>	<b>\$174,525</b>	<b>\$253,837</b>	<b>\$210,188</b>	<b>-\$43,649</b>	<b>-17.19%</b>
Contractual							
Serv Contracts	-	-	-	-	\$50,611	\$50,611	-
<b>CONTRACTUAL TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$50,611</b>	<b>\$50,611</b>	<b>-</b>
Fixed							
Telephone-Int Chg	\$264	\$264	\$264	\$313	\$282	-\$31	-9.90%
Worker's Comp Ins	-	-	-	-	\$0	\$0	-
IT Comp Replacemt	-	-	-	-	\$1,102	\$1,102	-
IT Infrastruct Repla	-	-	-	-	\$687	\$687	-
IT User/Support Fee	-	-	-	-	\$1,649	\$1,649	-
<b>FIXED TOTAL</b>	<b>\$264</b>	<b>\$264</b>	<b>\$264</b>	<b>\$313</b>	<b>\$3,720</b>	<b>\$3,407</b>	<b>1,088.49%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$243,927</b>	<b>\$206,176</b>	<b>\$260,316</b>	<b>\$339,670</b>	<b>\$356,466</b>	<b>\$16,795</b>	<b>4.94%</b>

# DEBT SERVICE

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The City's Debt Service Fund provides the funds necessary to retire the City's general government outstanding bonded indebtedness. General obligation bonds are used to pay the cost of various public improvements.

The City's current level of bonded indebtedness (at June 30, 2022) is indicated by four key financial indicators: net bonded debt of \$91,343,610, a ratio of debt to assessed value of 0.98%, net bonded debt per capita of \$1,788, and a ratio of Debt Service to total General Fund expenditures of 6.00%. All of these indicators of the City's debt position are very positive and consequently the City has received the highest bond rating (AAA) from the two major rating agencies, Moody's and Standard & Poor's. Both Moody's and Standard & Poor's confirmed this AAA bond rating in June 2022. The City's legal debt limit, as authorized by the Code of Virginia, is 10% of the total assessed value of real estate subject to local taxation. In 2022, the legal debt limit was \$765,664,566. The City's current general obligation indebtedness is \$94,926,879, which excludes debt being repaid by the City's utility funds. The City also has a financial policy of Debt service as a percentage of the general fund total expenditure budget has a ceiling of 10%, with a target of 9%.

## DEPARTMENTAL REVENUES (SUMMARY)

### Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Debt Service/Bond Issuance	\$11,188,321	\$10,483,522	\$19,420,624	\$13,072,874	\$13,236,558	\$163,684	1.25%
Interfund Transfers	-	-	-\$3,943,353	-	-	\$0	-
General Revenues - Non Departmental	\$136,285	\$4,554,731	\$53,944	-	-	\$0	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$11,324,606</b>	<b>\$15,038,253</b>	<b>\$15,531,215</b>	<b>\$13,072,874</b>	<b>\$13,236,558</b>	<b>\$163,684</b>	<b>1.25%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Debt Service/Bond Issuance	\$10,743,891	\$17,459,084	\$19,712,934	\$11,415,230	\$12,576,949	\$1,161,719	10.17%
Interfund Transfers	-	-	-\$3,943,353	-	-	\$0	-
General Revenues - Non Departmental	-	-\$2,235,517	-	-	-	\$0	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$10,743,891</b>	<b>\$15,223,567</b>	<b>\$15,769,581</b>	<b>\$11,415,230</b>	<b>\$12,576,949</b>	<b>\$1,161,719</b>	<b>10.17%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$10,743,891	\$15,223,567	\$15,769,581	\$11,415,230	\$12,576,949	\$1,161,719	10.17%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$10,743,891</b>	<b>\$15,223,567</b>	<b>\$15,769,581</b>	<b>\$11,415,230</b>	<b>\$12,576,949</b>	<b>\$1,161,719</b>	<b>10.17%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Intergovernmental Revenue							
Federal ARRA	\$138,733	\$129,129	\$35,573	-	\$0	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$138,733</b>	<b>\$129,129</b>	<b>\$35,573</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous Revenue							
Interest	\$136,285	\$15,954	\$53,944	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$136,285</b>	<b>\$15,954</b>	<b>\$53,944</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Debt Service Revenue							
Bond Sales	-	\$4,538,777	\$4,226,647	-	-	\$0	-
<b>DEBT SERVICE REVENUE TOTAL</b>	<b>-</b>	<b>\$4,538,777</b>	<b>\$4,226,647</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers	\$11,049,588	\$10,354,393	\$11,215,052	\$13,072,874	\$13,236,558	\$163,684	1.25%
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$11,324,606</b>	<b>\$15,038,253</b>	<b>\$15,531,215</b>	<b>\$13,072,874</b>	<b>\$13,236,558</b>	<b>\$163,684</b>	<b>1.25%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Postage	-	-	\$28	-	-	\$0	-
Printing/Duplicating	-	-	\$2,518	-	-	\$0	-
Meals	-	\$49	-	-	-	\$0	-
Advertising	-	\$2,288	\$248	-	-	\$0	-
Interest	\$3,155,879	\$3,134,902	\$2,958,534	\$2,881,660	\$3,380,942	\$499,282	17.32%
Bond Principal	\$7,566,058	\$7,280,278	\$8,370,931	\$8,483,570	\$9,136,007	\$652,437	7.69%
Bond Issuance Expen	-	\$60,242	\$12,331	-	-	\$0	-
Ref Bond Escrow agt	-	\$4,538,777	\$4,254,472	-	-	\$0	-
Lump Sum Appropr	-	-	-	\$50,000	\$60,000	\$10,000	20.00%
<b>OTHER TOTAL</b>	<b>\$10,721,937</b>	<b>\$15,016,536</b>	<b>\$15,599,061</b>	<b>\$11,415,230</b>	<b>\$12,576,949</b>	<b>\$1,161,719</b>	<b>10.17%</b>
Contractual							
Professional Serv	\$21,954	\$207,031	\$170,520	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$21,954</b>	<b>\$207,031</b>	<b>\$170,520</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$10,743,891</b>	<b>\$15,223,567</b>	<b>\$15,769,581</b>	<b>\$11,415,230</b>	<b>\$12,576,949</b>	<b>\$1,161,719</b>	<b>10.17%</b>

# LEGAL DEBT LIMIT

Article VII, Section 10(a) of the Constitution of Virginia, 1971, and Section 15.2-2634 of the Code of Virginia, 1950, as amended, contain a limitation on the principal amount of indebtedness that may be incurred by cities. This limitation is expressed as 10% of the assessed value of real estate subject to taxation by the City. The legal debt margin using assessed values as of the City was as follows:

Total assessed value of real estate as of January 1, 2023.....	\$ 10,460,742,200
Legal debt limit (10%).....	\$ 1,046,074,220

# DEBT SUMMARY

FISCAL YEAR 2024 BUDGET



## OUTSTANDING GENERAL GOVERNMENTAL BONDS

Outstanding General Obligation - General Governmental Bonds									
Series	Par Amount	Purpose	Ratings	Issued	Term (Years)	As of June 30, 2023			FY2024
						Principal	Interest	Total	Debt Service
<b>Series 2012AB</b> General Obligation Public Improvement and Refunding Bonds	26,870,300	Improvements to Public Schools, Public Parks, Transportation and Access and Public Safety	Moody's Aaa S&P AAA	5/30/2012	20	3,805,000	330,606	4,135,606	2,304,320
<b>Series 2013</b> General Obligation Public Improvement Bonds	5,610,000	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Safety	Moody's Aaa S&P AAA	5/29/2013	19	2,800,000	421,400	3,221,400	361,200
<b>Series 2014</b> General Obligation Public Improvement and Refunding Bonds	5,740,000	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Safety	Moody's Aaa S&P AAA	5/27/2014	20	3,100,000	559,322	3,659,322	420,344
<b>Series 2015</b> General Obligation Public Improvement and Refunding Bonds	23,068,366	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Parks	Moody's Aaa S&P AAA	6/2/2015	20	14,854,493	2,352,068	17,206,561	1,840,790
<b>Series 2016</b> General Obligation Public Improvement and Refunding Bonds	11,125,462	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Safety Equipment	Moody's Aaa S&P AAA	6/1/2016	19	8,421,866	1,300,798	9,722,664	1,093,455
<b>Series 2017</b> General Obligation Public Improvement Bonds	11,140,000	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Parks	Moody's Aaa S&P AAA	6/29/2017	19	7,780,000	1,733,834	9,513,834	821,919

Outstanding General Obligation - General Governmental Bonds									
Series	Par Amount	Purpose	Ratings	Issued	Term (Years)	As of June 30, 2023			FY2024
						Principal	Interest	Total	Debt Service
<b>Series 2018</b> General Obligation Public Improvement Bonds	4,610,000	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Parks	Moody's Aaa S&P AAA	5/31/2018	19	3,450,000	946,163	4,396,163	364,550
<b>Series 2019</b> General Obligation Public Improvement Bonds	9,520,000	Improvements to Public Schools, Public Facilities, Transportation and Access and Public Parks	Moody's Aaa S&P AAA	5/30/2019	20	7,605,000	2,209,000	9,814,000	774,750
<b>Series 2020AB</b> General Obligation Public Improvement Bonds	13,455,000	Improvements to Public Schools, Public Facilities, Transportation and Access, Public Parks, and Public Safety Equipment	Moody's Aaa S&P AAA	9/30/2020	20	11,995,000	2,962,444	14,957,444	1,093,963
<b>Series 2021</b> General Obligation and Public Improvement and Refunding Bonds	12,045,700	Improvements to Public Schools, Public Facilities, Transportation and Access, Public Parks, and Public Safety Equipment	Moody's Aaa S&P AAA	6/9/2021	20	10,349,700	2,313,918	12,663,618	1,229,735
<b>Series 2021B</b> Bank Placement Refunding	4,285,165	Improvements to Public Schools, Public Facilities, Transportation and Access, Public Parks, and Public Safety Equipment	Moody's Aaa S&P AAA	9/2/2021	10	3,335,820	157,759	3,493,579	484,474
<b>Series 2022</b> General Obligation Public Improvement Bonds	18,350,000	Improvements to Public Schools, Public Facilities, Transportation and Access, Public Parks, and Public Safety Equipment	Moody's Aaa S&P AAA	6/21/2022	20	17,430,000	7,678,950	25,108,950	1,727,450
<b>Total</b>	<b>\$145,819,993</b>					<b>\$94,926,879</b>	<b>\$22,966,261</b>	<b>\$117,893,140</b>	<b>\$12,516,950</b>

# OUTSTANDING SELF SUPPORTING UTILITY BONDS

Outstanding General Obligation - Self-Supporting Utility Bonds									
Series	Par Amount	Purpose	Ratings	Issued	Term (Years)	As of June 30, 2023			FY2024
						Principal	Interest	Total	Debt Service
General Obligation Public Improvement Bond, Virginia Resources Authority Series 2010 (Virginia Water Facilities Revolving Fund)	5,030,409	Stadium Road Sanitary Sewer Collector Project	N/A	9/1/2010	20	2,325,013	207,729	2,532,742	316,593
<b>Series 2012A</b> General Obligation Public Improvement and Refunding Bonds	7,224,700	Improvements to the Water and Wastewater Systems	Moody's Aaa S&P AAA	5/30/2012	20	930,000	111,216	1,041,216	542,880
<b>Series 2013</b> General Obligation Public Improvement Bonds	8,420,000	Improvements to the Wastewater Systems	Moody's Aaa S&P AAA	5/29/2013	19	4,200,000	632,100	4,832,100	541,800
<b>Series 2014</b> General Obligation Public Improvement and Refunding Bonds	8,170,000	Improvements to the Water, Wastewater and Stormwater Systems	Moody's Aaa S&P AAA	5/27/2014	20	4,890,000	913,791	5,803,791	560,220
<b>Series 2015</b> General Obligation Public Improvement and Refunding Bonds	5,896,634	Improvements to the Wastewater and Stormwater Systems	Moody's Aaa S&P AAA	6/2/2015	20	3,925,507	661,851	4,587,358	449,198
<b>Series 2016</b> General Obligation Public Improvement and Refunding Bonds	1,754,538	Improvements to the Stormwater System	Moody's Aaa S&P AAA	6/1/2016	19	1,618,134	189,302	1,807,436	248,746

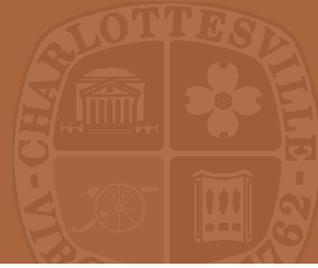
Outstanding General Obligation - Self-Supporting Utility Bonds									
Series	Par Amount	Purpose	Ratings	Issued	Term (Years)	As of June 30, 2023			FY2024
						Principal	Interest	Total	Debt Service
<b>Series 2017</b> General Obligation Public Improvement Bonds	2,680,000	Improvements to the Water and Stormwater Systems	Moody's Aaa S&P AAA	6/29/2017	19	1,840,000	407,631	2,247,631	196,988
<b>Series 2018</b> General Obligation Public Improvement Bonds	6,125,000	Improvements to the Water, Wastewater and Stormwater Systems	Moody's Aaa S&P AAA	5/31/2018	19	4,575,000	1,254,694	5,829,694	483,425
<b>Series 2019</b> General Obligation Public Improvement Bonds	6,310,000	Improvements to the Water, Wastewater and Stormwater Systems	Moody's Aaa S&P AAA	5/30/2019	20	4,895,000	1,365,000	6,260,000	555,150
<b>Series 2020A</b> General Obligation Public Improvement Bonds	10,545,000	Improvements to the Water, Wastewater and Stormwater Systems	Moody's Aaa S&P AAA	9/30/2020	20	9,480,000	2,890,400	12,370,400	885,950
<b>Series 2021</b> General Obligation and Public Improvement and Refunding Bonds	8,759,300	Improvements to the Water and Stormwater Systems	Moody's Aaa S&P AAA	6/9/2021	20	7,640,300	1,898,590	9,538,890	839,265
<b>Series 2021B</b> Bank Placement Refunding	3,884,835	Improvements to the Water and Wastewater Systems	N/A	9/2/2021	10	3,024,450	143,021	3,167,471	439,214
<b>Series 2022</b> General Obligation Public Improvement Bonds	7,650,000	Improvements to the Water and Wastewater Systems	N/A	6/21/2022	10	7,265,000	3,195,650	10,460,650	721,650
<b>Total</b>	<b>\$77,420,007</b>					<b>\$56,608,404</b>	<b>\$13,870,975</b>	<b>\$70,479,379</b>	<b>\$6,781,079</b>

## TOTAL OUTSTANDING GENERAL OBLIGATION BONDS

Total Outstanding General Obligation - General Government and Self-Supporting Utilities							
Series	Par Amount	Issued	Term (Years)	As of June 30, 2023			FY2024
				Principal	Interest	Total	Debt Service
VRA Clean Water	5,030,409	9/1/2010	20	2,325,013	207,729	2,532,742	316,593
Series 2012AB	34,095,000	5/30/2012	20	4,735,000	441,822	5,176,822	2,847,200
Series 2013	14,030,000	5/29/2013	19	7,000,000	1,053,500	8,053,500	903,000
Series 2014	13,910,000	5/27/2014	20	7,990,000	1,473,113	9,463,113	980,564
Series 2015	28,965,000	6/2/2015	20	18,780,000	3,013,919	21,793,919	2,289,988
Series 2016	12,880,000	6/1/2016	19	10,040,000	1,490,100	11,530,100	1,342,201
Series 2017	13,820,000	6/29/2017	19	9,620,000	2,141,465	11,761,465	1,018,907
Series 2018	10,735,000	5/31/2018	19	8,025,000	2,200,857	10,225,857	847,975
Series 2019	15,830,000	5/30/2019	20	12,500,000	3,574,000	16,074,000	1,329,900
Series 2020AB	24,000,000	9/30/2020	20	21,475,000	5,852,844	27,327,844	1,979,913
Series 2021	20,805,000	6/9/2021	20	17,990,000	4,212,508	22,202,508	2,069,000
Series 2021B	8,170,000	9/2/2021	20	6,360,270	300,780	6,661,050	923,688
Series 2022	26,000,000	6/21/2022	20	24,695,000	10,874,600	35,569,600	2,449,100
<b>Total</b>	<b>\$228,270,409</b>			<b>\$151,535,283</b>	<b>\$36,837,236</b>	<b>\$188,372,519</b>	<b>\$19,298,029</b>

# EQUIPMENT REPLACEMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The City's fleet consists of 650 vehicles and pieces of equipment, 462 of which are replaced using this fund. The other 188 are Utilities, Fire apparatus and Social Services vehicles replaced by other means. The Equipment Replacement Fund is targeted at reducing the operating costs of the City's fleet through preventive maintenance programs, selection of fuel efficient and alternatively fueled vehicles, and a scheduled replacement program. It has three major objectives:

- To objectively evaluate equipment purchases from an economic perspective (maintenance and operating costs versus capitalization of new vehicles).
- To stabilize the fluctuations in the annual budget due to equipment and vehicle purchases.
- To function as a major component in the City's comprehensive fleet management program. This program includes an annual evaluation of the replacement needs of the City's fleet by the Fleet Advisory Committee and the annual budgeting of the funds necessary to accomplish this replacement.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
City Sheriff	–	\$1,225	\$44,416	\$46,500	\$0	-\$46,500	-100.00%
City Manager's Office	\$8,500	\$8,500	–	–	\$0	\$0	–
Citywide Reserve Account	–	–	\$3,976	–	–	\$0	–
Public Works Administration	\$16,678	\$30,604	\$6,700	–	\$0	\$0	–
City Building Maintenance Services	\$20,728	\$19,818	–	–	\$0	\$0	–
School Building Services	\$37,128	\$66,548	\$44,588	\$37,128	\$0	-\$37,128	-100.00%
Street and Sidewalk Services	\$438,424	\$449,411	\$84,548	–	\$0	\$0	–
School Pupil Transportation	\$385,000	\$400,000	\$250,286	\$427,500	\$0	-\$427,500	-100.00%
Police Administration	\$333,320	\$336,689	\$321,609	\$300,000	\$0	-\$300,000	-100.00%
Fire Department Administration	\$95,276	\$40,505	\$7,900	–	\$0	\$0	–
Fire Fighting/Suppression Services	–	\$5,100	–	–	–	\$0	–
Parks Division	\$110,475	\$119,536	\$105,500	–	\$0	\$0	–
Parks Administration	–	–	–	\$100,000	\$0	-\$100,000	-100.00%
Neighborhood Development Services	\$30,186	\$25,488	\$5,000	–	\$0	\$0	–
General Revenues - Non Departmental	–	–	–	–	\$2,767,950	\$2,767,950	–
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$1,475,715</b>	<b>\$1,503,424</b>	<b>\$874,523</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>

