

Town of Blacksburg, Virginia



Adopted Operating Budget
Fiscal Year Ending 2015/2016

Town of Blacksburg

FY 2015-2016

Adopted Operating Budget

TOWN COUNCIL

Ron Rordam, Mayor
Krisha Chachra, Vice Mayor
Susan Anderson
John Bush
Leslie Hager-Smith
Cecile Newcomb
Michael Sutphin

TOWN ADMINISTRATIVE STAFF

Town Manager – Marc A. Verniel
Deputy Town Manager – Steven Ross
Town Attorney – Lawrence Spencer
Town Clerk - Donna W. Boone-Caldwell
Director of Financial Services - Susan H. Kaiser
Human Resources Manager – Elaine Gill
Community Relations Manager – Heather Browning
Fire Chief – B. Keith Bolte
Director of Parks and Recreation – Dean B. Crane
Director of Engineering and G.I.S. - Adele P. Schirmer
Director of Planning and Building – Anne McClung
Chief of Police – Anthony S. Wilson
Director of Public Works – S. Kelly Mattingly
Rescue Chief – David English
Director of Technology – Steven B. Jones
Interim Director of Transit – Steven Ross

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TOWN OF
Blacksburg
a special place

July 1, 2015

Citizens of the Town of Blacksburg
Blacksburg, Virginia

Dear Citizens:

On April 28, 2015 the Town Council adopted the Town's Budget for Fiscal Year 2015/2016.

Following one Public Hearing and several Work Sessions, the Council approved the *Recommended Budget* with the following changes to agency funding:

- Increase the Agency on Aging to \$5,665 from the Town Manager's recommended \$5,395
The source of the additional funds was all internal to the Agencies line item.

The Town Council approved the allocation of positions to pay bands by Resolution on May 12, 2015. The changes in the pay bands are reflected in this document for Fiscal Year 2015/2016. The new pay band system is the result of an extensive compensation study performed over the last two years.

The Town Council approved the *FY 2016-2020 Capital Improvement Program* on January 27, 2015. A copy of the Resolution adopting the *Capital Improvement Program* is included in the separately issued *Capital Improvement Program*.

A copy of the Ordinances adopting the budget for FY 2015/2016 and the Resolution approving the pay bands are included in the Adopted Operating Budget following this letter. The Town Manager's letter transmitting the Recommended Budget to Town Council follows the Table of Contents.

Sincerely,



Marc A. Verniel
Town Manager

AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF BLACKSBURG,
VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING
JUNE 30, 2016; ADOPTING THE REAL ESTATE TAX RATE; AND APPROPRIATING
FUNDS FOR THE FISCAL YEAR

BE IT ORDAINED by the Council of the Town of Blacksburg, as follows:

1. INTRODUCTION

The 2015-16 Recommended Budget, and the estimates of revenues and expenditures proposed by the Town Manager and debated and adjusted by the Town Council, are hereby adopted as the annual budget of the Town of Blacksburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 (the "Fiscal Year"); a copy of the budget, as adopted, shall be kept on file in the office of the Town Clerk.

2. GENERAL FUND REVENUES AND OTHER FINANCING SOURCES

The projected General Fund revenues for the Fiscal Year are as follows:

Real Estate Taxes	\$ 7,126,500
Other Local Taxes	9,981,500
Licenses and Permits	2,788,300
Intergovernmental Revenues	4,309,700
Rents and Service Charges	1,379,000
Fines and Forfeits	338,000
Interest on Investments	75,000
Miscellaneous Revenue	691,700
Quasi-external Revenue	2,166,300
Bond Proceeds	46,100
Use of Fund Balance	<u>1,264,900</u>

TOTAL GENERAL FUND REVENUES AND
OTHER FINANCING SOURCES \$ 30,167,000

3. PROPERTY TAX RATE

The real property tax rate for the calendar year 2015 shall be \$.25 per one hundred dollars of assessed valuation.

4. GENERAL FUND APPROPRIATIONS

The following sums are appropriated from the General Fund of the Town for the annual operation of the Town departments and non-departmental accounts so set forth:

Town Council/Town Clerk	\$ 288,216
Town Manager/Human Resources/Community Relations	1,366,995
Housing and Neighborhood Services	216,071
Agencies and Authorities	489,821
Town Attorney	356,653
Planning and Building	1,107,728
Engineering and GIS	1,236,092
Financial Services	1,729,702
Technology	543,539
Police	8,229,230
Fire	524,789
Rescue	491,593
Public Works	5,209,905
Parks and Recreation	2,236,339
Debt Service	2,549,352
Capital Improvements	2,491,334
Street Paving	854,000
Contingency	<u>245,641</u>

TOTAL GENERAL FUND APPROPRIATION \$ 30,167,000

Sums so appropriated which have not been encumbered or expended as of June 30, 2016, except capital expenditures as set forth in § 6.10 of the Town Charter, shall lapse and revert to the unappropriated balance of the General Fund.

The Town Manager may transfer funds from “General Fund Contingency” to other departments, offices, agencies, or accounts as appropriate and to effectuate the pay plan approved by resolution as part of the budget process.

The total number of full-time permanent positions set forth in the budget shall be the maximum number of positions authorized for the various departments of the Town during the Fiscal Year, except for changes or additions authorized by Town Council. The Town Manager may from time to time increase or decrease the number of part-time or temporary

positions, provided the aggregate amount expended for such services shall not exceed the respective appropriations made therefore.

5. CDBG ENTITLEMENT FUND APPROPRIATION

There is hereby appropriated from the CDBG Entitlement Fund, for expenditures related to the Federal CDBG Entitlement Program during the Fiscal Year, \$424,753.

6. HOME CONSORTIUM FUND APPROPRIATION

There is hereby appropriated from the HOME Consortium Fund, for expenditures related to the Federal HOME Consortium Program during the Fiscal Year, \$495,135.

7. URBAN CONSTRUCTION INITIATIVE (UCI) FUND APPROPRIATION

There is hereby appropriated from the Urban Construction Initiative Fund, for the capital expenditures related to highway projects during the Fiscal Year, \$350,000, which shall not lapse at the close of the Fiscal Year, as set forth in §6.10 of the Town Charter.

8. EQUIPMENT OPERATIONS FUND APPROPRIATION

There is hereby appropriated from the Equipment Operations Fund, for the operation of the internal garage and maintenance facility during the Fiscal Year, \$1,196,432. There is hereby appropriated from the Equipment Operations Fund for capital expenditures during the Fiscal Year, \$484,700 which shall not lapse at the close of the Fiscal Year, as set forth in §6.10 of the Town Charter.

9. TRANSIT FUND APPROPRIATION

There is hereby appropriated from the Transit Fund, for the operation of the transit system during the Fiscal Year, \$7,566,228. There is hereby appropriated from the Transit Fund for capital expenditures during the Fiscal Year, \$2,113,152, which shall not lapse at the close of the Fiscal Year, as set forth in §6.10 of the Town Charter.

10. SOLID WASTE AND RECYCLING FUND APPROPRIATION

There is hereby appropriated from the Solid Waste and Recycling Fund, for the operation of the municipal solid waste disposal programs during the Fiscal Year, \$1,772,029.

11. STORMWATER MANAGEMENT ENTERPRISE FUND APPROPRIATION

There is hereby appropriated from the Stormwater Management Enterprise Fund, for the operation of the stormwater utility during the Fiscal Year, \$716,000. There is hereby appropriated from the Stormwater Management Enterprise Fund for capital expenditures during the Fiscal Year, \$305,000, which shall not lapse at the close of the Fiscal Year, as set forth in §6.10 of the Town Charter.

12. WATER/SEWER FUND APPROPRIATION

There is hereby appropriated from the Water/Sewer Fund, for the operation of the water/sewer utilities during the Fiscal Year, \$9,231,682. There is hereby appropriated from the Water/Sewer Fund for capital expenditures during the Fiscal Year, \$1,674,638, which shall not lapse at the close of the Fiscal Year, as set forth in § 6.10 of the Town Charter.

13. EQUIPMENT REPLACEMENT AND BUILDING SYSTEM FUND APPROPRIATION

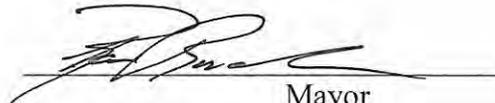
There is hereby appropriated from the Equipment Replacement and Building System Fund for the replacement of vehicles and equipment during the Fiscal Year, \$1,632,880. These are capital expenditures and this appropriation shall not lapse at the close of the Fiscal Year, as set forth in §6.10 of the Town Charter.

14. GENERAL CAPITAL IMPROVEMENT FUND APPROPRIATION

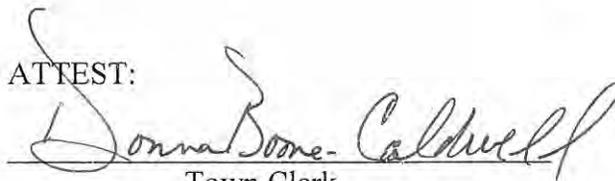
There is hereby appropriated from the General Capital Improvement Fund for the capital improvement expenditures in the approved Capital Improvement Program during the Fiscal Year, \$1,555,000. These are capital expenditures and this appropriation shall not lapse at the close of the Fiscal Year, as set forth in § 6.10 of the Town Charter.

15. EFFECTIVE DATES

As provided by Town Code §22-200, Paragraph 3 of this Ordinance shall be effective on and after the instant of its adoption; the rest of this Ordinance, and the appropriations set forth herein, shall become effective July 1, 2015.



Mayor

ATTEST:


Town Clerk

1st Reading: March 10, 2015

2nd Reading & Adoption: April 28, 2015

APPROVED AS TO CONTENT:



Susan H. Kaiser, Director of Finance

APPROVED AS TO LEGAL SUFFICIENCY:



Lawrence S. Spencer, Jr., Town Attorney

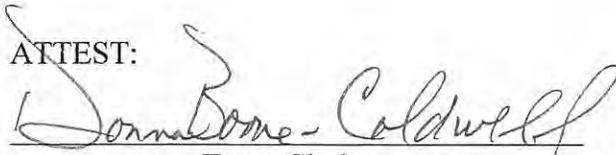
RESOLUTION 5-B-15

A RESOLUTION APPROVING THE TOWN OF BLACKSBURG
ALLOCATION OF POSITIONS TO PAY BANDS

BE IT RESOLVED by the Council of the Town of Blacksburg that the Council approves the allocation of positions to pay bands described in the document entitled "Town of Blacksburg Proposed Allocation of Positions to Pay Bands Fiscal Year 2015/16" on file in the Human Resources office, effective July 1, 2015.


Mayor

ATTEST:


Town Clerk

Date of Adoption: May 12, 2015

March 10, 2015

The Honorable Mayor and
 Members of the Town Council
 Town of Blacksburg
 300 South Main Street
 Blacksburg, Virginia 24060

Dear Mayor and Members of Town Council:

We are pleased to submit for your review and consideration the *Recommended FY 2015/2016 Budget* for the period beginning July 1, 2015 through June 30, 2016. This year's budget is balanced and meets the mission statement, strategic goals and policies of the Council including the Principles of Sound Financial Management.

The purpose of our budget is to plan necessary operating and capital expenditures for the next fiscal year to meet Council and citizen expectations while servicing the Town's debt. Quality community services such as police, public works, parks and recreation, planning and building safety, engineering and GIS services, transit operations and financial services will continue to be offered at a reasonable cost. The *Recommended FY 2015/2016 Budget* for all funds totals \$58,051,749. Allocation by fund, as well as a comparison to the FY 2014/2015 budget is as follows:

RECOMMENDED BUDGET ALLOCATION BY FUND

	FY 2014/15 Budget	FY 2015/16 Manager Recommended	Difference	Percent Increase (Decrease)
General Fund	\$29,445,500	\$30,167,000	\$ 721,500	2.5 %
General Capital Improvement Fund	10,111,500	1,555,000	(8,556,500)	(84.6)%
Urban Construction Initiative Fund	--	350,000	350,000	100.0%
CDBG Entitlement Fund	432,854	424,753	(8,101)	(1.9)%
HOME Consortium Fund	556,095	495,135	(60,960)	(11.0)%
Water and Sewer Fund	10,709,856	10,906,320	196,464	1.8%
Stormwater Fund	--	1,021,000	1,021,000	100.0%
Solid Waste and Recycling Fund	1,830,778	1,772,029	(58,749)	(3.2)%
Transit Fund	42,074,879	9,679,380	(32,395,499)	(77.0)%
Equipment Operations	<u>1,377,268</u>	<u>1,681,132</u>	<u>303,864</u>	<u>22.1%</u>
Total	<u>\$96,538,730</u>	<u>\$58,051,749</u>	<u>\$(38,486,981)</u>	<u>(39.9)%</u>

While the budget by its very nature must contain numbers, the message we want to communicate in this budget document is one of commitment to outstanding service delivery and progressiveness in local governance. The *Recommended FY 2015/2016 Budget* before you

supports hundreds of services that are delivered by the eight operating departments and seven administrative offices.

The *Recommended FY 2015/2016 Budget* also incorporates Town Council's Vision:

Council Vision

"Blacksburg's vision is to be a dynamic, sustainable, livable community balancing environmental stewardship, economic opportunity, technological leadership, and the arts."

As you review and consider this budget over the next several weeks, we hope that you will focus your attention on the objectives in each department that are supported with the funding proposed for FY 2015/2016. With the continuing partnership between Town employees and individual and corporate citizens alike, we will continue to search for ways to be innovative in delivering services to the citizens of the Town of Blacksburg.

Several Town Council Work Sessions are scheduled over the next few weeks to review and discuss the *Recommended FY 2015/2016 Budget* in more detail. A Public Hearing on the *Recommended FY 2015/2016 Budget* is scheduled for Tuesday, April 14, 2015. Town Council is scheduled to consider adopting a budget ordinance on April 28, 2015.

BUDGET FOCUS

The review and adoption of the Annual Operating and Capital Budget represents one of the most important policy-making responsibilities of the Mayor and Town Council. The budget is more than just the legal document appropriating funds; it establishes priorities among competing governmental services, all of which have dedicated constituencies. The Town Council must also establish service levels based on the priorities and within the fiscal capacity of the Town.

Preparation of the *Recommended FY 2015/2016 Budget* was guided by the following policies:

- ❖ Maintain the overall quality of life for residents
- ❖ Maintain the quality and variety of services provided
- ❖ Meet current infrastructure needs before acquiring or building additional infrastructure
- ❖ Evaluate functions, activities, personnel levels, and determine whether cost savings or service level improvements can be achieved
- ❖ Replace equipment and vehicles when it is most cost effective
- ❖ Identify alternative revenue sources

This budget includes budget measures which are an excellent tool to assist in the decision-making process. These measures help with the prioritization and allocation of resources which is especially important in times of financial uncertainty. Budget measures should be quantifiable measures of outcomes, quality, efficiency, effectiveness, inputs, and outputs that are meaningful and relevant.

BUDGET GUIDELINES

The Government Finance Officers Association (GFOA) recommends that governments forecast major revenues and expenditures for a three to five year period beyond the current budget in order to assess the long-term financial implications of current or proposed policies, programs, and assumptions. This recommendation is even more important today based on the state of the economy and the uncertainty that is ahead. Financial forecasting is intended to accomplish the following goals:

- ❖ Provide an understanding of available funding
- ❖ Evaluate financial risk
- ❖ Assess service levels
- ❖ Assess resources for capital investments
- ❖ Identify future commitments and resource demands
- ❖ Identify key variables that can affect future revenues or expenditures

BUDGET OVERVIEW

Adoption of the annual budget establishes a short-term fiscal plan; however, short term decisions can have long-term implications far into the future. For example, construction of capital facilities usually creates new recurring expenditures such as personnel, repairs, and utilities. Evaluating long-term fiscal trends is important in order to make sound short-term spending or service level decisions. As the needs and requirements of the community change, so must the operations of the Town.

Council's commitment to sound fiscal decision-making is again reflected in this budget. The citizens of Blacksburg expect quality services, professional law enforcement, a safe and reliable transit service, prompt snow removal, professional land use and development guidance, quality parks and recreation services and facilities, clean and well-maintained streets, quality neighborhoods, dependable water and sewer service, responsive solid waste and recycling collection, quality stormwater management and many other quality municipal services. Our citizens expect that these services be provided with minimal reliance on real estate taxes. Currently real estate tax revenue accounts for 24% of the Town's total general fund revenues.

Over the course of the past several years the Town's Budget has reflected and adapted to the economic changes which started with the financial crisis in the latter part of 2008. In many ways, Blacksburg was fortunate not to feel the brunt of the impact like other communities such as those in Northern Virginia. Communities with universities typically do not experience the wide economic fluctuations other communities experience because of the relative stable nature of the institution. At the same time, economies in college communities often lag behind communities in responding and recovering to shift in economic conditions. As such, while the Recommended FY 2015/2016 Budget continues to provide necessary funding to support outstanding services to the community maintaining this level of funding will be challenging.

Minimal revenue growth combined with moderate but growing operating costs are at the core of the challenges addressed in this budget. Federal and State revenues have not returned to the levels experienced prior to the economic downturn of 2008. CDBG and HOME funds are almost half of what was received in previous years. Reduced sales tax revenue collected due to changes adopted in 2014 by the General Assembly again impacts the Town's budget because a replacement revenue source was not identified. Lodging Tax is expected to decrease this year due to the demolition of an existing hotel that will be replaced by two new hotels. Additional revenue from the opening of the movie theater and other businesses at the First & Main Shopping Center is not included in the FY 2015/2016 Budget because of the uncertainty of how much revenue will actually be received and the potential use of those revenues to support public improvements at the center. Meals Tax revenue is anticipated to grow slightly due to increases in consumer spending and the cost of goods and services. Reflecting an improving economy, business license revenue is projected to increase \$14,200.

Operating costs are increasing because of the growing costs of providing the community the level of service expected. Funding to support the transition to the new Regional 911 Communications Center is included in the Recommended Budget. Additional funding has been included in the budget for the maintenance of the new South Pointe Park and enhanced maintenance of existing athletic fields. Funding for snow removal was increased \$100,000 because of increases in the cost of salt and chemicals. Several positions are being added back to the budget that had previously been cut because of the uncertain economy a few years ago. Adding these positions back will allow departments to operate more efficiently and effectively to address a growing demand for municipal services.

The Recommend FY 2015/2016 Budget includes funding for a 2.5% employee salary increase and \$60,000 to implement recommendations from the completed compensation study. Health insurance costs are decreasing slightly this year after increases of 9% and 23% the last two years. The cost of health insurance and retirement benefits continues to be a challenge due to substantial increases in previous years. The Town's contribution rate to the Virginia Retirement System is in the second year of a two-year rate. The Town's contribution to the Virginia Retirement System increased 7.13% last year. The costs of employee benefits are monitored carefully to ensure a balance between value to employees and cost effectiveness for citizens while ensuring the Town remains a desirable place to work.

The Budget includes \$320,000 for debt service related to the new Rescue Station and an additional \$240,000 in debt service for other capital projects such as University City Boulevard reconstruction, traffic signal replacement, and the completion of the second floor of Fire Station 3. Debt service expenditures required for the Rescue Station and the other capital projects is lower than originally projected because the Town maintained its excellent credit rating this year and received competitive rates on the bond issuance.

The Revenue projections in the Recommended FY 2015/2016 Budget include a 3 cent increase in the real estate tax rate from \$0.22 to \$0.25 per \$100 of Assessed Value. One cent of the real estate tax rate equals \$280,000 in revenue. Real Estate Tax revenues are also increasing 9% due to a property value reassessment, a rebounding real estate market, new development, and redevelopment. The additional revenue supports the new debt service on the Rescue Station

and helps to address the challenges of meeting the vision for a dynamic, sustainable, livable community.

Personnel:

The Town has an excellent reputation for being a desired employer as well as having outstanding employees who are committed to providing the best possible service to the community on a day-in and day-out basis. To have such a reputation is important to the long-term success of the organization.

The Police Department will be seeking grant funding for an additional Police Officer position to support patrol within the Operations Division.

In the Engineering Department, a Town Engineer position was moved from the General Fund to the newly created Stormwater Fund. The Stormwater Fund will include a new position to perform inspections of new stormwater facilities and over 400 existing facilities in accordance with new state and federal requirements related to stormwater management. This fund will also include a new position for a Public Works Storm Drain crew to ensure timely maintenance of all town stormwater facilities.

A Building Inspector has been added to Planning and Building to maintain customer service milestones and to be responsive to the new development in Town. The filling of this position will be dependent upon the recommendations from an operational study of the Building and Safety Division.

Several wage positions are returned to the Public Works department to increase maintenance capabilities and utilize the skills of full-time employees more efficiently in the Parks, Horticulture and Sewer divisions.

Blacksburg Transit is adding three full time positions to the Maintenance division in order to meet preventive maintenance goals of a growing system and to meet FTA guidelines.

Agency Funding and Requests

In 2013, Council requested staff review the process and criteria for funding agency requests. Council was provided a presentation in December 2013 which had four recommendations related to funding agency requests. The recommendations included prioritizing funding to the largest groups directly benefiting from the Town's contribution and minimizing the financial impact gradually if funding is reduced. The Town received funding requests from 22 organizations this year. As has been past practice, recommended funding in the budget is at the same level as approved last year by Town Council. Changes to agency funding levels will be decided by Town Council over the next two months.

Stormwater Management:

In February 2014, Town Council received recommendations from the Stormwater Stakeholders Advisory Group for the adoption of a Stormwater Enterprise Fund to provide a dedicated revenue source to fund stormwater infrastructure maintenance and improvements in compliance with environmental regulations. The Advisory Group recommended implementing a Stormwater Enterprise Fund based on the amount of impervious surface controlled by a landowner. A monthly \$6 fee for single residential structures was recommended. The fee for non-residential land uses is based on an equivalency factor of impervious surface of a single residential property to a non-residential property. This fee and fund were implemented January 1, 2015.

The FY 2015/2016 Budget is the first full year for the Stormwater Enterprise Fund. The fund is used to support positions needed to manage the Town's program, maintain the Town's stormwater facilities as well as fund stormwater capital improvements and infrastructure. After the first year of operating, the Town will evaluate the stormwater program and make recommended improvement.

Water, Sewer, and Solid Waste Fee Increases

The Montgomery Regional Solid Waste Authority is implementing a single stream recycling program and a new collection method for recyclables. The Solid Waste rates are projected to remain stable as the fund adjusts to a new waste contractor and the single stream recycling program. Water rates are increasing 6.8% due to increases in utilities and personnel costs for the NRV Water Authority. Sanitation rates are also increasing 5.1% due to the Sanitation Authority increasing capital costs.

Accomplishments and Initiatives:

The preparation of the annual budget allows us to reflect on recent accomplishments and consider what is coming tomorrow. Looking back on the past few years paints an image that shows significant change happening in the Town of Blacksburg. Downtown Blacksburg and North Main Street look vastly different today than they did just a few years ago. We have a thriving Farmers Market and a diverse schedule of community events. The College Avenue Promenade and the new Virginia Tech Center for the Arts are creating new destinations for residents and visitors to enjoy.

The look and vibe of Blacksburg is continuing to change with the development and redevelopment occurring in all areas of the Town from Prices Fork Road to University City Boulevard thru Downtown to South Main Street. This development includes single-family and multi-family residential development in addition to retail, restaurant, hotel, and office development to support the economic vitality of Blacksburg. Completion of a Downtown Housing Study will provide a view of potential downtown residential development to complement the strong commercial development already existing in Downtown Blacksburg.

While the redevelopment of the Old Blacksburg Middle School property is challenging today it offers far more opportunities tomorrow to enhance the economic vitality and the quality of life in the community. The process of developing and completing the Master Plan for the site illustrated that potential. The challenge now is to help others see the value in the vision portrayed in the Plan. Once redeveloped the Old Blacksburg Middle School property will be the anchor of the southern gateway to Downtown Blacksburg.

The sale of the First & Main shopping center to owners with ties to the community is helping to move that project forward in a positive direction after stalling for years. The new owners have created excitement among the tenants in the development and our community. The impending opening of the IMAX theatre is being met with enthusiasm. Blacksburg will be home to only the second IMAX theatre west of Richmond. The planned opening of new restaurants and retail space has increased the excitement about the center. The Town looks forward to working with First & Main to help them achieve the original vision for the project to make it the success it should be.

The opening of the Alexander Black House was a memorable day of celebration for Blacksburg's history and only heightened the anticipation of what is next for the Blacksburg Museum and Cultural Foundation .

The fostering of relationships by elected officials and Town staff with surrounding communities and Virginia Tech has reaped countless benefits. Most recently, these relationships have helped create a Regional 911 Authority and the Montgomery County Tourism Development Council. Blacksburg Transit service has also been expanded to our neighbors in Christiansburg and Montgomery County. We have also resolved the decades-long discussion of allowing the County to join the Water Authority. We look forward to working with Montgomery County in the future on land for new recreation facilities and support for Fire and Rescue Services.

All of these past and future projects contribute to making Blacksburg *A Special Place*.

CONCLUSION

In conclusion, the fiscal condition of the Town remains sound while services are provided to meet Council's goals. Members of the Town staff are available to assist and support the Town Council during your deliberation on this *Recommended Budget*. We will provide any additional information or data you may need during your review of the objectives and proposals included in this document. Copies of the *Recommended FY 2015/2016 Budget* are available at the Blacksburg Branch of the Montgomery-Floyd Regional Library, as well as in the Town Clerk's and Town Manager's offices and on the Town's web site at www.blacksburg.gov.

Finally, putting the budget together takes the combined efforts of many individuals. Each Town staff member who contributed to the development of this *Recommended FY 2015/2016 Budget* is to be commended. Director of Financial Services Susan Kaiser, and Assistant Finance Director, Matt Hornby led the development of this budget. MIS Manager Ann Vaught and MIS Application Technician Terri Self are to be specially commended for their role in completing this budget. They provided wonderful support and dedication to ensure the timeliness and quality of the document. Deputy Town Manager Steve Ross, provided assistance with parts of this budget.

Human Resources Manager Elaine Gill assisted with personnel related matters contained in this budget. Members of the Financial Services staff devote considerable time and energy to provide the financial data for this budget. Finally, the support and effort of all the departments in preparing the *Recommended FY 2015/2016 Budget* is appreciated.

Sincerely,

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

Marc A. Verniel
Town Manager

Fund Analysis

GENERAL FUND OVERVIEW

GENERAL FUND REVENUES AND OTHER FINANCING SOURCES

Category	FY 2013/14 Actual	FY 2014/15 Adopted Budget	FY 2014/15 Revised Projections	Increase (Decrease) Revised/ Budget	FY 2015/16 Projected	Increase (Decrease) Projected/ Revised	Percent Increase (Decrease)
Real Estate Taxes	\$5,669,335	\$6,027,300	\$6,051,000	\$23,700	\$7,126,500	\$1,075,500	17.8%
Other Local Taxes	9,894,859	10,097,700	10,121,300	23,600	9,981,500	(139,800)	(1.4)
Licenses and Permits	2,996,170	2,814,500	2,809,300	(5,200)	2,788,300	(21,000)	(0.7)
Intergovernmental Revenue	4,383,871	4,206,500	4,284,800	78,300	4,309,700	24,900	0.6
Charges for Rental of Property	550,642	605,900	531,700	(74,200)	531,600	(100)	(0.0)
Charges for Services	649,730	679,500	638,500	(41,000)	717,100	78,600	12.3
Quasi-external Revenues	1,573,800	1,629,600	1,729,600	100,000	2,166,300	436,700	25.2
Fines and Forfeitures	236,673	348,000	252,000	(96,000)	338,000	86,000	34.1
Interest on Investments	67,549	167,600	60,000	(107,600)	75,000	15,000	25.0
Miscellaneous Revenues	731,205	926,600	920,600	(6,000)	822,000	(98,600)	(10.7)
Subtotal	26,753,834	27,503,200	27,398,800	(104,400)	28,856,000	1,457,200	5.3
Bond Proceeds	0	125,000	125,000	-	-	(125,000)	(100.0)
Transfer from CIP Funds	-	-	-	-	-	-	---
Use of Fund Balance	-	2,204,735	2,204,735	0	1,264,900	(939,835)	(42.6)
Build America Bond Interest Rebate	45,334	47,800	47,800	0	46,100	(1,700)	100.0
Total	\$26,799,168	\$29,880,735	\$29,776,335	(\$104,400)	\$30,167,000	\$390,665	1.3%

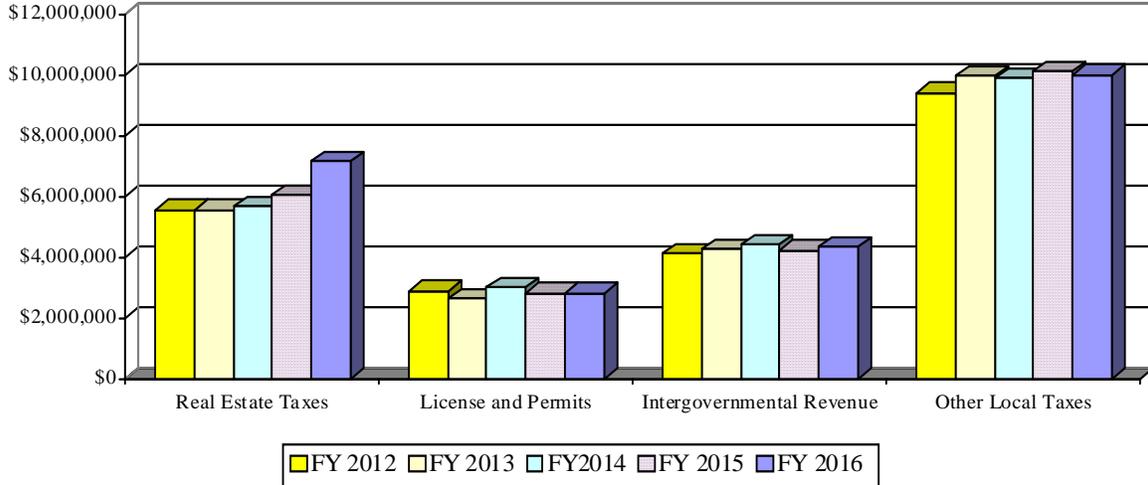
The decrease in revenues in FY 2014/15 projections from the *FY 2014/15 Adopted Budget* is mainly due to the stabilizing of the economic environment and a decrease in receipts of cell site leases and a decrease in fines and parking tickets due to construction and mandatory jail versus fines for certain offenses. Other intergovernmental revenues are above budget due to a slight increase in Highway Maintenance state revenues. The Town's economy is somewhat insulated from economic conditions but not immune. The Town's largest employer Virginia Tech was impacted by reductions in State funding and this was felt in the consumer sensitive areas but is rebounding as the funding stabilizes.

In FY 2015/16, General Fund revenues, exclusive of Bond Proceeds and Use of Fund Balance, are projected to increase \$1,457,200 or 5.3% over the FY 2014/15 revised revenue projections due to a 9% real estate tax assessment and a 3 cent increase in the real estate tax rate. Also increases in economic sensitive taxes such as meals taxes and business licenses. This budget proposes to increase the current Real Estate tax rate of \$.22 to \$.25. One cent on the real estate tax rate is equal to \$280,000. State funding for highway maintenance is projected to increase slightly and police reimbursements are projected to be equal to FY 2014/15 revenue. The budget proposal maintains other existing tax rates. Revenue estimates are based on both historical data together with an analysis of current year receipts through January 2015. In addition, a review of the regional economy is factored into these projections. Revenue from the expansion of a regional shopping center is not factored into these projections as they may be used to assist in the funding of capital improvements for the center.

The revenue projections before you reflect the stabilizing and recovering fiscal environment with reliance upon annual revenue to finance operating expenditures. Following is a graph that illustrates the stability of the Town's four major revenue categories:

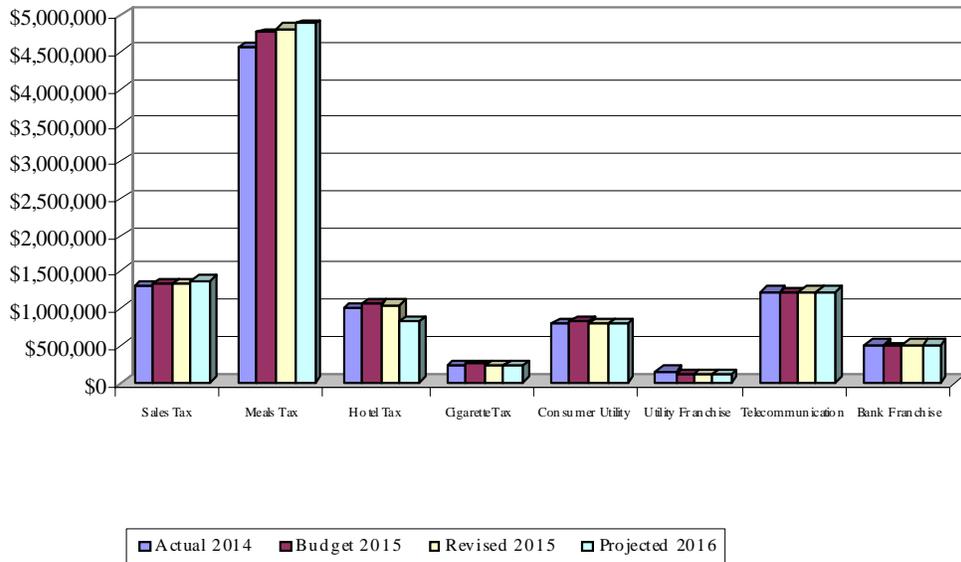
Fund Analysis

HISTORY OF MAJOR REVENUE CATEGORIES



The graph illustrates the stability of the Real Estate Tax, and the Licenses and Permits categories. In addition, it shows the stability of the economy depicted by the growth in the Other Local Taxes category. The decrease in Other Local Taxes in FY 2015/16 is due to the projected one year loss in the hotel taxes categories.

Following is a graph that illustrates the stability and diversity of the Town's other local taxes.



Fund Analysis

The Town is indeed fortunate to be able to rely upon a very diverse revenue base, thus not being too dependent on any one source of revenue. On January 1, 2007, the state government has repealed several local telecommunication taxes and replaced them with a statewide sales tax on telecommunication services and a statewide E911 tax that is now collected at the state level and remitted to the localities based on their percentage to the state total. Staff will monitor both the regional economy and possible legislative changes that may impact the revenue streams that support local government.

Fund balance of \$1,64,500 is proposed for appropriation. The Town Council continues to demonstrate good fiscal management by adhering to the adopted “Principles of Sound Financial Management” and maintaining a projected unrestricted fund balance of \$4,604,082 or 10.6% of General Fund expenditures exclusive of capital outlay and debt service as of June 30, 2014. This is within the Town Council guideline that fund balance should be targeted between 10% and 15% of operating expenditures exclusive of capital improvement expenditures.

GENERAL FUND EXPENDITURES

	FY 2013/14 Actual Expenditures	FY 2014/15 Adopted/Revised Expenditures	FY 2015/16 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
Operating	\$21,642,673	\$23,984,610	\$24,272,314	\$ 287,704	1.2%
Debt Service	2,074,859	2,140,780	2,549,352	408,572	19.1
Capital Improvements	<u>3,333,627</u>	<u>4,118,294</u>	<u>3,345,334</u>	<u>(772,960)</u>	<u>(18.8)</u>
Total	\$27,051,159	\$30,243,684	\$30,167,000	\$ (76,684)	(0.3)%

The above table illustrates that General Fund operating expenditures are recommended to decrease \$772,960 or 0.3% over the FY 2014/15 Operating Budget of \$30,243,684. Among the objectives contributing to the proposed decreases are:

- ◆ Increases in personnel and benefit costs
- ◆ Maintain controllable operating expenses at FY 2010/11 levels
- ◆ Increase debt service related to the Series 2015 Bond Issue
- ◆ Decrease capital improvements due to several large projects in FY 2014/15

PERSONNEL AND EMPLOYEE COMPENSATION

During FY 1998/99, the Town transitioned from a traditional classification plan to a broadband compensation plan for all pay plan employees. All employee classifications have been collapsed into four broad bands. It was determined that each band would be evaluated fully every four years. Band A was evaluated for FY 1999/00, FY2002/03 and FY 2006/07 and Band B for FY2000/01, FY 2003/04 and FY 2007/08. Bands C and D were evaluated for FY 2001/02.

Fund Analysis

Band C was evaluated for FY 2004/05 and FY 2008/09. Band D was evaluated for FY 2005/06 and was to be evaluated again in FY2009/10 but this was deferred due to economy. Following is an outline of the changes proposed for FY 2015/16:

Pay Plan Employees

The proposed adjustments to the pay and classification system respond to the need to maintain competitive wages for retention and recruitment of quality employees. Following are key elements that are proposed for pay plan employees:

- ◆ Personnel increases due to a proposed 2.5% salary increase.
- ◆ Several positions were added and two positions were unfrozen.
- ◆ Continued Funding of OPEB (Retiree Health Benefits) benefits.
- ◆ A decrease of 4.1% in employer contribution and a corresponding increase in employee contributions for Health Insurance.
- ◆ A proposed change to the pay band system finalized in FY 2015/16.

These proposed elements are aimed at maintaining equitable pay and motivating employees to continuously improve performance even in difficult economic times.

DEBT SERVICE

Debt Service expenditures of \$2,549,352 are proposed and reflect an increase of 19.1% from FY 2014/15 debt service expenditures. This increase reflects the 2015 bond issuance debt service of \$562,000.

CAPITAL IMPROVEMENTS

Capital improvement expenditures are recommended to decrease \$1,922,960 or 36.5% to \$3,345,334. The main reason for the decrease is the funding of the Equipment Replacement Fund and infrastructure and maintenance projects.. The \$2,511,334 is the General Fund funded capital improvement expenditures as proposed by the FY 2015/16-2019/20 Capital Improvement Program and \$834,000 of paving costs.

Fund Analysis

EQUIPMENT OPERATIONS FUND

FY 2013/14 Actual Revenue	FY 2014/15 Original Revenue	FY 2015/16 Recommended Revenue	Increase (Decrease)	Percent Increase (Decrease)
\$1,293,594	\$1,190,568	\$1,200,524	\$9,956	0.8%
FY 2012/13 Actual Expenditures	FY 2013/14 Original Expenditures	FY 2014/15 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
\$1,237,711	\$1,377,268	\$1,681,132	\$303,863	22.1%

The Equipment Operations Fund supports the vehicle maintenance and operations of the Town's fleet. Expenditures in FY 2015/16 are projected to increase \$303,863 or 22.1% from the FY 2014/15 projected expenditures of \$1,681,132 . This increase is due to several capital projects.

TRANSIT FUND

	FY 2013/14 Actual Revenue	FY 2014/15 Original Revenue	FY 2014/15 Revised Revenue	FY 2015/16 Recommended Revenue	Increase (Decrease)	Percent Increase (Decrease)
	\$13,015,685	\$42,201,283	\$42,201,283	\$8,381,361	\$(33,819,922)	(80.1)%
Category	FY 2013/14 Actual Expenditures	FY 2014/15 Original Expenditures	FY 2014/15 Revised Expenditures	FY 2015/16 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
Operating	\$6,263,760	\$ 6,807,969	\$ 6,807,969	\$ 7,566,228	\$ 758,259	11.1%
Capital Improvements	<u>5,839,335</u>	<u>35,266,910</u>	<u>35,266,910</u>	<u>2,113,152</u>	<u>(33,153,758)</u>	<u>(94.0)</u>
Total	\$12,103,095	\$42,074,879	\$42,074,879	\$9,679,380	\$(32,395,499)	(77.0)%

Expenditures in FY 2015/16 are projected to increase \$758,259 or 11.1% from the FY 2014/15 projected expenditures of \$6.8 million. This increase is attributable to three new positions in the maintenance division and a \$1 per hour increase for wage bus operators in an effort to recruit and retain bus operators and the stabilizing of fuel. Capital expenditures are proposed to decrease \$33,153,758 or 94.0% due to the construction of a \$32,500,000 multi-modal facility on Virginia Tech campus paid by capital grants in FY 2014/15. It should be noted that capital expenditures are dependent upon the receipt of federal funds.

Blacksburg Transit is fully financed by payments from Virginia Tech, the Town of Christiansburg, fare box revenues, and Federal and State grants with no funding from the General Fund. Therefore, no local tax revenues support the Transit system. If grant funding is not received, proposed capital expenditures would be deferred and operating plans adjusted accordingly.

Fund Analysis

SOLID WASTE AND RECYCLING FUND

FY 2013/14 Actual Revenue	FY 2014/15 Original Revenue	FY 2014/15 Revised Revenue	FY 2015/16 Recommended Revenue	Increase (Decrease)	Percent Increase (Decrease)
\$1,752,331	\$1,712,778	\$1,712,778	\$1,718,138	\$5,360	0.3%
FY 2013/14 Actual Expenditures	FY 2014/15 Original Expenditures	FY 2014/15 Revised Expenditures	FY 2015/16 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
\$1,727,391	\$1,830,778	\$1,830,778	\$1,772,029	\$(58,749)	(3.2)%

Expenditures in the Solid Waste and Recycling Fund are proposed to decrease \$58,749 or 3.2% in FY 2015/16. This decrease in expenditures is primarily due to purchase of equipment with retained earnings in FY 2014/15.

The Solid Waste and Recycling Fund is a self-supporting fund with no General Fund tax dollars dedicated to this service. Beginning in FY 1994/95, the Town became a member of the Montgomery Regional Solid Waste Authority together with the Town of Christiansburg, Virginia Tech and Montgomery County. The Authority has a long-term contractual commitment to dispose of trash in the new landfill in Pulaski County, assuring the area adequate disposal space for generations and stabilizing tipping fees. Collection of trash and recyclables remain the responsibility of each jurisdiction. The current \$22.30 monthly solid waste/recycling collection fee is projected to stay the same until a new single stream recycling programs impact on tipping and collection fees are known.

STORMWATER MANAGEMENT ENTERPRISE FUND

FY 2013/14 Actual Revenue	FY 2014/15 Original Revenue	FY 2014/15 Revised Revenue	FY 2015/16 Recommended Revenue	Increase (Decrease)	Percent Increase (Decrease)
\$---	\$---	\$340,000	\$1,021,000	\$681,000	200.3%
FY 2013/14 Actual Expenditures	FY 2014/15 Original Expenditures	FY 2014/15 Revised Expenditures	FY 2015/16 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
\$---	\$---	\$340,000	\$1,021,000	\$681,000	200.3%

Expenditures in the Stormwater Management Enterprise Fund are proposed to increase \$681,000 or 200.3% in FY 2015/16. This increase in expenditures is primarily due to a full year of operations for the fund, the addition of a stormwater inspector and the \$305,000 in capital projects.

The Stormwater Management Enterprise Fund was created January 1, 2015 to pay for the management and oversight of increasing stormwater state and federal regulations. A monthly fee is charged on the utility bill. These funds are to pay for the maintenance, inspection services and capital projects of stormwater facilities. This will be the first full year of operations and will require monitoring of both the revenue and related expenditures.

Fund Analysis

WATER AND SEWER FUND

	FY 2013/14 Actual Revenue	FY 2014/15 Original Revenue	FY 2014/15 Revised Revenue	FY 2015/16 Recommended Revenue	Increase (Decrease)	Percent Increase (Decrease)
	\$9,420,768	\$10,296,027	\$10,296,027	\$10,539,151	\$243,124	2.4%
Category	FY 2013/14 Actual Expenditures	FY 2014/15 Original Expenditures	FY 2014/15 Revised Expenditures	FY 2015/16 Recommended Expenditures	Increase (Decrease)	Percent Increase (Decrease)
Operating	\$7,710,249	\$8,416,404	\$8,416,404	\$8,500,591	\$ 84,187	1.0%
Debt Service	824,454	824,948	824,948	731,091	(93,857)	(11.4)
Capital Improvements	<u>1,900,284</u>	<u>1,468,504</u>	<u>1,468,504</u>	<u>1,674,638</u>	<u>206,134</u>	<u>14.0</u>
Total	\$ 1,0434,987	\$10,709,856	\$10,709,856	\$10,906,320	\$ 196,464	1.8%

Water and Sewer Fund expenditures are projected to increase from \$10,709,856 to \$10,906,320, an increase of \$196,464 or 1.8%. This increase is due to increases in operating expenditures primarily due to benefits, personnel increases and contractual services increases from the Water and Sanitation Authorities and several capital projects.

There is a \$.14 rate increase proposed by the Water Authority, which is recommended to be directly passed on to water customers. This increase equates to a 6.7% or \$.33/1,000 gallons increase on the Town's retail water rate.

There is a \$.09 rate increase proposed by the Sanitation Authority which is recommended to be directly passed on to sewer customers. This increase equates to a 5.1% or \$.26/1,000 gallons increase on the Town's retail sewer rate. With an increase in the water rates, an increase in sewer rates and a no increase in solid waste fees proposed, the impact of the combined rate increases on the customer's total bill will be 4.15%. An inflationary increase in the fixed rate, or administrative fee, for both the water and sewer component is proposed.

Following is a chart of both the current and proposed water and sewer rates for FY 2015/16 per 1,000 gallons:

	Water		Sewer	
	Current	Proposed	Current	Proposed
Fixed Charge (per bill)				
Inside Town Corporate Limits	\$3.05	\$3.09	\$3.08	\$3.12
Outside Town Corporate Limits (75% surcharge)	\$5.33	\$5.39	\$5.39	\$5.45
Volume Charge per 1,000 Gallons				
Inside Town Corporate Limits	\$4.88	\$5.21	\$5.17	\$5.43
Outside Town Corporate Limits (75% surcharge)	\$8.52	\$9.09	\$9.04	\$9.50

Fund Analysis

It should be noted that in FY 2015/2016 retained earnings is estimated to be used in the amount of \$367,169 for capital improvements.

The Water and Sewer Fund is totally supported from user charges, non-rate revenue such as availability and connection fees, and water and sewer general obligation bonds.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Blacksburg
Virginia**

For the Fiscal Year Beginning

July 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the Town of Blacksburg for its annual budget for the fiscal year beginning July 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

Town of Blacksburg

M I S S I O N A N D V A L U E S

Our Mission

To support a dynamic community by providing effective municipal services and enhancing Blacksburg's quality of life.

Our Values

Integrity

Customer Service

Community Pride

Leadership

Fiscal Responsibility

Innovation

Open Government

Citizen Involvement

Public Safety

Town Council Strategic Goals

March 2014

The Blacksburg Town Council establishes strategic goals to help focus the Council and staff on current issues of community interest and guide the Town's work plan. Blacksburg is prized for its natural beauty, small town charm and the quality of life afforded by a 21st century town-gown community. It is critical to keep these qualities in mind as our town continues to grow and develop. A successful and sustainable town must have a thriving business community and a beautiful, healthy environment with safe and enriching neighborhoods. For our town to retain these qualities and build upon these attributes, the following strategic goals have been identified by the Blacksburg Town Council in 2014.

- In cooperation with Montgomery County, determine the future of surplus public school properties located in Blacksburg. Work toward achieving the original vision established by the community for a mixed-use urban development on the Old Blacksburg Middle School Property. Negotiate an arrangement with Montgomery County that allows the Town to plan and construct an indoor recreation facility at the Old Blacksburg High School property that serves all Montgomery County citizens.
- Adopt an affordable dwelling unit ordinance that will encourage private developers to construct affordable housing in Blacksburg. Establish a Housing Trust Fund to create a funding mechanism for future affordable housing and complete a downtown housing study to examine the market for non-student housing in Downtown Blacksburg.
- Create an environment for startup creative companies in Downtown Blacksburg by planning for affordable fiber-based broadband service, improved parking and transportation options, and development of upper floor office space.
- Study the financial feasibility of a trolley service connecting Blacksburg's major retail areas including Downtown Blacksburg, South Main Street and University City Boulevard. Involve stakeholders and potential funding

partners in this planning to determine how to fund ongoing operational costs.

- **Plan additional structured parking to serve existing needs and to induce additional economic development activity in downtown Blacksburg.**

Ongoing Strategic Initiatives

- **Continue the Town's environmental sustainability efforts and steps to implement the Town's Climate Action Plan.**
- **Continue the ongoing focus on code enforcement activities in key neighborhoods to address negative impacts of rental properties. Continue to look for and use all tools available to the town for effective neighborhood code enforcement.**

Description of Town Funds

PROGRAM DESCRIPTION

The Town's annual budget is divided into a number of funds. A separate sum of money is appropriated for each fund. Funds are established for special program groups, which usually have specific revenue sources with their expenditures. All funds listed below are major funds with the exception of the CDBG Entitlement Fund, the HOME Consortium Fund, the Solid Waste and Recycling Fund, and the Stormwater Fund.

The General Fund is usually referred to as the Town's budget for a given year and is used to finance day-to-day operations and the Capital Improvement Fund. The General Fund represents the largest part of the total financial operation of the Town.

The CDBG Entitlement Fund and the HOME Consortium Fund are Special Revenue Funds that contain the revenue and expenditures related to the Federal programs.

The General Capital Projects Fund accounts for all ongoing capital projects, such as major street improvements, construction of public facilities and infrastructure related improvements, and those projects financed by bond issues. Ongoing project appropriations are directly appropriated or transferred to the Capital Projects Fund from the General Fund.

The Equipment Replacement Fund accounts for financial resources to be used for the acquisition or replacement of major capital items.

The Water and Sewer Fund is established to finance and account for utility operations. The General Fund receives a transfer from this fund each year as reimbursement for public works, engineering and administration, human resources, financial and information technology services.

The Solid Waste and Recycling Fund is established to finance and account for the efficient and environmentally proper disposal of municipal solid waste. Included as part of the fund's waste management activities is the administration and funding for the Town's recycling and waste reduction programs. The General Fund receives a transfer from the Solid Waste and Recycling Fund as reimbursement for public works, engineering and administration, human resources, financial and information technology services.

The Transit Fund contains all revenues and expenditures for Blacksburg Transit. This fund is supported from revenue received from Virginia Tech, State and Federal grants and farebox revenue. The General Fund receives a transfer from the Transit Fund each year as reimbursement for public works, engineering and administration, human resources, financial and information technology services.

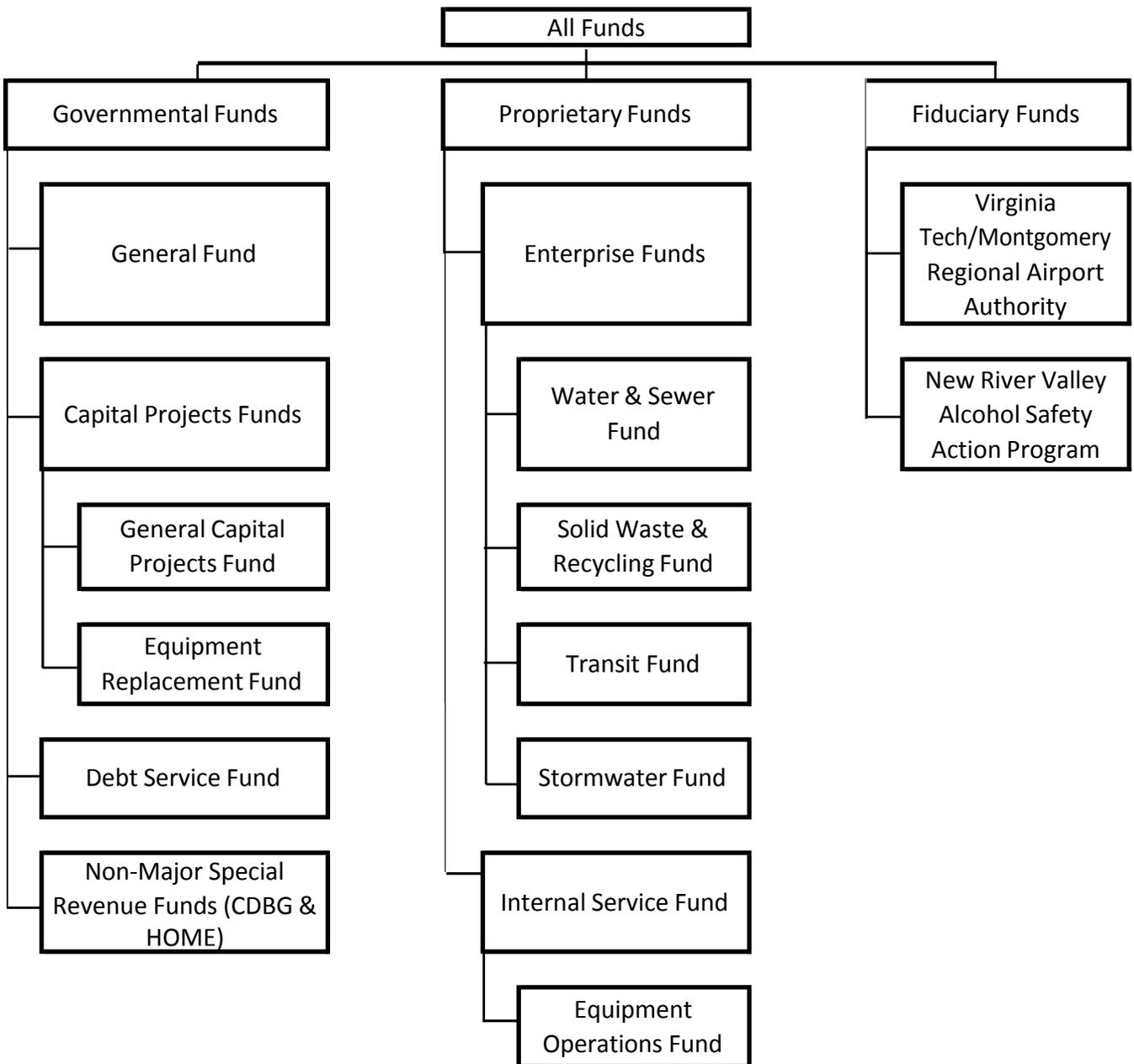
The Stormwater Fund is established to provide a dedicated revenue source to fund stormwater infrastructure maintenance and improvements in compliance with environmental regulations. The General Fund receives a transfer from the Stormwater Fund each year as reimbursement for public works, engineering and administration, human resources, financial, and information technology services.

The Equipment Operations Fund contains funding for maintaining the Town's equipment and vehicle fleet. Each department using Equipment Operation services contains funding, which is transferred to the Equipment Operations Fund during the year to pay for the annual cost of maintaining vehicles assigned to the department.

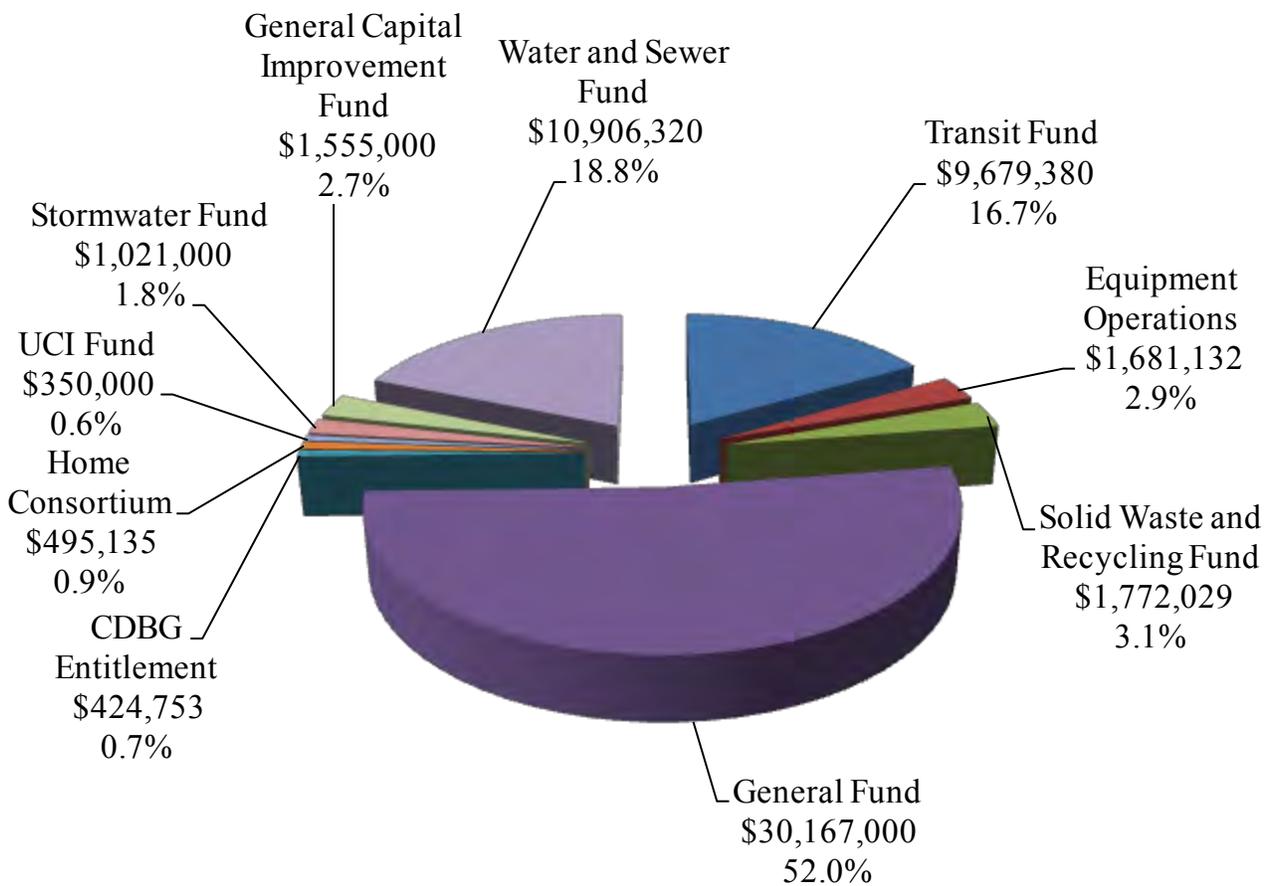
The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds. Budgets for principal and interest payments however are budgeted for within each applicable fund.

The Agency Funds are used to account for monies held by the Town as an agent or custodian for others. These funds consist of the New River Valley Alcohol Safety Action Program and the Virginia Tech/Montgomery Regional Airport Authority. These funds are not included in the Town's budget since their budgets are done by their respective Boards.

