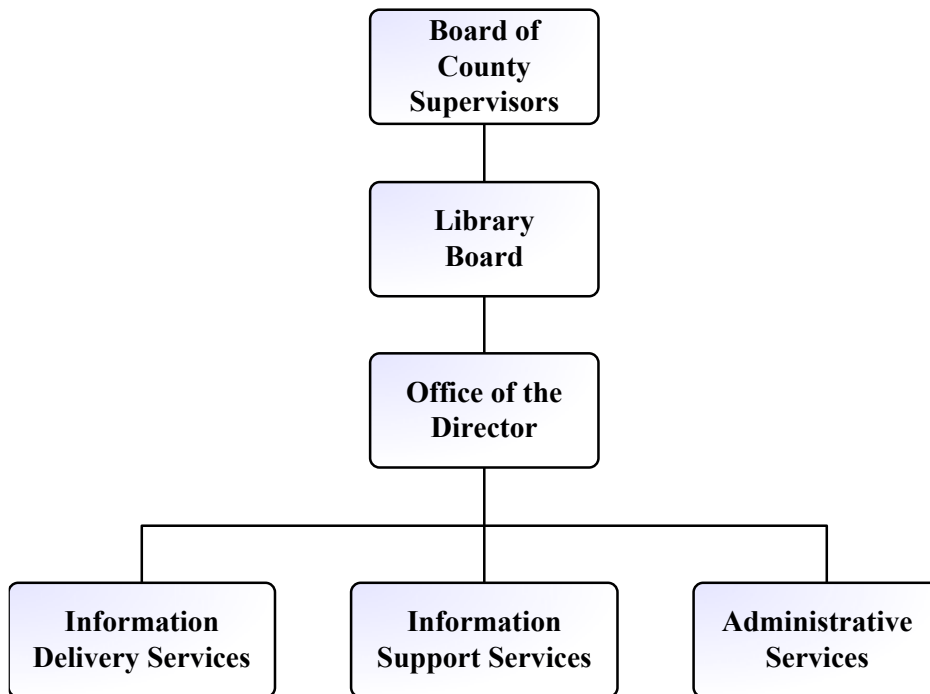


Prince William Public Library System



Mission Statement

The Library Board, staff and volunteers of the Prince William (VA) Public Library System work together to enrich the lives of citizens every day by providing free access to the world of information through an active program of building collections, connecting clients to information sources and developing outreach activities through its strong and exciting programs, collections and services.

Agency & Program

Library and Parks

➤ Library

- Information Delivery Services
- Information Support Services
- Administrative Services
- Office of the Director

Park Authority

Locator 

Expenditure and Revenue Summary

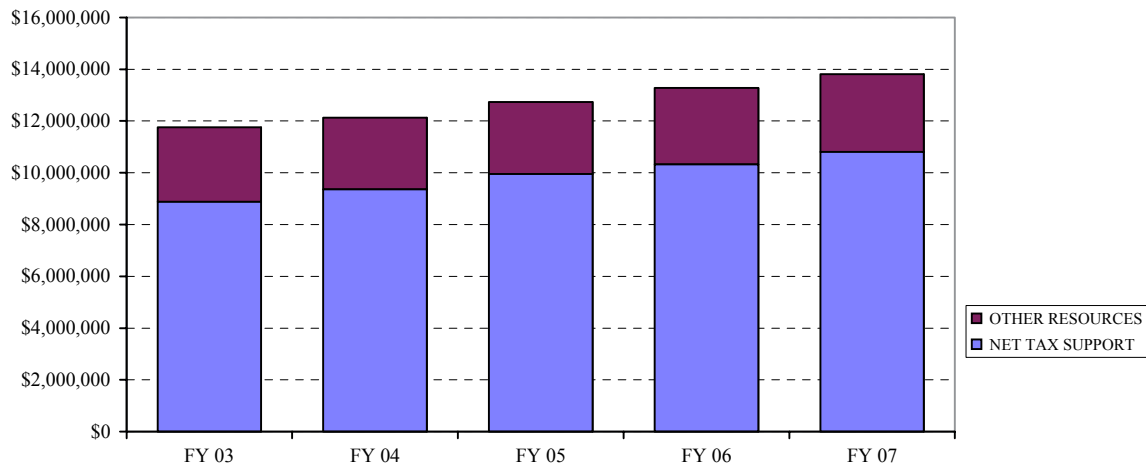
	FY 05 Approp	FY 05 Actual	FY 06 Adopted	FY 07 Adopted	% Change Adopt 06/ Adopted 07
A. Expenditure by Program					
1 Information Delivery Services	\$6,458,573	\$6,412,303	\$6,723,133	\$7,173,400	6.70%
2 Information Support Services	\$5,104,596	\$4,928,886	\$4,643,613	\$4,644,386	0.02%
3 Administrative Services	\$1,623,989	\$1,454,155	\$1,286,659	\$1,368,954	6.40%
4 Office of the Director	\$568,900	\$556,386	\$629,388	\$624,768	-0.73%
Total Expenditures	\$13,756,058	\$13,351,730	\$13,282,793	\$13,811,508	3.98%

B. Expenditure by Classification

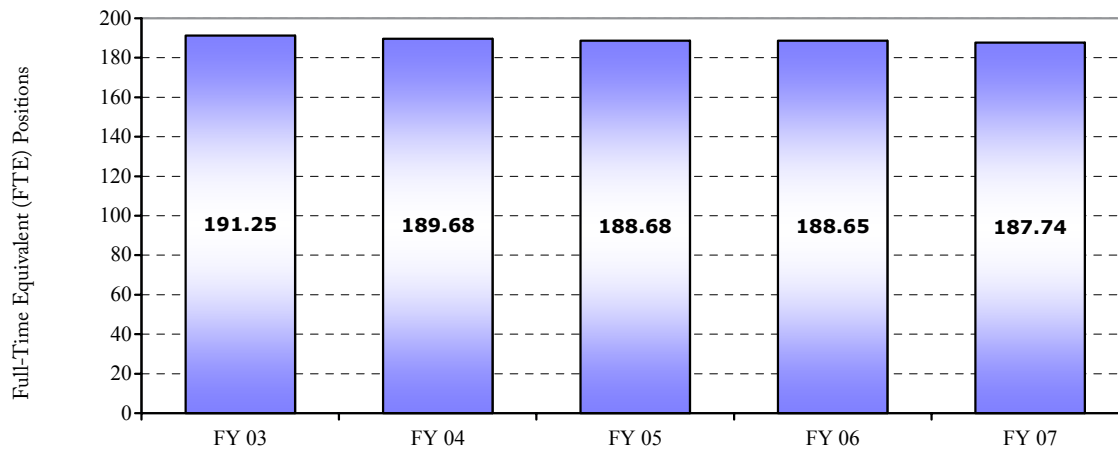
1 Personal Services	\$7,872,508	\$7,841,225	\$8,183,717	\$8,571,296	4.74%
2 Fringe Benefits	\$1,864,491	\$1,758,752	\$1,949,962	\$2,212,302	13.45%
3 Contractual Services	\$401,662	\$351,891	\$268,168	\$248,168	-7.46%
4 Internal Services	\$1,160,741	\$1,160,741	\$493,547	\$489,497	-0.82%
5 Other Services	\$2,373,386	\$2,170,068	\$2,358,237	\$2,261,083	-4.12%
6 Capital Outlay	\$68,734	\$54,618	\$0	\$0	—
7 Leases & Rentals	\$14,536	\$14,435	\$29,162	\$29,162	0.00%
8 Transfers Out	\$0	\$0	\$0	\$0	—
Total Expenditures	\$13,756,058	\$13,351,730	\$13,282,793	\$13,811,508	3.98%

