



City Of Richmond, Virginia
Office of the City Clerk

Request to Withdraw Legislation

Paper Number: ORD. 2022-013

Chief Patron: Councilmember Michael J. Jones

Introduction Date: January 10, 2022

Chief Patron Signature:

For Office Use Only

Attestation:

Effective Date: June 15, 2022

INTRODUCED: January 10, 2022

AN ORDINANCE No. 2022-013

To amend City Code § 12-12, concerning the form of budget submitted to Council, for the purpose of modifying the information required to be included within the budget.

Patron – Mr. Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 24 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 12-12 of the Code of the City of Richmond (2020) be and hereby is **amended** as follows:

Sec. 12-12. Form of budget submitted to Council.

(a) Pursuant to Section 6.04 of the Charter, the form of the budget submitted by the Mayor shall be as required by the Council in this section. The operating budget shall set forth (i) a description of the fund, agency, program, subprogram, and activity for all proposed expenditures for the fiscal year, (ii) the amounts of salaries, fringe benefits and other operating expenses for each program and (iii) for all budget items in the non-departmental budget, the information

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

required by subsection (a) of Section 12-14. The operating budget shall include a summary of a zero-based budgeting analysis for each proposed budget item that includes, at a minimum, the work-load measures and cost factors used to arrive at the proposed appropriation for that proposed budget item. The operating budget shall identify each program and subprogram within each proposed budget item; however, identification of a subprogram is not required when the entire program of which a subprogram is a part is included in the proposed budget item.

(b) The operating budget also shall include the following information, for the entire City Administration, for the previous two fiscal years and for the current and proposed fiscal years:

- (1) A summary of the proposed budget by program and subprogram by agency;
- (2) A summary of expenditures by agency, program, and subprogram;
- (3) Target service level and performance measures for each program and subprogram; ~~and~~

- (4) Total expenditures by agency by fund~~[-]~~;

(5) A budget query tool. For purposes of this subdivision, the term “budget query tool” means a spreadsheet in electronic form or in the form of a web-based application that users may manipulate to extract information regarding budget expenditures and revenue for the previous two fiscal years and for the current and proposed fiscal years;

(6) Budget track tables. For purposes of this subdivision, the term “budget track tables” means tables for each agency and department of the City setting forth the proposed increases and decreases that cumulatively result in the change from an appropriation set forth in the operating budget for the current fiscal year, excluding any

amendments adopted by the Council after July 1, to the proposed appropriation set out in the operating budget for the next fiscal year; and

(7) A funding sources table. For purposes of this subdivision, the term “funding sources table” means a table for each agency and department of the City setting forth the sources of funds that support or have supported the operating budget of such agency or department for the previous two fiscal years and for the current and proposed fiscal years.

(c) The capital budget, shall include, in addition to the capital improvement program:

(1) A listing of all proposed capital projects by council district;

(2) A listing, by major categories, of all capital projects for which funding has been made available in previous years but has not been fully expended;

(3) A description, effective at the time of submission, of the current status of all capital projects for which funding has been made available in previous years but has not been fully expended;

(4) A listing and brief description of all proposed school projects;

(5) For each capital project, (i) a description of the purpose of the project, (ii) an enumeration of the annual operating costs of the project once it is completed, (iii) an enumeration of future capital costs if an obligation to pay those capital costs is expected to be incurred during the period covered by the capital improvement program in which the project appears; and (iv) the plan for funding all capital costs and all operating costs identified pursuant to this subdivision and, if applicable, subdivision (6) showing the year in which an obligation to pay each such cost is expected to be incurred, the agency that will be required to pay that cost, the amount of that cost, and the expected source of funds to

pay that cost, and (v) the identity, professional certifications, and licenses of the person who prepared the aforementioned enumerations; and

(6) For each capital project that involves the acquisition of improved land, (i) a description of the proposed use of the improved land so acquired, (ii) an evaluation of the suitability of the improved land for that proposed use, including any additions, alterations, modifications or renovations to the existing improvements that are reasonably necessary to make the improved land usable for that proposed use and estimates of all costs thereof, (iii) an evaluation of the mechanical condition and the structural condition of the improvements to be acquired, including any conditions that are likely to require remediation during the period covered by the current capital improvement program and estimates of all costs thereof, and (iv) the identity, professional certifications, and licenses of the person who prepared the aforementioned evaluations.

In addition, the information required by subdivisions (5) and (6) of this subsection shall be submitted to the City Council at the time any ordinance to adopt or amend the capital budget or the capital improvement program is introduced.

(d) The budget shall include a per capita cost calculation for each budget expenditure listed therein.

(e) In addition to ~~[such other information as may be appropriate, the budget message required by Section 6.06 of the Charter shall include a table for each agency that sets out the total operating and capital budget expenditures and the per capita amount of each such total budget. The calculation of the per capita amounts shall be based on the most recent population estimates available from the Weldon Cooper Center for Public Service at the University of Virginia.~~

~~(f) — When the Mayor proposes an annual budget that includes a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:~~

~~(1) — Columns arranged from left to right shall be: Prior Fiscal Year Actual, Current Fiscal Year Adopted, Next Fiscal Year Proposed, and The 2nd Following Fiscal Year Proposed.~~

~~(2) — Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.~~

~~(3) — In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.~~

~~(g) — When the Mayor proposes an annual budget that does not include a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:~~

~~(1) — Columns arranged from left to right shall be: 2nd Prior Fiscal Year Actual, Prior Fiscal Year Actual, Current Fiscal Year Adopted, and Next Fiscal Year Proposed.~~

~~(2) — Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.~~

~~(3) — In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.~~

~~(h)~~ the information required by this section, the budget shall be in the form set forth in a resolution adopted by the Council, as may be amended from time to time, in accordance with this section and section 6.04 of the Charter of the City of Richmond (2020), as amended.

(f) Fifteen bound copies of the budget, in a format which includes the information specified in this section, shall be delivered to Room 305, Richmond City Hall, on the date and at the time specified in Section 12-11. One additional copy of the budget, in an electronic spreadsheet form that can be manipulated by the recipient, shall be delivered at the same time.

§ 2. This ordinance shall be in force and effect upon adoption.



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Haskell C. Brown, III, Interim Richmond City Attorney
Richmond Office of the City Attorney

THROUGH Joyce L. Davis
Interim Council Chief of Staff

FROM William E. Echelberger, Jr, Council Budget Analyst

COPY Michael J. Jones, 9th District Representative
Tabrica C. Rentz, Interim Deputy City Attorney

DATE September 3, 2021

PAGE/s 1 of 2

TITLE Amend §12-12 - Additional Elements be included in the City of Richmond Budget

This is a request for the drafting of an **Ordinance** ☒ **Resolution** ☐

REQUESTING COUNCILMEMBER/PATRON

Michael J. Jones, 9th District
Representative

SUGGESTED STANDING COMMITTEE

Finance and Economic Development

ORDINANCE/RESOLUTION SUMMARY

- The patron requests an ordinance to amend §12-12, Form of budget submitted to Council, to require that three additional elements be included in the City of Richmond Budget. These are:
 - A Budget Query Tool,
 - Budget Track Tables, and
 - A Funding Sources Table
- Each of these elements is described in the attached document titled "New City Budget Requirements".