# DEPARTMENTAL EXPENDITURES (SUMMARY)

## Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
City Sheriff	\$40	-	\$45,444	\$46,500	\$90,000	\$43,500	93.54%
City Manager's Office	-	-	-	-	\$0	\$0	-
Economic Development	-	-\$65	-	-	-	\$0	-
Citywide Reserve Account	\$14,849	\$62,012	\$58,635	-	-	\$0	-
Public Works Administration	-	\$58,251	-	-	\$0	\$0	-
City Building Maintenance Services	\$0	\$112,460	\$4,490	-	\$57,500	\$57,500	-
School Building Services	\$0	\$135,967	\$0	\$37,128	\$57,500	\$20,372	54.86%
Street and Sidewalk Services	\$232,640	\$420,975	\$340,312	-	\$711,850	\$711,850	-
School Pupil Transportation	\$393,122	\$411,768	\$248,986	\$427,500	\$564,000	\$136,500	31.92%
Police Administration	\$133,673	\$315,119	\$336,418	\$300,000	\$851,100	\$551,100	183.70%
Fire Department Administration	\$67,085	\$49,804	\$38,122	-	\$39,000	\$39,000	-
Recreation Division	-	\$9,069	-	-	-	\$0	-
Parks Division	\$1,500	\$234,979	\$45,867	-	\$0	\$0	-
Parks Administration	-	-	-	\$100,000	\$397,000	\$297,000	297.00%
Neighborhood Development Services	-	\$62,502	-	-	\$0	\$0	-
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$842,909</b>	<b>\$1,872,840</b>	<b>\$1,118,275</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Other General Funds	\$842,909	\$1,872,840	\$1,118,275	\$911,128	\$2,767,950	\$1,856,822	203.79%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$842,909</b>	<b>\$1,872,840</b>	<b>\$1,118,275</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Miscellaneous Revenue							
Ins Recovery	\$40,706	\$51,933	-	-	-	\$0	-
Other Misc Rev	-	\$15,000	-	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$40,706</b>	<b>\$66,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$102,423	\$152,075	\$126,121	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$102,423</b>	<b>\$152,075</b>	<b>\$126,121</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	\$1,332,586	\$1,284,416	\$748,402	\$911,128	\$2,767,950	\$1,856,822	203.79%
<b>TRANSFERS TOTAL</b>	<b>\$1,332,586</b>	<b>\$1,284,416</b>	<b>\$748,402</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$1,475,715</b>	<b>\$1,503,424</b>	<b>\$874,523</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Office Supplies	-	-\$65	-	-	-	\$0	-
Fuel	\$6	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$40	-	\$8,843	-	-	\$0	-
Outside Maint-Parts	\$30,589	\$13,081	-	-	-	\$0	-
Acq Com Itm-Veh (MA)	\$783,995	\$1,665,546	\$1,083,640	\$911,128	\$2,767,950	\$1,856,822	203.79%
Acq Com Itm-Eqpt (MA)	-	\$144,384	-	-	-	\$0	-
Acq Com Itm-Comp Sof	-	\$0	-	-	-	\$0	-
Trn to ST Grants Fd	-	\$49,804	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$814,630</b>	<b>\$1,872,750</b>	<b>\$1,092,483</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>
Contractual							
Int Contract Svc	\$2,115	-	-	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$2,115</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Fixed							
Veh Oper-Repair/Mnt	\$24,628	\$0	\$1,918	-	-	\$0	-
Veh Opr-Fuel/Oil FLT	\$1,536	\$90	-	-	-	\$0	-
Vehicle Use Allow	-	-	\$23,874	-	-	\$0	-
<b>FIXED TOTAL</b>	<b>\$26,164</b>	<b>\$90</b>	<b>\$25,792</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$842,909</b>	<b>\$1,872,840</b>	<b>\$1,118,275</b>	<b>\$911,128</b>	<b>\$2,767,950</b>	<b>\$1,856,822</b>	<b>203.79%</b>

# FACILITIES REPAIR

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Facilities Repair Fund, an internal service fund, provides funding to preserve the City's investment of numerous non-school facilities which have annual maintenance requirements. A schedule of non-routine preventive maintenance/repair and minor facility rehabilitation maintains an acceptable level of facility condition, and reduces the need for future, more expensive repair or replacement. This annual funding is based upon information obtained from facility assessments and analyses of the estimated useful life of facility components. The repair of the taxpayers' investment in the City's facilities remains the best defense against the enormous cost of total construction/renovation of the City's very valuable public facilities.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Circuit Court Administration	\$13,573	\$8,014	\$9,611	-	-	\$0	-
Public Works Administration	\$9,592	\$351,206	\$271,643	\$72,500	\$0	-\$72,500	-100.00%
City Building Maintenance Services	\$10,326	\$61,130	\$36,095	\$27,500	\$0	-\$27,500	-100.00%
Construction Services	-	-	-	\$100,000	\$0	-\$100,000	-100.00%
General Revenues - Non Departmental	\$400,000	\$0	-	-	\$400,000	\$400,000	-
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$433,492</b>	<b>\$420,350</b>	<b>\$317,349</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Circuit Court Administration	\$0	\$34,086	-	-	-	\$0	-
Public Works Administration	\$225,783	\$318,616	\$225,547	\$72,500	\$145,000	\$72,500	100.00%
City Building Maintenance Services	\$83,466	\$33,823	\$76,760	\$27,500	\$55,000	\$27,500	100.00%
Construction Services	-	\$0	\$206,317	\$100,000	\$200,000	\$100,000	100.00%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$309,249</b>	<b>\$386,526</b>	<b>\$508,623</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Other General Funds	\$309,249	\$386,526	\$508,623	\$200,000	\$400,000	\$200,000	100.00%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$309,249</b>	<b>\$386,526</b>	<b>\$508,623</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Courthouse Maint	\$10,322	\$6,130	\$7,246	-	-	\$0	-
Courthouse Const Fee	\$13,573	\$8,014	\$9,611	-	-	\$0	-
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$23,895</b>	<b>\$14,144</b>	<b>\$16,856</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Intergovernmental Revenue							
Rev/Albemarle	\$9,592	\$5,866	\$97,017	-	-	\$0	-
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>\$9,592</b>	<b>\$5,866</b>	<b>\$97,017</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Miscellaneous Revenue							
Refund-Prior Yr Exp	-	-	\$1,350	-	-	\$0	-
Other Misc Rev	-	\$339	\$2,126	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>\$339</b>	<b>\$3,475</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Warehouse Revenue							
Warehse Outlet Sales	\$5	-	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	\$400,000	\$400,000	\$200,000	\$200,000	\$400,000	\$200,000	100.00%
<b>TRANSFERS TOTAL</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$433,492</b>	<b>\$420,350</b>	<b>\$317,349</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Other							
Postage	\$6	-	-	-	-	\$0	-
Maint Supplies	\$6,491	\$8,505	\$9,954	-	-	\$0	-
Small Hand Tools	-	-	\$13	-	-	\$0	-
Constr Materials	\$6,806	\$5,082	\$5,118	-	-	\$0	-
Recr Supplies	-	-	\$3,720	-	-	\$0	-
Fuel	\$34	-	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$15,501	\$7,478	\$10,212	-	-	\$0	-
Other Supplies	\$341	\$7,681	\$9,413	-	-	\$0	-
Printing/Duplicating	\$16	\$38	-	-	-	\$0	-
Equipment Rental	\$5,756	-	-	-	-	\$0	-
Repairs and Maint	\$89,615	\$35,703	\$144,000	-	-	\$0	-
Software Lic/Maint	-	-	\$201	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Solid Waste Disp	-	\$189	-	-	-	\$0	-
Freight	\$296	\$0	\$47	-	-	\$0	-
Trn to Cap Proj-GF	-	-	\$90,000	-	-	\$0	-
Lump Sum Appropr	-	-	-	\$200,000	\$400,000	\$200,000	100.00%
<b>OTHER TOTAL</b>	<b>\$124,863</b>	<b>\$64,676</b>	<b>\$272,678</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>
Contractual							
Professional Serv	\$12,011	\$19,693	\$35,032	-	-	\$0	-
Serv Contracts	\$0	-	\$20,605	-	-	\$0	-
Constr Contracts	\$73,395	\$120,295	\$44,141	-	-	\$0	-
Contracted Serv	\$476	\$17,391	\$61,515	-	-	\$0	-
Consulting Services	\$2,550	\$8,141	\$765	-	-	\$0	-
Other Contractual Se	\$95,956	\$156,329	\$73,887	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$184,387</b>	<b>\$321,849</b>	<b>\$235,945</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$309,249</b>	<b>\$386,526</b>	<b>\$508,623</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>

# FLEET MANAGEMENT

FISCAL YEAR 2024 BUDGET



## OVERVIEW

Fleet Management Operations is responsible for repairs and maintenance to 646 City-owned vehicles and equipment, manages the fueling infrastructure, and provides recommendations on the purchase of replacement vehicles and equipment.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Fleet Maintenance Operations	13.00
<b>ALLOCATED FTE COUNT</b>	<b>13.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Fleet Maintenance Operations	\$1,485,210	\$1,814,702	\$2,666,058	\$1,065,804	\$1,307,005	\$241,201	22.63%
Fuel Purchases and Vehicle Wash	\$104,858	\$101,873	\$101,770	\$349,401	\$220,327	-\$129,074	-36.94%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$1,590,068</b>	<b>\$1,916,575</b>	<b>\$2,767,828</b>	<b>\$1,415,205</b>	<b>\$1,527,332</b>	<b>\$112,127</b>	<b>7.92%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Fleet Maintenance Operations	\$1,980,930	\$2,399,427	\$3,113,504	\$1,382,742	\$1,500,332	\$117,590	8.50%
Fuel Purchases and Vehicle Wash	\$21,044	\$9,908	\$36,004	\$32,463	\$27,000	-\$5,463	-16.82%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$2,001,974</b>	<b>\$2,409,335</b>	<b>\$3,149,508</b>	<b>\$1,415,205</b>	<b>\$1,527,332</b>	<b>\$112,127</b>	<b>7.92%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$2,001,974	\$2,409,335	\$3,149,508	\$1,415,205	\$1,527,332	\$112,127	7.92%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$2,001,974</b>	<b>\$2,409,335</b>	<b>\$3,149,508</b>	<b>\$1,415,205</b>	<b>\$1,527,332</b>	<b>\$112,127</b>	<b>7.92%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Charges for Services							
Labor Rev	\$516,633	\$35,418	-	\$964,804	\$1,206,005	\$241,201	25.00%
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$516,633</b>	<b>\$35,418</b>	<b>-</b>	<b>\$964,804</b>	<b>\$1,206,005</b>	<b>\$241,201</b>	<b>25.00%</b>
Intergovernmental Revenue							
Vehicle Rental	-	-	-	\$16,000	\$16,000	\$0	0.00%
<b>INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$0</b>	<b>0.00%</b>
Miscellaneous Revenue							
Other Misc Rev	-	-	-	\$10,000	\$10,000	\$0	0.00%
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>0.00%</b>
Fleet Revenue							
Parts mark-up Rev	\$64,181	\$104	\$30	\$75,000	\$75,000	\$0	0.00%
Vehicle Service Rev	-	\$1,059,154	\$1,365,151	-	-	\$0	-
Fuel Sales	\$104,858	\$101,873	\$101,770	\$349,401	\$220,327	-\$129,074	-36.94%
Fuel Inv Con (CAFR)	\$896,121	\$718,352	\$1,300,877	-	-	\$0	-
<b>FLEET REVENUE TOTAL</b>	<b>\$1,065,160</b>	<b>\$1,879,483</b>	<b>\$2,767,828</b>	<b>\$424,401</b>	<b>\$295,327</b>	<b>-\$129,074</b>	<b>-30.41%</b>
Warehouse Revenue							
Warehse Outlet Sales	\$8,275	\$1,674	-	-	-	\$0	-
<b>WAREHOUSE REVENUE TOTAL</b>	<b>\$8,275</b>	<b>\$1,674</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Transfers							
Transfer From Other Fund	-	-	\$0	-	-	\$0	-
<b>TRANSFERS TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$1,590,068</b>	<b>\$1,916,575</b>	<b>\$2,767,828</b>	<b>\$1,415,205</b>	<b>\$1,527,332</b>	<b>\$112,127</b>	<b>7.92%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$561,095	\$605,631	\$624,152	\$713,076	\$788,861	\$75,785	10.62%
Full Time Sal Accrue	\$9,638	\$2,335	\$2,046	-	-	\$0	-
PT Salaries	-	-	-	-	\$0	\$0	-
COLA Budget	-	-	-	\$29,173	\$63,311	\$34,138	117.01%
Soc Sec - FICA	\$41,636	\$45,404	\$49,025	\$54,550	\$60,348	\$5,798	10.62%
Soc Sec FICA Accrued	\$585	\$135	\$198	-	-	\$0	-
Retirement Cont DB	\$162,846	\$152,831	\$143,442	\$199,661	\$192,023	-\$7,638	-3.82%
Retirement Cont DC	\$3,288	\$6,237	\$7,746	-	\$8,245	\$8,245	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Retirement Cont A DB	\$1,465	\$178	-\$335	-	-	\$0	-
Retirement Cont A DC	\$342	\$28	\$61	-	-	\$0	-
Life Insurance	\$3,817	\$4,277	\$4,513	\$5,163	\$5,711	\$549	10.62%
Life Ins Accrued	\$122	\$30	\$15	-	-	\$0	-
Health Care Program	\$91,420	\$99,794	\$97,700	\$108,864	\$123,838	\$14,974	13.75%
Health Care Pr Accru	\$1,466	\$384	-\$105	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$877,718</b>	<b>\$917,264</b>	<b>\$928,459</b>	<b>\$1,110,487</b>	<b>\$1,242,338</b>	<b>\$131,850</b>	<b>11.87%</b>
Personnel - Other							
Overtime	\$16,931	\$20,100	\$7,742	\$20,000	\$0	-\$20,000	-100.00%
Overtime Accrued	-\$1,308	-	-	-	-	\$0	-
Other OT	-	\$4,626	\$10,172	\$4,500	\$0	-\$4,500	-100.00%
Bonus Pay	-	\$8,250	\$38,500	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$15,623</b>	<b>\$32,976</b>	<b>\$56,414</b>	<b>\$24,500</b>	<b>\$0</b>	<b>-\$24,500</b>	<b>-100.00%</b>
Other							
Office Supplies	\$371	\$171	\$860	\$1,700	\$1,700	\$0	0.00%
Postage	-	-	\$23	-	-	\$0	-
Cleaning Supplies	\$124	-	-	\$1,000	\$1,000	\$0	0.00%
Uniforms/Clothing	\$10,476	\$9,982	\$8,603	\$3,250	\$4,050	\$800	24.61%
Safety Supplies	\$40	\$1,027	\$125	\$500	\$500	\$0	0.00%
Medical Supplies	\$1,156	\$959	\$737	\$1,200	\$1,200	\$0	0.00%
Maint Supplies	\$21,946	\$14,246	\$6,908	\$15,000	\$15,000	\$0	0.00%
Small Hand Tools	\$2,100	-	\$3,838	\$7,500	\$7,500	\$0	0.00%
Constr Materials	\$219	\$59	-	-	-	\$0	-
Food Supplies	\$104	\$65	\$289	\$1,000	\$750	-\$250	-25.00%
Oil/Grease	\$439	-	-	\$150	\$150	\$0	0.00%
Chemicals	-	-	-	\$100	\$100	\$0	0.00%
HazMat	-	-	-	\$250	\$250	\$0	0.00%
Mach/Equip/Furn (NC)	\$13	-	\$560	\$2,000	\$2,000	\$0	0.00%
Comp Sftwr (Non-cap)	\$0	\$50,322	\$51,831	-	\$0	\$0	-
Other Supplies	-\$7,987	\$2,908	-\$4,927	\$3,000	\$3,000	\$0	0.00%
Garage Parts Purch	-	-	\$341	\$1,000	\$1,000	\$0	0.00%
Cell Phone Serv Purc	\$2,515	\$1,439	\$1,623	\$1,750	\$1,750	\$0	0.00%
Cost Goods Sold	\$896,121	\$718,352	\$1,300,877	-	-	\$0	-
Dues/Subscriptions	\$190	\$1,068	\$704	\$700	\$820	\$120	17.14%
Telephone-Long Dist	-	-	-	-	\$40	\$40	-
Utilities	\$15,315	\$20,481	\$17,710	\$21,012	\$21,012	\$0	0.00%
Printing/Duplicating	\$21	-	-	\$25	\$25	\$0	0.00%
Travel	\$1,280	-	\$1,853	\$1,500	\$2,000	\$500	33.33%
Travel Transport	-	-	\$108	-	-	\$0	-
Meals	\$274	-	\$275	\$200	\$450	\$250	125.00%
Uniform Rental	-	-	-	\$7,166	\$6,578	-\$588	-8.20%
Equipment Rental	\$166	-	-	-	-	\$0	-
Repairs and Maint	\$1,206	\$673	\$655	\$14,200	\$13,500	-\$700	-4.92%
Education/Training	\$0	\$212	\$2,839	\$10,000	\$10,000	\$0	0.00%
Software Lic/Maint	-	\$966	\$15,977	\$73,600	\$75,688	\$2,088	2.83%
Vehicle Operations	-	\$219	\$242	-	-	\$0	-
Veh Oper-Wash/Clean	-	-	\$857	-	-	\$0	-
Fleet Inv Parts Supp	-	\$355,038	\$385,158	-	-	\$0	-
Fleet Purch Services	-	\$157,180	\$248,727	-	-	\$0	-
Solid Waste Disp	\$6,905	\$1,449	\$3,985	\$4,500	\$4,500	\$0	0.00%
Freight	\$123	\$27	\$28	-	-	\$0	-
Acq Com Itm-Eqpt (MA)	-	\$6,799	-	-	-	\$0	-
Acq Com Itm-Comp Sof	\$47,200	-	-	-	-	\$0	-
<b>OTHER TOTAL</b>	<b>\$1,000,319</b>	<b>\$1,343,642</b>	<b>\$2,050,805</b>	<b>\$172,303</b>	<b>\$174,563</b>	<b>\$2,260</b>	<b>1.31%</b>
Contractual							
Professional Serv	\$5,569	\$15,033	\$14,911	\$23,780	\$22,780	-\$1,000	-4.20%
Serv Contracts	\$5,074	\$9,303	\$0	-	\$0	\$0	-
Contracted Serv	-	\$1,450	-	-	-	\$0	-
Int Contract Svc	\$655	-	-	-	-	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Other Contractual Se	\$1,592	\$185	\$192	-	-	\$0	-
<b>CONTRACTUAL TOTAL</b>	<b>\$12,889</b>	<b>\$25,972</b>	<b>\$15,103</b>	<b>\$23,780</b>	<b>\$22,780</b>	<b>-\$1,000</b>	<b>-4.20%</b>
Fixed							
Telephone-Int Chg	\$5,516	\$4,633	\$7,758	\$5,469	\$1,976	-\$3,493	-63.86%
Insurance Int Chgs	\$14,158	\$14,158	\$14,158	\$16,282	\$16,608	\$326	2.00%
Worker's Comp Ins	\$14,887	\$14,887	\$14,887	\$21,278	\$21,740	\$462	2.17%
IT Comp Replacemt	-	-	-	-	\$2,755	\$2,755	-
IT Infrastruct Repla	\$1,193	\$1,193	\$1,193	\$2,566	\$1,717	-\$849	-33.08%
Veh Oper-Repair/Mnt	\$35,945	\$31,024	\$36,344	\$13,520	\$13,520	\$0	0.00%
Veh Opr-Fuel/Oil FLT	\$1,910	\$1,771	\$2,572	\$3,000	\$3,000	\$0	0.00%
IT User/Support Fee	\$12,808	\$12,808	\$12,808	\$12,808	\$16,490	\$3,682	28.74%
HVAC Charges	\$6,827	\$6,827	\$6,827	\$7,032	\$7,665	\$633	9.00%
Trn to CityLink	\$2,180	\$2,180	\$2,180	\$2,180	\$2,180	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$95,424</b>	<b>\$89,482</b>	<b>\$98,727</b>	<b>\$84,135</b>	<b>\$87,651</b>	<b>\$3,516</b>	<b>4.17%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$2,001,974</b>	<b>\$2,409,335</b>	<b>\$3,149,508</b>	<b>\$1,415,205</b>	<b>\$1,527,332</b>	<b>\$112,127</b>	<b>7.92%</b>

