

# CITY OF POQUOSON, VIRGINIA Adopted Annual Financial Plan

Fiscal Year July 1, 2007 - June 30, 2008



**CITY OF POQUOSON, VIRGINIA  
ADOPTED ANNUAL FINANCIAL PLAN  
FISCAL YEAR 2008**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Poquoson  
Virginia**

For the Fiscal Year Beginning

**July 1, 2006**

President

Executive Director

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, 2006. 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.

The FY 2008 budget was adopted on May 14, 2007. The real estate tax rate was proposed at \$.83 per \$100 of assessed value and adopted at \$.81 cents per \$100 of assessed value. The Solid Waste Fund was adopted with an increase of \$1.00 per residential trash container and outsourcing the disposal services effective October 1, 2007. Details of the adopted changes can be found further in this document.

The differences between the proposed budget and the adopted budget are reflected below. These changes have been made throughout the budget document except for the Executive Summary which is based on the Proposed Budget.

## GENERAL FUND

### Revenue:

Decrease Real Estate tax from \$.83 to \$.81 per \$100 assessed value	\$ (320,000)
Decrease Public Service Corp--Tax rate of \$.81	(3,000)
Decrease in School Resource Officer Grant	(31,000)
Increase in Transfer from Unappropriated Fund Balance	<u>24,899</u>
Total General Fund Revenue Changes	<u>\$ (329,101)</u>

### Expenditures:

Decrease in Police	\$ (119,121)
Increase in Public Works	22,600
Decrease in Transfers Out—Solid Waste Fund	<u>(232,580)</u>
Total General Fund Expenditure Changes	<u>\$ (329,101)</u>

## SOLID WASTE FUND

### Revenue:

Increase in Solid Waste Fees	\$ 21,000
Decrease in Transfer from the General Fund	<u>(232,580)</u>
Total Solid Waste Fund Revenue Changes	<u>\$ (211,580)</u>

### Expenditures:

Decrease in Garbage and Recycling—Personal Services	\$ (96,590)
Increase in Garbage and Recycling—Contracted Garbage Disposal	217,000
Decrease in Garbage and Recycling—Miscellaneous Expenses	(73,990)
Decrease in Garbage and Recycling—Depreciation	(51,000)
Decrease in Garbage and Recycling—Capital Outlay	<u>(207,000)</u>
Total Solid Waste Fund Expenditures Changes	<u>\$ (211,580)</u>

**RESOLUTION NO. 3411**

**A RESOLUTION APPROVING THE ADOPTION OF THE  
PROPOSED FY 2007-2008 ANNUAL FINANCIAL PLAN  
FOR THE CITY OF POQUOSON, VIRGINIA**

**WHEREAS**, the City Manager has submitted a proposed FY 2007-2008 Annual Financial Plan for the general operation of the City government and for the utilities operated by the City, and

**WHEREAS**, the City Council has conducted the necessary public hearing on the proposed Plan consistent with the requirements of the City Charter, and

**WHEREAS**, the City Council has carefully reviewed the proposed Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the FY 2007-2008 Annual Financial Plan for the City of Poquoson be and the same hereby is adopted for fiscal planning and informational purposes only.

**Section 2:** That the total amount of the General Fund Budget shall be \$23,485,685 as set forth in the appropriation ordinance with supporting property tax rates as follows:

- a. That on and after the 1<sup>st</sup> day of July 2007 all real estate shall be subject to levy in the sum of \$0.81 on each \$100.00 of assessed valuation.
- b. That on and after the 1<sup>st</sup> day of January 2008 all tangible personal property and machinery and tools shall be subject to levy in the sum of \$4.15 on each \$100.00 of assessed valuation.
- c. That on and after the 1<sup>st</sup> day of January 2008 all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended shall be subject to a levy in the sum of \$0.81 on each \$100.00 of assessed valuation.
- d. That on and after the 1<sup>st</sup> day of January 2008 all watercraft shall be subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation.

- e. That on and after the 1<sup>st</sup> day of January 2008 all privately owned camping trailers and motor homes shall be subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation.

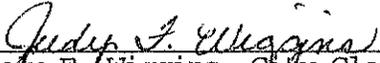
**Section 3:** That the total amount of the Utilities Fund Budget shall be \$2,449,110 with supporting bi-monthly user charges to be effective on and after the 1<sup>st</sup> day of July 2007 as follows:

- a. Single-family units, fifty dollars (\$50.00) bi-monthly.  
b. Two-family and multiple-family residential units, trailer parks and other residential units not otherwise provided for, fifty dollars (\$50.00) bi-monthly per housekeeping unit.  
c. Business, commercial or industrial units, fifty dollars (\$50.00) bi-monthly per unit plus \$1.75 per 100 cubic feet of water consumption.

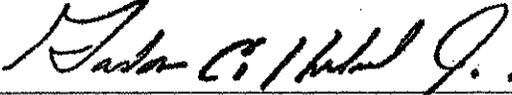
**Section 4:** That the total amount of the Capital Budget shall be \$489,690 the total amount of the Parks and Recreation Fund shall be \$464,860, the total amount of the Solid Waste Fund shall be \$1,026,920, the total of the Debt Service Fund shall be \$2,608,223, the total of the Fleet Fund shall be \$781,430 and the total of the Special Revenue Fund shall be \$2,526,361 with the funds distributed as noted in the City Manager's revised FY 2007-2008 Annual Financial Plan.

**Section 5:** That this resolution shall be in effect on and after its adoption.

ATTESTE:

  
\_\_\_\_\_  
Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

  
\_\_\_\_\_  
Gordon C. Helsel, Jr., Mayor

**ORDINANCE NO. 1269**

**AN ORDINANCE TO APPROPRIATE FUNDS TO THE VARIOUS  
GOVERNMENTAL FUNDS OF THE CITY OF POQUOSON, VIRGINIA  
FOR FY 2007-2008**

**BE IT ORDAINED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That this ordinance shall be known as the Budget Appropriation Ordinance for the City of Poquoson for FY 2007-2008.

**Section 2:** That the following sums be and the same hereby are appropriated to the following governmental funds for FY 2007-2008.

**GENERAL FUND**

Revenue and Transfers In	<u>\$ 23,485,685</u>
Expenditures and Transfers Out	
Legislative	\$ 74,762
General Administration	1,845,250
Elections	128,711
Public Safety	5,589,987
Public Works	1,508,068
Health & Welfare	992,239
Parks, Recreation & Cultural	1,063,700
Community Development	783,048
Nondepartmental	158,994
Contribution to Poquoson City Schools	8,274,000
Transfers Out – Debt Service Fund	2,481,810
Transfers Out – Special Revenue Fund	76,686
Transfers Out – Solid Waste Fund	257,420
Transfers Out – Parks & Recreation Fund	131,010
Contribution To Industrial Development Authority	<u>120,000</u>
<b>TOTAL APPROPRIATION</b>	<u><b>\$23,485,685</b></u>

**DEBT SERVICE FUND**

Revenues and Transfers In	<u>\$2,608,223</u>
Expenditures	<u>\$2,608,223</u>

**CAPITAL FUND**

Revenues and Transfers In	<u>\$489,690</u>
Expenditures	<u>\$489,690</u>

**SPECIAL REVENUE FUND**

Revenues and Transfers In	<u>\$2,526,361</u>
Expenditures	<u>\$2,526,361</u>

**SOLID WASTE FUND**

Revenues and Transfers In	<u>\$1,026,920</u>
Expenditures	<u>\$1,026,920</u>

**UTILITIES FUND**

Revenues	<u>\$2,449,110</u>
Expenditures and Transfers Out	<u>\$2,449,110</u>

**PARKS AND RECREATION FUND**

Revenues and Transfers In	<u>\$464,860</u>
Expenditures	<u>\$464,860</u>

**FLEET FUND**

Revenues	<u>\$781,430</u>
Expenditures	<u>\$781,430</u>

**Section 3:** That of the total sum of \$23,485,685 appropriated in the General Fund, \$22,417,268 shall be appropriated from the General Fund Revenues, \$130,000 shall be transferred in from the City's Utilities Fund, \$325,828 shall be transferred from the School Board, \$97,690 shall be transferred from the Capital Projects Fund, and \$514,899 shall be transferred from Unappropriated Fund Balance.

**Section 4:** That of the total sum of \$2,608,223 appropriated in the Debt Service Fund, \$2,481,810 shall be transferred in from the City's General Fund & \$126,413 shall be transferred from Debt Reserve.

**Section 5:** That of the total sum of \$489,690 appropriated in the Capital Fund, \$392,000 shall be appropriated from Capital Fund Revenues, and \$97,690 shall be appropriated from Bond Interest Earnings.

**Section 6:** That of the total sum of \$2,526,361 appropriated in the Special Revenue Fund, \$2,449,675 shall be appropriated from Special Revenue Fund revenue, and \$76,686 shall be transferred in from the City's General Fund.

**Section 7:** That of the total sum of \$1,026,920 appropriated in the Solid Waste Fund, \$569,500 appropriated in Solid Waste Fund Revenues, \$257,420 shall be transferred in from the City's General Fund, and \$200,000 shall be appropriated from Unrestricted Net Assets.

**Section 8:** That of the total sum of \$2,449,110 appropriated in the Utilities Fund, \$1,793,010 shall be appropriated from Utilities Fund revenues and \$656,100 shall be used from Unrestricted Net Assets.

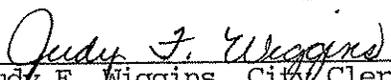
**Section 9:** That of the total sum of \$464,860 appropriated in Parks and Recreation Fund, \$333,850 shall be appropriated from Parks and Recreation Fund revenues and \$131,010 shall be transferred in from the City's General Fund.

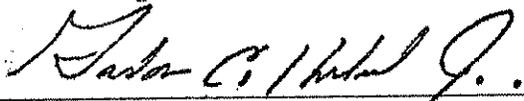
**Section 10:** That of the total sum of \$781,430 appropriated in the Fleet Fund, \$781,430 shall be appropriated from Fleet Fund revenues.

**Section 11:** That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

ADOPTED: May 14, 2007

  
\_\_\_\_\_  
Judy F. Wiggins, City Clerk

  
\_\_\_\_\_  
Gordon C. Helsel, Jr., Mayor

ORDINANCE NO. 1270

**AN ORDINANCE TO LAY A \$.81 LEVY PER \$100.00 ASSESSED VALUE ON ALL REAL ESTATE IN THE CITY OF POQUOSON, VIRGINIA, FOR THE GENERAL OPERATION OF THE VARIOUS DEPARTMENTS OF THE CITY GOVERNMENT**

**WHEREAS**, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2007-2008, it is deemed necessary that a levy of \$.81 on each \$100.00 of assessed property values be laid on all real estate within the City of Poquoson, Virginia for the support of said departments.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That on and after the 1<sup>st</sup> day of July 2007, all real estate, situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance is, subject to levy in the sum of \$.81 on each \$100.00 of assessed valuation of all such property standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, Virginia as of the 1<sup>st</sup> day of July 2007.

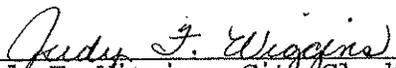
**Section 2:** That all revenues collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson, Virginia.

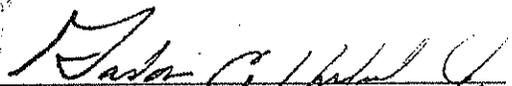
**Section 3:** That all fines collected under this ordinance shall go into the General Fund of the City.

**Section 4:** That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

ADOPTED: May 14, 2007

  
\_\_\_\_\_  
Judy F. Wiggins, City Clerk

  
\_\_\_\_\_  
Gordon C. Helsel, Jr., Mayor

ORDINANCE NO. 1271

**AN ORDINANCE TO LAY A \$4.15 LEVY ON ALL PERSONAL PROPERTY,  
A \$1.50 LEVY ON ALL WATERCRAFT, A \$1.50 LEVY ON ALL PRIVATELY  
OWNED CAMPING TRAILERS AND MOTOR HOMES,  
AND A \$ .81 LEVY ON ALL VEHICLES WITHOUT MOTIVE POWER,  
USED OR DESIGNED TO BE USED AS MANUFACTURED HOMES  
IN THE CITY OF POQUOSON, VIRGINIA,  
FOR THE GENERAL OPERATION OF THE VARIOUS  
DEPARTMENTS OF THE CITY GOVERNMENT**

**WHEREAS**, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2007-2008, it is deemed necessary to lay a levy of \$4.15 on each \$100.00 of assessed value on all Tangible Personal Property and Machinery and Tools, a levy of \$1.50 on each \$100.00 of assessed value on all watercraft, a levy of \$1.50 on each \$100.00 of assessed value on all camping trailers and motor homes, and a levy of \$.81 on each \$100.00 of assessed value on all vehicles without motive power, used or designed to be used as manufactured homes, within the City of Poquoson for the support of said departments.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That on and after the 1<sup>st</sup> day of January 2008 all Tangible Personal Property and Machinery and Tools situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$4.15 on each \$100.00 of assessed valuation of all such Tangible Personal Property, Machinery, Tools and Public Service Corporations standing in the name of all individuals, firms or corporation, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2008.

**Section 2:** That on and after the 1<sup>st</sup> day of January 2008, all watercraft situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2008.

**Section 3:** That on and after the 1<sup>st</sup> day of January 2008, all privately owned camping trailers and motor homes as defined in Section 46.2-100 of the Code of Virginia (1950), as amended which are used for recreational purposes only situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2008.

**Section 4:** That on and after the 1<sup>st</sup> day of January 2008, all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended situated within the Corporate Limits of the City of Poquoson, Virginia shall be and by this ordinance are, subject to levy in the sum of \$.81 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2008.

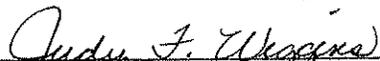
**Section 5:** That all revenue collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson.

**Section 6:** That all fines collected under this ordinance shall go into the General Fund of the City.

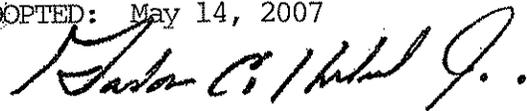
**Section 7:** That the tax rates established herein shall continue until changed by City Council.

**Section 8:** That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

  
\_\_\_\_\_  
Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

  
\_\_\_\_\_  
Gordon C. Helsel, Jr, Mayor

ORDINANCE NO. 1272

AN ORDINANCE PROVIDING THAT THE CODE  
OF ORDINANCES OF THE CITY OF POQUOSON,  
VIRGINIA BE AMENDED BY REVISING  
SECTION 82-40 (b)( 1)c PERTAINING  
TO SEWER SERVICE CHARGES

BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

**Section 1:** That Section 82-40(b)(1)c of the Code of Ordinances of the City of Poquoson, Virginia be and the same hereby is amended to read as follow:

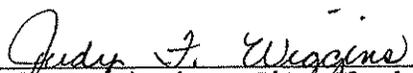
**Section 82-40 Schedule of Sewer Rates and Charges**

(b) Sewer Service Charges

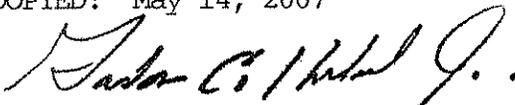
- (1) The charges for sewer service furnished by the city shall be as follows:
  - a. Single-family residential units fifty dollars (\$50.00) bi-monthly.
  - b. Two-family and multiple-family residential units, trailer parks and other residential units not otherwise provided for, fifty dollars (\$50.00) bi-monthly per housekeeping unit.
  - c. Business, commercial or industrial units, fifty dollars (\$50.00) bi-monthly per unit plus ~~\$1.25~~ \$1.75 per 100 cubic feet of water consumption. Upon application to the city, the volume of water consumption used to calculate a business' bi-monthly sewer service charge will be reduced by the volume of water which flows through an approved water submeter. An additional bi-monthly fee of \$10.00 will be charged for those businesses for which such application is approved.

**Section 2:** That this ordinance shall be in effect on and after July 1, 2007.

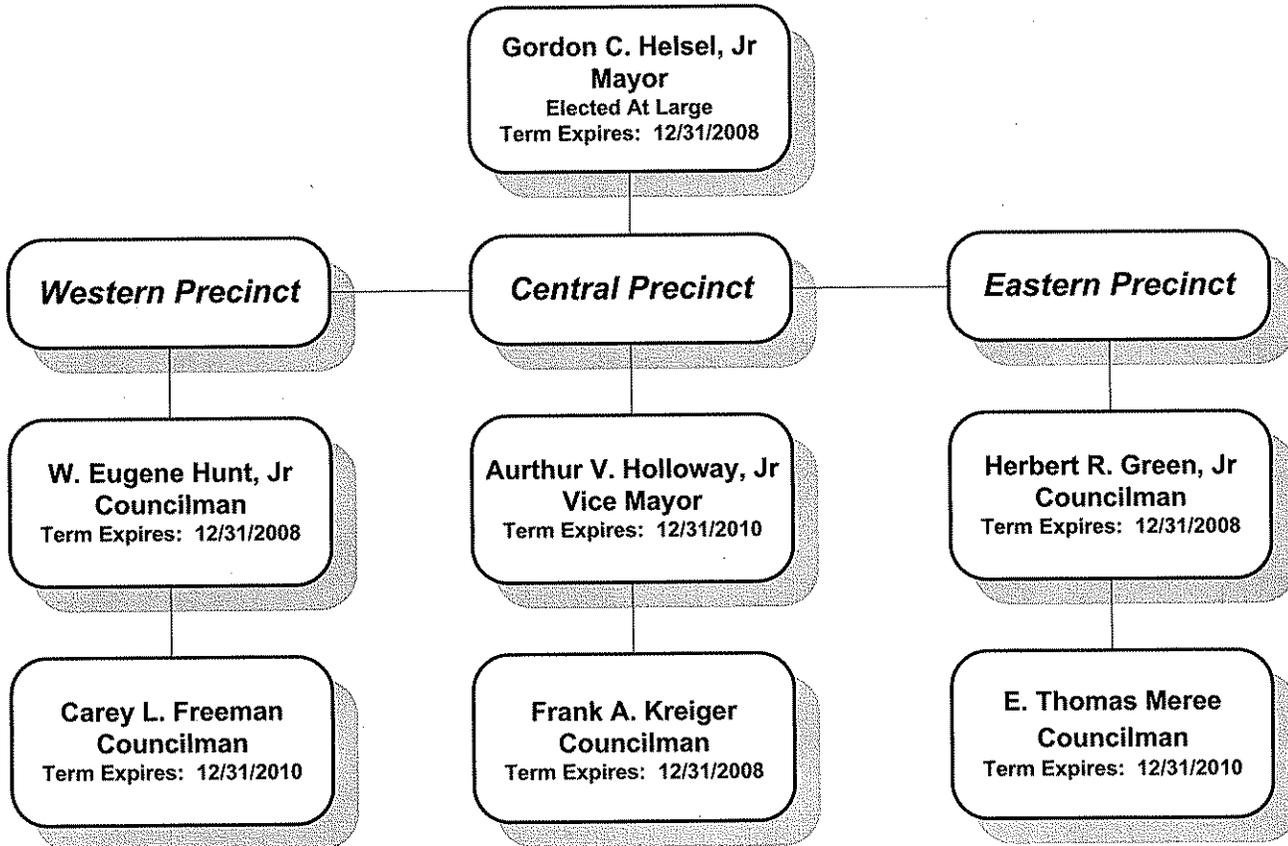
ATTESTE:

  
\_\_\_\_\_  
Judy F. Wiggins, City Clerk

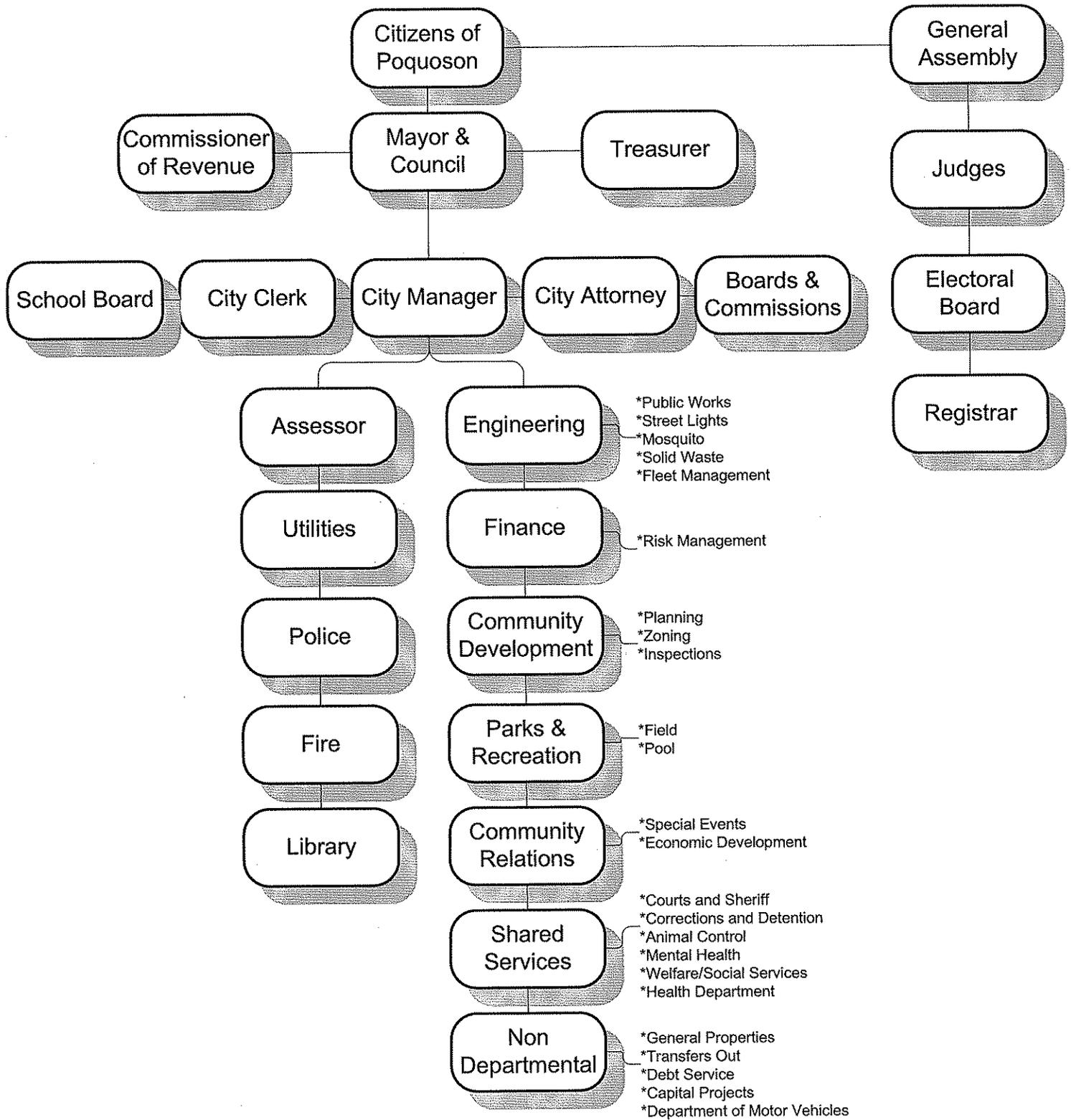
ADOPTED: May 14, 2007

  
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Gordon C. Helsel, Jr., Mayor

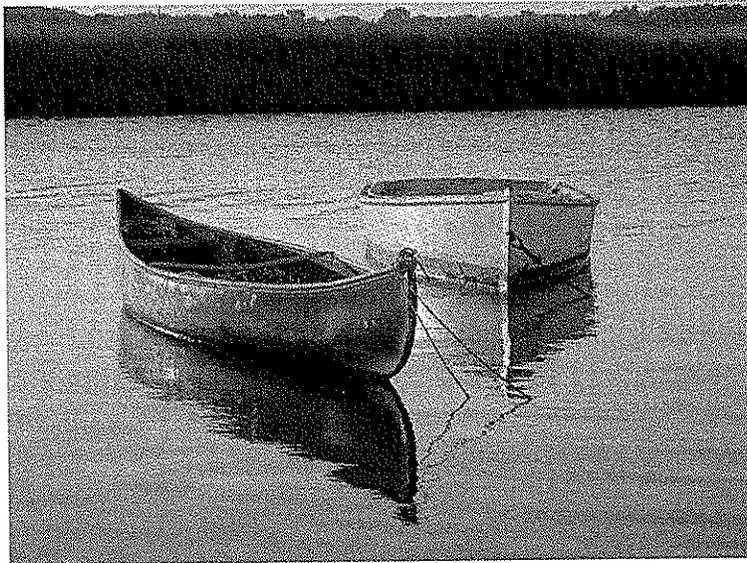
# POQUOSON CITY COUNCIL



# CITY OF POQUOSON, VIRGINIA CITY GOVERNMENT ORGANIZATIONAL CHART



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- **Introduction**
- **Council Goals**
- **The Budget in Brief**
  - **General Fund**
  - **Debt Service Fund**
  - **Capital Projects Fund**
  - **Special Revenue Fund**
  - **Solid Waste Fund**
  - **Utilities Fund**
  - **Parks & Recreation Fund**
  - **Fleet Management**
- **Unbudgeted Needs**

# **Executive Summary**      *Fiscal Year July 1, 2007 to June 30, 2008*

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April 9, 2007

## **Introduction**

Honorable Mayor and Members of City Council  
Poquoson, Virginia:

The following Annual Financial Plan is hereby submitted in accordance with the requirements of the Charter of the City of Poquoson, Virginia, Article V.

The Executive Summary is a general overview of the Annual Financial Plan for Fiscal Year 2008 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

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

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

The proposed budget is available in the City Manager's Office and the City Library for public review.

## Council Goals

City Council held a goal setting work session on December 11, 2006. Budget directives were also given after revenue projections were presented on March 12, 2007. At the time goals were set the following revenue assumptions were made:

- FY 2008 is not a reassessment year, resulting in a smaller increase in local revenue.
- Growth projections for personal property tax and other local taxes have small increases.
- State revenues have a slight increase which is offset by mandated expenditures in various departments.

Council was also aware of several large expenditures facing the City in FY 2008.

- The Schools were requesting an 8.5% or \$666,081 increase in funding.
- In addition to the normal merit and cost-of-living raises, the City was looking at two new full-time (police and fire) positions and one part-time position and increased hourly wages for Library staff.
- The additional debt issued to complete the financing plan for the new elementary school, fire station # 1, and other capital improvement projects.
- Substantial capital and operating start-up costs for the new solid waste program.

Based on a small increase in revenue and some upcoming large expenses, Council set the following goals for FY 2008.

### **Minimize Tax and Fee Increases:**

With some growth in assessments, Council directed staff to develop a budget keeping the real estate tax rate and other fees as low as possible. This budget has been prepared adjusting the real estate tax from \$.81 per \$100 assessed value to \$0.83 per \$100 assessed value, a two-cent real estate tax rate increase. As recommended by our financial advisors, the additional two cents on the real estate tax rate completes the financing plan for the construction projects. The debt affordability analysis plan encompasses all City and School debt. The utility fund commercial consumption charge will see a small increase; all other taxes and fees have been held level.

### **Address Operating Needs:**

Due to the increases in population and construction of new homes, Council requested staff to review the staffing and equipment needs of the Public Works department; Mosquito Control and drainage issues; and the funding of outside agencies.

### **Address Use of Cash Reserves:**

The Parks and Recreation Enterprise Fund has been experiencing on-going deficits. Council's goal is to keep recreational fees affordable for all citizens while maintaining existing recreational programs; however, historically this fund incurs deficits each year. The FY 2008

## Council Goals (Continued)

budget provides a \$131,010 transfer from the General Fund to the Parks and Recreation Fund. Of that, \$46,440 will help supplement user fees for programs, \$74,730 for pool operations, and \$9,840 will be used to fund community events.

The Utilities Fund has had large fluctuations in cash over the last few years. Several years ago the City extended sewer and it became mandatory for citizens to connect to the system. The sewer availability fee per household caused the Utilities Fund cash reserves to increase. Sewer extension was costly to the City and increased the debt service of that fund significantly, as well as increased operational costs. The debt service and increased operational costs of this fund have made it more difficult to balance this budget. In FY 2006, the billing cycle changed from quarterly to bi-monthly so that cash flow remains relatively even. However, in order to adequately fund operating costs, we propose to increase the commercial consumption charge to \$1.75 hcf, which has been \$1.25 hcf since FY 1999. Planned use of excess cash reserves has been allowed to keep utility fees as low as possible. For FY 2008, it is proposed to use reserves to offset non-cash depreciation and amortization charge.

The new Solid Waste program requires substantial capital and operating start-up costs. In order to fund these expenses, it is necessary to transfer \$490,000 unappropriated general fund balance to the Solid Waste Fund. Once the new program is underway, the budgeted program revenues should be sufficient to fund all solid waste program costs.

### **Maintain Quality Schools While Controlling School Spending:**

Poquoson prides itself in maintaining quality schools and having test scores that are top in the State. The Council has committed to continue to provide basic funding for school operations. This budget addresses the School's 3% salary increase for teachers and other staff, a 14% increase as a market adjustment for para-educators, and significant increases in VRS retirement and retiree health care credit costs. The FY 2008 proposed local funding of \$8,274,000 is a \$394,000 or 5% increase that covers major budget issues at the Schools.

The proposed FY 2008 budget also includes interest expense and principal payments on general obligation bonds the City issued to pay for the design and construction of a new elementary school. Costs of construction of the new building, equipment, furnishings, and demolition of the existing elementary school have increased from \$15,500,000 to \$18,400,000.

### **Budget Policies:**

We have included a brief summary of our Financial Planning, Revenue, Expenditure, Fund Balance Reserve, Debt, and Investment Policies in the General Information section describing the budget process. These policies guide the City in the development of the City's Annual Financial Plan.

## The Budget in Brief

The total revenue budgeted for FY 2008 by fund is as follows:

General Operating	\$23,324,786	
Use of Fund Balance	<u>490,000</u>	
General Operating Fund		\$23,814,786
Debt Service	2,481,810	
Use of Debt Reserve	<u>126,413</u>	
Debt Service Fund		2,608,223
Capital Projects Fund		489,690
Special Revenue Fund		2,526,361
Solid Waste	1,038,500	
Use of Fund Balance	<u>200,000</u>	
Solid Waste Fund		1,238,500
Utilities Fund		2,449,110
Parks and Recreation Fund		464,860
Fleet Management Fund		<u>781,430</u>
Revenues & Transfers In		\$34,372,960
Less Interfund Transfers		<u>(3,179,506)</u>
Total Revenues		<u>\$31,193,454</u>

The total expenditures budgeted for FY 2008 by fund is as follows:

General Operating Fund		\$23,814,786
Less Interfund transfers:		
Debt Service	(2,481,810)	
Special Revenue	(76,686)	
Solid Waste	(490,000)	
Parks and Rec.	<u>(131,010)</u>	(3,179,506)
Debt Service Fund		2,608,223
Capital Projects		489,690
Special Revenue Fund		2,526,361
Solid Waste Fund		1,238,500
Utilities Fund		2,449,110
Parks and Recreation Fund		464,860
Fleet Management Fund		<u>781,430</u>
Total Expenditures		<u>\$31,193,454</u>

## General Fund

### Revenues by Category:

The General Fund derives its revenue from a variety of sources as the pie chart on page vi 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 \$13,408,000 in real estate tax revenue in FY 2008. Real estate taxes are projected to increase \$461,000 or 3.5% over the FY 2007 estimate. The following factors make up the change in real estate:

- Growth projections for FY 2008 are based on fifty homes valued at \$350,000 and other improvements to be built throughout the year, or \$19,000,000 new residential assessments. Growth will bring approximately \$68,400 of additional tax revenue during FY 2008.
- The proposed real estate tax rate is \$0.83 per \$100 of assessed value, which is a two-cent or 2.5% increase from the FY 2007 rate, which will bring an additional \$318,240.
- It is also expected that an additional \$74,360 in revenue from new construction in FY 2007 will pay a full year of taxes in FY 2008.

## **General Fund (Continued)**

### **Revenues by Category:** (Continued)

Public services corporation taxes is expected to be \$99,000, an increase of \$3,000. Revenues will be higher based on the proposed increased real estate tax rate.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,222,430, a \$229,000 or 5.7% increase over the FY 2007 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 \$1,923,430.

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 2007.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54.4% of personal property tax in FY 2008. FY 2008 budget for local tax is \$2,299,000 and State non-categorical aid is \$1,923,430.

The proposed personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate as FY 2007.

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 \$2,426,000 other local taxes accounts for 10.7% of total general fund revenues and is expected to increase by 4.3% from the FY 2007 estimate.

Other local revenue totals \$434,300 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue. The 5.6% increase from FY 2007 is from increased earnings on investments and increases in permits, licenses and fees collected.

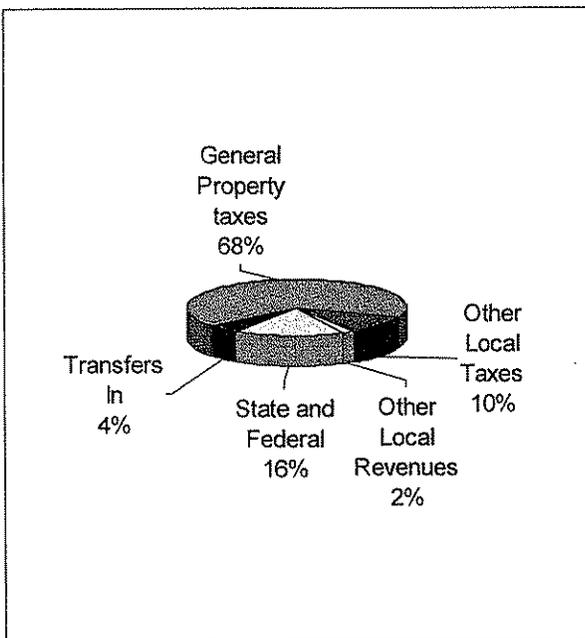
## General Fund (Continued)

### Revenues by Category: (Continued)

State and Federal revenue is expected to be \$3,905,968 in FY 2008, a \$65,943 or 1.8% increase from the FY 2007 budget. The increase in state revenue is mostly due to increased Street and Highway Maintenance funds. Federal funding will decrease from FY 2007 since the City is in the second year of the three year COPS grant.

Transfers include \$130,000 from the Utilities Fund, \$325,828 from the Schools, and \$97,690 from the Capital Projects Fund. The Utilities Fund reimburses the General Fund for services that are provided out of salaries in the Engineering, Public Works, and Finance Departments. The School transfer relates to lottery funds and school construction funds that the Schools will receive from the State and then transfer to the City to help pay for School debt service. The Capital Projects transfer is to fund a project manager to oversee the construction of the school and fire station projects.

The FY 2008 budget proposes to use \$490,000 of Unappropriated Fund Balance to transfer to the Solid Waste Fund in order to fund the substantial capital and operating start-up costs for the new Solid Waste program.



### GENERAL FUND SOURCES OF REVENUE

General Property Taxes	\$16,005,000
Other Local Taxes	2,426,000
Other Local Revenues	434,300
State and Federal Revenues	3,905,968
Transfers In	<u>1,043,518</u>
<b>Total Revenues</b>	<b><u>\$23,814,786</u></b>

- Real Estate Rate \$0.83 per \$100 Assessed Value
- Personal Property Tax Rate \$4.15 per \$100 Assessed Value

## General Fund (Continued)

### Expenditures By Category:

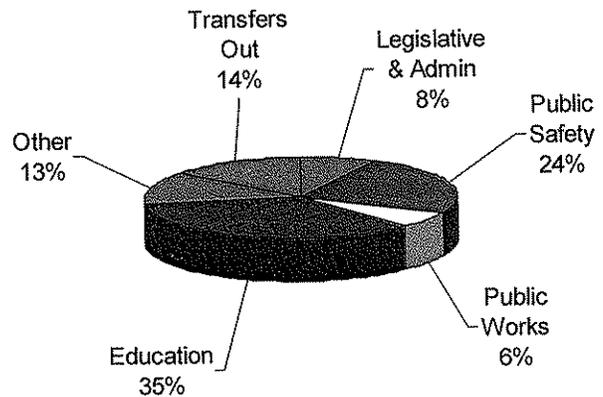
**School Expenditures:** The contribution to Schools accounts for 35% of the total General Fund budget. The proposed FY 2008 budget includes a \$8,274,000 contribution to Schools, a \$394,000 or 5% increase over the FY 2007 budget. This does not fully fund the School's request of \$8,546,081, a difference of \$272,081. The School's budget is based on an average daily membership of 2,572 students for the FY 2008 school year. The proposed budget allows the schools to increase teacher and other staff salaries by 3% and to increase para-educators by 14% as a market adjustment. Significant increases in retirement and retiree health care credit costs are also included in the budget.

Usually, the School has unspent money at the end of the year which is returned to the City. However, at the end of FY 2006, there were no unspent funds. Any FY 2007 unspent School funds will be presented to Council for consideration of reappropriation to the Schools in FY 2008 after completion of the FY 2007 audit.

**City Personal Services:** City personal services are proposed to be \$8,472,273 in FY 2008, a \$694,505 or 9% increase. Employee salaries and overtime account for 71.4% of personal services. Salaries in all departments were budgeted using an overall average increase of 4% for merit and cost-of-living raises for employees. Personnel costs also include \$20,000 for salary market adjustments in FY 2008. Salaries include funding two new full-time positions: a Firefighter/Paramedic and one School Resource Officer (grant funded). One part-time position and increased hourly wages for existing part-time staff are included for the Library. Also, funding is included for an intern in the Planning Department.

### GENERAL FUND EXPENDITURE USES

Legislative & Administrative	\$1,920,012
Public Safety	5,709,108
Public Works	1,485,468
Education	8,274,000
Other	3,126,692
Transfers Out	<u>3,299,506</u>
<b>Total Expenditures</b>	<b><u>\$23,814,786</u></b>



**General Fund Expenditure Uses**

Uses	FY 2007	FY 2008	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 7,880,000	\$ 8,274,000	\$ 394,000	5.0%
City	14,442,592	15,540,786	1,098,194	7.6%
<b>Total</b>	<b>\$22,322,592</b>	<b>\$23,814,786</b>	<b>\$ 1,492,194</b>	<b>6.7%</b>

**General Fund Contribution to Schools**

Category	FY 2007	FY 2008	\$ Inc/(Dec)	% Inc/(Dec)
Operations	\$ 7,880,000	\$ 8,274,000	\$ 394,000	5.0%
Capital Outlay	0	0	0	0%
<b>Total</b>	<b>\$ 7,880,000</b>	<b>\$ 8,274,000</b>	<b>\$ 394,000</b>	<b>5.0%</b>

**General Fund City Expenditures by Category**

Category	FY 2007	FY 2008	\$ Inc/(Dec)	% Inc/(Dec)
Personal Services	\$ 7,777,768	\$ 8,472,273	\$ 694,505	9.0%
Operations/Transfers	3,892,676	4,139,154	246,478	6.4%
Debt Service	2,427,570	2,481,810	54,240	2.3%
Capital Outlay	344,578	447,549	102,971	29.9%
<b>Total</b>	<b>\$ 14,442,592</b>	<b>\$ 15,540,786</b>	<b>\$ 1,098,194</b>	<b>7.6%</b>

**Expenditures By Category:** (Continued)

Employee benefits account for 28.6% of personal services. Employee benefits are projected to increase 9.9%, primarily due to two additional full-time positions and increased costs for workers compensation coverage in certain categories of employees.

**City Operations/Transfers:** The City's operational costs and transfers are proposed to be \$4,139,154 in FY 2008, a \$246,478 or 6.4% increase.

**Debt Service:** In FY 2008, the City will transfer \$2,481,810 to the Debt Service Fund, a 2.3% or \$54,240 increase. The change is explained in the Debt Service Fund section.

