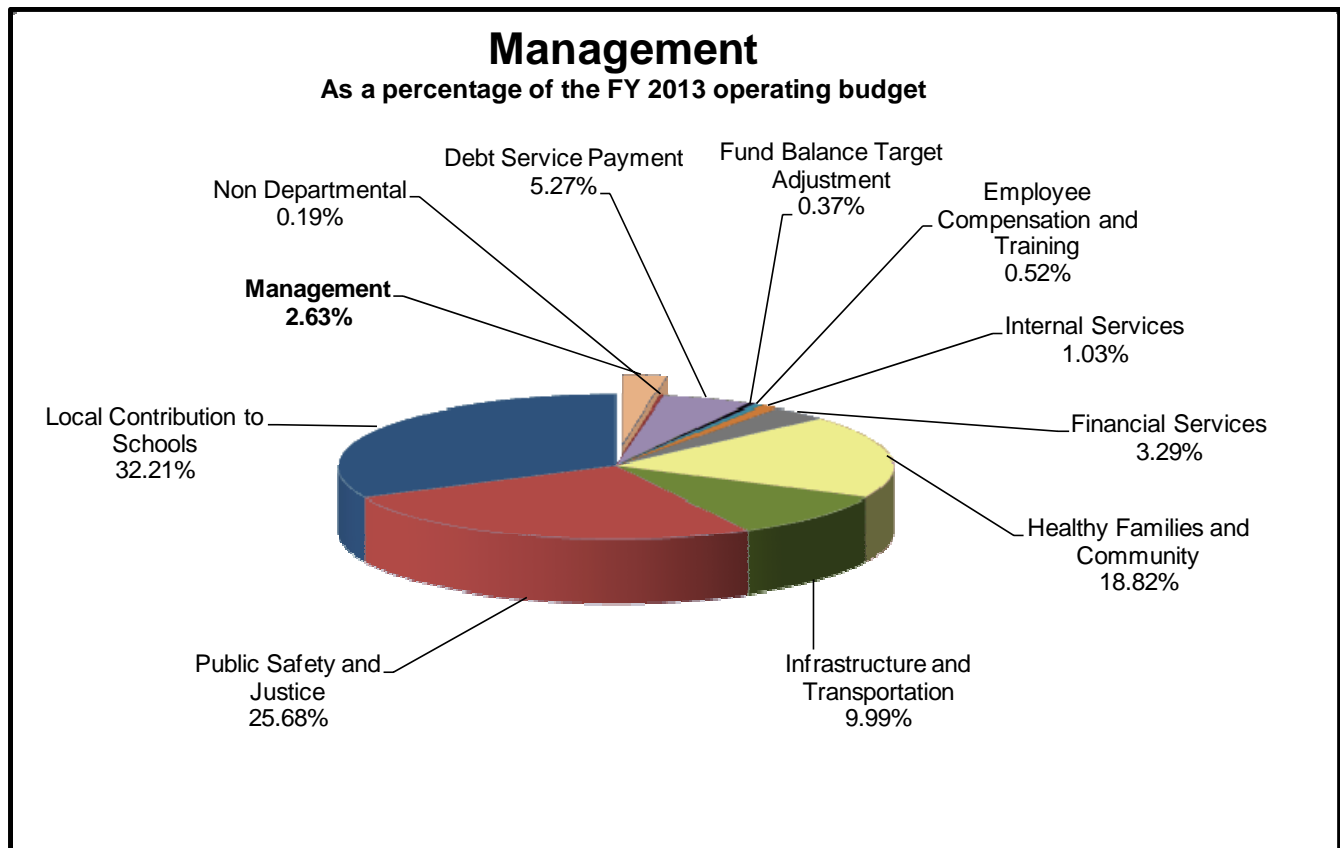


Management Summary	FY2010-2011	FY2011-2012	FY2012-2013	FY2010-2011	FY2011-2012	FY2012-2013
	General Fund	General Fund	General Fund	Other Funds	Other Funds	Other Funds
	Actual	Budget	Budget	Actual	Budget	Budget
<b>MANAGEMENT</b>						
Council Priority Initiatives	\$57,521	\$146,154	\$0	\$0	\$0	\$0
Summer Youth Program	0	0	50,000			
Department of Justice/City of Promise Grant Match	0	0	15,000			
Workforce Initiatives	28,533	0	0	0	0	0
City Council/Clerk of Council	212,960	208,583	210,874	0	0	0
City Manager's Office/Administration and Communications	1,003,696	1,191,620	1,216,866	0	0	0
Office of Economic Development	580,990	597,789	699,991	0	0	0
City Attorney	708,170	731,261	764,699	0	0	0
General Registrar	393,019	440,431	413,443	0	0	0
Organizational Memberships	132,089	137,331	145,032	0	0	0
<b>MANAGEMENT SUBTOTAL</b>	<b>\$3,116,978</b>	<b>\$3,453,169</b>	<b>\$3,515,905</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

2012-13 General Fund Budget	\$3,515,905
2011-12 General Fund Budget	\$3,453,169
Increase/(Decrease)	\$62,736
Percentage Change	1.82%



## City Council Priority Initiatives

City Council Priority Initiatives provide a means for Council to initiate new programs or expand existing programs to address community priorities established by Council. Examples of programs that Council could consider include youth development opportunities, community engagement, 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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Council Priority Initiatives	\$57,521	\$146,154	\$0	(\$146,154)	-100.00%
Summer Youth Program	0	0	50,000	50,000	100.00%
Department of Justice/City of Promise Grant Match	0	0	15,000	15,000	100.00%
Workforce Initiatives	<u>28,533</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
<b>General Fund Total</b>	<b>\$86,054</b>	<b>\$146,154</b>	<b>\$65,000</b>	<b>(\$81,154)</b>	<b>-55.53%</b>

