

City of POQUOSON VIRGINIA

ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014

**CITY OF POQUOSON, VIRGINIA
ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2014**

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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, 2012. 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 conform 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, 2012

Christopher P. Morill

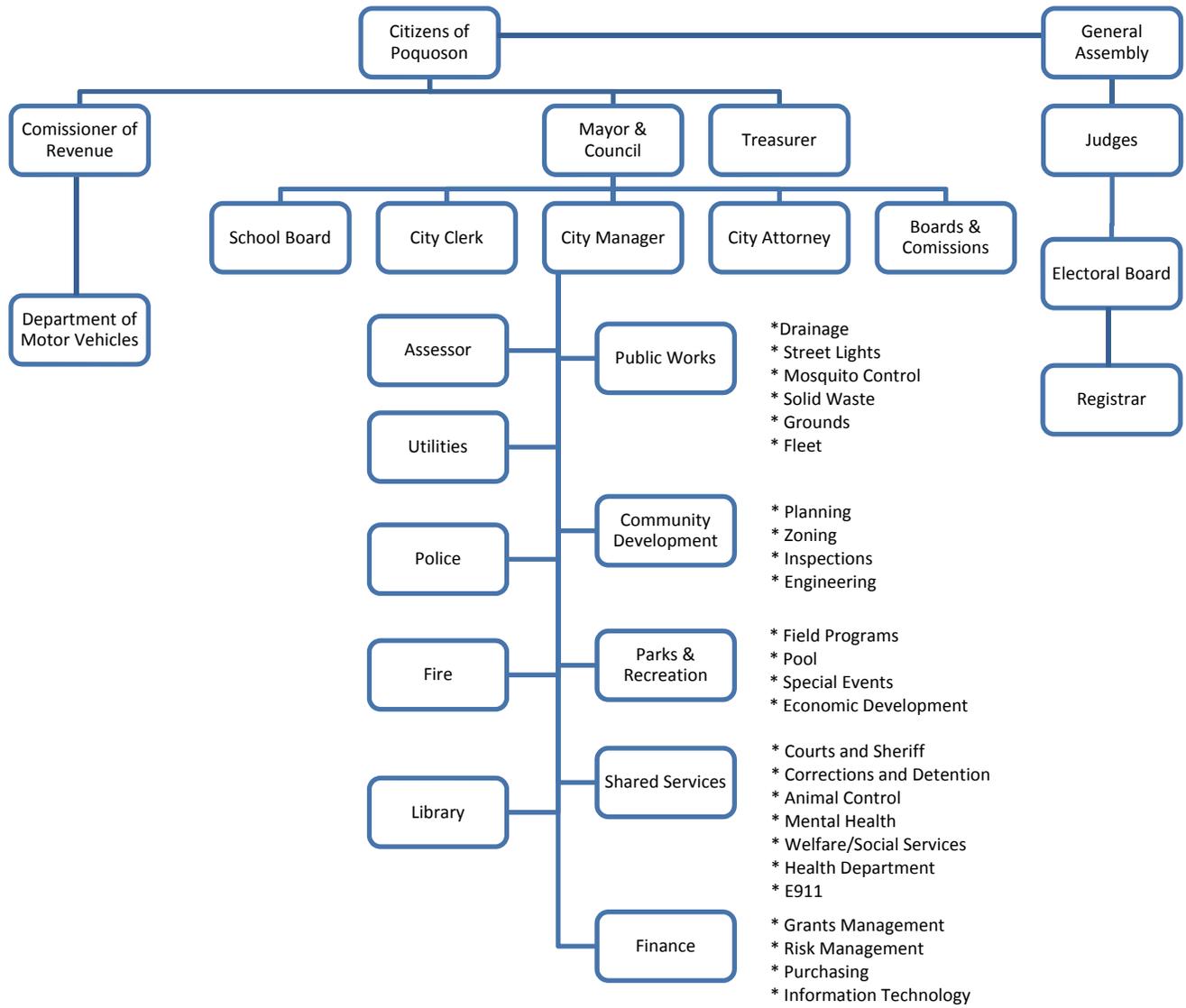
President

Jeffrey R. Egan

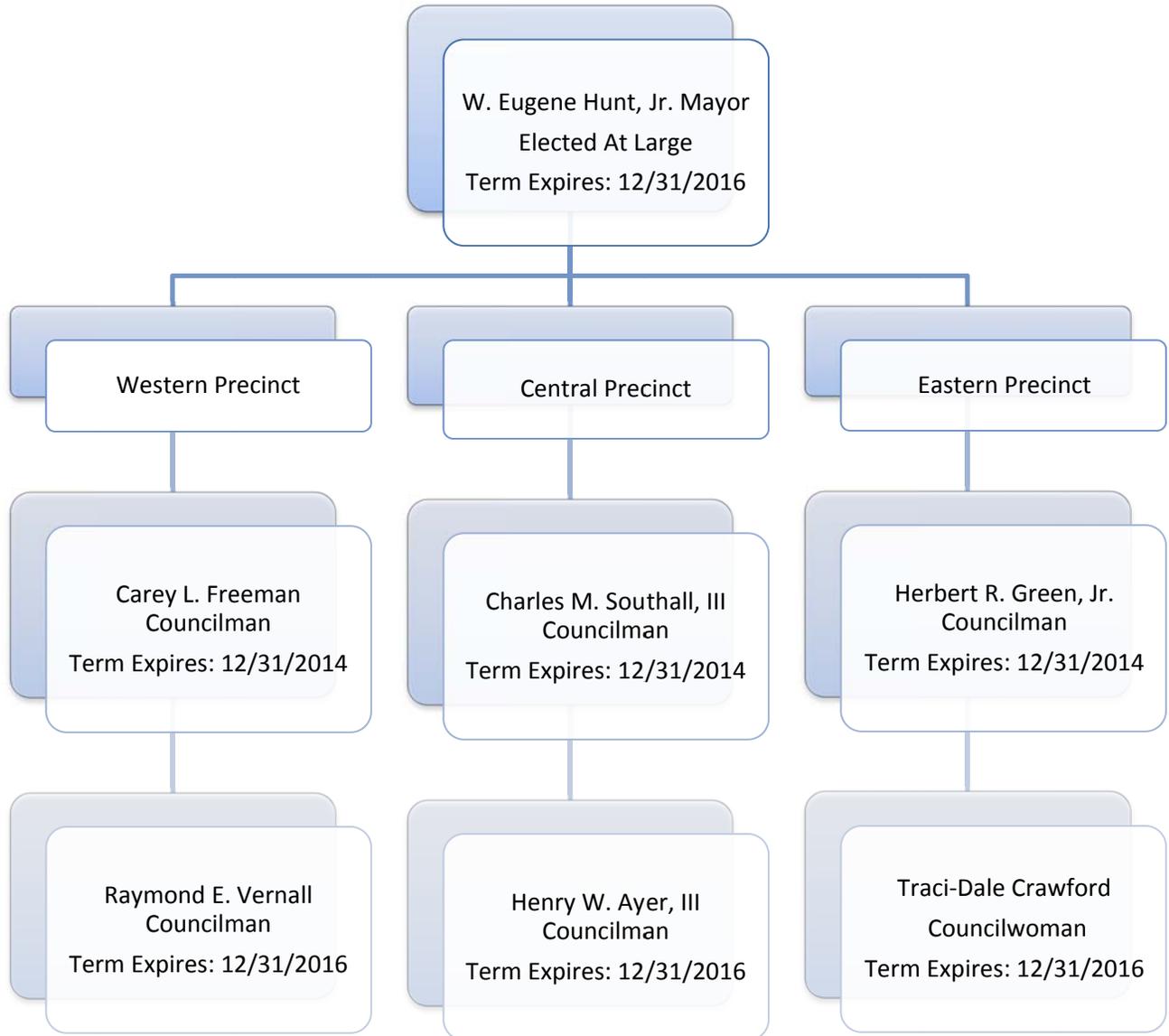
Executive Director

CITY OF POQUOSON, VIRGINIA

CITY GOVERNMENT ORGANIZATION CHART



POQUOSON CITY COUNCIL



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The Executive Summary includes the City Manager's budget message and a general overview of the Annual Financial Plan for Fiscal Year 2014 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 Solid Waste Enterprise Fund, the Utilities Enterprise Fund, the Fleet Management Internal Service Fund, and the Special Revenue Fund.

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



- **Budget Message from the City Manager**
- **The Adopted Budget in Brief**
 - **General Fund**
 - **Debt Service Fund**
 - **Capital Projects Fund**
 - **Solid Waste Fund**
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 - **Special Revenue Fund**
- **Unbudgeted Needs**
- **GFOA Distinguished Budget Award**

Executive Summary

Fiscal Year July 1, 2013 to June 30, 2014

Introduction

May 13, 2013

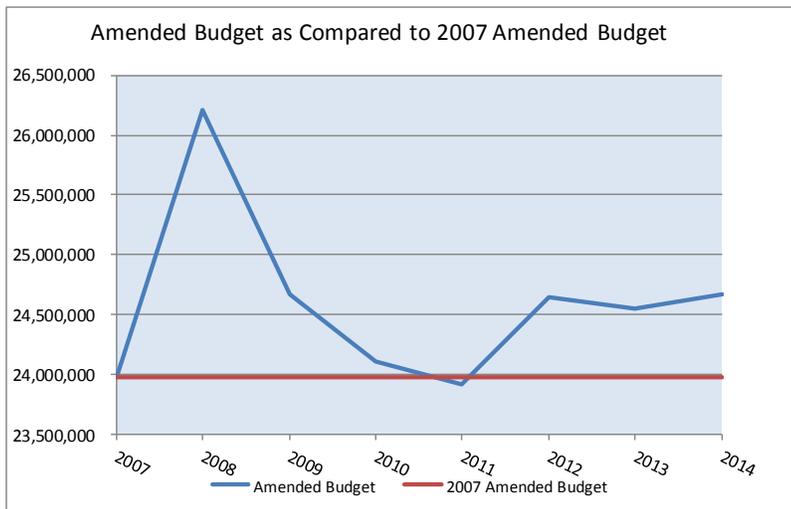
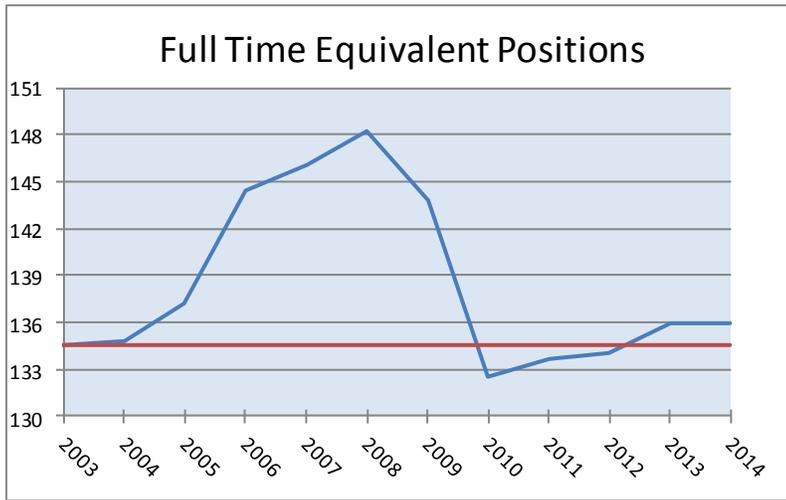
Honorable Mayor and Members of City Council
Poquoson, Virginia:

As the members of the City Council are aware, the upcoming fiscal year 2014 represents the sixth consecutive recessionary budget for the City of Poquoson, the Commonwealth of Virginia and the nation. Though the national recession has officially ended, the lingering effects of the downturn continue to impact local and regional employment and the housing market. The Federal government's ongoing fiscal challenges, including sequestration, inject additional uncertainty into our budgetary planning. For these reasons and others, multi-year budgetary planning has now become a year-round focus of the City of Poquoson.

Over the past several years we have had to carefully manage a number of challenges including a declining tax base, constrained local revenues, reductions in State funding particularly for education and a structural imbalance in the operating budget and self-supporting funds.

To meet these challenges the City of Poquoson has utilized a number of strategies over the course of the past five years to maintain essential operations without a real property tax increase. These strategies have included significant reductions in force in both the School Division and City government, such that the City is operating at 2005 staffing levels, local support for our capital improvements program has been zeroed out, operational and programmatic reductions have occurred, particularly in the School Division, and the City's financial reserves have been utilized. For comparison purposes, the City operational budget remains at essentially its FY 2009 level and well below its pre-recessionary high of FY 2008.

Introduction (Continued)



During the same period the City has made significant end roads in closing our structural imbalances. The City effectively closed the structural imbalances in each of the self-supporting funds and has significantly lessened the structural imbalance in the General Fund with the FY 2013 budget. These efforts, in addition to being fiscally prudent, were recognized by the Credit Rating agencies with a significant upgrade in the City’s credit rating which then set the stage for the debt refinancing and restructuring actions taken by the City Council this past year thereby delaying impacts of the 2005 debt borrowing until FY 2015. The City’s plan to address its structural imbalances is multi-year in nature and while it is recognized that this budget will not in itself completely address the issue, it does represent a second significant step towards resolving our underlying issue.

The General Fund imbalance has essentially two components. The first is part of the current base budget in which our ongoing expenses exceed our ongoing revenues. The second relates to the increased debt service requirements which the City will need to address beginning in FY 2015. As we began our budgetary planning for the FY 2014 budget, Council will recall that we shared with you multi-year budget scenarios that focused on the projected existing and future debt-related budgetary imbalances, as well as some basic conceptual discussion regarding how we might close these gaps and the compounding impact of delay.

Introduction (Continued)

As my staff and I developed this budget and throughout the budget discussions, we once again established several guiding principles that were used as the cornerstones of our decision making process and the FY 2014 Recommended Budget.

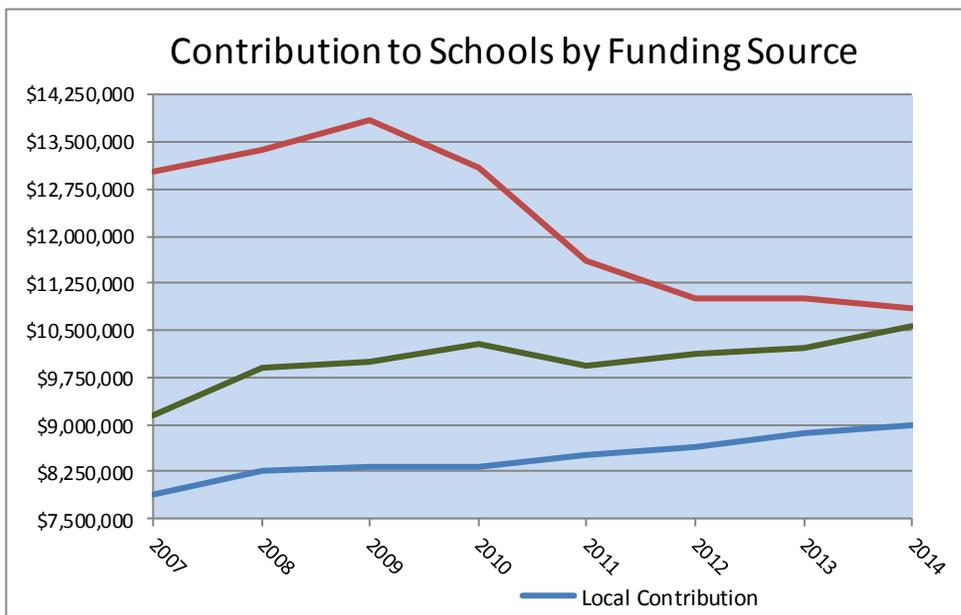
Guiding Principle One: Develop a (basic) budget which does not significantly increase the structural imbalance in the General Fund in FY 2014.

As the Council will recall, initial estimates of the FY 2014 structural deficit, exclusive of reassessment, was projected to be \$695,972 which when compared to the structural deficit in the FY 2013 adopted budget was an increase of \$103,320. Staff and I have worked to reduce the structural deficit, excluding reassessment, in the basic budget to below what was previously projected. This number includes an increase in local support for schools of \$120,000 and, consistent with recent practice, an equal amount for City employee compensation. There are no other significant new initiatives in the budget and no new staff positions recommended.

In addition, we are facing a second overall negative reassessment estimated to be -1.9%. Though the rate of decline has slowed and there are some areas of the City that will see an increase in their assessments, the overall rate is still slightly negative. As part of this budget plan, the City Council equalized the tax rate by two cents. With the real estate tax rate equalized, there are sufficient reserves in the General Fund to fund the FY 2014 budget.

Guiding Principle Two: Increase local support to the School Division.

As the Council is aware, the School Division has for the past several years and continues to be challenged by a combination of State funding reductions, new State mandates and non-discretionary operating cost increases that have required both staffing and programmatic reductions. Each year the City has done what it could to increase local support to partially offset the impact of the State budget. The approved local increase of \$120,000 is intended to help offset the need for additional position reductions that will be required for the School Division to meet the local matching requirement of the 2% pay increase approved by the General Assembly for next year. As a point of reference, five years ago, the Adopted School Budget was \$22.795 million and the Superintendent's Recommended Budget for next year is \$19.980 million, which reflects a reduction in the annual budget of \$2.814 million.



Introduction (Continued)

Guiding Principle Three: Address the FY 2014 General Fund structural imbalance.

As noted above, with the tax rate equalized, the structural imbalance in the basic recommended budget was essentially at the same level as FY 2013. What this means is that the City must once again utilize one-time cash reserves to balance its operating budget. Given the status of our reserves and the likely end of year savings that we use to replenish them, we are rapidly approaching the point where beyond FY 2014 our reserves will be insufficient to balance the operating budget. This problem is made even more acute beginning in FY 2015 when the first of two scheduled debt service increases will take place. As Council Members will recall from our budget retreat in January the tax rate increase or budget reduction equivalent necessary, under even the most conservative budget assumptions, to fully address the current and projected imbalance, was at least six cents beginning in FY 2014 and did not use the increase for any other purpose than to address the structural imbalance.

The FY 2014 Adopted Budget represents the second in a series of budgetary plans designed to address the City's overall structural budget challenges. As the first step in the plan, last year the City Council took action to bring all of the City's self-supporting funds into balance and to significantly close the gap in the General Fund. This year the City focused on the remaining existing structural deficit and deferred action with regard to future challenges associated with out-year debt service increases until the FY 2015 and/or FY 2016 budget. To accomplish this objective the City Council adopted a three cent real estate tax increase. This action, though will not completely address the long-term fiscal imbalance, should allow us to manage our basic budget requirements through FY 2015 assuming no new initiatives, including those associated with State and Federal mandates, occur during this period.

In the near term I am hopeful that a combination of economic recovery and year end savings will allow us to maintain reserves necessary to meet our fiscal management guidelines and deal with at least some necessary capital replacement and capital maintenance issues as they arise.

Thank you for your consideration of this budget recommendation. I am mindful that the choices presented here were not easy ones and that no decision is without consequence. I am confident that through your deliberative process the Council has made the best possible decision for the citizens of our City and as your staff we stand ready to assist you as together we continue to implement the City's long term financial plan.

Respectfully,



James R. Wheeler
City Manager

The Adopted Budget in Brief

The total revenue budgeted for FY 2014 by fund is as follows:

General Operating Fund	\$24,375,111
Use of Fund Balance	<u>314,230</u>
General Operating Fund	\$ 24,689,341
Debt Service Fund	2,027,024
Capital Projects Fund	477,000
Use of Fund Balance	<u>57,202</u>
Capital Projects Fund	534,202
Solid Waste Fund	876,260
Utilities Fund	1,851,100
Fleet Fund	<u>716,000</u>
Revenues & Transfers In	30,693,927
Less Interfund Transfers:	
Utilities Fund	(130,000)
Debt Service Fund	(2,027,024)
Capital Projects Fund	<u>(25,000)</u>
 Total Revenues	 <u>\$28,511,903</u>

The total expenditures budgeted for FY 2014 by fund is as follows:

General Operating Fund	\$24,689,341
Less Interfund transfers:	
Debt Service	(2,027,024)
Capital Projects	<u>(25,000)</u>
	(2,052,024)
Debt Service Fund	2,027,024
Capital Projects	534,202
Solid Waste Fund	876,260
Utilities Fund	1,851,100
Less Interfund transfers:	
General Fund	(130,000)
Fleet Management Fund	<u>716,000</u>
 Total Expenditures	 <u>\$28,511,903</u>

General Fund

Revenues by Category:

The General Fund derives its revenue from a variety of sources as the pie chart on page vii 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 \$13,940,000 in real estate tax revenue in FY 2014. Real estate taxes are projected to increase \$538,000 or 4.0%. The following factors make up the change in real estate:

- Growth projections for FY 2014 are based on new homes and other improvements to be built throughout the year, or \$6,000,000 in new assessments. Growth will bring approximately \$16,970 of additional tax revenue during FY 2014.
- Fiscal year 2014 is a reassessment year. The equalized tax rate is \$0.94 per \$100 of assessed value. The adopted real estate tax rate is \$0.97 per \$100 of assessed value, a real tax rate increase of \$0.03.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be \$160,000 an increase of \$10,000.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,228,438, a \$14,625 decrease from the FY 2013 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 2013.

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 2014. FY 2014 budget for local tax is \$2,305,000 and State non-categorical aid remains level at \$1,923,435.

The personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate since FY 2008. The boat tax rate is \$0 a 100% reduction beginning January 1, 2014. The recreational vehicle tax rate is \$1.50, the same rate as previous years.

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 \$2,883,500 other local taxes accounts for 12% of total General Fund revenues and is expected to increase by \$185,500 or 6.9% from the FY 2013 budget. The meals tax rate is 6%. The cigarette tax rate is 20 cents.

Other local revenue totals \$390,100 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue.

Charges for Services

Charges for services include library fines, passport fees, copying charges, charges for shared grounds maintenance for the schools, EMS fees and Parks & Recreation activities.

General Fund (Continued)

The EMS Fee rate is at a level charged by some of the surrounding localities. The projected revenue for EMS fees is expected to be \$263,500.

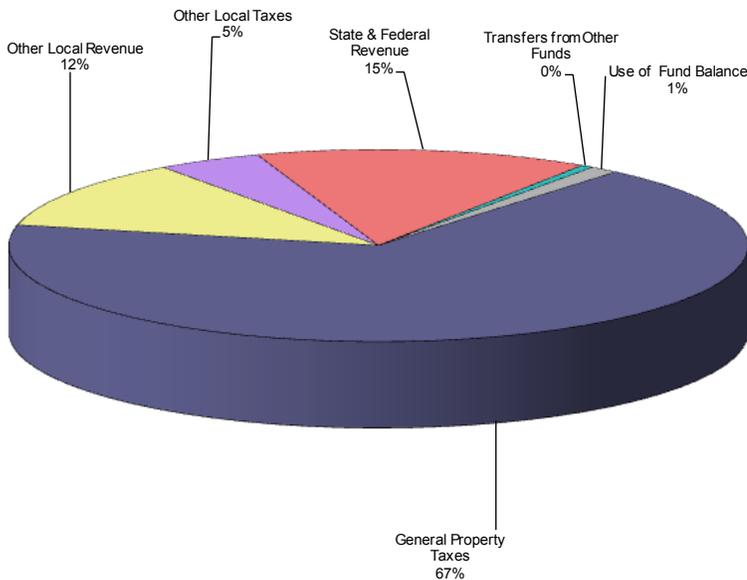
In FY 2014, revenue from parks and recreation programs is projected to be \$139,260. The pool revenue is expected to be \$86,000. The special events revenue is expected to be \$132,106, and \$9,275 in revenue is projected for the workboat race.

The total of all local revenue of taxes, licenses and fees is \$20,633,041.

State and Federal revenue is expected to be \$3,612,070 in FY 2014, a \$133,658 decrease from the FY 2013 budget.

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 2014 budget uses \$19,230 from the General Fund restricted fund balance for 1/10 forgiveness of the Museum Deed of Trust Note and \$295,000 of unassigned fund balance for City expenditures.



GENERAL FUND SOURCES OF REVENUE	
General Property Taxes	\$16,620,000
Other Local Taxes	2,883,500
Other Local Revenues	1,129,541
State and Federal Revenues	3,610,514
Use of Fund Balance	314,230
Transfers In	<u>130,000</u>
Total Revenues	<u>\$24,689,341</u>

- Real Estate Rate \$0.97 per \$100 Assessed Value
- Personal Property Tax Rate \$4.15 per \$100 Assessed Value

General Fund (Continued)

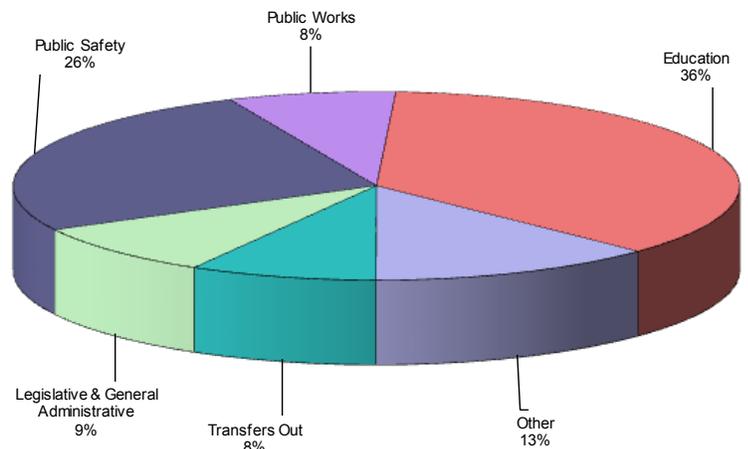
Expenditures By Category:

School Expenditures: The contribution to Schools accounts for 36.35% of the total General Fund budget. The FY 2014 budget includes an increase of \$120,000 to Schools, which fully funds the Superintendent’s FY 2014 request from the City. The School’s budget is based on an average daily membership of 2,099 students for the FY 2014 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 2012, there was \$29,910 in unspent funds. These unspent funds were reappropriated to the School Division in FY 2013. If there are unspent funds at the end of FY 2013, they may be reappropriated in FY 2014.

City Personnel Services: Employee salaries and overtime account for personnel services. City personnel services are \$8,969,806 in FY 2014, a \$190,506 or 2.2% increase. Employee benefits account for 30% of personnel services. Health insurance premiums increased 3% with 20% of the increase being paid by the employee and the VRS rate increased.

GENERAL FUND EXPENDITURE USES	
Legislative & Administrative	\$2,201,588
Public Safety	6,482,536
Public Works	1,818,337
Education	8,975,403
Other	3,159,153
Transfers Out	<u>2,052,024</u>
Total Expenditures	<u>\$24,689,341</u>



General Fund Expenditure Uses

Uses	FY 2013	FY 2014	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 8,885,313	\$ 8,975,403	\$ 90,090	1.0%
City	15,683,073	15,713,938	30,685	.2%
Total	\$ 24,568,386	\$ 24,689,341	\$ 120,955	.5%

General Fund Contribution to Schools

Category	FY 2013	FY 2014	\$ Inc/(Dec)	% Inc/(Dec)
School Contribution	\$ 8,885,403	\$ 8,975,403	\$ 120,000	1.35%
Reappropriation	29,910	-	(29,910)	(100%)
Total	\$ 8,885,313	\$ 8,975,403	\$ 90,090	1.0%

General Fund City Expenditures by Category

Category	FY 2013	FY 2014	\$ Inc/(Dec)	% Inc/(Dec)
Personnel Services	\$ 8,779,300	\$ 8,969,806	\$ 190,506	2.2%
Operations/Transfers	4,566,841	4,410,636	(156,205)	(3.4%)
Debt Service	2,052,250	2,027,024	(25,226)	1.2%
Capital Outlay	284,682	306,472	21,790	7.7%
Total	\$ 15,683,073	\$ 15,713,938	\$ 30,865	.2%

Expenditures By Category: (Continued)

City Operations/Transfers: The City's operational costs and transfers are \$4,410,636 in FY 2014, a \$156,205 or 3.4% decrease.

Debt Service: In FY 2014, the City will transfer \$2,027,024 to the Debt Service Fund, a slight decrease from FY 2013. The transfer is explained in the Debt Service Fund section.

Capital Outlay: The City's capital outlay for FY 2014 is \$306,472, a \$21,790 or 7.7% increase from FY 2013. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, fire hose and police car.

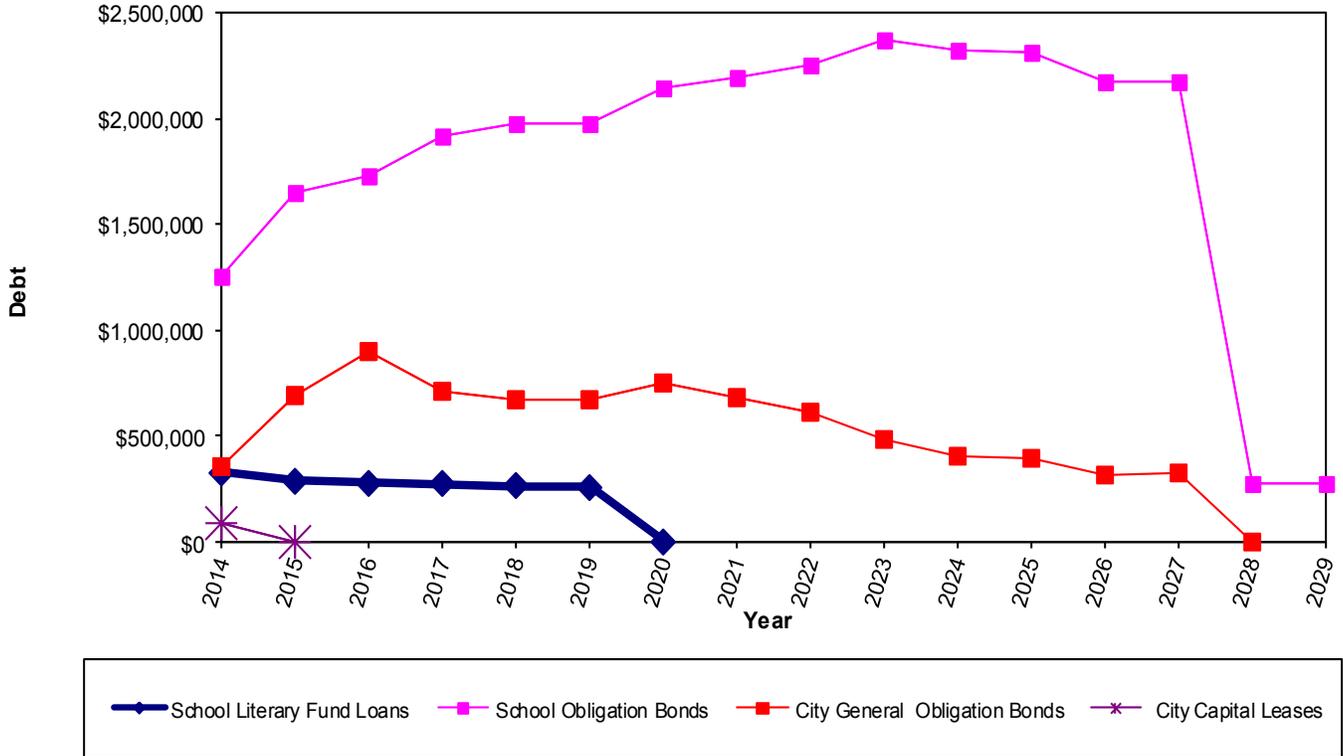
Expenditures By Category: (Continued)***Debt Service Fund***

DEBT SERVICE FUND USES	
School Debt	\$1,581,455
City Debt	<u>445,569</u>
Total	<u>\$2,027,024</u>

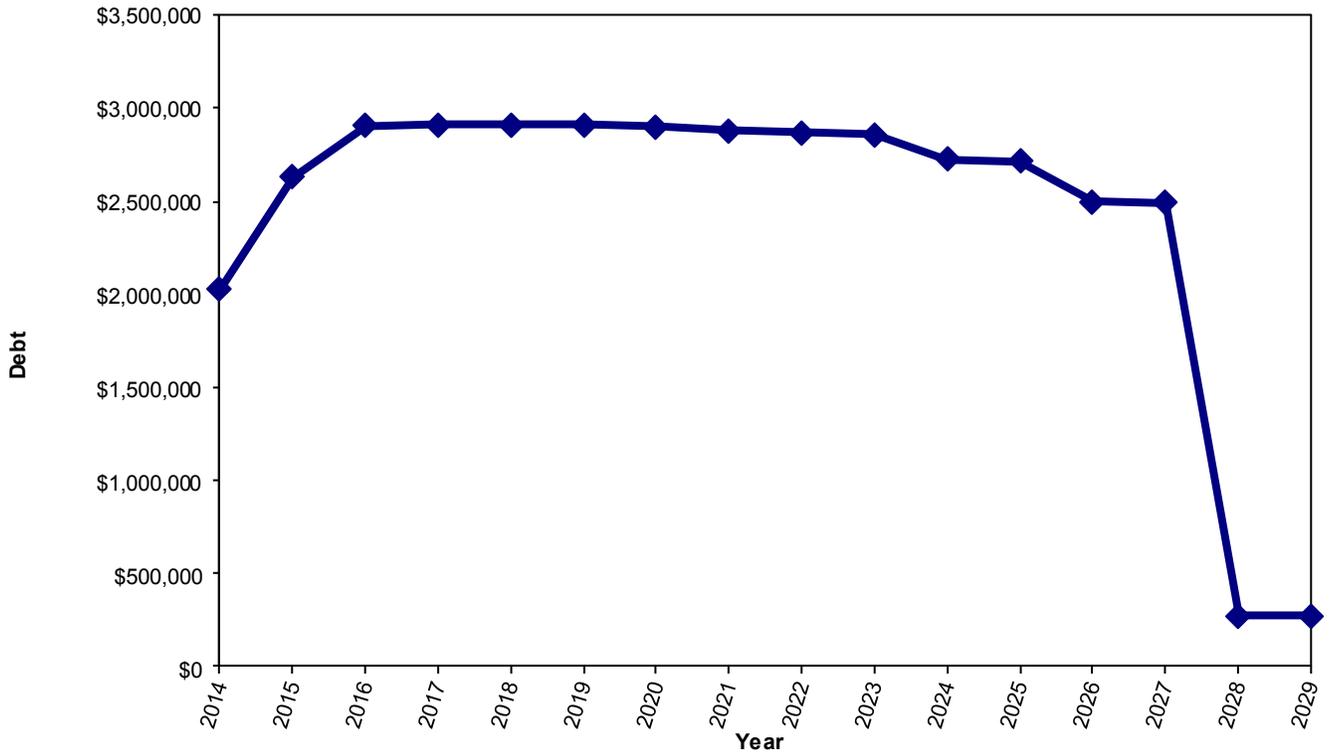
Debt Service Fund projected expenditures in FY 2013 are \$2,027,024 which is transferred from the General Fund.

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 Service By Type



Total Debt Service Fund



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 \$452,000 in State Highway Funds for street and drainage improvements, a transfer of \$25,000 from the General Fund and \$57,202 use of Fund Balance. The FY 2014 - Beyond FY 2018 CIP prepared by staff will be presented to the Poquoson Planning Commission prior to June 30, 2013.