**Expenditures By Category:** (Continued)

**Capital Outlay:** The City's proposed capital outlay for FY 2008 is \$447,549, a \$102,971 or 29.9% increase from FY 2007. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, fire hose, police car and furniture.

**School Capital Transfer to City:** In FY 2007, the Poquoson City Schools did not have unspent funds from FY 2006. For the past several years, unspent funds have been available and City Council has reappropriated all of the funds back to the schools to pay for capital projects.

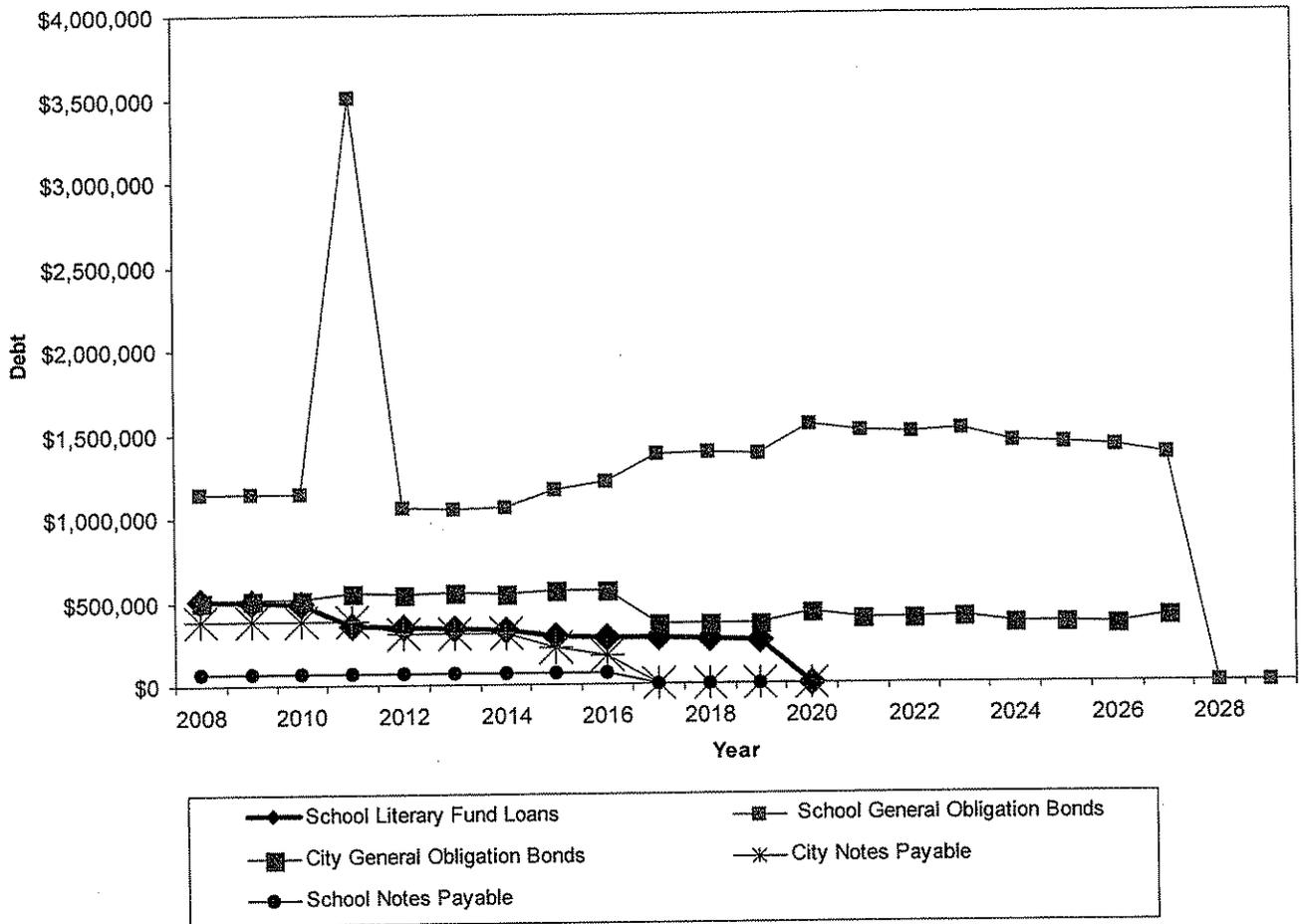
<b>Debt Service Fund</b>
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DEBT SERVICE FUND USES	
School Debt	\$1,720,256
City Debt	<u>887,967</u>
Total	<u>\$2,608,223</u>

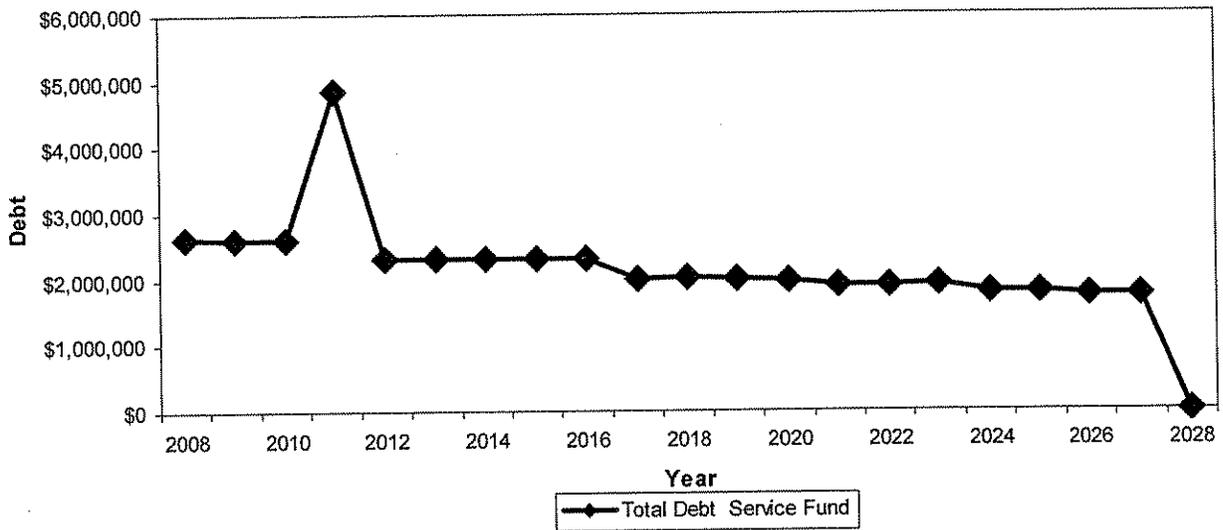
Debt Service Fund projected expenditures in FY 2008 are \$2,608,223. The General Fund will fund \$2,481,810 of the debt service expenditures; the remaining \$126,413 will be funded with use of the debt reserve. The City intends to drawdown the debt reserve for the next three fiscal years.

The graphs on the next page depict the City's debt service over the years. The City's largest outstanding debt is from 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. As shown on the graph, there is a large spike in FY 2011 in the debt service for the School Bonds. As planned, these bonds will be retired with new State Literary Loan Funds.

### Debt Service By Type



### Total Debt Service Obligations



## ***Capital Projects Fund***

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

Capital Project revenues include \$392,000 State Highway Funds for street and drainage improvements and \$97,690 in bond interest earnings which will be transferred to the General Fund to pay for a project manager to oversee the construction of the school and fire station projects. Although the FY 2008-2012 Capital Improvements Plan (CIP) has been adopted by the Poquoson Planning Commission, the CIP has not yet been approved by City Council. Therefore, locally funded projects have not been included.

Total current year expenditures for the Capital Projects Fund are proposed to be \$489,690. Unspent funds are expected from FY 2006 and FY 2007, which are allowed to be carried forward to FY 2008. Funds are appropriated in the Capital Projects Fund for a period of three years. If the funds are unspent, they will lapse into the General Fund.

### **CAPITAL PROJECTS FUND REVENUE SOURCES**

State and Federal Funds	\$ 392,000
Interest Proceeds	<u>97,690</u>
<b>Total</b>	<b><u>\$ 489,690</u></b>

### **CAPITAL PROJECTS FUND EXPENDITURE USES**

Transportation and Drainage	\$ 392,000
Other Projects	<u>97,690</u>
<b>Total</b>	<b><u>\$ 489,690</u></b>

**Special Revenue Fund**

The Special Revenue Fund accounts for revenues and expenditures related to state and federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to flood elevation so they will not flood in the future. The grant is a shared grant with 75% funding coming from the Federal Government, 20% coming from the State, 5% coming from the City using a transfer from the general fund. The City also received two Community Development Block Grants (CDBG) to elevate homes and to reimburse citizens for their repair costs.

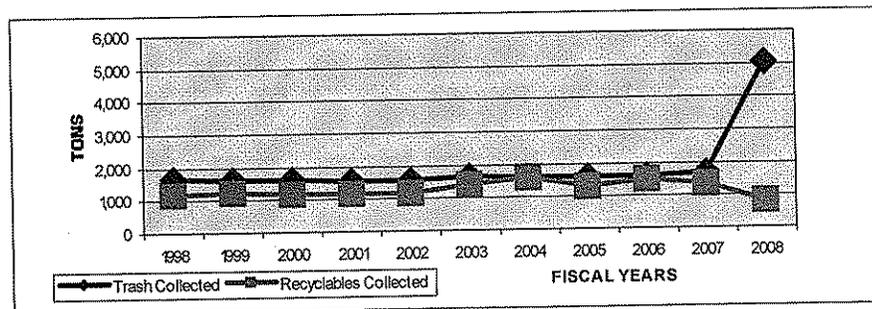
<b>SPECIAL REVENUE FUND REVENUE SOURCES</b>	
HMGP State	\$ 310,352
HMGP Federal	1,146,723
CDBG	992,600
Transfer from General Fund	<u>76,686</u>
<b>Total</b>	<b><u>\$ 2,526,361</u></b>

<b>SPECIAL REVENUE FUND EXPENDITURE USES</b>	
Operating Expenses	<u>\$2,526,361</u>
<b>Total</b>	<b><u>\$2,526,361</u></b>

## 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 proposed revenues for FY 2008 are \$1,238,500 which is \$693,900 or 127.4% more than the FY 2007 budget. When the City implements the new Solid Waste program, substantial initial capital and operating start-up costs will be incurred. We propose to transfer \$490,000 from the general fund and to use \$200,000 of the fund's unrestricted net assets during the first year of the new program.

The City used a pay-by-the-bag program for 13 years. During FY 2007, City Council established a Solid Waste Committee to study the City's refuse collection and disposal service. The Committee's recommendation was to implement a container/cart program for homeowners to dispose of trash. In January 2007, City Council approved the Committee's recommendation and City staff began the implementation of the container/cart program which is to begin October 1, 2007. As noted on the graph below, trash tons collected have increased while recyclables have decreased. We anticipate more citizens will participate and pay for the container/cart program than purchased the trash bags. Citizens have the option to select a container/cart size and will be billed bi-monthly along with the sewer service fee. Trash bags will still be available for those residents who need additional disposal service.



### SOLID WASTE SOURCES OF REVENUE

Solid Waste Fees	\$439,000
Bag Fees	100,000
Landscaping & Bulky Item Charges	9,500
Transfer from General Fund	490,000
Use of Unrestricted Net Assets	<u>200,000</u>
<b>Total</b>	<b><u>\$1,238,500</u></b>

### SOLID WASTE EXPENDITURE USES

Personal Services	\$203,800
Garbage Disposal	115,000
Trash Containers	220,000
Recycling	144,218
Bulky Item/Landscaping	99,020
Hazardous Material	15,385
Depreciation	89,060
Other Costs	144,717
Capital Outlay	<u>207,300</u>
<b>Total</b>	<b><u>\$1,238,500</u></b>

**Utilities Fund**

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2008 budget is proposed to be \$2,449,110, which is \$3,280 or 0.1% less than the FY 2007 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. This fund has a series of small preplanned increases to the sewer fees that are necessary for several years. The sewer service fee is \$50 bi-monthly in FY 2008. The sewer availability fee is \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. We propose to increase the consumption fee from \$1.25 hcf to \$1.75 hcf. The fee has not been adjusted since FY 1999, and will help fund capital and operating expenditures. The notes receivable revenue represents both principal and interest on financed sewer availability fees. The use of reserves is budgeted to offset non-cash depreciation and amortization expenditures.

Approximately 49% of the expenditures in the Utilities Fund cover debt service on various improvements and extension of the sewer system. Personal services account for 10.4% of expenditures and include salaries and benefits for 4 full time employees for FY 2008. Depreciation and amortization accounts for 26.8% of the budget. Depreciation and amortization is the process of allocating the cost of property and debt issuances against the fiscal years' revenues; however, the costs have already been paid for in previous periods and capitalized. Since these are expenses that have a non-cash effect in FY 2008 (already paid for in previous years), and since the desire is to keep the fees as low as possible, use of net assets is budgeted to offset depreciation and amortization charges.

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

<b>UTILITIES SOURCES OF REVENUE</b>	
Sewer Service Fees	\$1,462,210
Sewer Availability Fee	300,000
Other	30,800
Use of Reserves	<u>656,100</u>
<b>Total</b>	<b><u>\$2,449,110</u></b>

<b>UTILITIES EXPENDITURE USES</b>	
Personal Services	\$254,430
Operating Expenses	171,245
Depreciation and Amortization	656,064
Debt Service	1,188,991
Capital Outlay	48,380
Transfer to General Fund	<u>130,000</u>
<b>Total</b>	<b><u>\$2,449,110</u></b>

## ***Parks and Recreation Fund***

The Parks and Recreation Fund accounts for parks and recreational activities which are financed by user fees. Field activities include sport programs, instructional classes and senior programs. The pool includes use of pool, swim team, swimming lessons and contracted use of pool. Special events include the Poquoson Seafood Festival and other special events that receive donations or have user fees. The budget for FY 2008 expenditures is \$464,860 which is \$12,800 more than the FY 2007 estimate. This budget supplements the normal user fees with a \$131,010 transfer from the General Fund to help supplement user fees for various activities.

### **PARKS AND RECREATION SOURCES OF REVENUE**

Field	\$102,800
Pool	90,250
Special Events	140,800
Transfer from General Fund	<u>131,010</u>
Total	<u>\$464,860</u>

### **PARKS AND RECREATION EXPENDITURE USES**

Field	\$149,240
Pool	164,980
Special Events	<u>150,640</u>
Total	<u>\$464,860</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 projected to be \$781,430 in FY 2008, a 5.5% increase from the FY 2007 budget. Increases are expected in gas and oil prices and vehicle parts and contracted services.

### **FLEET MANAGEMENT SOURCES OF REVENUE**

Parts and Contracted Services	\$259,130
Garage Labor and Overhead	316,600
Gas and Oil Revenues	<u>205,700</u>
Total	<u>\$781,430</u>

### **FLEET MANAGEMENT EXPENSE USES**

Personal Services	\$284,250
Fuel and Lubricants	205,700
Parts and Contractors	259,130
Other	<u>32,350</u>
Total	<u>\$781,430</u>

## Unbudgeted Needs

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

**Schools:** The Schools requested approximately \$272,081 more in local appropriation than what is recommended in the budget.

**Personnel:** Although we have proposed an additional firefighter/paramedic in order to staff each shift with 8 personnel, the City is still well below National Fire Protection Association recommendations. The Fire Department needs five additional firefighter/paramedics. Staffing may not be adequate in Public Works and Mosquito Control. Two full-time and two part-time dispatchers had been requested by the Police Department; however, we were not able to fund the positions due to limited funding. Finally, most of the surrounding localities in Hampton Roads cost-share in health insurance with retirees. The City of Poquoson offers retirees health insurance, but does not pay for any of the costs. This is a highly desired benefit for employees.

**Additional Economic Development:** The City has tasked the Industrial Development Authority (IDA) with developing the Big Woods and Messick Point. The IDA has purchased some land yet needs more in order to spur business development. The IDA has a line of credit (LOC) to use to pay for land and infrastructure improvements. Interest payments on the LOC are funded with a contribution from the General Fund. Hopefully the IDA will have sufficient land sales and other revenue to pay off the over \$1.8 million already drawn on the debt, but if not, the debt has been guaranteed through the full faith and credit of the City.

**Capital:** Although the Capital Improvements Plan (CIP) has not yet been adopted by Council, there are a number of projects that have been identified and proposed for funding, including: transportation and drainage projects and additional School capital projects. Park improvements for various City parks have not been funded. Citizens have been voicing their concerns about the lack of recreational facilities and gyms in the City.

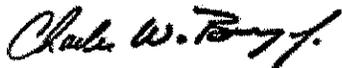
## GFOA Distinguished Budget Award

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, 2006. 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 nineteen 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 2008 Annual Financial Plan to the GFOA to determine eligibility for another award.

## Summary

In closing, we would like to thank those staff members who participated in the development of this budget. We particularly want to thank the Finance Department staff for the many hours of work in review of the departmental budgets and preparation of the budget document. In particular, thanks to Robin Bellamy, Valerie Smith, and Evie Insley for thoughtful and dedicated work on the budget. We also want to thank the City department heads, Constitutional Officers, School officials and agencies who prepared well thought out budget requests.

Respectfully,



Charles W. Burgess, Jr.  
City Manager



Lisa K. Dessoffy  
Director of Finance

## THE BUDGET PROCESS IN POQUOSON

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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.

The Budget Document adopted in May is the culmination of a process which begins in the preceding fall with Council work sessions to review the status of City services and to set priorities for City funding.

In early February, the Finance Department provides City Council with estimates of the yields expected from our major sources of revenue for the next fiscal year assuming existing tax rates. The Finance Department also provides information on the City's financial status based on certain key indicators.

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 does not simply take what a department currently receives and add some percentage increase to it, but rather each department head must justify the current budgeted amount.

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

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

## THE BUDGET PROCESS IN POQUOSON

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(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; 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 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.

To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets. The General Fund will maintain a minimum of 15% of total operating revenues as its 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.

### **Revenue Policies**

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

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

Recreation program charges will be reviewed annually. In general all efforts will be made to provide programs and activities at an affordable level for the residents while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities. Charges for specialty classes such as baton, drama, etc. will be set at a level to encourage maximum participation, and also enable 75% 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 individual and family membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy the pool.

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

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

### **Expenditure Policies**

**Operating/Capital Expenditure Accountability:** The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash flow needs. Future operating costs associated with new capital improvements will be projected and included in operating budgets. Capital Improvement

## **THE BUDGET PROCESS IN POQUOSON**

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Program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

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

### **Fund Balance Reserve**

Fund Balance reflects the accumulation of excess revenues over expenditures. The City strives to maintain a minimum unobligated fund balance of 15% of the current year budgeted expenditures for operations as a reserve. 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. The City does not issue long-term debt to finance current operations.

A five-year Capital Improvements Program will be 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.

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.

# THE BUDGET PROCESS IN POQUOSON

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## BUDGET AMENDMENT PROCESS

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

## ORGANIZATION OF BUDGET

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

### Governmental Funds

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

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

### Proprietary Funds

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

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

# **THE BUDGET PROCESS IN POQUOSON**

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## **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 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.

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 most recent Capital Improvements Plan (CIP) was adopted on May 14, 2007, and covers FY 2008 through FY 2012. The CIP is a planning and budgeting tool that identifies the necessary capital projects for the City of Poquoson over the five-year period. The plan is reviewed and updated annually. Early in the budget process, the plan is reviewed by the Poquoson Planning Commission. Once the CIP is adopted by the Planning Commission, the document then goes to City Council for approval. Projects in the CIP are incorporated in the Annual Financial Plan to the extent funds are available.

## **THE BUDGET PROCESS IN POQUOSON**

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Funds are not actually allocated to these future projects until they are approved in the Annual Financial Plan during the year in which they are to be constructed or purchased. Generally, the basis for the CIP can be found in the Comprehensive Plan. The Comprehensive Plan attempts to address how Poquoson will sustain itself at the beginning of the 21<sup>st</sup> century. It provides strategies for preserving property rights and developing land use policies, providing governmental services and facilities, encouraging economic development, and 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 anticipating capital problems before they become critical.

## **FY 2008 BUDGET CALENDAR**

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### DECEMBER 2006

- |    |        |   |
|----|--------|---|
| 11 | Monday | Pre-Budget City Council Directives work session.  |
| 11 | Monday | Budget letter request mailed to Outside Agencies.   |
| 11 | Monday | Budget preparation instructions distributed to Department Heads including FY 2005 and FY 2006 Actual Expenses, FY 2007 Revised Budget and FY 2008 Request Departmental Budgets. |

### JANUARY 2007

- |    |          |   |
|----|----------|---|
| 11 | Thursday | Advertise Pre-Budget Public Hearing on January 22, 2007.  |
| 22 | Monday   | Pre-Budget Public Hearing at City Council Meeting.  |
| 22 | Monday   | FY 2008 Departmental Expenditure Budget Requests due to Finance.  |
| 22 | Monday   | Outside Agency budget requests due.   |
| 23 | Tuesday  | Finance begins review of Departmental Budget Requests. Budgets sent to City Manager as review is completed. |
| 30 | Tuesday  | Departmental Budget hearings with City Manager and Finance Director begins.                                 |

### FEBRUARY 2007

- |    |        |  |
|----|--------|--|
| 12 | Monday | Joint School Board and City Council work session prior to City Council meeting at 6:00 p.m.  |
| 26 | Monday | Presentation of FY 2007 Estimated and FY 2008 Projected Revenue at the City Council Meeting. |

### MARCH 2007

- |    |        |  |
|----|--------|--|
| 26 | Monday | School Board Budget Request due.   |
| 30 | Friday | Final adjustments by Finance Department and City Manager to FY 2008 Proposed Revenue and Expenditures. |

## **FY 2008 BUDGET CALENDAR**

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### APRIL 2007

- |    |        |   |
|----|--------|---|
| 2  | Monday | Final Proposed Budget prepared with narratives and City Manager's budget message.   |
| 9  | Monday | Proposed Budget distributed to City Council Members.  |
| 9  | Monday | Publish notice of April 23, 2007 Public Hearing, May 14, 2007 Work Session and proposed tax real estate and personal property tax rates and fees. |
| 23 | Monday | Public Hearing on Budget at City Council Meeting. Presentation to City Council and public of proposed real estate and personal property tax rate. |

### MAY 2007

- |    |        |   |
|----|--------|---|
| 14 | Monday | Joint School Board and City Council work session prior to City Council meeting at 6:00 p.m. |
| 14 | Monday | Date FY 2008 Budget was adopted.  |

## SUMMARY OF TAX RATES AND FEES

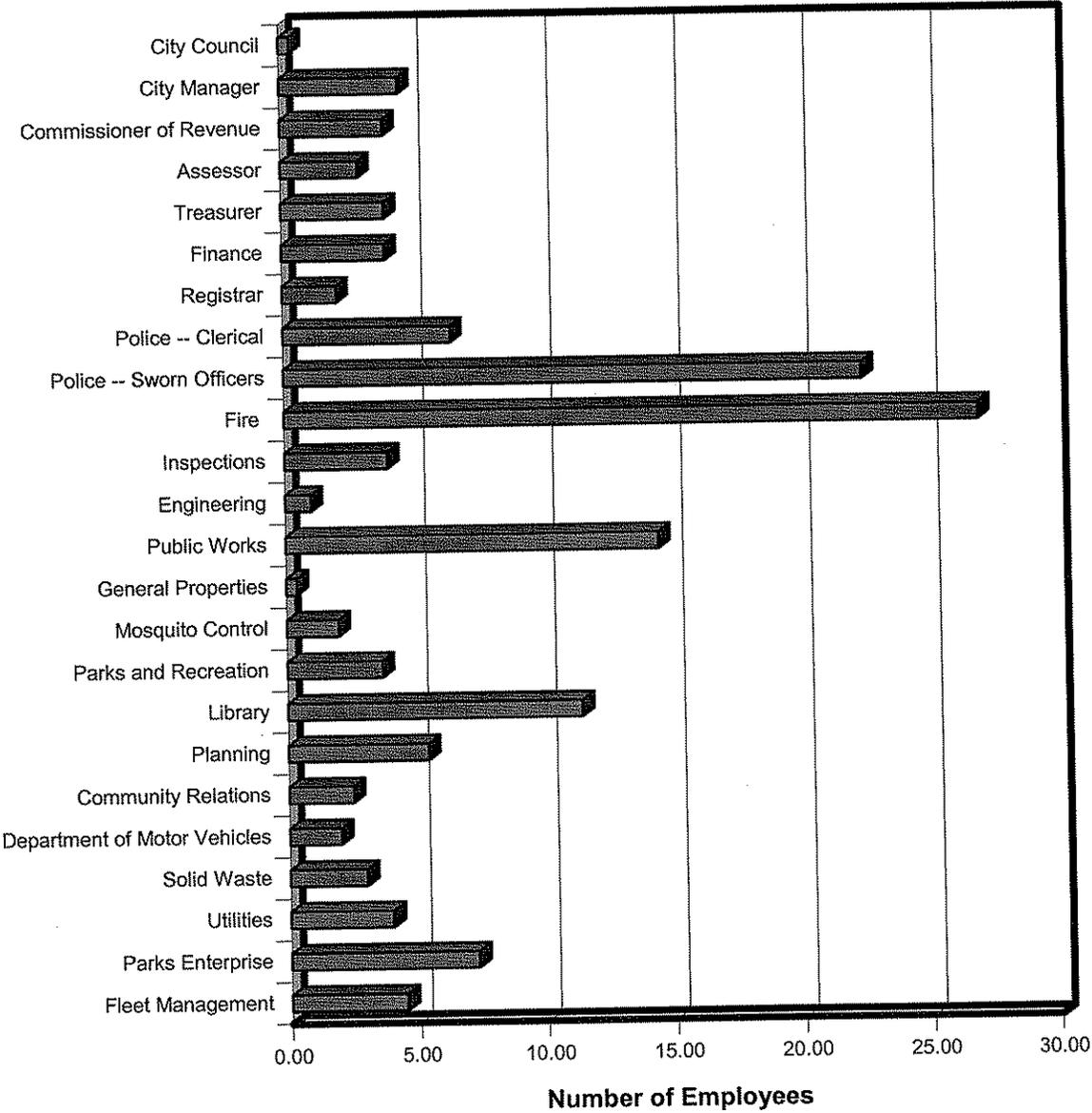
	FY 2005 Approved	FY 2006 Approved	FY 2007 Approved	FY 2008 Approved
<b><u>General Fund Taxes and Fees</u></b>				
Real Estate Tax	\$1.06/\$100 AV	\$1.06/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Public Service Corporation	\$1.06/\$100 AV	\$1.06/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Personal Property Tax				
Automobiles	\$3.85/\$100 AV	\$3.85/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boats	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Recreation Vehicles	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Homes	\$1.12/\$100 AV 1st Half	\$1.06/\$100 AV 1st Half	\$1.06/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half
Mobile Homes	\$1.06/\$100 AV 2nd Half	\$1.06/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half
Meals Tax (food and beverage)	5.5%	5.5%	5.5%	5.5%
Cigarette Tax	\$.10 per pack	\$.10 per pack	\$.10 per pack	\$.10 per pack
Consumer Utility Tax				
Commercial	10% on 1st \$100 SC	10% on 1st \$100 SC	10% on 1st \$100 SC	<b>\$10</b>
Residential	20% of 1st \$15 SC	20% of 1st \$15 SC	20% of 1st \$15 SC	<b>\$3</b>
E-911 Telephone Tax	\$2.50 per line/month	\$2.50 per line/month	\$2.50 per line/month	<b>\$0</b>
Cable Franchise Tax	5% of gross receipts	5% of gross receipts	5% of gross receipts	<b>\$0</b>
Motor Vehicle License Tax				
Motorcycles	\$15 per motorcycle	\$15 per motorcycle	\$0 per motorcycle	\$0 per motorcycle
Cars	\$25 per car	\$25 per car	\$0 per car	\$0 per car
<b><u>Solid Waste Fund Fees</u></b>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	n/a	n/a	n/a	<b>Fee based on Size</b>
Landscaping Debris Charges	\$12 per pickup	\$12 per pickup	\$12 per pickup	\$12 per pickup
<b><u>Utilities Fund Fees</u></b>				
Sewer Service Fees				
Commercial	\$69 quarter plus \$1.25/hcf	\$50 bi-monthly plus \$1.25/hcf	\$50 bi-monthly plus \$1.25/hcf	\$50 bi-monthly <b>plus \$1.75/hcf</b>
Residential	\$69 per quarter	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

AV = Assessed Valuation  
SC = Service Charge  
hcf = 100 cubic feet

## PERSONNEL POSITIONS

<u>Departments and Funds</u>	<u>FY 2005 Authorized FTE</u>	<u>FY 2006 Authorized FTE</u>	<u>FY 2007 Authorized FTE</u>	<u>FY 2008 Authorized FTE</u>
City Council	0.40	0.40	0.40	0.40
City Manager	3.60	4.20	4.80	4.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	3.00	3.00
Treasurer	4.00	4.00	4.00	4.00
Finance	3.50	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10
Police -- Sworn Officers	20.50	22.50	22.50	22.50
Police -- Clerical	6.50	6.50	6.50	6.50
Fire	27.00	27.00	29.00	30.00
Inspections	3.10	4.00	4.00	4.00
Engineering	2.85	1.00	1.00	1.00
Public Works	14.50	14.50	14.50	15.00
General Properties	0.00	0.00	0.40	1.00
Mosquito Control	2.00	2.00	2.00	2.00
Parks and Recreation	3.50	3.20	3.70	3.70
Library	10.45	11.45	11.45	11.95
Planning	3.60	5.45	5.45	5.45
Community Relations	2.00	2.00	2.50	2.50
Department of Motor Vehicles	2.00	2.00	2.00	2.00
<b>Total General Fund</b>	<u>117.60</u>	<u>122.30</u>	<u>127.30</u>	<u>129.90</u>
Solid Waste	3.00	3.00	3.00	2.50
Utilities	4.00	4.00	4.00	4.00
Parks and Recreation Enterprise	8.00	10.50	7.30	7.30
Fleet Management	4.60	4.60	4.50	4.50
<b>Total Departments and Funds</b>	<u><u>137.20</u></u>	<u><u>144.40</u></u>	<u><u>146.10</u></u>	<u><u>148.20</u></u>

# PERSONNEL POSITIONS IN FY 2008



## SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget
General Fund	\$ 19,788,810	\$ 20,787,379	\$ 22,322,592	\$ 22,626,655	\$ 23,485,685
Debt Service	1,565,026	1,601,475	2,427,570	2,427,570	2,608,223
Capital Projects	2,400,576	16,386,576	23,333,749	9,386,013	489,690
Special Revenue	101,286	126,489	2,952,206	537,529	2,526,361
Solid Waste Enterprise	522,552	554,265	544,600	394,600	1,026,920
Utilities Enterprise	2,693,412	2,455,970	2,452,390	2,452,390	2,449,110
Parks and Recreation Enterprise	562,383	643,532	452,060	405,540	464,860
Fleet Management Internal Service	584,827	631,712	740,420	747,250	781,430
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>28,218,872</b>	<b>43,187,398</b>	<b>55,225,587</b>	<b>38,977,547</b>	<b>33,832,279</b>
Less: Interfund Transfers	3,011,030	2,323,748	2,944,955	3,016,651	2,946,926
<b>TOTAL REVENUE</b>	<b>\$ 25,207,842</b>	<b>\$ 40,863,650</b>	<b>\$ 52,280,632</b>	<b>\$ 35,960,896</b>	<b>\$ 30,885,353</b>

## SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget
General Fund	\$ 19,094,177	\$ 20,947,271	\$ 22,322,592	\$ 22,322,592	\$ 23,485,685
Debt Service	1,565,026	1,521,475	2,124,939	2,124,939	2,608,223
Capital Projects	2,338,525	2,447,596	15,964,860	4,707,089	489,690
Special Revenue	49,231	252,113	2,952,206	463,960	2,526,361
Solid Waste Enterprise	475,269	528,325	544,600	544,600	1,026,920
Utilities Enterprise	2,382,693	2,413,681	2,452,390	2,452,390	2,449,110
Parks and Recreation Enterprise	545,799	587,701	452,060	452,060	464,860
Fleet Management Internal Service	562,568	617,276	740,420	740,420	781,430
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>27,013,288</b>	<b>29,315,438</b>	<b>47,554,067</b>	<b>33,808,050</b>	<b>33,832,279</b>
Less: Interfund Transfers	2,290,576	3,134,362	2,912,175	2,912,175	2,946,926
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,722,712</b>	<b>\$ 26,181,076</b>	<b>\$ 44,641,892</b>	<b>\$ 30,895,875</b>	<b>\$ 30,885,353</b>

## SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues			Expenditures		
	<b>General Fund</b>				
General Property Taxes	\$ 15,682,000		Personal Services	\$ 5,986,039	
Other Local Taxes	2,426,000		Employee Benefits	2,389,713	
Permits Licenses & Fees	143,700		Purchased Services	583,065	
Fines & Forfeitures	38,800		Internal Services	363,075	
Use of Money & Property	205,600		Other Charges	1,500,368	
Charges for Services	43,000		Contributions to Agencies	150,751	
Miscellaneous Revenue	3,200		Materials & Supplies	164,980	
State Non-Categorical Aid	2,020,390		Payment to Joint Operations	559,219	
State Categorical Aid	264,518		Capital Outlay	447,549	
State Other Categorical Aid	1,537,460		Transfer to Debt Service Fund	2,481,810	
Federal Revenue	52,600		Transfer to Special Revenue Fund	76,686	
Transfer from Capital Projects Fund	97,690		Transfer to Solid Waste	257,420	
Transfer from Sewer Fund	130,000		Transfer to Parks & Recreation	131,010	
Transfer from School Board	325,828		IDA Contribution	120,000	
Transfer from Unappropriated Fund Balance	514,899		School Contribution	8,274,000	
<b>Total</b>	<b><u>\$ 23,485,685</u></b>		<b>Total</b>	<b><u>\$ 23,485,685</u></b>	
	<b>Debt Service Fund</b>				
Transfer from General Fund	\$ 2,481,810		School Debt Service	\$ 1,720,256	
Use of Reserve	126,413		City Debt Service	887,967	
<b>Total</b>	<b><u>\$ 2,608,223</u></b>		<b>Total</b>	<b><u>\$ 2,608,223</u></b>	
	<b>Capital Projects Fund</b>				
State Categorical Aid	\$ 392,000		City Capital Outlay	\$ 392,000	
Interest Proceeds	97,690		Transfer to General Fund	97,690	
<b>Total</b>	<b><u>\$ 489,690</u></b>		<b>Total</b>	<b><u>\$ 489,690</u></b>	
	<b>Special Revenue Fund</b>				
State Revenue	\$ 310,352		HMGP Grant	\$ 1,533,761	
Federal Revenue	2,139,323		CDBG Elevation Grant	992,600	
Transfer from General Fund	76,686				
<b>Total</b>	<b><u>\$ 2,526,361</u></b>		<b>Total</b>	<b><u>\$ 2,526,361</u></b>	

## SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
<b>Solid Waste Fund</b>			
Charges for Services - Solid Waste Fees	\$ 560,000	Personal Services	\$ 70,409
Charges for Services - Other	9,500	Employee Benefits	36,801
Transfer from General Fund	257,420	Purchased Services	389,100
Transfer from Unrestricted Net Assets	<u>200,000</u>	Internal Services	48,580
		Other Charges	11,930
		Materials & Supplies	209,000
		Payment to Joint Operations	222,740
		Depreciation	38,060
		Capital Outlay	<u>300</u>
<b>Total</b>	<b><u>\$ 1,026,920</u></b>	<b>Total</b>	<b><u>\$ 1,026,920</u></b>
<b>Utilities Fund</b>			
Charges for Services - Sewer Service Fees	\$ 1,462,210	Personal Services	\$ 183,600
Sewer Availability Fees	300,000	Employee Benefits	70,830
Notes Receivable Principal & Interest	500	Purchased Services	44,300
Miscellaneous Revenue	300	Internal Services	26,725
Late Payment Fees	15,000	Other Charges	90,920
Interest Income	15,000	Materials & Supplies	8,800
Transfer from Unrestricted Net Assets	<u>656,100</u>	Depreciation & Amortization	620,515
		Debt Service	1,225,040
		Transfer to General Fund	130,000
		Capital Outlay	<u>48,380</u>
<b>Total</b>	<b><u>\$ 2,449,110</u></b>	<b>Total</b>	<b><u>\$ 2,449,110</u></b>
<b>Parks &amp; Recreation Fund</b>			
Charges for Services - Field	\$ 102,800	Personal Services	\$ 151,836
Charges for Services - Pool	90,250	Employee Benefits	41,124
Charges for Services - Special Events	140,800	Purchased Services	189,660
Transfer from General Fund	<u>131,010</u>	Other Charges	36,350
		Materials & Supplies	28,100
		Depreciation	16,190
		Capital Outlay	<u>1,600</u>
<b>Total</b>	<b><u>\$ 464,860</u></b>	<b>Total</b>	<b><u>\$ 464,860</u></b>
<b>Fleet Fund</b>			
Internal Service Revenue - City	\$ 455,565	Personal Services	\$ 200,813
Internal Service Revenue - Schools	<u>325,865</u>	Employee Benefits	83,437
		Purchased Services	6,100
		Internal Services	1,600
		Other Charges	12,820
		Materials & Supplies	467,660
		Capital Outlay	<u>9,000</u>
<b>Total</b>	<b><u>\$ 781,430</u></b>	<b>Total</b>	<b><u>\$ 781,430</u></b>

**SUMMARY OF FUND BALANCE OR NET ASSETS/(LIABILITY) BY FUND**

	General Fund	Debt Service	Capital Projects Fund	Special Revenue Fund	Solid Waste Fund	Utilities Fund	Parks & Recreation Fund	Fleet Management Fund	Total Of All Funds
Beginning Fund Balance - 7/1/2004	4,141,130	-	1,024,626	-	585,554	6,118,851	59,328	69,709	11,999,198
Actual FY 2005 Revenues	19,788,810	1,565,026	2,400,576	101,286	522,552	1,882,394	562,383	584,827	27,407,854
Actual FY 2005 Expenditures	(19,094,177)	(1,565,026)	(2,338,525)	(49,231)	(475,269)	(1,690,870)	(545,799)	(562,568)	(26,321,465)
<b>Ending Fund Balance - 6/30/2005</b>	<b>\$ 4,835,763</b>	<b>\$ -</b>	<b>\$ 1,086,677</b>	<b>\$ 52,055</b>	<b>\$ 632,837</b>	<b>\$ 6,310,375</b>	<b>\$ 75,912</b>	<b>\$ 91,968</b>	<b>\$ 13,085,587</b>
Beginning Fund Balance - 7/1/2005	4,835,763	-	1,086,677	52,055	632,837	6,310,375	75,912	91,968	13,085,587
Actual FY 2006 Revenues	20,787,379	1,601,475	16,386,576	126,489	554,265	1,796,775	643,532	631,712	42,528,203
Actual FY 2006 Expenditures	(20,947,271)	(1,521,475)	(2,447,596)	(252,113)	(528,325)	(1,704,446)	(587,701)	(617,276)	(28,606,203)
<b>Ending Fund Balance - 6/30/2006</b>	<b>\$ 4,675,871</b>	<b>\$ 80,000</b>	<b>\$ 15,025,657</b>	<b>\$ (73,569)</b>	<b>\$ 658,777</b>	<b>\$ 6,402,704</b>	<b>\$ 131,743</b>	<b>\$ 106,404</b>	<b>\$ 27,007,587</b>
Beginning Fund Balance - 7/1/2006	4,675,871	80,000	15,025,657	(73,569)	658,777	6,402,704	131,743	106,404	27,007,587
Estimated FY 2007 Revenues	22,626,655	2,427,570	9,386,013	537,529	394,600	2,452,390	405,540	747,250	38,977,547
Estimated FY 2007 Expenditures	(22,322,592)	(2,124,939)	(4,707,089)	(463,960)	(544,600)	(2,452,390)	(452,060)	(740,420)	(33,808,050)
<b>Projected Fund Balance - 6/30/2007</b>	<b>\$ 4,979,934</b>	<b>\$ 382,631</b>	<b>\$ 19,704,581</b>	<b>\$ -</b>	<b>\$ 508,777</b>	<b>\$ 6,402,704</b>	<b>\$ 85,223</b>	<b>\$ 113,234</b>	<b>\$ 32,177,084</b>
Beginning Fund Balance - 7/1/2007	4,979,934	382,631	19,704,581	-	508,777	6,402,704	85,223	113,234	32,177,084
Estimated FY 2008 Revenues	22,970,786	2,481,810	489,690	2,526,361	826,920	2,449,110	464,860	781,430	32,990,967
Estimated FY 2008 Expenditures	(23,485,685)	(2,608,223)	(18,999,631)	(2,526,361)	(1,026,920)	(2,449,110)	(464,860)	(781,430)	(52,312,220)
<b>Projected Fund Balance - 6/30/2008</b>	<b>\$ 4,465,035</b>	<b>\$ 256,218</b>	<b>\$ 1,224,640</b>	<b>\$ -</b>	<b>\$ 308,777</b>	<b>\$ 6,402,704</b>	<b>\$ 85,223</b>	<b>\$ 113,234</b>	<b>\$ 12,855,831</b>