**Explanation of Changes:** City Council dedicated funds to two specific projects as part of the FY 2013 Adopted Budget:

- Summer Youth Program** – City Council set aside \$50,000 for the City to accept proposals for a non or for profit agency/organization to provide a summer youth program. This program, aimed at 6 to 17 year old youth to operate between June 11, 2012 and August 15, 2012, will be a collaborative program providing both enrichment and recreation. The summer youth program will use evidence or research based strategies to promote protective factors (pro-social behaviors, resiliency, resistance skills, etc.) and decrease risk factors (negative peer influence, substance use, violence, etc.), will have measurable outcomes, and will include at least one activity every Friday and/or Saturday night until 11:00.
- Department of Justice City of Promise Grant Match** - The Charlottesville City of Promise, an initiative involving area neighbors, schools, organizations and the University of Virginia's Youth-Nex Center, seeks to end the cycle of poverty by ensuring children's academic achievement, healthy development and college and career success. Administered and staffed out of the Children Youth and Family Services with the City as fiscal agent, this funding represents the remainder of the \$32,500 local match required to secure the next phase of grant funding to start on July 1, 2012. The remainder of the grant match is already allocated as part of existing Council Priority Initiatives Funds.



## City Council/Clerk of Council

### Vision 2025

*Charlottesville: A Great Place to Live for All of Our Citizens*

- A leader in innovation, environmental sustainability, social and economic justice, and healthy race relations
  - Flexible and progressive in anticipating and responding to the needs of our Citizens
  - Cultural and creative capital of Central Virginia
  - United community that treasures diversity
- 

### **City Council/Clerk of Council FY 13 Budget - \$210,874**

City Council establishes major policies for the City government. The five member 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, typically on the first and third Monday. 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. In 2010-2011, Councilors started hosting Town Hall meetings in every City neighborhood across the City. City Council receives minimal compensation for their service that is reflected in Salaries and Benefits.

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.

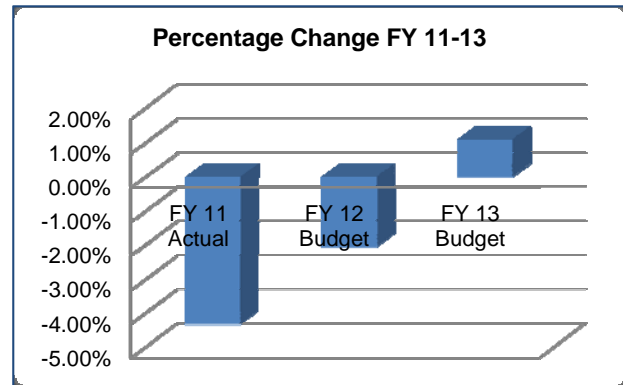
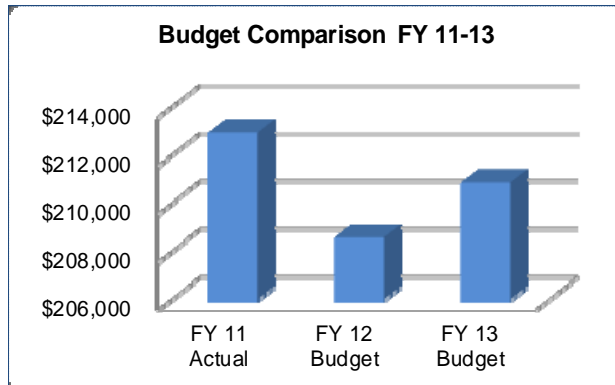
## City Council/Clerk of Council

### Funding and Staffing Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$153,858	\$153,588	\$155,751	\$2,163	1.41%
Other Expenditures	<u>59,102</u>	<u>54,995</u>	<u>55,123</u>	<u>128</u>	<u>0.23%</u>
<b>General Fund Total</b>	<b>\$212,960</b>	<b>\$208,583</b>	<b>\$210,874</b>	<b>\$2,291</b>	<b>1.10%</b>

Staffing Summary (Full Time Equivalents)	FY 10-11	FY 11-12	FY 12-13	Increase/ (Decrease)
General Fund FTEs	1.0	1.0	1.0	0.0

**Explanation of Changes:** The change in Salaries and Benefits reflects the increase in the City’s retirement rate as required by the actuarial report, a 2% COLA granted in FY 12, only applicable to the Clerk of Council position, and a 12.5% increase in the City’s health care costs.



## Office of the City Manager Administration – Department of Communications

### Mission

Effectively and efficiently lead and manage a World Class city government

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#### **Administration FY 13 Budget - \$869,837**

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. The City Manager's 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 implementation of the City's performance management and measurement initiative (*P3: Plan, Perform, Perfect*) through the Department of Budget and Performance Management, and internal and external communications to employees and citizens through the Office of Communications.

In the coming year, the City Manager's Office will continue emphasizing 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.

#### **Department of Communications FY 13 Budget - \$347,029**

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 engagement 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](http://www.charlottesville.org), news and social media outlets, print advertisements, public appearances, and public service announcements. The office also serves as the main vehicle for internal employee communications between the City Manager and city staff. This office manages and operates Government Access Channel 10, Public Access Channel 13, and Educational Access Channel 14.

