



CITY OF RICHMOND, VIRGINIA

AMENDED

# Biennial Fiscal Plan



FISCAL YEAR 2008-2009

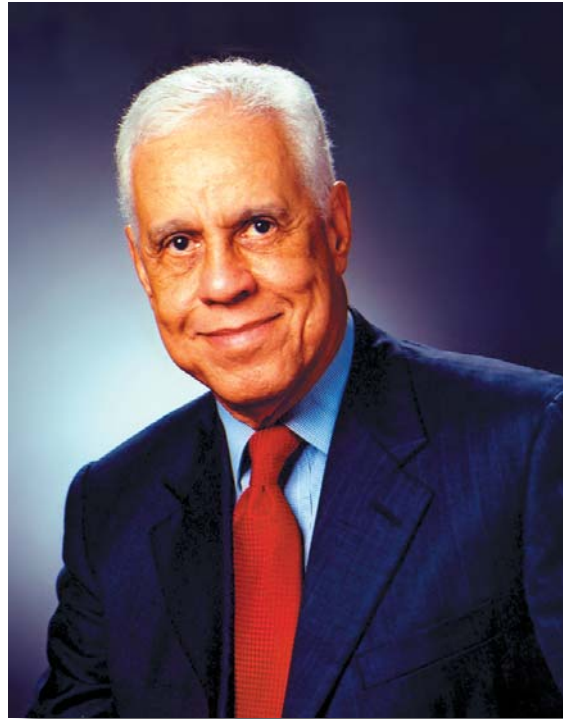


*City Of The Future*

THE OFFICE OF THE MAYOR

*presents*

AMENDED  
BIENNIAL FISCAL PLAN  
FY 2008 - 2009



The Honorable  
**L. DOUGLAS WILDER**  
Mayor  
The City of Richmond, Virginia



CITY OF RICHMOND, VIRGINIA



# AMENDED BIENNIAL FISCAL PLAN

FOR

**FY 2008 - 2009**

**MAYOR**

L. Douglas Wilder

**EXECUTIVE STAFF**

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Chief Financial Officer

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# Richmond City Council

*The Voice of the People*

*Richmond, Virginia*



**The Honorable William J. Pantele**  
President, Richmond City Council  
Councilman, North Central 2nd District



**The Honorable Delores L. McQuinn**  
Vice President, Richmond City Council  
Councilwoman, East End 7th District



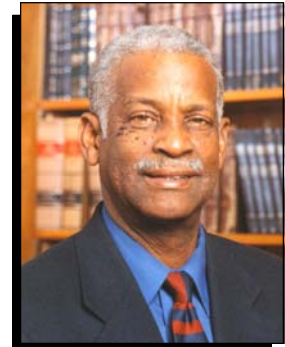
**The Honorable Bruce W. Tyler**  
West End 1st District  
Councilman



**The Honorable Chris A. Hilbert**  
Northside 3rd District  
Councilman



**The Honorable Kathy Graziano**  
Southwest 4th District  
Councilwoman



**The Honorable E. Martin Jewell**  
Central 5th District  
Councilman



**The Honorable Ellen F. Robertson**  
Gateway 6th District  
Councilwoman



**The Honorable Reva M. Trammell**  
Southside 8th District  
Councilwoman



**The Honorable Doug G. Conner**  
South Central 9th District  
Councilman



## MISSION STATEMENT

*To achieve a sustained, long-term turnaround in the quality of life for City of Richmond residents through a community engaged in breaking endless negative cycles detracting from a safe and healthy City, with high quality public schools, and diverse economic opportunities.*

# The City of Richmond At A Glance



## The City of Richmond - History, Growth and Progress

In 1607, Captain Christopher Newport first led English explorers to what later would become the City of Richmond, named after a suburb of London, England. By 1644, construction of Fort Charles began attracting many new settlers to the area and soon the community grew into a bustling trading post for furs, hides and tobacco.

Richmond was founded in 1737 by Colonel William Byrd II. Byrd inherited land on the north and south sides of the James River and was known as the “Father of Richmond.” In 1741, Byrd and his friend William Mayo developed a map of Richmond and the first lots were sold. Richmond became incorporated as a town in 1742 with a population of 250.

In early 1780, the State Capitol was temporarily moved to Richmond from Williamsburg. The Virginia General Assembly was looking for a central location with more protection from British invasions. In May 1782, eight months after the British surrendered at Yorktown, Richmond became the new capital of Virginia. On July 19, 1782, Richmond’s City Charter was adopted.

While evidence of a rich history is evident throughout the capital city, Richmond is proud to offer modern-day opportunities to its estimated 193,777 citizens (2005-Census Estimate). Throughout its 62.5 square miles, the City offers a diversified employment base that extends from chemical, food and tobacco manufacturing to banking, biotechnology, semiconductors and high-tech fibers. Richmond consistently ranks among “Best Places to Live and Work in America” in several national publications. While offering easy access to the ocean, mountains and Washington, D.C., Richmond features a broad array of local attractions, including several museums, numerous sports and entertainment venues, outdoor pursuits throughout one of the nation’s largest river park systems, a vast array of historic landmarks, its own symphony, professional ballet and opera, as well as several prominent universities.

The City of Richmond continues to grow and look toward the future. Using guidance from the Mayor’s Vision 2020 plan, Richmond will continue to improve the quality of life for citizens in the areas of early childhood development, child and adolescent health, school success, increased efficiency and coordination, youth and family success, public safety, neighborhoods, transportation, and economic viability.

For more information about the City of Richmond, please visit [www.richmondgov.com](http://www.richmondgov.com)



# CITY OF RICHMOND ORGANIZATION OF LOCAL GOVERNMENT 2008 - 2009

**MAYOR**

**INDEPENDENT AGENCIES  
AUTHORITIES OR  
PARTNERSHIPS**

**JUDICIAL BRANCH**

**EXECUTIVE BRANCH**

**LEGISLATIVE BRANCH**

**ELECTED OFFICIALS**

**CHIEF ADMINISTRATIVE  
OFFICER (CAO)**

**CITY COUNCIL**

- COMMUNITY DEVELOPMENT AUTHORITY
- GREATER RICHMOND CONVENTION CENTER AUTHORITY
- GRTC TRANSIT SYSTEM
- ECONOMIC DEVELOPMENT AUTHORITY
- PORT OF RICHMOND
- RICHMOND AMBULANCE AUTHORITY
- RICHMOND METROPOLITAN CONVENTION & VISITORS BUREAU
- RICHMOND PUBLIC SCHOOLS
- RICHMOND REDEVELOPMENT & HOUSING AUTHORITY
- VIRGINIA DEPARTMENT OF HEALTH-RICHMOND CITY HEALTH DISTRICT

- ADULT DRUG COURT
- CIRCUIT COURT
- CIVIL COURT
- CRIMINAL COURT
- GENERAL REGISTRAR
- JUVENILE & DOMESTIC RELATIONS COURT
- MANCHESTER COURT
- SPECIAL MAGISTRATE
- TRAFFIC COURT

- BUDGET AND STRATEGIC PLANNING
- COMMUNITY DEVELOPMENT
- ECONOMIC DEVELOPMENT
- EMERGENCY MANAGEMENT
- FINANCE
- FIRE & EMERGENCY SERVICES
- GENERAL SERVICES
- HUMAN RESOURCES
- HUMAN SERVICES
- INFORMATION TECHNOLOGY
- JUSTICE SERVICES
- LIBRARY
- MAYOR'S OFFICE
- MINORITY BUSINESS DEVELOPMENT
- OFFICE OF THE CAO
- PARKS, RECREATION & COMMUNITY FACILITIES
- POLICE
- PRESS SECRETARY
- PROCUREMENT SERVICES
- PUBLIC UTILITIES
- PUBLIC WORKS
- REAL ESTATE SERVICES
- SOCIAL SERVICES

- ASSESSOR
- BOARDS, COMMISSIONS & APPOINTEES
- CITY ATTORNEY'S OFFICE
- CITY AUDITOR'S OFFICE
- CLERK'S OFFICE
- COUNCIL CHIEF OF STAFF
- LIBRARY BOARD
- RETIREMENT OFFICE

- CIRCUIT COURT CLERK
- CITY COUNCIL
- CITY TREASURER
- COMMONWEALTH ATTORNEY
- RICHMOND SCHOOL BOARD
- SHERIFF (CITY JAIL)

# GUIDE TO USING THIS DOCUMENT

This budget document provides financial information on departmental and program plans for the City of Richmond. It is designed to serve the needs of both City officials and citizens in understanding the financial health, accomplishments, and direction of all City agencies and programs. Since the document is intended for both the knowledgeable and the lay reader, it is important that it not only be comprehensive, but also accessible. This *Guide* explains how the budget is structured and gives an introduction to its content; it should be valuable to all readers using this document.

## Table of Contents

The structure of the budget document moves from general to specific. A Table of Contents and printed tab separators will help you maneuver through the document. The document is written in plain, easy to understand language; although use of budget-related and financial terms is necessary, the Appendix contains a glossary and a list of commonly used acronyms. Before delving into the document, readers are encouraged to examine the Table of Contents in order to familiarize themselves with the budget structure and content.

Subsequent to the Table of Contents, the budget document includes a brief history of Richmond, a Mission Statement for the City of Richmond government, information on the Mayor and City Council, and a high-level organizational chart of the city government.

## Introduction

The budget begins with the *Transmittal Letter* and the *Mayor's Message*, which serves as an introduction to this fiscal year's budget, explains the funding decisions behind it, and gives highlights of City activities from the past year as well as goals and objectives for this year. It is highly recommended that all citizens read the *Mayor's Message* before moving on to the tabular sections; it provides color and context to the actual budget numbers included later in the document.

Immediately following this *Guide*, readers will find a series of sections which explain the City's budget process and related financial policies, as well as a mission statement for the *Mayor's 2020 Vision*. This information is important because many citizens may have misconceptions about how the budget is developed. To shed light on a process that is the backbone of City programs and activities, the document includes details on the *Financial Policies*, *Budget Policies*, *Fund Balance Policy*, and *Performance Management Policies* that govern the City budget. For additional background on the budget process, the document includes an explanation of *Financial Fund Structure* and a month-to-month *Budget Process Timetable*. These sections provide background and insight into the City of Richmond budget process, which is a year long activity governed by policies and procedures codified in the City Charter and through Council ordinances.

## Fund Summaries

The *Fund Summaries* section offers a comprehensive view of the City of Richmond's debt, revenue and expenditures across fund types and agencies. It provides a big picture of the budget, including past, current, and approved future fiscal year funds. These data are communicated through narrative, tables, and charts. As with the overall budget document, the sub-sections are organized from general to more specific. For example, it begins with a *Summary of Expenditures and Positions – All Funds*, which contains totals of all money the City has spent in the past fiscal year as well as the total approved expenditures for the current and next fiscal years. Following this table, the data is presented at the category, agency, or fund level, providing more details on revenue and expenditures.



# GUIDE TO USING THIS DOCUMENT

## **General Fund Agencies**

To examine a specific City agency's funding and programs, readers should turn to the *General Fund Agencies* section. Here, the document provides details on each City agency's budget, mission, goals, and accomplishments. Budget numbers are listed for both general- and non-general funds for each agency, as are the expenditures for each agency program. The agency profiles are listed alphabetically under their appropriate category: General Government, Public Safety & Judiciary, Public Works, Human Services, Culture & Recreation, and Non-Departmental & Other. The last category includes funding details on Debt Services, quasi-governmental entities, and programs that either span departments or are not department specific.

## **Capital Improvement Plans & Other Funds**

While the General Fund provides most operational funding for the City, other government funds are also essential sources of funding. In the *Capital Improvement Plans & Other Funds* section, readers can learn about the financial statements of these funds. While the budget document provides an overall view of the City's capital projects, the separately published *Capital Improvement Plan* should be consulted for more in-depth details. For each of the other funds – Enterprise, Internal Service, and Special Funds – a narrative section explains the fund's particular use, followed by the actual budget numbers. This section also includes a letter from the Richmond Public School Board Chairman and summaries of the public school system's operating revenues and expenditure budgets.

## **Personnel Complement**

Following the fund sections, the budget document includes a *Personnel Complement*. This section lists all positions by City department for each fund, including past, current and approved future position allocations. It is useful in identifying trends in departmental and citywide staffing decisions. The individual agency profiles will have more details on changes in positions included in the *General Fund Agencies* section.

## **Performance Measurements by Agencies**

Related to the agency sections, but included separately, is the *Performance Measurements by Agency* section. This section presents actual performance measurement results for FY2007 and targets for FY2008. During FY2008, the City's performance measurement effort has undergone a major revitalization with the implementation of RichmondWorks. RichmondWorks is a strategic tool to measure, manage and communicate performance, thereby improving the organization's business results. The FY2008 and FY2009 objectives, measures and targets developed through RichmondWorks are included in this year's budget document.

## **Appendices**

Finally, for a wealth of reference information and resources, the budget document includes *Appendices*. They include a summary of the City's demographics, tax rate charts, bond ratings, a glossary, and a list of acronyms used throughout the document.

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◆ **MAYOR'S MESSAGE**

# City of Richmond



L. DOUGLAS WILDER  
MAYOR

"SIC ITUR AD ASTRA"  
SUCH IS THE WAY TO THE STARS

March 6, 2008

The Honorable Council of  
The City of Richmond Virginia

## **RE: Proposed Amendments to the Biennial Fiscal Plan**

Mr. President and Members of Council:

I am pleased to present to the people of the City of Richmond the administration's proposed amendments to the Biennial Fiscal Plan for FY2009. This plan continues with a philosophy that symbolizes our commitment to achieve the vision set forth by the citizens of Richmond when they voted not only for a new form of city government, but also for a new direction in city government.

These proposed amendments include expenditure recommendations that are in line with current revenue projections. The fiscal plan provides funding for legal requirements and mandates in the city, while offering some re-alignments to achieve efficient and effective results. Key decisions have been made after reviewing past performance results and with attention to understanding relationships to city priorities and needs. I am recommending that the Real Estate Tax rate remain at \$1.23 for FY2009.

### **The priorities set forth in this budget are:**

**To provide oversight over the expenditure of taxpayers' dollars;**

**To provide continued resources to fight crime and continue improvements in public safety;**

**To provide focus on human services, education and the needs of our young population;**

**To improve the appearance of our city through a comprehensive City of the Future capital investment, an aggressive street repair program, and economic development.**

The overall economic outlook for the city and the metropolitan area remains positive. As you look around, particularly in the core areas of Richmond, major construction projects are continuing with many nearing completion. Others such as Philip Morris USA's new research facility have been completed and are adding to the economic engine that is downtown. Meanwhile, construction is underway at MeadWestvaco's relocated corporate headquarters, which is expected to expand the real estate base by another \$100 million. Those projects, along with the new Federal Courts building, the Hilton Hotel, and the CenterStage project, not only bring employment for those workers involved in the bricks and mortar, but also for those who will occupy the finished products. Many of those persons will become Richmond citizens and contribute to our economic well-being.

The strong credit rating enjoyed by the city, including recent rating upgrades, is attributable to the city's continued economic stability and improved financial operations. In affirming the debt ratings of the city recently, the bond rating agencies noted that City of Richmond has "a sound trend of financial operations and growing reserves" (Standard & Poor's – November 13, 2007), and "Moody's expects the City will maintain a satisfactory financial position, growing reserves in line with budgetary expansion, given moderate revenue growth resulting from property tax base expansion and conservative budgeting." (Moody's November 13, 2007)

The city is well within its "Constitutional Debt Limit," but is approaching the self-imposed adopted policy governing debt affordability. This policy states that the amount required to pay General Fund supported debt service will not exceed 10% of the General Fund Budget. Because capital spending has occurred at a slower rate than originally budgeted, the proposed amendments for FY2009 allow for some increased capacity for future additional projects or increased funding for continuing projects.

As the General Fund Budget increases, the amount required to maintain the city's ordained 7% minimum Undesignated Fund Balance (rainy day fund) also increases. This policy requires the city to maintain an undesignated fund balance of 7% of the Adopted General Fund Budget. The current undesignated fund balance is \$47,507,086 and exceeds the 7% minimum. These proposed amendments include a fund balance contribution of \$500,000 in FY2009.

Even though the city is doing well and has maintained or improved its bond ratings, there are some fiscal and economic issues that must be addressed over the next two or more years. Some of them impact not only this city, but also impact municipal governments in general. Changes in governmental accounting (GASB-45) require governments to report and account for OPEB (**O**ther **P**ost-**E**mployment **B**enefits) or retiree healthcare liabilities. To lessen the impact on our government, we instituted some changes to reduce the previously projected \$194.4 million liability to a much smaller \$58.7 million liability. One change, which transferred retirees 65 and older to medicare plans, not only reduced the city's liability but also resulted in considerable savings for the retirees.

We continue to review actuarial scenarios and will begin formulating our options during the calendar year. This proposed budget sets aside \$650,000 to begin addressing the OPEB liability while we work to identify the best options for the city. Rating agencies are still determining how they will respond to the issue since it overwhelmingly impacts all municipal governments. Prudent planning requires us to take action to lessen any future impact on our fiscal status.

The funded status of the Richmond Retirement System increased from 69.47% to 71.06%. This is within the acceptable range of 70 - 90%, and headed in the right direction. The goal is to approach an 80% funding status within three to four years. Therefore, careful attention must be paid to developing plans that will increase the funded status of the System. The city's retirement contribution rate has gone from 9.35% in FY2001 to a proposed **21.32%** for FY2009. This is an increase of 128.2% in eight years. The proposed rate is an increase of 0.96 over the FY2008 rate of 20.36 percent.

Overall, healthcare increases and "traditional" retirement liabilities put a strain on this fiscal plan. However, as we re-negotiate our healthcare contracts, we continue to look for effective ways to minimize the costs to the city, our employees, and retirees. The Department of Human Resources and the Richmond Retirement Office are leading us in formulating strategies that will lessen the city's future liability while striving to keep the retirement promises to those employees who, when enrolled in the traditional plan, were provided an expected level of retirement benefits.

## **FY2009 BUDGET OVERVIEW**

### **FY2009 Overview**

The total proposed spending plan for all funds is \$1.51 billion. This includes the General Fund, Special Funds (including Community Development Block Grant), Enterprise Funds (including Public Utilities), and Internal Service Funds. The proposed Capital Budget totals \$225.7 million in FY2009, including \$100.4 million in General Fund supported and City of the Future projects, and \$125.3 million for Public Utilities.



## FY2009 Proposed Budget - All Funds

Expenditures	Approved FY2009	Proposed FY2009	Variance	% Chg
General Fund *	\$ 492,496,118	\$ 497,104,920	\$ 4,608,802	0.94%
Special Funds	86,719,214	91,990,333	5,271,119	6.08%
Internal Service Funds	40,028,134	38,606,681	(1,421,453)	-3.55%
Enterprise Funds	4,101,284	3,217,000	(884,284)	-21.56%
Public Utilities Enterprise Funds	391,181,325	383,228,626	(7,952,699)	-2.03%
School Board	261,514,402	269,217,496	7,703,094	2.95%
<b>Total Operating Budget</b>	<b>\$ 1,276,040,477</b>	<b>\$ 1,283,365,056</b>	<b>\$ 7,324,579</b>	<b>0.57%</b>
<b>Capital Improvement Plan</b>	<b>\$ 174,178,065</b>	<b>\$ 225,703,980</b>	<b>\$ 51,525,915</b>	<b>29.58%</b>
<b>Total Expenditures</b>	<b>\$ 1,450,218,542</b>	<b>\$ 1,509,069,036</b>	<b>\$ 58,850,494</b>	<b>4.06%</b>

\* General Fund does not include General Fund contribution to Schools – School Board includes General Fund Contribution.

The proposed FY2009 General Fund Budget is \$658.1 million for an increase of \$4.0 million above the FY2009 approved budget. The amendments include some changes that will result in some efficiencies, some changes that are a result of the economy, and some general budgetary changes.

## FY2009 Proposed General Fund Budget

Expenditures	Actual FY2007	Adopted FY2008	Approved FY2009	Proposed FY2009	% Chg
Salaries	\$ 178,088,865	\$ 179,651,082	\$ 185,349,648	\$ 190,730,160	2.90%
Bonus	70,204				
Fringes	58,418,356	60,595,975	63,712,511	64,206,763	0.78%
<b>Total Personnel Expenses</b>	<b>\$ 236,577,426</b>	<b>\$ 240,247,057</b>	<b>\$ 249,062,159</b>	<b>\$ 254,936,923</b>	<b>2.36%</b>
<b>Supplemental Operating Expenses</b>	<b>\$ 391,779,579</b>	<b>\$ 398,974,903</b>	<b>\$ 405,049,918</b>	<b>\$ 403,202,226</b>	<b>-0.46%</b>
<b>Total Expenditures</b>	<b>\$ 628,357,005</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>	<b>0.62%</b>
<b>Total Revenues</b>	<b>\$ 630,171,852</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>	<b>0.62%</b>

## REVENUE

### Revenue Highlights

This budget is proposed assuming the maintenance of all tax rates including the real estate tax rate at \$1.23 per \$100 assessed value. City Council is expected to adopt a real estate rate on April 14, 2008.

The revenue highlights for the Proposed FY2009 budget include:

- General Fund revenue increases of 0.62 percent over approved FY2009 (\$4.0 million)
- Real estate revenue net growth of 1.55 percent over FY2009 approved (\$3.5 million)
- Revenue increases of \$1.67 million in Local Option Sales Taxes and \$1.38 million in Prepared Food Taxes compared to FY2009 approved.
- Licenses, permits, and fees net revenue growth of 5.80 percent over approved FY2009 (\$2.06 million)
- Intergovernmental revenue net decline of 4.07 percent compared to FY2009 approved (\$5.2 million)

### Revenue Overview

The proposed General Fund revenue is estimated to be \$658,139,149 in FY2009.

The FY2009 proposed estimate for all city taxes is \$434,328,232, an increase of \$7.8 million or 1.82 percent from the FY2009 approved budget.

City taxes, the revenue category most closely tied to economic conditions, show the result of moderate growth in the local economy. The value of local real estate in Richmond has grown less significantly during the past year compared to prior years, while a much lesser increase is expected in the upcoming year. Recent estimates for taxable assessed values from the City Assessor have led to a proposed increase of \$3.51 million in the proposed budget from current real estate tax collections compared to the FY2009 approved budget. Based on strong collections in local option sales taxes and prepared food (meals) Taxes in FY2007 and lesser growth during the first half of FY2008, the FY2009 proposed budget from these two sources is \$1.67 million and \$1.38 million more than the approved budget from those sources, respectively. Outside of the budgeted increase in real estate taxes and the changes mentioned above, other amendments in city taxes amount to a net \$1.2 million increase, which is due to the shift of cable franchise fees (previously in the Licenses and Fees category) from telecommunications providers to the new more inclusive State Communications Tax.

Budget changes in other categories are not as significant, with the exception of Intergovernmental revenues. Given the uncertainty of competing State budget proposals currently being considered by the General Assembly, the budget provides for a \$5.24 million decrease from State sources. The budget for Social Services State revenue is decreasing by \$2.64 million from the FY2009 approved amount, based on current

expectations. Meanwhile, more conservative estimates are budgeted in per diems for adult and juvenile confinement as well as street maintenance and salary reimbursements in several agencies. Finally, the proposed FY2009 budget assumes State funding for House Bill 599 funds for public safety is \$1.5 million less than the approved amount, based on the figure being proposed by the House of Delegates.

Again, the primary source of the increase in FY2008 General Fund revenues is in real estate, local sales, and meals taxes, but this is tempered by expected decreases in State funding. No tax rates are proposed to increase in this budget.

## **EXPENDITURES**

### **Expenditure Highlights**

Expenditure highlights for the Proposed FY2009 budget include:

- General Fund expenditures are proposed at \$658.1 million, which is an increase of \$4.0 million or 0.62 percent over the FY2009 Approved budget.
- Debt service cost is projected to decrease by \$6.0 million or 9.48 percent compared to the FY2009 Approved budget.
- The Department of General Services is proposed for re-creation by extracting several divisions and positions from the Department of Public Works.
- Fuel / Fleet increases of \$1.4 million or 10 percent of which \$1.0 million is fuel.
- Changes in turnover/vacancy savings for Police, Fire & Emergency Services, and Judiciary from 5% to 1% increased personnel costs by \$2.5 million.

### **Expenditure Overview**

These amendments propose the re-creation of the General Services Department by transferring several divisions from Public Works. This returns Public Works to a department which can more effectively concentrate on its core operational mission. The General Fund budget of the Department of General Services will be comprised of Buildings Maintenance, Print and Mail Services, the 311 Call Center, Animal Control, and Parking Management. The internal service fund functions will consist of Fleet Management and the 800 Mega Hertz Communications.

Other budgetary changes include: the updated projections of salaries and benefits; updated fleet fuel costs; and the budgeting of performance-based salary adjustment funds within each agency instead of in Non-Departmental. FY2009 operating cost amendments are minimal with several agencies having no changes of less than ½ of one percent.

The FY2009 Approved Budget incorporated vacancy savings of up to 6 percent for most agencies. These proposed amendments modify the vacancy savings as follows:

- Police and Fire vacancy savings were changed from 5% to 1%. This is more realistic with the hiring patterns of both agencies. During FY2008, both agencies have worked to keep all positions filled as well as having multiple recruiting classes.
- The Commonwealths Attorney's vacancy savings were also changed 6% to 1% to match the recruiting and hiring practices.

While we have worked diligently to reign in increasing costs and to trim unnecessary expenditures, we are still faced with some cost increases that are currently beyond our control. The city continues to share the cost of the proposed healthcare increase with employees and retirees. The proposed amendments include funds based on a 12 percent increase in healthcare costs. Healthcare as an industry in itself is driving this increase. Some healthcare savings would be realized if we consolidated with Richmond Public Schools.

Another challenging aspect of preparing these amendments has been how to balance prior commitments made on behalf of the city with current and future needs. To that extent, the proposed amendments include additional funding for the GRTC Transit System, Peumansend Regional Jail, and the Downtown CDA. There are also recommendations to provide some initial funds toward the city's GASB-45 retiree healthcare liability and the city's maximum match as agreed with the CenterStage project and RPAC, Inc.

The proposed amendments for FY2009 include an increase of \$2 million for the GRTC Transit Corporation due to tremendous increases in diesel fuel costs. Like many entities, they are also incurring sharp increases in healthcare costs. The proposed amendment for the Peumansend Regional Jail returns its allocation to an amount more closely aligned with their FY09 budgeted allocation for the city. It should be noted that due to the levels of our average daily population at Peumansend, we are leasing the use of some of our beds to other localities.

The Downtown CDA (Community Development Authority) recently noted the probability that it will need additional financial support in the repayment of debt service during FY2009. \$800,000 is included in these proposed amendments for this purpose. The city is morally obligated for this debt service. As the CDA continues to monitor and adjust its revenue and expenditures the need for additional funds should decrease. With the inclusion of the Landmark Theatre in the CenterStage performing arts project, the city agreed to provide up to \$500,000 annually as a match to CenterStage's payments to the **Richmond Performing Arts Center, L.L.L.P (RPAC)**. This agreement was initiated in the second half of FY2008.

## Non-Departmental

	Approved 2009	Proposed 2009
<b>Downtown CDA</b>	<b>\$650,000</b>	<b>\$1,450,000</b>
<b>GASB-45 Retiree Healthcare Liability</b>		<b>\$650,000</b>
<b>GRTC Transit System</b>	<b>\$9,950,000</b>	<b>\$11,950,000</b>
<b>Peumansend Regional Jail</b>	<b>\$1,239,288</b>	<b>\$1,469,431</b>
<b>RPAC Matching Funds</b>		<b>\$500,000</b>

The proposed spending for Richmond Public Schools is \$161,034,229. This figure includes an increase of \$535,412 in local funds compared to the prior year, and an increase of \$501,684 in State Sales Taxes as part of the General Fund transfer to Schools. Debt service payments are not part of this transfer and continue to be budgeted with other debt service for city facilities. I will continue to take advantage of budgeting local funds by spending category as prescribed in the State Code, and the proposed budget allocates the above \$161 million in Schools funding as follows: \$126,625,076 for Instruction; \$6,269,538 for Administration, Health, and Attendance; \$5,164,138 for Pupil Transportation; \$17,888,688 for Operation and Maintenance; and \$5,086,789 for Debt and Fund Transfers. All of these should have benchmark attainments, to ensure that local funds are spent in an efficient and effective manner.

I continue to hope that the Richmond School Board will consider realigning the benefits that it provides with local funds for Schools employees to be more on par with those provided to all other city employees. I also believe management savings can be achieved in a number of areas, including combining support functions with the city in such areas as finance and accounting, budgeting, payroll, procurement, and printing services. There is no justification for this duplication.

In preparing these proposed budgets, and mindful of being fiscally responsible, I am proposing the real estate tax rate to remain at the current rate of \$1.23 per \$100 assessed value. While there was an unprecedented reduction of \$0.15 over the past three years due to double-digit increases in assessed value, we are now seeing only single digit increases. This decrease is attributed to a generally slowing economy and the softening of the real estate market. We are cautious in projecting our real estate tax revenue due to those conditions all the while being mindful that collection rates, assessed value appeals, and delinquencies continue to affect the final receipts. It should also be noted that enthusiastic participation in the Tax Abatement for Rehabilitated Properties Program is expected to return \$16.85 million in tax credits to property owners. The amended costs of these credits reflect an increase of \$352,510 compared to the FY2009 approved budget.

Accordingly, very tough balancing decisions have been made to accommodate increasing public safety costs with little to no additional support from the State; to prepare us for continued fiscal responsibilities in maintaining and increasing the city's rainy day reserve; to honor previous commitments; and to prepare a balanced budget.

As I began my tenure as Mayor of Richmond, I called upon help from many citizens across the city and many other volunteers. We also conducted a thorough review of the City Jail and its infrastructure. We have begun realizing decreased costs of prescribed inmate medication and some reduction in the recurring inmate population through alternative classification procedures, sentencing, and treatment options. With the assistance and guidance of a professional consultant on jail issues, we are making strides in determining the best approaches for planning future construction of a new City Jail.

## **Police Department**

The proposed FY2009 budget for the Richmond Police Department is \$79.0 million. This represents a \$2.5 million or 3.3% increase in funding above the FY2009 approved budget and allocates \$69.6 million to fund 932.50 full-time equivalent positions; representing 754 sworn officers and 178.5 civilian employees for FY2009. Of the increase, \$1.3 million is operating funding and is directly linked to the significant spike in fuel prices that are projected to continue well into FY2009.

Crime is at a 25-year low. The city has received national acclaim for its crime reduction efforts and, even more importantly, residents have become actively involved in enforcement through the provision of information, and prevention through their participation in problem solving activities. The Richmond Police Department's efforts have resulted in a 21% decrease in major crime in 2006 and a 12% decrease in 2007. The accomplishments of the Police Department should receive high praise but let us not forget that their actions have come with a cost.

Our relationship with federal and state authorities allows our Police Department to continue policing initiatives through grant funded sources. Grant programs are critical in providing supporting resources that addresses a primary goal focused on youth's issues that affect crime. The Police Department utilizes a comprehensive strategy that includes community policing, alternative policing, community engagement, and prevention methods. Examples of grant funded initiatives are obtaining \$117,600 to continue the Cops in Schools program; \$441,200 to continue the Richmond Gang reduction & Intervention Program; \$1.4 million from the United States Department of Justice to reduce domestic violence, special event crimes, and narcotic enforcement. This award will also be used to implement youth programs and to purchase equipment for alternative policing efforts and crime analysis.

The Department's participation in the federally funded and Virginia Attorney General administered Gang Reduction and Intervention Program (GRIP) has been a great benefit to the targeted Southside community. The participation has evolved into a holistic partnership of multiple agencies and service providers, bringing to the community a broad range of quality of life improving services. Working closely with community groups, the courts, state and local law enforcement, GRIP programming has produced a 20% reduction in violent crime in targeted Southside neighborhoods.

## **Fire and Emergency Services**

The proposed amended funding for the Fire Department is \$41.2 million in FY2009. The budget includes an increase of \$1.3 million or 3.3% due to changes in projected vacancy savings and the addition of funds for the leasing of office space for Fire Headquarters.

The budget also proposes funding \$250,000 for the completion of the new Records Management System (RMS). This new system is replacing the obsolete FirePro Database and will allow the Department to interface with the State of Virginia fire reporting system as well as accurately report emergency incidents into the national Fire Information Reporting System.

The Capital Budget proposes \$800,000 in FY2009 for fire station renovations.

## **Office of Emergency Management**

The Office of Emergency Management (OEM) seeks to provide a comprehensive continuum of support to residents of the City of Richmond, before, during, and after catastrophic events. Effective and proactive communications are key aspects of such support to ensure that citizens have full access to the most accurate information available. This budget proposes transferring the citywide security contract along with its oversight to OEM. The proposed amendments of \$780,262 include those costs as well as the funds for the transfer of one employee and two vacant positions from other agencies. The additional positions are critical to fulfilling the necessary requirements of the overall preparedness and readiness in the city.

The OEM is expecting to receive over \$770,000 in FY2009 as additional resources to address these needs from the Department of Homeland Security and Federal Emergency Management Agency (FEMA) in addition to other public or private partnership funding opportunities.

## **Sheriff**

The FY2009 proposed amendments include an additional \$765,000 for salaries based upon general salary increases. Most of the increase is reimbursable as revenue from the State. Future issues include additional mental health services for those inmates in need.

## **Parks, Recreation and Community Facilities**

The proposed FY2009 General Fund budget is \$15,873,769 – and increase of \$784,970 or 5.2 percent. This level of funding maintains existing service levels. The increase is in personnel and many of the vacancies are now filled. For the first time in many years, the department is working on a master plan with the defined goal of creating a comprehensive planning document that clearly articulates the City's 2020 Vision as it relates to parks and recreation, strategies for action, and an implementation plan. Once

the plan has been completed, we will know where recreation facilities need to be located, the recommended size of the facility, and the appropriate programming for the facility.

With the adoption of Ordinance Number 2008-20-27 on January 28, 2008, the City of Richmond entered into a Management Agreement with Richmond Performing Arts Center, L.L.L.P (RPAC) under which RPAC would manage the day-to-day operations of the Landmark Theater. This agreement discontinues the city's enterprise fund dedicated for operations of the Landmark Theater. The budget transfers two of the six positions from the Landmark Theater enterprise fund into the General Fund.

### **Public Works**

The proposed amended funding for Public Works is \$46,707,998 and a decrease of \$14.1 million in FY2009. This funding provides for 400.55 positions and reflects the transfer of Facilities Management, the 311 Call Center, Animal Control, Print and Mail Services, and Parking Management to the re-created Department of General Services. The decreases reflected in the proposed amendments are directly attributable to the transfers to General Services and the repositioning of several vacant positions to other agencies to provide more effective and efficient service delivery. In addition, the citywide security contract and its oversight are proposed for transfer to the Office of Emergency Management. The FY2009 operating budget reflects increases of \$526,000 for fuel and other fleet related costs.

### **Community Development**

The proposed General Fund budget for Community Development is \$8,915,150 in FY2009, which reflects \$1.38 million in additional expenditures compared to the approved budget (partially offset by revenue increases). The budget includes funding for 122.05 positions, an increase of 13 FTEs to provide better customer service in the areas of construction inspection, permitting, and code enforcement. Nine positions were added during the past year by ordinance (supported by fee increases) and the remaining positions came from existing vacancies within the organization.

Emphasis has been placed on housing and community revitalization when considering the budgets for federal funds. Federal funds include Community Development Block Grant (CDBG), Housing Opportunities Made Equal (HOME) and Housing Opportunities for Persons with AIDS (HOPWA). The amounts of federal funds for FY2009 reflect a moderate net increase of \$161,856 (1.91%) compared to the approved budget.

### **Finance Department**

The proposed budget for the Finance Department is \$8,328,743 in FY2009 which reflects \$639,862 in additional expenditures compared to the approved budget. The budget reflects a net increase of 7.5 full-time positions, Customer Service Representatives working at the city's 311 Call Center that were transferred to the agency in FY2008. These positions were previously funded in Public Works and other agencies. The



budgeted increase in expenditures reflect the reallocation of the call center positions (which must be designated as Finance positions due to the confidentiality of taxpayer-specific information) to this agency and an increase in funding for temporary services based on recent year spending patterns.

## **Debt**

The proposed General Fund Debt budget is \$57,995,095. The decrease of \$6.1 million is directly attributed to the pace of capital projects. Again, because capital spending has occurred at a slower rate than originally budgeted, the proposed amendments for FY2009 allow for some increased capacity for future additional projects or increased funding for continuing projects. The proposed amendment is in line with the spending plan for the FY2009 – FY2013 Capital Improvement Plan.

## **Office of Minority Business Development**

The proposed OMBD budget for FY2009 is \$447,175. The staffing complement currently remains at 5.0 FTE. Reflecting the City Administration's emphasis on promoting minority participation in local government contracting, the Office of Minority Business Development (OMBD) has been extremely successful in getting the message out that the city is serious about including minority and disadvantaged businesses in its procurements and general purchases. Of the 198 contracts monitored by OMBD, the overall participation rate is 18.5 percent. This represents a 42.5 percent increase from the previous fiscal year. The office continues to provide and promote programs to the emerging, minority and disadvantaged business community.

## **Procurement Department**

The Department of Procurement Services continues to operate the Supply Services Schedule program. Under this program, the department awarded multiple, competitively priced contracts for Paper and Paper-Related Supplies, Industrial Supplies, and Office Supplies as well as contracts for Information Technology Products and Temporary Services. In addition to the efficiency savings resulting from the Supply Services Schedule, the agency finalized several Policies and procedures related to Emergency Purchases, Revisions to Contract Signature Authority, and Master Lease Operating Procedures. These changes are creating efficiency savings for the entire organization and improving the quality of services provided to city agencies and ultimately to Richmond citizens and the business community. The amended increase of \$160,000 is attributable to updated salary costs.

## **Department of Information Technology**

The proposed amendments for DIT total \$1.0 million and include \$205,823 in salary costs and \$655,000 in additional mainframe systems leasing costs. The leasing costs were partially included in the Non-Departmental master lease in the FY2009 Approved budget but due to their critical nature it is more prudent to keep them within the DIT

budget. The amendments also include the transfer of three GIS positions from Public Works to DIT. To address additional workloads in network engineering (including telecommunications), two existing vacancies were transferred to the department from other agencies. As the city migrates to IP Telephony technology, which uses internet protocols, the city will begin saving money on monthly, re-occurring costs and vendor charges.

### **Economic Development**

Economic Development is being repositioned in order to become more proactive and strategic in all facets of economic development. As a part of our overall strategy to make Richmond a destination city, this department is often the initial face of the city and its mission. The proposed budget for Economic Development is \$1,882,395 in FY2009, which represents an increase of \$235,780 relative to the approved budget. This agency's operating budget includes \$200,000 in additional funding for Enterprise Zone and Commercial Area Revitalization Efforts (CARE) loans, which have historically been part of the Capital Improvement Program budget. These two programs enhance business and economic recruitment, development, and retention programming to strengthen the city's revenue base.

### **Public Utilities Department**

The City of Richmond's Department of Public Utilities (DPU) provides quality-of-life services of natural gas to 105,000 customers, potable drinking water to 61,000 customers, wastewater to 58,000 customers, and electric street lighting to more than 37,000 lights throughout the Richmond metropolitan area.

The city operates the eighth largest municipally-owned gas utility in the country. Work to renew our cast iron main system is ongoing and will enhance the reliability and availability of this service to future business, commercial and residential markets throughout the region. Like our private sector service providers, we are still affected by a volatile natural gas pricing market; however, we recognize the burden that escalating gas bills can have on our customers as we recover our gas costs dollar for dollar.

DPU seeks to maintain its status as the regional provider of services, one of only a few regional cooperative ventures successfully operating in the metropolitan area. DPU's ability to provide continued and enhanced services improves the economic future of the city as well as the region. DPU will continue to seek new opportunities to meet the ever-changing demands of our growing metropolitan area.

Richmond, like other older urban communities across the U.S., has aging gas mains, water mains and sewer lines serving much of the city. Because DPU must ensure that it can continue to safely provide reliable and quality services, the department must continue to invest in the maintenance and replacement of the distribution and collection systems. Regulatory requirements at the federal and state levels represent one of the drivers for continued escalating capital investment and improvement projects. These are major factors in the Water and Wastewater Utilities and are significant for the Gas Utility. The

Safe Drinking Water Act, the State Health Department requirements and the Enhanced Surface Water Rules represent primary impacts on the Water Utility. Major capital projects in the Water Utility are upgrading the chlorine storage/feed system, upgrading the filtration systems at the plant, and residuals removal from the basin. The Wastewater Utility is largely affected by the Clean Water Act, the Department's VPDES permit with the Commonwealth's Department of Environmental Quality and the implementation of the EPA's requirement to reduce Combined Sewer Overflow discharges to the James River. Wastewater capital projects include improvements to the primary and sedimentation facilities, biological nutrient removal, and For the Natural Gas Utility, compliance with the U.S. Department of Transportation's Office of Pipeline Safety regulations for older cast iron mains will affect the capital requirements for several years.

To address continued drainage and stormwater issues and in response to local, state, and federal regulatory requirements for water quality, this budget proposes and includes funding for a stormwater utility. Many presentations and meetings have been held throughout the city to inform all citizens of this additional utility. It should be noted that this utility will impact all utility customers within the city limits, which includes governments, educational, and other entities.

### **Capital Improvement Program**

In proposing a Capital Budget for the city, I have continued to focus on the most comprehensive educational and neighborhood revitalization plan ever attempted in the 400-year history of our state and city. This initiative is known as the "City of the Future" plan and utilizes a unique commercial paper credit funding mechanism to maximize the greatest amount of funding sources over the shortest period of time. I have updated and blended this plan into the normal Capital budget process, while recapturing funds and closing out many of the projects that have either been completed, abandoned, or are not consistent with the direction of this Administration. The end result is a carefully constructed Capital Budget, which significantly reinvests in our public facilities, infrastructure, and neighborhoods on a citywide basis.

In updating the City of the Future plan, it has become clear that the Commercial Paper Credit financing mechanism has become an increasingly cost effective tool in financing Capital projects. The financing mechanism allows the city to draw down on the Commercial Paper facility at the moment the funds are going to be spent thus limiting interest expense on borrowings that may not be spent in the immediate future. In addition, there are no additional financial closing costs on utilizing this facility as there would be associated with issuing General Obligation Bonds. The City of the Future plan built into this Capital budget recognizes that the Commercial Paper Credit Facility will eventually be refinanced as General Obligation Bonds; however, the financing was structured so that when this refinancing occurred, a second phase of the Commercial Paper Credit facility would be put in place. This structuring will enable the city to move forward with financing Capital projects with both General Obligation Bonds, and the

Commercial Paper Credit Facility for the foreseeable future, while limiting borrowing costs, and maintaining my vision of the City of the Future plan.

To improve city streets, we embarked upon a three-point strategy that included: a proactive and performance-based approach to fixing potholes; new regulations to improve control of street excavations; and increased attention to pavement preservation and repair. This strategy continues with the FY2009 appropriation of \$500,000 in the CIP for pavement rehabilitation. These are 100 percent State Urban Funds. Additional City of the Future funding is also proposed for major street resurfacing throughout the city.

The strategy continues the acquisition of vacant buildings for non-profit use and aggressively pursuing for-profit rehabilitation using state and federal historic tax credits and the city's Real Estate Abatement Program. In addition, as was recently highlighted in the press, there is focused code enforcement, boarding to preserve buildings, and demolition of buildings that cannot be rehabilitated. Additional funds of \$400,000 have been included in the CIP for demolition in FY2009.

## CONCLUSION

Over the years the city has contributed to many worthy causes. However, as we review the availability of resources and consider the impact of future liabilities, we must re-think the basis on which many of our funding decisions have been based. Our challenge is to review all requests for city funds and to ensure that we are the very best stewards of public funds that we can be. As we look toward the immediate future and the economic well-being of our city, we must balance the needs of our citizens and protect the fiscal capacity to deliver those needed services. As such, it is imperative that we protect the our fund balance by structuring our potential annual general fund balances in a moderate growth mode of 1% to 3% annually. We will require high performance and accountability standards from city departments and agencies. We must review all expenditures from the city's budget in order to ensure that expenditures occur efficiently and also to ensure that the results are effective.

With these comments, I ask for your support as we move forward on behalf of Richmond's citizens, and I welcome the discussion to follow.

Sincerely,



The Honorable L. Douglas Wilder

Mayor  
City of Richmond, Virginia

# **FINANCIAL POLICIES**

# DESCRIPTION OF THE BUDGET PROCESS

## **Charter Requirements**

The City Charter governs the City's budget process. The process begins with preparation of the Capital Budget followed by preparation of the General Fund and other fund budgets. The Proposed Capital Improvement Program Plan is submitted by the Mayor to the City Planning Commission prior to submittal to City Council. After the Planning Commission completes its review, the Mayor's Proposed Capital Improvement Plan is submitted along with the Proposed Biennial Fiscal Plan to City Council by March 6th of each year. The City Charter requires that the operating budget be adopted by City Council no later than May 31st; otherwise, the Mayor's recommended budget becomes effective for the fiscal year that begins July 1st.

## **Budgetary Systems**

The objective of the City's budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by City Council. A final budget is required no later than the close of the fiscal year. Activities of the General Fund, Deb Service Fund, and School Board General Fund are included in the budget. Project-length financial plans are adopted for the Capital Projects Fund. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the department level and function within an individual fund. The requisition encumbrances are converted to either purchase orders or contract encumbrances when a third party obligation is incurred. Open requisition encumbrances are canceled at year's end, while open purchase orders and contract encumbrances are immediately re-appropriated for the subsequent fiscal year.

## **Budget Preparation**

While the Budget and Strategic Planning Department is the lead agency in budget preparation, the Department works closely with every City agency to ensure the most essential program services are appropriately funded. Each agency submits a budget to their appropriate budget analyst who examines the submissions for completeness. The analyst works closely with the agency directors to understand the agencies' issues and budget impact on program services. The senior budget staff, the budget director, and the Chief Administrator Officer (CAO) prioritize services based on the Mayor, City Council and the administration's priorities. Those services deemed most critical to achieving the priorities receive a higher funding consideration. Once the prioritized services have been determined, the level of funding for each service is finalized based on the available projected revenue, which is determined by the citywide revenue forecast.

# DESCRIPTION OF THE BUDGET PROCESS

The Mayor's proposed budget is submitted to City Council no earlier than the second Monday of February or no later than the seventh day of April, the date mandated by the Richmond City Charter, §6.02. Budgets for City-owned utilities, internal service funds and special funds are prepared and reviewed during the same time frame and submitted in the same format as the department budgets.

Furthermore, the City Charter allows the Mayor or City Council to provide a lump sum appropriation for each agency versus adopting by categories or line items. Richmond Public Schools details shown in the document are originated and prepared by the Schools' administration. Expenditures among categories may vary as approved by the School Board.

## **Budget Execution**

On July 1<sup>st</sup> of each fiscal year, the adopted budget is implemented. Concurrently, an analysis of the previous year's actual expenditures is conducted. During this analysis, financial issues impacting budgetary decision making are identified and reconciled. Problematic matters that have an impact on the current year are closely monitored. Moreover throughout the year, expenditures and revenues are forecasted and performance data are monitored in order to ensure the successful implementation of the City's services.

## **Budget Amendment**

As conditions change or circumstances are altered, the budget process allows for amendments. Because the Budget is an ordinance adopted by the City Council, the amendment process is similar to that used to amend other ordinances. However, the City Council may by ordinance adopt by not less than six affirmative votes to amend the budget.

## **Budget Mid-year Reviews**

City governments typically adopt annual budgets to cover each year. The City fiscal year runs from July 1 through June 30. Although there is constant monitoring of expenditures and revenues to ensure a balanced budget, most localities do not formally re-appropriate agency budgets as the fiscal year progresses.

One method to more aggressively manage local finances is to conduct a formal mid-year review. This review tracks the first five month expenditures and revenues and then projects expenses and revenues for each agency for the final seven months of the fiscal year. This mid-year review process serves to identify any budget shortfalls early in the year so corrective action can be taken. Formal agency re-appropriations can be made in early January. This also can set a new base budget for the following fiscal year. Finally, this process identifies any discretionary dollars that can be redirected to meet the City's top priorities.

# FINANCIAL FUND STRUCTURE

The City's financial transactions are budgeted and recorded in separate funds. A fund is an independent financial and accounting entity; it is a set of interrelated accounts used to record revenues and expenditures associated with a specific purpose. A fund a balancing set of accounts and records, cash, and other financial resources in conjunctions with all related liabilities and residual equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. Funds are classified into three basic types: governmental funds, proprietary funds, and fiduciary funds.

## **Governmental Funds**

These funds are used to finance the majority of governmental functions. Specifically, the acquisitions, usage, and balances of the City's expendable financial resources as well as the related current liabilities are accounted for through governmental funds.

## **General Fund**

The General Fund is the City's primary operating fund, which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It provides for general purpose of governmental activities. The revenues and activities that are not required by law or administrative decision must be accounted for in a special fund. The funding sources include but are not limited to property taxes; revenue from licenses, permits, and fees; fines and forfeitures; intergovernmental revenue from the State, Federal, or other governmental entities; and charges for goods and services.

## **Special Revenue Funds**

Special (Revenue) Funds are also generically known as Special Funds. These funds are typically federal, state, or "private" grants. These funds have designated uses and are often used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. The source of the funds or City Council can restrict the uses.

## **Capital Improvement Plan Funds**

Capital Funds are used for the acquisition or construction of major capital facilities, which ultimately become City fixed assets. Sources of these funds include but are not limited to General Obligation Bonds (debt proceeds), Federal transportation funds (streets), State funds (Virginia Department of Transportation), and EPA Grants (Public Utility Projects).

## **Debt Service Fund**

The Debt Service Funds accounts for the accumulation of resources for and the payment of, general long-term liability principal, interest, and related costs on outstanding bonds and notes.

## **Proprietary Funds**

Proprietary funds are used to account for the ongoing activities of the City which are similar to those often found in the private sector. All assets, liabilities, equities, revenues, expenses and transfers relating to the City's business and quasi-business activities are



# FINANCIAL FUND STRUCTURE

accounted for through proprietary funds. The measurement focus is upon determination of net income, financial position, and changes in financial position. Two types of proprietary funds by the City are:

## **Enterprise Funds**

Enterprise Funds are used to account for activities that are financed and operated in a manner similar to private business enterprises wherein the expenses (including depreciation) incurred in providing goods or services to the general public on a continuing basis are financed or recovered primarily through user fees. The periodic determination of revenues earned, expenses incurred, and/or net income derived from these self-supporting funds is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

## **Internal Service Funds**

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City or other governments, on cost-reimbursement bases.

## **Non-Major Proprietary Funds**

Non-Major Proprietary Funds are used for operations (a) that are financed and operated in a manner similar to private business enterprise-when the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the City has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

## **Fiduciary Funds**

Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. The city maintains two Fiduciary Funds: 1) Trust Funds and 2) Agency Funds. Fiduciary Funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the city's own programs.

## **Trust Funds**

The Richmond Retirement System provides retirement and disability benefits for all vested permanent full-time employees. The System provides two retirement plans to its employees: 1)a cost-sharing multiple-employer defined benefit plan and 2)a non-contributory defined contribution plan.

## **Agency Funds**

Agency Funds are custodial in nature and do not present results of operations or have a measurement focus. The Agency Funds consist of the assets and liabilities of several organizations for which the city serves as fiscal agent.

# FINANCIAL POLICIES

## **Debt Management Policy**

The City Council adopted a resolution in 1989 that was amended in 1991, establishing guidelines for the planning, issuance, and management of debt, for and on behalf of, the City of Richmond. The City will issue debt for the purpose of acquiring or constructing capital projects and for making major renovations to existing capital projects. It is the policy of the City to provide operating funds to the extent possible for projects that are perennial and/or primarily of an on-going maintenance type activity. The maturity of any debt will not exceed expected useful life of the project for which the debt is incurred.

## **General Obligation Debt**

It is the policy of the City that general fund supported debt will be limited by any one of the following:

- The amount of general fund supported debt service will not exceed 10% of the total general fund budget.
- Per capita general fund supported debt will not exceed 7% of per capita income.
- The City will not incur general obligation debt in excess of 7.5% of its total taxable real estate value (This control provides that debt will be not exceed three-quarters of the legal debt margin of 10%).
- To the extent that general obligation issued and authorized debt does not exceed 7.5% of the total assessed valuation of the City, the general obligation authority may be used for enterprise fund capital projects. When the general obligation authority is used in lieu of revenue bonds, coverage will be maintained and provisions of capitalized interest will be met as though the bonds held parity with the outstanding revenue bonds.
- The City will issue general fund supported debt with an average life that is consistent with the useful life of the project with a maximum maturity of 30 years.
- General fund supported debt will be structured in a manner such that not less than 60% of the outstanding debt will be retired within 10 years.

## **Fund Balance Policy**

The Council adopted a Fund Balance Policy on March 14, 1988, which established major policy goals. On October 26, 1992 and again on November 26, 2001, the Council amended the Fund Balance Policy, raising the required level of the undesignated fund balance from 3% to 5%, and from 5% to 7%, respectively, as a percent of budgeted General Fund expenditures over a period of years. The Fund Balance Policy provides that:

- 1) The Mayor will prepare and administer General Fund budgets that will provide operating surpluses of 0.5% of expenditures until the Undesignated Fund Balance reaches at least 7% of budgeted expenditures.
- 2) The Council, in the adoption of a General Fund budget, will provide that General Fund budget operating surpluses be no less than those recommended by the Mayor in the submission of the General Fund budget.
- 3) No appropriations will be made from the Undesignated Fund Balance until the 7% goal has been reached.
- 4) The City will not appropriate any amount from the Undesignated Fund Balance until at least one year after the accumulation of the 7% Undesignated Fund Balance and then only if faced with an unusual, unanticipated, and otherwise seemingly insurmountable hardship.

# FINANCIAL POLICIES

## **Cash Management and Investment Policy**

The City pools its cash in order to maximize its investment opportunities, resulting in greater flexibility and, consequently, a better investment return. Investments consist primarily of repurchase agreements, U.S. government obligations, and U.S. government guaranteed investments. All repurchase agreements are collateralized by United States government securities. Interest earned on pooled cash is allocated to the various participating funds based upon their net annual equity in pooled cash.

Cash balances in the concentration account are monitored on a daily basis by the Debt and Investment Manager to ensure that a minimum balance is maintained in order to meet the ongoing financial obligations of the City. Excess funds in the concentration account are invested under the general objectives, standards of care, and legal investments presented in this policy. The Finance Director may make exceptions to this general policy in accordance with the authority vested with him, if he believes it is in the best interest of the City to do so.

### **General Objectives**

1. Safety of the principal is the foremost objective of the investment program. Investments are undertaken in a manner that ensures the preservation of capital in the overall portfolio. Investments are diversified so that exposure to market fluctuations is limited.
2. The investment portfolio remains sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Because all cash demands cannot be anticipated, the portfolio should consist exclusively of securities with active secondary markets.
3. An acceptable portion of the investment portfolio is placed with the Local Government Investment Pool as established by section 2.1-234.8 of the Virginia Code.
4. The investment portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. The core of investments is limited to relatively low risk securities in anticipation of earning a fair market return relative to the risk being assumed.
5. Securities are not sold prior to maturity unless to minimize loss of principal with a security of declining credit, to improve the quality, yield, or target duration of the investment portfolio with a security swap, or to meet unanticipated liquidity needs.

### **Standards of Care**

1. Authority to manage the City's investment portfolio is granted to the Debt and Investment Manager. The Debt and Investment Manager acts in accordance with this policy and with established professional standards in the management of the City's investment portfolio.
2. The Debt and Investment Manager is responsible for establishing and maintaining an internal control structure designed to ensure that investments are protected from loss, theft, and misuse. Investment activity is authorized by the Finance Director or his designee and is subject to review annually by an external auditor.
3. All trades, when applicable, are executed by delivery versus payment to ensure that securities are deposited in the City's financial institution prior to the release of funds. Securities are held by the City's financial institution as documented by safekeeping receipts.
4. Risks to safety and liquidity are mitigated through diversifying the types and the maturities of securities purchased. No investment maturity or duration shall exceed five years.

# FINANCIAL POLICIES

## Legal Investments

The City of Richmond is subject to sections 2.1-328, 2.1-328.1, 2.1-328.15, and 2.1-328-3 of the Virginia Code that provide the legal investments for public funds. The Debt and Investment Manager shall only invest funds in the following investment instruments approved by statutory law:

1. Obligations of the Commonwealth—stocks, bonds, notes, and other evidences of indebtedness of the Commonwealth of Virginia.
2. Obligations of the United States—stocks, bonds, treasury notes, and other evidences of indebtedness of the United States.
3. Obligations of other states—stocks, bonds, notes, and other evidences of indebtedness of any state of the United States.
4. Obligations of Virginia counties and cities—stocks, bonds, notes, and other evidences of indebtedness of any county, city, town, district, authority, or other public body in the Commonwealth of Virginia.
5. Obligations of cities and counties of other states—legally authorized stocks, bonds, notes, and other evidences of indebtedness of any city, county, town, or district situated in any one of the states of the United States.
6. Prime quality commercial paper, with a maturity of 270 days or less, of issuing corporations organized under the laws of the United States, or of any state thereof including paper issued by banks and bank holding companies. No more than thirty-five percent of total funds available for investment may be invested in commercial paper, and not more than five percent of the total funds available for investment may be invested in commercial paper of any one issuing corporation.
7. Commercial paper other than “prime quality” commercial paper provided that: (1) prior written approval is obtained from the governing board, committee, or other entity that determines investment policy; and a written internal credit review justifying the creditworthiness of the issuing corporation is prepared in advance and made part of the purchase file.
8. Certificates of deposit and bank deposit notes of domestic banks and domestic offices of foreign banks with a rating of at least A-1 by Standards & Poor’s and P-1 by Moody’s Investor Service, Incorporated, for maturities of one year or less, and a rating of at least AA by Standard & Poor’s and Aa by Moody’s Investor Service, Incorporated, for maturities over one year and not exceeding five years.
9. Bankers’ acceptances.

## Capital Assets

Capital Assets and improvements include substantially all land and works of art/historical treasures, buildings, equipment, water distribution and sewage collection systems, and other elements of the City’s infrastructure having a minimal useful life of three years and having an initial cost of more than \$5,000. Capital assets, which are used for general governmental purposes and are not available for expenditure, are accounted for and reported in the City’s government-wide financial statements of the Comprehensive Annual Financial Report. Infrastructure elements include the roads, bridges, curbs and gutters, streets and sidewalks, parkland and improvements.

Capital assets are stated at historical cost or estimated historical cost based on appraisals or on other acceptable methods when historical cost is not available. Infrastructure acquired prior to fiscal years ended after June 30, 1980 is reported. Donated capital assets are stated at their fair market value as of the date of donation. Capital leases are classified as capital assets in amounts equal to the lesser of fair market value or the discounted present value of net minimum lease payments at the inception of the lease. Accumulated depreciation and amortization are reported as reductions of capital assets.

# FINANCIAL POLICIES

## **Revenue Recognition**

Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Revenues from taxes are generally considered available if received within two months after the fiscal year end. Revenue from categorical and other grants are generally considered available when all eligibility criteria have been met and if received within one year. Expenditures are recorded when the related liability is incurred and payment is due, except for principal and interest on long-term debt and compensated absences.

## **Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement. All governmental funds and expendable trust funds are accounted for using a current financial resource measurement focus. With this measurement focus, only current assets and current liabilities are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds, non-expendable trust funds and pension trust funds are accounted for on a flow of economic resource measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net assets.

The **modified accrual basis of accounting** is followed by governmental funds, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recorded when they become measurable and available to pay liabilities of the current period. Expenditures are recorded when the related fund liability has been incurred except for (a) principal and interest on long-term debt, which is recorded when due, and (b) the non-current portion of accrued vacation, sick leave and workers' compensation claims, which is recorded in the general long-term debt account group.

Real estate, personal property and license tax revenues are recorded as revenues principally on the cash basis until year-end, at which time tax receipts received within 60 days of the end of the fiscal year are accrued. Permits and fines are recorded as revenues when received. Intergovernmental revenues, consisting principally of categorical aid from federal and state agencies, are recognized when earned, or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies.

Sales and public utility taxes, which are collected by the Commonwealth and public utilities respectively, and subsequently remitted to the City, are recognized as revenues and receivables when collected by authorized agents.

Proprietary fund types, pension trust funds and non-expendable trust funds, utilize the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The City reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has a legal claim to them, as when grant monies are received prior to the incidence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim pertaining to the resources, the liability for deferred revenue is removed from the balance sheet and revenue recognized.

# FINANCIAL POLICIES

It is the policy of Utilities included in Enterprise Funds to capitalize, during the construction period only, the net interest costs associated with the acquisition or construction of major additions to Utilities plants in service.

## **Budgets and Budgetary Accounting**

The City follows these procedures, which comply with legal requirements, in establishing the budgetary data reflected in the financial statements. The operating budget, including a transfer to the Schools General Fund, includes proposed expenditures and the means of financing them.

City General Fund, Debt Service Fund, and Schools General Fund have legally adopted annual budgets. Capital Projects Funds have legally adopted five-year project budgets. On or before April 7th, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July. Public hearings are conducted to obtain taxpayer comments.

Prior to May 31, City Council adopts the budget, the appropriation ordinances, and ordinances providing additional revenue as necessary to put the budget in balance. The City Charter allows the City Council or administration to only appropriate by a lump sum appropriation for each agency verses adopting by categories or line items. During the year, the Mayor is authorized to transfer budget amounts within departments; however, any amendments that alter the total expenditures of any department or agency must be adopted by the City Council. Administration's policy allows departments or agencies to transfer operating budgets within line items without authorization.

Formal budgetary integration is employed as a management control device during the year for all funds.

Budgets for the General Fund, Special Revenue Funds and Capital Projects Funds are principally prepared on the modified accrual basis of accounting except that encumbrances, which do not lapse at the end of a fiscal year, are included as budgetary expenditures.

All appropriations not encumbered lapse at year-end for the General Fund. Appropriations for the Capital Projects Funds and certain Special Revenue Funds are continued until completion of applicable projects, even when projects extend for more than one fiscal year, or until repealed.

Expenditures may not exceed appropriations on a departmental level in the General Fund, and at a functional level in the Schools Special Revenue Funds.

## **Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds, and Capital Projects Funds. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities under generally accepted accounting principles.

# BUDGET POLICIES

The policies that govern the City of Richmond budget process are derived from the City Charter, chapter 116 of the 1948 Acts of General Assembly, approved March 5, 1948, as amended through XXXX. The section that pertains to the City budget is Chapter 29, Section 6. Following is an outline of these policies:

## **Budget Process Regulations:**

**Submission:** The City Council establishes the date when the Mayor is to submit the Budget. Currently, it is the second Monday in February or March 6<sup>th</sup>. The Charter states that the submission date can be no earlier than the second Monday of February and no later than April 7<sup>th</sup>. The Mayor is required to submit a Budget Message, current expense budgets for the City, schools, and each utility; and a capital budget.

At the same time, the Mayor may choose to submit an appropriation ordinance, if required, as well as any ordinance altering the personal property or real estate tax rates required by the budget.

**Public Hearings:** Council shall hold public hearings on the budget. It must give five days notice in advance of the hearing and advertise the hearing through citywide media.

**Council Amendments:** After the public hearing, Council may amend the budget to include new expenditure items or increase, decrease, or strike out existing expenditure items; with the following exceptions:

- No debt service expenditure, or any other expenditure required by law, may be reduced or deleted.
- Receipt (revenue) estimates included in the budget may not be altered.
- Total expenditures as recommended by the mayor shall not be increased unless Council first holds another public hearing, with five days advance notice made through citywide media.
- Council shall not adopt a budget in which expenditures exceed revenues, unless at the same time it passes additional measures to provide the additional required revenue (Balanced Budget).

**Budget Adoption:** Not later than May 31<sup>st</sup>, Council must adopt the amended budget, the appropriation ordinances, and any ordinances required for additional revenue necessary to balance the budget. If Council fails to adopt the budget and ordinances by this date, the Mayor's proposed budget and ordinances will automatically take effect without any Council amendments.

**Mayor's Veto:** Within 14 days of adoption, the mayor may veto any particular item or items included in the budget ordinance(s). Council will then have 14 days from the date of veto notification to override the veto(s); veto overrides must be approved by a least six Council members.

**Budget Passage:** When finally adopted, the budget is effective for one fiscal year. Every appropriation, except capital expenditures, special fund (multi-year) expenditures, and encumbrances (obligated funds) lapses at the close of the fiscal year.

**Budget Document:** The budget is a publicly available document, and the City must print copies and have them accessible at suitable places in the City.

# BUDGET POLICIES

## **Budget Scope and Preparation:**

**Scope:** The budget shall present a comprehensive financial plan of all funds and activities for the ensuing fiscal year. It shall be structured as the mayor and council require. It shall:

- begin with a clear general summary of its contents;
- show in detail all estimated revenue;
- indicate the proposed property tax;
- show all proposed expenditures, including debt service;
- current comparative figures for actual and estimated revenues and expenditures for the current fiscal year and actual amounts from the preceding fiscal year.

**Balanced Budget:** As noted above in the budget process, the City of Richmond budget must be balanced. Proposed expenditures shall not exceed estimated revenues.

**Preparation:** The directors of all departments, agencies, school board, or any office or agency supported by the city must submit revenue and expenditure forecasts to the mayor. The mayor shall ask for these estimates to be delivered, in the form he chooses, at any time. Upon departmental submission, the mayor may hold any amount of meetings determined necessary to evaluate the budgets. The mayor may make revisions to any departmental budget as he/she sees fit, except in the case of schools where he may only make revision recommendations as allowed by the City Charter and the Code of Virginia.

## **Capital Budget**

**Submission:** At the same time the mayor submits the expense budgets, the mayor shall submit to council the Capital Improvement Plan. This plan shall have been previously submitted to and reviewed by the city planning commission on capital projects. Included in the capital budget shall be proposed projects for the ensuing fiscal year and the next four fiscal years. For the ensuing fiscal year projects, the mayor must include recommendations for financing the proposed capital improvements.

**Council Amendments:** Council may accept the submitted capital improvements plan and/or associated financing recommendations with or without amendments, or reject it outright. It may also during the fiscal year amend the approved capital improvement plan, provided that the amendments pass by at least six affirmative votes; have been recommended by the mayor; have been submitted to the city planning commission for review; and are capable of being funded through available financing.

**Project Duration:** No approved capital improvement appropriation shall lapse until the project is finished or abandoned.

**Fund Transfer:** The mayor can transfer the portion of unused funds from a completed capital project to an incomplete project. If no transfer of unused funds is made, the money will remain available for appropriation and allocation in subsequent capital improvement plans.

**Abandoned Projects:** Any projects are considered abandoned if three fiscal years elapse without expending funds. Council shall have the power to abandon or reduce the scope of any capital project if funds are unexpended and unencumbered.



# Fund Balance Policy

The City Council adopted a Fund Balance Policy on March 14, 1988, which established major policy goals. On October 26, 1992 the City Council amended the Fund Balance Policy, raising the required level of the undesignated fund balance from 3% to 5% of budgeted General Fund expenditures over a period of years. Implementation of the increased fund balance goal began July 1, 1993. On November 26, 2001 the City Council approved a further increase of the required level of undesignated fund balance to 7% General Fund expenditures. The Fund Balance Policy states:

- The Mayor will prepare and administer General Fund budgets that will provide operating surpluses on one-half of one percent of expenditures until the Undesignated Fund Balance reaches at least 7% of budgeted expenditures. As of June 30, 2007, Undesignated Fund Balance was \$47.5 million, which is 7.4% of the Adopted FY2008 General Fund expenditures.
- The City Council, in adoption of a General Fund budget, will provide that General Fund budget operating surpluses be no less than those recommended by the City Mayor in the submission of the General Fund budget.
- The City will not appropriate any amount from the Undesignated Fund Balance until at least one year subsequent to the accumulation of the 7% undesignated fund Balance, and then only if faced with an unusual, unanticipated and otherwise seemingly insurmountable hardship.

The table below represents actual fund balances for all government funds for fiscal years 2003 thru 2007.

## Fund Balances of Governmental Funds

(Modified Accrual Basis of Accounting)

Source: *City of Richmond, Virginia Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2007*(p. 127)

Fiscal Years	2007	2006	2005	2004	2003
<b>General Fund</b>					
Reserved	\$15,894,601	\$16,144,418	\$22,216,671	\$14,150,287	\$21,328,801
Undesignated	47,507,086	45,442,420	45,278,440	47,690,533	40,552,729
<b>Total General Fund</b>	<b>\$63,401,687</b>	<b>\$61,586,838</b>	<b>\$67,495,111</b>	<b>\$61,840,820</b>	<b>\$61,881,530</b>
<b>All Other Governmental Funds</b>					
Reserved	\$48,645,510	\$22,277,282	\$50,413,044	\$68,923,046	\$46,983,399
Unreserved:					
Special Fund	7,502,105	9,080,430	11,473,432	12,249,538	20,589,668
Capital Project Fund	-	-	-	-	34,500
Debt Service Fund	-	(8,058)	11,461	11,461	11,461
<b>Total All Other Governmental Funds</b>	<b>\$56,147,615</b>	<b>\$31,349,654</b>	<b>\$61,897,937</b>	<b>\$81,184,045</b>	<b>\$67,619,028</b>
<b>Total Combined Ending Fund Balances</b>	<b>\$119,549,302</b>	<b>\$92,936,492</b>	<b>\$129,393,048</b>	<b>\$143,024,865</b>	<b>\$129,500,558</b>

# PERFORMANCE MANAGEMENT POLICIES

## **BACKGROUND**

The City of Richmond has been following the performance measurement and activity based costing movement for several years and began the process of developing City initiatives, department goals, objectives, measures and targets in FY2008. In addition, the City has developed employee objectives as part of an employee performance appraisal system. The foundation of this effort was the AMS BRASS budget system, which integrates programs, activities and corresponding costs and performance measures. In this manner the budget will not only show how a program is performing but also the cost of the program. This will allow the City to better evaluate programs in terms of efficiency and effectiveness and make it easier for citizens to understand where their tax money is going.

## **NEXT PHASE - RichmondWorks**

During FY2007, the City began a major effort to revitalize our performance management effort. The planning phase of the effort began with the implementation of the Mayor's Management Agenda (MMA.) The MMA envisioned the development of a strategic tool to measure, manage and communicate performance, thereby improving the organization's business results. Ultimately, the CitiStat model, which has been successfully introduced in Baltimore, Cleveland, Buffalo and elsewhere was adopted. CitiStat features highly organized, systemic monitoring, reporting and analysis of performance data. Analysis is augmented by the use of technology, especially Geographic Information Systems (GIS). Richmond's version of CitiStat is called RichmondWorks and formally commenced early in FY08. Wherever possible, RichmondWorks will build upon our previous efforts in developing departmental goals, objectives, measures and targets.

RichmondWorks is being implemented in phases. Six departments or functions were in the initial phase, which began in July 2007. Another six departments or functions were rolled out in January 2008. Additional units will come on line late in FY08 and in the first half of FY09.

# BUDGET PROCESS TIMETABLE

## BIENNIAL BUDGET CYCLE

<i>MONTH</i>	<i>ACTIVITY</i>
<b>August</b>	Department of Budget and Strategic Planning (DBSP) continue the process of implementing Performance Based Budgeting with migration toward activity-based costing. DBSP assists departments with the enhancement of department missions, program goals and activity performance measures.
<b>September</b>	DBSP issues instructions for the Capital Improvement Program Budget Process and Multi-Year Forecast Process (expenditures and revenues). Departments are encouraged to submit information regarding regulatory requirements, legislative changes, demographic impact and any other changes impacting revenues and expenditures. (The Multi-Year Forecast Process is driven by input from City departments as it relates to issues that could have an impact positively or negatively on revenues and expenditures.) DBSP formulates fiscal plans based on the results from the Multi-Year Forecast Process. DBSP formulates preliminary guidelines for capital and operating budgets.
<b>October</b>	DBSP finalizes budget guidelines and instructions and presents the results from the Multi-Year Forecast Process to City Council. DBSP prepares operating baseline budgets and develops preliminary capital budget recommendations and instructions.
<b>October—November</b>	DBSP issues operating budget guidelines and instructions to departments. DBSP facilitates departmental training on the Budgeting, Reporting and Analysis Support System (BRASS).
<b>November</b>	Departments submit operating budget and capital budget requests to the DBSP for review and revision, and submissions are entered into BRASS.
<b>December</b>	DBSP reviews operating budget submissions and makes recommendations to the Citywide Sponsors for funding decisions. DBSP reviews capital budget submissions and provides the Facilities and Economic Development Capital Plan (FECF) Sub-Committees with submitted projects for ranking funding decisions. The FECF Committee then formulates capital budget funding recommendations for the Mayor's review.
<b>January</b>	The Citywide Sponsors formulate operating budget funding recommendations for the Mayor's review. Work sessions are held with the Mayor to discuss major issues and make funding decisions for both the operating and capital budgets. DBSP enters the Mayor's funding decisions into BRASS.
<b>February</b>	Work sessions continue with the Mayor to discuss major issues and make funding decisions for both the operating and capital budgets. Final funding decisions are completed for both the operating and capital budgets. The Mayor presents the proposed capital budget to the City Planning Commission. Then the Mayor presents the proposed operating and capital budgets to City Council on March 6.
<b>March</b>	DBSP distributes proposed budget documents to City agencies and the public. City Council facilitates the budget work sessions to provide budget briefings and understand the Mayor's proposed budgets.

# BUDGET PROCESS TIMETABLE

<b>May</b>	Public hearings held on Proposed Budget. City Council adopts the operating and capital budgets.
<b>June</b>	DBSP completes final revisions to budget documents and issues the Adopted Budget documents.
<b>July</b>	City departments and agencies initiate the implementation of services, programs and projects in the adopted budgets.

## ANNUAL AMENDMENT CYCLE

<b><i>MONTH</i></b>	<b><i>ACTIVITY</i></b>
<b>November</b>	Capital Budget requests loaded into BRASS database by DBSP. DBSP distributes capital requests to sub-committees. Operating budget kickoff: multi-year forecast and personnel corrections are requested from City Departments and Agencies.
<b>December</b>	DBSP enters all personnel changes into SBFS. DBSP completes debt affordability analysis. All Special Fund amendments are received from agencies. In addition, all updated activity maps are received from agencies, including current, actual expenditures by activity code (when available). DBSP begins review of activity maps and performance measures. Multi-year forecast submissions are reviewed by DBSP. DBSP receives current Operating Budgets from agencies and loads them into BRASS.
<b>January</b>	Performance measures results are received by DBSP. Capital Budget recommendations are made to the Mayor. Budget Steering Committee reviews budget requests from agencies for consistency with City-wide priorities. Recommendations to balance budget are developed.
<b>February</b>	Final decisions on Capital Budget are made by the Mayor. Preparation of budget document by DBSP begins. Balanced Operating Budget is presented to the Mayor. Completion of Mayor's speech to the Planning Commission. Printing and binding of the CIP Budget Document complete.
<b>March</b>	Mayor makes final decisions on changes to the current Operating Budget as approved at beginning of the biennium. Preparation of Operating Budget complete. Printing and binding of Operating Budget complete. Mayor's Budget is presented to City Council. City Council budget work sessions begin.
<b>April</b>	City Council work sessions continue.
<b>May</b>	Public Hearings on budget amendments as proposed by Mayor. City Council adopts Special Fund, Enterprise Fund, Internal Service Fund and CIP budgets. City Council also adopts Federal Funds budgets (CDBG, HOPWA and ESG.) City Council adopts the amended General Fund and the Mayor's 14-day veto window begins.
<b>June</b>	City Council votes on overrides to the Mayor's vetoes.
<b>July</b>	City departments and agencies initiate the implementation of services, programs and projects in the adopted budgets.

## **FUND SUMMARIES & REVENUE TRENDS**

# SUMMARY OF EXPENDITURES AND POSITIONS

## ALL FUNDS

Expenditures	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
General Fund *	\$ 468,429,689	\$ 479,224,826	\$ 492,496,118	\$ 497,104,920
Capital Improvement Plan	141,348,419	177,814,479	174,178,065	225,703,980
Special Funds	69,033,066	89,232,594	86,719,214	91,990,333
Enterprise Funds	338,083,856	382,819,593	395,282,609	386,445,626
Internal Service Funds	35,010,302	37,938,934	40,028,134	38,606,681
School Board	258,539,127	259,895,576	261,514,402	269,217,496
<b>Total Expenditures</b>	<b>\$ 1,310,444,459</b>	<b>\$ 1,426,926,002</b>	<b>\$ 1,450,218,542</b>	<b>\$ 1,509,069,036</b>

\* General Fund does not include General Fund contribution to Schools - School Board includes General Fund contribution.

Positions	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
General Fund	3,945.32	4,012.63	4,024.63	4,027.72
Capital Improvement Plan	31.40	35.00	35.00	28.65
Special Funds	217.33	218.23	205.23	206.83
Enterprise Funds	733.00	736.00	736.00	775.00
Internal Service Funds	71.40	72.40	72.40	70.40
School Board	3,516.30	3,384.00	3,384.00	3,392.90
<b>Total Positions</b>	<b>8,514.75</b>	<b>8,458.26</b>	<b>8,457.26</b>	<b>8,501.50</b>

# GENERAL FUND

## SUMMARY OF FINANCIAL SOURCES and EXPENDITURES

	General Fund			
	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Beginning Fund Balance *</b>	\$ 61,586,838	\$ 63,401,687	\$ 65,758,591	\$ 65,758,591
<b>General Fund Sources</b>				
Taxes	409,441,193	416,442,764	426,561,364	434,328,232
Licenses, Permits and Fees	37,543,532	34,667,650	35,521,150	37,581,100
Intergovernmental Revenue	119,574,913	124,415,544	128,301,143	123,084,544
Fines and Forfeits	11,023,781	11,394,500	11,554,500	11,226,700
Payments to the General Fund	21,064,347	21,355,237	21,423,641	22,283,942
Other Utility Payments	6,555,683	6,862,449	6,429,464	6,590,264
Investment and Interest Income	-	-	-	-
Charges for Goods and Services	20,960,072	20,975,480	21,207,480	22,023,130
Miscellaneous	1,620,398	483,337	483,337	521,237
Other Financing Sources	2,387,935	2,625,000	2,630,000	500,000
<b>Total General Fund Sources</b>	<b>630,171,854</b>	<b>639,221,960</b>	<b>654,112,077</b>	<b>658,139,149</b>
<b>Increase to Undesignated Fund Balance</b>		<b>\$ 2,356,904</b>	<b>\$ 1,940,604</b>	<b>\$ 500,000</b>
<b>Total Available Funding</b>	<b>\$ 691,758,692</b>	<b>\$ 704,980,551</b>	<b>\$ 721,811,272</b>	<b>\$ 724,397,740</b>
<b>General Fund Expenditures:</b>				
Debt	\$ 56,628,341	\$ 58,801,268	\$ 64,067,306	\$ 57,995,095
General Government	59,887,910	58,942,496	59,279,607	77,718,068
Safety and Judiciary	161,030,155	157,704,463	162,711,984	168,374,269
Public Works	61,471,455	59,953,475	60,810,915	46,707,998
Human Services	68,204,721	73,702,193	75,873,491	76,304,318
Culture and Recreation	20,042,241	19,982,476	20,272,444	21,082,849
Schools	159,927,313	159,997,133	161,615,959	161,034,229
Non-Departmental	41,164,866	50,138,455	49,480,373	48,922,323
Reserve/Re-Appropriations	-	-	-	-
<b>Total General Fund Expenditures</b>	<b>628,357,002</b>	<b>639,221,960</b>	<b>654,112,077</b>	<b>658,139,149</b>
<b>End of Year Fund Balance *</b>	<b>\$ 63,401,687</b>	<b>\$ 65,758,591</b>	<b>\$ 67,699,195</b>	<b>\$ 66,258,591</b>

\* Source: City of Richmond, Virginia Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2007 (p.91)

# CITY OF RICHMOND, VIRGINIA

## SCHEDULE OF DEBT

	Fiscal Year	Debt at Beginning of Year	Bonds Issued in Year	Bonds Retired or Defeased in Year	Debt at End of Year
Actual	2001-02	\$ 850,004,265	\$ 255,415,000	\$ 164,603,245	\$ 940,816,020
Actual	2002-03	940,816,020	147,475,000	138,208,209	950,082,811
Actual	2003-04	950,082,811	84,912,167	58,151,832	976,843,146
Actual	2004-05	976,843,146	76,191,671	46,834,551	1,006,200,266
Actual	2005-06	1,006,200,266	159,899,392	209,597,270	956,502,388
Actual	2006-07	956,502,388	372,897,728	281,347,604	1,048,052,512
Actual	2007-08	1,048,052,512	7,269,767	56,371,622	998,950,657
Projected	2008-09	998,950,657	130,000,000	48,925,787	1,080,024,870

### Schedule of Legal Debt Margin For the Fiscal Year Ended June 30, 2007

#### Legal Debt Limit

10% of Assessed Value of Taxable Real Estate as of  
January 1, 2007 (\$19,042,522,454)

\$ 1,904,252,245

#### Deduct

Bonds and Notes Payable (Constitutional Debt)

633,857,964 <sup>(1)</sup>

Legal Margin for Creating Additional Debt

\$ 1,270,394,281

<sup>(1)</sup> Does not include \$414,194,548 of Public Utility Revenue Bonds, which by State law are not required to be included in calculations for legal margin for creation of additional debt .