## GENERAL FUND - SUMMARY

### General Fund Description

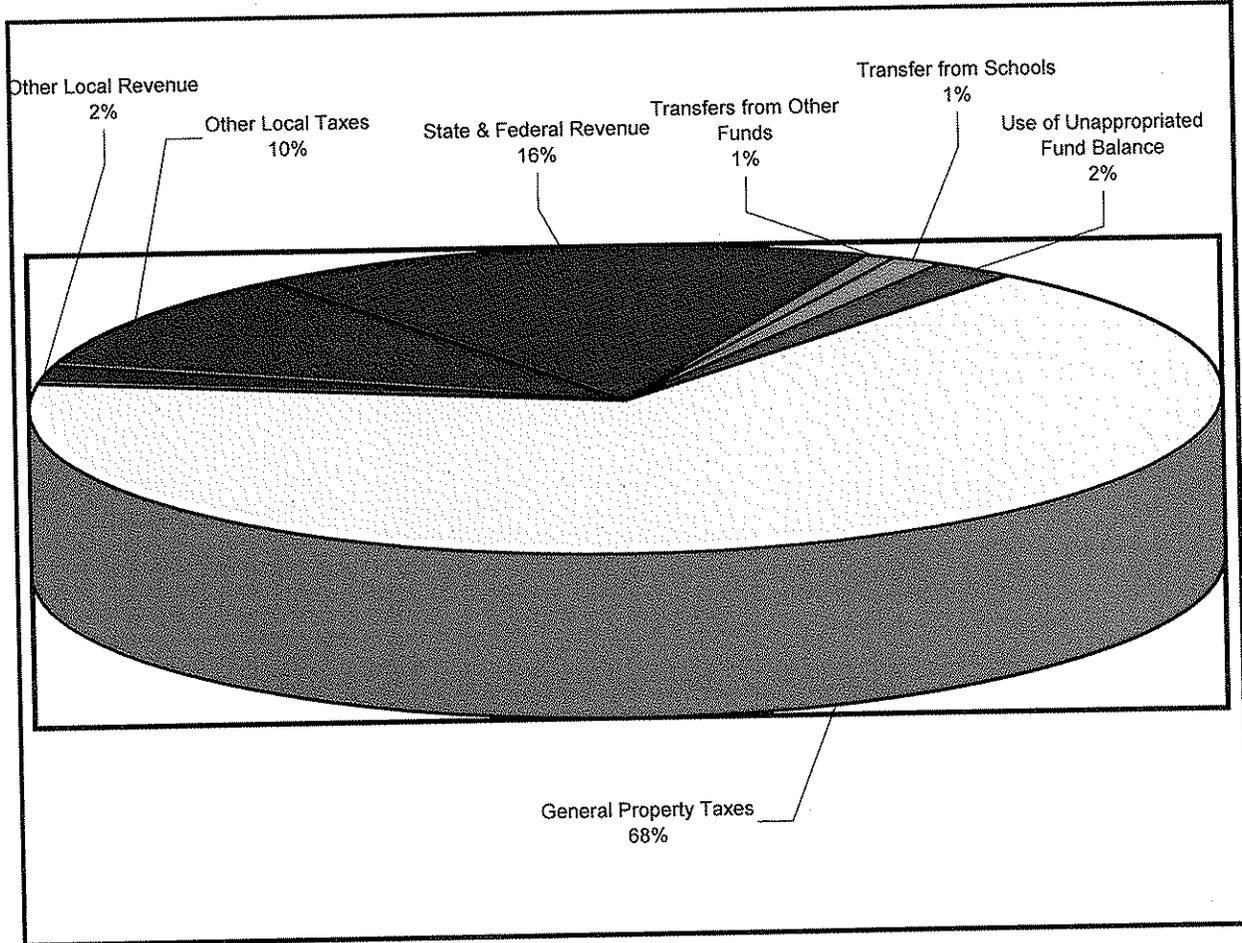
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part of the General Fund's revenues is transferred to the School Board (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

Beginning Fund Balance - 6/30/2004		\$ 4,141,130
Actual FY 2005 Revenues	\$ 19,788,810	
Actual FY 2005 Expenditures	<u>(19,094,177)</u>	694,633
Fund Balance - 6/30/2005		\$ 4,835,763
Actual FY 2006 Revenues	\$ 20,787,379	
Actual FY 2006 Expenditures	<u>(20,947,271)</u>	(159,892)
Fund Balance - 6/30/2006		\$ 4,675,871
Estimated FY 2007 Revenues	\$ 22,626,655	
Estimated FY 2007 Expenditures	<u>(22,322,592)</u>	304,063
Projected Fund Balance - 6/30/2007		\$ 4,979,934
Estimated FY 2008 Revenues	\$ 22,970,786	
Estimated FY 2008 Expenditures	<u>(23,485,685)</u>	(514,899)
<b>Projected Fund Balance - 6/30/2008</b>		<b><u>\$ 4,465,035</u></b>

## GENERAL FUND - SUMMARY

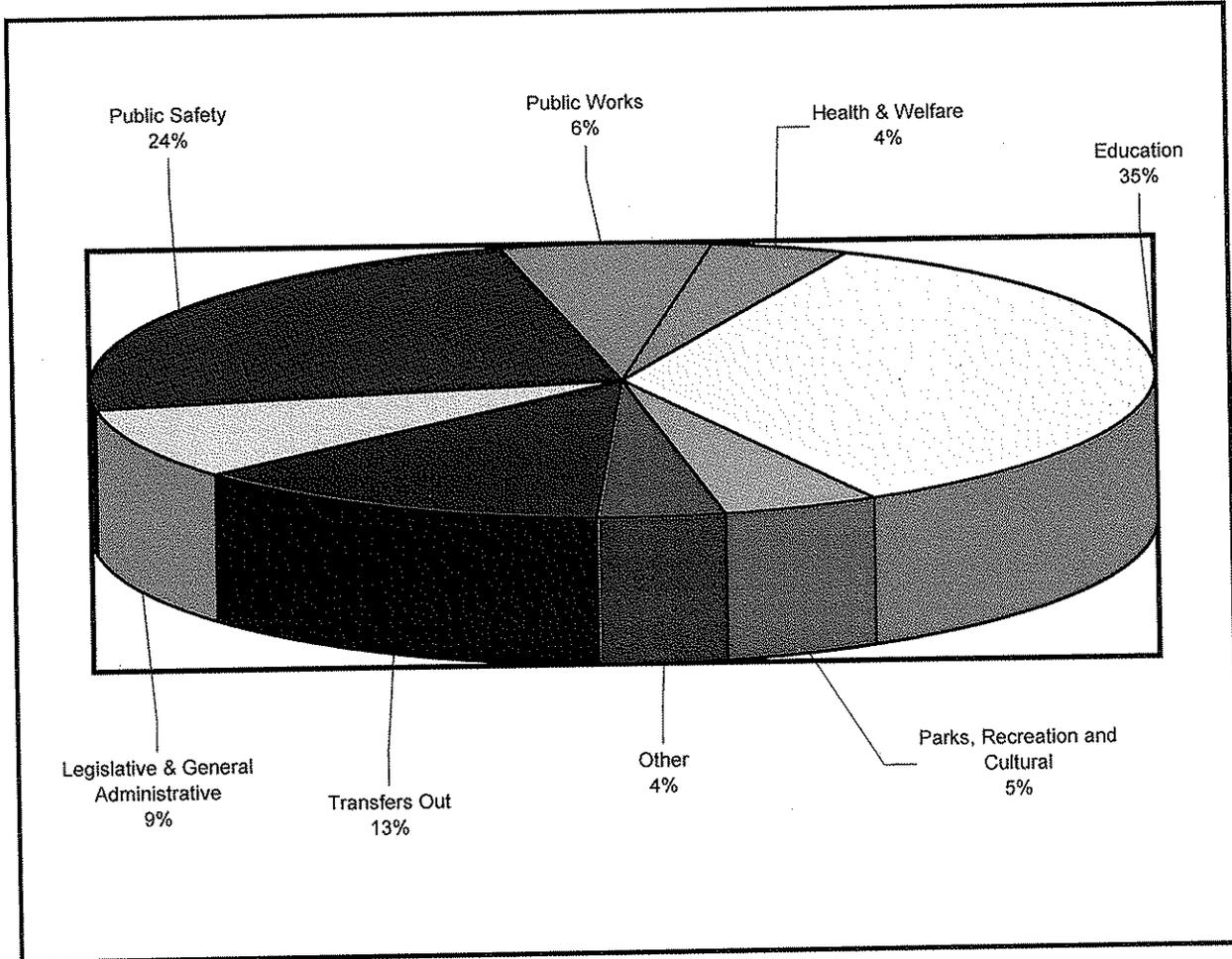
### General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
General Property Taxes	\$ 15,310,000	\$ 15,682,000
Other Local Revenue	518,850	434,300
Other Local Taxes	2,432,560	2,426,000
State & Federal Revenue	3,898,855	3,874,968
Transfers from Other Funds	130,000	227,690
Transfer from Schools	336,390	325,828
Use of Unappropriated Fund Balance	498,614	514,899
<b>TOTAL</b>	<b><u>\$ 23,125,269</u></b>	<b><u>\$ 23,485,685</u></b>

## GENERAL FUND - SUMMARY

### General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Legislative & General Administrative	\$ 1,992,408	\$ 2,048,723
Public Safety	5,351,866	5,589,987
Public Works	1,310,640	1,508,068
Health & Welfare	910,951	992,239
Education	7,880,000	8,274,000
Parks, Recreation and Cultural	1,001,951	1,063,700
Other	840,931	942,042
Transfers Out	<u>3,033,845</u>	<u>3,066,926</u>
<b>TOTAL</b>	<b><u>\$ 22,322,592</u></b>	<b><u>\$ 23,485,685</u></b>

**GENERAL FUND REVENUE SUMMARY**

**General Fund Revenues Summary**

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>LOCAL REVENUE:</b>							
<b>GENERAL PROPERTY TAXES</b>							
Real Estate-Current Tax	\$ 10,451,062	\$ 10,775,062	\$ 12,403,000	\$ 12,947,000	\$ 13,088,000	\$ 685,000	5.5%
Delinquent Real Estate Taxes	122,036	62,405	125,000	90,000	90,000	(35,000)	-28.0%
Public Service Corp.	105,319	137,444	96,000	96,000	96,000	-	0.0%
Personal Property-Current Tax	1,672,899	1,885,024	2,070,000	2,070,000	2,299,000	229,000	11.1%
Delinquent Personal Property Taxes	9,625	3,222	5,000	5,000	5,000	-	0.0%
Penalties and Interest	127,513	149,801	82,000	102,000	104,000	22,000	26.8%
<b>TOTAL GENERAL PROPERTY TAXES</b>	<b>12,488,453</b>	<b>13,012,958</b>	<b>14,781,000</b>	<b>15,310,000</b>	<b>15,682,000</b>	<b>901,000</b>	<b>6.1%</b>
<b>OTHER LOCAL TAXES</b>							
Local Sales Tax	446,435	458,238	449,000	449,000	455,000	6,000	1.3%
Communications Sales & Use Tax	-	-	228,000	228,000	445,000	217,000	95.2%
Meals Tax	443,314	453,091	435,000	435,000	450,000	15,000	3.4%
Consumer Utility Tax	447,622	440,102	366,000	366,000	275,000	(91,000)	-24.9%
Consumption Tax	38,009	38,275	36,000	36,000	38,000	2,000	5.6%
E-911 Telephone Tax	146,216	151,531	73,000	74,000	-	(73,000)	-100.0%
Business License Tax	339,675	388,663	350,000	395,000	360,000	10,000	2.9%
Cable Franchise Tax	115,874	127,428	55,000	68,000	-	(55,000)	-100.0%
Motor Vehicle License Fee	296,574	306,684	-	12,060	-	n/a	n/a
Cigarette Tax	94,467	73,548	102,000	100,000	90,000	(12,000)	-11.8%
Other Local Taxes	267,536	355,032	231,000	269,500	313,000	82,000	35.5%
<b>TOTAL OTHER LOCAL TAXES</b>	<b>2,635,722</b>	<b>2,792,592</b>	<b>2,325,000</b>	<b>2,432,560</b>	<b>2,426,000</b>	<b>101,000</b>	<b>4.3%</b>
<b>TOTAL PERMITS, LICENSES &amp; FEES</b>	<b>172,455</b>	<b>173,401</b>	<b>135,000</b>	<b>135,000</b>	<b>143,700</b>	<b>8,700</b>	<b>6.4%</b>
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>30,583</b>	<b>37,283</b>	<b>28,000</b>	<b>28,000</b>	<b>38,800</b>	<b>10,800</b>	<b>38.6%</b>
<b>USE OF MONEY &amp; PROPERTY</b>							
Interest on Investments	119,801	96,700	70,000	160,000	120,000	50,000	71.4%
Rental of Property	82,747	87,977	84,700	91,700	85,600	900	1.1%
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>202,548</b>	<b>184,677</b>	<b>154,700</b>	<b>251,700</b>	<b>205,600</b>	<b>50,900</b>	<b>32.9%</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>30,318</b>	<b>29,694</b>	<b>31,490</b>	<b>31,490</b>	<b>43,000</b>	<b>11,510</b>	<b>36.6%</b>
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>60,180</b>	<b>36,187</b>	<b>62,373</b>	<b>72,660</b>	<b>3,200</b>	<b>(59,173)</b>	<b>-94.9%</b>
<b>TOTAL LOCAL REVENUE</b>	<b>\$ 15,620,259</b>	<b>\$ 16,266,792</b>	<b>\$ 17,517,563</b>	<b>\$ 18,261,410</b>	<b>\$ 18,542,300</b>	<b>\$ 1,024,737</b>	<b>5.8%</b>

## GENERAL FUND REVENUE SUMMARY

### General Fund Revenues Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>STATE REVENUE:</b>							
<b>NON-CATEGORICAL AID</b>							
PPTRA AID	\$ 1,809,159	\$ 2,018,257	\$ 1,923,430	\$ 1,923,430	\$ 1,923,430	\$ -	0.0%
DMV Reimbursement	77,646	80,947	80,000	80,000	80,000	-	0.0%
OTHER AID	20,888	17,450	16,960	16,960	16,960	-	0.0%
<b>TOTAL NON-CATEGORICAL AID</b>	<b>1,907,693</b>	<b>2,116,654</b>	<b>2,020,390</b>	<b>2,020,390</b>	<b>2,020,390</b>	<b>-</b>	<b>0.0%</b>
<b>CATEGORICAL AID</b>							
<b>TOTAL SHARED EXPENSES</b>	<b>210,149</b>	<b>223,603</b>	<b>253,299</b>	<b>253,299</b>	<b>264,518</b>	<b>11,219</b>	<b>4.4%</b>
<b>OTHER CATEGORICAL AID:</b>							
State 599 Funds (Police)	270,848	291,856	303,400	291,860	291,860	(11,540)	-3.8%
Street & Highway Maintenance	618,000	630,000	655,000	700,000	727,000	72,000	11.0%
Library Aid	103,226	113,797	130,119	130,119	138,600	8,481	6.5%
Juvenile Crime	14,388	-	14,380	-	-	(14,380)	-100.0%
Comprehensive Services Act	285,033	256,983	297,000	297,000	288,500	(8,500)	-2.9%
Police Grants	2,319	10,500	672	672	-	(672)	-100.0%
Fire and EMS Grants	52,989	37,705	23,500	39,950	39,500	16,000	68.1%
Wireless E911 PSAP	37,373	47,115	45,000	45,000	46,000	1,000	2.2%
State Matching FEMA Grant	16,738	-	-	-	-	n/a	n/a
Other State Revenue	4,375	6,568	6,600	6,600	6,000	(600)	-9.1%
<b>TOTAL OTHER CATEGORICAL AID</b>	<b>1,405,289</b>	<b>1,394,524</b>	<b>1,475,671</b>	<b>1,511,201</b>	<b>1,537,460</b>	<b>61,789</b>	<b>4.2%</b>
<b>TOTAL CATEGORICAL AID</b>	<b>1,615,438</b>	<b>1,618,127</b>	<b>1,728,970</b>	<b>1,764,500</b>	<b>1,801,978</b>	<b>73,008</b>	<b>4.2%</b>
<b>TOTAL STATE REVENUE</b>	<b>3,523,131</b>	<b>3,734,781</b>	<b>3,749,360</b>	<b>3,784,890</b>	<b>3,822,368</b>	<b>73,008</b>	<b>1.9%</b>
<b>FEDERAL REVENUE:</b>							
COPS Fast Grant	7,233	24,357	-	-	-	n/a	n/a
Police Grants	38,286	260,486	78,000	78,000	47,500	(30,500)	-39.1%
Plum Tree Island Refuge	4,513	5,097	5,100	5,100	5,100	-	0.0%
FEMA Public Assistance Grant	3,370	-	-	23,330	-	n/a	n/a
Other Federal Revenue	2,018	3,721	7,565	7,535	-	(7,565)	-100.0%
<b>TOTAL FEDERAL REVENUE</b>	<b>55,420</b>	<b>293,661</b>	<b>90,665</b>	<b>113,965</b>	<b>52,600</b>	<b>(38,065)</b>	<b>-42.0%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>19,198,810</b>	<b>20,295,234</b>	<b>21,357,588</b>	<b>22,160,265</b>	<b>22,417,268</b>	<b>1,059,680</b>	<b>5.0%</b>
<b>TRANSFERS IN:</b>							
Transfer from Sewer Fund	153,000	150,000	130,000	130,000	130,000	-	0.0%
Transfer from Capital Projects Fund	-	-	-	-	97,690	97,690	n/a
Transfer from School Board	437,000	342,144	336,390	336,390	325,828	(10,562)	-3.1%
Transfer from Unapprop. Fund Bal.	-	-	498,614	498,614	514,899	16,285	3.3%
<b>TOTAL TRANSFERS IN</b>	<b>590,000</b>	<b>492,144</b>	<b>965,004</b>	<b>965,004</b>	<b>1,068,417</b>	<b>103,413</b>	<b>10.7%</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 19,788,810</b>	<b>\$ 20,787,379</b>	<b>\$ 22,322,592</b>	<b>\$ 23,125,269</b>	<b>\$ 23,485,685</b>	<b>\$ 1,163,093</b>	<b>5.2%</b>

## REVENUE DETAIL

### LOCAL REVENUE

General Property taxes account for 85% of locally generated revenues. Included in this category are levies made on real and personal property of City residents and businesses.

#### REAL ESTATE TAX:

Real estate property tax on residential, business land and buildings in the City was adopted at a rate of \$0.81 per \$100 of assessed value. However, the rate was proposed at \$.83, a 2-cent or 2.5% increase from the FY 2007 rate of \$.81 per \$100 of assessed value. Each cent of tax brings approximately \$161,000 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 biennial assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. FY 2008 is not a reassessment year. The only increase in the value of real estate reflects change for growth of new construction of residential and commercial properties. The City will begin annual assessments for the FY 2009 budget year.

Residential growth projections in FY 2008 are based on fifty new houses, estimated value of \$350,000 each to be built throughout the year, and other residential improvements. This will bring approximately \$66,800 additional tax revenue during FY 2008.

FY 2008 will also have the full year of benefit of growth incurred in FY 2007. In FY 2007, those value changes were prorated based upon the time period placed in service.

<b>FY 2007 Real Estate Revised Budget Estimate</b>	\$12,947,000
FY 2007 Residential growth full year benefit	74,200
FY 2008 Residential growth \$19,000,000 on new assessments of 50 new homes at \$350,000 each and other residential improvements	<u>66,800</u>
<b>FY 2008 Real Estate Budget</b>	<u>\$13,088,000</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 \$11,950,000 in FY 2008, which is the same as the previous year. Revenues will remain level based on the adopted \$.81 real estate tax rate.

## **REVENUE DETAIL**

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### **PERSONAL PROPERTY TAX:**

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

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the Adopted FY 2008 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for boats and recreational vehicles a \$1.50 tax rate per \$100 of assessed value. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the adopted real estate rate of \$0.81 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2008 personal property tax revenue is \$4,222,430 a \$229,000 increase over the FY 2007 budget. There are higher assessments of personal property due to the increased costs of vehicles. The personal property tax rate was increased to \$4.15 per \$100 of assessed value to offset the elimination of the City's motor vehicle decal fee in FY 2007. This fee will be discussed further on page 16.

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. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,430.

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 2007.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54.4% of personal property tax in FY 2008. The break out between local taxes and state aid is as follows for FY 2008 Personal Property tax revenue.

<b><u>Local Taxes = 54.4%</u></b>	<b><u>State Aid = 45.6%</u></b>	<b><u>Total</u></b>
\$ 2,299,000	\$ 1,923,430	\$ 4,222,430

### **LOCAL SALES TAX:**

Virginia State Sales Tax rate increased from 4.5% to 5.0% on July 1, 2004. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2008, it is expected to have a small increase of 1.4% or \$6,000 over FY 2007. This projection is based on commercial retail sales in the City.

### **MEALS TAX:**

A 5.5% tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2008, it will increase by 3.5% over FY 2007 estimate based on growth.

## **REVENUE DETAIL**

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### **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 new tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax has also been replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" to be applied to each wireless number. The Cable Franchise Fee has also been replaced by the Communications Sales Tax. The tax will be collected by the companies and paid to the State, which will administer distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City.

### **CONSUMER UTILITY TAX:**

The City collects a tax based upon consumption on 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. In FY 2007, the City's consumer utility tax on residential and commercial customers of telephone companies was replaced with the new communication sales and use tax.

### **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 \$38,000 annually; an increase of 5.6% over FY 2007.

### **E-911 TELEPHONE TAX:**

In FY 2007, the City's E-911 tax of \$2.50 per line per month was replaced with the new statewide communication sales and use tax. More information on this new tax is included in the communication sales and use tax section.

### **BUSINESS LICENSE TAX:**

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been a few changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The projected amount budgeted for FY 2008 is expected to increase by 2.9% over the FY 2007 estimate.

### **CABLE FRANCHISE FEE:**

The Cable Franchise Fee has been replaced by the Communications Sales and Use Tax. The City's right to directly impose this fee remains intact until the expiration of the City's current franchise agreement with Cox Communications. The revenue from the fee is now included with the new Communications Sales and Use Tax.

### **MOTOR VEHICLE LICENSE TAX:**

The Motor Vehicle License Tax (decals fee) requirement for vehicles, RV's, motorcycles, and trailers was eliminated in FY 2007. In order to make up this loss in revenue, an increased personal property tax rate was adopted in FY 2007.

## **REVENUE DETAIL**

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### **CIGARETTE TAX:**

This tax is based on 10 cents per pack that went into effect October 1, 2001. The amount budgeted for FY 2008 is \$90,000, a decrease of 11.8%.

### **OTHER LOCAL TAXES:**

Included in this category are:

Bank Franchise Tax	\$ 28,000
Recordation Tax	250,000
Deed of Conveyance	<u>35,000</u>
	<u>\$313,000</u>

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

Recordation Tax represents fees paid to record any document with the Circuit Court. The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers. FY 2008 anticipates growth due to an active real estate market, including new residential property and favorable interest rates which trigger refinancing.

### **PERMITS, LICENSES, AND FEES:**

Included in this category of revenue are:

Dog Licenses	\$ 1,700
Site Plan Inspection Fees	14,000
Site Plan Review Fees	5,000
Zoning Advertising Fees	8,000
Subdivision Inspection Fees	7,000
Building Permits	42,000
Electrical Permits	10,000
Plumbing Permits	13,500
Mechanical Permits	13,000
Erosion and Sediment Fees	15,000
Right-of-Way Permits	5,000
Drainage Pipe Permits	2,000
Subdivision Street Lights	5,000
Other Fees	<u>2,500</u>
	<u>\$ 143,700</u>

This represents fees for permits, subdivision and other fees. In FY 2008, this represents a 6.5% increase of \$8,700 from the FY 2007 estimate.

### **FINES AND FORFEITURES:**

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2008 is \$38,800.

## **REVENUE DETAIL**

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### **INTEREST ON INVESTMENTS:**

In FY 2008 there is an anticipated increase of \$50,000 from the FY 2007 estimate.

### **RENTAL OF PROPERTY:**

The City rents property to the School Board for administrative office space in City Hall. In FY 2008, the amount will be \$25,600, which is a 3.6% increase, based on additional maintenance costs on the building space that the School Administration occupies. Also budgeted is \$60,000 for tower rental for communications companies to place their towers on City property.

### **CHARGES FOR SERVICES:**

Included in this category of revenue are:

Library Fees	\$19,000
Passport Processing	20,000
Copying Charges	<u>4,000</u>
	<u>\$ 43,000</u>

### **MISCELLANEOUS REVENUE:**

Miscellaneous Revenue includes:

Returned Check Fees	\$ 1,000
Miscellaneous	<u>2,200</u>
	<u>\$ 3,200</u>

Miscellaneous revenue in prior years included donations and insurance recoveries. Donations and insurance recoveries are not budgeted until received.

## **STATE REVENUE**

### **NON-CATEGORICAL AID:**

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

Personal Property Tax Relief Act	\$1,923,430
DMV Reimbursement	80,000
A.B.C. Profits	6,780
Wine Taxes	7,100
Rolling Stock Tax	80
Mobile Home Titling Tax	<u>3,000</u>
	<u>\$2,020,390</u>

Total personal property in FY 2008 is \$4,222,430. Of this amount, \$2,299,000 is recorded as general property taxes and \$1,923,430 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$229,000 due to projected increases in assessments and increased tax rate; however, the revenue from the State will remain level. The increase is considered local revenue.

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 3.5% on all revenues collected. It is projected the City will receive \$80,000 for FY 2008, the same as FY 2007. The office staff salaries and the majority of office expenses are paid by the City. The total DMV budget is \$99,494, which is higher than the projected revenue by \$19,494.

## **REVENUE DETAIL**

A.B.C. Profits and Wine Tax revenue are distributed by the State Department of Taxation to localities based on their census population. In FY 2008, the revenue will remain the same as the FY 2007 estimate.

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

### **CATEGORICAL AID - SHARED EXPENSES:**

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

The FY 2008 budget of \$264,518 is based on estimates received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 109,312
Treasurer	102,086
Registrar	53,070
Medical Examiner	<u>50</u>
	<u>\$264,518</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 and Wireless E-911 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; Wireless E-911 funding is for the purchase, maintenance, and operation of the equipment dedicated to the Wireless E-911 system. The 599 funding for FY 2008 will remain level at \$291,860; we should see a small increase in the wireless E-911 funding to \$47,000.

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 will receive a total of \$1,119,000 in FY 2008. Of that amount, \$392,000 is budgeted in the Capital Projects Fund and is used for paving and drainage projects. The remaining \$727,000 is budgeted in the General Fund. This is a 4% increase over the revised FY 2007 estimate.

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 will receive in FY 2008 is \$138,600, a 6.6% increase over the FY 2007 estimate.

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 remain at 72.13% of the total CSA expenditures. CSA is expected to decrease slightly in FY 2008.

<b><u>Local Share = 27.87%</u></b>	<b><u>State Share = 72.13%</u></b>	<b><u>Total</u></b>
\$ 111,500	\$ 288,500	\$400,000

## **REVENUE DETAIL**

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Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2008 estimates for State Categorical Aid. The VML is an advocate for Virginia localities at the State 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. Also, the City is in the second year of an existing COPS grant which will partially fund two police officers for a three year period. In FY 2008, the City will receive \$47,500 towards the costs of the officers.

### **TRANSFERS IN**

This category reflects monies transferred from the schools, other funds and the Unappropriated Fund Balance that are used to meet expenditures in the General Fund.

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2008 will remain level at \$130,000.

The amounts budgeted in Transfer from the School Board; represent unspent year-end School funds and money the School remits to the City from State School Construction and State Lottery funds. The amount of unspent year-end School funds is unknown until the year-end audit is complete and thus is not budgeted in FY 2008. The City has been using both the School Construction Funds and the School Lottery Funds to pay for School debt service. In FY 2008, there is a decrease of \$10,562 from the FY 2007 estimate.

School Construction Funds	\$135,390
School Lottery Funds	<u>190,438</u>
	<u>\$325,828</u>

The FY 2008 adopted budget designates \$514,899 of General Fund Unappropriated Fund Balance to balance the budget. Of this amount, \$257,420 will be transferred to the Solid Waste Fund in order to fund the operating start-up costs for the new Solid Waste program.

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## GENERAL FUND EXPENDITURES SUMMARY

### General Fund Expenditures Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>LEGISLATIVE</b>						
City Council	\$ 68,058	\$ 92,631	\$ 69,430	\$ 74,762	\$ 5,332	7.7%
<b>GENERAL ADMINISTRATION</b>						
City Manager	316,483	393,353	449,730	464,710	14,980	3.3%
Legal Services	87,384	100,739	95,250	100,800	5,550	5.8%
Independent Auditor	23,300	22,005	26,500	27,300	800	3.0%
Commissioner of the Revenue	235,902	245,653	294,489	284,020	(10,469)	-3.6%
Assessor/Equalization Board	153,241	156,169	210,040	218,885	8,845	4.2%
Treasurer	252,090	264,795	261,210	273,075	11,865	4.5%
Finance	245,916	276,464	310,590	314,510	3,920	1.3%
Risk Management	52,586	56,499	157,189	161,950	4,761	3.0%
TOTAL ADMINISTRATION	1,366,902	1,515,677	1,804,998	1,845,250	40,252	2.2%
<b>ELECTIONS</b>						
Registrar/Electoral Board	108,073	112,833	117,980	128,711	10,731	9.1%
<b>PUBLIC SAFETY</b>						
Courts and Sheriff	180,184	238,689	225,990	278,583	52,593	23.3%
Police	1,802,838	1,952,553	2,380,135	2,226,623	(153,512)	-6.4%
Fire	1,933,345	2,064,878	2,269,591	2,583,307	313,716	13.8%
Corrections & Detention	177,767	169,250	171,400	181,441	10,041	5.9%
Inspections	215,343	203,119	236,970	243,583	6,613	2.8%
Animal Control	90,600	66,323	67,780	76,450	8,670	12.8%
TOTAL PUBLIC SAFETY	4,400,077	4,694,812	5,351,866	5,589,987	238,121	4.4%
<b>PUBLIC WORKS</b>						
Engineering	195,409	108,249	120,160	126,269	6,109	5.1%
Public Works	874,090	920,333	1,006,660	1,082,879	76,219	7.6%
Street Lights	53,866	65,817	68,000	71,000	3,000	4.4%
General Properties	104,833	181,976	115,820	227,920	112,100	96.8%
TOTAL PUBLIC WORKS	1,228,198	1,276,375	1,310,640	1,508,068	197,428	15.1%
<b>HEALTH &amp; WELFARE</b>						
Health Department	42,966	45,101	47,671	45,720	(1,951)	-4.1%
Mosquito Control	173,231	166,697	195,820	274,389	78,569	40.1%
Mental Health	123,504	136,204	149,660	160,710	11,050	7.4%
Welfare/Social Services	487,215	453,124	517,800	511,420	(6,380)	-1.2%
TOTAL HEALTH & WELFARE	\$ 826,916	\$ 801,126	\$ 910,951	\$ 992,239	\$ 81,288	8.9%

**GENERAL FUND EXPENDITURES SUMMARY**

**General Fund Expenditures Summary**

<u>Account Title</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>	<u>\$ Change From 2007 Budget</u>	<u>% Change From 2007 Budget</u>
<b>EDUCATION</b>						
School Contribution	\$ 7,256,200	\$ 7,456,200	\$ 7,880,000	\$ 8,274,000	\$ 394,000	5.0%
School Capital Contribution	54,863	98,904	-	-	n/a	n/a
<b>TOTAL EDUCATION</b>	<b>7,311,063</b>	<b>7,555,104</b>	<b>7,880,000</b>	<b>8,274,000</b>	<b>394,000</b>	<b>5.0%</b>
<b>PARKS, RECREATION &amp; CULTURAL</b>						
Parks and Recreation	261,954	281,996	336,440	342,493	6,053	1.8%
Library	568,714	650,871	665,511	721,207	55,696	8.4%
<b>TOTAL PARKS, REC &amp; CULTURAL</b>	<b>830,668</b>	<b>932,867</b>	<b>1,001,951</b>	<b>1,063,700</b>	<b>61,749</b>	<b>6.2%</b>
<b>COMMUNITY DEVELOPMENT</b>						
Planning	221,364	301,631	336,940	442,803	105,863	31.4%
Planning/BZA/Wetlands/ARB	7,547	7,492	6,200	7,100	900	14.5%
Economic Development	5,325	11,580	5,330	6,830	1,500	28.1%
Community Development	139,741	138,389	173,781	150,751	(23,030)	-13.3%
Community Relations	131,450	138,424	166,450	175,564	9,114	5.5%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>505,427</b>	<b>597,516</b>	<b>688,701</b>	<b>783,048</b>	<b>94,347</b>	<b>13.7%</b>
<b>NON-DEPARTMENTAL</b>						
Non-Departmental	22,823	50,446	55,000	59,500	4,500	8.2%
Department of Motor Vehicles	75,379	89,868	97,230	99,494	2,264	2.3%
Hurricane Isabel Recovery	117	-	-	-	n/a	n/a
<b>TOTAL NON-DEPARTMENTAL</b>	<b>98,319</b>	<b>140,314</b>	<b>152,230</b>	<b>158,994</b>	<b>6,764</b>	<b>4.4%</b>
<b>TRANSFERS OUT</b>						
Debt Service Fund	1,565,026	1,601,475	2,427,570	2,481,810	54,240	2.2%
Capital Projects Fund	444,750	1,165,204	354,590	-	(354,590)	-100.0%
Special Revenue Fund	-	-	60,305	76,686	16,381	27.2%
Solid Waste Fund	197,200	183,333	-	257,420	257,420	n/a
Utilities Fund	-	-	-	-	n/a	n/a
Parks and Recreation Fund	83,600	184,350	69,710	131,010	61,300	87.9%
Industrial Development Authority	59,900	147,530	121,670	120,000	(1,670)	-1.4%
Fleet Fund	-	-	-	-	n/a	n/a
<b>TOTAL TRANSFERS OUT</b>	<b>2,350,476</b>	<b>3,281,892</b>	<b>3,033,845</b>	<b>3,066,926</b>	<b>33,081</b>	<b>1.1%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 19,094,177</b>	<b>\$ 20,947,271</b>	<b>\$ 22,322,592</b>	<b>\$ 23,485,685</b>	<b>\$ 1,163,093</b>	<b>5.2%</b>

## CITY COUNCIL

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 39,739	\$ 42,547	\$ 44,120	\$ 45,840	\$ 1,720	3.9%
Operating Expenses	27,721	50,084	25,310	28,922	3,612	14.3%
Capital Outlay	598	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 68,058</b>	<b>\$ 92,631</b>	<b>\$ 69,430</b>	<b>\$ 74,762</b>	<b>\$ 5,332</b>	<b>7.7%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
City Clerk	0.4	0.4	0.4	0.4
<b>Totals</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

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



### Goals and Objectives

- \* Promote economic development opportunities as a means of bringing balance to local revenue generation.
- \* Improve drainage throughout the City.

## CITY COUNCIL

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### Major Departmental Functions

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

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Regular Meetings	20	19	21	20
Work Sessions	18	19	20	17
Special Sessions	0	0	0	0

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.

## CITY MANAGER

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 280,284	\$ 349,012	\$ 403,400	\$ 418,480	\$ 15,080	3.7%
Operating Expenses	28,314	37,310	24,130	24,830	700	2.9%
Capital Outlay	7,885	7,031	22,200	21,400	(800)	-3.6%
<b>Totals</b>	<b>\$ 316,483</b>	<b>\$ 393,353</b>	<b>\$ 449,730</b>	<b>\$ 464,710</b>	<b>\$ 14,980</b>	<b>3.3%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
City Manager	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6
Deputy Emerg Management Coordinator	0	0.6	1	1
Executive Assistant	1	1	1	1
Secretary	1	1	1	1
Part-time (FTE)	0	0	0.2	0.2
<b>Totals</b>	<b>3.6</b>	<b>4.2</b>	<b>4.8</b>	<b>4.8</b>



### Goals and Objectives

- \* Continue efforts to stimulate economic growth in the City, focusing on development of the Big Woods and Messick Point.
- \* Continue review of City operations to identify areas for cost savings and improved services.
- \* Complete update of Comprehensive Plan.
- \* Continue to seek funding to assist citizens with recovery efforts from damages caused by Hurricane Isabel.
- \* Continue Federal Emergency Management Agency and Community Development Block Grant programs elevation projects.

## CITY MANAGER

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### Major Departmental Functions

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



### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.

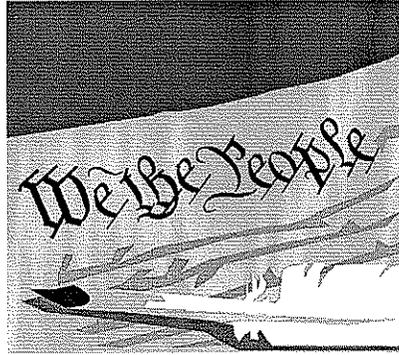
## LEGAL SERVICES

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	87,384	100,739	95,250	100,800	5,550	5.8%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 87,384</b>	<b>\$ 100,739</b>	<b>\$ 95,250</b>	<b>\$ 100,800</b>	<b>\$ 5,550</b>	<b>5.8%</b>

### Personnel Summary

N/A



### Goals and Objectives

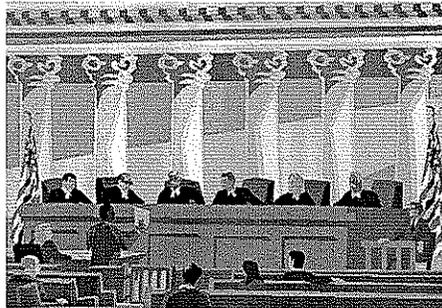
- \* Practice preventive law on behalf of the City of Poquoson by regular meetings with the City Manager and recommendations to improve the legal position of the City.
- \* Handle legal matters concerning the City in accordance with law in a timely and efficient manner.

## LEGAL SERVICES

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### Major Departmental Functions

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



### Significant Budget Items

- \* Increase in department due to attorney contracted services.

