



**FY2018 ADOPTED
BUDGET**

**FY2019 PROJECTED
BUDGET**

GOOCHLAND COUNTY BOARD OF SUPERVISORS



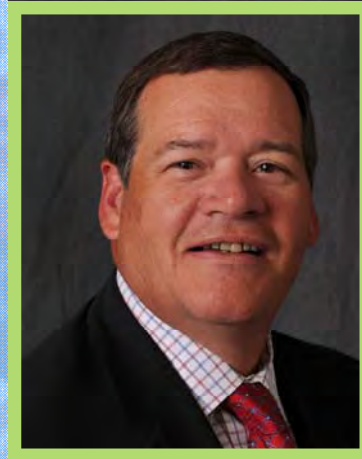
District 1
Susan Lascolette



District 3
Ned Creasey



District 2
Manuel Alvarez, Jr



District 4
Robert Minnick



District 5
Ken Peterson

Table Of Contents

<u>Section</u>	<u>Description/Details</u>	<u>Page #</u>
Introduction	Cover	1
	Board of Supervisors Listing	2
	Table of Contents	3
	County Administrator's Letter	6
	Proposed Budget Highlights	14
	County Overview	15
	Strategic Plan	19
	Organizational Chart	20
	Past & Projected Fund Balance	21
	Budget Calendar	23
	Fund Structure & Basis of Budgeting	24
Fund Summaries	Summary of all funds - Revenues	29
	Summary of all funds - Expenditures	30
	General Fund Revenue Overview	32
	General Fund Revenues Summary	37
	General Fund Expenditures Summary	41
	General Fund Long Range Forecast	43
General Government	Board of Supervisors	45
	Commissioner of Revenue	47
	County Administrator	51
	County Assessor	54
	County Attorney	58
	Finance	61
	Human Resources	65
	Information Technology	68
	Purchasing	74
	Registrar/Electoral Board	78
	Treasurer	82
Judicial	Circuit Court	88
	Clerk of Circuit Court	90
	Commonwealth Attorney	92
	General District Court	96
	Sheriff - Court Related	98
Public Safety	Animal Protection	102
	Building Inspection	106
	Correction & Detention	110
	Emergency Communication Services	112
	Emergency Planning-Fire Grants	114

Table Of Contents

<u>Section</u>	<u>Description/Details</u>	<u>Page #</u>
Public Safety (continued)	Emergency Services	117
	Fire & Rescue	119
	Fire - Rescue Cost Recovery	125
	Sheriff	129
	Sheriff Grants	134
General Services	Convenience Centers	137
	Facilities Management	141
	Grounds Management	146
Health & Welfare	Community Services Board	151
	Contributions	153
	Goochland Free Clinic & Family Services	156
	Health Department	160
	Tax Relief for Elderly & Disabled	162
Culture & Leisure	Parks & Recreation	165
	Regional Library	171
Community Development	Community Development Administration	175
	Economic Development	178
	Environmental and Land Development Review	181
	Extension Program	186
	Payments to EDA	190
	Planning	192
Debt Service & Other	Countywide	198
	Debt Service	200
	Transfers from General Fund	202
Schools	Schools-Operating	206
	Schools-Textbooks	208
	Schools-Grants	210
	Schools-Cafeteria	212
Social Services	Social Services	214
Office of Children's Services	Office of Children's Services	220
Public Utilities	Public Utilities Funds	224

Table Of Contents

<u>Section</u>	<u>Description/Details</u>	<u>Page #</u>
Capital Projects	Capital Improvement Program	237
	Capital Improvement Program Introduction	238
	Capital Improvement Program Process	239
	Capital Improvement Program Summary	242
	CIP Facilities Management	245
	CIP Information Systems	251
	CIP Parks & Recreation	254
	CIP Public Safety	261
	CIP Schools	270
	CIP Transportation	285
Appendix	Resolution Adopting FY18 Budget	289
	Personnel Complement-County	292
	Financial Policy Guidelines	297
	Glossary	303

BOARD OF SUPERVISORS

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



John A. Budesky
County Administrator

Derek Stamey, MPA
Deputy County Administrator

Todd Kilduff, P.E.
Assistant County Administrator

www.goochlandva.us

April 18, 2017

To the Honorable members of the Goochland County Board of Supervisors, Citizens, Constitutional Officers, and Staff,

It is my honor to present the Fiscal Year (FY) 2018 budget and FY 2018 – 2022 Capital Improvement Program. FY 2018 runs from July 1, 2017 -June 30, 2018. This budget focuses on our priorities and supports our investment in local government services for our community with **no property tax rate increase**. I am also presenting a capital plan that supports major investments in infrastructure throughout our community in both County and School facilities.

The adopted Mission statement for Goochland County is “to provide high quality services in an efficient, effective, and accountable manner.” We stayed true to this mission and looked to sustain and expand existing service levels, within our means, and identify efficiencies and cost savings where possible.

Serving as Goochland’s County Administrator is an honor and responsibility that I cherish. I am committed to serve with high ethical principles and high standards of dedication and commitment. It is with that commitment that I provide the following annual budget.

Since arriving in August of 2016, I have spent countless hours listening to the diverse needs, challenges, and wants of our residents, various departments, and organizations throughout Goochland County. I believe the budget reflects these perspectives. In addition, I, along with our staff, continue our focus on supporting the adopted priorities outlined in the Board of Supervisors Strategic Plan. These guiding principles and priorities were utilized to set priorities and recommendations within this budget.

Economy

Goochland County continues to be a destination for commercial development. In the past 5 years, we have seen over \$251.9 million of new capital investment. 2016 is on record as being our highest year of new investment to date at \$87.1 million. The Virginia Chamber of Commerce recently recognized Goochland County as having the highest percent job growth over the last 5 years, more than any other county in the Commonwealth at 37.8%.

The unemployment rate of 3.5% (December 2016) in Goochland County compares favorably with both the State at 3.8% and the Richmond Metropolitan Statistical Area (RMSA) rate of 3.9%. We also maintain the highest median family income in the region at \$86,610 (2014).

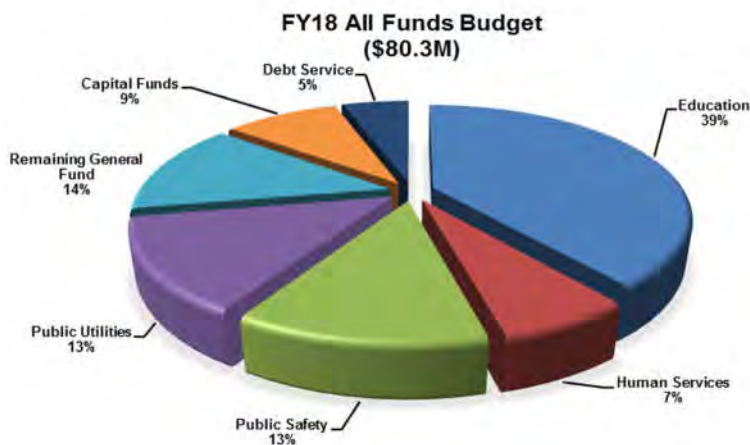
The residential housing market has remained strong in the County. We maintain the highest median home value in the region at \$313,900 (December 2016). Goochland County residents continue to make investments in vehicles and business equipment as shown by the 15% growth in personal property tax collections from FY15 to FY16.

The number of permits issued by Building Inspections increased by approximately 66% between FY12 and FY16 with the upward trend expected to continue in FY18. Growth in new building permits in FY17 and recent years supports our forecast of measured improvement in the County Financial Plan.



Total Budget Summary

Local governments throughout the Commonwealth are required to balance revenues and expenditures. The total FY18 budget of all funds is \$80.3 million, an increase of \$7.4 million or 10.1%. The increased investment in Goochland County is primarily found in the FY18 Capital Improvements Program (CIP) budget of \$7.3 million. Education makes up 39% of our total investment in the County, while Public Safety is 13%, and Human Services is 7% of total spending. Capital investment in FY18 is 9% of total planned spending.



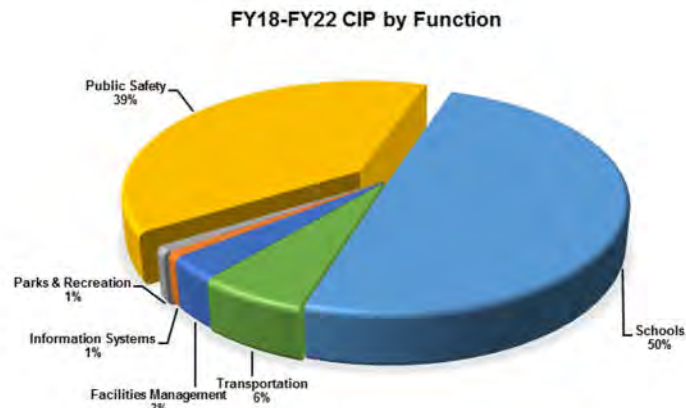
Projected General Fund Revenue Outlook

General Fund revenues are increasing by \$2.5 million or 5.2% to a total of \$50.4 million. The strongest growth is seen in personal property tax revenues which have increased by 8.5%. An increase in reassessments of 2.2% and new construction of 1.2% are reflections of modest growth in real estate tax revenues, which is our primary funding source. Sales tax revenue continues to see modest growth with a 3.9% increase projected for FY18.



FY18 – FY22 Capital Investments & Planning for the Future

The \$81.4 million five-year CIP provides funds for critical categories such as equipment, maintenance, and construction needs throughout the county for FY 18 and plans expenditures for an additional 4 years. This CIP supports our vehicle, fire truck, and ambulance replacement programs as well as investments that are highly valued by our citizens such as school and park improvements.



Supporting our Strategic Priorities

Strategic Goal 1

Efficient, effective, and transparent government; emphasis on customer service excellence

This budget sustains our current initiatives in support of this goal and continues our focus on our customers. New this year are investments in overhead lights at the Oilville Park and Ride, the beginning phase of parking improvements at the County Administration building, and improvements to HVAC systems that support and protect our Information Technology infrastructure. Also included are planned improvements to the Fairground Road and 522 intersection and funding for Fairground Road to be extended to Route 6.

This budget includes several fee-related initiatives that are intended to improve customer service and workforce efficiency, to support the promotion of economic investment in commercial building in the community, and create more parity with our regional competitors. For example, the commercial building permit fees will be reduced from \$9.50 per \$1,000.00 of investment to \$7.50 per \$1,000.00 of investment. Another example is the implementation of a new re-inspection fee that would apply when new construction inspections repeatedly fail to pass inspection. That fee encourages less re-inspections and will allow our staff to focus on serving more customers efficiently.

Strategic Goal 2

Balanced development that contributes to the welfare of the community and preserves its rural character

Maintaining the rural character of Goochland County will always be a priority. In fact, the Goochland Comprehensive Plan targets maintaining 85 % of the county as rural.

We continue to support our Land Use program that supports the agricultural backbone of our county. This support is valued at \$565 million dollars or \$3 million of reduced taxable revenue.

With this budget, we also support increased investments in our farming community. The Monacan Soil and Water Conservation District will see a \$14,000 increase to support additional programming for our residents. Likewise, a \$6,200 investment in Virginia Cooperative Extension Services will

return 20 hours per week of additional service to our community to provide assistance, testing, and education to our farming community, students, and residents.

In support of our residents looking to further subdivide their property for family members beyond the current allowances, we have added a family subdivision fee of \$450.00 to cover advertising cost requirements. The current process and fee is \$1,500.00.

Residents utilizing our convenience centers will see two extra hours of operations on Sundays.

In FY18 we will continue our capital investments in upgrading the Central High School complex and adding trails on the east end of our community, projects that began in FY 17. Additionally, we will be relocating the fields adjacent to the Administrative Complex to Central High School, and finishing the Master Plan improvements at Leakes Mill and Tucker Parks. We have also identified designated areas at both Hidden Rock Park and Tucker Park for potential dog parks.

Strategic Goal 3

Excellence in Financial Management

The FY18 Budget meets and/or exceeds all Financial Policy and Debt Policy requirements. We pride ourselves on our strong financial policies, our industry gold standard AAA bond rating, and fund balance position. These practices have poised Goochland County to be recognized for our fiscal excellence and to reduce overall costs for debt acquisition.

It is important to note that technology is the cornerstone of efficient operations for our government. Therefore, we will continue to modernize outdated hardware and software systems, including replacing our core Financial Management System (FMS). The FMS project began in earnest in FY17 and will take the next two fiscal years to fully implement.

Strategic Goal 4

High quality core services including Education, Public Safety, and Community Health

Education

Public Education remains one of our top priorities, reflected in this budget with a 3.2% or a \$670,000 increase in local funding over the prior year. The total School Operating budget increase in the FY18 budget is \$849,000. Our public schools will make investments in their compensation packages, instructional programming, and numerous other technology and programmatic focus areas.

In addition, this budget contains continued capital support for ongoing maintenance and capital improvement programs. The total school CIP for FY18 is \$750,000 for investments in bus replacements, roof repairs, HVAC replacements, and cameras for school buses. The Five-Year Plan supports \$40.5 million to fund the long-term capital needs of our school system, including a new school facility. A space study in FY17 will provide data to determine the location and type of school.

Public Safety

Our Public Safety departments are key focus areas in our County Strategic Plan and this budget includes increases of 9.3% over the previous fiscal year for operations and personnel. Also, \$31.7 million has been included in the Public Safety Capital Improvements Five-Year Plan. The five-year plan includes funding for a courts facility. A study will be conducted in 2017 to determine the full scope of this project.

Fire and Rescue

We are excited to enter FY18 in our newest station, Fire Station 6. This is a state of the art facility and should serve our western residents for many years to come. This budget includes support for the operations of this new facility.

Our volunteers continue to provide high quality service. However, in the past year we saw the unfortunate continued decline of volunteer service hours. To fill this void and provide consistency in coverage, we will continue our investments in full time career staffing. This budget recognizes full funding of the four new positions that were added mid-year in FY17. We are proposing to fund this demand with general fund contributions and increases in revenue recovery. To that end we have made adjustments in our revenue recovery rates that will be consistent with regional average charges for this service. We will continue our practice of waving fees for those in our community that are uninsured. To recognize and support our valued volunteers we have reduced the personal property tax relief rate from \$2.00 to \$1.00.

The full Five- Year CIP supports equipment replacement, a new fire station in the West Creek area, ambulance replacements, tanker replacements, fire truck replacements, and a new ladder truck.

Sheriff's Office

The Sheriff's Department budget supports three additional positions within the Sheriff's Office to maintain their high quality of service. The positions are one patrol deputy and two dispatchers that will support the Emergency Services division. The need for additional deputies and dispatchers will continue to grow as the county grows. We also support the Sheriff's goal of ultimately providing an Emergency Medical Dispatch to support callers during 911 calls.

This budget continues to invest in public safety vehicle replacements and additional training for our public safety personnel.

We are pleased to be occupying our new Emergency Communications Center and this budget reflects support for the operations of that Facility. Funds to meet our obligation for the debt service on the center and our investments in our new public radio system are included in the FY18budget.

Animal Protection

The Animal Protection Department has a goal of finishing construction on their new facility in FY18. This budget plans for the operations of the facility and supports increased hours for a shelter coordinator.

Community Health

This budget continues our support for human services agencies such as the Department of Social Services, the Community Services Board, and the Office of Children's Services. The demands for services provided by the Office for Children's Services is one of the fastest growing cost centers with planned growth of 5.9% in FY18. The County is seeing children with increased medical, educational, and mental health needs. These services are mandated to be provided by the County and Schools through state code.

We also provide funding for the Health Department, Goochland Free Clinic and Family Services, and the Pamunkey Regional Library. In addition, through limited contributions, Goochland County supports a number of community based service organizations in support of our residents. For FY18 the level of support is \$129,000.

Strategic Goal 5

Positive work environment with a highly qualified, diverse workforce

In support of our dedicated County work force, this budget funds a 2% merit increase for County employees, and the Schools have budgeted for a teacher salary scale increase. In addition to a revision to the teacher salary scale, the school's budget includes a 1.75% across the board raise for all non-teaching staff. Additionally, there is no increase in out of pocket health insurance costs to our employees. We support our compensation package to retain the talent we currently have and to attract exceptional candidates as vacancies occur.

Our focus continues to be on high quality customer service and we have identified the County's most critical service level needs. These additional positions shown in the table to

Functional Area	Title	Recommended
Public Safety	Firefighters	4
Public Safety	Dispatchers	2
Public Safety	Deputies	1
Community Development	Commercial Combination Inspector	1
Community Development	Planner	1
Utilities	Utilities Superintendent	1
General Services	Grounds Keeper	2 PT to 1 FT
General Services	Custodian	1 PT to 1 FT

the right will help meet increased service demands, support our goal of high quality customer service, and balance demands on current personnel. Five of the positions (two firefighters, a commercial inspector, a planner, and a Utilities superintendent) will be off-set with revenues from fees.

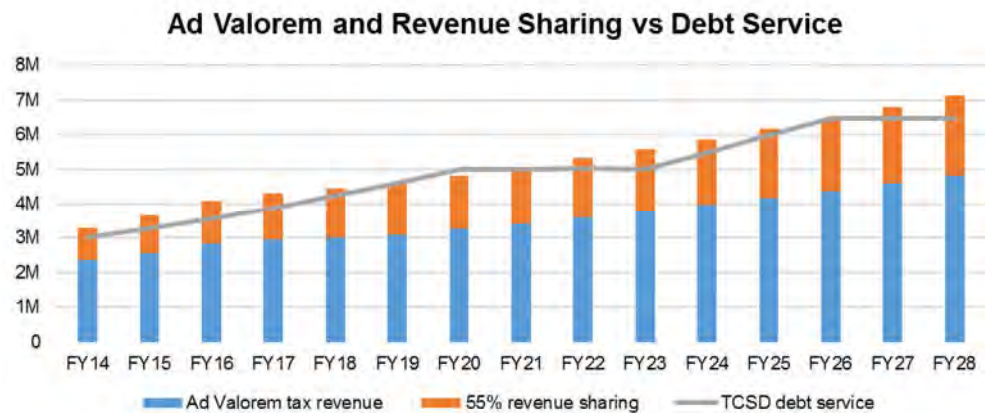
In addition to the initiatives above, we have dedicated funding to continue to address salary and compression inequities that place the county at a competitive disadvantage for recruiting new talent and retaining valuable experience throughout all sectors of our organization.

Public Utilities

The Department of Public Utilities FY18 budget of \$5 million includes an operating budget of \$4.3 million and a capital budget of \$0.4 million.

Utilities staffing is increasing by one position to augment regular inspection, operations, and preventative maintenance of the water and wastewater systems as well as provide supervisory level support. The budget includes user fee increases of 2.5% for water and sewer, which equates to an increase of \$2.26 to a typical customer's bimonthly bill. This increase is necessary to support on-going operations, salary increases, and increased investments in system maintenance. There is no change to connection fees as construction costs for the type of projects funded by connection fees were stable during the last 12 months.

The Tuckahoe Creek Service District(TCSD) tax rate will remain at the current rate of \$0.32. We are seeing solid investment in this district and with planned growth and strong fund reserves we project this rate to remain stable. While the tax rate alone does not cover the debt service for the TCSD, the increase in property values and our obligated 55% of increased property value in this district being committed to debt service and operations, we project that we will be able to meet this obligation and sustain reserve accounts.



We are also financially positioned to repay debt obligations to both the General Fund and the City of Richmond. This budget plans for \$200K/year additional commitment to our debt obligation to the City of Richmond and provides \$500K repayment to the general fund that will be targeted to cash fund county capital projects.

Challenges and what was unable to be funded

While many signs are positive we are facing several challenges. One challenge will be the need to fund improvements to our existing roadways at a time of diminishing state support. State funding for secondary road improvements has been declining for years and our needs as a community continue to evolve and grow.

We continue to devote significant resources to meet our growing public safety needs. Additional personnel and capital investments are provided in this budget to address growing service demands and to backfill areas once served by volunteers. However, not all the requests could be met in this budget and we should expect this to be an ongoing challenge.

We will continue to be challenged to provide competitive salary and compensation packages for our employees that are consistent with the market. We will need to continue to invest in and plan to close our salary and total compensation gap as resources are available. While we always seek efficiencies, additional positions will be required as work load demands continue to rise.

It should be noted that the county continues to bear additional financial burden for public education while the Commonwealth's commitment to K-12 education continues to lag. Additional funding from the Commonwealth is essential to meet long-term needs, balance local investments, and to maintain our outstanding school system.

While there are many positive reflections of the economy in Goochland County, we are challenged to be ever mindful of those throughout our community that are of lesser means or who are facing economic hardships. The burden that taxes and fees impose is a perspective that must never be taken lightly and is a constant factor in evaluating budget priorities. We will continue throughout the next fiscal year to seek programs and opportunities that can help support those that are challenged in meeting tax burdens.

Conclusion

Goochland County is well positioned to meet the future needs of our residents. This budget supports identified priorities for both the County and Schools. We continue our investments in public safety staffing needs, supporting our valued employees and citizens, and planning to serve the community for years to come with new and revitalized facilities and improved parks.

All of this has been accomplished without raising tax rates on our citizens.

I look forward to working with the Board of Supervisors, the community, and our staff to continue the investment in our community. In closing, I wish to express my appreciation to our dedicated staff and our County and School leaders, who, as a team, set the example for all localities across the Commonwealth on how to support each other.

Sincerely,

John A. Budesky
Goochland County Administrator

FY2018 Adopted Budget Highlights

Quick Facts of the FY18 Budget:

- All funds: \$80.3 million, a \$7.4 million or 10.1% increase from the current year.
- County General Fund: \$50.4 million, a \$2.5 million or 5.2% increase from the current year.

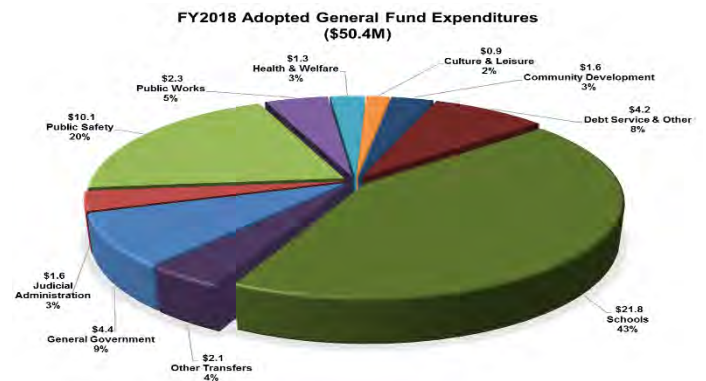
Highlights of the FY2018 Budget:

Revenues -

- Real estate tax rate remains at \$0.53/\$100
- TCSD ad valorem rate remains at \$0.32/\$100
- Real property revenue increase of \$720,000 or 3.1% above FY17 budget. This assumes a 3.0% increase in assessments in 2018.
- Personal Property increase of \$795,000 or 8.8% above FY17 budget.
- Ongoing General Fund revenues increase of \$2.5 million or 5.2% above FY17 budget.
- Public Utility 2.5% water rate increase and 2.5% wastewater rate increase. The average bill increases \$2.26 (bimonthly).
- Fee changes – decrease commercial building permit fees, increase cost recovery to regional average, add family subdivision fee

Expenditures -

- Priority Service Areas related to the General Fund:
 - o Public Safety increased \$857,000 or 9.3% above FY17 budget
 - o School transfer increased \$670,000 or 3.2% above FY17 budget
 - o Office of Children's Services (Health and Welfare) transfer increased \$51,000 or 5.8% above FY17 budget.
- Personnel
 - o 2.0% compensation increase for County staff
 - o Additional positions: 7 in Public Safety, 1 in Public Utilities, and 4 in County Non-Public Safety (5 positions offset with fees).
- County and Schools Capital Improvements Program (CIP) \$81.4 million
 - o The first year of the CIP includes investments in facilities, parks, technology, Schools, and transportation.
 - o 34% of the FY18 CIP expenditures are funded with reserves currently in the General Fund or the CIP Fund.



County Overview

History

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



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

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

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

Form of Government

The County of Goochland, Virginia (the County) is organized under the County Administrator Form of Government (as defined under Virginia Law). Under this form of government, the Board of Supervisors appoints a County Administrator to serve as the Chief Administrative Officer of the County. The Administrator serves at the pleasure of the Board of Supervisors, implements its policies, appoints department heads, and directs business and administrative procedures.



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

Location



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

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

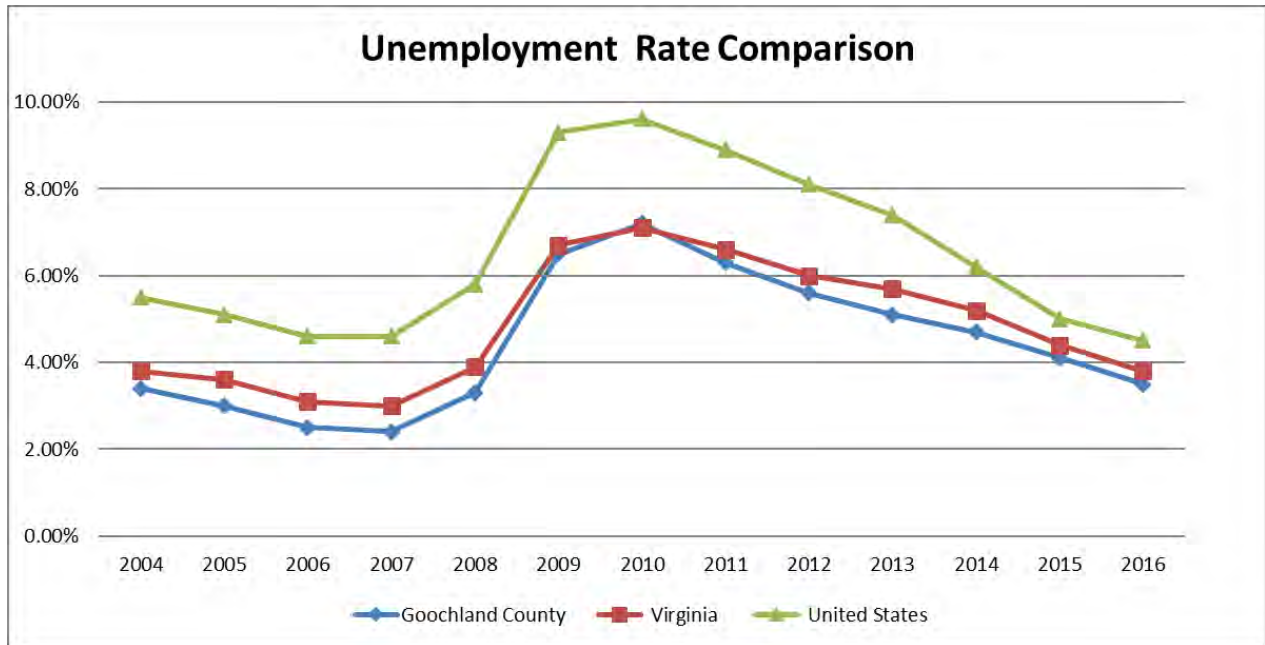
Interstate 64 runs along the northern edge of the county, making it easy for residents and visitors to get to the City of Richmond as well as the City of Charlottesville.

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

Labor Force and Unemployment

The civilian labor force is well educated. Goochland County ranks high among its regional neighbors with 90% of the adult population (25 and older) holding at least a high school diploma. Of those high school graduates, 27% hold at least a bachelor's degree and 14% hold a graduate or professional degree.

Goochland County has one of the lowest unemployment rates in the metropolitan area, and it consistently trails the regional, statewide, and national rates. Following two consecutive years of an increase as a result of the national economic downturn, the County's average monthly unemployment rate began to decrease in 2010 and was at a low of 3.6% in December 2015.



Source: Virginia Employment Commission, Local Area Unemployment Statistics

Statistical Information

Major Employers

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

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2016

Population, Per Capita Income and Unemployment Rates

<u>Fiscal Year</u>	<u>Population</u>	<u>Per Capita Income</u>	<u>Unemployment Rate</u>
2016	22,667	\$86,280	3.6%
2015	22,082	\$74,711	4.7%
2014	21,703	\$74,711	4.5%
2013	21,400	\$74,711	4.5%
2012	21,169	\$68,512	5.3%
2011	21,753	\$65,169	5.4%
2010	21,717	\$60,036	6.2%
2009	21,261	\$59,842	6.7%

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2016

Top Taxpayers

<u>Taxpayer</u>	<u>Tax Year 2015 Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>
Capital One	180,768,892	4.05%
West Creek/WC/GC Land	109,947,100	2.47%
Dominion Virginia Power	57,496,237	1.29%
Car Max Business Services	37,008,100	0.83%
Riverstone Group LLC	31,460,700	0.71%
Pruitt, Richard I	29,236,106	0.66%
Luck Stone Corporation	27,989,588	0.63%
Federal Reserve Bank	22,663,600	0.51%
Gotwald, James T	21,569,999	0.48%
CSX Transportation	21,568,676	0.48%
	539,708,998	12.11%

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2016

Strategic Plan for 2014 – 2018

Vision:

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

Mission:

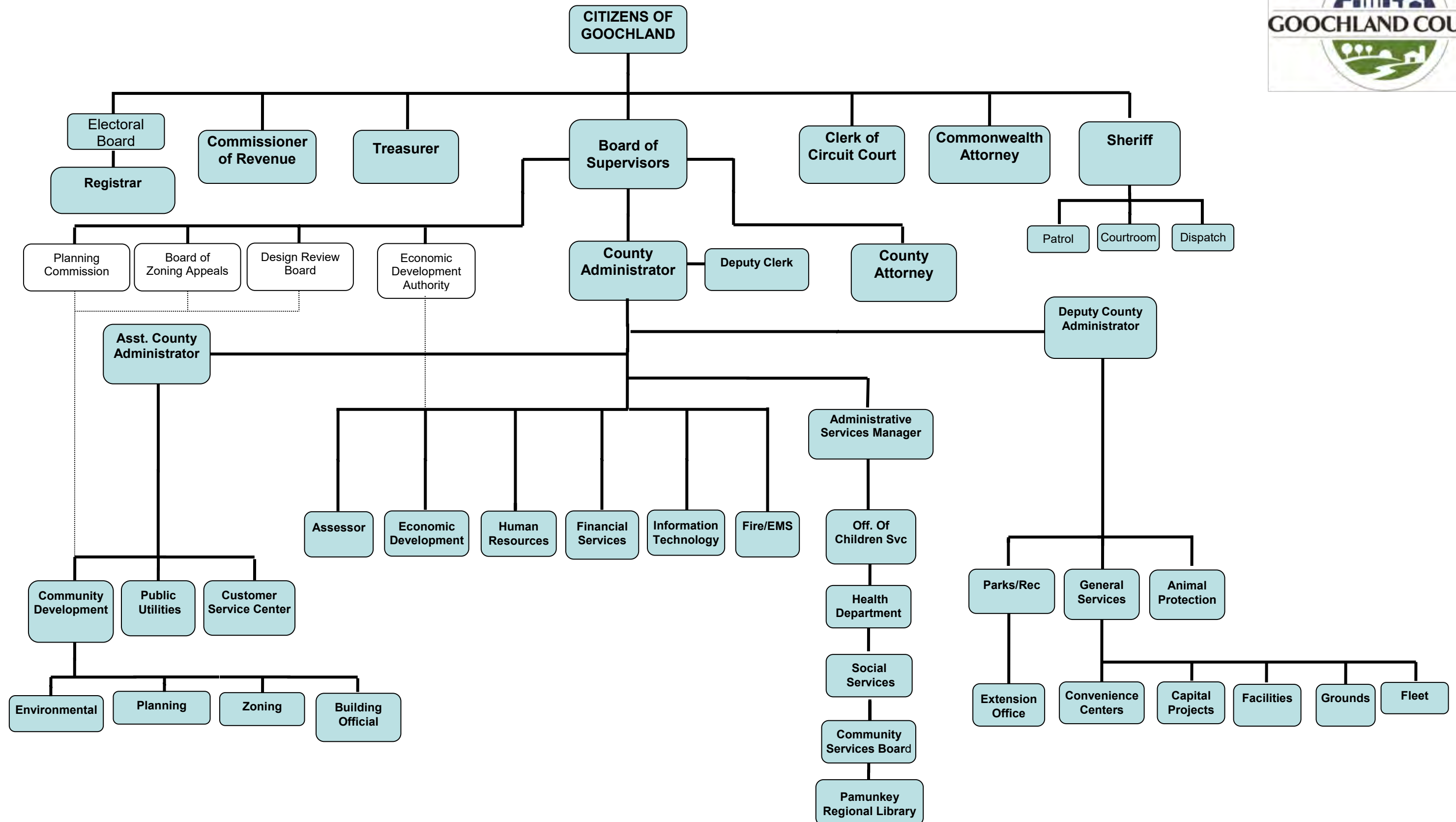
To provide high quality services in an efficient, effective and accountable manner

Strategic Goals:

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

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

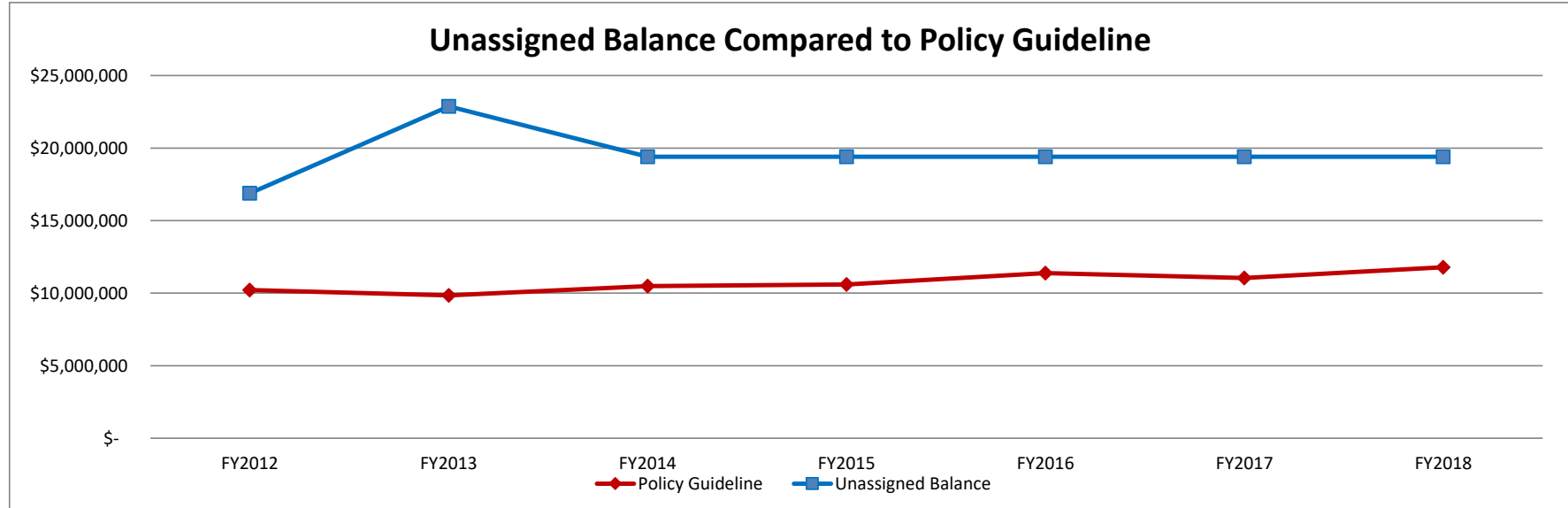
Organization's Core Values: Customer Focused...Stewardship...Transparency...Integrity...Respect...Courage



Past and Projected General Fund Balance

Below is the recent history of Goochland County's General Fund Balance, consistent with how the balance sheet (Exhibit 3) is shown in the County's Comprehensive Annual Financial Report as of June 30th at the end of each fiscal year. Estimates for the current fiscal year, and the upcoming budget are also shown for reference purposes. The estimated Unassigned General Fund Balance, compared to the Financial Policy Guideline of the Board of Supervisors, is also shown in the chart below. The FY2018 budget is supported by \$2,000,000 in assigned general fund balance that was previously identified by the Board from prior year results of operations, and leaves the Unassigned Balance well above the established Policy Guideline.

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Estimate	FY2018 Adopted
Beginning Total Fund Balance						\$ 34,385,822	\$ 32,385,822
Less: Planned Uses at Budget Adoption						\$ -	\$ (2,000,000)
Estimated Other Uses						\$ (5,800,000)	\$ (1,130,000)
Potential Tax Revenue above Budget *						\$ 3,800,000	\$ 1,500,000
Assigned, Committed, Restricted, and Nonspendable	\$ 9,371,024	\$ 8,757,398	\$ 14,442,031	\$ 14,361,594	\$ 14,981,727	\$ 12,981,727	\$ 11,351,727
Unassigned	\$ 16,884,189	\$ 22,873,972	\$ 19,401,025	\$ 19,401,951	\$ 19,404,095	\$ 19,404,095	\$ 19,404,095
Total Fund Balance	\$ 26,255,213	\$ 31,631,370	\$ 33,843,056	\$ 33,763,545	\$ 34,385,822	\$ 32,385,822	\$ 30,755,822
<i>Unassigned Policy Guideline: 20% of Budget</i>	\$ 10,207,831	\$ 9,846,530	\$ 10,488,250	\$ 10,595,426	\$ 11,383,034	\$ 11,052,801	\$ 11,785,197



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

Fund Balances for Appropriated Governmental Funds

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Projected	Change: FY17-18
General Fund					
Estimated Beginning Fund Balance	\$ 33,843,056	\$ 33,763,545	\$ 34,385,822	\$ 32,385,822	
Net Change in Fund Balance	(79,511)	622,277	(2,000,000)	(1,630,000)	
Estimated Ending Fund Balance	\$ 33,763,545	\$ 34,385,822	\$ 32,385,822	\$ 30,755,822	-5.0%
Unassigned Fund Balance	\$ 19,401,951	\$ 19,404,095	\$ 19,404,095	\$ 19,404,095	0.0%
Net Operating Revenues	47,269,017	50,196,248	49,526,640	50,418,147	
Est. Unassigned Fund Balance as % of Net Operating Revenues	41.0%	38.7%	39.2%	38.5%	
Capital Projects Fund¹					
Estimated Beginning Fund Balance	6,613,619	8,780,683	8,252,623	8,252,623	
Net Change in Fund Balance	2,167,064	(528,060)	-	-	
Estimated Ending Fund Balance	8,780,683	8,252,623	8,252,623	8,252,623	0.0%
Office of Children's Services Fund					
Estimated Beginning Fund Balance	198,595	142,743	58,087	58,087	
Net Change in Fund Balance	(55,852)	(84,656)	-	-	
Estimated Ending Fund Balance	142,743	58,087	58,087	58,087	0.0%

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

Goochland County Budget Process Calendar

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

September/October:

- The Director of Financial Services, Assessor, Treasurer, and Commissioner of Revenue formulate preliminary revenue estimates.
- Departments submit Capital Improvement Program (CIP) project requests.
- The Director of Financial Services distributes budget guidelines to departments.

November/December:

- The School Superintendent is advised of preliminary local revenue support for Schools.
- External organizations submit requests for County Contributions funding.
- The County Administrator reviews department budget submissions to be included in the proposed budget.

December/January:

- Staff refines revenue estimates, including new assessed values per the County Assessor.

February/March:

- The County Administrator presents the recommended budget and Capital Improvement Program to the Board of Supervisors.
- Individual agency presentations and categorical budget presentations are made to the Board of Supervisors during work sessions open to the public.
- The Board of Supervisors approves the advertisement of tax and fee rates and all related public hearings in the newspaper.

March/April:

- The Board of Supervisors holds Town Hall meetings to seek public input on all financial plans.
- After a public hearing, the Board of Supervisors officially adopts the operating and capital budgets and ordinance changes, fixes tax and fee rates, and adopts the appropriations resolution.

July:

- The new fiscal year commences on July 1st.

Funds Structure and Basis of Budgeting

BASIS OF ACCOUNTING

The County's accounting records are maintained on a modified accrual basis for the General Fund, Special Revenue Funds and Capital Improvement Funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., as soon as they are both measurable and available. Revenues from intergovernmental reimbursement grants are recorded when earned. Other revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers general property tax and other intergovernmental revenues to be available if they are collected within 60 days of the end of the current fiscal period and are due on or before the last day of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

FUND ACCOUNTING

The accounts of the County and its discretely presented component units (Goochland County Public Schools and the Economic Development Authority) are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise assets, liabilities, fund equities, revenues and expenditures, or expenses, as appropriate. The various funds are summarized by governmental or business-type activities in the general purpose financial statements, while component units are reported in separate columns/rows. The following fund types and account groups are used by the County:

GOVERNMENTAL FUND TYPE

Governmental funds are those through which most governmental functions of the County are financed. The acquisition, use and balances of the County's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are reported through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The County's governmental fund types are:

General Fund

The General Fund is the chief operating fund of the County. All general tax revenues and other receipts that are not allocated by law or other contractual agreement to another fund are accounted for in this fund. Payments from this fund include the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds. This fund contains the operating budgets for most traditional local government programs such as Public Safety, Parks and Recreation and Public Works.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. Special revenue funds consist of the Comprehensive Services Fund.

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

Drug Enforcement Fund: This fund reflects law enforcement revenues and expenditures associated with asset forfeiture and sales. Major expenditures are for the purchase of training and supplies. The Drug Enforcement Fund budget is appropriated as funds are received.

Funds Structure and Basis of Budgeting

Capital Improvement Funds

Capital Improvement Funds account for financial resources used for the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

County Improvement Fund – This fund controls the financing and construction of most non-educational County facilities, such as parks, libraries and public safety facilities. The Board of Supervisors approves these projects through the County's Capital Improvement Program (CIP). Revenue sources for this fund include transfers of local tax funding from the General Fund, the issuance of debt and grants.

School Improvement Fund – This fund controls the financing and construction of local educational facilities. Revenue sources consist of local tax funding from the General Fund, the issuance of debt and developer contributions.

PROPRIETARY FUND TYPE

Proprietary Funds are used to account for a government's business-type activities. The services provided in these funds are intended to recover all or a significant portion of their costs through user fees. The County's proprietary fund types are:

Enterprise Funds

Enterprise Funds are used to provide services that are financed and operated similarly to those of a private business enterprise. The County has an enterprise fund for Public Utilities.

Public Utilities Fund – This fund accounts for the operation and maintenance of the County's water and sewer system. Operations and capital expenditures are funded with revenues generated from customer user fees and one-time fees paid for capacity at the time of connection to the system.

Internal Service Fund

An Internal Service Fund is used to account for the costs of operations for services provided to other County departments. The County does not have an internal service fund.

FIDUCIARY FUND TYPE

Fiduciary Funds are used to report resources that are received and held by the County in a trustee or custodial capacity for the benefit of individuals, private organizations or other governments and cannot be used to support the locality's programs. The County has three (3) Fiduciary Funds; however, none of the funds are appropriated.

Special Welfare Fund – This fund is used for the collection of revenue to provide for the needs of Social Services' clients outside of the current State and Federal programs.

Towers & Roads – This fund is used for the collection of developer revenue to assist in funding road projects.

Performance Bonds – This fund is used for the retention of performance bond funds until all obligations of the bonds are met.

BASIS OF BUDGETING

In most cases, the County's budget follows the same basis of accounting used in preparing the County's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP). Several exceptions should be noted. The budget document does not include the following funds listed as Fiduciary Funds in the CAFR: The Special Welfare Fund, Towers & Roads Fund, and the Performance Bonds. In addition, budgets for the proprietary funds are adopted in accordance with GAAP with the exception that the budget recognizes the flow of funds (i.e., payment of debt principal is budgeted and depreciation is not budgeted). For some proprietary fund transactions, revenue recognition under the budgetary basis

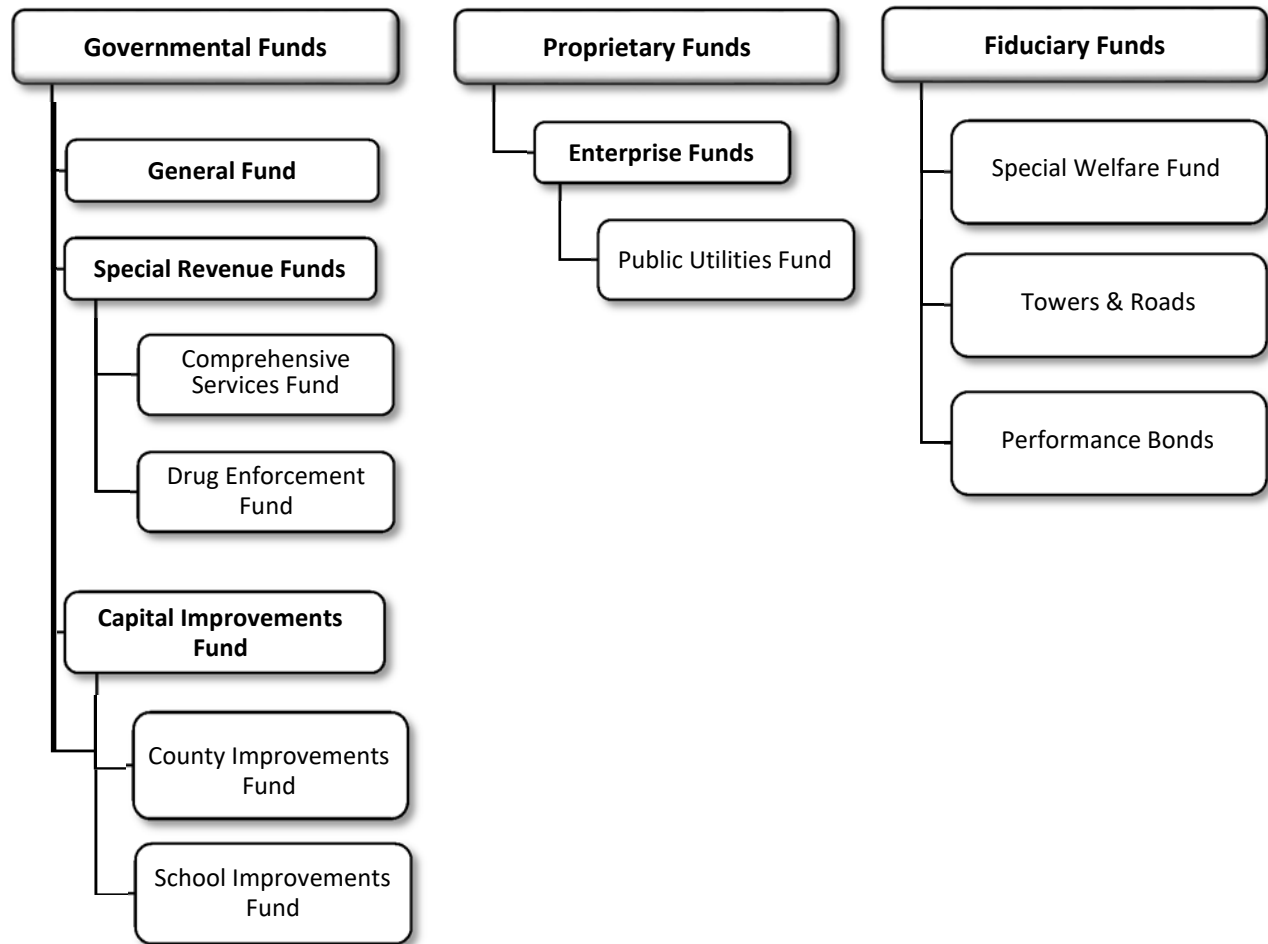
Funds Structure and Basis of Budgeting

is deferred until amounts are actually received as cash, whereas these transactions are recorded as revenue when measurable and available under the GAAP basis of accounting. Budgeted amounts reflected in the financial statement are as originally adopted or as amended by the Board of Supervisors or County Administrator.