BACKGROUND

- It is the sense of the patron that the additional budget elements will increase the transparency of the City of Richmond's budget, and improve the ability of the Richmond City Council, the governing body, to review and approve the proposed annual budget.
- It is the sense of the patron that inclusion of the additional elements in the budget is in the best interests of the residents of the City of Richmond.
- The "Budget Query Tool" is currently provided to council staff in the form of an Excel spreadsheet, however:
 - Provision of the "Budget Query Tool" is not required,

2. The Budget Query Tool may be received as part of the initial budget submission, which can delay its utilization,
3. Additional work is sometimes required to modify the spreadsheet as a pivot table before queries can be made, and
4. The current Budget Query Tool is not available, or suitable, for use by Councilmembers, or the general public.
5. Information such as that to be required in the Budget Track Tables, and Funding Sources Table are provided by some other Virginia localities, and the Commonwealth of Virginia in their budgets. Selected examples are attached.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes ☐ No ☒

Budget Amendment Required Yes ☐ No ☒

Estimated Cost or Revenue Impact

There is no expenditure or revenue impact in FY22, since the Budget Query Tool is already provide on request, and the other required information is a part of budget development, even though it is not currently provided to City Council.

Attachment/s Yes ☒ No ☐

Richmond City Council Ordinance/Resolution Request Form/updated 10.5.2012 /srs

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I. **Definitions.** The following definitions shall apply to the required entries in both the Budget Track Table, and the Funding Sources Table,

A. **Addendum (pl. addenda).** An individual proposal for any change from the Base Budget to the proposed budget for the next fiscal year that reflects the following, even if there is no resulting change in funding or staffing levels:

1. The mandatory or discretionary transfer of responsibility, funding, or staff from one city department to another,
2. The mandatory or discretionary transfer of responsibility, funding, or staff from a city department to any entity outside of city government,
3. A mandatory or discretionary increase or decrease in responsibility, funding, or staff resulting from a court order or consent decree,
4. A mandatory or discretionary increase or decrease in responsibility, funding, or staff resulting from a change in federal law, state law, or city ordinance, or
5. A mandatory or discretionary increase or decrease in responsibility, funding, or staff resulting from a change in policy, procedure, or operating protocol.
6. Any significant change in policy, procedure, or operating protocol that does not result in a change in the proposed appropriation, or staffing level.

B. **Base Budget.** That level of funding, or staffing, required to continue all programs, and FTE employees that were funded in the original operating appropriation for the current fiscal year and for the next fiscal year without any change in policy, the nature or amount of those services, or the number of FTE employees. The "Base Budget" **shall not** include any changes that reflect:

1. The transfer of responsibility, funding, or staff from one city department to another, or to any entity outside of city government,
2. Federal law;
3. State law;
4. An adopted city ordinance;
5. A court order or consent decree;
6. An existing, binding contractual obligation.

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36 7. Work load, client load, performance standards, performance measures;
37 or

38 8. A change in policy, procedure, or operating protocol.

39 C. Current Fiscal Year. The fiscal year into which the date of introduction of the
40 Mayor's Proposed Budget for the next fiscal year falls.

41 D. Discretionary. Left to individual choice or judgment. Discretionary shall
42 include any action requested or required by the Mayor, the Chief
43 Administrative Officer, any other City Official, or City Council that is not
44 required by:

45 A. Federal law or binding regulation;

46 B. State law or binding regulation;

47 C. An adopted city ordinance;

48 D. A court order or consent decree; or

49 E. An existing, binding contractual obligation that has been approved by
50 City Council.

51 Federal, state, and City of Richmond resolutions shall be deemed as
52 discretionary.

53 E. Funding Source. "Funding Source" shall mean the major sources of General
54 Fund Revenues, and the total Special Funds as set out in the "Annual Fiscal
55 Plan". For the General Fund these shall include revenue from:

56 1. Local Sources,

57 2. Other Financing Sources

58 3. The Commonwealth of Virginia,

59 4. The Federal Government,

60 5. Utilities, and

61 6. Transfers-in.

62 F. General Fund. The chief operating fund of city government. Any Fund
63 Source not included the Special, Enterprise, Internal Service, Debt Service,
64 and Capital Improvement Funds.

65 G. Layman. "Layman" shall mean a person without professional or specialized
66 knowledge in a particular subject.

67 H. Mandatory. Required by a law or rule. Mandatory shall include any action
68 requested or required by the Mayor, the Chief Administrative Officer, any
69 other City Official, of City Council that is required by:

70 1. Federal law or binding regulation;

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2. State law or binding regulation;

3. An adopted city ordinance;

4. A court order or consent decree; or

5. An existing, binding contractual obligation that has been approved by City Council.

Federal, state, and City of Richmond resolutions shall not be deemed as mandatory.

I. Next Fiscal Year. The fiscal year immediately following the current fiscal year, and to which the Mayor's Proposed Budget applies.

J. Non-General Fund. Any one of several fund sources not included in the General Fund. Specifically, these include the Special, Enterprise, Internal Service, and Capital Improvement Funds.

K. Original Operating Appropriation. The amount appropriated in the budget ordinances adopted by City Council for the current fiscal year for personnel services and operating expenses prior not including any amendments that are submitted by the Mayor, and adopted by City Council on or after July 1.

L. Prudent Person. A person who is familiar with government administration, who uses good judgment or common sense in handling practical matters, and whose actions reflect those of a person exercising common sense in a similar situation.

M. Significant Change. A change that the Director of Budget and Strategic Planning has determined as having or likely to have influence or effect. The significance of a change shall be determined based on the dollar amount in relation to the agency budget, or an assessment that the adjustment is likely to be of interest to City Council, or the public.

II. Budget Query Tool. The budget shall include an electronic budget query tool, as defined by City Code § 12-12, which may be in the form of a spreadsheet or a web based application. This "Budget Query Tool" shall:

A. Include a data base, or the equivalent in terms of functionality, of the proposed budget expenditures and revenues for the previous two fiscal years and for the current and proposed fiscal years.

B. Include a means of extracting and sorting information from the data base to readily perform a multi-variate query without any greater level of knowledge, skill, or ability with any software program or application that a prudent person would assume is available to a layman, and

C. Be accessible for use through a link on the Department of Budget and Strategic Planning's web site.

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109 **III. Budget Track Tables.** The budget shall include for each agency one "Budget
110 Track" Table for each Fund Source: General, Special, Enterprise, Internal
111 Service, Capital Improvement, etc. which set out the original operating
112 appropriation (personnel services and operating expenses) for the previous
113 two fiscal years, the current fiscal year, the proposed fiscal year, and the two
114 fiscal years subsequent to the proposed fiscal year. Each "Budget Track" Table
115 shall be subdivided into two (2) subsections: the "Base Budget" and the
116 "Addenda".

117 **A. General.** Separate "Budget Track" tables shall be set out for the each fund:
118 General, Special, Enterprise, Internal Service, Capital Improvement, etc. for
119 each department. Each Non-General Fund Budget Track for any city
120 department that has more than one fund detail shall display the cumulative
121 totals for all such Non-General fund details. Each "Budget Track" table shall
122 be laid out as follows:

123 1. The first (1st) line at the top of each "Budget Track" table shall include
124 the wording "XXXXX – YYYY Budget Track Table", where "XXXXX" shall be
125 replaced by the legal title of the agency or department, and YYYY shall
126 be replaced by either General, Special, Enterprise, Internal Service, or
127 Capital Improvement, etc. to designate the fund source reflected in the
128 table.

129 2. The second (2nd) line shall be divided into three columns, which shall be
130 arranged from left to right, with the first column to be titled "Amount",
131 the second column to be titled "FTE Employees", and the third column
132 to be entitled "Description".

133 a. The "Amount" column shall set out the dollar amount of each listed
134 entry to the nearest whole dollar.

135 b. The "FTE Employees" column shall set out the number of Full Time
136 Equivalent (FTE) Employees that are funded, or proposed to be
137 funded, for each listed entry carried out to two decimal places.