C. Funding Sources

1 General Property Taxes	\$0	\$0	\$0	\$0	—
2 Fines & Forfeitures	\$0	\$280	\$0	\$0	—
3 Charges for Services	\$553,413	\$579,514	\$458,413	\$413,492	-9.80%
4 Revenue From Other Localities	\$1,845,874	\$1,845,880	\$1,937,942	\$2,024,092	4.45%
5 Revenue From Commonwealth	\$566,034	\$571,902	\$566,034	\$566,034	0.00%
6 Transfers In	\$0	\$0	\$0	\$0	—
Total Designated Funding Sources	\$2,965,321	\$2,997,576	\$2,962,389	\$3,003,618	1.39%
Net General Tax Support	\$10,790,737	\$10,354,154	\$10,320,404	\$10,807,890	4.72%



Note: All Years Adopted



Note: All Years Adopted

	FY 05 Adopted	FY 06 Adopted	FY 07 Adopted
1 Information Delivery Services	131.18	131.68	130.77
2 Information Support Services	35.77	34.24	34.24
3 Administrative Services	14.73	15.73	15.73
4 Office of the Director	7.00	7.00	7.00
Full-Time Equivalent (FTE) Total	188.68	188.65	187.74

I. Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2004 - 2008 Strategic Plan in Fall 2004 to guide the FY 06 - FY 09 Fiscal Plans. The Strategic Plan contains six major service areas that serve as the top priorities for County government. More information is available in the Prince William County Strategic Plan section of Understanding the Budget.

Everyone in the Prince William Public Library System plays a role in achieving these goals. The Prince William Public Library System's role may be major or minor, it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to the Prince William Public Library System to perform their individual roles in a collective effort to achieve our strategic goals.

Community Development - Agency Role

Prince William provides library service that is nationally recognized as excellent and therefore an asset in maintaining Prince William as a premier community. The Library offers educational, cultural and recreational events and activities for all ages to provide information and promote reading--storytimes; various craft programs; book discussion groups; writers' series and author book talks; art contests; day long cultural events focusing on specific native customs; Prince William Symphony ensemble concerts. The Library is an informational center for area activities, events and tourism.

Economic Development - Agency Role

The Library's nationally recognized library service can be used as an asset to promote Prince William as a premier community for economic development. The Library provides general and specialized information and reference services [MAGIC] for existing and potential businesses, including specialized research by MAGIC staff. The RELIC service provides genealogy and historic resources information and research which positively impacts historical tourism in Prince William County.

Education - Agency Role

The Library is the community center for the pursuit of life-long learning providing many opportunities and different learning environments for citizens of all ages. Library materials in a variety of formats and on every subjects and topic are available for self directed learning

by individuals. Instructor led classes on many topics are also offered--computer literacy/skills; library/Internet instruction; study skills; photography; health/exercise; estate planning; investing are examples of classes offered to the public. In addition, the Library partners with the schools to provide space and materials for literacy and GED classes. For the youth, pre-school storytimes teach school and reading readiness skills. The SummerQuest and Teen Reading programs keep reading skills sharp during the summer vacation months. During the school year, help with school assignments is available in person and at all hours on-line, even if the library has closed. On-line informational resources, the Library Catalog and Calendar of Events and "Ask-a-Librarian" reference service are available "24/7" through the Library webpage.

Human Services - Agency Role

The Library serves as an information center for the human services offered by other agencies. Library materials that support individual and family independence and self sufficiency are provided in the Life Skills and the Self Help collections. In addition, the Library Volunteer Program provides job skills and experience to those entering or re-entering the work force. It also provides work opportunities for Community Service court referrals. Library circulation managers provide job skill assessments for at-risk and other challenged individuals to assist with job placement.

Public Safety - Agency Role

The Library has partnered with the Public Safety agencies to provide information and training to the public on safety issues. Fire safety programs for the youth and brochures on DARE program, children's safety on the Internet; crime prevention for seniors; etc. are offered. Also, each full service library has defibrulators with trained staff and circulates CPR models for training in the "Rescue Me" service. Engravers are available for circulation so individuals can mark their valuables at home for easy identification if stolen. Also, the full service libraries provide alternate space in case of a community disaster or emergency.

Transportation - Agency Role

The Library facilitates improved transportation around Prince William in several ways. Information on public transportation is available at the libraries, including schedules for bus, rail and Metro services. Libraries are stops on the local bus routes and the Friends of the Library

purchased benches for the passengers. By providing on-line access to the catalog of library materials, library users need make only one trip to pickup materials—not two, one to request items and one to pick them up. Materials are reserved and waiting for them. In addition, the Library provides a courier service to ship materials from library to library instead of requiring the citizen to drive from library to library. The Library has implemented a telecommuting policy for staff which helps reduce traffic congestion. The Library improves the commuting time of the citizen by providing a collection of books, music and instructional/self-help materials on cassette and compact disc.

II. Major Issues

- A. One-time Non-Recurring General Fund Items Reduced from the Prince William Public Library System Budget** - A total of \$80,000 has been removed from the FY 07 Prince William Public Library System’s budget. The total consisted of funds which supported the purchase of database software.
- B. Shift of Funding Support for the Prince William Symphony from the Library to the Prince William County Park Authority** - \$37,874 has been shifted from the Library’s budget to the Prince William County Park Authority to provide funding support for the Prince William Symphony.
- C. Reduction of Funding for Seat Management** - \$4,050 has been removed from the Prince William Public Library System budget as a result of lengthening the replacement cycle for County personal computers from 3 to 4 years.

III. Efficiency Adjustments

The following efficiency adjustments identified by the agency are quantifiable budget savings resulting from process improvements or revenue additions that provide the same or increased level of service at a lower cost. The intent of the efficiencies is to demonstrate that we are providing a service at the lowest possible cost to the citizens of Prince William County.

A. Administrative Services—Increased Revenue from Library Fines Debt Collection and Public Printing Control System

Total Cost -	\$0
Supporting Revenue -	(\$35,000)
Total PWC Cost -	(\$35,000)
Additional FTE Positions -	0.00

- Description** - This efficiency adjustment will provide \$35,000 in additional revenue as a result of the use of a debt collection service to recover overdue fines and lost materials and software used to control fee collection for public use of library printers. The five year impact is \$35,000 per year.

B. Information Delivery Services—Elimination of two Part-Time Library Page Positions

Total Cost -	(\$16,001)
Supporting Revenue -	\$0
Total PWC Cost -	(\$16,001)
Additional FTE Positions -	-0.91

- Description** - This efficiency adjustment will provide \$16,001 in expenditure savings from the elimination of two vacant part-time Library Page positions. Staff will be able to maintain the shelving of the materials with fewer positions since citizens are using electronic resources more than printed copy for magazine articles. There will be no impact on service levels or hours of operation. The five year impact is \$16,001 per year.