Total FY 2014 year expenditures for the Capital Projects Fund are \$534,202. Unspent funds from FY 2013 are allowed to be carried forward for two additional years. If the project is not complete in three years, Council must reappropriate the unspent funds to complete the project. 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	\$ 452,000
Transfer from the General Fund	25,000
Use of Fund Balance	<u>57,202</u>
Total	<u>\$534,202</u>

CAPITAL PROJECTS FUND EXPENDITURE USES

Street Paving	\$ 372,000
Drainage Projects	80,000
TMDL/Stormwater	25,000
School Projects	<u>57,202</u>
Total	<u>\$534,202</u>

Solid Waste Fund

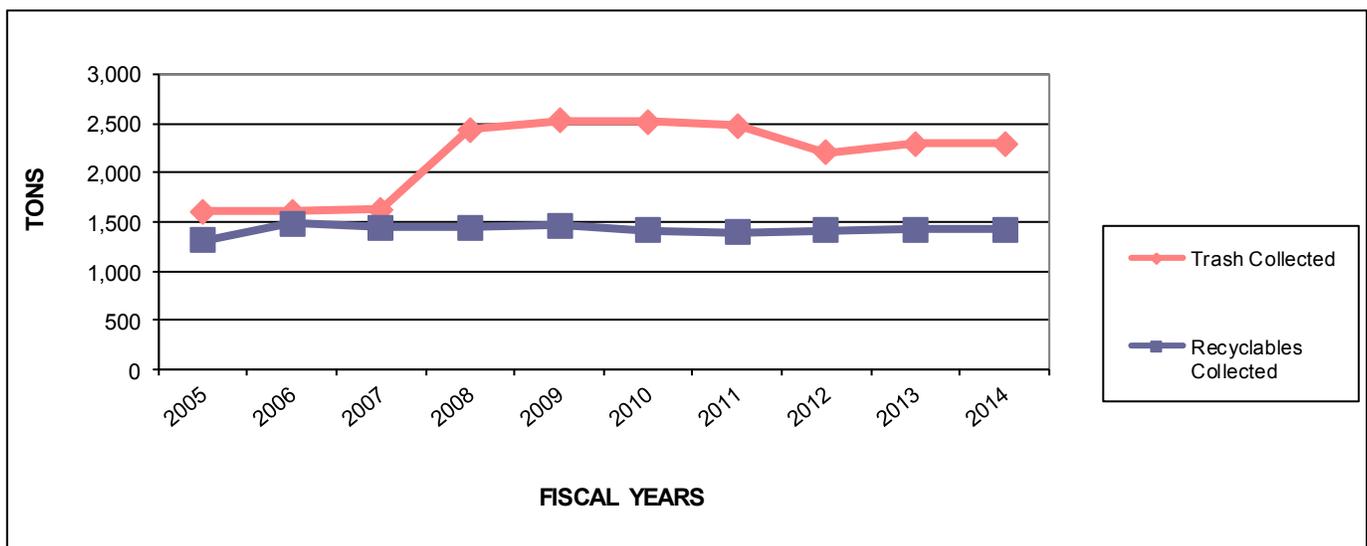
The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The revenues for FY 2014 are \$876,260. There are no proposed rate increases for FY 2014.

The City provides curbside pickup services for woody waste at a rate of \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$32,000 to operate the composting/disposal facility in FY 2014. 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.

In FY 2014, the bulky item pickup rate after the first pickup is \$63. 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. Also in FY 2011, the City began a leaf pickup program. During the months of November through January, residents may put their leaves out to be picked up by the City as long as the requirements of packing the leaves are met.

As noted on the graph below, trash tons collected and recyclables have remained level. Citizens have the option to select a container/cart size and are billed bi-monthly along with the sewer service fee. Trash bags are available for those residents who exceed the capacity of their trash cart/container.



Solid Waste Fund (continued)

SOLID WASTE SOURCES OF REVENUE	
Solid Waste Fees	\$835,260
Bag Fees	20,000
Landscaping & Bulky Item Charges	<u>21,000</u>
Total	<u>\$876,260</u>

SOLID WASTE EXPENDITURE USES	
Personnel Services	\$87,047
Garbage Disposal	405,500
Recycling	181,670
Bulky Item/Landscaping	93,976
Hazardous Material	28,178
Other Costs	<u>79,889</u>
Total	<u>\$876,260</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 2014 proposed budget is \$1,851,100, which is \$7,980 or .4% less than the FY 2013 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 remains at \$62 bi-monthly for FY 2014. The sewer availability fee remains at \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee also remains at \$1.75 hcf.

Approximately 33% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. \$556,576 is for maintenance and capital needs to include an upgrade to the monitoring system and repairs associated with the SSES consent order. Personnel services accounts for 16% of expenditures and includes salaries and benefits for 4 full time employees for FY 2014.

- ◆ Sewer Fee \$62 Bi-monthly
- ◆ Availability Fee \$6,000 for new lots

UTILITIES SOURCES OF REVENUE	
Sewer Service Fees	\$1,789,100
Sewer Availability Fee	36,000
Other	<u>26,000</u>
Total	<u>\$1,851,100</u>

UTILITIES EXPENDITURE USES	
Personnel Services	\$292,060
Operating Expenses	259,563
Debt Service	612,901
Capital Outlay	556,576
Transfer to General Fund	<u>130,000</u>
Total	<u>\$1,851,100</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 budget is \$716,000 in FY 2014, a \$47,970 increase from the FY 2013 budget. Increases are expected in vehicle parts, contracted services, fuel and employee benefits.

FLEET MANAGEMENT SOURCES OF REVENUE

Parts and Contracted Services	\$177,100
Garage Labor and Overhead	258,900
Gas and Oil Revenues	<u>280,000</u>
Total	<u>\$716,000</u>

FLEET MANAGEMENT EXPENSE USES

Personnel Services	\$233,417
Fuel and Lubricants	280,000
Parts and Contractors	177,100
Other	<u>25,483</u>
Total	<u>\$716,000</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 proposed. The City is still well below National Fire Protection Association recommendations for staffing of firefighter/paramedics. The Police Department requested a full time patrol officer. There is also a need for 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. 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 have been reduced significantly.

Operating Costs: This budget limits the amount budgeted for maintaining existing infrastructure and equipment and also does not include any new services or programs. Existing services and programs are budgeted at minimum levels.

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 subscriptions. With the exception of one police vehicle, the budget does not fund replacement equipment or vehicles, or small computer equipment to the extent needed by the departments. A maintenance program for existing aging facilities is not budgeted.

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, 2013. 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 three 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 2014 Annual Financial Plan to the GFOA to determine eligibility for another award.

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 and tax or fee 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 for the physical development of the City. The vision of the City of Poquoson is building a sustainable community. This sustainable community provides 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 shortfalls.

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 are 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 and Solid Waste Fund will be self-supporting. Sewer and solid waste 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 nonrecurring 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 the current 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 ensure 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, Parks, Recreation & Cultural, Community Development, 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**
- * **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 into the Annual Financial Plan to the extent funds are available.

The FY 2014 – Beyond FY 2018 CIP prepared by staff and will be presented to the Poquoson Planning Commission prior to June 30, 2013. The Planning Commission will hold a Public Hearing on the Plan. The Plan will be submitted to City Council where a public hearing will be held. After the hearing, the plan, with any revisions, will be approved by City Council.

Generally, the basis for the CIP can be found in the Comprehensive Plan. The 2008 – 2028 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 2014 BUDGET CALENDAR

DECEMBER 2012

- 10 Monday Budget letter request mailed to Outside Agencies.
- 10 Monday Budget preparation instructions distributed to Department Heads Including FY 2011 and FY 2012 Actual Expenses, FY 2013 Revised Budget and FY 2014 Request Departmental Budgets.

JANUARY 2013

- 7 Monday FY 2014 Departmental Expenditure Budget Requests due to Finance.
- 7 Monday FY 2014 Outside Agency budget requests due.
- 14 Monday Finance begins review of Departmental Budget Requests.
- 17 Thursday Advertise Pre-Budget Public Hearing on January 28, 2013.
- 28 Monday FY 2014 Pre-Budget Public Hearing.
- 30 Wednesday Departmental Budget hearings with City Manager and Finance Director begins.

FEBRUARY 2013

- 22 Friday School Board Budget Request due.

MARCH 2013

- 4 Monday Final adjustments by Finance Department and City Manager to FY 2014 Proposed Revenue and Expenditures.
- 21 Thursday Publish notice of April 22, 2013 Public Hearing on tax rate and equalized tax rate

APRIL 2013

- 5 Friday Proposed Budget FY 2014 Budget distributed to City Council Members.
- 8 Monday Presentation to City Council and public of proposed real estate and personal property tax rate and fees for FY 2014.

FY 2014 BUDGET CALENDAR

- | | | |
|----|----------|--|
| 11 | Thursday | Publish notice of April 22, 2013 Public Hearing and proposed tax rates and fees. |
| 22 | Monday | Public Hearing on Budget at City Council Meeting and Budget Work Session prior to Council Meeting. |

MAY 2013

- | | | |
|----|--------|---|
| 13 | Monday | Adoption of FY 2014 Budget at City Council meeting. |
|----|--------|---|

SUMMARY OF TAX RATES AND FEES

	FY 2011 Approved	FY 2012 Approved	FY 2013 Approved	FY 2014 Approved
<u>General Fund Taxes and Fees</u>				
Real Estate Tax	\$0.81/\$100 AV	\$0.92/\$100 AV	\$0.92/\$100 AV	\$0.97/\$100 AV
Public Service Corporation	\$0.81/\$100 AV	\$0.92/\$100 AV	\$0.92/\$100 AV	\$0.97/\$100 AV
Personal Property Tax				
Automobile	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boat	\$1.50/\$100 AV	\$1.50/\$100 AV	\$.75/\$100 AV	\$.75/\$100 AV 1st half
Boat	\$1.50/\$100 AV	\$1.50/\$100 AV	\$.75/\$100 AV	\$.00001/\$100 AV 2nd half
Trailer (Utility, Boat, etc.)	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Recreation Vehicle	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Home	\$0.81/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half
Mobile Home	\$0.81/\$100 AV 2nd Half	\$0.92/\$100 AV 2nd Half	\$0.92/\$100 AV 2nd Half	\$0.97/\$100 AV 2nd Half
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
Cigarette Tax	\$.10 per pack	\$.10 per pack	\$.20 per pack	\$.20 per pack
Meals Tax (food and beverage)	5.5%	5.5%	6.0%	6.0%
Recovery (EMS) Fees:				
BLS	\$375	\$375	\$430	\$430
ALS	\$475	\$475	\$525	\$525
ALS-2	\$575	\$575	\$750	\$750
Mileage	\$8.25	\$8.25	\$9.00	\$9.00
<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	\$30 per pickup	\$30 per pickup	\$60 per pickup	\$60 per pickup
Bulky Item Pickup	1 free/yr; then \$30 ea	1 free/yr; then \$30 ea	1 free/yr; then \$63 ea	1 free/yr; then \$63 ea
Bulky Drop-off at City Hall	Free	Free	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	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf
Residential	\$50 bi-monthly	\$50 bi-monthly	\$62 bi-monthly	\$62 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

Note: The Personal Property tax is billed at calendar year rate.

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

AV = Assessed Valuation

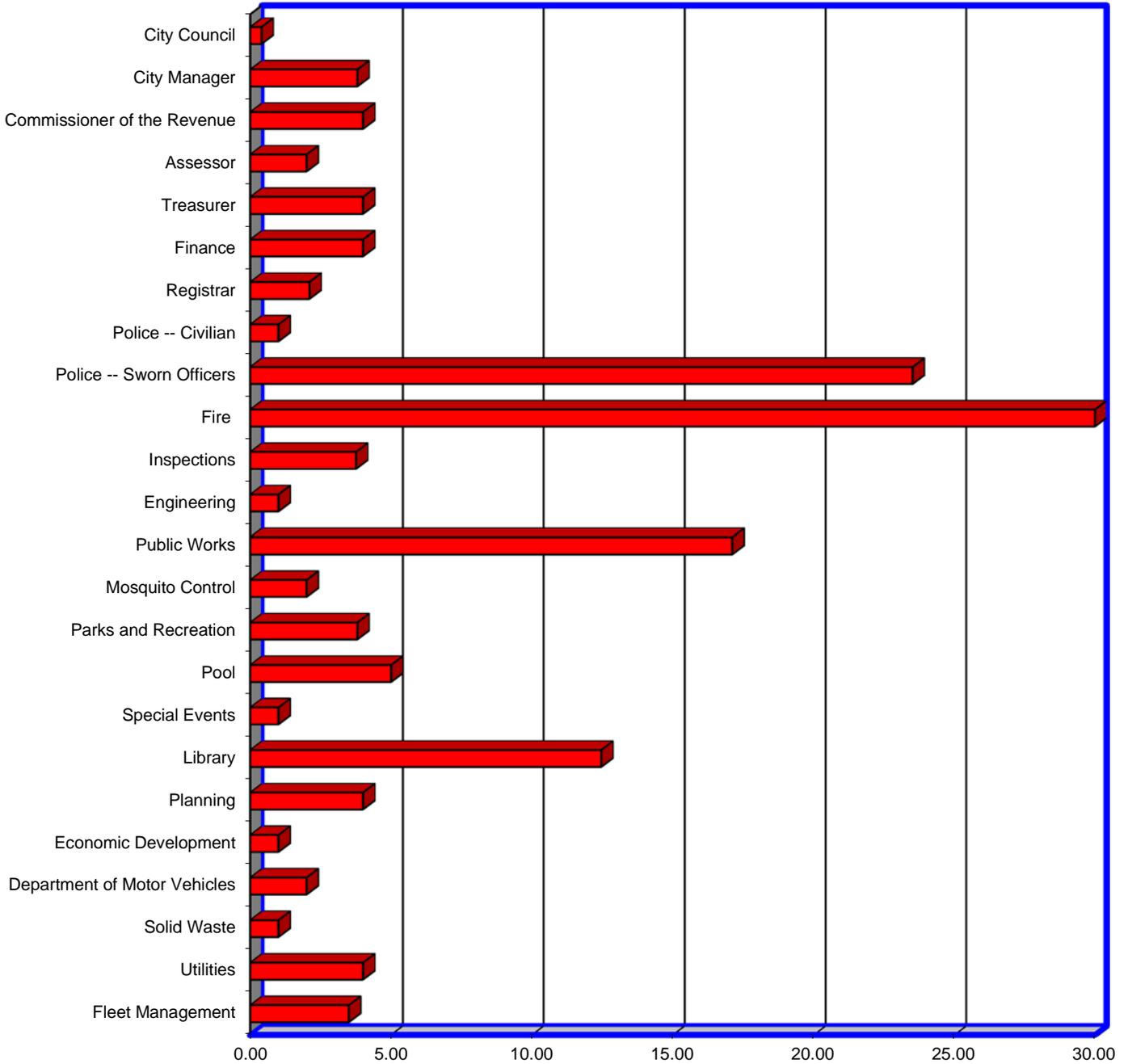
SC = Service Charge

hcf = 100 cubic feet

PERSONNEL POSITIONS

Departments and Funds	FY 2011 Authorized FTE	FY 2012 Authorized FTE	FY 2013 Authorized FTE	FY 2014 Dept Head Request FTE	FY 2014 City Council Authorized FTE
City Council	0.40	0.40	0.40	0.40	0.40
City Manager	3.80	3.80	3.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	2.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10	2.10
Police -- Sworn Officers	22.50	22.50	23.50	23.50	23.50
Police -- Civilian	1.00	1.00	1.00	1.00	1.00
Fire	30.00	30.00	30.00	31.00	30.00
Inspections	3.75	3.75	3.75	3.75	3.75
Engineering	1.00	1.00	1.00	1.00	1.00
Public Works	16.50	16.50	17.10	17.10	17.10
Mosquito Control	2.00	2.00	2.00	2.00	2.00
Parks and Recreation	3.80	3.80	3.80	3.80	3.80
Pool	5.00	5.00	5.00	5.00	5.00
Special Events	1.00	1.00	1.00	1.00	1.00
Library	11.95	11.95	11.95	11.95	11.95
Planning	4.35	4.00	4.00	4.75	4.00
Economic Development	0.00	0.75	1.00	1.00	1.00
Department of Motor Vehicles	2.00	2.00	2.00	2.00	2.00
Total General Fund	125.15	125.55	127.40	129.15	127.40
Solid Waste	1.00	1.00	1.00	1.00	1.00
Utilities	4.00	4.00	4.00	4.00	4.00
Fleet Management	3.50	3.50	3.50	3.50	3.50
Total Departments and Funds	133.65	134.05	135.90	137.65	135.90

PERSONNEL POSITIONS IN FY 2014



Number of Employees

SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Estimated Budget	FY 2014 Adopted Budget
General Fund	\$ 23,628,917	\$ 23,998,926	\$ 24,256,930	\$ 24,546,301	\$ 25,314,191	\$ 24,689,341
Debt Service	9,607,452	14,538,341	2,052,250	2,052,250	2,027,024	2,027,024
Capital Projects	775,052	1,493,589	1,033,917	1,655,363	659,202	534,202
Solid Waste Enterprise	756,232	816,534	864,450	864,450	879,869	876,260
Utilities Enterprise	1,560,727	1,553,699	1,859,080	1,859,080	1,976,544	1,851,100
Fleet Management Internal Service	615,653	710,973	668,030	668,030	839,480	716,000
Special Revenue	52,007	56	-	137,735	-	-
TOTAL REVENUE AND TRANSFERS	36,996,040	43,112,118	30,734,657	31,783,209	31,696,310	30,693,927
Less: Interfund Transfers	2,248,182	2,253,807	2,272,250	2,287,250	2,332,250	2,182,024
TOTAL REVENUE	\$ 34,747,858	\$ 40,858,311	\$ 28,462,407	\$ 29,495,959	\$ 29,364,060	\$ 28,511,903

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget
General Fund	\$ 23,014,055	\$ 24,037,635	\$ 24,256,930	\$ 24,546,301	\$ 25,314,191	\$ 24,689,341
Debt Service	9,607,452	14,535,623	2,052,250	2,052,250	2,027,024	2,027,024
Capital Projects	814,872	1,128,204	1,033,917	1,655,363	659,202	534,202
Solid Waste Enterprise	791,114	743,280	864,450	864,450	879,869	876,260
Utilities Enterprise	2,187,176	1,480,186	1,859,080	1,859,080	1,976,544	1,851,100
Fleet Management Internal Service	685,392	723,264	668,030	668,030	839,480	716,000
Special Revenue	102	885	-	137,735	-	-
TOTAL EXPENDITURES AND TRANSFERS	37,100,163	42,649,077	30,734,657	31,783,209	31,696,310	30,693,927
Less: Interfund Transfers	2,248,182	2,325,907	2,272,250	2,287,250	2,332,250	2,182,024
TOTAL EXPENDITURES	\$ 34,851,981	\$ 40,323,170	\$ 28,462,407	\$ 29,495,959	\$ 29,364,060	\$ 28,511,903

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
General Fund			
General Property Taxes	\$ 16,620,000	Personnel Services	\$ 6,285,082
Other Local Taxes	2,883,500	Employee Benefits	2,684,724
Permits Licenses & Fees	71,600	Purchased Services	1,028,659
Fines & Forfeitures	54,000	Internal Services	414,804
Use of Money & Property	199,000	Other Charges	1,312,500
Charges for Services	739,441	Contributions to Agencies	114,954
Miscellaneous Revenue	65,500	Materials & Supplies	187,696
State Non-Categorical Aid	2,018,435	Payment to Joint Operations	1,327,023
State Categorical Aid	216,571	Capital Outlay	306,472
State Other Categorical Aid	1,373,564	Transfer to Debt Service Fund	2,027,024
Federal Revenue	3,500	Transfer to Capital Projects Fund	25,000
Transfer from Sewer Fund	130,000	School Contribution	<u>8,975,403</u>
Transfer from Unassigned Fund Balance	295,000		
Transfer from Restricted Fund Balance	<u>19,230</u>		
Total	<u>\$ 24,689,341</u>	Total	<u>\$ 24,689,341</u>
Debt Service Fund			
Transfer from General Fund	<u>\$ 2,027,024</u>	School Debt Service	\$ 1,581,455
		City Debt Service	<u>445,569</u>
Total	<u>\$ 2,027,024</u>	Total	<u>\$ 2,027,024</u>
Capital Projects Fund			
State Revenue	\$ 452,000	City Capital Outlay	\$ 477,000
Transfer from General Fund	25,000	School Projects	<u>57,202</u>
Use of Fund Balance	<u>57,202</u>		
Total	<u>\$ 534,202</u>	Total	<u>\$ 534,202</u>
Special Revenue Fund			
N/A		N/A	
Solid Waste Fund			
Charges for Services - Solid Waste Fees	\$ 835,260	Personnel Services	\$ 56,431
Charges for Services - Other	<u>41,000</u>	Employee Benefits	30,616
		Purchased Services	480,329
		Internal Services	46,060
		Other Charges	10,940
		Materials & Supplies	3,195
		Payment to Joint Operations	242,126
		Capital	<u>6,563</u>
Total	<u>\$ 876,260</u>	Total	<u>\$ 876,260</u>

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
Utilities Fund			
Charges for Services - Sewer Service Fees	\$ 1,789,100	Personnel Services	\$ 192,880
Sewer Availability Fees	36,000	Employee Benefits	99,180
Late Payment Fees	<u>26,000</u>	Purchased Services	118,650
		Internal Services	30,934
		Other Charges	100,199
		Materials & Supplies	9,780
		Debt Service	612,901
		Transfer to General Fund	130,000
		Capital Outlay	<u>556,576</u>
Total	<u>\$ 1,851,100</u>	Total	<u>\$ 1,851,100</u>

Fleet Fund			
Internal Service Revenue - City	\$ 492,198	Personnel Services	\$ 147,474
Internal Service Revenue - Schools	<u>223,802</u>	Employee Benefits	85,943
		Purchased Services	47,150
		Other Charges	11,407
		Materials & Supplies	415,050
		Capital Outlay	<u>8,976</u>
Total	<u>\$ 716,000</u>	Total	<u>\$ 716,000</u>

SUMMARY OF FUND BALANCE OR NET ASSETS BY FUND

	General Fund	Debt Service	Capital Projects Fund	Solid Waste Fund	Utilities Fund	Fleet Management Fund	Special Revenue Fund
Beginning Fund Balance - 7/1/2010	\$ 4,746,342	\$ -	\$ 909,904	\$ 316,881	\$ 5,949,108	\$ 126,483	\$ -
Actual FY 2011 Revenues	23,628,917	9,607,452	775,052	756,232	1,560,717	615,653	52,007
Actual FY 2011 Expenditures	(23,014,055)	(9,607,452)	(814,871)	(791,114)	(2,187,173)	(685,393)	(102)
Ending Fund Balance - 6/30/2011	\$ 5,361,204	\$ -	\$ 870,085	\$ 281,999	\$ 5,322,652	\$ 56,743	\$ 51,905
Beginning Fund Balance - 7/1/2011	5,361,204	-	870,085	281,999	5,322,652	56,743	51,905
Actual FY 2012 Revenues	23,998,926	14,538,341	1,493,589	816,534	1,553,699	710,973	56
Actual FY 2012 Expenditures	(24,037,635)	(14,535,623)	(1,128,204)	(743,280)	(1,480,181)	(723,264)	(885)
Ending Fund Balance - 6/30/2012	\$ 5,322,495	\$ 2,718	\$ 1,235,470	\$ 355,253	\$ 5,396,170	\$ 44,452	\$ 51,076
Beginning Fund Balance - 7/1/2012	5,322,495	2,718	1,235,470	355,253	5,396,170	44,452	51,076
Estimated FY 2013 Revenues	23,806,531	2,052,250	486,246	864,450	1,859,080	668,030	180,380
Estimated FY 2013 Expenditures	(24,546,301)	(1,801,308)	(1,598,161)	(864,450)	(1,859,080)	(668,030)	(137,735)
Projected Fund Balance - 6/30/2013	\$ 4,582,725	\$ 253,660	\$ 123,555	\$ 355,253	\$ 5,396,170	\$ 44,452	\$ 93,721
Beginning Fund Balance - 7/1/2013	4,582,725	253,660	123,555	355,253	5,396,170	44,452	93,721
Estimated FY 2014 Revenues	24,375,111	2,027,024	477,000	876,260	1,851,100	716,000	-
Estimated FY 2014 Expenditures	(24,689,341)	(2,027,024)	(534,202)	(876,260)	(1,851,100)	(716,000)	-
Projected Fund Balance - 6/30/2014	\$ 4,268,495	\$ 253,660	\$ 66,353	\$ 355,253	\$ 5,396,170	\$ 44,452	\$ 93,721

GENERAL FUND - SUMMARY

General Fund Description

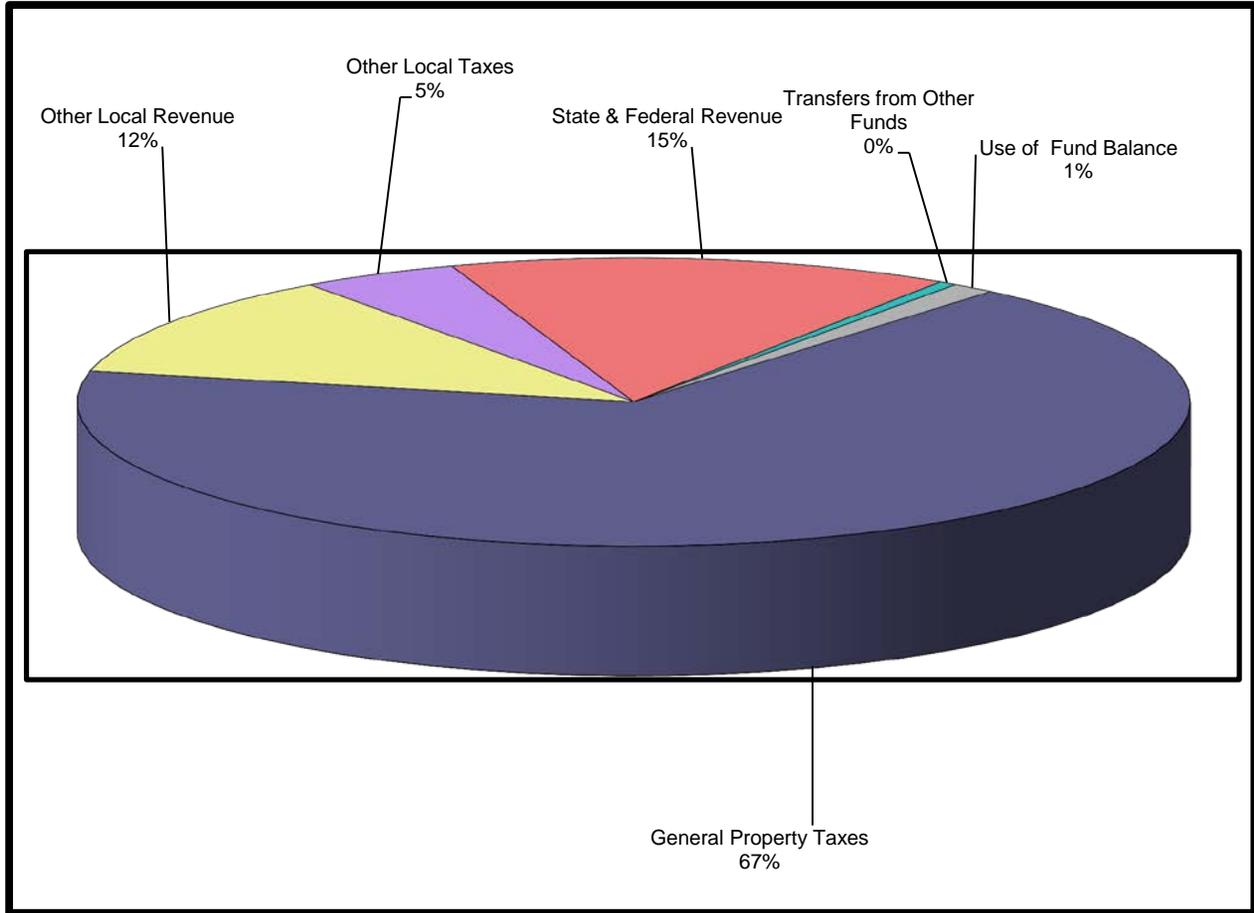
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part 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 - 6/30/2010		\$ 4,746,342
Actual FY 2011 Revenues	\$ 23,628,917	
Actual FY 2011 Expenditures	(23,014,055)	614,862
Fund Balance - 6/30/2011		\$ 5,361,204
Actual FY 2012 Revenues	\$ 23,998,926	
Actual FY 2012 Expenditures	(24,037,635)	(38,709)
Fund Balance - 6/30/2012		\$ 5,322,495
Estimated FY 2013 Revenues	\$ 23,806,531	
Estimated FY 2013 Expenditures	(24,546,301)	(739,770)
Estimated Fund Balance - 6/30/2013		\$ 4,582,725
Estimated FY 2014 Revenues	\$ 24,375,111	
Estimated FY 2014 Expenditures	(24,689,341)	(314,230)
Projected Fund Balance - 6/30/2014		\$ 4,268,495

GENERAL FUND - SUMMARY

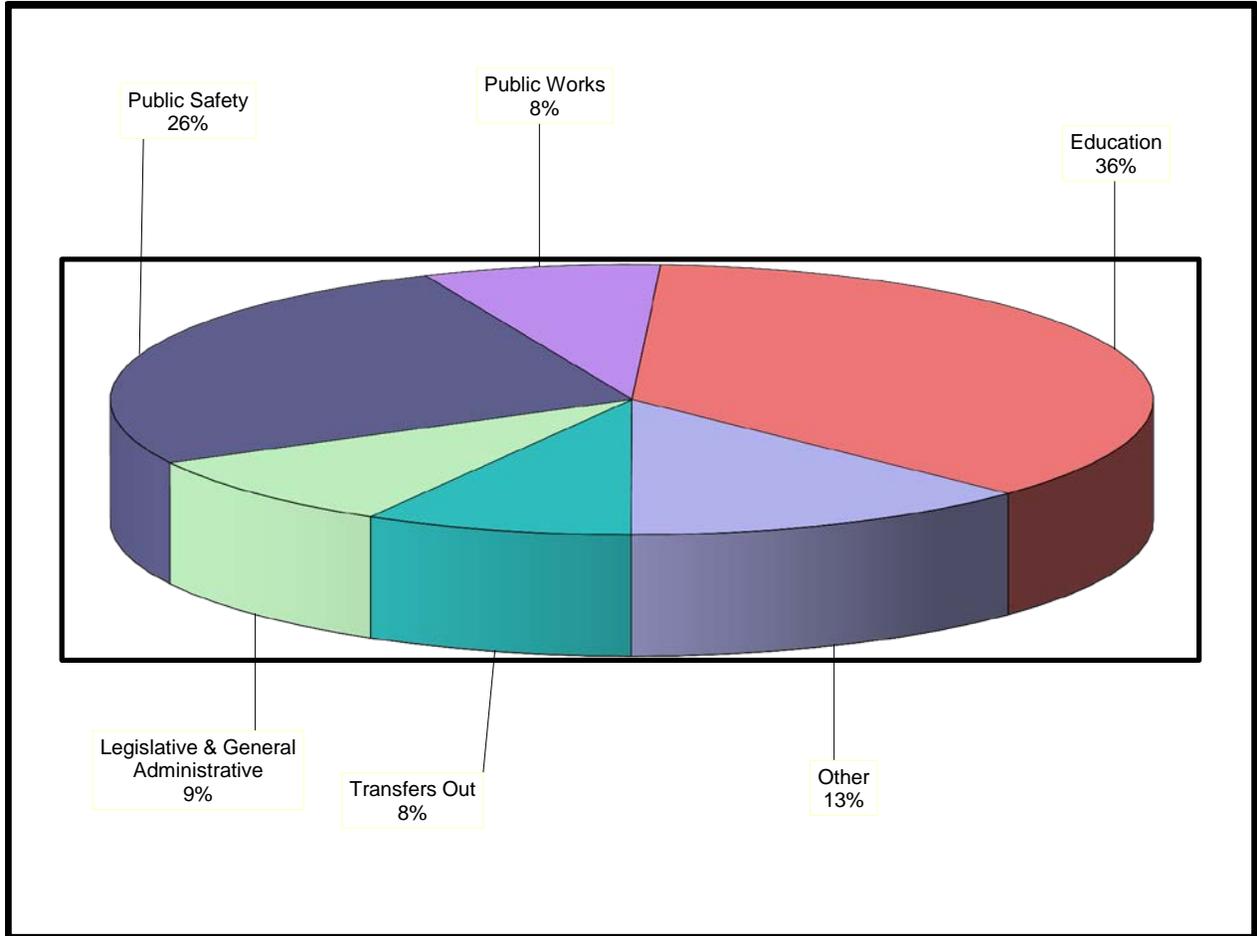
General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
General Property Taxes	\$ 16,091,625	\$ 16,620,000
Other Local Revenue	2,698,000	2,883,500
Other Local Taxes	1,123,110	1,129,541
State & Federal Revenue	3,763,796	3,612,070
Transfers from Other Funds	130,000	130,000
Use of Fund Balance	794,907	314,230
TOTAL	<u>\$ 24,601,438</u>	<u>\$ 24,689,341</u>

GENERAL FUND - SUMMARY

General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Legislative & General Administrative	\$ 2,105,976	\$ 2,201,888
Public Safety	6,543,318	6,482,536
Public Works	1,702,020	1,818,337
Education	8,885,313	8,975,403
Other	3,152,424	3,159,153
Transfers Out	2,157,250	2,052,024
TOTAL	<u>\$ 24,546,301</u>	<u>\$ 24,689,341</u>

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary							FY 2014 Department Estimated Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	%
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2013 Revised Budget	FY 2013 Estimated Revenue	FY 2013 Department Estimated Budget				
LOCAL REVENUE:										
<u>GENERAL PROPERTY TAXES</u>										
Real Estate-Current Tax	\$ 13,572,385	\$ 13,605,192	\$ 13,402,000	\$ 13,402,000	\$ 13,402,000	\$ 13,500,000	\$ 13,940,000	\$ 538,000	4.0%	
Delinquent Real Estate Taxes	70,811	18,514	70,000	70,000	70,000	70,000	70,000	-	0.0%	
Public Service Corp.	139,840	188,520	150,000	150,000	150,000	160,000	160,000	10,000	6.7%	
Personal Property-Current Tax	2,332,067	2,380,176	2,289,625	2,289,625	2,289,625	2,250,000	2,275,000	(14,625)	-0.6%	
Delinquent Personal Property Taxes	25,292	13,945	30,000	30,000	30,000	30,000	30,000	-	0.0%	
Penalties and Interest	156,516	154,725	150,000	150,000	150,000	145,000	145,000	(5,000)	-3.3%	
OTAL GENERAL PROPERTY TAXES	16,296,911	16,361,072	16,091,625	16,091,625	16,091,625	16,155,000	16,620,000	528,375	3.3%	
<u>OTHER LOCAL TAXES</u>										
Local Sales Tax	519,420	526,257	553,000	553,000	553,000	600,000	600,000	47,000	8.5%	
Communications Sales & Use Tax	436,175	413,498	420,000	420,000	420,000	420,000	420,000	-	0.0%	
Meals Tax	488,928	578,582	630,000	630,000	630,000	740,000	740,000	110,000	17.5%	
Consumer Utility Tax	291,323	284,289	280,000	280,000	280,000	280,000	280,000	-	0.0%	
Consumption Tax	43,235	37,847	41,500	41,500	41,500	40,000	40,000	(1,500)	-3.6%	
Business License Tax	398,812	416,863	400,000	400,000	400,000	415,000	415,000	15,000	3.8%	
Cigarette Tax	50,548	60,292	136,500	136,500	136,500	136,500	136,500	-	0.0%	
Other Local Taxes	235,782	212,367	237,000	237,000	237,000	252,000	252,000	15,000	6.3%	
TOTAL OTHER LOCAL TAXES	2,464,223	2,529,995	2,698,000	2,698,000	2,698,000	2,883,500	2,883,500	185,500	6.9%	
TOTAL PERMITS, LICENSES & FEES	78,464	97,314	80,900	80,900	80,900	71,600	71,600	(9,300)	-11.5%	
TOTAL FINES & FORFEITURES	54,907	43,604	53,200	53,200	53,200	54,000	54,000	800	1.5%	
<u>USE OF MONEY & PROPERTY</u>										
Interest on Investments	27,057	13,700	30,000	30,000	30,000	32,733	16,000	(14,000)	-46.7%	
Rental of Property	154,796	167,574	168,800	168,800	168,800	163,800	183,000	14,200	8.4%	
OTAL USE OF MONEY & PROPERTY	181,853	181,274	198,800	198,800	198,800	199,000	199,000	200	0.1%	
<u>CHARGES FOR SERVICES</u>										
Other Charges for Services	299,386	395,096	363,500	363,500	363,500	372,800	372,800	9,300	2.6%	
Parks & Recreation Programs	133,903	140,883	125,630	125,630	131,130	139,260	139,260	13,630	10.8%	
Parks & Recreation Pool Programs	56,785	73,101	81,250	81,250	81,250	86,000	86,000	4,750	5.8%	
Parks & Recreation Special Events	131,304	125,217	119,761	119,761	129,657	132,106	132,106	12,345	10.3%	
Workboat Race	-	-	-	-	-	9,275	9,275	9,275	n/a	
TOTAL CHARGES FOR SERVICES	621,378	734,297	690,141	690,141	705,537	739,441	739,441	49,300	7.1%	
TOTAL MISCELLANEOUS REVENUE	124,147	209,569	63,000	63,000	84,673	65,500	65,500	2,500	4.0%	
TOTAL LOCAL REVENUE	\$ 19,821,883	\$ 20,157,125	\$ 19,875,666	\$ 19,875,666	\$ 19,912,735	\$ 20,168,041	\$ 20,633,041	\$ 757,375	3.8%	

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary							FY 2014 Department Estimated Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2013 Revised Budget	FY 2013 Estimated Revenue	FY 2013 Estimated Revenue				
STATE REVENUE:										
<u>NON-CATEGORICAL AID</u>										
PPTRA AID	\$ 1,923,431	\$ 1,923,431	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ -	0.0%
DMV Profit	104,853	96,449	90,000	90,000	90,000	90,000	90,000	90,000	-	0.0%
Reimbursement to Commonwealth	(41,034)	(42,611)	(42,000)	(42,000)	(34,198)	-	-	-	42,000	-100.0%
Mobil Home Titling	9,156	4,620	-	-	10,266	5,000	5,000	5,000	5,000	n/a
TOTAL NON-CATEGORICAL AID	1,996,406	1,981,889	1,971,435	1,971,435	1,989,503	2,018,435	2,018,435	2,018,435	47,000	2.4%
<u>CATEGORICAL AID</u>										
TOTAL SHARED EXPENSES	223,887	223,153	216,571	216,571	216,571	216,985	216,985	216,985	0	0.0%
<u>OTHER CATEGORICAL AID:</u>										
State 599 Funds (Police)	241,688	233,204	233,207	233,207	233,207	233,207	233,207	233,207	-	0.0%
Street & Highway Maintenance	775,800	775,000	915,000	915,000	915,000	775,000	775,000	840,000	(75,000)	-8.2%
Library Aid	131,571	136,159	134,618	134,618	134,618	136,174	136,174	137,730	3,112	2.3%
Comprehensive Services Act	121,814	107,718	121,814	121,814	121,814	121,814	121,814	121,814	-	0.0%
Police Grants	42,725	7,150	-	14,061	14,061	-	-	-	(14,061)	-100.0%
Fire and EMS Grants	49,173	52,912	39,476	44,061	44,061	40,813	40,813	40,813	(3,248)	-7.4%
Other State Revenue	8,388	42,742	-	7,216	7,216	-	-	-	(7,216)	-100.0%
TOTAL OTHER CATEGORICAL AID	1,371,159	1,354,885	1,444,115	1,469,977	1,469,977	1,307,008	1,307,008	1,373,564	(96,413)	-6.6%
TOTAL CATEGORICAL AID	1,595,046	1,578,038	1,660,686	1,686,548	1,686,548	1,523,993	1,523,993	1,590,135	(96,413)	-5.7%
TOTAL STATE REVENUE	3,591,452	3,559,927	3,632,121	3,657,983	3,676,051	3,542,428	3,542,428	3,608,570	(49,413)	-1.4%
FEDERAL REVENUE:										
Police Grants	27,964	17,216	-	25,201	25,201	-	-	-	(25,201)	-100.0%
Plum Tree Island Refuge	2,343	2,511	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%
FEMA Public Assistance Grant	1,709	189,559	-	-	-	-	-	-	-	n/a
DHS and Citizen Corps Grants	16,400	39,124	-	60,044	60,044	-	-	-	(60,044)	-100.0%
Other Federal Revenue	5,966	964	-	-	-	1,000	1,000	1,000	1,000	n/a
TOTAL FEDERAL REVENUE	54,382	249,374	2,500	87,745	87,745	3,500	3,500	3,500	(84,245)	-96.0%
TOTAL GENERAL FUND REVENUE	23,467,717	23,966,426	23,510,287	23,621,394	23,676,531	23,713,969	23,713,969	24,245,111	623,717	2.6%
TRANSFERS IN:										
Transfer from Sewer Fund	130,000	32,500	130,000	130,000	130,000	130,000	130,000	130,000	-	0.0%
Transfer from Capital Projects Fund	-	-	-	-	-	-	-	-	-	n/a
Transfer from Fleet Fund	31,200	-	-	-	-	-	-	-	-	n/a
Transfer from School Board	-	-	-	-	-	-	-	-	-	n/a
Transfer from Fund Balance	-	-	616,643	794,907	794,907	1,470,222	1,470,222	314,230	(480,677)	-60.5%
TOTAL TRANSFERS IN	161,200	32,500	746,643	924,907	924,907	1,600,222	1,600,222	444,230	(480,677)	-52.0%
TOTAL REVENUE & TRANSFERS IN	\$ 23,628,917	\$ 23,998,926	\$ 24,256,930	\$ 24,546,301	\$ 24,601,438	\$ 25,314,191	\$ 25,314,191	\$ 24,689,341	\$ 143,040	0.6%

REVENUE DETAIL

LOCAL REVENUE

General Property taxes account for 81% 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 \$0.97 per \$100 of assessed value. Each cent of tax brings approximately \$148,000 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 2014 is a reassessment year and the tax rate and value are effective July 1, 2013.