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

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

County Funds Structure



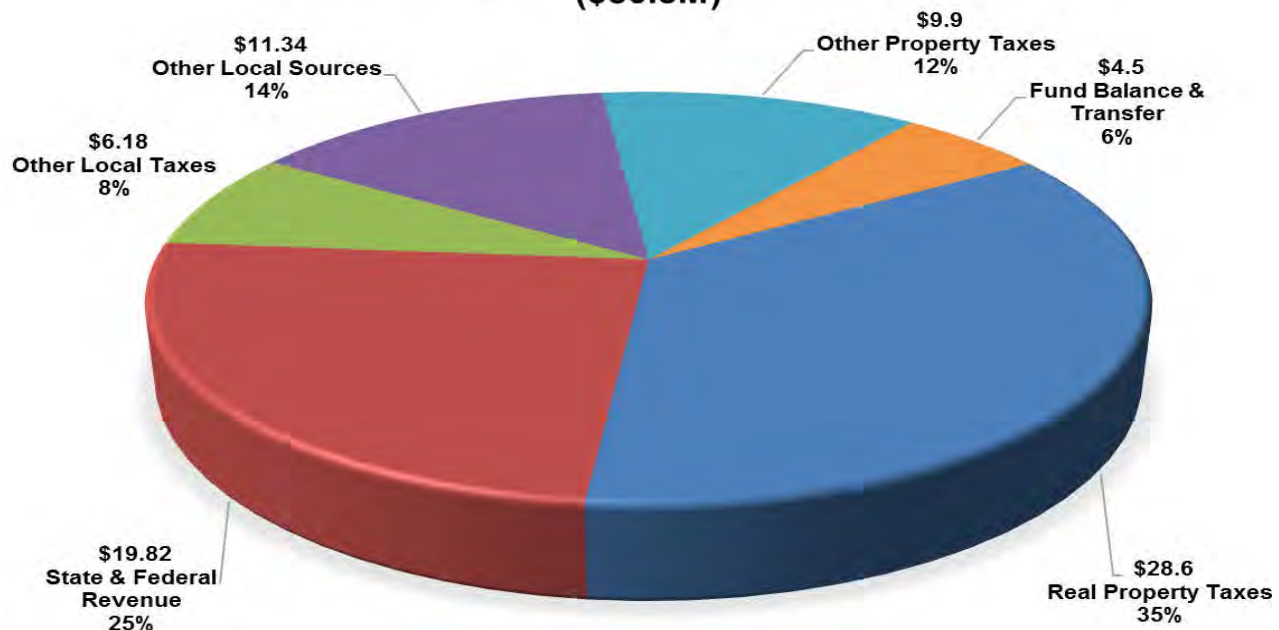


Fund Summaries

Revenue Summary FY2018 Adopted Budget

	FY2016 ACTUAL	FY2017 ADOPTED	FY2018 ADOPTED	INC / DEC FY2018
Real Property Taxes	26,801,379	27,584,000	28,554,000	3.5%
Public Utility Taxes	687,286	620,000	700,000	12.9%
Personal Property Taxes	10,619,308	9,060,000	9,854,971	8.8%
Other Local Taxes	6,628,616	5,073,000	5,483,000	8.1%
Permits, Fees, and Licenses	1,323,691	534,900	1,049,400	96.2%
Fines and Forfeitures	123,069	100,000	100,000	0.0%
Use of money and property	736,114	579,000	653,000	12.8%
Charges for Services	7,691,525	6,549,500	7,828,000	19.5%
Miscellaneous/Recoveries	1,075,985	1,301,667	1,706,622	31.1%
Debt	-	1,500,000	-	-100.0%
State Revenues	14,682,740	14,016,200	16,794,037	19.8%
Federal Revenues	2,616,630	2,654,141	3,024,881	14.0%
Transfers	-	-	-	0.0%
Use of fund balance	688,377	3,309,390	4,524,000	36.7%
GRAND TOTAL ALL FUNDS	73,674,720	72,881,798	80,271,911	10.1%

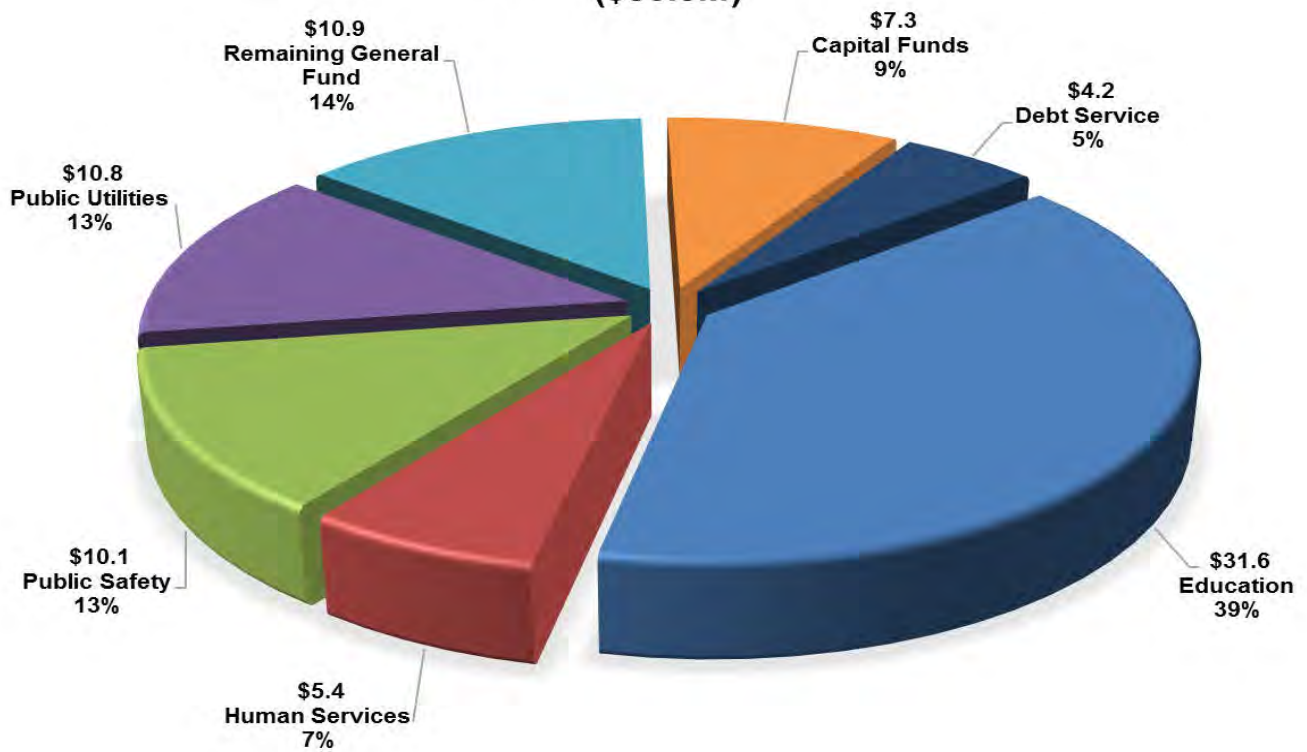
**FY2018 Adopted All Funds Revenues
(\$80.3M)**



Expenditure Summary FY2018 Adopted Budget

	FY2016 ACTUAL	FY2017 ADOPTED	FY2018 ADOPTED	INC / DEC FY2017
General Government	4,176,776	4,247,467	4,447,043	4.7%
Judicial Administration	1,606,251	1,611,794	1,642,525	1.9%
Public Safety	8,464,974	9,258,866	10,115,703	9.3%
Public Works	843,705	2,204,238	2,343,317	6.3%
Health & Welfare	1,263,493	1,299,883	1,288,262	-0.9%
Culture & Leisure	2,201,036	887,531	882,287	-0.6%
Community Development	2,123,452	1,478,381	1,558,739	5.4%
Debt Service & Other	2,415,788	3,641,934	4,243,149	16.5%
Schools Operating Transfer	19,933,900	21,160,000	21,830,000	3.2%
Social Services Transfer	685,751	646,122	646,122	0.0%
Office of Children's Services Transfer	649,664	880,000	931,000	5.8%
CIP Pay-Go Transfer	5,440,887	630,000	490,000	-22.2%
Subtotal General Fund	49,805,677	47,946,216	50,418,147	5.2%
GF Reserve Transfers to CIP	-	-	1,130,000	100.0%
Social Services	2,034,237	2,274,398	2,436,932	7.1%
<i>LESS: Transfer to Social Services</i>	<i>(685,751)</i>	<i>(646,122)</i>	<i>(646,122)</i>	0.0%
TOTAL FUNDS	26,828,195	28,197,740	29,050,193	3.0%
School Textbook Fund	215,199	280,050	276,645	-1.2%
<i>LESS: GF Transfer to Schools</i>	<i>(19,933,900)</i>	<i>(21,160,000)</i>	<i>(21,830,000)</i>	3.2%
School Grants	1,021,450	1,081,241	1,288,930	19.2%
School Cafeteria Fund	949,887	975,800	964,775	-1.1%
Capital Improvements	6,435,634	3,615,000	7,253,500	100.7%
<i>LESS: GF Transfer to CIP</i>	<i>(5,060,887)</i>	<i>(430,000)</i>	<i>(1,620,000)</i>	276.7%
Office of Children's Services	1,511,939	1,582,585	1,675,411	5.9%
<i>LESS: GF Transfer to Children's Serv</i>	<i>(779,664)</i>	<i>(880,000)</i>	<i>(931,000)</i>	5.8%
TOTAL OPERATING	62,342,016	62,836,908	69,467,411	10.6%
Countywide Utility	6,028,791	5,499,890	5,805,500	5.6%
<i>LESS: GF Transfer to Countywide Utility</i>	<i>(250,000)</i>	<i>(200,000)</i>	-	-100.0%
<i>LESS: Operating Transfer to Capital</i>	<i>(1,067,649)</i>	<i>(200,000)</i>	<i>(400,000)</i>	100.0%
Countywide Utility - Capital	1,439,763	200,000	400,000	100.0%
Tuckahoe Creek Debt	4,031,392	4,745,000	4,999,000	5.4%
Subtotal Enterprise Funds	10,182,297	10,044,890	10,804,500	7.6%
GRAND TOTAL	72,524,313	72,881,798	80,271,911	10.1%

FY2018 Adopted All Funds Expenditures (\$80.3M)



General Fund Revenue Overview

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

LOCAL REVENUES

The FY2018 general fund revenue budget totals \$50,418,147, an increase of \$2,456,931 or 5.2% from the FY2017 Adopted total.

Property Taxes

Property taxes are the County's dominant revenue source, comprising over two thirds (68.6 percent) of the FY2018 general fund budget. The major sources of property taxes are real estate and personal property revenues. Other sources of property taxes include the machinery and tools tax, the mobile home tax, and penalties and interest levied on delinquent property tax bills. Real estate and personal property, including vehicles, trucks, boats, trailers, and aircraft, are taxed on the assessed value of the property, which approximates fair market value.

Real Estate Taxes

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

The County's Board of Supervisors has maintained a flat real estate tax rate of \$0.53 per \$100 assessed value since 2007, despite the four-year downturn between 2009 and 2013. The FY2018 budget was developed and balanced using the \$0.53 rate. The FY2019 projected budget is also based on a rate of \$0.53.

From the assessments, the County is projecting \$24,500,000 in current real estate tax collections for FY2018 (excluding Tuckahoe Creek Service District shared revenue), an increase of \$840,000 from the FY2017 adopted budget. This revenue estimate is based on the January 2017 assessments, which were 3.0% more than January 2016 when including taxable properties in Land Use, and an additional 3.4% increase in taxable values as of January 2017. Over a third of the January 2017 growth was due to new construction.

General Fund Revenue Overview

The real estate tax relief for the elderly and disabled program provides relief from real estate taxes for elderly or disabled individuals who satisfy certain income and net worth criteria. In FY2011, this program was expanded to include disabled veterans. The FY2018 budget includes \$445,000 as a revenue source, but also as an offsetting equal expense in the Health and Welfare category.

The annual real estate tax levy also provides direct support for servicing the Tuckahoe Creek Service District (TCSD) water and sewer infrastructure debt. Currently 55% of the incremental real estate tax growth from the 2004 baseline (excluding most residential properties) is redirected each year from the general fund to the TCSD debt fund. The FY2018 budget includes a \$1,450,000 revenue sharing deduction from real estate taxes.

Personal Property Taxes

Personal property taxes are assessed on various classes of personal property. Rates for tax year 2018 vary from \$1.00 to \$4.00 per \$100 of assessed value depending on the property type. The Commissioner of the Revenue administers personal property taxes and keeps record of a property's assessed value. The largest class of personal property is passenger automobiles and trucks, which are due annually on June 5th and December 5th.

The FY2018 budget for current personal property taxes (excluding personal property tax relief for vehicle, which is listed separately as a State revenue source) is \$8,300,000, an increase of \$650,000 or 8.5% from the FY2017 adopted figure.

Other Property Taxes and Penalties and Interest

The remainder of the property tax portfolio – delinquent property taxes, machinery and tools taxes, and penalties and interest – is budgeted for a net increase in FY2018.

Other Local Taxes

The “other local tax” category includes all locally assessed taxes other than property taxes. Other local taxes represent 10.6 percent of the general fund budget in FY2018 at a combined \$5,483,000. Major revenue sources within the other local tax category include the local sales tax, the business professional and occupational license tax (BPOL), consumer utility taxes, and vehicle license fees.

Local Sales Tax

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

The FY2018 budget projects local-option sales tax receipts of \$2,700,000, representing a \$100,000 increase from the adopted FY2017 amount. Annual collections from this source have been growing somewhat in recent years.

General Fund Revenue Overview

Business Professional and Occupational License (BPOL) Tax

The BPOL tax is a tax on the gross receipts of businesses which operate in Goochland County. The tax is due annually on March 1st and must be paid before a business can receive a business license. The amount of BPOL revenue the County receives in any given fiscal year is dependent on the gross receipts of businesses in the prior calendar year. For FY2018, Business Professional and Occupational License revenue is budgeted at \$765,000, an increase of \$50,000 from the FY2017 budget based on growing collections in recent years.

Consumer Utility Taxes

Consumer utility taxes are collected on gas and electric services provided to Goochland residents and businesses. The FY2018 budget includes \$450,000 in utility taxes, a \$35,000 increase from the FY2017 budget.

Vehicle License Fees

All Goochland County residents must register their vehicles, boats, motorcycles, and trailers in the County for taxation. Citizens no longer receive a decal for their vehicles, but are still required to register their property and must pay a registration fee that is due June 5th of each year. The FY2018 budget for these fees is \$880,000, an increase of \$155,000 compared to the prior year's budget.

Additional Local Taxes

Taxes in this category include the bank stock tax and local recordation taxes. The taxes in this category are budgeted at a moderate increase in FY2018. Collections from the bank stock tax were exceptionally high in FY2013, and significantly decreased from that amount in FY2014 and subsequent years, so this source is conservatively budgeted at \$100,000 in FY2018 until a recurring baseline amount can be better established. In recent years, collections above the budgeted amount have been reserved at the end of the fiscal year by the Board of Supervisors for one-time capital project uses.

Other Local Sources

Goochland County receives other local, non-tax revenue from a variety of sources. These categories include permits and fees, fines and forfeitures, charges for services, and recovered costs and miscellaneous revenues. All together, these other local sources have increased \$766,000 primarily because of an increase in permit fees discussed below.

Permits, Fees, and Licenses

The County generates local revenue from charges for building permits, planning permits, and several other miscellaneous licenses and fees, such as fire permits and dog licenses. The FY2018 total is \$514,500 higher than the FY2017 amount primarily due to a \$450,000 increase in the budget from building permits based on historical trends and forecasts of future growth. To support economic investment in commercial building, we have proposed reducing the commercial building permit fees from \$9.50/1000 to \$7.50/1000. For residents looking to further subdivide their property for family members we have proposed an additional family subdivision permit fee of \$450 (currently \$1,500).

General Fund Revenue Overview

Fines and Forfeitures and Use of Money and Property

These two revenue categories are expected to generate \$205,000 in FY2018, an increase of \$70,000, from their combined FY2017 budget. The increase is attributable to higher interest earnings.

Charges for Services

The service charges category includes revenue received by the County for direct services provided to citizens. The vast majority of service charge revenue is from Emergency Medical Service (EMS) transports provided by Fire-Rescue. Most of the EMS funds are recovered from insurance companies, Medicare, and Medicaid, representing \$725,000 of the FY2018 budget. Fees for EMS transports have been increased in the FY2018 budget to the surrounding locality average. Other revenues in the service charge category include parks and recreation fees, refuse collection fees from the Convenience Centers, and Courthouse Security fees.

Recovered Costs and Miscellaneous Revenues

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

STATE REVENUES

Goochland County receives funding from the Commonwealth in several areas, adding to approximately \$5.8 million per year. The largest state revenue in the general fund is personal property tax relief reimbursement, with salary and benefits reimbursements for state-supported positions making up the vast majority of the remainder.

Personal Property Tax Relief Reimbursement

In 1998, the Commonwealth of Virginia began its Personal Property Tax Relief Act (PPTRA) program, under which Virginia residents would pay a decreasing percentage of the personal property tax on their qualifying personal vehicles. The original intent of PPTRA was to provide 100 percent reimbursements of personal property taxes beginning in 2002. However, fiscal constraints at the state level prevented the full implementation of the reimbursement and statewide relief has been capped at \$950 million. Goochland's share of the \$950 million is expected to remain at \$2,853,012, a figure that has remained constant for many years.

Compensation Board Shared Expenses

Historically, the Commonwealth of Virginia has supported a sizable portion of the expenses of local constitutional officers across the state, including the offices of the Sheriff, Commonwealth Attorney, Clerk of Circuit Court, Treasurer, and Commissioner of the Revenue in Goochland County.

General Fund Revenue Overview

Communications Taxes

Local taxes associated with the telecommunications industry were impacted by State legislation in 2007, as several revenue sources were replaced with the communications tax. These taxes are now received through monthly distributions from the Commonwealth. For FY2018, communications tax revenue is budgeted at \$840,000, level with the FY2017 budget.

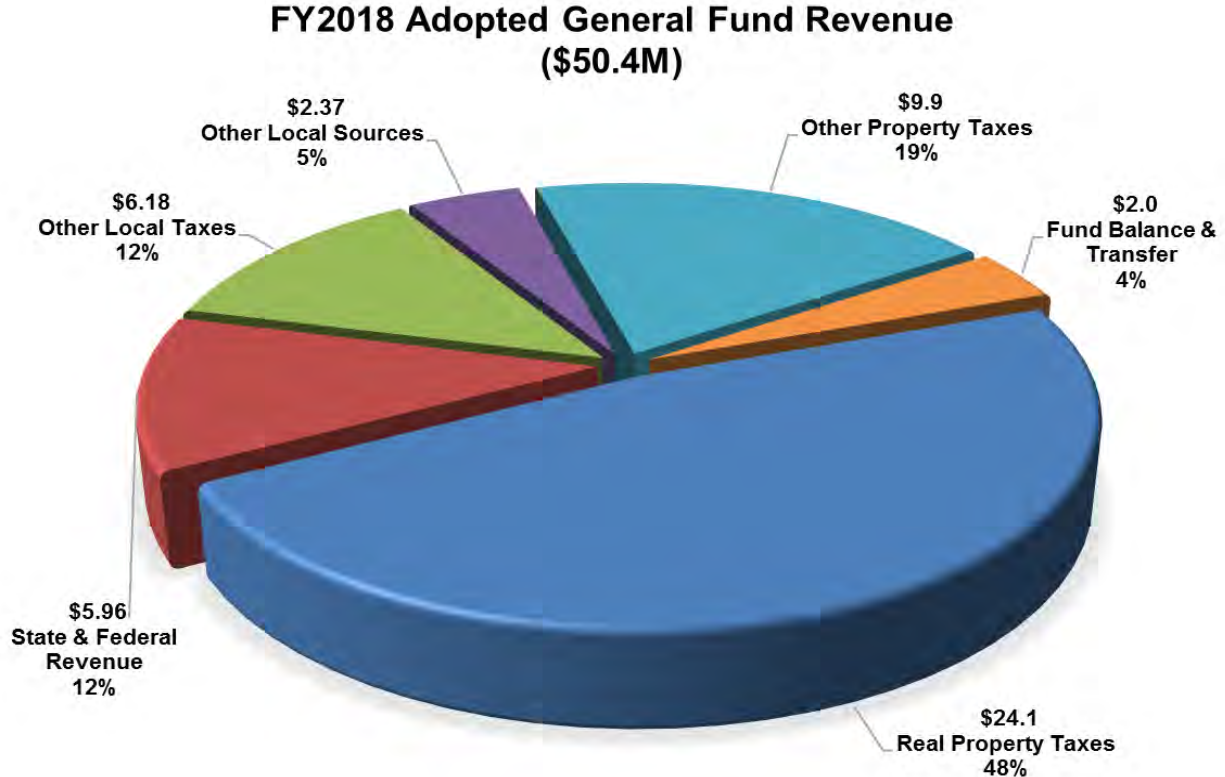
FEDERAL REVENUES

Federal revenue for local operations is once again budgeted at \$151,904 in FY2018. The majority of these funds are received as a centralized services reimbursement through the Virginia Department of Social Services according to an annual cost allocation report.

OTHER FUNDING SOURCES

Use of Fund Balance and Transfers

During the past several years, Goochland County's general fund budget has been balanced using transfers from various reserves, typically generated in prior years and identified by the Board of Supervisors well in advance of budget approval. The FY2018 budget is supported by \$2,000,000 in transfers from general fund reserves.



General Fund Revenues Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
REAL PROPERTY TAXES				
REAL ESTATE TAXES	22,395,420	23,660,000	24,500,000	25,235,000
DELINQUENT R E 1ST YEAR	1,034,335	450,000	500,000	500,000
R E TAX RELIEF FOR ELDERLY	423,899	435,000	445,000	450,000
TCSD 55% ADVALOREM	(1,248,633)	(1,250,000)	(1,450,000)	(1,500,000)
ROLL BACK TAXES	112,727	40,000	60,000	60,000
TOTAL	22,717,748	23,335,000	24,055,000	24,745,000
PUBLIC UTILITY CO TAXES				
UTILITY TAXES ON REAL PROPERTY	687,286	620,000	700,000	700,000
UTILITY TAXES ON PERSONAL PROPERTY	-	-	-	-
TOTAL	687,286	620,000	700,000	700,000
PERSONAL PROPERTY TAXES				
PERSONAL PROPERTY-CURRENT	8,710,974	7,650,000	8,300,000	9,250,000
PERSONAL PROPERTY-1ST YEAR	759,204	500,000	579,971	538,094
FIRE & RESCUE PERSONAL PROP	9,388	9,500	9,500	9,500
PERSONAL PROPERTY COMMON CARRIER	1,548	1,500	1,500	1,500
1999 PHYSICAL HANDICAP SPEC EQUIP	2,057	-	-	-
ADMIN FEE-P.P.	39,067	20,000	35,000	35,000
SHORT-TERM RENTAL TAX	33,985	70,000	65,000	65,000
MACHINERY & TOOLS-CURRENT	397,485	350,000	380,000	380,000
CURRENT MOBILE HOMES	3,557	4,000	4,000	4,000
DEL MOBILE HOMES 1ST YEAR	481	-	-	-
DEL MH 2ND YEARS	137	-	-	-
PENALTIES (ALL PROPERTY TAXES)	310,237	230,000	230,000	230,000
INTEREST (ALL PROPERTY TAXES)	351,187	225,000	250,000	250,000
TOTAL	10,619,308	9,060,000	9,854,971	10,763,094
OTHER LOCAL TAXES				
LOCAL SALES & USE TAX	2,686,905	2,600,000	2,700,000	2,700,000
CONSUMER UTILITY TAX	453,843	415,000	450,000	450,000
CONSUMPTION TAX	92,912	97,000	97,000	97,000
ALL BUSINESS LICENSES	764,912	715,000	765,000	765,000
TRANSIENT OCCUPANCY TAX	(303)	1,000	1,000	1,000
TRANSIENT OCCUPANCY TAX 2015	1,207	-	-	-
TRANSIENT OCCUPANCY TAX 2016	742	-	-	-
MOTOR VEHICLE LICENSES	879,915	725,000	880,000	880,000
BANK STOCK TAXES	1,241,481	100,000	100,000	100,000
RECORDATION TAXES-GRANTEE	386,773	320,000	380,000	380,000
WILLS & ADMINISTRATION	9,932	10,000	10,000	10,000
DEED TAXES-GRANTOR	110,297	90,000	100,000	100,000
TOTAL	6,628,615	5,073,000	5,483,000	5,483,000
PERMITS, FEES & LICENSES				
DOG TAGS	26,266	26,000	27,000	27,000
HUNTING & FISHING LICENSE FEE	281	-	-	-
ZONING-REVIEW FEE	17,075	12,000	17,000	16,000
LAND USE APPLICATION FEES	3,125	2,500	3,000	3,000
LAND TRANSFER FEES	859	700	700	700
ZONING-SUBDIVISION PERMITS	53,976	35,000	50,000	45,000
BUILDING PERMITS	1,124,123	400,000	850,000	800,000
SEPTIC TANK PERMITS	3,155	2,500	2,500	2,500
BURN PERMITS	3,350	3,000	3,000	3,000
PRECIOUS METALS PERMIT	-	-	-	-

General Fund Revenues Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
LAND DISTURBING PERMITS	38,400	35,000	38,000	38,000
PLAN OF DEVELOPMENT (OFFICE BLDG)	17,825	12,000	17,000	14,000
POD-FIRE/RESCUE	625	1,200	1,200	1,200
ROAD & STREET SIGNS	250	-	-	-
LARGE CROWD ENTERTAINMENT FEE	1,200	-	-	-
GIS DATA PRODUCTS	30	-	-	-
STORMWATER PERMIT FEES	33,000	5,000	40,000	10,000
TOTAL	1,323,540	534,900	1,049,400	960,400

FINES AND FORTURES

COURT FINES AND FORFEITURES	109,153	100,000	100,000	100,000
TOTAL	109,153	100,000	100,000	100,000

REVENUE FROM USE OF MONEY & PROPERTY

INTEREST ON BANK DEPOSITS	118,854	30,000	100,000	100,000
RENTAL OF GENERAL PROPERTY	6,500	5,000	5,000	5,000
SALE OF SALVAGE & SURPLUS	8,344	-	-	-
TOTAL	133,698	35,000	105,000	105,000

CHARGES FOR SERVICES

SHERIFF & DEPUTY FEES	4,050	3,500	3,500	3,500
CIR CT SECURITY FUND	1,243	-	-	-
GEN.DIST/CIR CT ADMISSION FEE	2,107	3,000	3,000	3,000
COURTHOUSE SECURITY FUND	58,761	55,000	55,000	55,000
BLOOD TEST/DNA FEE	176	-	-	-
CONCEALED HANDGUN PERMIT FEE	18,421	-	12,000	12,000
CIR CT-LOCAL PROSECUTOR	39	-	-	-
EMS COST RECOVERY	600,237	600,000	725,000	725,000
COMMONWEALTH'S ATTORNEY FEES	2,312	2,000	2,000	2,000
REFUSE COLLECTION	36,532	30,000	32,000	32,000
RECREATION FEES	137,013	95,000	125,000	125,000
RECREATION COST SHARING	8,064	-	-	-
FROM SCHOOLS-LAWNCARE	35,000	39,000	39,000	39,000
DONATION-BOAT LAUNCH	15,000	-	-	-
SALE OF MAPS, SURVEYS, ETC	545	500	-	-
SALE OF PUB/CIR CT.COPY FEES	4,920	6,000	3,000	3,000
CSB FISCAL AGENT	7,000	7,000	7,000	7,000
CSB-COMPUTER SERVICES	11,000	11,000	11,000	11,000
TOTAL	942,421	852,000	1,017,500	1,017,500

MISCELLANEOUS REVENUES

EXPENDITURE REFUND -MISC.	10,559	5,000	5,000	5,000
INSURANCE RECOVERY	47,673	-	-	-
CONVENIENCE FEE FOR CREDIT CARDS 3%	1,649	-	-	-
DMV STOP FEE	(860)	-	-	-
IT COMM REIMB	1,244	-	-	-
SPECIAL EVENTS REIMBURSEMENT	51,425	-	21,000	21,000
RECYCLED REIMBURSEMENT	38,610	35,000	35,000	35,000
FOIA REIMBURSEMENTS	655	500	500	500
RECYCLED REIMBURSEMENT-HOA	31,925	32,500	32,500	32,500

General Fund Revenues Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
EXCESS JUDICIAL SALES PROCEEDS	9,257	-	-	-
FIRE MEMBERSHIP SERVICES	2,379	-	-	-
DSS MISC REIMB	180	-	-	-
VOLUNTEER FIRE/RESCUE HANOVER	-	5,000	-	-
DIT-DSS REIMB	2,552	-	-	-
PHONES REIMB.-SCHOOLS,HEALTH,CLINIC	549	-	-	-
PHONE REIMB-DSS & CSB	5,820	-	-	-
KENNEL FEE REIMBURSEMENT	3,259	3,500	3,500	3,500
TOTAL	206,877	81,500	97,500	97,500
TOTAL LOCAL REVENUES	\$ 43,368,645	\$ 39,691,400	\$ 42,462,371	\$ 43,971,494
REVENUE FROM STATE				
MOBILE HOME TITLING TAX	7,073	7,000	7,000	7,000
BURN BLDG. GRANT	-	-	-	-
EMS VEHICLE REG TAX (4for-life)	25,886	23,529	25,886	25,886
ROLLING STOCK TAX	69,344	80,000	80,000	80,000
FIRE PROGRAM FUND	68,830	68,802	70,474	70,474
RECORDATION TAXES	133,255	100,000	110,000	110,000
DMV 4% RENTAL TAX	22,806	7,500	10,000	10,000
PERSONAL PROPERTY-REGULAR	2,853,012	2,853,012	2,853,012	2,853,012
DMV-REIMBURSEMENTS	105,608	75,000	90,000	90,000
COMMUNICATION SALES AND USE TAX	827,435	840,000	840,000	840,000
PHONE REIMB- HEALTH DEPT	394	-	-	-
TOTAL	4,113,643	4,054,843	4,086,372	4,086,372
COMMONWEALTH'S ATTORNEY				
COMM. ATTORNEY SALARIES	246,758	242,000	246,502	242,000
EXPENSES	21,073	21,000	21,453	21,000
CT. APPT ATTY-STATE	1,985	-	-	-
TOTAL	269,816	263,000	267,955	263,000
SHERIFF				
SHERIFF SALARIES	830,192	850,000	865,270	850,000
EXPENSES	69,468	40,000	41,536	40,000
TOTAL	899,660	890,000	906,806	890,000
COMMISSIONER OF REVENUE				
COMMISSIONER OF REV. SALARIES	80,724	81,000	82,485	81,000
EXPENSES	7,772	6,500	6,649	6,500
TOTAL	88,497	87,500	89,134	87,500
TREASURER				
TREASURER SALARIES	89,528	88,500	90,147	88,500
EXPENSES	7,581	7,000	7,166	7,000
TOTAL	97,109	95,500	97,313	95,500
REGISTRAR/ELECTORAL BD				
REGISTRAR/ELECTORAL BD	36,590	35,000	35,495	35,000
EXPENSES	18,950	-	-	-
TOTAL	55,540	35,000	35,495	35,000

General Fund Revenues Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
CLERK OF THE CIRCUIT COURT				
CIRCUIT CT. CLERK SALARIES	218,509	218,000	222,027	218,000
EXPENSES	15,419	12,000	12,270	12,000
TECHNOLOGY GRANT	10,342	10,000	10,000	10,000
TOTAL	244,270	240,000	244,297	240,000
OTHER STATE REVENUE				
FIRE GRANTS	70,269	-	-	-
LITTER CONTROL GRANT	7,134	7,500	7,500	7,500
ECONOMIC DEVELOPMENT GRANT	750,000	-	-	-
PARK/REC GRANT	2,256	-	-	-
REC. PRESERVATION GRANT	22,605	-	-	-
VICTIM WITNESS GRANT	8,665	30,569	20,000	20,000
WIRELESS E911	44,203	42,000	42,000	42,000
STATE REVENUE CONTINGENCY	-	7,000	7,000	7,000
TOTAL	905,132	87,069	76,500	76,500
TOTAL STATE REVENUES	\$ 6,673,666	\$ 5,752,912	\$ 5,803,872	\$ 5,773,872
FEDERAL REVENUES				
COST ALLOCATION-CEN.SRVC	80,023	55,000	55,000	55,000
LEMPG GRANT	16,904	16,904	16,904	16,904
VICTIM WITNESS GRANT	25,996	-	50,000	50,000
HIGHWAY SAFETY GRANTS	28,438	-	30,000	30,000
TOTAL FEDERAL REVENUES	\$ 151,361	\$ 71,904	\$ 151,904	\$ 151,904
FUND TRANSFERS				
TRANSFER FROM GENERAL FUND BALANCE	-	2,430,000	2,000,000	1,800,000
FROM GENERAL FUND RESERVES	-	-	-	-
TOTAL FUND TRANSFERS	\$ -	\$ 2,430,000	\$ 2,000,000	\$ 1,800,000
TOTAL ALL	\$ 50,193,672	\$ 47,946,216	\$ 50,418,147	\$ 51,697,270

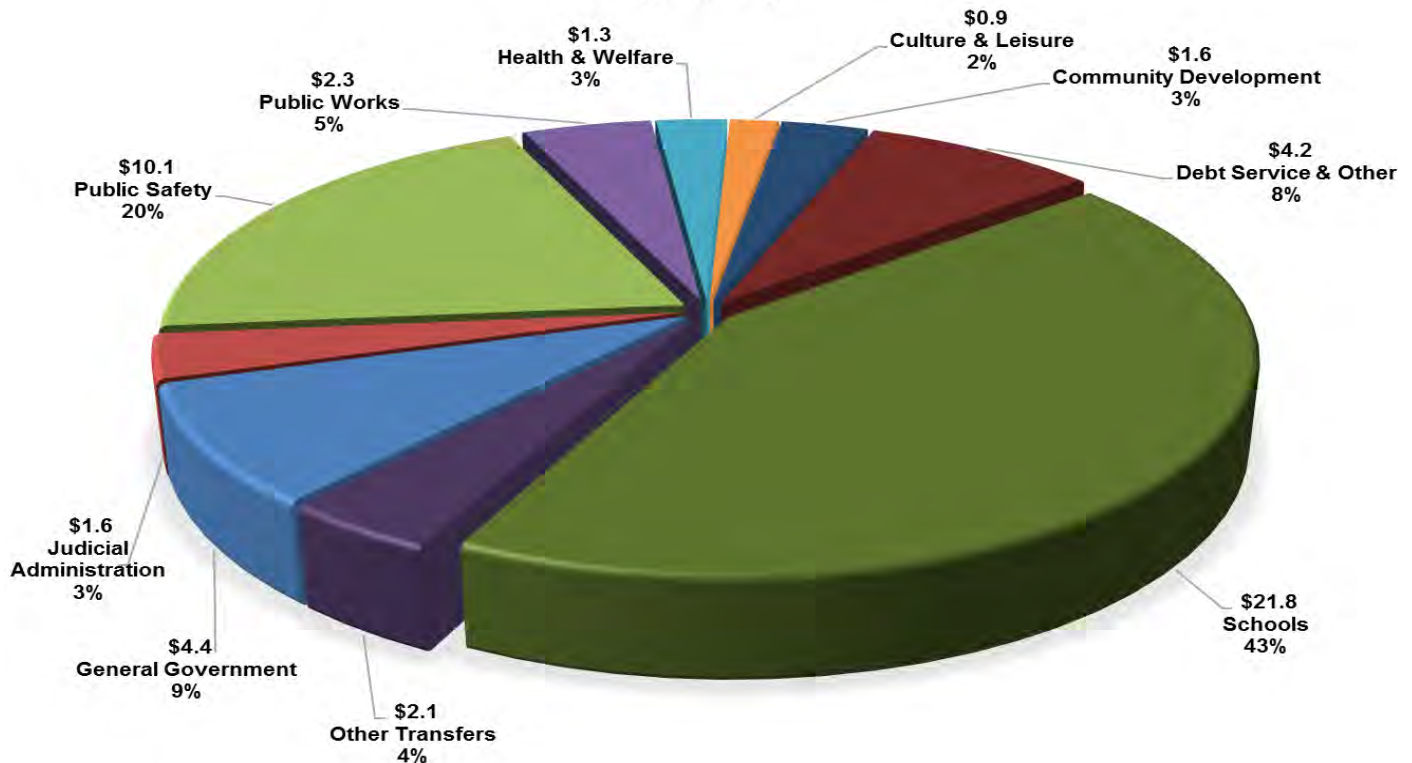
General Fund Expenditures Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
GENERAL				
BOARD OF SUPERVISORS	153,277	159,702	152,862	153,504
COUNTY ADMINISTRATOR	359,564	392,872	556,481	550,920
COUNTY ATTORNEY	384,278	387,424	382,908	378,760
HUMAN RESOURCE	114,628	133,797	169,003	166,983
COMMISSIONER OF REVENUE	341,101	387,281	375,837	375,134
COUNTY ASSESSOR	397,866	418,581	422,195	421,254
TREASURER	451,788	438,787	461,319	456,591
FINANCE	459,167	491,058	466,565	467,825
PURCHASING	99,459	106,472	108,832	109,558
CENTRALIZED SERVICES	1,008	-	-	-
INFORMATION TECHNOLOGY	945,111	1,082,947	1,114,720	1,106,850
REGISTRAR	208,384	248,546	236,321	230,902
TOTAL	3,915,631	4,247,467	4,447,043	4,418,281
JUDICIAL				
CIRCUIT COURT	34,567	33,900	38,292	38,292
GENERAL DISTRICT COURT	17,109	17,000	19,938	19,938
CLERK OF THE CIRCUIT COURT	563,220	563,244	557,980	552,197
SHERIFF-COURT RELATED	514,235	519,650	487,719	483,047
COMMONWEALTH ATTORNEY	468,215	478,000	538,596	533,703
TOTAL	1,597,346	1,611,794	1,642,525	1,627,177
PUBLIC SAFETY				
SHERIFF	3,262,304	3,352,152	3,625,128	3,606,056
TAX RELIEF FOR ELDERLY & DISABLED	-	-	-	-
FIRE-RESCUE COST RECOVERY	476,839	600,000	688,867	684,083
FIRE & RESCUE	2,362,802	2,854,377	3,074,974	3,347,167
EMERGENCY PLANNING	216,675	126,140	130,168	130,168
CORRECTION & DETENTION	336,752	458,541	412,918	429,300
BUILDING INSPECTION	522,329	549,510	682,205	652,499
ANIMAL PROTECTION	358,965	347,622	388,708	504,826
EMERGENCY SERVICES	616,359	707,524	819,735	934,835
SHERIFF GRANTS	33,340	-	30,000	30,000
EMERGENCY COMMUNICATION SERVICES	272,296	263,000	263,000	263,000
TOTAL	8,458,661	9,258,866	10,115,703	10,581,934
PUBLIC WORKS				
CONVENIENCE CENTERS	691,190	809,373	867,355	864,176
FACILITIES MANAGEMENT	-	1,394,865	994,462	991,548
GROUNDS MANAGEMENT	-	-	481,500	478,887
TOTAL	691,190	2,204,238	2,343,317	2,334,611
HEALTH & WELFARE				
CONTRIBUTIONS	182,847	130,975	144,448	144,448
LOCAL HEALTH DEPARTMENT	242,807	243,726	245,784	253,158
COMMUNITY SERVICES BOARD	259,611	266,980	271,980	271,980
TAX RELIEF FOR ELDERLY & DISABLED	423,898	435,000	445,000	445,000
GOOCHLAND FREE CLINIC & FAMILY	153,554	223,202	181,050	188,000
TOTAL	1,262,717	1,299,883	1,288,262	1,302,586
CULTURE & LEISURE				
PARKS AND RECREATION	1,797,452	475,231	457,477	455,622
REGIONAL LIBRARY	403,100	412,300	424,810	424,810
TOTAL	2,200,552	887,531	882,287	880,432

General Fund Expenditures Summary

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
COMMUNITY DEVELOPMENT				
COMMUNITY DEVELOPMENT ADMN	224,363	241,528	136,674	164,366
PLANNING	381,033	529,001	522,133	436,450
ENVIRONMENTAL & LAND DEV. REVIEW	371,333	262,352	420,271	418,114
ECONOMIC DEVELOPMENT	146,391	194,268	217,233	201,625
PAYMENTS TO EDA	199,658	195,000	200,000	200,000
EXTENSION PROGRAM	46,106	56,232	62,428	62,638
TOTAL	1,368,884	1,478,381	1,558,739	1,483,193
DEBT SERVICE				
DEBT SERVICE GENERAL	2,415,789	3,008,522	3,510,848	3,482,477
COUNTYWIDE	227,314	633,412	732,301	974,457
TOTAL	2,643,103	3,641,934	4,243,149	4,456,934
TOTAL FUNDS	\$ 22,138,084	\$ 24,630,094	\$ 26,521,025	\$ 27,085,148
TRANSFER FROM GENERAL FUND	24,693,122	23,316,122	23,897,122	24,612,122
TOTAL ALL	\$ 46,831,206	\$ 47,946,216	\$ 50,418,147	\$ 51,697,270

FY2018 Adopted General Fund Expenditures (\$50.4M)



General Fund Long Range Forecast

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

	FY2017 Adopted	FY2018 Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
General Property Taxes	33,015,000	34,609,971	36,208,094	37,656,418	39,162,674	40,729,181
Other Local Taxes	5,073,000	5,483,000	5,483,000	5,592,660	5,704,513	5,818,603
Permits, Fees, and Licenses	534,900	1,049,400	960,400	989,212	1,018,888	1,049,455
Fines and Forfeitures	100,000	100,000	100,000	103,000	106,090	109,273
Revenue from Use of Money and Property	35,000	105,000	105,000	108,150	111,395	114,736
Charges for Services	852,000	1,017,500	1,017,500	1,048,025	1,079,466	1,111,850
Miscellaneous and Recovered Costs	81,500	97,500	97,500	100,425	103,438	106,541
State	5,752,912	5,803,872	5,773,872	5,831,611	5,889,927	5,948,826
Federal	71,904	151,904	151,904	153,423	154,957	156,507
Planned Use of Assigned Balance	2,430,000	2,000,000	1,800,000	1,800,000	1,800,000	1,800,000
Total General Fund Revenues	47,946,216	50,418,147	51,697,270	53,382,924	55,131,348	56,944,973
General Government	4,247,467	4,447,043	4,418,281	4,484,555	4,574,246	4,665,731
Judicial	1,611,794	1,642,525	1,627,177	1,635,313	1,643,489	1,651,707
Public Safety	9,258,866	10,115,703	10,581,934	10,952,302	11,390,394	11,846,010
Public Works	2,204,238	2,343,317	2,334,611	2,357,957	2,393,326	2,429,226
Health and Welfare	1,299,883	1,288,262	1,302,586	1,315,612	1,335,346	1,355,376
Culture and Leisure	887,531	882,287	880,432	898,041	916,001	934,321
Community Development	1,478,381	1,558,739	1,483,193	1,505,441	1,528,023	1,550,943
Debt Service	3,008,522	3,510,848	3,482,477	4,224,381	4,162,645	4,162,645
Countywide	633,412	732,301	974,457	974,457	1,023,180	1,074,339
Transfer to Schools	21,160,000	21,830,000	22,530,000	22,824,321	23,737,294	24,686,786
Transfer to Social Services	646,122	646,122	721,122	735,544	750,255	765,260
Transfer to Office of Children's Services	880,000	931,000	931,000	975,000	1,000,000	1,200,000
Transfer to CIP	630,000	490,000	430,000	500,000	677,148	622,628
Total Expenditures	47,946,216	50,418,147	51,697,270	53,382,924	55,131,348	56,944,972



General Government

BOARD OF SUPERVISORS

DESCRIPTION AND FUNCTION

The Board of Supervisors is an elected body representing Goochland County's five magisterial districts. The Board members enact ordinances and establish policies consistent with the preferences of County residents and applicable state and federal law. Meeting schedules, agendas, and minutes are available at the County's website at www.goochlandva.us.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	87,127	90,024	89,309	-715	89,951
Operating Costs	66,150	69,678	63,553	-6,125	63,553
Capital	0	0	0	0	0
Expenditures	153,277	159,702	152,862	-6,840	153,504
Revenues	0	0	0	0	0
Net County Funds	153,277	159,702	152,862	-6,840	153,504
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	5.0	5.0	5.0	.0	5.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 reflect current staff salaries and changes in fringe benefit costs. FY18 operating expenses have decreased due to a decrease in operating supply expense.

COUNTY STRATEGIC GOALS

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

AGENCY
PRIMARILY
SUPPORTS



FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

11010	BOARD OF SUPERVISORS				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	63,000	63,000	63,000	63,000
	Total Personnel	63,000	63,000	63,000	63,000
2001	FICA	4,236	4,820	4,820	4,820
2005	GROUP HEALTH	19,836	22,054	21,384	22,026
2010	WORKMAN'S COMPENSATION	55	150	105	105
	Total Fringe Benefits	24,127	27,024	26,309	26,951
3002	PROFESSIONAL SERVICES	1,000	4,000	4,000	4,000
3006	PRINTING & BINDING	10,621	10,000	10,000	10,000
3007	ADVERTISING	21,525	21,000	21,000	21,000
	Total Professional Services	33,145	35,000	35,000	35,000
5201	POSTAGE	34	2,450	2,000	2,000
5203	TELECOMMUNICATION	4,528	2,200	2,200	2,200
5314	SOFTWARE/LICENSE	580	500	500	500
5400	SUPPLIES-WATER PURCHASE	422	0	0	0
5401	OFFICE SUPPLIES	779	1,800	1,800	1,800
5402	FOOD SUPPLIES	551	0	0	0
5411	BOOKS & SUBSCRIPTIONS	60	500	500	500
5413	OPERATING SUPPLIES	28	6,000	0	0
5480	FURNITURE & FIXTURES-NON CAPITAL	5,000	0	0	0
5501	TRAVEL- MILEAGE	1,251	3,000	3,000	3,000
5502	MEALS/FOOD-OTHER THAN TRAINING	3,977	2,500	3,000	3,000
5504	TRAVEL- EDUCATION/TRAINING	0	500	500	500
5602	EMPLOYEE SERVICES	1,400	1,000	1,000	1,000
5801	DUES & MEMBERSHIPS	13,592	13,678	13,678	13,678
	RRPDC-\$13,330				
	VEPGA- \$120				
	MISC OTHER- \$228				
	Total Operating Cost	32,201	34,128	28,178	28,178
8001	LEASE/RENT EQUIPMENT	135	0	0	0
8004	LEASE/RENT-WATER COOLERS	513	375	375	375
8005	LEASE-POSTAGE METER	155	175	0	0
	Total	803	550	375	375
	TOTAL	153,277	159,702	152,862	153,504



COMMISSIONER OF REVENUE

DESCRIPTION AND FUNCTION

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	310,161	347,531	340,837	-6,694	343,806
Operating Costs	30,940	39,750	35,000	-4,750	37,000
Capital	0	0	0	0	0
Expenditures	341,101	387,281	375,837	-11,444	380,806
Revenues	197,229	223,500	239,000	15,500	239,000
Net County Funds	143,872	163,781	136,837	-26,944	141,806
Full-time Positions	5.0	5.0	5.0	.0	5.0
Part-time Positions	.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 and FY2019 personnel budgets have decreased as a result of staff turnover.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- To overcome the continued challenges and additional workload created by proration of personal property taxes, twice a year billing and operating DMV Select.
- Provide efficient, effective and courteous customer service in a timely manner to the citizens of Goochland County
- Provide taxpayers with accurate and useful information concerning revenue assessments
- Always have someone answer the telephone during open office hours instead of a recorder.
- Fairly and equitably identifying and assessing all sources of revenue to which the County is entitled according to the laws of the Commonwealth of Virginia and the County of Goochland
- Provide County officials with accurate and useful information from which decisions can be made to best serve the citizens of Goochland County

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Calendar Year 2015; Assessed & prepared for taxation vehicles, trailers and boats	32606	33500	34000
Calendar Year 2015; Assessed Business Personal Property & Machinery & Tools accounts	1234	1300	1350
Calendar Year 2015; Continuous proration of personal property taxes abatements & supplements	8016	8100	8200
Calendar Year 2015; Assessed & processed business license accounts	2054	2050	2050
Calendar Year 2015; Processed Tax Relief for the Elderly/Disabled and Disabled Vets apps	581	585	590

FUTURE OUTLOOK

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

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12090	COMMISSIONER OF REVENUE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	218,966	232,966	221,439	221,439
1003	SALARIES-PART TIME The workload of DMV Select and the constant updating for proration of personal property and twice a year billing has put a strain on the current staff of the Commissioner's office. A part-time person for at least 28 hours per week is needed.	6,793	24,000	24,480	24,480
1006	BONUS	2,000	0	0	0
	Total Personnel	227,759	256,966	245,919	245,919
2001	FICA	16,532	17,747	18,813	18,813
2002	VRS	22,086	20,601	19,664	21,037
2005	GROUP HEALTH	41,095	48,859	53,196	54,792
2006	GROUP LIFE	2,545	3,040	2,901	2,901
2010	WORKMAN'S COMPENSATION	144	318	344	344
	Total Fringe Benefits	82,402	90,565	94,918	97,887
3002	PROFESSIONAL SERVICES Contract with NADA for pricing of vehicles is based on the number of vehicles that need to be priced. This can fluctuate from year to year.	5,065	4,000	4,000	4,000
3004	REPAIRS & MAINTENANCE-LABOR	510	400	400	400
3005	CONTRACTED SERVICES	362	400	400	400
3007	ADVERTISING Expended \$422 in 2015	0	400	400	400
3012	EMPLOYMENT BACKGROUND CHECK Expended \$308 in 2015	726	300	300	300
	Total Professional Services	6,663	5,500	5,500	5,500
5201	POSTAGE Twice a year billing and proration of personal property creates more abatements and supplements which creates more mail. Business license, Tax Relief applications, high mileage applications are mailed out to prior year applicants. The number of applications rise each year.	3,451	6,200	6,200	6,200
5203	TELECOMMUNICATIONS	4,499	1,900	1,900	1,900
5401	OFFICE SUPPLIES The implementation of proration and twice a year billing for personal property has increased abatements and supplements which has increased the usage of paper and printer ink along with the other everyday supplies. In FY2015 we expended \$12,424 in this category.	9,254	13,000	13,000	13,000
5411	BOOKS & SUBSCRIPTIONS	1,209	300	300	300
5475	COMPUTER EQUIPMENT- NON CAPITAL	1,180	2,400		
5480	FURNITURE & FIXTURES	0	2,000	0	2,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5501	TRAVEL-MILEAGE The Commissioner and her 4 staff members need to become certified which improves the employees and the services they provide.	91	800	800	800
5502	MEALS/FOOD OTHER THAN TRAINING The Commissioner and her 4 staff members need to become certified which improves the employees and the services they provide.	0	100	200	200
5504	TRAVEL-EDUCATION/TRAINING The Commissioner and each staff member will need to attend training and classes to become certified.	1,545	4,000	4,000	4,000
5507	EDUCATION/TRAINING-TUITION	150	0		
5801	DUES & MEMBERSHIPS Expended \$1140 for dues and memberships in 2015. Need to increase dues and memberships to include deputies which is mandatory for certification.	1,025	1,300	1,300	1,300
Total Operating Cost		22,404	32,000	27,700	29,700
8001	LEASE-RENT-EQUIPMENT	1,653	1,800	1,800	1,800
8005	LEASE-POSTAGE METER/BOX Expended \$402 in 2015.	220	450	0	0
Total		1,873	2,250	1,800	1,800
TOTAL		341,101	387,281	375,837	380,806



COUNTY ADMINISTRATOR

DESCRIPTION AND FUNCTION

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	343,929	370,072	531,451	161,379	535,200
Operating Costs	15,627	22,800	25,030	2,230	25,030
Capital	8	0	0	0	0
Expenditures	359,564	392,872	556,481	163,609	560,230
Revenues	0	0	0	0	0
Net County Funds	359,564	392,872	556,481	163,609	560,230
Full-time Positions	3.0	3.0	4.0	1.0	4.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 personnel budget has increased due to the addition of the Deputy County Administrator for Operations to this budget. Previously the Deputy County Administrator for Finance was in the Finance budget. FY18 operating expenses have increased slightly due to higher training costs.

