

City of
Poquoson
Virginia

Adopted Annual Financial Plan
Fiscal Year July 1, 2011 - June 30, 2012

**CITY OF POQUOSON, VIRGINIA
ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2012**

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The Government Finance Officers Association of the United States and Canada (GFOA) presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year beginning July 1, 2010. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan and a communications medium.

This award is valid for a period of one year only. We believe our current budget continues to confirm to the program requirements and we are submitting it to the GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Poquoson
Virginia**

For the Fiscal Year Beginning

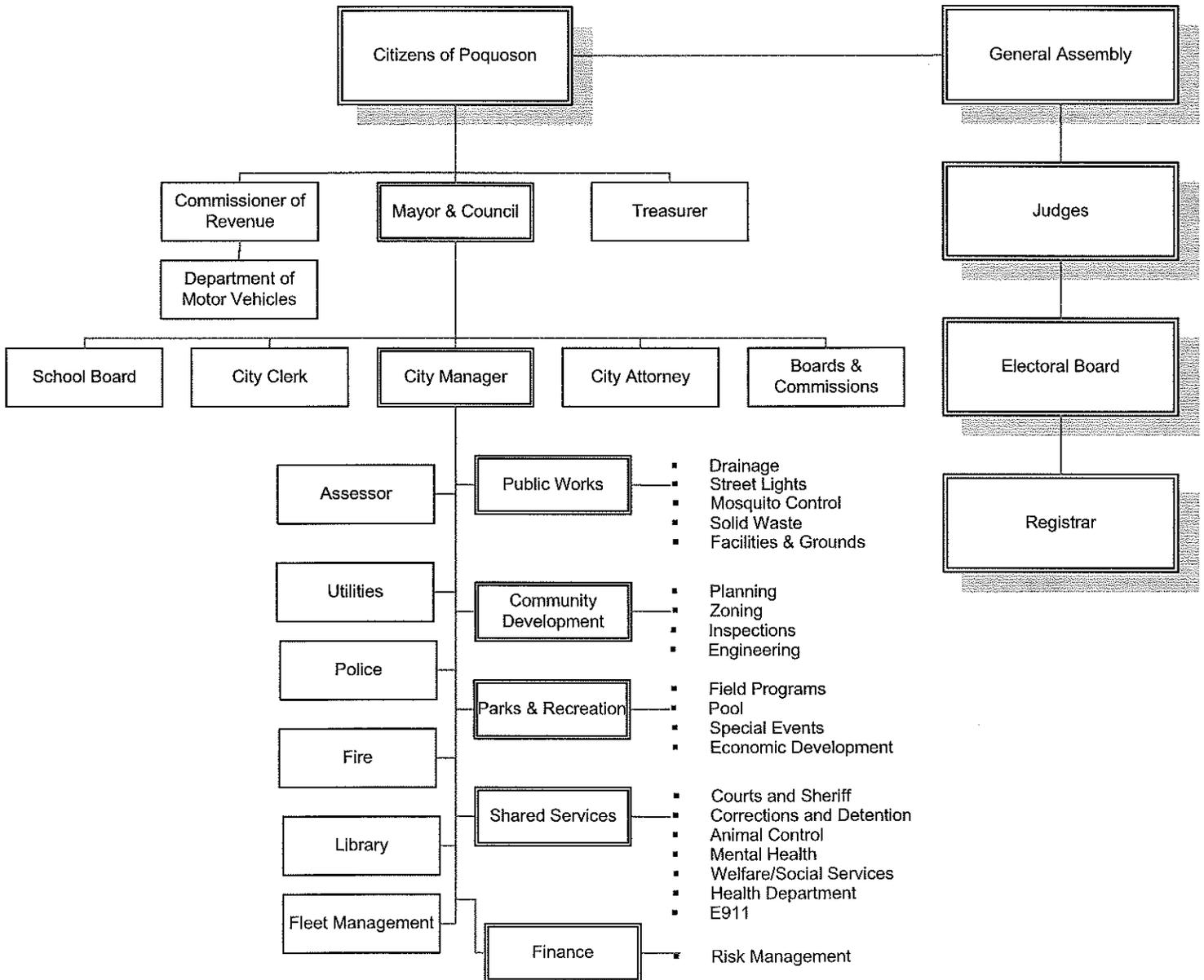
July 1, 2010

President

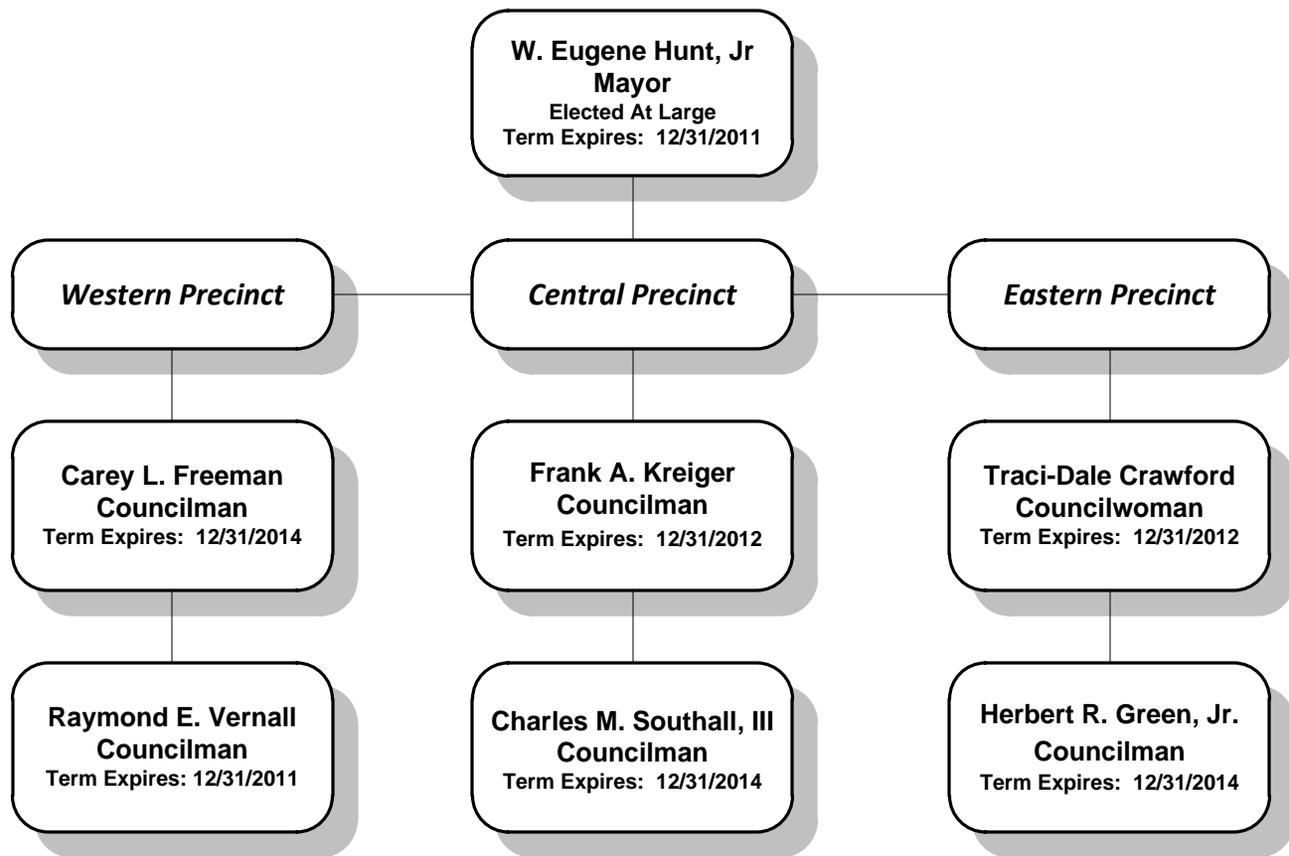
Executive Director

CITY OF POQUOSON, VIRGINIA

CITY GOVERNMENT ORGANIZATION CHART



POQUOSON CITY COUNCIL



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The Executive Summary is a general overview of the Annual Financial Plan for Fiscal Year 2012 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

The General Fund is the primary focus of the Executive Summary. This is the primary operating fund of the City and is used to account for most of the City's financial resources. The spending requirements of this fund determine the rates of local taxation.

In addition, budgets have been prepared for the Debt Service Fund, the Capital Projects Fund, the Special Revenue Fund, the Solid Waste Enterprise Fund, the Utilities Enterprise Fund, Parks and Recreation Enterprise Fund, and the Fleet Management Internal Service Fund.

The budget is available for public review in the City Manager's Office, the City Library, and online at www.poquoson-va.gov.



- **Introduction**
- **The Budget in Brief**
 - **General Fund**
 - **Debt Service Fund**
 - **Capital Projects Fund**
 - **Special Revenue Fund**
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- **GFOA Distinguished Budget Award**
- ♦ **Summary**

Executive Summary

Fiscal Year July 1, 2011 to June 30, 2012

Introduction

April 7, 2011

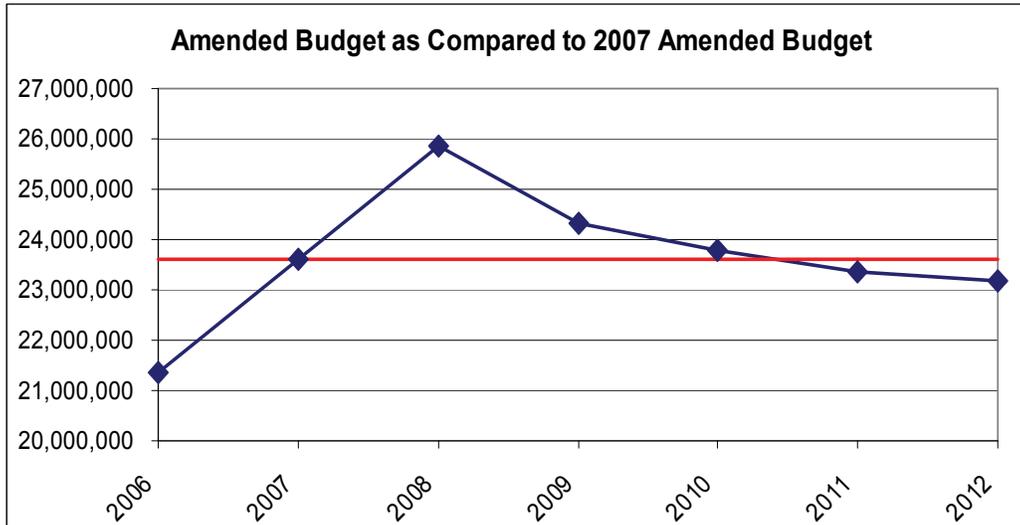
Honorable Mayor and Members of City Council
Poquoson, Virginia:

Thank you for the opportunity to present the City's Adopted Budget for Fiscal Year (FY) 2012, submitted in accordance with Article V of the Poquoson City Charter.

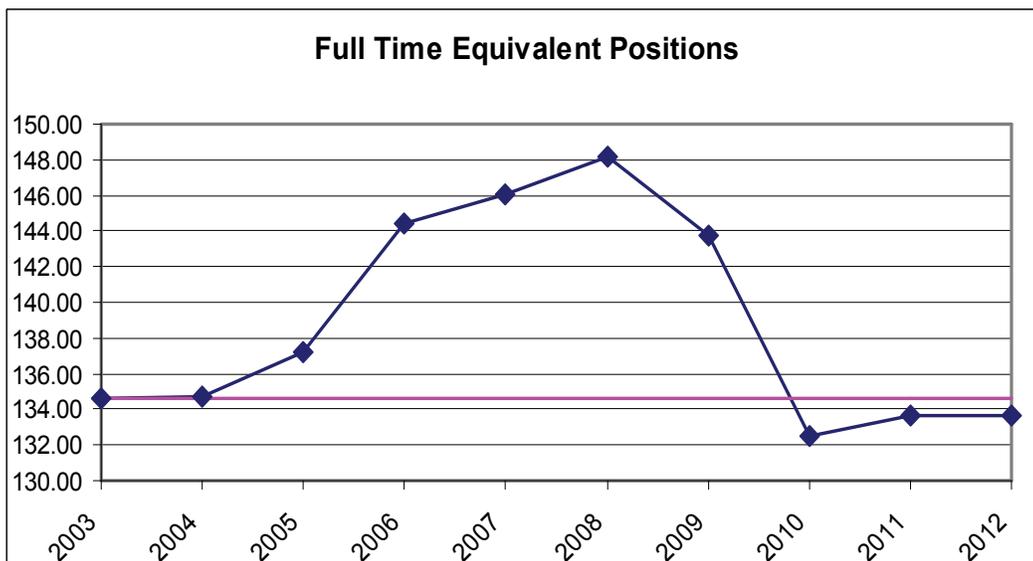
The FY 2012 budget year is the fourth, but will not likely be the last, in a series of difficult budget years that began in the fall of 2008. Poquoson, like most other localities in Virginia, continues to be significantly impacted by the continuing state and national recession. The effect of the recession has been to significantly reduce the revenues, particularly state revenues, available to support City government operations and the School Division. During the course of the past three years the City Government and School Division have made many difficult decisions to balance the budget including employee layoffs, program reductions and vacancy eliminations. A common theme throughout these difficult budget years has been to provide the best and most responsive governmental services possible within the resources that were available. Said another

Introduction (Continued)

way, our response has been to balance the budget by reducing the expenditure budget rather than relying on general tax increases. The budget maintains expenses at the 2007 level.



As we began the development of the FY 2012 Budget many of the same factors that affected the current year's budget were present once again. Mostly prominent among those were increased debt service requirements, declining state revenues, especially for Schools, increasing operational costs and a lack of growth in local revenue sources. In recognition of the on-going nature of the national recession, staff, along with the School Superintendent, have worked hard to meet these challenges without a general property tax increase. The budget today, contains no new City positions, no new pay increases for City employees or a constrained version of the current year budget with the exception of three significant issues. The budget maintains staffing levels at the 2002 level.



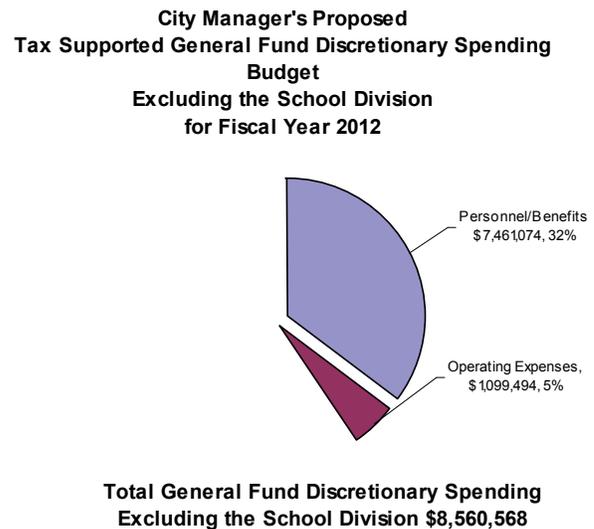
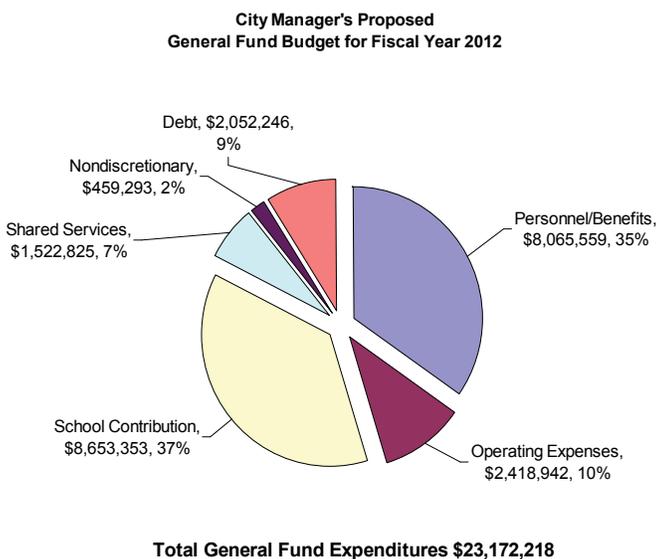
Introduction (Continued)

The first and most significant issue affecting this budget is the real property reassessment. As the Council is aware, the Assessor is in the final stages of completing the legally required real property reassessment effective July 1, 2011. For the first time in the City's history, the City can anticipate a significant reduction in the value of real property, in this case by an average of 12.65%. As you know the amount of taxes the City receives from real estate, our largest revenue source, is based upon the assessed value of real property, the tax rate and the collection rate. The Adopted Budget contains an equalized real estate tax rate of 92 cents per \$100 of assessed value. At this equalized rate the City will receive \$139,930 less in real estate taxes than in the current year.

Fiscal Year 2012 Reassessment

Fiscal Year	Total Taxable Assessed Value	Tax Rate	Collection Rate	Total Revenue
2011	\$ 1,707,152,500	0.81	98%	\$13.5 Million
2012	\$ 1,491,197,709	0.81	98%	\$11.9 Million
2012	\$ 1,491,197,709	0.92	98%	\$13.4 Million

The impact of the new assessment at the current tax rate would be a reduction in real estate tax revenues for FY 2012 of \$1,614,436 an amount equivalent to more than 19% of the tax supported discretionary General Fund Budget, excluding the School transfer. For illustrative purpose this amount is equivalent to the local tax funding provided for the Library, Parks and Recreation, Public Works, and the Commissioner of the Revenue's Office combined.



Introduction (Continued)

The second significant issue affecting this budget is the yet unknown effects of the current unrest in the Middle East and the Japanese earthquake on energy prices in the coming year(s). Of equal concern is the impact of higher gas prices on the number and type of new automobile sales and valuation and retention of used vehicles. To help us understand the possible impacts of these types of events on the City budget staff studied the revenue and expense impacts experienced by the City during the last period that gas prices exceeded \$4.00 per gallon. According to the City's financial records the impact to the budget in the fiscal year immediately following the advent of the \$4.00 gas period was approximately \$300,000. At this point in the budget development the true effects are unknown. It would be premature to suggest either a series of budget cuts and/or a tax increase to address this issue given its uncertainty. For this reason in this budget I am recommending that the Council designate \$302,000 of the General Fund Balance as a special reserve to be used to mitigate the impact of these developments on the FY 2012 Budget. Should the designated funds not be needed they could be used to pay down principal on existing debt or returned to the undesignated General Fund Balance.

The third significant issue addressed in the FY 2012 Adopted Budget is School funding. For the third year in a row the Schools are facing significant reductions in state funding. The Superintendent estimates that the actions of the General Assembly will negatively impact the upcoming School Division budget by more than \$700,000. When combined with losses in federal revenue and non-discretionary cost increases the School Division has had to close a budget gap of over \$1,000,000 to balance the FY 2012 budget. This has been accomplished through reductions in force, vacancy elimination, operating and programmatic reductions and through the targeted use of federal stimulus funding. These reductions are in addition to those made in FY 2010 and FY 2011. The School's Adopted Budget also includes a request for increased local funding of \$137,000 to provide a modest compensation adjustment for School employees. This budget utilizes a combination of on-going and one-time funding to increase local funding for the School Division at the equalized tax rate, thus this budget fully funds the School's request for FY 2012.

The following pages provide a general overview of the Annual Financial Plan for Fiscal Year 2012. Information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

The Budget in Brief

The total revenue budgeted for FY 2012 by fund is as follows:

General Operating Fund	\$22,887,191
Use of Fund Balance	<u>285,027</u>
General Operating Fund	\$ 23,172,218
Debt Service Fund	2,052,246
Capital Projects Fund	505,800
Solid Waste	842,100
Use of Solid Waste Fund Bal	<u>48,000</u>
Solid Waste Fund	890,100
Utilities	1,646,900
Use of Utilities Fund Bal	<u>702,147</u>
Utilities Fund	2,349,047
Parks and Recreation Fund	433,810
Fleet Management Fund	596,461
Use of FleetFund Bal	<u>36,283</u>
Fleet Fund	632,744
Revenues & Transfers In	30,035,965
Less Interfund Transfers	<u>(2,383,546)</u>
Total Revenue	<u>\$ 27,652,419</u>

The total expenditures budgeted for FY 2012 by fund is as follows:

General Operating Fund	\$23,172,218
Less Interfund transfers:	
Debt Service	(2,052,246)
Capital Projects	(50,000)
Solid Waste	(72,100)
Parks and Rec	<u>(79,200)</u> (2,253,546)
Debt Service Fund	2,052,246
Capital Projects	505,800
Solid Waste Fund	890,100
Utilities Fund	2,349,047
Less Interfund transfers:	
General Fund	<u>(130,000)</u> (130,000)
Parks and Recreation Fund	433,810
Fleet Management Fund	<u>632,744</u>
Total Expenditures	<u>\$27,652,419</u>

General Fund

Revenues by Category:

The General Fund derives its revenue from a variety of sources as the pie chart on page viii illustrates. The largest source is from general property taxes, which includes real estate taxes, personal property taxes, public service corporation taxes, delinquent taxes, and penalties and interest.

The City expects to receive \$13,348,000 in real estate tax revenue in FY 2012. Real estate taxes are projected to decrease \$139,930 or 1% less than the FY 2011 estimate. The following factors make up the change in real estate:

- Growth projections for FY 2012 are based on new homes and other improvements to be built throughout the year, or \$7,000,000 in new assessments. Growth will bring approximately \$53,400 of additional tax revenue during FY 2012.
- The adopted real estate tax rate is \$0.92 per \$100 of assessed value. Fiscal year 2012 is a reassessment year. Assessments decreased, therefore, the rate adopted is an equalized rate and does not account for any increased real estate revenue generated.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be \$138,000, a decrease of \$2,000.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,173,435, a \$220,000 or 5.2% increase from the FY 2011 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

The City adopted the “specific relief” method of computing and reflecting tax relief. The “specific relief” method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2011.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54% of personal property tax in FY 2012. FY 2012 budget for local tax is \$2,250,000 and State non-categorical aid remains level at \$1,923,435.

The adopted personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate since FY 2008.

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$2,477,500 other local taxes accounts for 11% of total General Fund revenues and is expected to increase by \$16,500 or .7% from the FY 2011 budget.

Other local revenue totals \$686,833 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue.

The total of all local revenue of taxes, licenses and fees is \$19,187,333.

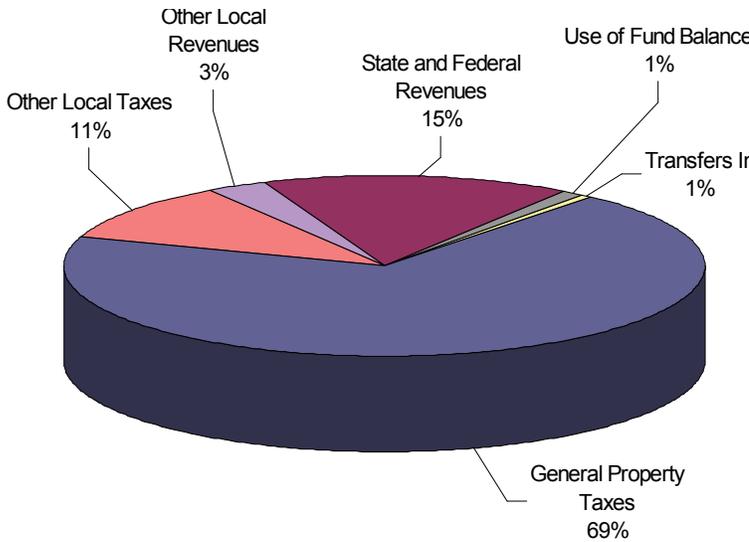
General Fund (Continued)

Revenues by Category: (Continued)

State and Federal revenue is expected to be \$3,569,858 in FY 2012, a \$169,042 or 5% decrease from the FY 2011 budget. The decrease in state revenue is mostly due to a decrease in shared expenses for Constitutional Officers, State 599 funds, Library Aid and Comprehensive Services Act. Federal funding will decrease from FY 2011 due to ending of various federal grants.

Transfers include \$130,000 from the Utilities Fund. The Utilities Fund reimburses the General Fund for services that are provided by the staff of the Engineering, Public Works, and Finance Departments.

The FY 2012 budget uses \$285,027 from the General Fund Unappropriated Fund Balance. This includes \$39,227 from Nonspendable (restricted) Fund Balance and \$245,800 from Unassigned (unrestricted) Fund Balance.



GENERAL FUND	
SOURCES OF REVENUE	
General Property Taxes	\$16,023,000
Other Local Taxes	2,477,500
Other Local Revenues	686,833
State and Federal Revenues	3,569,858
Use of Unappropriated Fund Bal	285,027
Transfers In	<u>130,000</u>
Total Revenues	<u>\$23,172,218</u>

- **Adopted Real Estate Rate \$0.92 per \$100 Assessed Value**
- **Adopted Personal Property Tax Rate \$4.15 per \$100 Assessed Value**

General Fund (Continued)

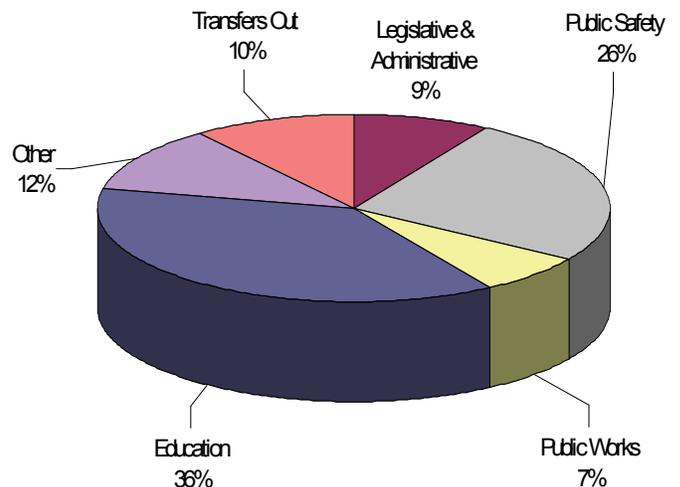
Expenditures By Category:

School Expenditures: The contribution to Schools accounts for 37% of the total General Fund budget. The adopted FY 2012 budget includes a \$8,653,353 contribution to Schools, which fully funds the School's FY 2012 request from the City. The School's budget is based on an average daily membership of 2,209 students for the FY 2012 school year.

In the past the School Division has had unspent money at the end of the year which is returned to the City. At the end of FY 2010, there was \$89,096 in unspent funds. These unspent funds were reappropriated to the School Division. If there are unspent funds at the end of FY 2011, they may be reappropriated in FY 2012.

City Personal Services: Employee salaries and overtime account for personal services. City personal services will be \$8,065,559 in FY 2012, a \$63,540 or .7% increase. Employee benefits account for 31% of personal services. Salaries in all departments were budgeted to include a one time salary adjustment of \$1,000 per full time employee and \$500 per permanent part time employee, that Council approved in August 2010. Health insurance premiums increased 14% with 20% of the increase being paid by the employee.

GENERAL FUND EXPENDITURE USES	
Legislative & Administrative	\$2,014,880
Public Safety	5,944,277
Public Works	1,602,321
Education	8,653,353
Other	2,691,841
Transfers Out	<u>2,265,546</u>
Total Expenditures	<u>\$23,172,218</u>



General Fund Expenditure Uses

Uses	FY 2011	FY 2012	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 8,605,697	\$ 8,653,353	\$ 47,656	.6%
City	14,754,609	14,518,865	(235,744)	(1.6%)
Total	\$ 23,360,306	\$ 23,172,218	\$ (188,088)	(.8%)

General Fund Contribution to Schools

Category	FY 2011	FY 2012	\$ Inc/(Dec)	% Inc/(Dec)
School Contribution	\$ 8,516,601	\$ 8,653,353	\$ 136,752	1.6%
Reappropriation	89,096	-	(89,096)	(100%)
Total	\$ 8,605,697	\$ 8,653,353	\$ 47,656	.6%

General Fund City Expenditures by Category

Category	FY 2011	FY 2012	\$ Inc/(Dec)	% Inc/(Dec)
Personal Services	\$ 8,002,019	\$ 8,065,559	\$ 63,540	0.7%
Operations/Transfers	4,425,960	4,172,014	(253,946)	(5.3%)
Debt Service	2,042,842	2,052,246	9,404	0.5%
Capital Outlay	283,788	229,046	(54,742)	(19.3%)
Total	\$ 14,754,609	\$ 14,518,865	\$ (235,744)	(1.6%)

Expenditures By Category: (Continued)

City Operations/Transfers: The City's operational costs and transfers are adopted to be \$4,172,014 in FY 2012, a \$253,946 or 5.3% decrease.

Debt Service: In FY 2012, the City will transfer \$2,052,246 to the Debt Service Fund, a .5% or \$9,404 increase. The change is explained in the Debt Service Fund section.

Capital Outlay: The City's adopted capital outlay for FY 2012 is \$229,046, a \$54,742 or 19.3% decrease from FY 2011. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools and fire hose.

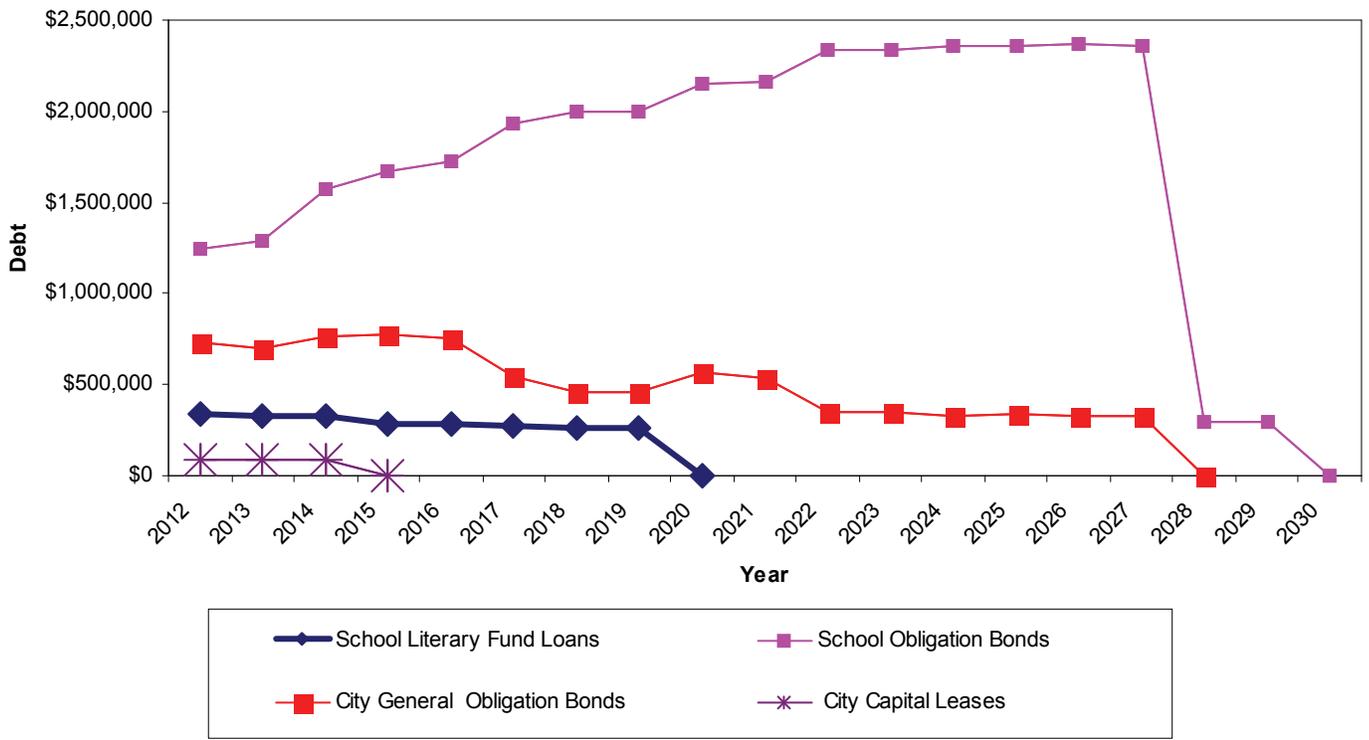
Expenditures By Category: (Continued)***Debt Service Fund***

DEBT SERVICE FUND USES	
School Debt	\$1,443,695
City Debt	<u>608,551</u>
Total	<u>\$2,052,246</u>

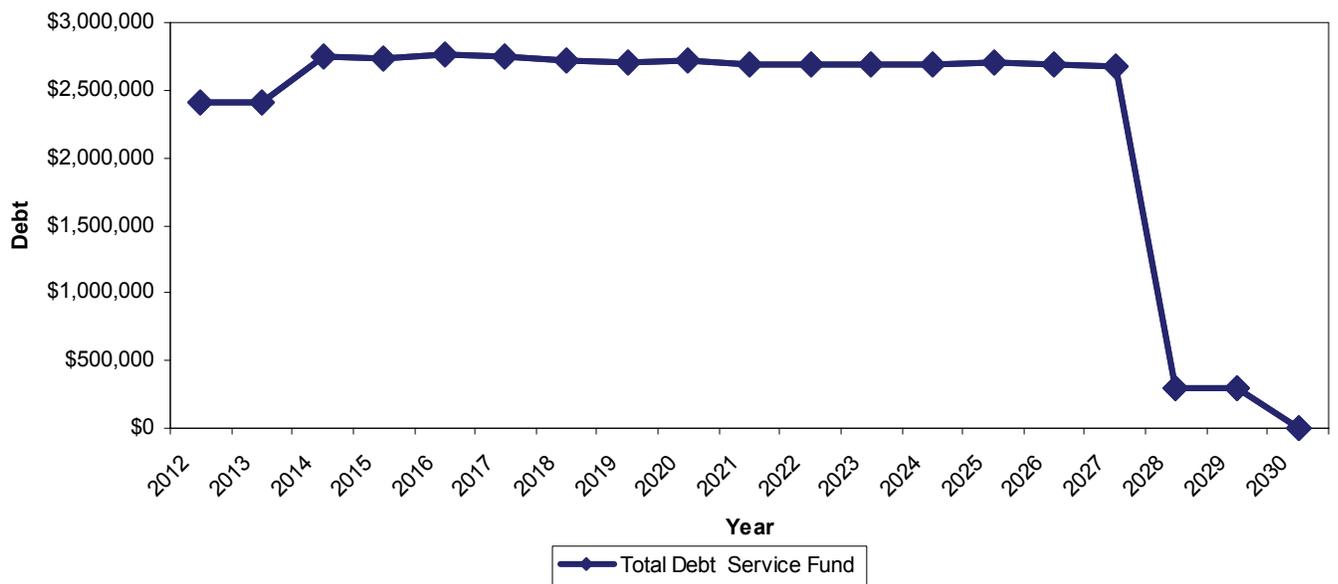
Debt Service Fund projected expenditures in FY 2012 are \$2,052,246 which is transferred from the General Fund.

The graphs on the next page depict the City's debt service over the years. The City's largest outstanding debt is for School Obligation Bonds which were used for School construction projects. The City also has other bonds and notes which have been used to pay for various School and City projects. Debt was recently refinanced to take advantage of favorable interest rates. Total Debt Service is relatively level through FY 2027.

Debt Service By Type



Total Debt Service Obligations



Capital Projects Fund

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

Capital Project revenues include \$455,800 in State Highway Funds for street and drainage improvements and a transfer of \$50,000 from the General Fund. The FY 2012 - Beyond FY 2016 CIP prepared by staff was presented to the Poquoson Planning Commission on December 2, 2010. The Planning Commission held a Public Hearing on January 20, 2011 for document review. The Planning Commission adopted the CIP Plan on January 20, 2011. The Plan was submitted to City Council on February 14, 2011 for their consideration and adopted March 28, 2011.

Total FY 2012 year expenditures for the Capital Projects Fund are \$505,800. Unspent funds from FY 2011 are allowed to be carried forward to FY 2012 and beyond until the project is completed. If there are any unspent funds when the project is completed, funds can revert to the General Fund.

CAPITAL PROJECTS FUND REVENUE SOURCES

State Funds	\$ 455,800
Transfer from the General Fund	<u>50,000</u>
Total	<u>\$ 505,800</u>

CAPITAL PROJECTS FUND EXPENDITURE USES

Street Paving	\$ 148,500
Drainage Projects	<u>357,300</u>
Total	<u>\$ 505,800</u>

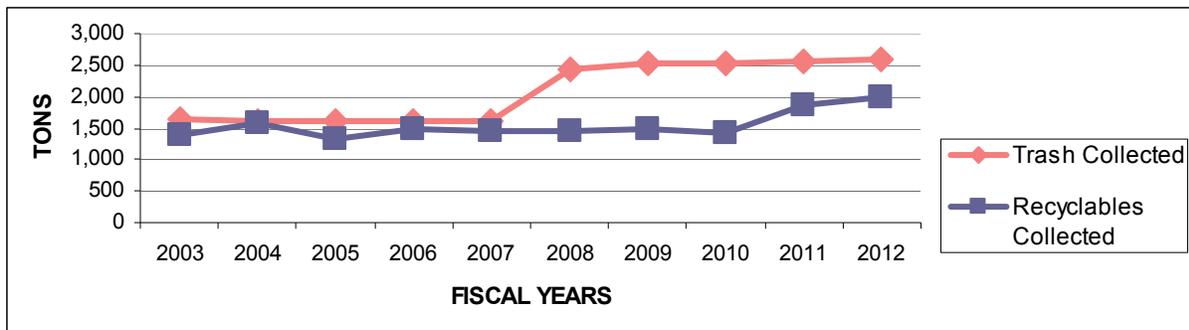
Solid Waste Fund

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky-items, and landscaping debris. The revenues for FY 2012 are \$890,100. Revenues includes a transfer from the General Fund of \$72,100 and the use of net assets of \$48,000.

The City provides curbside pickup services for woody waste for \$30 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$43,715 to operate the composting/disposal facility in FY 2012. Residents may also take their landscaping debris to the VPPSA regional composting facility located at York County Landfill at no charge to the resident.

In FY 2011 bulky item pickup rate was changed to free for the first pickup only and \$30 per subsequent pickup. There is no increased rate change for FY 2012. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In FY 2011, the City began a program where residents of the City may drop off their bulky and landscaping debris at a temporary convenience site on two Saturday's a month. There is no charge for this service.

As noted on the graph below, trash tons collected have increased while recyclables have been level. We anticipate more citizens participate and pay for the container/cart program than purchased the trash bags resulting in increased tonnage of disposed items. Citizens have the option to select a container/cart size and are billed bi-monthly along with the sewer service fee. Trash bags will be available for those residents who exceed the capacity of their trash cart/container.



<i>Solid Waste Fund (continued)</i>

SOLID WASTE SOURCES OF REVENUE		SOLID WASTE EXPENDITURE USES	
Solid Waste Fees	\$721,000	Personal Services	\$80,762
Bag Fees	25,000	Garbage Disposal	405,500
Landscaping & Bulky Item Charges	24,000	Recycling	171,620
Transfer from General Fund	72,100	Bulky Item/Landscaping	83,715
Use of Net Assets	<u>48,000</u>	Hazardous Material	29,500
		Depreciation	28,000
		Other Costs	<u>91,003</u>
Total	<u>\$890,100</u>	Total	<u>\$890,100</u>

Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2012 adopted budget is \$2,349,047, which is \$269,776 or 10.3% less than the FY 2011 budget.

Each household that is available to sewer pays a fee whether connected to the system or not unless a waiver is granted by City Council. The sewer service fee is \$50 bi-monthly for FY 2012, which is the same rate since FY 2006. The sewer availability fee is \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee is \$1.75 hcf. The consumption fee increased in FY 2008 having not been adjusted since FY 1999. The use of reserves is budgeted to offset non-cash depreciation and amortization expenditures.

Approximately 39% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. Personal services accounts for 11% of expenditures and includes salaries and benefits for 4 full time employees for FY 2012. Depreciation and amortization accounts for 26% of the budget. Depreciation and amortization is the process of allocating the cost of property and debt issuances against the fiscal year's revenues; however, the costs have already been paid for in previous periods and capitalized. Since these are expenses that have a non-cash effect in FY 2012 (already paid for in previous years), and since the desire is to keep the fees as low as possible, use of net assets is budgeted to offset depreciation and amortization charges.

- ◆ Sewer Fee \$50 Bi-monthly
- ◆ Availability Fee \$6,000 for new lots
- ◆ Commercial consumption fee \$1.75 hcf

UTILITIES SOURCES OF REVENUE	
Sewer Service Fees	\$1,500,900
Sewer Availability Fee	120,000
Other	26,000
Use of Reserves	<u>702,147</u>
Total	<u>\$2,349,047</u>

UTILITIES EXPENDITURE USES	
Personal Services	\$257,964
Operating Expenses	373,540
Depreciation and Amortization	615,000
Debt Service	918,893
Capital Outlay	53,650
Transfer to General Fund	<u>130,000</u>
Total	<u>\$2,349,047</u>

Parks and Recreation Fund

The Parks and Recreation Fund accounts for parks and recreational activities which are financed by user fees. Field activities include sport programs, instructional classes and senior programs. The pool includes use of pool, swim team, swimming lessons and contracted use of pool. Special events include the Poquoson Seafood Festival and other special events that receive donations or have user fees. The budget for FY 2012 expenditures is \$433,810 which is \$17,590 more than the FY 2011 budget. This budget includes a \$79,200 transfer from the General Fund to help supplement user fees for various activities.

PARKS AND RECREATION SOURCES OF REVENUE	
Field	\$138,630
Pool	71,550
Special Events	144,430
Transfer from General Fund	<u>79,200</u>
Total	<u>\$433,810</u>

PARKS AND RECREATION EXPENDITURE USES	
Field	\$71,353
Pool	118,027
Special Events	<u>144,430</u>
Total	<u>\$433,810</u>

Fleet Management Fund

The Fleet Management Fund is used to account for financing the costs of vehicle parts, vehicle contracted services, gas and oil, and labor for all City and School vehicles and equipment. Costs are charged to City departments and the School Division for the services of the Fleet Management Fund. The adopted budget is \$632,744 in FY 2012, a \$34,625 decrease from the FY 2011 budget. This budget includes the use of \$36,283 of unappropriated fund balance. Decreases are expected in vehicle parts, contracted services and overtime.

FLEET MANAGEMENT SOURCES OF REVENUE	
Parts and Contracted Services	\$158,000
Garage Labor and Overhead	212,961
Gas and Oil Revenues	225,500
Use of Net Assets	<u>36,283</u>
Total	<u>\$632,744</u>

FLEET MANAGEMENT EXPENSE USES	
Personal Services	\$224,196
Fuel and Lubricants	225,500
Parts and Contractors	158,000
Other	<u>25,048</u>
Total	<u>\$632,744</u>

Unbudgeted Needs

There are a number of items which have not been included in the budget due to budget constraints. Some of the more important items include:

Personnel: The Fire Department needs additional firefighter/paramedics although none have been authorized. The City is still well below National Fire Protection Association recommendations for staffing of firefighter/paramedics. The Police Department requested a full time detective to allow the City to actively participate in the Tri-Rivers Drug Task Force on a full time basis as well as an additional patrol officer and a human resources manager. These positions are not funded in the budget. Staffing may not be adequate in Public Works and Mosquito Control for drainage and street repair. The City is also in need of a full time economic development coordinator to promote the economic development strategic plan. However, we were not able to fund these positions due to limited funding. This budget tried to limit the impact of increased health insurance premium costs to the employees and the City. Training and travel included in the budget are for employees who are required to have training to continue with the certifications necessary to perform their jobs.

Capital: The majority of the capital outlay funds in this budget are for library books, AV materials and street materials, curb and gutter repair, and periodical subscription. The plan does not budget for replacement of any police vehicles, other vehicles, or small computer equipment to the extent needed by the departments.

GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2010. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for twenty one consecutive years, we believe our current budget continues to conform to the program requirements. We have tried to incorporate comments for improvement in this document, and will submit this FY 2012 Annual Financial Plan to the GFOA to determine eligibility for another award.

Summary

Since the adoption of the FY 2012 Budget, staff is already at work on the FY 2013 Budget. Early indications are that FY 2013 will continue to present many similar challenges to the upcoming year. Increasing debt service requirements, further reductions in state and federal support, uncertainty in the personal property tax base and potential increases in energy and health insurance costs taken together will likely significantly exceed local revenue growth. What this means to me as City Manager is that the continuing effects of the recession will be felt in the City of Poquoson for at least the next two years, if not longer, and we can look forward to further budget tightening in the years to come.

I would like to thank all those, including the City Council who worked with me in the development of this budget. The task of continually balancing the service needs of our community with the resources available to us has not been an easy one. As City Manager, I am very proud of and thankful for the men and women who comprise our City workforce and School Division who are continually asked to do more with less and for the great job they do.

Respectfully,



James R. Wheeler
City Manager

THE BUDGET PROCESS IN POQUOSON

The Commonwealth of Virginia requires each municipality in Virginia to adopt an annual budget which conforms to certain minimum standards. The purpose of this requirement is to ensure accountability for the public funds entrusted to the City's elected officials. While accountability is certainly an important element, our approach to budget development in Poquoson goes beyond accounting.

The Annual Financial Plan is one of the most important accomplishments by City Council during any fiscal year. Expressed in very simple terms, this budget document is the City's "Plan of Action" for the next year. The document tells the reader where and in what priority the City will apply its resources and what the City expects to accomplish. If we have been successful in our efforts, a reading of this document should give our citizens a fairly good idea of the financial status of our City as well as the progress being made in many service areas.

Departmental budget and agency requests are submitted to the Finance Department in mid-January. The Finance Department reviews the budget with the Departments. Every line item in a departmental budget must be fully justified.

The City Manager and Director of Finance meet with department heads as necessary to review requests. Inevitably, revenue estimates fall short of total departmental requests. It is the responsibility of the City Manager to prepare a budget in which available revenues are budgeted with the proposed expenditures of City departments, regional agencies and the local funding of the School system. In order to accomplish this, the City Manager must recommend reductions in departmental requests or tax increases or a combination of both if necessary.

As a final step, the City Manager's recommended budget is presented to City Council during the month of April. Subsequently, a public hearing and several work sessions take place. During this period City Council may insert expenditures or may increase, decrease, or strike out any expenditure in the recommended budget except for already approved debt service. Within forty days of the budget being presented to Council, but in no event later than the thirty-first day of May, City Council shall approve a budget. If for any reason the Council fails to approve a budget on or before such date, then the budget as submitted by the City Manager shall be the budget for the ensuing year.

It is hoped that this Budget document will assist you in better understanding the workings of Poquoson City Government. If your review of the budget raises any questions, please contact the City Manager's Office.

BUDGET POLICIES

The following brief summary of financial and budgetary principles and policies serve to guide the City in developing the Annual Financial Plan. The major components are as follows:

Financial Planning Policies

Balanced Budgets: All funds are subject to the annual budget process. All operating and capital fund budgets must be balanced – total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year. The Utilities Fund will be self-supporting. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP). The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

Long-Range Planning: Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission adopts the Capital Improvement Plan (CIP); the document then goes to City Council for approval. Approved capital projects are included in the annual budget document to the extent funds are available. The long-term revenue, expenditure, and service

THE BUDGET PROCESS IN POQUOSON

implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating budgets annually. The City will assess the condition of all major capital assets, including buildings, roads, sewer lines, vehicles, and equipment annually.