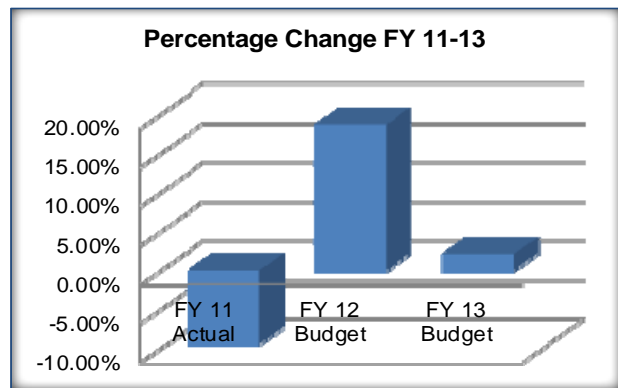
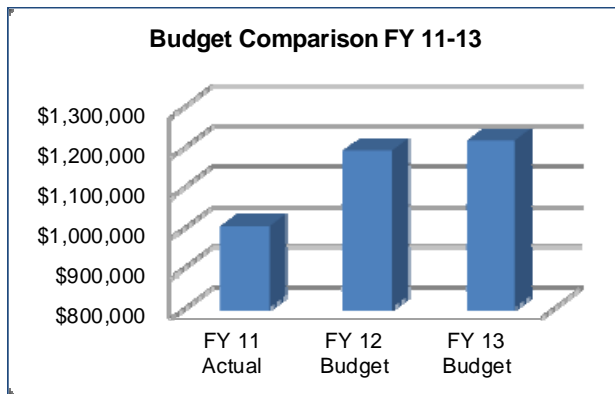
## Office of the City Manager Administration – Department of Communications

### Funding and Staffing Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$853,095	\$1,038,108	\$1,061,967	\$23,859	2.30%
Other Expenditures	<u>150,601</u>	<u>153,512</u>	<u>154,899</u>	<u>1,387</u>	<u>0.90%</u>
<b>General Fund Total</b>	<b>\$1,003,696</b>	<b>\$1,191,620</b>	<b>\$1,216,866</b>	<b>\$25,246</b>	<b>2.12%</b>

Staffing Summary (Full Time Equivalents)	FY 10-11	FY 11-12	FY 12-13	Increase/ (Decrease)
General Fund FTEs	7.0	7.0	7.0	0.0
Other Funded FTEs	1.0	1.0	1.0	0.0

**Explanation of Changes:** The change in Salaries and Benefits reflects the increase in the City's retirement rate as required by the actuarial report, a 2% COLA increase given in FY 12, and a 12.5% increase in the City's health care costs.



## Office of Economic Development

### Mission

We are the catalyst for public and private initiatives that create employment opportunities and a vibrant and sustainable economy

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### **Office of Economic Development FY 13 Budget - \$699,991**

The Office of Economic Development (OED) is the City's primary vehicle for economic development services. The OED team works to enhance Charlottesville's economy, create quality jobs, increase per capita income, and improve the quality of life for residents. Economic Development staff promotes Charlottesville as a premier location for business and regularly works with entrepreneurs and existing businesses seeking to grow here.

Staff members provide unique assistance at the municipal level, acting as facilitators between the business community and City, state agencies, private and public sector, academia, and more. It is the intent of the team to craft business-driven strategies that enhance workforce and business development throughout Charlottesville and the region.

The Office also coordinates and administers the functions of the Charlottesville Economic Development Authority (CEDA). The Authority issues tax exempt revenue bonds for manufacturing and nonprofit expansions and assists with public private partnerships.



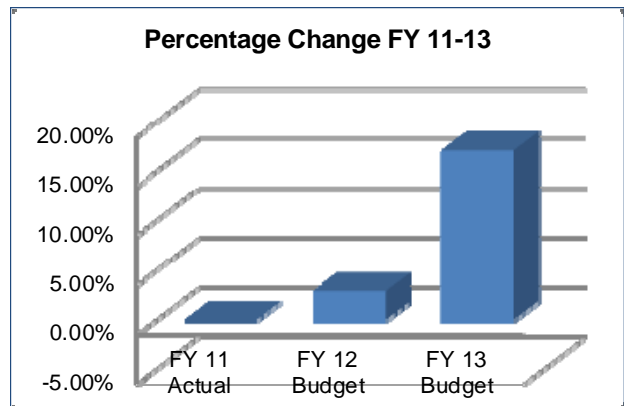
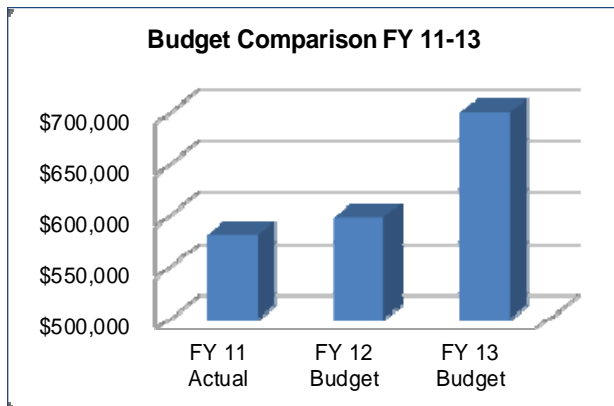
## Office of Economic Development

### Funding and Staffing Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$492,199	\$509,507	\$610,833	\$101,326	19.89%
Other Expenditures	88,791	88,282	89,158	876	0.99%
<b>General Fund Total</b>	<b>\$580,990</b>	<b>\$597,789</b>	<b>\$699,991</b>	<b>\$102,202</b>	<b>17.10%</b>

Staffing Summary (Full Time Equivalents)	FY 10-11	FY 11-12	FY 12-13	Increase/ (Decrease)
General Fund FTEs	4.0	5.0	5.0	0.0

**Explanation of Changes:** The change in Salaries and Benefits reflects the increase in the City’s retirement rate as required by the actuarial report, a 2% COLA given in FY 12, and a 12.5% increase in the City’s health care costs. It also reflects funding for an Economic Development Specialist position added in FY 12 after the new Director was hired. Previously, the City’s COO/CFO, also funded in this budget, served as Economic Development Director as well. Now that those positions are split, in order for the department to remain fully staffed, a new position was created and will be filled. There is offsetting revenue in the amount of \$100,000 from the Charlottesville Economic Development Authority (CEDA). This is not an uncommon practice seen in other localities, since a role of the Economic Development staff is to provide support and staffing for EDAs.



## City Attorney

### Mission

Provide excellent legal services, consistent with the highest professional and ethical standards, to the City and agency stakeholders

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#### **City Attorney FY 13 Budget - \$764,699**

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 also 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.

