

MISSION STATEMENT

The Board of Equalization holds public hearings for individual taxpayers who file applications for assessment reconsideration. The Board rules on uniformity, consistency, correctness and fairness of the assessments made by the Real Estate Assessments Division of the Finance Department.

AGENCY LOCATOR

Administration

Board of Equalization

Contingency Reserve

Finance Department

General Registrar

Human Rights Office

Office of Information

Technology

Self-Insurance

Unemployment Insurance

Reserve

Expenditure and Revenue Summary

	FY 03	FY 03	FY 04	FY 05	% Change
Expenditure by Program	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Administration	\$42,174	\$26,921	\$45,981	\$45,981	0.00%
Total Expenditures	\$42,174	\$26,921	\$45,981	\$45,981	0.00%
Expenditure by Classification					
Personal Services	\$36,029	\$22,757	\$38,370	\$38,370	0.00%
Fringe Benefits	\$0	\$656	\$0	\$0	—
Contractual Services	\$1,600	\$282	\$1,600	\$1,600	0.00%
Internal Services	\$0	\$0	\$1,911	\$1,911	—
Other Services	\$2,045	\$1,023	\$1,600	\$1,600	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	—
Leases & Rentals	\$2,500	\$2,203	\$2,500	\$2,500	0.00%
Total Expenditures	\$42,174	\$26,921	\$45,981	\$45,981	0.00%
Funding Sources					
Charges for Services	\$0	\$0	\$0	\$0	—
Total Designated Funding Sources	\$0	\$0	\$0	\$0	—
Net General Tax Support	\$42,174	\$26,921	\$45,981	\$45,981	0.00%

Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2001 - 2005 Strategic Plan in 2000 to guide the FY 02 - FY 05 Fiscal Plans. The Adopted Strategic Plan contains five major service areas that are the top priorities for County government. They are: Economic Development; Education; Human Services; Public Safety; and Transportation. Policy and resource decisions are made with priority given to these areas. In February 2004 the Board of County Supervisors adopted its 2004 - 2008 Strategic Goals which included the five existing goals and a sixth goal - Community Development. This budget document adheres to the Board's direction to focus on six strategic goal areas. This section discusses the five goal areas that are included in the 2001 - 2005 Strategic Plan. As community outcomes, strategies and objectives are adopted in support of the 2004 - 2008 strategic goals, agency support of the sixth community development goal will be articulated.

Everyone in the Board of Equalization plays a role in achieving these goals. The Board of Equalization's role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to staff in the Board of Equalization to perform their individual roles in a collective effort to achieve our strategic goals.

Economic Development

The County will maintain an economic development climate that will attract and foster the expansion of environmentally sound industries to create quality jobs, diversify the non-residential tax base, and allow people to live in, work in and visit Prince William County.

Agency Role

The Board of Equalization supports the Economic Development Goal by assuring taxpayers that Prince William County is a fair and equitable place to live and purchase property. This is accomplished through public hearings for individual taxpayers who file applications for real estate assessment reconsideration. The Board of Equalization rules on the uniformity, consistency, correctness and fairness of the assessments made by the Finance Department.

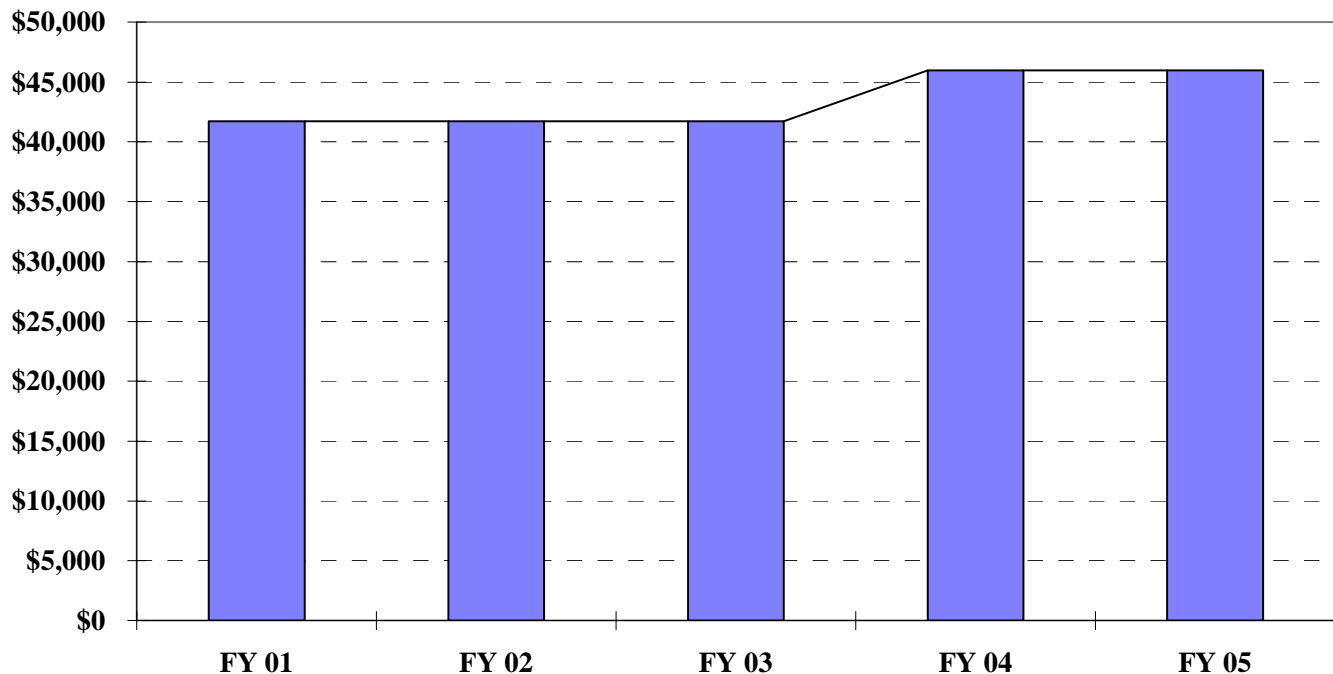
Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 45,981	FY 2004 FTE Positions	0.00
FY 2005 Adopted	\$ 45,981	FY 2005 FTE Positions	0.00
Dollar Change	\$ -	FTE Position Change	0.00
Percent Change	0.00%		

Authorized Positions by Program

	FY 03 Adopted	FY 04 Adopted	FY 05 Adopted
Board of Equalization (FTE)	0.00	0.00	0.00
Total Full-Time Equivalent (FTE) Positions	0.00	0.00	0.00

Expenditure History



Note: All Years Adopted



AGENCY LOCATOR

Administration

Board of Equalization

Contingency Reserve

Finance Department

General Registrar

Human Rights Office

Office of Information

Technology

Self-Insurance

*Unemployment Insurance
Reserve*

Contingency Reserve

Expenditure and Revenue Summary

Expenditure by Program	FY 03 Approp	FY 03 Actual	FY 04 Adopted	FY 05 Adopted	% Change Adopt 04/ Adopt 05
Contingency Reserve	\$34,867	\$33,900	\$1,520,025	\$750,000	-50.66%
Total Expenditures	\$34,867	\$33,900	\$1,520,025	\$750,000	-50.66%
Expenditure by Classification					
Other Services	\$967	\$0	\$1,520,025	\$750,000	-50.66%
Transfers Out	\$33,900	\$33,900	\$0	\$0	—
Total Expenditures	\$34,867	\$33,900	\$1,520,025	\$750,000	-50.66%
Funding Sources					
Total Designated Funding Sources	\$0	\$0	\$0	\$0	—
Net General Tax Support	\$34,867	\$33,900	\$1,520,025	\$750,000	-50.66%

PROGRAM LOCATOR

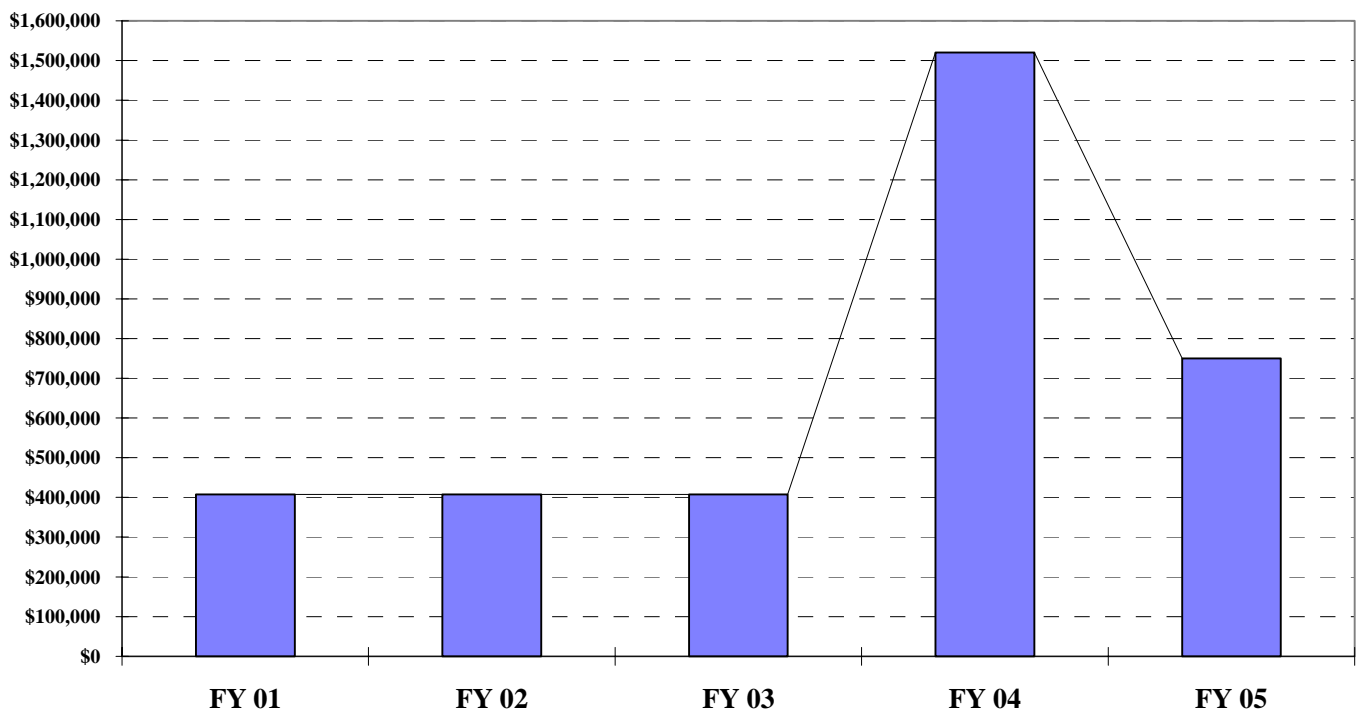
Administration

Contingency Reserve

I. Major Issues

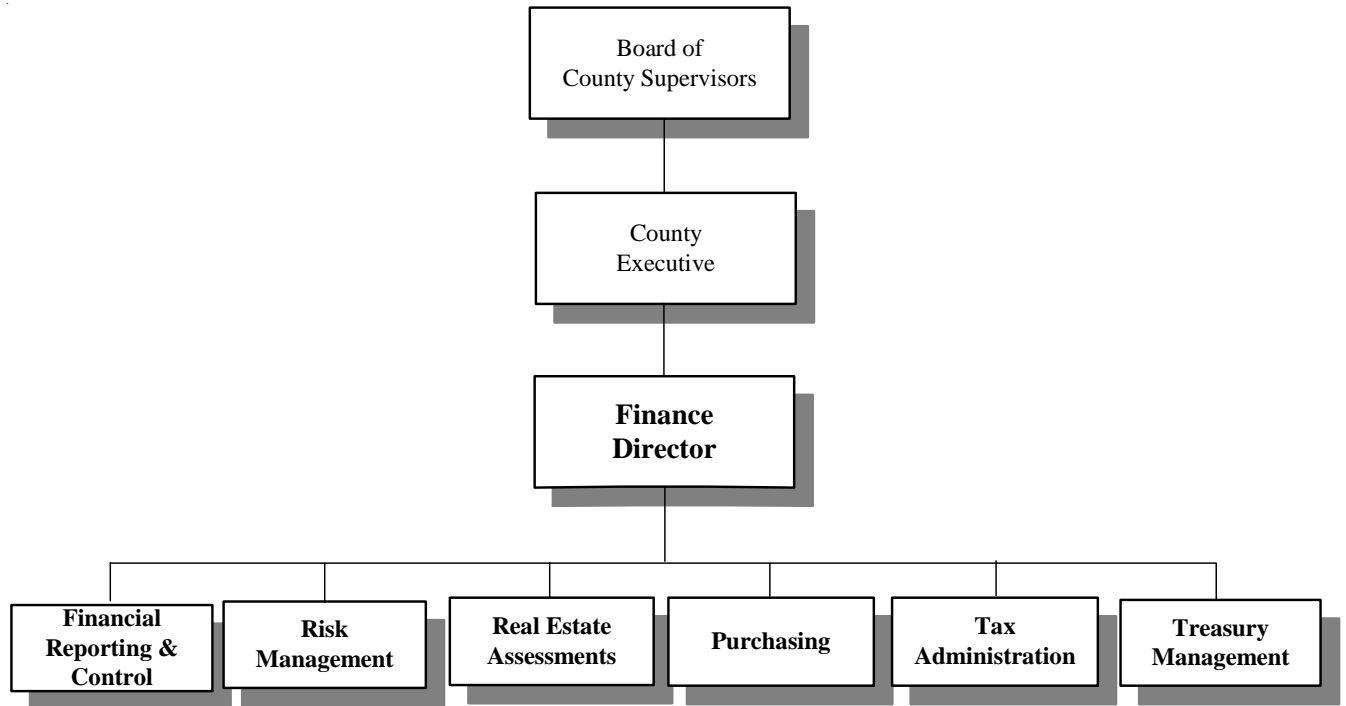
- A. **The Contingency Reserve is established within the General Fund** to provide limited funding to accommodate unanticipated increases in service delivery costs and to accommodate unanticipated revenue shortfalls. Any funds remaining at the end of FY 05 will be-requested as a carryover to FY 06.
- B. **The Principles of Sound Financial Management** adopted by the Board of County Supervisors during FY 03 calls for a minimum Contingency Reserve of \$500,000 for the fiscal year in which the contingency budget is dedicated. With the addition of \$91,933 to the Contingency Reserve in FY 04, the total available was increased to \$500,000. The \$500,000 approved in FY 04 was approved to continue in FY 05.
- C. **Homeland Security Reserve (\$250,000)** - With unforeseen events occurring throughout the world on a daily basis, a Homeland Security Reserve was established within the Contingency Reserve for FY 04 to help cover some of the costs of responding to these events on a local level. The \$250,000 approved in FY 04 was approved to continue in FY 05. Any funds remaining at the end of FY 05 will be-requested as a carryover to FY 06.

Expenditure Budget History



Note: All Years Adopted





MISSION STATEMENT

The Finance Department provides quality customer service through financial and fiduciary management.

AGENCY LOCATOR

Administration

- Board of Equalization*
- Contingency Reserve*
- Finance Department***
- General Registrar*
- Human Rights Office*
- Office of Information Technology*
- Self-Insurance*
- Unemployment Insurance Reserve*

STRATEGIC GOAL

The County will assure fair and equal treatment of all citizens.

Expenditure and Revenue Summary

Expenditure by Program	FY 03	FY 03	FY 04	FY 05	% Change
	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Financial Reporting & Control	\$2,120,002	\$2,042,752	\$1,758,382	\$1,879,734	6.90%
Risk Management	\$407,909	\$434,118	\$454,580	\$798,844	75.73%
Real Estate Assessments	\$2,293,253	\$2,106,328	\$2,001,812	\$2,288,509	14.32%
Purchasing	\$1,025,649	\$981,655	\$850,030	\$887,934	4.46%
Tax Administration	\$4,152,096	\$3,921,376	\$3,703,491	\$3,967,202	7.12%
Treasury Management	\$332,552	\$364,737	\$643,279	\$523,854	-18.57%
Director's Office	\$921,983	\$827,650	\$681,551	\$884,779	29.82%
Total Expenditures	\$11,253,444	\$10,678,616	\$10,093,125	\$11,230,856	11.27%
Expenditure by Classification					
Personal Services	\$6,003,441	\$5,882,175	\$6,419,125	\$6,740,515	5.01%
Fringe Benefits	\$1,365,758	\$1,167,629	\$1,413,159	\$2,022,830	43.14%
Contractual Services	\$1,140,387	\$905,601	\$996,231	\$1,084,725	8.88%
Internal Services	\$1,770,456	\$1,770,456	\$502,752	\$509,117	1.27%
Other Services	\$938,946	\$855,281	\$725,558	\$823,319	13.47%
Debt Maintenance	\$0	\$0	\$0	\$0	—
Capital Outlay	\$86,094	\$68,225	\$31,119	\$56,119	80.34%
Leases and Rentals	\$41,341	\$29,249	\$38,181	\$38,181	0.00%
Reserves and Contingencies	(\$92,979)	\$0	(\$33,000)	(\$43,950)	33.18%
Total Expenditures	\$11,253,444	\$10,678,616	\$10,093,125	\$11,230,856	11.27%
Funding Sources					
General Property Taxes	\$251,238	\$448,775	\$242,326	\$319,512	31.85%
Permits, Priv Fees and Reg Lic	\$250	\$9,131	\$250	\$250	0.00%
Fines and Forfeitures	\$16,000	\$17,599	\$112,000	\$112,000	0.00%
Rev From Use of Money and Property	\$12,200	\$13,043	\$12,200	\$7,200	-40.98%
Charges for Services	\$72,700	\$75,000	\$122,476	\$125,181	2.21%
Miscellaneous Revenue	\$30,000	\$7,348	\$0	\$0	0.00%
Rev From Commonwealth	\$617,935	\$592,348	\$572,847	\$572,847	0.00%
Transfers In	\$50,000	\$12,778	\$24,000	\$26,200	9.17%
Total Designated Funding Sources	\$1,050,323	\$1,176,022	\$1,086,099	\$1,163,190	7.10%
Net General Tax Support	\$10,203,121	\$9,502,594	\$9,007,026	\$10,067,666	11.78%

PROGRAM LOCATOR

Administration

Finance Department

Financial Reporting and Control

Risk Management

Real Estate Assessments

Purchasing

Tax Administration

Treasury Management

Director's Office

Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2001 - 2005 Strategic Plan in 2000 to guide the FY 02 - FY 05 Fiscal Plans. The Strategic Plan contains five major service areas that serve as the top priorities for County government. Policy and resource decisions are made with priority given to these areas.