## EXPLANATION OF CHANGES

### Salaries and Benefits

6% cost of living increase is included for FY 24.

### Other Expenditures

Contractual increases for software licensing, off-site storage rental and postage

# HEALTHCARE FUND

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Health Care Fund is the funding source for the City's health-related benefits provided to participants in the City's health care programs. The City self-insures its medical and dental insurance plans, meaning that the City is responsible for paying all claims and expenses generated by the program's participants. Each year an actuarial analysis is conducted to determine the expected revenue requirements for the next fiscal year. The analysis evaluates prior year claims, participation levels, and any proposed plan design changes, to determine the required level of funding to cover claims costs. The Fund also pays for the associated Wellness Initiatives, which are an integral part of the City's medical cost containment strategy.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Health Care payments and admin	\$17,589,439	\$17,256,998	\$16,328,847	\$17,085,000	\$18,541,851	\$1,456,851	8.52%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$17,589,439</b>	<b>\$17,256,998</b>	<b>\$16,328,847</b>	<b>\$17,085,000</b>	<b>\$18,541,851</b>	<b>\$1,456,851</b>	<b>8.52%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Health Care payments and admin	\$16,159,491	\$16,594,037	\$18,249,252	\$18,678,686	\$19,478,972	\$800,286	4.28%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$16,159,491</b>	<b>\$16,594,037</b>	<b>\$18,249,252</b>	<b>\$18,678,686</b>	<b>\$19,478,972</b>	<b>\$800,286</b>	<b>4.28%</b>

## FUNDING ALLOCATION

Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$16,159,491	\$16,594,037	\$18,249,252	\$18,678,686	\$19,478,972	\$800,286	4.28%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$16,159,491</b>	<b>\$16,594,037</b>	<b>\$18,249,252</b>	<b>\$18,678,686</b>	<b>\$19,478,972</b>	<b>\$800,286</b>	<b>4.28%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Miscellaneous Revenue							
RSWA Checks	–	\$137	–	–	–	\$0	–
Forfeitures	\$13,825	\$76,278	\$49,835	\$15,000	\$15,000	\$0	0.00%
Refund-Prior Yr Exp	\$78	–	–	–	–	\$0	–
Other Misc Rev	\$4,614	–	–	–	–	\$0	–
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$18,518</b>	<b>\$76,415</b>	<b>\$49,835</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>0.00%</b>
Health Care Fund							
Health Care PR Deduc	\$3,745,963	\$3,714,653	\$3,168,246	\$3,350,000	\$3,350,000	\$0	0.00%
Dental Care PR Deduc	\$244,558	\$241,161	\$223,951	\$240,000	\$240,000	\$0	0.00%
Gyms W/H	\$161,210	-\$138	-\$353	–	\$0	\$0	–
Health Cont ER Activ	\$8,743,196	\$8,479,562	\$8,197,039	\$8,700,000	\$10,898,312	\$2,198,312	25.26%
Dental Cont ER Activ	\$405,907	\$395,838	\$382,964	\$400,000	\$380,000	-\$20,000	-5.00%
Health Cont ER Ret	\$3,771,655	\$3,876,286	\$3,838,153	\$3,900,000	\$3,200,000	-\$700,000	-17.94%
Dental Cont ER Ret	\$186,702	\$192,261	\$193,022	\$195,000	\$193,539	-\$1,461	-0.74%
COBRA Checks	\$1,727	\$7,266	\$32,954	–	–	\$0	–
Retiree Checks	\$310,003	\$243,694	\$243,036	\$285,000	\$265,000	-\$20,000	-7.01%
Wellness Fund CHC	–	\$30,000	–	–	–	\$0	–
<b>HEALTH CARE FUND TOTAL</b>	<b>\$17,570,921</b>	<b>\$17,180,583</b>	<b>\$16,279,012</b>	<b>\$17,070,000</b>	<b>\$18,526,851</b>	<b>\$1,456,851</b>	<b>8.53%</b>
Transfers							
Transfer From Other Fund	–	–	\$0	–	–	\$0	–
<b>TRANSFERS TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$17,589,439</b>	<b>\$17,256,998</b>	<b>\$16,328,847</b>	<b>\$17,085,000</b>	<b>\$18,541,851</b>	<b>\$1,456,851</b>	<b>8.52%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
Soc Sec - FICA	\$1,289	\$723	\$1,251	–	–	\$0	–
Soc Sec FICA Accrued	-\$55	\$40	-\$3	–	–	\$0	–
<b>PERSONNEL TOTAL</b>	<b>\$1,234</b>	<b>\$763</b>	<b>\$1,248</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
Personnel - Other							
Temp. Salaries	\$15,143	\$9,403	\$15,482	\$25,000	\$20,000	-\$5,000	-20.00%
Temp Sal Accrued	-\$714	\$525	-\$39	–	–	\$0	–
Bonus Pay	–	–	\$875	–	–	\$0	–
Phys Fitness Clubs	\$258,846	–	\$37,687	\$150,000	\$50,000	-\$100,000	-66.66%
Employee Assist	\$16,162	\$15,908	\$15,994	\$20,000	\$17,000	-\$3,000	-15.00%
Medical Ins Opt Out	\$26,722	\$27,318	\$24,982	\$26,000	\$26,000	\$0	0.00%
Medical claims	\$13,168,991	\$13,554,257	\$15,537,633	\$15,700,000	\$16,920,364	\$1,220,364	7.77%
Dental claims	\$607,591	\$701,518	\$661,752	\$800,000	\$715,000	-\$85,000	-10.62%
HMO-Health Reimb	\$118,725	\$110,600	\$104,955	\$190,000	\$150,000	-\$40,000	-21.05%
Flu Shots	\$6,450	\$25	–	\$7,500	\$7,500	\$0	0.00%
Wellness Initiatives	\$7,203	\$539	\$556	\$15,000	\$7,500	-\$7,500	-50.00%
Flex-Ben Admin	\$26,698	\$23,685	\$28,164	\$30,000	\$30,000	\$0	0.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$14,251,817</b>	<b>\$14,443,779</b>	<b>\$16,428,041</b>	<b>\$16,963,500</b>	<b>\$17,943,364</b>	<b>\$979,864</b>	<b>5.77%</b>
Other							
Advertising	–	\$80	\$83	–	–	\$0	–
Insurance Premiums	\$1,701,985	\$1,934,375	\$1,625,222	\$1,500,000	\$1,325,000	-\$175,000	-11.66%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED		\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024			
Actuarial Fees	\$47,136	\$47,136	\$47,136	\$60,000	\$50,000	-\$10,000	-16.66%	
Affordable Care Cont	-	\$4,825	\$4,407	\$5,000	\$5,000	\$0	0.00%	
Unemployment Comp	-	-	\$0	-	-	\$0	-	
GF Admin Charges	\$120,000	\$125,000	\$105,036	\$112,000	\$115,000	\$3,000	2.67%	
<b>OTHER TOTAL</b>	<b>\$1,869,121</b>	<b>\$2,111,416</b>	<b>\$1,781,884</b>	<b>\$1,677,000</b>	<b>\$1,495,000</b>	<b>-\$182,000</b>	<b>-10.85%</b>	
Fixed								
Telephone-Int Chg	\$579	\$579	\$579	\$686	\$565	-\$121	-17.63%	
IT Comp Replacemt	-	-	-	-	\$551	\$551	-	
IT Infrastruct Repla	-	-	-	-	\$343	\$343	-	
IT User/Support Fee	-	-	-	-	\$1,649	\$1,649	-	
Trn to CityLink	\$36,740	\$37,500	\$37,500	\$37,500	\$37,500	\$0	0.00%	
<b>FIXED TOTAL</b>	<b>\$37,319</b>	<b>\$38,079</b>	<b>\$38,079</b>	<b>\$38,186</b>	<b>\$40,608</b>	<b>\$2,422</b>	<b>6.34%</b>	
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$16,159,491</b>	<b>\$16,594,037</b>	<b>\$18,249,252</b>	<b>\$18,678,686</b>	<b>\$19,478,972</b>	<b>\$800,286</b>	<b>4.28%</b>	

# RETIREMENT FUND

FISCAL YEAR 2024 BUDGET



## OVERVIEW

The Charlottesville Supplemental Retirement Fund, and the Post-Retirement Benefits Fund, together constitute the Pension Plan, which is designed to provide City employees with a valuable pension to supplement social security benefits upon retirement. Regular employees may enroll in the plan but are not vested until they have completed five years of service. The City also offers new employees a choice to opt into a Defined Contribution plan rather than the City’s Defined Benefit Pension Plan. The Pension Plan is a trust (fiduciary) fund supported by contributions paid by the City and plan members. Employee contributions are categorized as follows:

- Beginning July 1, 2018, employees hired before July 1, 2012 (Plan 1 Employees) are required to contribute 2% of their salary. Previously, these employees were required to contribute 1% of their salary.
- Employees hired between July 1, 2012 and July 1, 2017, (Plan 2 Employees) are required to contribute 3% of their salary.
- Employees hired after July 1, 2017 (Plan 3 Employees) are required to contribute 5% of their salary.

The City's rate of contribution into the fund for FY 24 is 28.0% for general government and 51.28% for public safety employees’ salaries.

The Charlottesville Pension Plan is administered by a commission as specified by the City Code. Representatives include a City Councilor, City employees and retirees, and citizen representatives.

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Retirement Fund	\$16,647,087	\$46,792,210	-\$3,715,157	\$33,995,592	\$35,271,228	\$1,275,636	3.75%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$16,647,087</b>	<b>\$46,792,210</b>	<b>-\$3,715,157</b>	<b>\$33,995,592</b>	<b>\$35,271,228</b>	<b>\$1,275,636</b>	<b>3.75%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Retirement Fund	\$14,203,176	\$14,886,383	\$15,594,766	\$22,918,989	\$21,561,518	-\$1,357,471	-5.92%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$14,203,176</b>	<b>\$14,886,383</b>	<b>\$15,594,766</b>	<b>\$22,918,989</b>	<b>\$21,561,518</b>	<b>-\$1,357,471</b>	<b>-5.92%</b>

# FUNDING ALLOCATION

## Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$14,203,176	\$14,886,383	\$15,594,766	\$22,918,989	\$21,561,518	-\$1,357,471	-5.92%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$14,203,176</b>	<b>\$14,886,383</b>	<b>\$15,594,766</b>	<b>\$22,918,989</b>	<b>\$21,561,518</b>	<b>-\$1,357,471</b>	<b>-5.92%</b>

# DEPARTMENTAL REVENUES (DETAILS)

## Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Miscellaneous Revenue							
Interest	\$954,400	\$852,729	\$881,371	\$1,312,500	\$1,312,500	\$0	0.00%
Dividends	\$1,042,383	\$996,884	\$1,155,506	\$1,312,500	\$1,312,500	\$0	0.00%
Gain/Loss-Invest	\$2,159,301	\$32,832,890	-\$18,568,953	\$13,000,000	\$13,000,000	\$0	0.00%
Other Misc Rev	\$562	\$133	\$10,414	-	-	\$0	-
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$4,156,645</b>	<b>\$34,682,635</b>	<b>-\$16,521,663</b>	<b>\$15,625,000</b>	<b>\$15,625,000</b>	<b>\$0</b>	<b>0.00%</b>
Health Care Fund							
City Retire Contrib	\$9,591,629	\$10,797,446	\$11,379,972	\$15,670,592	\$16,746,228	\$1,075,636	6.86%
Member Retir Contrib	\$1,098,813	\$1,087,218	\$1,131,321	\$2,500,000	\$2,500,000	\$0	0.00%
<b>HEALTH CARE FUND TOTAL</b>	<b>\$10,690,442</b>	<b>\$11,884,664</b>	<b>\$12,511,293</b>	<b>\$18,170,592</b>	<b>\$19,246,228</b>	<b>\$1,075,636</b>	<b>5.91%</b>
Transfers							
Transfer From Other Fund	\$1,800,000	-	-	-	-	\$0	-
Contrib from City	-	\$224,911	\$295,213	\$200,000	\$400,000	\$200,000	100.00%
<b>TRANSFERS TOTAL</b>	<b>\$1,800,000</b>	<b>\$224,911</b>	<b>\$295,213</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>100.00%</b>
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$16,647,087</b>	<b>\$46,792,210</b>	<b>-\$3,715,157</b>	<b>\$33,995,592</b>	<b>\$35,271,228</b>	<b>\$1,275,636</b>	<b>3.75%</b>

# DEPARTMENTAL EXPENDITURES (DETAILS)

## Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
Soc Sec - FICA	\$0	\$0	\$0	\$7,200	\$7,632	\$432	6.00%
Life Insurance	\$0	\$0	\$0	-	-	\$0	-
Life Ins - Retirees	\$0	\$0	\$0	\$30,000	\$30,000	\$0	0.00%
Health Care Program	\$0	\$0	\$0	-	-	\$0	-
Health Care Prog - R	\$0	\$0	\$0	\$5,400,000	\$4,017,000	-\$1,383,000	-25.61%
<b>PERSONNEL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,437,200</b>	<b>\$4,054,632</b>	<b>-\$1,382,568</b>	<b>-25.42%</b>
Personnel - Other							
LT Disability Ins	\$102,486	\$100,252	\$102,659	\$110,000	\$110,000	\$0	0.00%
<b>PERSONNEL - OTHER TOTAL</b>	<b>\$102,486</b>	<b>\$100,252</b>	<b>\$102,659</b>	<b>\$110,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>0.00%</b>
Other							
Postage	\$4,049	\$3,636	\$5,333	\$7,000	\$7,500	\$500	7.14%
Dues/Subscriptions	\$766	\$767	\$792	\$1,500	\$1,500	\$0	0.00%
Education/Training	-	-	-	\$1,500	\$1,500	\$0	0.00%
Credit Card Fees	\$0	-	-	-	-	\$0	-
Actuarial Fees	\$35,514	\$25,451	\$25,451	\$63,528	\$60,000	-\$3,528	-5.55%

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Investment Advisors	\$551,504	\$580,008	\$665,786	\$1,100,000	\$1,100,000	\$0	0.00%
Insurance Claims	\$0	\$0	\$0	\$250,000	\$250,000	\$0	0.00%
GF Admin Charges	\$61,148	\$73,824	\$71,521	\$165,586	\$165,586	\$0	0.00%
Pension Distribution	\$13,237,084	\$13,892,421	\$14,372,958	\$15,471,008	\$15,500,000	\$28,992	0.18%
EE Interest-DB Plan	\$0	-	\$71	-	-	\$0	-
Refund Pension Cont	\$175,836	\$175,016	\$315,154	\$250,000	\$250,000	\$0	0.00%
<b>OTHER TOTAL</b>	<b>\$14,065,902</b>	<b>\$14,751,123</b>	<b>\$15,457,066</b>	<b>\$17,310,122</b>	<b>\$17,336,086</b>	<b>\$25,964</b>	<b>0.14%</b>
Contractual							
Professional Serv	\$7,601	\$7,793	\$7,824	\$20,867	\$20,000	-\$867	-4.15%
Other Contractual Se	-	-	-	\$3,000	\$3,000	\$0	0.00%
<b>CONTRACTUAL TOTAL</b>	<b>\$7,601</b>	<b>\$7,793</b>	<b>\$7,824</b>	<b>\$23,867</b>	<b>\$23,000</b>	<b>-\$867</b>	<b>-3.63%</b>
Fixed							
Trn to CityLink	\$27,186	\$27,216	\$27,216	\$37,800	\$37,800	\$0	0.00%
<b>FIXED TOTAL</b>	<b>\$27,186</b>	<b>\$27,216</b>	<b>\$27,216</b>	<b>\$37,800</b>	<b>\$37,800</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$14,203,176</b>	<b>\$14,886,383</b>	<b>\$15,594,766</b>	<b>\$22,918,989</b>	<b>\$21,561,518</b>	<b>-\$1,357,471</b>	<b>-5.92%</b>

# ENTERPRISE PARKING

FISCAL YEAR 2024 BUDGET



## OVERVIEW

In FY17 the City Council approved the creation of the Parking Enterprise Fund with the ultimate goal of creating a self-sustaining parking system. The fund currently operates as a quasi-enterprise fund by including a budget that generates a revenue stream sufficient to cover the annual parking related operating and maintenance expenses. This year's budget submission includes rate increases for all the monthly rates for both garages and the surface lots. The increases vary but average about 5%. The last rate increase was October 1, 2018. Based on the federal CPI Inflation Calculator there has been a 7% increase between October 2018 until September 2021. There is no current plan to increase hourly parking rates.