The City's Constitutional Debt is well within the Legal Debt Limit of 10% of Assessed Value of taxable Real Estate. The City's debt policy restricts this Limit to no more than 7.5% of taxable Real estate, ensuring that General Fund supported debt will not exceed the City's legal limit.

The City's debt service is funded in the General Fund, and as such, the issuance of additional debt will increase the General Fund debt service, which competes with other services provided by the General Fund Budget.

#### General Obligation Bond Credit Rating

Moody's Investor's Service	Aa3
Standard and Poors Rating Group	AA
Fitch Ratings Ltd.	AA

#### Utility Revenue Bond Credit Rating

Moody's Investor's Service	Aa3
Standard and Poors Rating Group	AA-
Fitch Ratings Ltd.	AA-

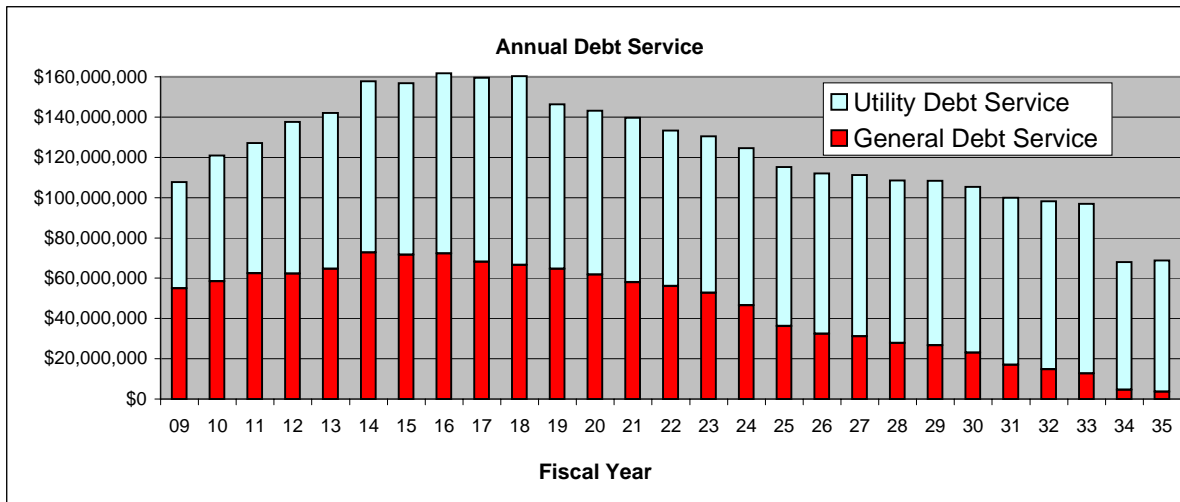


# ANNUAL DEBT SERVICE REQUIREMENTS\*

## FISCAL YEARS 2009-2035

Fiscal Year	General Debt		Utilities Debt		Total		Total Debt Service	
	Principal	Interest	Principal	Interest	Principal	Interest	General Debt	Utility Debt
09	28,528,620	26,497,717	20,397,167	32,359,033	48,925,787	58,856,750	55,026,337	52,756,200
10	32,880,982	25,606,999	27,979,997	34,436,327	60,860,979	60,043,326	58,487,981	62,416,324
11	35,504,879	26,924,511	29,685,334	34,994,025	65,190,213	61,918,536	62,429,390	64,679,359
12	33,914,768	28,421,441	38,670,212	36,603,252	72,584,980	65,024,693	62,336,209	75,273,464
13	35,115,195	29,531,528	40,258,021	37,178,156	75,373,216	66,709,684	64,646,723	77,436,177
14	40,500,260	32,308,074	47,357,151	37,664,366	87,857,411	69,972,440	72,808,334	85,021,517
15	41,394,944	30,241,283	47,625,566	37,628,756	89,020,510	67,870,039	71,636,227	85,254,322
16	44,393,770	27,962,662	53,298,928	36,078,280	97,692,698	64,040,942	72,356,432	89,377,208
17	42,524,202	25,690,575	55,701,375	35,633,804	98,225,577	61,324,379	68,214,777	91,335,179
18	43,047,091	23,520,041	60,037,319	33,674,134	103,084,410	57,194,175	66,567,132	93,711,453
19	43,383,603	21,327,987	49,994,726	31,623,195	93,378,329	52,951,182	64,711,590	81,617,921
20	42,599,400	19,140,726	51,240,853	30,160,267	93,840,253	49,300,993	61,740,126	81,401,120
21	40,974,732	17,020,371	53,044,711	28,701,087	94,019,443	45,721,458	57,995,103	81,745,798
22	41,166,065	14,970,086	49,846,433	27,383,312	91,012,498	42,353,398	56,136,151	77,229,745
23	39,836,065	12,940,008	51,551,859	26,083,578	91,387,924	39,023,586	52,776,073	77,635,437
24	35,485,000	11,052,050	53,332,912	24,733,563	88,817,912	35,785,613	46,537,050	78,066,475
25	26,660,000	9,490,800	55,628,348	23,443,858	82,288,348	32,934,658	36,150,800	79,072,206
26	24,180,000	8,188,100	57,605,150	21,983,715	81,785,150	30,171,815	32,368,100	79,588,865
27	24,180,000	6,955,200	59,659,264	20,465,638	83,839,264	27,420,838	31,135,200	80,124,902
28	22,100,000	5,766,500	61,781,632	18,887,047	83,881,632	24,653,547	27,866,500	80,668,679
29	22,100,000	4,622,000	64,433,280	17,251,679	86,533,280	21,873,679	26,722,000	81,684,959
30	19,500,000	3,477,500	66,740,228	15,548,779	86,240,228	19,026,279	22,977,500	82,289,007
31	14,500,000	2,450,000	69,138,536	13,777,676	83,638,536	16,227,676	16,950,000	82,916,212
32	13,000,000	1,697,500	71,629,292	11,935,273	84,629,292	13,632,773	14,697,500	83,564,565
33	11,750,000	1,020,000	74,203,620	10,018,509	85,953,620	11,038,509	12,770,000	84,222,129
34	4,250,000	370,625	55,337,678	8,024,754	59,587,678	8,395,379	4,620,625	63,362,432
35	3,500,000	96,250	57,172,660	8,024,754	60,672,660	8,121,004	3,596,250	65,197,414

\* Represents principal and interest on existing long term bond debt, debt to finance the FY2008 and prior CIP Budgets, and future debt that will be issued to finance the City's five-year 2009-2013 Capital Improvement Plan. Does not include interest on short term debt or other costs associated with the issuance of debt. Utility Debt includes principal and interest payments of the Gas, Water Wastewater and Electric Utilities.



**GENERAL FUND**  
**SUMMARY OF REVENUE, APPROPRIATIONS**  
**AND UNDESIGNATED FUND BALANCE**

	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>FY2009</u>
Estimated Beginning Undesignated Fund Balance*	\$ 47,507,086	\$ 49,863,990	\$ 49,863,990
Adopted General Fund Revenue	639,221,960	654,112,077	658,139,149
Available Balance	<u>686,729,046</u>	<u>703,976,067</u>	<u>708,003,139</u>
<b>LESS:</b>			
Adopted General Fund Appropriations	<u>639,221,960</u>	<u>654,112,077</u>	<u>658,139,149</u>
Appropriation to Increase Fund Balance	2,356,904	1,940,604	500,000
<b>Estimated Ending Fund Balance (Undesignated)</b>	<b><u>\$ 49,863,990</u></b>	<b><u>\$ 51,804,594</u></b>	<b><u>\$ 50,363,990</u></b>

\* Fund Balance totals have been updated after the presentation of the Comprehensive Annual Financial Report for Fiscal Year 2007.

**City of Richmond, Virginia**  
**Capital Improvement Plan FY2009-FY2013**  
**Summary of CIP Categories and Funding Sources**

	FY2009	Planning Years				Five-Year Total
	Adopted Appropriations	FY2010	FY2011	FY2012	FY2013	
<b>CIP Categories</b>						
Schools	\$ 9,303,900	\$ 500,000	\$ 460,000	\$ 410,550	\$ 500,000	\$ 11,174,450
Infrastructure	27,736,112	20,320,059	16,363,059	12,594,775	10,197,572	87,211,577
Economic Development	250,000	150,000	250,000	250,000	250,000	1,150,000
Neighborhood Development	1,905,000	2,100,000	1,100,000	1,100,000	800,000	7,005,000
City Facilities	51,506,228	60,424,884	64,466,492	64,200,340	33,391,289	273,989,233
Subtotal	90,701,240	83,494,943	82,639,551	78,555,665	45,138,861	380,530,260
<b>Public Utilities</b>						
Gas Utility	19,408,000	26,921,000	28,482,000	29,790,000	31,541,000	136,142,000
Water Utility	52,285,000	52,700,000	29,841,000	12,694,000	9,234,000	156,754,000
Wastewater Utility	48,124,725	57,464,000	35,607,000	17,968,000	24,145,000	183,308,725
Stormwater Utility	-	10,750,000	11,575,000	12,482,000	13,480,000	48,287,000
Stores Division	-	-	-	-	-	-
Subtotal	119,817,725	147,835,000	105,505,000	72,934,000	78,400,000	524,491,725
<b>Total</b>	<b>210,518,965</b>	<b>231,329,943</b>	<b>188,144,551</b>	<b>151,489,665</b>	<b>123,538,861</b>	<b>905,021,985</b>
<b>Funding Sources</b>						
General Obligation Bonds/Commercial Paper Credit - City of the Future	72,462,752	76,376,943	80,939,551	76,855,665	43,438,861	350,073,772
General Obligation Bonds - Prior Appropriations	1,790,983	-	-	-	-	1,790,983
Commercial Paper Credit - City of the Future - Prior Appropriations	4,581,563	-	-	-	-	4,581,563
Regional STP Funds	5,331,000	4,650,000	-	-	-	9,981,000
Federal SAFETY Funds	578,000	-	-	-	-	578,000
Federal Enhancement Funds	60,000	-	-	-	-	60,000
State Urban Funds	2,497,360	768,000	-	-	-	3,265,360
Federal Urban Funds	(758,400)	-	-	-	-	(758,400)
TEA-21 SAFETY Projects	100,000	100,000	100,000	100,000	100,000	500,000
RSTP Regional Surface Transportation Funds	800,000	800,000	800,000	800,000	800,000	4,000,000
CMAQ Funds	800,000	800,000	800,000	800,000	800,000	4,000,000
Federal Funds - Virginia Capital trail	280,000	-	-	-	-	280,000
Tap Fees Contribution	2,000,000	-	-	-	-	2,000,000
Additional Tap Fees Contribution	4,000,000	-	-	-	-	4,000,000
Sale of RRHA/City Owned Land	5,699,750	-	-	-	-	5,699,750
Developer Contribution	1,000,000	-	-	-	-	1,000,000
Marina	(6,000,000)	-	-	-	-	(6,000,000)
Utility Revenue Bonds	115,296,000	147,835,000	105,505,000	72,934,000	78,400,000	519,970,000
<b>Total</b>	<b>\$ 210,519,008</b>	<b>\$ 231,329,943</b>	<b>\$ 188,144,551</b>	<b>\$ 151,489,665</b>	<b>\$ 123,538,861</b>	<b>\$ 905,022,028</b>

# SUMMARY OF ENTERPRISE FUNDS

## (EXCLUDES PUBLIC UTILITIES)

	Actuals FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Port of Richmond</b>				
Revenue	\$ 1,318,018	\$ 1,682,000	\$ 1,333,000	\$ 1,797,000
<b>Expenditures</b>	<b>1,620,908</b>	<b>1,684,000</b>	<b>1,724,000</b>	<b>1,515,000</b>
Net Income (Loss)	(302,890)	(2,000)	(391,000)	282,000
FTE's	5.00	5.00	5.00	5.00
<b>Richmond's Cemeteries</b>				
Revenue	1,437,074	1,640,000	1,702,000	1,702,000
<b>Expenditures</b>	<b>1,367,733</b>	<b>1,640,000</b>	<b>1,702,000</b>	<b>1,702,000</b>
Net Income (Loss)	69,341	-	-	-
FTE's	28.00	28.00	28.00	28.00
<b>Richmond's Landmark Theater</b>				
Revenue	1,189,803	774,500	800,284	-
<b>Expenditures</b>	<b>1,540,403</b>	<b>774,500</b>	<b>800,284</b>	-
Net Income (Loss)	(350,600)	-	-	-
FTE's	8.00	6.00	6.00	-
<b>Total Enterprise Funds</b>				
<b>Revenue</b>	<b>3,944,895</b>	<b>4,096,500</b>	<b>3,835,284</b>	<b>3,499,000</b>
<b>Expenditures</b>	<b>4,529,044</b>	<b>4,098,500</b>	<b>4,226,284</b>	<b>3,217,000</b>
<b>Net Income (Loss)</b>	<b>\$ (584,149)</b>	<b>\$ (2,000)</b>	<b>\$ (391,000)</b>	<b>\$ 282,000</b>
<b>FTE's</b>	<b>41.00</b>	<b>39.00</b>	<b>39.00</b>	<b>33.00</b>

# SUMMARY OF ENTERPRISE FUNDS - PUBLIC UTILITIES

(Revenue Includes Construction-In-Aid Funds)

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Gas Utility</b>				
Revenue	\$224,217,734	\$264,640,213	\$268,438,853	\$255,823,279
Expenditures	220,372,838	261,279,474	265,485,841	252,547,525
<b>Net Income (Loss)</b>	<b>\$ 3,844,896</b>	<b>\$ 3,360,739</b>	<b>\$ 2,953,012</b>	<b>\$ 3,275,753</b>
FTE's	256	253	253	253
<b>Water Utility</b>				
Revenue	\$ 51,844,555	\$ 54,388,087	\$ 58,523,215	\$ 57,882,881
Expenditures	46,856,539	52,385,987	56,437,894	55,011,794
<b>Net Income (Loss)</b>	<b>\$ 4,988,016</b>	<b>\$ 2,002,100</b>	<b>\$ 2,085,321</b>	<b>\$ 2,871,087</b>
FTE's	195	195	195	196
<b>Wastewater Utility</b>				
Revenue	\$ 58,549,819	\$ 56,103,913	\$ 58,133,453	\$ 57,269,403
Expenditures	54,857,319	52,553,479	55,839,490	54,633,190
<b>Net Income (Loss)</b>	<b>\$ 3,692,500</b>	<b>\$ 3,550,434</b>	<b>\$ 2,293,963</b>	<b>\$ 2,636,213</b>
FTE's	197	195	195	200
<b>Electric Utility</b>				
Revenue	\$ 8,733,827	\$ 8,915,272	\$ 9,281,221	\$ 8,977,121
Expenditures	7,372,281	8,915,272	9,281,221	8,977,121
<b>Net Income (Loss)</b>	<b>\$ 1,361,546</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FTE's	29	34	34	31
<b>Stores Utility</b>				
Revenue	\$ 4,095,835	\$ 4,076,881	\$ 4,136,879	\$ 3,935,079
Expenditures	4,095,835	4,076,881	4,136,879	3,935,079
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FTE's	14	14	14	11
<b>Stormwater Utility</b>				
Revenue	\$ -	\$ -	\$ -	\$ 14,400,000
Expenditures	-	-	-	8,123,917
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,276,083</b>
FTE's	-	-	-	51
<b>Total Utility</b>				
Revenue	\$ 347,441,770	\$ 388,124,366	\$ 398,513,622	\$ 398,287,762
Expenditures	333,554,812	379,211,093	391,181,325	383,228,626
<b>Net Income (Loss)</b>	<b>\$ 13,886,959</b>	<b>\$ 8,913,273</b>	<b>\$ 7,332,297</b>	<b>\$ 15,059,136</b>
FTE's	691	691	691	742

# SUMMARY OF INTERNAL SERVICE FUNDS

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Fleet Management Fund</b>				
Revenue	\$ 19,644,316	\$ 21,714,899	\$ 23,344,744	\$ 22,218,724
<b>Expenditures</b>	<b>20,612,350</b>	<b>21,714,899</b>	<b>23,344,744</b>	<b>21,628,624</b>
Net Income (Loss)	(968,034)	-	-	590,100
FTE's	56.00	56.00	56.00	56.00
<b>Public Works - Stores</b>				
Revenue	940,212	1,894,228	1,821,713	1,771,890
<b>Expenditures</b>	<b>753,623</b>	<b>1,779,152</b>	<b>1,783,212</b>	<b>1,771,890</b>
Net Income (Loss)	186,589	115,076	38,501	-
FTE's	4.40	4.40	4.40	3.40
<b>Radio Maintenance</b>				
Revenue	769,011	1,228,216	1,300,351	1,500,000
<b>Expenditures</b>	<b>990,873</b>	<b>1,228,297</b>	<b>1,300,435</b>	<b>1,696,424</b>
Net Income (Loss)	(221,862)	(81)	(84)	(196,424)
FTE's	7.00	8.00	8.00	7.00
<b>Risk Management</b>				
Revenue	14,098,250	13,216,586	13,599,743	13,509,743
<b>Expenditures</b>	<b>13,211,681</b>	<b>13,216,586</b>	<b>13,599,743</b>	<b>13,509,743</b>
Net Income (Loss)	886,569	-	-	-
FTE's	4.00	4.00	4.00	4.00
<b>Total Internal Service Funds</b>				
<b>Revenue</b>	<b>35,451,789</b>	<b>38,053,929</b>	<b>40,066,551</b>	<b>39,000,357</b>
<b>Expenditures</b>	<b>35,568,527</b>	<b>37,938,934</b>	<b>40,028,134</b>	<b>38,606,681</b>
<b>Net Income (Loss)</b>	<b>\$ (116,738)</b>	<b>\$ 114,995</b>	<b>\$ 38,417</b>	<b>\$ 393,676</b>
<b>FTE's</b>	<b>71.40</b>	<b>72.40</b>	<b>72.40</b>	<b>70.40</b>

# SUMMARY OF SPECIAL FUNDS

## EXPENDITURES BY AGENCY

<u>Agency</u>	<u>Actual FY2007</u>	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
Chief Administrative Officer	-	595,000	610,000	350,000
City Attorney	891,734	1,228,789	1,252,898	1,293,266
Community Development	9,976,940	8,874,317	8,694,317	8,944,711
Economic Development	70,390	20,720,008	20,773,828	20,676,000
Emergency Management	710,635	1,450,000	1,450,000	773,230
Finance	4,859,457	2,010,000	2,060,000	2,060,000
Fire & EMS	2,198,099	715,000	800,000	1,150,000
General Services	-	-	-	2,517,772
Judiciary	1,859,014	1,592,413	1,172,310	1,552,310
Justice Services	1,615,534	1,973,220	1,895,785	1,896,905
Library	373,321	1,085,000	1,085,000	710,000
Human Services	198,397	357,750	357,750	257,750
Parks, Recreation, and Community Facilities	1,356,998	5,867,000	6,460,000	6,900,000
Police	7,105,726	7,664,921	4,202,540	8,172,790
Public Works	3,261,337	4,505,817	4,395,174	3,802,279
Retirement	1,024,964	1,161,194	1,158,612	1,190,840
Sheriff and Jail	201,108	225,728	32,000	410,000
Social Services	27,089,552	28,206,437	30,319,000	29,332,480
Natural Disaster	6,239,858	1,000,000	-	-
<b>Total Special Fund</b>	<b>\$ 69,033,066</b>	<b>\$ 89,232,594</b>	<b>\$ 86,719,214</b>	<b>\$ 91,990,333</b>

# REVENUE OVERVIEW

## **Introduction**

In this section, the economic outlook for the City of Richmond, Virginia General Fund is presented for the FY2009 period. Since revenues are affected by the performance of the Greater Richmond economy, this section begins with a discussion of the economic outlook of the City of Richmond, followed by a brief description of the flow of funds to the City.

This section will also provide a description of the revenue sources that flow to the General Fund, the primary account for expending and collecting obligations. This will include a brief description of various tax and non-tax sources, as well as fees, fines, and assessments.

## **Economic Profile**

The City of Richmond, VA is situated at the intersection of two major highways, Interstates I-64 and I-95, at the midpoint of the Eastern Seaboard. Richmond is the capital of Virginia and state government is the city's largest employer. The city is a major financial center and is home to two Fortune 500 companies and the fifth Federal Reserve District bank. The City boasts a thriving and diverse economic base with principal manufacturing industries being tobacco, printing, paper, apparel and food products.

Richmond's strategic location on the James River provides a natural site for the development of commerce. The City is home to the Port of Richmond, which is a container and general cargo facility on the James River serving shippers throughout the Mid-Atlantic with weekly container services to the United Kingdom and Northern Europe.

The City is also home to the rapidly expanding Virginia Biotechnology Research Park, which opened in 1990s as an incubator facility for biotechnology and pharmaceutical companies. Located adjacent to Virginia Commonwealth University's Medical College of Virginia Campus, the research park is the address for a diverse group of for profit, research institutes, government laboratories and non-profit organizations.

The diversity of the City of Richmond's economy is key element in guarding against recession and downturns in specific industries. All business support services are readily available including architectural, engineering, legal, financial, and advertising services.

The economic outlook for the City of Richmond for the period covered by the Amendments to the Fiscal Plan for FY2009 detail the sentiments of many economists for the nation as a whole: although the national economy is currently experiencing a slowdown in inflation-adjusted economic activity, no major disruptions are anticipated.



# REVENUE OVERVIEW

According to the Commonwealth of Virginia Governor's report on economy health, employment in Richmond's metropolitan statistical area (MSA) increased 1.8 percent in FY2006, an addition of 11,300 jobs. Gains were centered in professional and business services, education and health services, trade, transportation, utilities, as well as in construction.

## **Future Challenges**

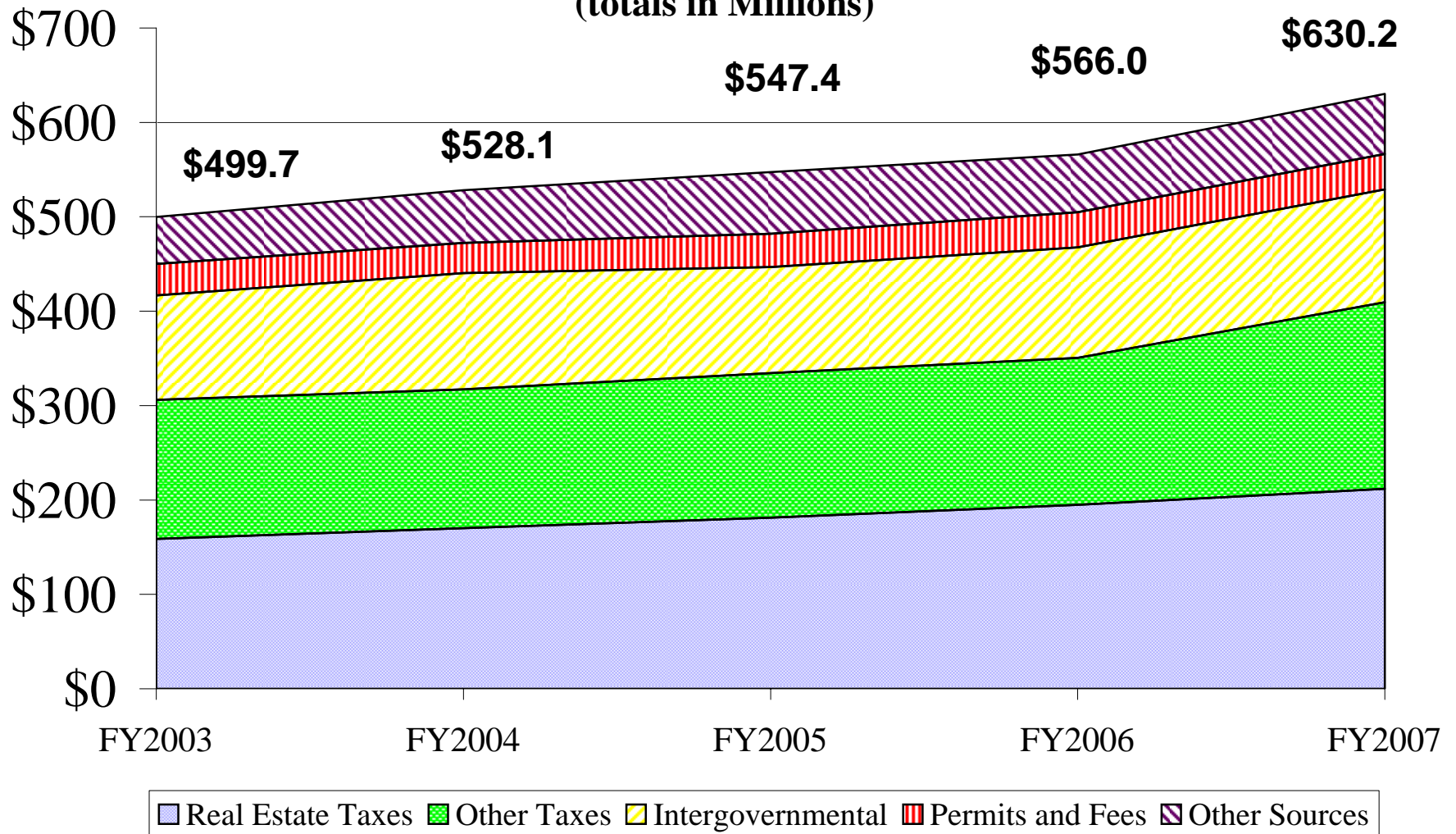
Richmond has experienced many of the challenges of older cities around the nation but has met those challenges head-on. Over the last four years, the City has put systems in place that have delivered tangible successes. With increasing employment in both the City of Richmond and surrounding areas, the job market is strong. The public's perception of the City is that it has become a catalyst for change and new development. Key institutions within the City, including the Commonwealth, other quasi-governmental agencies, professional employers and financial institutions are strong and expanding.

The Richmond area is highly ranked in the nation by various media for its business climate and livability.

- One of the nation's 20 best places for business and careers, rated 14<sup>th</sup> among the 200 largest metro areas by *Forbes*, April 5, 2007
- Ranked 27<sup>th</sup> of the nation's 361 metropolitan statistical areas for long-term economic strength, by Policom Corporation in 2007.
- One of America's 50 Hottest Cities for business expansions and relocations in Expansion Management magazine's February 2007 issue.

# General Fund Revenue Trends

(totals in Millions)



# FY2009 GENERAL FUND REVENUE

The proposed General Fund revenue for FY2009 is estimated to be \$658,139,149, an increase of 2.96 percent over the FY2008 adopted budget. The primary sources of the increase are from real estate taxes, sales and prepared food taxes, and business licenses.

	<u>Adopted FY2008</u>	<u>FY2009</u>
<b>Taxes</b>	\$ 416,442,764	\$ 434,328,232
<b>Licenses, Permits, and Fees</b>	34,667,650	37,581,100
<b>Intergovernmental</b>	124,415,554	123,084,544
<b>Fines and Forfeits</b>	11,394,500	11,226,700
<b>Payments to General Fund</b>	21,355,237	22,283,942
<b>Other Utility Payments</b>	6,862,449	6,590,264
<b>Charges for Goods and Services</b>	20,975,480	22,023,130
<b>Miscellaneous</b>	483,337	521,237
<b>Other Financing Sources</b>	<u>2,625,000</u>	<u>500,000</u>
<b>Total</b>	<b>\$ 639,221,960</b>	<b>\$ 658,139,149</b>

## Taxes

The FY2009 estimate for all City taxes is \$434,328,232, an increase of \$17,885,468 from the FY2008 adopted budget. This represents a 4.29 percent increase in General Fund revenue from these sources. City taxes, the revenue category most closely tied to economic conditions, show the result of moderate growth in the local economy.

**Real Estate Tax** receipts are estimated to be \$229,607,236, an increase of \$11,056,263. This growth in tax collections is the result of anticipated moderate increases in the local real estate market between 2008 and 2009. The budgeted increase is supported by growth in assessed values and expanded use of the Tax Abatement for Rehabilitative Structures Program. The FY2009 budget presumes a continuation of the tax rate of \$1.23 per \$100 assessed value in the FY2008 budget.

The tax value of abatements for rehabilitated properties is projected to be approximately \$16,852,510 in FY2009, an increase of \$1,152,510 over the FY2008 adopted budget. Meanwhile, tax relief for the elderly and disabled (as noted in the Non-Departmental budget) will reduce FY2009 tax collections by \$4,160,000.

**Personal Property Taxes** are expected to be \$44,517,500, or \$217,500 more than the FY2008 adopted budget. After allowing for depreciation, refunds, and abatements, actual collections from this source have remained fairly consistent in recent years. The budget from this source includes the same amount of personal property tax relief for vehicles from the State as is expected in FY2008.

**Machinery and Tools Taxes** are estimated to be \$12,392,970, a decrease of \$2,023,343 compared to FY2008. Collections from this source are expected to continue to decline in FY2009 due to depreciation of existing assets and a lack of significant new investments in manufacturing equipment.

**Local Option Sales Tax** revenue of 1% on applicable sales in the City is projected to be \$32,748,728, an increase of \$2,724,176 (9.1 percent) from the FY2008 adopted budget. The FY2009 budget anticipates continued moderate growth in sales, with some progress attributable to economic development projects.

# FY2009 GENERAL FUND REVENUE

**State Shared Sales Tax for Education** revenue related to Richmond Public Schools' estimated share of 1% of applicable statewide sales is projected to be \$28,472,330 or \$501,684 more than FY2008. All of these revenues are expended from the City's General Fund to support Richmond Public Schools.

**State Communications Taxes** are projected to be \$18,500,000, or \$2,493,516 more than the FY2008 adopted budget. The vast majority of this increase is related to the inclusion/transfer of revenues previously budgeted as Cable Franchise Fees, which amounted to \$1,986,050 in the FY2008 adopted budget. This source resulted from telecommunications tax reform by the State, and effectively replaces local telephone and cable utility taxes, cable franchise fees, and telecommunications-related business license revenue.

**Consumer Utility Taxes**, which are assessed on natural gas and electricity, are expected to increase by a net \$200,000 (1.2 percent) in FY2009 based on recent collections.

**Bank Franchise Tax** collections, based on an assessment of \$.80 of each \$100 of net bank capital after allowing goodwill deductions, are expected to increase to \$2,950,000, reflective of recent collections.

**Prepared Food (Meals) Tax** revenue is projected to be \$24,089,540, an increase of \$2,039,625 (9.3 percent) from the FY2008 adopted budget. From this source, 1% of the 6% tax directly supports debt service costs related to cultural and educational facilities.

**Lodging (Transient Occupancy) Tax** revenue, all of which is directly appropriated to the Greater Richmond Convention Center Authority along with a supplement from other sources in the Non-Departmental budget, is expected to increase by \$308,898 to \$5,648,029 in FY2009.

**Admissions Tax** revenue, assessed on applicable events in the City, is expected to be \$1,150,000 in FY2009, based on recent collections.

**Delinquent Taxes** collected for Real Estate and Personal Property are expected to decrease slightly by a net \$100,000 compared to the FY2008 adopted budget.

## **Licenses, Permits, and Fees**

Revenue from Licenses, Permits, and Fees is estimated to be \$37,581,100, an increase of \$2,913,450.

**Business License** revenue is estimated to increase by \$4,350,000 relative to the FY2008 adopted budget, leading to a forecast of \$32,800,000 based on recent collections.

**Cable Franchise Fees** are no longer being budgeted as a separate source in the FY2009 budget. As noted above, the \$1,986,050 in revenues previously recorded in this source are now being recognized as State Communications Taxes.

**Vehicle License Fee** revenue is expected to remain at \$3,300,000 in FY2009. These fees were previously associated with vehicle decals until FY2006.

**Parking Meter Fees** are budgeted as a \$600,000 general fund source in the FY2009 general fund budget.

**Utility Right-of-Way Fees** on telecommunications are expected to decrease by \$50,000 to \$750,000 based on a gradual decline in the number of applicable landlines in the City.

# FY2009 GENERAL FUND REVENUE

## Intergovernmental Revenue

Intergovernmental revenue is estimated to decrease by 1.07 percent in FY2009 compared to the adopted FY2008 budget, for a total of \$123,084,544. The decline is based on expectations of some reductions in State funding that are being considered by the General Assembly.

**Federal Revenue** is estimated to increase slightly to \$763,000. This revenue is typically derived from administrative costs covered by federal grants.

**State Revenue for Social Services** is estimated to be \$57,073,390, an increase of \$424,969 (0.8 percent) compared to FY2008. The budgeted revenue increase is tied to an expected expenditure increase in mandated Social Services benefit payments, limited by potential reductions in salary reimbursements.

**State House Bill 599 (HB599)** revenues are expected to be \$15,889,396 in FY2009. This represents a \$1,498,987 (8.6%) reduction from the amount received in FY2006 and FY2007, and is based on budget reductions proposed by the House of Delegates.

**State Revenue from Other Sources** is estimated to be \$49,358,758, a 0.6 percent decrease of \$278,982 in FY2009. The decrease allows for potential reductions in State support for street maintenance, jail per diems, juvenile confinement, and salary and benefit reimbursements.

## Fines and Forfeitures

The budget for Fines and Forfeitures is \$11,226,700, a decrease of \$167,800 (1.5 percent).

**Court Fines and Fees** are estimated to be \$8,070,500, an increase of \$60,000 based upon recent trends.

**Parking Violation** revenue is projected to be \$3,025,000, or \$225,000 less than the FY2008 budget. The budgeted amount from this source reflects recent collections, while also including revenues expected from the Carver District Residential Parking Program that was initiated during FY2008.

## Payments to the General Fund

Payments to the General Fund are estimated to be \$22,283,942, an increase of \$928,705 (4.3 percent).

**Payments in Lieu of Taxes** from the Department of Public Utilities (DPU) are estimated to be \$19,234,942, or \$126,388 less than the FY2008 adopted budget. The majority of this revenue is tied to the assessed value of real estate and personal property owned by the utilities, as current tax rates are applied to those values.

**Administrative Payments** from agencies and component units for administrative services are estimated to be \$2,713,000, an increase of \$1,046,253. The budgeted increase is related to anticipated revenue offsets for long-term debt obligations, from the Richmond Metropolitan Authority and the Richmond Redevelopment and Housing Authority.

# FY2009 GENERAL FUND REVENUE

## **Other Utility Payments**

Other Utility Payments, from DPU for services provided by the City, are expected to decrease by 4.0 percent to \$6,590,264. A decrease in administrative payments is expected to be partially offset by an increase in DPU dividends.

**Miscellaneous Revenue** is estimated to increase slightly to \$521,237 in FY2009. Typically revenue is defined as miscellaneous only if it is one-time revenue or received sporadically throughout the year.

## **Charges for Goods and Services**

Charges for Goods and Services are projected to be \$22,023,130. This represents an increase of \$1,047,650 (5.0 percent) from the FY2008 adopted budget.

**Refuse Collection Fees** are the monthly charges households in the City pay for refuse collection. The FY2009 budget of \$11,625,000 presumes maintaining this fee at the current rate of \$17.50 per month.

**Inspection Fees** from building, mechanical, elevator, and plumbing inspections are estimated to increase to \$4,994,000 in FY2009, based on anticipated workload and fee increases implemented during the past year.

## **Other Financing Sources**

Revenue from Other Financing Sources is expected to decrease by \$2,125,000 to a total of \$500,000.

**Proceeds from Sale of Short Term Debt**, previously utilized to address the net cost of the City's Master Equipment Note for major equipment purchases, are no longer budgeted. This source previously represented \$2,000,000 in general fund revenues, but this financing vehicle is not planned for use in FY2009 due to the implementation of a Master Lease program.

# SUMMARY OF GENERAL FUND REVENUE

## BY AGENCY

Agency	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Assessor	\$ 98,163	\$ 47,500	\$ 47,500	\$ 56,000
Budget and Strategic Planning	15	-	-	-
City Attorney	4,252	-	-	-
City Treasurer	184,221	157,813	159,744	174,744
Community Development	4,976,702	5,344,500	5,369,500	5,735,100
Debt Service	3,323,075	3,674,986	3,766,861	5,264,923
Deputy CAO for Human Services	17,000	-	-	-
Finance	1,455,518	1,614,716	1,632,995	1,415,000
Fire and Emergency Services	46,522	41,000	41,000	41,000
General Registrar	92,560	96,105	97,967	93,000
General Services	-	-	-	1,242,100
Information Technology	1,474,862	1,715,100	1,755,100	1,510,000
Judiciary	10,762,976	10,891,861	11,055,783	11,054,790
Justice Services	2,025,701	1,911,892	1,940,392	1,891,645
Juvenile and Domestic Relations Court	12,099	18,300	18,300	13,500
Library	336,955	315,964	315,964	313,770
Parks, Recreation, and Community Facilities	172,738	173,000	173,000	173,000
Police	339,979	250,000	250,000	257,000
Procurement Services	5,691	2,100	2,100	2,100
Public Health	(28,234)	-	-	-
Public Works	36,963,468	37,022,092	37,766,729	36,585,345
Real Estate Services	1,101,236	133,130	133,130	334,130
Revenue Not Department Specific	494,135,710	498,755,241	509,235,884	514,554,410
Sheriff and Jail	20,279,148	20,377,002	20,607,854	20,322,964
Social Services	52,391,495	56,679,658	59,742,274	57,104,627
<b>Total</b>	<b>\$ 630,171,852</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>

# SUMMARY OF GENERAL FUND REVENUE BY TYPE

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b><u>Taxes</u></b>				
Real Estate	\$ 226,359,865	\$ 234,250,973	\$ 242,596,198	\$ 246,459,745
Rehabilitation Tax Credits	(14,615,691)	(15,700,000)	(16,500,000)	(16,852,510)
Personal Property	42,147,896	44,300,000	44,517,500	44,517,500
Machinery and Tools	13,165,608	14,416,313	13,768,458	12,392,970
Penalty and Interest	5,318,169	4,201,000	4,201,000	4,501,000
Local Option Sales Tax	31,019,396	30,024,552	31,075,411	32,748,728
State Shared Sales Tax	27,558,938	27,970,646	29,089,472	28,472,330
State Communications Tax*	8,237,320	16,006,484	16,006,484	18,500,000
Telephone Consumer*	5,545,591	-	-	-
Cable Consumer*	1,341,979	-	-	-
Electric Consumer	11,624,479	12,300,000	12,300,000	12,500,000
Gas Consumer	4,837,577	4,850,000	4,850,000	4,850,000
Bank Franchise	3,085,172	2,850,000	2,850,000	2,950,000
Prepared Food	23,154,114	22,049,916	22,711,414	24,089,540
Lodging	5,272,618	5,339,131	5,499,305	5,648,029
Admission	1,073,673	1,237,250	1,249,623	1,150,000
Utility Pole and Conduit Tax	95,067	94,500	94,500	94,900
Vehicle Rental Tax	1,004,229	865,000	865,000	865,000
State Recordation Tax	843,137	605,000	605,000	750,000
1% Property Rental	136,469	125,000	125,000	135,000
Motor Home Title Tax	5,800	7,000	7,000	6,000
Telephone Commissions	416,003	450,000	450,000	450,000
Delinquent Real Estate	4,739,272	6,700,000	6,700,000	5,100,000
Delinquent Personal Property	7,074,513	3,500,000	3,500,000	5,000,000
<b>Total Taxes</b>	<b>\$ 409,441,193</b>	<b>\$ 416,442,764</b>	<b>\$ 426,561,364</b>	<b>\$ 434,328,232</b>

## **Licenses, Permits and Fees**

Business License*	\$ 32,555,665	\$ 28,450,000	\$ 29,303,500	\$ 32,800,000
Cable TV Franchise Fee	980,767	1,986,050	1,986,050	-
Vehicles License	2,655,009	3,300,000	3,300,000	3,300,000
Parking Meter Fees	444,515	-	-	600,000
Utility Right-of-Way Fees	769,320	800,000	800,000	750,000
Other Licenses, Permits, and Fees	138,256	131,600	131,600	131,100
<b>Total Licenses, Permits and Fees</b>	<b>\$ 37,543,532</b>	<b>\$ 34,667,650</b>	<b>\$ 35,521,150</b>	<b>\$ 37,581,100</b>

\*Note: Revenues formerly budgeted and recorded as Telephone and Cable Utility Taxes, and some Business License revenue is now being budgeted and recorded as State Communications Taxes due to State tax reform.



# SUMMARY OF GENERAL FUND REVENUE BY TYPE

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b><u>Intergovernmental Revenue</u></b>				
Federal Revenue	\$ 754,767	\$ 741,000	\$ 741,000	\$ 763,000
Social Services State Revenue	52,178,980	56,648,421	59,711,037	57,073,390
State House Bill 599 Funds	17,388,384	17,388,383	17,388,383	15,889,396
Other State Revenue	49,252,781	49,637,740	50,460,723	49,358,758
<b>Total Intergovernmental Revenue</b>	<b>\$ 119,574,913</b>	<b>\$ 124,415,544</b>	<b>\$ 128,301,143</b>	<b>\$ 123,084,544</b>
<b><u>Fines and Forfeits</u></b>				
Courts Fines and Fees	\$ 8,040,676	\$ 8,010,500	\$ 8,170,500	\$ 8,070,500
Parking Violations	2,840,392	3,250,000	3,250,000	3,025,000
Overdue Book Fines	54,916	52,000	52,000	53,000
Other Fines and Charges	87,796	82,000	82,000	78,200
<b>Total Fines and Forfeits</b>	<b>\$ 11,023,781</b>	<b>\$ 11,394,500</b>	<b>\$ 11,554,500</b>	<b>\$ 11,226,700</b>
<b><u>Payments to the General Fund</u></b>				
Payments in Lieu of Taxes	\$ 18,635,494	\$ 19,361,330	\$ 19,390,542	\$ 19,234,942
Administrative Payments	2,091,473	1,666,747	1,701,747	2,713,000
Internal Service Fund Payments	337,379	327,159	331,352	336,000
<b>Total Payments to the General Fund</b>	<b>\$ 21,064,347</b>	<b>\$ 21,355,237</b>	<b>\$ 21,423,641</b>	<b>\$ 22,283,942</b>
<b><u>Other Utility Payments</u></b>				
Payment for Collection Services	\$ 530,540	\$ 525,000	\$ 525,000	\$ 530,000
Payment for Administrative Services	2,835,772	3,365,016	2,879,490	2,879,490
DPU Dividends	3,189,371	2,972,433	3,024,974	3,180,774
<b>Total Other Utility Payments</b>	<b>\$ 6,555,683</b>	<b>\$ 6,862,449</b>	<b>\$ 6,429,464</b>	<b>\$ 6,590,264</b>
<b><u>Miscellaneous</u></b>				
Sundry	\$ 1,620,398	\$ 483,337	\$ 483,337	\$ 521,237
<b>Total Miscellaneous</b>	<b>\$ 1,620,398</b>	<b>\$ 483,337</b>	<b>\$ 483,337</b>	<b>\$ 521,237</b>

# SUMMARY OF GENERAL FUND REVENUE BY TYPE

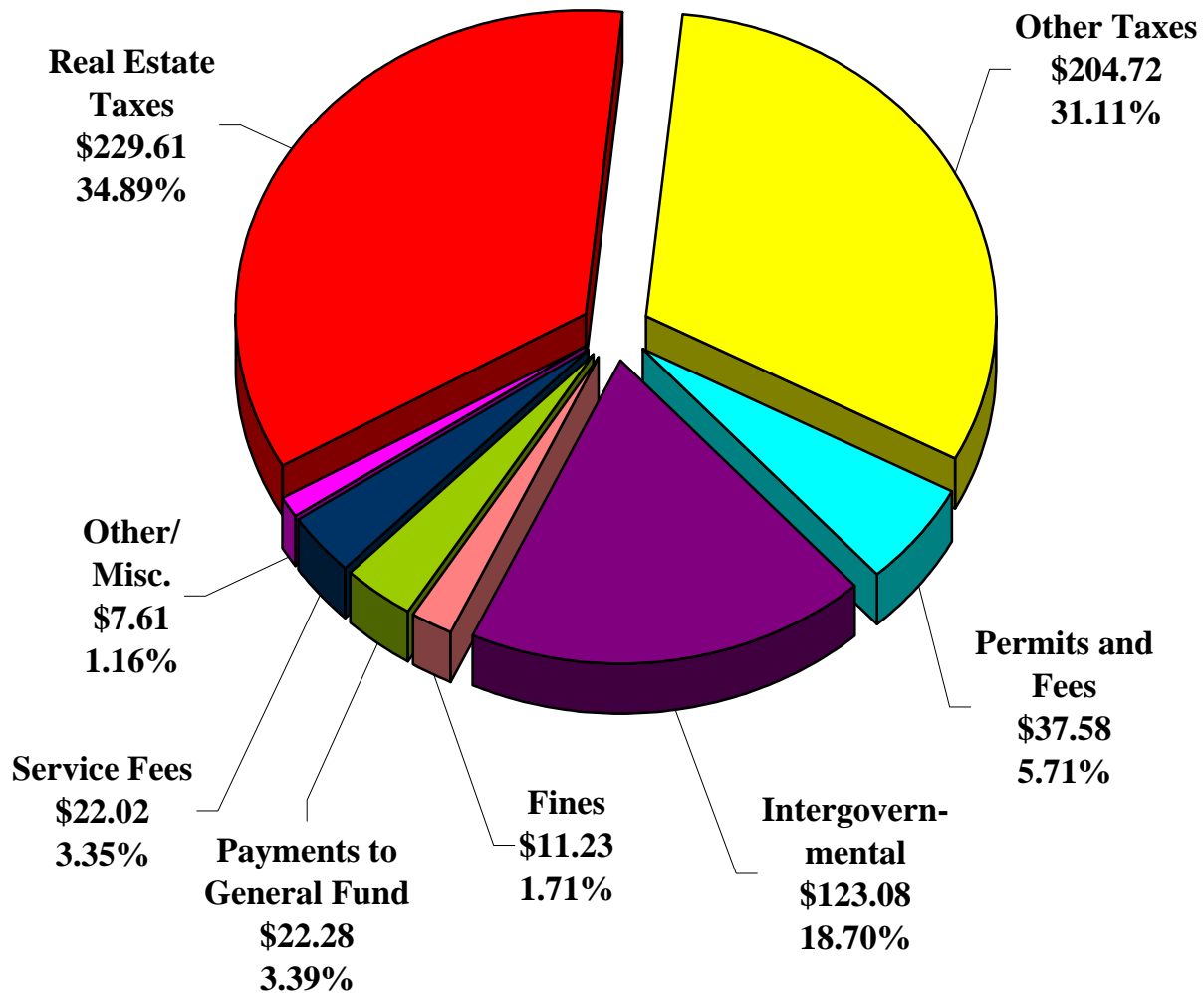
	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b><u>Charges for Goods and Services</u></b>				
Building Service Charges	\$ 788,603	\$ 624,000	\$ 624,000	\$ 761,100
Rental of Property	548,830	133,930	133,930	334,930
Safety Related Charges	430,716	576,000	783,000	780,000
Other Service Charges	1,629,550	1,664,700	1,664,700	1,777,000
Refuse Collection Fees	11,610,761	11,673,650	11,673,650	11,625,000
Recycling Proceeds	1,510,759	1,150,000	1,150,000	1,400,000
Inspection Fees	4,123,763	4,666,000	4,691,000	4,994,000
Health Related Charges	55,941	53,000	53,000	61,000
Other Sales	19,079	19,200	19,200	15,100
Printing and Telecomm Charges	242,070	415,000	415,000	275,000
<b>Total Charges for Goods and Services</b>	<b>\$ 20,960,072</b>	<b>\$ 20,975,480</b>	<b>\$ 21,207,480</b>	<b>\$ 22,023,130</b>
<b><u>Other Finance Sources</u></b>				
Operating Transfers In	\$ 387,935	\$ 625,000	\$ 630,000	\$ 500,000
Proceeds from Sale of Debt	2,000,000	2,000,000	2,000,000	-
<b>Total Other Finance Sources</b>	<b>\$ 2,387,935</b>	<b>\$ 2,625,000</b>	<b>\$ 2,630,000</b>	<b>\$ 500,000</b>
<b>Total General Fund</b>	<b>\$ 630,171,852</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>

# GENERAL FUND REVENUES

by TYPE

TOTAL REVENUES \$658,139,149

FY 2009



# SUMMARY OF GENERAL FUND EXPENDITURES BY AGENCY

Agency	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Assessor	\$ 2,817,835	\$ 2,908,284	\$ 2,943,116	\$ 2,992,860
Board of Review	27,519	33,110	34,104	34,104
Budget & Strategic Planning	1,250,032	966,699	977,376	1,097,006
Chief Administrative Officer	1,333,167	1,158,230	1,178,374	1,355,145
City Attorney	2,438,204	2,626,743	2,646,961	2,559,007
City Auditor	1,407,586	1,919,811	1,617,721	1,448,279
City Clerk	753,426	750,245	749,255	742,231
City Council	1,684,423	1,730,035	1,676,704	1,523,614
City Council Chief of Staff	283,923	974,620	953,785	1,092,744
City Treasurer	183,029	176,997	180,600	196,715
Community Development	6,864,347	7,475,483	7,529,677	8,915,150
Debt Service	56,628,341	58,801,268	64,067,306	57,995,095
Economic Development	1,514,252	1,522,903	1,646,615	1,882,395
Emergency Management	-	275,000	346,438	1,126,700
Finance	8,379,735	7,579,571	7,688,881	8,328,743
Fire & Emergency Services	38,543,098	38,099,231	39,832,250	41,160,762
General Registrar	920,953	1,010,510	1,007,509	1,021,446
General Services	-	-	-	14,662,125
Human Resources	2,881,439	2,862,069	2,895,340	2,884,256
Information Technology	12,125,267	13,420,865	13,542,781	14,554,266
Judiciary	7,922,712	8,558,921	8,550,652	8,888,113
Justice Services	6,862,413	7,104,441	7,189,633	7,169,763
Juvenile & Domestic Relations Court	320,423	382,378	389,131	412,306
Library	5,028,885	5,137,024	5,183,645	5,209,080
Mayor's Office	988,292	891,377	911,978	972,203
Minority Business Development	412,567	440,186	444,792	447,175
Non-Departmental	41,164,866	50,138,455	49,480,373	48,922,323
Deputy CAO for Human Services	1,086,802	1,667,134	1,584,772	1,631,137
Parks, Recreation & Community Facilities	15,013,356	14,845,452	15,088,799	15,873,769
Police	77,957,925	73,619,416	76,480,629	79,005,466
Press Secretary	520,507	427,908	441,022	554,711
Procurement Services	1,000,004	1,107,023	1,114,427	1,274,454
Public Health	3,323,495	3,284,482	3,284,482	3,284,482

# SUMMARY OF GENERAL FUND EXPENDITURES BY AGENCY

Agency	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Public Works	\$ 61,471,455	\$ 59,953,475	\$ 60,810,915	\$ 46,707,998
Real Estate Services	3,491,403	417,657	426,793	507,643
Richmond Public Schools	159,927,313	159,997,133	161,615,959	161,034,229
Risk Management & Self-Insurance	8,610,000	8,542,170	8,671,796	8,671,796
Sheriff and Jail	29,423,584	29,665,076	29,923,251	30,611,159
Social Services	63,794,424	68,750,577	71,004,237	71,388,699
<b>Total General Fund Expenditures</b>	<b>\$ 628,357,002</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>

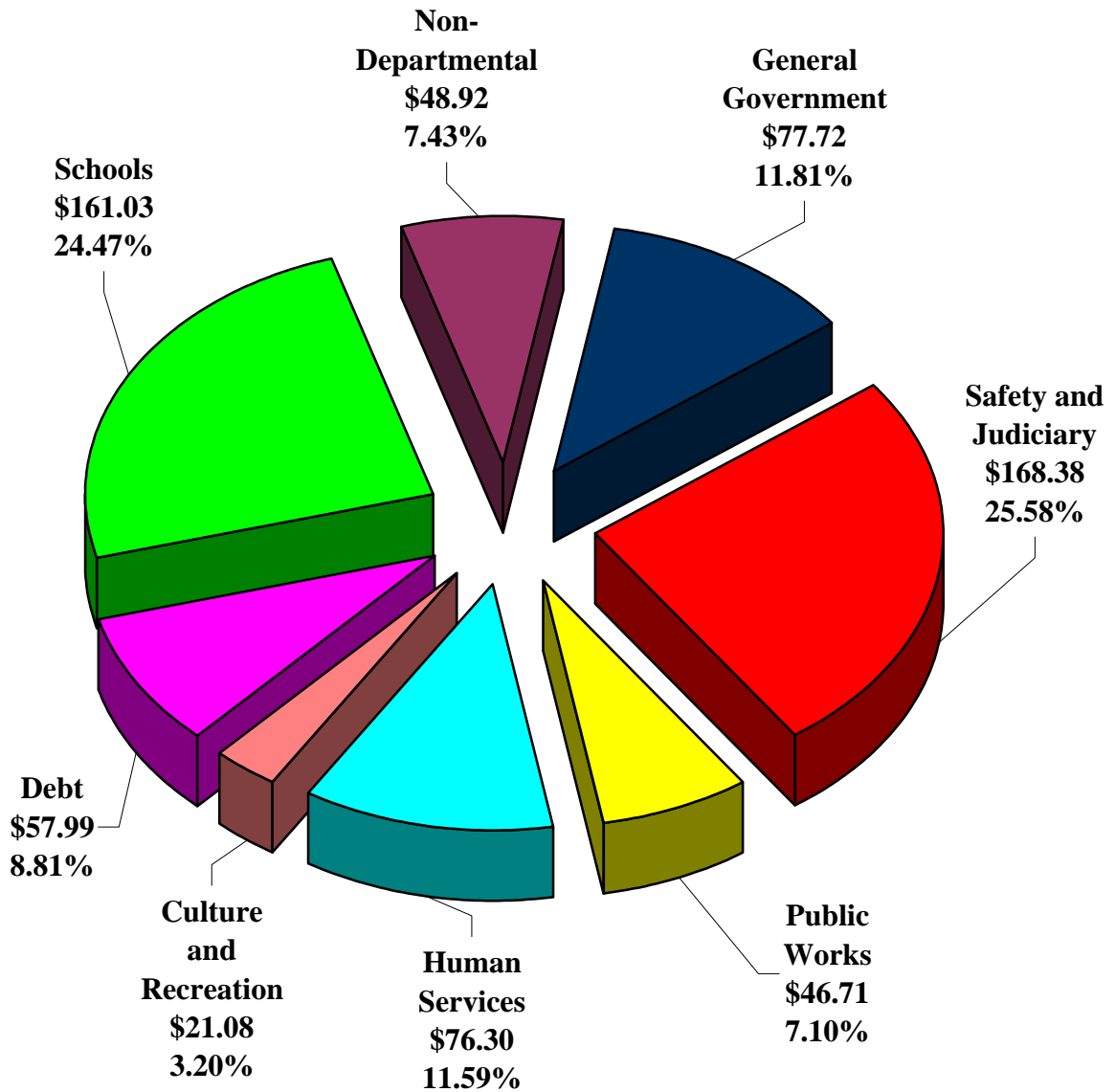
# SUMMARY OF GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>General Government</b>				
Assessor	\$ 2,817,835	\$ 2,908,284	\$ 2,943,116	\$ 2,992,860
Board of Review	27,519	33,110	34,104	34,104
Budget & Strategic Planning	1,250,032	966,699	977,376	1,097,006
Chief Administrative Officer	1,333,167	1,158,230	1,178,374	1,355,145
City Attorney	2,438,204	2,626,743	2,646,961	2,559,007
City Auditor	1,407,586	1,919,811	1,617,721	1,448,279
City Clerk	753,426	750,245	749,255	742,231
City Council	1,684,423	1,730,035	1,676,704	1,523,614
City Council Chief of Staff	283,923	974,620	953,785	1,092,744
City Treasurer	183,029	176,997	180,600	196,715
Community Development	6,864,347	7,475,483	7,529,677	8,915,150
Customer Service & Organizational Development	-	-	-	-
Economic Development	1,514,252	1,522,903	1,646,615	1,882,395
Finance	8,379,735	7,579,571	7,688,881	8,328,743
General Registrar	920,953	1,010,510	1,007,509	1,021,446
General Services	-	-	-	14,662,125
Human Resources	2,881,439	2,862,069	2,895,340	2,884,256
Information Technology	12,125,267	13,420,865	13,542,781	14,554,266
Legislative Services	-	-	-	-
Mayor's Office	988,292	891,377	911,978	972,203
Minority Business Development	412,567	440,186	444,792	447,175
Press Secretary	520,507	427,908	441,022	554,711
Procurement Services	1,000,004	1,107,023	1,114,427	1,274,454
Real Estate Services	3,491,403	417,657	426,793	507,643
Risk Management & Self-Insurance	8,610,000	8,542,170	8,671,796	8,671,796
<b>Total General Government</b>	<b>\$ 59,887,910</b>	<b>\$ 58,942,496</b>	<b>\$ 59,279,607</b>	<b>\$ 77,718,068</b>
<b>Safety and Judiciary</b>				
Emergency Management	\$ -	\$ 275,000	\$ 346,438	\$ 1,126,700
Fire & Emergency Services	38,543,098	38,099,231	39,832,250	41,160,762
Judiciary	7,922,712	8,558,921	8,550,652	8,888,113
Justice Services	6,862,413	7,104,441	7,189,633	7,169,763
Juvenile & Domestic Relations Court	320,423	382,378	389,131	412,306
Police	77,957,925	73,619,416	76,480,629	79,005,466
Sheriff and Jail	29,423,584	29,665,076	29,923,251	30,611,159
<b>Total Safety and Judiciary</b>	<b>\$ 161,030,155</b>	<b>\$ 157,704,463</b>	<b>\$ 162,711,984</b>	<b>\$ 168,374,269</b>

# SUMMARY OF GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Total Public Works</b>	<b>\$ 61,471,455</b>	<b>\$ 59,953,475</b>	<b>\$ 60,810,915</b>	<b>\$ 46,707,998</b>
<b>Human Services</b>				
Office of Deputy CAO for Human Services	\$ 1,086,802	\$ 1,667,134	\$ 1,584,772	\$ 1,631,137
Public Health	3,323,495	3,284,482	3,284,482	3,284,482
Social Services	63,794,424	68,750,577	71,004,237	71,388,699
<b>Total Human Services</b>	<b>\$ 68,204,721</b>	<b>\$ 73,702,193</b>	<b>\$ 75,873,491</b>	<b>\$ 76,304,318</b>
<b>Culture and Recreation</b>				
Library	\$ 5,028,885	\$ 5,137,024	\$ 5,183,645	\$ 5,209,080
Parks, Recreation & Community Facilities	15,013,356	14,845,452	15,088,799	15,873,769
<b>Total Culture and Recreation</b>	<b>\$ 20,042,241</b>	<b>\$ 19,982,476</b>	<b>\$ 20,272,444</b>	<b>\$ 21,082,849</b>
<b>Total Debt</b>	<b>\$ 56,628,341</b>	<b>\$ 58,801,268</b>	<b>\$ 64,067,306</b>	<b>\$ 57,995,095</b>
<b>Total Schools</b>	<b>\$ 159,927,313</b>	<b>\$ 159,997,133</b>	<b>\$ 161,615,959</b>	<b>\$ 161,034,229</b>
<b>Total Non-Departmental</b>	<b>\$ 41,164,866</b>	<b>\$ 50,138,455</b>	<b>\$ 49,480,373</b>	<b>\$ 48,922,323</b>
<b>Total General Fund Expenditures</b>	<b>\$ 628,357,002</b>	<b>\$ 639,221,960</b>	<b>\$ 654,112,077</b>	<b>\$ 658,139,149</b>

**GENERAL FUND EXPENDITURES**  
by **MAJOR CATEGORY**  
**TOTAL EXPENDITURES: \$658,139,149**  
**FY2009**





# **GENERAL FUND AGENCIES**

◆ **GENERAL GOVERNMENT**

# ASSESSOR

## Mission Statement

The mission of the Office of the Assessor is to annually make equitable assessments at market value for the City through teamwork, while encouraging citizen participation in the process; to produce an assessment roll in accordance with the state code; and to provide accurate information to the public - all in a courteous, efficient, and professional manner.

**Agency Overview** - This office reassesses all real estate within the corporate limits to ascertain the market value as of January first of each year. The reassessment objective is to maintain an equitable assessment-sales ratio on all classes of property, correct property description errors and include all new construction value each year. Additional responsibilities include: creating and maintaining the land book; administering the Rehabilitation Program; maintenance of property database information; maintenance of current property ownership files; and maintenance of GIS layer information.

## General Fund Budget

<b>Description</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Personnel</b>	<b>\$2,506,777</b>	<b>\$2,693,538</b>	<b>\$2,722,282</b>	<b>\$2,783,952</b>
<b>Operating Expenses</b>	<b>311,058</b>	<b>214,746</b>	<b>220,834</b>	<b>208,908</b>
<b>Total Expenditures</b>	<b>2,817,835</b>	<b>2,908,284</b>	<b>2,943,116</b>	<b>2,992,860</b>
<b>Total Revenues</b>	<b>98,163</b>	<b>47,500</b>	<b>47,500</b>	<b>56,000</b>
<b>Net City Costs</b>	<b>\$2,719,672</b>	<b>\$2,860,784</b>	<b>\$2,895,616</b>	<b>\$2,936,860</b>
<b>Total Positions</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>

## Agency Highlights

### Amendments Include

#### **Personnel**

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

#### **Operating**

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet costs based on recent activity.

#### **Revenues**

- A budgeted increase of \$8,500 in application fee revenue, based on recent collections.

# ASSESSOR

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Administrative Support</b>	\$604,058	\$495,889	\$504,664	\$538,606
<b>Technical Support</b>	283,171	-	-	-
<b>Customer Services and Records</b>	313,597	-	-	-
<b>Technical Support &amp; Customer Service</b>	-	638,463	646,570	612,609
<b>Property Appraisal</b>	-	1,773,932	1,791,882	1,841,645
<b>Residential Property Assessments</b>	1,141,032	-	-	-
<b>Commercial Property Assessments</b>	401,810	-	-	-
<b>New Property and Rehabilitated Property</b>	74,176	-	-	-
<b>Total Program Expenditures</b>	<b>\$2,817,835</b>	<b>\$2,908,284</b>	<b>\$2,943,116</b>	<b>\$2,992,860</b>

# BUDGET AND STRATEGIC PLANNING

## Mission Statement

The mission of the Department of Budget and Strategic Planning is to coordinate the development of City budgets and provide long-range planning to balance the needs and resources of the community. The department also maintains corporate financial control and provides financial, management and research assistance.

**Agency Overview** -The Department of Budget and Strategic Planning monitors expenditures and revenues to ensure that we are in alliance with the City's annual plan. It also provides recommendations and financial management strategies for departments, agencies and administration, directs the amendment of the budget and transfer of appropriations, and performs fiscal impact analysis as required. Maintains the capital projects administrative procedure and oversees all of the City's capital project budgets. Prepare and manage the City's biennial fiscal plan and compiling and publishing the City's five year (5) Capital Improvement Plan. The Agency is also available to provide seminars on the City's budget processes.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$1,169,246	\$887,078	\$896,784	\$1,016,414
Operating Expenses	80,786	79,621	80,592	80,592
<b>Total Expenditures</b>	<b>1,250,032</b>	<b>966,699</b>	<b>977,376</b>	<b>1,097,006</b>
Total Revenues	15	-	-	-
Net City Costs	\$1,250,017	\$966,699	\$977,376	\$1,097,006
Total Positions	16.80	11.80	11.80	11.80

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability and funding of 94% for all full-time positions due to anticipated vacancies.

#### Operating

- There are no changes from the FY2009 Approved amounts for the operating budget.

# BUDGET AND STRATEGIC PLANNING

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Budget Formulation &amp; Analysis</b>	\$575,795	\$563,644	\$568,410	\$519,331
<b>Strategic Performance Planning</b>	452,967	164,734	168,066	335,093
<b>Grants Writing Coordination</b>	221,270	238,321	240,900	242,582
<b>Total Program Expenditures</b>	<b>\$1,250,032</b>	<b>\$966,699</b>	<b>\$977,376</b>	<b>\$1,097,006</b>

## Agency Accomplishments

- The Government of Finance Officers Associations (GFOA) of the United States presented the department with a “Certificate of Recognition” for being instrumental in our government unit in preparing the budget according to program standards.
- The International City/County Management Association (ICMA) presented a “Certificate of Achievement” in recognition of its use of performance measurement in local government management.
- Budget & Strategic Planning conducted several presentations to Richmond citizens in order to increase their knowledge of the budget process.

# CHIEF ADMINISTRATIVE OFFICER

## Mission Statement

The mission of the Office of the Chief Administrative Officer is to provide leadership in the administration and execution of policies, procedures and priorities formulated by the Mayor and City Council.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$945,999	\$943,468	\$950,864	\$1,127,635
Operating Expenses	387,168	214,762	227,510	227,510
<b>Total Expenditures</b>	<b>1,333,167</b>	<b>1,158,230</b>	<b>1,178,374</b>	<b>1,355,145</b>
Total Revenues	-	-	-	-
Net City Costs	\$1,333,167	\$1,158,230	\$1,178,374	\$1,355,145
Total Positions	11.00	9.00	9.00	10.00

## Agency Highlights

### Amendments Include

#### Personnel

- One Management Analyst was added to provide direct support and analysis for the Sr. Assistants to the CAO in the departmental monthly status reports and in conjunction with presentation of RichmondWorks information published on the City's website. This position will provide a majority of the data analysis and validation prior to exporting it to the various data warehouses for internet access.

#### Operating

- There are no changes from the FY2009 Approved amounts for the operating budget.

## Non-General Fund Budget

Fund Type	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Special Fund	-	\$595,000	\$610,000	\$350,000

Please refer to the Special Fund section in this document for details.

# CHIEF ADMINISTRATIVE OFFICER

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>City-wide Leadership, Administration and Management</b>	\$1,333,167	\$1,158,230	\$1,178,374	\$1,355,145
<b>Total Program Expenditures</b>	<b>\$1,333,167</b>	<b>\$1,158,230</b>	<b>\$1,178,374</b>	<b>\$1,355,145</b>

## Agency Accomplishments

The City of Richmond, under the leadership of Mayor L. Douglas Wilder, continued to make dramatic progress toward the Mayor's vision of a new City of the future.

- All three major bond rating agencies reaffirmed Richmond's high bond credit ratings, lauding the strong fiscal policies executed by the Mayor since he took office.
- The City continues several support programs to assist qualifying citizens with increases in fuel costs, including SeniorCare, MetroCare and Heating Assistance Program.
- The 311 Call Center went live in the late Fall. This allows all citizens to call 311 for any customer requests and follow-up. The system has various menus and is staffed by Customer Service Representatives who are trained to respond to basic questions related to Utilities, Public Works, Community Development, Finance, Social Services, and other areas. Expert Customer Service Representatives are also available for more detailed and specific questions within those various areas.
- The City received a Storm Ready certification as a result of efforts preparing the City and its citizens for storm-related disasters.
- Community Development in consultation with many area contractors increased various permitting and inspection fees to fund nine more positions. The increased positions will result in a more balanced workload, which will decrease turnaround time for scheduled inspections and permit processing.
- Continued public safety measures that included putting more officers on the street in Police Sectors, creating deeper bonds of trust between officers and citizens, and securing grants and federal funds to support crime reduction programs.



# CITY ATTORNEY

## Mission Statement

The mission of the City Attorney's Office is to provide competent and professional legal advice to City Administration and City Council, and to vigorously prosecute and defend litigation and other claims involving the City in an equitable and efficient manner.

**Agency Overview** - The City Attorney's Office endeavors to provide timely and competent legal services to the Mayor, City Council, Chief Administrative Officer and every City department and agency. Such legal services consists of representation in litigation; the preparation of legislation, contracts, deeds and other legal documents; the rendering of written legal opinions and other legal advice to facilitate the day-to-day operation and administration of City government.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$2,158,126	\$2,403,241	\$2,424,850	\$2,328,396
Operating Expenses	280,079	223,502	222,111	230,611
<b>Total Expenditures</b>	<b>2,438,204</b>	<b>2,626,743</b>	<b>2,646,961</b>	<b>2,559,007</b>
Total Revenues	4,252	-	-	-
<b>Net City Costs</b>	<b>\$2,433,952</b>	<b>\$2,626,743</b>	<b>\$2,646,961</b>	<b>\$2,559,007</b>
Total Positions	25.75	26.75	26.75	26.75

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# CITY ATTORNEY

## Non-General Fund Budget

<u>Fund Type</u>	<u>Actual FY2007</u>	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>FY2009</u>
Special Fund	\$891,734	\$1,228,789	\$1,252,898	\$1,293,266

Please refer to the Special Fund section in this document for details.

## General Fund Budget By Program

<u>Agency Programs</u>	<u>Actual FY2007</u>	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>FY2009</u>
Legal Counsel	\$2,438,204	\$2,626,743	\$2,646,961	\$2,559,007
<b>Total Program Expenditures</b>	<b>\$2,438,204</b>	<b>\$2,626,743</b>	<b>\$2,646,961</b>	<b>\$2,559,007</b>

## Agency Accomplishments

The City Attorney's Office obtained favorable decisions in several litigation cases, which saved the City of Richmond millions of dollars. Some of those cases are:

- Bacon v. City of Richmond - City In Bacon v. City of Richmond, the City successfully petitioned the United States Court of Appeals for the Fourth Circuit to reverse a decision by U.S. District Judge Henry Hudson that required the City to pay for \$24 million in capital improvements to Richmond Public Schools that Plaintiffs contended were necessary under Title II of the Americans with Disabilities Act.
- In Genitha Marshall v. City of Richmond, the City obtained a favorable settlement of \$5,000 in a case where Plaintiff sought over \$500,000 in damages, plus attorneys' fees, alleging that the City violated her rights under the Americans with Disabilities Act and the Family and Medical Leave Act.
- In R.J. Arey et al v. City of Richmond, Plaintiffs alleged in four different lawsuits in State and Federal Court that Richmond police officers violated their constitutional rights while breaking up a riot at Second and Main Streets. Plaintiffs sought a total of over \$3.5 million in damages. The case settled for \$42,500.

# CITY ATTORNEY

## Agency Accomplishments

- In *City of Richmond v. Davis Brothers Contracting Company*, the City sued a contractor for failure to provide appropriate workmanship on a project to stabilize the Leigh Street Armory. The City parlayed that ruling into an award of summary judgment, which ultimately culminated in a judgment in favor of the City for \$107,881.
- *Morris v. City of Richmond* was successfully mediated at the EEOC resulting in no monetary payout for the City.
- City Attorney's Office handled three different claims with FEMA for reimbursement of Hurricane Isabel clean up costs. In one claim, the City was denied approximately \$1,187,000.00. After our second appeal, the City was awarded approximately \$1,006,000.00 of its costs by FEMA.
- Successful in finalizing with the Department of Finance the collection of meal tax cases for three vendors resulting in \$148,152.64 of taxes collected for the City of Richmond.
- Successfully recovered \$16,134.23 of post-petition (bankruptcy) meals, business license and business personal property taxes from Julian's Restaurant.
- Worked with the Real Estate Department, Department of Public Works, CSX Railroad and the Virginia Department of Transportation to initiate and implement Phase I of the Virginia Capital Trail Project, a multi-purpose trail which will connect Richmond to Williamsburg.
- Continues to file Notices of Motions to Intervene in natural gas cases pending before the Federal Energy Regulatory Commission (FERC) that may impact the price that the City pays for natural gas.
- Assisted the Real Estate Department and Risk Management on the Phase I and Phase II plans to acquire several parcels damaged during the 2006 flooding of Battery Park.
- Provided assistance to the City Librarian on how to serve the homeless population while ensuring the library is a safe and comfortable place for all citizens.
- In addition, provide ongoing training for all City inspectors responsible for enforcing the Richmond Code.
- Continue to assist with the James River Park Conservation Easement Project of granting a conservation easement on all parcels that make up the City's James River Park System.
- Assisted the Department of Public Utilities with the Rocket's Landing Development in preparing a Comprehensive Water and Sewer Agreement for the new riverfront development project.
- Juvenile and Domestic Relations Staff of the City Attorney's Office developed four Special Education Law modules for the Richmond Department of Social Services Foster Care, stabilization, Child Protective Services, adoption and court services unit staff which is being used for training.
- The Tax Delinquent Section of the City Attorney's Office was instrumental in collecting back taxes of \$735,989.00 for 44 properties which otherwise would not have been collected.

# CITY AUDITOR

## Mission Statement

The mission of the City Auditor's Office is to provide professional independent auditing services to City agencies in order to promote full financial accountability, efficiency and effectiveness of operations and programs, and compliance with relevant laws and regulations. The City Auditor's Office will help support management's internal control structures and thereby assist the City Council and City Administration to achieve their goals and objectives.

**Agency Overview**-The department conducts performance, operational and information system audits to assess the accountability, controls, efficiency and integrity of business practices within City operations; conducts follow-up reviews to ensure the resolution of audit recommendations; conducts special analyses, investigations, and advisory projects requested by City Council and City Administration; serves as advisors to departments regarding system controls in the operation and development of policies, procedures and automation; operates a "Fraud Squad Hotline" and investigates fraud, abuse and waste; facilitates the annual audit of the City of Richmond's financial statements.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$994,961	\$958,650	\$967,835	\$1,104,672
Operating Expenses	412,626	961,161	649,886	343,607
<b>Total Expenditures</b>	<b>1,407,587</b>	<b>1,919,811</b>	<b>1,671,721</b>	<b>1,448,279</b>
Total Revenues	1,500	-	-	-
Net City Costs	\$1,406,087	\$1,919,811	\$1,671,721	\$1,448,279
Total Positions	12.00	12.00	12.00	14.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- The budget includes the addition of two Audit Investigators in the Office of the Inspector General.

# CITY AUDITOR

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- The budget reflects the reduction of overall training expenses, and operating expenses in the Office of the Inspector General to reflect current trends.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Internal Audit	\$994,961	\$1,435,045	\$1,125,912	\$1,046,470
Administration of the External Audit Contract	349,631	234,766	241,809	241,809
Office of the Inspector General	-	250,000	250,000	160,000
<b>Total Program Expenditures</b>	<b>\$1,407,587</b>	<b>\$1,919,811</b>	<b>\$1,617,721</b>	<b>\$1,448,279</b>

## Agency Accomplishments

- **Development of Investigative Unit:** Hired investigative staff to handle increased volume of requests for investigation of Fraud, Waste and Abuse.
- **Hotline Initiative:** Promoted the increased use of the City's Fraud, Waste and Abuse Hotline; reward incentive expanded to include Citizens.
- **Use of Technology in Auditing:** Expanded training and use of CAATS (computer-assisted audit technique) software to conduct more extensive and complete audits, contributing an increased value to the City.
- **Team Building:** Realigned salary structure to flexible "broadband" to recruit and retain the highest caliber of employees.
- **Conducted Audits and Investigations:** Improved accountability over the public resources and efficiency and effectiveness of City operations.

# CITY CLERK'S OFFICE

## Mission Statement

The mission of the Office of the Richmond City Clerk is to ensure the integrity and accessibility of the City's official record through the shared management of the legislative process, direction of administrative and technical support to the City Council, dissemination of accurate information concerning legislative decisions and policy issues, and protecting and preserving official documents and the City Seal.

**Agency Overview-** The Office of the City Clerk is a user-friendly agency, committed to providing prompt, professional and courteous service. It is the duty of the City Clerk to: Maintain the official record of legislation considered by Council; Preserve an accurate and concise journal of all City Council proceedings; Function as the filing officer for various regulations, protests, petitions, statements of economic interest; Assure proper notification to citizens of impending legislations, traffic studies and agreements; Perform Oaths of Office for City Officials; Process Mayoral vetoes; maintain comprehensive information on Boards, Authorities, Commissions and Committees; and Certify official documents of the City.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$474,727	\$482,296	\$487,152	\$462,240
Operating Expenses	278,699	267,949	262,103	279,991
<b>Total Expenditures</b>	<b>753,426</b>	<b>750,245</b>	<b>749,255</b>	<b>742,231</b>
Total Revenues	-	-	-	-
Net City Costs	\$753,426	\$750,245	\$749,255	\$742,231
Total Positions	7.00	7.00	7.00	7.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# CITY CLERK'S OFFICE

## Operating

- Funding in the amount of \$18,000 was transferred from the Non-Departmental budget for payments to the Central Region Airport Commission Board (\$12,000) and the GRTC Transit Board (\$6,000).

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Office of the City Clerk	\$753,426	\$750,245	\$749,255	\$742,231
<b>Total Program Expenditures</b>	<b>\$753,426</b>	<b>\$750,245</b>	<b>\$749,255</b>	<b>\$742,231</b>

## Agency Accomplishments

- Provided greater Citizen access to information by making more complete Agenda information available for review during all meetings, imbedding links to full context of papers in published electronic Agenda, and by making available more detailed meeting information available to public in Agency library.
- Streamlined agency costs by strategically placing advertisements in publications and decreasing outer-agency printing costs.
- Provided additional clerk staffing for increased City Council meeting schedule, which included ensuring that a member of the Clerk's Office was present at all City Council meetings (including Standing Committee Meetings, Budget Review Sessions, Special Work Sessions and Ad-hoc committee meetings) to record all legislative actions, provide administrative support to City Council and aid in facilitating efficient meetings.
- Successfully tracked all legislation for fiscal year (July 1, 2006 - June 30, 2007): 556 papers introduced (335 ordinances and 221 resolutions) and 473 papers adopted (374 ordinances and 99 resolutions).
- Successfully archived seven years of Legislative files.
- Successfully improved working environment by reconfiguring office to make better use of available space thereby improving efficiency and storage capability.

# CITY COUNCIL

## Mission Statement

The mission of Richmond City Council is to represent citizens in creating and amending local laws, providing government policy and oversight, and approving the city budget.

