

# FY 2020 Budget Development Budget Work Session #3

Board of Supervisors Work Session

April 23, 2019

# Work Session Agenda

- Other General Fund Operating Budgets
- Internal Service Fund Budgets
- Fees and Charges for Services
- Potential Changes from Proposed Budget
- Next Steps

# Other General Fund Budgets

# Proposed FY 2020 Operating Budget

## Other General Fund Budgets

Budget Area	FY 2019 Budget	FY 2020 Proposed	\$ Change FY 20 – FY 19	% Change FY 20 / FY 19
Communications/Information Technology	\$10,950,782	\$10,988,950	\$38,168	0.3%
Children’s Services Act	\$8,343,504	\$7,749,460	(\$594,044)	-7.1%
Recreation Fee Class	\$6,015,557	\$5,932,520	(\$83,037)	-1.4%
Fleet Service Center	\$3,033,795	\$3,281,959	\$248,164	8.2%
Criminal Justice Academy	\$395,857	\$387,252	(\$8,605)	-2.2%
PRT – School Operations	\$357,688	\$363,514	\$5,826	1.6%
Community Development Technology Fee	\$40,000	\$40,000	---	---
Police E-Citation Special Revenue	\$60,000	\$60,000	---	---
Other General Fund Budgets	\$2,036,527	\$2,051,328	\$14,801	0.7%
<b>Total, Other General Funds</b>	<b>\$31,233,710</b>	<b>\$30,854,983</b>	<b>(\$378,727)</b>	<b>-1.2%</b>

# Proposed FY 2020 Operating Budget Other General Fund Budgets

- **Communications / Information Technology**

- Recurring revenues now cover planned expenditures – no use of fund balance.
- Additional \$30,000 to replace chairs for Emergency Communications Center (ECC) staff.
- An increase of \$129,000 to maintain the ECC Fund Balance at 7.5% of budgeted expenditures as designated by the Comprehensive Financial Policy.

- **Children's Services Act (CSA)**

- Large decrease in FY 2020 due to FY 2018 actual and FY 2019 projected expenditures being lower than expected.
- Expenditures continue to increase for Private Day School. \$4.75 million is budgeted in FY 2020 (FY 2018 actual expenditures were \$4.01 million).
- In FY 2020, recurring revenues are projected to cover recurring expenditures with the additional \$400,000 transfer from the General Government Fund.

# Proposed FY 2020 Operating Budget Other General Fund Budgets

- **Recreation Fee Class**

- Reduction in Fee Class is related to programming changes and changes in personnel.
- The Fee Class fund is no longer supported by a transfer from the General Government Fund and is supported through increases in some programming and camp fees.
- Changes to fees and charges are detailed in Attachment A.
- Aerial Adventure Budget to be added to Proposed Budget as part of First Reading of Budget Ordinances on May 14, 2019.

- **Grants and Other**

- Increase due to higher County match for Firefighter positions which are partially funded by the federal SAFER grant.

# Proposed FY 2020 Operating Budget Internal Service Fund Budgets

Budget Area	FY 2019 Budget	FY 2020 Proposed	\$ Change FY 20 – FY 19	% Change FY 20 / FY 19
Health Insurance Fund	\$11,192,391	\$12,436,770	\$1,244,379	11.1%
Dental Insurance Fund	\$715,823	\$758,540	\$42,717	6.0%
Risk Management Fund	\$1,654,003	\$1,604,003	(\$50,000)	-3.0%
<b>Total, Internal Service Funds</b>	<b>\$13,562,217</b>	<b>\$14,799,313</b>	<b>\$1,237,096</b>	<b>9.1%</b>

# Proposed FY 2020 Operating Budget Internal Service Fund Budgets

- **Health Insurance Fund**

- Increases are attributed to:

- Increased claims, costs of claims, and cost of administration
- Need to address fund balance issues to be in compliance with Board of Supervisors adopted fund balance policies
- Include a 2% claims margin due to fluctuation in claims costs

- **Dental Insurance Fund**

- Minimal increase in monthly rates, no changes to benefits or budget

- **Risk Management Fund**

- Transfer from General Government Fund is reduced by \$50,000 based on FY 2018 actual and FY 2019 projected expenditures as well as having sufficient fund balance available



# Proposed Changes to Fees and Charges for Services

# Proposed FY 2020 Operating Budget Fees and Charges for Services

## Fire & Rescue

- Ambulance Fee adjustments to meet Medicare's Maximum Allowable Reimbursable Fee (Attachment A)

## County Libraries

- Library Fee adjustments to make room rental fees consistent throughout Roanoke County Library Locations (Attachment A)

## County of Roanoke Transportation (CORTRAN)

- CORTRAN Fee adjustment to increase the cost of each one-way trip from \$4 to \$5.