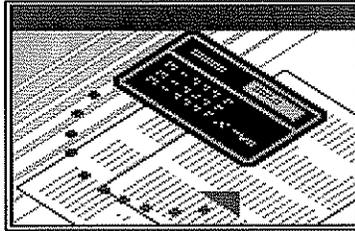
## INDEPENDENT AUDITOR

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	23,300	22,005	26,500	27,300	800	3.0%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 23,300</b>	<b>\$ 22,005</b>	<b>\$ 26,500</b>	<b>\$ 27,300</b>	<b>\$ 800</b>	<b>3.0%</b>

### 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 2007 audits of the City, School Board and School Activity Funds by November 30, 2007.
- \* Prepare the Comparative Cost Report for the City.
- \* Provide suggestions to strengthen internal accounting and administrative controls.
- \* Implement Governmental Accounting Standards Board (GASB) Statement #40 - Deposit and Investment Risk Disclosures.

## INDEPENDENT AUDITOR

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### 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 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Estimated</u>	<u>FY 2008 Estimated</u>
Auditing Hours	880	880	920	880

### Significant Budget Items

\* Minimal increase of audit fees in FY 2008.

### 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 2007.

## COMMISSIONER OF THE REVENUE

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 220,590	\$ 230,514	\$ 281,069	\$ 269,000	\$ (12,069)	-4.3%
Operating Expenses	12,179	13,690	11,720	13,320	1,600	13.7%
Capital Outlay	3,133	1,449	1,700	1,700	-	0.0%
<b>Totals</b>	<b>\$ 235,902</b>	<b>\$ 245,653</b>	<b>\$ 294,489</b>	<b>\$ 284,020</b>	<b>\$ (10,469)</b>	<b>-3.6%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Commissioner of the Revenue	1	1	1	1
Deputy Commissioner II	1	1	1	1
Deputy Commissioner I	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### 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 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business License	868	881	900	900
Meals Tax	57	51	55	55
Personal Property Abatements	3,663	3,667	3,500	3,500
Personal Property Assessments	19,596	19,749	19,800	19,800
Property Transfers	406	454	450	450
Public Service Corporations	12	12	12	12
Real Estate Abatements	419	293	300	300
Real Estate Parcels	5,037	5,173	5,200	5,200
State Estimated Returns	336	348	350	350
State Tax Returns Audited	2,810	2,404	2,400	2,400
State Tax Refunds Processed Online	1,208	1,132	1,100	1,100
Tax Exemption & Deferral Applications	95	139	150	150

### Significant Budget Items

- \* Personal services includes a merit adjustment and health insurance.
- \* In FY 2008, effective 12/1/2007, the Commissioner will receive a 4% salary increase.
- \* In FY 2008, the City will receive \$109,312 in State Categorical Aid towards expenses of this office.

### Program Accomplishments

- \* Received approval for 1,001 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$400,000 of refunds within 3-5 days.
- \* Continued providing efficiency and stability to the Department of Motor Vehicles office by cross training employees in the Commissioner's office.

## ASSESSOR / EQUALIZATION BOARD

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 114,577	\$ 134,941	\$ 188,960	\$ 194,830	\$ 5,870	3.1%
Operating Expenses	21,809	15,010	16,580	20,755	4,175	25.2%
Capital Outlay	16,855	6,218	4,500	3,300	(1,200)	-26.7%
<b>Totals</b>	<b>\$ 153,241</b>	<b>\$ 156,169</b>	<b>\$ 210,040</b>	<b>\$ 218,885</b>	<b>\$ 8,845</b>	<b>4.2%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Assessor	1	1	1	1
Appraiser	0	0	1	1
Assessment Technician	1	1	1	1
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

### Ratio of property sales during time period

	<u>July 2005-July 2006</u>	<u>July 2006-Dec 2006</u>
Sold 1% -- 10% <b>over</b> Assessed Value	7	36
Sold 11% -- 30% <b>over</b> Assessed Value	25	14
Sold 31% -- 40% <b>over</b> Assessed Value	28	1
Sold 41% or more <b>over</b> Assessed Value	131	3
Sold 1% -- 10% <b>under</b> Assessed Value	5	33
Sold 11% -- 30% <b>under</b> Assessed Value	5	13
Sold 31% -- 40% <b>under</b> Assessed Value	1	2
Sold 41% or more <b>under</b> Assessed Value	5	0

The above shows that prior to the 2006 reassessment a majority of properties were selling well above assessed value and after the assessment are continuing to sell at or above value.

### Goals and Objectives

- \* Continue to refine program for Computer Assisted Mass Appraisal (CAMA) database.
- \* Continue to utilize property surveys and aerial photographs to improve the accuracy of property identification maps.
- \* Continue to work with the City Manager and other city departments to implement a Geographic Information System (GIS).
- \* Continue to maintain and post real estate sales to the Property Information Web Site.
- \* Continue to modernize the office and the services that are provided to the public.
- \* Begin working on 2008 General Reassessment of the City and implement changes necessary to shift to annual assessments beginning with the FY 2009 cycle.

## ASSESSOR / EQUALIZATION BOARD

### Major Departmental Functions

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

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Assessor				
Real Estate Parcels	5,126	5,208	5,288	5,390
Total Assessed Value	\$1,002,511,357	\$1,025,497,078	\$1,627,336,017	\$1,652,336,017
Property Transfers	566	530	500	500
Renovations/New Construction	344	401	500	600
Total New Assessed Value	\$22,166,700	\$21,244,700	\$25,000,000	\$27,000,000

Since reassessments were performed every two years, the Equalization Board met every two years. Beginning in July 2008, the Board will meet annually. Listed are the statistics for the Equalization Board.

	FY 2005 Actual	FY 2007 Actual	FY 2009 Estimated
Equalization Board			
# of Property Owners Appealing	26	48	30
# of Parcels Reviewed	32	54	35
# of Assessments Decreased	14	40	15
Value of Decreases	\$568,400	\$1,414,100	\$600,000

### Significant Budget Items

- \* Increase in personal services is due to merit increase and health insurance.
- \* Increase in operating expenses is due to cost of new server shared under contract with neighboring counties.

### Program Accomplishments

- \* Completed 2006 General Reassessment, held assessment and Board of Equalization hearings and finalized data.
- \* Presented completed assessment data to Commissioner of the Revenue for printing of Land Book.
- \* Created a Permit Software Program with Inspections Office.

## TREASURER

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 200,105	\$ 211,018	\$ 237,870	\$ 243,180	\$ 5,310	2.2%
Operating Expenses	38,603	49,809	21,840	27,645	5,805	26.6%
Capital Outlay	13,382	3,968	1,500	2,250	750	50.0%
<b>Totals</b>	<b>\$ 252,090</b>	<b>\$ 264,795</b>	<b>\$ 261,210</b>	<b>\$ 273,075</b>	<b>\$ 11,865</b>	<b>4.5%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Accounting Technician	1	1	1	1
Clerical Assistant	1	1	1	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



### Goals and Objectives

- \* Maintain high collection rates and customer service.
- \* Maintain state office accreditation.
- \* Continue training/certification program for Treasurer and deputies.
- \* Improve website and statements.
- \* Pursue collections of delinquent accounts.

## TREASURER

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### Major Departmental Functions

- \* Collect all revenues due to the City and School Board 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 Board.
- \* 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

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business Licenses Processed	825	840	830	850
Car Tax Refund Certifications	22,000	22,200	1,000	500*
Meals Tax Payments Processed	465	465	470	480
Personal Property Tax Tickets Processed	22,000	22,238	22,500	23,000
Real Estate Tax Tickets Processed	10,750	10,766	11,000	11,500
Sewer Account Payments Processed	21,750	27,500	27,900	28,200
Sewer Availability Contract Payments	3,200	3,000	800	500
Supplemental RE Tax Tickets Processed	250	250	250	275
Vehicle Decals Sold	14,500	15,500	1,000	0

\*PPTRA is changing to a different type of system

### Significant Budget Items

- \* In FY 2008, the City will receive \$102,086 in State Categorical Aid towards expenses of this office.
- \* Increases are due to cost of living adjustment and health insurance; Treasurer's annual web-based accounting program maintenance and replacement of computers, printers and office furniture.

### Program Accomplishments

- \* The Treasurer's Office collected taxes on a timely basis. Collection rate for FY 2006 for taxes was 97% and 99% overall for all years.
- \* The Poquoson Treasurer's Office received accreditation by the State.
- \* The Deputy Treasurer earned certification as a Master Governmental Deputy Treasurer.
- \* Sent bills out early to improve cash flows.
- \* Invested City funds on a timely basis to maximize interest revenue idle funds were kept to a minimum.

## FINANCE

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 193,712	\$ 229,972	\$ 266,610	\$ 274,600	\$ 7,990	3.0%
Operating Expenses	48,274	30,143	37,480	34,910	(2,570)	-6.9%
Capital Outlay	3,930	16,349	6,500	5,000	(1,500)	-23.1%
<b>Totals</b>	<b>\$ 245,916</b>	<b>\$ 276,464</b>	<b>\$ 310,590</b>	<b>\$ 314,510</b>	<b>\$ 3,920</b>	<b>1.3%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Finance	1	1	1	1
Accountant	1	1	1	1
Accounting Analyst	1	1	1	1
Accounting Assistant	0	1	1	1
Part Time (FTE)	0.5	0	0	0
<b>Totals</b>	<b>3.5</b>	<b>4</b>	<b>4</b>	<b>4</b>



### 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

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### Major Departmental Functions

- \* Oversee revenues and expenditures of government funds.
- \* Maintain the City's financial records.
- \* Prepare the City's annual operating budget.
- \* Prepare the City's bi-weekly payroll and weekly accounts payable.
- \* Handle the City's utility 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.
- \* Prepare financial reports at the direction of the City Manager.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Accounts Payable Checks Issued	4,425	4,650	4,700	4,900
Payment Vouchers	4,900	5,200	5,500	6,000
Payroll Checks Issued	1,520	1,575	1,580	1,600
Payroll Direct Deposits	3,400	3,450	3,520	3,570
Deposits to Different Financial Institutions	16	16	18	20
Utility Bills Printed	18,546	27,840	28,400	28,400
Utility Customers	4,593	4,604	4,750	4,800
Utility Customers with Special Rates	47	50	130	130

### Significant Budget Items

- \* Increase in personal services is due to cost of living adjustment and health insurance.

### Program Accomplishments

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

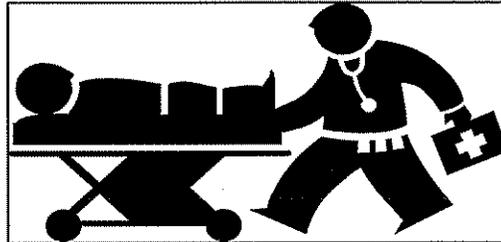
## RISK MANAGEMENT

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 21,544	\$ 22,093	\$ 116,709	\$ 116,709	\$ -	0.0%
Operating Expenses	31,042	34,406	40,480	45,241	4,761	11.8%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 52,586</b>	<b>\$ 56,499</b>	<b>\$ 157,189</b>	<b>\$ 161,950</b>	<b>\$ 4,761</b>	<b>3.0%</b>

### 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 reclassification of positions in which salaries have fallen below market, sick leave termination pay and other fringe benefits that cannot be allocated to a particular department.
- \* Fund Risk Management Consultant.

### Performance Measures

	Year 2005 Actual	Year 2006 Actual	Year 2007 Estimated	Year 2008 Estimated
<u>Worker's Compensation</u>				
Claims Filed	17	6	10	8
Loss Ratio	49.0%	8.0%	15.0%	12.0%
<u>General Liability</u>				
Claims Filed	5	1	0	0
Loss Ratio	21.0%	0.0%	0.0%	0.0%
<u>Auto Liability and No-Fault</u>				
Claims Filed	9	4	3	0
Loss Ratio	50.0%	33.0%	20.0%	0.0%
<u>Property</u>				
Claims Filed	1	1	1	0
Loss Ratio	240.0%	3.0%	0.0%	0.0%

### Significant Budget Items

- \* Personal services includes money for salary market adjustments and other unplanned salary expenditures in FY 2008.
- \* Increased cost of premiums for insurance coverage is allocated to the respective City department.

### Program Accomplishments

- \* Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- \* Established an active Safety Committee that meets bi-monthly to limit exposure of potential injuries or accidents to City employees and property.

## REGISTRAR / ELECTORAL BOARD

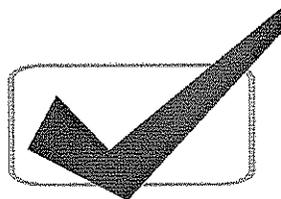
### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$	%
					Change From 2007 Budget	Change From 2007 Budget
Personal Services	\$ 86,461	\$ 91,028	\$ 96,700	\$ 103,200	\$ 6,500	6.7%
Operating Expenses	20,910	18,056	20,980	24,081	3,101	14.8%
Capital Outlay	702	3,749	300	1,430	1,130	376.7%
<b>Totals</b>	<b>\$ 108,073</b>	<b>\$ 112,833</b>	<b>\$ 117,980</b>	<b>\$ 128,711</b>	<b>\$ 10,731</b>	<b>9.1%</b>

\* In Personal Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of \$7,393.

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Registrar	1	1	1	1
Assistant Registrar	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1
<b>Totals</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>



### 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.
- \* Project the integrity of the electoral process and efficiently conduct the elections in FY 2008 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 that 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 or United States (as shown on page 42).
- \* Assist registrations at Poquoson High School, Bayside Convalescent Center and Dominion Village.
- \* Maintain accurate records of all registered voters. Process and enter all registrations, deletions, and name and address changes into the Voter Registration System.
- \* Oversee all elections and absentee voting ensuring that they are handled in accordance with Virginia Election Laws.
- \* Verify Certificate of Candidate qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.
- \* Verify results of each election and certify to State Board of Elections.
- \* Recruit and train Officers of Election and schedule officers to work at each polling place.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Registered Voters	8,202	8,332	8,597	8,990
New Registrants	314	227	315	350
Transferred In	286	231	325	375
Deletions	431	335	375	350
Changes in Address	386	125	175	200
Other Changes	171	149	150	175

### Significant Budget Items

- \* Increase in personal services is due to cost of living adjustment and health insurance.
- \* In FY 2008, the City will receive \$53,070 in State Categorical Aid for the Registrar and board members' salaries.
- \* Increase in capital outlay to purchase a printer in accordance with the Help America Vote Act (HAVA).

### Program Accomplishments

- \* Successfully conducted the June Primary.
- \* Successfully conducted the November 2006, General/Special Election.
- \* Obtained handicap compliance at all precincts.
- \* Successfully trained all Election Officials on the Touch Screen voting machine.
- \* Relocated the Eastern Precinct from the Poquoson Middle School to Trinity United Methodist Church voting facility.
- \* Worked with the State Board of Elections to verify voters received credit for voting in elections.
- \* Researched and confirmed the National Change of Address list provided by the State Board of Elections.

## COURTS AND SHERIFF

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	180,184	238,689	225,990	<b>278,583</b>	52,593	23.3%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 180,184</b>	<b>\$ 238,689</b>	<b>\$ 225,990</b>	<b>\$ 278,583</b>	<b>\$ 52,593</b>	<b>23.3%</b>

### Personnel Summary

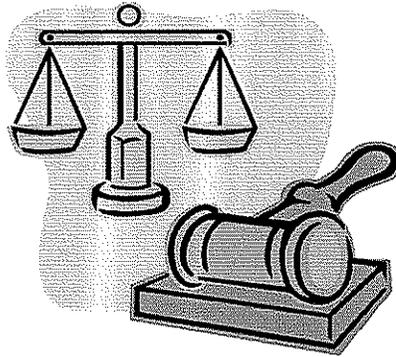
N/A



## COURTS AND SHERIFF

### Major Departmental Functions

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



### Significant Budget Items

\* York County sets the Poquoson courts and sheriff budget, and by legislation Poquoson pays 19.9% of the total budget.  
 \* Overall increase of \$52,593 or 23.3% for the department due in part to increases in operating costs.

<u>Budget Detail</u>	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
York/Poquoson Courthouse	\$ 64,199	\$ 98,163	\$ 103,248	\$ 141,736
Sheriff	103,891	124,323	107,056	119,677
9th District Court	7,440	7,633	7,600	8,700
Criminal Justice Planner	4,654	8,570	8,086	8,470
<b>Totals</b>	<b>\$ 180,184</b>	<b>\$ 238,689</b>	<b>\$ 225,990</b>	<b>\$ 278,583</b>

## POLICE

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 1,456,223	\$ 1,564,966	\$ 1,829,300	\$ 1,879,860	\$ 50,560	2.8%
Operating Expenses	300,174	319,209	531,538	299,263	(232,275)	-43.7%
Capital Outlay	46,441	68,378	19,297	47,500	28,203	146.2%
<b>Totals</b>	<b>\$ 1,802,838</b>	<b>\$ 1,952,553</b>	<b>\$ 2,380,135</b>	<b>\$ 2,226,623</b>	<b>\$ (153,512)</b>	<b>-6.4%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Police Chief	1	1	1	1
Lieutenant	1	1	1	1
Supervisor of Support Services	1	1	1	1
Sergeant/EMT	1	2	2	2
Sergeant	3	2	2	2
Detective/Sergeant	1	1	1	1
Corporal/EMT	1	1	2	2
Corporal	1	2	1	1
Master Patrolman/EMT	3	4	4	4
Master Patrolman	1	1	3	2
Police Officer/EMT	2	1	0	0
Police Officer	4	5	4	4
School Resource Officer	0	0	0	1
Dispatcher Supervisor	1	1	1	1
Dispatcher	3	3	3	3
Administrative Support Technician	1	1	1	1
Part Time Dispatcher (FTE)	1.5	1.5	1.5	1.5
Part Time Officer (FTE)	0.5	0.5	0.5	0.5
<b>Totals</b>	<b>27</b>	<b>29</b>	<b>29</b>	<b>29</b>

### Goals and Objectives

- \* Obtain Geographic Information System for Emergency 911 Dispatch Center.
- \* Train additional officers as Emergency Medical Technicians.
- \* Continue the "Toys for Tots" donation program.

## POLICE

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### 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.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Accidents	234	216	230	237
Arrests/Charges/Apprehensions	412	444	366	377
Calls for Service	5,938	5,646	6,828	7,033
First Responder Calls	423	340	366	377
Traffic Tickets	712	550	1,148	1,182

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* Decrease in operating expenses due to DEA Drug Seizure appropriation of \$205,090 received in FY 2007. Unknown Grants and Seized funds are not budgeted until received. This results in the overall decrease in the department for FY 2008.
- \* Increase in capital outlay due to funding for two replacement police vehicles.

### Program Accomplishments

- \* Acquired and installed in-car video cameras for all patrol vehicles.
- \* Installed security video cameras in Police Station and Emergency 911 center.
- \* Acquired special StealthStat TSC radar equipment.
- \* Established Special Operations Team for response to drug buy/bust incidents.
- \* Trained patrol officers in methods of standard DUI sobriety testing.
- \* Obtained Interoperability Radio System, new and back-up repeaters and new walkie-talkies for all employees.
- \* Purchased portable radar trailer for traffic safety.
- \* Certified an officer as EMT, trained an officer as armorer, recruited and trained an additional auxiliary officer.
- \* Connected to regional criminal information sharing network (CRIMES/LINX).
- \* Continued the Toys-for-Tots donation program in November and December.

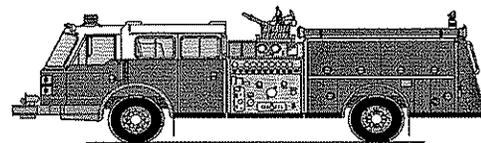
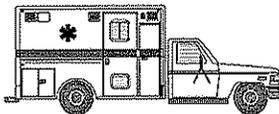
## FIRE

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>Personal Services</b>	\$ 1,594,761	\$ 1,729,759	\$ 1,922,900	\$ 2,183,603	\$ 260,703	13.6%
<b>Operating Expenses</b>	325,770	322,791	330,591	379,904	49,313	14.9%
<b>Capital Outlay</b>	12,814	12,328	16,100	19,800	3,700	23.0%
<b>Totals</b>	<b>\$ 1,933,345</b>	<b>\$ 2,064,878</b>	<b>\$ 2,269,591</b>	<b>\$ 2,583,307</b>	<b>\$ 313,716</b>	<b>13.8%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Fire Chief	1	1	1	1
Assistant Fire Chief/Inspector	1	1	1	0
Fire Captain/Paramedic	1	1	1	1
Fire Captain/Inspector	0	1	1	1
Fire Captain	3	2	2	2
Fire Lieutenant/Paramedic	1	1	1	1
Fire Lieutenant/Intermediate	1	1	1	1
Fire Lieutenant	1	1	1	1
Fire Engineer/Inspector	1	2	2	2
Fire Engineer	2	0	0	0
Fire Fighter/Paramedic	8	8	8	8
Fire Fighter/Intermediate	4	5	5	5
Fire Fighter	2	2	4	6
Administrative Secretary	1	1	1	1
<b>Totals</b>	<b>27</b>	<b>27</b>	<b>29</b>	<b>30</b>



### Goals and Objectives

- \* Improve training program through increased teaching aids and equipment and offering more classes.
- \* Improve our Fire Prevention Program by increasing Pre-fire Plans per month with ultimate goal of each business being inspected twice a year per National Fire Protection Association (NFPA) requirements.
- \* Continue to work on Fire Station 1 replacement project.
- \* Constantly improve our service with new firefighting and rescue tools to increase our capabilities and work on Standard Operating Procedures to insure more consistent and safer operations.
- \* Update the breathing air packs: SCBA (Self Contained Breathing Apparatus).
- \* Assess hiring process in an effort to make needed improvements and offer Emergency Medical Technician class.

## FIRE

### Major Departmental Functions

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

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Average Fire/EMT calls per month	127	122	131	140
Percentage Increase/(Decrease)	5.0%	-4.0%	7.0%	7.0%
Training hours	1,524	1,885	2,017	2,158
Fire Calls:				
Structure Fire	33	32	37	42
Brush Fire	52	89	93	97
Miscellaneous Fire	246	218	233	249
Ambulance Calls:				
Advanced Life Support	570	542	580	621
Basic Life Support	558	538	576	616
Miscellaneous	66	45	48	510



### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance as well as the addition of one additional firefighter.
- \* Overall increase in operating expenses occurs with the addition of staff and increase in normal operating service.
- \* Increase in capital outlay for FY 2008 due to replacement of four obsolete and two additional AED (Automated External Defibrillator) in order to meet compliance with Basic Life Support and supplement first responder program.

### Program Accomplishments

- \* Insurance Service Office (ISO) report used as workbook to improve our service which will ultimately reduce our class from 4 to 3.
- \* Began updating Bloodborne Pathogen Policy.
- \* Purchased equipment for evacuations during flooding events on ponds, small waterways and creeks.
- \* Reinstated Pre-fire Plan Program to improve citizen and firefighter safety.
- \* Lowered time from receiving a call until unit personnel are enroute from 90 seconds to 60 seconds which meets NFPA standard.
- \* Worked with Deputy Emergency Services Coordinator achieved IS 100, 200, 700, 800 certifications for all personnel.

## CORRECTIONS AND DETENTIONS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	177,767	169,250	171,400	181,441	10,041	5.9%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 177,767</b>	<b>\$ 169,250</b>	<b>\$ 171,400</b>	<b>\$ 181,441</b>	<b>\$ 10,041</b>	<b>5.9%</b>

### Personnel Summary

N/A

<u>Budget Detail</u>	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Adult Detention	\$ 125,558	\$ 88,756	\$ 104,149	\$ 102,471
Juvenile Services				
Juvenile Detention	25,526	71,834	44,150	54,000
Family Group Homes	3,881	3,240	-	-
Project Insight	5,624	5,420	8,721	10,590
Community Supervision, Outreach Detention, Electronic Monitoring, House Arrest	17,178	-	14,380	14,380
<b>Totals</b>	<b>\$ 177,767</b>	<b>\$ 169,250</b>	<b>\$ 171,400</b>	<b>181,441</b>

## CORRECTIONS AND DETENTIONS

### Major Departmental Functions

- \* The City of Poquoson shares the 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 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Adult Detention:				
Average Daily Population	13	6	8	8
Percentage of Use	n/a	1.70%	1.80%	2.00%
Per Diem Rate	\$29.33	\$33.69	\$30.53	\$30.77
Juvenile Services:				
Juvenile Detention (Days)	212	288	325	*
Per Diem Rate	\$137.55	\$130.57	\$133.68	\$150.00
Crossroads (Child Care Days)	7	180	180	*
Comm Supervision (Child Care Days)	57	50	48	*
Outreach (Child Care Days)	65	90	120	*
Electronic Monitoring (Child Care Days)	112	90	120	*
Project Insight (Hours)	2,728	600	650	*

\*Juvenile detention figures specific to Poquoson are no longer available.

### Significant Budget Items

- \* It is estimated that the cost of adult detention will decrease in FY 2008 based on the Virginia Peninsula Regional Jail Authority cost formula, revised in 2007, based on an overall percentage of use history rather than current usage.

## INSPECTIONS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 179,648	\$ 184,421	\$ 218,650	\$ 222,880	\$ 4,230	1.9%
Operating Expenses	15,707	16,013	16,120	16,703	583	3.6%
Capital Outlay	19,988	2,685	2,200	4,000	1,800	81.8%
<b>Totals</b>	<b>\$ 215,343</b>	<b>\$ 203,119</b>	<b>\$ 236,970</b>	<b>\$ 243,583</b>	<b>\$ 6,613</b>	<b>2.8%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Building Official	1	1	1	1
Code Inspector	1	1	1	1
Inspector II	0	1	1	1
Technical Assistant	1	1	0	0
Secretary	0	0	1	1
Part Time (FTE)	0.1	0	0	0
<b>Totals</b>	<b>3.1</b>	<b>4</b>	<b>4</b>	<b>4</b>



### Goals and Objectives

- \* Provide information for the implementation of the City GIS system and strive for "real time inspections and information gathering."
- \* Continue staff education in various building related trades and for Building Official's certification as a Coastal Construction Inspector through the International Code Council (ICC).
- \* Coordinate the elevation of the next phase of Hazard Mitigation Grant Program (HMGP) and Community Development Block Grant (CDBG).
- \* Provide the citizens and contractors the most updated information on code and ordinances.
- \* Continue and improve the methods used to obtain compliance with zoning, property maintenance and building codes.
- \* Work with City staff, contractors and architect on the construction of new Elementary School and Fire Station #1.
- \* Provide the best possible service to the citizens of Poquoson.

## INSPECTIONS

### Major Departmental Functions

- \* Ensure thru 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 permits for building, electrical, plumbing, mechanical, signs, driveway, land disturbance and demolition.
- \* Verify that contractors are licensed with the City and thru the Department of Professional and Occupation Regulation (DPOR).
- \* Enforce zoning, building, and property maintenance requirements as specified by City Ordinance and State law.
- \* Enforce, thru the permitting process, requirements for new and existing structures are in compliance with Federal Emergency Management Agency (FEMA) regulations.
- \* Address new structures located on existing and newly created lots.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Building Permits Issued	473	346	350	350
Certificate of Occupancies Issued	74	103	110	110
Code Violations Cited & Enforced	300	676	700	750
Inspections Performed	3,280	5,987	6,000	6,000
Meetings with Contractors	270	311	300	300
Plans Reviewed	484	452	595	600
Other Permits (Elect, Plumbing, Mech, etc.)	999	*1018	1,362	1,575

\* Halfway during the year, yard sale permits were discontinued

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* Capital Outlay increase represents computer upgrade and purchase of color printer.

### Program Accomplishments

- \* Coordinated the completed elevation of the first five (5) homes under the FEMA's HMGP grant.
- \* Staff attended various training classes offered through State and Federal organizations.
- \* Oversaw rehabilitation of 4 Park Street structure to become IDA rental property.
- \* Completed installation of permanent office space for Engineering, Public Works and Utility Departments.

## ANIMAL CONTROL

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	90,600	66,323	67,780	76,450	8,670	12.8%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 90,600</b>	<b>\$ 66,323</b>	<b>\$ 67,780</b>	<b>\$ 76,450</b>	<b>\$ 8,670</b>	<b>12.8%</b>

### Personnel Summary

N/A



### Goals and Objectives

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

## ANIMAL CONTROL

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
SPCA	\$ 37,057	\$ 33,925	\$ 34,920	\$ 39,330
Newport News Animal Control	53,543	32,398	32,860	37,120
<b>Totals</b>	<b>\$ 90,600</b>	<b>\$ 66,323</b>	<b>\$ 67,780</b>	<b>\$ 76,450</b>

### Significant Budget Items

\* Newport News Animal Control increase due to 3% raise in personnel salaries. SPCA increase represents parking lot renovations, start-up costs for on-site spay/neuter clinic and new furniture.

	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Estimated</u>	<u>FY 2008 Estimated</u>
Complaints Received	415	195	200	205
Deceased animals on City roads	165	12	12	12
Dogs Impounded	140	45	40	65
Impounded Dogs Reclaimed	40	24	21	28
Impounded Dogs Adopted	55	11	12	22
Hours Spent on Patrol	1,760	147	145	150
Poquoson Dogs and Cats Surrendered	550	116	120	176
Poquoson Dogs and Cats Adopted	310	55	60	87

## ENGINEERING

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 170,811	\$ 97,309	\$ 105,570	\$ 109,290	\$ 3,720	3.5%
Operating Expenses	21,186	10,126	13,090	15,479	2,389	18.3%
Capital Outlay	3,412	814	1,500	1,500	-	0.0%
<b>Totals</b>	<b>\$ 195,409</b>	<b>\$ 108,249</b>	<b>\$ 120,160</b>	<b>\$ 126,269</b>	<b>\$ 6,109</b>	<b>5.1%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Engineering & Utilities	1	1	1	1
Civil Engineer I	1	0	0	0
Administrative Secretary (FTE)	0.50	0	0	0
Part Time (FTE)	0.35	0	0	0
<b>Totals</b>	<b>2.85</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Goals and Objectives

- \* Complete Pump Station #2 upgrade.
- \* Complete design work for Wythe Creek Road South project.
- \* Begin Sanitary Sewer Evaluation System (SSES).
- \* Reapply for Virginia Pollutant Discharge Elimination System (VPDES) Phase II MS4 Permit.
- \* Complete excavation enlarging lake at South Lawson Park; complete fill and grading of park to provide drainage; and create ball fields, entrance roadway, bike path and parking.

## ENGINEERING

### Major Departmental Functions

- \* Coordinate activities of Public Works, Public Utilities and Fleet Management.
- \* Manage special projects related to the City's infrastructure.
- \* Coordinate and participate in outside agencies (i.e. Hampton Roads Planning District, Virginia Peninsula Public Service Authority, Hampton Roads Public Works Association, etc.).
- \* Meet with residents, staff and City Council members to provide solutions to issues such as drainage, traffic, and other infrastructure related matters of citizen concerns.
- \* Coordinate with state and federal agencies including Environmental Protection Agency (EPA), U.S. Army Corps of Engineers, Department of Environmental Quality, Virginia Department of Transportation, Department of Conservation and Recreation, Virginia Marine Resource Commission and others.
- \* Expand City GIS features to include all infrastructure including utilities and all public right-of-way.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Capital Projects	15	16	17	18
Citizen Inquiries/Request Information	4,800	5,000	2,750	2,750
Right-of-Way Permits	107	150	150	250
Special Projects	14	14	15	18

### Significant Budget Items

- \* Increase in personal services is due to merit increase and health insurance.
- \* Engineers' continuing education required by law for licensing contributes to the increase in operating expenses.

### Program Accomplishments

- \* Created three (3) Little League Fields to replace fields absorbed in Poquoson Elementary School project.
- \* Contracted for aerial photography and LIDAR (Laser Imaging Detection Ranging) to produce topographic information for City.
- \* Received State funding for nine (9) drainage projects through revenue sharing grants.
- \* Surveyed and met with VDOT to establish design for widening of southern portion of Wythe Creek Road and requested Metropolitan Planning Organization (MPO) to add State funds to project.
- \* Completed Lodge Road drainage study, provided traffic impact analysis studies for community development and resolved environmental issues at South Lawson Park.
- \* Analyzed and designed upgrade for Pump Station #2, review all subdivision and commercial site plans and drafted for City Council approval Illicit Discharge Ordinance.

## PUBLIC WORKS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>Personal Services</b>	\$ 673,155	\$ 662,275	\$ 786,600	\$ 842,400	\$ 55,800	7.1%
<b>Operating Expenses</b>	119,909	182,863	136,760	143,279	6,519	4.8%
<b>Capital Outlay</b>	81,026	75,195	83,300	97,200	13,900	16.7%
<b>Totals</b>	<b>\$ 874,090</b>	<b>\$ 920,333</b>	<b>\$ 1,006,660</b>	<b>\$ 1,082,879</b>	<b>\$ 76,219</b>	<b>7.6%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Public Works	1	1	1	1
Deputy Director of Public Works	1	1	1	1
Construction Inspector	1	1	1	1
Equipment Operations Foreman	1	1	1	1
Equipment Operator III	1	1	2	1
Equipment Operator II	0	1	1	1
Equipment Operator I	2	1	0	1
Maintenance Worker III	3	2	3	3.5
Maintenance Worker II	1	2	0	0
Maintenance Worker I	3	3	4	4
Secretary (FTE)	0.5	0.5	0.5	0.5
<b>Totals</b>	<b>14.5</b>	<b>14.5</b>	<b>14.5</b>	<b>15.0</b>

### 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.
- \* Scheduling infrastructure maintenance using the departmental computer system to increase efficiency.
- \* Schedule at least one in-house training session per month. Sessions train employees for more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks.
- \* Produce in-house work procedure videos to train employees in safe and efficient ways to complete jobs.
- \* Continue to complete 100% of all work orders within the same week of receipt of request.
- \* Use time factors for each job in Public Works Department to assist in estimating work completion time and scheduling.
- \* Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.
- \* Return the City's infrastructure back to the condition of pre-Tropical Storm Ernesto which occurred on September 1, 2006.
- \* Widen street shoulders, if possible, on any street repaving project.

## 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.
- \* 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.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
<b>Street Maintenance:</b>				
Asphalt Material Used for Patching (tons)	227	180	150	175
Asphalt Paving Material Applied (tons)	2,792	3,690	3,000	4,000
Delivery of cases of Green Bags	1,154	1,371	2,000	100
Installation of New Drainage Pipe (feet)	402	340	400	400
Pavement Crack Sealing (lbs)	100	0	500	800
Regrading of Roadside Ditches (feet)	29,361	12,400	30,000	33,000
Stone Used for Street Maintenance (tons)	604	875	1,000	1,200
Work Orders Completed	157	132	150	170
<b>Construction Inspections Performed:</b>				
Driveways	88	102	75	90
Erosion & Sediment Control	82	115	100	120
Sewer	6	6	10	11
Curb & Gutter (feet)	15,288	24,308	22,000	24,000
Sanitary Sewer Pipeline (feet)	5,619	6,668	6,800	7,000
Storm Pipe & Drainage Ditches (feet)	6,418	13,021	13,500	14,000
New Street Construction (feet)	22,066	16,026	18,000	19,000

### Significant Budget Items

- \* Increase in personal services is due to a merit increase, health insurance and transfer of employee for half of year from the Solid Waste department.
- \* High motor vehicle/equipment repair costs, higher gas and oil cost increased operating expenses.
- \* Increase in capital outlay due to increased cost of concrete and labor for curbs, gutters and sidewalks.

### Program Accomplishments

- \* The department is still working to assist the City's recovery from Tropical Storm Ernesto, cleaning outfall and roadside ditches and cleaning up debris from the two nor'easters.
- \* Widened shoulders on Messick Road during repavement to improve pedestrian and bicycle safety.
- \* Supplemented the equipment budget with on-line auction sales of old and replaced equipment.
- \* Installed phase one of outfall ditch upgrade for Laydon Way drainage project.
- \* Assisted in and directed clean up of 296 Messick Road, a Poquoson Industrial Development Authority (IDA) property overgrown with debris.

## STREET LIGHTS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	53,866	63,906	65,000	68,000	3,000	4.6%
Capital Outlay	-	1,911	3,000	3,000	-	0.0%
<b>Totals</b>	<b>\$ 53,866</b>	<b>\$ 65,817</b>	<b>\$ 68,000</b>	<b>\$ 71,000</b>	<b>\$ 3,000</b>	<b>4.4%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## STREET LIGHTS

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### Major Departmental Functions

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

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Number of Street Lights	507	528	546	561
New Lights Installed:				
City Installed	9	2	2	2
Developer Installed	12	19	13	15

### 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.

## GENERAL PROPERTIES

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ 93,300	\$ 93,300	n/a
Operating Expenses	85,964	169,213	100,320	115,620	15,300	15.3%
Capital Outlay	18,869	12,763	15,500	19,000	3,500	22.6%
<b>Totals</b>	<b>\$ 104,833</b>	<b>\$ 181,976</b>	<b>\$ 115,820</b>	<b>\$ 227,920</b>	<b>\$ 112,100</b>	<b>96.8%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Construction Inspector	0	0	0.4	1
<b>Totals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.4</b>	<b>1.0</b>

### Goals and Objectives

- \* Coordinate the upkeep, maintenance and cleaning of the City Hall complex for use by the staff and citizens of the City of Poquoson.
- \* Insure that the products used will be the best available for the long term life of the structures and the vendors are the best qualified while keeping in compliance with proper financial accounting procedures.

## GENERAL PROPERTIES

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### Major Departmental Functions

- \* Fund the operation of the City Hall building including common areas shared with the Library and School Board Office.
- \* A portion of this department's cost is supported by the Poquoson School Administration's rent of \$25,600 per year.
- \* Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; utilities including electricity, natural gas, water and sewer; building and grounds maintenance; and janitorial services and supplies.

### Significant Budget Items

- \* Increase in personal services due to merit increase and health insurance.
- \* Increase in operating costs due to purchase of tools for maintenance of building and janitorial fixtures replacement and kitchen renovations.
- \* Planned purchase of 10 new chairs for City Hall conference room represents the capital outlay increase

## HEALTH DEPARTMENT

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	42,966	45,101	47,671	45,720	(1,951)	-4.1%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 42,966</b>	<b>\$ 45,101</b>	<b>\$ 47,671</b>	<b>\$ 45,720</b>	<b>\$ (1,951)</b>	<b>-4.1%</b>

### Personnel Summary

N/A



### Goals and Objectives

\* Continue to provide funding for the City's use of the regional Public Health Department's services as well as \$200 for the cost of the medical examiner.

## HEALTH DEPARTMENT

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### Major Departmental Functions

- \* Provide for the City's contribution to the York/Poquoson Health Department, 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%.
- \* 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 services in a closer location to the citizens of Poquoson.

## MOSQUITO CONTROL

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 93,346	\$ 88,705	\$ 110,970	\$ 118,300	\$ 7,330	6.6%
Operating Expenses	76,420	71,031	83,550	154,589	71,039	85.0%
Capital Outlay	3,465	6,961	1,300	1,500	200	15.4%
<b>Totals</b>	<b>\$ 173,231</b>	<b>\$ 166,697</b>	<b>\$ 195,820</b>	<b>\$ 274,389</b>	<b>\$ 78,569</b>	<b>40.1%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Mosquito Control & Drainage Supervisor	1	1	1	1
Equipment Operator I	1	1	1	1
<b>Totals</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>



### Goals and Objectives

- \* Obtain drainage easements in areas where outfall ditches need to be upgraded.
- \* Have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment.
- \* Educate the public on mosquito prevention and how important it is to keep drainage easements free of obstructions.
- \* Continue to stress on and off the job safety through departmental training.
- \* Improve drainage maintenance and mosquito prevention with additional manpower and equipment.
- \* Have all drainage systems be constructed of cement swales and/or cement pipes.
- \* Continue to use contracted labor to assist in the maintenance of outfall ditches.
- \* Re-instate the City's blanket permit with the Army Corps of Engineers so the cleaning of outfall ditches in tidal areas can be accomplished.
- \* With approved funding for additional employees, the cleaning of outfall ditches throughout the City on a preventative maintenance schedule will be possible.

