



COUNTY OF PRINCE WILLIAM

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April 15, 2010

TO: Board of County Supervisors

FROM: David L. Tyeryar 
Budget Director

RE: Proposed 2011 Budget Questions and Answers #4

The following are answers to questions asked about the Proposed FY 2011 Fiscal Plan.

The 2011 proposed budget, the proposed Capital Improvement Program (CIP) and other supporting information is available online at www.pwcgov.org/budget.

Questions/Comments

From Woodbridge Supervisors District March 3, 2010

Question/Comment 13 (of 28):

Page 256 of the Transient Occupancy Tax, the FY 11 Base drops by nearly 75%. What accounts for the drop?

Response:

The 75% drop referenced in the question is only related to the grants and matching funds for advertising and promotion of events managed by the Prince William County/Manassas Convention and Visitors Bureau (CVB). The total FY 11 contribution to the CVB is 12.96% lower than the adopted FY 10 amount. Their reduction amount corresponds to the projected FY 11 revenue for Transient Occupancy Tax for Tourism that is 12.96% lower than the adopted FY 10 amount.

Question/Comment 14 (of 28):

Page 257 the FTE drops from 11.5 to 8, but with only a \$135,756 drop in budget. That seems inconsistent. Please explain?

Response:

Each year, the Prince William County/Manassas Convention and Visitors Bureau (CVB) submit a budget and marketing plan to the Board of County Supervisors for approval. The currently submitted budget and marketing plan refocuses some of the expenditure areas in previous CVB plans, including staffing costs.

Staffing is only one of the areas of expenditure the CVB budget funds, other areas include fixed operation costs, comprehensive destination marketing (general group travel, media marketing and public relations), cooperative advertising and grant and Sesquicentennial of the American Civil War marketing.

Question/Comment 15 (of 28):

On Page 259, The Activities table seems incomplete. Are there no data or estimates?

Response:

The data marked N/A was unavailable at the time of the proposed budget presentation in February. The FY 11 performance measure targets for the Prince William County/Manassas Convention and Visitors Bureau (CVB) are shown below:

	<u>FY 11 Base</u>
Hotel Occupancy	59.6%
Average Daily Room Rate	\$87.25
REVPAR (Revenue per room)	\$51.91
Inquires	69,004
Tourist Information Center Visitors	32,700
Visitation at attractions and historic sites	3,725,000

Questions/Comments

From Woodbridge Supervisors District March 4, 2010

Question/Comment 4 (of 9):

Why is the annual cost per juror summoned for civil cases more than 2x as much as the annual cost per juror summoned for criminal cases? (p. 162)

Response:

The cost for jurors in the Budget reflects the cost to the county only. The cost for criminal jurors reflects only county overhead (salary of the Jury Clerk, cost of the jury questionnaires, cost of the jury software), while the cost for civil jurors reflects all of the above costs as well as the \$30 a day fee paid to jurors. The \$30 juror fee for criminal cases is paid by the state.

Question/Comment 5 (of 9):

For FY 10 Adopted, there were 1,218 OCJS and court referred community service placements. For the FY 11 base, the number is 597 (p. 177). Can this large drop please be explained?

Response:

This Criminal Justice Service measure should be adjusted for the Proposed 2011 budget from the 597 base amount to 1,567, based upon revised placement estimates from the Voluntary Action Center.

Questions/Comments

From Neabsco Supervisors District March 5, 2010

Question/Comment 3 (of 3):

OIT Human Services Systems Support (HSSS) - The documents refer to HSSS and states "it provides implementation and systems support to the human services agencies within Prince William County, businesses, and citizens. This group specializes in the support of agencies such as Community Services and Department of Social Services." It has a budget of \$317,211. I only know that there are two "OIT" staff that are located at the Community Services to maintain the Management Information System and assist with other systems. Approximately 8 to 9 years ago, the positions were included in the CSB budget as part of Management Information System under Administration, and then there was an effort to centralize all "computer-related" positions in OIT. At that time, Community Services transferred the positions to OIT, where they are supervised and have training provided. Please explain:

- How many positions are there in this particular organization?
- Why this is a separate organization for support to Human Services and not a part of general support?

Response:

Human Services System Support has 2.05 FTE. There are four other dedicated systems support areas in the OIT Internal Service Fund – Development Services, Financial Services, Web Services, and Public Safety. In each case, the staff assigned is responsible for maintaining the various applications, and implementing upgrades and new applications for each specific area.

Questions/Comments

From Chairman's Office March 11, 2010

Question/Comment 3 (of 3):

Information Security Officer - What measurement was used to predict a service level improvement in regards to Service Level Impacts for FY 11?

Response:

Changes to service levels are related to the amount of resources devoted to the activity. The new ISO position will allow additional resources (most specifically staff time) to be proactively directed toward new projects and security review, security log analysis, corrective action on security threats and mitigation of security issues, thereby increasing service levels.

Questions/Comments

From Chairman's Office March 11, 2010

Question/Comment 1 (of 7):

Does the Department of Economic Development have an account qualification (or pipeline management) process to qualify and prioritize either support for existing businesses or capture of new businesses? I assume they do; however, I would like to confirm this and perhaps get more information. Pipeline management is fundamental to any new business development process. It qualifies opportunities based upon defined criteria so resources are devoted to the small set of opportunities with a probability of actually resulting in success. This should be transparent and available to citizens so we understand the process used to decide which opportunities to chase. There are several commercial processes in use in Industry with Shipley probably being the most popular (Target Account Management and Solution Selling are two others).

Response:

The Department of Economic Development relies on relationship marketing, network prospecting, business outreach, and targeted industry involvement to produce and maintain a qualified pipeline of market opportunities.

Through our direct relationships with clients Economic Development is able to identify and qualify potential market opportunities. Once potential market opportunities are identified, Economic Development can determine whether the project is a base employer (as identified by NAICS), fits within the Strategic Plan charge for high-wage jobs and capital investment, and whether Prince William County has a viable product to meet the needs of the company.

Because commercial brokers and site selectors have a steady pipeline of prospects, these relationships are a primary target for our relationship marketing efforts. Economic Development also participates heavily in events, publications, and activities where they have opportunity to have a presence among a concentration of key targeted industries. These include, but are not limited to, trade shows, conferences, and advertising opportunities, and special events that are sponsored and directed toward key target markets.

For qualified projects where viable solutions are identified to meet the needs of the company, they work directly with the company to further clarify their specific needs and pitch site or building locations within Prince William County. Economic Development also addresses all business issues as they relate to cost of business, workforce attraction, access to market, potential incentives, and any other factors influencing the company's decision on where to locate.

For existing Prince William County businesses, the Department of Economic Development maintains close working relationships with targeted companies. As companies grow and their need to expand their workforce and/or facilities increases, the Department is able to identify quickly all Prince William County solutions.