## STAFFING SUMMARY

Full Time Equivalents by Division

Division	FY2024
<b>Allocated FTE Count</b>	
Enterprise Parking	1.00
<b>ALLOCATED FTE COUNT</b>	<b>1.00</b>

## DEPARTMENTAL REVENUES (SUMMARY)

Revenues by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Division</b>							
Enterprise Parking	\$11,937	-	-	-	-	\$0	-
Parking Facilities	\$3,121,987	\$1,481,748	\$2,306,424	\$3,505,593	\$2,297,658	-\$1,207,935	-34.45%
General Revenues - Non Departmental	\$259,325	\$194,166	\$341,614	\$345,000	\$345,000	\$0	0.00%
<b>REVENUES BY DIVISION TOTAL</b>	<b>\$3,393,249</b>	<b>\$1,675,914</b>	<b>\$2,648,037</b>	<b>\$3,850,593</b>	<b>\$2,642,658</b>	<b>-\$1,207,935</b>	<b>-31.37%</b>

## DEPARTMENTAL EXPENDITURES (SUMMARY)

### Expenditures by Division

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Division</b>							
Enterprise Parking	\$1,318,537	\$510,866	\$862,270	\$829,016	\$134,904	-\$694,111	-83.72%
Parking Facilities	\$1,953,817	\$1,788,820	\$1,846,045	\$2,554,558	\$2,135,213	-\$419,345	-16.41%
<b>EXPENSES BY DIVISION TOTAL</b>	<b>\$3,272,354</b>	<b>\$2,299,686</b>	<b>\$2,708,314</b>	<b>\$3,383,574</b>	<b>\$2,270,117</b>	<b>-\$1,113,456</b>	<b>-32.90%</b>

## FUNDING ALLOCATION

### Expenditures by Fund

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Fund</b>							
Non-General Funds	\$3,272,354	\$2,299,686	\$2,708,314	\$3,383,574	\$2,270,117	-\$1,113,456	-32.90%
<b>EXPENSES BY FUND TOTAL</b>	<b>\$3,272,354</b>	<b>\$2,299,686</b>	<b>\$2,708,314</b>	<b>\$3,383,574</b>	<b>\$2,270,117</b>	<b>-\$1,113,456</b>	<b>-32.90%</b>

## DEPARTMENTAL REVENUES (DETAILS)

### Revenues by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Revenues by Line Item</b>							
Taxes							
Real Estate Tax	\$0	-	-	-	-	\$0	-
<b>TAXES TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Licenses and Permits							
Parking Perm	\$57,261	\$36,759	\$39,325	\$45,000	\$45,000	\$0	0.00%
Valet Parking Permit	\$500	-	-	-	-	\$0	-
<b>LICENSES AND PERMITS TOTAL</b>	<b>\$57,761</b>	<b>\$36,759</b>	<b>\$39,325</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>0.00%</b>
Miscellaneous Revenue	\$347,395	\$315,415	\$290,025	\$186,053	\$192,858	\$6,805	3.65%
Parking	\$2,988,093	\$1,323,740	\$2,318,687	\$3,619,540	\$2,404,800	-\$1,214,740	-33.56%
<b>REVENUES BY LINE ITEM TOTAL</b>	<b>\$3,393,249</b>	<b>\$1,675,914</b>	<b>\$2,648,037</b>	<b>\$3,850,593</b>	<b>\$2,642,658</b>	<b>-\$1,207,935</b>	<b>-31.37%</b>

## DEPARTMENTAL EXPENDITURES (DETAILS)

### Expenditures by Line Item

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
<b>Expenses by Line Item</b>							
Personnel							
FT Salaries	\$82,158	\$82,285	\$72,396	\$88,966	\$91,645	\$2,678	3.01%
Full Time Sal Accrue	\$759	\$316	-\$4,114	-	-	\$0	-
PT Salaries	-	-	\$6,289	-	\$0	\$0	-
Part Time Sal Accru	-	-	\$2,396	-	-	\$0	-
COLA Budget	-	-	-	\$3,106	\$6,454	\$3,348	107.79%
Soc Sec - FICA	\$6,486	\$6,552	\$6,488	\$6,806	\$7,011	\$205	3.01%
Soc Sec FICA Accrued	\$68	\$26	-\$134	-	-	\$0	-
Retirement Cont DB	-	-	-	-	\$0	\$0	-

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 PROPOSED	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	2024		
Retirement Cont DC	\$6,573	\$5,544	\$6,294	\$7,117	\$8,248	\$1,131	15.88%
Retirement Cont A DC	\$61	\$25	-\$137	-	-	\$0	-
Life Insurance	\$563	\$568	\$563	\$644	\$664	\$19	3.01%
Life Ins Accrued	\$15	\$4	-\$8	-	-	\$0	-
Health Care Program	\$9,072	\$9,072	\$9,072	\$9,072	\$9,526	\$454	5.00%
Health Care Pr Accru	\$70	\$35	\$35	-	-	\$0	-
<b>PERSONNEL TOTAL</b>	<b>\$105,824</b>	<b>\$104,427</b>	<b>\$99,138</b>	<b>\$115,712</b>	<b>\$123,547</b>	<b>\$7,836</b>	<b>6.77%</b>
Personnel - Other							
Bonus Pay	-	\$750	\$3,500	-	-	\$0	-
<b>PERSONNEL - OTHER TOTAL</b>	<b>-</b>	<b>\$750</b>	<b>\$3,500</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
Other							
Office Supplies	-	\$104	\$213	\$907	\$250	-\$657	-72.43%
Maint Supplies	\$594	\$284	\$0	-	-	\$0	-
Small Hand Tools	-	\$235	-	-	-	\$0	-
Mach/Equip/Furn (NC)	\$0	-	-	-	-	\$0	-
Garage Out Svcs Prch	\$16,481	-	-	-	-	\$0	-
Dues/Subscriptions	\$1,096	\$1	\$400	\$995	\$1,400	\$405	40.70%
Telephone-Long Dist	-	-	-	\$50	\$0	-\$50	-100.00%
Utilities	\$102,584	\$100,080	\$118,964	-	-	\$0	-
Printing/Duplicating	\$700	-	-	-	-	\$0	-
Travel	\$948	-	\$1,655	\$1,700	\$2,875	\$1,175	69.11%
Local Travel	-	-	-	\$150	\$300	\$150	100.00%
Meals	-	-	\$16	\$100	\$100	\$0	0.00%
Advertising	-	-	-	\$1,000	\$0	-\$1,000	-100.00%
Insurance Premiums	\$3,785	-	-	-	-	\$0	-
Registration Fees	\$1,326	-	\$1,764	\$1,300	\$2,100	\$800	61.53%
Rent	\$615,000	\$630,375	\$646,134	-	-	\$0	-
Repairs and Maint	\$33,894	\$15,117	\$11,173	-	-	\$0	-
Education/Training	-	-	-	\$250	\$0	-\$250	-100.00%
Internet Access Fee	\$2,751	-	-	-	-	\$0	-
Software Lic/Maint	\$1,330	-	-	-	-	\$0	-
Freight	\$29	\$272	\$341	-	-	\$0	-
Credit Card Fees	\$430	-	-	-	-	\$0	-
Marketing Exp	-	-	-	\$1,000	\$0	-\$1,000	-100.00%
Disp-Wste Mat-NonHAZ	\$6,410	-	-	-	-	\$0	-
Combin Ticket Refund	\$0	-	-	-	-	\$0	-
Other Current Charge	\$75,131	\$69,118	\$64,837	-	-	\$0	-
Trn to GF	\$1,200,000	\$400,000	\$750,000	\$600,000	\$0	-\$600,000	-100.00%
Trn to Parking Fund	-	-	-	\$200,000	\$0	-\$200,000	-100.00%
<b>OTHER TOTAL</b>	<b>\$2,062,488</b>	<b>\$1,215,586</b>	<b>\$1,595,497</b>	<b>\$807,452</b>	<b>\$7,025</b>	<b>-\$800,427</b>	<b>-99.12%</b>
Contractual							
Professional Serv	\$510,565	\$454,997	\$479,966	-	-	\$0	-
Serv Contracts	\$7,398	\$13,900	\$1,742	-	-	\$0	-
Contract Garage Wage	\$48,314	-	-	-	-	\$0	-
Garage Mgt Fee	\$4,500	-	-	-	-	\$0	-
Contracted Serv	-	\$990	\$3,219	-	-	\$0	-
Int Contract Svc	\$3,482	-	-	-	-	\$0	-
Other Contractual Se	\$21,349	\$501,185	\$516,462	\$2,454,558	\$2,135,213	-\$319,345	-13.01%
<b>CONTRACTUAL TOTAL</b>	<b>\$595,607</b>	<b>\$971,072</b>	<b>\$1,001,388</b>	<b>\$2,454,558</b>	<b>\$2,135,213</b>	<b>-\$319,345</b>	<b>-13.01%</b>
Fixed							
Telephone-Int Chg	\$3,103	\$2,675	\$3,766	\$663	\$0	-\$663	-100.00%
Insurance Int Chgs	\$501,735	\$1,525	\$1,525	\$1,754	\$1,789	\$35	1.99%
IT Comp Replacemt	-	-	-	-	\$551	\$551	-
IT Infrastruct Repla	\$298	\$298	\$298	\$233	\$343	\$110	47.21%
Veh Oper-Repair/Mnt	\$97	\$151	-	-	-	\$0	-
IT User/Support Fee	\$3,202	\$3,202	\$3,202	\$3,202	\$1,649	-\$1,553	-48.50%
<b>FIXED TOTAL</b>	<b>\$508,434</b>	<b>\$7,852</b>	<b>\$8,791</b>	<b>\$5,852</b>	<b>\$4,332</b>	<b>-\$1,520</b>	<b>-25.97%</b>
<b>EXPENSES BY LINE ITEM TOTAL</b>	<b>\$3,272,354</b>	<b>\$2,299,686</b>	<b>\$2,708,314</b>	<b>\$3,383,574</b>	<b>\$2,270,117</b>	<b>-\$1,113,456</b>	<b>-32.90%</b>

## EXPLANATION OF CHANGES

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### **Salaries and Benefits**

3% salary increase was given in FY 23 and the total funding for the increase was shown in the FY 23 budget as a lump sum under the Employee Compensation and Training section for the budget. For FY 24, the funding has been allocated to reflect the actual salaries for each department.

### **Other Expenditures**

FY 24 will mark the first year that there will be no transfer of parking revenues back to the City's General Fund. Going forward all revenues that exceed expenses will remain in the Parking Fund.



# Capital Improvement Plan





# CAPITAL IMPROVEMENT PROGRAM SUMMARY

FISCAL YEAR 2024-2028



## FY2024 CAPITAL IMPROVEMENT PROGRAM BUDGET (CIP)

### *CIP Overview*

The Capital Improvement Program (CIP) provides funding for streets, public buildings (both governmental and school facilities), land, and other capital assets. Capital improvement projects generally have a life of 5 years, or more, cost more than \$50,000, and are non-operational in nature. City Council adopted budget guidelines and established a policy to allocate an amount no less than 3% of the General Fund budget for capital improvements.

The annual capital budget is part of the City's multi-year Capital Improvement Program, which is designed to coordinate the planning, financing, and construction of capital projects. Separate funding is adopted in the General Fund budget for the smaller maintenance projects, which are handled in the Facilities Repair Fund.

Many factors are taken into consideration during the development of the capital budget. Examples include, the aging of public facilities and infrastructure, the need to accommodate a growing population, and enhancement of quality of life within the City. For these reasons, the City must respond to the capital needs of the community with investments aimed at improving, revitalizing, and maintaining the existing facilities and infrastructure of the City of Charlottesville.

### *CIP Process and Timeline*

The City's CIP process is designed to coordinate and align capital projects with Council's strategic priorities and the Comprehensive Plan while also balancing capital investments with available financial resources. The process attempts to capture the true-life cycle cost of the projects – including not only initial construction costs but also operational and replacement costs.

The City's 5-year capital improvement process typically begins in the fall when City departments receive the CIP submission request forms and related materials to use for the upcoming five-year plan. In addition to submitting requests for new projects, departments are also asked to provide financial updates for existing projects and any projects previously included in the multi-year CIP plan. All materials are submitted to the Office of Budget and Performance Management, which organizes and prepares the submissions for review and prioritization by the CIP Budget Development Committee. The CIP Budget Development Committee consists of the City Manager, Deputy City Managers, Budget Director, Finance Director, and the Budget office staff.

On December 13, 2022, a 5-year CIP plan recommendation was presented to the Planning Commission as part of a public hearing for feedback and approval. After the public hearing, the Planning Commission puts forth its own set of recommendations and proposed changes for City Council to consider.

On March 6, 2023, a Proposed CIP will be formally presented to City Council as part of an overall City Manager Proposed City Operating and Capital Budget. Council will spend time deliberating the proposed plan and may make funding changes until the budget is formally adopted on April 11, 2023.

### ***FY 2024 CIP Revenue Sources***

The City uses General Obligation (GO) bonds to finance many of the projects in the CIP. GO Bonds are debt that is backed by the City's full faith and credit which means the City is obligated to pay back the debt using its ability to collect tax revenue. A bondable project must serve a public purpose (roads, bridges, buildings, parks, etc.) and have a long useful life. Like a mortgage, the bond debt is repaid over time which allows the costs of the project to be spread out over many years and paid for by the current and future citizens who use them. Nonbondable projects are projects which will be cash funded by City revenues, grants and other sources.

The FY 24-28 Capital Improvement Program recommends the use of approximately \$137.9 million in long-term debt to finance a portion of the \$202.7 million multi-year program. The balance will be funded through transfers of funds from the General Fund, PEG (public, education and governmental) programming fees, revenue sharing funds and other contributions from Charlottesville City Schools. The Capital Improvement Program for FY 24 contains bondable projects totaling \$105.7 million, along with non-bondable projects totaling \$9.2 million, for a total capital improvement program budget equaling \$114.9 million.

### ***Capital Improvement Program Alignment to the Strategic Plan***

City Council identified five priority areas: **Affordable Housing, Race and Equity, Workforce Development, Economic Development, and Safety, Security and Preparedness**. The expenditures that fall under these priorities are listed below:

#### **Affordable Housing**

In the FY 24 Capital Improvement Program \$8.4 million is allocated for Affordable Housing projects. Charlottesville Housing and Redevelopment is to receive \$3,000,000 in the FY 24 CIP for the future redevelopment of the City's public housing sites. \$900,000 is allocated for Supplemental Rental Assistance to continue the previous commitment by City council for housing vouchers. \$1,500,000 is allocated to the Charlottesville Affordable Housing Fund (CAHF) to provide funding for affordable housing initiatives including funding to non-profit agencies to support affordable rental, affordable homeownership, affordable home rehabilitation and energy conservation, down payment assistance and other affordable housing initiatives. Additionally, a total \$3 million has been allocated to help fund the MACAA and Park Street Apartment projects.

#### **Safety, Security and Preparedness**

\$2 million in additional funds have been provided to inflationary increases in the construction costs of the new Bypass Fire Station. This is for the construction of a new fire station to replace the existing Charlottesville Fire Station No. 1 which was built in 1961. \$1.2 million is included to fund the replacement of a fire engine and \$153,800 is allocated for ongoing replacement program of Portable Radios and Mobile Data Terminals for the Police Department, the Fire Department and the Sheriff's Office. These funds are level funded annually for the purpose of establishing a tiered replacement schedule instead of funding all replacements with a significant one-time investment.

## Other Strategic Plan Areas

### Prepare students for academic and vocational success

Continues a strong commitment to the schools, providing \$109.6 million in capital funding for school facility improvements, including \$88.8 million for the construction of the Buford School Renovation and Reconfiguration Project. A total of \$91.8 million is the planned total cost of the reconfiguration project. \$16 million is also included for ongoing building improvements, HVAC systems and priority improvements. Additionally, \$9.3 million is included for roof replacements at the high school and 2 elementary schools.