## MOSQUITO CONTROL

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### 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.
- \* Provide education of employees by attending job related meetings, conventions and in-house training.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Cleaning Outfall Ditches by Hand (Feet)	57,775	25,050	58,000	58,000
Cleaning Outfall Ditches with Equip (Feet)	2,299	400	3,500	4,500
Drainage Pipe Installed (Feet)	402	340	400	420
Drainage Structures Maintained	310	310	315	325
Larvacide for Mosquito Control (Pounds)	5	30	30	30
Mosquito Spray Applied (Gallons)	100	50	110	110
Regrading of Roadside Ditches (Feet)	29,361	12,400	30,000	32,000
Weed Killer Applied (Gallons)	25	100	30	200



### Significant Budget Items

- \* Increase in operating expenses due to contracted labor to assist in the maintenance of City drainage ditches located through out the City.

### Program Accomplishments

- \* Increased number of outfall drainage ditches cleaned over the past year.
- \* Provided education programs at the Public Library on mosquito awareness and prevention.

## MENTAL HEALTH

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	123,504	136,204	149,660	160,710	11,050	7.4%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 123,504</b>	<b>\$ 136,204</b>	<b>\$ 149,660</b>	<b>\$ 160,710</b>	<b>\$ 11,050</b>	<b>7.4%</b>

### Personnel Summary

N/A

### Goals and Objectives

- \* Provide funding to Colonial Services Board for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse.
- \* Provide services for outreach detention, community supervision, and Crossroads Teen House.

## MENTAL HEALTH

### Major Departmental Functions

- \* Provide the City's contribution to the Colonial Services Board, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, 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 the Colonial Services Board is located in Williamsburg.
- \* Provide for City contribution to the Crossroads Teen House, located in Williamsburg, which serves youth who are removed from a home setting but for whom traditional institutional care would not be appropriate.

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
Colonial Services Board	\$100,412	\$109,440	\$117,490	<b>\$127,000</b>
Crossroads Programs	23,092	26,764	32,170	<b>33,710</b>
<b>Totals</b>	<b>\$123,504</b>	<b>\$136,204</b>	<b>\$149,660</b>	<b>\$160,710</b>

### Significant Budget Items

- \* The projected increase in operating costs is due to increased cost of Colonial Services Board services provided to Poquoson citizens and increased cost of the Crossroads Programs.

## WELFARE / SOCIAL SERVICES

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	487,215	453,124	517,800	511,420	(6,380)	-1.2%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 487,215</b>	<b>\$ 453,124</b>	<b>\$ 517,800</b>	<b>\$ 511,420</b>	<b>\$ (6,380)</b>	<b>-1.2%</b>

### Personnel Summary

N/A

### Goals and Objectives

- \* Maintain the current level of services to our citizens.
- \* Increase Federal reimbursement through revenue maximization projects in order to offset State general fund reductions.
- \* Reduce local match requirements.

## WELFARE / SOCIAL SERVICES

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### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
Comprehensive Services Act	\$ 390,143	\$ 351,564	\$ 412,000	\$ 400,000
Department of Medical Assistance	1,227	2,941	2,500	3,000
Peninsula Agency on Aging	2,757	2,400	2,500	2,580
Social Services	93,088	96,220	100,800	105,840
Totals	<u>\$ 487,215</u>	<u>\$ 453,125</u>	<u>\$ 517,800</u>	<u>\$ 511,420</u>

### Significant Budget Items

\* Comprehensive Services costs can fluctuate depending on the number of caseloads and type of treatment. Projections indicate that this will be \$400,000 in FY 2008. The State share of expenses is 72.13% of qualified expenses and the City share is 27.87%. FY 2008 local cost to the City is \$111,500 for CSA.

## SCHOOL CONTRIBUTION

### Expenditures Summary

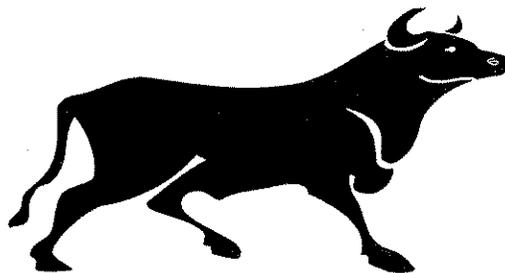
	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>Operating Expenses</b>	\$ 7,256,200	\$ 7,456,200	\$ 7,880,000	<b>\$ 8,274,000</b>	\$ 394,000	5.0%
<b>Totals</b>	\$ 7,256,200	\$ 7,456,200	\$ 7,880,000	<b>\$ 8,274,000</b>	\$ 394,000	5.0%

### 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**

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### **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 Poquoson's composite index which generally measures local effort and ability to pay.

### **Performance Measures**

Poquoson students consistently score above the State average on the SOL tests. These tests are administered to third, fifth, eighth, and ninth through twelfth grade students each Spring. Scores for the various subject areas and grades range from a pass rate of 76% to 100%.

### **Significant Budget Items**

- \* The FY 2008 adopted budget funds \$8,274,000 of the \$8,546,081 School request, a shortage of \$272,081. The School's budget is based on an average daily membership of 2,572 students for the FY 2008 school year.
- \* The School's overall adopted budget of \$8,274,000 is an increase of \$394,000 or about 5% above the FY 2007 budget. This budget reflects the School Board's commitment to attract and retain the best teachers by including a 3% salary increase for teachers. Paraprofessional's salary scale will result in an average 14% increase. The School's budget projects four additional staff positions for FY 2008.
- \* The FY 2008 Budget includes funds to cover increases in VRS and retiree health care credit costs for classified staff. Also included are additional funds to address increased costs in other instructional and operational areas.

### **Program Accomplishments**

- \* Maintained a high percentage of high school graduates who pursue post secondary education.
- \* Continued among the highest SOL test scores in the State.
- \* Continued commitment to provide technology training for all staff members.
- \* Expanded the use of technology in the classroom, improved networking capabilities, and added significant computer hardware.

## SCHOOL CAPITAL CONTRIBUTION

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Capital Outlay	\$ 54,863	\$ 98,904	\$ -	\$ -	n/a	n/a
<b>Totals</b>	<b>\$ 54,863</b>	<b>\$ 98,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>	<b>n/a</b>

### Personnel Summary

N/A

### Goals and Objectives

\* Purchase school bus from any unspent School funds at the end of FY 2007.

## SCHOOL CAPITAL CONTRIBUTION

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### Major Departmental Functions

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

### Significant Budget Items

\* The Schools are required by City Charter to return any unspent funds of the Schools to the City at the end of the fiscal year. Any unspent FY 2007 funds will be appropriated in FY 2008 for the purchase of school buses and other capital improvements. This will be handled with a supplemental budget appropriation.

## PARKS & RECREATION

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 153,723	\$ 166,077	\$ 205,390	\$ 212,800	\$ 7,410	3.6%
Operating Expenses	106,493	113,435	121,350	124,193	2,843	2.3%
Capital Outlay	1,738	2,484	9,700	5,500	(4,200)	-43.3%
<b>Totals</b>	<b>\$ 261,954</b>	<b>\$ 281,996</b>	<b>\$ 336,440</b>	<b>\$ 342,493</b>	<b>\$ 6,053</b>	<b>1.8%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Parks & Recreation.	1	1	1	1
Parks Maintenance Supervisor	1	1	1	1
Program Specialist	0	0	0.5	0.5
Parks Maintenance Worker	1	1	1	1
Part Time (FTE)	0.5	0.2	0.2	0.2
<b>Totals</b>	<b>3.5</b>	<b>3.2</b>	<b>3.7</b>	<b>3.7</b>

### Goals and Objectives

- \* Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
- \* Continue to develop and implement a comprehensive maintenance program for recreation, park, municipal, and school facilities.
- \* Continue to renovate and upgrade park athletic facilities to meet expected increases in use. Efforts include core aeration, seeding, fertilizing, grading and adding needed infield mix to ballfields.
- \* Improve the current system to serve the public for program registration, information distribution, facilities scheduling and tracking participant satisfaction. Develop a telephone call-in registration system with the ability to accept credit card payments.
- \* Continue to work with the Parks & Recreation Advisory Board for the implementation of strategies identified in the Parks & Recreation Master Plan.
- \* Update the Parks and Recreation Master Plan and City Comprehensive Plan to reflect current changes and citizen needs.
- \* Continue to plan for needed recreational facilities in the Capital Improvements Plan.

## PARKS & RECREATION

### Major Departmental Functions

- \* Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
- \* Care for and maintain 36 acres of recreation, park and municipal property; this includes 8 baseball/softball fields, 7 soccer fields, 2 football fields, 3 tennis courts, 3 playgrounds, 4 picnic areas, Municipal Park Community Center, the 200,000 gallon municipal swimming pool and the City's public boat launching facilities.
- \* Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Programs Offered	200	205	210	215
Facilities Maintained	51	51	51	51
Leagues Supported	27	27	27	27
Games Scheduled/Played	1,785	1,780	1,784	1,775

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* Increase in capital outlay due to replacement of a 7 year old lawn mower and a 12 year old tractor.

### Program Accomplishments

- \* Developed and administered long-range and short-term recreational, park, and municipal usage calendars.
- \* Introduced new innovative programs such as new community health fair, yoga, and water aerobics.
- \* Prepared facilities for 3 soccer, 66 softball, 245 baseball, and 27 field hockey games.
- \* Continued work on development of South Lawson Park, Little League fields and Oxford Run Canal Trail.
- \* Updated the recreation section of the City's Comprehensive Plan.
- \* Developed a new blueway and trail plan for the City.
- \* Increased program offerings by about 50% with the addition of a part-time Recreation Programmer.

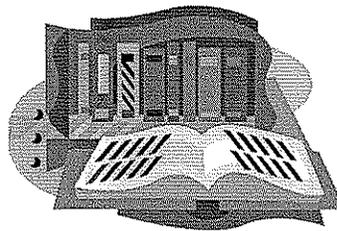
## LIBRARY

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 360,322	\$ 392,281	\$ 421,850	\$ 470,350	\$ 48,500	11.5%
Operating Expenses	86,178	106,929	94,180	118,657	24,477	26.0%
Capital Outlay	122,214	151,661	149,481	132,200	(17,281)	-11.6%
<b>Totals</b>	<b>\$ 568,714</b>	<b>\$ 650,871</b>	<b>\$ 665,511</b>	<b>\$ 721,207</b>	<b>\$ 55,696</b>	<b>8.4%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Library Director	1	1	1	1
Senior Library Associate/System Admin	1	1	1	1
Library Associate	2	2	2	2
Secretary	1	1	1	1
Library Associate (FTE)	1	1.5	1.5	1.5
Senior Library Assistant (FTE)	1.25	1.45	1.45	1.45
Library Assistant (FTE)	2.70	3.00	3.00	3.50
Library Page (FTE)	0.50	0.50	0.50	0.50
<b>Totals</b>	<b>10.45</b>	<b>11.45</b>	<b>11.45</b>	<b>11.95</b>



### Goals and Objectives

- \* Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community.
- \* Provide informational, recreational and cultural programs and activities to enrich the community.
- \* Implement the Library's new operating system, Horizon 8.0, to make the library services more convenient and accessible.
- \* Provide up-to-date and high quality technology resources and services which results in positive library experiences.

## LIBRARY

### Major Departmental Functions

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

<u>Performance Measures</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Estimated</u>	<u>FY 2008 Estimated</u>
Active Library Members	12,073	12,123	12,000	12,000
Attendance at Library Programs	9,719	8,431	10,000	10,000
Circulation	181,360	189,480	200,000	200,000
Documents Notarized	305	421	400	400
Interlibrary Loans	102	78	100	100
Internet, MS Office, etc. usage	17,096	20,108	20,000	20,000
Items Purged	5,132	4,846	5,000	5,000
Library Visits	126,113	123,083	123,000	123,000
Meeting Room Usage	921	1,178	1,100	1,100
New Items added to Collection	6,344	8,186	7,000	7,000
Overdue Items Retrieved	3,868	4,195	4,000	4,000
Reading Material Reserves	6,276	7,173	7,000	7,000
Web Page Hits	4,812	33,561	35,000	35,000

### Significant Budget Items

- \* FY 2008, personal services increase is due to a merit increase and health insurance, reclassification of part time staff and addition of 1 part time employee.
- \* In FY 2008, the City will receive \$138,600 in State Aid for purchase of books, videos, subscriptions and professional salaries.

### Program Accomplishments

- \* Hennen's American Library Ratings ranked Poquoson Public Library as 5th best in Virginia and 96th best in the nation.
- \* The 30th anniversary of the Library was celebrated with an open house, the opening of a 1996 time capsule, a bookmark design contest, a PowerPoint presentation and a history scrapbook.
- \* The Library was presented with three state awards: Outstanding Public Relations Project, Outstanding Young Adult Program and Outstanding Children's Program.

## PLANNING

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
<b>Personal Services</b>	\$ 169,649	\$ 284,446	\$ 304,200	\$ 331,390	\$ 27,190	8.9%
<b>Operating Expenses</b>	33,450	13,569	28,840	<b>33,344</b>	4,504	15.6%
<b>Capital Outlay</b>	18,265	3,616	3,900	<b>78,069</b>	74,169	1901.8%
<b>Totals</b>	<b>\$ 221,364</b>	<b>\$ 301,631</b>	<b>\$ 336,940</b>	<b>\$ 442,803</b>	<b>\$ 105,863</b>	<b>31.4%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Coordinator of Community Development	0	1	1	1
Planning & Community Dev Director	1	0	0	0
Planner/Deputy Zoning Administrator	1	0	0	0
Principal Planner	0	1	1	1
Civil Engineer I	0	1	1	1
Environmental Compliance Officer	1	1	1	1
Administrative Secretary (FTE)	0.5	1	1	1
Part Time (FTE)	0.1	0.45	0.45	0.45
<b>Totals</b>	<b>3.6</b>	<b>5.45</b>	<b>5.45</b>	<b>5.45</b>

### Goals and Objectives

- \* Assist the IDA, City Manager, and City Council in the development of land.
- \* Continue to lead the Development Review Committee in processing development plans and Environmental Management Ordinance development and wetland permits.
- \* Assist in the development of a GIS Program for the City.
- \* Continue to seek grants in conjunction with adherence to the Chesapeake Bay Ordinance.
- \* 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 adoption and implementation of the updated 2005-2009 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.
- \* Prepare special project studies as assigned by the City Manager.
- \* 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 Industrial Development Authority.
- \* Promote economic development through comprehensive planning, rezoning and master planning process.
- \* Process all new subdivision proposals for presentation to City Council and Planning Commission.
- \* Coordinate and serve as lead department for the Environmental Development Plan Review Committee.
- \* Coordinate and monitor ongoing residential and commercial site development.
- \* Review and monitor all CBLAD enforcement activities, erosion & sediment control plans and E&S measures through project.
- \* Develop and maintain community access channel and administer free garbage bag program.
- \* Plan for completion of comprehensive plan and assist in on-going hurricane recovery effort.
- \* Administer Farm Animal Permits.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Citizen requests for information	1,400	1,500	1,600	1,600
City Council/Board/Comm Agenda Items	115	120	125	125
Comprehensive Plan Implementation	10	10	10	10
Major subdivision plans reviewed	25	15	15	15
Minor subdivision plans reviewed	8	8	15	15
Sign Permit Applications	60	60	60	60
Site Plans reviewed	15	15	15	15
Special Projects (non Planning)	10	10	10	10
Zoning Ordinance/City Code Amendments	50	50	50	50

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* FY 2008 increase in capital outlay for GIS related expenses.

### Program Accomplishments

- \* Participated in the planning for development in the Big Woods.
- \* Implemented Chesapeake Bay program requirements. Amended the Zoning Map to reflect changes.
- \* Continued the process of updating the City's 2008 - 2012 Comprehensive Plan.
- \* Processed 79 land use applications.
- \* Received a grant from CBLAD for brochure printing.
- \* Obtained State approval of local Chesapeake Bay Phase I program.
- \* Assisted in the development of new Planned Development Zoning District.

**PLANNING / BZA / WETLANDS / ARB**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	-	\$ -	\$ -	n/a	n/a
Operating Expenses	7,547	7,492	6,200	7,100	900	14.5%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 7,547</b>	<b>\$ 7,492</b>	<b>\$ 6,200</b>	<b>\$ 7,100</b>	<b>\$ 900</b>	<b>14.5%</b>

**Personnel Summary**

N/A

**Goals and Objectives**

**Architectural Review Board (ARB)**

- \* Regulate exterior appearance of buildings, structures and improvements proposed for erection or alteration in the Village Commercial, General Commercial and Research and Development Districts in the Big Woods and along B-2 zoned segments of Wythe Creek Road.
- \* Encourage construction of attractive commercial development and prevent garish, bizarre and inappropriate exterior designs which could deteriorate the appearance of development and ultimately threaten the integrity of future development and revenue within the City of Poquoson.

**Board of Zoning Appeals (BZA)**

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

**Planning Commission**

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

**Wetlands Board**

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

**Development Review Committee**

- \* Review site and subdivision plans, proposed RPA encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.

**PLANNING / BZA / WETLANDS / ARB**

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**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**

	<b>FY 2005 Actual</b>	<b>FY 2006 Actual</b>	<b>FY 2007 Estimated</b>	<b>FY 2008 Estimated</b>
Architectural Review Applications	15	15	15	15
Board of Zoning Appeals - Ches Bay Exceptions	45	55	55	55
Board of Zoning Applications	36	39	39	39
Ordinance Amendments	12	14	14	14
Wetland Board Applications	42	46	46	46

**Program Accomplishments**

- \* Process applications in a timely manner.

## ECONOMIC DEVELOPMENT

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	5,325	11,580	5,330	6,830	1,500	28.1%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 5,325</b>	<b>\$ 11,580</b>	<b>\$ 5,330</b>	<b>\$ 6,830</b>	<b>\$ 1,500</b>	<b>28.1%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## ECONOMIC DEVELOPMENT

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### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
Public/Private Partnership	\$ 5,000	\$ 5,325	\$ 5,330	\$ 5,325
Advertising	-	6,250	-	1,505
Total	<u>\$ 5,000</u>	<u>\$ 11,575</u>	<u>\$ 5,330</u>	<u>\$ 6,830</u>

## COMMUNITY DEVELOPMENT

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	139,741	138,389	173,781	150,751	(23,030)	-13.3%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 139,741</b>	<b>\$ 138,389</b>	<b>\$ 173,781</b>	<b>\$ 150,751</b>	<b>\$ (23,030)</b>	<b>-13.3%</b>

### 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 help 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 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Litter Control Grant	\$ 1,727	\$ 6,298	\$ 4,370	\$ 6,000
<b>Contributions to Agencies:</b>				
Airport Blue Ribbon	6,000	6,000	6,000	6,000
CNU Center for Arts	20,000	20,000	20,000	-
Disabilities Transportation	6,000	6,000	6,000	6,000
Hampton Roads Economic Development	-	11,844	11,700	11,811
Hampton Roads Planning District Comm (HRPDC)	7,130	9,430	9,594	9,594
HRPDC Municipal Construction Standards	365	365	371	371
HRPDC Other Projects	4,178	3,566	3,717	4,478
HRPDC Regional Groundwater Mitigation	3,321	3,352	3,384	3,421
HRPDC Stormwater Management Program	1,052	10,102	10,048	10,786
HR Military/Federal Facilities Alliance	-	-	5,850	5,176
Jamestown 2007 400th Celebration	-	-	25,000	-
NASA/Langley	10,000	-	10,000	10,000
Peninsula Chamber of Commerce	1,750	1,750	1,750	1,750
Peninsula Council Workforce Development	14,125	6,040	5,967	5,847
Peninsula Emergency Medical Services	728	729	1,160	1,156
Peninsula Workforce Development Center	10,500	10,500	10,500	10,500
Poquoson Museum Foundation	10,000	10,000	6,000	6,000
Poquoson Historical Commission	2,500	500	500	500
Retired Senior Volunteer Program	2,000	2,200	2,200	2,500
Sister City	-	-	1,800	-
Small Business Development Center	3,000	3,000	3,000	3,000
Thomas Nelson Community College	9,922	10,270	13,570	34,561
TNCC - Technology	5,143	5,143	-	-
Transitions Family Violence Services	1,300	1,300	1,300	1,300
YMCA Contribution	10,000	10,000	10,000	10,000
<b>Totals</b>	<b>\$ 130,741</b>	<b>\$ 138,389</b>	<b>\$ 173,781</b>	<b>\$ 150,751</b>

### Significant Budget Items

\* In FY 2008, the fulfillment of obligation for CNU Center for Arts was negated by increase in facility costs to TNCC.  
 \* Decrease in operating expenses due to the FY 2007 one-time appropriation to Jamestown 2007 400th Celebration of \$25,000.

## COMMUNITY RELATIONS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 102,958	\$ 110,479	\$ 142,920	\$ 150,200	\$ 7,280	5.1%
Operating Expenses	27,489	27,136	22,030	23,664	1,634	7.4%
Capital Outlay	1,003	809	1,500	1,700	200	13.3%
<b>Totals</b>	<b>\$ 131,450</b>	<b>\$ 138,424</b>	<b>\$ 166,450</b>	<b>\$ 175,564</b>	<b>\$ 9,114</b>	<b>5.5%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Community Relations/Events Manager	1	1	1	1
Program Specialist	1	1	1.5	1.5
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>



### Goals and Objectives

- \* Serve as the Public Information center for citizens; to include, preparation of the Annual Report, the City Service Directory and special mailings as necessary.
- \* Increase information provided in the "New Resident Welcome Bag" program to include not only comprehensive City service information, but also local civic group information.
- \* Continue to support Poquoson businesses in the form of an updated and re-distributed Business Directory, and development of a new promotional postcard highlighting Poquoson points of interest.
- \* With City, volunteer and corporate support, continue safe, family-oriented, high quality events to the citizens of Poquoson, including the Poquoson Seafood Festival, Child Fest, Fireworks in the Park, and the City Easter Egg Hunt.

## COMMUNITY RELATIONS

### Major Departmental Functions

- \* Programming, procuring corporate sponsorship, providing technical and logistical support for City sponsored Special Events such as the annual Poquoson Seafood Festival, Easter Egg Hunt, Child Fest, and Fireworks in the Park.
- \* Promoting positive communication between City government and residents through programs like "Ask The City", the "New Resident Welcome Bag," and other public programming mediums such as Community Cable TV Channel 47, the Victory Boulevard City sign board and public service announcements in local newspapers.
- \* Fostering a productive growth atmosphere for existing and future businesses.
- \* Scheduling and coordinating Business Breakfasts and an Annual Business Appreciation Luncheon for business owners and City officials.
- \* Preparing and mailing the City Annual Report, updating, revising, and distributing the City Service Directory to Poquoson residents and the Poquoson Business Resource Guide to local areas.

### Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business Directories Mailed	12,500	15,000	15,000	15,000
Business Appreciation Functions	2	2	2	1
Business Surveys Mailed	650	650	650	-
Employee Appreciation Events	3	3	3	3
Volunteer Appreciation Activity	1	1	1	1
Welcome Bags Distributed	80	100	120	120



### Significant Budget Items

- \* Increase in personal services is due to a merit increase, health insurance and VRS.
- \* Capital outlay increase due to equipment upgrade to support and enhance Cable TV Channel 47 with graphic capabilities and remote location access.

### Program Accomplishments

- \* Continued to provide Poquoson residents with civic/community information through increased programming on Community Cable TV Channel 47, Cox Communications, new resident Welcome Bag program and the City sign on Victory Blvd.
- \* Continued to provide support for Poquoson businesses in the form of an updated larger and re-distributed Business Directory, mailed to Poquoson, Tabb and Langley Air Force Base households.
- \* Continued to provide safe, family-oriented, high quality events with corporate, volunteer, and City support to the citizens of Poquoson, including the Poquoson Seafood Festival, Childfest, Fireworks in the Park and the City Easter Egg Hunt.
- \* Recognized the efforts of employees and citizen volunteers through employee and volunteer appreciation events.

## NON-DEPARTMENTAL

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	40,088	50,446	55,000	59,500	4,500	8.2%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 40,088</b>	<b>\$ 50,446</b>	<b>\$ 55,000</b>	<b>\$ 59,500</b>	<b>\$ 4,500</b>	<b>8.2%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## NON-DEPARTMENTAL

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
Refunds	\$ 2,356	\$ 1,798	\$ 8,000	\$ 5,500
Treasurer Cash Overages/Shortages	108	118	-	-
Bank Charges/Returned Checks	7,749	5,980	5,000	7,000
Hurricane Katrina Assistance	-	11,540	-	-
Contingencies	29,875	31,010	42,000	47,000
<b>Totals</b>	<b>\$ 40,088</b>	<b>\$ 50,446</b>	<b>\$ 55,000</b>	<b>\$ 59,500</b>

### Significant Budget Items

\* Increase for Bank Charges/Returned Checks based on anticipated fees charged by banks for City accounts.  
 \* In FY 2006, \$11,540 for employees from Public Works who traveled to assist in the rebuilding efforts for the Hurricane Katrina victims. Also, donations in the amount of \$11,610 were collected by residents, building materials were purchased and delivered directly to the hurricane devastated area.

**DEPARTMENT OF MOTOR VEHICLES**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 74,502	\$ 84,438	\$ 93,800	\$ 95,540	\$ 1,740	1.9%
Operating Expenses	877	2,482	2,330	2,454	124	5.3%
Capital Outlay	-	2,948	1,100	1,500	400	36.4%
<b>Totals</b>	<b>\$ 75,379</b>	<b>\$ 89,868</b>	<b>\$ 97,230</b>	<b>\$ 99,494</b>	<b>\$ 2,264</b>	<b>2.3%</b>

**Personnel Summary**

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
DMV Service Clerk	2	2	2	2
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Goals and Objectives**

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

## DEPARTMENT OF MOTOR VEHICLES

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### 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

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Total DMV Transactions	35,683	36,830	37,000	37,500

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* In FY 2008, it is estimated that the DMV operations will generate \$80,000 in revenue.

### Program Accomplishments

- \* Cross-trained with Commissioner of the Revenue employees.
- \* Completed the implementation of the new DMV web based computer system.

## TRANSFER TO OTHER FUNDS

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,350,476	3,281,892	3,033,845	3,066,926	33,081	1.1%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 2,350,476</b>	<b>\$ 3,281,892</b>	<b>\$ 3,033,845</b>	<b>\$ 3,066,926</b>	<b>\$ 33,081</b>	<b>1.1%</b>

### Personnel Summary

N/A

## *TRANSFERS*

### Goals and Objectives

- \* Transfer money to Debt Service Fund to cover payment of all general governmental debt service.
- \* Transfer money to Special Revenue Fund for resident percentage share of grants for elevating homes.
- \* Transfer money to Parks and Recreation Fund to help the ongoing deficits of the fund.
- \* Transfer money to Solid Waste to help the start up operating expenses for the new cart program.
- \* Transfer money to Industrial Development Authority (IDA) for expenses of the Authority.

## TRANSFER TO OTHER FUNDS

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Revised Budget</u>	<u>FY 2008 Adopted Budget</u>
Transfer to Debt Service	\$ 1,565,026	\$ 1,601,475	\$ 2,427,570	\$ 2,481,810
Transfer to Capital Projects	444,750	1,165,204	354,590	-
Transfer to Special Revenue Fund	-	-	60,305	76,686
Transfer to Solid Waste	197,200	183,333	-	257,420
Transfer to Utilities Fund	-	-	-	-
Transfer to Parks & Recreation	83,600	184,350	69,710	131,010
Transfer to IDA	59,900	147,530	121,670	120,000
Transfer to Fleet Fund	-	-	-	-
<b>Totals</b>	<b>\$ 2,350,476</b>	<b>\$ 3,281,892</b>	<b>\$ 3,033,845</b>	<b>\$ 3,066,926</b>

### Significant Budget Items

- \* The increase in the transfer to debt service includes new debt to rebuild hurricane damaged Fire Station #1 and construction of Poquoson Elementary School.
- \* Decrease in funding to the Capital Projects Fund for Year 1 projects.
- \* Transfer to Special Revenue Fund is for resident share of grant funded program to elevate homes.
- \* Transfer to Solid Waste Fund for the purchase of garbage trucks and carts for new trash collection program.
- \* The transfer to Parks and Recreation includes \$131,010 to supplement operational costs.
- \* The Industrial Development Authority (IDA) started in FY 2001, and consequently had several purchases which needed funding. Over time, the IDA will generate money for its own 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 Board, except for debt payable by the Utilities Fund. Revenues of the Debt Service Fund are derived from transfers from the General Fund and/or Capital Projects Fund.

The City's most significant debt is in School bonds and literary loans. Other significant debt service items relate to City bonds and notes. The City received the following bond ratings on its 1994 bond issue (last rated year): Moody's Investors Service --A1, Standard & Poors--A.

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

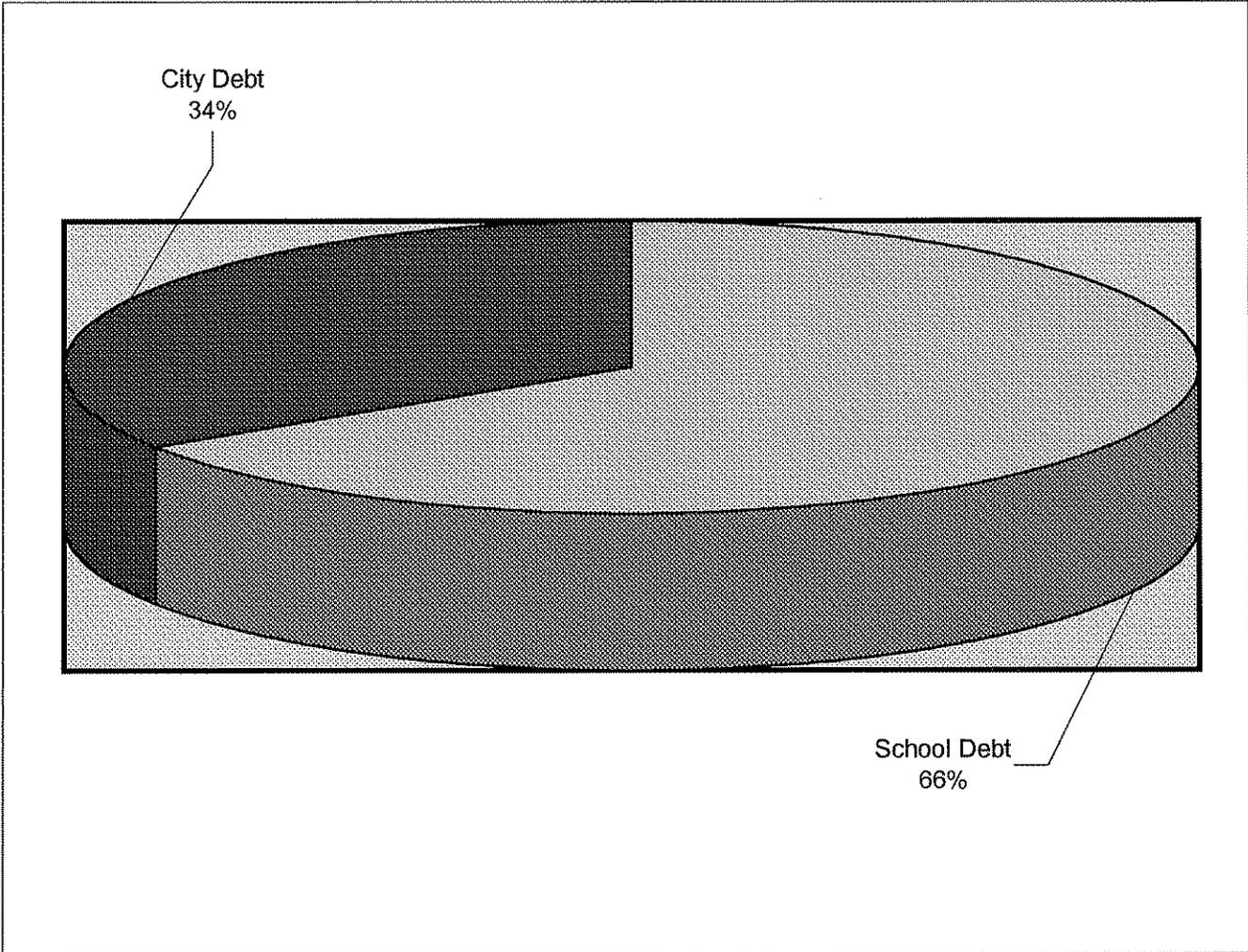
City of Poquoson Charter Article 13 "Limitation on the issuance of bonds or other interest bearing obligations" addresses the debt limit. It states that there shall not be any issued bonds or other interest-bearing obligations which exceed for any one issuance, one and one-half percentum of the assessed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

### Debt Service Projection of Fund Balance

Beginning Fund Balance - 7/1/2004		\$ -
Actual FY 2005 Revenues	\$ 1,565,026	
Actual FY 2005 Expenditures	<u>(1,565,026)</u>	
Fund Balance - 6/30/2005		<u>\$ -</u>
Actual FY 2006 Revenues	\$ 1,601,475	
Actual FY 2006 Expenditures	<u>(1,521,475)</u>	<u>80,000</u>
Fund Balance - 6/30/2006		\$ 80,000
Estimated FY 2007 Revenues	\$ 2,427,570	
Estimated FY 2007 Expenditures	<u>(2,124,939)</u>	<u>302,631</u>
Projected Fund Balance - 6/30/2007		\$ 382,631
Estimated FY 2008 Revenues	\$ 2,481,810	
Estimated FY 2008 Expenditures	<u>(2,608,223)</u>	<u>(126,413)</u>
<b>Projected Fund Balance - 6/30/2008</b>		<b><u><u>\$ 256,218</u></u></b>

**DEBT SERVICE FUND - SUMMARY**

**Debt Service Expenditures**



<b><u>Debt Service Expenditures</u></b>	<b><u>Estimated FY 2007</u></b>	<b><u>FY 2008</u></b>
School Debt	\$ 1,355,443	\$ 1,720,256
City Debt	769,496	887,967
Reserve for Future Debt	302,631	-
<b>TOTAL</b>	<b><u>\$ 2,427,570</u></b>	<b><u>\$ 2,608,223</u></b>

**DEBT SERVICE FUND - REVENUE**

**Debt Service Revenue**

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$	%
						Change From 2007 Budget	Change From 2007 Budget
Transfer from General Fund	\$ 1,565,026	\$ 1,601,475	\$ 2,427,570	\$ 2,427,570	\$ 2,481,810	\$ 54,240	2.2%
Use of Reserve	-	-	-	-	126,413	126,413	n/a
<b>TOTAL TRANSFERS IN</b>	<b>\$ 1,565,026</b>	<b>\$ 1,601,475</b>	<b>\$ 2,427,570</b>	<b>\$ 2,427,570</b>	<b>\$ 2,608,223</b>	<b>\$ 180,653</b>	<b>7.4%</b>

**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.

**Use of Reserve:** In FY 2006, the City established a capital reserve to set aside funds for future debt service. The City intends to drawdown the reserve for the next three fiscal years.

**Computation of Estimated Legal Debt Margins for FY 2008**

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 7/1/2007 is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

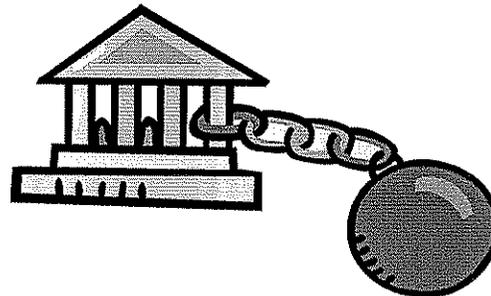
Estimated Assessed Value of Real Estate as of 7/1/2007

General	\$1,644,836,017
Public Service Corporation	11,950,000
Total	<u>\$1,656,786,017</u>
Total Bonding Limit (10% of total assessed value)	\$165,678,602
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$25,447,900
State Literary Fund Loans	3,165,820
Notes Payable	2,470,179
Sewer Bonds	<u>10,508,638</u>
Net Bonded indebtedness subject to limit	\$41,592,537
Bonded indebtedness as percent of assessed value of real estate	<u>2.5%</u>
Margin for Additional Borrowing	<u>\$124,086,065</u>

## DEBT SERVICE FUND - EXPENDITURES

### Debt Service Expenditures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
School Principal	\$ 634,458	\$ 547,106	\$ 601,394	\$ 815,096	\$ 213,702	35.5%
School Interest	258,418	231,822	754,049	905,160	151,111	20.0%
City Principal	432,336	511,737	492,488	534,923	42,435	8.6%
City Interest	237,659	230,810	274,008	350,044	76,036	27.7%
Trustee Fees	1,655	-	3,000	3,000	-	0.0%
Cost of Issuance	500	-	-	-	n/a	n/a
Reserve Future Debt	-	80,000	302,631	-	(302,631)	-100.0%
<b>Totals</b>	<b>\$ 1,565,026</b>	<b>\$ 1,601,475</b>	<b>\$ 2,427,570</b>	<b>\$ 2,608,223</b>	<b>\$ 180,653</b>	<b>7.4%</b>



### Significant Budget Items

\* In FY 2006, the City added \$14.5 million to the existing debt service, of that amount \$13 million is for the new Elementary School and remaining \$1.5 million is for a new Fire Station 1. Both of these buildings suffered extensive damage caused by Hurricane Isabel in September 2003.

\* In FY 2007, the City added an additional \$8 million to the existing debt service, of that amount \$5.4 million is for the new Elementary School bringing the total to \$18.4 million. \$1.5 million is for a new Fire Station 1 bringing the total to \$3 million, and \$1.1 million is for CIP projects.