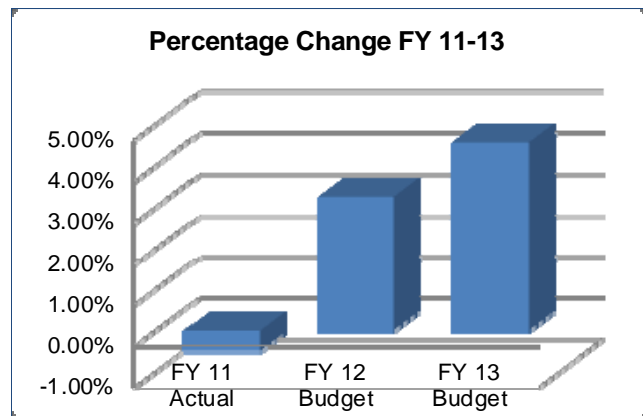
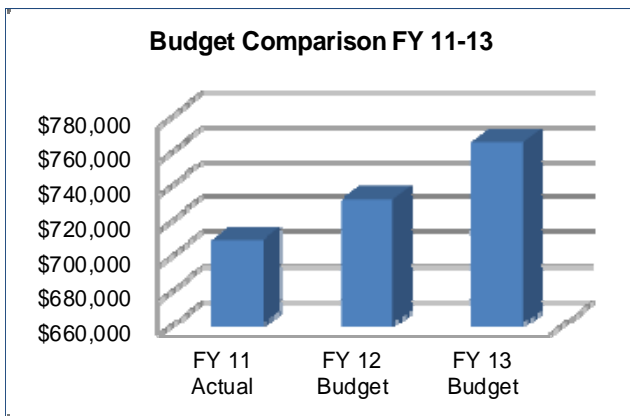
## City Attorney

### Funding and Staffing Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$641,018	\$658,388	\$691,818	\$33,430	5.08%
Other Expenditures	<u>67,152</u>	<u>72,873</u>	<u>72,881</u>	<u>8</u>	<u>0.01%</u>
<b>General Fund Total</b>	<b>\$708,170</b>	<b>\$731,261</b>	<b>\$764,699</b>	<b>\$33,438</b>	<b>4.57%</b>

Staffing Summary (Full Time Equivalents)	FY 10-11	FY 11-12	FY 12-13	Increase/ (Decrease)
General Fund FTEs	6.0	6.0	6.0	0.0

**Explanation of Changes:** The change in Salaries and Benefits reflects the increase in the City's retirement rate as required by the actuarial report, a 2% COLA provided in FY 12, and a 12.5% increase in the City's health care costs.



## General Registrar

### Mission

Promote and ensure uniformity, legality, fairness, accuracy, purity and, integrity of the vote in all elections in the City of Charlottesville

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### **General Registrar FY 13 Budget - \$413,443**

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 engagement and education on ballot and registration issues; 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.

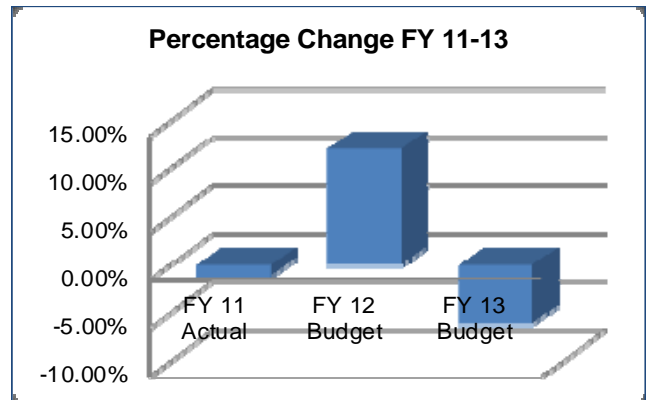
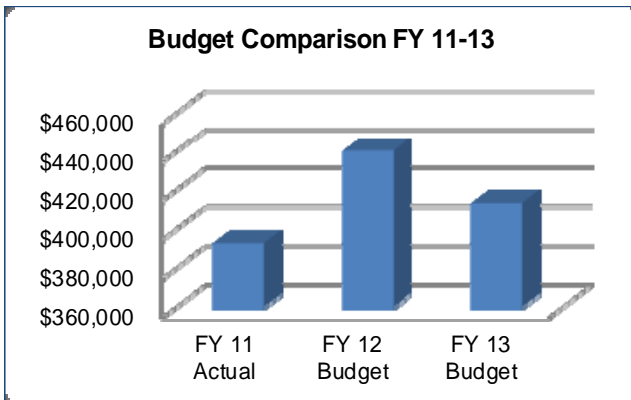
The Office of the General Registrar and its employees are located in the City Hall Annex. Additionally, a number of assistant registrars, election officials and part time election workers are employed as required by the State Board of Elections.

## General Registrar

### Funding and Staffing Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$263,609	\$261,650	\$266,309	\$4,659	1.78%
Other Expenditures	<u>129,410</u>	<u>178,781</u>	<u>147,134</u>	<u>(31,647)</u>	<u>-17.70%</u>
<b>General Fund Total</b>	<b>\$393,019</b>	<b>\$440,431</b>	<b>\$413,443</b>	<b>(\$26,988)</b>	<b>-6.13%</b>
General Fund FTEs	3.0	3.0	3.0	0.0	

**Explanation of Changes:** The change in Salaries and Benefits reflects the increase in the City's retirement rate as required by the actuarial report, a 2% COLA given in FY 12, and a 12.5% increase in the City's health care costs. The Other Expenditures budget reflects the expenses associated with two elections: November 2012 Presidential election and June 2013 State primary.



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## Organizational Memberships

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**Virginia Municipal League FY 13 Budget - \$13,664**

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.

**Charlottesville Regional Chamber of Commerce FY 13 Budget - \$1,260**

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

**Thomas Jefferson Planning District Commission (TJPDC) FY 13 Budget - \$52,261**

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.

**Piedmont Workforce Network FY 13 Budget - \$6,047**

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.