In preparing the current Annual Financial Plan, the City also looks to its vision included in its Comprehensive Plan. This is the City's long range plan to the physical development of the City. The vision of the City of Poquoson is building a sustainable community. This sustainable community provides for financial stability, retention of citizen disposable income, attraction of outside investment and spending, better circulation for mobility, improved transportation, enhanced recreation and amenities, increased quantity and quality in commercial goods and services and low tax rates.

The General Fund will maintain a minimum of 12% - 15% of total operating expenditures as its unassigned fund balance. Fund Balance of the General Fund shall be used only for emergencies, nonrecurring expenditures, or major capital purchases that cannot be accommodated through current year revenues, financial opportunities to enhance the well being of the City or State budget short falls.

Revenue Policies

Revenue Diversification: The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuation in any one revenue source and ensure its ability to provide ongoing services. The City will identify all revenue and grant options available to the City each year. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Treasurer's Office.

User Fees and Charges: Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Building permit and inspection fees will be reviewed annually.

Recreation program charges will be reviewed annually. In general all efforts will be made to provide programs and activities at an affordable level for the residents while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities. Charges for specialty classes such as baton, drama, etc. will be set at a level to encourage maximum participation, and also enable 70% to 80% of program receipts to be used to compensate instructors. Team sports participation fees will also be set to encourage maximum participation, while still recovering all direct program costs.

Admission and rental fees for the City pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating the facility. The City encourages membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy the pool.

The City's Utilities Fund will be self-supporting. Sewer charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs – including operations, capital outlay, and debt service.

Use of One-time or Limited-time Revenues: To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

Expenditure Policies

Operating/Capital Expenditure Accountability: The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash flow needs. Future operating costs associated with new capital improvements will be projected and included in operating budgets. Capital Improvement Program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

THE BUDGET PROCESS IN POQUOSON

The budgets for all funds shall be controlled at the department level. Expenditures may not exceed total appropriations for any department without approval from the City Council. All operating fund appropriations will lapse at fiscal year-end, except appropriations in the Capital Fund. These monies can be used over a three year period. The City will include a contingency line item in the General Fund to be administered by the City Manager to meet unanticipated expenditures of a non-recurring nature. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council quarterly financial reports comparing actual revenues and expenditures with budgeted amounts.

Fund Balance Reserve

Fund Balance reflects the accumulation of excess revenues over expenditures. The City adopted a new fund balance policy in FY 2010. The Unassigned General Fund balance at the close of the fiscal year shall be equal to 12% - 15% of the total General Fund expenditures. The City will also begin to build a fiscal stability reserve of at least \$1 million. This unobligated portion of fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies or unforeseen circumstances.

Debt Policy

The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the lowest interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services. During FY 2010, the City adopted three debt policies to help insure and promote long term financial stability. The City's tax supported debt service as a percentage of General government expenditures should not exceed 10%, the tax supported debt of the City shall not exceed 3% of the total assessed value and the City shall retire at least 50% of the principle amount of the City's tax supported debt within 10 years. The City does not issue long-term debt to finance current operations.

A five-year Capital Improvements Program is developed and updated annually along with corresponding anticipated funding sources. Capital projects financed through either bank qualified borrowing or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.

Investment Policy

The following is a brief synopsis of the investment policy of the City of Poquoson. The Treasurer of the City of Poquoson is an elected Constitutional Officer, whose responsibility, in part, is to invest funds in an expedient and prudent manner, meeting or exceeding all statutes and guidelines governing the investment of public funds in Virginia.

Cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the funds based on their respective participation and in accordance with generally accepted accounting principles.

The primary objectives of investment activities shall be safety, liquidity and yield. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

THE BUDGET PROCESS IN POQUOSON

Copies of the City's comprehensive investment policy, including the objectives, allowable investments, quality, maturity restrictions, prohibited securities, and additional requirements are available at the Treasurer's Office.

BUDGET AMENDMENT PROCESS

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds between budget line items within a departmental budget. Revisions that alter total appropriations for a department must be approved by City Council. Therefore, the level of control at which expenditures may not exceed appropriations is the total expenditure level of each department. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.

ORGANIZATION OF BUDGET

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report. The City Budget includes all funds where financial transactions are recorded. The following fund types are used by the City:

Governmental Funds

- * **General Fund:** Used to account for all revenues and expenditures applicable to the general operations of the City, which are not accounted for in other funds.
- * **Debt Service Fund:** Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- * **Capital Projects Fund:** Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds.)
- * **Special Revenue Fund:** Used to account for resources and expenditures related to state and federal grants for community development and public safety.

The General Fund of the City is divided into functional areas, such as General Administration, Public Safety, Public Works, Health & Welfare, etc. Each department within a functional area has its own budget, for example, Police and Fire within the functional area of Public Safety. The Budget format presents expenditures by functional area and departments within a specific function.

Proprietary Funds

Proprietary Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of operating and providing services to the general public is completely or partially financed from user charges; or (b) where the governing body has determined that the periodic determination of net results of operations is appropriate for management control and accountability.

THE BUDGET PROCESS IN POQUOSON

Proprietary Funds include:

- * **Solid Waste Enterprise Fund**
- * **Utilities Enterprise Fund**
- * **Parks & Recreation Enterprise Fund**
- * **Fleet Management Internal Service Fund**

BUDGETARY BASIS

Budgets are prepared on the modified accrual basis of accounting for all funds. Encumbrance accounting, under which applicable appropriations are reserved for outstanding purchase orders, is employed as an extension of the formal budgetary integration in the General Fund. Encumbrances outstanding at year-end are reported as a Reservation of Fund Balance since they do not constitute expenditures or liabilities. Unexpended and unencumbered appropriations lapse at the end of the fiscal year. Program and project budgets are utilized in the Capital Projects Fund where appropriations remain open for three years.

Governmental Funds use the modified accrual basis for financial reporting purposes. Proprietary Funds are budgeted on the modified accrual basis but use full accrual basis for financial reporting purposes. For budget purposes, Proprietary Funds include capital expenditures that are paid for out of the funds, but capitalize these for financial reporting purposes. Large capital expenditures in the Utilities Fund that are paid for out of bond proceeds are not budgeted, rather capitalized when incurred.

In the Utilities Fund, payments received on Notes Receivable are considered revenue and payments made on debt principal are considered expenditures for budget purposes. For financial reporting purposes these items affect the balance sheet.

DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

The City Manager imparts to the departments at the beginning of the budget cycle the tone and the focus of the overall Budget. This information is based on revenue estimates and guidance from City Council on staffing changes, controlling costs, and maintaining tax rates.

During the fall of every year, each department develops individually their overall goals and objectives to be attained during the coming year. The aforementioned provides the basic operating direction for each department. This information is presented within each department's budget.

The Budget document is striving to provide information regarding performance or the measurement of performance per department. However, departmental objectives are usually monitored by the City Manager through frequent meetings with the department head. In addition, each department establishes efficiency and effectiveness measures in regards to their operations.

Budgetary control is maintained on a line-item basis. The Budget is monitored by the issuance of Monthly Management Reports. These reports indicate actual financial results compared to Budget and are reviewed thoroughly by the Finance Department. These reports are forwarded to City Departments and the City Manager for their analysis and management.

THE BUDGET PROCESS IN POQUOSON

Purchases of goods and services must be accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to ensure that an over-spent condition does not exist per Budget line item.

CAPITAL IMPROVEMENTS PROGRAM

The CIP is a planning and budgeting tool that identifies the necessary capital projects for the City of Poquoson over the five-year period. The plan is reviewed and updated annually. Early in the budget process, the plan is reviewed by the Poquoson Planning Commission. Once the CIP is adopted by the Planning Commission, the document then goes to City Council for approval. Projects in the CIP are incorporated in the Annual Financial Plan to the extent funds are available.

The FY 2012 – Beyond FY 2016 CIP prepared by staff was presented to Poquoson Planning Commission on December 2, 2010. The Planning Commission held a Public Hearing on January 20, 2011. The Planning Commission adopted the CIP Plan on January 20, 2011. The Plan was submitted to City Council on February 14, 2011 and adopted on March 28, 2011 with several amendments incorporated into the plan.

Generally, the basis for the CIP can be found in the Comprehensive Plan. The Comprehensive Plan attempts to address how Poquoson will sustain itself at the beginning of the 21st century. It provides strategies for preserving property rights and developing land use policies, providing governmental services and facilities, encouraging economic development, and meeting transportation needs of the City. The CIP in combination with the Comprehensive Plan should assist with determining and balancing long-term needs, setting priorities, and addressing capital problems before they become critical. The Comprehensive Plan was adopted by City Council on September 28, 2009 and staff is currently implementing the recommendations within the document as outlined in the work program.

FY 2012 BUDGET CALENDAR

DECEMBER 2010

- | | | |
|---|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | Thursday | Budget letter request mailed to Outside Agencies. |
| 9 | Thursday | Budget preparation instructions distributed to Department Heads Including FY 2009 and FY 2010 Actual Expenses, FY 2011 Revised Budget and FY 2012 Request Departmental Budgets. |

JANUARY 2011

- | | | |
|----|---------|-----------------------------------------------------------------------------|
| 14 | Friday | FY 2012 Departmental Expenditure Budget Requests due to Finance. |
| 14 | Friday | Outside Agency budget requests due. |
| 14 | Friday | Advertise Pre-Budget Public Hearing on January 24, 2011. |
| 18 | Tuesday | Finance begins review of Departmental Budget Requests. |
| 24 | Monday | Departmental Budget hearings with City Manager and Finance Director begins. |
| 24 | Monday | FY 2012 Pre-Budget Public Hearing. |

FEBRUARY 2011

- | | | |
|----|--------|----------------------------------|
| 25 | Friday | School Board Budget Request due. |
|----|--------|----------------------------------|

MARCH 2011

- | | | |
|----|--------|--------------------------------------------------------------------------------------------------------|
| 11 | Friday | Final adjustments by Finance Department and City Manager to FY 2012 Proposed Revenue and Expenditures. |
|----|--------|--------------------------------------------------------------------------------------------------------|

FY 2012 BUDGET CALENDAR

APRIL 2011

- | | | |
|-----------|-----------|------------------------------------------------------------------------------------------------------|
| 7 | Thursday | Proposed Budget FY 2012 Budget distributed to City Council Members. |
| 11
and | Monday | Presentation to City Council and public of proposed real estate personal property tax rate and fees. |
| 13 | Wednesday | Publish notice of April 25, 2011 Public Hearing and proposed tax rates and fees. |
| 25 | Monday | Public Hearing on Budget at City Council Meeting and Budget Work Session prior to Council Meeting. |

MAY 2011

- | | | |
|---|--------|-----------------------------------------------------|
| 9 | Monday | Adoption of FY 2012 Budget at City Council meeting. |
|---|--------|-----------------------------------------------------|

SUMMARY OF TAX RATES AND FEES

	FY 2009 Approved	FY 2010 Approved	FY 2011 Approved	FY 2012 Approved
<u>General Fund Taxes and Fees</u>				
Real Estate Tax	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.92/\$100 AV
Public Service Corporation	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.92/\$100 AV
Personal Property Tax				
Automobiles	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boats	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Recreation Vehicles	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Homes	\$0.81/\$100 AV 1st Half			
Mobile Homes	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.92/\$100 AV 2nd Half
Meals Tax (food and beverage)	5.5%	5.5%	5.5%	5.5%
Cigarette Tax	\$.10 per pack			
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
<u>Solid Waste Fund Fees</u>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	Fee based on Size			
Landscaping Debris Charges	\$12 per pickup	\$30 per pickup	\$30 per pickup	\$30 per pickup
Bulky Item Pickup	4 free/yr; then \$30 ea	1 free/yr; then \$30 ea	1 free/yr; then \$30 ea	1 free/yr; then \$30 ea
Bulky Drop-off at City Hall	n/a	n/a	Free	Free
<u>Utilities Fund Fees</u>				
Sewer Service Fees				
Commercial	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf
Residential	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

***Rate changes are shown in bold.**

AV = Assessed Valuation

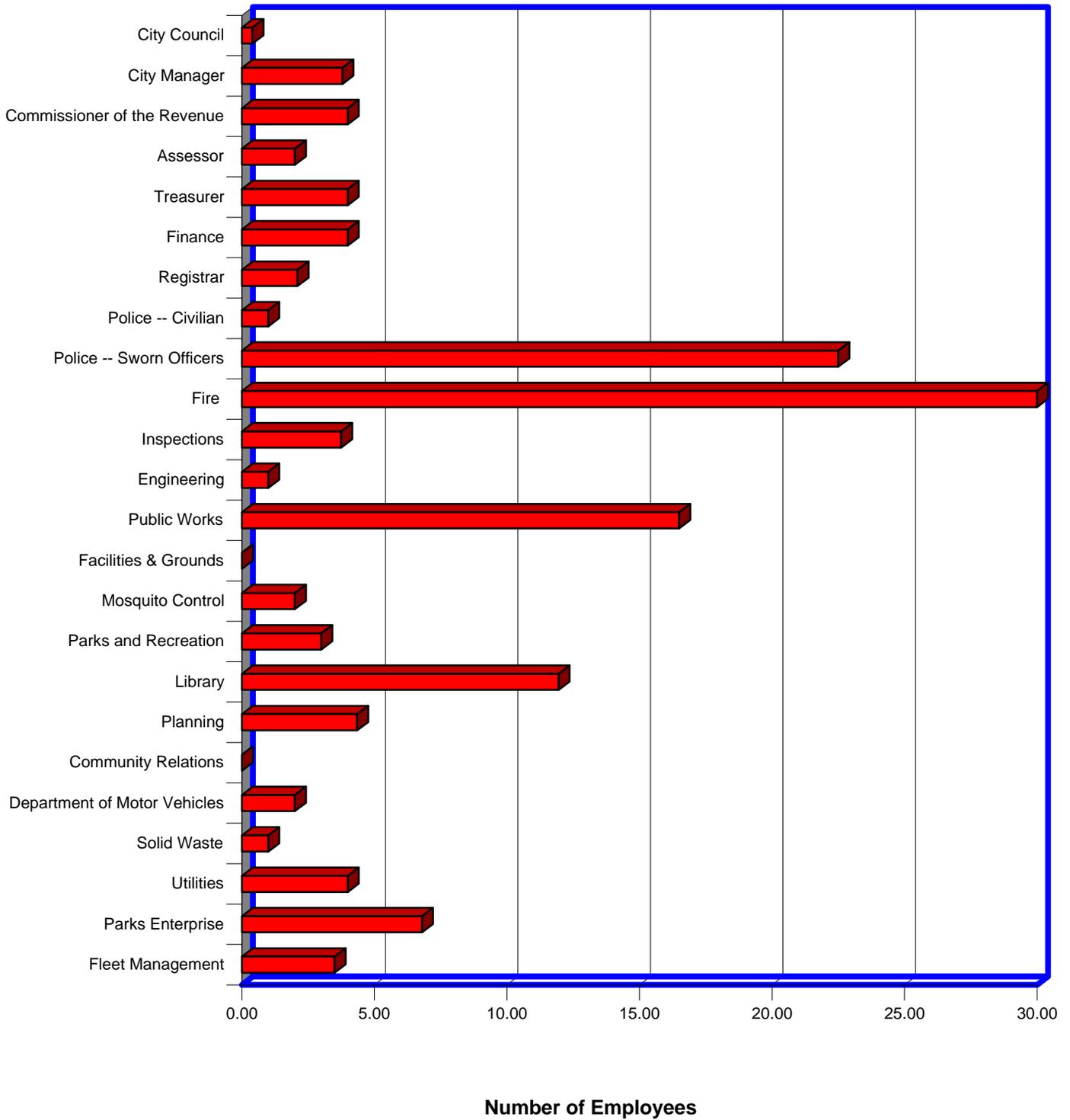
SC = Service Charge

hcf = 100 cubic feet

PERSONNEL POSITIONS

<u>Departments and Funds</u>	<u>FY 2009 Authorized FTE</u>	<u>FY 2010 Authorized FTE</u>	<u>FY 2011 Adopted FTE</u>	<u>FY 2012 Adopted FTE</u>
City Council	0.40	0.40	0.40	0.40
City Manager	4.80	3.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00
Assessor	3.00	2.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10
Police -- Sworn Officers	22.50	22.50	22.50	22.50
Police -- Civilian	2.00	1.00	1.00	1.00
Fire	30.00	30.00	30.00	30.00
Inspections	4.00	3.00	3.75	3.75
Engineering	1.00	1.00	1.00	1.00
Public Works	15.50	14.50	16.50	16.50
Facilities & Grounds	1.00	2.00	0.00	0.00
Mosquito Control	2.00	2.00	2.00	2.00
Parks and Recreation	4.25	3.00	3.00	3.00
Library	11.95	11.95	11.95	11.95
Planning	5.45	4.45	4.35	4.00
Community Relations	2.50	0.00	0.00	0.00
Department of Motor Vehicles	2.00	2.00	2.00	2.00
Total General Fund	<u>126.45</u>	<u>117.70</u>	<u>118.35</u>	<u>118.00</u>
Solid Waste	2.00	1.00	1.00	1.00
Utilities	4.00	4.00	4.00	4.00
Parks and Recreation Enterprise	6.80	6.80	6.80	6.80
Fleet Management	4.50	3.50	3.50	3.50
Total Departments and Funds	<u><u>143.75</u></u>	<u><u>133.00</u></u>	<u><u>133.65</u></u>	<u><u>133.30</u></u>

PERSONNEL POSITIONS IN FY 2012



SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Budget	FY 2012 Adopted Budget
General Fund	\$ 23,387,951	\$ 23,732,307	\$ 23,360,306	\$ 23,361,317	\$ 23,172,218
Debt Service	7,360,352	18,391,593	9,488,314	9,488,314	2,052,246
Capital Projects	2,811,729	598,893	1,490,067	1,406,212	505,800
Special Revenue	577,164	(23,785)	-	-	-
Solid Waste Enterprise	586,277	789,010	851,299	851,299	890,100
Utilities Enterprise	1,557,722	1,517,781	2,618,823	2,618,823	2,349,047
Parks and Recreation Enterprise	413,236	324,403	416,220	416,220	433,810
Fleet Management Internal Service	677,711	625,042	667,369	667,369	632,744
Facilities Improvement	-	-	-	-	-
TOTAL REVENUE AND TRANSFERS	37,372,142	45,955,244	38,892,398	38,809,554	30,035,965
Less: Interfund Transfers	2,678,519	2,548,735	2,284,842	2,284,842	2,383,546
TOTAL REVENUE	\$ 34,693,623	\$ 43,406,509	\$ 36,607,556	\$ 36,524,712	\$ 27,652,419

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Budget	FY 2012 Proposed Budget
General Fund	\$ 23,194,682	\$ 22,752,442	\$ 23,360,306	\$ 23,360,306	\$ 23,172,218
Debt Service	7,458,333	2,559,611	9,488,314	9,488,314	2,052,246
Capital Projects	7,110,450	838,069	1,413,618	1,413,618	505,800
Special Revenue	572,255	8,292	-	-	-
Solid Waste Enterprise	768,565	766,921	851,299	851,299	890,100
Utilities Enterprise	1,664,743	1,815,334	2,618,823	2,618,823	2,349,047
Parks and Recreation Enterprise	463,662	401,006	416,220	416,220	433,810
Fleet Management Internal Service	664,977	638,789	667,369	667,369	632,744
Facilities Improvement	-	-	-	-	-
TOTAL EXPENDITURES AND TRANSFER	41,897,667	29,780,464	38,815,949	38,815,949	30,035,965
Less: Interfund Transfers	2,808,519	2,676,217	2,284,842	2,284,842	2,383,546
TOTAL EXPENDITURES	\$ 39,089,148	\$ 27,104,247	\$ 36,531,107	\$ 36,531,107	\$ 27,652,419

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
	General Fund		
General Property Taxes	\$ 16,023,000	Personal Services	\$ 5,556,726
Other Local Taxes	2,477,500	Employee Benefits	2,508,833
Permits Licenses & Fees	72,400	Purchased Services	807,063
Fines & Forfeitures	53,100	Internal Services	326,136
Use of Money & Property	196,533	Other Charges	1,340,651
Charges for Services	298,800	Contributions to Agencies	141,185
Miscellaneous Revenue	66,000	Materials & Supplies	153,437
State Non-Categorical Aid	1,988,435	Payment to Joint Operations	1,190,242
State Categorical Aid	216,985	Capital Outlay	229,046
State Other Categorical Aid	1,358,938	Transfer to Debt Service Fund	2,052,246
Federal Revenue	5,500	Transfer to Capital Projects Fund	50,000
Transfer from Sewer Fund	130,000	Transfer to Parks & Recreation	79,200
Transfer from Unappropriated Fund Balance	<u>285,027</u>	Transfer to Solid Waste	72,100
		Transfer to Economic Development Authority	12,000
		School Contribution	<u>8,653,353</u>
Total	<u>\$ 23,172,218</u>	Total	<u>\$ 23,172,218</u>
	Debt Service Fund		
Transfer from General Fund	<u>\$ 2,052,246</u>	School Debt Service	\$ 1,443,695
Total	<u>\$ 2,052,246</u>	City Debt Service	<u>608,551</u>
		Total	<u>\$ 2,052,246</u>
	Capital Projects Fund		
State Revenue	\$ 455,800	City Capital Outlay	<u>\$ 505,800</u>
Transfer from General Fund	50,000	Total	<u>\$ 505,800</u>
Total	<u>\$ 505,800</u>		
	Special Revenue Fund		
N/A		N/A	
	Solid Waste Fund		
Charges for Services - Solid Waste Fees	\$ 721,000	Personal Services	\$ 53,466
Charges for Services - Other	49,000	Employee Benefits	27,296
Use of Reserve	48,000	Purchased Services	460,200
Transfer from General Fund	<u>72,100</u>	Internal Services	60,678
		Other Charges	9,230
		Materials & Supplies	6,395
		Payment to Joint Operations	244,835
		Depreciation	<u>28,000</u>
Total	<u>\$ 890,100</u>	Total	<u>\$ 890,100</u>

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
Utilities Fund			
Charges for Services - Sewer Service Fees	\$ 1,500,900	Personal Services	\$ 176,606
Sewer Availability Fees	120,000	Employee Benefits	81,358
Late Payment Fees	26,000	Purchased Services	250,500
Transfer from Unrestricted Net Assets	<u>702,147</u>	Internal Services	20,664
		Other Charges	93,026
		Materials & Supplies	9,350
		Depreciation & Amortization	615,000
		Debt Service	918,893
		Transfer to General Fund	130,000
		Capital Outlay	53,650
Total	<u>\$ 2,349,047</u>	Total	<u>\$ 2,349,047</u>
Parks & Recreation Fund			
Charges for Services - Field	\$ 138,630	Personal Services	\$ 129,325
Charges for Services - Pool	71,550	Employee Benefits	39,183
Charges for Services - Special Events	144,430	Purchased Services	219,102
Transfer from General Fund	<u>79,200</u>	Other Charges	10,800
		Materials & Supplies	14,275
		Depreciation	17,125
		Capital Outlay	4,000
Total	<u>\$ 433,810</u>	Total	<u>\$ 433,810</u>
Fleet Fund			
Internal Service Revenue - City	\$ 408,130	Personal Services	\$ 155,141
Internal Service Revenue - Schools	188,331	Employee Benefits	69,055
Transfer from Unrestricted Net Assets	<u>36,283</u>	Purchased Services	45,426
		Other Charges	11,666
		Materials & Supplies	345,657
		Capital Outlay	3,585
		Depreciation	<u>2,214</u>
Total	<u>\$ 632,744</u>	Total	<u>\$ 632,744</u>

SUMMARY OF FUND BALANCE OR NET ASSETS/(DEFICIT) BY FUND

	General Fund	Debt Service	Capital Projects Fund	Special Revenue Fund	Solid Waste Fund	Utilities Fund	Parks & Recreation Fund	Fleet Management Fund
Beginning Fund Balance - 7/1/2008	3,661,364	258,724	5,447,801	27,168	477,080	6,353,682	142,513	127,496
Actual FY 2009 Revenues	23,387,951	7,347,739	2,811,729	577,164	586,277	1,557,722	413,236	677,711
Actual FY 2009 Expenditures	(23,194,682)	(7,458,333)	(7,110,450)	(572,255)	(768,565)	(1,664,743)	(463,662)	(664,977)
Ending Fund Balance - 6/30/2009	\$ 3,854,633	\$ 148,130	\$ 1,149,080	\$ 32,077	\$ 294,792	\$ 6,246,661	\$ 92,087	\$ 140,230
Beginning Fund Balance - 7/1/2009	3,854,633	148,130	1,149,080	32,077	294,792	6,246,661	92,087	140,230
Actual FY 2010 Revenues	23,732,307	2,411,481	598,893	(23,785)	789,010	1,517,781	324,403	625,042
Actual FY 2010 Expenditures	(22,752,442)	(2,559,611)	(838,069)	(8,292)	(766,921)	(1,815,334)	(401,006)	(638,789)
Ending Fund Balance - 6/30/2010	\$ 4,834,498	\$ -	\$ 909,904	\$ -	\$ 316,881	\$ 5,949,108	\$ 15,484	\$ 126,483
Beginning Fund Balance - 7/1/2010	4,834,498	-	909,904	-	316,881	5,949,108	15,484	126,483
Estimated FY 2011 Revenues	23,361,317	9,571,397	815,975	-	748,100	1,635,132	399,095	633,569
Estimated FY 2011 Expenditures	(23,360,306)	(9,571,397)	(1,413,618)	-	(851,299)	(2,618,823)	(416,220)	(667,369)
Projected Fund Balance - 6/30/2011	\$ 4,835,509	\$ -	\$ 312,261	\$ -	\$ 213,682	\$ 4,965,417	\$ (1,641)	\$ 92,683
Beginning Fund Balance - 7/1/2011	4,835,509	-	312,261	-	213,682	4,965,417	(1,641)	92,683
Estimated FY 2012 Revenues	22,887,191	2,052,246	505,800	-	842,100	1,646,900	433,810	596,461
Estimated FY 2012 Expenditures	(23,172,218)	(2,052,246)	(505,800)	-	(890,100)	(2,349,047)	(433,810)	(632,744)
Projected Fund Balance - 6/30/2012	\$ 4,550,482	\$ -	\$ 312,261	\$ -	\$ 165,682	\$ 4,263,270	\$ (1,641)	\$ 56,400

GENERAL FUND - SUMMARY

General Fund Description

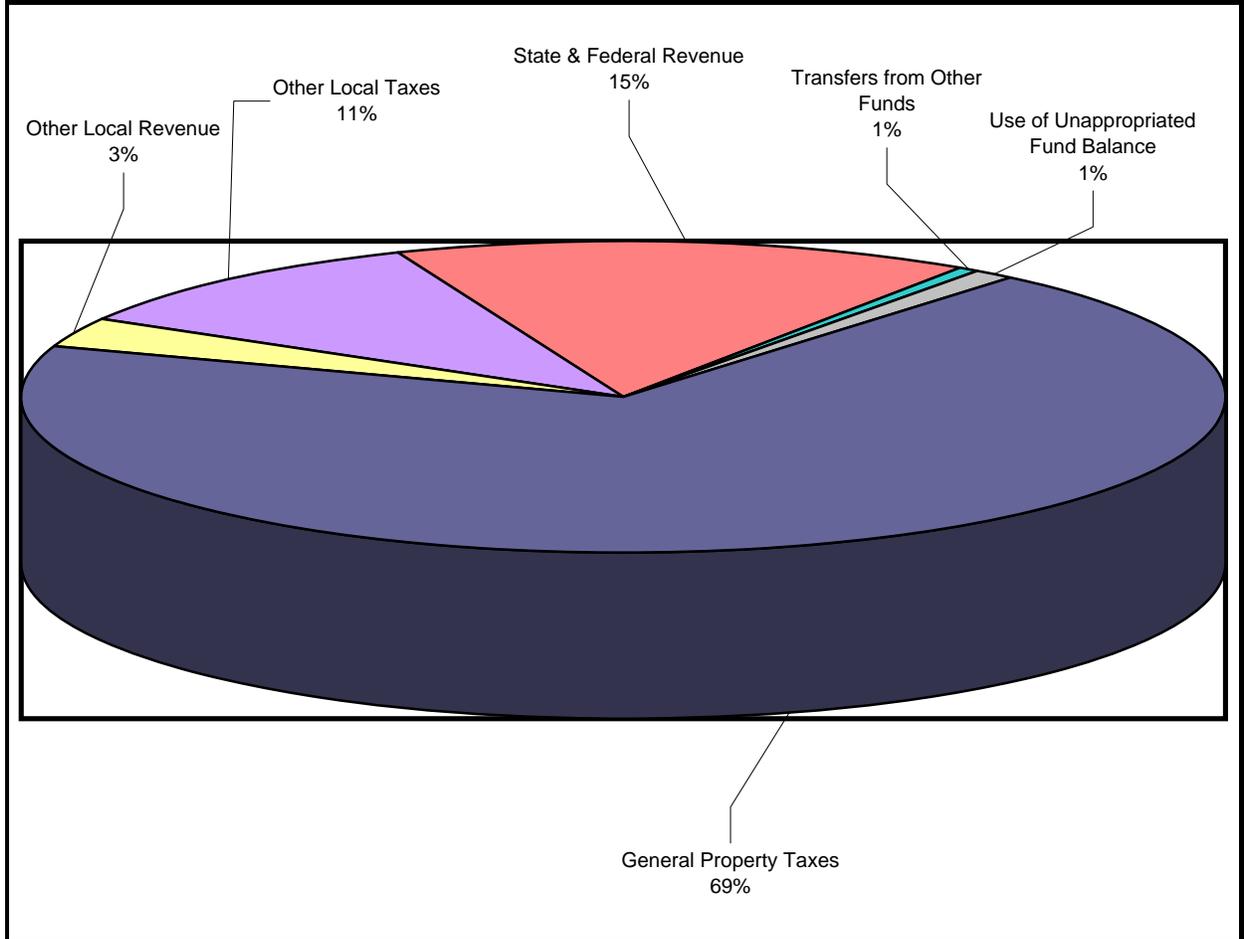
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part of the General Fund's revenues is transferred to the Poquoson Public Schools (the component unit) to fund the operation of the City's school system. Primary expenditures are for public safety, public works, health and welfare, parks, recreation and cultural, and the general administration of the City.

General Fund Projection of Fund Balance (Budgetary Basis)

Beginning Fund Balance - 6/30/2008		\$ 3,661,364
Actual FY 2009 Revenues	\$ 23,387,951	
Actual FY 2009 Expenditures	<u>(23,194,682)</u>	193,269
Fund Balance - 6/30/2009		<u>\$ 3,854,633</u>
Actual FY 2010 Revenues	\$ 23,732,307	
Actual FY 2010 Expenditures	<u>(22,752,442)</u>	979,865
Fund Balance - 6/30/2010		<u>\$ 4,834,498</u>
Estimated FY 2011 Revenues	\$ 23,361,317	
Estimated FY 2011 Expenditures	<u>(23,360,306)</u>	1,011
Projected Fund Balance - 6/30/2011		<u>\$ 4,835,509</u>
Estimated FY 2012 Revenues	\$ 22,887,191	
Estimated FY 2012 Expenditures	<u>(23,172,218)</u>	<u>(285,027)</u>
Projected Fund Balance - 6/30/2011		<u><u>\$ 4,550,482</u></u>

GENERAL FUND - SUMMARY

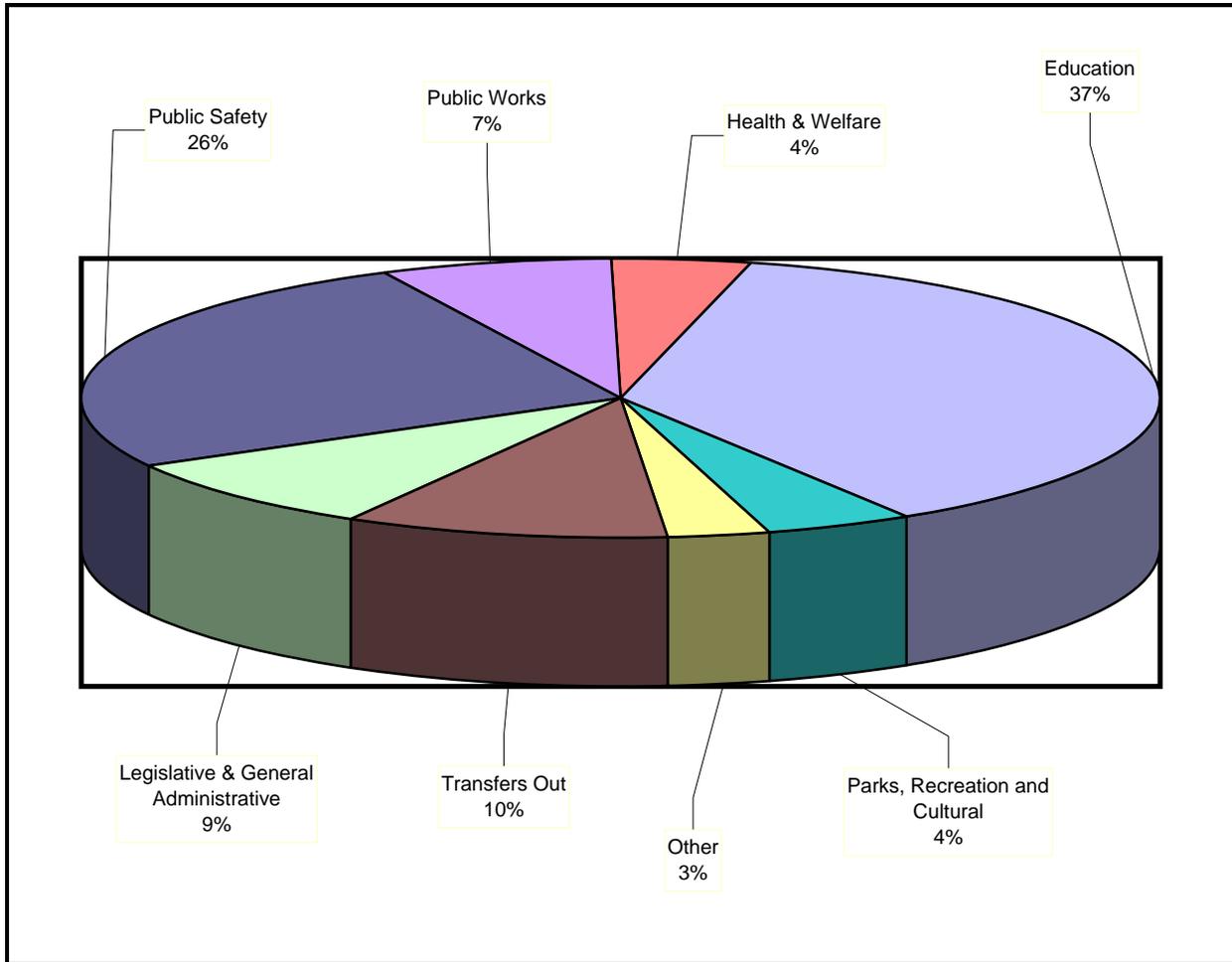
General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
General Property Taxes	\$ 15,911,100	\$ 16,023,000
Other Local Revenue	671,408	686,833
Other Local Taxes	2,454,500	2,477,500
State & Federal Revenue	3,725,192	3,569,858
Transfers from Other Funds	130,000	130,000
Transfer from Fleet Fund	31,200	-
Use of Unappropriated Fund Balance	437,917	285,027
TOTAL	<u>\$ 23,361,317</u>	<u>\$ 23,172,218</u>

GENERAL FUND - SUMMARY

General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Legislative & General Administrative	\$ 2,120,206	\$ 2,014,880
Public Safety	6,093,014	5,944,277
Public Works	1,588,809	1,602,321
Health & Welfare	1,071,448	988,364
Education	8,605,697	8,653,353
Parks, Recreation and Cultural	997,145	1,030,778
Other	760,345	672,699
Transfers Out	2,123,642	2,265,546
TOTAL	<u>\$ 23,360,306</u>	<u>\$ 23,172,218</u>

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
LOCAL REVENUE:							
<u>GENERAL PROPERTY TAXES</u>							
Real Estate-Current Tax	\$ 13,345,370	\$ 13,411,379	\$ 13,487,930	\$ 13,487,930	\$ 13,348,000	\$ (139,930)	-1.0%
Delinquent Real Estate Taxes	106,283	100,043	90,000	90,000	90,000	-	0.0%
Public Service Corp.	109,197	137,777	140,000	140,000	138,000	(2,000)	-1.4%
Personal Property-Current Tax	2,238,132	2,203,586	2,030,000	2,030,000	2,250,000	220,000	10.8%
Delinquent Personal Property Taxes	97,422	47,619	40,000	40,000	40,000	-	0.0%
Penalties and Interest	138,018	123,433	109,000	123,170	157,000	48,000	44.0%
TOTAL GENERAL PROPERTY TAXES	16,034,422	16,023,837	15,896,930	15,911,100	16,023,000	126,070	0.8%
<u>OTHER LOCAL TAXES</u>							
Local Sales Tax	490,342	475,946	490,000	490,000	502,000	12,000	2.4%
Communications Sales & Use Tax	439,558	425,432	400,500	425,500	420,000	19,500	4.9%
Meals Tax	541,727	511,639	520,000	520,000	510,000	(10,000)	-1.9%
Consumer Utility Tax	285,776	276,745	275,000	275,000	280,000	5,000	1.8%
Consumption Tax	38,931	41,937	39,500	39,500	41,500	2,000	5.1%
Business License Tax	433,721	400,260	400,000	400,000	400,000	-	0.0%
Cigarette Tax	60,372	68,192	70,000	70,000	60,000	(10,000)	-14.3%
Other Local Taxes	247,127	251,781	266,000	234,500	264,000	(2,000)	-0.8%
TOTAL OTHER LOCAL TAXES	2,537,554	2,451,932	2,461,000	2,454,500	2,477,500	16,500	0.7%
TOTAL PERMITS, LICENSES & FEES	83,775	70,947	75,400	78,039	72,400	(3,000)	-4.0%
TOTAL FINES & FORFEITURES	46,859	54,836	44,100	48,510	53,100	9,000	20.4%
<u>USE OF MONEY & PROPERTY</u>							
Interest on Investments	56,004	14,008	37,259	37,259	32,733	(4,526)	-12.1%
Rental of Property	123,667	142,130	135,300	135,300	163,800	28,500	21.1%
TOTAL USE OF MONEY & PROPERTY	179,671	156,138	172,559	172,559	196,533	23,974	13.9%
TOTAL CHARGES FOR SERVICES	55,909	217,372	296,800	296,800	298,800	2,000	0.7%
TOTAL MISCELLANEOUS REVENUE	57,742	60,625	75,500	75,500	66,000	(9,500)	-12.6%
TOTAL LOCAL REVENUE	\$ 18,995,932	\$ 19,035,687	\$ 19,022,289	\$ 19,037,008	\$ 19,187,333	\$ 165,044	0.9%

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
STATE REVENUE:							
<u>NON-CATEGORICAL AID</u>							
PPTRA AID	\$ 1,923,431	\$ 1,923,431	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ -	0.0%
DMV Profit	120,150	138,593	125,000	125,000	105,000	(20,000)	-16.0%
Reimbursement to Commonwealth	(41,169)	(41,510)	(50,500)	(50,500)	(42,000)	8,500	-16.8%
Other Aid	1,084	5,156	2,000	2,000	2,000	-	0.0%
TOTAL NON-CATEGORICAL AID	2,003,496	2,025,670	1,999,935	1,999,935	1,988,435	(11,500)	-0.6%
<u>CATEGORICAL AID</u>							
TOTAL SHARED EXPENSES	274,901	254,482	224,299	224,299	216,985	(7,314)	-3.3%
<u>OTHER CATEGORICAL AID:</u>							
State 599 Funds (Police)	266,842	244,563	241,671	241,671	233,207	(8,464)	-3.5%
Street & Highway Maintenance	777,212	840,000	775,800	775,800	775,000	(800)	-0.1%
Library Aid	151,562	145,280	145,280	131,572	136,273	(9,007)	-6.2%
Comprehensive Services Act	255,447	290,993	250,000	250,000	173,290	(76,710)	-30.7%
Police Grants	29,466	21,874	-	-	-	-	n/a
Fire and EMS Grants	46,183	54,180	40,299	40,299	41,168	869	2.2%
Wireless E911 PSAP	12,938	-	-	-	-	-	n/a
Other State Revenue	25,027	63,015	5,910	5,910	-	(5,910)	-100.0%
TOTAL OTHER CATEGORICAL AID	1,564,677	1,659,905	1,458,960	1,445,252	1,358,938	(100,022)	-6.9%
TOTAL CATEGORICAL AID	1,839,578	1,914,387	1,683,259	1,669,551	1,575,923	(107,336)	-6.4%
TOTAL STATE REVENUE	3,843,074	3,940,057	3,683,194	3,669,486	3,564,358	(118,836)	-3.2%
FEDERAL REVENUE:							
COPS Fast Grant	30,000	-	-	-	-	-	n/a
Police Grants	24,597	25,230	33,806	33,806	-	(33,806)	-100.0%
Plum Tree Island Refuge	3,539	3,326	3,500	3,500	3,500	-	0.0%
FEMA Public Assistance Grant	-	243,000	-	-	-	-	n/a
FEMA Emergency Response Plan	24,624	-	-	-	-	-	n/a
DHS and Citizen Corps Grants	3,476	47,724	16,400	16,400	-	(16,400)	-100.0%
Other Federal Revenue	7,216	7,283	2,000	2,000	2,000	-	0.0%
TOTAL FEDERAL REVENUE	93,452	326,563	55,706	55,706	5,500	(50,206)	-90.1%
TOTAL GENERAL FUND REVENUE	22,932,458	23,302,307	22,761,189	22,762,200	22,757,191	(3,998)	0.0%
TRANSFERS IN:							
Transfer from Sewer Fund	130,000	130,000	130,000	130,000	130,000	-	0.0%
Transfer from Capital Projects Fund	25,400	-	-	-	-	-	n/a
Transfer from Fleet Fund	-	-	31,200	31,200	-	(31,200)	-100.0%
Transfer from School Board	300,093	300,000	-	-	-	-	n/a
Transfer from Unapprop. Fund Bal.	-	-	437,917	437,917	285,027	(152,890)	-34.9%
TOTAL TRANSFERS IN	455,493	430,000	599,117	599,117	415,027	(184,090)	-30.7%
TOTAL REVENUE & TRANSFERS IN	\$ 23,387,951	\$ 23,732,307	\$ 23,360,306	\$ 23,361,317	\$ 23,172,218	\$ (188,088)	-0.8%

REVENUE DETAIL

LOCAL REVENUE

General Property taxes account for 84% of locally generated revenues. Included in this category are levies made on real and personal property of City residents and businesses.

REAL ESTATE TAX:

The real estate property tax on residential, commercial land and buildings in the City is adopted at a rate of \$0.92 per \$100 of assessed value. Each cent of tax brings approximately \$149,000 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value and FY 2012 is a reassessment year.

Residential growth projections in FY 2012 are based on new houses and other residential improvements estimated in value at \$7,000,000, to be built throughout the year. This will bring approximately \$53,400 in additional tax revenue during FY 2012.

FY 2012 Real Estate Revised Budget Estimate	\$13,502,600
Tax Relief and Deferral	(208,000)
FY 2012 Residential growth \$7,000,000 on new assessments of new homes and other residential improvements	<u>53,400</u>
FY 2012 Real Estate Budget	<u>\$13,348,000</u>

Real estate taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. In addition, interest of 10% per annum is assessed on unpaid balances beginning in the month following the month in which the tax is due.

PUBLIC SERVICE CORPORATION TAXES:

The State Corporation Commission assesses a tax on the value of the real estate and personal property of all public service corporations; such as, Dominion Virginia Power, Virginia Natural Gas, Verizon and Cox Communications. The Commissioner of the Revenue certifies the levy as submitted by the State Corporation Commission.

Public service corporations are taxed at the same rate as real estate. The State Corporation Commission assesses public service corporations and we are estimating that assessments will be \$17,000,000 in FY 2012 which is a decrease of \$300,000 from FY 2011.

REVENUE DETAIL

PERSONAL PROPERTY TAX:

The City imposes a tax on tangible personal property of businesses and individuals, including motor vehicles, business equipment, boats, recreational vehicles (RV's), and trailers.

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the proposed FY 2012 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for boats and recreational vehicles a \$1.50 tax rate per \$100 of assessed value. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the real estate rate of \$0.92 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2012 personal property tax revenue is \$4,173,435 a \$220,000 increase over the FY 2011 estimated budget. We are seeing approximately 4% of our citizens' personal property increase in value.

Personal property taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

The Personal Property Tax Relief Act of 1998 (PPTRA) established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assemblies made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually which became effective in FY 2008. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2011.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54% of personal property tax in FY 2012. The break out between local taxes and state aid is as follows for FY 2012 Personal Property tax revenue.

<u>Local Taxes = 54%</u>	<u>State Aid = 46%</u>	<u>Total</u>
\$ 2,250,000	\$ 1,923,435	\$ 4,173,435

REVENUE DETAIL

LOCAL SALES TAX:

Since July 1, 2004, the Virginia State Sales Tax rate is 5.0%. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2012, it is expected to increase slightly from FY 2011 budget to \$502,000. This projection is based on commercial retail sales in the City.

MEALS TAX:

A 5.5% tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2012, revenue is expected to decrease slightly.

COMMUNICATIONS SALES & USE TAX:

The 2006 Virginia General Assembly completed a major restructuring of telecommunication taxes. Effective January 1, 2007, a statewide Communications Sales and Use Tax applies to retail communication and video services. The tax rate is 5% on local exchange telephone service, paging, inter-exchange (interstate and intrastate), cable and satellite television, wireless and Voice over the Internet (VoIP).

This tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax was replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" applied to each wireless number. The Cable Franchise Fee was replaced by the Communications Sales Tax. The tax is collected by the companies and paid to the State, which administers distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City. In FY 2012, it is expected to increase to \$420,000 from the FY 2011 budget.

CONSUMER UTILITY TAX:

The City collects a tax based upon consumption from residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed \$3 and \$10 respectively.

CONSUMPTION TAX:

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$41,500 for FY 2012.

BUSINESS LICENSE TAX:

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been a few changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The projected amount budgeted for FY 2012 is expected to remain level.

CIGARETTE TAX:

This tax is based on 10 cents per pack that went into effect October 1, 2001. The amount budgeted for FY 2012 is \$60,000 which is a decrease of \$10,000 from FY 2011.

REVENUE DETAIL

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	\$ 49,000
Recordation Tax	190,000
Deed of Conveyance	<u>25,000</u>
	<u>\$264,000</u>

The Bank Franchise Tax is a fee that is imposed on the net capital of local banks based on returns filed with the Commissioner of the Revenue. The amount budgeted for Bank Franchise Tax is based on prior years' experience and anticipated economic trends.

Recordation Tax represents fees paid to record any document with the Circuit Court. The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers. FY 2012 is expected to decrease slightly compared to FY 2011.

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	\$ 4,500
Site Plan Inspection Fees	500
Site Plan Review Fees	500
Subdivision Plan Review Fees	1,000
Zoning Advertising Fees	3,000
Building Permits	30,000
Electrical Permits	5,000
Plumbing Permits	6,000
Mechanical Permits	7,000
Erosion and Sediment Fees	10,000
Right-of-Way Permits	2,000
Drainage Pipe Permits	1,500
Other Fees	<u>1,400</u>
	<u>\$ 72,400</u>

In FY 2012, this represents a decrease of \$3,000 from the FY 2011 budget.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2012 is \$53,100, an increase of \$9,000.