COUNTY STRATEGIC GOALS

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

AGENCY
PRIMARILY
SUPPORTS



FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12010	COUNTY ADMINISTRATOR				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	225,965	272,568	400,312	400,312
1002	SALARY-OVERTIME	0	0	2,500	2,500
1003	SALARIES-PART TIME	35,904	0	0	0
1004	DEFERRED COMP SUPPLEMENT	7,500	10,000	0	0
1006	BONUS	1,500	0	0	0
1008	CAR ALLOWANCE	9,000	12,000	13,200	13,200
	Total Personnel	279,869	294,568	416,012	416,012
2001	FICA	16,823	21,867	31,825	31,825
2002	VRS	23,829	25,294	35,548	38,030
2005	GROUP HEALTH	20,367	24,261	42,240	43,507
2006	GROUP LIFE	2,772	3,702	5,244	5,244
2010	WORKMAN'S COMPENSATION	269	380	582	582
	Total Fringe Benefits	64,060	75,504	115,439	119,188
3002	PROFESSIONAL SERVICES	0	4,000	0	0
	Total Professional Services	0	4,000	0	0
5201	POSTAGE	165	650	650	650
5203	TELECOMMUNICATIONS	2,303	2,800	2,800	2,800
5314	SOFTWARE/LICENSE	182	0		
5401	OFFICE SUPPLIES	1,756	2,530	2,530	2,530
5411	BOOKS-SUBSCRIPTIONS	192	250	250	250
5475	COMPUTER EQUIPMENT-NON CAPITAL	247	0	0	0
5501	TRAVEL-MILEAGE	55	100	100	100
5502	MEALS/FOOD OTHER THAN TRAINING	80	700	700	700
5504	TRAVEL- EDUCATION/TRAINING VLGMA 400*4 ICMA 1,300 Clerk 200	1,029	1,200	3,100	3,100
5507	EDUCATION/TRAINING VLGMA 1,500 Clerk 800 ICMA 1,400	855	1,500	3,700	3,700
5602	EMPLOYEE SERVICES/RECOGNITION	1,690	2,500	2,500	2,500
5801	DUES & MEMBERSHIPS Chamber 310 Rotary 925 VLGMA 967 ICMA 2,300	2,054	2,100	4,500	4,500
	Total Operating Cost	10,608	14,330	20,830	20,830
7001	MACHINERY & EQUIPMENT	8	0	0	0



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

	Total Capital	8	0	0	0
8001	LEASE/RENT- EQUIPMENT	4,844	4,200	4,200	4,200
8005	LEASE-POSTAGE METER/BOX	175	270	0	0
	Total	5,019	4,470	4,200	4,200
	TOTAL	359,564	392,872	556,481	560,230



COUNTY ASSESSOR

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018 FY2018	PROJECTED FY2019
Personnel	361,960	355,169	368,545	13,376	371,773
Operating Costs	35,906	48,412	53,650	5,238	55,700
Capital	0	15,000	0	-15,000	0
Expenditures	397,866	418,581	422,195	3,614	427,473
Revenues	0	0	2,200	2,200	2,200
Net County Funds	397,866	418,581	419,995	1,414	425,273
Full-time Positions	4.0	4.0	4.0	.0	5.0
Part-time Positions	.0	1.0	1.0	.0	1.0

Part-Time is 32 hour Office Manager

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 and FY2019 personnel budgets have increased as a result of changes in benefits. Operating budgets have increased slightly due to higher training costs. The capital decrease is the result of a one-time vehicle purchase in FY17.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- To complete the annual reassessment of properties at 90% to 100% of fair market value with COD of 10-15% or less.
- To be efficient, effective, accountable and transparent with emphasis on customer service.
- To plan ahead for future needs that can affect our operating and capital needs.
- To support quality education by encouraging staff to take classes that will enhance their knowledge in their jobs.
- To create a positive work environment that will attract and retain high qualified, diverse professionals who share our core values.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
# of weeks to work building permits and process supplemental tax bills	3	3	3
Return phone calls and reply to emails the same day received or no later than the following business day.(%)	100%	100%	100%
Days to reply to letters received..	7	5	5
Days to respond to County Departments/Staff inquires.	2	2	2
Assessment to sales ratio should follow the IAAO recommendations which is to maintain a ratio of 90% to 100% with a coefficient of dispersion of 10-15% or less.	Not Yet Avai	90%-100%	90%-100%

AGENCY HIGHLIGHTS

Office accomplishments are:

- August 2016 the BOS approved a County ordinance update for the Land Use Revalidation.
- Approximately 99% of the Land Use files have been through the internal audit.
- Set-up databases to monitor Land Use files and produce mass mailings as needed
- New Program Support Specialist was hired January 2016 to assist in the Land Use Program, data collection and office tasks
- Established approximately half of the county's market area for reassessment
- Set-up databases to streamline the New Construction supplement notice into a more automated process
- Work with Berry & Dunn in setting goals for our future Financial System and how it will affect our process.

FUTURE OUTLOOK

Office ambitions are:

- To identify more market areas for reassessment
- Complete our first annual Land Use Revalidation cycle
- Update CAMA cost tables to reflect standards and local market conditions
- Work with Assess Pro to establish a cost algorithm that can be duplicated outside of CAMA and explainable to the public.
- Hiring a third appraiser to assist in reassessment and the land use program. This would free up the Program Support Special position to begin cross training for the Office Manager/Title Examiner position that will be vacant due to retirement within the next 5 years.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12100	COUNTY ASSESSOR				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME FY2019: Suggest adding an appraiser position.	265,178	260,098	264,647	264,647
1006	BONUS	500	0	0	0
	Total Personnel	265,678	260,098	264,647	264,647
2001	FICA	19,070	19,898	20,246	20,246
2002	VRS	26,054	23,097	23,501	25,141
2005	GROUP HEALTH	45,300	45,062	52,932	54,520
2006	GROUP LIFE	3,022	3,407	3,467	3,467
2010	WORKMAN'S COMPENSATION	2,836	3,607	3,752	3,752
	Total Fringe Benefits	96,282	95,071	103,898	107,126
3002	PROFESSIONAL SERVICES The Board of Equalization will review assessment appeals for reassessment, new construction, new property subdivisions and land use. The BOE consists of 5 potential members and are paid \$100 daily (anticipate meeting for 5 days). \$ Increase is due to the anticipation of more appeals activity.	600	3,000	3,000	3,000
3004	REPAIRS AND MAINTENANCE-LABOR Newer vehicles less repairs	83	1,200	1,200	1,200
3005	CONTRACTED SERVICES	4,335	0	0	0
3006	PRINTING & BINDING Printing of reassessment notices and for pre-printed Land Use return envelopes.	1,532	2,250	2,250	2,500
3007	ADVERTISEMENTS Increase is due to more advertising for the BOE and Land Use Revalidation Applications.	122	500	500	500
3012	EMPLOYMENT BACKGROUND CHECK	19	0		
3105	SOFTWARE MAINTENANCE/SUPPORT Maintenance/support for Patriot CAMA system has an approximate +5% increase per year	10,140	12,800	13,400	14,200
	Total Professional Services	16,830	19,750	20,350	21,400
5201	POSTAGE Postage for new construction notices, office letters, reassessment notices and land use applications. Additional postage will be needed for Land Use Revalidations that start in September.	5,371	10,500	11,000	11,600
5203	TELECOMMUNICATIONS This includes monthly office phones and Assessor cell phone charges. Increase is due to increase in service.	1,843	1,900	2,000	2,000
5401	OFFICE SUPPLIES	1,370	1,500	1,800	2,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	189	1,500	1,500	1,700
5410	UNIFORMS New employee will need shirts.	577	800	800	800



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5411	BOOKS & SUBSCRIPTIONS The increase is for subscription to the Commercial/Residential Marshall and Swift Cost updates, State Code Title 58 updates, Mobile Home guide and local commercial market studies for the metro area. This will be used to start building a library for appraising specialized commercial properties, (i.e. hospitals, hotels, etc.)	1,194	1,000	1,800	1,800
5475	COMPUTER EQUIPMENT - NON CAPITAL	187	0	0	0
5480	FURNITURE & FIXTURES-NON-CAPITAL Need to replace chairs for customers. Then start replacing desks.	0	0	1,000	1,000
5501	TRAVEL- MILEAGE	45	300	300	300
5502	MEALS/FOOD-OTHER THAN TRAINING	79	300	300	300
5504	TRAVEL EXPENSES - EDUCATION/TRAINING Continuing education classes for Appraisers and Program Support Specialist; Appraisers are serving a 3 year term on the VAAO Education Committee representing Goochland County. This requires them to stay overnight for 4 nights at the educational seminar as they are conducting their duties.	1,777	2,000	3,000	3,000
5507	EDUCATION/TRAINING-REG & TUITION Continuing education classes for Appraisers and Program Support Specialist; Appraisers are serving a 3 year term on the VAAO Education Committee representing Goochland County. This requires them to stay overnight for 4 nights at the educational seminar as they are conducting their duties.	1,935	1,500	3,000	3,000
5801	DUES/MEMBERSHIPS VAAO & DPOR Fees have increased.	1,605	1,300	1,500	1,500
Total Operating Cost		16,172	22,600	28,000	29,000
6008	FUEL Fuel increase due to more field time with Land Use	980	2,600	2,000	2,000
Total Operating - Fuel		980	2,600	2,000	2,000
7005	MOTOR VEHICLES & EQUIPMENT New vehicle is to be shared by the Assessor and the Program Support Specialist for field work.	0	15,000		
Total Capital		0	15,000		
8001	LEASE/RENT- EQUIPMENT 7/1/2016 A new 3 year lease for RICOH Printer/Copier/Scanner/Fax equipment. The base lease is 2311.32 p/yr +.05 per color copy/print. This copier will replace (3) 10-year old color printers and their toner expense. For the first year, I am estimating \$1000 more for the color prints/copies. Color prints are being used more for land use.	1,804	3,312	3,300	3,300
8005	LEASE-POSTAGE METER	120	150	0	0
Total		1,924	3,462	3,300	3,300
TOTAL		397,866	418,581	422,195	427,473



COUNTY ATTORNEY

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	362,071	362,144	356,308	-5,836	358,682
Operating Costs	22,207	25,280	26,600	1,320	26,600
Capital	0	0	0	0	0
Expenditures	384,278	387,424	382,908	-4,516	385,282
Revenues	0	0	0	0	0
Net County Funds	384,278	387,424	382,908	-4,516	385,282
Full-time Positions	3.0	3.0	3.0	.0	3.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 decreased from FY2017 due to a turnover in personnel in the County Attorney's office.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- Providing quality legal services to the Board of Supervisors and Administration in a timely fashion
- Enabling other departments to achieve the County's strategic goals through its timely responses, advice, review, and drafting of various instruments
- Ongoing comprehensive review and revision of each chapter of the County Code to update State law references, make corrections and achieve better organization of chapter subjects
- Assisting Department of Community Development in zoning and subdivision ordinance rewrite
- Enhancing the County's Legislative Agenda process through drafts of County requests and the submission of proposed bill language to legislative services, and drafting "talking points" for patron of County-requested legislation
- Continuing to cross train support staff to achieve maximum coverage for providing timely legal services



AGENCY HIGHLIGHTS

Prepared and facilitated the execution of Elk Island Public Access Easement and Matthews Park Easement Amendment. Negotiated and facilitated execution of ground lease agreement with LL Bean for Outdoor Discovery School. Successfully defended Tercuman BZA Appeal. Prepared and filed Petition and Order for Writ of Election for Commonwealth's Attorney. Assisted in rezoning of county owned properties in courthouse area. Assisted in the drafting of revised Cash Proffer Policy. Completed comprehensive review, revision and/or reorganization of County Code Chapters 1, 2, 3, 6, 7 and 11. Drafted and/or reviewed 38 resolutions and 51 ordinances since January, 2016.

FUTURE OUTLOOK

Intensive projects coming include the 2020 census and the decennial redistricting in 2021. Also, monitoring sufficiency of staff to meet growing demands in zoning, planning and land use matters. Ongoing efforts to purge outdated files in compliance with records retention policies and move towards achieving a "paperless office."



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12040	COUNTY ATTORNEY				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	289,494	289,843	280,500	280,500
1003	SALARIES-PART TIME Summer Law Intern	3,024	4,000	4,000	4,000
1006	BONUS	1,000	0	0	0
	Total Personnel	293,518	293,843	284,500	284,500
2001	FICA	19,013	21,031	21,764	21,764
2002	VRS	29,578	25,738	24,908	26,648
2005	GROUP HEALTH	16,392	17,395	21,120	21,754
2006	GROUP LIFE	3,409	3,796	3,675	3,675
2010	WORKMAN'S COMPENSATION	161	341	341	341
	Total Fringe Benefits	68,553	68,301	71,808	74,182
3002	PROFESSIONAL SERVICES	144	0	0	0
3003	OUTSIDE COUNSEL outside counsel costs	5,059	10,000	10,000	10,000
3005	CONTRACTED SERVICES	300	200	200	200
	Total Professional Services	5,504	10,200	10,200	10,200
5201	POSTAGE	-131	300	300	300
5203	TELECOMMUNICATIONS	860	1,500	1,500	1,500
5401	OFFICE SUPPLIES	843	1,000	1,000	1,000
5411	BOOKS & SUBSCRIPTIONS online legal research and print subscriptions	4,118	5,000	5,000	5,000
5480	FURNITURE & FIXTURES-NON CAPITAL	3,192	0	0	0
5501	TRAVEL-MILEAGE	600	600	600	600
5504	TRAVEL- EDUCATION/TRAINING travel expenses for professional conferences	2,133	1,500	2,500	2,500
5507	EDUCATION/TRAINING - REG & TUITION	1,715	1,500	2,000	2,000
5801	DUES & MEMBERSHIPS	1,290	1,500	1,500	1,500
	Total Operating Cost	14,621	12,900	14,400	14,400
8001	LEASE/RENT- EQUIPMENT copier lease	1,882	2,000	2,000	2,000
8005	LEASE- POSTAGE METER/BOX	200	180	0	0
	Total	2,082	2,180	2,000	2,000
	TOTAL	384,278	387,424	382,908	385,282



FINANCE

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	381,348	393,458	376,790	-16,668	379,556
Operating Costs	77,819	97,600	89,775	-7,825	98,625
Capital	0	0	0	0	0
Expenditures	459,167	491,058	466,565	-24,493	478,181
Revenues	7,000	7,000	7,000	0	7,000
Net County Funds	452,167	484,058	459,565	-24,493	471,181
Full-time Positions	3.8	3.8	3.8	.0	3.8
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The decrease in personnel and operating costs is the result of relocating the salary and associated costs of the Deputy County Administrator for Operations to the County Administrator's budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

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



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Keep Debt Service expenditures below the 12% Policy Maximum	5.1%	5.1%	6.3%
Obtain GFOA Certificate for Excellence in Financial Reporting	Received	Receive	Receive
Obtain GFOA Distinguished Budget Presentation Award	Received	Receive	Receive
Maintain Unassigned Fund Balance above 20% Policy Minimum	42%	40%	40%
Attain highest possible credit rating for the County	AAA	AAA	AAA

AGENCY HIGHLIGHTS

The County received two national recognition awards from the Government Finance Officers Association. The Certificate of Achievement for Excellence in Financial Reporting was received for the FY2014 Comprehensive Annual Financial Report, and the Distinguished Budget Presentation was received for the FY2016 Adopted budget document.

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

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12150	FINANCE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	293,809	303,848	292,404	292,404
1006	BONUS	3,500	0	0	0
	Total Personnel	297,309	303,848	292,404	292,404
2001	FICA	21,409	23,245	22,369	22,369
2002	VRS	28,603	26,982	25,966	27,778
2005	GROUP HEALTH	30,132	34,986	31,812	32,766
2006	GROUP LIFE	3,707	3,980	3,830	3,830
2010	WORKMAN'S COMPENSATION	188	417	409	409
	Total Fringe Benefits	84,039	89,610	84,386	87,152
3001	AUDIT-ANNUAL FY18 3%escalation FY19 new contract	66,400	70,000	70,500	75,000
3002	PROFESSIONAL SERVICES FY18 5,000 PFM 2,500 cost allocation 505 CAFR award 425 Budget award FY19 5,000 OPEB study	2,200	12,500	8,500	13,500
3005	CONTRACTED SERVICES Iron Mountain shredding	21	0	125	125
3006	PRINTING & BINDING Moved from 8001	0	0	400	400
3007	ADVERTISING	203	0	150	0
	Total Professional Services	68,824	82,500	79,675	89,025
5201	POSTAGE	1,295	3,000	2,300	2,300
5203	TELECOMMUNICATIONS	1,445	2,400	1,200	1,200
5401	OFFICE SUPPLIES	1,988	3,100	2,500	2,500
5411	BOOKS & SUBSCRIPTIONS	0	200	400	400
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	500	500	0
5480	FURNITURE AND FIXTURES	495	1,000	0	0
5501	TRAVEL- MILEAGE	0	100	150	150
5504	TRAVEL- EDUCATION/TRAINING 6*200	677	1,200	1,200	1,200
5507	EDUCATION/TRAINING - TUITION, REG VGFOA on-line 125*2 VGFOA classroom 200*2 Conference registration 195*2 Ethics 65*2 Regional conferences 8*35	725	2,000	1,500	1,500
5801	DUES & MEMBERSHIPS GFOA 225 VGFOA 35*3	2,009	1,500	350	350
	Total Operating Cost	8,634	15,000	10,100	9,600



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

8001	LEASE-RENT EQUIPMENT	241	0		
8005	LEASE- POSTAGE METER/BOX	120	100	0	0
Total		361	100	0	0
TOTAL		459,167	491,058	466,565	478,181



HUMAN RESOURCE

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	103,672	112,797	129,892	17,095	130,430
Operating Costs	10,956	21,000	39,111	18,111	39,111
Capital	0	0	0	0	0
Expenditures	114,628	133,797	169,003	35,206	169,541
Revenues	0	0	0	0	0
Net County Funds	114,628	133,797	169,003	35,206	169,541
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 reflect an increase in part-time hours. The FY2018 and FY2019 operating budgets increased as a result of moving expenses such as the benefit consultant from the Countywide budget to the Human Resource's budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

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



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Complete 2 quarterly Random Drug & Alcohol Testings with negative results	8	8	8
Employee Training Sessions meeting identified needs	5	12	12
Increase the % of Vacancies filled within 2 months	60	65	70
Reduce the number of recordable accidents	12	0	0

AGENCY HIGHLIGHTS

A new online employee training system was implemented to educate and train employees on maintaining a safe work environment for OSHA compliance.

All job descriptions were updated.

FUTURE OUTLOOK

Positive progress has been made with respect to HR initiatives and with yearly legislative changes. Ongoing challenges will be with the Affordable Care Act mandates and the reporting and recordkeeping requirements associated with it. The VRS Hybrid employees will pose new challenges in the management of their mandated short-term disability benefits.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12050	HUMAN RESOURCE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	75,844	77,361	86,799	86,799
1003	SALARIES - PART TIME	11,846	20,000	25,500	25,500
	Increase of \$5,000 in part-time hours in FY18.				
1006	BONUS	500	0	0	0
	Total Personnel	88,190	97,361	112,299	112,299
2001	FICA	6,760	7,449	8,591	8,591
2002	VRS	7,759	6,870	7,708	8,246
2006	GROUP LIFE	903	964	1,137	1,137
2010	WORKMAN'S COMPENSATION	60	153	157	157
	Total Fringe Benefits	15,482	15,436	17,593	18,131
3005	CONTRACTED SERVICES	0	0	450	450
	Cost of Employee Assistance Program moved here from Countywide.				
3007	ADVERTISING	1,190	1,900	1,600	1,600
3012	EMPLOYMENT BACKGROUND CHECKS	217	0	0	0
3015	BENEFITS CONSULTANT	0	0	17,211	17,211
	Moved from Countywide budget.				
3113	EMPLOYEE DRUG TESTS	0	0	1,500	1,500
	Moved from Countywide budget.				
	Total Professional Services	1,407	1,900	20,761	20,761
5201	POSTAGE	105	250	250	250
5203	TELECOMMUNICATION	517	550	550	550
5314	SOFTWARE/LICENSE- NON CAPITAL	4,555	6,600	6,600	6,600
5401	OFFICE SUPPLIES	547	1,000	750	750
5411	BOOKS & SUBSCRIPTIONS	190	200	200	200
5475	COMPUTER EQUIPMENT- NON CAPITAL	1,610	0	0	0
5480	FUNITURE/FIXTURES - NON CAPITAL	0	500	0	0
5507	EDUCATION/TRAINING	2,000	10,000	10,000	10,000
	Centralized funding for employee training.				
	Total Operating Cost	9,523	19,100	18,350	18,350
8001	LEASE/RENT - EQUIPMENT	26	0	0	0
	Total	26	0	0	0
	TOTAL	114,628	133,797	169,003	169,541



INFORMATION TECHNOLOGY

DESCRIPTION AND FUNCTION

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

In addition to maintaining and managing the physical infrastructure and equipment, the IT Department provides support through business studies and recommendations; maintenance and customization of existing agency applications; design and implementation of new systems. The IT Department is also responsible for the security of the County network, agency applications and data as well as providing guidance to staff regarding security and access to County systems. Additionally, the IT Department is responsible for the physical security systems of County facilities, including controlled access and surveillance cameras. Training for agency application systems and office tools are another service function of the IT Department.

Within the IT Department is the County's Geographic Information System (GIS) program. The GIS division is responsible for providing, maintaining, distributing all geographic related dataset and applications. This program provides critical service to public safety, community development, assessment, and many other County agencies as well as the Citizens of Goochland County.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	544,809	620,467	662,550	42,083	666,730
Operating Costs	395,277	432,480	432,170	-310	432,170
Capital	5,025	30,000	20,000	-10,000	20,000
Expenditures	945,111	1,082,947	1,114,720	31,773	1,118,900
Revenues	11,030	11,000	11,000	0	11,000
Net County Funds	934,081	1,071,947	1,103,720	31,773	1,107,900
Full-time Positions	6.0	7.0	7.0	.0	8.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

NOTE: Part-time position noted above equates to 0.70 FTE

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budget for FY2018 reflects current staff salaries and changes in fringe benefit costs associated with FY17 reclassifications. Minor increases in the telecommunications line item is to account for redundant and improved connectivity to the Emergency Communications center and overall County operations. Increases found in the Security System (5477) is the result of new facilities and aging equipment that requires replacement. The majority of the funding for the increase in this line item was a shift from line 5475. Any additional increases noted are a result of general maintenance fee increases for software and hardware.

COUNTY STRATEGIC GOALS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.

AGENCY
PRIMARILY
SUPPORTS



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



AGENCY GOALS AND OBJECTIVES

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

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Help Desk Tickets closed within 4 hours --	93.2%	95%	95%
Help Desk Tickets closed within 24hrs --	96.9%	98%	98%
Number of Equipment Items deployed (both new and replacement)	38	40	40
GIS Map/Project Requests completed (Public and Staff) completed	123	140	140
Pieces of Equipment Supported / per person (PC, Servers, network printers, wireless phones, etc.)	356	360	360

AGENCY HIGHLIGHTS

The IT Department has completed a number of significant projects over the last fiscal as well as planning for significant changes in the coming year. The deployment of the new County Website has resulted in awards from the Governor's office for best Citizen Portal as well as recognition as a top 10 community in populations under 150,000 in the Digital Counties Survey by the Center for Digital Government.

The deployment of Microsoft office 365 for County staff while primarily an email solution has also provided additional resources such as team/project SharePoint sites, document sharing, and storage. This program will continue to facilitate efficiencies for County operations.

Updates of critical network equipment continue to occur to reinforce the reliability and protection of the County's Wide Area Network(WAN). Included in the improvements this year is the deployment of a new Wireless solution for County facilities. The new system will provide better network management for secure and open wireless access to the internet in County buildings. The IT Department was also actively involved in the renovations here in the Administration building and Central High School providing appropriate data connectivity and audio visual equipment. IT staff also has played an instrumental role in the acquisition and installation of the body cameras for the Sheriff's office. The Circuit Court also has new audio visual equipment for viewing presentations by legal counsel.

Regular replacement of end user equipment and updates to business specific programs for agencies is an ongoing effort by the Information Technology department. Maintaining currency with supporting software programs, end user software, hardware and infrastructure operating software is crucial to ensuring secure and reliable systems for conducting County business.

In the current year, the IT Department will be looking to update the Assessment Office program, in advance of procuring a new Financial management system. Enhancements to the County website (Utility billing information and online bill pay), deployment of new equipment and technology for new Emergency Communications Center, and development of an IT Strategic plan are all ongoing and active projects for the coming year. Work has already been initiated for replacement of the County's financial system. Initial analysis has been complete and the specifications written to solicit for a new solution. This will be a multi-year project. Identification and implementation of a document management solution is another project that continues as space for documents, plans, contracts, and working papers has become a premium. This will be addressed as much as possible in conjunction with our new Financial system.

FUTURE OUTLOOK



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

■ In the years beyond FY19 there are projects that will require significant planning of resources and technologies by the IT Department. A continued program of equipment refresh for network, server and desktops will always be required. The maintenance of agency software programs is also an ongoing effort. It is the replacement of whole systems such as the financial management system, the permitting system, and upgrades to the County's GIS program that will require better integration and seamless management. These new programs will also need to include additional features to support more e-government activities (online, mobile) for our citizens as well as deployment of the technology to the field for our staff. (i.e. electronic inspection reports for the permitting system). E-government features such as permit information, digital application submission, social media and more to the County website will enhance the citizen experience.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12200	INFORMATION TECHNOLOGY				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME Increase in salaries includes new IT support position dedicated to public safety.	363,684	422,605	451,386	451,386
1003	SALARY - PART TIME	69,242	71,456	73,440	73,440
1006	BONUS	6,250	0	0	0
	Total Personnel	439,176	494,061	524,826	524,826
2001	FICA	32,728	37,796	40,149	40,149
2002	VRS	37,460	37,528	40,083	42,882
2005	GROUP HEALTH	30,849	44,867	50,844	52,225
2006	GROUP LIFE	4,323	5,536	5,913	5,913
2010	WORKMAN'S COMPENSATION	273	679	735	735
	Total Fringe Benefits	105,633	126,406	137,724	141,904
3002	PROFESSIONAL SERVICES Provides for troubleshooting assistance with Unified Communications, VMWare, Security, Networking and GIS. Additional funds added to anticipating additional assistance needed through Financial system transition and employee retirements.	7,390	10,000	10,000	10,000
3004	REPAIRS & MAINTENANCE-LABOR Line item adjusted to address trending over last 3 years. This line has been the cost center for billing the labor for repairs to the County's Security systems (CCTV and Controlled Access) and for the facility battery backups (Clerk's office, FTC, Admin. etc.)	5,809	1,000	3,000	3,000
3005	CONTRACTED SERVICES Hardware maintenance and support for Network equipment, AS400, Point to Point microwave system, server and battery backup systems. Reduction in line item is a shifting funds to line item 3105.	56,497	90,000	60,000	60,000
3006	PRINTING & BINDING This line is no longer necessary for the IT department specifically. Special printing projects will be billed to respective departments.	0	1,000	500	500
3007	ADVERTISING FY18 expecting to fill position due to retirement. FY19 Proposed new position.	0	600	0	0
3012	EMPLOYMENT BACKGROUND CHECK FY18 expecting to fill position due to retirement. FY19 Proposed new position.	0	600	0	0
3105	SOFTWARE MAINTENANCE CONTRACTS Maintenance and support for various software packages including accounting system, antivirus, telephone billing, asset management, permitting and paging. The increase in FY18 & FY19 is shift in funds from line item 3005.	161,565	136,000	166,000	166,000
	Total Professional Services	231,260	239,200	239,500	239,500
5201	POSTAGE	-55	320	320	320



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5203	TELECOMMUNICATIONS Covers Countywide(minus schools)Internet service connection. This item also provides for the IT departmental wireless and internal office telecommunications. Increase in FY18 & FY19 to accommodate redundant and improved internet connections for County operations. Specifically added into the new ECC/EOC	72,170	70,000	73,000	73,000
5205	TELECOMMUNICATION-AGENCY BILLING This line was for the bill processing for internet access for the Workforce alliance. This is no longer required.	1,496	2,000	0	0
5314	SOFTWARE/LICENSE-NON CAPITAL This line item is for the purchase of new/additional licenses for network systems, telecommunications, technology management programs and enterprise program licenses (e.g. Adobe/Foxit). The increase is to accommodate for the trending over the last 3 years.	14,889	5,000	11,000	11,000
5401	OFFICE SUPPLIES	2,923	3,000	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES Line item no longer required.	0	500	500	500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	84	200	200	200
5410	UNIFORMS	0	0	0	0
5411	BOOKS & SUBSCRIPTION Staff relies on Books for much of training for new programs and systems.	44	500	500	500
5413	OPERATING SUPPLIES This line item supports new and replacement equipment for general office functions and needs (i.e. connectors, batteries, patch cables, Board and Conference room functions).	361	2,000	1,500	1,500
5419	COMMUNICATION EQUIPMENT SUPPLIES This cost center is for minor repairs and improvements to the County's fiber network and Microwave network. This includes software/equipment for the locating equipment used by Utilities.	0	1,000	1,000	1,000
5475	COMPUTER SUPPLIES-NON CAPITAL Replacement, repair, and purchase of computer equipment including but not limited to monitors, pcs, network equipment, video cameras and IP phones. This line item is for the replacement and purchases of computer equipment that individually does not qualify as capital purchases. Funds from this line were moved to accommodate expenses in 5314 (6,000) and 5477 (15,000).	31,443	96,000	73,000	73,000
5477	SECURITY SYSTEM - ACCESS, SUPPLIES Increase for FY18 & FY19 are to accommodate more of the security equipment found in County Facilities. This includes the CCTV and controlled access system. Funds have been shifted from line item 5475 and a minor increase (2,000).	36,643	3,000	20,000	20,000
5501	TRAVEL-MILEAGE	35	200	200	200
5504	TRAVEL-EDUCATION/TRAINING This line item is for the cost of travel for training and educational opportunities. Including meals, transportation and lodging.	450	8,000	3,000	3,000
5507	EDUCATION/TRAINING	3,150	1,000	5,000	5,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

	Funding is to accommodate training and educational registration or class fees. An expense necessary to keep IT staff current and knowledgeable of latest versions of software and hardware solutions.				
5801	DUES/MEMBERSHIP	100	250	250	250
	Total Operating Cost	163,732	192,970	192,470	192,470
6008	FUEL	175	200	200	200
	Total Operating - Fuel	175	200	200	200
7007	COMPUTER EQUIPMENT Funding in this line item is to cover the cost of computer equipment that qualify as capital purchases. Smaller replacement and new technology equipment being purchased individually are not capital purchases and would be under line item 5475.	0	30,000	20,000	20,000
7008	COMPUTER SOFTWARE Original billing to this cost center was for Microsoft Azure domain service and previously for custom built software applications. This line is no longer required.	5,025	0	0	0
	Total Capital	5,025	30,000	20,000	20,000
8005	LEASE - POSTAGE METER/BOX	110	110	0	0
	Total	110	110	0	0
	TOTAL	945,111	1,082,947	1,114,720	1,118,900



PURCHASING

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	90,338	91,522	93,307	1,785	93,628
Operating Costs	9,121	14,950	15,525	575	17,125
Capital	0	0	0	0	0
Expenditures	99,459	106,472	108,832	2,360	110,753
Revenues	0	0	0	0	0
Net County Funds	99,459	106,472	108,832	2,360	110,753
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- Maintain compliance with Procurement law and applicable procedures
- Provide timely and professional service to departments, citizens and vendors.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- Provide professional guidance and assistance to departments regarding complex procurements to achieve the maximum results for their needs.
- Create and maintain openness and transparency to our departments, citizens and vendors.
- Create the maximum competition on all procurements

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Communicate update of Procurement law, procedures, & policies	n/a	1	2
Increase Goochland citizen notification of surplus property sales which could result in higher sales revenue and increase transparency	2	1	2
Employee training on risk management to reduce risks/injuries	n/a	1	2

AGENCY HIGHLIGHTS

In FY 16, the Purchasing Department has successfully negotiated and procured major contracts including Motorola, a contractor for the new Emergency Operations/Emergency Communication Center, three new communications towers, a new chloramine booster station, Phase I renovations to the Central High School and major renovations for the Community Development Department. In FY 16 this department lead or assisted with over 15 large procurements and issued 237 Purchase Orders, Change Orders and Reissued Purchase Orders.

This department also handles all insurance needs, claims, records and renewals for the County and assists management with recommendations regarding annual renewals for premiums and coverage.

In addition, during the General Assembly session, this department constantly monitors all bills and legislative proposals regarding procurement that may effect the County.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12160	PURCHASING				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	67,306	68,652	70,025	70,025
1006	BONUS	500	0	0	0
	Total Personnel	67,806	68,652	70,025	70,025
2001	FICA	4,886	5,252	5,357	5,357
2002	VRS	6,885	6,097	6,218	6,218
2005	GROUP HEALTH	9,918	10,527	10,692	11,013
2006	GROUP LIFE	801	900	917	917
2010	WORKMAN'S COMPENSATION	42	94	98	98
	Total Fringe Benefits	22,532	22,870	23,282	23,603
3005	CONTRACTED SERVICES On-call consulting fees 40 hours @ \$50 = \$2,000 3rd Floor shredding svcs 23/mo x 12 - \$276.00	637	4,000	2,500	2,500
3006	PRINTING & BINDING Color copy cost- copier	0	0	100	100
	Total Professional Services	637	4,000	2,600	2,600
5201	POSTAGE	62	200	100	100
5203	TELECOMMUNICATIONS	798	950	900	900
5401	OFFICE SUPPLIES	272	900	900	900
5475	COMPUTER EQUIPMENT- NON CAPITAL new keyboard/mouse	0	250	0	250
5476	OFFICE EQUIPMENT-NON CAPITAL Add new office printer/copier	100	0	350	0
5501	TRAVEL- MILEAGE	128	125	125	125
5502	MEALS/FOOD OTHER THAN TRAINING Meals for anticipated RFP committee work/interviews/negotiations	181	0	100	100
5504	TRAVEL- EDUCATION/TRAINING Continuing education, maintaining certification points, additional certification through NIGP VAGP- Spring and Fall \$600 (committee member) State Procurement Forum \$500 (State VCO & VCA certification) NIGP Professional Development courses \$600 (Negotiations, etc.) Add NIGP National Conf in Nashville to FY 2019 \$500	1,961	1,700	1,700	2,300



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5507	EDUCATION/TRAINING- TUITION,REGS.. Continuing education, maintaining certification points, additional certification through NIGP VAGP- 2 Spring and Fall \$350 (committee member) CAPA- 4 monthly meetings/fall conference \$200 (Past president) State Procurement Forum \$375 (State VCO & VCA certification) NIGP Professional Development courses \$1000 (Negotiations, etc.) Add \$600 for NIGP National Conf in FY 2019	838	2,750	1,925	2,525
5606	COUNTY LOGO ITEMS Purchase County logo items: indoor & outdoor County flags, promotional items, table clothes, back drops, padfolios, cups, inventory of sweatshirts, polo's. Co Admin & BOS shirts. Revenue, if applicable, is not returned to this line item.	1,280	1,000	1,000	1,500
5801	DUES & MEMBERSHIPS VAGP \$35 CAPA \$35 NIGP \$185 Sam's \$45	345	525	345	345
Total Operating Cost		5,965	8,400	7,445	9,045
8001	LEASE/RENT- EQUIPMENT Copier lease for 3rd floor other than County Administrator or County Attorney	2,453	2,500	2,700	2,700
8005	LEASE- POSTAGE METER/BOX Lease 570.00/Qtr= \$2280 Supplies = \$500(sealer/toner/tape)	66	50	2,780	2,780
Total		2,519	2,550	5,480	5,480
TOTAL		99,459	106,472	108,832	110,753



REGISTRAR

DESCRIPTION AND FUNCTION

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	118,575	145,871	149,346	3,475	150,056
Operating Costs	89,808	96,175	80,475	-15,700	83,525
Capital	0	6,500	6,500	0	0
Expenditures	208,383	248,546	236,321	-12,225	233,581
Revenues	55,540	35,000	35,000	0	35,000
Net County Funds	152,843	213,546	201,321	-12,225	198,581
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	5.0	5.0	5.0	.0	5.0

3 of PT are Electoral Board members

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

Operating budgets have decreased primarily as a result of lower printing and binding and election workers costs.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- Provide premier services for county voters.
- Ensure uniformity in the voting process.
- Maintain voter confidence in the electoral process.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Voter turnout as compared to state-wide turnout per election.	60%	60%	60%

AGENCY HIGHLIGHTS

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

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

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

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

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

13020	REGISTRAR				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	67,605	79,157	80,740	80,740
1003	SALARIES-PART TIME	21,888	36,422	37,150	37,150
1004	ELECTORAL BD. SALARY	6,429	6,550	6,550	6,550
1006	BONUS	1,000	0	0	0
	Total Personnel	96,922	122,129	124,440	124,440
2001	FICA	7,394	8,841	9,520	9,520
2002	VRS	6,916	7,029	7,170	7,670
2005	GROUP HEALTH	6,474	6,681	6,984	7,194
2006	GROUP LIFE	804	1,037	1,058	1,058
2010	WORKMAN'S COMPENSATION	65	154	174	174
	Total Fringe Benefits	21,653	23,742	24,906	25,616
3002	PROFESSIONAL SERVICES	0	1,000	0	0
3004	REPAIRS & MAINTENANCE-LABOR	265	1,500	1,500	1,500
3005	CONTRACTED SERVICES	6,050	7,000	7,000	7,000
3006	PRINTING & BINDING	9,369	15,000	10,000	10,000
3010	ELECTION WORKERS	32,600	39,000	34,000	34,000
	Increase compensation for Officers of Election; inflation rate of 37.88% since compensation level set in 2000 (new rate \$200, \$225, \$250).				
	FY 2016 Add \$12,000 for Presidential Primary.				
3014	POLLING IMPROVEMENTS	2,547	3,000	0	3,000
	Total Professional Services	50,831	66,500	52,500	55,500
5201	POSTAGE	595	4,000	3,000	3,000
5203	TELECOMMUNICATIONS	874	1,000	1,000	1,000
5401	OFFICE SUPPLIES	6,648	3,000	3,000	3,000
5475	COMPUTER SUPPLIES-NON CAPITAL	1,518	4,000	2,000	2,000
5480	FURNITURES & FIXTURES-NONCAPITAL	16,850	0	0	0
5501	TRAVEL - MILEAGE	3,050	2,200	3,400	3,400
5504	TRAVEL- EDUCATION/TRAINING	2,589	2,000	1,000	1,000
5507	EDUCATION/TRAINING	140	0	1,000	1,000
5801	DUES & MEMBERSHIPS	345	300	400	450
	Total Operating Cost	32,609	16,500	14,800	14,850
7007	COMPUTER EQUIPMENT	0	6,500	6,500	0
	Total Capital	0	6,500	6,500	0



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

8001	LEASE/RENT- EQUIPMENT Increase to reflect cost of polling place generator rental.	6,243	13,175	13,175	13,175
8005	LEASE-POSTAGE METER/BOX	125	0	0	0
Total		6,368	13,175	13,175	13,175
TOTAL		208,383	248,546	236,321	233,581



TREASURER

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	369,553	371,006	373,238	2,232	376,178
Operating Costs	82,235	67,781	88,081	20,300	86,931
Capital	0	0	0	0	0
Expenditures	451,788	438,787	461,319	22,532	463,109
Revenues	97,109	95,500	95,500	0	95,500
Net County Funds	354,679	343,287	365,819	22,532	367,609
Full-time Positions	6.0	6.0	6.0	.0	6.0
Part-time Positions	.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increase in the FY18 budget reflects increased bank fees and increased costs of collection.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- Achieved Office Accreditation from the Treasurer's Association of Virginia in 2016.. Goal is to continue certification and recertification programs.as well as office accreditation.
- Reduce significantly the number of paper checks issued monthly from 1000 - 1200 checks to 200-300 checks as a result of implementation of the Postive Pay Program.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Treasurer and Deputies will continue re-certification. Remaining Deputies working on initial certification.	10	12	100%
Credit card readers installed May, 2015, for collections in the office. Charge for this service is 2%.	5	NA	N/A
Tax collection target average percentages of PP and RE. State guideline are 90% PP, 95% RE.	0	99%	99%
Increase delinquent collection by 3% over prior years	NA	NA	3%

AGENCY HIGHLIGHTS

Office achieved second Accreditation in June, 2016.
 Automated Set-Off Debt Program again doubled collections previously obtained thorough this program for the past three years. Office is on track to continue this trend.
 The updated Payment Arrangement Program continues to achieve a significant decrease in the number of active files in the program.
 Promoting one deputy to work primarily on Delinquent Collections made it possible to issue Treasurer Bank Liens for the first time, referring the worst offenders to the tax attorneys for collection, .
 Treasurer completed two years as President of the BAI Treasurers' Users Group and received a plaque of appreciation from that group.
 Two judicial tax sales were held in 2016. Two sales will likely be scheduled in 2017.

FUTURE OUTLOOK

As a result of additional training for all employees, efficiency continues to increase significantly in all responsibility areas of Treasurer's Office. In spite of the net loss of one full-time employee and one part-time employee, staff was able to complete collection during the tax seasons efficiently and on-time. This was achieved by staff working long hours arriving early, staying late and working one holiday and weekends. Maintaining allowable staff with sufficient training opportunities and pay incentives will continue to make the Goochland County Treasurer's Office one of the elite offices in the Commonwealth of Virginia.

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

Treasurer appointed to the Compensation Board Work Plan Audit Committee

Over the next few years, the Treasurer seeks to implement office automation that will further reduce the time it takes to process payments. This will eliminate the need for additional deputies performing cashier duties. If there is a need for additional personnel, it is in the area of enforcement. With a small staff, it is difficult to implement additional methods of collection available to the Treasurer to collect delinquent taxes. In addition, very little can be done to bring businesses into compliance with current county ordinances. If necessary and due to budget limitations, this office would request sharing an enforcement deputy with the Commissioner of the Revenue's office.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

12130	TREASURER				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	262,128	267,371	268,449	268,449
1003	SALARY-PART TIME This includes a slight increase of \$320.00 to allow for the two weeks around the June 5 and December 5 tax seasons when extra hours may be needed.	12,801	12,750	13,005	13,005
1006	BONUS	2,750	0	0	0
	Total Personnel	277,679	280,121	281,454	281,454
2001	FICA	20,205	21,429	21,531	21,531
2002	VRS	26,816	23,743	23,838	25,503
2005	GROUP HEALTH	41,562	41,843	42,504	43,779
2006	GROUP LIFE	3,120	3,503	3,517	3,517
2010	WORKMAN'S COMPENSATION	171	367	394	394
	Total Fringe Benefits	91,874	90,885	91,784	94,724
3004	REPAIRS & MAINTENANCE-LABOR Reduced to offset increase in advertising.	0	190	190	190
3005	CONTRACTED SERVICES This figure reflects secure shredding service charges. No change anticipated for next year. As we are current with our records retention and destruction, this figure may be reduced next year.	1,004	1,500	1,500	1,500
3006	PRINTING & BINDING Cost of envelopes for mailings was charged to this line item. It perhaps should have gone under printing.	1,877	0	0	0
3007	ADVERTISING This amount is based on the cost of two advertisements running two times in the 3 weeks preceding the tax due dates of June 5 and December 5. Cost increased a small amount in calendar year 2014...anticipate same in calendar year 2015 and beyond.	522	550	550	550
3012	EMPLOYMENT BACKGROUND CHECK	0	0	400	250
3044	COLLECTION COST-TREASURER'S This line item was established to pay court, legal, advertising and other costs associated with collection and anticipated sale of seriously delinquent real estate taxes referred to Taxing Authority Consulting Services, the Treasurer's Office attorneys. These costs will be recouped as part of the sale price of properties sold at auction. The recovery of these costs may not occur in the same fiscal year in which they were incurred. No changes expected for FY-17 and FY-18. A judicial sale by auction is scheduled for January 29, 2016, when costs will be recovered 7+ parcels.	24,048	5,000	10,000	10,000
3045	BANK FEES	0	0	15,000	15,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

3046	PRINTING-R/E & P/P BILLS Prior year costs and anticipated costs current year indicate costs running at around \$9,500.00 per year. The \$5000 previously budgeted will be applied to postage to closer reflect actual expenditures.	4,699	10,000	10,000	10,000
	Total Professional Services	32,150	17,240	37,640	37,490
5201	POSTAGE Postage continues to be one of this office's highest operating costs. Increased supplemental bills and refunds over a longer period of time as a result of twice per year billing has resulted in significantly higher postage costs. To reduce costs, the new pay plan agreement notifies taxpayers that they will not be notified if they miss payments. In addition, Set-Off Debt notifications will no longer be sent certified mail as this is not required under the rules established by the Commonwealth of Virginia. Increase for current year taken from costs previously budgeted for printing.	32,427	31,000	31,000	31,000
5203	TELECOMMUNICATIONS The cost of telecommunications continues to increase annually. This reflects a more realistic projection for budget reporting. In addition, a tablet for the purpose of being available 24/7/365 for communications from the bank under the Positive Pay system has been obtained for the Chief Deputy to alert us if there are exceptions that need to be addressed immediately.	2,698	1,700	1,700	1,700
5401	OFFICE SUPPLIES No change anticipated this year as this office is working to stay close to the budgeted figure for supplies.	4,380	6,000	6,000	6,000
5406	EQUIPMENT REPAIR PARTS	0	100	200	200
5411	BOOKS & SUBSCRIPTIONS No change. This line item is primarily to fund cost of Code of Virginia, Sections 58.1 and 15.2 as well as Acts of the Assembly volumes.	0	500	500	500
5475	COMPUTER SUPPLIES- NON CAPITAL It may be necessary to replace some printers this year and this figure should be sufficient.	0	1,000	1,000	0
5476	OFFICE EQUIPMENT- NON CAPITAL	366	200	400	400
5480	FURNITURE/FIXTURES- NON CAPITAL Furniture in Treasurer's Office is in poor condition. Desk and file drawers do not lock. Needs to be replaced.	1,704	0	0	0
5501	TRAVEL - MILEAGE Deputies and Treasurer are reimbursement for travel costs to and from meetings and classes needed for both achieving and maintaining certification and remaining current on procedures and legal matters. In addition, part-time deputy uses her POV for travel to the bank and post office daily. These costs are also reimbursable.	735	800	800	800
5504	TRAVEL- EDUCATION/TRAINING Classes for achieving and maintaining certification are sometimes too far away for same day travel. These cost are for overnight stays at government or TAV negotiated rates as well as meals and incidental expenses allowed by the County.	2,391	3,500	3,500	3,500



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5507	EDUCATION/TRAINING - TUITION, REG Increased training has resulted in more efficient and knowledgeable office staff. This figure reflects the minimum two Treasurer's Association of Virginia (TAV) courses the Treasurer is requiring each year toward achieving and maintaining certification. Increase reflects actual costs of other TAV training meetings and BAI User Group Annual Training for all employees.	2,489	2,700	2,700	2,700
5801	DUES & MEMBERSHIPS Reflects dues for membership in Treasurer's Association of Virginia and the BAI User Group.	900	895	895	895
Total Operating Cost		48,090	48,395	48,695	47,695
8001	LEASE/RENT- EQUIPMENT This figure is the current annual amount on the leased imaging machine which prints, scans, copies and faxes. The contract will expire early FY-17. Consultation with current provider indicates costs for these machines is declining. Leaving at current amount to be sure to have budgeted enough for a new machine seems prudent.	1,746	1,746	1,746	1,746
8005	LEASE- POSTAGE METER/BOX	250	400	0	0
Total		1,996	2,146	1,746	1,746
TOTAL		451,788	438,787	461,319	463,109





Judicial

CIRCUIT COURT

DESCRIPTION AND FUNCTION

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

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	34,567	33,900	38,292	4,392	38,292
Capital	0	0	0	0	0
Expenditures	34,567	33,900	38,292	4,392	38,292
Revenues	0	0	0	0	0
Net County Funds	34,567	33,900	38,292	4,392	38,292
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increase in operating costs is due to the purchase of a new jury management system.