Everyone in the Finance Department plays a role in achieving these goals. The Finance Department's role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to staff in the Finance Department to perform their individual roles in a collective effort to achieve our strategic goals.

Economic Development

The County will maintain an economic development climate that will attract and foster the expansion of environmentally sound industries to create quality jobs, diversify the non-residential tax base and allow people to live in, work in and visit Prince William County.

Agency Role

The role of the Finance Department is to manage all activities connected with the actual expenditure of County funds to insure that all such activity is executed legally, efficiently and effectively to establish and maintain the integrity of the finances of the County. Maintaining this integrity will enhance the trust in the County and increase the attractiveness of the County as a place for commercial firms to do business.

Education

The County will provide a quality educational environment and opportunities, in partnership with the School Board, the education community, and businesses to provide our citizens with job readiness skills and/or the academic qualifications for post-secondary education and the pursuit of life-long learning.

Agency Role

The School Board is a component unit of Prince William County and provides almost all of the formal primary and secondary education administered to the children of this County. In conjunction with this major effort, the Finance Department has a significant role in helping the school administration to maintain their financial records, to issue bonds for the construction of new schools, to assist with the preparation of the School Board's separately issued Comprehensive Annual Financial Report, and to reconcile all School Bank accounts as well as processing any wire-transfer requests, all of which are essential elements necessary for the operation of the school system.

Human Services

The County will provide efficient, effective, integrated and easily accessible human services that support individual and family efforts to achieve independence and self-sufficiency. The County shall focus on leveraging state and Federal funding and maximizing community partnerships.

Agency Role

The County's agencies and departments which handle human services are funded by the General Fund and a mixture of State and Federal grants. The administration of the grants is done internally by these agencies and departments. Financial reporting and preparation of the single audit documents related to these grants are prepared by the Department. The County staff providing human services, is paid through the central payroll system maintained by the Department.

Public Safety

The County will continue to be a safe community, reduce crime and prevent personal injury and loss of life and property.

Agency Role

The Finance Department's support of all aspects of the CIP process enables the County to improve its ability to meet the growing and changing public safety needs of Prince William County citizens. For example, the coordination of debt issuances needed to build police or fire stations will create a more efficient and responsive environment to address the community's immediate needs.

All public safety activities are supported through the payment of all expenses from the financial system maintained by the Department. This includes all vendor and employee payments of any kind.

Transportation

The County will facilitate intra-/inter- jurisdictional movement that gets people to jobs, improves safety, reduces congestion, reduces travel time, supports and encourages economic development and is environmentally sensitive.

Agency Role

Nearly all the county's strategic transportation needs are capital projects-related. The financial accounting system maintained by the Department enables all transportation related expenses to be executed legally and as efficiently and effectively as possible. The Department supports the construction of many transportation capital improvement projects through the issuance of bonds used to fund all aspects of some road projects. The financial system maintained by the Department, provides the information on capital projects budgets, actual revenues, actual expenditures and encumbrances, remaining balances and cash balances that are needed to manage the transportation program of the County.

I. Major Issues

- A. One-time Non-Recurring General Fund Items Reduced from the Finance Department Budget** - A total of \$49,347 has been removed from the FY 05 Finance Department base budget. The total consisted of funds which supported the one-time purchase of items in the FY 04 adopted budget and includes: one-time costs associated with a biennial physical inventory and appraisal of capital assets (\$25,000), supplies and materials for a Capital Projects Accountant (\$22,052) and supplies and materials for an Administrative Support Position (\$2,295). The Administrative Support Position was fully revenue supported in FY 04; therefore a corresponding \$2,295 was also removed from the agency’s base revenue budget.
- B. Revenue Adjustments** - A total of \$25,000 in agency revenue has been shifted from Charges for Services (\$20,000) and Revenue from Use of Money and Property (\$5,000) to General Property Taxes. Adjustments have been made based on actual collected revenues over the past several fiscal years.
- C. New Environmental Management Activity** - As part of the FY 04 Adopted budget, a new Environmental Management Program at a cost of \$104,125 was added to the Prince William County Self Insurance Budget. This funding has been shifted out of the Self Insurance Budget and added to the Risk Management Program of the Finance Department for FY 05. This shift has occurred for better management of the program, enabling the County to address Environmental Protection Agency (EPA) and Virginia Department of Environmental Quality (VDEQ) regulations.

II. Base Budget Savings Initiative

As part of the FY 05 budget development process, County agencies joined together to examine and reduce the base budget. Executive Management staff facilitated this process through regular management staff meetings involving County agency directors and their key budget staff, with analytical support from the Budget Office. In addition to ongoing base budget adjustments described above, this new budget process initiative produced the following base budget savings.

- A. Expenditure Reductions** - Expenditures in the Finance Department were reduced at total of \$77,168. The tax Administration Program was reduced \$54,168, which consists of one vacant position (\$34,168) and the elimination of the annual equipment appreciation study (\$20,000). The Purchasing Program was reduced \$10,000, which consists of funds for training. The Director’s Office Program was reduced \$10,000, which consists of office furniture (\$7,500) and undistributed miscellaneous funds (\$2,500). The Treasury Management Program was reduced \$3,000, which consists of funds for tuition reimbursement.
- B. Revenue Increase** - Revenue in the Tax Administration Program was increased \$35,000.

III. Budget Adjustments

A. Compensation Additions

Total Cost -	\$770,204
Supporting Revenue -	\$0
Total PWC Cost -	\$770,204
Additional FTE Positions -	0.00

- 1. Description** - Compensation increases totaling \$770,204 are added to support a 6.5% VRS increase, a 2.0% Pay Plan increase, an average three step merit increase, a projected 4.5% Anthem and 20% Kaiser

III. Budget Adjustments (continued)

Health Insurance rate increases, a 1.14% Group Life Insurance increase and a 10% Delta Dental rate increase. Additional detail concerning these increases can be found in the Unclassified Administrative section of Non-Departmental.

B. Risk Management - Environmental Specialist/Manager

Total Cost -	\$132,064
Supporting Revenue -	\$0
Total PWC Cost -	\$132,064
Additional FTE Positions -	1.00

- Description** - This budget addition supports an Environmental Specialist Manager to manage the County's environmental management system. The Board of County Supervisors adopted an Environmental Policy Statement on July 22, 2003 with the intention of the County to become a model of environmental excellence.
- Service Level Impacts** - This budget addition supports the FY 05 Adopted service levels for the Environmental Management activity of the Risk Management Program.

	FY 05 Base	FY 05 Adopted
▪ Inspections	24	24
▪ E2 Certifications (facilities per year)	1	1
▪ Training-employees identified in the program	100%	100%
▪ Re-certifications of E2 facilities	100%	100%
▪ Audits	4	4

C. Real Estate Assessments - Real Estate Appraiser

Total Cost -	\$100,741
Supporting Revenue -	\$0
Total PWC Cost -	\$100,741
Additional FTE Positions -	1.00

- Description** - This budget addition supports one additional real estate appraiser position in the Real Estate Assessments division of the Finance Department. In 1998, the Board of County Supervisors established a re-engineering plan to improve taxpayer confidence in the accuracy of real estate assessments by establishing and maintaining a 1 appraiser per 5,000 parcels staffing level (also an industry standard).
- Service Level Impacts** - This budget addition supports the 1998 re-engineering plan, will provide additional support to the Real Estate Assessments division and provide the following service level improvements:

	FY 05 Base	FY 05 Adopted
▪ Number of parcels per appraiser	6,043	5,755

III. Budget Adjustments (continued)

D. Risk Management - Operating Cost Increase

Total Cost -	\$44,065
Supporting Revenue -	\$25,000
Shifted Support -	\$19,065
Total PWC Cost -	\$0
Additional FTE Positions -	0.00

- Description** - This budget addition supports operating materials and supplies to support the training of County staff in risk management as required under OSHA and other state and federal agencies. This addition provides the Risk Management program with the tools and education to provide the necessary assistance to other County departments in the areas of safety, claims and environmental compliance.
- Service Level Impacts** - This budget addition maintains current service levels for the Risk Management program of the Finance Department and provides the necessary support to Risk Management and the PWSIG to aid the County in reducing its liability and exposure to risk.
- Funding Sources** - \$19,065 is transferred from the Prince William Self Insurance Budget to support this budget increase.

E. Tax Administration - Computer Maintenance

Total Cost -	\$24,936
Supporting Revenue -	\$17,186
Total PWC Cost -	\$7,750
Additional FTE Positions -	0.00

- Description** - This budget addition supports the increase in licensing, maintenance and support costs associated with Tax Administration’s automated tax systems.
- Service Level Impacts** - This budget addition maintains current service levels for the Tax Administration program of the Finance Department.

F. Financial Reporting and Control - Annual Audit Fee Increase

Total Cost -	\$8,000
Supporting Revenue -	\$0
Total PWC Cost -	\$8,000
Additional FTE Positions -	0.00

- Description** - This budget addition covers the increase in Prince William County’s audit contract as approved by the Board of County Supervisors’ resolution on September 5, 2000. The Code of Virginia, bond documents, and the County’s Principles of Sound Financial Management require the County to have an audit conducted by an independent Certified Public Accountant (CPA) firm. The County awarded a three-year contract for audit services to Arthur Anderson, LLP. In mid-May 2002, the County was notified that the Washington-Baltimore business of Arthur Anderson, LLP, had been sold to Ernst & Young. This sale caused the County

III. Budget Adjustments (continued)

contract for the annual audit to be assigned to Ernst & Young. The revised contract ends with the FY 05 audit.

2. **Service Level Impacts** - There are no direct service level impacts associated with this funding.
3. **Five-Year Plan Impact** - Per the contract with Ernst & Young and the Board of County Supervisors' resolution, the cost for audit services increases annually through the duration of the contract. It is expected that the audit contract will be re-bid in FY 06 and increase by \$146,383. Estimated increases are \$20,047 in FY 07, \$26,279 in FY 08 and \$34,594 in FY 09.

G. Financial Reporting and Control - Additional Audit Fees

Total Cost - \$9,600

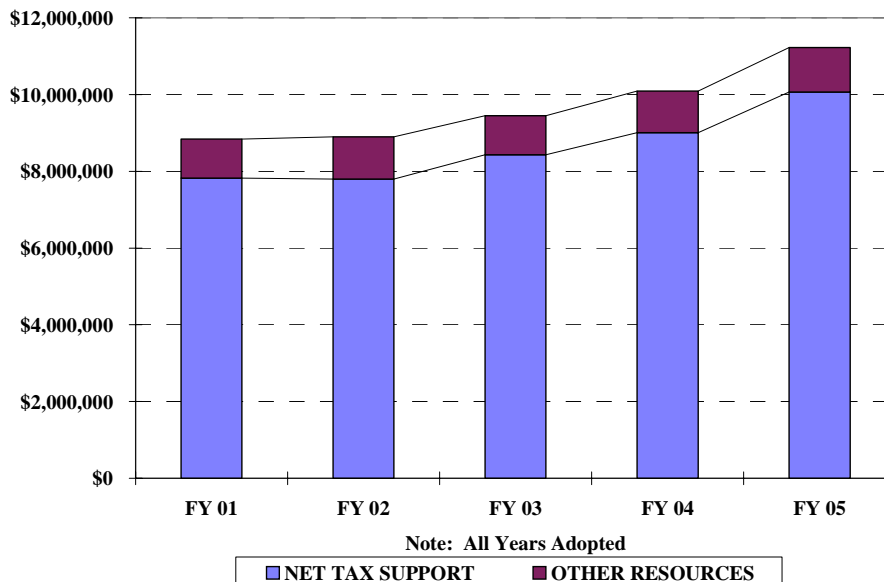
Supporting Revenue - \$2,200

Total PWC Cost - \$7,400

Additional FTE Positions - 0.00

1. **Description** - This budget addition covers the cost of providing audits for local and regional jails, the County's E-911 fund and the Convention and Visitor's Bureau. Chapter 899, Item 63, 2002 Acts of Assembly requires all local and regional jails that receive funds from the Commonwealth of Virginia to provide an annual Jail Cost Report. Chapter 58.1-3813.1 of the Code of Virginia and Section 3-10 of the Auditor of Public Accounts' Specifications for Audits of Counties, Cities and Towns requires an auditor to issue a separate audit opinion of the County's E-911 fund. An annual audit of the Convention and Visitors Bureau will also be conducted.
2. **Service Level Impacts** - There are no direct service level impacts associated with this funding.
3. **Funding Sources** - \$2,200 will be transferred from the Adult Detention Center to pay for the annual audit for local and regional jails.

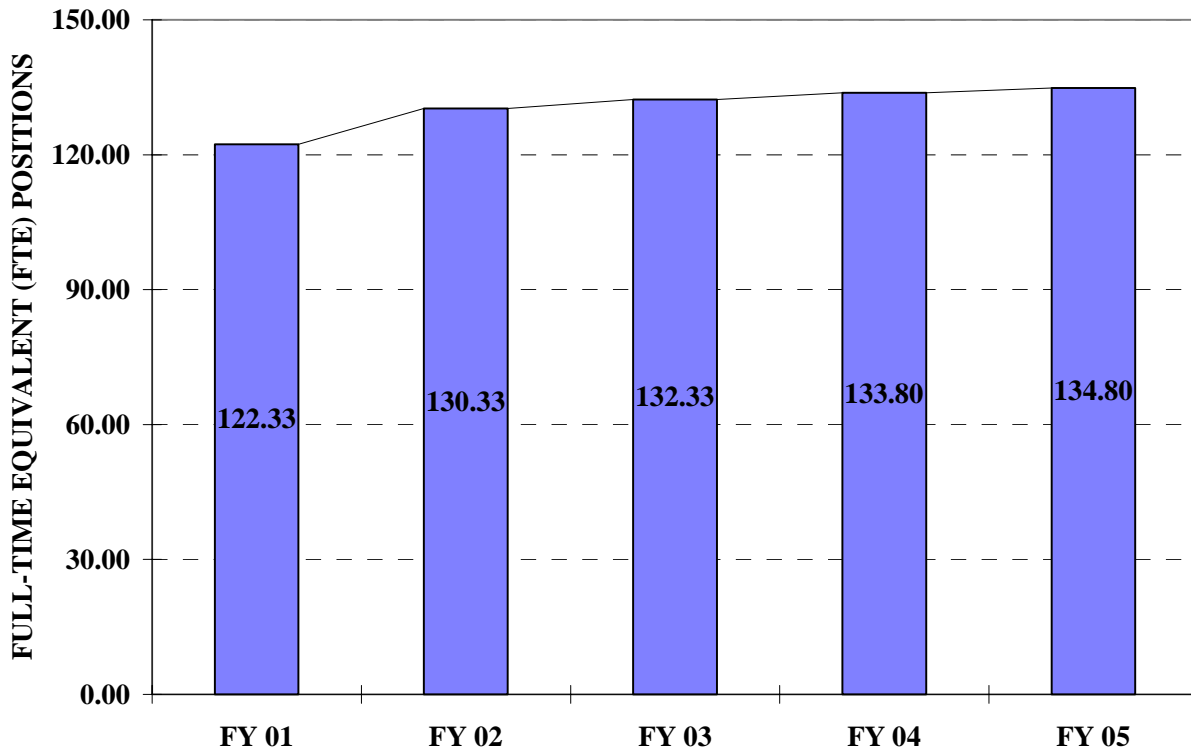
Expenditure Budget History



Authorized Postitions by Program

	FY 03 Adopted	FY 04 Adopted	FY 05 Adopted
Financial Reporting & Control Program (FTE)	17.53	18.00	18.00
Risk Management Program (FTE)	5.00	6.00	7.00
Real Estate Assessments Program (FTE)	31.00	31.00	32.00
Purchasing Program (FTE)	9.00	9.00	9.00
Tax Administration Program (FTE)	58.80	57.80	56.80
Treasury Management Program (FTE)	0.00	7.00	5.00
Director's Office Program (FTE)	11.00	5.00	7.00
Total Full-Time Equivalent (FTE) Positions	132.33	133.80	134.80

Staff History



Note: All Years Adopted

Finance Department

Financial Reporting and Control

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 1,758,382	FY 2004 FTE Positions	18.00
FY 2005 Adopted	\$ 1,879,734	FY 2005 FTE Positions	18.00
Dollar Change	\$ 121,352	FTE Position Change	0.00
Percent Change	6.90%		

Outcome Targets/Trends

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
▪ Receive Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
▪ Compliance with Principles of Sound Financial Management which Financial Reporting controls/influences	100%	100%	100%	100%	100%
▪ Audit adjustments	0	—	0	<5	<5
▪ Management letter comments	0	—	0	<5	<5
▪ Payroll processed on schedule	100%	—	100%	100%	100%
▪ Disbursement checks processed on schedule	100%	—	100%	100%	100%

Activities/Service Level Trends Table

1. Pay Bills

Maintain and pay approximately 30,000 vendors and 3,700 employees annually.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$426,250	\$419,905	\$441,351	\$418,209	\$454,701
<u>Payroll</u>					
▪ Payroll checks processed	90,925	85,418	85,158	91,000	85,000
▪ Employees per payroll staff	1,222	—	1,243	1,250	1,250
▪ Employees on Direct Deposit	90%	—	90%	90%	90%
<u>Disbursements</u>					
▪ Vendor transactions processed	136,001	129,600	161,680	180,000	165,000
▪ Vendor checks per disbursement staff	45,334	—	53,893	60,000	55,000

2. Maintain the County's Financial Records

Maintain the County's books and records in accordance with the Generally Accepted Accounting Principles, compliance with the Single Audit Act of 1984 as amended and having the County's books and records audited annually as required by §15.2-2511 of the Code of Virginia.