**Agency Overview**-The City Council governs through its legislative and financial authority over City functions, deriving its powers and authority from the City Charter. All powers vested in the City shall be exercised by City Council except as otherwise provided by the City's Charter. The Council levies taxes, enacts ordinances and resolutions, and exercises budgetary and policy control over the City. Ordinances are adopted by the Council for general management of the City, and resolutions are adopted for policy direction. City Council receives information through citizen inquiries, suggestions and complaints regarding City services and uses such information to help direct policy formulation.

The Council functions with several standing committees including the Public Safety, Land Use & Housing, Governmental Operations, Health, Human Services and Education, and Finance Standing Committees. Each standing committee consists of 3 members and an alternate member. Council also has an Organizational Development Committee consisting of all members of Council.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$1,340,538	\$846,134	\$857,878	\$887,700
Operating Expenses	343,886	883,901	818,826	635,914
<b>Total Expenditures</b>	<b>1,684,423</b>	<b>1,730,035</b>	<b>1,676,704</b>	<b>1,523,614</b>
Total Revenues	-	-	-	-
Net City Costs	\$1,684,423	\$1,730,035	\$1,676,704	\$1,523,614
Total Positions	25.00	18.00	18.00	18.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.



# CITY COUNCIL

## Operating

- The budget reflects the transfer of \$189,725 in FY2009 approved operating funds to the Council Chief of Staff personnel budget for the planned addition of three new positions.
- Other minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Council General Operations	-	\$82,244	\$69,717	\$653,858
Council District Fund - District 1	11,428	15,000	15,000	15,000
Council District Fund - District 2	7,245	15,000	15,000	15,000
Council District Fund - District 3	15,693	15,000	15,000	15,000
Council District Fund - District 4	20,073	15,000	15,000	15,000
Council District Fund - District 5	12,585	15,000	15,000	15,000
Council District Fund - District 6	16,019	15,000	15,000	15,000
Council District Fund - District 7	13,190	15,000	15,000	15,000
Council District Fund - District 8	9,933	15,000	15,000	15,000
Council District Fund - District 9	27,633	15,000	15,000	15,000
Chief of Staff Operations	464,490	644,406	601,337	-
Council Public Information	-	-	-	115,000
Policy & Analysis	219,847	9,020	7,931	-
Council Liaisons	866,286	859,365	862,719	619,756
<b>Total Program Expenditures</b>	<b>\$1,684,423</b>	<b>\$1,730,035</b>	<b>\$1,676,704</b>	<b>\$1,523,614</b>

# CITY TREASURER

## Mission Statement

As a Constitutional Office of the Commonwealth of Virginia, the City Treasurer is committed to providing year-round practical and comprehensive tax services in a prompt, courteous, and professional manner to all Richmond taxpayers.

**Agency Overview** -The office prides itself on an underlying commitment to strong customer service as it performs its daily duties: collection of state income taxes; processing applications for U.S. passports; sales of hunting and fishing licenses; and notary public services.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$178,511	\$173,297	\$176,900	\$193,015
Operating Expenses	4,518	3,700	3,700	3,700
<b>Total Expenditures</b>	<b>183,029</b>	<b>176,997</b>	<b>180,600</b>	<b>196,715</b>
Total Revenues	184,221	157,813	159,744	174,744
Net City Costs	(\$1,192)	\$19,184	\$20,856	\$21,971
Total Positions	3.00	3.00	3.00	3.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget funds 100% of the current cost for all full-time positions.

#### Operating

- No change from FY2008 to FY2009.

#### Revenues

- A budgeted increase of \$15,000 in State reimbursement revenue, due to no longer budgeting for turnover savings.

# COMMUNITY DEVELOPMENT

## Mission Statement

The mission of the Department of Community Development is to plan and guide community development in order to enhance the quality of life in Richmond.

**Agency Overview**-Community Development's programs and services provides a primary point of contact for government, business, civic and citizen inquiries on a variety of planning, housing, environmental and development issues.

## General Fund Budget

<b>Description</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Personnel</b>	<b>\$5,647,014</b>	<b>\$6,209,687</b>	<b>\$6,286,138</b>	<b>\$7,282,083</b>
<b>Operating Expenses</b>	<b>1,217,333</b>	<b>1,265,796</b>	<b>1,243,539</b>	<b>1,633,067</b>
<b>Total Expenditures</b>	<b>6,864,347</b>	<b>7,475,483</b>	<b>7,529,677</b>	<b>8,915,150</b>
<b>Total Revenues</b>	<b>4,976,702</b>	<b>5,344,500</b>	<b>5,369,500</b>	<b>5,735,100</b>
<b>Net City Costs</b>	<b>\$1,887,645</b>	<b>\$2,130,983</b>	<b>\$2,160,177</b>	<b>\$3,180,050</b>
<b>Total Positions</b>	<b>107.75</b>	<b>109.05</b>	<b>109.05</b>	<b>122.05</b>

## Agency Highlights

### Amendment Include

#### Personnel

- The addition of 9.0 full-time positions that were established in the agency in FY2008, supported by fee increases. These positions include six Inspectors, two Drafting Technician II positions, and one Geographic Information Systems Analyst.
- The net addition of 4.0 full-time positions that were transferred into the agency during FY2008 from other agencies, all Property Maintenance Inspectors to supplement and expand property code enforcement.
- Salaries for certain positions were increased through the implementation of a career development program in Community Development during FY2008.
- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

# COMMUNITY DEVELOPMENT

## Operating

- The operating budget was increased to support the net addition of 13.0 full-time positions as described above, and is primarily supported through fee increases.
- Some other minor adjustments were also made to the operating budget, primarily due to updates in estimated fleet costs based on recent activity.

## Revenues

- The budget reflects an increase in revenue associated with some fee increases implemented during the past year, based on anticipated permit volume.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	<b>\$766,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$660,000</b>
<b>Special Fund</b>	<b>\$9,976,940</b>	<b>\$8,874,317</b>	<b>\$8,694,317</b>	<b>\$8,944,711</b>

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details. The above FY2007 figure for the Capital Improvement Plan represents the budget, rather than the actual expenditures.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Current Planning</b>	<b>\$489,421</b>	<b>\$530,919</b>	<b>\$538,117</b>	<b>\$623,351</b>
<b>Building Construction &amp; Land Development Regulation</b>	<b>3,491,808</b>	<b>4,031,207</b>	<b>4,081,977</b>	<b>4,803,128</b>
<b>Program Support</b>	<b>426,213</b>	<b>460,688</b>	<b>422,142</b>	<b>467,728</b>
<b>Codes Compliance</b>	<b>1,823,443</b>	<b>1,948,386</b>	<b>1,976,437</b>	<b>2,433,933</b>
<b>Housing and Neighborhood Preservation</b>	<b>112,948</b>	<b>115,733</b>	<b>116,694</b>	<b>111,023</b>
<b>Comprehensive Planning</b>	<b>520,514</b>	<b>388,550</b>	<b>394,310</b>	<b>475,987</b>
<b>Total Program Expenditures</b>	<b>\$6,864,347</b>	<b>\$7,475,483</b>	<b>\$7,529,677</b>	<b>\$8,915,150</b>

# COMMUNITY DEVELOPMENT

## Agency Accomplishments

- An update to the Downtown Master Plan was initiated with background research and data collection commencing in June 2007. The update will include the central business district as well as surrounding areas, such as the riverfront, Shockoe, Manchester, Oregon Hill, Carver and the VCU area. The development of the plan and the public participation process continued throughout 2007, with the adoption of the plan expected in 2008, and promote a sense of ownership and accountability for financial operations throughout the City.
- In support of the continued revitalization of Richmond neighborhoods, the City initiated rezoning in Blackwell (adopted in November 2006) and Jackson Ward (adopted in March 2007). The new zoning in these neighborhoods will allow for infill development that is complementary to the historic character. The Jackson Ward rezoning also marked the first mapping of the new R-53 Multifamily Urban Residential District.
- With support of the Mayor, a proactive property maintenance program was launched. Thirty territories were established with an inspector permanently assigned to each territory. Their mission is to identify problems in the assigned area and work through an educational and enforcement program process to get owners to maintain their properties in a code compliant manner. A special focus of this program is vacant and blighted properties.

# COUNCIL CHIEF OF STAFF

## Mission Statement

To support Richmond City Council in representing citizens in creating and amending local laws, providing government policy and oversight and, approving the City budget.

**Agency Overview**-The Richmond City Council Office of the Chief of Staff supports Richmond City Council by providing general management and control over the affairs of City Council. Responsibilities include directing and managing day-to-day and ongoing Council operations, including planning, oversight, research, analysis and facilitation of proposed City and State legislation on behalf of public policy and the City budget; delivery and management of Council public information, marketing and events; facilitation between Council, Mayor's Office and Chief Administrative Officer and other agencies; and, administrative oversight of other Council support offices.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	-	\$861,711	\$880,091	\$1,019,575
Operating Expenses	-	112,909	73,694	73,169
<b>Total Expenditures</b>	-	<b>974,620</b>	<b>953,785</b>	<b>1,092,744</b>
Total Revenues	-	-	-	-
Net City Costs	-	\$974,620	\$953,785	\$1,092,744
Total Positions	-	11.00	11.00	14.00

## Agency Highlights

### Amendments Include

#### Personnel

- An average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- Funding was transferred from Council's operating budget to create three new full-time positions (two Council Policy Analysts and one Council Budget Analyst).

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# COUNCIL CHIEF OF STAFF

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Council Chief of Staff</b>	-	\$974,620	\$953,785	-
<b>Administration</b>	-	-	-	214,222
<b>Legislative Services Administration</b>	-	-	-	415,800
<b>Research and Analysis</b>	-	-	-	389,577
<b>Public Information</b>	-	-	-	73,145
<b>Total Program Expenditures</b>	-	<b>\$974,620</b>	<b>\$953,785</b>	<b>\$1,092,744</b>

# ECONOMIC DEVELOPMENT

## Mission Statement

The mission of the Department of Economic Development (DED) is to attract, expand, and retain economic enterprises that will generate revenue and economic growth for the City of Richmond. The agency also seeks to improve per capita income, expand the City's tax base and fiscal strength, foster neighborhood development projects, and stimulate private-sector investment and infrastructure improvements to provide a safe environment for Richmond residents.

**Agency Overview**-The agency is responsible for implementing programs and initiatives that stimulate the City's economy by encouraging a diverse employment base, improving per capita income for Richmond residents, and supporting the revitalization, growth, and expansion of the core retail and manufacturing/distribution business districts, as well as our neighborhood commercial corridors. DED supports business development and economic growth by designing and implementing incentive programs and marketing strategies that attract and retain businesses with growth potential and a commitment to the community in which they conduct business. DED administers the following programs: Commercial Area Revitalization Effort loans and rebates; Enterprise Zone incentives; Neighborhoods In Bloom Revolving Loan Funds assistance; Business First - Retention program; Business Site Location and Expansion Assistance; Commercial Development Project Coordination; and Technical Assistance.

## General Fund Budget

<b>Description</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Personnel</b>	<b>\$1,073,842</b>	<b>\$1,125,176</b>	<b>\$1,136,673</b>	<b>\$1,194,794</b>
<b>Operating Expenses</b>	<b>440,410</b>	<b>397,727</b>	<b>509,942</b>	<b>687,601</b>
<b>Total Expenditures</b>	<b>1,514,252</b>	<b>1,522,903</b>	<b>1,646,615</b>	<b>1,882,395</b>
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net City Costs</b>	<b>\$1,514,252</b>	<b>\$1,522,903</b>	<b>\$1,646,615</b>	<b>\$1,882,395</b>
<b>Total Positions</b>	<b>12.64</b>	<b>14.72</b>	<b>14.72</b>	<b>15.12</b>

## Agency Highlights

### Amendments Include

#### Personnel

- The net addition of 0.40 FTEs, due to the reallocation of some costs from an agency special fund.
- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.



# ECONOMIC DEVELOPMENT

## Operating

- The budget for economic development services was increased by \$200,000 due to the transfer of Enterprise Zone and CARE loan funds to the general fund from the Capital Improvement Plan FY2009 budget.
- Minor adjustments were also made to the operating budget, primarily due to updates in estimated fleet costs based on recent activity.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	<b>\$2,506,709</b>	<b>\$1,730,000</b>	<b>\$1,300,000</b>	<b>\$2,700,000</b>
<b>Special Fund</b>	<b>\$70,390</b>	<b>\$20,720,008</b>	<b>\$20,773,828</b>	<b>\$20,676,000</b>

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details. The above FY2007 figure for the Capital Improvement Plan represents the budget, rather than the actual expenditures.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Administration/Executive Management</b>	<b>\$871,768</b>	<b>\$799,456</b>	<b>\$915,807</b>	<b>\$698,783</b>
<b>Business and Project Development</b>	<b>347,240</b>	<b>400,003</b>	<b>404,572</b>	<b>513,319</b>
<b>17th Street Farmers' Market</b>	<b>195,686</b>	<b>219,079</b>	<b>220,829</b>	<b>178,945</b>
<b>Neighborhood Development</b>	<b>99,558</b>	<b>104,365</b>	<b>105,407</b>	<b>491,348</b>
<b>Total Program Expenditures</b>	<b>\$1,514,252</b>	<b>\$1,522,903</b>	<b>\$1,646,615</b>	<b>\$1,882,395</b>

# ECONOMIC DEVELOPMENT

## Agency Accomplishments

- Eighty nine (89) Commercial Area Revitalization Effort (CARE) rebates were processed totaling \$372,650. Public investment stimulated approximately \$951,625 of private investment, and 192 jobs were created and/or retained.
- A total of \$16,287,079 in private investment was leveraged through Enterprise Zone incentives in FY2007, and 241 jobs were created and/or retained.
- In 2007 Stony Point Office and Retail, Deep Water Terminal and several large manufacturing companies were targeted for the Business Retention Program. This resulted in 45 retention visits with completed questionnaires. There were 24 new businesses and expansions as a result of the retention and attraction outreach.
- Philip Morris USA Biotech - DED is now in the process of evaluating utility and streetscape reimbursements as described in cooperation agreement. Project totals \$350 Million, 600 new jobs.
- Main Street Station - DED has been part of the predevelopment coordination for four years jointly with Public Works and Community Development, as well as the team of outside consultant professionals. DED continues to market and pursue business development opportunities for this facility as the Request for Proposals process closed 10/24/07. Site includes 11 acres and shed building.

# FINANCE

## Mission Statement

The mission of the Department of Finance is to provide leadership and support in the City's financial affairs such that all City financial matters are conducted in an efficient, effective, responsive, and professional manner.

**Agency Overview** - The Finance Department operates as a well managed organization that provides high quality, customer-focused financial, risk management, and taxation services for the City of Richmond. Activities include issuing licenses, billing fees and other charges, collecting payments, assessing taxes, and enforcing collections, managing the City's debt, general accounting, accounts payable/receivable, payroll processing, and assisting with state income tax preparation.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$5,801,760	\$6,408,371	\$6,483,871	\$6,952,003
Operating Expenses	2,577,975	1,171,200	1,205,010	1,376,740
<b>Total Expenditures</b>	<b>8,379,735</b>	<b>7,579,571</b>	<b>7,688,881</b>	<b>8,328,743</b>
Total Revenues	1,455,518	1,614,716	1,632,995	1,415,000
Net City Costs	\$6,924,217	\$5,964,855	\$6,055,886	\$6,913,743
Total Self Insurance	8,610,000	8,542,170	8,671,796	8,671,796
Total Positions	112.70	112.70	112.70	120.20

## Agency Highlights

### Amendments Include

#### Personnel

- The net addition of 7.5 full-time positions that were transferred to the agency in FY2008, Customer Service Representatives working at the 311 Call Center that were previously funded in Public Works and other agencies. These positions were required to be under the Department of Finance in order to address confidential taxpayer-specific questions.
- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

# FINANCE

## Operating

- The budget for temporary services was increased by \$170,000 based on recent spending patterns.
- Minor adjustments were also made to the operating budget, primarily due to updates in estimated fleet costs based on recent activity.

## Revenues

- The revenue budget has been decreased by \$177,955, primarily due to the removal of transfers in from enterprise funds for in-kind financial services.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Special Fund</b>	<b>\$4,859,457</b>	<b>\$2,010,000</b>	<b>\$2,060,000</b>	<b>\$2,060,000</b>
<b>Internal Service Fund - Risk Management</b>	<b>\$13,211,681</b>	<b>\$13,216,586</b>	<b>\$13,599,743</b>	<b>\$13,509,743</b>

Please refer to the Special & Internal Service Fund sections in this document for details.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Finance Management</b>	<b>\$2,251,822</b>	<b>\$1,522,187</b>	<b>\$1,578,421</b>	<b>\$1,561,852</b>
<b>General Accounting</b>	<b>903,207</b>	<b>904,886</b>	<b>916,899</b>	<b>988,566</b>
<b>Disbursements</b>	<b>842,483</b>	<b>919,945</b>	<b>931,355</b>	<b>1,212,676</b>
<b>Revenue Administration - Collections</b>	<b>2,226,249</b>	<b>2,033,080</b>	<b>2,052,658</b>	<b>2,356,462</b>
<b>Revenue Administration - Licenses Assessments, &amp; Tax Audits (LATA)</b>	<b>2,155,974</b>	<b>2,199,473</b>	<b>2,209,548</b>	<b>2,209,187</b>
<b>Total Program Expenditures</b>	<b>\$8,379,735</b>	<b>\$7,579,571</b>	<b>\$7,688,881</b>	<b>\$8,328,743</b>

# FINANCE

## Agency Accomplishments

- The Chief Financial Officer continued to implement a Financial Operations Reform program to institute adequate internal controls and consequences for Finance functions, streamline transaction processes and documents, revise, clarify and reinforce existing policies and procedures, automate key manual processes, enhance collaboration with departments, provide a mechanism for consistent and relevant training, and promote a sense of ownership and accountability for financial operations throughout the City.
- Coordinated the issuance of \$528.7 million of public debt during the year including the 2006 GO Bonds (\$44.5 million), 2006 Revenue Anticipation Notes (\$65.0 million), a new \$150.0 million Commercial Paper Notes (City of the Future Financing), and the 2007A Utility Revenue Bond issue, with over \$20.0 million in debt service savings, was the largest single debt offering in the City's history.
- Moody's upgraded the City's Utility Revenue Bond ratings from A1 to Aa3. All other debt ratings were affirmed during the year.

# GENERAL REGISTRAR

## Mission Statement

The mission of the General Registrar's Office is to provide opportunities, in an equitable and courteous manner, for all qualified citizens of the City of Richmond to register to vote; to promote the integrity of the electoral process by maintaining accurate and current voter registration records used in elections; to coordinate elections so that they are conducted in a manner that secures the qualified citizen's right to vote and insures that the results accurately reflect the voters' will; and, to be an information resource for citizens regarding voter registration, elections, and elected officials.

**Agency Overview** - The Constitution of Virginia provides that every locality in the state must have an Electoral Board that is responsible for the conduct of all elections to public office within its jurisdiction. This board is composed of three qualified voters of the locality who are appointed by the Circuit Court. One of the Electoral Board's greatest responsibilities -- and authority -- lies within its appointive power. All officers of election that work in the voting precincts, as well as the General Registrar, are appointed by the Board. The Board's statutory duties also include: training election officers, determining how many machines to deploy for voting and how to staff the voting precincts, managing the campaign finance report review process, certifying candidates for the ballot, overseeing the voting machine programming and certification process, and conducting absentee voting. The Electoral Board is assisted in most of these functions by the General Registrar. While all matters election fall within the purview of the Electoral Board, voter registration is the sole province of the General Registrar. The Registrar: maintains the official list of registered voters and determines if a particular voter is qualified to vote in their jurisdiction, manages the Office of the General Registrar; is the administrative officer for the Electoral Board; follows local, state and federal legislation that may impact voter registration or elections; provides voter registration and election education to the public; notifies voters of any changes in polling places or election districts; and, checks candidates' petitions to determine the number of qualifying signatures on them.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$640,406	\$656,549	\$659,991	\$675,152
Operating Expenses	280,547	353,961	347,518	346,294
<b>Total Expenditures</b>	<b>920,953</b>	<b>1,010,510</b>	<b>1,007,509</b>	<b>1,021,446</b>
Total Revenues	92,560	96,105	97,967	93,000
Net City Costs	\$828,393	\$914,405	\$909,542	\$928,446
Total Positions	11.20	11.70	11.70	11.70

# GENERAL REGISTRAR

## Agency Highlights

### Amendments Include

#### Personnel

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

#### Revenue

- The revenue decrease reflects an adjustment for state supported personnel services.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Electoral Board and Office of the General Registrar</b>	\$920,953	\$1,010,510	\$1,007,509	\$1,021,446
<b>Total Program Expenditures</b>	<b>\$920,953</b>	<b>\$1,010,510</b>	<b>\$1,007,509</b>	<b>\$1,021,446</b>

## Agency Accomplishments

- City of Richmond received an award of excellence for the "Voting Machine Specialist Program", developed by the Chief Voting Machine Technician, from The Election Center.
- Worked with City Administration, Community Development, Public Works Departments and Richmond Public Schools to successfully complete the modification all precincts to make them ADA compliant to allow all citizens access to the polling places.
- The City of Richmond "Ambassador Program" provided voting machine demonstrations to 76 groups in the community.
- Conducted two elections in compliance with legal requirement.
- Increased specialized training of election officers to better serve the public.

# GENERAL SERVICES

## Mission Statement

The mission of the Department of General Services is to ensure effective, uninterrupted municipal services to City departments and the community, with services being delivered in the most courteous, efficient and cost-effective manner possible.

**Agency Overview** -The Department of General Services provides a broad range of support services to other City departments and citizens who reside in the City of Richmond. Those services include Animal Care and Control, telecommunications development, motor vehicle and equipment management, surplus property utilization, printing and photographic services, postal services, building maintenance, custodial services and customer care call center.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	-	-	-	\$5,533,763
Operating Expenses	-	-	-	9,128,362
<b>Total Expenditures</b>	-	-	-	<b>14,662,125</b>
Total Revenues	-	-	-	1,242,100
Net City Costs	-	-	-	\$13,420,025
Total Positions	-	-	-	123.30

## Agency Highlights

### Amendments Include

#### Personnel

- The budget include the transfer of 123.30 General Fund FTE's from the Department of Public Works. The transfer includes FTE's from the following programs; Facilities Maintenance, General Services Administration, General Services-Mailing Services, General Services-Printing Services, City "311" Call Center, Animal Control, and the Parking Administration.
- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.



# GENERAL SERVICES

## Personnel

- The budget include the transfer of 63.00 Internal Service Fund FTE's from the Department of Public Works. The transfer includes FTE's to Fleet Services and Radio Shop Internal Service Funds.

## Operating

- The General Fund budget includes the transfer of operating funds from the Department of Public Works for the following programs; Facilities Maintenance, General Services Administration, General Services-Mailing Services, General Services- Printing Services, City "311" Call Center, Animal Control, and the Parking Administration.
- The Internal Service Funds budget includes the transfer of operating funds from the Department of Public Works for Fleet Services and Radio Shop.

## Revenues

- This fiscal plan transfers in all revenues from the programs transferred from the Department of Public Works.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	-	-	-	<b>\$10,128,000</b>
<b>Special Fund</b>	-	-	-	<b>\$2,517,772</b>
<b>Internal Service Fund</b>	-	-	-	<b>\$23,325,048</b>

Please refer to the Capital Improvement Plan, Special & Internal Service Fund sections in this document for details.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Administration</b>	-	-	-	<b>\$743,002</b>
<b>311 Call Center</b>	-	-	-	<b>1,073,069</b>
<b>Animal Control</b>	-	-	-	<b>1,252,009</b>

# GENERAL SERVICES

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Facilities Management	-	-	-	\$9,608,023
Print and Copy Center	-	-	-	635,007
General Services Mailing Services	-	-	-	126,109
General Services Parking Administration	-	-	-	1,224,906
<b>Total Program Expenditures</b>	-	-	-	<b>\$14,662,125</b>

## Agency Accomplishments

- Animal Care & Control**- A renovation of the facilities that house the cats for the City of Richmond was completed in 2007, which resulted in improved health and increased adoptions for the division. This \$35,000.00 renovation was completed using no city dollars, by securing a \$10,000 grant from the Fresh Steps company and private donations. The division received a \$20,000.00 grant from the national renowned Animal Welfare Charity, Maddie's Fund as a result of the exceptional statistical reporting and placement work the group had done in 2006.
- Customer Care Call Center**-The Citizens' Request System is an enterprise wide application to track citizen service request. Implementation of "311 Call Center system to provide faster and easier access to city services and information.
- Fleet Services**-Fleet wide inventory and bar coding of vehicles + equipment completed. Identified vulnerabilities in fueling program, stop gap measures in place with long term solution in progress (ring tech).
- Radio Shop**-Identified vulnerabilities in fueling program, stop gap measures in place with long term solution in The Hopkins Road emergency communications tower was enhanced to conform to the new TIA//EIA-222 rev. G standard for tower loading. This upgrade not only allows the tower to conform to the new rev. G standard but will support future communication projects in the years to come. The Radio Shop located at the Parker Field operations has installed several management gateways that will allow better network monitoring and faster response times to radio system failures. These tools also improve operational efficiency and remove database management from the ECC-911 Center allowing them to focus on dispatching of public safety first responders.
- Print Shop**-Equipment Upgrades and Digital Storefront enhancements to provide convenient customer access and customerization.

# HUMAN RESOURCES

## Mission Statement

The Department of Human Resources works in partnership with City leadership and business units to provide a comprehensive human resources management program that is focused on person centered services that are policy compliant and delivered by a professionally competent team.

**Agency Overview**-The Department of Human Resources provides leadership, development, and administration of the City's human resources program by: delivering effective and cost-efficient recruitment and selection consulting services; designing and administering classification, compensation, and performance evaluation systems; providing timely and comprehensive consultation, investigation, and resolution of grievances, disciplinary actions, and complaints; providing specialized services in the areas of policy development and administration, policy review and interpretation, and administration; creating and implementing employee development and recognition programs and services; and developing, administering, and communicating health, life, and supplemental benefit programs.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$2,313,300	\$2,441,330	\$2,460,169	\$2,448,362
Operating Expenses	568,139	420,739	435,171	435,894
<b>Total Expenditures</b>	<b>2,881,439</b>	<b>2,862,069</b>	<b>2,895,340</b>	<b>2,884,256</b>
Total Revenues	-	-	-	-
Net City Costs	\$2,881,439	\$2,862,069	\$2,895,340	\$2,884,256
Total Positions	38.00	37.00	37.00	36.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- A vacant position was eliminated for re-use elsewhere in the General Fund.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# HUMAN RESOURCES

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>HR Management</b>	\$1,282,855	\$1,629,121	\$1,647,924	\$1,462,754
<b>Recruitment &amp; External Agency Support</b>	304,553	196,761	199,992	276,438
<b>Benefits Administration</b>	220,234	265,783	267,455	288,733
<b>Employee Relations</b>	376,680	198,808	201,011	167,714
<b>Classification and Compensation</b>	178,497	177,933	180,407	308,085
<b>Payroll Administration</b>	99,666	82,842	84,311	89,314
<b>Training &amp; Development</b>	357,088	310,625	314,043	216,218
<b>Operations</b>	-	196	197	-
<b>City Internship Program</b>	61,867	-	-	75,000
<b>Total Program Expenditures</b>	<b>\$2,881,439</b>	<b>\$2,862,069</b>	<b>\$2,895,340</b>	<b>\$2,884,246</b>

## Agency Accomplishments

- Implementation of the automated Applicant Tracking System - The Richmond Online Staffing System (ROSS). All applicants use an online application system to apply for a job with the City of Richmond. The system was implemented in July 2007. As a result of the new process, the number of applications submitted has increased from approximately 14,000 (FY 2005) to 33,084 (7/07 through 2/08).
- HR Reorganization - Implemented a centralized HR portfolio structure. HR Division Chief and a staff of Consultants assigned a portfolio of several departments. Each portfolio will provide services in the functional HR areas. The new structure was effective 1/7/08, but required six months of organizational planning and recruitment of staff.
- Long Term Disability program - Effective 7/1/07, this is an employer sponsored wage replacement benefit to covered employees who experience wage loss due to a disability.

# INFORMATION TECHNOLOGY

## Mission Statement

Through strategic partnerships with City agencies we will provide technology and customer services to aid Richmond's leadership in fostering a positive environment and enhancing the quality of life for people to live, work, and play. The guiding values and principles that support our mission are: Respect; Integrity; Productive and Accountable; Innovation; Proactive; Lead by Example; Common Sense; Customer Focused; Empowerment; Commitment to Quality; Continuous Learning; and Positive Attitude.

**Agency Overview-** The Department of Information Technology (DIT) is a service organization that maintains and operates complex information systems in support of the City's public service activities. DIT offers a variety of technology support services to assist city employees in using the resources and services that the department is responsible for providing. DIT is led by the Director of Information Technology, Gene Doody, also known as the Chief Information Officer and has the support of five IT Managers who oversee bureaus that provide a range of services in the areas of application development, infrastructure support, end user support, telecommunications, project management and administration.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$7,303,476	\$7,570,309	\$7,642,706	\$7,848,529
Operating Expenses	4,821,791	5,850,556	5,900,075	6,705,737
<b>Total Expenditures</b>	<b>12,125,267</b>	<b>13,420,865</b>	<b>13,542,781</b>	<b>14,554,266</b>
Total Revenues	1,474,862	1,715,100	1,755,100	1,510,000
Net City Costs	\$10,650,405	\$11,705,765	\$11,787,681	\$13,044,266
Total Positions	87.00	90.00	90.00	95.00

## Agency Highlight

### Amendments Include

#### Personnel

- During FY2008 five positions were transferred to the Department of Information Technology to address the agency organizational functions. Funding for these positions are reflected in the budget.

# INFORMATION TECHNOLOGY

**Personnel**

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

**Operating**

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- The budgets includes funding for items removed from the agency in FY2008 for the Master Leasing Agreement.
- The budgets includes an increase in GIS related funds which have been transferred from DPW.

**Revenue**

- Adjustments are related to the share of data processing revenue from Enterprise Funds and telecommunication overhead charges.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Administration</b>	\$1,707,560	\$1,412,984	\$1,457,151	\$1,640,409
<b>Project Management</b>	3,241,541	212,262	213,696	493,448
<b>Applications Solutions</b>	3,606,333	3,849,490	3,889,004	3,972,530
<b>Enterprise Network &amp; Server Services</b>	2,183,480	3,516,506	3,519,324	4,123,361
<b>End User Services</b>	1,386,353	1,629,623	1,663,606	1,524,518
<b>Citywide Telecommunications</b>	-	2,800,000	2,800,000	2,800,000
<b>Total Program Expenditures</b>	<b>\$12,125,267</b>	<b>\$13,420,865</b>	<b>\$13,542,781</b>	<b>\$14,554,266</b>

## Agency Accomplishments

- DIT successfully implemented a new state-of-the-art Computer-Aided Dispatch (CAD) system to replace the 27 year old legacy CAD system. The GIS-based system, coupled with Automatic Vehicle Locator (AVL) technology, selects the closest units to the scene of a call-for-service. The system is expected to facilitate a reduction in response times by First Responders which will result in increased citizen satisfaction and offer the potential of increased apprehension of criminals.

# INFORMATION TECHNOLOGY

## Agency Accomplishments

- New mobile applications were also implemented in conjunction with this system that places more information at the fingertips of First Responders including past calls-for-service history, caution indicators, and other information valuable to provide a heads-up to responding Public Safety personnel.
- A new tool was developed to assist the Chief Administrative Officer (CAO) with the collection and analysis of critical information from City of Richmond Departments. The CAO Status report allows department heads (or their designee) to report their data and submit it for review using the Metastorm Business Process Model tool.
- DIT worked with Fire & Emergency Services and Procurement in selecting a new RMS. The process was comprehensive and included the following steps; Defined requirements by bureau, Created and published a Request For Proposal, Reviewed and ranked proposals (including site visits), Selected a vendor, and Negotiated terms and wrote a contract.
- The FDM system will be installed over the next two years in three phases. 1) Fire and EMS incidents, personnel, property, and inspections; 2) roster, training, and permits; and 3) asset management and GIS Analyst. Many interfaces are planned, with the most crucial being the new Intergraph CAD system. This comprehensive system will replace many old manual and electronic systems. It will bring the City into NFIRS 5.0 (National Fire Incident Reporting Systems) compliance and will enable the Fire Department to have information readily available for many purposes, from pulling the right resources for saving lives or eliminating duplication for saving tax dollars.

# MAYOR'S OFFICE

## Mission Statement

With the implementation of the new form of government, the mission of the Mayor's Office has changed to provide leadership and vision in the administration and execution of policies, procedures and municipal priorities. The Mayor is the head of City government and formulates solutions to community problems. The Mayor is also responsible for directing the activities of the Chief Administrative Officer.

**Agency Overview-**The Mayor's Office provides leadership and vision to all City agencies and departments. It promotes the development of strategic plans utilizing sound fiscal management. The office also promotes the City's relationship with other governmental bodies, the private sector, and most importantly, the citizens and the communities.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$835,740	\$779,271	\$786,791	\$847,016
Operating Expenses	152,552	112,106	125,187	125,187
<b>Total Expenditures</b>	<b>988,292</b>	<b>891,377</b>	<b>911,978</b>	<b>972,203</b>
Total Revenues	-	-	-	-
Net City Costs	\$988,292	\$891,377	\$911,978	\$972,203
Total Positions	11.00	9.00	9.00	9.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget funds 94% of the cost for all full-time positions due to anticipated vacancies.
- An average 3% salary increase is also included in the personnel budget.

#### Operating

- The budget remains as approved by Council with minimal changes between operating line items to better reflect previous years' actual expenditures.



# MAYOR'S OFFICE

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Mayor's Office	\$988,292	\$891,377	\$911,978	\$972,203
<b>Total Program Expenditures</b>	<b>\$988,292</b>	<b>\$891,377</b>	<b>\$911,978</b>	<b>\$972,203</b>

## Agency Accomplishments

### FY 2008 City Administration Accomplishments

The City of Richmond, under the leadership of Mayor L. Douglas Wilder, continued to make dramatic progress toward the Mayor's vision for a more efficient and effective operation of Richmond City Government. Here are some examples of these accomplishments:

#### Human Services

- Established "Early Childhood Development Initiative" to ensure all Richmond children from infancy through age 5 are healthy, well-cared for and ready to succeed in school - more than 850 parents and child care providers have participated in parenting education workshops and training since April 2007
- Held the Richmond Regional Summit on Preventing Infant Deaths to promote awareness about infant mortality and reduce the high infant mortality rates that are prevalent within the Greater Richmond area
- Held annual Summer Youth Employment Program (350 students)
- Launched the City's Teen Pregnancy Prevention Initiative to address the local rate which is three times higher than statewide
- Working closely with the Virginia First Lady and the Annie E. Casey Foundation, the City Department of Social Services developed "Richmond Approach" to apply best practices in child welfare to local youth entering the child welfare system
- Improved visibility of the City's services and commitment to older adults through the Senior and Special Needs Advocate (hundreds of phone calls and referrals made each year)
- Provided opportunities for citizens and organizations to become engaged in the City by volunteering through "Volunteer Connection," a clearinghouse for volunteer activity within City government
- Third year of the City Administration's management of the Truancy Reduction and Prevention Program shows an overall 7.5 percent decrease in 2007
- Rejuvenated Workforce Development Initiative with Goodwill Industries to addresses workforce needs, economy concerns and commuting patterns

#### Public Safety

- Increased murder arrest rate to an outstanding 82 percent (percent of 2007 cases cleared)
- Reduced crime overall by 22 percent
- Confiscated 737 firearms from July 1 2007, to March 1, 2008

# MAYOR'S OFFICE

## Agency Accomplishments

### Public Safety

- As part of the Police Department's successful "community sector policing," lieutenants and officers toured sectors with residents to identify where improvements could be made
- Established the Richmond Police Cadet Program to allow law enforcement training opportunities for youth and advance police protection for the City; initiated first class of 10 cadets from inner-City neighborhoods
- Continued strong relationship with the Richmond Commonwealth Attorney led to increased conviction rate in murder cases (90 percent)
- Developed City preparedness plans to address potential Avian flu pandemic, hurricanes and disaster situations and evacuations from South Hampton Roads region to the metro area
- Expanded Emergency Broadcast System with installation of a second, larger radio antenna to help ensure that City residents can obtain important messages on WRIR-FM during emergencies or natural disasters
- Joined the "Mayors Against Illegal Guns Coalition" to promote federal lobbying efforts to curtail the spread of illegal guns
- Provided smoke detectors/batteries and safety sticks free of charge to residents through the City Department of Fire and Emergency Services
- Provided "Ride-Along" program so citizens can spend a day with any of the 23 fire companies located throughout city
- Provided "Safe Place" sites on a 24-hour-a-day, seven-day-a-week basis at fire stations, in a collaborative effort with City Social Services
- Installed new stoplight at the exit from Chippenham Hospital at 7101 Jahnke Road to eliminate dangerous traffic situations
- The National Weather Service designated the City as a "StormReady Community" in terms of emergency preparedness

### Citizen Assistance

- Created new, consolidated "311" Call Center to provide citizens with faster answers and information about City programs
- Office of Minority Business Development increased the number of minority contractors working with the City (a 120 percent increase)
- Provided funding for an expansion of the City's Tax Relief for the Elderly and Disabled Program
- Initiated para-transit bus service into Henrico County for handicapped citizens
- Continued to offer Latinos access to community resources through the Hispanic Liaison Office, entering its 4th year of operation
- Partnered with Virginia Commonwealth University to conduct a Latino Needs Assessment to better understand the health, safety concerns and service needs of Latino residents, with a particular focus on children
- Mayor/City Administration participated in Town Hall meetings across City to hear citizens' concerns and correct problems
- Offered "Survivor Day" emergency preparedness citizen training sessions
- Announced development of Master Plan by the City Department of Parks, Recreation and Community Facilities (to be unveiled in April 2008)
- Cooling shelters are opened in the summer and heating shelters are opened in the winter for local citizens

### Community Improvement

- Completed a \$46 million sewer line infrastructure project in Battery Park to address drainage and landfill issues (represents the largest FEMA grant -- \$30 million -- to any single locality since Hurricane Katrina devastated the Gulf Coast region in 2005)

# MAYOR'S OFFICE

## Agency Accomplishments

### Community Improvement

- Completed Phase One of a \$20 million infrastructure improvement plan in Shockoe Bottom to eliminate longstanding flooding problems
- Rebuilt entire intersection at 31st and Grace Streets in Church Hill as part of multi-year restoration project following Tropical Storm Gaston in 2004
- Opened The Plaza at Main Street Station, offering 90 additional parking spaces as well as major drainage infrastructure improvements
- Initiated widespread citizen input process for the proposed "Downtown Master Plan," with numerous workshops and presentations
- Received \$2 million state grant to reduce James River pollution with upgrades to the City's Combined Sewer Overflow system
- Committed to Pollution-Free Standards by 2030 ("2030 Challenge") to reduce carbon emissions of municipal buildings

### Cost Savings

- Launched "RichmondWorks," a new performance tracking system that enables the Administration to evaluate each City department's performance and identify areas for continued improvement
- Saved \$49 million by resolving a longstanding lawsuit regarding the City's Public Safety Building, such that an expansion of the Manchester Courthouse can serve as an alternative location for judges
- Saved \$20 million through an upgraded utility bond refinancing
- Saved at least \$24 million through contesting a federal court's decision that the City was responsible for making all of the City schools compliant for handicapped access under the Americans with Disabilities Act
- Saved \$135 million due to improvements in funding the City's retirement system and reducing long-term post-employment health liabilities
- Saved \$13 million through initiating the Richmond Supply Schedule, which centralizes the mass purchasing of standard products
- Saved \$7.1 million by cutting the City's fleet by 500 vehicles, or 25 percent, and by providing stricter monitoring of operations and gas usage
- Saved 1.6 million through resolution of the Marriott Hotel/Richmond CDA arrangement
- Saved more than \$1.5 million by phasing out Downtown parking subsidies

### Economic Development

- "City of the Future" financing program is providing about \$113 million so far for various projects currently in the pipeline through 2013:
- \$25 million in primary funding for renovating the Carpenter Center, as part of the CenterStage performing arts complex in Downtown
- \$4 million to renovate the Landmark Theatre
- Nearly \$9 million to provide state-of-the-art computer technology in our City libraries
- \$52 million for new and improved streets, sidewalks and curbs
- \$20 million for neighborhood parks, community centers and playground improvements, and
- \$3.2 million for other street work and lighting improvements
- Redeveloping a 60+ acre parcel at the North Boulevard area with the vision to replace The Diamond with a modern 8,000-seat baseball stadium, as well as other amenities along this major gateway into the City
- New \$120 million Federal Courthouse on Broad Street between 7th and 8th

# MAYOR'S OFFICE

## Agency Accomplishments

### **Economic Development**

- Broke ground for Fortune 300 company MeadWestvaco's corporate headquarters, bringing up to 1,000 jobs to Downtown Richmond
- Work well underway on a \$100 million 250-room Hilton Garden Inn at the site of the former Miller & Rhoads department store at 5th and Broad
- Official opening of the \$350 million Philip Morris Center for Research & Technology, bringing 500 jobs to Downtown Richmond
- Aspen Products Inc. is investing \$12 million in a paper goods manufacturing facility in South Richmond, bringing 190 jobs to the City
- Renovated National Theater concert venue opens on East Broad Street
- Bowtie Partners unveiled plans for 17-screen Movieland cinema entertainment complex at Leigh Street and North Boulevard
- Announced plan for Richmond's first public marina on the James River at the Intermediate Terminal, adjacent to the Rocketts Landing residential development
- Broke ground for construction of the Richmond section of the Virginia Capital Trail which will connect the City to Jamestown and Williamsburg
- Utilized Spot Blight abatement measures to clean up areas of Broad Street, particularly at 2nd and Broad, and other City locations
- Awarded 89 CARE and 106 Enterprise Zone incentives to create more than \$17 million in business development and create/retain nearly 600 jobs in the City

# MINORITY BUSINESS DEVELOPMENT

## Mission Statement

The mission of the Office of Minority Business Development OMBD (formerly known as the Office of Minority Business Enterprise) is to facilitate, produce and advance opportunities that enable minority, disadvantaged, and emerging businesses to successfully participate in the full array of contracting opportunities available in the City.

**Agency Overview** - OMBD's programs and services are to ensure that businesses owned and operated by minority, emerging and disadvantaged businesses have an equal opportunity to compete for city purchases where there is availability to help to foster open and competitive procurement practices within the City. OMBD offers training seminars and technical assistance programs that promote minority growth and development on the local and regional levels.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$378,630	\$414,363	\$418,151	\$420,534
Operating Expenses	33,937	25,823	26,641	26,641
<b>Total Expenditures</b>	<b>412,567</b>	<b>440,186</b>	<b>444,792</b>	<b>447,175</b>
Total Revenues	-	-	-	-
Net City Costs	\$412,567	\$440,186	\$444,792	\$447,175
Total Positions	5.00	5.00	5.00	5.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability and funding of 94% for all full-time positions due to anticipated vacancies.

#### Operating

- There are no changes from the FY2009 Approved amounts for the operating budget.

# MINORITY BUSINESS DEVELOPMENT

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Office of Minority Business Administration</b>	<b>\$412,567</b>	<b>\$166,428</b>	<b>\$168,571</b>	<b>\$186,783</b>
<b>Business/Project Development</b>	<b>-</b>	<b>114,301</b>	<b>115,625</b>	<b>100,723</b>
<b>Contract Administration</b>	<b>-</b>	<b>159,457</b>	<b>160,596</b>	<b>159,669</b>
<b>Total Program Expenditures</b>	<b>\$412,567</b>	<b>\$440,186</b>	<b>\$444,792</b>	<b>\$447,175</b>

## Agency Accomplishments

- The OMBD sponsored 40 technical outreach training sessions, reaching 3,598 entrepreneurs. Seminar topics included development of marketing plan, financial management and procurement principles.
- Monitored 812 active business contracts with potential of minority participation; of that number 198 contracts had established minority participation goals.
- The OMBD participation rate on monitored contracts was 18.5% representing \$15,114,849.25 in payments to minority and prime vendors.
- The OMBD registered 155 new businesses during FY2007.

# PRESS SECRETARY'S OFFICE

## Mission Statement

The Office of the Press Secretary to the Mayor serves as the media relations conduit between the executive branch of City government and the public. The Office is the primary contact for the news media and serves as public relations advisor to the Mayor and Chief Administrative Officer.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$443,232	\$327,805	\$332,160	\$445,007
Operating Expenses	77,275	100,103	108,862	109,704
<b>Total Expenditures</b>	<b>520,507</b>	<b>427,908</b>	<b>441,022</b>	<b>554,711</b>
Total Revenues	1,264	-	-	-
Net City Costs	\$519,243	\$427,908	\$441,022	\$554,711
Total Positions	7.00	5.00	5.00	6.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- The budget includes the addition of a Public Information Manager III.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# PRESS SECRETARY'S OFFICE

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Press Secretary, Communications, Media Relations and Marketing</b>	\$520,507	\$427,908	\$441,022	\$554,711
<b>Total Program Expenditures</b>	<b>\$520,507</b>	<b>\$427,908</b>	<b>\$441,022</b>	<b>\$554,711</b>

## Agency Accomplishments

In an ongoing attempt to keep the citizenry informed relating to municipal operations, the Office produces a broad variety of communications materials that includes press releases, newsletters, brochures, annual reports and other publications. The Office also informs the public through the City's website [www.RichmondGov.com](http://www.RichmondGov.com) and its government access cable channel (Channel 17).

In FY2007, the department's accomplishments included:

- Assisted citizens with public information and through referrals to other City departments/sources
- Developed numerous brochures, press releases, fact sheets, position papers, and other printed items related to City initiatives
- Produced the City of Richmond 2005-2006 biennial report
- Issued quarterly editions of the "City Connections" newsletter
- Maintained main page of City's website and assisted with updates to departmental websites
- Coordinated numerous events, including recognition programs, news conferences, Mayoral Addresses, Town Hall meetings, radio programs, etc.
- Created original programming shown on City Channel 17 and the City's website
- Maintained city employee communication/recognition program via "StarNET", the City's intranet, and in hardcopy
- Prepared Mayoral Proclamations, remarks for the Mayor and City Administration
- Managed programming for City Hall lobby television broadcast system
- Coordinated activities among communications personnel among different City departments
- Managed "City Voices", the City's primary speakers bureau
- Prepared daily media summary for City Administration officials and maintained news archives
- Distributed weekly calendar of City topics to create news coverage and additional public awareness
- Assisted other agencies with the production of annual reports or other public relations materials



# PROCUREMENT SERVICES

## Mission Statement

The Department of Procurement Services' mission is to conduct the purchasing function in a manner which results in the most efficient and effective use of City funds. This is achieved by providing quality goods and services in all aspects of the procurement process, from the receipt of a department requisition to issuance of a purchase order or contract.

As an integral part of Financial Operations, the Department of Procurement Services invites businesses to participate in the City of Richmond's purchasing process.

**Agency Overview**-The Department of Procurement Services' is responsible for the procurement support to customer agencies that assist them in achieving their missions. Procurement Services assists the customer agencies in acquiring services, commodities, and an array of outside resources which allows them to provide direct and indirect services to the citizens of the City of Richmond.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$834,531	\$967,125	\$974,529	\$1,134,230
Operating Expenses	165,473	139,898	139,898	140,224
<b>Total Expenditures</b>	<b>1,000,003</b>	<b>1,107,023</b>	<b>1,114,427</b>	<b>1,274,454</b>
Total Revenues	5,691	2,100	2,100	2,100
Net City Costs	\$994,312	\$1,104,923	\$1,112,327	\$1,272,354
Total Positions	13.00	16.00	16.00	16.00

## Agency Highlights

### Amendments Include

#### Personnel

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- As part of the CFO's reform initiative, employees in the Contracts Administration program in FY2007 have merged into the Solicitation Processing program in the FY2009 proposed budget.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# PROCUREMENT SERVICES

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Procurement Services/Administration</b>	\$451,502	\$212,400	\$213,137	\$250,008
<b>Solicitation Processing</b>	413,446	894,623	901,290	1,024,446
<b>Contracts Administration</b>	135,055	-	-	-
<b>Total Program Expenditures</b>	<b>\$1,000,003</b>	<b>\$1,107,023</b>	<b>\$1,114,427</b>	<b>\$1,274,454</b>

## Agency Accomplishments

The Department of Procurement Services is currently undergoing extensive reorganization, process reengineering, improvement, and facilitating internal staff development resulting from the CFO's reform initiative. Some of the agency's recent accomplishments include:

### Richmond Supply Schedule Initiative

- The Department awarded multiple, competitively priced contracts for Paper and Paper-Related Supplies, Industrial Supplies, and Office Supplies during Fiscal Year (FY) 2008. Contracts for Information Technology Products and Temporary Services will also be awarded during the Fiscal Year. These contracts are intended to allow the City to attain cost savings and efficiencies through providing agencies an easier means to fulfill repetitive requirements for goods and services while ensuring a competitive base for those goods and services.

### Outreach Events

- The Department participated in an outreach event with the Virginia Asian-American Chamber of Commerce and in several training sessions sponsored by OMBD for minority firms.

### Policies and Procedures

- During FY 08, Procurement Services issued several new or revised Purchasing Policies and Procedures including Policy No. 17, Emergency Purchases; No. 33, Revision to Contract Signature Authority; No. 43, Unauthorized Commitments; No. 44, Richmond Supply Schedule Procedures; and No. 45, Master Lease Operating Procedures. Workforce training on these policies and procedures will be conducted.

### Staff Development

- In December 2007, professional procurement staff was approved for Pay-banding. Full implementation of this program will provide a career path for employees to progress from Contract Specialist 1, 2, and 3 as well as more senior and supervisory positions based upon individual education, training, achievements, skill levels, and professional certifications. Providing a career path may help facilitate a reduction in historical patterns of turnover.

# REAL ESTATE SERVICES

## Mission Statement

The mission of Real Estate Services is to strategically deploy and leverage the real estate assets of the City of Richmond through the acquisition, disposition, and adaptive re-use of city-owned properties to create long term value to the City and taxpayers.

**Agency Overview** - Real Estate Services provides strategic consultation and real estate transaction management to the City Administration and agencies. Real Estate Services directs all real estate transactions to include acquisition, disposition, and leasing on behalf of the City. The City's diverse real estate portfolio consists of over 4,200 acres of land and 4.6 million square feet of space.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$294,609	\$373,097	\$377,041	\$457,891
Operating Expenses	3,196,794	44,560	49,752	49,752
<b>Total Expenditures</b>	<b>3,491,403</b>	<b>417,657</b>	<b>426,793</b>	<b>507,643</b>
Total Revenues	1,101,236	133,130	133,130	334,130
Net City Costs	\$2,390,167	\$284,527	\$293,663	\$173,513
Total Positions	4.00	5.00	5.00	5.00

## Agency Highlights

### Amendments Include

#### Personnel

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

#### Operating

- There are no changes from the FY2009 Approved amounts for the operating budget.

#### Revenues

- The budget from rental income has been increased by \$201,000 in FY2009 compared to the FY2008 budget, based on recent collections.

◆ **PUBLIC SAFETY & JUDICIARY**

# EMERGENCY MANAGEMENT

## Mission Statement

Our mission is to plan, prepare for and mitigate emergencies; educate the public on preparedness; coordinate and support responses to and recovery from emergencies; collect and disseminate critical information; and seek and obtain funding and other aid in support of the overall preparedness of the City of Richmond.

**Agency Overview-**The Office of Emergency Management (OEM) is in its third full year of operation and has expanded its operational capabilities by hiring additional staff to support emergency preparedness objectives for the City of Richmond. In 2005, OEM developed 10 key objectives to enhance the City of Richmond's ability to respond to a disaster. Funding in the amount of \$1,096,000 in Emergency Preparedness & Homeland Security was utilized by OEM to support these project objectives.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	-	\$255,500	\$326,938	\$541,509
Operating Expenses	-	19,500	19,500	585,191
<b>Total Expenditures</b>	-	<b>275,000</b>	<b>346,438</b>	<b>1,126,700</b>
Total Revenues	-	-	-	-
Net City Costs	-	\$275,000	\$346,438	\$1,126,700
Total Positions	-	3.00	5.00	8.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- One employee and two vacant positions transferred from the Department of Public Works to assist with City Hall security contractual services.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# EMERGENCY MANAGEMENT

**Operating**

- Increases in operating resulted from security contractual services that transferred from the Department of Public Works.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Emergency Management	-	\$275,000	\$346,438	\$1,126,700
<b>Total Program Expenditures</b>	-	<b>\$275,000</b>	<b>\$346,438</b>	<b>\$1,126,700</b>

## Non-General Fund Budget

Fund Type	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Special Fund	\$710,635	\$1,450,000	\$1,450,000	\$773,230

Please refer to the Special Fund section in this document for details.

## Agency Accomplishments

**National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS)  
Storm Ready Designation**

- NOAA 's National Weather Service (NWS) office in Wakefield VA officially recognized the City of Richmond as the ninth Storm Ready community in NWS Wakefield's area of responsibility, and the thirteen community in the Commonwealth of Virginia to achieve Storm Ready status. This certification shows the Office of Emergency Management dedication to providing the citizens of, and visitors to, Richmond the best possible emergency management and preparedness operations.
- Richmond is the second central Virginia community to be recognized as Storm Ready; and as the capitol of the Commonwealth of Virginia, sets an example for other Virginia cities and counties that wish to become Storm Ready.

# EMERGENCY MANAGEMENT

## Agency Accomplishments

### **Richmond Ready Survivor Day Preparedness/Outreach Training Program**

- Richmond Ready is a concept the City adopt to ensure planning, preparedness, response, recovery and mitigation are not just actions taken by public safety officials and private partners but also the private citizens. Being prepared can reduce fear, anxiety, and losses that accompany disasters. There are certain preparations that everyone should make to ensure that they and their loved ones are safe and self-sufficient until help can arrive or normal conditions resumes.
- The City of Richmond Office of Emergency Management is committed to training citizens to better handle emergency situations. Survivor Day Outreach Program is the nation's first outreach program empowering families to prepare and respond when the need arises while providing each household with a 73hour family of two disaster kit upon completion of training. This outreach program is planned quarterly until each household (80,000) within the City have one.

### **Finalized the Memorandum of Understanding Between City of Richmond and Saint Paul Baptist Church**

- The Office of Emergency Management in a collaborative effort with Saint Paul Baptist Church agree to render disaster relief in terms of a Assembly Point to coordinate transportation into the city during an evacuation of the Tidewater region specifically the City of Norfolk to include portions of Virginia Beach.

### **Finalized the Memorandum of Agreement with the City of Norfolk to support evacuees**

- In the event of an emergency declared by the Chief Executive of one of the cities, the Chief Executive of the other city commits to send such resources to include but not limited to fire, police, public works, utilities, transportation, EMS-health personnel and equipment, and to provide sheltering and refuges of last resort that may be of assistance to the city confronting an emergency.

### **Training and Development of Community Emergency Response Teams (CERT)**

- The CERT program trains citizens and local businesses in the Richmond community in preparation for disasters and terrorism. The program has proven very successful as it has trained more than 300 volunteers/citizens.

# FIRE & EMERGENCY SERVICES

## Mission Statement

The mission of the Department of Fire and Emergency Services is to provide emergency services, fire safety education, inspections and investigative services in a prompt, courteous and professional manner to the citizens, businesses and industries within the City of Richmond.

**Agency Overview** - Richmond Fire and Emergency Services are responsible for providing a broad range of services to the citizens of Richmond through its Prevention, Suppression, Training and Administration divisions. Services Include: Providing the First Responder component to the City's Emergency Medical Services (EMS) system; Providing firefighting and suppression management for all structures, open areas, equipment, vehicles and apparatus within the City of Richmond and on a cooperative basis as a regional fire suppression team; Conducting specialized water and heavy duty rescues; Managing hazardous chemical/material emergencies; Providing recovery to natural and man-made disasters; Providing fire investigations; Conducting code enforcement inspections and issuing permits; Providing fire employee training and development; Providing fire safety education through several training programs; Providing community programs through collaborative efforts within the community.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$33,814,193	\$33,211,162	\$34,975,296	\$35,849,626
Operating Expenses	4,728,905	4,888,069	4,856,954	5,311,136
<b>Total Expenditures</b>	<b>38,543,098</b>	<b>38,099,231</b>	<b>39,832,250</b>	<b>41,160,762</b>
Total Revenues	46,522	41,000	41,000	41,000
Net City Costs	\$38,496,576	\$38,058,231	\$39,791,250	\$41,119,762
Total Positions	427.00	427.00	427.00	428.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 99% of the cost for all full-time positions due to anticipated vacancies.
- One Administrative Project Analyst position was added and approved by the Chief Administrative Officer in FY2008.



# FIRE & EMERGENCY SERVICES

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- The operating budget reflects \$250,000 for final payment of the Records Management System (RMS) and \$325,362 for annual rent, parking, and electrical expenses for Fire Headquarters.

## Revenues

- The revenue budget projects to generate \$41,000 from the following sources: fire prevention permits, James River use permits, and miscellaneous fire fees.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Fire Prevention	\$1,719,021	\$1,725,874	\$1,775,912	\$1,390,687
Fire Training	1,083,922	981,864	1,029,092	864,664
Fire Suppression	33,823,343	33,941,251	35,541,420	36,155,292
Fire Administration	1,615,491	1,450,242	1,485,826	2,750,119
Emergency Management	301,321	-	-	-
<b>Total Program Expenditures</b>	<b>\$38,543,098</b>	<b>\$38,099,231</b>	<b>\$39,832,250</b>	<b>\$41,160,762</b>

## Non-General Fund Budget

Fund Type	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Capital Improvement Plan	\$850,000	\$750,000	\$1,800,000	\$800,000
Special Fund	\$2,198,099	\$715,000	\$800,000	\$1,150,000

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details.

# FIRE & EMERGENCY SERVICES

## Agency Accomplishments

### Medal of Honor

- A member of the Richmond Fire Department received the Public Safety Officers Medal of Honor on December 11, 2007. It was presented to David Loving by President Bush in the oval office at the White House. This is the highest public safety award given.

### Regional High-Rise Operations

- The Richmond Fire Department in a multi jurisdictional effort has developed a standard approach to incident management. The Metro Regional Fire Departments have banded together to develop a more uniform response to incidents relating to high-rise buildings. A policy has been adopted that enables the jurisdictions of Richmond, Chesterfield, Hanover and Henrico to prepare, respond and mitigate large scale incidents in an effective and efficient manner. Regional training will assist us in obtaining grant funding that might not have been possible as a lone standing entity.

### Mayday Training Program

- The Richmond Fire Department enacted the new Mayday training program. The goal of the program is to teach Firefighters how to call for help (MAYDAY) and to perform self rescue in the event they become incapacitated or trapped. The Fire Training Academy utilized field training instructors to develop, plan and implement our first ever "Saving Our Own" program. This training was conducted on a daily basis spanning 3 months. Regional partners which included Henrico, Chesterfield and Hanover sent crew members to participate in the training. It was also featured on Channel 6 News as reporter Jon Burkett went through the course. This was the first phase of the Saving Our Own program as we are currently in the development stage of the next series of training.

### Records Management System

- The Richmond Department of Fire and Emergency Services has, in concert with DIT, completed phase one of the records management system upgrade. The first phase of training was delivered to all department personnel in January and early February of this year. This phase is related to the Incident Reporting system. Our new incident reporting system includes the most recent version of the National Fire Reporting System (NFIRS). These reports are used by other agencies, the insurance industry, State Office of Emergency Management, the Virginia Department of Fire Programs, Virginia Fire Marshall's Academy, and our citizens. The system allows our department to provide The Commonwealth of Virginia with important information annually to track all of our fire and medical related incidents. This information is utilized in developing life saving trainings and programs.

### New CAD System

- The Richmond Department of Fire and Emergency Services have completed the updates to the Central Address Dispatch system. The automated system is used by Fire and Police to dispatch all emergency and non-emergency calls. One of the added features is the automated vehicle locator. This will allow dispatched vehicles to be redirected, while in route, to a more serious event. This system will interface with our records management system.

### NIMS College

- The Richmond Fire Department initiated its first ever NIMS College. The program creates an instructor pool of emergency personnel capable of training their own first responders to operate during catastrophic incidents. This training will ensure that we meet the NIMS compliance deadline(s) mandated by Homeland Security. Homeland Security Presidential Directive 5 Management of Domestic Incidents called for the establishment of a single, comprehensive National Incident Management System (NIMS). Compliance with the federally mandated schedule retains the City's eligibility for federal grant funding.

# JUDICIARY

## Mission Statement

The mission of the Judiciary is to contribute to an orderly society by providing speedy and equitable justice to individuals charged with offenses against State and City laws, and by encouraging respect for law and the administration of justice.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$6,425,428	\$7,478,765	\$7,522,167	\$7,861,400
Operating Expenses	1,497,284	1,080,156	1,028,485	1,026,713
<b>Total Expenditures</b>	<b>7,922,713</b>	<b>8,558,921</b>	<b>8,550,652</b>	<b>8,888,113</b>
Total Revenues	10,762,976	10,891,860	11,055,783	11,054,791
Net City Costs	(\$2,840,263)	(\$2,332,939)	(\$2,505,131)	(\$2,166,678)
Total Positions	113.50	128.50	128.50	133.50

## Agency Highlights

### Amendments Include

#### Personnel

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 99% of the cost for all full-time positions due to anticipated vacancies.
- The Commonwealth Attorney's Office received funding for five new full-time positions authorized by the State Compensation Board.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

#### Revenues

- The FY2009 budget includes State reimbursements for salary and benefit costs for employees of the Commonwealth Attorney's Office and the Circuit Court.
- Additional Judiciary revenue sources are received and generated by court fines and fees.
- The Adult Drug Court is authorized to receive \$232,000 of revenue funds administered by the Executive Secretary of the State Supreme Court.

# JUDICIARY

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Commonwealth Attorney</b>	\$4,545,371	\$4,653,504	\$4,717,216	\$4,931,969
<b>Special Magistrate</b>	55,794	45,921	46,708	46,708
<b>Circuit Courts</b>	3,103,568	3,247,812	3,225,549	3,381,100
<b>Criminal Court</b>	16,540	16,696	16,954	16,607
<b>Manchester Court</b>	33,800	19,191	19,831	19,831
<b>Traffic Court</b>	54,169	58,585	59,848	59,848
<b>Civil Court</b>	83,300	83,898	77,406	77,406
<b>Adult Drug Court</b>	30,171	433,314	387,140	354,644
<b>Total Program Expenditures</b>	<b>\$7,922,713</b>	<b>\$8,558,921</b>	<b>\$8,550,652</b>	<b>\$8,888,113</b>

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	-	-	-	<b>\$300,000</b>
<b>Special Fund</b>	<b>\$1,859,015</b>	<b>\$1,592,413</b>	<b>\$1,172,310</b>	<b>\$1,552,310</b>

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details.

# JUDICIARY

## Commonwealth Attorney's Office

### Mission Statement

The mission of the Commonwealth's Attorney's Office is to aggressively pursue criminal offenders in the City of Richmond. The Office emphasizes a multi-faceted approach to crime by targeting the violent predators who seek to undermine our society while tempering the sword of justice with those youthful, non-violent offenders that are capable of rehabilitation and continued contribution to our community.

**Agency Overview**-The Office of the Commonwealth's Attorney seeks justice while dedicated to prosecuting all levels of criminal and traffic offenses committed in the City of Richmond. Cases presented by the Commonwealth's Attorney's office are tried in Manchester, John Marshall and Oliver Hill Courts.

The Commonwealth Attorney's Office oversees the Victim Witness Unit, which counsels crime victims regarding their legal rights and offers advice about rehabilitative services and other community resources available for victim's protection. The office is committed to collaborating with the Richmond City Police Department, City agencies, and other state and federal neighboring jurisdictions. We also share our role and an overview of the criminal justice system with our community by providing speakers for schools, civic groups, churches and other requesting groups.

*The Commonwealth Attorney's Office budget totals are inclusive within the Judiciary Agency.*

### General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$3,670,306	\$4,409,249	\$4,431,968	\$4,648,146
Operating Expenses	875,065	244,255	285,248	283,823
<b>Total Expenditures</b>	<b>4,545,371</b>	<b>4,653,504</b>	<b>4,717,216</b>	<b>4,931,969</b>
Total Revenues	2,700,629	2,630,860	2,634,783	2,732,791
Net City Costs	\$1,844,742	\$2,022,644	\$2,082,433	\$2,199,178
Total Positions	55.00	67.00	67.00	72.00

# JUDICIARY

## Commonwealth Attorney's Office

### Agency Highlights

#### Amendment Include

##### **Personnel**

- The budget includes an average of three percent salary increase, long-term disability, and funding of 99% of the cost for all full-time positions due to anticipated vacancies.
- The Commonwealth Attorney's Office received funding for five new full-time positions authorized by the State Compensation Board.
- The FY2009 personnel budget includes staff salary supplement of \$640,000.

##### **Operating**

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

##### **Revenues**

- The FY2009 budget includes reimbursements for salary and benefit costs from the State of Virginia Compensation Board.

### Agency Accomplishments

Since January 2006, the Richmond Commonwealth's Attorneys Office has pursued more aggressive and strategic prosecutions against felons engaged in criminal activity in the City of Richmond. Consequently, the case numbers for 2006 and 2007 show a significant increase in the number of cases pursued beyond preliminary hearing to Circuit Court.

#### **Homicide**

The Office of the Richmond Commonwealth's Attorney handles more homicide prosecutions than any other Office in the Commonwealth of Virginia. Indeed, the Office has consistently prosecuted at least one-third of all homicides that occur statewide. For the 2007 Calendar year, the Richmond Commonwealth's Attorneys Office concluded fifty-five homicide prosecutions in Circuit Court. These cases included offense dates from 2002 through 2007. Of the fifty-five prosecutions, fifty resulted in convictions - yielding a conviction rate of greater than eighty (80) percent. Currently the Office is preparing thirty-eight cases for trial.

#### **Narcotics**

In 2007, 2115 charges involving 1774 defendants were brought before the City of Richmond Circuit Courts for violations of Virginia's drug laws. This represents a 36.5% increase over 2006 (1226 defendants) and an 85% increase over 2005 (958 defendants) in the number of individuals prosecuted for illegal narcotics.

# JUDICIARY

## Commonwealth Attorney's Office

### Agency Accomplishments

#### Statistics for Felony Distribution/Intent Cases

739 charges in 649 cases were prosecuted under §18.2-248 in 2007 for distribution or possession with intent to distribute illegal narcotics, a 30% increase in both categories from 2006. Since 2000, the previous highs in those categories had been 441 charges in 2002 and 384 cases in 2000.

#### Drug Eradication Areas

Beginning in the summer of 2007, the Richmond Police Department began targeting areas within the City that were identified as particularly problematic for drug dealing and its associated crimes. Target lists were developed and confidential informants were used to conduct undercover narcotics purchases. The Commonwealth's Attorney Office assisted in the planning of these projects, in the debriefing of defendants, procurement of search warrants, decision of charging method, and in on-site assistance during the roundup phases.

#### Aggravated Assaults

The Richmond Office of the Commonwealth's Attorney managed 559 aggravated assault cases in calendar year 2007. In that same period, 262 aggravated assault cases were concluded. The balance of the cases remained open into the 2008 calendar year.

#### Project Exile

The Richmond Office of the Commonwealth's Attorney closed 205 Project Exile cases in 2007. In 83 cases, the defendant was found guilty of a Project Exile charge. Twenty-two cases were adopted for prosecution by the United States Attorney's Office. A similar number of charges were not prosecuted because of lack of evidence or by agreement when pleading to other related charges. The average sentence of those cases prosecuted in Richmond Circuit Court was 3.45 years. Of the criminal charges available in violent crime cases, the charges prosecuted under Project Exile remain some of the very few that carry mandatory minimum prison time.

#### Robbery

In 2007, the Richmond Office of the Commonwealth's Attorney closed 245 robbery cases involving adult defendants or juveniles who were tried as an adult. Approximately 57% of the cases resulted in a criminal conviction. Of the cases concluded by trial or plea agreement, 98% resulted in a criminal conviction. The average period of active incarceration was approximately 5 years. The Office also assisted the police with the investigation of hundreds of robbery cases. A prosecutor was on-call to assist with police investigations and charging decisions 24 hours a day throughout the year. This prosecutor also manages the active robbery cases and personally handles the most serious cases.

#### Sexual Assaults

Once a sexual assault report is received and assigned to a detective, a special assistant commonwealth's attorney is contacted and advised of the status of the case. Together, the detective and attorney devise a strategy, collaborating on subsequent steps in the investigation, and if appropriate, how and when to bring charges against a suspect.

# JUSTICE SERVICES

## Mission Statement

The mission of the Richmond Department of Justice Services (formerly known as Juvenile Justice Services) is to promote public safety, reduce recidivism, prevent juvenile delinquency and adult criminal behavior through the provision of a continuum of services which promotes offender accountability and rehabilitation. In FY2006 the department's name change signaled a renewed focus by the City to expand outreach programming that targets adult offenders and their families.

**Agency Overview** -The Department of Justice Services provides a variety of services to youth, adults and their families who are either at risk of involvement in the justice system or have been formally processed by the court.

The services provided to youth are court diversion, secure confinement, and interventions for youth and their families who are before the Juvenile and Domestic Relations Court for status and/or delinquency charges. The services to youth are provided through a structure called the Graduated Interventions Levels System, which is a collaborative effort between the Department of Justice Services and the 13th District Court Services Unit.

The Adult Services programs offer community-based supervision for Richmond offenders over the age of eighteen or considered an adult at the time of initial appearance, who have been (1) arrested and remanded to the Richmond City Jail awaiting arraignment for an offense other than those punishable by death; or (2) imposed a sentence of twelve months or less for authorized offenses whom the court has deferred judgment and orders participation in local probation.

## General Fund Budget

<b>Description</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Personnel</b>	<b>\$5,823,946</b>	<b>\$6,340,552</b>	<b>\$6,415,879</b>	<b>\$6,380,965</b>
<b>Operating Expenses</b>	<b>1,038,468</b>	<b>763,889</b>	<b>773,754</b>	<b>788,798</b>
<b>Total Expenditures</b>	<b>6,862,414</b>	<b>7,104,441</b>	<b>7,189,633</b>	<b>7,169,763</b>
<b>Total Revenues</b>	<b>2,025,701</b>	<b>1,911,892</b>	<b>1,940,392</b>	<b>1,891,645</b>
<b>Net City Costs</b>	<b>\$4,836,713</b>	<b>\$5,192,549</b>	<b>\$5,249,241</b>	<b>\$5,278,118</b>
<b>Total Positions</b>	<b>121.50</b>	<b>128.51</b>	<b>128.51</b>	<b>127.76</b>



# JUSTICE SERVICES

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- In FY2008, the Deputy Chief Administrative Officer authorized the elimination of one full-time Administrative Program Support Assistant position.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

#### Revenues

- The State Block Grant is the primary source of general fund revenue for Juvenile Detention and other juvenile programs.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
Special Fund	\$1,615,534	\$1,973,220	\$1,895,785	\$1,896,905
Capital Improvement Plan	-	-	-	\$380,000

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
Administration	\$894,240	\$857,571	\$866,533	\$826,867
Criminal Justice Services	281,476	381,555	383,927	352,687
Juvenile Drug Court	81,541	115,810	117,422	123,727

# JUSTICE SERVICES

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Secure Detention Operations</b>	\$3,393,249	\$3,410,396	\$3,463,116	\$3,401,183
<b>Community Service</b>	90,029	92,895	94,061	97,886
<b>Specialized Services</b>	103,317	170,053	170,053	170,053
<b>Outreach Program</b>	326,510	416,695	419,963	369,625
<b>Community Monitoring</b>	116,092	109,199	110,288	130,588
<b>Diversion Program</b>	996,698	985,241	993,213	1,070,010
<b>Therapeutic Day</b>	59,469	59,409	60,152	58,377
<b>Cultural Enrichment</b>	17,857	50,688	51,027	60,484
<b>In Home Services</b>	202,473	245,000	247,970	249,054
<b>Aftercare</b>	96,506	20,602	20,602	71,591
<b>Functional Families</b>	102,186	114,647	115,720	163,519
<b>Young Offender Initiative</b>	100,771	74,680	75,587	24,112
<b>Total Program Expenditures</b>	<b>\$6,862,414</b>	<b>\$7,104,441</b>	<b>\$7,189,633</b>	<b>\$7,169,763</b>

## Agency Accomplishments

- Received funding from the Virginia Department of Criminal Justice Services to implement an Evening Reporting Center to reduce recidivism and increase detention alternatives.
- Published the Department's 4th Annual Data Report which included data analysis related to service outcomes, recidivism rates, and demographics of clients served.
- Approved by DMHMRSAS (Department of Mental Health, Mental Retardation and Substance Abuse Services) to complete the licensing process for Medicaid reimbursement for In-Home Services.
- Awarded continuation funding by the Virginia Department of Criminal Justice Services for the Department's Crime Analysis Improvement Project which expanded the Department's ability to map clients served by zip code, track community service hours assigned to youth, and monitor service outcomes on a monthly basis.
- Reduced the City's overall Truancy Rate by 5% and lowered the number of truants picked up during truancy sweeps by 5% through our strong partnership with the Richmond Police Department.

# JUVENILE & DOMESTIC RELATIONS COURT

## Mission Statement

The mission of the Richmond Juvenile and Domestic Relations Court is to provide an independent forum to: (1) resolve juvenile and domestic relations disputes and other legal matters in a fair, efficient, and effective manner and (2) protect the rights of all parties before the Court pursuant to the laws of Virginia and Constitutions of Virginia and the United States. The Court will advance the best interests of youth and families, and serve and protect the citizens of the Commonwealth of Virginia, by holding individuals accountable for their actions.

**Agency Overview**-The Juvenile and Domestic Relations Court handles cases involving: Delinquents, juveniles accused of traffic violations, children in need of services and supervision, children who have been subjected to abuse or neglect, family or household members who have been subjected to abuse, adults accused of child abuse, neglect, or of offenses against members of their own family, and adults involved in disputes concerning the support, visitation, parentage or custody of a child. Additionally, the Court also handles cases involving the abandonment of children, foster care and entrustment agreements, court-ordered rehabilitation service and court consent for medical treatment cases.

## General Fund Budget

<b>Description</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Personnel</b>	<b>\$94,480</b>	<b>\$106,205</b>	<b>\$106,883</b>	<b>\$132,481</b>
<b>Operating Expenses</b>	<b>225,944</b>	<b>276,173</b>	<b>282,248</b>	<b>279,825</b>
<b>Total Expenditures</b>	<b>320,423</b>	<b>382,378</b>	<b>389,131</b>	<b>412,306</b>
<b>Total Revenues</b>	<b>12,099</b>	<b>18,300</b>	<b>18,300</b>	<b>13,500</b>
<b>Net City Costs</b>	<b>\$308,324</b>	<b>\$364,078</b>	<b>\$370,831</b>	<b>\$398,806</b>
<b>Total Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## Agency Highlights

### Amendments Include

#### Personnel

- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost of all full-time positions due to anticipated vacancies.

# JUVENILE & DOMESTIC RELATIONS COURT

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Court Functions	\$171,759	\$161,863	\$166,693	\$166,693
Probation Services	66,268	137,016	138,600	154,263
Dispute Resolution/Mediation	82,396	83,499	83,838	91,350
<b>Total Program Expenditures</b>	<b>\$320,423</b>	<b>\$382,378</b>	<b>\$389,131</b>	<b>\$412,306</b>

## Non-General Fund Budget

Fund Type	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
Capital Improvement Plan	\$1,000,000	\$160,000	\$400,000	\$400,000

Please refer to the Capital Improvement Plan section in this document for details.

## Agency Accomplishments

Part of the Virginia's state judicial system, 18,740 new cases were filed in the J&DR Court in 2007, up 11% from the previous calendar year. The Court's five judges held 49,389 hearings. In addition to processing all cases before it, Court staff participated in numerous efforts in support of the Court's overarching strategic focus on: (1) efficient and effective court administration and operations; (2) accessibility to the Court, timeliness, and customer service; (3) achievement of effective outcomes for youth and families; and (4) collaboration with partners. Selected highlights of the Court's accomplishments include involvement in:

- Developing a video docket display system to enhance customer service
- Juvenile Detention Alternatives Initiative
- Juvenile Drug Treatment Court
- Adoption Day
- Mayor's Human Services Cabinet participation
- Adoption Day celebration

# JUVENILE & DOMESTIC RELATIONS COURT

## Agency Accomplishments

In addition to normal court function, the J&DR Court contains a Court Service Unit. The CSU monitors court ordered services, enforces restrictions, and provided community supervision of juveniles. The CSU and the Richmond Department of Justice Services (RDJS) have jointly developed a system of supervision and services known as the Graduated Interventions Level System (GILS). RDJS provides surveillance, treatment, and skill development services for juveniles monitored and supervised by CSU staff. The CSU is guided by the strategic plans of both the J&DR Court and Virginia Department of Juvenile Justice. FY07 accomplishments include:

- Intake processed 3,466 domestic relations/child welfare complaints, 1985 juvenile criminal petitions, and diverted 768 juvenile complaints
- Successfully reduced the re-arrest rate of paroled juveniles by 2.5% and the re-conviction rate by 3.3%
- Probation and parole client supervision/contact compliance averaged 96%
- Developed a written plan of action to reduce probation and parole recidivism
- Created a specialized parole position to provide transitional services to juveniles/adults 18 and older

In 2007, the Dispute Resolution Office conducted 431 custody/visitation/support mediations resulting in 304 agreements, a 71% agreement rate.

- In support of the City's truancy reduction efforts, 20 truancy mediation sessions were held, with 20 agreements reached.
- Nine child dependency mediations were conducted, all resulting in agreements.

# POLICE

## Mission Statement

The mission of the Police Department is to recognize that citizen involvement is the cornerstone of community policing. We dedicate ourselves to becoming part of the community by way of improved communication and access, mutual setting of goals and priorities, and a shared commitment to the crime prevention responsibility. We seek to improve the quality of life for all residents of Richmond through a proactive team approach to timely, innovative intervention in community problems. We will be the catalyst for positive social change through persistent, personalized and cost-effective application of public safety resources. We recognize and value the diverse and unique contributions made by both citizens and employees alike to the common goal of excellence in public safety.

**Agency Overview**-The Richmond Police Department is dedicated to its mission of reducing and preventing crime and criminal victimization. The department is committed to maintaining a timely response to emergency call for service; maintaining a clearance rate for burglaries and all violent crimes that exceeds the national average and enhances the sense of safety and security in public spaces while insisting that offenders account for their crimes.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$67,066,415	\$65,089,025	\$68,300,572	\$69,608,883
Operating Expenses	10,891,510	8,530,391	8,180,057	9,396,583
Total Expenditures	77,957,926	73,619,416	76,480,629	79,005,466
Total Revenues	339,979	250,000	250,000	257,000
Net City Costs	\$77,617,947	\$73,369,416	\$76,230,629	\$78,748,466
Total Positions	886.50	913.50	923.50	931.50

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 99% of the cost of all full-time positions due to anticipated vacancies.
- This budget includes funding for six additional sworn officers and 3 civilian positions.
- Ten additional Cadet positions were added to support the expansion of the Police Cadet Program.

# POLICE

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- In the development of the FY09 budget all estimated fleet expenses were reevaluated and based on projected increases in fuel cost \$1,479,549 was added to the department's operating budget.