# Proposed FY 2020 Operating Budget Fees and Charges for Services

## Recreation Fee Class

- Recreation Fee Class changes in Fees and Charges are proposed in:
  - After School for Kids (ASK) Programs
  - Splash Valley Day Pass
  - Green Ridge Membership Fees and Day Passes
  - Food and Beverage Services
  - Explore Park Lease Agreement Revenues
  - Explore Park Parking and Usage Fees
- Details regarding fees and charges amounts can be found in Attachment A.

# Potential Changes to County Administrator's Proposed Budget

# Proposed FY 2020 Operating Budget Potential Budget Changes

- After the first two work sessions, two budget items were brought forth by the Board of Supervisors and County staff as potential budget revisions:
  - Increase employee compensation adjustment from 2.5% to 2.75% (estimated cost \$140,000)
  - Increase costs associated with Roanoke Valley Resource Authority (RVRA) tipping fees (estimated cost \$60,000)
- County staff reviewed proposed revenues and expenditures to determine if adjustments could be made

# Proposed FY 2020 Operating Budget Potential Changes to Proposed Revenue Budget

Proposed Revenue Budget Adjustment	Increase	(Decrease)
1. Increase revenue from Commonwealth	\$120,000	---
2. Increase revenue from Business Licenses	\$150,000	---
3. Adjust Community Development fees and charges revenue based on updated projections	\$15,000	---
4. Decrease revenue from Business Licenses due to adjusting gross receipts threshold to \$135,000 to only pay \$50 fee instead of tax	---	(\$31,000)
5. Reduce revenue estimate from Communications & Sales Use Tax	---	(\$100,000)
<b>Totals</b>	<b>\$285,000</b>	<b>(\$131,000)</b>

**Staff recommends the addition of \$154,000 in additional FY 2020 General Government Revenue. Of that total \$19,000 is shared revenue with RCPS. The RCPS share of that revenue is \$7,985, leaving \$146,015 of net additional revenue for the County .**

# Proposed FY 2020 Operating Budget Potential Changes to Proposed Expenditure Budget

Proposed Expenditure Budget Adjustment	(Decrease)
1. Board of Supervisors Consensus on Discretionary Outside Agency Funding	(\$9,825)
*2. Utilize Board of Supervisors Contingency Funding to offset additional expenditures	(\$50,000)
3. Utilize VPSA refunding savings (cash) to replace the General Government transfer to the Capital Budget	(\$50,000)
<b>Total</b>	<b>(\$109,825)</b>

\*Adopted Comprehensive Financial Policy, Section 4-6

The Board of Supervisors generally appropriates a Contingency budget to provide for unanticipated expenditures that arise during the year. This budget is recommended to be established at a minimum of \$50,000, though the Board has the discretion to alter that amount through the budget appropriation process.

# Proposed FY 2020 Operating Budget Potential Budget Changes – Staff Recommendation

- If all revenue adjustments (\$146,015) are approved, and maximum expenditure reductions (\$109,825) are approved, County staff recommends the following:
  - Increase employee compensation adjustment from 2.5% to 2.75%. (\$140,000)
  - Add \$60,000 to General Services – Solid Waste budget for RVRA tipping fees.
  - Remove Economic & Community Development Planner – Zoning Enforcement position from “frozen” status. (\$55,840)



# Next Steps

# Proposed FY 2020 Operating Budget Next Steps – Work Sessions

Work Session Topic	2019 Date
<del>FY 2019-2019 Mid-Year Revenue/Expenditure Update</del>	<del>January 22</del>
<del>FY 2019-2020 Revenue Projections</del>	<del>February 12</del>
<del>Capital Improvement Program</del>	<del>February 26</del>
<del>Total Compensation; Outside Agencies</del>	<del>March 26</del>
<del>Departmental Budgets; Outside Agencies</del>	<del>April 9</del>
<del>Other General Fund and Internal Service Funds, Fees &amp; Charges; Follow-Up Items as Necessary</del>	<del>April 23</del>

Note: Additional work sessions may be added if necessary

# Proposed FY 2020 Operating Budget Next Steps – Tax Rate and Budget Items

Tax Rate/Budget Item	2019 Date
<del>County Administrator's Recommended FY 2020 Operating Budget</del>	<del>March 12</del>
<del>Budget Public Hearing &amp; Resolution to Establish the Maximum Tax Rate; Public Hearing on Effective Tax Rate</del>	<del>March 26</del>
<del>Operating and Capital Budget Public Hearing; Public Hearing on Tax Rates; Resolution to Establish a Tax Rate</del>	<del>April 9</del>
First Reading of Ordinance to Appropriate Funds for the FY 2020 Operating & Capital Budgets; Final Public Hearing	May 14
Resolution to Adopt FY 2020 Operating & Capital Budget & Second Reading to Appropriate Funds for the FY 2020 Operating & Capital Budgets	May 28