	FY 02	FY 03	FY 03	FY 04	FY 05
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
Total Activity Annual Cost	\$1,299,577	\$1,108,929	\$1,601,401	\$1,340,173	\$1,425,033
▪ Financial transactions processed	471,114	450,000	518,014	530,000	530,000
▪ Fixed asset transactions processed	1,798	—	1,988	—	1,800
▪ System users	428	670	447	400	400
▪ Special capital improvement studies performed	—	—	—	10	10
▪ Average length of time to complete monthly close	3 weeks	3 weeks	3 weeks	3 weeks	3 weeks

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 454,580	FY 2004 FTE Positions	6.00
FY 2005 Adopted	\$ 798,844	FY 2005 FTE Positions	7.00
Dollar Change	\$ 344,264	FTE Position Change	1.00
Percent Change	75.73%		

Outcome Targets/Trends

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
▪ Accidents per 100,000 employee miles	2.94	3.11	3.32	2.94	2.94
▪ Auto claims per 100,000 employee miles	\$3,311	\$4,200	\$2,425	\$3,311	\$3,300
▪ Injury Incident Rate (IIR) per 100 employees	6.78	9.20	6.53	6.78	6.78
▪ Lost Workday Incident Rate (LWDR) per 100 employees	2.86	4.00	3.17	2.86	2.86

Activities/Service Level Trends Table

1. Risk Management

Identify and analyze loss exposures to implement appropriate loss prevention and reduction programs in order to reduce the County's exposure to financial loss. Additionally, Risk Management has changed its program to have claims managed internally to reduce their overall cost.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$336,497	\$370,005	\$434,118	\$454,580	\$513,160
▪ Employees trained	769	400	881	440	440
▪ Safety inspections made	101	40	45	48	48
▪ Dangerous/hazardous situations identified	67	10	35	60	30
▪ Dangerous/hazardous situations rectified	57	10	32	54	30
▪ Required programs in place	15%	50%	30%	50%	50%
▪ Risk spending per \$1000 revenue	\$0.57	\$0.57	\$0.92	\$0.57	\$0.99
▪ Claims	635	<700	675	<715	<715
▪ Claims forwarded to third-party Claims Administrator for resolution within two working days	100%	100%	100%	100%	100%
▪ Average Cost Per Property Claim	—	—	—	—	\$2,915
▪ Facilities with E-2 Certification	—	—	—	—	2

2. Environmental Management

The County will strive to meet Emergency Management System (EMS) E2 Certification. The EMS is a set of management processes and procedures that will allow the County to analyze, control and reduce the environmental impact of its activities, products and services and operate with better efficiency and control.

	FY 02	FY 03	FY 03	FY 04	FY 05
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
Total Activity Annual Cost	—	—	—	—	\$285,684
▪ Inspections	—	—	—	—	24
▪ E2 Certifications (facilities per year)	—	—	—	—	1
▪ Training- employees identified in the program	—	—	—	—	100%
▪ Re-certifications of E2 facilities	—	—	—	—	100%
▪ Audits	—	—	—	—	4

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 2,001,812	FY 2004 FTE Positions	31.00
FY 2005 Adopted	\$ 2,288,509	FY 2005 FTE Positions	32.00
Dollar Change	\$ 286,697	FTE Position Change	1.00
Percent Change	14.32%		

Outcome Targets/Trends

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
▪ Appealed Real estate assessments upheld by the Board of Equalization	87.5%	60%	90%	60%	60%
▪ Overall Assessment Level (Estimated for all years after FY 96)	96.7%	91%	96.9%	95%	95%

Activities/Service Level Trends Table

1. Mass Appraisal of Real Property

Assess real estate parcels in the County each year.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$1,272,865	\$1,387,128	\$1,502,694	\$1,426,390	\$1,686,434
▪ Sales verified	7,353	8,000	7,010	8,000	8,000
▪ Sales	19,872	15,000	21,796	16,000	16,000
▪ Properties reviewed for accuracy as a percent of total improved properties	9.5%	20%	14%	20%	20%
▪ Parcels appealed as a percent of total parcels	0.50%	<1%	0.49%	<1%	<1%
▪ Parcels per appraiser	5,753	5,465	5,758	5,840	5,755
▪ Cost per property assessed	\$16.35	\$18.16	\$18.46	\$17.38	\$18.93
▪ Overall average accuracy, measured as average error	6.7%	<7%	6.56%	<7%	<6%
▪ Appeals resolved within 20 working days	96%	75%	96%	75%	75%

2. Customer Service

Respond to information requests from taxpayers; provide information on processes, procedures and tax relief programs.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$514,580	\$597,365	\$603,634	\$575,422	\$602,075
▪ Walk-in customers	1,704	1,200	1,535	1,500	1,500
▪ Calls by real estate professionals, citizens or public agencies	19,255	19,000	22,277	19,000	20,000
▪ Tax relief applicants	1,455	1,400	1,780	1,600	1,850
▪ Use-value parcels reviewed	100%	—	100%	100%	100%
▪ Internet user sessions	401,272	—	714,588	425,000	700,000

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 850,030	FY 2004 FTE Positions	9.00
FY 2005 Adopted	\$ 887,934	FY 2005 FTE Positions	9.00
Dollar Change	\$ 37,904	FTE Position Change	0.00
Percent Change	4.46%		

Outcome Targets/Trends

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
▪ Vendors who rate the procurement process as good or excellent	97.6%	85%	94.3%	90%	90%
▪ Customers rating their purchasing experiences as good or excellent	71.4%	76%	94.4%	76%	76%
▪ Solicitations and awards without protest	98.8%	95%	100%	95%	95%

Activities/Service Level Trends Table

1. Procure Goods and Services

Provide County agencies with the means to obtain quality goods and services for the best value, while complying with applicable Federal, State and County procurement regulations.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$793,747	\$726,123	\$981,655	\$850,030	\$887,934
▪ Average daily turnaround for processing solicitations	13.2	14	8.5	14	14
▪ Contracts awarded	166	120	122	75	75
▪ Average daily turnaround for processing contracts	7.54	7	7	7	7
▪ Amount of P.O.s	\$110m	\$90m	\$105m	\$110m	\$95m
▪ Average daily turnaround in working days for CIP projects	104	75	92.4	75	90
▪ Cost of the purchasing activity as a percent of goods and services purchased	0.7%	2%	0.93%	2%	2%

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 3,703,491	FY 2004 FTE Positions	57.80
FY 2005 Adopted	\$ 3,967,202	FY 2005 FTE Positions	56.80
Dollar Change	\$ 263,711	FTE Position Change	-1.00
Percent Change	7.12%		

Outcome Targets/Trends

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
▪ Citizen satisfaction with helpfulness and accuracy on tax questions per Citizen Survey	NA	85%	89.3%	NA	85%
▪ Citizen satisfaction with tax staff's response time on tax questions per Citizen Survey	NA	80%	87.4%	NA	80%
▪ Cumulative delinquent tax as a percent of total tax levy	6.12%	6.4%	4.4%	5.5%	4.0%

Activities/Service Level Trends Table

1. Bill Tax Items

Bill personal/business property tax and Business, Professional and Occupational Licenses taxes.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$2,176,011	\$1,962,872	\$2,442,092	\$2,006,842	\$2,087,280
▪ Business license and personal property tax items processed	304,635	300,000	368,152	320,000	370,000
▪ Amount of audit/discovery billing	\$1,807,899	\$1,000,000	\$2,887,661	\$1,000,000	\$1,000,000

Finance Department Tax Administration

2. Collect County Revenue

Collect County real estate, personal property and other general fund taxes.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$1,492,592	\$1,696,984	\$1,479,284	\$1,696,649	\$1,879,922
▪ Manual payment transactions	26%	25%	25%	25%	25%
▪ Ratio division budget to General revenue	0.01	0.01	0.01	0.01	0.01
▪ Delinquent tax expenses as a percent of Delinquent collections	8.2%	9%	8.8%	9%	9%
▪ Delinquency notices sent	93,460	80,000	80,543	80,000	80,000
▪ Total service level (total calls less busy signals and abandoned calls)	96.7%	90%	95.5%	95%	95%
▪ On-hold time (peak)	0.28min.	<5min.	0.26min	<2min.	<2min.
▪ On-hold time (non-peak)	0.34min.	<3min.	0.31 min	<2min.	<2min.

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 643,279	FY 2004 FTE Positions	7.00
FY 2005 Adopted	\$ 523,854	FY 2005 FTE Positions	5.00
Dollar Change	\$ (119,425)	FTE Position Change	-2.00
Percent Change	-18.57%		

Outcome Targets/Trends

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
▪ Achieve a AAA bond rating	AA+/Aa1	AA+/Aa1	AA+/Aa1	AA+/Aa1	AA+/Aa1
▪ Compliance with Principles of Sound Financial Management	97%	95%	97%	95%	95%
▪ Full adherence to the Prince William County investment policy	Yes	Yes	Yes	Yes	Yes
▪ Accuracy of the first year of the five-year Revenue forecast	+5.8%	—	+2.9%	—	+2%/-1%

Activities/Service Level Trends Table

1. Financial Analysis

Review and analyze financial issues, including changes in policies/procedures, preparation of annual reports and completion of the Finance Division’s performance. Manage the gathering and analysis of statistical data and make projections for use in County decision-making.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost (Previously part of the Leadership, Coordination and Oversight Activity)	—	—	—	\$300,650	\$149,424
▪ Financial planning documents prepared	4	4	6	4	4
▪ Financing issues reviewed or analyzed	47	40	43	40	40

Finance Department Treasury Management

2. Debt Management

Complete debt management activities by ensuring that all actions necessary to complete financing are finalized on a timely basis and all debt service payments are made.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$176,930	\$223,344	\$246,635	\$212,792	\$235,133
▪ Bond sales executed	3	2	5	2	2
▪ Difference between true interest cost of bond sale and Bond Buyer index of municipal sales	-0.58%	<0	-0.73	<0	<0

3. Cash Management/Investments/Banking Services

Maintain full adherence to the Prince William County investment policy.

	<u>FY 02 Actual</u>	<u>FY 03 Adopted</u>	<u>FY 03 Actual</u>	<u>FY 04 Adopted</u>	<u>FY 05 Adopted</u>
Total Activity Annual Cost	\$188,751	\$85,694	\$118,102	\$129,837	\$139,297
▪ Cost of investments management as a percent of interest earnings	1.4%	1.5%	1.4%	1.5%	1.5%

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 681,551	FY 2004 FTE Positions	5.00
FY 2005 Adopted	\$ 884,779	FY 2005 FTE Positions	7.00
Dollar Change	\$ 203,228	FTE Position Change	2.00
Percent Change	29.82%		

Outcome Targets/Trends

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
▪ Citizens satisfied with value of County tax dollars	77.9%	80%	82.8%	80%	80%
▪ Citizens who trust the County government	62.7%	63%	62.8%	63%	63%
▪ Citizens satisfied with overall County government	92.9%	92%	89.6%	92%	92%
▪ Achieve a AAA bond rating	AA+/Aa1	AA+/Aa1	AA+/Aa1	AA+/Aa1	AA+/Aa1
▪ Compliance with Principles of Sound Financial Management	97%	95%	97%	95%	95%
▪ Finance Department outcome measures achieved	71.9%	90%	81.4%	75%	75%

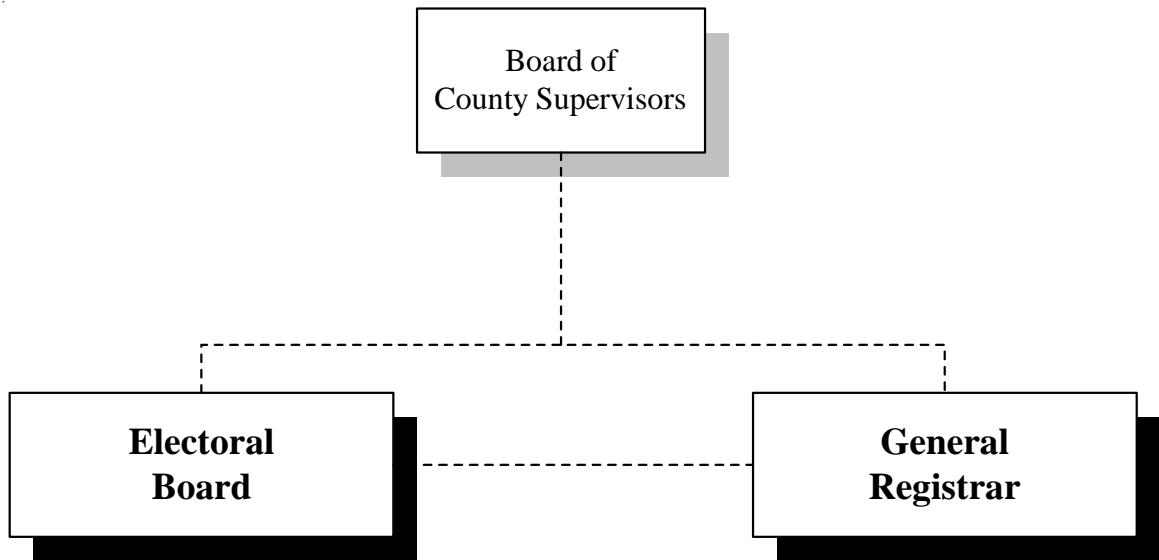
Activities/Service Level Trends Table

1. Leadership, Coordination and Oversight

Provide leadership, coordination and oversight to divisions. Review and respond to citizens' and Board of County Supervisors' requests for information. Develop Board agenda items and provide financial input to items developed by other departments.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$922,721	\$871,714	\$827,650	\$681,551	\$884,779
▪ Trackers responded to within 15 days	—	—	—	—	100%
▪ Board of County Supervisors (BOCS) agenda items reviewed	—	—	—	200	200
▪ Instances that employees are formally recognized by the Director for quality service	—	—	—	52	52
▪ Legislative issues analyzed	—	—	—	10	10





MISSION STATEMENT

The Office of Voter Registrations and Elections performs the duties imposed by the election laws of Virginia pertaining to voter registration and administration of elections in the County and incorporated towns. Under these laws, everything possible must be done to make the opportunity for registration available to all citizens of the County and the rights of each citizen, once registered, to cast his or her ballot in elections free from potential fraud must be protected. Additionally, support must be provided to the Electoral Board to prepare for, conduct and administer elections and obtain and certify election results.

AGENCY LOCATOR

Administration

- Board of Equalization*
- Contingency Reserve*
- Finance Department*
- General Registrar***
- Human Rights Office*
- Office of Information Technology*
- Self-Insurance*
- Unemployment Insurance Reserve*

STRATEGIC GOAL

The County will provide an accountable, responsive government with demonstrated effectiveness and efficiency.

GOAL

The County will assure fair and equal treatment of all citizens.

PROGRAM LOCATOR

Administration

General Registrar

Registrar and Elections

Expenditure and Revenue Summary

Expenditure by Program	FY 03	FY 03	FY 04	FY 05	% Change
	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Registrar & Elections	\$950,729	\$914,800	\$923,029	\$944,619	2.34%
Total Expenditures	\$950,729	\$914,800	\$923,029	\$944,619	2.34%
Expenditure by Classification					
Personal Services	\$621,391	\$594,289	\$639,025	\$616,588	-3.51%
Fringe Benefits	\$97,935	\$98,358	\$106,044	\$150,071	41.52%
Contractual Services	\$72,614	\$72,223	\$93,700	\$93,700	0.00%
Internal Services	\$46,340	\$46,340	\$25,957	\$25,957	0.00%
Other Services	\$101,529	\$94,631	\$52,783	\$52,783	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	—
Leases & Rentals	\$10,920	\$8,959	\$5,520	\$5,520	0.00%
Total Expenditures	\$950,729	\$914,800	\$923,029	\$944,619	2.34%
Funding Sources					
Rev From Commonwealth	\$83,773	\$85,173	\$71,092	\$71,092	0.00%
Rev From Other Localities	\$0	\$0	\$0	\$0	—
Miscellaneous Revenue	\$0	\$963	\$0	\$0	—
Total Designated Funding Sources	\$83,773	\$86,136	\$71,092	\$71,092	0.00%
Net General Tax Support	\$866,956	\$828,664	\$851,937	\$873,527	2.53%

Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2001 - 2005 Strategic Plan in 2000 to guide the FY 02 - FY 05 Fiscal Plans. The Strategic Plan contains five major service areas that serve as the top priorities for County government. Policy and resource decisions are made with priority given to these areas.

Everyone in the General Registrar's office plays a role in achieving these goals. The General Registrar's office role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to General Registrar's office to perform their individual roles in a collective effort to achieve our strategic goals.

Economic Development

The County will maintain an economic development climate that will attract and foster the expansion of environmentally sound industries to create quality jobs, diversify the non-residential tax base and allow people to live in, work in and visit Prince William County.

Agency Role

Providing adequate and convenient space for registering to vote and for voting which would be an attraction to new people coming into our area.

