



## Charlottesville-UVA-Albemarle County Emergency Communications Center



June 22, 2020

Dear Albemarle County Supervisors,

The Emergency Communications Center (ECC) has been engaged in the pandemic response on multiple fronts. Following local, state, and federal disaster declarations in March, the ECC activated the Emergency Operations Center (EOC) on behalf of the communities served, as outlined in the Regional Emergency Operations Plan. Additionally, the ECC operates and maintains the 9-1-1 system for communities within the City of Charlottesville, County of Albemarle, and University of Virginia.

The EOC is supported by funding from the ECC as well as in-kind contributions, donations, and volunteers. This has placed additional financial strain on the ECC to the point that current and future year capital outlay costs have been under review. While already limiting expenditures to mission critical items, there still exists need for an additional funding source.

A 1984 agreement between the County of Albemarle, City of Charlottesville, and University of Virginia, developed the joint Emergency Communications Center. An addendum in 2013, focused on operational, capital, and 800 MHZ funding support, stipulated the ECC may retain an additional year-end fund balance that exceeds 25% of the Center's total annual operating budget for alternative purposes, subject to the approval of the Participants.

On behalf of the ECC Management Board, I am writing to formally request that fund balance exceeding 25% of the ECC's total operating budget, or \$1,623,074, be retained by the ECC. Table 4 below provides a recommended usage of retained funds which would be subject to additional review and approval by the ECC Management Board. Per the allocation formula the Participants share for the fiscal year is: Albemarle \$848,134 or 52.2548%; Charlottesville \$463,074 or 28.5307%; University of Virginia \$311,866 or 19.2145%.

The following tables included details regarding the ECC's FY 19 Audited Fund Balance, current and proposed uses of fund balance, and a recommended use of the fund balance exceeding 25% of the ECC's total operating budget.

*Table 1: Audited Fund Balance as of June 30, 2019:*

<b>Audited Fund Balance June 30, 2018</b>		<b>\$ 2,772,840</b>
FY 19 Revenues	\$ 5,874,707	
FY 19 Expenditures	\$ (5,586,432)	
Net Change in Fund Balance		\$ 288,274
<b>Audited Fund Balance June 30, 2019</b>		<b>\$ 3,061,114</b>

Table 2: Existing Fund Balance Without Retained Funds

<b>Funds Requested to be Retained by ECC (Exceeding 25%)</b>		
FY 19 Adopted Operating Budget	\$ 5,752,162	
25% of Operating Budget	\$ 1,438,041	
Funds Requested to be Retained by ECC (Exceeding 25%)		\$ (1,623,074)
<b>Projected Remaining Fund Balance</b>		<b>\$ 1,438,041</b>

Planned use of existing fund balance leaves all FY 21 capital outlay requests unfunded and minimal operating contingency remaining (< 5%).

Table 3: Planned Use of Existing Fund Balance

<b>Planned Use of Existing Fund Balance</b>		
<b>Projected Remaining Fund Balance</b>		<b>\$ 1,438,041</b>
FY 20 Appropriated Use of Fund Balance		\$ (1,283,864)
Operating Contingency (2.2% of FY 21 Operating Budget)		\$ (154,176)
<b>Projected Remaining Fund Balance</b>		<b>\$ 0</b>

Table 4: Recommended Use of Fund Balance exceeding 25% of ECC's total operating budget

<b>Recommended Use of Fund Balance Exceeding 25% of ECC Total Operating Budget</b>		
<b>Participant Approval to Retain Funds per Addendum #2</b>		<b>\$ 1,623,074</b>
County of Albemarle FY 20 Share - 52.2548%	\$ 848,134	
City of Charlottesville FY 20 Share - 28.5307%	\$ 463,074	
Univeristy of Virginia FY 20 Share - 19.2145%	\$ 311,866	
FY 21 Capital Outlay Requests		\$ (578,868)
Operating Contingency (2.8% of FY 21 Operating Budget)		\$ (184,255)
COVID-19 Community Response and (or) Critical Infrastructure (e.g. EOC, Building, Public Safety Software, Communications)		\$ (859,951)
<b>Projected Remaining Fund Balance</b>		<b>\$ 0</b>

Thank you for considering this request and your continued support of the emergency response system.

Sincerely,



Sonny Saxton, EMT-P, ENP  
Executive Director ECC

Enclosure: ECC Participant Agreement, January 2013.

CC: Rector and Visitors of the University of Virginia  
Charlottesville City Council  
ECC Management Board