

**ATTACHMENT IV:**

**EXPLANATION OF  
GENERAL FUND UNENCUMBERED**

# GENERAL FUND UNENCUMBERED CARRYOVER

ATTACHMENT IV

A total of \$6,457,428 for General Fund unencumbered items is required as part of the *FY 2001 Carryover Review*. These items have been carefully reviewed to ensure that they have been previously approved and are mission-essential and cannot be absorbed within the FY 2002 funding level or are associated with Close Management Initiatives (CMI) savings. Of this total, \$5,240,872 is associated with previously approved or mission-essential items and \$1,216,556 is from CMI funds. It should be noted that CMI funding can be used only for non-recurring items such as training and equipment. Details are included in the write-up which follow:

## LEGISLATIVE EXECUTIVE

### **Agency 02, Office of the County Executive**

**\$131,000**

Char. 30: \$131,000

Funding of \$131,000 is required for the Office of the County Executive to provide \$101,000 for increased contract obligations associated with the Northern Virginia Family Services Medical Partnership for Children and Adults and for medical services for children provided by Kaiser Permanente. In addition, an amount of \$30,000 is carried over to fund the County's Telework program which was budgeted in FY 2001 but has yet to be expended due to delays in program implementation.

### **Agency 04, Department of Cable Communications and Consumer Protection**

**\$40,000**

Char. 30: \$40,000

Funding of \$40,000 is required for Archives and Records to contract for a digital imaging system to automate archiving and retrieval of County records. This system was funded in FY 2001; however, as a result of vendor selection issues, contract award was delayed. The agency anticipates awarding this contract early in FY 2002 and requires carryover of this funding as the expense cannot be absorbed within the FY 2002 appropriation.

### **Agency 06, Department of Finance**

**\$276,021**

Char. 30: \$276,021

Funding of \$276,021 is required for continuing the Government Accounting and Standards Board (GASB) 34 Project. This project was established to ensure that Fairfax County fully implements the sweeping accounting and reporting requirement imposed by GASB. Integrating the asset accounts of all government entities such as the Park Authority, Economic Development Authority, and the Housing Authority is exceedingly complex, resulting in the need to extend the conversion process into FY 2002. This funding will allow County staff and the contractor to complete this project.

### **Agency 11, Department of Human Resources**

**\$50,000**

Char. 30: \$50,000

Funding of \$50,000 is required for the Department of Human Resources to acquire an Exit Interview Program. This program is a continuation of a successful pilot program and will facilitate the web-based process to interview employees leaving County employment. This funding was included in the FY 2001 budget and interviews with potential vendors were completed in FY 2001. However, delays precluded awarding the contract by the end of the fiscal year.

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**Agency 15, Electoral Board and General Registrar**

**\$9,111**

Char. 30: \$9,111

Funding of \$9,111 is required for postage requirements in the Office of the General Registrar for redistricting notifications. Since the County had not received approval from the United States Department of Justice for the General Assembly's redistricting plan prior to the end of the fiscal year, the General Registrar could not process and mail mandated redistricting notifications to each affected voter.

**Agency 57, Department of Tax Administration**

**\$260,760**

Char. 30: \$260,760

Funding of \$260,760 is required for the Department of Tax Administration, including \$91,416 for enhancements to cashiering software and the parking ticket system. As a result of delays in the completion of the Integrated Tax System, the cashiering program implementation was also delayed. However, enhancements to the cashiering system and the parking ticket system are anticipated in FY 2002. In addition, funding of \$169,344 is required for 54 additional printers and OCR readers, which will be used in conjunction with the cashiering software.

## **JUDICIAL ADMINISTRATION**

**Agency 80, Circuit Court and Records**

**\$30,147**

Char. 30: \$30,147

Funding of \$30,147 is required for the Circuit Court and Records to continue microfilming misdemeanor case records. These historical records now occupy space desperately needed for more current records and court transactions. This funding will provide for the completion of the microfilming of these case records.

**Agency 82, Commonwealth's Attorney**

**\$30,202**

Char. 30: \$30,202

Funding of \$30,202 is required to purchase office equipment for 8 previously approved juvenile justice positions authorized by the General Assembly. These positions will represent victims of misdemeanors and serious crimes at Juvenile and Domestic Relations District Court hearings. It is anticipated that these positions will be filled in FY 2002.

**Agency 85, General District Court**

**\$17,931**

Char. 30: \$ 6,789

Char. 60: \$11,142

Funding of \$17,931 is required for the completion of renovations by Facilities Management Division to Court offices and for the replacement of lateral files that have yet to be acquired due to construction delays.

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## PUBLIC SAFETY

### **Agency 81, Juvenile and Domestic Relations District Court**

**\$267,700**

Char. 30: \$248,500  
Char. 60: \$ 19,200

Funding of \$267,700 is required for the Juvenile and Domestic Relations District Court including \$223,500 for the build-out and lease costs for a Falls Church probation office which was delayed due to difficulties in locating space and negotiating the lease. A total of \$25,000 is required for unanticipated computer programming costs to allow for tracking the jurisdiction of residence of youths in the agency's residential facilities, and \$19,200 to replace kitchen equipment at the Juvenile Detention Center which can no longer be repaired.