### Engage in robust and context sensitive urban planning and implementation

As part of the FY 24 CIP, Small Area Plans will receive \$100,000. The Comprehensive Plan Update identified several specific areas of the city where planning and design issues or investment opportunities may warrant additional study through the development of specific small area plans in the coming years.

### Provide reliable and high-quality infrastructure

SIA Immediate Implementation will receive \$200,000 in the FY 24 CIP. This funding is intended to facilitate completion of projects outlined in the Strategic Investment Area Plan.

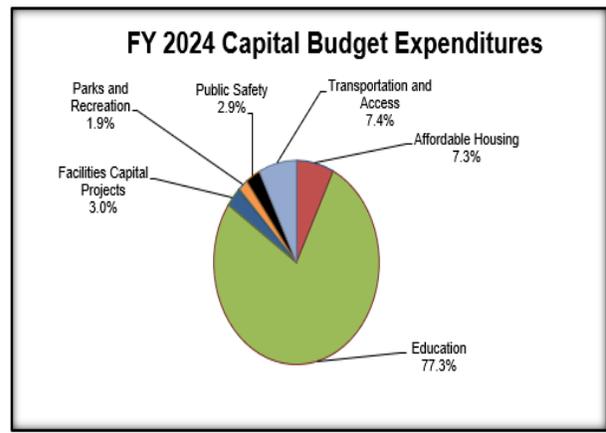
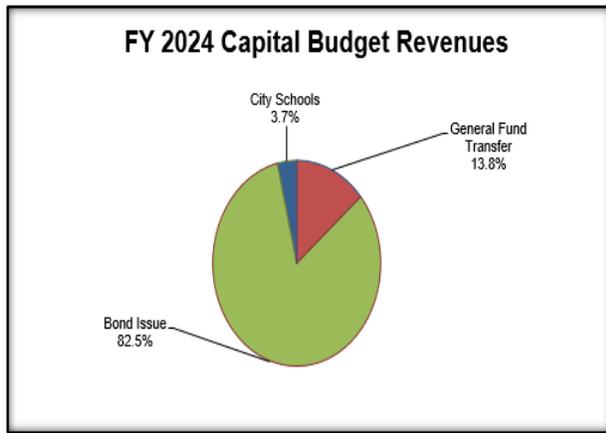
The FY 24 CIP allocates \$1.0 million in funding to go towards Milling and Paving and \$3.7 million for Traffic Signal Infrastructure Replacement. \$750,000 is allocated to begin design work for the Stribling Avenue sidewalk and \$225,000 is also funded for Minor Bridge Repairs.

### Provide a variety of transportation and mobility options

\$100,000 is allocated for Sidewalk and Curb ADA Improvements, \$100,000 for the construction of New Sidewalks, \$500,000 for Sidewalk Repair, \$240,000 for ADA Pedestrian Signal Upgrades, \$100,000 for Bicycle Infrastructure and \$239,936 was allocated as the local match funding for CAT transit bus replacements.

## CIP REVENUES

	FY24	FY25	FY26	FY27	FY28
Bond Sales	\$94,759,705	\$15,064,587	\$11,615,113	\$8,840,959	\$7,653,446
Transfer From Other Fund	\$7,542,390	\$7,798,529	\$8,012,896	\$8,233,692	\$8,461,113
General Fund Surplus Transfer	\$8,327,150	\$294,816	\$399,679	\$1,638,545	\$1,422,931
Transfer From Schools	\$4,216,934	\$2,400,000	\$2,500,000	\$200,000	\$200,000
Loan Proceeds	\$0	\$2,900,000	\$0	\$0	\$0
Public, Educational, Governmental Fees	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>TOTAL</b>	<b>\$114,886,179</b>	<b>\$28,497,932</b>	<b>\$22,567,688</b>	<b>\$18,953,196</b>	<b>\$17,777,490</b>



## CIP EXPENSES

Expensed by Project

	FY24	FY25	FY26	FY27	FY28
<b>CIP - Bondable</b>					
Bondable - Education					
CCS Reconfig Design	\$84,813,410	\$0	\$0	\$0	\$0
Schools Priority Projects	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000
School Lump Sum FY23	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
CHS Roof Replacement	\$541,060	\$1,937,504	\$2,357,489	\$0	\$0
School HVAC Repair	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Jackson-Via Roof Replacement	\$0	\$0	\$0	\$0	\$1,500,000
Burnley-Moran Roof Replacement	\$0	\$0	\$0	\$1,500,000	\$0
<b>BONDABLE - EDUCATION TOTAL</b>	<b>\$88,554,470</b>	<b>\$5,137,504</b>	<b>\$5,557,489</b>	<b>\$4,700,000</b>	<b>\$4,700,000</b>
Bondable - Transportation & Access					
Traffic Signal Replacement	\$3,700,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Streets and Sidewalks	\$1,000,000	\$1,250,000	\$1,500,000	\$1,500,000	\$1,500,000
Stribling Avenue	\$750,000	\$4,217,000	\$0	\$0	\$0
Sidewalk Repair	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
ADA Pedestrian Signal Upgrade	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000
Minor Bridge Repairs	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
HB2- Fontaine Avenue Project	\$0	\$750,000	\$0	\$0	\$0
SIA Implementation	\$200,000	\$200,000	\$200,000	\$0	\$0
Small Area Plans	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
New Sidewalks	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Citywide ADA S&C	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>BONDABLE - TRANSPORTATION &amp; ACCESS TOTAL</b>	<b>\$6,915,000</b>	<b>\$8,682,000</b>	<b>\$3,965,000</b>	<b>\$3,765,000</b>	<b>\$3,765,000</b>
Bondable - Facilities Capital Projects					
Facilities Lump Sum FY23	\$1,045,491	\$1,082,083	\$1,119,956	\$1,159,155	\$1,193,929
RSWA Baler & Baling Facility	\$132,000	\$1,788,000	\$0	\$0	\$0
City Facility HVAC	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Climate Action Initiatives	\$1,000,000	\$0	\$0	\$0	\$0
City Hall Lobby Renovation	\$575,000	\$0	\$0	\$0	\$0
IT Data Center AC Units	\$318,386	\$0	\$0	\$0	\$0
City Solar PV Program	\$75,000	\$75,000	\$75,000	\$0	\$0
General District Court - FFE	\$0	\$0	\$201,838	\$0	\$0
<b>BONDABLE - FACILITIES CAPITAL PROJECTS TOTAL</b>	<b>\$3,395,877</b>	<b>\$3,195,083</b>	<b>\$1,646,794</b>	<b>\$1,409,155</b>	<b>\$1,443,929</b>
Bondable - Affordable Housing					
Public Housing Redevelopment	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0
<b>BONDABLE - AFFORDABLE HOUSING TOTAL</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>
Bondable - Public Safety & Justice					
Fire/EMS Apparatus Replacement	\$1,152,415	\$0	\$458,918	\$1,334,065	\$1,400,768

	FY24	FY25	FY26	FY27	FY28
Bypass Fire Station	\$2,000,000	\$150,000	\$0	\$0	\$0
Fontaine Alerting System	\$0	\$0	\$175,000	\$0	\$0
<b>BONDABLE - PUBLIC SAFETY &amp; JUSTICE TOTAL</b>	<b>\$3,152,415</b>	<b>\$150,000</b>	<b>\$633,918</b>	<b>\$1,334,065</b>	<b>\$1,400,768</b>
Bondable - Parks & Recreation					
Key Rec Roof Replacement	\$712,000	\$0	\$0	\$0	\$0
City / County Joint Parks	\$82,681	\$0	\$0	\$0	\$0
<b>BONDABLE - PARKS &amp; RECREATION TOTAL</b>	<b>\$794,681</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CIP - BONDABLE TOTAL</b>	<b>\$105,812,443</b>	<b>\$20,164,587</b>	<b>\$14,803,201</b>	<b>\$11,208,220</b>	<b>\$11,309,697</b>
CIP - Non-Bondable					
Non-Bondable - Affordable Housing					
Cville Housing Fund	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
CSRAP	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
MACAA Project Apartments	\$1,885,000	\$1,885,000	\$0	\$0	\$0
Friendship Court Redevelopment: Phase 3	\$0	\$0	\$0	\$2,047,500	\$1,102,500
PHA Park Street Apartments	\$1,125,000	\$1,125,000	\$0	\$0	\$0
Friendship Court Phase II	\$0	\$0	\$1,520,000	\$0	\$0
<b>NON-BONDABLE - AFFORDABLE HOUSING TOTAL</b>	<b>\$5,410,000</b>	<b>\$5,410,000</b>	<b>\$3,920,000</b>	<b>\$4,447,500</b>	<b>\$3,502,500</b>
Non-Bondable - Parks & Recreation					
P&R Lump Sum	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Trails - Parks & Rec	\$225,000	\$125,000	\$125,000	\$125,000	\$125,000
Parks Playgrounds	\$112,000	\$112,000	\$112,000	\$112,000	\$112,000
Hazzard Liability Ash Tree	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Urban Tree Planting	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Downtown Mall Trees Active Lifecycle Management	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
DT Mall Infrastructure	\$78,000	\$78,000	\$78,000	\$78,000	\$78,000
Invasive Plant Control/Containment	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Oakwood Cemetery Drainage	\$175,000	\$0	\$0	\$0	\$0
<b>NON-BONDABLE - PARKS &amp; RECREATION TOTAL</b>	<b>\$1,365,000</b>	<b>\$1,090,000</b>	<b>\$1,090,000</b>	<b>\$1,090,000</b>	<b>\$1,090,000</b>
Non-Bondable - Transportation & Access					
Signal Coordination	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000
Traffic Improvements	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Bus Purchases	\$239,936	\$119,545	\$74,487	\$132,476	\$150,293
LED Streetlight Conversion	\$600,000	\$0	\$0	\$0	\$0
Neighborhood Transport Improvement	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Bicycle Infrastructure	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Bridge Inspections	\$80,000	\$100,000	\$100,000	\$100,000	\$100,000
ROW Appurtenance	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Sign Retro Reflective	\$100,000	\$75,000	\$0	\$0	\$0
Hist Distr Ent Corrid	\$0	\$50,000	\$0	\$50,000	\$0
<b>NON-BONDABLE - TRANSPORTATION &amp; ACCESS TOTAL</b>	<b>\$1,604,936</b>	<b>\$929,545</b>	<b>\$759,487</b>	<b>\$867,476</b>	<b>\$835,293</b>
Non-Bondable - Technology Infrastructure					
Citywide IT Infrastructure	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Comm Technology Account	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>NON-BONDABLE - TECHNOLOGY INFRASTRUCTURE TOTAL</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$290,000</b>
Non-Bondable - Education					
School Small Cap Projects	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
<b>NON-BONDABLE - EDUCATION TOTAL</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
Non-Bondable - Public Safety & Justice					
PD Portable Radio	\$45,000	\$45,000	\$75,000	\$75,000	\$75,000
Mobile Data Computer	\$45,000	\$45,000	\$75,000	\$75,000	\$75,000
Fire Portable Radio	\$45,000	\$45,000	\$75,000	\$0	\$0
Sheriff Portable Radio	\$18,800	\$18,800	\$40,000	\$0	\$0
<b>NON-BONDABLE - PUBLIC SAFETY &amp; JUSTICE TOTAL</b>	<b>\$153,800</b>	<b>\$153,800</b>	<b>\$265,000</b>	<b>\$150,000</b>	<b>\$150,000</b>
Non-Bondable - Facilities Capital Projects					
HVAC School Facilities - Contingency	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
HVAC City Facilities - Contingency	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>NON-BONDABLE - FACILITIES CAPITAL PROJECTS TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>CIP - NON-BONDABLE TOTAL</b>	<b>\$9,073,736</b>	<b>\$8,123,345</b>	<b>\$6,574,487</b>	<b>\$7,094,976</b>	<b>\$6,117,793</b>

	FY24	FY25	FY26	FY27	FY28
Description pending	\$0	\$210,000	\$1,190,000	\$650,000	\$350,000
<b>TOTAL</b>	<b>\$114,886,179</b>	<b>\$28,497,932</b>	<b>\$22,567,688</b>	<b>\$18,953,196</b>	<b>\$17,777,490</b>

# CAPITAL PROJECTS TABLE OF CONTENTS

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Click on the project below for more in-depth information on each project. Summary pages for the projects in red are also included within this document.

## AFFORDABLE HOUSING PROJECTS: BONDABLE

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- [Public Housing Redevelopment](#)

## AFFORDABLE HOUSING PROJECTS: NON-BONDABLE

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- [Charlottesville Housing Fund](#)
- [Charlottesville Supplemental Rental Assistance Program](#)
- [Friendship Court Re-Development: Infrastructure](#)
- [Friendship Court Re-Development: Phase 2](#)
- [Friendship Court Re-Development: Phase 3](#)
- [Friendship Court Re-Development: Phase 4](#)
- [MACAA Project Apartments](#)
- [PHA Park Street Apartments](#)

## EDUCATION PROJECTS: BONDABLE

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- [Burnley-Moran School Roof Replacement](#)
- [Charlottesville City Schools Reconfiguration Design](#)
- [Charlottesville High School Roof Replacement](#)
- [Jackson-Via School Roof Replacement Schools](#)
- [HVAC Repair](#)
- [Schools Lump Sum Account](#)
- [Schools Priority Projects](#)

## EDUCATION PROJECTS: NON-BONDABLE

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- [Schools Small Capital Projects](#)

## FACILITIES PROJECTS: BONDABLE

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- [City Solar Photovoltaic Panel Program](#)
- [City Hall Lobby Renovation](#)
- [Climate Action Initiatives](#)
- [HVAC City Facilities](#)
- [Facilities Development Lump Sum](#)
- [General District Court - FFE](#)
- [Information Technology Data Center AC Units](#)
- [RSWA Baler & Baling Facility](#)

## FACILITIES PROJECTS: NON-BONDABLE

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- [HVAC City Facilities - Contingency](#)
- [HVAC School Facilities - Contingency](#)

## PARKS & RECREATION PROJECTS: BONDABLE

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- City/County Joint Parks
- Key Recreation Center Roof Replacement

## PARKS & RECREATION PROJECTS: NON-BONDABLE

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- Downtown Mall Infrastructure
- Downtown Mall Trees Active Lifecycle Management
- Hazzard Liability Ash Tree
- Invasive Species Control/Containment
- Oakwood Cemetery Drainage
- Parks & Recreation Lump Sum
- Parks Playgrounds
- Trails - Parks & Recreation
- Urban Tree Planting

## PUBLIC SAFETY & JUSTICE PROJECTS: BONDABLE

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- Bypass Fire Station
- Fire/EMS Apparatus Replacement
- Fontaine Fire Station Alerting System

## PUBLIC SAFETY & JUSTICE PROJECTS: NON-BONDABLE

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- Fire Portable Radio
- Police Mobile Data Computer
- Police Portable Radio
- Sheriff Portable Radio

## TECHNOLOGY INFRASTRUCTURE PROJECTS: BONDABLE

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## TECHNOLOGY INFRASTRUCTURE PROJECTS: NON-BONDABLE

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- Citywide Information Technology Infrastructure
- Communications Technology Account

## TRANSPORTATION & ACCESS PROJECTS: BONDABLE

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- ADA Pedestrian Signal Upgrade
- Citywide ADA Sidewalks & Crossings
- HB2 - Fontaine Avenue Project
- Minor Bridge Repairs
- New Sidewalks
- Sidewalk Repair
- Small Area Plans
- Strategic Investment Area Plan Implementation
- Streets and Sidewalks
- Stribling Avenue
- Traffic Signal Replacement

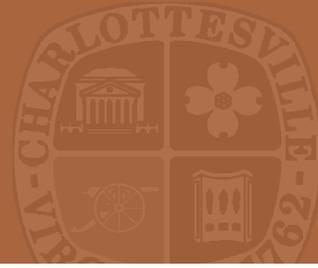
## TRANSPORTATION & ACCESS PROJECTS: NON-BONDABLE

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- Bicycle Infrastructure
- Bridge Inspections
- Bus Purchases
- Historical District Entrance Corridor
- LED Streetlight Conversion
- Neighborhood Transport Improvement
- Right-Of-Way Appurtenance
- Sign Retroactive Reflective Compliance
- Traffic Improvements
- Traffic Signal Coordination

# BYPASS FIRE STATION

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: Bypass Fire Station Replacement  
Department: Public Works Facilities  
Development  
Start Date: 7/01/2023  
End Date: 6/30/2025

## PROJECT DESCRIPTION:

The design/build costs for the Bypass Fire Station Replacement were fully funded with the FY 23 CIP budget. Due to inflation, an increase in dormitory room numbers, and some other changes relating to the layout and design from the original design this funding is being provided to cover the additional furniture, fixture and equipment projected costs.

These funds are earmarked in FY 25 for this anticipated expense. Presently there are no funding sources to fund the higher costs for the equipment/supplies that will be needed to outfit the new station. In the meantime, the fire department will continue to its search for grants or other funding opportunities to help offset these costs.

## RELATIONSHIP TO STRATEGIC PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 1. Efficient Planning for Facilities and Infrastructure*

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

#### *Goal 3. Government/Public Facilities*

Improve and maintain City government facilities to continue to provide safe, accessible, modernized public facilities and places of employment.

#### *Goal 5. Fire Protection Services*

Provide superior fire and emergency services focused on prevention, preparedness, response, and recovery, and cultivation of a safe, resilient, and self-sufficient community.

#### *Goal 6. Emergency Medical Services*

Support a resilient, safe community through the provision of the highest quality Emergency Medical Services focused on service delivery, patient outcomes, and responder health and safety.

## PROJECT OBJECTIVES / STATUS:

Objective: To provide additional funding for the furniture, fixtures and equipment for the new Bypass Fire Station projected to increase based on inflation and design changes.