INTEREST ON INVESTMENTS:

For FY 2012 revenue of \$32,733 is anticipated or a decrease of \$4,526 from the FY 2011 estimate.

RENTAL OF PROPERTY:

REVENUE DETAIL

The City rents property to the School Board for administrative office space in City Hall. In FY 2012, the amount will be \$26,300, which is the same since FY 2009. This rental fee is for the maintenance costs on the building space that the School Administration occupies. Also budgeted is \$135,000 for tower rental for communications companies to place their towers on City property, an increase of \$28,500 from FY 2011. The rental of the Odd Road Community Center is expected to be \$2,500.

CHARGES FOR SERVICES:

Included in this category of revenue are:

EMS Fees	\$200,000
Library Fees	22,000
Passport Processing	20,000
School Maintenance	53,500
Copying Charges	<u>3,300</u>
	<u>\$298,800</u>

EMS fees are charges for ambulance services. The City began charging for ambulance services in October 2009 and the FY 2012 revenue is expected to remain level from FY 2011.

Library fees are book fines, etc. that are charged to patrons for returning items late. Locally, the Library issues Passports and the Passport Processing fees are expected to increase in FY 2012 to \$20,000 as more individuals utilize the service.

School Maintenance Fees represent the reimbursement of the Poquoson City Schools for the maintenance of their grounds at the schools.

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

CSA Reimbursement	\$ 6,000
Donations - Facilities	50,000
Miscellaneous	<u>10,000</u>
	<u>\$ 66,000</u>

Donations for Facilities in the amount of \$50,000 includes the second year of a \$300,000 six year pledge to the City.

Miscellaneous revenue in prior years included donations and insurance recoveries.

REVENUE DETAIL

STATE REVENUE

NON-CATEGORICAL AID:

The City receives from the State revenues for the following categories:

Personal Property Tax Relief Act	\$1,923,435
DMV Reimbursement	105,000
Local Aid Reimbursement to State	(42,000)
Mobile Home Titling Tax	<u>2,000</u>
	<u>\$1,988,435</u>

Total personal property in FY 2012 is \$4,173,435. Of this amount, \$2,250,000 is recorded as general property taxes and \$1,923,435 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$220,000 due to projected increases in assessments; however, the revenue from the State will remain level.

The City opened a State Department of Motor Vehicles (DMV) office on January 2, 2002. As part of the City's agreement with DMV, the City receives 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000. It is projected the City will receive \$105,000 for FY 2012. The office staff salaries and the majority of office expenses are paid by the City with the total DMV expenditure budget is \$106,588.

The Local Aid Reimbursement to the State of \$42,000 is a result of reduced revenues from the State for the City of Poquoson. The City elected to reimburse the State our share of the reduction plan rather than electing a reduction of revenues for State Categorical Programs.

Mobile Home Titling Tax represents sales tax on mobile homes and is administered by the State.

CATEGORICAL AID - SHARED EXPENSES:

The State assists in funding the offices of the Commissioner of the Revenue, Treasurer and Registrar. For the two constitutional officers, the level of State funding is established by the State Compensation Board within certain parameters established by the General Assembly. The Registrar's salary is paid through the State Department of Elections with the other expenses of the office paid by the City.

The FY 2012 budget of \$216,985 or a decrease of \$7,314 from FY 2011 is based on information received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 96,383
Treasurer	86,188
Registrar	<u>34,414</u>
	<u>\$216,985</u>

OTHER CATEGORICAL AID:

The City also receives funding from the State to be used for specific purposes. Included in this category is State 599 funding for the Police Department, Street and Highway Maintenance funds, Library Aid, and other certain grants. State 599 funding is intended for the operation of the City Police Department. The 599 funding for FY 2012 is anticipated to decrease by \$8,464 for total revenue of \$233,207.

REVENUE DETAIL

OTHER CATEGORICAL AID (continued):

Street and Highway Maintenance aid is received for the upkeep of City roads and streets and is based upon the number of lane miles in the City system. Street and Highway Maintenance funds are also reflected in the Capital Projects Fund. The City estimates a total of \$1,230,800 in FY 2012 for Street and Highway Maintenance funding. Of that amount, \$455,800 is budgeted in the Capital Projects Fund and is used for paving and drainage projects. The remaining \$775,000 is budgeted in the General Fund.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City estimates in FY 2012 is \$136,273.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and residentially placed special education expenses. The State contribution is expected to be \$173,290 and a local cost of \$76,710 for a total of \$250,000 for CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2012 estimates for State Categorical Aid. VML is an advocate for Virginia localities at the General Assembly.

FEDERAL REVENUE

CATEGORICAL AID:

Plum Tree Island Refuge revenue represents payment in lieu of taxes for the Big Marsh area administered by the Department of Interior. The Federal E-Rate Telephone revenue is for the operations of the Library.

TRANSFERS IN

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2012 will remain level at \$130,000.

Use of the Unappropriated Fund Balance in the amount of \$285,027 to balance the budget in FY 2012. This includes \$39,227 from nonspendable Fund Balance. The remaining \$245,800 is from unassigned Fund Balance to fund a contingency expenditure, transfer to the School Division, transfer to the Capital Projects Fund and the Solid Waste Fund.

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GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
<u>LEGISLATIVE</u>						
City Council	\$ 71,783	\$ 65,337	\$ 66,271	\$ 70,005	\$ 3,734	5.6%
<u>GENERAL ADMINISTRATION</u>						
City Manager	436,756	398,568	394,103	397,972	3,869	1.0%
Legal Services	160,788	135,094	104,500	110,150	5,650	5.4%
Independent Auditor	34,499	31,289	35,000	31,200	(3,800)	-10.9%
Commissioner of the Revenue	287,315	295,762	281,625	279,167	(2,458)	-0.9%
Assessor/Equalization Board	191,882	160,374	168,433	170,644	2,211	1.3%
Treasurer	286,612	292,598	335,738	340,795	5,057	1.5%
Finance	318,410	326,867	330,648	328,542	(2,106)	-0.6%
Technology	17,763	20,080	39,000	43,500	4,500	11.5%
Risk Management	53,418	66,321	230,660	82,492	(148,168)	-64.2%
TOTAL ADMINISTRATION	1,787,443	1,726,953	1,919,707	1,784,462	(135,245)	-7.0%
<u>ELECTIONS</u>						
Registrar/Electoral Board	127,467	125,633	134,228	160,413	26,185	19.5%
<u>PUBLIC SAFETY</u>						
Courts and Sheriff	322,393	349,115	401,249	408,118	6,869	1.7%
Police	2,284,285	2,251,781	2,403,421	2,339,077	(64,344)	-2.7%
Fire	2,444,890	2,442,232	2,690,760	2,566,498	(124,262)	-4.6%
Corrections & Detention	156,201	147,460	175,082	204,130	29,048	16.6%
Inspections	250,193	320,988	338,329	341,009	2,680	0.8%
Animal Control	78,031	81,627	84,173	85,445	1,272	1.5%
TOTAL PUBLIC SAFETY	5,535,993	5,593,203	6,093,014	5,944,277	(148,737)	-2.4%
<u>PUBLIC WORKS</u>						
Engineering	124,834	102,547	93,229	100,271	7,042	7.6%
Public Works	1,012,607	985,609	1,317,655	1,357,620	39,965	3.0%
Street Lights	79,253	69,864	76,000	75,000	(1,000)	-1.3%
Facilities	277,020	364,983	101,925	69,430	(32,495)	-31.9%
TOTAL PUBLIC WORKS	1,493,714	1,523,003	1,588,809	1,602,321	13,512	0.9%
<u>HEALTH & WELFARE</u>						
Health Department	43,670	41,002	43,138	35,539	(7,599)	-17.6%
Mosquito Control	235,301	207,325	224,897	234,816	9,919	4.4%
Mental Health	173,993	176,282	178,621	189,370	10,749	6.0%
Welfare/Social Services	640,675	584,526	624,792	528,639	(96,153)	-15.4%
TOTAL HEALTH & WELFARE	\$ 1,093,639	\$ 1,009,135	\$ 1,071,448	\$ 988,364	\$ (83,084)	-7.8%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

<u>Account Title</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>	<u>\$ Change From 2011 Budget</u>	<u>% Change From 2011 Budget</u>
EDUCATION						
School Contribution	\$ 8,223,964	\$ 8,244,994	\$ 8,516,601	\$ 8,653,353	\$ 136,752	1.6%
Reappropriation	46,537	63,398	89,096	-	(89,096)	-100.0%
School Capital Contribution	108,190	-	-	-	-	n/a
TOTAL EDUCATION	8,378,691	8,308,392	8,605,697	8,653,353	47,656	0.6%
PARKS, RECREATION & CULTURAL						
Parks and Recreation	392,151	268,977	260,253	277,310	17,057	6.6%
Library	765,299	753,322	736,892	753,468	16,576	2.2%
TOTAL PARKS, REC & CULTURAL	1,157,450	1,022,299	997,145	1,030,778	33,633	3.4%
COMMUNITY DEVELOPMENT						
Planning	355,240	320,701	332,938	304,485	(28,453)	-8.5%
Planning/BZA/Wetlands/ARB	3,542	5,706	8,700	10,500	1,800	20.7%
Economic Development	5,450	5,216	49,900	70,089	20,189	40.5%
Community Development	167,107	138,786	233,425	141,185	(92,240)	-39.5%
Community Relations	168,576	-	-	-	-	n/a
TOTAL COMMUNITY DEVELOPMENT	699,915	470,409	624,963	526,259	(98,704)	-15.8%
NON-DEPARTMENTAL						
Non-Departmental	49,774	49,379	34,300	40,000	5,700	16.6%
Department of Motor Vehicles	94,444	101,373	101,082	106,440	5,358	5.3%
Recovery - Nor'easter Ida	-	168,591	-	-	-	n/a
TOTAL NON-DEPARTMENTAL	144,218	319,343	135,382	146,440	11,058	8.2%
TRANSFERS OUT						
Debt Service Fund	2,548,119	2,410,984	2,042,842	2,052,246	9,404	0.5%
Capital Projects Fund	-	46,751	-	50,000	50,000	100.0%
Special Revenue Fund	5,000	-	-	-	-	n/a
Solid Waste Fund	-	45,000	-	72,100	72,100	100.0%
Utilities Fund	-	-	-	-	-	n/a
Parks and Recreation Fund	100,000	46,000	80,800	79,200	(1,600)	-2.0%
Economic Development Authority	51,250	40,000	-	12,000	12,000	100.0%
Fleet Fund	-	-	-	-	-	n/a
TOTAL TRANSFERS OUT	2,704,369	2,588,735	2,123,642	2,265,546	141,904	6.7%
TOTAL GENERAL FUND	\$ 23,194,682	\$ 22,752,442	\$ 23,360,306	\$ 23,172,218	\$ (188,088)	-0.8%

CITY COUNCIL

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 48,322	\$ 48,095	\$ 47,951	\$ 48,100	\$ 149	0.3%
Operating Expenses	23,461	17,242	18,320	21,905	3,585	19.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 71,783	\$ 65,337	\$ 66,271	\$ 70,005	\$ 3,734	5.6%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
City Clerk	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4

* In Personal Services, a minimal amount is budgeted as a stipend to the City Mayor and six City Council Members. All 7 members' stipends total \$8,700 a year.



Goals and Objectives

- * Promote economic development opportunities as a means of bringing balance to local revenue generation.
- * Improve drainage throughout the City.
- * To provide outstanding leadership on behalf of the citizens.

CITY COUNCIL

Major Departmental Functions

- * The City of Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four year staggered terms. The City is divided into three precincts, each of which is entitled to two representatives. The City Mayor is elected at large. Persons elected to City Council take office on the first day of January following the election which is held in November of even numbered years.
- * Council appoints the City Manager, City Clerk, City Attorney, and members to various Boards and Commissions.
- * Council adopts the City Budget and Capital Improvements Plan.
- * Council adopts ordinances and resolutions relating to municipal affairs and imposes fines and penalties for noncompliance.
- * Council is served by a City Clerk who is responsible for transcribing the minutes of Council meetings and generally managing City Council's affairs. The City Clerk provides administrative support to the Mayor and Council and maintains City records in accordance with the Code of Virginia.

Performance Measures

	FY 2009	FY 2010	FY 2011	FY 2012
	Actual	Actual	Estimated	Estimated
Regular Meetings	20	19	18	20
Work Sessions	17	12	10	15
Special Sessions	3	3	4	3

Significant Budget Items

- * Minimal increase in operating expenses.

CITY MANAGER

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 387,679	\$ 374,500	\$ 370,898	\$ 372,872	\$ 1,974	0.5%
Operating Expenses	46,981	24,068	23,205	25,100	1,895	8.2%
Capital Outlay	2,096	-	-	-	-	n/a
Totals	\$ 436,756	\$ 398,568	\$ 394,103	\$ 397,972	\$ 3,869	1.0%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
City Manager	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6
Deputy Emerg Management Coordinator	1	0	0	0
Executive Assistant	1	1	1	1
Secretary	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2
Totals	4.8	3.8	3.8	3.8



Goals and Objectives

- * To provide outstanding leadership to the City Government.
- * Increase economic growth in the City.
- * To effectively manage governmental services during the current fiscal challenges.
- * To maintain an excellent working partnership with the Superintendent and Poquoson City Schools.

CITY MANAGER

Major Departmental Functions

- * The City Manager is appointed by City Council to serve as Chief Administrative Officer of the City.
- * Execute and implement ordinances, resolutions and policies established by Council.
- * Oversee the daily administrative operations of the City. Recommend service and policy improvements.
- * Oversee the operations of all City departments, guide the performance of City staff, and encourage excellence in service through problem solving, integrity, responsiveness, innovation, and teamwork.
- * Provide ongoing community/employee relations program.
- * Keep internal and external customers advised of City related media events via public service announcements, press releases, public and employee newsletters, communications to Council members, and Cable TV access channel, and the City's website on the internet.
- * Serve as the Director of Emergency Services.



Significant Budget Items

- * Slight increase in total budget due to increases in health insurance premiums and other operating supplies.

LEGAL SERVICES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	159,390	130,759	104,000	109,450	5,450	5.2%
Capital Outlay	1,398	4,335	500	700	200	40.0%
Totals	\$ 160,788	\$ 135,094	\$ 104,500	\$ 110,150	\$ 5,650	5.4%

Personnel Summary

N/A



Goals and Objectives

- * Practice preventive law on behalf of the City of Poquoson by regular meetings with the City Manager and recommendations to improve the legal position of the City.
- * Handle legal matters concerning the City in accordance with law in a timely and efficient manner.

LEGAL SERVICES

Major Departmental Functions

- * The City Attorney is appointed as a consultant by City Council to serve as legal advisor to the City Council, the City Manager, and all Departments and Boards and Commissions of the City.
- * Prepares and reviews ordinances for introduction to Council.
- * Drafts and reviews all contracts, licenses, permits, deeds, leases, and other legal documents to which the City is a party.
- * Represents the City in all legal proceedings and prosecutes violations of City ordinances.
- * This department also funds collection of delinquent real estate and personal property taxes.



Significant Budget Items

- * Minimal increase in operating expenses is due to additional legal services.

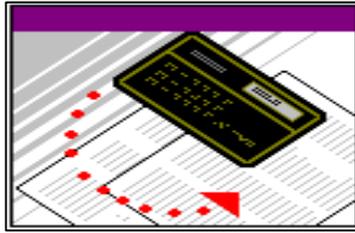
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	34,499	31,289	35,000	31,200	(3,800)	-10.9%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 34,499	\$ 31,289	\$ 35,000	\$ 31,200	\$ (3,800)	-10.9%

Personnel Summary

N/A



Goals and Objectives

- * Provide City Council and City administration analysis, recommendations, counsel and information concerning financial related activities of the City in accordance with generally accepted government auditing standards promulgated by the Comptroller General of the United States and the Auditor of Public Accounts of the Commonwealth of Virginia.
- * Perform FY 2011 audits of the City, School Board, School Activity Funds and Economic Development Authority (EDA) by November 30, 2011.
- * Prepare the Comparative Cost Report for the City.
- * Provide suggestions to strengthen internal accounting and administrative controls.

INDEPENDENT AUDITOR

Major Departmental Functions

* Accounts for an independent accounting firm to conduct an audit of the City's and Schools' financial records for the preceding fiscal year, in accordance with law.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Auditing Hours	880	525	525	525

Significant Budget Items

* There is small decrease in the audit budget. The required biennial actuarial evaluation on Other Post Employment Benefits (OPEB) is not required in Fiscal Year 2012.

Program Accomplishments

* Assisted in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement checklist in order to apply for the GFOA Award for Certification of Achievement for Excellence in Financial Reporting for FY 2010.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 275,702	\$ 284,505	\$ 269,695	\$ 267,032	\$ (2,663)	-1.0%
Operating Expenses	11,613	11,257	11,930	12,135	205	1.7%
Capital Outlay	-	-	-	-	-	n/a
Totals	<u>\$ 287,315</u>	<u>\$ 295,762</u>	<u>\$ 281,625</u>	<u>\$ 279,167</u>	<u>\$ (2,458)</u>	<u>-0.9%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Commissioner of the Revenue	1	1	1	1
Deputy Commissioner II	1	1	1	1
Deputy Commissioner I	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1
Totals	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

Goals and Objectives

- * Process online entry of State income tax returns within 2 days of receipt and submit required reports to State office and City Treasurer.
- * Prepare the Real Estate Land Book and all necessary supplements. Execute deferral and exemption of real estate taxes for elderly and disabled persons who meet requirements.
- * Maintain, print and mail personal property forms. Have all personal property assessed and the assessment book printed by April 1st.
- * Process business licenses by March 1st of each year.
- * Enforce prepared food and beverage tax and cigarette taxation.
- * Continue to audit the Virginia Department of Taxation for proper remittance of Poquoson's sales tax.

COMMISSIONER OF THE REVENUE

Major Departmental Functions

- * Maintain owners of record for all real estate parcels; prepare land book in accordance with State Code.
- * Ensure that all personal property, business property and public utility taxes are assessed.
- * Render fair and consistent assessments with regards to all personal property.
- * Audit all locally filed Virginia State income tax returns and provide reports to State and City Treasurer.
- * Utilize the online computer system with the Department of Taxation for processing refunds.
- * Administer tax exemption and deferral program for elderly and handicapped.
- * Issue business licenses to all businesses operating within the City and non-city businesses which gross \$25,000 or more in business within the City of Poquoson.
- * Prepare food and beverage tax forms and enforce such tax.
- * Administer and enforce the rules and regulations relating to cigarette taxation.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Business License	881	859	875	875
Meals Tax	52	48	50	50
Personal Property Abatements	3,693	3,768	3,700	3,700
Personal Property Assessments	20,594	20,778	21,000	21,000
Property Transfers	354	379	400	400
Public Service Corporations	13	12	12	12
Real Estate Abatements	316	327	320	320
Real Estate Parcels	5,264	5,272	5,280	5,280
State Estimated Returns	276	260	275	275
State Tax Returns Audited	2,011	1,839	1,800	1,800
State Tax Refunds Processed Online	1,171	1,129	1,100	1,100
Tax Exemption & Deferral Applications	149	154	150	150

Significant Budget Items

- * In FY 2012, the City expects to receive \$96,383 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Received approval for 1,129 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$489,000 of refunds within 3-5 days.
- * Continued providing efficiency and stability to the Department of Motor Vehicles office by cross training employees in the Commissioner's office.

ASSESSOR / EQUALIZATION BOARD

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 178,963	\$ 151,529	\$ 152,850	\$ 161,483	\$ 8,633	5.6%
Operating Expenses	12,919	8,845	15,583	9,161	(6,422)	-41.2%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	<u>\$ 191,882</u>	<u>\$ 160,374</u>	<u>\$ 168,433</u>	<u>\$ 170,644</u>	<u>\$ 2,211</u>	<u>1.3%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Assessor	1	1	1	1
Appraiser	1	0	0	0
Assessment Technician	1	1	1	1
Totals	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>

Ratio of property sales during time period

	6/08 -- 12/08	6/09-12/09	6/10-12/10
Sold 1% -- 10% over Assessed Value	16	24	17
Sold 11% -- 30% over Assessed Value	16	11	12
Sold 31% -- 40% over Assessed Value	0	0	1
Sold 41% or more over Assessed Value	1	0	2
Sold at Assessed Value	5	3	2
Sold 1% -- 10% under Assessed Value	18	19	8
Sold 11% -- 30% under Assessed Value	8	4	0
Sold 31% -- 40% under Assessed Value	3	0	0
Sold 41% or more under Assessed Value	0	0	0

The above shows that a majority of properties sell above assessed value.

Goals and Objectives

- * Continue to refine program for Computer Assisted Mass Appraisal (CAMA) database.
- * Continue to utilize property surveys and aerial photographs to improve the accuracy of property identification maps.
- * Continue to work with the City Manager and other city departments to maintain the Geographic Information System (GIS).
- * Continue to maintain and post real estate sales to the Property Information Web Site.
- * Continue to modernize the office and the services that are provided to the public.
- * Continue to maintain one of the highest Assessment Ratios among all of the localities in the State of Virginia.
- * Most recent ratio study published by the Tax Department has Poquoson at 99.84% with a Coefficient of Dispersion (COD) of 11.78%.
- * Hold the Board of Equalization hearings in July 2011.

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

- * Conduct the reassessment of real estate within the City. Upon completion of reassessment, prepare and mail notices to property owners. Conduct hearings to review concerns of assessments. Assist in organizing hearings with Equalization Board. Equalization Board is nominated by City Council and appointed by the Circuit Court. The Board is responsible for hearing homeowners' appeals concerning their real estate property assessments. The Board has authority to increase, decrease or affirm appealed assessments. Assessor is bound by all Board decisions. Property owners may appeal Equalization Board decisions to the Circuit Court.
- * Maintain owners of record with descriptive information of each real estate parcel within the City.
- * Analyze sales information and monitor new construction costs in order to keep abreast of local property value trends. Inspect and visit properties that transfer. Post to ratio map and do periodic ratio studies.
- * Inspect and value all new construction. Make scaled drawing and photograph each main improvement.
- * Maintain property tax maps. Utilize property surveys and aerial photographs in order to correct and maintain both paper and mylar maps.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Assessor				
Real Estate Parcels	5,304	5,309	5,316	5,316
Total Assessed Value	\$1,685,314,440	\$1,702,517,110	\$1,711,308,830	\$1,491,197,709
Property Transfers	351	367	400	325
Renovations/New Construction	352	86	100	100
Total New Assessed Value	\$18,586,200	\$6,012,600	\$7,000,000	\$7,000,000

Since reassessments are performed every two years, the Equalization Board meets every two years. Listed are the statistics for the Equalization Board. The reassessment for FY 2009 was rescinded resulting in no data for that year.

	FY 2007 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated
Equalization Board				
# of Property Owners Appealing	48	n/a	53	n/a
# of Parcels Reviewed	54	n/a	78	n/a
# of Parcels Increased	0	n/a	1	n/a
Value of Increases	0	n/a	\$52,000	n/a
# of Assessments Decreased	40	n/a	96	n/a
Value of Decreases	\$1,414,400	n/a	\$1,180,100	n/a

Significant Budget Items

- * Increase in personal services is due to Board of Equalization hearings.

Program Accomplishments

- * Completed 2012 reassessment of City and mailed notices to taxpayers.
- * Completed the market study in September 2010.
- * Assessed value of new construction that was completed in July 2010.

TREASURER

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 252,818	\$ 258,146	\$ 256,928	\$ 267,408	\$ 10,480	4.1%
Operating Expenses	33,293	34,177	78,810	72,387	(6,423)	-8.1%
Capital Outlay	501	275	-	1,000	1,000	n/a
Totals	\$ 286,612	\$ 292,598	\$ 335,738	\$ 340,795	\$ 5,057	1.5%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Accounting Technician	1	1	1	1
Clerical Assistant	1	1	1	1
Totals	4	4	4	4



Goals and Objectives

- * Maintain high collection rates and customer service.
- * Maintain state office accreditation.
- * Establish a monthly auto debit program for the payment of personal property and real estate taxes.
- * Continue training/certification program for Treasurer and employees. Two deputies to maintain their Master Governmental Deputy Treasurer certification. Treasurer work towards achieving Master Governmental Treasurer certification.
- * Improve website and real estate and personal property statements.
- * Pursue collections of delinquent accounts through increased use of DMV stops and debt setoff programs and liens and warrants.

TREASURER

Major Departmental Functions

- * Collect all revenues due to the City and School Division including real estate and personal property taxes, service fees, prepared meals taxes, license fees, and utility fees.
- * Administer online-payment website, direct-debit program and credit cards.
- * Pursue delinquent taxes and fees through warrants, DMV stops, wage liens, and debt setoff.
- * Maintain proper accounting of all cash receipts.
- * Invest idle cash and assist in debt service management.
- * Maintain and reconcile bank accounts used by the City and School Division.
- * Collect and deposit State income taxes and State estimated taxes.
- * Process and mail all original and delinquent personal property and real estate tax bills.
- * Maintain mortgage files so real estate taxes can be conveyed against escrowed funds for taxpayers.

Performance Measures

	<u>FY 2009</u> Actual	<u>FY 2010</u> Actual	<u>FY 2011</u> Estimated	<u>FY 2012</u> Estimated
Business Licenses Processed	881	859	875	875
Meals Tax Payments Processed	375	372	365	380
Personal Property Tax Tickets Processed	20,594	20,788	21,000	21,000
Real Estate Tax Tickets Processed	10,650	10,771	10,790	10,820
Utility Account Payments Processed	25,246	25,491	25,610	25,800
Dog Tags Processed	999	1,262	1,325	1,350
Estimated Tax Payments	1,050	818	800	800
Debris Pickup Payments	746	414	600	600

Significant Budget Items

- * Decrease in operating expenses is due to reduction in equipment maintenance.
- * In FY 2012, the City expects to receive \$86,188 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * The Treasurer's Office collected taxes on a timely basis.
- * Two employees attained certification with the Treasurers Association of Virginia (TAV).
- * Developed system to effectively administer DMV stop program.
- * Implemented the automatic debit program for citizens to have automatic payments on utility accounts.
- * Maximized safety of portfolio and deposit accounts during financial system crisis.
- * Continued cross-training and procedural documentation to enable continuity of critical functions.
- * Implemented voluntary payroll deductions for payment of employee and school division employees' utilities and tax accounts.

FINANCE

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 228,517	\$ 288,739	\$ 290,603	\$ 292,561	\$ 1,958	0.7%
Operating Expenses	88,755	38,128	40,045	35,981	(4,064)	-10.1%
Capital Outlay	1,138	-	-	-	-	n/a
Totals	<u>\$ 318,410</u>	<u>\$ 326,867</u>	<u>\$ 330,648</u>	<u>\$ 328,542</u>	<u>\$ (2,106)</u>	<u>-0.6%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Director of Finance	1	1	1	1
Accountant	1	1	1	1
Accounting Analyst	1	1	1	1
Accounting Assistant	1	1	1	1
Totals	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>



Goals and Objectives

- * Oversee annual audit, risk management activities, and employee benefits; maintain and monitor all financial records; and prepare annual financial plan.
- * Continue to identify areas for cost savings on a City-wide basis.
- * Identify areas where City financial policies should be developed such as cash management, fund balance requirements, and equipment replacement.

FINANCE

Major Departmental Functions

- * Oversee revenues and expenditures of government funds.
- * Maintain the City's financial records.
- * Prepare the City's annual operating budget.
- * Prepare the City's bi-weekly payroll and weekly accounts payable.
- * Administer the City's utility and solid waste billing system.
- * Manage the City's Risk Management Program.
- * Administer employee benefits such as health insurance, retirement, life insurance and optional life insurance, flexible spending program, other optional benefits, and workers' compensation.
- * Provide assistance to independent auditors during the annual audit of City financial records.
- * Administer and maintain data processing functions.
- * Manage the City's Information Technology.
- * Manage the City's Purchasing policies.
- * Manage internal controls of the City.
- * Prepare financial reports at the direction of the City Manager.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Accounts Payable Checks Issued	3,263	3,609	2,500	2,700
Payment Vouchers	6,350	6,500	6,200	6,100
Payroll Checks Issued	1,005	1,000	828	1,086
Payroll Direct Deposits	3,450	3,350	3,228	3,117
Deposits to Different Financial Institutions	20	19	19	20
Utility Bills Printed	29,400	29,490	29,610	29,910
Utility Customers	4,900	4,915	4,935	4,985
Utility Customers with Special Rates	148	148	135	135

Significant Budget Items

- * Increase in personal services is due to increase in health insurance rates.
- * Decrease in operating expenses is due to reduction in printed materials and computer services.

Program Accomplishments

- * Received the Government Finance Officers Award, Certificate of Achievement of Excellence in Financial Reporting, and Distinguished Budget Presentation Award.

TECHNOLOGY

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	17,763	19,708	19,000	43,500	24,500	128.9%
Capital Outlay	-	372	20,000	-	(20,000)	-100.0%
Totals	\$ 17,763	\$ 20,080	\$ 39,000	\$ 43,500	\$ 4,500	11.5%

Personnel Summary

N/A

Goals and Objectives

* Maintenance and technical support for the City's GIS database, computer systems and purchase of technology equipment.

TECHNOLOGY

Major Departmental Functions

* This department supports the contractor that maintains and assists with the City's GIS database.

Significant Budget Items

- * Includes the City's contract for GIS maintenance and technical support with WorldView Solutions.
- * Includes support provided by the School Division's Information Technology Department.

RISK MANAGEMENT

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 4,506	\$ 33,415	\$ 174,140	\$ 48,607	\$ (125,533)	-72.1%
Operating Expenses	48,912	32,906	56,520	33,885	(22,635)	-40.0%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 53,418	\$ 66,321	\$ 230,660	\$ 82,492	\$ (148,168)	-64.2%

Personnel Summary

N/A



Goals and Objectives

- * Work to minimize liability exposure and to seek coverage wherever exposure exists. Continue to stress the importance of safety programs and other preventive measures for reducing loss.
- * Work with departments on safety, conduct inspections and various types of safety training.

RISK MANAGEMENT

Major Departmental Functions

- * Contain expenses relating to the City's property, liability, and automobile insurance coverage for general administration departments.
- * Fund other fringe benefits that cannot be allocated to a particular department.
- * Fund Risk Management Consultant.

Performance Measures

	<u>Year 2009</u> <u>Actual</u>	<u>Year 2010</u> <u>Actual</u>	<u>Year 2011</u> <u>Estimated</u>	<u>Year 2012</u> <u>Estimated</u>
<u>Worker's Compensation</u>				
Claims Filed	15	9	8	5
Loss Ratio	10.0%	8.0%	0.0%	0.0%
<u>General Liability</u>				
Claims Filed	0	3	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Auto Liability and No-Fault</u>				
Claims Filed	2	2	2	0
Loss Ratio	5.0%	0.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	3	1	0	0
Loss Ratio	2.0%	0.0%	0.0%	0.0%

Significant Budget Items

- * In FY 2012, personal services includes \$40,000 for retirement incentive for 10 retirees in two separate programs and training for employees. In FY 2011, a supplemental appropriation was approved for one time bonus for employees.
- * Cost of premiums for property and automobile insurance coverage is allocated to the respective City department.

Program Accomplishments

- * Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- * Safety Committee reviews accidents to limit exposure of claims, reviews potential liability areas throughout City buildings and grounds.
- * Conduct driver license check to ensure employees are eligible to drive City vehicles.

REGISTRAR / ELECTORAL BOARD

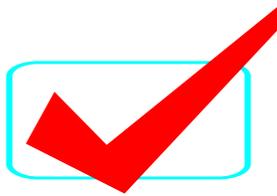
Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 105,179	\$ 106,532	\$ 106,448	\$ 126,906	\$ 20,458	19.2%
Operating Expenses	21,374	15,752	27,780	33,507	5,727	20.6%
Capital Outlay	914	3,349	-	-	-	n/a
Totals	<u>\$ 127,467</u>	<u>\$ 125,633</u>	<u>\$ 134,228</u>	<u>\$ 160,413</u>	<u>\$ 26,185</u>	<u>19.5%</u>

* In Personal Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of \$7,512.

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Registrar	1	1	1	1
Assistant Registrar	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1
Totals	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>



Goals and Objectives

- * Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
- * Protect the integrity of the electoral process and efficiently conduct the elections in FY 2011 within the provisions of the Code of Virginia.
- * Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
- * Maintain accurate and up-to-date voter records.
- * Increase voter registrations through use of National Voter Registration Act (NVRA).
- * Train Officers of Election so they will be informed of duties on election day.
- * Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

REGISTRAR / ELECTORAL BOARD

Major Departmental Functions

- * Process registrations of residents not only in Poquoson but throughout Virginia and United States.
- * Assist registrations at Poquoson High School, Bayside Convalescent Center and Dominion Village.
- * Maintain accurate records of all registered voters. Process and enter all registrations, deletions, and name and address changes into the Voter Registration System.
- * Oversee all elections and absentee voting ensuring that they are handled in accordance with Virginia Election Laws.
- * Verify Certificate of Candidate qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.
- * Verify results of each election and certify to State Board of Elections.
- * Recruit and train Officers of Election and schedule officers to work at each polling place.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Registered Voters	8,807	8,666	8,750	8,835
New Registrants	438	149	185	310
Transferred In	217	179	215	235
Deletions	337	463	315	315
Changes in Address	156	206	215	220
Other Changes	61	46	50	50

Significant Budget Items

- * In FY 2012, the City expects to receive \$34,414 in State Categorical Aid for the Registrar and board members' salaries.
- * Increase in personal services due to an additional health insurance subscription.
- * Increase in operating expenses due to four elections anticipated in FY 2012.

Program Accomplishments

- * Successfully conducted the June Primary.
- * Successfully conducted the November 2010 General Election.
- * Trained new election officials on the electronic pollbooks.
- * Worked with the State Board of Elections to verify voters received credit for voting in elections.
- * Researched and confirmed the National Change of Address list provided by the State Board of Elections.

COURTS AND SHERIFF

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	322,393	349,115	401,249	408,118	6,869	1.7%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 322,393	\$ 349,115	\$ 401,249	\$ 408,118	\$ 6,869	1.7%

Personnel Summary

N/A



COURTS AND SHERIFF

Major Departmental Functions

* This department includes the cost of judicial services which are shared with York County. Included are the pro-rated costs of the Commonwealth Attorney, Juvenile/Domestic Relations Court, services provided by the Clerk of the Court, Sheriff services, and certain capital and maintenance costs for the Court buildings. All court activity is located in Yorktown.



Significant Budget Items

* York County sets the Poquoson Courts and Sheriff budget, and by legislation Poquoson pays 19.9% of the total budget of \$2,056,671 with \$409,300 as Poquoson's share.
 * Overall increase of \$26,849 or 6.7% for the department due in part to increases in operating costs.

<u>Budget Detail</u>	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
York/Poquoson Courthouse	\$ 158,556	\$ 177,209	\$ 216,690	\$ 222,300
Sheriff	146,390	154,692	165,741	167,000
9th District Court	8,831	8,598	10,200	10,200
Colonial Community Corrections	8,616	8,616	8,618	8,618
Totals	\$ 322,393	\$ 349,115	\$ 401,249	\$ 408,118

POLICE

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 1,694,032	\$ 1,647,358	\$ 1,723,079	\$ 1,777,761	\$ 54,682	3.2%
Operating Expenses	563,523	598,060	680,342	561,316	(119,026)	-17.5%
Capital Outlay	26,730	6,363	-	-	-	n/a
Totals	\$ 2,284,285	\$ 2,251,781	\$ 2,403,421	\$ 2,339,077	\$ (64,344)	-2.7%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	1
Supervisor of Support Services	1	0	0	0
Sergeant/EMT	2	2	2	2
Sergeant	2	2	2	2
Detective/Sergeant/EMT	1	1	1	1
Corporal/EMT	1	1	1	1
Corporal	0	0	0	3
Master Patrolman/EMT	2	2	1	2
Master Patrolman	1	4	4	2
Detective/Master Patrolman/EMT	1	1	1	0
Detective/Master Patrolman	0	1	1	2
Police Officer/EMT	1	1	2	1
Police Officer	7	4	4	3
Administrative Support Technician	1	1	0	0
Administrative Assistant	0	0	1	1
Clerical	1	0	0	0
Part Time Clerical (FTE)	0	0	0	0
Part Time Officer (FTE)	0.5	0.5	0.5	0.5
Totals	24.5	23.5	23.5	23.5

Goals and Objectives

- * Continue to pursue accredited status through the Virginia Law Enforcement Professional Standards Commission.
- * Make improvements and upgrades to the police department headquarters building, facilities and equipment.
- * Continue to expand training opportunities for all department personnel, including personal safety and conducting complex criminal investigations.
- * Implement a program of annual physical fitness examinations for all police officers.
- * Continue to provide opportunities for leadership development training for new supervisors.

POLICE

Major Departmental Functions

- * Enforce the laws of the Commonwealth of Virginia and the ordinances of the City of Poquoson.
- * Prevent and deter crime so as to provide for the public safety.
- * Preserve and maintain a safe and secure living and business environment in Poquoson.
- * Provide assistance and friendly service to all persons within the City.
- * Assist in providing on-scene emergency medical assistance to persons in need.
- * Provide quality investigative services to the community and pursue those who violate the law or threaten the safety of our community.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Accidents	194	123	135	160
Arrests/Charges/Apprehensions	604	506	453	498
Calls for Service	10,103	13,408	13,634	14,600
First Responder Calls	308	241	308	340
Traffic Tickets	888	957	1,052	1,157
Training Man-hours	2,354	2,450	2,695	3,185

Significant Budget Items

- * Increase in personal services due to increased cost of health insurance.
- * Decrease in operating expenses is due to DEA drug seizure money not appropriated until received.

Program Accomplishments

- * Continued with internal reorganization by implementing a four (4) platoon configuration and a 12-hour work schedule for uniformed patrol officers.
- * Enhanced the quality and frequency of departmental personnel training, including CPR/First Aid/EMT, investigations of Violence Against Women, defensive tactics instructor and handling special needs cases.
- * Received grant from Virginia Department of Motor Vehicles for DUI checkpoints.
- * Enhanced the hiring process for new police officers.
- * Additional operational equipment was purchased through various grant awards.
- * Continued participation with the Youth Violence Prevention Initiative and the Tri-Rivers Drug Task Force.
- * Continued the Toys-for-Tots donation program in November and December.
- * Police Chief is a member of the Board of Directors for the Hampton Roads Criminal Justice Training Academy (HRCJTA) which provides oversight of the daily operations of the Academy and its success.

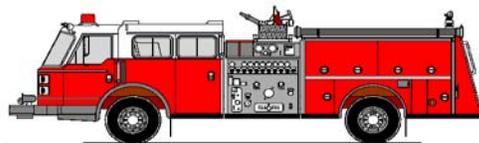
FIRE

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 2,103,749	\$ 2,119,852	\$ 2,191,414	\$ 2,178,604	\$ (12,810)	-0.6%
Operating Expenses	301,388	295,212	492,846	382,394	(110,452)	-22.4%
Capital Outlay	39,753	27,168	6,500	5,500	(1,000)	-15.4%
Totals	\$ 2,444,890	\$ 2,442,232	\$ 2,690,760	\$ 2,566,498	\$ (124,262)	-4.6%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Fire Chief	1	1	1	1
Deputy Fire Chief	0	1	1	1
Battalion Chief	0	3	3	3
Fire Captain/Paramedic	1	0	0	0
Fire Captain/Inspector	1	0	0	0
Fire Captain	2	0	0	0
Fire Lieutenant/Paramedic	1	1	1	2
Fire Lieutenant/Intermediate	1	1	1	0
Fire Lieutenant	1	1	1	1
Fire Engineer/Inspector	2	2	2	0
Fire Fighter/Paramedic	7	7	7	6
Fire Fighter/Intermediate	8	8	8	11
Fire Fighter/Enhanced	0	1	1	1
Fire Fighter	3	3	3	3
Administrative Secretary	1	1	1	1
Secretary	1	0	0	0
Totals	30	30	30	30



Goals and Objectives

- * Improve training program through increased teaching aids and equipment and offering more basic classes.
- * Continue to refine and improve our fire prevention program.
- * Conduct an Officer II Class and develop a Master Firefighter Program for enhancements in positions.
- * Continue to work on accreditation process.
- * Increase staffing levels to meet NFPA Standards for minimum staffing and receive accreditation.
- * Install computers in all responding emergency units tied to the Dispatch/CAD system providing up-to-the minute information concerning emergency information pre-fire plan information.

FIRE

Major Departmental Functions

- * Provide twenty-four hour emergency services for fire suppression, ambulance service, rescue service, hazardous material spills, water rescue, and radiological monitoring.
- * Provide non-emergency services in fire prevention, education, and training.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Average Fire/EMT calls per month	148	192	198	206
Training hours	4,604	4,897	5,142	5,400
Fire Calls:				
Structure Fire	33	44	34	36
Brush Fire	78	56	58	60
Miscellaneous Fire	386	1,001	1,068	1,110
Ambulance Calls:				
Advanced Life Support	550	530	504	524
Basic Life Support	609	548	594	618
Miscellaneous	114	119	116	121



Significant Budget Items

- * Decrease in personal services is due to turnover offset with increased cost of health insurance.
- * Decrease in operating expenses is due to fire fund grant money not appropriated until received.

Program Accomplishments

- * Completed the Standard Operation Procedures for the department and made updates as necessary.
- * Purchased a program for all medic units to improve efficiency and reduce the time required to enter patient reports and time at hospital during transports.
- * Emergency Management Program is on track which included additional training, exercise participation, coordinator briefings and planning.
- * Received a mini grant for Virginia Department of Fire Programs to purchase training equipment.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	156,201	147,460	175,082	204,130	29,048	16.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 156,201	\$ 147,460	\$ 175,082	\$ 204,130	\$ 29,048	16.6%

Personnel Summary

N/A

<u>Budget Detail</u>	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Adult Detention	\$ 116,234	\$ 122,057	\$ 123,654	\$ 165,524
Juvenile Services				
Juvenile Detention	28,512	16,638	42,300	33,200
Project Insight	11,455	8,765	9,128	5,406
Totals	\$ 156,201	\$ 147,460	\$ 175,082	204,130

CORRECTIONS AND DETENTIONS

Major Departmental Functions

- * The City of Poquoson shares the Virginia Peninsula Regional Jail Authority with York County, James City County and the City of Williamsburg. Poquoson's financial share is determined by a cost formula based on an overall percentage of use history.
- * The City of Poquoson shares the Middle Peninsula Juvenile Detention Center with 18 other localities. Poquoson's financial share is based on a per diem rate for each day a juvenile offender from Poquoson is incarcerated.
- * Along with jail costs, other rehabilitative and correctional programs are accounted for in this department; which include Family Group Homes, Project Insight and other services.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Adult Detention:				
Average Daily Population	8	9	23	23
Percentage of Use	2.0%	2.0%	2.7%	2.7%
Per Diem Rate	\$38.65	\$35.56	\$35.56	\$35.56
Juvenile Services:				
Juvenile Detention (Days)	250	300	300	300
Per Diem Rate	\$132.00	\$141.00	\$141.00	\$166.00

Significant Budget Items

- * Increase in department of \$29,048 for increased cost of adult detention offset by decreased juvenile services.

INSPECTIONS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 238,294	\$ 256,581	\$ 245,844	\$ 255,468	\$ 9,624	3.9%
Operating Expenses	11,542	64,349	92,485	85,541	(6,944)	-7.5%
Capital Outlay	357	58	-	-	-	n/a
Totals	\$ 250,193	\$ 320,988	\$ 338,329	\$ 341,009	\$ 2,680	0.8%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Building Official	1	1	1	1
Code Inspector	1	0	1	1
Inspector II	1	1	0	0
Secretary	1	1	1	1
Part Time (FTE)	0	0	0.75	0.75
Totals	4	3	3.75	3.75



Goals and Objectives

- * Provide information for the implementation of the City GIS system and strive for "real time inspections and information gathering."
- * Revise the Building/Zoning permit application form.
- * Continue staff education in various building related trades.
- * Provide the citizens and contractors the most updated information on codes and ordinances.
- * Continue to improve the methods used to obtain compliance with zoning, property maintenance and building codes.
- * Continue to update new permit program.

INSPECTIONS

Major Departmental Functions

- * Ensure through inspection process, plan review and issuing permits that construction performed in the City is in accordance with all applicable City Ordinances, State Codes and Federal requirements.
- * Provide information to contractors, the public and any interested parties as requested.
- * Issue building, electrical, plumbing, mechanical, sign, driveway, land disturbance and demolition permits.
- * Verify that contractors are licensed with the City and through the Commonwealth of Virginia.
- * Enforce zoning, building, and property maintenance requirements as specified by City Ordinance and State law.
- * Ensure, through the permitting process, that requirements for new and existing structures are in compliance with Federal Emergency Management Agency (FEMA) regulations.
- * Assign addresses to new structures located on existing and newly created lots.
- * Oversee the maintenance of City buildings including City Hall, Public Works, Fire Station #1 and #2, Police Department, Municipal Building and Community Center.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Building Permits Issued	275	223	250	250
Certificate of Occupancies Issued	24	20	20	20
Code Violations Cited & Enforced	750	420	450	450
Inspections Performed	5,115	4,767	4,800	4,800
Meetings	300	375	300	300
Plans Reviewed	700	631	650	650
Other Permits (Elect, Plumbing, Mech, etc)	1,500	436	450	450

Significant Budget Items

- * Increase in personal services for FY 2012 for health insurance.
- * Decrease in operating expenses for decreased cost of contracted services for the HVAC.

Program Accomplishments

- * Continued the development of efficient methods of notifying violators of areas to be corrected.
- * Catalogued and developed a database of all elevation certificates currently on file with the department.
- * Completed the permit program.

ANIMAL CONTROL

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	78,031	81,627	84,173	85,445	1,272	1.5%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 78,031	\$ 81,627	\$ 84,173	\$ 85,445	\$ 1,272	1.5%

Personnel Summary

N/A



Goals and Objectives

- * Continue to provide education and intervention when needed to prevent animal suffering and facilitate compatibility between our citizens and the animals in our community.
- * Train humane officers in mandated animal control training school.
- * Answer citizen complaints involving wild as well as domestic animals.
- * Enforce animal control and cruelty laws and ordinances of the City of Poquoson, issuing summonses for violations of any applicable ordinances.
- * Pick up dogs running loose, feral cats, and dead animals on public roadways and dispose of animals.
- * Continue to enforce dog licensing law which requires proof of rabies, one of the most effective means of limiting the number of rabies cases.
- * Construction of a spay/neuter clinic at the Society for the Prevention of Cruelty to Animals (SPCA) site providing a significant solution to the problem of pet overpopulation.

ANIMAL CONTROL

Major Departmental Functions

* Animal Control is handled by Newport News Animal Control. The fully certified officers pick up stray animals, nuisance wildlife, deceased animals on public roadways, and investigate cruelty complaints.
 * The Peninsula SPCA shelters animals for Poquoson. The cost formula is that Poquoson pays 100% for stray animals and 67% for surrendered animals.

<u>Budget Detail</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
SPCA	\$ 40,920	\$ 43,154	\$ 45,312	\$ 46,445
Newport News Animal Control	37,111	38,473	38,861	39,000
Totals	\$ 78,031	\$ 81,627	\$ 84,173	\$ 85,445

Significant Budget Items

* Minimal increase in contracted services to SPCA and Newport News Animal Control.