IV. Budget Adjustments

A. Compensation Additions

Total Cost -	\$599,881
Supporting Revenue -	\$0
Total PWC Cost -	\$599,881
Additional FTE Positions -	0.00

- Description** - Compensation and benefit increases totaling \$599,881 are added to support a 3.0% Pay Plan increase, a pay for performance increase, an average 5.6% Anthem and 10.25% Kaiser Health Insurance rate increases, a 1.57% Virginia Retirement System (VRS) rate increase, a 1.22% Group Life Insurance rate increase, a 8.03% Delta Dental rate increase, a

3% Sunday & Holiday Pay increase and a 4% Retiree Health increase to support the existing coverage. Additional detail concerning these increases can be found in the Unclassified Administrative section of Non-Departmental.

B. Office of the Director Program – 3% Increase for Literacy Volunteers of America – Prince William County

Total Cost -	\$720
Supporting Revenue -	\$0
Total PWC Cost -	\$720
Additional FTE Positions -	0.00

- 1. Description** - Consistent with recommendations for County pay plan adjustments, this initiative funds a 3% increase over the FY 06 Adopted amount of \$24,000 for the Literacy Volunteers of America Prince William County.
- 2. Strategic Plan** - This initiative helps to achieve the Economic Development Strategy 4 objective 3 which promotes the availability of English as a Second Language services.
- 3. Service Level Impacts** - There are no service level impacts associated with this budget adjustment.

Budget Summary - Information Delivery Services

Total Annual Budget	
FY 2006 Adopted	\$ 6,723,133
FY 2007 Adopted	<u>\$ 7,173,400</u>
Dollar Change	\$ 450,267
Percent Change	6.70%

Number of FTE Positions	
FY 2006 FTE Positions	131.68
FY 2007 FTE Positions	<u>130.77</u>
FTE Position Change	-0.91

Desired Strategic Plan Community Outcomes

- Increase citizen satisfaction with their Quality of Life
- Increase the percent of citizens who report they are prepared to be self-sufficient in the event of a disaster

Outcome Targets/Trends

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Citizen satisfaction with their Quality of Life	7.32	—	7.24	7.32	7.27
▪ Citizens reporting that they are able to shelter in place for a minimum of 72 hours in the event of a disaster	—	—	91.5%	50%	90.0%
▪ Total Library materials circulated	3,009,036	3.1m	3,045,341	3,002,400	3m
▪ Items circulated per capita	8	7.8	7.9	8	8
▪ Cost per Library item circulated	\$2.06	\$2.83	\$2.05	\$3.24	\$2.15
▪ Information requests completed/24hrs	91%	90%	92.6%	90%	91%

Activities/Service Level Trends Table

1. Circulation

The Circulation activity in the full service libraries provides service directly to the public by issuing library cards, loaning library materials and processing reserve requests for materials currently in use.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$2,145,450	\$2,276,908	\$2,326,628	\$2,337,832	\$2,488,934
▪ Full service library materials circulated	1,883,649	1,850,500	1,882,700	1,880,000	1,880,000
▪ Requested materials in use available in 30 days	60%	60%	72%	60%	65%

2. Information Services

Information Services involves researching information requests from the public on every subject, such as jobs, stocks and bonds, government, consumer information, history, genealogy, home repair, religion, current affairs, school assignments, medical information, car repair, etc. Requests are asked in person, by phone or through the Internet.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$2,308,691	\$2,406,190	\$2,457,022	\$2,512,122	\$2,707,806
▪ Information requests	2,980,153	1.9m	3,298,400	3m	3.3m
▪ Staff assisted	530,624	450,000	437,826	530,000	430,000
▪ Electronic info transactions	2,449,529	1.5m	2,860,574	2.5 m	2.8m
▪ Cost per information request in full service libraries	\$1.83	\$2.72	\$1.78	\$2.23	\$1.86
▪ Information requests completed per FTE (full service branches only)	12,547	11,000	10,353	12,500	10,000
▪ Information requests per capita	7.7	4.5	8.5	8	8

3. Library Program Services

The full service libraries offer educational, informational and recreational events and activities for all ages to provide information and promote reading. Examples of programs offered: Summer Quest and Teen reading; story-times; crafts; library and Internet instruction; study skills; estate planning; photography; book discussions; writer's series and author book talks; health; investing in stocks and bonds; Prince William Symphony ensemble concerts.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$958,459	\$895,493	\$875,576	\$931,585	\$1,001,662
▪ Attendees at Library programs/events	95,297	90,000	97,191	90,000	90,000
▪ Population attending Library programs	25%	23%	25%	23%	20%
▪ Library events and activities	2,200	1,900	2,167	1,800	1,800

4. Neighborhood Libraries

Six neighborhood libraries provide direct public service by issuing Library cards, loaning Library materials and processing reserve requests for citizens for materials currently in use. Special services, such as faxing, issuing dog licenses, notary, and word processing stations are also provided.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$864,142	\$799,592	\$753,076	\$941,594	\$974,998
▪ Neighborhood library materials circulated	418,639	420,000	443,558	420,000	430,000
▪ Special services transactions	15,826	—	18,068	15,800	16,800
▪ Special Services per FTE	1,018	—	1,124	1,018	1,045

Budget Summary - Information Support Services

Total Annual Budget	
FY 2006 Adopted	\$ 4,643,613
FY 2007 Adopted	<u>\$ 4,644,386</u>
Dollar Change	\$ 773
Percent Change	0.02%

Number of FTE Positions	
FY 2006 FTE Positions	34.24
FY 2007 FTE Positions	<u>34.24</u>
FTE Position Change	0.00

Desired Strategic Plan Community Outcomes

- Increase citizen satisfaction with their Quality of Life
- Increase the percent of citizens who report they are prepared to be self-sufficient in the event of a disaster

Outcome Targets/Trends

	FY 04 <u>Actual</u>	FY 05 <u>Adopted</u>	FY 05 <u>Actual</u>	FY 06 <u>Adopted</u>	FY 07 <u>Adopted</u>
▪ Citizen satisfaction with their Quality of Life	7.32	—	7.24	7.32	7.27
▪ Citizens reporting that they are able to shelter in place for a minimum of 72 hours in the event of a disaster	—	—	91.5%	50%	90%
▪ Materials Availability Survey Title fill rate	82%	75%	80%	80%	80%
▪ Subject/author fill rate	82%	80%	81%	80%	80%
▪ Browser fill rate	93%	93%	94%	93%	93%
▪ % of PWC Website Visitors to Library Page	22%	—	29.8%	22%	29%

Activities/Service Level Trends Table

1. Library Materials Support

Select, order, catalog and process a variety of books and other materials for the Library collection. Develop and maintain the catalog of Library holdings and the Library's web page, which provides on-line access for citizens to the Library collections and electronic products, as well as to programs and other Library services. Provides inter-library loan service for citizens.