FINANCIAL STRUCTURE



FY 2015/16 Expenditures – All Funds: \$ 58,051,749



**TOWN OF BLACKSBURG
FUND BALANCE DETERMINATION
ALL FUNDS**

FY 2014-2015

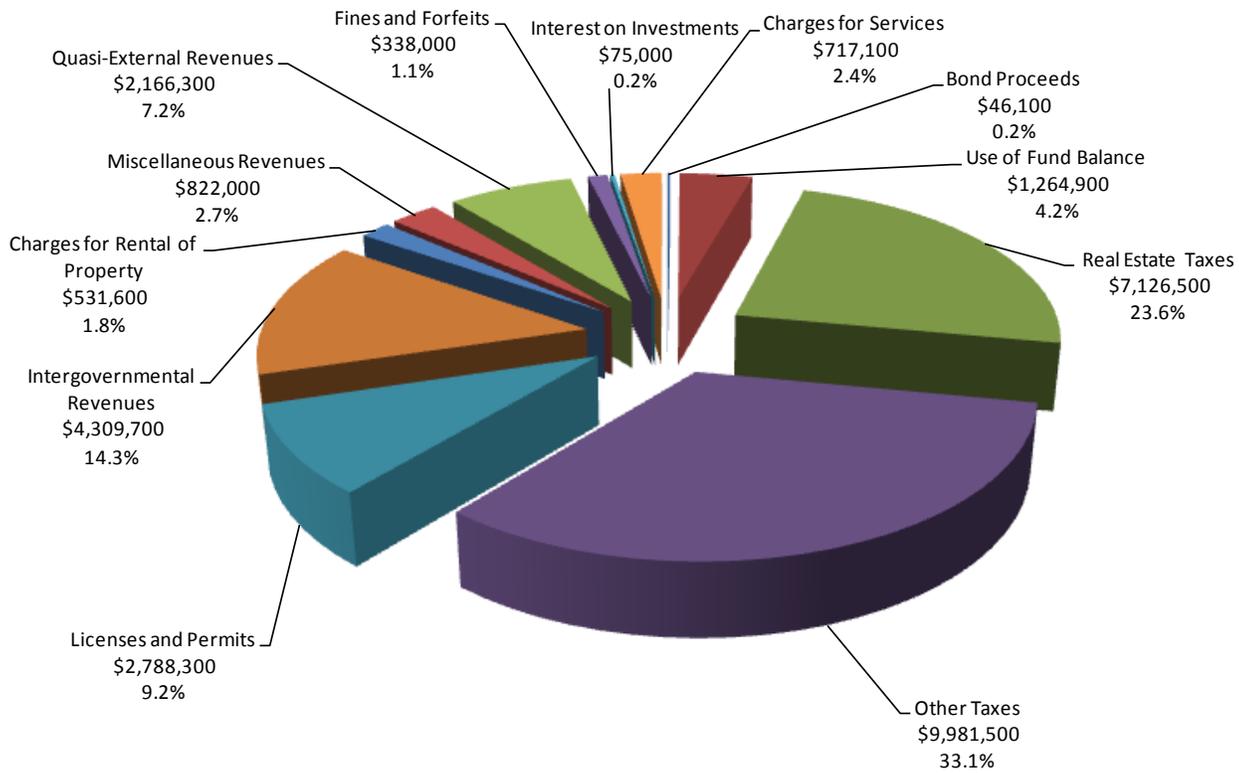
Fund	Audited Beginning Fund Balance (7/01/14)	Estimated Revenues	Total Revenues	Estimated Expenditures	Total Expenditures	Projected Ending Fund Balance (6/30/15)
General	\$ 4,604,082	\$ 27,571,600	\$ 27,571,600	\$ 30,243,684	\$ 30,243,684	\$ 1,931,998
General Capital Improvements	3,309,805	11,021,500	11,021,500	12,171,500	12,171,500	2,159,805
UCI	1,283,973	-	-	-	-	1,283,973
CDBG	-	432,854	432,854	432,854	432,854	-
HOME Consortium	-	556,095	556,095	556,095	556,095	-
Water & Sewer	1,686,704	9,912,527	9,912,527	10,709,856	10,709,856	889,375
Solid Waste & Recycling	949,502	1,712,778	1,712,778	1,830,778	1,830,778	831,502
Stormwater	-	340,000	340,000	340,000	340,000	-
Equipment Operations	353,145	1,190,568	1,190,568	1,377,268	1,377,268	166,445
Transit	4,198,523	42,201,283	42,201,283	42,074,879	42,074,879	4,324,927
Total	\$ 16,385,734	\$ 94,939,205	\$ 94,939,205	\$ 99,736,914	\$ 99,736,914	\$ 11,588,025

FY 2015-2016

Fund	Projected Beginning Fund Balance (7/01/15)	Estimated Revenues	Total Revenues	Estimated Expenditures	Total Expenditures	Projected Ending Fund Balance (6/30/16)
General	\$ 1,931,998	\$ 28,902,100	\$ 28,902,100	\$ 30,167,000	\$ 30,167,000	\$ 667,098
General Capital Improvements	2,159,805	1,555,000	1,555,000	1,555,000	1,555,000	2,159,805
UCI	1,283,973	-	-	350,000.00	350,000.00	933,973
CDBG	-	424,753	424,753	424,753	424,753	-
HOME Consortium	-	495,135	495,135	495,135	495,135	-
Water & Sewer	889,375	10,539,151	10,539,151	10,906,320	10,906,320	522,206
Solid Waste & Recycling	831,502	1,718,138	1,718,138	1,772,029	1,772,029	777,611
Stormwater	-	1,021,000	1,021,000	1,021,000	1,021,000	-
Equipment Operations	166,445	1,200,524	1,200,524	1,681,132	1,681,132	(314,163)
Transit	4,324,927	8,381,361	8,381,361	9,679,380	9,679,380	3,026,908
Total	\$ 11,588,025	\$ 54,237,162	\$ 54,237,162	\$ 58,051,749	\$ 58,051,749	\$ 7,773,438

General Fund

FY 2015/16 Revenues: \$30,167,000



GENERAL FUND REVENUES

	Actual FY 2013/14	Adopted Budget FY 2014/15	Revised FY 2014/15	Manager Recommended FY 2015/16	Adopted FY 2015/16	% Change From FY 2014/15
REAL ESTATE TAXES						
Real Estate Taxes – Current	\$ 5,392,473	\$ 5,947,300	\$ 5,903,600	\$ 6,970,000	\$ 6,970,000	18.1%
Real Estate Taxes – Delinquent	250,330	70,000	140,000	150,000	150,000	7.1%
Tax Relief for Elderly/Handicapped	(19,927)	(20,000)	(20,600)	(23,500)	(23,500)	14.1%
Interest (All Property Taxes)	21,273	10,000	10,000	10,000	10,000	0.0%
Penalties	25,186	20,000	18,000	20,000	20,000	11.1%
Real Estate Taxes Total	\$ 5,669,335	\$ 6,027,300	\$ 6,051,000	\$ 7,126,500	7,126,500	17.8%
OTHER LOCAL TAXES						
Local Sales and Use Taxes	\$ 1,320,895	\$ 1,344,500	\$ 1,350,000	\$ 1,372,000	1,372,000	1.6%
Consumers Utility Tax	807,827	853,000	810,000	810,000	810,000	0.0%
Telecommunications Taxes	1,240,393	1,220,000	1,245,000	1,245,000	1,245,000	0.0%
Meals Tax	4,572,653	4,755,800	4,810,000	4,865,000	4,865,000	1.1%
Hotel and Motel Room Taxes	1,025,193	1,071,500	1,062,500	846,000	846,000	(20.4%)
Cigarette Tax	237,397	240,000	220,000	220,000	220,000	0.0%
Bank Franchise Taxes	525,991	494,300	505,000	505,000	505,000	0.0%
Mobile Home Titling Taxes	1,058	1,600	1,000	1,000	1,000	0.0%
DMV – Gross Receipts Tax - Rental Cars	2,379	2,000	2,800	2,500	2,500	(10.7%)
Utility Franchise Fees	161,073	115,000	115,000	115,000	115,000	0.0%
Other Local Taxes Total	\$ 9,894,859	\$ 10,097,700	\$ 10,121,300	\$ 9,981,500	9,981,500	(1.4%)
LICENSES AND PERMITS						
BPOL – Finance, Real Estate, Professional	\$ 571,335	\$ 519,900	\$ 570,000	\$ 570,000	570,000	0.0%
BPOL – Retail	657,482	716,400	657,000	657,000	657,000	0.0%
BPOL – Other	32,403	22,900	26,900	26,900	26,900	0.0%
BPOL – Contractors	284,814	200,000	200,000	225,000	225,000	12.5%
BPOL – Business, Personal, Repair Service	520,289	528,200	520,000	520,000	520,000	0.0%
BPOL – Itinerant Vendor	500	1,000	1,000	1,000	1,000	0.0%
BPOL – Public Utilities	172,898	170,300	173,000	173,000	173,000	0.0%
Vehicle License Tax	235,411	246,000	226,000	226,000	226,000	0.0%
Zoning and Subdivision Fees	93,803	80,500	111,500	65,500	65,500	(41.3%)
Building Permits	321,948	250,000	250,000	250,000	250,000	0.0%
Engineering Inspection Fee	105,287	76,300	73,900	73,900	73,900	0.0%
Telecommunication Application Fee	-	3,000	-	-	-	0.0%
Licenses and Permits Total	\$ 2,996,170	\$ 2,814,500	\$ 2,809,300	\$ 2,788,300	2,788,300	(0.7%)

GENERAL FUND REVENUES

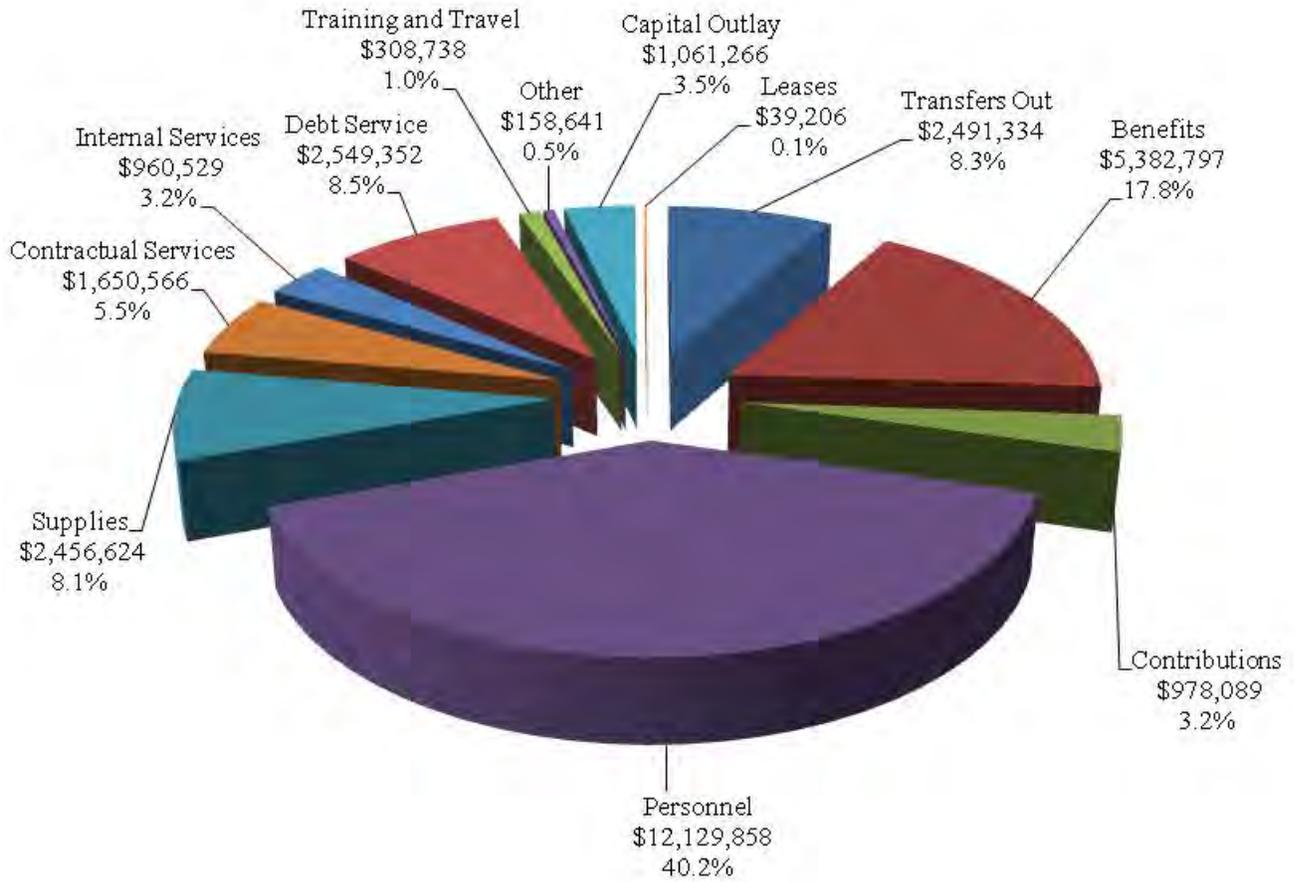
	Actual FY 2013/14	Adopted Budget FY 2014/15	Revised FY 2014/15	Manager Recommended FY 2015/16	Adopted FY 2015/16	% Change From FY 2014/15
INTERGOVERNMENTAL REVENUE						
Street and Highway Maintenance	3,050,241	3,050,000	3,132,300	3,165,000	3,165,000	1.0%
Police Reimbursement	933,676	943,000	934,000	934,000	934,000	0.0%
Rolling Stock Tax	144	-	-	-	-	0.0%
VA Wireless E-911 Funding	59,065	60,000	65,000	60,000	60,000	(7.7%)
VDOT Revenue Sharing	44,039	-	-	-	-	0.0%
Miscellaneous Grants	296,706	153,500	153,500	150,700	150,700	(1.8%)
Intergovernmental Revenue Total	\$ 4,383,871	\$ 4,206,500	\$ 4,284,800	\$ 4,309,700	4,309,700	0.6%
CHARGES FOR RENTAL OF PROPERTY						
Parking Meter and Lot Charges	\$ 147,890	\$ 167,600	\$ 151,400	\$ 151,400	151,400	0.0%
Rental of General Property	55,770	56,300	56,400	56,900	56,900	0.9%
Rental of Cell Sites	174,235	195,000	141,000	145,000	145,000	2.8%
Rental of Recreational Property	65,396	78,000	72,400	66,000	66,000	(8.8%)
Rental Armory Building	89,415	91,200	91,200	93,000	93,000	2.0%
Rental of Armory Parking Lot	9,165	9,000	10,500	10,500	10,500	0.0%
Rental of Armory Parking HVAC	8,771	8,800	8,800	8,800	8,800	0.0%
Charges for Rental of Property Total	\$ 550,642	\$ 605,900	\$ 531,700	\$ 531,600	531,600	(0.0%)
CHARGES FOR SERVICES						
Sale of Police Cars/Government Vehicles	\$ 94,711	\$ 100,000	\$ 50,000	\$ 100,000	100,000	100.0%
Sale of Land	400	-	-	-	-	0.0%
Sale of Materials and Supplies	32,730	13,500	28,100	25,000	25,000	(11.0%)
Sale of Cemetery Lots/Transfer Fees	3,331	3,000	3,000	3,000	3,000	0.0%
Reproducing Police Reports	2,610	2,700	2,700	2,700	2,700	0.0%
Fire Protection Services	232,493	269,100	269,100	294,000	294,000	9.3%
Montgomery County Reimbursement	5,462	6,500	7,700	8,500	8,500	10.4%
Virginia Tech Electric	250,000	250,000	250,000	250,000	250,000	0.0%
Digging of Graves	23,040	29,000	23,000	29,000	29,000	26.1%
Weed Cutting Charges	3,536	4,500	3,500	3,500	3,500	0.0%
Sale of Maps, Surveys, Etc.	192	200	200	200	200	0.0%
Downtown Event Application Fee	1,225	1,000	1,200	1,200	1,200	0.0%
Charges for Services Total	\$ 649,730	\$ 679,500	\$ 638,500	\$ 717,100	717,100	12.3%
QUASI-EXTERNAL REVENUES						
Water and Sewer Fund Transfer	\$ 1,043,000	\$ 1,079,500	\$ 1,079,500	\$ 1,012,500	1,012,500	(6.2%)
Stormwater Fund Transfer	-	-	100,000	367,000	367,000	267.0%
Transit Fund Transfer	358,400	370,900	370,900	551,000	551,000	48.6%
Solid Waste & Recycling Fund Transfer	137,000	142,000	142,000	181,300	181,300	27.7%
BT-Christiansburg Transfer	35,400	37,200	37,200	54,500	54,500	46.5%
Quasi-External Revenues Total	\$ 1,573,800	\$ 1,629,600	\$ 1,729,600	\$ 2,166,300	2,166,300	25.2%

GENERAL FUND REVENUES

	Actual FY 2013/14	Adopted Budget FY 2014/15	Revised FY 2014/15	Manager Recommended FY 2015/16	Adopted FY 2015/16	% Change From FY 2014/15
FINES AND FORFEITS						
Court Fines and Forfeitures	\$ 113,136	\$ 151,000	\$ 130,000	\$ 151,000	\$ 151,000	16.2%
Parking Fines/Traffic Tickets	84,845	147,000	82,000	147,000	147,000	79.3%
Parking Fines/Traffic Tickets/Late Penalty	38,692	50,000	40,000	40,000	40,000	0.0%
Fines and Forfeits Total	\$ 236,673	\$ 348,000	\$ 252,000	\$ 338,000	338,000	34.1%
INTEREST ON INVESTMENTS						
Interest on Bank Deposits	\$ 67,549	\$ 167,600	\$ 60,000	\$ 75,000	75,000	25.0%
Interest on Investments	\$ 67,549	\$ 167,600	\$ 60,000	\$ 75,000	75,000	25.0%
MISCELLANEOUS REVENUES						
Cable Access and Facility Fees	\$ 53,757	\$ 52,000	\$ 58,000	\$ 58,000	58,000	0.0%
Recreation Fees	280,373	304,400	304,400	319,400	319,400	4.9%
Aquatic Center – Other Rentals	8,809	6,600	6,600	6,600	6,600	0.0%
Aquatic Center – Daily Admissions	29,230	32,800	32,800	32,800	32,800	0.0%
Aquatic Center – Concessions	1,658	2,600	2,600	2,600	2,600	0.0%
Aquatic Center – Swimming Lessons/Classes	82,590	78,500	78,500	78,500	78,500	0.0%
Aquatic Center – Memberships	11,997	13,500	13,500	13,500	13,500	0.0%
Aquatic Center – Thirty Swim Tickets	34,663	38,000	38,000	38,000	38,000	0.0%
Aquatic Center – Swim Club Rental	5,404	9,500	9,500	9,500	9,500	0.0%
Aquatic Center – Sale of Merchandise	5,069	4,000	4,000	5,000	5,000	25.0%
Cemetery Trust Fund Income	16,838	13,700	16,800	16,800	16,800	0.0%
Other Miscellaneous Revenue	50,039	56,600	60,600	86,200	86,200	42.2%
Agency Administration Transfer Fee	21,300	22,000	22,000	23,800	23,800	8.2%
Donations	5,998	143,000	143,000	1,000	1,000	(99.3%)
Golf Course Fees	123,480	149,400	130,300	130,300	130,300	0.0%
Miscellaneous Revenues Total	\$ 731,205	\$ 926,600	\$ 920,600	\$ 822,000	822,000	(10.7%)
BONDS, USE OF FUND BALANCE						
Bond Proceeds	\$ -	\$ 125,000	\$ 125,000	\$ -	-	(100.0%)
Bond Proceeds-Refunding	-	-	-	-	-	0.0%
Build America Bond Interest Rebate	45,334	47,800	47,800	46,100	46,100	(3.6%)
Use of Fund Balance	-	2,204,735	2,204,735	1,264,900	1,264,900	(42.6%)
Transfer from CIP Funds	-	-	-	-	-	0.0%
Bonds, Use of Fund Balance Total	\$ 45,334	\$ 2,377,535	\$ 2,377,535	\$ 1,311,000	1,311,000	(44.9%)
TOTAL REVENUE	\$ 26,799,168	\$ 29,880,735	\$ 29,776,335	\$ 30,167,000	30,167,000	1.3%

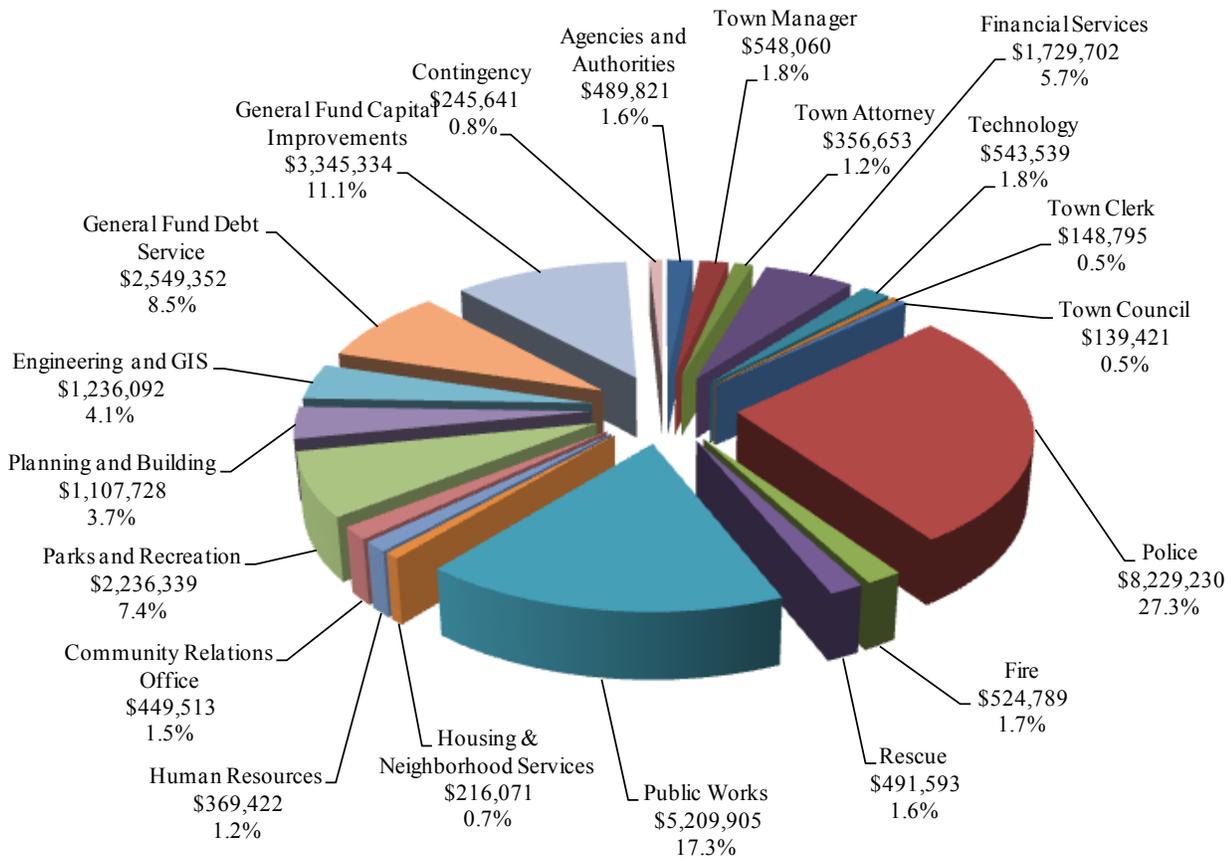
General Fund

Total FY 2015/16 Budget Summary: \$30,167,000



General Fund

Total FY 2015/16 Expenditures: \$30,167,000



GENERAL FUND EXPENDITURES

	Actual FY 2013/14	Adopted/Amended Budget FY 2014/15	Manager Recommended FY 2015/16	Adopted Budget FY 2015/16	% Change From FY 2014/15
MANAGEMENT					
Town Council	\$ 126,995	\$ 140,411	\$ 139,421	\$ 139,421	(0.7%)
Town Clerk	142,330	152,537	148,795	148,795	(2.5%)
Agencies and Authorities	492,418	745,262	489,821	489,821	(34.3%)
Town Manager	553,112	583,870	548,060	548,060	(6.1%)
Human Resources	358,008	372,900	369,422	369,422	(0.9%)
Community Relations Office	384,938	445,887	449,513	449,513	0.8%
Town Attorney	330,219	381,985	356,653	356,653	(6.6%)
Technology	503,268	550,657	543,539	543,539	(1.3%)
Housing & Neighborhood Services	228,548	212,435	216,071	216,071	1.7%
Blacksburg Museum	95,048	-	-	-	0.0%
Management Total	\$ 3,214,884	\$ 3,585,944	\$ 3,261,295	\$ 3,261,295	(9.1%)
FINANCIAL SERVICES					
General Services	\$ 247,918	\$ 264,816	\$ 271,494	\$ 271,494	2.5%
Accounting	743,416	779,256	794,459	794,459	2.0%
Purchasing	278,642	304,101	307,153	307,153	1.0%
Management Information Services	304,421	358,323	356,596	356,596	(0.5%)
Financial Services Total	\$ 1,574,397	\$ 1,706,496	\$ 1,729,702	\$ 1,729,702	1.4%
PUBLIC SAFETY AND JUSTICE					
<u>Police Department</u>					
Chief of Police	\$ 693,841	\$ 907,312	\$ 975,974	\$ 975,974	7.6%
Services	2,660,600	2,971,903	2,979,913	2,979,913	0.3%
Operations	3,706,389	4,016,185	4,141,859	4,141,859	3.1%
Grants	82,214	169,627	131,484	131,484	(22.5%)
Police Department Total	\$ 7,143,044	\$ 8,065,027	\$ 8,229,230	\$ 8,229,230	2.0%
Fire Department	\$ 510,864	\$ 510,895	\$ 524,789	\$ 524,789	2.7%
Rescue Squad	446,149	500,523	491,593	491,593	(1.8%)
Fire and Rescue Total	\$ 957,013	\$ 1,011,418	\$ 1,016,382	\$ 1,016,382	0.5%
Public Safety and Justice Total	\$ 8,100,057	\$ 9,076,445	\$ 9,245,612	\$ 9,245,612	1.9%
PUBLIC WORKS					
Administration	\$ 566,049	\$ 632,469	\$ 653,930	\$ 653,930	3.4%
Environmental Management	90,123	141,843	140,016	140,016	(1.3%)
Landscape Maintenance	1,213,503	1,289,769	1,394,742	1,394,742	8.1%
Properties	952,733	988,319	1,013,912	1,013,912	2.6%
Streets	1,809,905	1,955,808	2,007,305	2,007,305	2.6%
Public Works Total	\$ 4,632,313	\$ 5,008,208	\$ 5,209,905	\$ 5,209,905	4.0%

GENERAL FUND EXPENDITURES

	Actual FY 2013/14	Adopted/Amended Budget FY 2014/15	Manager Recommended FY 2015/16	Adopted Budget FY 2015/16	% Change From FY 2014/15
PARKS AND RECREATION					
Indoor Aquatics Center	\$ 445,262	\$ 485,534	\$ 498,542	\$ 498,542	2.7%
Administration Division	305,082	332,095	331,363	331,363	(0.2%)
Parks Division	23,499	35,165	35,965	35,965	2.3%
Athletic Division	152,392	172,180	178,437	178,437	3.6%
Community Center Division	384,860	405,806	400,588	400,588	(1.3%)
Community Programs Division	128,484	144,114	140,866	140,866	(2.3%)
Outdoor Division	83,040	96,524	94,485	94,485	(2.1%)
Senior Division	206,160	186,559	209,095	209,095	12.1%
Golf Maintenance	175,750	182,104	182,152	182,152	0.0%
Golf Shop	161,354	171,918	164,846	164,846	(4.1%)
Parks and Recreation Total	\$ 2,065,883	\$ 2,211,999	\$ 2,236,339	\$ 2,236,339	1.1%
PLANNING AND BUILDING					
Planning	\$ 531,925	\$ 571,867	\$ 563,715	563,715	(1.4%)
Building Safety	409,736	446,909	544,013	544,013	21.7%
Planning and Building Total	\$ 941,661	\$ 1,018,776	\$ 1,107,728	\$ 1,107,728	8.7%
ENGINEERING AND GIS					
Engineering	\$ 727,965	\$ 891,217	\$ 815,107	815,107	(8.5%)
GIS	234,859	256,646	258,265	258,265	0.6%
Street Lighting	150,654	157,720	162,720	162,720	3.2%
Engineering and GIS Total	\$ 1,113,478	\$ 1,305,583	\$ 1,236,092	1,236,092	(5.3%)
OTHER MISCELLANEOUS					
Debt Service	\$ 2,074,859	\$ 2,140,780	\$ 2,549,352	\$ 2,549,352	19.1%
Capital Improvements	3,333,627	4,118,294	3,345,334	3,345,334	(18.8%)
Contingency	-	71,159	245,641	245,641	245.2%
Other Miscellaneous Total	\$ 5,408,486	\$ 6,330,233	\$ 6,140,327	\$ 6,140,327	(3.0%)
General Fund Expenditures Total	\$ 27,051,159	\$ 30,243,684	\$ 30,167,000	\$ 30,167,000	(0.3%)

Town of Blacksburg

Principles of Sound Financial Management

Introduction

These principles set forth the broad framework for overall fiscal planning and management of the Town's resources. In addition, these principles address both current activities and long-term planning. Every two years, following a Council election, these principles will be reviewed to assure the highest standards of fiscal management.

Overall Goals

The financial goals of the Town of Blacksburg are designed to ensure the Town's sound financial condition at all times.

1. **Sound Financial Condition** may be defined as:
 - ✓ Cash Solvency - The ability to pay bills.
 - ✓ Budgetary Solvency - The ability to annually balance the budget.
 - ✓ Long Term Solvency - The ability to pay future costs.
 - ✓ Service Level Solvency - The ability to provide needed and desired services.
2. **Flexibility** is a goal that ensures that the Town is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.
3. **Adherence to Best Accounting and Management Practices** in conformance with generally accepted accounting procedures as applied to governmental units, and the standards of the Governmental Accounting Standards Board and the Government Finance Officers Association (GFOA).

Financial Principles

1. **A balanced budget** should be prepared annually by the Town Manager and forwarded to the Town Council for consideration.
2. **Ongoing operating costs** should be funded by ongoing revenue sources. This protects the Town from fluctuating service levels and avoids concern when one-time revenues are reduced or removed. In addition:
 - a. **Cash balances** should be used only for one-time expenditures, such as land acquisition, capital improvements and capital equipment or special one-time expenditures.
 - b. **Federal grants** should not financially support essential Town services. Federal grant monies should be tied to programs and services with the understanding that those services delivered with grant funding may be revised and altered based on grant funding availability.
 - c. **New operating costs associated with capital projects** should be funded through the operating budget but identified and outlined in the capital improvement program.
 - d. **Revenue related to the lease of the Armory** should be dedicated to capital improvement projects related to parks and recreation enhancements with emphasis on youth programming.

3. The Town Manager should forward to the Town Council a quarterly financial report identifying meaningful trends in both revenues and expenditures for all major funds.
4. Department Heads are responsible for managing departmental budgets within the total appropriated budget.
5. Replacement of Town vehicles, including Fire and Rescue vehicles, should be funded through the Equipment Replacement Fund.
6. Financial Trend Indicators should be prepared and reviewed annually to determine the Town's financial condition. Town Council will review these indicators prior to the development of the Capital Improvement Program and annual operating budget. The Financial Trend Monitoring System (FTMS) offers the following:
 - a. A method for quantifying a significant amount of information in relatively simple terms to gain better understanding of the Town's financial condition;
 - b. Places the events of a single year into a longer perspective and permits the Town to evaluate trends; and,
 - c. A straightforward picture of financial strengths and weaknesses.
7. General Fund *Unassigned Fund Balance* should be targeted at no less than 10% of operating expenditures exclusive of capital improvements. However, the Town will strive to increase the level to a target of 15% of operating expenditures exclusive of capital improvements over a five year period ending with Fiscal Year 2016. *Bond Proceeds should be deposited and budgeted into the Capital Project Funds.*
8. The Town Council may, from time-to-time, appropriate fund balances that will reduce available fund balances below the 10% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.
9. Tax-supported debt service should be generally targeted at 10% and not exceed 15% of operating expenditures exclusive of capital improvements.
10. The ten-year principal payout ratio for tax-supported debt at the end of the projected five-year Capital Improvement Program should have a target of 55% or better.
11. Net Debt as a percentage of total assessed value of taxable property should not exceed 2.0%. Net Debt is defined as any and all debt that is tax-supported.
12. A five-year financial forecast should be developed annually to determine net capital financing potential, to react to changes in the economy, and to accommodate regulatory and legislative mandates.
13. Investment practices should be in accordance with the Town's Investment and Portfolio Policy. The Investment and Portfolio Policy should be reviewed by Town Council every two years.
14. The Town shall annually prepare a Comprehensive Annual Financial Report and should seek recognition from the GFOA by applying for and receiving the organization's Certificate of Excellence in Financial Reporting. In addition, the Town should seek recognition by applying for and receiving the GFOA Distinguished Budget Presentation Award.

15. The Town operates three enterprise funds: Water and Sewer, Solid Waste and Recycling, and Transit. Enterprise Funds should be self-sufficient. Solid Waste and Recycling should include a reserve of at least three months expenditures for operations and maintenance. Transit should include a reserve of at least nine months expenditures for operations and maintenance. Enterprise Funds should be charged for indirect administrative costs performed by other Town departments. Revenue should be sufficient to fund operations, capital improvements, equipment replacement and department service.
16. To maintain the integrity of the Water and Sewer Fund the following goals should be achieved:
 - a. Maintain a cash balance in the Water and Sewer Fund at a target of six months expenditures for operations and maintenance of the systems plus 3% of fixed assets for a renewal and replacement reserve.
 - b. Maintain a ratio of Net Revenues (Revenues less Operations not including Depreciation) of at least 1.15x debt service requirements without taking new availability revenues into account.
17. User fees for all operations should be reviewed annually to ensure rates are market competitive and defray operating costs. In the case of Enterprise Funds and Internal Service Funds, fees should be reviewed annually to ensure that revenues generate sufficient funds to cover the total cost of services.
18. A five-year capital improvement program should be prepared each year at least three months prior to the submission of the budget.

Principles of Sound Financial Management

Adopted by Town Council: **April 23, 1996**

Revised by Town Council: **July 14, 1998**

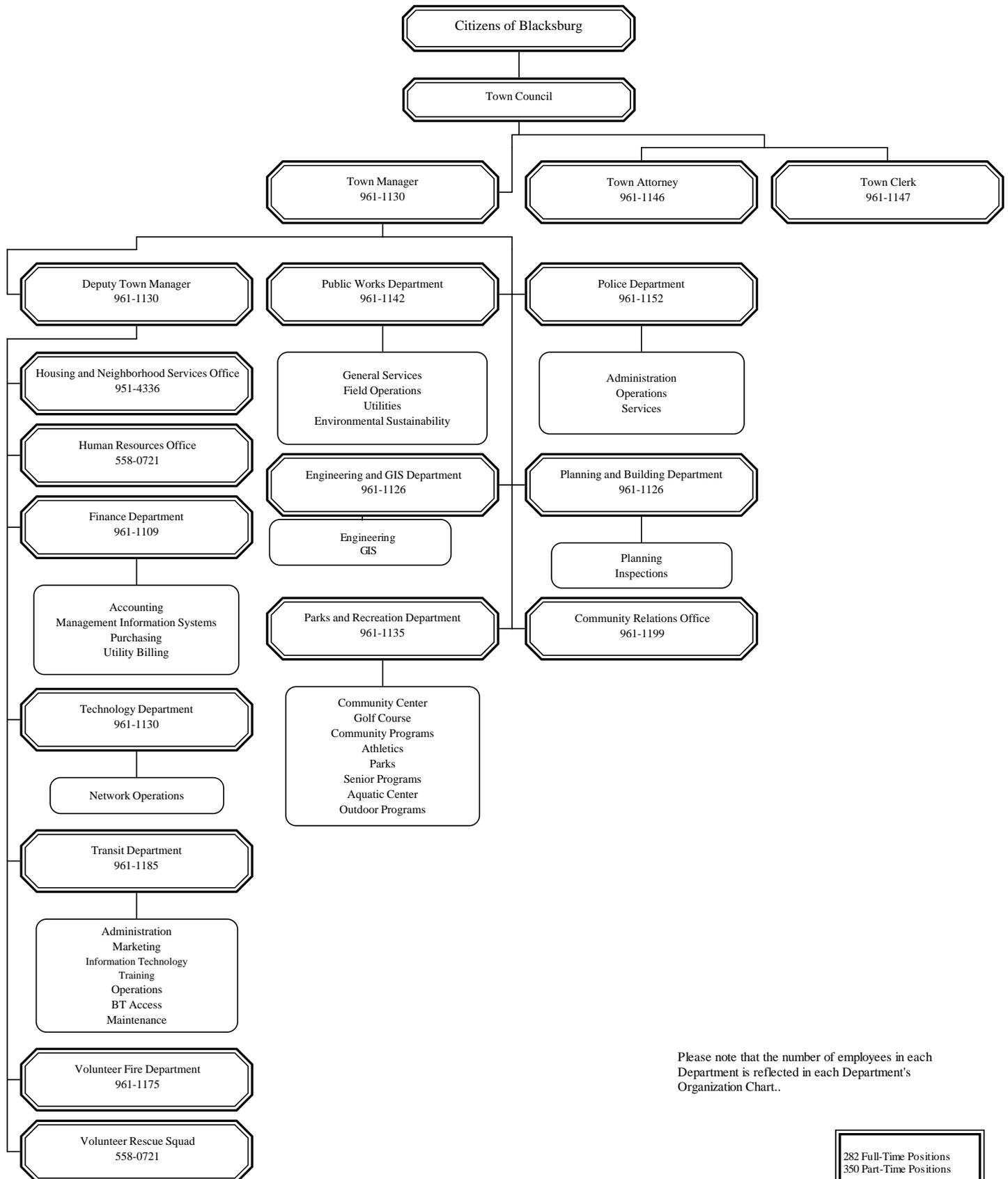
Revised by Town Council: **August 24, 2004**

Revised by Town Council: **November 23, 2010**

**FIVE-YEAR SUMMARY OF
GENERAL FUND**

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Projected FY 2015	Adopted FY 2016
<u>REVENUES</u>					
Taxes	\$ 14,965,820	\$ 15,490,116	\$ 15,564,194	\$ 16,172,300	\$ 17,108,000
Licenses, Fees and Permits	2,880,094	2,630,442	2,996,170	2,809,300	2,788,300
Current Revenue From Other Agencies	4,098,640	4,251,458	4,383,871	4,284,800	4,309,700
Charges for Current Services	2,595,403	2,550,395	2,774,172	2,899,800	3,415,000
Fines and Forfeitures	450,017	344,153	236,673	252,000	338,000
Revenue from Use of Money	136,817	157,824	67,549	60,000	75,000
Miscellaneous Revenue	770,944	790,619	731,205	920,600	822,000
Other Financing Sources	5,450,702	141,913	45,334	172,800	46,100
Total Revenues and Transfers	\$ 31,348,437	\$ 26,356,920	\$ 26,799,168	\$ 27,571,600	\$ 28,902,100
<u>EXPENDITURES</u>					
Legislative	\$ 240,262	\$ 253,817	\$ 269,325	\$ 292,948	\$ 288,216
Executive	1,612,082	1,846,158	2,112,072	2,360,354	2,072,887
Legal	270,489	298,964	330,219	381,985	356,653
Technology	440,519	475,063	503,268	550,657	543,539
Judicial	5,720	-	-	-	-
Finance	1,514,466	1,548,849	1,574,397	1,706,496	1,729,702
Police	6,960,445	7,485,659	7,143,044	8,065,027	8,229,230
Fire and Rescue	873,955	958,909	957,013	1,011,418	1,016,382
Public Works	4,288,861	4,664,756	4,632,313	5,008,208	5,209,905
Parks and Recreation	1,972,668	2,036,250	2,065,883	2,211,999	2,236,339
Planning and Building	891,871	944,040	941,661	1,018,776	1,107,728
Engineering and GIS	978,892	1,089,343	1,113,478	1,305,583	1,236,092
Capital Outlay	2,925,948	2,995,756	3,333,627	4,118,294	3,345,334
Non-departmental and Transfers	-	-	-	71,159	245,641
Debt Service	7,284,160	2,149,825	2,074,859	2,140,780	2,549,352
Total Expenditures and Transfers	\$ 30,260,338	\$ 26,747,389	\$ 27,051,159	\$ 30,243,684	\$ 30,167,000
Excess (Deficiency) of Revenues Over Expenditures and Transfers	1,088,099	(390,469)	(251,991)	(2,672,084) *	(1,264,900) *
Fund Balance at Beginning of Fiscal Year	4,158,443	5,246,542	4,856,073	4,604,082	1,931,998
Fund Balance at End of Fiscal Year	\$ 5,246,542	\$ 4,856,073	\$ 4,604,082	\$ 1,931,998	\$ 667,098
<u>RESERVED</u>					
Committed for Encumbrances	\$ 295,076	\$ 248,061	\$ 362,950	\$ 400,000	\$ 400,000
Restricted for Museum	18,969	19,161	-	-	-
Nonspendable for Inventory and Prepaid Expenses	437,906	244,566	254,012	250,000	250,000
Total Reserved Fund Balance	\$ 751,951	\$ 511,788	\$ 616,962	\$ 650,000	\$ 650,000
Total Unassigned Fund Balance	\$ 4,494,591	\$ 4,344,285	\$ 3,987,120	\$ 1,281,998	\$ 17,098
Ending Fund Balance	\$ 5,246,542	\$ 4,856,073	\$ 4,604,082	\$ 1,931,998	\$ 667,098

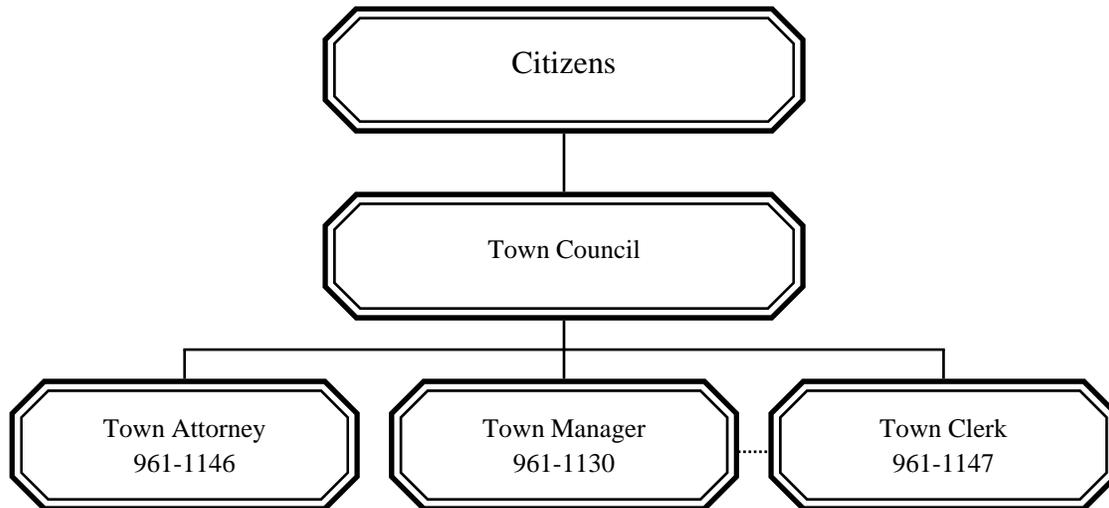
*Planned use of Fund Balance



Please note that the number of employees in each Department is reflected in each Department's Organization Chart..

282 Full-Time Positions
 350 Part-Time Positions

Town Council
Organization Chart



TOWN COUNCIL

The Town Council is the legislative body of the Blacksburg local government. The Council includes a Mayor and six Council members, all elected at large for four-year terms. The next election is scheduled for November 2015. The Council appoints the Town Manager, Town Attorney and Town Clerk. The Council is responsible for passing all ordinances and resolutions, approving the annual operating and capital budgets, setting all tax rates including the rate for real property, approving the operating budget, the five-year *Capital Improvement Program*, setting all user fees, including water, sewer, stormwater, and the solid waste disposal rates, approving appointments to Boards and Commissions, and adopting long-range plans and policies. The Council meets by charter on the second Tuesday of each month at 7:30 p.m. with adjourned meetings normally set on the fourth Tuesday of each month at 7:30 p.m. Public hearings are usually held on the second Tuesday of the month.

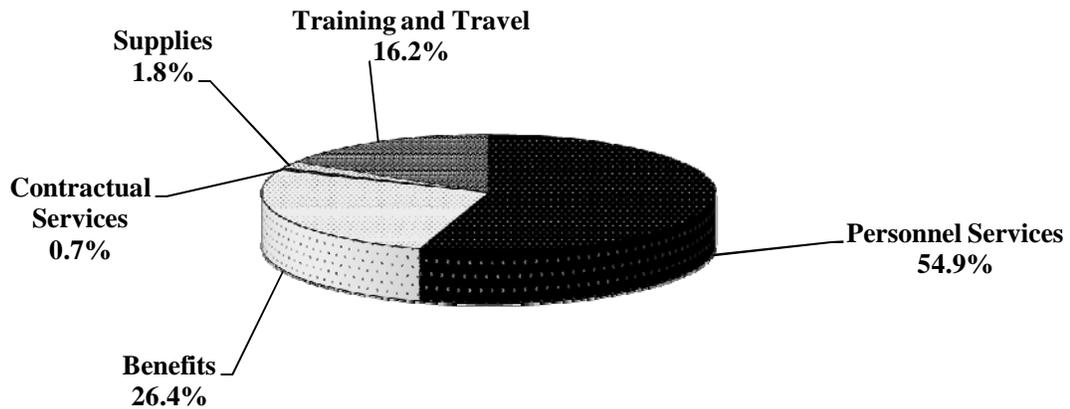
TOWN COUNCIL

FUNDING SUMMARY

Program Account Code: 102-1101

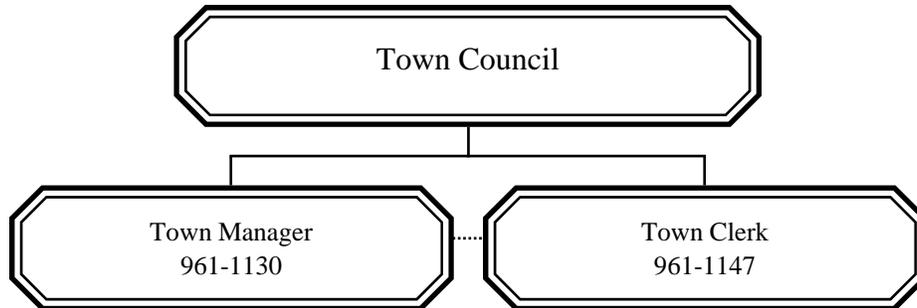
<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 73,500	\$ 75,300	\$ 76,500	\$ 76,500	1.6%
Benefits	32,567	38,961	36,771	36,771	(5.6%)
Contractual Services	-	1,000	1,000	1,000	0.0%
Supplies	4,935	2,550	2,550	2,550	0.0%
Training and Travel	15,993	22,600	22,600	22,600	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 126,995	\$ 140,411	\$ 139,421	\$ 139,421	(0.7%)

**Town Council
Total FY 2015/16 Expenditures: \$139,421**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Mayor	1.00	1.00	1.00	1.00
Council	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00



1 Full-Time Position

TOWN CLERK

NARRATIVE

The Town Clerk serves as a liaison between Town Council and the general public. As an appointee of Town Council, the Clerk is responsible for creating and preserving the public record and ensuring that information on local government activities is made available to citizens upon request. The Clerk's office supports an open, accessible government that provides a communication link between the citizens and the local governing body.

FY 2014-2015 ACCOMPLISHMENTS

- Finalized contract with Municipal Code Corporation for digital archiving of all Town Council Minutes, beginning 1871, for online public access.
- Updated Blacksburg Town Code's online access to include immediate electronic displays of adopted ordinances (N.O.W. program) and a permanent archive of codified ordinances (OrdBank program).
- Served as State designated Records Manager for the Town of Blacksburg; worked with the Library of Virginia and Town departments on compliance with state mandated public records management.
- Coordinated special activities, recognitions and presentations on behalf of the Mayor and Town Council.
- Facilitated annual membership appointment process for Town affiliated boards, commissions and committees; facilitated 2015 Council membership assignments.

FY 2015-2016 OBJECTIVES

- Complete digital archiving project for permanent online electronic access of Town Council Minutes.
- Explore electronic records management program through Laserfische for contracts/deeds with possible automated electronic process for future compliance with State retention and destruction schedules.
- Update the Town's annual boards/commissions membership process for improved online accessibility and enhanced electronic communications.
- Promote good records management practices as the State designated Records Manager.
- Participate in continuing education programs through local government training and active professional affiliations with Virginia Municipal Clerks Association, International Institute of Municipal Clerks, and Virginia Municipal League.
- Continue to represent the Town Clerk's office in various outreach programs.

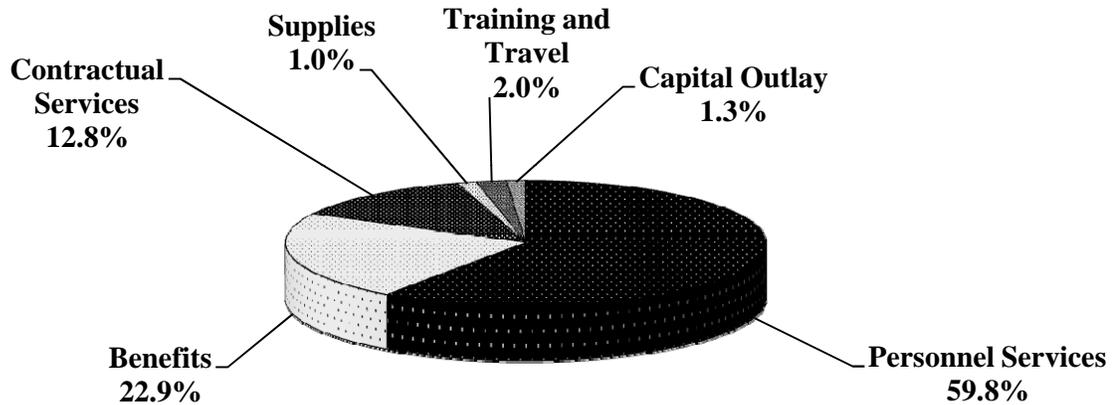
TOWN CLERK

FUNDING SUMMARY

Program Account Code: 102-1102

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 86,129	\$ 86,295	\$ 88,939	\$ 88,939	3.1%
Benefits	31,196	33,420	34,030	34,030	1.8%
Contractual Services	18,890	16,200	19,000	19,000	17.3%
Supplies	1,312	1,900	1,930	1,930	1.6%
Training and Travel	2,961	3,000	3,000	3,000	0.0%
Capital Outlay	1,842	11,722	1,896	1,896	(83.8%)
Total	\$ 142,330	\$ 152,537	\$ 148,795	\$ 148,795	(2.5%)

**Town Clerk
Total FY 2015/16 Expenditures: \$148,795**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Town Clerk	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

Agencies and Authorities

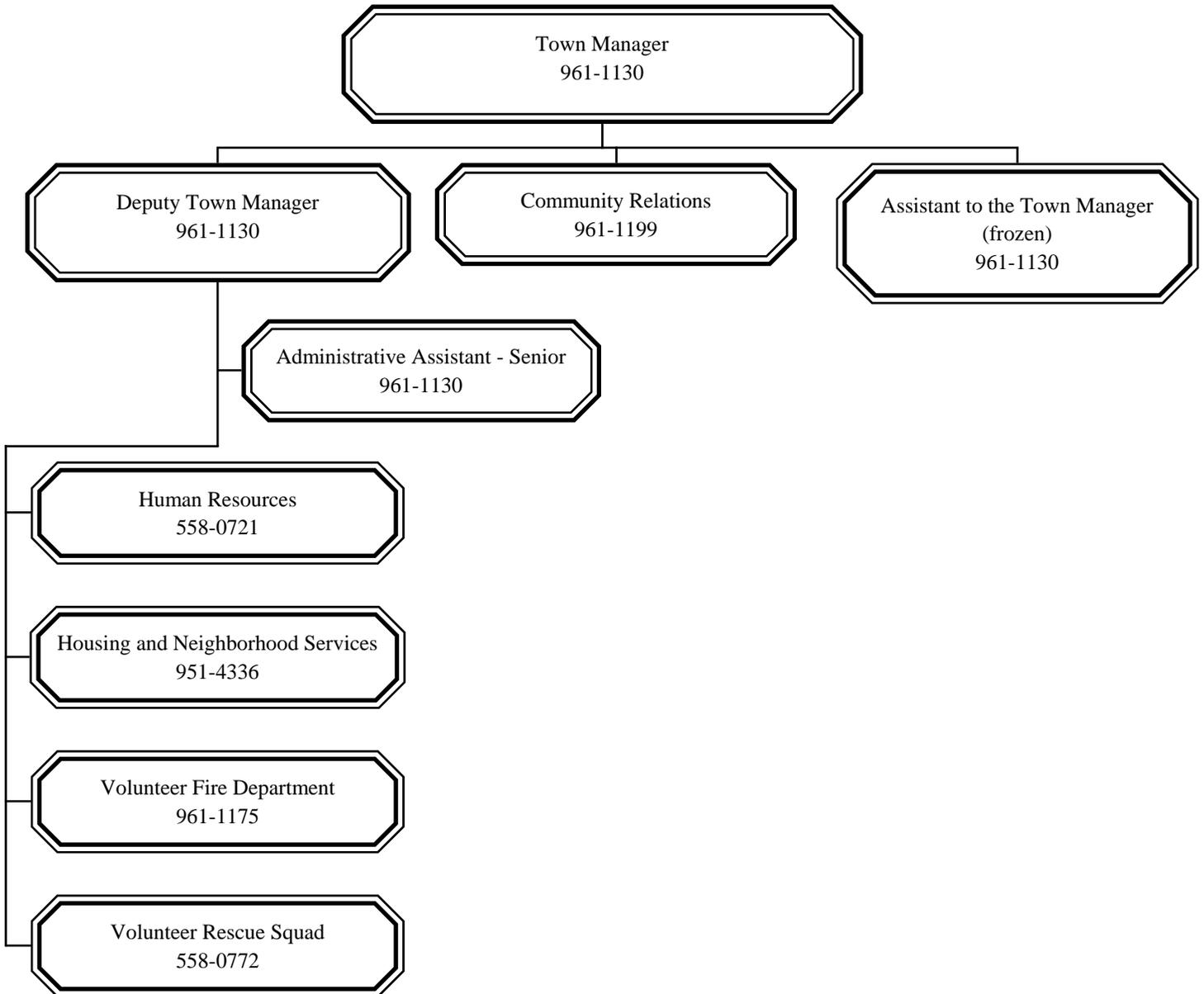
Each year the Town receives requests for funding from outside agencies to provide financial support from the General Fund. The requests must explain how Blacksburg citizens benefit from the program or service offered by the agency. Agencies receiving funding are divided into four categories: Human Services, Educational/Cultural, Environmental, and Economic Development. Authorities include financial contributions to the airport authority and various memberships.

AGENCIES AND AUTHORITIES

FUNDING SUMMARY

Program Account Code: 102-1204

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Human Service Agencies					
Free Clinic of NRV	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Literacy Volunteers	2,500	2,500	2,500	2,500	0.0%
Agency on Aging	5,138	5,395	5,395	5,665	5.0%
Brain Injury Services of SWVa	-	500	500	500	0.0%
	<u>\$ 12,638</u>	<u>\$ 13,395</u>	<u>\$ 13,395</u>	<u>\$ 13,665</u>	<u>2.0%</u>
Educational/Cultural Agencies					
Blacksburg Museum and Cultural Foundation	\$ 112,285	\$ 112,285	\$ 112,285	\$ 112,285	0.0%
Blacksburg Museum and Cultural Foundation-Restricted Funds	-	-	-	-	0.0%
Blacksburg Community Band	600	600	600	600	0.0%
Blacksburg Master Chorale	500	500	500	500	0.0%
Blacksburg Community String	250	250	250	250	0.0%
Children's Museum	500	500	500	500	0.0%
Lyric-Grant Match/Operations	5,000	5,000	5,000	5,000	0.0%
Lyric-Operating/Capital	5,000	5,000	5,000	5,000	0.0%
Lyric-Arts Office	5,000	5,000	5,000	5,000	0.0%
Montgomery County/Floyd Regional Library	13,000	15,000	15,000	15,000	0.0%
Smithfield Plantation	2,750	2,750	2,750	2,750	0.0%
Summers Art Festival	7,500	7,500	7,500	7,500	0.0%
	<u>\$ 152,385</u>	<u>\$ 154,385</u>	<u>\$ 154,385</u>	<u>\$ 154,385</u>	<u>0.0%</u>
Environmental Agencies					
Friends of the Farmers Market	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
New River Land Trust	5,000	5,000	5,000	5,000	0.0%
Townscape	500	-	-	-	0.0%
	<u>\$ 15,500</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>0.0%</u>
Economic Development Agencies					
Blacksburg Electronic Village	\$ 5,000	\$ -	\$ -	\$ -	0.0%
Blacksburg Partnership	20,000	20,000	20,000	20,000	0.0%
Business Technology Center	2,500	2,500	2,500	2,500	0.0%
Downtown Blacksburg, Inc.	25,000	25,000	25,000	25,000	0.0%
NRV Competitiveness Center	2,500	2,500	2,500	2,500	0.0%
NRV Economic Alliance	4,200	4,200	4,200	4,200	0.0%
	<u>\$ 59,200</u>	<u>\$ 54,200</u>	<u>\$ 54,200</u>	<u>\$ 54,200</u>	<u>0.0%</u>
Memberships					
VML	\$ 14,590	\$ 14,597	\$ 14,836	\$ 14,836	1.6%
NRV Planning District Commission	42,259	42,935	42,935	42,935	0.0%
Airport Authority	50,000	50,000	50,000	50,000	0.0%
Metropolitan Planning Organization	5,576	5,700	5,800	5,800	1.8%
Montgomery County Chamber of Commerce	1,500	2,500	2,500	2,500	0.0%
Tourism 1% Hotel Tax	127,034	376,235	123,570	123,300	(67.2%)
Smartway Contribution	11,736	13,200	13,200	13,200	0.0%
Others	-	3,115	-	-	(100.0%)
	<u>\$ 252,695</u>	<u>\$ 508,282</u>	<u>\$ 252,841</u>	<u>\$ 252,571</u>	<u>(50.3%)</u>
TOTAL	<u>\$ 492,418</u>	<u>\$ 745,262</u>	<u>\$ 489,821</u>	<u>\$ 489,821</u>	<u>(34.3%)</u>



4 Full-Time Positions

TOWN MANAGER

NARRATIVE

The Town Manager's Office provides leadership and support to Town activities and departments and carries out the policies of the Town Council in a fair and equitable manner. The mission is to facilitate effective communication between Town government, citizens, community organizations and institutions and neighboring jurisdictions including the State and Federal government. It serves as the Town's economic development office while also managing special projects.

FY 2014-2015 ACCOMPLISHMENTS

- The first phase of an organization wide customer service program started in the spring of 2015. Training and an organizational development process will continue through 2016. The customer service training program will become an integral component of the Town's training and employee orientation programs.
- A Broadband Committee was established to evaluate ways in which broadband internet service can be improved in the community. The Committee is also looking at what role the Town should have in facilitating broadband service.
- A Downtown Housing Study exploring the market for non-student housing and the potential for redevelopment of downtown properties will be completed in Spring 2015.
- Supported the implementation and completion of the following major initiatives: new Rescue Station, 2nd floor build-out of Fire Station 3, Stormwater Utility, design of Multi-Modal Transit Facility, and Downtown Parking Study.
- Purchased two properties that are critical to downtown redevelopment efforts. One property will improve current downtown parking and allow for future planning of structured parking. The other property was acquired to support future downtown redevelopment efforts with the intent of marketing it for private development.

FY 2015-2016 OBJECTIVES

- Partner with Virginia Tech to identify and analyze the impacts of the University's potential growth over the next 10 years.
- Market the recently acquired property at 414 North Main Street for private redevelopment.
- Continue implementation of a customer service training program and organizational culture development process.
- Complete a study of the Building and Safety Division in the Planning and Building Department to identify ways to improve organizational efficiency through a plan to match resources with customer service expectations.
- Begin a ten year strategic financial planning process identifying significant capital projects that align with the Town's vision. Through this process the Town will be better able to project long-term financial and operational impacts of significant capital projects.