Residential growth projections in FY 2014 are based on new houses and other residential improvements and commercial improvements estimated in value at \$6,000,000, to be built throughout the year. This will bring approximately \$16,625 in additional tax revenue during FY 2014.

FY 2014 Real Estate Revised Budget Estimate	\$14,179,315
Tax Relief and Deferral	(255,940)
FY 2014 Residential growth \$6,000,000 on new assessments of new homes and other improvements	<u>16,625</u>
FY 2014 Real Estate Budget	<u>\$13,940,000</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 \$18,000,000 in FY 2014.

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 (RVs), and trailers.

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the FY 2014 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for recreational vehicles a \$1.50 tax rate per \$100 of assessed value and \$0.00001 for boats. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the real estate rate of \$0.97 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2014 personal property tax revenue is \$4,228,435 a \$14,625 decrease over the FY 2013 estimated budget. 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 2013.

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 2014. The break out between local taxes and state aid is as follows for FY 2014 Personal Property tax revenue.

<u>Local Taxes = 54%</u>	<u>State Aid = 46%</u>	<u>Total</u>
\$ 2,305,000	\$ 1,923,435	\$ 4,228,435

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 2014, it is expected to increase from FY 2013 budget to \$600,000. This projection is based on commercial retail sales in the City.

MEALS TAX:

The meals tax rate for FY 2014 is 6%. This tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2014, revenue is expected to increase from the FY 2013 budget to \$740,000.

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 2014, it is expected to remain level at \$420,000.

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. It is estimated that the City will receive \$280,000 for FY 2014.

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 \$40,000 for FY 2014, a slight decrease.

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 changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The amount budgeted for FY 2014 is expected to increase \$15,000 from FY 2013.

CIGARETTE TAX:

This tax is based on a rate of 20 cents per pack. This tax went into effect October 1, 2001. The amount budgeted for FY 2014 is expected to remain level at \$136,500.

REVENUE DETAIL

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	\$ 32,000
Recordation Tax	195,000
Deed of Conveyance	<u>25,000</u>
	<u>\$252,000</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.

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	\$ 4,700
Subdivision Plan Review Fees	1,500
Zoning Advertising Fees	3,000
Building Permits	30,000
Electrical Permits	8,500
Plumbing Permits	6,000
Mechanical Permits	8,000
Erosion and Sediment Fees	5,000
Right-of-Way Permits	2,500
Drainage Pipe Permits	1,000
Other Fees	<u>1,400</u>
	<u>\$ 71,600</u>

In FY 2014, this represents a decrease of \$9,300 from the FY 2013 budget.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2014 is \$54,000, an increase of \$800.

INTEREST ON INVESTMENTS:

For FY 2014 revenue of \$16,000 is anticipated to decrease \$14,000 from the FY 2013 estimate.

REVENUE DETAIL

RENTAL OF PROPERTY:

The City rents property to the School Board for administrative office space in City Hall. In FY 2014, 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 \$141,000 for tower rental for communications companies to place their towers on City property, an increase of \$1,000 from FY 2013. The rental of the Odd Road Community Center is expected to remain level at \$2,500.

CHARGES FOR SERVICES:

Included in this category of revenue are:

EMS Fees	\$263,500
Library Fees/Test Proctor	18,500
Passport Processing	40,000
School Maintenance	45,000
Copying Charges	<u>5,800</u>
	<u>\$372,800</u>

EMS fees are charges for ambulance services. The City began charging for ambulance services in October 2009. The rate for FY 2014 is similar to a level charged by some of the surrounding localities. The FY 2014 revenue is expected to remain level at \$263,500.

Library fees are book fines, etc. that are charged to patrons for returning items late and Test Proctor fees are to administer on-line tests to patrons. Locally, the Library issues Passports and the Passport Processing fees are expected to increase in FY 2014 to \$40,000 as more individuals utilize the service.

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

CHARGES FOR SERVICES – PARKS AND RECREATION:

Parks & Recreation Programs	\$139,260
Pool Programs	86,000
Special Events	132,106
Workboat Race	<u>9,275</u>
	<u>\$366,641</u>

Parks and Recreation Programs represent fees charged for participating in various activities, such as athletics, arts and crafts, and instructional classes.

Pool Programs are fees charged for all activities relating to the pool, including swim lessons, recreational swimming and swim team.

Special Events are event fees that provide family oriented programs and festivals.

Workboat Race is for the sponsor fees paid for the workboat race as part of the annual Seafood Festival.

REVENUE DETAIL

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

CSA Reimbursement	\$ 8,000
Donations - Facilities	52,500
Miscellaneous	<u>5,000</u>
	<u>\$ 65,500</u>

Donations for Facilities in the amount of \$52,500 include the fourth year of a \$300,000 six year pledge to the City as well as other pledges for athletic facilities.

Miscellaneous revenue in prior years included donations and insurance recoveries.

STATE REVENUE

NON-CATEGORICAL AID:

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

Personal Property Tax Relief Act	\$1,923,435
Mobile Home Titling	5,000
DMV Reimbursement	<u>90,000</u>
	<u>\$2,018,435</u>

Total personal property in FY 2014 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 \$20,375; 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 \$90,000 for FY 2014. The office staff salaries and the majority of office expenses are paid by the City. The total DMV expenditure budget is \$102,201.

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. A portion of 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 2014 budget of \$216,571 is expected to remain level from FY 2013 based on estimated information received from the State Compensation Board.

REVENUE DETAIL

The revenues are:

Commissioner of the Revenue	\$ 96,383
Treasurer	86,188
Registrar	<u>34,000</u>
	<u>\$216,571</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 2014 is anticipated to be \$233,207, the same as FY 2013.

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 \$1,292,000 in FY 2014 for Street and Highway Maintenance funding which is a \$25,775 increase from FY 2013. In the General Fund, \$840,000 is budgeted for Public Works and Mosquito Control departments and \$452,000 is budgeted in the Capital Projects Fund which is used for paving and drainage projects.

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 2014 is \$137,735.

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 \$121,814 and a local cost of \$35,222 for a total of \$157,036 for CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2014 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.

REVENUE DETAIL

TRANSFERS IN

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2014 will remain level at \$130,000.

The use of Unassigned Fund Balance in the amount of \$295,000 is for City expenditures. The use of the Restricted Fund Balance in the amount of \$19,230 is the third year of a 10 year forgiveness of the Poquoson Museum debt.

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$	%
							Change From 2013 Revised Budget	Change From 2013 Revised Budget
<u>LEGISLATIVE</u>								
City Council	\$ 64,563	\$ 67,083	\$ 66,467	\$ 66,467	\$ 69,233	\$ 64,321	\$ (2,146)	-3.2%
<u>GENERAL ADMINISTRATION</u>								
City Manager	384,039	414,466	411,407	411,407	427,286	422,324	10,917	2.7%
Legal Services	127,421	102,197	102,950	102,950	103,800	102,950	-	0.0%
Independent Auditor	34,004	30,485	35,800	35,800	41,800	41,800	6,000	16.8%
Commissioner of the Revenue	274,718	278,380	293,222	305,472	303,149	295,290	(10,182)	-3.3%
Assessor/Equalization Board	164,198	169,500	178,787	178,787	192,421	181,762	2,975	1.7%
Treasurer	330,457	321,071	343,314	331,064	330,583	321,909	(9,155)	-2.7%
Finance	330,429	328,438	348,013	348,013	384,100	360,374	12,361	3.6%
Technology	74,000	43,292	65,000	60,000	62,100	59,100	(900)	-1.4%
Risk Management	226,745	256,586	76,434	76,434	79,325	196,225	119,791	156.7%
TOTAL ADMINISTRATION	1,946,011	1,944,415	1,854,927	1,849,927	1,924,564	1,981,734	131,807	7.1%
<u>ELECTIONS</u>								
Registrar/Electoral Board	129,187	153,747	164,582	164,582	162,664	155,833	(8,749)	-5.3%
<u>PUBLIC SAFETY</u>								
Courts and Sheriff	366,436	402,699	425,971	425,971	433,054	431,238	5,267	1.2%
Police	2,381,896	2,304,530	2,489,178	2,602,924	2,664,790	2,576,734	(26,190)	-1.0%
Fire	2,419,982	2,449,416	2,659,354	2,780,930	2,880,953	2,752,490	(28,440)	-1.0%
Corrections & Detention	214,060	222,806	279,200	279,200	278,097	314,762	35,562	12.7%
Inspections	348,292	401,519	393,146	393,146	305,210	292,127	(101,019)	-25.7%
Animal Control	84,173	86,627	88,767	88,767	95,800	115,185	26,418	29.8%
TOTAL PUBLIC SAFETY	5,814,839	5,867,597	6,335,616	6,570,938	6,657,904	6,482,536	(88,402)	-1.3%
<u>PUBLIC WORKS</u>								
Engineering	85,748	100,238	111,747	111,747	130,812	121,771	10,024	9.0%
Public Works	1,286,464	1,332,593	1,437,870	1,437,870	1,494,234	1,435,175	(2,695)	-0.2%
Street Lights	66,429	78,936	80,000	80,000	80,000	80,000	0	0.0%
Facilities	89,621	69,058	72,403	72,403	237,791	181,391	108,988	150.5%
TOTAL PUBLIC WORKS	1,528,262	1,580,825	1,702,020	1,702,020	1,942,837	1,818,337	116,317	6.8%
<u>HEALTH & WELFARE</u>								
Health Department	33,540	37,061	36,420	36,420	37,115	37,115	695	1.9%
Mosquito Control	224,604	234,357	235,936	235,936	262,405	240,532	4,596	1.9%
Mental Health	175,228	189,370	203,964	203,964	201,320	201,320	(2,644)	-1.3%
Welfare/Social Services	389,866	427,728	421,507	421,507	452,734	437,734	16,227	3.6%
TOTAL HEALTH & WELFARE	\$ 823,238	\$ 888,516	\$ 897,827	\$ 897,827	\$ 953,574	\$ 916,701	\$ 18,874	2.1%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

<u>Account Title</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Original Adopted Budget</u>	<u>FY 2013 Revised Budget</u>	<u>FY 2014 Department Request Budget</u>	<u>FY 2014 Adopted Budget</u>	<u>\$ Change From 2013 Revised Budget</u>	<u>% Change From 2013 Revised Budget</u>
EDUCATION								
School Contribution	\$ 8,489,579	\$ 8,650,662	\$ 8,855,403	\$ 8,855,403	\$ 8,855,403	\$ 8,975,403	\$ 120,000	1.4%
Reappropriation	89,096	146,000	-	29,910	-	-	(29,910)	-100.0%
TOTAL EDUCATION	8,578,675	8,796,662	8,855,403	8,885,313	8,855,403	8,975,403	90,090	1.0%
PARKS, RECREATION & CULTURAL								
Parks & Recreation Programs	447,393	462,226	402,562	402,562	460,069	413,858	11,296	2.8%
Parks & Recreation Pool	112,243	110,018	110,149	110,149	124,165	111,450	1,301	1.2%
Parks & Recreation Special Events	126,215	141,023	194,958	198,559	230,892	201,024	2,465	1.2%
Library	749,165	784,173	787,495	806,759	834,020	822,928	16,169	2.0%
TOTAL PARKS, REC & CULTURAL	1,435,016	1,497,440	1,495,164	1,518,029	1,649,146	1,549,260	31,231	2.1%
COMMUNITY DEVELOPMENT								
Planning	287,033	297,357	324,403	324,403	378,195	309,775	(14,628)	-4.5%
Planning/BZA/Wetlands/ARB	4,941	5,376	6,950	6,950	16,100	6,950	0	0.0%
Economic Development	34,422	117,022	144,950	151,093	233,977	129,122	(21,971)	-14.5%
Community Development	165,905	142,409	139,279	146,495	143,321	114,954	(31,541)	-21.5%
TOTAL COMMUNITY DEVELOPMENT	492,301	562,164	615,582	628,941	771,593	560,801	(68,140)	-10.8%
NON-DEPARTMENTAL								
Non-Departmental	15,455	33,706	20,000	20,000	20,000	30,190	10,190	51.0%
Department of Motor Vehicles	99,526	100,851	107,092	107,092	105,025	102,201	(4,891)	-4.6%
Recovery - Hurricane Irene	-	239,222	-	-	-	-	0	n/a
TOTAL NON-DEPARTMENTAL	114,981	373,779	127,092	127,092	125,025	132,391	5,299	4.2%
TRANSFERS OUT								
Debt Service Fund	2,036,982	2,039,547	2,052,250	2,052,250	2,052,250	2,027,024	(25,226)	-1.2%
Capital Projects Fund	50,000	181,760	90,000	105,000	150,000	25,000	(80,000)	-76.2%
Solid Waste Fund	-	72,100	-	-	-	-	0	n/a
Economic Development Authority	-	12,000	-	-	-	-	0	n/a
TOTAL TRANSFERS OUT	2,086,982	2,305,407	2,142,250	2,157,250	2,202,250	2,052,024	(105,226)	-4.9%
TOTAL GENERAL FUND	\$ 23,014,055	\$ 24,037,635	\$ 24,256,930	\$ 24,568,386	\$ 25,314,193	\$ 24,689,341	\$ 120,955	0.5%

CITY COUNCIL

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 47,687	\$ 48,372	\$ 49,627	\$ 49,627	\$ 50,843	\$ 50,031	\$ 404	0.8%
Operating Expenses	16,876	18,711	16,840	16,840	18,390	14,290	(2,550)	-15.1%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 64,563	\$ 67,083	\$ 66,467	\$ 66,467	\$ 69,233	\$ 64,321	\$ (2,146)	-3.2%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Authorized Positions
City Clerk	0.4	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4	0.4

* In Personnel 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.
- * 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

	<u>FY 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Regular Meetings	17	18	20	18
Work Sessions	15	13	14	13
Special Sessions	3	2	1	2

Significant Budget Items

- * Decrease in operating expenses due to reduction in advertising budget.

CITY MANAGER

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 368,494	\$ 376,076	\$ 386,907	\$ 386,907	\$ 402,586	\$ 399,524	\$ 12,617	3.3%
Operating Expenses	15,545	38,104	24,500	24,500	24,700	22,800	(1,700)	-6.9%
Capital Outlay	-	286	-	-	-	-	-	n/a
Totals	\$ 384,039	\$ 414,466	\$ 411,407	\$ 411,407	\$ 427,286	\$ 422,324	\$ 10,917	2.7%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Authorized Positions
City Manager	1	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6	0.6
Executive Assistant	1	1	1	1	1
Secretary	1	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2	0.2
Totals	3.8	3.8	3.8	3.8	3.8



Goals and Objectives

- * Provide outstanding leadership to the City Government.
- * Increase economic growth in the City.
- * Effectively manage governmental services during the current fiscal challenges.
- * 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.
- * Serve as the Director of Emergency Services.



Significant Budget Items

- * Increase in total budget due to increase in personnel services in FY 2014.

LEGAL SERVICES

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	125,328	99,973	101,950	101,950	102,800	101,950	-	0.0%
Capital Outlay	2,093	2,224	1,000	1,000	1,000	1,000	-	0.0%
Totals	\$ 127,421	\$ 102,197	\$ 102,950	\$ 102,950	\$ 103,800	\$ 102,950	\$ -	0.0%

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 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

- * No change in total budget from FY 2013 to FY 2014.

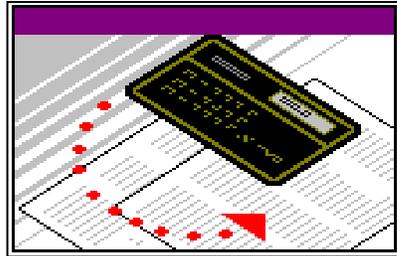
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	34,004	30,485	35,800	35,800	41,800	41,800	6,000	16.8%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 34,004	\$ 30,485	\$ 35,800	\$ 35,800	\$ 41,800	\$ 41,800	\$ 6,000	16.8%

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 2013 audits of the City, School Board, School Activity Funds and Economic Development Authority (EDA) by November 30, 2013.
- * 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

	<u>FY 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Auditing Hours	525	525	525	525

Significant Budget Items

* There is an increase in the audit budget. The required biennial actuarial evaluation on Other Post Employment Benefits (OPEB) is required in Fiscal Year 2014.

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 2013.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Adopted Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 262,100	\$ 267,775	\$ 280,637	\$ 280,637	\$ 290,164	\$ 282,305	\$ 1,668	0.6%
Operating Expenses	11,354	10,605	12,585	24,835	12,985	12,985	(11,850)	-47.7%
Capital Outlay	1,264	-	-	-	-	-	-	n/a
Totals	<u>\$ 274,718</u>	<u>\$ 278,380</u>	<u>\$ 293,222</u>	<u>\$ 305,472</u>	<u>\$ 303,149</u>	<u>\$ 295,290</u>	<u>\$ (10,182)</u>	<u>-3.3%</u>

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Authorized Positions
Commissioner of the Revenue	1	1	1	1	1
Deputy Commissioner II	1	1	1	1	1
Deputy Commissioner I	1	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1	1
Totals	<u>4</u>	<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 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Business License	835	852	850	850
Meals Tax	47	50	50	50
Personal Property Abatements	3,881	3,677	3,800	3,800
Personal Property Assessments	20,738	20,689	21,000	21,000
Property Transfers	332	400	425	425
Public Service Corporations	14	14	14	14
Real Estate Abatements	323	38	40	40
Real Estate Parcels	5,273	5,276	5,280	5,280
State Estimated Returns	274	263	275	275
State Tax Returns Audited	1,630	1,489	1,400	1,400
State Tax Refunds Processed Online	1,017	715	750	750
Tax Exemption & Deferral Applications	145	146	150	150

Significant Budget Items

- * In FY 2014, the City expects to receive \$96,383 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Received approval for 715 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$290,000 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.
- * Implemented the Disabled Veteran's Real Estate Tax Relief program.

ASSESSOR / EQUALIZATION BOARD

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 151,893	\$ 159,597	\$ 165,426	\$ 165,426	\$ 178,475	\$ 170,937	\$ 5,511	3.3%
Operating Expenses	11,245	9,703	13,361	13,361	13,446	10,625	(2,736)	-20.5%
Capital Outlay	1,060	200	-	-	500	200	200	n/a
Totals	\$ 164,198	\$ 169,500	\$ 178,787	\$ 178,787	\$ 192,421	\$ 181,762	\$ 2,975	1.7%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	
				Department Request Positions	FY 2014 Authorized Positions
Assessor	1	1	1	1	1
Assessment Technician	1	1	1	1	1
Totals	2	2	2	2	2

Ratio of property sales during time period

	6/10-12/10	6/11-12/11	6/12-12/12
Sold 41% or more over Assessed Value	0	10	3
Sold 31% -- 40% over Assessed Value	0	1	0
Sold 11% -- 30% over Assessed Value	0	5	4
Sold 1% -- 10% over Assessed Value	9	12	22
Sold at Assessed Value	5	5	1
Sold 1% -- 10% under Assessed Value	18	10	24
Sold 11% -- 30% under Assessed Value	10	15	15
Sold 31% -- 40% under Assessed Value	2	0	1
Sold 41% or more under Assessed Value	3	2	4

The above shows the shift in properties selling at or below 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 contractor to maintain the Geographic Information System (GIS).
- * Continue to maintain and provide real estate sales information for the City 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.
- * Hold Board of Equalization hearings for FY 2014 reassessment.
- * Begin the FY 2016 reassessment process.
- * Balance database with the Commissioner of the Revenue.

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

- * Conduct the biennial 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 perform periodic ratio studies.
- * Inspect and value all new construction. Make scaled drawing and photograph each main improvement.
- * Assist GIS vendor with maintenance of City property tax maps and property information website.

<u>Performance Measures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimated</u>	<u>FY 2014 Estimated</u>
Assessor				
Real Estate Parcels	5,316	5,317	5,320	5,330
Total Assessed Value	\$1,711,308,830	\$1,498,862,620	\$1,508,646,060	\$1,484,383,860
Property Transfers	400*	325	300	330
Renovations/New Construction	100*	100	125	100
Total New Assessed Value	\$6,372,200	\$6,218,800	\$5,000,000	\$6,000,000
*estimated				
	<u>FY 2010 Actual</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>
Equalization Board				
# of Property Owners Appealing	53	n/a	7	n/a
# of Parcels Reviewed	78	n/a	25	n/a
# of Parcels Increased	1	n/a	0	n/a
Value of Increases	\$52,000	n/a	\$0	n/a
# of Assessments Decreased	96	n/a	18	n/a
Value of Decreases	\$1,180,100	n/a	\$1,078,500	n/a

Significant Budget Items

- * Increase in personnel services and operating expenses due to Board of Equalization hearings.

Program Accomplishments

- * Completed 80% of the FY 2014 reassessment by January 2013.
- * Assessed value of new construction that was completed in July 2012.
- * Completed market study by September 2012.

TREASURER

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget		
Personnel Services	\$ 256,206	\$ 267,189	\$ 280,277	\$ 280,277	\$ 290,446	\$ 282,172	\$ 1,895	0.7%
Operating Expenses	74,251	53,254	63,037	50,787	39,637	39,537	(11,250)	-22.2%
Capital Outlay	-	628	-	-	500	200	200	n/a
Totals	\$ 330,457	\$ 321,071	\$ 343,314	\$ 331,064	\$ 330,583	\$ 321,909	\$ (9,155)	-2.7%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	
				Department Request Positions	FY 2014 Authorized Positions
Treasurer	1	1	1	1	1
Deputy Treasurer	1	1	1	1	1
Accounting Technician	1	1	1	1	1
Clerical Assistant	1	1	1	1	1
Totals	4	4	4	4	4



Goals and Objectives

- * Maintain high collection rates and customer service.
- * Continue implementing a monthly automatic 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 completed the Master Governmental Treasurer certification from the Treasurer's Association.
- * Pursue collections of delinquent accounts through increased use of DMV stops and debt setoff programs and liens and warrants.
- * Obtain state office accreditation.

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 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Business Licenses Processed	868	852	860	865
Meals Tax Payments Processed	372	374	380	386
Personal Property Tax Tickets Processed	20,576	20,727	20,800	20,900
Real Estate Tax Tickets Processed	11,023	11,060	11,090	12,020
Utility Account Payments Processed	25,604	25,719	25,750	25,800
Dog Tags Processed	1,318	1,500	1,550	1,550
Estimated Tax Payments	809	817	825	830
Debris Pickup Payments	564	351	320	320
Bulky Item Pickup Payments	208	86	80	75

Significant Budget Items

- * Operating expense decrease is due to lower bank charges in FY 2014.
- * In FY 2014, the City expects to receive \$86,188 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Treasurer's Office collected taxes on a timely basis. As of December 31, 2012, the collection rate for 2012 personal property was 92.3%. The collection rate for the 2012 first half of real estate was 98%.
- * Two employees maintained certification with the Treasurers Association of Virginia (TAV).
- * Continued implementation of the automatic debit program for citizens to have automatic payments on utility accounts. There are currently 251 participants in the utility program which is an increase of 45.
- * Implemented a monthly auto debit program for the pre-payment of taxes. There are currently 35 participants accounting for approximately \$6,300 per month.
- * Filed 156 liens in calendar year 2012 for the benefit of collecting delinquent taxes, fees and library fines which represented \$3,610.
- * Continued cross-training and procedural documentation to enable continuity of critical functions.

FINANCE

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original	FY 2013	Department	FY 2014	Change	Change
			Adopted	Revised	Request	Adopted	From 2013	From 2013
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 286,187	\$ 277,306	\$ 311,543	\$ 311,543	\$ 333,845	\$ 318,049	\$ 6,506	2.1%
Operating Expenses	44,242	46,946	36,470	36,470	50,255	42,325	5,855	16.1%
Capital Outlay	-	4,186	-	-	-	-	-	n/a
Totals	\$ 330,429	\$ 328,438	\$ 348,013	\$ 348,013	\$ 384,100	\$ 360,374	\$ 12,361	3.6%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	FY 2014
				Department Request Positions	Adopted Positions
Director of Finance	1	1	1	1	1
Accountant	1	1	1	1	1
Accounting Analyst	1	1	1	1	1
Accounting Assistant	1	1	1	1	1
Totals	4	4	4	4	4



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 the City.
- * 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 Purchasing policies.
- * Manage internal controls of the City.
- * Prepare financial reports at the direction of the City Manager.
- * Maintain the City's Webpage.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Accounts Payable Checks Issued	3,851	3,827	3,950	3,950
Payment Vouchers	6,200	6,100	6,100	6,100
Payroll Checks Issued	968	956	975	950
Payroll Direct Deposits	3,371	3,150	3,175	3,225
Deposits to Different Financial Institutions	20	21	20	20
Utility Bills Printed	28,830	28,380	30,816	29,400
Utility Customers	4,805	4,816	4,976	4,900
Utility Customers with Special Rates	135	133	155	155

Significant Budget Items

- * Overall increase in departmental budget for professional 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 2011	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Original Adopted Budget	Revised Budget	Department Request Budget	Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	20,650	39,981	55,000	55,000	52,100	49,100	(5,900)	-10.7%
Capital Outlay	53,350	3,311	10,000	5,000	10,000	10,000	5,000	100.0%
Totals	\$ 74,000	\$ 43,292	\$ 65,000	\$ 60,000	\$ 62,100	\$ 59,100	\$ (900)	-1.4%

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 as well as the shared information technology support from the Poquoson Public School Division.
- * Purchases technology equipment for the City.

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 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 195,600	\$ 188,898	\$ 54,466	\$ 54,466	\$ 54,466	\$ 174,466	\$ 120,000	220.3%
Operating Expenses	31,145	67,688	21,968	21,968	24,859	21,759	(209)	-1.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	<u>\$ 226,745</u>	<u>\$ 256,586</u>	<u>\$ 76,434</u>	<u>\$ 76,434</u>	<u>\$ 79,325</u>	<u>\$ 196,225</u>	<u>\$ 119,791</u>	<u>156.7%</u>

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

	Year 2011 Actual	Year 2012 Actual	Year 2013 Estimated	Year 2014 Estimated
<u>Worker's Compensation</u>				
Claims Filed	10	12	8	7
Loss Ratio	3.0%	3.0%	2.0%	2.0%
<u>General Liability</u>				
Claims Filed	8	3	2	2
Loss Ratio	10.0%	3.0%	2.0%	2.0%
<u>Auto Liability and No-Fault</u>				
Claims Filed	0	0	2	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	5	1	0	0
Loss Ratio	310.0%	20.0%	0.0%	0.0%

Significant Budget Items

- * In FY 2014, personnel services includes \$40,000 for retirement incentive for 10 retirees in two separate programs.
- * In FY 2012 and FY 2011, a supplemental appropriation was approved for one time bonus for employee's.
- * Cost of premiums for property and automobile insurance coverage is allocated to the respective City departments.
- * Consistent with recent practices, the FY 2014 budget includes \$120,000 in compensation, the same as the contribution to the school division

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 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$	%
							Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 111,350	\$ 126,646	\$ 137,419	\$ 137,419	\$ 139,305	\$ 135,339	\$ (2,080)	-1.5%
Operating Expenses	17,837	24,259	27,163	27,163	23,359	20,494	(6,669)	-24.6%
Capital Outlay	-	2,842	-	-	-	-	-	n/a
Totals	\$ 129,187	\$ 153,747	\$ 164,582	\$ 164,582	\$ 162,664	\$ 155,833	\$ (8,749)	-5.3%

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

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department Request Positions	Authorized Positions
Registrar	1	1	1	1	1
Assistant Registrar	1	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1	2.1



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 2014 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

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Registered Voters	8,721	8,827	9,097	9,250
New Registrants	214	299	425	225
Transferred In	211	162	245	150
Deletions	365	337	400	325
Changes in Address	234	221	200	200
Other Changes	132	47	125	75

Significant Budget Items

- * In FY 2014, the City expects to receive \$34,000 in State Categorical Aid for the Registrar and board members' salaries.
- * Decrease in operating expenses due to lower number of elections as compared to FY 2013.

Program Accomplishments

- * Successfully conducted the June 2012 Republican Primary.
- * Successfully conducted the November 2012 Presidential Election.
- * Trained new election officials on the electronic poll books.
- * 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.
- * Trained election officials on the touch screen and optical scan voting machines.
- * Trained election officials on new voter identification procedures and provisional ballots.

COURTS AND SHERIFF

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	366,436	402,699	425,971	425,971	433,054	431,238	5,267	1.2%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 366,436	\$ 402,699	\$ 425,971	\$ 425,971	\$ 433,054	\$ 431,238	\$ 5,267	1.2%

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 prorated 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 budgets, and by legislation Poquoson pays 19.9% of the total budget of \$2,067,799 with \$411,493 as Poquoson's share.
 * Overall increase of \$11,128 or 1.7% for the department due in part to increases in operating costs.

Budget Detail

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Adopted Budget
York/Poquoson Courthouse	\$200,841	\$215,877	\$ 224,705	\$ 224,705	\$ 212,911
Sheriff	148,318	169,177	183,610	183,610	198,582
9th District Court	8,659	9,027	10,200	10,200	12,000
Colonial Community Corrections	8,618	8,618	7,456	7,456	7,745
Totals	\$366,436	\$402,699	\$ 425,971	\$ 425,971	\$ 431,238

POLICE

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 1,681,712	\$ 1,672,007	\$ 1,909,142	\$ 1,934,343	\$ 2,011,451	\$ 1,929,995	\$ (4,348)	-0.2%
Operating Expenses	665,523	608,124	580,036	643,581	616,339	615,739	(27,842)	-4.3%
Capital Outlay	34,661	24,399	-	25,000	37,000	31,000	6,000	n/a
Totals	\$ 2,381,896	\$ 2,304,530	\$ 2,489,178	\$ 2,602,924	\$ 2,664,790	\$ 2,576,734	\$ (26,190)	-1.1%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	
				Department Request Positions	FY 2014 Authorized Positions
Police Chief	1	1	1	1	1
Captain	1	1	1	1	1
Lieutenant	1	1	1	1	1
Sergeant/EMT	2	2	2	2	2
Sergeant	2	2	2	2	2
Detective/Sergeant/EMT	1	1	1	1	1
Corporal/EMT	1	1	1	1	1
Corporal	0	3	3	3	3
Master Patrolman/EMT	1	2	2	2	2
Master Patrolman	4	2	2	2	2
Detective/Master Patrolman/EMT	1	0	0	0	0
Detective/Master Patrolman	1	2	2	2	2
Police Officer/EMT	2	1	1	1	1
Police Officer	4	3	3	4	3
Administrative Assistant	1	1	1	1	1
Part Time Officer (FTE)	0.5	0.5	0.5	0.5	0.5
Totals	23.5	23.5	23.5	24.5	23.5

Goals and Objectives

- * 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.
- * Implement a replacement program for aging body armor and personal protective equipment for all sworn members.
- * Expand the "Holiday Patrol Program".
- * Continue to provide opportunities for leadership development.
- * Address overtime and accountability issues in the 12 hour work schedule.
- * Expand crime prevention programs.