Education

The County will provide a quality educational environment and opportunities, in partnership with the School Board, the education community, and businesses to provide our citizens with job readiness skills and/or the academic qualifications for post-secondary education and the pursuit of life-long learning.

Agency Role

Educating the citizen/student of the choices available in registering to vote and what options are available for casting a ballot on or before Election Day.

Human Services

The County will provide efficient, effective, integrated and easily accessible human services that support individual and family efforts to achieve independence and self-sufficiency. The County shall focus on leveraging state and federal funding and maximizing community partnerships.

Agency Role

Working with human service groups throughout the County to provide the opportunity to register for voting.

Public Safety

The County will continue to be a safe community, reduce crime and prevent personal injury and loss of life and property.

Agency Role

Working with local Police and Sheriff to provide a safe environment at the places of registration and at the voting precincts.

Transportation

The County will facilitate intra-/inter- jurisdictional movement that gets people to jobs, improves safety, reduces congestion, reduces travel time, supports and encourages economic development and is environmentally sensitive.

Agency Role

Providing extra hours for voter registration and in-person absentee voting which helps with rushed citizens and reduces congestion on election day at the voting precincts.

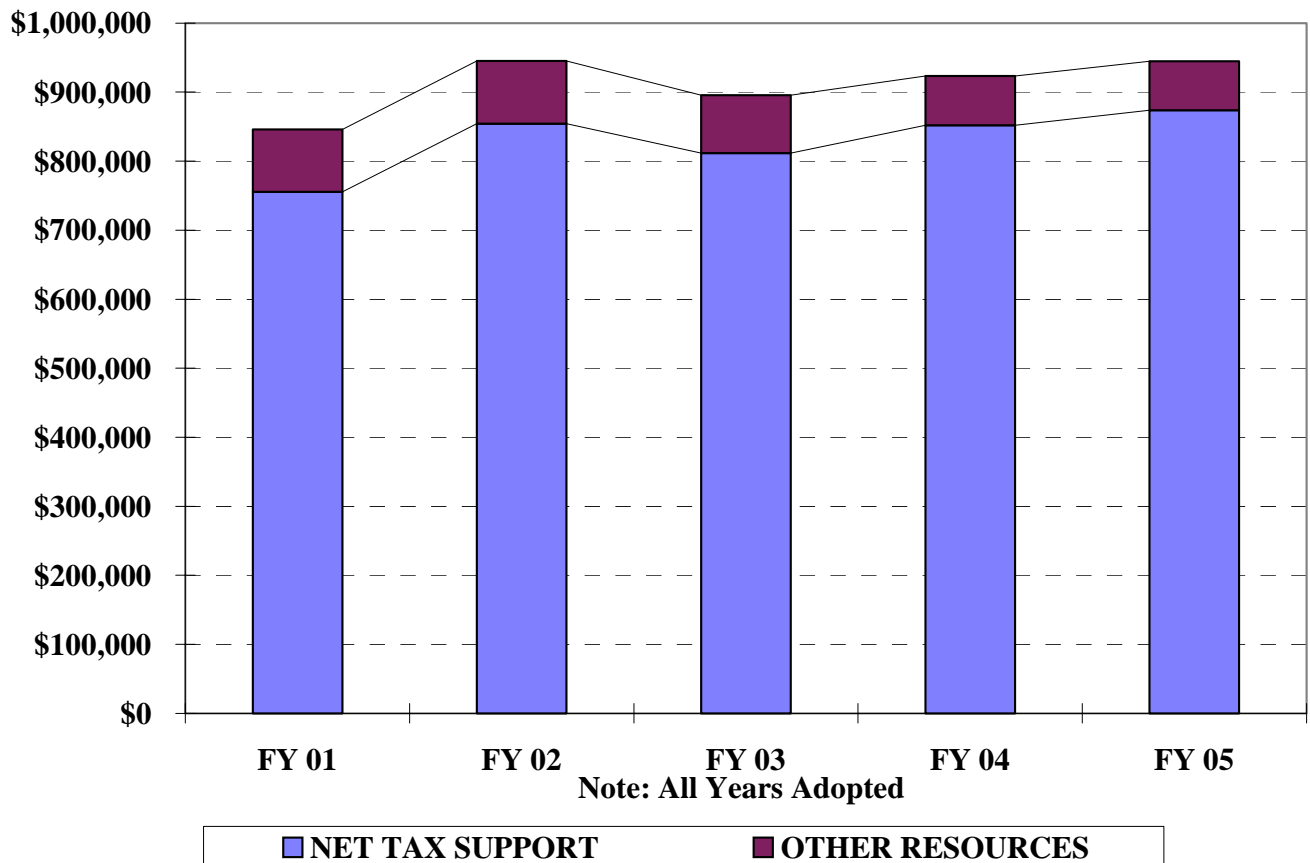
I. Budget Adjustments

A. Compensation Additions

Total Cost -	\$54,733
Supporting Revenue -	\$0
Total PWC Cost -	\$54,733
Additional FTE Positions -	0.00

- Description** - Compensation increases totaling \$54,733 are added to support a 6.5% VRS increase, a 2.0% Pay Plan increase, an average three step merit increase, a projected 4.5% Anthem and 20% Kaiser Health Insurance rate increase, a 1.14% Group Life Insurance increase, a 10% Delta Dental rate increase, and a 2% Sunday and Holiday pay increase. Additional detail concerning these increases can be found in the Unclassified Administrative section of Non-Departmental.

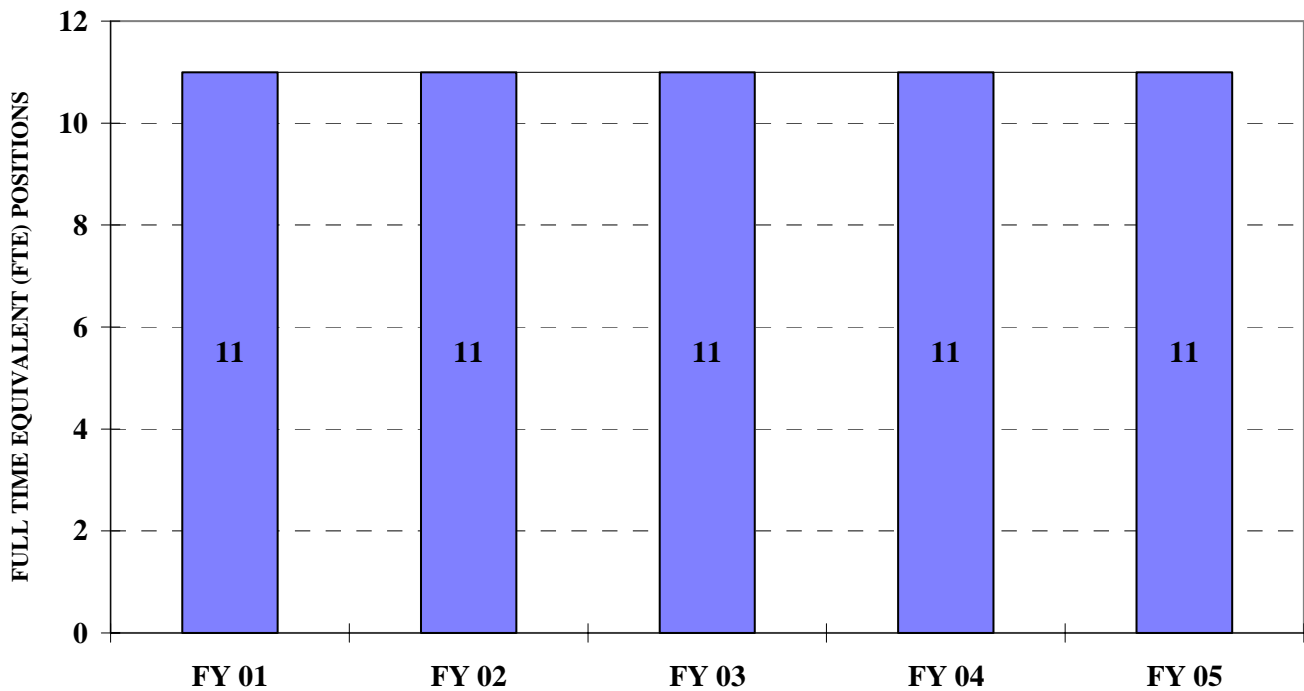
Expenditure Budget History



Authorized Positions by Program

	FY 03 Adopted	FY 04 Adopted	FY 05 Adopted
Registrar and Elections (FTE)	11.00	11.00	11.00
Total Full-Time Equivalent (FTE) Positions	11.00	11.00	11.00

Staff History



Note: All Years Adopted

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 923,029	FY 2004 FTE Positions	11.00
FY 2005 Adopted	\$ 944,619	FY 2005 FTE Positions	11.00
Dollar Change	\$ 21,590	FTE Position Change	0.00
Percent Change	2.34%		

Outcome Targets/Trends

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
▪ Eligible voters registered	78%	72%	77%	75%	75%
▪ Citizens satisfied with registration accessibility	97.1%	95%	95.3%	95%	95%

Activities/Service Level Trends Table

1. Register Voters

Provide to all citizens ample opportunity for voter registration and maintain accurate registration records per Code of Virginia

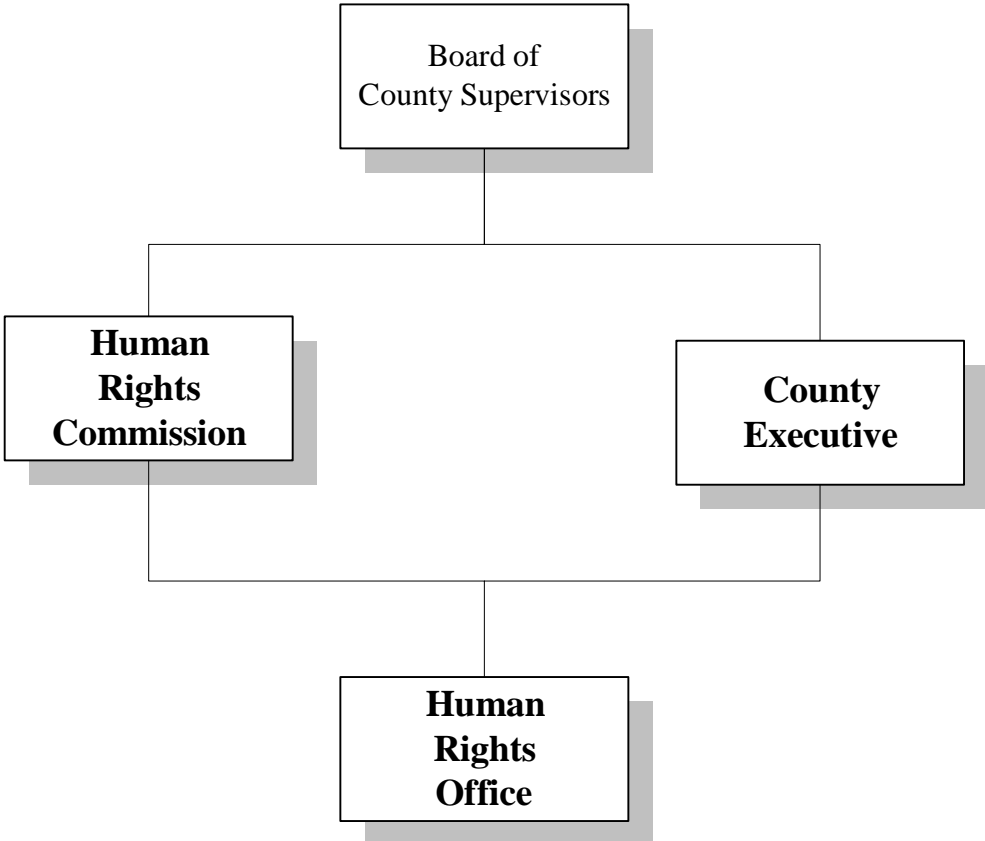
	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$416,012	\$358,918	\$430,384	\$374,594	\$390,398
▪ New voters registered	29,114	20,000	25,336	24,000	24,000
▪ Cost of staffing registration sites	\$25,000	\$36,000	\$30,000	\$25,000	\$25,000
▪ Transactions involving citizen voting records	217,000	200,000	147,138	135,000	125,000

2. Conduct and Certify Elections

Provide to all registered voters the opportunity to cast ballot in elections free from potential fraud. Maintain voting statistics. Provide easy access and safe voting sites. Provide State Board of Elections certified results of each election.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$447,663	\$536,567	\$484,416	\$548,435	\$554,221
▪ Voters served at voting places	62,728	70,000	69,001	60,000	63,000
▪ Voters satisfied with time spent at voting places	90%	90%	95%	90%	90%
▪ Direct cost per voter	\$1.80	—	\$2.42	\$2.00	\$2.00





MISSION STATEMENT

The mission of the Prince William County Human Rights Commission is to eliminate discrimination through civil and human rights law enforcement and to establish equal opportunity for all persons within the County through advocacy and education.

AGENCY LOCATOR

- Administration*
- Board of Equalization*
- Contingency Reserve*
- Finance Department*
- General Registrar*
- Human Rights Office***
- Office of Information Technology*
- Self-Insurance*
- Unemployment Insurance Reserve*

STRATEGIC GOAL

The County will assure fair and equal treatment to all citizens.

Expenditure and Revenue Summary

	FY 03	FY 03	FY 04	FY 05	% Change
Expenditure by Program	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Commission	\$404,277	\$404,193	\$511,048	\$484,820	-5.13%
Total Expenditures	\$404,277	\$404,193	\$511,048	\$484,820	-5.13%
Expenditure by Classification					
Personal Services	\$277,490	\$285,469	\$335,971	\$325,580	-3.09%
Fringe Benefits	\$57,132	\$55,545	\$80,422	\$100,913	25.48%
Contractual Services	\$13,765	\$12,813	\$12,377	\$3,652	-70.49%
Internal Services	\$20,058	\$20,058	\$21,988	\$21,988	0.00%
Other Services	\$29,648	\$26,094	\$53,190	\$25,587	-51.90%
Leases & Rentals	\$6,184	\$4,214	\$7,100	\$7,100	0.00%
Total Expenditures	\$404,277	\$404,193	\$511,048	\$484,820	-5.13%
Funding Sources					
Federal Revenue	\$25,000	\$2,400	\$25,000	\$25,000	0.00%
Charges for Services	\$0	\$0	\$36,000	\$36,000	0.00%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	—
Total Designated Funding Sources	\$25,000	\$2,400	\$61,000	\$61,000	0.00%
Net General Tax Support	\$379,277	\$401,793	\$450,048	\$423,820	-5.83%

PROGRAM LOCATOR

Administration

Human Rights Office

Commission

Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2001 - 2005 Strategic Plan in 2000 to guide the FY 02 - FY 05 Fiscal Plans. The Adopted Strategic Plan contains five major service areas that are the top priorities for County government. They are: Economic Development; Education; Human Services; Public Safety; and Transportation. Policy and resource decisions are made with priority given to these areas. In February 2004 the Board of County Supervisors adopted its 2004 - 2008 Strategic Goals which included the five existing goals and a sixth goal - Community Development. This budget document adheres to the Board's direction to focus on six strategic goal areas. This section discusses the five goal areas that are included in the 2001 - 2005 Strategic Plan. As community outcomes, strategies and objectives are adopted in support of the 2004 - 2008 strategic goals, agency support of the sixth community development goal will be articulated.

Everyone in the Human Rights Commission plays a role in achieving these goals. The Human Rights Commission's role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to staff in the Human Rights Commission to perform their individual roles in a collective effort to achieve our strategic goals.

Economic Development

The County will maintain an economic development climate that will attract and foster the expansion of environmentally sound industries to create quality jobs, diversify the non-residential tax base, and allow people to live in, work in and visit Prince William County.

Agency Role

The Human Rights Commission, by emphasizing diversity to make the Community more attractive, supports the Economic Development Goal. The Human Rights Commission conducts an annual Universal Human Rights day to recognize and champion organizations that have made a contribution to the Community through their support of human and civil rights. It discusses the diversity of the community in its annual report and partners with various culturally ethnic organizations in the community to perform outreach and education.

Human Services

The County will provide efficient, effective, integrated and easily accessible human services that support individual and family efforts to achieve independence and self-sufficiency. The County shall focus on leveraging state and federal funding and maximizing community partnerships.

Agency Role

The Human Rights Commission supports the Human Services Goal by collaborating with community resources such as hospitals, non-profit agencies and faith based organizations to expand prevention education and wellness activities to help people live independently. The Human Rights Commission currently provides training in the Americans with Disabilities Act and partners with the faith-based organization, Unity in the Community, on several projects throughout the year to include Universal Human Rights Day, monthly meetings of the organization and cultural festivals and events. In addition, the Human Rights Commission cosponsors annual ethnic events, such as Hispanic Awareness Month, Asian and Pacific Islander Recognition months, etc. Also, the Human Rights Commission provides fee for service training in the areas of the prevention of sexual harassment, diversity training and fair housing to help individuals and families achieve independence and self-sufficiency.

Public Safety

The County will continue to be a safe community, reduce crime and prevent personal injury and loss of life and property.

Agency Role

The Human Rights Commission supports the Public Safety Goal by helping to prevent juvenile crime and by helping provide education to the community on public and personal safety, crime prevention and fire protection. Diversity, Service and Leadership (DSL) for teens is a program that partners the Office on Youth and the Human Rights Commission to provide assistance in meeting the program goal of promoting the understanding and appreciation of cultural and ethnic diversity. This is accomplished through diversity training for juveniles. The Human Rights Commission also refers over 50 calls per year to the Police internal affairs complaint program and the Office of Dispute Resolution through its telephone referral process.