COUNTY STRATEGIC GOALS

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

AGENCY
PRIMARILY
SUPPORTS



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

21010	CIRCUIT COURT				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
3005	CONTRACTED SERVICES 40% Administration Support	24,550	24,500	25,000	25,000
3010	JURORS & WITNESSES	5,963	6,000	6,000	6,000
3011	COURT APPOINTED ATTORNEY FEE	158	350	350	350
3105	SOFTWARE MAINTENANCE CONTRACTS	650	650	3,442	3,442
	Total Professional Services	31,321	31,500	34,792	34,792
5201	POSTAGE	525	1,100	1,100	1,100
5203	TELECOMMUNICATIONS	970	300	1,000	1,000
5400	PURCHASED WATER/BEVERAGES	296	0	0	0
5401	OFFICE SUPPLIES	1,395	1,000	1,400	1,400
	Total Operating Cost	3,187	2,400	3,500	3,500
8004	RENTAL-WATER COOLER	60	0		
	Total	60	0		
	TOTAL	34,567	33,900	38,292	38,292



CLERK OF THE CIRCUIT COURT

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	503,882	519,884	515,370	-4,514	518,959
Operating Costs	59,338	43,360	42,610	-750	42,610
Capital	0	0	0	0	0
Expenditures	563,220	563,244	557,980	-5,264	561,569
Revenues	249,190	246,000	243,000	-3,000	243,000
Net County Funds	314,030	317,244	314,980	-2,264	318,569
Full-time Positions	7.0	8.0	8.0	.0	8.0
Part-time Positions	2.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 reflect changes in benefit costs.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

21060	CLERK OF THE CIRCUIT COURT				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	387,180	398,703	402,979	402,979
1006	BONUS	4,150	0	0	0
	Total Personnel	391,330	398,703	402,979	402,979
2001	FICA	29,870	30,534	30,828	30,828
2002	VRS	39,318	33,133	35,784	38,283
2005	GROUP HEALTH	38,612	52,219	39,936	41,026
2006	GROUP LIFE	4,506	4,755	5,279	5,279
2010	WORKMAN'S COMPENSATION	246	540	564	564
	Total Fringe Benefits	112,552	121,181	112,391	115,980
3002	PROFESSIONAL SERVICES <i>Annual Audit</i>	3,203	4,000	4,000	4,000
3003	CONTRACTED SERVICES-IMAGING	2,400	2,425	2,425	2,425
3004	REPAIRS & MAINTENANCE-LABOR	0	600	0	0
3005	CONTRACTED SERVICES <i>Copier Maintenance-Deed & Plat book restoration</i>	5,816	5,600	5,600	5,600
3006	PRINTING & BINDING	0	3,500	2,000	2,000
3012	EMPLOYMENT BACKGROUND CHECK	543	0		
3112	RECORDS INDEXING	10,625	10,600	10,600	10,600
	Total Professional Services	22,587	26,725	24,625	24,625
5201	POSTAGE	2,820	2,700	3,200	3,200
5203	TELECOMMUNICATIONS	2,433	3,000	3,000	3,000
5401	OFFICE SUPPLIES	2,689	2,800	3,000	3,000
5411	BOOKS & SUBSCRIPTIONS	0	750	0	0
5501	TRAVEL - MILEAGE	698	300	700	700
5504	TRAVEL- EDUCATION/TRAINING	429	1,000	2,000	2,000
5602	EMPLOYEE SERVICES	206	250	250	250
5801	DUES & MEMBERSHIPS	0	320	320	320
	Total Operating Cost	9,275	11,120	12,470	12,470
8001	LEASE/RENT- EQUIPMENT	4,425	5,000	5,000	5,000
8005	LEASE- POSTAGE METER	447	515	515	515
	Total	4,872	5,515	5,515	5,515
9017	DEED BOOK REPAIR/RESTORATION	22,605	0	0	0
	Total	22,605	0	0	0
	TOTAL	563,220	563,244	557,980	561,569



COMMONWEALTH ATTORNEY

DESCRIPTION AND FUNCTION

The Commonwealth Attorney's Office maintains the primary responsibility for prosecuting criminal cases in the Goochland County Circuit Court, General District Court and the Juvenile and Domestic Relations District Court as well as appellate proceedings in the Virginia Supreme Court and the Virginia Court of Appeals. The office also provides advice and legal assistance to state and local law enforcement personnel in criminal investigations and training. In addition, the office represents the Commonwealth of Virginia in specified civil proceedings as set forth in the Code of Virginia. Through the office's victim/witness coordinator, guidance and assistance is provided to individuals who are witnesses in criminal cases or who are victims of crimes. Assistance is also provided to individuals seeking orders of protection through the courts.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	453,232	461,935	512,712	50,777	516,807
Operating Costs	14,983	16,065	25,884	9,819	25,884
Capital	0	0	0	0	0
Expenditures	468,215	478,000	538,596	60,596	542,691
Revenues	304,804	295,569	335,000	39,431	335,000
Net County Funds	163,411	182,431	203,596	21,165	207,691
Full-time Positions	4.0	4.0	5.0	1.0	5.0
Part-time Positions	1.0	1.0	.0	-1.0	.0

Part-time position replaced with full time position due to Victim/Witness grant.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 reflect the change of a part-time position to a full-time position funded by an increase in the Victim/Witness Grant approved in FY17. Operating budgets have increased primarily as a result of higher trial preparation and training costs. Also, the cost of office supplies has increased as a result of the need to share body camera footage with attorneys.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- Prosecute crime committed in the County of Goochland
- Provide criminal advice to law enforcement



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- Assist victims of criminal offenses



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

22010	COMMONWEALTH ATTORNEY				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	337,123	343,866	386,633	386,633
1003	SALARIES-PART TIME <i>Victim/Witness position increased to full-time.</i>	17,000	19,816	0	0
1006	BONUS	2,000	0	0	0
	Total Personnel	356,123	363,682	386,633	386,633
2001	FICA	25,449	27,822	29,577	29,577
2002	VRS	34,488	30,536	34,333	36,730
2005	GROUP HEALTH	32,958	34,986	56,640	58,339
2006	GROUP LIFE	4,012	4,504	5,065	5,064
2010	WORKMAN'S COMPENSATION	202	405	464	464
	Total Fringe Benefits	97,109	98,253	126,079	130,174
3007	ADVERTISING	534	350	350	350
3012	EMPLOYMENT BACKGROUND CHECK	19	0	19	19
	Total Professional Services	553	350	369	369
5201	POSTAGE	81	500	500	500
5203	TELECOMMUNICATIONS	1,957	1,500	1,800	1,800
5401	OFFICE SUPPLIES <i>Increased \$2300.00 due to the increase in supplies and cost of sharing body camera footage with attorneys.</i>	2,510	1,700	4,000	4,000
5402	TRIAL PREPARATION <i>Increased \$800 due to last year's expense and upcoming trials.</i>	505	200	1,000	1,000
5411	BOOKS & SUBSCRIPTIONS	1,833	2,600	2,600	2,600
5475	COMPUTER EQUIPMENT-NON CAPITAL	187	800	800	800
5476	OFFICE EQUIPMENT	0	300	300	300
5501	TRAVEL- MILEAGE	97	650	650	650
5504	TRAVEL- EDUCATION/TRAINING <i>Increased \$400.00 in anticipation of more training.</i>	262	3,600	4,000	4,000
5505	WITNESS TRAVEL	0	50	50	50
5507	EDUCATION/TRAINING-REG & TUITION	0	800	800	800
5801	DUES & MEMBERSHIPS	1,250	1,275	1,275	1,275
	Total Operating Cost	8,683	13,975	17,775	17,775
8001	LEASE/RENT- EQUIPMENT <i>Leased new copy/printer/scanner/fax to update office's ability to more efficiently send communications to attorneys and prepare for court cases. Increased by \$1000.00</i>	1,588	1,500	2,500	2,500
8004	LEASE/RENT-WATER COOLERS	67	100	100	100



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

8005	LEASE-POSTAGE METER/BOX	0	140	140	140
	Total	1,655	1,740	2,740	2,740
9010	VICTIM WITNESS GRANT	4,092	0	5,000	5,000
	Total	4,092	0	5,000	5,000
	TOTAL	468,215	478,000	538,596	542,691



GENERAL DISTRICT COURT

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	17,109	17,000	19,938	2,938	19,938
Capital	0	0	0	0	0
Expenditures	17,109	17,000	19,938	2,938	19,938
Revenues	0	0	0	0	0
Net County Funds	17,109	17,000	19,938	2,938	19,938
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increase in operating costs is due to higher court appointed attorney fees and increased telecommunication costs.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

21020	GENERAL DISTRICT COURT				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
3005	CONTRACTED SERVICES <i>Budget transferred to line item 8004</i>	247	0	0	0
3011	COURT APPOINTED ATTORNEY FEES	1,893	1,800	2,400	2,400
	Total Professional Services	2,140	1,800	2,400	2,400
5201	POSTAGE	44	100	100	100
5203	TELECOMMUNICATIONS	2,788	1,800	3,000	3,000
5204	COMMUNICATIONS-MAGISTRA	1,279	1,600	1,500	1,500
5400	SUPPLIES- WATER PURCHASE	206	300	300	300
5401	OFFICE SUPPLIES	2,904	1,000	2,000	2,000
5411	BOOKS & SUBSCRIPTIONS	4,988	4,188	4,188	4,188
5412	OPERATING SUPPLIES-MAGISTRA	0	2,400	2,400	2,400
5504	TRAVEL- EDUCATION/TRAINING	353	1,500	1,500	1,500
5801	DUES & MEMBERSHIPS	130	100	150	150
	Total Operating Cost	12,692	12,988	15,138	15,138
8001	LEASE/RENT- EQUIPMENT <i>Budget transferred from line item 3005</i>	2,110	2,112	2,200	2,200
8004	LEASE/RENT- WATER COOLERS	167	100	200	200
	Total	2,277	2,212	2,400	2,400
	TOTAL	17,109	17,000	19,938	19,938



SHERIFF-COURT RELATED

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	418,909	433,722	438,095	4,373	441,008
Operating Costs	40,114	52,928	49,624	-3,304	49,624
Capital	55,212	33,000	0	-33,000	0
Expenditures	514,235	519,650	487,719	-31,931	490,632
Revenues	193,710	188,500	188,500	0	188,500
Net County Funds	320,525	331,150	299,219	-31,931	302,132
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	7.0	7.0	7.0	.0	7.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The decrease is the FY18 budget is primarily due to the transfer of the vehicle replacement budget to the Sheriff's department budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

21070	SHERIFF-COURT RELATED				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	231,873	236,512	230,764	230,764
1002	OVERTIME	519	3,000	3,000	3,000
1003	SALARIES-PART TIME	71,130	98,354	100,321	100,321
1004	SALARY-GDC FUND	21,754	0	0	0
1006	BONUS	3,740	0	0	0
	Total Personnel	329,016	337,866	334,085	334,085
2001	FICA	24,214	26,108	25,557	25,557
2002	VRS	23,721	21,002	20,492	21,923
2005	GROUP HEALTH	34,854	41,798	49,392	50,874
2006	GROUP LIFE	2,760	3,099	3,023	3,023
2010	WORKMAN'S COMPENSATION	4,344	3,849	5,546	5,546
	Total Fringe Benefits	89,893	95,856	104,010	106,923
3002	PROFESSIONAL SERVICES	0	1,000	0	0
3004	REPAIRS & MAINTENACE-LABOR	4,892	11,000	6,000	6,000
3005	CONTRACTED SERVICES Live Scan Fingerprint Terminal \$ 814 + %5 = \$814 Court Xray-Scanner Maintenance \$ 9650 + %5 + \$10085	8,600	9,844	10,940	10,940
3113	EMPLOYEE DRUG TEST	231	400	400	400
3115	COMMUNICATION EQUIPMENT REPAIRS	0	1,000	0	0
	Total Professional Services	13,723	23,244	17,340	17,340
5401	OFFICE SUPPLIES	1,503	1,100	1,500	1,500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Increases for FY15 and FY16 based on current expenditures and aging vehicle fleet.	8,005	8,000	9,000	9,000
5409	POLICE SUPPLIES	1,908	2,500	2,500	2,500
5410	UNIFORMS & WEARING APPAREL	4,532	2,300	3,000	3,000
5439	AMMUNITION	500	500	500	500
5450	VEHICLE TIRES Average tire price (3 sizes) as of 11/26/13 \$119.00 each or \$476.00 per vehicle. 1 set for each of 9 vehicles = \$4,284.00	2,901	4,284	4,284	4,284
5502	MEALS/FOOD - OTHER THAN TRAINING	69	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	575	500	1,000	1,000
5506	MEALS- ON DUTY	0	500	500	500
	Total Operating Cost	19,992	19,684	22,284	22,284
6008	FUEL	6,399	10,000	10,000	10,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

7005	Total Operating - Fuel	6,399	10,000	10,000	10,000
	MOTOR VEHICLES & EQUIPMENT	55,212	33,000	0	0
	Vehicles FY 18 Schedule replacement of one high mileage vehicle				
	Contract Price(Est) 26,000				
	Equipment 8,500				
	Total \$34,500				
	Total Capital	55,212	33,000	0	0
	TOTAL	514,235	519,650	487,719	490,632





Public Safety

ANIMAL PROTECTION

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	282,855	307,237	338,643	31,406	406,922
Operating Costs	45,265	40,385	50,065	9,680	66,565
Capital	30,845	0	0	0	36,600
Expenditures	358,965	347,622	388,708	41,086	510,087
Revenues	29,806	29,500	30,500	1,000	30,500
Net County Funds	329,159	318,122	358,208	40,086	479,587
Full-time Positions	4.0	4.0	5.0	1.0	6.0
Part-time Positions	2.0	2.0	1.0	-1.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budget for FY2018 reflects the conversion of a PT shelter worker position to a 32-hour benefitted Shelter Coordinator position.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- Continuing to find forever homes for all adoptable animals entering the Animal Shelter.
- Continue to reduce the number of rabies incidents in domestic animals through education, law enforcement, and providing periodic low cost rabies clinics.
- Construction of a new Animal Shelter: Begin construction of facility in Spring 2017.

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Number of animals impounded at the Animal Shelter	523	584	665
Percentage of companion animals adopted	33%	36%	38%
Number of County Dog License purchased	3558	3700	3900
Number of Calls for Service per Animal Control Officer	303	266	293
Number of Notices to Comply issued	N/A	172	228

AGENCY HIGHLIGHTS

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

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

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

FUTURE OUTLOOK

Citizens have an increased expectation of services to include routine evening services seven days per week. This will require the hiring of an additional Supervisor position. Citizens have an increased expectation of compliance with and enforcement of local animal welfare ordinances. This will require additional training and time spent working with the Commonwealth Attorney's office in the prosecution of animal related crimes. Increasing animal populations, along with more stringent State mandates requiring more separation among animal populations in municipal shelters, will require the construction of a new Animal Shelter.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

35010	ANIMAL PROTECTION				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME FY18 request - additional field officer and PT to FT shelter coordinator FY18 recommended - PT shelter worker to 32-hr benefitted position	169,204	180,576	207,590	252,590
1002	SALARIES-OVERTIME	4,271	4,000	4,000	4,000
1003	SALARIES-PART TIME Includes one PT shelter staff position.	28,779	36,874	18,360	18,360
1006	BONUS	2,500	0	0	0
	Total Personnel	204,754	221,450	229,950	274,950
2001	FICA	14,131	16,634	17,591	21,034
2002	VRS	16,321	16,035	18,434	23,996
2005	GROUP HEALTH	43,842	48,664	67,236	80,389
2006	GROUP LIFE	1,883	2,365	2,719	3,309
2010	WORKMAN'S COMPENSATION	1,924	2,089	2,713	3,244
	Total Fringe Benefits	78,101	85,787	108,693	131,972
3002	PROFESSIONAL SERVICES Largest proportion of this line item is allocated to veterinarian care for animals in custody of Animal Protection; including staff veterinarian. Also includes cremation services.	1,500	3,500	5,500	7,500
3003	PROFESSIONAL SRVC-MEDICAL	2,314	950	1,100	1,100
3004	REPAIRS & MAINTENANCE-LABOR Maintenance and repairs for a fleet of four half ton pickup trucks.	958	500	2,000	2,000
3006	PRINTING & BINDING	62	0	0	0
3007	ADVERTISING	95	100	300	300
3012	EMPLOYMENT BACKGROUND CHECK	810	250	250	250
3014	SITE IMPROVEMENTS	18	500	500	500
	Total Professional Services	5,757	5,800	9,650	11,650
5101	ELECTRIC SERVICE	4,881	3,500	5,500	10,000
5103	WATER/SEWER-COUNTY UTILITIES	802	800	800	3,000
5203	TELECOMMUNICATIONS MCT telecommunication cards, cell phones & landlines at shelter	3,361	4,500	4,500	4,500
5314	SOFTWARE LICENSE	0	900	0	900
5401	OFFICE SUPPLIES	1,250	750	1,300	1,300
5404	MEDICAL & LABORATORY	130	500	500	500
5405	JANITORIAL SUPPLIES	305	0	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Maintenance and repair supplies for five half ton pickup trucks.	1,707	1,000	2,000	2,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5410	UNIFORMS & WEARING APPAREL Maintaining uniforms and wearing apparel for current staff and outfitting new Supervisor position with daily uniforms, dress uniform, boots, and coat.	3,071	2,400	2,400	3,500
5415	DOG LICENSE TAGS	1,440	1,600	1,600	1,600
5418	SAFETY SUPPLIES Items used daily for the capture, confinement, and humane treatment of animals. Would include new duty sidearm, duty rifle, ballistic vest and other duty gear for additional position. Also includes ammunition used to qualify at range with issued weapons.	5,561	5,220	6,000	6,000
5450	VEHICLE TIRES	551	0	1,400	1,400
5475	COMPUTER SUPPLIES-NON CAPITAL Multiple Communications Terminal (MCT) and mounting hardware for Supervisor position.	4,737	0	0	4,800
5498	ANIMAL SHELTER FOOD SUPPLIES	26	1,500	1,500	1,500
5504	TRAVEL/EDUCATION/TRAINING Basic Training Academy for new position. Continuing Education Credits for current Animal Protection Officers.	1,380	1,140	1,140	1,140
5507	EDUCATION/TRAINING REG-TUITION Basic Animal Control Academy for additional position. Continuing education credits for current Animal Protection Officers.	2,550	1,475	1,475	1,475
5801	DUES & MEMBERSHIPS	0	100	100	100
5802	CLAIMS & BOUNTIES	0	200	200	200
Total Operating Cost		31,753	25,585	30,415	43,915
6008	FUEL	7,755	9,000	10,000	11,000
Total Operating - Fuel		7,755	9,000	10,000	11,000
7005	MOTOR VEHICLE & EQUIPMENT New vehicle for additional Supervisor position.	30,845	0	0	36,600
Total Capital		30,845	0	0	36,600
TOTAL		358,965	347,622	388,708	510,087



BUILDING INSPECTION

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	469,037	496,240	588,255	92,015	593,443
Operating Costs	53,292	53,270	66,950	13,680	66,950
Capital	0	0	27,000	27,000	2,000
Expenditures	522,329	549,510	682,205	132,695	662,393
Revenues	1,127,278	402,500	802,500	400,000	802,500
Net County Funds	-604,949	147,010	-120,295	-267,305	-140,107
Full-time Positions	7.0	7.0	8.0	1.0	8.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budget for FY2018 reflects one additional commercial combination inspector to be offset with fee revenue. The FY18 operating expenses are increasing due to increased fees remitted to the Commonwealth as the number of permits increases. The FY18 capital budget includes a new vehicle for the new inspector position.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- Preserve and promote the health, safety and welfare of the public through the regulation of the built environment in accordance with the Uniform Statewide Building Code.
- Complete digitization of paper files currently in storage, centrally locate and establish organized filed storage all approved commercial plans
- Continue to develop and improve customer service skills
- Commercial Plans Examiner/Inspector achieve state certification as a commercial inspector
- Increase level of training, both via internal methods and through State and regional opportunities, to increase ISO rating in 2019



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Reduce the number of inspector/inspection/day to 6.0	6.9	6.5	6.0
Complete initial plan review within 10 business days for residential projects	96%	100%	100%
Complete initial plan review within 15 business day for commercial projects	93%	100%	100%
Respond to requests for inspections within 24 hours (State = 48 hours)	99%	100%	100%

AGENCY HIGHLIGHTS

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

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

Building Inspections staff attended a number of special training courses, code update training and seminars directly related to career development and state certifications.

In 2016, the Department reviewed and inspected 129 new single family dwelling permits and 332 commercial permits.

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

34010	BUILDING INSPECTION				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME <i>FY18 includes one new commercial combination inspector.</i>	340,884	364,230	419,371	419,371
1006	BONUS	2,500	0	0	0
	Total Personnel	343,384	364,230	419,371	419,371
2001	FICA	24,806	27,863	32,082	32,082
2002	VRS	34,071	32,343	37,240	39,840
2005	GROUP HEALTH	58,430	60,390	86,268	88,856
2006	GROUP LIFE	3,943	4,772	5,494	5,494
2010	WORKMAN'S COMPENSATION	4,403	6,642	7,800	7,800
	Total Fringe Benefits	125,653	132,010	168,884	174,072
3002	PROFESSIONAL SERVICES <i>With a significant increase in the number of commercial plans and inspections, the need for third party plan review assistance is a very real possibility in the next two years. Even with the addition of a Commercial Plans Examiner, the demands for commercial plan review have exceeded the capabilities of a single position, that is often called upon to do field inspections as well.</i>	0	5,000	5,000	5,000
3004	REPAIRS & MAINTENANCE-LABOR	520	1,500	1,000	1,000
3005	CONTRACTED SERVICES	5,775	2,000	0	0
3006	PRINTING & BINDING	0	500	500	500
3007	ADVERTISING	25	500	500	500
3012	BACKGROUND CHECKS	56	0	0	0
3019	2% STATE LEVY FEE <i>Required State Levy Fee - 2% of all BI revenue goes to State to fund statewide training.</i>	22,148	8,000	25,000	25,000
	Total Professional Services	28,524	17,500	32,000	32,000
5201	POSTAGE	678	1,000	1,000	1,000
5203	TELECOMMUNICATIONS <i>The budget was increased to address the addition of an inspector and accompanying cellphone and data plan.</i>	4,958	5,000	5,000	5,000
5401	OFFICE SUPPLIES <i>Increase in FY2016 Reflects costs of paper for inspection tickets</i>	2,877	3,000	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES	0	100	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES <i>Costs associated with vehicle maintenance for inspectors. Increase reflects vehicle maintenance for new commercial plans examiner/inspector.</i>	2,157	3,000	3,000	3,000
5410	UNIFORMS & WEARING APPAREL <i>With an additional inspector, additional funding will be needed for uniforms</i>	1,151	1,500	2,000	2,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5411	BOOKS/SUBSCRIPTIONS In 2017, the Commonwealth will most likely adopt a new Uniform Statewide Building Code, thus additional funding is needed to upgrade codes for all plan review and inspection staff.	65	2,000	3,000	3,000
5413	OPERATING SUPPLIES	721	500	1,000	1,000
5414	COMPUTER SUPPLIES - SOFTWARE	0	200	200	200
5418	SAFETY SUPPLIES	0	100	0	0
5475	COMPUTER EQUIPMENT- NON CAPITAL	187	500	1,500	1,500
5501	TRAVEL- MILEAGE	0	500	0	0
5504	TRAVEL- EDUCATION/TRAINING The ISO rating could have improved even more if the department had spent more hours in training. To that end, the budget reflects a small but marked increase for training related activities in an effort to improve the ISO rating when re-evaluation occurs in 2019.	1,324	2,000	3,000	3,000
5507	EDUCATION/TRAINING - TUITION, REG Same as line item 5504	2,459	2,000	3,000	3,000
5510	EDUCATION/TRAINING -CERTIFICATIONS	0	500	500	500
5801	DUES & MEMBERSHIPS	545	750	750	750
Total Operating Cost		17,123	22,650	26,950	26,950
6008	FUEL	5,590	10,000	8,000	8,000
Total Operating - Fuel		5,590	10,000	8,000	8,000
7004	FURNITURE & FIXTURES	0	0	2,000	2,000
7005	MOTOR VEHICLES & EQUIPMENT with a additional inspector, another vehicle will be needed	0	0	25,000	0
Total Capital		0	0	27,000	2,000
8001	LEASE/RENT- EQUIPMENT	1,843	2,750	0	0
8005	LEASE- POSTAGE METER	213	250	0	0
8010	LEASE - TAXES ON LEASED EQUIPMENT	0	120	0	0
Total		2,056	3,120	0	0
TOTAL		522,329	549,510	682,205	662,393



CORRECTION & DETENTION

DESCRIPTION AND FUNCTION

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	336,752	458,541	412,918	-45,623	429,300
Capital	0	0	0	0	0
Expenditures	336,752	458,541	412,918	-45,623	429,300
Revenues	0	0	0	0	0
Net County Funds	336,752	458,541	412,918	-45,623	429,300
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The decrease is a result of budgeting to the trend in actual expenditures.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

33040	CORRECTION & DETENTION				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
3002	PROFESSIONAL SERVICES	0	2,500	0	2,500
3009	ADULT JAIL SPACE	122,710	225,000	175,000	180,000
3109	JUVENILE DETENTION SPACE	211,944	229,241	236,118	245,000
	Total Professional Services	334,654	456,741	411,118	427,500
5203	TELECOMMUNICATION	927	0	0	0
5506	MEALS	1,171	1,800	1,800	1,800
	Total Operating Cost	2,098	1,800	1,800	1,800
	TOTAL	336,752	458,541	412,918	429,300



EMERGENCY COMMUNICATION SERVICES

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	272,296	263,000	263,000	0	263,000
Capital	0	0	0	0	0
Expenditures	272,296	263,000	263,000	0	263,000
Revenues	41,396	39,000	39,000	0	39,000
Net County Funds	230,900	224,000	224,000	0	224,000
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

35580	EMERGENCY COMMUNICATION SERVICES				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
3004	REPAIRS & MAINTENANCE-LAB	3,270	10,000	10,000	10,000
3005	CONTRACTED SERVICES	61,868	35,000	35,000	35,000
3105	SOFTWARE MAINTENANCE CONTRACT This item covers all emergency communications software, CAD, Fire, RMS, Animal Control, Emergency notification system. Increase is due to added modules for CAD, additional user licenses and general annual software support increases.	142,198	130,000	130,000	130,000
	Total Professional Services	207,335	175,000	175,000	175,000
5203	TELECOMMUNICATIONS-E911 This budget supports all wireless and land line telecommunications for public safety. (E-911 and Mobile data terminals)	64,800	88,000	88,000	88,000
5475	COMPUTER SUPPLIES - NON CAPITAL	161	0	0	0
	Total Operating Cost	64,961	88,000	88,000	88,000
	TOTAL	272,296	263,000	263,000	263,000



EMERGENCY PLANNING

DESCRIPTION AND FUNCTION

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	216,675	126,140	130,168	4,028	130,168
Capital	0	0	0	0	0
Expenditures	216,675	126,140	130,168	4,028	130,168
Revenues	181,889	109,235	113,263	4,028	113,263
Net County Funds	34,786	16,905	16,905	0	16,905
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

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

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- Increase the ability of Goochland County residents to be more disaster resistant.
- Increase the ability of the first responder community to respond to natural and man-made disasters.
- Develop formal EOC staffing and activation plans.

AGENCY HIGHLIGHTS



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

The department is expected to receive consistent funding for LEMPG in FY 2018 and 198. There has been a slight increase in Aid to Localities funding.

FUTURE OUTLOOK

As the County continues to grow, Emergency Management functions will need to transition to a dedicated position. While this is still several years away planning for that transition needs to be included in any strategic planning. Over the past 5 years the county has been challenged by a variety of natural disasters such as an unprecedented earthquake and a phenomenon know as a Derechio. The increase in crude by rail through Goochland County will require additional emphasis on preparedness and response. the addition of a EOC facility will be an opportunity for the county to better prepare for and respond to significant natural and man-made events.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

32030 EMERGENCY PLANNING					
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
9011	FIRE FUND - (ATL) Aid to Locality Funds from the Virginia Department of Fire Programs are used to purchase fire hose, small tools, et cetera that are unique to firefighting operations.	89,069	68,803	70,474	70,474
9012	FOUR FOR LIFE Funds from the Office of EMS (supplied from vehicle registration fees) that support the purchase of items that pertain to Emergency Medical Service delivery as well as EMS training.	23,529	23,529	25,886	25,886
9014	LEMPG GRANT Grant funds associated with community-wide emergency management efforts. There is a 50% locality match (\$16,904)associated with these funds. While Fire-Rescue manages these funds, they are used to support mutiple facets of the Emergency Management functions county-wide.	33,808	33,808	33,808	33,808
9029	RSAF GRANT	70,269	0	0	0
Total		216,675	126,140	130,168	130,168
TOTAL		216,675	126,140	130,168	130,168



EMERGENCY SERVICES

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	586,020	653,224	779,435	126,211	907,660
Operating Costs	30,339	54,300	40,300	-14,000	40,300
Capital	0	0	0	0	0
Expenditures	616,359	707,524	819,735	112,211	947,960
Revenues	158,340	156,640	156,640	0	156,640
Net County Funds	458,019	550,884	663,095	112,211	791,320
Full-time Positions	10.0	10.0	12.0	2.0	14.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increases in the FY18 and FY19 are due to the addition of two new dispatcher positions in both years.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

35050	EMERGENCY SERVICES				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME FY18 Requested - 5 additional dispatchers FY18 recommended - 2 additional dispatchers	416,358	457,177	550,638	633,388
1002	OVERTIME	0	1,000	1,000	1,000
1006	BONUS	3,880	0	0	0
	Total Personnel	420,238	458,177	551,638	634,388
2001	FICA	29,464	34,974	42,200	48,530
2002	VRS	41,810	40,597	48,897	60,172
2005	GROUP HEALTH	89,397	112,909	128,772	155,441
2006	GROUP LIFE	4,826	5,940	7,157	8,242
2010	WORKMAN'S COMPENSATION	285	627	771	887
	Total Fringe Benefits	165,782	195,047	227,797	273,272
3004	REPAIRS & MAINTENANCE-LABOR	0	7,500	0	0
3005	CONTRACTED SERVICES Radio Comm. Radio Maint. Contract \$17,136 Open Fox NCIC/VCIN Browser moved to 3102-5314	16,840	18,000	18,000	18,000
3113	EMPLOYEE DRUG TEST	105	400	400	400
	Total Professional Services	16,945	25,900	18,400	18,400
5101	ELECTRIC SERVICE	1,568	3,300	3,300	3,300
5203	TELECOMMUNICATIONS	7,287	13,000	9,000	9,000
5401	OFFICE SUPPLIES	1,249	1,800	1,800	1,800
5407	REPAIRS/MAINTENANCE SUPPLIES	0	2,000	0	0
5410	UNIFORMS & WEARING APPAREL	2,012	500	1,000	1,000
5413	COMPUTER SUPPLIES	0	1,500	500	500
5419	COMMUNICATION EQUIPMENT SUPPLIES	572	1,500	1,500	1,500
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	500	500	500
5480	FURNITURE & FIXTURE-NON CAPITAL	409	1,000	1,000	1,000
5504	TRAVEL- EDUCATION/TRAINING	298	300	300	300
	Total Operating Cost	13,394	25,400	18,900	18,900
8001	LEASE/RENT- EQUIPMENT	0	3,000	3,000	3,000
	Total	0	3,000	3,000	3,000
	TOTAL	616,359	707,524	819,735	947,960



FIRE & RESCUE

DESCRIPTION AND FUNCTION

Goochland County Fire-Rescue is an All-Hazard combination Fire-Rescue Department that provides both emergency and non-emergency services to the residents, businesses, and visitors of Goochland County. The department is organized as most Fire-Rescue departments with a full-time paid Fire-Rescue Chief hired by the County, two Deputy Chiefs (1 career and 1 volunteer), a part-time Fire Marshal, and six District Chiefs. The District Chiefs who are volunteers are responsible for the administrative oversight of the six stations and are assisted by Captains and Lieutenants. In late FY 17 the county opened it's first "county owned" fire-rescue facility. This was a replacement for an aged, out of date facility. In addition, the County also provides staffing for the administrative positions of Business Manager, Office Assistant, and Logistics Officer. The Fire-Rescue Association has on-staff a Secretary/Treasurer who handles the volunteers' finances and other administrative duties. The organization consists of roughly 200 volunteers and 30 full-time and 7 part-time career Firefighter/EMTs who are cross-trained to provide fire suppression duties as well as EMS related services that range from Basic Life Support to Paramedic.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	1,655,257	1,959,577	2,147,349	187,772	2,438,350
Operating Costs	678,812	886,800	919,625	32,825	936,125
Capital	28,733	8,000	8,000	0	8,000
Expenditures	2,362,802	2,854,377	3,074,974	220,597	3,382,475
Revenues	6,354	4,200	4,200	0	4,200
Net County Funds	2,356,448	2,850,177	3,070,774	220,597	3,378,275
Full-time Positions	23.0	26.0	28.0	2.0	32.0
Part-time Positions	3.0	2.0	2.0	.0	2.0

See proposed plan for additional out years

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 personnel budget reflects the addition of 2 new FF/EMT positions (2 FF/EMT positions were also added to the Cost Recovery budget). Operating costs increased primarily as a result of increases in maintenance and service agreements as well as the purchase of training software and a scheduling program.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

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

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Comply with the adopted EMS response standards	80	90%	100%
Conduct an average of 25 hours annually of continuing education training for all cleared firefighters	45	60	100
Perform 100% of all required commercial and multi-family inspections with a full compliance	78	85	100%
Contact 10% of the population with Life Safety Education Programs	2165	2250	3000
Recruit 20 new operational volunteers to serve within Fire-Rescue	24 (8 left)	20	20

AGENCY HIGHLIGHTS

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

FUTURE OUTLOOK

Department personnel continue to be challenged to meet the demands of the All-Hazard, 21st Century Fire-Rescue Department. In FY 2017 we staffed three of the six stations 27/7 one-hundred percent of the time. This is a tremendous addition in closing some gaps and the rate of going No Units Available (NUA) has decreased. Many residents who are new to Goochland County are used to having stations staffed around the clock. Additional staffing as outlined in your 10-year staffing plan will be necessary to meet not only these expectations but the decline in volunteer participation as well. In the future investments will need to be made in facilities that can not only serve the needs of the members but keep pace with development and response expectations. Volunteer participation has declined 29% in the past two years. Cost associated with fleet maintenance are expected to continue to escalate. Our EMS transport fleet has a combined total of in excess of 1.4 million miles with an average of over 115,000 miles. in fact one ambulance has over 200,000 miles. Truck One will be decommissioned leaving the county with only one aerial device in service.

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

32020	FIRE & RESCUE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME 3 Lieutenant positions replacing crew leaders	1,040,999	1,232,148	1,402,378	1,589,762
1002	OVERTIME 26 FF/EMT x \$2,500 AVG OT per employee	71,833	55,000	65,000	65,000
1003	SALARIES-PART TIME PT Fire Marshal and Training Coordinator	81,062	84,593	86,285	86,285
1004	CREW LEADER PROFICIENCY PAY	8,250	3,000	0	0
1006	BONUS	8,500	0	0	0
1009	EMPLOYEE COMPENSATION	0	45,000	0	0
	Total Personnel	1,210,644	1,419,741	1,553,663	1,741,047
2001	FICA	86,868	105,168	118,855	133,191
2002	VRS	105,253	109,415	124,531	151,027
2005	GROUP HEALTH	202,158	268,944	283,224	337,333
2006	GROUP LIFE	12,460	16,141	18,371	20,827
2010	WORKMAN'S COMPENSATION	37,874	40,168	48,705	54,925
	Total Fringe Benefits	444,613	539,836	593,686	697,303
3002	PROFESSIONAL SERVICES Association Audit \$17,000.00 Association Treasurer Salary Reimbursement \$10,000.00 Health Department (Innoculations) \$5,000.00 Health Screening (FF/EMTs) \$600/each Regional planner \$2,665	33,722	46,400	49,665	53,665
3004	REPAIRS & MAINTENANCE-LABOR Labor cost associated with maintaining a fleet of more than 60 emergency response vehicles.	116,837	140,000	150,000	150,000
3005	CONTRACTED SERVICES Dry Hydrant Inspections \$11,000 Stretcher Maintenance \$3,000 Mechanical CPR Device Warranty \$2,500 Generator Maintenance \$3,500 LifePak 15 Maintenance Contract \$33,000 (all equipment on maintenance plan) Air Compressor Maintenance \$4,000 Extrication Tool Maintenance \$8,000 Ladder Testing \$3,000 Pest Control FTC \$840 Trash Removal - FTC \$1,320 Pump Service \$4,000 Target Solutions Training Software Contract \$13,000	36,793	70,000	87,160	87,160
3006	PRINTING & BINDING	372	0	0	0
3007	ADVERTISING	0	1,000	1,000	1,000
3012	EMPLOYMENT BACKGROUND CHECKS Background checks for career staff and volunteer members.	1,171	4,000	4,000	4,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

3115	COMMUNICATIONS EQUIPMENT SVC- LABOR Costs related to the maintainance of more than 60 mobile radios and aproximately 150 portable radios. Costs have been reduced in anticipation of new radio system.	2,054	3,000	1,500	1,500
3116	PUBLIC SAFETY EQUIPMENT SVC- LABOR	4,131	5,000	5,000	5,000
3170	INSTRUCTOR SERVICES Instructor fees for fire and EMS training programs that are not state funded.	6,350	10,000	10,000	10,000
3180	INFECTIOUS WASTE DISPOSAL Expenses associated with the OSHA requirements pertaining to infectious waste.	440	2,000	2,000	2,000
Total Professional Services		201,871	281,400	310,325	314,325
5008	VOLUNTEER MEMBER SERVICES	750	3,000	3,000	3,000
5101	ELECTRIC SERVICE Electric service at the 6 volunteer-owned facilities and the fire training center. Cost increased to reflect operation of new fire station.	49,075	57,000	57,000	57,000
5102	HEATING SERVICES Heating oil and propane for 6 volunteer-owned facilities.	7,932	25,000	15,000	15,000
5103	WATER/SEWER-COUNTY UTILITIES Water and sewer fees for stations 3 and 5. increase to cover projected increase in user fees.	4,263	8,000	8,000	8,000
5201	POSTAGE This line has been increased to cover shipping costs. We are now instructing vendors to use our discounted shipping accounts. This has resulted in a decrease in costs for shipping that have historically been passed through to Goochland County.	1,560	2,500	2,500	2,500
5203	TELECOMMUNICATIONS Phone and telecommunications charges for all Fire-Rescue facilities.	16,877	25,000	20,000	25,000
5300	VOLUNTEER-INSURANCE REIMBURSEMENT	75,435	83,000	83,000	83,000
5314	SOFTWARE/LICENSE- NON CAPITAL Scheduling software	0	4,500	4,500	4,500
5401	OFFICE SUPPLIES Office supplies for Fire-Rescue Administration.	2,901	6,200	6,200	6,200
5405	JANITORIAL SUPPLIES Increase due to anticipated costs associated with daily maintenance of Station 6.	1,074	1,900	2,500	2,500
5406	EQUIPMENT- REPAIR/MAINTENANCE PARTS Parts for fire and rescue equipment (non-rolling stock).	4,700	12,000	13,500	13,500
5407	REPAIR/MAINTENANCE SUPPLIES	100	1,000	1,000	1,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Repair parts for vehicles with increase do to age of fleet.	151,867	91,000	95,000	95,000
5410	UNIFORMS & WEARING APPAREL Uniforms for career staff and volunteer members. increase due to addition of staff.	12,440	32,500	34,000	34,000
5411	BOOKS & SUBSCRIPTIONS	2,161	2,000	2,300	2,300
5413	ENF/INVESTIGATIVE SUPPLIES	786	2,000	2,000	2,000
5416	ROAD MATERIALS	0	300	300	300



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5417	FIRE SUPPLIES Supplies to support firefighting operations with increase for purchase of safety ladders for stations as well as items to bring the department into TIMS compliance.	9,899	15,000	18,000	22,500
5419	COMMUNICATIONS EQUIPMENT SUPPLIES Batteries, antennas, and microphones for portable radios. reduction due to new radio system.	996	2,200	1,500	1,500
5420	FOAM & LITE-WATER Firefighting foam.	0	3,000	3,000	3,000
5428	EMS MEDICAL & LAB SUPPLIES Medical supplies and durables to support EMS operations. Increase due to the rise in medication and supply pricing.	38,979	55,000	57,000	60,000
5435	WATER SERVICES-NON GCPU	859	1,200	1,200	1,200
5475	COMPUTER EQUIPMENT - NON CAPITAL Computer equipment at Fire-Rescue Administration as well as 6 operational stations including \$3000 previously approved in line 5476 for new equipment needs at the new Hadensville station.	643	7,000	7,000	7,000
5480	FURNITURE & FIXTURES - NON CAPITAL Furniture for both the FTC (due to new training position) and \$4500 of previously approved budget in line 5476 for new Hadensville station.	0	4,000	4,000	4,000
5485	EQUIPMENT - MACHINERY, POWER, ETC	169	0	0	0
5500	PUBLIC EDUCATION MATERIALS Publications to support Life Safety Education programs. Increase in costs as well as # of LSE presentations.	4,045	6,000	6,000	6,000
5501	TRAVEL - MILEAGE	69	200	500	500
5504	TRAVEL- EDUCATION/TRAINING Continuing education and initial training for volunteer and career members.	3,139	15,000	10,000	10,000
5506	ON DUTY MEALS	383	500	500	500
5507	TRAVEL - EDUCATION/TRAINING Compliance and certification training for volunteer members and employees. Funds transferred from lines 5504 (travel lodging/meals) and 5510 (re-certifications).	4,942	5,000	15,000	15,000
5508	EMT CLASS Reimbursement funds for EMT students who provide one year of service to the organization after obtaining EMT certification.	0	2,000	2,000	2,000
5509	ANNUAL DINNER Volunteer meeting and awards dinner.	7,668	10,000	10,000	10,000
5510	EDUC/TRAINING- F/R CERTIFICATION Certification and re-certification training for career staff and volunteer members.	888	14,000	5,000	5,000
5606	SITE REPAIRS fire training center upkeep	0	3,000	3,000	3,000
5801	DUES & MEMBERSHIPS	570	1,000	1,000	1,000
Total Operating Cost		405,170	501,000	494,500	507,000
6008	FUEL Fuel for more than 60 emergency response vehicles.	61,495	90,000	100,000	100,000
Total Operating - Fuel		61,495	90,000	100,000	100,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

7004	BUILDING LEASE FTC building lease	0	8,000	8,000	8,000
7005	MOTOR VEHICLES & EQUIPMENT	28,733	0	0	0
	Total Capital	28,733	8,000	8,000	8,000
8001	LEASE/RENT- EQUIPMENT Copier lease.	762	3,000	3,000	3,000
8003	OXYGEN PURCHASE & DEMURRAGE Oxygen cylinder rental and service. increase due to historicals.	8,430	10,100	10,500	10,500
8004	LEASE/RENT- WATER COOLER/FILTRATION water coolers at fire-rescue administration and fire training center	1,085	1,300	1,300	1,300
	Total	10,277	14,400	14,800	14,800
	TOTAL	2,362,802	2,854,377	3,074,974	3,382,475



FIRE-RESCUE COST RECOVERY

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	327,391	442,442	576,767	134,325	580,692
Operating Costs	54,767	101,200	112,100	10,900	113,100
Capital	94,681	56,358	0	-56,358	0
Expenditures	476,839	600,000	688,867	88,867	693,792
Revenues	600,237	600,000	725,000	125,000	725,000
Net County Funds	-123,398	0	-36,133	-36,133	-31,208
Full-time Positions	4.0	5.0	7.0	2.0	7.0
Part-time Positions	9.0	5.0	5.0	.0	5.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 personnel budget reflects an increase of two FF/EMTs to the Cost Recovery budget. The operating budget increase is a result of the purchase of training software. The Revenue change is associated with a recommendation to increase Goochland County EMS transport fees. The current fees were adopted in 2013 and Goochland County has fallen behind the average fees for the Central Virginia region. This proposed increase is not expected to effect out of pocket expenses to our residents.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- See main Fire-Rescue budget



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Reduce response times where a functional unit is on the scene of reported emergencies within 10 minutes	0	80%	90%
Have 24/7 coverage in 3 of 6 stations	0	100%	100%
Have 24/7 coverage in 4 of 6 stations	0	85%	100%

AGENCY HIGHLIGHTS

Revenue Recovery has proven to be a successful program which has allowed Fire-Rescue to enhance service delivery while minimizing impact to the General Budget. Current indications are that revenue will continue to increase as calls for service increase. Personnel costs are not the only thing funded through this source. In FY17 the department was able to use this funding stream purchase Video Laryngoscopes which dramatically improves our field intubation success rates.