**Virginia Institute of Government FY 13 Budget - \$2,500**

Established in 1994 by the Virginia General Assembly, VIG provides programs that increase the training, technical services, and information resources available to the Commonwealth's local governments.

**Alliance for Innovation FY 13 Budget - \$2,500**

The Alliance for Innovation is a nonprofit organization that partners with the International City/County Management Association and Arizona State University, with a membership base of 430 city, town, and county governments from 28 states, providing city and county governments with the tools and information to improve productivity and save time and money.

**Virginia First Cities Coalition FY 13 Budget - \$18,000**

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

**Thomas Jefferson Regional Partnership for Economic Development FY 13 Budget - \$12,500**

TJRPED 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.

**Thomas Jefferson Soil and Water Conservation District FY 13 Budget - \$10,300**

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

**Streamwatch FY 13 Budget - \$10,000**

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.

**Central Virginia Small Business Development Center FY 13 Budget - \$12,000**

The SBDC provides management, marketing, planning, operational, financial, and other assistance to existing and pre-venture small and mid-sized businesses in the region.

**National League of Cities - \$4,000**

NLC represents and serves as a resource to and an advocate for more than 19,000 cities, villages, and towns.

## Organizational Memberships

### Funding Summary

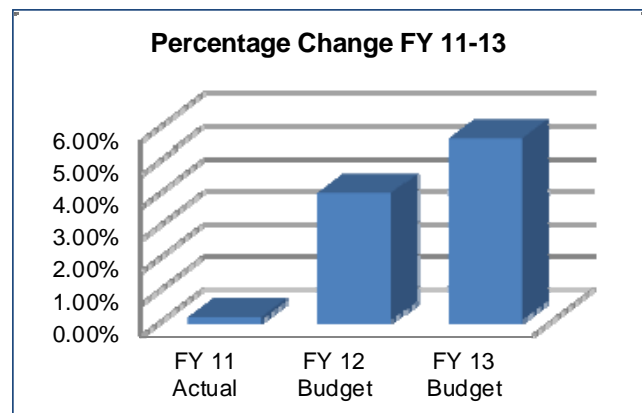
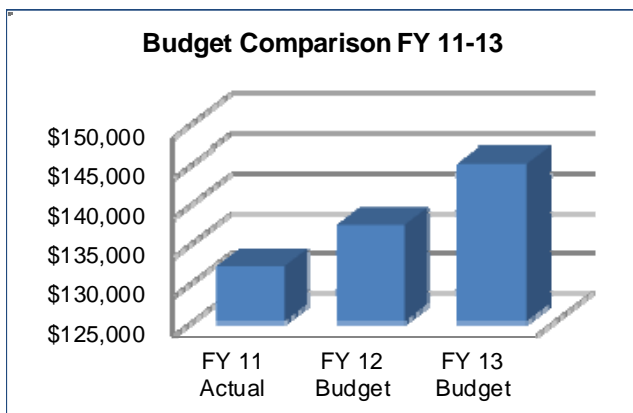
Funding Summary	FY10-11 Actual	FY11-12 Budget	FY12-13 Budget	Increase/ (Decrease)	% Change
Virginia Municipal League	\$13,228	\$13,664	\$13,664	\$0	0.00%
Chamber of Commerce	1,260	1,260	1,260	0	0.00%
Thomas Jefferson Planning District Commission	46,860	46,860	52,261	5,401	11.53%
Piedmont Workforce Network	6,047	6,047	6,047	0	0.00%
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	10,000	10,000	10,300	300	3.00%
Streamwatch	10,000	10,000	10,000	0	0.00%
Central Virginia Small Business Development Center	10,000	10,000	12,000	2,000	20.00%
National League of Cities	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	0.00%
<b>General Fund Total Contributions</b>	<b>\$132,089</b>	<b>\$137,331</b>	<b>\$145,032</b>	<b>\$7,701</b>	<b>5.61%</b>

#### Explanation of Changes:

**Thomas Jefferson PDC** – The increase reflects new member assessments (per capita rate of \$.60 to \$.62) approved by membership in fall 2011.

**TJ Soil and Water Conservation District** – This increase will assure that staff members have achieved (or will soon achieve) levels of certifications that warrant salary step increases. The City's portion funds the non-point source pollution control program.

**Small Business Development Center** – In CY 2012, counseling clients are projected to increase by 8.7% over 2011 and by 13.6% over 2010. In addition, as the Center continues to place more focus on second stage and higher growth businesses, average counseling hours are expected to increase from 2.2 hours/client in 2010 and 2.4 hours/client in 2011 to 2.75 hours in 2012, an increase of 25% over 2010. The increase reflects the BDC's request to provide this enhanced level of service.







## Non Departmental

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

**Sister City Committee FY 13 Budget - \$15,000**

This supports the City’s activities to enhance and develop relationships with its Sister Cities: Poggio a Caiano, Italy; Besancon, France; Long Beach, Washington; Winneba, Ghana; and Plevin, Bulgaria.

