

**ATTACHMENT IV:**

**EXPLANATION OF  
GENERAL FUND UNENCUMBERED**

# GENERAL FUND UNENCUMBERED CARRYOVER

Attachment IV

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A total of \$11.52 million for General Fund unencumbered items is required as part of the *FY 2017 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 2018 funding level. Details are included in the write-ups, which follow:

**Multiple Agencies** **\$462,628**

Funding of \$462,628 reflects the savings generated by agencies as the result of careful management of their expenditures during FY 2017 as part of the Incentive Reinvestment Initiative approved by the Board of Supervisors on December 3, 2013, to encourage staff to identify additional savings and efficiencies by allowing County departments to retain a portion of the savings generated to reinvest in employee training, conferences and other employee development and succession planning opportunities. In order to accommodate these savings, which were generated late in the fiscal year, any balance remaining at year-end is being treated as unencumbered carryover in FY 2018. The savings generated as a result of the initiative have already been reflected in the *FY 2017 Third Quarter Review*.

**Agency 02, Office of the County Executive** **\$50,000**

Funding of \$50,000 is required for the Office of Public Private Partnerships (which is part of the Office of the County Executive) to support costs associated with the implementation of recommendations from the workgroup completing the LOBs Phase 2 project focused on improved efficiency and coordination of activities between the Office of Public Private Partnerships, FCPS Community and Business Partnerships and Family and Community Partnerships, and Volunteer Fairfax. The recommendations from the workgroup will be presented to members of the Board of Supervisors and the School Board in the Fall as part of a scheduled Board Budget Committee meeting.

**Agency 06, Department of Finance** **\$98,000**

Funding of \$98,000 is required for the hardware and training costs necessary to meet compliance with Payment Card Industry (PCI) standards. The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that all companies that accept, process, store or transmit credit card information maintain a secure environment. The funding will cover expenses associated with establishing a mandatory PCI training program for all County staff that handle credit card transactions, and for hardware needs such as new point of sale terminals, cross-cut shredders and other hardware related costs.

**Agency 52, Fairfax County Public Library** **\$691,672**

Funding of \$691,672 is required for the Fairfax County Public Library. Of this total, \$391,672 is required to fund the purchase of furnishings, computers and other miscellaneous equipment in support of the renovation and minor expansion of the John Marshall Library in Lee District. The requested level of funding is based on recent past experience of similar projects in community library branches. The renovation is currently scheduled to be completed in summer 2018. The remaining \$300,000 is required to support the Integrated Library System (ILS) project which is replacing the current legacy library system used by the public and staff to access nearly all library transactions including checkouts, returns, holds, cataloging and collections.

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**Agency 70, Department of Information Technology (DIT)**

**\$75,000**

Funding of \$75,000 is required to partially fund the final phase of the Tax Modernization Project including enhanced mobile, web, and self-service functionalities for improved customer service, enhanced public interaction, and access. In FY 2014, DIT began the process of redeveloping the Personal Property, Business Professional and Occupational Licensing (BPOL) and Delinquent Collections systems which were designed and developed during the 1980s and 1990s and have reached the end of their viability. The goal of the project is to eliminate the technology risks and functionality gaps of the systems by redeveloping applications to modern, supportable technology platforms and has been expanded to include enhancing the citizen, business, and staff user experience. Funding is required as part of the *FY 2017 Carryover Review* to meet agreed-upon timelines for completion of development, testing and acceptance, and optimal time for go-live which takes into account appropriate tax business cycles activity.

**Agency 71, Health Department**

**\$150,000**

Funding of \$150,000 is required to restore full funding for the Insight Memory Care Center (IMCC) contract for one year to allow IMCC to modify and adapt their business model to improve fundraising capacities. The FY 2018 Adopted Budget Plan includes a reduction of the IMCC contract for dementia-specific day care services by 50 percent. This funding, which was included as part of the *FY 2017 Third Quarter Review*, will delay the reduction until FY 2019.

**Agency 85, General District Court**

**\$300,000**

Funding of \$300,000 is required to support a joint General District Court (GDC)/Community Services Board (CSB) Diversion First initiative totaling \$650,000 to fund a critical need for closed-wall offices in the Fairfax County Courthouse for CSB mental health evaluators, support coordinators and Court Probation Officers. A minimum of 10 walled offices will ensure that sensitive client meetings meet the standards of client confidentiality, that clients are able to access services without hurdles of transportation to other sites, and that a safe environment is provided for conducting business. It should be noted that the remaining \$350,000 requirement will be funded by CSB using FY 2017 balances.