	<u>Year 2009 Actual</u>	<u>Year 2010 Actual</u>	<u>Year 2011 Estimated</u>	<u>Year 2012 Estimated</u>
Calls for Service	255	164	225	255
Written Warnings	14	10	14	14
Summons Issued	12	-	12	12
Calls for Stray Animals	117	63	117	117
Calls for Animal Bites	9	7	9	9
Calls for Sick/Injured Animal	45	38	45	45
Calls for Nuisance Wildlife	42	20	42	42
Other Calls	17	15	17	17
Dogs Impounded	44	20	44	44
Cats Impounded	24	30	24	24
Wildlife Impounded	48	22	48	48

ENGINEERING

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 112,849	\$ 95,537	\$ 90,009	\$ 100,271	\$ 10,262	11.4%
Operating Expenses	11,985	7,010	3,220	-	(3,220)	-100.0%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	<u>\$ 124,834</u>	<u>\$ 102,547</u>	<u>\$ 93,229</u>	<u>\$ 100,271</u>	<u>\$ 7,042</u>	<u>7.6%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Civil Engineer II	1	1	1	1
Totals	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

The oversight of the engineering functions of the City are now under the Community Development Department. The expenditures that relate to this function are classified for reporting purposes only under the public works function.

Goals and Objectives

- * Obtain VDOT approval of the South Lawson Park recreational access grant construction documents.
- * Create database of existing treatment facilities, impervious areas and conservation areas for the Chesapeake Bay Total Maximum Daily Load (TMDL) work. Advocate for achievable state storm water regulations and Phase II Watershed Implementation Plan.
- * Provide engineering support for Virginia Pollutant Discharge Elimination System (VPDES) Phase II MS4 Permit required actions.
- * Develop illicit discharge detection and dry weather monitoring programs for the VPDES storm water permit.
- * Participate in regional transportation issues which are applicable to the City.
- * Respond to citizen concerns and provide technical advice on issues impacting City.

ENGINEERING

Major Departmental Functions

- * Manage special projects related to the City's infrastructure.
- * Coordinate and participate in outside agencies such as Hampton Roads Planning District Commission, Virginia Peninsulas Public Service Authority, Hampton Roads Public Works Association.
- * Meet with residents, staff and City Council members to provide solutions to issues such as drainage, traffic, and other infrastructure related matters of citizen concern.
- * Coordinate with State and Federal agencies including Environmental Protection Agency (EPA), U.S. Army Corps of Engineers, Department of Environmental Quality, Virginia Department of Transportation, Department of Conservation and Recreation, Virginia Marine Resources Commission and others.
- * Expand City GIS features to include all infrastructure including utilities and all public rights-of-way.
- * Review all proposed development work for engineering soundness and constructability issues.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Capital Projects	15	14	16	16
Citizen Inquiries/Request Information	2,200	2,150	2,200	2,200
Special Projects	18	17	20	20

Significant Budget Items

- * Increase in personal services is due to health insurance.

Program Accomplishments

- * Negotiated with VDOT for South Lawson Park pond expansion to resolve the project's outstanding environmental, geotechnical and other technical issues.
- * Completed VPDES yearly permit requirements and annual report that was accepted by the State.
- * EPA storm water questionnaire completed.
- * Developed plan to provide some relief to several neighborhood drainage issues including Laydon Way, Hopkins Court, Poquoson Shores CIP projects.
- * Provided technical support to ARRA road paving project, FEMA map work, City and EDA projects.
- * Analyzed and provided briefings and prepared comments on Chesapeake Bay TMDL program and Virginia Watershed Implementation Plan.
- * Responded and resolved citizen complaints on drainage, adjacent development, street configurations, channel infill and erosion.

PUBLIC WORKS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 827,744	\$ 797,816	\$ 905,233	\$ 943,394	\$ 38,161	4.2%
Operating Expenses	133,387	139,587	310,722	343,226	32,504	10.5%
Capital Outlay	51,476	48,206	101,700	71,000	(30,700)	-30.2%
Totals	\$ 1,012,607	\$ 985,609	\$ 1,317,655	\$ 1,357,620	\$ 39,965	3.0%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Director of Public Works	1	0	1	1
Deputy Director of Public Works	1	1	0	0
Construction Inspector	1	1	1	1
Equipment Operations Foreman	1	1	1	1
Equipment Operator III	1	1	1	2
Parks Maintenance Supervisor	0	0	1	1
Equipment Operator II	1	1	1	1
Equipment Operator I	2	2	2	2
Maintenance Worker IV	0	0	0	1
Maintenance Worker III	3	3	3	2
Maintenance Worker II	0	0	0	2
Parks Maintenance Worker	0	0	1	1
Maintenance Worker I	4	4	4	1
Secretary (FTE)	0.5	0.5	0.5	0.5
Totals	15.5	14.5	16.5	16.5

Goals and Objectives

- * Oversee construction and maintenance of all City streets in accordance with Virginia Department of Highways and Transportation standards to ensure safe vehicle operation for all motorists.
- * Continue the next phase of the South Lawson Park Project.
- * Maintain all City public right-of-ways to create a positive City image and promote safety and environmental quality throughout the City. Maintenance includes cleaning streets twice a year, mowing grass and medians during normal growing season, beautification and maintenance of landscaped areas.
- * Scheduling infrastructure maintenance using the departmental computer system to increase efficiency.
- * Schedule at least one in-house training session per month. Sessions train employees for more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks.
- * Produce in-house work procedure videos to train employees in safe and efficient ways to complete jobs.
- * Continue to complete 100% of all work orders within the same week of receipt of request.
- * Oversee the maintenance of parks and athletic fields and upgrade athletic facilities to meet increased demand.
- * Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.
- * Begin upgrade of Sandy Bay drainage project to include installation of Tide Flex Valves.

PUBLIC WORKS

Major Departmental Functions

- * Construct and maintain all City streets to Virginia Department of Transportation standards. Perform preventative maintenance on City streets to maximize expected life including timely shoulder maintenance, street restoration, pothole repair, paving, and drainage maintenance.
- * Keep roadside drainage ditches clean to eliminate standing water breeding mosquitoes and to reduce pavement failure and keep curb and gutters clean to reduce stoppages and improve pavement life.
- * Maintain road shoulders by placing stone along edge of pavement, mowing grass and policing litter.
- * Maintain traffic control devices, traffic lines, traffic lights, traffic signs and "no wake" signs in the local waterways.
- * Provide safe travel for the public on City right-of-ways including keeping streets clear of snow and ice.
- * Review new construction plans and perform inspections.
- * Maintain 39 acres of recreation, park, and municipal property, including 7 baseball/softball fields, 7 soccer fields, 3 tennis courts, 2 playgrounds, 4 picnic areas, walking trails and the City's public boat ramp.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	220	183	130	150
Asphalt Paving Material Applied (tons)	3,000	6,414	3,000	3,200
Delivery of cases of Green Bags	116	108	100	100
Installation of New Drainage Pipe (feet)	388	64	100	100
Regrading of Roadside Ditches (feet)	10,904	6,976	5,000	5,500
Stone Used for Street Maintenance (tons)	856	1,374	1,000	1,500
Work Orders Completed	104	30	30	25
Construction Inspections Performed:				
Driveways	48	45	50	50
Erosion & Sediment Control	68	42	50	50
Sewer	4	12	8	10
Curb & Gutter (feet)	14,250	10,957	7,500	6,000
Sanitary Sewer Pipeline (feet)	0	248	150	100
Storm Pipe & Drainage Ditches (feet)	12,359	3,780	2,000	2,000
New Street Construction (feet)	16,261	57,314	10,000	15,000

Significant Budget Items

- * Increase in personal services is due to increased cost of health insurance.
- * Increase in operating expenses is due to additional maintenance cost for right-of-way improvements.

Program Accomplishments

- * Oversaw and worked on drainage upgrades for Laydon Way project to include new concrete swale.
- * Upgraded the roadside ditches and installed drainage pipe throughout Phillips Drive and East Sandy Point area.
- * Used contracted labor to increase the production of drainage ditch cleaning by hand throughout the City.
- * Installed transfer switches to traffic lights at intersections to operate lights with a generator.
- * Paved several streets including Windy Point Drive and Little Florida Road using 6,000 tons of asphalt.
- * Oversaw the clean-up of a Nor'easter and a major snow storm.

STREET LIGHTS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	78,543	69,864	75,000	75,000	-	0.0%
Capital Outlay	710	-	1,000	-	(1,000)	-100.0%
Totals	<u>\$ 79,253</u>	<u>\$ 69,864</u>	<u>\$ 76,000</u>	<u>\$ 75,000</u>	<u>\$ (1,000)</u>	<u>-1.3%</u>

Personnel Summary

N/A

Goals and Objectives

* Provide electricity for the City streetlights in order to maintain a safe community.

STREET LIGHTS

Major Departmental Functions

- * This department contains funding for electricity for existing streetlights and the installation of new streetlights. Developers pay the cost of installing streetlights in new subdivisions. The City is responsible for paying the cost of installing new streetlights in already developed areas.
- * This department also provides funding for electricity for the Christmas lights along Wythe Creek Road, which are illuminated during the holiday season and are maintained by the Public Works Department.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Number of Street Lights	574	587	587	587
New Lights Installed:				
City Installed	0	6	2	0
Developer Installed	13	30	2	2

Program Accomplishments

- * Provided the necessary electrical services essential for public safety.
- * Arranged for Dominion Virginia Power to replace burnt out light bulbs in the City.

FACILITIES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 98,589	\$ 106,160	\$ -	\$ -	\$ -	n/a
Operating Expenses	158,862	234,738	86,125	53,930	(32,195)	-37.4%
Capital Outlay	19,569	24,085	15,800	15,500	(300)	-1.9%
Totals	\$ 277,020	\$ 364,983	\$ 101,925	\$ 69,430	\$ (32,495)	-31.9%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Construction Supervisor	1	0	0	0
Parks Maintenance Supervisor	0	1	0	0
Parks Maintenance Worker	0	1	0	0
Totals	1.0	2.0	0.0	0.0

Goals and Objectives

* Maintenance of all facilities used by the staff and citizens of the City of Poquoson.

FACILITIES

Major Departmental Functions

- * A portion of this department's cost is supported by the Poquoson School Administration's rent of \$26,300 per year.
- * Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; and janitorial services.
- * To maintain the appearance of all City properties and to address everyday maintenance needs as they become apparent.
- * Coordinate all construction projects.

Performance Measures

	<u>FY 2009</u> Actual	<u>FY 2010</u> Actual	<u>FY 2011</u> Estimated	<u>FY 2012</u> Estimated
Facilities Maintained	51	51	51	51

Significant Budget Items

*The department was reorganized in FY 2011 and employees were transferred to Public Works along with their associated costs.

HEALTH DEPARTMENT

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	43,670	41,002	43,138	35,539	(7,599)	-17.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 43,670	\$ 41,002	\$ 43,138	\$ 35,539	\$ (7,599)	-17.6%

Personnel Summary

N/A



Goals and Objectives

* Continue to provide funding for the regional Public Health Department's services as well as \$200 for the cost of the Medical Examiner.

HEALTH DEPARTMENT

Major Departmental Functions

- * Provide for the City's contribution to the Poquoson Health Department, which is an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The City's minimum "match" requirement is 32.545% of the City's portion of the total Peninsula Health District budget which is \$120,411. The total Health District's budget for FY 2012 is \$7,271,391.
- * The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizen medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.
- * The Health Department has a mobile unit that visits Poquoson on a once a month basis to provide more convenient services to the citizens of Poquoson.

MOSQUITO CONTROL

Expenditures Summary

					\$	%
	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	Change From 2011 Budget	Change From 2011 Budget
Personal Services	\$ 125,400	\$ 128,704	\$ 130,787	\$ 144,552	\$ 13,765	10.5%
Operating Expenses	109,066	77,430	92,310	88,464	(3,846)	-4.2%
Capital Outlay	835	1,191	1,800	1,800	-	0.0%
Totals	<u>\$ 235,301</u>	<u>\$ 207,325</u>	<u>\$ 224,897</u>	<u>\$ 234,816</u>	<u>\$ 9,919</u>	<u>4.4%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Mosquito Control & Drainage Supervisor	1	1	1	1
Equipment Operator III	1	1	1	1
Totals	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>



Goals and Objectives

- * Obtain drainage easements in areas where outfall ditches need to be upgraded.
- * Educate the public on mosquito prevention and have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment.
- * Continue to stress on and off the job safety through departmental training.
- * Improve drainage maintenance and mosquito prevention with additional manpower and equipment.
- * Have all drainage systems be constructed of cement swales and/or cement pipes.
- * With the continued funding for contracted labor, the City will clean the outfall ditches throughout on a preventative maintenance schedule.
- * Upgrade the loading dock where chemicals are stored to bring it up to minimum DEQ requirements.
- * Maintain our current level of service.

MOSQUITO CONTROL

Major Departmental Functions

- * Provide good drainage in the City's right-of-ways to improve pavement life.
- * Eliminate or treat standing water to reduce mosquito breeding.
- * Keep outfall drainage ditches clean to improve water runoff from streets and reduce property flooding.
- * Spray mosquito adulticide and larvacide to reduce chance of infectious diseases carried by mosquitoes.
- * Educate employees through in-house training and applicable training seminars.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Cleaning Outfall Ditches by Hand (Feet)	100,790	125,600	100,000	90,000
Cleaning Outfall Ditches with Equip (Feet)	300	0	1,000	1,000
Drainage Pipe Installed (Feet)	44	64	206	100
Drainage Structures Maintained	800	815	815	815
Larvacide for Mosquito Control (Pounds)	50	25	50	50
Mosquito Spray Applied (Gallons)	101	100	110	110
Weed Killer Applied (Gallons)	25	25	150	50



Significant Budget Items

- * Increase in personal services is due to increased cost of health insurance and overtime.

Program Accomplishments

- * Outfall drainage ditches cleaned by using contracted labor in conjunction with staff.
- * Provided education programs at the Public Library on mosquito awareness and prevention.
- * Attended recertification courses to keep Pesticide Users' Certificates up to date.
- * Hand dug outfall ditches that equipment could not reach to help eliminate standing water and improve drainage.
- * Received fewer complaints from residents due to the additional help of contracted labor.

MENTAL HEALTH

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	173,993	176,282	178,621	189,370	10,749	6.0%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 173,993	\$ 176,282	\$ 178,621	\$ 189,370	\$ 10,749	6.0%

Personnel Summary

N/A

Goals and Objectives

* Provide funding to Colonial Behavioral Health for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse. The total budget for Colonial Behavioral Health is \$13,149,017 with the local share of \$2,067,905. Poquoson's share is 7% or \$144,210; James City County's share is 43% or \$897,536; York County's share is 37% or \$768,006 and Williamsburg's share is 13% or \$258,153.

* Provide services for outreach detention, community supervision, and Crossroads Teen House.

MENTAL HEALTH

Major Departmental Functions

* Provide the City's contribution to Colonial Behavioral Health, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, Williamsburg, York County and James City County. Services include psychiatric evaluation and treatment, individual and group counseling, drug and alcohol abuse treatment, vocational workshops for the developmentally disabled, special education and rehabilitation programs for handicapped children. Local funding is shared according to a predetermined formula. Funding for administrative expenses is based on 20% of the City's population and 80% on current utilization figures. The headquarters for Colonial Behavioral Health is located in Williamsburg.

* Provide for City contribution to the Crossroads Teen House, located in Williamsburg, which serves youth who are removed from a home setting but for whom traditional institutional care would not be appropriate.

<u>Budget Detail</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Colonial Behavioral Health	\$137,343	\$137,343	\$137,343	\$144,210
Crossroads Programs	36,650	38,939	41,278	45,160
Totals	<u>\$173,993</u>	<u>\$176,282</u>	<u>\$178,621</u>	<u>\$189,370</u>

Significant Budget Items

* The Colonial Behavioral Health request includes 5% increase in funding from all participating localities.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	640,675	584,526	624,792	528,639	(96,153)	-15.4%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 640,675	\$ 584,526	\$ 624,792	\$ 528,639	\$ (96,153)	-15.4%

Personnel Summary

N/A

Goals and Objectives

- * Maintain the current level of services to our citizens.
- * Reduce local match requirements.

WELFARE / SOCIAL SERVICES

Major Departmental Functions

* This department funds the Peninsula Agency on Aging, Social Services, Department of Medical Assistance Service, and Comprehensive Services Act (CSA).

<u>Budget Detail</u>	<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Revised</u> <u>Budget</u>	<u>FY 2012</u> <u>Adopted</u> <u>Budget</u>
Comprehensive Services Act	\$ 356,661	\$ 353,264	\$ 350,000	\$ 250,000
Department of Medical Assistance	1,869	0	2,000	1,000
Peninsula Agency on Aging	2,639	2,792	2,792	2,639
Social Services	279,506	228,470	270,000	275,000
Totals	<u>\$ 640,675</u>	<u>\$ 584,526</u>	<u>\$ 624,792</u>	<u>\$ 528,639</u>

Significant Budget Items

* Increased cost of Social Services is due to increased use of these services by residents.
* Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$250,000 in FY 2012.

SCHOOL CONTRIBUTION

Expenditures Summary

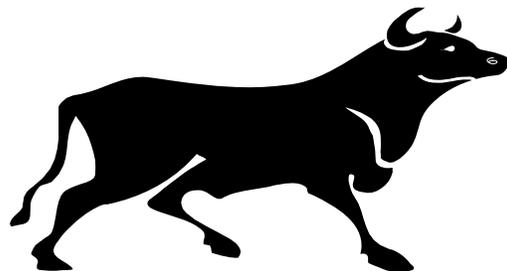
	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Operation Transfer	\$ 8,223,964	\$ 8,244,994	\$ 8,516,601	\$ 8,653,353	\$ 136,752	1.6%
Reappropriation	46,537	63,398	89,096	-	(89,096)	-100.0%
Totals	\$ 8,270,501	\$ 8,308,392	\$ 8,605,697	\$ 8,653,353	\$ 47,656	0.6%

Personnel Summary

N/A

Goals and Objectives

- * Provide a curriculum that meets the goals and objectives of the mandated State Standards of Learning (SOL).
- * Increase student achievement, which can be evidenced by scores on the Virginia State Assessment program.
- * Maintain a safe, comfortable environment which allows for diversity among individuals.
- * Encourage professionalism and mutual respect among staff, students, and the community.



Poquoson High School Mascot

SCHOOL CONTRIBUTION

Major Departmental Functions

* City Council appoints a seven member School Board to administer the Poquoson City School system. The School Board is the policy making body for the school system and appoints the School Superintendent who is responsible for the day-to-day administration of the schools. Funding for the operation of the schools and administration is shared by the State and the City with some limited assistance from the Federal government. The State's funding is determined by a formula based on the average daily membership (ADM) of students and Poquoson's local composite index (LCI) which measures a locality's ability to pay.

Performance Measures

- * Poquoson students continue to perform well on tests that measure content mastery and the schools are fully accredited according to the standards set by the Virginia Board of Education.
- * Poquoson High School met the federal Adequate Yearly Progress (AYP) goals mandated by the *No Child Left Behind Act*. Poquoson Middle School missed 2 out of 29 targets and Poquoson Elementary and Poquoson Primary Schools both missed 4 out of 29 targets.

Significant Budget Items

- * The FY 2012 operation funding for the Poquoson City School system is \$8,653,353 which is an increase of \$136,752 from FY 2011.
- * Leftover funds from one fiscal year may be reappropriated to the current fiscal year. Therefore funds reappropriated in FY 2009 were leftover operation funds from FY 2008; and FY 2010's reappropriation was leftover funds from FY 2009 and FY 2011's reappropriation were leftover operation funds from FY 2010.
- * The School's budget is based on an average daily membership of 2,209 for the FY 2012 school year.
- * The School's total budget of \$19,818,371 is a reduction of 2.44% from FY 2011. This budget is a reflection of the difficult economic times. The School's budget projects a reduction of 8 full time equivalent positions including 5.5 teacher positions, .5 of psychologist position and 2 para-educators.

Program Accomplishments

- * SAT scores above State and national average in reading, math and writing.
- * On-time graduation rate is 91.46%.
- * There were 66 students who earned industry certificates.
- * Poquoson High School had 75% of the students score above 3 on Advanced Placement Tests, resulting in these students earning college credit.
- * Poquoson schools opened up a new a Parent Portal to enhance communication with parents.
- * A Bully Prevention program was fully implemented at all four schools.
- * Poquoson schools continued implementation of unique programs such as international partnerships and a partnership with ECPI College of Technology.

SCHOOL CAPITAL CONTRIBUTION

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Capital Projects Transfer	\$ 108,190	\$ -	\$ -	\$ -	n/a	n/a
Totals	\$ 108,190	\$ -	\$ -	\$ -	n/a	n/a

Personnel Summary

N/A

Goals and Objectives

* Purchase equipment from any unspent School funds at the end of FY 2011, if available.

SCHOOL CAPITAL CONTRIBUTION

Major Departmental Functions

* The department accounts for occasional transfers to the Schools for capital purchases. The majority of School capital needs are accounted for in the Capital Projects Fund.

<u>Budget Detail</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
New Horizons	\$ 28,190	\$ -	\$ -	\$ -
School Bus	\$ 80,000			
Totals	<u>\$ 108,190</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**funded in school operations transfer

Significant Budget Items

* The budget amount represents the School's share of obligation for capital projects at New Horizons, the regional educational facility and the FY 2009 cost was \$28,190. New Horizons is shared between Poquoson, Newport News, Hampton, Gloucester, York County and Williamsburg/James City County school districts.

* The Schools are required by City Charter to return any unspent funds to the City at the end of the fiscal year. City Council has the option of reappropriating any unspent funds. In the past, these funds have been used for capital improvements projects such as school buses.

PARKS & RECREATION

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 210,231	\$ 175,492	\$ 173,996	\$ 191,856	\$ 17,860	10.3%
Operating Expenses	171,968	92,774	86,257	81,454	(4,803)	-5.6%
Capital Outlay	9,952	711	-	4,000	4,000	n/a
Totals	<u>\$ 392,151</u>	<u>\$ 268,977</u>	<u>\$ 260,253</u>	<u>\$ 277,310</u>	<u>\$ 17,057</u>	<u>6.6%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Director of Parks & Recreation	1	1	1	1
Parks Maintenance Supervisor	1	0	0	0
Program Specialist	0.5	1	1	1
Secretary	0	1	1	1
Parks Maintenance Worker	1	0	0	0
Part Time (FTE)	0.75	0	0	0
Totals	<u>4.25</u>	<u>3</u>	<u>3</u>	<u>3</u>

Goals and Objectives

- * Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
- * Continue to work with the Parks & Recreation Advisory Board and Poquoson Parks and Recreation Foundation to develop a scholarship program to serve children who cannot afford access to community athletic and scholastic programs.
- * Update the Parks and Recreation Master Plan and City Comprehensive Plan to reflect current changes and citizen needs.
- * Continue to plan for needed recreational facilities in the Capital Improvements Plan.
- * Develop new special events for citizen enjoyment, and program special activities as part of the 31st Anniversary of the Poquoson Seafood Festival.
- * Engage Poquoson Civic Groups in a mutual support agreement whereby both the PPR Department and Poquoson Civic Groups share resources and defray costs for their respective projects.
- * Develop a comprehensive resource directory which will include contact information for all Poquoson Civic Groups.

PARKS & RECREATION

Major Departmental Functions

- * Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
- * Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.
- * Develop comprehensive facilities agreement for all users to protect City facilities.

Performance Measures

	<u>FY 2009</u> Actual	<u>FY 2010</u> Actual	<u>FY 2011</u> Estimated	<u>FY 2012</u> Estimated
Programs Offered	250	250	250	250
Leagues Supported	28	28	28	28
Games Scheduled/Played	1,785	1,785	1,780	1,750

Significant Budget Items

- * Increase in personal services due to increased cost of health insurance and election of a health plan.

Program Accomplishments

- * Continued to work with Public Works, community civic groups and citizen volunteers for park refurbishments and improvements at East Messick Park, Kids Island and Poquoson Public Pool.
- * Implemented a Comprehensive Special Events Permit Application for citizens to host events on City properties. The application provides a checklist of City departments that must be notified prior to the event.
- * Obtained a Chesapeake Bay Restoration Grant to enhance the Heritage Display at the 2011 Poquoson Seafood Festival to be held in October 2011.
- * Continued to work with other City departments on the development of the South Lawson Park Complex.

LIBRARY

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 486,290	\$ 492,888	\$ 485,714	\$ 515,573	\$ 29,859	6.1%
Operating Expenses	127,224	99,568	114,690	108,349	(6,341)	-5.5%
Capital Outlay	151,785	160,866	136,488	129,546	(6,942)	-5.1%
Totals	<u>\$ 765,299</u>	<u>\$ 753,322</u>	<u>\$ 736,892</u>	<u>\$ 753,468</u>	<u>\$ 16,576</u>	<u>2.2%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Library Director	1	1	1	1
Reference Librarian	1	1	1	1
Senior Library Associate/System Admin	1	1	1	1
Library Associate	1	1	1	1
Administrative Secretary	1	1	1	1
Library Associate (FTE)	1.25	1.25	1.25	1.25
Senior Library Assistant (FTE)	1.40	1.40	1.40	1.40
Library Assistant (FTE)	3.80	3.80	3.80	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50
Totals	<u>11.95</u>	<u>11.95</u>	<u>11.95</u>	<u>11.95</u>



Goals and Objectives

- * Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community.
- * Provide informational, recreational and cultural programs and activities to enrich the community.
- * Provide up-to-date and high quality technology resources and services which result in positive Library experiences.
- * Enhance the Family Resource Center collection and other manipulatives to help children develop early literacy skills.
- * Promote Library membership through services and various outreach programs.
- * Work with the Library Advisory Board, the Friends of the Public Library and service groups to promote the library as a focal point of community life.
- * Explore migrating to another software program for hosting the library website to make library service more accessible to the public.

LIBRARY

Major Departmental Functions

- * Operate as a free public lending facility with reading materials for all ages.
- * Provide high quality up-to-date service that is quick, efficient and convenient.
- * Serve as a community center where exhibits, workshops, book talks, storytimes, poetry readings, musical performances, reading clubs and other programs and activities for all ages are offered.
- * Provide meeting facilities and information on community issues and services.
- * Work with the Library Advisory Board, Friends of the Library, Library volunteers, and the local business partners to encourage library usage in the community.
- * Encourage pre-schoolers to develop an interest in reading and learning through services for children and for parents and children together.
- * Support students in their educational needs with the various public library/school cooperative programs.
- * Promote life long learning.
- * Provide the public with free notary public service and serve as a passport acceptance agency for the U.S. State Department.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Active Library Members	12,335	12,631	12,000	12,000
Attendance at Library Programs	9,178	7,575	8,000	8,000
Circulation	216,065	209,768	210,000	210,000
Documents Notarized	710	874	800	800
Interlibrary Loans	129	195	200	200
Internet, MS Office, etc. usage	16,759	17,544	17,000	17,000
Items Purged	9,981	7,965	8,000	8,000
Library Visits	130,778	125,566	126,000	126,000
Meeting Room Usage	1,227	1,380	1,100	1,100
New Items added to Collection	11,348	6,421	8,000	8,000
Overdue Items Retrieved	5,457	5,039	5,000	5,000
Reading Material Reserves	8,777	9,429	9,000	9,000
Web Page Hits	119,654	182,444	200,000	200,000

Significant Budget Items

- * Increase in personal services is due to health insurance subscription changes.
- * In FY 2012, the City expects to receive \$136,273 in State Aid. Funding is used to purchase books, videos and subscriptions.
- * The Library generates \$20,000 in revenue from passport processing fees and \$22,000 in Library fines and fees.

Program Accomplishments

- * The Library was ranked 1st in circulation and regular visits per capita among the 13 libraries in Tidewater.
- * Added the pilot project to lend electronic learning/reading devices such as the Kindle and Nook.
- * The Library was presented with the 2009 Outstanding Library Website and 2009 Outstanding Children's program awards.
- * The Library was rated as the 4th best among the 91 public libraries in Virginia in 2010 and was in the 96th percentile in the nation among the 1,773 public libraries in the population category 10,000 - 25,000.
- * Library Staff received Outstanding Awards and recognition for Outstanding Program for Children Award by the Virginia Public Library Director's Association.
- * Received the Virginia Library Association Award for Outstanding Friends of the Library.

PLANNING

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 281,480	\$ 295,118	\$ 289,508	\$ 267,197	\$ (22,311)	-7.7%
Operating Expenses	48,135	24,697	43,430	37,288	(6,142)	-14.1%
Capital Outlay	25,625	886	-	-	-	n/a
Totals	<u>\$ 355,240</u>	<u>\$ 320,701</u>	<u>\$ 332,938</u>	<u>\$ 304,485</u>	<u>\$ (28,453)</u>	<u>-8.5%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Coordinator of Community Development	1	1	1	1
Principal Planner	1	1	1	1
Civil Engineer I	1	0	0	0
Environmental Compliance Officer	1	1	1	1
Administrative Secretary	1	1	1	1
Part Time (FTE)	0.45	0.45	0.35	0
Totals	<u>5.45</u>	<u>4.45</u>	<u>4.35</u>	<u>4</u>

Goals and Objectives

- * Assist the EDA, City Manager, and City Council in promoting economic growth.
- * Continue to lead the Development Review Committee in processing development plans for adherence of regulations.
- * Assist in the development of the GIS Program for the City.
- * Continue to seek grants in conjunction with implementation of land use applications.
- * Work with the Virginia Department of Transportation in planning for City roadway improvements.
- * Continue to work with Hampton Roads Planning District Commission in monitoring development of regional planning practices and issues.
- * Continue to update City land use ordinances to reflect the City's economic development needs and trends.
- * Assist in the implementation of the updated Comprehensive Plan.
- * Strive to provide professional, expeditious, thorough, accurate and courteous service to the public on local, State and Federal land use regulations.

PLANNING

Major Departmental Functions

- * Update and administer City land use ordinances including Zoning Ordinance, Subdivision Ordinance, Erosion & Sediment Control Ordinance, Site Plan Ordinance, Wetlands Ordinance and Sign Ordinance.
- * Administer the City's Federal Flood Insurance rating program and the Community Rating System.
- * Provide technical assistance to other departments, real estate agents, developers, contractors, and citizens. Provide staff support to City Council, Planning Commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Economic Development Authority.
- * Promote economic development through comprehensive planning, rezoning and master planning process.
- * Serve as lead department for the Development Plan Review and Hazard Mitigation Planning Committees.
- * Coordinate and serve as lead department for the Environmental Development Plan Review Committee.
- * Coordinate and monitor ongoing residential and commercial site development.
- * Monitor and administer state mandated policies, practices and regulations.
- * Develop and maintain community access channel.
- * Department staff serves as liaison to multiple state and regional agencies and committees.
- * Oversee the engineering function of the City.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Citizen requests for information	1,600	1,600	1,600	1,600
City Council/Board/Comm Agenda Items	9	6	6	6
Major subdivision plans reviewed	5	2	2	2
Minor subdivision plans reviewed	8	6	6	6
Sign Permit Applications	60	11	11	11
Site Plans reviewed	6	18	18	18
Special Projects (non Planning)	10	2	2	2
Zoning Ordinance/City Code Amendments	2	3	3	3

Significant Budget Items

- * Decrease in personal services is due to vacant position in the department.

Program Accomplishments

- * Implemented multiple Department of Conservation and Recreation program requirements.
- * Continued the process of updating the City's Comprehensive Plan.
- * Processed 26 land use applications.

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	-	\$ -	\$ -	n/a	n/a
Operating Expenses	3,542	5,706	8,700	10,500	1,800	20.7%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 3,542	\$ 5,706	\$ 8,700	\$ 10,500	\$ 1,800	20.7%

Personnel Summary

N/A

Goals and Objectives

Architectural Review Board (ARB)

- * Regulate exterior appearance of buildings, structures and improvements proposed for erection or alteration in the Village Commercial, General Commercial and Research and the City's business corridor.
- * Encourage construction of attractive commercial development and prevent garish, bizarre and inappropriate exterior designs which could deteriorate the appearance of development and ultimately threaten the integrity of future development and revenue within the City of Poquoson.

Board of Zoning Appeals (BZA)

- * Provide relief to property owners from the Zoning Ordinance when the strict application of the ordinance would prevent the reasonable use of land. Determine mitigation requirements.

Planning Commission

- * Provide competent, expedient and professional advice and technical support to City Council pertaining to land use and development issues facing Poquoson.
- * Expand upon staff's knowledge and technical abilities of planning, land use, development, and zoning issues.
- * Assist in guiding development in a fashion consistent with the Comprehensive Plan.

Wetlands Board

- * Provide competent, expedient and professional services and technical support to property owners proposing to perform development activities in wetlands.
- * Protect Poquoson's environmentally sensitive wetlands, through the enforcement and administration of local and State wetlands laws and expand upon the Board's and staff's knowledge and technical abilities pertaining to the use and protection of wetlands.
- * Make determinations of "imminent danger of erosion" in aftermath of significant storm events for issuance of emergency permits.

Development Review Committee

- * Review site and subdivision plans, proposed RPA encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.
- * Determine mitigation requirements for waivers to Chesapeake Bay regulations.
- * Review wetland permits for land disturbance impacts in RPA.

PLANNING / BZA / WETLANDS / ARB

Major Departmental Functions

- * Process a variety of land use applications.
- * Assist public in City land use policies and standards.
- * Prepare and modify the City's Comprehensive Plan.
- * Serve as staff liaison to various Boards/Commissions and Committees.
- * Prepare applications for public hearings, inspecting sites, monitoring construction, assisting public in preparation and delivery of formal applications.
- * Presentations to City Council/Boards/Commissions.

Performance Measures

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Architectural Review Applications	15	6	5	5
Board of Zoning Appeals - Ches Bay Exceptions	55	1	30	30
Board of Zoning Applications	39	12	12	12
Ordinance Amendments	14	3	3	3
Wetland Board Applications	46	8	4	4

Significant Budget Items

- * Increase in operating expenses attributable to increased training for board members.

Program Accomplishments

- * Processed applications in a timely manner.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ 3,528	\$ 3,528	100.0%
Operating Expenses	5,450	5,216	49,900	66,561	16,661	33.4%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 5,450	\$ 5,216	\$ 49,900	\$ 70,089	\$ 20,189	40.5%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Part Time (FTE)	0	0	0	0
Totals	0	0	0	0

Goals and Objectives

- * Strengthen the employment and tax base of the community through economic development activities.
- * Assist in the marketing of the Big Woods and Messick Point.
- * Participate in regional planning efforts to establish and implement development opportunities and define the region's priorities. An overall goal is to improve the competitiveness of the region especially in employment and income growth.

ECONOMIC DEVELOPMENT

Major Departmental Functions

* Retain and expand existing businesses and recruit new prospects. Promote quality, safe and environmentally friendly growth in the City.

<u>Budget Detail</u>	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Business Development Incentive	\$ -	\$ -	\$ 20,000	\$ 20,000
Other Operating Supplies	125	166	25,000	41,661
Public/Private Partnership	5,325	5,050	4,900	4,900
Total	<u>\$ 5,450</u>	<u>\$ 5,216</u>	<u>\$ 49,900</u>	<u>\$ 66,561</u>

Significant Budget Items

- * The Public/Private Partnership provides coordination for the entire Hampton Roads region.
- * Incentive for business to relocate to Poquoson.
- * This budget funds \$45,189 towards support of the City's economic development program.

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	167,107	138,786	233,425	141,185	(92,240)	-39.5%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 167,107	\$ 138,786	\$ 233,425	\$ 141,185	\$ (92,240)	-39.5%

Personnel Summary

N/A

Goals and Objectives

- * Continue to contribute to a number of agencies which provide services to disadvantaged, elderly, and youth.
- * Continue to contribute to agencies which provide services which benefit Poquoson's economy, including those which attract new businesses to the area and increase local tourism.

COMMUNITY DEVELOPMENT

Major Departmental Functions

* Participate in agencies which provide services that improve the quality of life for citizens of Poquoson.

<u>Budget Detail</u>	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Litter Control Grant	\$ 2,781	\$ 5,137	\$ 5,910	\$ -
Contributions to Agencies:				
American Red Cross -- York/Poquoson Chapter	5,000	-	-	500
CASA	-	-	-	500
Commission on Homelessness	-	2,781	2,781	2,781
Disabilities Transportation	6,000	6,000	6,000	4,000
Green Jobs Alliance	-	1,179	-	2,376
Hampton Roads Economic Development	11,918	11,858	11,238	11,204
Heritage Park Project	-	1,950	67,500	-
Hampton Roads Planning District Comm (HRPDC)	9,729	9,691	9,691	9,688
HRPDC Municipal Construction Standards	376	375	375	378
HRPDC Other Projects	4,031	3,949	3,949	4,587
HRPDC Regional Groundwater Mitigation	3,461	3,461	3,461	3,452
HRPDC Stormwater Management Program	10,066	10,066	10,066	11,905
HR Military/Federal Facilities Alliance	5,882	5,932	5,318	5,400
Institute for Government	1,270	-	-	-
Jamestown 2007 400th Celebration	-	11,240	-	-
NASA Aeronautics Support Team (NAST)	10,000	5,000	5,590	6,000
Peninsula Chamber of Commerce	1,750	1,750	1,750	1,750
Peninsula Council Workforce Development	5,847	5,847	5,847	5,847
Peninsula Community Foundation	25,000	-	-	-
Peninsula Emergency Medical Services	1,156	1,156	1,156	1,180
Peninsula Workforce Development Center	10,500	-	-	-
Poquoson Museum Foundation	6,000	-	40,486	29,640
Poquoson Historical Commission	500	500	500	500
Regional Air Service Enhancement Fund (RAISE)	4,767	4,767	4,767	4,767
Regional Youth Violence Prevention	5,638	-	-	-
Retired Senior Volunteer Program	2,750	2,750	2,750	2,750
Small Business Development Center	3,000	3,000	3,000	3,000
Thomas Nelson Community College	17,935	28,647	29,540	27,230
Transitions Family Violence Services	1,750	1,750	1,750	1,750
YMCA Contribution	10,000	10,000	10,000	-
Totals	\$ 167,107	\$ 138,786	\$ 233,425	\$ 141,185

Significant Budget Items

* Hampton Roads Planning District Commission provides for oversight for various projects, total funding for HRPDC is \$30,010 for FY 2012.
 * Poquoson Museum Foundation funding in the amount of \$29,640 for FY 2012.
 * The YMCA Contribution commitment is completed, resulting in a reduction of \$10,000 from FY 2011.

COMMUNITY RELATIONS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 160,449	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	8,127	-	-	-	-	n/a
Capital Outlay	-	-	-	-	-	n/a
Totals	\$ 168,576	\$ -	\$ -	\$ -	\$ -	n/a

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Community Relations/Events Manager	1	0	0	0
Program Specialist	1.5	0	0	0
Totals	2.5	0	0	0

Goals and Objectives

* Department was merged into Parks and Recreation beginning FY 2010.

COMMUNITY RELATIONS

Major Departmental Functions

* Department merged into Parks and Recreation.

Performance Measures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Estimated
Business Directories Mailed	15,000	n/a	n/a	n/a
Business Appreciation Functions	1	n/a	n/a	n/a
Employee Appreciation Events	3	n/a	n/a	n/a
Volunteer Appreciation Activity	1	n/a	n/a	n/a
Welcome Bags Distributed	130	n/a	n/a	n/a

Significant Budget Items

* Elimination of department and the duties were assumed by Parks and Recreation department.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	49,774	217,970	34,300	40,000	5,700	16.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 49,774	\$ 217,970	\$ 34,300	\$ 40,000	\$ 5,700	16.6%

Personnel Summary

N/A

Goals and Objectives

- * Refund taxes, licenses and fees that occur in cases of erroneous real estate or personal property assessment or overpayment.
- * Provide a contingency for certain unanticipated expenses which inevitably arise during the year.
- * Continue to keep the contingency account less than one quarter of one percent of the total general fund budget.

NON-DEPARTMENTAL

Major Departmental Functions

- * Account for expenses that are not readily classified in other areas.
- * Refund overpayment by citizens of local taxes, licenses and fees.
- * Hold funds in reserve for any contingent situations which may occur.

<u>Budget Detail</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Refunds	\$ (116)	\$ (348)	\$ -	\$ -
Treasurer Cash Overages/Shortages	10	(44)	-	-
Bank Charges/Returned Checks	15,000	46,373	-	-
Contingencies	34,880	3,398	34,300	40,000
Hurricane Ida Recovery				
Personal Services	-	35,217	-	-
Operating Expenses	-	126,062	-	-
Capital Outlay	-	7,312	-	-
Totals	\$ 49,774	\$ 217,970	\$ 34,300	\$ 40,000

Significant Budget Items

- * Increase in Contingencies to pay for any unforeseen expenses throughout the City.
- * FY 2010 Hurricane Ida Recovery of \$168,591 for the expenditures for the November 2009 storm. The City suffered severe flooding for several days creating debris including household items and woody waste including tree limbs requiring disposal. City staff and equipment restored the City to its original state within 6 months of the storm.

DEPARTMENT OF MOTOR VEHICLES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 90,418	\$ 97,898	\$ 96,922	\$ 102,386	\$ 5,464	5.6%
Operating Expenses	3,326	3,475	4,160	4,054	(106)	-2.5%
Capital Outlay	700	-	-	-	-	n/a
Totals	\$ 94,444	\$ 101,373	\$ 101,082	\$ 106,440	\$ 5,358	5.3%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
DMV Service Clerk	2	2	2	2
Totals	2	2	2	2

Goals and Objectives

* Continue to provide excellent customer service to all DMV customers.

DEPARTMENT OF MOTOR VEHICLES

Major Departmental Functions

- * Process applications for titling and registration of motor vehicles.
- * Issue motor vehicle license plates and/or decals.
- * Issue handicap placards.
- * Issue driver transcripts.
- * Collect fees, taxes, penalties and other monies in connection with above transactions.

Performance Measures

	<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Estimated</u>	<u>FY 2012</u> <u>Estimated</u>
Total DMV Transactions	38,839	39,646	39,000	39,000
Car Dealers Serviced	15	24	27	27

Significant Budget Items

- * In FY 2012, it is estimated that the DMV operations will generate \$110,000 in revenue to the City.
- * Rate of compensation for DMV services is 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000.

Program Accomplishments

- * Cross-trained with Commissioner of the Revenue employees.
- * Continued to establish new business relationships with car dealers in an effort to minimize the revenue impact resulting from the difficult economic conditions.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,704,369	2,588,735	2,123,642	2,265,546	141,904	6.7%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 2,704,369	\$ 2,588,735	\$ 2,123,642	\$ 2,265,546	\$ 141,904	6.7%

Personnel Summary

N/A

TRANSFERS

Goals and Objectives

- * Transfer to Debt Service Fund to cover payment of all general governmental debt service for the City and Schools.
- * Transfer to Capital Projects fund for the City's TMDL Projects.
- * Transfer to Solid Waste Fund to assist in additional programs the City offers for disposal.
- * Transfer to Parks and Recreation Fund to help the ongoing deficits of the fund.
- * Transfer to the Economic Development Authority to enhance the efforts in the City.

TRANSFER TO OTHER FUNDS

Major Departmental Functions

* Account for all transfers from the General Fund to other funds of the City.

<u>Budget Detail</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Transfer to Debt Service	\$ 2,548,119	\$ 2,410,984	\$ 2,042,842	\$ 2,052,246
Transfer to Capital Projects	-	46,751	-	50,000
Transfer to Special Revenue Fund	5,000	-	-	-
Transfer to Solid Waste	-	45,000	-	72,100
Transfer to Utilities Fund	-	-	-	-
Transfer to Parks & Recreation	100,000	46,000	80,800	79,200
Transfer to Economic Development Authority	51,250	40,000	-	12,000
Totals	\$ 2,704,369	\$ 2,588,735	\$ 2,123,642	\$ 2,265,546

Significant Budget Items

- * The transfer to Debt Service of \$2,052,246 includes refinancing of debt in FY 2011 for savings.
- * The transfer to Capital Projects of \$50,000 is for initial funding of TMDL projects.
- * Transfer to Solid Waste to supplement operational costs.
- * The transfer to Parks and Recreation includes \$79,200 to supplement operational costs.
- * Transfer of \$12,000 to Economic Development Authority to help spur development in the City.

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DEBT SERVICE FUND - SUMMARY

Debt Service Fund Description

The Debt Service Fund accounts for the accumulation of resources for the payment of general obligation debt service for the City and the School Division, except for debt payable by the Utilities Fund. Revenues of the Debt Service Fund are derived from transfers from the General Fund and/or Capital Projects Fund.

The City's most significant debt is in School bonds and literary loans. Other significant debt service items relate to City bonds and notes. The City received the following bond ratings on the 2010 bond issue: Moody's Investors Service --A1 and Standard & Poors--A.

All the debt service presented in the budget is based on legally binding agreements, unless it is labeled estimate.

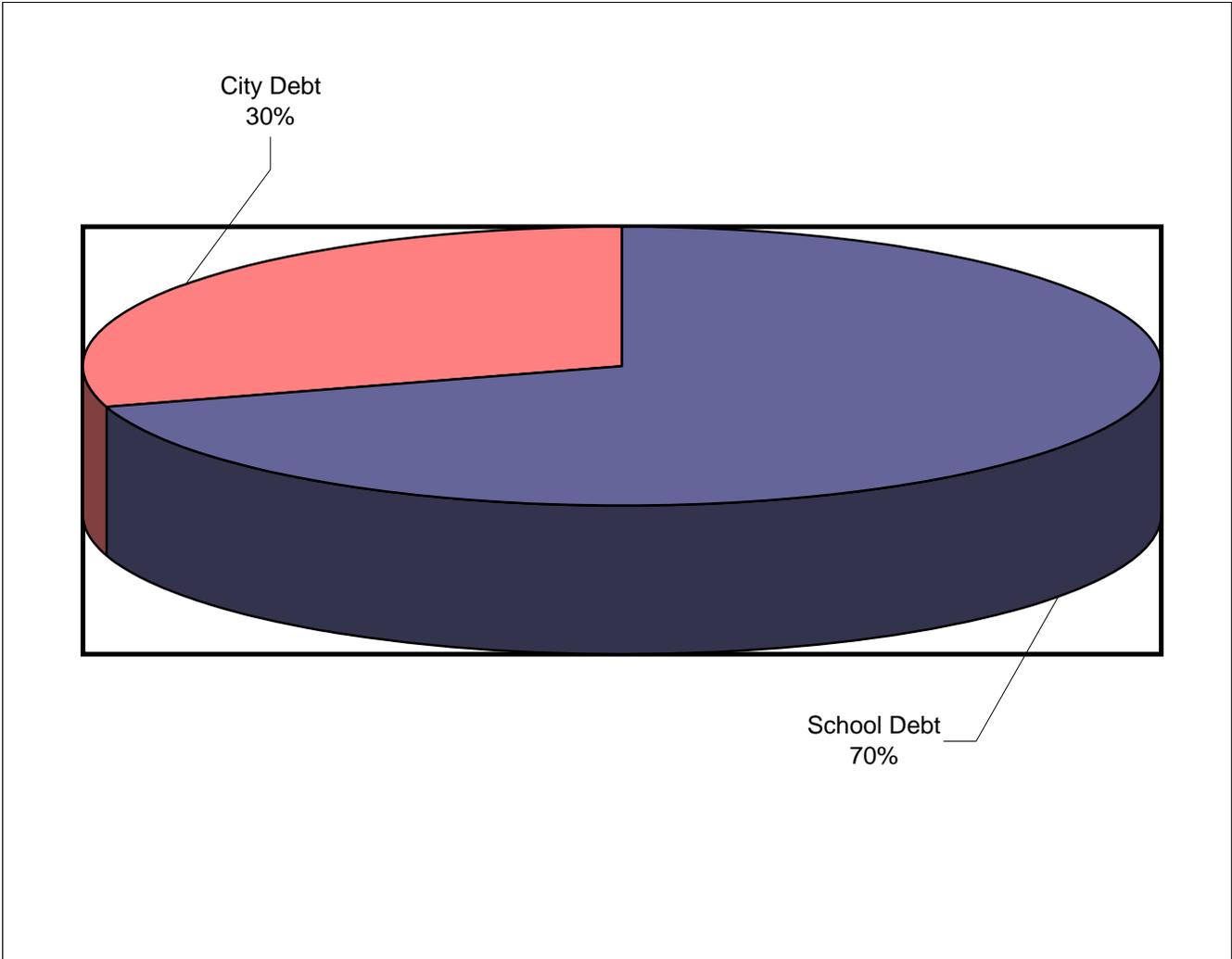
City of Poquoson Charter Article 13 "Limitation on the issuance of bonds or other interest bearing obligations" addresses the debt limit. It states that there shall not be any issued bonds or other interest-bearing obligations which exceed for any one issuance, one and one-half percentum of the assessed valuation of the real estate in the City subject to taxation, according to the most current assessment for taxes, without voter approval. Certificates of indebtedness, revenue bonds, or other obligations issued in anticipation of the collection of the revenues for the current year, provided they mature within one year from issuance, are not required to be voted on by the qualified voters of the City.