Question/Comment 2 (of 7):

I notice that we spend around 1 million dollars on “personal services”. This is usually “code” for non-competitive contracts with no fixed deliverables. This kind of contract is illegal in the Federal Government because it is difficult to trace “where the money went” and is often a vehicle for bringing on friends and cronies (which is why it was outlawed). I’m not implying this is the case here; however, I would like to know how pervasive “personals services” contracts are within the Prince William County Government. In my opinion, all contracts should be competed via the RFP/SOW process with defined deliverables. Not that in the case of consulting, a deliverable may be a report.

Response:

As stated in the Prince William County Expenditure Manual, “This series...includes all compensation for the direct labor of persons in the employment of the Prince William County Government. Some examples are salaries and wages paid to employees for full and part time work, including overtime, shift differential and similar compensation, and payments for time not worked, including sick leave, vacation, holidays and other paid absences such as jury duty, military pay, etc., which are earned during the reporting period.” All salaries are public record and fully accounted for in the budget process.

The Department of Economic Development budgets 11 FTEs, with a total salary of \$1,350,228.64. All employees are salaried positions, so no overtime or shift differential wages apply to the Department of Economic Development.

Question/Comment 3 (of 7):

I browsed pwcgov.org and couldn’t really find any information on the process used (how jobs or success is credited) or results of our Economic Development efforts. The budget info you pointed me to gives summarized information; however, it does not provide details on how this information were derived. Where might I look to find this information?

Response:

The Department of Economic Development reports to the Board of County Supervisors on a quarterly basis and announces all logged and announced projects. An “announced project” is one where the company, the County at the permission of the company, or both have issued a formal press release announcing the company’s intent to invest in a Prince William County location and/or add new jobs to Prince William County. A “logged project” is one where the Prince

William County Department of Economic Development has confirmed the company's intent to invest and/or add new jobs to the County, but no press release has been issued to the public.

Projects include only those Prince William County businesses (whether new or expanding) with which the Department has confirmed falls within its market area. Some companies wish to remain undisclosed, so they are listed as "logged but not announced (LBNA)." Whether a company is listed as "targeted" or "non-targeted" is based upon the Board of County Supervisors resolution identifying "targeted industries." Those key target markets where Prince William County has unique market advantage and the market is delivering include Life Sciences, Federal Facilities and Federal Government Contractors, and Data Centers. Targeted businesses in those categories are identified further to allow the Department to identify the quality of the project and analyze the effectiveness of its target market outreach efforts.

The Department of Economic Development utilizes the industry standards in economic development reporting, which is to announce the company's stated intent. The Department verifies with the company directly (or a representative of a company) their intended investment and/or intended number of new jobs affiliated with the location/expansion. Investment includes the value of all taxable business property, cost of the building or build-out, and value of the lease as applicable to the project. Jobs include the total number of net new jobs added to Prince William County.

The Department does not audit businesses to determine whether their intended investment or job totals were met or exceeded, except in the instances where incentives are utilized and the company is contractually obligated to meet specified goals in investment and/or jobs. Companies who have made announcements to locate to Prince William County, but which never came to fruition are removed from the totals (i.e. Eli Lilly and Company).

The Department of Economic Development maintains an historical record of all announced and logged projects since its inception in 1997 to the present for planning and evaluation of performance. Review of announcements can be obtained via the Department of Economic Development Web site at www.pwcecondev.org, and reviewing historical records of newsletters, press releases, and annual reports.

Question/Comment 4 (of 7):

The [ADRC} model supported by the FED and state would combine aging, adult services, adult protective services and adult with disabilities services into one department or division. How would this affect our county money wise? Would this be more efficient? It might be wise to look into this?

Response:

ADRCs streamline access for consumers thereby improving customer service. This improvement leads to efficiencies which could result in cost savings. Aging and DSS will begin discussions this month. Community Services and the Prince William Health Department, important partners in access to long-term care, will be included as well as Virginia Cooperative Extension should opportunities for administrative streamlining become apparent. While the other NOVA jurisdictions are each set up differently, they share a more consolidated system than PWC for Human Services generally, and Aging/Adults specifically. These models will be studied and recommendations will follow in FY 11.

Question/Comment 5 (of 7):

Put the Juvenile detention center and associated programs, including At-Risk Youth, with Public Safety or in a new Human Services Division [Juvenile Justice and Services] separate them out of DSS.

Response:

The programs mentioned while certainly related to public safety as many human services programs are, are not directly public safety programs. The main issue in At-Risk Youth is not public safety per se but issues such as: mental illness, school behavior, substance abuse. The provision of services in At-Risk Youth is prescribed in the state code under Comprehensive Services Act (CSA). While housed for management purposes in DSS, it receives its policy oversight from the Community Policy Management Team (CPMT) appointed by the Board of County Supervisors. In addition, the Police Department does not operate detention facilities. Again, the issues in juvenile detention are more than just public safety. For example, the youth must receive schooling. Given these thoughts and the work involved, this does not appear to be a good use of limited staff time to investigate.

Question/Comment 7 (of 7):

Bottom line: has there been any thought of saving money and improving efficiency by combining similar processes (like grant writing) and delivered services (like in home care) across agencies in a streamlined Human Services function? What about combining all adult services currently spread across Human Services agencies

Response:

See response to comment 6 (of 7) above.

Questions/Comments

From Occoquan Supervisors District March 15, 2010

Question/Comment 1 (of 5):

On Page 595 in Non Departmental, what does MPP stand for?

Response:

Money Purchase Plan.

Question/Comment 2 (of 5):

In the General Budget section, Prince William Soccer receives a \$25,000 grant. Can we get more details about this? (Specifically, why this league as opposed to another and why is this in the General Budget as opposed to the Park Authority budget?)

Response:

Prince William Soccer Inc. (PWSI) receives \$25,000 from the Transient Occupancy Tax for Tourism (TOT) revenue. TOT revenue is derived from a level on hotels and other facilities offering rented rooms and a portion of the revenue must be used to support tourism-related expenditures. The Board of County Supervisors first approved the contribution of TOT revenue to PWSI in the FY 07 Fiscal Plan. Information about the complete list of TOT recipients is on page 593 in the Non-Departmental section of the Proposed 2011 Budget.

Sports tourism contributes to the local economy. PWSI estimates their 'Courage Tournament Series' generates in excess of \$6 million in revenue to the local economy annually. The PWSI 'Icebreaker' is one of the largest soccer tournaments in the country and the largest annual sporting event in Prince William County with over 500 teams and more than 30,000 participating players, coaches, officials and spectators. PWSI recently received international sanctioning and will host a team from Puerto Rico in 2010 and expect additional international teams to participate in future years. The 'Toys for Tots' Tournament hosts over 200 teams and is growing rapidly. In 2009, the 'Toys for Tots' Tournament included teams from outside the local commuting area for the first time ever and PWSI expects even more room nights this fall.