## Revenues

- Special event recovery fees are projected to generate \$100,000 for events such as the: Richmond Sun Trust Marathon, Christmas Parade, and Carytown's New Year's Eve Party. Remaining revenues are generated from permit fees, police record check charges, and police applicant fees.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Adopted FY2009</b>	<b>FY2009</b>
<b>Financial Management</b>	\$10,519,045	\$8,060,946	\$7,685,744	\$7,448,783
<b>Community Service</b>	1,923,648	2,809,064	3,028,203	2,921,770
<b>Chief of Police</b>	3,434,157	3,715,154	3,790,974	4,491,684
<b>Support Services</b>	14,947,883	14,693,055	15,534,627	15,201,884
<b>Area I</b>	17,398,487	17,434,521	18,146,797	18,110,596
<b>Area II</b>	17,361,426	17,103,317	17,868,642	17,755,959
<b>Police Administration</b>	11,814,158	9,107,663	9,728,679	10,904,151
<b>Truancy</b>	559,122	695,696	696,963	2,170,639
<b>Total Program Expenditures</b>	<b>\$77,957,926</b>	<b>\$73,619,416</b>	<b>\$76,480,629</b>	<b>\$79,005,466</b>

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
Capital Improvement Plan	\$3,069,000	\$795,000	-	-
Special Fund	\$7,105,726	\$7,664,921	\$4,202,540	\$8,172,790

Please refer to the Capital Improvement Plan or the Special Fund sections in this document for details.

# POLICE

## Agency Accomplishments

- **Sector Policing:** During FY2007, the Police Department continued the implementation and development of its Sector Policing concept instituted in August of 2005. The goal of this significant reorganization and redistribution of resources remains the actual reduction of crime and, of near equal importance, a reduction in the perception of crime by those who live in, work in, or visit the City of Richmond. Crime is at a 25-year low. The department's efforts have resulted in a 21% decrease in major crime in 2006 and a 12% decrease, to date, in 2007. The City has received national acclaim for its crime reduction efforts, and even more importantly, residents have become actively involved in enforcement through the provision of information, and prevention through their participation in problem solving activities.
- **Cadet Program:** The department partnered with the Virginia Commonwealth University and others to develop a Police Cadet Program for graduating seniors from the City's high schools. The program provided ten deserving students with educational and work opportunities. After three years, cadet program members will be eligible for appointment as Richmond Police Officers and will be well on their way to obtaining their undergraduate degrees. Along with the benefit to the cadets, the Richmond Police Department and City will benefit greatly by having a continual replenishment of its workforce with well-trained, Richmond-bred, diverse and committed new police officers.
- **GRIP:** Richmond Police Department's participation in the federally funded GRIP (Gang Reduction Intervention Prevention) program continued a successful collaboration with the Virginia Attorney General Office and federal law enforcement agencies. The Department's initial involvement was primarily geared towards enforcement, as a targeted Southside community was stabilized. The initial participation in the Southwood community has evolved into a holistic partnership of multiple agencies and services providers, bringing to the community a broad range of quality of life improving services. The focus of those efforts has been the establishment of a one-stop service center. Along with the multiple benefits provided to community members, violent crime has been reduced by 20% in the target area.
- **Technological Improvements:** To support its ever-changing service delivery and business models, the Richmond Police Department has embarked of technological improvement. A new Computer Assisted Dispatch (CAD) system has been installed at the communications center. This system replaced the previous antiquated system and provides marked improvements in timeliness of dispatch, most appropriate unit dispatching, officer and citizen safety, and record and report generation to increase efficiency.



# SHERIFF & JAIL

## Mission Statement

The Richmond City Sheriff's Office strives to maintain a secure and safe jail facility and courtroom environment by deploying highly trained professionals to perform these sworn duties. With unwavering integrity and care, we preserve the human dignity of those in our system; and resolve to uphold the laws of our city and state when carrying out our public safety role.

**Agency Overview**-The Richmond City Sheriffs Office employs almost 500 sworn and civilian employees who work to secure and promote the safety of our jail, courthouses and community. There are three divisions and seventeen departments involved in providing a range of employee, resident, and community services. The Office works with state and city administrators to craft yearly budget requirements, and partners with the Richmond Police Department (RPD) for correctional and technology training courses and use of facilities and classrooms. Extensive work is done in the community through agreements with the City, which allows supervised inmates to help keep parks, cemeteries and neighborhoods clean.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$22,045,839	\$21,879,289	\$22,064,962	\$22,830,523
Operating Expenses	7,377,746	7,767,787	7,858,289	7,780,636
<b>Total Expenditures</b>	<b>29,423,584</b>	<b>29,665,076</b>	<b>29,923,251</b>	<b>30,611,159</b>
Total Revenues	20,279,148	20,377,002	20,607,854	20,322,964
Net City Costs	\$9,144,436	\$9,288,074	\$9,315,397	\$10,288,195
Total Positions	466.00	466.00	466.00	466.00

## Agency Highlights

### Proposed Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 95% of the cost for all full-time positions due to anticipated vacancies.

#### Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

# SHERIFF & JAIL

## Operating

- The budget includes an increase of \$25,000 as cash matching funds to support the agency special funds.

## Revenues

- The budgets include an adjustment in State Share reimbursements for salary and benefit costs compared to the FY2009 approved budget.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	<b>\$1,000,000</b>	<b>\$1,446,000</b>	<b>-</b>	<b>\$890,000</b>
<b>Special Fund</b>	<b>201,108</b>	<b>\$225,728</b>	<b>\$32,000</b>	<b>410,000</b>

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details. The above FY2007 figure for the Capital Improvement Plan represents the budget, rather than the actual expenditures.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Jail Administration</b>	<b>\$2,501,638</b>	<b>\$2,165,511</b>	<b>\$2,179,993</b>	<b>\$2,632,891</b>
<b>Court Administration</b>	<b>4,375,549</b>	<b>4,365,473</b>	<b>4,400,282</b>	<b>4,575,473</b>
<b>Jail Human Services</b>	<b>2,766,973</b>	<b>3,395,473</b>	<b>3,420,739</b>	<b>3,264,832</b>
<b>Jail Operations</b>	<b>19,779,424</b>	<b>19,738,619</b>	<b>19,992,237</b>	<b>20,137,963</b>
<b>Total Program Expenditures</b>	<b>\$29,423,584</b>	<b>\$29,665,076</b>	<b>\$29,923,251</b>	<b>\$30,611,159</b>

◆ **PUBLIC WORKS**

# PUBLIC WORKS

## Mission Statement

The mission of the Department of Public Works is to provide environmentally healthy municipal services that are both ecologically sound and cost effective.

**Agency Overview**-The Public Works Administration Division is responsible for overseeing, leading and directing the Public Works Department. Their role is to develop and update all operational policies and procedures for each division. The division serves as a liaison to the public and ensures that the department is maintaining a satisfactory level of service, with services being delivered to citizens in the most courteous, efficient, and cost-effective manner possible. The Department of Public Works is divided into two units, Engineering and Operations. Responsible for the planning, development and execution of professional services contracts and right-of-way acquisition functions related to various public works projects; for performing the management functions of planning, organizing, scheduling, budgeting, and coordinating related to transportation projects in the City's Capital Improvement Plan. Coordinates transportation projects related to activities with Federal, State and County governments, with other City departments, and with utility companies. Responding to citizen's complaints regarding roads, drainage and traffic issues. Responsible for the planning, scheduling, coordinating and directing the division's construction and maintenance activities in the area of street, alley, parking lot, sidewalk, and streetscape. Management work involves planning and organizing the construction, operation and maintenance of traffic signals, signage and other traffic control devices and systems, Providing and implementing traffic engineering studies and programs for the safe and efficient movement of traffic.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$24,195,445	\$24,905,525	\$25,269,031	\$19,820,313
Operating Expenses	37,276,011	35,047,950	35,541,884	26,887,685
<b>Total Expenditures</b>	<b>61,471,456</b>	<b>59,953,475</b>	<b>60,810,915</b>	<b>46,707,998</b>
<b>Total Revenues</b>	<b>36,963,468</b>	<b>37,022,092</b>	<b>37,766,729</b>	<b>36,585,345</b>
<b>Net City Costs</b>	<b>\$24,507,988</b>	<b>\$22,931,383</b>	<b>\$23,044,186</b>	<b>10,122,653</b>
<b>Total Positions</b>	<b>572.60</b>	<b>569.25</b>	<b>569.25</b>	<b>400.55</b>

# PUBLIC WORKS

## Agency Highlights

### Amendments Include

#### **Personnel**

- The budgets include the transfer of 123.30 General Fund FTE's to General Services. The transfer includes FTE's from the following programs; Facilities Maintenance, General Services Administration, General Services-Mailing Services, General Services Printing Services, City "311" Call Center, Animal Control, and the Parking Administration.
- The budgets include the transfer of 3.00 FTE's to the Department of Information Technology for the Geographic Information Systems program.
- The budgets include the transfer of 2.00 FTE's to the Department of Emergency Management.
- The budgets include the transfer of 28.00 FTE's to the Department of Utilities for the Stormwater Utility.
- The budgets include the elimination of 8.00 vacant FTE's in Urban Forestry and funding moved to operating to cover contract costs to provide the service.
- The budgets include the elimination of 4.40 vacant FTE's to due reorganization of the Department of Public Works.
- The personnel budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.
- The budgets include the transfer of 63.00 Internal Service Fund FTE's from the Department of Public Works. The transfer includes FTE's to Fleet Services and Radio Shop Internal Service Funds.

#### **Operating**

- The budgets includes a decrease in operating funds due to the transfer to General Services for the following programs; Facilities Maintenance, General Services Administration, General Services-Mailing Services, General Services- Printing Services, City "311" Call Center, Animal Control, and the Parking Administration.
- The budgets includes a decrease in operating funds due to the transfer to the Department of Information Technology of the Geographic Information Systems program.
- The budgets includes an increase in operating funds to cover the cost to contract services in Urban Forestry.
- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

#### **Revenues**

- The budgets reflect a decrease in agency revenue due to the transfer of several programs to General Services.

# PUBLIC WORKS

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
Capital Improvement Plan	\$33,196,087	\$37,643,472	\$33,717,374	\$36,496,112
Special Fund	\$3,261,337	\$4,505,817	\$4,395,174	\$3,802,279
Internal Service Fund	\$22,356,847	\$24,722,348	\$26,428,391	\$1,771,890

Please refer to the Capital Improvement Plan, Special & Internal Service Fund sections in this document for details. The above FY2007 figure for the Capital Improvement Plan represents the budget, rather than the actual expenditures.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
Administration	\$11,670,960	\$11,538,024	\$11,637,571	\$11,527,385
Urban Forestry	2,211,867	2,622,432	2,708,776	2,680,320
Grounds Maintenance	3,569,677	2,923,436	2,983,241	3,305,108
Facilities Management	10,074,052	9,925,596	10,025,475	-
Solid Waste Management	12,224,176	12,406,355	12,491,231	12,333,894
Surface Cleaning	3,397,706	3,204,804	3,296,735	3,277,497
Storm Water Management	1,798,927	-	-	102,027
Transportation System Management	3,328,291	1,332,738	1,335,807	1,478,142
Development of Transportation Systems	460,826	298,870	306,238	289,590
Operate, Maintain and Preserve Transportation Systems	9,419,041	4,615,164	4,642,106	3,826,112
Operate and Maintain Local Flood Protection	293,194	348,392	351,089	366,301
Geographic Information Services	588,481	437,641	414,032	43,029
General Services Administration	266,961	277,634	286,372	-
General Services - Mail Services	114,002	129,504	129,389	-

# PUBLIC WORKS

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
General Services - Printing Services	\$614,186	\$588,110	\$611,013	-
City "311" Call Center	382,553	500,000	508,970	-
Animal Control	1,056,556	1,160,319	1,212,604	-
Public Works City of the Future	-	100,000	93,022	251,685
Public Works Roadway Maintenance	-	6,449,505	6,689,299	6,205,713
Public Works CIP Facility Construction	-	152,680	138,814	139,652
Public Works Bridge Maintenance & Asset Management	-	942,271	952,131	881,543
<b>Total Program Expenditures</b>	<b>\$61,471,456</b>	<b>\$59,953,475</b>	<b>\$60,810,915</b>	<b>\$46,707,998</b>

## Agency Accomplishments

- Participated in a pilot project in cooperation with the Department of Social Services to provide job and career opportunities to underprivileged young adults in Public Works. It is estimated that DPW will invest \$50,000 annually to this program.
- Partnered with Boaz & Ruth, a program designed to help former prisoners re-enter the workforce. This provided employment opportunities and supplemented our labor needs.
- Repair of an estimated 10,000 potholes Citywide.
- Assisted the Police Department in the Alley Cleanup, Clean Corner Campaign, and Jeff-Davis Corridor cleanup programs.
- JENNIE SCHER ROAD BRIDGE REPLACEMENT: This project consists of the construction of a new two-lane bridge over Gillies Creek. The existing road was narrow and inadequate to handle storm water. The low elevation of the road allowed incidents in the past when strong currents of flood water swept the traveling vehicles off the road. The project cost was \$2,000,000; funded through VDOT's local partnership funds; built by D.W. Lyle Construction Co. and overseen by DPW staff.
- BROAD STREET BUS LANE: This project consists of the construction of new dedicated bus lanes in Broad Street from 2nd to 14th. The old lanes were experiencing major maintenance problems such as potholes, pushed up asphalt, ruts, etc. This project cost was \$1,500,000 and has created a structurally sound special lane striped and dedicated to providing excellent bus service to this major downtown corridor.
- In connection with the Grand Opening of the renovated State Capitol in May, 2007 Bank St. between N. 9th and Governor's Sts. was converted to a two way street and the traffic signal installation on N. 9th St. at Bank and E. Franklin Sts. was modified to accommodate westbound traffic on Bank St.

# PUBLIC WORKS

## Agency Accomplishments

- At the request of the Shockoe Bottom Merchant's and Resident's Associations and the Police Department we installed a night time parking restriction from 4 PM to 3 AM on the south side of E. Main St. from 15th to 21st Sts. to help alleviate congestion and enhance traffic and pedestrian safety in this area.
- New 4th Police Precinct Project: The scope of work includes the extensive interior demolition & renovation of an existing 22,000 square foot building at 2219 Chamberlayne Ave and construction of new parking lot behind the existing building. Accomplishments to date include successful design completion on an aggressive schedule; successful completion of the request & selection for qualified construction bidders process; selection of low qualified bidder; and successful construction contract award. Construction is currently on schedule and within budget.
- Developed and reorganized the Adopt-A-Tree program.
- Grounds Management has implemented and maintained the Adopt a bed program for the Azalea garden in Bryan Park.
- Cityworks - Asset Management System: The selection of Cityworks enables DPW to leverage the City's existing investment in Geographic Information Systems (GIS) to do map-based asset - work order management.
- Actual construction on the Manchester Courthouse Project has started with construction underway at the site for the Interim Court Modular Facility.
- City of Future Program for Sidewalk/Curb & Gutter Projects are underway.
- Install new mast arm signals on Broad St at Meadow Street, Allen Avenue, Lombardy Street, & Bowe Street.
- Made approximately four presentations in conjunction with Neighborhood Traffic Management Program (NTMP).
- New traffic signals were installed on E. Jackson St. at N. 8th St. and Navy Hill Dr. and the existing traffic signals on E. Jackson St. at N 5th and N. 7th Sts. were modernized with new mast arm pole installations prior to the grand opening of the new Phillip Morris Research Center in June, 2007.



◆ **HUMAN SERVICES**

# OFFICE OF DEPUTY CAO FOR HUMAN SERVICES

## Mission Statement

The mission of the Office of the Deputy CAO for Human Services is to improve the health, safety and well-being of Richmond residents and promote self-reliance and self-sufficiency.

**Agency Overview**-The Office of the Deputy CAO for Human Services oversees and coordinates the direction and focus of the following City departments: Justice Services, Social Services, Parks, Recreation, and Community Facilities, and Hispanic Liaison Office. The Office of the Deputy CAO is designed to align implementation and funding strategies across human service departments and non-departmental agencies to advance the priorities in the Mayor's 2020 Vision; focusing on improving the health, education and well-being indicators for children and adolescents related to early childhood development, child and adolescent health, at-risk male youth development, school success and enhance the well-being of seniors and the special needs population.

The Office was created to coordinate accountability among human services portfolio departments, provide exceptional results and customer service.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$978,290	\$1,258,711	\$1,174,578	\$1,222,739
Operating Expenses	108,512	408,423	410,194	408,398
<b>Total Expenditures</b>	<b>1,086,801</b>	<b>1,667,134</b>	<b>1,584,772</b>	<b>1,631,137</b>
Total Revenues	17,000	-	-	-
Net City Costs	\$1,069,801	\$1,667,134	\$1,584,772	\$1,631,137
Total Positions	14.00	17.00	17.00	17.00

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost of all full-time positions due to anticipated vacancies.

# OFFICE OF DEPUTY CAO FOR HUMAN SERVICES

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.

## General Fund Budget By Program

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Management Services	\$226,653	\$299,544	\$302,186	\$268,339
Hispanic Liaison Office	133,508	154,513	157,588	184,948
Youth and Workforce Development	647,774	627,623	604,119	745,265
Vision 2020 Implementation	78,866	585,454	520,879	-
Teen Pregnancy and Prevention	-	-	-	209,685
Senior and Special Needs	-	-	-	129,951
Early Childhood Development	-	-	-	92,949
<b>Total Program Expenditures</b>	<b>\$1,086,801</b>	<b>\$1,667,134</b>	<b>\$1,584,772</b>	<b>\$1,631,137</b>

## Non-General Fund Budget

Fund Type	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Special Fund	\$198,397	\$357,750	\$357,750	\$257,750

Please refer to the Special Fund section in this document for details.

# OFFICE OF DEPUTY CAO FOR HUMAN SERVICES

## Agency Accomplishments

### DCAO for Human Services/Management Services

- Created streamlined application and review processes for non-departmental human services funding and aligned recommendations with Vision 2020 priority areas.

### Early Childhood Development

- Hired an Early Childhood Development Manager and completed the City's Early Childhood Development Implementation Plan.
- For the first time ever, Richmond's major home visiting programs met to exchange information about the services they provide and to compile information into a "Richmond Home Visiting Matrix."

### Hispanic Liaison Office

- Designed and completed Latino Needs Assessment.
- Organized and facilitated the Imagine Festival held at Broad Rock Park, in collaboration with the Attorney General's Gang Reduction Initiative. Approximately 1,500 individuals attended the event.
- Relocated the Hispanic Liaison Office to Southside Plaza.

### Youth & Workforce Development

- Increased participation in the Summer Youth Employment Program from 206 in 2005 to 252 in 2006.
- The Richmond Works Program was created to meet the needs of at-risk males in partnership with the Department of Public Works and Social Services. The program focuses on job readiness skills and employment retention.

### Vision 2020 Implementation - Teen Pregnancy Prevention

- Instituted the City's first Teen Pregnancy Prevention Steering Committee to aid in the improvement of quality teen pregnancy prevention services.
- A collaborative effort with the Virginia Department of Education was established to train all secondary Richmond Public Schools Health and Physical Education and Family Life Education staff on issues in adolescent sexual health.

### Vision 2020 Implementation - Senior & Special Needs

- The Senior Help Line was implemented and assisted over 75 seniors and caregivers in identifying City services to meet their needs.
- The City of Richmond's Resource Guide for Older Adults was developed to highlight City services designed for persons 55 and older.

# PUBLIC HEALTH

## Mission Statement

The mission of the Richmond City Health District (formerly the Department of Public Health) is to increase healthy lifestyles and wellness through prevention, protection and promotion. It is the vision of the Richmond City Health District to serve as the leader in building healthy communities today and tomorrow.

**Agency Overview**-The Richmond City Health District is responsible for the preservation and promotion of public health by providing medical treatment and public health nursing services for the medically indigent and other eligible residents of the City for whom such services are not otherwise available; for the protection of all residents from communicable diseases; and for providing environmental health services and the abatement of nuisances detrimental to public health.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$3,472	-	-	-
Operating Expenses	3,320,023	3,284,482	3,284,482	3,284,482
<b>Total Expenditures</b>	<b>3,323,495</b>	<b>3,284,482</b>	<b>3,284,482</b>	<b>3,284,482</b>
Total Revenues	-	-	-	-
Net City Costs	\$3,323,495	\$3,284,482	\$3,284,482	\$3,284,482
Total Positions	-	-	-	-

## Agency Highlights

As result of initiatives by Mayor Wilder, the City's Department of Public Health re-affiliated with the Commonwealth's health system effective July 1, 2006, becoming the Richmond City Health District.

### Proposed Amendments Include

#### Operating

- The budgets of \$3,284,482 reflect the City's share of the City-State Cooperative Budget in the amount of \$2,736,909 plus \$547,573 in additional local-only funding to support health initiatives specific to the City of Richmond.

# PUBLIC HEALTH

## Operating

These initiatives include:

- Lead Program - \$208,175
- Chronic Disease Program (Rock Richmond) - \$143,119
- Pregnancy Prevention Program - \$30,000
- CAPS - \$28,078
- TB clinic services - \$57,600
- Radiology imaging service - \$18,100
- Richmond Area High Blood Pressure (RAHBPC) - \$62,500

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Health Administration</b>	\$217,776	-	-	-
<b>Family and Child Health Services</b>	12,510	-	-	-
<b>Clinical Services</b>	3,093,209	3,284,482	3,284,482	3,284,482
<b>Total Program Expenditures</b>	<b>\$3,323,495</b>	<b>\$3,284,482</b>	<b>\$3,284,482</b>	<b>\$3,284,482</b>

# SOCIAL SERVICES

## Mission Statement

The mission of the Department of Social Services is to meet the basic financial needs of citizens and enable their attaining maximum capacity for economic and social functioning.

**Agency Overview**-The Richmond Department of Social Services provides financial assistance and/or social assistance to individuals and families in need. The focus of the department is to meet essential human needs; increase their capacity to function independently and provide protection for abused and/or neglected children, the aged and the disabled.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$22,720,335	\$24,741,409	\$25,050,662	\$25,472,197
Operating Expenses	41,074,089	44,009,168	45,953,575	45,916,502
<b>Total Expenditures</b>	<b>63,794,424</b>	<b>68,750,577</b>	<b>71,004,237</b>	<b>71,388,699</b>
Total Revenues	52,391,496	56,679,658	59,742,274	57,104,627
Net City Costs	\$11,402,928	\$12,070,919	\$11,261,963	\$14,284,071
Total Positions	471.30	486.30	486.30	484.10

## Agency Highlights

The Mayor's 2020 Vision - Report of the Mayor's Human Services Committee, issued in July 2005, recommended a redesigned management structure to better serve the citizens of Richmond and to achieve high performance. In October 2006, a re-organization into the divisions of Economic Support and Independence, Social Work, and Administration and Finance was fully implemented resulting in clearer lines of authority and accountability.

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 95% of the cost of all full-time positions due to anticipated vacancies.
- The budgets reflect the addition of positions approved by the Commonwealth of Virginia during FY2007. Salary costs for these positions are reimbursed by the Commonwealth at varying rates, depending upon the program the position is approved for.

# SOCIAL SERVICES

## Personnel

- During FY2008 and FY2009, the Department of Social Services will employ a variety of methods to improve service delivery by reducing turnover and accelerating the hiring process.
- This also reflects the transfer of two FTEs to the department of Public Works to support the staffing and operation of the City's 311 Call Center.

## Operating

- Proposed operating expenditures of \$45.916 million for 2009 are sufficient to support the agency's work plans.
- Proposed operating expenditures for FY2009 are \$1.907 million (4.3%) more than FY 2008 and include increases for:
  - Treatment Foster Care
  - Case Management
  - Reimbursement for Medicaid,
  - Regulatory changes impacting the cost for background checks and finger printing for foster parents.
  - Regulatory changes to TANF and VIEW Programs that will increase the cost of Child Care.
  - Increased costs for CSA programs.

Funding in the amount of \$61,005 has been provided in FY2009 to support the operation of the Family Drug Treatment Court.

## Revenues

FY 2009 revenues as approved decreased by \$2.63 million (4.4%.) These decreases are due to the following factors:

- Projected expenditures for Day Care and Adoption which are 100% reimbursable were adjusted
- Reallocation of resources between programs with differing reimbursement rates
- Unexpected State program allocation decreases

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Special Fund</b>	<b>\$27,089,552</b>	<b>\$28,206,437</b>	<b>\$30,319,000</b>	<b>\$29,332,480</b>

Please refer to the Special Fund section in this document for details.



# SOCIAL SERVICES

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Administration</b>	\$4,187,871	\$4,685,784	\$4,086,979	\$4,173,795
<b>Records Management</b>	396,162	350,249	353,213	375,253
<b>Customer Support Services</b>	733,243	781,450	792,532	840,151
<b>Financial Assist Administration</b>	6,560,832	6,164,185	6,246,494	6,257,689
<b>General Relief</b>	846,255	971,169	1,014,562	1,014,562
<b>Auxil. Grants-Aged, Blind &amp; Disabled</b>	3,970,231	4,218,817	4,396,957	4,418,938
<b>Auxil. Grants-ADC, EM Asst, etc.</b>	40,539	110,000	110,000	110,000
<b>Emergency Assistance</b>	4,996	4,120	4,305	4,306
<b>Refugee Assistance</b>	41,425	-	-	-
<b>Food Stamp Issuance</b>	42,485	71,396	72,649	74,968
<b>Adult/Family Administration</b>	864,204	969,071	999,973	893,769
<b>Child Welfare Services</b>	16,065,349	16,778,672	17,745,108	17,907,547
<b>Family Services</b>	1,348,614	1,547,798	1,566,932	1,605,212
<b>Adult Services</b>	718,168	679,084	682,436	627,087
<b>Adoption</b>	6,091,375	6,941,368	7,460,671	7,454,375
<b>Adult Protective Services</b>	491,433	486,629	491,509	506,736
<b>Family Stabilization</b>	2,261,000	2,227,756	2,253,461	2,390,096

# SOCIAL SERVICES

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Emergency Fuel Program</b>	\$269,462	\$193,951	\$194,701	\$203,061
<b>Fraud Free</b>	337,776	590,917	413,164	588,655
<b>J.O.B.S</b>	4,146,567	4,694,324	4,745,182	4,627,358
<b>Food Stamp Employee/Training</b>	60,840	89,320	90,650	95,316
<b>Hospital Based Eligibility</b>	575,326	671,155	679,846	710,858
<b>Healthy Start</b>	134,943	192,610	183,888	2,918
<b>Fee Day Care</b>	9,253,241	10,795,299	11,591,387	11,580,111
<b>Southside Community Service Center</b>	784,783	922,414	956,377	956,377
<b>Family Violence Prevention</b>	230,650	204,741	207,004	210,229
<b>Second Responder</b>	676,931	719,085	727,400	751,194
<b>Foster Parent Training</b>	328,679	311,408	315,563	345,946
<b>Human Service Internal Support (HSIS) - Human Services Administration</b>	218,066	213,871	215,691	191,228
<b>HSIS - Technology</b>	409,494	518,199	540,783	405,401
<b>HSIS - Support</b>	209,468	231,048	234,731	216,318
<b>HSIS - Finance</b>	602,648	763,736	773,735	921,217
<b>HSIS - Human Services Automation</b>	357	-	-	-
<b>Family Preservation</b>	226,638	237,882	237,892	237,892
<b>East District Initiative</b>	664,373	413,069	618,461	690,136
<b>Total Program Expenditures</b>	<b>\$63,794,424</b>	<b>\$68,750,577</b>	<b>\$71,004,237</b>	<b>\$71,388,699</b>

# SOCIAL SERVICES

## Agency Accomplishments

- In the spring of 2007, the Casey Strategic Consulting Group committed to working with Richmond DSS in order to help facilitate successful, sustainable human service system transformations. As a subsidiary of the Annie E. Casey Foundation, this consulting group collaborates with human service organizations around the country to improve internal operations, management, and performance issues in order to significantly improve permanency outcomes for youth.
- Richmond DSS in conjunction with surrounding localities and community partners, hosted a two day Richmond Regional Summit on Preventing Infant Death in October of 2007. Nationally recognized speakers presented to an audience of over 400 area human service professionals.
- In partnership with the Richmond Police Department, the Richmond DSS Workplace Safety Task force conducted “Safety in the Workplace training to more than 100 individuals in the Phase One Training, Safety First Training.

◆ **CULTURE & RECREATION**

# LIBRARY

## Mission Statement

The mission of the Richmond Public Library is to inform, enrich, and empower Richmond's residents: to enrich lives and expand opportunities for all citizens by promoting reading and the active use of cultural, intellectual, and informational resources through a dedication to excellence and professional service.

**Agency Overview**-Richmond residents of all ages will thrive and realize success in academic, professional, personal, cultural and economic pursuits, enhanced by relevant services and resources at Richmond Public Library. Children will enter school ready to learn, and will succeed academically, through resources and programs offered for them, their parents and caregivers at Richmond Public Library. Richmond residents will increase their technological knowledge, skills and competencies from technology, programs and resources available at Richmond Public Library.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$3,883,868	\$4,235,415	\$4,297,303	\$4,304,404
Operating Expenses	1,145,017	901,609	886,342	904,676
<b>Total Expenditures</b>	<b>5,028,885</b>	<b>5,137,024</b>	<b>5,183,645</b>	<b>5,209,080</b>
Total Revenues	336,955	315,964	315,964	313,770
Net City Costs	\$4,691,930	\$4,821,060	\$4,867,681	\$4,895,310
Total Positions	83.05	84.42	84.42	84.44

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost for all full-time positions due to anticipated vacancies.

# LIBRARY

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- An increase of \$20,000 was added to support landscaping contractual services for branch libraries.

## Revenue

- General fund revenues decreased due to Statewide budget reductions.

## Non-General Fund Budget

Fund Type	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Capital Improvement Plan	\$237,333	\$878,037	\$3,317,757	\$4,327,000
Special Fund	\$373,321	\$1,085,000	\$1,085,000	\$710,000

Please refer to the Capital Improvement Plan & Special Fund sections in this document for details.

## General Fund Budget By Program

Agency Programs	Actual FY2006	Adopted FY2008	Approved FY2009	FY2009
Library Administration	\$593,870	\$484,847	\$486,888	\$667,951
Adult and Family Services	3,188,097	3,027,245	3,067,057	3,766,454
Children and Family Services	659,545	974,762	988,841	428,855
Youth and Family Services	457,655	514,019	521,129	232,969
City Records Center	72,679	71,534	72,130	65,251
Neighborhood Community Services	57,038	64,617	47,600	47,600
<b>Total Program Expenditures</b>	<b>\$5,028,885</b>	<b>\$5,137,024</b>	<b>\$5,183,645</b>	<b>\$5,209,080</b>

# LIBRARY

## Agency Accomplishments

The accomplishments at the Library have improved the quality of life for the citizens of Richmond in several areas:

- Initiated strategic planning and evaluation of the library's mission and guiding principles, and developed a new mission statement with service impact statements.
- Improved outreach to children and families by designating staff to be Literacy Outreach Coordinator, and partnered with Richmond Public Schools, Head Start and United Way/Success by Six's Raising a Reader to deliver programs and story times to parents and children.
- Enhanced our cultural and educational programming by partnering with other community organizations. The READ Center has established an adult education computer training lab at the Main Library. The Richmond Symphony Orchestra held its Family Day at the Main Library. The Richmond Free Press, Richmond Braves, Verizon and the Friends of the Richmond Public Library sponsored summer reading fun for kids of all ages.
- Expanded our technology training with Tech Tuesdays, offered more classes in using standard business software, increased computer training opportunities for seniors, and offered computer training in community locations.

# PARKS, RECREATION & COMMUNITY FACILITIES

## Mission Statement

The mission of the Department of Parks, Recreation, and Community Facilities is to promote appreciation of and participation in Richmond's unique parks, recreation and other life enhancing facilities.

**Agency Overview** - Parks, Recreation, and Community Facilities oversees more than 57 parks and open spaces, 138 tennis courts, 60 playgrounds, 56 baseball diamonds, 10 pools, numerous tot lots, picnic areas and exercise trails. The department is also the operator of the James River Parks system, the largest and most unique park in Richmond. The James River park system includes over 500 acres of shoreline and islands in the heart of the city, offering opportunities for whitewater and flat-water canoeing and kayaking, fishing, hiking, jogging, and wildlife exploration.

Additionally, the department takes care of more than 22 statues and monuments, 7 cemeteries, the Dogwood Dell Amphitheater and operates 24 city owned community centers while providing a full spectrum of recreational services for the youth, adults and special need populations.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Personnel	\$10,698,753	\$10,813,640	\$10,943,669	\$11,627,903
Operating Expenses	4,314,604	4,031,812	4,145,130	4,245,866
<b>Total Expenditures</b>	<b>15,013,358</b>	<b>14,845,452</b>	<b>15,088,799</b>	<b>15,873,769</b>
Total Revenues	172,739	173,000	173,000	173,000
Net City Costs	\$14,840,619	\$14,672,452	\$14,915,799	\$15,700,769
Total Positions	236.03	233.44	233.44	235.95

## Agency Highlights

### Amendments Include

#### Personnel

- The budget includes an average of three percent salary increase, long-term disability, and funding of 94% of the cost of all full-time positions due to anticipated vacancies.
- This budget reflects the transition of the Richmond Landmark Theater from City management to the control by a non-profit organization. With this transition, two full-time positions with salaries and benefits were transferred from the enterprise fund to the general fund.



# PARKS, RECREATION & COMMUNITY FACILITIES

## Operating

- Minor adjustments were made to the operating budget, primarily due to updates in estimated fleet related expenses.
- This budget includes \$175,000 for the City's continued sponsorship of the Summer Music concert series.
- This budget includes \$40,000 for the support of a satellite office in the Landmark Theater.
- Minor adjustments are proposed with regard to fees for the use of the Dogwood Dell Amphitheater and Carillon.
- Proposed fee adjustments in fees for adult leagues and recreation center rentals.

## Revenues

- Revenues are budgeted at \$173,000 for FY 2009, which is flat a revenue estimate, based on the adopted FY 2008 budget.

## Non-General Fund Budget

<b>Fund Type</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Capital Improvement Plan</b>	\$6,722,290	\$5,125,460	\$9,500,280	\$1,515,688
<b>Special Fund</b>	\$1,356,998	\$5,867,000	\$6,460,000	6,900,000
<b>Enterprise Fund (excludes Public Utilities and Port of Richmond)</b>	\$2,908,136	\$2,414,500	\$2,502,284	\$1,702,000

Please refer to the Capital Improvement Plan, Special & Enterprise Fund sections in this document for details.

## General Fund Budget By Program

<b>Agency Programs</b>	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>Administration</b>	\$1,316,709	\$1,950,662	\$1,960,763	\$2,254,988
<b>Park Maintenance</b>	2,195,125	10,000	10,000	20,660
<b>Infrastructure Maintenance</b>	1,596,168	1,564,164	1,601,667	1,687,813

# PARKS, RECREATION & COMMUNITY FACILITIES

Agency Programs	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
Hickory Hill Community Center	\$218,136	\$201,592	\$218,461	\$214,396
Parks Permits and Scheduling	194,054	191,905	194,400	309,530
Special Recreation Services	2,023,632	1,897,518	1,915,027	1,856,895
General Recreation	4,664,592	-	-	324,544
East District	-	-	-	-
James River Parks	352,677	300,883	311,426	336,913
After School Program	1,348,953	1,186,423	1,192,018	1,310,742
Recreation - Broad Rock Old South	155	859,379	881,667	129,909
Marketing	230,025	248,974	254,231	403,909
Recreation - North East	25,791	1,689,422	1,724,274	3,538,440
Recreation - South West	-	823,604	845,187	130,865
Maintenance - Broad Rock Old South	-	876,323	887,405	495,667
Maintenance - North East	-	1,184,688	1,193,800	531,537
Maintenance - South West	-	1,098,473	1,127,995	1,490,801
Cultural Arts	847,341	761,442	770,478	836,340
<b>Total Program Expenditures</b>	<b>\$15,013,358</b>	<b>\$14,672,452</b>	<b>\$14,915,799</b>	<b>\$15,873,769</b>

## Agency Accomplishments

- During FY 2006, when the Boys & Girls Clubs of Metro Richmond found it was unable to continue to provide services at four Richmond Redevelopment & Housing Authority sites, the Department stepped up to the plate and took over the provision of services at the sites (Creighton Court, Calhoun Court, Hillside Court, and Whitcomb Court.) This resulted in an enhanced level of services for the citizens due to the Department's longer hours of operation, the addition of the Department's youth athletic programs, and provision of free meals.

# PARKS, RECREATION & COMMUNITY FACILITIES

## Agency Accomplishments

- During fiscal year 2007, the department began implementing Parks and Recreation “City of the Future” capital improvement projects. The first project to be completed using this funding source was a \$300,000 renovation of the Byrd Park tennis courts. In total, the department will oversee \$5.2 million in improvements in City parks, recreation centers, playgrounds and athletic facilities.
- In fiscal 2007, the department served 389,307 meals through the USDA’s Child and Adult Food Program. That number reflects an 18.6% increase over fiscal year 2006.
- Participation in the department’s fall youth football program increased by 13.9% from the previous year to a total enrollment of 1506.
- The department served 575 youth per day in its licensed after school programs and provided recreational opportunities to over 1000 visitors per day in Parks and Recreation managed community centers.
- In order to show a commitment to the environment, to reduce global warming, make the City of Richmond more energy efficient, and to support the Cool Cities Committee, the Department implemented several initiatives. Senor and T-8 Energy saving lights were installed. Tankless hot water systems and waterless urinals were installed in a number of City owned community centers.



**NON-DEPARTMENTAL & OTHER**

# DEBT SERVICE

## Mission Statement

The Debt Service Division will ensure that the City's capital and cash flow borrowings are done in a timely manner and in accordance with the City's charter, State Public Finance Acts, and the City's debt policy. The timing and structure of each financing will be closely examined to maintain the lowest overall interest for each debt issue.

## Agency Overview

The Debt Service budget funds long-term and short-term debt.

Long-term debt is issued for the purpose of acquiring or constructing capital projects and for making major renovations to existing projects. The maturity of any debt will not exceed the expected useful life of the project for which debt is incurred. Long-term debt includes payments on the City's General Obligation Bonds. The City uses short-term borrowings to optimize the use of cash and to provide liquidity throughout the year. Because of the timing of tax revenue receipts, the City has issued short-term notes in November of each year with repayment occurring in mid-June from tax collections.

In FY2008 and FY2009 1.0% of the meals tax is included as revenue and is dedicated to fund debt related to cultural facilities and new or renovated school buildings.

The following pages detail debt allocation by agency, compliance with our legal debt limit, authorized but unused bonds and notes, tax supported debt ratios, details of long term indebtedness, and our debt service fund budget for FY2009.

## Total Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Total Debt Service</b>	<b>\$56,628,341</b>	<b>\$58,801,268</b>	<b>\$64,067,306</b>	<b>\$57,995,095</b>
<b>Revenue</b>	<b>3,323,075</b>	<b>3,674,986</b>	<b>3,766,861</b>	<b>5,264,923</b>
<b>Net City Cost</b>	<b>\$53,305,266</b>	<b>\$55,126,282</b>	<b>\$60,300,446</b>	<b>\$52,730,172</b>

### Amendments Include

- A reduction in Debt Service primarily related to a delay in anticipated City of the Future Capital spending, combined with lower than previously anticipated interest rates.
- An increase in Revenue is due to increased anticipated revenue offsets for long-term debt obligations from the Richmond Metropolitan Authority and the Richmond Redevelopment and Housing Authority.

# DEBT SERVICE FUND

## FY2009 BUDGET

**Debt Service Fund Revenues  
For the Payment of :**

			<b>Fund 010</b>	<b>Fund 030</b>
			<b>General</b>	<b>Debt Service</b>
			<b>Fund</b>	<b>Fund</b>
	<b>Project/Purpose</b>	<b>Source of Funding</b>		
<i>General Obligation Bonds &amp; Notes</i>				
G.O. Bonds	General Government CIP Projects	General Fund		
	Principal		\$16,575,383	\$16,575,383
	Interest		\$15,543,946	\$15,543,946
G.O. Bonds	General Government-Equipment	General Fund		
	Principal		\$1,000,000	\$1,000,000
	Interest		\$102,500	\$102,500
G.O. Bonds	Richmond Coliseum	General Fund		
	Principal		\$900,506	\$900,506
	Interest		\$534,188	\$534,188
Capital Lease (HVAC System)	Richmond Coliseum HVAC System	General Fund		
	Principal		\$163,900	\$163,900
	Interest		\$47,500	\$47,500
G.O. Bonds	Landmark Theater	General Fund		
	Principal		\$290,108	\$290,108
	Interest		\$208,149	\$208,149
G.O. Bonds	Streets and Bridge Projects	General Fund		
	Principal		\$2,528,747	\$2,528,747
	Interest		\$2,381,469	\$2,381,469
G.O. Bonds	Theatre Row Office Building	General Fund		
	Principal		\$1,074,873	\$1,074,873
	Interest		\$932,715	\$932,715
G.O. Bonds	Cemetery CIP Projects	General Fund		
	Principal		\$38,559	\$38,559
	Interest		\$28,493	\$28,493
G.O. Bonds	Schools CIP Projects- Principal	General Fund	\$4,066,980	\$4,066,980
VPSA Bonds	Schools CIP Projects- Principal	General Fund	\$227,025	\$227,025
QZAB Bonds	Schools CIP Projects- Principal	General Fund	\$192,480	\$192,480
G.O. Bonds	Schools CIP Projects- Interest	General Fund	\$3,680,897	\$3,680,897
VPSA Bonds	Schools CIP Projects- Interest	General Fund	\$117,976	\$117,976
QZAB Bonds	Schools CIP Projects- Interest	General Fund	\$0	\$0
G.O. Bonds	RMA Expressway Parking Deck	General Fund		
	Principal		\$658,929	\$658,929
	Interest		\$788,404	\$788,404
G.O. Bonds	Fleet Vehicles & Equipment	Internal Service Fund-Fleet Mgmt		
	Principal			\$1,600,000
	Interest			\$186,500
G.O. Bonds	Public Utility CIP Projects	Department of Public Utilities		
	Principal			\$12,791,019
	Interest			\$11,250,893

# DEBT SERVICE FUND

## FY2009 BUDGET

<i>Revenues-continued</i>			<i>Fund 010 General Fund</i>	<i>Fund 030 Debt Service Fund</i>
	<b>Project/Purpose</b>	<b>Source of Funding</b>		
G.O. Bonds	Richmond Ambulance Authority	Richmond Ambulance Authority		
	Principal			\$36,516
	Interest			\$10,361
G.O. Bonds	Richmond Nursing Home	General Fund		
	Principal		\$11,132	\$11,132
	Interest		\$27,886	\$27,886
GO Equipment Notes	General Government - Equipment	General Fund		
	Principal		\$800,000	\$800,000
	Interest		\$103,600	\$103,600
GO Equipment Notes	Fleet Vehicles & Equipment	Internal Services Fund-Fleet Mgmt		
	Principal			\$2,400,000
	Interest			\$339,000
Bond Anticipation Notes (Commercial Paper Line of Credit)	Interest	General Fund	\$2,000,000	\$2,000,000
	<b>Total Revenues for Payment of Long Term General Obligation Bonds, Notes, and Capital Leases</b>		<b>\$55,026,345</b>	<b>\$83,640,634</b>
 <i>Other City Debt Obligations</i>				
HUD Section 108 Loans	Permanent Notes	Program Income & Community Development Block Grants		
	Principal			\$555,000
	Interest			\$243,257
Certificates of Participation	800 Megahertz Project	Special Revenue Fund 388		
	Principal			\$750,000
	Interest			\$714,913
	<b>Other Revenues for the Payment of Debt</b>		<b>\$0</b>	<b>\$2,263,170</b>
	<b>Total Fund Revenues for Payment of Long Term Debt &amp; Leases</b>		<b>\$55,026,345</b>	<b>\$85,903,804</b>
 <i>Short - Term Borrowing</i>				
<b>Revenue Anticipation Notes</b>	Short-Term Debt	General Fund	\$1,968,750	\$1,968,750
	Bond Issuance Costs	General Fund	\$750,000	\$750,000
	Bond Counsel	General Fund	\$250,000	\$250,000
	<b>Total Revenues From Other Funds and Authorities for the Payment of Debt Service</b>		<b>\$57,995,095</b>	<b>\$88,872,554</b>

# DEBT SERVICE FUND

## FY2009 BUDGET

### **Debt Service Fund Expenditures**

<i>General Obligation Bonds &amp; Notes - Principal Due</i>	\$45,192,257
<i>Section 108 Loans - Principal Due</i>	\$555,000
<i>Capital Leases Payable - Principal Due</i>	\$163,900
<i>Certificates of Participation - Principal Due</i>	\$750,000
<b>Total FY2009 Debt Service Fund Principal Payments</b>	<b><u>\$46,661,157</u></b>
<i>General Obligation Bonds &amp; Notes Interest Due</i>	\$36,236,977
<i>Section 108 Loan Interest Due</i>	\$243,257
<i>Certificates of Participation Interest Due</i>	\$714,913
<i>Capital Leases Payable-Interest</i>	\$47,500
<i>Revenue Anticipation Note/Line - Interest</i>	\$1,968,750
<i>Commercial Paper Bond Anticipation Note - Interest</i>	\$2,000,000
<b>Total FY2009 Debt Service Fund Interest Payments</b>	<b><u>\$41,211,397</u></b>
<i>Bond Issuance Costs, Legal, Trust Administrative Fees, and other costs related to debt</i>	\$1,000,000
<b>Total FY2009 Debt Service Fund Expenditures</b>	<b><u><u>\$88,872,554</u></u></b>



# NON-DEPARTMENTAL

The Non-Departmental budget includes funding for quasi-governmental and other non-departmental programs and activities that either span departments or are not department specific. This budget also includes funds for Tax Relief for the Elderly and Disabled and the Reserve for Contingencies.

## General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Total Expenditures</b>	<b>\$41,164,866</b>	<b>\$50,138,455</b>	<b>\$49,480,373</b>	<b>\$48,922,323</b>

## Agency Highlights

### Amendments Include

- \$800,000 was added to the CDA Payments based on their projected shortfall in parking-related revenue, which is used to cover debt payments.
- \$1.0 million for the DPU Ernesto Repayment was eliminated. No funds were received from the Department of Public Utilities thus eliminating the need for a repayment.
- Fund Balance Contribution was reduced to \$500,000. The current undesignated fund balance is over the required 7% of the Proposed FY2009 General Fund Budget.
- \$650,000 was added under Retiree Healthcare as a reserve for GASB-45, which addresses the City's liability of retiree post-employment healthcare benefits. Beginning in calendar 2008, this must be reported in the City's annual financial reports.
- The Greater Richmond Convention Center Authority (GRCCA) subsidy was reduced by \$589,000 due to updated projections from their financial persons.
- The Greater Richmond Partnership funding of \$390,000 was eliminated.
- GRTC Transit Corporation was increased by \$2.0 million. Increased fuel costs and healthcare costs are the primary factors.
- Marriott Parking was reduced by \$165,000 due to settlement agreements and will continue to decrease annually.
- The Master Lease was reduced by \$243,035 to \$1.2 million.
- Peumansend Regional Jail was increased \$230,143 to be more in line with their approved budget.
- Retiree Healthcare was reduced by \$250,000 similar to the FY08 reductions due to lower enrollment of retirees over 65.
- RMA Expressway Deck debt offset of \$627,000 is now included in the overall Debt budget.
- \$500,000 was added as the City's maximum match of payments to RPAC Inc. in conjunction with the CenterStage performing arts project.

# NON-DEPARTMENTAL

- Funds totaling \$4,500,000 were added to offset the negative amounts approved for a \$1 million fleet reduction and an additional 2 percent vacancy savings of \$3.5 million. Offsetting decreases were distributed among the remaining agencies.
- The Appropriation for Pay Adjustment was decreased by \$4,473,457. Offsetting increases for pay adjustments were distributed among the remaining agencies.

## Expenditures

- The Other Non Departmental Programs and Activities category includes those agencies and organizations which enhance the quality of life in the City of Richmond and the region. Reductions are proposed for a majority of the organizations in this group. There are also some organizations that are receiving City funds for the first time. Within the human services group, the proposed budgets are based upon recommendations from a committee under the supervision of the Deputy Chief Administrative Officer for Human Services.
- The Quasi-governmental category represents funding to state, local, and regional governments that provide services to the City of Richmond. Several of the agencies funded in this category reflect the City's contribution in regional efforts with the surrounding counties. This category includes funds for GRTC Transit System, Richmond Metropolitan Convention and Visitors Bureau (RMCVB), Richmond Ambulance Authority (RAA), Greater Richmond Convention Center Authority (GRCCA), salary adjustments for City employees, retiree healthcare, and any cross-agency budgets.
- Proposed funding for GRTC is \$10,700,000 in FY2008 and \$10,450,000 in FY2009. This amount includes \$200,000 each year for the Senior Rate Break and capital funds of \$1,000,000 for FY2008 and \$750,000 for FY2009. The Richmond Ambulance Authority is proposed for funding of \$4,000,000 in FY2008 and FY2009. This represents an increase of \$550,000, which is the first significant increase in over four years.
- In consideration of the City's undesignated fund balance requirements, a \$1 million contribution is proposed in FY2008. Similarly in FY2009 \$750,000 is proposed. There are three new major items included for FY2008. An economic incentive for \$1 million is proposed for FY2008 only and is the balance of a \$2 million commitment for MeadWestvaco's relocation to Richmond. Beginning in FY2008 and continuing for ten years is a \$1.25 million real estate grant for Philip Morris USA who is expected to take occupancy of new facility in downtown Richmond in May or June.
- The last major item represents the City's plans to utilize a Master Lease Agreement for equipment, computers, and other depreciable items. This mechanism will allow the City to pay smaller lease payments over 3-5 years versus buying equipment and incurring the full cost upon purchase. Funds are also budgeted for the Enterprise Resource Planning (ERP) project in the Master Lease. This project involves the replacement of the City's automated financial

# NON-DEPARTMENTAL

system, which is over 15 years old. Plans are to upgrade to a comprehensive, web-based system that takes full advantage of the latest automation technologies.

- The budget proposes \$2,300,000 in FY2008 and \$4,600,000 in FY2009 for compensation for City employees. The compensation package includes an average three percent performance-based pay adjustment for employees in FY2008 and FY2009. This amount is calculated to become effective on the first paycheck in November 2007 and November 2008. Retiree healthcare is proposed at \$3 million in both years.
- This budget also includes interfund transfers to Public Utilities of \$500,000 in FY2008 and \$1,000,000 in FY2009 that are related to costs associated with Battery Park revitalization plans.

# NON-DEPARTMENTAL

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Quasi-governmental and Other Non Departmental Programs and Activities</b>				
ACORN-Marketing Old Richmond Neighborhoods	9,900	30,000	30,000	30,000
Affordable Housing Trust Fund Contribution	-	250,000	250,000	250,000
Airport Commission	10,500	12,000	12,000	-
Appropriation For Pay Adjustments	-	2,300,000	4,600,000	126,545
ARC of Richmond	24,750	29,750	29,750	29,750
Arts Consortium	346,500	450,000	450,000	450,000
Black History Museum Match Funding	74,250	-	-	-
Boaz & Ruth	24,750	45,000	45,000	45,000
CARITAS	-	35,000	35,000	35,000
Carytown Parking	54,951	58,504	70,259	70,259
CDA	543,546	650,000	650,000	1,450,000
Central Virginia Legal Aid Society	59,400	59,400	59,400	59,400
Clean & Safe Partnership	700,000	700,000	700,000	700,000
Communities In Schools	67,320	-	-	-
Daily Planet	18,563	25,000	25,000	25,000
Delta House	24,750	-	-	-
DPU Ernesto Repayment	-	500,000	1,000,000	-
East End Teen Center	18,563	25,000	25,000	25,000
Economic Development Consortium	1,048,000	1,058,000	1,058,000	1,058,000
Elegba-Kwaanza & Family Reunion	24,750	-	-	-
Emergency Communication Supplemental Costs	1,247,209	-	-	-
Extension Services	29,994	38,000	38,000	38,000
Family Advocacy Center	19,800	35,000	35,000	35,000
Family Resource Centers	-	80,000	80,000	80,000
Fan Free Clinic	-	67,426	67,426	67,426
Fleet Savings (Undistributed)	-	(1,000,000)	(1,000,000)	-
Freedom House	-	25,000	25,000	25,000
Fund Balance Appropriation	-	2,356,904	1,940,604	500,000
Garfield Memorial Child Guidance - Childsavers	-	30,000	30,000	30,000
Gold Bowl Classic	-	25,000	25,000	-
GRCCA Operating Subsidy	7,331,371	7,631,129	7,920,903	7,331,549
Greater Richmond Partnership	390,000	390,000	390,000	-
GRTC Board	5,000	6,000	6,000	-

# NON-DEPARTMENTAL

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Quasi-governmental and Other Non Departmental Programs and Activities continued</b>				
GRTC Equipment Note	697,500	900,000	750,000	750,000
GRTC Senior Rate Break	200,000	200,000	200,000	200,000
GRTC Transit Corp	8,508,080	9,000,000	9,000,000	11,000,000
Healing Place		100,000	100,000	100,000
Health Dept Transfer VRS Costs	538,542	-	-	-
Highland Park CDC	-	250,000	-	-
Homeward	47,025	50,000	50,000	50,000
J Sargent Reynolds CC (Capital)	101,970	157,590	162,318	148,214
J Sargent Reynolds CC (Oper)	84,625	59,787	59,787	57,390
James River Advisory Council	-	10,000	-	-
James River Development Corporation	-	16,621	16,621	16,621
Marriott Parking	749,201	500,000	500,000	335,000
Master Lease	-	861,703	1,443,035	1,200,000
Maymont Contribution	297,000	400,000	400,000	400,000
MeadWestvaco Economic Incentive Payment	-	2,000,000	-	-
Meals On Wheels	99,000	100,000	100,000	100,000
Med-Flight	-	6,100	6,100	6,100
Mobile Health Care-A-Van	198,000	-	-	-
Offender Aid and Restoration	138,600	138,600	138,600	138,600
Old Manchester Pre-development Study	24,400	-	-	-
Peumansend Regional Jail	1,408,395	1,250,000	1,239,288	1,469,431
Philip Morris RE Grant	-	1,250,000	1,250,000	1,250,000
RBHA	1,226,625	1,835,500	1,835,500	1,835,500
RCAP	148,500	145,000	145,000	145,000
Retirees Health Care	2,830,950	3,591,363	3,591,363	3,991,363
Richmond Ambulance Authority	3,450,000	3,800,000	3,800,000	3,800,000
Richmond Regional Planning District Commission	115,980	116,040	116,040	115,380
Ridefinders	7,425	7,500	7,500	7,500
RMA - The Diamond	89,894	95,000	95,000	95,000
RMA Expressway Deck	617,750	717,303	626,583	-
RMCVB	885,618	937,180	1,007,141	1,007,142
RPAC Matching Funds	-	-	-	500,000
RRHA - Old Manchester Debt	2,805,075	2,883,600	2,895,700	2,895,700
RRHA 6th Street Marketplace	923,647	-	-	-
RRHA Property Maintenance & Insurance	159,918	190,000	190,000	190,000

# NON-DEPARTMENTAL

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Quasi-governmental and Other Non Departmental Programs and Activities continued</b>				
Senior Connections	52,455	52,455	52,455	52,455
Slave Trail Commission Support	11,062	30,000	30,000	30,000
Stormwater Management (Pre DPU Ent Fund)	-	2,000,000	-	-
Transition Costs New Government	294,278	-	-	-
Turnover / Vacancy Savings	-	(3,500,000)	(3,500,000)	-
Va High Speed Rail	9,900	10,000	10,000	10,000
Virginia Supportive Housing	-	60,000	60,000	60,000
VHA/RNH Subsidy	65,508	-	-	-
Vision 2020 / Comprehensive Strategy	186,408	-	-	-
VJ Harris Health Clinic	99,000	100,000	100,000	100,000
William Byrd Community House	18,868	25,000	25,000	25,000
YMCA North Richmond Teen Center	19,800	20,000	20,000	20,000
<b>Total Quasi-governmental and Other Non Departmental Programs and Activities</b>	<b>\$ 39,184,866</b>	<b>\$ 46,278,455</b>	<b>\$ 45,120,373</b>	<b>\$ 44,562,325</b>
<b>Reserve For Contingency</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Tax Relief - Elderly/Disabled</b>	<b>1,980,000</b>	<b>3,660,000</b>	<b>4,160,000</b>	<b>4,160,000</b>
<b>Total Non-Departmental</b>	<b>\$ 41,164,866</b>	<b>\$ 50,138,455</b>	<b>\$ 49,480,373</b>	<b>\$ 48,922,325</b>

# RICHMOND PUBLIC SCHOOLS

## CITY CONTRIBUTION

### Mission Statement

The mission of the Richmond School Board is to provide our students with high quality educational experiences so that our public schools are the choice of all Richmonders; to ensure that parents, families, and the community-at-large are involved in the activities of students; to ensure that students: master the essential skills of reading, writing, mathematics, and reasoning; grow creatively, culturally and physically in order to become life-long learners; and learn to appreciate cultural diversity, become responsible citizens, and lead productive lives.

### General Fund Budget

Description	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
State Sales Tax for Education	\$27,558,938	\$27,970,646	\$29,089,472	\$28,472,330
Other City Sources	132,368,375	132,026,487	132,526,487	132,561,899
<b>Total City Appropriation</b>	<b>\$159,927,313</b>	<b>\$159,997,133</b>	<b>\$161,615,959</b>	<b>\$161,034,229</b>

### Agency Highlights

#### Proposed Amendments Include

- The FY2009 allocation from City sources has been amended to provide an increase of \$535,412 in local funding from the FY2008 adopted amount.
- The FY2009 budget for State Sales Taxes for Education is \$28,472,330, based on information distributed by the Virginia Department of Education in December 2007.

### Non-General Fund Budget

Fund Type	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
Capital Improvement Plan	\$9,286,667	\$7,866,510	\$31,537,383	\$25,318,645

Note: The Capital amounts above include funding that will be directly disbursed to Schools for maintenance, as well as City of the Future-related funding that will be administered by the Department of Public Works. Please refer to the Capital Improvement Plan section in this document for details.

◆ **CAPITAL IMPROVEMENT PLANS**



# OPERATING IMPACT OF CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) presents operating issues for new facilities coming on-line which includes maintenance, utilities, and other operational needs. Conversely, the capital budget reduces operating issues in areas of infrastructure improvement in that once a capital project is completed; operational maintenance is no longer required in the general fund. Decisions made in one affect the other. For example, if a decision is approved to build a new Safety Building, then plans would be in place to hire new safety officers and associated operating equipment. Likewise, if we expand youth and recreational programs in the operating budget, new facilities must be planned and constructed in the CIP.

Funding for all major capital improvement projects, regardless of funding source, is presented in the five-year Capital Improvement Plan and the ability to fund (repay) all projects is budgeted. Debt service requirements are budgeted in the General Debt Service Fund or Enterprise Funds where applicable. Funding for each capital project, including engineering, design and construction are included in the CIP. Primary funding sources for the CIP are as follows:

- General Obligation Bonds - a common type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.
- Commercial Paper Notes - a money-market security issued by large banks and corporations. Commercial paper essentially can be compared as an alternative to lines of credit with a bank.
- Revenue Bonds - a special type of municipal bond distinguished by its guarantee of repayment solely from revenues generated by a specified revenue-generating entity associated with the purpose of the bonds.
- Grants such as Virginia Department of Transportation Funds or State & Federal Urban Funds - funds designed to assist in completing road and infrastructure projects.

Each year the City of Richmond limits itself to a set percentage of its total General Fund budget to support debt service for capital improvement projects adopted in the Capital Improvement Plan. The amount of general fund supported debt service will not exceed 10% of the total general fund budget.

The City will not incur general obligation debt in excess of 7.5% of its total taxable real estate value. To the extent that general obligation issued and authorized debt does not exceed 7.5% of the total assessed valuation of the City, the general obligation authority may be used for enterprise fund capital projects. This control provides that debt will not exceed three-quarters of the legal debt margin of 10%.

The Capital Improvement Plan for FY2009-FY2013 is \$905,021,985 of which \$210,518,965 is adopted for FY2009. For details, please see the Adopted Capital Improvement Plan.

**City of Richmond, Virginia  
Capital Improvement Plan  
City Council Amendments  
FY2009-FY2013**

CIP Citywide Budget Mayor Proposed Appropriations	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Marina	\$ 225,703,980 (6,000,000)	\$ 232,329,943 -	\$ 188,844,551 -	\$ 153,177,665 -	\$ 127,230,861 -
Storm water Revenue Bonds	(10,000,000)	-	-	-	-
Commercial Paper Credit Target	\$ 209,703,980	(1,000,000) \$ 231,329,943	(700,000) \$ 188,144,551	(1,688,000) \$ 151,489,665	(3,692,000) \$ 123,538,861
FY08 Funding Balance brought forward	\$4,581,563	-	-	-	-
<b>Amended Appropriations</b>	<b>\$214,285,500</b>	<b>\$231,329,943</b>	<b>\$188,144,551</b>	<b>\$151,489,665</b>	<b>\$123,538,861</b>

*Infrastructure, Construction & Maintenance*

Kensington Blvd Paving	50,000				
Windsor Farms Neighborhood Improvements	40,000				Restored Funding as approved in FY08
Fan Lighting	500,000	250,000			Restored Funding as approved in FY08
Rosedale Signage	25,000				Restored Funding as approved in FY08
3400 Block Cliff Avenue Paving Curb & Lighting Improvements	15,000				Restored Funding as approved in FY08
Bellemeade Gateway Sign Project	35,000				Restored Funding as approved in FY08
Brookland Park Blvd Lighting	90,000				Restored Funding as approved in FY08
MacArthur Avenue Streetscape	15,000				New FY 09 Project
Providence Park Improvements	75,000				New FY09 Project
Washington Park Improvements	54,000		150,000		Restored Funding as approved in FY08
Sunset Street Improvements	300,000				New Project
Bellemeade Area Sidewalks	125,000				Restored Funding as approved in FY08
Blackwell Community Project	60,000	100,000			Restored Funding as approved in FY08
Brick Sidewalk on Main- Visual Arts Center	125,000				Restore Funding as approved in FY08
Gunn Street Paving	300,000				Restored Funding as approved in FY08

**City of Richmond, Virginia  
Capital Improvement Plan  
City Council Amendments  
FY2009-FY2013**

<b>CIP Citywide Budget Amended Appropriations</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b><i>Infrastructure, Construction &amp; Maintenance</i></b>					
Old Manchester/Hull St Gateway Plan and Design	35,000				New FY09 Project
South Kinsley Avenue Drainage Improvements	85,000				Restored Funding as approved in FY08
Cherry Gardens Drainage Improvements	50,000				Restored Funding as approved in FY08
Glennan Drive Drainage Improvements	125,000				Restored Funding as approved in FY08
Haden Avenue and Ritter Street Improvements	125,000				Restored Funding as approved in FY08
Deter/Republic Replace Drainage Flow Pipes	300,000				New FY09 Project
Glendale Subdivision Street Lights	303,000				Restored Funding as approved in FY08
Sidewalk Improvements (COF)	(1,000,000)	(985,805)	(450,000)		Decreased Appropriation for Project
Transportation Project (COF)	(1,000,000)				Decreased Appropriation for Project
Various FY08 District Projects	277,000				City Administration Amendment to balance accelerated borrowing and appropriations in FY08
<b><i>Economic and Neighborhood Development</i></b>					
Hippodrome Theatre Renovation-Jackson Ward		300,000	300,000		New FY09 Project
Hermitage Rd Historic District Freeman Maker	5,000				New FY09 Project
Slave Trail	250,000				Restored Funding as approved in FY08
Blackwell Conservation & Redevelopment Program		500,000			Restored Funding as approved in FY08
<b><i>City Facilities Construction &amp; Maintenance</i></b>					
Carver Community Center		250,000			Restore Funding as approved in FY08
Ann Hardy Park Family Life Center		350,000			Restore Funding as approved in FY08
North Highland Park Youth Development and Grip Resource Center		150,000			New FY09 Project

**City of Richmond, Virginia  
Capital Improvement Plan  
City Council Amendments  
FY2009-FY2013**

CIP Citywide Budget Amended Appropriations	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<b>City Facilities Construction &amp; Maintenance</b>					
Churchhill Teen Center	850,000				Restored Funding as approved in FY08
City Jail Renovation				(1,288,000)	(512,000) City Administration Amendment to balance accelerated borrowing and appropriations in FY08
Gateway Beautification (COF)	(800,000)				Decreased Appropriation for Project
Library Renovation				(400,000)	(3,180,000) City Administration Amendment to balance accelerated borrowing and appropriations in FY08
Major Building Renovation	(277,000)		(700,000)		FY09 City Administration Amendment to balance accelerated borrowing and appropriations in FY08
Major Park Renovations (COF)	(1,000,000)	(250,000)			Decreased Appropriation for Project
Marina Development	(6,000,000)				Deleted Appropriation
Neighborhoods Park Improvements (COF)	(500,000)				Decreased Appropriation for Project
Oliver hill Courts Renovation		(1,000,000)			City Administration Amendment to balance accelerated borrowing and appropriations in FY08
Replacement of Fire Station 17	(1,000,000)	1,000,000			City Administration Amendment to balance accelerated borrowing and appropriations in FY08
<b>Richmond Public Schools</b>					
Schools ADA Compliance	5,000,000				Added Appropriation
Maintenance & Upgrades	3,803,900				Added Appropriation
Schools CIP Planning and Construction-COF	(6,545,300)	(1,000,000)		(1,500,000)	Decreased Appropriation for Project

**City of Richmond, Virginia  
Capital Improvement Plan  
City Council Amendments  
FY2009-FY2013**

<b>CIP Citywide Budget Amended Appropriations</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
<i>Richmond Public Schools</i>					
Technology Vocational School Improvements (COF)	(835,805)	835,805			Delays Vocational Technical School. Appropriates money for planning
Technology Vocational School Improvements (COF)		(1,500,000)		1,500,000	Delays Appropriation for Project
<b>Public Utilities Summaries</b>					
"Storm Water " Drainage" Projects	(10,000,000)				
Storm Water Drainage Projects	4,521,725				As listed in attachment B
<b>Total Changes</b>	<b>(11,418,480)</b>	<b>(1,000,000)</b>	<b>(700,000)</b>	<b>(1,688,000)</b>	<b>(3,692,000)</b>
<b>FY08 Funding Balance brought forward</b>					
Major Park Renovations FY08	580,000				
Neighborhood Parks Renovation FY08	501,563				
Schools CIP Planning and Construction FY08 (COF)	3,000,000				
Sidewalks Projects FY08	500,000				

**City of Richmond, Virginia**  
**Capital Improvement Plan FY2009-FY2013 General Obligation Bonds -**  
**Prior Appropriations**

<b>Projects</b>	<b>Prior Appropriations</b>	
Street Name Signs Program	27,024	Funds Not Committed
Neighborhood Traffic Calming	301	Funds Not Committed
Broad Street Intersection Sign Enhancements	16,796	Project Complete
Handicap Crossing at Forest Hill	1	Project Complete
Sidewalk Improvements in Commercial Business District	28,504	Project Complete
Neighborhood Sidewalk Improvement Program	24,000	Funds Not Committed
Brookland Park Boulevard Tree Removal and Replacement	30,000	Funds Not Committed
Warwick Road Relocation	50,032	Funds Not Committed
Council District Project - District 4	79,646	Funds Not Committed
Davey Garden Drainage	78,280	Funds Not Committed
West Cary Street Conservation & Redevelopment	3,827	Project Complete
Improvements to Intermediate Terminal Docks	861,917	Funds Not Committed
Fulton Redevelopment	26,000	Funds Not Committed
Maymont Park Improvement	50,000	Funds Not Committed
City Parking Garage Condominium	60	Project Complete
800Mhz Generator	39,384	Project Complete
Leigh Street Armory	1,407	Project Complete
<b>Total General Obligation Bonds - Prior Appropriations</b>	<b>\$ 1,317,179</b>	

**City of Richmond, Virginia**  
**Capital Improvement Plan FY2009-FY2013 Commercial Paper Credit -**  
**City of the Future - Prior Appropriations**

<b>Projects</b>	<b>Prior Appropriations</b>	
Major Parks Renovations FY08	\$ 580,000	Funds Not Committed
Neighborhood Parks Renovation FY08	501,563	Funds Not Committed
Schools CIP Planning and Construction FY08	3,000,000	Funds Not Committed
Sidewalk Projects FY08	<u>500,000</u>	Funds Not Committed
<b>Total Commercial Paper Credit - Prior Appropriations</b>	<b>\$ 4,581,563</b>	

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Project Estimates**

<b>Citywide Summary</b>	<b>Estimated Project Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriations</b>
Schools	\$ 69,811,860	\$ 58,637,410	\$ 9,303,900
Infrastructure	206,460,530	119,722,757	27,262,308
Economic Development	2,291,069	1,141,069	250,000
Neighborhood Development	23,556,168	16,551,168	1,905,000
City Facilities	338,149,797	64,160,564	51,506,228
Public Utilities	1,198,552,725	674,061,000	119,817,725
<b>Total</b>	<b>\$ 1,838,822,149</b>	<b>\$ 934,273,968</b>	<b>\$ 210,045,161</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Project Estimates**

	<b>Planning Years</b>				<b>Five-Year Total</b>
	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	
	\$ 500,000	\$ 460,000	\$ 410,550	\$ 500,000	\$ 11,174,450
	20,320,059	16,363,059	12,594,775	10,197,572	86,737,773
	150,000	250,000	250,000	250,000	1,150,000
	2,100,000	1,100,000	1,100,000	800,000	7,005,000
	60,424,884	64,466,492	64,200,340	33,391,289	273,989,233
	147,835,000	105,505,000	72,934,000	78,400,000	524,491,725
<b>Total</b>	<b>\$ 231,329,943</b>	<b>\$ 188,144,551</b>	<b>\$ 151,489,665</b>	<b>\$ 123,538,861</b>	<b>\$ 904,548,181</b>



**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Richmond Public Schools Projects**

<b>Projects</b>	<b>Estimated Project Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriations</b>
Schools ADA Compliance	\$ 8,072,717	3,072,717	5,000,000
School Maintenance	\$ 61,739,143	\$ 55,564,693	\$ 4,303,900
<b>Total</b>	<b>\$ 69,811,860</b>	<b>\$ 58,637,410</b>	<b>\$ 9,303,900</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Richmond Public Schools Projects**

<b>Planning Years</b>					<b>Five-Year Total</b>
<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>		
-	-	-	-	\$ 5,000,000	
\$ 500,000	\$ 460,000	\$ 410,550	\$ 500,000	\$ 6,174,450	
<b>\$ 500,000</b>	<b>\$ 460,000</b>	<b>\$ 410,550</b>	<b>\$ 500,000</b>	<b>\$ 11,174,450</b>	

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009
			Adopted Appropriations
Transportation Projects - City of the Future	\$ 34,428,794	\$ 6,000,000	\$ 5,846,414
Sidewalk Projects - City of the Future	8,073,116	1,728,972	910,627
Gateway Beautification - City of the Future	4,872,174	-	95,606
Traffic Control Installations	4,103,000	2,303,000	300,000
Transfer of Prior Appropriations	(23,804)	-	(23,804)
Richmond Signal System Improvements (CMAQ)	6,323,200	2,323,200	800,000
Safety Improvement Contingency Account	554,406	304,406	50,000
Overhead Traffic Sign Structure Enhancements	800,000	50,000	-
Transfer of Prior Appropriations	(25,000)	-	(25,000)
Richmond Signal System Improvements (RSTP)	5,082,000	1,082,000	800,000
Cary Street/River Road Signalization	820,000	-	-
Semmes Avenue Dundee to Cowardin Signalization	220,000	-	-
Duval Street Circulation	450,000	350,000	100,000
Bicycle and Pedestrian Enhancements	280,000	-	-
Citywide Traffic Calming	2,900,000	900,000	400,000
Citywide Sign Replacement Program	250,000	50,000	100,000
Transfer of Prior Appropriations	(25,000)	-	(25,000)
Shockoe Bottom Operations Improvements	501,720	201,720	100,000
MeadWestvaco Area Transportation Improvements	450,000	350,000	100,000
Allen Avenue Broad Street to grace Street	300,000	-	-
Bliley Road Forest Hill Ave. to Blakemore Road	150,000	-	-
Pavement Marking Program	100,000	-	-
Streets, Sidewalks, Alley Extensions, and Improvements	12,329,517	9,779,517	500,000
Transfer of Prior Appropriations	(400,000)	-	(400,000)
Matching Funds for Federal Grants (VDOT)	915,500	565,500	70,000
Brookland Park Boulevard Lighting	368,347	278,347	90,000
Midlothian Turnpike: Belt Boulevard to Chippenham Parkway (VDOT)	\$ 610,000	\$ 500,000	\$ 70,000

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

Projects	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
Transportation Projects - City of the Future	\$ 6,328,953	\$ 6,289,148	\$ 6,289,148	\$ 3,675,131	\$ 28,428,794
Sidewalk Projects - City of the Future	924,822	1,460,627	1,910,627	1,137,441	6,344,144
Gateway Beautification - City of the Future	2,388,284	2,388,284			4,872,174
Traffic Control Installations	300,000	400,000	400,000	400,000	1,800,000
Transfer of Prior Appropriations	-	-	-	-	(23,804)
Richmond Signal System Improvements (CMAQ)	800,000	800,000	800,000	800,000	4,000,000
Safety Improvement Contingency Account	50,000	50,000	50,000	50,000	250,000
Overhead Traffic Sign Structure Enhancements	-	550,000	-	200,000	750,000
Transfer of Prior Appropriations	-	-	-	-	(25,000)
Richmond Signal System Improvements (RSTP)	800,000	800,000	800,000	800,000	4,000,000
Cary Street/River Road Signalization	-	820,000	-	-	820,000
Semmes Avenue Dundee to Cowardin Signalization	-	220,000	-	-	220,000
Duval Street Circulation	-	-	-	-	100,000
Bicycle and Pedestrian Enhancements	-	190,000	-	90,000	280,000
Citywide Traffic Calming	400,000	400,000	400,000	400,000	2,000,000
Citywide Sign Replacement Program	-	-	-	100,000	200,000
Transfer of Prior Appropriations	-	-	-	-	(25,000)
Shockoe Bottom Operations Improvements	-	-	100,000	100,000	300,000
MeadWestvaco Area Transportation Improvements	-	-	-	-	100,000
Allen Avenue Broad Street to grace Street	-	-	-	300,000	300,000
Bliley Road Forest Hill Ave. to Blakemore Road	-	-	-	150,000	150,000
Pavement Marking Program	-	-	-	100,000	100,000
Streets, Sidewalks, Alley Extensions, and Improvements	400,000	550,000	550,000	550,000	2,550,000
Transfer of Prior Appropriations	-	-	-	-	(400,000)
Matching Funds for Federal Grants (VDOT)	70,000	70,000	70,000	70,000	350,000
Brookland Park Boulevard Lighting	-	-	-	-	90,000
Midlothian Turnpike: Belt Boulevard to Chippenham Parkway (VDOT)	\$ 40,000	\$ -	\$ -	\$ -	\$ 110,000

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009
			Adopted Appropriations
Hull Street Passenger Station	\$ 656,000	\$ 596,000	\$ 60,000
German School Road: Glenway To Warwick Road (VDOT)	283,000	263,000	20,000
Windsor Farms Neighborhood Improvements	460,000	420,000	40,000
Transfer of Prior Appropriations	(40,000)	-	(40,000)
Jefferson Davis Hwy (US-301): Chesterman Avenue to Decatur Street (VDOT)	763,000	463,000	150,000
Curb Ramps for the Mobility Impaired	1,125,000	875,000	50,000
Jahnke Road : Blakemore Road to Forest Hill Avenue	7,816,000	1,366,000	3,500,000
Forest Hill Avenue: Hathaway to Powhite Parkway	5,225,000	1,694,000	1,831,000
TEA-21 Safety Improvements	7,545,580	7,045,580	100,000
Broad Rock Road (Rt. 10) Sidewalk	42,759	2,759	40,000
Virginia Capital Trail	1,998,000	1,718,000	280,000
Martin Agency - Shockoe Slip Subsurface	1,800,000	800,000	1,000,000
Fan Lighting Expansion	1,500,000	750,000	500,000
Transfer of Prior Appropriations	(500,000)	-	(500,000)
Biotech Research Park	4,216,000	3,276,000	759,000
3400 Block Cliff Ave. Paving, Curb and lighting Improvements	415,000	50,000	15,000
Transfer of Prior Appropriations	(50,000)	-	(50,000)
Richmond-Henrico Turnpike Improvements	370,000	45,000	-
Monument Avenue Alley Improvements	100,000	-	-
Missouri Avenue Sidewalk Improvements	100,000	-	-
Kensington Boulevard Paving	100,000	50,000	50,000
Transfer of Prior Appropriations	(50,000)	-	(50,000)
Bellemeade Gateway Improvements	70,000	35,000	35,000
Transfer of Prior Appropriations	(35,000)	-	(35,000)
Rosedale Signage	25,000	-	25,000
MacArthur Avenue Streetscape	15,000	-	15,000
Providence Park Improvements	175,000	100,000	75,000
Washington Park Improvements	304,000	100,000	54,000
Sunset Street Improvements	\$ 300,000	\$ -	\$ 300,000

Projects	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
Hull Street Passenger Station	\$ -	\$ -	\$ -	\$ -	\$ 60,000
German School Road: Glenway To Warwick Road (VDOT)	-	-	-	-	20,000
Windsor Farms Neighborhood Improvements	-	-	-	-	40,000
Transfer of Prior Appropriations	-	-	-	-	(40,000)
Jefferson Davis Hwy (US-301): Chesterman Avenue to Decatur Street (VDOT)	150,000	-	-	-	300,000
Curb Ramps for the Mobility Impaired	50,000	50,000	50,000	50,000	250,000
Jahnke Road : Blakemore Road to Forest Hill Avenue	2,950,000	-	-	-	6,450,000
Forest Hill Avenue: Hathaway to Powhite Parkway	1,700,000	-	-	-	3,531,000
TEA-21 Safety Improvements	100,000	100,000	100,000	100,000	500,000
Broad Rock Road (Rt. 10) Sidewalk	-	-	-	-	40,000
Virginia Capital Trail	-	-	-	-	280,000
Martin Agency - Shockoe Slip Subsurface	-	-	-	-	1,000,000
Fan Lighting Expansion	250,000	-	-	-	750,000
Transfer of Prior Appropriations	-	-	-	-	(500,000)
Biotech Research Park	181,000	-	-	-	940,000
3400 Block Cliff Ave. Paving, Curb and lighting Improvements	-	-	-	350,000	365,000
Transfer of Prior Appropriations	-	-	-	-	(50,000)
Richmond-Henrico Turnpike Improvements	100,000	75,000	75,000	75,000	325,000
Monument Avenue Alley Improvements	-	-	-	100,000	100,000
Missouri Avenue Sidewalk Improvements	-	-	-	100,000	100,000
Kensington Boulevard Paving	-	-	-	-	50,000
Transfer of Prior Appropriations	-	-	-	-	(50,000)
Bellemeade Gateway Improvements	-	-	-	-	35,000
Transfer of Prior Appropriations	-	-	-	-	(35,000)
Rosedale Signage	-	-	-	-	25,000
MacArthur Avenue Streetscape	-	-	-	-	15,000
Providence Park Improvements	-	-	-	-	75,000
Washington Park Improvements	-	150,000	-	-	204,000
Sunset Street Improvements	\$ -	\$ -	\$ -	\$ -	\$ 300,000