**Agency 87, Unclassified Administrative Expenses - Public Works**

**\$219,744**

Funding of \$219,744 is required for the purchase of capital equipment that is critical for snow removal and emergency operations. An amount of \$255,000 was appropriated as part of the *FY 2017 Third Quarter Review* to purchase replacement equipment, including 15 snow plows and 10 sand/salt spreaders, which had outlived their useful life. This was part of a five-year replacement program. Some of the equipment was purchased using existing contracts in FY 2017. The majority of the equipment required specifications to be developed, which delayed the process. The requested amount of \$219,744 will be utilized in FY 2018 to procure the needed equipment.

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## Agency 87, Unclassified Administrative Expenses - Nondepartmental

\$7,327,398

Funding of \$7,327,398 is required in unencumbered carryover in Agency 87, Unclassified Administrative Expenses. Of this amount, \$5,000,000 is associated with the Economic Development Support Project Reserve approved by the Board of Supervisors as part of the *FY 2016 Carryover Review* to accelerate the opportunity that the Economic Opportunity Reserve will ultimately provide, \$2,308,728 is associated with the Reserve for Ad-Hoc Police Practices Review Commission Recommendations approved by the Board as part of the FY 2017 Adopted Budget Plan to address the commission's recommendations at a future quarterly review, and \$18,670 is associated with the Fairfax County 275<sup>th</sup> Anniversary Celebration Reserve approved by the Board of Supervisors as part of the *FY 2017 Third Quarter Review* to provide limited support as Fairfax County hosts multiple events celebrating the history of the County.

## Agency 89, Employee Benefits

\$1,600,000

Funding of \$1,600,000 is required in unencumbered carryover in Agency 89, Employee Benefits. Of this amount, \$1,400,000 is for one-time employer contributions to the retirement systems as a result of a reduction in the Social Security offset for service-connected disability retirees from 10 percent to 5 percent. This change to the Employees' and Uniformed systems was included in the FY 2018 Adopted Budget Plan and amendments to the Fairfax County Code enacting the change were approved by the Board of Supervisors on July 11, 2017. This change increases the liability of the Employees' and Uniformed Retirement Systems by a total of \$1,400,000 due to applying the new benefit provisions to past years of service. The retirement funding policy adopted by the Board requires that this increase in liability be fully funded with a one-time employer contribution to avoid the creation of any unfunded liability. Total funding of \$1,400,000 was approved by the Board as part of the *FY 2017 Third Quarter Review* to prefund this one-time FY 2018 requirement. The remaining \$200,000 is required for a study regarding the compensation and organizational structure of the Fire and Rescue Department based on a comparison to other jurisdictions that was approved as part of the *FY 2017 Third Quarter Review*. The results of this study will be used for discussion by the Board of Supervisors during the FY 2019 budget process.

## Agency 91, Office of the Sheriff

\$350,000

Funding of \$350,000 is required to fund an analysis of the Jail Management System (JMS), which houses the data and merges all the relevant systems needed to coordinate the events that happen in the jail for over 1,000 inmates daily. Some of the functions coordinated and controlled through the JMS include court appearances for inmates, release dates and times, scheduling inmate prep time for court appearances, scheduling visiting for personal and professional jail visits for inmates, and maintaining records to make it possible to evaluate inmate rooming and classification. The current JMS is beyond life expectancy and will no longer be able to be supported in the near future. This funding will be utilized to analyze and define the system needs and complete a preliminary design that will bring the evaluation to a point that implementation can begin before the system fails.

## Agency 92, Fire and Rescue Department

\$200,000

Funding of \$200,000 is required for the Fire and Rescue Department (FRD) to support costs associated with training and development requirements resulting from the findings in the Department's Cultural Organizational Assessment Report. As part of the *FY 2017 Third Quarter Review*, the Board of Supervisors approved an increase of \$300,000 in the FRD budget to fund additional training; however, due to receiving the funds late in FY 2017, not all funds were able to be expended prior to the end of the fiscal year. The \$200,000 is needed to support the continued training and development efforts that will extend into FY 2018.

## *FY 2017 Carryover Review*