	FY 04 <u>Actual</u>	FY 05 <u>Adopted</u>	FY 05 <u>Actual</u>	FY 06 <u>Adopted</u>	FY 07 <u>Adopted</u>
▪ Total Activity Annual Cost	\$3,218,302	\$3,453,005	\$3,346,754	\$3,385,616	\$3,416,153
▪ % new priority items processed within 72hrs	—	—	90%	95%	95%
▪ Average # days to process routine materials	75	—	75	75	75
▪ Library materials processing transactions per FTE	21,890	—	23,077	21,000	21,000

2. Library Network Support

Supports the Library System's technology by managing the daily operations of the Library specific computer system. Provides assistance with operational problems and troubleshooting by handling Seat Management service requests referred to the Library by the County's Help Desk. Coordinates Library hardware/software installations, including technical assistance with electronic products. Designs and maintains the Library Web pages including implementation of new services and responses to customers from Library Webmaster.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$1,687,071	\$1,066,454	1,582,130	\$1,257,997	\$1,228,233
▪ % of Customer scheduled actions [new services, etc] completed according to schedule	95%	—	90%	95%	95%
▪ Seat Management calls per Network FTE	1,234	—	1,898	1,230	1,250
▪ # of software applications supported	—	—	117	91	117
▪ % of Customer on-site hardware/software problems resolved in less than 8 business hours	90%	—	90%	90%	93%

Budget Summary - Administrative Services

Total Annual Budget	
FY 2006 Adopted	\$ 1,286,659
FY 2007 Adopted	<u>\$ 1,368,954</u>
Dollar Change	\$ 82,295
Percent Change	6.40%

Number of FTE Positions	
FY 2006 FTE Positions	15.73
FY 2007 FTE Positions	<u>15.73</u>
FTE Position Change	0.00

Desired Strategic Plan Community Outcomes

- Increase citizen satisfaction with their Quality of Life

Outcome Targets/Trends

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Citizen satisfaction with their Quality of Life	7.32	—	7.24	7.32	7.27
▪ % Positions filled	94%	92%	93.5%	92%	92%
▪ Staff salaries saved by utilizing volunteers	\$546,897	\$500,000	\$541,545	\$500,000	\$500,000
▪ % Bins of materials delivered 24/hrs	98%	—	98%	98%	98%

Activities/Service Level Trends Table

1. Human Resources

Manages the personnel functions for the Library System - hiring, evaluation, disciplinary action; counseling and training; payroll preparation. Develops, adapts and implements personnel policies and procedures. Manages the volunteer program--recruits and places volunteers; formulates policies, procedures and training for volunteers and supervisors. Plans awards and on-going recognition of volunteers, including the annual reception. Develops and maintains training plan for the Library System.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$198,901	\$263,894	\$216,059	\$357,880	\$404,774
▪ Average days to complete interviews and forward recommendations	16.4	16	16	16	16
▪ Work hours provided by volunteer staff	27,663	26,500	30,441	26,500	26,500

2. Financial & Administrative Support Services

Manages the financial and administrative services for the Library System as directed by the Library Board. Develops, manages and implements the Library System budget, including performance measurement. Coordinates data collection; responds to various surveys and requests for statistical information for the Library System. Develops, adapts and implements financial policies and procedures. Provides administrative support to Library System in coordination of building maintenance, equipment repair and replacement, mail room service for the administrative and technical functions and courier services for transporting bins of materials and in-house mail throughout the Library System.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$550,048	\$574,192	\$720,761	\$719,124	\$736,525
▪ Financial transactions completed per FS Office FTE	6,302	5,800	7,097	6,000	6,000
▪ Financial transactions	18,906	18,000	21,291	18,000	18,000
▪ Boxes and bins of Library materials delivered	90,406	86,000	93,366	88,000	88,000
▪ Boxes/Bins delivered per FTE	43,886	—	45,323	43,500	43,500

3. Record Center Services

Manages the County's public records in compliance with the Virginia Records Act, providing control over the maintenance, storage and disposition of the records. Assists County agencies with the management of records and information.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$250,220	\$199,287	\$207,148	\$209,655	\$227,655
▪ Records checked in/checked out	8,986	8,000	5,080	8,900	5,000
▪ Requests completed per FTE w/24hrs	4,493	—	2,540	4,500	2,500

Budget Summary - Office of the Director

Total Annual Budget	
FY 2006 Adopted	\$ 629,388
FY 2007 Adopted	<u>\$ 624,768</u>
Dollar Change	\$ (4,620)
Percent Change	-0.73%

Number of FTE Positions	
FY 2006 FTE Positions	7.00
FY 2007 FTE Positions	<u>7.00</u>
FTE Position Change	0.00

Desired Strategic Plan Community Outcomes

- Increase citizen satisfaction with their Quality of Life

Outcome Targets/Trends

	<u>FY 04</u> <u>Actual</u>	<u>FY 05</u> <u>Adopted</u>	<u>FY 05</u> <u>Actual</u>	<u>FY 06</u> <u>Adopted</u>	<u>FY 07</u> <u>Adopted</u>
▪ Citizen satisfaction with their Quality of Life	7.32	—	7.24	7.32	7.27
▪ Citizens satisfied with Library System	96%	95%	96.8%	95%	95%
▪ Library users satisfied with services received from staff	99%	96%	99%	97%	97%
▪ Citizen Library Access per Capita	15	—	16.6	15	15
▪ Citizen Library Access per FTE	32,094	—	34,154	32,000	34,000
▪ Citizens with Library cards	54%	50%	57%	54%	50%

Activities/Service Level Trends Table

1. Planning and Project Management

Provide system-wide management and direction by coordinating administrative functions with County departments, providing consultation to the Library Board, developing policy recommendations and implementing policies approved by the Board. Also, provides clerical support to the Board and manages the monthly meeting process.

	<u>FY 04</u> <u>Actual</u>	<u>FY 05</u> <u>Adopted</u>	<u>FY 05</u> <u>Actual</u>	<u>FY 06</u> <u>Adopted</u>	<u>FY 07</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$174,494	\$197,070	\$231,318	\$200,489	\$211,846
▪ Cost per capita of Library service	\$33.44	\$33.51	\$32.38	\$33.00	\$31.72
▪ Total Library visits (door + web)	2,744,701	2.3m	2,946,762	2.7m	2.9m
▪ Total Library visits per capita	7.3	5.8	7.6	7.3	7
▪ Cost of administrative support services per Library use	\$1.06	\$1.45	\$1.04	\$2.15	\$1.04
▪ Cost per Library visit	\$4.69	\$5.44	\$4.44	\$4.95	\$4.76

2. Marketing and Development

Markets Library services to the community. Designs and coordinates the printing of Library publications. Initiates fundraising projects to support Library special events/activities. Researches, prepares and secures grant funding for the Library System. Acts as a liaison to the Library Foundation.