I. Major Issues

A. One-time Non-Recurring General Fund Items Reduced from the Human Rights Commission’s Budget -

A total of \$37,097 has been removed from the FY 05 Human Rights Commission’s base budget. The total consisted of funds which supported the one-time purchase of items in the FY 04 adopted budget and includes: supplies and materials for an Intake Officer Position (\$36,328) and one-time reclassification funds never removed from agency’s base budget (\$769).

II. Base Budget Savings Initiative

As part of the FY 05 budget development process, County agencies joined together to examine and reduce the base budget. Executive Management staff facilitated this process through regular management staff meetings involving County agency directors and their key budget staff, with analytical support from the Budget Office. In addition to ongoing base budget adjustments described above, this new budget process initiative produced the following base budget savings.

A. Expenditure Reductions - Expenditures in the Human Rights Commission were reduced at total of \$36,039. This reduction consists of the elimination of one vacant administrative support position.

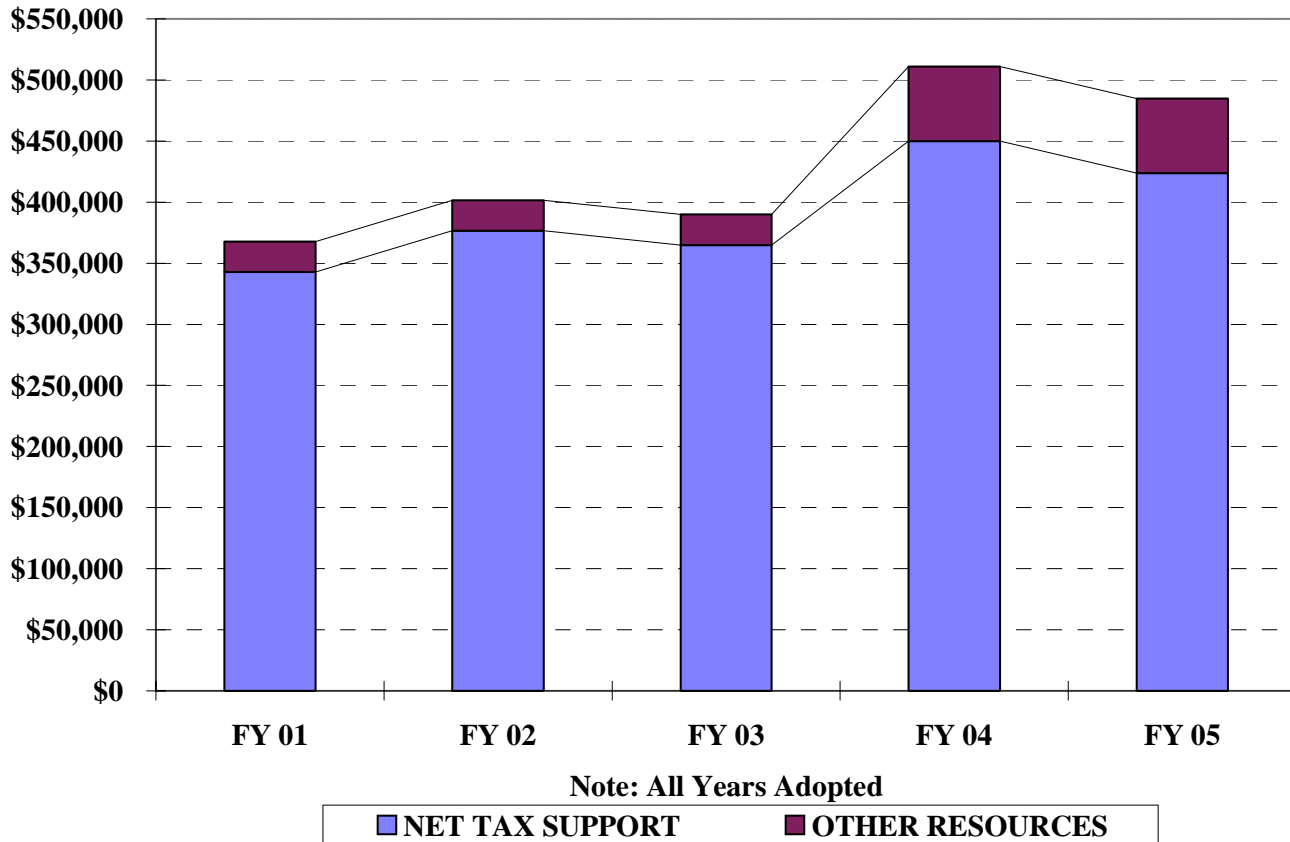
III. Budget Adjustments

A. Compensation Additions

Total Cost -	\$43,042
Supporting Revenue -	\$0
Total PWC Cost -	\$43,042
Additional FTE Positions -	0.00

- Description -** Compensation increases totaling \$43,042 are added to support a 6.5% VRS increase, a 2.0% Pay Plan increase, an average three step merit increase, a projected 4.5% Anthem and 20% Kaiser Health Insurance rate increases, a 1.14% Group Life Insurance increase and a 10% Delta Dental rate increase. Additional detail concerning these increases can be found in the Unclassified Administrative section of Non-Departmental.

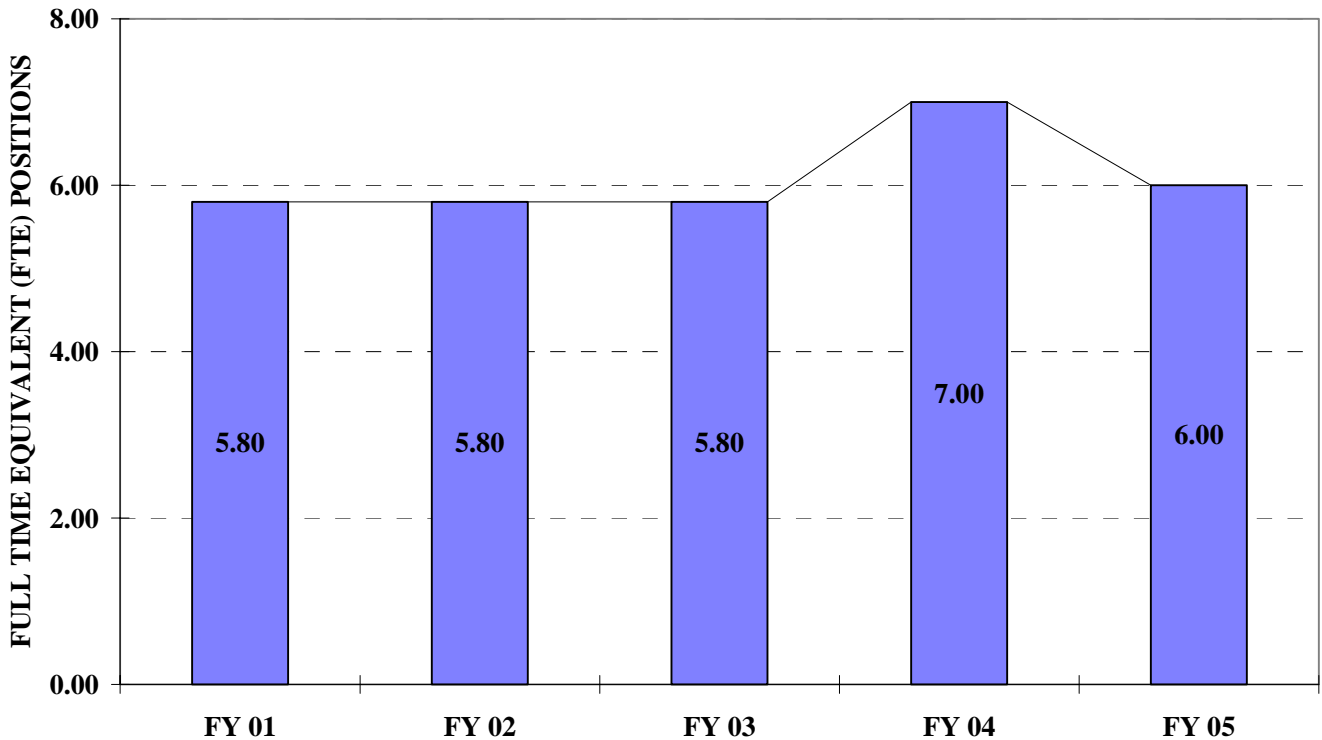
Expenditure Budget History



Authorized Postitions by Program

	FY 03 Adopted	FY 04 Adopted	FY 05 Adopted
Commission (FTE)	5.80	7.00	6.00
Total Full-Time Equivalent (FTE) Positions	5.80	7.00	6.00

Staff History



Note: All Years Adopted

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 511,048	FY 2004 FTE Positions	7.00
FY 2005 Adopted	\$ 484,820	FY 2005 FTE Positions	6.00
Dollar Change	\$ (26,228)	FTE Position Change	-1.00
Percent Change	-5.13%		

Outcome Targets/Trends

	<u>FY 02</u>	<u>FY 03</u>	<u>FY 03</u>	<u>FY 04</u>	<u>FY 05</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
▪ Persons benefiting from civil rights enforcement/training	481	350	486	490	490
▪ Enforcement compliance rate	100%	100%	100%	100%	100%
▪ Citizens aware of the programs and activities of the Human Rights Commission	—	—	—	70%	70%

Activities/Service Level Trends Table

1. Charge Management

The processing of all inquiries, intakes and charges filed with the agency. In addition, provides funds for the administrative activities of the agency.

	<u>FY 02</u>	<u>FY 03</u>	<u>FY 03</u>	<u>FY 04</u>	<u>FY 05</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
Total Activity Annual Cost	\$249,542	\$266,905	\$269,645	\$364,327	\$340,397
▪ Inquiries processed	560	550	586	560	560
▪ Intakes	277	300	306	280	300
▪ Charges filed	60	50	70	60	60
▪ Cases worked	122	119	119	120	120
▪ Cost per case worked	\$1,483	\$1,987	\$2,028	\$2,457	\$2,539
▪ Notification to respondent within 10 days	100%	100%	100%	100%	100%
▪ Notification to Equal Employment Opportunity Commission within 10 days	100%	100%	100%	100%	100%
▪ Closed charges	73	55	70	65	65
▪ Average caseload per investigator	40	40	39	40	40
▪ Average closed case processing time (days)	300	365	273	300	275
▪ Average intake processing time (days)	25	40	24	28	28
▪ Mediations and conciliations	28	—	27	30	30

2. Outreach/Education Program

Training, outreach and education programs conducted by the office to customers of the office and the general public.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$20,144	\$24,437	\$34,870	\$28,578	\$28,956
▪ Outreach/educational projects	16	10	20	15	15
▪ Resource publications	8	6	10	8	8

3. Public Information

Requests for information regarding the agency from citizens, the media and other government agencies and officials.

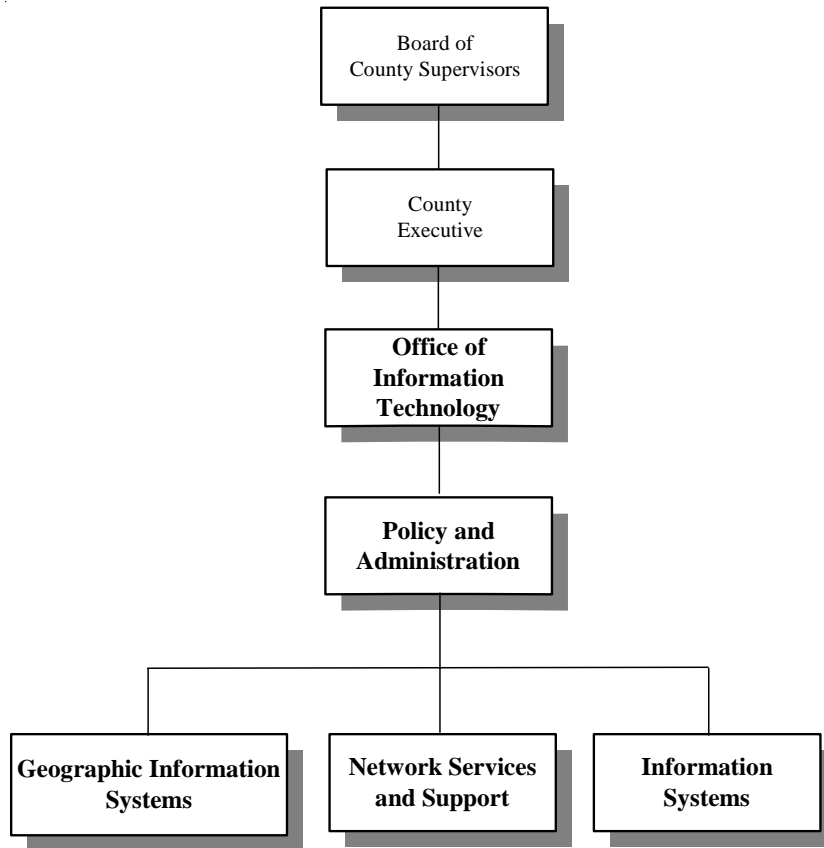
	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$11,671	\$13,880	\$13,110	\$16,366	\$16,593
▪ Requests for public information	48	45	53	48	50
▪ Timely response to public information requests (within 5 working days)	100%	100%	100%	100%	100%

4. Staff Support to the Human Rights Commission

Staff time dedicated as support to the Human Rights Commission and its activities.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$114,215	\$84,716	\$86,568	\$101,777	\$98,874
▪ Staff time dedicated as support to the Human Rights Commissioners	20%	20%	21%	20%	20%
▪ Human Rights Commission/board hearings	0	2	0	1	1





MISSION STATEMENT

To provide, coordinate, and facilitate the use of technology and information resources to the County Government in support of its stated Strategic Plan so that the citizens of Prince William County can achieve their goals and objectives.

AGENCY LOCATOR

Administration

- Board of Equalization*
- Contingency Reserve*
- Finance Department*
- General Registrar*
- Human Rights Office*
- Office of Information Technology***
- Self-Insurance*
- Unemployment Insurance Reserve*

STRATEGIC GOAL

The County will be a safe community, reduce crime and prevent personal injury and loss of life and property.

Expenditure and Revenue Summary

Expenditure By Program	FY 03	FY 03	FY 04	FY 05	% Change
	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Policy and Administration	\$1,095,101	\$1,001,184	\$1,594,402	\$1,389,366	-12.86%
Network Services & Support	\$10,225,519	\$8,425,845	\$9,850,022	\$10,536,367	6.97%
Geographic Information Systems	\$1,507,558	\$1,428,846	\$1,536,813	\$1,777,572	15.67%
Information Systems	\$6,712,882	\$4,824,568	\$5,106,656	\$5,452,403	6.77%
Total Expenditures	\$19,541,060	\$15,680,443	\$18,087,893	\$19,155,708	5.90%

Expenditure By Classification

Personal Services	\$4,857,293	\$4,933,267	\$5,239,705	\$5,651,965	7.87%
Fringe Benefits	\$1,078,412	\$1,022,475	\$1,142,536	\$1,640,520	43.59%
Contractual Services	\$7,785,901	\$5,681,874	\$7,053,532	\$7,292,805	3.39%
Internal Services	\$318,417	\$318,088	\$420,906	\$424,460	0.84%
Other Services	\$4,169,522	\$2,962,298	\$3,291,256	\$3,323,368	0.98%
Debt Maintenance	\$12,520	\$908	\$0	\$0	—
Depreciation	\$0	\$0	\$0	\$0	—
Capital Outlay	\$1,306,992	\$766,415	\$937,396	\$820,028	-12.52%
Leases & Rentals	\$16,945	\$60	\$7,504	\$7,504	0.00%
Reserves & Contingencies	(\$4,942)	(\$4,942)	(\$4,942)	(\$4,942)	0.00%
Transfers	\$0	\$0	\$0	\$0	—
Total Expenditures	\$19,541,060	\$15,680,443	\$18,087,893	\$19,155,708	5.90%

Funding Sources

Rev From use of Money & Property	\$36,000	\$43,160	\$36,000	\$36,000	0.00%
Charges for Services	\$12,248,469	\$11,564,293	\$12,256,259	\$13,010,032	6.15%
Miscellaneous Rev	(\$2,917)	\$2,917	\$0	\$0	—
Rev From Commonwealth	\$40,800	\$42,600	\$40,800	\$40,800	0.00%
Rev From Federal Government	\$0	\$0	\$0	\$0	—
Transfers In	\$0	\$0	\$0	\$0	—
Total Designated Funding Sources	\$12,322,352	\$11,652,970	\$12,333,059	\$13,086,832	6.11%

Net General Tax Support	\$7,218,708	\$4,027,473	\$5,754,834	\$6,068,876	5.46%
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PROGRAM LOCATOR

Administration

Office of Information Technology

Information Systems

Geographic Information
Systems

Network Services and
Support

Policy and Administration

Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2001 - 2005 Strategic Plan in 2000 to guide the FY 02 - FY 05 Fiscal Plans. The Strategic Plan contains five major service areas that serve as the top priorities for County government. Policy and resource decisions are made with priority given to these areas.

Everyone in Office of Information Technology plays a role in achieving these goals. The Office of Information Technology role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to Office of Information Technology to perform their individual roles in a collective effort to achieve our strategic goals.

Economic Development

The County will maintain an economic development climate that will attract and foster the expansion of environmentally sound industries to create quality jobs, diversify the non-residential tax base and allow people to live in, work in and visit Prince William County.

Agency Role

Maintains a coordination function between businesses and private sector infrastructure providers to address issues, and secure assistance and communicate strategic objectives. Provide current geographic and demographic information supporting site development and market studies. Support economic development to maintain and promote its presence through its Internet web site by providing interactive applications useful to business prospects.

Education

The County will provide a quality educational environment and opportunities, in partnership with the School Board, the education community, and businesses to provide our citizens with job readiness skills and/or the academic qualifications for post-secondary education and the pursuit of life-long learning.