The tournament series promotes and markets Prince William County and the Manassas area as a tourism destination and generates revenue for the hospitality industry and other local businesses. PWSI funds enhancements to community recreational facilities that contribute to making Prince William County a premier community. Currently, PWSI are considering installing synthetic turf on Field #3 at Howison Homestead Park, lighting more playing fields, and ultimately partnering with others to develop an indoor sports facility for the County. PWSI believes these capital improvements are necessary to continue to attract teams to our tournaments and Prince William County, especially as neighboring counties in Northern Virginia continue to add to their inventory of all weather turf fields.

PSWI has also developed a strong partnership with the Prince William County/Manassas Convention and Visitor's Bureau (CVB). Each of the teams participating in the tournament series receives a visitor guide from the CVB; promoting additional travel and tourism in Prince William County. PWSI also distributes CVB travel and tourism guides when attending soccer conventions and workshops throughout the region to promote our tournament series. PWSI believes the TOT revenue contributed to them and the relationship with the CVB is mutually beneficial for all involved.

Question/Comment 3 (of 5):

Regarding library cuts, there is a request for daily savings analysis. Each day, what are the cost savings? (Someone had asked about the savings for Sunday vs. another day, but we did not receive a satisfactory answer. After discussion, we would like to see potential savings for each day.)

Response:

Library staff works a variety of schedules, rotating nights and weekends so there is not a certain cost assigned to a certain day of the week. Staff are paid at different rates depending on job description-Librarian vs. Library Technician and supervisor vs. staff and based on longevity. The Sunday staff are 15hr weekly part-time positions; remaining staff are 20hr weekly and full-time positions. Sunday staff work 5 hours on Sundays and also work 10 hrs at various other times during the week. The Library cannot calculate a cost to close a certain time other than Sunday, which has the same staff working every Sunday. It can only estimate a cost of closing all libraries 4 hours during the week at \$150,000 [8 positions; 3.2 FTE]. The cost of closing Sundays [5hrs] is \$180,000 [12 positions; 5.04 FTE]; cost of closing all Neighborhood Libraries from 40 hrs to 20 hrs weekly is \$128,000 [6 positions; 3.18 FTE]. Total cost of the alternative closings listed above is \$458,000, the cost of closing Independent Hill and Lake Ridge.

Question/Comment 4 (of 5):

What is the cost of breaking the lease of the mini-library at Tackett’s Mill? Also, what are the terms of the lease (remaining time)?

Response:

According to Public Works staff, the lease for Lake Ridge expires January 2012. The County may be released from the lease by giving advance notice and paying 7 months rent. Annual rent in FY 11 is \$52,089 and the lease payout is \$32,232 leaving a cost savings in rent in FY 11 of \$19,859. FY 12 and beyond annual rent cost savings is \$52,089.

**Questions/Comments
From Budget Email March 23, 2010**

Question/Comment 3 (of 3):

I am doing research on proposed tax rates for tax year 2010 in surrounding counties for our Board of Supervisors. The information entered in the table below came from Weldon Cooper’s “Virginia Local Tax Rates, 2009.” I was also able to get some information from your web site on proposed tax rates.

Can you tell me if your Board is considering changing the rates for any of the categories left blank below? If so, which ones, and what is the proposed rate?

Tax Category		Prince William	
RE (Total)	TY 2009	\$	1.288
	Proposed	\$	1.299
Tangible Personal Property			
Personal Property Tax Rate	TY 2009	\$	3.70
	Proposed	\$	3.85
Automobiles/ Trucks < 2 tons	TY 2009	\$	3.70
	Proposed		
Trucks ≥ 2 tons	TY 2009	\$	3.70
	Proposed		
Private Pleasure Boats & Watercraft	TY 2009	\$	0.00001
	Proposed		

FY 11 Proposed Budget Questions and Answers #4

April 15, 2010

12

Aircraft	TY 2009	\$ 0.00001
	Proposed	
Recreational Vehicles	TY 2009	\$ 0.00001
	Proposed	
Mobile Homes	TY 2009	\$ 1.212
	Proposed	
Tangible Personal Property Related to Business Use		
Heavy Tools & Machinery	TY 2009	\$ 3.70
	Proposed	
Computer Hardware	TY 2009	\$ 1.25
	Proposed	
Generating Equipment	TY 2009	\$ 2.00
	Proposed	
R&D	TY 2009	\$ 1.00
	Proposed	
Furniture & Fixtures	TY 2009	\$ 3.70
	Proposed	
Machinery & Tools Property Tax		
Nominal Rate	TY 2009	\$ 2.00
	Proposed	

Response:

Here is a list of the FY 11 proposed and publicly advertised rates for Prince William County.

	Proposed Budget	Publicly Advertised
Real Estate (General)	\$1.2240	\$1.2360
Fire Levy	0.0753	0.0761
Gypsy Moth/Mosquito Control Levy	0.0025	0.0025
Personal Property (General Class)	\$3.700	\$3.700
Heavy Equipment & Machinery	3.700	3.700
Machinery & Tools	2.000	2.000
Programmable Computer Equipment	1.250	1.250
Research and Development	1.000	1.000
Mobile Homes	1.224	1.236
Boats & Watercraft	\$0.00001	\$0.00001
Aircraft	0.00001	0.00001
Farm Machinery	0.00001	0.00001
Vanpool Program Vans	0.00001	0.00001
Volunteer Fire & Rescue Member Vehicles	0.00001	0.00001
Vehicles to Transport Disabled Persons	0.00001	0.00001
Recreational Camping and Travel Trailers	0.00001	0.00001
Motor Homes (Recreational)	0.00001	0.00001

Questions/Comments

From Dumfries Supervisors District March 11, 2010

Question/Comment 4 (of 8):

For the OEM - Human Resources section on p. 62, I see the Classification & Compensation program increased by over \$86K due mainly to having one more FTE, but down under the expense class I see that "Internal Services" have dropped by 34% from FY10 and by almost 50% from FY 09-why is this and can it be expected to continue?

Response:

The reduction to the internal services category is from a one-time realignment of the seat management distribution in agencies. Information about this redistribution for Human Resources is detailed on page 64 of the Proposed 2011 Budget document. With the redistribution, the base budget accounts for the actual expenditures incurred in each County activity; in Human Resources case this meant a decrease of the base budget totaling \$25,548.

Question/Comment 5 (of 8):

Under the Public Safety section on page 27 for Fire & Rescue/Operations the FY 11 budget shows a decrease of \$216,265 and 2 FTE's but why would we do this if there are other places in this budget to reduce (such as Systems Support which is kept at the same FTE level) that would not increase the risk to the public unless I am missing something?