Debt Service Projection of Fund Balance

Beginning Fund Balance - 6/30/2008		\$	258,724
Actual FY 2009 Revenues	\$ 7,347,739		
Actual FY 2009 Expenditures	<u>(7,458,333)</u>		<u>(110,594)</u>
Fund Balance - 6/30/2009		\$	148,130
Estimated FY 2010 Revenues	\$ 2,411,481		
Estimated FY 2010 Expenditures	<u>(2,559,611)</u>		<u>(148,130)</u>
Fund Balance - 6/30/2010		\$	-
Estimated FY 2011 Revenues	\$ 9,488,314		
Estimated FY 2011 Expenditures	<u>(9,488,314)</u>		-
Projected Fund Balance - 6/30/2011		\$	-
Estimated FY 2012 Revenues	\$ 2,052,246		
Estimated FY 2012 Expenditures	<u>(2,052,246)</u>		-
Projected Fund Balance - 6/30/2012		\$	-

DEBT SERVICE FUND - SUMMARY

Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
School Debt	\$ 6,332,384	\$ 1,443,695
City Debt	<u>3,155,930</u>	<u>608,551</u>
TOTAL	<u>\$ 9,488,314</u>	<u>\$ 2,052,246</u>

DEBT SERVICE FUND - REVENUE

Debt Service Revenue

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$ Change From 2011 Budget	% Change From 2011 Budget
Transfer from General Fund	\$ 2,548,119	\$ 2,410,984	\$ 2,042,842	\$ 2,042,842	\$ 2,052,246	\$ 9,404	0.5%
Issuance of Debt	4,812,237	15,832,479	7,445,472	7,445,472	-	\$(7,445,472)	-100.0%
Use of Reserve	-	148,130	-	-	-	n/a	n/a
TOTAL TRANSFERS IN	\$ 7,360,356	\$ 18,391,593	\$ 9,488,314	\$ 9,488,314	\$ 2,052,246	\$(7,436,068)	-78.4%

Revenue Explanations

Transfers: The Debt Service Fund is financed exclusively from transfers made by other funds. Usually the transfer of debt comes from the General Fund.

Issuance of Debt: In FY 2011, the City refinanced approximately \$7.5 million School and City outstanding debt. In FY 2010, the City refunded \$15.4 million in School and City outstanding debt. Also, in FY 2009 the City refinanced and restructured approximately \$4.8 million in debt.

Use of Reserve: In FY 2006, the City established a capital reserve to set aside funds for future debt service in the amount of \$385,137. The City drew down the reserve, as planned, in FY 2008, FY 2009 and FY 2010, in the amount of \$126,413, \$110,594 and \$148,130 respectively.

Computation of Estimated Legal Debt Margins for FY 2011

There is a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the City's total assessed value of real estate. The computation of the margin for additional borrowing, based on estimated assessed values as of 7/1/2011 is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

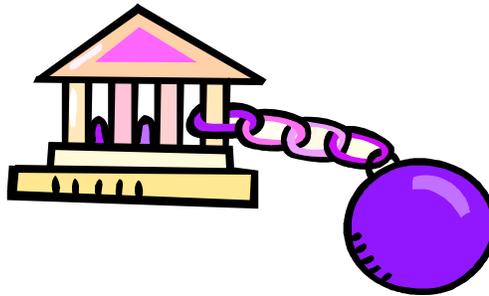
Estimated Assessed Value of Real Estate as of 7/1/2011

General	\$1,491,197,709
Public Service Corporation	17,000,000
Total	<u>\$1,508,197,709</u>
Total Bonding Limit (10% of total assessed value)	\$150,819,771
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$28,164,822
State Literary Fund Loans	2,084,820
Capital Leases	241,207
Sewer Bonds	<u>9,425,933</u>
Net Bonded indebtedness subject to limit	\$39,916,782
Bonded indebtedness as percent of assessed value of real estate	<u>2.65%</u>
Margin for Additional Borrowing	<u>\$110,902,989</u>

DEBT SERVICE FUND - EXPENDITURES

Debt Service Expenditures

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
School Principal	\$ 787,870	\$ 999,165	\$ 547,306	\$ 485,667	\$ (61,639)	-11.3%
School Interest	882,495	946,546	894,829	958,028	63,199	7.1%
City Principal	626,261	358,917	349,667	368,990	19,323	5.5%
City Interest	361,587	252,995	249,041	237,561	(11,480)	-4.6%
Trustee Fees	500	-	1,999	2,000	1	n/a
Advance Refunding	4,659,921	15,364,100	7,355,556	-	(7,355,556)	-100.0%
Cost of Debt Issuance	139,699	113,775	89,916	-	(89,916)	n/a
Totals	\$ 7,458,333	\$ 18,035,498	\$ 9,488,314	\$ 2,052,246	\$ (7,436,068)	-78.4%



Significant Budget Items

- * In FY 2009, the City added \$2 million for new turf for the football stadium at the Poquoson Middle School.
- * In FY 2009, the City refunded 2006A PES, 2001 School's VRS, 1998A Refunded Court House, 2001 Fire Station #2, 2002 Fire Pumper w/Aerial, 2008 Motorola Radios, 1998B and 2003 Sewer Bonds.
- * In FY 2009, the City transferred \$1,094,150 in bond proceeds to the School debt and borrowed an additional \$350,000 for the completion of the new Elementary School, bringing the total to \$19.9 million.
- * In FY 2010, the City refunded an additional \$15.4 million in debt.
- * In FY 2011, the City refunded \$9.5 million in debt in order to take advantage of lower interest rates on debt while not extending the terms of the original loans.

DEBT SERVICE FUND - EXPENDITURES

Expenditures Summary

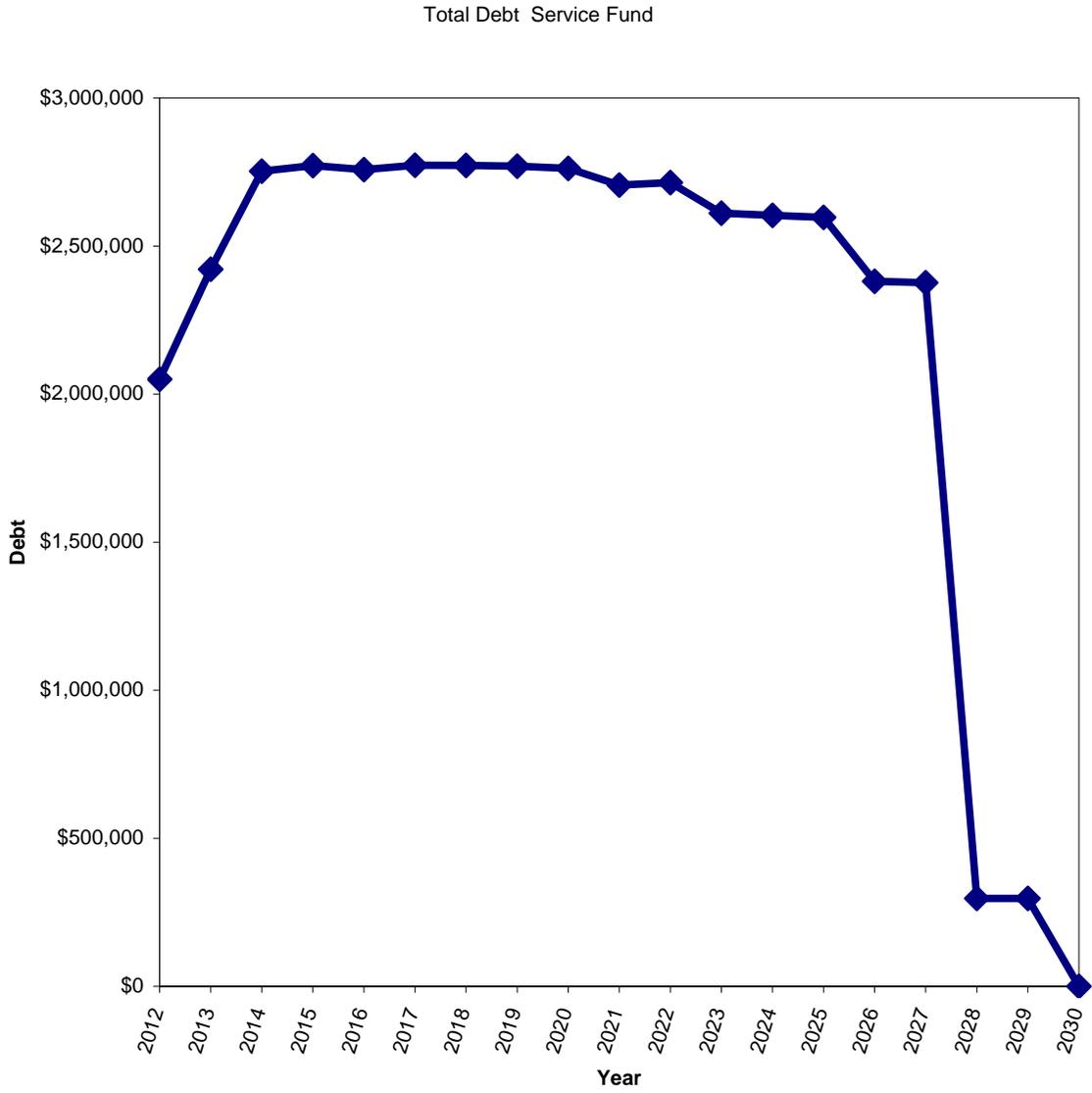
DEBT INSTRUMENT	FY 2012 Principal	FY 2012 Interest	FY 2012 Other Fees	FY 2012 Adopted Budget
<u>Schools</u>				
<u>Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 30,000	\$ 11,100	\$ -	\$ 41,100
2002 Refunded 1994A (Cafeteria)	67,346	13,589	-	80,935
2009A Refunded 2006A PES	10,000	126,273	-	136,273
2009C Refunded 2001 School's VRS	30,000	22,612	-	52,612
2010 PMS HVAC	20,000	5,338	-	25,338
2010 Refunded 2005 PES	-	139,913	-	139,913
2010 Refunded 2006B PES	-	287,175	-	287,175
2010 Refunded 2007 PES	-	141,294	-	141,294
2011 Refunded 2007 Unrefunded PES	33,718	97,360	-	131,078
2011 Refunded 2008 PMS Stadium	17,603	50,829	-	68,432
<u>Literary Loans:</u>				
1998 PPS Desiccant Wheel	27,000	2,545	-	29,545
1998 PHS Addition/Renovations	250,000	60,000	-	310,000
Total Schools	\$485,667	\$958,028	\$ -	\$1,443,695
<u>City</u>				
<u>Bonds:</u>				
2002 Refunded 1994 A (City Hall)	262,654	52,999	-	315,653
2010 Refunded 2005 Fire Station #1	-	59,963	-	59,963
2010 Refunded 2007 Fire Station #1	-	33,143	-	33,143
2011 Refunded 2007 Unrefunded Fire Station	7,909	22,838	-	30,747
2011 Refunded 2009B & 1998A Refunded Court House	8,354	24,123	-	32,477
2011 Refunded 2009B & 2001 Fire Station #2	5,341	15,421	-	20,762
2011 Refunded 2009B & 2002 Fire Pumper	2,141	6,183	-	8,324
2011 Refunded 2009B & 2008 Motorola Radios	4,934	14,249	-	19,183
<u>Capital Leases:</u>				
2005 Fire Pumpers	77,657	8,642	-	86,299
<u>Trustee Fees:</u>				
US Bank	-	-	2,000	2,000
Total City	\$368,990	\$237,561	\$2,000	\$608,551
TOTAL DEBT SERVICE FY 2012	\$854,657	\$1,195,589	\$2,000	\$2,052,246

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DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

<u>Summary of Long Term Debt Obligations</u>	Projected			Projected
<u>General Long Term Obligations</u>	Balance 6/30/2011	Additions	Retirement	Balance 6/30/2012
<u>School Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 240,000	\$ -	\$ 30,000	\$ 210,000
2002 Refunded 1994A (Cafeteria)	365,303	-	67,346	297,957
2009A Refunded 2006A PES	2,806,067	-	10,000	2,796,067
2009C Refunded 2001 School's VRS	393,255	-	30,000	363,255
2010 PMS HVAC	215,000	-	20,000	195,000
2010 Refunded 2005 PES	3,269,000	-	-	3,269,000
2010 Refunded 2006B PES	6,600,000	-	-	6,600,000
2010 Refunded 2007 PES	3,159,000	-	-	3,159,000
2011 Refunded 2007 Unrefunded PES	3,182,310	-	33,718	3,148,592
2011 Refunded 2008 PMS Stadium	1,661,388	-	17,603	1,643,785
	<u>\$ 21,891,323</u>	<u>-</u>	<u>\$ 208,667</u>	<u>\$ 21,682,656</u>
<u>School Literary Loans:</u>				
1998 PPS Desiccant Wheel	84,820	-	27,000	57,820
1998 PHS Addition/Renovations	2,000,000	-	250,000	1,750,000
	<u>2,084,820</u>	<u>-</u>	<u>277,000</u>	<u>1,807,820</u>
<u>City Bonds:</u>				
2002 Refunded 1994A (City Hall)	1,424,698	-	262,654	1,162,044
2010 Refunded 2005 Fire Station #1	1,401,000	-	-	1,401,000
2010 Refunded 2007 Fire Station #1	741,000	-	-	741,000
2011 Refunded 2007 Unrefunded Fire Station	746,468	-	7,909	738,559
2011 Refunded 2009B & 1998A Refunded Court House	788,477	-	8,354	780,123
2011 Refunded 2009B & 2001 Fire Station #2	504,050	-	5,341	498,709
2011 Refunded 2009B & 2002 Fire Pumper	202,094	-	2,141	199,953
2011 Refunded 2009B & 2008 Motorola Radios	465,713	-	4,934	460,779
	<u>6,273,500</u>	<u>-</u>	<u>291,333</u>	<u>5,982,167</u>
<u>Capital Leases:</u>				
2005 Fire Pumpers	241,207	-	77,657	163,550
	<u>241,207</u>	<u>-</u>	<u>77,657</u>	<u>163,550</u>
Total General Long Term Obligations	\$30,490,850	\$0	\$854,657	\$29,636,193
<u>Sewer Fund Obligations</u>				
<u>Sewer Bonds:</u>				
2000 DEQ Loan	4,189,523	-	378,840	3,810,683
2000 DEQ Loan	1,521,909	-	137,619	1,384,290
2010 Bond	600,000	-	-	600,000
2010 VRA Refunded 2002 Bond	730,000	-	55,000	675,000
2011 Refunded 2009B & 1998B Bond	1,954,711	-	-	1,954,711
2011 Refunded 2009B & 2003B Bond	429,789	-	-	429,789
Total Sewer Obligations	\$9,425,932	\$0	\$571,459	\$8,854,473

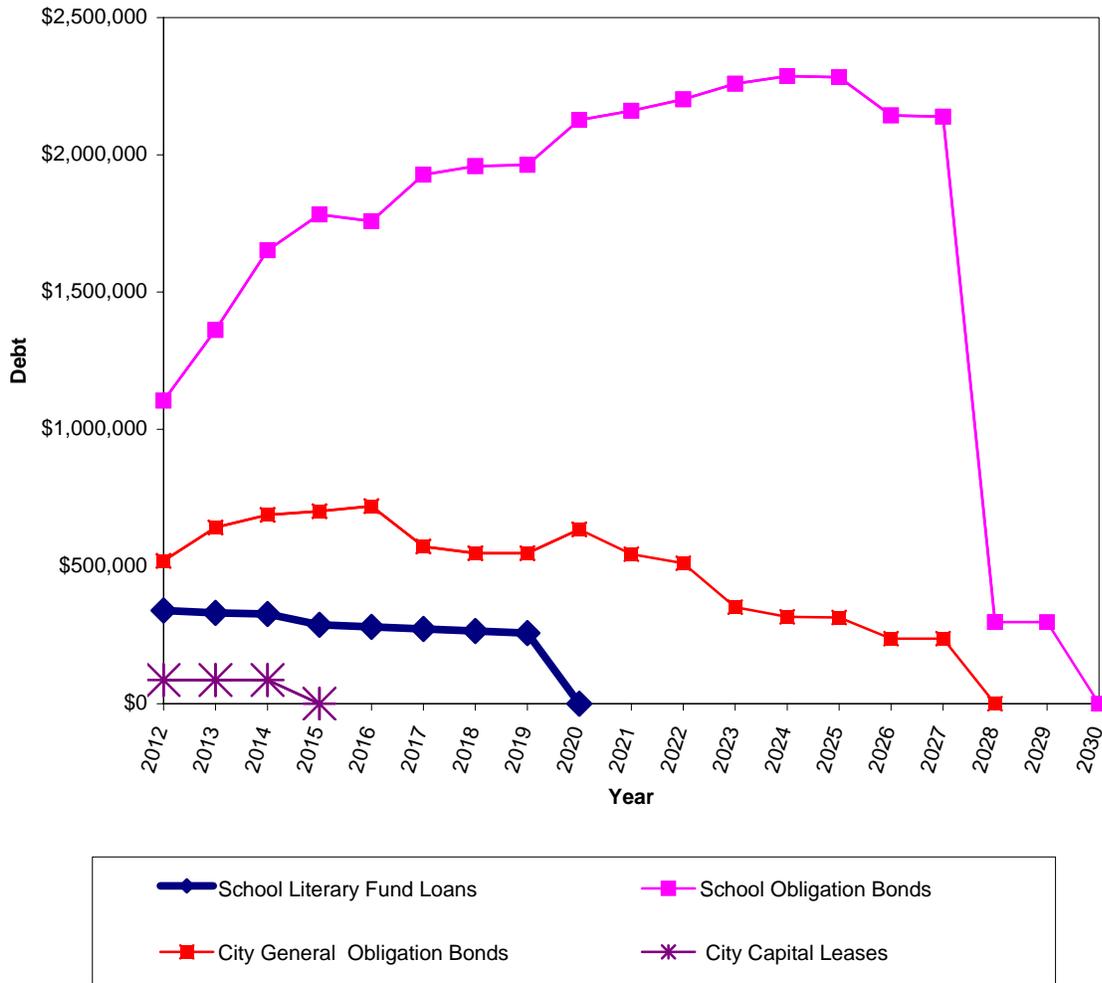
DEBT SERVICE FUND



The above graph depicts the City's debt service until the debt is paid.

DEBT SERVICE FUND

Debt Service By Type



The City has various debt instruments. The largest debt obligation is from the School Obligation Bonds which added \$19.9 million from FY 2006 through FY 2009 to pay for a new Elementary School. The City also has other notes and bonds, which have been used to pay for various School and City projects.

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds	
	Principal	Interest	Principal	Interest
2012	277,000	62,545	208,667	895,483
2013	277,000	54,235	482,933	878,492
2014	280,820	45,925	790,598	861,186
2015	250,000	37,500	946,338	836,216
2016	250,000	30,000	952,226	805,576
2017	250,000	22,500	1,157,841	769,579
2018	250,000	15,000	1,225,312	733,412
2019	250,000	7,500	1,270,852	692,435
2020			1,476,905	649,697
2021			1,566,354	594,230
2022			1,664,427	537,632
2023			1,777,636	481,246
2024			1,893,211	393,456
2025			1,982,728	299,936
2026			1,924,208	219,435
2027			2,014,670	124,470
2028			272,086	25,039
2029			284,330	12,795
2030			-	-
TOTAL	\$ 2,084,820	\$ 275,205	\$ 21,891,322	\$ 9,810,315

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	City General Obligation Bonds		City Capital Leases		Total Debt Service Fund	
	Principal	Interest	Principal	Interest	Principal	Interest
2012	291,333	228,919	77,657	8,642	854,657	1,195,589
2013	429,067	213,263	80,437	5,862	1,269,437	1,151,852
2014	489,404	198,462	83,113	2,983	1,643,935	1,108,556
2015	519,662	181,955			1,716,000	1,055,671
2016	555,774	163,942			1,758,000	999,518
2017	429,655	142,892			1,837,496	934,971
2018	417,728	130,413			1,893,040	878,825
2019	430,767	117,689			1,951,619	817,624
2020	530,650	104,510			2,007,555	754,207
2021	457,957	86,853			2,024,311	681,083
2022	439,503	72,594			2,103,930	610,226
2023	290,700	61,293			2,068,336	542,539
2024	269,950	46,758			2,163,161	440,214
2025	280,700	33,261			2,263,428	333,197
2026	214,950	22,033			2,139,158	241,468
2027	225,700	11,285			2,240,370	135,755
2028					272,086	25,039
2029					284,330	12,795
2030					-	-
TOTAL	\$ 6,273,500	\$ 1,816,122	\$ 241,207	\$ 17,487	\$ 30,490,849	\$ 11,919,129

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

<u>Amortization of Long Term Debt</u>			<u>Total</u>		
<u>Year</u>			<u>Total Sewer</u>	<u>Total</u>	<u>City, School</u>
<u>Ending</u>	<u>Sewer Fund</u>	<u>Bonds/Notes</u>	<u>Fund</u>	<u>Debt Service</u>	<u>& Sewer</u>
<u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal &</u>	<u>Fund Principal &</u>	<u>Principal &</u>
			<u>Interest</u>	<u>Interest</u>	<u>Interest</u>
2012	571,460	311,926	883,386	2,050,246	2,933,632
2013	857,694	285,591	1,143,285	2,421,289	3,564,574
2014	873,572	257,633	1,131,205	2,752,491	3,883,696
2015	1,527,116	228,451	1,755,567	2,771,671	4,527,238
2016	955,351	180,775	1,136,126	2,757,518	3,893,644
2017	991,300	148,194	1,139,494	2,772,467	3,911,961
2018	932,989	115,525	1,048,514	2,771,865	3,820,379
2019	962,443	82,808	1,045,251	2,769,243	3,814,494
2020	996,690	49,101	1,045,791	2,761,762	3,807,553
2021	677,318	14,513	691,831	2,705,394	3,397,225
2022	80,000	1,624	81,624	2,714,156	2,795,780
2023				2,610,875	2,610,875
2024				2,603,375	2,603,375
2025				2,596,625	2,596,625
2026				2,380,626	2,380,626
2027				2,376,125	2,376,125
2028				297,125	297,125
2029				297,125	297,125
2030				-	-
TOTAL	\$ 9,425,933	\$ 1,676,141	\$ 11,102,074	\$ 42,409,978	\$ 53,512,052

Note:

All sewer debt service is accounted for in the Utilities Fund in accordance with Governmental Accounting practice. This schedule is shown so that the reader will have a comprehensive listing of all future City and School debt payments.

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Fund Description

The Capital Projects Fund accounts for financial resources to be used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

For presentation purposes, the FY 2012 through FY 2016 CIP's General Fund Projects are shown in detail found on page 115.

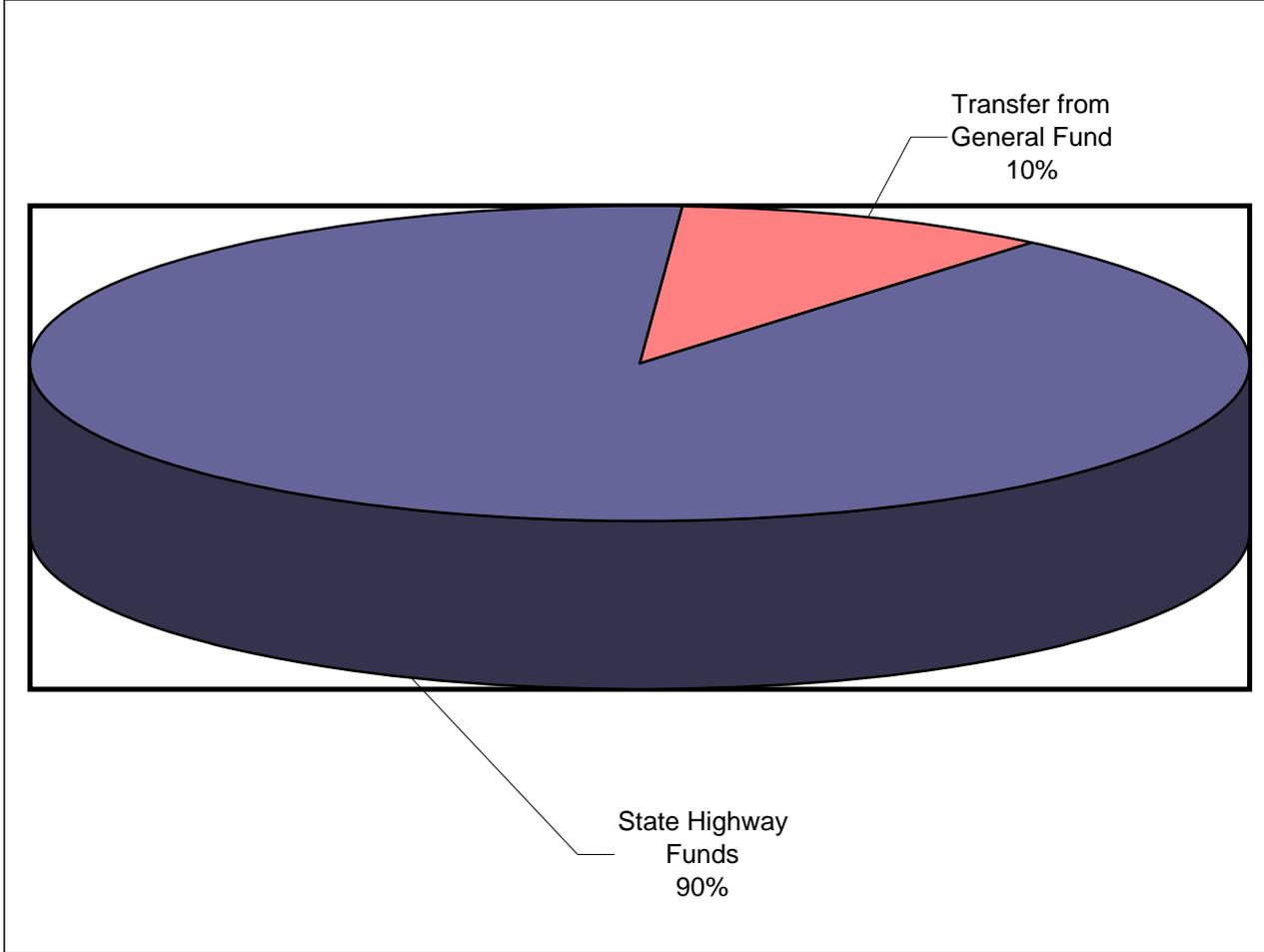
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance. Therefore, in addition to funds budgeted for FY 2012, there may also be monies remaining from prior years that fund continuing projects.

Capital Projects Projection of Fund Balance

Beginning Fund Balance - 6/30/2008		\$ 5,447,801
Actual FY 2009 Revenues	\$ 2,811,729	
Actual FY 2009 Expenditures	<u>(7,110,450)</u>	<u>(4,298,721)</u>
Fund Balance - 6/30/2009		\$ 1,149,080
Estimated FY 2010 Revenues	\$ 598,893	
Estimated FY 2010 Expenditures	<u>(838,069)</u>	<u>(239,176)</u>
Fund Balance - 6/30/2010		\$ 909,904
Estimated FY 2011 Revenues	\$ 815,975	
Estimated FY 2011 Expenditures	<u>(1,413,618)</u>	<u>(597,643)</u>
Projected Fund Balance - 6/30/2011		\$ 312,261
Estimated FY 2012 Revenues	\$ 505,800	
Estimated FY 2012 Expenditures	<u>(505,800)</u>	<u>-</u>
Projected Fund Balance - 6/30/2012		<u><u>\$ 312,261</u></u>

CAPITAL PROJECTS FUND - SUMMARY

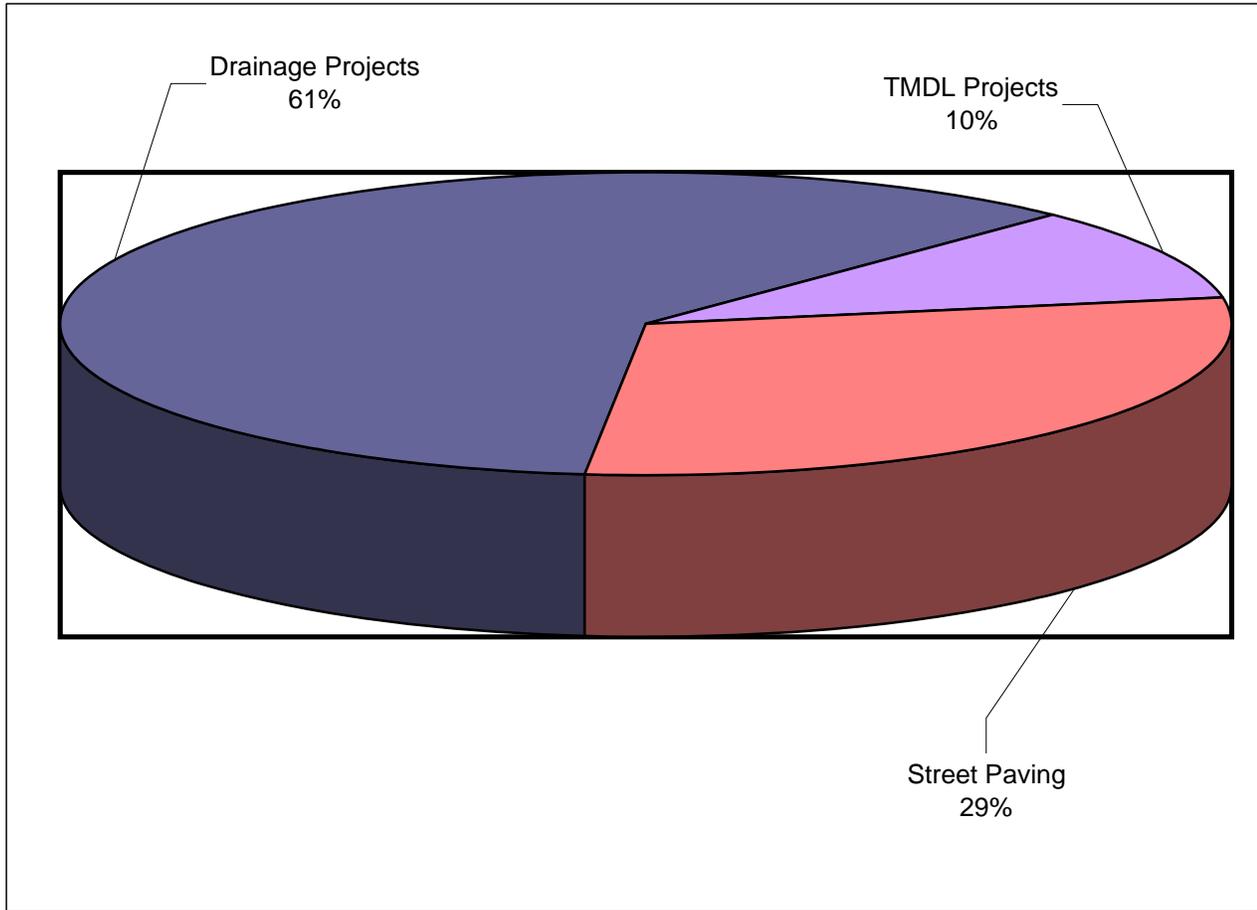
Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
State Highway Funds	\$ 392,000	\$ 455,800
Transfer from General Fund	-	50,000
South Lawson Park	210,000	-
ARRA Funding	210,538	-
Miscellaneous	3,437	-
Use of Fund Balance	594,222	-
TOTAL	<u>\$ 1,410,197</u>	<u>\$ 505,800</u>

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Street Paving	\$ 714,369	\$ 148,500
Drainage Projects	194,000	307,300
TMDL Projects	-	50,000
School Projects	266,353	-
PES	14,799	-
Playground Equipment	54,848	-
South Lawson Park	150,049	-
Technology	19,200	-
TOTAL	<u>\$ 1,413,618</u>	<u>\$ 505,800</u>

CAPITAL PROJECTS FUND - REVENUE

Revenue Summary

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Revenue	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$	%
						Change From 2011 Budget	Change From 2011 Budget
State Highway Funds	\$ 392,000	\$ 327,802	\$ 392,000	\$ 392,000	\$ 455,800	\$ 63,800	16.3%
ARRA Funding	-	-	293,845	\$ 206,553	-	(293,845)	-100.0%
VPA Pier Grant	-	-	-	-	-	n/a	n/a
VDOT Grant--S Lawson Park	-	-	210,000	210,000	-	(210,000)	-100.0%
Note or Bond Proceeds	2,024,858	223,052	-	-	-	n/a	n/a
Interest -- Bond Proceeds	44,821	1,289	-	887	-	n/a	n/a
FHWA VA Recreational Trails	-	-	-	-	-	n/a	n/a
Miscellaneous	50	-	-	2,550	-	n/a	n/a
Reappropriation of Fund Bal	350,000	-	594,222	594,222	-	(594,222)	-100.0%
Transfer from General Fund	-	46,751	-	-	50,000	50,000	n/a
TOTAL REVENUE	\$ 2,811,729	\$ 598,894	\$ 1,490,067	\$ 1,406,212	\$ 505,800	\$ (984,267)	-66.1%

Revenue Explanations

State Highway Funds: Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving and drainage programs ("Street and Drainage" projects). The City is projected to receive a total of \$1,230,800 from the State Highway Maintenance Fund, \$455,800 is recorded in the Capital Projects Fund, and the remaining \$775,000 is recorded in the General Fund. The exact amount of revenue for FY 2012 will not be known until August 2011.

CAPITAL PROJECTS FUND - EXPENDITURES

Expenditures Summary

Project	Estimated FY 2011 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2012 New Projects Adopted Budget	Total FY 2012 Projects
		Prior Year	Year 1	
School Projects				
PES	\$ 14,799	\$ -	\$ -	\$ -
PMS	223,000	-	-	-
School Miscellaneous Projects	43,353	-	-	-
Transportation and Drainage Projects				
Street Paving	714,369	-	148,500	148,500
Drainage Projects	194,000	-	307,300	307,300
TMDL Projects	-	-	50,000	50,000
Parks & Recreation Projects				
South Lawson Park	150,049	-	-	-
Playground	54,848	-	-	-
Miscellaneous Projects				
Technology	19,200	-	-	-
Totals	\$ 1,413,618	\$ -	\$ 505,800	\$ 505,800

Expenditures Explanations

Funds are appropriated in the Capital Projects Fund as Year 1 projects usually with a Transfer from the General Fund. Unexpended funds at the end of Year 1 lapse into the Fund Balance of the Capital Projects fund for future expenditures. Those unspent funds are then reappropriated the next fiscal year shown above as "Prior Fiscal Year" provided the project is not completed. Completed projects with leftover funds may be transferred to the General Fund Unappropriated Fund Balance.

Major Fund Functions

- * Account for financial resources to be used for the acquisition or construction of major City or School capital facilities, land, infrastructure, and equipment, other than those financed by proprietary funds.
- * Incorporate into the Annual Financial Plan those items of a general governmental nature planned for in the Capital Improvements Plan.
- * May include projects such as parks and recreation improvements, transportation projects and capital feasibility studies where project total is greater than \$50,000.

FY 2012 New Projects

Street Paving: Projects are funded through VDOT State Highway Funds for maintenance, resurfacing and improvements. Projects are at the City's discretion based on needs and the City allocated \$148,500 towards paving for FY 2012.

Drainage Projects: These projects are also funded through VDOT State Highway Funds with an allocation of \$307,300. The planned projects include Sandy Bay Drive, Laydon Way and Hopkins Court/Oxford Mews. These existing drainage systems will be upgraded to lessen flooding.

TMDL Projects: This project is a federally mandated bay cleanup program. The project calls for retrofitting the storm drainage system with water quality treatment measures. The City is required to provide enough water quality measures to treat 15% of the impervious area that currently exists within the City by 2017 and 25% by 2025. The initial funding source for consulting work is a Transfer from the General Fund.

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2012 Adopted Capital Projects Fund

Adopted CIP Summary FY 2012 - Beyond FY 2016

Project	FY 2012 Adopted Budget	Prior Year Funding	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	FY 2016 Adopted Project	Beyond FY 2016 Project	Total Cost
School Projects									
High School Forum Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
High School Track	-	-	-	-	-	-	-	300,000	300,000
High School Locker Room Renovation	-	-	-	-	-	-	-	66,000	66,000
High School HVAC	-	-	-	-	-	-	75,000	-	75,000
High School Gym HVAC	-	-	-	-	-	-	-	125,000	125,000
High School Pavement	-	-	-	-	-	-	146,000	-	146,000
High School Roof Replacement	-	-	-	-	-	-	-	925,000	925,000
Primary School HVAC	-	-	-	-	85,000	120,000	-	-	205,000
Primary School Roof Replacement	-	-	-	-	-	-	-	350,000	350,000
Middle School Renovation	-	-	-	1,071,000	11,075,000	-	-	-	12,146,000
District-wide Electronic Door Access	-	-	-	-	-	-	-	55,000	55,000
Bus Replacement	-	-	78,000	-	156,000	78,000	78,000	380,000	770,000
Total School Projects	\$ -	\$ -	\$ 78,000	\$ 1,071,000	\$ 11,316,000	\$ 198,000	\$ 299,000	\$ 4,701,000	\$ 17,663,000
Transportation and Drainage Projects									
Street Paving	\$ 148,500	\$ -	\$ 148,500	\$ 301,225	\$ 255,775	\$ 318,730	\$ -	\$ -	\$ 1,024,230
Wythe Creek Road South	-	4,159,000	200,000	400,000	1,645,850	1,458,288	8,295,862	-	12,000,000
Drainage Projects -- Neighborhood Drainage	120,000	-	120,000	-	-	-	-	-	120,000
Drainage Projects -- Poquoson Shores Tidal Flooding	40,000	-	40,000	40,000	40,000	-	-	-	120,000
Drainage Projects -- City Ditch Erosion Paving	147,300	-	147,300	100,800	-	-	-	-	248,100
Chesapeake Bay TMDL Improvements	50,000	-	50,000	1,000,000	1,000,000	1,000,000	1,000,000	25,950,000	30,000,000
Poquoson Avenue Piping Upgrade	-	-	-	-	90,000	55,000	-	-	145,000
Wainwright Drive Curb Upgrade	-	-	-	50,000	-	-	-	-	50,000
ROW Acquisition, Bike paths & Sidewalks	-	-	500,000	-	-	-	-	-	500,000
Victory Boulevard	-	-	-	-	-	-	-	9,000,000	9,000,000
Total Transportation and Drainage Projects	\$ 505,800	\$ 4,159,000	\$ 1,205,800	\$ 1,892,025	\$ 3,031,625	\$ 2,832,018	\$ 9,295,862	\$ 34,950,000	\$ 53,207,330
Public Safety: Fire and Police Projects									
Replacement of Engine 102	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Replacement of Medic 3	-	-	-	-	-	150,000	-	-	150,000
Replacement of Medic 4	-	-	-	-	-	-	150,000	-	150,000
Public Safety Building	-	-	-	-	-	-	-	2,500,000	2,500,000
Total Public Safety: Fire and Police Projects	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 150,000	\$ 150,000	\$ 2,500,000	\$ 3,150,000
Public Works Projects									
Equipment Replacement	\$ -	\$ -	\$ 68,000	\$ -	\$ 155,000	\$ 218,000	\$ 192,000	\$ 671,000	\$ 1,304,000
Public Works Compound	-	-	595,000	-	-	-	-	1,104,000	1,699,000
Total Public Works Projects	\$ -	\$ -	\$ 663,000	\$ -	\$ 155,000	\$ 218,000	\$ 192,000	\$ 1,775,000	\$ 3,003,000

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2012 Adopted Capital Projects Fund

Adopted CIP Summary FY 2012 - Beyond FY 2016

Project	FY 2012 Adopted Budget	Prior Year Funding	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	FY 2016 Adopted Project	Beyond FY 2016 Project	Total Cost
Parks & Recreation Projects									
Municipal Ballfield Lighting Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Blue Way System	-	-	-	-	13,000	22,500	15,000	15,000	65,500
Messick Point Breakwater	-	-	-	-	25,000	335,000	-	-	360,000
Messick Point Pier & Beach	-	-	-	700,000	-	-	-	-	700,000
Pool Reconstruction	-	-	-	-	-	-	-	3,800,000	3,800,000
Pool House Renovation	-	-	-	-	-	-	-	225,000	225,000
Recreation Center	-	-	-	-	-	-	-	17,245,895	17,245,895
Western Precinct Park	-	-	-	-	-	-	-	1,000,000	1,000,000
South Lawson Park Bike Path	-	-	-	-	59,000	136,000	-	-	195,000
South Lawson Park Upgrades	-	-	-	-	-	-	-	400,000	400,000
Total Parks & Recreation Projects	\$ -	\$ -	\$ -	\$ 700,000	\$ 97,000	\$ 493,500	\$ 15,000	\$ 22,835,895	\$ 24,141,395
Facilities & Miscellaneous City Projects									
Municipal Building Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Financial System Upgrade	-	-	-	-	-	-	-	500,000	500,000
Telephone System	-	-	-	-	-	-	-	200,000	200,000
City Hall HVAC	-	-	-	-	-	-	-	350,000	350,000
Police Department HVAC	-	-	-	-	-	-	-	73,000	73,000
Total Facilities & Miscellaneous City Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,323,000	\$ 1,323,000
Totals	\$ 505,800	\$ 4,159,000	\$ 1,946,800	\$ 4,013,025	\$ 14,599,625	\$ 3,891,518	\$ 9,951,862	\$ 68,084,895	\$ 102,487,725

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Expenditures Explanations

The FY 2012 - Beyond FY 2016 CIP prepared by staff was presented to Poquoson Planning Commission on December 2, 2010. The Planning Commission held a Public Hearing on January 20, 2011. The Planning Commission adopted the CIP Plan on January 20, 2011. The Plan was submitted to City Council on February 14, 2011 for their consideration and adopted on March 28, 2011.

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SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Description

The Special Revenue Fund previously accounted for revenues and expenditures related to State and Federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to above flood elevation level so they will not flood in the future. The grant was a shared grant with 75% funding coming from the Federal Government, 20% coming from the State and a local match of 5% paid by the City. The City also received two Community Development Block (CDBG) grants to elevate homes and to reimburse citizens for their repair costs.

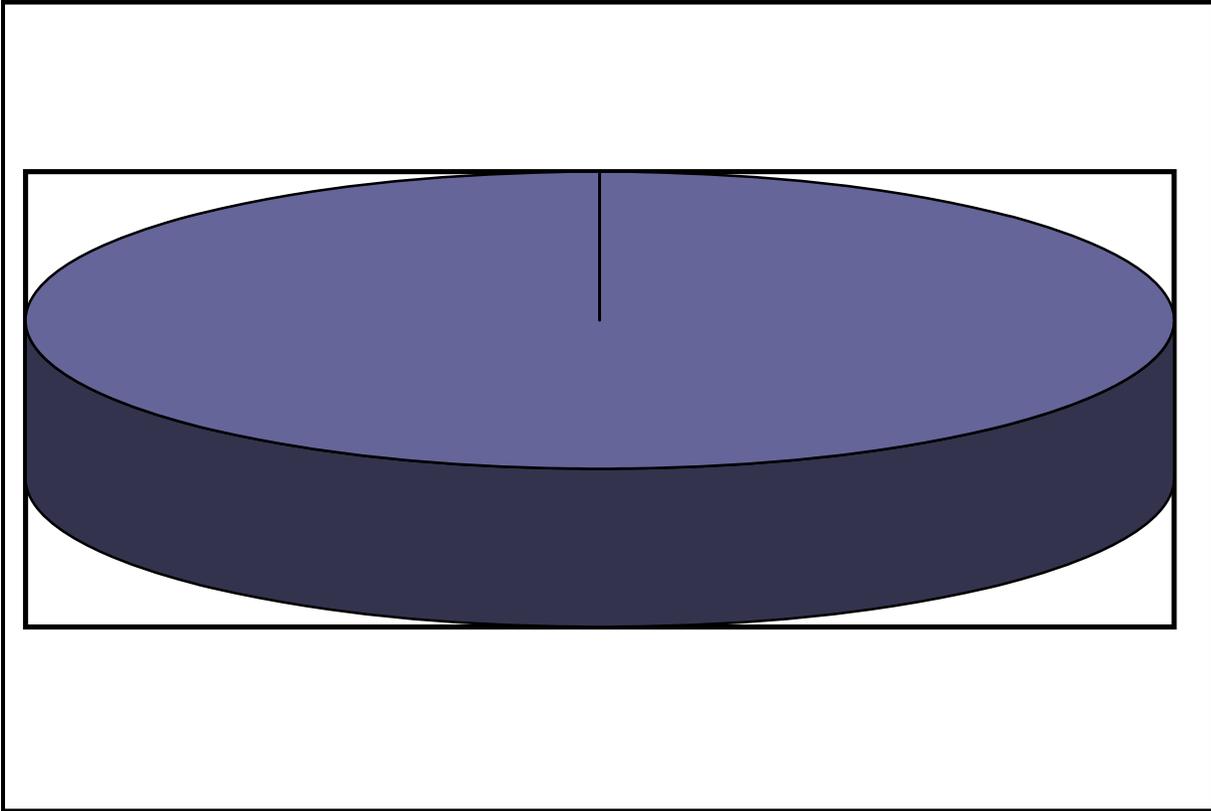
In FY 2010, the City reimbursed the Poquoson Museum the balance for the relocation expenses of the Tom Hunt Store. The City serves as the fiscal agent for the Museum.

Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2008		\$ 27,168
Actual FY 2009 Revenues	\$ 577,164	
Actual FY 2009 Expenditures	<u>(572,255)</u>	<u>4,909</u>
Fund Balance - 6/30/2009		\$ 32,077
Estimated FY 2010 Revenues	\$ (23,785)	
Estimated FY 2010 Expenditures	<u>(8,292)</u>	<u>(32,077)</u>
Fund Balance - 6/30/2010		\$ -
Estimated FY 2011 Revenues	\$ -	
Estimated FY 2011 Expenditures	<u>-</u>	<u>-</u>
Projected Fund Balance - 6/30/2011		\$ -
Estimated FY 2012 Revenues	\$ -	
Estimated FY 2012 Expenditures	<u>-</u>	<u>-</u>
Projected Fund Balance - 6/30/2012		<u><u>\$ -</u></u>

SPECIAL REVENUE FUND - SUMMARY

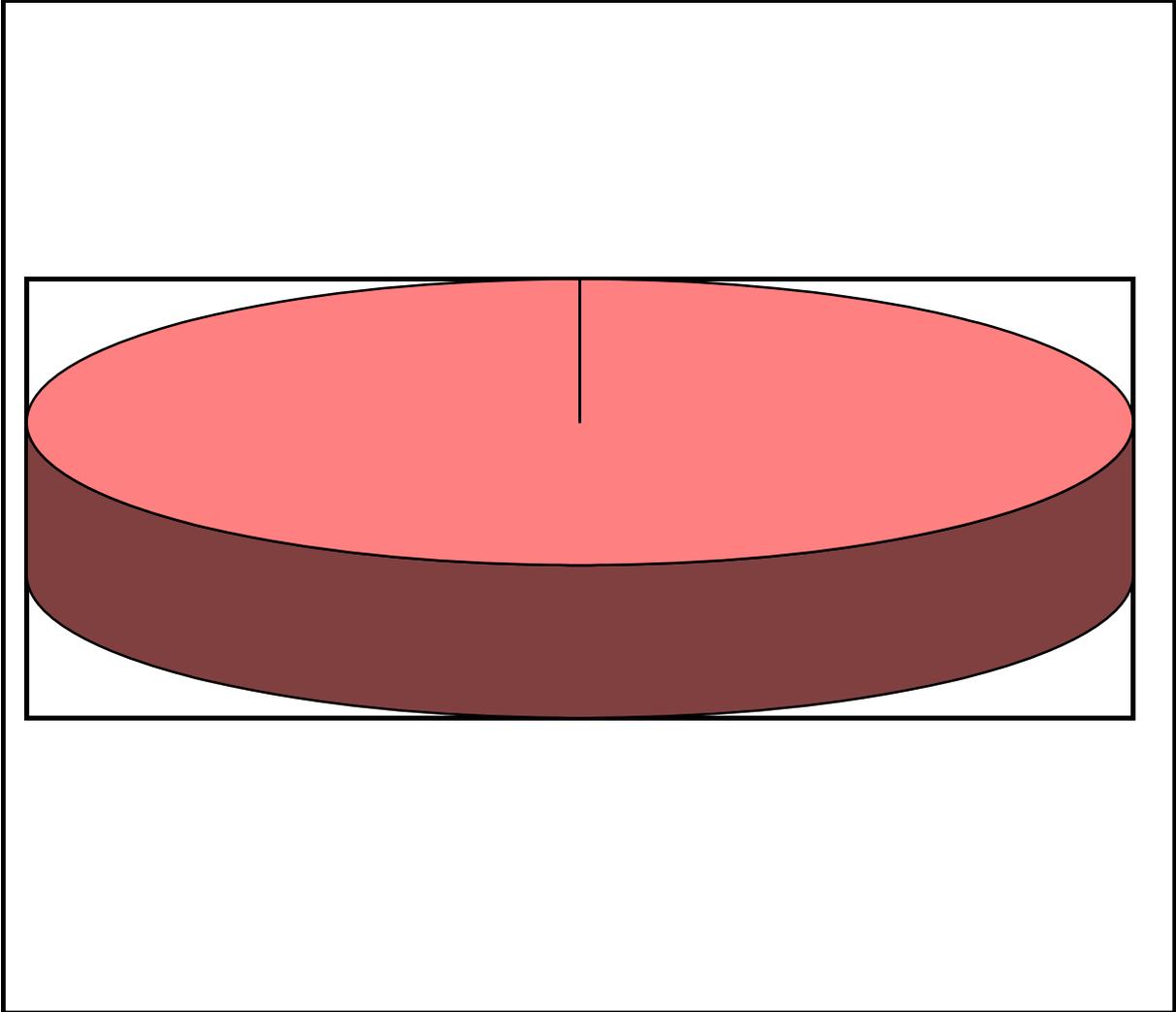
Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2011</u>	<u>Proposed FY 2012</u>
Federal Grants	\$ -	\$ -
HMGP Grant	-	-
CDBG Grant	-	-
TEA 21 Museum Grant	-	-
Use of Fund Balance	-	-
Transfer from General Fund	-	-
TOTAL	<u>\$ -</u>	<u>\$ -</u>

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2011</u>	<u>Proposed FY 2012</u>
Operating Expenditures	\$ -	\$ -
TOTAL	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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SPECIAL REVENUE FUND-REVENUE

Special Revenue Fund Revenue

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$ Change From 2011 Budget	% Change From 2011 Budget
HMGP Local Match	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
HMGP State	77,745	-	-	-	-	n/a	n/a
HMGP Federal	300,538	2,850	-	-	-	n/a	n/a
CDBG Local Match	29,199	-	-	-	-	n/a	n/a
CDBG State	148,619	-	-	-	-	n/a	n/a
CDBG Federal	-	-	-	-	-	n/a	n/a
Homeland Security Grant	14,973	-	-	-	-	n/a	n/a
Museum TEA 21 Grant	1,090	(26,635)	-	-	-	n/a	n/a
Miscellaneous Revenue	-	-	-	-	-	n/a	n/a
Use of Fund Balance	-	-	-	-	-	n/a	n/a
Transfer from General Fund	5,000	-	-	-	-	n/a	n/a
TOTAL REVENUE	\$ 577,164	\$ (23,785)	\$ -	\$ -	\$ -	n/a	n/a

Revenue Explanations

HMGP: Hazard Mitigation Grant Program for the purpose of elevating homes to prevent future flooding. This grant was a 75% Federal share, 20% State share, and 5% local share. The City administered the grant for the homeowners and also paid the 5% local match using a transfer from the General Fund. Twenty-eight homes qualified for the grant funding.

CDBG: Community Development Block Grant to elevate homes damaged by Hurricane Isabel in 2003. These grant funds helped citizens that had more than 50% damage to their homes from the storm surge raise their homes to an elevation of one foot above the required flood elevation. Twenty-eight homes qualified for the grant funding.

Homeland Security Grant: The City received a grant to purchase needed equipment for emergency services.

Museum TEA 21 Grant: This a grant that the Poquoson Museum received from the Virginia Department of Transportation to move the Tom Hunts Store. The City is the fiscal agent for the Museum.

SPECIAL REVENUE FUND - EXPENDITURES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	560,158	8,292	-	-	n/a	n/a
Capital Outlay	12,097	-	-	-	n/a	n/a
Totals	<u>\$ 572,255</u>	<u>\$ 8,292</u>	<u>\$ -</u>	<u>\$ -</u>	n/a	n/a

Personnel Summary

n/a

Goals and Objectives

* Assist the Poquoson Museum in the completion of the relocation project for the Tom Hunt Store.

Major Fund Functions

* City is fiscal agent for the Poquoson Museum's grants and the local match is provided by Museum.

SPECIAL REVENUE FUND - EXPENDITURES

Detailed Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2009 Budget	% Change From 2009 Budget
HMGP I Grant	\$ 500	\$ -	\$ -	\$ -	n/a	n/a
HMGP II Grant	312,473	398	-	-	n/a	n/a
HMGP Special Grant	50,768	-	-	-	n/a	n/a
CDBG I Grant	32,481	-	-	-	n/a	n/a
CDBG II Grant	113,775	7,596	-	-	n/a	n/a
CDBG III Grant	48,481	-	-	-	n/a	n/a
Homeland Security Grant	12,316	-	-	-	n/a	n/a
Museum TEA 21 Grant	1,461	300	-	-	n/a	n/a
Totals	\$ 572,255	\$ 8,294	\$ -	\$ -	n/a	n/a

Performance Measures

	Actual FY 2009	Actual FY 2010	Estimated FY 2011	Estimated FY 2012
Homes Eligible for Grant Funding	22	0	0	0
Homes Elevated/Citizens Reimbursed	8	0	0	0
Special Purpose Grants Received	2	0	0	0

Program Accomplishments

* Successful completion of the HMGP and CDBG grant process in FY 2009.

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SOLID WASTE FUND - SUMMARY

Solid Waste Fund Description

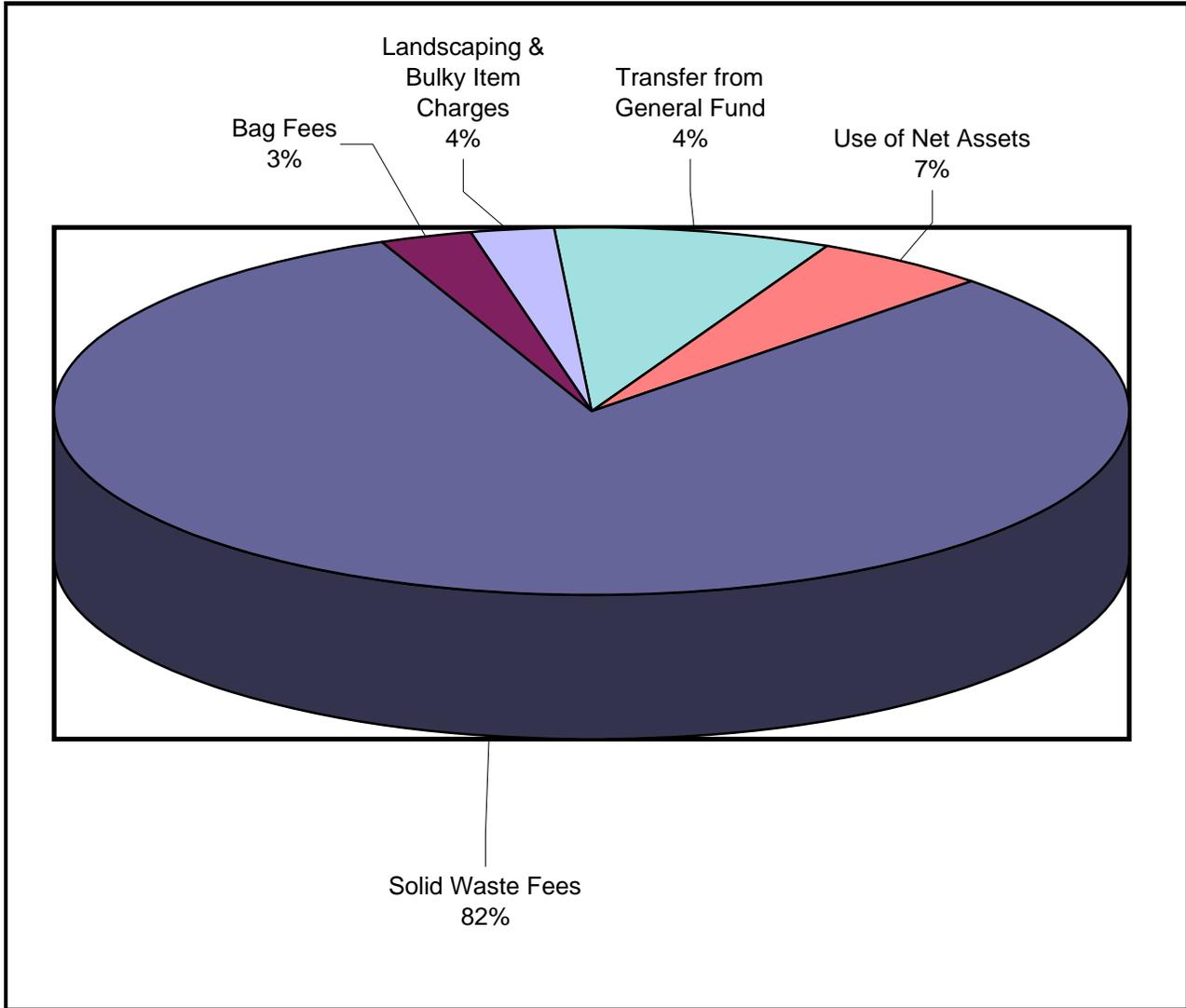
The Solid Waste Fund is an Enterprise Fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris.

In January 2007, City Council adopted a committee's recommendation and City staff implemented the container/cart program on October 1, 2007. This program utilizes contracted disposal of all household solid waste.

Solid Waste Projection of Net Assets

Beginning Net Assets - 7/1/2008		\$ 477,080
Actual FY 2009 Revenues	\$ 586,277	
Actual FY 2009 Expenses	<u>(768,565)</u>	<u>(182,288)</u>
Net Assets - 6/30/2009		\$ 294,792
Actual FY 2010 Revenues	\$ 789,010	
Actual FY 2010 Expenses	<u>(766,921)</u>	<u>22,089</u>
Net Assets - 6/30/2010		\$ 316,881
Estimated FY 2011 Revenues	\$ 748,100	
Estimated FY 2011 Expenses	<u>(851,299)</u>	<u>(103,199)</u>
Projected Net Assets - 6/30/2011		\$ 213,682
Estimated FY 2012 Revenues	\$ 842,100	
Estimated FY 2012 Expenses	<u>(890,100)</u>	<u>(48,000)</u>
Projected Net Assets - 6/30/2012		<u><u>\$ 165,682</u></u>

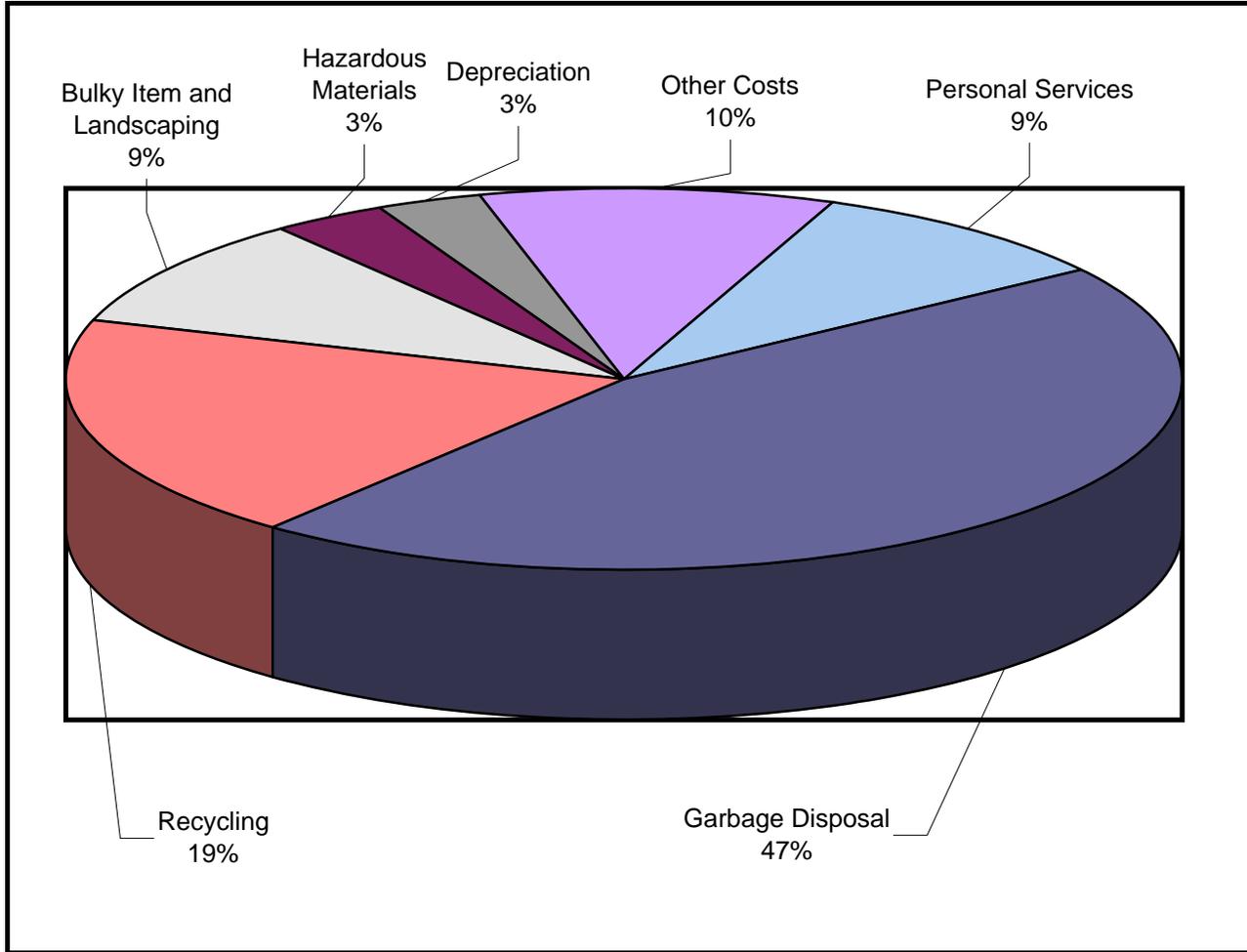
SOLID WASTE FUND - SUMMARY



<u>Solid Waste Revenue</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Solid Waste Fees	\$ 704,100	\$ 721,000
Bag Fees	25,000	25,000
Landscaping & Bulky Item Charges	19,000	24,000
Transfer from General Fund	-	72,100
Use of Net Assets	103,199	48,000
TOTAL	<u>\$ 851,299</u>	<u>\$ 890,100</u>

SOLID WASTE FUND - SUMMARY

Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Personal Services	\$ 54,392	\$ 80,762
Garbage Disposal	393,390	405,500
Recycling	165,845	171,620
Bulky Item and Landscaping	108,360	83,715
Hazardous Materials	30,900	29,500
Depreciation	28,257	28,000
Other Costs	70,155	91,003
TOTAL	<u>\$ 851,299</u>	<u>\$ 890,100</u>

SOLID WASTE FUND - REVENUE

Solid Waste Revenue

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$ Change From 2011 Budget	% Change From 2011 Budget
Solid Waste Fees	\$ 559,766	\$ 701,603	\$ 704,100	\$ 704,100	\$ 721,000	16,900	2.4%
Bag Fees	16,800	27,038	25,000	25,000	25,000	-	0.0%
Disposal Fees	291	226	-	-	-	-	n/a
Landscaping Debris Charge	8,916	13,416	18,000	18,000	18,000	-	0.0%
Bulky Item Charge	210	1,320	1,000	1,000	6,000	5,000	500.0%
Miscellaneous	294	407	45,000	-	-	(45,000)	-100.0%
Sale of Equipment	-	-	-	-	-	-	n/a
Transfer from General Fund	-	45,000	-	-	72,100	72,100	100%
Use of Unrestricted Net Assets	-	-	58,199	103,199	48,000	(10,199)	-17.5%
TOTAL REVENUE & TRANSFERS IN	\$ 586,277	\$ 789,010	\$ 851,299	\$ 851,299	\$ 890,100	\$ 38,801	4.6%

Revenue Explanations

Solid Waste Fees: In FY 2012, the fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 5 plans. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$12,954 of Solid Waste fees will be waived due to the scale.

Residents have a choice of Plan A, Plan B or Plan C. Residents who qualify, have a choice of Plan D for pick-up every other week based on age. Plan E is offered only to residents who live on a private lane or townhomes where a hardship exists that a trash container/cart is impractical to use. Residents choosing Plan E will still use the pay-by-the-bag system and the bimonthly fee is to cover the cost of recycling. All residents may use the pay-by-the-bag system when their chosen trash container/cart is not large enough for their weekly trash service. Trash bags will still be available for purchase at local businesses.

It is estimated that 40 units will bring an additional \$6,039 in revenue for FY 2012.

Plans:	Number of Units	FY 2011 Adopted Bi-Monthly Fees	FY 2012 Adopted Bi-Monthly Fees	FY 2012 Adopted Revenue	FY 2012 Adopted Fees Waived	FY 2012 Total Adopted Revenue
Plan A = 35 gallon container/cart	1,744	\$23.00	\$23.00	\$ 241,201	\$ (5,244)	\$ 235,957
Plan B = 65 gallon container/cart	1,794	38.00	38.00	414,537	(2,793)	411,744
Plan C = (2) 65 gallon container/carts	70	70.00	70.00	29,400	(420)	28,980
Plan D = 35 gallon container/cart (bi-weekly pickup)	500	14.00	14.00	42,000	(4,221)	37,779
Plan E = no container/cart (private lanes, townhom	142	8.00	8.00	6,816	(276)	6,540
	4,250			\$ 733,954	\$ (12,954)	\$ 721,000

Bag Fees: The fee for the green bags will remain at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous 7 fiscal years.

Landscaping Debris Charges: The City provides curbside pickup service for woody waste at a fee of \$30 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$43,715 to operate the composting/disposal facility in FY 2012. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident.

Bulky Item Charge: In FY 2012 the adopted fee is free for the first pickup only and \$30 per subsequent pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In 2011 the City implemented a free drop off service twice a month for residents to dispose of unwanted items instead of paying for a household pickup.

Use of Unrestricted Net Assets: In FY 2012, there is a usage of \$48,000 to cover depreciation and the new temporary convenience site program.

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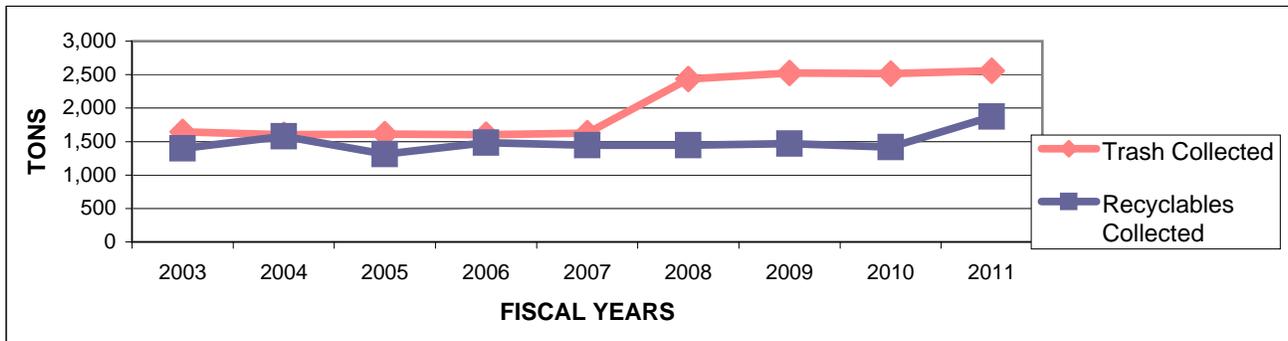
SOLID WASTE FUND - GARBAGE AND RECYCLING

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	526,141	566,556	597,310	608,975	11,665	2.0%
Capital Outlay	-	-	-	-	-	n/a
Totals	\$ 526,141	\$ 566,556	\$ 597,310	\$ 608,975	\$ 11,665	2.0%

Personnel Summary

N/A



Goals and Objectives

- * Oversee the trash collection program that began on October 1, 2007.
- * Continue collecting all City trash routes within three days using a contractor.
- * Continue to provide curbside recycling via VPPSA to all City residents.

SOLID WASTE FUND - GARBAGE AND RECYCLING

Major Departmental Functions

- * Oversee the contracted solid waste disposal service to the citizens of Poquoson.
- * Collect and dispose of non-recyclable waste.
- * Oversee the curbside recycling program which is administered by VPPSA.

Performance Measures

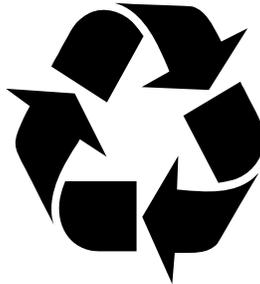
	<u>Actual</u> <u>FY 2009</u>	<u>Actual</u> <u>FY 2010</u>	<u>Estimated</u> <u>FY 2011</u>	<u>Estimated</u> <u>FY 2012</u>
Number of Trash Bags Collected	17,400	0	0	0
Trash Collected (Tons)	2,524	2,514	2,559	2,600
Recyclables Collected by Contractor (Tons)	1,469	1,418	1,873	2,000

Significant Budget Items

- * Total cost for contracted residential refuse pickup and disposal cost is expected to be \$403,000 in FY 2012, an increase of 5% from FY 2011.
- * Curbside recycling cost in FY 2012 is expected to be \$160,500 an increase of \$5,500 from FY 2011.
- * Hazardous material disposal is contracted through VPPSA. In FY 2012, the cost is expected to be \$29,500 a decrease of \$1,400 from FY 2011.

Program Accomplishments

- * Successfully continued container/cart program while outsourcing the collection of residential waste.



SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 87,128	\$ 55,898	\$ 54,392	\$ 80,762	\$ 26,370	48.5%
Operating Expenses	124,629	113,962	171,340	172,363	1,023	0.6%
Capital Outlay	30,667	30,505	28,257	28,000	(257)	-0.9%
Totals	<u>\$ 242,424</u>	<u>\$ 200,365</u>	<u>\$ 253,989</u>	<u>\$ 281,125</u>	<u>\$ 27,136</u>	<u>10.7%</u>

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Equipment Operator II	1	1	1	1
Maintenance Worker I	1	0	0	0
Totals	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>

Goals and Objectives

- * Furnish bulky item and landscaping debris pickup for the citizens of Poquoson.
- * Collect waste oil and batteries for recycling.
- * Assist in the recycling of landscaping debris to produce mulch and compost.
- * Collect metal items for recycling to help reduce disposal costs.
- * Pick up bulk items and landscaping debris within 7 days after it is placed in the City's right-of-way when a request from the property owner has been received.

SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Major Departmental Functions

- * To continue to furnish quality service to the citizens of Poquoson.
- * To continue to complete all bulky item and landscaping debris pickup within one week.
- * Educate citizens about the availability and use of the regional composting facility in York County.
- * Educate citizens about the need to call in for debris pickups and to not place their debris piles in the gutters or ditches for pickup.

Performance Measures

	Actual FY 2009	Actual FY 2010	Estimated FY 2011	Estimated FY 2012
Waste Oil Collected for Recycling (gallons)	1,850	3,270	2,200	2,500
*Bulky Item Debris Collected for Disposal	1,326	3,521	1,500	1,600
*Landscape Debris Collected for Recycling	1,373	920	1,100	1,100
*Metal Items Collected for Recycling	0	0	0	0
Used Tires Collected for Recycling	580	507	500	500
* Amounts given in tons				

Significant Budget Items

- * Increase in personal services is due to overtime for the City's new drop-off convenience site for bulky, landscape, and white goods. The site is open the first and third Saturday of each month.

Program Accomplishments

- * Notified citizens with door hangers of the need to call in for a debris pickup if a pile had been in front of their home for more than a week.
- * Provided good and dependable bulky item and landscaping service. Received compliments on how clean the City employees leave the bulky item area after a pickup.
- * Put in place a revised pickup structure to help offset departmental costs.
- * Picked up storm debris using only City workforce after 2 severe storm events.

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UTILITIES FUND - SUMMARY

Utilities Fund Description

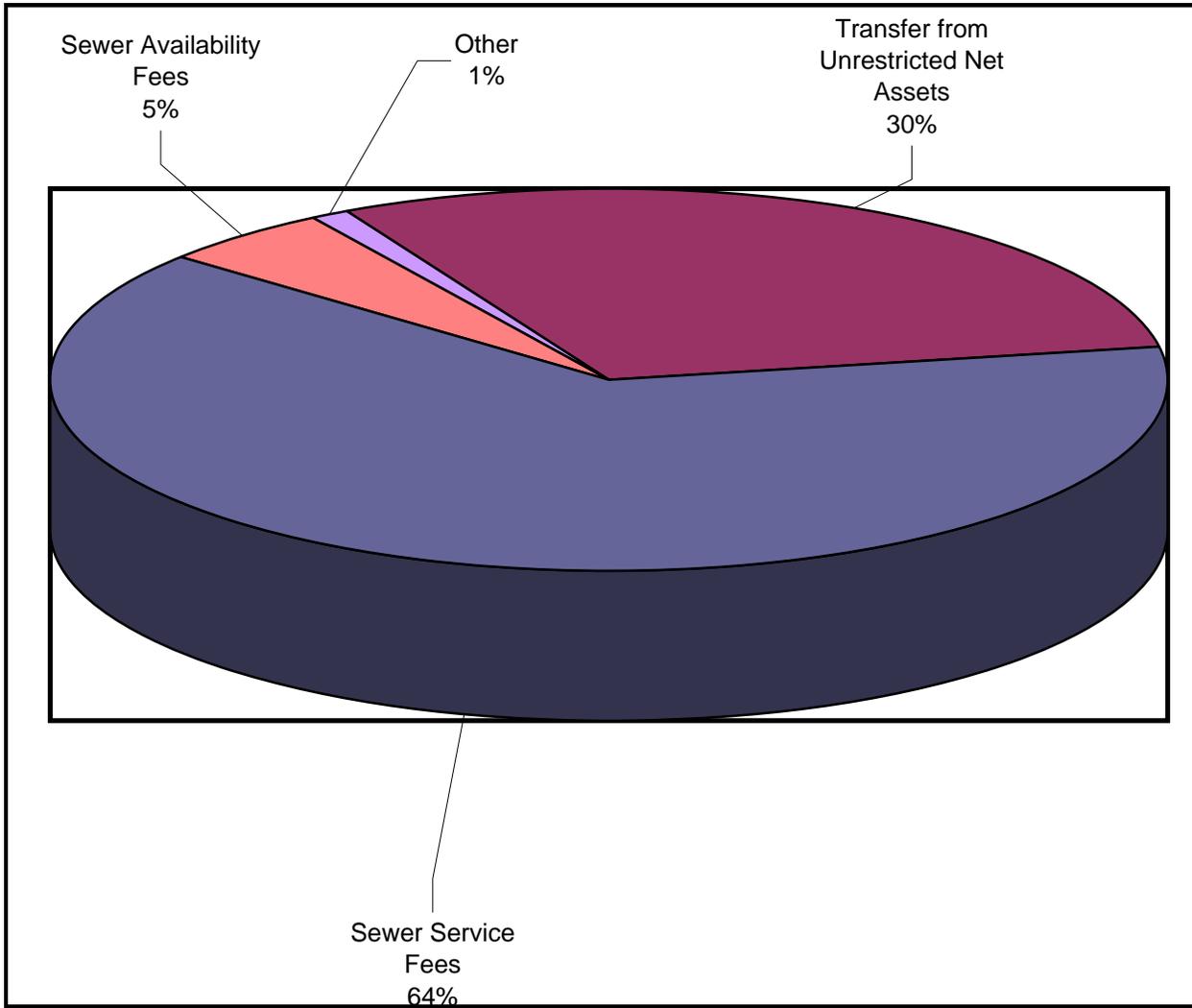
The Utilities Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Utilities Fund provides for the maintenance of sewer lines and pump station and the debt service incurred in having the sewer originally extended and renovated. The Department provides 24 hour service for the 29 pump stations, 51.3 miles of gravity sewer lines and 18 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2008		\$ 6,353,682
Actual FY 2009 Revenues	\$ 1,557,722	
Actual FY 2009 Expenses	<u>(1,664,743)</u>	<u>(107,021)</u>
Net Assets - 6/30/2009		\$ 6,246,661
Actual FY 2010 Revenues	\$ 1,517,781	
Actual FY 2010 Expenses	<u>(1,815,334)</u>	<u>(297,553)</u>
Net Assets - 6/30/2010		\$ 5,949,108
Estimated FY 2011 Revenues	\$ 1,635,132	
Estimated FY 2011 Expenses	<u>(2,618,823)</u>	<u>(983,691)</u>
Projected Net Assets - 6/30/2011		\$ 4,965,417
Estimated FY 2012 Revenues	\$ 1,646,900	
Estimated FY 2012 Expenses	<u>(2,349,047)</u>	<u>(702,147)</u>
Projected Net Assets - 6/30/2012		<u><u>\$ 4,263,270</u></u>

UTILITIES FUND - SUMMARY

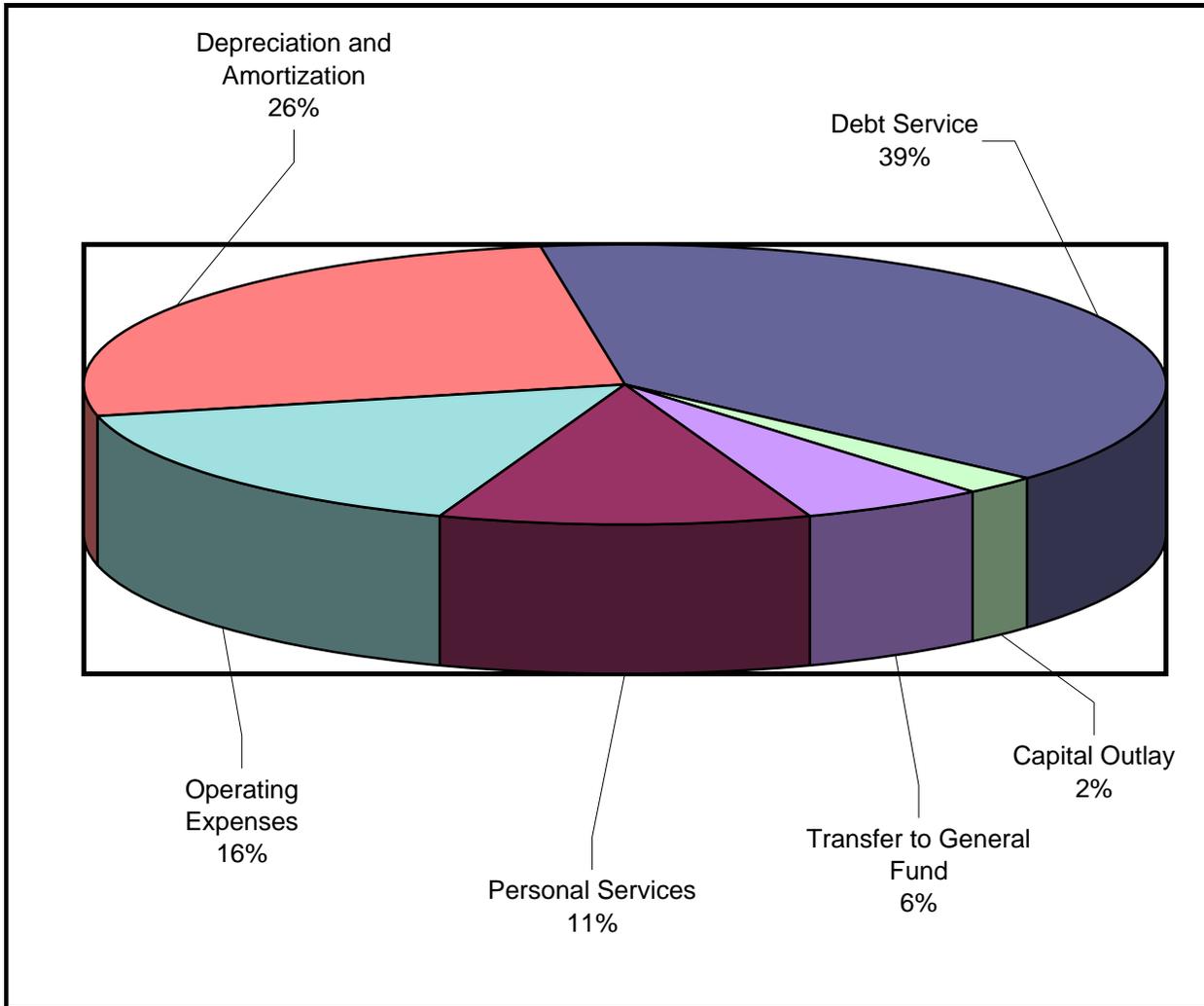
Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Sewer Service Fees	\$1,491,132	\$1,500,900
Sewer Availability Fees	120,000	120,000
Other	24,000	26,000
Transfer from Unrestricted Net Assets	983,691	702,147
TOTAL	\$2,618,823	\$2,349,047

UTILITIES FUND - SUMMARY

Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Personal Services	\$251,883	\$257,964
Operating Expenses	673,420	373,540
Depreciation and Amortization	603,876	615,000
Debt Service	935,994	918,893
Capital Outlay	23,650	53,650
Transfer to General Fund	130,000	130,000
TOTAL	<u><u>\$2,618,823</u></u>	<u><u>\$2,349,047</u></u>

UTILITIES FUND - REVENUE

<u>Utilities Revenue</u>					\$		%	
Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	Change From 2011 Budget	Change From 2011 Budget	
Sewer Service Fees	\$ 1,438,439	\$ 1,448,157	\$ 1,491,132	\$ 1,491,132	\$ 1,500,900	\$ 9,768		0.7%
Sewer Availability Fees	90,000	39,000	120,000	120,000	120,000	-		0.0%
Notes Receivable - Interest	359	1,250	-	-	-	n/a		n/a
Notes Receivable - Penalties	20	-	-	-	-	n/a		n/a
Miscellaneous Revenue	-	102	-	-	-	-		n/a
Late Payment Fees	23,216	28,258	24,000	24,000	26,000	2,000		8.3%
Interest Income	5,688	1,014	-	-	-	-		n/a
Transfer-Unrestricted Net Assets	-	-	983,691	983,691	702,147	(281,544)		-28.6%
TOTAL REVENUE & TRANSFERS IN	\$ 1,557,722	\$ 1,517,781	\$ 2,618,823	\$ 2,618,823	\$ 2,349,047	\$ (269,776)		-10.3%

Revenue Explanations

Sewer Service Fees: Each household which is connected to sewer is assessed a flat sewer service fee unless a waiver is granted by City Council. In FY 2012, the adopted Sewer Service fee is \$50 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$31,950 of sewer fees is waived due to the scale. Reduced fees are adopted to be \$7,800.

Sliding Scale Sewer Service Fees:

	FY 2011 Adopted Bi-Monthly Fees	FY 2012 Adopted Bi-Monthly Fees	Projected Number of Households	FY 2012 Adopted Revenue	FY 2012 Adopted Loss Revenue
Combined Income					
\$25,000 or less	\$0	\$0	75	\$ -	\$ 22,500
25,001 - 30,000	12.50	12.50	28	2,100	6,300
30,001 - 35,000	25.00	25.00	10	1,500	1,500
35,001 - 40,000	37.50	37.50	22	4,950	1,650
over 40,000	50.00	50.00	4,788	1,436,625	-
			4,923	\$ 1,445,175	\$ 31,950

In FY 2012, there are an estimated 4,923 users of sewer for total revenues of \$1,445,175. It is also estimated that 50 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$7,500 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2012, the commercial fee is \$1.75 for every 100 cubic feet of water consumed. In FY 2012, it is estimated that \$55,725 in commercial water consumption fees will be collected.

UTILITIES FUND - REVENUE

Sewer Availability Fees: The sewer availability fee for a vacant lot is \$6,000. For FY 2012, it is estimated that 20 new properties will generate \$120,000.

The Sewer Availability Fee is as follows:

Water Meter Size (inches)	<u>Availability Fee</u>
5/8	\$6,000
3/4	6,600
1	7,200
1 1/2	7,800
2	8,400
3	9,000
4	10,500
6	14,500

Miscellaneous Revenue: This account includes \$5 sewer tokens for the sewage pump out facility on a City pier, repair revenue for sewer clean outs available to plumbers, and other unusual non-routine transactions.

Late Payment Fees: Represents \$5 fee bi-monthly plus 1% interest per month on unpaid bi-monthly sewer service fees for homeowners and commercial accounts.

Interest Income: Includes interest earned on non-restricted investments.

Transfer from Unrestricted Net Assets: The transfer from retained earnings is the planned drawdown of excess reserves. The Utilities Fund budget includes items affecting the inflow and outflow of cash and non-cash items such as depreciation and amortization. The budgeted use of net assets in the Utilities Fund equals non-cash depreciation and amortization. This amount is estimated. Actual use of retained earnings is slightly different than budgeted use of retained earnings since Generally Accepted Accounting Principals (GAAP) requires principal payments on notes receivable to be recorded as a reduction in an asset rather than revenue and debt principal payments are recorded as a reduction in a liability rather than an expenditure.

UTILITIES FUND - EXPENDITURES

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 234,043	\$ 249,692	\$ 251,883	\$ 257,964	\$ 6,081	2.4%
Operating Expenses	213,270	395,732	673,420	373,540	(299,880)	-44.5%
Depreciation & Amortization	640,709	618,751	603,876	615,000	11,124	1.8%
Debt Service	415,740	384,617	935,994	918,893	(17,101)	-1.8%
Transfer to General Fund	130,000	130,000	130,000	130,000	-	n/a
Capital Outlay*	30,981	36,542	23,650	53,650	30,000	126.8%
Totals	<u>\$ 1,664,743</u>	<u>\$ 1,815,334</u>	<u>\$ 2,618,823</u>	<u>\$ 2,349,047</u>	<u>\$ (269,776)</u>	<u>-10.3%</u>

*Capital Outlay does not include larger capital expenditures paid for with bond issuances.

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Superintendent of Utilities	1	1	1	1
Utilities Foreman	1	1	1	1
Utilities Technician	2	2	1	1
Utilities Worker	0	0	1	1
Totals	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

Goals and Objectives

- * Maintain current level of system reliability and provide 24 hour emergency service.
- * Complete remaining footages for CCTV inspection and smoke testing.
- * Continue to improve system's ability to handle major disaster events.
- * Continue to operate the sewer system in a safe and cost effective manner with emphasis on protecting the environment.
- * Implement the next phase of the Consent Order and continue the recommended work within the SSES plan.
- * Complete the mapping and inventory of the sanitary sewer system in coordination with the GIS mapping.
- * Finalize the development of the Rehabilitation Plan.

UTILITIES FUND - EXPENDITURES

Major Departmental Functions

- * Operate and maintain the City's sanitary sewer system.
- * Train employees in the areas of system operation and safety.
- * Document and explain departmental programs and expenditures.
- * Assist in planning and inspections of proposed development and building projects within the City.
- * Coordinate with Planning Department on sewer extension, rehabilitation and other infrastructure projects.
- * Assist departments with services and special projects.
- * Meet the requirements for complying with the DEQ and EPA consent order.

Performance Measures

	Actual FY 2009	Actual FY 2010	Estimated FY 2011	Estimated FY 2012
Force Main Miles	18	12.1	12.1	12.1
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	11	11	11	11
Laterals Cleaned bi-yearly	11	17	19	16
Laterals Installed	6	0	1	1
Laterals Repaired	15	25	15	20
Locations Marked for Miss Utilities	2,500	2,373	3,326	3,300
Pump Stations	29	29	29	29
Pumps Repaired	15	16	21	20
Sewer Connections	4,758	4,487	4,500	4,500
Sewer Gravity Miles	47	51.3	51.3	51.3

Significant Budget Items

- * Increase in personal services is due to an increase in health insurance.
- * Decrease in operating expenses is due to cost associated with a Special Consent Order with DEQ in conjunction with Hampton Roads Sanitation District (HRSD) and twelve (12) other Hampton Roads localities in an effort to reduce sanitary sewer overflows through a collective effort during FY 2011.

Program Accomplishments

- * Completed upgrade of Pump Station #2.
- * Remote access for SCADA system made available to allow for continuous monitoring.
- * Maintained a high level of system reliability and service.
- * SSES plan was approved on October 1, 2010.
- * Maintained a high level of customer service while increasing the number of customers.
- * Permanent flow meters installed at all terminal pump stations.
- * Met the requirements of the "Miss Utilities" system.
- * Completed 70,043.8 linear feet out of 116,000 linear feet of CCTV inspection and 10,200 linear feet of smoke testing.
- * Flow evaluation report revised and submitted.
- * Developed and submitted fully functioning initial RTS compliant Hydraulic Model.

UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2012 Utilities Fund Capital Projects

Adopted CIP Summary FY 2012 -- Beyond FY 2016

Project	FY 2012 Adopted Budget	Prior Year Funding	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	FY 2016 Adopted Project	Beyond FY 2016 Adopted Project	Total Cost
Facility Projects									
Pump Station Generators	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Sewer Cleaning Truck	-	-	90,000	-	-	-	-	-	90,000
Replacement of Power Supplies	-	-	100,000	-	-	-	-	-	100,000
Total Facility Projects	\$ -	\$ -	\$ 190,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 310,000
Sanitary Sewer Evaluation Study (SSES)									
SSES	199,200	700,000	199,200	-	-	-	-	-	199,200
Sanitary Sewer Consent Repairs	-	-	-	470,000	514,000	514,000	514,000	514,000	2,526,000
Total SSES Projects	\$ 199,200	\$ 700,000	\$ 199,200	\$ 470,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 2,725,200
Total Utilities Projects	\$ 199,200	\$ 700,000	\$ 389,200	\$ 590,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 3,035,200

Expenditures Explanations

The FY 2012 -- Beyond FY 2016 CIP prepared by staff was presented to Poquoson Planning Commission on December 2, 2010. The Planning Commission held a Public Hearing on January 20, 2011. The Planning Commission adopted the CIP on January 20, 2011. The Plan was submitted to City Council on February 14, 2011 for their consideration and adopted on March 28, 2011.

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Fund Description

The Parks & Recreation Enterprise Fund is used to account for parks and recreation programs and activities which are financed by user fees. The Parks & Recreation Fund is separated into several departments; Field, Pool, and Special Events. The Field Department includes activities for recreational leagues, athletics, arts and crafts and instructional classes. The Pool Department funds all activities relating to the pool, including swim lessons, recreational swimming and the swim team. Special Events provide family oriented programs and festivals for the enjoyment of Poquoson citizens.