Agency Role

In coordination with the schools establish and maintain an Institutional Network (I-Net) to facilitate citizen, student and intra-governments technology initiatives which enhance our educational environment. Provide current geographic information supporting analysis activities by school administration.

Human Services

The County will provide efficient, effective, integrated and easily accessible human services that support individual and family efforts to achieve independence and self-sufficiency. The County shall focus on leveraging state and federal funding and maximizing community partnerships.

Agency Role

Establish and maintain infrastructure technologies which enable inter-/intra- government functions and strengthen the coordination/provisioning of County human service activities. Provide necessary technological support in compliance with Health Insurance Portability and Accountability Act.

Public Safety

The County will continue to be a safe community, reduce crime and prevent personal injury and loss of life and property.

Agency Role

Provide a reliable, secure radio, voice and data communications infrastructure which enables Police, Fire and other public safety activities to respond in a timely manner to incidents and emergencies. Provide application and infrastructure support.

Transportation

The County will facilitate intra-/inter- jurisdictional movement that gets people to jobs, improves safety, reduces congestion, reduces travel time, supports and encourages economic development and is environmentally sensitive.

Agency Role

Provide a flexible voice and data infrastructure which support initiatives that contribute to reducing the vehicular traffic and time required to receive services. Provide current geographic information and traffic analysis support.

I. Major Issues

- A. **One Time Non-Recurring Items Reduced for the Office of Information Technology Budget** - A total of \$79,000 has been removed from the FY 05 Office of Information Technology budget. This total consists of funds which supported the one-time purchase of items in the FY 04 budget and includes one time contractual costs for modifying County software to comply with the Federal Health Insurance Portability and Accountability Act requirements.
- B. **Increase in Seat Management Costs** - Seat management costs have been increased by a total of \$114,743 in the Office of Information Technology budget. This consists of the following:
 - 1. **Additional Personal Computers** - An increase of \$101,639 funded by shifts from various County departments' budgets for additional computers added to agencies inventories by transfers during FY 03 and now requiring a permanent source of funding. This funding supports 64 personal computers.
 - 2. **Additional Seat Management Support** - An increase of \$13,104 from Housing and Community Development. This will provide sufficient funding for seat management costs charged to this agency.
- C. **Shift of Internal Fund Service Support Costs from Unclassified Administrative to the Fire and Rescue Department** - A total of \$48,300 has been shifted from Unclassified Administrative to the Fire and Rescue Department's internal services series in order to properly allocate seat management costs for 50 Fire and Rescue mobile data computers.
- D. **Data and Telecommunications Costs for Public Safety Training Center Modular Facilities and Leased Space for Candidate Physical Ability Testing** - A total of \$2,700 has been shifted from the Police and Fire and Rescue Departments to the Office of Information Technology for ongoing data and telecommunications costs associated with the acquisition of additional leased space for the Fire and Rescue Department's Candidate Physical Ability Testing program and the modular buildings at the Public Safety Training Center.
- E. **Data and Telecommunication Costs for Rippon Lodge, Brentsville Courthouse, Ben Lomond Manor House and Police Records** - A total of \$12,567 has been shifted from the Capital Improvements Program to the Office of Information Technology for ongoing data and telecommunications costs at Rippon Lodge, Brentsville Courthouse, Ben Lomond Manor House and for police records in leased space at Euclid Business Center.

II. Base Budget Savings Initiative

As part of the FY 05 budget development process, County agencies joined together to examine and reduce the base budget. Executive Management staff facilitated this process through regular management staff meetings involving County agency directors and their key budget staff, with analytical support from the Budget Office. In addition to ongoing budget adjustments described above, this new budget process initiative produced the following budget savings.

- A. **Reduction of Base Funding for Telecommunications, Equipment Repair, Computer System Software and Computer Equipment and Hardware** - As part of an examination of their base budget, the Office of Information Technology has identified a total of \$539,956 in budget reductions. These budget reductions are composed of the following items. There are no service level impacts.
 - 1. **Computer Equipment and Hardware** - \$231,956 as a result of lower than projected costs for computer equipment and hardware.

II. Base Budget Savings Initiative (continued)

- 2. **Telecommunications** - \$187,000 as a result of shifting data transmission from commercial telephone lines to the Institutional Cable Network, the elimination of unused data transmission service and the conversion of outbound telephone trunk lines from analog to digital transmission.
- 3. **Computer System Software** - \$71,000 in funding which is no longer needed for changes to the County’s computer system software to comply with the Federal Health Insurance and Portability and Accountability Act requirements.
- 4. **Equipment Repair** - \$50,000 due to fewer contractual repairs to the County’s data network infrastructure.

III. Budget Adjustments

A. Compensation Additions

Total Cost -	\$639,919
Supporting Revenue -	\$0
Total PWC Cost -	\$639,919
Additional FTE Positions -	0.00

- 1. **Description** - Compensation increases totaling \$639,919 are added to support a 6.5% VRS increase, a 2.0% Pay Plan increase, an average three step merit increase, a projected 4.5% Anthem and 20% Kaiser Health Insurance rate increase, a 1.14% Group Life Insurance increase, a 10% Delta Dental rate increase, and a 2% Sunday and Holiday pay increase. Additional detail concerning these increases can be found in the Unclassified Administrative section of Non-Departmental.

B. Internal Service Fund Additions

Total Cost -	\$346,083
Supporting Revenue -	\$346,083
Total PWC Cost -	\$0
Additional FTE Positions -	0.00

- 1. **Description** - A total of \$346,083 has been added to the Office of Information Technology internal service fund. Internal service funds are used to account for financing of goods or services provided by one County department or agency to other departments and agencies on an allocated cost recovery basis. Funding to support these expenditures are budgeted in the following County departments and agencies:
 - Funding Application Division charges for providing information systems support to Public Works, Police, Fire and Rescue, Public Safety Communications and the Adult Detention Center (\$65,861)
 - Capital replacement costs for computer hardware at the Adult Detention Center (\$18,261)
 - Seat Management and Network Services charges for additional personal computers in various County Departments (\$261,961)

III. Budget Adjustments (continued)

2. **Information Technology Strategic Plan** - These projects support the Prince William County Information Strategic Plan strategies:
 - Use information technology to improve staff efficiency to better serve Prince William County citizens and the business community
 - Provide a dynamic IT infrastructure that can meet the County's current and future business plans
3. **Service Level Impacts** - Service level impacts for these initiatives can be found in individual agencies budgets.

C. Information Systems Program - Enhancement of Interactive Services Currently Provided on the Internet

Total Cost -	\$105,510
Supporting Revenue -	\$0
Total PWC Cost -	\$105,510
Additional FTE Positions -	0.00

1. **Description** - This initiative provides \$105,510 in funding to enhance the functionality of existing interactive web services. Some of the current eGovernment services that will be enhanced include:
 - **MyPWC** - Develop a customizable interface for the information currently offered on the County web site.
 - **ePayments** - Enhancements will allow a user to view previous payments and schedule future payments.
 - **eServices on Public Access Terminals** - Provide selected services such as personal property and real estate tax payments, event registration, real estate information, land records information and library services on remote public access terminals at two locations in the County.
2. **Strategic Plan** - This project supports the Prince William County's Information Strategic Plan strategies:
 - Provide electronic public access to the citizens and businesses of Prince William County.
 - Use information technology to improve staff efficiency to better serve Prince William County citizens and the business community.
3. **Service Level Impacts** - This initiative will allow a user to display information tailored to their specific interests from the County's internet web site and allow those citizens without internet access to transact selected business with the County over public access terminals.
4. **Five-Year Plan Impact** - Additional operation and maintenance costs of \$15,000 per year beginning in FY 06 will be required to support this initiative.

III. Budget Adjustments (continued)

D. Network Services and Support Program - Mobile Data Computer Connectivity Upgrades

Total Cost -	\$102,000
Supporting Revenue -	\$0
Total PWC Cost -	\$102,000
Additional FTE Positions -	0.00

- Description** - This initiative provides \$102,000 in funding to replace the communications hardware in 340 Police and Fire and Rescue mobile data computers with new commercial wireless technology. The current mobile data computer connection methodology (CDPD) utilized by the communications hardware in the County's mobile data computers is scheduled to be terminated by Verizon in December 2005.
- Strategic Plan** - This project supports the Prince William County's Information Strategic Plan strategy:
 - Provide a dynamic IT infrastructure that can meet the County's current and future business plans.
- Service Level Impacts** - There is no direct impact on service levels, however, replacement of the communication hardware will allow the continued use of mobile data computers in the Police and Fire and Rescue Departments.

E. Network Services and Support Program - Establish Network Operations Center to Provide a 24x7 Response to Network Outages

Total Cost -	\$98,471
Supporting Revenue -	\$0
Total PWC Cost -	\$98,471
Additional FTE Positions -	1.00

- Description** - This initiative provides \$98,471 in funding (\$49,236 for 1 FTE and \$49,235 in overtime) to begin establishing a network operations center capability to provide support for all County network outages. The County's Information Technology infrastructure provides voice and data services to 75 facilities, 3,000 employees and 500 mobile data computers located in police and fire and rescue vehicles. Although public safety is the highest priority, 24x7 critical support is also required for various functions in the Department of Social Services, Community Services Board and the Adult Detention Center. Moreover, the County has made available many e-services to County citizens to use at their convenience. Expectations by both citizens and County staff is that the Office of Information Technology will respond to Information Technology infrastructure issues 24 hours a day, 7 days a week, 365 days a year. During the first quarter of FY 04 there were 315 hours spent on after hours restorations not including emergency coverage. Outages included telephone and data network, e-mail, external public safety links involving police department communication protocols, remote site outages to facilities such as fire stations, group homes, and security issues. Demand for after hours restorations is expected to increase with the implementation of Fire and Rescue mobile data computers in the last quarter of FY 04. The two staff members currently assigned to meet these after normal business hours requirements can no longer meet the increasing demand for network restorations.
- Strategic Plan** - This project supports the Prince William County's Information Strategic Plan strategy:
 - Provide a dynamic IT infrastructure that can meet the County's current and future business plans.

III. Budget Adjustments (continued)

3. Service Level Impacts - Service level impacts of this initiative are shown below:

	FY 05 Base	FY 05 Adopted
<ul style="list-style-type: none"> ▪ Data Network Unavailability Based on 8,760 available hours 	<10	<8

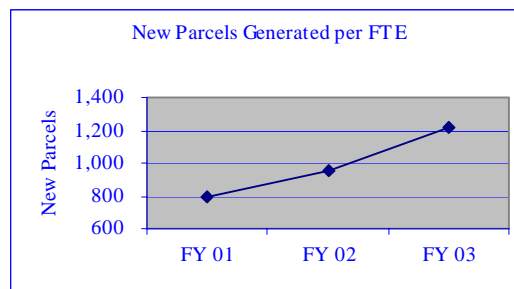
4. Five-Year Plan Impact - \$98,471 in additional funding for three technical service analysts are programmed for this initiative in FY 06.

F. Geographic Information Systems Program - Geographic Information Systems Analyst to Support Addressing and Building Plan Review

Total Cost -	\$79,350
Supporting Revenue -	\$79,350
Total PWC Cost -	\$0
Additional FTE Positions -	1.00

1. Description - This initiative provides \$79,350 in funding for one Geographic Information Systems Analyst position to support addressing and building plan review. In January 2003, the Geographic Information Systems staff assumed responsibility for plan review and address assignment from Public Works without any additional resources. This transfer of responsibility eliminated addresses being assigned in plan review by public works staff only to be identified as a problem after the project was recorded and presented to Geographic Information Systems staff for addition to the Geographic Information Systems database. Geographic Information Systems staff now has access to new development projects before they are recorded in the Clerk of Court’s office. This earlier access to development projects allows Geographic Information Systems staff to enter street and building data into the Geographic Information Systems database during the plan review process and supports the concurrent plan review option for new businesses as well as public safety requests for addressing information at construction sites.

The assumption by Geographic Information Systems of additional responsibility for addressing functions provides a single source of authority for address information. Accepting this responsibility without additional resources, however, has strained staff and resulted in significant overtime to keep up with an increasing workload due to numerous development projects and a 15 day standard for placing new subdivision data in the Geographic Information Systems and permitting databases. As shown in the chart below, the number of new parcels generated per year has increased at a rate of 51% between FY 01 and FY 03 yet staff levels have remained constant over that same time period.



III. Budget Adjustments (continued)

2. **Strategic Plan** - This project supports the Prince William County’s Information Strategic Plan strategy:
 - Use information technology to improve staff efficiency to better serve Prince William County citizens and the business community.
3. **Service Level Impacts** - This addition will allow Geographic Information Systems to maintain their FY 05 adopted service level shown below:

	FY 05 Adopted
<ul style="list-style-type: none"> ▪ Percentage of parcels and street centerlines mapped within 15 days 	80%

4. **Funding Sources** - This initiative is supported by fee revenue from building development.

G. Network Services and Support Program - 800 MHz Radio Software and Motorola Technical Support

Total Cost -	\$46,408
Supporting Revenue -	\$0
Total PWC Cost -	\$46,408
Additional FTE Positions -	0.00

1. **Description** - This initiative provides \$23,808 in funding for proprietary software that monitors and reports faults as they occur in the microwave radio and Motorola 800 MHz radio infrastructure and \$22,600 in funding for Motorola technical support services for the 800 MHz radio system. The expansion of the 800 MHz radio system to incorporate eight repeater sites and the prime site at the Owens building have caused software maintenance costs to increase. The annual software maintenance contract will allow the County to receive new software releases. Motorola technical support is required after the expiration of the 12 month warranty period for the 800 MHz system. High level technical consultation will be required to supplement County staff in resolving technical issues in the 800 MHz radio system.
2. **Strategic Plan** - This project supports the Prince William County’s Information Strategic Plan strategy:
 - Provide a dynamic IT infrastructure that can meet the County’s current and future business plans.
3. **Service Level Impacts** - This initiative will maintain OIT’s adopted service levels.

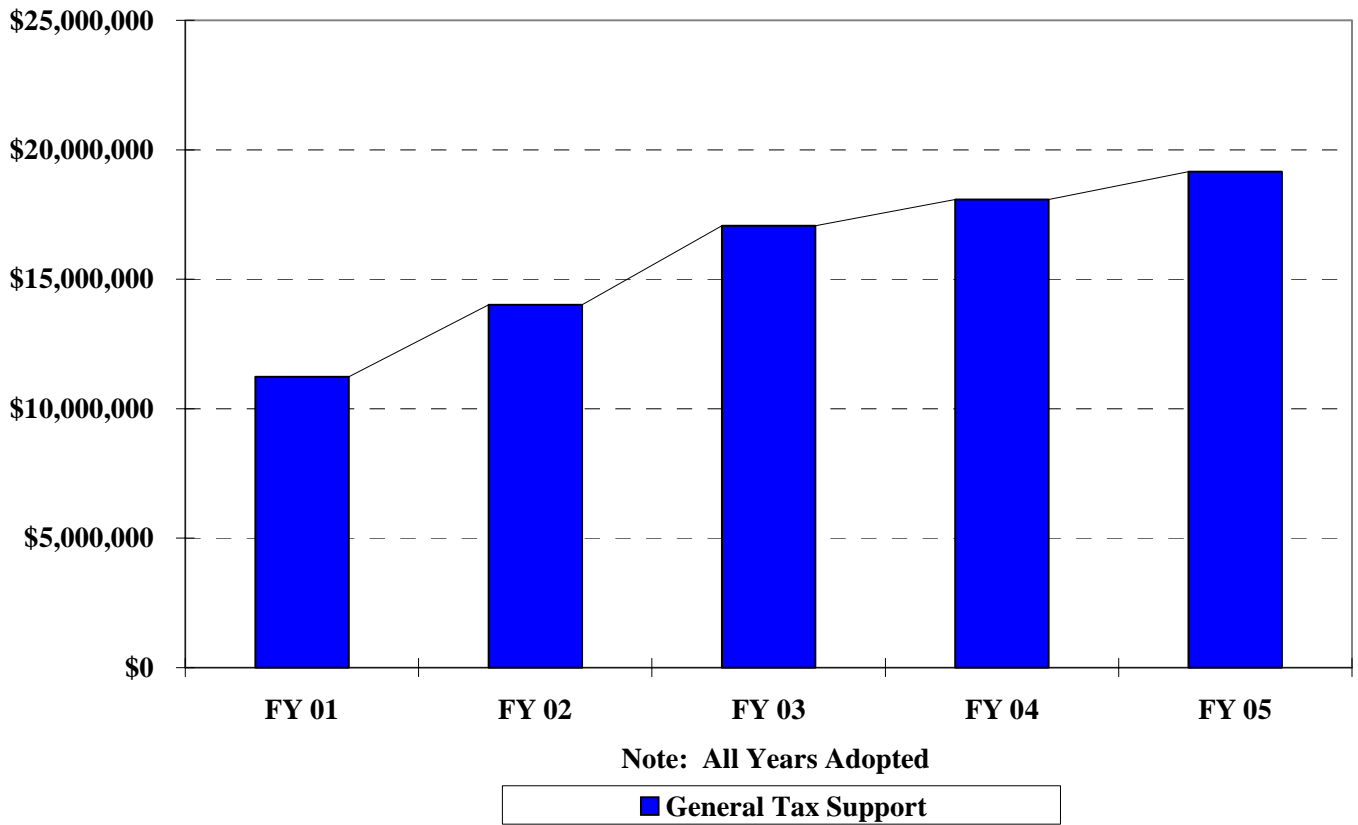
III. Budget Adjustments (continued)

H. Network Services and Support Program - 800 MHz Standby Battery and Generator Maintenance Contract

Total Cost -	\$17,000
Supporting Revenue -	\$0
Total PWC Cost -	\$17,000
Additional FTE Positions -	0.00

1. **Description** - This initiative provides \$17,000 in funding for the 800 MHz standby battery and generator maintenance contract. The County’s direct current battery plants and standby electric power generators have expanded to 8 repeater sites and the prime site at the Owens Building. The Motorola 800 MHz radio infrastructure operates on direct current power. The maintenance of these battery plants is critical to the overall operation and maintenance of the radio system. The County’s standby electric power generators are also critical to the continuity of operations at the repeater sites if commercial electric power is interrupted.
2. **Service Level Impacts** - This initiative supports the Office of Information Technology adopted service levels.