Response:

There was actually only one position reduction from the Operations Section in the FY 11 proposed budget. The salary of one added FTE in Community Safety was erroneously included in this Section and the salary of that position will be moved to Operations upon the beginning of the fiscal year (July 1, 2010). This will result in an FY 11 base FTE count of 384 in Operations. The reduction of one FTE is explained in Item I, A of the Base Budget Major Issues section. Four uniform F&R Technicians were eliminated in order to create three Battalion Chief positions to begin implementation of the 24-hour battalion chief initiative.

There are both uniform and non-uniform positions in the Systems Support section. Non-uniform staff performs mission-critical support services and are essential to the provision of emergency field operations. Services include information technology support, uniform basic and in-service training, logistics, personnel including recruitment, Health & Safety staff including uniform Incident Safety Officers, and administrative/accounting functions including payroll and accounts payable. The Department of Fire and Rescue operates with minimal non-uniform staff in an efficient manner.

Question/Comment 8 (of 8):

Then under the Judicial Administration section on p. 61 for the Magistrate Program there is a chart that shows FTE's that appears to have a typo. The number for FY11 Base is "13*" but the FTE Total line just below it says "11"? I see the asterisk note down below but not how it explains the two different numbers.

Response:

The total FTEs for the Magistrate authorized by the State of Virginia is 13.00, as shown in the chart below:

	FY 09 Adopted	FY 10 Adopted	FY 11 Base
1 Local Support Program	11.00	11.00	13.00*
Full-Time Equivalent (FTE) Total	11.00	11.00	13.00

* All 13.00 FTEs are State positions

Questions/Comments

From Gainesville Supervisors District March 19, 2010

Question/Comment 2 (of 38):

Line item 1987 in Economic Development, there is \$85K for Consultation Services. It was 0 in FY 10. Can you tell me what that is for?

Response:

This is a shift of funds within the Department of Economic Development's budget to contract for services to support the INNOVATION @Prince William Program. The Department of Economic Development provides business expansion services to existing companies located in the county and economic development attraction services to new companies that may locate to the county. Given the current economic environment it is critical to remain active in the marketplace to achieve the community outcomes for investment attraction, to include managing the INNOVATION @Prince William program. This base budget shift of \$85,000 is a continuance of Resolution 09-564, approved July 14, 2009 by the Board of County Supervisors, authorizing the shift of salary funding for the vacant Business Manager position into consultant services, to assist the Department in managing INNOVATION @Prince William. It is foreseen that the consultant services will be needed beyond FY 10. This initiative permanently holds the Business Manager position vacant while shifting its salary into contractual services until either the consultant services are no longer needed or additional funding is added to the Economic Development's budget to fund both the consultant services and the Business Manager position. This FY 11 base budget adjustment is described on p. 228 of the Proposed 2011 Budget.

Question/Comment 3 (of 38):

In the Public Works section there are some big numbers for Cost Recovery, can you explain exactly what that is and how it affects our financial situation? Line item 6114 – In FY 09 that number was \$0 but in FY 10 and 11 it is over \$1 million but in parenthesis.

Response:

A cost recovery budget amount recognizes the expenditures for a particular function will be charged back to a different budget, typically a capital project.

When a cost recovery budget is set up, a negative expenditure budget amount is established equal to the positive expenditure budget amounts, resulting in a net expenditure budget of zero. This ensures that the general fund budget does not support expenditures that will be charged back to other sources.

For example, Public Works recovers expenditures in the Facilities and Construction Management program from specific capital project under construction.

Question/Comment 5 (of 38):

Line item 6567 Public Works Code Enforcement/Professional Services – It is zeroed out in FY 11 after spending \$163K in FY 09. How does that affect our property code enforcement?

Response:

The detail of this base budget reduction is referenced on page 264 of the Proposed 2011 Budget. In the FY 07 budget, funding was provided to Neighborhood Services to create community improvement videos that would address topics related to community maintenance; including building maintenance, zoning ordinance and overcrowding. The initiative and funding was approved for four years, therefore the funding has been removed from the FY 11 base budget.

Question/Comment 6 (of 38):

Line item 6963 Transportation/Design and Construction - Salaries. It goes from (\$57,905) in FY 09 actual to \$1.4 million in FY 10 and 11. Why the big change?

Response:

This activity has a cost recovery budget. A cost recovery budget amount recognizes the expenditures for a particular function will be charged back to a different budget, typically a capital project.

When a cost recovery budget is set up, a negative expenditure budget amount is established equal to the positive expenditure budget amounts, resulting in a net expenditure budget of zero. This insures that the general fund budget does not support expenditures that will be charged back to other sources.

The FY 09 number reference in the question represents the actual expenditure for that fiscal year. The FY 10 and FY 11 amounts are budget amounts. In the budget amount years, there are negative expenditure budget amounts in cost recovery (Object Level 3 code 8750). In the actual amount years, there is zero actual expenditure in cost recovery because the expenditure costs have been charged to capital projects.

Question/Comment 7 (of 38):

Line items for the Helpdesk Support have been cut, how important is the Helpdesk to the citizens and businesses of PW County?

Response:

Helpdesk support costs have been reduced based on an updated inventory of seats (computer stations). Citizens and businesses of PWC benefit from Helpdesk support because Helpdesk is the central call center for IT problems throughout County government. Helpdesk maintains our computer stations, allowing staff in the various agencies to provide services.

Question/Comment 8 (of 38):

Within OIT Network Services - Network Engineering, what does "Outside Computer Services" represent for FY 10/FY 11 at \$186,756?

Response:

This line item pays for contractual services for telecommunications (pulling new phone lines, telephone setup, etc).

Question/Comment 9 (of 38):

With in the FY 11 PWC budget report, a block of seven line items identified below appear frequently in each functional topic area:

Network Infrastructure Services, Deskside Support Software Refreshment, Helpdesk Support, Hardware Refreshment, Dp Svc - Applications Division, Dp Svc - Capital Replacement, Explain methodology and why subjects are not better defined?

Response:

Each agency pays into the OIT Internal Service Fund to cover the cost of maintaining their IT infrastructure. Those costs are divided into the following line items:

Network Infrastructure Services - this is the installation and maintenance of the "in the wall" infrastructure for computers

Deskside Support - this is the service provided at a workstation when the Helpdesk determines that the problem cannot be resolved remotely.