### **Agency 90, Police Department**

**\$989,030**

Char. 30: \$989,030

Funding of \$989,030 is required by the Police Department, including \$935,849 for Local Cash Match funding to meet grant obligations for the Community-Oriented Policing Universal Hiring Program Grant (this funding has not been utilized to date due to the timing of the postings for the Local Cash Match portion); \$21,450 to support the continuing operations of the Geese Peace Program not completed in FY 2001; and \$31,731 to support the Billing and Revenue Tracking System contract for revenue enhancement activity due to delays in the procurement process.

## PUBLIC WORKS

### **Agency 25, Business Planning and Support**

**\$72,064**

Char. 30: \$72,064

Funding of \$72,064 is required to reimburse the Habitat for Humanity of Northern Virginia for fees associated with the Stevenson Avenue project as directed by the Board of Supervisors on October 20, 2000. The project includes 1.64 acres on Stevenson Street near Route 29 where 18 townhomes will be built for qualified low-income families in Fairfax County. Payment was not made in FY 2001 due to the receipt of the actual charges from the organization late in the fiscal year.

## PARKS, RECREATION AND CULTURAL

### **Agency 50, Department of Community and Recreation Services**

**\$51,130**

Char. 30: \$20,028  
Char. 60: \$31,102

Funding of \$51,130 is required for the replacement of the existing wooden playground equipment at the Pinn Community Center and the Mott Community Center. Purchase of this replacement equipment was delayed due to the inability to use an existing equipment contract, thus requiring the procurement to go through the County's formal bid process.

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## Agency 51, Park Authority

**\$93,582**

Char. 30: \$93,582

Funding of \$93,582 is required for the completion of the transfer of Leisure Enterprise programs from the Department of Community and Recreation Services to the Park Authority. This action represents the final transition of responsibility from one agency to another at year-end. Funding is primarily required to cover the cost of office reconfigurations, furniture, and equipment necessary to provide office space to the Leisure Enterprise staff that have been transferred to the Park Authority. Sufficient funds remain in the Department of Community and Recreation Services to support these final adjustments.

## COMMUNITY DEVELOPMENT

### Agency 38, Department of Housing and Community Development

**\$260,604**

Char. 30: \$260,604

Funding of \$260,604 is required for both the Consolidated Community Funding Advisory Council (CCFAC) program and the Financial Information Technology (IT) Study. The CCFAC funds will provide technical assistance for organizational development of community-based non-profit organizations that have applied for and/or received funding under the Fairfax County Consolidated Community Funding Pool (CCFP). The objective of these consultant services is to support and maintain strong community-based, non-profit organizations and to enhance the provision of services to the residents of Fairfax County. A Request For Proposal (RFP) for CCFAC was issued and responses were received by the Department of Purchasing and Supply Management at the end of FY 2001. The IT Study funds are necessary for the assessment of business processes and systems within the Finance Division as recommended by the County's external auditor. Funding was not expended in FY 2001 pending decisions on the design of the study and development of an RFP for selection of a consultant.

## NON-DEPARTMENTAL

### Agency 87, Unclassified Administrative Expenses

**\$2,165,080**

Char. 20: \$250,000  
Char. 30: \$1,915,080

Funding of \$2,165,080 is required for local cash match obligations and full year funding for the pay for performance reserve. Of this funding, \$1,915,080 is required for the unexpended balance of local cash match awards necessary to meet the County's existing local cash match commitments. The County's local cash match requirements are tied to grant program years which cross the County's fiscal years. Unencumbered carryover of local cash match is primarily required for grants awarded during or prior to FY 2001 and continuing into FY 2002. For details regarding these awards, please refer to Attachment VI, Federal/State Grants. In addition, funding of \$250,000 is required to fully fund the County's Pay for Performance reserve in FY 2002, as directed by the Board of Supervisors during their deliberations on the FY 2002 Adopted Budget Plan. Funding is held in reserve to fund agency actual distribution requirements for Pay for Performance adjustments that vary from the assumptions.

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## Agency 89, Employee Benefits

\$496,510

Char. 20: \$496,510

Funding of \$496,510 is required for existing and projected contractual obligations for health insurance associated with the award of contract for the self-insured plan. The request for proposal process was initiated in FY 2001 but award of the contract was not completed until FY 2002. Funding is required to be carried forward to fund the contract award.

## Close Management Initiatives (CMI)

The following agencies have identified FY 2001 unexpended CMI balances, which are required to be carried over:

<u>AGENCY</u>	<u>CMI CARRYOVER</u>
Office of the County Executive	\$3,641
Department of Cable Communications and Consumer Protection	30,000
Department of Purchasing and Supply Management	50,145
Office of the County Attorney	40,000
Department of Management and Budget	52,329
Stormwater Management	89,088
Land Development Services	290,711
Department of Planning and Zoning	44,578
Dept. of Transportation	47,725
Civil Service Commission	2,679
Department of Community and Recreation Services	43,364
Department of Tax Administration	123,044
Department of Systems Management. For Human Services	43,199
Health Department	186,400
Circuit Court and Records	122,910
Juvenile and Domestic Relations District Court	21,439
Office of the Commonwealth's Attorney	14,525
Animal Shelter	10,779
<b>Total</b>	<b>\$1,216,556</b>