**DEBT SERVICE FUND - EXPENDITURES**

**Expenditures Summary**

DEBT INSTRUMENT	FY 2008 Principal	FY 2008 Interest	FY 2008 Other Fees	FY 2008 Adopted Budget
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**Schools**

Bonds:

1994A Refunded VPSA	\$70,000	\$12,240	\$0	\$82,240
1998A VPSA PHS Addition/Renovations	35,000	16,834		51,834
2002 Refunded 1994A (Cafeteria)	59,183	21,563		80,746
2005 PES	64,400	133,857		198,257
2006A PES	-	81,056		81,056
2006B PES	140,100	281,133		421,233
2007 PES	6,800	220,945		227,745

Literary Loans:

1989 PPS	125,000	11,250		136,250
1998 PPS Desiccant Wheel	27,000	5,785		32,785
1998 PHS Addition/Renovations	250,000	90,000		340,000

Notes Payable:

2001 Refinanced VRS Obligation	37,613	30,497		68,110
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<b>Total Schools</b>	<b>\$815,096</b>	<b>\$905,160</b>	<b>\$0</b>	<b>\$1,720,256</b>
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**City**

Bonds:

2002 Refunded 1994 A (City Hall)	230,817	84,096		314,913
2005 Fire Station #1	27,600	57,367		84,967
2007 Fire Station #1	1,900	61,735		63,635
2007 CIP Projects	1,300	42,239		43,539

Notes Payable:

1998A Court House	86,379	41,988		128,367
2001 Fire Station #2	58,458	32,484		90,942
2002 Fire Pumper w/Aerial	61,004	11,300		72,304
2005 Fire Pumps	67,465	18,835		86,300

Trustee Fees:

Sun Trust/Bank of New York			3,000	3,000
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Reserve Future Debt:

<b>Total City</b>	<b>\$534,923</b>	<b>\$350,044</b>	<b>\$3,000</b>	<b>\$887,967</b>
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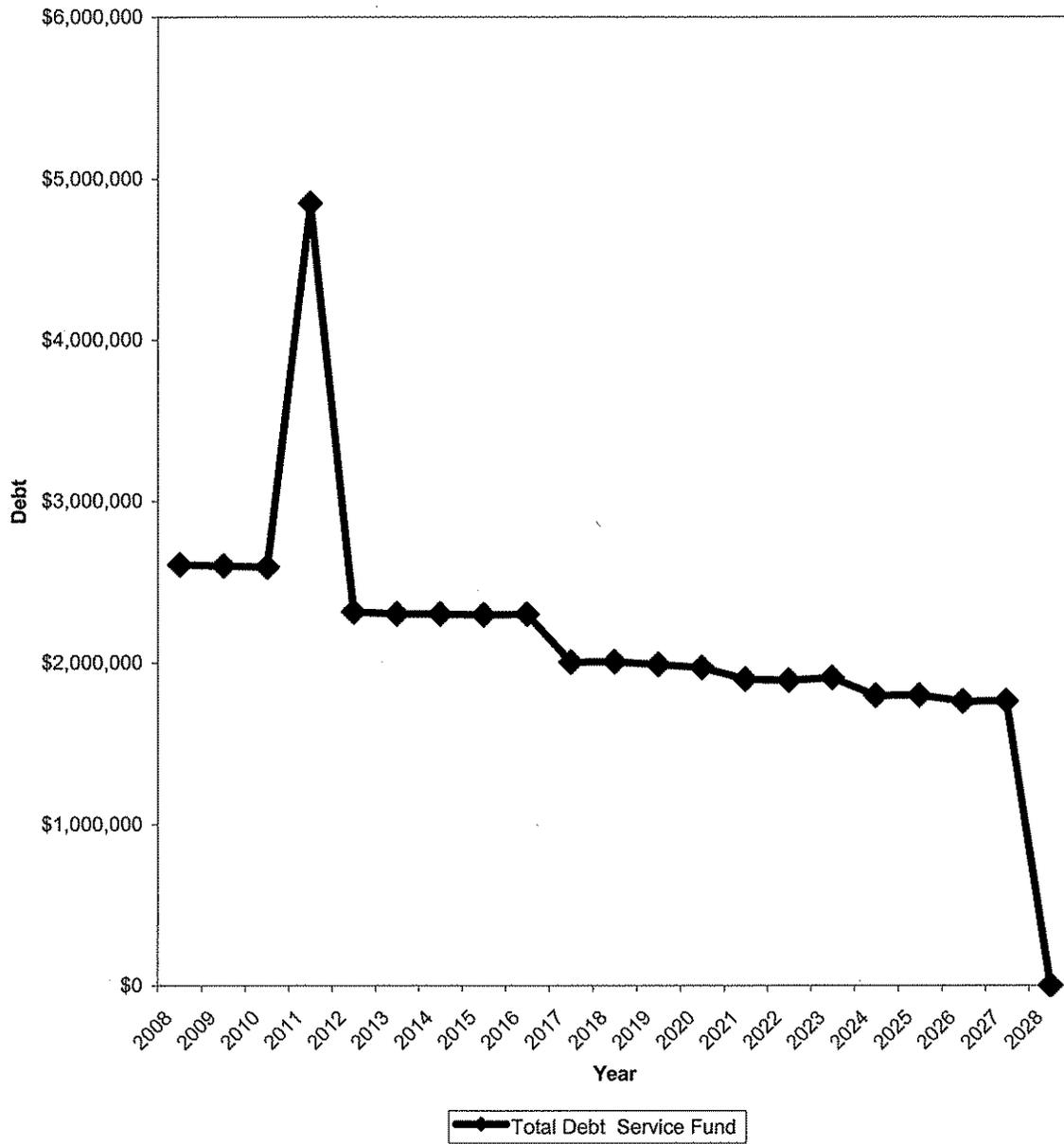
<b>TOTAL DEBT SERVICE FY 2008</b>	<b>\$1,350,019</b>	<b>\$1,255,204</b>	<b>\$3,000</b>	<b>\$2,608,223</b>
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**DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS**

<u>Summary of Long Term Debt Obligations</u>	<u>Projected Balance 6/30/2007</u>	<u>Additions</u>	<u>Retirement</u>	<u>Projected Balance 6/30/2008</u>
<b><u>General Long Term Obligations</u></b>				
<u>School Bonds:</u>				
1994A Refunded VPSA 1989	\$205,000	\$0	\$70,000	\$135,000
1998A VPSA PHS Addition/Renovations	370,000		35,000	335,000
2002 Refunded 1994A (Cafeteria)	614,280		59,183	555,097
2005 PES	3,500,000		64,400	3,435,600
2006A PES	2,384,000		-	2,384,000
2006B PES	7,116,000		140,100	6,975,900
2007 PES	5,400,000		6,800	5,393,200
	<u>\$19,589,280</u>	<u>0</u>	<u>\$375,483</u>	<u>\$19,213,797</u>
<u>School Literary Loans:</u>				
1989 PPS	375,000		125,000	250,000
1998 PPS Desiccant Wheel	192,820		27,000	165,820
1998 PHS Addition/Renovations	3,000,000		250,000	2,750,000
	<u>3,567,820</u>	<u>0</u>	<u>402,000</u>	<u>3,165,820</u>
<u>School Notes Payable:</u>				
2001 Refinanced VRS Obligation	447,173		37,613	409,560
	<u>447,173</u>	<u>0</u>	<u>37,613</u>	<u>409,560</u>
<u>City Bonds:</u>				
2002 Refunded 1994A (City Hall)	2,395,720		230,817	2,164,903
2005 Fire Station #1	1,500,000		27,600	1,472,400
2007 Fire Station #1	1,500,000		1,900	1,498,100
2007 CIP Projects	1,100,000		1,300	1,098,700
	<u>6,495,720</u>	<u>0</u>	<u>261,617</u>	<u>6,234,103</u>
<u>City Notes Payable:</u>				
1998A Court House	933,075		86,379	846,696
2001 Fire Station #2	612,430		58,458	553,972
2002 Fire Pumper w/Aerial	262,528		61,004	201,524
2005 Fire Pumps	525,892		67,465	458,427
	<u>2,333,925</u>	<u>0</u>	<u>273,306</u>	<u>2,060,619</u>
<b>Total General Long Term Obligations</b>	<b>\$32,433,918</b>	<b>\$0</b>	<b>\$1,350,019</b>	<b>\$31,083,899</b>
 <b><u>Sewer Fund Obligations</u></b>				
<u>Sewer Bonds:</u>				
1998B Refunding Bonds	2,118,277		152,157	1,966,120
2000 DEQ Loan	5,580,022		329,747	5,250,275
2000 DEQ Loan	2,027,029		119,786	1,907,243
2002 VRA Loan	905,000		45,000	860,000
2003B Refunding	650,000		125,000	525,000
<b>Total Sewer Obligations</b>	<b>\$11,280,328</b>	<b>\$0</b>	<b>\$771,690</b>	<b>\$10,508,638</b>

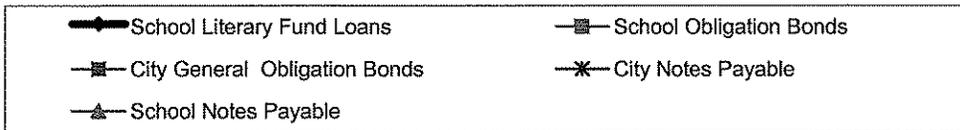
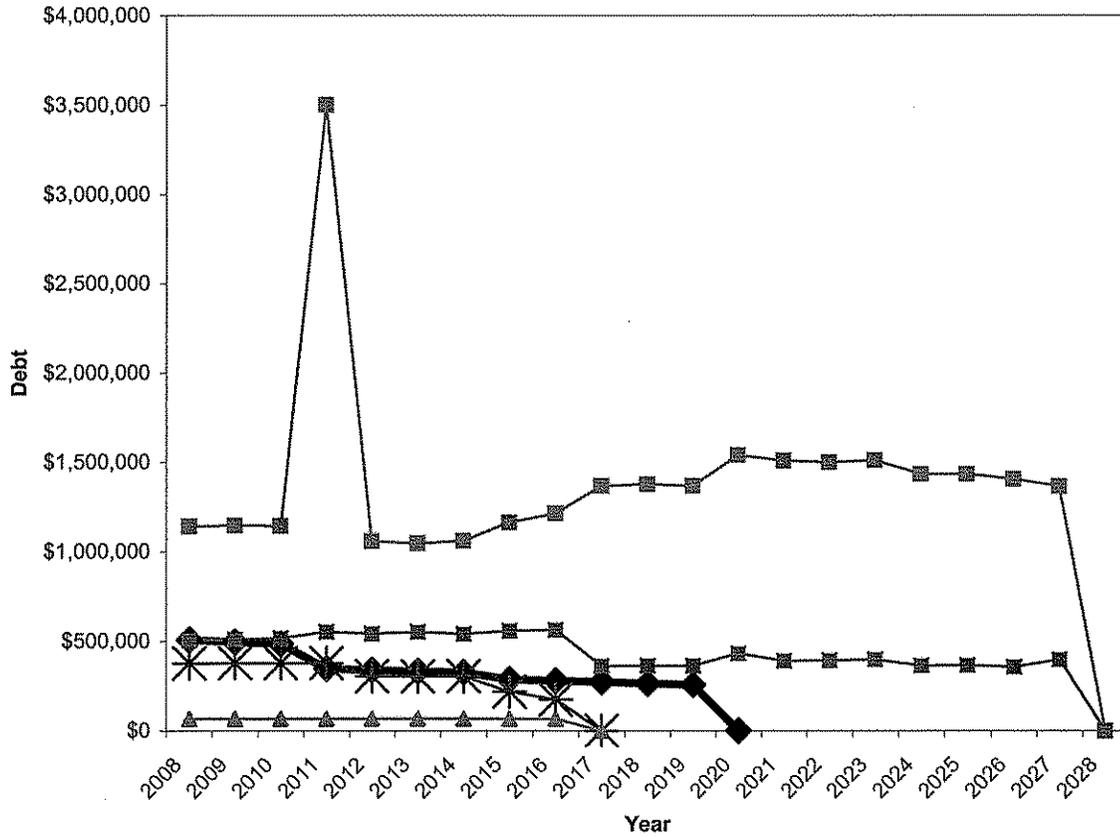
## DEBT SERVICE FUND



The above graph depicts the City's debt service over the years. The City will see decreases in debt service in 2011.

## DEBT SERVICE FUND

**Debt Service By Type**



The City has various debt instruments. The largest debt obligation is from the School Obligation Bonds which added \$18.4 million over the last 3 years to pay for a new Elementary School. The City also has other notes and bonds, which have been used to pay for various School and City projects.

**DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT**

**Amortization of Long Term Debt**

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds		School Notes Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2008	\$ 402,000	\$ 107,035	\$ 375,483	\$ 767,628	\$ 37,613	\$ 30,497
2009	402,000	94,975	406,924	738,951	40,178	27,932
2010	402,000	82,911	422,665	721,071	42,918	25,191
2011	277,000	70,855	2,839,606	662,205	45,845	22,264
2012	277,000	62,545	454,946	603,793	48,972	19,138
2013	277,000	54,235	460,987	585,821	52,311	15,798
2014	280,820	45,925	493,069	567,139	55,879	12,230
2015	250,000	37,500	618,530	545,237	59,690	8,419
2016	250,000	30,000	694,070	519,288	63,766	4,197
2017	250,000	22,500	880,600	486,712		
2018	250,000	15,000	925,600	451,069		
2019	250,000	7,500	954,100	413,990		
2020			1,166,100	372,412		
2021			1,181,216	326,547		
2022			1,219,296	279,599		
2023			1,278,924	230,750		
2024			1,252,228	181,241		
2025			1,301,508	131,272		
2026			1,325,140	79,873		
2027			1,338,288	26,970		
<b>TOTAL</b>	<b>\$ 3,567,820</b>	<b>\$ 630,981</b>	<b>\$ 19,589,280</b>	<b>\$ 8,691,568</b>	<b>\$ 447,172</b>	<b>\$ 165,666</b>

## DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

### Amortization of Long Term Debt

Year Ending June 30	City General Obligation Bonds		City Notes Payable		Total Debt Service Fund	
	Principal	Interest	Principal	Interest	Principal	Interest
2008	\$ 262,892	\$ 245,437	\$ 273,306	\$ 104,607	\$ 1,351,294	\$ 1,255,204
2009	278,776	232,479	285,473	92,440	1,413,351	1,186,777
2010	293,035	224,488	298,194	79,720	1,458,812	1,133,381
2011	340,494	212,762	311,494	66,419	3,814,439	1,034,505
2012	341,954	200,106	253,095	52,513	1,375,967	938,095
2013	365,213	186,984	264,496	39,038	1,420,007	881,876
2014	367,831	173,524	276,426	29,183	1,474,025	828,001
2015	398,470	159,368	202,609	16,701	1,529,299	767,225
2016	420,630	144,135	167,558	6,730	1,596,024	704,350
2017	237,200	125,965			1,367,800	635,177
2018	246,900	116,639			1,422,500	582,708
2019	256,600	106,939			1,460,700	528,429
2020	336,400	95,516			1,502,500	467,928
2021	308,384	83,095			1,489,600	409,642
2022	321,204	70,965			1,540,500	350,564
2023	340,376	58,219			1,619,300	288,969
2024	319,172	45,512			1,571,400	226,753
2025	333,392	32,938			1,634,900	164,210
2026	336,360	20,034			1,661,500	99,907
2027	391,712	6,776			1,730,000	33,746
<b>TOTAL</b>	<b>\$ 6,496,995</b>	<b>\$ 2,541,881</b>	<b>\$ 2,332,651</b>	<b>\$ 487,351</b>	<b>\$ 32,433,918</b>	<b>\$ 12,517,447</b>

**DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT**

**Amortization of Long Term Debt**

Year Ending June 30	Sewer Bonds/Notes		Total Sewer Principal & Interest	Total Debt Service Principal & Interest		Total Debt Principal & Interest
	Principal	Interest		Principal & Interest	Principal & Interest	
2008	\$ 771,689	\$ 417,300	\$ 1,188,989	\$ 2,606,498	\$ 3,795,487	
2009	795,971	389,067	1,185,038	2,600,128	3,785,166	
2010	825,565	359,281	1,184,846	2,592,193	3,777,039	
2011	855,482	328,857	1,184,339	4,848,944	6,033,283	
2012	885,888	297,324	1,183,212	2,314,062	3,497,274	
2013	781,414	264,476	1,045,890	2,301,883	3,347,773	
2014	811,957	233,903	1,045,860	2,302,026	3,347,886	
2015	842,654	202,126	1,044,780	2,296,524	3,341,304	
2016	868,668	169,122	1,037,790	2,300,374	3,338,164	
2017	904,844	135,343	1,040,187	2,002,977	3,043,164	
2018	941,245	100,134	1,041,379	2,005,208	3,046,587	
2019	728,443	68,992	797,435	1,989,129	2,786,564	
2020	756,690	42,175	798,865	1,970,428	2,769,293	
2021	429,818	14,282	444,100	1,899,242	2,343,342	
2022	80,000	4,080	84,080	1,891,064	1,975,144	
2023				1,908,269	1,908,269	
2024				1,798,153	1,798,153	
2025				1,799,110	1,799,110	
2026				1,761,407	1,761,407	
2027				1,763,746	1,763,746	
<b>TOTAL</b>	<b>\$ 11,280,328</b>	<b>\$ 3,026,462</b>	<b>\$ 14,306,790</b>	<b>\$ 44,951,365</b>	<b>\$ 59,258,155</b>	

**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.

The City adopted Five Year Capital Improvements Program (CIP) which is used as the basis of capital funding. The FY 2008 -- FY 2012 CIP plan was adopted by City Council on May 14, 2007. Since the CIP was not adopted prior to the budget process, locally funded CIP projects were not included in the proposed document. Upon adoption of the CIP it is understood that projects will be funded on a case by case basis during FY 2008 as they are prioritized.

For presentation purposes, the adopted FY 2008 through FY 2012 CIP's General Fund Projects are shown in detail found on page 116.

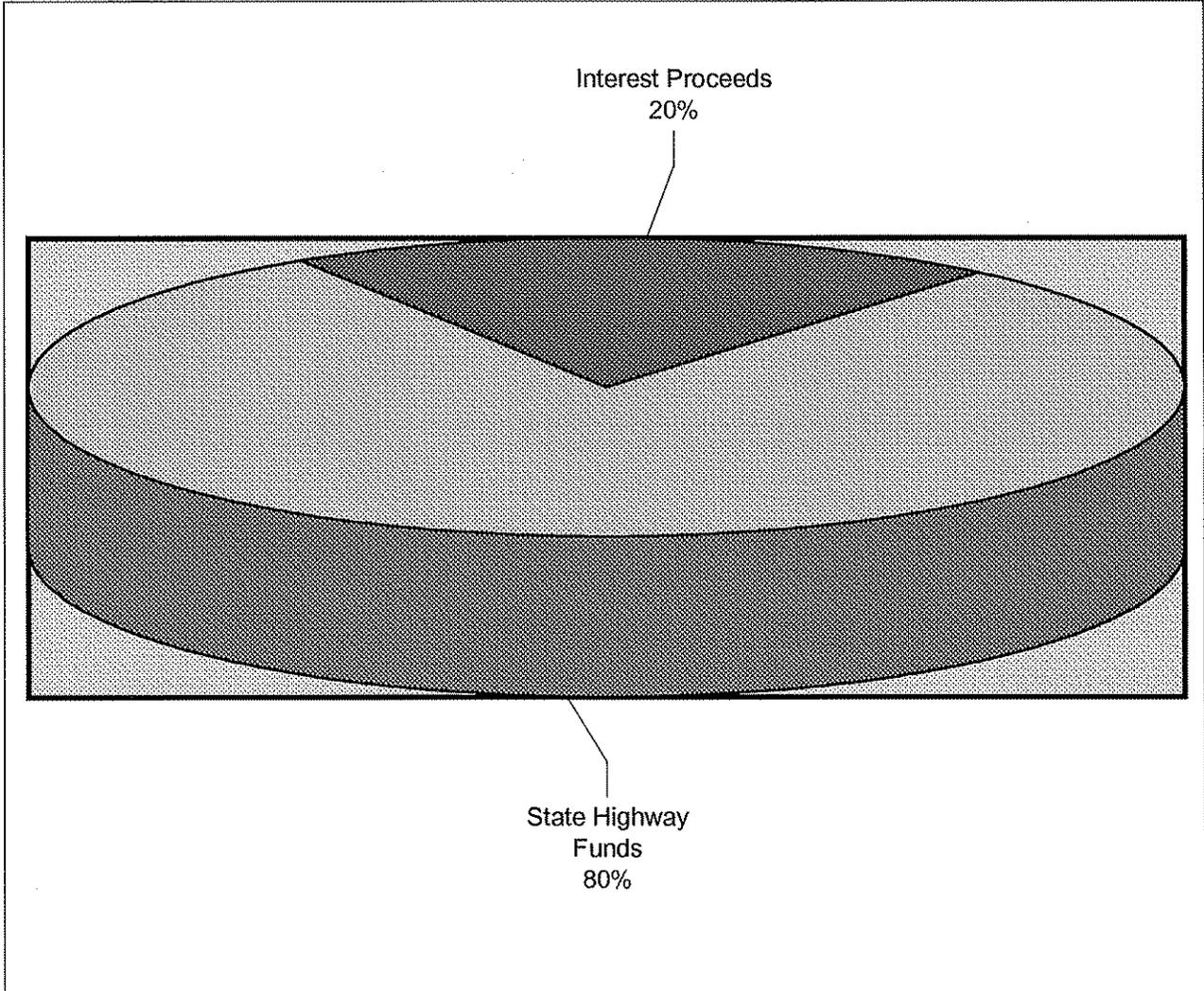
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund can be used over a three year period. Therefore, in addition to funds budgeted for FY 2008, there are also monies remaining from prior years that fund continuing projects.

### Capital Projects Projection of Fund Balance

Beginning Fund Balance 6/30/2004		\$ 1,024,626
Actual FY 2005 Revenues	\$ 2,400,576	
Actual FY 2005 Expenses	<u>(2,338,525)</u>	62,051
Fund Balance 6/30/2005		<u>\$ 1,086,677</u>
Actual FY 2006 Revenues	\$ 16,386,576	
Actual FY 2006 Expenditures	<u>(2,447,596)</u>	13,938,980
Fund Balance - 6/30/2006		<u>\$ 15,025,657</u>
Estimated FY 2007 Revenues	\$ 9,386,013	
Estimated FY 2007 Expenditures	<u>(4,707,089)</u>	4,678,924
Projected Fund Balance -- 6/30/2007		<u>\$ 19,704,581</u>
Estimated FY 2008 Revenues	\$ 489,690	
Estimated FY 2008 Expenditures	<u>(18,969,631)</u>	<u>(18,479,941)</u>
<b>Projected Fund Balance - 6/30/2008</b>		<b><u><u>\$ 1,224,640</u></u></b>

**CAPITAL PROJECTS FUND - SUMMARY**

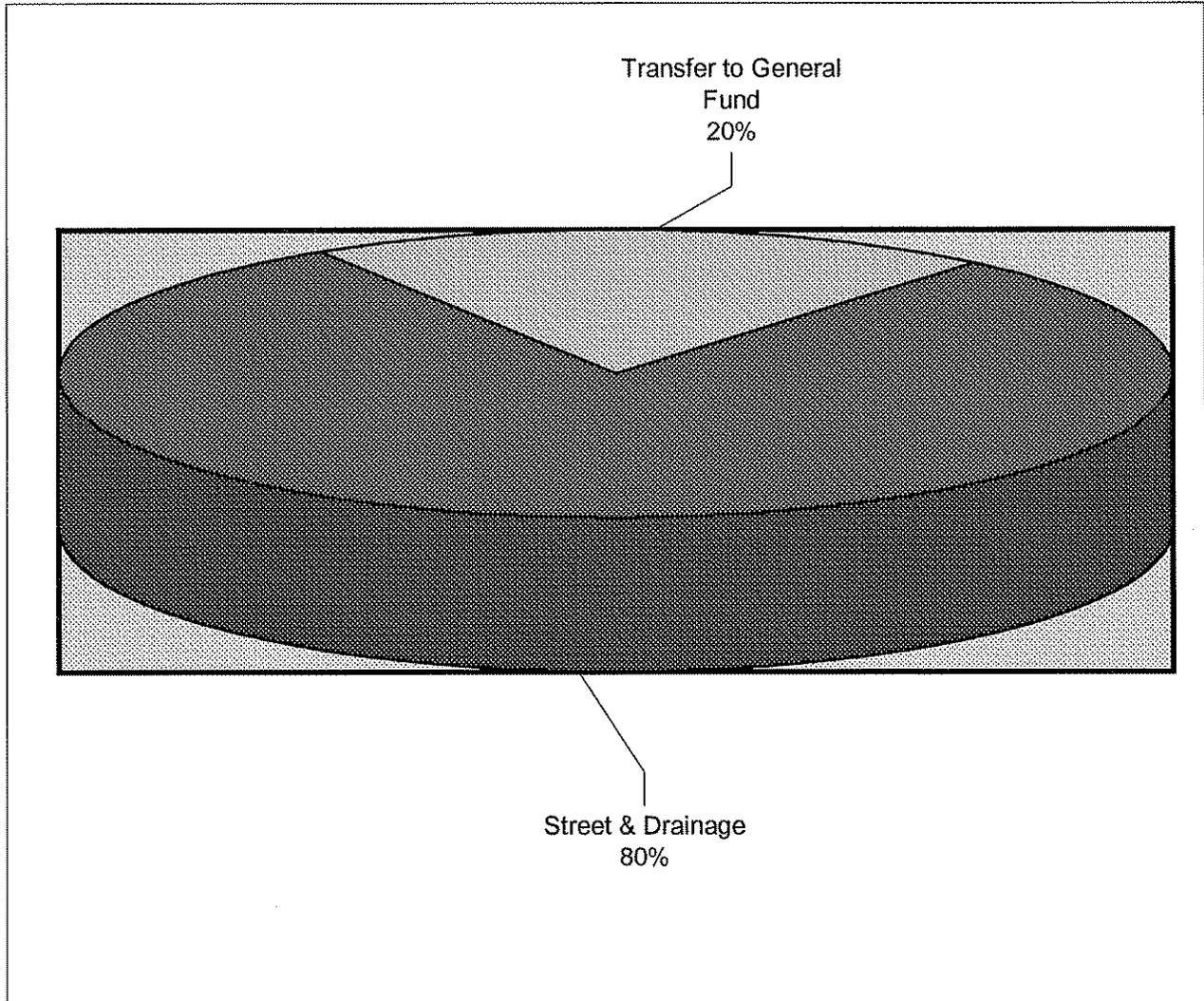
**Capital Projects Revenue**



<b><u>Capital Projects Revenue</u></b>	<b><u>Estimated FY 2007</u></b>	<b><u>FY 2008</u></b>
State Highway Funds	\$ 370,000	\$ 392,000
Note & Bond Proceeds	8,000,000	-
Interest Proceeds	523,012	97,690
Miscellaneous	138,411	-
Transfer from General Fund	354,590	-
Reappropriation of Fund Balance	-	-
<b>TOTAL</b>	<b><u>\$ 9,386,013</u></b>	<b><u>\$ 489,690</u></b>

## CAPITAL PROJECTS FUND - SUMMARY

### Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Street & Drainage	\$ 301,458	\$ 392,000
Fire Station #1	144,811	-
Little League Baseball Fields	1,038,222	-
Parks	103,786	-
PES Construction	2,334,210	-
School Bus & Primary School	235,888	-
City Vehicles & Equipment	74,735	-
GIS	85,007	-
Other Projects	388,972	-
Transfer to General Fund	-	97,690
<b>TOTAL</b>	<b><u>\$ 4,707,089</u></b>	<b><u>\$ 489,690</u></b>

## CAPITAL PROJECTS FUND - REVENUE

### Revenue Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Revenue	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$	%
						Change From 2007 Budget	Change From 2007 Budget
State Highway Funds	\$ 363,761	\$ 401,241	\$ 370,000	\$ 370,000	\$ 392,000	\$ 22,000	5.9%
Sale of Equipment	25,145	1,193	-	-	-	-	n/a
Insurance Recoveries	7,500	-	-	-	-	-	n/a
VPA Pier Grant	240,711	-	112,255	112,255	-	(112,255)	-100.0%
Isabel Special Appropriation	204,693	-	-	-	-	-	n/a
Note Proceeds	349,640	-	-	-	-	-	n/a
Bond Proceeds	-	14,500,000	8,000,000	8,000,000	-	(8,000,000)	-100.0%
Interest -- Bond Proceeds	-	318,938	-	523,012	97,690	97,690	n/a
FHWA VA Recreational Trails	-	-	26,156	26,156	-	(26,156)	n/a
Miscellaneous	560	-	-	-	-	-	n/a
CF Note Proceeds	349,846	-	-	-	-	-	n/a
CF VMRC Boat Ramp Grant	413,970	-	-	-	-	-	n/a
Reappropriation of Fund Bal	-	-	14,470,748	14,470,748	-	(14,470,748)	-100.0%
Transfer from General Fund	444,750	1,165,204	354,590	354,590	-	(354,590)	-100.0%
<b>TOTAL REVENUE</b>	<b>\$ 2,400,576</b>	<b>\$ 16,386,576</b>	<b>\$ 23,333,749</b>	<b>\$ 23,856,761</b>	<b>\$ 489,690</b>	<b>\$(22,844,059)</b>	<b>-97.9%</b>

### 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 program ("Street and Drainage" project). The City is projected to receive a total of \$1,119,000 from the State Highway Maintenance Fund, \$392,000 is recorded in the Capital Projects Fund, and the remaining \$727,000 is recorded in the General Fund. This is an increase over the FY 2007 revenue; however, the exact amount for FY 2008 will not be known until August 2007.

**Bond Proceeds:** The City issued Bonds in FY 2006 in the amount of \$14,500,000 for the replacement of the Elementary School and Fire Station #1. In January 2007, the City issued an additional \$8 million of bonds. This brings the funding total of \$18.4 million for the new Elementary school, \$3 million to Fire Station #1 and \$1.1 million for CIP projects.

**Interest--Bond Proceeds:** The Bond Proceeds are subject to interest earnings until they are drawdown. In FY 2007, there will be an estimated \$523,012 in interest earnings and FY 2008, \$97,690.

**Transfer from General Fund:** In FY 2005 to FY 2007, the local funding represents local revenue that was transferred to fund capital projects.

## CAPITAL PROJECTS FUND - EXPENDITURES

### Expenditures Summary

Project	Estimated FY 2006 Unexpended	Estimated FY 2007 Unexpended	FY 2008 Adopted Budget	Total Years 1 - 3
	Year 3	Year 2	Year 1	
Street and Drainage	\$ -	\$ -	\$ 392,000	\$ 392,000
Fire Station #1 New Building	491,110	1,663,463	-	2,154,573
Fire Station #1 Content Replacement	-	122,721	-	122,721
Oxford Run Canal Trail	-	26,781	-	26,781
Messick Point Restrooms	70,349	-	-	70,349
PES Construction	9,570,684	5,389,833	-	14,960,517
Financial Hardware Replacement	-	45,000	-	45,000
Undesignated Capital Projects	-	1,100,000	-	1,100,000
Transfer to General Fund	-	-	97,690	97,690
<b>Totals</b>	<b>\$ 10,132,143</b>	<b>\$ 8,347,798</b>	<b>\$ 489,690</b>	<b>\$ 18,969,631</b>

### Expenditures Explanations

Funds are appropriated in the Capital Projects Fund for a period of three years. Unexpended funds at the end of Year 1 are rolled over into Year 2 and Year 2 funds are rolled into Year 3 funds. FY 2008 Adopted Expenditures are considered Year 1 projects. Thus, the funds from Year 2 are estimated unspent monies remaining from FY 2007; and the funds from Year 3 represent actual unspent monies left over from FY 2006. Any appropriation which is unspent after the third year must be reappropriated or else it lapses into the General Fund Unappropriated Fund Balance.

### Major Fund Functions

- \* Account for financial resources to be used for the acquisition or construction of major City or School capital facilities, land, infrastructure, and equipment, other than those financed by proprietary funds.
- \* Incorporate into the annual plan those items of a general governmental nature planned for in the Capital Improvements Plan.
- \* Include parks and recreation improvements, transportation projects, and capital feasibility studies.

## CAPITAL PROJECTS FUND - EXPENDITURES

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### FY 2006 -- FY 2008 Projects

**Street and Drainage:** Projects are funded through VDOT State Highway Funds for maintenance, resurfacing, improvements, and drainage projects. Projects are at the City's discretion based on need of improvements.

**Fire Station #1 New Building:** The original project was to renovate Fire Station #1; however, due to Hurricane Isabel in September 2003, which caused extensive flood damage, it is no longer safe for use. The new Fire Station #1 would have the same facilities as the former building in addition to a community room and constructed at finished floor flood elevation. The City issued a second bond in January 2007 and allocated \$1.5 million dollars towards this building. This recent bond issuance brings the total to \$3 million for the construction of the Fire Station. Debt service on the recent issuance will commence in FY 2008 at an estimated amount between \$63,635 and \$120,227 during the 20-year term of the bond.

**Fire Station #1 Content Replacement:** This is to provide replacement contents that were damaged by Hurricane Isabel in September 2003. Shown here is \$122,721 which represents proceeds received from Flood Insurance for the replacement of damaged equipment during the Hurricane. In addition, the City has an outstanding Project Worksheet with Federal Emergency Management Association (FEMA) \$62,452 of which \$52,272 or 90% was received to assist with the replacement of the damaged contents in Fire Station #1. These funds are not shown in Capital Projects until after the purchase of the replacement items, an appropriation of the funds will be made. Once the fire station is complete the contents will be purchased and the City will request a final payment from FEMA and close-out of the project according to their procedures.

**Oxford Run Canal Trail:** Costs associated with the construction of a walking trail, with interpretive signage around Oxford Run near City Hall.

**Messick Point Restrooms:** VMRC provided 77.51% of the funding of the project. This is the final phase of the Messick Point Boat Ramp and Parking project that is completed.

**PES Construction:** The current Poquoson Elementary School (PES) was built in 1952 and is in the process of being replaced. The current building contains many serious building deficiencies and fails to meet current educational program needs. Of additional concern are safety and accessibility issues that arise from this building, which has been grandfathered into older building code standards. The building needs new flooring, windows, HVAC system, wiring, and plumbing. The kitchen area needs to be updated and increased in size. There is not enough space for administration and the physical education class is held in a large room since there is no gym. Several modular units are in place since there are not enough classrooms. The current PES houses 3rd through 5th grades, but the School Board desires that the future building house 3rd through 6th grades. The School Board's architect chose to build a new building versus renovation of the existing structure. The design of the building has been made and in the future could accommodate the 6th grade easily.

City Council approved the project cost of \$15,500,000; however, after the bid process and higher than expected construction costs, it was necessary to issue an additional bond. An additional \$5.4 million has been allocated for a total approved cost of \$18.4 million for the complete turn-key school, that includes construction, design and furnishings for all classrooms and office space.

## CAPITAL PROJECTS FUND - EXPENDITURES

---

FY 2008 Debt Service includes \$291,380 in principal and interest of which 79% is allocated as School debt which is shown in the Debt Service Fund. The Schools feel that they will achieve \$25,000 in decreased operating expenses annually due to a more efficient building and restructuring of operations.

**Financial Hardware Replacement:** The City uses an AS400 computer hardware system to run Bright & Associates (BAI) software. The AS400 was purchased in September 1999 and it has become a top priority to replace this system before problems arise. This system houses all of the financial accounting records for the City and is expected to cost \$45,000.

**Undesignated Capital Projects:** During the January 2007 bond issuance \$1.1 million is allocated towards undesignated capital projects. There are many projects that are necessary in the City, and the City Council will prioritize the projects based on the adopted CIP plan.

**Transfer to General Fund:** Fund \$97,690 for expenses relating to the project manager who oversees the construction of the new elementary school and fire station. The revenue is from the interest earnings on the two project bonds that were issued. It is vital that a City staff person manage the construction of the projects.

## CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2008 Adopted Capital Projects

Adopted CIP Summary FY 2008 -- FY 2012

Project	FY 2008 Adopted Budget	FY 2008 Adopted Project	FY 2009 Adopted Project	FY 2010 Adopted Project	FY 2011 Adopted Project	FY 2012 Adopted Project
<b>School Projects</b>						
High School Forum Renovation	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -
High School Track	-	-	300,000	-	-	-
School Bus Replacement	-	70,000	140,000	70,000	140,000	140,000
<b>Total School Projects</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 1,690,000</b>	<b>\$ 70,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>
<b>Transportation and Drainage Projects</b>						
Street and Drainage	\$ 392,000	\$ 392,000	-	-	-	-
Wythe Creek Road South	-	-	2,938,700	-	-	2,558,139
Neighborhood Drainage Projects	-	604,000	400,000	-	-	-
Pog Ave/Little Florida Rd Realignment	-	-	500,000	-	-	-
ROW Acquisition, Bike paths & Sidewalks	-	90,000	100,000	100,000	100,000	-
<b>Total Transportation and Drainage Projects</b>	<b>\$ 392,000</b>	<b>\$ 1,086,000</b>	<b>\$ 3,938,700</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 2,558,139</b>
<b>Public Safety: Fire and Police Projects</b>						
Fire Engine Replacement	\$ -	\$ -	-	400,000	-	-
F-350 Truck	-	65,000	-	-	-	-
Ambulance Replacement	-	100,000	50,000	-	-	-
<b>Total Public Safety: Fire and Police Projects</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 50,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works Projects</b>						
Vehicles & Capital Equipment	\$ -	\$ 98,000	\$ 61,000	\$ 200,000	\$ 100,000	\$ 190,000
Public Works Compound	-	-	2,238,000	-	-	-
<b>Total Public Works Projects</b>	<b>\$ -</b>	<b>\$ 98,000</b>	<b>\$ 2,299,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 190,000</b>
<b>Parks &amp; Recreation Projects</b>						
Municipal Park Pavilion	\$ -	\$ -	\$ 38,000	-	-	-
Blueway System	-	13,000	22,500	15,000	15,000	-
Poquoson Avenue Sidewalk Extension	-	-	25,000	50,000	-	-
Messick Point Restrooms	-	-	-	-	-	-
West Side Pocket Park	-	-	30,000	31,000	-	-
Messick Point Breakwater	-	25,000	335,000	-	-	-
South Lawson Park Expansion	-	-	800,000	900,000	-	-
Municipal Park Ball field Lighting	-	80,000	-	-	-	-
Building and Facilities Repairs	-	-	65,000	-	-	-
Pool House Renovation	-	-	25,000	175,000	-	-
Public Boat Ramps/Landings	-	275,000	40,000	-	-	-
Amory's Wharf/Pier	-	-	500,000	-	-	-
Municipal Park Playground Equipment	-	28,000	-	-	-	-
<b>Total Parks &amp; Recreation Projects</b>	<b>\$ -</b>	<b>\$ 421,000</b>	<b>\$ 1,880,500</b>	<b>\$ 1,171,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>Miscellaneous Projects</b>						
Geographical Information System (GIS)	\$ -	\$ 250,000	-	-	-	-
Transfer to General Fund	97,690	97,690	-	-	-	-
Audio-Visual Equipment Replacement	-	100,000	-	-	-	-
<b>Total Miscellaneous Projects</b>	<b>\$ 97,690</b>	<b>\$ 447,690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 489,690</b>	<b>\$ 2,287,690</b>	<b>\$ 9,858,200</b>	<b>\$ 1,941,000</b>	<b>\$ 355,000</b>	<b>\$ 2,888,139</b>

### Expenditures Explanations

Poquoson Planning Commission adopted the CIP for FY 2008 -- FY 2012 on February 15, 2007. The plan was submitted to City Council on March 12, 2007 for consideration and adopted on May 14, 2007. Even though there are FY 2008 adopted CIP projects, funding is not available in the current budget. When a project is identified as a priority, funding may be made with a Budget Supplement to the Capital Projects Fund.

The adopted Utilities Fund projects in the FY 2008 through FY 2012 CIP are found in the Utilities section of the budget document.