Software Refreshment - this covers the cost of updating, as required, the various software packages used throughout the County

Helpdesk Support - this covers the central call center for all IT problems in the organization; the Helpdesk determines whether the problem can be addresses remotely or whether Deskside Support needs to be dispatched

Hardware Refreshment - this covers the 5 year replacement cycle of computer stations

Dp Svc - Applications Division - this covers the cost of maintaining the various applications used throughout the County, and is divided into five subsections - Development Services, Finance, Human Services, Public Safety, and Web

Dp Svc - Capital Replacement - this covers the replacement of servers throughout the County

Question/Comment 10 (of 38):

Program 701

OIT - Policy and Admin - Leadership

DpSvc - Application Division

Questions: What is the breakout of costs for software development?

Is it Oracle, Java, C++, etc?

FY 10 \$185, 518, -FY 11 \$185,518

Response:

This is the cost of applications support (see question #9 above) for the computer seats in the Policy and Administration Program. It is not software development.

Question/Comment 11 (of 38):

Program 702 - OIT - Telephone Repair/Install/Char

Question: How is the outside computer services defined in terms of costs?

FY 10 \$53,030 - FY 11 - \$53, 030

Response:

This OCA is proposed to be eliminated in the FY 11 budget, and the expenses shifted to Network Engineering for contractual services for telecommunications. (See question #8 above).

Question/Comment 12 (of 38):

Program 702 - OIT - Network Services - Network Engineering

Question: How is the outside computer services defined in terms of costs?

FY 10 \$ 186,756 - FY 11 \$ 186,756

Response:

See response to question #8 above.

Question/Comment 13 (of 38):

Program 702 - OIT - Network Services - Radio Communications

Question: What do the repairs represent? Third party maintenance of old equipment and spare parts? - FY 10 \$ 390,008 - FY 11 \$ 390,008

Response:

These funds are used for licenses, infrastructure support, installation services, generator maintenance and vehicle outfitting.

Question/Comment 14 (of 38):

Program 702 - OIT - Network Services - Technical outside Training

Question: What types of training? Was this local training?

FY 10 \$52,483 - FY 11 \$52,483

Response:

This supports training through ElementK (elearning) and on-site classroom training.

Question/Comment 15 (of 38):

Program 703 - OIT - Geographic Information - Application Services

Computer Systems Design and Software

Question: Explain the computer system design and software and was this performed in house?

FY 10 \$92,234 - FY 11 \$92,234

Response:

This line item pays for ARC GIS licenses.

Question/Comment 16 (of 38):

Within the OIT budget line items, a cost for COOP is not defined at the hot/cold site?

Response:

The COOP site is a cold site for the most part although the County E-911 system is replicated at that location. Since there is no specific funding or resources allocated to this effort, the County is upgrading the site as resources become available.

Question/Comment 17 (of 38):

General suggestions that could save money:

- Materials escalation clause in construction contracts
- Evaluation of set-aside programs
- Environmental litigation – is there any? Cost benefit?
- Contracting out to the private sector...in favor of keeping full time employees that sometimes have nothing to do.

Response:

Thank you for your comment.

Question/Comment 18 (of 38):

What is the current fine schedule for overdue books?

Response:

The fine for most overdue materials is 20 cents per day with a maximum fine of \$5.00 per item. Special library materials, such as audiovisual equipment and items borrowed on interlibrary loan, have minimum fines of \$1.00 (or more) per day. The maximum fine for returned materials is \$20.00 per library card. Loss of library privileges may result when you owe \$20.00 or more in fines and fees.

Question/Comment 19 (of 38):

How much revenue is generated through fines as a dollar amount and as percentage of Library expenditures?

Response:

\$523,386 in fines/fees collected in FY 09, however only \$493,492 was budgeted as the Library's revenue stream [which means only \$493,492 could be spent] so \$29,894 was revenue positive for the County's general fund. This is about 4% of the Library's total expenditures and 5% of the tax supported expenditures.

Question/Comment 20 (of 38):

How much money is spent on reference materials?

Response:

Currently, the Library spends about \$135,000 on reference a year-33 cents per capita. Significantly less than it used to be. The Library rarely initiates new purchases and has cut their standing orders [subscriptions to annual reference publications] dramatically the past 10 years. With additional cuts up to \$170,000+ for library materials in FY 11, fewer reference materials will be purchased.

Question/Comment 21 (of 38):

How much money is spent on popular books such as fiction best sellers?

Response:

Best sellers are hard to come up with a figure, since the Library does their best to purchase top titles in fiction and non-fiction. The Library has increased their holds ratio (instead of 1 copy for every 3 reserve hold requests, they now have increased it to 1 copy for every 5 hold requests). For fiction (both current and replacements), the Library spends about \$70,000 in a year-17 cents per capita. However, their return on investment, thanks to Wowbrary (a promotional e-mail newsletter), is tremendous. Now, even their mid-list popular titles are on hold thanks to the promotion this little newsletter is generating. With additional cuts up to \$170,000+ for library materials in FY 11, fewer popular materials will be purchased.

Question/Comment 22 (of 38):

On page 544 of the budget, Revenue for other localities was the single largest revenue stream generated by the Libraries. What localities help fund the PWC Libraries and why?

Response:

The two cities of Manassas and Manassas Park contract with the County for Library Service as they do for other shared services. This is a jurisdictional agreement between the BOCS and the city governments. The Library receives increased state aid based on the Library's "regional status" due to serving multiple jurisdictions.

Question/Comment 23 (of 38):

What magazines do the Libraries subscribe to?

Response:

The Library has 1,960 subscriptions for 11 locations (10 branches + a minimal number for admin). This represents about \$48,000-12 cents per capita. The Library purchases a wide variety of magazines, most of general interest. Again, with additional cuts up to \$170,000+ for library materials in FY 11, fewer magazines will be purchased.

Question/Comment 24 (of 38):

On page 548, the budget recommends the elimination of the Records Center Manager and Administrative Support Assistant. What functions do they perform?

Response:

Current situation - The Record Center houses active and inactive records for County and State agencies. The Library provides software and training to designated agency staff to access their records stored in the Record Center from their desk top computers. The Library absorbs the costs for the other agencies for staff records management training, software maintenance, microfilming, shredding of documents, storage boxes, etc. Two full time positions are located at the Record Center to process requests daily for shipping files to agencies and returning files to storage. The cost of the Record Center operation is equivalent to one Neighborhood Library.

Budget Cut. This budget cut eliminates the Record Center operating budget, including two FT positions. Therefore, costs for shredding documents, storage boxes, microfilming, etc will be paid by the individual agencies. The Record Center becomes storage for inactive records only. Requests for an inactive file will be handled by Library staff on a severely limited basis, taking 7-10 days for retrieval. Active files will be shipped to any agency who requests the return of their files. Once requested, agencies must retain records in their office until they are once again inactive for 6 months. Then the inactive records may be returned

to storage in the Record Center. Shredding of old documents will be managed by the Library on a set 1-2 times a year schedule and costs billed to the individual agency.

