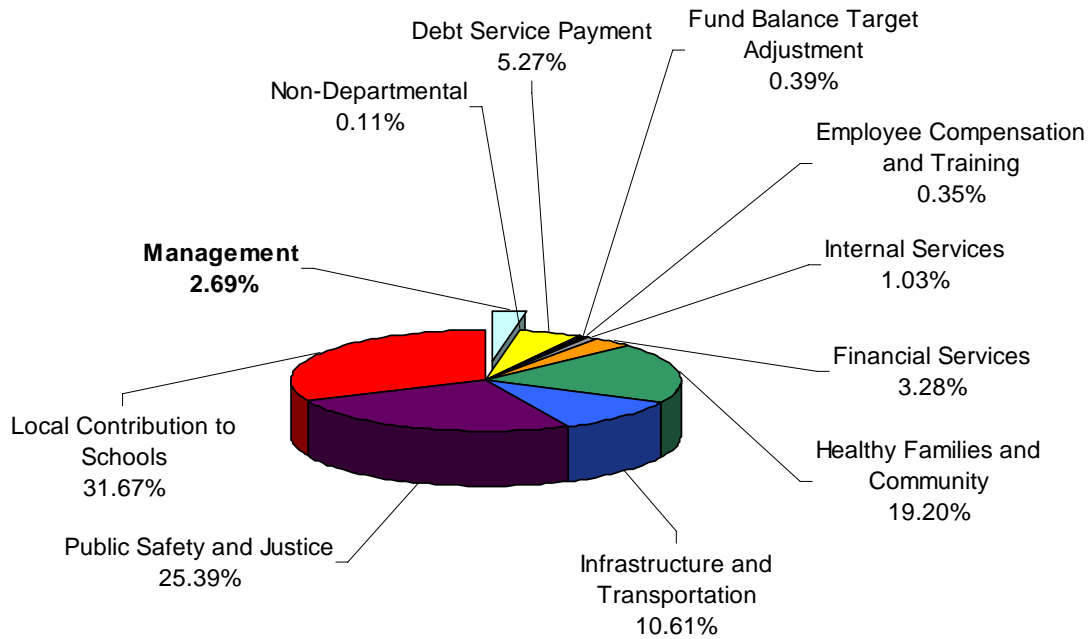


Management Summary

	FY2007-2008 General Fund Actual	FY2008-2009 General Fund Budget	FY2009-2010 General Fund Budget	FY2007-2008 Other Funds Actual	FY2008-2009 Other Funds Budget	FY2009-2010 Other Funds Budget
MANAGEMENT						
Council Priority Initiatives: Unallocated	\$17,087	\$40,004	\$232,444	\$0	\$0	\$0
Mayor and City Council	226,502	251,858	234,561	0	0	0
City Manager's Office/Administration and Communications	1,053,260	1,153,676	1,160,421	0	0	0
City Manager's Office/ Office of Economic Development	585,036	587,766	587,489	0	0	0
City Attorney	704,723	682,491	706,094	0	0	0
General Registrar	364,642	376,192	365,829	0	0	0
Organizational Memberships	114,600	135,857	134,354	0	0	0
MANAGEMENT SUBTOTAL	\$3,065,850	\$3,227,844	\$3,421,192	\$0	\$0	\$0
2009-10 General Fund Budget	\$3,421,192					
2008-09 General Fund Budget	\$3,227,844					
Increase/(Decrease)	\$193,348					
Percentage Change	5.99%					