## SPECIAL REVENUE FUND - SUMMARY

### Special Revenue Fund Description

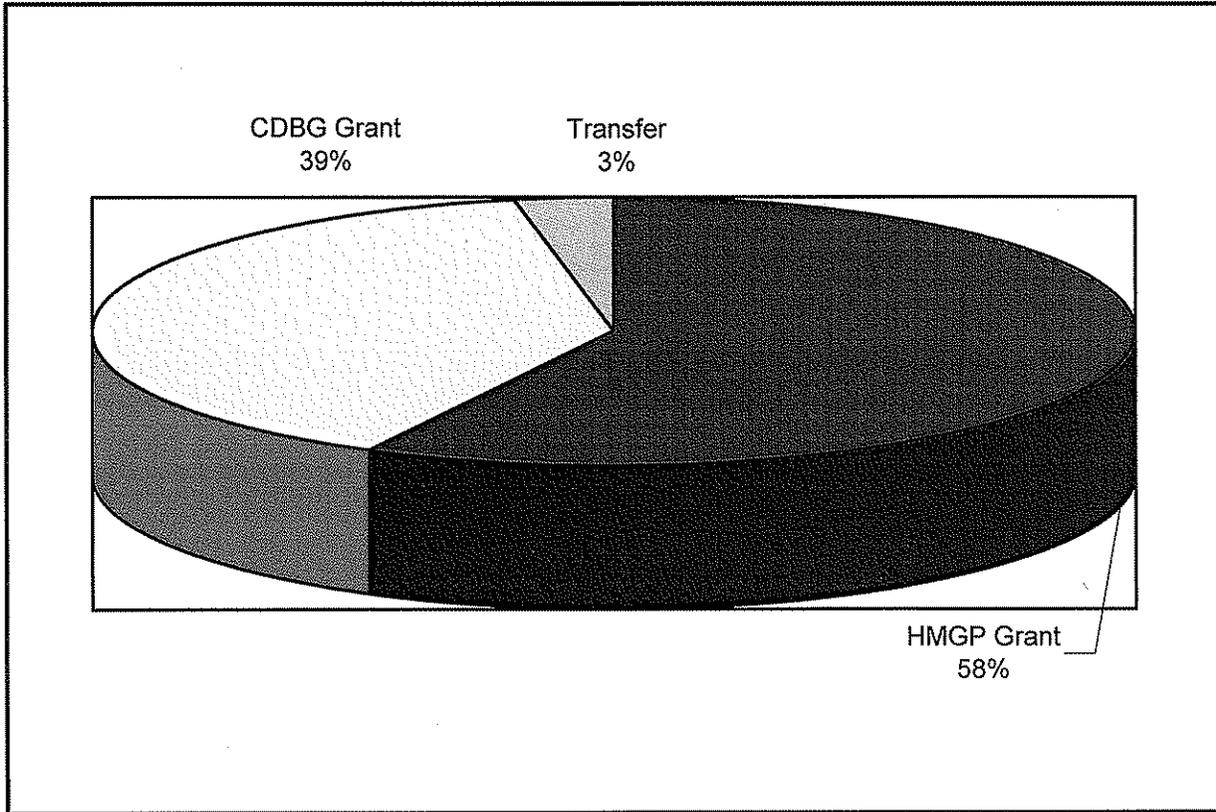
The Special Revenue Fund accounts for revenues and expenditures related to state and federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to flood elevation level so they will not flood in the future. The grant is a shared grant with 75% funding coming from the Federal Government, 20% coming from the State and 5% coming from local residents that qualify for the grant. The City also received two Community Development Block (CDBG) grants to elevate homes, and to reimburse citizens for their repair costs. The Homeland Security Grant was used to purchase radio equipment, security cameras, a crime van scene for the Public Safety departments and to install a generator at City Hall.

### Special Revenue Projection of Fund Balance

Beginning Fund Balance 6/30/2004		\$	-
Actual FY 2005 Revenues	\$ 101,286		
Actual FY 2005 Expenditures	(49,231)		52,055
Fund Balance - 6/30/2005		\$	52,055
Actual FY 2006 Revenues	\$ 126,489		
Actual FY 2006 Expenditures	(252,113)		(125,624)
Fund Balance - 6/30/2006		\$	(73,569)
Estimated FY 2007 Revenues	\$ 537,529		
Estimated FY 2007 Expenditures	(463,960)		73,569
Projected Fund Balance - 6/30/2007		\$	-
Estimated FY 2008 Revenues	\$ 2,526,361		
Estimated FY 2008 Expenditures	(2,526,361)		-
<b>Projected Fund Balance - 6/30/2008</b>		<b>\$</b>	<b>-</b>

**SPECIAL REVENUE FUND - SUMMARY**

**Special Revenue Fund Revenue**

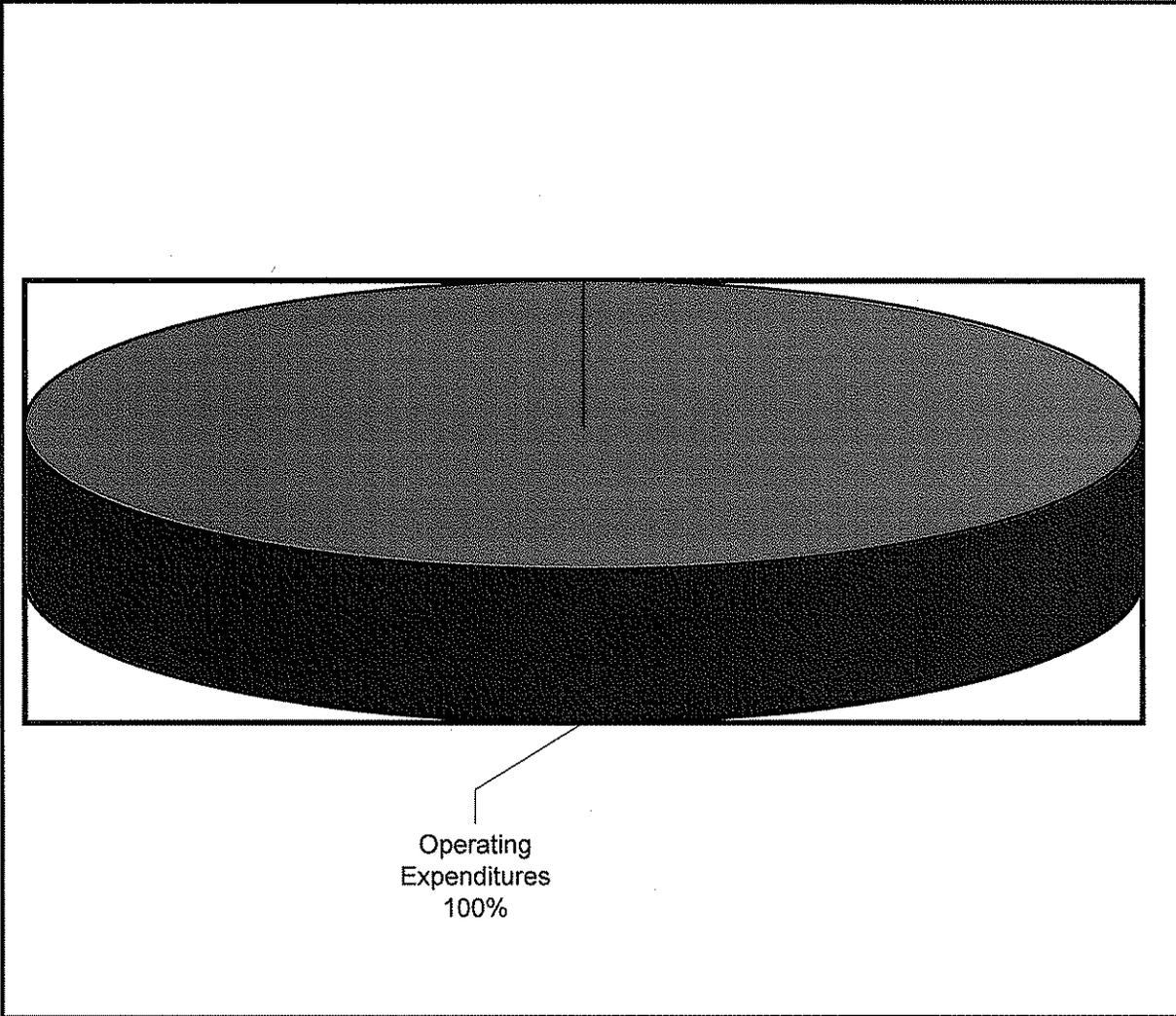


<b><u>Special Revenue Fund Revenue</u></b>	<b><u>Estimated FY 2007</u></b>	<b><u>FY 2008</u></b>
Homeland Security Grant	\$ 56,098	\$ -
HMGP Grant	311,650	1,457,075
CDBG Grant	71,000	992,600
Transfer from General Fund	98,781	76,686
<b>TOTAL</b>	<b><u>\$ 537,529</u></b>	<b><u>\$ 2,526,361</u></b>

**SPECIAL REVENUE FUND - SUMMARY**

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**Special Revenue Fund Expenditures**



<b><u>Special Revenue Fund Expenditures</u></b>	<b><u>Estimated FY 2007</u></b>	<b><u>FY 2008</u></b>
Operating Expenditures	\$ 437,936	\$ 2,526,361
Capital Outlay	26,024	-
<b>TOTAL</b>	<b><u>\$ 463,960</u></b>	<b><u>\$ 2,526,361</u></b>

## SPECIAL REVENUE FUND--REVENUE

### Special Revenue Fund Revenue

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$ Change From 2007 Budget
HMGP Local Match	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
HMGP State	-	-	375,950	65,658	<b>310,352</b>	244,694
HMGP Federal	-	-	1,392,715	245,992	<b>1,146,723</b>	900,731
CDBG	-	-	1,063,600	71,000	<b>992,600</b>	921,600
Homeland Security	101,286	56,489	26,856	56,098	-	(56,098)
Transfer from General Fund	-	-	93,085	98,781	<b>76,686</b>	(22,095)
<b>TOTAL REVENUE</b>	<b>\$ 101,286</b>	<b>\$ 126,489</b>	<b>\$ 2,952,206</b>	<b>\$ 537,529</b>	<b>\$ 2,526,361</b>	<b>\$ 1,988,832</b>

### Revenue Explanations

**HMGP:** Hazard Mitigation Grant Program for the purpose of elevating homes to prevent future flooding. This grant is a 75% Federal share, 20% State share, and 5% local homeowner share. The City will administer the grant for the homeowners and also pay the 5% local match using a transfer from the general fund. Twenty-eight homes have qualified for the grant funding; five homes have been elevated and several elevations are in process.

**CDBG:** Community Development Block Grant to elevate homes damaged by Hurricane Isabel, and to reimburse citizens for their repair costs. The City is hopeful that these grant funds will help 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 have qualified for the grant funding; one home has been elevated, several others are in process.

**Homeland Security Grant -- Federal:** In FY 2005, FY 2006 and FY 2007, the City received grants from the Federal government for the purpose of purchasing radio equipment for the public safety departments, to fund the installation of a generator at City Hall, and to purchase a crime scene van for the Police Department.

## SPECIAL REVENUE FUND - EXPENDITURES

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	5,188	76,772	2,925,350	<b>2,526,361</b>	(398,989)	-13.6%
Capital Outlay	44,043	175,341	26,856	-	(26,856)	-100.0%
<b>Totals</b>	<b>\$ 49,231</b>	<b>\$ 252,113</b>	<b>\$ 2,952,206</b>	<b>\$ 2,526,361</b>	<b>\$ (425,845)</b>	<b>-14.4%</b>

### Personnel Summary

n/a

### Goals and Objectives

- \* Elevate homes above the required flood elevation to minimize future flood damage.
- \* Assist homeowners in the grant application and review process.
- \* Submit reimbursement requests to granting agencies in a timely manner.
- \* Monitor elevation projects to ensure homes are elevated in accordance with guidelines.
- \* Complete elevation projects in a timely manner and on schedule within the grants' completion period.
- \* Apply for additional grants when they may become available.

### Major Fund Functions

- \* To account for grant funds which are legally restricted for specific purposes.
- \* Provide information on the sources and applications of restricted resources.

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Homes Eligible for Grant Funding	0	0	34	22
Homes Elevated/Citizens Reimbursed	0	0	6	50
Special Purpose Grants Received	1	1	3	2

### Significant Budget Items

- \* The HMGP grant is for elevating 28 homes. The grant has a local match requirement of 5%.

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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.

The City used a pay-by-the-bag program for the past 13 years. In FY 2007, it was the intention of City Council to eliminate the green bag fee and institute a monthly disposal fee of \$10 per eligible address. Due to many citizen comments received opposing the change in the service, Council established a Solid Waste committee to study the City's refuse collection and disposal service. Therefore, during FY 2007, the City continued with the pay-by-the-bag program until the committee made a recommendation to Council for approval. After several months of evaluating different programs, the committee's recommendation was to implement a container/cart program which will provide a convenient means for homeowners to dispose of trash.

In January 2007, City Council approved the committee's recommendation and City staff began the implementation of the container/cart program to begin October 1, 2007. In FY 2008, there is a planned use of Net Assets to make container/cart purchases in order to implement the new program.

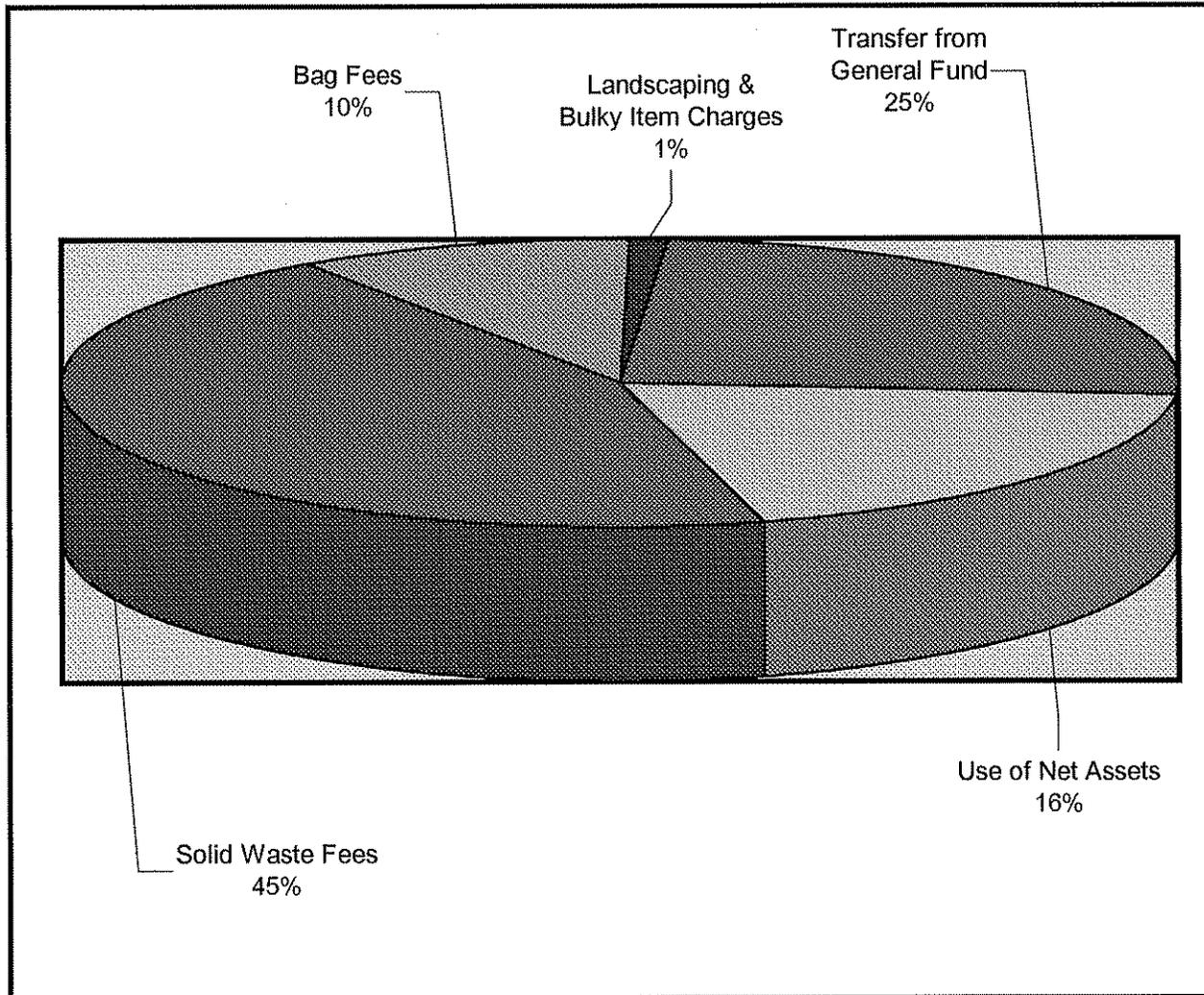
Citizens will be notified of the change in the program and given a choice of their disposal container. Details of the program can be found on the following page under Solid Waste revenue explanations.

### Solid Waste Projection of Net Assets

Beginning Net Assets - 7/1/2004		\$ 585,554
Actual FY 2005 Revenues	\$ 522,552	
Actual FY 2005 Expenses	<u>(475,269)</u>	47,283
Net Assets - 6/30/2005		<u>\$ 632,837</u>
Actual FY 2006 Revenues	\$ 554,265	
Actual FY 2006 Expenses	<u>(528,325)</u>	25,940
Net Assets - 6/30/2006		<u>\$ 658,777</u>
Estimated FY 2007 Revenues	\$ 394,600	
Estimated FY 2007 Expenses	<u>(544,600)</u>	(150,000)
Projected Net Assets - 6/30/2007		<u>\$ 508,777</u>
Estimated FY 2008 Revenues	\$ 826,920	
Estimated FY 2008 Expenses	<u>(1,026,920)</u>	(200,000)
<b>Projected Net Assets - 6/30/2008</b>		<b><u><u>\$ 308,777</u></u></b>

## SOLID WASTE FUND - SUMMARY

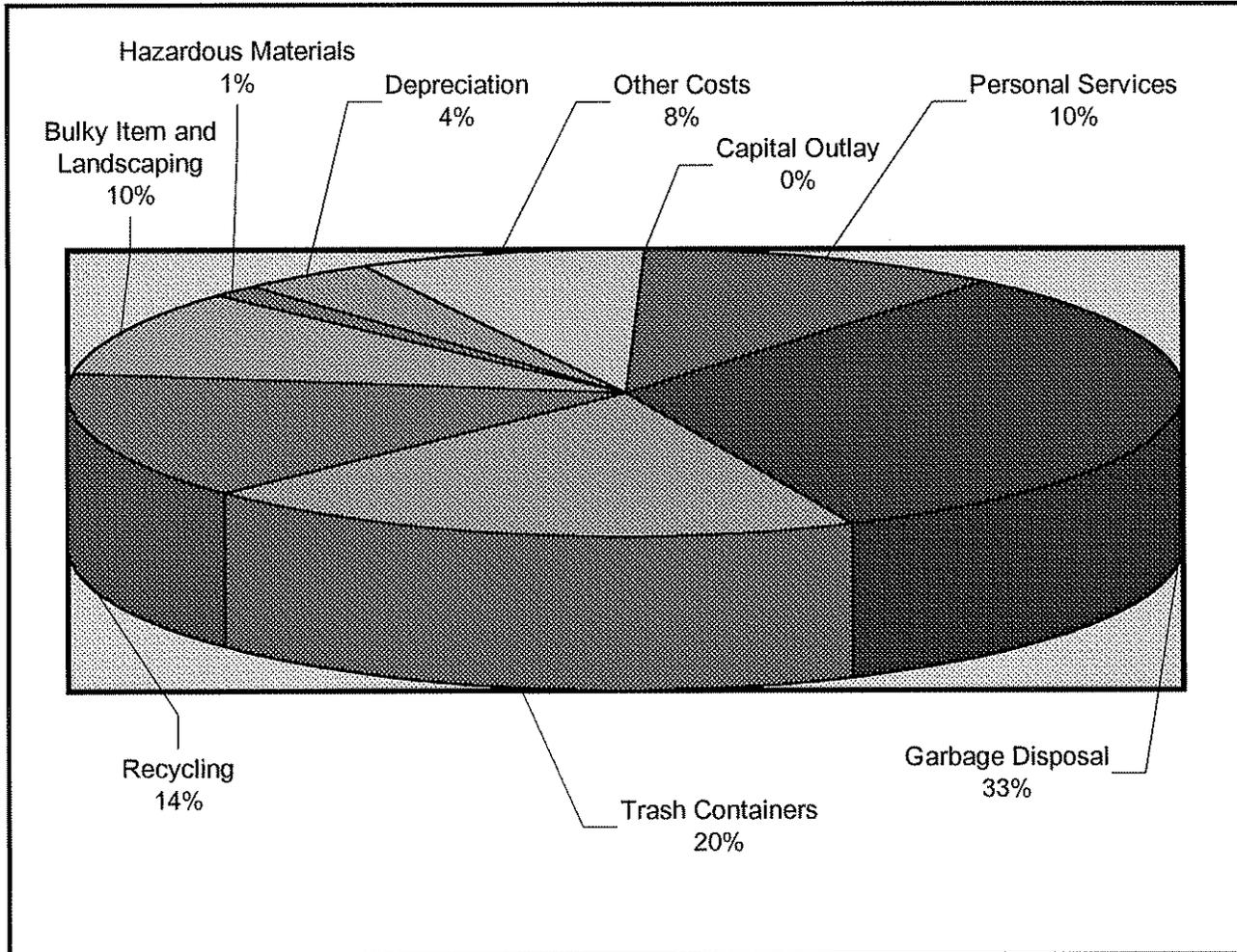
### Solid Waste Revenue



<u>Solid Waste Revenue</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Solid Waste Fees	\$ -	\$ 460,000
Bag Fees	315,000	100,000
Landscaping & Bulky Item Charges	10,100	9,500
Miscellaneous	3,500	-
Transfer from General Fund	66,000	257,420
Use of Net Assets	<u>150,000</u>	<u>200,000</u>
<b>TOTAL</b>	<b><u>\$ 544,600</u></b>	<b><u>\$ 1,026,920</u></b>

## SOLID WASTE FUND - SUMMARY

### Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Personal Services	\$ 122,760	\$ 107,210
Garbage Disposal	68,000	332,000
Trash Containers	-	200,000
Recycling	115,100	148,335
Bulky Item and Landscaping	95,770	99,020
Hazardous Materials	16,740	15,385
Depreciation	48,465	38,060
Other Costs	77,765	86,610
Capital Outlay	-	300
<b>TOTAL</b>	<b><u>\$ 544,600</u></b>	<b><u>\$ 1,026,920</u></b>

## SOLID WASTE FUND - REVENUE

### Solid Waste Revenue

Account Title			FY 2007	FY 2007	FY 2008	\$	%
	FY 2005	FY 2006	Revised	Estimated	Adopted	Change	Change
	Actual	Actual	Budget	Revenue	Revenue	From 2007	From 2007
						Budget	Budget
Solid Waste Fees	\$ -	\$ -	\$ -	\$ -	\$ 460,000	\$ 460,000	n/a
Bag Fees	311,588	314,175	-	315,000	100,000	100,000	n/a
Disposal Fees	-	-	534,000	-	-	(534,000)	-100.0%
Landscaping Debris Charge	12,468	9,780	10,000	10,000	9,000	(1,000)	-10.0%
Bulky Item Charge	810	180	500	100	500	-	0.0%
Miscellaneous	486	10,797	100	3,500	-	(100)	-100.0%
Sale of Equipment	-	36,000	-	-	-	n/a	n/a
Transfer from General Fund	197,200	183,333	-	66,000	257,420	257,420	n/a
Use of Unrestricted Net Assets	-	-	-	150,000	200,000	200,000	n/a
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 522,552</b>	<b>\$ 554,265</b>	<b>\$ 544,600</b>	<b>\$ 544,600</b>	<b>\$ 1,026,920</b>	<b>\$ 482,320</b>	<b>88.6%</b>

### Revenue Explanations

**Solid Waste Fees:** In FY 2008, the proposed fees are based on a new container/cart program with an estimated start date of October 1, 2007. The fees will be billed bi-monthly along with the sewer service fees. Citizens will have the option to choose from 5 plans.

#### Proposed Bi-Monthly Fees:

Plan A = 32 gallon container/cart	\$19.00
Plan B = 64 gallon container/cart	\$30.00
Plan C = (2) 64 gallon container/carts	\$54.00
Plan D = 32 gallon container/cart (bi-weekly pickup)	\$12.00
Plan E = no container/cart (private lanes, townhomes)	\$3.00

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 impracticable to use. Residents choosing Plan E will still use the pay-by-the-bag system and the \$3.00 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.

**Bag Fees:** In FY 2008, the City will continue to use a pay-by-the-bag program as the primary source of revenue until the implementation of the container/cart program begins. The green bags fee will remain level in packages of 5 at a price of \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous 4 fiscal years. Residents who are over 65 and/or are permanently disabled who meet certain income requirements are eligible for free green bags.

**Landscaping Debris Charges:** The City provides curbside pickup service for woody waste at a proposed fee of \$12 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$59,020 in FY 2008. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident.

**Bulky Item Charge:** Bulky item pickup is free to residents for the first 4 pickups per calendar year and \$30 per pickup for more than 4 pickups. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation.

**Transfer from the General Fund:** In FY 2008, revenue to help off set the start up expenses for the new container/cart program. In FY 2005 and 2006, the transfer represented revenue to help cover the cost of bulky item/landscaping debris pickup. In FY 2007, the adopted budget did not have a transfer from the general fund due to the planned change in the program.

**Use of Unrestricted Net Assets:** Excess accumulated earnings will be used to purchase container/carts for the new program.

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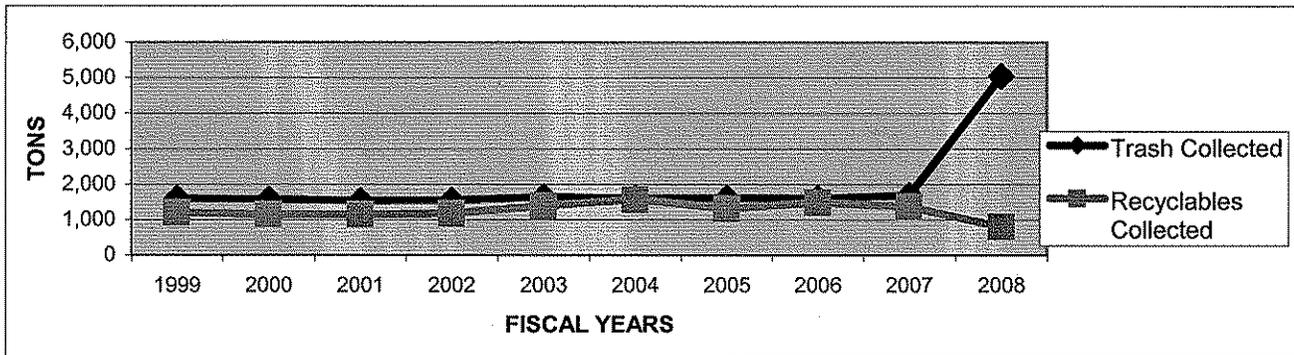
## SOLID WASTE FUND - GARBAGE AND RECYCLING

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 36,657	\$ 41,034	\$ 44,430	\$ 22,840	\$ (21,590)	-48.6%
Operating Expenses	220,452	220,353	240,165	738,595	498,430	207.5%
Capital Outlay	14,639	21,769	18,620	9,300	(9,320)	-50.1%
<b>Totals</b>	<b>\$ 271,748</b>	<b>\$ 283,156</b>	<b>\$ 303,215</b>	<b>\$ 770,735</b>	<b>\$ 467,520</b>	<b>154.2%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Equipment Operator II	1	1	1	0.5
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.5</b>



### Goals and Objectives

- \* Implement the new trash collection program by October 1, 2007 while outsourcing the collection process.
- \* Continue collecting all City trash routes within four days.
- \* Work toward having citizens living on private lanes bring their trash out to the public street for pick up as they do with their recycling bins.
- \* Continue to provide curbside recycling via VPPSA to all City residents.

## SOLID WASTE FUND - GARBAGE AND RECYCLING

### Major Departmental Functions

- \* Furnish a quality 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

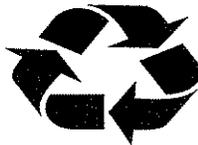
	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Number of Trash Bags Collected	163,400	169,577	165,000	1,000
Trash Collected (Tons)	1,610	1,603	1,695	5,050
Recyclables Collected by Contractor (Tons)	1,312	1,484	1,367	800

### Significant Budget Items

- \* Decrease in personal services is due to outsourcing the collection for the new refuse program. Employee will be permanently transferred to Public Works for the second half of the fiscal year.
- \* Increase in operating expenses is due to purchasing an estimated 4,400 carts at \$45 each and contractor operations for outsourcing the collection process.
- \* Decrease in capital outlay is due to decreased depreciation and elimination of the City's equipment.
- \* Increase in garbage disposal at the Hampton Steam Plant, with estimated cost of \$26.00 per ton.
- \* Curbside recycling cost is \$2.84 per household each month in FY 2008.
- \* Hazardous material disposal is contracted through VPPSA. In FY 2008, the cost is expected to be \$15,385 a decrease of \$1,355 from FY 2007.

### Program Accomplishments

- \* This is the fourteenth year that the City has collected residential household waste rather than outsource the service.
- \* Contracted labor is used to assist with trash collection to eliminate reduce City employee injuries.



**SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 48,519	\$ 69,021	\$ 78,330	\$ 84,370	\$ 6,040	7.7%
Operating Expenses	136,802	158,135	133,210	142,755	9,545	7.2%
Capital Outlay	18,200	18,013	29,845	29,060	(785)	-2.6%
<b>Totals</b>	<b>\$ 203,521</b>	<b>\$ 245,169</b>	<b>\$ 241,385</b>	<b>\$ 256,185</b>	<b>\$ 14,800</b>	<b>6.1%</b>

**Personnel Summary**

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Equipment Operator II	1	1	1	1
Maintenance Worker I	1	1	1	1
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Goals and Objectives**

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

## SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

### Major Departmental Functions

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

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Waste Oil Collected for Recycling (gallons)	3,490	4,450	3,712	3,900
Bulky Item Debris Collected for Disposal*	1,820	1,222	1,246	2,650
Landscape Debris Collected for Recycling*	2,139	2,890	2,860	2,650
Metal Items Collected for Recycling*	296	103	200	220
Used Tires Collected for Recycling	227	93	150	200

\* Amounts given in tons

### Significant Budget Items

- \* Increase in personal services is due to merit increase and health insurance.
- \* Increase in operating expenses is due to the rising cost of motor vehicle expenses.

### Program Accomplishments

- \* Notified citizens with door hangers of the need to call in for a debris pickup if a pile had been in front of their home for more than a week.
- \* Provided good and dependable bulky item and landscaping service. Received compliments on how clean the City employees leave the bulky item area after a pickup.
- \* Provided no cost debris pick-up for Tropical Storm Ernesto and 2 other storms that occurred within eight weeks of each other in fall of 2006.

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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 stations, and the debt service incurred in having the sewer originally extended and renovated. The department provides 24 hour service for the 29 pump stations, 46 miles of gravity sewer lines and 18 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

In FY 1998, the Council approved two loan applications totaling \$10,000,000 with the State Department of Environmental Quality to extend sewer to all remaining homes in Poquoson that are on public right-of-ways.

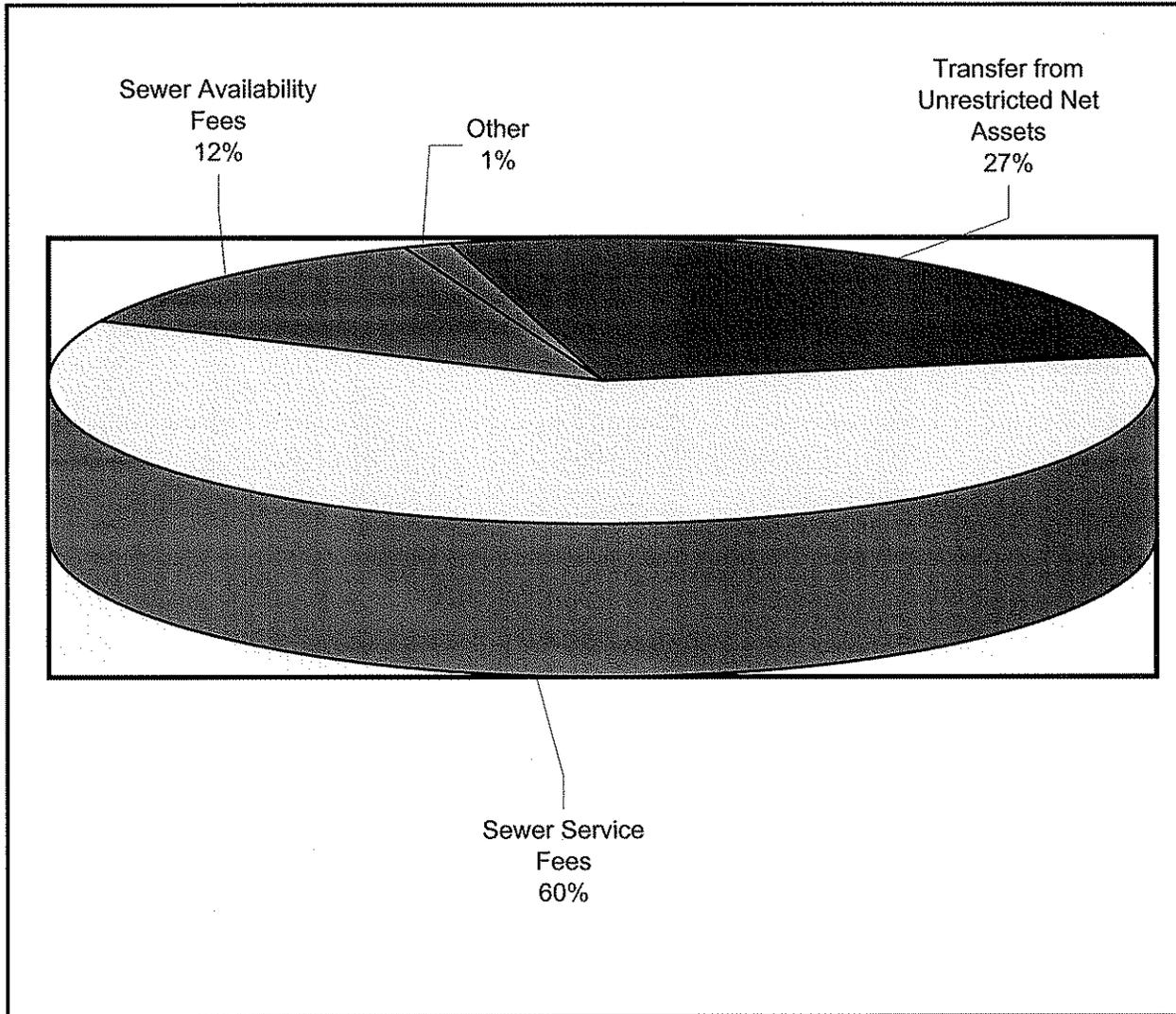
In FY 2004, the City completed the rehabilitation of 7 pump stations at an estimated cost of \$1,000,000.

### Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2004		\$ 6,118,851
Actual FY 2005 Revenues	\$ 1,882,394	
Actual FY 2005 Expenses	<u>(1,690,870)</u>	191,524
Net Assets - 6/30/2005		<u>\$ 6,310,375</u>
Actual FY 2006 Revenues	\$ 1,796,775	
Actual FY 2006 Expenses	<u>(1,704,446)</u>	92,329
Net Assets - 6/30/2006		<u>\$ 6,402,704</u>
Estimated FY 2007 Revenues	\$ 1,759,348	
Estimated FY 2007 Expenses	<u>(1,759,348)</u>	-
Projected Net Assets - 6/30/2007		<u>\$ 6,402,704</u>
Estimated FY 2008 Revenues	\$ 1,793,010	
Estimated FY 2008 Expenses	<u>(1,793,010)</u>	-
<b>Projected Net Assets - 6/30/2008</b>		<b><u><u>\$ 6,402,704</u></u></b>

## UTILITIES FUND - SUMMARY

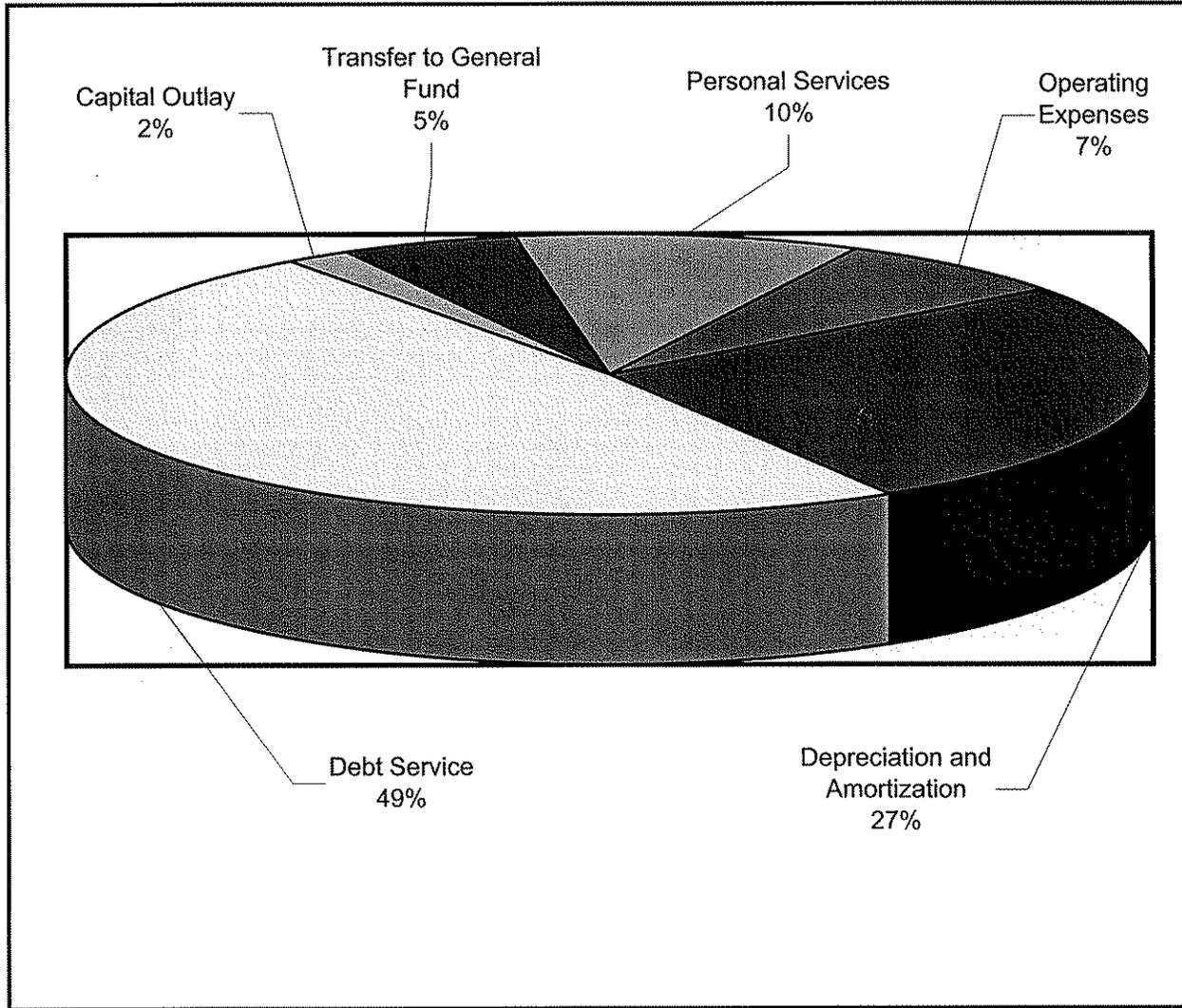
### Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Sewer Service Fees	\$1,442,390	\$1,462,210
Sewer Availability Fees	300,000	300,000
Notes Receivable -- Principal and Interest	4,400	500
Other	12,558	30,300
Transfer from Unrestricted Net Assets	<u>693,042</u>	<u>656,100</u>
<b>TOTAL</b>	<b><u><u>\$2,452,390</u></u></b>	<b><u><u>\$2,449,110</u></u></b>

## UTILITIES FUND - SUMMARY

### Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Personal Services	\$244,100	\$254,430
Operating Expenses	157,335	171,245
Depreciation and Amortization	693,042	656,064
Debt Service	1,214,763	1,188,991
Capital Outlay	13,150	48,380
Transfer to General Fund	130,000	130,000
<b>TOTAL</b>	<b><u>\$2,452,390</u></b>	<b><u>\$2,449,110</u></b>

## UTILITIES FUND - REVENUE

### Utilities Revenue

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$	%
						Change From 2007 Budget	Change From 2007 Budget
Sewer Service Fees	\$ 1,271,098	\$ 1,412,783	\$ 1,442,390	\$ 1,442,390	\$ 1,462,210	\$ 19,820	1.4%
Sewer Availability Fees	587,000	360,000	300,000	300,000	300,000	-	0.0%
Notes Receivable - Interest	3,101	1,111	400	400	500	100	25.0%
Notes Receivable - Penalties	1,190	670	1,000	1,000	-	(1,000)	-100.0%
Miscellaneous Revenue	441	620	400	400	300	(100)	-25.0%
Late Payment Fees	16,194	21,215	7,158	7,158	15,000	7,842	109.6%
Interest Income	3,370	376	8,000	8,000	15,000	7,000	87.5%
Transfer-Unrestricted Net Assets	811,018	659,195	693,042	693,042	656,100	(36,942)	-5.3%
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 2,693,412</b>	<b>\$ 2,455,970</b>	<b>\$ 2,452,390</b>	<b>\$ 2,452,390</b>	<b>\$ 2,449,110</b>	<b>\$ (3,280)</b>	<b>-0.1%</b>

### 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 2008, the Sewer Service fee is \$50 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$32,250 of sewer fees is waived due to the scale. Reduced fees are projected to be \$6,750.