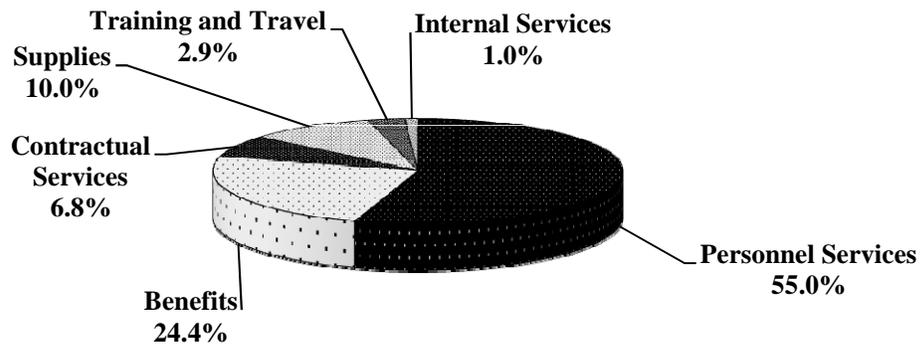
TOWN MANAGER

FUNDING SUMMARY

Program Account Code: 102-1201

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 288,693	\$ 295,958	\$ 301,169	\$ 301,169	1.8%
Benefits	120,993	132,679	133,459	133,459	0.6%
Contractual Services	19,761	55,282	37,000	37,000	(33.1%)
Supplies	109,947	62,025	55,025	55,025	(11.3%)
Training and Travel	9,491	20,120	15,900	15,900	(21.0%)
Internal Services	3,570	5,507	5,507	5,507	0.0%
Capital Outlay	657	12,299	-	-	(100.0%)
Total	\$ 553,112	\$ 583,870	\$ 548,060	\$ 548,060	(6.1%)

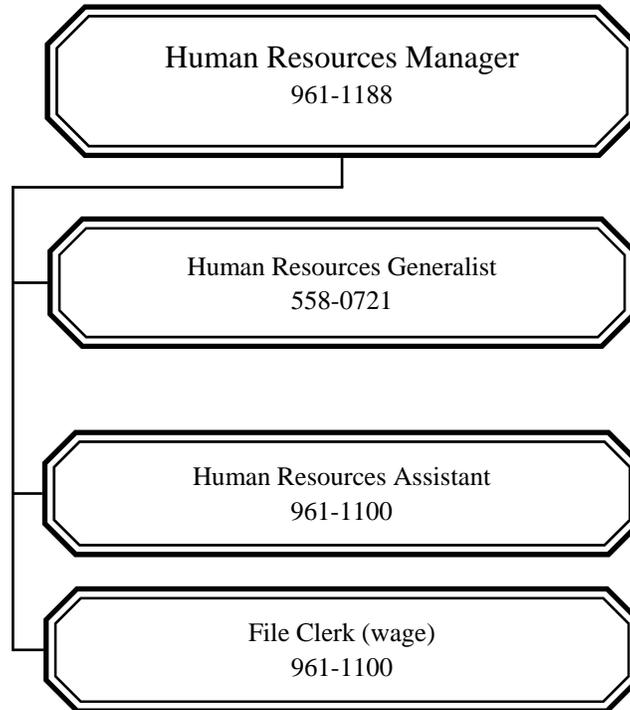
**Town Manager
Total FY 2015/16 Expenditures: \$548,060**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Town Manager	1.00	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00	1.00
Administrative Assistant - Senior	1.00	1.00	1.00	1.00
Assistant to the Town Manager	1.00 *	1.00 *	1.00 *	1.00 *
Total	4.00	4.00	4.00	4.00

*Frozen Position



3 Full-Time Positions
1 Wage Position

NARRATIVE

The Human Resources Office provides high quality services to our customer base in a timely and professional manner while striving for continuous improvement in the delivery of our services. The Office serves as a partner to the various departments by providing training opportunities for employees, benefit communication and administration, employee recognition, management consultation, and compensation review.

FY 2014-2015 ACCOMPLISHMENTS

- Implemented changes to the Town's leave policies, creating the Flexible Leave Plan to coordinate with the VRS Hybrid Retirement Plan.
- Continued defensive driving training of employees with driving responsibilities under VML's "Where the Rubber Meets the Road" program. This training qualifies the Town for a 5% reduction in the Town's vehicle insurance premiums.
- Continued to develop Town employees through various training opportunities, including regional supervisory and leadership courses.
- Implemented a new screening process for all newly hired employees, employees with an internal change in positions, and all unpaid interns and volunteers with the Town.
- Sponsored frequent wellness activities to provide preventative wellness services to employees.
- In conjunction with the Town's consultant, completed a market survey of all pay plan positions and will finalize a new pay plan and applicable revisions to compensation practices for implementation on July 1, 2015.

FY 2015-2016 OBJECTIVES

- Continue to offer a variety of training opportunities to further develop employees.
- In conjunction with the Town's consultant, complete a review of the Town's performance evaluation system and employee incentive programs. A new or revised evaluation system will be developed.
- Facilitate wellness activities during the year, including the annual health fair to provide preventative wellness services to employees and promote healthy lifestyles.
- Continue defensive driving training for 50% of employees with driving responsibilities under the VML's "Where the Rubber Meets the Road program".

HUMAN RESOURCES OFFICE

HUMAN RESOURCES OFFICE	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Wage positions advertised*	62	54	70	60	60
Applications received for wage positions*	692	578	715	600	600
Wage employees hired*	179	160	185	165	165
Pay plan positions advertised*	29	34	30	35	40
Applications received for pay plan positions*	599	546	625	575	600
Pay plan employees hired*	26	32	30	35	40
Total turnover rate for pay plan employees*	8.18%	9.63%	9.00%	9.75%	9.75%
Employee hours spent in HR initiated training courses*	735	1,038	750	1,000	1,100
Open enrollment changes processed	346 ¹	55	75	65	65
Open enrollment meetings offered	9	5	5	5	5
Wellness events	7	13	8	10	10
Wellness event participants	384	264	375	300	300
FMLA Applications Processed*	56	70	60	65	65
FMLA hours used*	9,385	5,775	9,500	7,000	7,000
Sick leave hours used (excluding FMLA)*	16,226	15,474	15,750	15,500	15,250
First aid only employee injuries*/**	28	17	30	20	20
Workers compensation cases*/**	22	25	25	25	25

Note:

*Calendar year information

**Does not include injuries for Fire & Rescue Volunteers

¹Due to change in insurance carrier

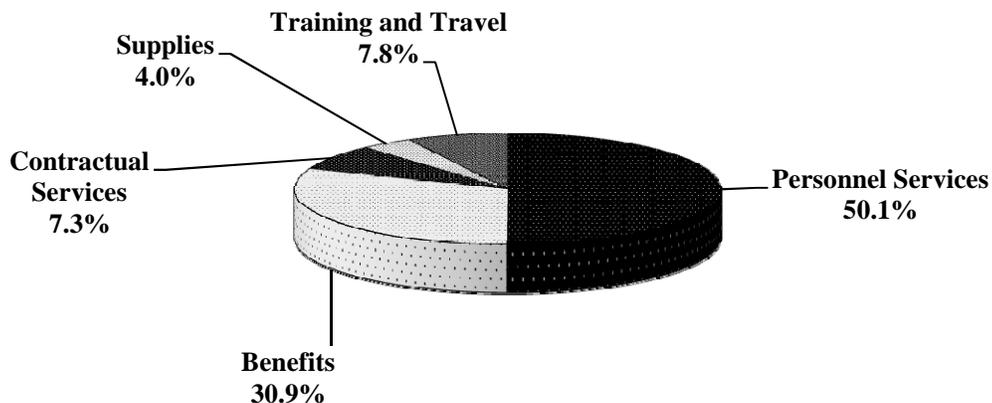
HUMAN RESOURCES OFFICE

FUNDING SUMMARY

Program Account Code: 102-1202

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 175,652	\$ 179,486	\$ 184,898	\$ 184,898	3.0%
Benefits	104,128	118,107	114,242	114,242	(3.3%)
Contractual Services	42,541	31,750	27,142	27,142	(14.5%)
Supplies	18,900	13,390	14,740	14,740	10.1%
Training and Travel	16,787	30,167	28,400	28,400	(5.9%)
Internal Services	-	-	-	-	0.0%
Total	\$ 358,008	\$ 372,900	\$ 369,422	\$ 369,422	(0.9%)

**Human Resources Office
Total FY 2015/16 Expenditures: \$369,422**

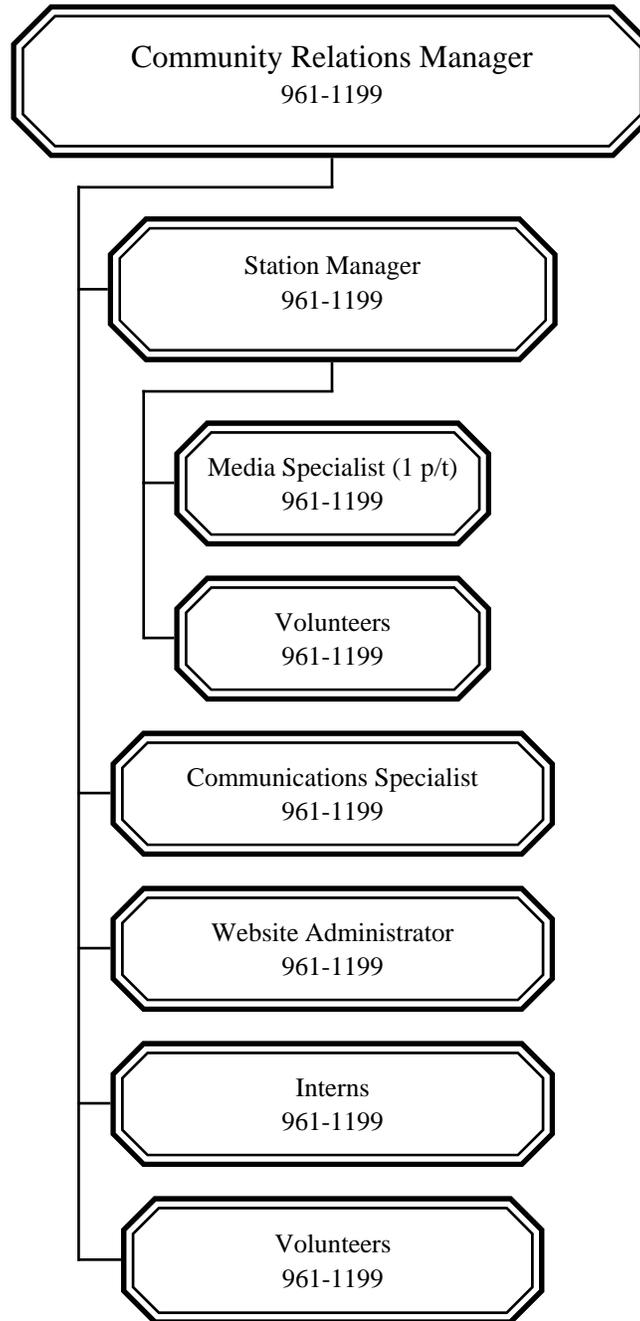


PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Generalist	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant (wage)	0.12	0.12	0.12	0.12
Total	3.12	3.12	3.12	3.12

Community Relations

Organization Chart



4 Full-Time Positions
1 Part Time Positions

COMMUNITY RELATIONS

NARRATIVE

The Community Relations Office (CRO) increases awareness of Town initiatives by coordinating internal and external communications and generating interest in local government participation. The CRO advocates professionalism and consistency in all Town communications; fosters relationships with the media; creates awareness of the arts and cultural heritage in the Town; and strives to build community pride.

FY 2014-2015 ACCOMPLISHMENTS

- Launched the six to eight month blacksburg.gov redesign project.
- Began first phase information gathering for an organization-wide customer service program.
- The At Your Request system had a successful first year in that it provided citizens a 24/7 mechanism for requesting town services or reporting a need. In exchange, our online customer/staff interaction, timely problem solving, and follow up has become a renewed focus.
- Produced various videos for the WTOB Community Art Series on YouTube as well as other short quality of life promos. Also continued to partner with Blacksburg High School to produce and air all home football games.
- Assisted with the launch of a winter time jam at the Alexander Black House. This venue takes the place of the Market Square Jam in the off season.
- Collaborated with the Crooked Road and local tourism, arts, and economic development organizations on the “2015 Mountains of Music Festival” in Blacksburg and Montgomery County.
- Continued to collaborate with the Montgomery County Tourism Office on a branding campaign.
- Began working with the Southwest Virginia Cultural Heritage Foundation on regional tourism marketing to include outdoor recreation (Appalachian Spring), Round the Mountain, and the Crooked Road tying cultural heritage assets together in southwest Virginia.

FY 2015-2016 OBJECTIVES

- Launch the new blacksburg.gov website.
- Begin customer service training and organizational culture development process.
- Launch new county tourism brand and partner locally to incorporate that brand into joint marketing efforts for targeted audiences.
- Work with the Downtown Revitalization Committee to finalize an outreach plan for College Avenue events and activities. The goal of this plan is to identify individuals or entities interested in organizing entertainment on College Avenue throughout the year.
- Continue to evaluate most effective ways to utilize Speak Up Blacksburg for citizen feedback and participation.
- Work with the Downtown Recruitment Subcommittee to promote the Live, Work, Sell incentives and the Downtown Tourism Zone.

COMMUNITY RELATIONS	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Facebook Fans	4,055	4,644	4,500	4,750	5,000
Twitter Followers	4,315	5,549	5,000	5,600	5,750
YouTube Views	18,231	14,338	11,000	16,000	17,000
YouTube Followers	-	-	110	110	135
YouTube Special Programming Uploaded ¹	-	-	-	85	50
Online Council Meeting Views	835	723	1,500	750	750
Online Planning Commission Meeting Views	406	597	500	600	600
Online Special Programming Views	1,487	-	-	-	-
Channel 2 Annual Programming Hours	1,961	2,480	2,200	2,600	2,625
Channel 2 Community Bulletin Board Posts	300	516	300	600	625
Annual Web Page Views	319,764	163,839	425,000	250,000	500,000
Annual Web Site Visits	156,082	62,139	180,000	100,000	200,000
Blacksburg Alert Subscribers	5,717		6,000	3,000	3,500
Blacksburg Alerts Issued	580	586	500	700	375
At Your Request – Requests Made ¹	-	-	-	200	300
At Your Request – Requests Resolved ¹	-	-	-	200	300
News Releases	25	20	40	25	20
Downtown Event Applications	21	22	25	35	20
Speak Up Blacksburg Users ¹	-	-	-	280	300
Speak Up Blacksburg User Ideas ¹	-	-	-	60	80

¹Started measuring in 2015.

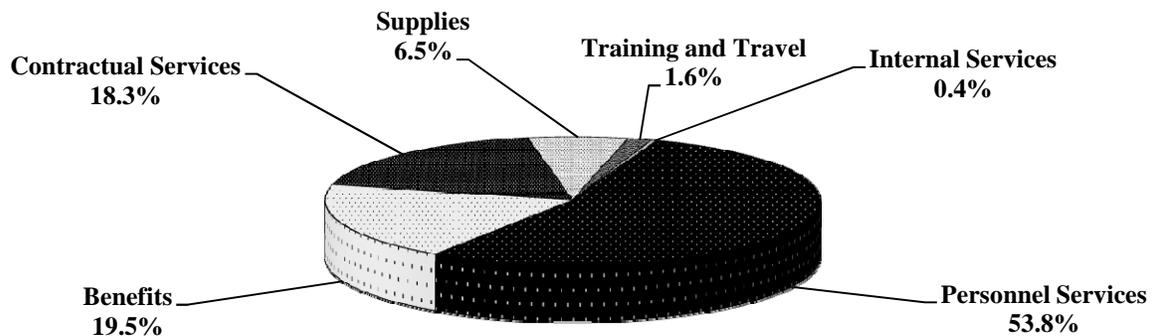
COMMUNITY RELATIONS

FUNDING SUMMARY

Program Account Code: 102-1203

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 219,191	\$ 238,286	\$ 241,713	\$ 241,713	1.4%
Benefits	76,377	87,527	87,626	87,626	0.1%
Contractual Services	69,526	83,392	82,092	82,092	(1.6%)
Supplies	17,401	27,975	29,375	29,375	5.0%
Training and Travel	1,785	7,000	7,000	7,000	0.0%
Internal Services	658	1,707	1,707	1,707	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 384,938	\$ 445,887	\$ 449,513	\$ 449,513	0.8%

**Community Relations
Total FY 2015/16 Expenditures: \$449,513**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Community Relations				
Manager	1.00	1.00	1.00	1.00
Station Manager	1.00	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00
Website Administrator	1.00	1.00	1.00	1.00
Media Specialist (wage)	0.72	0.72	0.72	0.72
Total	4.72	4.72	4.72	4.72



4 Full-Time Positions

2 Full-Time positions funded in the CDBG Entitlement and HOME Consortium Funds

HOUSING AND NEIGHBORHOOD SERVICES

NEIGHBORHOOD SERVICES DIVISION

NARRATIVE

The Neighborhood Services Division of the Office of Housing and Neighborhood Services seeks to educate citizens on quality of life issues and preserve neighborhood stability through increased communication, coordination, citizen involvement, citizen problem solving, and by encouraging a sense of resident stewardship. Neighborhood Services serves as a mechanism to increase the Town Government’s responsiveness to residents by increasing current resources and priority to enforcing laws and codes.

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

- Increased awareness and encouraged civic responsibility on nuisance related issues through open and accessible communication with citizens.
- Collaborated with the Blacksburg Police Department and Virginia Tech’s Office of Fraternity and Sorority Life to work with Virginia Tech fraternities to improve neighborhood relations and reduce code violations.
- Over 99% compliance rate in enforcing nuisance related Town Codes.
- Coordinated the “Love Where You Live Campaign” with Virginia Tech to increase student awareness to various Town Codes.

FY 2015-2016 OBJECTIVES

- Continue to increase awareness and encourage civic responsibility on nuisance related issues through open and accessible communication with citizens.
- Continue to foster and sustain communication between local government, Virginia Tech, and neighborhood residents by planning activities such as the Town Gown Committee.
- Increase community awareness for the Love Where You Live Campaign.
- Operate the code enforcement program to effectively enforce the Town Code while maintain a 90% proactive case load in a fair and equitable manner while eliminating nuisance concerns throughout the Town.
- Install new pay stations and smart parking meters.

HOUSING AND NEIGHBORHOOD SERVICES	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Code Enforcement:					
Total Cases	1,750	2,013	1,900	1,712	1,925
Compliance:					
1st Notice	76.0%	85.4%	75.0%	85.0%	85.0%
2nd Notice	16.0%	11.4%	15.0%	10.0%	10.0%
Abatement Occurred	0.7%	0.6%	0.5%	0.5%	0.5%
Pending	4.0%	2.7%	5.0%	4.5%	4.5%
Compliance Achieved (1st & 2nd Notice)	99.0%	96.8%	99.0%	95.0%	95.0%
Case Load:					
Proactive	90.0%	94.7%	90.0%	90.0%	90.0%
Reactive	10.0%	5.3%	10.0%	10.0%	10.0%

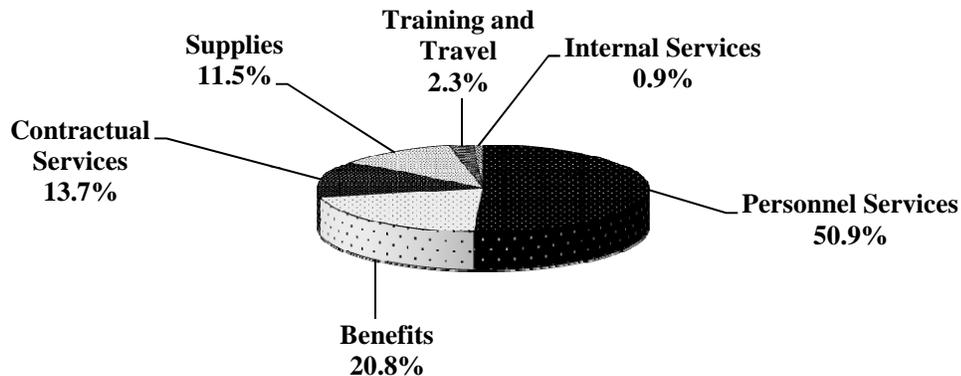
HOUSING AND NEIGHBORHOOD SERVICES

FUNDING SUMMARY

Program Account Code: 102-1205

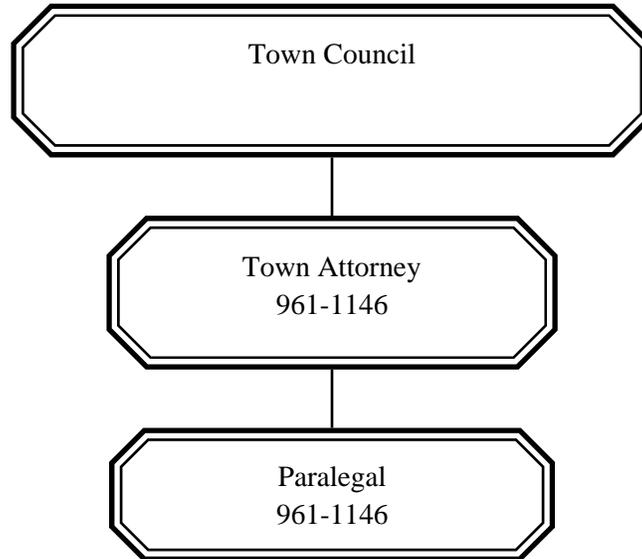
<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 148,884	\$ 108,221	\$ 109,899	\$ 109,899	1.6%
Benefits	49,035	56,729	44,849	44,849	(20.9%)
Contractual Services	3,950	31,000	29,500	29,500	(4.8%)
Supplies	20,276	11,537	24,875	24,875	115.6%
Training and Travel	2,646	2,000	5,000	5,000	150.0%
Internal Services	3,035	1,948	1,948	1,948	0.0%
Capital Outlay	722	1,000	-	-	(100.0%)
Total	\$ 228,548	\$ 212,435	\$ 216,071	\$ 216,071	1.7%

Housing and Neighborhood Services Total FY 2015/16 Expenditures: \$216,071



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Senior Code Inspector HNS Neighborhood Services	1.00	1.00	1.00	1.00
Coordinator	1.00	0.00	0.00	0.00
Grant Coordinator	0.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00



2 Full-Time Positions

NARRATIVE

The Town Attorney provides legal counsel to Blacksburg Town Council and its appointees. Our goal is to advance the interests of the Town through its policies and ordinances, and to reduce potential risks through advance planning and collaboration with Town staff.

FY 2014-2015 ACCOMPLISHMENTS

- Resolved the long standing *DAC, LLC v. Town of Blacksburg* case, which concluded the North Main Street Improvement Project.
- Continued to work with Town Manager and Planning staff on issues associated with the Old Blacksburg Middle School.
- Handled contract negotiation and closing of the purchase of the Compton building on Progress Street and the Sheffield Drive property.
- Tracked 2015 General Assembly legislation.
- Developed Design/Build guidelines and related contract documents for the Rescue Station building project.
- Assisted Planning staff in a variety of matters, including the First & Main sign district and amendments to the Zoning Ordinance to reflect state law changes.
- Collect delinquent taxes and accounts receivable.
- Provide advice in a timely fashion to Council and staff on legal issues as they arise.

FY 2015-2016 OBJECTIVES

- Continue to work on updates, improvements and revisions to the Town Code, Zoning Ordinance and Subdivision Ordinance.
- Continue professional development.
- Track 2016 General Assembly legislation.
- Work with Financial Services to collect delinquent taxes and accounts receivables.

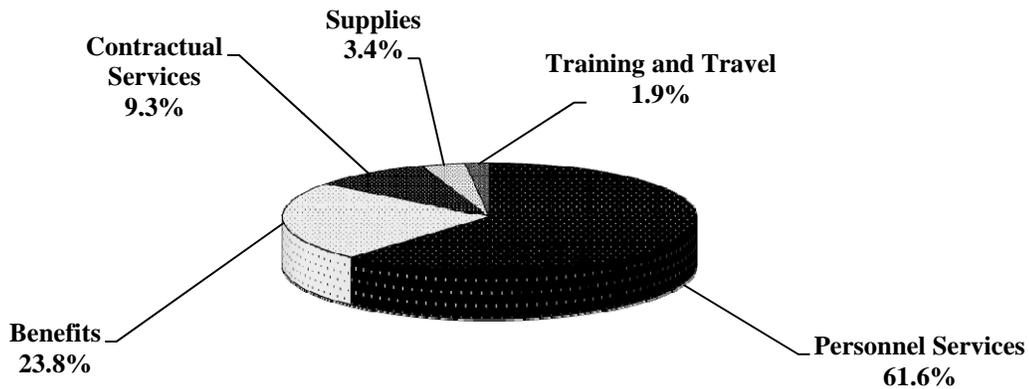
TOWN ATTORNEY

FUNDING SUMMARY

Program Account Code: 102-1301

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 216,583	\$ 223,581	\$ 219,714	\$ 219,714	(1.7%)
Benefits	77,225	85,462	84,987	84,987	(0.6%)
Contractual Services	21,563	54,090	33,100	33,100	(38.8%)
Supplies	11,322	12,176	12,176	12,176	0.0%
Training and Travel	3,526	6,676	6,676	6,676	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 330,219	\$ 381,985	\$ 356,653	\$ 356,653	(6.6%)

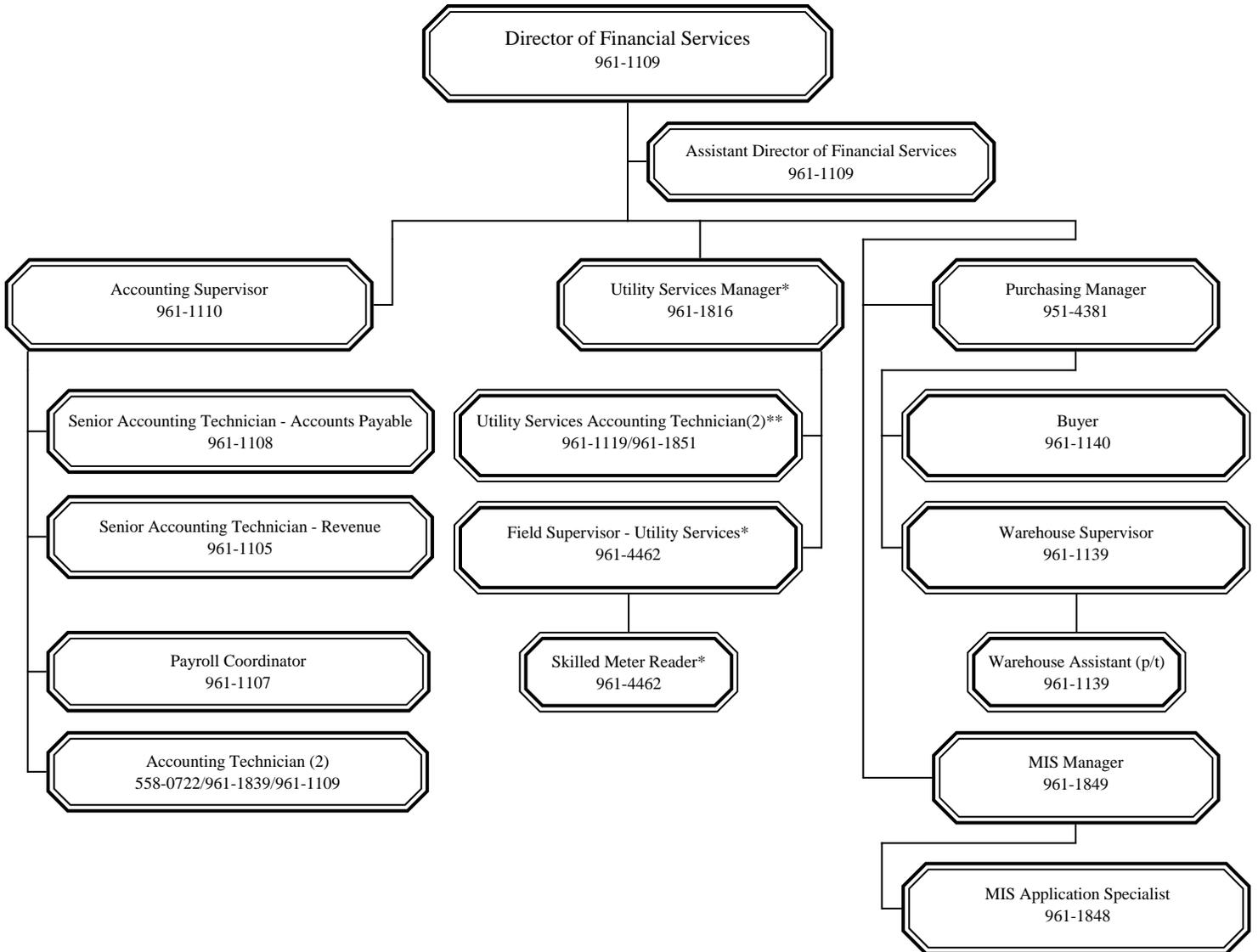
**Town Attorney
Total FY 2015/16 Expenditures: \$356,653**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Town Attorney	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Financial Services Department
 Organization Chart



19 Full-Time Positions
 1 Part Time Position

*Budget for the Utility Billing Division is funded in the Water and Sewer Fund; however the Utility Billing staff is supervised by the Financial Services Department.

**One position is budgeted in the Water and Sewer Fund and one position is budgeted in the Solid Waste and Recycling Fund.

FINANCIAL SERVICES DEPARTMENT

NARRATIVE

The Financial Services Department maintains a high standard of financial excellence by providing the citizens, vendors and co-workers with exceptional, ethical and professional customer service through the collection and disbursement of funds, financial reporting, management of assets and risks, and administrative and procurement services. The Department is composed of five divisions: General Administrative Support; Accounting; Management Information Systems; Purchasing; and Utility Services.

FY 2014-2015 ACCOMPLISHMENTS

- Managed the annual Audit and prepared the Comprehensive Annual Financial Report for the Town and its Fiscal Agencies, adding the new Stormwater Fund and removing the Urban Construction Initiative Fund.
- Implemented GASB 67, “Financial Reporting for Pension Plans”.
- Managed the Capital Improvement Program and the Operating Budget in a challenging economic environment.
- Managed the Series 2015 General Obligation Bond Issue.
- Continued to provide financial services to Blacksburg Motor Company historic tax credit structure including the conclusion of the structure.
- Continued emphasis on collections with the Town Attorney’s Office to maintain delinquency at all time lows.
- Managed the Cost Allocation Plan process.
- Enhanced Procurement Card Policies and Procedures, provided training to all cardholders, and implemented a new internal audit on purchasing card spending.
- Continued set-up and implementation of the fixed asset module in Sungard.
- Established the electronic dissemination of employee’s direct deposits.
- Implemented the new VRS hybrid retirement plan.
- Implemented the billing and set-up of the new Stormwater Management Enterprise Fund.
- Managed the water meter MXU (meter transceiver unit) replacement program.
- Provided customer service to customers for the change of waste providers.
- Implemented the new handheld parking ticket system with the Police Department.

FY 2015-2016 OBJECTIVES

- Manage the annual Audit and prepare the Comprehensive Annual Financial Report for the Town and its Fiscal Agencies.
- Manage the Capital Improvement Program and the Operating Budget.
- Implement an Automated Vendor Registration system online.
- Continue an internal training program for the financial management system.
- Continue to monitor the Payment Card Industry Data Security Standards (PCI-DDS) security policies.
- Continue implementation of the fixed asset module in Sungard.
- Implement changes for reporting on the new Affordable Care Act.
- Manage the updated valuation performed for the Other Post-Employment Benefit Plan.
- Implement GASB 68, “Accounting and Financial Reporting for Pensions”.
- Provide customer service for the conversion to single stream recycling.

FINANCIAL SERVICES DEPARTMENT

FINANCIAL SERVICES	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
<i>Utility Services Division:</i>					
Collection percentage for utility bills	98.57%	101.01%	99.00%	99.00%	99.00%
Write offs percentage	0.05%	0.17%	0.07%	0.07%	0.07%
Number of electronic payments	44,243	48,598	47,000	49,000	50,000
Daily work orders performed by two employees	5,551	5,417	7,000	5,500	5,500
Number of bills mailed	111,150	112,716	114,000	114,000	114,000
Number of meters	9,159	9,492	9,400	9,500	9,500
<i>Accounting Division:</i>					
Payroll direct deposits issued	\$10,257,819	\$10,330,639	\$10,735,000	\$10,740,000	\$11,000,000
Payroll checks issued	\$1,299,147	\$1,062,333	\$1,399,125	\$1,399,125	\$1,434,100
Employee benefit checks issued	\$10,374,715	\$11,147,582	\$12,189,100	\$12,189,000	\$13,712,700
Accounts Payable checks issued	\$37,255,942	\$38,220,279	\$38,000,000	\$40,000,000	\$41,000,000
Procurement card transactions	\$714,302	\$704,423	\$715,000	\$700,000	\$700,000
Meals/Lodging tax revenue	\$5,495,020	\$5,573,441	\$5,827,300	\$5,872,500	\$5,711,000
Meals/Lodging tax collection percentage	99.00%	99.00%	99.00%	99.00%	99.00%
Real Estate tax revenue	\$5,348,921	\$5,893,491	\$5,947,300	\$5,872,500	\$6,970,000
Real Estate tax collection percentage	98.00%	98.00%	98.00%	98.00%	98.00%
Business License tax revenue	\$2,081,460	\$2,132,631	\$2,158,700	\$2,147,900	\$2,172,900
Business License tax collection percentage	98.00%	99.00%	98.00%	99.00%	99.00%
Number of payments received	127,532	126,318	130,000	128,000	128,000
Payments received electronically	58.00%	58.00%	60.00%	60.00%	62.00%
<i>Purchasing Division:</i>					
Purchase order volume (three employees)	\$24,264,566	\$22,171,926	\$25,000,000	\$21,000,000	\$21,000,000
Supplies issued from the Town warehouse	\$236,743	\$241,205	\$200,000	\$200,000	\$200,000
Surplus sold by the Town	\$125,690	\$164,764	\$100,000	\$170,000	\$100,000

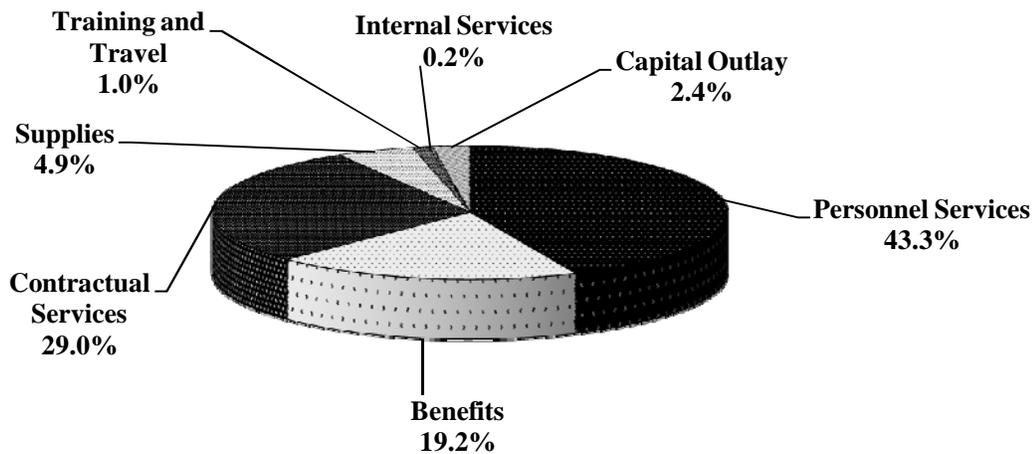
FINANCIAL SERVICES DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-1400, 102-1420, 102-1430, 102-1440

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 720,948	\$ 729,850	\$ 749,242	\$ 749,242	2.7%
Benefits	307,750	335,388	332,318	332,318	(0.9%)
Contractual Services	416,747	490,990	501,237	501,237	2.1%
Supplies	78,995	88,810	84,753	84,753	(4.6%)
Training and Travel	14,685	17,750	17,750	17,750	0.0%
Internal Services	2,251	3,706	3,706	3,706	0.0%
Capital Outlay	33,021	40,002	40,696	40,696	1.7%
Total	\$ 1,574,397	\$ 1,706,496	\$ 1,729,702	\$ 1,729,702	1.4%

**Financial Services Department
Total FY 2015/16 Expenditures: \$1,729,702**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Full-Time	14.00	14.00	14.00	14.00
Part-Time	0.50	0.50	0.50	0.50
Total	14.50	14.50	14.50	14.50

FINANCIAL SERVICES DEPARTMENT

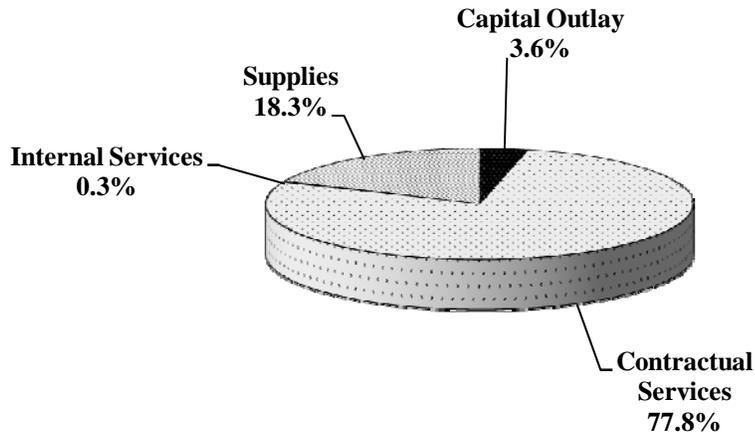
GENERAL SERVICES DIVISION

FUNDING SUMMARY

Program Account Code: 102-1400

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -	0.0%
Benefits	-	-	-	-	0.0%
Contractual Services	191,306	201,186	211,161	211,161	5.0%
Supplies	48,505	54,800	49,725	49,725	(9.3%)
Training and Travel	-	-	-	-	0.0%
Internal Services	703	808	808	808	0.0%
Capital Outlay	7,404	8,022	9,800	9,800	22.2%
Total	\$ 247,918	\$ 264,816	\$ 271,494	\$ 271,494	2.5%

**General Services Division
Total FY 2015/16 Expenditures: \$271,494**



FINANCIAL SERVICES DEPARTMENT

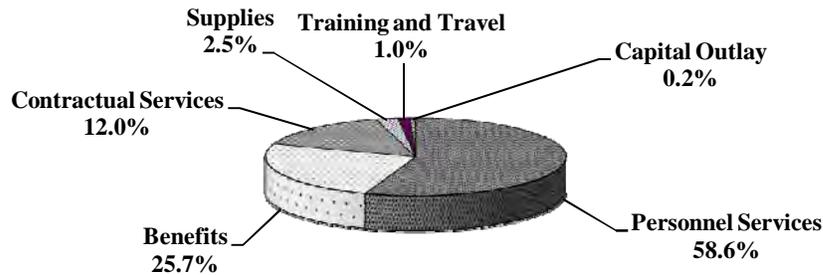
ACCOUNTING

FUNDING SUMMARY

Program Account Code: 102-1420

Item Account	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 427,214	\$ 428,093	\$ 440,493	\$ 440,493	2.9%
Benefits	184,811	201,886	197,568	197,568	(2.1%)
Contractual Services	96,382	117,320	122,545	122,545	4.5%
Supplies	21,802	18,957	18,853	18,853	(0.5%)
Training and Travel	9,580	10,000	10,000	10,000	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	3,627	3,000	5,000	5,000	66.7%
Total	\$ 743,416	\$ 779,256	\$ 794,459	\$ 794,459	2.0%

**Accounting Division
Total FY 2015/16 Expenditures: \$794,459**



PERSONNEL SUMMARY

Authorized Position	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Director	1.00	1.00	1.00	1.00
Assistant Director	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Financial Analyst	1.00 *	1.00 *	1.00 *	1.00 *
Accounting Technician- Senior	2.00	2.00	2.00	2.00
Payroll Coordinator	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Total	9.00	9.00	9.00	9.00

*Frozen Position

FINANCIAL SERVICES DEPARTMENT

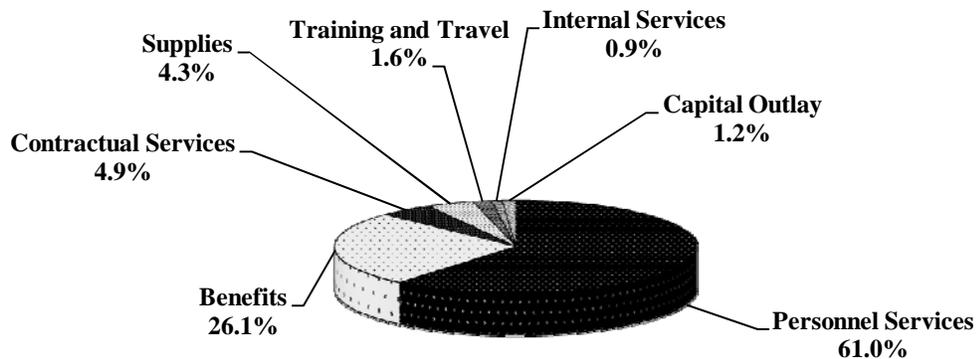
PURCHASING

FUNDING SUMMARY

Program Account Code: 102-1430

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 178,887	\$ 183,984	\$ 187,383	\$ 187,383	1.8%
Benefits	72,910	79,159	80,200	80,200	1.3%
Contractual Services	13,325	17,422	14,922	14,922	(14.3%)
Supplies	6,291	11,798	12,910	12,910	9.4%
Training and Travel	4,465	5,020	5,020	5,020	0.0%
Internal Services	1,548	2,898	2,898	2,898	0.0%
Capital Outlay	1,216	3,820	3,820	3,820	0.0%
Total	\$ 278,642	\$ 304,101	\$ 307,153	\$ 307,153	1.0%

**Purchasing Divison
Total FY 2015/16 Expenditures: \$307,153**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council Adopted
Purchasing Manager	1.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	1.00
Warehouse Supervisor	1.00	1.00	1.00	1.00
Warehouse Assistant (wage)	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50

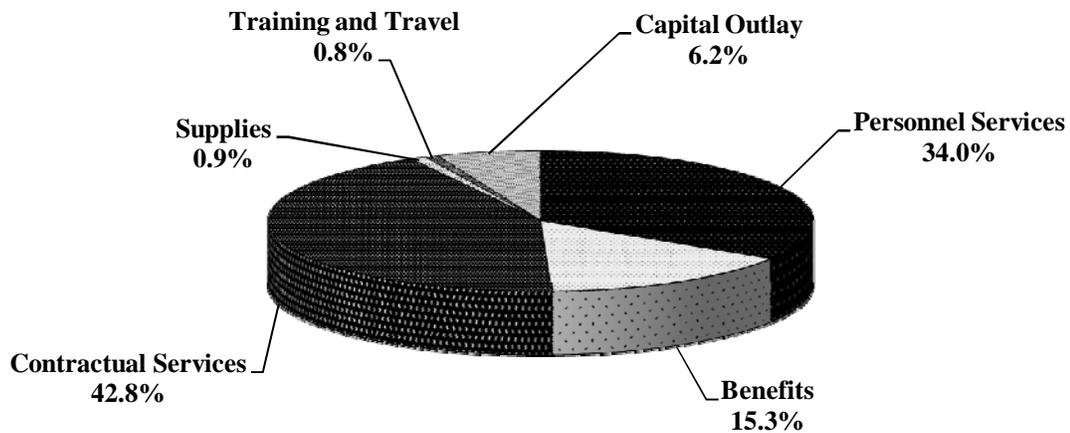
FINANCIAL SERVICES DEPARTMENT
MANAGEMENT INFORMATION SYSTEMS

FUNDING SUMMARY

Program Account Code: 102-1440

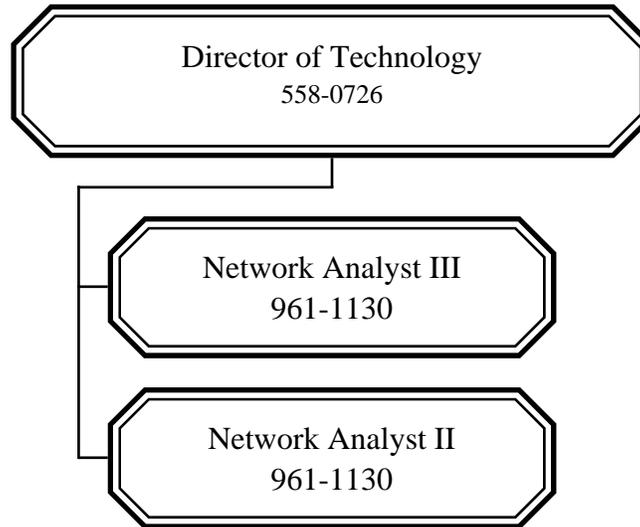
<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 114,847	\$ 117,773	\$ 121,366	\$ 121,366	3.1%
Benefits	50,029	54,343	54,550	54,550	0.4%
Contractual Services	115,734	155,062	152,609	152,609	(1.6%)
Supplies	2,397	3,255	3,265	3,265	0.3%
Training and Travel	640	2,730	2,730	2,730	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	20,774	25,160	22,076	22,076	(12.3%)
Total	\$ 304,421	\$ 358,323	\$ 356,596	\$ 356,596	(0.5%)

Management Information Systems
Total FY 2015/16 Expenditures: \$356,596



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
MIS Manager	1.00	1.00	1.00	1.00
MIS Application/ Support Specialist	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00



3 Full-Time Positions

TECHNOLOGY DEPARTMENT

NARRATIVE

The Technology Department ensures a reliable and secure information framework that supports the Town's primary duties of public safety and public services. The Department's focus is:

- Reliable, efficient, and secure technology operations
- Citizen oriented services
- Community outreach

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

- Installed new fiber optic connections to Fire Station 3, VTTI, and 2 traffic signals.
- Replace Transit vehicle data communications system with cellular and wireless.
- Made investments and upgrades to IT infrastructure for data backup, fiber optic systems, server consolidation, Internet services, email systems, security systems, and application information delivery.
- Continue community broadband initiatives and plans.
- Continue involvement with Transit TIGGER project
- Replace Town FTP system.
- Upgrade Town email system
- Complete IT infrastructure at Black House

FY 2015-2016 OBJECTIVES

- Install new Town wide digital telephone system
- Continue expansion of outdoor wireless data systems for all Town agencies
- Continue to work on community broadband projects and plans.
- Continue to work on PCI and CJIS security initiatives.
- Continue work on Regional 911 Authority initiatives.
- Continue investments in Town fiber, conduit, systems, security, and infrastructure improvements.
- Complete redundant fiber optic connections to Transit and Parks and Recreation.
- Work with all departments to improve decision support systems and databases.
- Develop Town wide document management system plan.

TECHNOLOGY	2012/2013 Actual *	2013/2014 Actuals*	2014/2015 Adopted*	2014/2015 Projected*	2015/2016 Proposed
Computers supported – Desktop and laptop	375	370	375	385	385
Network Aggregate uptime	99.50%	99.47%	99.16%	99.0%	99.0%
Mobile devices (laptops, phones, iPads, etc.)	175	150	150	160	160
Servers supported: Physical / Virtual	25 / 50	66	79	70	85
Maintenance Contract Cost / Percentage of budget	15.00%	14.44%	14.44%	15.00%	13.00%
Non-IT projects participated in	15	23	23	25	25
Facilities supported	23	25	25	26	28

* Data is based on a calendar year.

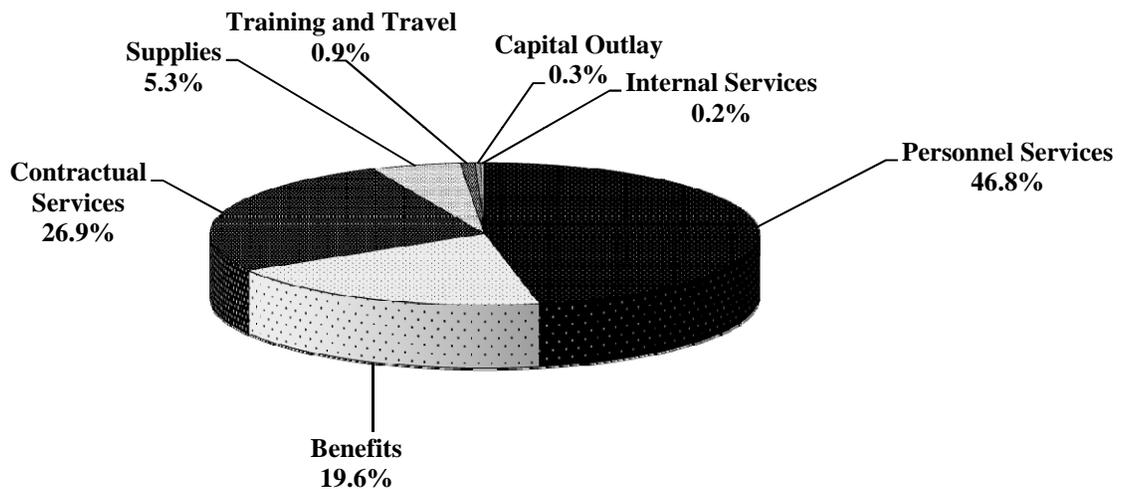
TECHNOLOGY DEPARTMENT

FUNDING SUMMARY

Program Account Code: 102-1541

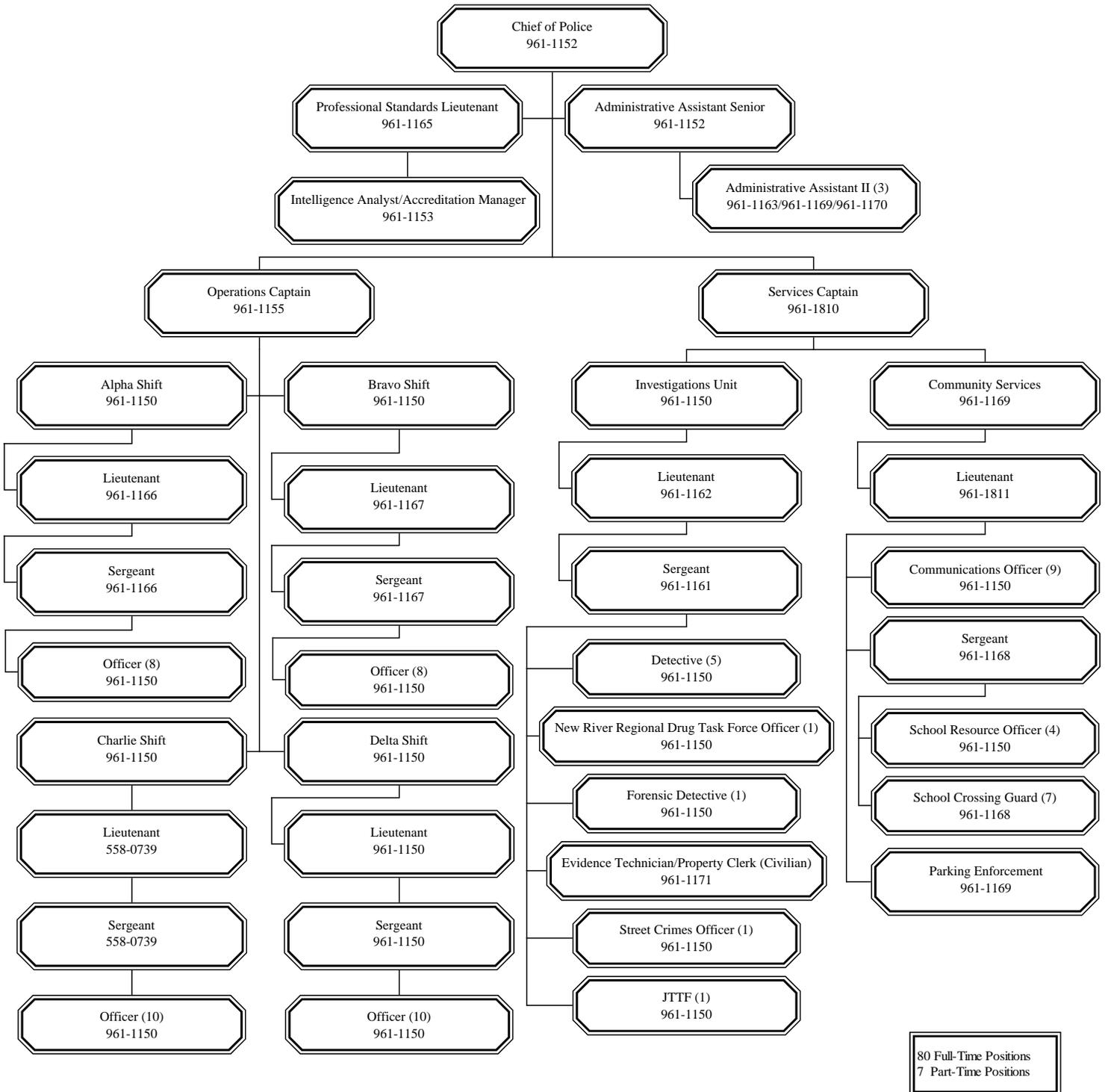
<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 240,795	\$ 245,364	\$ 254,364	\$ 254,364	3.7%
Benefits	98,346	105,992	106,541	106,541	0.5%
Contractual Services	130,710	162,655	146,428	146,428	(10.0%)
Supplies	28,017	29,440	28,615	28,615	(2.8%)
Training and Travel	2,756	4,675	4,700	4,700	0.5%
Internal Services	1,946	1,331	1,331	1,331	0.0%
Capital Outlay	698	1,200	1,560	1,560	30.0%
Total	\$ 503,268	\$ 550,657	\$ 543,539	\$ 543,539	(1.3%)

Technology Department Total FY 2015/16 Expenditures: \$543,539



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Director	1.00	1.00	1.00	1.00
Network Analyst II	1.00	1.00	1.00	1.00
Network Analyst III	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00



80 Full-Time Positions
 7 Part-Time Positions

POLICE DEPARTMENT

NARRATIVE

The mission of the Blacksburg Police Department is to provide exceptional service and protection through leadership and partnership with the community. Our vision is to serve as a dynamic, progressive and professional organization dedicated to maintaining community partnerships which promote a high quality of life for the Town's diverse population. The Department is committed to treating all people with dignity, fairness and respect, protecting their rights and providing equal protection under the law.

FY 2014-2015 ACCOMPLISHMENTS

- The department was actively involved in the lobby renovation project and the department space and building feasibility study. An architectural firm was employed and the lobby renovation is complete.
- New recruitment/retention and career development programs were created to address forecasted retirements and effective succession planning.
- A full-time Roving Resource Officer position was created to provide school safety for all elementary schools and the BHS campus.
- Two ageing canines were retired and replaced. One canine was replaced using a donation from a citizen and the other was replaced with Town funds.

FY 2015-2016 OBJECTIVES

- Continue to fund and administer new recruitment/retention and career development programs to address forecasted retirements and effective succession planning.
- Implement a full-time FBI/ Joint Terrorism Task Force Officer to enhance community security through coordinated investigation of national security threats and concerns.
- Develop transition/retention/financial strategy for migration of department personnel to the Regional Communications Center while providing for continued continuity of police service and increased customer service to the public at the police department.
- Continue to develop and invest in our highly successful community outreach programs, Be Safe Blacksburg and No Hokie Left Behind.

POLICE DEPARTMENT

POLICE DEPARTMENT	2012/2013 Actuals	2013/2014 Actuals	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Average Response Time (In Minutes)*	2:22	2:35	2:15	2:36	2:36
Number of Calls for Service	21,991	20,040	22,500	18,393	20,500
Number of Traffic Citations	4,261	3,530	4,500	2,505	3,000
Number of Reportable Traffic Crashes	445	452	350	551	450
Number of Overtime Hours Expended	4,322	5,174	4,500	6,025	6,500

*Response time totals were calculated for average response time for all calls as opposed to priority calls.