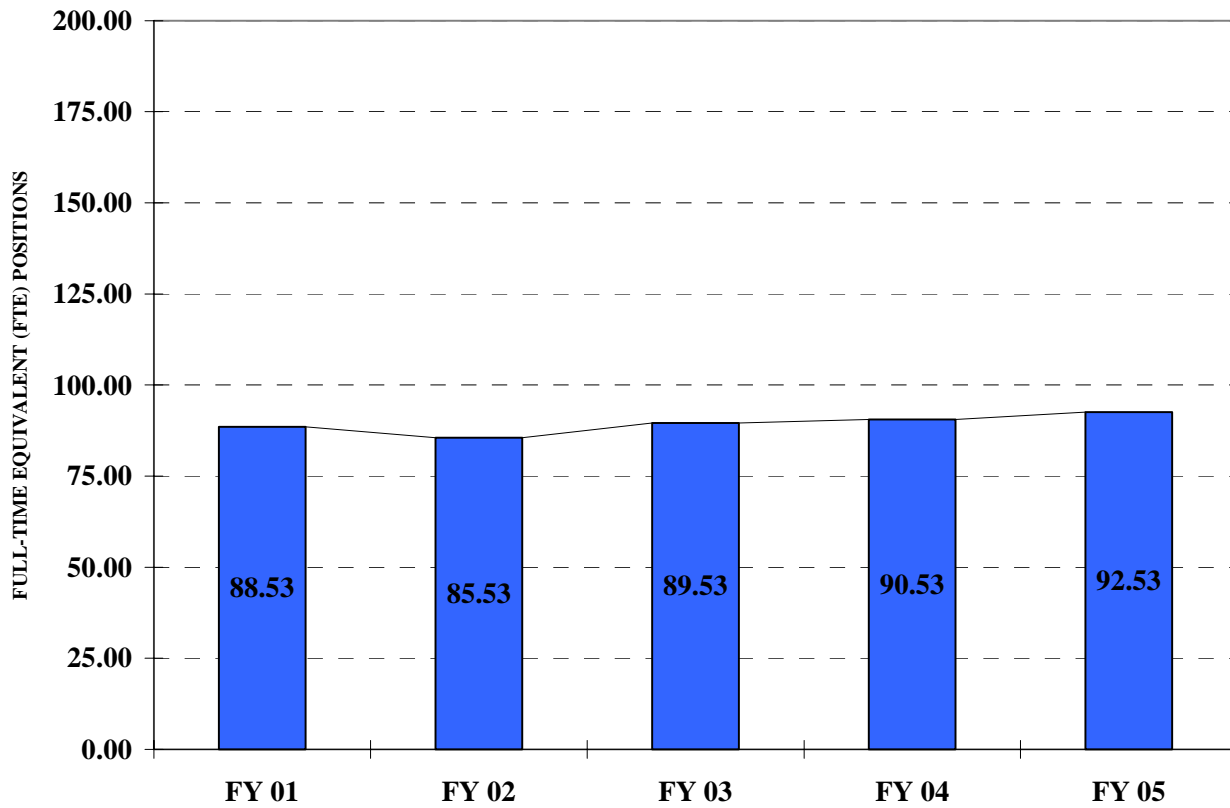
Expenditure Budget History



Authorized Positions by Program

	FY 03 Adopted	FY 04 Adopted	FY 05 Adopted
Policy and Administration (FTE)	1.15	1.15	1.15
Network Services and Support (FTE)	35.09	36.09	37.09
Geographic Information Systems (FTE)	19.62	19.62	20.62
Information Systems (FTE)	33.67	33.67	33.67
Total Full-Time Equivalent (FTE) Positions	89.53	90.53	92.53

Staff History



Note: All Years Adopted

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 5,106,656	FY 2004 FTE Positions	33.67
FY 2005 Adopted	\$ 5,452,403	FY 2005 FTE Positions	33.67
Dollar Change	\$ 345,747	FTE Position Change	0.00
Percent Change	6.77%		

Desired Strategic Plan Community Outcomes by 2005

- Advanced Life Support (ALS) response times will improve by four percentage points
- Basic Life Support (BLS) response times will improve by five percentage points
- Fire suppression response times will improve by five percentage points
- Prince William will rank in the lowest third of the Council of Governments (COG) Region Crime Rate Index with a Part I crime rate of less than 27 per 1,000 population
- Attain a police emergency response time of seven minutes or less
- Prince William County will attain a closure rate of 23% for Part I crimes
- Ensure outstanding customer service by County employees so that all Human Services agencies have at least 90% of clients rating their service as favorable

Outcome Targets/Trends

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
▪ Part I Crime Rate per 1,000 population	25.94	27.1	24.3	24.7	22.64
▪ Average police emergency response time in minutes	6.5	7.5	5.8	7.5	7.0
▪ Major Crime (Part I) closure rate	18.4%	22.5%	19.8%	22%	22.8%
▪ Customers rating services very satisfied (four or five) based on a scale of one to five	89%	90%	93%	90%	90%
▪ Public Safety Application Systems average unavailability based on 8,760 of available hours	—	<90	4.21	<90	<12
▪ Non-Public Safety Application Systems average unavailability based on 8,760 of available hours	—	<175	9.74	<175	<24

Activities/Service Level Trends Table

1. Central Site Operations

Proactively monitor and maintain enterprise wide mission critical information systems. Provide data backup and recovery services. Complete targeted computer jobs and services successfully and on time.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$974,601	\$1,628,039	\$1,563,951	\$1,594,438	\$1,640,909
▪ Jobs/services performed by computer operations	43,979	49,000	49,533	49,000	49,000
▪ Jobs/services completed successfully	100%	99%	100%	99%	99%
▪ Jobs/services completed on time	100%	95%	100%	95%	95%
▪ Average cost per service performed/job run	\$22.16	\$23.84	\$31.57	\$33.23	\$32.54

2. Applications Systems

Develop, implement, and maintain enterprise wide information systems within projected resources. Maintain the applications software cost per full time equivalent employee at an acceptable level, at the same time maintaining a high level of customer satisfaction.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$2,045,676	\$2,554,196	\$2,996,852	\$3,267,404	\$3,540,485
▪ Number of application systems supported	—	45	49	50	50
▪ Service/assistance requests completed within +/- 15 percent of projected time/cost	100%	90%	100%	90%	90%
▪ Projects completed within +/- 15 percent of projected time/cost	100%	90%	100%	90%	90%
▪ Customers rating services very satisfied (four or five) based on a scale of one to five	88%	90%	93%	90%	90%

3. Systems Engineering

Provide all system engineering support services and complete projects within projected time and cost. Maintain percentage of unscheduled outages at the targeted level.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$217,012	\$241,470	\$263,765	\$244,814	\$271,009
▪ Systems engineering projects completed within +/- 15 percent of projected time/cost	100%	90%	100%	90%	90%
▪ Unscheduled average hours of hardware outages based on 8,760 of available hours	—	<75	2.15	<75	<12

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 1,536,813	FY 2004 FTE Positions	19.62
FY 2005 Adopted	\$ 1,777,572	FY 2005 FTE Positions	20.62
Dollar Change	\$ 240,759	FTE Position Change	1.00
Percent Change	15.67%		

Desired Strategic Plan Community Outcomes by 2005

- Advanced Life Support (ALS) response times will improve by four percentage points
- Basic Life Support (BLS) response times will improve by five percentage points
- Fire suppression response times will improve by five percentage points
- Prince William will rank in the lowest third of the Council of Governments (COG) Region Crime Rate Index with a Part I crime rate of less than 27 per 1,000 population
- Attain a police emergency response time of seven minutes or less
- Prince William County will attain a closure rate of 23% for Part I crimes
- Help 20% more low income families secure assisted living units and affordable housing units
- Ensure outstanding customer service by County employees so that all Human Services agencies have at least 90% of clients rating their service as favorable
- Add or expand 75 targeted businesses to Prince William County
- Add 6,370 new jobs from attraction of new and expansion of existing businesses (non-retail)
- 62.9% of citizens are satisfied with their ease of Getting Around

Outcome Targets/Trends

	FY 02 Actual	FY 03 Adopted	FY 03 Actual	FY 04 Adopted	FY 05 Adopted
▪ Part I Crime Rate per 1,000 population	25.94	27.1	24.3	24.7	22.64
▪ Average police emergency response time in minutes	6.5	7.5	5.8	7.5	7.0
▪ Major Crime (Part I) closure rate	18.4%	22.5%	19.8%	22%	22.8%
▪ Families assisted by OHCD with low income housing	2,391	3,265	2,841	2,714	2,875
▪ Assisted Living units	596	424	596	596	646
▪ Targeted businesses addition or expansion	24	20	14	24	20
▪ Jobs created non-retail	2,364	1,000	1,007	1,000	1,000
▪ Citizens satisfied with their ease of travel in the County	57.6%	70%	52.5%	70%	70%
▪ Land detail in the geographic database kept current at any one time	90%	85%	90%	85%	85%
▪ Customers rating services very satisfied (four or five) based on a scale of one to five	100%	99%	100%	99%	99%

Activities/Service Level Trends Table

1. Geographic Information Systems Data Management

The Data Management activity is responsible for the creation and maintenance of all geo-spatial data within the geographic information system database. Responsibilities include interfacing on a daily basis with other County agencies and the public to ensure the accuracy and currency of data.

	FY 02 Actual	FY 03 Adopted	FY 03 Actual	FY 04 Adopted	FY 05 Adopted
Total Activity Annual Cost	\$695,862	\$681,177	\$767,469	\$805,983	\$897,260
<ul style="list-style-type: none"> ▪ Percent parcel and street centerlines mapped within 15 days ▪ Square miles updated or created in GIS database ▪ Cost per square mile updated or created in Geographic Information database ▪ Total number of addresses assigned, researched or changed ▪ Cost per address assigned, researched or changed ▪ Percent of addresses assigned, researched or changes within established due dates ▪ Percentage of plan reviews completed within scheduled deadlines ▪ Office of Information Technology 	—	—	—	—	80%
	10,893	11,000	12,448	11,000	13,700
	\$38	\$45	\$36	\$45	\$36
	—	—	—	—	8,828
	—	—	—	—	\$12
	—	—	—	—	100%
	—	—	—	—	97%

2. Demographic Information

To provide demographic data, maps, analyses, and reports about Prince William County to the citizens and government agencies that it serves. Information is provided across all communication mediums including the internet. This activity strives to provide consistent and accurate data in a timely manner.

	FY 02 Actual	FY 03 Adopted	FY 03 Actual	FY 04 Adopted	FY 05 Adopted
Total Activity Annual Cost	\$146,982	\$173,411	\$175,364	\$167,223	\$187,925
<ul style="list-style-type: none"> ▪ Demographic inquiries analyzed within five days ▪ Update Prince William County Standard data set with consistent up-to-date demographic data published Quarterly (four times a year) ▪ Demographic analysis studies provided within 30 days 	100%	95%	100%	95%	95%
	—	100%	100%	100%	100%
	100%	95%	100%	95%	95%

3. Geographic Information Systems Application Services

The Application Services activity is responsible for the applications and software support necessary to access the County's geo-spatial data. This activity provides maps and geographic information to other County agencies and to the public through Geographic Information System web applications and the customer service counter.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$495,620	\$583,249	\$486,012	\$563,607	\$692,387
<ul style="list-style-type: none"> ▪ Requests for digital data satisfied within five working days ▪ Map analysis requests processed within five working days ▪ Average number of visits to the GIS web mapper applications per month ▪ Hours of application services provided to user agencies ▪ Cost per hour for application services provided 	100%	95%	99%	95%	97%
	100%	95%	100%	95%	98%
	16,569	14,000	25,116	20,000	26,000
	1,844	4,500	3,159	2,000	4,500
	\$31	\$80	\$40.78	\$55	\$38

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 9,850,022	FY 2004 FTE Positions	36.09
FY 2005 Adopted	\$ 10,536,367	FY 2005 FTE Positions	37.09
Dollar Change	\$ 686,345	FTE Position Change	1.00
Percent Change	6.97%		

Desired Strategic Plan Community Outcomes by 2005

- Advanced Life Support (ALS) response times will improve by four percentage points
- Basic Life Support (BLS) response times will improve by five percentage points
- Fire suppression response times will improve by five percentage points
- Prince William will rank in the lowest third of the Council of Governments (COG) Region Crime Rate Index with a Part I crime rate of less than 27 per 1,000 population
- Attain a police emergency response time of seven minutes or less
- Prince William County will attain a closure rate of 23% for Part I crimes
- Ensure outstanding customer service by County employees so that all Human Services agencies have at least 90% of clients rating their service as favorable
- Increase the base of citizens telecommuting to 20%

Outcome Targets/Trends

	FY 02	FY 03	FY 03	FY 04	FY 05
	Actual	Adopted	Actual	Adopted	Adopted
▪ Part I Crime Rate per 1,000 population	25.94	27.1	24.3	24.7	22.64
▪ Average police emergency response time in minutes	6.5	7.5	5.8	7.5	7.0
▪ Major Crime (Part I) closure rate	18.4%	22.5%	19.8%	22%	22.8%
▪ Base of citizens telecommuting	14%	—	15.7%	14%	15.7%
▪ Radio network average unavailability based on 8,760 of available hours	—	<9	0	<9	<5
▪ Telephone network average unavailability based on 8,760 of available hours	—	<10	2	<10	<5
▪ Data network average unavailability based on 8,760 of available hours	—	<19	5	<19	<8

Activities/Service Level Trends Table

1. Radio Communications

Provides public safety and general government agencies with radio and microwave radio services for voice and data communications. Plans and manages system infrastructure, performs engineering services, installs and maintains infrastructure, mobile and other electronic devices for all Prince William County entities including public schools, incorporated towns, and volunteer fire and rescue companies.

	FY 02 Actual	FY 03 Adopted	FY 03 Actual	FY 04 Adopted	FY 05 Adopted
Total Activity Annual Cost	\$1,115,967	\$1,412,768	\$962,962	\$1,298,997	\$1,485,587
▪ Radios Repaired	1,132	1,200	944	1,200	750
▪ Percent of Public Safety radio repairs completed within eight working hours	—	45%	55.5%	45%	50%
▪ Radios installed	168	115	263	115	75
▪ Percent of Public Safety radios installed within twenty working hours	—	80%	93.9%	80%	80%
▪ Average cost per radio repair/install	—	—	—	\$181	\$181
▪ Customers rating radio shop services very satisfied (four or five) based on a scale of one to five	94%	95%	99%	95%	95%

Office of Information Technology

Network Services and Support

2. Network Engineering

Provides Prince William County government agencies with voice and data capability sufficient to support the County's e-services, public safety activities and day-to-day operations. Plans and manages voice and data network infrastructure, evaluates and installs new technologies, resolves network malfunctions and services interruptions, and manages commercial voice and data communications services used by the County Government.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$3,107,312	\$3,398,716	\$2,746,635	\$3,737,912	\$3,912,521
▪ Percentage of voice and data service calls completed within 24 hours	—	—	—	—	90%
▪ Total voice and data repair calls completed	1,593	550	1,148	1,000	2,000
▪ Voice and data drops installed/changed	—	500	407	1,500	700
▪ Total communications equipment installed and/or changed	3,877	4,500	3,160	2,500	3,000
▪ Average cost per telephone repair/install/change	—	—	—	\$70	\$70
▪ Network Engineering tasks completed	—	—	—	3,500	3,500
▪ Percentage of telecommunications action items resolved	—	—	—	80%	80%
▪ County initiatives created for Federal and State consideration	—	—	—	5	5
▪ Voice mail services average unavailability based on 8,760 of available hours	—	<9	0.67	<9	<5
▪ Customers rating Network Engineering services very satisfied (four or five) based on a scale of one to five	90%	95%	92%	95%	90%

3. Technical Training

Provides Prince William County employees with information technology training resources and support for individualized learning. Included are a resource library, e-learning opportunities, certification programs, and instructor-led classroom training for employees and technical staff.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$242,157	\$351,137	\$428,378	\$374,481	\$387,064
▪ Training requests satisfied within 60 days	96%	91%	97%	91%	93%
▪ Training classes held	124	150	165	150	150
▪ Alternative training opportunities held	318	450	472	625	500
▪ Cost per seat for classroom training	\$71.82	<\$80	\$68	<\$80	<\$70
▪ Customer rating training services very satisfied (four or five) based on a scale of one to five	97%	90%	97%	90%	90%
▪ Number of county staff taking technical training either on-line or in a class setting	324	300	643	600	650

4. Seat Management

Administers and supports the seat management program that includes Help Desk support, Deskside support, and hardware and software technology refreshment. Ensures the contractor is providing the services consistent with the contract service levels.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$2,537,835	\$3,640,708	\$3,614,939	\$3,889,495	\$4,167,346
▪ Helpdesk calls received	16,348	15,300	16,637	20,010	22,000
▪ Customers rating Getronics “overall” service desk and on-site staff services as excellent or superior	86%	93%	91%	93%	90%
▪ Calls to the service desk answered in less than three minutes	99%	75%	99%	95%	95%
▪ Service desk resolvable calls received by the service desk, completed on initial contact by the service desk	97%	60%	99%	95%	90%
▪ Desktops maintained	2,607	2,626	2,519	2,737	2,848
▪ Desktops upgraded	39%	33%	28%	33%	33%
▪ Customers rating seat management services very satisfied (four or five) based on a scale of one to five	—	90%	100%	90%	90%
▪ Inventory database updated with additions, refreshments and dispositions within 10 business days of completed action	—	—	—	—	90%
▪ Customer scheduled actions (move, add, and change, hardware/software refresh) completed according to schedule	—	—	—	—	95%
▪ Customer on-site hardware and software problems resolved in less than 8 business hours	—	—	—	—	90%

5. Groupware

Manages the County’s email, voice mail, network resource and security services. Provides protection for the County’s data from computer viruses and malicious attacks.