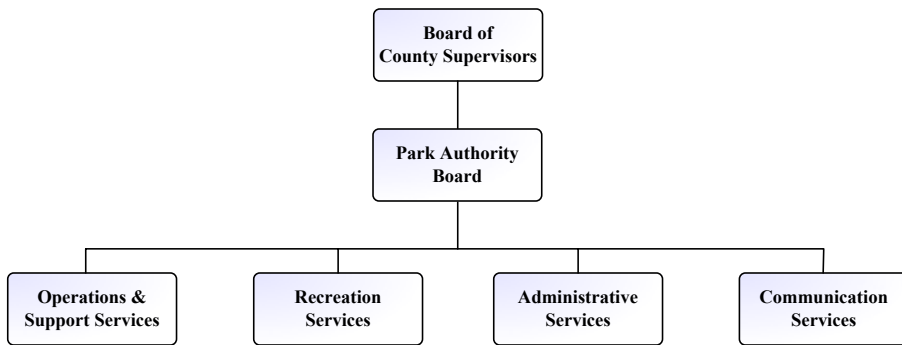
	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	\$275,108	\$271,029	\$288,296	\$367,025	\$388,202
▪ Fundraising & In-Kind Donations	\$1,302,750	\$850,000	\$1,266,545	\$950,000	\$1,100,000
▪ Publicity/publication items produced	1,851	1,500	2,545	1,800	2,000

3. Literacy Volunteers of America-Prince William

Provides free basic literacy and English as a second language tutoring services to citizens.

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Total Activity Annual Cost	—	—	—	\$24,000	\$24,720
▪ Number of adults served	175	—	200	200	200
▪ Number of tutors trained & supported	80	—	130	90	130
▪ Number of instructional hours provided to students	5,000	—	7,000	5,000	7,000

Park Authority



Mission Statement

The Prince William County Park Authority will create quality recreation and leisure opportunities consistent with the citizens' interest while effectively managing available resources.

Agency & Program

Library and Parks

Library

➤ **Park Authority**

Operations, Planning and Support Services

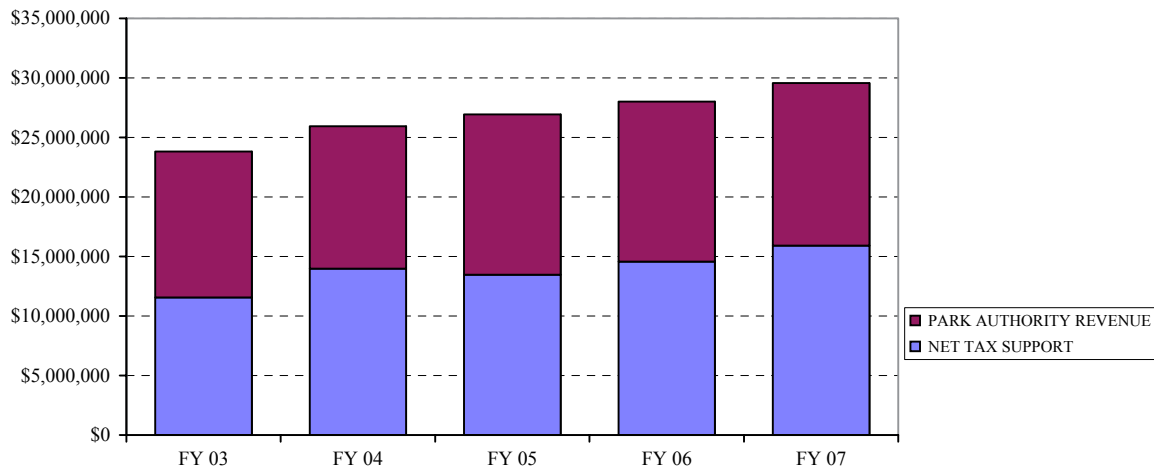
Recreation Services

Administrative and Communication Services

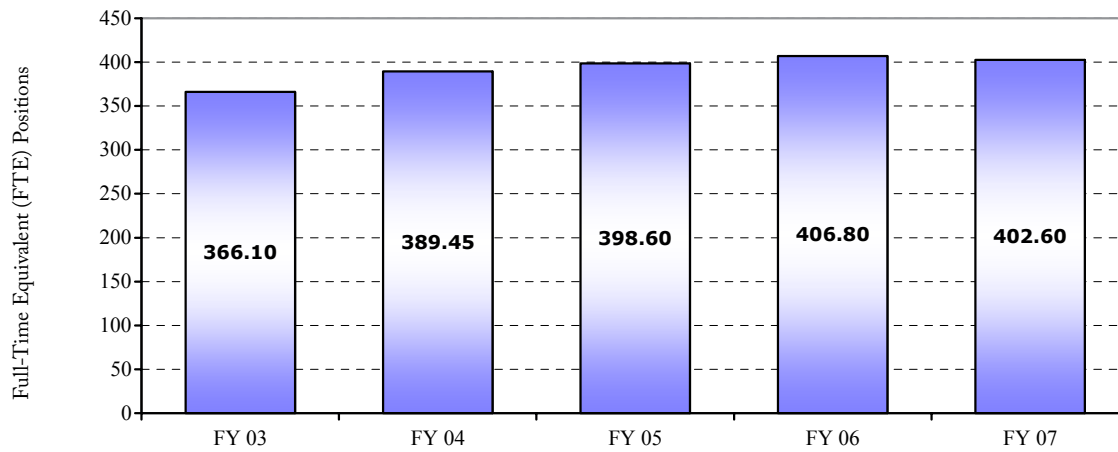
Locator 

Expenditure and Revenue Summary

	FY 05 Approp	FY 05 Actual	FY 06 Adopted	FY 07 Adopted	% Change Adopt 06/ Adopt 07
A. Expenditure by Program					
1 Grounds and Landscape	\$3,838,900	\$3,800,604	\$3,987,300	\$3,939,700	-1.19%
2 Fleet & Equipment Repair	\$639,400	\$647,811	\$660,100	\$688,500	4.30%
3 Planning & Project Management	\$469,100	\$301,371	\$624,300	\$496,000	-20.55%
4 Facility Maintenance	\$972,800	\$907,345	\$1,039,100	\$1,475,500	42.00%
Total Operations Support Services	\$5,920,200	\$5,657,131	\$6,310,800	\$6,599,700	4.58%
5 District Parks	\$1,000,900	\$1,006,176	\$1,113,500	\$1,211,300	8.78%
6 Indoor Centers	\$5,217,900	\$5,197,931	\$5,398,400	\$5,495,100	1.79%
7 Golf	\$4,568,500	\$4,218,817	\$4,656,700	\$4,659,700	0.06%
8 Waterparks	\$2,465,100	\$2,083,770	\$2,294,000	\$2,084,300	-9.14%
9 Recreation Programs	\$1,065,200	\$1,003,550	\$1,139,300	\$1,215,700	6.71%
10 Community Sports	\$506,700	\$434,127	\$552,800	\$595,400	7.71%
11 Security Rangers	\$573,100	\$569,006	\$582,000	\$687,600	18.14%
Total Recreation Services	\$15,397,400	\$14,513,377	\$15,736,700	\$15,949,100	1.35%
12 Human Resources	\$558,700	\$505,828	\$595,900	\$617,100	3.56%
13 Finance	\$648,100	\$562,604	\$547,300	\$585,700	7.02%
14 Risk Management	\$501,200	\$451,853	\$555,600	\$660,600	18.90%
15 Information Technology	\$484,000	\$357,194	\$508,700	\$527,500	3.70%
16 Executive Management	\$397,400	\$496,312	\$627,000	\$656,700	4.74%
Total Administrative Services	\$2,589,400	\$2,373,791	\$2,834,500	\$3,047,600	7.52%
17 Public Relations	\$139,700	\$149,827	\$174,000	\$172,100	-1.09%
18 Marketing	\$309,900	\$259,880	\$308,000	\$337,500	9.58%
19 Advertising	\$295,500	\$278,635	\$319,400	\$319,900	0.16%
Total Communications Services	\$745,100	\$688,342	\$801,400	\$829,500	3.51%
20 Capital & Debt Service	\$2,226,600	\$3,209,907	\$2,320,400	\$3,123,688	34.62%
Total Capital & Debt Service	\$2,226,600	\$3,209,907	\$2,320,400	\$3,123,688	34.62%
Total Expenditures	\$26,878,700	\$26,442,548	\$28,003,800	\$29,549,588	5.52%
B. Funding Sources					
1 Park Authority Revenue	\$13,397,524	\$12,903,727	\$13,422,234	\$13,628,500	1.54%
2 Operations Support Services	\$739,100	\$913,286	\$789,100	\$833,200	5.59%
3 Recreation Services	\$12,470,400	\$11,658,711	\$12,410,100	\$12,376,700	-0.27%
4 Administrative Services	\$143,000	\$276,750	\$173,000	\$368,600	113.06%
5 Communications Services	\$45,024	\$54,980	\$50,034	\$50,000	-0.07%
6 Other Revenue	\$0	\$0	\$0	\$0	—
7 General Fund Transfer/Park Authority	\$13,481,176	\$13,994,803	\$14,581,566	\$15,921,088	9.19%
Total Designated Funding Sources	\$26,878,700	\$26,898,530	\$28,003,800	\$29,549,588	5.52%
Contribution (To/From) Reserves & Retained Earnings	\$0	\$455,982	\$0	\$0	—