FUTURE OUTLOOK

Revenue Recovery is tied to both call (transport) volume as well as reimbursement from the insurance companies. Current fees have been in place since January 2013 and should be adjusted to the regional average. Future residential growth will result in an increase in service demand and a corresponding increase in recovery.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

32010	FIRE-RESCUE COST RECOVERY				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME 2 FF/EMTs transferred from operating budget to cost recovery	170,017	203,430	309,370	309,370
1002	SALARIES-OVERTIME	14,577	15,000	15,000	15,000
1003	SALARIES-PART TIME	56,788	97,323	106,685	106,685
1004	CREW LEADER PROFICIENCY PAY	0	6,000	0	0
1009	EMPLOYEE COMPENSATION	0	10,000	0	0
	Total Personnel	241,382	331,753	431,055	431,055
2001	FICA	17,611	24,442	32,976	32,976
2002	VRS	17,502	18,065	27,472	29,390
2005	GROUP HEALTH	37,626	55,532	66,900	68,907
2006	GROUP LIFE	2,036	2,665	4,053	4,053
2010	WORKMAN'S COMPENSATION	11,234	9,985	14,311	14,311
	Total Fringe Benefits	86,009	110,689	145,712	149,637
3002	PROFESSIONAL SERVICES Fees paid to MED 3000 (3rd party EMS biller) Employee health screenings (9x\$600)	39,234	54,000	54,000	54,000
3005	CONTRACTED SERVICES Funds to cover half of the cost of Target Solutions Training Software Contract so that all fire-rescue members have access.	0	0	10,000	10,000
3012	BACKGROUND CHECKS	294	1,500	1,500	1,500
	Total Professional Services	39,528	55,500	65,500	65,500
5008	VOLUNTEER MEMBER SERVICES Includes stipend for Operational Medical Director and dues to volunteer associations such as VA Firefighters and VAVRS. This is the budget request from the Volunteer Association Board.	9,845	30,000	30,900	31,900
5201	POSTAGE	0	200	200	200
5401	OFFICE SUPPLIES	0	500	500	500
5410	UNIFORMS Increase due to staff increase.	1,461	4,000	4,000	4,000
5501	TRAVEL-MILEAGE	173	500	500	500
5504	TRAVEL EXPENSES Continuing education and compliance based training.	760	5,000	5,000	5,000
5507	TRAVEL-EDUCATION/TRAINING continuing education and compliance based training	1,045	5,000	5,000	5,000
5510	EDUC/TRAINING-F/R CERTIFICATION	0	500	500	500
5801	DUES & MEMBERSHIP	1,955	0	0	0
	Total Operating Cost	15,239	45,700	46,600	47,600



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

7001	MACHINERY & EQUIPMENT This line item no longer used.	56,469	56,358	0	0
7005	MOTOR VEHICLE & EQUIPMENT	38,212	0	0	0
	Total Capital	94,681	56,358	0	0
	TOTAL	476,839	600,000	688,867	693,792



SHERIFF

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	2,610,077	2,747,952	2,871,102	123,150	2,895,468
Operating Costs	279,931	429,200	444,770	15,570	448,470
Capital	372,296	175,000	309,256	134,256	309,256
Expenditures	3,262,304	3,352,152	3,625,128	272,976	3,653,194
Revenues	630,949	606,360	618,360	12,000	618,360
Net County Funds	2,631,355	2,745,792	3,006,768	260,976	3,034,834
Full-time Positions	35.0	36.0	37.0	1.0	37.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increase in the FY18 budget is primarily due to the addition of one deputy sheriff and associated vehicle and equipment.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

31020	SHERIFF				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME FY18 request - 5 additional deputy sheriff positions FY18 recommend - 1 additional deputy sheriff position	1,840,660	1,976,568	2,047,789	2,047,789
1002	OVERTIME	4,927	14,000	35,000	35,000
1005	BONUS	16,580	0	0	0
1006	SPECIAL EVENT	48,028	0	0	0
	Total Personnel	1,910,195	1,990,568	2,082,789	2,082,789
2001	FICA	137,919	154,708	156,656	156,656
2002	VRS	187,767	175,519	181,844	194,540
2005	GROUP HEALTH	326,749	368,548	388,992	400,662
2006	GROUP LIFE	22,108	25,893	26,826	26,826
2009	K-9 INSURANCE	735	1,200	1,200	1,200
2010	WORKMAN'S COMPENSATION	24,604	31,516	32,795	32,795
	Total Fringe Benefits	699,882	757,384	788,313	812,679
3002	PROFESSIONAL SERVICES	1,278	1,800	2,220	2,220
3004	REPAIRS & MAINTENANCE-LABOR Increase based on FY 15-15 expenditures and projections	29,958	45,000	45,000	45,000
3005	CONTRACTED SERVICES copy machine-36 month lease for Konica-Minolta copy machine at \$187.07/month or \$2245 annually \$41,344 annually for cloud data storage for body cameras	3,808	4,400	45,750	45,750
3006	PRINTING & BINDING	1,525	1,200	1,200	1,200
3007	ADVERTISING	0	1,200	900	900



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

3008	INVESTIGATION SERVICES Leads-on-line (annual subscription) \$2900.00 Leads-on-line is a national database that tracks pawn shop transactions and stolen property. It also has a capability known as "reportit" that allows property owners to self report stolen goods and to log items with digital photographs and serial numbers. Virginia Employment Commission (annual) \$ 950.00 Annual cost for access to VEC database. this data is very helpful in tracking down wanted persons, etc. Accurint (annual) \$2300.00 Guidance Software Digital Intelligence License renewal through 2018 \$1480.00 Cellebrite UFED Physical and Logical License fee (annual) \$3300.00	2,342	8,200	10,900	10,900
3010	K9 - MEDICAL	690	800	1,000	1,000
3012	EMPLOYMENT BACKGROUND CHECKS	1,715	3,000	3,000	3,000
3013	CONTRACTED HAULING	186	1,000	1,000	1,000
3041	MEDICAL EXAMINER/BODY REMOVAL	148	2,500	1,500	1,500
3113	DRUG TEST	1,218	2,900	2,900	2,900
3115	COMMUNICATIONS EQUIPMENT SVC- LABOR	110	3,000	1,500	1,500
	Total Professional Services	42,979	75,000	116,870	116,870
5201	POSTAGE	1,975	3,200	3,200	3,200
5203	TELECOMMUNICATIONS	15,710	16,500	18,000	18,000
5314	SOFTWARE/LICENSE VCIN/NCIC network (Open Fox Software) \$700 Ongoing body camera data storage moved to line item 3005	320	45,500	700	700
5401	OFFICE SUPPLIES	7,391	8,500	8,650	8,650
5406	RADIO MAINT EQUIP	2,866	3,800	3,800	3,800
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Based on current expenditures and projections from FY16	39,860	52,000	55,000	57,000
5409	LAW/CODE ENFORCEMENT SUPPLIES \$6,000 additional for 5 new deputy patrol positions in FY 18 \$6,000 additional for 5 new deputy patrol positions in FY 19 Recommend \$1,200 increase for one new deputy position in FY18	19,835	25,500	26,700	26,700



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5410	UNIFORMS & WEARING APPAREL \$10,500 additional for 5 new deputy patrol positions in FY 18 \$10,500 additional for 5 new deputy patrol positions in FY 19 Recommend \$1,400 for one new deputy position in FY18	24,407	21,400	23,500	23,500
5411	BOOKS & SUBSCRIPTIONS	3,218	1,100	2,500	2,500
5415	CRIME PREVENTION EXPENSES	1,312	1,000	1,000	1,000
5419	COMMUNICATIONS EQUIPMENT SUPPLIES	0	2,000	2,000	2,000
5422	D.A.R.E EXPENSES	2,278	1,500	1,500	1,500
5424	CITIZENS ACADEMY	236	650	650	650
5430	INVESTIGATIVE SUPPLIES	480	2,800	2,800	2,800
5439	AMMUNITION Ammunition costs include entry level costs for firearms training (basic training) for new deputies, bi-annual range costs for existing deputies, and annual mandated range certification costs for all sworn personnel. Includes costs for handguns and rifles, and shotguns. Recommend \$200 increase for one new deputy position.	12,000	12,000	12,200	12,200
5450	VEHICLE TIRES Average tire price (3 sizes) as of 11/26/14- 119.00 each or \$476 per vehicle 1 set for each of 30 patrol/investigative vehicles = \$14,280.00 FY 16 14280 + 714 (5%) = \$14,994 FY17 15000 + 750 = \$15,750	13,099	15,000	16,000	16,000
5475	COMPUTER EQUIPMENT-NON CAPITAL Five MDT posts and computers for five new deputies in FY 18 \$22,500 Five MDT posts and computers for five new deputies in FY 19 \$22,500	5,049	4,500	9,000	9,000
5476	OFFICE EQUIPMENT-NON CAPITAL 2 replacement document shredders	613	4,000	1,500	0
5499	K-9 FOOD/SUPPLIES	1,496	1,500	1,500	1,500
5502	MEALS/FOOD- OTHER THAN TRAINING	990	500	600	600
5503	K9-TRAINING	0	200	400	400
5504	TRAVEL- EDUCATION/TRAINING	4,435	5,000	5,200	5,400
5506	MEALS- ON DUTY	57	500	500	500
5507	EDUCATION/TRAINING - REG & TUITION \$4,500 annual contribution to Thomas Jefferson for CIT training	0	2,500	7,000	7,000
5602	EMPLOYEE SERVICES/RECOGNITION	455	650	650	650
5801	DUES & MEMBERSHIPS	3,627	2,700	3,600	3,600



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

	Virginia Sheriff's Association memberships, other professional law enforcement memberships, dues				
	Total Operating Cost	161,709	234,500	208,150	208,850
6008	FUEL FY 16 & 17- increase above FY 15 due to increased patrol, court mileage and uncertainty of fuel costs.	73,537	115,000	115,000	118,000
	Total Operating - Fuel	73,537	115,000	115,000	118,000
7005	MOTOR VEHICLES & EQUIPMENT Vehicles FY 18 Schedule replacement of seven (7) high mileage vehicles 2017 Contract Price \$ 28,721 Equipment \$ 8,500 \$ 260,547 Vehicles FY 19 Schedule replacement of seven (7) high mileage vehicles 2018 Contract Price (est) \$ 30,157 Equipment \$ 8,500 \$ x7 \$ 267,099 FY 18 five new vehicles for requested deputies 2017 Contract Price \$ 28,721 Equipment \$ 8,500 \$ 186,105 FY 19 five new vehicles for requested deputies 2019 Contract Price (est) \$ 30,157 Equipment \$ 8,500 \$ 193,285 FY18 recommend - 7 replacement vehicles plus one new vehicle for new deputy patrol position FY19 recommend - 8 replacement vehicles	372,296	175,000	309,256	309,256
	Total Capital	372,296	175,000	309,256	309,256
8001	LEASE/RENT- EQUIPMENT	581	3,500	3,500	3,500
8004	LEASE/RENT- WATER COOLERS	622	650	650	650
8005	LEASE- POSTAGE MACHINE	504	550	600	600
	Total	1,707	4,700	4,750	4,750
	TOTAL	3,262,304	3,352,152	3,625,128	3,653,194



SHERIFF GRANTS

DESCRIPTION AND FUNCTION

The Sheriff's Grant budget is for staff hours related to the Department of Motor Vehicles Highway Safety grants.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	32,176	0	30,000	30,000	30,000
Operating Costs	1,164	0	0	0	0
Capital	0	0	0	0	0
Expenditures	33,340	0	30,000	30,000	30,000
Revenues	33,340	0	30,000	30,000	30,000
Net County Funds	0	0		0	0
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

This is a recurring grant with no local match required.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

35060	SHERIFF GRANTS				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1003	DUI/DUID	29,654	0	30,000	30,000
	Total Personnel	29,654	0	30,000	30,000
2001	FICA	2,112	0	0	0
2010	WORKMAN'S COMP	410	0	0	0
	Total Fringe Benefits	2,522	0	0	0
9020	BYRNE	1,164	0	0	0
	Total	1,164	0	0	0
	TOTAL	33,340	0	30,000	30,000





GENERAL SERVICES

CONVENIENCE CENTERS

DESCRIPTION AND FUNCTION

Goochland County operates two convenience centers for use by citizens for safe and convenient disposal of household waste and yard debris. Items for recycling purposes collected at both locations include paper goods, glass, plastics #1-#7 and waxy coated cartons, aluminum, tires, metal, used oil, paint, antifreeze, used oil filters, propane tanks, electronics, plastic bags, and all types of batteries. Yard debris is grinded into mulch when needed and made available. Also, have collection bins for clothing and shoes to benefit Goochland County Free Clinic & Family Services.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	282,231	300,273	348,255	47,982	351,023
Operating Costs	385,569	460,100	470,100	10,000	470,100
Capital	23,390	49,000	49,000	0	49,000
Expenditures	691,190	809,373	867,355	57,982	870,123
Revenues	75,142	65,000	67,000	2,000	67,000
Net County Funds	616,048	744,373	800,355	55,982	803,123
Full-time Positions	6.0	6.0	6.3	.3	6.3
Part-time Positions	2.0	2.0	2.0	.0	2.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 personnel budget includes a charge for one-third of the salary of a General Services Director. In addition there is a \$2,500 increase in part-time salaries to facilitate several more hours of operation. Operating costs increased slightly in FY18 due to higher costs for contracted hauling.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- To provide safe and convenient disposal of household waste and yard debris for County residents
- Educate the public regarding various recycling options to minimize waste disposal costs.
- Continue to evaluate and plan services to accommodate future needs.
- Initiate training and certification for current employees to better utilize their expertise.
- Purchase of equipment to better enhance our efficiency and services.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Maintain an accident free environment as measured by reportable accidents and injuries	0	0	0
Increase the volume of recyclables through new programs such as electronic and plastic bag recycling, thus removing more material from the waste stream which saves money.	10.1 tn.	12 tn.	12 tn.

AGENCY HIGHLIGHTS

Receiving the Virginia Recycling Association's 2016 Outstanding Rural Innovation Award.
 Expanded our recycling efforts, now accepting plastics #1 - #7 and waxy coated cartons.
 Started to use roll-off truck to improve county efficiency.
 Increase of 35 tons in co-mix & paper recycling and 82 tons of metal from previous year.
 No use of overtime.
 Total of 253,510 visits to both locations 2015-2016, average 21,126 visits per month.

FUTURE OUTLOOK

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

Expand Sunday hours to meet volume demands.

Purchase and distribute proof of residents stickers to citizens. Will make it easier for staff to recognize Goochland citizens using the facility.

Continue to provide safety education and training for staff.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

42040	CONVENIENCE CENTERS				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME <i>Includes one-third of General Services Director's salary</i>	169,632	175,216	206,331	206,331
1002	SALARIES-OVERTIME <i>To cover employee illness/vacation</i>	0	3,000	3,000	3,000
1003	SALARIES-PART TIME <i>FY18 request - one additional PT position FY18 recommendation - \$2,500 in additional PT hours</i>	28,948	33,752	36,977	36,977
	Total Personnel	198,580	211,968	246,308	246,308
2001	FICA	14,357	15,986	18,843	18,843
2002	VRS	17,574	15,559	18,322	19,601
2005	GROUP HEALTH	42,858	45,258	49,644	51,133
2006	GROUP LIFE	2,012	2,295	2,703	2,703
2010	WORKMAN'S COMPENSATION	6,850	9,207	12,435	12,435
	Total Fringe Benefits	83,651	88,305	101,947	104,715
3002	PROFESSIONAL SERVICES <i>As convenience center usage steadily increases, the need for professional services for evaluation and consultation will be essential to maintaining an efficient and effective operation.</i>	0	3,000	3,000	3,000
3004	REPAIRS & MAINTENANCE-LABOR <i>As equipment ages, the cost of maintenance and repair increases.</i>	490	7,500	7,500	7,500
3005	CONTRACTED SERVICES <i>Includes the cost of drop off recycling, household hazardous waste and brush processing.</i>	49,495	75,000	75,000	75,000
3007	ADVERTISING	55	500	500	500
3012	EMPLOYMENT BACKGROUND CHECKS	0	50	50	50
3013	CONTRACTED HAULING <i>Reflects cost of collecting, transporting and processing municipal solid waste.</i>	269,126	320,000	330,000	330,000
	Total Professional Services	319,166	406,050	416,050	416,050
5101	ELECTRIC SERVICE <i>Reflects cost of electrical service to both convenience center sites.</i>	6,770	8,500	8,500	8,500
5103	WATER/SEWER COUNTY UTILITIES	347	500	500	500
5203	TELECOMMUNICATIONS <i>Reflects increase in costs for providing telephone, internet and cell phone services.</i>	2,144	3,250	3,250	3,250
5401	OFFICE SUPPLIES	1,033	750	750	750
5407	REPAIRS/MAINTENANCE SUPPLIES <i>Reflects repair/replace of ageing equipment.</i>	38,872	20,000	20,000	20,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5408	VEHICLE-POWERED EQUIPMENT SUPPLIES For unforeseen breakdowns and repairs to equipment.	4,545	4,000	4,000	4,000
5410	UNIFORMS & WEARING APPAREL County is responsible for supplying pants, boots, shirts and outer wear.	4,088	3,500	3,500	3,500
5416	ROAD MATERIALS Cost for maintaining unpaved surfaces at both centers.	2,133	2,000	2,000	2,000
5418	SAFETY Personnel safety equipment/fire extinguisher maintenance and replacement.	689	1,000	1,000	1,000
5475	COMPUTER EQUIPMENT-NON CAPITAL	0	500	500	500
5504	TRAVEL-EDUCATION-TRAINING	364	1,000	1,000	1,000
5507	EDUCATION-TRAINING	0	500	500	500
5801	DUES & MEMBERSHIPS	68	50	50	50
Total Operating Cost		61,054	45,550	45,550	45,550
6008	FUEL Reflects cost of providing transportation for supervisor and personnel in the performance of their duties.	5,349	8,500	8,500	8,500
Total Operating - Fuel		5,349	8,500	8,500	8,500
7005	MOTOR VEHICLES & EQUIPMENT Reflects the purchase of the new roll off truck until FY19.	23,390	49,000	49,000	49,000
Total Capital		23,390	49,000	49,000	49,000
TOTAL		691,190	809,373	867,355	870,123



FACILITIES MANAGEMENT

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	774,265	483,162	-291,103	487,800
Operating Costs	0	600,600	511,300	-89,300	511,300
Capital	0	20,000	0	-20,000	0
Expenditures	0	1,394,865	994,462	-400,403	999,100
Revenues	35,000	39,000	0	-39,000	0
Net County Funds	-35,000	1,355,865	994,462	-361,403	999,100
Full-time Positions	.0	16.5	9.3	-7.2	9.3
Part-time Positions	.0	4.0	1.0	-3.0	1.0

Staff includes building maintenance, custodians, and one-third of General Services Director.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 budget reflects the separation of the Facilities Management budget into two separate budgets: Facilities Management and Grounds Management. The Facilities Management budget includes maintenance of all County buildings, custodial services, and one-third of the General Services Director.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

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



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
2. Percentage of work orders completed.	98%	100%	100%
3. Percentage of emergency service requests completed responded to within 3 hours	N/A	100%	100%
4. Percentage of all non-emergency requests completed within 5 business days	N/A	100%	100%

AGENCY HIGHLIGHTS

FY 16 was a highly successful year for Facilities Management. Over 20 CIP or site improvement projects of varying size were completed. Among those included the following; concession and restroom facility construction at Leakes Mill Park, significant improvements made to the Court House building, renovated a portion of Central High School, and carpet replacement at multiple facilities.

All County buildings received appropriate preventative maintenance throughout the year.

FUTURE OUTLOOK

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

Resources will also be strained due to the addition of outdoor facilities and increased demand for facility use.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

43020 FACILITIES MANAGEMENT		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME All full time positions include; Facilities Manager Facilities Supervisor Facilities Technician (1) Custodial Supervisor (5) Custodians 1/3 of General Services Director	0	507,386	317,973	317,973
1003	SALARIES-PART-TIME Part Time Salaries Include: (1) Part Time Custodian: \$10,000	0	38,250	10,000	10,000
	Total Personnel	0	545,636	327,973	327,973
2001	FICA 7.65% of all salaries.	0	41,741	25,090	25,090
2002	VRS 8.88% of full time salaries.	0	45,055	28,236	30,207
2005	GROUP HEALTH	0	122,594	88,908	91,575
2006	GROUP LIFE 1.31% of full time salaries	0	6,646	4,165	4,165
2010	WORKMAN'S COMPENSATION	0	12,593	8,790	8,790
	Total Fringe Benefits	0	228,629	155,189	159,827
3004	REPAIR & MAINTENANCE-LABOR All labor related to maintenance improvements on County infrastructure. Includes labor for electrical and plumbing improvements. \$3,000 moved to Grounds.	0	7,500	7,500	7,500
3005	CONTRACTED SERVICES Includes all contracted services related to the following items; Inspections: elevator, fire suppression, fire extinguishers, boilers, backflow preventers, and generators. Ongoing contracted services include; portable sanitation, on call contracted cleaning services, interior/exterior painting services, power washing, vehicle decal removal, roof repairs, , security monitoring, and pest control. Three year trend average of \$91,959. Requested amount: \$69,000 with \$30,000 being requested for grounds maintenance. The \$12,000 increase over FY 17 is due to an adjustment to the three year trend as well as the anticipated additional contracted work required for the Centerville Islands.	0	87,000	69,000	69,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

3006	PRINTING & BINDING	0	250	250	250
3007	ADVERTISING Includes advertising for position vacancies.	0	400	400	400
3014	SITE IMPROVEMENTS Site Improvements are directly tied to the County's building inventory and prioritized improvements to County infrastructure. Planned site improvements for FY 18 include renovations to restrooms in the Court House complex, roof repairs at multiple locations, parking lot paving/sealing, and small scale HVAC improvements at the Annex Building and Circuit Court. All Site Improvement requests have been moved to the facilities improvement CIP line.	0	40,000	0	0
Total Professional Services		0	135,150	77,150	77,150
5101	ELECTRIC SERVICES Electrical Services is an estimated expense based upon a three year trend analysis of electrical usage, payment, and building square footage. The impacts from EOC and Fire Station #6 have been accounted for FY 18	0	312,000	312,000	312,000
5102	HEATING SERVICES	0	500	500	500
5103	WATER/SEWER-COUNTY UTILITIES Estimated expenses based upon averages and prorated new construction projections. Includes additional funding requests for EOC.	0	27,000	27,000	27,000
5201	POSTAGE	0	200	200	200
5203	TELECOMMUNICATIONS Telecommunication expenses include CityWorks software expenses, IT related expenses for phones, and proper telecommunication equipment for all supervisors and staff.	0	5,000	5,000	5,000
5314	SOFTWARE/LICENSE	0	10,400	10,400	10,400
5401	OFFICE SUPPLIES Office supplies for Facilities Management are 30% of the previous years expenditure. 70% are with the Parks and Recreation department	0	2,000	2,000	2,000
5403	AGRICULTURAL SUPPLIES Agricultural supplies include grass seed, fertilizer, landscaping materials, and mulch for all County buildings and grounds. Tier 1 areas include the front lawn of the Court House Complex, Administration Building, and the Goochland Library. All tier 2 areas receive a scaled back level of service and maintenance. Amount requested was \$7,500. Expenditure request was moved to the Grounds Management cost center - 43040.	0	7,500	0	0
5405	JANITORIAL SUPPLIES Janitorial Supplies request based upon previous years averages as well as a prorated increase for the EOC and Central High School.	0	22,000	23,000	23,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5407	REPAIR/MAINTENANCE SUPPLIES Repairs and maintenance supplies for all necessary repairs to existing County buildings and grounds locations. Repairs include HVAC, general building infrastructure, and plumbing systems. Expenses are based upon averages of previous years as well as anticipated needs. Three year trend analysis of \$59,684. Repairs and Maintenance did include Parks and Recreation items which are now in cost center 71040. \$15,000 moved to Grounds.	0	45,000	40,000	40,000
5408	VEHICLE-POWERED EQUIP SUPPLIES Includes all small engine purchases, repairs, and replacements. Includes weed eaters, leaf blowers, and aerators.	0	2,000	2,000	2,000
5410	UNIFORMS & WEARING APPAREL Per the Department's uniform policy each maintenance employee receives appropriate foot wear, pants, shirts, and outdoor gear. Foot wear, shirts, pants, and outer wear are replaced annually. \$4,000 has been moved to the Grounds Management budget.	0	5,500	2,000	2,000
5418	SAFETY SUPPLIES	0	750	750	750
5421	STREET LIGHTS Includes expenses for all street light repairs within the Court House Village. Lights and repairs average \$1,400 per light.	0	1,100	2,800	2,800
5475	COMPUTER SUPPLIES-NON CAPITAL	0	500	500	500
5501	TRAVEL-MILEAGE	0	150	150	150
5504	TRAVEL-EDUCATION/TRAINING	0	500	500	500
5801	DUES-MEMBERSHIP	0	350	350	350
Total Operating Cost		0	442,450	429,150	429,150
6008	FUEL Fuel expense based upon previous years usage and anticipated usage for FY 18 and 19. Includes all fuel for vehicles, equipment, and machinery. \$18,000 moved to Grounds Management budget.	0	22,000	4,000	4,000
Total Operating - Fuel		0	22,000	4,000	4,000
7001	MACHINERY & EQUIPMENT Costs moved to Grounds.	0	20,000	0	0
Total Capital		0	20,000	0	0
8001	LEASE/RENT-EQUIPMENT	0	1,000	1,000	1,000
Total		0	1,000	1,000	1,000
TOTAL		0	1,394,865	994,462	999,100



Grounds Management

DESCRIPTION AND FUNCTION

Grounds Management is responsible for the overall management of all County owned and operated open spaces, parks, and general grounds located around government facilities. Grounds management includes managing the County's turf management program, landscaping services, irrigation winterization, parking lot cleaning, and all park services.

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018 FY2018	PROJECTED FY2019
Personnel	0	0	367,000	367,000	370,411
Operating Costs	0	0	94,500	94,500	94,500
Capital	0	0	20,000	20,000	20,000
Expenditures	0	0	481,500	481,500	484,911
Revenues	0	0	39,000	39,000	39,000
Net County Funds	0	0	442,500	442,500	445,911
Full-time Positions	.0	.0	7.3	7.3	7.3
Part-time Positions	.0	.0	.0	.0	.0

Staff includes 7 full time grounds staff members and one-third of the General Services Director.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

FY18 is the first year Grounds Management has a separate budget. It was previously included in Facilities Management. Expenses were removed from the Facilities budget to create the Grounds budget with no overall increase in expenses. The personnel budget includes one-third of the salary of the General Services Director.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

AGENCY GOALS AND OBJECTIVES

- To provide quality grounds services for Goochland public facilities and parks utilizing best management practices.
- Efficiently manage all contracted landscaping and mowing services.
- To assist and provide both training and certification opportunities for staff.
- Provide excellent customer service and support to all County agencies and community partners.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
1. Percentage of athletic fields prepared as requested	100%	100%	100%
2. Percentage of Tier 1 facilities mowed within 5-7 day mowing cycle.	NA	100%	100%
3. Percentage of Tier 2 facilities mowed within 10-13 day mowing cycle.	NA	100%	100%

AGENCY HIGHLIGHTS

The Grounds Management team was highly productive during FY 16. Accomplishments and highlights included the following; over 4,000 acres mowed, 300 baseball/softball fields were dragged and prepared, 3 major baseball and softball tournaments were hosted, and over 91 miles of field paint were used on athletic fields. Other special projects completed included landscaping improvements at the Court House, Library, and Administration, trail construction at two park locations, as well as implementing a revamped and improved turf management program for all Tier 1 public spaces.

FUTURE OUTLOOK

The addition of new facilities as well as increased demand for grounds services will continue to strain existing resources.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

43040 Grounds Management					
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME Includes: Grounds Manager Grounds Supervisor (5) Groundskeepers 1/3 of General Services Director	0	0	253,675	253,675
	Total Personnel	0	0	253,675	253,675
2001	FICA	0	0	19,406	19,406
2002	VRS	0	0	22,526	24,099
2005	GROUP HEALTH	0	0	61,272	63,110
2006	GROUP LIFE	0	0	3,323	3,323
2010	WORKMAN'S COMP	0	0	6,798	6,798
	Total Fringe Benefits	0	0	113,325	116,736
3004	REPAIR & MAINTENANCE-LABOR Includes all repairs and maintenance to equipment and vehicles. Estimated expense.	0	0	3,000	3,000
3005	CONTRACTED SERVICES All contracted grounds and landscaping centered services Countywide. Includes on call mowing, Centerville island maintenance, contracted irrigation services.	0	0	38,000	38,000
	Total Professional Services	0	0	41,000	41,000
5403	AGRICULTURAL SUPPLIES Includes all agricultural supplies such as grass seed and fertilizer. Tier 1 locations receive seed, fertilizer, and lyme both in spring and fall. Tier 2 locations receive less. Includes \$7,000 moved from Parks and Recreation line. \$7,000 includes materials for fields an general park locations.	0	0	14,500	14,500
5407	REPAIR/MAINTENANCE SUPPLIES	0	0	15,000	15,000
5410	UNIFORM & WEARING APPAREL Uniform request includes shirts, pants, jackets, and boots. Boots are replaced one time per year and uniforms as needed.	0	0	4,000	4,000
5418	SAFETY SUPPLIES	0	0	500	500
5504	TRAVEL-EDUCATION/TRAINING Expenditure related to training related to pesticide recertification.	0	0	500	500
	Total Operating Cost	0	0	34,500	34,500
6008	FUEL Fuel is based upon previous fiscal year's usage. Fuel includes both regular gasoline and diesel. Fuel for vehicles and equipment.	0	0	18,000	18,000
	Total Operating - Fuel	0	0	18,000	18,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

7001	MACHINERY & EQUIPMENT Expenditure includes replacement of (2) mowers for general grounds use. Mowers include 60" decks, with a minimum of 23 hp engines.	0	0	20,000	20,000
	Total Capital	0	0	20,000	20,000
8001	LEASE/RENT EQUIPMENT	0	0	1,000	1,000
	Total	0	0	1,000	1,000
	TOTAL	0	0	481,500	484,911





Health & Welfare

COMMUNITY SERVICES BOARD

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	259,611	266,980	271,980	5,000	271,980
Capital	0	0	0	0	0
Expenditures	259,611	266,980	271,980	5,000	271,980
Revenues	0	0	0	0	0
Net County Funds	259,611	266,980	271,980	5,000	271,980
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 budget includes \$5,000 in funding for salary increases for Community Services Board employees.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

52020	COMMUNITY SERVICES BOARD				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
3002	PROFESSIONAL SERVICES	561	2,750	2,750	2,750
	Total Professional Services	561	2,750	2,750	2,750
5501	TRAVEL- MILEAGE	321	500	500	500
5604	CONTRIBUTIONS	258,730	263,730	268,730	268,730
	Total Operating Cost	259,051	264,230	269,230	269,230
	TOTAL	259,611	266,980	271,980	271,980



CONTRIBUTIONS

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	3,000	3,000	3,000	0	3,000
Operating Costs	179,847	127,975	141,448	13,473	141,448
Capital	0	0	0	0	0
Expenditures	182,847	130,975	144,448	13,473	144,448
Revenues	0	0	0	0	0
Net County Funds	182,847	130,975	144,448	13,473	144,448
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The Monacan Soil and Water Conservation District is recommended to see a \$14,000 increase to support additional programing for our residents.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

51000	CONTRIBUTIONS				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1010	BOARDS/COMM-STIPENDS 5 MEMBERS @ \$600 EACH.	3,000	3,000	3,000	3,000
	Total Personnel	3,000	3,000	3,000	3,000
3040	PAUPER BURIAL	1,400	2,000	2,000	2,000
	Total Professional Services	1,400	2,000	2,000	2,000
5604	CONTRIBUTIONS ATTACHED SHEET	168,465	115,875	129,348	129,348
5605	FOREST FIRE PREVENTION	9,982	10,100	10,100	10,100
	Total Operating Cost	178,447	125,975	139,448	139,448
	TOTAL	182,847	130,975	144,448	144,448



CONTRIBUTIONS

Organization	Description	FY17 Adopted	FY18 Adopted
Capital Region Workforce Partnership	Responsible for supporting, planning and delivery of workforce services that support the region's economic development and workforce skills development in collaboration with the Resource Workforce Investment Board which is appointed by the Consortium of Localities (the Consortium). Funds are used to support administrative and infrastructure costs of the regional entity which includes staff costs and other administrative costs as approved by the Consortium. There are three workforce centers in the region. There is also a youth program with 4 locations, one in Goochland. 5 job seekers from Goochland were served in FY16.	3,386	2,000
Court Appointed Special Advocates (CASA)	Administrative support and direct services to volunteers who watch over and advocate for abused and neglected children. Last Year 51 children were served in Goochland. Funds are used to pay for an assistant, training for advocates, and mileage to visit families.	8,000	8,000
Goochland Historical Society	Provides presentation, preservation, and protection of Goochland County heritage and tradition. Contribution provides for utilities, salaries, and building maintenance.	5,000	5,150
Jefferson Area Community Corrections - OAR	Local probation program that assists individuals when arrested, imprisoned, or released from incarceration to gain and retain self-sustaining crime free lifestyles. In FY15 the OAR program provided supervision to 43 new clients from Goochland County. A total of 61 Goochland residents were provided supervision.	4,869	4,869
Reynolds Community College - Operating	Regional support of higher education by providing information on attending college as well as provide scholarships and tutorial assistance to students. Served 379 students from the County during 2014-2015 year. The 3% increase is due to the population increase.	6,644	6,938
Reynolds Community College - Capital	The Capital Budget amount is based on the Master Site Infrastructure Project Plan. These funds will support improvement projects such as classrooms and science laboratories at the Parham Road Campus, renovation of congregation areas, safety improvements, landscape design and refurbishment, and architectural modifications to develop smooth transitions from buildings or functions.	20,629	21,543
Feed More (Meals On Wheels)	FeedMore is the core hunger relief program in Central Virginia. Requested funds will provide 934 meals to homebound elderly and disabled Goochland residents through FeedMore's Meals on Wheels program. 4,134 Goochland residents were served by FeedMore in fiscal year 2015-2016. Through FeedMore's distribution center, 374,466 pounds of food and grocery items were distributed to Goochland County residents during fiscal year 2015-2016.	6,000	6,000
Med Flight (Chesterfield County)	Provides emergency helicopter transports & police missions to Central VA. Over the last 4 fiscal years, Med Flight answered 2,733 missions in the region and provided state-of-the-art aero-medical services to 1,276 patients. During that time period, Med Flight handled 61 missions in Goochland County. The request is based on County population.	700	700
Rappahannock Regional Criminal Justice	Training Academy for all in service Deputies, jail officers and communication officers. Rates are based on \$377 for each of the 47 officers.	18,497	17,743
Senior Connections (CAAA)	Senior Connections is the designated Area Agency on Aging for Planning District 15. The Agency provides direct services, information and referral, education and advocacy for older adults, caregivers and persons with disabilities. Services provided help prevent and delay more costly services. Requested funds will leverage State and Federal allocations. Direct services are provided to 85 citizens. Information and indirect services are provided to approximately 400 citizens.	8,500	8,755
Senior Navigator	Provides free information about the health and aging resources available to Goochland residents. The information focuses on issues such as health, financial concerns, legal questions, health facilities, housing options, transportation, exercise programs, advocacy. They also have 8 centers located throughout the County for citizens without internet access.	2,250	2,250
Virginia Institute of Government	Provides training and technical support for local governments by providing education and leadership development for elected and appointed officials; technical data, information banks, and data bases on local government statistics, operations, and trends; information and applied research on various aspects of local government. The amount requested is based on a sliding scale that is fixed to the population of the County.	1,000	1,000
Old Dominion EMS	Serves to assess, identify, coordinate, plan and implement an efficient and effective regional EMS delivery system and provides supplies and training for Fire/Rescue. The requested amount is 10% of the Four-For-Life Return to Localities that is used for emergency medical services.	2,400	2,400
Monacan Soil & Water Conservation	Provide soil and water conservation assistance to the landowners, land managers, and citizens in Goochland County. Provide youth and adult environmental and agricultural educational experiences to improve soil and water quality. Provide financial assistance through state and grant funding sources to implement soil and water best management practices (BMPs).	28,000	42,000
Total Contributions		\$ 115,875	\$ 129,348

GOOCHLAND FREE CLINIC & FAMILY

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	153,554	210,202	181,050	-29,152	188,000
Capital	0	13,000	0	-13,000	0
Expenditures	153,554	223,202	181,050	-42,152	188,000
Revenues	0	0	0	0	0
Net County Funds	153,554	223,202	181,050	-42,152	188,000
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0
Not County Employees					

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The decrease in the FY18 budget is a result of non-recurring funded requests in FY17 for contributions to the new facility and a local match for the purchase of a new handicap van (requested every 3 years).

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



FUTURE OUTLOOK



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

The future challenges for providing services will be in funding programs to meet the continuing need for the services we provide. Cost of food from the Central Virginia Food Bank continues to increase, and their supplies continue to decrease. As experienced by the County government overall, costs for services such as insurance and internet access continue to increase. In addition, since our staff is paid less than they could be in the for-profit world, we try to offer a modest increase each year.

We are always looking for ways to increase collaboration among community partners, and we are always aware that there are needed services we cannot provide with current funding.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

53120 GOOCHLAND FREE CLINIC & FAMILY		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
5604	GFCFS MED. TRANS. STAFF & OTHER EXP This item includes vehicle and liability insurance, staff costs (salaries & fringes), repairs and maintenance on the vehicles, licenses/permits, occupancy, communications, etc. GFCFS' Medical Transportation program provides more than 2700 rides per year to low-income, elderly, and disabled persons to medical appointments within the County and to Henrico and Richmond, traveling more than 44,000 miles per year.	52,000	54,000	54,000	56,000
5608	GFCFS EMERGENCY HOME REPAIRS Goochland County has been a valuable partner in our ability to arrange for repairs to homes of the County's most vulnerable residents. Because available funds were limited to \$100,000 for direct contractor costs, we ran out of funding in September and additional repairs have been deferred. During the January through October 2016 period, 37 homes have been repaired at a cost of \$93,000. Other less complex repairs have been completed with volunteer labor. Total costs to operate the program, including staff costs, space costs, communication, insurance, etc., are approximately \$160,000.	85,000	85,000	87,550	90,000
5610	CONTRIBUTION - NEW FACILITY GFCFS plans to construct a new building on property we currently own in order to alleviate overcrowding in all our programs, particularly the free clinic, the Clothes Closet thrift shop, and the food pantry. The requested amount for FY2017 is for building permit and water meter fees reimbursement. The requested amount for FY2018 and FY2019 is to replace the current 'rent' and services support for health care since we will be vacating the Goochland County Administration Building to move into expanded quarters. We anticipate completion of the new facility in the spring of 2018.	0	47,202	0	0
5611	OPERATIONAL SUBSIDY New line item. FY19 request was \$50,000.	0	0	12,500	15,000
Total Operating Cost		137,000	186,202	154,050	161,000
6008	FUEL Our current schedule for medical transportation includes taking Goochland County patients for appointments in Henrico and Richmond two days a week, which then leaves local appointments uncovered on those days. We would like to expand service to include coverage within the County on those two days, for which we request an increase in fuel allowance.	6,554	12,000	12,000	12,000
Total Operating - Fuel		6,554	12,000	12,000	12,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

7005	MOTOR VEHICLES & EQUIPMENT This \$10,000 in fiscal 2017 is to provide the local match to replace one of our 14-passenger wheelchair-accessible vans (with more than 200,000 miles on it) with a new vehicle funded 80% by a federal grant administered by the Virginia Department of Rail and Public Transportation.	0	13,000		
	Total Capital	0	13,000		
9001	DOMESTIC VIOLENCE-LOCAL MATCH In 2015 we began a deliberate Domestic Violence program. We had been serving some victims within our Case Management and Emergency Temporary Housing programs, but a formal Domestic Violence program is new for us. In 2016 we expanded our offerings to include specific sexual assault services. Much of it is funded by state and federal grant money administered through the Dept of Social Services, but GFCFS must raise other funds for 20% of the cost of the program. We anticipate the program will be budgeted for approximately \$165,000 per year, and we are asking Goochland County to support us at the \$15,000 level in FY18 and FY19, approximately 40% of the local match.	10,000	12,000	15,000	15,000
	Total	10,000	12,000	15,000	15,000
	TOTAL	153,554	223,202	181,050	188,000



HEALTH DEPARTMENT

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	242,807	243,726	245,784	2,058	253,158
Capital	0	0	0	0	0
Expenditures	242,807	243,726	245,784	2,058	253,158
Revenues	0	0	0	0	0
Net County Funds	242,807	243,726	245,784	2,058	253,158
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

Local funding is increasing for FY2018 as related to staffing of the Goochland County office of the Health Department.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

51010 HEALTH DEPARTMENT					
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
5601	PAYMENT TO STATE HEALTH DEPARTMENT	242,807	243,726	245,784	253,158
	Total Operating Cost	242,807	243,726	245,784	253,158
	TOTAL	242,807	243,726	245,784	253,158



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

TAX RELIEF FOR ELDERLY & DISABLED

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	423,898	435,000	445,000	10,000	445,000
Capital	0	0	0	0	0
Expenditures	423,898	435,000	445,000	10,000	445,000
Revenues	0	0	0	0	0
Net County Funds	423,898	435,000	445,000	10,000	445,000
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The increase reflects current trends.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

53010 TAX RELIEF FOR ELDERLY & DISABLED					
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
5603	TAX RELIEF DISABLED VETERANS	53,533	45,000	50,000	50,000
5604	TAX RELIEF FOR ELDERLY	370,365	390,000	395,000	395,000
	Total Operating Cost	423,898	435,000	445,000	445,000
	TOTAL	423,898	435,000	445,000	445,000





Culture and Leisure

PARKS AND RECREATION

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018 FY2019	PROJECTED FY2019
Personnel	996,903	300,731	303,527	2,796	305,346
Operating Costs	765,386	174,500	153,950	-20,550	153,950
Capital	35,163	0	0	0	0
Expenditures	1,797,452	475,231	457,477	-17,754	459,296
Revenues	145,077	95,000	125,000	30,000	125,000
Net County Funds	1,652,375	380,231	332,477	-47,754	334,296
Full-time Positions	16.0	16.0	4.0	-12.5	4.0
Part-time Positions	11.0	11.0	13.0	2.0	13.0

Full time staff includes 3 full time recreation personnel, and an office assistant. Part time staff includes year round Recreation Assistants.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

FY18 budget is decreasing as a result of moving expenses to the newly formed Grounds Management budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- Continue to implement elements of the 2016-2020 Parks and Recreation Master Plan
- To continue to implement the Department's Customer Service excellence team.
- Assist the Maintenance Team in the implementation of CityWorks
- Continue to develop, implement, and evaluate existing programming that most efficiently provides services and meets the needs of the County's citizens.
- Continue to work with staff on our Employee Development and Training goals and objectives. This includes identifying alternative funding sources as well as pathways for licensure and certification.



PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Programs Offered	262	275	285
Special Event Attendance	21,830	24,000	25000
Parks and Recreation Visitation Totals	272,029	265000	275000
Advertising Cost Recovery	51%	50%	50%
Total Registration of Department Programs	2,041	1750	1800

AGENCY HIGHLIGHTS

In FY 16, Total Department registrations increased by 21%, park visitation increased 6%, and special event attendance exceeded 21,000 attendees. Parks and Recreation saw a record number of registrations for its two signature programmatic offerings - the annual summer camp series and the winter youth basketball league.

Since 2014 Parks and Recreation also has been recognized by the Virginia Recreation and Parks Society with 6 state awards including Best New Program (Tucker's Tots), Best Indoor Renovation (Central High School gym), Best New Facility (Leakes Mill Park), Best Outdoor Renovation (Goochland Sports Complex), Best Promotional Effort (Fall 2015 Program Guide) and a Governor's Award for Environmental Excellence.

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

71040	PARKS AND RECREATION				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME Includes Parks and Recreation Manager, Recreation Specialist, Recreation Coordinator, and an office assistant	610,114	151,575	157,280	157,280
1003	SALARIES-PART TIME Part Time Salaries; (2) Part Time Recreation Supervisors * 21 hours per week - \$28,500 (8) Recreation Assistants - standard Department Operating Hours * 45 hours per week - \$23,500 Seasonal Recreation Staff - utilized during heaviest programming seasons (summer camps and basketball) * Basketball Season - \$10,000 * Summer Camps - \$20,620	118,353	82,620	82,620	82,620
1006	BONUS	6,500	0	0	0
	Total Personnel	734,967	234,195	239,900	239,900
2001	FICA	53,999	17,916	18,352	18,352
2002	VRS	62,290	13,461	13,966	14,942
2005	GROUP HEALTH	128,702	31,229	28,104	28,947
2006	GROUP LIFE	7,334	1,985	2,060	2,060
2010	WORKMAN'S COMPENSATION	9,611	1,945	1,145	1,145
	Total Fringe Benefits	261,936	66,536	63,627	65,446
3001	BACKGROUND CHECKS	666	0	0	0
3002	PROFESSIONAL SERVICES Professional Services includes Recreation Advisory Commission and Extension Leadership Council stipend. Six members at eight meetings, \$50 per meeting. \$2,400.	692	2,400	2,400	2,400
3004	REPAIRS & MAINTENANCE-LABOR All labor related to repairs and maintenance services for recreation facilities. Anticipated needs are repairs to electrical materials such as scoreboards and lighting. Also includes repairs to exercise equipment.	16,587	3,000	0	0
3005	CONTRACTED SERVICES Service contracts related to Recreation facilities. Estimated expense. Contracts include; Portable sanitation, irrigation winterization, deputies for special events, cleaning services, and specialized turf maintenance for primary athletic fields.	108,266	15,000	8,000	8,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

3006	PRINTING & BINDING Estimated costs associated with printing of Department Program Guide. Guide is printed three times per year. Winter/Spring, Summer, and Fall seasons. Estimated printing expense of \$3,600 per guide annually. Advertising programs were implemented to assist with off setting production costs. FY 16 saw a cost recovery of 41%.	3,746	9,000	10,800	10,800
3007	ADVERTISING Includes all advertising through local newspapers. Used for special events, programming, and job announcements. Typical advertising include July 4th Fireworks, Fall Festival, Summer Camps, and Basketball. Other general programming is used as needed.	12,071	1,800	2,000	2,000
3012	EMPLOYMENT BACKGROUND CHECKS Southeastern Security Consultants performs background checks at \$20 per check. Background checks performed on all new hires, volunteers, coaches, and program instructors. Background checks are required per County policy. Please note that this is an increase over the previous year due to the volume of volunteers and instructor turnover.	315	400	850	850
3014	SITE IMPROVEMENTS Site Improvements for recreational facilities include drainage improvements, court resurfacing, playground and trail improvements. Moved to CIP.	61,535	10,000	0	0
3105	SOFTWARE MAINTENANCE CONTRACTS	9,833	0	0	0
3170	INSTRUCTOR SERVICES Instructor payouts include all contracted programming instructor payouts. Payouts are based upon an existing 80%/20% instructor/department split. Payouts to instructors are only made in the event of actual program registration, attendance by the registrant, and completion of the program by the instructor.	57,309	43,000	43,000	43,000
Total Professional Services		271,020	84,600	67,050	67,050
5011	STREET SIGNS All related expenses moved to 43020-Facilities Management	793	0	0	0
5101	ELECTRIC SERVICE All estimated expenses moved to 43020-Facilities Management	230,996	0	0	0
5102	HEATING SERVICES The Department has eliminated several of the oil based heating elements to its facilities.	27	0	0	0
5103	WATER/SEWER-COUNTY UTILITIES All estimated expenses moved to 43020-Facilities Management	27,396	0	0	0
5201	POSTAGE	-143	800	800	800



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5203	TELECOMMUNICATIONS Expenditure includes IT expenses related to telephone and technology services provided to the Department. Cell phones allotted to supervisors and staff for safety, security, and emergency related issues.	10,676	5,000	5,000	5,000
5400	PURCHASED WATER/BEVERAGES	641	0	0	0
5401	OFFICE SUPPLIES Three year expenditure average of \$7,167. Line item split 70% between maintenance and recreation	5,201	5,000	5,000	5,000
5402	FOOD SUPPLIES	47	300	300	300
5403	AGRICULTURAL SUPPLIES Moved to Gounds budget.	21,623	7,000	0	0
5405	JANITORIAL SUPPLIES Janitorial Supplies for all recreation facilities including; Sports Complex, Central High School, and all 3 County concession stands.	22,398	3,000	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES Repairs and maintenance supplies for all necessary repairs to existing County parks and athletic fields. Includes field paint, infield conditioner, bases, and soccer equipment.	62,864	10,000	10,000	10,000
5408	VEHICLE-POWER EQUIPMENT SUPPLIES Includes all small engine purchases, repairs, and replacements. Weed eaters, leaf blowers, tillers, and aerators.	4,972	1,000	1,000	1,000
5410	UNIFORMS & WEARING APPAREL Includes all uniforms issued to staff including appropriate staff shirts, jackets, and hats.	9,096	3,000	3,000	3,000
5412	RECREATIONAL SUPPLIES Recreational supplies include materials and equipment needed to provide county recreational programs. Includes but is not limited to basketball jerseys, fitness equipment, summer camp supplies, and field supplies for County athletic leagues. Please note that this is an increase. Increase is expected due to increased demand for services.	36,220	22,000	25,000	25,000
5418	SAFETY SUPPLIES Three year average of \$596.	899	0	0	0
5421	STREET LIGHTS Expenses related to maintenance of street lights within the Goochland Courthouse village.	2,505	0	0	0
5476	OFFICE EQUIPMENT- NON CAPITAL	0	500	500	500
5501	TRAVEL- MILEAGE Mileage for Recreation Advisory Commission members. Estimated expense based upon number of meetings.	28	500	500	500
5502	MEALS/FOOD - OTHER THAN TRAINING	563	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	1,001	750	750	750



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

	Three year average of \$723. Requesting \$750. Includes travel to and from annual conference and for specifically targeted training sessions for staff.				
5507	EDUCATION/TRAINING REG-TUITION Targeted training for staff includes VRPS Management Conferences, Leadership Training Institute and other educational workshops.	1,919	2,000	2,000	2,000
5801	DUES/MEMBERSHIPS Virginia Recreation and Park Society annual membership dues.	1,503	550	550	550
5804	SPEC RECREATION EVENTS Includes down payment and balance of fireworks display \$15,000. Please note that this is an increase over previous years. Fireworks costs have been steadily rising. Estimated Fall Festival expenditures are \$6,000. Annual Christmas Tree Installation: \$6,000. Miscellaneous event expenditures: \$1,000 All events have expenses offset by sponsorship, in-kind donations, and community partnerships. Events also require registration and user fees to offset expenditures. Offsetting revenues average approximately \$5,000 annually.	28,698	27,000	28,000	28,000
5805	FOURTH OF JULY EVENT	5,340	0	0	0
	Total Operating Cost	475,263	88,400	85,400	85,400
6008	FUEL Fuel expense based upon previous year's usage and expected usage for FY16 and FY17.	14,137	1,500	1,500	1,500
	Total Operating - Fuel	14,137	1,500	1,500	1,500
7001	MACHINERY & EQUIPMENT	35,163	0	0	0
	Total Capital	35,163	0	0	0
8001	RENT/LEASE- EQUIPMENT	4,746	0	0	0
8005	LEASE- POSTAGE METER	220	0	0	0
	Total	4,966	0	0	0
	TOTAL	1,797,452	475,231	457,477	459,296



REGIONAL LIBRARY

DESCRIPTION AND FUNCTION

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

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

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	403,100	412,300	424,810	12,510	424,810
Capital	0	0	0	0	0
Expenditures	403,100	412,300	424,810	12,510	424,810
Revenues	0	0	0	0	0
Net County Funds	403,100	412,300	424,810	12,510	424,810
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

Regional Library Employees are not County Employees.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY2018 budget includes funding for salary increases for Regional Library employees.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

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

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Visits	70,830	85,344	87,050
Circulation	87,741	89,818	91,614
Computer Use Sessions	22,450	21,000	21,420

FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

73020	REGIONAL LIBRARY				
5604	CONTRIBUTIONS	ACTUAL FY2016 403,100	ADOPTED FY2017 412,300	ADOPTED FY2018 424,810	PROJECTED FY2019 424,810
	Total Operating Cost	403,100	412,300	424,810	424,810
	TOTAL	403,100	412,300	424,810	424,810





Community Development

COMMUNITY DEVELOPMENT ADMN

DESCRIPTION AND FUNCTION

The Goochland County Community Development Department is comprised of four components:
Community Development Administration/Customer Service Center

Planning & Zoning

Civil & Environmental Engineering

Building Inspection

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	214,994	219,878	112,619	-107,259	113,043
Operating Costs	9,369	21,650	24,055	2,405	22,780
Capital	0	0	0	0	0
Expenditures	224,363	241,528	136,674	-104,854	135,823
Revenues	0	0	0	0	0
Net County Funds	224,363	241,528	136,674	-104,854	135,823
Full-time Positions	2.0	2.0	1.3	-.7	1.3
Part-time Positions	.0	.0	.0	.0	.0

Staff includes Customer Service Center Manager and one-third of Assistant County Administrator for Community Development.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budget for FY2018 is decreasing as a result of charging only 30% of the salary of the Assistant County Administrator for Community Development to Community Development Administration. The remaining 70% is charged to the Utilities Fund.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- To be the leader for all Community Development departments in achieving the Mission statement, Vision, and Strategic goals as set forth by the Board of Supervisors.
- Adhere to the County's core values for being customer focused, transparent in all department actions, respecting our citizens as well as our fellow coworkers, and support the integrity of the department.
- Provide outstanding customer service to the citizens of Goochland County as well as contractors, builders, and developers.
- Oversee the departments administrative, financial, and operational activities.