138 c. The "Description" column shall set out a brief description of each
139 listed entry.

140 3. The third (3rd) line of the "Budget Track" table shall set out "Base Budget"
141 at the left, and shall include no other entries in the other columns.

142 4. The fourth (4th) line of the "Budget Track" table shall set out the total
143 original operating appropriation, and shall include "Total: Original
144 Appropriation" in the "Description" column.

145 **B. Base Budget.** The "Base Budget" section shall set out the changes required
146 to continue the agency's original operating budget into the next fiscal year
147 at the current level of service. The "Base Budget" section shall be arranged

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into two subsections from top to bottom, with the first subsection to be titled "Base Budget - Increases", and the second subsection shall be titled "Base Budget - Decreases".

1. Each subsection within the "Base Budget" shall be divided into rows, each of which shall set out the required information for an individual budget increase or decrease. Unless otherwise provided for below, row entries shall not consolidate two or more budget actions into a single net entry. These rows shall include separate entries for:

a. The cost to continue salary and wage increases approved by City Council, but only partially funded,

b. The cost to continue salary and wage increases that are only partially funded,

c. The cost of any increase or decrease in the employer paid Richmond Retirement System defined benefit retirement rate,

d. The cost of any increase or decrease in the employer paid Virginia Retirement System defined benefit retirement rate,

e. The cost of any increase or decrease in the employer paid Social Security rate,

f. The cost of any increase or decrease in the employer paid Medicare rate,

g. The cost of any increase or decrease in the employer paid Group Life Insurance rate,

h. The cost of any increase or decrease in the employer paid health insurance premiums

i. The cost of any operating expense change.

1) Significant operating expense changes shall be listed separately, and described, however minor changes may be consolidated into a single entry to be described as "Miscellaneous Minor Operating Expenses".

2) The significance of an operating expense change shall be determined based on the dollar amount in relation to the agency budget, or an assessment that the adjustment is likely to be of interest to City Council, or the public.

j. The savings from the removal of any one-time expenses, each of which shall be set out separately.

2. The last row of the "Increases" section shall include "Total: Base Budget Increases" in the "Description" column.

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3. The last row of the "Decreases" section shall include "Total: Base Budget Decreases" in the "Description" column.

4. Following the row titled "Total: Decreases" the next to last row of the "Base Budget" section shall be a subtotal that sets out the total of all budget increases and budget decreases included in the "Base Budget" section of the Budget Track Table. This row shall include "Total: All Base Budget Increases and Decreases" in the "Description" column.

5. The last row of the "Base Budget" section shall be a subtotal that sets out the sum of the line titled "Total: Original Appropriation" and the line titled "Total: All Increases and Decreases", and shall include "Total: Base Budget" in the "Description" column.

C. **Addenda.** The "Addenda" section shall set out the changes proposed to increase or decrease the agency budget for the next fiscal year at a level above or below the Current Services Budget. The "Addenda" section shall be arranged into two subsections from top to bottom, with the first subsection to be titled "Increases", and the second subsection shall be titled "Decreases".

1. Immediately following the line titled "Total: Base Budget" shall be set out "Addenda" at the left, and shall include no other entries in the other columns.

2. Addenda – Increases. Immediately following the line titled "Addenda" shall be set out "Addenda Increases" at the left, and shall include no other entries in the other columns.

3. Immediately following the line titled "Addenda Increases" shall be set out a series of rows, each of which shall set out the required information for an individual budget increase. Unless otherwise provided for below, row entries shall not consolidate two or more budget actions into a single net entry. These rows shall include separate entries for:

a. The cost of any budget increase.

1) Significant changes shall be listed separately, and described, however minor changes may be consolidated into a single entry to be described as "Miscellaneous Minor Operating Increases".

2) The significance of a change shall be determined based on the dollar amount in relation to the agency budget, or an assessment that the adjustment is likely to be of interest to City Council, or the public.

b. Addenda Increase Descriptions.

1) The first word of any addendum description shall be either "Mandatory", or "Discretionary". These terms:

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- a) Shall be consistent with the definition applicable to the Budget Track Tables, and
- b) If "Mandatory" is set out, it shall be followed by a brief statement on the source of such mandate, which shall include the case number, statute citation, ordinance citation, etc. (See the definition of "Mandatory".)
- c) If "Discretionary" is set out, it shall be followed by a brief statement on the rationale for proposal of the discretionary increase. Such statement shall provide an answer for the question of why the discretionary increases is proposed, and shall be more expansive than a simple statement that the proposal was in response to a directive from the Mayor, the Chief Administrative Officer, any other City Official, or City Council. (See the definition of "Discretionary".)
- 2) Following the designation of "Mandatory" or "Discretionary", and the citation if any, the description shall provide a brief narrative statement that separately describes:
- a) The positions and operating expenses proposed,
- b) The proposed amount attributed to salaries and wages,
- c) The proposed amount attributed to employee benefits, and
- d) The proposed amount attributed to Operating Expenses.
- 3) Following the statement that indicates the amount of the change that is attributable to salaries and wages, employee benefits, and operating expenses, shall be set out a narrative statement that separately indicates:
- a) The amount of the increase that is partially funded, and the amount that will be required for full funding, and
- b) The amount of the increase that is an ongoing expense, and the amount that is one-time in nature.
- c. The last row of the "Addenda Increases" subsection shall include "Total: Addenda Increases" in the "Description" column.
4. Addenda – Decreases. Immediately following the line titled "Total: Addenda Increases" shall be set out "Addenda Decreases" at the left, and shall include no other entries in the other columns.
5. Immediately following the line titled "Addenda Decreases" shall be set out a series of rows each of which shall set out the required information for each individual budget decrease. Unless otherwise provided for

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below, row entries shall not consolidate two or more budget actions into a single net entry. These rows shall include separate entries for:

d. The cost of any budget decrease.

1. Significant changes shall be listed separately, and described, however minor changes may be consolidated into a single entry to be described as "Miscellaneous Minor Operating Decreases".
2. The significance of a change shall be determined based on the dollar amount in relation to the agency budget, or an assessment that the adjustment is likely to be of interest to City Council, or the public.

e. Addenda Decrease Descriptions.

1. The first word of any addendum description shall be either "Mandatory", or "Discretionary". These terms:

- a. Shall be consistent with the definition applicable to the Budget Track Tables, and

- b. If "Mandatory" is set out, it shall be followed by a brief statement on the source of such mandate, which shall include the case number, statute citation, ordinance citation, etc. (See the definition of "Mandatory".)

- c. If "Discretionary" is set out, it shall be followed by a brief statement on the rationale for proposal of the discretionary decrease. Such statement shall provide an answer the question of why the discretionary decrease is proposed, and shall be more expansive than a simple statement that the proposal was in response to a directive from the Mayor, the Chief Administrative Officer, any other City Official, or City Council. (See the definition of "Discretionary".)

2. Following the designation of "Mandatory" or "Discretionary", and the citation if any, the description shall provide a brief narrative statement that separately describes:

- d. The positions and operating expenses proposed,

- e. The proposed amount attributed to salaries and wages,

- f. The proposed amount attributed to employee benefits, and

- g. The proposed amount attributed to Operating Expenses.

3. Following the sentence that indicates the amount of the change that is attributable to salaries and wages,

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employee benefits, and operating expenses, shall be set out a narrative statement that separately indicates:

h. The amount of the decrease that is an ongoing expense, and the amount that is one-time in nature.

i. The amount of the decrease that is partially funded, and the amount that will be required for full funding.

f. The last row of the "Addenda Decreases" subsection shall include "Total: Addenda Decreases" in the "Description" column.