Note: All Years Adopted



Note: All Years Adopted

	FY 05 Adopted	FY 06 Adopted	FY 07 Adopted
1 Recreation Services	271.30	281.10	272.60
2 Operations, Planning and Support Services	95.40	94.20	97.87
3 Administrative Services	24.90	24.50	25.13
4 Communications Services	7.00	7.00	7.00
Full-Time Equivalent (FTE) Total	398.60	406.80	402.60

I. Strategic Plan Goals

The Board of County Supervisors, with input from citizens and staff, developed and adopted the 2004 - 2008 Strategic Plan in Fall 2004 to guide the FY 06 - FY 09 Fiscal Plans. The Strategic Plan contains six major service areas that serve as the top priorities for County government. More information is available in the Prince William County Strategic Plan section of Understanding the Budget.

Everyone within the Park Authority plays a role in achieving these goals. The Park Authority's role may be major or minor; it may be a direct responsibility or one where support is provided to others to fulfill their job. But in all cases, it is up to the Park Authority's staff to perform their individual roles in a collective effort to achieve our strategic goals.

Community Development - Agency Role

The Park Authority provides a wide array of positive recreational and cultural enrichment activities for all County residents and supports the following desired community and program outcome:

- Increase citizen satisfaction with their Quality of Life, as measured by the Citizen Survey.

Public Safety - Agency Role

The Park Authority provides a wide array of positive recreational and cultural enrichment activities for youth which serves as a divergence from crime and unhealthy and unsafe behavior and supports the following desired community and program outcome:

- Attain a juvenile arrest rate of 15.0 per 1,000 youth population per year.

II. Major Issues

A. Second Year of Funding for the Richard Pfitzner Stadium Renovations (existing facility) - Included in the base FY 07 budget is \$200,000 to support the second year of three years of funding for renovations at Pfitzner Stadium which include roof and seating replacement. As a result of the delay with construction of a new stadium, and continued use of the facility by the Potomac Cannons

and for other programming, additional funding is required for the existing stadium until the new stadium comes on line.

B. One-time Cost Reductions - A total of \$127,032 was removed from the FY 07 Prince William County Park Authority's base budget. The total consisted of non-recurring expenditures which supported operating and equipment and supply primarily for Sudley Park, and a contribution to support the Dale City Little League Clubhouse.

C. Second Year of Funding for Technology Upgrades - Included in the FY 07 base budget is \$100,000 to support the second year of three years of funding to enable the Park Authority to continue to replace obsolete technology in order to improve the efficiency and effectiveness of agency operations and information systems.

D. Freedom Aquatics and Fitness; Operating Subsidy Reduction - As result of increased daily admissions and member use, a decrease of \$81,400 is reflected in the County's share of the operating subsidy provided to the Freedom Aquatic and Fitness Center. This reduces the County's FY 07 subsidy to the Center from \$955,340 to \$872,000. Per a tripartite agreement, the County funds 62.7 percent of the non-revenue supported costs associated with the facility until it becomes self sufficient. The funding is provided by means of a transfer through the Park Authority. Operating costs of the Center are based on the percentage of participation by the residents of the tripartite agreement partners; Prince William County, George Mason University, and the City of Manassas.

E. Shift of Funding Support for the Prince William Symphony from the Library to the Prince William County Park Authority - \$37,874 has been shifted from the Library's base budget to the Prince William County Park Authority to provide funding support for the Prince William Symphony.

III. Budget Adjustments

A. Park Authority Operating Transfer Increase

Total Cost -	\$1,510,080
Supporting Revenue -	\$0
Total PWC Cost -	\$1,510,080
Additional FTE Positions -	0.00

- Description** - Each year the County transfers funds from the General Fund to the Park Authority, an independent political sub-division of Prince William County, to cover the costs associated with non-enterprise parks and recreation activities. This year's transfer supports an increase in the Park Authority's general funding for ongoing operations and capital improvement funding. The following is a discussion of the funding increases included in the FY 07 transfer to the Prince William County Park Authority:
- Service Level Impacts** - This budget will support the agency's ability to achieve base service levels.

B. Compensation Addition

Total Cost -	\$638,779
Supporting Revenue -	\$0
Total PWC Cost -	\$638,779
Additional FTE Positions -	0.00

- Description** - An increase of \$638,779 is associated with salary adjustments necessary to support the Park Authority's Compensation Plan. This budget will support a 3 percent Pay Plan increase and an average four step merit increase for FY 07. The increased cost of competitive salaries and benefits to support the Park Authority's continuing effort to attract, train and retain qualified employees is the primary contributing factor for the funding increase.
- Service Level Impacts** - This budget will support the agency's ability to achieve base service levels.

C. Capital Maintenance Program (CMP)

Total Cost -	\$300,000
Supporting Revenue -	\$0
Total PWC Cost -	\$300,000
Additional FTE Positions -	0.00

- Description** - This increase will support infrastructure improvements, capital replacement and enhancements which comply with Americans with Disabilities Act (ADA) and Environmental Protection Agency (EPA) legislation. This funding will avoid closing facilities for more expensive repairs in future years. Beginning in FY 05, County staff worked with Park Authority staff and developed a funding recommendation which increased appropriations for park capital maintenance by \$100,000 per year through FY 09 when the annual funding level for CMP will reach \$1,450,000. The reported value of the agency's fixed assets is \$75,089,588 (Prince William County Comprehensive Annual Financial Report for the Year Ended June 30, 2005). At this funding level, the ratio of fixed assets to facilities maintenance funding will be 2 percent which is within the accepted industry standard.
- Five-Year Plan Impact** - The proposed FY 07 through FY 11 Five Year Plan provides increased funding of

- The projected impact is shown below.