**Community Dialogue on Race FY 13 Budget - \$90,000**

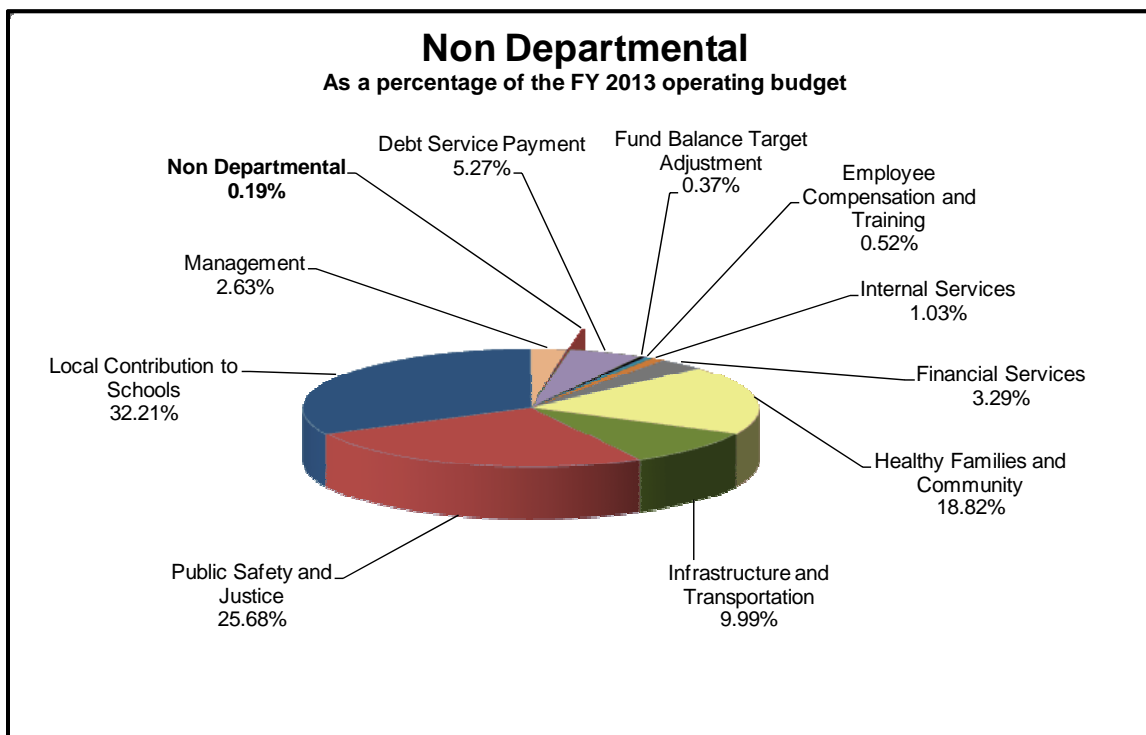
The Dialogue on Race engages our residents in an on-going discussion to better understand each other, our backgrounds, our history, our perceptions, and how past actions continue to affect life in Charlottesville today.

**P3: Plan, Perform, Perfect FY 13 Budget - \$47,000**

P3 is the City’s performance management and measurement initiative, designed to build on the City’s internal capacity to develop (1) departmental strategic business plans, (2) a performance measurement and management system, and (3) a means of reporting results to staff, City management, Council and the public, all of which will guide the organization towards intentional application of strategies and techniques to achieve desired results.

**Virginia Juvenile Community Crime Control Act (VJCCCA) FY 13 Budget - \$108,415**

VJCCCA aims to deter crime by providing immediate, effective punishment that emphasizes accountability of the juvenile offender for his/her actions as well as reduce the pattern of repeat offending. The budget represents the City’s required match for this regional grant. Albemarle County also participates in this grant and includes a local match in their budget.



## Non Departmental

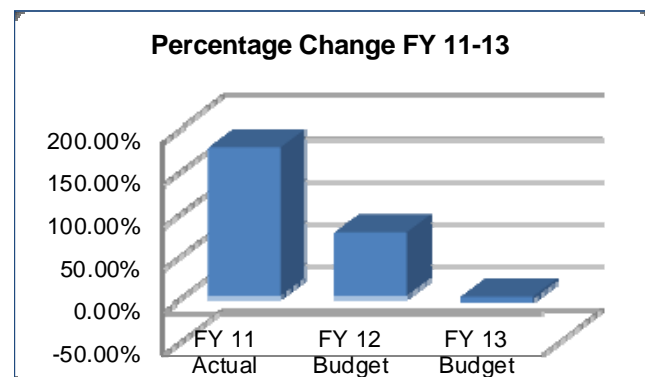
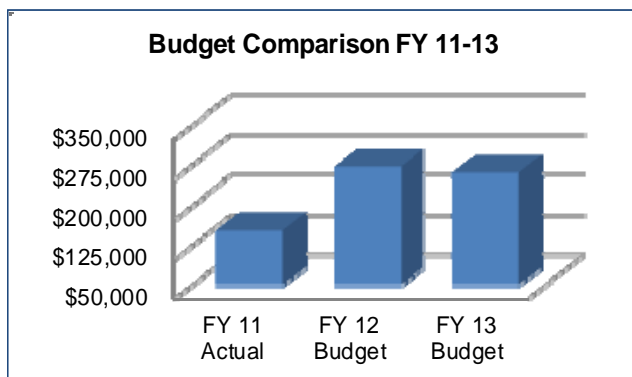
### Funding Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Sister City Committee	\$25,744	\$15,000	\$15,000	\$0	0.00%
Green City Initiatives	0	50,000	0	(50,000)	-100.00%
Community Dialogue on Race	13,480	90,000	90,000	0	0.00%
P3: Plan, Perform, Perfect	6,446	8,000	47,000	39,000	487.50%
Virginia Juvenile Community Crime Control Act (Local Match)	<u>108,415</u>	<u>108,415</u>	<u>108,415</u>	<u>0</u>	<u>0.00%</u>
<b>General Fund Total</b>	<b>\$154,085</b>	<b>\$271,415</b>	<b>\$260,415</b>	<b>(\$11,000)</b>	<b>-4.05%</b>

#### Explanation of Changes:

**Green Cities Commission** – The budget does not recommend continuing funding for the Green Cities Initiatives in FY 13. The Citizens Committee on Environmental Sustainability in its original configuration was concluded in Jan 2009 in order to focus efforts on the Local Climate Action Planning Process (LCAPP). Several of the members transitioned to the LCAPP and that steering committee concluded its efforts summer 2011. Although mentioned in several meetings, there has not yet been further decision about reconvening a similar advisory group. Until such conversations occur, additional funding is not recommended. There is a current balance of over \$84,000 in this account.

**P3: Plan, Perform, Perfect** – The proposed funding for this initiative will fund the following: a small operational and training budget; the annual contract for the City’s performance measurement scorecard software, [ClearPoint](#) and the [ICMA National Citizen Survey](#), a cost efficient survey tool for local governments that surveys citizen opinion on level of service satisfaction, program planning, budgeting, performance measurement, and goal setting.