Limited items from the existing station can be moved or re-used in the new fire station largely because the existing station is without some of the more modern-day gear and equipment that will now be needed in the new station such as gear racks, equipment racks, supply room storage, station alerting system, turnout gear extractor, washers/dryers, etc.

## COST ESTIMATE

### Bypass Fire Station Expenses

	FY24	FY25	FY26	FY27	FY28
Bypass Fire Station	\$2,000,000	\$150,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,000,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## OPERATING IMPACTS

Operating impacts to be determined in the future.

# CHARLOTTESVILLE HIGH SCHOOL ROOF REPLACEMENT



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: Charlottesville High School Roof Replacement  
Department: Public Works Department  
Start Date: 5/01/2022  
End Date: 8/1/2024

## PROJECT DESCRIPTION:

Charlottesville High School was constructed and opened in 1974. The current, 217,000 square foot roof was installed in 1997. This is its second roof and is a black 60mil EPDM membrane fully adhered over tapered rigid insulation. The roof was covered under warranty, which has since expired. A roof assessment was completed in 2008 by Heyward Boyd Architects. Based on recommendations in that 2008 study, the City of Charlottesville engaged a contractor in 2011 to perform the remedial work designed to extend the lifespan of the roof. We are now beginning to face the inevitable end of useful life for the CHS roof system. By 2023 it should be expected that the roof membrane will be 26 years old, degraded beyond repair, and should be replaced.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 1. Efficient Planning for Facilities and Infrastructure*

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

#### *Goal 2. City Schools*

Improve and maintain public school facilities to continue providing an excellent education to students.

## PROJECT OBJECTIVES / STATUS:

Objectives: To replace the failing CHS roof with a new solar-ready roof.

Status: Initial design work has begun, but we will need additional funding expectations to proceed further.

# COST ESTIMATE

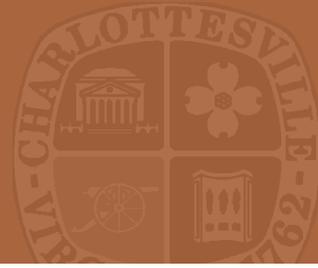
CHS Roof Replacement Expenses

	FY24	FY25	FY26	FY27	FY28
CHS Roof Replacement	\$541,060	\$1,937,504	\$2,357,489	\$0	\$0
<b>TOTAL</b>	<b>\$541,060</b>	<b>\$1,937,504</b>	<b>\$2,357,489</b>	<b>\$0</b>	<b>\$0</b>

# OPERATING IMPACTS

Operating impacts to be determined in the future.

# CLIMATE ACTION INITIATIVES



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: Climate Action Initiatives  
Department: Public Works - Environmental Sustainability  
Start Date: 7/1/2023  
End Date: Ongoing

## PROJECT DESCRIPTION:

These funds will be used to support projects that lead to City operating improvements and performance enhancements while also contributing positively to GHG emission reductions. Additionally, where possible, these funds will be used to help the City leverage grant funds that can help advance climate action work

## RELATIONSHIP TO COMPREHENSIVE PLAN:

**Chapter 7: Environment, Climate, and Food Equity**  
*Goal 1 (Climate Change Mitigation, Emissions, and Energy) Strategy 1.3*  
Improve energy performance of existing and new buildings community-wide through City policy standards and leveraging local partner resources.

This Program is specifically aligned aimed at improving the performance of municipal facilities, in line with this Comprehensive Plan strategy.

## PROJECT OBJECTIVES / STATUS:

Objectives: Implementation activities for the Climate Action Plan, to include exploratory, assessment, and project activities that support the reduction of GHG emissions according to the city’s commitment to the Global Covenant of Mayors for Climate and Energy.

Status: In Design FY23 funding

## COST ESTIMATE

Climate Initiatives

	FY24	FY25	FY26	FY27	FY28
Climate Action Initiatives	\$1,000,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## OPERATING IMPACTS

Operating impacts to be determined in the future.

# FACILITIES DEVELOPMENT LUMP SUM

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: Facilities Development Lump Sum  
Department: Public Works Department  
Start Date: 7/01/2023  
End Date: Ongoing

## PROJECT DESCRIPTION:

This request is to fund the Facilities Development - Government Lump Sum capital account. Typical project types include health/safety, facility asset preservation, code compliance (building & fire codes, and ADA), scheduled/periodic capital maintenance, and quality of space/functionality.

## RELATIONSHIP TO STRATEGIC PLAN:

### **Chapter 9 : Community Facilities and Services**

*Goal 3. Government/Public Facilities*  
Improve and maintain City government facilities to continue to provide safe, accessible, modernized public facilities and places of employment.

## PROJECT OBJECTIVES / STATUS:

In collaboration with Facilities Maintenance, Albemarle County Facilities Planning & Construction, and Albemarle County Schools (for CATEC), all projects have been vetted for scope and prioritized as to fiscal year. It is intended that the lump sum project list maintain a degree of flexibility, such that Facilities Development can efficiently respond to changing priorities and initiatives developed by the City Manager's Office and/or the City Council. It is anticipated that projects scheduled for the later years will be adjusted, along with new projects being added, to reflect these changing priorities. And in particular, projects are anticipated to be added as a result of our periodic Facility Condition Assessments, Fire Protection Assessments, elevator inspections, and roof inspections.

# COST ESTIMATE

Facilities Lump Sum FY23 Expenses

	FY24	FY25	FY26	FY27	FY28
Facilities Lump Sum FY23	\$1,045,491	\$1,082,083	\$1,119,956	\$1,159,155	\$1,193,929
<b>TOTAL</b>	<b>\$1,045,491</b>	<b>\$1,082,083</b>	<b>\$1,119,956</b>	<b>\$1,159,155</b>	<b>\$1,193,929</b>

# OPERATING IMPACTS

Operating impacts to be determined in the future.

# FIRE/EMS APPARATUS REPLACEMENT

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: Fire/EMS Apparatus Replacement  
Department: Fire Department  
Start Date: 7/01/2023  
End Date: 6/30/2028

## PROJECT DESCRIPTION:

The fire department apparatus replacement plan within the City's CIP program is put in place to align with anticipated replacement needs for the departments frontline response apparatus. These apparatus include the fire engines, the aerial, and more recently the ambulances fall within this replacement schedule. The recommendation timelines are built based on recommended industry standards as well as real time apparatus history/data sets, or in the case of the ambulances recommendations from other agencies that have had ambulances in their fleets for some time.

The engine replacements are set at 15 years total, the aerials are set at 20 years total, and the ambulances are presently set based on other departments average data at 8 years total. Typically the engines/ambulance units will serve a number of years in frontline service and then transition to a reserve unit status for the last several years we have them in the fleet. These numbers have been different unit to unit based on the replacement schedule timing/any deferments, and the specific role of the unit. The two aerials in the fleet do not have reserve units so they remain frontline the entire time. The CIP allocations for these units include the estimated costing of the unit itself and additional monies for primary equipment replacement for the units (SCBA, hose, some tools, detection equipment, cardiac monitors, hose appliances, nozzles, etc). On the ambulances - power cots, stair chairs, cardiac monitors, additional medical equipment, etc. Wear items/equipment that typically cannot be used in longer that are in place on the unit that is going out of service.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 5. Fire Protection Services*

Provide superior fire and emergency services focused on prevention, preparedness, response, and recovery, and cultivation of a safe, resilient, and self-sufficient community.

#### *Goal 6. Emergency Medical Services*

Support a resilient, safe community through the provision of the highest quality Emergency Medical Services focused on service delivery, patient outcomes, and responder health and safety.

## PROJECT OBJECTIVES / STATUS:

To date the replacement schedule for the engines seems to still be functioning effectively. However, the newer generation of engines and some of the componentry's have started to wear sooner and fail more readily than some of the older apparatus that this replacement plan was originally designed to replace. It is still unknown if the current aerial trucks will make their given service projections. One aerial had to be replaced early as the result of fire at the repair shop and had to be removed from the fleet. This early replacement caused other engine replacements to be deferred by one fiscal year which in turn can effect the reliability of the engines that need to be phased out.

The ambulances are currently tracking fine with their replacement schedule, with the oldest in the fleet being approximately 4 years old presently. In all the cases, the overall engine hours are higher than the overall mileage. These units are being started up and shutdown day to day/repeatedly in a less than ideal factory recommended manner. The other components within the engines and aerials (pumps/ladders) are separate but tied into the drivetrain components and require annual certification testing. These are additional wear factors for the units (pump hours/aerial hours) and can further drive the need for replacement.

## COST ESTIMATE

### Fire-EMS Apparatus Replacement

	FY24	FY25	FY26	FY27	FY28
Fire/EMS Apparatus Replacement	\$1,152,415	\$0	\$458,918	\$1,334,065	\$1,400,768
<b>TOTAL</b>	<b>\$1,152,415</b>	<b>\$0</b>	<b>\$458,918</b>	<b>\$1,334,065</b>	<b>\$1,400,768</b>

## OPERATING IMPACTS

This account will accumulate funds and allow for a rotating replacement schedule which will help minimize the need for large operating budget increases all at once.

# KEY RECREATION CENTER ROOF REPLACEMENT



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: Key Recreation Center Roof Replacement  
Department: Parks & Recreation  
Start Date: 7/01/2023  
End Date: 12/31/2024

## PROJECT DESCRIPTION:

Key Rec Center serves as a contributing structure to the Charlottesville Downtown architectural fabric. It houses a public Recreation Center and operations for the Downtown Ting Pavilion.

Key Rec Center utilizes a compilation of slate and flat membrane roofing systems totaling just over 10,000sf. A 2018 roofing assessment performed by Grimm & Parker Architects (attached) indicated that the slate portion of the roof (the bulk of this roof) is in poor condition and should be replaced within 5 years (CY 2023). This project contemplates replacement only of the slate portion of the roof.

A 2013 project was undertaken to extend the service life of the slate roof. And, it did. However, the roof assessment team estimated in 2018 that, at that time, there were several hundred slate shingles which require replacement. Things have not improved since then. Some slate is now becoming dislodged and may present hazardous conditions. The existing slate roof area of the building is now experiencing some leaking conditions which may hamper Parks & Rec programming and service delivery.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 3. Government/Public Facilities*

Improve and maintain City government facilities to continue to provide safe, accessible, modernized public facilities and places of employment.

#### *Goal 12. Parks and Recreation (Upgrades)*

Upgrade existing park and recreation infrastructure to current standards and address the value and uses of natural areas.

#### *Goal 14. Parks and Recreation (Best Practices)*

Adopt and maintain customized park and recreation facility standards that support a livable community and perform consistent maintenance on all parks and recreation facilities.

## PROJECT OBJECTIVES / STATUS:

Objectives - This project contemplates replacement only of the slate portion of the roof.

Status - In Design using FY23 funding

## COST ESTIMATE

### Key Rec Roof Replacement Expenses

	FY24	FY25	FY26	FY27	FY28
Key Rec Roof Replacement	\$712,000	\$0	\$0	\$0	\$0
City / County Joint Parks	\$82,681	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$794,681</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## OPERATING IMPACTS

Operating impacts to be determined in the future.

# SCHOOL LUMP SUM ACCOUNT

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: School Lump Sum Account  
Description: Public Works Department  
Start Date: 7/01/2018  
End Date: Ongoing

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 1. Efficient Planning for Facilities and Infrastructure*

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

#### *Goal 2. City Schools*

Improve and maintain public school facilities to continue providing an excellent education to students.

## PROJECT DESCRIPTION:

The Facilities Development - Schools Lump Sum capital account typically include project types that address health/safety, facility asset preservation, code compliance (building & fire codes, and ADA), scheduled/periodic capital maintenance, and quality of space/functionality.

## PROJECT OBJECTIVES / STATUS:

Status: In collaboration with Charlottesville City Schools (CCS) Staff, all projects are vetted for scope and prioritized. It is intended that the lump sum project list maintain a degree of flexibility, such that Facilities Development can efficiently respond to changing priorities and initiatives developed by the City and CCS . It is anticipated that projects scheduled for the later years will be adjusted, along with new projects being added, to reflect these changing priorities. The periodic Facility Condition Assessments (latest edition is of FCAs is wrapping up), Fire Protection Assessments, elevator inspections, and roof inspections also help determine funding priorities.

# COST ESTIMATE

School Lump Sum FY23 Expenses

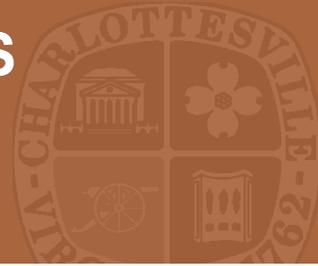
	FY24	FY25	FY26	FY27	FY28
School Lump Sum FY23	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
<b>TOTAL</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>

# OPERATING IMPACTS

Operating impacts to be determined in the future.

# PHA-MACAA PROJECT APARTMENTS

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: PHA-MACAA Project Apartments  
Department: Community Solutions  
Start Date: 7/01/2023  
End Date: 6/30/2025

## PROJECT DESCRIPTION:

This funding is intended to facilitate construction of new affordable rental and homeownership housing units at the MACAA project. Piedmont Housing Alliance and Monticello Area Community Action Agency propose to construction 94 new housing units (rental and for-sale units) and childcare space. At least 80% of the new housing units are proposed to be affordable at not more than 80% AMI for not less than 30 years.

## PROJECT OBJECTIVES/STATUS:

Objectives: To provide funds for the construction of affordable housing units.

Status: This affordable housing project anticipates the new construction of approximately 66 rental units and 20 homeownership units. Planning is underway and the owner/developer is anticipating Low Income Housing Tax Credit (LIHTC) application submittal in early 2023.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 5 : Housing**

#### *Goal 1. Funding Commitments*

Establish and sustain a funding commitment to address affordable housing needs, tied to requirements to address community goals.

#### *Goal 2. Diverse Housing Throughout the City*

Support a wide range of rental and homeownership housing choices that are integrated and balanced across the city, and that meet multiple City goals including community sustainability, walkability, bike-ability, ADA accessibility, public transit use, increased support for families with children and low-income households, access to food, access to local jobs, thriving local businesses, and decreased vehicle use.

#### *Goal 7. Subsidy Programs*

Focus and align subsidy programs with community-defined priorities and make

changes to increase the impact of public spending.

*Goal 8. Collaboration*

Coordinate local and regional housing goals.

## COST ESTIMATE

### MACAA Project Apartments Expenses

	FY24	FY25	FY26	FY27	FY28
MACAA Project Apartments	\$1,885,000	\$1,885,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,885,000</b>	<b>\$1,885,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## OPERATING IMPACTS

Operating impacts are anticipated to be minimal as the property for this project is not owned or managed by the City of Charlottesville.

# PHA - PARK STREET APARTMENTS



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: PHA - Park Street Apartments  
Department: Community Solutions  
Start Date: 7/01/2023  
End Date: 6/30/2025

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 5 : Housing**

#### *Goal 1. Funding Commitments*

Establish and sustain a funding commitment to address affordable housing needs, tied to requirements to address community goals.

#### *Goal 2. Diverse Housing Throughout the City*

Support a wide range of rental and homeownership housing choices that are integrated and balanced across the city, and that meet multiple City goals including community sustainability, walkability, bike-ability, ADA accessibility, public transit use, increased support for families with children and low-income households, access to food, access to local jobs, thriving local businesses, and decreased vehicle use.

#### *Goal 7. Subsidy Programs*

Focus and align subsidy programs with community-defined priorities and make changes to increase the impact of public spending.

#### *Goal 8. Collaboration*

Coordinate local and regional housing goals.

## PROJECT DESCRIPTION:

This funding is intended to facilitate construction of new affordable rental and homeownership housing units at the Park Street Christian Church and Hinton Avenue projects.

## PROJECT OBJECTIVES / STATUS:

Objectives: To provide funds for the construction of affordable housing units.

Status: This affordable housing project anticipates the new construction of approximately 50 rental units. Planning is underway and the owner/developer is anticipating Low Income Housing Tax Credit (LIHTC) application submittal in early 2023.

# COST ESTIMATE

PHA Park Street Apartments Expenses

	FY24	FY25	FY26	FY27	FY28
PHA Park Street Apartments	\$1,125,000	\$1,125,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,125,000</b>	<b>\$1,125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# OPERATING IMPACTS

Operating impacts are anticipated to be minimal as the property for this project is not owned or managed by the City of Charlottesville.

# CHARLOTTESVILLE CITY SCHOOLS RECONFIGURATION DESIGN



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: Charlottesville City Schools  
Reconfiguration Design  
Department: Public Works Department  
Start Date: 3/17/2021  
End Date: 8/12/2026

## PROJECT DESCRIPTION:

Charlottesville City School Board has, since at least 2008, advocated for the reconfiguration of grade disbursement at CCS to eliminate one campus transition and to consolidate 6-8th grade students in one campus. In 2019, City Council approved the expenditure of \$3M for design work to this end. A \$50M place holder was applied to the FY25 budget to anticipate a construction budget. Neither of these values were based on formal estimates, but were attempts to get design work started, and to build a funding path. After an approximate one year delay due to concerns over funding related to the pandemic, VMDO Architects were hired to begin design work. City Council and School Board have supported an adjustment in scope that will bring the project cost to \$75M, which should be available in FY24 to avoid a year of cost escalation. To that end, \$2.5M was required in FY23 to contract with our consultants to complete design work in time for project execution in FY24. The current request is for \$84,813,410, which in addition to the \$4.0M granted in the FY23 budget will total the estimated project value of \$91,813,410.

The funding for this project will be funded through the use of bond funds, school gainsharing funds and school construction funds provided by the State to Charlottesville City Schools (CCS) that the school board has allocated for this project.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### **Chapter 9 : Community Facilities and Services**

#### *Goal 1. Efficient Planning for Facilities and Infrastructure*

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

#### *Goal 2. City Schools*

Improve and maintain public school facilities to continue providing an excellent education to students.