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009
			Adopted Appropriations
Bellemeade Area Sidewalks	\$ 375,000	\$ 250,000	\$ 125,000
Transfer of Prior Appropriations	(125,043)	-	(125,043)
Blackwell Community Project	200,000	40,000	60,000
Brick Sidewalk on Main - Visual Arts Center	125,000	-	125,000
Gunn Street Repaving	600,000	300,000	300,000
Transfer of Prior Appropriations	(300,000)	-	(300,000)
Old Manchester/Hull Street Gateway Planning and Design	35,000	-	35,000
Haden Avenue and Ritter Street Improvements	350,000	225,000	125,000
Reedy Creek Drainage Improvements	15,308,690	14,958,690	350,000
South Kinsley Avenue Drainage Improvements	125,000	40,000	85,000
Cherry Gardens Drainage	150,000	100,000	50,000
Glennan Drive Drainage Improvements	350,000	225,000	125,000
Deter/Republic Replace Drainage Flow Pipes	300,000	-	300,000
Council District Project - District 1	432,725	412,725	20,000
Transfer of Prior Appropriations	(63,972)	-	(63,972)
Council District Project - District 2	343,135	318,135	25,000
Transfer of Prior Appropriations	(45,486)	-	(45,486)
Council District Project - District 3	239,371	214,371	25,000
Transfer of Prior Appropriations	(53,297)	-	(53,297)
Council District Project - District 5	94,217	24,217	70,000
Transfer of Prior Appropriations	(79,592)	-	(79,592)
Council District Project - District 6	300,000	284,000	16,000
Transfer of Prior Appropriations	(39,405)	-	(39,405)
Council District Project - District 8	446,627	391,627	55,000
Transfer of Prior Appropriations	(117,992)	-	(117,992)
Council District Project - District 9	322,000	256,000	66,000
Transfer of Prior Appropriations	(116,748)	-	(116,748)
Deep Water Terminal Road	2,116,000	1,116,000	500,000
Hull Street: Dixon Drive to Elkhardt Road -Urban	8,501,158	9,449,158	(948,000)
New Curb and Gutter Program Urban Funded	2,228,000	1,728,000	500,000
New Sidewalk Program Urban Funded	\$ 1,300,000	\$ 1,100,000	\$ 200,000

Projects	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
Bellemeade Area Sidewalks	\$ -	\$ -	\$ -	\$ -	125,000
Transfer of Prior Appropriations	-	-	-	-	(125,043)
Blackwell Community Project	100,000	-	-	-	160,000
Brick Sidewalk on Main - Visual Arts Center	-	-	-	-	125,000
Gunn Street Repaving	-	-	-	-	300,000
Transfer of Prior Appropriations	-	-	-	-	(300,000)
Old Manchester/Hull Street Gateway Planning and Design	-	-	-	-	35,000
Haden Avenue and Ritter Street Improvements	-	-	-	-	125,000
Reedy Creek Drainage Improvements	-	-	-	-	350,000
South Kinsley Avenue Drainage Improvements	-	-	-	-	85,000
Cherry Gardens Drainage	-	-	-	-	50,000
Glennan Drive Drainage Improvements	-	-	-	-	125,000
Deter/Republic Replace Drainage Flow Pipes	-	-	-	-	300,000
Council District Project - District 1	-	-	-	-	20,000
Transfer of Prior Appropriations	-	-	-	-	(63,972)
Council District Project - District 2	-	-	-	-	25,000
Transfer of Prior Appropriations	-	-	-	-	(45,486)
Council District Project - District 3	-	-	-	-	25,000
Transfer of Prior Appropriations	-	-	-	-	(53,297)
Council District Project - District 5	-	-	-	-	70,000
Transfer of Prior Appropriations	-	-	-	-	(79,592)
Council District Project - District 6	-	-	-	-	16,000
Transfer of Prior Appropriations	-	-	-	-	(39,405)
Council District Project - District 8	-	-	-	-	55,000
Transfer of Prior Appropriations	-	-	-	-	(117,992)
Council District Project - District 9	-	-	-	-	66,000
Transfer of Prior Appropriations	-	-	-	-	(116,748)
Deep Water Terminal Road	500,000	-	-	-	1,000,000
Hull Street: Dixon Drive to Elkhardt Road -Urban	-	-	-	-	(948,000)
New Curb and Gutter Program Urban Funded	-	-	-	-	500,000
New Sidewalk Program Urban Funded	\$ -	\$ -	\$ -	\$ -	\$ 200,000

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

<b>Projects</b>	<b>Estimated Project Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriations</b>
Sidewalk Improvement Program Urban Funded	\$ 1,300,000	\$ 1,100,000	\$ 200,000
Pavement Rehabilitation Urban Funded	6,000,000	5,500,000	500,000
Traffic Control Modernization Urban Funded	2,300,000	1,800,000	500,000
Route 5 Relocation - Urban Funded	12,092,833	6,642,833	4,800,000
Mayo Bridge Conceptual Study	1,718,000	1,272,000	359,000
Glendale Subdivision Lighting	503,000	200,000	303,000
Transfer of Prior Appropriations	(200,000)	-	(200,000)
General Street Lighting	24,663,000	20,386,000	777,000
Special Street Lighting	5,696,000	4,973,000	723,000
Transfer of Prior Appropriations	(50,000)	-	(50,000)
<b>Total</b>	<b>\$ 206,460,530</b>	<b>\$ 119,722,757</b>	<b>\$ 27,262,308</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Infrastructure Projects**

	<b>Planning Years</b>				<b>Five-Year Total</b>
	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	
	\$ -	\$ -	\$ -	\$ -	\$ 200,000
	-	-	-	-	500,000
	-	-	-	-	500,000
	650,000	-	-	-	5,450,000
	87,000	-	-	-	446,000
	-	-	-	-	303,000
	-	-	-	-	(200,000)
	1,000,000	1,000,000	1,000,000	500,000	4,277,000
	-	-	-	-	723,000
	-	-	-	-	(50,000)
<b>Total</b>	<b>\$ 20,320,059</b>	<b>\$ 16,363,059</b>	<b>\$ 12,594,775</b>	<b>\$ 10,197,572</b>	<b>\$ 86,737,773</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Economic Development Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009 Adopted Appropriations
Planning and Predevelopment	\$ 2,291,069	\$ 1,141,069	\$ 250,000
<b>Total</b>	<b>\$ 2,291,069</b>	<b>\$ 1,141,069</b>	<b>\$ 250,000</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of Economic Development Projects**

	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
	\$ 150,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,150,000
	<b>\$ 150,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,150,000</b>

**City of Richmond, Virginia**  
**Capital Improvement Plan FY2009-FY2013**  
**Summary of Neighborhood Development Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009 Adopted Appropriations
Neighborhoods in Bloom	\$ 5,651,125	\$ 4,351,125	\$ 200,000
Building Demolition	6,700,000	4,400,000	400,000
25th Street Development	2,415,000	1,915,000	300,000
North Jackson Ward Study Area	1,800,000	250,000	750,000
Hippodrome Theatre Renovation - Jackson Ward	600,000	-	-
Hermitage Rd. Historic District Freeman Marker	5,000	-	5,000
Slave Trail	1,260,000	1,010,000	250,000
Blackwell Conservation and Redevelopment Program	5,125,043	4,625,043	-
<b>Total</b>	<b>\$ 23,556,168</b>	<b>\$ 16,551,168</b>	<b>\$ 1,905,000</b>

**City of Richmond, Virginia**  
**Capital Improvement Plan FY2009-FY2013**  
**Summary of Neighborhood Development Projects**

	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
	\$ 200,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,300,000
	400,000	500,000	500,000	500,000	2,300,000
	200,000	-	-	-	500,000
	500,000	-	300,000	-	1,550,000
	300,000	300,000	-	-	600,000
	-	-	-	-	5,000
	-	-	-	-	250,000
	500,000	-	-	-	500,000
<b>Total</b>	<b>\$ 2,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 800,000</b>	<b>\$ 7,005,000</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Facilities Projects**

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Facilities Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009 Adopted Appropriations
Major Parks Renovation - City of the Future	9,255,893	1,393,598	994,768
Landmark Theater Renovation - City of the Future	4,050,000	500,000	1,500,000
Carpenter Center - City of the Future	25,000,000	13,800,000	8,700,000
Library Retrofit - City of the Future	8,836,902	878,037	1,625,000
School CIP Planning and Construction - City of the Future	149,307,647	1,919,704	17,337,540
Technology/Vocational School Improvements Schools - City of the Future	3,935,805	-	100,000
Jefferson and Taylor Park Hillside	730,000	580,000	150,000
Swimming Pools	5,132,300	4,382,300	-
Cemetery Improvements	3,311,962	3,071,962	240,000
James River Park System	550,000	150,000	100,000
Parks and Recreation Facilities Improvements	4,709,801	2,859,801	350,000
Park Road Improvements	400,000	250,000	-
Pumphouse in Byrd Park	240,000	150,000	90,000
Hickory Hill Roof Improvements	225,000	75,000	150,000
Carver Community Center	1,100,000	850,000	-
Transfer of Prior Appropriations	(750,000)	-	(750,000)
Ann Hardy Park Family Life Center	740,928	390,928	-
Transfer of Prior Appropriations	(350,000)	-	(350,000)
North Highland Park Youth development and GRIP Resource Center	150,000	-	-
Church Hill Teen Center	1,926,357	1,076,357	850,000
Transfer of Prior Appropriations	(850,000)	-	(850,000)
Major Building Renovation Projects	28,309,274	8,849,824	7,725,000
Fire Station Renovations	\$ 5,355,000	\$ 2,150,000	\$ 800,000

	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
\$	1,205,755	\$ 1,160,855	\$ 970,990	\$ 850,355	\$ 4,728,875
	1,704,822	2,082,805	1,928,552	1,151,348	7,862,295
	2,050,000	-	-	-	3,550,000
	2,500,000	-	-	-	11,200,000
	1,625,000	1,625,000	2,125,000	958,865	7,958,865
	28,455,502	41,822,832	43,479,348	16,292,721	147,387,943
	835,805	1,500,000	1,500,000	-	3,935,805
	-	-	-	-	150,000
	350,000	-	150,000	250,000	750,000
	-	-	-	-	240,000
	-	-	-	300,000	400,000
	375,000	450,000	375,000	300,000	1,850,000
	50,000	25,000	50,000	25,000	150,000
	-	-	-	-	90,000
	-	-	-	-	150,000
	250,000	-	-	-	250,000
	-	-	-	-	(750,000)
	350,000	-	-	-	350,000
	-	-	-	-	(350,000)
	150,000	-	-	-	150,000
	-	-	-	-	850,000
	-	-	-	-	(850,000)
	2,830,500	3,185,500	4,706,450	1,012,000	19,459,450
\$	800,000	\$ 500,000	\$ 550,000	\$ 555,000	\$ 3,205,000



**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Facilities Projects**

Projects	Estimated Project Cost	Prior Appropriations	FY2009 Adopted Appropriations
Replacement of Fire Station 17	\$ 5,300,000	\$ 50,000	\$ -
City Hall Building HVAC Upgrades	1,394,500	458,500	186,000
Oliver Hill Courts Renovation	1,609,744	736,744	400,000
City Jail Renovation	23,204,719	11,664,219	890,000
Oliver Hill Courts and Juvenile Detention Center Repair and Maintenance	2,520,000	960,000	380,000
John Marshall Court Building Renovations	9,570,000	2,790,000	300,000
Richmond Animal Shelter	1,145,000	200,000	945,000
City Hall Interior Renovations	631,000	531,000	100,000
Replacement of Fire Station 12	661,000	-	-
Replacement of Fire Station 20	50,000	-	-
City Hall Sprinkler System	1,850,000	-	150,000
City Hall Major Building Electrical Upgrades	6,460,000	-	1,860,000
City Hall Replacement of Boilers and Related Systems	1,971,000	-	-
Library Renovations	6,134,500	-	2,702,000
City Hall Emergency Generator Replacement and Related Electrical Upgrades	4,320,000	-	155,000
City Hall Exterior Renovations	115,000	-	115,000
City Hall Fall Protection System	550,000	-	550,000
City Hall Fire Alarm System	3,000,000	-	-
City Hall HVAC Valve Replacement	5,915,000	-	1,210,000
Lehigh Acquisition	2,200,000	-	2,200,000
Percent for the Arts	660,770	600,770	60,000
<b>Total</b>	<b>\$ 338,149,797</b>	<b>\$ 64,160,564</b>	<b>\$ 51,506,228</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Facilities Projects**

Projects	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
Replacement of Fire Station 17	\$ 5,250,000	\$ -	\$ -	\$ -	\$ 5,250,000
City Hall Building HVAC Upgrades	-	-	-	750,000	936,000
Oliver Hill Courts Renovation	173,000	-	200,000	100,000	873,000
City Jail Renovation	2,270,500	4,450,000	2,100,000	1,830,000	11,540,500
Oliver Hill Courts and Juvenile Detention Center Repair and Maintenance	180,000	-	-	1,000,000	1,560,000
John Marshall Court Building Renovations	950,000	1,750,000	2,250,000	1,530,000	6,780,000
Richmond Animal Shelter	-	-	-	-	945,000
City Hall Interior Renovations	-	-	-	-	100,000
Replacement of Fire Station 12	-	-	-	661,000	661,000
Replacement of Fire Station 20	-	-	-	50,000	50,000
City Hall Sprinkler System	1,700,000	-	-	-	1,850,000
City Hall Major Building Electrical Upgrades	-	1,700,000	-	2,900,000	6,460,000
City Hall Replacement of Boilers and Related Systems	496,000	200,000	775,000	500,000	1,971,000
Library Renovations	1,793,000	389,500	1,250,000	-	6,134,500
City Hall Emergency Generator Replacement and Related Electrical Upgrades	-	-	1,790,000	2,375,000	4,320,000
City Hall Exterior Renovations	-	-	-	-	115,000
City Hall Fall Protection System	-	-	-	-	550,000
City Hall Fire Alarm System	1,500,000	1,500,000	-	-	3,000,000
City Hall HVAC Valve Replacement	2,580,000	2,125,000	-	-	5,915,000
Lehigh Acquisition	-	-	-	-	2,200,000
Percent for the Arts	-	-	-	-	60,000
<b>Total</b>	<b>\$ 60,424,884</b>	<b>\$ 64,466,492</b>	<b>\$ 64,200,340</b>	<b>\$ 33,391,289</b>	<b>\$ 273,989,233</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

	Estimated Total		FY2009 Adopted Appropriation
	Estimated Total Cost	Prior Appropriations	
Gas Utility	\$ 234,661,000	\$ 98,519,000	\$ 19,408,000
Water Utility	401,239,000	244,485,000	52,285,000
Wastewater Utility	514,215,725	330,907,000	48,124,725
Stormwater Utility	48,287,000	-	-
Stores Division	150,000	150,000	-
<b>Total</b>	<b>\$ 1,198,552,725</b>	<b>\$ 674,061,000</b>	<b>\$ 119,817,725</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

	Planning Years				Five-Year Total
	FY2010	FY2011	FY2012	FY2013	
	\$ 26,921,000	\$ 28,482,000	\$ 29,790,000	\$ 31,541,000	\$ 136,142,000
	52,700,000	29,841,000	12,694,000	9,234,000	156,754,000
	57,464,000	35,607,000	17,968,000	24,145,000	183,308,725
	10,750,000	11,575,000	12,482,000	13,480,000	48,287,000
	-	-	-	-	-
<b>Total</b>	<b>\$ 147,835,000</b>	<b>\$ 105,505,000</b>	<b>\$ 72,934,000</b>	<b>\$ 78,400,000</b>	<b>\$ 524,491,725</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

<b>Gas Utility</b>	<b>Estimated Total Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriation</b>
1402 New Business	\$ 103,929,000	\$ 58,340,000	\$ 3,481,000
1403 System Replacement	130,732,000	40,179,000	15,927,000
<b>Total</b>	<b>234,661,000</b>	<b>98,519,000</b>	<b>19,408,000</b>

<b>Water Utility</b>	<b>Estimated Total Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriation</b>
1502 Distribution System Improvements	70,501,000	27,503,000	7,916,000
1503 Transmission Main Improvements	62,367,000	52,877,000	7,300,000
1590 Plant and Pumping Improvements	268,371,000	164,105,000	37,069,000
<b>Total</b>	<b>401,239,000</b>	<b>244,485,000</b>	<b>52,285,000</b>

<b>Wastewater Utility</b>	<b>Estimated Total Cost</b>	<b>Prior Appropriations</b>	<b>FY2009 Adopted Appropriation</b>
1701 Wastewater Treatment	164,278,000	68,671,000	22,384,000
1760 Sanitary Sewer Upgrade	163,559,725	85,801,000	23,417,725
1750 Combined Sewer Overflow	186,378,000	176,435,000	2,323,000
<b>Total</b>	<b>\$ 514,215,725</b>	<b>\$ 330,907,000</b>	<b>\$ 48,124,725</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

<b>Planning Years</b>				<b>Five-Year Total</b>
<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	
\$ 9,862,000	\$ 10,400,000	\$ 10,623,000	\$ 11,223,000	\$ 45,589,000
17,059,000	18,082,000	19,167,000	20,318,000	90,553,000
26,921,000	28,482,000	29,790,000	31,541,000	136,142,000

<b>Planning Years</b>				<b>Five-Year Total</b>
<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	
8,502,000	8,492,000	8,854,000	9,234,000	42,998,000
2,190,000	-	-	-	9,490,000
42,008,000	21,349,000	3,840,000	-	104,266,000
52,700,000	29,841,000	12,694,000	9,234,000	156,754,000

<b>Planning Years</b>				<b>Five-Year Total</b>
<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	
42,163,000	20,858,000	1,469,000	8,733,000	95,607,000
13,081,000	13,249,000	14,999,000	13,012,000	77,758,725
2,220,000	1,500,000	1,500,000	2,400,000	9,943,000
\$ 57,464,000	\$ 35,607,000	\$ 17,968,000	\$ 24,145,000	\$ 183,308,725

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

<u>Stormwater Utility</u>	<u>Estimated Total Cost</u>	<u>Prior Appropriations</u>	<u>FY2009 Adopted Appropriation</u>
Stormwater Facilities Improvements	48,287,000	-	-
<b>Total</b>	<b>\$ 48,287,000</b>	<b>\$ -</b>	<b>\$ -</b>

<u>Stores Division</u>	<u>Estimated Total Cost</u>	<u>Prior Appropriations</u>	<u>FY2009 Adopted Appropriation</u>
1840 Upgrade Chiller-DPU Ops Center	150,000	150,000	-
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>

**City of Richmond, Virginia  
Capital Improvement Plan FY2009-FY2013  
Summary of City Utilities Projects**

<u>Planning Years</u>				<u>Five-Year Total</u>
<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	
10,750,000	11,575,000	12,482,000	13,480,000	48,287,000
<b>\$ 10,750,000</b>	<b>\$ 11,575,000</b>	<b>\$ 12,482,000</b>	<b>\$ 13,480,000</b>	<b>\$ 48,287,000</b>

<u>Planning Years</u>				<u>Five-Year Total</u>
<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	
-	-	-	-	-
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

◆ **ENTERPRISE FUNDS**

# ENTERPRISE FUNDS

A separate fund used to account for operations that are financed and operated in a manner similar to private business enterprises and where it is the intent that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

On September 14, 2007, the City of Richmond entered into a Comprehensive Agreement pursuant to the Public-Private Educational Facilities and Infrastructure Act of 2002 with the Virginia Performing Arts Foundation and the Richmond Performing Arts Center, L.L.P (RPAC) regarding the financing, redesign, rehabilitation, operation, maintenance, and management of the Carpenter Center and the Landmark Theater. With the adoption of Ordinance Number 2008-20-27 on January 28, 2008, the Landmark Theater, a previously owned and operated facility of the City of Richmond, entered into a Management Agreement with RPAC, Inc. under which RPAC, Inc. would manage the day-to-day operations, thereby discontinuing the City's enterprise fund dedicated for operations of the Landmark Theater.

A new Stormwater Utility is proposed to be established effective July 1, 2008, in the Department of Public Utilities, which will affect all non-tax exempt properties. The Stormwater utility will deal with drainage issues throughout the City of Richmond. Specifically, it will provide dedicated management and customer service, increased drainage maintenance, equipment, infrastructure preservation and improved response time to customer requests.

# PORT OF RICHMOND

## Mission Statement

The mission of the Port of Richmond is to enhance the economic vitality of Central Virginia by stimulating waterborne, highway, rail, and intermodal commerce.

## Agency Overview

The Port of Richmond (Port) is an operationally self-sufficient, public facility owned by the City of Richmond, managed by the Port of Richmond Commission, and operated by privately-owned Federal Marine Terminals (Richmond), Inc. (FMT). The Port staff functions as the facility manager for the Port of Richmond. The Port's strategic objectives, as adopted in the Port of Richmond Strategic Plan 2008–2012, are to grow the Port by promoting and supporting the sales and marketing efforts of the Port Operator, to maintain and improve the operating capabilities of the terminal facilities, to enhance the relationships at the Port among its strategic partners and stakeholders, and to generate sufficient revenues to ensure its long-term financial viability.

The arrival of an additional shipper, Eimskip Shipping Line, to the Port in late 2006, resulted in an increase in container tonnage, TEU's and vessel calls, as well as an improved synergy of imports and exports, and access for local, and mid-Atlantic customers to a direct shipping route to Nova Scotia, Newfoundland, and Iceland. Eimskip's service has also complimented the Port's anchor tenant, Independent Container Line's existing route to northern Europe and the United Kingdom. FMT, the Port Operator, is continuing to make every effort to work with current customers and to develop initiatives to continue the long-term growth and performance of the Port of Richmond.

## Agency Highlights

The improvement of commercial navigation on the James River continues to be one of the Port of Richmond Commission's highest priorities. The City of Richmond is the local sponsor with the Federal Government for the James River Navigation Project from Newport News to Richmond, and as such is responsible for local share costs and coordination of federal projects that include providing sites for placement of dredged material. The maintenance of this 25-foot project depth channel is crucial to the Port of Richmond and important for public and private industries and terminals along the James River. The Port Commission is working closely with the Norfolk District, U.S. Army Corps of Engineers on the James River Navigation Project to foster improved channel maintenance and the identification of, and negotiation for, new sites for placement of dredged material on the Upper James River.

The Port of Richmond is the local project manager for the Richmond Deepwater Terminal Turning Basin Expansion Project. This construction-dredging project would widen the Deepwater Terminal turning basin to allow larger vessels to turn safely, particularly when other vessels are moored at the Port of Richmond wharf. This improvement will serve all shipping traffic on the Upper James River, including oil barges and bulk carriers serving terminals in the City of Richmond, Henrico and Chesterfield counties as well as the vessel traffic to the Port of Richmond.

# PORT OF RICHMOND

The Project Cooperation Agreement between the U. S. Army Corps of Engineers and the City of Richmond was signed in August 2007. The construction contract should be awarded in 2008. The total project cost for construction of the Deepwater Terminal Turning Basin Expansion is \$4,425,000, with the City of Richmond's estimated local cost share being \$1,471,000. The City's cost share will be paid from the Port of Richmond Fund. The Port of Richmond has requested funding assistance from the Virginia Port Authority's Aid to Local Port's Fund for partial reimbursement of these expenses.

The Port of Richmond is also working with other public and private partners to develop a container barge service on the James River and to expand the Deepwater Terminal Railroad for improved freight rail connectivity as part of its goals to improve its capability to handle domestic and international cargo and provide increased multi-modal distribution services in Central Virginia.

The Port of Richmond provides the following services:

- **Port of Richmond Management** –The Port's current and future initiatives include implementation of the Port 2020 Vision Study and the Port of Richmond Strategic Plan 2008-2012, with a regional multi-modal freight gateway concept that would serve domestic and international shippers, area industries, distribution activities, transportation companies and freight forwarders. This will solidify the role of the Port of Richmond as Central Virginia's Multi-Modal Freight Center for both maritime and inland customers in the new logistics economy of the 21<sup>st</sup> Century.
- **Terminal and Warehousing** – Federal Marine Terminals (Richmond), Inc., the Port Operator, provides full freight terminal/stevedore/supply chain services for waterborne, road, and rail transshipment cargo and logistical services for import, export and domestic cargoes, including containers, breakbulk, general cargo and specialized services for shippers in Central Virginia and the adjoining regions. FMT is responsible for the direct marketing and sales of the Port's services and is assisted by the promotional activities of the Port, which include advertising, participating in trade events and by representation with the maritime industry. FMT's current Port Operating Agreement expires May 31, 2009, and has three five-year options for renewal.
- **Major Imports and Exports** – The Port of Richmond handles over 450,000 tons of cargo each year, with a regular weekly service to Northern Europe and the United Kingdom, via Independent Container Line, Ltd., and with a bi-monthly container and project cargo service to Nova Scotia, Newfoundland, and Iceland via Eimskip Shipping Line. Major import and export cargoes at the Port of Richmond include chemicals, pharmaceuticals, frozen seafood, produce, bottled water, aluminum, forest products, vehicles, recreational vehicles, steel, steel products, textiles, consumer goods, project cargo, wire coils, wire rods, machinery, aplite and livestock. The Port also handles domestic rail shipments of steel, pipe and other commodities for regional distribution.



# PORT OF RICHMOND

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>OPERATING REVENUES</b>				
Terminal Base Rent	\$ 237,000	\$ 237,000	\$ 237,000	\$ 237,000
Wharfage Fees	617,611	725,000	736,000	733,000
Dockage Fees	80,559	100,000	110,000	92,000
Storage Fees	62,572	60,000	65,000	90,000
5% Gross Revenue Fee	50,833	20,000	25,000	85,000
Charge in Lieu of Wharfage	23,364	25,000	30,000	20,000
Truck Scaling Fees	23,991	25,000	25,000	30,000
<b>TOTAL OPERATING REVENUES</b>	<b>1,095,931</b>	<b>1,192,000</b>	<b>1,228,000</b>	<b>1,287,000</b>
<b>OPERATING EXPENSES</b>				
<u>Administration</u>				
Personnel Services & Fringe Benefits	411,762	385,000	390,000	420,000
Office Expenses	22,172	22,000	22,000	25,000
Equipment Rental	2,886	4,000	4,000	4,000
Overhead (City)	69,388	100,000	100,000	90,000
Travel Expenses	6,281	6,000	6,000	8,000
Insurance	12,613	14,000	14,000	10,000
Miscellaneous Expenses	890	2,000	2,000	2,000
Marketing & Public Relations	43,157	55,000	55,000	50,000
<u>Operations &amp; Engineering</u>				
Harbor Maintenance Dredging	85,863	50,000	35,000	70,000
Repairs & Maintenance	50,471	80,000	80,000	70,000
Contract Services	14,620	15,000	15,000	15,000
Operating Supplies	168	1,000	1,000	1,000
<b>TOTAL OPERATING EXPENSES BEFORE DEPRECIATION</b>	<b>720,271</b>	<b>734,000</b>	<b>724,000</b>	<b>765,000</b>
Depreciation Expense	900,637	950,000	1,000,000	750,000
<b>OPERATING INCOME (LOSS)</b>	<b>(524,977)</b>	<b>(492,000)</b>	<b>(496,000)</b>	<b>(228,000)</b>
<b>NON-OPERATING REVENUES</b>				
Interest Income	220,073	140,000	105,000	125,000
Miscellaneous Revenues	2,014	0	0	0
Contributed Capital	0	350,000	0	385,000
Gain (Loss) on Disposal of Assets	0	0	0	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>222,087</b>	<b>490,000</b>	<b>105,000</b>	<b>510,000</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (302,890)</b>	<b>\$ ( 2,000)</b>	<b>\$ (391,000)</b>	<b>\$ 282,000</b>

# ENTERPRISE FUNDS

## PARKS, RECREATION, AND COMMUNITY FACILITIES

### CEMETERIES

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Operating Revenues</b>				
<b>Charges for Goods and Services</b>				
Administrative Fees	\$ 5,126	\$ 9,180	\$ 9,538	\$ 9,538
Single Graves	427,308	461,145	477,169	477,169
Family Lots	33,486	63,010	65,467	65,467
Interments	800,406	937,241	973,794	973,794
Foundations	117,924	154,848	160,887	160,887
Other	11,707	14,576	15,145	15,145
<b>Total Operating Revenues</b>	<b>1,395,957</b>	<b>1,640,000</b>	<b>1,702,000</b>	<b>1,702,000</b>
<b>Operating Expenses</b>				
Personnel	979,407	1,221,236	1,264,048	1,264,048
Operating Expenses	367,506	376,147	391,073	391,073
Depreciation	20,820	42,617	46,879	46,879
<b>Total Operating Expenses</b>	<b>1,367,733</b>	<b>1,640,000</b>	<b>1,702,000</b>	<b>1,702,000</b>
<b>Operating Income (Loss)</b>	<b>28,224</b>	-	-	-
<b>Non-Operating Revenues(Expenses)</b>				
Government Subsidies	72,592			
Interest Expense	(31,475)			
<b>Total Non-Operating Revenues(Expenses)</b>	<b>41,117</b>			
<b>Operating Transfer In</b>	-	-	-	-
<b>Net Income (Loss)</b>	<b>\$ 69,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ENTERPRISE FUNDS**  
**PARKS, RECREATION, AND COMMUNITY FACILITIES**  
**LANDMARK THEATER**

	Actuals FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Operating Revenues</b>				
<b>Charges for Goods and Services</b>				
General Property Rental	\$ 133,767	\$ 379,000	\$ 385,000	\$ -
Handling Charges	116,817	113,000	117,000	-
Concessions	4,965	42,500	43,284	-
Miscellaneous	-	240,000	255,000	-
<b>Total Operating Revenues</b>	<b>255,549</b>	<b>774,500</b>	<b>800,284</b>	<b>-</b>
<b>Operating Expenses</b>				
Personnel	688,075	405,669	421,770	-
Operating Expenses	502,854	368,831	378,514	-
Depreciation	349,474	-	-	-
<b>Total Operating Expense</b>	<b>1,540,403</b>	<b>774,500</b>	<b>800,284</b>	<b>-</b>
<b>Operating Income (Loss)</b>	<b>(1,284,854)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Operating Revenues(Expenses)</b>				
Government Subsidies	559,021			
Interest Expense	(247,711)			
Miscellaneous Revenues	622,944			
<b>Total Non-Operating Rev(Exp)</b>	<b>934,254</b>			
<b>Operating Transfer In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>\$ (350,600)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### GAS UTILITY

	<u>Actual FY2007</u>	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>FY2009</u>
<b>REVENUES:</b>				
Customer Sales	\$ 65,014,510	\$ 67,963,157	\$ 69,236,887	\$ 68,095,728
Recovery of Purchased Gas	157,593,633	196,500,543	198,538,513	186,230,097
Rate Stabilization Fund	-	-	-	1,000,000
Interest on Investments	1,064,760	176,513	663,453	347,453
Construction In Aid Revenue	544,831	-	-	150,000
Other				
<b>TOTAL REVENUES</b>	<b>\$224,217,734</b>	<b>\$264,640,213</b>	<b>\$268,438,853</b>	<b>\$255,823,279</b>
<b>EXPENSES:</b>				
Operating Expenses:				
Recovery of Purchased Gas	\$ 157,593,633	\$ 196,500,543	\$ 198,538,513	\$ 186,230,097
Operation and Maintenance	26,939,362	31,466,252	32,686,085	32,686,085
Stores (Gain) or Loss	-	-	-	-
Depreciation	11,009,162	11,559,200	12,119,600	11,606,500
Sums-in-Lieu of Taxes:				
Income Tax	1,700,033	1,731,300	1,521,300	1,610,200
Gross Receipts	1,638,877	1,712,400	1,790,400	1,569,600
Real Estate & Per. Prop.	3,810,927	4,058,700	4,234,200	4,234,200
Social Security Taxes	566,560	719,179	768,343	768,343
Rate Stabilization Fund	1,900,000	-	-	-
Total Operating Expenses	\$ 205,158,553	\$ 247,747,574	\$ 251,658,441	\$ 238,705,025
Other Expenses:				
Interest on Long-Term Debt	\$ 11,184,057	\$ 13,099,649	\$ 13,395,149	\$ 12,909,005
Interest on Customer Deposits	13,673	12,397	12,397	13,673
Allowance for Funds Used				
During Construction	(532,032)	(100,000)	(100,000)	(100,000)
Amortization of Debt Discount and Expense	4,548,587	519,854	519,854	1,019,822
Total Other Expenses	\$ 15,214,285	\$ 13,531,900	\$ 13,827,400	\$ 13,842,500
<b>TOTAL EXPENSES</b>	<b>\$ 220,372,838</b>	<b>\$ 261,279,474</b>	<b>\$ 265,485,841</b>	<b>\$ 252,547,525</b>
<b>NET INCOME:</b>	<b>\$ 3,844,896</b>	<b>\$ 3,360,739</b>	<b>\$ 2,953,012</b>	<b>\$ 3,275,753</b>

# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### WATER UTILITY

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>REVENUES:</b>				
City Sales	\$ 34,030,313	\$ 34,058,300	\$ 36,054,200	\$ 37,158,394
County Sales	15,398,401	18,017,200	20,823,200	16,888,000
Rate Stabilization Fund	-	2,500,000	2,000,000	2,500,000
Interest on Investments	937,901	(187,413)	(354,185)	511,487
Construction In Aid Revenue	1,477,940	-	-	825,000
Other	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$51,844,555</b>	<b>\$54,388,087</b>	<b>\$58,523,215</b>	<b>\$57,882,881</b>
 <b>EXPENSES:</b>				
Operating Expenses:				
Operation and Maintenance	\$ 23,382,539	\$ 28,802,736	\$ 30,226,741	\$ 30,226,741
Stores (Gain) or Loss	-	-	-	-
Depreciation	6,015,546	6,634,700	7,293,700	7,144,700
Sums-in-Lieu of Taxes:				
Income Tax	1,808,222	1,031,400	1,074,300	1,054,000
Gross Receipts	914,472	1,090,600	1,176,700	1,130,100
Real Estate & Per. Prop.	2,573,213	2,774,000	2,945,000	2,945,000
Social Security Taxes	483,439	547,941	661,053	661,053
Rate Stabilization Fund	3,500,000	-	-	-
Total Operating Expenses	\$38,677,432	\$40,881,377	\$43,377,494	\$43,161,594
 Other Expenses:				
Interest on Long-Term Debt	8,172,078	11,252,337	12,831,630	11,621,430
Allowance for Funds Used				
During Construction	(1,780,669)	(100,000)	(100,000)	(100,000)
Amortization of Debt Discount				
and Expense	1,787,698	352,273	328,770	328,770
Total Other Expenses	\$ 8,179,107	\$ 11,504,610	\$ 13,060,400	\$ 11,850,200
<b>TOTAL EXPENSES</b>	<b>\$ 46,856,539</b>	<b>\$ 52,385,987</b>	<b>\$ 56,437,894</b>	<b>\$ 55,011,794</b>
 <b>NET INCOME:</b>	 <b>\$ 4,988,016</b>	 <b>\$ 2,002,100</b>	 <b>\$ 2,085,321</b>	 <b>\$ 2,871,087</b>

# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### WASTEWATER UTILITY

	<u>Actual FY2007</u>	<u>Adopted FY2008</u>	<u>Approved FY2009</u>	<u>FY2009</u>
<b>REVENUES:</b>				
City Sales	\$ 51,733,924	\$ 52,667,800	\$ 55,548,000	\$ 55,101,500
County Sales	1,502,231	1,242,100	1,266,900	1,500,350
Rate Stabilization Fund	-	2,000,000	1,000,000	-
Interest on Investments	1,567,643	194,013	318,553	467,553
Construction In Aid Revenue	55,267	-	-	200,000
Other (FEMA Reimbursement)	3,690,754	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 58,549,819</b>	<b>\$ 56,103,913</b>	<b>\$ 58,133,453</b>	<b>\$ 57,269,403</b>
<b>EXPENSES:</b>				
Operating Expenses:				
Operation and Maintenance	\$ 30,147,096	\$ 27,406,305	\$ 28,469,709	\$ 28,469,709
Stores (Gain) or Loss	-	-	-	-
Depreciation	8,892,109	9,787,400	10,758,300	10,032,500
Sums-in-Lieu of Taxes:				
Income Tax	1,873,727	1,829,000	1,181,800	1,255,100
Gross Receipts	1,001,862	1,117,300	1,155,400	1,131,200
Real Estate & Per. Prop.	2,975,888	2,961,400	3,169,100	3,169,100
Social Security Taxes	515,190	574,474	612,281	612,281
Rate Stabilization Fund	1,000,518	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 46,406,391</b>	<b>\$ 43,675,879</b>	<b>\$ 45,346,590</b>	<b>\$ 44,669,890</b>
Other Expenses:				
Interest on Long-Term Debt	\$ 7,076,614	\$ 8,848,286	\$ 10,493,554	\$ 9,963,954
Allowance for Funds Used During Construction	(1,667,793)	(608,800)	(608,800)	(608,800)
Amortization of Debt Discount and Expense	3,042,107	638,114	608,146	608,146
<b>Total Other Expenses</b>	<b>\$ 8,450,928</b>	<b>\$ 8,877,600</b>	<b>\$ 10,492,900</b>	<b>\$ 9,963,300</b>
<b>TOTAL EXPENSES</b>	<b>\$ 54,857,319</b>	<b>\$ 52,553,479</b>	<b>\$ 55,839,490</b>	<b>\$ 54,633,190</b>
<b>NET INCOME:</b>	<b>\$ 3,692,500</b>	<b>\$ 3,550,434</b>	<b>\$ 2,293,963</b>	<b>\$ 2,636,213</b>

# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### ELECTRIC UTILITY

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>REVENUES:</b>				
Customer Sales	\$ 7,527,492	\$ 8,915,272	\$ 9,281,221	\$ 8,543,689
Other (DPW Light Repayment)	-	-	-	433,432
Rate Stabilization	-	-	-	-
Construction In Aid Revenue	1,206,335	-	-	-
Interest on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 8,733,827</b>	<b>\$ 8,915,272</b>	<b>\$ 9,281,221</b>	<b>\$ 8,977,121</b>
 <b>EXPENSES:</b>				
Operating Expenses:				
Operation and Maintenance	\$ 4,880,817	\$ 6,079,288	\$ 6,241,116	\$ 6,241,116
Stores (Gain) or Loss	-	-	-	-
Depreciation	1,411,550	1,654,000	1,802,700	1,532,400
Sums-in-Lieu of Taxes:				
Income Tax	79,957	-	-	-
Gross Receipts	151,672	178,000	184,900	178,800
Real Estate & Per. Prop.	274,729	319,100	376,600	376,600
Social Security Taxes	98,685	100,684	107,905	107,905
Rate Stabilization Fund	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 6,897,410</b>	<b>\$ 8,331,072</b>	<b>\$ 8,713,221</b>	<b>\$ 8,436,821</b>
 Other Expenses:				
Interest on Long-Term Debt	\$ 504,208	\$ 598,658	\$ 582,443	\$ 558,176
Allowance for Funds Used				
During Construction	(31,432)	(12,300)	(12,300)	(20,000)
Amortization of Debt Discount				
and Expense	2,095	(2,158)	(2,143)	2,124
<b>Total Other Expenses</b>	<b>\$ 474,871</b>	<b>\$ 584,200</b>	<b>\$ 568,000</b>	<b>\$ 540,300</b>
 <b>TOTAL EXPENSES</b>	 <b>\$ 7,372,281</b>	 <b>\$ 8,915,272</b>	 <b>\$ 9,281,221</b>	 <b>\$ 8,977,121</b>
 <b>NET INCOME:</b>	 <b>\$ 1,361,546</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>
 ***Total Payment from the General Fund for Streetlights, including repayment for prior years Capital Budget Appropriations***	 <b>\$ 8,321,020</b>	 <b>\$ 10,439,549</b>	 <b>\$ 10,766,909</b>	 <b>\$ 10,462,809</b>

# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### STORES INTERNAL SERVICE FUND

	<b>Actual FY2007</b>	<b>Adopted FY2008</b>	<b>Approved FY2009</b>	<b>FY2009</b>
<b>REVENUES:</b>				
Service Charges	\$ 4,095,835	\$ 4,076,881	\$ 4,136,879	\$ 3,935,079
Construction In Aid Revenue	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 4,095,835</b>	<b>\$ 4,076,881</b>	<b>\$ 4,136,879</b>	<b>\$ 3,935,079</b>
 <b>EXPENSES:</b>				
Operating Expenses:				
Operation and Maintenance	\$ 740,446	\$ 612,131	\$ 646,303	\$ 646,303
Stores Inventory Adjustment	-	-	-	-
Depreciation	2,493,604	2,936,400	2,937,800	2,736,000
Sums-in-Lieu of Taxes:				
Income Tax				
Gross Receipts				
Real Estate & Per. Prop.	491,885	498,130	521,042	521,042
Social Security Taxes	26,104	30,220	31,734	31,734
Rate Stabilization Fund				
<b>Total Operating Expenses</b>	<b>\$ 3,752,039</b>	<b>\$ 4,076,881</b>	<b>\$ 4,136,879</b>	<b>\$ 3,935,079</b>
 Other Expenses:				
Interest on Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Allowance for Funds Used				
During Construction	343,796	-	-	-
Amortization of Debt Discount				
and Expense	-	-	-	-
<b>Total Other Expenses</b>	<b>\$ 343,796</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
 <b>TOTAL EXPENSES</b>	 <b>\$ 4,095,835</b>	 <b>\$ 4,076,881</b>	 <b>\$ 4,136,879</b>	 <b>\$ 3,935,079</b>
 <b>NET INCOME:</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>



# ENTERPRISE FUNDS

## PUBLIC UTILITIES

### STORMWATER UTILITY

	Actual FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>REVENUES:</b>				
City Sales	\$ -	\$ -	\$ -	\$ 14,400,000
Rate Stabilization Fund	-	-	-	-
Interest on Investments	-	-	-	-
Construction In Aid Revenue	-	-	-	-
Other	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,400,000</b>
<b>EXPENSES:</b>				
Operating Expenses:				
Operation and Maintenance	\$ -	\$ -	\$ -	\$ 7,216,175
Stores (Gain) or Loss	-	-	-	-
Depreciation	-	-	-	296,025
Sums-in-Lieu of Taxes:				
Income Tax	-	-	-	-
Gross Receipts	-	-	-	-
Real Estate & Per. Prop.	-	-	-	-
Social Security Taxes	-	-	-	111,717
Rate Stabilization Fund	-	-	-	-
Total Operating Expenses	\$ -	\$ -	\$ -	\$ 7,623,917
Other Expenses:				
Interest on Long-Term Debt	\$ -	\$ -	\$ -	\$ 500,000
Allowance for Funds Used				
During Construction	-	-	-	-
Amortization of Debt Discount				
and Expense	-	-	-	-
Total Other Expenses	\$ -	\$ -	\$ -	\$ 500,000
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,123,917</b>
<b>NET INCOME:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,276,083</b>



## **INTERNAL SERVICE FUNDS**

# INTERNAL SERVICE FUNDS

This section begins with a narrative about major items in each fund for the FY2009 budget. Following the narrative, is a summary of revenues, expenditures and net income for each fund. The Funds include Fleet Management, Public Works Stores, Radio Maintenance, and Risk Management.

The **Bureau of Fleet Management** provides corrective and preventive maintenance services to City equipment. Other support services provided include over 30 fuel stations around the City and a formal underground storage tank program as required by state and federal laws. The Bureau also writes vehicle specifications for department-owned and leased vehicles purchased as replacements. The Bureau owns and leases equipment to most City agencies. Equipment purchases will be \$5.0 million for FY2009. Authorized positions remained at 56.00. The Bureau of Fleet Management reports to the Department of General Services.

**Radio Maintenance** is charged with the installation and maintenance of electronic equipment used by City agencies. This includes installing and maintaining portable radios (hand-held), pagers/beepers, base stations, computer aided and dispatch consoles, antenna tower sites, Police and Fire sirens, public address systems and other communications equipment. Radio Maintenance also repairs radios under contract for a number of state agencies. Authorized position strength remains the same at 7.00. The Radio Maintenance shop reports to the Department of General Services.

**Public Works Stores** provides for the purchase and inventory of bulk material. Purchases are made through City contracts and issued to the Department of Public Works and other agencies as needed. The authorized positions have changed to 3.40, which is down 1.00 from the FY2009 Approved positions.

The **Risk Management Fund** consolidates the City's liabilities and segregates accounts for the payment of worker's compensation indemnity and medical claims, self-insured liability claims, commercial insurance premiums and administrative costs including safety, claims administration and insurance procurement. The department provides the following services:

- Procures commercial insurance.
- Provides information to all City agencies on insurance and coverage issues.
- Administers self-insurance activities and negotiates with carriers and other outside vendors on claims-related issues.
- Trains employees on defensive driving, CPR, hazardous materials safety and environmental and health-related issues as part of the safety and loss control program.
- Reviews accident claims, controls generating of accident claim reports and statistical reports.

The authorized strength for FY2009 is four.

# INTERNAL SERVICE FUNDS

## FLEET MANAGEMENT

### Statement of Income, Expenses and Changes in Fund Net Assets

	Actual FY 2007	Adopted FY 2008	Approved FY 2009	FY 2009
<b>Operating Revenues</b>				
Charges for Goods and Services	\$ 19,644,316	\$ 20,634,690	\$ 22,246,910	\$ 22,218,724
<b>Operating Expenses</b>				
Cost of Goods and Services Sold	10,968,847	10,783,778	12,092,171	11,324,083
Salaries and Wages	1,075,086	1,460,278	1,496,785	1,304,665
Data Processing	86,740	128,750	132,613	132,613
Materials and Supplies	94,974	191,629	197,380	26,829
Rents and Utilities	223,617	304,880	314,028	318,103
Maintenance and Repairs	160,342	70,830	72,955	90,364
Depreciation and Amortization	5,748,723	5,772,635	5,945,815	5,945,815
Claims and Settlements	--	--	--	--
Miscellaneous Operating Expenses	1,865,831	1,921,910	1,995,163	1,782,652
<b>Total Operating Expenses</b>	<b>20,224,160</b>	<b>20,634,690</b>	<b>22,246,910</b>	<b>20,925,124</b>
Operating Income (Loss)	(579,844)	--	--	1,293,600
<b>Non-Operating Revenues (Expenses)</b>				
Government Subsidies and Contributions	--	--	--	--
Interest on Long-Term Debt	(388,190)	(602,215)	(605,500)	(453,500)
Miscellaneous Revenue	--	1,080,209	1,097,834	--
Miscellaneous (Expense)	--	(477,994)	(492,334)	(250,000)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(388,190)</b>	<b>--</b>	<b>--</b>	<b>(703,500)</b>
<b>Net Income (Loss) Before Transfers</b>	<b>(968,034)</b>	<b>--</b>	<b>--</b>	<b>590,100</b>
<b>Change In Net Assets</b>	<b>(968,034)</b>	<b>--</b>	<b>--</b>	<b>590,100</b>
<b>Net Assets - Beginning of Year</b>	<b>9,674,158</b>	<b>8,706,124</b>	<b>8,706,124</b>	<b>8,706,124</b>
<b>Net Assets - End of Year</b>	<b>\$ 8,706,124</b>	<b>\$ 8,706,124</b>	<b>\$ 8,706,124</b>	<b>\$ 9,296,224</b>

# INTERNAL SERVICE FUNDS

## PUBLIC WORKS STORES

### Statement of Income, Expenses and Changes in Fund Net Assets

	Actual FY 2007	Adopted FY 2008	Approved FY 2009	FY 2009
<b>Operating Revenues</b>				
Charges for Goods and Services	\$ 940,212	\$ 1,821,713	\$ 1,821,713	\$ 1,771,890
<b>Operating Expenses</b>				
Cost of Goods and Services Sold	544,541	1,522,618	1,522,667	1,486,654
Salaries and Wages	185,477	207,610	209,911	194,589
Data Processing	--	--	--	--
Materials and Supplies	450	27,296	29,197	3,000
Rents and Utilities	22,522	21,628	21,437	48,633
Maintenance and Repairs	633	--	--	39,014
Depreciation and Amortization	--	--	--	--
Claims and Settlements	--	--	--	--
Miscellaneous Operating Expenses	--	--	--	--
<b>Total Operating Expenses</b>	<b>753,623</b>	<b>1,779,152</b>	<b>1,783,212</b>	<b>1,771,890</b>
Operating Income (Loss)	186,589	42,561	38,501	--
<b>Non-Operating Revenues (Expenses)</b>				
Government Subsidies and Contributions	--	--	--	--
Interest on Long-Term Debt	--	--	--	--
Miscellaneous Revenue	--	72,515	--	--
Miscellaneous (Expense)	--	--	--	--
<b>Total Non-Operating Revenues (Expenses)</b>	<b>--</b>	<b>72,515</b>	<b>--</b>	<b>--</b>
<b>Net Income (Loss) Before Transfers</b>	<b>186,589</b>	<b>115,076</b>	<b>38,501</b>	<b>--</b>
<b>Change In Net Assets</b>	<b>186,589</b>	<b>115,076</b>	<b>38,501</b>	<b>--</b>
<b>Net Assets - Beginning of Year</b>	<b>532,650</b>	<b>719,239</b>	<b>834,315</b>	<b>834,315</b>
<b>Net Assets - End of Year</b>	<b>\$ 719,239</b>	<b>\$ 834,315</b>	<b>\$ 872,816</b>	<b>\$ 834,315</b>

# INTERNAL SERVICE FUNDS

## RADIO MAINTENANCE

### Statement of Income, Expenses and Changes in Fund Net Assets

	<b>Actual</b>	<b>Adopted</b>	<b>Approved</b>	
	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2009</b>
<b>Operating Revenues</b>				
Charges for Goods and Services	\$ 769,011	\$ 1,228,216	\$ 1,300,351	\$ 1,500,000
<b>Operating Expenses</b>				
Cost of Goods and Services Sold	558,469	810,789	835,114	1,225,490
Salaries and Wages	160,258	124,690	130,031	184,157
Data Processing	--	25,625	28,001	28,001
Materials and Supplies	28,652	11,897	22,000	35,705
Rents and Utilities	28,544	25,132	26,140	43,471
Maintenance and Repairs	5,765	4,351	1,587	7,025
Depreciation and Amortization	12,985	29,283	30,333	25,237
Claims and Settlements	--	--	--	--
Miscellaneous Operating Expenses	196,200	196,449	227,145	147,254
<b>Total Operating Expenses</b>	<b>990,873</b>	<b>1,228,216</b>	<b>1,300,351</b>	<b>1,696,340</b>
Operating Income (Loss)	(221,862)	--	--	(196,340)
<b>Non-Operating Revenues (Expenses)</b>				
Government Subsidies and Contributions	--	--	--	--
Interest on Long-Term Debt	--	--	--	--
Miscellaneous Revenue	--	--	--	--
Miscellaneous (Expense)	--	(81)	(84)	(84)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>--</b>	<b>(81)</b>	<b>(84)</b>	<b>(84)</b>
<b>Net Income (Loss) Before Transfers</b>	<b>(221,862)</b>	<b>(81)</b>	<b>(84)</b>	<b>(196,424)</b>
<b>Change In Net Assets</b>	<b>(221,862)</b>	<b>(81)</b>	<b>(84)</b>	<b>(196,424)</b>
<b>Net Assets - Beginning of Year</b>	<b>(415,695)</b>	<b>(637,557)</b>	<b>(637,638)</b>	<b>(1,073,593)</b>
<b>Net Assets - End of Year</b>	<b>\$ (637,557)</b>	<b>\$ (637,638)</b>	<b>\$ (637,722)</b>	<b>\$ (1,270,017)</b>

# INTERNAL SERVICE FUNDS

## RISK MANAGEMENT

### Statement of Income, Expenses and Changes in Fund Net Assets

Operating Revenues	Actual FY 2007	Adopted FY 2008	Approved FY 2009	FY 2009
General Fund	8,610,000	8,632,170	8,761,796	8,671,796
Utilities	4,404,352	4,049,055	4,272,781	4,272,781
Fleet Management	496,752	513,427	543,232	543,232
Port Authority	12,613	6,193	6,193	6,193
Richmond Ambulance Authority	16,307	15,741	15,741	15,741
<b>Total Operating Revenues</b>	<b>13,540,024</b>	<b>13,216,586</b>	<b>13,599,743</b>	<b>13,509,743</b>
<b>Operating Expenses</b>				
Salaries and Fringe Benefits	345,625	353,390	367,282	367,282
Workers Compensation	1,107,844	1,470,000	1,470,000	1,470,000
Office Supplies	-	995	2,500	2,500
Printed Forms	-	1,000	1,000	1,000
Educational Supplies	2,462	3,500	3,500	3,500
Wearing Apparel	189	405	405	405
Fuel for Vehicles	860	523	523	523
Photo Supplies	-	572	572	572
Duplicating Supplies	473	3,000	3,000	3,000
Planning and Management Services	381,273	515,000	515,000	515,000
Temporary Personnel Services	-	1,561	1,561	1,561
Employee Injury Costs	3,595,768	4,971,437	5,239,197	5,149,197
Medical Services	6,018	12,285	12,285	12,285
Membership Dues	1,960	1,100	1,100	1,100
Telephone	4,306	5,600	5,600	5,600
Postage	11	325	325	325
Advertising	-	1,000	1,000	1,000
Pagers	13	-	-	-
Training	4,246	9,500	9,500	9,500
Public Liability Auto Insurance	-	415,354	415,354	415,354
Faithful Performance Bond insurance	46,030	29,700	29,700	29,700
Public Liability Insurance	2,796,434	2,360,053	2,360,053	2,360,053
Fire and Extended Coverage Insurance	789,391	978,309	978,309	978,309
Police Claims	-	-	-	-
Property Damage Claims	101,000	125,000	125,000	125,000
Auto Claims	249,550	-	-	-
3rd Party Claims	2,949,384	-	-	-
Books	140	400	400	400
Magazine/News Subscriptions	425	800	800	800
Monthly Auto	740	982	982	982
Daily Rental	128	-	-	-
Vehicle Replacement	472	1,057	1,057	1,057
Depreciation	2,292	2,238	2,238	2,238
Carwash	59	-	-	-
Office Maintenance	579	1,000	1,000	1,000

# INTERNAL SERVICE FUNDS

## RISK MANAGEMENT

### Statement of Income, Expenses and Changes in Fund Net Assets

Operating Revenues	Actual FY 2007	Adopted FY 2008	Approved FY 2009	FY 2009
Radio Communication Signal Equip	77	-	-	-
Claims-Auto Liability	852,591	-	-	-
Vehicle Accident Repair Cost	-	-	-	-
Workers Compensation Tax	46,452	47,500	47,500	47,500
Claims-General Liability	(75,109)	1,900,000	2,000,000	2,000,000
Depreciation-Computer Hardware	-	3,000	3,000	3,000
<b>Total Operating Expenses</b>	<b>13,211,681</b>	<b>13,216,586</b>	<b>13,599,743</b>	<b>13,509,743</b>
<b>Net Operating Income (Loss)</b>	<b>328,343</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Operating Revenue (Expenses)</b>				
Revenue Recoveries	558,226	-	-	-
<b>Net Non-Operating Income (Loss)</b>	<b>558,226</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>886,569</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Assets-Beginning of Year</b>	<b>(9,653,163)</b>	<b>(8,766,595)</b>	<b>(8,766,595)</b>	<b>(8,766,595)</b>
<b>Net Assets-End of Year</b>	<b>(8,766,595)</b>	<b>(8,766,595)</b>	<b>(8,766,595)</b>	<b>(8,766,595)</b>





**RICHMOND PUBLIC SCHOOLS**



# SCHOOL BOARD OF THE CITY OF RICHMOND

GEORGE P. BRAXTON  
DISTRICT FOUR

301 NORTH NINTH STREET RICHMOND, VA 23219-1927

telephone: (804) 780-7716

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School Board Chairman

Member, Finance, Budget,  
and Audit Committee

Member, Legal, Legislative, Policy,  
and Communications Committee

Delegate, Virginia School  
Board's Association

Member, Richmond Public Schools  
Education Foundation, Inc.

Member, Venture Richmond

5628 LANGDON COURT  
RICHMOND, VA 23225  
OFFICE: (804) 503-1777

June 2 2008

Honorable Mayor L. Douglas Wilder and Members of City Council  
City of Richmond, Virginia

Ladies and Gentlemen:

Each year the School Board dedicates considerable time and energy seeking to determine the appropriate level of educational services that are needed to ensure that our students can reach their full potential. Because our children truly represent the future of the City, all members of the School Board take this responsibility very seriously and work tirelessly to that end. Through extensive deliberation, the School Board, in concert with the administration and key stakeholders, has determined a "*New Direction*" which focuses on "educating the whole child." This budget begins the process of aligning resources to support this "*New Direction*" initiative which holds such promise for our students and community.

As we developed this spending plan for FY09, our discussions were centered on moving the district from demonstrating competence to achieving competitiveness and excellence; preparing students for the 21<sup>st</sup> Century; and maintaining competitive salary and benefit levels for our employees. Additionally, this fiscal plan directly supports the goals and objectives as outlined in the District's Balanced Scorecard.

The FY09 budget of \$269.6 million reflects an increase of 3.73% or \$9.7 million more than last year. Because personnel costs comprise over 81% of our budget, any salary increase has a profound impact on our funding. Providing a 4% salary adjustment July 1<sup>st</sup> will cost the division over \$8 million. The budget also allocates resources for the district's foreign language program expansion, a 6% equity adjustment for eligible principals, a 2% equity adjustment for eligible assistant principals, five new special education teachers and a continuing commitment to the Regional Governor's Schools and the Math Science Innovation Center. Further, this budget includes funding for both existing instructional programs that greatly benefit students (e.g., IB programs) as well as new initiatives (e.g., New Direction) which gives teachers and principals new tools to ratchet classroom achievement levels to even greater heights.

Page 2

June 2, 2008

The Board is committed to curbing spending and redirecting resources where appropriate. This fiscal plan reflects a reduction of twenty secondary teaching positions, due to declining enrollment, elimination of four administrative vacancies and redirecting expenditures from IT Technicians to temporary student pay. All FY09 budgetary changes are highlighted in the expenditure summary section for quick, easy reading. Our mission is to provide the best educational services possible at the least cost, and this plan seeks to achieve that end.

While we have not recommended closing any additional schools this year, we have reevaluated the Board's commitment to closing up to ten additional schools upon implementation of and/or during our Phase I Capital Projects Plan. This target of ten closings, upon completion of five new schools, will make significant movement toward our goal of becoming more efficient in our school operations. In addition, utilizing the recommendations contained in the various completed or pending audits by the City Auditor, we anticipate making many of our support operations provide improved services at reduced costs.

In summary, the School Board has made great progress in addressing the educational requirements of the children attending Richmond Public Schools. The School Board can be counted on to do its part within the limits of Richmond's tax structure, and this budget positions the district to generate academic and operational success every day of the year.

Thank you for the opportunity to demonstrate our ability to be a participant in the growth and advancement of the City of Richmond.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Braxton, II', with a long horizontal flourish extending to the right.

George P. Braxton, II  
Chairman, School Board

**GENERAL FUND OPERATING BUDGET REVENUE DETAIL**

	Actuals 2006-07	Budget 2007-08	Budget 2008-09	Increase (Decrease)	Percent Change	Percent of Total
<b>LOCAL REVENUE</b>						
Prior Year Fund Balance	0	0	0	0	0.00%	0.00%
Total Prior Year Fund Balance	0	0	0	0	0.00%	0.00%
Operations - City Funds	132,026,487	132,026,487	132,397,899	371,412	0.28%	49.11%
Total City Appropriation	132,026,487	132,026,487	132,397,899	371,412	0.28%	49.11%
<b>SOQ PROGRAMS</b>						
Basic Aid SOQ	53,327,967	51,695,913	59,397,163	7,701,250	14.90%	22.03%
Sales Tax	26,663,121	27,970,646	27,877,447	(93,199)	-0.33%	10.34%
Textbooks	1,290,711	1,271,532	1,460,242	188,710	14.84%	0.54%
Vocational Education-SOQ	978,201	963,666	1,145,820	182,154	18.90%	0.43%
Gifted Education -SOQ	527,714	519,873	566,750	46,877	9.02%	0.21%
Special Education-SOQ	10,592,889	10,435,490	11,285,708	850,218	8.15%	4.19%
Remedial Education-SOQ	3,166,283	3,119,235	3,301,932	182,697	5.86%	1.22%
VRS Retirement	4,453,390	4,970,488	4,842,012	(128,476)	-2.58%	1.80%
Social Security	3,513,802	3,461,590	3,745,475	283,885	8.20%	1.39%
Group Life	205,937	177,517	160,168	(17,349)	-9.77%	0.06%
English As A Second Language	338,037	401,793	367,323	(34,470)	-8.58%	0.14%
Sub-Total SOQ Accounts	105,058,052	104,987,743	114,150,040	9,162,297	8.73%	42.34%
<b>SCHOOL FACILITIES</b>						
School Construction	372,386	365,778	359,357	(6,421)	-1.76%	0.13%
Sub-Total School Facilities	372,386	365,778	359,357	(6,421)	-1.76%	0.13%
<b>INCENTIVE PROGRAMS</b>						
Compensation Supplement	1,583,141	3,981,463	0	(3,981,463)	-100.00%	0.00%
Spec Educ: Regional Tuition	24,741	0	24,990	24,990	0.00%	0.01%
Hold Harmless Sales Tax	1,237,704	0	0	0	0.00%	0.00%
Turnaround Specialist	34,537	0	0	0	100.00%	1.85%
Sub-Total Incentive Accounts	2,880,123	3,981,463	24,990	(3,956,473)	-99.37%	0.01%
<b>CATEGORICAL PROGRAMS</b>						
Spec Educ: Homebound	292,908	335,914	431,119	95,205	28.34%	0.16%
Visually Handicapped	16,410	25,000	20,000	(5,000)	-20.00%	0.01%
Sub-Total Categorical Accounts	309,318	360,914	451,119	90,205	24.99%	0.17%
<b>LOTTERY FUNDED PROGRAMS</b>						
At-Risk	4,452,227	4,391,769	6,043,244	1,651,475	37.60%	2.24%
Enrollment Loss	606,031	788,571	594,326	(194,245)	-24.63%	0.22%
Foster Care Children	182,409	274,914	200,820	(74,094)	-26.95%	0.07%
K-3 Primary Class Size Reduction	4,760,564	4,723,491	5,503,195	779,704	16.51%	1.85%
SOL Algebra Readiness	352,583	500,364	380,549	(119,815)	-23.95%	0.14%
Virginia Preschool Initiative	2,731,437	3,112,869	4,986,797	1,873,928	60.20%	2.24%
Additional Support for School Construction and Operating Costs	2,983,642	2,802,113	2,935,516	133,403	4.76%	1.09%
Sub-Total Lottery Funded Programs	16,068,893	16,594,091	20,644,447	4,050,356	24.41%	7.66%
Total State Revenue	124,688,772	126,289,989	135,629,953	9,339,964	7.40%	50.31%

**GENERAL FUND OPERATING BUDGET REVENUE DETAIL**

**OTHER REVENUE**

Building Rental Permit	172,287	150,000	200,000	50,000	33.33%	0.07%
Student Fees	3,639	1,400	1,400	0	0.00%	0.00%
Cobra Administrative Fees	3,859	2,500	2,500	0	0.00%	0.00%
Library Fines	5,083	1,900	1,900	0	0.00%	0.00%
Textbook Fines	13,226	1,500	10,000	8,500	566.67%	0.00%
Attorney's Fees	3,382	1,000	1,000	0	0.00%	0.00%
Tuition	459,099	500,000	460,000	(40,000)	-8.00%	0.17%
Operating Expense Recovery	0	600	600	0	0.00%	0.00%
Insurance Adjustments	3,642	0	0	0	0.00%	0.00%
Sale Of Surplus Property	10,971	5,000	5,000	0	0.00%	0.00%
Interest/Dividends/Gains Invest	2,139	2,000	2,000	0	0.00%	0.00%
Administrative Cost Recovery	1,599	0	0	0	0.00%	0.00%
Food Sales - RTC	0	1,800	0	(1,800)	-100.00%	0.00%
Damages Recovery	4,581	0	0	0	0.00%	0.00%
Richmond Sch / Math-Science	42,351	42,400	42,400	0	0.00%	0.02%
Indirect Cost Recovery	248,252	330,000	250,000	(80,000)	-24.24%	0.09%
Miscellaneous	6,514	0	0	0	0.00%	0.00%
<b>Total Other Revenue</b>	<b>980,624</b>	<b>1,040,100</b>	<b>976,800</b>	<b>(63,300)</b>	<b>-6.09%</b>	<b>0.36%</b>

**FEDERAL REVENUE**

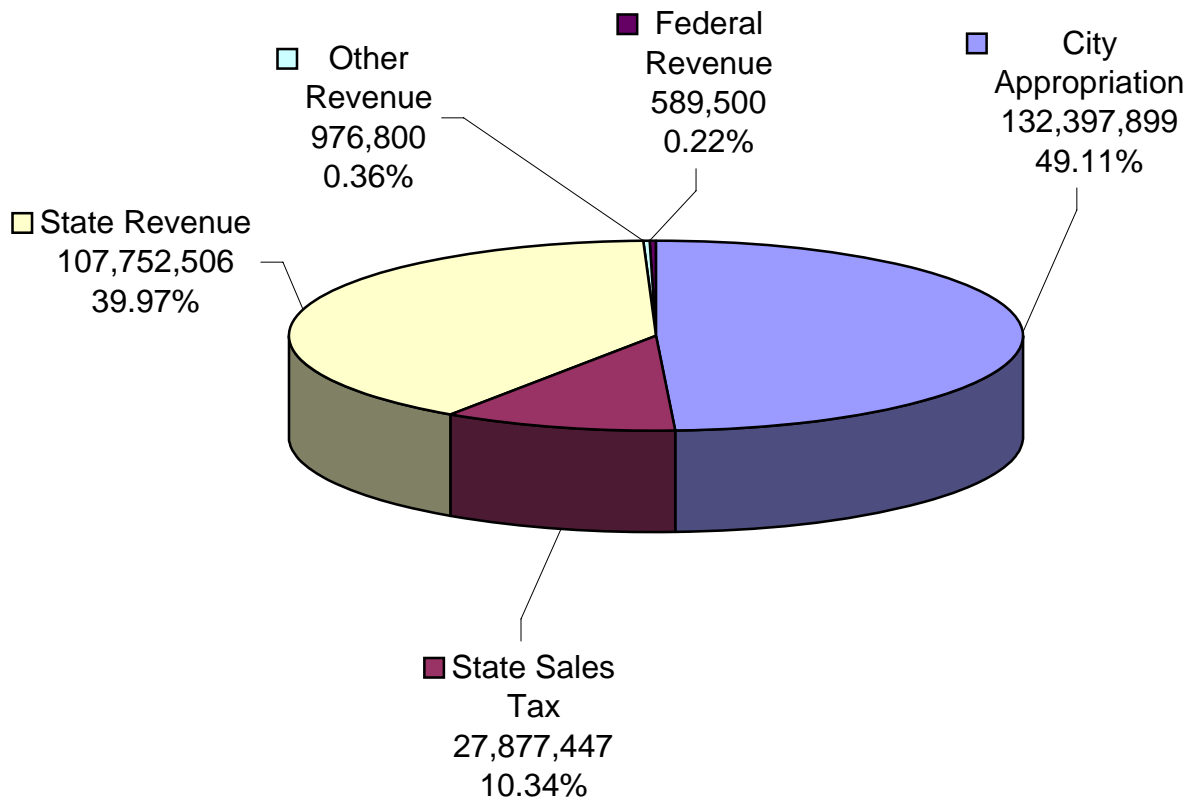
Advanced Placement 84.330	0	4,500	4,500	0	0.00%	0.00%
Air Force	25,593	75,000	30,000	(45,000)	-60.00%	0.01%
Impact Aid PL 103-382, Title VIII	175,812	79,500	175,000	95,500	120.13%	0.06%
Army Reserve	368,555	380,000	380,000	0	0.00%	0.14%
Emergency Aid Impact 84.938	17,820	0	0	0	0.00%	0.00%
<b>Total Federal Revenue</b>	<b>587,780</b>	<b>539,000</b>	<b>589,500</b>	<b>50,500</b>	<b>9.37%</b>	<b>0.22%</b>

<b>Total General Fund Revenue</b>	<b>258,283,663</b>	<b>259,895,576</b>	<b>269,594,152</b>	<b>9,698,576</b>	<b>3.73%</b>	<b>100.00%</b>
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# RICHMOND PUBLIC SCHOOL

## GENERAL FUND OPERATING REVENUES

### FY2009



**GENERAL FUND OPERATING BUDGET - SUMMARY BY OBJECT CLASS**

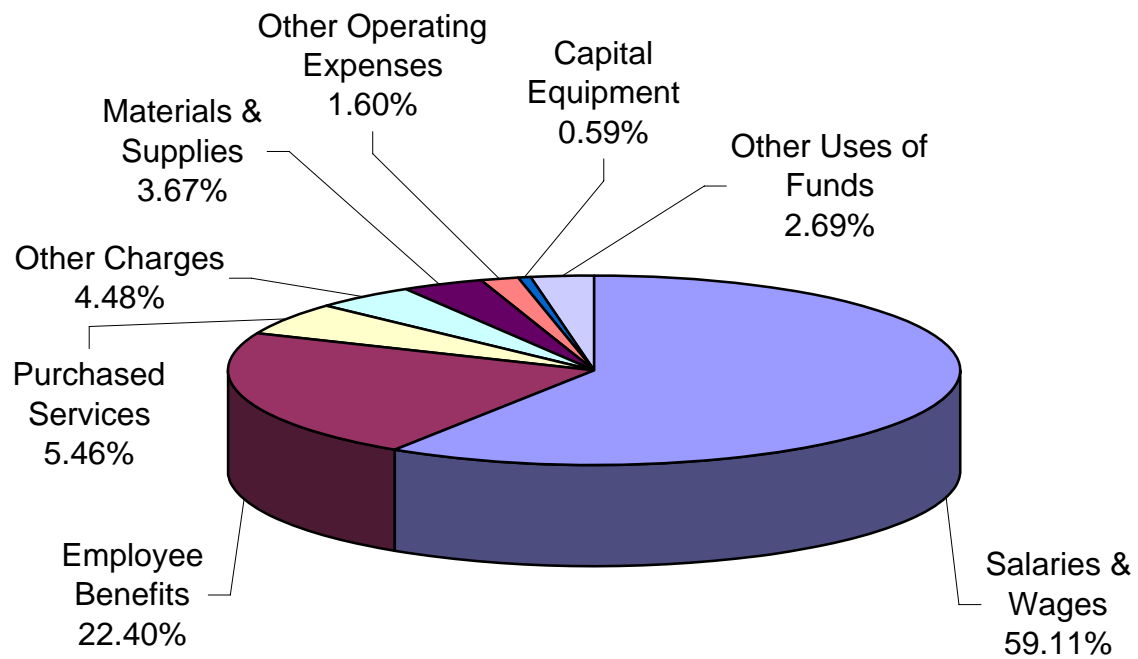
DESCRIPTION	F-T-E's 2008-09	Actuals 2006-07	Budget 2007-08	Budget 2008-09	Increase (Decrease)	Percent Change	Percent of Budget
Administration	8.0	995,527	999,809	1,020,310	20,501	2.05%	0.38%
Instructional Administration	130.0	11,036,603	10,121,682	10,773,280	651,598	6.44%	4.00%
Instructional Class Staff	2,032.1	101,104,772	100,560,813	105,071,654	4,510,841	4.49%	38.97%
Other Professionals	164.5	9,037,449	9,330,002	10,021,216	691,214	7.41%	3.72%
Technical	310.7	7,872,674	8,301,577	8,334,525	32,948	0.40%	3.09%
Clerical	160.7	6,812,103	6,383,884	6,604,193	220,309	3.45%	2.45%
Support & Crafts	59.0	2,788,394	2,930,214	3,078,593	148,379	5.06%	1.14%
Operative	164.0	4,919,385	3,777,024	4,210,010	432,986	11.46%	1.56%
Laborer	363.0	10,905,956	9,624,246	10,123,766	499,520	5.19%	3.76%
State Employee	2.0	91,409	113,833	119,028	5,195	4.56%	0.04%
<b>SUBTOTAL SALARIES AND WAGES</b>	<b>3,393.9</b>	<b>155,564,272</b>	<b>152,143,084</b>	<b>159,356,575</b>	<b>7,213,491</b>	<b>4.74%</b>	<b>59.11%</b>
							0.00%
Health Insurance		19,912,386	19,187,842	18,979,044	-208,798	-1.09%	7.04%
VRS Life Insurance		1,925,840	1,456,623	1,243,681	-212,942	-14.62%	0.46%
Social Security - FICA		11,366,888	11,457,333	12,044,998	587,665	5.13%	4.47%
Retirement		28,112,878	25,557,594	26,454,575	896,981	3.51%	9.81%
Compensation-type Insurance		1,290,783	1,411,374	1,244,295	-167,079	-11.84%	0.46%
Other Benefits		0	405,170	417,000	11,830	2.92%	0.15%
<b>SUBTOTAL EMPLOYEE BENEFITS</b>		<b>62,608,775</b>	<b>59,475,936</b>	<b>60,383,593</b>	<b>907,657</b>	<b>1.53%</b>	<b>22.40%</b>
<b>TOTAL PERSONNEL SERVICES</b>		<b>218,173,047</b>	<b>211,619,020</b>	<b>219,740,168</b>	<b>8,121,148</b>	<b>3.84%</b>	<b>81.51%</b>
Service Contracts		2,309,674	2,559,201	2,558,811	-390	-0.02%	0.95%
Professional Services		1,327,200	1,495,700	1,524,750	29,050	1.94%	0.57%
Tuition		5,363,176	5,133,680	5,479,980	346,300	6.75%	2.03%
Temporary Services		55,978	112,200	232,567	120,367	107.28%	0.09%
Non-Professional Services		3,100,444	2,748,012	2,961,752	213,740	7.78%	1.10%
Repairs & Maintenance		1,864,988	1,973,805	1,962,880	-10,925	-0.55%	0.73%
<b>SUBTOTAL PURCHASED SERVICES</b>		<b>14,021,460</b>	<b>14,022,598</b>	<b>14,720,740</b>	<b>698,142</b>	<b>4.98%</b>	<b>5.46%</b>
Advertising		135,117	116,110	115,400	-710	-0.61%	0.04%
Student Transportation		877,463	786,276	829,850	43,574	5.54%	0.31%
Insurance System-wide		1,735,910	1,964,372	1,916,372	-48,000	-2.44%	0.71%
Miscellaneous Insurance		69,658	79,744	79,946	202	0.25%	0.03%
Utilities		6,712,022	7,036,000	6,685,000	-351,000	-4.99%	2.48%
Communications		1,873,215	1,791,130	1,805,570	14,440	0.81%	0.67%
Rentals		1,072,907	695,345	649,330	-46,015	-6.62%	0.24%
<b>SUBTOTAL OTHER CHARGES</b>		<b>12,476,292</b>	<b>12,468,977</b>	<b>12,081,468</b>	<b>-387,509</b>	<b>-3.11%</b>	<b>4.48%</b>
Materials / Supplies		5,800,722	5,720,722	6,122,266	401,544	7.02%	2.27%
Printing & Binding		210,738	271,900	265,545	-6,355	-2.34%	0.10%
Meals		33,469	14,296	13,996	-300	-2.10%	0.01%

**GENERAL FUND OPERATING BUDGET - SUMMARY BY OBJECT CLASS**

Books & Periodicals	401,833	380,442	380,943	501	0.13%	0.14%	
Media Supplies	61,233	91,550	93,000	1,450	1.58%	0.03%	
Textbooks	3,000,543	2,996,350	2,997,000	650	0.02%	1.11%	
Food Service Management	0	810	0	-810	-100.00%	0.00%	
Permits & Fees	7,460	21,500	20,475	-1,025	-4.77%	0.01%	
Food	1,293	8,460	1,350	-7,110	-84.04%	0.00%	
<b>SUBTOTAL SUPPLIES / MATERIALS</b>	<b>9,517,291</b>	<b>9,506,030</b>	<b>9,894,575</b>	<b>388,545</b>	<b>4.09%</b>	<b>3.67%</b>	
Staff Development	689,517	648,776	608,675	-40,101	-6.18%	0.23%	
Dues & Fees	220,780	242,768	251,179	8,411	3.46%	0.09%	
Travel	305,137	328,035	317,805	-10,230	-3.12%	0.12%	
Commencement Cost	58,176	76,400	76,400	0	0.00%	0.03%	
Awards	56,143	49,333	59,670	10,337	20.95%	0.02%	
Claims & Judgments	64,805	45,000	45,000	0	0.00%	0.02%	
Garage Services	2,063,451	2,494,051	2,852,634	358,583	14.38%	1.06%	
Warehouse Service	941,748	0	0	0	0.00%	0.00%	
Other Operating Expenses	402,934	160,230	104,570	-55,660	-34.74%	0.04%	
<b>SUBTOTAL OTHER OPERATING EXPENSE</b>	<b>4,802,691</b>	<b>4,044,593</b>	<b>4,315,933</b>	<b>271,340</b>	<b>6.71%</b>	<b>1.60%</b>	
Buildings	242,246	0	0	0	0.00%	0.00%	
Equipment Additional	626,297	380,521	997,291	616,770	162.09%	0.37%	
Equipment Replacement	473,575	0	147,209	147,209	100.00%	0.05%	
Capitalized Leases	0	500,000	450,000	-50,000	-10.00%	0.17%	
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>1,342,118</b>	<b>880,521</b>	<b>1,594,500</b>	<b>713,979</b>	<b>81.09%</b>	<b>0.59%</b>	
Debt Service	0	596,654	596,654	0	0.00%	0.22%	
Lease Purchase	0	398,672	398,672	0	0.00%	0.15%	
Transfer to Other Funds	7,970,412	7,872,596	8,113,362	240,766	3.06%	3.01%	
VHSL Supplement	296,676	290,915	293,080	2,165	0.74%	0.11%	
Reserve for Contingencies	0	45,000	45,000	0	0.00%	0.02%	
Expense Refund (Warehouse & Field Trips)	-3,055,917	-1,850,000	-2,200,000	-350,000	18.92%	-0.82%	
<b>SUBTOTAL OTHER USES OF FUNDS</b>	<b>5,211,171</b>	<b>7,353,837</b>	<b>7,246,768</b>	<b>-107,069</b>	<b>-1.46%</b>	<b>2.69%</b>	
<b>TOTAL NON-PERSONNEL EXPENSES</b>	<b>47,371,023</b>	<b>48,276,556</b>	<b>49,853,984</b>	<b>1,577,428</b>	<b>3.27%</b>	<b>18.49%</b>	
<b>TOTAL GENERAL FUND</b>	<b>3,393.9</b>	<b>265,544,070</b>	<b>259,895,576</b>	<b>269,594,152</b>	<b>9,698,576</b>	<b>3.73%</b>	<b>100.00%</b>



# **RICHMOND PUBLIC SCHOOL GENERAL FUND OPERATING EXPENDITURES FY 2009**





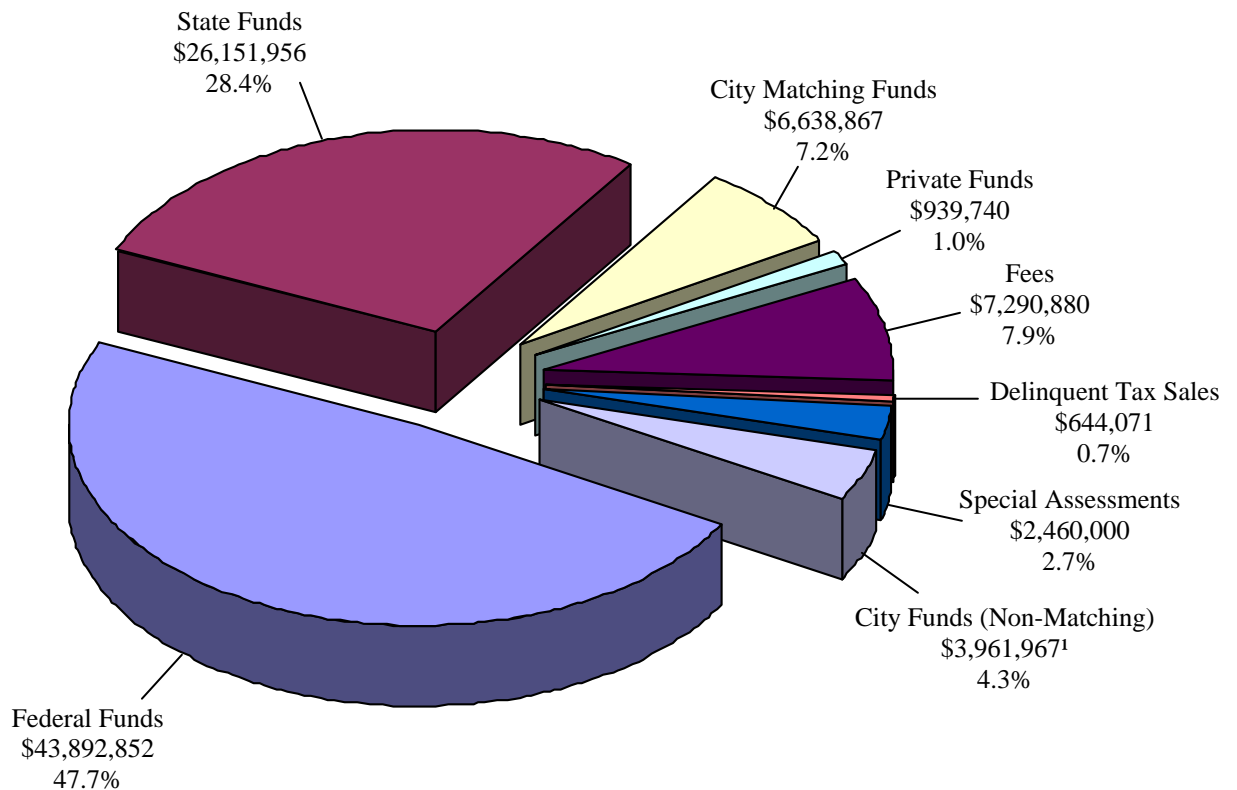
**SPECIAL FUNDS**

# SPECIAL FUNDS EXPENDITURES

One of the major elements that comprise the City's Fiscal Plan is the *Special Fund Budget*. Special Funds are designed to account for revenues appropriated for a specified purpose, that generally are restricted in some way, and that require segregation into separate funds for accounting purposes, with the exception of major capital projects. Special Funds are primarily derived from user fees, assessments, and grants, rather than property taxes, and are appropriated either at the time the Fiscal Plan is adopted by City Council or through mid-year ordinances approved by City Council. The Special Funds that follow will be appropriated upon adoption by City Council of the proposed fiscal year 2009 adjustments to the adopted Fiscal Plan.