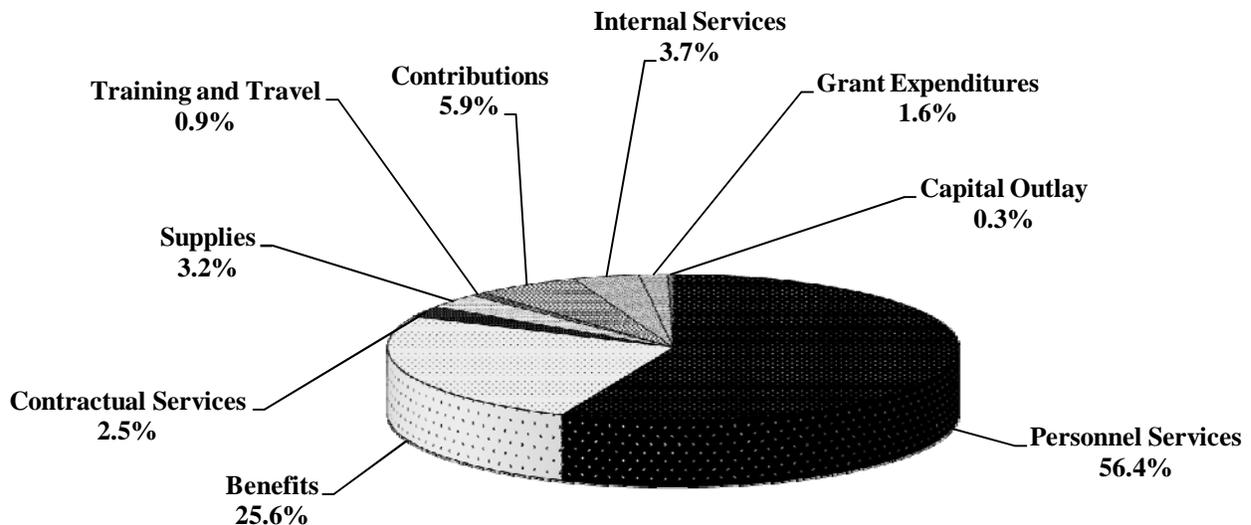
POLICE DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-3100, 102-3101, 102-3108

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 4,287,501	\$ 4,561,503	\$ 4,638,194	\$ 4,638,194	1.7%
Benefits	1,840,571	2,105,262	2,103,873	2,103,873	(0.1%)
Contractual Services	121,890	184,514	203,005	203,005	10.0%
Supplies	235,808	303,524	259,520	259,520	(14.5%)
Training and Travel	84,911	62,975	72,592	72,592	15.3%
Internal Services	260,815	306,146	306,146	306,146	0.0%
Capital Outlay	36,679	34,544	26,148	26,148	(24.3%)
Contributions	192,655	336,932	488,268	488,268	44.9%
Grant Expenditures	82,214	169,627	131,484	131,484	(22.5%)
Total	\$ 7,143,044	\$ 8,065,027	\$ 8,229,230	\$ 8,229,230	2.0%

**Police Department
Total FY 2015/16 Expenditures: \$8,229,230**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Full-Time	79.00	79.00	80.00	80.00
Part-Time	1.78	1.78	1.78	1.78
Total	80.78	80.78	81.78	81.78

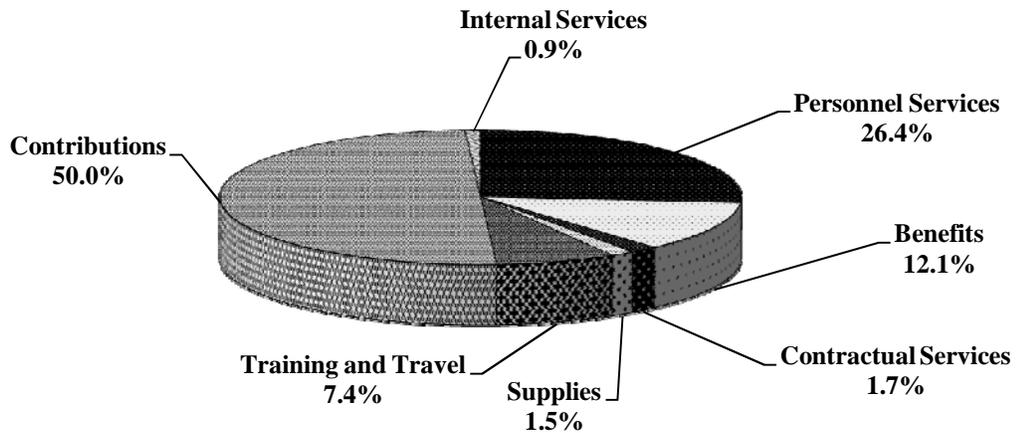
POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

FUNDING SUMMARY

Program Account Code: 102-3100

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2013/14</u>
Personnel Services	\$ 284,525	\$ 323,236	\$ 257,208	\$ 257,208	(20.4%)
Benefits	96,395	141,626	117,680	117,680	(16.9%)
Contractual Services	17,644	16,852	16,800	16,800	(0.3%)
Supplies	12,939	16,485	14,220	14,220	(13.7%)
Training and Travel	84,603	62,975	72,592	72,592	15.3%
Internal Services	5,080	9,206	9,206	9,206	0.0%
Capital Outlay	-	-	-	-	0.0%
Contributions	192,655	336,932	488,268	488,268	44.9%
Total	\$ 693,841	\$ 907,312	\$ 975,974	\$ 975,974	7.6%

Office of The Chief
Total FY 2015/16 Expenditures: \$975,974



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Chief of Police	1.00	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00	1.00
Administrative Assistant - Senior	1.00	1.00	1.00	1.00
Intelligence Analyst/ Accreditation Manager	0.00	1.00	1.00	1.00
Total	3.00	4.00	4.00	4.00

POLICE DEPARTMENT

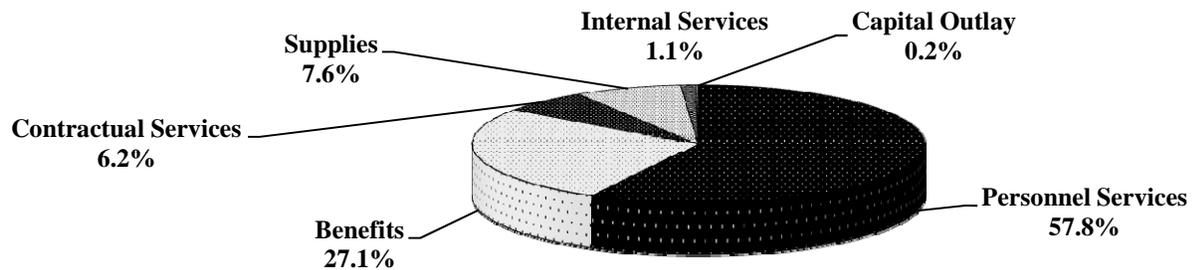
SERVICES

FUNDING SUMMARY

Program Account Code: 102-3101

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 1,594,455	\$ 1,677,847	\$ 1,721,220	\$ 1,721,220	2.6%
Benefits	703,368	817,368	807,201	807,201	(1.2%)
Contractual Services	104,246	167,662	186,205	186,205	11.1%
Supplies	210,176	265,589	227,950	227,950	(14.2%)
Training and Travel	308	-	-	-	0.0%
Internal Services	42,920	32,337	32,337	32,337	0.0%
Capital Outlay	5,127	11,100	5,000	5,000	(55.0%)
Total	\$ 2,660,600	\$ 2,971,903	\$ 2,979,913	\$ 2,979,913	0.3%

**Police Services Division
Total FY 2015/16 Expenditures: \$2,979,913**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Captain	1.00	1.00	1.00	1.00
Lieutenant	2.00	2.00	2.00	2.00
Sergeant	2.00	2.00	2.00	2.00
Officer/Detective	6/6	7/6	7/6	7/6
Communications Officer	9.00	9.00	9.00	9.00
Administrative Assistant	3.00	3.00	3.00	3.00
Parking Violations Officer	1.00	1.00	1.00	1.00
Evidence Technician/ Property Clerk	1.00	1.00	1.00	1.00
Intelligence Analyst	1.00	0.00	0.00	0.00
School Crossing Guard (wage)	1.78	1.78	1.78	1.78
Total	33.78	33.78	33.78	33.78

POLICE DEPARTMENT

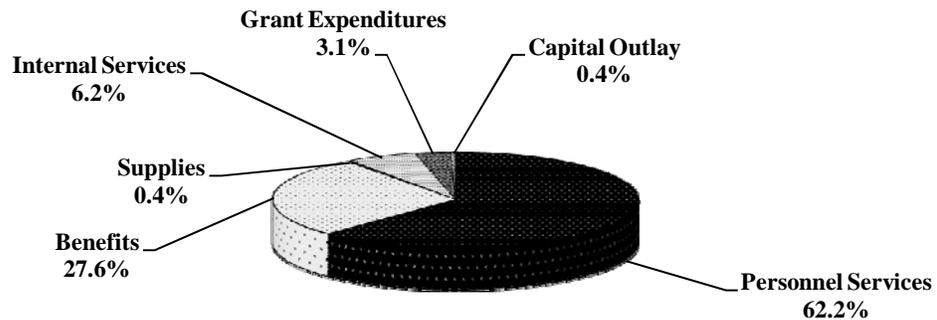
OPERATIONS

FUNDING SUMMARY

Program Account Code: 102-3108

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 2,408,521	\$ 2,560,420	\$ 2,659,766	\$ 2,659,766	3.9%
Benefits	1,040,808	1,146,268	1,178,992	1,178,992	2.9%
Contractual Services	-	-	-	-	0.0%
Supplies	12,693	21,450	17,350	17,350	(19.1%)
Training and Travel	-	-	-	-	0.0%
Internal Services	212,815	264,603	264,603	264,603	0.0%
Capital Outlay	31,552	23,444	21,148	21,148	(9.8%)
Grant Expenditures	82,214	169,627	131,484	131,484	(22.5%)
Total	\$ 3,788,603	\$ 4,185,812	\$ 4,273,343	\$ 4,273,343	2.1%

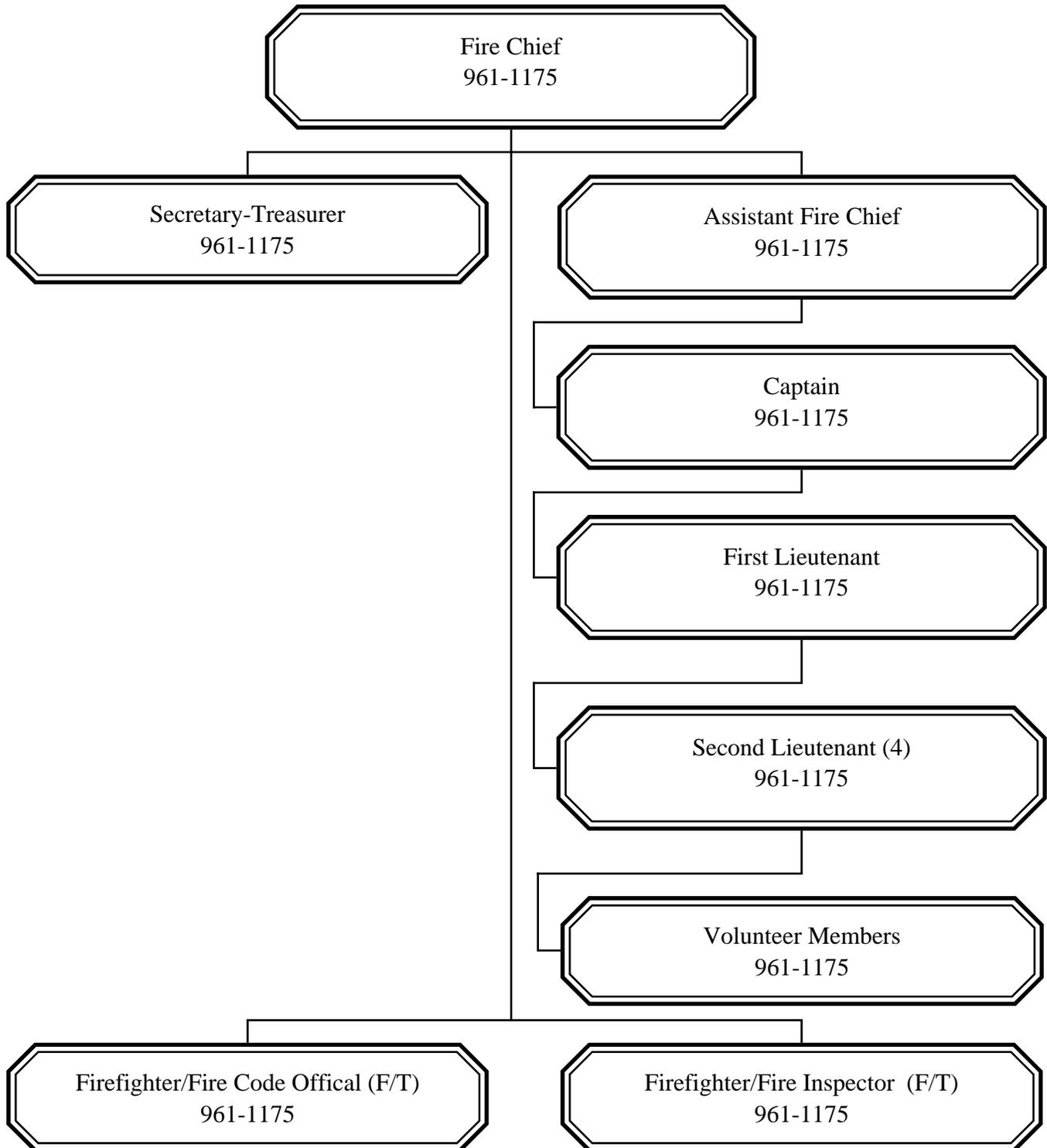
**Police Operations Division
Total FY 2015/16 Expenditures: \$4,273,343**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Captain	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00
Sergeant	4.00	4.00	4.00	4.00
Officer	35.00	34.00	35.00	35.00
Total	44.00	43.00	44.00	44.00

Volunteer Fire Department
Organization Chart



2 Full-Time Positions

VOLUNTEER FIRE DEPARTMENT

NARRATIVE

The Blacksburg Fire Department's Mission is to protect life, environment, and property in the Town of Blacksburg, Virginia Tech, and the area of Montgomery County surrounding the Town. We strive to provide such services as public fire education, inspections, fire prevention, fire suppression, and hazardous materials containment.

FY 2014-2015 ACCOMPLISHMENTS

- New equipment truck placed in service
- Hired new fire inspector/fire fighter

FY 2015-2016 OBJECTIVES

- Construct a burn building at the training center.
- Complete the build-out of the second floor at Fire Station 3.
- Expand UHF radios to all vehicles.
- Add UHF repeater in Ellett Valley.

FIRE DEPARTMENT	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Total Number of Incidents	992	944	950	950	950
Number of Calls (Town)	52%	53%	50%	50%	50%
Number of Calls (County)	16%	13%	16%	16%	16%
Number of Calls (Virginia Tech)	31%	33%	33%	33%	33%
Number of Calls (Mutual Aid)	1%	1%	1%	1%	1%
Estimated Losses (Town)	\$ 95,050	\$ 296,725	-	-	-
Estimated Losses (County)	\$ 272,702	\$ 199,750	-	-	-
Estimated Losses (Virginia Tech)	\$ 1,000	-	-	-	-
Total Estimated Losses	\$ 368,752	\$ 496,475	-	-	-
Overall Average Response Time (In Minutes)	5.15	5.25	4.75	5.00	5.00

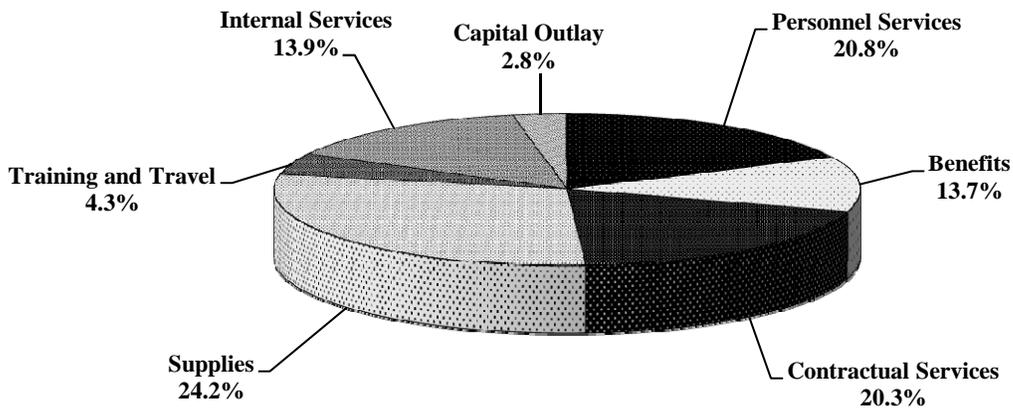
VOLUNTEER FIRE DEPARTMENT

FUNDING SUMMARY

Program Account Code: 102-3202

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 100,798	\$ 102,591	\$ 94,421	\$ 94,421	(8.0%)
Benefits	58,246	67,207	61,650	61,650	(8.3%)
Contractual Services	84,333	102,944	100,855	100,855	(2.0%)
Supplies	135,966	139,003	153,558	153,558	10.5%
Training and Travel	28,207	21,700	23,900	23,900	10.1%
Internal Services	89,145	61,990	74,945	74,945	20.9%
Capital Outlay	14,169	15,460	15,460	15,460	0.0%
Total	\$ 510,864	\$ 510,895	\$ 524,789	\$ 524,789	2.7%

**Volunteer Fire Department
Total FY 2015/16 Expenditures \$524,789**

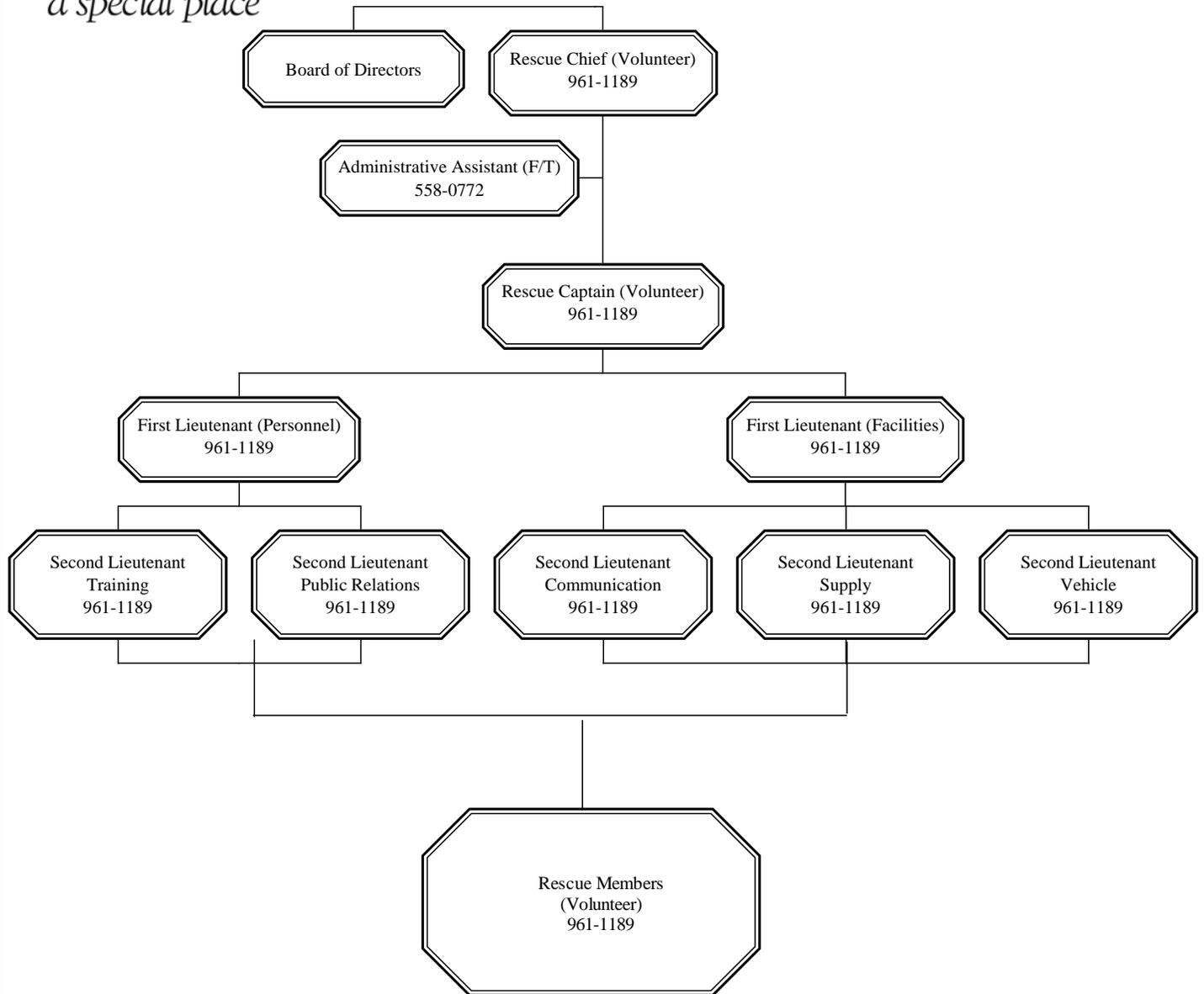


PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Fightfighter/Fire Code				
Official	1.00	1.00	1.00	1.00
Fightfighter/Fire Inspector	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Volunteer Rescue Squad

Organization Chart



1 Full-Time Positions

VOLUNTEER RESCUE SQUAD

NARRATIVE

The Blacksburg Volunteer Rescue Squad (BVRS), a Virginia non-profit organization, provides professional, courteous, responsive, and valuable emergency medical services that enable residents and visitors to enjoy a high quality of life within a planned diverse community. BVRS provides a high state of system readiness that ensures safe, efficient, effective rescue, emergency medical care, hazardous materials incident, and disaster response. The public receives the benefit of community safety, high quality onsite emergency medical care, and timely transportation to the nearest appropriate critical care facility. BVRS is committed to being a resource for the education of the community on issues pertaining to public safety and emergency care.

FY 2014-2015 ACCOMPLISHMENTS

- Completed first phase of UHF radio transition enabling interoperability with local emergency services
- Broke ground on new rescue station and completed majority of design and plans
- Implemented fleet-wide broadband internet connectivity with mobile gateways
- Expanded technical rescue capabilities, primarily in Water Rescue, Wilderness Search and Rescue, etc
- Became an internationally recognized leader in EMS integration in Active Shooter Response
- Hosted and coordinated numerous multi-agency emergency drills
- Ordered new heavy duty crash truck
- Set a new standard for scene command presence and organization with mobile command solutions

FY 2015-2016 OBJECTIVES

- Complete the construction and transition into the new Rescue Building
- Complete phase two of UHF radio transition by improving infrastructure and coverage
- Continue to expand and improve current technical rescue abilities and add a cave rescue team

RESCUE SQUAD	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Number of Training Hours	6,951	10,516	7,645	8,200	8,400
Number of Calls	2,473	3,181	2,720	2,452	2,700
Time Clock Volunteer Hours	77,481	96,698	85,229	66,229	80,000
Average Response Time – Town (minutes)	7	6	6	7	6
Average Response Time – County (minutes)	11	10	10	11	10
Average Reaction Time – Town (minutes)	2	2	2	2	2
Average Reaction Time – County (minutes)	2	2	2	3	2
Mutual Aid Calls	38	57	42	27	35

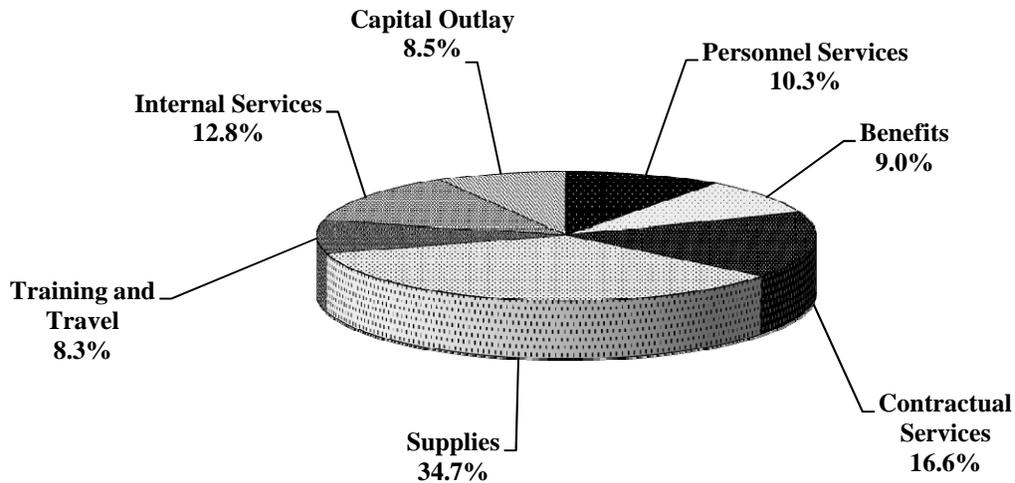
VOLUNTEER RESCUE SQUAD

FUNDING SUMMARY

Program Account Code: 102-3203

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 47,920	\$ 48,932	\$ 50,431	\$ 50,431	3.1%
Benefits	33,980	44,405	44,050	44,050	(0.8%)
Contractual Services	58,085	72,915	81,383	81,383	11.6%
Supplies	203,995	188,911	170,425	170,425	(9.8%)
Training and Travel	33,088	35,600	40,600	40,600	14.0%
Internal Services	52,398	62,704	62,704	62,704	0.0%
Capital Outlay	16,683	47,056	42,000	42,000	(10.7%)
Total	\$ 446,149	\$ 500,523	\$ 491,593	\$ 491,593	(1.8%)

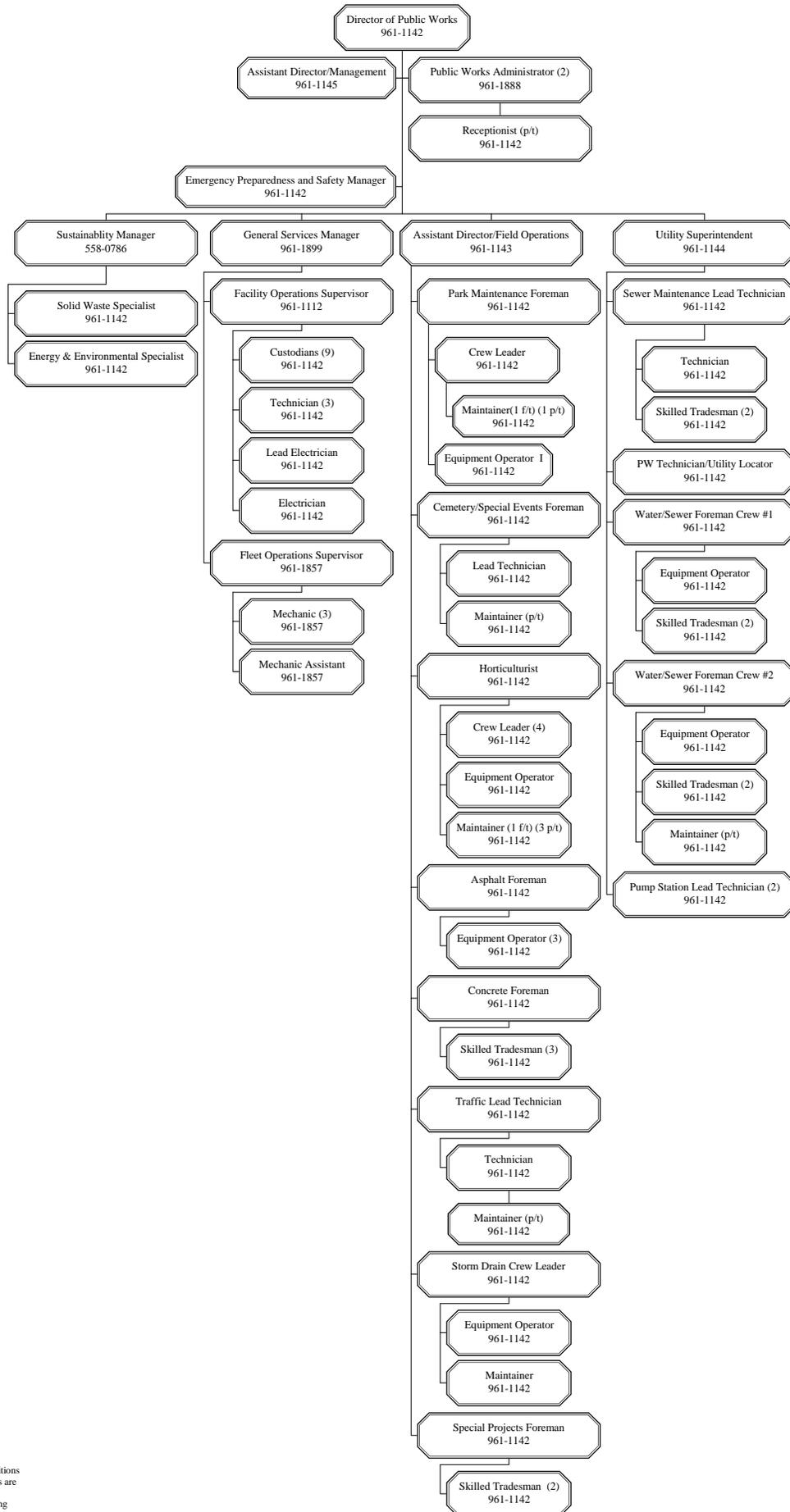
**Volunteer Rescue Squad
Total FY 2015/16 Expenditures: \$491,593**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Administrative Assistant - Senior	1.00	1.00	1.00	1.00
Lead Station Attendant	0.63 *	0.00	0.00	0.00
Total	1.63	1.00	1.00	1.00

*Frozen Position



78 Full-Time Positions
11 Part-Time Positions

55 positions are funded in the General Fund, 17 positions are funded in the Water and Sewer Fund, 5 positions are funded in the Equipment Operations Fund, and 2 positions are funded in the Solid Waste and Recycling Fund.

NARRATIVE

The Public Works Department is committed to providing high quality services to the public in a timely and professional manner. Our mission includes the use of progressive and innovative methods of enhancing and maintaining public facilities, infrastructure, and landscape.

FY 2014-2015 ACCOMPLISHMENTS

- Constructed first phase of the Five Chimneys Landscape Project
- Constructed Bicentennial Trail Connection at Alexander Black House and Thomas Conner House.
- Constructed the Glade Road Realignment Project.
- Constructed Grissom Lane Road Hazard mitigation project.
- Matched VDOT Revenue Sharing funds with labor and equipment for various storm drain improvements and road and sidewalk hazards removal.
- Fully implemented the salt brine program for use in winter snow and ice removal operations.
- Installed landscaping improvements at the Municipal Building.
- Completed contract pavement rating and evaluation to establish resurfacing priorities and forecast future improvements and began E-pavement process.
- Completed the Police Department main entrance and lobby renovation project.

FY 2015-2016 OBJECTIVES

- Begin construction of the new cemetery building and maintenance yard.
- Install hardscape improvements in accordance with the schematic plan for the Municipal Building.
- Continue improvements to Town facilities to include repairing corrosion on the Garage's metal siding, replacing corroded safety railings near roof top equipment, and installing a weather tight basement access door at the Price House.
- Repave the Harrell Street employee parking lot, Alexander Black House, and Thomas Conner House lots.
- Complete the hardscape for the Alexander Black House and Thomas Conner House.
- Replace the roof and waterproof exterior building envelope at the Municipal Building.
- Complete the roof replacement at the Senior Center.
- Repair masonry cracks at the Community Center.
- Continue to implement a departmental employee training and professional development program to improve safety, technical skills and enhance operational efficiency.
- Continue to oversee and monitor PW safety performance with an objective of no lost time due to injuries.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
<i>General Services Division:</i>					
Mechanic Billable Hours	73%	80%	85%	77%	85%
Custodian Billable Hours	94%	85%	85%	95%	85%
Maintainer Billable Hours	86%	85%	85%	76%	85%
<i>Occupational Safety:</i>					
Number of Annual Worker's Comp Injuries*	6	6	-	5	-
<i>Field Operations Division:</i>					
Total State Highway Expenses /State Highway Revenue	1.76	1.14	1.0	1.0	1.0
<i>Environmental & Sustainability Division:</i>					
Annual Emissions in tons CO2 equivalent for town facilities and fleet	4,649	4,138	4,098	4,138	4,000

NOTE * = calendar basis.

PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY

NARRATIVE

The Environmental Management and Sustainability Division works with employees and the community at large to promote awareness of the environment, affect change, enhance the quality of life and community resiliency, and act as an information resource on environmental and sustainability issues.

FY 2014-2015 ACCOMPLISHMENTS

- Worked with community partners to create and launch the “Solarize Blacksburg” initiative, which generated more than \$1.1 million dollars in renewable energy and jobs.
- Partnered with Virginia Tech and Sustainable Blacksburg to present the eighth annual Sustainability Week 2014.
- Filled the position for the Energy & Environmental Specialist to administer the EMS program, lead departmental staff on the “Green Team”, lead Blacksburg’s participation in the DEQ Virginia Environmental Excellence Program (VEEP), and oversee efforts to reduce energy use and expenditures in Municipal buildings, vehicles, and operations.
- Awarded a “Gold” rating in the Virginia Municipal League’s Green Government Challenge for 2014.
- Re-started the Climate Action Plan process; finalized goals, objectives, and strategies; developed a consumer version of the Climate Action Plan’s technical report.
- Continued to participate in the State Electronics Challenge.
- Continued to participate in the STAR (Sustainability Tools for Assessing and Rating) Communities program.
- Continued to measure and report energy use for each Town owned facilities.
- Performed energy assessments on eight high energy-intensity municipal buildings.

FY 2015-2016 OBJECTIVES

- Explore the technical feasibility and cost-effectiveness of installing photovoltaic panels on municipal facilities.
- Oversee the creation of a Municipal Energy Reduction Plan by the Energy & Environmental Specialist.
- Launch implementation of the Georgetown University Energy Prize’s Year 1 strategies.
- Continue the Environmental Management System (EMS) program.
- Launch a second Solarize Blacksburg initiative, to include residents in all of Montgomery County, and to include an emphasis on weatherization.
- Continue to monitor key indicators of community energy use and other measures of resource consumption from Town operations and resultant greenhouse gas emissions.
- Continue to assist the New River Planning District Commission (NRVPDC) on the NRV Livability Initiative as a Leadership Team member, and key implementation partner.
- Initiate the energy efficiency capital construction projects at the aquatic and community center facilities.

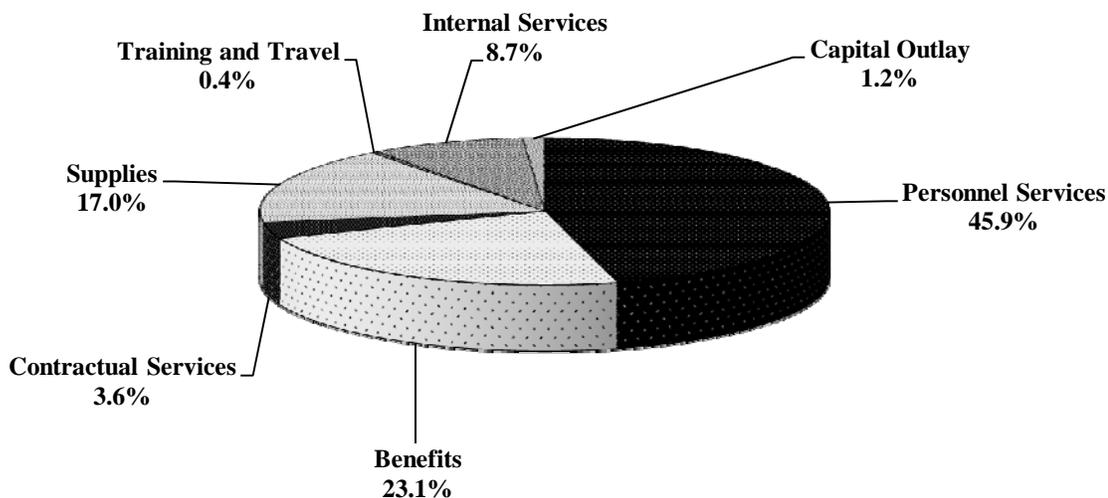
PUBLIC WORKS DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-4100, 102-4101, 102-4102, 102-4103, 102-4105, 102-4106, 102-4110, 102-4131, 102-4135, 102-4138, 102-4142, 102-4144, 102-4146, 102-4147

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 2,193,913	\$ 2,296,859	\$ 2,391,863	\$ 2,391,863	4.1%
Benefits	1,033,861	1,199,530	1,202,667	1,202,667	0.3%
Contractual Services	177,816	215,915	187,481	187,481	(13.2%)
Supplies	688,437	750,244	885,691	885,691	18.1%
Training and Travel	13,144	11,033	21,563	21,563	95.4%
Internal Services	496,190	455,848	455,848	455,848	0.0%
Capital Outlay	28,952	78,779	64,792	64,792	(17.8%)
Total	\$ 4,632,313	\$ 5,008,208	\$ 5,209,905	\$ 5,209,905	4.0%

Public Works Department Total FY 2015/16 Expenditures: \$5,209,905



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Full-Time	54.00	55.00	55.00	55.00
Part Time	3.89	3.89	6.28	6.28
Total	57.89	58.89	61.28	61.28

PUBLIC WORKS DEPARTMENT

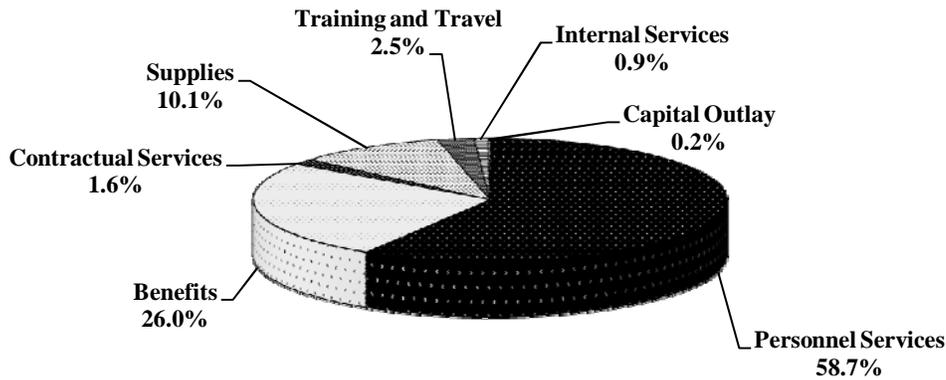
ADMINISTRATION

FUNDING SUMMARY

Program Account Code: 102-4100

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 348,727	\$ 371,261	\$ 384,066	\$ 384,066	3.4%
Benefits	144,210	168,350	170,006	170,006	1.0%
Contractual Services	16,181	10,650	10,450	10,450	(1.9%)
Supplies	45,730	70,245	66,045	66,045	(6.0%)
Training and Travel	5,558	4,862	16,262	16,262	234.5%
Internal Services	5,119	5,941	5,941	5,941	0.0%
Capital Outlay	524	1,160	1,160	1,160	0.0%
Total	\$ 566,049	\$ 632,469	\$ 653,930	\$ 653,930	3.4%

**Administration Division
Total FY 2015/16 Expenditures: \$653,930**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Director	1.00	1.00	1.00	1.00
Accounting Technician - Senior	2.00	2.00	2.00	2.00
ER Preparedness/ Safety Manager	1.00	1.00	1.00	1.00
Assistant Director - Management	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00

PUBLIC WORKS DEPARTMENT

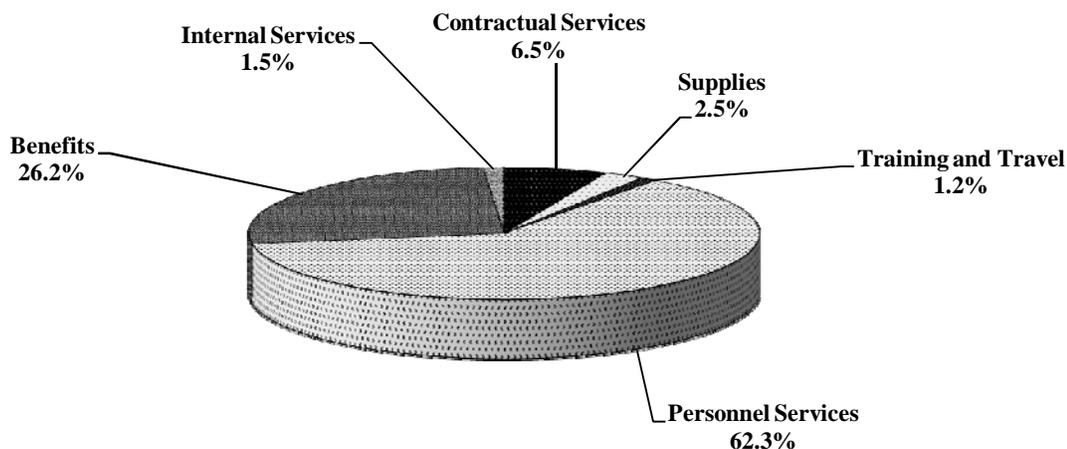
ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY DIVISION

FUNDING SUMMARY

Program Account Code: 102-4110

Item Account	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 57,059	\$ 84,469	\$ 87,268	\$ 87,268	3.3%
Benefits	21,575	42,329	36,703	36,703	(13.3%)
Contractual Services	4,950	10,000	9,150	9,150	(8.5%)
Supplies	3,135	1,700	3,550	3,550	108.8%
Training and Travel	992	1,480	1,480	1,480	0.0%
Internal Services	2,412	1,865	1,865	1,865	0.0%
Capital Outlay	-	-	-	-	0.0%
Grant Expenditures	-	-	-	-	0.0%
Total	\$ 90,123	\$ 141,843	\$ 140,016	\$ 140,016	(1.3%)

**Environmental Management and Sustainability Division
Total FY 2015/16 Expenditures: \$140,016**



PERSONNEL SUMMARY

Authorized Position	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Sustainability Manager	1.00	1.00	1.00	1.00
Energy & Environmental Specialist	0.00	1.00	1.00	1.00
Total	1.00	2.00	2.00	2.00

PUBLIC WORKS DEPARTMENT

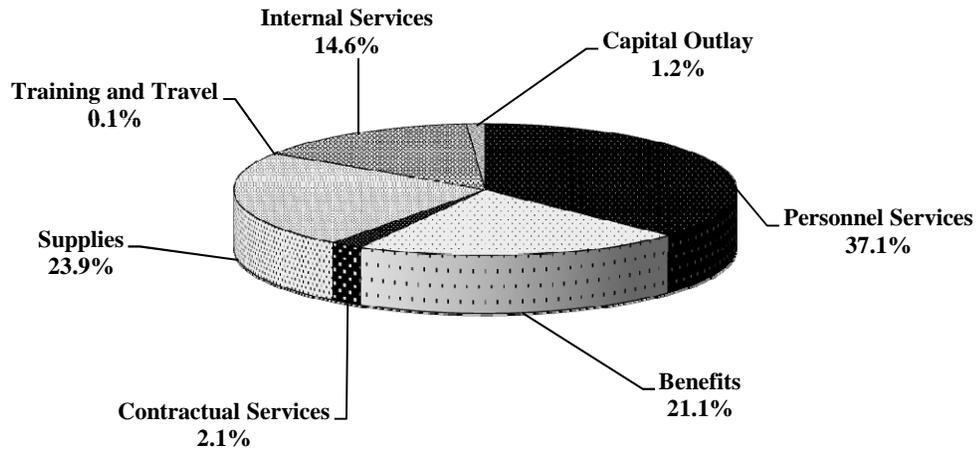
STREETS DIVISION

FUNDING SUMMARY

Program Account Codes: 102-4101, 102-4102, 102-4103, 102-4105, 102-4106 , 102-4138

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 726,893	\$ 743,507	\$ 744,511	\$ 744,511	0.1%
Benefits	357,545	401,410	424,166	424,166	5.7%
Contractual Services	6,708	61,609	41,200	41,200	(33.1%)
Supplies	391,022	385,774	478,777	478,777	24.1%
Training and Travel	6,200	3,070	2,200	2,200	(28.3%)
Internal Services	299,624	293,267	293,267	293,267	0.0%
Capital Outlay	21,913	67,171	23,184	23,184	(65.5%)
Total	\$ 1,809,905	\$ 1,955,808	\$ 2,007,305	\$ 2,007,305	2.6%

**Streets Divison
Total FY 2015/16 Expenditures: \$2,007,305**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Assistant Director -				
Field Operations	1.00	1.00	1.00	1.00
Foreman	3.00	3.00	3.00	3.00
Equipment Operator	6.00 *	6.00	6.00	6.00
Technician	2.00	2.00	2.00	2.00
Maintainer	6.00	7.00 *	6.00 *	6.00 *
Total	18.00	19.00	18.00	18.00

*One of these positions is frozen

PUBLIC WORKS DEPARTMENT

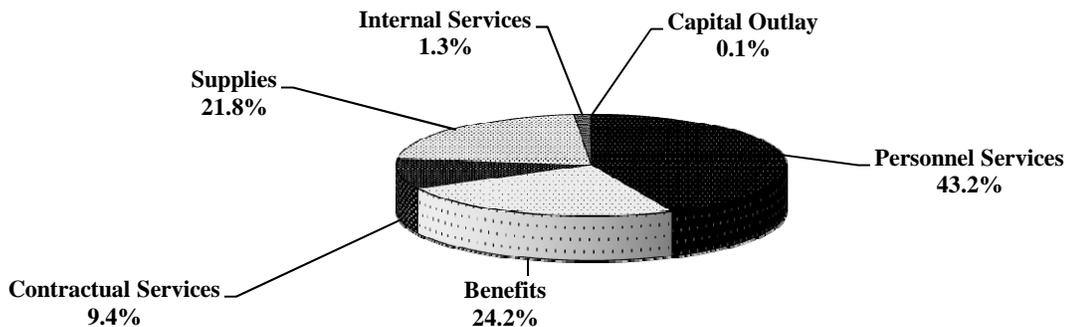
PROPERTY DIVISION

FUNDING SUMMARY

Program Account Codes: 102-4131, 102-4135

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 403,000	\$ 411,755	\$ 438,058	\$ 438,058	6.4%
Benefits	204,551	244,958	245,289	245,289	0.1%
Contractual Services	129,935	102,526	95,551	95,551	(6.8%)
Supplies	193,750	214,766	220,700	220,700	2.8%
Training and Travel	-	-	-	-	0.0%
Internal Services	21,497	13,314	13,314	13,314	0.0%
Capital Outlay	-	1,000	1,000	1,000	0.0%
Total	\$ 952,733	\$ 988,319	\$ 1,013,912	\$ 1,013,912	2.6%

**Property Division
Total FY 2015/16 Expenditures: \$1,013,912**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Facility Operations				
Supervisor	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Technician	3.00	3.00	3.00	3.00
Custodian	8.00	8.00	9.00	9.00
Total	13.00	13.00	14.00	14.00

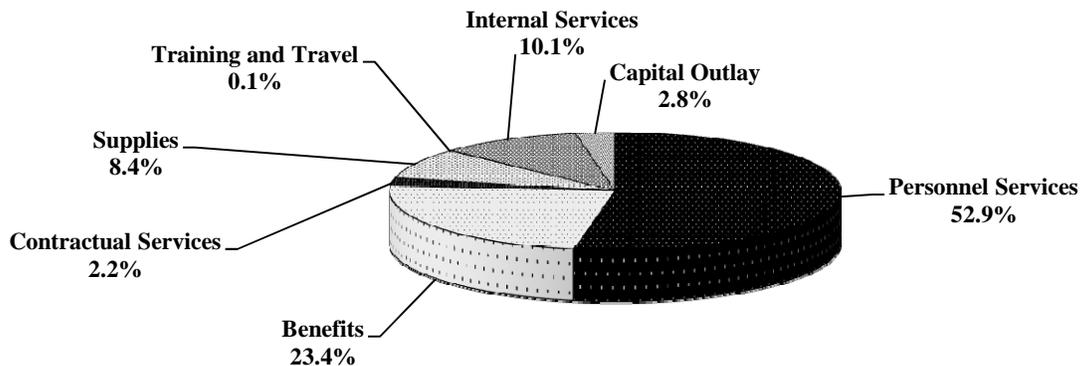
PUBLIC WORKS DEPARTMENT
LANDSCAPE MAINTENANCE DIVISION

FUNDING SUMMARY

Program Account Codes: 102-4142, 102-4144, 102-4146, 102-4147

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 658,234	\$ 685,867	\$ 737,960	\$ 737,960	7.6%
Benefits	305,980	342,483	326,503	326,503	(4.7%)
Contractual Services	20,042	31,130	31,130	31,130	0.0%
Supplies	54,800	77,759	116,619	116,619	50.0%
Training and Travel	394	1,621	1,621	1,621	0.0%
Internal Services	167,538	141,461	141,461	141,461	0.0%
Capital Outlay	6,515	9,448	39,448	39,448	317.5%
Total	\$ 1,213,503	\$ 1,289,769	\$ 1,394,742	\$ 1,394,742	8.1%

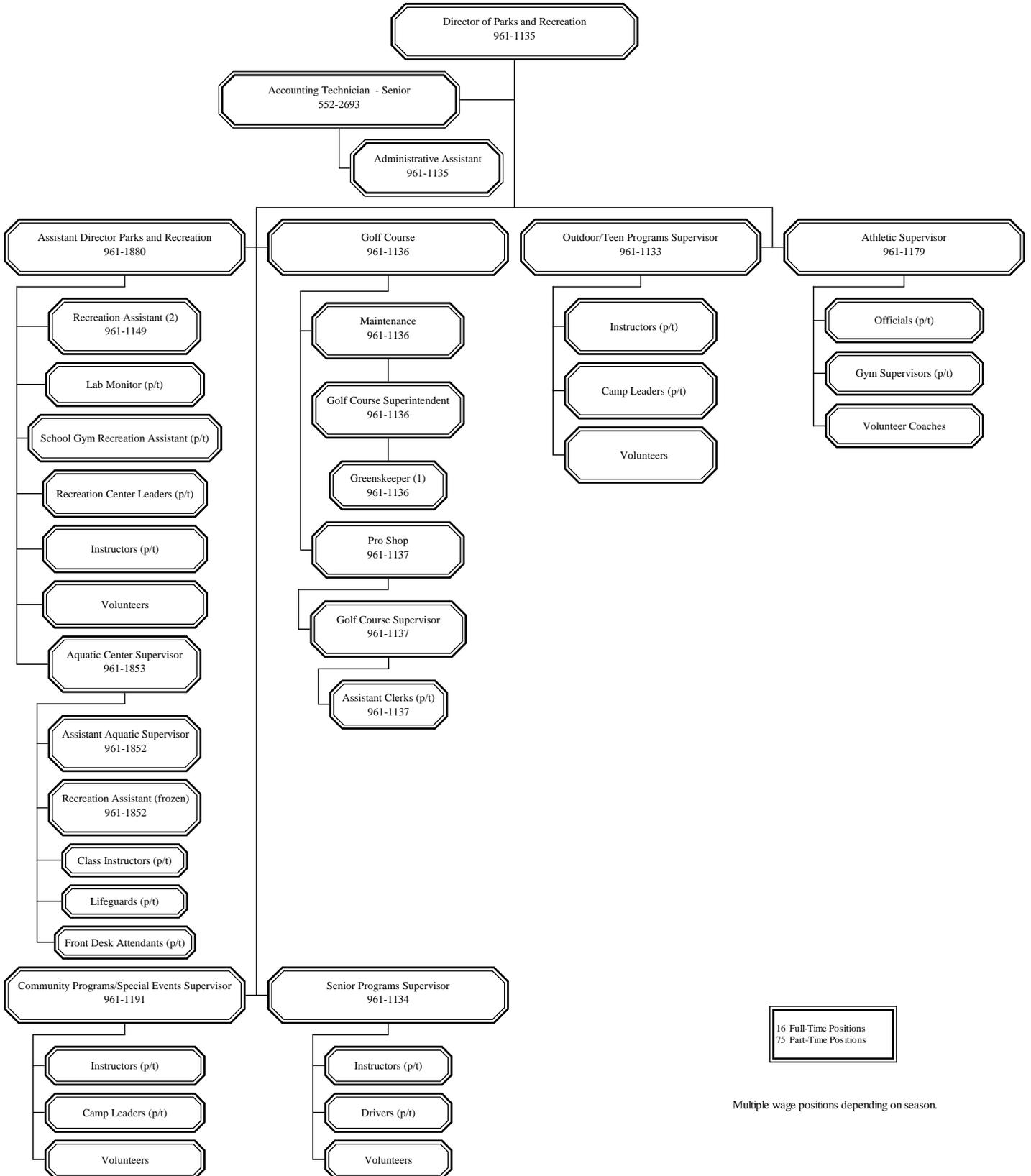
Landscape Maintenance Division
Total FY 2015/16 Expenditures: \$1,394,742



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Foreman	2.00	2.00	2.00	2.00
Horticulturist	1.00	1.00	1.00	1.00
Technician	1.00	1.00	1.00	1.00
Maintainer	11.00 *	11.00 *	10.00	10.00
Equipment Operator	2.00	2.00	2.00	2.00
Laborers (wage)	3.89	3.89	6.28	6.28
Total	20.89	20.89	22.28	22.28

*One of these positions is frozen



16 Full-Time Positions
 75 Part-Time Positions

Multiple wage positions depending on season.

PARKS AND RECREATION DEPARTMENT

NARRATIVE

To provide inclusive facilities, in conjunction with schools and private organizations, that present a variety of recreational amenities including passive and active programs for residents of all ages.

FY 2014-2015 ACCOMPLISHMENTS

- Purchased Sheffield parcel park land with assistance of the Friends of the Huckleberry.
- Started construction of walking track and sports fields at the Park at South Point.
- Refined our on-line registration process and upgraded our department's website.
- Implemented staff training on customer service, safety and departmental procedures.
- Completed design of the last section of the Huckleberry Trail to connect to the Heritage Park.

FY 2015-2016 OBJECTIVES

- Purchase the old high school site for a new indoor recreational facility and park.
- Continue to develop and add park amenities to the Park at South Point.
- Construct the last section of the Huckleberry Trail to connect to the Heritage Park.
- Build a mountain bike skills park at the Gateway Park.

