

ATTACHMENT IV:

**EXPLANATION OF
GENERAL FUND UNENCUMBERED**

GENERAL FUND UNENCUMBERED CARRYOVER

Attachment IV

A total of \$12.8 million for General Fund unencumbered items is required as part of the *FY 2019 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 2020 funding level. Details are included in the write-ups, which follow:

Agency 02, Office of the County Executive **\$58,071**

Funding of \$58,071 is required to support the establishment of the new Agency 30, Department of Economic Initiatives (DEI). Of this, \$32,071 is transferring to Agency 30, DEI, for webpage redesign and marketing projects, as well as continued upgrades to the Customer Relationship Management system used to track contacts with residents and communities. The remaining \$26,000 is transferring to Agency 11, Department of Human Resources, to support the work of the Volunteer Management System.

Agency 06, Department of Finance **\$65,440**

Funding of \$45,440 is required for the Finance Department to support hardware and training costs needed to meet compliance with Payment Card Industry (PCI) Standards. The Payment Card Industry Data Security Standard 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 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. In addition, funding of \$20,000 is required for implementation of the new vendor invoice management system. Recent changes in the County's document retention system require an upgrade to Accounts Payable's invoice management workflow. The funds will be used for training costs required for system implementation. There will be a phased implementation for Central Finance staff early in FY 2020 and countywide financial staff later in the fiscal year.

Agency 13, Office of Public Affairs **\$18,750**

Funding of \$18,750 is required to support news and social media monitoring needs. Due to delays in establishing a contract for these services, the Office of Public Affairs was not able to encumber the funding prior to year-end. This cost cannot be absorbed as part of the FY 2020 budget.

Agency 15, Office of Elections **\$41,805**

Funding of \$41,805 is required to support the purchase of replacement batteries for voting machines. The agency has experienced a high number of backup battery failures, and industry standards for voting equipment suggest replacing the batteries every five years. Backup batteries are essential to the conduct of elections as they provide a contingency in the event of a power failure. Initial funding was provided to the Office of Elections during the *FY 2019 Third Quarter Review* process to purchase the first half of replacement batteries necessary. This funding supports the purchase of the second half of replacement batteries.

Agency 16, Economic Development Authority **\$200,000**

Funding of \$200,000 is required for the Workforce Attraction and Retention Program. As part of the *FY 2019 Third Quarter Review*, the Board of Supervisors approved \$200,000 for the program. The program uses a multi-faceted approach to build awareness of the area to potential workers outside the area and to reinforce this area as a great place to begin a career for young people. This funding is being used to hire a research firm that will conduct qualitative and quantitative research and begin development of the communications vehicles that will be used in the program. An additional \$800,000 was included as part of the FY 2020 Adopted Budget Plan.

FY 2019 Carryover Review

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Agency 20, Department of Management and Budget **\$100,000**

Funding of \$100,000 is required for Complete Count associated with the 2020 Census. This funding was originally approved as part of the *FY 2018 Carryover Review* but has not yet been expended.

Agency 38, Housing and Community Development **\$19,860**

Funding of \$19,860 is required to support the digitization effort to manage and maintain legal documents, records and official contracts in an organized and efficient system, a critical IT project for the Department of Housing and Community Development.

Agency 52, Fairfax County Public Library **\$330,000**

Funding of \$330,000 is required to support the Integrated Library Management System (ILMS), the new customer and inventory database management system. In February 2019, a new contract was awarded for the new ILMS. Due to the extended time it took to complete the Request for Proposal process, the Fairfax County Public Library will need to fund the cost of the old and new vendor during the transition process in FY 2020. This funding will also support agency-wide training associated with the new system.

Agency 87, Unclassified Administrative Expenses **\$11,616,425**

Funding of \$11,616,425 is required in unencumbered carryover in Agency 87, Unclassified Administrative Expenses. Of this amount, \$5,572,151 is associated with the Reserve for Ad-Hoc Police Practices Review Commission Recommendations approved by the Board of Supervisors as part of the FY 2017 Adopted Budget Plan to address the commission's recommendations at a future quarterly review, \$200,000 is associated with the Health and Human Services Innovation Fund approved by the Board of Supervisors as part of the *FY 2018 Carryover Review* to encourage the development of new and innovative approaches that transform nonprofit service delivery practices, and \$178,375 is associated with the Gang Prevention Reserve approved by the Board of Supervisors as part of the *FY 2017 Carryover Review* to provide better education, prevention, enforcement, and coordination in responding to gangs. The remaining balance of \$5,665,899 is funding allocated to the Economic Development Support Project Reserve, which is transferred to the new Fund 10015, Economic Opportunity Reserve, as part of the *FY 2019 Carryover Review*.

Agency 91, Office of the Sheriff **\$350,000**

Funding of \$350,000 is required to continue efforts to upgrade 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.