	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Adopted</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Adopted</u>	<u>FY 05</u> <u>Adopted</u>
Total Activity Annual Cost	\$289,697	\$818,213	\$672,931	\$549,137	\$583,849
▪ E-mail services average unavailability based on 8,760 of available hours	—	<31	4.75	<31	<31
▪ Percentage of security problems completed within 24 hours	—	—	—	—	95%
▪ Customers rating Groupware Services very satisfied (four or five) based on a scale of one to five	—	87%	93%	87%	90%
▪ Percentage of network access requests completed within 8 business hours	—	—	—	—	90%

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 1,594,402	FY 2004 FTE Positions	1.15
FY 2005 Adopted	\$ 1,389,366	FY 2005 FTE Positions	1.15
Dollar Change	\$ (205,036)	FTE Position Change	0.00
Percent Change	-12.86%		

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- Add or expand 75 targeted businesses to Prince William County
- Add 6,370 new jobs from attraction of new and expansion of existing businesses (non-retail)
- Increase the base of citizens telecommuting to 20%
- 62.9% of citizens are satisfied with their ease of Getting Around

Outcome Targets/Trends

	FY 02 Actual	FY 03 Adopted	FY 03 Actual	FY 04 Adopted	FY 05 Adopted
▪ Part I Crime Rate per 1,000 population	25.94	27.1	24.3	24.7	22.64
▪ Average police emergency response time in minutes	6.5	7.5	5.8	7.5	7.0
▪ Major Crime (Part I) closure rate	18.4%	22.5%	19.8%	22%	22.8%
▪ Families assisted by OHCD with low income housing	2,391	3,265	2,841	2,714	2,875
▪ Assisted Living units	596	424	596	596	646
▪ Targeted businesses addition or expansion	24	20	14	24	20
▪ Jobs created non-retail	2,364	1,000	1,007	1,000	1,000
▪ Base of citizens telecommuting	14%	—	15.7%	14%	15.7%
▪ Citizens satisfied with their ease of travel in the County	57.6%	70%	52.5%	70%	70%
▪ Citizen Satisfaction with County WEB site	—	90%	93.5%	90%	90%
▪ OIT projects completed on-time and within resources	100%	90%	100%	90%	90%

Activities/Services Level Trends Table

1. Leadership and Management

This activity oversees the entire Office of Information Technology organization programs to ensure Information Technology activities and projects are aligned with the County’s overall goals and objectives. It develops and monitors short/long term Information Technology plans; yearly department and Capital Improvement budget; service levels and performance measures; formulates policy recommendations and standards to govern Information Technology infrastructure across the County government; and conducts Information Technology related research and evaluation studies.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$213,066	381,072	\$214,224	\$388,704	\$397,363
▪ Trackers completed on-time	100%	100%	100%	100%	100%

2. Data Processing - Capital Replacement

Maintain the replacement of technology efficiently and cost effectively in order to better serve customers and citizens. Track costs of technology to ensure our goals are met. Provide technology improvement in order for the County to properly function.

	FY 02 <u>Actual</u>	FY 03 <u>Adopted</u>	FY 03 <u>Actual</u>	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>
Total Activity Annual Cost	\$298,014	\$1,204,239	\$786,961	\$1,205,698	\$992,003
▪ Percentage of Capital Replacement projects completed on-time	100%	90%	100%	90%	90%





AGENCY LOCATOR

Administration

*Board of Equalization
Contingency Reserve
Finance Department
General Registrar
Human Rights Office
Office of Information
Technology*

Self-Insurance

*Unemployment Insurance
Reserve*

Expenditure and Revenue Summary

	FY 03	FY 03	FY 04	FY 05	% Change
Expenditure by Program	Approp	Actual	Adopted	Adopted	Adopt 04/ Adopt 05
Casualty Pool	\$1,075,331	\$942,417	\$1,097,146	\$1,425,000	29.88%
Workers' Compensation	\$1,421,837	\$1,261,038	\$1,431,812	\$1,919,279	34.05%
Property & Miscellaneous	\$1,119,404	\$722,367	\$1,609,198	\$1,264,966	-21.39%
Total Expenditures	\$3,616,572	\$2,925,822	\$4,138,156	\$4,609,245	11.38%
Expenditure by Classification					
Internal Services	\$2,497,168	\$2,203,455	\$2,528,958	\$3,344,279	32.24%
Other Services	\$1,119,404	\$722,367	\$1,609,198	\$1,264,966	-21.39%
Total Expenditures	\$3,616,572	\$2,925,822	\$4,138,156	\$4,609,245	11.38%
Funding Sources					
General Tax Support	\$3,616,572	\$2,925,822	\$4,138,156	\$4,609,245	11.38%

PROGRAM LOCATOR

Administration

Self-Insurance

I. Major Issues

- A. Self-Insurance Programs** - The County maintains self-insurance programs for general liability, automobile, public officials’ and law enforcement professional liability, pollution liability and workers’ compensation insurance through the Prince William County Self-Insurance Group Casualty Pool and Workers’ Compensation Pool. The two self-insurance programs began operations July 1, 1989 and are licensed by the State Corporation Commission.

- B. Self-Insurance Claims** - The Prince William County Self-Insurance Group Casualty Pool, providing coverage to the County, Adult Detention Center and Park Authority, has a \$500,000 per occurrence retention for all lines of coverage. The Self-Insurance Group purchases commercial excess insurance with a \$10,000,000 per occurrence and \$20,000,000 annual aggregate limit, except for automotive liability, which has no annual aggregate limit and public official liability, which has a \$10,000,000 aggregate limit. The Prince William County Self-Insurance Workers’ Compensation Association, providing coverage to the County, Adult Detention Center and Park Authority, has a \$400,000 per occurrence retention and purchases commercial excess coverage, which provides statutory limits for workers’ compensation claims and a \$2,000,000 per occurrence and annual aggregate limit for employers’ liability coverage.

- C. Internal Services Fund** - The activities of these programs are reported in the Internal Services Funds. Revenues come primarily from other County funds through “premiums” set to cover estimated self-insured claims and liabilities, excess and other insurance premiums and operating expenses. Claims filed or to be filed through the end of the previous fiscal year are accrued liabilities. Each of the programs has sufficient reserves to cover its estimated claims liability.

- D. Shift of Self-Insurance Funds** - A total of \$321,042 has been shifted from Property and Miscellaneous Insurance and added to the Self-Insurance Workers Compensation (\$168,188) and Self-Insurance Casualty Pool (\$152,854). This shift has occurred based on increased premium costs for FY 05.

- E. Shift of Environmental Management Funds to the Finance Department** - As part of the FY 04 Adopted budget, a new Environmental Management Program in the amount of \$104,125 was added to the Prince William County Self-Insurance Budget. This funding has been shifted out of the Self-Insurance Budget and added to the Risk Management Program of the Finance Department for FY 05. This shift has occurred for better management of the program, enabling the County to address Environmental Protection Agency (EPA) and Virginia Department of Environmental Quality (VDEQ) regulations.

II. Budget Adjustments

A. Workers’ Compensation/Casualty Pool Insurance Premium Increase

Total Cost -	\$494,279
Supporting Revenue -	\$0
Total PWC Cost -	\$494,279
Additional FTE Positions -	0.00

- 1. Description** - This budget addition provides for increased self-insurance premium costs for the Casualty Pool and Workers’ Compensation programs of the Prince William County Self Insurance Group (PWSIG).

- 2. Service Level Impacts** - This is necessary funding to allow the County to procure insurance policies which will reduce the County’s liability and to transfer risk to insurance carriers.

II. Budget Adjustments (continued)

B. Property and Miscellaneous Insurance Premium Increase

Total Cost -	\$100,000
Supporting Revenue -	\$0
Total PWC Cost -	\$100,000
Additional FTE Positions -	0.00

- Description** - This budget addition provides for increased property and miscellaneous self-insurance premium costs.
- Service Level Impacts** - This is necessary funding to allow the County to procure insurance policies which will reduce the County's liability and to transfer risk to insurance carriers.

C. Operating Cost Increase – Shift to Risk Management

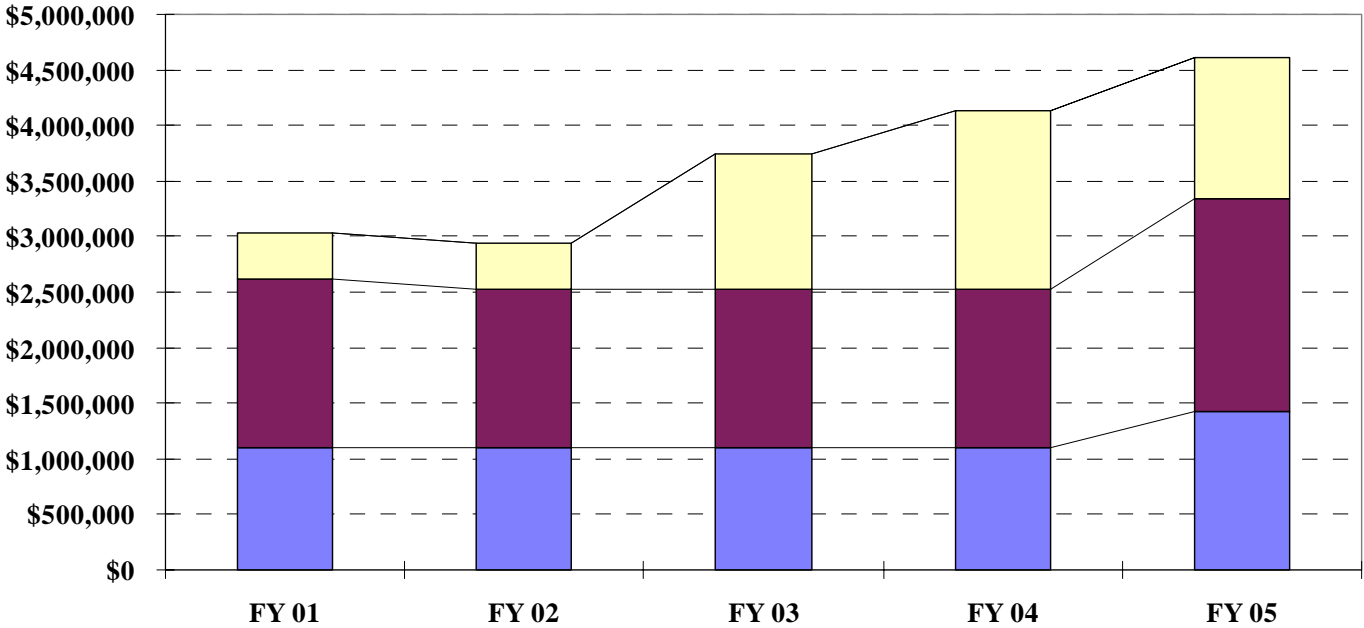
Total Cost -	(\$19,065)
Supporting Revenue -	\$0
Shifted Support -	(\$19,065)
Total PWC Cost -	\$0
Additional FTE Positions -	0.00

- Description** - This budget request supports a \$19,065 shift in resources from the Self-Insurance budget to the Risk Management budget in the Finance Department. It supports operating materials and supplies to support the training of County staff in risk management as required under OSHA and other state and federal agencies. This shift provides the Risk Management program with the tools and education to provide the necessary assistance to other County departments in the areas of safety, claims and environmental compliance.
- Service Level Impacts** - This budget shift maintains current service levels for the Risk Management program of the Finance Department and provides the necessary support to Risk Management and the PWSIG to aid the County in reducing its liability and exposure to risk.

Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 4,138,156	FY 2004 FTE Positions	0.00
FY 2005 Adopted	\$ 4,609,245	FY 2005 FTE Positions	0.00
Dollar Change	\$ 471,089	FTE Position Change	0.00
Percent Change	11.38%		

Expenditure Budget History



Note: All Years Adopted







AGENCY LOCATOR

Administration

Board of Equalization

Contingency Reserve

Finance Department

General Registrar

Human Rights Office

Office of Information

Technology

Self-Insurance

***Unemployment Insurance
Reserve***

Unemployment Insurance Reserve

Expenditure and Revenue Summary

Expenditure By Program	FY 03 Approp	FY 03 Actual	FY 04 Adopted	FY 05 Adopted	% Change Adopt 04/ Adopted 05
Administration	\$60,000	\$83,091	\$83,524	\$83,524	0.00%
Total Expenditures	\$60,000	\$83,091	\$83,524	\$83,524	0.00%
Expenditures By Classification					
Other Services	\$60,000	\$83,091	\$83,524	\$83,524	0.00%
Total Expenditures	\$60,000	\$83,091	\$83,524	\$83,524	0.00%
Funding Sources					
Total Designated Funding Sources	\$0	\$0	\$0	\$0	--
Net General Tax Support	\$60,000	\$83,091	\$83,524	\$83,524	0.00%

PROGRAM LOCATOR

Administration

Unemployment Insurance Reserve

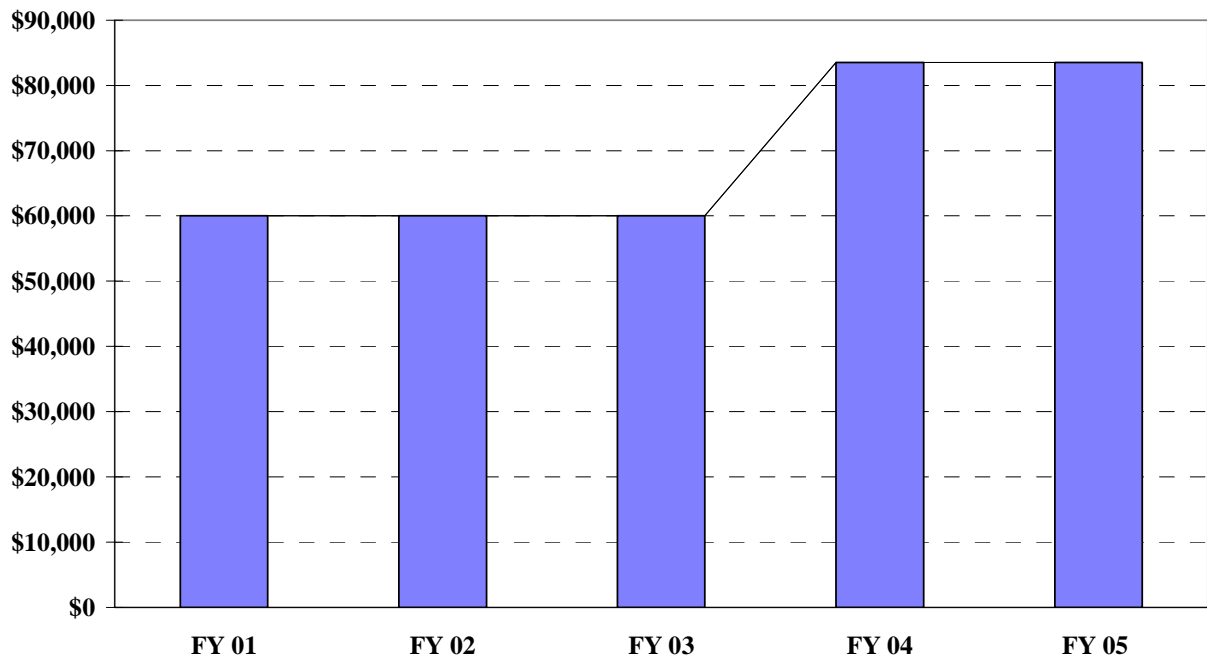
Budget Summary

Total Annual Budget		Number of FTE Positions	
FY 2004 Adopted	\$ 83,524	FY 2004 FTE Positions	0.00
FY 2005 Adopted	\$ 83,524	FY 2005 FTE Positions	0.00
Dollar Change	\$ -	FTE Position Change	0.00
Percent Change	0.00%		

I. Major Issues

- A. Unemployment Insurance Reserve** - Given the uncertainty about the economy and the creation of new jobs in the region, the FY 05 Adopted Unemployment Insurance Reserve appropriation will remain at the FY 04 funding level. Vigilance by the Human Resources Department and Agency Managers and other external factors also contributed to containing the number of unemployment benefits claims filed to the FY 04 Level.
1. **Prudent Use of Temporary Positions** - Agencies used greater discretion with the use of temporary positions to avoid or limit the number of claims. Terminated temporary employees who work for the County a minimum of 30 days and actively seek a job afterwards are entitled to unemployment benefits for which the County is responsible to pay.
 2. **Increased Oversight of Voluntarily Terminations** - The Human Resources Department was more attentive to monitoring claims of individuals who voluntarily terminated employment with the County to insure that eligibility requirements were met. This was very important because those who voluntarily terminate employment are eligible for unemployment benefits provided that they have earned \$2,500 in the two highest quarters of the base period combined and meet certain requirements established by the Virginia Employment Commission including searching for a job. The base period is the first four of the last five preceding calendar quarters.
 3. **Shorter Job Searches** - Many individuals who were searching longer for comparable jobs are now shortening their search due to the continuing uncertainty about the job market and only a slight upturn in the underlying economic projections compared to a year ago; as a result, they are taking jobs which may not be their preferred occupation and therefore receiving unemployment benefits for a shorter period of time.

Expenditure Budget History



Note: All Years Adopted