FY 07	\$300,000
FY 08	\$400,000
FY 09	\$500,000

D. Fleet Fuel Increase

Total Cost -	\$151,965
Supporting Revenue -	\$0
Total PWC Cost -	\$151,965
Additional FTE Positions -	0.00

- Description** - In the past year, fuel prices have increased substantially. Prices continue to fluctuate. This increase anticipates current prices continuing into FY 07 and is requested to support the Park Authority's Fleet fuel budget to enable the agency to keep pace with increasing petroleum prices.

E. Employee Benefits Adjustment

Total Cost -	\$220,431
Supporting Revenue -	\$0
Total PWC Cost -	\$220,431
Additional FTE Positions -	0.00

- Description** - The benefits adjustment is attributed primarily to increases of the contribution rates for the Virginia Retirement System and the Group Life Insurance premiums paid by the Park Authority. This

funding will support the agency's efforts to provide a competitive benefits plan for the purpose of attracting and retaining qualified employees.

F. Risk and Safety Mitigation

Total Cost -	\$131,000
Supporting Revenue -	\$0
Total PWC Cost -	\$131,000
Additional FTE Positions -	0.00

- Description** - This funding will support safe and secure storage and maintenance of chemicals to achieve an environmentally safe atmosphere for the citizens and staff. The agency, is applying for E2 status under the Federal Environmental Protection Agency (EPA) and Virginia EPA guidelines. The Park Authority uses and stores a multitude of hazardous chemicals at the pools, golf courses and for the parks and sports fields. There are also fuel tanks at many of the park locations that are old or no longer meet the standard for commercial fuel tanks.

G. Self-insurance Premium Adjustment

Total Cost -	\$61,160
Supporting Revenue -	\$0
Total PWC Cost -	\$61,160
Additional FTE Positions -	0.00

- Description** - This item provides for increased self-insurance premium costs for the Casualty Pool and Worker's Compensation programs of the Prince William County Self Insurance Group which provides coverage to the Adult Detention Center and the Park Authority.

H. Prince William County Arts Council – Arts Council Grants Contribution

Total Cost -	\$4,663
Supporting Revenue -	\$0
Total PWC Cost -	\$4,663
Additional FTE Positions -	0.00

- Description** - An increase of \$4,663 in funding for the Prince William County Arts Council is necessary to support a 3.0 percent increase which is comparable to the funding level included by the County for other community-based agencies in FY 07.

- Service Level Impacts** - This budget will support the agency's ability to achieve base service levels and the specific service levels identified below:

▪ Arts grants awarded	
<i>FY 07 Base</i>	\$155,417
<i>FY 07 Adopted</i>	\$160,080

I. Prince William Symphony Contribution

Total Cost -	\$1,136
Supporting Revenue -	\$0
Total PWC Cost -	\$1,136
Additional FTE Positions -	0.00

- Description** - An increase of \$1,136 in funding for the Prince William Symphony is necessary to support a 3.0 percent increase which is comparable to the funding level included by the County for other community-based agencies in FY 07.
- Service Level Impacts** - This budget will support the agency's ability to achieve base service levels and the specific service levels identified below

▪ Full symphony productions annually	
<i>FY 07 Base</i>	5
<i>FY 07 Adopted</i>	5
▪ Annual symphony performances inconjunction with Manassas Dance Company	
<i>FY 07 Base</i>	4
<i>FY 07 Adopted</i>	4
▪ Annual small ensemble performances	
<i>FY 07 Base</i>	6
<i>FY 07 Adopted</i>	6

J. Prince William County Center for the Arts Contribution

Total Cost -	\$946
Supporting Revenue -	\$0
Total PWC Cost -	\$946
Additional FTE Positions -	0.00

- Description** - An increase of \$946 in funding for the Prince William County Center for the Arts is necessary to support a 3.0 percent increase which is comparable to the funding level included by the County for other community-based agencies in FY 07.

2. **Service Level Impacts** - This budget will support the agency's ability to achieve base service levels and the specific service levels identified below:

▪ **Attendance at Center for the Arts programs and events**

<i>FY 07 Base</i>	56,000
<i>FY 07 Adopted</i>	56,000

3. **Five-Year Plan Impact** - Total County funding to the Park Authority increases over the life of the Five Year Plan due to operating increases primarily in the Agency's compensation plan and General Fund support of debt service for Park Authority projects. The Five Year Plan includes the funding identified on the chart below for the Park Authority:

Park Authority Five Year Plan					
FY 07 Base Budget	\$14,411,008				
CIP Construction (Cash to Capital/Operating Costs)	FY 07	FY 08	FY 09	FY 10	FY 11
Capital Maintenance	\$1,250,000	\$1,350,000	\$1,450,000	\$1,450,000	\$1,450,000
Park Referendum (Nov. 2006/\$27 million)	\$0	\$0	\$1,100,000	\$2,830,000	\$2,862,000
Pfizer Stadium Replacement (County)	\$0	\$922,687	\$898,522	\$874,356	\$850,190
Park Referendum (2012)	\$0	\$0	\$0	\$600,000	\$0
Total CIP Construction (Cash to Capital/Operating Costs)	\$1,250,000	\$2,272,687	\$3,448,522	\$5,754,356	\$5,162,190
Total General Operating Increase	\$1,510,080	—	—	—	—
Total Operating Transfer Budget	\$15,921,088	—	—	—	—
Debt Service - Park Projects	FY 07	FY 08	FY 09	FY 10	FY 11
BMX Facility	\$29,833	\$29,933	\$28,134	\$26,238	\$22,903
Parks General	\$623,856	\$603,747	\$530,989	\$326,129	\$112,023
Sports Fields	\$227,796	\$221,140	\$208,133	\$189,719	\$165,699
Sudley Park Land Acquisition	\$64,804	\$62,903	\$59,176	\$54,087	\$47,199
Valley View Park Fields	\$254,624	\$247,014	\$231,889	\$214,480	\$186,470
Veterans Park	\$110,479	\$107,260	\$100,983	\$91,889	\$80,300
Total Debt Service - Park Projects:	\$1,311,392	\$1,271,997	\$1,159,304	\$902,542	\$614,594
Total General Fund Increase & Debt Service	\$2,821,472	—	—	—	—
Total FY 06 County Tax Support	\$17,232,480	—	—	—	—

Budget Summary - Operations, Planning & Support Services

Total Annual Budget	
FY 2006 Adopted	\$ 6,310,800
FY 2007 Adopted	<u>\$ 6,599,700</u>
Dollar Change	\$ 288,900
Percent Change	4.58%

Number of FTE Positions	
FY 2006 FTE Positions	94.20
FY 2007 FTE Positions	<u>97.87</u>
FTE Position Change	3.67

Outcome Targets/Trends

	FY 04 <u>Actual</u>	FY 05 <u>Adopted</u>	FY 05 <u>Actual</u>	FY 06 <u>Adopted</u>	FY 07 <u>Adopted</u>
▪ County Park Authority provides efficient and effective service	95.0%	92.3%	94.8%	95.0%	95.0%

Activities

1. Grounds and Landscape Maintenance

This activity involves the maintenance of park and school grounds and provides services to the organized user groups of park and school properties.