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

	<u>FY 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Accidents	126	158	165	173
Arrests/Charges/Apprehensions	442	438	440	462
Calls for Service	12,184	16,002	14,100	14,805
First Responder Calls	307	331	362	380
Traffic Tickets	778	867	940	987
Training Man-hours	2,336	2,500	2,350	2,468

Significant Budget Items

- * Increase in personnel services due to required health insurance.
- * Decrease in operating expenses 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 but not limited to CPR/First Aid/EMT, advance crash investigation, behavioral recognition, crisis intervention, child abuse medical training and case preparation for courtroom testimony.
- * Received grant from Virginia Department of Motor Vehicles for DUI checkpoints.
- * Participated in the 911 Fitness Challenge.
- * Partnered with the DEA and Poquoson Pharmacy for the National Drug Take Back events and collected over 265 pounds of discarded prescription drugs.
- * The City and Police Department received an award of the second year in a row from the Department of Motor Vehicles for having the highest percentage of seatbelt use by a City of its size in the entire Commonwealth of Virginia.
- * Additional operational equipment was purchased through various grant awards to include an automatic license plate reader.
- * 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

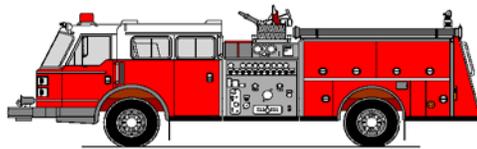
FIRE

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 1,975,342	\$ 2,020,207	\$ 2,243,039	\$ 2,238,039	\$ 2,436,238	\$ 2,308,069	\$ 70,030	3.1%
Operating Expenses	423,337	391,014	410,815	537,391	438,523	438,229	(99,162)	-18.5%
Capital Outlay	21,303	38,195	5,500	5,500	6,192	6,192	692	12.6%
Totals	\$ 2,419,982	\$ 2,449,416	\$ 2,659,354	\$ 2,780,930	\$ 2,880,953	\$ 2,752,490	\$ (28,440)	-1.0%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department Request Positions	Authorized Positions
Fire Chief	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Fire Lieutenant/Paramedic	1	2	1	1	1
Fire Lieutenant/Intermediate	1	0	1	1	1
Fire Lieutenant	1	1	1	1	1
Fire Engineer/Inspector	2	0	0	0	0
Fire Fighter/Paramedic	7	6	16	16	16
Fire Fighter/Intermediate	8	11	0	0	0
Fire Fighter/Enhanced	1	1	2	3	2
Fire Fighter/EMT	3	3	3	3	3
Administrative Secretary	1	1	1	1	1
Totals	30	30	30	31	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.
- * Cooperative effort between the City of Hampton and the City of Poquoson to conduct a Firefighter I and II class.
- * To further develop our Marine Program.
- * Seek out and apply for various grants to assist with training, equipment or programs enhancing the department.
- * Develop a master firefighter program.

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

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Average Fire/EMT calls per month	177	165	173	182
Training hours	4,900	5,400	5,400	5,400
Fire Calls:				
Structure Fire	33	27	29	31
Brush Fire	54	50	53	56
Miscellaneous Fire	947	770	809	849
Ambulance Calls:				
Advanced Life Support	474	572	601	631
Basic Life Support	513	268	282	296
Miscellaneous	106	286	301	316

Significant Budget Items

- * Increase in personnel services is due to health insurance subscription change for several employees.
- * 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.
- * Developed major improvements to the Volunteer Officers' training requirements.
- * Emergency Management Program is on track which included additional training, exercise participation, coordinator briefings and planning.
- * Developed a training program that meets the NFPA Standards for subject matter and required number of hours.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	214,060	222,806	279,200	279,200	278,097	314,762	35,562	12.7%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 214,060	\$ 222,806	\$ 279,200	\$ 279,200	\$ 278,097	\$ 314,762	\$ 35,562	12.7%

Personnel Summary

N/A

<u>Budget Detail</u>	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget
Adult Detention	\$ 138,112	\$ 167,434	\$ 220,900	\$ 220,900	\$ 220,900	\$ 257,565
Juvenile Services						
Juvenile Detention	66,129	49,966	52,800	52,800	52,800	52,800
Project Insight	9,819	5,406	5,500	5,500	4,397	4,397
Totals	\$ 214,060	\$ 222,806	\$ 279,200	\$ 279,200	\$ 278,097	\$ 314,762

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 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Adult Detention:				
Average Daily Population	23	18	18.1	N/A
Percentage of Use	2.7%	4.6%	4.4%	4.0%
Juvenile Services:				
Juvenile Detention (Days)	494	301	300	300
Per Diem Rate	\$141.00	\$166.00	\$176.00	\$176.00

Significant Budget Items

- * Increase in Regional Jail contribution for FY 2014 based on usage.

INSPECTIONS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 248,900	\$ 253,286	\$ 267,033	\$ 267,033	\$ 280,143	\$ 271,060	\$ 4,027	1.5%
Operating Expenses	95,042	148,233	126,113	126,113	23,567	21,067	(105,046)	-83.3%
Capital Outlay	4,350	-	-	-	1,500	-	-	n/a
Totals	\$ 348,292	\$ 401,519	\$ 393,146	\$ 393,146	\$ 305,210	\$ 292,127	\$ (101,019)	-25.7%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department Request Positions	Adopted Positions
Building Official	1	1	1	1	1
Code Inspector	1	1	1	1	1
Secretary	1	1	1	1	1
Part Time (FTE)	0.75	0.75	0.75	0.75	0.75
Totals	3.75	3.75	3.75	3.75	3.75



Goals and Objectives

- * 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.
- * Modify the weed ordinance.
- * Develop an electronic method of field inspections.
- * Continue to build a database of permit information.

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.
- * Review all building plans.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Building Permits Issued	250	186	250	250
Certificate of Occupancies Issued	20	12	30	30
Code Violations Cited & Enforced	450	450	450	450
Inspections Performed	4,800	4,800	4,800	4,800
Meetings	300	350	350	350
Plans Reviewed	650	625	650	650
Other Permits (Elect, Plumbing, Mech, etc)	450	435	450	450

Significant Budget Items

- * Decrease in operating expenses in FY 2014 due to expense for City buildings allocated to the Facilities department.

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.
- * Updated the building permit/zoning application.
- * Continue working on getting elevation certificates available online through the City's GIS program.
- * CRS yearly review rated the City a Class 9.
- * Underwent the 5 year full audit of the CRS program.
- * Completed the GIS layer of repetitive loss homes with assistance from the City Planner and Assessor.

ANIMAL CONTROL

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	84,173	86,627	88,767	88,767	95,800	115,185	26,418	29.8%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 84,173	\$ 86,627	\$ 88,767	\$ 88,767	\$ 95,800	\$ 115,185	\$ 26,418	29.8%

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.

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.

Budget Detail

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014 Adopted Budget
			Original Adopted Budget	FY 2013 Revised Budget	
SPCA	\$ 45,312	\$ 47,767	\$ 48,767	\$ 48,767	\$ 24,385
Newport News Animal Control	38,861	38,860	40,000	40,000	42,000
Regional Animal Shelter	-	-	-	-	48,800
Totals	\$ 84,173	\$ 86,627	\$ 88,767	\$ 88,767	\$ 115,185

Significant Budget Items

* Increase due to the opening of the Regional Animal Shelter for FY 2014. The participating localities are: Newport News, Hampton, York County and Poquoson.

	Year 2011 Actual	Year 2012 Actual	Year 2013 Estimated	Year 2014 Estimated
Calls for Service	185	239	196	196
Written Warnings	24	10	15	15
Summons Issued	6	-	2	2
Calls for Stray Animals	93	130	96	96
Calls for Animal Bites	9	12	10	10
Calls for Sick/Injured Animal	29	22	30	30
Calls for Nuisance Wildlife	18	49	29	29
Other Calls	12	14	14	14
Dogs Impounded	50	43	38	38
Cats Impounded	37	30	33	33
Wildlife Impounded	14	11	13	13
Cruelty	-	-	19	19

ENGINEERING

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 84,141	\$ 100,210	\$ 104,438	\$ 104,438	\$ 112,152	\$ 109,411	\$ 4,973	4.8%
Operating Expenses	1,607	28	7,309	7,309	17,160	10,860	3,551	48.6%
Capital Outlay	-	-	-	-	1,500	1,500	1,500	n/a
Totals	\$ 85,748	\$ 100,238	\$ 111,747	\$ 111,747	\$ 130,812	\$ 121,771	\$ 10,024	9.0%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Adopted Positions
Civil Engineer II	1	1	1	1	1
Totals	1	1	1	1	1

Goals and Objectives

- *Provide sound engineering solutions to technical problems. Respond to citizen, City Council and City staff concerns and requests for information.
- *Develop Chesapeake Bay TMDL first phase action plan in accordance with state permit requirements. Continue to advocate for realistic, achievable requirements.
- *Provide engineering reviews of technical contractor work for Consent Order work.
- *Develop a comprehensive City stormwater program in accordance with Virginia requirements. In accordance with new requirements, develop a 5 year plan for the City's next VPDES permit.
- *Provide close oversight of consultant work needed to supplement engineering staff in order to ensure use of funds and final products are the most cost effective.
- *Provide professional engineering oversight of City's road system, in accordance with VDOT requirements; coordinate technical issues on Wythe Creek Road design.
- *Provide engineering/technical information required for Comprehensive Plan and Multi-Hazard Mitigation Plan updates.
- *Develop NASA Enhanced GIS Tool for Storm Surge Prediction project.
- *Represent the City on regional environmental, utility and other technical panels. Continue to advocate for sound technical guidelines that will not adversely impact Poquoson and its citizens.

ENGINEERING

Major Departmental Functions

- *Provide or oversee all engineering services required by Poquoson.
- *Direct City's stormwater permit; lead development of new environmental programs; provide engineering and technical services required for new permits.
- *Develop, lead design and construction of infrastructure projects, with an emphasis on stormwater, public right-of-way, and flood control projects.
- *Manage special projects, studies and analyses related to the City's infrastructure.
- *Lead development and implementation of the Chesapeake Bay TMDL program.
- *Provide technical reviews/guidance on Consent Order work.
- *Provide solutions for drainage, transportation, environmental and other civil engineering issues.
- *Represent the City in negotiations and meetings with various federal and state agencies on technical issues.
- *Assess the impacts of and develop strategies to respond to new regulations, permits and technical initiatives that may impact the City.
- *Handle all stormwater issues within the City. This includes response to citizen concerns, flood mitigation, water quality issues, and water-related environmental programs.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
R/W Permits Issued	n/a	n/a	30	35
Major Capital Projects	n/a	n/a	1	1
Citywide Permits Reissued/Maintained	n/a	n/a	2	2
Request for Engineering Information	n/a	n/a	300	300

Significant Budget Items

- * Increase in personnel services due to health insurance and other benefits.
- * Increase in operating expenses due to dues and memberships and other minor expenditures.

Program Accomplishments

- *Partnered with NASA to create Enhanced GIS Tool for Storm Surge Prediction. Obtained a matching grant for City's share of cost.
- *Worked with Homeowner's Association to fund and replace tide control dam.
- *Represented the City on regional sewer consolidation advisory group.
- *Submitted annual report for MS4 permit; authored comment letters on new MS4, Chesapeake Bay, and other programs; advocated for realistic requirements.
- *Identified environmental spill prevention and countermeasure facilities required for City properties.
- *Worked with Public Works staff to obtain/renew environmental permits needed for their work.
- *Developed strategies to meet new stormwater program development requirements; City-specific response to sea level rise predictions; and ongoing Chesapeake Bay TMDL requirements
- *Continued to respond to citizen complaints; staff and City Council technical inquiries.
- *Analyzed Plum Tree Island Mitigation Plan and determined technical impacts of new legislation, stormwater court rulings, new state and federal rules, impacts, sea level rise reports, new flood insurance maps and new construction projects on the City and its citizens.
- *Provided information to Virginia and US Environmental Protection Agency in an effort to obtain realistic future permit requirements associated with the Chesapeake Bay TMDL, and obtain credit for past Bay clean up work.

PUBLIC WORKS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 846,737	\$ 908,095	\$ 1,032,712	\$ 1,032,712	\$ 1,032,058	\$ 989,697	\$ (43,015)	-4.2%
Operating Expenses	311,143	358,649	329,158	329,158	367,028	358,978	29,820	9.1%
Capital Outlay	128,584	65,849	76,000	76,000	95,150	86,500	10,500	13.8%
Totals	\$ 1,286,464	\$ 1,332,593	\$ 1,437,870	\$ 1,437,870	\$ 1,494,236	\$ 1,435,175	\$ (2,695)	-0.2%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Authorized Positions
Director of Public Works	1	1	1	1	1
Construction Inspector	1	1	1	1	1
Equipment Operations Foreman	1	1	1	1	1
Equipment Operator III	1	2	2	2	2
Parks Maintenance Supervisor	1	1	1	1	1
Equipment Operator II	1	1	1	1	1
Equipment Operator I	2	2	2	2	2
Maintenance Worker IV	0	1	1	1	1
Maintenance Worker III	3	2	2	2	2
Maintenance Worker II	0	2	2	2	2
Parks Maintenance Worker	1	1	1	1	1
Maintenance Worker I	4	1	1	1	1
Laborer (FTE)	0	0	0.6	0.6	0.6
Secretary (FTE)	0.5	0.5	0.5	0.5	0.5
Totals	16.5	16.5	17.1	17.1	17.1

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.
- * 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.
- * 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.
- * 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.

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 ramps.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	372	325	250	300
Asphalt Paving Material Applied (tons)	0	5,186	3,640	4,000
Delivery of cases of Green Bags	91	65	100	100
Installation of New Drainage Pipe (feet)	264	96	150	200
Regrading of Roadside Ditches (feet)	10,717	6,409	10,000	10,000
Stone Used for Street Maintenance (tons)	800	5,515	1,200	1,300
Work Orders Completed	33	30	69	70
Construction Inspections Performed:				
Driveways	36	40	50	50
Erosion & Sediment Control	50	64	50	70
Sewer	2	6	8	8
Curb & Gutter (feet)	26,808	67,000	15,000	15,000
Sanitary Sewer Pipeline (feet)	1,169	55	500	250
Storm Pipe & Drainage Ditches (feet)	5,010	3,150	4,000	4,000
New Street Construction (feet)	10,426	54,571	8,000	15,000

Significant Budget Items

- * Decrease in personnel services is due to employee turnover from FY 2013 to FY 2014.

Program Accomplishments

- * Completed concrete swale and major roadside ditching for the Laydon Way project.
- * Upgraded the roadside ditches and installed drainage pipe throughout Phillips Drive and East Sandy Point area.
- * Completed improvements to Kids Island, Messick Pocket Park, Municipal Park and the Messick Point ramp.
- * Installed transfer switches to have generators operate traffic lights at the City's major intersections.
- * Oversaw the clean-up of the City from Hurricane Irene which occurred August 27, 2011.
- * Implemented the convenience site drop-off program for bulky and landscape debris.

STREET LIGHTS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	66,429	78,936	80,000	80,000	80,000	80,000	-	0.0%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 66,429	\$ 78,936	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%

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

	<u>FY 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Number of Street Lights	591	593	599	601
New Lights Installed:				
City Installed	2	0	4	0
Developer Installed	2	2	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 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	73,937	55,266	56,903	56,903	220,791	164,391	107,488	188.9%
Capital Outlay	15,684	13,792	15,500	15,500	17,000	17,000	1,500	9.7%
Totals	\$ 89,621	\$ 69,058	\$ 72,403	\$ 72,403	\$ 237,791	\$ 181,391	\$ 108,988	150.5%

Personnel Summary

n/a

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 every day maintenance needs as they become apparent.
- * Maintain and repair facilities.

Performance Measures

	<u>FY 2011</u> <u>Actual</u>	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Estimated</u>	<u>FY 2014</u> <u>Estimated</u>
Facilities Maintained	n/a	n/a	n/a	7

Significant Budget Items

*The costs associated with the building maintenance were maintained in the Inspections Department from FY 2010 through FY 2013. The costs of maintaining the facilities and equipment will be maintained in this department prospectively.

HEALTH DEPARTMENT

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	33,540	37,061	36,420	36,420	37,115	37,115	695	1.9%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 33,540	\$ 37,061	\$ 36,420	\$ 36,420	\$ 37,115	\$ 37,115	\$ 695	1.9%

Personnel Summary

N/A

Goals and Objectives

* Continue to provide funding for the regional Public Health Department's services.



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. The total Health Department budget for Poquoson is \$114,043 net of estimated revenues. The total Health District's budget for FY 2014 is \$6,634,552 net of estimated revenues.
- * 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

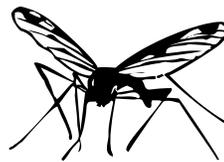
	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Adopted	Revised	Department	Adopted	Change	Change
			Budget	Budget	Request	Budget	From 2013	From 2013
							Revised	Received
							Budget	Budget
Personnel Services	\$ 134,532	\$ 140,627	\$ 150,314	\$ 150,314	\$ 161,013	\$ 153,490	\$ 3,176	2.1%
Operating Expenses	89,816	93,636	83,822	83,822	97,892	85,242	1,420	1.7%
Capital Outlay	256	94	1,800	1,800	3,500	1,800	-	0.0%
Totals	\$ 224,604	\$ 234,357	\$ 235,936	\$ 235,936	\$ 262,405	\$ 240,532	\$ 4,596	1.9%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department	Authorized
				Request	Positions
				Positions	Positions
Mosquito Control & Drainage Supervisor	1	1	1	1	1
Equipment Operator III	1	1	1	1	1
Totals	2.0	2.0	2.0	2.0	2.0

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.
- * With the continued funding for contracted labor, the City will clean the outfall ditches throughout on a preventative maintenance schedule.
- * Reinstate the City's blanket permit from the Army Corps of Engineers.
- * Work with the City Engineer on drainage projects.



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 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Cleaning Outfall Ditches by Hand (Feet)	150,220	88,710	90,000	110,000
Cleaning Outfall Ditches with Equip (Feet)	750	0	500	1,200
Drainage Pipe Installed (Feet)	0	96	200	250
Drainage Structures Maintained	815	815	820	820
Larvacide for Mosquito Control (Pounds)	65	35	50	50
Mosquito Spray Applied (Gallons)	115	70	110	110
Weed Killer Applied (Gallons)	30	25	40	50

Significant Budget Items

- * Increase in personnel services is due to increased costs for overtime and health insurance.

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.
- * Contributed to the upgrade of Sandy Bay drainage through the installation of Tide-flex valves on outfall pipes.



MENTAL HEALTH

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	175,228	189,370	203,964	203,964	201,320	201,320	(2,644)	-1.3%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 175,228	\$ 189,370	\$ 203,964	\$ 203,964	\$ 201,320	\$ 201,320	\$ (2,644)	-1.3%

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 \$14,386,844 with the local share of \$2,229,710. Poquoson's share is 7% or \$151,732; James City County's share is 46% or \$1,026,995; York County's share is 36% or \$800,578 and Williamsburg's share is 11% or \$250,405.
- * 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 City contribution to the Colonial Group Home Commission, regional consortium for juvenile justice alternative community-based programs including Crossroads Community Youth Home, Electronic Monitoring, Project Insight and Psychological & Substance Abuse Services. Local funding is shared according to a population based formula.

Budget Detail

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Revised Budget	FY 2014 Adopted Budget
Colonial Behavioral Health	\$137,343	\$144,210	\$149,979	\$149,979	\$151,732
Colonial Group Home Commission	37,885	45,160	53,985	53,985	49,588
Totals	\$175,228	\$189,370	\$203,964	\$203,964	\$201,320

Significant Budget Items

- * The Colonial Behavioral Health request includes a 1.2% increase in funding from Poquoson.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	389,866	427,728	421,507	421,507	452,734	437,734	16,227	3.8%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 389,866	\$ 427,728	\$ 421,507	\$ 421,507	\$ 452,734	\$ 437,734	\$ 16,227	3.6%

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>	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Revised Budget	FY 2014 Adopted Budget
Comprehensive Services Act	\$ 168,323	\$ 173,544	\$ 169,000	\$ 170,000	\$ 170,000
Peninsula Agency on Aging	2,792	2,638	2,507	2,734	2,734
Social Services	218,751	251,546	250,000	280,000	265,000
Totals	<u>\$ 389,866</u>	<u>\$ 427,728</u>	<u>\$ 421,507</u>	<u>\$ 452,734</u>	<u>\$ 437,734</u>

Significant Budget Items

* Increased cost of Social Services is due to actual services utilized by the citizens of Poquoson.
 * Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$170,000 in FY 2014.

SCHOOL CONTRIBUTION

Expenditures Summary

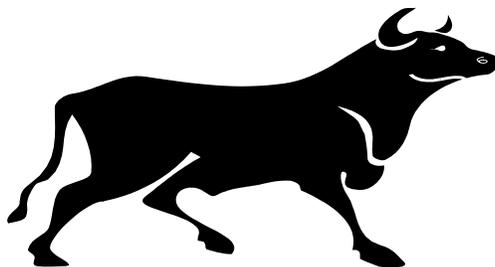
	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 School Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Operation Transfer	\$ 8,489,579	\$ 8,650,662	\$ 8,855,403	\$ 8,855,403	\$ 8,975,403	\$ 8,975,403	\$ 120,000	1.4%
Additional Appropriation	-	146,000	-	-	-	-	-	n/a
Reappropriation	89,096	-	-	29,910	-	-	(29,910)	-100.0%
Totals	\$ 8,578,675	\$ 8,796,662	\$ 8,855,403	\$ 8,885,313	\$ 8,975,403	\$ 8,975,403	\$ 90,090	1.0%

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.
- * All four schools met the Federal Adequate Yearly Progress (AYP) goals mandated by the *No Child Left Behind Act*.

Significant Budget Items

- * The FY 2014 operation funding for the Poquoson City School system is \$8,975,403 which is an increase of \$120,000 from FY 2013.
- * Leftover funds from one fiscal year may be reappropriated to the current fiscal year.
- * The School's budget is based on an average daily membership of 2,099 for the FY 2014 school year.
- * The School's total budget of \$19,980,135 is an increase of .25% from FY 2013. This budget is a reflection of the difficult economic times. The School's budget projects a reduction of 4 full time equivalent positions including 2 teacher positions and 2 support positions.

Program Accomplishments

- * SAT scores above State and National average in reading, math and writing.
- * On-time graduation rate is 94%.
- * Poquoson City Schools received 142 CTE credentials (industry certification state license, etc.).
- * Poquoson High School had 86.3% of the students score above 3 on Advanced Placement Tests, resulting in these students earning college credit.
- * Poquoson schools launched a new and more interactive website and has enhanced its instructional technology program.
- * Poquoson Schools continued implementation of unique programs such as international partnerships and a partnership with ECPI College of Technology.
- * Implemented a new K-5 reading model.

PARKS & RECREATION PROGRAMS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 252,198	\$ 281,718	\$ 235,410	\$ 235,410	\$ 247,620	\$ 239,159	\$ 3,749	1.6%
Operating Expenses	193,778	174,779	163,152	163,152	203,449	169,699	6,547	4.0%
Capital Outlay	1,417	5,729	4,000	4,000	9,000	5,000	1,000	25.0%
Totals	\$ 447,393	\$ 462,226	\$ 402,562	\$ 402,562	\$ 460,069	\$ 413,858	\$ 11,296	2.8%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Authorized Positions
Dir P&R/Economic Dev/Special Events	1	1	1	1	1
Assistant Director of Parks & Recreation	0	0	0.5	0.5	0.5
Athletic/Aquatic Coordinator	0.5	0.5	0	0	0
Program Support Technician	0	1	1	1	1
Secretary	2	1	1	1	1
Part-time (FTE)	0.3	0.3	0.3	0.3	0.3
Totals	3.8	3.8	3.8	3.8	3.8

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.
- * Update the Parks and Recreation Master Plan and City's Comprehensive Plan to reflect current changes and citizen needs.
- * Continue to plan for needed recreational facilities in the Capital Improvements Plan.
- * 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.
- * 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 & RECREATION PROGRAMS

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.
- * Provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities.
- * Serve as the production house for the Island Tide, a three times a year publication to communicate with citizens City information and events.
- * Coordinate leisure and athletic programs.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Adult Athletic Leagues	625	600	600	600
Adult Instructional Classes	167	175	100	175
Games Scheduled/Played	1,780	1,740	1,750	1,750
Leagues Supported	28	28	28	28
Programs Offered	250	250	250	250
Senior Center (Mature Adults)	835	845	840	825
Trips -- Youth/Adult	206	200	200	195
Youth Athletic Leagues	975	922	975	975
Youth Instructional Classes	440	425	450	465

Significant Budget Items

- * Increase in personnel is for health insurance.
- * Increase in operating expenses is for utilities, such as electricity, water and heating.

Program Accomplishments

- * Continued to work with Public Works, community civic groups and citizen volunteers for park refurbishments and improvements.
- * 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.
- * Developed and introduced new instructional and athletic programs throughout the year.
- * Developed a program for community youth sports organizations to be recognized as special user groups.
- * Developed and implemented a fee structure for rental of City facilities.

PARKS & RECREATION POOL

Expenditures Summary

	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Original	Revised	Department	Adopted	Change	Change
			Adopted	Budget	Request	Budget	From 2013	From 2013
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 65,804	\$ 68,036	\$ 72,124	\$ 72,124	\$ 73,541	\$ 71,026	\$ (1,098)	-1.5%
Operating Expenses	40,274	40,021	38,025	38,025	49,124	39,924	1,899	5.0%
Capital Outlay	6,165	1,961	-	-	1,500	500	500	n/a
Totals	\$ 112,243	\$ 110,018	\$ 110,149	\$ 110,149	\$ 124,165	\$ 111,450	\$ 1,301	1.2%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department	Adopted
				Request	Positions
				Positions	Positions
Assistant Director of Parks & Recreation	0.00	0.00	0.50	0.50	0.50
Athletic/Aquatic Coordinator	0.50	0.50	0.00	0.00	0.00
Part Time (FTE)	4.50	4.50	4.50	4.50	4.50
Totals	5.00	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.
- * Represent the City at a regional recreation level in the area of swimming.

PARKS & RECREATION POOL

Major Departmental Functions

- * Provide nationally accredited swimming instruction for youth and adults.
- * Refine 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

	<u>FY 2011</u> Actual	<u>FY 2012</u> Actual	<u>FY 2013</u> Estimated	<u>FY 2014</u> Estimated
*Daily Gate Admissions	2,500	2,478	2,700	2,700
*Season Pass Admissions	195	250	225	225
Swimming Lessons	275	258	325	325
Swim Teams-- combined	133	125	175	175

- * one pass for each swim team participant

Significant Budget Items

- * Increase in Capital Outlay is due to the replacement of equipment in FY 2014.
- * Increase in operating expense is due to the cost of property insurance for the facility and program.

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 Riptide Swim team.
- * Supported swimming opportunities for community youth programs with local day camps.
- * Instituted a new program, Strive for 25, to encourage young members to join the Barracuda Swim Team.

PARKS & RECREATION SPECIAL EVENTS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 14,761	\$ 15,227	\$ 79,753	\$ 79,753	\$ 80,408	\$ 78,329	\$ (1,424)	-1.8%
Operating Expenses	111,454	125,021	115,205	115,205	150,484	122,695	7,490	6.5%
Capital Outlay	-	775	-	-	-	-	-	n/a
Totals	\$ 126,215	\$ 141,023	\$ 194,958	\$ 194,958	\$ 230,892	\$ 201,024	\$ 6,066	3.1%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	FY 2014
				Department Request Positions	Authorized Positions
Community Events Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

Existing part-time staff work at various special events as needed.

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, Easter Egg Hunt and other seasonal celebrations.

PARKS & RECREATION 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>FY 2011 Actual</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimated</u>	<u>FY 2014 Estimated</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	155	160	155	155
Exhibitors	50	50	50	50
Food Vendors	26	24	26	26
Workboat Race Entries	20	15	20	20
Attendance	60,000	60,000	50,000	50,000
Fishing Tournament	8	9	16	16
Other Events	15	14	22	22
Days of Programming	20	20	16	16

Significant Budget Items

- * In FY 2014 the planned festivals include the Poquoson Seafood Festival Weekend on October 18-20, 2013, Poquoson Holiday Parade and an Easter Egg Hunt in the spring of 2014.
- * Operating expenses include \$5,000 in prize money for the annual workboat race.

Program Accomplishments

- * Maintained the quality of existing events such as the Poquoson Seafood Festival and Easter Egg Hunt while introducing new activities to each event.
- * Assisted the Poquoson Yacht Club and Bull Islander Angler Club, hosts of the workboat race and fishing tournament, respectively.
- * Continued to enhance and foster the Poquoson Seafood Festival and Holiday Parade.
- * Assisted City civic groups with events such as the Poquoson Athletic Association mile run/walk and Tabernacle Church block party.

LIBRARY

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$	%
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 497,380	\$ 510,063	\$ 537,246	\$ 537,246	\$ 564,735	\$ 551,637	\$ 14,391	2.7%
Operating Expenses	110,311	111,482	118,631	118,631	126,111	126,561	7,930	6.7%
Capital Outlay	141,474	162,628	131,618	150,882	143,174	144,730	(6,152)	-4.1%
Totals	\$ 749,165	\$ 784,173	\$ 787,495	\$ 806,759	\$ 834,020	\$ 822,928	\$ 16,169	2.1%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	FY 2014
				Department Request Positions	Authorized Positions
Library Director	1	1	1	1	1
Reference Librarian	1	1	1	1	1
Senior Library Associate/System Admin	1	1	1	1	1
Library Associate	1	1	1	1	1
Administrative Secretary	1	1	1	1	1
Library Associate (FTE)	1.25	1.25	1.25	1.25	1.25
Senior Library Assistant (FTE)	1.40	1.40	1.40	1.40	1.40
Library Assistant (FTE)	3.80	3.80	3.80	3.80	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	11.95	11.95	11.95	11.95	11.95



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 during these challenging economic times.
- * 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.
- * Continue to utilize social media to promote the Library as a focal point in the community.
- * 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.
- * Continue to enhance the Library's website by developing it into a "virtual branch" with resources available to the community 24/7.
- * Continue to offer training opportunities to Library staff as well as the public to help implement emerging technology.

LIBRARY

Major Departmental Functions

- * Operate as a free public lending facility with reading materials for all ages, while promoting life long learning.
- * 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, endowments and bequests 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.
- * Provide the public with free notary public service and serve as a passport acceptance agency for the U.S. State Department.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Active Library Members	12,391	12,948	12,000	12,000
Attendance at Library Programs	8,963	9,303	8,000	8,000
Circulation	198,058	189,719	190,000	190,000
Documents Notarized	724	854	800	800
Interlibrary Loans	111	113	150	150
Internet, MS Office, etc. usage	15,695	19,376	16,000	16,000
Items Purged	8,320	7,639	8,000	8,000
Library Visits	121,849	118,231	120,000	120,000
Meeting Room Usage	1,484	1,371	1,400	1,400
New Items added to Collection	8,185	7,401	8,000	8,000
Overdue Items Retrieved	2,834	1,078	2,800	2,800
Passport Applications Processed	1,321	1,625	1,300	1,300
Reading Material Reserves	10,249	10,319	10,000	10,000
Web Page Hits	243,520	260,721	250,000	250,000

Significant Budget Items

- * In FY 2014, the City expects to receive \$137,7304 in State Aid. Funding is used to purchase books, videos and subscriptions.
- * In FY 2014 the Library is expected to generate passport processing fees of \$40,000 and Library fines of \$18,000.

Program Accomplishments

- * The Library was ranked 1st in circulation and regular visits per capita among the 13 libraries in Tidewater.
- * Offered training on basic computer skills and downloadable audio books, eBooks and music.
- * The Library was presented with the 2012 Outstanding Cooperative Program Award and Outstanding Young Adult Program Award from the Virginia Public Library Director's Association.
- * The Library was rated as the 5th highest in visits and 7th in circulation among the 91 public libraries in Virginia.
- * Awarded the Library of Virginia Foundation Grant to sponsor an early literacy outreach program.
- * Added downloadable audio books, ebooks and music to the Library's technology service.

PLANNING

Expenditures Summary

	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Original	Revised	Department	Adopted	Change	Change
			Adopted	Budget	Request	Budget	From 2013	From 2013
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 247,555	\$ 272,658	\$ 290,102	\$ 290,102	\$ 318,747	\$ 287,427	\$ (2,675)	-0.9%
Operating Expenses	38,839	24,699	34,301	34,301	47,948	22,348	(11,953)	-34.8%
Capital Outlay	639	-	-	-	11,500	-	-	n/a
Totals	\$ 287,033	\$ 297,357	\$ 324,403	\$ 324,403	\$ 378,195	\$ 309,775	\$ (14,628)	-4.5%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department	Authorized
				Request	Positions
				Positions	Positions
Coordinator of Community Development	1	1	1	1	1
Principal Planner	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Administrative Secretary	1	1	1	1	1
Part Time (FTE)	0.35	0	0	0.75	0
Totals	4.35	4	4	4.75	4

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.
- * Continue 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 Hazard Mitigation Planning Committee.
- * 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 cable tv channel.
- * Department staff serves as liaison to multiple State and regional agencies and committees.
- * Oversee the engineering function of the City.
- * Prepare special project studies as assigned by the City Manager.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Citizen requests for information (estimated)	1,600	1,600	1,000	2,800
City Council/Board/Comm Agenda Items	9	6	6	15
Major subdivision plans reviewed	5	1	2	2
Minor subdivision plans reviewed	8	1	6	4
Sign Permit Applications	60	11	11	20
Site Plans reviewed	18	18	18	25
Special Projects (non Planning)	10	25	2	15
Zoning Ordinance/City Code Amendments	2	3	3	10

Significant Budget Items

- * Decrease in budget for operating expense such as printing and professional services.

Program Accomplishments

- * Implemented multiple Department of Conservation and Recreation program requirements.
- * Continued the process of updating the City's Comprehensive Plan.
- * Continued the process of updating the City's Zoning Ordinance and various other ordinances and City Code provisions.
- * Processed 27 land use applications.
- * Facilitated Citizen Sidewalk Vision Plan.
- * Provided in-kind services to Langley Air Force Base Joint Land Study.
- * Monitored state highway, environmental and stormwater regulations.
- * Actively participated in most regional planning meetings.

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	-	-	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	4,941	5,376	6,950	6,950	16,100	6,950	-	0.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 4,941	\$ 5,376	\$ 6,950	\$ 6,950	\$ 16,100	\$ 6,950	\$ -	0.0%

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 Development Districts 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.

Environmental Development Plan Review Committee

- * Review site and subdivision plans, proposed Resource Protection Area (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 the RPA.
- * Meet with potential developers to discuss requirements and offer guidance and assistance during the early stages of development to ensure applications are handled in an expeditious manner.

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

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Architectural Review Applications	5	5	5	7
Board of Zoning Appeals - Ches Bay Exceptions	2	2	10	10
Board of Zoning Applications	8	3	5	11
*EDPRC Chesapeake Bay Waivers	16	16	15	10
Ordinance Amendments	10	3	10	12
Wetland Board Applications	3	2	2	5

*EDPRC is Environmental Development Plan Review Committee that is made up of staff members

Significant Budget Items

* Budget is the same as FY 2013.

Program Accomplishments

- * Processed applications in a timely manner.
- * Administrator of the program received certification as a zoning official.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 6,488	\$ 52,756	\$ 68,400	\$ 68,400	\$ 72,002	\$ 69,752	\$ 1,352	2.0%
Operating Expenses	27,934	62,378	76,550	82,693	161,975	59,370	(23,323)	-30.5%
Capital Outlay	-	1,888	-	-	-	-	n/a	n/a
Totals	\$ 34,422	\$ 117,022	\$ 144,950	\$ 151,093	\$ 233,977	\$ 129,122	\$ (21,971)	-15.2%

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Department Request Positions	FY 2014 Adopted Positions
Economic Development Coordinator	0	0.75	1	1	1
Totals	0	0.75	1	1	1

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.
- * Coordinate efforts to seek grant support and jointly market these businesses for tourism and patronage opportunities.

ECONOMIC DEVELOPMENT

Major Departmental Functions

- * Serve as staff liaison for the Economic Development Authority.
- * Retain and expand existing businesses and recruit new prospects. Promote quality, safe and environmentally friendly growth in the City.
- * Implement the City's Economic Development Strategic Plan.
- * Work with City businesses and organizations to support a productive growth atmosphere for existing and future businesses.
- * Serve as City representative to Hampton Roads Economic Development Alliance, Poquoson Business Alliance, Virginia Peninsula Chamber of Commerce, RAISE Airport Commission and the Virginia Economic Development Partnership.
- * Develop and implement marketing initiatives to publicize the Poquoson Business Community.
- * Update, revise and distribute the Poquoson Business Resource Guide.
- * Schedule and coordinate business appreciation and business development events.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Ribbon cutting ceremony	n/a	17	17	17
Sponsor Economic Development Events	n/a	n/a	13	12

Significant Budget Items

- * Decrease in business incentive program.