6. Following the row titled "Total: Addenda Decreases" the last row of the "Addenda" section shall be a subtotal that sets out the sum of "Total: Addenda Increases" and "Total: Addenda Decreases". This row shall include "Total: Addenda Increases and Decreases" in the "Description" column.

D. **Budget Track Total.** The row immediately following the row titled "Total: Addenda Increases and Decreases" shall be an amount that reflects out the sum of "Total: Base Budget" and "Total: Addenda Increases and Decreases". This row shall include "Total: Proposed XXXX Fund Operating Budget" in the "Description" column, where "XXXX" shall be replaced by either General, Special, Enterprise, Internal Service, or Capital Improvement, etc. to designate the fund source reflected in the table.

III. **Funding Sources Table.** The budget shall include for each agency a table that sets out the sources of funds that support the historic, current, and proposed operating budgets.

A. **Title.** The first (1st) line at the top of the "Funding Sources" table shall include the wording "XXXX – Funding Sources Table", where "XXXX" shall be replaced by the legal title of the agency or department.

B. **Columns.** The "Funding Sources" table shall be divided into five (7) columns, which shall be arranged from left to right, as follows:

1. Column 1: Shall be titled "Fund Sources" and entries shall set out the title of the fund source,

2. Column 2: Shall be titled "FYXXXX Actual", where XXXX represents the second fiscal year prior to the current fiscal year (i.e. 2022-2 = 2020), and entries shall set out the actual dollar amount that fiscal year.

3. Column 3: Shall be titled "FYXXXX Actual", where XXXX represents the fiscal year prior to the current fiscal year (i.e. 2022-1 = 2021), and entries shall set out the actual dollar amount that fiscal year.

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4. Column 4: Shall be titled "FYXXXX Adopted", where XXXX represents the current fiscal year (i.e. 2022), and entries shall set out the adopted dollar amount for the current fiscal year, and
 5. Column 5: Shall be titled "FYXXXX Proposed", where XXXX represents year next following the current fiscal year (i.e. 2022+1 = 2023), and entries shall set out the proposed dollar amount that fiscal year.
 6. Column 6: Shall be titled "Proposed Change", where the column entries shall set out the difference between the year next and the current fiscal year (i.e. FY23 \$ or FTE – FY22 \$ or FTE = Proposed Change).
 7. Column 7: Shall be titled "Proposed % Change", where the column entries shall set out the percentage that the "Proposed Change" represent of the Current Year. (i.e. Proposed Change \$ or FTE ÷ FY22 \$ or FTE = Proposed % Change).
 8. No column shall be omitted.
 9. Special Phase-In Rule. For the FY23 Proposed and Adopted Budgets the entries for FY20, and FY21 may be "NA", representing "Not Available". For the FY24 Proposed and Adopted Budgets the entries for FY21 may be "NA", representing "Not Available". No columns shall include the entry "NA" for FY25 and subsequent fiscal years.
- C. **Rows.** With the exception provided for in III.C.14, below, the Funding Sources Table shall be divided into thirteen (13) rows, which shall be arranged from top to bottom, as follows:
1. Row 1: Shall be titled "General Fund" and no other entries shall be set out in the columns,
 2. Row 2: Shall be titled "Local Sources", and entries in the columns to the right shall set out The dollar amount for each fiscal year,
 3. Row 3: Shall be titled "Other Financing Sources", and entries in the columns to the right shall set out The dollar amount for each fiscal year,
 4. Row 4: Shall be titled "Commonwealth of Virginia", and entries in the columns to the right shall set out the dollar amount for each fiscal year,
 5. Row 5: Shall be titled "Federal Government", and entries in the columns to the right shall set out the dollar amount for each fiscal year,
 6. Row 6: Shall be titled "Utilities", and entries in the columns to the right shall set out the dollar amount for each fiscal year,

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7. Row 7: Shall be titled "Transfers-in", and entries in the columns to the right shall set out the dollar amount for each fiscal year,
8. Row 8: Shall be titled "Total: General Fund", and entries in the columns to the right shall set out the total dollar amount for each entry from row 2 through row 7 for each fiscal year,
9. Row 9: Shall be titled "Total: General Fund FTE", and entries in the columns to the right shall set out the total number of General Fund supported Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,
10. Row 10: Shall be titled "Total: Special Fund", and entries in the columns to the right shall set out The dollar amount for each fiscal year,
11. Row 11: Shall be titled "Total: Special Fund FTE", and entries in the columns to the right shall set out The total number of Special Fund supported Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,
12. Row 12: Shall be titled "Total: Enterprise", and entries in the columns to the right shall set out The dollar amount for each fiscal year,
13. Row 13: Shall be titled "Total: Enterprise Fund FTE", and entries in the columns to the right shall set out The total number of Enterprise Fund supported Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,
14. Row 14: Shall be titled "Total: Internal Service", and entries in the columns to the right shall set out The dollar amount for each fiscal year,
15. Row 15: Shall be titled "Total: Internal Service Fund FTE", and entries in the columns to the right shall set out The total number of Internal Service Fund supported Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,
16. Row 16: Shall be titled "Total: Capital Improvement", and entries in the columns to the right shall set out the dollar amount for each fiscal year,
17. Row 17: Shall be titled "Total: Capital Improvement Fund FTE", and entries in the columns to the right shall set out The total number of Capital Improvement Fund supported Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,
18. Row 18: Shall be titled "Grand Total: All Funds", and entries in the columns to the right shall set out the dollar amount for each fiscal year,

City of Richmond

Form of Annual Budget

19. Row 19: Shall be titled "Grand Total: FTE All Fund", and entries in the columns to the right shall set out the total number of Full Time Equivalent Employees (FTE) for each fiscal year carried out to two (2) decimal places,

20. Special Rule. Any row for which all entries would otherwise be zero may be omitted.

III. **Budget Message.** In addition to such other information as may be appropriate, the budget message required by Section 6.06 of the Charter shall include a table for each agency that sets out the total operating and capital budget expenditures and the per capita amount of each such total budget. The calculation of the per capita amounts shall be based on the most recent population estimates available from the Weldon Cooper Center for Public Service at the University of Virginia.

IV. **Proposed Annual Budget.** When the Mayor proposes an annual budget that includes a plan for the second following fiscal year, the format of the table required by section III. of this document shall be as follows:

A. **Columns.** Columns arranged from left to right shall be: Prior Fiscal Year Actual, Current Fiscal Year Adopted, Next Fiscal Year Proposed, and The 2nd Following Fiscal Year Proposed.

B. **Rows.** Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.

C. **Alterations to Tables.** In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.

V. **Absence of Plan for Second Following Fiscal Year.** When the Mayor proposes an annual budget that does not include a plan for the second following fiscal year, the format of the table required by section III of this section shall be as follows:

A. **Columns.** Columns arranged from left to right shall be: 2nd Prior Fiscal Year Actual, Prior Fiscal Year Actual, Current Fiscal Year Adopted, and Next Fiscal Year Proposed.