Management
As a percentage of operating budget



MANAGEMENT

ACCOMPLISHMENTS OF THE PAST YEAR

- ❖ The City Manager's Office received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY 2008 – 2009 Adopted Operating and Capital Budget.
- ❖ The City Manager's Office helped the City of Charlottesville to receive the prestigious AAA bond rating from Standard & Poor's Corporation and the Aaa bond rating from Moody's Investor Services.
- ❖ The Office of Economic Development took a lead role in transforming the Charlottesville Community Job Fair into the largest job fair in the region. The April event attracted 70 employers and over 500 attendees.
- ❖ The Office of Economic Development completed a unique CD based resource entitled "How to Start a Business in Charlottesville VA." Over 300 copies of the CD are in circulation and this effort has been recognized with an award by the International Economic Development Council as an outstanding program.
- ❖ The Communications Office brought Channel 10 completely into City Hall allowing the City to have emergency access to broadcast and more control over content. This has also allowed the City to keep the Citizens better informed through "News Briefs" and full coverage of City press conferences, which has enabled the City of Charlottesville to get our full message to the public.
- ❖ The Communications Office carried out several website upgrades that offer enhanced services and functionality, that have led to significant increases in web usage.
- ❖ The Office of the General Registrar significantly exceeded its goal for voter registration with 4,185 new voters being registered in the City of Charlottesville from November 2007 to November 2008.
- ❖ The Office of the General Registrar instituted a new procedure to expedite the absentee voting process, accommodating a record 3,967 in person and by mail absentee voters.

Council Priority Initiatives

City Council Priority Initiatives provides a means for Council to initiate new programs or expand existing programs related to community priorities established by Council. Examples of programs that Council could consider include youth development and engagement opportunities, job development services, workforce development, transit enhancements, pedestrian safety, education programs, diversity initiatives, green city initiatives, infrastructure improvement, housing, sustainability and other programs which help achieve Council's Priorities.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Council Priority Initiatives					
Unallocated	\$17,087	\$40,004	\$5,994	(\$34,010)	-85.02%
Reserved - Efficiency Study Initiatives	0	0	60,000	60,000	100.00%
Reserved - SPCA	0	0	39,350	39,350	100.00%
Reserved - QCC Farms!	0	0	15,000	15,000	100.00%
Reserved - Workforce Initiatives					
CRHA Training Access	0	0	50,000	50,000	100.00%
Buford/CHS: Summer Workforce Program	0	0	35,000	35,000	100.00%
Walker/Buford: World of Work Academy	0	0	15,000	15,000	100.00%
CATEC: Transportation for Work Experiences	0	0	9,600	9,600	100.00%
CHS: Medical Sciences Club	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>100.00%</u>
General Fund Total	\$17,087	\$40,004	\$232,444	\$192,440	481.05%

Notes: The FY 2010 funding that is reserved for the workforce initiatives (\$112,100) is allocated to programs that focus on workforce development.

An amount of \$60,000 is reserved to be used for initiatives coming from the City of Charlottesville's Efficiency Study.

Outside agency funding being held in reserve for the Charlottesville-Albemarle Society for the Prevention of Cruelty to Animals (SPCA) and QCC Farms programs, will be released to those agencies once certain conditions for funding are met including a review of their financial audits and the establishment of a new contract agreement between the City and the SPCA for pound services.

Mayor and City Council

City Council establishes policies for the City government, including neighborhood planning and services, education funding, human services, economic development, utilities, transportation, public safety, and other community and service issues. The Council is responsible for adopting the annual budget, changing City Code and passing laws to ensure the public's safety and welfare. The Council appoints members to over 30 boards and commissions, including governing boards for many community agencies. The Mayor (or the Vice-Mayor in the Mayor's absence) presides over and sets the agenda for meetings, calls special meetings, and serves as the ceremonial head of government. Regular Council meetings are held twice a month. Councilors participate in joint public hearings with the Planning Commission once a month, meet with the School Board once a month, and hold special meetings and work sessions as needed.

The Clerk of Council serves as staff to the City Council, maintains official Council records, serves as a liaison between Council and the public, notifies citizens of Council meetings and action, and coordinates Council meetings and appointments to boards and commissions. The Clerk is involved in a variety of efforts to provide public information about City government to citizens and represents the City on certain boards and commissions.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$152,214	\$172,636	\$175,935	\$3,299	1.91%
Other Expenditures	<u>74,288</u>	<u>79,222</u>	<u>58,626</u>	<u>(20,596)</u>	<u>-26.00%</u>
General Fund Total	\$226,502	\$251,858	\$234,561	(\$17,297)	-6.87%
General Fund FTEs	1.0	1.0	1.0	0.0	

Explanation of Changes: The decrease in Other Expenditures is the result of re-allocating \$15,000 to the Sister City program cost center (see Non-Departmental Activities, pg. 39), as well as eliminating non-mandated advertising costs, an additional savings of \$8,000.