Program Accomplishments

- * Planned activities targeting potential companies and economic development presentations to Council and outside organizations.
- * Establishment of marketing and public relations campaign "Poquoson is the Place."
- * The Mayor's Breakfast had 52 unique businesses attend.

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	Original FY 2013 Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	165,905	142,409	139,279	146,495	143,319	114,954	(31,541)	-21.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 165,905	\$ 142,409	\$ 139,279	\$ 146,495	\$ 143,319	\$ 114,954	\$ (31,541)	-21.5%

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 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2014 Adopted Budget
Litter Control Grant	\$ 6,005	\$ 4,247	\$ 7,216	\$ -
Contributions to Agencies:				
CASA	-	500	-	500
Commission on Homelessness	2,781	2,781	2,781	2,781
Disabilities Transportation	6,000	4,000	3,800	3,800
Hampton Roads Economic Development	11,238	11,204	11,543	11,400
Hampton Roads Planning District Comm (HRPDC)	9,691	9,964	9,720	9,792
HRPDC Municipal Construction Standards	375	389	389	392
HRPDC Other Projects	3,949	4,654	4,654	3,217
HRPDC Regional Groundwater Mitigation	3,461	3,452	3,452	3,958
HRPDC Stormwater Management Program	10,066	11,905	11,905	6,519
HR Military/Federal Facilities Alliance	5,318	5,400	6,075	6,075
NASA Aeronautics Support Team (NAST)	5,590	6,000	6,000	6,000
Peninsula Chamber of Commerce	1,750	1,750	1,660	1,750
Peninsula Emergency Medical Services	1,156	1,179	1,215	1,215
Peninsula Council Workforce Development	5,847	5,847	5,847	5,847
Poquoson Museum Foundation	40,487	29,640	30,888	26,800
Poquoson Historical Commission	500	-	-	-
Regional Air Service Enhancement Fund (RAISE)	4,767	4,767	4,860	4,860
Retired Senior Volunteer Program	2,750	2,750	2,750	2,750
Small Business Development Center	3,000	3,000	2,850	3,000
Thomas Nelson Community College	29,424	27,230	27,230	12,635
Transitions Family Violence Services	1,750	1,750	1,660	1,663
YMCA Contribution	10,000	-	-	-
Totals	\$ 165,905	\$ 142,409	\$ 146,495	\$ 114,954

Significant Budget Items

- * Hampton Roads Planning District Commission provides oversight for various projects, total funding for HRPDC is \$23,878 for FY 2014.
- * Poquoson Museum Foundation funding in the amount of \$26,800 for FY 2014 is a forgiveness of 1/10th of the deed of trust note with the City as well as the interest relating to that note.
- * Thomas Nelson Community College budget of \$12,635 for lease payments.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Original Adopted Budget	Revised Budget	Department Request Budget	Adopted Budget	Change From 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ -	\$ 47,449	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	15,452	116,012	20,000	20,000	20,000	30,190	10,190	51.0%
Capital Outlay	-	109,467	-	-	-	-	n/a	n/a
Totals	\$ 15,452	\$ 272,928	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,190	\$ 10,190	51.0%

Personnel Summary

N/A

Goals and Objectives

- * 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.
 * Hold funds in reserve for any contingent situations which may occur.

Budget Detail

	FY 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget
Refunds	\$ (40)	\$ 40	\$ -	\$ -	\$ -
Treasurer Cash Overages/Shortages	29	65	-	-	-
Bank Charges/Returned Checks	(114)	(176)	-	-	-
Contingencies	15,577	33,775	20,000	20,000	30,190
Hurricane Irene Recovery					
Personal Services	-	47,449	-	-	-
Operating Expenses	-	82,308	-	-	-
Capital Outlay	-	109,467	-	-	-
Totals	\$ 15,452	\$ 272,928	\$ 20,000	\$ 20,000	\$ 30,190

Significant Budget Items

* Minimal funding for contingencies to pay for any unforeseen expenses throughout the City.

DEPARTMENT OF MOTOR VEHICLES

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	Adopted Budget	Change FY 2013 Revised Budget	Change From 2013 Revised Budget
Personnel Services	\$ 96,331	\$ 97,314	\$ 103,084	\$ 103,084	\$ 100,755	\$ 97,931	\$ (5,153)	-5.0%
Operating Expenses	3,195	3,232	4,008	4,008	4,270	4,270	262	6.5%
Capital Outlay	-	305	-	-	-	-	-	n/a
Totals	\$ 99,526	\$ 100,851	\$ 107,092	\$ 107,092	\$ 105,025	\$ 102,201	\$ (4,891)	-4.6%

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department Request Positions	Adopted Positions
DMV Service Clerk	2	2	2	2	2
Totals	2	2	2	2	2

Goals and Objectives

- * Continue to provide excellent customer service to all DMV customers.
- * Advertise and promote new services offered (boat registrations, hunting and fishing licenses) as a result of the new relationship established with the Department of Game and Inland Fisheries.

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 2011</u> Actual	<u>FY 2012</u> Actual	<u>FY 2013</u> Estimated	<u>FY 2014</u> Estimated
Total DMV Transactions	33,645	34,671	35,000	35,000
Car Dealers Served	24	24	25	25

Significant Budget Items

- * In FY 2014, it is estimated that the DMV operations will generate \$90,000 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 collections 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.
- * Established a relationship with DMV to secure City Hall visits of the DMV2Go Mobile Unit that issues drivers licenses and identification cards.
- * Established a partnership with the Department of Game and Inland Fisheries (DGIF) to register boats and issue hunting and fishing licenses.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,086,982	2,305,407	2,142,250	2,157,250	2,202,250	2,052,024	(105,226)	-4.9%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 2,086,982	\$ 2,305,407	\$ 2,142,250	\$ 2,157,250	\$ 2,202,250	\$ 2,052,024	\$ (105,226)	-4.9%

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/Stormwater.

TRANSFER TO OTHER FUNDS

Major Departmental Functions

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

Budget Detail

	FY 2011	FY 2012	FY 2013 Original Adopted Budget	FY 2013 Revised Budget	FY 2014 Department Request Budget	FY 2014 Adopted Budget
	Actual	Actual	Budget	Budget	Budget	Budget
Transfer to Debt Service	\$ 2,036,982	\$ 2,039,547	\$ 2,052,250	\$ 2,052,246	\$ 2,052,250	\$ 2,027,024
Transfer to Capital Projects	50,000	181,760	90,000	105,000	150,000	25,000
Transfer to Fiscal Stability Reserve	-	-	-	-	-	-
Transfer to Solid Waste	-	72,100	-	-	-	-
Transfer to Economic Development Authority	-	12,000	-	-	-	-
Totals	\$ 2,086,982	\$ 2,305,407	\$ 2,142,250	\$ 2,157,246	\$ 2,202,250	\$ 2,052,024

Significant Budget Items

- * The transfer to Debt Service of \$2,027,024 for City and School debt.
- * The transfer to Capital Projects of \$25,000 is for continued funding of TMDL projects.

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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.

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.

The rating agencies of Standards & Poor and Moody's have given the City initial stand alone ratings of Aa3 and AA+ respectively.

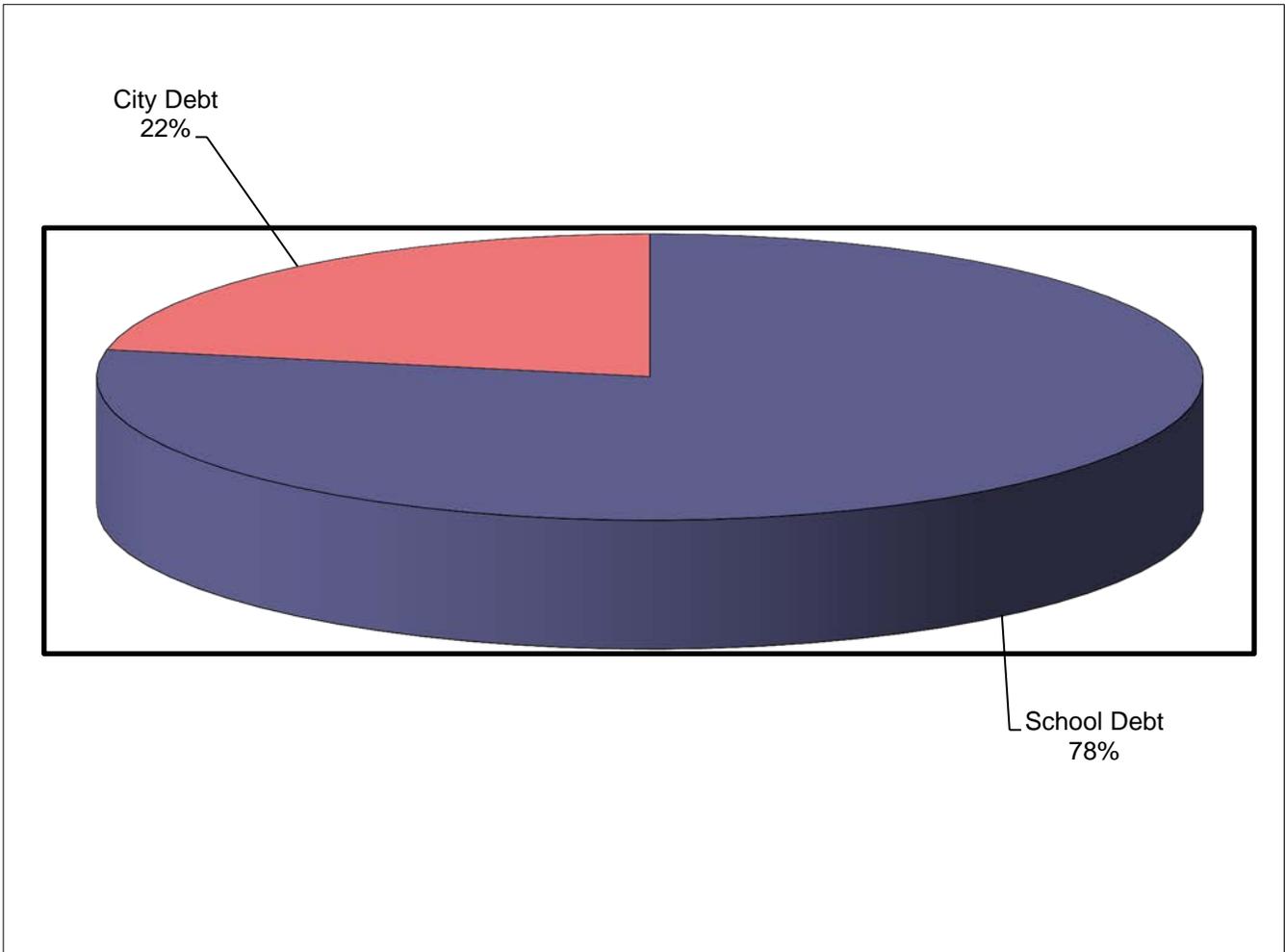
The City's most significant debt is in School bonds and literary loans. Other significant debt service items relate to City bonds and notes. All the debt service presented in the budget is based on legally binding agreements, unless it is labeled estimate.

Debt Service Projection of Fund Balance

Beginning Fund Balance - 6/30/2010		\$	-
Actual FY 2011 Revenues	\$ 9,607,452		
Actual FY 2011 Expenditures	(9,607,452)		-
Fund Balance - 6/30/2011		\$	-
Actual FY 2012 Revenues	\$ 14,538,341		
Actual FY 2012 Expenditures	(14,535,623)		2,718
Fund Balance - 6/30/2012		\$	2,718
Estimated FY 2013 Revenues	\$ 2,052,250		
Estimated FY 2013 Expenditures	(1,801,308)		250,942
Projected Fund Balance - 6/30/2013		\$	253,660
Estimated FY 2014 Revenues	\$ 2,027,024		
Estimated FY 2014 Expenditures	(2,027,024)		-
Projected Fund Balance - 6/30/2014		\$	253,660

DEBT SERVICE FUND - SUMMARY

Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
School Debt	\$ 1,355,963	\$ 1,581,455
City Debt	<u>445,345</u>	<u>445,569</u>
TOTAL	<u><u>\$ 1,801,308</u></u>	<u><u>\$ 2,027,024</u></u>

DEBT SERVICE FUND - REVENUE

Debt Service Revenue

Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2013 Estimated Revenue	FY 2014 Adopted Revenue	\$ Change From 2013 Budget	% Change From 2013 Budget
Transfer from General Fund	\$ 2,036,982	\$ 2,039,547	\$ 2,052,250	\$ 2,052,250	\$ 2,027,024	\$ (25,226)	-1.2%
Issuance of Debt	7,570,470	12,498,794	-	-	-	-	-100.0%
TOTAL TRANSFERS IN	\$ 9,607,452	\$ 14,538,341	\$ 2,052,250	\$ 2,052,250	\$ 2,027,024	\$ (25,226)	-1.2%

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 2012, the City refinanced approximately \$12.5 million School and City outstanding debt.

Computation of Estimated Legal Debt Margins for FY 2014

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 7/1/2013, is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

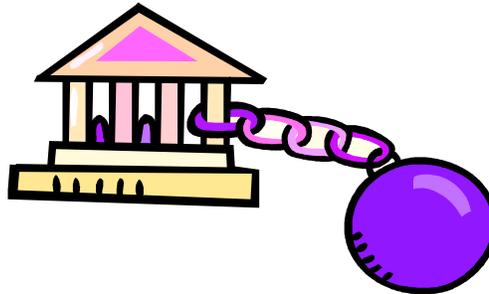
Estimated Assessed Value of Real Estate as of 7/1/2014

General	\$1,484,343,860
Public Service Corporation	18,000,000
Total	<u>\$1,502,343,860</u>
Total Bonding Limit (10% of total assessed value)	\$150,234,386
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$26,885,001
State Literary Fund Loans	1,530,820
Capital Leases	83,114
Sewer Bonds	<u>8,305,000</u>
Net Bonded indebtedness subject to limit	\$36,803,935
Bonded indebtedness as percent of assessed value of real estate	<u>2.45%</u>
Margin for Additional Borrowing	<u>\$113,430,451</u>

DEBT SERVICE FUND - EXPENDITURES

Debt Service Expenditures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2014 Adopted Budget	\$ Change From 2013 Budget	% Change From 2013 Budget
School Principal	\$ 547,306	\$ 498,668	\$ 473,447	\$ 655,787	\$ 182,340	38.5%
School Interest	887,518	987,203	882,516	925,668	43,152	4.9%
City Principal	349,658	368,979	210,989	181,147	(29,842)	-14.1%
City Interest	247,901	277,927	232,356	262,022	29,666	12.8%
Trustee Fees	1,250	1,250	2,000	2,400	400	20.0%
Future Debt Service	-	-	250,942	-	(250,942)	100.0%
Advance Refunding	7,530,556	12,099,822	-	-	-	0.0%
Cost of Debt Issuance	43,263	301,774	-	-	-	0.0%
Totals	\$ 9,607,452	\$ 14,535,623	\$ 2,052,250	\$ 2,027,024	\$ (25,226)	-1.2%



Significant Budget Items

- * 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.
- * In FY 2012, the City refunded \$12.1 million in debt in order to take advantage of lower interest rates on debt while extending the terms of the original loans.

DEBT SERVICE FUND - EXPENDITURES

Expenditures Summary

DEBT INSTRUMENT	FY 2014 Principal	FY 2014 Interest	FY 2014 Other Fees	FY 2014 Adopted Budget
<u>Schools</u>				
<u>Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 30,000	\$ 8,340	\$ -	\$ 38,340
2010 PMS HVAC	55,000	4,538	-	59,538
2010 Refunded 2005 PES	77,000	139,913	-	216,913
2010 Refunded 2006B PES	140,000	287,175	-	427,175
2010 Refunded 2007 PES	36,450	141,294	-	177,744
2011B Refunded 2009A Refunded 2006A PES	25,000	84,840	-	109,840
2012 Refunded 2002 Refunded 1994A (Cafeteria)	5,102	11,214	-	16,316
2012 Refunded 2009C Refunded 2001 School's VRS	-	14,050	-	14,050
2012 Refunded 2011 Refunded 2008 PMS Stadium	2,200	64,614	-	66,814
2012 Refunded 2011 Refunded 2007 Unrefunded PES	4,215	123,765	-	127,980
<u>Literary Loans:</u>				
1998 PPS Desiccant Wheel	30,820	925	-	31,745
1998 PHS Addition/Renovations	250,000	45,000	-	295,000
Total Schools	\$655,787	\$925,668	\$ -	\$1,581,455
<u>City</u>				
<u>Bonds:</u>				
2010 Refunded 2005 Fire Station #1	33,000	59,963	-	92,963
2010 Refunded 2007 Fire Station #1	8,550	33,143	-	41,693
2011 Public Works Storage	33,000	16,926	-	49,926
2012 Refunded 2002 Refunded 1994 A (City Hall)	19,898	43,736	-	63,634
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station	989	29,031	-	30,020
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	-	30,874	-	30,874
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	-	21,563	-	21,563
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	-	6,195	-	6,195
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	2,596	17,608	-	20,204
<u>Capital Leases:</u>				
2005 Fire Pumpers	83,114	2,983	-	86,097
<u>Trustee Fees:</u>				
US Bank	-	-	2,400	2,400
Total City	\$181,147	\$262,022	\$2,400	\$445,569
TOTAL DEBT SERVICE FY 2014	\$836,934	\$1,187,690	\$2,400	\$2,027,024

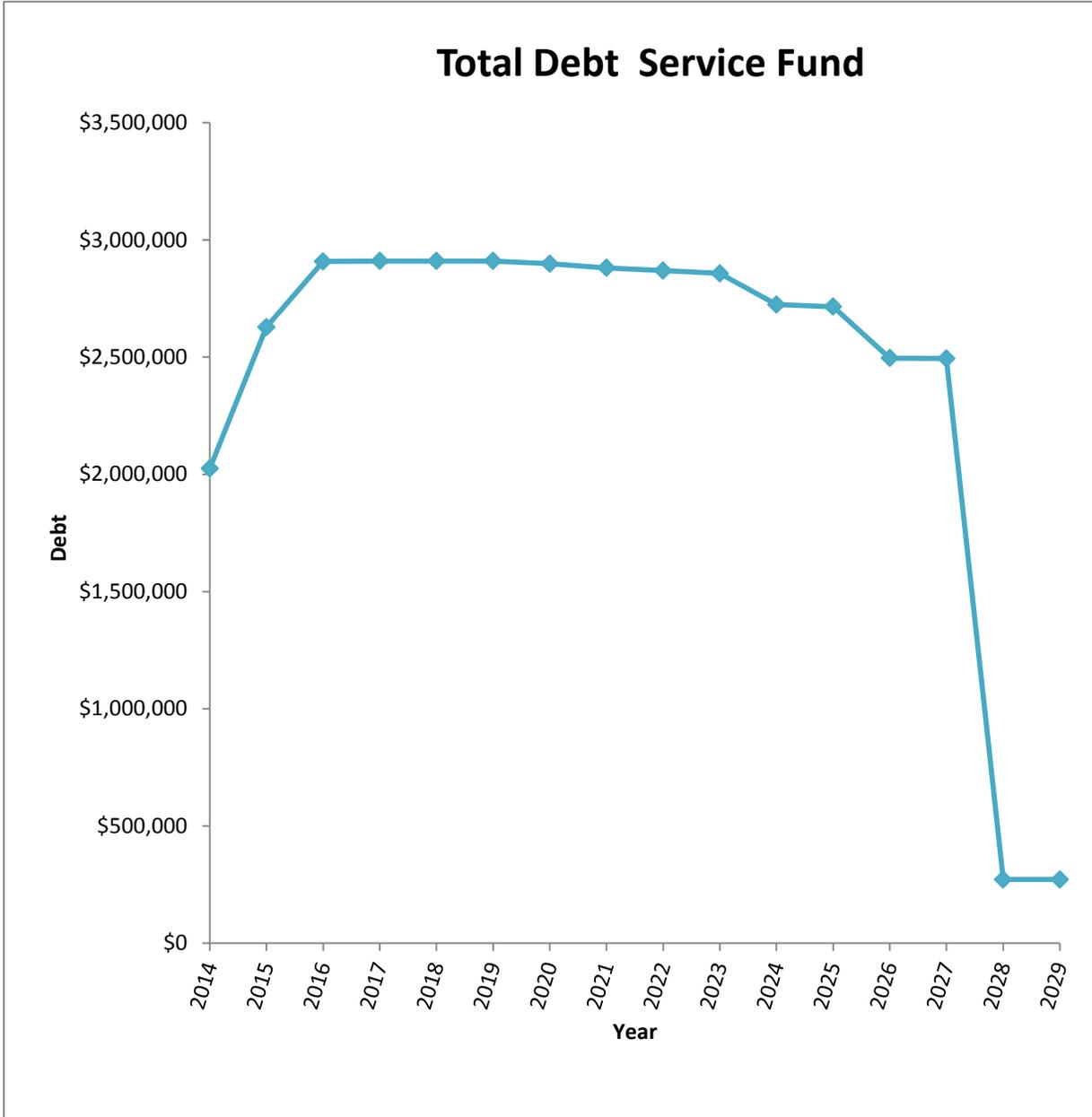
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DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

Summary of Long Term Debt Obligations

<u>General Long Term Obligations</u>	Projected Balance 6/30/2013	Additions	Retirement	Projected Balance 6/30/2014
<u>School Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 180,000	\$ -	\$30,000	\$ 150,000
2010 PMS HVAC	175,000	-	55,000	120,000
2010 Refunded 2005 PES	3,269,000	-	77,000	3,192,000
2010 Refunded 2006B PES	6,600,000	-	140,000	6,460,000
2010 Refunded 2007 PES	3,159,000	-	36,450	3,122,550
2011B Refunded 2009A Refunded 2006A PES	2,847,000	-	25,000	2,822,000
2012 Refunded 2002 Refunded 1994A (Cafeteria)	274,490	-	5,102	269,388
2012 Refunded 2009C Refunded 2001 School's VRS	315,000	-	-	315,000
2012 Refunded 2011 Refunded 2008 PMS Stadium	1,382,932	-	2,200	1,380,732
2012 Refunded 2011 Refunded 2007 Unrefunded PES	2,648,940	-	4,215	2,644,725
	<u>\$ 20,851,362</u>	<u>-</u>	<u>\$ 374,967</u>	<u>\$ 20,476,395</u>
<u>School Literary Loans:</u>				
1998 PPS Desiccant Wheel	30,820	-	30,820	-
1998 PHS Addition/Renovations	1,500,000	-	250,000	1,250,000
	<u>1,530,820</u>	<u>-</u>	<u>280,820</u>	<u>1,250,000</u>
<u>City Bonds:</u>				
2010 Refunded 2005 Fire Station #1	1,401,000	-	33,000	1,368,000
2010 Refunded 2007 Fire Station #1	741,000	-	8,550	732,450
2011 Public Works Storage	568,000	-	33,000	535,000
2012 Refunded 2002 Refunded 1994 A (City Hall)	1,070,510	-	19,898	1,050,612
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	621,356	-	989	620,367
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station	674,599	-	-	737,026
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	431,252	-	-	431,252
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	147,906	-	-	147,906
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	378,016	-	2,596	375,420
	<u>6,033,639</u>	<u>-</u>	<u>98,033</u>	<u>5,998,033</u>
<u>Capital Leases:</u>				
2005 Fire Pumps	83,114	-	83,114	-
	<u>83,114</u>	<u>-</u>	<u>83,114</u>	<u>-</u>
Total General Long Term Obligations	\$28,498,935	\$0	\$836,934	\$27,662,001
<u>Sewer Fund Obligations</u>				
<u>Sewer Bonds:</u>				
2010 Bond	600,000	-	-	600,000
2010 VRA Refunded 2002 Bond	615,000	-	55,000	560,000
2012 Refunded 2011 Refunded 2009B & 1998B Bond	1,848,552	-	20,494	1,828,058
2012 Refunded 2011 Refunded 2009B & 2003B Bond	406,448	-	4,506	401,942
2012 Refunded 2000 DEQ Loan	1,280,000	-	15,000	1,265,000
2012 Refunded 2000 DEQ Loan	3,555,000	-	110,000	3,445,000
Total Sewer Obligations	8,305,000	-	205,000	8,100,000

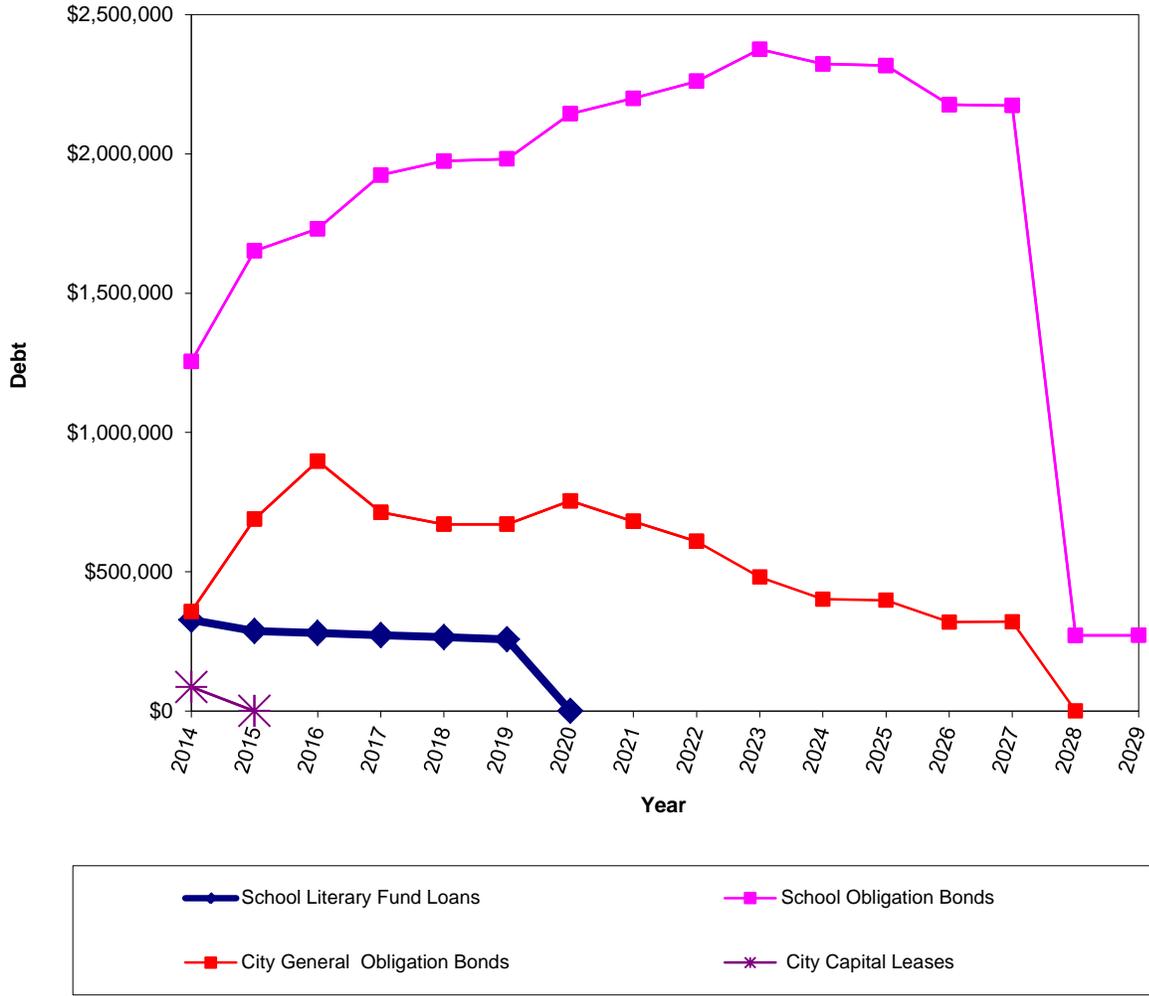
DEBT SERVICE FUND



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 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
2014	280,820	45,925	374,967	879,742
2015	250,000	37,500	781,367	870,257
2016	250,000	30,000	882,449	848,413
2017	250,000	22,500	1,107,016	816,816
2018	250,000	15,000	1,203,301	771,145
2019	250,000	7,500	1,260,377	721,590
2020			1,474,362	669,369
2021			1,596,669	602,932
2022			1,725,026	535,365
2023			1,911,809	463,554
2024			1,947,578	375,057
2025			2,033,828	283,373
2026			1,971,578	204,964
2027			2,061,035	112,363
2028			256,000	15,496
2029			264,000	7,868
TOTAL	\$ 1,530,820	\$ 158,425	\$ 20,851,362	\$ 8,178,304

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
2014	98,033	259,039	83,114	2,983	836,934	1,187,689
2015	432,633	256,418	-	-	1,464,000	1,164,175
2016	653,552	243,698	-	-	1,786,001	1,122,111
2017	494,985	218,298	-	-	1,852,001	1,057,614
2018	474,699	195,606	-	-	1,928,000	981,751
2019	496,623	173,907	-	-	2,007,000	902,997
2020	603,639	150,997	-	-	2,078,001	820,366
2021	558,331	122,493	-	-	2,155,000	725,425
2022	511,974	96,910	-	-	2,237,000	632,275
2023	407,191	74,062	-	-	2,319,000	537,616
2024	345,422	56,040	-	-	2,293,000	431,097
2025	357,172	40,289	-	-	2,391,000	323,662
2026	292,422	26,775	-	-	2,264,000	231,739
2027	306,963	13,713	-	-	2,367,998	126,076
2028	-	-	-	-	256,000	15,496
2029	-	-	-	-	264,000	7,868
TOTAL	\$ 6,033,639	\$ 1,928,245	\$ 83,114	\$ 2,983	\$ 28,498,935	\$ 10,267,957

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

<u>Amortization of Long Term Debt</u>			<u>Total</u>		
<u>Year</u>	<u>Sewer Fund Bonds/Notes</u>		<u>Total Sewer</u>	<u>Total</u>	<u>City, School</u>
<u>Ending</u>	<u>Principal</u>	<u>Interest</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>
2014	205,000	307,901	512,901	2,024,623	2,537,524
2015	880,000	302,036	1,182,036	2,628,175	3,810,211
2016	365,000	276,816	641,816	2,908,112	3,549,928
2017	445,000	262,071	707,071	2,909,615	3,616,686
2018	470,000	240,068	710,068	2,909,751	3,619,819
2019	490,000	216,628	706,628	2,909,997	3,616,625
2020	515,000	192,183	707,183	2,898,367	3,605,550
2021	540,000	166,878	706,878	2,880,425	3,587,303
2022	565,000	140,774	705,774	2,869,275	3,575,049
2023	590,000	114,900	704,900	2,856,616	3,561,516
2024	610,000	97,200	707,200	2,724,097	3,431,297
2025	630,000	78,900	708,900	2,714,662	3,423,562
2026	650,000	60,000	710,000	2,495,739	3,205,739
2027	665,000	40,500	705,500	2,494,074	3,199,574
2028	685,000	20,550	705,550	271,496	977,046
2029	-	-	-	271,868	271,868
TOTAL	\$ 8,305,000	\$ 2,517,405	\$ 10,822,405	\$ 38,766,892	\$ 49,589,297

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 2014 through FY 2018 CIP's General Fund Projects are shown in detail found on page 115.

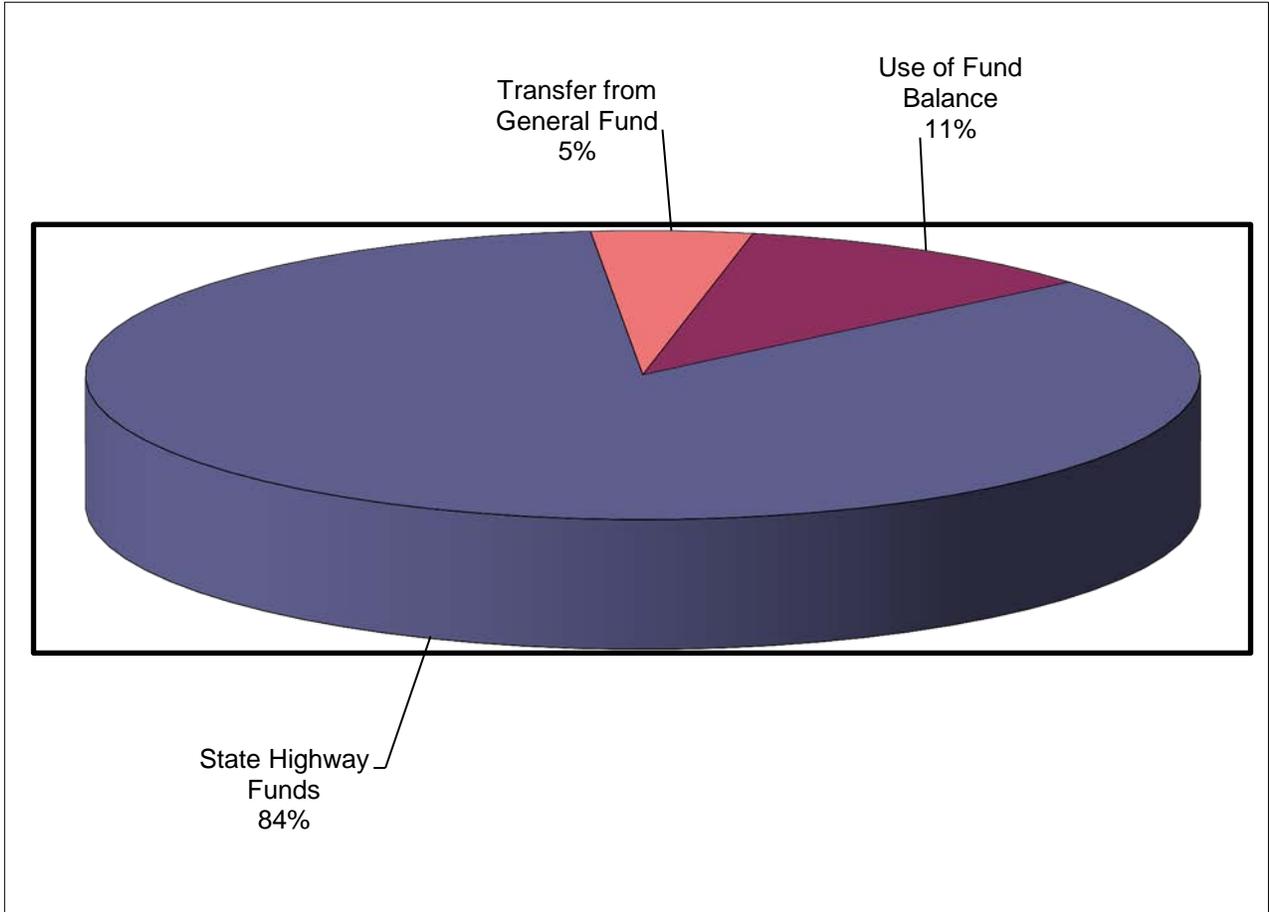
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance. Therefore, in addition to funds budgeted for FY 2014, there may also be monies remaining from prior years that fund continuing projects.