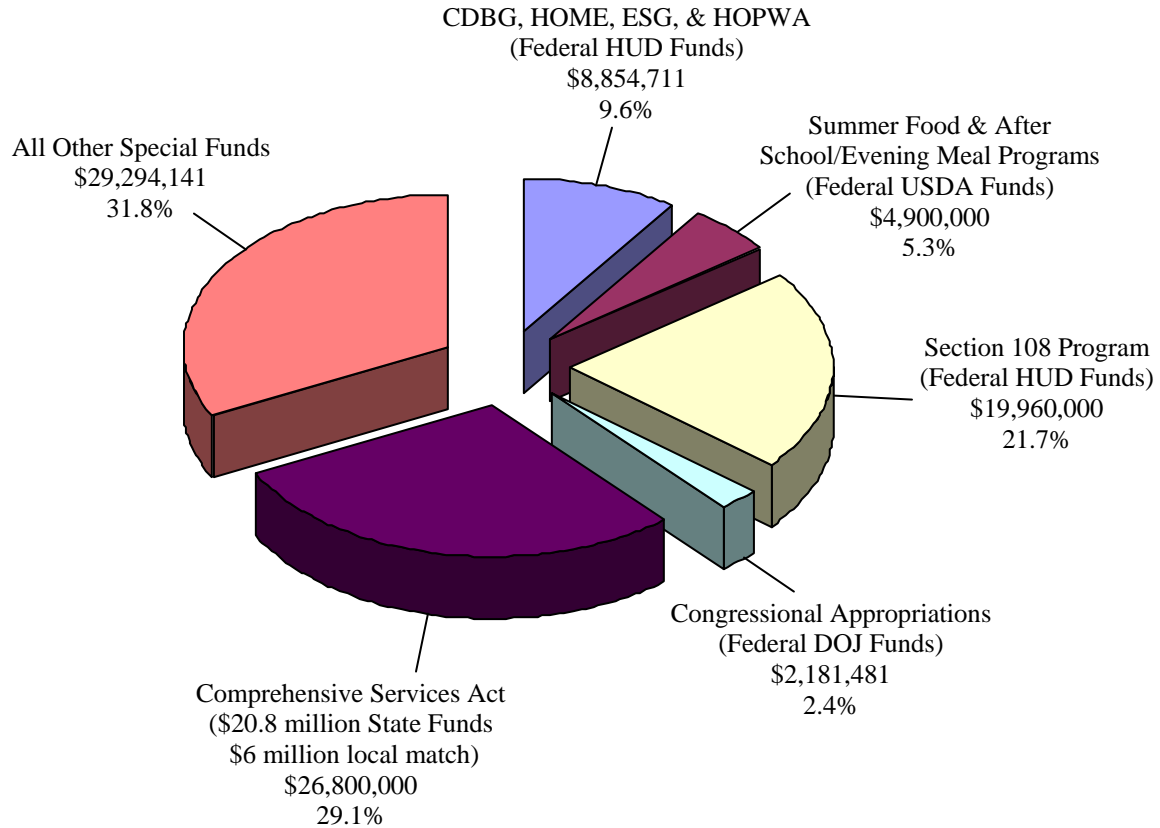
Each City agency or department was provided an opportunity to prepare a Special Fund budget and submit it to the Department of Budget and Strategic Planning for inclusion in this document. The City's total proposed FY2009 Special Fund Budget is \$91,990,333, including funding for 205.23 full-time equivalents (FTEs). The chart below identifies all FY 2009 Special Fund funding sources as proposed, the one that follows identifies the major funding sources, and the final chart shows the relative size of the Special Fund Budget by agency.

## Special Fund by all Funding Sources

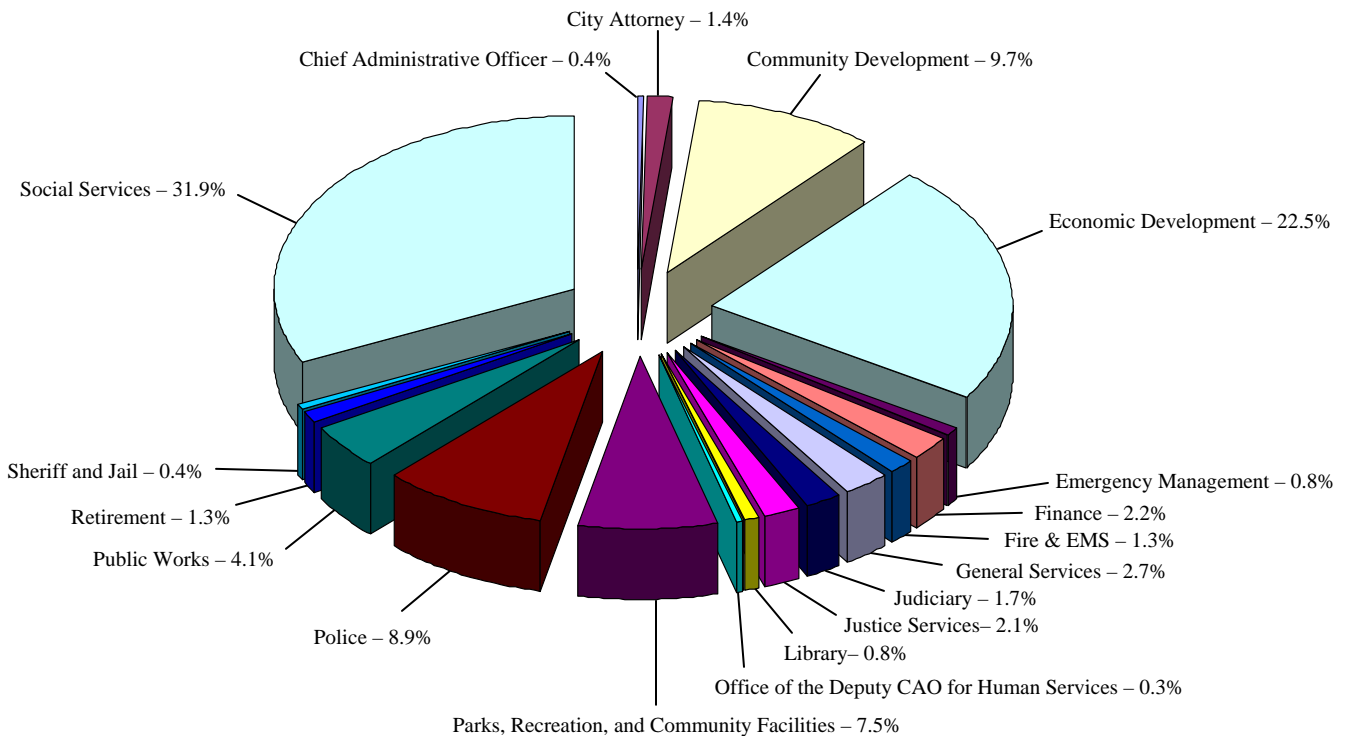


<sup>1</sup>Note: \$40,000 of these funds are from regional partners to support the Greater Richmond Convention Center.

## Special Funds by Major Funding Source



## Special Funds by City Agency



# SPECIAL FUNDS SUMMARY

<u>Fund Number</u>	<u>Fund Name</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
<b>Chief Administrative Officer</b>			
450	Cable Communications	\$ 610,000	\$ 350,000
	<b>Total Agency Special Funds</b>	<b>\$ 610,000</b>	<b>\$ 350,000</b>
<b>City Attorney</b>			
221	Delinquent Tax Sales	\$ 638,226	\$ 644,071
563	Juvenile and Domestic Relations (Legal Services)	614,672	649,195
	<b>Total Agency Special Funds</b>	<b>\$ 1,252,898</b>	<b>\$ 1,293,266</b>
<b>Community Development</b>			
025	Community Development Block Grant (CDBG)	\$ 5,680,647	\$ 5,651,933
026	Home Investment Partnership (HOME)	2,127,385	2,292,955
028	Emergency Shelter Grant (ESG)	221,285	219,823
029	Housing Opportunities for Persons with AIDS (HOPWA)	665,000	690,000
553	VHDHCD 2005 Disaster Recovery Grant	-	90,000
	<b>Total Agency Special Funds</b>	<b>\$ 8,694,317</b>	<b>\$ 8,944,711</b>
<b>Economic Development</b>			
238	Brownfields Pilot Site Assessment Project	\$ 375,000	\$ 352,000
239	Economic Development Authority (EDA)	111,000	60,000
283	VOR Marking Grant	17,241	15,000
560	17th Street Farmers' Market	80,000	90,000
NEW	USEDA Grants	161,587	130,000
NEW	Section 108 Grants	19,960,000	19,960,000
NEW	Interpreting America's Historic Places Grant	69,000	69,000
	<b>Total Agency Special Funds</b>	<b>\$ 20,773,828</b>	<b>\$ 20,676,000</b>
<b>Emergency Management</b>			
376	MMRS	400,000	471,330
588	Citizen Corps	15,000	-
588	CERT	39,000	39,000
588	State Homeland Security	663,000	172,000
588	LEMPG	40,900	40,900
588	UASI Award	30,000	-
588	EMMA Grant	\$ 95,000	-
588	Emergency Management	167,100	50,000
	<b>Total Agency Special Funds</b>	<b>\$ 1,450,000</b>	<b>\$ 773,230</b>

# SPECIAL FUNDS SUMMARY

<u>Fund Number</u>	<u>Fund Name</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
<b>Finance</b>			
223	Riverfront Special Assessment (for DPW)	\$ 350,000	\$ 350,000
236	Downtown Special Assessment (for DPW)	1,200,000	1,200,000
280	CDA Special Assessment	510,000	510,000
	<b>Total Agency Special Funds</b>	<b>\$ 2,060,000</b>	<b>\$ 2,060,000</b>
<b>Fire &amp; EMS</b>			
375	State Fire Program	\$ 650,000	\$ 773,000
385	Emergency Medical Services (Four-for-Life)	150,000	282,000
NEW	State Fire Program - Burn Building	-	95,000
	<b>Total Agency Special Funds</b>	<b>\$ 800,000</b>	<b>\$ 1,150,000</b>
<b>General Services</b>			
388	800 MHZ System - System Maintenance	-	867,772
388	800 MHZ System - Emergency Telephone	-	1,650,000
	<b>Total Agency Special Funds</b>	<b>\$ -</b>	<b>\$ 2,517,772</b>
<b>Judiciary</b>			
243	Special Assessment-Courthouse Maintenance	\$ 400,000	\$ 400,000
246	Technology Trust Fund	125,000	505,000
251	State Asset Forfeiture	148,304	148,304
252	Victim Witness	499,006	499,006
	<b>Total Agency Special Funds</b>	<b>\$ 1,172,310</b>	<b>\$ 1,552,310</b>
<b>Justice Services</b>			
240	Community Correction Supervision Fees	\$ 93,690	\$ 93,690
240	Community Correction (Programming)	978,125	1,014,887
260	Juvenile Detention Home-USDA	92,000	92,000
264	Evening Reporting Center	-	63,964
342	Virginia Drug Treatment Court Program (Juvenile)	133,000	133,000
470	Title IV-E Revenue Maximization Project	275,612	275,612
514	Juvenile Accountability Incentive Block Grant (JAIBG)	97,685	97,685
527	Crime Analysis	64,812	64,812
564	Truancy Intervention Project (CORTIP)	99,606	-
564	Detention Center Donations	5,000	5,000
596	The Lipman Foundation	56,255	56,255
	<b>Total Agency Special Funds</b>	<b>\$ 1,895,785</b>	<b>\$ 1,896,905</b>

# SPECIAL FUNDS SUMMARY

<u>Fund Number</u>	<u>Fund Name</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
<b>Library</b>			
200	Gift to the Library	\$ 75,000	\$ 75,000
207	Library Staff Association	\$ -	\$ 5,000
209	Bell Atlantic Grant -(Verizon - USF E-Rate)	110,000	110,000
241	Public Law Library	650,000	310,000
571	Library Foundation	100,000	120,000
572	Friends of the Library	75,000	75,000
576	Phillip Morris Employee Community Fund	75,000	-
577	Gang Reduction and Intervention Grant (GRIP)	-	15,000
	<b>Total Agency Special Funds</b>	<b>\$ 1,085,000</b>	<b>\$ 710,000</b>
<b>Office of the Deputy CAO for Human Services (formerly the Human Services Commission)</b>			
535	Richmond Americorps	\$ 350,000	\$ 250,000
539	Richmond Disability Services Board	7,750	7,750
	<b>Total Agency Special Funds</b>	<b>\$ 357,750</b>	<b>\$ 257,750</b>
<b>Parks, Recreation, and Community Facilities</b>			
405	Sports and Athletics	\$ 50,000	\$ 150,000
406	James River Park	10,000	50,000
425	Carillon Renovation Fund	250,000	250,000
431	Swim / Water / Adult Sustaining Swimming Classes	200,000	200,000
433	Camps	300,000	300,000
434	Fee-based Activities	750,000	900,000
439	Summer Food Program	3,100,000	3,100,000
440	After School Evening Meal Program	1,800,000	1,800,000
NEW	After School	-	50,000
NEW	Community Cultural Arts	-	50,000
NEW	Cultural Arts	-	50,000
	<b>Total Agency Special Funds</b>	<b>\$ 6,460,000</b>	<b>\$ 6,900,000</b>

# SPECIAL FUNDS SUMMARY

<u>Fund Number</u>	<u>Fund Name</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
<b>Police</b>			
283	BJA Congressionally Mandated Award	\$ -	\$ 750,000
283	BJA Congressionally Mandated Award	-	400,000
351	Federal Asset Forfeiture	125,000	550,000
353	State Asset Forfeiture	250,000	550,000
451	Violent Crime	-	250,000
454	Justice Assistance Grant	-	10,000
454	Justice Assistance Grant	-	40,000
454	Justice Assistance Grant	-	400,000
494	DMV Traffic Enforcement Safety & Safety Initiative	75,000	40,000
507	Bulletproof Vest Program	50,000	80,000
510	Emergency Communications	3,700,040	3,700,040
543	Public Housing Safety Initiative	-	50,000
582	TRIAD	2,500	2,750
NEW	Systems Improvement	-	80,000
NEW	Buffer Zone Protection	-	150,000
NEW	Crime Stats	-	40,000
NEW	Crisis Intervention	-	80,000
NEW	Violent Crime	-	400,000
NEW	Justice Assistance Grant	-	600,000
	<b>Total Agency Special Funds</b>	<b>\$ 4,202,540</b>	<b>\$ 8,172,790</b>
<b>Public Works</b>			
311	Litter Control Grant	\$ 25,000	\$ 35,000
330	Transportation Engineering Training	30,000	45,000
334	GRCCA	-	40,000
338	Richmond Employee Trip Generation Reduction	222,927	225,000
338	Strategic Master Plan	-	301,000
388	800 MHZ System - System Maintenance	867,772	-
388	800 MHZ System - Emergency Telephone	1,650,000	-
456	Greyhound Bus Terminal	-	617,000
534	Winter Storm Events	750,000	750,000
557	Main Street Station Operating Account	849,475	1,789,279
	<b>Total Agency Special Funds</b>	<b>\$ 4,395,174</b>	<b>\$ 3,802,279</b>
<b>Retirement</b>			
218	Richmond Supplemental Retirement System	\$ 1,158,612	\$ 1,190,840
	<b>Total Agency Special Funds</b>	<b>\$ 1,158,612</b>	<b>\$ 1,190,840</b>



# SPECIAL FUNDS SUMMARY

<u>Fund Number</u>	<u>Fund Name</u>	<u>Approved FY2009</u>	<u>Adopted FY2009</u>
<b>Sheriff and Jail</b>			
558	State Asset Forfeiture	\$ 32,000	\$ 32,000
559	Byrne Memorial Grant	-	198,000
NEW	Byrne Memorial Grant	-	80,000
NEW	Byrne Memorial Grant	-	20,000
NEW	Criminal Justice System Improvement Grant	-	80,000
	<b>Total Agency Special Funds</b>	<b>\$ 32,000</b>	<b>\$ 410,000</b>
<b>Social Services</b>			
276	Healthy Families	\$ 140,000	\$ 140,000
301	Independent Living-Admin & Purchased Services	98,000	105,000
303	Shelter Plus Care	1,550,000	987,000
304	Supportive Housing Grant-Assessment	100,000	60,480
309	Richmond Healthy Start Initiative	1,450,000	900,000
458	Comprehensive Services Act	26,800,000	26,800,000
459	Child Care Initiative	80,000	80,000
465	Independent Living - Demonstration Project	42,000	-
466	Independent Living - Education & Training Vouchers	59,000	60,000
NEW	H-S Regional Summit	-	150,000
NEW	Advisory Board	-	50,000
	<b>Total Agency Special Funds</b>	<b>\$ 30,319,000</b>	<b>\$ 29,332,480</b>
	<b>Grand Total Special Funds</b>	<b>\$ 86,719,214</b>	<b>\$ 91,990,333</b>

# SPECIAL FUNDS

**AGENCY NAME:** Chief Administrative Officer

**SPECIAL FUND ACCOMPLISHMENTS:**

The Chief Administrative Officer is to provide leadership in the administration and execution of policies, procedures and priorities formulated by the Mayor and City Council.

**PROGRAM NAME:** Cable Communications

**SPECIAL FUND PROGRAM OBJECTIVES:**

This special fund provides for the City's Public, Educational, and Governmental (PEG) cable television program. The funding is provided by a PEG fee paid by cable television providers in the City, and supports operation of a City television studio facility. This facility may be used by the local government; local public school system; local junior colleges, colleges, and universities; and the local citizens.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
450	Cable Communications	PEG Fee	\$ -	\$ -	\$ 595,000	\$ 610,000	5.0	\$ 350,000	0.0
	<b>Total Program</b>		\$ -	\$ -	\$ 595,000	\$ 610,000	5.0	\$ 350,000	0.0
	<b>Total Agency</b>		\$ -	\$ -	\$ 595,000	\$ 610,000	5.0	\$ 350,000	0.0

# SPECIAL FUNDS

**AGENCY NAME:** City Attorney

**SPECIAL FUND ACCOMPLISHMENTS:**

**PROGRAM NAME:** Delinquent Tax Sales

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this program is to significantly reduce the amount of real estate tax delinquency through collection efforts and to return delinquent properties to productive use via the tax sale process.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
221	Delinquent Tax Sales	City	\$ -	\$ 327,724	\$ 623,446	\$ 638,226	1.75	\$ 644,071	1.75
<b>Total Program</b>			\$ -	\$ 327,724	\$ 623,446	\$ 638,226	1.75	\$ 644,071	1.75

**PROGRAM NAME:** Juvenile and Domestic Relations - Legal Services

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund was set up through an agreement between the Department of Social Services and the City Attorney's Office. It was established to provide adequate legal representation to the Department of Social Services in five different courtrooms of the Richmond Juvenile and Domestic Relations District Court.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
563	Juvenile & Domestic Relations - Legal Services	DSS	\$ -	\$ 564,010	\$ 605,343	\$ 614,672	7.0	\$ 649,195	7.0
<b>Total Program</b>			\$ -	\$ 564,010	\$ 605,343	\$ 614,672	7.0	\$ 649,195	7.0

**Total Agency** \$ - \$ 891,734 \$ 1,228,789 \$ 1,252,898 8.75 \$ 1,293,266 8.75

# SPECIAL FUNDS

**AGENCY NAME:** Community Development

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of Community Development oversees the administration of Community Development Block Grant, Home Investment Partnership, Emergency Shelter Grant and Housing Opportunities for Persons with Aids funds. A detailed listing of the programs funded under these grants can be found following this summary. Due to the uncertainty of the Federal Entitlement Budget at this time, the Proposed FY 2009 budget cannot be determined.

**PROGRAM NAME:** Community Development Block Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

Created in 1974, the CDBG program is funded with an annual entitlement, which is awarded to Richmond from the U.S. Department of Housing and Urban Development. Activities must benefit low and moderate income persons or aid in the prevention of or elimination of slums and blight.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
025	CDBG	Federal	\$ -	\$ 5,721,815	\$ 5,680,647	\$ 5,680,647 24.4	\$ 5,651,933 29.5
<b>Total Program</b>			\$ -	\$ 5,721,815	\$ 5,680,647	\$ 5,680,647 24.4	\$ 5,651,933 29.5

**PROGRAM NAME:** Home Investment Partnership

**SPECIAL FUND PROGRAM OBJECTIVES:**

The HOME program was created in 1990 by the National Affordable Housing Act to develop affordable low-income housing by: expanding the supply of decent and affordable housing for low and moderate income persons; providing coordinated assistance to carry out affordable housing programs; and providing coordinated assistance to participants in the development of affordable housing.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
026	HOME	Federal	\$ -	\$ 2,880,897	\$ 2,307,385	\$ 2,127,385 1.4	\$ 2,292,955 1.3
<b>Total Program</b>			\$ -	\$ 2,880,897	\$ 2,307,385	\$ 2,127,385 1.4	\$ 2,292,955 1.3

**PROGRAM NAME:** Emergency Shelter Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

Authorized in 1987, the purpose of the ESG program is to: help improve the quality of existing emergency shelters for the homeless; make available additional shelters; meet the costs of operating shelters; provide essential social services to the homeless; help prevent homelessness, and implement the Continuum of Care.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
028	ESG	Federal	\$ -	\$ 218,396	\$ 221,285	\$ 221,285 0.0	\$ 219,823 0.0
<b>Total Program</b>			\$ -	\$ 218,396	\$ 221,285	\$ 221,285 0.0	\$ 219,823 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Community Development

**PROGRAM NAME:** Housing Opportunities for Persons with AIDS

**SPECIAL FUND PROGRAM OBJECTIVES:**

The HOPWA program was authorized by the National Affordable Housing Act in November 1990 to provide states and localities with resources and incentives to devise long-term strategies to meet the housing needs of persons with AIDS and related diseases.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
029	HOPWA	Federal	\$ -	\$ 602,009	\$ 665,000	\$ 665,000	0.0 \$ 690,000
	<b>Total Program</b>		\$ -	\$ 602,009	\$ 665,000	\$ 665,000	0.0 \$ 690,000

**PROGRAM NAME:** Historic Resources

**SPECIAL FUND PROGRAM OBJECTIVES:**

Grants from the Virginia Department of Historic Resources funded a revision of the Richmond Old and Historic District Handbook and Design Guidelines and a survey and National Register nomination for the Fairmount neighborhood.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
228	Fairmount Survey and Register Nomination	National State	\$ -	\$ 10,146	\$ -	\$ -	0.0 \$ -
029	Revise CAR Guidelines	State	\$ -	\$ 3,300	\$ -	\$ -	0.0 \$ -
	<b>Total Program</b>		\$ -	\$ 13,446	\$ -	\$ -	0.0 \$ -

**PROGRAM NAME:** Broad Rock Creek Floodway Mitigation Project

**SPECIAL FUND PROGRAM OBJECTIVES:**

This project acquired and demolished five homes in the floodway of Broad Rock Creek, relocaed affected housholds, and provided housing rehabilitation for 15 homes owned or occupied by low/moderate income households that were storm or flood damaged by Hurricane Isabel or the remnants of Tropical Storm Gaston. The City will contract with Elder Homes Corporation to conduct the rehabilitation.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
552	VHDHCD 2005 Disaster Recovery Grant	Federal Pass-Through	\$ -	\$ 459,161	\$ -	\$ -	0.0 \$ -
	<b>Total Program</b>		\$ -	\$ 459,161	\$ -	\$ -	0.0 \$ -

# SPECIAL FUNDS

AGENCY NAME: Community Development

PROGRAM NAME: Scattered-Site Housing Repair

**SPECIAL FUND PROGRAM OBJECTIVES:**

This project will provide housing rehabilitation for 14 homes owned and occupied by low/moderate income households that were storm or flood damaged the remnants of Tropical Storm Gaston. The City will contract with Elder Homes Corporation to conduct the rehabilitation.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
553	VHDHCD 2005 Disaster Recovery Grant	Federal Pass-Through	\$ -	\$ 81,217	\$ -	\$ - 0.0	\$ 90,000 0.0
<b>Total Program</b>			\$ -	\$ 81,217	\$ -	\$ - 0.0	\$ 90,000 0.0
<b>Total Agency</b>			\$ -	\$ 9,976,940	\$ 8,874,317	\$ 8,694,317 25.8	\$ 8,944,711 30.8

# Special Fund Detail

## CDBG, HOME, ESG and HOPWA Budgets

### CDBG

	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
CDBG Entitlement Grant	\$ 5,130,647	\$ 5,130,647	\$ 4,922,073
CDBG Program Revenue	550,000	550,000	729,860
CDBG Prior Year Program Surplus	-	-	-
<b>Available funds</b>	<b>\$ 5,680,647</b>	<b>\$ 5,680,647</b>	<b>\$ 5,651,933</b>

Project Name	Agency	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
<b><u>Housing &amp; Neighborhood Preservation</u></b>				
Battery Park Acquisition (City)	RES	\$ 100,000	\$ -	\$ -
Bellemeade Revitalization Project	SCDHC	150,000	150,000	150,000
Blackwell NiB	RRHA	200,000	200,000	200,000
Blackwell Revitalization Project NiB	SCDHC	100,000	150,000	50,000
Carver Newtowne-West NiB	RRHA	200,000	250,000	250,000
Church Hill Central NiB	EHC	75,000	-	-
Church Hill Central NiB	RAH	150,000	250,000	250,000
Church Hill Central NiB/Fairmount Avenue	RAH	200,000	200,000	171,286
Church Hill Central NiB	SCDHC	150,000	150,000	150,000
Citywide Code/Emergency Repair	EHC	300,000	300,000	400,000
Environmental Code Enforcement	DCD	248,165	246,424	246,424
Highland Park NiB (HP Plaza Revitalization Effort)	HPCDC	-	-	300,000
Housing Code Enforcement	DCD	550,000	600,000	500,000
NiB Concentrated Code Enforcement	DCD	100,000	100,000	100,000
North Jackson Ward	RRHA/City	110,000	160,000	160,000
Proactive Blight Abatement	DCD	100,000	150,000	150,000
Randolph Urban Renewal Completion	RRHA	30,000	30,000	30,000
Richmond Metro Efficiency Apartments	VSH	250,000	-	-
Section 108 Loan Repayment	Finance	500,000	500,000	500,000
Swansboro NiB	RRHA	100,000	100,000	-
Swansboro Revitalization Project	SCDHC	150,000	150,000	150,000
25th Street/Nine Mile Road Redev. Area	RRHA	150,000	225,000	225,000
Vacant Building Registration	DCD	200,000	200,000	80,000
<b>Sub-Total - Housing &amp; Neigh Pres.</b>		<b>\$ 4,113,165</b>	<b>\$ 4,111,424</b>	<b>\$ 4,062,710</b>
<b><u>Economic Development</u></b>				
Neighborhood Economic Development	DED	\$ 140,000	\$ 140,000	\$ 160,000
<b>Sub-total - Economic Dev.</b>		<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 160,000</b>

# Special Fund Detail

## CDBG, HOME, ESG and HOPWA Budgets

### CDBG

Project Name	<u>Agency</u>	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
<b><u>Planning &amp; Administration</u></b>				
Block Grant Administration and Housing	DCD	\$ 265,945	\$ 267,686	\$ 267,686
Finance/Monitoring	Finance	120,000	120,000	120,000
Historic Review	DCD	95,000	95,000	95,000
Neighborhood Planning	DCD	250,000	250,000	250,000
Rehabilitation Loan Management and Servicing	RRHA	100,000	100,000	100,000
<b>Sub-Total - Planning &amp; Admin.</b>		<b>\$ 830,945</b>	<b>\$ 832,686</b>	<b>\$ 832,686</b>
<b><u>Public Facilities</u></b>				
<b>Sub-Total - Public Facilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Public Services</u></b>				
Community Housing Empower. NiB DPA Plus	H.O.M.E	\$ 120,000	\$ 120,000	\$ 120,000
Housing Code Enforcement Counseling Program	DSS	100,000	100,000	100,000
Housing Information and Counseling	H.O.M.E	150,000	150,000	150,000
Lead Safe Richmond Program	DPH	91,537	91,537	91,537
Residential Support for Homeless Families	RBHA	85,000	85,000	85,000
Virginia Supportive Housing-SRO	VSH	50,000	50,000	50,000
<b>Sub-Total - Public Services</b>		<b>\$ 596,537</b>	<b>\$ 596,537</b>	<b>\$ 596,537</b>
<b>Total CDBG Budget</b>		<b>\$ 5,680,647</b>	<b>\$ 5,680,647</b>	<b>\$ 5,651,933</b>



## Special Fund Detail

### CDBG, HOME, ESG and HOPWA Budgets

#### HOME

	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
HOME Entitlement Grant	\$ 2,007,385	\$ 1,827,385	\$ 1,977,181
HOME Program Revenue	300,000	300,000	315,774
HOME Prior Year Program Surplus	-	-	-
<b>TOTAL HOME Budget</b>	<b>\$ 2,307,385</b>	<b>\$ 2,127,385</b>	<b>\$ 2,292,955</b>

Project Name	<u>Agency</u>	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
<b>HOME Projects</b>				
Bellemeade Revitalization Project	SCDHC	150,000	150,000	190,000
Blackwell NiB	RRHA	100,000	100,000	100,000
Blackwell Revitalization Project	SCDHC	150,000	150,000	200,000
Church Hill Central NiB	EHC	80,000	-	-
Church Hill Central NiB--RAH	RAH	125,000	125,000	155,000
Church Hill Central NiB-SCDHC	SCDHC	125,000	125,000	125,000
City of Richmond Builds	Habitat	50,000	50,000	50,000
City-Wide Community Improvement Program	EHC	250,000	250,000	250,000
Community Housing Empowerment NiB DPA	H.O.M.E.	125,000	125,000	125,000
Highland Park NiB (HP Plaza Revitalization Effort)	HPCDC	100,000	-	-
HOME Program Administration	DCD	102,385	102,385	102,385
Keystone Program City-wide DPA	H.O.M.E.	300,000	300,000	300,000
NIB Target Areas Rehab	EHC	400,000	400,000	400,000
Swansboro Revitalization Project	SCDHC	150,000	150,000	195,570
25th Street/Nine Mile Road Redev. Area	RRHA	100,000	100,000	100,000
<b>TOTAL HOME BUDGET</b>		<b>\$ 2,307,385</b>	<b>\$ 2,127,385</b>	<b>\$ 2,292,955</b>

# Special Fund Detail

## CDBG, HOME, ESG and HOPWA Budgets

### EMERGENCY SHELTER GRANT

	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
ESG Entitlement Grant	\$ 221,285	\$ 221,285	\$ 219,823
<b>TOTAL ESG Budget</b>	<b>\$ 221,285</b>	<b>\$ 221,285</b>	<b>\$ 219,823</b>

Project Name	Agency	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
<b><u>Emergency Shelter Grant</u></b>				
Emergency Financial Assistance Program	DSS	\$ 21,185	\$ 21,185	\$ 21,185
Emergency/Short-term Transitional Shelter	ESI	35,000	35,000	35,000
ESG Program Administration	DCD	7,100	7,100	5,638
Family Focus Program	CARITAS	16,000	16,000	16,000
Freedom House--Community Shelter	FH	28,000	28,000	28,000
Homeless Single Adult Program	CARITAS	30,000	30,000	30,000
Homeless Veterans Transitional Program	ESI	27,000	27,000	27,000
Overflow Shelter	DSS	10,000	10,000	10,000
YWCA Domestic Violence Program	YWCA	17,000	17,000	17,000
YWCA Homeless Child Care Program	YWCA	30,000	30,000	30,000
<b>TOTAL ESG BUDGET - adopted</b>		<b>\$ 221,285</b>	<b>\$ 221,285</b>	<b>\$ 219,823</b>

### HOPWA

	Adopted FY 2008	Approved FY 2009	Adopted FY 2009
HOPWA Entitlement Grant	\$ 665,000	\$ 665,000	\$ 690,000
<b>TOTAL: HOPWA Budget</b>	<b>\$ 665,000</b>	<b>\$ 665,000</b>	<b>\$ 690,000</b>

Project Name		Adopted FY 2008	Approved FY 2009	Adopted FY 2009
<b><u>Housing Opportunities for Persons with AIDS</u></b>				
AIDS Housing Project	Fan Free	\$ 334,000	\$ 334,000	\$ 329,000
Bliley Manor Stratford House	VSH	163,000	163,000	163,000
HOPWA Data Management	VCU	17,000	17,000	17,000
HOPWA Finance Monitoring	Finance	5,000	5,000	5,000
HOPWA Program Administration	DCD	13,000	13,000	13,000
HOPWA Rental Assistance	WBCH	133,000	133,000	163,000
<b>TOTAL HOPWA BUDGET</b>		<b>\$ 665,000</b>	<b>\$ 665,000</b>	<b>\$ 690,000</b>

# SPECIAL FUNDS

**AGENCY NAME:** Economic Development

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of Economic Development receives grant funding from the Environmental Protection Agency (EPA) and state funds to accomplish the following: 1). Under the Brownfields Site Assessment grant the Department has executed five sites for Phase I Environmental Site Assessment and created a Quality Assurance Plan Program (QAPP). 2). State funding assists DED with updating its programs brochures and creating marketing packages for exhibits, trade shows, the business community and the general public.

**PROGRAM NAME:** Brownfields Pilot Site Assessment Project

**SPECIAL FUND PROGRAM OBJECTIVES:**

The funding of this grant is provided by the U.S. Environmental Protection Agency (EPA) for the site assessment of vacant and underutilized commercial and industrial properties contaminated by petroleum products.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
238	Brownfield Site Assessment	Federal	\$ -	\$ 21,556	\$ 375,000	\$ 375,000 0.08	\$ 352,000 0.08
<b>Total Program</b>			\$ -	\$ 21,556	\$ 375,000	\$ 375,000 0.08	\$ 352,000 0.08

**PROGRAM NAME:** Economic Development Authority

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Economic Development Authority (EDA) special fund is to provide payroll for two positions, Administrative Project Analyst 100% support and the Administrative Program Support Assistant 40% support.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
239	Economic Dev. Authority	EDA	\$ -	\$ -	\$ 108,000	\$ 111,000 1.40	\$ 60,000 1.00
<b>Total Program</b>			\$ -	\$ -	\$ 108,000	\$ 111,000 1.40	\$ 60,000 1.00

**PROGRAM NAME:** 17th Street Farmers Market

**SPECIAL FUND PROGRAM OBJECTIVES:**

The 17th Street Farmers Market Special Fund supports marketing initiatives and special programs from fees generated through Parking, ATM and Vendors.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
560	17th Street Farmers Market	ATM, Vendor, and Parking Fees	\$ -	\$ 46,175	\$ 80,000	\$ 80,000 0.0	\$ 90,000 0.0
<b>Total Program</b>			\$ -	\$ 46,175	\$ 80,000	\$ 80,000 0.0	\$ 90,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Economic Development

**PROGRAM NAME:** VOR Marketing Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this grant is to assist the Department of Economic Development with design and production of exhibition of printed materials to market the City to new and prospective developers, businesses, and the interest of the general public.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
283	VOR Marketing Grant	State	\$ -	\$ 2,659	\$ 17,421	\$ 17,241 0.0	\$ 15,000 0.0
<b>Total Program</b>			\$ -	\$ 2,659	\$ 17,421	\$ 17,241 0.0	\$ 15,000 0.0

**PROGRAM NAME:** USEDA Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this grant is to assist the Department of Economic Development with development of an economic strategic plan for the City of Richmond.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	USEDA Economic Strategy Grant	Federal	\$ 33,576	\$ -	\$ 90,587	\$ 161,587 0.0	\$ 130,000 0.0
<b>Total Program</b>			\$ 33,576	\$ -	\$ 90,587	\$ 161,587 0.0	\$ 130,000 0.0

**PROGRAM NAME:** Section 108 - Loan Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

This project will enhance the economic vitality of Richmond's business community by providing loans for any and /or all of the allowable Section 108 activities. This program will benefit projects specific.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Section 108 Loan Program	Federal	\$ -	\$ -	\$ 19,980,000	\$ 19,960,000 0.0	\$ 19,960,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ 19,980,000	\$ 19,960,000 0.0	\$ 19,960,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Economic Development

**PROGRAM NAME:** Interpreting America's Historic Places Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this program is to implement fully planned and developed interpretive projects at places of historic significance. This program seeks to facilitate the implementation of projects that educate and engage the public in humanities themes at historically significant places. Projects may focus on a single historic site or house, a series of sites, an entire neighborhood, a town community, or a larger geographic region.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
NEW	Interpreting America's Historic Places Grant	Federal	\$	\$ -	\$ 69,000	\$ 69,000	0.0	\$ 69,000	0.0
<b>Total Program</b>			\$ -	\$ -	\$ 69,000	\$ 69,000	0.0	\$ 69,000	0.0
<b>Total Agency</b>			\$ 33,576	\$ 70,390	\$ 20,720,008	\$ 20,773,828	1.48	\$ 20,676,000	1.08

# SPECIAL FUNDS

**AGENCY NAME:** Emergency Management

**SPECIAL FUND ACCOMPLISHMENTS:**

The Office of Emergency Management (OEM) is in its second full year of operation and has expanded its operational capabilities by hiring additional staff to support emergency preparedness objectives for the City of Richmond. The U. S. Department of Homeland Security conducted a review of the City of Richmond’s Emergency Operations Plan during March 2006. This Nationwide Plan Review was a prerequisite for receipt of Fiscal Year 2006 DHS grant funds. Overall, the EOP was rated “Partially Sufficient” on adequacy and “Partially Sufficient” on acceptability. Of the five cities participating in the review, the City of Richmond received an overall “Sufficient” rating in the adequacy, feasibility and acceptability of the EOP.

**PROGRAM NAME:** First Responder Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this grant is to ensure compliance in accordance with the U.S. Department of Homeland Security in order to provide the City of Richmond, Virginia with equipment, training, planning and exercises for first responders to develop better preparedness to prevent, respond and recover from potential acts of terrorism.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
588	First Responders Grant	Federal State	\$ -	\$ 67,517	\$ -	\$ -	0.0	\$ -	0.0
	<b>Total Program</b>		\$ -	\$ 67,517	\$ -	\$ -	0.0	\$ -	0.0

**PROGRAM NAME:** Citizens Corps Prog/Community Emergency Response Team

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Citizens Corps along with the Community Emergency Response Team (CERT) funds provide resources for states and local communities to 1)bring together the appropriate leadership to form and sustain a Citizens Corps Council; 2)develop and implement a plan for the community to engage all citizens in hometown security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities; 3)conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures; 4)develop and implement Citizens Corps programs offering training and volunteer opportunities to support emergency management and emergency responders, disaster relief organization and community safety efforts; and 5)enable citizens to participate in exercises and receive training and equipment.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
588	Citizens Corps Grant	State	\$ -	\$ 500	\$ 15,000	\$ 15,000	0.0	\$ -	0.0
588	CERT	State	\$ -	\$ -	\$ 39,000	\$ 39,000	0.0	\$ 39,000	0.0
	<b>Total Program</b>		\$ -	\$ 500	\$ 54,000	\$ 54,000	0.0	\$ 39,000	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Emergency Management

**PROGRAM NAME:** State Homeland Security Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The U.S. Department of Homeland Security provided funding for the purpose of Homeland Security activities to include planning, equipment, training, and exercises. This program will provide an integrated mechanism to enhance the coordination of regional efforts to prevent, respond to, and recover from terrorism related chemical, biological radiological, nuclear, and explosive incidents, cyber attacks and natural disasters.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
588	State Homeland Security	Federal State	\$ -	\$ 83,304	\$ 663,000	\$ 663,000	0.0	\$ 172,000	0.0
	<b>Total Program</b>		\$ -	\$ 83,304	\$ 663,000	\$ 663,000	0.0	\$ 172,000	0.0

**PROGRAM NAME:** Local Emergency Management Performance Grant (LEMPG)

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of LEMPG is to enhance the capability of localities to develop and maintain a Comprehensive Emergency Management Program by providing financial and advisory resources. This program is supported by federal funding passed to the Commonwealth of Virginia requiring localities to complete work elements in the following four areas: 1)Planning: identify and record a suitable site used for federal/state distribution center, staging resources, or used as a Disaster Recovery Center; 2)Training: all local coordinator are required to attend or complete required courses and certifications; 3)Exercises: to develop an exercise program in accordance with Homeland Security Exercise and Evaluation Program; and 4)Capability Reporting: to conduct an annual review of the City's Local Capability Assessment of Readiness (LCAR) and to incorporate capabilities gained from other sources.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
588	LEMPG	Federal State	\$ -	\$ 34,522	\$ 40,900	\$ 40,900	0.0	\$ 40,900	0.0
	<b>Total Program</b>		\$ -	\$ 34,522	\$ 40,900	\$ 40,900	0.0	\$ 40,900	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Emergency Management

**PROGRAM NAME:** Urban Areas Security Initiative (UASI) Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Urban Areas Security Initiative (UASI) grant was funded through the U.S. Homeland Security Program to provide financial assistance to address the unique planning, equipment, training, and exercise needs of large urban areas, and to assist with building and enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism. Grant funds will be used to contract with a low-power FM community service radio station, to serve as the City's official broadcast outlet for emergency information in times of crisis.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
588	UASI Award	Federal State	\$ -	\$ 300,000	\$ 30,000	\$ 30,000	0.0 \$ -
	<b>Total Program</b>		\$ -	\$ 300,000	\$ 30,000	\$ 30,000	0.0 \$ -

**PROGRAM NAME:** Metropolitan Medical Response System (MMRS) Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Federal Emergency Management Agency awarded a grant to the City of Richmond, Virginia for the purpose of sustaining the MMRS Program. The purpose of this grant to allow preparedness to manage the medical, public health, population protection and environmental health impacts of a radiological release/nuclear detonation by terrorists; compliance with the National Incident Management System (NIMS) including operational planning materials; and helps to ensure readiness to establish and enforce quarantine/isolation for a very large number of persons and sizeable geographic areas.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
376	MMRS	Federal	\$ 20,000	\$ 224,792	\$ 400,000	\$ 400,000	1.0 \$ 471,330
	<b>Total Program</b>		\$ 20,000	\$ 224,792	\$ 400,000	\$ 400,000	0.0 \$ 471,330

**PROGRAM NAME:** Emergency Management Mapping Application

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Emergency Management Mapping Application (EMMA) grant was awarded by the National Institute of Justice through the Department of State Police for the purpose of developing a statewide interoperable communications plan. This federal award was used to purchase hardware and software to support deployment of the EMMA, a product of Towson University's Center for Geographic Information Sciences.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
588	EMMA Grant	Federal State	\$ -	\$ -	\$ 95,000	\$ 95,000	0.0 \$ -
	<b>Total Program</b>		\$ -	\$ -	\$ 95,000	\$ 95,000	0.0 \$ -



# SPECIAL FUNDS

**AGENCY NAME:** Emergency Management

**PROGRAM NAME:** Emergency Preparedness

**SPECIAL FUND PROGRAM OBJECTIVES:**

As funding from the federal government is decreasing; the competition for the dollars becomes more competitive. This proposed position is vital to the sustainability of the overall preparedness and readiness in the city and the Commonwealth. Emergency Services funding sources are derived from: 1)federal government agencies such as: Department of Homeland Security, FEMA 2)the state government agencies: Virginia Department of Emergency Management, State Homeland and Public Safety and the Office of Commonwealth Preparedness, and 3)other public/private partnership and grant funding opportunities. In our efforts to respond to disasters (Isabel, Gaston, Ernesto, Battery Park, etc) equipment, training, interoperability and mitigation are necessary. Attainment of grants and proper grant management are a must.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
588	Emergency Management	Federal State	\$ -	\$ -	\$ 167,100	\$ 167,100	0.0	\$ 50,000	0.0
<b>Total Program</b>			\$ -	\$ -	\$ 167,100	\$ 167,100	0.0	\$ 50,000	0.0
<b>Total Agency</b>			\$ 20,000	\$ 710,635	\$ 1,450,000	\$ 1,450,000	0.0	\$ 773,230	1.5

# SPECIAL FUNDS

**AGENCY NAME:** Finance

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of Finance provides leadership and support in the City's financial affairs such that all financial matters are conducted in an efficient, effective, responsive, and professional manner.

**PROGRAM NAME:** Downtown Special Assessment

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Downtown Special Assessment Fund raises funds from owners of real property in the Downtown area to support the promotion and development of downtown commerce.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
236	Downtown Special Assessment	Special Tax	\$ -	\$ 924,547	\$ 1,150,000	\$ 1,200,000	0.0	\$ 1,200,000	0.0
<b>Total Program</b>			\$ -	\$ 924,547	\$ 1,150,000	\$ 1,200,000	0.0	\$ 1,200,000	0.0

**PROGRAM NAME:** Riverfront Special Assessment

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund accounts for the special assessment tax for improvements along the riverfront.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
223	Riverfront Special Assessment	Special Tax	\$ -	\$ 299,164	\$ 350,000	\$ 350,000	0.0	\$ 350,000	0.0
<b>Total Program</b>			\$ -	\$ 299,164	\$ 350,000	\$ 350,000	0.0	\$ 350,000	0.0

**PROGRAM NAME:** Community Development Authority

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund accounts for the special assessment tax for CDA improvements in downtown Richmond.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
280	Community Development Authority	Special Tax	\$ -	\$ 850,507	\$ 510,000	\$ 510,000	0.0	\$ 510,000	0.0
<b>Total Program</b>			\$ -	\$ 850,507	\$ 510,000	\$ 510,000	0.0	\$ 510,000	0.0

# SPECIAL FUNDS

AGENCY NAME: Finance

PROGRAM NAME: Prepared Food Tax Fund for the Performing Arts

**SPECIAL FUND PROGRAM OBJECTIVES:**

This special fund was established to support the Performing Art Center. An additional 1% tax on prepared food was previously authorized by City Council to be transferred in support the Performing Arts Center. Beginning in FY2007, these collections have been appropriated in the General Fund to support debt service expenditures related to the City of the Future initiative.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
222	Prepared Food Tax Fund for the Performing Arts	Meals Tax	\$ -	\$ 2,785,239	\$ -	\$ -	0.0 \$ -
	<b>Total Program</b>		\$ -	\$ 2,785,239	\$ -	\$ -	0.0 \$ -
<b>Total Agency</b>			\$ -	\$ 4,859,457	\$ 2,010,000	\$ 2,060,000	0.0 \$ 2,060,000

# SPECIAL FUNDS

**AGENCY NAME:** Fire & Emergency Services

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of Fire and Emergency Services received grant funding from the United States Department of Homeland Security through the Assistance to Firefighters Fire Prevention and Safety Program. These funds allow the Department to (1) provide fire prevention education to the City's population that is at increased risk of injury and loss due to fire, and (2) enhance an aggressive code enforcement program through the training and certification of additional staff as fire inspectors.

**PROGRAM NAME:** Fire Prevention/Assistance to Firefighter Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Special Fund objective of the Department's Fire Prevention Program is to leverage City funds in an effort to expand fire prevention programs, resulting in prevention of injury, loss of life, and loss of property.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
382	Assistance to Firefighter Grant Program	Federal	\$ -	\$ 1,193,260	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 1,193,260	\$ -	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:** Fire Suppression/Four for Life

Granted yearly, this fund is largely used for distribution to licensed, nonprofit emergency medical and rescue squads. Specifically, the West End and Forest View Volunteer rescue Squads.

West End Rescue Squad, and Forest View Volunteer Rescue receive \$30,000.00 annually, of the allocated Four For Life Funds, to purchase equipment.

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Four-for-Life Funds are collected pursuant to Section 46.2-694, Code of Virginia, and shall be used only for emergency medical services. Such funds shall be in addition to any local appropriations and therefore cannot be used to supplant local funds. The four-for-Life monies are generated as a result of charges collected at the time of registration of each passenger vehicle, pickup, and panel truck in the Commonwealth.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
385	Four for Life	State	\$ -	\$ 58,839	\$ 140,000	\$ 150,000 0.0	\$ 282,000 0.0
<b>Total Program</b>			\$ -	\$ 58,839	\$ 140,000	\$ 150,000 0.0	\$ 282,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Fire & Emergency Services

**PROGRAM NAME:** Fire Suppression

The Commonwealth of Virginia provides funds to localities providing fire service operation to be used for the improvement of volunteer and career fire service. Funds shall be used solely for the purposes of training volunteer or career fighting personnel, funding fire prevention and public safety education programs; constructing, improving and expanding regional or local fire service training facilities; purchasing emergency medical care and equipment for fire personnel; payment of personnel costs related to fire and medical training for fire personnel; purchasing personal protective equipment, and other equipment and supplies.

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Special Fund objective of the Department's Fire Suppression Program is to leverage City funds in an effort to purchase new and additional equipment for all emergencies and specialized training for Fire Dept. Personnel. New Funds will be used for needed upgrades and repairs to the Burn Building at the Departments training facility in Sandston.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
375	State Fire Programs	State	\$ -	\$ 524,826	\$ 575,000	\$ 650,000 0.0	\$ 773,000 0.0
NEW	Burn Building	State	\$ -	\$ -	\$ -	\$ - 0.0	\$ 95,000 0.0
<b>Total Program</b>			\$ -	\$ 524,826	\$ 575,000	\$ 650,000 0.0	\$ 868,000 0.0

**PROGRAM NAME:** Metropolitan Medical Response System (MMRS) Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Federal Emergency Management Agency awarded a grant to the City of Richmond, Virginia for the purpose of sustaining the MMRS Program. The purpose of this grant to allow preparedness to manage the medical, public health, population protection and environmental health impacts of a radiological release/nuclear detonation by terrorists; compliance with the National Incident Management System (NIMS) including operational planning materials; and helps to ensure readiness to establish and enforce quarantine/isolation for a very large number of persons and sizeable geographic areas. The responsibility of administering this program has been transferred to the Office of Emergency Management.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
376	MMRS	Federal	\$ -	\$ 421,174	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 421,174	\$ -	\$ - 0.0	\$ - 0.0

**Total Agency** \$ - \$ 2,198,099 \$ 715,000 \$ 800,000 0.0 \$ 1,150,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** General Services

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of General Services provides centralized city support services, including printing, mailing and other special services and projects as assigned by City management or Council ordinance.

**PROGRAM NAME:** 911 Emergency Telephone

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the special fund is to provide funding to pay off the debt service for financing the 800 mhz radio system and to provide funds for a maintenance budget and operating funds for the 800 mhz operations manager. Funds come from a \$1.00 phone tax and tower leases from those communication companies who rent space on the 800 mhz tower.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
388	911 Emergency Telephone	Local	\$ -	\$ -	\$ -	\$ - 0.0	\$ 1,650,000 0.0
388	911-Maintenance	Local		\$ -	\$ -	\$ - 0.0	\$ 867,772 1.0
388	911 - expansion	Private		\$ -	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 2,517,772 1.0

**TOTAL AGENCY** \$ - \$ - \$ - \$ - 0.0 \$ 2,517,772 1.0

# SPECIAL FUNDS

**AGENCY NAME:** Judiciary - Adult Drug Court

**SPECIAL FUND ACCOMPLISHMENTS:**

The Richmond Adult Drug Court Program is a pre-adjudication and post-adjudication alternative to incarceration and probation for selected non-violent felony offenders with substance abuse problems. The program includes regular appearances before a Circuit Court Judge, drug testing, individual and group counseling, and 12-step meetings. Utilizing a team approach, on-site clinicians provide assessment and treatment, and probation officers provide supervision and ancillary services. During the program, participants seek to: obtain a drug free-lifestyle; maintain a law-abiding lifestyle; enhance employment skills; be involved in the recovery community; identify relapse warning signs and plan for prevention; and identify specific needs and develop a treatment plan designed for recovery.

**PROGRAM NAME:** Adult Drug Treatment Court Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Drug Treatment Court Program grant is to reduce recidivism and drug related crimes.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007	FY2008	FY2009	FY2009
				ACTUAL	ADOPTED	APPROVED FTEs	ADOPTED FTEs
343	Drug Treatment Court Grant	State	\$ -	\$ 241,893	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Program</b>			\$ -	\$ 241,893	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Agency</b>			\$ -	\$ 241,893	\$ -	\$ -	0.0 \$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Judiciary - Circuit Court

**SPECIAL FUND ACCOMPLISHMENTS:**

The Circuit Court Clerk maintains a special fund to utilize the Technology Trust Fund. The General Assembly established the Technology Trust Fund to promote remote access to the land records of the various Circuit Courts in Virginia. The Technology Trust Fund is funded by recording fees and clerk's fees collected by Circuit Court Clerks. The State Compensation Board reimburses localities from the Fund for technology expenses of the Circuit Court Clerks used to achieve this goal. Over the last few years, the Clerk of the Circuit Court of the City of Richmond has expended TTF funds to obtain hardware and software to build an infrastructure to allow remote access to the land records of the Richmond Circuit Court. To date, the Clerk has used this funding to update the office scanning system, to implement the back-file conversion of records dating to 1782, and to have the land records scanning system web-enabled.

**PROGRAM NAME:** Technology Trust Fund

**SPECIAL FUND PROGRAM OBJECTIVES:**

Over the next year, the Clerk of Court will continue the back-file conversion of all reaming land records, implement a plan to redact personal information from accessible records, and will provide secure remote access on a subscription basis to the land records as mandated by the General Assembly.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
246	Technology Trust Fund	State Compensation Board	\$ -	\$ 58,575	\$ 570,000	\$ 125,000	0.0	\$ 505,000	0.0
<b>Total Program</b>			\$ -	\$ 58,575	\$ 570,000	\$ 125,000	0.0	\$ 505,000	0.0
<b>Total Agency</b>			\$ -	\$ 58,575	\$ 570,000	\$ 125,000	0.0	\$ 505,000	0.0



# SPECIAL FUNDS

**AGENCY NAME:**     Judiciary - Commonwealth Attorney    

**SPECIAL FUND ACCOMPLISHMENTS:**

The Attorney for the Commonwealth investigates and prosecutes misdemeanor traffic, and felony cases, as well as certain other violations.

**PROGRAM NAME:**     Project Exile    

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this Project Exile program is to increase the conviction rate of criminals that use illegal guns to commit a crime by aggressively prosecuting criminals in the City of Richmond. The Office prosecutes these cases full time in state and

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
520	Project Exile	City	\$ -	\$ 155,358	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 155,358	\$ -	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:**     Project Sentry    

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this program is to increase the conviction rate of juveniles who violate firearms laws through better coordinated efforts among state and federal agencies to identify and appropriately prosecute, and punish juveniles who

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY 2007 ACTUAL	FY 2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
523	Project Sentry	City	\$ -	\$ 156,798	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 156,798	\$ -	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:**     Project Safe Neighborhood    

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this program is to provide funding for four prosecutors who are dedicated to prosecution of firearm related crime cases and other violations of gun statutes by Adults. Gang activity is a priority target of this initiative.

FUND	OTHER SPECIAL FUNDS DESCRIPTION	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
522	Project Safe Neighborhood	City	\$ -	\$ 205,013	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 205,013	\$ -	\$ - 0.0	\$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:**     Judiciary - Commonwealth Attorney    

**PROGRAM NAME:**     Domestic Violence    

**SPECIAL FUND PROGRAM OBJECTIVES:**

This program objective is to develop, implement, and expand the services to female domestic violence and stalking victims at the Domestic Relations Court to increase the safety of victims and their children, and provide the support necessary for victims of domestic violence. Additional prosecutors have been dedicated to review and prosecute these cases.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
519	Domestic Violence V-Stop	City	\$ -	\$ 67,713	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 67,713	\$ -	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:**     Victim Witness (252)    

**SPECIAL FUND PROGRAM OBJECTIVES:**

Since 1989, the Department of Criminal Justice Services has awarded the Richmond Commonwealth Attorney's Office a grant to promote the sensitive treatment of victims and witnesses to crime. The Victim Witness Grant also assists victims and witnesses in dealing with the criminal justice system, while improving the efficiency of the criminal justice process to increase the number of successful prosecutions.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
252	Victim Witness	State	\$ 141,596	\$ 508,981	\$ 479,813	\$ 499,006 11.0	\$ 499,006 11.0
<b>Total Program</b>			\$ 141,596	\$ 508,981	\$ 479,813	\$ 499,006 11.0	\$ 499,006 11.0

**PROGRAM NAME:**     Asset Forfeiture (251)    

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund was established to permit the Richmond Commonwealth Attorney's Office to participate in the Department of Criminal Justice Services' program to share assets seized as a result of investigations of drug related crimes. Funds are distributed on a percentage basis to local or state agencies participating in the investigations. These funds are used to finance training and certain alternative program initiatives.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
251	Asset Forfeiture	State	\$ -	\$ 27,349	\$ 142,600	\$ 148,304 0.0	\$ 148,304 0.0
<b>Total Program</b>			\$ -	\$ 27,349	\$ 142,600	\$ 148,304 0.0	\$ 148,304 0.0

**Total Agency**     \$ 141,596 \$ 1,121,211 \$ 622,413 \$ 647,310 11.0 \$ 647,310 11.0

# SPECIAL FUNDS

**AGENCY NAME:** Judiciary - Courthouse Maintenance Fund

**SPECIAL FUND ACCOMPLISHMENTS:**

The Courthouse Maintenance Fund was authorized by the Code of Virginia section 17.1-281, and by Richmond City Ordinance # 90-243-229 adopted July 9, 1990. The ordinance was enacted to defray the cost of construction, renovation or maintenance of courthouses and to defray increases in the cost of heating, cooling, electricity and ordinary maintenance. On April 27, 2001, the Attorney General of the Commonwealth of Virginia rendered an opinion on the Courthouse Maintenance Fund. That opinion concluded with "it is my opinion the City of Richmond may use funds derived from the fees assessed pursuant to section 17.1-281 to defray increases in the cost of heating, cooling, electricity, and ordinary maintenance of courthouses located within the City's boundaries, but may not use such funds to pay the entire cost of utilities and routine courthouse maintenance."

**PROGRAM NAME:** Courthouse Maintenance Fund

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund is supported by a \$2 fee assessed on each case in the General District Court, Circuit Court, and Juvenile and Domestic Relations Court. The fees collected are intended to help defray costs for renovations, utilities, maintenance, and construction of courthouses. Currently, \$350,000 is transferred annually to the Department of Public Works general fund revenue budgets with any excess balance to be used for courthouse renovations.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
243	Courthouse Maintenance	Court Fees	\$ -	\$ 437,336	\$ 400,000	\$ 400,000	0.0	\$ 400,000	0.0
<b>Total Program</b>			\$ -	\$ 437,336	\$ 400,000	\$ 400,000	0.0	\$ 400,000	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Justice Services

**SPECIAL FUND ACCOMPLISHMENTS:**

The Community Corrections Program manages the Adult Pretrial and Probation Services. Probation Services maintained a 56% successful closure rate on a total of 919 misdemeanor cases closed in FY 07. Pretrial Services maintained an 83% successful closure rate for misdemeanor

The C.O.R.T.I.P. Program worked with a total of 36 families during the 2007 school year. Through our partnership with the Case Manager from the Department of Justice Services and the School Attendance Social Worker, we maintained a 92.89% attendance rate at Albert Hill Middle School. The program at Thompson Middle School had a 93.80% attendance rate

C.O.R.T.I.P. is now in the Gilpin Court neighborhood at the Calhoun Center. The program has located an office in the neighborhood in an effort to make it more accessible to many area youths served by the program and their families. At this office youths will be able to get assistance with homework as well as talk about things that are going on in their lives at home and at school. Parents can also come and see staff here and get their questions answered.

We are currently working on plans for locating a C.O.R.T.I.P. office at Albert Hill's feeder school, Carver Elementary School.

**PROGRAM NAME:** Gang Reduction Intervention Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Gang Reduction Intervention Program is to significantly reduce gang activity in specified neighborhoods. It's goal is to stabilize and build pro-social influences in the target communities.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
550	Community Day (GRIP)	Federal	\$ -	\$ 4,000	\$ -	\$ -	0.0	\$ -	0.0
550	Intervention Team (GRIP)	Federal	\$ -	\$ 15,133	\$ -	\$ -	0.0	\$ -	0.0
550	One Stop Office (GRIP)	Federal	\$ -	\$ 55,520	\$ -	\$ -	0.0	\$ -	0.0
550	Offender Re-entry (GRIP)	Federal	\$ -	\$ 29,157	\$ -	\$ -	0.0	\$ -	0.0
<b>Total Program</b>			\$ -	\$ 103,810	\$ -	\$ -	0.0	\$ -	0.0

**PROGRAM NAME:** Community Corrections

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Community Corrections Program is to provide court ordered pre-trial and probation services.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
240	Supervision Fees	State	\$ -	\$ 45,453	\$ 93,690	\$ 93,690	0.0	\$ 93,690	0.0
240	Community Corrections	State	\$ -	\$ 873,677	\$ 978,125	\$ 978,125	21.25	\$ 1,014,887	22.25
<b>Total Program</b>			\$ -	\$ 919,130	\$ 1,071,815	\$ 1,071,815	21.25	\$ 1,108,577	22.25

# SPECIAL FUNDS

**AGENCY NAME:** Justice Services

**PROGRAM NAME:** Strengthening Families

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Strengthening Families program was to promote positive youth development and family cohesion.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
529	Strengthening Families	Federal	\$ -	\$ 2,089	\$ -	\$ -	0.0 \$ -
<b>Total Program</b>			\$ -	\$ 2,089	\$ -	\$ -	0.0 \$ -

**PROGRAM NAME:** Young Juvenile Offender Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The object of the YOGI program was to provide intensive case management and community support for youth at the time of adjudication for delinquency.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
526	Young Offender	Federal	\$ -	\$ 51,543	\$ -	\$ -	0.0 \$ -
<b>Total Program</b>			\$ -	\$ 51,543	\$ -	\$ -	0.0 \$ -

**PROGRAM NAME:** Juvenile Accountability Block Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Juvenile Accountability Block Grant program is to provide case-management for adjudicated delinquents and to provide an educational program for youth on short term school suspension.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
514	JAIBG	Federal	\$ 9,768	\$ 55,197	\$ 97,685	\$ 97,685	1.5 \$ 97,685
<b>Total Program</b>			\$ 9,768	\$ 55,197	\$ 97,685	\$ 97,685	1.5 \$ 97,685

**PROGRAM NAME:** Juvenile Detention Home USDA

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Juvenile Detention Home USDA program is to provide the National School Lunch Program to school age children and to encourage the domestic consumption of nutritious agricultural commodities.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
260	USDA	Federal	\$ -	\$ 59,924	\$ 92,000	\$ 92,000	0.0 \$ 92,000
<b>Total Program</b>			\$ -	\$ 59,924	\$ 92,000	\$ 92,000	0.0 \$ 92,000

# SPECIAL FUNDS

**AGENCY NAME:** Justice Services

**PROGRAM NAME:** Crime Analysis and Criminal Justice Improvements

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Crime Analysis and Criminal Justice Improvement grant is to increase the agency's juvenile crime analysis and reporting capabilities. It will enable effective decision making based on local trends.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
527	Crime Analysis	Federal	\$ 16,129	\$ 64,707	\$ 64,812	\$ 64,812	0.0	\$ 64,812	0.0
<b>Total Program</b>			\$ 16,129	\$ 64,707	\$ 64,812	\$ 64,812	0.0	\$ 64,812	0.0

**PROGRAM NAME:** City Of Richmond Truancy Intervention Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the CORTIP program is to address the problem of habitual truancy. It target students with a pattern of non-attendance and motivate them to attend school and improve there school performance.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
564	CORTIP	Federal	\$ -	\$ 66,225	\$ 99,606	\$ 99,606	1.0	\$ -	0.0
<b>Total Program</b>			\$ -	\$ 66,225	\$ 99,606	\$ 99,606	1.0	\$ -	0.0

**PROGRAM NAME:** Juvenile Drug Treatment Court Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Drug Treatment Court Program grant is to reduce recidivism and drug related crimes.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
342	Drug Treatment Court Grant	State	\$ -	\$ 120,945	\$ 133,000	\$ 133,000	2.00	\$ 133,000	1.00
<b>Total Program</b>			\$ -	\$ 120,945	\$ 133,000	\$ 133,000	2.00	\$ 133,000	1.00

**PROGRAM NAME:** 13th District Court

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the 13th District Court program is to provide Intensive Surveillance for youth who are involve in the Juvenile Drug Court system.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
524	Drug Court IV E		\$ -	\$ 32,448	\$ 4,041	\$ -	0.0	\$ -	0.0
<b>Total Program</b>			\$ -	\$ 32,448	\$ 4,041	\$ -	0.0	\$ -	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Justice Services

**PROGRAM NAME:** Drug Court Enhancement

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Drug Court Enhancement grant was to provide two full time positions which improve coordination of treatment services for the Juvenile Drug Court participants.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
595	BJA	Federal	\$ -	\$ 4,615	\$ -	\$ -	0.0 \$ -
<b>Total Program</b>			\$ -	\$ 4,615	\$ -	\$ -	0.0 \$ -

**PROGRAM NAME:** Title IV E

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Title IV E program is to expand the City's preplacement prevention program.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
470	Title IV E	Federal	\$ -	\$ 125,454	\$ 337,806	\$ 275,612	0.0 \$ 275,612
<b>Total Program</b>			\$ -	\$ 125,454	\$ 337,806	\$ 275,612	0.0 \$ 275,612

FUND	OTHER SPECIAL FUNDS DESCRIPTION	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
596	Lipman	Private	\$ -	\$ 9,448	\$ 67,455	\$ 56,255	0.0 \$ 56,255
<b>Total Program</b>			\$ -	\$ 9,448	\$ 67,455	\$ 56,255	0.0 \$ 56,255

FUND	OTHER SPECIAL FUNDS DESCRIPTION	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
564	Detention Center Donations	Donations	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0 \$ 5,000
<b>Total Program</b>			\$ -	\$ -	\$ 5,000	\$ 5,000	0.0 \$ 5,000

# SPECIAL FUNDS

**AGENCY NAME:** Justice Services

**PROGRAM NAME:** Evening Reporting Center

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Department of Justice Services in collaboration with the 13th District Court Service Unit has established an Evening Reporting Center as a means of reducing delinquent behavior of city youth. This program is funded by a new grant awarded through the Virginia Department of Criminal Justice Services, which may be continued each year for a total of five years. DJS has a contractual agreement with the Boys & Girls Club to provide structured after school activities at their Southside facility. This program will serve as a valuable detention alternative program for appropriate juvenile offenders under probation supervision. It will provide the youth with character and leadership development, education and career development, health and life skills, arts, sports, fitness and recreation. Not only will the crime rate be reduced, it will also provide a safe environment for youths.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
264	Juvenile Justice & Delinquency Prevention (Evening Reporting Center)	State	\$ -	\$ -	\$ -	\$ -	0.0	\$ 63,964	0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ -	0.0	\$ 63,964	0.0

**Total Agency** \$ 25,897   \$ 1,615,534   \$ 1,973,220   \$ 1,895,785   25.75   \$ 1,896,905   24.75



# SPECIAL FUNDS

**AGENCY NAME:** Natural Disaster

**SPECIAL FUND ACCOMPLISHMENTS:**

Timely multi-agency response to natural disaster emergencies.

**PROGRAM NAME:** Natural Disasters

**SPECIAL FUND PROGRAM OBJECTIVES:**

This the purpose of this program is to fund response to natural disaster emergencies. This program receives revenue from the Federal Emergency Management Agency (FEMA), the Virginia Department of Emergency Management (VDEM), Federal Highway Administration (FHWA), insurance proceeds and matching funds transferred from the General fund.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
599	Tropical Storm Gaston	Federal, State and Insurance	\$ -	\$ 5,373,862	\$ 1,000,000	\$ - 0.0	\$ - 0.0
D01	Tropical Storm Ernesto	Federal, State and Insurance	\$ -	\$ 865,995	\$ -	\$ - 0.0	\$ - 0.0
	<b>Total Program</b>		\$ -	\$ 6,239,858	\$ 1,000,000	\$ - 0.0	\$ - 0.0
<b>Total Agency</b>			\$ -	\$ 6,239,858	\$ 1,000,000	\$ - 0.0	\$ - 0.0

# SPECIAL FUNDS

## Office of the Deputy City Administrator for Human Services

AGENCY NAME:

**SPECIAL FUND ACCOMPLISHMENTS:**

AmeriCorps has engaged 1,627 youth ages 14-22 who have participated in our Job Readiness Training; 419 youth have been placed in employment or participated in a civic engagement activity and 56 businesses or organizations have volunteered with job readiness trainings in the areas of presenters and mock interview facilitators for our program. Through a partnership with the Richmond Public Library and other not-for-profit youth-serving agencies, 93 youth received homework help assistance.

**PROGRAM NAME:** AmeriCorps Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The goal of the AmeriCorps program is to (1) increase citizen s access to City volunteer opportunities by 25%; (2) recruit a minimum of 500 volunteers through the coordinated efforts of the Volunteer Office; and (3) provide 200 referrals for service projects through the development and utilization of a volunteer directory.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
535	Richmond Americorp Grant	Federal	\$ 100,000	\$ 192,238	\$ 350,000	\$ 350,000 1.0	\$ 250,000 1.0
<b>Total Program</b>			\$ 100,000	\$ 192,238	\$ 350,000	\$ 350,000 1.0	\$ 250,000 1.0

**PROGRAM NAME:** Richmond Disability Service Board

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Office of the Deputy CAO for Human Services serves as the Disability Board for the State of Virginia to serve the City of Richmond's disabled population. The \$7,750 grant agreement is authorized under the Disability Services Board Administrative Fund through an appropriation from the 2000 General Assembly to the Virginia Department of Rehabilitative Services to supplement staff salaries.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
539	Richmond Disability Services Board	State	\$ -	\$ -	\$ 7,750	\$ 7,750 0.0	\$ 7,750 0.0
<b>Total Program</b>			\$ -	\$ -	\$ 7,750	\$ 7,750 0.0	\$ 7,750 0.0

# SPECIAL FUNDS

**Office of the Deputy City Administrator for Human Services**

**AGENCY NAME:**

Services

**PROGRAM NAME:** Gang Reduction Intervention Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the Gang Reduction Intervention Program is to significantly reduce gang activity in specified neighborhoods. It's goal is to stabilize and build pro-social influences in the target communities.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
550	Hispanic Liason (GRIP)	Federal	\$ -	\$ 6,160	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 6,160	\$ -	\$ - 0.0	\$ - 0.0

**Total Agency**

\$ 100,000 \$ 198,397 \$ 357,750 \$ 357,750 1.00 \$ 257,750 1.00

# SPECIAL FUNDS

AGENCY NAME:

**Parks, Recreation & Community Facilities**

**SPECIAL FUND ACCOMPLISHMENTS:**

The Department of Parks, Recreation and Community Facilities Special Funds consist of two types of funds: those supported by grants and/or donated funds and those supported by fees. These funds have allowed the department to establish programs to provide nutritious meals to eligible youth during the school year in various after-school programs, as well as in the summer to all eligible youths. These funds are also used to supplement various payments not covered by general fund allocations.

**PROGRAM NAME:** **Sports & Athletics**

**SPECIAL FUND PROGRAM OBJECTIVES:**

Funds are donated by community athletic groups to cover the costs of youth insurance and physicals, which are required to participate in City sponsored athletics. Funds are also used to purchase awards, equipment, supplies, sponsorship, trophies, and uniforms for citywide sports events.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
405	Sports & Athletics	Donations	\$ -	\$ 32,286	\$ 40,000	\$ 50,000 0.0	\$ 150,000 0.0
<b>Total Program</b>			\$ -	\$ 32,286	\$ 40,000	\$ 50,000 0.0	\$ 150,000 0.0

**PROGRAM NAME:** **James River Park**

**SPECIAL FUND PROGRAM OBJECTIVES:**

Funds are donated for the support and improvement of the James River Park System.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
406	James River Park	Donations	\$ -	\$ -	\$ 7,000	\$ 10,000 0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ 7,000	\$ 10,000 0.0	\$ 50,000 0.0

**PROGRAM NAME:** **Carillon Renovation Fund**

**SPECIAL FUND PROGRAM OBJECTIVES:**

Fees are collected at events held at the Carillon facility and grounds. The funds are used for improvements to the Carillon building and grounds.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
425	Carillon Renovation	Fees	\$ -	\$ 14,181	\$ 200,000	\$ 250,000 0.0	\$ 250,000 0.0
<b>Total Program</b>			\$ -	\$ 14,181	\$ 200,000	\$ 250,000 0.0	\$ 250,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Parks, Recreation & Community Facilities

**PROGRAM NAME:** Swim/Water/Adult Adult Swimming Classes

**SPECIAL FUND PROGRAM OBJECTIVES:**

Funds are collected from fee based classes, of which 70% are used to pay instructors and 30% used to defray other expenses such as registration fees for swim meets, music for water aerobics and materials for classes.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
431	Adult Swimming Classes	Fees	\$ -	\$ 70,934	\$ 170,000	\$ 200,000 0.0	\$ 200,000 0.0
<b>Total Program</b>			\$ -	\$ 70,934	\$ 170,000	\$ 200,000 0.0	\$ 200,000 0.0

**PROGRAM NAME:** Camps

**SPECIAL FUND PROGRAM OBJECTIVES:**

Funds are collected from participants in summer camps in order to defray cost to the department for providing camps with comprehensive environments and recreational programs for youth in designated areas.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
433	Camps	Fees		\$ 27,164	\$ 250,000	\$ 300,000 0.0	\$ 300,000 0.0
<b>Total Program</b>			\$ -	\$ 27,164	\$ 250,000	\$ 300,000 0.0	\$ 300,000 0.0

**PROGRAM NAME:** Fee Based Activities

**SPECIAL FUND PROGRAM OBJECTIVES:**

Donations and fees are collected for activities, classes and events sponsored by the department. This fund also includes funds donated by tournament or event sponsors. Fees collected for classes are applied to pay instructors (70%) and to defray operating costs (30%).

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
434	Fee Based Activities	Fees and donations		\$ 448,756	\$ 700,000	\$ 750,000 0.0	\$ 900,000 0.0
<b>Total Program</b>			\$ -	\$ 448,756	\$ 700,000	\$ 750,000 0.0	\$ 900,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Parks, Recreation & Community Facilities

**PROGRAM NAME:** Summer Food Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

This is a federally funded program established to provide nutritious meals to eligible youth at departmental sites and other locations around the City.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED	FY2009 FTEs
439	Summer Food Program	Federal		\$ 574,659	\$ 3,000,000	\$ 3,100,000	2.0	\$ 3,100,000 1.0
<b>Total Program</b>			\$ -	\$ 574,659	\$ 3,000,000	\$ 3,100,000	2.0	\$ 3,100,000 1.0

**PROGRAM NAME:** Child & Adult Care Food Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

This is a federal program established to provide nutritious meals to eligible youth at the Department's sites at schools, during after-school hours.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED	FY2009 FTEs
440	Child & Adult Care Food Program	Federal		\$ 189,018	\$ 1,500,000	\$ 1,800,000	0.0	\$ 1,800,000 2.0
<b>Total Program</b>			\$ -	\$ 189,018	\$ 1,500,000	\$ 1,800,000	0.0	\$ 1,800,000 2.0

**PROGRAM NAME:** After School

**SPECIAL FUND PROGRAM OBJECTIVES:**

This Grant provides funding for After School programs, such as nutritious diets and safety education programs.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED	FY2009 FTEs
New	After School	Grants		\$ -	\$ -	\$ -	0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ -	0.0	\$ 50,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Parks, Recreation & Community Facilities

**PROGRAM NAME:** Community Cultural Arts

**SPECIAL FUND PROGRAM OBJECTIVES:**

The National Arts Foundation provides funding for community-based Cultural Arts programs

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	Community Cultural Arts	Federal		\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0

**PROGRAM NAME:** Cultural Arts

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Virginia Commission of Arts provides funding support for various Cultural Arts programs, such as Life State and the Festival of Arts.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	Cultural Arts	State		\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0

**Total Agency** \$ - \$ 1,356,998 \$ 5,867,000 \$ 6,460,000 2.0 \$ 6,900,000 3.0

# SPECIAL FUNDS

**AGENCY NAME:** Public Works

**SPECIAL FUND ACCOMPLISHMENTS:**

Public Works participated in 73 days of training and conference sessions utilizing several DMV grants. Also, a VDRPT grant provided funding to service local businesses during lunch time via free GRTC bus service. Participation in the Employee Trip program remained at 23%. We finalized the rental of 3 floors in Main Street Station and rented parking to VCU resulting in new revenue for the station. Our major accomplishment was the \$5 million repair to 31st & Grace Street, the largest damage resulting from Tropical Storm GASTON.