Question/Comment 25-27 (of 38):

On Page 553 - Item 2 Library Network Support describes:

“Supports the Library System’s technology by managing the daily operations of the library specific computer system. Provides assistance with operational problems and troubleshooting by handling Seat Management service requests referred to the Library by the County’s Help Desk. Coordinates Library hardware/software installations, including technical assistance with electronic products. Designs and maintains the Library Web pages including implementation of new services and responses to customers from Library Webmaster.”

What types of Seat Management service requests are referred to the Library? And why are these requests directed to the Library (what expertise does the Library have that the Help Desk does not?)

Response:

OIT/Seat Mgt only supports Microsoft applications on the workdesk PC. They do not provide support for Library-specific applications, nor do they assist patrons or staff with problems on the following Library-specific hardware and software. Only LNSS (which includes Web Services for the web-related applications) assists with:

- 1) Horizon (soon Polaris): the staff client, the PAC (Public Access Catalog), Telephone Renewal. Soon, self-check-out, Children's PAC, PACs in other languages, telephone messaging. In addition, they support the various subsystems for staff: Circulation, Acquisitions, Cataloging, Serials, Reports, and Searching as well as the hardware (barcode scanners, receipt printers, etc.) and provide training on all modules.
- 2) Wireless Internet Access for the Public
- 3) 60+ electronic resources representing probably 40 vendors, each with specific requirements, needs, issues, troubleshooting and set-up.
- 4) Summer Reading program via the Web (Wild Reads)
- 5) ILLiad (Inter Library Loan application): Server and application support, including development, testing, training, deployment and maintenance.
- 6) SAM (Smart Access Manager) - our print and time management software. Includes server and application support, including development, testing, training, deployment and maintenance.
- 7) OverDrive (digital audiobooks): application support, including development, testing, training, and maintenance.

- 8) Wowbrary: application support, including development, testing, training, and maintenance.
- 9) Volunteer Works: includes installation, application support, including development, testing, training, and maintenance.
- 10) BlackBerry support for Library staff only.
- 11) LARS Bindery Software: includes installation, application support, including testing, training, and maintenance.
- 12) Police/Fire & Rescue Library software: includes installation, application support, including development, testing, training, and maintenance.
- 13) Track Library assets for inventory and coordinate with OIT/Seat Mgt folks.
- 14) Support and troubleshoot Viconnet security camera software and hardware for Library Facilities Coordinator.
- 15) Support Library specific applications approved by the County, but not supported by Seat Management (e.g. CorelDraw for one graphics staff member)
- 16) Produce print and e-mail notices for the public (overdue, billing, reminder notices, and others)
- 17) Support Library Admin and branches with customized reports and for State and local statistics.
- 18) Maintain library public folders and distribution lists.
- 19) Support Library Web Services applications and issues, such as ftp, Local Newspaper Index, Pitch List, Clubs & Organizations database, etc.
- 20) Support the Library System special events and age specific programs with hardware and software support, web services support, etc.
- 21) Provide other groups such as the Friends of the Library and Library Foundation with web services support.
- 22) Provide hardware and software support for Library Board of Trustees meeting broadcasts.
- 23) Provide hardware and software support for the stand-alone product, Family Search, used extensively in RELIC for genealogical purposes.

Question/Comment 28 (of 38):

At a projected cost of \$1,651,817, this seems superfluous as the Help Desk should have some expertise in this matter. Why is the Library tasked with this function?

Response:

The majority of this budget is OIT seat management costs for the Library which is the HELP Desk funding allocated to the agencies. It also includes all computer equipment replacement not covered by seat management [printers, barcode scanners, document scanners, record center scanners, etc] and software maintenance for the above listed Library specific computer applications and the library security system as well as staff positions with expertise in Library specific hardware and software applications.

Question/Comment 29 (of 38):

Park Authority - How much was spent on the Mini University in FY 10?

Response:

In FY 10, the Park Authority's "Mini-University" program conducted 21 classes and trained 205 employees. The classes covered skills such as Communication, Conflict Resolution, Problem Solving and Decision Making, Employment Law, Progressive Discipline, Risk and Safety Management and many others. External trainers were used for five of the classes at a cost of \$10,290 which is a cost of \$50.20 per Mini-U participant in FY 10. The remaining 16 classes were taught by Park Authority employees.

Question/Comment 30 (of 38):

Please provide a list of all the Venders whom public safety(Fire/Police/Other) has paid monies to for any equipment, services or other; for the last 48 months with the vendors full and complete physical address, their legal name and their phone numbers and what equipment, services or other the monies were paid for.?

Response:

Generating a list of all vendors serving public safety agencies (Police, Fire, Fire and Rescue Volunteers, Sheriff, Adult Detention Center, and Public Safety Communications) for the past four years, including the address, name, phone number, amounts, and what specifically was purchased will require an extensive analysis of thousands of transactions. Staff is not able to undertake this project due to the amount of time required to complete this comprehensive task.

Question/Comment 34 (of 38):

What is 5001 Child Welfare 503706 Trans to At Risk Youth/Facility \$172K?

Response:

This amount is the total of two operating transfers from DSS to At Risk Youth comprised of the following two items:

1. \$17,070 for the County's required local match for the Comprehensive Services Act administration allocation received and expended by At-Risk Youth and Family Services. This amount matches \$32,930 in State reimbursement revenue in At-Risk Youth and Family Services and is used to support administrative costs associated with that agency.

2. \$155,643 in Federal Promoting Safe and Stable Families funding that is received from the State and transferred to At-Risk Youth and Family Services for that agency's allocation to prevention, early intervention, and family reunification service projects in the community. This amount includes \$24,125 in required County local match funding.

Question/Comment 35 (of 38):

Why are salaries for Foster Parent Training 504027 (\$284,415) so much higher than the rest of department budget (\$153,475)?

Response:

The Department has 3 staff in the Foster Parent Training activity, 1 social work manager, 1 Social Worker 2, and 1 Associate Social worker. The \$284,415 is the amount allocated to cover salaries and fringes for these 3 staff. One staff member has been a long time DSS employee.

There are currently 89 Foster Families approved. The Team conducts 3 Pre-Service trainings and 4 In-Service trainings each year.

Question/Comment 36 (of 38):

Can you explain the budget for Adoption Subsidy 505008 (\$484,000) without any budget for salaries? What is Adoption Subsidy IV-E R&B?

Response:

This budget line contains funds specifically allocated for payments to adoptive families on behalf of children who are IV-E and Special Needs Adoption eligible. Examples of the types of expenses covered are as follows: food, clothing, shelter, daily supervision and school supplies.

Associated staff and operations costs to manage the cases and process payments for this program are funded under the service staff and operations funding line.

What is Adoption Subsidy IV-E R&B? (Same as above, for Room &Board)

Question/Comment 37 (of 38):

What is 5006 Adult Services 503268 / Adult Services - Local 3901? (\$977,893)?