Capital Projects Projection of Fund Balance

Beginning Fund Balance - 6/30/2010		\$ 909,904
Actual FY 2011 Revenues	\$ 775,052	
Actual FY 2011 Expenditures	<u>(814,871)</u>	<u>(39,819)</u>
Fund Balance - 6/30/2011		\$ 870,085
Actual FY 2012 Revenues	\$ 1,493,589	
Actual FY 2012 Expenditures	<u>(1,128,204)</u>	<u>365,385</u>
Fund Balance - 6/30/2012		\$ 1,235,470
Estimated FY 2013 Revenues	\$ 486,246	
Estimated FY 2013 Expenditures	<u>(1,598,161)</u>	<u>(1,111,915)</u>
Projected Fund Balance - 6/30/2013		\$ 123,555
Estimated FY 2014 Revenues	\$ 477,000	
Estimated FY 2014 Expenditures	<u>(534,202)</u>	<u>(57,202)</u>
Projected Fund Balance - 6/30/2014		<u><u>\$ 66,353</u></u>

CAPITAL PROJECTS FUND - SUMMARY

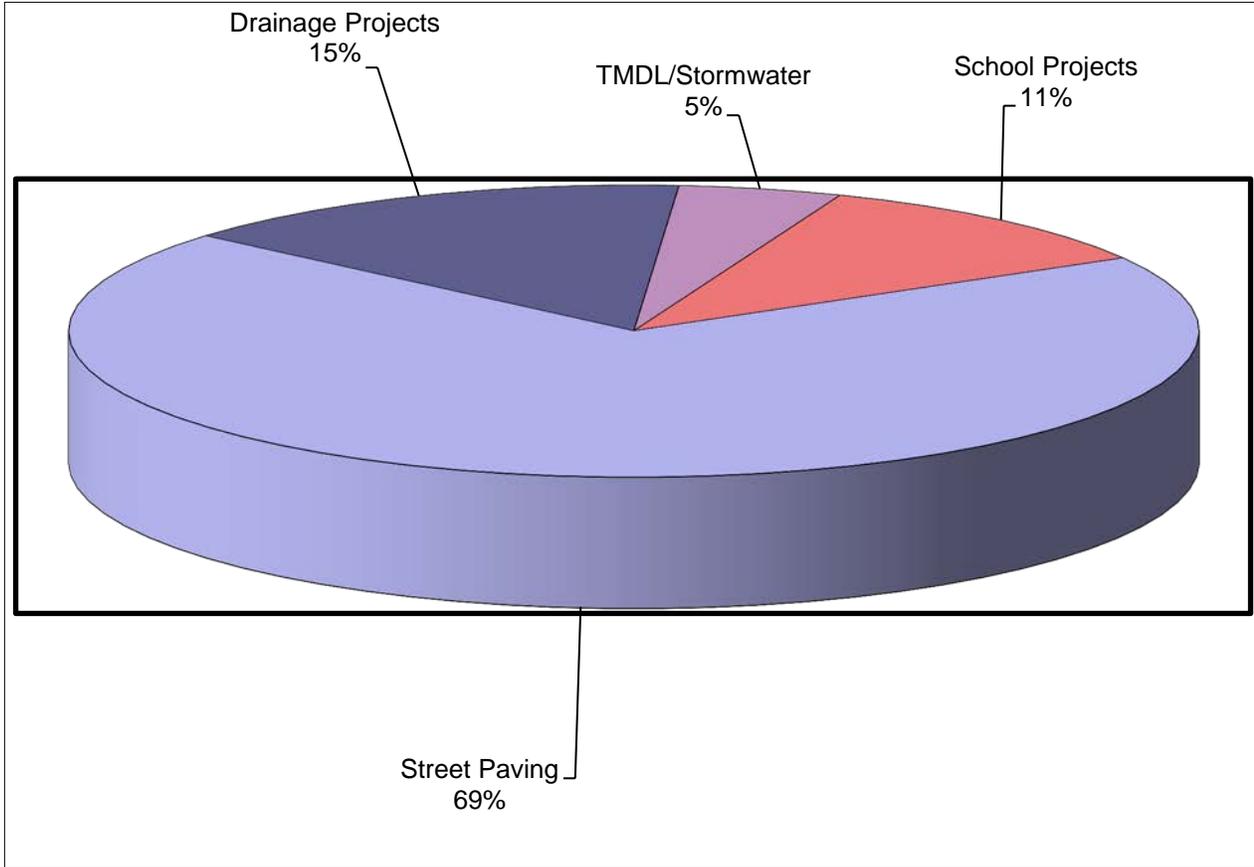
Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2013</u>	<u>Proposed FY 2014</u>
State Highway Funds	\$ 351,225	\$ 452,000
Transfer from General Fund	105,000	25,000
Grant Funds	28,916	-
Miscellaneous	1,105	-
Use of Fund Balance	<u>1,170,222</u>	<u>57,202</u>
TOTAL	<u>\$ 1,656,468</u>	<u>\$ 534,202</u>

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2013</u>	<u>Proposed FY 2014</u>
Street Paving	\$ 428,376	\$ 372,000
Drainage Projects	521,542	80,000
TMDL/Stormwater	125,500	25,000
School Projects	-	57,202
Rens Road Boat Ramp	154,984	-
Playground Equipment	1,228	-
Pool Improvements	6,000	-
Technology	19,200	-
Patrol Boat	13,916	-
Municipal Field Lighting	20,000	-
NASA GIS Project	30,000	-
Fiber Optic Cabling	35,000	-
PW Compound	242,415	-
TOTAL	<u>\$ 1,598,161</u>	<u>\$ 534,202</u>

CAPITAL PROJECTS FUND - REVENUE

Revenue Summary

Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2013 Revised Budget	FY 2013 Estimated Revenue	FY 2014 Department Estimated Budget	FY 2014 Adopted Budget	%	
								\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
State Highway Funds	\$ 446,696	\$ 496,197	\$ 351,225	\$ 351,225	\$ 351,225	\$ 452,000	\$ 452,000	\$ 100,775	28.7%
ARRA Funding	210,538	-	-	-	-	-	-	-	n/a
Note or Bond Proceeds	-	600,000	-	-	-	-	-	-	n/a
Interest -- Bond Proceeds	1,429	1,980	-	-	599	-	-	-	n/a
Patrol Boat Grant	61,659	207,675	-	13,916	13,916	-	-	(13,916)	-100.0%
Other Federal Grants	-	-	-	15,000	15,000	-	-	(15,000)	-100.0%
Miscellaneous	4,730	5,977	-	-	506	-	-	-	n/a
Reappropriation of Fund Bal	-	-	592,692	1,170,222	1,170,222	57,202	57,202	(1,113,020)	-95.1%
Transfer from General Fund	50,000	181,760	90,000	105,000	105,000	150,000	25,000	(80,000)	-76.2%
TOTAL REVENUE	\$ 775,052	\$ 1,493,589	\$ 1,033,917	\$ 1,655,363	\$ 1,656,468	\$ 659,202	\$ 534,202	\$ (1,121,161)	-67.7%

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 \$1,292,000 from the State Highway Maintenance Fund, \$452,000 is recorded in the Capital Projects Fund, and the remaining \$840,000 is recorded in the General Fund. The exact amount of revenue for FY 2014 will not be known until August 2013.

Transfer from General Fund: Local funding provided for Capital Projects.

CAPITAL PROJECTS FUND - EXPENDITURES

Expenditures Summary

Project	Estimated FY 2013 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2014 New Projects Proposed Budget	Total FY 2014 Projects
		Prior Year	Year 1	
School Projects				
PES	\$ -	\$ 14,799	\$ -	\$ 14,799
PMS	-	-	-	-
School Miscellaneous Projects	-	42,403	-	42,403
Public Works, Transportation & Drainage Projects				
Street Paving	428,376	-	372,000	372,000
Drainage Projects	521,542	-	80,000	80,000
PW Compound	242,415	-	-	-
TMDL/Stormwater	125,500	-	25,000	25,000
Parks & Recreation Projects				
Pool Improvements	6,000	-	-	-
Municipal Field Lighting	20,000	-	-	-
Rens Road Boat Ramp	154,984	-	-	-
Playground	1,228	-	-	-
Miscellaneous Projects				
Patrol Boat Grant	13,916	-	-	-
NASA GIS Project	30,000	-	-	-
Fiber Optic Cabling Technology	35,000 19,200	-	-	-
Totals	\$ 1,598,161	\$ 57,202	\$ 477,000	\$ 534,202

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 Unassigned 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 2014 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 \$372,000 towards paving for FY 2014.

Drainage Projects: These projects are also funded through VDOT State Highway Funds with an allocation of \$80,000.

TMDL/Stormwater: This project is a federally mandated Chesapeake 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 current year funding includes \$25,000 as a Transfer from General Fund.

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2014 Adopted Capital Projects Fund

Proposed CIP Summary FY 2014 - Beyond FY 2018

Project	FY 2014 Adopted Budget	Prior Year Funding	FY 2014 Proposed Project	FY 2015 Proposed Project	FY 2016 Proposed Project	FY 2017 Proposed Project	FY 2018 Proposed Project	Beyond FY 2018 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 Roof Replacement	-	-	-	-	-	-	-	925,000	925,000
Primary School HVAC	-	-	205,000	-	-	-	-	-	205,000
Primary School Roof Replacement	-	-	-	-	-	350,000	-	-	350,000
Middle School Renovation	-	-	-	1,563,000	11,457,500	72,000	72,000	-	13,164,500
Asphalt Repairs	-	-	-	-	-	146,000	-	-	146,000
Bus Replacement	-	-	160,000	170,000	160,000	80,000	80,000	80,000	730,000
Total School Projects	\$ -	\$ -	\$ 665,000	\$ 1,733,000	\$ 11,617,500	\$ 723,000	\$ 152,000	\$ 3,696,000	\$ 18,586,500
Transportation and Drainage Projects									
Street Paving	\$ 372,000	\$ -	\$ 372,000	\$ 226,300	\$ 296,500	\$ 105,000	\$ -	\$ -	\$ 999,800
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 -- Poquoson Shores Tidal Flooding	80,000	-	80,000	-	-	-	-	-	80,000
Drainage Projects -- City Ditch Erosion Paving	-	-	-	-	50,000	50,800	-	-	100,800
Chesapeake Bay TMDL/Stormwater	25,000	-	25,000	2,000,000	2,000,000	2,000,000	2,000,000	18,125,000	26,150,000
Poquoson Avenue Piping Upgrade	-	-	-	-	90,000	55,000	-	-	145,000
ROW Acquisition, Bike Paths & Sidewalks	-	-	-	500,000	-	-	-	-	500,000
Victory Boulevard	-	-	-	-	-	-	-	9,000,000	9,000,000
Total Transportation and Drainage Projects	\$ 477,000	\$ 4,159,000	\$ 677,000	\$ 3,126,300	\$ 4,082,350	\$ 3,669,088	\$ 10,295,862	\$ 27,125,000	\$ 48,975,600
Public Safety: Fire and Police Projects									
Replacement of Engine 102	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Replacement of Medic 4	-	-	-	150,000	-	-	-	-	150,000
Public Safety Building	-	-	-	-	-	-	-	3,000,000	3,000,000
Total Public Safety: Fire and Police Projects	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,500,000
Public Works Projects									
Equipment Replacement	\$ -	\$ -	\$ -	\$ 90,000	\$ 132,000	\$ 350,000	\$ 400,000	\$ 760,000	\$ 1,732,000
Public Works Compound	-	-	-	-	-	-	-	875,200	875,200
Total Public Works Projects	\$ -	\$ -	\$ -	\$ 90,000	\$ 132,000	\$ 350,000	\$ 400,000	\$ 1,635,200	\$ 2,607,200

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2014 Adopted Capital Projects Fund

Proposed CIP Summary FY 2014 - Beyond FY 2018

Project	FY 2014 Adopted Budget	Prior Year Funding	FY 2014 Proposed Project	FY 2015 Proposed Project	FY 2016 Proposed Project	FY 2017 Proposed Project	FY 2018 Proposed Project	Beyond FY 2018 Project	Total Cost
Parks & Recreation Projects									
Municipal Ballfield Lighting Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000
Firth Field Light Replacement	-	-	-	-	-	-	-	285,000	285,000
Blue Way System	-	-	-	-	12,500	23,000	15,000	15,000	65,500
Messick Point Breakwater	-	-	-	-	-	225,000	-	-	225,000
Messick Point Pier & Beach	-	-	-	-	700,000	-	-	-	700,000
Messick Point Beach	-	-	-	-	-	-	85,000	-	85,000
Pool Reconstruction	-	-	-	-	-	-	-	3,825,000	3,825,000
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	-	-	-	59,100	136,000	-	-	-	195,100
South Lawson Park Upgrades	-	-	-	-	-	-	-	400,000	400,000
Total Parks & Recreation Projects	\$ -	\$ -	\$ -	\$ 59,100	\$ 848,500	\$ 248,000	\$ 100,000	\$ 23,220,895	\$ 24,476,495
Facilities & Miscellaneous City Projects									
Financial System Upgrade	-	-	-	-	-	-	-	250,000	250,000
City Hall HVAC	-	-	-	-	-	-	-	350,000	350,000
Telephone System	-	-	-	60,000	-	-	-	-	60,000
Police Department HVAC	-	-	-	-	-	-	-	73,000	73,000
Total Facilities & Miscellaneous City Projects	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 673,000	\$ 733,000
Totals	\$ 477,000	\$ 4,159,000	\$ 1,342,000	\$ 5,568,400	\$ 16,680,350	\$ 4,990,088	\$ 10,947,862	\$ 59,350,095	\$ 98,878,795

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Expenditures Explanations

The FY 2014 - Beyond FY 2018 CIP prepared by staff will be presented to the Poquoson Planning Commission prior to June 30, 2013. After reviewing the Plan, the Commission will make a recommendation to City Council. City Council will approve the Plan as presented or with any changes after a public hearing is held on the Planning Commission's recommended plan.

Operational impact:

The projects included in the capital plan includes projects funded through the general fund, debt financed projects and other miscellaneous revenue sources, i.e. grants, state funding. The following table estimates the general fund transfers for proposed projects and estimated debt service payments for the next five years.

	FY 2014 Proposed Project	FY 2015 Proposed Project	FY 2016 Proposed Project	FY 2017 Proposed Project	FY 2018 Proposed Project
General Fund Transfers	\$690,000	\$719,100	\$431,000	\$1,228,500	\$570,000
Debt Service Payments	\$0	\$604,000	\$1,289,000	\$1,449,000	\$1,609,000

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SOLID WASTE FUND - SUMMARY

Solid Waste Fund Description

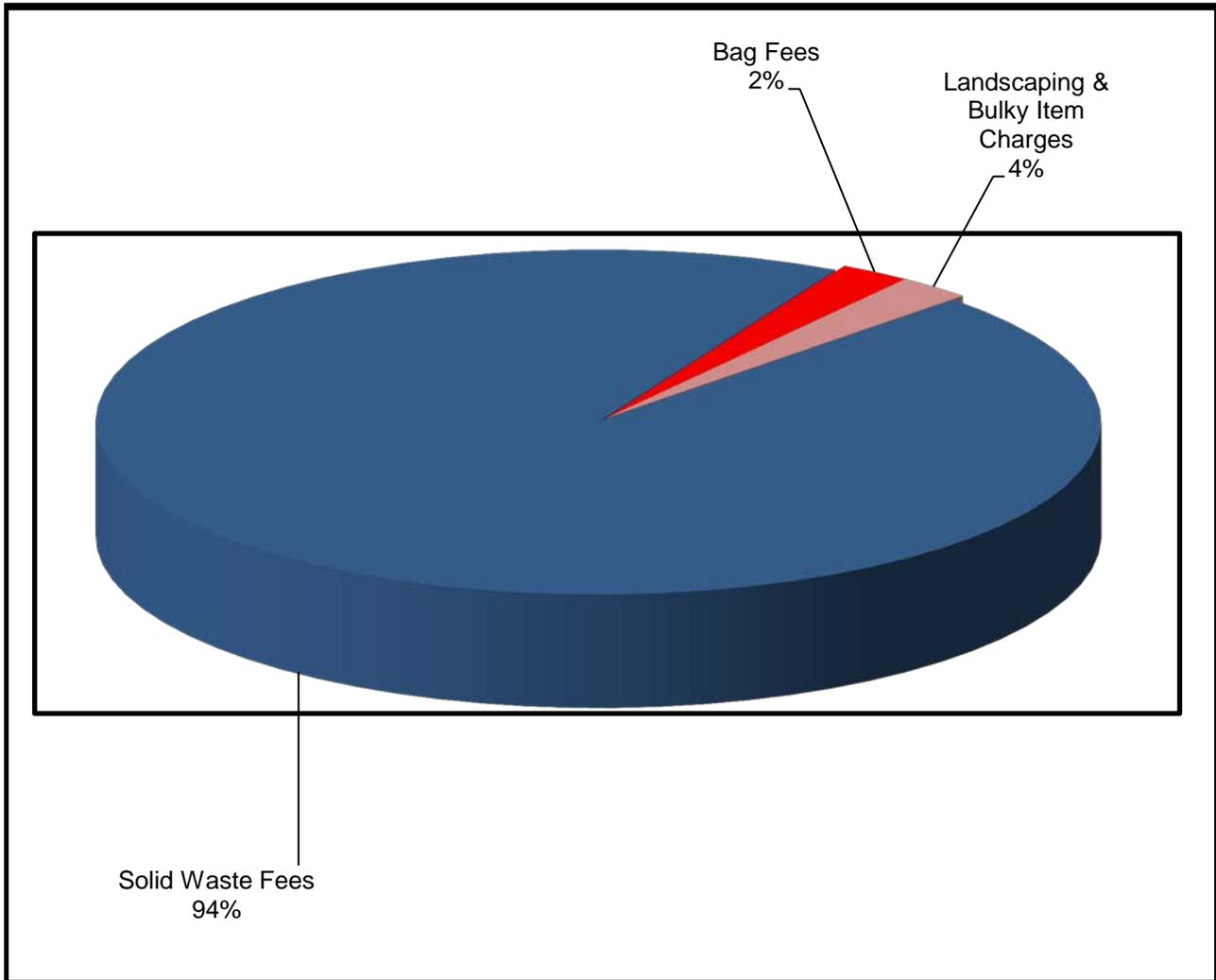
The Solid Waste Fund is an Enterprise Fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris.

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 - 7/1/2010		<u>\$ 316,881</u>
Actual FY 2011 Revenues	\$ 756,232	
Actual FY 2011 Expenses	<u>(791,114)</u>	<u>(34,882)</u>
Net Assets - 6/30/2011		\$ 281,999
Actual FY 2012 Revenues	\$ 816,534	
Actual FY 2012 Expenses	<u>(743,280)</u>	<u>73,254</u>
Net Assets - 6/30/2012		\$ 355,253
Estimated FY 2013 Revenues	\$ 864,450	
Estimated FY 2013 Expenses	<u>(864,450)</u>	<u>-</u>
Projected Net Assets - 6/30/2013		\$ 355,253
Estimated FY 2014 Revenues	\$ 876,260	
Estimated FY 2014 Expenses	<u>(876,260)</u>	<u>-</u>
Projected Net Assets - 6/30/2014		<u><u>\$ 355,253</u></u>

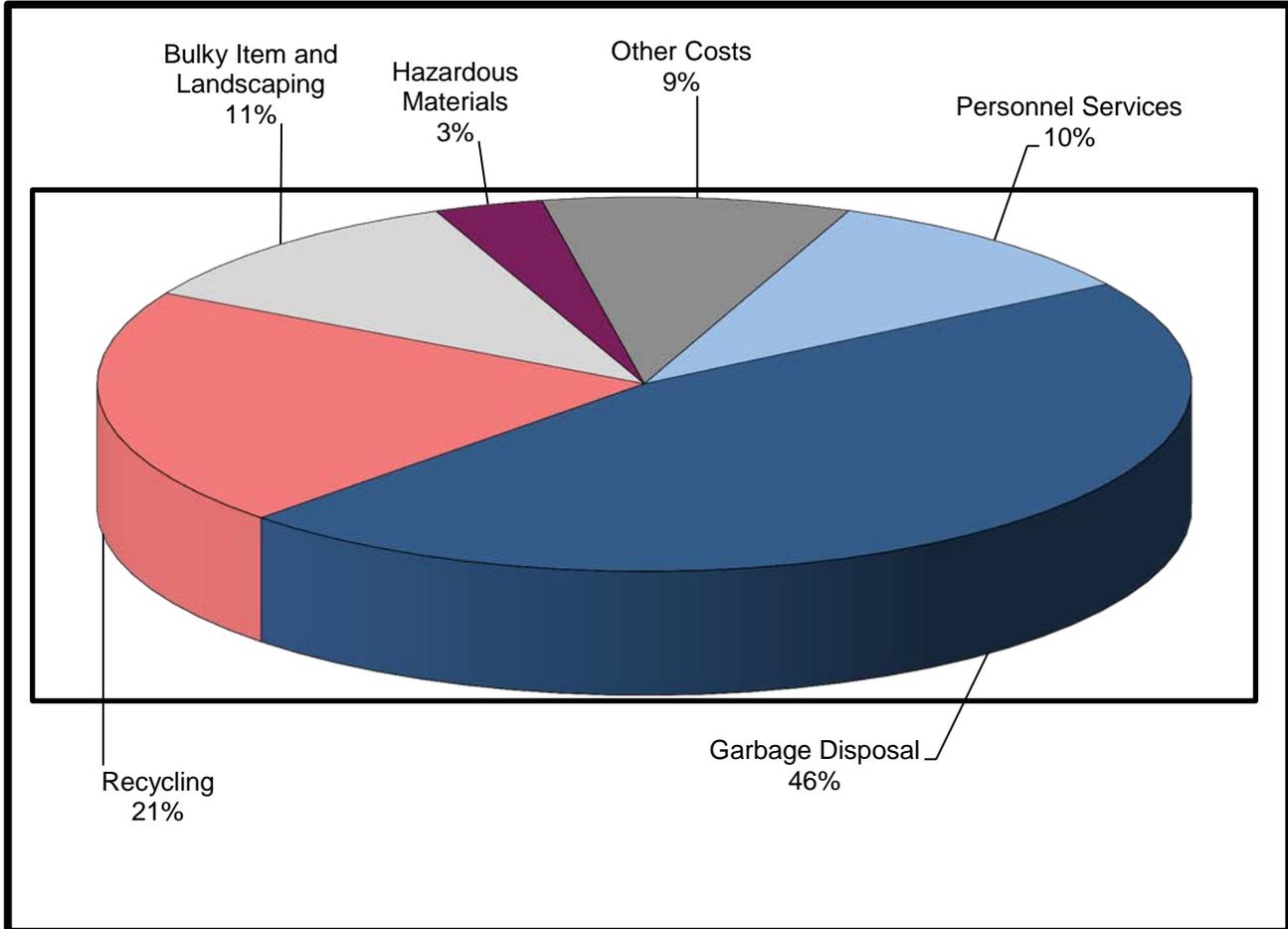
SOLID WASTE FUND - SUMMARY



<u>Solid Waste Revenue</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Solid Waste Fees	\$ 808,450	\$ 835,260
Bag Fees	20,000	20,000
Landscaping & Bulky Item Charges	36,000	21,000
TOTAL	<u>\$ 864,450</u>	<u>\$ 876,260</u>

SOLID WASTE FUND - SUMMARY

Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Personnel Services	\$ 79,227	\$ 87,047
Garbage Disposal	403,000	405,500
Recycling	173,475	181,670
Bulky Item and Landscaping	91,862	93,976
Hazardous Materials	29,500	28,178
Other Costs	87,386	79,889
TOTAL	<u>\$ 864,450</u>	<u>\$ 876,260</u>

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SOLID WASTE FUND - REVENUE

Solid Waste Revenue

Account Title			FY 2013		FY 2014		\$	%	
	FY 2011	FY 2012	Original	FY 2013	FY 2013	Department	FY 2014	Change	Change
	Actual	Actual	Adopted	Revised	Estimated	Estimated	Adopted	From 2013	From 2013
			Budget	Budget	Revenue	Budget	Budget	Revised	Revised
								Budget	Budget
Solid Waste Fees	\$ 707,011	\$ 707,438	\$ 808,450	\$ 808,450	\$ 808,450	\$ 835,260	\$ 835,260	\$ 26,810	3.32%
Bag Fees	26,484	21,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
Disposal Fees	166	253	-	-	-	-	-	-	n/a
Landscaping Debris Charge	16,885	11,285	16,000	16,000	15,000	15,000	15,000	(1,000)	-6.25%
Bulky Item Charge	4,922	3,594	20,000	20,000	20,000	6,000	6,000	(14,000)	-70.00%
Transfer from the General Fund	-	72,100	-	-	-	-	-	-	n/a
Miscellaneous	764	864	-	-	-	3,609	-	-	n/a
TOTAL REVENUE & TRANSFERS	\$ 756,232	\$ 816,534	\$ 864,450	\$ 864,450	\$ 863,450	\$ 879,869	\$ 876,260	\$ 11,810	1.37%

Revenue Explanations

Solid Waste Fees: In FY 2014, the fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 3 plans, or an additional 2 plans if eligible. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$18,831 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 10 additional units will bring an additional \$2,115 in revenue for FY 2014.

	Number of Units	FY 2014 Bi-Monthly Fees	FY 2014 Adopted Revenue	FY 2014 Authorized Fees Waived	FY 2014 Total Adopted Revenue
Plans:					
Plan A = 35 gallon container/cart	1,800	\$26.50	\$ 285,553	\$ (7,632)	\$ 277,921
Plan B = 65 gallon container/cart	1,825	44.00	\$ 480,890	(6,138)	474,752
Plan C = (2) 65 gallon container/carts	79	80.50	\$ 38,157	(483)	37,674
Plan D = 35 gallon container/cart (bi-weekly pickup)	445	16.00	\$ 42,720	(4,416)	38,304
Plan E = no container/cart (private lanes, townhomes)	121	9.00	\$ 6,534	(162)	6,372
	4,270		\$ 853,854	\$ (18,831)	\$ 835,023

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 9 fiscal years.

Landscaping Debris Charges: The City provides curbside pickup service for woody waste. The fee for this service is \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$32,000 to operate the composting/disposal facility in FY 2014. 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. Residents may also bring woody waste to a free designated drop off site that is provided twice a month.

Bulky Item Charge: In FY 2014 the fee is free for the first pickup only and \$63 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 residential pickup.

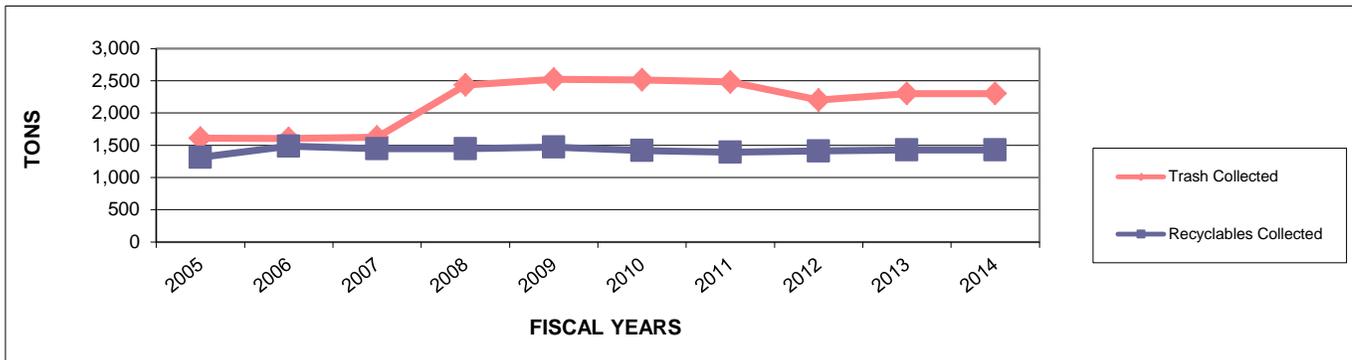
SOLID WASTE FUND - GARBAGE AND RECYCLING

Expenditures Summary

	FY 2011	FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
	Actual	Actual	Adopted	Revised	Estimated	Department	Adopted	Change	Change
			Budget	Budget	Expenses	Request	Budget	From 2013	From 2011
						Budget		Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	564,546	563,624	609,125	609,125	609,125	616,554	615,054	5,929	1.0%
Capital Outlay	-	-	-	-	-	-	-	-	n/a
Totals	\$ 564,546	\$ 563,624	\$ 609,125	\$ 609,125	\$ 609,125	\$ 616,554	\$ 615,054	\$ 5,929	1.0%

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

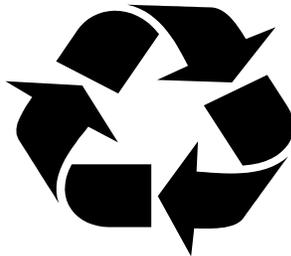
	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Estimated FY 2014</u>
Trash Collected (Tons)	2,481	2,378	2,300	2,300
Recyclables Collected by Contractor (Tons)	1,390	1,324	1,325	1,350

Significant Budget Items

- * Total cost for contracted residential refuse pickup and disposal cost is expected to be \$403,000 in FY 2014, the same as FY 2013.
- * Curbside recycling cost in FY 2014 is expected to be \$175,126 an increase of \$7,251 from FY 2013.
- * Hazardous material disposal is contracted through VPPSA. In FY 2014, the cost is expected to be \$28,178, a decrease of \$1,322, in FY 2013.

Program Accomplishments

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



SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Expenditures Summary

	FY 2011		FY 2012		FY 2013		FY 2014		\$	%
	FY 2011	FY 2012	FY 2013	FY 2013	FY 2013	Department	FY 2014	FY 2014		
	Actual	Actual	Adopted	Revised	Estimated	Request	Adopted	Adopted		
		Budget	Budget	Expenses	Budget	Budget	Budget	Change	Change	
								From 2013	From 2013	
								Budget	Budget	
Personnel Services	\$ 62,228	\$ 67,443	\$ 79,547	\$ 79,547	\$ 79,547	\$ 85,990	\$ 87,047	\$ 7,500	9.4%	
Operating Expenses	136,083	149,857	157,678	157,678	157,678	170,762	167,596	9,918	6.3%	
Capital Outlay	28,257	(37,644)	18,100	18,100	18,100	6,563	6,563	(11,537)	-63.7%	
Totals	\$ 226,568	\$ 179,656	\$ 255,325	\$ 255,325	\$ 255,325	\$ 263,315	\$ 261,206	\$ 5,881	2.3%	

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014
	Authorized	Authorized	Authorized	Authorized
Equipment Operator II	1	1	1	1
Totals	1	1	1	1

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. Also take dropped off Christmas trees to VPPSA Compost Facility.
- * 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.
- * Operate a convenience site drop off for citizens.
- * Furnish manpower and trucks for the leaf pickup program, twice a month.

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 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Waste Oil Collected for Recycling (gallons)	2,584	2,674	2,800	2,900
Bulky Item Debris Collected for Disposal*	1,033	2,656	1,800	1,600
Landscape Debris Collected for Recycling*	1,340	1,251	1,300	1,300
Convenience site visitors	0	2,926	4,272	5,100
Used Tires Collected for Recycling	403	616	500	500

* Amounts given in tons

Significant Budget Items

- * Decrease in capital outlay is due to a debris truck purchased in FY 2012. The City is not planning on purchasing additional trucks in FY 2014.
- * Increased temporary labor cost.
- * Increase in personnel costs for the convenience site.

Program Accomplishments

- * Provided good and dependable bulk and landscaping service. Received compliments on how clean the City employees leave the bulk item area after a pickup.
- * Received compliments from citizens on the fall drainage ditch clearing/cleaning, resulting in better drainage on properties after heavy rainfall and storms.
- * Picked up storm debris using only City workforce.
- * Continued to provide convenience site.
- * Continued to pick up leaves.

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UTILITIES FUND - SUMMARY

Utilities Fund Description

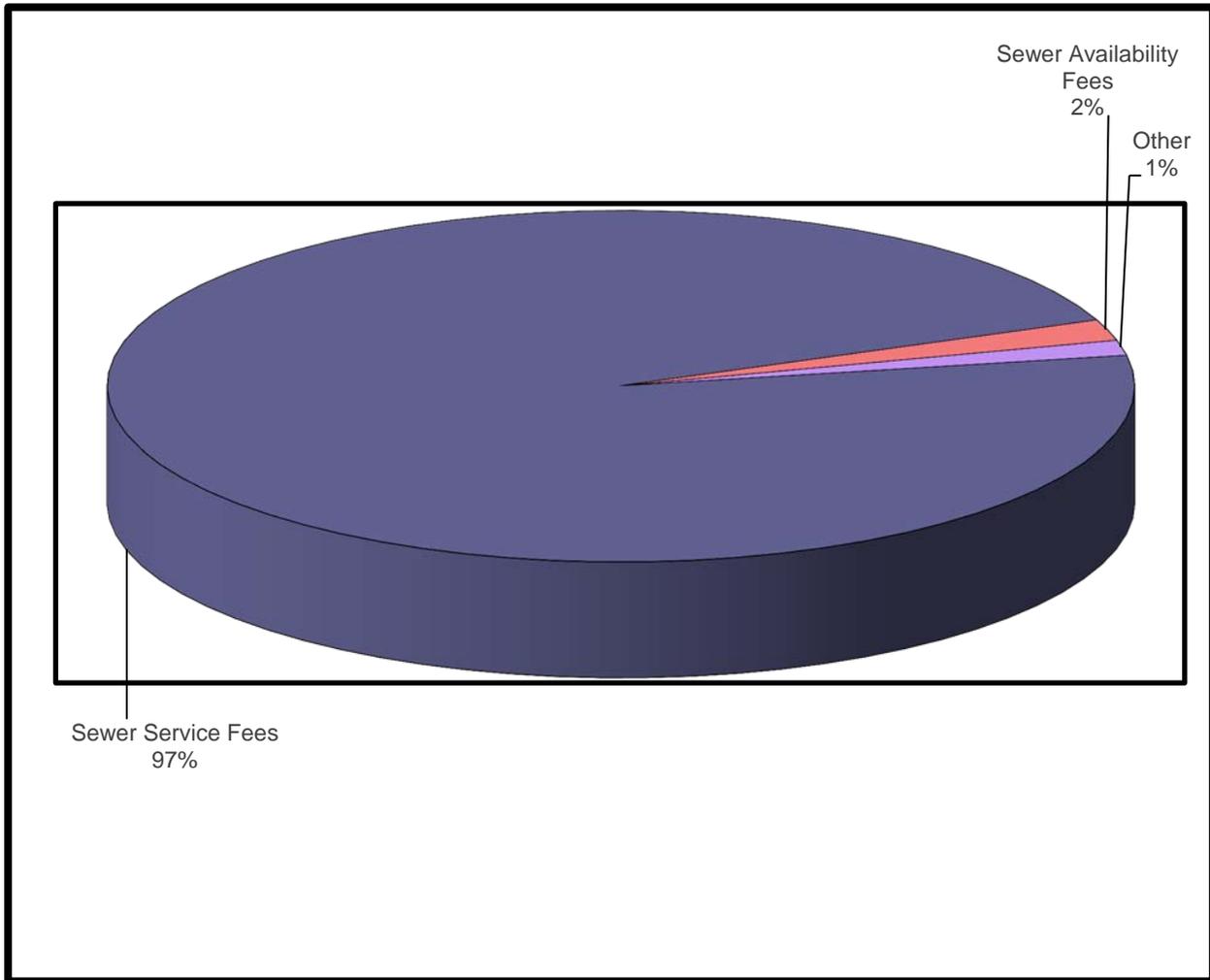
The Utilities Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Utilities Fund provides for the maintenance of sewer lines and pump 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 - 7/1/2010		\$ 5,949,108
Actual FY 2011 Revenues	\$ 1,560,717	
Actual FY 2011 Expenses	<u>(2,187,173)</u>	<u>(626,456)</u>
Net Assets - 6/30/2011		\$ 5,322,652
Actual FY 2012 Revenues	\$ 1,553,699	
Actual FY 2012 Expenses	<u>(1,480,181)</u>	<u>73,518</u>
Net Assets - 6/30/2012		\$ 5,396,170
Estimated FY 2013 Revenues	\$ 1,859,080	
Estimated FY 2013 Expenses	<u>(1,859,080)</u>	<u>-</u>
Projected Net Assets - 6/30/2013		\$ 5,396,170
Estimated FY 2014 Revenues	\$ 1,851,100	
Estimated FY 2014 Expenses	<u>(1,851,100)</u>	<u>-</u>
Projected Net Assets - 6/30/2014		<u><u>\$ 5,396,170</u></u>