**PROGRAM NAME:** Lunch Time Express

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Virginia Department of Rail and Public Transportation provided grant funding for bus service in the downtown area to local businesses during lunch time. This service is provided by GRTC for the city. Additional grants will be provided to continue this service for FY08 and FY09 as well as an expansion in FY08 to provide a tourist circulator for the upcoming Jamestown celebration. However, beginning in FY08 GRTC will become the direct grantee for the expanded service as well as the continued original program (funds will be included in the city's support via non-departmental fund).

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
227	Lunch Time Express	State	\$ -	\$ 135,000	\$ -	\$ -	0.0
	Lunch Time Express	Local	\$ -	\$ -	\$ -	\$ -	0.0
	<b>Total Program</b>		\$ -	\$ 135,000	\$ -	\$ -	0.0

**PROGRAM NAME:** Employee Trip Generation Reduction Program

**SPECIAL FUND PROGRAM OBJECTIVES:**

This is a 3-year grant approved as a pilot program to provide GRTC transit passes as well as vanpool subsidies for City of Richmond employees. Participation rate if 23% of city employees.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
338-9429	Richmond Employee Trip Generation Reduction Program	Federal	\$ -	\$ 161,726	\$ 162,719	\$ 16,726	0.5
		State		\$ 40,432	\$ 40,680	\$ 4,181	\$ 45,000
		Local	\$ -	\$ -	\$ -	\$ 202,020	\$ -
	<b>Total Program</b>		\$ -	\$ 202,158	\$ 203,399	\$ 222,927	0.5



# SPECIAL FUNDS

**AGENCY NAME:** Public Works

**PROGRAM NAME:** Parking Management

**SPECIAL FUND PROGRAM OBJECTIVES:**

This special fund has been inactivated but continues to receive revenue from Standard Parking for the VA Biotech Deck to cover the costs of the ongoing booting program (appropriated via mid year ordinance). This revenue continues to be recorded here until a decision is made on establishing a parking enterprise fund.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
339	Parking Management*	Local	\$ -	\$ 87,317	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 87,317	\$ -	\$ - 0.0	\$ - 0.0
*mid-year ord. \$(303,985)							

**PROGRAM NAME:** Main Street Station Operations

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this special fund is to provide funding assistance for the operation of Main Street Station. The management is provided by RMA. Finalized Right Minds lease of Floors 3,4, 5 and rented parking to VCU, resulting in \$23,000 a month in revenue.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
557	Main Street Station Operating	Federal	\$ -	\$ -	\$ 400,000	\$ 250,000	0.0 \$ 1,040,827 0.0
		State		\$ 125,335	\$ 455,123	\$ 519,040	\$ 644,017
		Local	\$ 104,435	\$ 224,413	\$ 106,240	\$ 80,435	\$ 104,435
<b>Total Program</b>			\$ 104,435	\$ 349,748	\$ 961,363	\$ 849,475 0.0	\$ 1,789,279 0.0

**PROGRAM NAME:** Litter Control Grant

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this grant is to address the problem of litter in the city. Funding is based on city population and used for in-school education, citywide promotional activities and neighborhood cleanups.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
311	Litter Control Act Grant	State	\$ -	\$ 29,833	\$ 25,000	\$ 25,000 0.0	\$ 35,000 0.0
<b>Total Program</b>			\$ -	\$ 29,833	\$ 25,000	\$ 25,000 0.0	\$ 35,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Public Works

**PROGRAM NAME:** Transportation Engineering Training

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this special fund is to provide funds for training of the Transportation Engineering managerial staff to enhance their expertise and improve their technical knowledge. This fund is a consolidated fund made up of numerous training grants (several grants awarded annually).

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
330	Transportation Engineering Training	Federal (pass thru)	\$ -	\$ 11,570	\$ 30,000	\$ 30,000 0.0	\$ 45,000 0.0
<b>Total Program</b>			\$ -	\$ 11,570	\$ 30,000	\$ 30,000 0.0	\$ 45,000 0.0
* Match is in-kind only			*				

**PROGRAM NAME:** Greater Richmond Convention Center Authority

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this funding was to provide compensation for participating members of a regional authority to expand the Richmond Convention Center. The City continues to provide Administrative oversight to the project but will receive no additional funding.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
334	GRCCA	Regional	\$ -	\$ 5,792	\$ -	\$ - 0.0	\$ 40,000 0.0
<b>Total Program</b>			\$ -	\$ 5,792	\$ -	\$ - 0.0	\$ 40,000 0.0

**PROGRAM NAME:** Telecommunication Franchise Fees

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this special fund is to defray the legal expenses incurred during the development of telecommunications franchise agreements. No funding is expected for future budget years.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
337	Telecommunication Fees	Local	\$ -	\$ 30,597	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 30,597	\$ -	\$ - 0.0	\$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Public Works

**PROGRAM NAME:** Winter Storm Events

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of this special fund is to provide funding for costs associated with a full snow response during winter storms. Public Works is the key department to clear the right of way after a storm and the treat streets with sand and salt during ice storms. The general fund is the source of revenue funds.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
534	Winter Storm Events	Local	\$ -	\$ 275,237	\$ 750,000	\$ 750,000	0.0 \$ 750,000 0.0
<b>Total Program</b>			\$ -	\$ 275,237	\$ 750,000	\$ 750,000	0.0 \$ 750,000 0.0

**PROGRAM NAME:** 911 Emergency Telephone

**SPECIAL FUND PROGRAM OBJECTIVES:**

The objective of the special fund is to provide funding to pay off the debt service for financing the 800 mhz radio system and to provide funds for a maintenance budget and operating funds for the 800 mhz operations manager. Funds come from a \$1.00 phone tax and tower leases from those communication companies who rent space on the 800 mhz tower.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
388	911 Emergency Telephone	Local	\$ -	\$ 1,525,535	\$ 1,650,000	\$ 1,650,000	0.0 \$ - 0.0
388	911-Maintenance	Local		\$ 575,401	\$ 886,055	\$ 867,772	1.0 \$ - 0.0
388	911 - expansion	Private		\$ 33,148	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Program</b>			\$ -	\$ 2,134,084	\$ 2,536,055	\$ 2,517,772	1.0 \$ - 0.0

**PROGRAM NAME:** Strategic Master Plan for Transportation

**SPECIAL FUND PROGRAM OBJECTIVES:**

This project will update the transportation element of the City Master Plan and create a new Richmond Strategic Transportation Plan, an all inclusive plan that will provide the basis for present and future planning efforts in the city. This grant and the Downtown Transit Center will be combined into one plan called the Richmond Multimodal Strategic Transportation Plan and the term of the grant extended into FY08.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
338-9431	Strategic Master Plan	Federal	\$ -	\$ -	\$ -	\$ -	0.0 \$ 240,000 0.0
		State	\$ -	\$ -	\$ -	\$ -	0.0 \$ 60,000 0.0
		Local	\$ 1,000	\$ -	\$ -	\$ -	0.0 \$ 1,000 0.0
<b>Total Program</b>			\$ 1,000	\$ -	\$ -	\$ -	0.0 \$ 301,000 0.0



# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**SPECIAL FUND ACCOMPLISHMENTS:**

Ultimately the goal of the Richmond Police Department is to lower the rate of crime and the fear of crime. A primary goal as stated by the department is a focus on youth and to address some of those underlying issues that affect crime. Additionally, RPD utilizes a comprehensive strategy that includes community policing, alternative policing, community engagement and prevention methods. Grant programs are critical providing supporting resources to the department's stated goals and objectives. The grants below have been successful in addressing those needs.

**PROGRAM NAME:** POLICE TRAINING

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Police Training is to provide required and continuous education programs to sworn personnel so that they may develop skills and meet DCJS mandates and certifications. Conduct specialized citizen crime prevention training targeting educational awareness for members of neighborhood watch programs.* The United States Department of Justice Office of Community Oriented Policing Services provided funding for Richmond Police Department to hire seven additional officers and police supplies and equipment. These officers are dedicated to daily police operations. Officers will complete all academy requirements and receive training on community policing concepts to enhance their law enforcement capabilities. This grant requires a match: Year 1 - 25%; Year 2: 50%; Year 3: 75%; Year 4: 100%. Beginning Oct. 2007 RPD is required to pay for 7-FTEs 100% of the officers' salary and benefits.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
592	Universal Hiring	Federal	\$ -	\$ 392,036	\$ 30,800	\$ - 0.0	\$ - 0.0
	<b>Total Program</b>		\$ -	\$ 392,036	\$ 30,800	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The City of Richmond was awarded funds by the United States Department of Justice, COPS Office for the 2004 COPS in Schools Grant. The grant funds will allow the Richmond Police Department to provide five School Resource Police Officers in the 10 Richmond Public Schools middle schools. Each police officer will provide services for two middle schools over the four year grant period. This grant ended Aug. 31, 2007. Beginning Oct. 2007 RPD is required to pay for 5-FTEs 100% of the officers' salary and benefits.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
503	COPS in Schools	Federal	\$ -	\$ 354,559	\$ 117,600	\$ - 0.0	\$ - 0.0
	<b>Total Program</b>		\$ -	\$ 354,559	\$ 117,600	\$ - 0.0	\$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The United States Department of Justice, Office of Justice Programs for the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program awarded this two-year grant. The grant funds will allow the Richmond Police Department to provide increased services to victims and families of domestic violence.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
586	Violence Against Women	Federal	\$ -	\$ 148,355	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Program</b>			\$ -	\$ 148,355	\$ -	\$ -	0.0 \$ - 0.0

**PROGRAM NAME:** VIOLENT CRIME REDUCTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Reduce violent crime through the use of various strategies, creating a dedicated homicide unit and cold case squad, increase clearance rates, increase number of fugitive arrests and surpass the national average on clearance rates for rapes.* The U.S. Department of Justice Services, Bureau of Justice Assistance awarded grant funds to underwrite projects designed to reduce crime and improve public safety.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
493	2004 Local Law Enforcement Block Grant	Federal	\$ -	\$ 9,135	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Program</b>			\$ -	\$ 9,135	\$ -	\$ -	0.0 \$ - 0.0

**PROGRAM NAME:** NARCOTICS ENFORCEMENT

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create focused narcotics directing the Department's efforts toward violent drug groups, offenders, open air drug markets and street level narcotics sales.* The Virginia Department of Criminal Justice Services awarded the Richmond Police Department to facilitate a community wide gang intervention program that will center on four distinct strategies. They are 1)Reduction 2)Intervention 3)Diversion and 4)Education. RPD will partner with community resources to implement the various strategies.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
455	Gangs in Virginia	State	\$ -	\$ 74,189	\$ -	\$ -	0.0 \$ - 0.0
<b>Total Program</b>			\$ -	\$ 74,189	\$ -	\$ -	0.0 \$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** COMMUNITY POLICING / CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Meet with community associations, establish monthly advisory panels, work to increase number of deployment hours in the communities, improve working relationship with Housing Authority and reduce amount of truancy in target areas. Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The U.S. Department of Justice Services awarded grant funds to support overtime and provide additional law enforcement equipment for the Police Department to interact with citizens, while increasing personal contact and visibility in the Weed and Seed Target areas (Whitcomb Court, Gilpin Court and Blackwell).

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
365	Weed & Seed	Federal	\$ -	\$ 9,388	\$ -	\$ -	0.0 \$ -
<b>Total Program</b>			\$ -	\$ 9,388	\$ -	\$ -	0.0 \$ -

**PROGRAM NAME:** CRIME INTERVENTION / NARCOTICS ENFORCEMENT

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports. Create focused narcotics directing the Department's efforts toward violent drug groups, offenders, open air drug markets and street level narcotics sales.* The Office of the Attorney General's Richmond Gang Reduction and Intervention Program (GRIP) is funded through a grant from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. The purpose of the grant is to significantly reduce gang activity in targeted neighborhoods through the integration of local, state and federal resources. The program aims to incorporate state-of-the-art practices in prevention, intervention, and suppression with existing program activities and acquisition of resources to stabilize and build pro-social influences in the target community.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
455-9267	Richmond Gang Reduction & Intervention Program	Federal	\$ -	\$ 53,326	\$ -	\$ -	0.0 \$ -
455-9387	Richmond Gang Reduction & Intervention Program	Federal	\$ -	\$ 104,877	\$ 191,200	\$ -	0.0 \$ -
455-9388	Richmond Gang Reduction & Intervention Program	Federal	\$ -	\$ -	\$ 250,000	\$ -	0.0 \$ -
<b>Total Program</b>			\$ -	\$ 158,203	\$ 441,200	\$ -	0.0 \$ -

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** CRIME INTERVENTION / NARCOTICS ENFORCEMENT

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports. Create focused narcotics directing the Department's efforts toward violent drug groups, offenders, open air drug markets and street level narcotics sales.* The United States Department of Justice, Bureau of Justice Assistance has awarded RPD funds to implement youth programs, purchase equipment for alternative policing efforts, crime analysis, and for programs to be determined by the Chief of Police. RPD will leverage community resources and continue to utilize department programs to complement this grant program.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs	
283	BJA Congressionally Mandated Award	Federal	\$ -	\$ -	\$ 750,000	\$ -	0.0 \$ 750,000	0.0
283	BJA Congressionally Mandated Award	Federal	\$ -	\$ 552,030	\$ 1,431,481	\$ -	0.0 \$ 400,000	0.0
<b>Total Program</b>			\$ -	\$ 552,030	\$ 2,181,481	\$ -	0.0 \$ 1,150,000	0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The United States Department of Justice Services awarded funds in support of the Bulletproof Vest Partnership Grant. The Richmond Police Department is to purchase bulletproof vests. The new vests will provide additional protection to law enforcement personnel.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs	
507	Bulletproof Vest Partnership	Federal	\$ -	\$ 110,939	\$ -	\$ -	0.0 \$ -	0.0
507	Bulletproof Vest Partnership	Federal	\$ 40,000	\$ -	\$ 50,000	\$ 50,000	0.0 \$ 80,000	0.0
<b>Total Program</b>			\$ 40,000	\$ 110,939	\$ 50,000	\$ 50,000	0.0 \$ 80,000	0.0



# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** AREA I / AREA II

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Virginia Department of Motor Vehicles awarded grant funds to support overtime, training and equipment for enforcement and increased safety initiatives.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
494-9386	DMV Traffic Enforcement & Safety Initiative	State	\$ -	\$ 50,437	\$ 21,300	\$ - 0.0	\$ - 0.0
494-9395	DMV Traffic Enforcement & Safety Initiative	State	\$ -	\$ -	\$ 75,000	\$ 75,000 0.0	\$ 40,000 0.0
<b>Total Program</b>			\$ -	\$ 50,437	\$ 96,300	\$ 75,000 0.0	\$ 40,000 0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states, tribes, and local governments to support a board range of activities to prevent and control crime based on their own local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas: 1)law enforcement programs; 2)prosecution and court programs; 3)prevention and education programs; 4)corrections and community corrections programs; 5)drug treatment programs; and 6)planning, evaluation, and technology improvement programs. Funding was appropriated to support the Richmond Adult Drug Court and the Richmond Police Department for the purpose of providing equipment and technology.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
454-9129	Edward Byrne Justice Assistance Grant (JAG)	Federal	\$ -	\$ 99,288	\$ 75,000	\$ - 0.0	\$ 40,000 0.0
<b>Total Program</b>			\$ -	\$ 99,288	\$ 75,000	\$ - 0.0	\$ 40,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** CRIME INTERVENTION / NARCOTICS ENFORCEMENT

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports. Create focused narcotics directing the Department's efforts toward violent drug groups, offenders, open air drug markets and street level narcotics sales.* The United States Department of Justice, Office of Justice Programs has award RPD funds for equipment and technology, along with Juvenile Drug Treatment Court to employ a Program Coordinator and contractual service for an Outreach Counselor, and Commonwealth Attorney Office for training.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
454-9131	Edward Byrne Justice Assistance Grant (JAG)	Federal	\$ -	\$ 62,704	\$ 100,000	\$ -	0.0	\$ 10,000	0.0
<b>Total Program</b>			\$ -	\$ 62,704	\$ 100,000	\$ -	0.0	\$ 10,000	0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states, tribes, and local governments to support a board range of activities to prevent and control crime based on their own local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas: 1)law enforcement programs; 2)prosecution and court programs; 3)prevention and education programs; 4)corrections and community corrections programs; 5)drug treatment programs; and 6)planning, evaluation, and technology improvement programs.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
454-9132	Edward Byrne Justice Assistance Grant (JAG)	Federal	\$ -	\$ -	\$ -	\$ -	0.0	\$ 400,000	0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ -	0.0	\$ 400,000	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** COMMUNITY POLICING

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Meet with community associations, establish monthly advisory panels, work to increase number of deployment hours in the communities, improve working relationship with Housing Authority and reduce amount of truancy in target areas.*

The Department of Criminal Justice Service provided funding to RPD for crime prevention activities. The activities include monthly meetings, field trips, training and dissemination of literature for seniors.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
582	TRIAD	State	\$ 250	\$ 1,124	\$ 2,500	\$ 2,500 0.0	\$ 2,750 0.0
<b>Total Program</b>			\$ 250	\$ 1,124	\$ 2,500	\$ 2,500 0.0	\$ 2,750 0.0

**PROGRAM NAME:** COMMUNITY POLICING / VIOLENT CRIME REDUCTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Meet with community associations, establish monthly advisory panels, work to increase number of deployment hours in the communities, improve working relationship with Housing Authority and reduce amount of truancy in target areas.*

*Reduce violent crime through the use of various strategies, creating a dedicated homicide unit and cold case squad, increase clearance rates, increase number of fugitive arrests and surpass the national average on clearance rates for rapes.* United States Attorney's Office - Eastern District of Virginia/Department of Justice has provided funding to RPD for targeted enforcement and community policing in Gilpin and Hillside communities.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
543	Public Housing Safety Initiative	Federal	\$ -	\$ 163,850	\$ 300,000	\$ - 0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ 163,850	\$ 300,000	\$ - 0.0	\$ 50,000 0.0

**PROGRAM NAME:** Other Grants

Other law enforcement grants.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
281	Buffer Zone Protection	Federal	\$ -	\$ 49,097	\$ -	\$ - 0.0	\$ - 0.0
282	Community Oriented Justice	Federal	\$ -	\$ 28,559	\$ -	\$ - 0.0	\$ - 0.0
284	Community Policing	State	\$ -	\$ 2,549	\$ -	\$ - 0.0	\$ - 0.0
581	Saudi Arabian Training	Other	\$ -	\$ 548	\$ -	\$ - 0.0	\$ - 0.0
590	Project Saft Neighborhood	Federal	\$ -	\$ 3,500	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 84,253	\$ -	\$ - 0.0	\$ - 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** COMMUNITY POLICING / CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Meet with community associations, establish monthly advisory panels, work to increase number of deployment hours in the communities, improve working relationship with Housing Authority and reduce amount of truancy in target areas. Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The Department of Justice provided funds for gang resistance and education for youth in the City of Richmond Public Schools.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
542	The G.R.E.A.T. Program	Federal	\$ -	\$ 7,393	\$ 50,000	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 7,393	\$ 50,000	\$ - 0.0	\$ - 0.0

**SPECIAL FUND ACCOMPLISHMENTS: FEDERAL AND STATE ASSET FORFEITURE PROGRAM**

Funds from the Federal and State Asset Forfeiture Program are used by the Richmond Police Department for the enhancement of future investigations; law enforcement training; law enforcement equipment and operations; law enforcement facilities; drug education and awareness programs. Funds from Federal and State Asset Forfeiture must be used to increase or supplement and not supplant or replace the resources of the receiving state or local law enforcement agency.

**PROGRAM NAME:** CHIEF OF POLICE / Federal Asset Forfeiture

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund was established to permit the Richmond Police Department to participate in the United States of Justice Program to share assets seized as a result of investigations of drug related crimes. Funds are distributed on a percentage basis to the Richmond Police Department, federal law enforcement and any other local or state agencies participating in the investigations.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
351	Federal Asset Forfeiture	Federal	\$ -	\$ 10,746	\$ 120,000	\$ 125,000 0.0	\$ 550,000 0.0
<b>Total Program</b>			\$ -	\$ 10,746	\$ 120,000	\$ 125,000 0.0	\$ 550,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** CHIEF OF POLICE / State Asset Forfeiture

**SPECIAL FUND PROGRAM OBJECTIVES:**

This fund was established to permit the Richmond Police Department to participate in the Virginia Department of Criminal Justice Service Program to share assets seized as a result of investigations of drug related crimes. Funds are distributed on a percentage basis to the Richmond Police Department, federal law enforcement and any other local or state agencies participating in the investigations.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
353	State Asset Forfeiture	State	\$ -	\$ 233,689	\$ 400,000	\$ 250,000	0.0	\$ 550,000	0.0
<b>Total Program</b>			\$ -	\$ 233,689	\$ 400,000	\$ 250,000	0.0	\$ 550,000	0.0

**PROGRAM NAME:** EMERGENCY COMMUNICATIONS

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this fund is to collect revenue earmarked for the installation, ongoing maintenance and certain personnel costs associated with the Enhanced 911 System. In FY2001, the City of Richmond Ordinance #2001-73-80 transferred the special revenue funds from the Department of Public Works to the Department of Police to offset the costs associated with the Emergency Communication operations.

Ordinance #94-76-107 provides for a \$2.00 surcharge on each monthly residential telephone bill to support E911. As provided by state law, this charge can only be used for certain capital, installation, maintenance and personnel costs of the Enhanced 911 telephone service and other ancillary control central communications equipment.

In FY99, this charge was increased by \$1.00 under ordinance 98-44-164, adopted May 26, 1998 and effective July 1, 1998. This portion of the revenue will be budgeted to the 800 Mhz account in the Department of Public works Emergency Telephone Service special fund budget.

FUND	FUND NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
510	Emergency Communications	Tax	\$ -	\$ 4,583,410	\$ 3,700,040	\$ 3,700,040	94.0	\$ 3,700,040	94.0
<b>Total Program</b>			\$ -	\$ 4,583,410	\$ 3,700,040	\$ 3,700,040	94.0	\$ 3,700,040	94.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** REDUCTION OF VIOLENT CRIME

**SPECIAL FUND PROGRAM OBJECTIVES:**

This program will focus on the reduction of targeted violent crimes. Additional equipment, technology upgrades, training, and community anti-commercial robbery initiatives will be points of focus.

FUND	FUND NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
451	Violent Crime	Federal	\$ -	\$ -	\$ -	\$ -	0.0 \$ 250,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ -	0.0 \$ 250,000 0.0

**PROGRAM NAME:** POLICE TRAINING/SYSTEMS IMPROVEMENTS

**SPECIAL FUND PROGRAM OBJECTIVES:**

The purpose of this program is to improve the functions of the criminal justice system through strategies that promote better system coordination.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Systems Improvement	State	\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0
<b>Total Program</b>			\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

This program will utilize grant funds to provide target hardening and incident response to the Federal Reserve Bank of Richmond building.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Buffer Zone Protection	State	\$ -	\$ -	\$ -	\$ -	0.0 \$ 150,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ -	0.0 \$ 150,000 0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

This is an ongoing audit of the RPD system of record keeping of crime statistics. The state grant will provide funds for phase II, which will implement needed improvements noted in the initial audit phase.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Crime Stats	State	\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 40,000 0.0
<b>Total Program</b>			\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 40,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Police Department (RPD)

**PROGRAM NAME:** COMMUNITY POLICING/CRISIS INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

This initiative will allow RPD to assist in response to situations involving persons who are mentally ill or under the influence of intoxicating drugs and who pose a danger to themselves and others.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Crisis Intervention	State	\$ 20,000	\$ -	\$ -	\$ - 0.0	\$ 80,000 0.0
<b>Total Program</b>			\$ 20,000	\$ -	\$ -	\$ - 0.0	\$ 80,000 0.0

**PROGRAM NAME:** CRIME INTERVENTION/REDUCTION OF VIOLENT CRIME

**SPECIAL FUND PROGRAM OBJECTIVES:**

This program will involve initiative that focus on the reduction of violent crime in targeted areas.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Violent Crime	Federal	\$ -	\$ -	\$ -	\$ - 0.0	\$ 400,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 400,000 0.0

**PROGRAM NAME:** CRIME INTERVENTION

**SPECIAL FUND PROGRAM OBJECTIVES:**

*Create safer environments through educational outreach to reduce domestic violence, reduction in special events crimes and increased intake of field reports.* The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states, tribes, and local governments to support a board range of activities to prevent and control crime based on their own local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas: 1)law enforcement programs; 2)prosecution and court programs; 3)prevention and education programs; 4)corrections and community corrections programs; 5)drug treatment programs; and 6)planning, evaluation, and technology improvement programs.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
NEW	Edward Byrne Justice Assistance Grant (JAG)	Federal	\$ -	\$ -	\$ -	\$ - 0.0	\$ 600,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 600,000 0.0

**Total Agency** \$ 100,250 \$ 7,105,726 \$ 7,664,921 \$ 4,202,540 94.0 \$ 8,172,790 94.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Public Library

**SPECIAL FUND ACCOMPLISHMENTS:**

Richmond Public Library has been able to acquire grant funds and special funds to enhance library programs and activities; purchase books and other library materials; replace/install furniture and equipment; defray the costs for telecommunication services, planning and management services, and other miscellaneous library needs.

**PROGRAM NAME:** Adult and Family Services

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund goals and objectives for the Adult and Family Services Program are to acquire funds from philanthropic foundations, community organizations, and individuals to enhance library programs and activities; purchase books and other library materials; replace/install furniture and equipment; defray the costs for telecommunication services, planning and management services, and a variety of other designated costs.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
200	Gifts to the Library	Donations	\$ -	\$ 51,995	\$ 75,000	\$ 75,000	0.0	\$ 75,000	0.0
		Vending							
207	Library Staff Association	Sales	\$ -	\$ 97	\$ -	\$ -	0.0	\$ 5,000	0.0
572	Friends of the Library	Donations	\$ -	\$ 19,707	\$ 75,000	\$ 75,000	0.0	\$ 75,000	0.0
571	Library Foundation	Donations	\$ -	\$ 21,365	\$ 100,000	\$ 100,000	0.0	\$ 120,000	0.0
209	Verizon-Erate USF Grant	Federal Grant	\$ -	\$ 86,122	\$ 110,000	\$ 110,000	0.0	\$ 110,000	0.0
241	Public Law Library	Court Fees	\$ -	\$ 181,159	\$ 650,000	\$ 650,000	1.0	\$ 310,000	1.0
		Corporate							
576	Phillip Morris Grant	Foundation	\$ -	\$ 12,874	\$ 75,000	\$ 75,000	0.0	\$ -	0.0
	Gang Reduction and Intervention Grant (GRIP)	Federal Pass-Thru	\$ -	\$ -	\$ -	\$ -	0.0	\$ 15,000	0.0
<b>Total Agency</b>			<b>\$ -</b>	<b>\$ 373,321</b>	<b>\$ 1,085,000</b>	<b>\$ 1,085,000</b>	<b>1.0</b>	<b>\$ 710,000</b>	<b>1.0</b>



# SPECIAL FUNDS

AGENCY NAME:

Richmond Public Library

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**SPECIAL FUNDS:**

**DESCRIPTION**

**GIFTS TO THE LIBRARY**  
200-003-9324

This fund was established to accept miscellaneous donations from patrons and is used for the purchase of books, publications, equipment, planning and management services, and other designated purposes.

**LIBRARY STAFF ASSOC.**  
207-003-9111

These funds are derived from the vending machines and staff dues. Funds are disbursed for staff recognition programs and equipment.

**FRIENDS OF THE LIBRARY**  
572-003-9030

This fund was established to accept donations for the purchase of books and other library materials, furniture and equipment, planning and management services, and the costs for library programs and activities.

**LIBRARY FOUNDATION**  
571-003-9525

This fund was established to accept donations for the purchase of books and other library materials, furniture and equipment, planning and management services, and the costs for library programs and activities.

**VERIZON-ERATE USF GRANT**  
209-003-9396

The purpose of this grant is for the reimbursement costs related to the eligible telecommunication services.

**GANG REDUCTION AND  
INTERVENTION PROGRAM**  
577-003-9335

This grant was provided by the Office of the Virginia Attorney General. These funds will be used to hire a certified teacher to supervise the Homework Assistance Program at the Broad Rock Library.

**PHILLIP MORRIS GRANT**

The purpose of this grant was to provide funds to operate the after-school homework assistance program at branch libraries. These funds were used for salaries, purchase of books and other library materials, and other program related costs.

**PUBLIC LAW LIBRARY**  
241-003-9524

The Law Library was established to make payments for the acquisition of law books and periodicals, compensate staff who maintain the collection of legal materials and assist the public in the use of the library, and cover the cost of other operating expenditures.

# SPECIAL FUNDS

**AGENCY NAME:** Richmond Retirement System

**SPECIAL FUND ACCOMPLISHMENTS:**

*“Our mission is to deliver timely and effective communication and retirement services to the members of the Richmond Retirement System, its Board of Trustees, city officials, departments, and city council with integrity and professionalism.”*

Our Special Fund accomplishments include the following:

- Investment Returns for FY 2007 ended up 16.5% (net of fees) compared with 16.4% for the fund index; well ahead of the fund’s actuarial 8% assumption.
- Obtained City Council approval for the Board recommended .79% Cost-of-Living Adjustment (COLA) for the retirees to be funded in accordance with the system’s COLA Funding Policy.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Financial Officers Association (GFOA) for its 2006 Comprehensive Annual Financial Report (CAFR); the 16th consecutive year for the RRS.

**PROGRAM NAME:** Richmond Retirement System Operating

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Richmond Retirement System administers the retirement benefit plans for the City of Richmond's active, retired and terminated vested employees. The system offers service, early service, disability and deferred retirement benefits. The Board of Trustees oversees the investments of the funds.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
218	Richmond Retirement System - Operating	Members	\$ -	\$ 1,024,964	\$ 1,161,194	\$ 1,158,612 13.0	\$ 1,190,840 12.0
	<b>Total Program</b>		\$ -	\$ 1,024,964	\$ 1,161,194	\$ 1,158,612 13.0	\$ 1,190,840 12.0
	<b>Total Agency</b>		\$ -	\$ 1,024,964	\$ 1,161,194	\$ 1,158,612 13.0	\$ 1,190,840 12.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond City Sheriff's Office

**SPECIAL FUND ACCOMPLISHMENTS:**

The Sheriff's Office receives funding from the Department of Criminal Justice Services for the enhancement and replacement of the inmate jail management system. With these funds the Sheriff's Office has been able to better process and track inmate activity also enhancing interoperability with RPD. The sheriff's Office also received funding for reduction of recidivism inmate education. Asset forfeiture funds are utilized to assist in creating a safer environment and serve as an aid in investigations.

**PROGRAM NAME:** Gangs in Virginia

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of the Sheriff's Office Gangs in Virginia grant was to combat gangs.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
288	Gangs in Virginia	State	\$ -	\$ 22,720	\$ -	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 22,720	\$ -	\$ - 0.0	\$ - 0.0

**PROGRAM NAME:** Asset Forfeiture - Investigative Division

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of the Sheriff's Office Asset Forfeiture is to seize assets from illegal activity and utilize the confiscated assets for law enforcement purposes.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
558	State Asset Forfeiture	State	\$ -	\$ 5,906	\$ 26,000	\$ 32,000 0.0	\$ 32,000 0.0
<b>Total Program</b>			\$ -	\$ 5,906	\$ 26,000	\$ 32,000 0.0	\$ 32,000 0.0

**PROGRAM NAME:** Administration/Technology

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of the Sheriff's Office Byrne Grant is to implement and develop information systems designed to facilitate the detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
559	Byrne Memorial Grant	Federal Pass-thru	\$ 49,500	\$ 172,483	\$ 199,728	\$ - 0.0	\$ 198,000 0.0
<b>Total Program</b>			\$ 49,500	\$ 172,483	\$ 199,728	\$ - 0.0	\$ 198,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Richmond City Sheriff's Office

**PROGRAM NAME:** Mental Illness Assessment

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of this initiative is to assess the impact of and respond to the mentally ill in the criminal justice system. Funds will be used to cross-train deputies in assessing whether inmates require mental health services.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	Byrne Memorial Grant	Federal Pass-thru	\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0
<b>Total Program</b>			\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0

**PROGRAM NAME:** Recruitment and Retention

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of this program is to examine current policy and practices and make changes to improve the recruitment and retention of deputies within the Sheriff's Office.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	Byrne Memorial Grant	Federal Pass-thru	\$ 5,000	\$ -	\$ -	\$ -	0.0 \$ 20,000 0.0
<b>Total Program</b>			\$ 5,000	\$ -	\$ -	\$ -	0.0 \$ 20,000 0.0

**PROGRAM NAME:** Criminal Justice System Improvements

**SPECIAL FUND PROGRAM OBJECTIVES:**

The special fund objective of this project is to install a new video visitation system that will streamline the inmate/civilian visitation process, thereby eliminating movement of high custody inmates and eliminating the risk of contraband being brought into the jail by civilians.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	Criminal Justice System Improvement Grant	Federal Pass-thru	\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0
<b>Total Program</b>			\$ 20,000	\$ -	\$ -	\$ -	0.0 \$ 80,000 0.0

**Total Agency** \$ 94,500 \$ 201,108 \$ 225,728 \$ 32,000 0.0 \$ 410,000 0.0

# SPECIAL FUNDS

**AGENCY NAME:** Department of Social Services

**PROGRAM NAME** Healthy Families

**SPECIAL FUND PROGRAM OBJECTIVES:**

This broad based federally funded initiative is designed to reduce infant mortality and improve maternal and child health. Healthy Families is a home visitor/family support program. In Richmond, services target parents whose children reside in the East District

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
276	Healthy Families	State	General Fund, In-Kind .5 FTE	\$ 110,844	\$ 130,000	\$ 140,000	3.0	\$ 140,000	3.0
<b>Total Program</b>			\$ -	\$ 110,844	\$ 130,000	\$ 140,000	3.0	\$ 140,000	3.0

**PROGRAM NAME** Richmond Healthy Start Initiative

**SPECIAL FUND PROGRAM OBJECTIVES:**

This federal grant was awarded from the Department of Health and Human Services to provide educational, counseling, monitoring and specialized services to pregnant women, and women of child bearing age, to reduce infant mortality in the City of Richmond. At the request of the City administration, Health and Human Services transferred this grant from the Richmond Department of Public Health to the Department of Social Services beginning in FY 2007. The project period extends to May 31, 2009

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
309	Richmond Healthy Start Initiative	Federal		\$ 956,679	\$ 1,350,000	\$ 1,450,000	5.0	\$ 900,000	4.0
<b>Total Program</b>			\$ -	\$ 956,679	\$ 1,350,000	\$ 1,450,000	5.0	\$ 900,000	4.0

**PROGRAM NAME** Independent Living (IL)

**SPECIAL FUND PROGRAM OBJECTIVES:**

This program's various components are funded by the federal government to local social service agencies through the Virginia Department of Social Services. The Administration and Purchased Services and Demonstration Project components provide funding for program administration and services to assist eligible children (ages 16 and over) to make a transition from foster care to independent living. The Education and Training Component provides financial assistance for enrollment in post-secondary educational or vocational programs. Funding may include, but is not limited to, tuition, books, supplies, and day care.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
301	IL Administration & Purchased Services	Federal pass-through	\$ -	\$ 69,908	\$ 98,000	\$ 98,000	0.0	\$ 105,000	0.0
466	IL Education & Training	Federal pass-through	In-kind CSA expense	\$ 30,127	\$ 57,000	\$ 59,000	0.0	\$ 60,000	0.0
465	IL Demonstration Project	Federal pass-through	In-kind CSA expense	\$ -	\$ 42,000	\$ 42,000	0.0	\$ -	0.0
<b>Total Program</b>			\$ -	\$ 100,034	\$ 197,000	\$ 199,000	0.0	\$ 165,000	0.0

# SPECIAL FUNDS

**AGENCY NAME:** Department of Social Services

**PROGRAM NAME** Supportive Housing Grants

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Shelter Plus grant from the Virginia Department of Housing & Community Development provides rental subsidies to homeless individuals and families from the City of Richmond who have mental health and/or substance abuse issues. The Supportive Housing grant from the Virginia Department of Housing & Community Development provides outreach and needs assessment services for the City of Richmond's homeless population

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
303	Shelter Plus Care	Federal	\$ -	\$ 901,553	\$ 1,450,000	\$ 1,550,000	0.0	\$ 987,000	0.0
304	Supportive Housing	Federal	\$ 12,096	\$ 69,485	\$ 95,000	\$ 100,000	2.0	\$ 60,480	2.0
<b>Total Program</b>			\$ 12,096	\$ 971,038	\$ 1,545,000	\$ 1,650,000	2.0	\$ 1,047,480	2.0

**PROGRAM NAME** Child Day Care

**SPECIAL FUND PROGRAM OBJECTIVES:**

This grant enables the implementation of initiatives to develop, enhance, and strengthen the quality of care delivered to children. These funds are allocated by the Virginia Department of Social Services based upon the number of children in poverty and the number of children receiving Temporary Assistance to Needy Families. Contractors operate these initiatives

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
459	Child Care Quality Initiative	Federal pass-through	\$ -	\$ 66,976	\$ 75,000	\$ 80,000	0.0	\$ 80,000	0.0
<b>Total Program</b>			\$ -	\$ 66,976	\$ 75,000	\$ 80,000	0.0	\$ 80,000	0.0

**PROGRAM NAME** Comprehensive Services Act (CSA)

**SPECIAL FUND PROGRAM OBJECTIVES:**

The Department of Social Services serves as the fiscal agent for the Comprehensive Services Act (CSA), a collaborative system of services and funding that is child-centered, family-focused, and community based. CSA funds are used to provide services to severely emotionally and behaviorally disturbed children, and to children in foster care. Services purchased include: emergency shelter, regular foster care maintenance, in-home mentoring, and residential treatment services. The Special Education and Foster Care components are federally mandated.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED	FY2009 FTEs	FY2009 ADOPTED	FY2009 FTEs
458	CSA*	State & RPS	\$ 6,000,000	\$ 24,883,232	\$ 24,800,000	\$ 26,800,000	7.0	\$ 26,800,000	7.0
<b>Total Program</b>			\$ 6,000,000	\$ 24,883,232	\$ 24,800,000	\$ 26,800,000	7.0	\$ 26,800,000	7.0

\*Local match rate is 0.3691 of proposed budget and is subject to change by the State.

# SPECIAL FUNDS

**AGENCY NAME:** Department of Social Services

**PROGRAM NAME** Treatment Foster Care

**SPECIAL FUND PROGRAM OBJECTIVES:**

The goal of the Treatment Foster Care Program is to reduce the number of children in residential placements and to begin the transition to a system of care that focuses upon prevention. These services are delivered in partnership with the Richmond Behavioral Health Authority (RBHA.)

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
457	Treatment Foster Care	State	\$ -	\$ 750	\$ 109,437	\$ - 0.0	\$ - 0.0
<b>Total Program</b>			\$ -	\$ 750	\$ 109,437	\$ - 0.0	\$ - 0.0

**PROGRAM NAME** HS - Regional Summit

**SPECIAL FUND PROGRAM OBJECTIVES:**

DSS will organize and host the Richmond Regional Summit on Infant Mortality. This summit will be an annual event to provide a regional perspective and strategic plan to address infant mortality in the Richmond Metropolitan Area. Leaders in the field will present the latest data that will assist the region in developing a plan of action to combat infant mortality.

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	HS-Regional Summit	Donors	\$ -	\$ -	\$ -	\$ - 0.0	\$ 150,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 150,000 0.0

**PROGRAM NAME** HS - Community Advisory Board

**SPECIAL FUND PROGRAM OBJECTIVES:**

DSS will establish the Community Advisory Board for the Healthy Start Program. This Board provides community input and support relative to ensuring that a comprehensive and strategic plan is developed and implemented in the City of Richmond to ensure that children get a healthy start (meet the medical needs of the city's children)

FUND	GRANT NAME	FUNDING SOURCE	CASH MATCH	FY2007 ACTUAL	FY2008 ADOPTED	FY2009 APPROVED FTEs	FY2009 ADOPTED FTEs
New	HS-Community Advisory Board	Donors	\$ -	\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0
<b>Total Program</b>			\$ -	\$ -	\$ -	\$ - 0.0	\$ 50,000 0.0

**Total Agency** \$ 6,012,096 \$ 27,089,552 \$ 28,206,437 \$ 30,319,000 17.0 \$ 29,332,480 16.0

# **PERSONNEL COMPLEMENT**



# POSITION SUMMARY

## ALL FUNDS

Agency	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
Assessor	40.00	40.00	40.00	40.00
Budget and Strategic Planning	16.80	11.80	11.80	11.80
Chief Administrative Officer	11.00	9.00	9.00	10.00
City Attorney	25.75	26.75	26.75	26.75
City Auditor	12.00	12.00	12.00	14.00
City Clerk	7.00	7.00	7.00	7.00
City Council	25.00	18.00	18.00	18.00
City Treasurer	3.00	3.00	3.00	3.00
Community Development	107.75	109.05	109.05	122.05
Council Chief of Staff	-	11.00	11.00	14.00
Deputy CAO for Human Services	14.00	17.00	17.00	17.00
Economic Development	12.64	14.72	14.72	15.12
Emergency Management	-	3.00	5.00	8.00
Finance	112.70	112.70	112.70	120.20
Fire and Emergency Services	427.00	427.00	427.00	428.00
General Registrar	11.20	11.70	11.70	11.70
General Services	-	-	-	123.30
Human Resources	38.00	37.00	37.00	36.00
Information Technology	87.00	90.00	90.00	95.00
Judiciary	113.50	128.50	128.50	133.50
Justice Services	121.50	128.51	128.51	127.76
Juvenile and Domestic Relations Court	2.00	2.00	2.00	2.00
Legislative Services	2.00	-	-	-
Library	83.05	84.42	84.42	84.44
Mayor's Office	11.00	9.00	9.00	9.00
Minority Business Development	5.00	5.00	5.00	5.00
Parks, Recreation, and Community Facilities	236.03	233.44	233.44	235.95
Police	886.50	913.50	923.50	931.50
Press Secretary	7.00	5.00	5.00	6.00
Procurement Services	13.00	16.00	16.00	16.00
Public Works	572.60	569.25	569.25	400.55
Real Estate Services	4.00	5.00	5.00	5.00
Sheriff and Jail	466.00	466.00	466.00	466.00
Social Services	471.30	486.30	486.30	484.10
<b>Total General Fund</b>	<b>3,945.32</b>	<b>4,012.63</b>	<b>4,024.63</b>	<b>4,027.72</b>

# POSITION SUMMARY

## ALL FUNDS

Agency	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Other Funds</b>				
Capital Budget	31.40	35.00	35.00	28.65
Enterprise Funds	41.00	39.00	39.00	33.00
Internal Service Funds	71.40	72.40	72.40	70.40
Public Utilities	692.00	691.00	691.00	742.00
Special Funds	217.33	218.23	207.73	206.83
<b>Total Other Funds</b>	<b>1,053.13</b>	<b>1,055.63</b>	<b>1,045.13</b>	<b>1,080.88</b>
<b>Total All Positions Except Schools</b>	<b>4,998.45</b>	<b>5,068.26</b>	<b>5,069.76</b>	<b>5,108.60</b>
<b>Total School Board</b>	<b>3,516.30</b>	<b>3,384.00</b>	<b>3,384.00</b>	<b>3,392.90</b>
<b>Total All Positions - All Funds</b>	<b>8,514.75</b>	<b>8,452.26</b>	<b>8,453.76</b>	<b>8,501.50</b>

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Assessor</b>				
Administrative Project Analyst	1.00	1.00	1.00	1.00
Appraiser II	5.00	5.00	5.00	5.00
Appraiser III	15.00	15.00	15.00	15.00
Appraiser IV	1.00	1.00	1.00	1.00
Business Analysis Manager	1.00	1.00	1.00	1.00
City Assessor	1.00	1.00	1.00	1.00
Customer Service Representative II	3.00	1.00	1.00	1.00
Customer Service Representative III	1.00	2.00	2.00	2.00
Deputy Director I	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Geographic Information Systems Technician	1.00	1.00	1.00	1.00
Mapping Manager	1.00	1.00	1.00	1.00
Project Management Analyst	1.00	1.00	1.00	1.00
Real Property Manager	1.00	1.00	1.00	1.00
Senior Customer Service Representative	1.00	1.00	1.00	1.00
Supervising Appraiser	3.00	4.00	4.00	4.00
Title Examiner I	1.00	1.00	1.00	1.00
Title Examiner II	1.00	1.00	1.00	1.00
<b>Assessor Total</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>Budget and Strategic Planning</b>				
City Economist	0.80	0.80	0.80	0.80
Deputy Director I	1.00	-	-	-
Director of Budget and Strategic Planning	1.00	1.00	1.00	1.00
Financial and Statistical Analyst	1.00	1.00	1.00	1.00
Grant Coordinator	1.00	1.00	1.00	1.00
Grant Writer	3.00	2.00	2.00	2.00
Management Analyst I	2.00	-	-	-
Management Analyst II	3.00	2.00	2.00	2.00
Senior Budget and Management Analyst	4.00	4.00	4.00	4.00
<b>Budget and Strategic Planning Total</b>	<b>16.80</b>	<b>11.80</b>	<b>11.80</b>	<b>11.80</b>
<b>Chief Administrative Officer</b>				
Administrative Program Support Specialist	1.00	-	-	1.00
Assistant to the Chief Administrative Officer	1.00	-	-	-
Chief Administrative Officer	1.00	1.00	1.00	1.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Chief Administrative Officer (Continued)</b>				
Chief Financial Officer	1.00	1.00	1.00	-
Customer Service Representative III	1.00	1.00	1.00	1.00
Deputy Chief Administrative Officer	2.00	2.00	2.00	2.00
Executive Assistant II	1.00	-	-	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Executive Assistant IV	1.00	1.00	1.00	-
Executive Staff Assistant-Legislative Support	1.00	-	-	-
Management Analyst II	-	-	-	1.00
Senior Assistant to the Chief Administrative Officer	-	2.00	2.00	2.00
<b>Chief Administrative Officer Total</b>	<b>11.00</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>
<b>City Attorney</b>				
Assistant City Attorney I	8.50	8.50	8.50	9.50
Assistant City Attorney II	1.00	2.00	2.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Executive Assistant IV	1.00	1.00	1.00	1.00
Paralegal	6.25	6.25	6.25	6.25
Senior Assistant City Attorney	3.00	3.00	3.00	3.00
Senior Legal Secretary	4.00	4.00	4.00	4.00
<b>City Attorney Total</b>	<b>25.75</b>	<b>26.75</b>	<b>26.75</b>	<b>26.75</b>
<b>City Auditor</b>				
Administrative Project Analyst	-	1.00	1.00	1.00
Auditor II	3.00	4.00	4.00	2.00
Auditor III	4.00	3.00	3.00	5.00
Auditor IV	3.00	3.00	3.00	3.00
Auditor Investigator	-	-	-	2.00
City Auditor	1.00	1.00	1.00	1.00
Senior Legal Secretary	1.00	-	-	-
<b>City Auditor Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>14.00</b>
<b>City Clerk's Office</b>				
Administrative Assistant to the Clerk	1.00	-	-	-
Assistant City Clerk	1.00	-	-	-
City Clerk	1.00	1.00	1.00	1.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>City Clerk's Office (Continued)</b>				
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant I	1.00	2.00	2.00	2.00
Executive Assistant II	1.00	2.00	2.00	2.00
Executive Assistant III	1.00	1.00	1.00	1.00
<b>City Clerk's Office Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>City Council</b>				
Council Administrative Project Analyst	2.00	-	-	-
Council Chief of Staff	1.00	-	-	-
Council Fiscal Analyst	1.00	-	-	-
Council Liaison	9.00	9.00	9.00	9.00
Council Member	7.00	7.00	7.00	7.00
Council Policy Analyst	1.00	-	-	-
Council President	1.00	1.00	1.00	1.00
Council Public Information Manager	1.00	-	-	-
Council Vice President	1.00	1.00	1.00	1.00
Executive Assistant I to City Council	1.00	-	-	-
<b>City Council Total</b>	<b>25.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
<b>City Treasurer</b>				
City Treasurer	1.00	1.00	1.00	1.00
Deputy Treasurer	2.00	2.00	2.00	2.00
<b>City Treasurer Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Community Development</b>				
Administrative Program Support	1.00	1.00	1.00	1.00
Administrative Project Analyst	-	1.00	1.00	1.00
CAPS Program Manager	-	1.00	1.00	1.00
Code Enforcement Inspector I	-	-	-	6.00
Commissioner of Buildings	1.00	1.00	1.00	1.00
Construction Inspector I	7.00	8.00	8.00	8.00
Construction Inspector II	1.00	1.00	1.00	1.00
Construction Inspector III	-	1.00	1.00	1.00
Customer Service Representative I	2.00	2.00	2.00	1.00
Customer Service Representative II	1.00	1.00	1.00	-
Customer Service Supervisor	1.00	1.00	1.00	-

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Community Development (Continued)</b>				
Deputy Director II	-	-	-	1.00
Director of Community Development	1.00	1.00	1.00	1.00
Drafting Technician II	-	-	-	3.00
Electrical Inspector I	4.00	4.00	4.00	4.00
Electrical Inspector II	1.00	1.00	1.00	1.00
Elevator Inspector II	1.00	1.00	1.00	1.00
Engineer I	-	-	-	1.00
Engineer II	8.40	8.40	8.40	7.40
Engineer III	3.00	3.00	3.00	2.00
Executive Assistant III	1.00	1.00	1.00	1.00
Geographic Information Systems Technician	2.00	2.00	2.00	2.00
Mechanical Inspector I	2.00	2.00	2.00	2.00
Office Support Specialist II	5.00	5.50	5.50	5.50
Operations Manager	-	-	-	1.60
Planner I	3.00	3.00	3.00	4.00
Planner II	10.15	9.15	9.15	9.15
Planner III	3.50	4.30	4.30	4.30
Plans Examiner	4.00	4.00	4.00	4.00
Plumbing Inspector I	4.00	4.00	4.00	4.00
Plumbing Inspector II	1.00	-	-	-
Program Manager	1.00	-	-	-
Project Management Analyst	1.00	1.00	1.00	1.00
Property Maintenance Enforcement Inspector I	-	-	-	6.00
Property Maintenance Enforcement Inspector II	-	-	-	1.00
Property Maintenance Enforcement Inspector Supv	-	-	-	1.00
Property Maintenance Inspector I	5.00	4.00	4.00	3.00
Property Maintenance Inspector II	13.10	13.10	13.10	12.10
Property Maintenance Inspector III	3.00	4.00	4.00	3.00
Property Maintenance Manager	0.60	0.60	0.60	-
Senior Customer Service Representative	7.00	7.00	7.00	7.00
Zoning Officer	9.00	8.00	8.00	8.00
<b>Community Development Total</b>	<b>107.75</b>	<b>109.05</b>	<b>109.05</b>	<b>122.05</b>
<b>Council Chief of Staff</b>				
Council Administrative Assistant	-	2.00	2.00	2.00
Council Administrative Project Analyst	-	2.00	2.00	2.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Council Chief of Staff (Continued)</b>				
Council Budget Analyst	-	-	-	1.00
Council Chief of Staff	-	1.00	1.00	1.00
Council Fiscal Analyst	-	1.00	1.00	1.00
Council Policy Analyst	-	2.00	2.00	4.00
Council Public Information Manager	-	1.00	1.00	1.00
Director of Legislative Services	-	1.00	1.00	1.00
Executive Assistant I to City Council	-	1.00	1.00	1.00
<b>Council Chief of Staff Total</b>	<b>-</b>	<b>11.00</b>	<b>11.00</b>	<b>14.00</b>
<b>Deputy CAO for Human Services</b>				
Administrative Program Support Assistant	-	1.00	1.00	2.00
Administrative Project Analyst	1.00	1.00	1.00	-
Administrator of Community Programs	1.00	1.00	1.00	1.00
Assistant Director	1.00	-	-	-
Community Services Representative	1.00	2.00	2.00	3.00
Customer Service Representative	-	1.00	1.00	1.00
Customer Service Representative IV	2.00	-	-	-
Customer Service Supervisor	1.00	-	-	-
Director of Human Services Commission	1.00	-	-	-
Early Childhood Development Manager	1.00	1.00	1.00	1.00
Executive Staff Assistant	1.00	-	-	-
Executive Assistant II	1.00	-	-	-
Executive Assistant III	-	1.00	1.00	1.00
Human Services Administrator	1.00	2.00	2.00	1.00
Human Services Coordinator I	-	2.00	2.00	2.00
Human Services Coordinator II	-	1.00	1.00	1.00
Management Analyst II	-	1.00	1.00	1.00
Marketing & Public Relations Specialist	-	1.00	1.00	1.00
Office Support Specialist	-	1.00	1.00	1.00
Project Management Analyst	1.00	-	-	-
Youth & Workforce Development Division Chief	1.00	1.00	1.00	1.00
<b>DCAO for Human Services Total</b>	<b>14.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
<b>Economic Development</b>				
Administrative Program Support Assistant	0.88	-	-	-
Administrative Project Analyst	2.88	2.80	2.80	2.80

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Economic Development (Continued)</b>				
Business Management Officer	-	1.00	1.00	1.00
Commercial Development Coordinator	1.43	-	-	0.40
Deputy Director I	0.80	1.00	1.00	1.00
Director of Economic Development	0.95	1.00	1.00	1.00
Econ Development Programs Administrator	-	1.00	1.00	1.00
Maintenance Worker I	0.60	-	-	-
Maintenance Worker II	-	1.00	1.00	1.00
Marketing Manager	1.00	1.00	1.00	1.00
Neighborhood Development Manager	0.10	-	-	-
Office Support Specialist II	1.00	1.00	1.00	1.00
Project Development Manager	3.00	4.92	4.92	4.92
Project Management Analyst	-	-	-	-
<b>Economic Development Total</b>	<b>12.64</b>	<b>14.72</b>	<b>14.72</b>	<b>15.12</b>
<b>Emergency Management</b>				
Administrative Program Support Assistant	-	-	1.00	1.00
Coordinator of Emergency Management	-	1.00	1.00	1.00
Deputy Director	-	1.00	1.00	1.00
Executive Assistant III	-	1.00	1.00	1.00
Project Management Analyst	-	-	-	3.00
Public Information Officer	-	-	1.00	1.00
<b>Emergency Management Total</b>	<b>-</b>	<b>3.00</b>	<b>5.00</b>	<b>8.00</b>
<b>Finance</b>				
Account Investigator	1.00	1.00	1.00	1.00
Account Specialist II	3.00	3.00	3.00	3.00
Accountant I	1.00	1.00	1.00	1.00
Accountant II	11.00	11.00	11.00	11.00
Accountant III	1.00	3.00	3.00	3.00
Accounting Manager	4.00	5.00	5.00	4.00
Administrative Program Support Assistant	6.00	7.00	7.00	2.00
Administrative Project Analyst	7.00	5.00	5.00	7.00
Assistant Controller	1.00	2.00	2.00	2.00
Business Analysis Manager	4.00	4.00	4.00	4.00
Chief of Revenue Administration	1.00	1.00	1.00	1.00
Chief of Tax Enforcement	1.00	1.00	1.00	1.00



# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Finance (Continued)</b>				
City Economist	0.20	0.20	0.20	0.20
Controller	1.00	1.00	1.00	1.00
Customer Service Manager	-	-	-	1.00
Customer Service Representative II	14.50	11.50	11.50	19.00
Customer Service Representative IV	3.00	-	-	-
Customer Service Supervisor	2.00	2.00	2.00	2.00
Deputy Director II	1.00	1.00	1.00	1.00
Director of Finance	-	-	-	-
Executive Assistant III	1.00	1.00	1.00	1.00
Financial Pre-Auditor	1.00	1.00	1.00	2.00
Financial and Statistical Analyst	2.00	2.00	2.00	3.00
Information Services Manager	1.00	1.00	1.00	1.00
Investigative Coordinator	4.00	6.00	6.00	6.00
Investment and Debt Portfolio Manager	1.00	1.00	1.00	1.00
License and Tax Auditor	7.00	7.00	7.00	6.00
Office Specialist II	4.00	-	-	-
Office Support Specialist II	-	3.00	3.00	3.00
Operations Manager	1.00	1.00	1.00	1.00
Payroll Manager	1.00	1.00	1.00	1.00
Project Management Analyst	-	1.00	1.00	2.00
Revenue Manager	5.00	5.00	5.00	5.00
Senior Customer Service Representative	7.00	7.00	7.00	7.00
Tax Assistance/Assessment Supervisor	2.00	2.00	2.00	4.00
Tax Enforcement Officer I	1.00	1.00	1.00	1.00
Tax Enforcement Officer III	-	1.00	1.00	-
Tax Representative	12.00	12.00	12.00	12.00
<b>Finance Total</b>	<b>112.70</b>	<b>112.70</b>	<b>112.70</b>	<b>120.20</b>
<b>Fire and Emergency Services</b>				
Accountant I	-	1.00	1.00	1.00
Administrative Coordinator II	-	-	-	-
Administrative Program Support Assistant	3.00	3.00	2.00	3.00
Administrative Project Analyst	3.00	2.00	3.00	5.00
Administrative Services Manager	1.00	1.00	1.00	-
Administrative Support Representative	-	1.00	1.00	-
Agency Human Resources Manager	-	-	-	-

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Fire and Emergency Services (Continued)</b>				
Business Analysis Manager	-	1.00	1.00	1.00
Chief of Fire and Emergency Services	1.00	1.00	1.00	1.00
Deputy Fire Chief	-	-	-	2.00
Engineer II	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Fire Battalion Chief I	4.00	2.00	2.00	5.00
Fire Battalion Chief II	7.00	8.00	8.00	8.00
Fire Battalion Chief III	-	1.00	1.00	1.00
Fire Captain I	15.00	12.00	12.00	12.00
Fire Captain II	6.00	8.00	8.00	8.00
Fire Captain III	4.00	4.00	4.00	4.00
Fire Captain IV	4.00	5.00	5.00	5.00
Fire Division Chief	2.00	2.00	2.00	-
Fire Fighter I	63.00	50.00	50.00	53.00
Fire Fighter II	94.00	94.00	94.00	89.00
Fire Fighter III	55.00	70.00	70.00	59.00
Fire Fighter IV	24.00	26.00	26.00	33.00
Fire Lieutenant I	23.00	20.00	20.00	20.00
Fire Lieutenant II	23.00	26.00	26.00	26.00
Fire Lieutenant III	9.00	7.00	7.00	7.00
Fire Lieutenant IV	11.00	13.00	13.00	13.00
Fire Recruit	6.00	-	-	-
Maintenance Technician II	1.00	-	-	-
Maintenance Worker II	-	1.00	1.00	-
Master Fire Fighter	62.00	64.00	64.00	68.00
Network Engineer	-	1.00	1.00	1.00
Project Management Analyst	-	1.00	1.00	1.00
System Operations Analyst	1.00	-	-	-
<b>Total Fire Department</b>	<b>424.00</b>	<b>427.00</b>	<b>427.00</b>	<b>428.00</b>
<b>Office of Emergency Management</b>				
Administrative Program Support Assistant	1.00	-	-	-
Deputy Director II	1.00	-	-	-
Emergency Services Coordinator	1.00	-	-	-
<b>Total Office of Emergency Management</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire and Emergency Services Total</b>	<b>427.00</b>	<b>427.00</b>	<b>427.00</b>	<b>428.00</b>

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>General Registrar</b>				
Assistant Registrar I	3.60	4.60	4.60	4.00
Assistant Registrar II	2.00	2.00	2.00	2.00
Chief Voting Machine Tech	-	-	-	1.00
Deputy General Registrar	1.00	1.00	1.00	1.00
Executive Assistant II	-	-	-	0.50
General Registrar	1.00	1.00	1.00	1.00
Office Support Specialist II	0.60	0.60	0.60	0.70
Voter Registration Services Coordinator	1.00	-	-	-
Warehouse Supervisor	-	0.50	0.50	-
Warehouse Technician / Voting Machines	2.00	2.00	2.00	1.50
<b>General Registrar Total</b>	<b>11.20</b>	<b>11.70</b>	<b>11.70</b>	<b>11.70</b>
<b>General Services</b>				
Account Specialist II	-	-	-	1.00
Accountant I	-	-	-	1.00
Accountant II	-	-	-	1.00
Administrative Program Support Assistant	-	-	-	3.00
Administrative Project Analyst	-	-	-	4.00
Administrative Services Manager	-	-	-	1.00
AC Refrigeration & HVAC Specialist	-	-	-	6.50
Animal Control Officer I	-	-	-	5.00
Animal Control Officer II	-	-	-	2.00
Business Analysis Manager	-	-	-	1.00
Business Management Officer	-	-	-	-
Capital Project Manager	-	-	-	0.80
Custodial Services Superintendent	-	-	-	1.00
Custodian	-	-	-	22.00
Custodian Crew Chief	-	-	-	2.00
Customer Service Representative	-	-	-	22.00
Customer Service Supervisor	-	-	-	1.00
Deputy Director II	-	-	-	1.00
Director of General Services	-	-	-	1.00
Dispatcher	-	-	-	1.00
Electrician I	-	-	-	3.00
Graphics Designer II	-	-	-	1.00
Kennel Assistant	-	-	-	7.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>General Services (Continued)</b>				
Kennel Master	-	-	-	1.00
Labor Crew Chief	-	-	-	1.00
Maintenance Technician II	-	-	-	1.00
Maintenance Technician III	-	-	-	7.00
Maintenance Technician IV	-	-	-	2.00
Manager of Real Estate Services	-	-	-	-
Master Plumber	-	-	-	1.00
Office Support Specialist II	-	-	-	4.00
Offset Press Operator I	-	-	-	1.00
Operations Manager	-	-	-	2.80
Production Manager	-	-	-	1.00
Production Technician I	-	-	-	2.00
Production Technician II	-	-	-	0.50
Program Manager	-	-	-	1.00
Project Development Manager	-	-	-	1.00
Real Estate/Marketing Specialist	-	-	-	-
Senior Services Coordinator	-	-	-	1.00
Senior Capital Projects Manager	-	-	-	0.50
Superintendent of Facilities	-	-	-	1.00
Trades Superintendent	-	-	-	1.00
Trades Supervisor I	-	-	-	2.20
Trades Supervisor II	-	-	-	1.00
Trades Technician Supervisor I	-	-	-	2.00
<b>General Services Total</b>	-	-	-	<b>123.30</b>
<b>Human Resources</b>				
Administrative Program Support Assistant	6.00	8.00	8.00	7.00
Administrative Project Analyst	1.00	1.00	1.00	2.00
Deputy Director II	1.00	1.00	1.00	1.00
Director of Human Resources	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Human Resources Consultant	19.00	18.00	18.00	17.00
Human Resources Division Chief	6.00	6.00	6.00	6.00
Human Resources Representative	1.00	-	-	-
Office Specialist II	2.00	-	-	-

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Human Resources (Continued)</b>				
Systems Operations Analyst II	-	1.00	1.00	1.00
<b>Human Resources Total</b>	<b>38.00</b>	<b>37.00</b>	<b>37.00</b>	<b>36.00</b>
<b>Information Technology</b>				
Administrative Support Representative	3.00	4.00	4.00	4.00
Business Analysis Manager	-	-	-	1.00
Computer Operator	9.00	7.00	7.00	8.00
Database Manager	2.00	3.00	3.00	3.00
Director of Information Technology	1.00	1.00	1.00	1.00
Geographic Information Systems	-	-	-	2.00
GIS Project Manager	-	-	-	1.00
Information Technology Manager	5.00	5.00	5.00	5.00
Information Technology Specialist II	-	1.00	1.00	3.00
Network Engineer	6.00	9.00	9.00	10.00
Operations Shift Lead	3.00	3.00	3.00	2.00
Operations Technical Support Representative	2.00	2.00	2.00	2.00
Systems Developer	26.00	25.00	25.00	24.00
Systems Developer Lead	17.00	17.00	17.00	17.00
Systems Engineer	8.00	10.00	10.00	10.00
Systems Operations Analyst I	2.00	-	-	-
Telecommunications System Technician	3.00	3.00	3.00	2.00
<b>Information Technology Total</b>	<b>87.00</b>	<b>90.00</b>	<b>90.00</b>	<b>95.00</b>
<b>Judiciary</b>				
<b>Commonwealth's Attorney</b>				
Administrative Assistant	4.00	5.00	5.00	5.00
Assistant Commonwealth Attorney	31.00	39.00	39.00	42.00
Commonwealth's Attorney	1.00	1.00	1.00	1.00
Paralegal - Commonwealth Attorney	6.00	9.00	9.00	11.00
Secretary Commonwealth Attorney	13.00	13.00	13.00	13.00
<b>Commonwealth's Attorney Total</b>	<b>55.00</b>	<b>67.00</b>	<b>67.00</b>	<b>72.00</b>
<b>Circuit Court</b>				
Chief Deputy Clerk	1.00	1.00	1.00	1.00
Clerk-Circuit Court	1.00	1.00	1.00	1.00
Court Assistant (Judge Bailiff)	4.00	4.00	4.00	4.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Circuit Court (Continued)</b>				
Deputy Clerk - Circuit Court	40.00	40.00	40.00	40.00
General Office Clerk - Circuit Court	1.50	1.50	1.50	1.50
Secretary to Judge of the Circuit Court	8.00	8.00	8.00	8.00
Senior Legal Secretary	-	-	-	-
<b>Circuit Court Total</b>	<b>55.50</b>	<b>55.50</b>	<b>55.50</b>	<b>55.50</b>
<b>Adult Drug Court</b>				
Adult Drug Court Coordinator	1.00	1.00	1.00	1.00
Adult Drug Court Specialist	2.00	5.00	5.00	5.00
<b>Adult Drug Court Total</b>	<b>3.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Judiciary Total</b>	<b>113.50</b>	<b>128.50</b>	<b>128.50</b>	<b>133.50</b>
<b>Justice Services</b>				
Administrative Program Support Assistant	3.00	4.00	4.00	3.00
Administrative Project Analyst	2.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00
Assistant Superintendent II	1.00	2.00	2.00	2.00
Classification Specialist/Juvenile Detention	1.00	1.00	1.00	1.00
Community Services Representative	1.00	-	-	1.00
Deputy Director I	1.00	1.00	1.00	1.00
Detention Home Superintendent	1.00	1.00	1.00	1.00
Director of Justice Services	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Executive Assistant IV	1.00	1.00	1.00	-
Food Service Manager	1.00	1.00	1.00	1.00
Food Service Worker II	6.00	6.00	6.00	6.00
Human Services Coordinator II	3.00	3.00	3.00	3.00
Intake Clerk	-	1.00	1.00	-
Juvenile Home Registered Nurse	1.00	2.00	2.00	2.00
Licensed Practical Nurse	1.00	-	-	-
Maintenance Worker I	1.00	1.00	1.00	1.00
Office Specialist II	4.00	-	-	-
Office Support Specialist II	-	4.00	4.00	4.00
Outreach Case Manager II	12.00	12.01	12.01	12.26
Outreach Counselor/Juvenile Detention	9.50	9.50	9.50	9.50
Pretrial Probation Officer	-	5.00	5.00	5.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Justice Services (Continued)</b>				
Program Manager	1.00	1.00	1.00	1.00
Project Management Analyst	-	-	-	1.00
Security Control Specialist	3.00	3.00	3.00	3.00
Senior Pretrial Probation Officer	-	1.00	1.00	1.00
Social Services Case Manager	10.00	8.00	8.00	8.00
Social Work Specialist	2.00	3.00	3.00	3.00
Systems Operations Analyst I	-	1.00	1.00	1.00
Youth Assistant	-	-	-	2.00
Youth Counselor	45.00	46.00	46.00	44.00
Youth Counselor Supervisor I	5.00	5.00	5.00	5.00
Youth Counselor Supervisor II	3.00	2.00	2.00	2.00
<b>Justice Services Total</b>	<b>121.50</b>	<b>128.51</b>	<b>128.51</b>	<b>127.76</b>
<b>Juvenile and Domestic Relations Court</b>				
Administrative Project Analyst	1.00	1.00	1.00	1.00
Dispute Resolution Coordinator	1.00	1.00	1.00	1.00
<b>Juvenile and Domestic Relations Court Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Legislative Services</b>				
Council Fiscal Analyst	1.00	-	-	-
Director of Legislative Services	1.00	-	-	-
<b>Legislative Services Total</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Library</b>				
Administrative Program Support Assistant	3.00	2.00	2.00	2.00
Administrative Project Analyst	1.00	4.00	4.00	3.00
Assistant Director	2.00	2.00	2.00	2.00
Assistant Systems Operations Analyst	1.00	1.00	1.00	1.00
City Librarian	1.00	1.00	1.00	1.00
City Records Manager	1.00	1.00	1.00	1.00
Grant Writer	-	1.00	1.00	1.00
Librarian I	11.48	10.47	10.47	9.00
Librarian II	1.00	3.00	3.00	3.00
Library Aide	2.38	2.40	2.40	2.40
Library Assistant I	2.38	2.38	2.38	3.32

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Library (Continued)</b>				
Library Assistant II	20.21	20.20	20.20	18.72
Library Assistant III	13.00	13.00	13.00	13.00
Library Associate I	10.60	9.98	9.98	12.00
Library Associate II	3.00	2.00	2.00	1.00
Library Unit Manager I	8.00	8.00	8.00	8.00
Production Technician I	-	-	-	1.00
Program Management Analyst	1.00	-	-	1.00
Systems Operations Analyst II	1.00	1.00	1.00	1.00
<b>Library Total</b>	<b>83.05</b>	<b>84.42</b>	<b>84.42</b>	<b>84.44</b>
<b>Mayor's Office</b>				
Chief of Staff - Mayor's Office	1.00	1.00	1.00	1.00
City Beautification Coordinator	1.00	-	-	-
Customer Service Representative III	1.00	1.00	1.00	1.00
Executive Assistant III	2.00	3.00	3.00	3.00
Executive Assistant IV	2.00	1.00	1.00	1.00
Executive Staff Assistant to the Mayor	1.00	1.00	1.00	1.00
Legislative and Strategic Planning Coordinator	1.00	-	-	-
Mayor	1.00	1.00	1.00	1.00
Senior Policy Advisor	1.00	1.00	1.00	1.00
<b>Mayor's Office Total</b>	<b>11.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Minority Business Development</b>				
Administrative Program Support Assistant	1.00	1.00	1.00	1.00
Deputy Director II	1.00	1.00	1.00	1.00
MBD Administrator	1.00	1.00	1.00	1.00
MBD Contract Compliance Specialist	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
<b>Minority Business Development Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Parks, Recreation, and Community Facilities</b>				
Accountant II	1.00	1.00	1.00	1.00
Administrative Coordinator I	-	-	-	-
Administrative Program Support Assistant	9.00	7.00	7.00	7.00
Administrative Project Analyst	4.00	3.00	3.00	4.00



# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Parks, Recreation, and Community Facilities (Continued)</b>				
Administrative Services Manager	1.00	1.00	1.00	1.00
Air Condition Refrigeration and Heating Mechanic	1.00	1.00	1.00	1.00
Architect I	0.10	0.10	0.10	0.10
Box Office Manager	-	-	-	1.00
Construction Inspector I	-	1.00	1.00	1.00
Cross-Connection Specialist I	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	-
Customer Service Representative III	-	1.00	1.00	1.00
Customer Service Representative IV	1.00	-	-	-
Deputy Director II	1.00	1.00	1.00	1.00
Director of Parks, Recreation, & Community Facilities	1.00	1.00	1.00	1.00
Electrician I	1.00	1.00	1.00	1.00
Electrician II	1.00	1.00	1.00	1.00
Equipment Operator I	3.00	3.00	3.00	3.00
Equipment Operator II	2.00	3.00	3.00	3.00
Financial and Statistical Analyst	1.00	-	-	-
Head Lifeguard	1.00	1.00	1.00	1.00
Labor Crew Chief	8.00	6.00	6.00	6.00
Lifeguard	2.50	2.50	2.50	2.50
Maintenance Technician I	8.00	8.00	8.00	4.00
Maintenance Technician II	11.00	10.00	10.00	12.00
Maintenance Technician III	4.00	4.00	4.00	5.00
Maintenance Technician IV	1.00	1.00	1.00	-
Maintenance Worker I	12.50	13.50	13.50	11.50
Maintenance Worker II	2.00	3.00	3.00	3.00
Management Analyst I	-	1.00	1.00	1.00
Marketing and Public Relations Specialist	1.00	2.00	2.00	2.00
Marketing Specialist	1.00	-	-	1.00
Master Plumber	2.00	2.00	2.00	2.00
Office Support Specialist I	-	1.00	1.00	1.00
Office Support Specialist II	-	1.50	1.50	2.00
Project Management Analyst	2.00	2.00	2.00	2.00
Recreation Aide	21.50	18.40	18.40	20.40

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Parks, Recreation, and Community Facilities (Continued)</b>				
Recreation Center Supervisor	29.00	27.50	27.50	28.00
Recreation Instructor I	49.50	49.50	49.50	47.50
Recreation Instructor II	11.00	11.00	11.00	12.00
Recreation Program Coordinator	5.00	5.00	5.00	5.00
Recreation Program Specialist I	17.00	18.50	18.50	18.50
Recreation Program Specialist II	5.00	5.00	5.00	5.00
Recreation Program Supervisor	3.00	3.00	3.00	3.00
Special Bus Operator	2.93	2.94	2.94	2.45
Superintendent of Facilities	1.00	1.00	1.00	1.00
Swimming Pool Manager	1.00	1.00	1.00	1.00
Systems Developer	1.00	1.00	1.00	1.00
Theater Manager	-	-	-	1.00
Trades Superintendent	1.00	1.00	1.00	1.00
Trades Supervisor I	2.00	2.00	2.00	2.00
Trades Technician Supervisor II	1.00	1.00	1.00	2.00
Trails Manager	-	-	-	1.00
<b>Parks, Recreation, and Community Facilities Total</b>	<b>236.03</b>	<b>233.44</b>	<b>233.44</b>	<b>235.95</b>
<b>Richmond Police Department</b>				
<b>Police Sworn</b>				
Assistant Chief of Police	1.00	1.00	1.00	1.00
Chief of Police	1.00	1.00	1.00	1.00
Master Police Officer	103.00	137.00	137.00	146.00
Police Captain	13.00	15.00	15.00	15.00
Police Lieutenant	36.00	37.00	37.00	37.00
Police Major	5.00	6.00	6.00	6.00
Police Officer I	127.00	206.00	206.00	228.00
Police Officer II	67.00	72.00	72.00	69.00
Police Officer III	117.00	70.00	70.00	68.00
Police Officer IV	104.00	108.00	108.00	87.00
Police Recruit	71.00	-	-	-
Police Sergeant	92.00	95.00	95.00	96.00
<b>Police Total Sworn</b>	<b>737.00</b>	<b>748.00</b>	<b>748.00</b>	<b>754.00</b>