PARKS AND RECREATION	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Programs Offered	1005	1,025	1025	1,250	1,250
Recreation Center – People entering	149,950	150,500	150,500	150,500	150,500
Picnic Shelter Rentals	535	535	535	575	575
Aquatic Center – People entering	32,226	38,000	38,000	39,000	39,000
Golf Course – Rounds played	10,650	14,500	14,500	11,000	11,000
Price House Nature Center – People entering	3,500	3,500	3,500	5,000	5,000

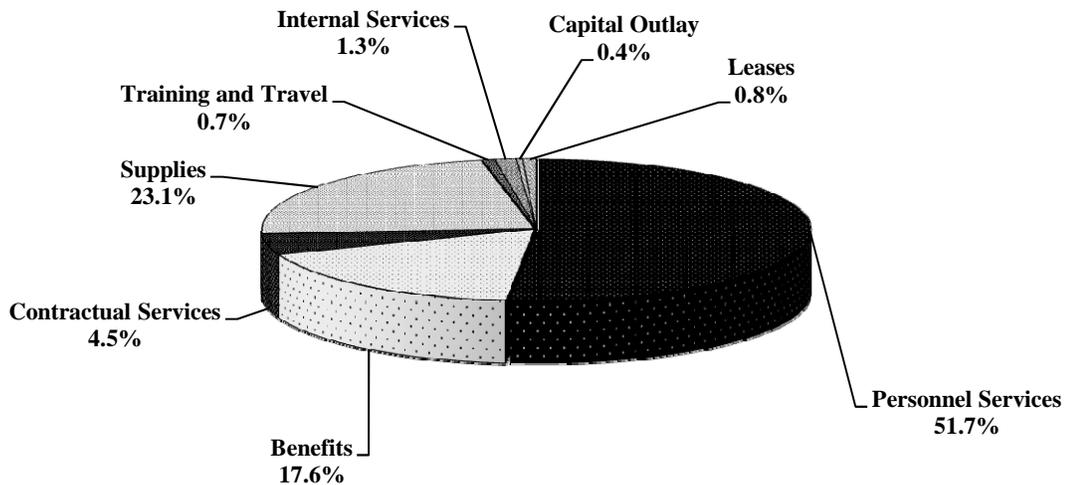
PARKS AND RECREATION DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-7106, 102-7110, 102-7111, 102-7120, 102-7121, 102-7131, 102-7141, 102-7151, 102-7161, 102-7171, 102-7191

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 1,098,580	\$ 1,135,428	\$ 1,155,526	\$ 1,155,526	1.8%
Benefits	361,178	403,028	392,854	392,854	(2.5%)
Contractual Services	87,906	117,316	101,448	101,448	(13.5%)
Supplies	429,157	481,050	516,191	516,191	7.3%
Training and Travel	11,295	15,344	15,944	15,944	3.9%
Internal Services	31,015	28,006	28,006	28,006	0.0%
Capital Outlay	22,005	8,500	8,500	8,500	0.0%
Leases	24,747	23,327	17,870	17,870	(23.4%)
Total	\$ 2,065,883	\$ 2,211,999	\$ 2,236,339	\$ 2,236,339	1.1%

Parks and Recreation Department Total FY 2015/16 Expenditures: \$2,236,339



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Full-Time	16.00	16.00	16.00	16.00
Part-Time	0.50	0.50	0.50	0.50
Wage	24.62	24.89	25.76	25.76
Total	41.12	41.39	42.26	42.26

PARKS AND RECREATION DEPARTMENT

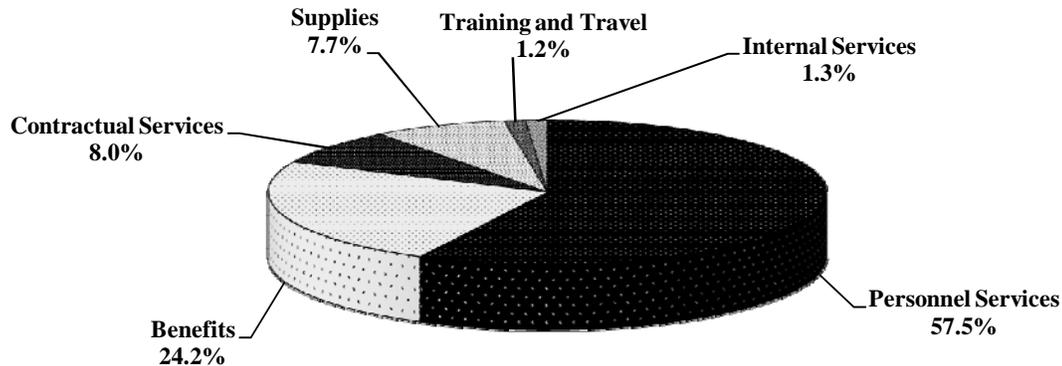
ADMINISTRATION DIVISION

FUNDING SUMMARY

Program Account Code: 102-7110

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 174,950	\$ 185,142	\$ 190,613	\$ 190,613	3.0%
Benefits	76,683	83,468	80,333	80,333	(3.8%)
Contractual Services	24,792	30,452	26,509	26,509	(12.9%)
Supplies	21,406	24,740	25,615	25,615	3.5%
Training and Travel	2,575	4,091	4,091	4,091	0.0%
Internal Services	4,676	4,202	4,202	4,202	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 305,082	\$ 332,095	\$ 331,363	\$ 331,363	(0.2%)

**Administration Division
Total FY 2015/16 Expenditures: \$331,363**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant	0.50 *	0.50 *	0.00	0.00
Accounting Technician - Senior	1.00	1.00	1.00	1.00
Clerical (wage)	0.00	0.50	0.50	0.50
Total	3.50	4.00	3.50	3.50

*Position is frozen

PARKS AND RECREATION DEPARTMENT

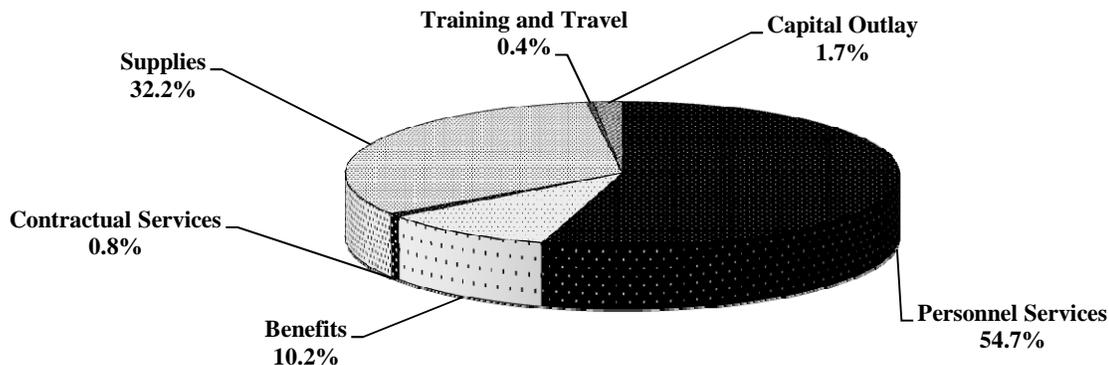
INDOOR AQUATIC DIVISION

FUNDING SUMMARY

Program Account Code: 102-7106

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 262,356	\$ 265,609	\$ 272,648	\$ 272,648	2.7%
Benefits	46,087	49,325	50,994	50,994	3.4%
Contractual Services	3,624	15,330	3,830	3,830	(75.0%)
Supplies	130,752	144,970	160,770	160,770	10.9%
Training and Travel	2,443	1,800	1,800	1,800	0.0%
Capital Outlay	-	8,500	8,500	8,500	0.0%
Total	\$ 445,262	\$ 485,534	\$ 498,542	\$ 498,542	2.7%

**Indoor Aquatic Division
Total FY 2015/16 Expenditures: \$498,542**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Aquatic Supervisor	1.00	1.00	1.00	1.00
Assistant Aquatic Supervisor	1.00	1.00	1.00	1.00
Recreation Assistant	1.00 *	1.00 *	1.00 *	1.00 *
Lifeguards/Instructors (wage)	8.71	8.98	9.37	9.37
Desk Attendants (wage)	3.55	3.05	2.85	2.85
Total	15.26	15.03	15.22	15.22

*Position is frozen

PARKS AND RECREATION DEPARTMENT

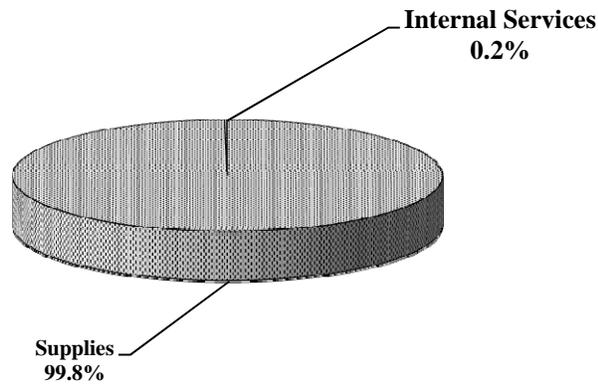
PARKS DIVISION

FUNDING SUMMARY

Program Account Code: 102-7111

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -	0.0%
Benefits	-	-	-	-	0.0%
Contractual Services	-	-	-	-	0.0%
Supplies	21,351	35,104	35,904	35,904	2.3%
Training and Travel	-	-	-	-	0.0%
Internal Services	2,148	61	61	61	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 23,499	\$ 35,165	\$ 35,965	\$ 35,965	2.3%

**Parks Division
Total FY 2015/16 Expenditures: \$35,965**



PARKS AND RECREATION DEPARTMENT

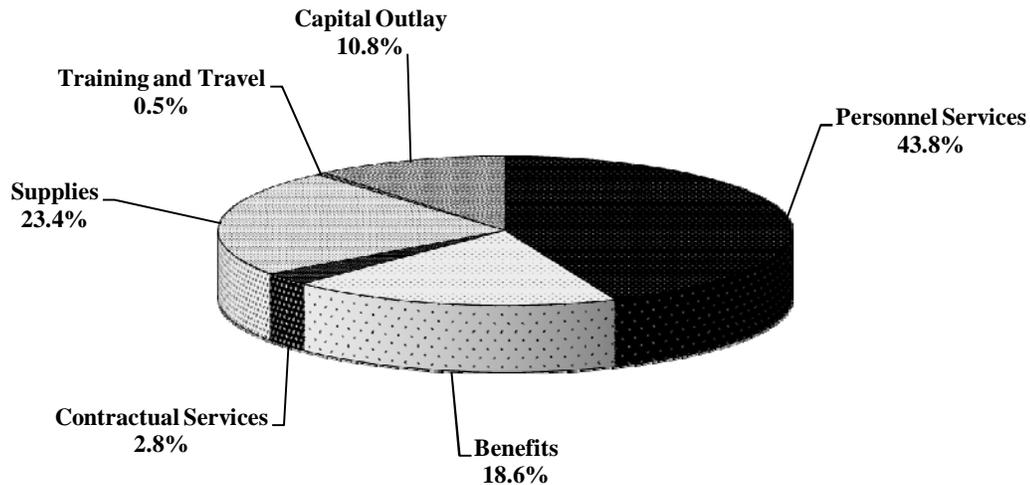
GOLF COURSE SHOP

FUNDING SUMMARY

Program Account Code: 102-7120

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 69,445	\$ 68,745	\$ 72,145	\$ 72,145	4.9%
Benefits	28,314	30,407	30,640	30,640	0.8%
Contractual Services	4,939	3,514	4,666	4,666	32.8%
Supplies	33,909	44,975	38,575	38,575	(14.2%)
Training and Travel		950	950	950	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	24,747	23,327	17,870	17,870	(23.4%)
Total	\$ 161,354	\$ 171,918	\$ 164,846	\$ 164,846	(4.1%)

**Golf Course Shop
Total FY 2015/16 Expenditures: \$164,846**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Supervisor	1.00	1.00	1.00	1.00
Golf Shop Clerks (wage)	2.00	2.00	1.21	1.21
Total	3.00	3.00	2.21	2.21

PARKS AND RECREATION DEPARTMENT

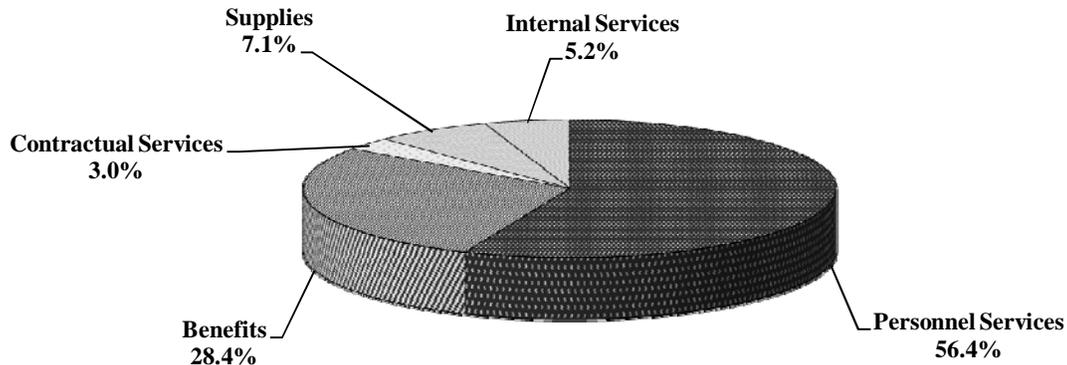
GOLF COURSE MAINTENANCE

FUNDING SUMMARY

Program Account Code: 102-7121

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 97,633	\$ 106,008	\$ 102,712	\$ 102,712	(3.1%)
Benefits	47,395	52,365	51,757	51,757	(1.2%)
Contractual Services	6,767	5,400	5,400	5,400	0.0%
Supplies	13,353	8,892	12,844	12,844	44.4%
Training and Travel	-	-	-	-	0.0%
Internal Services	10,602	9,439	9,439	9,439	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 175,750	\$ 182,104	\$ 182,152	\$ 182,152	0.0%

**Golf Course Maintenance
Total FY 2015/16 Expenditures: \$182,152**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Golf Course Superintendent	1.00	1.00	1.00	1.00
Greenskeeper	1.00	1.00	1.00	1.00
Golf Course Maintenance (wage)	0.54	0.54	0.33	0.33
Total	2.54	2.54	2.33	2.33

PARKS AND RECREATION DEPARTMENT

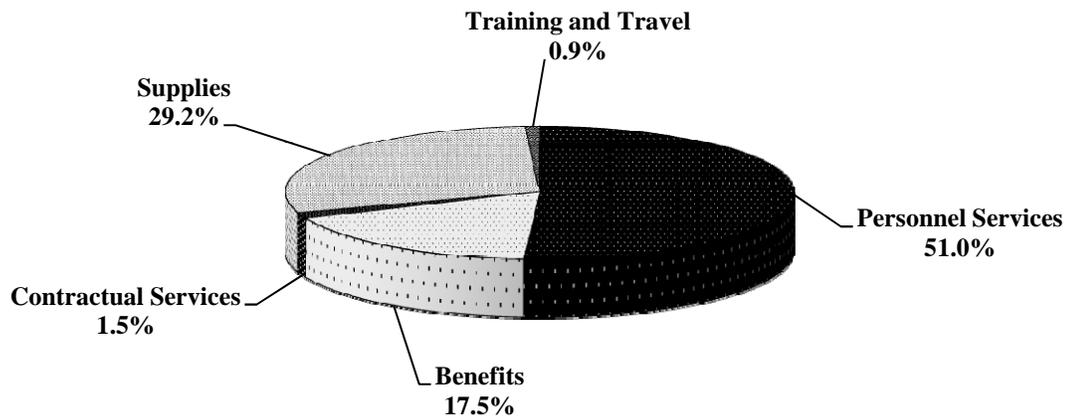
ATHLETIC DIVISION

FUNDING SUMMARY

Program Account Code: 102-7131

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 86,051	\$ 89,625	\$ 90,992	\$ 90,992	1.5%
Benefits	28,390	30,981	31,221	31,221	0.8%
Contractual Services	517	2,600	2,600	2,600	0.0%
Supplies	37,434	47,374	52,024	52,024	9.8%
Training and Travel	-	1,600	1,600	1,600	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 152,392	\$ 172,180	\$ 178,437	\$ 178,437	3.6%

**Athletic Division
Total FY 2015/16 Expenditures: \$178,437**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Supervisor	1.00	1.00	1.00	1.00
Athletic Program (wage)	1.41	1.41	2.98	2.98
Total	2.41	2.41	3.98	3.98

PARKS AND RECREATION DEPARTMENT

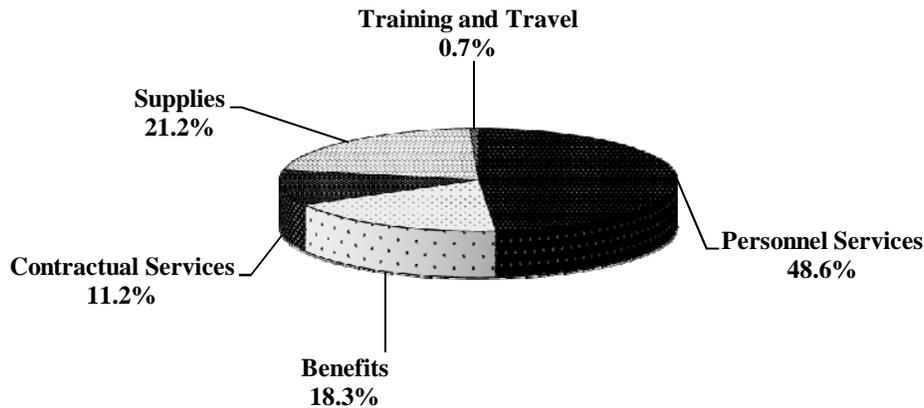
COMMUNITY CENTER DIVISION

FUNDING SUMMARY

Program Account Code: 102-7141

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 183,563	\$ 196,619	\$ 194,783	\$ 194,783	(0.9%)
Benefits	66,657	76,567	73,239	73,239	(4.3%)
Contractual Services	36,036	46,207	44,764	44,764	(3.1%)
Supplies	74,254	83,605	84,994	84,994	1.7%
Training and Travel	2,345	2,808	2,808	2,808	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	22,005	-	-	-	0.0%
Total	\$ 384,860	\$ 405,806	\$ 400,588	\$ 400,588	(1.3%)

**Community Center Division
Total FY 2015/16 Expenditures: \$400,588**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Assistantant Director	1.00	1.00	1.00	1.00
Recreation Assistant	2.00	2.00	2.00	2.00
Facility Attendants (wage)	8.39	4.39	3.33	3.33
Total	11.39	7.39	6.33	6.33

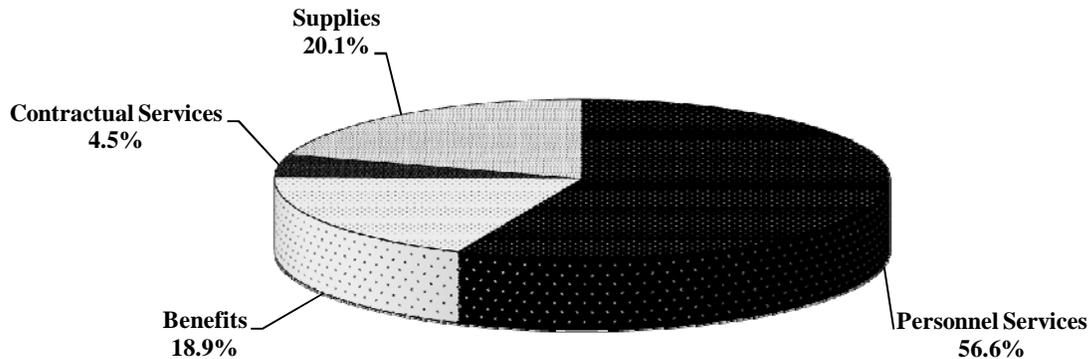
PARKS AND RECREATION DEPARTMENT
COMMUNITY PROGRAMS/SPECIAL EVENTS DIVISION

FUNDING SUMMARY

Program Account Code: 102-7151

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 75,191	\$ 82,745	\$ 79,667	\$ 79,667	(3.7%)
Benefits	23,664	26,328	26,558	26,558	0.9%
Contractual Services	5,689	6,279	6,279	6,279	0.0%
Supplies	23,940	28,762	28,362	28,362	(1.4%)
Training and Travel	-	-	-	-	0.0%
Total	\$ 128,484	\$ 144,114	\$ 140,866	\$ 140,866	(2.3%)

Community Programs/Special Events Division
Total FY 2015/16 Expenditures: \$140,866



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Supervisor	1.00	1.00	1.00	1.00
Programs (wage)	2.38	2.38	2.38	2.38
Total	3.38	3.38	3.38	3.38

PARKS AND RECREATION DEPARTMENT

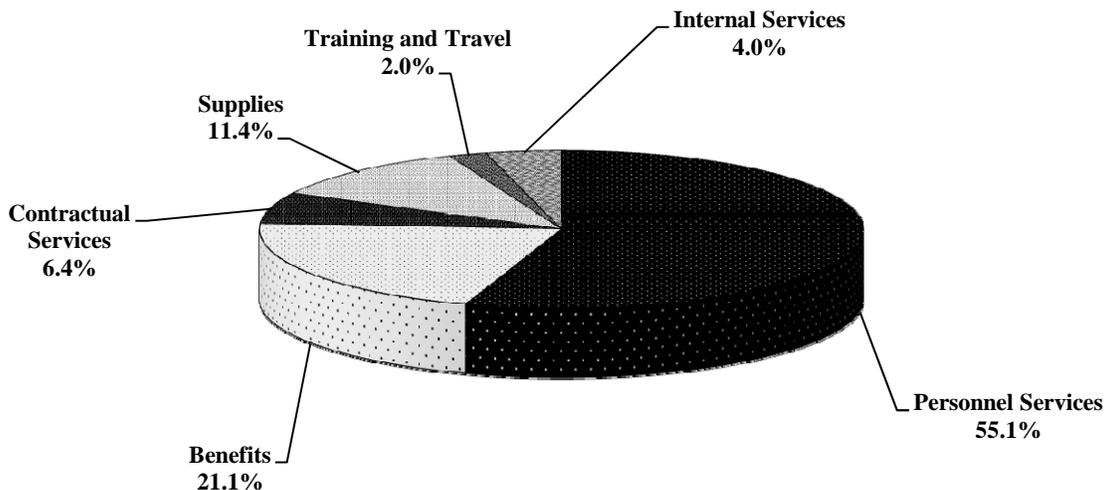
OUTDOOR DIVISION

FUNDING SUMMARY

Program Account Code: 102-7161

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 50,112	\$ 52,846	\$ 52,097	\$ 52,097	(1.4%)
Benefits	18,173	23,480	19,890	19,890	(15.3%)
Contractual Services	4,534	4,000	6,000	6,000	50.0%
Supplies	6,901	10,505	10,805	10,805	2.9%
Training and Travel	1,507	1,900	1,900	1,900	0.0%
Internal Services	1,813	3,793	3,793	3,793	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 83,040	\$ 96,524	\$ 94,485	\$ 94,485	(2.1%)

**Outdoor Division
Total FY 2015/16 Expenditures: \$94,485**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Supervisor	1.00	1.00	1.00	1.00
Programs (wage)	1.02	1.02	0.66	0.66
Total	2.02	2.02	1.66	1.66

PARKS AND RECREATION DEPARTMENT

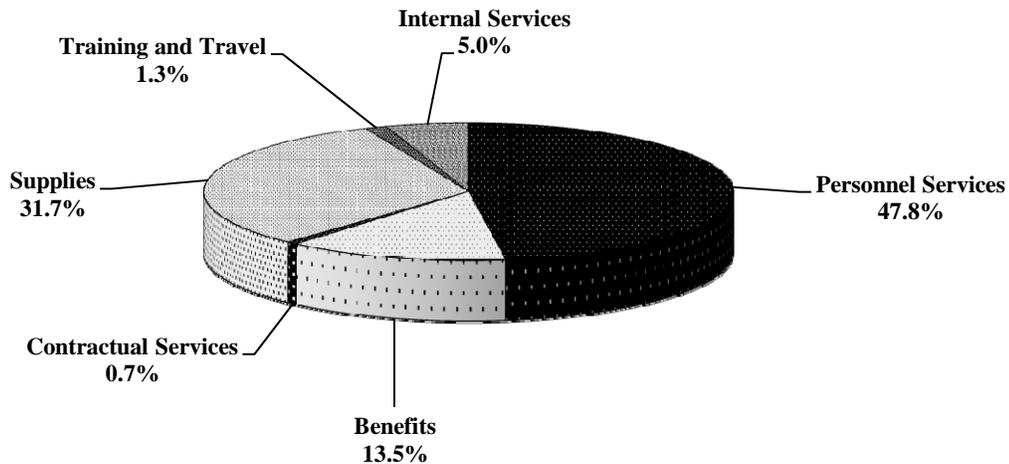
SENIOR DIVISION

FUNDING SUMMARY

Program Account Code: 102-7171, 102-7191

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 99,279	\$ 88,089	\$ 99,869	\$ 99,869	13.4%
Benefits	25,815	30,107	28,222	28,222	(6.3%)
Contractual Services	1,008	3,534	1,400	1,400	(60.4%)
Supplies	65,857	52,123	66,298	66,298	27.2%
Training and Travel	2,425	2,195	2,795	2,795	27.3%
Internal Services	11,776	10,511	10,511	10,511	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 206,160	\$ 186,559	\$ 209,095	\$ 209,095	12.1%

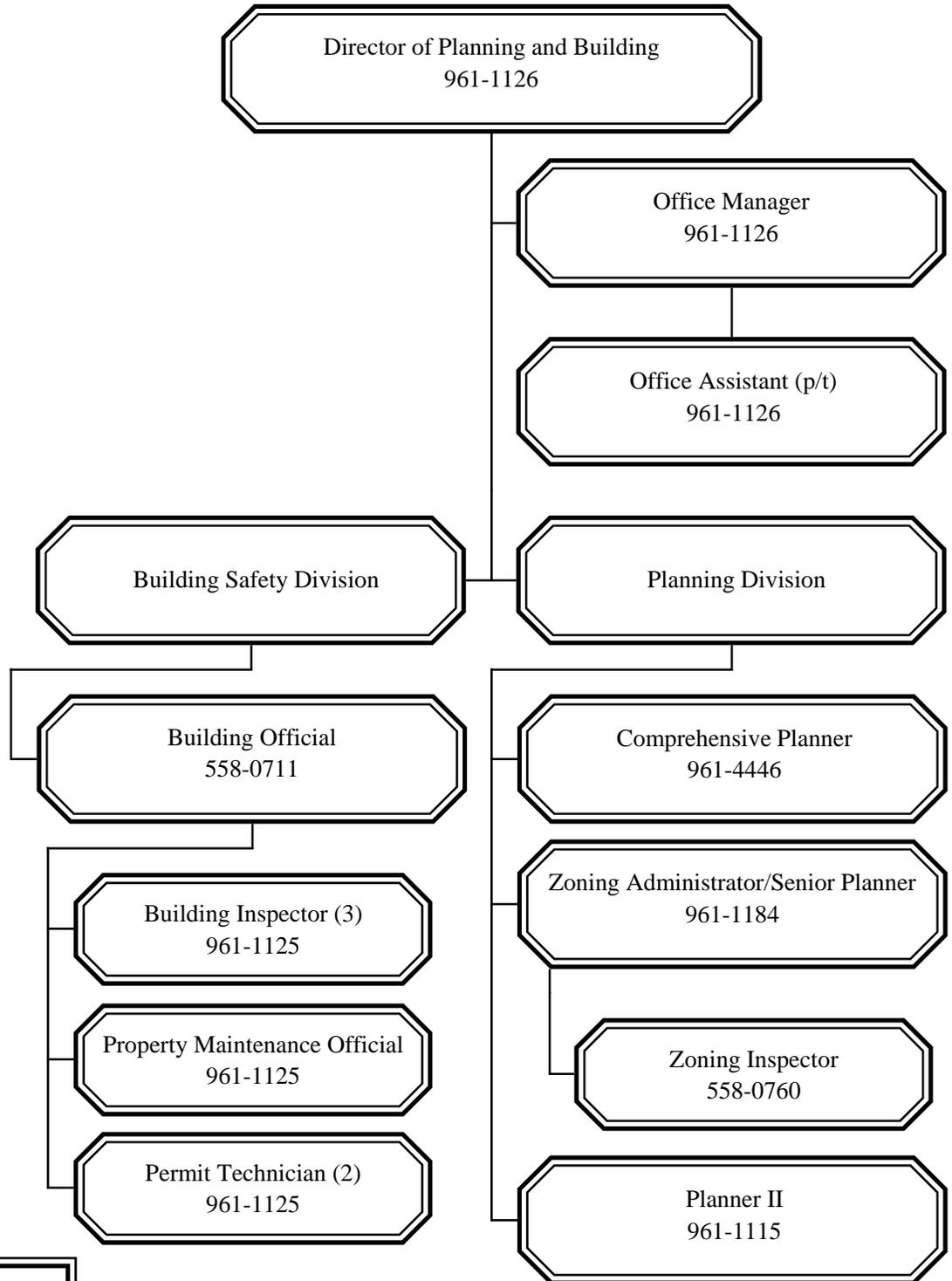
**Senior Division
Total FY 2015/16 Expenditures: \$209,095**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Supervisor	1.00	1.00	1.00	1.00
Program (wage)	0.62	0.62	2.65	2.65
Total	1.62	1.62	3.65	3.65

Planning and Building Department
 Organization Chart



13 Full-Time Positions
 1 Part-Time Position

NARRATIVE

The Planning and Building Department manages growth, protects the health, safety and welfare of citizens and promotes the highest quality of development and construction by developing and implementing the community vision in the Comprehensive Plan and administering the Zoning Ordinance, the Development Codes and the State of Virginia Building Code.

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

- Completed 2014 cycle of Comprehensive Plan Amendments including preparation of the Prices Fork Road Corridor Study.
- Reviewed a number of complex rezoning proposals including Sign District for First and Main, Blacksburg Estates, and The Retreat in addition to the regular public hearing workload.
- Revised staff report format to include analysis of principles of Residential Infill Guidelines into residential land use application reviews.
- Continued ongoing efforts in increased Zoning Code enforcement.
- Continued overseeing Town's Open Air dining franchise program. There are eight participants in the franchise program.
- Completed downtown bike rack study and updated downtown parking brochure.
- Continued to respond to increases in construction activity with a very high volume of plan reviews and building inspections. Large scale projects such as The Edge student housing development, The Brownstone mixed use project and The Crossings at South Point adult living facility also fall in this fiscal year in addition to other significant volumes of single family, multi-family and commercial construction.
- Began offering optional third-party building plan review to development community.

FY 2015-2016 OBJECTIVES

- Complete Annual Amendments to the Comprehensive Plan.
- Focus proactive planning efforts on future land use discussions and implementing zoning options.
- Continue already identified amendments to the Zoning Ordinance.
- Continue emphasis on Code Enforcement.
- Continue to provide support to the Planning Commission (including Long Range Planning and Environmental Quality and Land Use subcommittees), Board of Zoning Appeals, Downtown Revitalization Committee, Corridor Committee, and Historic or Design Review Board.
- Seek assistance in responding to continuing increase in building inspection activity. Assess options for maximizing resources including technology.

PLANNING AND BUILDING DEPARTMENT

PLANNING AND BUILDING	2012/2013 Actuals	2012/2014 Actuals	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Rezoning/CUP/ROWs Processed	14	18	12	12	15
Site Plans & Subdivision Plans					
Plans Filed	27	31	25	30	35
Plan Reviews (excludes mylar review)	45	51	50	50	55
% within statutory deadline (60 days)	100%	100%	100%	100%	100%
% within 45 days	91%	86%	90%	80%	80%
% within 30 days	53%	69%	70%	65%	55%
Total Construction Value	\$73,539,458	\$77,768,938	\$75,000,000	\$65,000,000	\$80,000,000
Building Permits					
Permits Issued,(all types)	1,761	1,904	1,900	2,700	2,500
% issued within 1 day	55%	55%	60%	55%	55%
% issued within 5 days	80%	80%	75%	80%	80%
Building Inspections					
% inspections on day requested	90%	75%	80%	75%	75%

Note:

Data is Based on Calendar Year

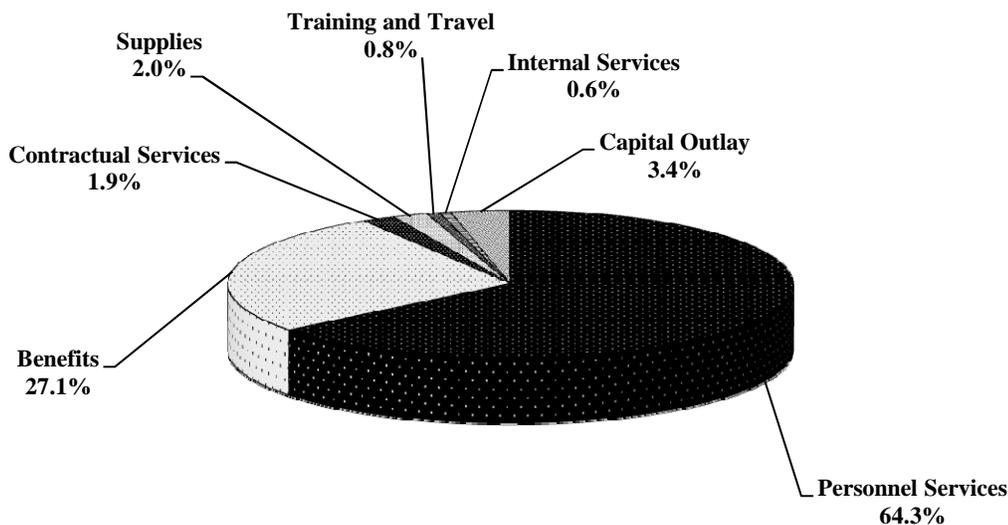
PLANNING AND BUILDING DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-8201, 102-8203

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 638,664	\$ 679,801	\$ 711,937	\$ 711,937	4.7%
Benefits	251,758	282,495	299,661	299,661	6.1%
Contractual Services	18,060	21,100	21,100	21,100	0.0%
Supplies	21,927	20,385	22,085	22,085	8.3%
Training and Travel	2,996	8,000	8,400	8,400	5.0%
Internal Services	8,256	6,995	6,995	6,995	0.0%
Capital Outlay	-	-	37,550	37,550	100.0%
Total	\$ 941,661	\$ 1,018,776	\$ 1,107,728	\$ 1,107,728	8.7%

**Planning and Building Department
Total FY 2015/16 Expenditures: \$1,107,728**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Full-Time	12.00	12.00	13.00	13.00
Part-Time	0.50	0.50	0.50	0.50
Total	12.50	12.50	13.50	13.50

PLANNING AND BUILDING DEPARTMENT

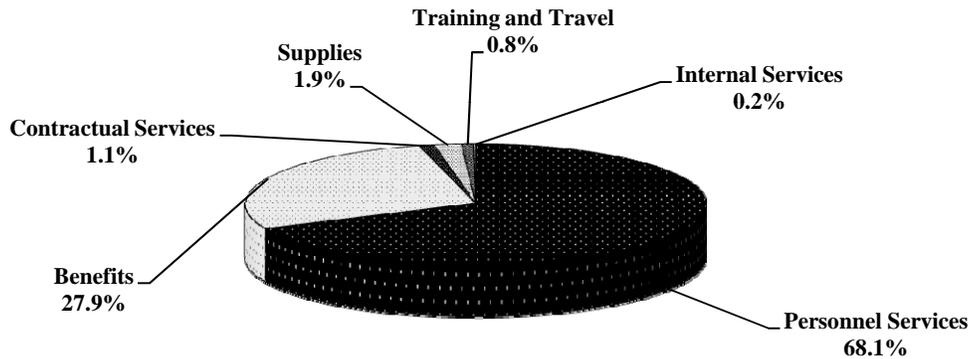
PLANNING DIVISION

FUNDING SUMMARY

Program Account Code: 102-8201

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 369,984	\$ 392,670	\$ 384,112	\$ 384,112	(2.2%)
Benefits	138,338	157,934	157,140	157,140	(0.5%)
Contractual Services	7,060	6,100	6,100	6,100	0.0%
Supplies	13,033	9,985	10,785	10,785	8.0%
Training and Travel	2,087	4,300	4,700	4,700	9.3%
Internal Services	1,423	878	878	878	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 531,925	\$ 571,867	\$ 563,715	\$ 563,715	(1.4%)

**Planning Division
Total FY 2015/16 Expenditures: \$563,715**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Director	1.00	1.00	1.00	1.00
Administrative Assistant - Senior	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00
Town Planner	1.00	1.00	1.00	1.00
Planner I	1.00	0.00	0.00	0.00
Planner II	0.00	1.00	1.00	1.00
Inspector - Zoning	1.00	1.00	1.00	1.00
Wage	0.50	0.50	0.50	0.50
Total	6.50	6.50	6.50	6.50

PLANNING AND BUILDING DEPARTMENT

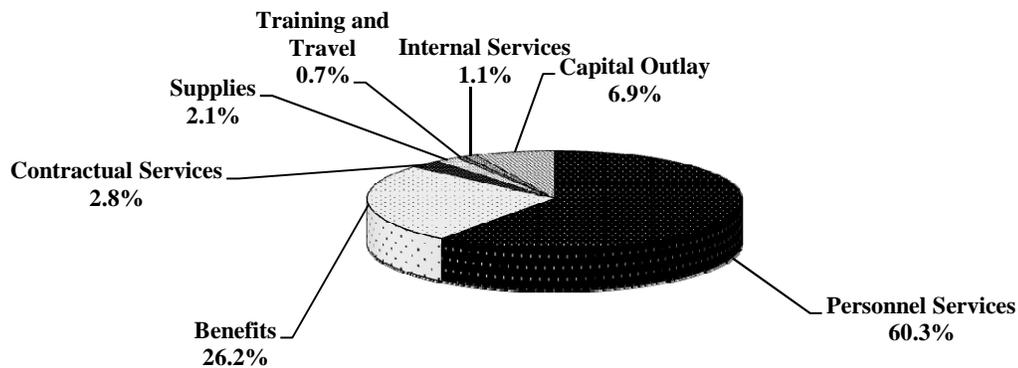
BUILDING SAFETY DIVISION

FUNDING SUMMARY

Program Account Code: 102-8203

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 268,680	\$ 287,131	\$ 327,825	\$ 327,825	14.2%
Benefits	113,420	124,561	142,521	142,521	14.4%
Contractual Services	11,000	15,000	15,000	15,000	0.0%
Supplies	8,894	10,400	11,300	11,300	8.7%
Training and Travel	909	3,700	3,700	3,700	0.0%
Internal Services	6,833	6,117	6,117	6,117	0.0%
Capital Outlay	-	-	37,550	37,550	100.0%
Total	\$ 409,736	\$ 446,909	\$ 544,013	\$ 544,013	21.7%

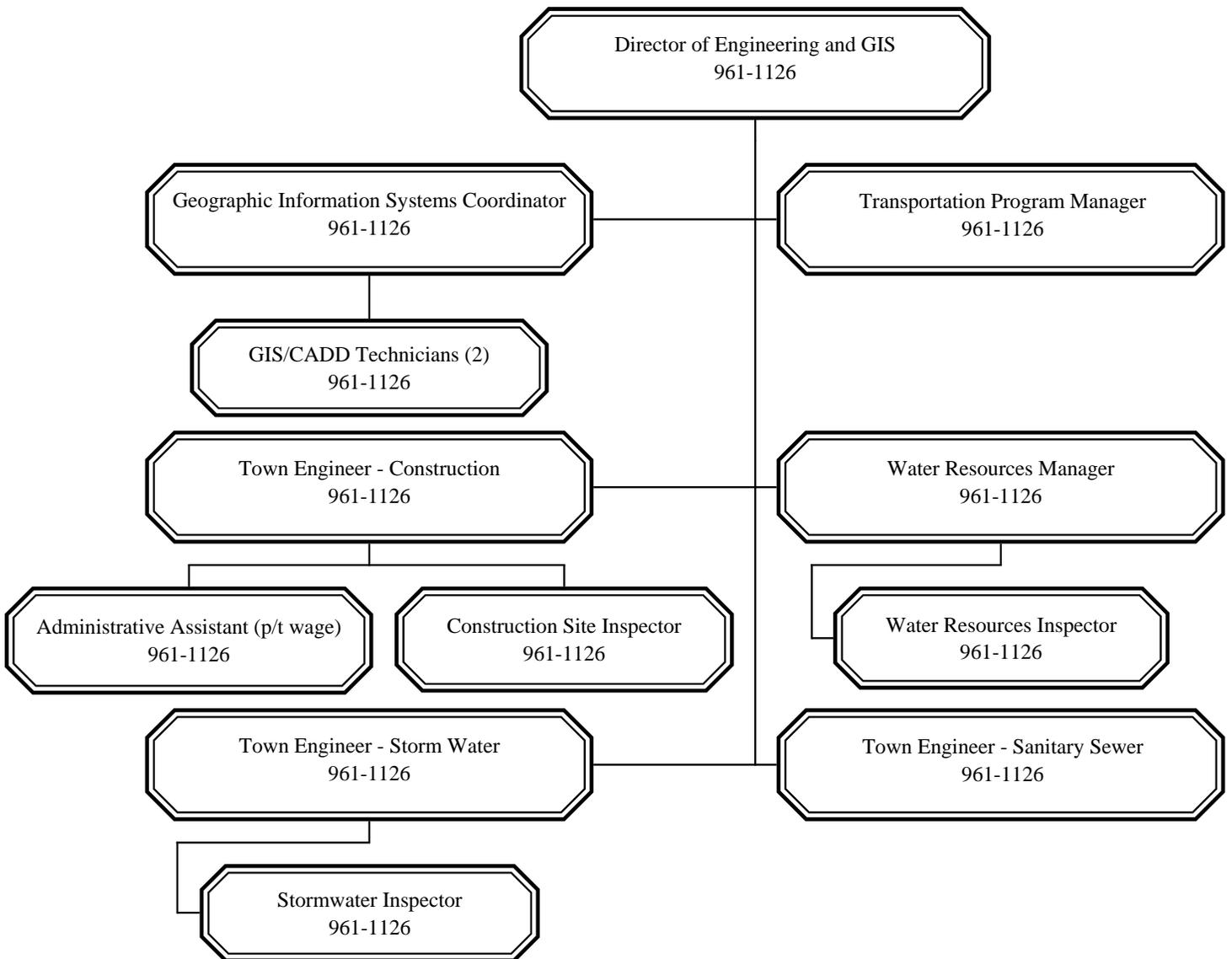
**Building Safety Division
Total FY 2015/16 Expenditures: \$544,013**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Building Official	1.00	1.00	1.00	1.00
Inspector - Building	2.00	1.00	2.00	2.00
Senior Building Inspector	0.00	1.00	1.00	1.00
Permit Technician I	2.00	1.00	1.00	1.00
Permit Technician II	0.00	1.00	1.00	1.00
Property Maintenance Official	1.00	1.00	1.00	1.00
Total	6.00	6.00	7.00	7.00

Engineering and GIS Department
 Organization Chart



12 Full-Time Positions
 1 Part-Time Position

2 full time positions funded in the
 Water and Sewer Fund.
 2 full time positions funded in the
 Storm Water Fund.

NARRATIVE

The Engineering & Geographic Information Services (GIS) Department enhances the community through the delivery of collaborative, innovative, and sound engineering and provision of geospatial information accurately and rapidly to support critical decision making. Engineering services are provided for monitoring, expansion and improvement of the transportation, drinking water, storm water, and sanitary sewer systems to assure reliability, demonstrate best practices and enhance environmental sensitivity.

FY 2014-2015 ACCOMPLISHMENTS

- Construction has been completed on the North Main Street, Red Maple Drive intersection safety improvements. This project was funded through a 100% highway safety improvement grant, and served to improve visibility at the intersection, and complete the North Main trail.
- Construction bids have been awarded and construction is being administered for several significant sidewalk and trail projects including the Huckleberry Trail extension to Glade Road, Safe Routes to School project at Harding Avenue, and sidewalk extension along Grissom Lane and Nellies Cave Road.
- Construction of the Safe Routes to School trail to serve Margaret Beeks Elementary was completed and in service prior to the start of School.
- Phase II of the Turner Street Streetscape project was completed, which included sidewalk widening, landscaping, a pedestrian crossing plaza, and downtown style streetlights between Main Street and Gilbert Street. The project was funded by VDOT and VT, managed by the Town and created a critical walkway link between the new Turner Street parking garage and the Center for the Arts while also significantly improving the pedestrian crossing safety and enhancing the downtown streetscape.
- Final design was completed and construction is underway for the new Blacksburg Volunteer Rescue Station at the intersection of Patrick Henry and Progress Street. A design build contract is being used and construction completion is anticipated by January, 2016.
- Coordination meetings continue with VDOT to support the construction of additional short term safety improvements at the 460 Bypass- North Main Street intersection, to advance funding consideration for construction of a grade separated interchange, and to evaluate ongoing operations at this location with VDOT and Police on a monthly basis.
- GIS support was provided to integrate systems and software across Town and regional agencies and complete grant objectives for the New River Valley Emergency Communications Authority.
- A GIS business process was established to create, maintain, and update the database for the Stormwater utility fee impervious area per parcel, and a web based GIS application was created to enable the public to obtain information about application of the utility fee to each parcel in town.
- Design of the reconstruction of University City Boulevard “S” curves for safety and pavement reconstruction was completed and the project will be advertised for construction bid this Spring.
- The replacement of traffic signals at Hethwood/Prices Fork and at Toms Creek/UCB was completed.
- WebGIS services to the public were enhanced with the addition of current development projects to the website.

ENGINEERING AND GEOGRAPHIC INFORMATION SERVICES DEPARTMENT

FY 2015-2016 OBJECTIVES

- A study will be completed, with community input, to improve pedestrian and bicycle access across Prices Fork Road between the Bypass and Main Street.
- GIS scripts will be created for real time updates of the New River Valley Emergency Communications Authority CAD GIS.
- Construction of Safe Routes to Schools trails will be completed at Harding Avenue Elementary, and construction of recreation trails will be completed on Cohee Road and along the Huckleberry trail network from Moore farm to Linwood Lane.
- Construction of athletic turf fields at the Park at South Point will be completed, with associated parking.
- The University City Boulevard “S” curve reconstruction, and construction of Research Center Drive improvements from Kraft Drive to Knollwood will be completed.
- The replacement of the Glade Road/UCB traffic signal and the North Main/Patrick Henry Drive traffic signal will be completed.
- Construction of the Draper Road Streetscape and grand stair entrance at the Black House, Connor House properties will be completed.
- WebGIS services will be enhanced by adding building permit locations and status to the website.
- The Blacksburg Volunteer Rescue Station construction will be completed and occupied.

ENGINEERING AND GIS	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Professional Service Contracts Awarded and Administered	\$236,184	\$431,466	\$296,742	\$504,937	\$582,229
Construction Contracts Awarded and Managed	\$2,021,938	\$8,527,550	\$1,800,000	\$3,627,763	\$1,585,000
GIS Applications Managed	41	46	40	51	41
GIS Analyses Performed	8	10	8	11	6
GIS Professional Services Awarded and Managed	9	6	7	6	8
Grant Funds Awarded to Town	\$4,199,000	\$577,360	\$1,704,000	\$1,994,460	\$1,068,500
Local Funds Required to Match Grants	\$12,500	\$137,500	\$1,454,500	\$1,454,500	\$668,500
CIP Sidewalks and Trails Completed (LF)	50	6,285	5,520	7,581	1,500
Erosion & Sediment Inspection Compliance (Acre-Week)	2,176	1,625	1,632	1,641	280
Site Development Inspection Fees Received	\$66,136	\$89,799	\$49,798	\$99,077	\$31,016
Public Improvement Construction Inspected and Accepted (LF)					
Public Road (Development)	686	2,957	686	2,164	3,010
Sidewalks and Trails (Development)	772	5,291	3,455	8,965	5,460

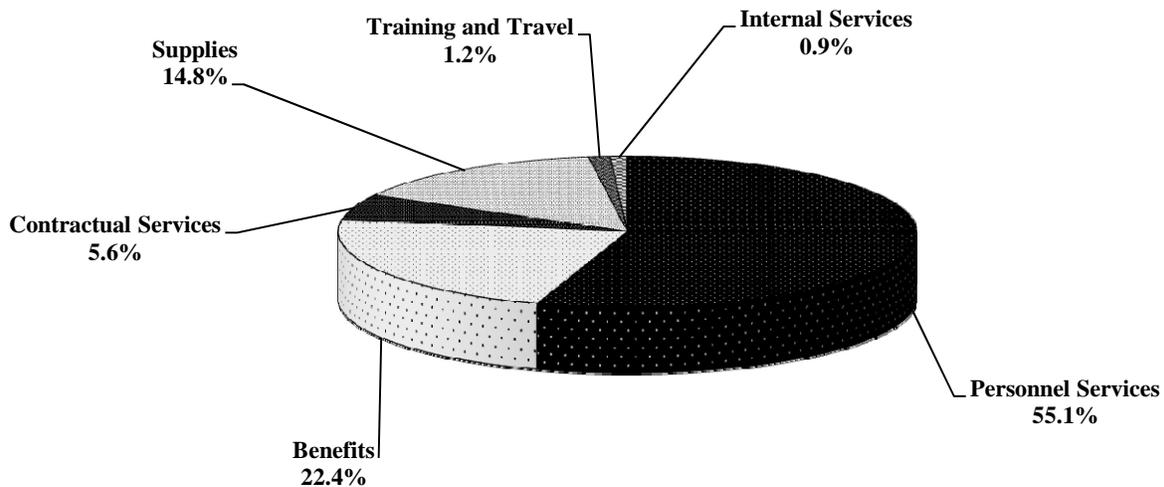
ENGINEERING AND GIS DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 102-8102, 102-8104, 102-8108

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 604,702	\$ 722,265	\$ 680,525	\$ 680,525	(5.8%)
Benefits	234,639	301,675	277,258	277,258	(8.1%)
Contractual Services	85,350	79,249	68,795	68,795	(13.2%)
Supplies	164,980	178,295	183,115	183,115	2.7%
Training and Travel	1,185	12,413	14,713	14,713	18.5%
Internal Services	7,642	11,686	11,686	11,686	0.0%
Capital Outlay	14,980	-	-	-	0.0%
Total	\$ 1,113,478	\$ 1,305,583	\$ 1,236,092	\$ 1,236,092	(5.3%)

**Engineering and GIS Department
Total FY 2015/16 Expenditures: \$1,236,092**



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Full-Time	8.00	9.00	8.00	8.00
Part-Time	0.50	0.50	0.50	0.50
Total	8.50	9.50	8.50	8.50

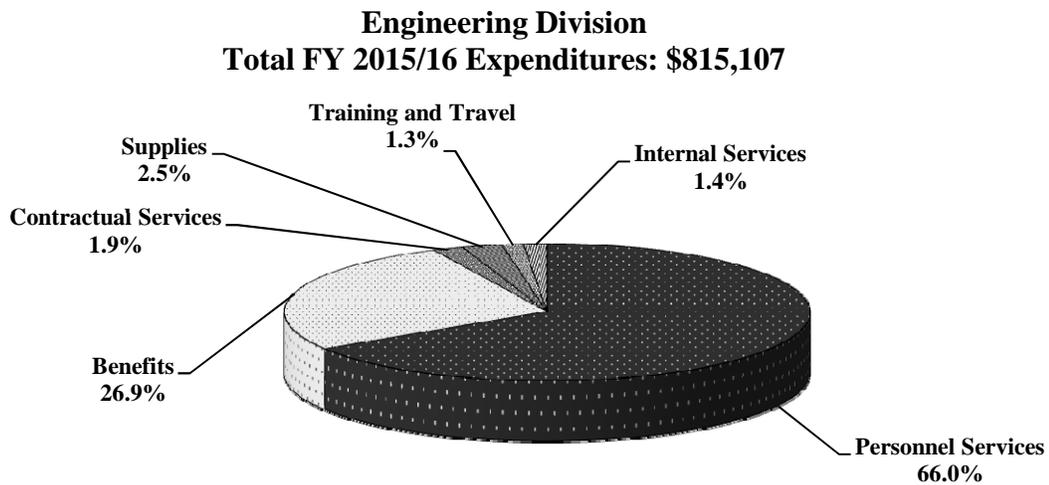
ENGINEERING AND GIS DEPARTMENT

ENGINEERING DIVISION

FUNDING SUMMARY

Program Account Code: 102-8102

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 469,203	\$ 583,904	\$ 537,927	\$ 537,927	(7.9%)
Benefits	181,934	244,382	219,434	219,434	(10.2%)
Contractual Services	37,271	23,800	15,235	15,235	(36.0%)
Supplies	15,750	18,945	20,025	20,025	5.7%
Training and Travel	1,185	8,500	10,800	10,800	27.1%
Internal Services	7,642	11,686	11,686	11,686	0.0%
Capital Outlay	14,980	-	-	-	0.0%
Total	\$ 727,965	\$ 891,217	\$ 815,107	\$ 815,107	(8.5%)



PERSONNEL SUMMARY

<u>Authorized Position</u>	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council Adopted
Director	1.00	1.00	1.00	1.00
Town Engineer	3.00	3.00	2.00	2.00
Water Resource Manager	1.00	1.00	1.00	1.00
Inspector - Site Construction	1.00	1.00	1.00	1.00
Transportation Program Manager	1.00	1.00	1.00	1.00
Wage	0.50	0.50	0.50	0.50
Total	7.50	7.50	6.50	6.50

ENGINEERING AND GIS DEPARTMENT

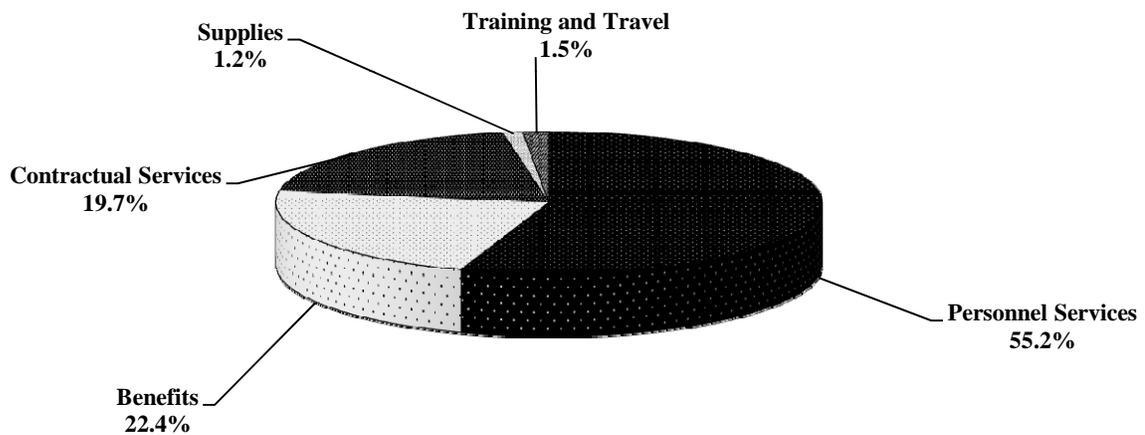
GIS DIVISION

FUNDING SUMMARY

Program Account Code: 102-8108

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 135,499	\$ 138,361	\$ 142,598	\$ 142,598	3.1%
Benefits	52,705	57,293	57,824	57,824	0.9%
Contractual Services	45,485	52,729	50,840	50,840	(3.6%)
Supplies	1,170	4,350	3,090	3,090	(29.0%)
Training and Travel	-	3,913	3,913	3,913	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 234,859	\$ 256,646	\$ 258,265	\$ 258,265	0.6%

**GIS Division
Total FY 2015/16 Expenditures: \$258,265**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
GIS Coordinator	1.00	1.00	1.00	1.00
GIS/CADD Technician	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

ENGINEERING AND GIS DEPARTMENT

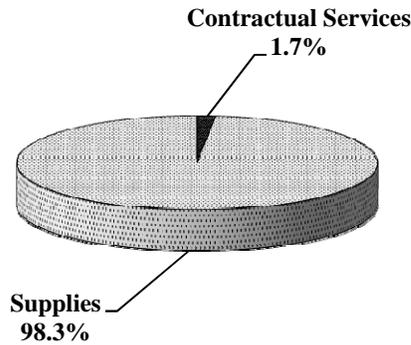
STREET LIGHTING DIVISION

FUNDING SUMMARY

Program Account Code: 102-8104

<u>Item Account</u>	Actual Expended <u>2012/13</u>	Total Appropriation <u>2013/14</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Contractual Services	\$ 2,594	\$ 2,720	\$ 2,720	\$ 2,720	0.0%
Supplies	148,060	155,000	160,000	160,000	3.2%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 150,654	\$ 157,720	\$ 162,720	\$ 162,720	3.2%

**Street Lighting Division
Total FY 2015/16 Expenditures: \$162,720**



GENERAL FUND CONTINGENCY

FUNDING SUMMARY

Program Account Code: 102-9090, 102-9200

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Transfers	\$ -	\$ 71,159	\$ 245,641	\$ 245,641	245.2%
Total	\$ -	\$ 71,159	\$ 245,641	\$ 245,641	245.2%

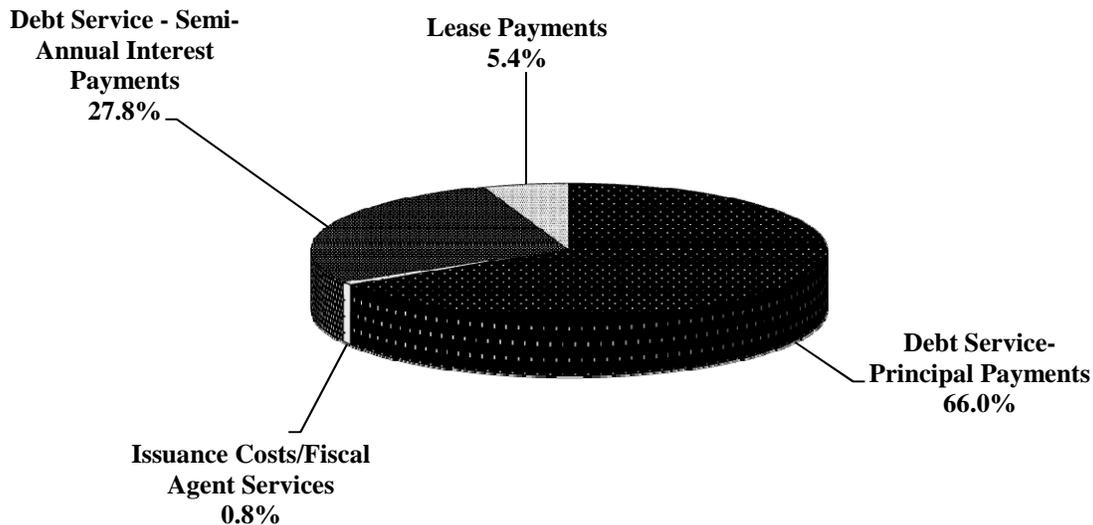
GENERAL FUND DEBT SERVICE

FUNDING SUMMARY

Program Account Code: 102-9300

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Debt Service	\$ 2,074,859	\$ 2,140,780	\$ 2,549,352	\$ 2,549,352	19.1%
Total	\$ 2,074,859	\$ 2,140,780	\$ 2,549,352	\$ 2,549,352	19.1%

**General Fund Debt Service
Total FY 2015/16 Expenditures: \$2,549,352**



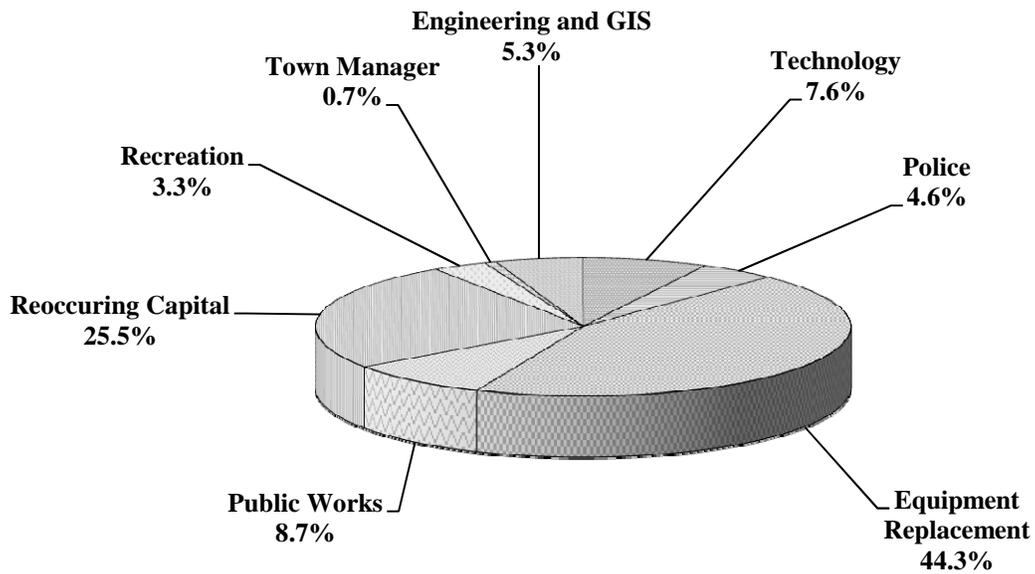
GENERAL FUND CAPITAL IMPROVEMENTS

FUNDING SUMMARY

Program Account Code: 102-9400,102-9500

<u>Item Account</u>	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 Manager	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Capital Improvements	\$ 2,528,204	\$ 3,860,673	\$ 2,491,334	\$ 2,491,334	(35.5%)
Reoccurring Capital	805,423	2,317,621	854,000	854,000	(63.2%)
Total	\$ 3,333,627	\$ 6,178,294	\$ 3,345,334	\$ 3,345,334	(45.9%)

**General Fund Capital Improvements
Total FY 2015/16 Expenditures: \$3,345,334**



Description of Capital Improvement Funds

The Capital Improvement Fund accounts for all ongoing capital projects, such as major street improvements, construction of public facilities and infrastructure related improvements, equipment depreciation and those projects financed by bond issues. Ongoing project appropriations are directly appropriated to the Capital Improvement Fund.

The detailed descriptions of all projects are included in the separately issued *Capital Improvement Program* document. The projects denoted with a * are funded by other financing sources such as Federal grant funds, VDOT Revenue Sharing funds, private developer funds or donations.