UTILITIES FUND - SUMMARY

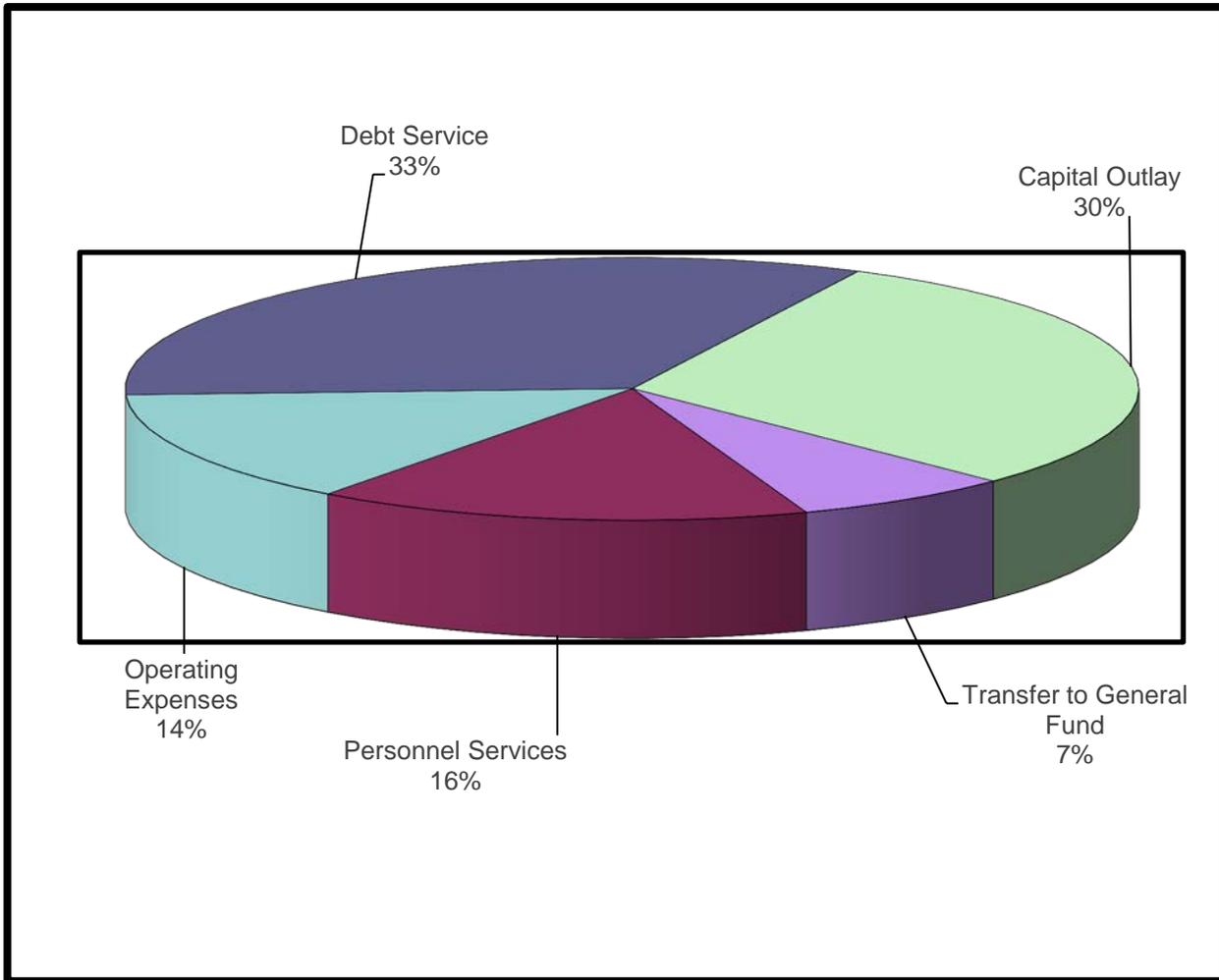
Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Sewer Service Fees	\$1,785,080	\$1,789,100
Sewer Availability Fees	48,000	36,000
Other	<u>26,000</u>	<u>26,000</u>
TOTAL	<u><u>\$1,859,080</u></u>	<u><u>\$1,851,100</u></u>

UTILITIES FUND - SUMMARY

Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Personnel Services	\$268,222	\$292,060
Operating Expenses	251,506	259,563
Debt Service	591,427	612,901
Capital Outlay	617,925	556,576
Transfer to General Fund	130,000	130,000
TOTAL	<u><u>\$1,859,080</u></u>	<u><u>\$1,851,100</u></u>

UTILITIES FUND - REVENUE

Utilities Revenue

Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2013 Estimated Revenue	FY 2014	FY 2014	\$	%
					Department Estimated Revenue	Adopted Revenue	Change From 2013 Budget	Change From 2013 Budget
Sewer Service Fees	\$ 1,452,982	\$ 1,452,217	\$ 1,785,080	\$ 1,785,080	\$ 1,789,100	\$ 1,789,100	\$ 4,020	0.2%
Sewer Availability Fees	78,337	67,800	48,000	48,000	36,000	36,000	(12,000)	-25.0%
Notes Receivable - Interest	2,193	246	-	-	-	-	-	0.0%
Miscellaneous Revenue	330	2,049	-	-	-	-	-	0.0%
Late Payment Fees	26,183	30,892	26,000	26,000	26,000	26,000	-	0.0%
Interest Income	702	495	-	-	-	-	-	0.0%
TOTAL REVENUE & TRANSFER	\$ 1,560,727	\$ 1,553,699	\$ 1,859,080	\$ 1,859,080	\$ 1,851,100	\$ 1,851,100	\$ -	0.0%

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 2014, the proposed Sewer Service fee is \$62 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$44,082 of sewer fees is waived due to the scale. Revenues from reduced fee accounts are proposed to be \$13,578

Sliding Scale Sewer Service Fees:

Combined Income	FY 2013 Adopted Bi-Monthly Fees	FY 2014 Adopted Bi- Monthly Fees	Projected Number of Households	FY 2014 Estimated Revenue	FY 2014 Estimated Loss Revenue
\$25,000 or less	\$0	\$0	73	\$ -	\$ 27,156
25,001 - 30,000	15.50	15.50	35	3,255	9,765
30,001 - 35,000	31.00	31.00	30	5,580	5,580
35,001 - 40,000	46.50	46.50	17	4,743	1,581
over 40,000	62.00	62.00	4,641	1,725,217	-
			4,796	\$ 1,738,795	\$ 44,082

In FY 2014, there are an estimated 4,796 users of sewer for total revenues of \$1,736,315. It is also estimated that 10 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$2,480 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2014, the commercial fee is \$1.75 for every 100 cubic feet of water consumed. In FY 2014, it is estimated that \$50,305 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 2014, it is estimated that new properties will generate \$36,000.

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.

UTILITIES FUND - EXPENDITURES

Expenditures Summary

			FY 2013		FY 2014		\$	%
	FY 2011	FY 2012	Original	FY 2013	Department	FY 2014	Change	Change
	Actual	Actual	Adopted	Revised	Request	Adopted	From 2013	From 2013
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 241,854	\$ 253,257	\$ 268,222	\$ 268,222	\$ 296,537	\$ 292,060	\$ 23,838	8.9%
Operating Expenses	647,216	265,271	251,506	251,506	259,293	259,563	8,057	3.2%
Depreciation & Amortization	615,601	569,110	-	-	-	-	-	n/a
Debt Service	507,910	319,166	591,427	591,427	612,601	612,901	21,474	3.6%
Transfer to General Fund	130,000	32,500	130,000	130,000	130,000	130,000	-	0.0%
Capital Outlay*	44,595	40,882	617,925	617,925	678,113	556,576	(61,349)	-9.9%
Totals	\$ 2,187,176	\$ 1,480,186	\$ 1,859,080	\$ 1,859,080	\$ 1,976,544	\$ 1,851,100	\$ (7,980)	-0.4%

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

Personnel Summary

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014
	Authorized	Authorized	Authorized	Department Request Positions	Authorized Positions
Superintendent of Utilities	1	1	1	1	1
Utilities Foreman	1	1	1	1	1
Utilities Technician	1	1	1	1	1
Utilities Worker	1	1	1	1	1
Totals	4	4	4	4	4

Goals and Objectives

- * Maintain current level of system reliability and provide 24 hour emergency service.
- * Continue to operate the sewer system in a safe and cost effective manner.
- * Expand the opportunity for employee training.
- * Work closely with the contract engineering firm on the SSES program to provide as much assistance to them to keep the cost as low as possible.
- * Implement the next phase of the Consent Order and continue the recommended work within the SSES plan.
- * Complete the GIS mapping of the sanitary sewer system and put the complete system into operation.
- * Finalize development of the Rehabilitation Plan.
- * Receive approval of CMOM Program.
- * Develop a FOG (Fat, Oil, Grease) elimination program.
- * Replace pumps in stations #1, 6 and 4.
- * Develop Private Property I/I Abatement Program for private-side rehabilitation.

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 engineering on sewer extension, rehabilitation and other infrastructure projects.
- * Assist other departments with services and special projects.
- * Continue to meet the requirements for complying with the DEQ and EPA Consent Order and other mandated programs.

Performance Measures

	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Force Main Miles	12.1	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	16	16	15	15
Laterals Installed	1	1	1	1
Laterals Repaired	7	20	10	6
Locations Marked for Miss Utilities	2,219	3,300	3,000	1,923
Pump Stations	29	29	29	29
Pumps Repaired	10	20	15	15
Sewer Connections	4,758	4,761	4,786	4,796
Sewer Gravity Miles	51.3	51.3	51.3	51.3
Pumps Replaced	0	0	0	6

Significant Budget Items

- * Increase in personnel services is due to additional overtime and benefits cost.
- * Increase in debt service for additional principal payment on the bond for the upgrade of pump station 2.

Program Accomplishments

- * Maintained a high level of system reliability and service.
- * Met the requirements of the "Miss Utilities" system.
- * Met the goals and deadlines for the SSES program.
- * Developed a plan for Public Works Building improvements, solicited bids, and awarded a contract to erect a new Public Works Equipment Building and Public Works Administration Building.
- * Replaced four generator transfer switches.
- * Replaced the System & Control and Data Acquisition (SCADA) system.

UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2014 Utilities Fund Capital Projects

Proposed CIP Summary FY 2014 -- Beyond FY 2018

Project	FY 2014 Adopted Budget	FY 2014 Proposed Project	FY 2015 Proposed Project	FY 2016 Proposed Project	FY 2017 Proposed Project	FY 2018 Proposed Project	Beyond FY 2018 Proposed Project	Total Cost
Facility Projects								
Pump Station Generators	\$ 120,000	\$120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Sewer Cleaning Truck	90,000	90,000	-	-	-	-	-	90,000
Replacement of Power Supplies	100,000	100,000	-	-	-	-	-	100,000
Total Facility Projects	\$ 310,000	\$310,000	\$ -	310,000				
Sanitary Sewer Evaluation Study (SSES)								
Sanitary Sewer Consent Repairs	162,926	162,926	514,000	514,000	514,000	514,000	307,074	2,526,000
Street and Drainage: Projects are funded								
Total Utilities Projects	\$ 472,926	\$ 472,926	\$ 514,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 307,074	\$ 2,836,000

Expenditures Explanations

The FY 2014 - Beyond FY 2018 CIP prepared by staff will be presented to the Poquoson Planning Commission prior to June 30, 2013. After reviewing the Plan, the Commission will make a recommendation to City Council. City Council will approve the Plan as presented or with any changes after a public hearing is held on the Planning Commission's recommended plan.

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Fund Description

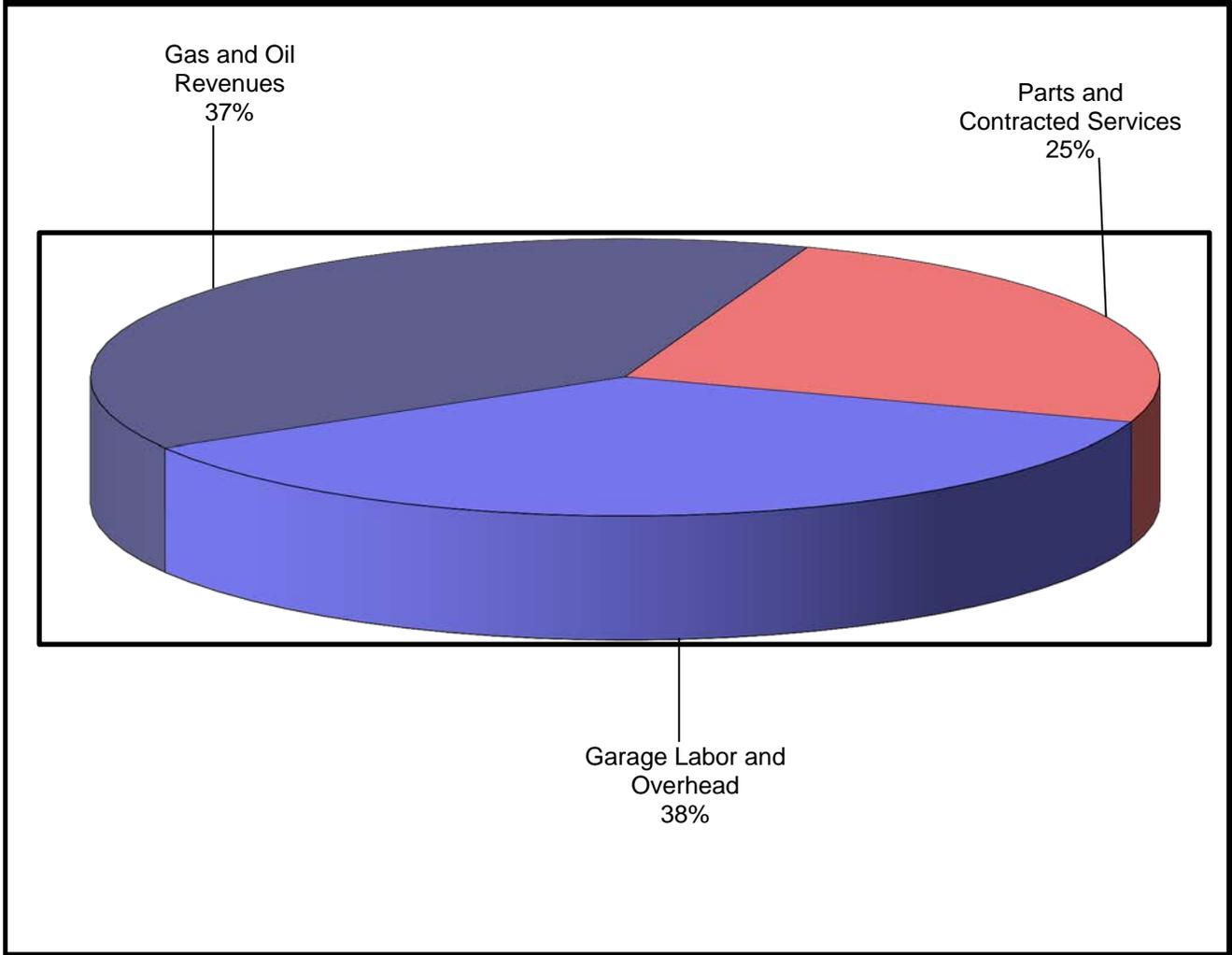
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal 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 - 6/30/2010		\$ 126,483
Actual FY 2011 Revenues	\$ 615,653	
Actual FY 2011 Expenses	<u>(685,393)</u>	<u>(69,740)</u>
Net Assets - 6/30/2011		\$ 56,743
Actual FY 2012 Revenues	\$ 710,973	
Actual FY 2012 Expenses	<u>(723,264)</u>	<u>(12,291)</u>
Net Assets - 6/30/2012		\$ 44,452
Estimated FY 2013 Revenues	\$ 668,030	
Estimated FY 2013 Expenses	<u>(668,030)</u>	-
Projected Net Assets - 6/30/2013		\$ 44,452
Estimated FY 2014 Revenues	\$ 716,000	
Estimated FY 2014 Expenses	<u>(716,000)</u>	-
Projected Net Assets - 6/30/2014		<u><u>\$ 44,452</u></u>

FLEET MANAGEMENT FUND - SUMMARY

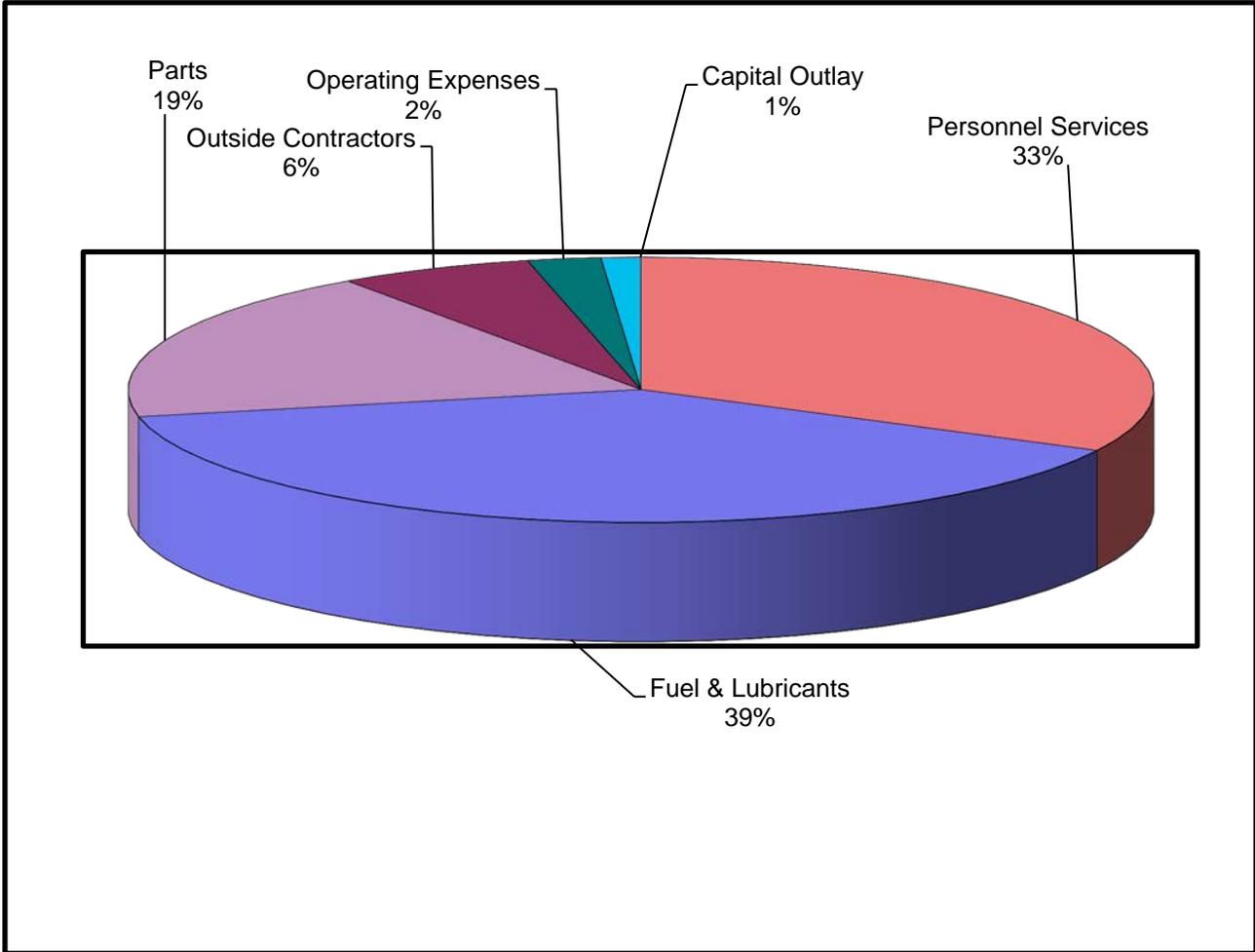
Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Parts and Contracted Services	\$ 165,000	\$ 177,100
Garage Labor and Overhead	245,490	258,900
Gas and Oil Revenues	<u>257,540</u>	<u>280,000</u>
TOTAL	<u>\$ 668,030</u>	<u>\$ 716,000</u>

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Personnel Services	\$ 221,735	\$ 233,417
Fuel & Lubricants	257,540	280,000
Parts	121,000	133,100
Outside Contractors	44,000	44,000
Operating Expenses	20,255	16,507
Capital Outlay	3,500	8,976
TOTAL	<u>\$ 668,030</u>	<u>\$ 716,000</u>

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FLEET MANAGEMENT FUND - REVENUE

Fleet Management Revenue

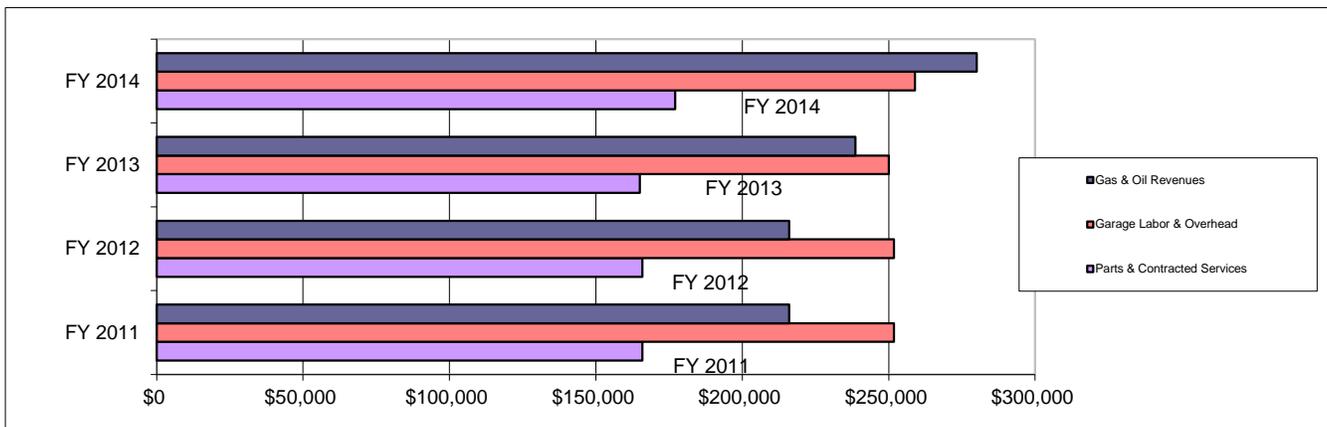
Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013			FY 2014 Adopted Revenue	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
			Original Adopted Budget	FY 2013 Revised Budget	FY 2013 Estimated Revenue			
Parts and Contracted Services	\$ 161,692	\$ 190,572	\$ 165,000	\$ 165,000	\$ 165,000	\$ 177,100	\$ 12,100	7.3%
Garage Labor and Overhead	233,720	249,252	245,490	245,490	245,490	258,900	13,410	5.5%
Gas and Oil Revenues	220,241	271,149	257,540	257,540	257,540	280,000	22,460	8.7%
Use of Fund Balance	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 615,653	\$ 710,973	\$ 668,030	\$ 668,030	\$ 668,030	\$ 716,000	\$ 47,970	7.2%

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 costs incurred. The amount for FY 2014 is based on estimates from the Fleet Manager.

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 2014. 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 \$3.30 per gallon of fuel. Usage is an estimated 48,700 gallons of diesel fuel and 33,700 gallons of gasoline.



FLEET MANAGEMENT FUND - EXPENSES

Expense Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2014		\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
			Original Adopted Budget	FY 2013 Revised Budget	Department Request Budget	FY 2014 Adopted Budget		
Personnel Services	\$ 221,553	\$ 208,405	\$ 221,735	\$ 221,735	\$ 236,967	\$ 233,417	\$ 11,682	5.3%
Operating Expenses	427,380	503,596	442,795	442,795	592,846	473,607	30,812	7.0%
Transfer to General Fund	31,200	-	-	-	-	-	-	n/a
Capital Outlay	5,260	11,263	3,500	3,500	9,667	8,976	5,476	156.5%
Totals	<u>\$ 685,393</u>	<u>\$ 723,264</u>	<u>\$ 668,030</u>	<u>\$ 668,030</u>	<u>\$ 839,480</u>	<u>\$ 716,000</u>	<u>\$ 47,970</u>	<u>7.2%</u>

Personnel Summary

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized	FY 2014	
				Department Request Positions	FY 2014 Authorized Positions
Fleet Supervisor	1	1	1	1	1
Chief Equipment Mechanic	1	1	1	1	1
Equipment Mechanic	1	1	1	1	1
Secretary (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

Goals and Objectives

- * Maintain a safe, serviceable fleet of approximately 270 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 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 a labor rate of at least 85% of available man hours.
- * 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

	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Number of Vehicles & Equipment	269	269	260	270
% of Maintenance Performed In-House	97%	96%	95%	98%
Scheduled Maintenance Work Orders	501	488	500	500
Scheduled Work %	36%	61%	36%	60%
Unscheduled Maintenance Work Orders	899	963	900	900
Unscheduled Work %	64%	66%	64%	60%
Direct Labor Hours	4,859	4,277	4,800	4,800
Direct Labor Hours of Available Hours %	79%	77%	80%	85%
Sublet Work Orders (Outside Repairs)	90	77	95	50
Service Calls for Repairs Out of Shop	98	89	110	90
Quality Control Inspections %	5%	4%	4%	5%
Parts Transactions	2,679	3,748	2,600	3,750

Significant Budget Items

- * Increase in Operating expense is due to increased cost of fuel in FY 2014.

Program Accomplishments

- * This is the 21st 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 98% for in-house repairs.

FLEET MANAGEMENT FUND - EXPENSES

FY 2014 costs charged to City Departments and Schools

	Actual FY 2011 Parts	Actual FY 2012 Parts	Budget FY 2013 Parts	Adopted Budget FY 2014 Parts	Actual FY 2011 Gas & Oil	Actual FY 2012 Gas & Oil	Budget FY 2013 Gas & Oil	Adopted Budget FY 2014 Gas & Oil	Actual FY 2011 Overhead	Actual FY 2012 Overhead	Budget FY 2013 Overhead	Adopted Budget FY 2014 Overhead
Police	\$23,810	\$34,496	\$21,292	\$21,049	\$47,378	\$61,267	\$58,050	\$69,963	\$31,440	\$32,148	\$34,992	\$42,720
Fire	26,488	17,340	31,464	33,124	19,360	26,713	22,932	30,572	30,960	33,888	40,092	40,908
Inspections	0	0	660	501	0	2,105	1,693	3,363	2,520	2,137	1,200	3,108
Engineering	0	0	0	0	0	0	0	0	1,235	0	0	0
Public Works	30,254	29,037	25,643	32,473	28,263	27,453	31,774	34,268	30,600	42,624	47,604	44,268
General Properties	1,484	2,686	946	686	3,228	1,594	1,994	1,400	9,495	1,595	2,400	3,108
Mosquito	19,220	30,518	18,520	19,976	5,446	10,457	6,378	11,760	18,721	24,420	24,480	18,384
Parks	562	238	550	481	1,991	2,407	3,155	1,650	0	0	1,200	1,042
Utilities	2,587	7,238	4,630	8,718	8,855	13,576	10,412	11,860	7,200	6,732	3,756	10,356
Solid Waste	6,838	24,354	16,236	16,940	10,963	17,783	12,870	16,184	10,500	8,508	9,276	12,936
Fleet	110	191	650	200	523	608	400	200	0	0	0	0
Total City Depts	\$111,353	\$146,098	\$120,591	\$134,148	\$126,007	\$163,963	\$149,658	\$181,220	\$142,671	\$152,052	\$165,000	\$176,830
Schools	50,339	44,474	44,409	42,952	94,234	107,186	107,882	98,780	91,048	97,200	80,490	82,070
Total Fleet	\$161,692	\$190,572	\$165,000	\$177,100	\$220,241	\$271,149	\$257,540	\$280,000	\$233,719	\$249,252	\$245,490	\$258,900

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Description

The Special Revenue Fund accounts for revenues and expenditures related to State and Federal grants for community development and public safety. The City received one Federal Hazard Mitigation Grant Program (HMGP) grant for the purpose of acquiring the property and returning it to green space. 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 owner of the property.

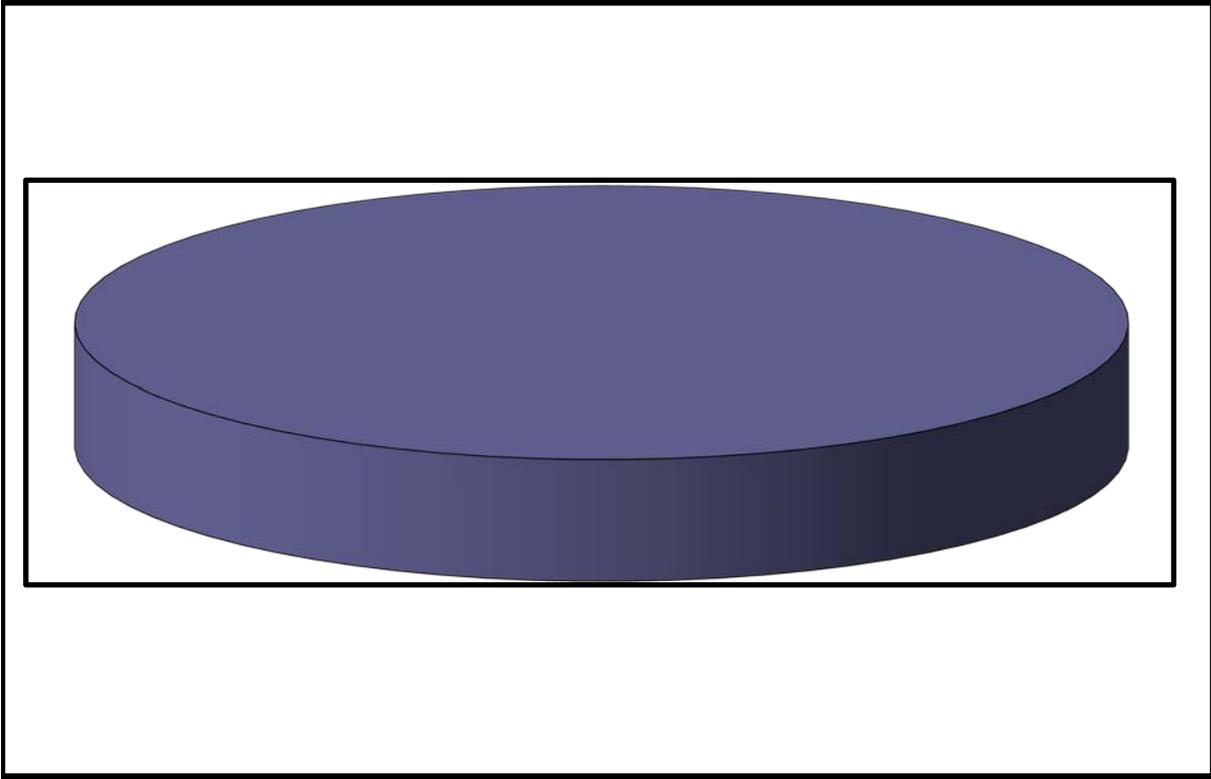
In previous years, the City also received two Community Development Block (CDBG) grants and two HMGP grants to elevate homes.

Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2010		\$ -
Actual FY 2011 Revenues	\$ 52,007	
Actual FY 2011 Expenditures	<u>(102)</u>	<u>51,905</u>
Fund Balance - 6/30/2011		\$ 51,905
Actual FY 2012 Revenues	\$ 56	
Actual FY 2012 Expenditures	<u>(885)</u>	<u>(829)</u>
Fund Balance - 6/30/2012		\$ 51,076
Estimated FY 2013 Revenues	\$ 180,380	
Estimated FY 2013 Expenditures	<u>(137,735)</u>	<u>42,645</u>
Projected Fund Balance - 6/30/2013		\$ 93,721
Estimated FY 2014 Revenues	\$ -	
Estimated FY 2014 Expenditures	<u>-</u>	<u>-</u>
Projected Fund Balance - 6/30/2014		<u>\$ 93,721</u>

SPECIAL REVENUE FUND - SUMMARY

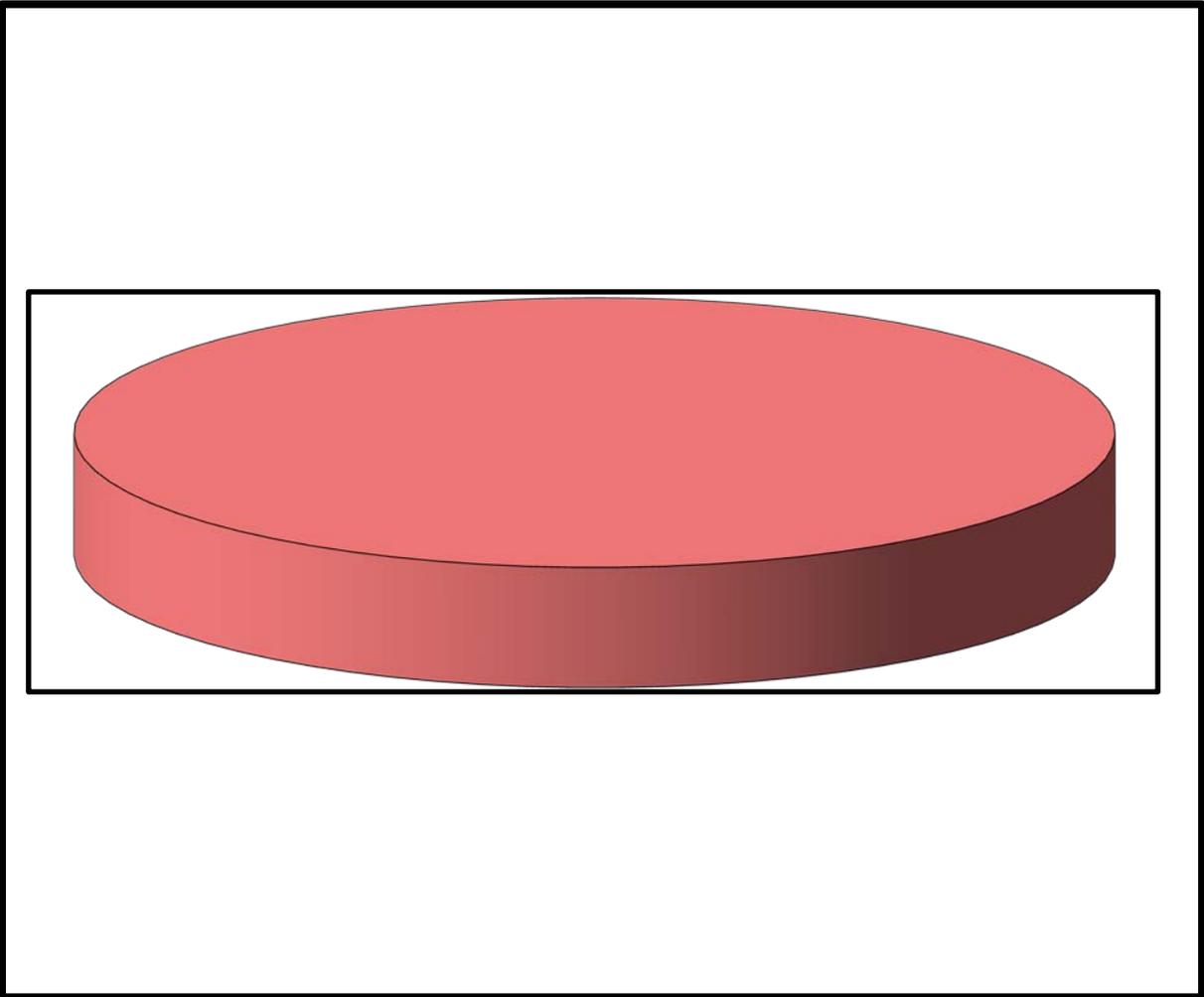
Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Federal Grants	\$ 103,301	\$ -
HMGP Grant	27,547	-
Program Revenue	42,600	-
HMGP Local Match	6,887	-
Interest	<u>45</u>	<u>-</u>
TOTAL	<u><u>\$ 180,380</u></u>	<u><u>\$ -</u></u>

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2013</u>	<u>Adopted FY 2014</u>
Operating Expenditures	\$ <u>137,735</u>	\$ <u>-</u>
TOTAL	\$ <u><u>137,735</u></u>	\$ <u><u>-</u></u>

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SPECIAL REVENUE FUND-REVENUE

Special Revenue Fund Revenue

Account Title	FY 2011 Actual	FY 2012 Actual	FY 2013		FY 2013	FY 2014		FY 2014 Adopted Revenue	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
			Original Budget	Revised Budget	Estimated Revenue	Department Estimated Revenue				
HMGP Local Match	\$ -	\$ -	\$ -	\$ 6,887	\$ 6,887	\$ -	\$ -	\$ -	\$ (6,887)	-100.0%
HMGP State	-	-	-	27,547	27,547	-	-	-	(27,547)	-100.0%
HMGP Federal	-	-	-	103,301	103,301	-	-	-	(103,301)	-100.0%
Reimbursed Expenses	15,467	-	-	-	-	-	-	-	-	0.0%
CDGB Program Revenue	36,540	-	-	-	42,600	-	-	-	-	0.0%
Interest Income	-	56	-	-	45	-	-	-	-	0.0%
TOTAL REVENUE	\$ 52,007	\$ 56	\$ -	\$ 137,735	\$ 180,380	\$ -	\$ -	\$ -	\$ (137,735)	-100%

Revenue Explanations

HMGP: Hazard Mitigation Grant Program for the purpose of acquiring homes and converting the property to green space to prevent future flooding. This grant was a 75% Federal share, 20% State share, and 5% local share which is paid for by the property owner.