B. **Rows.** Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.

C. **Alterations to Tables.** In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.

EXAMPLE: BUDGET TRACK TABLE

Department of Widget Inspection - General Fund Budget Track Table		
Amount	FTE Employees	Description
Base Budget		
\$ 1,000,000	10.00	Total: Original Appropriation
Base Budget - Increases:		
\$ 25,000	-	The additional amount required to fully fund continuation of the April 9, 2021 3.25% salary Increase. Of this amount \$21,837 is for salaries, and 43,163 is for employee benefits.
\$ 1,000	-	Increase in the employer paid Richmond Retirement System defined benefit retirement rate from 85% to 87% for currently funded employees.
\$ 500	-	Increase in the employer paid defined contribution retirement rate for currently funded employees due to increase in seniority.
\$ 5,000	-	Increase in the employer-paid health insurance premiums for currently funded employees
\$ 31,500	-	Total: Base Budget Increases
Base Budget - Decreases:		
\$ (500,000)	-	Savings from removal of one-time funding for new widget inspection equipment.
\$ (500,000)	-	Total: Base Budget Decreases
\$ (468,500)	-	Total: All Base Budget Increases and Decreases
\$ 531,500	10.00	Total: Base Budget
Addenda		
Addenda – Increases		
\$ 5,000	-	Discretionary. Provide a 2.0% Bonus for department personnel below the level of Director. Of this amount \$4,618 is for salaries, and \$382 is for Social Security and Medicare. This represents full funding. The \$5,000 represents a one-time expense.
\$ 50,000	1.00	Mandatory. Jones v City of Richmond, 600 U.S. ____ (2023). Provides \$50,000 and 1.00 FTE employee for increased widget inspection. Of this amount \$25,000 is for salaries, \$19,162 is for employee benefits, and \$5,837 is for operating expenses. This \$50,00 represents full funding. \$49,000 is an on-going expense, and \$1,000 represents a one-time cost for equipment.
\$ -	-	Mandatory. Governor of Virginia, Executive Order No 275, 2023. A policy change will result in an increase on the emphasis that widget inspections place on color. This represents a increase in the quality of service. Full funding is provided within the proposed appropriation. This represents an on-going policy change.
\$ 55,000	1.00	Total: Addenda Increases
Addenda - Decreases:		
\$ (200,000)	(5.00)	Discretionary. Transfer \$(200,000) and (5.00) FTE employee supporting city widget maintenance activities to the Department of Public Works. Of this amount (\$100,000) is for salaries, (\$92,650) is for employee benefits, and (\$7,350) is for operating expenses. This (\$200,000) represents full funding of the base budget amount for widget repair. the entire (\$4200,000) is an on-going expense.
\$ (15,000)	-	Discretionary. Miscellaneous Minor Operating Decreases. The (\$15,0000) savings represents the full amount of the projected savings. This is an on-going savings.
\$ -	-	Discretionary. A policy change will result in the decrease of widget inspections from weekly to bi-weekly. This represents a decrease in service, however, no decrease in safety is expected. Full funding is provided within the proposed appropriation. This represents an on-going policy change.
\$ (215,000)	(5.00)	Total: Addenda Decreases
\$ (160,000)	(4.00)	Total: Addenda Increases and Decreases
\$ 371,500	6.00	Total: Proposed General Fund Operating Budget

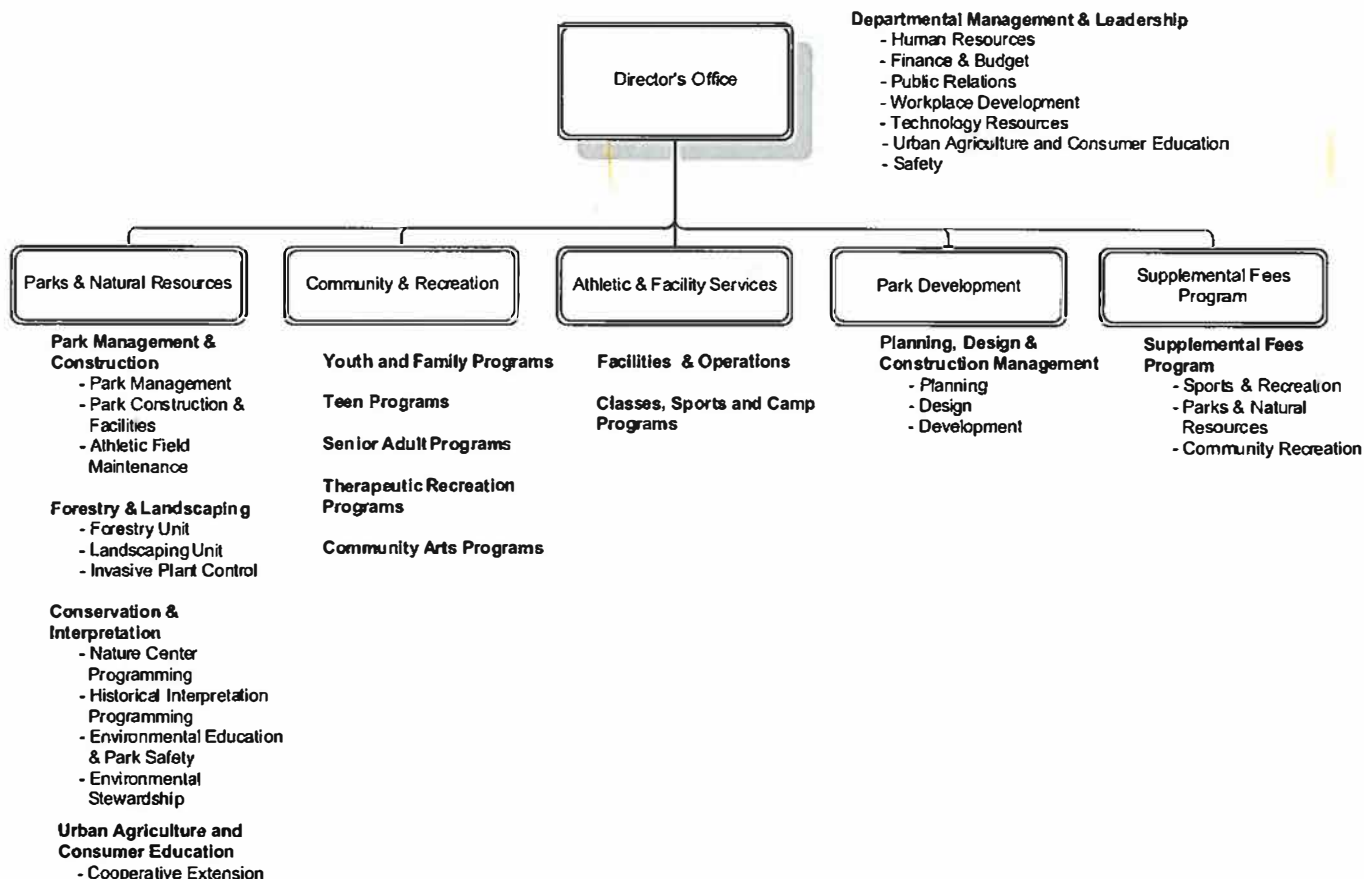
NOTE: If Budget Track Tables are required for Special, Enterprise, Internal Service, Debt Service, Capital Improvement, or any other fund; the format and required information will be identicle to the General Fund Budget Track Table.