Adopted
CAPITAL IMPROVEMENT PROGRAM

	Prior Allocation	2015/16		2016/17		2017/18		2018/19		2019/20		TOTAL
		Bonds	Non-bonded									
General Fund												
<i>Finance Department:</i>												
I-Series Peripheral Equipment Replacement	Continuing					35,000						35,000
I-Series Hardware Replacement	Continuing		50,000			35,000						50,000
Grant Management Application												35,000
Sungard Online Business License Application									40,000			40,000
Time Entry Software and Equipment											66,500	66,500
Subtotal					50,000	70,000			40,000		66,500	226,500
<i>Fire Department:</i>												
Transfers to Equipment Depreciation Fund	Continuing		283,500		283,500		283,500		283,500		283,500	1,417,500
Subtotal			283,500		283,500		283,500		283,500		283,500	1,417,500
<i>Rescue:</i>												
Cardiac Monitors/Defibrillators	Continuing		153,125		153,125		175,000		175,000		153,125	350,000
Transfers to Equipment Depreciation Fund			42,000				153,125		153,125			765,625
Allegheny Water Tank Repeater					195,125		328,125					42,000
Subtotal			153,125		195,125		328,125		328,125		153,125	1,157,625
<i>Parks and Recreation Department:</i>												
Picnic Shelter Replacement	80,000	20,000	20,000									40,000
Park Signage	20,000	20,000										20,000
Park Restrooms	91,375		93,500			95,625						189,125
Hand-in-Hand Park Playground Equipment Rebuild*			285,000									285,000
Recreation Center and Campus Development						100,000						100,000
Transfer to Playground Depreciation Fund	Continuing	35,000	35,000			35,000			35,000			175,000
Body on Chassis Bus						68,503						68,503
Drain Replacement						37,600						37,600
Hethwood / Huckleberry Trail Re-paving	256,731	25,000	750,000									25,000
Park at South Point Amenities*		10,000	290,000									750,000
Golf Course Master Plan and Rehabilitation	448,106	110,000	290,000		1,183,500		336,728				35,000	300,000
Subtotal			110,000		290,000		336,728		35,000		35,000	1,990,228
<i>Planning and Building</i>												
No projects requested												
Subtotal												
<i>Engineering and GIS:</i>												
Streetlight Installation	Continuing	5,000	5,000		5,000		5,000		5,000			25,000
2017 Aerial & Base Map Updates	85,000		45,000			25,000						70,000
Prices Fork Road - Pedestrian Study			50,000									50,000
Progress Parking Lot Demolition												300,000
Progress Parking Lot Expansion		300,000										300,000
GIS Hardware Upgrades					15,000							100,000
Subtotal	85,000	300,000	63,000		65,000		30,000		5,000			23,000
<i>Police Department:</i>												
Police Communication Center Equipment Upgrade	180,600	55,000										55,000
Police Communication System	300,000	100,000										100,000
Police Department Building Addition	40,000											10,000,000
Traffic Committee	Continuing				15,000				15,000			45,000
Police Department Vehicle Storage Building	Continuing	328,900	328,900		328,900		328,900		328,900			50,000
Transfers to Equipment Depreciation Fund	520,600	483,900										328,900
Subtotal									393,900		10,000,000	343,900
<i>Public Works Department:</i>												
Municipal Building Exterior Improvements	200,000	75,000										75,000
Major Facilities Repair and Maintenance	Continuing	100,000	100,000			100,000			100,000			500,000
Parking Lot Repaving	Continuing	25,000	75,000									100,000
Rental Property Maintenance	Continuing	30,000	35,000			35,000			40,000			180,000
Roof Replacement	Continuing	40,000										90,000
Town Building Masonry Repair	140,000	60,000	40,000									100,000
Bucket Truck									125,000			125,000
Custodial and General Services Equipment Cargo Van					25,000							25,000
Curb, Gutter and Sidewalk In-fill Construction Projects	Continuing					15,000			15,000			45,000
Transfers to Building Systems Depreciation Fund	Continuing	114,651	114,651			114,651			114,651			573,255
Transfers to Equipment Depreciation Fund	Continuing	556,168	556,168			556,168			556,168			2,780,840
Bicycle Facility Restriping & Signage		20,000	20,000			20,000			20,000			100,000
Energy Efficiency Upgrades												40,000
Inert/Debris Site	186,872	50,000										50,000
Pavement Condition Index Update	Continuing				35,000							35,000
Walk Behind Asphalt/Concrete Saw												20,000
Subtotal	340,000	40,000	960,819		995,819		820,819		950,819		825,819	4,594,095

Adopted
CAPITAL IMPROVEMENT PROGRAM

	Prior Allocation	2015/16		2016/17		2017/18		2018/19		2019/20		TOTAL
		Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	
Technology Department:												
Technology Replacement	190,200	80,000	78,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	330,000
Fiber Optic Network	90,000		90,000	150,000								230,000
Digital Telephone System - Voice Over IP Telephone System (VOIP)	48,000		90,000									90,000
Licensing Update - Server	66,740		86,000	29,000				30,000				30,000
SAN Upgrade/Replacement	394,940	80,000	254,000	150,000	92,000	63,000	63,000	93,000			63,000	115,000
Subtotal												795,000
Town Manager's Office:												
Emergency Preparedness Equipment	25,000		60,000	60,000	75,000							135,000
Five Chimneys Landscaping Master Plan	30,000		58,000									58,000
Subtotal	55,000		118,000	118,000	75,000							193,000
Housing and Neighborhood Services:												
Downtown Parking Improvements*	60,000	266,500		30,000								266,500
Progress Street Corridor Improvement Project (Visioning & Planning Phase)	60,000	266,500	30,000	30,000								30,000
Subtotal												296,500
Community Relations:												
Council Chambers Equipment Upgrade		24,490			57,200							81,690
Subtotal		24,490			57,200							81,690
Total General Fund Projects												
	1,903,646	420,000	2,599,334	440,000	3,341,844		2,408,272		2,129,344	10,000,000	1,875,844	23,214,638
CDBG Entitlement Fund*												
<i>Housing and Neighborhood Services:</i>												
No projects requested												
Total CDBG Entitlement Projects												
Urban Construction Initiative Fund												
<i>Engineering and GIS:</i>												
Signal Replacement at Patrick Henry Drive and North Main Street		350,000										350,000
Subtotal		350,000										350,000
Total Urban Construction Initiative Fund												
VDOT Revenue Sharing Program*												
<i>Public Works:</i>												
Road Hazard Mitigation**			35,000	35,000								70,000
Sidewalk Trip Hazard Removal		25,000	25,000	25,000	35,000							140,000
Curb, Gutter, and Sidewalk Replacement		31,000	31,000	31,000	31,000	31,000						186,000
Major Roadway Repaving**		650,000	650,000	650,000	650,000	650,000						3,250,000
Subtotal		675,000	710,000	741,000	741,000	741,000	31,000	31,000	31,000	31,000	741,000	3,201,000
<i>Engineering and GIS:</i>												
University City Boulevard Improvement/Repairs	1,500,000		386,500	386,500								773,000
Signal Replacement at Glade Road And University City Boulevard		200,000										400,000
Research Center Drive Improvements - Phase II	600,000		743,603	743,603								1,487,206
Draper Road Streetscape Improvements	100,000		70,000									170,000
Sidewalk Infill Projects		50,000	112,000	30,000	30,000	30,000					30,000	282,000
Bicentennial Greenway Relocation - Connor House Property			40,000									40,000
Draper Road Improvements		250,000	382,000	1,130,103	1,200,103		30,000			200,000	200,000	400,000
Subtotal	2,200,000	250,000	382,000	1,130,103	1,200,103		30,000			200,000	200,000	3,452,206
<i>Parks & Recreation:</i>												
Golf Course Trail - II			57,000	57,000								114,000
Huckleberry Trail Extension - to the Park at South Point								100,000				200,000
Subtotal			57,000	57,000				100,000				314,000
VDOT Revenue Sharing Program												
	2,200,000	250,000	1,057,000	1,187,103	1,967,103	31,000	771,000	131,000	871,000	231,000	971,000	7,467,206
Storm Water Fund												
<i>Engineering and GIS:</i>												
Stormwater Improvements		85,000	90,000	90,000	190,000							210,000
Stormwater Quality Improvements		100,000	100,000	100,000	100,000							500,000
Giles Road Sidewalk and Drainage Improvements		100,000	100,000	100,000	100,000							500,000
Nutrient Management Plans for Six Town Facilities		20,000										20,000
Subtotal		305,000	190,000	190,000	290,000					300,000		1,395,000
Water/Sewer Fund												
<i>Finance Department:</i>												
Meter Maintenance and Replacement		478,500	105,000	105,000	105,000							898,500
Radio Road Vehicle Transceiver Unit (VXU) Replacement/Upgrade	28,000											35,000
Subtotal	28,000	478,500	105,000	105,000	105,000							933,500

Adopted
CAPITAL IMPROVEMENT PROGRAM

	Prior Allocation	2015/16		2016/17		2017/18		2018/19		2019/20		TOTAL
		Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	Bonds	Non-bonded	
Engineering and GIS:												
Neil Street Water Pump Station	30,000	100,000	325,750									425,750
Water Tank Inspections	Continuing	37,500										37,500
Phase III - Huckleberry Trail Extension to Linwood Lane - Waterline Extension	23,000	236,829										236,829
Data Logging Equipment for Water System	66,394	15,000										15,000
Data Logging Equipment for Wastewater System	38,600	22,000	10,000									32,000
Allegheny Water Tank Rehabilitation		309,000										309,000
Security Fence/System for Two Water Tanks		58,300										58,300
Northside Sewer Pump Station Fencing		15,000										15,000
Draper Road Sewer Capacity Study and Improvements		30,000	200,000									230,000
Subtotal	157,994	514,629	844,750									1,359,379
Public Works Department:												
Fire Hydrant Replacement		30,000	30,000									60,000
Sanitary Sewer Lining and Pipe Bursting for I & I Abatement		250,000	250,000									500,000
Water Main Replacements		122,850	143,850									266,700
Sanitary Sewer Solids Dewatering Station		30,000										30,000
Transfers to Equipment Depreciation Fund		248,659	248,659									497,318
Subtotal		681,509	672,509									1,354,018
Total Water/Sewer Fund Projects	185,994	1,674,638	1,622,259	1,622,259	755,099	771,979	755,099	771,979	755,099	771,979	736,859	5,560,834
Transit Fund												
Blacksburg Downtown Trolley												1,902,138
BT Access Bus Replacement and Expansion Program		191,880	748,863									1,199,683
Christiansburg Bus Replacement and Expansion Program		301,494	111,118									488,688
Christiansburg Shelter, Amenities, Bike Rack Replacement & Expansion Program		2,175	6,720									16,299
Heavy Duty Bus Replacement and Expansion Program		1,178,098	663,302									561,433
Radio Replacement and Expansion Program		14,331	669									22,579
Regional Bus Replacement and Expansion Program		217,591	109,491									116,159
Shelter, Amenities, Bike Rack Replacement and Expansion Program		30,946	29,831									32,598
Support Vehicle Replacement and Expansion Program		65,668	254,369									15,420
Technology - BT4U Project		73,000	50,000									50,000
Technology - Fleet Communication Project	150,000	51,000	60,000									184,000
Technology Replacement and Expansion Program		39,656	184,666									37,880
Transit Facility Maintenance Cost Program		165,904	245,864									231,855
Total Transit Fund Projects	150,000	2,113,152	2,563,993	1,622,619	4,999,422	3,012,000	3,012,000	3,012,000	3,012,000	3,012,000	1,569,911	12,869,097
Equipment Replacement Fund												
Major Equipment Purchase		1,578,000	2,048,000									609,000
Total Equipment Replacement Fund Projects	-	1,578,000	2,048,000	-	1,889,000	3,012,000	3,012,000	3,012,000	3,012,000	3,012,000	609,000	9,136,000
Major Building System Replacement Fund												
Major Building System Replacement		54,880	232,650									64,050
Total Major Building System Replacement Fund Projects	-	54,880	232,650	-	455,450	41,850	41,850	41,850	41,850	41,850	64,050	848,880
Solid Waste/Recycling Fund												
Transfers to Equipment Depreciation Fund		48,350	48,350									48,350
Total Solid Waste/Recycling Fund Projects	-	48,350	48,350	-	48,350	48,350	48,350	48,350	48,350	48,350	48,350	241,750
Grand Total	4,439,640	670,000	9,780,354	1,627,103	12,014,199	31,000	8,239,790	131,000	12,173,945	10,231,000	6,185,014	61,083,405

* Other financing sources

** Funding from public works labor & equipment

**URBAN CONSTRUCTION INITIATIVE FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
REVENUES					
Intergovernmental Revenue	\$ 4,794,915	\$ 3,721,770	\$ 2,754,651	\$ -	\$ -
Revenues from Use of Money	12,105	8,225	3,254	-	-
Bond Proceeds	-	300,000	-	-	-
Transfers in	-	-	-	-	-
Total Revenues	\$ 4,807,020	\$ 4,029,995	\$ 2,757,905	\$ -	\$ -
EXPENDITURES					
Operating Expenditures	\$ 115,920	\$ 67,950	\$ 112,920	\$ -	\$ -
Capital Improvements	4,913,790	3,882,716	3,098,611	300,000	350,000
Total Expenditures	\$ 5,029,710	\$ 3,950,666	\$ 3,211,531	\$ 300,000	\$ 350,000
Excess (Deficiency) of Revenues Over Expenditures and Transfers	(222,690)	79,329	(453,626)	* (300,000)	* (350,000)
Fund Balance at Beginning of Fiscal Year	<u>1,880,960</u>	<u>1,658,270</u>	<u>1,737,599</u>	<u>1,283,973</u>	<u>983,973</u>
Fund Balance at End of Fiscal Year	<u><u>1,658,270</u></u>	<u><u>1,737,599</u></u>	<u><u>1,283,973</u></u>	<u><u>983,973</u></u>	<u><u>633,973</u></u>

*Planned use of Fund Balance

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

NARRATIVE

The Urban Construction Initiative (also known as the First Cities Initiative) was established as the result of a modification to the Code of Virginia in 2003. Traditionally, cities identified construction projects which Virginia Department of Transportation (VDOT) would construct and the locality would then maintain. Over the past several years increasing emphasis has been placed on local administration of construction projects. The Urban Construction Initiative moves local administration from the project level to the program level, providing municipalities with the opportunity to manage their entire construction program. The Town of Blacksburg joined the Urban Construction Initiative on July 1, 2008.

At this time, VDOT does not project continuation of funding of this program.

ENGINEERING AND GIS DEPARTMENT
URBAN CONSTRUCTION INITIATIVE FUND

FUNDING SUMMARY

Program Account Code: 201-8110

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 75,236	\$ -	\$ -	\$ -	0.0%
Benefits	35,346	-	-	-	0.0%
Contractual Services	-	-	-	-	0.0%
Supplies	1,066	-	-	-	0.0%
Training and Travel	161	-	-	-	0.0%
Internal Services	1,111	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
	<u>\$ 112,920</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Capital Improvements	3,098,611	300,000	350,000	350,000	16.7%
Total	\$ 3,211,531	\$ 300,000	\$ 350,000	\$ 350,000	16.7%

PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>Recommended Department</u>	<u>2015/16 Manager</u>
Transportation Program Manager	1.00	0.00	0.00	0.00
Total	1.00	0.00	0.00	0.00

**CDBG ENTITLEMENT FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
REVENUES					
Intergovernmental Revenue	\$ 374,635	\$ 623,505	\$ 395,861	\$ 432,854	\$ 424,753
Program Income	5,350	-	3,000	-	-
Transfers in	-	-	-	-	-
Total Revenues	<u>\$ 379,985</u>	<u>\$ 623,505</u>	<u>\$ 398,861</u>	<u>\$ 432,854</u>	<u>\$ 424,753</u>
EXPENDITURES					
Operating Expenditures	\$ 151,126	\$ 92,465	\$ 89,572	\$ 129,031	\$ 84,950
CDBG Project Expenditures	228,859	531,040	309,289	303,823	339,803
Total Expenditures	<u>\$ 379,985</u>	<u>\$ 623,505</u>	<u>\$ 398,861</u>	<u>\$ 432,854</u>	<u>\$ 424,753</u>
Excess (Deficiency) of Revenues Over Expenditures and Transfers	-	-	-	-	-
Fund Balance at Beginning of Fiscal Year	-	-	-	-	-
Fund Balance at End of Fiscal Year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

HOUSING AND NEIGHBORHOOD SERVICES

HOUSING DIVISION

NARRATIVE

The Housing Division of the Office of Housing and Neighborhood Services facilitates quality community development that results in benefits to low and moderate income (LMI) persons by providing housing, a suitable living environment, and expanded economic opportunities. The office provides community planning, information resources, and financial support for low to moderate income individuals, families, and organizations in a fair and equitable manner.

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

- Continued the implementation of the Affordable Housing Program to preserve long term affordability and created financial opportunities to assist future LMI homeowners.
- Successfully led the HOME Consortium through its eighth operational year to bring in HUD funding to the New River Valley for LMI housing initiatives.
- Completed construction on eight affordable senior rental housing units in Blacksburg.
- Completed the rehabilitation of 46 HOME rental units in the New River Valley.
- Construction on a 23 unit assisted living facility in Rich Creek will be completed this year.
- Began construction on one housing rehabilitation project in Blacksburg.
- Downtown Housing Study

FY 2015-2016 OBJECTIVES

- Complete construction of 64 affordable rental housing units in Montgomery County.
- Continue to foster development opportunities in the New River Valley HOME Consortium service area in order to assist local governments in developing affordable housing appropriate for their communities.
- Continue to pursue development opportunities for affordable housing initiatives while being environmentally conscious.
- Complete a new housing unit in partnership with Habitat for Humanity in Floyd.
- Support public service agencies that provide essential services in Blacksburg to over 50 residents in the housing and community development arena.

HOUSING AND NEIGHBORHOOD SERVICES	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
HOME Allocation	\$ 585,297	\$586,171	\$ 556,095	\$ 556,095	\$500,485
CDBG Allocation	\$ 440,966	\$440,966	\$ 432,854	\$ 432,854	\$ 432,854
External Funding (All Non-Town CDBG & HOME)	\$ 4,990,277	\$3,043,061	\$ 3,600,000	\$7,573,650	\$10,549,263
Leveraging ratio (External/Allocation)	4.9	3.0	3.5	7.7	11.3
New Housing Units Constructed	--	--	--	--	1
New Rental Units Constructed	31	16	31	31	32
Units Rehabilitated	30	18	50	46	64
Down Payment Assistance Recipients	--	--	--	--	--
Commercial Facades Rehabilitated	1	2	3	2	2
Public Infrastructure Projects Constructed	1	--	--	1	--
Public Facility Projects Constructed	--	--	--	--	--
% CDBG Funds Obligated	80%	85%	60%	50%	85%
% HOME funds Obligated	80%	70%	80%	90%	90%
% CDBG funds benefitting LMI	85%	92%	85%	95%	85%

HOUSING AND NEIGHBORHOOD SERVICES

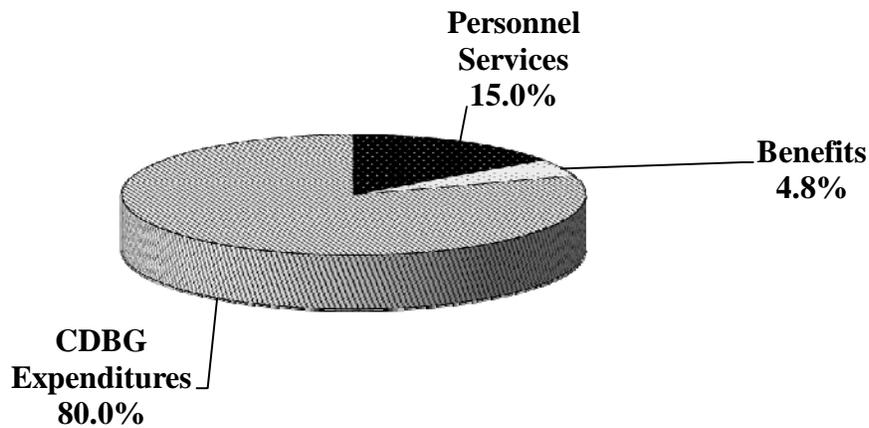
CDBG ENTITLEMENT FUND

FUNDING SUMMARY

Program Account Code: 210-1205

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 54,856	\$ 66,846	\$ 64,684	\$ 64,684	(3.2%)
Benefits	28,743	31,184	20,266	20,266	(35.0%)
Contractual Services	3,600	14,000	-	-	(100.0%)
Supplies	1,204	11,900	-	-	(100.0%)
Training and Travel	1,169	5,101	-	-	(100.0%)
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
CDBG Expenditures	309,289	303,823	339,803	339,803	11.8%
Total	\$ 398,861	\$ 432,854	\$ 424,753	\$ 424,753	(1.9%)

**Housing and Neighborhood Services - CDBG Entitlement
Total FY 2015/16 Expenditures: \$424,753**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Housing and Neighborhood Services Manager	1.00	1.00	1.00	1.00
Grants Coordinator	1.00 *	0.00	0.00	0.00
Total	2.00	1.00	1.00	1.00

* Frozen Position

**HOME CONSORTIUM FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
REVENUES					
Intergovernmental Revenue	\$ 647,794	\$ 721,253	\$ 653,912	\$ 556,095	\$ 495,135
Charges for Services	-	5,400	-	-	-
Program Income	-	-	10,000	-	-
Transfers in	-	-	-	-	-
Total Revenues	\$ 647,794	\$ 726,653	\$ 663,912	\$ 556,095	\$ 495,135
EXPENDITURES					
Operating Expenditures	\$ 84,774	\$ 82,103	\$ 58,845	\$ 101,184	\$ 49,514
HOME Project Expenditures	563,020	644,550	605,067	454,911	445,621
Total Expenditures	\$ 647,794	\$ 726,653	\$ 663,912	\$ 556,095	\$ 495,135
Excess (Deficiency) of Revenues Over Expenditures and Transfers	-	-	-	-	-
Fund Balance at Beginning of Fiscal Year	-	-	-	-	-
Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

HOUSING AND NEIGHBORHOOD SERVICES

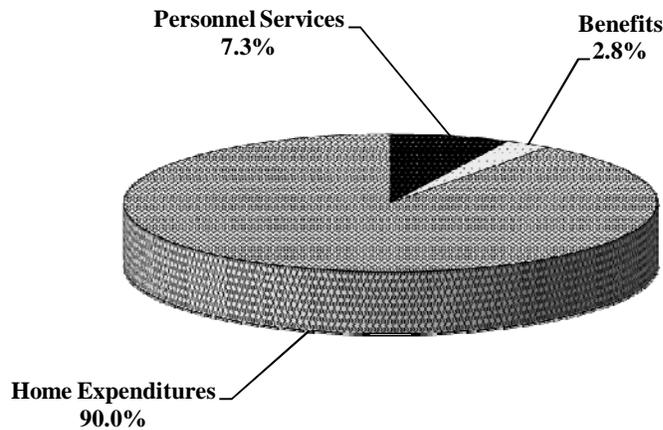
HOME CONSORTIUM FUND

FUNDING SUMMARY

Program Account Code: 211-1205

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 14,347	\$ 46,396	\$ 35,898	\$ 35,898	(22.6%)
Benefits	16,297	17,386	13,616	13,616	(21.7%)
Contractual Services	27,500	34,950	-	-	(100.0%)
Supplies	81	1,000	-	-	(100.0%)
Training and Travel	620	1,452	-	-	(100.0%)
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
HOME Expenditures	605,067	454,911	445,621	445,621	(2.0%)
Total	\$ 663,912	\$ 556,095	\$ 495,135	\$ 495,135	(11.0%)

**Housing and Neighborhood Services - HOME Consortium
Total FY 2015/16 Expenditures: \$495,135**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Project Manager	1.00	1.00	1.00	0.00
Senior Project Manager	0.00	0.00	0.00	1.00
Total	1.00	1.00	1.00	1.00

**EQUIPMENT OPERATIONS FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
Beginning Cash Balance (July1)	\$ (773)	\$ 95,949	\$ 218,482	\$ 274,365	\$ 87,665
REVENUES					
Operating Revenues	\$ 1,182,770	\$ 1,226,078	\$ 1,293,594	\$ 1,190,568	\$ 1,200,524
Transfers In	-	-	-	-	-
Total Revenues	<u>\$ 1,182,770</u>	<u>\$ 1,226,078</u>	<u>\$ 1,293,594</u>	<u>\$ 1,190,568</u>	<u>\$ 1,200,524</u>
EXPENDITURES					
Operating Expenditures	\$ 1,078,452	\$ 1,094,097	\$ 1,230,517	\$ 1,183,016	\$ 1,188,880
Capital Outlay	7,596	9,448	7,194	173,252	492,252
Transfers Out	-	-	-	21,000	-
Total Expenditures	<u>\$ 1,086,048</u>	<u>\$ 1,103,545</u>	<u>\$ 1,237,711</u>	<u>\$ 1,377,268</u>	<u>\$ 1,681,132</u>
Repayment of General Fund Loan	-	-	-	-	-
Net Gain (Loss)	<u>96,722</u>	<u>122,533</u>	<u>55,883</u>	<u>(186,700) *</u>	<u>(480,608) *</u>
Ending Cash Balance	<u><u>\$ 95,949</u></u>	<u><u>\$ 218,482</u></u>	<u><u>\$ 274,365</u></u>	<u><u>\$ 87,665</u></u>	<u><u>\$ (392,943)</u></u>

*Planned use of Cash

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

PUBLIC WORKS DEPARTMENT

EQUIPMENT OPERATIONS FUND

NARRATIVE

Equipment Operations Fund (Public Works Department) maintains the Town fleet of vehicles and equipment in a safe and reliable condition and in a cost-effective manner. It assists in the determination of an appropriate replacement schedule and selection of new and replacement vehicles appropriate for the use intended.

FY 2014-2015 ACCOMPLISHMENTS

- Completed the town fueling facility “Spill Prevention Counter Measures and Control Permitting” renewal project.
- Completed the preliminary engineering evaluation for upgrading the town fueling facility.
- Met mechanic’s productivity goal of 80%.

FY 2015-2016 OBJECTIVES

- Continue to monitor the billable hours for mechanics, i.e., service time billed directly to vehicles and equipment being serviced.
- Continue to monitor garage parts inventory, delete obsolete parts, and maintain stock of filters required for preventative maintenance.
- Continue to analyze Town fleet to defer replacement and prolong the useful life of each vehicle.
- Continue to evaluate equipment purchases to find the best available technology to accomplish work efficiently and safely.
- Begin construction documents for the new fueling facility for the Town garage.
- Begin Preliminary Design for compressor and garage building upgrades.

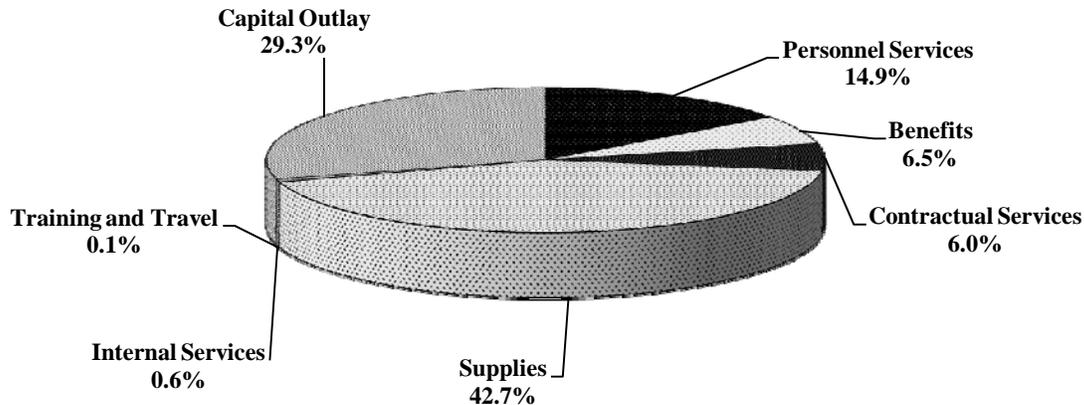
PUBLIC WORKS DEPARTMENT
EQUIPMENT OPERATIONS FUND

FUNDING SUMMARY

Program Account Code: 407-4120

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 251,631	\$ 246,390	\$ 250,550	\$ 250,550	1.7%
Benefits	98,928	117,145	108,646	108,646	(7.3%)
Contractual Services	100,634	98,999	101,038	101,038	2.1%
Supplies	728,621	708,849	717,013	717,013	1.2%
Training and Travel	2,714	1,500	1,500	1,500	0.0%
Internal Services	47,989	10,133	10,133	10,133	0.0%
Capital Outlay	7,194	173,252	492,252	492,252	184.1%
Transfers	-	21,000	-	-	(100.0%)
Total	\$ 1,237,711	\$ 1,377,268	\$ 1,681,132	\$ 1,681,132	22.1%

Public Works Department
Total FY 2015/16 Expenditures: \$1,681,132



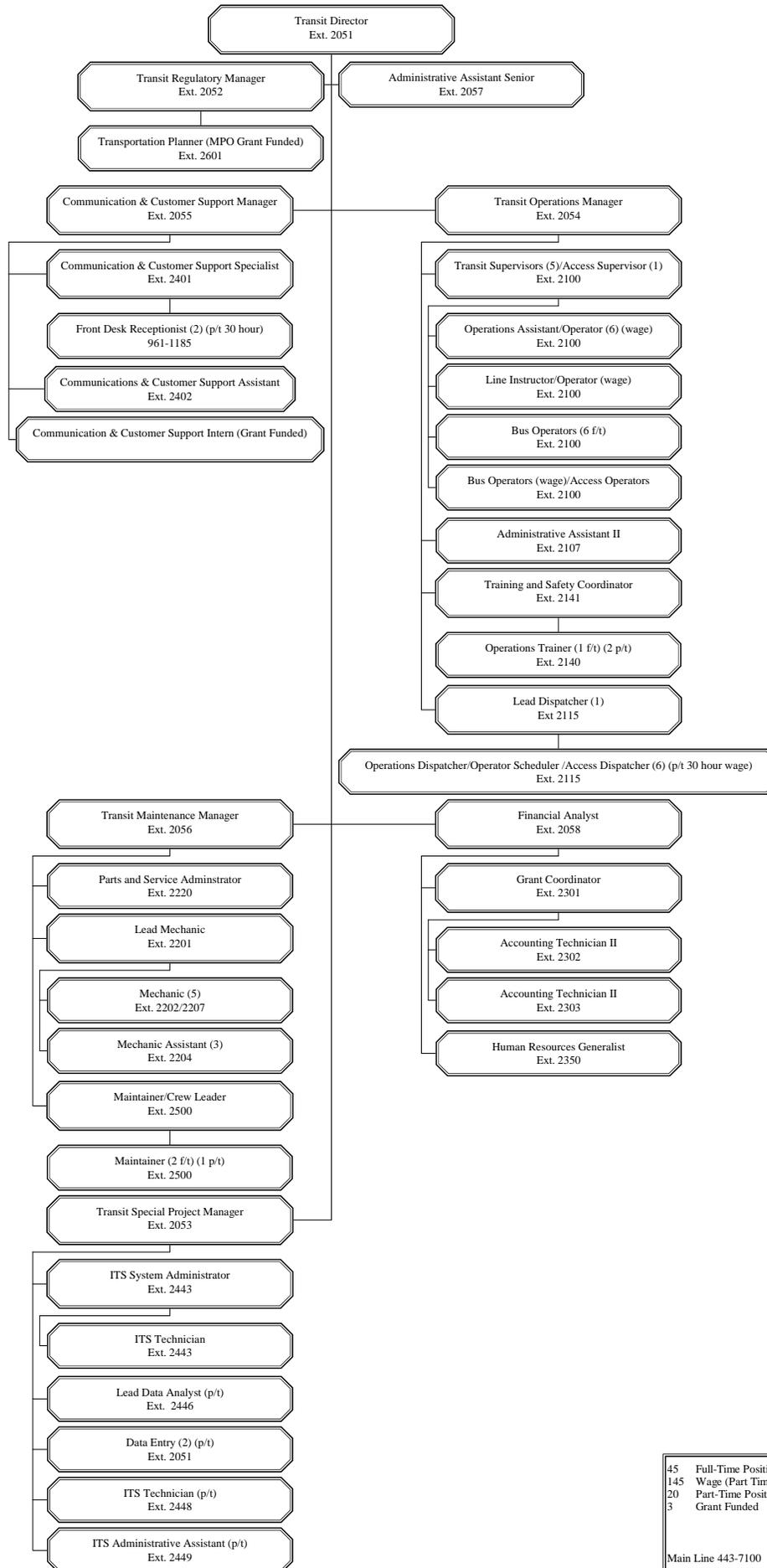
PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
General Services Manager	1.00	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00	1.00
Mechanic	3.00	3.00	3.00	3.00
Maintainer	0.63	0.00	0.00	0.00
Mechanic Assistant	0.00	1.00	1.00	1.00
Total	5.63	6.00	6.00	6.00

**TRANSIT FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
Beginning Cash Balance (July 1)	\$ 1,573,960	\$ 1,462,214	\$ 1,636,808	\$ 2,549,398	\$ 2,675,802
REVENUES					
Federal/State Grants	\$ 4,620,016	\$ 6,493,232	\$ 8,994,256	\$ 34,998,198	\$ 4,295,888
Virginia Tech Contract	2,566,523	3,004,762	3,267,204	6,477,716	3,367,810
Christiansburg Reimbursement	199,797	210,957	226,597	273,251	289,752
Fares and passes	137,764	116,084	192,535	114,800	164,583
Interest	45,083	(480)	49,931	30,000	30,000
Other	272,352	267,504	285,162	307,318	233,328
Total Revenues	\$ 7,841,535	\$ 10,092,059	\$ 13,015,685	\$ 42,201,283	\$ 8,381,361
EXPENDITURES					
Administration	\$ 709,708	\$ 818,730	\$ 846,918	\$ 879,527	\$ 1,068,207
Communications and Customer Support	217,634	182,977	186,413	266,892	290,730
Information Technology	223,749	264,137	287,723	343,551	390,971
Operations	2,271,858	2,312,348	2,340,744	2,470,703	2,770,640
Training	208,659	233,431	232,991	257,948	271,391
Access	523,352	567,374	564,451	667,583	693,299
Maintenance	1,730,155	1,719,837	1,804,520	1,921,765	2,080,990
Capital	2,068,166	3,818,631	5,839,335	35,266,910	2,113,152
Total Expenditures	\$ 7,953,281	\$ 9,917,465	\$ 12,103,095	\$ 42,074,879	\$ 9,679,380
OTHER FINANCING SOURCES					
Net Gain (Loss)	(111,746)	174,594	912,590	126,404	(1,298,019)
Ending Cash Balance	\$ 1,462,214	\$ 1,636,808	\$ 2,549,398	\$ 2,675,802	\$ 1,377,783

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.



45 Full-Time Positions
 145 Wage (Part Time Operator) Positions
 20 Part-Time Positions
 3 Grant Funded
 Main Line 443-7100

NARRATIVE

Blacksburg Transit (BT) provides safe, courteous, reliable, accessible, and affordable public transportation to the Town of Blacksburg, Virginia Tech, Town of Christiansburg, and the partnering communities within the New River Valley.

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

- BT's annual ridership is expected to total 3.65 million riders in FY 2015.
- BT reduced the number of passenger pass-bys an average of 30% per week.
- The three-year Dynamic Routing and Scheduling Study (TIGGER funded) project will be completed by June 2015.
- The RFP for the facility maintenance plan will be issued in February with project completion in June 2015 and implementation of recommendations beginning in FY 2016.
- Conceptual design for the MMTF will be 60% complete by the end of FY 2015.
- The Routing Study has been completed and implementation of the recommendations is expected to begin in FY 2016 in coordination with ongoing MMTF planning efforts.
- The Regional Cost Model upgrade is expected to be completed by the end of FY 2015 with implementation occurring over a two year period (FY 2016 & FY 2017).

FY 2015-2016 OBJECTIVES

- Achieve an on-time rate of 80% for preventative maintenance inspections.
- Establish an active social media presence for BT as a means of communicating with customers.
- Encourage additional usage of the BT4U mobile app using multiple marketing approaches.
- Conduct a comprehensive survey to understand customer travel habits and needs.
- Achieve full operator staffing (130 operators) prior to the start of the fall semester.
- Complete the final design of the MMTF in FY 2016 with construction to follow.
- Continue to implement route changes based on the results of the Routing Study completed in 2014, leading up to the transition of all routes to serve the MMTF when it opens in the Fall of 2017.

TRANSIT DEPARTMENT

BLACKSBURG TRANSIT	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
System Wide Measures:					
Passenger Trips - Annual	3,530,227	3,685,079	3,800,000	3,650,000	3,650,000
Revenue Miles between Major Incidents	---	---	---	---	---
Revenue Miles between Service Failures	6,671	4,882	6,000	6,000	6,000
On-Time Performance	91%	92%	93%	93%	93%
BT4U Mobile App Downloads	---	---	1,000	12,000	5,000
Advertising Revenue Earned	122,075	121,074	125,000	125,000	125,500
Bus Operations¹					
Operating Expense per Revenue Mile ²	\$ 6.51	\$ 6.71	\$ 6.93	\$ 6.93	\$ 7.69
Operating Expense per Revenue Hour ³	\$ 62.66	\$ 63.61	\$ 66.55	\$ 66.55	\$ 71.93
Operating Expense per Passenger Trip ⁴	\$ 1.67	\$ 1.65	\$ 1.75	\$ 1.82	\$ 2.00
Passenger Trip per Revenue Mile ⁵	3.89	4.08	3.95	3.80	3.80
Passenger Trip per Revenue Hour ⁶	37.47	38.65	37.96	36.46	36.05
BT Access					
Operating Expense per Revenue Mile ²	\$ 7.39	\$ 7.78	\$ 8.35	\$ 8.35	\$ 9.04
Operating Expense per Revenue Hour ³	\$ 61.08	\$ 61.51	\$ 69.01	\$ 69.01	\$ 71.47
Operating Expense per Passenger Trip ⁴	\$ 33.74	\$ 36.86	\$ 40.39	\$ 39.27	\$ 40.36
Passenger Trip per Revenue Mile ⁵	.22	.21	.21	.21	.22
Passenger Trip per Revenue Hour ⁶	1.81	1.67	1.71	1.71	1.77

Footnotes

- 1 - These measurements are calculated by Blacksburg Transit to report to the Federal Transit Administration via the National Transit Database. For information on definitions of terms please visit ntdprogram.gov.
- 2 - Measures Service Efficiency - Operating expense divided by total annual revenue miles.
- 3 - Measures Service Efficiency - Operating expense divided by total annual revenue hours.
- 4 - Measures Cost Efficiency - Operating expense divided by total annual passenger trips.
- 5 - Measures Service Effectiveness - Ratio of total annual trips to total annual revenue miles of service.
- 6 - Measures Service Effectiveness - Ratio of total annual trips to total annual revenue hours of service.

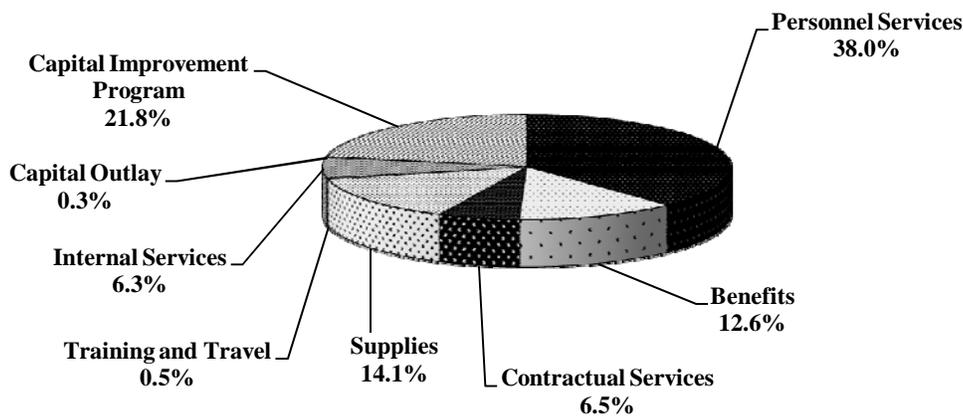
TRANSIT DEPARTMENT

FUNDING SUMMARY

Program Account Codes: 311-8000, 311-8001, 311-8002, 311-8010, 311-8012, 311-8020, 311-8030, 312-8000, 312-8001, 312-8002, 312-8010, 312-8030

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 3,149,191	\$ 3,428,916	\$ 3,675,755	\$ 3,675,755	7.2%
Benefits	975,379	1,163,626	1,220,605	1,220,605	4.9%
Contractual Services	398,450	416,646	621,362	621,362	49.1%
Supplies	1,319,826	1,325,289	1,364,260	1,364,260	2.9%
Training and Travel	9,874	31,052	47,972	47,972	54.5%
Internal Services	393,800	408,100	605,500	605,500	48.4%
Capital Outlay	17,240	34,340	30,774	30,774	(10.4%)
Transfers Out	-	-	-	-	0.0%
Total	\$ 6,263,760	\$ 6,807,969	\$ 7,566,228	\$ 7,566,228	11.1%
C.I.P. Capital	5,839,335	35,266,910	2,113,152	2,113,152	(94.0%)
Total	\$ 12,103,095	\$ 42,074,879	\$ 9,679,380	\$ 9,679,380	(77.0%)

**Transit Department
Total FY 2015/16 Expenditures: \$9,679,380**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Full-Time	42.00	42.00	45.00	45.00
Part-Time	63.07	63.94	68.49	68.49
Total	105.07	105.94	113.49	113.49

TRANSIT DEPARTMENT

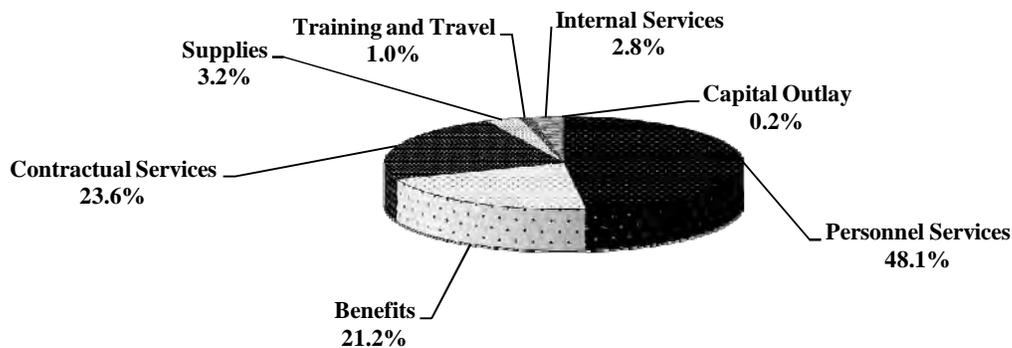
ADMINISTRATION

FUNDING SUMMARY

Program Account Code: 311-8000, 312-8000

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 462,573	\$ 483,340	\$ 513,303	\$ 513,303	6.2%
Benefits	195,928	234,618	226,024	226,024	(3.7%)
Contractual Services	148,093	109,166	252,617	252,617	131.4%
Supplies	17,760	21,732	33,927	33,927	56.1%
Training and Travel	4,764	10,171	10,836	10,836	6.5%
Internal Services	17,800	18,500	29,500	29,500	59.5%
Capital Outlay	-	2,000	2,000	2,000	0.0%
Total	\$ 846,918	\$ 879,527	\$ 1,068,207	\$ 1,068,207	21.5%

**Administration Division
Total FY 2015/16 Expenditures: \$1,068,207**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Director	1.00	1.00	1.00	1.00
Transit Regulatory Manager	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00
Administrative Assistant - Senior	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Grants Coordinator	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00	1.00
Human Resource Generalist	0.00	1.00	1.00	1.00
Clerical (wage)	0.75	0.00	0.00	0.00
Total	8.75	9.00	9.00	9.00

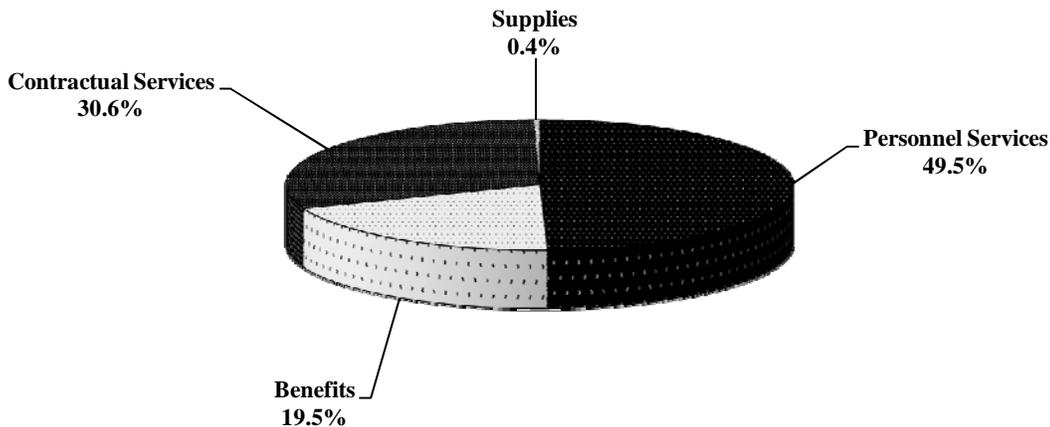
TRANSIT DEPARTMENT
COMMUNICATIONS AND CUSTOMER SUPPORT

FUNDING SUMMARY

Program Account Code: 311-8001, 312-8001

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 108,094	\$ 139,484	\$ 143,974	\$ 143,974	3.2%
Benefits	34,008	55,413	56,599	56,599	2.1%
Contractual Services	40,411	64,816	88,983	88,983	37.3%
Supplies	3,900	7,179	1,174	1,174	(83.6%)
Training and Travel	-	-	-	-	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 186,413	\$ 266,892	\$ 290,730	\$ 290,730	8.9%

Communications and Customer Support Division
Total FY 2015/16 Expenditures: \$290,730



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Communications and Customer Support Manager	1.00	1.00	1.00	1.00
Communications and Customer Support Specialist	1.00	1.00	1.00	1.00
Administration Assistant - Senior	1.00	1.00	1.00	1.00
Clerical (wage)	1.50	1.44	1.44	1.44
Total	4.50	4.44	4.44	4.44

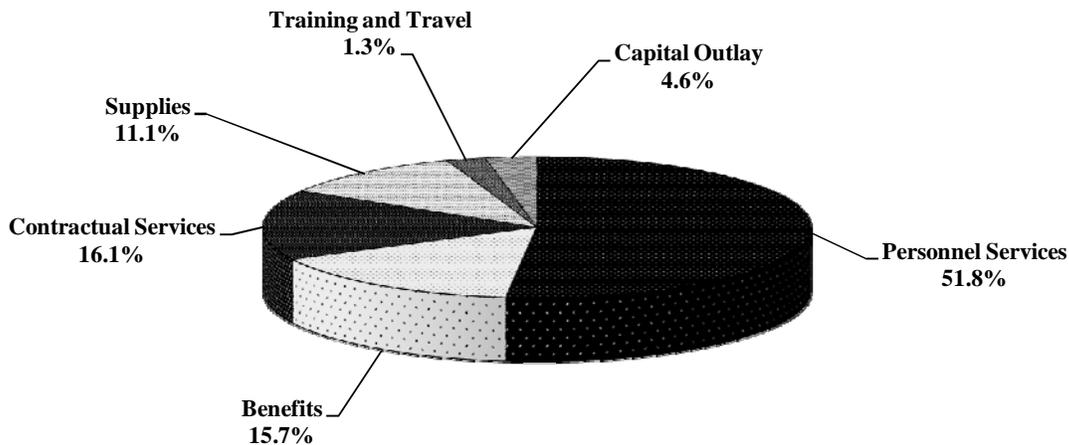
TRANSIT DEPARTMENT
INFORMATION TECHNOLOGY

FUNDING SUMMARY

Program Account Code: 311-8002, 312-8002

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 148,918	\$ 179,522	\$ 202,562	\$ 202,562	12.8%
Benefits	52,998	59,526	61,202	61,202	2.8%
Contractual Services	42,112	53,601	62,902	62,902	17.4%
Supplies	30,121	30,930	43,355	43,355	40.2%
Training and Travel	496	4,340	8,940	8,940	106.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	13,078	15,632	12,010	12,010	(23.2%)
Total	\$ 287,723	\$ 343,551	\$ 390,971	\$ 390,971	13.8%

Information Technology Division
Total FY 2015/16 Expenditures: \$390,971



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Transit ITS/Special Projects				
Manager	1.00	1.00	1.00	1.00
ITS System Administrator	1.00	1.00	1.00	1.00
ITS Technician & Administrative				
Assistant (wage)	0.00	1.44	1.44	1.44
Clerical (wage)	1.50	2.88	2.88	2.88
Total	3.50	6.32	6.32	6.32

TRANSIT DEPARTMENT

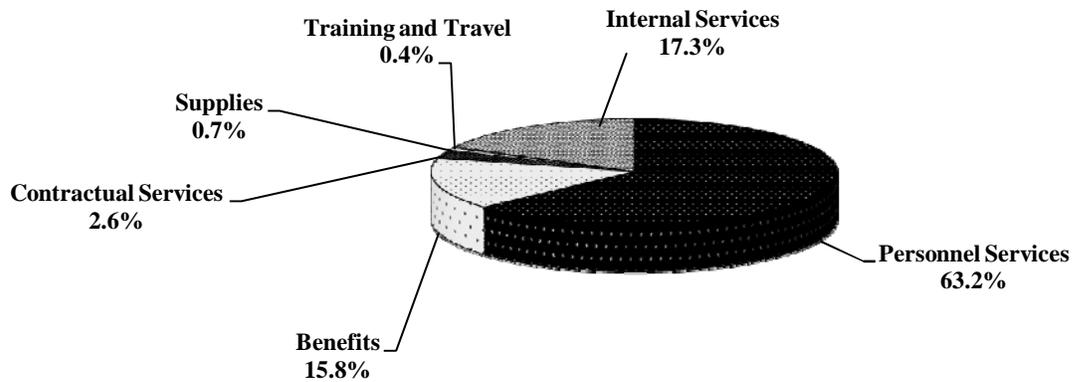
OPERATIONS

FUNDING SUMMARY

Program Account Code: 311-8010, 312-8010

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 1,555,175	\$ 1,647,378	\$ 1,750,703	\$ 1,750,703	6.3%
Benefits	389,491	433,675	438,996	438,996	1.2%
Contractual Services	62,433	67,075	71,854	71,854	7.1%
Supplies	13,742	18,364	19,192	19,192	4.5%
Training and Travel	3,687	7,411	11,195	11,195	51.1%
Internal Services	286,800	296,800	478,700	478,700	61.3%
Capital Outlay	446	-	-	-	0.0%
Transfers Out	28,970	-	-	-	0.0%
Total	\$ 2,340,744	\$ 2,470,703	\$ 2,770,640	\$ 2,770,640	12.1%

**Operations Division
Total FY 2015/16 Expenditures: \$2,770,640**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Operations Manager	1.00	1.00	1.00	1.00
Supervisors	6.00 *	5.00	5.00	5.00
Administrative Assistant	2.00	1.00	1.00	1.00
Bus Operators III	7.00	6.00	6.00	6.00
Lead Dispatcher	0.00	1.00	1.00	1.00
Bus Operators (wage)	47.52	44.06	48.33	48.33
Total	63.52	58.06	62.33	62.33

*One of these positions is frozen

TRANSIT DEPARTMENT

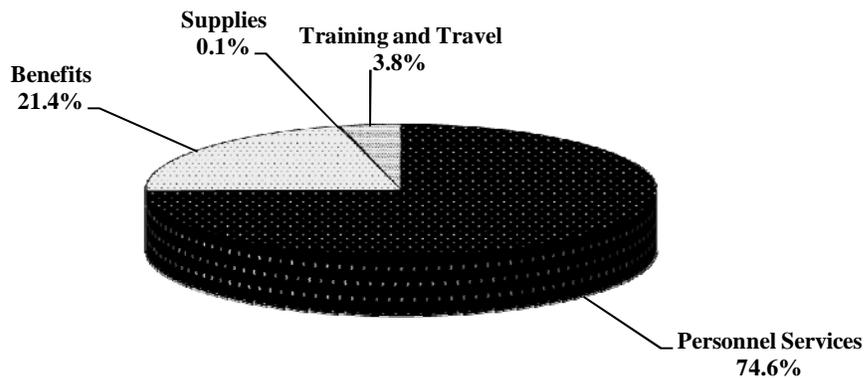
TRAINING

FUNDING SUMMARY

Program Account Code: 311-8012, 312-8012

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 181,045	\$ 193,481	\$ 202,546	\$ 202,546	4.7%
Benefits	51,111	59,661	57,980	57,980	(2.8%)
Contractual Services	-	-	-	-	0.0%
Supplies	526	254	444	444	74.8%
Training and Travel	309	4,552	10,421	10,421	128.9%
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 232,991	\$ 257,948	\$ 271,391	\$ 271,391	5.2%

**Training Division
Total FY 2015/16 Expenditures: \$271,391**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Training and Safety				
Coordinator	1.00	1.00	1.00	1.00
Operations Trainer	1.00	1.00	1.00	1.00
Bus Operators (wage)	4.05	4.92	5.92	5.92
Total	6.05	6.92	7.92	7.92

TRANSIT DEPARTMENT

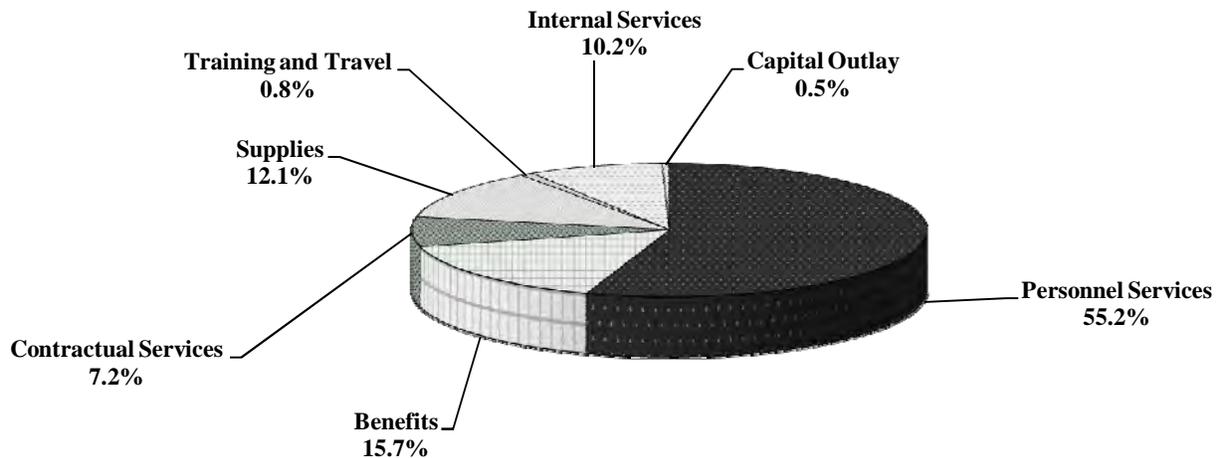
ACCESS

FUNDING SUMMARY

Program Account Code: 311-8020

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 341,263	\$ 366,598	\$ 382,718	\$ 382,718	4.4%
Benefits	78,064	100,973	108,844	108,844	7.8%
Contractual Services	30,591	43,352	50,107	50,107	15.6%
Supplies	74,045	80,822	84,023	84,023	4.0%
Training and Travel	618	3,675	5,677	5,677	54.5%
Internal Services	66,700	69,000	58,700	58,700	(14.9%)
Capital Outlay	2,140	3,163	3,230	3,230	2.1%
Transfers Out	(28,970)	-	-	-	0.0%
Total	\$ 564,451	\$ 667,583	\$ 693,299	\$ 693,299	3.9%

**Access Division
Total FY 2015/16 Expenditures: \$693,299**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Access Supervisor	1.00	1.00	1.00	1.00
Bus Operators (wage)	5.25	7.76	7.76	7.76
Total	6.25	8.76	8.76	8.76

TRANSIT DEPARTMENT

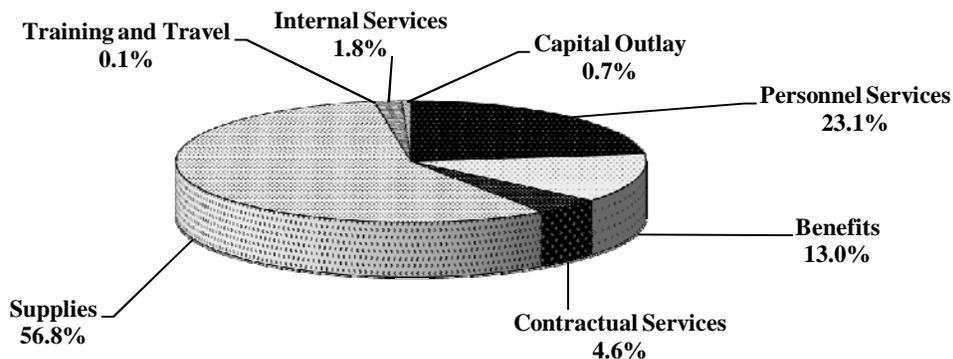
MAINTENANCE

FUNDING SUMMARY

Program Account Code: 311-8030, 312-8030

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 352,123	\$ 419,113	\$ 479,949	\$ 479,949	14.5%
Benefits	173,779	219,760	270,960	270,960	23.3%
Contractual Services	74,810	78,636	94,899	94,899	20.7%
Supplies	1,179,732	1,166,008	1,182,145	1,182,145	1.4%
Training and Travel	-	903	903	903	0.0%
Internal Services	22,500	23,800	38,600	38,600	62.2%
Capital Outlay	1,576	13,545	13,534	13,534	(0.1%)
Total	\$ 1,804,520	\$ 1,921,765	\$ 2,080,990	\$ 2,080,990	8.3%

**Maintenance Division
Total FY 2015/16 Expenditures: \$2,080,990**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Maintenance Manager	1.00	1.00	1.00	1.00
Mechanic	5.00	5.00	5.00	5.00
Lead Mechanic	1.00	1.00	1.00	1.00
Parts and Service				
Administrator	1.00	1.00	1.00	1.00
Mechanic Assistant	1.00	1.00	3.00	3.00
Maintainer Crew Leader	0.00	1.00	1.00	1.00
Maintainer	2.00	1.00	2.00	2.00
Maintainer (wage)	1.50	1.44	0.72	0.72
Total	12.50	12.44	14.72	14.72

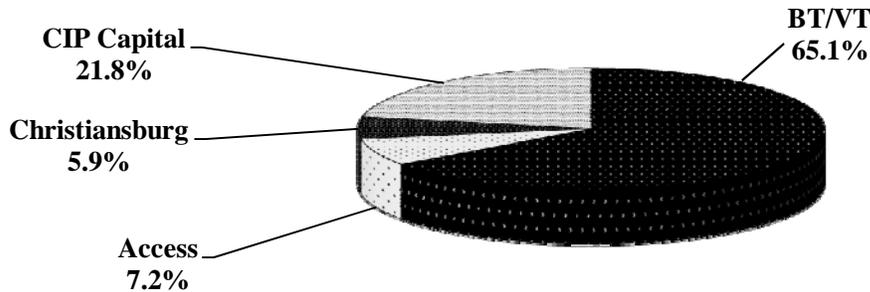
TRANSIT DEPARTMENT

REGIONAL PARTNERS

FUNDING SUMMARY

<u>Item Account</u>	<u>Blacksburg Transit/ Virginia Tech</u>	<u>Access</u>	<u>Christiansburg</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>
Personnel Services	\$ 3,011,526	\$ 382,718	\$ 281,511	\$ 3,675,755	\$ 3,675,755
Benefits	1,034,571	108,844	77,190	1,220,605	1,220,605
Contractual Services	530,933	50,107	40,322	621,362	621,362
Supplies	1,167,101	84,023	113,136	1,364,260	1,364,260
Training and Travel	39,569	5,677	2,726	47,972	47,972
Internal Services	492,300	58,700	54,500	605,500	605,500
Capital Outlay	24,997	3,230	2,547	30,774	30,774
Total	\$ 6,300,997	\$ 693,299	\$ 571,932	\$ 7,566,228	\$ 7,566,228
C.I.P. Capital	1,809,483	-	303,669	2,113,152	2,113,152
Total	\$ 8,110,480	\$ 693,299	\$ 875,601	\$ 9,679,380	\$ 9,679,380

**Transit Department - Regional Partners
Total FY 2015/16 Expenditures: \$9,679,380**



PROGRAM DESCRIPTION

In response to the expansion of services in the New River Valley, Blacksburg Transit, in conjunction with the Town of Blacksburg, the Town of Christiansburg, and Virginia Tech, developed and implemented a Regional Cost Model. This model includes a formula that determines the local cost of services to each entity for the services provided by Blacksburg Transit.

**SOLID WASTE AND RECYCLING FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
Beginning Cash Balance (July1)	\$ 573,608	\$ 697,070	\$ 850,274	\$ 875,213	\$ 757,213
REVENUES					
Refuse Collection Fees	\$ 1,600,227	\$ 1,654,205	\$ 1,725,032	\$ 1,693,278	\$ 1,698,438
Miscellaneous Income	7,509	88,216	17,093	9,500	9,500
Special Pickups	7,620	12,440	10,205	10,000	10,200
Total Revenues	<u>\$ 1,615,356</u>	<u>\$ 1,754,861</u>	<u>\$ 1,752,330</u>	<u>\$ 1,712,778</u>	<u>\$ 1,718,138</u>
EXPENDITURES					
Personnel Services	\$ 136,481	\$ 98,164	\$ 101,032	\$ 114,161	\$ 108,835
Contractual Services	1,223,785	1,327,228	1,265,914	1,296,210	1,345,391
Other	84,479	119,242	230,752	235,657	269,453
Capital Outlay	16,593	16,801	85,026	20,000	-
Total Expenditures	<u>\$ 1,461,338</u>	<u>\$ 1,561,435</u>	<u>\$ 1,682,724</u>	<u>\$ 1,666,028</u>	<u>\$ 1,723,679</u>
Transfers Out	30,556	40,222	44,667	164,750	48,350
Total Expenditures/Transfers Out	<u>\$ 1,491,894</u>	<u>\$ 1,601,657</u>	<u>\$ 1,727,391</u>	<u>\$ 1,830,778</u>	<u>\$ 1,772,029</u>
OTHER FINANCING SOURCES					
General Fund Loan	\$ -	\$ -	\$ -	\$ -	\$ -
Net Gain (Loss)	<u>123,462</u>	<u>153,204</u>	<u>24,939</u>	<u>(118,000)</u>	<u>(53,891) *</u>
Ending Cash Balance	<u><u>\$ 697,070</u></u>	<u><u>\$ 850,274</u></u>	<u><u>\$ 875,213</u></u>	<u><u>\$ 757,213</u></u>	<u><u>\$ 703,322</u></u>

*Planned use of Cash

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

FINANCIAL SERVICES AND PUBLIC WORKS DEPARTMENTS

SOLID WASTE & RECYCLING FUND

NARRATIVE

The Solid Waste and Recycling Fund provides for the efficient and environmentally proper disposal of municipal solid waste, provides varied recycling opportunities to all Town citizens, enhances the quality and quantity of recyclable materials collected, and promotes waste reduction.

FY 2014 - 2015 ACCOMPLISHMENTS

- Implemented a five year contract for curbside refuse and recycling collection with Waste Industries, the Town's new solid waste hauling contractor.
- Continued the partnership with the YMCA at Virginia Tech to provide convenient electronic recycling opportunities for Blacksburg residents. In calendar year 2014, 61.40 tons of electronics and almost 3.06 tons of batteries were recycled.
- Worked with apartment complex managers to improve code compliance and enhance recycling opportunities for their residents.
- Managed the Armory Lot and Progress Street Lot refuse and recycling facilities. Staff continues to work with the contracted solid waste hauler and users of the facility to ensure outstanding customer service for the merchants who are utilizing this location.
- Launched the "MY WASTE" smart phone application that provides real-time information on waste services and recycling to citizens throughout the Town.
- Completed the Town's portion of the annual Virginia DEQ Recycling Rate Report and provided it to the Montgomery Regional Solid Waste Authority for inclusion in the regional report.