2. Fleet and Equipment Repair

This activity provides preventive and remedial equipment and vehicle maintenance services.

3. Facility Maintenance

This activity provides preventive and remedial maintenance services for all Park Authority buildings and recreational amenities.

4. Planning and Project Management

This activity provides planning, design and construction management services for Park Authority capital maintenance and improvement projects.

Service Level Trends Table

	FY 04 <u>Actual</u>	FY 05 <u>Adopted</u>	FY 05 <u>Actual</u>	FY 06 <u>Adopted</u>	FY 07 <u>Adopted</u>
▪ Total Activity Annual Cost	\$5,175,875	\$5,501,700	\$5,147,947	\$6,301,800	\$6,599,700
▪ Park acres maintained	692	682	688	692	—
▪ School acres maintained	259	259	263	259	—
▪ Contract acres maintained	76	76	76	76	—
▪ Cost per park acre maintained	\$3,282	\$2,982	\$2,982	\$3,300	\$3,300
▪ Cost per school acre maintained	\$1,644	\$1,482	\$1,482	\$1,600	\$1,600
▪ Cost per contract acre	\$1,867	\$1,799	\$1,472	\$1,900	\$1,900
▪ Vehicle/equipment uptime	96%	94%	98%	94%	95%
▪ Average annual age of vehicles	9.23	10	9.82	10	—
▪ Facilities and sites maintained	79	79	79	79	—
▪ Asset value reinvested in community recreation facilities	2.5%	NR	2.45%	2.5%	2.5%

Budget Summary - Recreation Services

Total Annual Budget	
FY 2006 Adopted	\$ 15,736,700
FY 2007 Adopted	<u>\$ 15,949,100</u>
Dollar Change	\$ 212,400
Percent Change	1.35%

Number of FTE Positions	
FY 2006 FTE Positions	281.10
FY 2007 FTE Positions	<u>272.60</u>
FTE Position Change	-8.50

Outcome Targets/Trends

	<u>FY 04 Actual</u>	<u>FY 05 Adopted</u>	<u>FY 05 Actual</u>	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>
▪ Citizen satisfaction with recreation facilities and programs	91.0%	89.0%	87.9%	91.0%	91.0%

Activities

1. District Parks

This activity involves the operation and management of community recreation facilities and programs at Lake Ridge, Locust Shade and Veterans parks.

2. Indoor Centers

This activity involves the operation and management of community recreation facilities and programs at the Chinn Center, Dale City Recreation Center, Ben Lomond Community Center, and Veterans Community Center.

3. Recreation Programs

This activity involves the operation and management of other community recreation programs including Hammill Mill, Graham Park and Birchdale pools; community arts programs; and other general community recreation programs.

4. Sports Programs

This activity provides scheduling services for leagues and community groups utilizing Park Authority and certain School facilities.

5. Golf

This activity involves the operation and management of the Forest Greens, Generals Ridge and Prince William golf courses.

6. Water Parks

This activity involves the operation and management of Splashdown and Waterworks water parks.

7. Security/Rangers

The Park Ranger Services program.

Service Level Trends Table

	FY 04 <u>Actual</u>	FY 05 <u>Adopted</u>	FY 05 <u>Actual</u>	FY 06 <u>Adopted</u>	FY 07 <u>Adopted</u>
▪ Total Activity Annual Cost	\$15,539,662	\$15,961,600	\$13,429,602	\$15,736,700	\$15,949,100
▪ District parks paid participant visits	224,913	215,000	219,400	225,000	—
▪ Centers paid participant visits	861,555	648,000	668,600	862,000	—
▪ Freedom Aquatic and Fitness Center paid participant visits	624,985	560,000	624,400	625,000	—
▪ Recreation programs offered	3,500	4,600	6,295	3,500	—
▪ Recreation participant visits	56,000	42,000	—	56,000	—
▪ Attendance at Center for the Arts programs and events	31,500	22,000	—	31,500	—
▪ Sports youth participant visits	1,040,265	982,000	1,104,810	1,040,000	1,100,000
▪ Sports adult participant visits	215,805	207,700	222,120	216,000	220,000
▪ Sports tournament participants	33,720	72,000	31,035	34,000	34,000
▪ Rounds of golf (18-hole equivalent)	91,405	104,000	107,300	92,000	107,000
▪ Water park admissions	192,000	180,000	164,400	192,000	192,000

Budget Summary - Administrative Services

Total Annual Budget	
FY 2006 Adopted	\$ 2,834,500
FY 2007 Adopted	<u>\$ 3,047,600</u>
Dollar Change	\$ 213,100
Percent Change	7.52%

Number of FTE Positions	
FY 2006 FTE Positions	24.50
FY 2007 FTE Positions	<u>25.13</u>
FTE Position Change	0.63

Budget Summary - Communication Services

Total Annual Budget	
FY 2006 Adopted	\$ 801,400
FY 2007 Adopted	<u>\$ 829,500</u>
Dollar Change	\$ 28,100
Percent Change	3.51%

Number of FTE Positions	
FY 2006 FTE Positions	7.00
FY 2007 FTE Positions	<u>7.00</u>
FTE Position Change	0.00

Activities

1. Human Resources

This activity provides employment, benefit management and training services for Park Authority staff.

2. Financial Management

This activity provides accounting, financial reporting and budget related services for all Park Authority operations.

3. Information Technology

This activity manages and maintains the Park Authority's technology operations.

4. Executive Management

This activity provides direction and oversight of Park Authority operations through the Park Board and Executive Director's office.

5. Risk Management

This activity provides risk management services, safety services and security for Park Authority properties and facilities.

6. Public Relations

This activity provides media and public relations services for and about the Park Authority.

7. Advertising and Marketing

This activity provides marketing support services including the development and implementation of advertising and marketing campaigns to promote the Park Authority's facilities and programs.

Service Level Trends Table

	FY 04	FY 05	FY 05	FY 06	FY 07
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
▪ Total Activity Annual Cost	\$2,888,633	\$3,209,300	\$3,062,200	\$3,635,900	\$3,877,100
▪ Job openings filled	1,205	1,000	1,400	1,200	1,200
▪ Park Authority employees trained	802	350	1,380	800	—
▪ Full-time equivalent employees	389	328	404.77	390	405
▪ Part-time employment hours as a percent of total employment hours	63%	65%	62%	65%	65%
▪ Users supported per MIS employee	67	61	61	70	—
▪ Software applications upgraded or installed	678	130	214	130	—
▪ Accident rate per 100,000 miles driven	0	1	.67	1	.67
▪ Serious injuries per 10,000 visits	0	0	0	0	—
▪ Dollar losses due to vandalism	\$44,578	\$70,000	\$16,246	\$45,000	\$45,000
▪ Workers compensation claims processed	13	25	32	25	—
▪ Arts grants awarded	\$185,481	\$118,381	\$209,935	\$185,000	\$210,000
▪ Facilities/programs surveyed	22	12	19	12	18
▪ Revenue generated through sponsorships	\$103,600	\$200,000	\$23,914	\$100,000	—
▪ Leisure magazine distribution	360,000	350,000	340,000	350,000	—
▪ Brochures distributed	985,000	500,000	600,300	1,000,000	—