Office of the City Manager/Administration and Communications

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

The Office of Communications serves as a liaison between the City and our citizens by coordinating media, public and community relations, and by encouraging citizen involvement in their government through a variety of informational sources including, but not limited to, the region's media outlets, the City's monthly newsletter "City Notes", the City's website www.charlottesville.org, news and social media outlets, print advertisements, public appearances, and public service announcements. This office also manages and operates Government Access Channel 10, Public Access Channel 13, and Educational Access Channel 14.

In the coming year, the City Manager's Office will place an emphasis on a new approach in citizen involvement and the quality delivery and efficiency of City services. The City Manager's Office will follow the 2025 Vision adopted by City Council by finding appropriate ways to implement and promote programs that follow City Council's clear directive.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$855,434	\$945,613	\$1,005,274	\$59,661	6.31%
Other Expenditures	<u>197,826</u>	<u>208,063</u>	<u>155,147</u>	<u>(52,916)</u>	<u>-25.43%</u>
General Fund Total	\$1,053,260	\$1,153,676	\$1,160,421	\$6,745	0.58%
General Fund FTEs	8.0	7.0	7.0	0.0	
Other Funded FTEs	1.0	1.0	1.0	0.0	

Explanation of Changes: The net increase in Salaries and Benefits can be attributed to the salary increase provided FY 2009, the elimination of the intern in the City Manager's Office, and the reallocation of budget from Other Expenditures to Salaries and Benefits in the Communications Office, in order to cover the cost of a contracted employee that is now a Long-term Temporary employee. Other Expenditures is also reduced in the areas of Dues and Subscriptions, Education and Training, Advertising, and Professional Services.

This section combines two departmental budgets that net an overall increase of 0.58%. The City Manager's Office budget is decreasing by \$5,112, or -0.61%, and the Office of Communications overall budget is increasing by 3.71%, or \$11,857.

	FY 10 Budget
<u>FY 10 Services</u>	
Administration	\$829,239
Communications	<u>331,182</u>
Total	\$1,160,421

Office of the City Manager/Office of Economic Development

The Office of Economic Development is the City’s primary vehicle for economic development services. Its mission is to serve as a catalyst for public and private initiatives that promote the long-term economic vitality of Charlottesville.

The Economic Development staff works to expand the tax base and to provide quality job opportunities for citizens through new business development, retention/expansion initiatives, and workforce training. The Office also coordinates and administers the functions of the Charlottesville Economic Development Authority (CEDA). The Authority issues revenue bonds and assists with front-end capital for projects.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$496,440	\$492,933	\$499,492	\$6,559	1.33%
Other Expenditures	<u>88,596</u>	<u>94,833</u>	<u>87,997</u>	<u>(6,836)</u>	<u>-7.21%</u>
General Fund Total	\$585,036	\$587,766	\$587,489	(\$277)	-0.05%
General Fund FTEs	4.0	4.0	4.0	0.0	

Explanation of Changes: The net increase in Salaries and Benefits reflects the full accrual of the 4% salary increase granted in FY 2009, and a decrease in temporary salaries due to the reduction of intern hours. The decrease in Other Expenditures can be attributed to reductions to both General Insurance and phone service charges.