FY 2015 - 2016 OBJECTIVES

- Implement a bi-weekly single stream curbside recycling service. Partner with the Montgomery Regional Solid Waste Authority to advertise and promote the new single stream recycling program.
- Continue to partner with the YMCA at Virginia Tech to provide convenient opportunities for Blacksburg residents to recycle electronics and batteries.
- Continue to monitor trash, recycling, and ash disposal needs in the downtown area and provide additional containers as is warranted.
- Continue to work with apartment complex managers to improve code compliance and apartment recycling opportunities.
- Continue to manage the Armory Lot and Progress Street Lot refuse and recycling facilities.
- Submit the Town's portion of the calendar year 2014 Virginia DEQ Recycling Rate Report to the Montgomery Regional Solid Waste Authority for inclusion in the regional report.

SOLID WASTE AND RECYCLING FUND

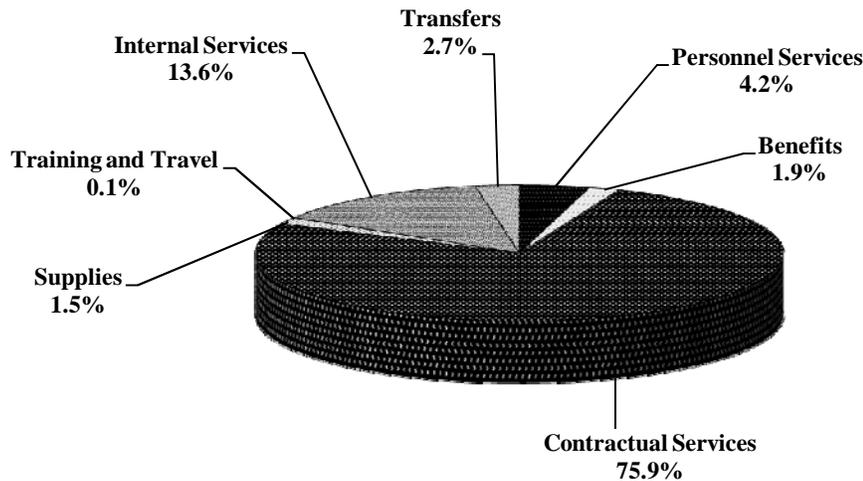
FINANCIAL SERVICES AND PUBLIC WORKS DEPARTMENTS

FUNDING SUMMARY

Program Account Codes: 305-1450, 305-4160

Item Account	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 70,486	\$ 73,527	\$ 75,793	\$ 75,793	3.1%
Benefits	30,546	40,634	33,042	33,042	(18.7%)
Contractual Services	1,265,914	1,296,210	1,345,391	1,345,391	3.8%
Supplies	27,882	32,416	26,912	26,912	(17.0%)
Training and Travel	1,359	1,400	1,400	1,400	0.0%
Internal Services	201,511	201,841	241,141	241,141	19.5%
Capital Outlay	85,026	20,000	-	-	(100.0%)
Transfers	44,667	164,750	48,350	48,350	(70.7%)
Total	\$ 1,727,391	\$ 1,830,778	\$ 1,772,029	\$ 1,772,029	(3.2%)

**Solid Waste and Recycling Fund
Total FY 2015/16 Expenditures: \$1,772,029**



PERSONNEL SUMMARY

Authorized Position	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council <u>Adopted</u>
Accounting Technician - Senior	1.00	1.00	1.00	1.00
Solid Waste Operations Coordinator	1.00	0.00	0.00	0.00
Solid Waste Specialist	0.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

**STORMWATER FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
Beginning Cash Balance (July1)	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES					
Stormwater Collection Fees	\$ -	\$ -	\$ -	\$ 340,000	\$ 1,021,000
Miscellaneous Income	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 340,000</u>	<u>\$ 1,021,000</u>
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ 53,615	\$ 151,846
Contractual Services	-	-	-	-	100,822
Other	-	-	-	286,385	395,332
Capital Outlay	-	-	-	-	68,000
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 340,000</u>	<u>\$ 716,000</u>
Transfers Out	-	-	-	-	305,000
Total Expenditures/Transfers Out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 340,000</u>	<u>\$ 1,021,000</u>
OTHER FINANCING SOURCES					
General Fund Loan	\$ -	\$ -	\$ -	\$ -	\$ -
Net Gain (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash Balance	<u><u>\$ -</u></u>				

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

STORMWATER FUND

NARRATIVE

The Stormwater Fund provides for stormwater improvements to protect public safety, preserve property values and support environmental best management practices and other improvements needed to combat the impacts of urban stormwater runoff. The Fund supports programs for public education and participation, illicit discharge detection and elimination, construction and post construction runoff control and good housekeeping measures for the town's municipal facilities. Professional services are provided for planning, monitoring, mapping, expansion and improvement of the storm drainage system and the system of stormwater best management practices.

FY 2014-2015 ACCOMPLISHMENTS

- The stormwater utility enterprise fund was adopted, and a system of stormwater utility fees was established. Public information was provided throughout the consideration process, and after adoption prior to the initial fee billing.
- A stormwater utility fee credit program was developed, and advertised. Informational materials were placed on the website, and the initial credit application schedule was disseminated.
- The design of Giles Road sidewalk and drainage improvement project was completed. This project will alleviate residential flooding on Giles road and improve street drainage.
- A TMDL action plan was completed; this document demonstrates how the Town will ensure compliance with the MS-4 permit conditions and includes the means and methods that will be used to accomplish the MS-4 permit goals.
- The 2014 Municipal Storm Sewer System Annual Report was submitted to the VDEQ, which documents the Town's completion of the 43 annual requirements for compliance.
- A Townwide GIS storm drain database was completed which captured the storm drain system for all watersheds. This is the basis of information for the annual maintenance and inspection program for the existing storm drain system.

FY 2015-2016 OBJECTIVES

- Construction of the Giles Road drainage and sidewalk project will be completed.
- The 2015 Municipal Storm Sewer System Annual Report will be submitted, documenting the status of the 43 annual requirements for compliance.
- A storm drain structure inspection program will be initiated to identify failing storm drain structures. Maintenance corrections will be scheduled as indicated through the inspections.
- The storm structure inspection program will be migrated into a digital database for improved recordkeeping and asset management.
- Improvements will be completed at an existing inadequate culvert under Mt. Tabor Road which has recently contributed to a Woodbine residence structure flooding.

STORMWATER FUND	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
PUBLIC WORKS:					
Total Number of Storm Sewer Inlets and Structures in the Town Rights-of-Way	-	-	-	-	2,506
Number of Storm Sewer Inlets and Structures in the Town Rights-of-Way with Deficiencies Noted as a Result of the Inspection During the FY	-	-	-	-	TBD
Number of Deficient Storm Sewer Inlets and Structures in the Town Rights-of-Way for which Corrective Maintenance Actions were Completed During the FY	-	-	-	-	TBD
Tonnage of Litter and Debris Removed from Streets Via Street Sweeping in the FY	-	-	-	-	20
ENGINEERING & GIS:					
Number of Stormwater Facilities which Require Town Inspection	-	-	-	-	364
Number of Stormwater Management Facilities Inspected During the FY	-	-	-	-	110
Stormwater Management Facilities which Required Corrections as a Result of Inspection	-	-	-	-	TBD
Stormwater Credit Applications Received	-	-	-	3	10
Number of Stormwater Credit Applications Approved	-	-	-	3	TBD
Nutrient Reduction Achieved through Stormwater Management Program (lbs)	-	-	-	-	TBD
Sediment Reduction Achieved through Stormwater Management Program (lbs)	-	-	-	-	TBD
Total Annual Revenue Collected	-	-	-	-	\$1,054,920
Total Annual Revenue Collection Percentage	-	-	-	-	TBD
Operation / Capital Expenditures Ratio for the FY	-	-	-	-	1.10

Note:

Stormwater Utility created 1/1/2016. No measures prior to FY 2015/2016

STORMWATER FUND

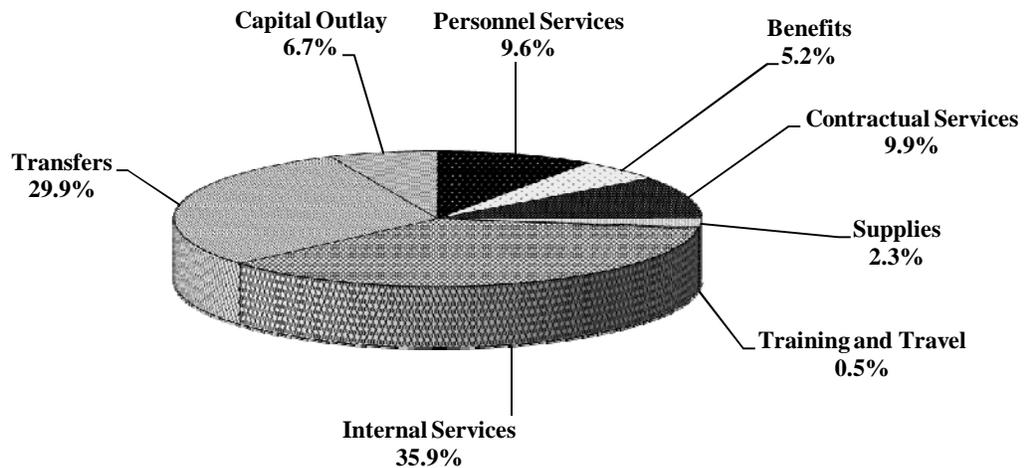
FINANCIAL SERVICES AND ENGINEERING AND GIS DEPARTMENTS

FUNDING SUMMARY

Program Account Codes: 307-1470, 307-8112

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ -	\$ 31,000	\$ 98,396	\$ 98,396	217.4%
Benefits	-	22,615	53,450	53,450	136.3%
Contractual Services	-	-	100,822	100,822	100.0%
Supplies	-	4,500	23,332	23,332	418.5%
Training and Travel	-	-	5,000	5,000	100.0%
Internal Services	-	281,885	367,000	367,000	30.2%
Capital Outlay	-	-	68,000	68,000	100.0%
Transfers	-	-	305,000	305,000	100.0%
Total	\$ -	\$ 340,000	\$ 1,021,000	\$ 1,021,000	200.3%

**Stormwater Fund
Total FY 2015/16 Expenditures: \$1,021,000**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Town Engineer	-	1.00	1.00	1.00
Inspector - Stormwater	-	-	1.00	1.00
Total	-	1.00	2.00	2.00

**WATER AND SEWER FUND
SUMMARY¹**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted
Beginning Cash Balance (July 1) (July 1)	\$ 5,538,587	\$ 5,203,035	\$ 3,772,849	\$ 2,762,575	\$ 2,348,746
REVENUES					
Service Charges	\$ 7,964,502	\$ 8,289,321	\$ 8,491,007	\$ 9,487,827	\$ 9,563,051
Meter Installation	63,363	84,857	145,874	84,000	84,000
Connection Charges	40,738	34,575	73,566	68,000	68,000
Other	49,370	50,030	46,380	50,000	50,000
Line Extensions	891	-	-	8,300	8,300
Interest Earnings	46,159	44,049	7,868	63,700	30,000
Miscellaneous	142,309	146,021	158,118	150,700	141,700
Total Revenues	<u>8,307,332</u>	<u>8,648,853</u>	<u>8,922,813</u>	<u>9,912,527</u>	<u>9,945,051</u>
Transfers In	25,480	-	-	-	-
Total Revenues/Transfers In	<u>\$ 8,332,812</u>	<u>\$ 8,648,853</u>	<u>\$ 8,922,813</u>	<u>\$ 9,912,527</u>	<u>\$ 9,945,051</u>
EXPENDITURES					
Payment to Authorities	\$ 3,876,166	\$ 4,252,883	\$ 4,183,726	\$ 4,806,768	\$ 4,909,409
Operations	1,018,354	1,123,201	1,171,295	1,132,516	1,139,818
Administration	1,120,244	1,159,971	1,273,216	1,365,031	1,309,335
Utility Services	557,251	640,207	660,144	689,465	701,938
Pump Station Maintenance	323,971	404,300	421,868	422,624	440,091
Debt Service	4,989,021	871,160	824,454	824,948	731,091
Total Expenditures	<u>11,885,007</u>	<u>8,451,722</u>	<u>8,534,703</u>	<u>9,241,352</u>	<u>9,231,682</u>
Transfers Out	1,315,017	2,590,942	1,900,284	1,468,504	1,674,638
Total Expenditures/Transfers Out	<u>\$ 13,200,024</u>	<u>\$ 11,042,664</u>	<u>\$ 10,434,987</u>	<u>\$ 10,709,856</u>	<u>\$ 10,906,320</u>
OTHER FINANCING SOURCES					
Bond Proceeds	\$ 4,157,460	\$ -	\$ -	\$ -	\$ -
Availability Fees	374,200	963,625	501,900	383,500	594,100
Total Other Financing Sources	<u>\$ 4,531,660</u>	<u>\$ 963,625</u>	<u>\$ 501,900</u>	<u>\$ 383,500</u>	<u>\$ 594,100</u>
Net Gain (Loss)	<u>(335,552)</u>	<u>(1,430,186)</u>	<u>(1,010,274)</u>	<u>(413,829)</u>	<u>(367,169)</u>
Ending Cash Balance	<u><u>\$ 5,203,035</u></u>	<u><u>\$ 3,772,849</u></u>	<u><u>\$ 2,762,575</u></u>	<u><u>\$ 2,348,746</u></u>	<u><u>\$ 1,981,577</u></u>

¹For comparison purposes with other fund summaries, projected and budgeted expenditures are recognized on the modified accrual basis of accounting.

NARRATIVE

The Water and Sewer Fund provides for safe and reliable, uninterrupted water service and sanitary sewer service to Town utility customers in a cost-effective manner. Engineering services are provided for monitoring, expansion and improvement of the drinking water and sanitary sewer systems to assure reliability, demonstrate best practices, and enhance environmental sensitivity.

FY 2014-2015 ACCOMPLISHMENTS-TO-DATE

Engineering & GIS

- Data Logging equipment installation were completed for Alleghany and Neil Street water tanks and Alleghany and Coal Bank Ridge Pump Stations. This will enable remote monitoring of water quality, pump run times, tank levels, water demand in specific pressure zones, and additional metrics for evaluating and maintaining the water system.
- Design was completed for University City Boulevard water main replacement. This project corrects water loss, water outages, and degradation of the road subgrade caused by water leaks.
- Construction was completed for the replacement of the Givens pump station, which was a public private partnership that facilitated extension of sewer service in the North end area of Town and enabled a 30 year old station to be replaced with current technology.
- Sewer Shed Evaluation Studies (SSES) were completed for the Hospital pump station area and the Shenandoah pump station area.

Public Works

- Replacement of 2,500 linear feet of water main was completed on Davis Street and Gardenspring Drive.
- Lining of 5,000 linear feet of sanitary sewer for root intrusion and inflow and infiltration abatement was completed.
- Condition assessments of 3.0 miles of the town's sewer system were captured in the Hospital sewer shed to facilitate reconditioning of the existing collection system.
- Continued replacement of aging fire hydrants town-wide.

FY 2015-2016 OBJECTIVES

Engineering & GIS

- A construction contract will be awarded for the University City Blvd. water main replacement.
- A design contract will be awarded for the Neil Street Water Pump Station. This pump station will address the lack of redundancy/reliability of the high pressure zone water system.
- Water tank inspections will be completed. This is required by the VDH on a five year frequency.
- New fencing and an automatic gate will be installed at the North Main water tank to improve site security and access, and to separate wireless provider maintenance access from public water supply facilities.
- The sanitary sewer shed rehabilitation will be completed for the Hospital pump station area, for the Cedar Run area, and for the Shenandoah pump station area.
- The design of the Hospital pump station will be completed.
- The preliminary engineering report will be completed for construction of a Neil Street water pump station to provide a redundant supply of water to the high water system for system reliability and emergency response.

WATER AND SEWER FUND

Public Works

- Replacement of 1200 linear feet of waterline along Falcon Drive and 2600 linear feet along Lucas Drive will be completed.
- The installation of a solids dewatering/grit disposal station will be completed at the Cedar Run Sanitary Sewer Pump Station.
- The department's five-year program to capture the condition of the town's sewer system electronically with the use of the new digital TV camera and by tracking all preventative maintenance with work orders will be continued.
- The annual sanitary sewer lining program will be continued to address root intrusion and inflow and infiltration abatement.
- The annual program supporting the replacement of aging fire hydrants townwide will be continued.

WATER AND SEWER FUND	2012/2013 Actual	2013/2014 Actual	2014/2015 Adopted	2014/2015 Projected	2015/2016 Proposed
Engineering & GIS:					
Professional Services Contracts Awarded and Administered	\$22,658	\$132,183	\$65,500	\$100,000	\$250,000
Construction Contracts Awarded and Administered	\$1,861,705	\$518,837	\$746,400	\$521,900	\$441,800
Safe Drinking Water Act Compliance	100%	100%	100%	100%	100%
Water Quality Complaints (Odor, Taste, Color, or Appearance)	5	9	-	1	-
Determined to be a Water System Issue	2	2	-	-	-
Determined to be a Private Water Service or Plumbing Issue	3	7	-	-	-
Number of Sanitary Sewer Overflows	4	3	-	5	-
Determined to be a System Capacity or Condition Issue	-	-	-	-	-
Determined to be Vandalism, Construction or Other Issue	4	3	-	5	-
Public Improvement Construction Inspected and Accepted (LF)					
Water Main (Development)	10,218	5,769	6,537	1,858	9,831
Sewer Main (Development)	5,239	6,272	866	4,513	6,466
Public Works:					
Ratio of Department Water & Sewer Operational Expenses to Fund Revenues	25%	25%	25%	25%	25%

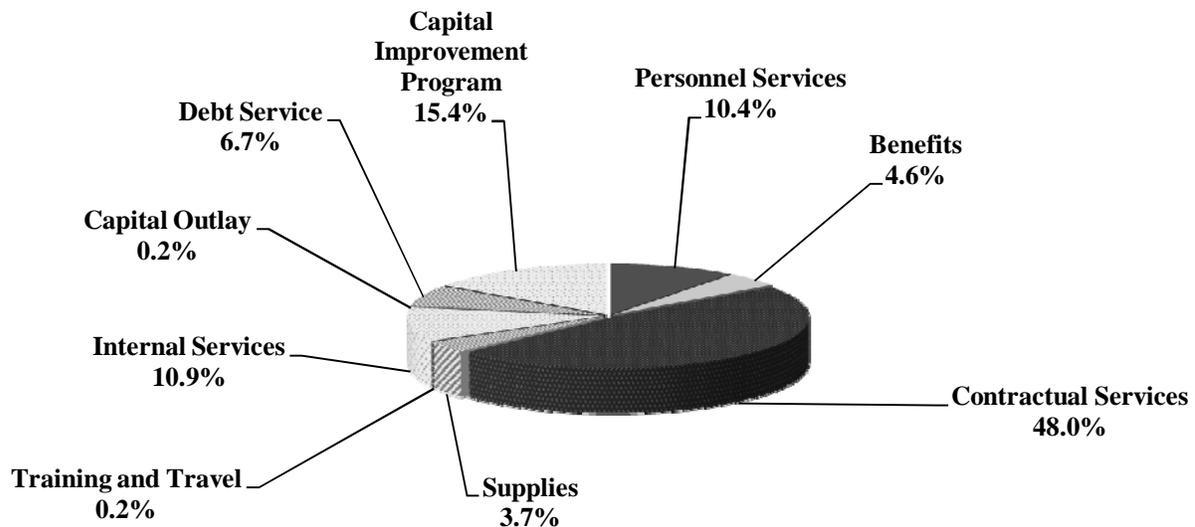
WATER AND SEWER FUND

FUNDING SUMMARY

Program Account Codes: 303-1460, 303-4150, 303-4151, 303-4152, 303-4153, 303-8105, 303-9300, 303-9400, 304-4150

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 1,085,235	\$ 1,079,094	\$ 1,136,379	\$ 1,136,379	5.3%
Benefits	457,129	519,038	502,538	502,538	(3.2%)
Contractual Services	4,438,564	5,123,241	5,236,366	5,236,366	2.2%
Supplies	440,322	403,093	400,370	400,370	(0.7%)
Training and Travel	10,022	18,900	18,900	18,900	0.0%
Internal Services	1,266,064	1,252,521	1,185,521	1,185,521	(5.3%)
Capital Outlay	12,913	20,517	20,517	20,517	0.0%
Debt Service	824,454	824,948	731,091	731,091	(11.4%)
Total	\$ 8,534,703	\$ 9,241,352	\$ 9,231,682	\$ 9,231,682	(0.1%)
C.I.P. Capital	1,900,284	1,468,504	1,674,638	1,674,638	14.0%
Total	\$ 10,434,987	\$ 10,709,856	\$ 10,906,320	\$ 10,906,320	1.8%

Water and Sewer Fund Total FY 2015/16 Expenditures: \$10,906,320



PERSONNEL SUMMARY

	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Authorized Position				
Full-Time	23.00	23.00	23.00	23.00
Part-Time	1.23	0.63	2.07	2.07
Total	24.23	23.63	25.07	25.07

FINANCIAL SERVICES DEPARTMENT

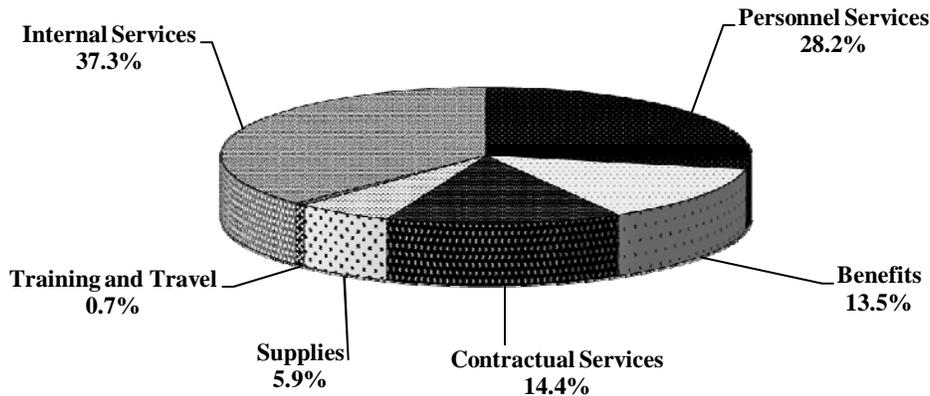
UTILITY SERVICES

FUNDING SUMMARY

Program Account Code: 303-1460

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 199,641	\$ 189,044	\$ 198,086	\$ 198,086	4.8%
Benefits	70,937	91,076	94,785	94,785	4.1%
Contractual Services	86,267	91,968	100,844	100,844	9.7%
Supplies	51,608	52,644	41,490	41,490	(21.2%)
Training and Travel	3,395	4,900	4,900	4,900	0.0%
Internal Services	247,307	259,833	261,833	261,833	0.8%
Capital Outlay	989	-	-	-	0.0%
Total	\$ 660,144	\$ 689,465	\$ 701,938	\$ 701,938	1.8%

**Utility Services Division
Total FY 2015/16 Expenditures: \$701,938**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
Utility Services Manager	1.00	1.00	1.00	1.00
Accounting Technician				
Senior	1.00	1.00	1.00	1.00
AMR/Field Supervisor -				
Utility Services	1.00	1.00	1.00	1.00
AMR/Skilled Meter Reader	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

PUBLIC WORKS DEPARTMENT

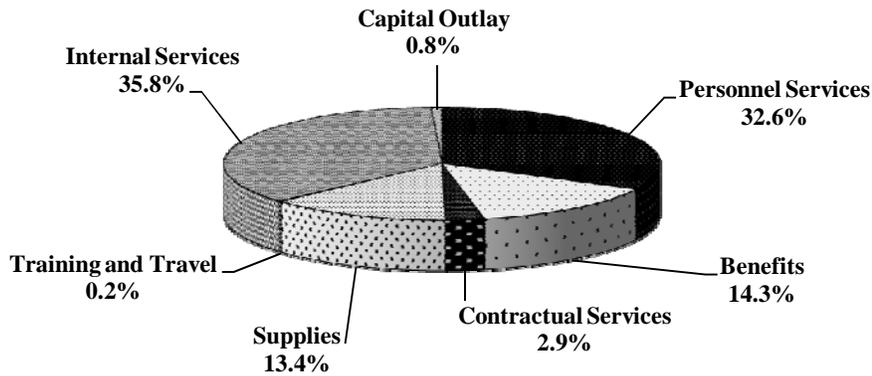
UTILITY DIVISION

FUNDING SUMMARY

Program Account Codes: 303-4150, 303-4151, 303-4152, 303-4153, 304-4150

Item Account	Actual Expended <u>2013/14</u>	Total Appropriation <u>2014/15</u>	2015/16 <u>Manager</u>	Council Adopted <u>2015/16</u>	% Change From <u>2014/15</u>
Personnel Services	\$ 783,856	\$ 795,084	\$ 840,418	\$ 840,418	5.7%
Benefits	348,242	383,767	367,240	367,240	(4.3%)
Contractual Services	70,679	66,705	74,813	74,813	12.2%
Supplies	368,980	335,729	345,160	345,160	2.8%
Training and Travel	3,149	5,000	5,000	5,000	0.0%
Internal Services	1,018,757	992,688	923,688	923,688	(7.0%)
Capital Outlay	11,924	20,517	20,517	20,517	0.0%
Total	\$ 2,605,587	\$ 2,599,490	\$ 2,576,836	\$ 2,576,836	(0.9%)

**Utilities Division
Total FY 2015/16 Expenditures: \$2,576,836**



PERSONNEL SUMMARY

Authorized Position	2013/14 <u>Actual</u>	2014/15 <u>Budget</u>	2015/16 <u>Manager</u>	Council Adopted
Superintendent	1.00	1.00	1.00	1.00
Foreman	2.00	2.00	2.00	2.00
Technician - Lead	2.00	2.00	2.00	2.00
Technician	4.00	4.00	4.00	4.00
Equipment Operator	2.00	2.00	2.00	2.00
Maintainer	6.00	6.00	6.00	6.00
Clerical (wage)	0.63	0.63	0.63	0.63
Laborers (wage)	0.00	0.00	1.44	1.44
Total	17.63	17.63	19.07	19.07

ENGINEERING AND GIS DEPARTMENT

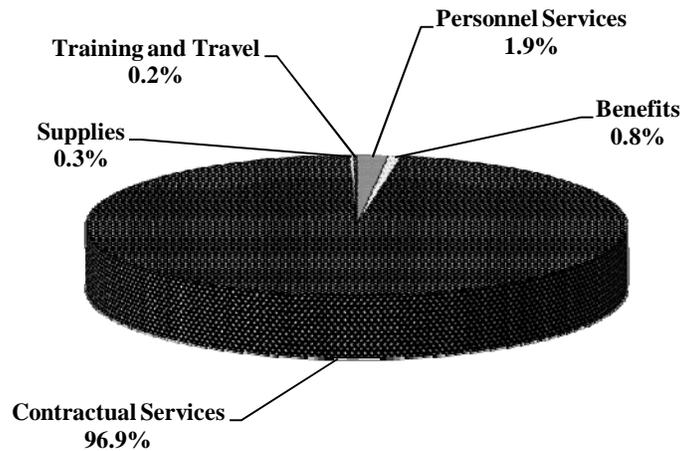
UTILITY CONTRACTS AND TESTING

FUNDING SUMMARY

Program Account Code: 303-8105,303-8106

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Personnel Services	\$ 101,738	\$ 94,966	\$ 97,875	\$ 97,875	3.1%
Benefits	37,950	44,195	40,513	40,513	(8.3%)
Contractual Services	4,281,618	4,964,568	5,060,709	5,060,709	1.9%
Supplies	19,734	14,720	13,720	13,720	(6.8%)
Training and Travel	3,478	9,000	9,000	9,000	0.0%
Internal Services	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	0.0%
Total	\$ 4,444,518	\$ 5,127,449	\$ 5,221,817	\$ 5,221,817	1.8%

**Utility Contracts and Testing Division
Total FY 2015/16 Expenditures: \$5,221,817**



PERSONNEL SUMMARY

<u>Authorized Position</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Manager</u>	<u>Council Adopted</u>
GIS/CADD Technician	1.00	1.00	1.00	1.00
Water Resources Inspector	1.00	1.00	1.00	1.00
Intern (wage)	0.60	0.00	0.00	0.00
Total	2.60	2.00	2.00	2.00

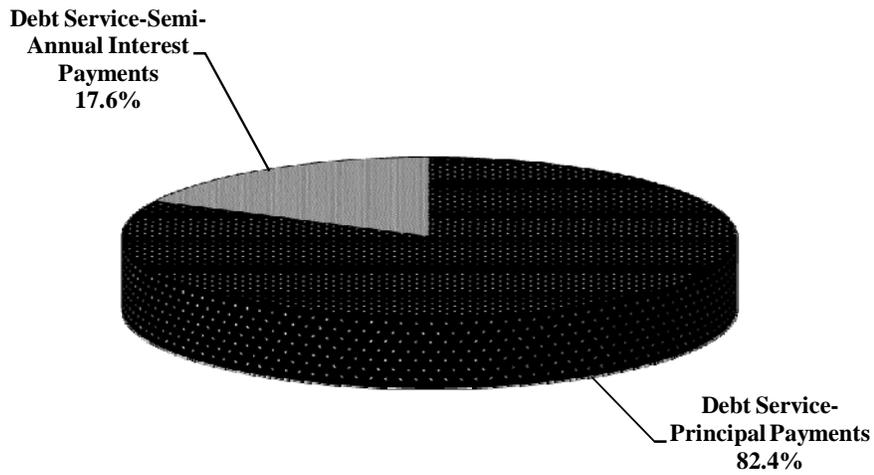
WATER AND SEWER FUND DEBT SERVICE

FUNDING SUMMARY

Program Account Code: 303-9300

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Debt Service	\$ 824,454	\$ 824,948	\$ 731,091	\$ 731,091	(11.4%)
Total	\$ 824,454	\$ 824,948	\$ 731,091	\$ 731,091	(11.4%)

**Water and Sewer Fund Debt Service
Total FY 2015/16 Expenditures: \$731,091**



WATER AND SEWER FUND CAPITAL IMPROVEMENTS

FUNDING SUMMARY

Program Account Code: 303-9400

<u>Item Account</u>	<u>Actual Expended 2013/14</u>	<u>Total Appropriation 2014/15</u>	<u>2015/16 Manager</u>	<u>Council Adopted 2015/16</u>	<u>% Change From 2014/15</u>
Capital Outlay	\$ 1,900,284	\$ 1,468,504	\$ 1,674,638	\$ 1,674,638	14.0%
Total	\$ 1,900,284	\$ 1,468,504	\$ 1,674,638	\$ 1,674,638	14.0%

TOWN OF BLACKSBURG

DEMOGRAPHICS

The Town was founded and organized in 1798 and incorporated in 1871. Blacksburg is located in Montgomery County, Virginia, and approximately 40 miles southwest of Roanoke, Virginia. The Town has a land area of 19.7 square miles. Blacksburg is the largest town in Virginia with a population of 42,620 according to the 2010 Census. Town residents are citizens of and are subject to taxation by Montgomery County.

EDUCATION SYSTEM

Primary and secondary education is provided by the Montgomery County Public Schools. The Town generally plays no part in financing or operating public schools although residents of the Town do assist in financing the operation of the schools through payment of taxes to Montgomery County.

Blacksburg is the home of Virginia's land grant university, Virginia Polytechnic Institute and State University ("Virginia Tech"). Virginia Tech, founded in 1872, has a student population on the Blacksburg Campus of over 29,000 and is the principal employer in the Town.

FORM OF GOVERNMENT

The Town has been organized under the Council-Manager form of government since 1952. Town Council (the "Council") is the legislative body of the Town and is empowered by the Town Charter to make all Town policy. The Council, including the mayor, is elected at large for four-year overlapping terms.

The Council appoints a Town Manager to act as administrative head of the Town. He serves at the pleasure of Council, carries out its policies, directs business procedures, and has the power of appointment and removal of all Town employees except the Town Attorney and the Town Clerk, who are appointed by Council. Duties and responsibilities of the Town Manager include preparation, submittal, and administration of the capital and operating budgets, advising the Council on the affairs of the Town, handling citizens' complaints, maintenance of all personnel records, enforcement of the Town Charter and laws of the Town, and direction and supervision of all departments.

The Council, in its legislative role, adopts all ordinance and resolutions and establishes the general policies of the Town. The Council also sets the tax rate and approves and adopts the budget.

The Town presently has eight departments: Engineering & GIS, Financial Services, Parks and Recreation, Planning and Building, Police, Public Works, Technology and Transit. Each department has a Director who is responsible to the Town Manager.

TOWN OF BLACKSBURG, VIRGINIA

MISCELLANEOUS STATISTICS

January, 2015

Date of Incorporation	March 22, 1871
Form of Government	Council - Manager
Area	19.7 square miles
Miles of Public Street Lanes	354
Number of Street Lights	1,804
Municipal Water Department:	
Number of customers	9,159
Average daily consumption	2.30 million gallons/day
Miles of water mains	177
Sewers:	
Miles of sanitary sewers	156
Miles of storm sewers pipes in Blacksburg	34.5
Total Number of Building permits issued for 2014 Calendar Year	595
Total Number of Housing Units	15,341
Emergency Services:	
Blacksburg Police Department	
Number of stations	1
Number of police officers	64
Blacksburg Volunteer Fire Department:	
Number of stations	3
Number of Volunteers/Paid Staff	50/2
Blacksburg Volunteer Rescue Squad	
Number of stations	1
Number of Active Volunteer Members/Paid Staff	120/0
Municipal Employees:	
Full Time	288
Average Part Time/Seasonal	214
Education:	
Total Number of Schools in the Montgomery County Public School System	20
Number of schools in the "Blacksburg Strand"	7
Total number of enrolled students (12/13 School Year)	9,600
Recreation and Culture:	
Number of developed Town parks	35
Number of branches in the Montgomery-Floyd Regional Public Library ¹	4
Number of books in collection	246,421
Number of public library branches in Town	1
Number of books at the Blacksburg Branch	83,165

¹Does not include the Virginia Tech University Library System which residents can access

DEMOGRAPHIC STATISTICS

(Unaudited)

<u>Year</u>	<u>Population</u>
1950	3,358
1960	7,070
1970	9,384
1980	30,638 ¹
1990	34,590
2000	39,573
2010	42,620
2014	43,609

Sources: U.S. Bureau of the Census.
¹U.S. Census restated after annexation.

2013 Income Profile

<u>Median Household Income</u>	
Montgomery County (<i>Includes Towns of Blacksburg and Christiansburg</i>)	\$46,024
Commonwealth of Virginia	\$62,745
USA	\$52,250

Source: U.S. Census Bureau

Per Capita Personal Income

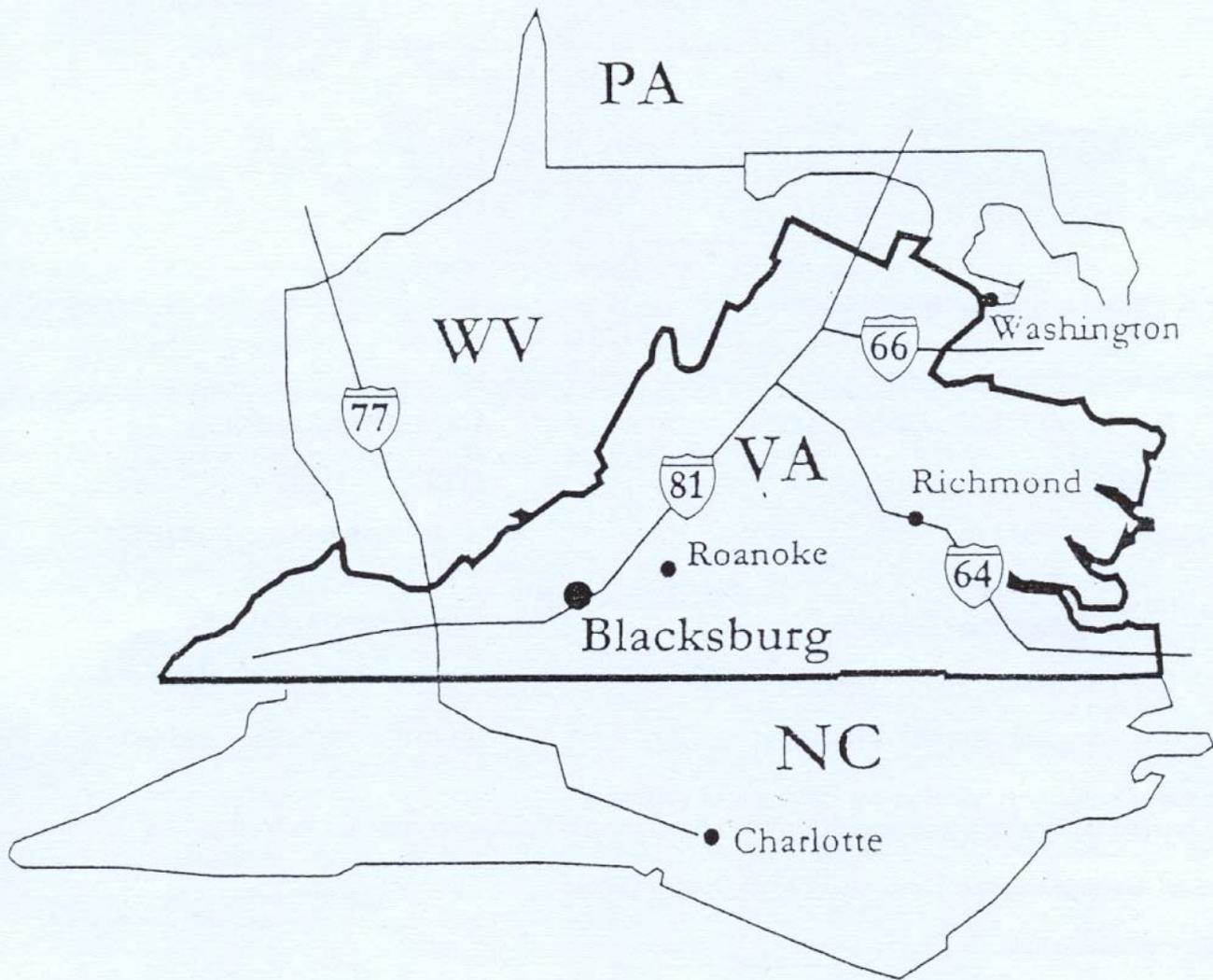
Blacksburg				Commonwealth of Virginia			
<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
\$28,835	\$30,146	\$31,854	\$32,174	\$44,836	\$47,076	\$48,715	\$48,838

Source: U.S. Census Bureau

Unemployment Rate

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u> [*]
Blacksburg	7.7%	7.0%	6.7%	6.0%	6.0%
Montgomery County	7.5%	6.6%	6.0%	5.5%	4.7%
Commonwealth of Virginia	7.1%	6.4%	5.9%	5.5%	4.5%
United States	9.6%	8.9%	8.1%	7.4%	5.8%

Source: U.S. Bureau of Labor Statistics
^{*}As of October 2014



LOCATION MAP

AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

Agricultural and Forestal District Advisory Committee
Blacksburg Housing and Community Development Advisory Board
Blacksburg Partnership Board of Directors
Blacksburg Planning Commission
Blacksburg Town Council
Blacksburg-Virginia Tech Liaison Committee
Blacksburg-VPI Sanitation Authority
Board of Building Code Appeals
Board of Zoning Appeals
Cemetery Trustee Advisory Committee
Council on Human Relations
Downtown Blacksburg, Inc.
Downtown Revitalization Committee
Environmental Management Advisory Board
Friends of the Farmers Market
Greenway/Bikeway/Sidewalk Corridor Advisory Committee
Historic/Design Review Board
Metropolitan Planning Organization Board
Montgomery-Blacksburg-Christiansburg Development Corporation
Montgomery County/Blacksburg Local Emergency Planning Committee
Montgomery County Regional Chamber of Commerce
Montgomery Regional Economic Development Commission
Montgomery Regional Solid Waste Authority
Montgomery Tourism Development Council
New River Valley Agency on Aging
New River Valley Alcohol Safety Awareness Program
New River Valley Development Corporation
New River Valley Emergency Communications Regional Authority
New River Valley Planning District Commission
NRV Regional Water Authority
Recreation Advisory Board
South Main Merchants Association
Towing Advisory Board
Town-County Liaison Committee
Town/Gown Community Relations Committee
University City Boulevard Merchants Association
Virginia Municipal League Policy Committees
Virginia Tech/Montgomery Regional Airport Authority

The Budget Process

Basis of Accounting

The budgets for the General Fund and Special Revenue Funds are adopted and maintained on the modified accrual basis of accounting with adjustments for encumbrances. All appropriations lapse at year-end to the extent they have not been expended or lawfully encumbered. Subsequently, an appropriation equal to year-end encumbrances is authorized in the succeeding fiscal year.

Budgets for proprietary funds are also adopted and maintained on the modified accrual basis. However, this basis is converted to the accrual basis of accounting for preparation of the Town's *Comprehensive Annual Financial Report*.

The budget for the Capital Improvement Fund, like the General Fund, is adopted and maintained on the modified accrual basis of accounting. Unlike the General Fund, however, appropriations made to the Capital Improvement Fund can be carried forward for up to a five-year period or until the purpose for which the appropriation was made has been accomplished or abandoned.

The Process

The budget process in the Town of Blacksburg begins with the formulation of the five-year *Capital Improvement Program (CIP)*. Requests for funding from Departments for capital improvement project funding are solicited in September. During the month of October, the Town Manager evaluates each project based on its individual merit as it relates to factors such as Town Council priority, impact on service delivery, etc. Based on preliminary revenue projections for the next fiscal year together with a projection of operating expenditures and a forecast of debt capacity, the Town Manager utilizes available funding to best meet the capital improvement needs of the Town. The result of the Town Manager's analysis and discussions with departments is the *Recommended Capital Improvement Program*.

The Recommended CIP is forwarded to the Planning Commission and Town Council for review in November. Work sessions are held in early December with both the Planning Commission and the Town Council to review the document and to provide an opportunity to discuss the various recommendations. The Planning Commission reviews the CIP for compatibility with the Comprehensive Plan and forwards its comments to the Town Council in January. The Town Council holds a public hearing on the *CIP* at its first meeting in January and takes action on the *CIP* at its second meeting in January. Following Town Council action, the first year of the *CIP* becomes the basis for capital improvement funding consideration in the Town's budget.

While the Town Council is considering the five-year capital improvement program, the Town Manager distributes operating budget request packages to Town departments in December. Included in these packages are the parameters that departments should consider in constructing their budget requests. The budget request package also includes personnel and operating projections and historical operating expenditure information together with forms for outlining requested funding for operating expenditures and capital outlays.

Departments are also instructed to provide accomplishments for the current fiscal year and objectives for the upcoming fiscal year. An organization chart for each Department is also requested. Budget requests are due to the Town Manager in early February.

In January, the Director of Financial Services formulates revised revenue projections based on historical trends, year-to-date revenue collections and economic forecasts. With both revenue projections and expenditure requests in hand, the Town Manager, after discussing budget requests with Department Heads, formulates the *Recommended Budget*. *The Recommended Budget* is forwarded to the Town Council in early March. The Town Manager presents the budget to the Town Council at the Town Council's first meeting in March. Following transmittal of the budget to the Town Council, several work sessions are held with the Town Council to review and discuss the Town Manager's budget proposal. Work sessions provide an opportunity for the Town Council and Town Manager to discuss the Town's fiscal policies, potential tax rate adjustments and any new initiatives proposed by the Town Manager. As required by State law, a budget summary and notice of public hearing is advertised in the newspaper. A public hearing on the budget is scheduled for early April. Town Council considers comments made at the public hearing at a work session in mid-April and sets the tax rate.

The Town Council adopts the budget in late April.

Amending the Budget

The original budget, and any necessary budget revisions made during the fiscal year, are authorized at the departmental level by Town Council. These revisions could take the form of a supplemental appropriation, emergency appropriation, reduction of appropriation, or transfer of appropriation from one department, office, or agency to another. The Department Heads have the authority to transfer amounts within a department, office, or agency, as long as the total appropriation for the department is not adjusted. The Town Manager has the authority to transfer funds from the contingency line item to any department without Council approval.

The procedure used to amend the budget is the same as the one followed in the original budget adoption process. The revised or amended budget is authorized by ordinance which requires public advertisement; a first reading and at least four affirmative votes of the Town Council; a scheduled public hearing and a second vote by Town Council with a minimum of four affirmative votes.

Budget Calendar

Mid-September	Discussion of CIP process with Leadership Team, Distribute CIP Instructions to Leadership
Mid-October	Town Manager reviews CIP requests with each Department, FY 2015-2016 Personnel Budget Instructions Distributed
Late October	Town Manager discusses <i>Recommended CIP</i> with Leadership Team
Mid-November	<i>Recommended Capital Improvement Program</i> provided to Town Council and Planning Commission
Late November- Early January	Review <i>CIP</i> with Town Council and Planning Commission
Late December	FY 2015-2016 Budget Instructions Distributed
January	Town Council holds Public Hearing on the <i>Recommended Capital Improvement Program</i>
Early February	Deputy Town Manager and Finance perform detail review of budget requests with each Department
Mid- February	Town Manager performs executive level review on budget requests with each Department
Late February	Town Manager discusses <i>Recommended Budget</i> with Leadership Team
Early March	<i>Recommended Budget</i> Provided to Town Council
Mid-March	Town Council Work Sessions on the <i>Recommended Budget</i>
Early April	Town Council holds Public Hearing on <i>Recommended Budget</i>
Late April	Town Council consideration of adoption of the Budget

DESCRIPTION OF GENERAL FUND REVENUES

The following is a brief description of the majority of General Fund revenue categories administered by the Town of Blacksburg. Unless otherwise noted, current fees are proposed to remain the same.

REAL ESTATE TAXES

Real Estate Tax - Current: Tax imposed on the assessed value of real estate appraised at 100 percent of fair market value. The 2015 tax rate is 25 cents per \$100 valuation. Public Service Corporations are taxed at the same tax rate.

Real Estate Tax – Delinquent: Semi-annual real estate taxes that have not been paid by the June 5 and the December 5 due dates. The penalty for delinquent taxes is \$10 or 10 percent of the taxes due, whichever is greater, but not to exceed the amount of the tax. In addition, administrative costs associated with legal steps taken to collect taxes are imposed: \$30.00 if collected subsequent to filing a warrant, but prior to judgment; \$35.00 if collected subsequent to judgment.

Interest-All Property Taxes: For the first year of the delinquency, 10 percent interest is charged on delinquent taxes after January 1 and July 1 of the previous June 5 and December 5 due dates. After the first year, interest is calculated based on the published Internal Revenue Service Code interest rate of the most recent quarter.

Tax Relief for Disabled/Elderly: A real estate exemption for qualified property owners who are permanently and totally disabled or over 65 years of age with income less than \$50,000 and a net worth less than \$150,000. A similar exemption also applies to fees charged for refuse collection and the fixed charge for billing of water and sewer utility service. For these latter two programs, no property ownership is required for eligibility.

OTHER LOCAL TAXES

Local Sales and Use Tax: The Commonwealth returns one percent of the State sales tax collected in Montgomery County back to Montgomery County. From this one percent, the County receives an automatic 50 percent and the remaining 50 percent is distributed, using school age population in the incorporated towns and in the surrounding County where the parent/guardian resides as the basis for distribution. There are three localities sharing in the one-half of one percent: Blacksburg, Christiansburg and Montgomery County.

DESCRIPTION OF GENERAL FUND REVENUES

- Consumer Utility Tax:** This tax is based on the purchase of utility services within the Corporate limits. The rate for residential electric customers is \$0.01135 per kWh, not to exceed \$3.00 per month; for commercial electric customers it is \$0.01115 per kWh, not to exceed \$10.00 per month; and for industrial customers it is \$0.012000 kWh, not to exceed \$10.00 per month. The rates for natural gas residential customers is \$0.1891 per CCF not to exceed \$3.00 per month; for commercial and industrial customers it is \$0.07955 per CCF, not to exceed \$10.00 per month.
- Telecommunication Taxes:** Effective January 1, 2007 this tax and the Cable Franchise Fee are collected by the Commonwealth and returned to localities based on their June 30, 2006 percentage of telecommunication taxes collected to the total state taxes collected. This tax is a 5% sales tax on communication services such as telephone services (landline and cellular); cable services and satellite services. Also included is a state E-911 tax of \$0.75 per access line and a cable right-of-way fee of \$1.05 per access line.
- Meals Tax:** A tax of 6 percent imposed on prepared food (including certain alcoholic beverages).
- Hotel and Motel Room Tax:** A tax of 7 percent imposed on hotel and motel room rates, as well as bed and breakfast operations. One percent of the rate is sent to the Montgomery Regional Tourism Board less 15% of this amount for the Town's own efforts to promote tourism.
- Cigarette Tax:** A tax of \$0.30 per pack of twenty cigarettes, which must be paid by the seller for all cigarette inventories. Payment of the tax is documented through display of a stamp.
- Bank Franchise Tax:** This tax is a \$0.80 charge for every \$100 of net capital in Blacksburg banks as of January 1 of each year. Bank stock returns are filed by March 1 and bank franchise taxes are due by June 1.
- Mobile Home Titling Tax:** The State passes on a percentage of the sales tax collected on mobile homes sold to Blacksburg residents.
- DMV – Gross Receipts Tax – Rental Cars:** The State passes on a 4% additional tax on the gross proceeds from the rental of any daily rental vehicle rented by establishments in the Town.
- Utility Franchise Fee:** A fee paid to the Town by telecommunications service providers to cover the use of highways and street right-of-ways. This monthly fee per access line is calculated by the State. The fee is \$1.05 per access line per month for FY 2016.

DESCRIPTION OF GENERAL FUND REVENUES

LICENSES AND PERMITS

Business, Professional and
Occupational License Taxes
(BPOL):

This is a license tax imposed on local businesses. Businesses with gross receipts less than \$50,000 are charged a flat fee ranging from \$30 - \$50 depending upon total gross receipts. Rates vary according to business classifications and are as follows:

Financial, Real Estate and
Professional Service

\$0.37 per \$100 of gross sales; \$30.00 minimum.

Retail

\$0.20 per \$100 of gross sales; \$30.00 minimum

Business, Personal,
Repair Service

\$0.23 per \$100 of gross sales; \$30.00 minimum

Contractors

\$0.10 per \$100 of gross sales; \$30.00 minimum

Wholesaler

\$0.05 per \$ 100 of gross sales; \$30.00 minimum

Peddler

\$30.00 flat fee

Itinerant Vendor

\$500.00 flat fee

Motor Vehicle License:

A license tax for each motor vehicle, trailer, or semitrailer owned, kept or used by residents or businesses in the Town. The license tax rates are as follows:

Private passenger cars and motor homes	\$ 25.00
Taxicabs weighing 4,000 pounds or less and other for-hire automobiles	29.50
Taxicabs and other for-hire automobiles weighing more than 4,000 pounds	34.50
Motorcycles	12.50
Trucks up to 10,000 lbs.	37.50
Trucks 10,001 to 25,000 lbs.	35.00
Trucks 25,001 to 40,000 lbs.	175.00
Trucks 40,001 to 55,000 lbs.	350.00
Trucks 55,001 to 70,000 lbs.	700.00
Trucks 70,001 to 80,000 lbs.	837.50

License tax rates for members of the Virginia National Guard are as follows:

Passenger cars and trucks weighing 4,000 lbs. or less	\$12.50
Pickups or panel trucks weighing more than 4,000 lbs.	17.25

DESCRIPTION OF GENERAL FUND REVENUES

ZONING AND SUBDIVISION FEES

Zoning Permit Fee:	A flat \$30.00 fee for review of Zoning Ordinance Regulations. A flat fee of \$150.00 for a Zoning Confirmation Review.
Conditional Use Permit Fee:	A \$500.00 application fee designed to cover advertisement and administration of the permit. The cost of first class postage is also added to cover the cost of notifying each adjacent property owner.
Variance or Appeal Right of Way Fee:	A \$100.00 application fee for Variance Appeal and a \$500.00 or application fee for Right of Way Vacation designed to cover advertisement and administration of the appeal. The cost of first class postage is also added to cover the cost of notifying each adjacent property owner.
Erosion Review and Sediment Control Fee:	A fee of \$600.00 for erosion and sediment control plans.
Rezoning Application and Postage Fee:	A \$1,500.00 application fee designed to cover advertisement and administration of the permit. Additional charge to cover postage for notification to adjoining property owners. The application fee for planned districts is \$2,000.00. The application fee for minor amendments to planned districts is \$1,000.00.
Comprehensive Amendment Application Fee:	A \$500.00 fee for comprehensive plan amendment application.
Site Plan Fee:	A flat fee of \$500.00 to cover the cost of reviewing site plans. A flat fee of \$150.00 for more than two subsequent reviews.
Sign Permit Fee:	A \$100.00 fee for attached signs and free standing signs.
Subdivision Fee:	A flat fee of \$1,000.00 to cover review cost, or reviewing the subdivision. A flat fee of \$500.00 to cover review of final plats and minor subdivisions and the fee for subsequent reviews of the final plat is \$150.00. A flat fee of \$300.00 to review a lot line adjustment.
Engineer Inspection Fee:	An inspection fee is pass through to the developer for final engineer inspection of developments at \$205.00 per week of construction for a distributed area less than 2 acres. The fee increases as the amount of distributed area increases. Also a utility oversight fee of \$42.00 per hour is passed through to the developer.

DESCRIPTION OF GENERAL FUND REVENUES

Building Permit Fee:	Fee charged for construction, based on the following: Residential - 20 cents/square foot of total space or area to be built Commercial - \$3.50 per \$1,000.00 of construction value Minimum Permit Fee - \$30.00 Stop Work Order - \$100.00 Other Miscellaneous Fees - \$30.00-\$100.00 Surcharge equal to the state's commission Failed Inspection Fee - \$50
Telecommunications Lease Application Fee:	A \$1,500 application fee for any person who proposes to lease space on Town property. A \$1,200 radio frequency review fee, a \$3,500 operations and maintenance review fee and a \$5,000 construction inspection fee.
Rental Reinspection Fee:	A \$100.00 fee only for second and subsequent inspection for previously identified violations.
Board of Building Code Appeals Fee:	A flat fee of \$100.00 to cover cost of review of an appeal to the Building Official or Property Maintenance Official Ruling.
Road Closure Fee:	A \$45 per day fee for any road or lane closure up to 200 feet to cover the cost of reviewing the traffic control plan, the issuance of a permit and the daily inspection of the closure.
Final Public Improvement Inspection Fee:	An inspection fee of \$167 per hour for any inspection after the first two inspections. This fee will cover the cost of Town personnel necessary to inspect any public improvement before the Town acceptance.

INTERGOVERNMENTAL REVENUES

Police Reimbursement:	This is a reimbursement from the State to localities with Police Departments to help defray the cost of providing public safety services. The distribution is based on the number of sworn officers and the most recent census of population.
Street and Highway Maintenance:	Quarterly payments from the Virginia Department of Transportation for maintaining primary and secondary roads, and related infrastructure maintenance within the Corporate limits. The allocation is based on the number of primary and secondary road miles within the Town limits and the State's approved allocation rate.
Wireless E911:	Quarterly payments from the Virginia Department of Technology to help defray the cost of providing dispatching of wireless E911 calls. The distribution is based upon a percentage of wireless calls to wireline calls applied to cost of the dispatch center.

DESCRIPTION OF GENERAL FUND REVENUES

CHARGES FOR RENTAL OF PROPERTY

Rental of Community Center:

Rates listed below are for the most frequently utilized rooms at the Community Center and other facilities:

	<u>Per Hour</u>
Gym rental	\$25.00
Multipurpose Room	\$30.00
Social or Art Room	\$15.00
Community Room	\$25.00
Game or Program Room	\$20.00
Park shelter (5 hour/all day)	
\$30.00/\$50.00	
Odd Fellows Hall	\$25.00

Rental of Armory and Thomas Connor House:

The annual rental fee is based on a negotiated contract with Virginia Tech.

Parking Meter and Lot Charges:

Coins collected from meters and parking lot rental. The current parking meter rate is \$0.50 per hour in high demand areas and \$0.25 per hour in other areas. A construction parking pass for \$15 a week is available. The Armory and Progress Street lots are leased on an annual basis at \$45 per month.

Kent Square Garage:

The Town has a 40 year easement on the Kent Square garage whereby the Town receives \$1,000/month for parking.

Cellular Antenna Rental:

The annual rental fee for use of water tanks is based on a negotiated lease with each provider with a term of five years.

CHARGES FOR CURRENT SERVICES

Virginia Tech Electric:

Five percent of Virginia Tech Electric monthly sales are paid to the Town for allowing Virginia Tech to have the electric contract. This fee cannot exceed \$250,000 in any one fiscal year as negotiated by contract. The contract was renewed effective July 1, 2008.

Sale of Police Cars and Government Vehicles:

These are vehicles that are no longer needed by the Town and are sold by sealed bids or auction.

Sale of Materials:

Miscellaneous charges for Town services to private concerns or other municipalities.

DESCRIPTION OF GENERAL FUND REVENUES

Sale of Cemetery Lots:	Current charges are:		
		<u>Residents</u>	<u>Out of Town Residents</u>
	Single adult space	\$ 750.00	\$ 1,500.00
	Infant space	100.00	200.00
	Cremation space	100.00	200.00
	Family plots of 8 adult spaces	6,000.00	12,000.00
Digging of Graves:	Current fees:		
		<u>Weekdays</u>	<u>Weekends or holidays</u>
	Adult	\$ 500.00	\$ 650.00
	Infant or child	100.00	125.00
	Cremation	200.00	275.00
Cemetery Deed	Transfer Fee:	A \$25.00 fee charged for the transfer of title to cemetery lots.	
Reproducing Police	Reports:	Copies made of accident reports by Police Department at \$5.00 per report.	
Fire Protection	Services – Virginia Tech:	Negotiated contribution from Virginia Tech to the Town's Fire Department budget for the provision of fire protection services to the campus and for payment for capital equipment. The current contract expires June 30, 2018.	
Montgomery County	Reimbursement:	A reimbursement from Montgomery County for workers compensation premiums paid on behalf of Fire and Rescue Department volunteers. The amount is based on a percentage of fire and rescue calls answered in County areas.	
Weed Cutting/Removal	of Nuisances:	Charges based on actual time and equipment necessary to cut weeds, and/or removal of nuisances together with all other related administrative costs with each process performed by the Town.	
Sale of Maps,	Surveys, Etc.:	Various fees charged by the Planning and Engineering Department for the preparation of maps, surveys, aerial imagery, etc.	
Sale of Publications:		Charge assessed for the sale of the Town Code, Zoning and Subdivision Ordinance regulations and other publications.	
Quasi-external Revenues:		This revenue source is a reimbursement of the estimated costs of General Fund services applied to the Town's other operating funds. These services include financial administration, human resources, information technology, public works, and engineering.	

DESCRIPTION OF GENERAL FUND REVENUES

FINES AND FORFEITS

Court Fines and Forfeitures: Fines collected on Town ordinance violations issued by the Police Department.

Traffic Tickets and
Parking Fees:

	<u>Current</u>
Parking on expired meter	\$ 25.00
Parking on a yellow line	25.00
Parking in a fire lane	25.00
Parking in spaces reserved for handicapped persons	100.00
Parking in a nonmetered area in excess of the posted time limit	25.00
Improper parking	25.00

If ticket is unpaid after 14 days, a \$50.00 late penalty is applied.

MISCELLANEOUS REVENUE

Cable Company
Contribution to WTOB: Contribution provided by the cable company to Town of Blacksburg to support the public access channel in the amount of 1.75% of cable company's revenues from Basic and Expanded services.