Response:

This amount represents the FY 10 allocation, paid on a quarterly basis in accordance with an Interjurisdictional Agreement between Birmingham Green and the County for Nursing Home and Assisted Living services. This subsidy amount was reduced by \$39,096 in the FY 11 proposed budget because the County's utilization of beds at the Birmingham Green facilities has been lower than previously projected.

Question/Comment 38 of 38):

The budget committee would like an organizational chart of Prince William County which shows each position, the number of people in each position, and the number of vacancies in each position.

Response:

Please see Attachment #1 which includes an organizational chart. The Agency's highlighted in purple are County agencies. Also attached is the FY 11 proposed positions by job class within the department.

Questions/Comments

From Gainesville Supervisors District March 19, 2010

Question/Comment 1 (of 11):

Supervisor Stirrup has received a request to continue the funding of the Virginia Extension Nutrition Program at \$28,000 because "The reduction of this program will eliminate \$128,000 of federal funding and \$44,000 in state funding that was slated for this county for handling nutrition problems. Eliminating \$28,000 in our budget will result in a loss of \$168,000." Is this true? What can you tell us about funding for the VA Extension Program?

Response:

County funding of \$28,369 matches State funding of \$42,843 for the State Nutrition Education Extension Agent position in the County's Virginia Cooperative Extension (VCE) office. In addition, the State allocates \$133,988 in Federal Supplemental Nutrition Assistance (SNAP) Education grant funding to support 3.00 FTE para-professional positions in the local VCE office. Combined State and Federal funding for Nutrition Education is \$176,831. The State has indicated that if the County matching funds are eliminated, the State match and Federal grant funds for this activity will be reallocated to other local VCE offices. The Federal funding is affected because the SNAP Education positions would no longer have supervision from the Nutrition Extension Agent position.

The overall future of State and Federal funding for local VCE offices is uncertain. The state-wide VCE budget has been reduced by \$1.1 million for FY 11 and \$5.5 million for FY 12, including a \$1 million reduction associated with the “restructuring” of the state-wide VCE organization. The State is presently conducting a state-wide strategic plan to be completed in the summer of 2010 that will address how future VCE services will be delivered with significantly less funding. This plan may require the closing of certain local VCE offices, the consolidation of others, and reductions in services offered by remaining local offices as was called for in the House of Delegates FY 11-12 biennial budget bill.

In the County’s FY 11 budget process, all County programs and activities were assessed and ranked by the Budget Congress according to the risk to the County if those programs and activities were no longer provided and funded in the County’s budget. All programs received a risk score from 4 (lowest) to 20 (highest). The VCE Nutrition Education activity scored 5 on the uniform risk assessment scale. This risk assessment score contributed to the FY 11 proposed budget recommendation to eliminate County funding for Nutrition Education so that greater reductions in County funding for higher risk programs such as Youth Substance Abuse and Mental Health Services would not have to occur.

Question/Comment 2 (of 11):

“It appears that the forecast of Transient Occupancy Tax (TOT) is much lower than what the tourism industry is projecting. Does the Finance Department anticipate the need to update the TOT projections? If the projections end up higher than the projection indicate, how will the surplus funds be distributed?”

Response:

The TOT revenue projection for FY 10 provides the basis for the FY 11 TOT revenue forecast. Hotels submit TOT revenue to the County quarterly. Through the first two quarters of FY 10 (through December 2009), actual TOT revenue received from hotels decreased approximately 13% compared to the first two quarters in FY2009. The national economy is recognized as a significant factor in the revenue decline since tourism is generally considered a discretionary purchase in household budgets.

Using the FY2010 projection of TOT revenue as a base, the Finance Department examined current lodging trends provided by the Prince William County and Manassas Convention and Visitors Bureau (CVB) in developing the TOT forecast for FY 11. Based on data submitted by hotels in the County, hotel occupancy rates decreased from 62.8% in calendar year 2008 to 59.1% during calendar year 2009 - a 5.8% decrease. Occupancy rates decreased despite the construction of two new hotels in 2009 that provided an additional 213 rooms. Average daily room rates also decreased from \$91.52 in calendar year 2008 to \$86.95 in calendar year 2009 - a 5.0% decrease. In addition, hotel revenue, on a calendar year basis, was reported to have decreased 7.9% from 2008 to 2009.

The FY 11 TOT forecast anticipates flat revenue (no increase, but no further decreases either) compared to the FY2010 projection. Although the County will be celebrating the Civil War Sesquicentennial, the TOT forecast assumes that tourists will continue to rely upon day trips due to a constricted economy applying pressure on household budgets. In addition, gas prices have increased and may reach \$3.00/gallon during the heavily traveled summer months.

Given the state of the national and state economy and current hotel and travel statistics provided by the CVB, the Finance Department does not anticipate a dramatic turnaround in TOT revenue for FY 11. Therefore, an update to the FY 11 TOT revenue projection is not recommended at this time as part of the FY 11 budget process. However, TOT revenue is monitored on a continuous basis and updates will be provided on a quarterly basis, in addition to all other general revenue sources, during FY 11.

The distribution of surplus TOT revenue collected would require a recommendation from the County Executive to the Board of County Supervisors (BOCS) and an adopted BOCS resolution detailing the distribution.

Question/Comment 3 (of 11):

The County Executive stated that the revenue forecast is 99% accurate. How was this measured? Does it apply just to the forecast of the upcoming fiscal year, or the four fiscal years farther out in the forecast? If the 99% measure applies only to the upcoming fiscal year, what is the accuracy of the longer-term forecasts?

Response:

The accuracy of the general revenue forecast is measured by comparing actual revenue received compared to the adopted revenue budget. Attachment #2 file shows that FY 08 actual general revenue was \$6.0 million or -0.8% less than the FY 08 adopted revenue budget. The attached file also shows that 2009 actual general revenue was \$4.8 million or 0.6% more than the FY 09 adopted revenue budget.

The accuracy of the general revenue forecast for the current fiscal year (FY 10) is measured by comparing the latest quarterly revenue update to the FY 10 adopted revenue budget. Based on the second quarter update for revenue received through December 31, 2009, FY 10 is currently projected to be \$5.7 million or -0.8% less than the FY 10 adopted revenue budget.

The accuracy of the longer-term forecasts is not measured because tax policy assumptions can change from one fiscal year to the next. The best example is development of the FY 10 general revenue forecast. The adopted FY 09-13 Five Year Plan forecast that the average residential tax bill would increase 5.2% in FY 10 (the second year of the forecast) based on projected population (1.7% projected increase) and inflationary increases (3.50% projected increase). However, the Board of County Supervisors provided tax relief (due to the economic recession) to homeowners in FY 10 by adopting a real estate tax rate

that reduced average residential tax bills by 12.7% instead of increasing them 5.2% as originally planned in the FY 09-13 Five Year Plan. This change in tax policy generated approximately \$93 million or 16.4% less in real estate tax revenue in FY 10 compared to what was forecast for FY 10 in the FY 09-13 Five Year Plan.