EXAMPLE: FUNDING SOURCES TABLE

Department of Widget Inspection - Funding Sources Table						
Funding Sources	FY20 Actual	FY21 Actual	FY22 Adopted	FY23 Proposed	Proposed Change	Proposed % Change
General Fund						
Local Sources	NA	NA	\$ 800,000	\$ 46,500	\$ (753,500)	-94.2%
Other Financing Sources	NA	NA	\$ 2,000	\$ 2,000	\$ -	0.0%
Commonwealth of Virginia	NA	NA	\$ 100,000	\$ 225,000	\$ 125,000	125.0%
Federal Government	NA	NA	\$ 93,500	\$ 93,500	\$ -	0.0%
Utilities	NA	NA	\$ 2,500	\$ 2,500	\$ -	0.0%
Transfers-In	NA	NA	\$ 2,000	\$ 2,000	\$ -	0.0%
Total: General Fund	NA	NA	\$ 1,000,000	\$ 371,500	\$ (628,500)	-62.9%
Total: General Fund FTE	NA	NA	10.00	6.00	(4.00)	-40.0%
Non-General Funds						
Total: Special Fund	NA	NA	\$ 50,000	\$ 50,000	\$ -	0.0%
Total: Special Fund FTE	NA	NA	1.00	1.00	-	0.0%
Total: Enterprise Fund	NA	NA	\$ 25,000	\$ -	\$ (25,000)	-100.0%
Total: Enterprise Fund FTE	NA	NA	1.00	-	(1.00)	-100.0%
Total: Internal Service Fund	NA	NA	\$ 100,000	\$ 50,000	\$ (50,000)	-50.0%
Total: Internal Service Fund FTE	NA	NA	2.00	1.00	(1.00)	-50.0%
Total: Capital Improvement Fund	NA	NA	\$ 20,000	\$ -	\$ (20,000)	-100.0%
Total: Capital Improvement Fund FTE	NA	NA	0.50	-	(0.50)	-100.0%
Total: Non-General Funds	NA	NA	\$ 195,000	\$ 100,000	\$ (95,000)	-48.7%
Total: General Funds FTE	NA	NA	4.50	2.00	(2.50)	-55.6%
Grand Total: All Funds	NA	NA	\$ 1,195,000	\$ 471,500	\$ (723,500)	-60.5%
Grand Total: FTE All Funds	NA	NA	14.50	8.00	(6.50)	-44.8%

DEPARTMENT OF PARKS AND RECREATION
DEPARTMENT BUDGET SUMMARY

LINEs OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2022 proposed expenditure budget for the Department of Parks and Recreation (DPR) is \$47,582,643, a six percent increase from the FY 2021 adopted budget. The FY 2022 proposed budget reflects:

- ↑ Personnel changes primarily due to the addition of 34.58 FTEs detailed below (20.26 permanent and 14.32 temporary), adjustments to salaries resulting from the proposed increase in the living wage from \$15 to \$17 per hour (\$164,754), adjustments to salaries resulting from job family studies for trades and planner positions (\$15,054), partially offset by lower retirement contributions based on current actuarial projections and the reductions itemized below. The FTE changes to permanent staffing are:
 - Addition of permanent and temporary staffing for the Long Bridge Aquatics & Fitness Facility scheduled to open July 2021 and funded by a donation from the Boeing company (\$2,006,881, 16.00 permanent FTEs and 15.49 temporary FTEs).
 - Addition of temporary staffing support for Long Bridge Outdoor Operations (\$63,501, 1.55 temporary FTEs).
 - Addition of a Facility Manager position and Assistant Facility Manager position for Lubber Run Community Center (\$199,000, 2.0 permanent FTEs).
 - Convert two part-time permanent FTEs to full-time and add temporary staffing support to establish a full-day preschool at the Lubber Run (\$102,000, 0.76 permanent FTEs and 0.70 temporary FTEs).

- Convert 1.49 temporary Kitchen Assistant FTEs to permanent positions (\$38,000, 1.50 permanent FTEs).
 - Decreases in revenue-producing programs due to changes in operations, participation, and programs (0.90 temporary FTEs).
 - Elimination of one-time FY 2021 funding for Lee Center program operations (\$100,000, 1.03 temporary FTEs).
- ↑ Non-personnel increases primarily due to reopening of the new Lubber Run Community Center and Park (\$152,000 ongoing; \$100,000 one-time), opening of the new Long Bridge Aquatics & Fitness Center (\$990,777 ongoing; \$285,000 one-time), Long Bridge Park operations (\$130,000), new costs for ongoing maintenance associated with recent capital improvements for parks (\$310,250), increases in contractual services for ongoing maintenance for athletic fields (\$139,000), adjustments to the annual expense for maintenance and replacement of county vehicles (\$1,164), and a variety of Departmental contractual increases (\$45,615), partially offset by the reductions itemized below, the elimination of FY 2021 one-time maintenance and replacement of county vehicles (\$55,000) and operating equipment (\$30,000) for Long Bridge Park operations, decreases in revenue producing programs due to changes in operations, participation, and programs (\$74,366), and the elimination of the Pool Use Fee transfer to APS (\$130,000) offset by the pool use fee elimination listed below.
- ↑ Revenue increases primarily due to membership, class, and rental fees anticipated with the opening of Long Bridge Aquatics & Fitness Center (\$1,243,200), addition of All-day Preschool and All-day Pre-school Extended Day (\$89,200), increases in gymnastics and swim teams fee (\$53,600), partially offset by the elimination of the Pool Use Fee for maintenance costs (\$130,000); increases to the fee reduction budget (\$45,000); decreases in community center and outdoor rentals (\$80,000); and decrease in revenue-producing programs due to changes in operations, participation, and programs (\$161,457).
- ↑ Other revenue increases due to a donation from the Boeing Company (\$2,033,993) to support the maintenance and operations of Long Bridge Aquatics & Fitness Center.

FY 2022 Proposed Budget Reductions

Department of Management and Leadership

- ↓ Freeze a vacant DPR Program Manager position (\$135,748, 1.0 permanent FTE).
IMPACT: This budget reduction will delay Department initiatives to streamline operations, improve how Departmental teams work together to improve effectiveness of operations and delivery of services, and support larger changes such as opening new facilities and ensuring staff are prepared.
- ↓ Eliminate the support for the Northern Virginia Conservation Trust (NVCT) (\$90,159).
IMPACT: The elimination of this funding to NVCT will not have a direct impact on the provision of services to Arlington County residents.
- ↓ Reduce the support for the Virginia Cooperative Extension (VCE) (\$63,682).
IMPACT: VCE will need to either identify new funding sources or adjust their current offerings within the decreased funding amount provided.

Parks and Natural Resources Division and Community Recreation Division

- ↓ Reduce level of temporary staff across the Parks and Natural Resources (PNR) and the Community Recreation Divisions (CRD) (\$355,000, 7.39 temporary FTEs).

IMPACT: During the COVID-19 pandemic, DPR has realized efficiencies as it has changed the way it delivers programs and maintains parks. Community Recreation will continue to offer its program with reduced temporary staffing without impacting the quality of programming for participants. Similarly, Parks and Natural Resources will continue operating with a minimum level temporary staff support for general park maintenance, leaf collection, and park ranger unit support. However, the County will need to monitor park maintenance depending on the level of park usage post-pandemic. There may be a future need for additional support to prevent a reduction in the level of service.

Senior Adult Programs

- ↓ Freeze a vacant DPR Programmer II position, which was planned to be reallocated within the Department to support enhanced camp coordination and programming for youth due to growing demands in that program area (\$111,950, 1.0 permanent FTE).

IMPACT: The 55+ Program will redistribute work within the team to minimize impact to program participants while the Youth team will postpone plans for enhanced programming.

Facilities Coordination and Operations

- ↓ Reduce level of temporary staff utilized by the Athletic and Facility Services (AFS) division in Community Centers (\$200,000 ongoing, 4.03 temporary FTEs and \$400,000 one-time, 8.07 temporary FTEs).

IMPACT: The ongoing reduction of the level of temporary staff (\$200,000) represents an efficiency. DPR will continue the new staffing model when community centers reopen; there will be no public impact. The one-time reduction of the level of temporary staff (\$400,000) represents anticipated savings in FY 2022, as community centers will continue to operate more limited hours with 140 fewer hours of public access across all centers. The reduced hours in FY 2022 will impact DPR's ability to offer weekend classes through the Enjoy Arlington class catalog, restrict access to fitness centers, and reduce opportunities for weekend rentals for birthday parties, churches, and other organizations.