City Attorney

The City Attorney's Office is staffed with four attorneys and two paralegal positions. Formal and informal opinions, reports, ordinances, resolutions, and City contracts are drafted, reviewed, and negotiated by this office. Zoning, procurement, insurance, and Freedom of Information Act (FOIA) matters are handled by the office, and personnel issues (workers' compensation, terminations, and grievances) account for an increasing share of the workload. Social Services and other litigation continue to demand significant attorney time. The City Attorney's Office provides legal counsel to the City Council, Planning Commission, Airport Authority, Charlottesville Economic Development Authority, and Charlottesville Redevelopment and Housing Authority, their managers and employees.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$615,701	\$618,114	\$640,441	\$22,327	3.61%
Other Expenditures	<u>89,022</u>	<u>64,377</u>	<u>65,653</u>	<u>1,276</u>	<u>1.98%</u>
General Fund Total	\$704,723	\$682,491	\$706,094	\$23,603	3.46%
General Fund FTEs	6.0	6.0	6.0	0.0	

Explanation of Changes: The increase in Salaries and Benefits reflects the full accrual of the 4% salary increase granted in FY 2009. The net increase in Other Expenditures is due to an increase in General Insurance charges and reductions to other areas such as telephone charges, annual dues and computer replacement costs.

General Registrar

The Charlottesville Office of General Registrar is responsible for matters pertaining to: voter registration and comprehensive list maintenance; certification of candidate declarations and campaign finance management; ballot development and administration of absentee voting; Officer of Election database management; maintenance and preparation of voting equipment and supplies; polling place management; public and media relations related to the electoral process; and effective implementation of legislative mandates and policy directives within the scope of operations.

In addition, this office administers primary and special elections, as called. Officer of Election appointments, polling place recommendations, and certifications of election results are conducted by the Charlottesville Electoral Board, for which this office provides all administrative support. In order to conduct the required functions of this office in full accordance with federal, state and local laws, it is imperative that all staff receive comprehensive initial training and participate in on-going continuous education efforts to stay abreast of often changing legal dictates and policy requirements. Numerous training opportunities are provided through the State Board of Elections, the statewide professional associations of General Registrars and Electoral Boards, voting equipment user groups and other professional organizations within the industry.

The Office of the General Registrar has two full time employees located in the City Hall Annex and a part time employee at the Department of Motor Vehicles office on Pantops. Additionally, a number of assistant registrars, election officials and part time election workers are employed as required by the State Board of Elections.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$243,292	\$252,565	\$244,737	(\$7,828)	-3.10%
Other Expenditures	<u>121,350</u>	<u>123,627</u>	<u>121,092</u>	<u>(2,535)</u>	<u>-2.05%</u>
General Fund Total	\$364,642	\$376,192	\$365,829	(\$10,363)	-2.75%
General Fund FTEs	2.5	2.5	2.5	0.0	

Explanation of Changes: The net decrease in Salaries and Benefits is a result of fully realizing the 4% salary increase granted in FY 2009, and correctly budgeting the salary and benefits of a part-time Assistant Registrar who staffs the Department of Motor Vehicles on behalf of the Registrar. Increased costs for General insurance and Geographic information Systems access charges, and a decrease in phone service fees resulted in a net decrease of 2.05% in Other Expenditures.

There are two elections being budgeted in FY 2010: a local and State election in November and a June 2010 primary.

Organizational Memberships

The **Virginia Municipal League** is an advocate for Virginia towns and cities. It represents the City's interests before the General Assembly and provides legal, technical, and management information.

The **Charlottesville Regional Chamber of Commerce** is the local organization that represents the business community on issues pertaining to relations between the public and businesses.

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

The **Piedmont Workforce Network** responds to business needs for a skilled workforce, works with specific industry sectors to assist with increasing their productivity and competitiveness and aims to position the workforce development system to become part of the economic and community development initiatives for the Region.

The **Virginia Institute of Government**, established in 1994 by the Virginia General Assembly, provides programs that increase the training, technical services and information resources available to the Commonwealth's local governments.

The **Alliance for Innovation** is a non-profit organization who partners with the International City/County Management Association and the University of Arizona, with a membership base of 430 city, town and county governments from 28 states, which provides city and county governments with the tools and information to improve productivity, and save time and money.

The **Virginia First Cities Coalition** is a statewide coalition of 17 cities that provides lobbying services and fiscal analysis for its member cities.