Questions/Comments

From Budget Email April 2, 2010

Question/Comment 1 (of 9):

The Citizens of Prince William County deserves and expects first class Services from their elected officials. The population of the county is approaching 412,000 and expects value for its tax dollars. The mission of Prince William County Government is to provide the necessary Services to protect the health, safety, welfare, cultural resources and environment of citizens and businesses consistent with the community's values, priorities, and fiscal capacity.

In regards to Public Safety, seeing pages and pages in the budget and related documents explaining the problems regarding both the Police Staffing Plan and the Fire and Rescue Staffing Plan brought home the fact that we are shortchanging the citizens in these two important areas. Instead of facing the facts that we need increases in both these areas, we are "examining options for improving staffing deficiencies and redeploying staff within the department." This does not get us to where we need to be in this County. The County must try to cover state reductions and keep pace with a growing need in the County. Any reductions or not keeping pace with growth in these areas is shortsighted and dangerous. The County has only shown willing to step up to properly fund critical Services when a catastrophe occurs such as the death of a firefighter or that of an innocent child. Additional fully trained and equipped sworn officers and uniformed fire and rescue personnel and equipment are needed now using either the Fire Levy or General Tax revenues or both.

Response:

Thank you for your comment.

Question/Comment 8 (of 9):

First, I would like to thank all your hard work and dedication to the Prince William County Library System.

Second, I would also like to thank your constant communication with county employees. I would like to know if it's not too late to suggest how the library can generate more revenue.

I currently work for the library and observed what the public might be willing to pay for. In my opinion the library and the patron would benefit if there were fax machines available to the public.

I also think the patron might be willing to pay for books, dvd's and, cd's that are on a long waiting list. The majority of the time they are not willing to wait for the item and buy the book anyway. The merchandise should still be affordable in comparison with area vendors.

Lastly, the library can create a small cafe or vending machines. The small cafe would be utilized by the patrons and library staff. Some patrons actually use the library as a social gathering or just love the library so much they stay all day.

Response:

Thank you for your comment.

Question/Comment 9 (of 9):

When I read through minutes of BOCS meetings, I notice entries that mention that \$X have been transferred in or out of a Supervisor's "discretionary funds" to or from a given entity. Sometimes funds are transferred to libraries, shelters, etc. I have also been told that each Supervisor and the chair have something on the order of \$65,000 annually to spend at their "discretion" on authorized programs. I have also been told that if all of the funds are not spent in a given fiscal year, they can be "banked." When I read through the budget, I can find no item labeled as "discretionary funds". Therefore, I have several questions:

- A. Is what I have been told correct? If so then,
- B. What is the authority for granting these discretionary funds?
- C. What is the amount authorized per Supervisor and the chair each fiscal year?
- D. What may these funds be used for?
- E. What is the amount of funds that each Supervisor and the chair have on hand currently (in the "bank").
- F. How much can each Supervisor and the chair "bank". I have heard that one Supervisor may have as much as \$250,000 "banked".
- G. Do these funds have an expiration date? If so, what is it?
- H. What happens to banked funds when the Supervisors/chair leaves office?

Response:

- A. Is what I have been told correct?

Thank you for your questions. No, the correct answers to your questions are listed below.

B. What is the authority for granting these discretionary funds?

The current level of discretionary or magisterial district funds were established and approved as of the FY 06 BOCS adopted budget.

C. What is the amount authorized per Supervisor and the chair each fiscal year?

Each Supervisor receives a total of \$47,500 in magisterial district funds, with the exception of the Board Chairman who receives \$27,500 in funds on an annual basis.

D. What may these funds be used for?

These magisterial district funds may be used toward aide, office and community activity expenses, at the discretion of each Supervisor through out the fiscal year.

E. What is the amount of funds that each Supervisor and the chair have on hand currently (in the "bank").

Supervisor Magisterial District funds are as follows:

Available District funds
as of Mar. 31, 2010

Chairman	\$5,918
Woodbridge	\$62,710
Occoquan	\$54,249
Neabsco	\$24,657
Gainesville	\$22,744
Dumfries	\$71,677
Coles	\$272,721
Brentsville	\$259,611

F. How much can each Supervisor and the chair "bank". I have heard that one Supervisor may have as much as \$250,000 "banked".

Any remaining funds within an individual Supervisor or Chair's budget at the end of a fiscal year may be carried over to the next fiscal year for use. There is no maximum limit to the amount of funds that a Supervisor/Chair may carryover.

G. Do these funds have an expiration date? If so, what is it?

There is no expiration date to these magisterial district funds.

H. What happens to banked funds when the Supervisors/chair leaves office?

All funds remain within the magisterial district budget upon the departure of a Supervisor/Chair. The incoming Supervisor/Chair would then inherit that specific budget.

Questions/Comments

From Woodbridge Supervisors District April 2, 2010

Question/Comment 1 (of 5):

For the inmate transportation section for the Adult Detention Center (p. 332), the budget went down only slightly (~7k) even though the transports dropped substantially in two of the three activities listed--transports to and from correctional facilities (1/4 reduction) and transports to and from Court (1/4th reduction). Since inmate transportation has significantly decreased, why hasn't the budget been similarly reduced?

Response:

Prior to FY 2009 the ADC added two officers (a Lieutenant and a Court escort officer) from existing Inmate Security staff to manage the transfer of inmates to other local and regional jails (farmouts). With the opening of the 200 bed expansion the farm-out workload for transporting inmates was eliminated and replaced by the need to have the laundry sent out during the renovation of the modular building that is currently underway.

Question/Comment 2 (of 5):

For Rehabilitation Services in the Adult Detention Center (p. 338), the budget went from \$183,568 in FY10 Adopted to \$275,202 in FY 11 Base while the services provided remained relatively the same. Can this please be explained?

Response:

The Adult Detention Center has traditionally assigned three positions to the Rehabilitation activity. Several years ago one position in Rehabilitation Services was temporarily transferred to help with establishing the Immigrations and Customs Enforcement (ICE) and the 287(g) initiative at the Adult Detention Center. Other officers at the Adult Detention Center filled in for this position but those positions were never permanently transferred to the Rehabilitation Services activity. Staff for the temporary duties were later identified so the position has now been returned to the Rehabilitative Services activity resulting in the increased activity cost. This is an internal staffing reallocation. There is no change in the Adult Detention Center staffing complement of 337 full time equivalent personnel between FY 10 and FY 11.