## PROJECT OBJECTIVES / STATUS:

Objective: This project will reconfigure the grade distribution of middle-years students in Charlottesville City Schools, moving grades 6,7 and 8 to a renovated and expanded middle school on the Buford site, moving 5th grade students back to the neighborhood elementary schools. This will free the Walker campus to become a central PreK.

Status: The project is currently in design with an expected bid window in spring 2023.

## COST ESTIMATE

### CCS Reconfig Design Expenses

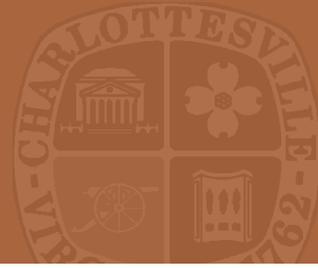
	FY24	FY25	FY26	FY27	FY28
CCS Reconfig Design	\$84,813,410	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$84,813,410</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## OPERATING IMPACTS

Operating impacts to be determined in the future.

# SCHOOL HVAC REPAIR

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: School HVAC Repair  
Department: Public Works Department  
Start Date: 1/01/2022  
End Date: Ongoing

## PROJECT DESCRIPTION:

School Wide HVAC/Electrical infrastructure upgrades.

## RELATIONSHIP TO COMPREHENSIVE PLAN

### **Chapter 7 : Environment, Climate, and Food Equity**

#### *Goal 1. Climate Change Mitigation, Emissions, and Energy*

Reduce community greenhouse gas (GHG) emissions and the city's overall carbon footprint to meet goals established for 2030 (45% reduction in greenhouse gas emissions from 2011 levels) and 2050 (carbon neutrality).

#### *Goal 2. Resilience and Adaptation*

Prepare for and work to minimize the impacts of climate change.

### **Chapter 9 : Community Facilities and Services**

#### *Goal 1. Efficient Planning for Facilities and Infrastructure*

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

#### *Goal 2. City Schools*

Improve and maintain public school facilities to continue providing an excellent education to students.

## PROJECT OBJECTIVES/STATUS

Objectives: To prevent unexpected loss of HVAC/Electrical infrastructure/services throughout our schools.

Status: Venable Cooling Tower; just completed the engineering phase, working on IFB for construction. Venable Outside Air Unit; just completed the engineering phase, working on IFB for construction. Walker MUA project is complete, punch list items remain. Clark Building Automation;

work in progress, complete work this Fall. Classroom WSHP units ongoing projects year round. Venable Cooling Tower, Summer Break 2023. Venable Outside Air Unit, Summer Break 2023.

## COST ESTIMATE

School HVAC Repair Expenses

	FY24	FY25	FY26	FY27	FY28
School HVAC Repair	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>TOTAL</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>

## OPERATING IMPACTS

Operating impacts to be determined in the future.

# STRIBLING AVENUE

FISCAL YEAR 2024 BUDGET



## SUMMARY

Project Name: Stribling Avenue Sidewalk  
Department: Public Works Department  
Start Date: 7/01/2024  
End Date: TBD

## RELATIONSHIP TO STRATEGIC PLAN:

### Chapter 6 : Transportation

#### Goal 1. Complete Streets

Create and maintain a connected network of safe, convenient, and pleasant accommodations for pedestrians, bicyclists, and transit riders, including people of all ages and abilities.

#### Goal 2. Coordination with Land Use & Community Design

Improve quality of life and promote active living by reducing automobile use and congestion and supporting multimodal options for safe and convenient travel in conjunction with implementation of the Future Land Use Vision.

#### Goal 8. Infrastructure Funding

Identify and seek new sources of sustainable funding mechanisms for the maintenance of existing multimodal infrastructure and facilities and future development of the transportation system.

## PROJECT DESCRIPTION:

Belmont Station, LLC submitted an application seeking a rezoning of approximately twelve (12) acres of land to subdivide and develop a 170-unit Planned Unit Development, in twenty (20) construction phases. The subject property has some frontage on Stribling Avenue. The Planning Commission recommended that City Council approve the rezoning only if a sidewalk for pedestrians would be constructed along Stribling Avenue. These funds will be used to add sidewalk improvements to Stribling Avenue.

## PROJECT OBJECTIVES / STATUS:

The developer, Belmont Station LLC, offered to advance of \$2.9 million to the City for Stribling sidewalk construction, repayable in future years (with interest) from the new real estate tax revenues generated by the PUD development. It has been estimated that the cost of establishing sidewalk along Stribling Avenue would be at least \$4.2 million. The topography and drainage challenges explain the lack of sidewalk improvements along this existing public street and will add complexities to the design of the project.

# COST ESTIMATE

Stribling Avenue Expenses

	FY24	FY25	FY26	FY27	FY28
Stribling Avenue	\$750,000	\$4,217,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$750,000</b>	<b>\$4,217,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# OPERATING IMPACTS

Operating impacts to be determined in the future.

# TRAFFIC SIGNAL REPLACEMENT



FISCAL YEAR 2024 BUDGET

## SUMMARY

Project Name: Traffic Signal Replacement  
Department: Public Works Department  
Start Date: 7/01/2023  
End Date: Ongoing

## PROJECT DESCRIPTION:

These funds will be used for the replacement/upgrade of traffic signal hardware and electronic equipment that is beyond its useful life. Including mast arms, signal heads, electronic controllers, vehicle detection loops, conduit, wiring, uninterruptible power supplies, and switches.

## PROJECT OBJECTIVES/STATUS:

Objectives: To proactively fund the replacement cycle of the City's aging traffic signal infrastructure for traffic conveyance efficiency, asset integrity, and safety

Status: Public Service is currently partnered with an engineering firm and conducting a Traffic Signal Condition Survey to fully evaluate the physical and electronic status of the City's traffic signal infrastructure. A priority based report should be available by end of this year for Phase 1 and Phase 2 of this condition survey effort detailing the condition of the asset inventory. Due to the documented condition recorded during the survey we recently received an itemized cost estimate for five (5) of our "Priority 1" intersections that were identified based on a very poor assessed condition (please see attachment). The total estimated replacement costs for these 5 critical condition signal intersections is \$3,628,785. Inflation and prolonged material lead times makes this extensive outlay more difficult as current estimates put required material and installation out 8-12 months upon order. Based upon these factors and early input from the consultant it would be ideal to get on a 2 intersection replacement cycle per year in order to start working through the backlog of poor condition based traffic infrastructure. The estimate funding amount to accomplish this is \$1 million per year.

## RELATIONSHIP TO COMPREHENSIVE PLAN:

### ***Chapter 6 : Transportation***

#### *Goal 1. Complete Streets*

Create and maintain a connected network of safe, convenient, and pleasant accommodations for pedestrians, bicyclists, and transit riders, including people of all ages and abilities.

#### *Goal 3. Efficient Mobility and Access*

Maintain a safe and efficient transportation system to provide mobility and access.

## Chapter 9 : Community Facilities and Services

### Goal 1. Efficient Planning for Facilities and Infrastructure

Prioritize efficient construction and maintenance of all community infrastructure and facilities, and ensure that infrastructure capacity is built and maintained in line with growth or declining demand, as appropriate.

## COST ESTIMATE

### Traffic Signal Replacement Expenses

	FY24	FY25	FY26	FY27	FY28
Traffic Signal Replacement	\$3,700,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>TOTAL</b>	<b>\$3,700,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

## OPERATING IMPACTS

Equipment will continue to degrade and will generate exponentially more repair work and downtime, causing added costs and negative impacts to traffic conveyance. The age and condition of the identified critical intersections also presents safety concerns that need to be addressed as soon as possible, and then moving forward on a proactive replacement cycle



# Other Information





# CITY STAFFING SUMMARY

FISCAL YEAR 2024 BUDGET



<u>Department/Cost Center</u>	<u>FY 22*</u>	<u>FY 23*</u>	<u>FY 24</u>	<u>Non General Funds Change</u>	<u>Explanation of FY 23-24 Changes</u>
<b>Management</b>					
City Council/Clerk of Council	3.00	3.00	3.00	0.00	
Office of the City Manager: Administration, Community Solutions, Communications, Equity and Inclusion, Home to Hope, Emergency Management, Budget and Performance Management	24.50	32.00	38.00	0.00	2 FTE's added to Community Solutions - Grants Analyst, Housing Analyst - 3 FTEs added to Equity and Inclusion - ADA Specialist, REDI Coordinator, Homeless Services Coordinator, 1 FTE -FOIA Management Analyst transferred from City Attorney
Office of the City Manager: Economic Development	11.50	5.00	5.00	0.00	
Office of the City Manager: Parking Enterprise Fund	1.00	1.00	1.00	0.00	
Office of the City Attorney	7.00	8.00	7.00	0.00	Management Analyst FTE dedicated to FOIA moved to the Office of Communications
Office of the General Registrar	3.00	5.00	5.00	0.00	
<b>Total</b>	<b>50.00</b>	<b>54.00</b>	<b>59.00</b>	<b>0.00</b>	
<b>Internal Services</b>					
Finance Department: Procurement, Risk Management, Warehouse	9.00	10.00	9.00	1.00	Position reallocation from General Fund to Warehouse
Human Resources Department	9.00	11.00	12.00	0.00	Sr. HR Analyst FTE added
Information Technology Department	20.00	21.00	21.00	0.00	
<b>Total</b>	<b>38.00</b>	<b>42.00</b>	<b>42.00</b>	<b>1.00</b>	
<b>Financial Services</b>					
Office of the Commissioner of Revenue	14.00	14.00	14.00	0.00	
Finance Department: Administration, City Assessor, Utility Billing	34.00	33.00	33.00	0.00	
Office of the City Treasurer	14.00	14.00	15.00	0.00	Ambassador FTE added
<b>Total</b>	<b>62.00</b>	<b>61.00</b>	<b>62.00</b>	<b>0.00</b>	
<b>Healthy Families &amp; Community</b>					
Department of Social Services	106.50	106.50	109.50	0.00	
Commission on Children and Families	2.00	2.00	2.00	0.00	
Department of Human Services	37.50	37.50	46.50	0.00	5 Conversion of Temporary positions to FTEs
Neighborhood Development Services	26.00	28.00	28.00	0.00	
Office of Human Rights	2.00	4.00	4.00	0.00	
Parks and Recreation Department: Parks Maintenance	38.00	38.00	38.00	0.00	
Parks and Recreation Department: Recreation and Programs	32.25	32.25	32.25	0.00	
Parks and Recreation Department: Meadowcreek Golf Course	2.00	2.00	2.00	0.00	
<b>Total</b>	<b>246.25</b>	<b>250.25</b>	<b>262.25</b>	<b>0.00</b>	

<u>Department/Cost Center</u>	<u>FY 22*</u>	<u>FY 23*</u>	<u>FY 24</u>	<u>Non General Funds Change</u>	<u>Explanation of FY 23-24 Changes</u>
<b>Infrastructure &amp; Transportation</b>					
Public Works Department: Administration, Facilities Development, Building Maintenance, HVAC, Environmental Sustainability, Engineering	21.90	28.90	47.11	0.00	2 FTEs added to Sustainability - Climate Action Specialist and Environmental Sustainability Outreach Coordinator, Engineering moved from Public Service
Public Works Department: School Building Maintenance	20.64	20.64	20.64	0.00	
Public Works Department: Fleet Management	11.00	13.00	13.00	0.00	
Public Works Department: Public Service	60.00	60.00	44.00	0.00	Engineering Division moved to Administration
Charlottesville Area Transit	104.00	94.00	94.00	0.00	
Pupil Transportation	28.25	28.25	28.25	0.00	
Utilities Department: Gas, Water, Wastewater	94.00	94.00	94.00	0.00	
Utilities Department: Stormwater	11.00	11.00	11.00	0.00	
<b>Total</b>	<b>350.79</b>	<b>349.79</b>	<b>352.00</b>	<b>0.00</b>	
<b>Public Safety &amp; Justice</b>					
Office of the City Sheriff	13.00	14.00	14.00	0.00	
Office of the Commonwealth's Attorney	12.50	12.50	12.50	0.00	
Courts and Other Support Services	11.00	11.00	10.00	0.00	
Fire Department	98.00	102.00	123.00	(15.00)	21 FTEs added - 6 new Fire Fighter FTEs and 15 Firefighter positions transferred from SAFER grant funds
Police Department	155.00	155.00	145.00	0.00	Decrease of 5 FTE - Police Officers in FY 24, 3 FTEs previously unfunded were deleted, 1 FTE - Physical Security Specialist moved to Emergency Management, 1 FTE Public Information Officer moved to Communications
<b>Total</b>	<b>289.50</b>	<b>294.50</b>	<b>304.50</b>	<b>(15.00)</b>	
<b>Citywide Total</b>	<b>1036.54</b>	<b>1051.54</b>	<b>1081.75</b>	<b>(14.00)</b>	

\*Revised

**Note:** Full Time Equivalent (FTE) refers to the number of hours an employee works. For example, a regular FTE works 40 hours per week and is counted as one FTE. A part time employee that works only 20 hours per week is counted as .5 FTE. The position totals in this budget only include **full or part time regular positions**, and NOT temporary or seasonal employees due to the turnover rate of those categories, and the fact that the numbers of these employees can vary greatly in any given year. These numbers also do not include Long Term Temporary employees who receive only partial benefits through the City.

# CITY PROFILE

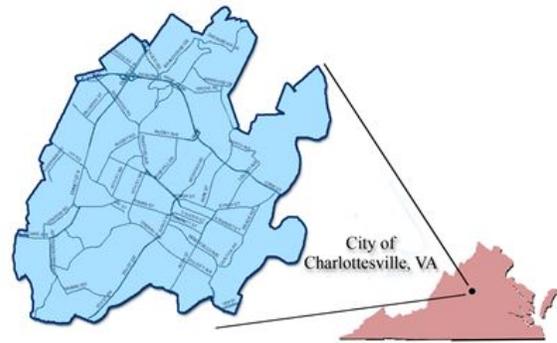
FISCAL YEAR 2024 BUDGET



## BACKGROUND

The City of Charlottesville is nestled at the foothills of the Blue Ridge Mountains in Central Virginia and encompasses 10.4 square miles with a population of 51,278 (2022 est.) . Its rich history began with the town's establishment in 1762, and it was named for Queen Charlotte, wife of King George III of England. Charlottesville was incorporated as a city in 1888.

Centrally located just 120 miles from the nation's capital, Washington, D.C., and 70 miles from the state capital, Richmond, Charlottesville and surrounding Albemarle County is an area rich with culture and deeply rooted in history, having been the home of three Presidents. However, Charlottesville may best be known as the home of Thomas Jefferson and his mountaintop estate Monticello, as well as the University of Virginia, founded by Jefferson in 1825 and consistently ranked one of the top public universities in the nation. Both Monticello and the University of Virginia are listed on the World Heritage Foundation list of prized cultural or natural assets, making them two of the area's top attractions. The City has earned a reputation as being one of the most livable places in the country.



## CITY STATS AND INFORMATION

Date of Incorporation.....	1888
Form of Government.....	Council-Manager
Current Population Estimate (2022).....	51,278
Land Area (square miles).....	10.4
Population Density (population/square mile).....	4,931
Unemployment Rate (2022).....	2.4%
Total Real Estate Assessed Values (2023).....	\$10,460,742,200
Taxable Sales (2021).....	\$995,966,121
Median Household Income (2017-2021 ACS).....	63,470
Number of Households (2017-2021 ACS).....	19,312
Building Permits (2022).....	1,587
City School Students (2022-2023 school year).....	4,491
Miles of Streets (2022).....	160
Acres of Park Land (2022).....	3,443
Linear Feet of Trails (2022).....	143,085
Number of Public Libraries (includes Historical Society).....	3
Number of Registered Voters (2020).....	33,056
Public Utilities (2022, number of customers)	
Gas.....	21,473
Water.....	14,570
Sewer.....	14,470
Bond Rating (General Obligation Bonds).....	Moody's Investor Services Aaa
	Standard & Poor's Corporation AAA
Staffing (Full Time Equivalents):	
City.....	1089
Schools.....	850

### Sources:

City of Charlottesville, City of Charlottesville Comprehensive Annual Financial Report for the fiscal year ending June 30, 2022; US Department of Commerce, Census Bureau; Weldon C. Cooper Center for Public Service; University of Virginia; Virginia Employment Commission



## CITY GOVERNMENT

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The City operates under a Council-Manager form of government with legislative powers vested in a five-member Council. City Council members are elected at-large for four-year, staggered terms, with the Mayor and Vice-Mayor being elected from within the Council for two-year terms. Administrative and executive duties are performed by the Council-appointed City Manager. The City Manager is the Chief Executive Officer for the City, responsible for implementing the policies and directives of the City Council throughout the various City departments and agencies, and is charged with recommending, implementing, and monitoring policies and procedures that maintain the well-being of the City. There are approximately 1,081 City full-time equivalent employees.

## BUSINESS AND ECONOMY

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With its small-town charm and historical setting, Charlottesville attracts new businesses each year. Charlottesville provides a strategic location for major employers, including the largest employer, the University of Virginia, where there are approximately 28,000 University employees, 16,000 facility and staff, 7,000 UVA Health employees, and approximately 23,800 students. The area also boasts a thriving wine touring and tasting business. Over 30 local vineyards make up the state's largest collection, with several wineries winning national recognition. Tourism also plays an important role in the City's economy, with much of the tourism based on the area's rich historical legacy. Approximately two million travelers visit the area each year to see its historic sites and the spectacular scenery of Central Virginia. All of this has resulted in the City's low unemployment rate, 2.4% in December 2022 as compared to 3.0% in Virginia and 3.5% in the nation.

Sources: University of Virginia – UVAHR; Virginia Employment Commission, Economic Information & Analytics, Local Area Unemployment Statistics.