- ↓ The reduction of community center hours in FY 2022 will result in savings of utilities and custodial expenses (\$33,847).

IMPACT: This reduction is an efficiency with no impacts.

Supplemental Fees

- ↓ A reduction to the Right-Size Supplemental Fees Program budget is a realization of efficiencies in implementing the supplemental fees program (\$44,157).

IMPACT: There is no impact to programming or participants.

DEPARTMENT OF PARKS AND RECREATION
DEPARTMENT BUDGET SUMMARY

DEPARTMENT FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	% Change '21 to '22
Personnel	\$29,467,931	\$31,417,220	\$32,682,017	4%
Non-Personnel	11,281,973	13,298,276	14,930,871	12%
Intra-County Charges	-	(30,245)	(30,245)	-
Total Expenditures	40,749,904	44,685,251	47,582,643	6%
Fees	6,100,579	10,130,887	11,100,430	10%
Grants	95,499	75,264	75,264	-
Other	429,278	650,154	2,684,147	313%
Total Revenues	6,625,356	10,856,305	13,859,841	28%
Net Tax Support	\$34,124,548	\$33,828,946	\$33,722,802	-
Permanent FTEs (Funded)	274.30	279.29	297.55	
Permanent FTEs (Frozen, Unfunded)	-	-	2.00	
Temporary FTEs	85.56	89.37	84.20	
Total Authorized FTEs	359.86	368.66	383.75	

Expenses & Revenue by Line of Business

	FY 2020 Actual Expense	FY 2021 Adopted Expense	FY 2022 Proposed Expense	% Change '21 to '22	FY 2022 Proposed Revenue	FY 2022 Net Tax Support
Departmental Management and Leadership	\$6,729,364	\$7,747,950	\$8,200,292	6%	(\$970,000)	\$9,170,292
Cooperative Extension	248,777	257,178	194,402	-24%	14,870	179,532
Planning, Design, Construction Management	1,496,758	1,919,820	1,884,385	-2%	-	1,884,385
Park Management and Construction	9,398,713	9,968,196	10,360,971	4%	360,531	10,000,440
Forestry and Landscaping	3,365,940	3,537,289	3,511,088	-1%	98,000	3,413,088
Conservation and Interpretation	1,034,539	1,186,680	1,172,473	-1%	34,000	1,138,473
Youth and Family Programs	1,535,230	1,801,886	1,725,619	-4%	982,250	743,369
Teen Programs	1,074,066	1,077,663	874,020	-19%	90,675	783,345
Senior Adult Programs	1,654,950	1,918,692	1,861,279	-3%	221,277	1,640,002
Therapeutic Recreation Programs	762,385	786,586	758,690	-4%	20,732	737,958
Program Resources	699,045	789,741	776,954	-2%	180,000	596,954
Facilities Coordination and Operations	5,701,399	6,143,922	9,176,901	49%	4,761,816	4,415,085
Classes, Sports, and Camps	1,176,371	1,417,543	1,156,177	-18%	1,136,000	20,177
Supplemental Fees	5,872,367	6,132,105	5,929,392	-3%	6,929,690	(1,000,298)
Total	\$40,749,904	\$44,685,251	\$47,582,643	6%	\$13,859,841	\$33,722,802

The 2021 Executive Budget Document

Governor Northam's Proposed Amendments to the 2020-2022 Biennial Budget

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Released on December 16, 2020

Department of Emergency Management [127]

Secretary: Public Safety and Homeland Security
formerly under: Public Safety

Operating Budget Summary

This table shows the Governor's proposed budget for the next two years and the agency's official budget for the previous four years.
[more ...](#)

Biennium	Fiscal Year	Source	General Fund	Nongeneral Fund	Total
2016-2018	2017	Chapter 1, 2018 Acts of Assembly	\$8,113,664	\$55,444,355	\$63,558,019
2016-2018	2018	Chapter 1, 2018 Acts of Assembly	\$6,777,738	\$55,070,703	\$61,848,441
2018-2020	2019	Chapter 1283, 2020 Acts of Assembly	\$7,599,541	\$56,029,608	\$63,629,149
2018-2020	2020	Chapter 1283, 2020 Acts of Assembly	\$7,479,078	\$56,029,608	\$63,508,686
2020-2022	2021	Governor's Proposed Budget	\$51,911,328	\$82,211,216	\$134,122,544
2020-2022	2021	2020 Special Session Approp. Act	\$11,451,501	\$82,211,216	\$93,662,717
		Governor's Amendments	\$40,459,827	\$0	\$40,459,827
2020-2022	2022	Governor's Proposed Budget	\$47,529,061	\$82,526,806	\$130,055,867
2020-2022	2022	2020 Special Session Approp. Act	\$8,489,077	\$82,211,216	\$90,700,293
		Governor's Amendments	\$39,039,984	\$315,590	\$39,355,574

Positions Summary

Biennium	Fiscal Year	Source	General Fund	Nongeneral Fund	Total
2016-2018	2017	Chapter 1, 2018 Acts of Assembly	45.85	113.15	159.00
2016-2018	2018	Chapter 1, 2018 Acts of Assembly	45.85	113.15	159.00
2018-2020	2019	Chapter 1283, 2020 Acts of Assembly	46.85	113.15	160.00
2018-2020	2020	Chapter 1283, 2020 Acts of Assembly	46.85	113.15	160.00
2020-2022	2021	Proposed Positions	45.85	133.15	179.00
2020-2022	2021	2020 Special Session Approp. Act	45.85	133.15	179.00
		Governor's Amendments	0.00	0.00	0.00
2020-2022	2022	Proposed Positions	54.85	136.15	191.00
2020-2022	2022	2020 Special Session Approp. Act	45.85	133.15	179.00
		Governor's Amendments	9.00	3.00	12.00

Operating Budget Amendments

Non-Technical

- Provide funding for COVID-19 disaster response**

Provides general fund support for estimated costs from January 2021 (fiscal year 2021) through December 2021 (fiscal year 2022) as the agency continues coordinating the Commonwealth's response to the COVID-19 pandemic.

	FY 2021	FY 2022
General Fund	\$41,965,587	\$36,930,220

- Move reductions to agency budget**

Moves the reductions included in Item 482.20 of the 2020 Special Session Appropriation Act from Central Appropriations to the agency budget.

	FY 2021	FY 2022
General Fund	(\$1,505,760)	(\$1,043,336)

- Fund positions and upgrades for the Virginia Incident Management Team and the Emergency Operations Center**

Provides funding for two new positions to support the Virginia Incident Management Team, one new position to support the Emergency Operations Center (EOC), and funding to upgrade the audio/visual capabilities of the EOC.

	FY 2021	FY 2022
General Fund	\$0	\$1,062,490
Positions	0.00	3.00

- Upgrade and maintain the Integrated Flood Observation and Warning System (IFLOWS)**

Provides funding to begin evaluating, upgrading, and maintaining the Integrated Flood Observation and Warning System (IFLOWS). The IFLOWS is an automated flood warning system located in flash flood prone areas of western Virginia. The aging system is in need of repair and maintenance to operate properly. This action restores funding that was unallotted in Chapter 1289, 2020 Acts of Assembly.

	FY 2021	FY 2022
General Fund	\$0	\$1,000,000

- Upgrade communications cache team radios and related equipment**

Provides funding to upgrade communications cache radios and related equipment used by local first responders during disasters.

	FY 2021	FY 2022
General Fund	\$0	\$500,000

- Fund new support positions for finance and procurement divisions**

Provides funding and three positions to support the agency's finance division and authorizes dedicated special revenue funds and one position to support E-911 Services.