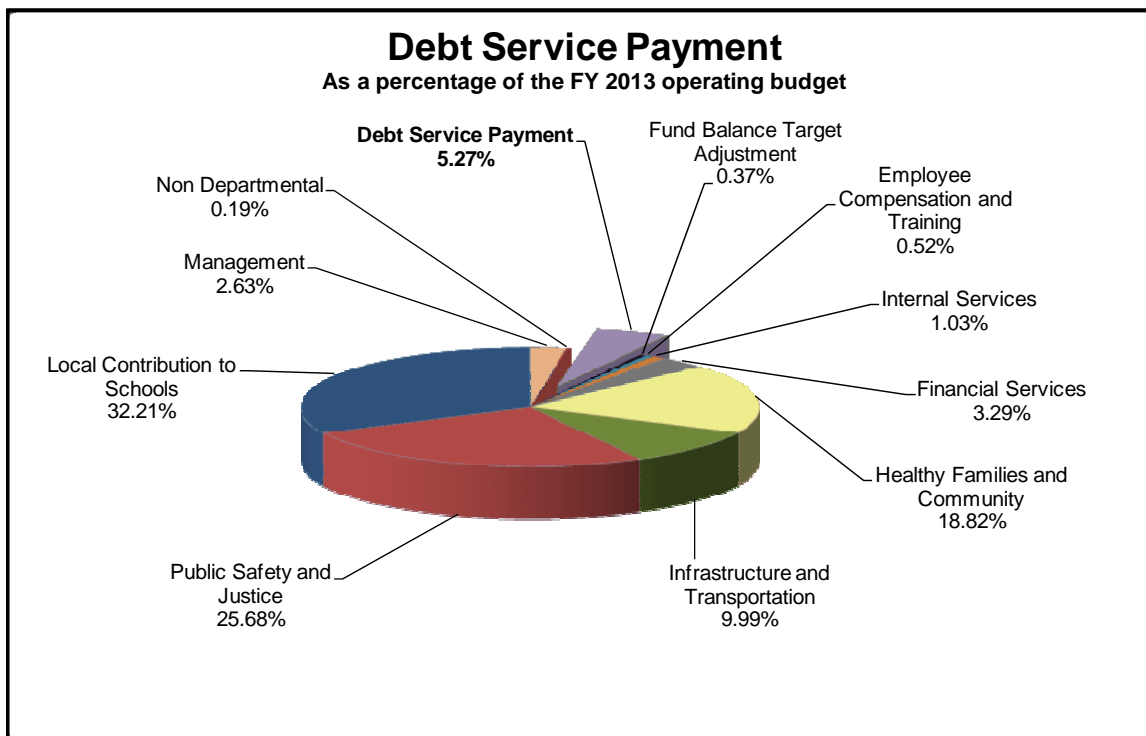


## Debt Service Payment

The General Fund contribution to the City’s annual debt service payments on general obligation bonds and literary loans are 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. 117** and Debt Service Fund detail on **pg. 129**).

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
General Fund Contribution	\$5,700,000	\$5,900,000	\$6,250,000	\$350,000	5.93%
General Fund Contribution - Fire Apparatus	350,000	350,000	350,000	0	0.00%
General Fund Contribution - County					
Fire Service Fee	<u>342,000</u>	<u>450,000</u>	<u>450,000</u>	<u>0</u>	<u>0.00%</u>
<b>General Fund Total</b>	<b>\$6,392,000</b>	<b>\$6,700,000</b>	<b>\$7,050,000</b>	<b>\$350,000</b>	<b>5.22%</b>

**Explanation of Changes:** In addition to the funding shown above, there is **\$1.92 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, **\$450,000**, 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 the fire services contract is the source of funding for this item.

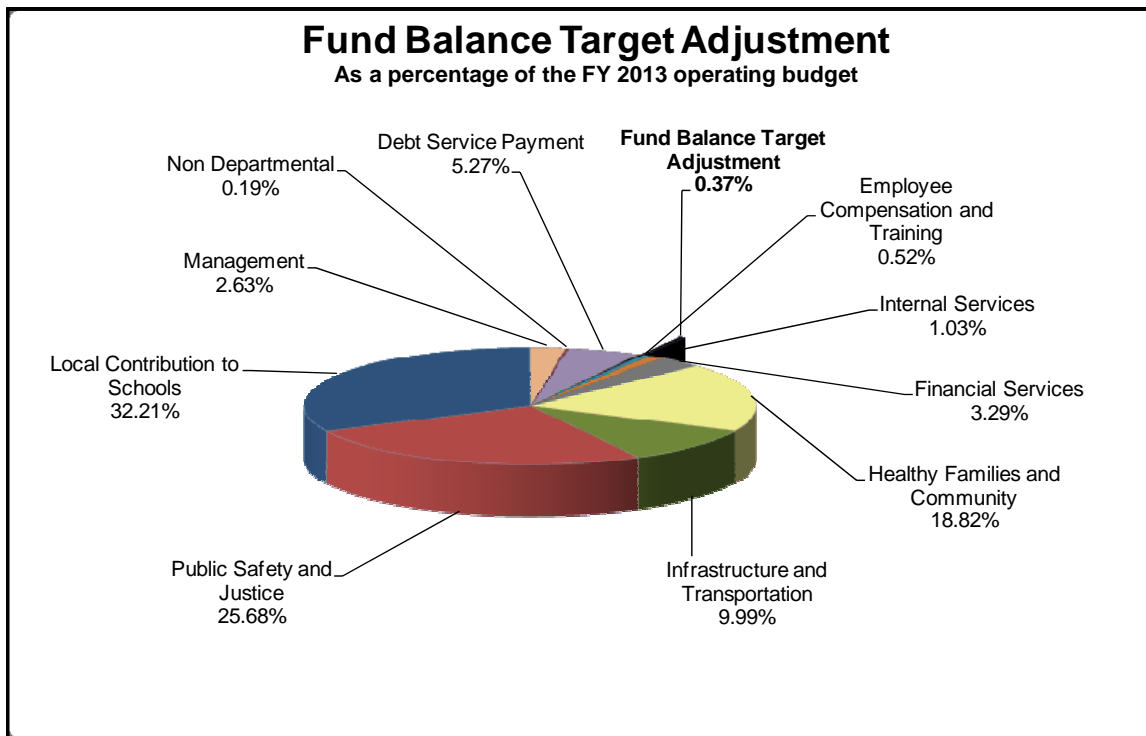




## Fund Balance Target Adjustment

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 included each year to help ensure that the City continues to meet this important financial policy.