Recreation Fees: Fees imposed on various services and programs offered by the Blacksburg Recreation Department.

	<u>Current</u>
<u>Aquatic Center</u>	
Swim Lessons	\$ 37.00
Swim Lesson-Private Admission	\$ 75.00 (5 30 minute lessons)
Adult	\$ 3.50 (6 a.m. – 7 p.m.)
Ages (3-14)/Seniors (65+)	\$ 3.00 (7 p.m. – 9 p.m.)
Ages (3-14)/Seniors (65+)	\$ 3.00 (6 a.m. – 7 p.m.)
Ages (3-14)/Seniors (65+)	\$ 2.50 (7 p.m. – 9 p.m.)
10 Swim Tickets	
Adult (15-64)	\$ 30.00
Ages 3-14, Seniors 65+	\$ 25.00
30 Swim Tickets	
Adult (15-64)	\$ 85.00
Ages 3-14, Seniors 65+	\$ 70.00
Yearly Pass	
Adult (15-64)	\$230.00
Ages 3-14, Seniors 65+, Handicapped	\$200.00
Evening Rental	\$ 125.00 for 2 hours
Lobby for parties	\$ 65.00

DESCRIPTION OF GENERAL FUND REVENUES

Golf Course Fees: Fees imposed on various services and programs offered by the Blacksburg Golf Course (The Hill).

	<u>Current</u>	
Green Fees – 18 holes with cart	\$ 26.00	Per person
Green Fees - 9 holes with cart	\$ 19.00	Per person
Green Fees – walking all day	\$ 12.00	Per person
Golf carts rental, electric	\$ 8.00	Per person/9 holes
Membership – Family/Anytime	\$525.00	Per year
Membership – Individual/Anytime	\$375.00	Per year

Other Miscellaneous Revenues:

Returned Check Fee	\$ 35.00
Permit Parking	\$ 25.00
Finger Printing	\$ 5.00

Agency Administration

Transfer Fee: This is a reimbursement from the New River Valley Virginia Alcohol Safety Program and the Virginia Tech/Montgomery Regional Airport Authority for the indirect cost incurred by the Town to perform fiscal agent services.

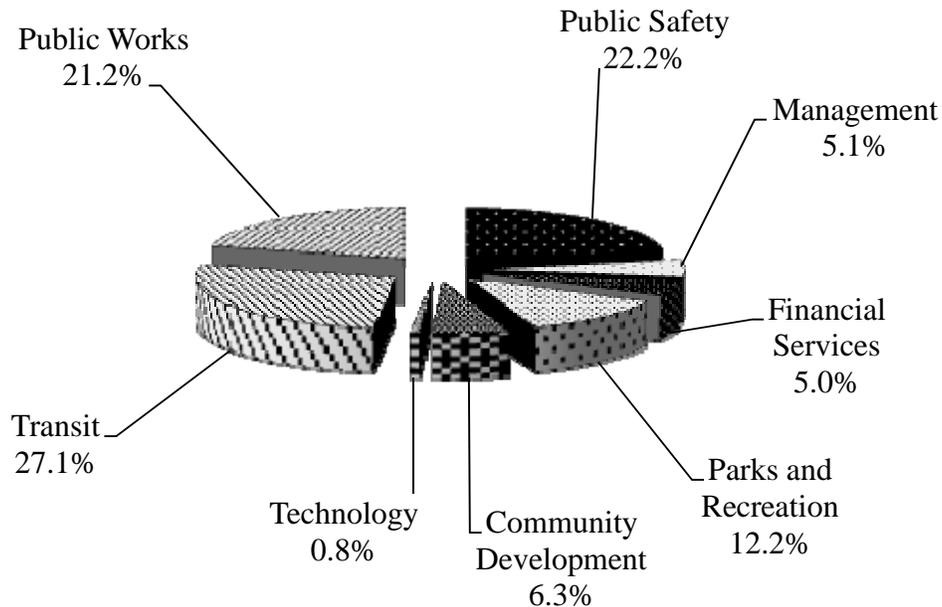
Build America Bond

Interest Rebate: The Economic Recovery Act gave the ability to governments to issue tax-exempt bonds at taxable interest rates with a 35% rebate from the IRS to the issuer to bring the yield to a tax-exempt rate.

Interest Earnings:

Interest earned from money held in money market accounts or invested in certificates of deposits, the Commonwealth of Virginia Treasurer’s Local Government Investment Pool and State Non-Arbitrage Program.

FY 2015/16 ALLOCATION OF POSITIONS TO PAY PLAN



Department	FY 2013/14 Number of Full-Time Equivalents			FY 2014/15 Number of Full-Time Equivalents			FY 2015/16 Number of Full-Time Equivalents		
	F/T	P/T	Total	F/T	P/T	Total	F/T	P/T	Total
Transit	42	63.07	105.07	42	63.94	105.94	45	68.49	113.49
Public Works	78	5.15	83.15	79	4.52	83.52	79	8.35	87.35
Public Safety and Justice	83	2.41	84.41	82	2.41	84.41	83	1.78	84.78
Management	19	.87	19.87	18	.84	18.84	18	.84	18.84
Financial Services	19	.50	19.50	19	.50	19.50	19	.50	19.50
Parks and Recreation	16	25.12	41.12	16	25.39	41.39	16	26.26	42.26
Community Development	23	1.60	24.60	23	1.	24.00	25	1.00	26.00
Technology	3	0	3.00	3	0	3.00	3	0	3.00
Total	282	98.72	380.72	282	98.60	380.60	288	107.22	395.22

Note: In FY 2013/14, 7.00 of the full-time equivalent positions are frozen and not funded.
 In FY 2014/15, 5.00 of the full-time equivalent positions are frozen and not funded
 In FY 2015/16, 3.00 of the full-time equivalent positions are frozen and not funded.

PERSONNEL SERVICES SUMMARY

Position	Actual 2012-13	Band	Actual 2013-14	Band	Actual 2014-15	Band	Proposed 2015-16	Band
Town Clerk's Office								
Town Clerk	1.00	C	1.00	C	1.00	C	1.00	G-4
	1.00		1.00		1.00		1.00	
Town Manager's Office								
Town Manager	1.00	N/A	1.00	N/A	1.00	N/A	1.00	N/A
Administrative Assistant- Senior	1.00	B	1.00	B	1.00	B	1.00	D-1
Deputy Town Manager	1.00	D	1.00	D	1.00	D	1.00	J-3
*Assistant to Town Manager	1.00	C	1.00	C	1.00	C	1.00	H-1
	4.00		4.00		4.00		4.00	
Human Resources								
Human Resources Manager	1.00	C	1.00	C	1.00	C	1.00	H-10
Human Resources Generalist	1.00	B	1.00	B	1.00	B	1.00	F-1
Administrative Assistant	1.00	A	1.00	A	1.00	A	1.00	C-1
Administrative Assistant (p/t)	0.12		0.12		0.12		0.12	
	3.12		3.12		3.12		3.12	
Community Relations Office								
Community Relations Manager	1.00	C	1.00	C	1.00	C	1.00	H-10
Station Manager	1.00	C	1.00	C	1.00	C	1.00	F-11
Website Administrator	1.00	B	1.00	B	1.00	B	1.00	G-1
Museum Administrator	1.00	B	0.00		0.00		0.00	
Communications Specialist	1.00	B	1.00	B	1.00	B	1.00	E-8
Production Staff Member (pt)	0.75		0.75		0.72		0.72	
Museum Staff Member (pt)	0.50		0.00		0.00		0.00	
	6.25		4.75		4.72		4.72	
Housing and Neighborhood Services Office								
Housing and Neighborhood Services Manager	1.00	C	1.00	C	1.00	C	1.00	H-10
Grants Coordinator	1.00	B	1.00	B	1.00	B	1.00	D-6
Senior Code Inspector NHS	1.00	B	1.00	B	1.00	B	1.00	D-8
Project Manager	1.00	C	1.00	C	1.00	C	0.00	
Senior Project Manager	0.00		0.00		0.00		1.00	G-2
Neighborhood Services Coordinator	1.00	C	1.00	C	0.00		0.00	
	5.00		5.00		4.00		4.00	
Town Attorney's Office								
Town Attorney	1.00	N/A	1.00	N/A	1.00	N/A	1.00	N/A
Paralegal	1.00	B	1.00	B	1.00	B	1.00	G-1
	2.00		2.00		2.00		2.00	
Engineering and G.I.S.								
Director of Engineering and G.I.S.	1.00	D	1.00	D	1.00	D	1.00	J-2
Water Resource Inspector	1.00	B	1.00	B	1.00	B	1.00	D-8
Town Engineer	3.00	C	3.00	C	3.00	C	3.00	I-2
Water Resources Manager	1.00	C	1.00	C	1.00	C	1.00	G-2
GIS Coordinator	1.00	C	1.00	C	1.00	C	1.00	H-1
GIS/CADD Technician	2.00	B	2.00	B	2.00	B	2.00	E-7

PERSONNEL SERVICES SUMMARY

Position	Actual 2012-13	Band	Actual 2013-14	Band	Actual 2014-15	Band	Proposed 2015-16	Band
Engineering and G.I.S. continued								
Inspector - Site Construction	1.00	B	1.00	B	1.00	B	1.00	E-3
Inspector - Stormwater	0.00		0.00		0.00		1.00	E-3
Transportation Program Manager	1.00	C	1.00	C	1.00	C	1.00	I-2
Survey Assistant/I&I (p/t)	0.60		0.60		0.00		0.00	
Clerical (p/t)	0.50		0.50		0.50		0.50	
	12.10		12.10		11.50		12.50	
Planning and Building								
Director of Planning and Building	1.00	D	1.00	D	1.00	D	1.00	J-2
Town Planner	1.00	C	1.00	C	1.00	C	1.00	H-4
Zoning Administrator	1.00	C	1.00	C	1.00	C	1.00	I-2
Senior Building Inspector	0.00		0.00		1.00	B	1.00	F-4
Inspector - Building	2.00	B	2.00	B	1.00	B	2.00	E-3
Inspector - Zoning	1.00	B	1.00	B	1.00	B	1.00	D-8
Property Maintenance Official	1.00	B	1.00	B	1.00	B	1.00	E-4
Building Official	1.00	C	1.00	C	1.00	C	1.00	I-6
Administrative Assistant	2.00	A	2.00	A	1.00	A	1.00	C-1
Planner I	1.00	C	1.00	C	0.00	C	0.00	F-2
Planner II	0.00		0.00		1.00	C	1.00	G-1
Administrative Assistant - Senior	1.00	B	1.00	B	2.00	B	2.00	D-1
Clerical (p/t)	0.50		0.50		0.50		0.50	
	12.50		12.50		12.50		13.50	
Financial Services								
Director of Financial Services	1.00	D	1.00	D	1.00	D	1.00	J-2
Assistant Director of Financial Services	1.00	C	1.00	C	1.00	C	1.00	I-8
Management Information Systems (MIS) Manager	1.00	C	1.00	C	1.00	C	1.00	G-9
Accounting Supervisor	1.00	C	1.00	C	1.00	C	1.00	G-1
*Financial Analyst	1.00	C	1.00	C	1.00	C	1.00	G-9
Accounting Technician - Senior	4.00	B	4.00	B	4.00	B	4.00	D-1
Payroll Coordinator	1.00	B	1.00	B	1.00	B	1.00	D-5
Accounting Technician	2.00	A	2.00	A	2.00	A	2.00	C-1
MIS Application/Support Specialist	1.00	B	1.00	B	1.00	B	1.00	E-2
Purchasing Manager	1.00	C	1.00	C	1.00	C	1.00	H-4
Buyer	1.00	B	1.00	B	1.00	B	1.00	D-9
Warehouse Supervisor	1.00	B	1.00	B	1.00	B	1.00	D-5
Utility Services Manager	1.00	C	1.00	C	1.00	C	1.00	F-11
AMR/Field Supervisor-Utility Services	1.00	B	1.00	B	1.00	B	1.00	D-5
AMR/Skilled Meter Reader	1.00	B	1.00	B	1.00	B	1.00	B-4
Warehouse Assistant (p/t)	0.50		0.50		0.50		0.50	
	19.50		19.50		19.50		19.50	
Technology								
Director of Technology	1.00	D	1.00	D	1.00	D	1.00	J-2
Network Analyst II	1.00	B	1.00	B	1.00	B	1.00	F-8
Network Analyst III	1.00	C	1.00	C	1.00	C	1.00	G-6
	3.00		3.00		3.00		3.00	

PERSONNEL SERVICES SUMMARY

Position	Actual 2012-13	Band	Actual 2013-14	Band	Actual 2014-15	Band	Proposed 2015-16	Band
Police								
Chief of Police	1.00	D	1.00	D	1.00	D	1.00	J-2
Captain	2.00	C	2.00	C	2.00	C	2.00	I-8
Lieutenant	7.00	C	7.00	C	7.00	C	7.00	G-9
Sergeant	6.00	B	6.00	B	6.00	B	6.00	G-1
Detective	6.00	B	6.00	B	6.00	B	6.00	F-10
Officer I & II	40.00	B	41.00	B	41.00	B	42.00	E-7/F-10
Intelligence Analyst/Accreditation Manager	0.00		0.00		1.00	C	1.00	G-1
Intelligence Analyst	1.00	B	1.00	B	0.00		0.00	
Services Officer	1.00	B	0.00		0.00		0.00	
Communications Officer	9.00	B	9.00	B	9.00	B	9.00	C-1
Parking Violations Officer	1.00	A	1.00	A	1.00	A	1.00	B-4
Evidence Technician/Property Clerk	1.00	B	1.00	B	1.00	B	1.00	D-8
Administrative Assistant	3.00	A	3.00	A	3.00	A	3.00	C-1
Administrative Assistant-Senior	1.00	B	1.00	B	1.00	B	1.00	D-1
School Crossing Guard (7 p/t)	1.78		1.78		1.78		1.78	
Communications Officer (p/t)	0.40		0.00		0.00		0.00	
	81.18		80.78		80.78		81.78	
Fire								
Firefighter/Fire Code Official	1.00	B	1.00	B	1.00	B	1.00	G-1
Firefighter/Fire Inspector	1.00	B	1.00	B	1.00	B	1.00	E-4
	2.00		2.00		2.00		2.00	
Rescue								
Administrative Assistant -Senior	1.00	B	1.00	B	1.00	B	1.00	D-1
Lead Station Attendant	0.63	B	0.63	B	0.00		0.00	
	1.63		1.63		1.00		1.00	
Parks and Recreation								
Director of Parks and Recreation	1.00	D	1.00	D	1.00	D	1.00	J-2
Assistant Director of Parks and Recreation	0.00		1.00	C	1.00	C	1.00	I-8
Recreation Program Manager	1.00	C	0.00		0.00		0.00	
Recreation Supervisor	6.00	B	6.00	B	6.00	B	6.00	F-1
Assistant Recreation Supervisor	1.00	B	1.00	B	1.00	B	1.00	D-2
Administrative Assistant	1.50	A	1.50	A	1.50	A	1.00	C-1
**Recreation Assistant	3.00	A	3.00	A	3.00	A	3.00	B-4
Greenskeeper	1.00	B	1.00	B	1.00	B	1.00	B-2
Golf Course Superintendent	1.00	B	1.00	B	1.00	B	1.00	E-5
Accounting Technician - Senior	1.00	B	1.00	B	1.00	B	1.00	D-1
Lifeguard (p/t)	8.10		6.10		6.10		6.10	
Front Desk Attendant (p/t)	3.55		3.55		3.05		2.85	

PERSONNEL SERVICES SUMMARY

Position	Actual 2012-13	Band	Actual 2013-14	Band	Actual 2014-15	Band	Proposed 2015-16	Band
Parks and Recreation, continued								
Swim Instructor (p/t)	2.30		2.30		2.77		3.16	
Water Aerobics Instructor (p/t)	0.31		0.31		0.11		0.11	
Golf Shop Clerk (p/t)	2.00		2.00		2.00		1.21	
Golf Course Wage	0.54		0.54		0.54		0.33	
Athletic Program Wage (p/t)	1.41		1.41		1.41		2.98	
Recreation Programs Wage (p/t)	2.38		2.38		2.38		2.38	
Outdoor Programs Wage (p/t)	1.02		1.02		1.02		0.66	
Facility Attendants (p/t)	8.39		4.39		4.39		3.33	
Senior Program Wage (p/t)	0.62		0.62		0.62		2.65	
Clerical (p/t)	0.00		0.00		0.50		0.50	
	47.12		41.12		41.39		42.26	
Transit								
Director of Transit	1.00	D	1.00	D	1.00	D	1.00	J-2
Grants Coordinator	1.00	B	1.00	B	1.00	B	1.00	D-6
Accounting Technician	2.00	A	2.00	A	2.00	A	2.00	C-1
Financial Analyst	1.00	C	1.00	C	1.00	C	1.00	G-9
Transit Regulatory Manager	1.00	C	1.00	C	1.00	C	1.00	H-8
Transit Operations Manager	1.00	C	1.00	C	1.00	C	1.00	H-8
Transit Maintenance Manager	1.00	C	1.00	C	1.00	C	1.00	G-9
Transit Communications and Customer Support Manager	1.00	C	1.00	C	1.00	C	1.00	G-9
Transit Communications and Specialist Customer Support Specialist	1.00	B	1.00	B	1.00	B	1.00	D-9
Transportation Planner	1.00	C	1.00	C	1.00	C	1.00	G-1
ITS System Administrator	1.00	B	1.00	B	1.00	B	1.00	G-1
Administrative Assistant- Senior	1.00	B	1.00	B	2.00	B	2.00	D-1
Administrative Assistant	2.00	A	2.00	A	1.00	A	1.00	C-1
Training and Safety Coordinator	1.00	B	1.00	B	1.00	B	1.00	G-1
Transit Supervisor	7.00	B	7.00	B	6.00	B	6.00	F-1
Operations Trainer	1.00	B	1.00	B	1.00	B	1.00	D-2
Human Resources Generalist	0.00		0.00		1.00	B	1.00	F-1
Parts and Service Administrator	1.00	B	1.00	B	1.00	B	1.00	D-5
Lead Mechanic	1.00	B	1.00	B	1.00	B	1.00	E-8
Mechanic	4.00	B	5.00	B	5.00	B	5.00	D-9
Lead Dispatcher	0.00		0.00		1.00	B	1.00	D-2
Bus Operator III	7.00	A	7.00	A	6.00	A	6.00	B-4
Crew Leader	0.00		0.00		1.00	B	1.00	C-5
Maintainer	2.00	A	2.00	A	1.00	A	2.00	A-5
Mechanic Assistant	1.00	A	1.00	A	1.00	A	3.00	B-4
Transit ITS/Special Projects Manager	1.00	C	1.00	C	1.00	C	1.00	G-9
Bus Operator (p/t)	49.10		49.10		48.14		54.13	
Operation Assistants (p/t)	2.72		2.72		2.84		2.84	
Dispatcher (p/t)	4.50		4.50		4.32		3.60	
Clerical (p/t)	3.75		3.75		4.32		4.32	
Maintainer (p/t)	1.50		1.50		1.44		0.72	
Trainer (p/t)	1.50		1.50		1.44		1.44	
ITS Technician (p/t)	0.00		0.00		0.72		0.72	
ITS Administrative Assistant (p/t)	0.00		0.00		0.72		0.72	
	104.07		105.07		105.94		113.49	

PERSONNEL SERVICES SUMMARY

Position	Actual 2012-13	Band	Actual 2013-14	Band	Actual 2014-15	Band	Proposed 2015-16	Band
Public Works								
Director of Public Works	1.00	D	1.00	D	1.00	D	1.00	J-2
Superintendent	1.00	C	1.00	C	1.00	C	1.00	H-1
Assistant Director - Management	1.00	C	1.00	C	1.00	C	1.00	I-8
Assistant Director - Field Operations	1.00	C	1.00	C	1.00	C	1.00	I-8
General Services Manager	1.00	C	1.00	C	1.00	C	1.00	H-1
Sustainability Manager	1.00	C	1.00	C	1.00	C	1.00	G-1
Facility Operations Supervisor	1.00	B	1.00	B	1.00	B	1.00	F-4
Project Manager	1.00	C	1.00	C	1.00	C	1.00	F-9
Foreman	7.00	B	7.00	B	7.00	B	7.00	E-5
Horticulturist	1.00	C	1.00	C	1.00	C	1.00	G-2
ER Preparedness/Safety Manager	1.00	C	1.00	C	1.00	C	1.00	F-2
Equipment Operator I	1.00	A	1.00	A	2.00	A	3.00	A-6
Equipment Operator II	4.00	B	4.00	B	4.00	B	4.00	B-5
Equipment Operator III	5.00	B	5.00	B	4.00	B	3.00	C-10
Crew Leader	5.00	B	5.00	B	6.00	B	6.00	C-5
Maintainer	8.00	A	8.00	A	7.00	A	5.00	A-5
Fleet Operations Supervisor	1.00	B	1.00	B	1.00	B	1.00	G-1
Maintainer - Skilled	10.00	B	10.00	B	11.00	B	11.00	B-5
Custodian	8.00	A	8.00	A	8.00	A	9.00	A-4
Mechanic	3.00	B	3.00	B	3.00	B	3.00	D-9
Technician	6.00	B	6.00	B	6.00	B	6.00	C-3
Lead Technician	6.00	B	6.00	B	6.00	B	6.00	D-5
Accounting Technician - Senior	2.00	B	2.00	B	2.00	B	2.00	D-1
Energy & Environmental Specialist	0.00		1.00	B	1.00	B	1.00	E-8
Solid Waste Community Programs Coordinator	1.00	B	0.00		0.00		0.00	
Solid Waste Operations Coordinator	1.00	B	1.00	B	0.00		0.00	
Solid Waste Specialist	0.00		0.00		1.00	B	1.00	D-1
Mechanic Assistant	0.00		0.00		1.00	A	1.00	B-4
Maintainer (p/t)	0.63		0.63		0.00		0.00	
Laborer (p/t)	3.89		3.89		3.89		7.72	
Clerical (p/t)	0.63		0.63		0.63		0.63	
	83.15		83.15		84.52		87.35	
Pay Plan	282.00		282.00		282.00		288.00	
Part-Time	1.13		1.13		1.13		0.00	
Wage	104.49		97.59		97.47		107.22	
Total	387.62		380.72		380.60		395.22	

Note: Part-time (p/t) employees are shown above with no band classifications. These positions are not in the Town's pay plan and do not receive benefits.

* Frozen position

**One position is frozen

**TOWN OF BLACKSBURG
ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2015/16**

Proposed Band	Position Titles	Proposed Minimum	2.5%	5.0%	Proposed Hiring Max 10% Range	Proposed Maximum
A-1		\$19,980	\$20,480	\$20,979	\$21,978	\$45,689
A-2		\$20,408	\$20,918	\$21,429	\$22,449	\$45,689
A-3		\$20,836	\$21,357	\$21,878	\$22,920	\$45,689
A-4	Custodian	\$21,516	\$22,054	\$22,592	\$23,668	\$45,689
A-5	Maintainer	\$22,549	\$23,113	\$23,676	\$24,804	\$45,689
A-6	Equipment Operator I	\$23,500	\$24,088	\$24,675	\$25,850	\$45,689
A-7	Accounting Technician I Administrative Assistant I	\$24,047	\$24,648	\$25,249	\$26,452	\$45,689
B-1		\$24,690	\$25,307	\$25,925	\$27,159	\$52,250
B-2	Greenskeeper	\$25,022	\$25,648	\$26,273	\$27,524	\$52,250
B-3		\$25,546	\$26,185	\$26,823	\$28,101	\$52,250
B-4	AMR/Skilled Meter Reader Mechanic Assistant Parking Violations Officer Recreation Assistant Transit Bus Operator III	\$25,974	\$26,623	\$27,273	\$28,571	\$52,250
B-5	Equipment Operator II Maintainer - Skilled	\$27,500	\$28,188	\$28,875	\$30,250	\$52,250
C-1	Accounting Technician II Administrative Assistant II Police Communications Officer Police Public Liaison Assistant	\$27,972	\$28,671	\$29,371	\$30,769	\$58,053
C-2		\$28,259	\$28,965	\$29,672	\$31,085	\$58,053
C-3	Public Works Technician	\$28,500	\$29,213	\$29,925	\$31,350	\$58,053
C-4		\$28,833	\$29,553	\$30,274	\$31,716	\$58,053
C-5	Crew Leader	\$29,120	\$29,848	\$30,576	\$32,032	\$58,053
C-6		\$29,406	\$30,142	\$30,877	\$32,347	\$58,053
C-7		\$29,693	\$30,436	\$31,178	\$32,663	\$58,053
C-8		\$29,980	\$30,730	\$31,479	\$32,978	\$58,053
C-9		\$30,267	\$31,024	\$31,780	\$33,294	\$58,053
C-10	Equipment Operator III	\$30,554	\$31,318	\$32,082	\$33,609	\$58,053
D-1	Senior Accounting Technician Senior Administrative Assistant Solid Waste Specialist	\$30,841	\$31,612	\$32,383	\$33,925	\$63,504
D-2	Assistant Recreation Supervisor Transit Lead Dispatcher Transit Operations Trainer	\$31,128	\$31,906	\$32,684	\$34,241	\$63,504
D-3		\$31,415	\$32,200	\$32,985	\$34,556	\$63,504
D-4		\$31,702	\$32,494	\$33,287	\$34,872	\$63,504
D-5	AMR/Field Supervisor, Utility Services Payroll Coordinator Public Works Technician - Lead Transit Parts & Service Administrator Warehouse Supervisor	\$31,988	\$32,788	\$33,588	\$35,187	\$63,504
D-6	Grants Coordinator	\$32,275	\$33,082	\$33,889	\$35,503	\$63,504
D-7		\$32,562	\$33,376	\$34,190	\$35,818	\$63,504
D-8	Police Evidence Technician/Property Clerk Senior Code Inspector, HNS Water Resources Inspector Zoning Inspector	\$32,849	\$33,670	\$34,492	\$36,134	\$63,504

**TOWN OF BLACKSBURG
ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2015/16**

Proposed Band	Position Titles	Proposed Minimum	2.5%	5.0%	Proposed Hiring Max 10% Range	Proposed Maximum
D-9	Buyer Mechanic Transit Communications & Customer Service Specialist	\$33,292	\$34,124	\$34,957	\$36,621	\$63,504
D-10		\$33,423	\$34,258	\$35,094	\$36,765	\$63,504
E-1		\$33,710	\$34,553	\$35,395	\$37,081	\$68,954
E-2	MIS Application/Support Specialist	\$33,997	\$34,847	\$35,697	\$37,396	\$68,954
E-3	Building Inspector Site Construction Inspector Stormwater Inspector	\$34,284	\$35,141	\$35,998	\$37,712	\$68,954
E-4	Fire Inspector/Firefighter Property Maintenance Official	\$34,570	\$35,435	\$36,299	\$38,028	\$68,954
E-5	Foreman Golf Course Superintendent	\$34,857	\$35,729	\$36,600	\$38,343	\$68,954
E-6		\$35,144	\$36,023	\$36,901	\$38,659	\$68,954
E-7	GIS/CADD Technician Police Officer I	\$35,451	\$36,337	\$37,224	\$38,996	\$68,954
E-8	Communications Specialist Energy & Environmental Specialist Transit Lead Mechanic	\$35,718	\$36,611	\$37,504	\$39,290	\$68,954
E-9		\$36,005	\$36,905	\$37,805	\$39,605	\$68,954
E-10		\$36,292	\$37,199	\$38,106	\$39,921	\$68,954
F-1	Human Resources Generalist Recreation Supervisor Senior Buyer Transit Supervisor	\$36,579	\$37,493	\$38,408	\$40,237	\$75,107
F-2	Emergency Preparedness/Safety Manager Planner I	\$36,866	\$37,787	\$38,709	\$40,552	\$75,107
F-3		\$37,152	\$38,081	\$39,010	\$40,868	\$75,107
F-4	Facility Operations Supervisor Senior Building Inspector	\$37,300	\$38,233	\$39,165	\$41,030	\$75,107
F-5		\$37,726	\$38,669	\$39,613	\$41,499	\$75,107
F-6		\$38,013	\$38,963	\$39,914	\$41,814	\$75,107
F-7		\$38,300	\$39,258	\$40,215	\$42,130	\$75,107
F-8	Network Analyst II	\$38,587	\$39,552	\$40,516	\$42,446	\$75,107
F-9	Project Manager	\$38,874	\$39,846	\$40,818	\$42,761	\$75,107
F-10	Police Detective Police Officer II	\$38,996	\$39,971	\$40,946	\$42,896	\$75,107
F-11	Station Manager Utility Services Manager	\$39,530	\$40,518	\$41,507	\$43,483	\$75,107

**TOWN OF BLACKSBURG
ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2015/16**

Proposed Band	Position Titles	Proposed Minimum	2.5%	5.0%	Proposed Hiring Max 10% Range	Proposed Maximum
G-1	Accounting Supervisor Fire Code Official/Firefighter Fleet Operations Supervisor Paralegal Planner II Police Intelligence Analyst/Accreditation Manager Police Sergeant Sustainability Manager Transit ITS System Administrator Transit Training & Safety Coordinator Transit Transportation Planner Website Administrator	\$41,958	\$43,007	\$44,056	\$46,154	\$89,616
G-2	Horticulturist Senior Project Manager Water Resources Manager	\$42,537	\$43,600	\$44,664	\$46,790	\$89,616
G-3		\$43,115	\$44,193	\$45,271	\$47,427	\$89,616
G-4	Town Clerk	\$43,694	\$44,787	\$45,879	\$48,064	\$89,616
G-5		\$44,273	\$45,380	\$46,487	\$48,700	\$89,616
G-6	Network Analyst III	\$44,852	\$45,973	\$47,094	\$49,337	\$89,616
G-7		\$45,430	\$46,566	\$47,702	\$49,973	\$89,616
G-8		\$46,009	\$47,159	\$48,310	\$50,610	\$89,616
G-9	Financial Analyst MIS Manager Police Lieutenant Transit Communications & Customer Service Manager Transit ITS/Special Projects Manager Transit Maintenance Manager	\$46,588	\$47,753	\$48,917	\$51,247	\$89,616
G-10		\$47,167	\$48,346	\$49,525	\$51,883	\$89,616
H-1	Assistant to Town Manager General Services Manager GIS Coordinator Public Works Superintendent	\$47,745	\$48,939	\$50,133	\$52,520	\$100,612
H-2		\$48,324	\$49,532	\$50,740	\$53,156	\$100,612
H-3		\$48,903	\$50,125	\$51,348	\$53,793	\$100,612
H-4	Purchasing Manager Town Planner	\$49,481	\$50,719	\$51,956	\$54,430	\$100,612
H-5		\$50,060	\$51,312	\$52,563	\$55,066	\$100,612
H-6		\$50,639	\$51,905	\$53,171	\$55,703	\$100,612
H-7		\$51,218	\$52,498	\$53,779	\$56,339	\$100,612
H-8	Transit Operations Manager Transit Regulatory Manager	\$51,796	\$53,091	\$54,386	\$56,976	\$100,612
H-9		\$52,375	\$53,685	\$54,994	\$57,613	\$100,612
H-10	Community Relations Manager Housing & Neighborhood Services Manager Human Resources Manager	\$52,954	\$54,278	\$55,602	\$58,249	\$100,612
I-1		\$53,533	\$54,871	\$56,209	\$58,886	\$111,608
I-2	Town Engineer Transportation Program Manager Zoning Administrator	\$54,111	\$55,464	\$56,817	\$59,522	\$111,608
I-3		\$54,690	\$56,057	\$57,425	\$60,159	\$111,608

**TOWN OF BLACKSBURG
ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2015/16**

Proposed Band	Position Titles	Proposed Minimum	2.5%	5.0%	Proposed Hiring Max 10% Range	Proposed Maximum
I-4		\$55,269	\$56,651	\$58,032	\$60,796	\$111,608
I-5		\$55,848	\$57,244	\$58,640	\$61,432	\$111,608
I-6	Building Official	\$56,426	\$57,837	\$59,248	\$62,069	\$111,608
I-7		\$57,005	\$58,430	\$59,855	\$62,705	\$111,608
I-8	Assistant Director of Financial Services Assistant Director of Parks & Recreation Assistant Director of Public Works Police Captain	\$57,584	\$59,023	\$60,463	\$63,342	\$111,608
I-9		\$58,162	\$59,617	\$61,071	\$63,979	\$111,608
I-10		\$58,741	\$60,210	\$61,678	\$64,615	\$111,608
J-1		\$62,937	\$64,510	\$66,084	\$69,231	\$143,496
J-2	Chief of Police Director of Engineering & GIS Director of Financial Services Director of Parks & Recreation Director of Planning & Building Director of Public Works Director of Technology Director of Transit	\$69,231	\$70,961	\$72,692	\$76,154	\$143,496
J-3	Deputy Town Manager	\$75,524	\$77,413	\$79,301	\$83,077	\$143,496

DEBT SERVICE INFORMATION

The Town has two debt service divisions, one contained in the General Fund and one in the Water and Sewer Fund. These divisions provide the funds necessary to retire the Town's outstanding general obligation bonds. The bonds, issued over a number of years, were secured primarily to pay for the cost of various infrastructure improvements, public facilities and other public enhancements.

The Town's current level of bonded indebtedness is indicated by three key financial indicators:

1. The Town's net direct long-term debt, as a percentage of assessed valuation was 0.89% as of June 30, 2014. The Town's legal debt limit, as authorized by the Code of Virginia, is 10% of the total assessed value of real estate, which is subject to taxation. For FY 2013/14, the legal debt limit for the Town was \$254,830,854. The Town's outstanding general obligation bonds and capital leases at June 30, 2014 were \$22,727,998 and \$138,071, respectively.
2. A key financial indicator which compares total net direct debt service costs as a percentage of net operating expenditures highlights the Town's ability to finance the repayment of current and future bond issues. For FY 2015/16 this percentage is projected at 9.51%. Town Council's policy is to target annual debt service costs at approximately 10%-15% of general fund net operating expenditures*.
3. The last key financial indicator is a calculation of net bonded debt (General Fund portion only) per capita. At June 30, 2014, this amounted to \$377.71 per capita.

The tables in this section display a six-year projection of General Fund, Water and Sewer Fund obligated debt service expenditures.

The below table provides a more detailed description of the Town's indebtedness as of June 30, 2014.

*Net operating expenditures is defined as Total Expenditures less Capital Outlay Expenditures

Long-Term Liabilities

Outstanding long-term debt at June 30, 2014 includes the following bond issues:

\$1,618,000 2005 General Obligation refunding bond due in annual installments ranging from \$20,000 to \$217,000 with final maturity payment due September 1, 2016. Interest is paid semi-annually on March 1 and September 1 at a rate of 3.34 percent.

\$ 633,000

DEBT SERVICE INFORMATION (continued)

\$4,875,000 2007 General Obligation Bond due in annual installments Ranging from \$145,000 to \$345,000 with final maturity payment due March 1, 2007. Interest is paid semi-annually on March 1 and September 1 at rates of 3.70 to 5.00 percent. \$ 3,600,000

\$1,625,000 2009A General Obligation Bond due in annual installments Ranging from \$165,000 to \$200,000 with final maturity payment due September 1, 2018. Interest is paid semi-annually on March 1 and September 1 at rates of 2.13 percent. 945,000

\$3,180,000 2009B General Obligation Bond due in annual installments Ranging from \$125,000 to \$215,000 with final maturity payment due March 1, 2030. Interest is paid semi-annually on March 1 and September 1 at rates of 5.21 percent. 2,670,000

\$3,670,000 2011A General Obligation refunding bond due in semi-annual installments ranging from \$135,000 to \$270,000 with final maturity payment due January 15, 2021. Interest is paid semi-annually on January 15 and July 15 at a rate of 2.95 percent. 2,276,931

\$1,270,000 2011B General Obligation Bond due in semi-annual installments ranging from \$20,000 to \$45,000 with final maturity payment due January 15, 2031. Interest is paid semi-annually on January 15 and July 15 at a rate of 3.60 percent. 1,043,067

\$9,545,000 2011C General Obligation refunding bond due in annual installments ranging from \$360,000 to \$850,000 with final maturity payment due July 15, 2024. Interest is paid semi-annually on January 15 and July 15 at a rate of 1.92%. 8,010,000

\$3,855,000 2012 General Obligation refunding bond due in annual installments ranging from \$135,000 to \$230,000 with final maturity payment due March 1, 2032. Interest is paid semi-annually on March 1 and September 1 at a rate of 1.94%. 3,550,000

Total Bonded Debt \$22,727,998

DEBT SERVICE INFORMATION (continued)

The allocation of bonded long-term debt to funds is determined based on the Town's intention for repayment of the debt. The allocation of debt by fund and account group is as follows:

<u>Bonds</u>	<u>Water and Sewer Fund</u>	<u>General Fund</u>	<u>Total</u>
2005 General obligation bond	\$ 158,250	\$ 474,750	\$ 633,000
2007 General obligation bond	1,350,000	2,250,000	3,600,000
2009A General obligation bond	168,210	776,790	945,000
2009B General obligation bond	----	2,670,000	2,670,000
2011A General obligation bond	1,002,071	1,274,860	2,276,931
2011B General obligation bond	----	1,043,067	1,043,067
2011C General obligation bond	3,577,860	4,432,140	8,010,000
2012 General obligation bond	----	<u>3,550,000</u>	<u>3,550,000</u>
Total Bonds Payable	<u>\$ 6,256,391</u>	<u>\$ 16,471,607</u>	<u>\$ 22,727,998</u>
Net discounts/premiums	<u>137,757</u>	<u>137,219</u>	<u>274,976</u>
	<u>\$ 6,118,634</u>	<u>\$ 16,334,388</u>	<u>\$ 22,453,022</u>

The annual requirements to amortize all debt outstanding as of June 30, 2014, including interest payments of \$4,204,570 on general obligation bonds, are as follows:

<u>Years Ending June 30</u>	<u>General Obligation Bonds</u>
2015	\$ 2,706,171
2016	2,536,933
2017	2,525,573
2018	2,325,855
2019	2,314,821
2020	2,124,274
2021	2,113,912
2022	1,803,728
2023	1,798,569
2024	1,405,436
2025	1,271,241
2026	901,297
2027	904,863
2028	552,157
2029	542,567
2030	547,702
2031	322,296
2032	<u>235,173</u>
	<u>\$26,932,568</u>

DEBT SERVICE INFORMATION (continued)

The changes in long-term liabilities are as follows:

	<u>July 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30</u>
General obligation debt:				
Bonds	\$17,953,095	\$ ----	\$ 1,481,488	\$16,471,607
Capital lease obligation	191,775	----	53,704	138,071
Employee leave liability	1,675,390	1,273,988	1,107,783	1,841,595
Other post employment benefits	<u>408,375</u>	<u>338,137</u>	<u>323,935</u>	<u>422,577</u>
	<u>\$20,228,635</u>	<u>\$ 1,612,125</u>	<u>\$ 2,966,910</u>	<u>\$18,873,850</u>
Enterprise fund debt:				
Bonds	\$ 6,902,903	\$ ----	\$ 646,512	\$ 6,256,391
Employee leave liability	453,625	348,706	356,524	445,807
Other post employment benefits	<u>99,044</u>	<u>81,765</u>	<u>78,469</u>	<u>102,340</u>
	<u>\$ 7,455,572</u>	<u>\$ 430,471</u>	<u>\$ 1,081,505</u>	<u>\$ 6,804,538</u>

In FY 2014/2015, General Obligation Bonds of \$15,170,000 were issued with an interest rate of 2.97% for 30 years with an annual projected debt service of \$709,111 and will fund the following projects:

- \$5,663,000 To refund General Obligation Bonds Series 2007 and 2011
- \$5,982,000 Progress Street Rescue Station
- \$1,210,000 Compton Property Purchase
- \$1,300,000 Major Street and Sidewalk Improvements – Local Portion
- \$585,000 Fire Station 3 2nd Floor Buildout
- \$225,000 Fiber Optic Network
- \$105,000 Roof Replacements
- \$100,000 Interchange Park Improvements

Six-Year Projection of General Fund Obligated Debt Service

(TABLE 7)

Fiscal Year	Bond Issuance Costs	Leases	2005 Refunding Bond	2007 Bond Sale	2009 Bond Sale	2009 Refunding Bond	2011 Bond Sale and Refunding	2011C Refunding Bond	2012 Bond Sale	FY 2014/15 Bond Sale (9.6m) ¹	FY 2016/17 Bond Sale (1.8m) ¹	FY 2018/19 Bond Sale (10.5m) ¹	Total Debt Service
2015	\$125,000	\$67,729	\$167,039	\$224,248	\$218,823	\$163,033	\$365,356	\$508,442	\$234,281	--	--	--	\$2,073,951
2016	--	\$83,677	\$166,328	\$224,452	\$220,654	\$160,074	\$264,661	\$522,390	\$235,881	\$861,700	--	--	\$2,739,817
2017	\$125,000	\$66,625	\$165,468	\$223,670	\$222,144	\$165,253	\$266,078	\$506,184	\$234,131	\$852,175	--	--	\$2,826,728
2018	--	\$65,293	--	\$224,486	\$223,163	\$165,998	\$262,377	\$524,776	\$237,381	\$833,125	\$187,226	--	\$2,723,825
2019	\$125,000	\$62,628	--	\$224,994	\$218,922	\$166,352	\$258,545	\$523,015	\$235,581	\$814,075	\$184,774	--	\$2,813,886
2020	--	\$59,963	--	\$225,187	\$219,563	--	\$267,615	\$521,102	\$238,331	\$804,995	\$179,870	\$389,338	\$2,905,964

¹ Future bond sales reflect a projected 5.5% interest rate for 20 to 30 years.

Six-Year Projection of
Water and Sewer Fund
Obligated Debt Service Expenditures

(TABLE 13)

Fiscal Year	2005 Refunding Bond	2007 Bond Sale (\$1,800,000)	2009 Refunding Bond	2011 Refunding Bond	2011C Refunding Bond	Total Debt Service	Net Revenue Coverage Of Debt Service
2015	\$55,680	\$134,549	\$35,304	\$231,202	\$368,214	\$824,949	1.96
2016	\$55,443	\$134,670	\$34,663	\$148,148	\$369,569	\$742,493	2.54
2017	\$55,156	\$134,202	\$35,785	\$146,729	\$370,772	\$742,644	3.03
2018	--	\$134,692	\$35,946	\$145,207	\$371,830	\$687,675	2.29
2019	--	\$134,996	\$36,023	\$143,651	\$372,741	\$687,411	2.31
2020	--	\$135,112	--	\$148,809	\$368,553	\$652,474	2.45

Glossary of Terms

Accrual Basis	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
Appropriation	An authorization granted by Town Council to a specified unit of the Town government to fund expenditures and to incur obligations for specific purposes. It is limited in amount and as to the time when it may be spent, usually expiring at the end of the fiscal year.
Assessment	The official valuation of property by the Montgomery County Assessor as a basis for levying property taxes.
Assessment Ratio	The ratio which an assessed value of a taxed item bears to market value of that item. In the Town of Blacksburg, real estate is assessed every four years by Montgomery County assessors at 100 percent of market value.
Asset	Resources owned or held by a government, which has monetary value.
Balanced Budget	A budget in which revenues equal or exceed appropriations.
Beginning Balance	Unexpended funds from the previous fiscal year, which may be used to fund payments during the current fiscal year. This is also referred to as a carryover balance.
Benefits	The benefit expenditures included in the budget are the Town's share of an employee's benefits. Benefits provided by the Town of Blacksburg include: FICA and Medicare taxes (Social Security), health and dental insurance, life insurance, long-term disability insurance, retirement, unemployment insurance, worker's compensation insurance, retiree health benefits and a \$25 holiday gift certificate. The amount of most benefits is based on a prescribed percentage of an employee's salary. This percentage varies per category. The Town pays 100 percent of unemployment, worker's compensation, gift certificate costs, life insurance, long-term disability insurance and the employer's share of FICA and Medicare taxes. The cost of health and dental insurance is paid by the Town on individual coverage elected by the employee. The Town pays 95% of the cost of retirement.

GLOSSARY OF TERMS (*continued*)

Bond	A written promise to pay a specified sum of money (called the principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are identified as debt service. Bonds may be used as an alternative to tax receipts to secure revenue for long-term capital improvements. General Obligation Bonds are debt approved by Town Council to which the full faith and credit of the Town is pledged. The State Constitution mandates taxes on real property sufficient to pay the principal and interest of such bonds.
Budget	A plan for the acquisition and allocation of resources to accomplish specified purposes. The term may be used to describe special purpose fiscal plans or parts of a fiscal plan, such as "the budget of the Police Department or the Capital Budget" or may relate to a fiscal plan for an entire jurisdiction, such as "the budget of the Town of Blacksburg."
Budgetary Control	A mechanism whereby expenditures are monitored to ensure compliance with legal provisions embodied in the annual appropriated budget approved by Town Council.
Calendar Year	Twelve months beginning January 1 and ending December 31.
Capital Asset	Assets of significant value and having a useful life of several years.
Capital Outlay	Capital assets, such as automobiles, machinery, furniture, equipment, etc., which have a life expectancy of more than one year and a value of at least five thousand dollars. Capital outlay also includes non-recurring expenditures less than five thousand dollars for items such as computers and other non-capital assets.
Capital Improvement Program	A five year plan for public facilities which results in construction or acquisition of fixed assets, primarily buildings and infrastructure needs, such as street improvements. The program also includes funding for parks, sewers, sidewalks, major equipment, etc. and major items of capital equipment related to the new facilities.
Cash Management	A conscious effort to manage cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Checks received are deposited the same day, bills are paid no sooner than the due date unless discounts can be obtained by paying earlier, future needs for cash are determined with exactness and cash on hand not needed immediately is invested in short-term interest-bearing investments.

GLOSSARY OF TERMS (*continued*)

Commodities	Expendable items that are consumable or have a short life span. Examples include office supplies, fuel, minor equipment, and asphalt.
Comprehensive Annual Financial Report (CAFR)	Official annual financial report of a government. It is a set of U.S. government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Government Accounting Standards Board (GASB).
Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
Contractual Services	Services rendered to a government by private firms, individuals, or other governmental agencies for items such as maintenance agreements, professional consulting services, audit services, etc.
Cost-of-Living Adjustment (COLA)	An increase in salaries to offset the adverse effect of inflation on compensation.
Debt Service Funds	Funds, defined by the State Auditor of Public Accounts, to finance and account for the annual payment of principal and interest on bonds.
Department	A separate functional and accounting entity within a certain fund type.
Disbursement	A cash payment to an outside party, or a transfer of funds to another accounting entity within the Town's financial system.
Encumbrance	A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been entered into for an item, but prior to the cash payment actually being dispersed.
Enterprise Funds	Funds, defined by the State Auditor of Public Accounts, to account for operations that are financed and operated in a manner similar to private business enterprises. Costs of providing goods or services are financed or recovered, at least in part, through user charges.

GLOSSARY OF TERMS (*continued*)

Expenditure	A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.
Fiscal Year	In Blacksburg, the twelve months beginning July 1 and ending the following June 30.
Full Faith and Credit	A pledge of a government's taxing power to repay debt obligations.
Full-Time Equivalent Position (FTE)	A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of .5 of a full-time position based on 2,080 hours.
Fund	A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.
Fund Balance	The excess/(deficiency) of the assets of a fund over its liabilities.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GASB	Governmental Accounting Standards Board. It is the source of GAAP used by state and local governments in the U.S. It is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.
GFOA	Government Finance Officers Association. It represents public finance officials throughout the U.S. and Canada. It enhances and promotes the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit.

GLOSSARY OF TERMS (*continued*)

General Fund	A fund type used to account for all revenues and expenditures of the Town which are not required to be accounted for in the other funds. Revenues are derived primarily from property taxes, local sales taxes, utility taxes, license and permit fees, and State shared taxes. General Fund expenditures include the costs of the Town general government activities and transfers to other funds, principally to fund capital construction and debt service requirements.
General Capital Project Fund	A fund type used to account for acquisition and/or construction of major capital projects such as land, buildings, and infrastructure. Revenues are derived from bond proceeds, intergovernmental revenue, and private project funds.
Inflation	A general increase in prices and the resulting fall in the purchasing value of money.
Intergovernmental Revenues	Revenues from other governments, such as the State and Federal government in the form of grants, entitlements, shared revenues or payments in lieu of taxes.
Internal Services Fund	Services established to finance and account for services furnished by a designated Town department to other departments. The Equipment Operations Fund is an example of a department, which operates under this fund and charges other departments for services rendered.
Line Item	A specific expenditure category within a department budget, e.g., travel, postage, printing or office supplies.
Long-term Debt	Usually general obligation debt issued by the Town for a period of twenty years to finance capital improvements.
Major Fund	A fund is considered “major” if it meets certain financial ratio criteria or if governmental officials designate a fund to be a major fund. The General Fund is always considered a major fund. This designation as “major” requires certain financial statement reporting whereby users can more easily assess accountability.
Materials and Supplies	Expendable materials and operating supplies necessary to conduct departmental operations.
Modified Accrual Basis	A basis of accounting where revenue is recorded when measurable and available and expenditures are recorded when made.

GLOSSARY OF TERMS (*continued*)

Nominal Dollars	The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.
Operating Expenditures	Expenditures for current services including personnel and related benefit costs, supplies, and contractual services. It does not include debt service or capital improvements.
Personnel Services	A category of expenditures which primarily covers wages, salaries, overtime, and benefit costs paid to or on behalf of Town employees.
Position	A group of duties and responsibilities, as prescribed by an office or agency, to be performed by a person on a full-time, part-time or seasonal basis.
Real-Property	Real estate, including land and improvements (buildings, fences, pavements, etc.) classified for purposes of assessment.
Reserve	An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.
Revenues	Receipts received for various services delivered, taxes levied, licenses or permits, intergovernmental revenue, rents and service charges, and other miscellaneous sources.
Special Revenue Fund	A fund type used where legal or contractual requirements restrict the use of resources to specific purposes. The Town has special revenue funds for its federal CDBG Entitlement revenue and expenditures and its federal HOME consortium revenue and expenditures.
Supplemental Appropriation	An additional appropriation made by the governing body after the budget year is started.
Tax Base	The aggregate value of the items being taxed. The base of the Town's real property tax is the assessed value of all real estate in the Town.
Tax Levy	The resultant product when the tax rate is multiplied by the tax base.

GLOSSARY OF TERMS (*continued*)

Tax Rate	The level of taxation stated in terms of either a dollar amount (e.g., \$.22 per \$100 assessed valuation) or a percentage of the value of the tax base (i.e., 5.3 percent sales tax). Town Council fixes property tax rates for the period beginning January 1 of the current calendar year when the budget for the coming fiscal year is approved.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.
Transfer	A movement of money from one fund or department to another.
Unassigned Fund Balance	The portion of a fund's balance that is a reserve for unanticipated emergencies and is targeted at no less than 10% of net operating expenditures with a target of 15% of net operating expenditures by FY2016.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**TOWN COUNCIL WORK SESSIONS
ON THE
FY 2015/16 RECOMMENDED BUDGET**

Tuesday, March 17, 2015

11:00am – Blacksburg Motor Company Conference Room

Tuesday, March 31, 2015

11:00am – Blacksburg Motor Company Conference Room
(Only if necessary)

Tuesday, April 7, 2015

11:00am – Blacksburg Motor Company Conference Room

Tuesday, April 21, 2015

11:00am – Blacksburg Motor Company Conference Room

Comparative Analysis of Water and Sewer Rates¹

Following is a Comparative Analysis of Water and Sewer Rates from other jurisdictions throughout the State (as of 1/14) based on monthly 5,000 gallons of usage and a 5/8 inch meter:

	Monthly Residential Bill			Availability and/or Connection Fees	
	<u>Water</u>	<u>Sewer</u>	<u>Combined</u>	<u>Water</u>	<u>Sewer</u>
Blacksburg					
Current	\$27.45	\$28.93	\$56.38	\$1,180	\$3,407
Proposed	29.14	30.27	59.41	1,205	3,440
Western Virginia Water Authority:					
Roanoke City/Roanoke County	24.50	31.50	56.00	5,000	5,000
Town of Pulaski	24.25	49.13	73.38	470	600
City Harrisonburg	13.03	27.26	40.29	2,500	4,500
City of Salem	35.61	49.18	84.79	1,050	1,900
Town of Christiansburg	26.00	39.50	65.50	2,500	2,500
City of Radford	20.40	30.60	51.00	--	--
Montgomery County Public Service Authority	42.70	43.80	85.80	3,250	3,750
Average (not including Blacksburg)	\$26.64	\$38.71	\$65.35	\$2,462	\$3,042
State Average	\$30.63	\$41.31	\$71.94	\$5,808	\$7,635

¹SOURCE: Draper Aden Associates 26th Annual Virginia Water and Wastewater Rate Report 2014.

Proposed and History-Utility Rates

	Proposed 2016	2015	2014	2013	2012	2011	2010	
Water:								
Fixed Rates:								
In Town	\$ 3.09	\$ 3.05	\$ 3.03	\$ 2.94	\$ 2.62	\$ 2.58	\$ 2.55	101.5%
Out of Town	\$ 5.39	\$ 5.33	\$ 5.30	\$ 5.15	\$ 4.59	\$ 4.52	\$ 4.46	
Volume Rates:								
In Town	\$ 5.21	\$ 4.88	\$ 4.55	\$ 4.22	\$ 3.92	\$ 3.76	\$ 3.58	106.8%
Out of Town	\$ 9.09	\$ 8.52	\$ 7.95	\$ 7.38	\$ 6.85	\$ 6.57	\$ 6.26	
Sewer:								
Fixed Rates:								
In Town	\$ 3.12	\$ 3.08	\$ 3.06	\$ 2.97	\$ 2.65	\$ 2.61	\$ 2.58	101.5%
Out of Town	\$ 5.45	\$ 5.39	\$ 5.36	\$ 5.20	\$ 4.64	\$ 4.57	\$ 4.52	
Volume Rates:								
In Town	\$ 5.43	\$ 5.17	\$ 4.85	\$ 4.70	\$ 4.65	\$ 4.77	\$ 4.77	105.1%
Out of Town	\$ 9.50	\$ 9.04	\$ 8.49	\$ 8.23	\$ 8.14	\$ 8.35	\$ 8.35	
Refuse Rate:	\$ 22.20	\$ 22.20	\$ 22.94	\$ 22.30	\$ 21.70	\$ 21.18	\$ 21.86	100.0%
Bimonthly-single family residential 1997-2000 Monthly 2001-2015								
Average Bill (in town)								
Consumption	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Water								
Fixed	\$ 3.09	\$ 3.05	\$ 3.03	\$ 2.94	\$ 2.62	\$ 2.58	\$ 2.55	
Volume	\$ 31.26	\$ 29.27	\$ 27.30	\$ 25.32	\$ 23.52	\$ 22.56	\$ 21.48	
Sewer								
Fixed	\$ 3.12	\$ 3.08	\$ 3.06	\$ 2.97	\$ 2.65	\$ 2.61	\$ 2.58	
Volume	\$ 32.58	\$ 30.99	\$ 29.10	\$ 28.20	\$ 27.90	\$ 28.62	\$ 28.62	
Stormwater	\$ 6.00	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Refuse	\$ 22.20	\$ 22.20	\$ 22.94	\$ 22.30	\$ 21.70	\$ 21.18	\$ 21.86	
Total	\$ 98.25	\$ 94.58	\$ 85.43	\$ 81.73	\$ 78.39	\$ 77.55	\$ 77.09	
Total % increase	3.88%	10.71%	4.53%	4.26%	1.08%	0.60%	4.73%	
Total \$ increase	\$ 3.67	\$ 9.15	\$ 3.70	\$ 3.34	\$ 0.84	\$ 0.46	\$ 3.48	
Other increases:								
	Current Rate	Current Rate	Current Rate	New Rate	Current Rate	Current Rate	Current Rate	
Special Pickups	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 60.00	\$ 60.00	\$ 60.00	
Irrigation Meters	\$ 125.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 110.00	\$ 100.00	

TAX RATES IN SELECTED VIRGINIA CITIES, COUNTIES AND TOWNS: 2014¹

TAX OR FEE

	Business License Rate Per \$100 of Gross Receipts				Cigarette (Per pack of 20)	
LOCALITY	BPOL CATEGORY:					
	<i>Retail</i>	<i>Business Service</i>	<i>Real Estate/ Professional</i>	<i>Contractor</i>	<i>Business License Fee</i>	
CITY OF:						
RADFORD	\$0.135	\$0.140	\$0.365	\$0.125	\$30.00	\$0.150
ROANOKE	\$0.200	\$0.360	\$0.580	\$0.160	\$50.00	\$0.540
SALEM	\$0.200	\$0.360	\$0.580	\$0.160	\$30.00	\$0.150
COUNTY OF:						
GILES	NONE	NONE	NONE	NONE	NONE	NONE
MONTGOMERY	NONE	NONE	NONE	NONE	NONE	NONE
PULASKI	\$0.200	\$0.150	\$0.070	\$0.140	\$30.00	NONE
ROANOKE	\$0.200	\$0.360	\$0.580	\$0.160	\$50.00 <small>for gross receipts under \$100,000</small>	NONE
TOWN OF:						
BLACKSBURG	\$0.200	\$0.230	\$0.370	\$0.100	\$30-\$50 for gross receipts under \$50,000	\$0.300
CHRISTIANSBURG	\$0.175	\$0.280	\$0.390	\$0.130	\$60.00	\$0.400
PULASKI	\$0.160	\$0.200	\$0.400	\$0.160	\$30.00	\$0.200

¹SOURCE: Tax Rates in Virginia's Cities, Counties and Selected Towns: 2014
published by Weldon Cooper Center for Public Service, University of Virginia, c. 2014.

TAX RATES IN SELECTED VIRGINIA CITIES, COUNTIES AND TOWNS: 2014¹

TAX OR FEE

(Continued)

LOCALITY	Electricity Consumer Utility (Residential)	Meals	Motor Vehicle (Passenger Car)	Personal Property (Effective Rate at \$100 Assessed Value)	Real Estate	Transient Lodging
CITY OF:						
RADFORD	\$0.01505/kwh; \$3max	5.50%	\$25.00	\$2.44	\$0.760	6.00%
ROANOKE	0.00780/kwh 1 st 1,000kwh 0.00450/kwh thereafter or 12% times min charge	5.00%	20.00	3.45	1.190	7.00%
SALEM	6% 1st \$15.00	6.00%	20.00	3.20	1.180	8.00%
COUNTY OF:						
GILES	NONE	NONE	20.00	1.91	0.560	2.00%
MONTGOMERY	20% 1st \$15.00	4.00%	23.50	2.55	0.890	3.00%
PULASKI	\$0.01525/kwh	4.00%	25.00	2.35	0.590	5.00%
ROANOKE	\$0.009/kwh;\$1.80max;\$0.90 min	4.00%	20.00	3.50	1.090	7.00%
TOWN OF:						
BLACKSBURG	\$0.01135/kwh;\$3.00max	6.00%	\$25.00	NONE	0.220	7.00%
CHRISTIANSBURG	\$0.0149/kwh;\$2.50max	7.50%	32.00	0.45	0.130	9.00%
PULASKI	15% 1st \$15.00	6.00%	25.00	0.80	0.320	6.00%

¹SOURCE: Tax Rates in Virginia's Cities, Counties and Selected Towns: 2014
published by Weldon Cooper Center for Public Service, University of Virginia, c. 2014.