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Rewrite Department wide application forms to be more user friendly, compatible with new County website, and allow for digital input	8	10	15
Write new or revise outdated policies & procedures that clarify ordinances and enhance customer service	15	15	15
Percent of responses from Citizen & Community Feedback Form	41%	20%	20%
Achieve a satisfaction rate of 4.5 or higher on Citizen & Community Feedback Form	4.89	5.0	5.0

AGENCY HIGHLIGHTS

Over the past three years, the Community Development department has successfully implemented many of the Board of Supervisor's recommended process improvements. The elimination of Planning Commission referral process for Conditional Use Permits & Rezoning applications and the changing of the Planning Commission's meeting date has vastly improved the turn around time for the public hearing process. Last year, staff proposed a reorganization of the entire Department to create a Customer Service Center. Representatives from each office within Community Development will be available to assist citizens and customers in one central location furthering the Board's initiative of excellent customer service.

In 2013, the Department implemented the Citizen Process Improvement & Service Quality Feedback Form for use in house and on the website. Since the implementation, the Department has received over 280 returned cards with an average rating of 4.8 and beneficial feedback from citizens and customers.

In a continued effort to provide transparency and enhance customer service, the Department has amended or written over 27 policies and standard operating procedures and plans to continue the effort into the coming fiscal year.

FUTURE OUTLOOK

As the County continues to grow, the demand for services will increase. This will affect every department within Community Development. Board initiatives, increased commercial and residential development, Economic Development incentives and state mandates such as Stormwater Management and water quality will stretch staff's already limited time and resources even further.

Current staff retention and future staffing will be essential to daily operations.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

81000	COMMUNITY DEVELOPMENT ADMN				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME <i>Includes one Customer Service Center Manager and 1/3 of Assistant County Administrator for Community Development.</i>	158,242	166,842	82,992	82,992
1006	BONUS	2,000	0	0	0
	Total Personnel	160,242	166,842	82,992	82,992
2001	FICA	11,876	12,763	6,349	6,349
2002	VRS	16,188	14,816	7,370	7,370
2005	GROUP HEALTH	23,040	21,054	14,136	14,560
2006	GROUP LIFE	1,883	2,186	1,087	1,087
2010	WORKMAN'S COMPENSATION	1,765	2,217	685	685
	Total Fringe Benefits	54,752	53,036	29,627	30,051
3002	PROFESSIONAL SERVICES <i>Various projects that may require engineering or design work outside of Staff's expertise.</i>	0	10,000	10,000	10,000
3006	PRINTING & BINDING	1,070	500	500	500
3007	ADVERTISING	183	500	500	500
	Total Professional Services	1,253	11,000	11,000	11,000
5201	POSTAGE	-97	400	400	400
5203	TELECOMMUNICATIONS	1,439	1,800	1,800	1,800
5401	OFFICE SUPPLIES	884	750	750	750
5411	BOOKS & SUBSCRIPTIONS	0	100	100	100
5475	COMPUTER EQUIPMENT - NON CAPITAL	87	200	200	500
5480	FURNITURE & FIXTURES- NON CAPITAL	0	300	300	300
5501	TRAVEL-MILEAGE	0	100	0	0
5502	MEALS/FOOD- OTHER THAN TRAINING	0	200	0	0
5504	TRAVEL - EDUCATION/TRAINING <i>\$400 VLGMA \$1,300 ICMA</i>	781	1,200	2,400	1,200
5507	EDUCATION/TRAINING <i>\$375 VLGMA \$700 ICMA</i>	1,064	1,700	2,075	1,700
5801	DUES & MEMBERSHIPS <i>\$270 VLGMA \$860 ICMA</i>	345	400	1,530	1,530
	Total Operating Cost	4,503	7,150	9,555	8,280
8001	LEASE/RENT- EQUIPMENT <i>Copier lease for Customer Service Center</i>	3,429	3,500	3,500	3,500
8005	LEASE-POSTAGE METER	185	0		
	Total	3,614	3,500	3,500	3,500
	TOTAL	224,363	241,528	136,674	135,823



ECONOMIC DEVELOPMENT

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	131,200	130,268	159,233	28,965	160,333
Operating Costs	15,191	64,000	58,000	-6,000	63,000
Capital	0	0	0	0	0
Expenditures	146,391	194,268	217,233	22,965	223,333
Revenues	0	0	0	0	0
Net County Funds	146,391	194,268	217,233	22,965	223,333
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	.0	.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The personnel budgets for FY2018 and FY2019 reflect the addition of a car allowance to replace the use of an assigned County vehicle resulting in operational savings.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



FUTURE OUTLOOK

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

81050	ECONOMIC DEVELOPMENT				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARY-FULL TIME	97,871	99,828	109,140	109,140
1006	BONUS	500	0	0	0
1008	CAR ALLOWANCE	0	0	13,200	13,200
	Total Personnel	98,371	99,828	122,340	122,340
2001	FICA	7,056	7,639	9,359	9,359
2002	VRS	10,012	6,799	9,692	10,368
2005	GROUP HEALTH	13,122	13,018	14,136	14,560
2006	GROUP LIFE	1,165	1,190	1,430	1,430
2010	WORKMAN'S COMP	1,474	1,794	2,276	2,276
	Total Fringe Benefits	32,829	30,440	36,893	37,993
3002	PROFESSIONAL SERVICE Economic Development Authority Compensation Services outside of staff expertise	255	2,500	2,500	2,500
3004	REPAIR & LABOR	0	500	0	0
3005	CONTRACTED SERVICES	700	1,000	1,000	1,000
3006	PRINTING & BINDING Printing of literature and promotional handouts; Community Profile for prospects.	42	1,000	1,000	1,000
3007	ADVERTISING	350	0	0	0
3050	MARKETING & PROMOTION Travel, Marketing, and Promotion to encourage economic growth in the County. This category is often the catch all for unexpected purchases ie. Bus Garage Appraisal etc.	8,496	40,000	40,000	45,000
	Total Professional Services	9,843	45,000	44,500	49,500
5201	POSTAGE Proposal Packages, RFI Packages	130	500	500	500
5203	TELECOMMUNICATION Phone, and Tablet wi-fi	1,015	1,000	1,000	1,000
5314	SOFTWARE LICENSE-NON CAPITAL	2,400	0		
5401	OFFICE SUPPLIES	339	1,500	1,500	1,500
5402	OFFICE EQUIPMENT	0	500	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	62	0	0	0
5411	BOOKS & SUBSCRIPTIONS Trade magazines, Daily Papers	648	1,000	1,000	1,000
5475	COMPUTER EQUIPMENT-NON-CAPITAL	0	1,000	0	0
5501	TRAVEL- MILEAGE	0	2,000	0	0
5502	MEALS/FOOD OTHER THAN TRAINING Meals/food for prospects, presentations, meetings	280	2,000	2,000	2,000
5504	TRAVEL-EDUCATION/TRAINING	0	2,000	2,000	2,000



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5507	EDUCATION/TRAINING F/R CERT-RECERTS Training and classes to earn CECD designation and other educational opportunities to further my ED competency.	43	3,500	3,500	3,500
5801	DUES & MEMBERSHIP Econ. Dev Associations, Real Estate Associations	405	2,000	2,000	2,000
	Total Operating Cost	5,321	17,000	13,500	13,500
6008	FUEL	27	2,000	0	0
	Total Operating - Fuel	27	2,000	0	0
	TOTAL	146,391	194,268	217,233	223,333



ENVIRONMENTAL & LAND DEV. REVIEW

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	240,872	247,692	290,371	42,679	292,590
Operating Costs	6,989	14,660	129,900	115,240	130,550
Capital	31,800	0	0	0	0
Expenditures	279,661	262,352	420,271	157,919	423,140
Revenues	89,225	52,000	62,000	10,000	62,000
Net County Funds	190,436	210,352	358,271	147,919	361,140
Full-time Positions	2.0	3.0	3.0	.0	3.0
Part-time Positions	.0	.0	1.0	1.0	1.0

Part-time environmental planner moved to this budget from Planning.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 personnel budget reflects the transition of the part-time environmental planner to this budget from the Planning budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

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

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Complete plan review within 45 days of receipt of complete application (County & State requirement)	17	45	45
Number of Inspections per inspector per day by Environmental staff	5.3	5	5
Percent of erosion and sediment complaints investigated within 48 hours of receipt	100%	100%	100%

AGENCY HIGHLIGHTS

Over the past year, the department has issued 31 Plan of Developments, 23 Land Disturbance Permits, and 12 Stormwater Permits. The department has seen an increase in both residential and commercial developments built in 2016. We are seeing more new development occurring adjacent to existing subdivisions that are essentially built out are adding new sections (Parkside Village – Sec 3, Kinloch – Sec 9, Kinloch - Sec. 10). Commercial development is also continuing to grow. The Retreat at West Creek - Phase II is nearing completion and we have a new apartment community starting construction, Bristol at Broad Branch. Medarva at West Creek is gearing up to expand and adding a surgical center and more offices and West Creek is moving forward with the construction of a hotel and retail development along Broad Street expanding development along Wilkes Ridge Parkway.

The County's assumption of local administration of the Virginia Stormwater Management Permit has been very smooth and developers have been very appreciative of our efforts to make this program as user friendly as possible.

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

FUTURE OUTLOOK

Staff is seeing an increase in Construction activity in the County. Sales in the latest residential subdivisions have exceeded all expectations and staff is seeing a continuing interest in new development proposed in West Creek. New residential development is continuing with renewed interest in projects such Swanson Ridge and Readers Branch subdivisions along Hockett Road, Hunt Club Hills and Boundary Run; new developments such as Holland Place, Swann's Inn, a 520-unit single family over age 55 subdivision development adjacent to Capital One and a new retirement complex in West Creek. New commercial projects include projects such as the outparcels around Page Audi; a new hotel, expansion of the Medarva complex, relocation of Sheltering Arms Hospital at the Notch in West Creek, proposed mixed use development in Centerville, a new Animal Shelter for the County and expansion of the parks at Tucker and Leakes Mill park. 54 Plans of Development and Land Disturbance Plans are already approved and are ready to start construction and there are 47 projects currently active in the POD/LDP review process.

The transition of the VSMP program from the State to the local level has been smooth and is providing better customer service to developers with one-stop review and approval for POD's and LDP's. Also, as projects complete their construction, we will be transitioning these projects into the monitoring phase of the VSMP program. Staff will continue to evaluate additional program needs as experience is gained in the operational aspects of the program.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

81030	ENVIRONMENTAL & LAND DEV. REVIEW				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	174,476	177,966	187,198	187,198
1003	SALARY PART-TIME <i>Part-time environmental planner has been moved from Planning in FY18.</i>	0	0	28,133	28,133
1006	BONUS	500	0	0	0
	Total Personnel	174,976	177,966	215,331	215,331
2001	FICA	12,220	13,614	16,473	16,473
2002	VRS	17,849	15,803	16,623	17,784
2005	GROUP HEALTH	31,110	34,732	35,256	36,314
2006	GROUP LIFE	2,076	2,332	2,452	2,452
2010	WORKMAN'S COMPENSATION	2,641	3,245	4,236	4,236
	Total Fringe Benefits	65,896	69,726	75,040	77,259
3004	REPAIR & MAINTENANCE	31	500	500	500
3006	PRINTING & BINDING	721	600	600	600
3013	CONTRACTED HAULING <i>Previously budgeted in 81010. Curbside Recycling program, the cost is fully offset by revenues. FY2015 actual reflects two years of payments.</i>	0	0	31,300	31,300
3020	CLOSED LANDFILL-ENVIRONMENTAL <i>Previously budgeted in 81010. DEQ ground water & methane monitoring & reporting requirements for closed landfill. This expenditure was previously shown in numerous lines throughout the budget, but was consolidated into one line in FY-13. Increase in FY2017 reflects closure of Groundwater monitoring. Methane gas monitoring will continue.</i>	0	0	70,000	70,000
3030	LANDFILL CAP MAINTENANCE <i>Previously budgeted in 81010. FY2015 reflects costs associated with unexpected landfill maintenance. FY2017 reflects costs to bury electrical conduit</i>	0	0	5,000	5,000
	Total Professional Services	753	1,100	107,400	107,400
5101	ELECTRIC SERVICE <i>Previously budgeted in 81010. Electric Service for closed landfill monitoring</i>	0	0	3,000	3,000
5201	POSTAGE	350	500	500	500
5203	TELECOMMUNICATIONS	1,313	1,200	1,200	1,200
5314	SOFTWARE MAINTENANCE CONTRACT	387	0		
5401	OFFICE SUPPLIES	1,026	1,300	1,300	1,300
5408	VEHICLES-POWERED EQUIPMENT SUPPLIES	183	300	300	300



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5410	UNIFORM & WEARING APPAREL	148	800	800	800
5411	BOOKS & SUBSCRIPTIONS	0	400	400	400
5413	OPERATING SUPPLIES	496	600	600	600
5475	COMPUTER EQUIPMENT-NON CAPITAL This line item is reduced by \$1,500 to reflect the purchase of a laptop.	110	2,000	500	500
5501	TRAVEL- MILEAGE	0	600	600	600
5504	TRAVEL- EDUCATION/TRAINING Funds are needed to attend required training for certification and re-certification programs for E & S and Stormwater program. This training is for inspectors, plan reviewers and program administrators. The certifications for the Erosion and Stormwater programs are valid for 3 years. To retain your certification, individuals are required to attend various training sessions held across the state that require travel.	1,164	1,200	1,200	1,200
5507	EDUCATION/TRAINING-TUITION & REGIST Funds are needed to cover the costs of required training for certification and re-certification programs. This also includes funding for 2 staff members to attend the 2017 Environment Virginia training and Conference.	45	1,500	1,500	1,500
5801	DUES AND MEMBERSHIP Join and maintain 2 memberships in VAEPO. The Virginia Environmental Professionals' Organization (VAEPO) is organization that provide support for local environmental designers, administrators and inspectors responsible for implementing environmental codes at the local level. The codes initially being focused on (but not limited to) are Erosion and Sediment Control, Storm Water Management, and Chesapeake Bay Act but we are transitioning into dealing with other issues like TMDL's. This group is designated to perform assistance with education and outreach of all forms of environmental concerns. VAEPO helps provide a common voice of all members to all agencies, entities and elected officials to make certain the concerns of the local environmental impacts are considered. VAEPO also provides educational outreach programs that help localities meet their required programs educational requirements. This program will help reach us the goals and objectives of the state and EPA requirements & regulations. The yearly membership fee for 2 members is \$720.	80	100	750	750
	Total Operating Cost	5,302	10,500	12,650	12,650
6008	FUEL The transition of the VSMP program into monitoring of the maintenance of required BMP's will increase the need for staff to visit sites more often and hence be reflected in increased fuel usage.	859	3,000	2,350	3,000
	Total Operating - Fuel	859	3,000	2,350	3,000
7008	MOTOR VEHICLE & EQUIPMENT-CAPITAL	31,800	0	0	0
	Total Capital	31,800	0	0	0
8005	LEASE- POSTAGE METER	75	60	0	0



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

9010	Total	75	60	0	0
	LITTER CONTROL GRANT Previously budgeted in 81010. Anti-Litter Grant, the cost is fully offset by Grant	0	0	7,500	7,500
	Total	0	0	7,500	7,500
	TOTAL	279,661	262,352	420,271	423,140



EXTENSION PROGRAM

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	17,288	19,485	19,485	0	19,485
Operating Costs	28,818	36,747	42,943	6,196	43,153
Capital	0	0	0	0	0
Expenditures	46,106	56,232	62,428	6,196	62,638
Revenues	0	0	0	0	0
Net County Funds	46,106	56,232	62,428	6,196	62,638
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

In FY18, a \$6,200 investment in Virginia Cooperative Extension Services will return 20 hours per week of additional service to our community to provide assistance, testing, and education to our farming community, students, and residents.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES

- Continue to evaluate, develop, and implement services and programs that meet citizen demands while efficiently utilizing resources.
- Continue to work cooperatively and support Goochland County centric events such as Field Days of the Past.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

- Work with Parks, Recreation and Facilities in the development and implementation of the Department's Customer Service Excellence team.

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Citizen Uses/Department Reach	44655	45000	45000
Volunteer Hours	27,398	27,000	27,000
4-H Participants	2,555	2,500	2,500

AGENCY HIGHLIGHTS

The Goochland County branch of the Virginia Cooperative Extension served an estimated 44,000 individuals during fiscal year 2016. Among those served, 2,100 were program participants, 1,000 walk in clientele, 900 in school participants, and approximately 40,000 people impacted through Extension special event participation.

FUTURE OUTLOOK

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

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

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

83010	EXTENSION PROGRAM				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1003	SALARIES-PART TIME	15,538	18,000	18,000	18,000
1006	BONUS	500	0	0	0
	Total Personnel	16,038	18,000	18,000	18,000
2001	FICA	1,250	1,485	1,485	1,485
	Total Fringe Benefits	1,250	1,485	1,485	1,485
3004	REPAIRS & MAINTENANCE-LABOR Expenses related to maintaining the County passenger van. Includes all oil changes, inspections, tire replacement, etc.	397	700	700	700
3012	EMPLOYMENT BACKGROUND CHECKS Estimated expense. Background checks conducted on all volunteers per requirement by Virginia Tech University.	0	400	400	400
	Total Professional Services	397	1,100	1,100	1,100
5203	TELECOMMUNICATIONS Estimated expense that varies upon actual usage. Expenditure related to all telephone services located within the Extension building. No cell phones funded in this line.	1,703	1,600	1,600	1,600
5401	OFFICE SUPPLIES Estimated expense based upon previous fiscal year expenditures.	1,152	1,750	1,750	1,750
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	295	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	0	600	600	600
5604	CONTRIBUTIONS County contributions to salaried Extension staff. County provides 1/3 of the salary as well as a portion of the fringes for the Unit Coordinator, 4-H agent. The County provides 1/6 of the salary and a portion of the fringes for the Extension Agent for Agriculture, Natural Resources, and Animal Sciences. Chesterfield County provides the other 1/6th of the salary for this position. Proposed budget includes fully funding the 1/3 of the contribution in order to provide a full 40 hour per week dedicated ANR position to Goochland. * the Goochland Cooperative Extension Situational Analysis identifies the need for a full time ANR agent. * an estimated 500 additional "direct contacts" (face-to-face interactions with clientele) will be gained by fully funding the position. * Fully funding will also enable the ANR agent to focus a full effort on providing concentrated efforts on beef cattle production, educational seminars for multiple age groups, youth programming, field visits, and equine centered workshops.	24,625	30,147	36,553	36,553



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5800	4-H CENTER County donation to the 4-H Center located in Jamestown, VA. Youth from Goochland annually attend this camp and benefit from the donation.	500	500	500	500
5801	DUES & MEMBERSHIPS Includes professional associations related to national and state level 4-H as well as office staff.	0	300	300	300
Total Operating Cost		28,275	34,897	41,303	41,303
6008	FUEL Fuel associated with the use of the Extension office passenger van. Van is utilized to transport volunteers, campers, and staff. Slight decrease due to previous year's averages.	146	750	540	750
Total Operating - Fuel		146	750	540	750
TOTAL		46,106	56,232	62,428	62,638



PAYMENTS TO EDA

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	199,658	195,000	200,000	5,000	200,000
Capital	0	0	0	0	0
Expenditures	199,658	195,000	200,000	5,000	200,000
Revenues	0	0	0	0	
Net County Funds	199,658	195,000	200,000	5,000	200,000
Full Time	.0	.0	.0	.0	.0
Part Time	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 increase is a reflection of actual trends.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

81500	PAYMENTS TO EDA				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
	9065	TRANSFER TO ECONOMIC DEVELOPMENT	25,000	25,000	25,000
	9080	TRANSFER TO CAPITAL ONE	174,658	170,000	175,000
		Total	199,658	200,000	200,000
	TOTAL	199,658	195,000	200,000	200,000



PLANNING

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	354,827	366,201	467,333	101,132	381,285
Operating Costs	121,777	162,800	54,800	-108,000	61,550
Capital	0	0	0	0	0
Expenditures	476,604	529,001	522,133	-6,868	442,835
Revenues	110,110	87,000	101,000	14,000	101,000
Net County Funds	366,494	442,001	421,133	-20,868	341,835
Full-time Positions	4.0	4.0	5.0	1.0	5.0
Part-time Positions	1.0	1.0	.0	-1.0	.0

The part-time environmental planner has been moved to Environmental and Land Review budget.

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

FY18 operating expenditures have increased primarily because of an increase in professional services related to the zoning ordinance rewrite and the increase of 1 additional planner.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



AGENCY GOALS AND OBJECTIVES



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

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

PERFORMANCE MEASURES

Name Of Measure:	FY2016 Actual	FY2017 Target	FY2018 Target
Conduct field investigation of zoning complaints in 48 hours (in %)	98%	100%	100%
Rewrite Zoning and Subdivision Ordinances	33%	50%	100%
Complete Rezoning and CUP process within 120 days (start = application date)	78 days	120 days	120 days

AGENCY HIGHLIGHTS

Planning staff successfully administered rezoning applications which supported new economic development in the County, including an application to facilitate the relocation of a regional car dealership and associated future commercial development in Centerville and rezoning surplus County property in the Courthouse Village for future retail development.

Staff is continuing to see a substantial increase in development activities and inquiries. The number of development related items such as permits and Certificate of Approval requests have substantially increased. Staff has also been more involved in the Plan of Development and Building approval processes to ensure consistency with County regulations. Efforts also include working with a landscape architectural firm to develop a streetscape plan for the Broad Street Road Corridor in the Centerville Village. The landscaping and other design elements will enhance the entrance corridor to the County.

In support of a 2035 Comprehensive Plan priority, Planning staff initiated a long-term effort to amend the zoning ordinance to make it more user friendly and to ensure that it aligns with Comprehensive Plan objectives. Staff has done considerable research on this topic and has started reviewing the zoning districts. A series of workshops with the Planning Commission have been held to provide periodic updates.

Planning staff has also successfully managed project development and grant applications for several transportation projects including three HB2 (Smart Scale) Program applications, initiated a new Smart Scale application for an Intelligent Transportation System project on Rte. 288, secured funding for an Interchange Modification study for the I-64/Ashland Road interchange, and an application was submitted to the Transportation Planning Organization (TPO) to initiate a study for new interchange on Rte. 288.

In 2016, Planning Staff reviewed 24 zoning and CUP cases, 600 permits, 17 Certificate of Approval, 138 business license and processed 8 ordinance amendments.

FUTURE OUTLOOK



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

Staff is seeing a considerable increase in development activities, both commercial and residential. Several large projects will be under planning review during this budget year including the Sheltering Arms Hospital, new retail along Broad Street and Patterson Avenue, new apartment complexes, new large planned residential communities, and other economic development projects. Upcoming rezoning applications such as the Manakintowne rezoning, changes in West Creek, and numerous other developments will impact staff time.

The rewrite of the Zoning Ordinance is a major initiative in this budget year. The goal is to make the ordinance more user and business friendly. This will take considerable staff time and will require working with other County agencies, as well as reviewing state statutes and numerous development policies.

Transportation initiatives will also require significant staff time. The General Assembly has radically shifted the allocation process for State transportation funds from a cooperative, regional decision-making (Transportation Planning Organization) model to an objective (data-intensive), competitive process. The Arterial Management Plan (AMP) significantly supported the County's Smart Scale, Regional Surface Transportation Program (RSTP), and Metropolitan Transportation Plan (MTP) applications this cycle. To be competitive in the future, the County will need to direct resources to conduct transportation studies well in advance of application deadlines to collect relevant data for data-intensive applications.

One of the many challenges facing the department with the upturn in development is continuing progress on initiatives such as the Zoning Ordinance rewrite and transportation projects. It is anticipated that these activities will stretch staff time and resources. In addition, Planning staff resources will be challenged to: 1) adopt and administer any new State initiatives, 2) manage increased development activities, 3) continue to solicit grant funding for the County and provide skilled project management, 4) undertake long range planning activities, and 5) administer County initiatives.



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

81010	PLANNING				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1001	SALARIES-FULL TIME	240,600	245,817	335,604	270,604
1003	SALARIES - PART TIME <i>Environmental planner has been moved to 81030.</i>	20,320	27,581	0	0
1006	BONUS	1,000	0	0	0
1010	PUBLIC OFFICIALS STIPENDS <i>Previously budgeted under line 3002. \$9,600 - Planning Commission stipend \$450 - Design Review Committee stipend \$750 - Board of Zoning Appeals stipend \$10,800 - Total</i>	3,900	0	10,800	10,800
	Total Personnel	265,820	273,398	346,404	281,404
2001	FICA	19,275	20,915	26,500	21,527
2002	VRS	24,613	21,828	29,802	25,707
2005	GROUP HEALTH	39,432	41,854	53,699	43,779
2006	GROUP LIFE	2,863	3,220	4,396	3,545
2010	WORKMAN'S COMPENSATION	2,824	4,986	6,532	5,323
	Total Fringe Benefits	89,007	92,803	120,929	99,881
3002	PROFESSIONAL SERVICES <i>\$50K spread out over the next two years for professional services for the zoning ordinance rewrite FY15 spending reflects stipends for public bodies.</i>	4,775	10,800	25,000	25,000
3004	REPAIRS & MAINTENANCE-LABOR	0	200	200	200
3006	PRINTING & BINDING <i>FY2019 - Reflects printing costs associated with Zoning and Subdivision rewrites</i>	4,493	4,000	1,000	4,500
3007	ADVERTISING <i>Legal advertising requirements for Planning Commission & Zoning ordinances updates.</i>	5,733	7,000	7,000	7,000
3013	CONTRACTED HAULING	28,137	31,300	0	0
3020	LANDFILL-ENVIRONMENTAL	38,617	70,000	0	0
3030	LANDFILL CAP MAINTENANCE	14,874	10,000	0	0
	Total Professional Services	96,629	133,300	33,200	36,700
5101	ELECTRICAL SERVICE	3,206	3,000	0	0
5201	POSTAGE	821	1,400	1,400	1,400
5203	TELECOMMUNICATIONS	2,492	2,500	2,500	2,500
5401	OFFICE SUPPLIES <i>Increase reflects cost of toner for printers</i>	1,621	3,000	3,000	3,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	372	500	500	500
5410	UNIFORM & APPAREL	263	500	300	300
5411	BOOKS & SUBSCRIPTIONS	166	200	200	200
5413	ZONING SIGNS	511	500	500	500



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

5475	COMPUTER EQUIPMENT- NON CAPITAL FY2016 reflects purchase of Ipads for Planning Commission.FY19 reflects replacements of Commission Ipads.	3,250	500	750	4,000
5480	FURNITURE & FIXTURE NON-CAPITAL	0	100	0	0
5501	TRAVEL- MILEAGE Planning Commission = \$600 Design Review Committee = \$250 Board of Zoning Appeals = \$250 Required Employee Training = \$400 Total = \$1,500	797	1,500	1,500	1,500
5502	MEALS/FOOD- OTHER THAN TRAINING	1,046	1,000	300	300
5504	TRAVEL- EDUCATION/TRAINING Required Training for staff, also includes training for Planning Commission and Board of Zoning Appeals.	1,897	2,500	2,500	2,500
5507	EDUCATION/TRAINING - REG & TUITION Required training for staff, also allows for Planning Commission and Board of Zoning Appeals training.	485	2,500	2,500	2,500
5801	DUES & MEMBERSHIPS Required dues for Zoning Administrator, Deputy Zoning Administrator, and Principal Planner to VAZO and membership to the American Planning Association (APA)and AICP dues for Principal Planner.	511	600	650	650
Total Operating Cost		17,438	20,300	16,600	19,850
6008	FUEL	693	1,500	1,500	1,500
Total Operating - Fuel		693	1,500	1,500	1,500
8001	LEASE OF EQUIPMENT Reflects copier lease for department	0	0	3,500	3,500
8005	LEASE-POSTAGE METER	180	200	0	0
Total		180	200	3,500	3,500
9010	LITTER GRANT	6,837	7,500	0	0
Total		6,837	7,500	0	0
TOTAL		476,604	529,001	522,133	442,835





Debt Service & Other

COUNTYWIDE

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	41,184	42,000	254,356	212,356	259,280
Operating Costs	186,130	226,412	212,945	-13,467	212,945
Capital	0	365,000	265,000	-100,000	265,000
Expenditures	227,314	633,412	732,301	98,889	737,225
Revenues	0	0	0	0	0
Net County Funds	227,314	633,412	732,301	98,889	737,225
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 personnel costs reflect benchmarking expenditures that will be reassigned to individual departments after adoption of the budget.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

99000	COUNTYWIDE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
1008	UNEMPLOYMENT BENEFITS	10,396	15,000	15,000	15,000
1009	EMPLOYEE COMPENSATION	0	0	209,356	214,280
	Total Personnel	10,396	15,000	224,356	229,280
2005	RETIREEES-HEALTH CONTRIBUTION	30,377	27,000	30,000	30,000
2007	EMPLOYEE ASSISTANCE PROGRAM-EAP	411	0	0	0
	Total Fringe Benefits	30,788	27,000	30,000	30,000
3002	PROFESSIONAL SERVICES	0	30,000	15,000	15,000
3015	BENEFITS CONSULTANT FEE	8,542	16,112	0	0
3113	EMPLOYEE DRUG TESTING	703	2,000	0	0
	Total Professional Services	9,245	48,112	15,000	15,000
5301	BOILER INSURANCE	4,120	4,300	4,135	4,135
5302	PROPERTY/INLAND MARINE INS ECC, Firestation, Booster Station, additional Projects completion.	35,475	42,000	50,000	50,000
5305	MOTOR VEHICLE INS	74,607	75,000	88,053	88,053
5306	CRIME EXPOSURE	2,040	0	2,175	2,175
5307	PUBLIC OFFICIAL LIABILITY	10,103	10,000	11,148	11,148
5308	GENERAL LIABILITY	16,072	12,000	11,434	11,434
5311	LINE OF DUTY ACT PREMIUMS	31,704	35,000	31,000	31,000
	Total Operating Cost	174,121	178,300	197,945	197,945
6910	WRITE OFF EXPENSE	2,764	0	0	0
	Total Operating - Fuel	2,764	0	0	0
7000	RESERVE FOR CONTINGENCIES	0	265,000	265,000	265,000
7001	RESERVE FOR SCHOOL MAINTENANCE	0	100,000	0	0
	Total Capital	0	365,000	265,000	265,000
	TOTAL	227,314	633,412	732,301	737,225



DEBT SERVICE

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	2,415,789	3,008,522	3,510,848	502,326	3,482,477
Capital	0	0	0	0	0
Expenditures	2,415,789	3,008,522	3,510,848	502,326	3,482,477
Revenues	0	0	0	0	0
Net County Funds	2,415,789	3,008,522	3,510,848	502,326	3,482,477
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The FY18 budget reflects a full year's debt service related to the new Public Safety Radio project as well as ongoing Schools debt service.

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

91030	DEBT SERVICE				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
9000	SCHOOLS DEBT SERVICE PRINCIPAL	1,740,000	1,795,000	1,865,000	1,935,000
9001	SCHOOL DEBT SERVICE INTEREST	596,664	508,522	429,298	331,522
9004	ADMINISTRATIVE COST	550	3,000	3,000	3,000
9025	BACKHOE/LOADER LEASE PRINCIPAL	75,812	0	0	0
9026	BACKHOE/LOADER LEASE INT	2,762	0	0	0
9036	CAD-PURCHASE EQUIPMENT-FMV	0	102,000	102,000	102,000
	Estimated debt service for mobile data terminal lease anticipated to be signed in Spring 2016.				
9040	NEW DEBT SERVICE	0	600,000	1,111,550	1,110,955
	FY17 debt service for radio project borrowing				
	Total	2,415,789	3,008,522	3,510,848	3,482,477
	TOTAL	2,415,789	3,008,522	3,510,848	3,482,477



TRANSFERS FROM GENERAL FUND

DESCRIPTION AND FUNCTION

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

FINANCIAL DATA

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	INCREASE OR DECREASE FY2018	PROJECTED FY2019
Personnel	0	0	0	0	0
Operating Costs	24,693,122	23,316,122	23,897,122	581,000	24,612,122
Capital	0	0	0	0	0
Expenditures	24,693,122	23,316,122	23,897,122	581,000	24,612,122
Revenues	0	0	0	0	0
Net County Funds	24,693,122	23,316,122	23,897,122	581,000	24,612,122
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2018 AND FY2019

The primary changes in the Fund Transfers for the FY2018 budget include:

- * \$670,000 (3.2%) increase in the local transfer to Schools
- * \$51,000 increase in local funding for Children's Services for at-risk youth
- * No change in local transfer for Social Services (using \$75,000 in DSS Fund Balance)
- * \$60,000 increase in the transfer to Capital projects
- * \$200,000 decrease in General Fund support of the Countywide Utility fund (transfer eliminated in FY18)

COUNTY STRATEGIC GOALS

AGENCY
PRIMARILY
SUPPORTS

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



Goochland County, Virginia - Adopted Budget - FY 2018 - 2019

99010	TRANSFERS FROM GENERAL FUND				
		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
9003	TRANSFER TO CAPITAL PROJECTS	3,235,887	430,000	490,000	430,000
9023	TRANSFER TO SCHOOLS	19,741,820	21,160,000	21,830,000	22,530,000
9040	TRANSFER TO DSS	685,751	646,122	646,122	721,122
9047	TRANSFER TO CHILDREN'S SERVICES	779,664	880,000	931,000	931,000
9051	TRANSFER TO UTILITY	250,000	200,000	0	0
	Total	24,693,122	23,316,122	23,897,122	24,612,122
	TOTAL	24,693,122	23,316,122	23,897,122	24,612,122





Schools

GOOCHLAND PUBLIC SCHOOLS

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

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

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



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

		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
DESCRIPTION				
23	OTHER -LOCAL MISC	256,045	239,167	370,622
	STATE FUNDS	6,863,000	7,022,613	7,070,887
	COUNTY APPROPRIATION	19,741,820	20,935,960	21,608,684
	Total	26,860,865	28,197,740	29,050,193

FY18 School Revenue (\$29M - in \$1,000's)



For complete details, go to <http://goochlandschools.org/school-board/budget-and-finance/>

Goochland County, Virginia - Adopted Expenditures for Fund: 23 - Schools – Operating

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
23	INSTRUCTION	18,605,521	19,359,865	20,045,171
	ADMINISTRATION / ATTENDANCE / HEALTH	1,525,754	1,758,494	1,779,145
	TRANSPORTATION	2,378,197	2,502,857	2,417,704
	OPERATIONS & MAINTENANCE	2,505,725	2,518,718	2,493,682
	TECHNOLOGY	1,813,014	2,057,806	2,314,491
	Total	26,828,211	28,197,740	29,050,193

Goochland County, Virginia - Adopted Revenues for Fund: 24 - Schools – Textbooks

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
24	STATE FUNDS	48,020	56,010	55,329
	COUNTY APPROPRIATION	192,080	224,040	221,316
	Total	240,100	280,050	276,645

Goochland County, Virginia - Adopted Expenditures for Fund: 24 - Schools – Textbooks

DESCRIPTION		ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
24	INSTRUCTION	188,950	155,845	146,011
	TECHNOLOGY	26,250	124,205	130,634
	Total	215,200	280,050	276,645

Goochland County, Virginia - Adopted Revenues for Fund: 25 - Schools – Grants

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
25	FEDERAL	1,021,460	1,081,241	1,288,930
	Total	1,021,460	1,081,241	1,288,930

Goochland County, Virginia - Adopted Expenditures for Fund: 25 - Schools – Grants

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
25	INSTRUCTION	1,019,772	1,081,241	1,288,930
	TRANSPORTATION	1,661	-	-
	Total	1,021,433	1,081,241	1,288,930

Goochland County, Virginia - Adopted Revenues for Fund: 27 - Schools – Cafeteria

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
27	CHARGES FOR SERVICES	480,620	515,000	503,000
	STATE	9,210	9,800	9,210
	FEDERAL	425,868	451,000	452,565
	Total	915,698	975,800	964,775

Goochland County, Virginia - Adopted Expenditures for Fund: 27 - Schools – Cafeteria

	DESCRIPTION	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018
27	SCHOOL FOOD SERVICE	949,887	975,800	964,775
	Total	949,887	975,800	964,775



Social Services

SOCIAL SERVICES

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

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

PURCHASED SERVICES

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

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

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

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

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



DAY CARE SERVICES

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

PUBLIC ASSISTANCE

Public Assistance Programs:

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

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

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

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



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
PUBLIC ASSISTANCE REFUNDS	2,338	0	0	0
- TOTAL	2,338	0	0	0
HEALTH INSURANCE RECOVERY	7,401	0	0	0
- TOTAL	7,401	0	0	0
PUBLIC ASSISTANCE				
PUBLIC ASSISTANCE (STATE)	179,677	197,390	252,182	252,182
PURCHASED SERVICES (STATE)	8,196	9,241	25,503	25,503
DAY CARE SERVICES (STATE)	3,202	3,209	3,209	3,209
ADMIN/DIRECT SERVICE (STATE)	203,102	293,440	303,434	303,434
PUBLIC ASSISTANCE - TOTAL	394,177	503,280	584,328	584,328
COMMUNITY ACTION				
COMMUNITY ACTION	164,468	272,719	268,268	268,268
COMMUNITY ACTION - TOTAL	164,468	272,719	268,268	268,268
FEDERAL FUNDS				
ADMIN/DIRECT SRVC(FED)	682,276	630,431	645,014	645,014
DAY CARE SERVICES(FED)	4,641	4,650	4,650	4,650
PUBLIC ASSISTANCE (FED)	103,900	108,010	170,002	170,002
PURCHASED SERVICES (FED)	57,920	34,186	43,548	43,548
GENERAL RELIEF ASSISTANCE REIMB	0	0	0	0
FEDERAL FUNDS - TOTAL	848,737	777,277	863,214	863,214
FUND TRANSFERS				
TRANSFER FROM GENERAL FUND	685,751	646,122	646,122	646,122
TRANSFER-FUND BALANCE -DSS	0	75,000	75,000	75,000
FUND TRANSFERS - TOTAL	685,751	721,122	721,122	721,122
Total	2,102,873	2,274,398	2,436,932	2,436,932



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
COMMUNITY ACTION - CSBG				
CSBG	139,754	231,719	189,518	189,518
This is an estimate of funds for Community Action based on allocations from the previous year. The local match (20%) is met through in-kind services.				
COMMUNITY ACTION - CSBG - TOTAL	139,754	231,719	189,518	189,518
COMMUNITY ACTION - TANF				
TANF	12,787	30,000	63,750	63,750
COMMUNITY ACTION - TANF - TOTAL	12,787	30,000	63,750	63,750
COMMUNITY ACTION - ADMIN				
ADMIN.	11,385	11,000	15,000	15,000
COMMUNITY ACTION - ADMIN - TOTAL	11,385	11,000	15,000	15,000
Social Services				
NON PERSONNEL COSTS	124,704	121,900	101,100	101,100
Non-personnel costs include expenses such as postage, advertising, telephone, auto repair, leasing of equipment, computer software maintenance, birth certificates, employment verifications, and office supplies. The cost of on-call pay for the Family Services staff is also included in this category.				
SALARIES & WAGES	909,434	977,504	1,032,359	1,032,359
UNEMPLOYMENT	0	6,000	4,000	4,000
FICA	65,974	74,396	78,975	78,975
VSRS	83,165	85,802	89,465	89,465
HEALTH INSURANCE	151,162	215,070	201,464	201,464
GROUP INSURANCE	9,659	11,832	12,337	12,337
WORKMAN'S COMP	0	7,500	4,000	4,000
LEGAL SERVICE	33,000	38,000	40,000	40,000
The agency contracts with a Family Services attorney for cases involving foster care, adoption and child and adult abuse.				
Social Services - TOTAL	1,377,097	1,538,004	1,563,700	1,563,700
PUBLIC ASSISTANCE				
PUBLIC ASSISTANCE	297,636	312,500	428,984	428,984
The Public assistance category includes payments of Auxiliary grants, Foster Care payments, Adoption subsidies and Special needs adoptions.				
PUBLIC ASSISTANCE - TOTAL	297,636	312,500	428,984	428,984
PURCHASED SERVICES				
PURCHASED SERVICES	157,519	141,875	166,679	166,679
Purchased Services includes the payment of Adult Services (Companion), Independent Living services for foster children, VIEW Services, Foster Care respite and Adult Protective Services.				
PURCHASED SERVICES - TOTAL	157,519	141,875	166,679	166,679



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

DAY CARE SERVICES				
DAY CARE	0	9,300	9,301	9,301
DAY CARE SERVICES - TOTAL	0	9,300	9,301	9,301
Total	1,996,180	2,274,398	2,436,932	2,436,932





Office of Children's Services

Goochland County, VA - Adopted Budget - FY 2018 – 2019
OFFICE OF CHILDREN'S SERVICES
Fund 47

The Goochland Office of Children's Services (OCS) Director coordinates all matters pertaining to the OCS and the Virginia Juvenile Community Crime Control Act (VJCCCA). This includes staffing the Goochland Community Policy & Management Team (CPMT) and the Family Assessment Planning & Treatment (FAPT) Team, serving as a liaison between the Teams, coordinating the implementation of OCS funded services including utilization management and reporting. The Director monitors the OCS and VJCCCA budgets and makes budgetary, operational and programming recommendations to the CPMT and County Administrator. Additional responsibilities include coordinating service delivery and identifying service strengths and gaps in collaboration with the Juvenile Court, Schools, Social Services, Community Services, Health Department, Court Appointed Special Advocates, public and private service providers, religious organizations, youth and families, and other parties involved with human services in the Goochland community. Involved with resource development, program development and oversight. Assists the CPMT in advocating for changes in law and policies and procedures that will improve community conditions for youth development. Coordinates all court ordered community service in Goochland County for juveniles and adults.

In November 2013, a coalition of private and public providers (including Goochland County) was awarded a monetary grant to develop intensive care coordination services designed to prevent children from coming into foster care and to help those children placed out of the home to discharge to permanent placements more efficiently.

The demands for services provided by the OCS is one of the fastest growing cost centers with planned growth of 5.9% in FY18. The County is seeing children with increased medical, educational, and mental health needs. These services are mandated to be provided by the County and Schools through state code.



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
MISC				
FOSTER CARE REIMBURSEMENT	24,775	30,000	30,000	30,000
CLASS REIMBURSEMENT	950	1,000	1,000	1,000
MISC - TOTAL	25,725	31,000	31,000	31,000
STATE REVENUE				
STATE REVENUE-CSA	815,375	665,000	706,826	716,441
STATE YOUTH VJCCCA	6,585	6,585	6,585	6,585
STATE REVENUE - TOTAL	821,960	671,585	713,411	723,026
FUND TRANSFERS				
TRANSFER FROM GENERAL FUND	779,664	880,000	931,000	946,000
FUND TRANSFERS - TOTAL	779,664	880,000	931,000	946,000
Total	1,627,349	1,582,585	1,675,411	1,700,026



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
ADMINISTRATION				
SALARIES-FULL TIME	64,174	64,174	65,457	65,457
FICA	4,879	4,909	5,007	5,007
VRS	6,565	5,699	5,813	6,218
GROUP HEALTH	6,474	6,868	6,984	7,194
GROUP LIFE	764	841	857	857
WORKMAN'S COMPENSATION	279	449	458	458
PARENT REIMBURSEMENT	0	1,000	1,000	1,000
PRINTING-BINDING	0	100	100	100
POSTAGE	232	700	700	700
TELECOMMUNICATIONS	1,324	1,300	1,400	1,400
SOFTWARE LICENSE	0	0	0	
OFFICE SUPPLIES	963	1,300	1,300	1,300
Goochland Office of Children's Services uses Thomas Brothers Software to upload reports and reimbursement requests to the state. The added amounts covers Thomas Brothers annual updates.				
COMPUTER EQUIP-NON CAPITAL	0	0		
TRAVEL - MILEAGE	523	650	650	650
TRAVEL-EDUCATION	468	750	800	800
Increase budget item to reflect costs of attending professional workshops to include the State CSA Conference in Roanoke, VA.				
CLASSES-PREVENTION	2,400	6,585	6,585	6,585
LEASE - POSTAGE METER	65	60	0	0
ADMINISTRATION - TOTAL	89,110	95,385	97,111	97,726
CSA-FOSTER CARE SERVICES				
FOSTER CARE	964,265	1,056,574	1,098,300	1,098,300
Goochland has seen an increase in the numbers of referrals for children needing residential care. While the total population of children served by CSA funds has remained relatively neutral, the children discharged received minimal services (foster care maintenance and daycare services) while the newly referred children required a higher level of care (group home and residential care).				
CSA-FOSTER CARE SERVICES - TOTAL	964,265	1,056,574	1,098,300	1,098,300
CSA-SPECIAL EDUCATION SRVC				
SPECIAL EDUCATION	440,934	430,626	480,000	504,000
CSA-SPECIAL EDUCATION SRVC - TOTAL	440,934	430,626	480,000	504,000
Total	1,494,309	1,582,585	1,675,411	1,700,026





Public Utilities

GOOCHLAND PUBLIC UTILITIES

Goochland County Department of Public Utilities (DPU) has three primary funds, with the Board of Supervisors adopting a budget for each fund in April that considers the needs of the water and sewer system, potential changes in water and sewer user fees and connection fees, and the ad valorem tax rate which applies to properties in the Tuckahoe Creek Service District (TCSD).

The funds summarized in the following pages include:

- Countywide Utility Operating Fund (57)
- Tuckahoe Creek Service District Debt Fund (53)
- Countywide Utility Capital Fund (56)

The FY18 Utility Enterprise Fund budget includes the recommendation for a utilities superintendent position to augment regular inspection, operations, and preventative maintenance of the water and wastewater systems as well as provide supervisory level support. Also recommended in the budget is a 2.5% increase in the water and sewer consumption charges and service charges. No increase for connection fees or the TCSD ad valorem rate are recommended.