CDGB Program Revenue: 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. The grant requires that the citizen receiving the funding either reside in the home or lease it to low income families for ten years or pay back a percentage of the grant received for the remainder of ten years should they sell or move out of the residence.

SPECIAL REVENUE FUND - EXPENDITURES

Expenditures Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013	FY 2013	FY 2014	FY 2014	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	Adopted Budget	Change From 2013 Budget	Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	102	885	-	137,735	-	-	(137,735)	-100.0%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 102	\$ 885	\$ -	\$ 137,735	\$ -	\$ -	\$ (137,735)	-100.0%

Personnel Summary

n/a

Goals and Objectives

* Assure the HMGP grant is administered correctly.
 * Assure the CDGB Program revenue is expended according to grant guidelines.

Major Fund Functions

* Administer Federal and State Mitigation grants for the citizens of the City.

SPECIAL REVENUE FUND - EXPENDITURES

Detailed Expenditures Summary

	FY 2011		FY 2013		FY 2014		\$ Change From 2013 Budget	% Change From 2013 Revised Budget
	FY 2011	FY 2012	Original	FY 2013	Department	FY 2014		
	Actual	Actual	Adopted Budget	Revised Budget	Request Budget	Adopted Budget		
HMGP Aquisition Grant	\$ -	\$ -	\$ -	\$ 137,735	\$ -	\$ -	\$ (137,735)	-100.0%
HMGP II Grant	80	53	-	-	-	-	-	n/a
HMGP Special Grant	-	155	-	-	-	-	-	n/a
CDBG I Grant	22	677	-	-	-	-	-	n/a
			-	-	-	-	-	
Totals	\$ 102	\$ 885	\$ -	\$ 137,735	\$ -	\$ -	\$ (137,735)	-100.0%

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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
2010 U.S. Census Count	12,150

Education:

	<u>Number of Schools</u>	<u>Actual 2012 - 2013 Enrollment</u>	<u>Projected 2014 - 2015 Enrollment</u>
Primary	1	395	356
Elementary	1	457	473
Middle	1	525	480
High	1	<u>793</u>	<u>790</u>
Total		<u>2,190</u>	<u>2,099</u>

APPENDIX

FINANCIAL TRENDS ANALYSIS 2003 – 2012

FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 2003 - 2012* is presented here to show some of the trends over time.

Much of the following data is presented in 2003 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
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
2011	3.0%	12,240	4,726
2012	1.7%	12,291	4,726
% Change	24.8%	1.8%	8.1%

CPI Change is December - December. 2012 change estimated by The Kiplinger Letter.

Population- University of Virginia Weldon Center for Public Service

Households- University of Virginia Weldon Center for Public Service through 2011

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 2011, at \$86,611 which is 37% above the Virginia average of \$63,302

Median Household Income

	<i>2009</i>	<i>2010</i>	<i>2011</i>
Poquoson	\$84,688	\$84,315	\$86,611
York County	\$79,189	\$81,055	\$83,747
James City County	\$71,988	\$73,903	\$75,938
Chesapeake	\$66,932	\$67,855	\$70,115
Virginia Beach	\$63,370	\$64,618	\$65,910
Suffolk	\$63,657	\$65,104	\$65,351
Gloucester County	\$56,830	\$59,331	\$62,067
Hampton	\$48,122	\$49,815	\$51,083
Williamsburg	\$41,236	\$50,794	\$50,742
Newport News	\$48,124	\$49,562	\$50,942
Portsmouth	\$44,410	\$45,488	\$46,340
Norfolk	\$41,739	\$42,677	\$43,914
Virginia	\$60,316	\$61,406	\$63,302

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

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TOTAL REVENUES

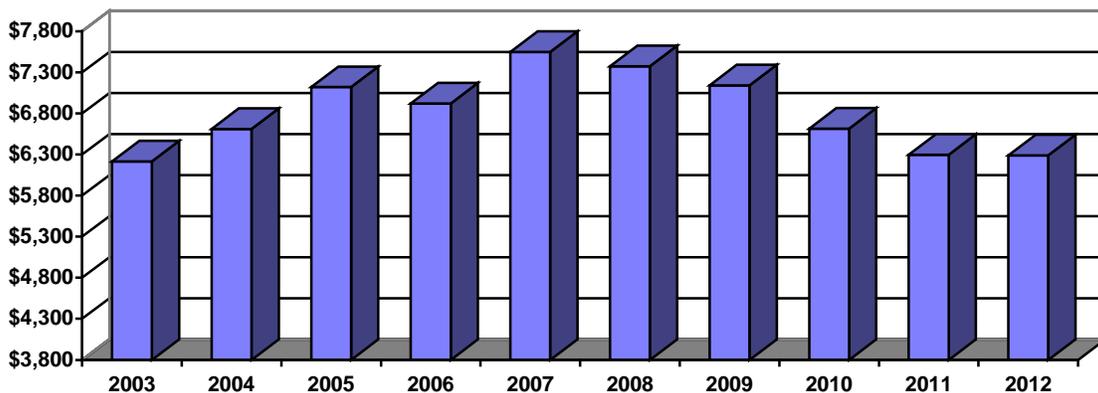
After adjusting for inflation, total revenue received per Poquoson household has increased 1.2% since 2003, or an average of .12% per year.

Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2003 Dollars	Revenue Per Household
2003	\$27,172,586	\$6,218	\$27,172,586	\$6,218
2004	\$29,733,770	\$6,736	\$29,179,362	\$6,611
2005	\$33,462,935	\$7,496	\$31,789,927	\$7,121
2006	\$34,304,554	\$7,533	\$31,517,861	\$6,921
2007	\$39,045,892	\$8,424	\$34,999,065	\$7,551
2008	\$40,147,113	\$8,564	\$34,568,830	\$7,374
2009	\$39,340,239	\$8,305	\$33,840,228	\$7,144
2010	\$37,551,873	\$7,897	\$31,452,665	\$6,615
2011	\$36,072,531	\$7,633	\$29,767,092	\$6,299
2012	\$37,112,247	\$7,853	\$29,733,075	\$6,291
% Change	36.6%	26.3%	9.4%	1.2%

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 2003 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. In 2012 Federal revenues increased due to Hurricane Irene.

Sources of Revenue - Poquoson

Year	Local	State	Federal	Total
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%
2011	57.1%	39.2%	3.7%	100.0%
2012	56.2%	37.9%	5.9%	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

Year	Local	State	Federal	Total
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%
2011	57.1%	32.8%	10.1%	100.0%
2012	57.3%	32.7%	10.0%	100.0%

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

APPENDIX

It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 84.7% 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 81.7% and 87.6% since 2003.

Sources of Local Revenue - Poquoson

Year	General Property Taxes	Other Local Taxes	Permits & Fees	Fines	Charges For Services	Interest and Rent	Misc.
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%	10.1%
2010	77.8%	9.7%	0.3%	0.3%	10.1%	0.8%	1.0%
2011	75.7%	9.4%	0.4%	0.3%	11.0%	0.9%	2.3%
2012	75.0%	9.7%	0.5%	0.2%	11.1%	0.8%	2.7%

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

	2003		2012	
	Poquoson	All Cities	Poquoson	All Cities
General Property Taxes	68.4%	52.6%	75.0%	56.6%
Other Local Taxes	15.4%	31.0%	9.7%	25.5%
Permits & Fees	0.7%	0.8%	0.5%	0.7%
Fines	0.2%	0.8%	0.2%	0.9%
Charges for Services	11.0%	10.1%	11.1%	12.3%
Interest and Rent	0.8%	1.7%	0.8%	1.1%
Miscellaneous	3.5%	2.8%	2.7%	3.0%

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

APPENDIX

REAL ESTATE TAX REVENUE

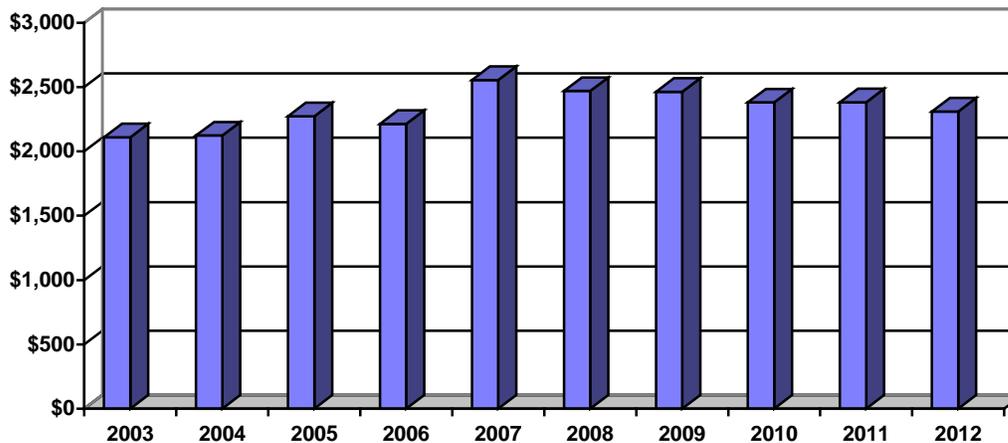
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 9.5% in 2003 dollars, or an average of .95% per year.

Total Real Estate Property Tax Revenue Per Household

Year	Revenue In Current Dollars	Revenue Per Household	Revenue in 2003 Dollars	Revenue Per Household
2003	\$9,214,476	\$2,109	\$9,214,476	\$2,109
2004	\$9,546,989	\$2,163	\$9,368,678	\$2,123
2005	\$10,681,417	\$2,393	\$10,147,390	\$2,273
2006	\$10,974,911	\$2,410	\$10,083,376	\$2,214
2007	\$13,208,997	\$2,850	\$11,839,979	\$2,554
2008	\$13,440,790	\$2,867	\$11,573,245	\$2,469
2009	\$13,560,850	\$2,863	\$11,664,958	\$2,463
2010	\$13,511,422	\$2,842	\$11,316,885	\$2,380
2011	\$13,643,196	\$2,887	\$11,258,380	\$2,382
2012	\$13,623,706	\$2,883	\$10,914,852	\$2,310
% CHANGE	47.9%	36.7%	18.5%	9.5%

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

Real Estate Tax Revenue Per Household in 2003 Dollars



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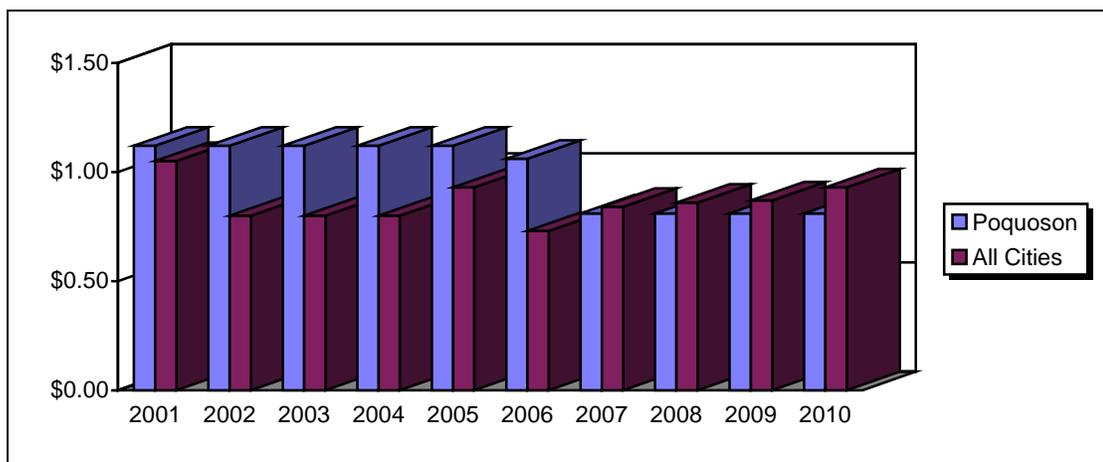
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

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
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
2009	101.4%	98.1%	\$0.81	\$0.87	\$0.82	\$0.85
2010	102.8%	92.3%	\$0.81	\$0.93	\$0.83	\$0.86

Source: 2010 Virginia Assessment/Sales Ratio Study, Virginia Department of Taxation (prepared July 2012)

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	
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	92.9%	0.9%	5.0%	0.2%	100.0%
2011	93.6%	0.9%	5.3%	0.2%	100.0%
2012	92.4%	0.9%	6.5%	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, 2012

Year	Percent
2003	0.04%
2004	0.05%
2005	0.02%
2006	0.05%
2007	0.07%
2008	0.09%
2009	0.15%
2010	0.31%
2011	0.76%
2012	1.38%

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.

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PERSONAL PROPERTY TAX REVENUE

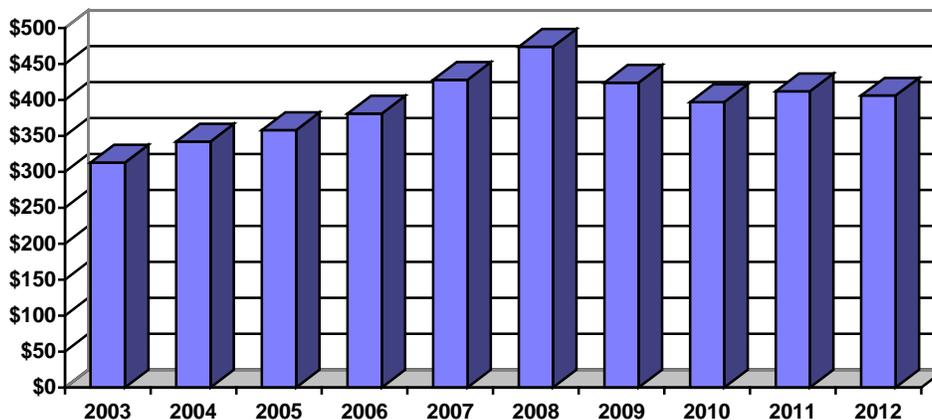
In 1999, the State implemented the Personal Property Tax Relief Act (PPTRA), where the State reduced the percentage of personal property tax the citizen paid on vehicles. The State reimbursed localities for the reduced personal property taxes. Due to the soaring costs associated with PPTRA, the General 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

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2003 Dollars</i>	<i>Revenue Per Household</i>
2003	\$1,367,354	\$313	\$1,367,354	\$313
2004	\$1,538,520	\$349	\$1,509,833	\$342
2005	\$1,682,524	\$377	\$1,598,405	\$358
2006	\$1,888,246	\$415	\$1,734,586	\$381
2007	\$2,210,975	\$477	\$1,981,823	\$428
2008	\$2,581,520	\$551	\$2,222,828	\$474
2009	\$2,335,554	\$493	\$2,009,029	\$424
2010	\$2,251,205	\$473	\$1,885,562	\$397
2011	\$2,357,359	\$499	\$1,945,295	\$412
2012	\$2,394,121	\$507	\$1,918,089	\$406
% CHANGE	75.1%	61.9%	40.3%	29.7%

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

Personal Property Tax Revenue Per Household in 2003 Dollars



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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, communication sales tax, taxes on recordations and wills, etc.

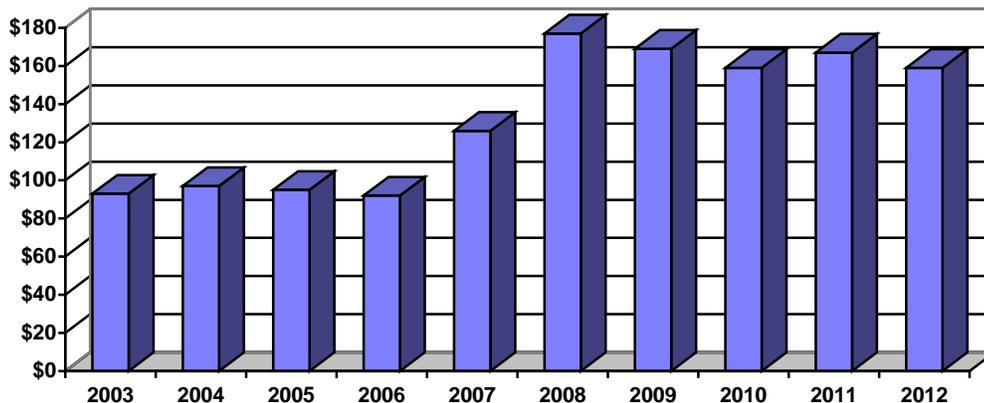
In current dollar terms, revenue received from the local 1% sales tax has increased by 131% since 2003. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 85.1%. This increase is mainly due to the restructuring of local consumer taxes. A 5% communication 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

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2003 Dollars</i>	<i>Revenue Per Household</i>
2003	\$407,006	\$93	\$407,006	\$93
2004	\$435,253	\$99	\$427,137	\$97
2005	\$446,435	\$100	\$424,115	\$95
2006	\$458,238	\$101	\$421,014	\$92
2007	\$653,112	\$141	\$585,422	\$126
2008	\$962,735	\$205	\$828,967	\$177
2009	\$929,900	\$196	\$799,894	\$169
2010	\$902,127	\$190	\$755,603	\$159
2011	\$955,937	\$202	\$788,840	\$167
2012	\$940,251	\$199	\$753,297	\$159
% CHANGE	131.0%	113.6%	85.1%	78.2%

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

Local Sales Tax Revenue Per Household in 2003 Dollars



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Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 2003 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 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 2003 Dollars</i>	<i>Revenue Per Household</i>
2003	\$440,543	\$101	\$440,543	\$101
2004	\$439,998	\$100	\$431,794	\$98
2005	\$447,622	\$100	\$425,243	\$95
2006	\$440,102	\$97	\$404,351	\$89
2007	\$354,783	\$77	\$318,012	\$69
2008	\$282,436	\$60	\$243,193	\$52
2009	\$285,776	\$60	\$245,823	\$52
2010	\$276,745	\$58	\$231,796	\$49
2011	\$291,323	\$62	\$240,400	\$51
2012	\$284,289	\$60	\$227,763	\$48
% CHANGE	-35.5%	-40.3%	-48.3%	-52.2%

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

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2003 Dollars	Revenue Per Household
2003	\$1,594,936	\$365	\$1,594,936	\$365
2004	\$1,649,713	\$374	\$1,618,953	\$367
2005	\$1,741,665	\$390	\$1,654,589	\$371
2006	\$1,894,252	\$416	\$1,740,374	\$382
2007	\$1,533,294	\$331	\$1,374,379	\$297
2008	\$1,368,024	\$292	\$1,177,942	\$251
2009	\$1,321,878	\$279	\$1,137,071	\$240
2010	\$1,273,060	\$268	\$1,066,288	\$224
2011	\$1,216,963	\$258	\$1,004,239	\$212
2012	\$1,305,455	\$276	\$1,045,886	\$221
% CHANGE	-18.2%	-24.3%	-34.4%	-39.4%

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

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EXPENDITURES

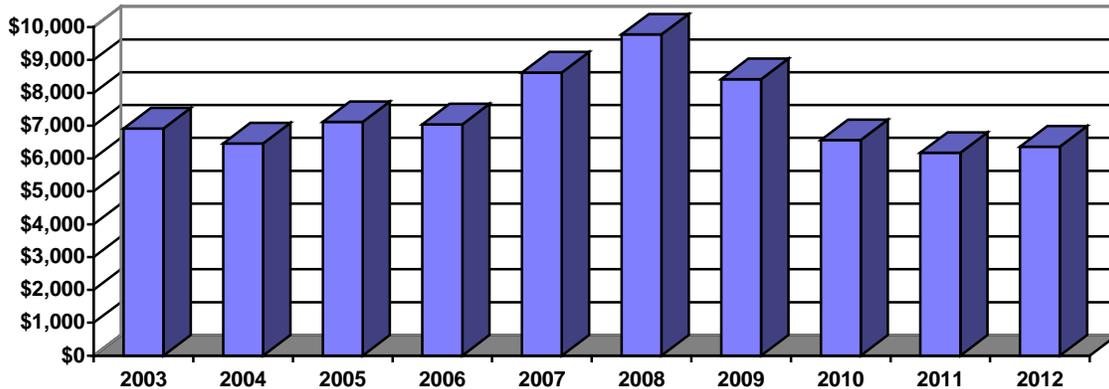
Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$30.2 million in 2003 to over \$37.5 million in 2012, an increase of 24.2%. However, after adjustment for inflation and growth in households, there has been a decrease of approximately .8% per year.

Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2003 Dollars	Expenditures per Household
2003	\$30,218,734	\$6,915	\$30,218,734	\$6,915
2004	\$29,050,658	\$6,581	\$28,508,987	\$6,459
2005	\$33,424,763	\$7,488	\$31,753,663	\$7,113
2006	\$34,896,340	\$7,663	\$32,061,574	\$7,040
2007	\$44,573,665	\$9,617	\$39,953,924	\$8,620
2008	\$53,225,297	\$11,354	\$45,829,852	\$9,776
2009	\$46,323,837	\$9,779	\$39,847,475	\$8,412
2010	\$37,244,395	\$7,833	\$31,195,127	\$6,560
2011	\$35,355,172	\$7,481	\$29,175,127	\$6,173
2012	\$37,535,846	\$7,942	\$30,072,448	\$6,363
% CHANGE	24.2%	14.9%	-0.5%	-8.0%

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 Expenditures Per Household in 2003 Dollars



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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 .37% per household per year after adjusting for inflation.

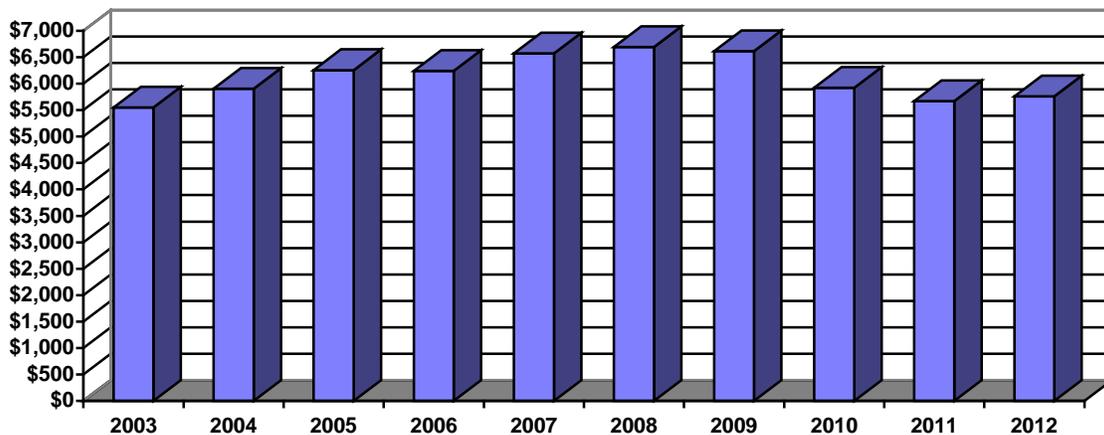
Total Operating Expenditures Per Household

Year	<i>Expenditures in Current Dollars</i>	<i>Expenditures per Household</i>	<i>Expenditures in 2003 Dollars</i>	<i>Expenditures per Household</i>
2003	\$24,262,997	\$5,552	\$24,262,997	\$5,552
2004	\$26,555,078	\$6,016	\$26,059,939	\$5,904
2005	\$29,401,819	\$6,586	\$27,931,850	\$6,257
2006	\$30,927,269	\$6,791	\$28,414,926	\$6,240
2007	\$33,982,445	\$7,332	\$30,460,408	\$6,572
2008	\$36,435,827	\$7,772	\$31,373,213	\$6,692
2009	\$36,440,375	\$7,693	\$31,345,783	\$6,617
2010	\$33,612,873	\$7,069	\$28,153,440	\$5,921
2011	\$32,463,405	\$6,869	\$26,788,837	\$5,668
2012	\$33,971,841	\$7,188	\$27,217,088	\$5,759
% CHANGE	40.0%	29.5%	12.2%	3.7%

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

*Total Expenditures (-) minus Capital Outlay & Debt Service

Total Operating Expenditures Per Household in 2003 dollars



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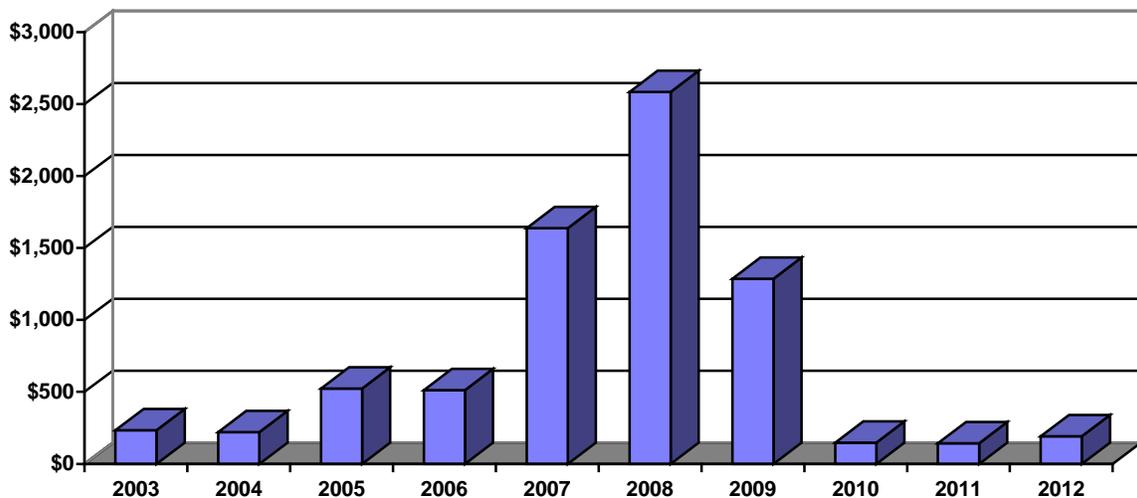
In late 2004, the City began several projects located at Messick Point. The first two projects, a pier and boat ramp, were completed in 2005. In 2005, the City began the design phase of a new Elementary School and Fire Station which suffered extensive damage caused by Hurricane Isabel in 2003. In 2007 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 complete in 2009. In 2012 the City began construction on a new public works storage building and an administration building. These buildings were completed in 2013.

Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household in 2003 Dollars	Expenditures in 2003 Dollars	Expenditures per Household
2003	\$1,021,949	\$234	\$1,021,949	\$234
2004	\$987,539	\$224	\$969,126	\$220
2005	\$2,457,918	\$551	\$2,335,032	\$523
2006	\$2,544,998	\$559	\$2,338,258	\$513
2007	\$8,476,933	\$1,829	\$7,598,360	\$1,639
2008	\$14,078,149	\$3,003	\$12,122,046	\$2,586
2009	\$7,085,050	\$1,496	\$6,094,516	\$1,287
2010	\$838,069	\$176	\$701,949	\$148
2011	\$814,871	\$172	\$672,432	\$142
2012	\$1,128,204	\$239	\$903,879	\$191

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

Total Capital Expenditures Per Household in 2003 dollars



Operating Expenditures By Function in 2003 Dollars

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The table below depicts the growth in operating expenditures by function of government, after adjustment for inflation.

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
2003	\$16,305,793	\$3,774,685	\$1,013,082	\$763,866
2004	\$17,590,173	\$3,933,214	\$1,107,813	\$749,442
2005	\$18,799,243	\$4,218,332	\$1,219,908	\$789,261
2006	\$18,758,770	\$4,462,596	\$1,132,041	\$859,545
2007	\$19,415,289	\$4,693,127	\$1,280,342	\$927,108
2008	\$19,088,134	\$5,125,133	\$1,294,353	\$1,011,933
2009	\$20,239,678	\$4,583,299	\$1,320,751	\$1,005,849
2010	\$18,123,071	\$4,691,580	\$1,282,253	\$840,758
2011	\$17,041,740	\$4,757,589	\$1,251,729	\$839,183
2012	\$17,143,641	\$4,734,356	\$1,278,776	\$847,276
% CHANGE	5.1%	25.4%	26.2%	10.9%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
2003	\$1,273,661	\$1,531,171	\$4,534,527	\$29,196,785
2004	\$1,308,447	\$1,479,922	\$1,370,851	\$27,539,862
2005	\$1,466,740	\$1,486,781	\$1,438,367	\$29,418,632
2006	\$1,611,721	\$1,397,880	\$1,590,254	\$29,812,806
2007	\$1,737,352	\$1,910,066	\$2,407,190	\$32,370,474
2008	\$1,738,187	\$2,371,064	\$3,115,473	\$33,744,277
2009	\$1,999,650	\$2,444,128	\$2,346,124	\$33,939,479
2010	\$1,611,905	\$2,339,738	\$1,603,873	\$30,493,178
2011	\$1,738,048	\$1,713,857	\$1,160,549	\$28,502,694
2012	\$1,743,229	\$1,951,481	\$1,469,811	\$29,168,570
% CHANGE	36.9%	27.5%	-67.6%	-0.1%

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

While operating expenditures per-capita have increased since 2003, total expenditures are still more than 15% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 105.52% of the average local

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expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

Operating Expenditures City of Poquoson Compared to All Others by Per-Capita Expenditures

	2003			2012		
	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>
Education	\$1,409.17	\$1,246.07	113.09%	\$1,728.03	\$1,637.71	105.52%
Public Safety	\$325.39	\$452.81	71.86%	\$488.51	\$639.74	76.36%
Public Works	\$129.15	\$219.65	58.80%	\$187.22	\$302.69	61.85%
Parks, Recreation and Cultural General	\$110.44	\$112.92	97.80%	\$123.89	\$147.79	83.83%
Administration	\$110.39	\$109.62	100.70%	\$177.96	\$149.03	119.41%
Judicial Administration	\$17.19	\$45.42	37.85%	\$32.90	\$66.62	49.38%
Health & Welfare	\$104.72	\$316.33	33.10%	\$158.54	\$417.81	37.95%
Community Development	\$45.84	\$81.18	56.47%	\$45.93	\$160.02	28.70%
TOTAL	\$2,252.29	\$2,584.00	87.16%	\$2,942.98	\$3,521.41	83.57%

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

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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. The City's debt policy requires that the City's tax supported debt service as a percent of general government expenditures shall not exceed 10%. Credit industry standards provide for a 20% ratio of total operating expenditures before debt service is considered to be a potential problem.

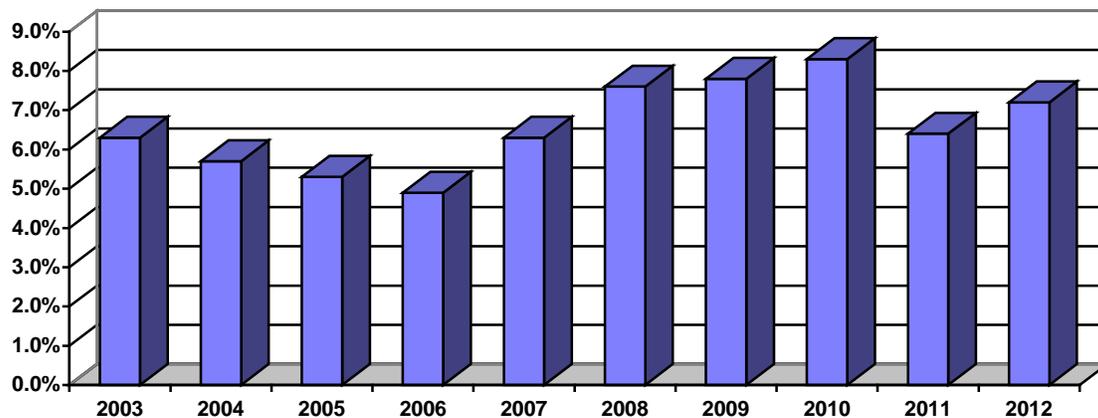
As shown in the table below, the City's 7.2% ratio of debt service to total operating expenditures is acceptable to both the City's policy and the credits industry standards.

Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
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%
2011	\$2,076,896	\$32,463,405	6.4%
2012	\$2,435,801	\$33,971,841	7.2%

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

Ratio of Debt Service to Total Expenditures



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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 2.49%.

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

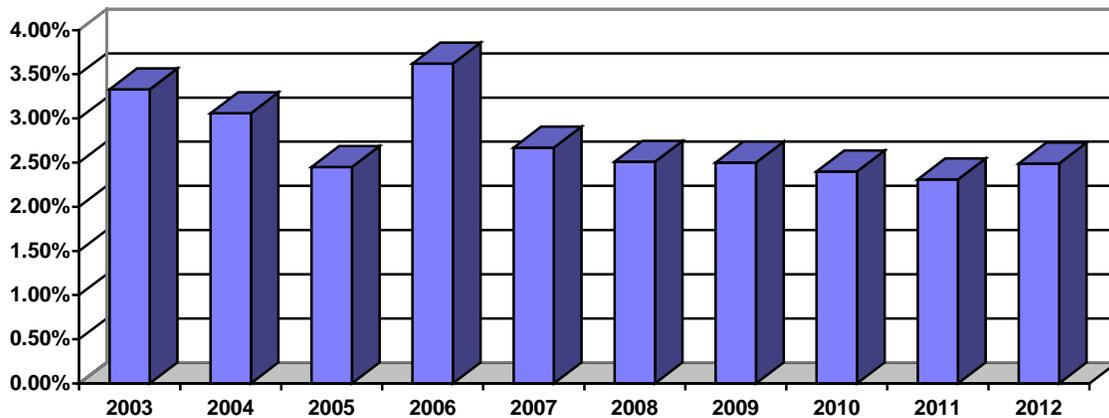
Ratio of Bonded Debt to Assessed Value

Bonded Debt

<i>Year</i>	<i>Assessed Value of Taxable Real Estate</i>	<i>General Fund Supported</i>	<i>Enterprise Funds</i>	<i>Total</i>	<i>Ratio Debt to Assessed Value</i>
2003	\$827,604,136	\$13,440,709	\$14,131,490	\$27,572,199	3.33%
2004	\$847,283,735	\$12,457,291	\$13,506,624	\$25,963,915	3.06%
2005	\$1,015,002,306	\$12,086,638	\$12,791,016	\$24,877,654	2.45%
2006	\$1,037,303,141	\$25,527,795	\$12,049,089	\$37,576,884	3.62%
2007	\$1,637,487,196	\$32,435,690	\$11,280,327	\$43,716,017	2.67%
2008	\$1,678,329,182	\$31,604,649	\$10,508,638	\$42,113,287	2.51%
2009	\$1,698,795,508	\$32,705,075	\$9,796,907	\$42,501,982	2.50%
2010	\$1,719,852,121	\$31,397,902	\$9,890,072	\$41,257,974	2.40%
2011	\$1,728,246,736	\$30,490,882	\$9,425,933	\$39,916,815	2.31%
2012	\$1,519,389,327	\$29,183,413	\$8,605,000	\$37,788,413	2.49%
% CHANGE	83.6%	117.1%	-39.1%	37.1%	-25.3%

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

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
ADM	-	Average daily membership
ALS	-	Advance life support
ARB	-	Architectural Review Board
ARRA	-	American Recovery and Reinvestment Act
ASFPM	-	Association of State Flood Plain Managers
AV	-	Assessed Valuation
AYP	-	Adequate Yearly Progress
BLS	-	Basic Life Support
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
CCTV	-	Closed Circuit Television
CIP	-	Capital Improvement Plan
CMOM	-	Capacity Management Operations Maintenance
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
DGIF	-	Department of Game & Island Fisheries
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
EDPRC	-	Environmental Development Plan Review Committee
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FOG	-	Fats, Oils and Grease
FTE	-	Full Time Equivalent
FY	-	Fiscal Year

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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
HRSD	-	Hampton Roads Sanitation District
HVAC	-	Heating, Ventilation, and Air Conditioning
I & I	-	Inflow and Infiltration (I/I)
ICC	-	International Code Council
IRMS	-	Integrated Revenue Management System
LCI	-	Local Composite Index
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
PPE	-	Personal Protective Equipment
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
SCADA	-	System & Control and Data Acquisition
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSES	-	Sanitary Sewer Evacuation System

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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
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