	FY 2021	FY 2022
General Fund	\$0	\$233,454
Nongeneral Fund	\$0	\$77,818
Positions	0.00	4.00

- **Fund new equity emergency management analyst positions**

Funds two equity emergency management analyst positions to support local governments that participate in the Health Equity Program. Positions will provide technical assistance and guidance as localities integrate equity into their emergency management programs, support ongoing responses to COVID-19, and build resilience in at-risk communities. Positions will be supported by the COVID-19 Supplemental Emergency Management Performance Grant through fiscal year 2022.

	FY 2021	FY 2022
Nongeneral Fund	\$0	\$237,772
Positions	0.00	2.00

- **Fund new analyst positions to support the Virginia Fusion Center**

Funds two analyst positions to support the Virginia Fusion Center, which is operated in conjunction with the Virginia State Police.

	FY 2021	FY 2022
General Fund	\$0	\$237,772
Positions	0.00	2.00

- **Fund one logistics specialist position**

Provides funding for one specialist position to support the Department of Emergency Management's disaster logistics division.

	FY 2021	FY 2022
General Fund	\$0	\$119,384
Positions	0.00	1.00

CITY OF ALEXANDRIA, VIRGINIA

Fire Department



DEPARTMENT CHANGES TO CITY SERVICES

Adjustments	FTE	Amount
TOTAL FY 2021 APPROVED ALL FUNDS BUDGET	300.50	\$57,699,523
All Programs Current services adjustments reflect the change in cost of continuing the current level of service into the next fiscal year and includes increases and/or decreases in salaries & benefits, contracts, and materials.	1.00	(\$309,759)
All Programs All General Fund travel, conferences, mileage and education and training dollars are reduced by 50% in the FY 2022 proposed budget due to COVID-19 and the delay or cancellation of many in person training opportunities. In total this generated \$0.7 million of General Fund savings.	0.00	(\$103,627)
Fire, EMS and Special Operations Response This budget includes a \$42,548 increase in debt service for equipment replacements purchased in FY 2020 and FY 2021. This represents a \$327,907 reduction in debt service planned in the FY 2021 fleet plan due to the deferral of 5 engines and 3 special services vehicles and advancement of 4 medic unit replacements. One medic unit is now scheduled for replacement in each year of the fleet plan from FY 2022 to FY 2025.	0.00	\$42,548
TOTAL FY 2022 PROPOSED ALL FUNDS BUDGET	301.50	\$57,328,685

Fire and Rescue Department

Budget and Staff Resources

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Revised	FY 2021 Advertised	FY 2021 Adopted
FUNDING					
Expenditures:					
Personnel Services	\$172,572,769	\$189,293,622	\$186,955,777	\$197,641,701	\$189,293,622
Operating Expenses	32,134,466	29,696,342	35,455,293	30,339,172	29,696,342
Capital Equipment	598,736	0	1,986,538	107,730	0
Total Expenditures	\$205,305,971	\$218,989,964	\$224,397,608	\$228,088,603	\$218,989,964
Income:					
Fire Prevention Code Permits	\$1,817,322	\$1,925,505	\$1,925,505	\$1,925,505	\$1,732,955
Fire Marshal Fees	5,270,241	5,247,840	5,335,745	5,442,460	4,802,171
Charges for Services	584,992	260,238	255,000	255,000	255,000
EMS Transport Fee	21,193,236	21,469,517	21,469,517	21,469,517	20,932,779
Total Income	\$28,865,791	\$28,903,100	\$28,985,767	\$29,092,482	\$27,722,905
NET COST TO THE COUNTY	\$176,440,180	\$190,086,864	\$195,411,841	\$198,996,121	\$191,267,059
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	1593 / 1593	1594 / 1594	1602 / 1602	1627 / 1627	1602 / 1602

This department has 19/18.5 FTE Grant Positions in Fund 50000, Federal-State Grants.

FY 2021 Funding Adjustments

The following funding adjustments from the FY 2020 Adopted Budget Plan are necessary to support the FY 2021 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the Budget on May 12, 2020.

Fire and Rescue Department's Internal Review

\$0

As a result of an internal review of the Fire Department's organizational structure, the agency implemented a combination of the Captain I (F-25) and Captain II (F-27) ranks into a single Captain rank classification (F-26) effective July 18, 2020. The purpose of combining these two ranks is to address several organizational challenges that exist within the department. Combining the ranks will provide increased organizational efficiency, flexibility, opportunity, and growth. It is important to note that no additional funding is included in the FY 2021 Adopted Budget Plan as the reorganization is offset by savings identified in Personnel Services.

Changes to FY 2020 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2020 Revised Budget Plan since passage of the FY 2020 Adopted Budget Plan. Included are all adjustments made as part of the FY 2019 Carryover Review, FY 2020 Third Quarter Review, and all other approved changes through April 30, 2020.

Carryover Adjustments

\$5,074,165

As part of the FY 2019 Carryover Review, the Board of Supervisors approved funding of \$5,074,165 including \$4,605,578 in encumbered carryover in Operating Expenses and \$468,587 in Capital Equipment.

Fire and Rescue Department

Fire Station 44 – Scotts Run

\$1,085,324

As part of the *FY 2019 Carryover Review*, the Board of Supervisors approved funding \$1,085,324 to support the purchase of one engine and one medic unit for Fire Station 44, Scotts Run.

Position Adjustment

\$0

As part of an internal reorganization of positions approved by the County Executive, 1/1.0 FTE position has been redeployed from Agency 71, Department of Information Technology, to Agency 92, Fire and Rescue Department, due to workload requirements.

Reclassification of Non-Merit Benefits Eligible Positions to Merit

\$0

As part of an ongoing Board-directed review of the County's use of limited-term staffing, 7/7.0 FTE new merit positions are included due to the reclassification of non-merit benefits-eligible positions to merit status. These are part of a total of 235 positions that were identified in the *FY 2019 Carryover Review* across all County agencies as candidates for possible conversion based on the tasks performed by each position and the hours worked by incumbents. No additional funding has been included as the work hours of these positions are expected to remain largely unchanged.

Fire and Rescue Department Organizational Review

(\$751,845)

As part of the *FY 2019 Carryover Review*, funding of \$751,845 was transferred from Agency 92, Fire and Rescue Department, to Agency 89, Employee Benefits, to account for the fringe benefit impact of proposed changes resulting from the Fire and Rescue Compensation and Organizational Study. A total of \$2,680,592 was held in reserve in FRD as part of the FY 2020 Adopted Budget Plan to fund the impact of recommendations from the study. Several changes were implemented in October 2019, with a partial-year impact of \$1,928,747 in Agency 92, Fire and Rescue Department, and \$751,845 in Agency 89, Employee Benefits.

Cost Centers

The four cost centers of the Fire and Rescue Department are the Office of the Fire Chief, the Operations Bureau, the Business Services Bureau, and the Personnel Services Bureau. The cost centers work together to fulfill the mission of the department and carry out key initiatives for the fiscal year.

Office of the Fire Chief

The Office of the Fire Chief manages and coordinates all aspects of the Fire and Rescue Department which include directing overall policy, planning and management of the department. This office also includes the department's Public Information Section, Life Safety Education Section and the Security Intelligence Liaison.

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Revised	FY 2021 Advertised	FY 2021 Adopted
EXPENDITURES					
Total Expenditures	\$1,265,101	\$4,156,635	\$1,373,923	\$4,025,899	\$3,901,390
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	5 / 5	5 / 5	9 / 9	8 / 8	9 / 9