## TOP TEN EMPLOYERS IN THE CITY OF CHARLOTTESVILLE

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1. University of Virginia/Blue Ridge Hospital
2. County of Albemarle
3. UVA Health Services Foundation
4. City of Charlottesville
5. Charlottesville City School Board
6. Sevicelink Management Company
7. Labormax Staffing
8. Morrison Crothall Support
9. RMC Events
10. Association for Investment Management – CFA Institute

Source: Virginia Employment Commission, Quarterly Census of Employment and Wages (QCEW), 3rd Quarter 2022.



# CITY AWARDS

FISCAL YEAR 2024 BUDGET



## WHAT PEOPLE ARE SAYING

Folks that have lived here for a long time are aware of our City's high quality of life. Here is what some other well-known sources are saying about life in Charlottesville:

- 17 Most Beautiful College Campuses in the US – Matador Network 2021
- Top 5 Most Beautiful College Towns – USA Today 2020
- 20 Best Small Cities in the U.S. (Most Literate) - National Geographic Travel 2018
- National Geographic Happiest Places (#3) - Dan Buettner and Dan Witters of Gallup 2017
- #2 Best Small Town Main Street in America - Country Living 2017
- No. 3 Best Small Town in the South - Southern Living 2017
- #2 Most Exciting City in Virginia - gogobot 2015
- 12 Cutest Small Towns in America - Huffington Post 2015
- Top 10 Best Places to Retire - Livability.com 2015
- Most Exciting Place in Virginia (#1) - Movoto Real Estate
- America's Favorite Mountain Towns (#9) - Travel + Leisure Magazine 2014
- Best College Town in America (#1) - Traveler's Today 2014
- America's Smartest City - Luminosity.com 2013, 2012

## BEST PLACE TO LIVE

- 25th for Quality of Life – WalletHub's 2019 Best Small Cities in America
- 10th Best College Town in America – Livability 2018
- #5 Best Place to Live – Livability 2017, 2018
- 15 Best Places to Live in the U.S. (#3) - NY Post 2016
- 50 Best College Towns (#7) - College Rank 2016
- 10 hippest Mid-Sized Cities in America - gogobot 2016

## BEST PLACE TO VISIT

- Charlottesville, VA is the #22 Best City to Live in the USA – Livability.com 2022
- #6 Best Cities in the South to move to after the pandemic 2020 – Business Insider
- One of the Best Weekend Getaway Trips from DC – Thrillist.com
- 17 Places You Must Visit in 2017 - Expedia 2017
- America's Favorite Towns - Travel + Leisure 2017
- The Best Road Trips from 10 Major US Cities - Business Insider 2017
- Most Charming Southern Vacations You Need to Experience - Trip Advisor 2017
- Five Great Places to Visit in 2016 - Off Metro NY
- 8 Southern Cities for Your Bucket List - Visit South 2015
- 22 Best Small Town Family Weekend Destinations - Vacationidea.com 2015

## HEALTHIEST CITY AWARDS

- Community Well-Being (#5) - Gallup-Health Index 2016
- Healthiest Small Town in the U.S. - Health Line 2016
- America's Healthiest Small Cities (#6) - Daily Finance 2014
- Most Walkable City in Virginia - Walk Score - 2011

## **BUSINESS/ECONOMIC AWARDS**

- Top 50 Best Cities for Entrepreneurs (#4) - Entrepreneur Magazine & Livability.com 2016
- Virginia Economic Developer's Association Community Economic Development Award - 2016
- #4 Best Small City for Working Women - Nerdwallet.com 2013
- #30 Best City for Job Growth - New Geography 2012
- #14 Best Performing Small Market in US - Milken Institute 2011

## **GREEN CITY AWARDS**

- U.S. Environmental Protection Agency (EPA) WaterSense Partner of the Year award - 2016, 2015
- Virginia Municipal League Green Government Challenge: Platinum - 2014, 2013, 2012, 2011, 2009; Gold – 2010; 1st Place (Population 15,001-90,000) – 2008
- Bicycle Friendly Community, Silver Level - League of American Bicyclists 2012

## **FOOD AND DRINK RECOGNITIONS**

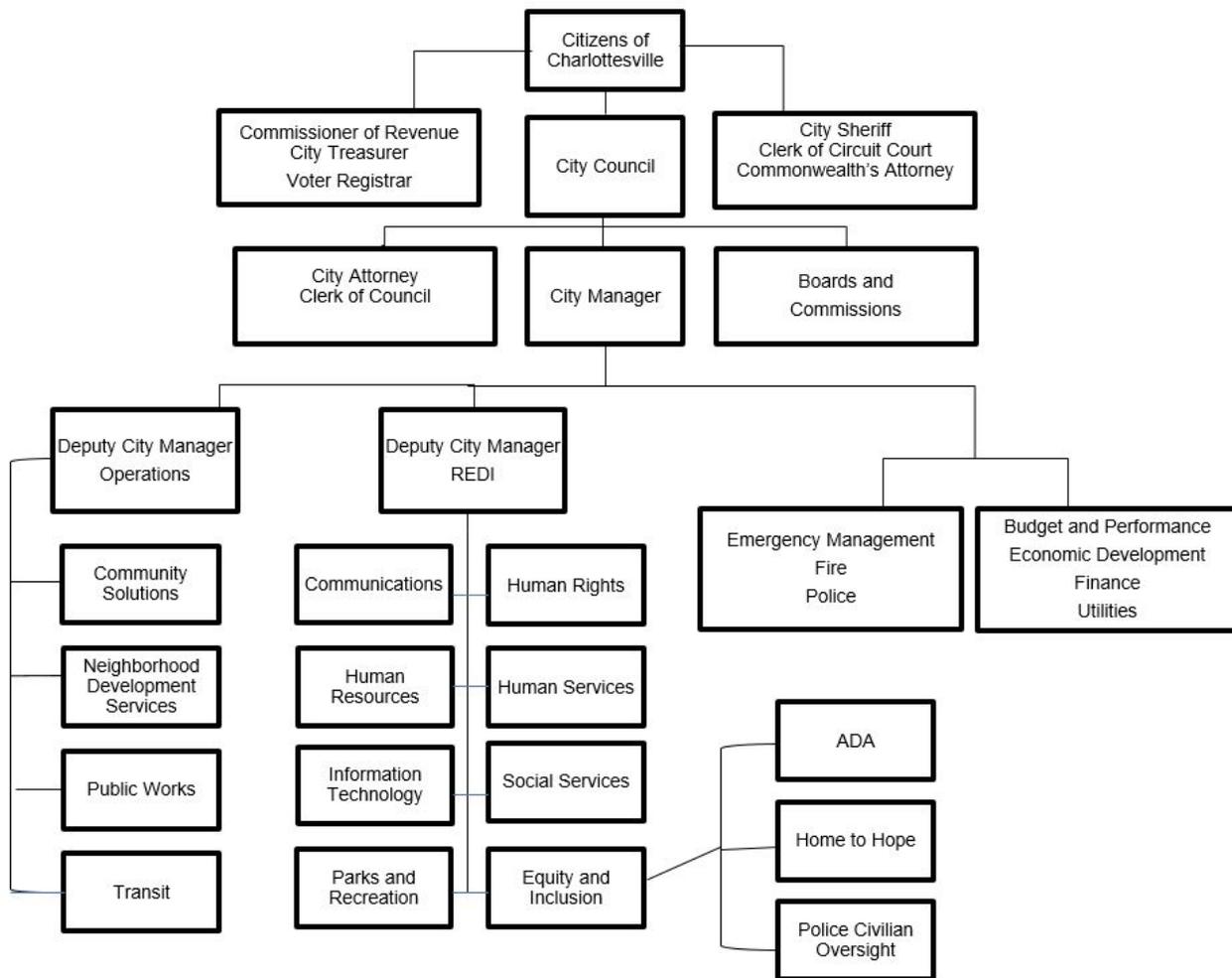
- The Five Best Wine Road Trips in the U.S. – Food & Wine 2021
- Beyond Sonoma: Check Out Wine Country in Oregon, Colorado, Virginia, and Pennsylvania – USA Today 2021
- These Are America's Next Great Food Cities – Food & Wine 2022
- Top 7 U.S. Wine Regions to Visit in 2022 – Winecountry.com
- Monticello Wine Trail ranked #6 Best Wine Region 2020 – USA Today
- The 7 U.S. Wine Regions Giving Napa a Serious Run for Its Money - Architectural Digest 2017
- One of America's Best Small Cities for Foodies - Travelocity 2016
- #7 Best College Town in America for Food and Drink - Thrillist 2015
- Top 5 New American Foodie Cities - Wine Enthusiast Magazine 2014
- #14 Cities with Most Restaurants per Capita - Huffington Post 2013

## **SPECIAL RECOGNITIONS**

- Top 10 Wine Regions in the Country – USA Today 2020
- The Top Small Towns For Taking in the Fall Foliage - MSN 2017
- Digital Government Achievement Award, Driving Digital Government, Local Government - 2016
- Alliance for Innovation Outstanding Achievement in Local Government Innovation Award - 2016
- Charlottesville Society for Human Resource Management Hoo-Ray Human Resource Excellence Award - 2016
- International City/County Management Association Strategic Leadership & Governance Award - 2016
- Governor's Technology Award for IT as Efficiency Driver – Government to Citizen 2015
- 10 U.S. Towns with Incredible Christmas Celebrations - Huffington Post/Fodors 2015
- USA's 12 Best Places for Book Lovers -The Culture Trip
- Top Ten Book-Loving Cities (#4) - Livability.com 2013

# CITY OF CHARLOTTESVILLE ORGANIZATIONAL CHART

FISCAL YEAR 2024 BUDGET



# GLOSSARY

FISCAL YEAR 2024 BUDGET



## GLOSSARY

- **Adopted Budget:** The budget as formally approved by the City Council for the upcoming fiscal year.
- **Ad Valorem Tax:** A direct tax calculated according to value of property. Ad valorem tax is normally the one substantial tax that may be raised or lowered by a local governing body without the sanction of superior levels of government (although statutory restrictions such as tax rate limitations may exist on the exercise of this right).
- **Appropriation:** Legal authorization of funds approved by City Council for budget revenues and expenditures.
- **Assessed Value:** Dollar value assigned to property, as determined by an Assessor, for the purposes of assessing taxes.
- **Balanced Budget:** When a government's total revenues (money that it receives from taxes, fees, intergovernmental sources, etc.) equals its total expenditures (spending) in a fiscal year. The State Code of Virginia requires that all local governments adopt balanced budgets.
- **Bond:** Fixed income investment in which an investor loans money to a municipality which borrows the funds for a defined period of time at a variable or fixed interest rate.
- **Budget:** Plan of financial operation for the City. Includes estimated income (revenues) and expenses (expenditures) matched with various municipal services.
- **Capital Improvement Program (CIP):** A plan for future capital expenditures which identifies each capital project, its anticipated start and completion, and the cost per year.
- **Capital Expenditure:** Larger expenditures which generally have a useful life of 5 years or more and cost more than \$50,000.
- **Commitment Item:** A budgetary account representing a specific object of expenditure. The 400000 account codes represent the revenue commitment items and the 500000 account codes represent the expenditure commitment items. Examples include commitment item 510010 – Full-time Salaries, commitment item 520010 – Office Supplies, and commitment item 520901 – Computer Software.

- **Debt Service:** Payment of principal and interest related to the City's long-term borrowing, according to a predetermined payment schedule.
- **Designated Expenditures:** Expenditures that support specific General Fund operations of the City rather than supporting the general operations of the City. Examples include Pupil Transportation, School Building Maintenance, and Capital Projects.
- **Designated Revenue:** Revenues that support specific General Fund operations of the City rather than supporting the general operations of the City. Examples include Pupil Transportation, School Building Maintenance, and Capital Projects.
- **Enterprise Fund:** A separate fund used to account for operations that are financed and operated in a manner similar to private business enterprises where it is the intent that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. For the City of Charlottesville, the water, sewer, gas and golf course funds comprise the enterprise funds.
- **Expenditures:** The cost of goods delivered or services rendered by the City.
- **Fiscal Year (FY):** A twelve-month period during which the annual operating budget applies. In the City of Charlottesville, the fiscal year is July 1 through June 30.
- **Full-Accrual:** The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded as earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.
- **Full Time Equivalent (FTE):** A means to determine the number of employees in the organization as measured by number of hours worked – 1 FTE = 40 hours per week, 0.5 FTE = 20 hours per week, etc.
- **Fund:** An accounting term to describe the City's major financial accounts: general fund, utilities, and capital improvements fund.
- **Fund Balance:** The accumulated revenues and other financing sources over expenditures and other uses.
- **Fund Balance Target Adjustment:** An account created to help ensure that the City continues to meet the following financial policy: the City will maintain an unappropriated fund balance in the General Fund equal to 12% of the City's operating budget.
- **General Fund:** A fund used to account for all revenue and expenditures applicable to general operations of City departments and other agencies, not properly accounted for in another fund.
- **Governmental Fund:** Funds that are used to account for activities primarily supported by taxes, grants and similar revenue sources.
- **Intergovernmental Revenue:** Revenue collected by one government and distributed in the form of grants, shared revenues, or payments in lieu of taxes.

- **Internal Service Fund:** Funds which account for those activities supplied by one department to another on a cost-reimbursement basis. Fleet Maintenance, Risk Management and Information Technology are internal service funds.
- **Major Fund:** A Fund in which the total assets, liabilities, revenues, or expenditures of the individual governmental or enterprise fund are at least 10 percent of the total for all funds of that category (governmental funds) or type (enterprise funds).
- **Modified Accrual:** The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are measurable and available.
- **Non-major Fund:** A Fund in which the total assets, liabilities, revenues, or expenditures of the individual governmental or enterprise fund are less than 10 percent of the total for all funds of that category (governmental funds) or type (enterprise funds).
- **Operating Budget:** A financial plan that represents proposed expenditures for a given period and estimates of revenue to finance them. Excludes expenditures for capital assets, such as capital improvements, equipment replacement, and facility repair.
- **Other Expenses:** A category of recurring expenses other than salaries and capital equipment costs that are required for a department to function. Examples include office supplies, data processing charges, education and training, and contractual services.
- **Salaries and Benefits Expenses:** A category of expenditures consisting primarily of the salaries, wages, and fringe benefits of employees.
- **Strategic Plan:** An organizations' process for defining its direction and making decisions on allocating its resources to pursue a strategy.
- **Proposed Budget:** The budget formally submitted by the City Manager to the City Council for its consideration.
- **Revenue:** The yield from various sources of income, such as taxes and permits, that the City collects and receives into the treasury for public use.
- **Revenue Sharing:** The process by which one unit of government levies revenue and shares it with another unit of government. In this case, Albemarle County shares some of its revenue with the City of Charlottesville.
- **Transfers to Other Funds:** An allocation of appropriations used to reimburse a fund for expenses it incurred on behalf of the transferring fund or to record the transfer of revenue from one fund to assist in funding the operation of another. In the recipient fund, a matching amount is reflected in estimated revenues under the title of "Transfer From Other Funds".
- **Working Capital:** Measure of an organization's short-term financial health, calculated as current assets minus current liabilities.

## ACRONYMS

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- **ADA:** Americans with Disabilities Act – is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.
- **CACVB:** Charlottesville Albemarle Convention and Visitors Bureau – a regional destination marketing organization funded by the City and the County.
- **CAFR:** Comprehensive Annual Financial Report – includes the City's Financial Statements as of the date stated on the report.
- **CAT:** Charlottesville Area Transit – provides fixed-route bus service Monday through Saturday from 6:00 a.m. to midnight throughout Charlottesville, and Sundays from 7:45 a.m. to 5:30 p.m.
- **CATEC:** Charlottesville Albemarle Technical Education Center – is a jointly owned and operated facility of Charlottesville City and Albemarle County that provides technical education to high school students and adults.
- **CHS:** Charlottesville High School – is the high school operated by the City of Charlottesville School System.
- **CIP:** Capital Improvement Program - A plan for future capital expenditures which identifies each capital project, its anticipated start and completion, and the cost per year.
- **CRB:** Citizen Review Board – appointed by Council to provide oversight to the Charlottesville Police Department. Also referred to as the “PCRB”.
- **GAAP:** Generally Accepted Accounting Principles – is the standard framework of guidelines for financial accounting. It includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.
- **GFOA:** Government Finance Officers Association – is a professional organization that enhances and promotes the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training and leadership.
- **GIS:** Geographic Information System - a computer information system that integrates, stores, edits, analyzes, shares and displays geographic information for informing decision making.
- **HVAC:** Heat Ventilation and Air Conditioning – for the City of Charlottesville the HVAC operation, a division of Public Works, provides, maintains, and repairs all heating, ventilation and air conditioning systems and equipment for City operated/owned facilities.
- **IT:** Information Technology – refers to computer and telecommunications systems.
- **NDS:** Neighborhood Development Services – a city department
- **OCS:** Office of Community Solutions – a city department formerly known as Redevelopment and Housing

- **OEI:** Office of Equity and Inclusion – a city department
- **PCOB:** Police Citizen Oversight Board – appointed by Council to provide oversight to the Charlottesville Police Department. Also referred to as the “COB” and formerly known as the PCRb – Police Civilian Review Board.
- **PEG:** Public, Educational, or Governmental Use fees – are fees paid to the locality by the cable company to provide funding for television production equipment and services for the local public access, educational access, and the government television stations to produce their own shows and televise them to a mass audience.
- **PPTRA:** Personal Property Tax Relief Act – The Personal Property Tax Relief Act of 1998 provides tax relief for passenger cars, motorcycles, and pickup or panel trucks having a registered gross weight of less than 7,501 pounds, owned by an individual and used less than 50% for business purposes. PPTRA revenue is received by the City from the State.
- **REDI:** Racial, Equity, Diversity and Inclusion
- **UVA:** University of Virginia – is a public university that was founded by Thomas Jefferson in 1819.
- **VDOT:** Virginia Department of Transportation – State agency responsible for building, maintaining, and operating the State’s roads, bridges, and tunnels.