The **Thomas Jefferson Regional Partnership for Economic Development** is a public/private organization committed to retaining business, expanding employment opportunities and "growing" the economy of the region in a manner consistent with local plans, policies, and needs.

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

Streamwatch collects data and assesses stream conditions to assist watershed management efforts in the Rivanna Basin. Their monitoring is designed to support a "whole watershed" approach.

The **Central Virginia Small Business Development Center** provides management, marketing, planning, operational, and financial and other assistance to existing and pre-venture small and mid-sized businesses in the region.

Funding Summary	FY07-08 Actual	FY08-09 Budget	FY09-10 Budget	Increase/ (Decrease)	% Change
Virginia Municipal League	\$12,596	\$13,447	\$13,447	\$0	0.00%
Chamber of Commerce	1,260	2,500	2,500	0	0.00%
Thomas Jefferson Planning District Commission	46,860	46,860	46,860	0	0.00%
Piedmont Workforce Network	0	0	6,047	6,047	100.00%
Virginia Institute of Government	2,500	2,500	2,500	0	0.00%
Alliance for Innovation	2,500	2,500	2,500	0	0.00%
Virginia First Cities Coalition	17,194	18,000	18,000	0	0.00%
Thomas Jefferson Regional Partnership for Economic Dev.	12,500	12,500	12,500	0	0.00%
Thomas Jefferson Soil and Water Conservation District	1,000	10,000	10,000	0	0.00%
Streamwatch	0	10,000	10,000	0	0.00%
ICMA Performance Measurement Consortium	8,190	7,550	0	(7,550)	-100.00%
Central Virginia Small Business Development Center	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
General Fund Total Contributions	\$114,600	\$135,857	\$134,354	(\$1,503)	-1.11%



Non Departmental Activities

Non Departmental Activities are multi-purpose appropriations that cannot be assigned to a specific City Department or they span across departmental functions.

Sister City Committee supports the City’s activities to enhance and develop relationships with its Sister Cities: Poggio a Caiano, Italy; Besancon, France; Long Beach, Washington and Plevin, Bulgaria. Funds were re-allocated from the City Council budget to this cost center, accounting for the \$10,000 increase.

Green City Initiatives supports the Citizens Committee on Environmental Sustainability (CCoES). Examples of funding usage include a public education campaign focused on energy efficiency, joining the Streamwatch partnership to gather and analyze stream health data for the City, and sponsoring an environmental conference.

Charlottesville Weed and Seed Network is a federal, state and local grant strategy sponsored by the U.S. Attorney for the Western District of Virginia, designed to help to reduce illicit, open-air drug trafficking (weeding), through coordinated prevention, intervention and treatment opportunities, community policing, and neighborhood restoration (seeding).

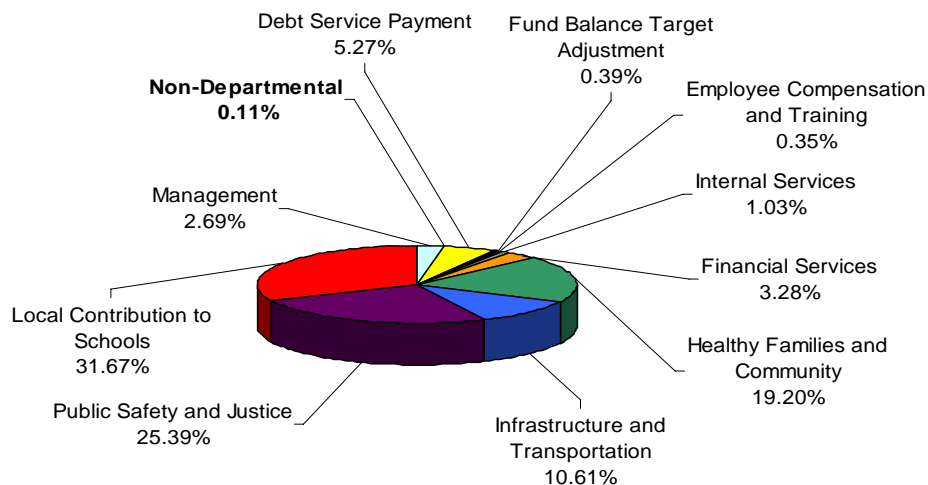
The **Community Dialogue on Race** will engage our residents in an on-going discussion to better understand each other, our backgrounds, our history, our perceptions and how past actions continue to affect life in Charlottesville today.