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
COUNTYWIDE UTILITIES				
WATER/SEWER CONNECTION FEES	1,156,394	450,000	900,000	900,000
WATER/SEWER SERVICE FEES	1,745,927	1,675,000	2,100,000	2,100,000
PENALTY/INTEREST	11,660	7,500	7,500	7,750
HENRICO COST SHARING	1,882,410	1,625,000	1,425,000	1,350,000
SEWER SERVICE FEES	1,381,897	1,425,000	1,325,000	1,350,000
LEASE PAYMENT OF WATER TANK	1,227	0	0	0
COUNTYWIDE UTILITIES - TOTAL	6,179,515	5,182,500	5,757,500	5,707,750
COUNTYWIDE UTILITIES				
LEASE PYM OF WATER TANK	55,496	48,000	48,000	48,000
COUNTYWIDE UTILITIES - TOTAL	55,496	48,000	48,000	48,000
TRANSFERS				
FROM GENERAL FUND BALANCE	250,000	200,000	0	0
TRANSFER FROM TCSD FUND 53	0	69,390	0	0
TRANSFER FROM PRIOR YEAR BALANCE	0	0	0	0
TRANSFERS - TOTAL	250,000	269,390	0	0
Total	6,485,011	5,499,890	5,805,500	5,755,750



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
COUNTYWIDE UTILITIES				
SALARY	398,820	440,000	465,872	465,872
OVERTIME	0	3,000	3,000	3,000
FICA	29,238	33,660	35,869	35,869
VRS	40,977	39,600	41,369	41,369
HEALTH	62,156	63,101	88,628	88,628
LIFE INSURANCE	4,513	5,236	6,103	6,103
WORKMAN'S COMP	5,808	6,900	7,973	7,973
PROFESSIONAL SERVICES	101,189	170,000	160,000	100,000
Potential CIP as listed in the Utility Master Plan: \$50K Construction Project Inspections: \$30K Engineering Plans/study for installing offices in the Centerville Water Tank: \$40K IT intends to assist Comcast with the installation of a more reliable connection for our SCADA system: \$20K Miscellaneous Items (i.e. water and sewer model updates, SUE's, surveys, etc.): \$20K This budget item is being reduced due to fact that all of the initial capital upgrades listed in the Utility Master Plan and all of the ongoing CIP's are complete.				
LABOR CHARGES-VEHICLE	91	1,000	0	0
This line item will be deleted and paired with account 5408.				
REPAIRS AND MAINTENANCE	109,074	175,000	115,000	115,000
Based on approximating historical repair and maintenance trends. This cost item could include items such as water main breaks, sanitary sewer overflows, valve rehabilitation, pump repair, and other maintenance items.				
CONTRACTED SERVICES	219,020	150,000	150,000	150,000
This cost item is based on the following existing contracts: Meter Replacements, Sydnor Hydro: \$2,830/meter, with approx. 20 meters/year = \$56,600 ARV Maintenance, Sydnor Hydro: \$23,596/year Oncall SCADA, Emerge and Hermitage: approx. \$30,000/year Wet Well Cleaning, Lyttle: \$11,400/year Generator Maintenance, Standby Systems: \$8,690/year Univar (chloramine booster station chemicals): per our contract with Univar, Ammonium Sulfate is \$3.6864/gallon with an estimated usage of 800 gallons/year (\$3,000+/-) and Sodium Hypochlorite is \$2.21/gallon with an estimated usage of 3,000 gallons/year (\$6,600+/-). A \$10K contingency was added.				
PRINTING	2,639	2,700	2,700	2,700
This cost item includes the printing and distribution of CCR reports as required by VDH and other miscellaneous letters we send to our customers. SI Solutions is the third party printer.				
ADVERTISING	30	1,000	50	50
This cost item is typically used to advertise open positions in The Virginia Engineer magazine. The budget has also been reduced to be more in-line with spending trends.				



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

SOFTWARE MAINTENANCE CONTRACTS	3,438	33,000	20,000	20,400
This cost items is for: Cityworks, \$8,000/year Blue Review, \$5,000/year Autocad, \$1,000/year Allen Bradley (TechConnect, SCADA), \$3,000/year High Tide (SCADA), \$2,400/year Win911, \$500/year A 2% escalator has been added to FY19.				
ELECTRICAL SERVICES	29,744	160,000	163,200	166,464
This cost item is based on historical costs for both 44010 and 44040. A 2% escalator has been added to FY19.				
PROPANE GAS	0	0	0	0
POSTAGE	6,241	4,500	6,000	6,000
This cost item is based on historical spending with our third party billing company. Our typical fee per year is \$5,000 for postage. This cost item also includes other miscellaneous postage items that we use throughout the year.				
TELECOMMUNICATION	11,351	33,000	16,000	16,000
This cost item is based on historical expenses for the use of department iPads, iPhones, and laptops as well as T-1/ISDN data lines that the department uses for SCADA communication. This item is being raised from FY16's actual of \$11K to \$16K to account for a potential installation of a more reliable Comcast connection at the East Goochland Pump Station which would increase the Comcast bill approx. \$400/month.				
SOFTWARE/LICENSE NON-CAPITAL	4,750	7,000	15,000	15,300
DPU plans on purchasing another Rockwell HMI license to have monitoring capabilities of the water and sewer scada systems at the administration building. Estimated at \$15,000. A 2% escalator has been added to FY19.				
OFFICE SUPPLIES	6,812	3,000	4,500	4,500
This cost item has a spending trend of about \$3K/year. It is being reduced from the \$7K spent in FY16 because FY16 had a few one off purchases.				
REPAIR & MAINTENANCE SUPPLIES	54,346	145,000	55,000	55,000
This cost item sees spending on many different products that the O&M team need to keep the water and sewer systems functioning. Some of the items are: piping, tools, repair flanges and other packing, fire hydrant parts, gaskets, sewer frame and covers, valve covers, meter boxes, repair couplings, spool pieces, nuts/bolts/screws, etc.				
VEHICLE-POWERED EQUIP SUPPLIES	12,491	4,000	12,000	12,000



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

This cost item needs "fuel" changed to "supplies".				
The new intention is to place all 'labor' and 'parts' items in this line item as there is another account specifically for fuel and another account for purchasing of vehicles. This means that the budget for account 3003 will be coupled into this account.				
This cost item sees charges for all labor and parts for vehicle maintenance. Some of the items could be new tires, batteries, windshields, oil changes, inspections, windshield wipers and any other vehicle maintenance items. DPU plans on purchasing a new vehicle in FY18 so there will be items that will need to be purchased for the vehicle (i.e. safety lights).				
FY16 saw approximately \$12K in spending and account 3003 saw \$100 in spending so this item will be budgeted for \$12K.				
CHEMICALS	0	1,375,000	0	0
This cost item is for Bioxide purchases with Evoqua.				
Evoqua: per our contract with Evoqua, bioxide is \$2.37/gallon and we estimate approximately 580,000 gallons of usage per year. Another \$10K was added for contingency.				
UNIFORMS/SAFETY EQUIPMENT	2,249	4,000	3,000	3,000
This cost item sees spending on Personal Protective Equipment (PPE), county shirts/hats/jackets, safety shoes, tripods and harnesses, etc.				
BOOKS & SUBSCRIPTIONS	50	1,000	200	200
DPU plans on purchasing AWWA training manuals in FY18.				
PURCHASE OF WATER-HENRICO	760,225	900,000	900,000	900,000
FY16 saw spending at \$760K/year and FY17 spending is projected to be at \$850K/year, and given the approximate customer growth experienced over those 2 years, FY18 spending is projected to be approximately \$900K (6% increase).				
PURCHASE OF WATER-CORRECTIONS	31,883	48,000	40,000	40,000
The DOC is not raising their rates and the Courthouse Water system has very few new users, therefore, the budget was for FY18 was made to be inline with the FY16 spending with an additional \$8K contingency.				
PURCHASE OF SEWER-HENRICO	266,852	205,000	234,000	234,000
FY16 saw spending at \$267K/year and FY17 spending is projected to be at \$220K/year, and given the approximate customer growth experienced over those 2 years, FY18 spending is projected to be approximately \$234K (6% increase).				
PURCHASE OF SEWER	26,996	38,000	35,000	35,000
The DOC is not raising their rates and the Courthouse Sewer system has very few new users, therefore, the budget was for FY18 was made to be inline with the FY16 spending with an additional \$8K contingency.				
PURCHASE OF SEWER-RICHMOND	600,000	650,000	850,000	850,000
This cost item is for both the treatment of wastewater and debt obligation. In discussions with the Director of Financial Services, it was determined that an additional \$200K/year could be paid to Richmond to reduce the debt obligation.				
COMPUTER RQUIPMENT-NON CAPITAL	877	4,000	3,500	3,500
DPU plans on purchasing a new computer, monitors, and other appurtenances for a pending Superintendent position.				
FURNITURE & FIXTURES	0	3,000	3,000	3,000



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

DPU plans on purchasing a desk and appurtenances for a pending Superintendent position.				
EQUIPMENT-MACHINERY-NON-CAPITAL	71,522	50,000	70,000	70,000
This cost item sees spending on many different products that DPU staff need to keep the water and sewer systems functioning. Some of the items are: fire hydrant flushing apparatus, tools, fire hydrant meters, sump pumps, jockey pumps, valve wrenches, carbon filters, smokers, compressors, sewer augers, etc.				
The FY18 budget was made to be inline with FY16 spending.				
TRAVEL/EDUCATION	796	2,500	3,500	3,500
This cost items sees spending on: 2 VRWA conferences per year at \$750/each = \$1,500 2 AWWA conferences per year at \$850/each = \$1,700				
EDUCATION/TRAINING-TUITION,REG	5,563	2,500	5,000	5,000
DPU has 5 DPOR certified water operators and each is required to obtain 16 continuing education hours every 2 years. It is estimated that each license needs approximately \$1,000 in classes and training each year in order to be maintained.				
DUES & MEMBERSHIP	1,888	1,000	2,000	2,000
This cost item budget was made to be more in line with FY16 spending.				
WATERWORKS OPERATION FEE	11,005	6,500	7,300	7,300
The Courthouse water system operation fee to VDH is approximately \$800/year. The East End water system operation fee to VDH is approximately \$3,000/year. The cost to VDH to maintain the 5 waterworks operator licenses is approximately \$100/person. DEQ's Oilville permit: approximately \$3,000/year				
WASTEWATER OPERATIONS FEE	0	0	0	0
VEHICLE-FUEL	8,654	14,000	9,000	9,000
This cost item is based on historical trends and is therefore being lowered from the FY17 budget.				
MACHINERY & EQUIPMENT	29,975	35,000	30,000	30,000
This cost item is based on FY16 spending. Potential items that could be purchased are line stops (cost varies with size), new pump(s) (variable costs), new variable frequency drives, etc.				
MOTOR VEHICLES AND EQUIPMENT	26,413	26,000	30,000	30,000
This cost item shows the potential spending for a new vehicle should we receive a new Superintendent position.				
LEASE/RENT OF EQUIPMENT	2,564	2,000	6,000	6,000
This cost item saw spending from the rental of a KIP plotter and a Sharp Xerox machine, neither of which are being rented now that there is a fully functioning customer service center in Community Development.				
DPU requires new office space on the north-east end of the county. Office space can be rented for \$500/month (\$6K/year). This is not projected to be a long term item as we have also budgeted for engineering plans to remodel the Centerville Water Tank to have 2 offices.				
LEASE-POSTAGE METER	269	200	0	0
COUNTYWIDE UTILITIES - TOTAL	2,950,507	4,848,397	3,599,764	3,543,728
Henrico Tru-Up				
PROFESSIONAL SERVICES	4,882	0		
REPAIRS & MAINTENANCE	16,483	0	17,579	29,547



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

CONTRACTED SERVICES	71,489	0		
TEST LINE ITEM	0	0		
ELECTRICAL SERVICES	110,254	0		
TELECOMMUNICATION	13,342	0		
REPAIR/MAINTENANCE SUPPLIES	45,067	0		
VEHICLE-POWERED EQUIP SUPPLIES	0	0	0	0
CHEMICALS	1,374,567	0	1,385,000	1,385,000
UNIFORMS/SAFETY EQUIP	0	0		
COMPUTER EQUIP/NON CAPITAL	0	0		
EQUIP-MACHINERY-NON CAPITAL	4,749	0		
VEHICLE-FUEL	1,158	0		
Henrico Tru-Up - TOTAL	1,641,991	0	1,402,579	1,414,547
DEBT SERVICE-COUNTYWIDE UTILITIES				
3.7 VRA 2006 & 2000 PRINCIPAL	0	140,000	110,000	240,000
3.7 VRA 2006 & 2000 INTEREST	273,336	115,950	165,344	157,475
2.59M VRA 2007A VCCW PRINCIPAL	0	115,000	125,000	0
2.59M VRA 2007A VCCW INTEREST	85,430	80,543	2,813	0
DEBT SERVICE-NEW	0	0	0	0
DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL	358,766	451,493	403,157	397,475
DEBT SERVICE-COUNTYWIDE UTILITIES				
TRANSFER TO F56-UTILITY CAPITAL	1,067,649	200,000	400,000	400,000
DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL	1,067,649	200,000	400,000	400,000
Total	6,018,913	5,499,890	5,805,500	5,755,750



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
TCSD- ADVALOREM				
ADVALOREM TAXES CURRENT	2,748,752	2,985,000	3,000,000	3,100,000
ADVALOREM TAXES DELINQUENT	40,448	5,000	40,000	40,000
REVENUE SHARING (55%)	1,248,633	1,250,000	1,450,000	1,500,000
TCSD- ADVALOREM - TOTAL	4,037,833	4,240,000	4,490,000	4,640,000
TCSD- ADVALOREM				
ADVALOREM TAX PENALTY	5,647	6,000	6,000	6,000
ADVALOREM TAX INTEREST	3,025	3,000	3,000	3,000
TCSD- ADVALOREM - TOTAL	8,673	9,000	9,000	9,000
TCSD- ADVALOREM				
DEBT SERVICERESERVE INT.(6001)	497,269	496,000	500,000	500,000
TCSD- ADVALOREM - TOTAL	497,269	496,000	500,000	500,000
Total	4,543,775	4,745,000	4,999,000	5,149,000



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
TCSD- GENERAL				
BOND ISSUANCE FEES	1,625	81,153	0	0
ARBITRAGE FEES	0	0	1,625	1,625
RECORD DEPRECIATION	1,735,315	0	0	0
TCSD- GENERAL - TOTAL	1,736,940	81,153	1,625	1,625
TCSD- GENERAL				
DEBT SERVICE-PRINCIPAL	1,120,007	1,217,128	1,321,569	1,413,689
DEBT SERVICE-INTEREST-2002&2012	1,408,764	2,580,758	2,836,317	3,124,197
DEBT-RICHMOND WASTEWATER	-1,120,007	200,000	0	0
DEBT SERVICE-NEW	2,448,247	0	0	0
CONTRIBUTION TO FUND BALANCE	0	396,571	259,489	29,489
ADMINISTRATIVE FEES	0	0	80,000	80,000
TCSD- GENERAL - TOTAL	3,857,011	4,394,457	4,497,375	4,647,375
TCSD- GENERAL				
TRANSFER TO GF FOR REIMBURSEMENT	0	200,000	500,000	500,000
2 VDOT 250 WATER LINES	0	69,390	0	0
TCSD- GENERAL - TOTAL	0	269,390	500,000	500,000
Total	5,593,951	4,745,000	4,999,000	5,149,000



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
FROM OPERATING FUND	1,067,649	200,000	400,000	400,000
- TOTAL	1,067,649	200,000	400,000	400,000
Total	1,067,649	200,000	400,000	400,000



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

	ACTUAL FY2016	ADOPTED FY2017	ADOPTED FY2018	PROJECTED FY2019
TANK MIXER				
PROFESSIONAL SERVICES	21,139	0	0	0
TANK MIXER - TOTAL	21,139	0	0	0
CLORAMINE				
PROFESSIONAL SERVICES	38,646	0	0	0
SAFETY SUPPLIES	0	0	0	
CLORAMINE - TOTAL	38,646	0	0	0
CONTROL VALVE VAULT				
PROFESSIONAL SERVICES	22,266	0	0	0
CONTROL VALVE VAULT - TOTAL	22,266	0	0	0
FUTURE UTILITIES PROJECTS				
PROFESSIONAL SERVICES	0	200,000	400,000	400,000
FUTURE UTILITIES PROJECTS - TOTAL	0	200,000	400,000	400,000
Total	82,051	200,000	400,000	400,000





Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM

Goochland County's Capital Improvement Program is a multi-year plan for public improvements that is considered each year by the Board of Supervisor, where each April the first year of the Plan is appropriated and the subsequent years are approved for planning purposes. Projects submitted for consideration typically cost in excess of \$50,000 and are of non-recurring nature. A narrative summary for every project is included in each year of that plan. The plan to be approved in April 2017 covers the five-year period FY2018 through FY2022.

Capital expenditures are defined as any asset purchased or constructed with an initial cost of at least \$5,000, and an expected life of more than two years; and any donated assets with similar estimated cost and expected life. It must meet the following characteristics:

- (1) Tangible or intangible in nature, possesses physical substance or a contract agreement outlining a defined scope; and
- (2) Expected useful life of two (2) years or more.

For the purposes of budgetary reporting, capital assets are:

- (1) Equipment and vehicles with a per unit cost of \$5,000 or more; and
- (2) Infrastructure with a cost of \$10,000 or more; and
- (3) Intangible assets with a value of \$50,000 or more



INTRODUCTION

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

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

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

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

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

PROCESS FOR PREPARING THE CAPITAL IMPROVEMENT PROGRAM

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

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

THE CAPITAL IMPROVEMENT PROGRAM REVIEW COMMITTEE

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

John Budesky
County Administrator

Derek Stamey, Deputy County Administrator
for Operations

William MacKay, Chief
Goochland County Fire-Rescue

Qiana C. Foote, Director
Information Systems

Barbara Horlacher, Director of Financial
Services

Todd Kilduff, Assistant County Administrator
For Utilities and Community Development

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

Dr. Jeremy Raley, Superintendent
Goochland County Public Schools

Paul E. Drumwright,
Administrative Services Manager

CAPITAL IMPROVEMENT BUDGET POLICIES

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

DEBT POLICIES

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

This page is intentionally left blank

FY2018-2022 County CIP Summary

		PROJECT EXPENDITURES						
	Prior Five Years	FY18 Projected Carryforward	FY18 Adopted	FY19	FY20	FY21	FY22	TOTAL FY18 thru FY22
Facilities Management								
New	Lights at Oilville Park 'n Ride		30,000					30,000
Change	Parking lots Courthouse and Admin (Increased)	170,000	65,000	405,500	350,000			755,500
Change	Facility & Grounds Maintenance (Increased-funds moved from GF)	625,000		185,000	185,000	185,000	185,000	925,000
	County Vehicle Replacement	400,000		80,000	80,000	80,000	80,000	400,000
	East End Mini-Convenience Center					500,000		500,000
	Central High School	565,000						
	Courthouse/Admin Space Study	250,000	50,000					
	Gateway Signs	150,000	150,000					
	Total Facilities Management	2,160,000	265,000	700,500	615,000	265,000	765,000	2,610,500
Information Systems								
New	New HVAC Server Room			90,000				90,000
	Equipment & Hardware Replacement	625,000		125,000	125,000	125,000	125,000	625,000
	Financial System	2,075,000	2,000,000					
	Board Room Technology	75,000						
	Total Information Management	2,775,000	2,000,000	215,000	125,000	125,000	125,000	715,000
Parks & Recreation								
New	Hidden Rock Park			150,000				150,000
New	Dog Parks			15,000				15,000
	Leakes Mill Park	939,000		100,000				100,000
Change	Tucker Park (Increased)	80,000		50,000				50,000
Change	Sports Complex Field Relocation (Advanced 1 year)			200,000				200,000
	East End Park					50,000	200,000	250,000
	East End Trails	100,000	95,000					
	Total Parks & Recreation	1,119,000	95,000	365,000	150,000	-	50,000	765,000
Public Safety								
Change	New Circuit Court Building (Increased and Deferred)			500,000	500,000	500,000	20,500,000	22,000,000
Change	Ambulance Replacement (Increased)			275,000		275,000		550,000
Change	New Fire Station - Location TBD (Deferred)			625,000	4,875,000			5,500,000
Change	Self Contained Breathing Apparatus (SCBA) Replacement (Increased)			550,000				550,000
New	Tanker replacement				375,000		375,000	750,000
New	Hydraulic tools		100,000	100,000	100,000	100,000	100,000	500,000
New	Fire engine replacement					625,000		625,000
	Ladder Truck Replacement					1,200,000		1,200,000
	Animal Shelter	4,950,500	4,500,000					
	Defibrillator & CPR Medical Equipment Replacement	85,000						
	Total Public Safety	5,035,500	4,500,000	100,000	2,050,000	5,850,000	2,700,000	20,975,000
Schools								
Change	New Elementary School (Deferred, Increased)	150,000		500,000	500,000	500,000	33,500,000	35,000,000
New	Bus		100,000	100,000	100,000	100,000		400,000
New	GCPS roof	3,000		250,000	250,000	250,000		1,000,000
New	BES HVAC			150,000				150,000
New	RES HVAC			150,000				150,000
New	Bus cameras		100,000	100,000				200,000
New	GCPS ext. key access			750,000				750,000
New	Upgrade phone system			200,000				200,000
New	GHS HVAC				500,000			500,000
New	Soccer and game field/track resurface				100,000			100,000
New	Room 143					950,000		950,000
New	BES façade	12,600				220,000		220,000
New	RES façade	12,600				220,000		220,000
New	RES parking lot expansion	720,000				680,000		680,000
	BES parking lot upgrade	750,000	750,000					-
	Total Schools	1,648,200	750,000	750,000	1,900,000	1,450,000	2,920,000	40,520,000
Transportation								
	Transportation Planning, Design, Acquisition	100,000		50,000				50,000
Change	Fairground Road Extension & Intersection Improvements (Increased)	177,000		5,073,000				5,073,000
	Centerville Streetscape Improvements	100,000	100,000					
	Total Transportation	377,000	100,000	5,123,000	-	-	-	5,123,000
Total Five Year CIP		13,114,700	7,710,000	7,253,500	4,840,000	7,690,000	6,560,000	81,408,500

FY2018-2022 County CIP Summary

	REVENUE SOURCES									
	GF transfer	Revenue Contingent	Debt	Grants Proffers Contributions Land Sale	GF reserves	Utility reserves in GF	TCSD payback \$2.3M	Revenue Recovery Reserve	CIP fund balance	TOTAL FY18 thru FY22
Facilities Management										
New Lights at Oilville Park 'n Ride					10,000				20,000	30,000
Change Parking lots Courthouse and Admin (Increased)					570,000				185,500	755,500
Change Facility & Grounds Maintenance (Increased-funds moved from GF)	925,000									925,000
County Vehicle Replacement	400,000									400,000
East End Mini-Convenience Center					54,000				446,000	500,000
Central High School										
Courthouse/Admin Space Study										
Gateway Signs										
Total Facilities Management	1,325,000	-	-	-	634,000	-	-	-	651,500	2,610,500
Information Systems										
New New HVAC Server Room									90,000	90,000
Equipment & Hardware Replacement	625,000									625,000
Financial System										
Board Room Technology										
Total Information Management	625,000	-	-	-	-	-	-	-	90,000	715,000
Parks & Recreation										
New Hidden Rock Park				75,000	75,000					150,000
New Dog Parks				7,500					7,500	15,000
Leakes Mill Park	100,000									100,000
Change Tucker Park (Increased)					50,000					50,000
Change Sports Complex Field Relocation (Advanced 1 year)									200,000	200,000
East End Park		200,000			43,000				7,000	250,000
East End Trails										
Total Parks & Recreation	100,000	200,000	-	82,500	168,000	-	-	-	214,500	765,000
Public Safety										
Change New Circuit Court Building (Increased and Deferred)		1,000,000	20,500,000		500,000					22,000,000
Change Ambulance Replacement (Increased)				220,000	155,000			175,000		550,000
Change New Fire Station - Location TBD (Deferred)			4,875,000	125,000	500,000					5,500,000
Change Self Contained Breathing Apparatus (SCBA) Replacement (Increased)					550,000					550,000
New Tanker replacement		375,000						375,000		750,000
New Hydraulic tools		100,000			100,000			300,000		500,000
New Fire engine replacement		-			625,000					625,000
Ladder Truck Replacement		1,200,000								1,200,000
Animal Shelter										
Defibrillator & CPR Medical Equipment Replacement										
Total Public Safety	-	2,675,000	25,375,000	345,000	2,430,000	-	-	850,000	-	31,675,000
Schools										
Change New Elementary School (Deferred, Increased)		1,000,000	33,500,000		500,000					35,000,000
New Bus		100,000			200,000		100,000			400,000
New GCPS roof		250,000			250,000	500,000				1,000,000
New BES HVAC						150,000				150,000
New RES HVAC						150,000				150,000
New Bus cameras					100,000		100,000			200,000
New GCPS ext. key access					250,000		500,000			750,000
New Upgrade phone system					200,000					200,000
New GHS HVAC							500,000			500,000
New Soccer and game field/track resurface					100,000					100,000
New Room 143		450,000					500,000			950,000
New BES façade		220,000								220,000
New RES façade		220,000								220,000
New RES parking lot expansion		680,000								680,000
BES parking lot upgrade										
Total Schools	-	2,920,000	33,500,000	-	1,600,000	800,000	1,700,000	-	-	40,520,000
Transportation										
Transportation Planning, Design, Acquisition				50,000						50,000
Change Fairground Road Extension & Intersection Improvements (Increased)				4,257,000					816,000	5,073,000
Centerville Streetscape Improvements										
Total Transportation	-	-	-	4,307,000	-	-	-	-	816,000	5,123,000
Total Five Year CIP	2,050,000	5,795,000	58,875,000	4,734,500	4,832,000	800,000	1,700,000	850,000	1,772,000	81,408,500

County Project Descriptions

Facilities Management Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	1,025,000	265,000	265,000	265,000	265,000	265,000	1,325,000
General Fund Revenue Contingent	170,000	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	415,000	165,000	-	54,000	-	634,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	20,500	185,000	-	446,000	-	651,500
TOTAL REVENUE SOURCES:	\$ 1,195,000	\$700,500	\$615,000	\$265,000	\$765,000	\$265,000	\$ 2,610,500
COUNTY USES							
Lights at Oilville Park 'N Ride	-	30,000	-	-	-	-	30,000
Parking Lots Courthouse and Administration	170,000	405,500	350,000	-	-	-	755,500
Facility & Grounds Maintenance	625,000	185,000	185,000	185,000	185,000	185,000	925,000
County Vehicle Replacement	400,000	80,000	80,000	80,000	80,000	80,000	400,000
East End Mini-Convenience Center	-	-	-	-	500,000	-	500,000
TOTAL MAINTENANCE DIVISION PROJECTS	\$ 1,195,000	\$700,500	\$615,000	\$265,000	\$765,000	\$265,000	\$ 2,610,500

FACILITIES MANAGEMENT

Department: Facilities Management
Project Name: Facility & Grounds Maintenance
Project Type: Lights at Oilville Park'n Ride
Fiscal Year: 2018

Project Description:

The Oilville Park and Ride project will provide appropriate lighting for the existing parking lot. The lighting project will be designed and installed by Dominion.

Location/Site:

Park and Ride is located on Oilville Road approximately ¼ mile from Route 250, across from the on ramp to Interstate 64 East.

Estimated Project Costs:

It is estimated that the project will cost approximately \$30,000.

Impact If Not Completed:

The Park and Ride will continue in its current state, without lighting.

Operating Impact:

Estimated annual operating impact is \$2,576. Estimate based upon usage at existing park and ride locations.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	10,000	-	-	-	-	10,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	20,000	-	-	-	-	20,000
Total	-	30,000	-	-	-	-	30,000
Operating Impact	-	2,576	2,576	2,576	2,576	2,576	12,880

FACILITIES MANAGEMENT

Department: Facilities Management
Project Name: Facility & Grounds Maintenance
Project Type: Parking Lots Courthouse and Admin
Fiscal Year: 2018 & 2019

Project Description:

The Court House Complex parking lots are in dire need of repair and improvement. The project will overlay existing asphalt, restripe the parking areas, and provide for parking blocks.

The Administration Building parking does not meet current demand and is in non-compliance with County parking standards. The project will seek to address and rework existing parking infrastructure in order to meet demand.

Location/Site:

2938 River Road West, Goochland, VA & 1800 Sandy Hook Road, Goochland, VA

Estimated Project Costs:

Court House Complex: \$120,000. Administration Building: \$755,500.

Impact If Not Completed:

The Court House Complex parking lot will continue to deteriorate. The demand for parking at the Administration Complex will continue to exceed current capacities.

Operating Impact:

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	170,000	220,000	165,000	-	-	-	385,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	185,500	185,000	-	-	-	370,500
Total	170,000	405,500	350,000	-	-	-	755,500
Operating Impact	-	-	-	-	-	-	-

FACILITIES MANAGEMENT

Department: Facilities Management
Project Name: Facility & Grounds Maintenance
Project Type: Ground/Property Maintenance
Fiscal Year: 2018 through 2022

Project Description:

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

In FY 2017 the County anticipates the continued replacement of Heating, Ventilation, & Air Conditioning (HVAC) units that have well exceeded their life expectancy. In addition, targeted interior and exterior upgrades throughout County facilities are anticipated.

Location/Site:

Countywide

Estimated Project Costs:

\$925,000 in FY 2018-2022 is allocated for expected maintenance and repair of County facilities and grounds. The allocation breakdown includes \$185,000 in each FY from 2018 through 2022, all from the General Fund Transfers. This will continue to remain an ongoing project.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	625,000	185,000	185,000	185,000	185,000	185,000	925,000
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	625,000	185,000	185,000	185,000	185,000	185,000	925,000
Operating Impact	-	-	-	-	-	-	-

FACILITIES MANAGEMENT

Department: Facilities Management
Project Name: County Vehicle Replacement
Project Type: Equipment/Vehicle
Fiscal Year: 2018 through 2022

Project Description:

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

Location/Site:

N/A

Estimated Project Costs:

The project cost is estimated at \$400,000 for FY 2018-2022, with \$80,000 planned for each fiscal year funded entirely from General Fund "Pay Go".

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	400,000	80,000	80,000	80,000	80,000	80,000	400,000
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	400,000	80,000	80,000	80,000	80,000	80,000	400,000
Operating Impact	-	-	-	-	-	-	-

FACILITIES MANAGEMENT

Department: Facilities Management
Project Name: East End Mini-Convenience Center
Project Type: Facility/Property Improvement
Fiscal Year: 2021

Project Description:

The project establishes a new East End Mini-Convenience Center. The center will expand household trash disposal and recycling opportunities for citizens beyond the existing two convenience centers (Central Convenience Center & Western Convenience Center). The mini-convenience center would include two trash compactors and a recycling bin.

Location/Site:

To be determined

Estimated Project Costs:

The project cost is estimated at \$500,000 for FY 2021, with \$54,000 from General Fund Reserves and \$446,000 from CIP Fund Balance.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	54,000	-	54,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	446,000	-	446,000
Total	-	-	-	-	500,000	-	500,000
Operating Impact	-	-	-	-	-	65,200	65,200

Information Systems Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	625,000	125,000	125,000	125,000	125,000	125,000	625,000
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	90,000	-	-	-	-	90,000
TOTAL REVENUE SOURCES:	\$ 625,000	\$215,000	\$125,000	\$125,000	\$125,000	\$125,000	\$ 715,000
COUNTY USES							
Server Room HVAC	-	90,000	-	-	-	-	90,000
Equipment & Hardware Replacement	625,000	125,000	125,000	125,000	125,000	125,000	625,000
TOTAL INFORMATION SYSTEMS PROJECTS	\$ 625,000	\$215,000	\$125,000	\$125,000	\$125,000	\$125,000	\$ 715,000

INFORMATION SYSTEMS

Department: Information Systems
Project Name: Server Room HVAC
Project Type: Equipment
Fiscal Year: 2018

Project Description:

Replacement of the HVAC units to create efficiency of cooling the County servers and network equipment in the Administration Building data center

Location/Site:

1800 Sandy Hook Road. Administration Building

Estimated Project Costs:

The project cost for FY 2018 is estimated at \$90,000.

Impact If Not Completed:

The expected impact on operations is to see a reduction in power consumption to cool the data center equipment.

Operating Impact:

There is significant risk to the County's operations should the data center HVAC units fail. Overheating data center equipment runs the risk of system failure, data loss and creating a stop to County operations.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	90,000	-	-	-	-	90,000
Total	-	90,000	-	-	-	-	90,000
Operating Impact	-	-	-	-	-	-	-

INFORMATION SYSTEMS

Department: Information Systems
Project Name: Equipment & Hardware Replacement
Project Type: Equipment
Fiscal Year: 2018 through 2022

Project Description:

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

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

Location/Site:

All County facilities.

Estimated Project Costs:

The project cost is estimated at \$625,000 for FY 2018-2022, with \$125,000 planned for each fiscal year funded entirely from General Fund Transfers. This will remain an ongoing project.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	625,000	125,000	125,000	125,000	125,000	125,000	625,000
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSO Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	625,000	125,000	125,000	125,000	125,000	125,000	625,000
Operating Impact	-	-	-	-	-	-	-

Parks & Recreation Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	939,000	100,000	-	-	-	-	100,000
General Fund Revenue Contingent	-	-	-	-	-	200,000	200,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	7,500	75,000	-	-	-	82,500
General Fund Reserves	80,000	50,000	75,000	-	43,000	-	168,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	207,500	-	-	7,000	-	214,500
TOTAL REVENUE SOURCES	\$1,019,000	\$ 365,000	\$150,000	\$ -	\$ 50,000	\$200,000	\$ 765,000
COUNTY USES							
Hidden Rock Park	-	-	150,000	-	-	-	150,000
Dog Parks	-	15,000	-	-	-	-	15,000
Leakes Mill Park	939,000	100,000	-	-	-	-	100,000
Tucker Park	80,000	50,000	-	-	-	-	50,000
Sports Complex Field Relocation	-	200,000	-	-	-	-	200,000
East End Park (coordinated with colocated school	-	-	-	-	50,000	200,000	250,000
TOTAL PARKS & RECREATION PROJECTS	\$1,019,000	\$ 365,000	\$150,000	\$ -	\$ 50,000	\$200,000	\$ 765,000

PARKS & RECREATION

Department: Parks & Recreation
Project Name: Hidden Rock Park
Project Type: Facility/Property Improvement
Fiscal Year: 2019

Project Description:

Hidden Rock Park upgrades would include the installation of irrigation on all playing surfaces, lighting improvements, scoreboard replacement, and drainage improvements to the existing fields. Irrigation and field upgrades would need to be performed in the fall with seeding occurring in late Spring.

Hidden Rock Park is the most highly used park facility in Goochland County. The playing surfaces experience high traffic volumes necessitating an improvement. Additionally, infrastructure is nearing 15 years of age, requiring attention.

Location/Site Status:

1920 Hidden Rock Lane, Maidens, VA

Estimated Project Costs:

The total project cost is estimated to be \$150,000 in FY 2019. \$75,000 is budgeted to come from Contributions / Land Sales and \$75,000 from the General Fund Reserves.

Impact If Not Completed:

Conditions at Hidden Rock Park will continue to deteriorate.

Operating Impact:

No impact on operating costs is expected.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	75,000	-	-	-	75,000
General Fund Reserves	-	-	75,000	-	-	-	75,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	150,000	-	-	-	150,000
 Operating Impact	-	-	-	-	-	-	-

PARKS & RECREATION

Department: Parks & Recreation
Project Name: Dog Park
Project Type: Facility/Property Improvement
Fiscal Year: 2018

Project Description:

Dog parks to be constructed at two County park locations. Dog parks will consist of fencing, signage, and benches.

Location/Site Status:

Tucker Park (1300 Maidens Road, Maidens, VA) & Hidden Rock Park (1920 Hidden Rock Lane, Maidens, VA)

Estimated Project Costs:

The total project cost is estimated to be \$15,000. \$7,500 is budgeted to come from Contributions / Land Sales and \$7,500 from the CIP Fund Balance.

Impact If Not Completed:

County will continue to see a demand for this service.

Operating Impact:

Estimated annual operating impact of about \$300. This is primarily related to staff time.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	7,500	-	-	-	-	7,500
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	7,500	-	-	-	-	7,500
Total	-	15,000	-	-	-	-	15,000
 Operating Impact	-	-	-	-	-	-	-

PARKS & RECREATION

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

Project Description:

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

Location/Site Status:

3951 River Road West (west of the Courthouse Village)

Estimated Project Costs:

The project cost is estimated at \$100,000 between for FY 2018 and is budgeted to come from General Fund Transfers. The Department, at the same time, will continue to pursue additional “in-kind” support provided by community partners (GUSA, etc.).

Impact If Not Completed:

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

Operating Impact:

Phase I of the project generated increased operational costs in FY 2015 of \$4,500 for agricultural and maintenance costs, as well as \$8,221 for staff, fuel, and equipment. These costs were included in the FY 2017 adopted budget. The completion of Phase II in FY 2018 will generate additional costs of \$4,500 for agricultural and maintenance and potentially other operating costs.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	939,000	100,000	-	-	-	-	100,000
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	939,000	100,000	-	-	-	-	100,000
Operating Impact	-	4,500	4,500	4,500	4,500	4,500	22,500

PARKS & RECREATION

Department: Parks & Recreation
Project Name: Tucker Park
Project Type: Facility/Property Improvement
Fiscal Year: 2018

Project Description:

The Tucker Park board walk project would involve connecting the western side of Tucker Park with the eastern side.

Location/Site Status:

Tucker Park at Maidens Crossing – 1300 Maidens Road

Estimated Project Costs:

The County estimates the FY 2018 costs to be \$50,000 allocated from the General Fund Reserves.

Impact If Not Completed:

The eastern and western side would remain disconnected.

Operating Impact:

None.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	80,000	50,000	-	-	-	-	50,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	80,000	50,000	-	-	-	-	50,000
Operating Impact	-	-	-	-	-	-	-

PARKS & RECREATION

Department: Parks & Recreation
Project Name: Sports Complex Field Relocation
Project Type: Facility/Property Improvement
Fiscal Year: 2018

Project Description:

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

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

Location/Site Status:

Central Recreation Complex - 2748 Dogtown Road.

Estimated Project Costs:

The project cost is estimated at \$200,000 in FY 2018 from the CIP Fund Balance.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	200,000	-	-	-	-	200,000
Total	-	200,000	-	-	-	-	200,000
Operating Impact	-	-	-	-	-	-	-

PARKS & RECREATION

Department: Parks & Recreation
Project Name: East End Park
Project Type: Facility/Property Improvement
Fiscal Year: 2021 & 2022

Project Description:

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

Location/Site Status:

To be determined

Estimated Project Costs:

The project cost is estimated at \$250,000 between FY 2021 & FY 2022. In FY 2021 \$43,000 will come from the General Fund Reserves and \$7,000 from the CIP Fund Balance. \$200,000 in FY 2022 will be allocated from the General Fund Revenue Contingent.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	200,000	200,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	43,000	-	43,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	7,000	-	7,000
Total	-	-	-	-	50,000	200,000	250,000
Operating Impact	-	-	-	-	-	TBD	-

Public Safety Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	100,000	500,000	875,000	1,200,000	-	2,675,000
Debt	-	-	-	4,875,000	500,000	20,000,000	25,375,000
Proffers	-	-	125,000	-	-	-	125,000
Grants, Contributions, Etcetera	-	-	220,000	-	-	-	220,000
General Fund Reserves	-	-	1,205,000	-	725,000	500,000	2,430,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	100,000	275,000	475,000	850,000
CIP Fund Balance	-	-	-	-	-	-	-
TOTAL REVENUE SOURCES	\$ -	\$100,000	\$2,050,000	\$5,850,000	\$2,700,000	\$20,975,000	\$31,675,000
COUNTY USES							
New Circuit Court Building (Increased and Deferred)	-	-	500,000	500,000	500,000	20,500,000	22,000,000
Ambulance Replacement (Increased)	-	-	275,000	-	275,000	-	550,000
New Fire Station - Location TBD (Deferred)	-	-	625,000	4,875,000	-	-	5,500,000
Self Contained Breathing Apparatus (SCBA) Replacement	-	-	550,000	-	-	-	550,000
Tanker replacement	-	-	-	375,000	-	375,000	750,000
Hydraulic tools	-	100,000	100,000	100,000	100,000	100,000	500,000
Fire engine replacement	-	-	-	-	625,000	-	625,000
Ladder Truck Replacement	-	-	-	-	1,200,000	-	1,200,000
TOTAL SCHOOL PROJECTS	\$ -	\$100,000	\$2,050,000	\$5,850,000	\$2,700,000	\$20,975,000	\$31,675,000

PUBLIC SAFETY

Department: Circuit Court
Project Name: New Circuit Court Building
Project Type: Facility/Property Improvement
Fiscal Year: 2019 through 2022

Project Description:

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

Location/Site Status:

Courthouse Complex - 2938 River Road West

Estimated Project Costs:

The total project cost is estimated to be \$22 million. In FY 2019 and FY 2020 \$1 million in General Fund Revenue Contingent is proposed. In FY 2022 \$20.5 million in Debt Funding – Long Term is proposed, and in FY 2022 \$500,000 is proposed from the General Fund Reserves. These funds represent partial “placeholder” funding for the project; it is expected and anticipated that additional funding will be required.

Impact If Not Completed:

The current Circuit Court will become inadequate for daily operation.

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	500,000	500,000	-	-	1,000,000
Debt	-	-	-	-	500,000	20,000,000	20,500,000
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	500,000	500,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	500,000	500,000	500,000	20,500,000	22,000,000
 Operating Impact	-	-	-	-	-	TBD	-

PUBLIC SAFETY

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

Project Description:

The project allows for the continued replacement of the oldest and/or high mileage ambulances from the Fire-Rescue fleet. Through this project two ambulances are projected to be purchased in FY 2019 and FY2021 to replace the oldest and/or high mileage ambulance in the fleet.

This will be the seventh and eighth ambulance replaced through this continued funding. The most recent ambulance was replaced in recent fiscal year (FY 2017), with the other four ambulances having been replaced in FY 2009, FY 2010, & FY 2013.

Location/Site Status:

N/A

Estimated Project Costs:

The project cost is estimated at \$275,000 in FY 2019; the project cost consists of \$220,000 in Grants and \$55,000 from the General Fund Reserves.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	220,000	-	-	-	220,000
General Fund Reserves	-	-	55,000	-	100,000	-	155,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCS D Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	175,000	-	175,000
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	275,000	-	275,000	-	550,000
Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

Department: Fire-Rescue
Project Name: New Fire Station West Creek
Project Type: Facility/Property Improvement
Fiscal Year: 2019 through 2020

Project Description:

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

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

Location/Site Status:

To Be Determined in West Creek

Estimated Project Costs:

The project cost is estimated at \$5.5 million between FY 2019 and FY 2020, but the cost may change depending on the use and location. In FY 2019 \$125,000 will come from Cash Proffers and \$500,000 will come from the General Fund Reserves. The County is proposing issuing \$4.875 million in Debt Funding - Long Term for FY 2020. It is anticipated that additional funding for this project may need to be included in future capital improvement programs.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	4,875,000	-	-	4,875,000
Proffers	-	-	125,000	-	-	-	125,000
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	500,000	-	-	-	500,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	625,000	4,875,000	-	-	5,500,000
 Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

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

Project Description:

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

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

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

Location/Site Status:

Countywide

Estimated Project Costs:

The project cost is estimated at \$550,000 for FY 2019 using General Fund Reserve funds.

Impact If Not Completed:

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

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	550,000	-	-	-	550,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSO Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	550,000	-	-	-	550,000
Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

Department: Fire-Rescue
Project Name: Tanker Replacement
Project Type: Equipment
Fiscal Year: 2020 & 2022

Project Description:

Fire-Rescue currently operates a fleet of six tankers (capacity 2100 gallons). In 2001 the county purchased the entire existing fleet of Tankers (one per station). These vehicles are now 15-years old and it is time to begin replacement. Tankers are essential to our firefighting operation as more than 80% of the county does not have municipal water. In the more rural areas of the county the larger capacity of water that these units' carry is required for firefighting operations.

Our entire current fleet of 6-Tankers was purchased in 2001 and are 15-years old. The company that they were purchased from has since gone out of business and parts availability is a problem. In addition, the units do not meet current safety standards for these types of units. Unlike in 2001, I do not believe that the county is in a position to procure 6 replacement units at one time. Therefore, the best practice is to systematically replace units on an individual basis. This will "soften" the fiscal impact of a wholesale replacement of the Tanker fleet at any one time and allow for a staged replacement going forward.

Location/Site Status:

Countywide

Estimated Project Costs:

The project cost is estimated at \$750,000. In FY 2020 \$375,000 from the General Fund Revenue Contingent funds, and FY 2022 \$375,000 from the Revenue Recovery Reserves.

Impact If Not Completed:

The department would continue to operate older units that don't meet current standard as well as potentially could present reliability challenges. Due to the lack of availability of parts when a unit goes out of service it would be for an extended time. This would present situations where a Tanker response would be extended and delayed in arriving on the incident scene.

Operating Impact:

There would be no personnel costs associated with this purchase. Operating cost associated with the maintenance and service of the new unit(s) would be less than those currently in the fleet as parts availability would be better.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	375,000	-	-	375,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSO Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	375,000	375,000
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	375,000	-	375,000	750,000
Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

Department: Fire-Rescue
Project Name: Hydraulic Tools
Project Type: Equipment
Fiscal Year: 2018 through 2022

Project Description:

Hydraulic Rescue Tools are used to gain access and assist in the removal of victims involved in car accidents, farm machinery incidents, technical rescue incidents, etc. The use hydraulic power to cut, pry, bend, and shear material which may be trapping or pinning victims.

The current inventory of hydraulic tools utilized by the department is in excess of 15-years old and is not standardized. This presents operational challenges as each of the 6 companies have tools manufactured by different manufactures and operate very differently from one and other. This results in delays in being able to remove critically injured patients. It is also a safety concern as members may not be familiar with the tool that they are using and catastrophic injuries may occur. The lack of standardization also causes excessive maintenance costs as several different vendors are need to repair and maintain the tools. Due to their age the current tools are not designed to cut the "new" materials such as boron that are being used in the modern automobile.

Location/Site Status:

Countywide

Estimated Project Costs:

The total project cost is estimated at \$500,00. At the rate of \$100,000 per year, the funds will be allocated from the General Fund Revenue Contingent fund in FY 2018, General Fund Reserves in FY 2019, Revenue Recovery Reserve in FY 2020, 2021 and 2022.

Impact If Not Completed:

Continued escalation of maintenance and repair costs. Lack of standardization may cause delays in extricating injured victims and injuries to operators. Some modern material will not be able to be cut.

Operating Impact:

The initial cost to purchase. There will be a reduction in annual maintenance due to the implementation of one type of tool and the implementation of the Economy of scale.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	100,000	-	-	-	-	100,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	100,000	-	-	-	100,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	100,000	100,000	100,000	300,000
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	100,000	100,000	100,000	100,000	100,000	500,000
Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

Department: Fire-Rescue
Project Name: Fire Engine Replacement
Project Type: Equipment
Fiscal Year: 2021

Project Description:

Goochland County Fire-Rescue operates a fleet of Engines that are the primary response vehicle to fires involving brush, vehicles, and structures. These vehicles carry staff, hose, and other essential equipment for the extinguishment of fires. In 2005 the county procured 6 Engines (one per station). The expected front-line life of an Engine is 15 years.

In 2005, Goochland County procured 6 identical Engines (one per station). In 2021 these units will be in excess of 15-years old and will no longer meet the standard for front-line use. Current standards require that after 15-years and Engine be moved to "reserve" status where it may remain for another 5-years.

Location/Site Status:

Countywide

Estimated Project Costs:

The total project cost is estimated at \$625,00 to be funded from the General Fund Reserves.

Impact If Not Completed:

Firefighters would continue to operate units that are not compliant with current standards for safety and operations. In addition, costs associated with maintenance and upkeep would continue to escalate. Reliability of older units may have operational impact.

Operating Impact:

There are no personnel costs associated with this project. There is expected to be a reduction associated with repairs as this vehicle would replace a vehicle more than 15 years old.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	625,000	-	625,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSO Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	-	625,000	-	625,000
Operating Impact	-	-	-	-	-	-	-

PUBLIC SAFETY

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

Project Description:

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

By 2020 the Ladder Truck will be 36-years old. The costs associated with maintaining a vehicle of this age will continue to impact the budget. In addition, the safety and reliability of a vehicle of this age will be a concern. The National Fire Protection Association (NFPA) recommends that Ladder Trucks that are more than 25-years old be removed from service. Continued development and the addition of both commercial and residential structures in the east end of the county will require the service of a reliable, safe, and fiscally responsible vehicle.