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Police Civilian</b>				
Accounting Supervisor	2.00	2.00	2.00	2.00
Administrative Program Support Assistant	29.00	30.00	30.00	31.00
Administrative Project Analyst	9.00	10.00	10.00	9.00
Administrative Services Manager	1.00	-	-	-
Assistant Systems Operation Analyst	-	-	-	1.00
Crime Analyst I	-	1.00	1.00	-
Crime Analyst II	7.00	5.00	5.00	6.00
Crime Analyst Supervisor	-	1.00	1.00	1.00
Deputy Chief of Police/Administration	1.00	1.00	1.00	2.00
Executive Advisor	-	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Executive Assistant IV	1.00	1.00	1.00	1.00
Farrier	1.00	1.00	1.00	1.00
Firearms Administrator	1.00	1.00	1.00	1.00
Forensic Technician II	2.00	2.00	2.00	2.00
Human Resources Consultant	2.00	2.00	2.00	2.00
Human Resources Division Chief	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00
Marketing & Public Relations Specialist	1.00	2.00	2.00	3.00
Materials Supervisor	1.00	1.00	1.00	1.00
Materials Technician	1.00	1.00	1.00	1.00
Occupational Safety and Health Specialist	1.00	1.00	1.00	1.00
Office Specialist II	36.00	-	-	-
Office Support Specialist II	-	37.00	37.00	34.00
Operations Manager	1.00	1.00	1.00	1.00
Organized Crime and Financial Investigation Specialist	1.00	-	-	-
Outreach Case Manager II	9.00	9.00	9.00	10.00
Photographic Laboratory Technician	1.00	1.00	1.00	1.00
Police Cadet	-	10.00	20.00	20.00
Police School Guard	8.00	8.00	8.00	8.00
Police School Guard Supervisor	1.00	1.00	1.00	-
Police Support Specialist	3.00	3.00	3.00	4.00
Procurement Technician	2.00	2.00	2.00	2.00
Program Manager	4.00	5.00	5.00	5.00
Project Management Analyst	2.00	4.00	4.00	6.00
Property Evidence Technician	4.00	4.00	4.00	4.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Police Civilian (Continued)</b>				
Public Information Officer	1.00	1.00	1.00	-
Senior Services Coordinator	3.00	3.00	3.00	3.00
Senior Training Specialist (Ag)	2.00	2.00	2.00	2.00
Stable Attendant	0.50	0.50	0.50	0.50
Systems Operations Administrator	1.00	2.00	2.00	2.00
Systems Operations Analyst II	7.00	6.00	6.00	6.00
Training Specialist I	-	-	-	-
<b>Police Total Civilian</b>	<b>149.50</b>	<b>165.50</b>	<b>175.50</b>	<b>177.50</b>
<b>Police Total</b>	<b>886.50</b>	<b>913.50</b>	<b>923.50</b>	<b>931.50</b>
<b>Press Secretary</b>				
Administrative Coordinator II	1.00	-	-	-
Administrative Program Support Assistant	-	1.00	1.00	-
Executive Assistant III	-	-	-	1.00
Marketing and Public Relations Specialist	2.00	1.00	1.00	3.00
Press Secretary	1.00	1.00	1.00	1.00
Project Management Analyst	-	1.00	1.00	-
Public Information Officer	2.00	1.00	1.00	1.00
Senior Event Manager	1.00	-	-	-
<b>Press Secretary Total</b>	<b>7.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>
<b>Procurement</b>				
Administrative Program Support Assistant	-	2.00	2.00	2.00
Administrative Project Analyst	1.00	1.00	1.00	1.00
Construction Procurement Officer	1.00	-	-	-
Construction Senior Procurement Officer	1.00	-	-	-
Contracts Administrator	1.00	4.00	4.00	4.00
Contracts Specialist	1.00	8.00	8.00	6.00
Deputy Director II	-	-	-	1.00
Director of Procurement Services	1.00	1.00	1.00	1.00
Project Management Analyst	-	-	-	1.00
Procurement Officer I	4.00	-	-	-
Procurement Technician	2.00	-	-	-
Senior Procurement Officer	1.00	-	-	-
<b>Procurement Total</b>	<b>13.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Public Works</b>				
Account Specialist II	1.80	2.80	2.80	1.80
Accountant I	1.00	1.00	1.00	-
Accountant II	3.00	3.00	3.00	1.00
Administrative Officer	1.00	-	-	-
Administrative Program Support Assistance	9.80	12.80	12.80	9.80
Administrative Project Analyst	5.00	7.00	7.00	3.00
Administrative Services Coordinator I	2.00	-	-	-
Administrative Services Manager	1.00	1.00	1.00	1.00
Air Condition Refrigeration and HVAC Specialist	7.00	6.50	6.50	-
Animal Control Officer I	6.00	6.00	6.00	-
Animal Control Officer II	2.00	2.00	2.00	-
Arborist	2.00	2.00	2.00	3.00
Architect II	0.60	0.30	0.30	-
Assistant City Traffic Engineer	0.80	1.00	1.00	1.00
Bridge Inspector	1.00	1.00	1.00	1.00
Business Analysis Manager	-	1.00	1.00	1.00
Business Management Officer	2.00	1.00	1.00	-
Capital Project Manager	0.50	1.90	1.90	1.90
Chief Capital Projects Manager	-	-	-	1.00
Chief of Construction and Inspection	0.95	0.95	0.95	0.95
City Engineer	1.00	-	-	-
City Traffic Engineer	1.00	1.00	1.00	1.00
Construction Inspector II	6.00	6.00	6.00	6.00
Construction Inspector III	0.25	0.50	0.50	0.50
Custodial Services Superintendent	1.00	1.00	1.00	-
Custodian	28.00	23.00	23.00	-
Custodian Crew Chief	2.00	2.00	2.00	-
Customer Service Representative I	-	-	-	-
Customer Service Representative II	5.00	2.00	2.00	2.00
Customer Service Representative III	2.00	5.00	5.00	1.00
Customer Service Representative IV	6.00	5.00	5.00	1.00
Customer Service Supervisor	2.00	1.00	1.00	1.00
Deputy Director II	3.00	4.00	4.00	3.00
Director of Public Works	1.00	1.00	1.00	1.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Public Works (Continued)</b>				
Dispatcher	1.00	1.00	1.00	-
Drafting Technician I	0.85	-	-	-
Drafting Technician II	2.95	4.30	4.30	3.20
Electrician I	2.00	3.00	3.00	-
Electrician II	1.00	-	-	-
Engineer I	1.05	1.10	1.10	0.10
Engineer II	6.95	7.00	7.00	4.50
Engineer III	4.45	3.15	3.15	2.15
Engineer IV	2.50	1.55	1.55	1.55
Environmental Technician II	1.00	-	-	-
Equipment Operator I	26.00	25.00	25.00	19.00
Equipment Operator II	43.00	41.00	41.00	35.00
Equipment Operator III	45.00	47.00	47.00	39.00
Equipment Operator IV	9.00	10.00	10.00	10.00
Executive Assistant III	1.00	3.00	3.00	2.00
Facilities Maintenance Manager	3.00	8.00	8.00	7.00
Financial/Statistical Analyst	1.00	1.00	1.00	1.00
Fiscal Analyst	0.50	-	-	-
Gardener	6.00	6.00	6.00	6.00
Geographic Information Systems	3.00	3.00	3.00	1.00
GIS Project Manager	1.00	1.00	1.00	-
Graphics Designer II	1.00	1.00	1.00	-
Kennel Assistant	5.00	6.00	6.00	-
Kennel Master	1.00	1.00	1.00	-
Labor Crew Chief	19.00	17.00	17.00	13.00
Lead Equipment Operator	10.00	10.00	10.00	9.00
Lead Mason	2.00	2.00	2.00	2.00
Lead Security Officer	-	1.00	1.00	-
Light Equipment Mechanic	2.00	1.50	1.50	2.00
Maintenance Claims Examiner	1.00	1.00	1.00	1.00
Maintenance Technician I	7.00	5.00	5.00	4.00
Maintenance Technician II	6.00	4.00	4.00	2.00
Maintenance Technician III	14.00	13.00	13.00	6.00
Maintenance Technician IV	9.00	9.00	9.00	7.00
Maintenance Worker I	38.00	24.00	24.00	18.00
Maintenance Worker II	2.00	1.00	1.00	1.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Public Works (Continued)</b>				
Management Analyst II	-	0.50	0.50	1.50
Mason	7.00	6.00	6.00	6.00
Master Plumber	2.00	2.00	2.00	1.00
Occupational Safety and Health Specialist	1.00	1.00	1.00	1.00
Office Support Specialist II	6.00	7.00	7.00	3.00
Offset Press Operator I	1.00	1.00	1.00	-
Operations Manager	5.80	8.80	8.80	6.00
Parking Meter Shop Supervisor	1.00	-	-	1.00
Planner III	1.00	1.00	1.00	-
Production Manager	1.00	1.00	1.00	-
Production Technician I	2.50	1.00	1.00	-
Production Technician II	-	1.50	1.50	-
Program Manager	1.00	1.00	1.00	-
Project Management Analyst	0.50	2.00	2.00	2.00
Property Maintenance Inspector I	3.00	3.00	3.00	3.00
Public Information Manager I	1.00	1.00	1.00	1.00
Public Information Officer	-	1.00	1.00	-
Refuse Collector	30.00	29.00	29.00	29.00
Refuse Truck Operator	47.00	45.00	45.00	43.00
Security Manager	-	1.00	1.00	-
Security Officer	-	8.00	8.00	-
Senior Capital Projects Manager	-	0.80	0.80	1.30
Senior Services Coordinator	1.00	1.00	1.00	-
Superintendent of Facilities Maintenance	1.00	1.00	1.00	-
Support Services Manager	1.00	1.00	1.00	-
Survey and Acquisitions Administrator	1.00	1.00	1.00	1.00
Survey Instrument Technician	1.60	1.65	1.65	1.65
Survey Party Chief	1.60	1.65	1.65	1.65
Survey Technician	1.60	1.60	1.60	0.80
Surveys Superintendent	0.95	0.95	0.95	0.95
Trades Superintendent	4.00	2.00	2.00	2.00
Trades Supervisor I	12.20	15.20	15.20	16.00
Trades Supervisor II	12.00	12.00	12.00	10.00
Trades Technician Supervisor I	2.00	2.00	2.00	-
Traffic Operations Engineer	2.40	2.70	2.70	1.70
Traffic Planning Technician	-	0.05	0.05	0.05

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Public Works (Continued)</b>				
Traffic Sign Fabricator	2.00	2.00	2.00	2.00
Traffic Signal Specialist I	6.50	5.50	5.50	4.50
Traffic Signal Specialist II	4.00	4.00	4.00	4.00
Traffic Signal Specialist III	1.00	2.00	2.00	1.00
Traffic Signal Technician Supervisor	-	-	-	-
Tree Maintenance Specialist I	10.00	10.00	10.00	3.00
Tree Maintenance Specialist II	8.00	11.00	11.00	9.00
Tree Maintenance Specialist IV	1.00	1.00	1.00	1.00
Warehouse Technician	2.00	2.00	2.00	2.00
<b>Public Works Total</b>	<b>572.60</b>	<b>569.25</b>	<b>569.25</b>	<b>400.55</b>
<b>Real Estate Services</b>				
Administrative Program Support Assistant	-	1.00	1.00	1.00
Administrative Project Analyst	1.00	-	-	-
Business Management Officer	-	1.00	1.00	1.00
Manager of Real Estate Services	1.00	1.00	1.00	1.00
Real Estate Marketing Specialist	2.00	2.00	2.00	2.00
<b>Real Estate Services Total</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Sheriff and Jail</b>				
Administrative Accounting/Records Clerk	2.00	3.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Services Coordinator II	1.00	1.00	1.00	1.00
Assistant Education Director	1.00	1.00	1.00	1.00
Assistant IT Manager	1.00	1.00	1.00	1.00
Assistant Medical Director	1.00	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00	1.00
Captain	6.00	6.00	6.00	6.00
Chief Administrative Assistant	1.00	1.00	1.00	1.00
Chief Inspector	1.00	-	-	-
Chief Investigator	1.00	-	-	-
Chief of Staff	-	1.00	1.00	1.00
Classification Officer	8.00	9.00	9.00	9.00
Computer Technician	2.00	3.00	3.00	3.00
Correctional Services Manager	1.00	-	-	-
Court Deputy	69.00	66.00	66.00	66.00



# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Sheriff and Jail (Continued)</b>				
Dental Technician	1.00	1.00	1.00	1.00
Education Manager	1.00	1.00	1.00	1.00
Food Service Director	1.00	1.00	1.00	1.00
General Clerk	1.00	-	-	-
Human Resource Assistant	3.00	2.00	2.00	2.00
Human Resources Director	1.00	1.00	1.00	1.00
Investigators	4.00	6.00	6.00	6.00
Jury Officer Assistant	3.00	3.00	3.00	3.00
Librarian	1.00	1.00	1.00	1.00
LIDS Coordinator	1.00	1.00	1.00	1.00
Lieutenant	12.00	12.00	12.00	12.00
Lieutenant Colonel	1.00	1.00	1.00	1.00
Magnetometer Deputy (Court Building Security)	13.00	8.00	8.00	8.00
Major	1.00	3.00	3.00	3.00
Medical Clerk	1.00	1.00	1.00	1.00
Medical Manager	1.00	1.00	1.00	1.00
Nurse (CHA, LPN, RN, etc.)	13.00	13.00	13.00	13.00
Payroll Manager	1.00	1.00	1.00	1.00
Payroll Technician	5.00	4.00	4.00	4.00
Private	278.00	277.00	277.00	277.00
Program Manager	1.00	-	-	-
Program Planner	1.00	-	-	-
Public Relations	-	1.00	1.00	1.00
Recreation Instructor	-	1.00	1.00	1.00
Recreation Manager	2.00	1.00	1.00	1.00
Secretary	2.00	-	-	-
Sergeant	17.00	28.00	28.00	28.00
Sheriff	1.00	1.00	1.00	1.00
Teaching Assistant	1.00	-	-	-
Training Manager	1.00	1.00	1.00	1.00
<b>Sheriff Total</b>	<b>466.00</b>	<b>466.00</b>	<b>466.00</b>	<b>466.00</b>

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Social Services</b>				
Account Specialist I	1.00	1.00	1.00	-
Account Specialist II	9.00	7.00	7.00	6.00
Administrative Clerk	1.00	1.00	1.00	-
Administrative Program Support Assistant	10.00	11.00	11.00	11.00
Administrative Project Analyst	6.00	6.00	6.00	7.00
Administrative Services Manager	3.00	2.00	2.00	2.00
Assistant Director of Social Services	1.00	-	-	-
Benefit Programs Specialist	129.00	129.00	129.00	128.00
Benefit Programs Supervisor	17.00	17.00	17.00	17.00
Customer Service Representative II	17.00	16.00	16.00	16.00
Customer Service Representative III	-	1.00	1.00	1.00
Customer Service Supervisor	1.00	1.00	1.00	1.00
Deputy Director II	-	3.00	3.00	3.00
Director of Social Services	1.00	1.00	1.00	1.00
Executive Assistant III	1.00	1.00	1.00	1.00
Human Services Administrator	-	-	-	1.00
Human Services Coordinator I	1.00	1.00	1.00	3.00
Human Services Coordinator II	1.00	1.00	1.00	1.00
Human Services Manager	4.00	3.00	3.00	1.00
Intensive Case Manager	48.00	48.00	48.00	49.00
Intensive Case Manager Supervisor	5.00	5.00	5.00	5.00
Maintenance Technician IV	1.00	1.00	1.00	1.00
Management Analyst I	-	-	-	1.00
Office Support Specialist I	3.00	3.00	3.00	2.00
Office Support Specialist II	21.00	24.00	24.00	25.00
Paralegal	0.50	0.50	0.50	0.50
Program Manager	2.00	3.00	3.00	9.00
Project Management Analyst	-	-	-	1.00
Social Services Case Manager	16.00	20.00	20.00	20.00
Social Services Case Manager Supervisor	1.00	1.00	1.00	1.00
Social Services Program Trainer	2.00	2.00	2.00	1.00
Social Work Specialist	22.80	24.00	24.00	29.00
Social Worker	109.00	113.80	113.80	103.60
Social Worker Supervisor	14.00	13.00	13.00	13.00

# PERSONNEL COMPLEMENT

## General Fund

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Social Services (Continued)</b>				
Superintendent of Accounting	-	-	-	-
Support Services Manager	1.00	1.00	1.00	-
Systems Operations Administrator	1.00	1.00	1.00	1.00
Systems Operations Analyst I	3.00	1.00	1.00	2.00
Systems Operations Analyst II	-	2.00	2.00	2.00
Warehouse Supervisor	1.00	1.00	1.00	1.00
Warehouse Technician	3.00	4.00	4.00	3.00
Welfare Case Aide	2.00	4.00	4.00	3.00
Welfare Fraud Investigator	10.00	10.00	10.00	9.00
Welfare Fraud Investigator Supervisor	1.00	1.00	1.00	1.00
Youth Counselor	1.00	1.00	1.00	1.00
<b>Social Services Total</b>	<b>471.30</b>	<b>486.30</b>	<b>486.30</b>	<b>484.10</b>
<hr/>				
<b>General Fund Total</b>	<b>3,945.32</b>	<b>4,012.63</b>	<b>4,024.63</b>	<b>4,027.72</b>

# PERSONNEL COMPLEMENT

## Capital Improvement Plan

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Capital Improvement Plan (CIP)</b>				
Air Condition Refrigeration & Heating Mechanic	-	0.50	0.50	0.50
Architect I	0.90	0.90	0.90	0.90
Architect II	1.40	0.70	0.70	-
Assistant City Traffic Engineer	0.20	-	-	-
Capital Project Manager	2.50	4.10	4.10	3.30
Chief Capital Projects Manager	-	1.00	1.00	-
Chief of Construction and Inspection	0.05	0.05	0.05	0.05
Construction Inspector III	4.75	4.50	4.50	4.50
Drafting Technician I	2.15	-	-	-
Drafting Technician II	1.05	2.95	2.95	1.80
Engineer I	0.95	0.90	0.90	0.90
Engineer II	7.05	5.55	5.55	4.50
Engineer III	4.55	4.30	4.30	3.85
Engineer IV	0.50	1.45	1.45	1.45
Fiscal Analyst	0.50	-	-	-
Operations Manager	0.20	0.20	0.20	0.20
Senior Capital Projects Manager	-	2.20	2.20	1.20
Project Management Analyst	0.50	-	-	-
Survey Instrument Technician	0.40	0.35	0.35	0.35
Survey Party Chief	0.40	0.35	0.35	0.35
Survey Technician	0.40	0.40	0.40	0.20
Surveys Superintendent	0.05	0.05	0.05	0.05
Trades Supervisor I	0.80	0.80	0.80	0.80
Traffic Operations Engineer	0.60	2.30	2.30	2.30
Traffic Planning Technician	-	0.95	0.95	0.95
Traffic Signal Specialist I	0.50	0.50	0.50	0.50
Traffic Signal Specialist II	1.00	-	-	-
<b>Total Capital Improvement Plan</b>	<b>31.40</b>	<b>35.00</b>	<b>35.00</b>	<b>28.65</b>

# PERSONNEL COMPLEMENT

## Enterprise Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Parks, Recreation, and Community Facilities</b>				
<b>Cemeteries</b>				
Cemeteries Administrator	3.00	3.00	3.00	3.00
Cemeteries Manager	1.00	1.00	1.00	1.00
Equipment Operator II	3.00	3.00	3.00	3.00
Labor Crew Chief	3.00	3.00	3.00	3.00
Maintenance Technician II	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	1.00
Maintenance Worker I	8.00	8.00	8.00	8.00
Maintenance Worker II	7.00	7.00	7.00	7.00
Office Specialist II	1.00	1.00	1.00	1.00
Senior Administrative Officer	-	-	-	-
<b>Total Cemeteries Positions</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>
<b>Parks, Recreation, and Community Facilities-</b>				
<b>Landmark Theater</b>				
Administrative Program Support Assistant	1.00	1.00	1.00	-
Air Condition Refrigeration & Heating Mechanic	1.00	1.00	1.00	-
Box Office Manager	1.00	1.00	1.00	-
Events Manager	1.00	-	-	-
Labor Crew Chief	-	-	-	-
Maintenance Worker I	3.00	2.00	2.00	-
Theater Manager	1.00	1.00	1.00	-
<b>Total Landmark Positions</b>	<b>8.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>
<b>Port of Richmond</b>				
Accountant I	1.00	1.00	1.00	1.00
Administrative Coordinator II	1.00	-	-	-
Administrative Program Support Assistant	-	1.00	1.00	1.00
Engineer II	1.00	1.00	1.00	1.00
Executive Director of the Port	1.00	1.00	1.00	1.00
Principal Administrative Analyst	1.00	-	-	-
Project Management Analyst	-	1.00	1.00	1.00
<b>Total Port Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

# PERSONNEL COMPLEMENT

## Enterprise Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Public Utilities</b>				
Gas Utility	271.00	253.00	253.00	253.00
Water Utility	181.00	195.00	195.00	196.00
Wastewater Utility	191.00	195.00	195.00	200.00
Electric Utility	34.00	34.00	34.00	31.00
Stores Utility	15.00	14.00	14.00	11.00
Stormwater Utility	-	-	-	51.00
<b>Total Public Utilities Positions</b>	<b>692.00</b>	<b>691.00</b>	<b>691.00</b>	<b>742.00</b>
 <b>Total Enterprise Fund</b>	 <b>733.00</b>	 <b>730.00</b>	 <b>730.00</b>	 <b>775.00</b>

# PERSONNEL COMPLEMENT

## Internal Service Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Fleet Services</b>				
Account Specialist II	1.00	1.00	1.00	1.00
Administrative Program Support Assistant	1.00	-	-	-
Administrative Project Analyst	3.00	3.00	3.00	2.00
Auto Attendant	2.00	2.00	2.00	1.00
Auto Mechanic I	3.00	3.00	3.00	8.00
Auto Mechanic II	28.00	28.00	28.00	23.00
Auto Mechanic Supervisor	4.00	4.00	4.00	6.00
Body & Fender Repair Specialist	2.00	2.00	2.00	2.00
Customer Service Representative IV	1.00	1.00	1.00	1.00
Facilities Maintenance Manager	-	1.00	1.00	-
Fire Equipment Mechanic	4.00	4.00	4.00	4.00
Fleet Services Administrator	1.00	-	-	-
Operations Manager	-	1.00	1.00	2.00
Parking & Fleet Management Officer	2.00	2.00	2.00	2.00
Project Management Analyst	1.00	1.00	1.00	1.00
Superintendent of Auto Maintenance	1.00	1.00	1.00	1.00
Vehicle Service Technician	1.00	1.00	1.00	1.00
Welder	1.00	1.00	1.00	1.00
<b>Fleet Management Total</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>
<b>Risk Management</b>				
Chief of Risk Management	1.00	1.00	1.00	1.00
City Occupational Safety & Health Specialist	1.00	1.00	1.00	1.00
Project Management Analyst	-	1.00	1.00	1.00
Risk Management Coordinator	1.00	-	-	-
Risk Management Specialist	1.00	1.00	1.00	1.00
<b>Risk Management Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Public Works Stores</b>				
Account Specialist II	0.20	0.20	0.20	0.20
Accountant I	0.20	-	-	-
Administrative Program Support Assistant	-	0.20	0.20	0.20
Equipment Operator III	2.00	2.00	2.00	2.00
Materials Supervisor	1.00	1.00	1.00	1.00
Materials Technician	1.00	1.00	1.00	-
<b>Public Works Stores Total</b>	<b>4.40</b>	<b>4.40</b>	<b>4.40</b>	<b>3.40</b>

# PERSONNEL COMPLEMENT

## Internal Service Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Radio Shop</b>				
Administrative Program Support Assistant	-	1.00	1.00	1.00
Automotive Parts Manager	1.00	-	-	-
Electronics Technician I	2.00	2.00	2.00	2.00
Electronics Technician II	3.00	3.00	3.00	3.00
Electronics Technician Supervisor	1.00	1.00	1.00	1.00
Telecom Systems Analyst	-	1.00	1.00	-
<b>Radio Shop Total</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>
<b>Total Internal Service Fund</b>	<b>71.40</b>	<b>72.40</b>	<b>72.40</b>	<b>70.40</b>



# PERSONNEL COMPLEMENT

## Special Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Chief Administrative Officer</b>				
Marketing & Public Relations Specialist	-	1.00	1.00	-
Public Information Manager III	-	1.00	1.00	-
Public Information Officer	-	3.00	3.00	-
<b>Chief Administrative Officer Total</b>	<b>-</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>
<b>City Attorney</b>				
Assistant City Attorney I	4.00	3.00	3.00	3.00
Assistant City Attorney II	1.00	2.00	2.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
Paralegal	1.75	1.75	1.75	1.75
Senior Assistant City Attorney	-	-	-	1.00
Senior Legal Secretary	1.00	1.00	1.00	1.00
<b>City Attorney Total</b>	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>
<b>Community Development</b>				
Accountant II (Finance)	2.00	2.00	2.00	1.00
Accountant III (Finance)	-	-	-	1.00
Administrative Program Support Assistant (Economic Development)	0.12	-	-	-
Administrative Project Analyst (Economic Development)	0.12	0.20	0.20	1.20
Commercial Development Coordinator (Economic Development)	0.45	0.60	0.60	0.60
Deputy Director I (Economic Development)	0.20	-	-	-
Director (Economic Development)	0.05	-	-	-
Econ Development Programs Administrator (Economic Development)	-	1.00	1.00	1.00
Engineer II	1.00	0.60	0.60	0.60
Housing Counselor (Social Services)	2.00	-	-	-
Neighborhood Development Manager (Economic Development)	0.90	-	-	-
Office Support Specialist II	2.00	1.50	1.50	1.50
Operations Support Specialist II	-	-	-	0.40
Planner I	1.00	1.00	1.00	1.00
Planner II	7.00	6.85	6.85	4.85
Planner III	3.00	1.70	1.70	1.70
Project Management Analyst	1.00	1.00	1.00	1.00
Property Maintenance Enforcement Inspector I	-	-	-	1.00
Property Maintenance Inspector I	2.00	1.00	1.00	5.00
Property Maintenance Inspector II	10.00	9.90	9.90	8.90
Property Maintenance Manager	-	0.40	0.40	-
<b>Community Development Total</b>	<b>32.84</b>	<b>25.75</b>	<b>25.75</b>	<b>30.75</b>

# PERSONNEL COMPLEMENT

## Special Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Economic Development</b>				
Administrative Project Analyst	-	1.00	1.00	-
Commercial Development Coordinator	0.12	0.40	0.40	-
Executive Staff Assistant	-	-	-	1.00
Project Development Manager	-	0.08	0.08	0.08
<b>Economic Development Total</b>	<b>0.12</b>	<b>1.48</b>	<b>1.48</b>	<b>1.08</b>
<b>Emergency Management</b>				
Administrative Project Analyst	-	-	-	1.50
Community Services Representative	1.50	-	-	-
<b>Emergency Management Total</b>	<b>1.50</b>	<b>-</b>	<b>-</b>	<b>1.50</b>
<b>Office of the Deputy CAO for Human Services</b>				
Community Services Representative	1.00	-	1.00	1.00
<b>Office DCAO Human Services Total</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>
<b>General Services</b>				
Telecom Systems Analyst	-	-	-	1.00
<b>General Services Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
<b>Judiciary</b>				
Attorney	10.00	-	-	-
Detective	1.00	-	-	-
Paralegal	1.00	-	-	-
Victim Witness Assistants	11.00	11.00	11.00	11.00
<b>Judiciary Total</b>	<b>23.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Justice Services</b>				
Administrative Assistant/Pretrial Probation	1.00	2.00	2.00	2.00
C A Assistant	0.37	-	-	-
Case Manager	1.00	-	-	-
Human Services Coordinator I	-	1.00	1.00	-
Intake Clerk/Pretrial Probation	1.00	1.00	1.00	2.00
Office Support Specialist II	-	1.00	1.00	1.00
Outreach Counselor	1.00	-	-	-
Pretrial Probation Manager	2.00	2.00	2.00	2.00
Pretrial Probation Officer	15.00	15.25	15.25	15.75
Senior Pretrial Probation Officer	-	1.00	1.00	1.00
Social Services Case Manager	-	1.75	1.75	1.00
Social Worker	0.75	-	-	-
Youth Counselor	1.00	0.75	0.75	-
<b>Justice Services Total</b>	<b>23.12</b>	<b>25.75</b>	<b>25.75</b>	<b>24.75</b>

# PERSONNEL COMPLEMENT

## Special Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Library</b>				
Law Librarian	1.00	1.00	1.00	1.00
<b>Library Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Parks, Recreation, and Community Facilities</b>				
Office Support Specialist II	-	-	-	1.00
Project Management Analyst	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
<b>Parks, Recreation, and Community Facilities Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
<b>Police</b>				
Administrative Program Support Assistant	1.00	1.00	1.00	1.00
Administrative Project Analyst	1.00	-	-	-
Assistant Communications Officer	-	8.00	8.00	9.00
Assistant Supervisor Communications Officer	9.00	-	-	-
Communications Officer I	7.00	38.00	38.00	34.00
Communications Officer II	54.00	35.00	35.00	38.00
Communications Officer Supervisor	4.00	4.00	4.00	4.00
Geographic Informations Systems	-	1.00	1.00	1.00
Human Services Coordinator I	-	-	-	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	-	2.00	2.00	2.00
Police Officer I	7.00	7.00	-	-
Police Officer II	2.00	2.00	-	-
Police Officer III	2.00	2.00	-	-
Police Officer IV	1.00	1.00	-	-
Police Recruit	2.00	-	-	-
Program Manager	1.00	1.00	1.00	-
Police Sergeant	-	2.00	2.00	2.00
Systems Operations Analyst II	-	1.00	1.00	1.00
<b>Police Total</b>	<b>92.00</b>	<b>106.00</b>	<b>94.00</b>	<b>94.00</b>
<b>Public Works</b>				
Operations Manager	1.00	-	1.50	0.50
<b>Public Works Total</b>	<b>1.00</b>	<b>-</b>	<b>1.50</b>	<b>0.50</b>

# PERSONNEL COMPLEMENT

## Special Funds

Agency and Job Class	Adopted FY2007	Adopted FY2008	Approved FY2009	FY2009
<b>Retirement</b>				
Administrative Coordinator II	1.00	-	-	-
Administrative Project Analyst	-	-	-	1.00
Administrative Services Coordinator III	1.00	-	-	-
Executive Assistant III	-	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Management Analyst II	-	1.00	1.00	1.00
Marketing & Public Relations Specialist	-	1.00	1.00	-
Office Assistant II	1.00	-	-	-
Office Support Specialist I	-	1.00	1.00	1.00
Retirement Accounting Manager	1.00	1.00	1.00	1.00
<b>Retirement (Continued)</b>				
Retirement Benefits Coordinator	5.00	5.00	5.00	5.00
Retirement Benefits Coordinator II	1.00	1.00	1.00	-
Retirement Benefits Specialist	1.00	1.00	1.00	1.00
<b>Retirement Total</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>12.00</b>
<b>Social Services</b>				
Administrative Program Support Assistant	1.00	3.00	3.00	2.00
Administrative Services Coordinator I	3.00	-	-	-
Benefit Program Specialist	3.00	-	-	-
Family Manager I	3.00	3.00	3.00	3.00
Family Manager II	2.00	2.00	2.00	2.00
Housing Counselor	-	-	-	1.00
Human Services Administrator	-	1.00	1.00	1.00
Human Services Coordinator I	-	2.00	2.00	2.00
Human Services Manager	1.00	1.00	1.00	1.00
Office Specialist II	1.00	-	-	-
Office Support Specialist II	1.00	2.00	2.00	-
Outreach Case Manager I	-	-	-	1.00
Social Services Case Manager	2.00	2.00	2.00	2.00
Social Worker	1.00	2.00	1.00	1.00
Social Worker Supervisor	1.00	-	-	-
<b>Social Services Total</b>	<b>19.00</b>	<b>18.00</b>	<b>17.00</b>	<b>16.00</b>
<b>Transportation</b>				
Office Support Specialist II	-	0.50	0.50	0.50
<b>Transportation Total</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>Special Fund Total</b>	<b>217.33</b>	<b>218.23</b>	<b>207.73</b>	<b>206.83</b>

# **PERFORMANCE MANAGEMENT BY AGENCY**

# PERFORMANCE Management

Presented below are performance data for each department. This section of the budget document is divided into two parts to reflect the status of our ongoing efforts to establish a Performance Management system in the City of Richmond.

## **RichmondWorks**

During FY07, the City began a major effort to revitalize our performance management effort. The planning phase of the effort began with the implementation of the Mayor's Management Agenda (MMA.) The MMA envisioned the development of a strategic tool to measure, manage and communicate performance, thereby improving the organization's business results. Ultimately, the CitiStat model, which has been successfully introduced in Baltimore, Cleveland, Buffalo and elsewhere was adopted. CitiStat features highly organized, systemic monitoring, reporting and analysis of performance data. Analysis is augmented by the use of technology, especially Geographic Information Systems (GIS). Richmond's version of CitiStat is called RichmondWorks and formally commenced in the summer of 2007.

Because implementation of RichmondWorks is being phased in, not all departments are represented in the program at this time. Departments not yet participating in RichmondWorks present their existing performance data. Consequently, reporting timeframes will vary between the two groups of performance data reported.

# PERFORMANCE MANAGEMENT

## RichmondWorks

### *311 Call Center*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Answer 96% of calls offered</i>	<i>N/A</i>	<i>91.4%</i> <i>(November 2007 – May 2008)</i>
<i>To maintain an average speed to answer under 30 seconds</i>	<i>N/A</i>	<i>32 seconds</i> <i>(November 2007 – May 2008)</i>
<i>To maintain an agent availability rate of 70% or more</i>	<i>N/A</i>	<i>70%</i> <i>(November 2007 – May 2008)</i>

### *Department of Community Development Code Enforcement*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Complete 90% of initial and follow-up inspections within 10 days.</i>	<i>N/A</i>	<i>Initial inspections: 95%</i> <i>Follow-up inspections 92%</i> <i>(July 2007 – April 2008)</i>

### *Department of Community Development Permitting*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Complete 90% of inspections on date requested.</i>	<i>N/A</i>	<i>81%</i> <i>(July 2007 – April 2008)</i>
<i>Issue 70% of permits within 7 days</i>	<i>N/A</i>	<i>69%</i> <i>(July 2007 – April 2008)</i>
<i>Issue 90% of permits within 30 days</i>	<i>N/A</i>	<i>88%</i> <i>(July 2007 – April 2008)</i>

# PERFORMANCE MANAGEMENT

## RichmondWorks

### *Department of Public Works Operations*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Complete 85% of private property graffiti Customer Request System (CRS) tickets within 10 work days</i>	<i>N/A</i>	<i>96% /10 days</i>
<i>Complete 85% of public property graffiti CRS tickets within 10 work days</i>	<i>N/A</i>	<i>94% / 10 days</i>
<i>Complete 90% of pothole CRS tickets within 15 work days</i>	<i>N/A</i>	<i>63%/10 days</i>
<i>Assess 95% of sinkhole CRS tickets within 10 work days</i>	<i>N/A</i>	<i>75% / 10 days</i>
<i>Measure for completion of sinkhole tickets TBD</i>		<i>N/A</i>
<i>Complete 90% of bulk collection CRS tickets within 30 work days</i>	<i>N/A</i>	<i>99% / 30 days</i>
<i>Complete 95% of missed trash collection CRS tickets within 2 work days</i>	<i>N/A</i>	<i>68% / 2 days</i>

### *Fleet Services*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Although Fleet Services is participating in RichmondWorks, they are in the process of implementing new fleet management and reporting software. Data will be available in Spring 2008</i>	<i>N/A</i>	<i>N/A</i>



# PERFORMANCE MANAGEMENT

## RichmondWorks

### *Justice Services*

<b><i>Performance Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Year to Date FY2008</i></b>
<i>Maintain a successful closure rate for probation misdemeanants of 60%</i>	56%	40% (1st Quarter)
<i>Conduct at least 960 misdemeanor pre-trial investigations each year</i>	1,119	414 (1st Quarter)
<i>Conduct at least 965 felon pre-trial investigations each year</i>	1,230	483 (1st Quarter)
<i>Maintain a successful closure rate for pre-trial misdemeanants of 75%</i>	83%	93% (1st Quarter)
<i>Maintain a successful closure rate or pre-trial felons of 75%</i>	77%	80% (1st Quarter)
<i>Maintain an Average Daily Population (ADP) of 60 or less at the Richmond Detention Center</i>	47.5	64 (1st Quarter)
<i>Maintain a 72% rate of satisfactory completion among youth receiving Outreach Phase II Monitoring services</i>	71%	59% (1st Quarter)
<i>Increase the percentage of youth identified as truant from schools in Zip Code 23223 that are picked up in truancy sweeps or via hotline calls by 10% annually</i>	4% (Baseline)	3% (1st Quarter)
<i>Maintain a 72% rate of successful completion among youth receiving Family Ties Program Services</i>	68%	83% (1st Quarter)

# PERFORMANCE MANAGEMENT

## RichmondWorks

### *Social Services*

<i>Performance Measures</i>	<i>Actual FY2007</i>	<i>Year to Date FY2008</i>
<i>Process 97% of Medicaid Applications within 45 days</i>	82.4%	87.6% (July 2007 – May 2008)
<i>Complete 97% of Medicaid reviews within prescribed time period.</i>	85.9%	82% (July 2007 – May 2008)
<i>Process 97% of TANF applications within prescribed time frame.</i>	92%	93.9% (July 2007 – May 2008)
<i>Maintain a TANF work participation rate of 50%.</i>	n/a	52.3% (July 2007 – May 2008)
<i>Maintain an average job retention rate of 75% for VIEW participants</i>	67%	66.2% (July 2007 – May 2008)
<i>Maintain an average hourly wage of \$6.50 for VIEW participants</i>	\$7.43	\$7.61 (July 2007 – May 2008)
<i>Maintain an employment rate of 50% among VIEW participants.</i>	45%	47.7% (July 2007 – May 2008)

# PERFORMANCE MANAGEMENT

## Assessor

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Residential Property Assessments</i>	<i>To maintain an assessment to sales ratio of 95%</i>	95.21%	95%
<i>Residential Property Assessments</i>	<i>To maintain a coefficient of dispersion between 10% and 15%</i>	6.19%	10%-15%
<i>Commercial Property Assessments</i>	<i>To maintain an assessment to sales ratio of 95%</i>	99.30%	95%
<i>Commercial Property Assessments</i>	<i>To maintain a coefficient of dispersion between 10% and 15%</i>	10.40%	10%-15%

## Budget & Strategic Planning

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Budget Formulation</i>	<i>Achieve a balanced or surplus budget by year-end (Actual Revenues minus Actual Expenditures)</i>	\$12.2m	\$0
<i>Strategic Performance Planning</i>	<i>Percent of actual expenditures forecasted year end to come within +/-3 percent</i>	-.004%	+/-3%
<i>Strategic Performance Planning</i>	<i>Percent of agencies' performance measures monitored and analyzed</i>	95%	95%
<i>Grants Writing Coordination</i>	<i>Percent of Grant applications awarded for City agencies</i>	60%	60%

# PERFORMANCE MANAGEMENT

## Chief Administrative Officer

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>City-wide Leadership, Administration and Management</i>	<i>Percent of customers satisfied with overall service quality and delivery as measured by annual external administered surveys</i>	N/A	N/A

## City Attorney

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Legal Counsel</i>	<i>Percent of Real Estate Matter processed ( i.e. deeds prepared, legal matters handled, deeds reviewed, condemnations and street closings)</i>	100%	100%
<i>Legal Counsel</i>	<i>Percent of Risk Management Claims processed within 1 to 3 days of receipt</i>	100%	100%
<i>Legal Counsel</i>	<i>Percent of Civil Cases opened versus number of cases closed</i>	60%	80%
<i>Legal Counsel</i>	<i>Percent of Code Enforcements Cases opened versus number of cases closed</i>	90%	80%
<i>Legal Counsel</i>	<i>Percent of City Council Ordinances, Resolutions and Legal Opinions prepared within the prescribed timeframe</i>	100%	100%

# PERFORMANCE MANAGEMENT

## City Auditor

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Internal Audit</i>	<i>Percent of audits completed per the audit plan adjusted for special requests</i>	69%	50%
<i>Internal Audit</i>	<i>Percent of all open audit recommendations implemented by agencies</i>	74%	50%
<i>Internal Audit</i>	<i>Percent of audit recommendations implemented by agencies within one year of audit</i>	70%	70%
<i>Internal Audit</i>	<i>Percent of historical recommendations issued by agencies</i>	82%	65%
<i>Administration of the External Audit Contract</i>	<i>Meet targeted date for sign-off City-Wide Financial Statements</i>	11/30	10/30

## Community Development

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Building Construction and Land Development Regulation</i>	<i>Percent of customers rating Permits and Inspections services as good or better</i>	71.75	85
<i>Codes Compliance</i>	<i>Properties brought into compliance within established time frames</i>	N/A	8,000
<i>Comprehensive Planning</i>	<i>Achieve a satisfaction rating of 3.75 or better on a scale of 1 - 5 based on a survey of board and commission members</i>	4.50	3.75

# PERFORMANCE MANAGEMENT

## Community Development

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Housing and Neighborhood Preservation</i>	<i>Evaluate alternatives for 400 vacant buildings per year</i>	N/A	N/A
<i>Housing and Neighborhood Preservation</i>	<i>Percent of permits issued within five working days based on 80% staffing</i>	70%	70%
<i>Building Construction and Land Development Regulation</i>	<i>Percent of inspections completed within one working day of the requested day</i>	95%	90%

## Economic Development

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Business and Project Development</i>	<i>Number of new businesses retained, attracted, and expanded in the City, and receiving assistance from the agency</i>	200	160
<i>Business and Project Development</i>	<i>Number of new jobs created in the City</i>	1,186	1,200
<i>Business and Project Development</i>	<i>Amount of new business investment in the City</i>	\$384.4m	\$50m
<i>17th Street Farmers' Market</i>	<i>Number of annual visitors to the 17th Street Market</i>	55,000	50,000
<i>Neighborhood Development</i>	<i>Number of neighborhood businesses retained and recruited through the CARE, NIB, and Growth the Ward program</i>	172	70

# PERFORMANCE MANAGEMENT

## Finance

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Financial Management</i>	<i>Maintenance or improvement of current bond rating</i>	<i>Maintained</i>	<i>Improve</i>
<i>General Accounting</i>	<i>Receipt of Unqualified Audit Opinion</i>	<i>Yes</i>	<i>Yes</i>
<i>Disbursements</i>	<i>Percent of checks issued within 15 days of documentation received</i>	<i>100%</i>	<i>100%</i>
<i>Revenue Collections</i>	<i>Actual revenue collected as percent of budgeted revenue</i>	<i>101.8%</i>	<i>100%</i>
<i>Revenue LATA</i>	<i>Percent of bills mailed within 14 days of due date</i>	<i>100%</i>	<i>100%</i>
<i>General Accounting</i>	<i>Percent of reconciliations completed within 45 days after month end</i>	<i>90%</i>	<i>90%</i>
<i>Revenue Collections</i>	<i>Percent of each day's receipts deposited within one business day</i>	<i>90%</i>	<i>90%</i>

## Fire

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Fire Prevention</i>	<i>Number of fire related deaths</i>	<i>9</i>	<i>0</i>
<i>Fire Prevention</i>	<i>Percent of inspections conducted within prescribed time frames</i>	<i>100%</i>	<i>99%</i>
<i>Fire Prevention</i>	<i>Number of community programs coordinated and participated in</i>	<i>989</i>	<i>600</i>
<i>Fire Training</i>	<i>Percent of sworn Fire personnel attending or participating in training</i>	<i>100%</i>	<i>100%</i>
<i>Fire Training</i>	<i>Percent of Fire Recruits completing training</i>	<i>100%</i>	<i>100%</i>

# PERFORMANCE MANAGEMENT

## Fire

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Fire Suppression</i>	<i>Percent of incidents responded to within 5 minutes</i>	85.6%	90%
<i>Fire Suppression</i>	<i>Number of responses to emergency incidents</i>	33,327	33,250
<i>Fire Suppression</i>	<i>Number of Home Safety Survey visits annually</i>	916	600

## General Registrar

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Electoral Board and Office of the General Registrar</i>	<i>Percentage of elections conducted that comply with legal requirements</i>	2	3
<i>Electoral Board and Office of the General Registrar</i>	<i>Voter Registration Transactions</i>	51,659	59,408
<i>Electoral Board and Office of the General Registrar</i>	<i>Registered Voters</i>	99,211	102,860
<i>Electoral Board and Office of the General Registrar</i>	<i>Average Cost per Election Conducted</i>	\$123,425	\$187,273
<i>Electoral Board and Office of the General Registrar</i>	<i>Elections Conducted</i>	2	3



# PERFORMANCE MANAGEMENT

## General Services

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Printing Services</i>	<i>Percent of customers who rate printing services as good or excellent</i>	100%	100%
<i>Mail Services</i>	<i>Percent of customers who rate mail services as good or excellent</i>	90%	90%
<i>Animal Control</i>	<i>Percent of calls responded to in a timely and appropriate manner</i>	65%	90%
<i>Animal Control</i>	<i>Percent of placement of adoptable animals</i>	100%	100%
<i>311 Call Center</i>	<i>Percent of calls answered within 12 seconds</i>	95%	96%
<i>Facilities Management</i>	<i>Percent of maintenance work orders completed on schedule</i>	75%	95%
<i>Parking Management</i>	<i>Percent of parking revenue increased</i>	-1%	5%
<i>Parking Managements</i>	<i>Number of parking tickets issued</i>	96,550	93,550

## Human Resources

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Classification and Compensation</i>	<i>Percent of job classes evaluated annually and found to be within market</i>	81%	95%
<i>Classification and Compensation</i>	<i>Number of occupied positions requesting reclassification</i>	64	50
<i>Classification and Compensation</i>	<i>Percent of salary surveys completed within 30 days</i>	88%	90%
<i>Benefits Administration</i>	<i>Percent of eligible employees electing medical coverage</i>	86%	85%
<i>Training and Development</i>	<i>Percent of employee performance reviews that were completed on schedule</i>	97%	99%

# PERFORMANCE MANAGEMENT

## *Information Technology*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Systems Engineering</i>	<i>Percent of uptime all systems are operational</i>	99.8%	99.86%
<i>Applications Development</i>	<i>Percent of systems developed and maintained in accordance with established performance standards</i>	98.71%	98.85%
<i>Computer Operations</i>	<i>Percent of operational services delivered on schedule</i>	99.97%	99.98%
<i>Telecommunications and Network Team</i>	<i>Percent of Uptime</i>	99.94%	99.96%
<i>Systems Engineering</i>	<i>Percent of Effectiveness Measures met or exceeded for Help Desk Problem Calls</i>	95%	96%
<i>Systems Engineering</i>	<i>Percent of Effectiveness Measures met or exceeded for Infrastructure Support</i>	98.8%	99.86%
<i>Applications Development</i>	<i>Percent of Effectiveness Measures met or exceeded for Help Desk Problem Calls</i>	97.4%	97.58%
<i>Applications Development</i>	<i>Percent of Effectiveness Measures met or exceeded for Information Service Requests</i>	91.3%	92%
<i>Computer Operations</i>	<i>Percent of Effectiveness Measures met or exceeded for Infrastructure Support</i>	99.9%	99.95%
<i>Computer Operations</i>	<i>Percent of Effectiveness Measures met or exceeded for Help Desk Calls Dispatched</i>	100%	100%
<i>Telecommunications and Network Team</i>	<i>Percent of Effectiveness Measures met or exceeded for Help Desk Problem Calls</i>	93.5%	93.8%
<i>Telecommunications and Network Team</i>	<i>Percent of Effectiveness Measures met or exceeded for Work Order Requests</i>	95.5%	95.58%
<i>Telecommunications and Network Team</i>	<i>Percent of Effectiveness Measures met or exceeded for Telecom Systems Infrastructure Support</i>	99.94%	99.95%

# PERFORMANCE MANAGEMENT

## *Justice Services*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Community Monitoring</i>	<i>Percent of clients achieving "fair" or "higher" for their performance goals</i>	83%	75%
<i>Community Service</i>	<i>Percent of clients who complete their court ordered service hours within prescribed timeframes</i>	84%	75%
<i>Family Ties</i>	<i>Percent of clients achieving "fair" or "higher" for their performance goals</i>	53%	75%
<i>Diversion Services</i>	<i>Number of truant students who are returned to school with five day intervention plan</i>	4554	5000
<i>Secure Detention</i>	<i>Number of youth provided safe and secure housing while awaiting trial</i>	900	970

## *Library*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Overall Library Services</i>	<i>Percentage of library users who rate the quality of programs/information provided as good or excellent</i>	80%	80%
<i>Overall Library Services</i>	<i>Number of public access computer sessions used by Library customers</i>	217,772	225,000
<i>Overall Library Services</i>	<i>Number of library materials borrowed</i>	690,503	700,00
<i>Overall Library Services</i>	<i>Number of library visitors</i>	730,708	750,000
<i>Children and Family Services</i>	<i>Number of student visits to Homework Assistance Program</i>	985	550
<i>Children and Family Services</i>	<i>Number of children/teens enrolled in summer reading</i>	2,005	2,000
<i>Children and Family Services</i>	<i>Number of Children's Programs</i>	1,842	1,250
<i>Children and Family Services</i>	<i>Number of Children Attending Programs</i>	33,511	26,500

# PERFORMANCE MANAGEMENT

## Mayor's Office

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
Mayor's Office	Percent of customers satisfied with overall service quality and delivery as measured by annual external surveys	N/A	N/A
Mayor's Office	Number of rating agencies maintaining and/or upgrading City's bond rating	N/A	N/A
Mayor's Office	Percent of service requests responded to within the targeted time frame	N/A	N/A

## Minority Business Development

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
Marketing Business Development	Number of new minority firms registered with the City	155	5%
Marketing Business Development	Number of entrepreneurs utilizing business resource center	35	25%
Minority Business Administration	Increase the dollar value of contracts awarded to minority firms	115 minority prime and sub-contractors @ \$15,114,849.25	2%
Business/ Project Development & Marketing	Number of workshops conducted with external customers, number of pre & post bid meetings attended, number of bids & proposals reviewed for participation	40 technical assistance workshops; 46 pre/post bid meetings attended; 179 bids/proposals reviewed	5%
Business/ Project Development & Marketing	Participation in trade fairs & participation in promotional activities	2	5%

# PERFORMANCE MANAGEMENT

## Minority Business Development

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Business/ Project Development &amp; Marketing</i>	<i>Number of entrepreneurs reached</i>	3598	5%
<i>Contract Administration</i>	<i>Number of projects monitored</i>	198	0%
<i>Contract Administration</i>	<i>Number of on-site visitations</i>	16	50%
<i>Contract Administration</i>	<i>Number of contract mediation &amp; interventions</i>	3	50%

## Office of Deputy CAO for Human Services

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Administration</i>	<i>Increase in customer satisfaction across the portfolio</i>	30%	30%
<i>Administration</i>	<i>Increase in grant funding to improve human services initiatives</i>	40%	40%
<i>Vision 2020 Implementation</i>	<i>Increase the number of contacts for information made by senior and disabled client</i>	60%	25%
<i>Vision 2020 Implementation</i>	<i>Increase access to family life education and adolescent health services</i>	50%	20%
<i>Vision 2020 Implementation</i>	<i>Increase the number of individuals participating in parent education workshops</i>	50%	30%
<i>Hispanic Liaison Office</i>	<i>Increase awareness and accessibility of City services by Latino residents</i>	35%	25%

# PERFORMANCE MANAGEMENT

## Office of Deputy CAO for Human Services

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Youth and Workforce Development</i>	<i>Increase the number of private sector summer job slots</i>	50%	25%

## Parks, Recreation & Community Facilities

<b>Agency Programs</b>	<b>Program Measures</b>	<b>Actual FY2007</b>	<b>Target FY2008</b>
<i>Administration</i>	<i>Percent of departmental and administration annual outcomes accomplished</i>	90%	100%
<i>Park Maintenance</i>	<i>Percent of customers who rate parks maintenance as good to excellent</i>	75%	100%
<i>Infrastructure Maintenance</i>	<i>Percent of parks infrastructure rated in satisfactory condition</i>	72%	100%
<i>Hickory Hill Community Center</i>	<i>Percent of customers rating programs and amenities at the center as good or excellent</i>	75%	100%
<i>Parks Permits and Scheduling</i>	<i>Percent of customers who rate the park permits and scheduling office's services as good to excellent</i>	77%	100%
<i>Special Recreation Services</i>	<i>Percent of participants rating recreation programs as good or excellent</i>	85%	100%
<i>General Recreation</i>	<i>Percent of participants rating recreation programs as good or excellent</i>	85%	100%
<i>James River Parks</i>	<i>Percent of customers who rate James River Park maintenance and amenities as good to excellent</i>	95%	100%

# PERFORMANCE MANAGEMENT

## *Parks, Recreation & Community Facilities*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Marketing</i>	<i>Percent of customers who rate department communications as good to excellent</i>	75%	100%
<i>Cultural Arts</i>	<i>Percent of cultural arts program participants rating the service as good or excellent</i>	79%	100%

## *Police*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Personnel</i>	<i>Reduce RPD's vacancy rate to 10% annually</i>	4%	5%
<i>Detective Services</i>	<i>Percent of cases cleared</i>	82%	80%
<i>Financial Management</i>	<i>Percent of all departmental organizations ending the fiscal year in a balance position</i>	100%	100%
<i>Records and Technology</i>	<i>Percent of data available to officers, staff, and public within 24 hours</i>	100%	100%
<i>Planning and Accreditation</i>	<i>Percent of applicable Accreditation Standards complied with through department policies and proofs of compliance</i>	100%	100%
<i>Division of Emergency Communications (DEC)</i>	<i>Percent of all E-911 calls answered within 12 seconds and the appropriate response rendered</i>	95.2%	95%
<i>Training</i>	<i>Number of training class hours officers attend during a fiscal year</i>	32,620	5,000
<i>Field Services</i>	<i>Percent of all Emergency calls for service that are responded to within 7 minutes</i>	100%	100%

# PERFORMANCE MANAGEMENT

## *Press Secretary's Office*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Communications, Media Relations and Marketing</i>	<i>Percent of customers satisfied with overall service quality and delivery as measured by annual surveys internally and externally administered</i>	<i>N/A</i>	<i>N/A</i>
<i>Communications, Media Relations and Marketing</i>	<i>Percent of publications produced on schedule</i>	<i>N/A</i>	<i>N/A</i>
<i>Communications, Media Relations and Marketing</i>	<i>Percent of City-related media stories covered</i>	<i>N/A</i>	<i>N/A</i>
<i>Communications, Media Relations and Marketing</i>	<i>Percent of presentations evaluated as "good" or above</i>	<i>N/A</i>	<i>N/A</i>
<i>Communications, Media Relations and Marketing</i>	<i>Percent of marketing plan activities completed</i>	<i>N/A</i>	<i>N/A</i>

## *Procurement Services*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Solicitation Processing</i>	<i>Percent of bids/proposals processed within established cycle time</i>	<i>100%</i>	<i>85%</i>
<i>Contract Administration</i>	<i>Percent of City procurement contracts in compliance with applicable policies and regulations</i>	<i>100%</i>	<i>95%</i>
<i>Solicitation Processing</i>	<i>Percent of persons receiving training rating the training as good or excellent</i>	<i>100%</i>	<i>100%</i>
<i>Contract Administration</i>	<i>Percent of contracts renewed before expiration</i>	<i>N/A</i>	<i>95%</i>



# PERFORMANCE MANAGEMENT

## *Public Utilities*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Natural Gas</i>	<i>Compliance with CFR 192 gas compliance</i>	<i>N/A</i>	<i>100%</i>
<i>Natural Gas</i>	<i>Respond to Emergency Gas Leaks within 30 minutes</i>	<i>N/A</i>	<i>90%</i>
<i>Natural Gas</i>	<i>Percent of gas meters with van readings</i>	<i>N/A</i>	<i>99.5%</i>
<i>Natural Gas</i>	<i>Citizens Requests responded to within target</i>	<i>N/A</i>	<i>95%</i>
<i>Water</i>	<i>Compliance with Safe Drinking &amp; Clean Water Acts</i>	<i>N/A</i>	<i>100%</i>
<i>Water</i>	<i>Percent of water meters with van readings</i>	<i>N/A</i>	<i>97%</i>
<i>Water</i>	<i>Citizens Requests responded to within target</i>	<i>N/A</i>	<i>95%</i>
<i>Wastewater</i>	<i>Compliance with effluent quality standards</i>	<i>N/A</i>	<i>100%</i>
<i>Wastewater</i>	<i>Citizens Requests responded to within target</i>	<i>N/A</i>	<i>95%</i>
<i>Electric Light</i>	<i>Citizens Requests responded to within target</i>	<i>N/A</i>	<i>95%</i>
<i>Stormwater</i>	<i>Citizens Requests responded to within target</i>	<i>N/A</i>	<i>95%</i>
<i>Total DPU</i>	<i>Employee on-the-job injury rate less than target</i>	<i>N/A</i>	<i>5.2 / 100 employees</i>

# PERFORMANCE MANAGEMENT

## Public Works

<i>Agency Programs</i>	<i>Program Measures</i>	<i>Actual FY2007</i>	<i>Target FY2008</i>
<i>Solid Waste Management</i>	<i>Percent of customers who rate solid waste management as good or excellent</i>	<i>N/A</i>	<i>95%</i>
<i>Develop Transportation Systems</i>	<i>Construction Project Cost Growth ((Final Cost-Initial Cost)/Initial Cost) X 100 (Initial Target: 7%)</i>	<i>N/A</i>	<i>7%</i>
<i>Operate, Maintain and Preserve Transportation Systems</i>	<i>Percent of citizen survey respondents that rate the quality of street maintenance as "very good" or "excellent"</i>	<i>N/A</i>	<i>N/A</i>
<i>Surface Cleaning</i>	<i>Street Cleaning - Lane miles of streets swept</i>	<i>20,522</i>	<i>24,000</i>
<i>Surface Cleaning</i>	<i>Percent of street sweeping routes completed on schedule</i>	<i>99%</i>	<i>99%</i>
<i>Surface Cleaning</i>	<i>Leaf Collection - Tons of leaves removed from City streets</i>	<i>19,637</i>	<i>20,000</i>
<i>Surface Cleaning</i>	<i>Cost per ton of leaves collected</i>	<i>N/A</i>	<i>N/A</i>
<i>Surface Cleaning</i>	<i>Percent of leaf collection routes completed on schedule</i>	<i>90%</i>	<i>95%</i>
<i>Maintain Transportation</i>	<i>Lane miles of pavement maintained</i>	<i>175</i>	<i>175</i>
<i>Maintain Transportation</i>	<i>Miles of sidewalk maintained</i>	<i>3.5</i>	<i>3.5</i>
<i>Grounds Management</i>	<i>Percent of locations maintenance on schedule</i>	<i>80%</i>	<i>95%</i>
<i>Employee Trip Reduction Program</i>	<i>Percent of Employees Enrolled</i>	<i>18%</i>	<i>18%</i>
<i>Public Transportation</i>	<i>Percent of total Ridefinders increased</i>	<i>5%</i>	<i>5%</i>
<i>Facilities Management</i>	<i>Percent of customers who rate facility related services as good or excellent</i>	<i>N/A</i>	<i>100%</i>
<i>Geographic Information Systems (GIS)</i>	<i>Data hours of development and editing</i>	<i>1,566</i>	<i>N/A</i>

# PERFORMANCE MANAGEMENT

## *Real Estate Services*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Real Estate Services</i>	<i>Amount of revenue generated from sales and leases</i>	\$3,358,480	\$1,350,000
<i>Real Estate Services</i>	<i>Strategic Objectives Accomplished through real estate strategy implementation</i>	90%	90%
<i>Real Estate Services</i>	<i>Cost per acquisition completed</i>	15% Project Acquisition Cost	15% Project Acquisition Cost
<i>Real Estate Services</i>	<i>Number of tax delinquent properties sold and returned to the tax rolls</i>	46	45

## *Sheriff & Jail*

<b><i>Agency Programs</i></b>	<b><i>Program Measures</i></b>	<b><i>Actual FY2007</i></b>	<b><i>Target FY2008</i></b>
<i>Administration</i>	<i>Receive and maintain state certification and/or accreditation</i>	100%	100%
<i>Jail Operations</i>	<i>Increase the number of random shakedowns and employee drug screenings</i>	80%	95%
<i>Professional Standards</i>	<i>Rewrite and maintain agency policies and procedures in SOP</i>	100%	100%
<i>Human Resources</i>	<i>Develop and implement a personnel review system for annual employee performances</i>	100%	100%
<i>Medical</i>	<i>Reduce medical expenses by an average of 2% each year</i>	100%	100%
<i>Inmate Services</i>	<i>Increase the number of inmates completing GED and Computer class requirements by 5 percent</i>	9%	2%
<i>Records Administration</i>	<i>Maintain a satisfactory or above rating on yearly LIDS audits administered by the Compensation Board</i>	100%	100%

# PERFORMANCE MANAGEMENT

## Social Services

<i>Agency Programs</i>	<i>Program Measures</i>	<i>Actual FY2007</i>	<i>Target FY2008</i>
<i>Adoption</i>	<i>Percent of children achieving permanency through adoption</i>	<i>N/A</i>	<i>15%</i>
<i>Child Protective Services</i>	<i>Percent of families receiving no additional abuse complaints 90 days after initial investigation by Child Protective Services</i>	<i>N/A</i>	<i>97%</i>
<i>Comprehensive Services Act</i>	<i>Percent of state performance standards achieved</i>	<i>N/A</i>	<i>50%</i>
<i>Adult Protective Services</i>	<i>Percent of cases with no additional complaints 90 days after interventions are provided</i>	<i>N/A</i>	<i>96%</i>
<i>VIEW</i>	<i>Percent of participants enrolled in work activities within 30 days</i>	<i>N/A</i>	<i>75%</i>
<i>VIEW</i>	<i>The percent of VIEW customers who remain employed for at least three months after their initial employment date</i>	<i>N/A</i>	<i>75%</i>
<i>VIEW</i>	<i>Average monthly wage for a VIEW participant</i>	<i>N/A</i>	<i>\$955</i>
<i>VIEW</i>	<i>The percent of employed customers enrolled in the VIEW program (VIEW Percent Employed)</i>	<i>N/A</i>	<i>50%</i>
<i>Adoption</i>	<i>Average time (years) children are in Adoption Unit</i>	<i>N/A</i>	<i>1.1</i>
<i>Adoption</i>	<i>Percent of adoptive home placements with no disruptions</i>	<i>N/A</i>	<i>97%</i>
<i>Child Protective Services</i>	<i>Percent of investigations completed within 45 days</i>	<i>N/A</i>	<i>97%</i>
<i>Comprehensive Services Act</i>	<i>Cost per child served</i>	<i>N/A</i>	<i>\$26,000</i>
<i>Comprehensive Services Act</i>	<i>Percent of Medicaid eligible cases (residential, therapeutic foster care, group homes) upon admission</i>	<i>N/A</i>	<i>95%</i>

## **APPENDICES/GLOSSARY**

# DEMOGRAPHICS

<u>Year</u>	<u>Population</u>	<u>Municipal Employees</u>	<u>School Enrollment</u>	<u>Unemployment Rate</u>
1987-88	216,585	9,366	28,025	5.0
1988-89	215,706	9,227	27,426	5.0
1989-90	203,056	9,164	26,885	5.5
1990-91	203,056	9,106	27,021	7.8
1991-92	203,056	8,589	27,368	9.3
1992-93	202,798	8,635	27,465	9.3
1993-94	202,263	8,553	27,654	6.6
1994-95	201,100	8,627	27,708	6.0
1995-96	196,900	8,441	27,872	5.4
1996-97	193,000	8,213	27,787	5.5
1997-98	192,700	8,239	27,621	5.0
1998-99	192,700	8,239	27,468	3.9
1999-00	197,790	8,230	27,237	3.5
2000-01	197,790	8,268	26,823	2.9
2001-02	195,600	8,503	25,914	5.0
2002-03	194,900	8,499	26,136	6.2
2003-04	195,300	8,269	25,372	6.1
2004-05	195,300	8,464	25,069 *	6.4
2005-06	193,777	8,526	24,733 *	5.6
2006-07	193,882	8,515	24,247 *	4.0 **
2007-08	195,300	8,493	23,771 *	4.7 **
2008-09	195,300	8,501	23,472 *	4.7 **

\*Enrollment Figures included Pre-Kindergarten

\*\*Unemployment Rate as of December 2007  
Virginia Employment Commission

## Statistics

### Ethnicity:

56% African American Alone  
41% White Alone  
1% Asian Alone  
2% Other and two or more races  
(2005, Weldon Cooper Center,  
[www.coopercenter.org](http://www.coopercenter.org))

### Median Age:

34 Years (2005 Virginia Economic  
Development Partnership)

### Civilian Labor Force:

98,507 (Updated December 2007,  
Virginia Employment Commission)

### Registered Voters:

100,961 (January 2008, City General  
Registrar)

### Assessed Value:

\$20.45 billion (January 1, 2008, City  
Assessor)

### Total Construction Value:

\$1,041,281,074 (2006-07, Department of  
Community Development)

### Taxable Sales:

\$2,365,848,097 (2006, Virginia  
Department of Taxation)

### Per Capita Household Income:

\$36,638 (2004 Kid's Count,  
[www.vakids.org](http://www.vakids.org))

### Median Household Income:

\$34,396 (2005 American Community  
Survey)

# TAX RATES

## Real Estate

\$1.23	per \$100 Assessed Value - 2007-2008
\$1.29	per \$100 Assessed Value - 2006
\$1.33	per \$100 Assessed Value - 2005
\$1.37955	per \$100 Assessed Value - 2003-2004
\$1.38975	per \$100 Assessed Value - 2002
\$1.41	per \$100 Assessed Value - 2001
\$1.43	per \$100 Assessed Value - 1997-2000
\$1.445	per \$100 Assessed Value - 1994-1996
\$1.45	per \$100 Assessed Value - 1992-1993
\$1.46	per \$100 Assessed Value - 1990-1991
\$1.53	per \$100 Assessed Value - 1987-1989

## Tangible Personal Property

\$3.70	per \$100 Assessed Value - 1992-2008
\$3.65	per \$100 Assessed Value - 1990-1991
\$3.59	per \$100 Assessed Value - 1972-1989
\$2.35	per \$100 Assessed Value - 1971

Effective January 1, 1996 - Household furnishings and personal effects exempt from taxation.

## Machinery Used for Manufacturing and Mining

\$2.30	per \$100 Assessed Value - 1992-2008
\$2.10	per \$100 Assessed Value - 1991
\$2.00	per \$100 Assessed Value - 1990
\$1.90	per \$100 Assessed Value - 1971-1989
\$1.50	per \$100 Assessed Value - 1970

## Utility Consumers' Tax

### Residential Electric

\$1.40 plus \$.015116 per kilowatt hour not to exceed \$4.00 per month

### Commercial Electric

\$2.75 plus \$.016462 per kilowatt hour

### Industrial Electric

\$2.75 plus .11952 per kilowatt hour

# TAX RATES

## Utility Consumers' Tax (continued)

### Residential Gas

\$1.78 plus \$.10091 per 100 CCF not to exceed \$4.00 per month

### Commercial Gas

Small volume user-\$2.88 plus \$.1739027 per ccf

Large volume user-\$24.00 plus \$.07163081 per ccf

Industrial user- \$120.00 plus \$.011835 per ccf

## Business and Professional Licenses

For all categories with \$100,000 or less in gross receipts, purchases, or contracts, \$30 fee (only)

Wholesale Merchants, \$.22 per \$100 of gross purchases

Retail Merchants, \$.20 per \$100 of gross receipts

Professional Occupations, \$.58 per \$100 of gross receipts

Contractors, \$.19 per \$100 of gross contracts and/or 1.50% of fees from contracts on a fee basis

Personnel Services, \$.36 per \$100 of gross receipts

## Motor Vehicle License

Private passenger vehicles - \$23 on 4,000 lbs. or less; \$28 on 4,001 lbs. or more

Trucks - Rates graduated in accordance with gross weight; Minimum rate \$24; maximum rate \$250

## Admission Tax

7% of any charge for admission to a place of amusement or entertainment where such charge is \$.50 or more

## Bank Stock Tax

\$.80 on each \$100 of value of bank stock



# TAX RATES

## Sales Tax

4 % State and 1% Local - 2006-2008  
3 1/2% State and 1% Local - 1988-2005

## Prepared Food Tax

A tax of 6% on prepared foods in addition to the sales tax

## Lodging Tax

A tax of 8% of the charge made for each room rented by a transient in a hotel or motel, which directly supports the operation of the Greater Richmond Convention Center

# BOND RATINGS

The City's bond ratings reflect its economic health. The City has never defaulted in the payment of principal or interest of any debt.

## General Obligation Bond Ratings

Moody's Investors Service	Aa3
Standard and Poors Corp.	AA
Fitch Ratings Ltd.	AA

## Public Utility Revenue Bond Ratings

Moody's Investors Service	Aa3
Standard and Poors Corp.	AA-
Fitch Ratings Ltd.	AA -

# LIST OF ACRONYMS

<b>Acronym</b>	<b>Title</b>	<b>Description</b>
<b>ADA</b>	Americans with Disabilities Act	Federal legislation requiring all public buildings to be handicap accessible.
<b>ADC</b>	Adult Drug Court	City of Richmond Agency. See General Fund Agency Tab.
<b>ALS</b>	Advance Life Support	Immediate intervention for critical care during a life or death circumstance.
<b>BLS</b>	Basic Life Support	Care that is provided to anyone who is sick or injured.
<b>BRASS</b>	Budget Reporting and Analysis Support System	See glossary.
<b>CAFR</b>	Comprehensive Annual Financial Report	An audited and printed copy of the City's financial statement at the end of a fiscal year, which is fairly presented in all material in accordance with the GAAP.
<b>CARE</b>	Commercial Area Revitalization Effort	Programs which are designed to revitalize and return economic viability to older neighborhood commercial districts, primarily in the city's low and moderate-income communities.
<b>CAPS</b>	Community Assisted Public Safety	A program which aide the neighborhoods and communities in aggressively prosecuting nuisance crimes that plague citizens the quality of life.
<b>CAO</b>	Chief Administrative Officer	City of Richmond Agency. See General Fund Agency Tab.
<b>CDBG</b>	Community Development Block Grant	See glossary.
<b>CIP</b>	Capital Improvement Plan	See glossary.
<b>CSA</b>	Comprehensive Services Act	Funding sources such as state, trust grants Medicaid Family Preservation Act Funding, which proved services to at-risk youths.
<b>DCJS</b>	Department of Criminal Justice Services	State agency that provides grant funding to local municipalities for criminal justice related programs.
<b>DHCD</b>	Department of Housing and Community Development	The DHCD is committed to creating safe, affordable, and prosperous communities to live, work and do business in Virginia.

# LIST OF ACRONYMS

<b>Acronym</b>	<b>Title</b>	<b>Description</b>
<b>EEO</b>	Equal Employment Opportunity	Federal law that mandates an employer from practicing discrimination based on race, religion, origin, creed or sex.
<b>EMS</b>	Emergency Management Services	City of Richmond Agency. See General Fund Agency Tab.
<b>FEMA</b>	Federal Emergency Management Agency	Independent Agency with a mission to reduce the loss of life and property and to protect infrastructure from hazards through a risk-based emergency management program of mitigation, preparedness response and recovery.
<b>FDTC</b>	Family Drug Treatment Court	Innovative program that focuses on healthy and sober parenting by addressing the causes and issues with the intent of family reunification.
<b>FLSA</b>	Federal Labor Standards Administration	A Federal agency responsible for regulating labor laws.
<b>FOIA</b>	Freedom of Information Act	A law enacted in 1966 requiring that government records except those relating to national security, confidential financial data, and law enforcement is made available to the public on request.
<b>FTE</b>	Full-Time Equivalents	See glossary.
<b>FY</b>	Fiscal Year	See glossary.
<b>GAAP</b>	Generally Accepted Accounting Principles	Standard framework of guidelines for rules accountants follow in recording and summarizing transactions, and the preparation of financial statements.
<b>GASB</b>	Governmental Accounting Standards Board	Currently the source of generally accepted accounting principles used by State and Local governments in the United States.
<b>GFOA</b>	Government Finance Officers Associations	See glossary.
<b>GIS</b>	Geographic Information System	Tools which are used to transform, analyze, gather, manipulate and produce information related to the surface of the Earth. Data may exist as lists, tables, maps, or 3D virtual models.
<b>GRCCA</b>	Greater Richmond Convention Center	A regional cooperation between the City of Richmond and the surrounding counties of Henrico, Chesterfield, and Hanover.

# LIST OF ACRONYMS

<b>Acronym</b>	<b>Title</b>	<b>Description</b>
<b>GRIP</b>	Gang Reduction and Intervention Program	In partnership with the Attorney General' Office and other law enforcement agencies established guidelines which identify, prosecute and seek penalties for members of violent street gangs.
<b>GRTC</b>	Greater Richmond Transit Company	A non-profit local government-owned public service company which operates an urban-suburban fixed bus service and specialized services such a CARE, C-VAN and RideFinders.
<b>IBR</b>	Incident Based Reporting	Crimes which are reported through data collected on each single incident and arrest within 22 offense categories made up of 46 specific crimes.
<b>ICMA</b>	International City County Management Association	Creating excellence in local governance by developing and fostering professional local government management worldwide.
<b>LAN</b>	Local Area Network	A technological term for a specific type of computer network connectivity configuration.
<b>LATA</b>	Licenses Assessments, & Tax Audits	A program that provides City tax assessment and tax compliance services to citizens and businesses so that revenue is billed in accordance with the City tax code.
<b>OSHA</b>	Occupational Safety & Health Administration	A federal agency that regulates work related safety issues.
<b>PIO</b>	Public Information Office	A City division responsible for providing the public information about services and programs and other information.
<b>RRHA</b>	Richmond Redevelopment and Housing Authority	A committed ethically and financially agency that provides the citizens with quality affordable housing and effective community redevelopment services.
<b>RBHA</b>	Richmond Behavioral Health Authority	An established public entity that provides mental health, mental retardation, substance abuse and prevention services to the citizens.
<b>SEC</b>	Securities and Exchange Commission	Government commissions created by Congress to regulate the securities markets and protect investors. In addition to regulation and protection, it also monitors the corporate takeovers in the U.S.
<b>SOL</b>	Standards of Learning	Measurement which the State of Virginia uses for

# LIST OF ACRONYMS

<b>Acronym</b>	<b>Title</b>	<b>Description</b>
		students' achievement in school at different points of their education
<b>TANF</b>	Temporary Assistance to Needy Families	Federal assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.
<b>UCR</b>	Uniform Crime Report	Standard way of reporting certain crimes which are labeled Part I Crimes.
<b>VDOT</b>	Virginia Department of Transportation	State agency that maintains state roads and interstate.
<b>VIEW</b>	Virginia Initiative for Employment not Welfare	A state reform program that places work requirements and time restrictions on receiving welfare aid.
<b>VRS</b>	Virginia Retirement System	A state system for public employees that provides its members with benefits at retirement or upon disability or death.

# GLOSSARY OF KEY TERMS

**Accounting Basis** - The City operates on a modified accrual basis where most revenue is recognized when it is earned or billed and expenditures are recognized when the liability is incurred.

**Activity** – An activity is a set of or grouping of similar processes or tasks that converts inputs to outputs. An activity is a service provided under a program budget.

**Agency** - A major administrative division of the City that has overall management responsibility for an operation or a group of related operations within a functional area.

**Amendment**- Any change to the revenue and/or expenditure of a previously adopted budget. Amendments may be recommended by the Mayor or City Council. The director of finance must certify that the city has the required funds for each amendment. Amendments are considered by City Council and approved (adopted) or rejected by a minimum of six affirmative votes.

**Appropriation** - An authorization made by City Council to expend funds for certain purposes within a specific time frame.

**Appropriation Units** - Grouping of expenditures within department budgets. For example, the appropriation unit for personal services includes full-time, part-time, and temporary staff wages and fringe benefits.

**Approved Budget** - The budget, formally adopted by City Council, for the upcoming fiscal year.

**Assessed Value** - The fair market value set on real and other property as a basis for levying taxes.

**Budget** - A financial plan showing estimated costs, revenues and service levels over a certain time period (fiscal year). The proposed budget is the plan submitted by the Mayor to City Council. After Council review and amendments, the budget is approved and becomes the adopted budget.

**Budget Message** - A general discussion of the proposed budget presented in writing by the Mayor as a part of the proposed budget document. The budget message explains principal budget issues against the background of financial experience of recent years and presents recommendations made by the Mayor.

**Budget Reporting and Analysis Support System (BRASS)** - A budgeting system designed for budget formulation, budget monitoring, and budget reporting activities.

**Bureau** - A major operating unit within a Department consisting of one or more organizations.

**Capital Improvement Plan (CIP)** - A five year financial plan or budget that outlines spending for Capital projects such as buildings, parks, streets, etc., and their financing sources.

**Capital Outlay** - Expenditures which result in the acquisition of, or addition to, fixed assets. Fixed assets generally are purchased from the 5000-account group to facilitate the maintenance of the fixed assets inventory.

**Capital Projects** - Projects for the purchase or construction of capital assets. Typically, a Capital project encompasses a purchase of land and/or the construction of a building or facility.

**Community Development Block Grant (CDBG)** - A fund, which accounts for federal entitlement funds received under Title I of the Housing and Community Development Act of 1974. These funds support public improvements and redevelopment and conservation activities within targeted neighborhoods.

# GLOSSARY OF KEY TERMS

**Current Modified Budget** - The approved budget plus City Council's adopted budget amendments, the budget at any given time during the fiscal year.

**Debt Service** - The amount necessary to pay principal and interest on outstanding bonds and notes for a year.

**Deficit** - (1) The excess of an entity's or fund's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues.

**Delinquent Taxes** - Taxes remaining unpaid on or after the date on which a penalty for nonpayment is incurred.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

**Direct Costs** – Includes the salaries, wages, and benefits of employees who exclusively work on the delivery of service, as well as the materials and supplies and other associated operating costs such as utilities and rent, training and travel.

**Effectiveness Measure** – Effectiveness measures address service quality and/or timeliness.

**Efficiency Measure** – Efficiency measures express the ratio of inputs to outputs, or how well the program converts inputs to outputs. They are often expressed as unit costs.

**Electric Utility Fund** - The enterprise fund that accounts for the operations of the City-owned electric system. The cost of providing services is financed or recovered through user fees.

**Encumbrance** - Obligations against budgeted funds in the form of a purchase order, contract, or other reservation supported by a purchase order.

**Enterprise Fund** - A separate fund used to account for operations that are financed and operated in a manner similar to private business enterprises and where it is the intent that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expendable Trust Funds** – To account for fund agreements where the principle and earnings on principle may be spent for the fund's intended purpose. Expendable Trust Funds must be established to account for state unemployment compensation benefit plans and resources to cover administrative costs are accounted for in the general fund.

**Expenditure** - Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payment has been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payment is made.

**Fiduciary Fund** – Resources that are held for the benefit of parties outside the government. These funds are not reflected in the government wide financial statements because the resources of those funds are not available to support the city's own programs.

**Fiscal Year** – The twelve-month period of the budgetary year. The fiscal year for the City's operating budget begins on July 1st and ends the following June 30th.

**Fringe Benefits** - Job-related benefits provided for employees as a part of their total compensation, such as employer's portion of FICA taxes, retirement and insurance.

# GLOSSARY OF KEY TERMS

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balances, retained earnings, revenues and expenditures.

**Fund Balance** - The accumulated revenues and other financing sources in excess of expenditures and other uses. The City has adopted a Fund Balance Policy requiring an annual appropriation to the fund balance of .5 percent of expenditures until the balance equals five percent of expenditures and prohibiting appropriations from the fund balance if it is less than three percent of expenditures.

**Full-time Equivalent (FTE)** - An employment indicator that translates the total number of hours worked in a year by all employees to an equivalent number of work years, based upon a work year of 2,080 hours equaling one Full-Time Equivalent (FTE) on hand.

**Gas Utility Fund** - The enterprise fund that accounts for the operations of the City-owned gas system. The cost of providing services is financed or recovered through user fees.

**General Fund** - The primary operating fund, which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day-to-day operations of the City.

**General Obligation Bonds** - Bonds sold by the City to private investors to provide long-term financing for Capital Project needs. The City pledges its full faith and credit to the repayment of these bonds.

**Grant** - An amount provided by a governmental unit or other type of organization in aid or support of a particular governmental function or program.

**Government Finance Officers Association (GFOA)** – A professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The association's nearly 15,000 members are dedicated to the sound management of government financial resources.

**Indirect Costs** – Include shared administrative expenses within the work unit and in one or more support functions outside the work unit. Some examples are: legal, financial, maintenance and technology services. These shared costs may be apportioned by some systematic and rational allocation methodology.

**Input Measure** – A performance measure that typically identifies the resources used to provide the service or activity.

**Internal Service Fund (ISF)** - A proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost reimbursement basis.

**Non-expendable Trust Funds** – To account for trusts that stipulate that only earnings, and not principal, may be spent.

**Object** - A budgetary account representing a specific object of expenditure. Objects are commonly referred to as the "budget detail".

**Operating Budget** - The City's annual financial plan of the operating expenditures of the General Fund, enterprise funds and internal service funds and the proposed means of financing them. This document is the primary tool by which most of the financing, acquisition, spending and service delivery activities of a government are planned and controlled.

**Ordinance** - A formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.



# GLOSSARY OF KEY TERMS

**Organization** - A major operational unit within a Bureau.

**Output Measure** – A performance measure that typically accounts for what was done or accomplished by the service or activity.

**Performance Based Budgeting** – A budget formulated by activities and presented by programs (as opposed to organizational units) that integrates results oriented strategic business planning with measurable outcomes for customers that allows for budget decisions informed by program performance and cost information.

**Performance Measures** - Specific quantitative or qualitative measures of the work performed within an activity or program. An example of a quantitative measure would be the number of miles of streets cleaned. An example of a qualitative measure would be 75% of customers are satisfied with street cleanliness.

**Personnel Services** - Compensation for direct labor of persons in the employment of the City; salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime, shift differential, and similar compensation. This account group also includes the portion of employee fringe benefits paid by the City.

**Program** – A program is a set of activities undertaken in accordance with a plan of action organized to realize one common purpose with an identifiable end result or outcome.

**Program Outcome Measure** – Program Outcome Measures are used to capture the performance of programs. They describe the impact of a program, benefits or changes for participants resulting from program activities or the ultimate benefit provided to customers by a program. They address the issue of *why* funding and staff has been provided to the program.

**Proposed Budget** - The budget formally submitted by the Mayor to the City Council for its consideration. Recommended budget documents are also available to the public.

**Proprietary Funds** – To account for a government’s ongoing organization and activities that are similar to those found in the private sector. There are two types of proprietary funds: enterprise funds and internal service funds.

**Reserve for Contingencies** - A budgetary account set aside for use by the City Council in dealing with emergencies or unforeseen expenditures.

**Revenue** - The yield from various sources of income, such as taxes, that the City collects and receives into the treasury for public use.

**RichmondWorks** – The City’s performance management program

**Salary and Benefit Forecasting System (SBFS)** – A part of the BRASS budgeting system designed for salary and benefits calculations, forecasting, projecting and reporting activities.

**Service Quality Measure** – A performance measure that typically shows the effectiveness of the service or activity. The results will show the benefit or impact of the activity to the customers or to the general public.

**Sewer Utility Fund** - The enterprise fund that accounts for the operations of the City-owned sewer system. The cost of providing services is financed or recovered through user fees.

**Special Revenue Fund** - Fund(s) used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

# GLOSSARY OF KEY TERMS

**Undesignated Fund Balance** - The portion of unreserved fund balance representing financial resources available to finance expenditures other than those tentatively planned (designated).

**Veto** – The Mayor may veto any amendment(s) made by City Council to the Mayor’s budget as originally submitted to City Council. The Mayor must indicate his or her intention to veto the amendment(s) within 14 days of the date that City Council takes action on the amendment(s).

**Veto Over-ride** – City Council may over-ride the Mayor’s veto of budget amendments by means of a vote to do so with a two-thirds majority. Over-rides must be done within 14 days of receipt of the Mayor’s vetoes.

**Water Utility Fund** - The enterprise fund that accounts for the operations of the City-owned water system. The cost of providing service is financed or recovered through user fees.

# NOTES

# NOTES



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