There is also a small operational budget proposed to support the **P3: Plan, Perform, Perfect** initiative, the City’s performance management and measurement program.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Sister City Committee	\$0	\$5,000	\$15,000	\$10,000	200.00%
Green City Initiatives	0	50,000	50,000	0	0.00%
Weed and Seed Administration	0	25,000	25,000	0	0.00%
Community Dialogue on Race	0	0	50,000	50,000	100.00%
P3: Plan, Perform, Perfect	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>100.00%</u>
General Fund Total	\$0	\$80,000	\$146,000	\$66,000	82.50%

Non-Departmental Activities

As a percentage of operating budget





Debt Service Payment

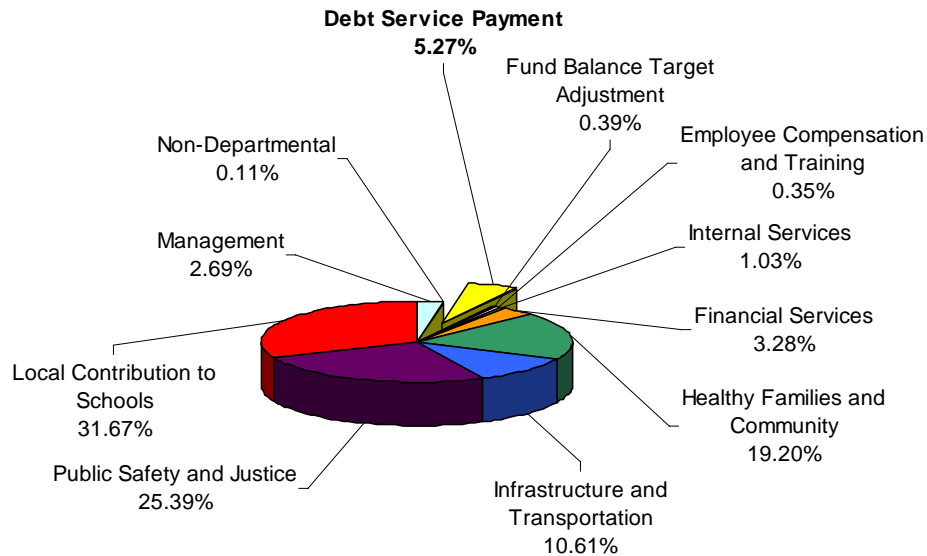
The General Fund contribution to the City’s annual debt service payments on general purpose, school, and literary bonds is shown in this part of the budget. The City has several major, long-term capital needs, such as School and City building maintenance, Fire Station construction, neighborhood improvements, transportation needs, and Parks and Recreation improvements. (See Capital Improvement Program Fund on pg. 91 and Debt Service Fund detail on pg. 97).

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
General Fund Contribution	\$5,708,566	\$5,700,000	\$5,700,000	\$0	0.00%
General Fund Contribution - Fire Apparatus	350,000	350,000	350,000	0	0.00%
General Fund contribution - County					
Fire Service Fee	<u>132,000</u>	<u>100,000</u>	<u>642,000</u>	<u>542,000</u>	<u>542.00%</u>
General Fund Total	\$6,190,566	\$6,150,000	\$6,692,000	\$542,000	8.81%

In addition to the funding shown above, there is **\$1.72 million** in **Meals Tax Revenue** allocated to this fund which appears under the Designated Expenditures portion of the General Fund. A portion of the General Fund contribution, **\$992,000**, is dedicated to payment of debt on already purchased fire apparatus and builds up a fund balance for future purchases. The revenue the City receives from the County for their fire services contract is the main source of funding for this item.