Location/Site Status:

Manakin Company 1 - 180 River Road West

Estimated Project Costs:

The project cost is estimated at \$1.2 million for FY 2021 and funding is anticipated from General Fund Revenue Contingent funds

Impact If Not Completed:

There will come a time that the current vehicle will no longer meets safety standards and/or becomes too costly to maintain. At that time the vehicle will have to be removed from service. In addition, the lack of an "Aerial Device" in an area of targeted commercial and residential growth may have a negative impact on economic development.

Operating Impact:

Annual maintenance costs associated with the operations of the existing vehicle will continue to escalate. The acquisition of a newer vehicle will result in a more cost effective vehicle operation. Staffing of the vehicle on a more consistent basis than currently exists would have an impact on personnel costs.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	1,200,000	-	1,200,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	-	1,200,000	-	1,200,000
Operating Impact	-	-	-	-	-	-	-

Schools Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	28,200	-	-	-	-	-	-
General Fund Revenue Contingent	150,000	350,000	-	500,000	2,070,000	-	2,920,000
Debt	-	-	-	-	-	33,500,000	33,500,000
Proffers	720,000	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	100,000	1,300,000	200,000	-	-	1,600,000
Utility Reserves in General Fund	-	300,000	-	250,000	250,000	-	800,000
TCSO Payback	-	-	600,000	500,000	600,000	-	1,700,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
TOTAL REVENUE SOURCES	\$ 898,200	\$ 750,000	\$1,900,000	\$1,450,000	\$2,920,000	\$33,500,000	\$ 40,520,000
COUNTY USES							
New Elementary School	150,000	-	500,000	500,000	500,000	33,500,000	35,000,000
Bus	-	100,000	100,000	100,000	100,000	-	400,000
Goochland County Public Schools Roof	3,000	250,000	250,000	250,000	250,000	-	1,000,000
Byrd Elementary School HVAC	-	150,000	-	-	-	-	150,000
Randolph Elementary School HVAC	-	150,000	-	-	-	-	150,000
Bus Cameras	-	100,000	100,000	-	-	-	200,000
Goochland County Public Schools Ext. Key Access	-	-	750,000	-	-	-	750,000
Upgrade Phone System	-	-	200,000	-	-	-	200,000
Goochland High School HVAC	-	-	-	500,000	-	-	500,000
Soccer and Game Field / Track Resurface	-	-	-	100,000	-	-	100,000
GHS Room C-143	-	-	-	-	950,000	-	950,000
Byrd Elementary School Façade	12,600	-	-	-	220,000	-	220,000
Randolph Elementary School Façade	12,600	-	-	-	220,000	-	220,000
Randolph Elementary School Parking Finish	720,000	-	-	-	680,000	-	680,000
TOTAL SCHOOL PROJECTS	\$ 898,200	\$ 750,000	\$1,900,000	\$1,450,000	\$2,920,000	\$33,500,000	\$ 40,520,000

SCHOOLS

Department: Schools
Project Name: New School Facility
Project Type: Facility/Property Improvement
Fiscal Year: 2018 through 2022

Project Description:

This project reserves funding for planning and construction of a new school facility based upon the priorities identified by the Goochland County School Board. A space study in FY17 will provide data to determine the location and type of school.

Location/Site Status:

Location to Be Determined

Estimated Project Costs:

\$35,000,000

Impact If Not Completed:

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

Operating Impact:

The project will generate new operating costs for Schools following the construction of the new school (outside FY2017-FY2020 CIP window). These costs will not be known until the project gets underway.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	150,000	-	-	500,000	500,000	-	1,000,000
Debt	-	-	-	-	-	33,500,000	33,500,000
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	500,000	-	-	-	500,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	150,000	-	500,000	500,000	500,000	33,500,000	35,000,000
Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Bus
Project Type: Equipment/Vehicle
Fiscal Year: 2018 through 2022

Project Description:

This project reserves funding for the purchase of vehicles, including school buses and multipurpose automobiles, to maintain a sufficient fleet for the purpose of transporting students and staff for school related activities.

Location/Site Status:

All locations within the division; transportation center at Triple T Road, Oilville

Estimated Project Costs:

\$100,000 per year

Impact If Not Completed:

Insufficient capacity to transport students, reduced efficiency of workflow among division departments, non-compliance with VDOE/VDOT mileage and usage standards for school buses.

Operating Impact:

Projected to be neutral - even with anticipated enrollment growth, this project is expected to only replace older vehicles which has the potential to lower maintenance costs. The Schools will be performing a comprehensive route study by this summer that is expected to allow us to consolidate a minimum of three current routes which will allow us to make room for new routes needed for enrollment growth.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	100,000	-	-	-	-	100,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	100,000	100,000	-	-	200,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	100,000	-	100,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	100,000	100,000	100,000	100,000	-	400,000
 Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Goochland County Public Schools Roof
Project Type: Facility/Property Improvement
Fiscal Year: 2018 through 2021

Project Description:

This project reserves funding for the evaluation, repair, and replacement as needed for the existing roofs at school division facilities. Currently each of the three elementary schools and the preschool have existing repair and replacement needs, and the middle/high facility is in need of proactive evaluation to determine next steps.

Location/Site Status:

All school locations.

Estimated Project Costs:

\$250,000 per year

Impact If Not Completed:

Potential structural damage, disruption to the learning environment, and potential safety and air quality challenges.

Operating Impact:

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

	PRIOR 5 FYS	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	3,000	-	-	-	-	-	-
General Fund Revenue Contingent	-	250,000	-	-	-	-	250,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	250,000	-	-	-	250,000
Utility Reserves in General Fund	-	-	-	250,000	250,000	-	500,000
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	3,000	250,000	250,000	250,000	250,000	-	1,000,000
 Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Byrd Elementary School HVAC
Project Type: Facility/Property Improvement
Fiscal Year: 2018

Project Description:

This project reserves funding for replacement of existing HVAC systems at Byrd Elementary School. The current HVAC system at Byrd has required regular attention due to aging, inefficient and obsolete systems and controls in addition to failing units. The current Byrd ES HVAC system is a mix of aging and repaired systems needing constant attention and has exceeded its useful life.

Location/Site Status:

Byrd Elementary School, 2704 Hadensville-Fife Rd

Estimated Project Costs:

\$150,000

Impact If Not Completed:

Continued need for repairs and associated costs, reduced comfort and air quality for students and staff.

Operating Impact:

The project is not anticipated to generate any new operating costs and represents potential operational savings with the use of updated and more efficient systems that could reduce utility costs and the need for emergency repairs or room rental units

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	150,000	-	-	-	-	150,000
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	150,000	-	-	-	-	150,000
Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Randolph Elementary School HVAC
Project Type: Facility/Property Improvement
Fiscal Year: 2018

Project Description:

This project reserves funding for replacement of existing HVAC systems at Randolph Elementary School. The current HVAC system at Randolph has required regular attention due to aging, inefficient and obsolete systems and controls in addition to failing units. The current Randolph ES HVAC system is a mix of aging and repaired systems needing constant attention and has exceeded its useful life.

Location/Site Status:

Randolph Elementary School, 1552 Sheppard Town Rd

Estimated Project Costs:

\$150,000

Impact If Not Completed:

Continued need for repairs and associated costs, reduced comfort and air quality for students and staff.

Operating Impact:

The project is not anticipated to generate any new operating costs and represents potential operational savings with the use of updated and more efficient systems that could reduce utility costs and the need for emergency repairs or room rental units.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	150,000	-	-	-	-	150,000
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	150,000	-	-	-	-	150,000
 Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Bus Cameras
Project Type: Equipment/Vehicle
Fiscal Year: 2018 & 2019

Project Description:

This project reserves funding for the purchase and installation of camera systems on the entire fleet of GCPS school buses. Currently all but three buses within the 62 bus fleet do not maintain camera systems. The addition of cameras to buses is a step toward modernizing the bus fleet and adding a layer of supervision and safety to the driver and student experience on GCPS buses. Camera systems will be purchased and installed in two phases over FY18 and FY19.

Location/Site Status:

All locations within the division; transportation center at Triple T Road, Oilville

Estimated Project Costs:

\$200,000

Impact If Not Completed:

Continued inability to review and thoroughly respond to bus incidents, including student behaviors and traffic-related situations, in order to improve safety for students and drivers.

Operating Impact:

This project has the potential to generate minimal operating costs (estimated at \$2,000 per year) for the purchase and maintenance of related software programs for camera administration.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	100,000	-	-	-	-	100,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	100,000	-	-	-	100,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	100,000	100,000	-	-	-	200,000
 Operating Impact		2,000	2,000	2,000	2,000	2,000	10,000

SCHOOLS

Department: Schools
Project Name: Goochland County Public Schools Ext Key Access
Project Type: Facility/Property Improvement
Fiscal Year: 2019

Project Description:

This project reserves funding to install electronic keycard access to the exterior doors of all school division facilities. With aging facilities at the elementary level and significant community utilization of all facilities, key accountability is an existing challenge for school facilities. Use of an electronic key card access system will provide greater flexibility, security, and monitoring capability across all division facilities.

Location/Site Status:

All school facilities within the division

Estimated Project Costs:

\$750,000

Impact If Not Completed:

Continued need to expend costs toward re-keying, safety risks related to accumulation/distribution of keys and limited historical accountability for facility keys.

Operating Impact:

This project has the potential to generate operating costs (estimated at \$5,000 per year) for the purchase and maintenance of related software programs for the administration of the keycard access program. This project also has the potential to generate operational savings related to the elimination of production and labor costs for traditional keys.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	250,000	-	-	-	250,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	500,000	-	-	-	500,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	750,000	-	-	-	750,000
Operating Impact		-	5,000	5,000	5,000	5,000	20,000

SCHOOLS

Department: Schools
Project Name: Upgrade Phone System
Project Type: Equipment/Vehicle
Fiscal Year: 2019

Project Description:

This project reserves funding for replacement of phone/bell/intercom system at GHS/GMS facility. Current vendor of phone system has divested from phone business - spare parts are still available but will become scarce. System is in need of replacement with an updated and viable phone/bell/intercom.

Location/Site Status:

Goochland High School 3250 River Road W

Estimated Project Costs:

\$200,000

Impact If Not Completed:

Potential of catastrophic failure with current system with unknown ability to repair/replace.

Operating Impact:

This project is not anticipated to generate any additional operating costs but will save about \$10,000 per year in lower maintenance and telecommunication costs.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	200,000	-	-	-	200,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	200,000	-	-	-	200,000
Operating Impact		-	(10,000)	(10,000)	(10,000)	(10,000)	(40,000)

SCHOOLS

Department: Schools
Project Name: Goochland High School HVAC
Project Type: Facility/Property Improvement
Fiscal Year: 2019

Project Description:

This project reserves funding for replacement of existing HVAC systems at Goochland High School. The current HVAC system at GHS operates using a now-obsolete system that is scheduled for unit replacement at the twenty year life span in the year 2021. Individual units have already required attention and repair.

Location/Site Status:

Goochland High School, 3250 River Rd W

Estimated Project Costs:

\$500,000

Impact If Not Completed:

Continued failure of obsolete rooftop units at high school, requiring additional repair and replacement costs; impact on air quality and comfort for students and staff.

Operating Impact:

This project has the potential to generate yet to be determined additional operational costs through contracting with service providers to perform scheduled maintenance and upkeep of the new system.

	PRIOR 5 FYS	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	500,000	-	-	500,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	500,000	-	-	500,000
 Operating Impact		-	-	8,000	8,000	8,000	24,000

SCHOOLS

Department: Schools
Project Name: Soccer and Game Field / Track Resurface
Project Type: Facility/Property Improvement
Fiscal Year: 2020

Project Description:

This project reserves funding to resurface the current high school track and make improvements to the high school soccer/football game field, to include crowning, regrading, and irrigation improvements as determined.

Location/Site Status:

Goochland High School, 3250 River Rd W

Estimated Project Costs:

\$100,000

Impact If Not Completed:

Adverse playing and use conditions for GCPS teams, bands, community, and external organizations. Potential safety impact through increased risk of injury on a subpar surface.

Operating Impact:

This project has the potential to generate minimal additional operating expenses in the form of related maintenance costs and utility costs for added irrigation. This project also has the potential to generate savings through increased facility use and related fees due to the presence of a high quality and attractive field/track that could potentially host outside events such as AAU or VHSL district, regional, or state events.

	PRIOR 5 FYS	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	100,000	-	-	100,000
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	100,000	-	-	100,000
 Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Goochland High School Room C-143
Project Type: Facility/Property Improvement
Fiscal Year: 2021

Project Description:

This project reserves funding to repurpose the technology education classroom located in room C-143 of Goochland High School to a STEM Lab/Makerspace/Flexible use room that could distinguish itself both in the school division and in the community as a destination for deeper learning and technology integration. Room C-143 would include 3D printers, independent study spaces, flexible classroom space, video boards, makerspace and related technologies, and whiteboard/collaborative areas.

Location/Site Status:

Goochland High School, 3250 River Rd W. Room 143

Estimated Project Costs:

\$950,000

Impact If Not Completed:

Current space is poorly lit, has acoustic issues, and is not meeting its potential in the context of the instructional and CTE innovation taking place in GCPS. Repurposing and updating of the space could create a high visibility area for both school and community use.

Operating Impact:

This project has the potential to generate minimal operating expenses in the form of related utility costs associated with increased technology; however, this project also has the potential to generate savings to offset any operating expenses through facilities use and associated fees.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	450,000	-	450,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	500,000	-	500,000
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	-	-	-	-	950,000	-	950,000
Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Byrd Elementary School Façade
Project Type: Facility/Property Improvement
Fiscal Year: 2021

Project Description:

This project reserves funding to purchase enhancements to the exterior façade of Byrd Elementary School, including extensive landscaping, aesthetic improvements to the building surface (paint, mortar, etc.), and potential construction of additional fencing and enclosures, awnings, and canopies to provide weather protection. This project will greatly improve the first impression and “curb appeal” of the facility.

Location/Site Status:

Byrd Elementary School, 2704 Hadensville-Fife Rd

Estimated Project Costs:

\$220,000

Impact If Not Completed:

Byrd Elementary has had no significant renovation or enhancement made to its front façade area since the school opening. There was a critical security enhancement made to the main entrance during September 2015 (\$12,600). Conditions will continue to deteriorate without added attention, and community/outside perception of the facility will be impacted by the adverse first impression.

Operating Impact:

This project is not anticipated to generate additional operating costs. It can, however, generate savings through reduced long-term maintenance due to weather protection installations.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	12,600	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	220,000	-	220,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	12,600	-	-	-	220,000	-	220,000
 Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Randolph Elementary School Façade
Project Type: Facility/Property Improvement
Fiscal Year: 2021

Project Description:

This project reserves funding to purchase enhancements to the exterior façade of Randolph Elementary School, including extensive landscaping, aesthetic improvements to the building surface (paint, mortar, etc.), and potential construction of additional fencing and enclosures, awnings, and canopies to provide weather protection. This project will greatly improve the first impression and “curb appeal” of the facility.

Location/Site Status:

Randolph Elementary School, 1552 Sheppard Town Rd

Estimated Project Costs:

\$220,000

Impact If Not Completed:

Randolph Elementary has had no significant renovation or enhancement made to its front façade area since the school opening. There was a critical security enhancement made to the main entrance during September 2015 (\$12,600). Conditions will continue to deteriorate without added attention, and community/outside perception of the facility will be impacted by the adverse first impression.

Operating Impact:

This project is not anticipated to generate additional operating costs. It can, however, generate savings through reduced long-term maintenance due to weather protection installations.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	12,600	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	220,000	-	220,000
Debt	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	12,600	-	-	-	220,000	-	220,000
Operating Impact		-	-	-	-	-	-

SCHOOLS

Department: Schools
Project Name: Randolph Elementary School Parking Finish
Project Type: Facility/Property Improvement
Fiscal Year: 2021

Project Description:

This project reserves funding to resurface and expand the existing paved parking surface at Randolph Elementary School. With increased enrollment and future increased enrollment projections, existing gravel parking is not well-suited for the use of the space for faculty, parents, and outside facility use. Today current use requires requesting permission of nearby landowners for additional parking in the event of whole school functions.

Location/Site Status:

Randolph Elementary School, 1552 Sheppard Town Rd

Estimated Project Costs:

\$680,000

Impact If Not Completed:

Continued difficulty accommodating faculty, parents, and visitors on a day-to-day basis and increased difficulty in traffic flow.

Operating Impact:

This project will not generate additional operating costs.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	680,000	-	680,000
Debt	-	-	-	-	-	-	-
Proffers	720,000	-	-	-	-	-	-
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	720,000	-	-	-	680,000	-	680,000
Operating Impact		-	-	-	-	-	-

Transportation Project Summary

REVENUE SOURCES	Prior 5 Fiscal Years	FY2018	FY2019	FY2020	FY2021	FY2022	TOTAL FY 2018-2022
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	227,000	550,000	-	-	-	-	550,000
Grants, Contributions, Etcetera	-	3,757,000	-	-	-	-	3,757,000
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	816,000	-	-	-	-	816,000
TOTAL REVENUE SOURCES	\$ 227,000	\$5,123,000	\$ -	\$ -	\$ -	\$ -	\$5,123,000
COUNTY USES							
Transportation Planning, Design, Acquisition	50,000	50,000	-	-	-	-	50,000
Fairground Road Extension & Intersection Improvements	177,000	5,073,000	-	-	-	-	5,073,000
TOTAL INFORMATION SYSTEMS PROJECTS	\$ 227,000	\$5,123,000	\$ -	\$ -	\$ -	\$ -	\$5,123,000

TRANSPORTATION

Department: Transportation
Project Name: Transportation Planning, Design, Acquisition
Project Type: Road Improvement
Fiscal Year: 2018

Project Description:

This project allocates funds for the planning, design, and/or land acquisition related to road improvements in the County.

Location/Site Status:

Countywide

Estimated Project Costs:

Funding for the project is estimated at \$50,000 in FY 2018, entirely from available Road Cash Proffers.

Impact If Not Completed:

The County may face a deadline to utilize Road cash proffers.

Operating Impact:

The project is not anticipated to generate any operating costs.

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	50,000	50,000	-	-	-	-	50,000
Grants, Contributions, Etcetera	-	-	-	-	-	-	-
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
Total	50,000	50,000	-	-	-	-	50,000
Operating Impact	-	-	-	-	-	-	-

TRANSPORTATION

Department: Transportation
Project Name: Fairground Road Extension
Project Type: Road Improvement/Extension
Fiscal Year: 2018

Project Description:

This project allocates funds for the planning, design, and construction for the extension of Fairground Road (Rt. 632) between Sandy Hook Road (Rt. 522) and River Road West (Rt. 6) along with improvements to the intersection of Fairground Road (Rt. 632) and Sandy Hook Road (Rt. 522). The extension will bring about additional connectivity in the Courthouse Village as well as opening up additional property for future economic development.

Location/Site Status:

Courthouse Village - between River Road West (Rt. 6) and Sandy Hook Rd. (Rt. 522).

Estimated Project Costs:

\$177,000 was spent in FY 2017 from the Road Proffers. Funding for the continuation of this project is estimated at \$5.073 million in FY 2018; \$2.557 million in Grants, \$500,000 in Road Proffers, and the remaining \$1.2 million in Contributions/Land Sale.

Impact If Not Completed:

Enhanced connectivity in the Courthouse Village and the opening of additional land for economic development will not occur.

Operating Impact:

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

	PRIOR 5 FY'S	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL FY 18-22
General Fund Transfer	-	-	-	-	-	-	-
General Fund Revenue Contingent	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Proffers	177,000	500,000	-	-	-	-	500,000
Grants, Contributions, Etcetera	-	3,757,000	-	-	-	-	3,757,000
General Fund Reserves	-	-	-	-	-	-	-
Utility Reserves in General Fund	-	-	-	-	-	-	-
TCSD Payback	-	-	-	-	-	-	-
Revenue Recovery Reserve	-	-	-	-	-	-	-
CIP Fund Balance	-	816,000	-	-	-	-	816,000
Total	177,000	5,073,000	-	-	-	-	5,073,000
Operating Impact	-	-	-	-	-	-	-



Appendix



Board of Supervisors

1800 Sandy Hook Road
Goochland, VA 23063

Meeting: 04/18/17 03:00 PM

Department: Finance

Category: Budget

Prepared By: Barbara Horlacher

Department Head: Barbara Horlacher

ADOPTED RESOLUTION

(ID # 2225)

✓ Vote Record - Resolution 2225						
☒ Approved ☐ Recommended for Approval ☐ Recommended for Denial ☐ Deferred ☐ Denied ☐ Withdrawn ☐ Recommended for Approval as Amended ☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Consensus of the Board ☐ Tabled by Consensus ☐ Approved as Amended			Yes/Aye	No/Nay	Abstain	Absent
	Susan Lascolette	Second	☒	☐	☐	☐
	Ned Creasey	Voter	☒	☐	☐	☐
	Manuel Alvarez	Voter	☒	☐	☐	☐
	Robert Minnick	Voter	☒	☐	☐	☐
	Ken Peterson	Mover	☒	☐	☐	☐

AT A MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GOOCHLAND, VIRGINIA, HELD ON APRIL 18, 2017, IN THE GOOCHLAND COUNTY ADMINISTRATION BUILDING, 1800 SANDY HOOK RD., SUITE 250, GOOCHLAND, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

A RESOLUTION TO APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM ESTIMATED REVENUES FOR FY2018

WHEREAS, the Board of Supervisors has reviewed the proposed County budget for FY2018; and

WHEREAS, the Board of Supervisors wishes to appropriate designated funds and accounts from estimated revenues for FY2018 for the operating budget for the County of Goochland, Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Goochland County Board of Supervisors that for the fiscal year beginning on the first day of July 2017 and ending on the thirtieth day of June 2018, the following sections are hereby adopted:

Sec. 1 The following designated funds and accounts are hereby appropriated from the estimated revenues to fund the operating budget for the County.

FY2018 Adopted

General Fund:

General Government	4,447,043
Judicial Administration	1,642,525
Public Safety	10,115,703
General Services	2,343,317
Health & Welfare	1,288,262

Culture & Leisure	882,287
Community Development	1,558,739
Debt Service & Other	4,243,149
Schools Transfer	21,830,000
Social Services Transfer	646,122
Office of Children's Services Transfer	931,000
CIP Transfer	<u>490,000</u>
Subtotal General Fund	50,418,147
CIP Reserve Transfer	1,130,000
School Operating Fund:	
Instruction	20,045,171
Administration, Attendance & Health	1,779,145
Pupil Transportation	2,417,704
Operation and Maintenance	2,493,682
Technology	<u>2,314,491</u>
School Operating Fund	29,050,193
Textbooks Fund	276,645
School Grants	1,288,930
School Cafeteria Fund	964,775
Capital Improvements	7,253,500
Social Services	2,436,932
Comprehensive Services	1,675,411
Countywide Utility	5,805,500
Countywide Utility - Capital	400,000
Tuckahoe Creek Debt	4,999,000

Sec. 2 The County Administrator is authorized to transfer unencumbered balances from one appropriation category to another within the General Fund. The County Administrator may transfer up to \$7,500.00 from the unencumbered appropriated balance of one appropriation category to another appropriation category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$7,500.00.

Sec. 3 The School Superintendent, with the approval of the School Board, is authorized to transfer up to \$7,500.00 from the unencumbered appropriated balance of one appropriation category of the School Operating Fund to another appropriation category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$7,500.00.

Sec. 4 The County Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

- a) Insurance recoveries received for damage to any County property, including

vehicles, for which County funds have been expended to make repairs.

b) Revenue not to exceed \$7,500.00.

Sec. 5 All outstanding encumbrances, both operating and capital, in all County funds at June 30, 2017 shall be an amendment to the adopted budget and shall be reappropriated for the 2017-2018 fiscal year to the same department and account for which they were encumbered in the previous fiscal year.

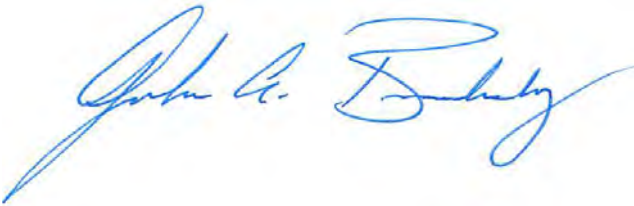
Sec. 6 At the close of the fiscal year, all unencumbered appropriations shall lapse for budget items other than capital projects, and federal and state grants.

Sec. 7 The County Administrator may reduce revenue and expenditure appropriations related to programs, functions, or departments funded all or in part by the Commonwealth of Virginia or the federal government to the level approved by the responsible state or federal agency.

Sec. 8 The Director of Financial Services is authorized to make transfers to various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers should be made.

Adopted this 18th day of April, 2017.

A COPY ATTEST:



John A. Budesky, County Administrator
Goochland County Board of Supervisors

Goochland County - Personnel Complement
FY2018 Budget - Authorized Full Time and Part Time Personnel

Agency	Title	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	FY2019 Projected
GENERAL FUND:					
Animal Protection					
	Director of Animal Control	1.00	1.00	1.00	1.00
	Animal Control Supervisor	-	-	-	1.00
	Animal Control Officer	3.00	3.00	3.00	3.00
	Animal Shelter Coordinator	1.00	1.00	1.00	1.00
	Animal Shelter Attendant - Part Time	1.00	1.00	1.00	1.00
Board of Supervisors					
	Board Member - Chairman	1.00	1.00	1.00	1.00
	Board Member - Vice Chairman	1.00	1.00	1.00	1.00
	Board Member	3.00	3.00	3.00	3.00
Building Inspections					
	Building Official	1.00	1.00	1.00	1.00
	Combination Res/Comercial Inspector	4.00	3.00	4.00	4.00
	Plans Examiner/Inspector	-	1.00	1.00	1.00
	Office Manager	1.00	1.00	1.00	1.00
	Admin Assistant/Permit Clerk	1.00	1.00	1.00	1.00
Civil/Environmental Engineering					
	Assistant Director of Community Development	1.00	1.00	1.00	1.00
	Stormwater Engineer	1.00	1.00	1.00	1.00
	Erosion & Sediment Inspector	1.00	1.00	1.00	1.00
	Environmental Planner - Part Time	1.00	1.00	1.00	1.00
Clerk of the Circuit Court					
	Circuit Court Clerk	1.00	1.00	1.00	1.00
	Chief Deputy Clerk	1.00	2.00	2.00	2.00
	Deputy Clerk II	4.00	3.00	3.00	3.00
	Deputy Clerk I	1.00	2.00	2.00	2.00
	Deputy Clerk - Part-time	2.00	-	-	-
Commissioner of Revenue					
	Commissioner of Revenue	1.00	1.00	1.00	1.00
	Chief Deputy Commissioner	1.00	1.00	1.00	1.00
	Comm Revenue Deputy III	1.00	1.00	1.00	1.00
	Comm Revenue Deputy II	-	1.00	1.00	1.00
	Comm Revenue Deputy I	2.00	1.00	1.00	1.00
	Comm Revenue Deputy I - Part Time	-	1.00	1.00	1.00
Commonwealth Attorney					
	Commonwealth Attorney	1.00	1.00	1.00	1.00
	Deputy Commonwealth Attorney	1.00	1.00	1.00	1.00
	Victim Witness Director/Paralegal	1.00	1.00	1.00	1.00
	Legal Secretary	1.00	1.00	2.00	2.00
	Legal Secretary - Part Time	1.00	1.00	-	-

Agency	Title	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	FY2019 Projected
Community Development					
	Assistant County Administrator for Utilities & Comm Dev	1.00	1.00	0.30	0.30
	Customer Service Manager	1.00	1.00	1.00	1.00
Convenience Centers					
	General Services Director	-	-	0.33	0.33
	Convenience Centers Manager	1.00	1.00	1.00	1.00
	Attendant	5.00	5.00	5.00	5.00
	Attendant - Part Time	2.00	2.00	2.00	2.00
County Administrator					
	County Administrator	1.00	1.00	1.00	1.00
	Deputy Clerk to the BOS	1.00	1.00	1.00	1.00
	Administrative Services Manager	1.00	1.00	1.00	1.00
	Deputy County Administrator for Operations	-	-	1.00	1.00
County Assessor					
	County Assessor	1.00	1.00	1.00	1.00
	Office Manager	1.00	1.00	-	-
	Office Manager - Part Time	-	-	1.00	1.00
	Real Estate Appraiser	2.00	2.00	2.00	2.00
	Program Support Specialist	1.00	1.00	1.00	1.00
County Attorney					
	County Attorney	1.00	1.00	1.00	1.00
	Assistant County Attorney	1.00	1.00	1.00	1.00
	Paralegal	1.00	1.00	1.00	1.00
Economic Development					
	Director of Economic Development	1.00	1.00	1.00	1.00
Emergency Services					
	Communications Officer	10.00	10.00	12.00	14.00
Extension Office					
	Environmental Horticultural Associate - Part Time	1.00	1.00	1.00	1.00
Facilities Management					
	General Services Director	-	-	0.33	0.33
	Director	-	0.50	-	-
	Administrative Assistant	-	1.00	-	-
	Grounds Supervisor	-	2.00	-	-
	Groundskeeper Senior	-	1.00	-	-
	Groundskeeper	-	3.00	-	-
	Facilities Supervisor	-	1.00	1.00	1.00
	Facilities Technician	-	2.00	2.00	2.00
	Custodial Supervisor	-	1.00	1.00	1.00
	Custodian	-	4.00	5.00	5.00
	Custodian - Part Time	-	2.00	1.00	1.00
	Groundskeeper - Part Time	-	2.00	-	-

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

Agency	Title	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	FY2019 Projected
Finance					
	Director of Financial Services*	0.75	0.75	0.75	0.75
	Assistant Director of Financial Services	1.00	1.00	1.00	1.00
	Finance Director	1.00	1.00	1.00	1.00
	Accounting Specialist	1.00	1.00	1.00	1.00
<i>*Note: Director of Financial Services position is 75% general fund and 25% enterprise fund</i>					
Fire & Rescue					
	Fire Chief	1.00	1.00	1.00	1.00
	Deputy Chief	1.00	1.00	1.00	1.00
	Fire Captain	1.00	1.00	1.00	1.00
	Fire Lieutenant/Paramedic	1.00	1.00	1.00	1.00
	Logistics Officer	1.00	1.00	1.00	1.00
	EMT/Firefighter	20.00	24.00	28.00	32.00
	Business Manager	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Fire Marshall - Part-time	1.00	1.00	1.00	1.00
	EMS Compliance Officer - Part Time	1.00	-	-	-
	EMT/Firefighter - Part Time	8.00	5.00	5.00	5.00
	Training and Safety Officer - Part Time	1.00	1.00	1.00	1.00
Grounds Management					
	General Services Director	-	-	0.33	0.33
	Grounds Manager	-	-	1.00	1.00
	Grounds Supervisor	-	-	1.00	1.00
	Grounds Keeper	-	-	5.00	5.00
Human Resources					
	Director of Human Resources	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	1.00	1.00	1.00	1.00
Information Technology					
	IT Director	1.00	1.00	1.00	1.00
	Assistance Director of IT	1.00	1.00	1.00	1.00
	IT Programmer/Analyst	1.00	1.00	1.00	1.00
	IT Support Specialist	2.00	3.00	3.00	3.00
	GIS Analyst	1.00	1.00	1.00	1.00
	IT Network Engineer - Part Time	1.00	1.00	1.00	1.00
Parks and Recreation and Facility Management					
	Director	1.00	0.50	-	-
	Administrative Assistant	1.00	-	1.00	1.00
	Grounds Supervisor	2.00	-	-	-
	Groundskeeper Senior	1.00	-	-	-
	Groundskeeper	3.00	-	-	-
	Recreation Manager	1.00	1.00	1.00	1.00
	Program Coordinator	1.00	2.00	2.00	2.00
	Facilities Supervisor	1.00	-	-	-
	Facilities Technician	1.00	-	-	-
	Custodial Supervisor	1.00	-	-	-
	Custodian	3.00	-	-	-
	Custodian - Part Time	2.00	-	-	-
	Program Coordinator - Part Time	1.00	1.00	1.00	1.00
	Recreation Assistant - Part Time	7.00	12.00	12.00	12.00
	Groundskeeper - Part Time	1.00	-	-	-

Agency	Title	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	FY2019 Projected
Planning					
	Director Community Development	1.00	1.00	1.00	1.00
	Principal Planner	1.00	1.00	1.00	1.00
	Senior Planner	-	-	1.00	1.00
	Deputy Zoning Administrator	1.00	1.00	1.00	1.00
	Zoning Administrator	1.00	1.00	1.00	1.00
Purchasing					
	Director of Purchasing	1.00	1.00	1.00	1.00
Registrar					
	Director of Elections (Registrar)	1.00	1.00	1.00	1.00
	Assistant Registrar - Part-time	2.00	2.00	2.00	2.00
	Electoral Board Member - Part Time	3.00	3.00	3.00	3.00
Sheriff					
	Sheriff	1.00	1.00	1.00	1.00
	Major	1.00	1.00	1.00	1.00
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	5.00	5.00	5.00	5.00
	Investigator	1.00	1.00	1.00	1.00
	Corporal	4.00	4.00	4.00	4.00
	Deputy	20.00	21.00	22.00	22.00
	Office Manager	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	1.00	1.00	1.00	1.00
	Polygraph Examiner - Part Time	-	1.00	1.00	1.00
Sheriff - Court Related					
	Sergeant	1.00	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00	1.00
	Deputy	2.00	2.00	2.00	2.00
	Court Deputy - Part Time	5.00	5.00	5.00	5.00
	Court Security Specialist - Part Time	2.00	2.00	2.00	2.00
Treasurer					
	Treasurer	1.00	1.00	1.00	1.00
	Chief Deputy Treasurer	1.00	1.00	1.00	1.00
	Deputy Treasurer III	1.00	1.00	1.00	1.00
	Deputy Treasurer II	1.00	2.00	2.00	2.00
	Deputy Treasurer I	2.00	1.00	1.00	1.00
	Deputy Treasurer I - Part Time	1.00	1.00	1.00	1.00
TOTAL: GENERAL FUND FULL-TIME & PART-TIME POSITIOI		216.75	228.75	237.04	244.04
Children's Services					
	Children's Services Director	1.00	1.00	1.00	1.00

Agency	Title	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	FY2019 Projected
Utilities					
	Director	1.00	1.00	0.70	0.70
	Utilities Superintendent	-	-	1.00	1.00
	Utility Engineer	1.00	1.00	1.00	1.00
	Utility Technician	1.00	1.00	1.00	1.00
	Utility Operator	2.00	2.00	2.00	2.00
	Utility Inspector	1.00	1.00	1.00	1.00
	Office Manager	1.00	1.00	1.00	1.00
	Deputy County Administrator for Financial Services	0.25	0.25	0.25	0.25
<i>*Note: the Deputy County Administrator position is 75% general fund and 25% enterprise fund</i>					
TOTAL: GRANT & ENTERPRISE FUNDS		8.25	8.25	8.95	8.95
TOTAL COUNTY PART-TIME & FULL-TIME POSITIONS		225.00	237.00	245.99	252.99
Social Services					
	Director I	1.00	1.00	1.00	1.00
	Administrative Services Manager	1.00	1.00	1.00	1.00
	Finance Manager	1.00	1.00	1.00	1.00
	Benefit Program Specialist Supervisor	1.00	1.00	1.00	1.00
	Family Services Supervisor	1.00	1.00	1.00	1.00
	Family Services Worker II	4.00	4.00	4.00	4.00
	Family Services Worker III	3.00	3.00	3.00	3.00
	Benefit Program Specialist II	3.00	5.00	5.00	5.00
	Benefit Program Specialist III	2.00	2.00	2.00	2.00
	Human Services Associate	2.00	2.00	2.00	2.00
	Office Associate I	-	-	-	-
	Office Associate III	-	-	-	-
	Administrative Program Assistant I	1.00	1.00	1.00	1.00
	Administrative Program Assistant II	-	-	-	-
	Part Time Licensed Clinical Social Worker	1.00	1.00	1.00	1.00
	Part Time Emergency Eligibility Worker	1.00	-	-	-
	Part Time Eligibility Worker	2.00	2.00	2.00	2.00

FINANCIAL POLICY GUIDELINES

County of Goochland, Virginia

August 2014

FISCAL POLICY GUIDELINES - OBJECTIVES

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of Goochland County. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the County's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the County rather than single issue areas,
- Promotes the view of linking long-run financial planning with day to day operations, and
- Provides the Board of Supervisors and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

FINANCIAL POLICY GUIDELINES - *Continued*

County of Goochland, Virginia

August 2014

OPERATING BUDGET POLICIES

1. The County will develop the annual Operating Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
2. In order to enhance financial planning, the County will prepare an annual budget with a second year of projections of general fund revenues and expenditures. Further, long range forecasts will be included for years three through five which take into account the impact of projects in the Capital Improvement Program.
3. The County will adopt an annual balanced budget. A balanced budget is a budget with total expenditures equal to total revenues, including use of fund balance.
4. One-time or other special revenues will not be used to finance continuing County operations but instead will be used for funding items of a non-recurring nature.
5. Budget Monitoring: the monitoring of revenues and expenditures is an ongoing process. During the fiscal year, a quarterly update of general fund revenues and expenditures will be provided to the Board of Supervisors and the public.

FINANCIAL POLICY GUIDELINES - *Continued*

County of Goochland, Virginia
August 2014

CAPITAL IMPROVEMENT BUDGET POLICIES

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

FINANCIAL POLICY GUIDELINES - *Continued*

County of Goochland, Virginia

August 2014

DEBT POLICIES

1. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and “pay-as-you-go” appropriations. Pay-as-you-go appropriations will be adopted as part of the operating budget.
2. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
3. In the Commonwealth of Virginia, there is no statutory limitation on the amount of debt a County can issue. The County has set its own debt ratio guidelines as part of sound financial management practices. Debt ratios will be annually calculated and included in the review of financial trends. The County will comply with the following debt ratio guidelines:
 - a) Net debt as a percentage of estimated market value of taxable property should not exceed 2.75%. Net debt is to include general obligation, capital leases, and enterprise fund revenue bonds, including accreted interest.
 - b) The ratio of debt service expenditures as a percent of total general fund expenditures (including transfers to other funds) should not exceed 12%. Limiting debt service expenditures in this way provides flexibility for other expenses in the budget.

FINANCIAL POLICY GUIDELINES - *Continued*

County of Goochland, Virginia
August 2014

FUND BALANCE RESERVE POLICIES

DEFINITIONS

Fund balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board (GASB) prescribes the classifications for components of fund balance. The County shall report governmental fund balances per GASB definitions. These classifications are listed below in descending order of restrictiveness.

1. Nonspendable – amounts that cannot be spent because they are not in spendable form or are not expected to be converted into cash with the current period or at all.
2. Restricted – amounts subject to usage constraints that have either been externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
3. Committed – amounts constrained to use for specific purposes pursuant to formal action of the Board of Supervisors (the Board). The amounts cannot be used for other purposes unless the Board removes or changes the constraints via the same action used to initially commit them.
4. Assigned – amounts intended by the County for use for a specific purpose, but do not meet the criteria to be classified as restricted or committed. The intent can be expressed by the Board. Formal action is not necessary to impose, remove, or modify a constraint in Assigned Fund Balance.
5. Unassigned – amounts that are available for any purpose.

MINIMUM FUND BALANCE

Unassigned fund balances at the close of each fiscal year should be at least 20% of the total annual adopted general fund budget of the subsequent fiscal year, plus the non-local portion of the school operating fund budget. The general fund budget includes the transfer to the Schools, Debt Service, and other transfers from the general fund.

The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose for the benefit of the County. In such circumstances, the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be

accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.

REVENUE STABILIZATION RESERVE

The County will maintain a Revenue Stabilization Reserve of at least 1% of the total annual adopted general fund budget of the subsequent fiscal year, plus the non-local portion of the school operating fund budget.

The Board may draw down the Revenue Stabilization Reserve only in the event that general fund revenues excluding use of prior year fund balance decline by more than 3% of the current fiscal year budget. In the event of a draw down, the Board will adopt a plan to restore the reserve to the policy level within 36 months from the date of the appropriation.

ORDER OF EXPENDITURES OF FUNDS

For any expenditure incurred for purposes for which multiple fund balance categories can be used, the County will utilize funds in the following spending order: restricted, committed, assigned, and unassigned.

Glossary of Budget Related Terms

Accrual Basis	A basis of accounting in which transactions are recognized at the time they are incurred, not when cash is received or spent.
Ad Valorem	A tax levied in proportion to value of the property against which it is levied.
Adopted Budget	A plan of financial operations approved by the Board of Supervisors highlighting major changes made to the County Administrator's Advertised Fiscal Plan. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures, transfers and departmental goals, objectives, performance measures, and initiatives.
Appropriation	An authorization granted by the Board of Supervisors to a specified organization, such as a unit of County government, to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.
Appropriations Resolution	A legally binding document which delineates by fund or category and/or by department or grant all expenditures and revenues adopted by the Board of Supervisors and reflected in the Adopted Budget.
Asset	Resources owned or held by a government, which have monetary value.
Authorized Positions	Employee positions, as authorized in the adopted budget.
Assigned Fund Balance	For the general fund, amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.
Authorized Positions	Employee full-time permanent positions, which are authorized in the Adopted Budget, to be filled during the fiscal year.
BPOL	Business, Professional, and Occupational License Refers to the license tax that is levied upon those doing business or engaging in a profession, trade, or occupation in the county.
Balance Sheet	A financial statement disclosing the assets, liabilities and equity of an entity at a specified date.
Balanced Budget	A term used to describe a budget in which total revenues equal total expenditures, reserves, and unassigned fund balance for a given time period.
Basis of Accounting	The timing of recognition of transactions or events for financial statement reporting purposes. Goochland County either uses the accrual or modified accrual basis of accounting, as appropriate for each fund type or activity, in accordance with the US generally accepted accounting principles (GAAP) applicable to governmental units.

Glossary of Budget Related Terms

Basis of Budgeting	The method used to determine when revenues and expenditures are recognized for budgetary purposes. Goochland County's budget is presented on the same basis as that used for financial statement reporting purposes; however the budget is presented using a different perspective than the financial statement presentation and requires a budget to GAAP reconciliation for financial statement reporting.
Biennial Financial Plan	A two-year financial and operational plan used for planning. Provided to residents, elected officials, and interested parties for informational purposes.
Bond	Interest bearing certificates of public indebtedness used primarily to finance capital projects. They evidence the issuer's obligation to repay a specified principal amount on a set maturity date, together with interest at a stated rate, or according to a formula which determines that rate.
Budget	An annual financial plan that identifies a plan of operation for the fiscal year. It states expenditures required and identifies revenues necessary to finance the plan.
Budgetary Control	The control or management of a government or enterprise in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
CAFR	Comprehensive Annual Financial Report - a report compiled annually which provides detailed information on an organization's financial status at year end.
Capital Improvement Program (CIP)	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the County citizenry. The CIP is a reflection of the physical development policies of the County and typically encompasses a five-year or six-year period and includes projects in excess of \$50,000.
Capital Assets	Assets of a substantial nature (\$5,000 or more) expected to have a useful life of two or more years. Examples include vehicles and computer servers.
Capital Projects Fund	Used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlay, including the acquisition or construction of capital facilities and other capital assets.
Carryover Funds	Unexpended funds from the previous fiscal year that may be used to cover expenses in the current fiscal year.
Committed Fund Balance	Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
Comprehensive Plan	A long-term plan to control and direct the use and development of property in the County. It is also used to make strategic decisions regarding water and wastewater lines, infrastructure, and roads.

Glossary of Budget Related Terms

Constitutional Officers	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer).
Contingency	A budgetary assignment established for emergencies or unforeseen expenditures.
Debt Ratios	Comparative statistics showing the relationship between an entity's outstanding debt and factors such as its tax base, income, or population. Such ratios often are used to assess the credit quality of an entity's bond.
Debt Service	The payment of principal and interest on borrowed funds through instruments such as bonds.
Deficit	The excess of expenditures over revenues during a single accounting period.
Department	An organizational unit of government functionally unique in its delivery of service.
Depreciation	The decrease in value of physical assets due to use and the passage of time.
Disbursement	Payments made in cash.
Encumbrance	A carry over of funds for an anticipated expenditure prior to payment for the item. Funds usually are assigned or encumbered once a contract obligation has been signed.
Enterprise Fund	A (typically self-supporting) fund designed to account for activities provided to external customers, and supported by user charges; examples include the water and wastewater Utilities.
Expenditure	The payment of cash upon the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.
Expenditure Line Item	An expenditure classification referring to the lowest and most detailed level of classification, such as utility charges, office supplies, and furniture.
Fiscal Year	The period of time used by the county for budgeting and accounting purposes. Goochland County uses the twelve-month period beginning on July 1 st and ending June 30 th .
Fringe Benefits	Contributions made by the county for its share of personnel costs for Social Security, pension, medical, and life insurance plans.
Full-time Equivalent (FTE)	Number of staff members, including full-time and part-time employees.
Fund	An accounting entity with a group of self-balancing accounts. Budgets for all funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP).

Glossary of Budget Related Terms

Fund Balance	The amount of spendable resources remaining restricted, committed, assigned, or unassigned in a fund at a specific point in time.
General Fund	The General Fund is the primary location of all financial activity associated with ordinary operations of the County. Most taxes are accrued in this fund and transfers are made to Schools as appropriate. The General Fund is the most critical fund in the Goochland County budget.
Grant	Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.
Infrastructure	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems, and similar assets that are immovable and are only of value to the governmental unit.
Interfund Transfers	The movement of monies between funds of the same governmental entity. These do not include loans, quasi-external transactions, or reimbursements.
Levy	To impose taxes, special assessments or service charges for the support of government activities.
Line-item Budget	A departmental budget that specifies types of expenditures planned for the fiscal year.
Liquidity	The ability to meet short-term expenditures promptly using cash on hand or by converting an investment to cash with minimum risk to principal or accrued interest.
Long-Term Debt	Debt that has a maturity of more than one year from date of issuance.
Mission Statement	A written description stating the purpose of an organizational unit (department or agency) and its function.
Modified Accrual	A basis of accounting in which revenues are recorded when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period.
Multi-Year Funds	Funds that maintain prior year appropriations and actual revenues and expenditures in addition to current fiscal year information. Multi-year funds are used for federal/state grant programs and most major capital projects/programs where financial information specific to a particular program or project is normally spread over two or more years. In these funds, once revenues and expenditures have been appropriated, they do not lapse at the end of the fiscal year. Therefore, it is not necessary to re-appropriate remaining balances at the start of each year.
Obligation	An amount the County is legally required to satisfy through use of its resources, including liabilities and unliquidated encumbrances.

Glossary of Budget Related Terms

Operating Budget	Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repairs and maintenance, rentals and leases, and capital outlay for various departments such as Fire-Rescue and Parks and Recreation.
Operating Revenue	Funds that the County receives as income to pay ongoing operations, such as taxes, fees for specific services, interest earnings and grant revenues.
Ordinance	A formal legislative enactment by the governing body of a municipality. If not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality.
Other Financing Sources	Non-operating revenue received to assist with financing County operations such as recoveries, gifts/donations, and the sale of surplus fixed assets.
Pay as You Go Approach	The procurement of capital assets with available cash reserves.
Performance Measure	Data collected to determine how effective or efficient a program is in achieving its goals and objectives.
Personal Property	A category of property, other than real estate, identified for purposes of taxation. It includes resident-owned items, corporate property, and business equipment. Examples of personal property include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.
Proffer	Funds negotiated at the time of rezoning to help defray the capital costs associated with resultant development.
Property Tax Rate	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per \$100 of assessed valuation.
Proprietary Fund	A fund category used to account for the business-type activities within a government.
Real Property	Real estate, including land and improvements (building, fencing, paving) classified for purposes of tax assessment.
Reserve	Budgetary terminology used by the County to indicate the portion of fund balance that is either restricted, committed, or assigned.
Resolution	An order of a legislative body requiring less legal formality than an ordinance or statute.
Resources	Amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Glossary of Budget Related Terms

Revenue	A source of income that provides an increase in net financial resources, and is used to fund expenditures. Budgeted revenue is categorized according to its source, such as local, state, federal or other financing sources.
Revenue Bond	A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.
Special Revenue Fund	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific purpose such as grants for specific programs.
Statute	A written law enacted by a duly organized and constituted legislative body.
Tax Base	The total property valuations on which each taxing authority levies its tax rates.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.
Technology Plan	Plan to enhance the County's technological capabilities and service delivery through upgrades or replacement of existing software and hardware, including implementation costs. This three-year program is updated each year in concert with the Information Systems budget.
Unassigned Fund Balance	For the general fund, amounts not classified as nonspendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.