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Fund Balance Target Adjustment	\$0	\$500,000	\$500,000	\$0	0.00%
<b>General Fund Total</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>0.00%</b>





## Employee Compensation and Training

### 3% One Time Bonus FY 13 Budget - \$775,000

All regular full- and part-time employees and long term temporary employees, employed as of January 1, 2012, will receive a one- time bonus, equivalent to 3% of an employee's current salary. This bonus will not add to the base of overall salaries.

### Living Wage Adjustments - \$50,000

Acting on the discussion that took place during budget worksessions, Council asked staff to include funds for living wage adjustments. The exact dollar amount to be considered a living wage for City employees will be determined by Council during the fiscal year.

### Citywide Attrition Savings FY 13 Budget Savings - (\$450,000)

This represents anticipated salary and benefits savings achieved when a vacancy occurs and remains vacant for some period of time in between hires.

### Unemployment Compensation FY 13 Budget - \$60,000

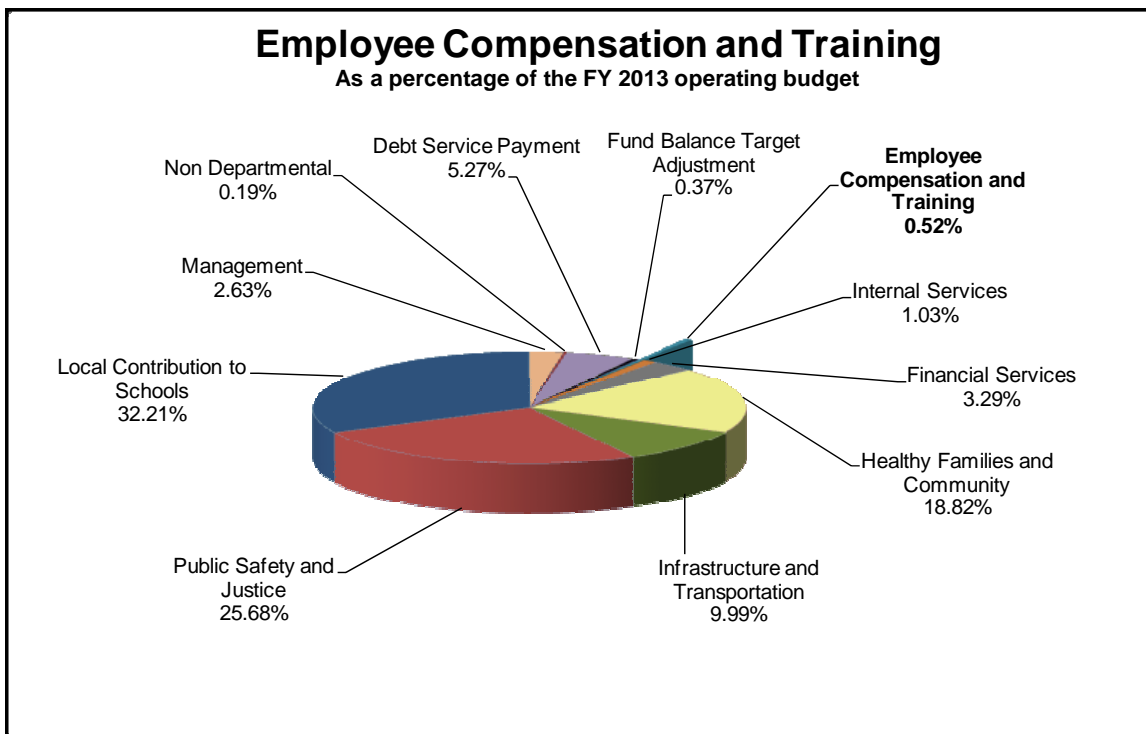
Unemployment insurance provides temporary wage replacement benefits to qualified individuals who are out of work through no fault of their own.

### Corporate Training Fund FY 13 Budget - \$35,000

This supports employee development training programs offered by Human Resources and partnering organizations such as PVCC and the Chamber of Commerce.

### Misc. Expenses FY 13 Budget - \$225,000

This supports the employee parking subsidy, leadership development activities, employee recognition initiatives, such as the Class Act Awards and tenure recognitions, and employee appreciation events.



## Employee Compensation and Training

### Funding Summary

Funding Summary	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Increase/ (Decrease)	% Change
Compensation and Benefits	\$138,968	\$745,527	\$775,000	\$29,473	3.95%
Citywide Market Rate Adjustments	0	200,000	0	(200,000)	-100.00%
Living Wage Adjustments	0	0	50,000	50,000	100.00%
Salary Accrual	65,258	0	0	0	0.00%
Citywide Attrition Savings	0	(150,000)	(450,000)	(300,000)	200.00%
Unemployment Compensation	44,875	60,000	60,000	0	0.00%
Corporate Training Fund	11,406	35,000	35,000	0	0.00%
Miscellaneous Expenses	<u>0</u>	<u>250,000</u>	<u>225,000</u>	<u>(25,000)</u>	<u>-10.00%</u>
<b>General Fund Total</b>	<b>\$260,507</b>	<b>\$1,140,527</b>	<b>\$695,000</b>	<b>(\$445,527)</b>	<b>-39.06%</b>