# Questions and Comments

# Attachment A: Revenues Including Fees and Charges for Services

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Fire & Rescue Fee Adjustments				
Item	Fee / Charge Adjustment	Details		
			Current	Proposed
Ambulance Fees	Increase to meet Medicare's Maximum Allowable Reimbursable Fee	Advanced Life Support 1	\$450	\$465
		Advanced Life Support 2	\$685	\$700
		Basic Life Support	\$390	\$400

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Library Fee Adjustments				
Library Location	Fee / Charge Adjustment	Details	Current	Proposed
South County Library	Adjust room rental fees to be consistent throughout Roanoke County Library Locations	Auditorium with Meeting Rooms 1 and 2	\$150	\$125
		Meeting Room 1 or 2 – Community	\$15	\$10
		Meeting Rooms 1 and 2 – Commercial	\$45	\$40
		Meeting Rooms 1 and 2 – Party Rentals	-	\$25
		Business Office – ½ Day (New)	-	\$50
		Business Office – Full Day (New)	-	\$100
		Glenvar Library	Adjust room rental fees to be consistent throughout Roanoke County Library Locations	Meeting Room – Community
Meeting Room – Party Rentals	-			\$25

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Library Fee Adjustments (continued)				
Library Location	Fee / Charge Adjustment	Details		
			Current	Proposed
Hollins Library	Adjust room rental fees to be consistent throughout Roanoke County Library Locations	Meeting Room – Community	\$5	\$10
		Meeting Room – Commercial	\$25	\$40
		Meeting Room – Party Rentals	-	\$25
		Conference Room – Community	\$5	\$10
		Projector	-	\$5
Vinton Library	Adjust room rental fees to be consistent throughout Roanoke County Library Locations	Meeting Room – Community	\$25	\$10
		Meeting Room – Commercial	\$45	\$40
		Meeting Room – Party Rentals	-	\$25

- Business Office: ½ Day = Up to 4 hours; Full Day = 4+ hours
- Party Rentals: Must rent for a minimum of 3 hours that includes 1 hour setup and 1 hour cleanup. Non refundable \$50 deposit.
- After Hours at South County: Rates are doubled.



# Proposed FY 2020 Operating Budget Fees and Charges for Services

CORTRAN Fee Adjustments				
Item	Fee / Charge Adjustment	Details	Current	Proposed
CORTRAN fee per one-way trip	Increase of \$1 for each one-way trip.	CORTRAN public transit service for qualified residents of Roanoke County.	\$4	\$5

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Recreation Fee Class Fee Adjustments				
Program	Fee / Charge Adjustment	Details		
			Current	Proposed
Various Summer Camps	Increased fees for various summer camps. Camps noted with an asterisk indicate that they do not include Camp Roanoke.	Athletics Camps	\$89	\$99
		Youth and Full Day Camps*	\$175	\$185
		Explore Park In-House Camps	\$205	\$210
		Explore Park Paddling Camp	\$330	\$340
		Explore Park Mountain Biking Camp	\$305	\$340
		Preschool Camps*	\$75	\$80
Wellness and Fitness Classes	Increase of \$2 for all Wellness and Fitness programs offered at the Brambleton Center	Wellness/Fitness Program	\$49	\$51

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Recreation Fee Class Fee Adjustments (continued)				
Program	Fee / Charge Adjustment	Details		
			Current	Proposed
Brambleton Center Room Rental Rates	Increase of \$5 for room rental rates at the Brambleton Center	Room Rental Rate	\$30	\$35
After School for Kids (ASK)	Increase of \$2.50 to the weekly ASK rate and an increase of \$10 to the ASK Registration Fee.	Bi-Monthly Program Rate	\$120.05	\$127.00
Athletic Field Rental Rate	Increase the fee to rent athletic field by \$10 per unit of play for field maintenance and staff support.	<i>Rental Rate per Unit of Play - (2 hour block)</i>		
		100% County Residents	\$30	\$40
		50% or more County Residents	\$40	\$50
		Less than 50% County Residents	\$60	\$70

# Proposed FY 2020 Operating Budget Fees and Charges for Services

Recreation Fee Class Fee Adjustments (continued)				
Program	Fee / Charge Adjustment	Details		
			Current	Proposed
Splash Valley	Increase of \$1 for all day passes.	Resident/Child (ages 3 to 17)	\$7	\$8
		Resident/Adult (ages 18 to 54)	\$8	\$9
		Resident/Adult (ages 55 and up)	\$6	\$7
		Non-Resident/Child (ages 3 to 17)	\$9	\$10
		Non-Resident/Adult (ages 18 to 54)	\$10	\$11
		Non-Resident/Adult (ages 55 and up)	\$8	\$9
Splash Valley Concessions	Increase based on actual food/beverage costs and cost recovery model.	Fees vary based on concessions items. Concessions menu includes 56 items, with 24 items with price increases, 29 items with the same price, and three items with a lower price.		