Debt Service Payment

As a percentage of operating budget





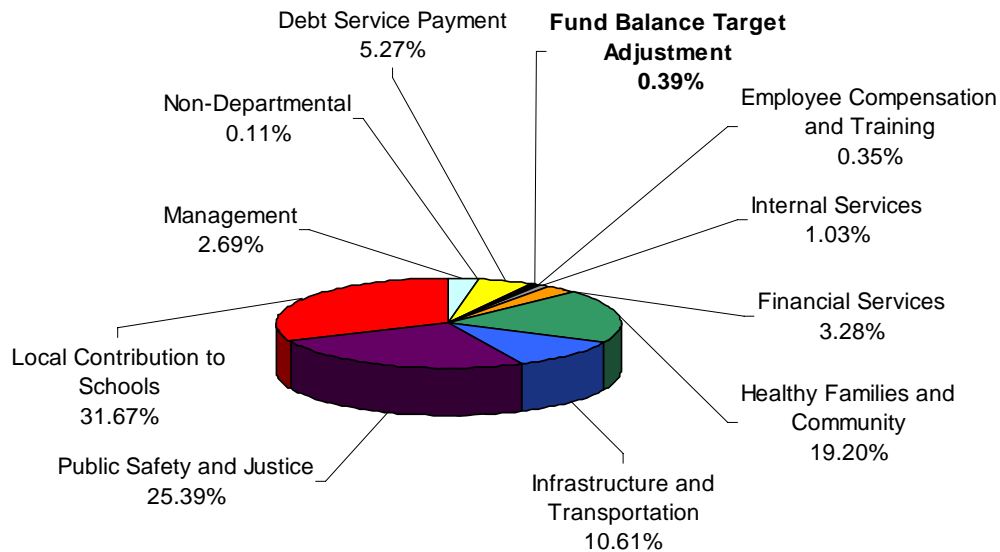
Fund Balance Target Adjustment

One of the key factors in retaining the City's AAA bond rating is the City's 12% fund balance policy. This policy states that the City will maintain an unappropriated fund balance in the General Fund equal to 12% of the City's operating budget. As the operating budget grows over time, this target fund balance must be adjusted. This account, created in FY 2005, is adjusted each year to help ensure that the City continues to meet this important financial policy.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Fund Balance Target Adjustment	\$0	\$500,000	\$500,000	\$0	0.00%
General Fund Total	\$0	\$500,000	\$500,000	\$0	0.00%

Fund Balance Target Adjustment

As a percentage of operating budget





Employee Compensation and Training

This pool provides funds for citywide employee compensation and training. Some items covered by this funding include the annual salary accrual; unemployment compensation; a corporate training fund, which funds citywide training opportunities; funding for the end of the fiscal year salary accrual; and the employee parking subsidy, which helps to alleviate the parking issues City employees face who work in City Hall and the City Hall Annex.

Due to economic downturns and the increased fiscal strain faced by the City of Charlottesville no across the board salary increases will be provided in FY 2010.

Funding Summary	FY 07-08 Actual	FY 08-09 Budget	FY 09-10 Budget	Increase/ (Decrease)	% Change
Compensation	\$0	\$1,396,960	\$0	(\$1,396,960)	-100.00%
FY 2010 Salary Accrual	0	0	150,000	150,000	100.00%
Citywide Attrition Savings	0	(300,000)	0	300,000	-100.00%
Citywide Market Rate Adjustments	0	350,000	0	(350,000)	-100.00%
Police Department Adjustments	0	25,000	0	(25,000)	-100.00%
Fire Department Adjustments	0	25,000	0	(25,000)	-100.00%
Unemployment Compensation	20,778	60,000	60,000	0	0.00%
Corporate Training Fund	13,181	35,000	35,000	0	0.00%
Miscellaneous Expenses	<u>154,279</u>	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0.00%</u>
General Fund Total	\$188,238	\$1,791,960	\$445,000	(\$1,346,960)	-75.17%

Employee Compensation and Training

As a percentage of operating budget