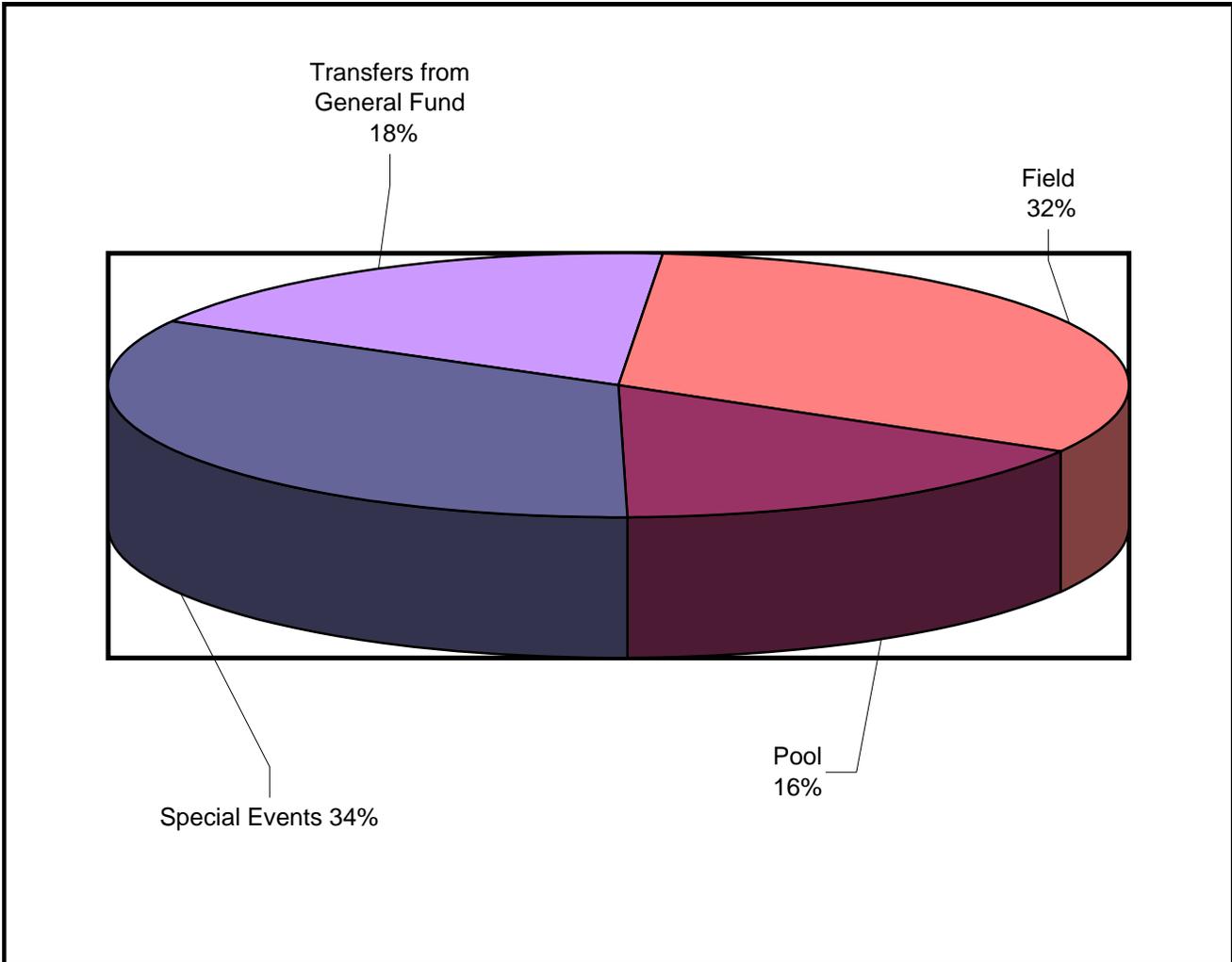
This fund also pays for several full time staff as well as part time positions of gym supervisor, lifeguards, and swim instructors at the pool.

Parks and Recreation Fund Projection of Net Assets

Beginning Net Assets - 6/30/2008		\$ 142,513
Actual FY 2009 Revenues	\$ 413,236	
Actual FY 2009 Expenses	<u>(463,662)</u>	<u>(50,426)</u>
Net Assets - 6/30/2009		\$ 92,087
Estimated FY 2010 Revenues	\$ 324,403	
Estimated FY 2010 Expenses	<u>(401,006)</u>	<u>(76,603)</u>
Net Assets - 6/30/2010		\$ 15,484
Estimated FY 2011 Revenues	\$ 399,095	
Estimated FY 2011 Expenses	<u>(416,220)</u>	<u>(17,125)</u>
Projected Net Assets - 6/30/2011		\$ (1,641)
Estimated FY 2012 Revenues	\$ 433,810	
Estimated FY 2012 Expenses	<u>(433,810)</u>	<u>-</u>
Projected Net Assets - 6/30/2012		<u><u>\$ (1,641)</u></u>

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Revenue

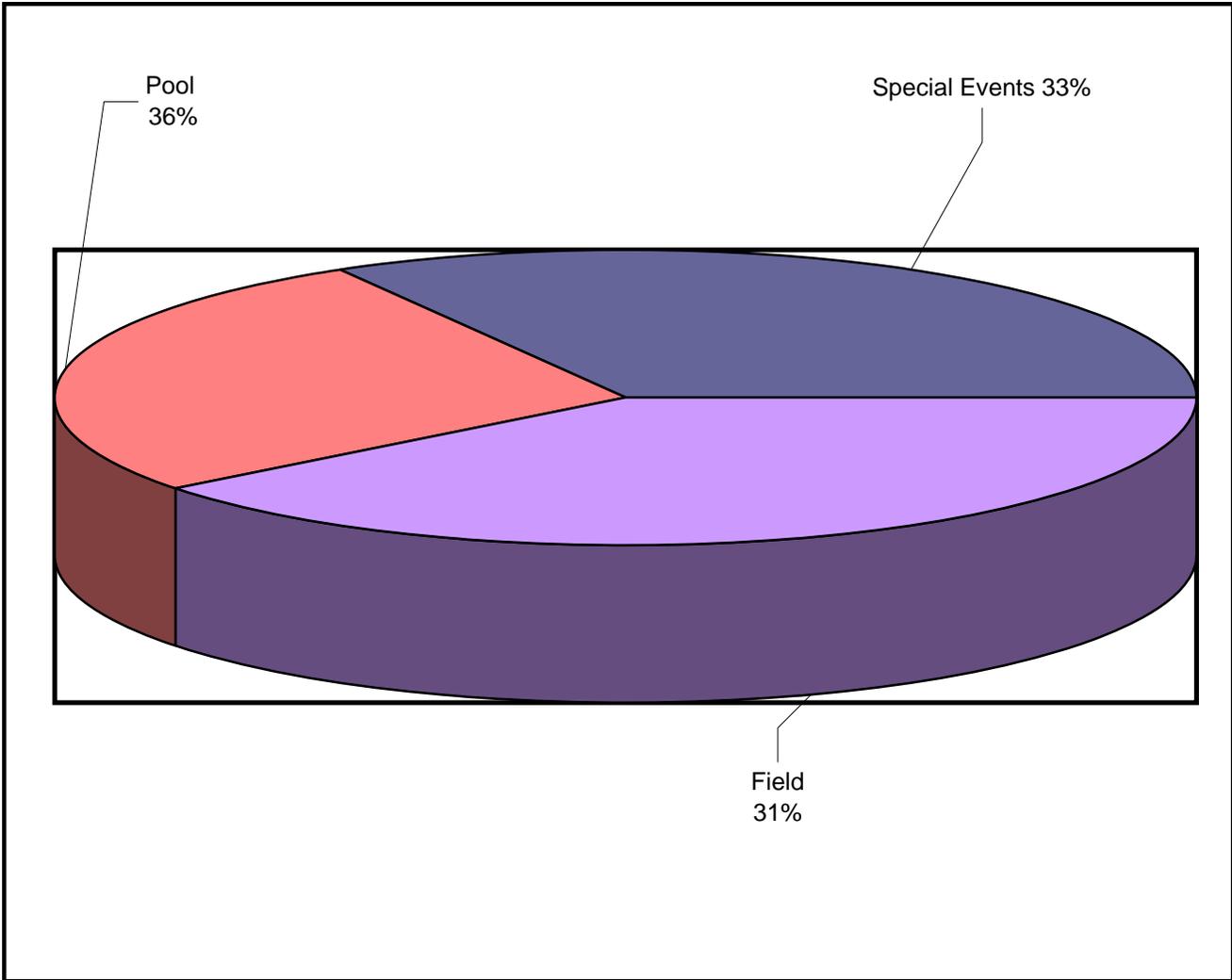


Parks and Recreation Revenue

	Estimated FY 2011	Adopted FY 2012
Charges for Services:		
Field	\$ 118,195	\$ 138,630
Pool	69,550	71,550
Special Events	130,550	144,430
Transfers from General Fund	80,800	79,200
Transfer from Unappropriated Fund Balance	17,125	-
TOTAL	<u>\$ 416,220</u>	<u>\$ 433,810</u>

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Expenses



Parks and Recreation Expenses

	Estimated FY 2011	Adopted FY 2012
Field	\$ 161,701	\$ 171,353
Pool	123,969	118,027
Special Events	<u>130,550</u>	<u>144,430</u>
TOTAL	<u>\$ 416,220</u>	<u>\$ 433,810</u>

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PARKS & RECREATION FUND - REVENUE

Parks and Recreation Revenue

Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted Revenue	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$ Change From 2011 Budget	% Change From 2011 Budget
Field:							
Adult Athletics	\$ 6,496	\$ 12,811	\$ 10,600	\$ 10,600	\$ 10,440	\$ (160)	-1.5%
Adult Recreation Program	1,711	464	1,500	1,500	1,500	-	0.0%
Discount Ticket Sales	4,246	3,111	4,000	4,000	3,000	(1,000)	-25.0%
Facility User Fee	-	-	7,500	7,500	7,500	-	n/a
Instructional Classes	57,757	60,162	48,000	48,000	62,000	14,000	29.2%
Miscellaneous	3,456	1,995	750	750	750	-	n/a
Donations	-	-	500	500	500	-	n/a
Youth Athletics	42,250	38,848	45,345	45,345	52,940	7,595	16.7%
Field Revenue	\$ 115,916	\$ 117,391	\$ 118,195	\$ 118,195	\$ 138,630	\$ 20,435	17.3%
Pool:							
Gate Admission	11,022	15,350	18,000	18,000	18,000	-	n/a
Miscellaneous	672	-	750	750	750	-	n/a
Other Pool Activities	1,753	376	1,000	1,000	1,000	-	n/a
Pool Passes	10,315	13,282	10,000	10,000	12,000	2,000	20.0%
Pool Rental	1,599	945	1,800	1,800	1,800	-	n/a
Swim Team	12,602	20,161	23,000	23,000	23,000	-	n/a
Swimming Lessons	21,205	13,560	15,000	15,000	15,000	-	n/a
Pool Revenue	\$ 59,168	\$ 63,674	\$ 69,550	\$ 69,550	\$ 71,550	\$ 2,000	2.9%
Special Events:							
Childrens Events	-	-	2,500	2,500	2,500	-	n/a
Fireworks in the Marsh	1,395	-	-	-	-	-	n/a
Holiday Parade	561	50	200	200	200	-	n/a
Seafood Festival Activities	20,470	4,807	4,800	4,800	4,400	(400)	-8.3%
Seafood Festival Sponsors	45,800	31,165	31,000	31,000	42,980	11,980	38.6%
Seafood Festival Vendors	54,191	49,816	62,050	62,050	60,550	(1,500)	-2.4%
Seafood Festival Parking	15,735	11,500	30,000	30,000	33,800	3,800	12.7%
Special Events Revenue	\$ 138,152	\$ 97,338	\$ 130,550	\$ 130,550	\$ 144,430	\$ 13,880	10.6%
Transfer from General Fund	\$ 100,000	\$ 46,000	\$ 80,800	\$ 80,800	\$ 79,200	\$ (1,600)	-2.0%
Transfer from Unappropriated Fund Balance	\$ -	\$ -	\$ 17,125	\$ 17,125	\$ -	\$ (17,125)	-100.0%
TOTAL REVENUE & TRANSFERS IN	\$ 413,236	\$ 324,403	\$ 416,220	\$ 416,220	\$ 433,810	\$ 17,590	4.2%

PARKS & RECREATION FUND - REVENUE

Field Revenue Explanations:

Adult Recreation Program: Revenues collected for trips to local and regional attractions. The program provides transportation and admission tickets for these outings. Transportation is provided by the Parks and Recreation or Peninsula Agency on Aging vans.

Discount Ticket Sales: Revenues collected from the sale of theme park tickets to Kings Dominion, Busch Gardens and Water Country USA. The City receives a percentage profit share for all tickets sold on consignment.

Facility User Fee: A \$10 per participant fee charged to participants of non-City sponsored athletics to defray the costs of manpower and lights for the use of the athletic facilities.

Instructional Classes: Fees paid for instructional classes in baton, arts and crafts, yoga, self defense, fencing, drama, various sports clinics and camps. A negotiated percentage is charged for instructors' fees.

Youth Athletics/Adult Athletics: Revenue from registration for youth soccer, youth and adult basketball league, volleyball and other programs. There are some proposed fee increases and changes for FY 2011 as shown below and compared to FY 2010.

Sample Participation Fees:	<u>FY 2011</u>	<u>FY 2012</u>
Adult Basketball	\$500/team	\$500/team
Arts & Crafts Series	39	39
Baseball Pitching Clinic	43	43
Basketball Camp	80	80
Baton	20	20
Drama	45	45
Drama Camp	110	110
Facility User Fee	10	10
Field Hockey Camp	30	35
Golf Camp	135	135
Soccer -- Fall and Spring	49	52
Soccer -- Summer Camp	72	72
Tennis Camp	95	95
Volleyball	145/team	145/team
Volleyball Camp	65	65
Youth Basketball	55	55

PARKS & RECREATION FUND - REVENUE

Pool Revenue Explanations:

Gate Admission: Daily admission charge of \$5 per day.

Pool Passes: Membership rate is \$50 per pass for the summer.

Pool Rental: The private rental of the pool and lifeguards after normal operating hours is \$175 for the first 50 people.

Swim Team: Fee the participants pay to be on the summer swim team; \$155 resident and \$165 non-resident. This collected fee pays for the coaches, use of pool and chemicals.

Swimming Lessons: Swimming classes offered are certified by the American Red Cross. Fees charged are \$40 per child from ages 3-5 years for the Little Peoples Swim class. Level I through Level VI courses are available for ages 6 and older for \$50 per session. There are five sessions offered per summer that provide instruction for eight days per session.

Sample Pool Fees:	Resident FY 2011	Resident FY 2012	Non- Resident FY 2011	Non- Resident FY 2012
Gate Admission	\$5	\$5	\$5	\$5
Pool Rental--private party	\$175	\$175	\$175	\$175
Swim Lessons	40/50*	40/50*	40/50*	40/50*
Swim Team	\$155	\$155	\$165	\$165

*lower rate for Little People, higher rate for various levels of classes

Special Events Revenue Explanations:

Children's Events: Sponsorship of children's events held in the City throughout the year.

Seafood Festival Activities: Revenue from the games, pony rides, glow necklaces and ice.

Seafood Festival Sponsors: Donations and contributions made to the City on behalf of businesses to sponsor certain events at the Seafood Festival or as general sponsors for the entire festival. Poquoson has pursued and secured significant sponsorship revenue.

Seafood Festival Vendors: Fees paid by an estimated 155 Arts & Craft vendors, 19 exhibitors and 24 food vendors. Food vendors are estimated to be 20 commercial at \$1,400 each and 4 civic at \$300 each. Exhibitors are estimated to be 6 commercial at \$425, 11 civic at \$225, and 2 student at \$100. Arts & Crafts fees are expected to be 155 at \$55 which includes electricity for all participants.

Seafood Festival Parking: Parking fee for approximately 6,760 vehicles during the multi-day event.

Transfer from General Fund Explanation: The transfer of \$79,200 is to cover the ongoing operating deficits which have been occurring in this fund.

PARKS AND RECREATION FUND - FIELD

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 73,555	\$ 77,780	\$ 77,409	\$ 82,353	\$ 4,944	6.4%
Operating Expenses	98,488	82,535	83,992	89,000	5,008	6.0%
Capital Outlay	1,845	-	300	-	(300)	100.0%
Totals	\$ 173,888	\$ 160,315	\$ 161,701	\$ 171,353	\$ 9,652	6.0%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Recreation Program Coordinator	0.50	0.50	0.50	0.50
Admin Support Technician	1.00	1.00	1.00	1.00
Part Time (FTE)	0.30	0.30	0.30	0.30
Totals	1.80	1.80	1.80	1.80

Goals and Objectives

- * Provide a wide range of recreational opportunities, events, tours, environmental and athletic activities for the community.
- * Maintain a safe and comfortable atmosphere for weekly luncheons for the Peninsula Agency on Aging.
- * Expand program offerings for all ages and interests.
- * Continue to generate program-supporting revenue through user fees.

PARKS AND RECREATION FUND - FIELD

Major Departmental Functions

- * Plan, organize and produce leisure services for City residents including youth soccer, youth basketball, summer sports camps, adult recreation trips, youth and adult instructional classes.
- * Maintain, upkeep and develop existing and new athletic facilities.
- * Provide support for 12 high school and 74 independent league teams.
- * Provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities.
- * Works cooperatively with Poquoson Public Schools to utilize shared facilities.

Performance Measures

	Actual FY 2009	Actual FY 2010	Estimated FY 2011	Estimated FY 2012
Adult Athletic Leagues	570	600	600	600
Adult Instructional Classes	115	175	175	100
Senior Center (Mature Adults)	890	850	890	890
Trips -- Youth/Adult	275	200	200	200
Youth Athletic Leagues	998	950	975	975
Youth Instructional Classes	435	400	465	450

Significant Budget Items

- * Increase in operating expenses is increased participation in various programs.

Program Accomplishments

- * Continued to offer instructional programs including youth drama, self defense, summer sports camps, youth and adult team sports, various health and fitness programs, adult trips and activities.
- * Published program booklet 3 times per year to City residents highlighting events and recreation for community participants.
- * Supported independent community organizations and PHS in field scheduling and facility use for athletics.

PARKS AND RECREATION FUND - POOL

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 68,709	\$ 66,472	\$ 62,469	\$ 67,977	\$ 5,508	8.8%
Operating Expenses	45,495	36,624	29,375	28,925	(450)	-1.5%
Capital Outlay	23,159	22,851	32,125	21,125	(11,000)	-34.2%
Totals	\$ 137,363	\$ 125,947	\$ 123,969	\$ 118,027	\$ (5,942)	-4.8%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Athletic/Aquatic Coordinator	0.50	0.50	0.50	0.50
Part Time (FTE)	4.50	4.50	4.50	4.50
Totals	5.00	5.00	5.00	5.00

Goals and Objectives

- * Provide a comprehensive aquatics program for citizens.
- * Continue to provide swimming lessons and aquatic safety classes for all citizens.
- * Continue to provide an opportunity for youth to participate in a competitive swim program.
- * Provide opportunities for better health and fitness through aquatic activities and programs.
- * Review Pool Operations Procedures Manual to ensure all safety and operations standards are current with accepted industry practices.

PARKS AND RECREATION FUND - POOL

Major Departmental Functions

- * Provide nationally accredited swimming instruction for youth and adults.
- * Redefine and develop the swimming ability of City youth by providing competitive swimming opportunities through the Department's Barracuda Swim Team and Rip Tide Swim Team.
- * Educate children and adults regarding safety around pools and other bodies of water.
- * Provide seasonal recreational swimming opportunities.

Performance Measures

	Actual FY 2009	Actual FY 2010	Estimated FY 2011	Estimated FY 2012
*Daily Gate Admissions	2,000	2,000	2,000	2,000
*Season Pass Admissions	275	200	200	200
Swimming Lessons	300	225	200	200
Swim Teams-- combined	130	120	120	120

* one pass for each swim team participant

Significant Budget Items

- * Decrease in Capital Outlay is due to the replacement of equipment in FY 2011.

Program Accomplishments

- * Completed another season with no serious injuries or drowning incident.
- * Provided lifeguarding and Water Safety Instructor Course enabling young people the opportunity to obtain employment at aquatic facilities.
- * Provided American Red Cross swimming lessons to community youth.
- * Provided winter swim team opportunities through partnership with Hampton Aquatic Center for the Poquoson Rip Tide Swim Team.
- * Supported swimming opportunities for community youth programs with local day camps.
- * Upgraded the pool pump motor and electronic chlorine injection system.
- * Instituted a new program, Strive for 25, to encourage young members to join the Barracuda Swim Team.

PARKS AND RECREATION FUND - SPECIAL EVENTS

Expenditures Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 17,359	\$ 11,591	\$ 16,600	\$ 18,178	\$ 1,578	9.5%
Operating Expenses	135,052	103,153	113,950	126,252	12,302	10.8%
Capital Outlay	-	-	-	-	-	n/a
Totals	\$ 152,411	\$ 114,744	\$ 130,550	\$ 144,430	\$ 13,880	10.6%

Personnel Summary

Existing part time staff work at various special events.

Goals and Objectives

- * Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- * Provide safe family oriented events for the citizens of Poquoson including the Poquoson Seafood Festival, Holiday Parade, Child Fest, Easter Egg Hunt and other seasonal celebrations.
- * The 30th Poquoson Seafood Festival will be held October 14 - 16, 2011. Goals for this year's festival include attracting 50,000 patrons, 215 vendors, regional entertainment, and increasing waterman and bay exhibits.

PARKS AND RECREATION FUND - SPECIAL EVENTS

Major Departmental Functions

- * Plan, organize and produce special events throughout the year, the largest being the Seafood Festival.
- * Maintain calendar of special events through the City with points of contact for each.
- * Provide leadership and direction to the Poquoson Seafood Festival Committee and the various activities and events included in the Seafood Festival.
- * Prepare and administer proposals for service needed for special events.
- * Provide communication between government and residents by maintaining the Community Cable Channel, sign board and public service announcements in local news print.

<u>Performance Measures</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Estimated FY 2011</u>	<u>Estimated FY 2012</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	160	170	155	160
Exhibitors	60	60	50	60
Food Vendors	31	31	26	28
Workboat Race Entries	55	55	20	40
Attendance	50,000	30,000	60,000	55,000
Other Events	15	15	15	14
Days of Programming	20	20	15	15

Significant Budget Items

- * In FY 2012, planned festivals include the Poquoson Seafood Festival Weekend on October 14-16, 2011, Poquoson Holiday Parade, an Easter Egg Hunt in spring 2012 and Child Fest in May 2012.

Program Accomplishments

- * Maintained the quality of existing events such as the Poquoson Seafood Festival, Easter Egg Hunt and Child Fest, while introducing new activities to each event.
- * Introduced new food vendors, exhibitors and media support partners at the Seafood Festival.

PARKS AND RECREATION FUND - SUMMARY

Expenditures Summary - Comparison of Years

Project	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Budget	FY 2012 Adopted Budget
Field	\$ 173,888	\$ 160,315	\$ 161,701	\$ 161,701	\$ 171,353
Pool	137,363	125,947	123,969	123,969	118,027
Special Events	152,411	114,744	130,550	130,550	144,430
Totals	\$ 463,662	\$ 401,006	\$ 416,220	\$ 416,220	\$ 433,810



Youth Soccer Game



Field Hockey



City Pool



Special Events

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Fund Description

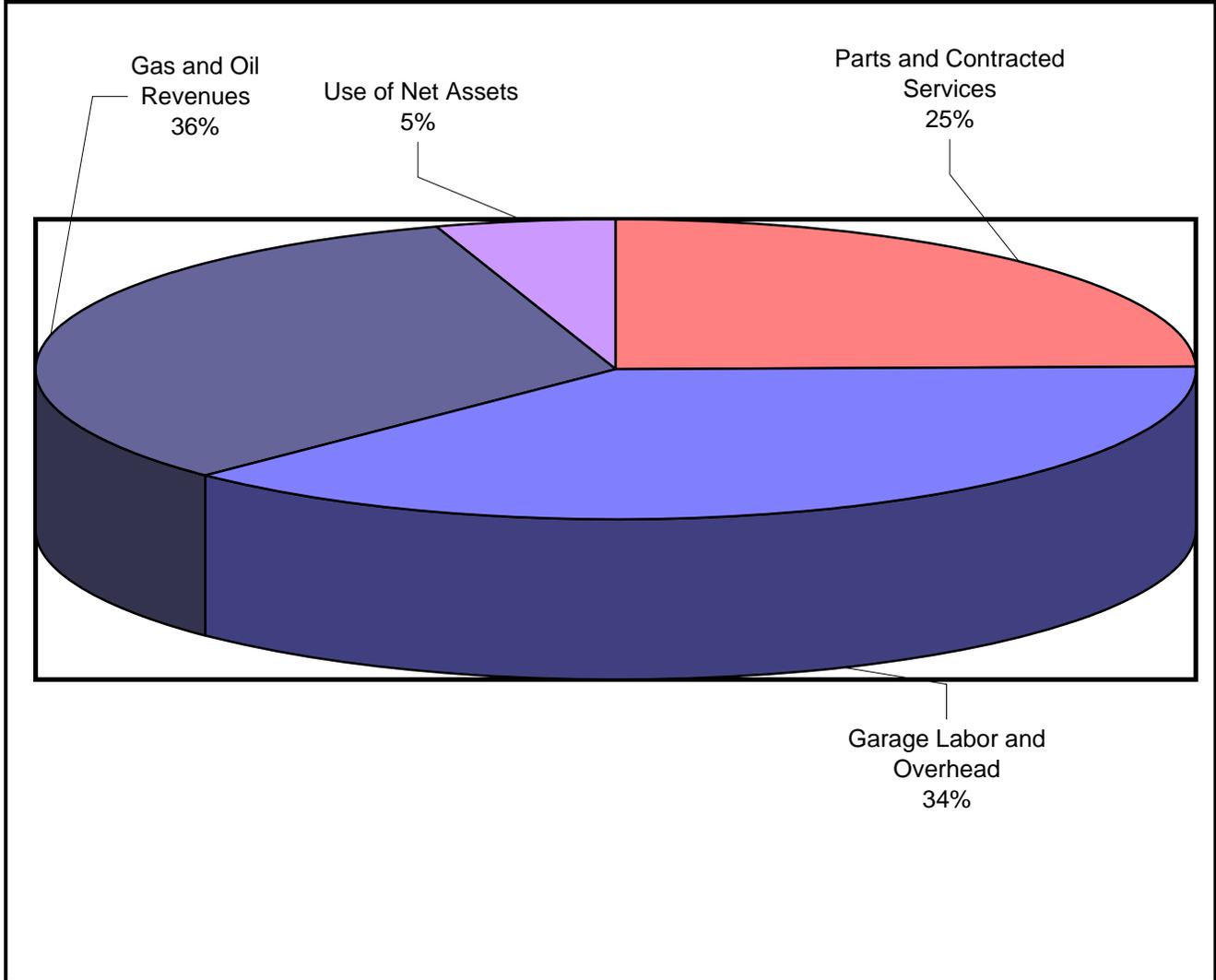
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal Service Funds are classified as proprietary funds in recognition of the commercial accounting principles they follow. The Fleet Management Fund, which consists of the garage operation, provides maintenance/repair service of all City vehicles and equipment as well as for School Division vehicles and buses. The charging of garage services through an Internal Service Fund allows for equitable distribution of the cost of operating the garage to the departments using the services. Each department is billed directly for repair and maintenance of vehicles. The Fleet Management Fund also provides fuel and lubricants for City and School vehicles which are billed directly to the departments based on usage.

Fleet Management Projection of Net Assets

Beginning Net Assets - 6/30/2008		\$ 127,496
Actual FY 2009 Revenues	\$ 677,711	
Actual FY 2009 Expenses	<u>(664,977)</u>	<u>12,734</u>
Net Assets - 6/30/2009		\$ 140,230
Actual FY 2010 Revenues	\$ 625,042	
Actual FY 2010 Expenses	<u>(638,789)</u>	<u>(13,747)</u>
Net Assets - 6/30/2010		\$ 126,483
Estimated FY 2011 Revenues	\$ 633,569	
Estimated FY 2011 Expenses	<u>(667,369)</u>	<u>(33,800)</u>
Projected Net Assets - 6/30/2011		\$ 92,683
Estimated FY 2012 Revenues	\$ 596,461	
Estimated FY 2012 Expenses	<u>(632,744)</u>	<u>(36,283)</u>
Projected Net Assets - 6/30/2012		<u><u>\$ 56,400</u></u>

FLEET MANAGEMENT FUND - SUMMARY

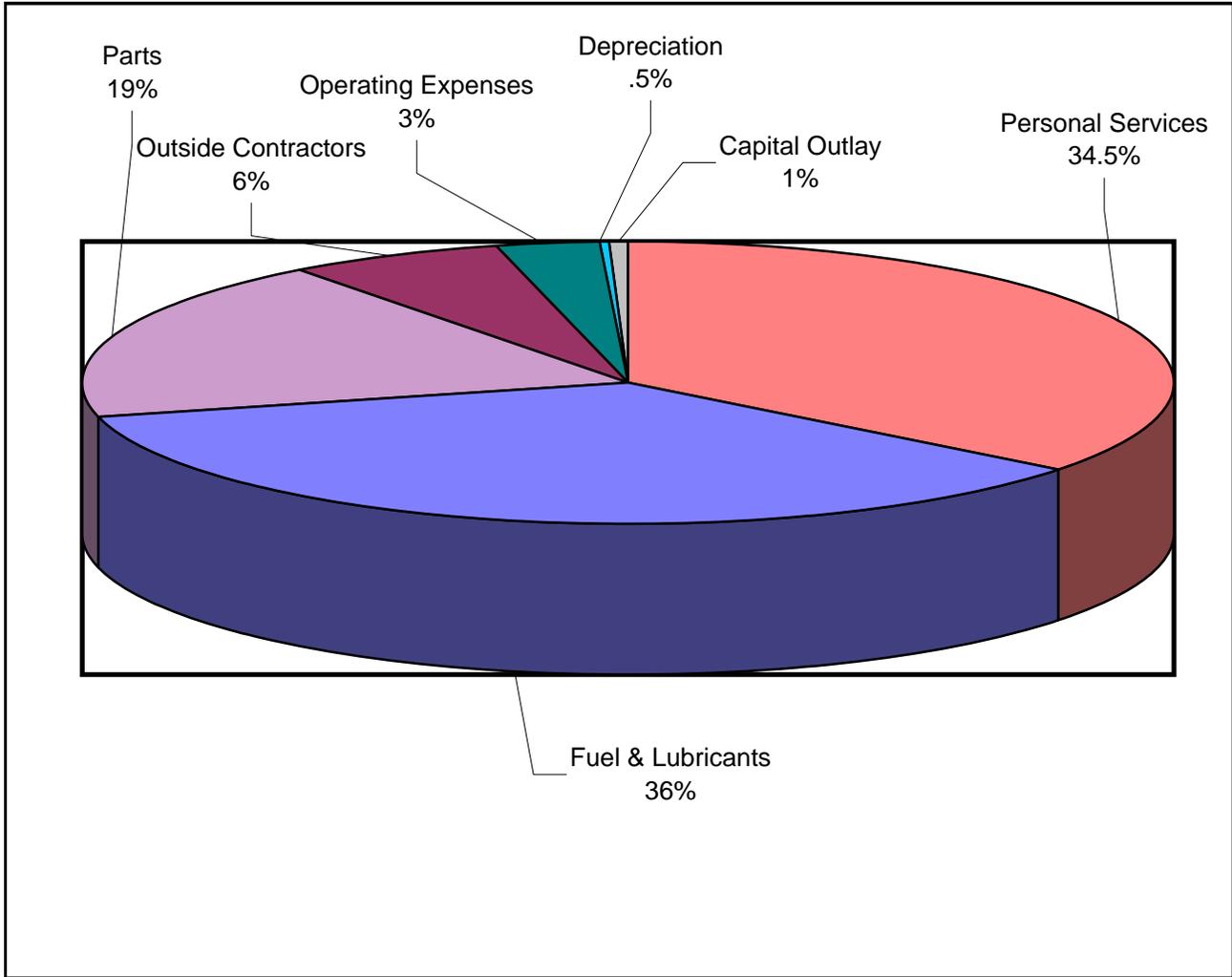
Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2011</u>	<u>Adopted FY 2012</u>
Parts and Contracted Services	\$ 165,846	\$ 158,000
Garage Labor and Overhead	251,723	212,961
Gas and Oil Revenues	216,000	225,500
Use of Net Assets	<u>33,800</u>	<u>36,283</u>
 TOTAL	 <u>\$ 667,369</u>	 <u>\$ 632,744</u>

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2012</u>
Personal Services	\$ 229,067	\$ 224,196
Fuel & Lubricants	216,000	225,500
Parts	125,846	118,000
Outside Contractors	40,000	40,000
Operating Expenses	19,942	19,249
Depreciation	2,214	2,214
Capital Outlay	3,100	3,585
Transfer to General Fund	31,200	-
TOTAL	<u>\$ 667,369</u>	<u>\$ 632,744</u>

FLEET MANAGEMENT FUND - REVENUE

Fleet Management Revenue

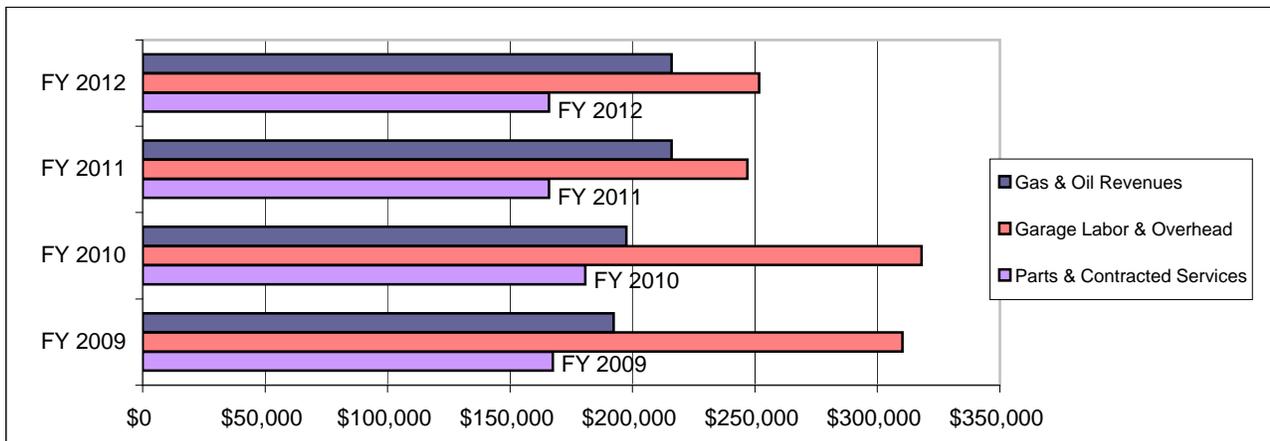
Account Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Estimated Revenue	FY 2012 Adopted Revenue	\$	%
						Change From 2011 Budget	Change From 2011 Budget
Parts and Contracted Services	\$ 167,490	\$ 180,661	\$ 165,846	\$ 165,846	\$ 158,000	\$ (7,846)	-4.7%
Garage Labor and Overhead	317,964	246,846	251,723	251,723	212,961	(38,762)	-15.4%
Gas and Oil Revenues	192,257	197,535	216,000	216,000	225,500	9,500	4.4%
Use of Fund Balance	-	-	33,800	33,800	36,283	2,483	-100.0%
TOTAL REVENUE	\$ 677,711	\$ 625,042	\$ 667,369	\$ 667,369	\$ 632,744	\$ (34,625)	-5.2%

Revenue Explanations

Parts and Contracted Services: Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual cost incurred. The amount for FY 2012 is based on estimates from the Fleet Management Supervisor.

Garage Labor and Overhead: Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2012. Departments' labor line item is charged based on overall percentage of vehicles and equipment for each department.

Gas and Oil Revenues: Projected revenues from the direct billing to users of gas and oil for vehicles and equipment. Gas and oil are charged to departments based on actual costs incurred. The increase is based on an estimated cost of \$2.80 per gallon of fuel. Usage is an estimated 57,157 gallons of diesel fuel and 23,378 gallons of gasoline.



FLEET MANAGEMENT FUND - EXPENSES

Expense Summary

	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget	\$ Change From 2011 Budget	% Change From 2011 Budget
Personal Services	\$ 278,309	\$ 228,680	\$ 229,067	\$ 224,196	\$ (4,871)	-2.1%
Operating Expenses	380,394	406,725	401,788	402,749	961	0.2%
Transfer to General Fund	-	-	31,200	-	(31,200)	-100.0%
Capital Outlay	6,274	3,384	5,314	5,799	485	9.1%
Totals	\$ 664,977	\$ 638,789	\$ 667,369	\$ 632,744	\$ (34,625)	-5.2%

Personnel Summary

	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized	FY 2012 Authorized
Fleet Management Supervisor	1	1	1	1
Chief Equipment Mechanic	1	1	1	1
Equipment Mechanic	2	1	1	1
Secretary (FTE)	0.50	0.50	0.50	0.50
Totals	4.50	3.50	3.50	3.50

Goals and Objectives

- * Maintain a safe, serviceable fleet of approximately 262 vehicles and equipment at the lowest possible cost and downtime to the individual departments.
- * Provide vehicle users with safe and dependable vehicles.
- * Purchase vehicle and equipment parts and components from the most cost effective supplier.
- * Perform as many repairs in-house as economically feasible.
- * Ensure all Fleet Management personnel are kept abreast of the many changes that occur in vehicles and equipment.
- * Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle downtime.
- * Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- * Perform quality control inspections on 20% of repairs.
- * Coordinate repair costs with department heads when extensive repairs are needed.
- * Maintain effective communications between Fleet Management and other departments.

FLEET MANAGEMENT FUND - EXPENSES

Major Fund Functions

- * Perform necessary repairs to City and School vehicles and equipment.
- * Perform State and locally established safety and preventive maintenance inspections and services.
- * Ensure a qualified mechanic is available to respond to emergencies after normal working hours.
- * Provide training and/or education to staff regarding changes in vehicle/equipment repair and maintenance.
- * Maintain complete service records, including costs and downtime, for all vehicles and equipment.
- * Provide technical assistance to department heads concerning vehicle and equipment replacement.
- * Develop vehicle and equipment repair estimates for budgeting purposes.
- * Assist in safety, disaster preparedness, and other programs involving the operation of motor vehicles.

Performance Measures

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Estimated FY 2011</u>	<u>Estimated FY 2012</u>
Number of Vehicles & Equipment	262	262	258	260
% of Maintenance Performed In-House	96%	97%	96%	95%
Scheduled Maintenance Work Orders	544	501	488	500
Scheduled Work %	39%	36%	34%	36%
Unscheduled Maintenance Work Orders	813	899	964	900
Unscheduled Work %	61%	64%	66%	64%
Direct Labor Hours	5,790	4,858	4,761	4,800
Direct Labor Hours of Available Hours %	83%	79%	78%	80%
Overtime Hours	37	18	61	70
Sublet Work Orders (Outside Repairs)	45	90	86	95
Service Calls for Repairs Out of Shop	104	98	110	110
Quality Control Inspections %	5%	5%	4%	4%
Parts Transactions	3,351	2,679	2,486	2,600
Lost Days due to Work Related Accidents	0	0	0	0

Significant Budget Items

- * Decrease in Transfer to General Fund is due to one-time purchase of equipment in FY 2011.

Program Accomplishments

- * This is the 20th year that Vehicle Maintenance has gone with no reportable discrepancies on the school buses per the inspections performed by the Virginia Department of Education's Transportation Division.
- * Maintained a rate of greater than 90% for in-house repairs.

FLEET MANAGEMENT FUND - EXPENSES

Costs charged to City Departments and Schools

	<u>PARTS</u>				<u>Gas & Oil</u>				<u>Overhead</u>			
	Actual FY 2009	Actual FY 2010	Budget FY 2011	Budget FY 2012	Actual FY 2009	Actual FY 2010	Budget FY 2011	Budget FY 2012	Actual FY 2009	Actual FY 2010	FY 2011 Labor &	FY 2012 Labor &
City Manager	\$65	\$18	\$0	\$0	\$1,104	\$66	\$0	\$0	\$1,260	\$125	\$0	\$0
Assessor	171	0	0	0	437	0	0	0	1,560	0	0	0
Police	21,504	25,017	25,387	18,811	37,421	37,927	43,547	42,000	38,760	36,000	31,440	32,148
Fire	19,431	16,159	22,002	22,168	15,258	14,724	17,142	16,380	39,120	30,360	30,960	33,888
Inspections	654	104	775	720	2,146	430	2,411	840	2,220	432	2,520	1,992
Engineering	109	54	375	0	1,433	174	1,610	0	1,560	309	1,235	0
Public Works	23,279	39,842	21,577	27,668	24,103	23,901	27,080	29,926	30,732	23,760	30,600	41,376
General Properties	293	1,525	5,765	1,332	1,013	2,516	1,138	2,240	960	12,201	9,495	1,740
Mosquito	27,961	16,811	22,375	21,397	5,881	3,160	6,607	4,800	19,680	16,044	18,725	24,420
Parks	3,781	3,529	0	288	4,942	4,395	5,552	754	9,540	0	0	1,248
Planning	230	0	0	0	246	64	0	0	960	0	0	0
165 Hurricane Recovery	0	7,586	0	0	0	14,382	0	0	0	0	0	0
Utilities	5,403	5,056	5,665	4,232	9,145	7,857	10,274	9,700	7,920	6,180	7,200	6,732
Solid Waste - Bulky Item/Lands	10,322	12,877	11,240	22,902	12,001	8,535	13,482	29,268	9,480	7,656	10,500	8,508
Fleet	70	106	0	252	608	1,375	683	400	0	0	0	0
Schools	51,828	51,559	50,685	38,230	74,818	76,571	86,473	89,192	154,212	119,784	109,048	97,192
Totals	\$165,101	\$180,243	\$165,846	\$158,000	\$190,556	\$196,077	\$216,000	\$225,500	\$317,964	\$252,851	\$251,723	\$249,244

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APPENDIX

A Short History of Poquoson:

“Poquoson” is an Indian word for low, flat land. The City is believed to be one of the older English-speaking American settlements that still bears its original name.

Settlement of the Poquoson area was opened in 1628 by order of the Council of State at Jamestown. Many of the early settlers were plantation owners who, with their tenants and apprentices, originally lived south of the Back River. The Great Marsh and Messick Point were important shipping points as early as 1635 for tobacco and other products from the plantations.

After the Revolutionary War, the larger colonial plantations were divided and sold as smaller farms because they were no longer able to survive financially. Many of the people buying the farms were Methodists from Baltimore and the Eastern Shore area. Methodism is a prevailing denomination in the City today.

Poquoson remained a “backwater” farming and fishing community. While there was extensive civil war action on the Peninsula, there was no known war activity in Poquoson. However, many citizens fought for the confederacy.

Poquoson’s rural lifestyle started to change during World War I with the construction of Langley Field. Rapid changes and population growth occurred in the years following World War II. Farming and fishing quickly gave way to suburbanization.

Poquoson, which had been a part of York County for many years, became a town in 1952 and an independent city in 1975 upon referendum of the citizens. Certain municipal offices and functions continue to be shared with York County.

Form of Government:

Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four year terms. The City is divided into three precincts. Each precinct is entitled to two representatives. One representative is elected at large and is the City Mayor. Persons elected to City Council take office on the first day of January following the election.

The City Council is the policy determining body of the City. Its responsibilities include: adoption of the City budget; creation, combination or elimination of City departments; approval of all tax levies; approval of amendments, supplements or repeals to ordinances, and the City Code; and appointment of the City Manager, City Clerk, City Attorney, School Board and various local boards, commissions and committees. The City Manager acts as Chief Executive and Administrative Officer of the City. The manager serves at the pleasure of Council, carries out its policies, directs business procedures and has the power of appointment and removal of the heads of all departments (except Constitutional Officers) as well as all other employees of the City.

Fiscal Year:

Begins July 1 and ends the following June 30.

APPENDIX

Assessments:

Real estate is assessed biennially at “fair market value” by the City Assessor. This value is currently estimated to be approximately 100% of actual value.

Taxes Due:

Real estate taxes are assessed as of the first day of July. Real estate and personal property taxes are payable in two installments each year on June 5 and December 5. If paid after the due date, a 10% penalty is added. Interest at the rate of 10% per annum accrues on all delinquent taxes beginning on the first day following the due date.

Overlapping Debt:

The City of Poquoson is autonomous and entirely independent of any other political subdivision of the State, being a separate and distinct political unit. It has no overlapping debt with other political units.

Land Area:

	<u>Acres</u>	<u>Square Miles</u>
Non-Wetlands	4,997	7.8
Wetlands	<u>4,398</u>	<u>6.9</u>
Total	<u>9,395</u>	<u>14.7</u>

Miles of Roadway:

	<u>Miles</u>
Primary	4.62
Secondary	<u>50.38</u>
Total	<u>55.00</u>

Population:

1960 U.S. Census Count	4,278
1970 U.S. Census Count	5,441
1980 U.S. Census Count	8,726
1990 U.S. Census Count	11,005
2000 U.S. Census Count	11,566

Education:

	<u>Number of Schools</u>	<u>Actual 2010 - 2011 Enrollment</u>	<u>Projected 2011 - 2012 Enrollment</u>
Primary	1	441	395
Elementary	1	456	457
Middle	1	588	547
High	1	<u>826</u>	<u>810</u>
Total		<u>2,311</u>	<u>2,209</u>

APPENDIX

FINANCIAL TRENDS ANALYSIS 2001 – 2010

FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 2001 - 2010* is presented here to show some of the trends over time.

Much of the following data is presented in 2001 dollars as well as current dollars. The intent is to take inflation out of the numbers in order that the real change, if any, will be more apparent. No single statistical index precisely measures inflation in a given locality. The report uses the National Consumer Price Index (CPI) because it is the index most widely understood by the public at large and because it is historically consistent from year to year.

Similarly, data is also presented on a per household basis because as revenues grow and additional expenditures become necessary as a result of population growth, the underlying trend is most important. Household estimates from year to year are not precise, but are derived from a combination of U. S. Bureau of Census information and the University of Virginia Center for Public Service. Therefore, as is the case with the estimates for inflation, no single year's data should be viewed in isolation.

The factors used in the analysis are shown below:

Year	Annual Increase in CPI	Population	Housing Units
2001	1.6%	11,694	4,306
2002	2.4%	11,845	4,324
2003	1.9%	12,076	4,370
2004	3.3%	11,600	4,414
2005	3.4%	11,750	4,464
2006	2.5%	11,811	4,554
2007	4.1%	11,988	4,635
2008	0.1%	11,791	4,688
2009	2.7%	11,881	4,737
2010	1.5%	12,150	4,755
% Change		3.9%	10.4%

CPI Change is December - December. 2010 change estimated by The Kiplinger Letter.

Population- University of Virginia Weldon Center for Public Service
Households- University of Virginia Weldon Center for Public Service

APPENDIX

HOUSEHOLD INCOME

Household Income is an important measure of a community's ability to pay for the services provided by the local government. The higher the income, the greater the ability to generate revenue to pay for the desired level of services. For example, a higher income can translate into greater spending power within the community, which translates into greater local sales tax, and meals tax revenue, as well as a greater base of personal property value. In addition, if income is evenly distributed, a higher-than-average household income will usually mean lower dependency upon governmental services, particularly in the health and welfare area. Bond rating firms also use such an indicator as an important measure of a locality's ability to repay debt.

The following table indicates that Poquoson has the highest median household income in the Hampton Roads area for 2009, at \$84,688 which is 40% above the Virginia average of \$60,316.

Median Household Income

	<i>2007</i>	<i>2008</i>	<i>2009</i>
Poquoson	\$78,191	\$79,123	\$84,688
York County	\$78,234	\$78,920	\$79,189
James City County	\$70,487	\$76,705	\$71,988
Chesapeake	\$63,016	\$67,082	\$66,932
Virginia Beach	\$61,234	\$64,979	\$63,370
Suffolk	\$57,546	\$57,573	\$63,657
Gloucester County	\$56,123	\$56,922	\$56,830
Williamsburg	\$43,777	\$50,209	\$41,236
Newport News	\$44,887	\$48,849	\$48,124
Hampton	\$46,462	\$47,301	\$48,122
Portsmouth	\$42,940	\$45,292	\$44,410
Norfolk	\$40,295	\$40,380	\$41,739
Virginia	\$59,575	\$61,210	\$60,316

Source: U.S. Bureau of the Census Fact Finder, factfinder.census.gov.

APPENDIX

TOTAL REVENUES

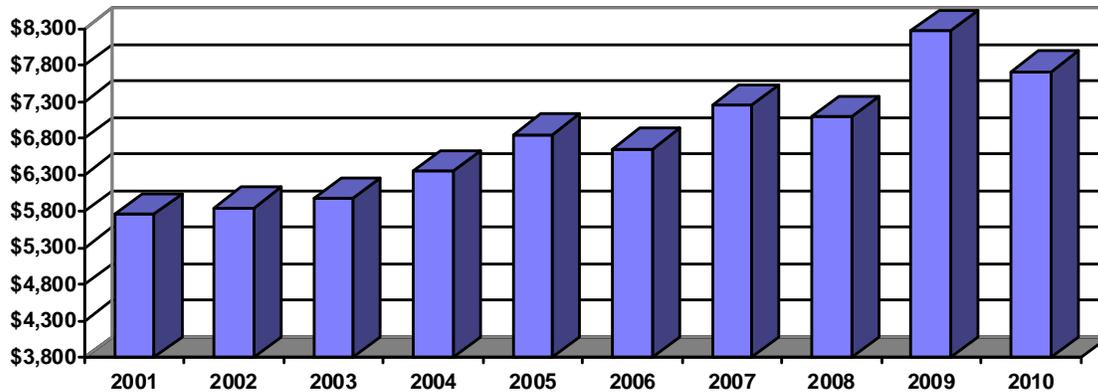
After adjusting for inflation, total revenue received per Poquoson household has increased 57.7% since 2000, or an average of 5.8% per year.

Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2000 Dollars	Revenue Per Household
2001	\$24,783,411	\$5,756	\$24,783,411	\$5,756
2002	\$25,687,323	\$5,941	\$25,282,798	\$5,847
2003	\$27,172,586	\$6,218	\$26,117,843	\$5,977
2004	\$29,733,770	\$6,736	\$28,046,723	\$6,354
2005	\$33,462,935	\$7,496	\$30,555,955	\$6,845
2006	\$34,304,554	\$7,533	\$30,294,450	\$6,652
2007	\$39,045,892	\$8,424	\$33,640,526	\$7,258
2008	\$40,147,113	\$8,564	\$33,226,991	\$7,088
2009	\$47,418,837	\$10,010	\$39,206,089	\$8,277
2010	\$45,560,265	\$9,582	\$36,679,079	\$7,714
% Change	83.8%	66.5%	48.0%	34.0%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*, includes General, Special Revenue, Debt Service and Capital Projects Funds and Component Unit (School Board).

Total Revenue Per Household in 2001 Dollars



APPENDIX

In 2004, the City had an unusual increase in Federal revenues due to Federal aid from Hurricane Isabel. 2005 and 2006 Federal revenue was higher than previous fiscal years due to grants for the Police Department. Federal revenue continued to increase in 2007 and 2008 due to Federal mitigation grants that were awarded. These grants ended during fiscal year 2009.

Sources of Revenue - Poquoson

<i>Year</i>	<i>Local</i>	<i>State</i>	<i>Federal</i>	<i>Total</i>
2001	53.5%	43.3%	3.2%	100.0%
2002	52.8%	43.8%	3.4%	100.0%
2003	54.8%	42.1%	3.1%	100.0%
2004	49.5%	39.8%	10.7%	100.0%
2005	52.6%	43.5%	3.9%	100.0%
2006	53.6%	42.5%	3.9%	100.0%
2007	53.4%	41.8%	4.8%	100.0%
2008	54.3%	39.8%	5.9%	100.0%
2009	55.6%	40.6%	3.8%	100.0%
2010	55.8%	37.7%	6.5%	100.0%

Source: Annual edition of the *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

When compared with the following data, Poquoson still relies less upon local revenue sources and more upon State revenue, than does the typical Virginia locality. This is primarily due to Schools receiving approximately 50% of their revenue from the State.

Sources of Revenue - All Virginia Localities

<i>Year</i>	<i>Local</i>	<i>State</i>	<i>Federal</i>	<i>Total</i>
2001	55.6%	36.9%	7.5%	100.0%
2002	56.2%	36.1%	7.7%	100.0%
2003	56.2%	35.1%	8.7%	100.0%
2004	56.3%	33.9%	9.8%	100.0%
2005	56.3%	35.0%	8.7%	100.0%
2006	57.7%	33.9%	8.4%	100.0%
2007	57.6%	34.6%	7.8%	100.0%
2008	58.3%	33.8%	7.9%	100.0%
2009	57.5%	34.4%	8.1%	100.0%
2010	56.3%	33.4%	10.4%	100.0%

Source: Annual edition of *Comparative Report- Poquoson*

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It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 87.5% comes from General Property Taxes (Real Estate and Personal Property) and Other Local Taxes (Local Sales Tax and Consumer Utility Tax, etc.). This percentage has fluctuated between 81.8% and 87.5% since 2001.

Sources of Local Revenue - Poquoson

Year	General Property Taxes	Other Local Taxes	Permits & Fees	Fines	Charges For Services	Interest and Rent	Misc.
2001	71.9%	14.3%	0.8%	0.2%	9.9%	1.7%	1.2%
2002	67.8%	16.7%	1.0%	0.2%	11.9%	0.9%	1.5%
2003	68.4%	15.4%	0.7%	0.2%	11.0%	0.8%	3.5%
2004	67.1%	15.1%	1.0%	0.2%	10.8%	0.4%	5.5%
2005	70.2%	14.7%	1.0%	0.2%	11.2%	0.7%	2.0%
2006	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%
2007	74.2%	12.0%	0.8%	0.4%	8.8%	1.2%	2.6%
2008	71.4%	11.4%	0.4%	0.2%	9.2%	1.3%	6.1%
2009	70.8%	11.0%	0.4%	0.2%	6.8%	0.8%	10.0%
2010	77.8%	9.7%	0.3%	0.3%	10.1%	0.8%	1.0%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

As one would expect in a community that does not have an extensive commercial and industrial base, property taxes generate more revenue than in the typical Virginia locality. Poquoson's local revenue sources are compared to the statewide figures in the following table.

Sources of Local Revenue Poquoson Compared to State Average

	2001		2010	
	Poquoson	All Cities	Poquoson	All Cities
General Property Taxes	71.9%	51.6%	77.8%	58.3%
Other Local Taxes	14.3%	31.4%	9.7%	24.3%
Permits & Fees	0.8%	0.7%	0.3%	0.7%
Fines	0.2%	0.8%	0.3%	0.8%
Charges for Services	9.9%	9.5%	10.1%	11.8%
Interest and Rent	1.7%	2.8%	0.8%	1.2%
Miscellaneous	1.2%	3.3%	1.0%	3.0%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

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REAL ESTATE TAX REVENUE

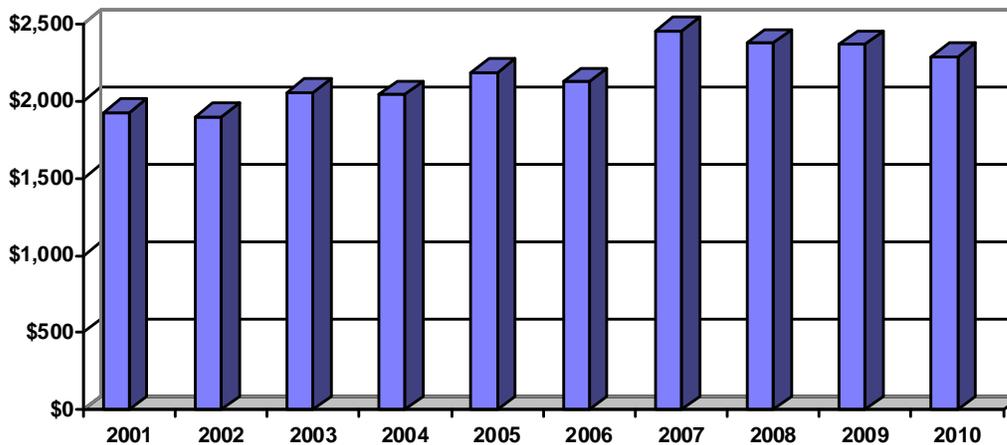
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 18.8% in 2001 dollars, or an average of 1.9% per year.

Total Real Estate Property Tax Revenue Per Household

Year	Revenue In Current Dollars	Revenue Per Household	Revenue in 2000 Dollars	Revenue Per Household
2001	\$8,289,411	\$1,925	\$8,289,411	\$1,925
2002	\$8,327,868	\$1,926	\$8,196,720	\$1,896
2003	\$9,345,943	\$2,139	\$8,983,167	\$2,056
2004	\$9,546,989	\$2,163	\$9,005,308	\$2,040
2005	\$10,681,417	\$2,393	\$9,753,505	\$2,185
2006	\$10,974,911	\$2,410	\$9,691,975	\$2,128
2007	\$13,208,997	\$2,850	\$11,380,393	\$2,455
2008	\$13,440,790	\$2,867	\$11,124,013	\$2,373
2009	\$13,560,850	\$2,863	\$11,212,166	\$2,367
2010	\$13,511,422	\$2,842	\$10,877,604	\$2,288
% CHANGE	63.0%	47.6%	31.2%	18.8%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Real Estate Tax Revenue Per Household in 2001 Dollars



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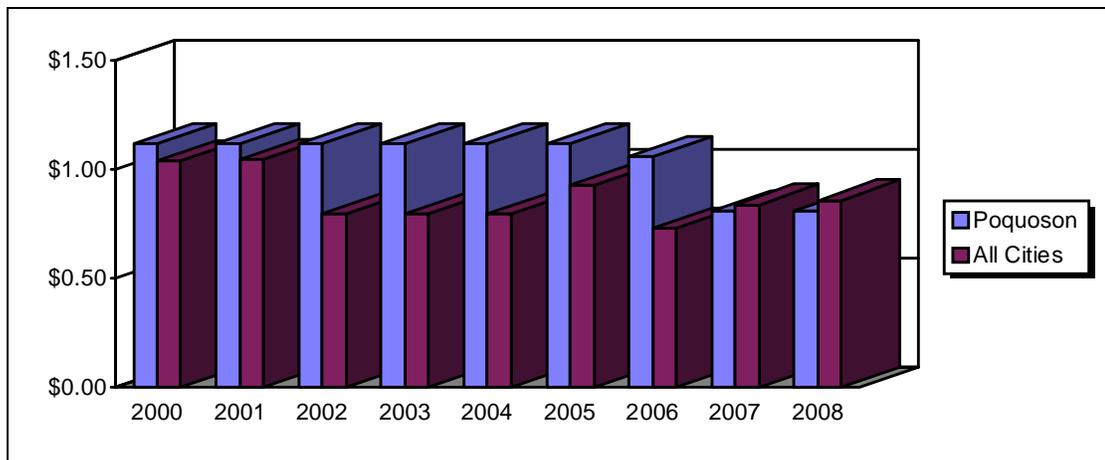
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

Median, Nominal and Effective Real Estate Tax Rates

Year	Median Ratio		Nominal Tax Rates		Effective Tax Rates	
	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties
2000	91.6%	85.6%	\$1.12	\$1.04	\$1.03	\$0.89
2001	93.8%	76.8%	\$1.12	\$1.05	\$1.05	\$0.80
2002	87.5%	83.8%	\$1.12	\$0.80	\$0.98	\$0.68
2003	85.8%	82.0%	\$1.12	\$0.80	\$0.96	\$0.66
2004	94.1%	77.8%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	73.2%	\$1.12	\$0.77	\$0.82	\$0.57
2006	67.2%	75.0%	\$1.06	\$0.73	\$0.71	\$0.55
2007	97.0%	86.0%	\$0.81	\$0.70	\$0.79	\$0.88
2008	99.8%	90.9%	\$0.81	\$0.86	\$0.81	\$0.78

Source: 2008 Virginia Assessment/Sales Ratio Study, Virginia Department of Taxation (prepared June 2010)

Nominal Real Estate Tax Rate



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The City remains overwhelmingly dependent upon the single-family residential taxpayer base. The Commissioner of the Revenue and City Assessor has furnished the assessed values for single-family, multi-family residential property, commercial and agricultural property for each of the years shown below.

Real Property Assessments by Category and Percent of Total

Year	Residential		Other		Total
	Single Family	Multi-Family	Commercial	Agriculture	
2001	91.6%	1.3%	6.8%	0.3%	100.0%
2002	91.8%	1.4%	6.6%	0.2%	100.0%
2003	91.8%	1.4%	6.6%	0.2%	100.0%
2004	92.0%	1.2%	6.6%	0.2%	100.0%
2005	91.9%	1.2%	6.7%	0.2%	100.0%
2006	92.6%	0.6%	6.6%	0.2%	100.0%
2007	94.1%	0.7%	5.0%	0.2%	100.0%
2008	93.3%	0.7%	5.8%	0.2%	100.0%
2009	93.6%	0.9%	5.3%	0.2%	100.0%
2010	93.9%	0.9%	5.0%	0.2%	100.0%

Source: Assessment data furnished by the Commissioner of the Revenue and City Assessor.

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Analysis of real estate revenue must consider the percentage of taxes actually collected by the Treasurer. Poquoson's record is as follows:

Uncollected Current Property Taxes as a Percent of Net Levy as of June 30, 2010

Year	Percent
2001	0.06%
2002	0.05%
2003	0.04%
2004	0.06%
2005	0.02%
2006	0.05%
2007	0.08%
2008	0.21%
2009	0.67%
2010	1.78%

Source: *Annual CAFR* City of Poquoson

Bond rating firms consider that a municipality will normally be unable to collect about two or three percent of its current and back property taxes each year. If uncollected property taxes rise to more than five to eight percent, rating firms consider this a negative factor because it signals potential problems in the stability of the property tax base. Rating firms also consider it a negative factor if the rate of delinquency significantly rises for two consecutive years.

APPENDIX

PERSONAL PROPERTY TAX REVENUE

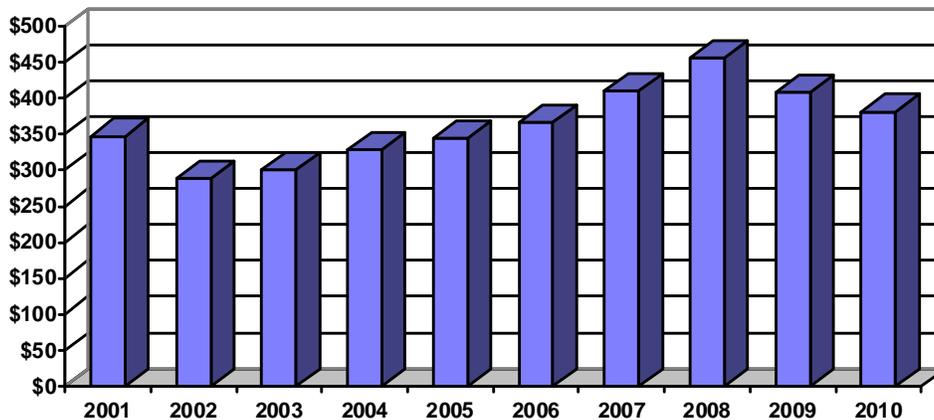
In 1999, the State implemented the Personal Property Tax Relief Act (PPTRA), where the State reduced the percentage of personal property tax the citizen paid on vehicles. The State reimbursed localities for the reduced personal property taxes. Due to the soaring costs associated with PPTRA, the General Assembly made significant changes to PPTRA. The changes included converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments. The cap for Poquoson as identified by the State Auditor of Public Accounts is \$1,923,430.

Total Personal Property Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2001 Dollars	Revenue Per Household
2001	\$1,495,673	\$347	\$1,495,673	\$347
2002	\$1,271,261	\$294	\$1,251,241	\$289
2003	\$1,367,354	\$313	\$1,314,278	\$301
2004	\$1,538,520	\$349	\$1,451,227	\$329
2005	\$1,682,524	\$377	\$1,536,360	\$344
2006	\$1,888,246	\$415	\$1,667,515	\$366
2007	\$2,210,975	\$477	\$1,904,896	\$411
2008	\$2,581,520	\$551	\$2,136,546	\$456
2009	\$2,335,554	\$493	\$1,931,046	\$408
2010	\$2,251,205	\$473	\$1,812,371	\$381
% CHANGE	50.5%	36.3%	21.2%	9.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Personal Property Tax Revenue Per Household in 2001 Dollars



APPENDIX

OTHER LOCAL SALES TAX REVENUE

Other Local Tax Revenue consists of revenue received from three general sources: revenue received from the local sales tax of 1% on taxable retail sales, revenue received from the Consumer Utility Tax imposed on electrical, gas and telephone bills, and revenue from other local taxes such as meals tax, business licenses, motor vehicle licenses, E-911 tax, taxes on recordations and wills, etc.

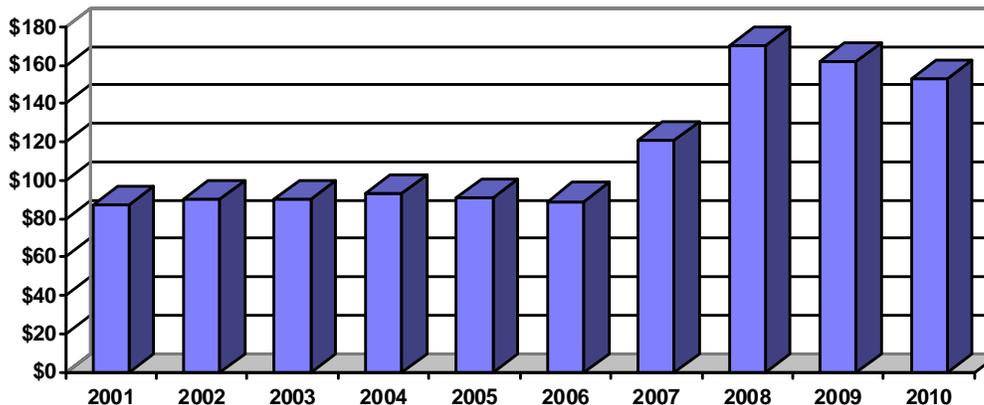
In current dollar terms, revenue received from the local 1% sales tax has increased by 140.5% since 2001. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 75.3%. This increase is mainly due to the restructuring of local consumer taxes. A new 5% communication and sales and use tax imposed by the state was paid by customers of landline and wireless phones, satellite and radio services and other communication services and is now included in local sales tax revenue instead of Consumer Utility Tax revenue. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

Local Sales Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2001 Dollars	Revenue Per Household
2001	\$375,179	\$87	\$375,179	\$87
2002	\$395,630	\$91	\$389,400	\$90
2003	\$407,006	\$93	\$391,207	\$90
2004	\$435,253	\$99	\$410,557	\$93
2005	\$446,435	\$100	\$407,652	\$91
2006	\$458,238	\$101	\$404,671	\$89
2007	\$653,112	\$141	\$562,698	\$121
2008	\$962,735	\$205	\$796,789	\$170
2009	\$929,900	\$196	\$768,845	\$162
2010	\$902,127	\$190	\$726,273	\$153
% CHANGE	140.5%	117.7%	93.6%	75.3%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Local Sales Tax Revenue Per Household in 2001 Dollars



APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 2001 dollars. This is due to the restructuring of the local consumer taxes, which took effect on January 1, 2007. Part of this local Consumer Utility Tax is now a 5% Communication Sales and Use Tax and is included in local sales tax revenues.

Consumer Utility Tax Revenue Per Household

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2001 Dollars</i>	<i>Revenue Per Household</i>
2001	\$416,631	\$97	\$416,631	\$97
2002	\$419,694	\$97	\$413,085	\$96
2003	\$440,543	\$101	\$423,443	\$97
2004	\$439,998	\$100	\$415,033	\$94
2005	\$447,622	\$100	\$408,736	\$92
2006	\$440,102	\$97	\$388,655	\$85
2007	\$354,783	\$77	\$305,668	\$66
2008	\$282,436	\$60	\$233,753	\$50
2009	\$285,776	\$60	\$236,281	\$50
2010	\$276,745	\$58	\$222,798	\$47
% CHANGE	-33.6%	-39.8%	-46.5%	-51.6%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

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When viewed on a per household basis after adjusting for inflation, Other Local Tax Revenue has kept pace with residential development. In 2002, meals tax rate increased from 4.0% to 5.5% and a 10 cent cigarette tax was instituted.

Other Local Tax Revenue

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2001 Dollars</i>	<i>Revenue Per Household</i>
2001	\$1,192,543	\$277	\$1,192,543	\$277
2002	\$1,587,462	\$367	\$1,562,463	\$361
2003	\$1,594,936	\$365	\$1,533,026	\$351
2004	\$1,649,713	\$374	\$1,556,111	\$353
2005	\$1,741,665	\$390	\$1,590,364	\$356
2006	\$1,894,252	\$416	\$1,672,819	\$367
2007	\$1,533,294	\$331	\$1,321,031	\$285
2008	\$1,368,024	\$292	\$1,132,219	\$242
2009	\$1,321,878	\$279	\$1,092,934	\$231
2010	\$1,273,060	\$268	\$1,024,899	\$216
% CHANGE	6.8%	-3.3%	-14.1%	-22.2%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

APPENDIX

EXPENDITURES

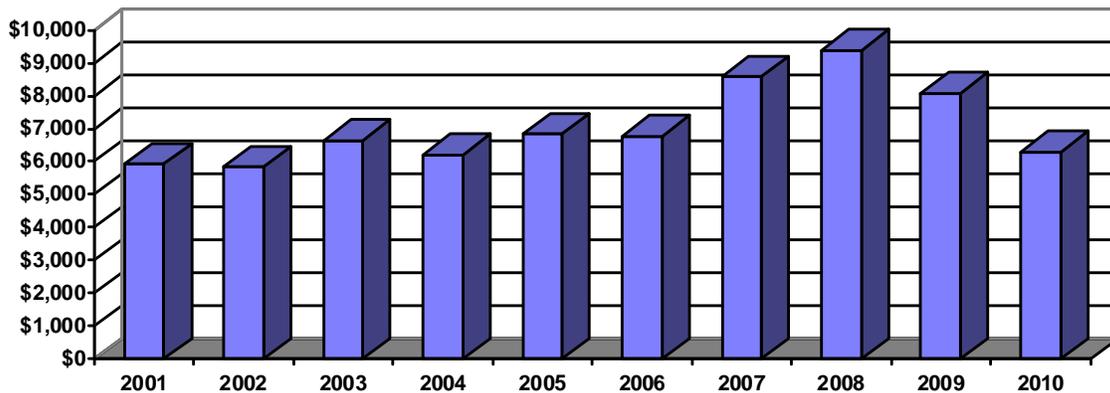
Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$25 million in 2001 to over \$37 million in 2010, an increase of 96.3%. However, after adjustment for inflation and growth in households, the increase has been approximately 1.8% per year.

Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2001 Dollars	Expenditures per Household
2001	\$25,470,167	\$5,915	\$25,470,167	\$5,915
2002	\$25,665,657	\$5,936	\$25,261,473	\$5,842
2003	\$30,218,734	\$6,915	\$29,045,750	\$6,647
2004	\$29,050,658	\$6,581	\$27,402,370	\$6,208
2005	\$33,424,763	\$7,488	\$30,521,099	\$6,837
2006	\$34,896,340	\$7,663	\$30,817,058	\$6,767
2007	\$44,573,665	\$9,617	\$38,403,055	\$8,285
2008	\$53,225,297	\$11,354	\$44,050,900	\$9,397
2009	\$46,323,837	\$9,779	\$38,300,738	\$8,085
2010	\$37,244,395	\$7,833	\$29,984,244	\$6,306
% CHANGE	46.2%	32.4%	17.7%	6.6%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*, includes General, Special Revenue, Debt Service and Capital Projects Funds and Component Unit (School Board).

Total Expenditures Per Household in 2001 Dollars



APPENDIX

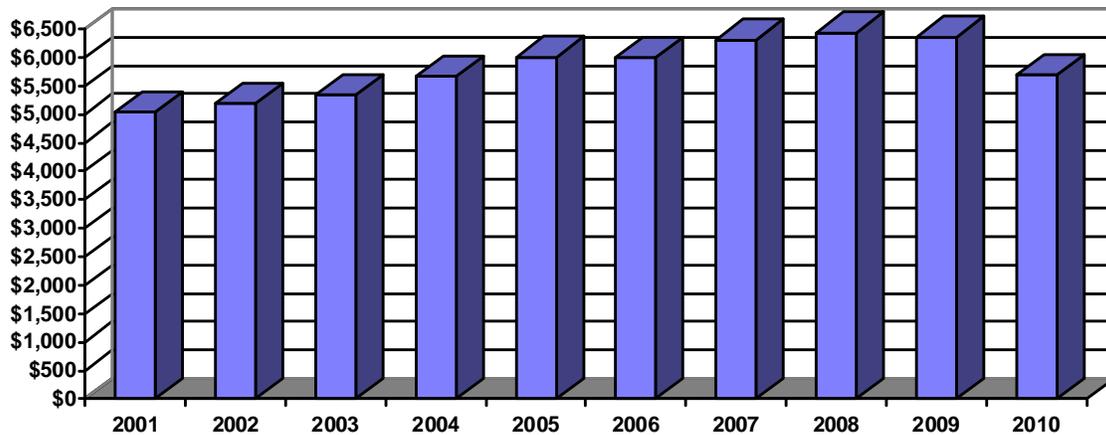
The operating budget, which funds recurring expenses, has shown a slight increase as new services have been added to meet the needs of a growing community and existing services have been improved. However, this increase has been extremely small at an average of 1.8% per household per year after adjusting for inflation.

Total Operating Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2001 Dollars	Expenditures per Household
2001	\$21,742,499	\$5,049	\$21,742,499	\$5,049
2002	\$22,785,888	\$5,270	\$22,427,055	\$5,187
2003	\$24,262,997	\$5,552	\$23,321,194	\$5,337
2004	\$26,555,078	\$6,016	\$25,048,385	\$5,675
2005	\$29,401,819	\$6,586	\$26,847,635	\$6,014
2006	\$30,927,269	\$6,791	\$27,311,960	\$5,997
2007	\$33,982,445	\$7,332	\$29,278,043	\$6,317
2008	\$36,435,827	\$7,772	\$30,155,416	\$6,432
2009	\$36,440,375	\$7,693	\$30,129,051	\$6,360
2010	\$33,612,873	\$7,069	\$27,060,624	\$5,691
% CHANGE	54.6%	40.0%	24.5%	12.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Total Operating Expenditures Per Household in 2001 dollars



APPENDIX

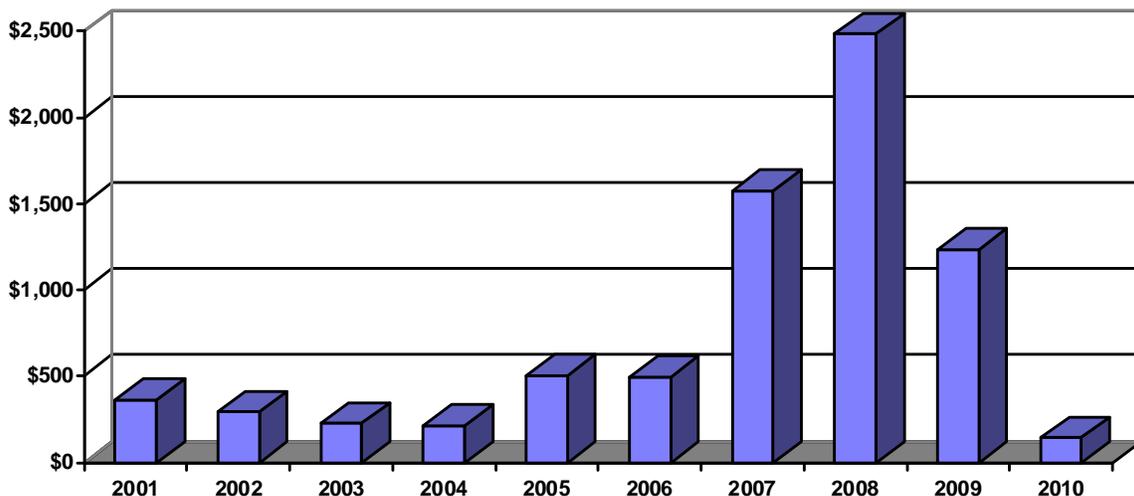
In the mid 1990's, the City started to address many long delayed capital projects. In 2000 to 2002, the City addressed smaller projects including renovations to Police Station and Parks and Recreation complex, replaced some larger Public Works equipment, built a second Fire Station, replaced a fire aerial/pumper truck, and dredged Messick Point area. In late 2004, the City began several projects located at Messick Point. The first two projects, a pier and boat ramp, were completed in 2005. In 2005, the City began the design phase of a new Elementary School and Fire Station which suffered extensive damage caused by Hurricane Isabel in 2003. In 2007 and 2008 the City issued additional debt for the construction of the Elementary School and Fire Station and construction began on these two projects. They were substantially complete in the fall of 2008.

Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2001 Dollars	Expenditures per Household
2001	\$1,567,339	\$364	\$1,567,339	\$364
2002	\$1,282,450	\$297	\$1,262,254	\$292
2003	\$1,021,949	\$234	\$982,281	\$225
2004	\$987,539	\$224	\$931,508	\$211
2005	\$2,457,918	\$551	\$2,244,395	\$503
2006	\$2,544,998	\$559	\$2,247,495	\$494
2007	\$8,476,933	\$1,829	\$7,303,418	\$1,576
2008	\$14,078,149	\$3,003	\$11,651,511	\$2,485
2009	\$7,085,050	\$1,496	\$5,857,948	\$1,237
2010	\$838,069	\$176	\$674,702	\$142
% CHANGE	-46.5%	-51.6%	-57.0%	-61.0%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Total Capital Expenditures Per Household in 2001 dollars



APPENDIX

Operating Expenditures Per Household In 2001 Dollars

The table below depicts the growth in operating expenditures by function of government, on a per-household basis and after adjustment for inflation.

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
2001	\$3,507	\$718	\$206	\$170
2002	\$3,542	\$748	\$233	\$164
2003	\$3,586	\$830	\$223	\$168
2004	\$3,830	\$856	\$241	\$163
2005	\$4,048	\$908	\$263	\$170
2006	\$3,959	\$942	\$239	\$181
2007	\$4,026	\$973	\$266	\$192
2008	\$3,914	\$1,051	\$265	\$207
2009	\$4,107	\$930	\$268	\$204
2010	\$3,663	\$948	\$259	\$170
% CHANGE	4.5%	32.0%	25.5%	.2%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
2001	\$272	\$502	\$176	\$5,551
2002	\$286	\$364	\$214	\$5,550
2003	\$280	\$337	\$997	\$6,422
2004	\$285	\$322	\$299	\$5,997
2005	\$316	\$320	\$310	\$6,334
2006	\$340	\$295	\$336	\$6,292
2007	\$360	\$396	\$499	\$6,713
2008	\$356	\$486	\$639	\$6,919
2009	\$406	\$496	\$476	\$6,887
2010	\$326	\$473	\$324	\$6,164
% CHANGE	19.7%	-5.7%	84.1%	11.0%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

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While education, public safety, parks, recreation and culture, and administration categories have increased since 2001, total expenditures are still about 20% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 101% of the average local expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

Operating Expenditures City of Poquoson Compared to State Average by Per-Capita Expenditures

	2001			2010		
	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>
Education	\$1,370.26	\$1,194.30	114.73%	\$1,672.33	\$1,653.33	101.15%
Public Safety	\$268.91	\$427.15	62.95%	\$451.57	\$640.28	70.53%
Public Works	\$110.82	\$223.73	49.53%	\$188.01	\$299.12	62.85%
Parks, Recreation and Cultural	\$103.04	\$103.48	99.57%	\$109.46	\$150.66	72.65%
General Administration	\$104.39	\$104.51	99.89%	\$149.78	\$155.21	96.50%
Judicial Administration	\$58.53	\$44.32	132.06%	\$29.38	\$65.55	44.82%
Health & Welfare	\$41.71	\$296.45	14.07%	\$201.27	\$439.90	45.75%
Community Development	\$26.73	\$75.18	35.55%	\$53.74	\$151.64	35.44%
TOTAL	\$2,084.39	\$2,469.12	84.42%	\$2,855.54	\$3,555.69	80.31%

Source: Annual edition of the *Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

APPENDIX

DEBT SERVICE

Debt Service is defined as the amount of interest and principal that must be paid on long-term debt. As the amount decreases, it lessens obligations and increases expenditure flexibility. Credit industry standards provide for a 20% ratio of total operating expenditures before debt service is considered to be a potential problem.

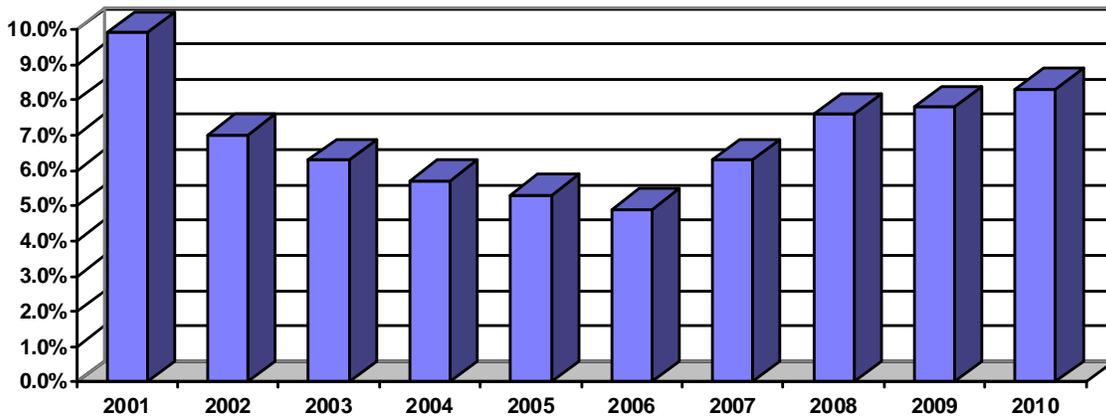
As shown in the table below, the City's 8.3% ratio of debt service to total operating expenditures is acceptable.

Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
2001	\$2,160,329	\$21,742,499	9.9%
2002	\$1,597,319	\$22,785,888	7.0%
2003	\$1,531,171	\$24,262,997	6.3%
2004	\$1,508,041	\$26,555,078	5.7%
2005	\$1,565,026	\$29,401,819	5.3%
2006	\$1,521,475	\$30,972,269	4.9%
2007	\$2,130,921	\$33,982,445	6.3%
2008	\$2,753,677	\$36,435,827	7.6%
2009	\$2,841,369	\$36,440,375	7.8%
2010	\$2,793,453	\$33,612,873	8.3%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Ratio of Debt Service to Total Expenditures



APPENDIX

There is also a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the cities total assessed value or real property. As the table below shows, the city's ratio of bonded debt to assessed valuation amounts to 2.4%.

Capacity is therefore available should City Council decide to undertake additional long-term borrowing to fund infrastructure and capital improvements.

Ratio of Bonded Debt to Assessed Value

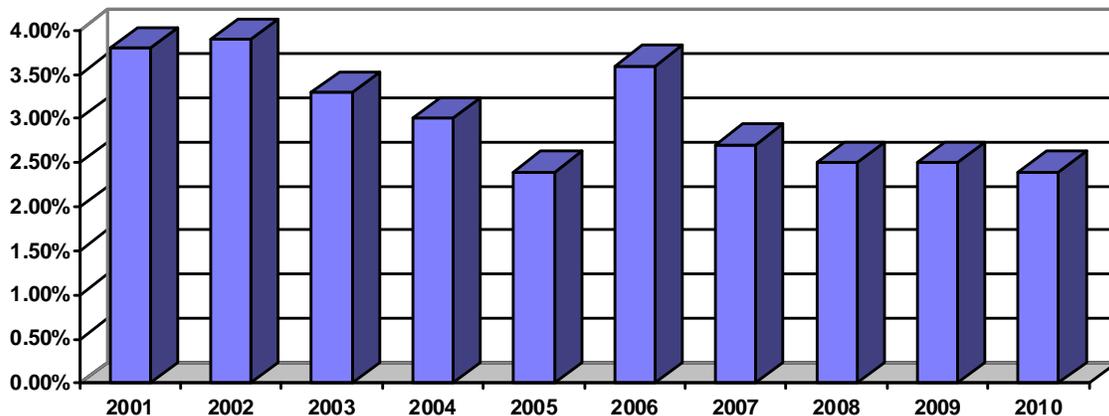
Bonded Debt

Year	Assessed Value of Taxable Real Estate	<i>Bonded Debt</i>			Ratio Debt to Assessed Value
		General Fund Supported	Enterprise Funds	Total	
2001	\$736,710,386	\$14,536,070	\$13,108,140	\$27,644,210	3.8%
2002	\$749,021,297	\$14,145,971	\$14,779,335	\$28,925,306	3.9%
2003	\$827,604,136	\$13,440,709	\$14,131,490	\$27,572,199	3.3%
2004	\$847,283,735	\$12,457,291	\$13,506,624	\$25,963,915	3.0%
2005	\$1,015,002,306	\$12,086,638	\$12,791,016	\$24,877,654	2.4%
2006	\$1,037,303,141	\$25,527,795	\$12,049,089	\$37,576,884	3.6%
2007	\$1,637,487,196	\$32,435,690	\$11,280,327	\$43,716,017	2.7%
2008	\$1,678,329,182	\$31,604,649	\$10,508,638	\$42,113,287	2.5%
2009	\$1,698,795,508	\$32,705,075	\$9,796,907	\$42,501,982	2.5%
2010	\$1,719,852,121	\$31,397,902	\$9,890,072	\$41,257,974	2.4%
% CHANGE	133.5%	115.8%	-24.6%	49.2%	-36.1%

Comprehensive Annual Financial Report: Under Tab- Basic Financial Statements, Note 8- Long Obligations & Note 9- Long Term Liabilities

Note: Total bonding limit is 10 percent of total assessed value of taxable real estate.

Ratio of Bonded Debt to Assessed Value



GLOSSARY

ACCRUAL BASIS – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

APPROPRIATION - An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

ASSESSED VALUATION - A valuation set upon real estate or other property by the City Assessor as a basis for levying property taxes.

BOND - A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

BUDGET – A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

CAPITAL IMPROVEMENTS PLAN (CIP) – A planning tool that identifies necessary capital projects for the City of Poquoson over a five-year period.

CAPITAL OUTLAY – Outlays resulting in the acquisition of, or addition to, fixed assets. Exceptions to this are major capital facilities which are constructed or acquired – such as, land and buildings. These are funded in the Capital Improvement Budget.

CHARGES FOR SERVICES – Fees the City charges users of government services, such as recreation fees, court costs, library fines, etc.

CONTINGENCY ACCOUNT - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

DEBT SERVICE – The annual principal and interest payments for the debt incurred by the City in the process of acquiring capital outlay or constructing capital facilities.

DEPARTMENT – A major administrative division of the City that has overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

ECONOMIC DEVELOPMENT AUTHORITY (EDA) – A political subdivision of the Commonwealth of Virginia with such public and corporate powers as set forth in the Industrial Development & Revenue Act.

ENCUMBRANCES – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

ENTERPRISE FUND – Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

GLOSSARY

EQUALIZED TAX RATE – The tax rate which would levy the same amount of real estate tax revenue as the previous fiscal year when multiplied by the new total assessed value of real estate.

ESTIMATED REVENUES – Are budgetary accounts, which reflect the amount of revenue estimated to be accrued during the fiscal year.

EXPENDITURES - An outflow of resources that results in a decrease in the fund's net assets. Expenditures, used with governmental-type funds, are categorized as current expenditures, debt service, capital outlays, and other financing uses. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and on special assessment indebtedness secured by interest-bearing special assessment levies, which should be recognized when due.

EXPENSES - Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

EXECUTIVE SUMMARY - A general discussion of the proposed budget presented in writing as a part of the budget document. The executive summary explains principal budget issues against the background financial experience in recent years and presents recommendations made by the City Manager.

FEDERAL GOVERNMENT, Revenue from the – Funds provided by the federal government to compensate the locality for federal program impact, for programs jointly funded by the locality and the federal government and outright grants.

FINES AND FORFEITURES – A broad range of fines and forfeitures for violations of local government ordinances.

FIXED ASSETS – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FISCAL YEAR - A twelve-month period to which the annual budget applies and at the end of which a governmental unit determines its financial position and results of operation. The City of Poquoson uses July 1st to June 30th as its fiscal year.

FUND - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE - The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GENERAL OBLIGATION BONDS - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – This refers to a set of standard rules and procedures used to account for the receipt and expenditure of funds.

GLOSSARY

GENERAL PROPERTY TAXES – Taxes on real and personal property, both tangible and intangible, such as vehicles, real estate and business equipment. Interest and penalties on delinquent taxes are also included in the category.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) – An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of generally accepted accounting principles for state and local government since its inception.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) – The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the National Council on Governmental Accounting (NCGA).

GOVERNMENTAL FUNDS – Funds generally used to account for tax-supported activities. The City has four governmental funds: The general fund, debt service fund, capital projects fund and special revenue grant fund.

GRANT - A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

INTERNAL SERVICE FUND – Proprietary fund type that is used to report an activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units on a cost-reimbursement basis.

LINE OF CREDIT (LOC) – Short-term interest bearing note issued by the government.

MODIFIED ACCRUAL ACCOUNTING - All governmental funds and expendable trust funds use the modified accrual basis of accounting. The private sector's accrual basis of accounting is "modified" for governmental units, so that revenue is recognized in the accounting period when it becomes measurable and available. Expenditures are recorded when the liability is incurred or in the absence of a liability, when the cash disbursement is made.

NET ASSETS, or EQUITY – The residual interest in the assets of an entity that remains after deducting its liabilities; sometimes referred to as equity.

OPERATING BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for the fiscal year and the proposed means of financing them (revenue estimates).

PERMITS, PRIVILEGES FEES, AND REGULATORY LICENSES – The class of permits, fees, and licenses which includes such levies as user permits to cover costs of processing requests for changes in zoning, building permits, electrical permits, plumbing permits, to license animals, etc.

GLOSSARY

PERSONAL PROPERTY TAX RELIEF ACT OF 1998 (PPTRA) – A State legislative action to decrease the amount of personal property that citizens pay on qualified vehicles. The State pays the locality the amount of the relief, so that the locality is not out any money, even though the citizen is given relief. Vehicles must be used for personal use and not a business to qualify for relief. Large trucks, commercial vehicles, RV's, boats, and utility trailers continue to pay full personal property taxes. For qualified vehicles valued at \$1,000 or less, the taxpayer pays nothing and the State reimburses the locality for the entire amount. Qualified vehicles are given 55% relief on the tax for vehicles assessed between \$1,000 and \$20,000. The tax on any assessments over \$20,000 is not given any relief.

RETAINED EARNINGS – An equity account reflecting the accumulated earnings of any enterprise or internal service fund.

REVENUE - The term designates an increase to a fund's assets which does not increase a liability (e.g., proceeds from a loan), does not represent a repayment of an expenditure already made, does not represent a cancellation of certain liabilities, and does not represent an increase in contributed capital.

REVENUE ESTIMATE - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

REVENUE AND EXPENDITURE DETAIL - Represents the smallest level or breakdown in budgeting for revenue and expenditures.

TAX RATE - The amount of tax levied for each \$100 of assessed value.

TRANSFERS FROM OTHER FUNDS - Budget line item used to reflect transfers of financial resources into one fund from another fund.

TRANSFERS TO OTHER FUNDS - Budget line item used to reflect transfers of financial resources out of one fund to another fund.

UNAPPROPRIATED FUND BALANCE - The excess of a fund's assets and estimated revenue for a period over its liabilities, reserves, and available appropriations for the period.

UNRESTRICTED NET ASSETS – That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).

VIRGINIA RETIREMENT SYSTEM (VRS) – An agent multiple-employer public retirement system that acts as a common investment and administrative agent for the political subdivisions in the Commonwealth of Virginia.

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

ABC	-	Alcoholic Beverage Control
ABOS	-	Anderson-Bugg Outboard Services
ACLS	-	Advance Cardiac Life Support
ACOE	-	Army Corps of Engineers
ARB	-	Architectural Review Board
ARRA	-	American Recovery and Reinvestment Act
ASFPM	-	Association of State Flood Plain Managers
AV	-	Assessed Valuation
BMP	-	Best Management Practice
BZA	-	Board of Zoning Appeals
CAD	-	Computer Aided Dispatch
CAMA	-	Computer Assisted Mass Appraisal
CBLAD	-	Chesapeake Bay Local Assistance Department
CBRN	-	Chemical, Biological, Radiological, Nuclear
CDBG	-	Community Development Block Grant
CIP	-	Capital Improvement Plan
COD	-	Coefficient of Dispersion
COPS	-	Community Orientated Police Services
CPR	-	Cardiopulmonary Resuscitation
CRIMES	-	Comprehensive Regional Information Management Exchange System
CSA	-	Comprehensive Services Act
DCR	-	Department of Conservation and Recreation
DEA	-	Drug Enforcement Agency
DEQ	-	Department of Environmental Quality
DHS	-	Department of Homeland Security
DMV	-	Department of Motor Vehicles
DPOR	-	Department of Professional Occupation Regulation
DUI	-	Driving Under the Influence
E & S	-	Erosion & Sediment
E-911	-	Emergency 911
ECG	-	Electro Cardio Gram
EDA	-	Economic Development Authority
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
GAAP	-	Generally Accepted Accounting Principles
GASB	-	Governmental Accounting Standards Board
GFOA	-	Government Finance Officers Association
GIS	-	Geographic Information System
GO	-	General Obligation
HAVA	-	Help America Vote Act
hcf	-	100 cubic feet
HMGP	-	Hazard Mitigation Grant Program
HRCJTA	-	Hampton Roads Criminal Justice Training Academy
HRPDC	-	Hampton Roads Planning District Commission

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

HVAC	-	Heating, Ventilation, and Air Conditioning
ICC	-	International Code Council
IRMS	-	Integrated Revenue Management System
LIDAR	-	Laser Imaging Detection Ranging
LINX	-	Law Enforcement Information Exchange
LOC	-	Line of Credit
MOM	-	Maintenance and Operations Manual
MPO	-	Metropolitan Planning Organization
MS4	-	Municipal Separate Storm Sewer System
NADA	-	National Automobile Dealer's Association
NASA	-	National Aeronautics and Space Administration
NAST	-	NASA Aeronautics Support Team
NFPA	-	National Fire Protection Association
NPDES	-	National Pollutant Discharge Elimination System
NVRA	-	National Voter Registration Act
OPEB	-	Other Post Employment Benefits
PES	-	Poquoson Elementary School
PHS	-	Poquoson High School
PMS	-	Poquoson Middle School
PPR	-	Poquoson Parks & Recreation
PPS	-	Poquoson Primary School
PPTRA	-	Personal Property Tax Relief Act
RAISE	-	Regional Air Service Enhancement
RE	-	Real Estate
ROW	-	Right Of Way
RPA	-	Resource Protection Area
RV	-	Recreational Vehicle
SC	-	Service Charge
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSES	-	Sanitary Sewer Evacuation System
SSO or SSOS	-	Sanitary Sewer Overflows
State 599	-	State 599 (Police) Funds
TAV	-	Treasurers Association of Virginia
TEA 21	-	TEA 21 Museum Grant
TMDL	-	Total Maximum Daily Load
TNCC	-	Thomas Nelson Community College
VAZO	-	Virginia Association of Zoning Officials
VDEM	-	Virginia Department of Emergency Management
VDOT	-	Virginia Department of Transportation
VML	-	Virginia Municipal League
VMRC	-	Virginia Marine Resources Commission

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

VPA	-	Virginia Port Authority
VPDES-		Virginia Pollutant Discharge Elimination System
VPPSA	-	Virginia Peninsulas Public Service Authority
VPSA	-	Virginia Public Schools Authority
VPSU	-	Virginia Peninsula Swimming Union
VRA	-	Virginia Resources Authority
VRS	-	Virginia Retirement System
YMCA	-	Young Men's Christian Association