#### **Sliding Scale Sewer Service Fees:**

	FY 2007 Adopted Bi-Monthly Fees	FY 2008 Adopted Bi-Monthly Fees	Projected Number of Households	FY 2008 Estimated Revenue	FY 2008 Estimated Loss Revenue
<b>Combined Income</b>					
\$25,000 or less	\$0	\$0	90	\$0	\$ 27,000
25,001 - 30,000	12.50	12.50	10	750	2,250
30,001 - 35,000	25.00	25.00	10	1,500	1,500
35,001 - 40,000	37.50	37.50	20	4,500	1,500
over 40,000	50.00	50.00	4,653	1,395,900	0
			<b>4,783</b>	<b>\$ 1,402,650</b>	<b>\$ 32,250</b>

In FY 2008, there are an estimated 4,783 users of sewer for total revenues of \$1,402,650. It is also estimated that 50 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$7,500 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2008, the commercial fee is \$1.75 for every 100 cubic feet of water consumed. In FY 2007, the fee was \$1.25 and has not been increased since FY 1999. The fee increase will help replace a 1994 utility truck. In FY 2008, it is estimated that \$51,660 in commercial water consumption fees will be collected.

## UTILITIES FUND - REVENUE

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**Sewer Availability Fees:** The sewer availability fee for a vacant lot is \$6,000. For FY 2008, it is estimated that 50 new properties will generate \$300,000.

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

**Notes Receivable - Interest:** The interest rate of 7% charged on notes receivable to homeowners that choose to pay the sewer availability fee on an installment basis.

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

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

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

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

## UTILITIES FUND - EXPENDITURES

### Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 174,863	\$ 215,017	\$ 244,100	\$ 254,430	\$ 10,330	4.2%
Operating Expenses	147,453	161,313	157,335	171,245	13,910	8.8%
Depreciation & Amortization	659,195	657,487	693,042	656,064	(36,978)	-5.3%
Debt Service	1,218,963	1,211,067	1,214,763	1,188,991	(25,772)	-2.1%
Transfer to General Fund	153,000	150,000	130,000	130,000	-	0.0%
Capital Outlay*	29,219	18,797	13,150	48,380	35,230	267.9%
<b>Totals</b>	<b>\$ 2,382,693</b>	<b>\$ 2,413,681</b>	<b>\$ 2,452,390</b>	<b>\$ 2,449,110</b>	<b>\$ (3,280)</b>	<b>-0.1%</b>

\*Capital Outlay does not include larger capital expenditures paid for out of bond issuances.

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Superintendent of Utilities	0	1	1	1
Utilities Foreman	1	1	1	1
Utilities Technician	2	2	2	1
Utilities Worker	1	0	0	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Goals and Objectives

- \* Maintain current level of system reliability and provide 24 hour emergency service.
- \* Address the system infiltration and in-flow problem by measuring flows in pump station service areas.
- \* Continue to improve system's ability to handle major disaster events.
- \* Continue to operate the sewer system in a safe and cost effective manner with emphasis on protecting the environment.
- \* Negotiate with the EPA's National Performance Based Strategy for Sanitary Sewer Overflows (SSOS).

## 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.
- \* Assisting departments with services and special projects.

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Force Main Miles	18	18	18	18
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	10	11	10	11
Laterals Cleaned bi-yearly	14	11	14	11
Laterals Installed	10	6	10	6
Laterals Repaired	28	27	10	15
Locations Marked for Miss Utilities	2,408	2,507	2,500	2,500
Pump Stations	29	29	29	29
Pumps Repaired	28	17	14	15
Sewer Connections	4,556	4,660	4,758	4,783
Sewer Gravity Miles	46	47	46	47

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* Increase in operating expenses is due to higher cost of fuel and electricity.
- \* Increase in capital outlay is to replace a 1994 Utility Truck estimated cost is \$30,000.

### Program Accomplishments

- \* Provided safety training for department employees.
- \* Provided job skill and system training for new employees.
- \* Maintained a high level of customer service while increasing the number of customers.
- \* Installed generators at City Hall, Public Works, and the Utilities building.

# UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2008 Utilities Fund Capital Projects  
Adopted Budget

Adopted CIP Summary FY 2008 -- FY 2012

Project	FY 2008 Adopted Budget	FY 2008 Adopted Project	FY 2009 Adopted Project	FY 2010 Adopted Project	FY 2011 Adopted Project	FY 2012 Adopted Project
<b>Equipment Projects</b>						
Sewer Main Inspection	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Utility Truck	30,000	30,000	-	-	-	-
Back-Up Generator for PS #7	-	-	-	-	30,000	-
Back-Up Generator for PS #8	-	-	30,000	-	-	-
Back-Up Generator for PS #10	-	30,000	-	-	-	-
Back-Up Generator for PS #11	-	-	-	30,000	-	-
Sewer Cleaner	-	-	90,000	-	-	-
<b>Total Equipment Projects</b>	<b>\$ 30,000</b>	<b>\$ 130,000</b>	<b>\$ 190,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 70,000</b>
<b>Facility Projects</b>						
Expansion of Utilities Building	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
<b>Total Facility Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 30,000</b>	<b>\$ 130,000</b>	<b>\$ 220,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 70,000</b>

Expenditures Explanations

The FY 2008 -- FY 2012 CIP plan was adopted by City Council on May 14, 2007 with \$130,000 worth of projects adopted for FY 2008. However, the project funded during the budget adoption process was for replacement of a utility truck for \$30,000.

## PARKS AND RECREATION FUND - SUMMARY

### Parks and Recreation Fund Description

The Parks & Recreation Enterprise Fund is used to account for parks and recreation programs and activities which are financed by user fees. The Parks & Recreation Fund is separated into several departments; Field, Pool, Special Events and Child Care Program. The Field Department includes activities for recreational leagues, athletics, arts and crafts and instructional classes. The Pool Department funds all activities relating to the pool, including swim lessons, recreational swimming and the swim team. An enclosed dome was constructed in September 2005 over the pool to allow year round use of the facility. Special Events provide family oriented programs and festivals for the enjoyment of Poquoson citizens. In FY 2006, the Child Care Program was separated into its own department for management purposes; however, late in FY 2006, that program ended. The department was eliminated for FY 2007 and FY 2008, but is shown for FY 2005 and FY 2006 actual costs.

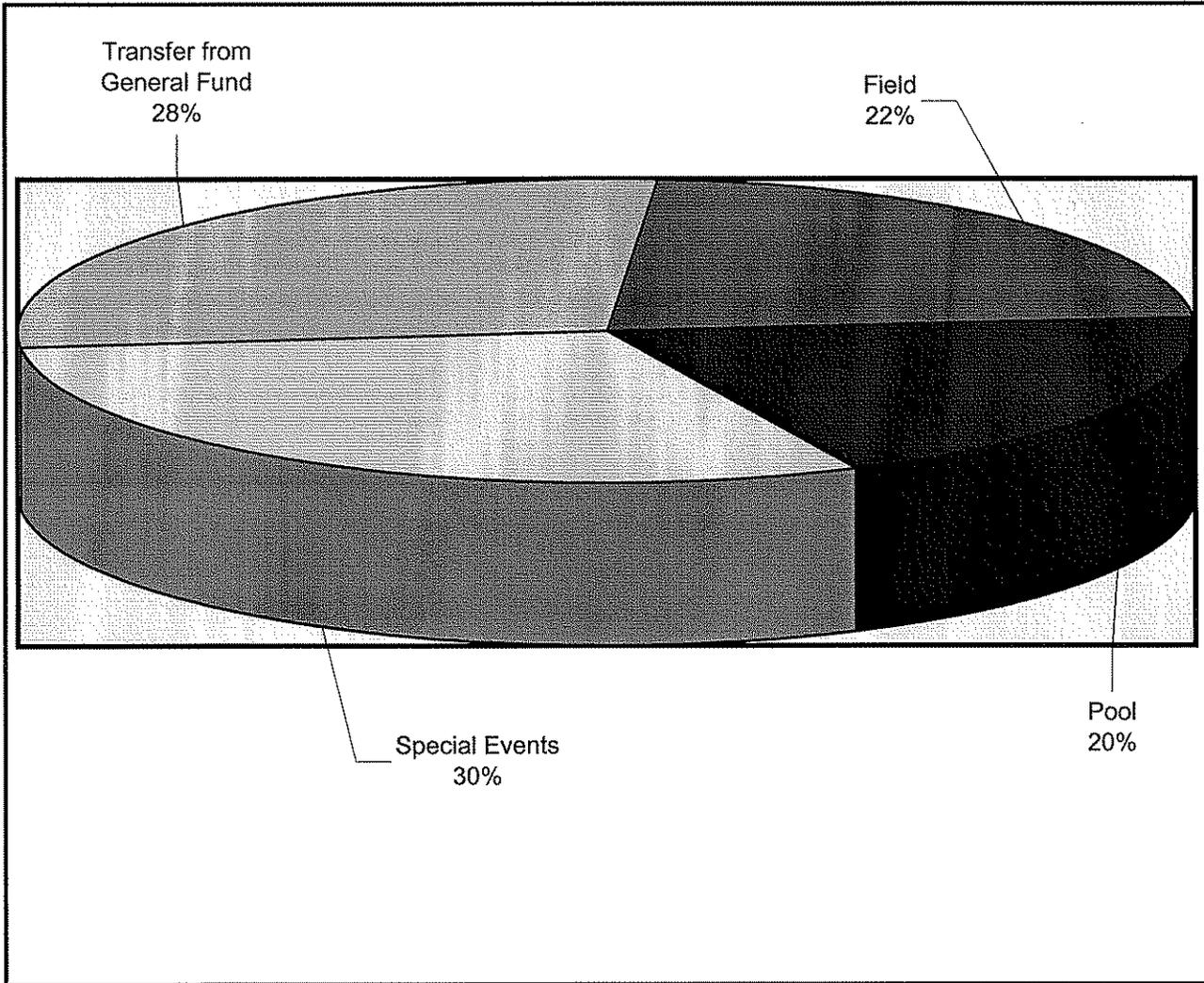
This fund also pays for several full time staff as well as part time positions of gym supervisor, lifeguards, and swim instructors at the pool.

### Parks and Recreation Fund Projection of Net Assets

Beginning Net Assets - 6/30/2004		\$ 59,328
Actual FY 2005 Revenues	\$ 562,383	
Actual FY 2005 Expenses	<u>(545,799)</u>	<u>16,584</u>
Net Assets - 6/30/2005		\$ 75,912
Actual FY 2006 Revenues	\$ 643,532	
Actual FY 2006 Expenses	<u>(587,701)</u>	<u>55,831</u>
Net Assets - 6/30/2006		\$ 131,743
Estimated FY 2007 Revenues	\$ 405,540	
Estimated FY 2007 Expenses	<u>(452,060)</u>	<u>(46,520)</u>
Projected Net Assets - 6/30/2007		\$ 85,223
Estimated FY 2008 Revenues	\$ 464,860	
Estimated FY 2008 Expenses	<u>(464,860)</u>	<u>-</u>
<b>Projected Net Assets - 6/30/2008</b>		<b><u><u>\$ 85,223</u></u></b>

## PARKS AND RECREATION FUND - SUMMARY

### Parks and Recreation Revenue

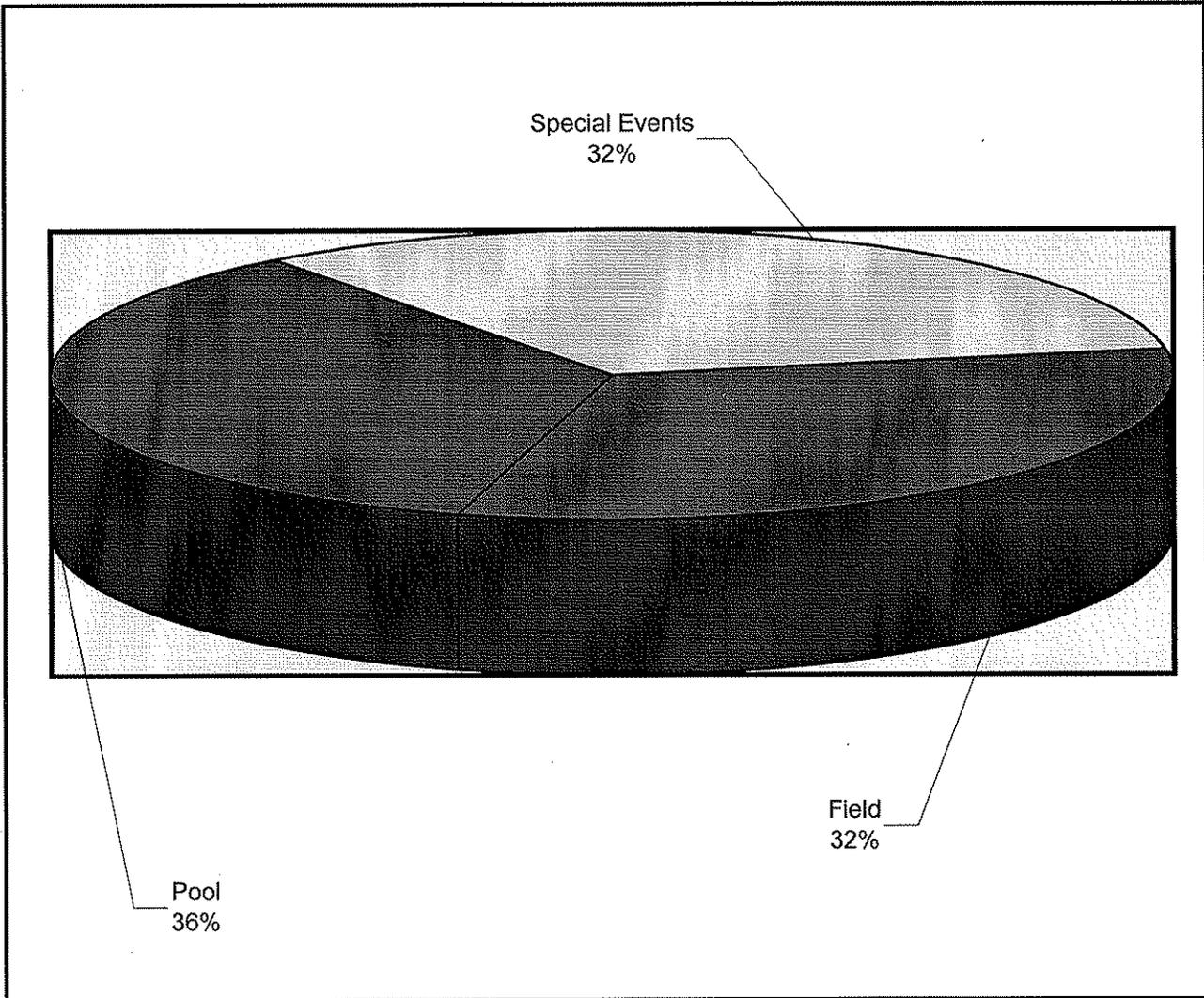


### Parks and Recreation Revenue

	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Charges for Services:		
Field	\$ 96,650	\$ 102,800
Pool	91,680	90,250
Special Events	147,500	140,800
Transfers from General Fund	<u>69,710</u>	<u>131,010</u>
<b>TOTAL</b>	<b><u>\$ 405,540</u></b>	<b><u>\$ 464,860</u></b>

**PARKS AND RECREATION FUND - SUMMARY**

**Parks and Recreation Expenses**



**Parks and Recreation Expenses**

	<b><u>Estimated</u></b>	<b><u>FY 2008</u></b>
	<b><u>FY 2007</u></b>	
Field	\$ 143,270	\$ 149,240
Pool	167,875	164,980
Special Events	<u>140,915</u>	<u>150,640</u>
<b>TOTAL</b>	<b><u>\$ 452,060</u></b>	<b><u>\$ 464,860</u></b>

## PARKS & RECREATION FUND - REVENUE

### Parks and Recreation Revenue

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Revenue	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$ Change From 2007 Budget	% Change From 2007 Budget
Field:							
Adult Athletics	\$ 6,120	\$ 5,831	\$ 8,000	\$ 6,000	\$ 7,000	\$ (1,000)	-12.5%
Adult Recreation Program	4,603	1,959	750	2,500	2,000	1,250	166.7%
Discount Ticket Sales	7,663	15,227	8,000	8,000	8,000	-	0.0%
Instructional Classes	56,629	50,650	50,000	35,000	52,000	2,000	4.0%
Miscellaneous	5,967	404	300	1,400	300	-	0.0%
Teen Program	94	-	3,400	750	1,500	(1,900)	-55.9%
Youth Athletics	37,799	29,758	43,000	43,000	32,000	(11,000)	-25.6%
Community Center	40	-	-	-	-	-	n/a
<b>Field Revenue</b>	<b>\$ 118,915</b>	<b>\$ 103,829</b>	<b>\$ 113,450</b>	<b>\$ 96,650</b>	<b>\$ 102,800</b>	<b>\$ (10,650)</b>	<b>-9.4%</b>
Pool:							
Gate Admission	10,755	14,064	19,000	11,000	15,000	(4,000)	-21.1%
Miscellaneous	1,010	2,168	750	130	750	-	0.0%
Other Pool Activities	2,264	3,141	500	5,550	3,000	2,500	500.0%
Pool Passes	14,147	9,079	28,000	12,000	11,000	(17,000)	-60.7%
Pool Rental	2,175	29,172	60,500	28,000	25,500	(35,000)	-57.9%
Swim Team	13,557	11,901	15,000	15,000	15,000	-	0.0%
Swimming Lessons	14,575	18,720	22,000	20,000	20,000	(2,000)	-9.1%
<b>Pool Revenue</b>	<b>\$ 58,483</b>	<b>\$ 88,245</b>	<b>\$ 145,750</b>	<b>\$ 91,680</b>	<b>\$ 90,250</b>	<b>\$ (55,500)</b>	<b>-38.1%</b>
Special Events:							
Childrens Events	4,750	4,750	4,750	4,750	4,750	-	0.0%
Fireworks in the Marsh	-	1,954	600	1,664	1,650	1,050	175.0%
Holiday Parade	500	675	600	525	600	-	0.0%
Seafood Festival Activities	3,755	2,993	2,200	5,636	4,800	2,600	118.2%
Seafood Festival Sponsors	47,700	50,950	41,000	52,150	46,000	5,000	12.2%
Seafood Festival Vendors	54,842	58,872	49,000	56,845	58,000	9,000	18.4%
Seafood Festival Parking	17,232	23,501	25,000	25,930	25,000	-	0.0%
<b>Special Events Revenue</b>	<b>\$ 128,779</b>	<b>\$ 143,695</b>	<b>\$ 123,150</b>	<b>\$ 147,500</b>	<b>\$ 140,800</b>	<b>\$ 17,650</b>	<b>14.3%</b>
Child Care Program	\$ 164,306	\$ 123,413	\$ -	\$ -	\$ -	\$ -	n/a
Sale of Equipment	\$ 8,300	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Transfer from General Fund	\$ 83,600	\$ 184,350	\$ 69,710	\$ 69,710	\$ 131,010	\$ 61,300	87.9%
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 562,383</b>	<b>\$ 643,532</b>	<b>\$ 452,060</b>	<b>\$ 405,540</b>	<b>\$ 464,860</b>	<b>\$ 12,800</b>	<b>2.8%</b>

## PARKS & RECREATION FUND - REVENUE

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### Field Revenue Explanations

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

**Discount Ticket Sales:** Revenues collected from the sale of theme park tickets to Kings Dominion, Busch Gardens and Water Country USA. The City receives a 5% profit share for all tickets sold on consignment.

**Instructional Classes:** Fees paid for instructional classes in ice skating, baton, arts and crafts, gardening, yoga, karate, drama, various sports clinics and camps. A negotiated percentage is charged for instructors' fees.

**Youth Athletics/Adult Athletics:** Revenue from registration for youth soccer, youth and adult basketball league, volleyball and other programs. Fees are to remain level in FY 2008.

<b>Sample Participation Fees:</b>	<b><u>FY 2007</u></b>	<b><u>FY 2008</u></b>
Adult Basketball	\$470/team	\$500/team
Arts & Crafts Series	39	39
Baseball Pitching Clinic	43	43
Basketball Camp	80	80
Baton	16	17
Drama	40	40
Drama Camp	50	50
Field Hockey Camp	30	30
Golf Camp	100	100
Ice Skating	40	40
Soccer -- Fall and Spring	46	48
Soccer -- Summer Camp	72	72
Tennis Camp	95	95
Volleyball	135/team	135/team
Volleyball Camp	65	65
Youth Basketball	46	48

### Pool Revenue Explanations

In December 2005, the City installed a dome over the pool for the cold weather months which provided the ability to use the pool throughout the year. The City had negotiated a contract with a local swim club for use of the pool on a long term basis which would have resulted in increased revenue for FY 2007. However, early in FY 2007, the swim club disbanded leaving the facility without permanent renters. Recently, another swim club contracted for swim lanes on a reduced scale, resulting in revenue shortfalls for the pool. The dome provides increased opportunities for class offerings year round for the citizens of Poquoson. Now, the Poquoson High School Swim Team uses the pool for practice.

## PARKS & RECREATION FUND - REVENUE

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**Gate Admission:** Daily admission charge of \$4 per day during the summer and \$3 per day during the winter.

**Pool Passes:** Membership passes; rates are as follows:

Pool Pass-- Resident--Summer	\$ 45
Pool Passes --Swim Team	\$ 35 for each participant
Pool Passes-- Non-Resident--Summer	\$ 57

**Pool Rental:** The private rental of the pool and lifeguards after normal operating hours of \$175 per event. In FY 2007, the estimated revenue is significantly lower than the budgeted revenue due to a swim club disbanding. Therefore a decrease in revenue is anticipated for in FY 2008.

**Swim Team:** Fee the participants pay to be on the swim team; \$120 resident and \$130 non-resident. This collected fee pays for the coaches, use of pool and chemicals. Winter team; \$250 for 5 months of use.

**Swimming Lessons:** Swimming classes offered are certified by the American Red Cross. Fees charged are \$35 per child from ages 3-5 years for the Little Peoples Swim class. Level I through Level VI courses are available for ages 6 and older for \$45 per session. There are five sessions offered per summer that provide instruction for eight days per session. With the pool enclosed for year round use, swimming lessons are offered throughout the year.

<b>Sample Pool Fees:</b>	<b>Resident</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Resident</b>
	<b><u>FY 2007</u></b>	<b><u>FY 2008</u></b>	<b><u>FY 2007</u></b>	<b><u>FY 2008</u></b>
Gate Admission--summer	\$4	\$4	\$4	\$4
Gate Admission--winter	2	2	2	2
Pool Rental--summer private party	175	175	175	175
Pool Rental--winter private party	130	130	130	130
Swim Lessons	35/45*	35/45*	40/55*	40/55*
Swim Team	135	135	145	145

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

### **Special Events Revenue Explanations:**

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

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

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

**Seafood Festival Vendors:** Fees paid by an estimated 175 Arts & Craft vendors, 12 exhibitors and 32 food vendors. Food vendors are estimated to be 22 commercial at \$1,200 each and 10 civic at \$250 each.

## **PARKS & RECREATION FUND - REVENUE**

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Exhibitors are estimated to be 4 commercial at \$500 and 8 civic at \$175. Arts & Crafts fees are expected to be 175 at \$50 which includes electricity for all participants.

**Seafood Festival Parking:** Parking fee for approximately 5,000 vehicles during the multi-day event.

### **Child Care Program:**

The Child Care Program was eliminated in late FY 2006. There had been a decrease in enrollment over the last several years.

### **Transfer from General Fund Explanation:**

The transfer of \$131,010 is to cover the ongoing operating deficits which have been occurring in this fund.

**PARKS AND RECREATION FUND - FIELD**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 66,258	\$ 69,249	\$ 79,470	\$ 84,290	\$ 4,820	6.1%
Operating Expenses	87,268	74,204	63,600	64,650	1,050	1.7%
Capital Outlay	1,026	-	200	300	100	50.0%
<b>Totals</b>	<b>\$ 154,552</b>	<b>\$ 143,453</b>	<b>\$ 143,270</b>	<b>\$ 149,240</b>	<b>\$ 5,970</b>	<b>4.2%</b>

**Personnel Summary**

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Recreation Program Coordinator	0.65	0.65	0.50	0.50
Admin Support Technician	0.70	0.70	1.00	1.00
Part Time (FTE)	0.30	0.30	0.30	0.30
<b>Totals</b>	<b>1.65</b>	<b>1.65</b>	<b>1.80</b>	<b>1.80</b>

**Goals and Objectives**

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

## PARKS AND RECREATION FUND - FIELD

### Major Departmental Functions

- \* Plan, organize and produce leisure services for City residents including youth soccer, youth basketball, summer sports camps, adult recreation trips, youth and adult instructional classes.
- \* Maintain, upkeep and develop existing and new athletic facilities.
- \* Provide support for 12 high school and 74 independent league teams.
- \* Maintain building and grounds for use by City organizations, provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities.

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Adult Athletic Leagues	540	600	600	600
Adult Instructional Classes	105	100	210	210
Senior Center (Mature Adults)	724	900	875	890
Trips -- Youth/Adult	252	275	240	270
Youth Athletic Leagues	1,060	1,000	1,000	1,000
Youth Instructional Classes	411	430	440	450

### Significant Budget Items

- \* Increase in personal services increase is due to a merit increase and health insurance.
- \* Minimal increase in operating expenses.

### Program Accomplishments

- \* Continued to offer instructional programs including youth drama, karate, summer sports camps, youth and adult team sports, various health and fitness programs, adult trips and activities.
- \* Continued partnership of youth basketball program with Junior NBA/WNBA.
- \* Hosted a community-wide Halloween with over 500 children and parents participating. The event was in partnership with the Poquoson Police Department and many volunteers.
- \* Enhanced the Islander Recreation Program Guide, including posting the program guide and registration form on the web site and promotions in the local newspapers, Cable TV and "poquoson.com" .
- \* Hosted a community-wide Healthfair which emphasized living a healthy lifestyle.

**PARKS AND RECREATION FUND - POOL**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 50,727	\$ 66,098	\$ 92,210	\$ 89,530	\$ (2,680)	-2.9%
Operating Expenses	21,472	57,057	58,975	58,560	(415)	-0.7%
Capital Outlay	10,083	12,122	16,690	16,890	200	1.2%
<b>Totals</b>	<b>\$ 82,282</b>	<b>\$ 135,277</b>	<b>\$ 167,875</b>	<b>\$ 164,980</b>	<b>\$ (2,895)</b>	<b>-1.7%</b>

**Personnel Summary**

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Athletic/Aquatic Coordinator	0.35	0.35	0.50	0.50
Part Time (FTE)	2.50	5.00	5.00	5.00
<b>Totals</b>	<b>2.85</b>	<b>5.35</b>	<b>5.50</b>	<b>5.50</b>

**Goals and Objectives**

- \* Provide a comprehensive aquatics program for citizens.
- \* Review pool Operations Procedures Manual to ensure all safety and operations standards are current with accepted industry practices.
- \* Continue to provide swimming lessons and aquatic safety classes for all citizens.
- \* Continue to provide an opportunity for youth to participate in a competitive summer swim program in the Greater Peninsula Swim Association (GPSA).
- \* Provide opportunities for better health and fitness through aquatic activities and programs.

## PARKS AND RECREATION FUND - POOL

### Major Departmental Functions

- \* Provide summer swimming opportunities for citizens from Memorial Day through Labor Day.
- \* Provide nationally accredited swimming instruction for youth and adults.
- \* Provide competitive swim opportunities, hold practices and swim meets for the Barracuda Swim Team.
- \* Make the facility available for rent to community organizations and residents after regular business hours.
- \* Educate children and adults regarding safety around pools and other bodies of water.

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
*Daily Gate Admissions	3,825	4,800	5,000	5,000
*Season Pass Admissions	750	400	390	400
Swimming Lessons	410	650	700	725
Swim Team--summer	120	125	130	130
Swim Team--winter	n/a	25	20	30

\* one pass for each swim team participant

### Significant Budget Items

- \* Personal services decrease is due to reduction of work hours for part time lifeguards due to lower contracted usage of the pool, which is offset by cost-of-living increase for staff and health insurance.

### Program Accomplishments

- \* Completed another season with no serious injuries or drowning incident.
- \* Continued a program to replace and expand the pool deck.
- \* Participated in a regional water-safety educational program.
- \* Provided year-round swim team, instructional and recreational aquatic activities for the community.

**PARKS AND RECREATION FUND - SPECIAL EVENTS**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 12,784	\$ 15,247	\$ 15,240	\$ 19,140	\$ 3,900	25.6%
Operating Expenses	146,677	162,384	125,475	130,900	5,425	4.3%
Capital Outlay	-	-	200	600	400	200.0%
<b>Totals</b>	<b>\$ 159,461</b>	<b>\$ 177,631</b>	<b>\$ 140,915</b>	<b>\$ 150,640</b>	<b>\$ 9,725</b>	<b>6.9%</b>

**Personnel Summary**

Existing part time staff work at various special events.

**Goals and Objectives**

- \* Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- \* Provide safe family oriented events for the citizens of Poquoson including the July 4th Festival, Poquoson Seafood Festival, Holiday Parade, Child Fest, Easter Egg Hunt and other seasonal celebrations.
- \* The 27th Poquoson Seafood Festival will be held October 19 - 21, 2007. Goals for this year's festival include attracting 65,000 patrons, 215 vendors, National and regional entertainment, and increasing waterman and bay exhibits.

## PARKS AND RECREATION FUND - SPECIAL EVENTS

### Major Departmental Functions

- \* Plan, organize and produce special events through 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.

<u>Performance Measures</u>	<u>Actual FY 2005</u>	<u>Estimated FY 2006</u>	<u>Estimated FY 2007</u>	<u>Estimated FY 2008</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	175	172	175	180
Exhibitors	60	60	60	60
Food Vendors	33	33	33	33
Workboat Race Entries	55	55	55	55
Attendance	60,000	60,000	60,000	65,000
Other Events	15	15	15	15
Days of Programming	20	20	20	20

### Significant Budget Items

- \* In FY 2008, planned festivals include the July 4th celebration, Poquoson Seafood Festival Weekend on October 19-21, 2007, Poquoson Holiday Parade, an Easter Egg Hunt in spring 2008 and Child Fest in May 2008.

### Program Accomplishments

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

**PARKS AND RECREATION FUND - CHILD CARE**

**Expenditures Summary**

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 120,758	\$ 107,009	\$ -	\$ -	\$ -	n/a
Operating Expenses	28,746	24,331	-	-	-	n/a
Capital Outlay	-	-	-	-	-	n/a
<b>Totals</b>	<b>\$ 149,504</b>	<b>\$ 131,340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>

**Personnel Summary**

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
School Age/Child Care Director	1	1	0	0
Admin Support Technician	0.3	0.3	0	0
Part Time (FTE)	2.2	2.2	0	0
<b>Totals</b>	<b>3.5</b>	<b>3.5</b>	<b>0</b>	<b>0</b>

## PARKS AND RECREATION FUND - CHILD CARE

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### Significant Budget Items

- \* Late in FY 2005 this was a newly formed department. Originally the child care program was included in the Field Department and the expenses and personnel that relate to that function are reflected in the Field Department for FY 2003 and FY 2004.
- \* Late in FY 2006, this program was eliminated due to the low enrollment rate.
- \* Full time staff were transferred to the General Fund and the part time FTE positions were eliminated.

### Performance Measures

	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
School Age Program	300	320	n/a	n/a

## PARKS AND RECREATION FUND - SUMMARY

### Expenditures Summary - Comparison of Years

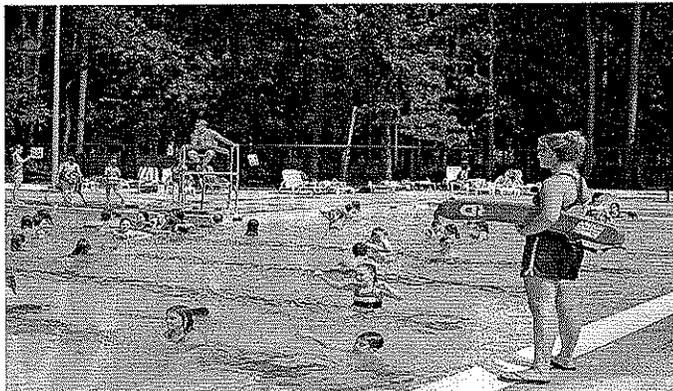
Project	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget
Field	\$ 154,552	\$ 143,453	\$ 143,270	\$ 143,270	\$ 149,240
Pool	82,282	135,277	167,875	167,875	164,980
Special Events	159,461	177,631	140,915	140,915	150,640
Child Care	149,504	131,340	-	-	-
<b>Totals</b>	<b>\$ 545,799</b>	<b>\$ 587,701</b>	<b>\$ 452,060</b>	<b>\$ 452,060</b>	<b>\$ 464,860</b>



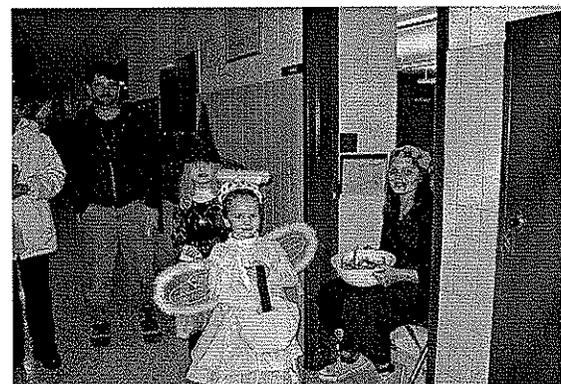
**Youth Soccer Game**



**Field Hockey**



**City Pool**



**Special Events**

## FLEET MANAGEMENT FUND - SUMMARY

### Fleet Management Fund Description

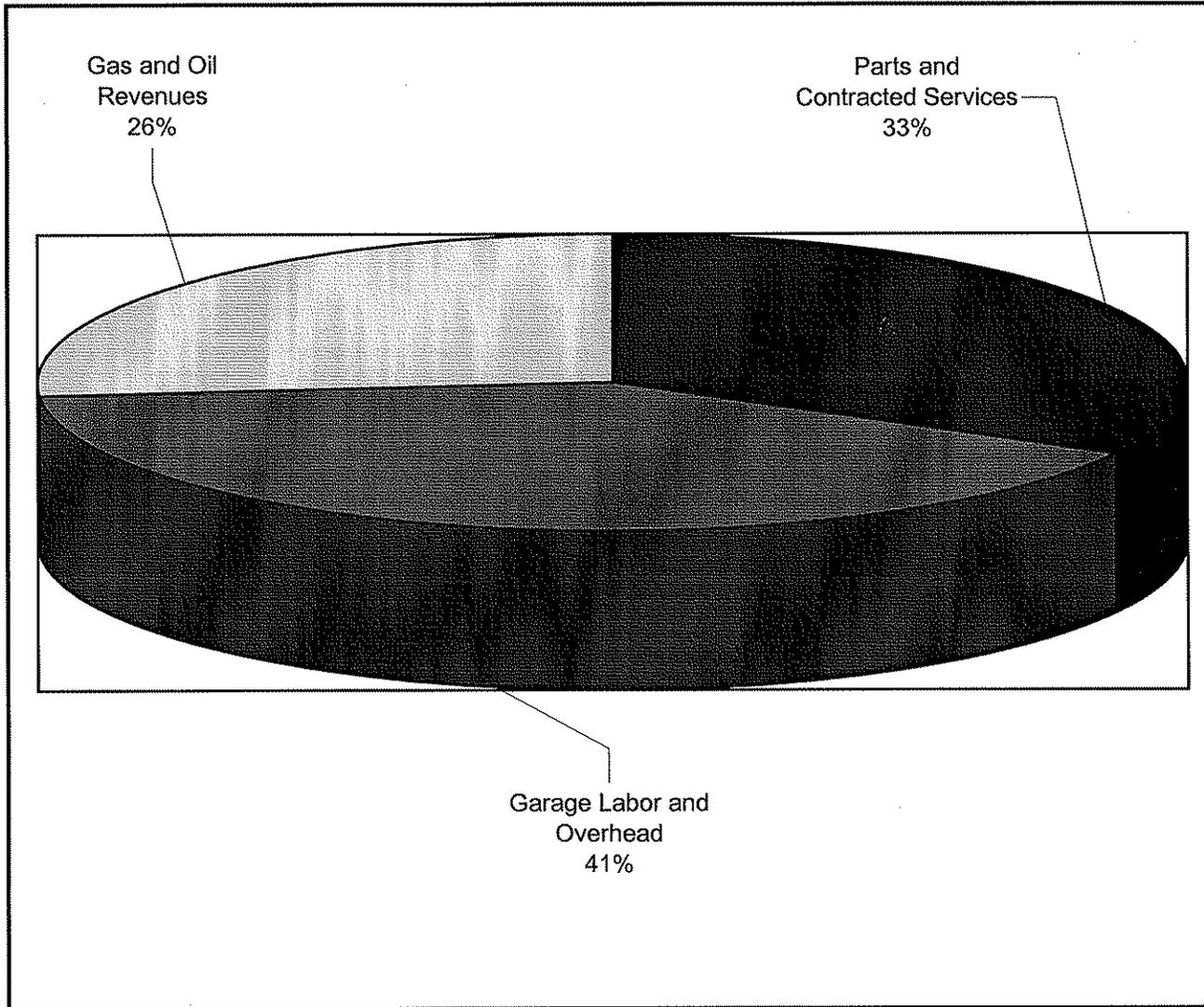
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal Service Funds are classified as proprietary funds in recognition of the commercial accounting principles they follow. The Fleet Management Fund, which consists of the garage operation, provides maintenance/repair service of all City vehicles and equipment as well as for School Board 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 - 6/30/2004		\$ 69,709
Actual FY 2005 Revenues	\$ 584,827	
Actual FY 2005 Expenses	<u>(562,568)</u>	<u>22,259</u>
Net Assets - 6/30/2005		\$ 91,968
Actual FY 2006 Revenues	\$ 631,712	
Actual FY 2006 Expenses	<u>(617,276)</u>	<u>14,436</u>
Net Assets - 6/30/2006		\$ 106,404
Estimated FY 2007 Revenues	\$ 747,250	
Estimated FY 2007 Expenses	<u>(740,420)</u>	<u>6,830</u>
Projected Net Assets - 6/30/2007		\$ 113,234
Estimated FY 2008 Revenues	\$ 781,430	
Estimated FY 2008 Expenses	<u>(781,430)</u>	<u>-</u>
<b>Projected Net Assets - 6/30/2008</b>		<b><u><u>\$ 113,234</u></u></b>

## FLEET MANAGEMENT FUND - SUMMARY

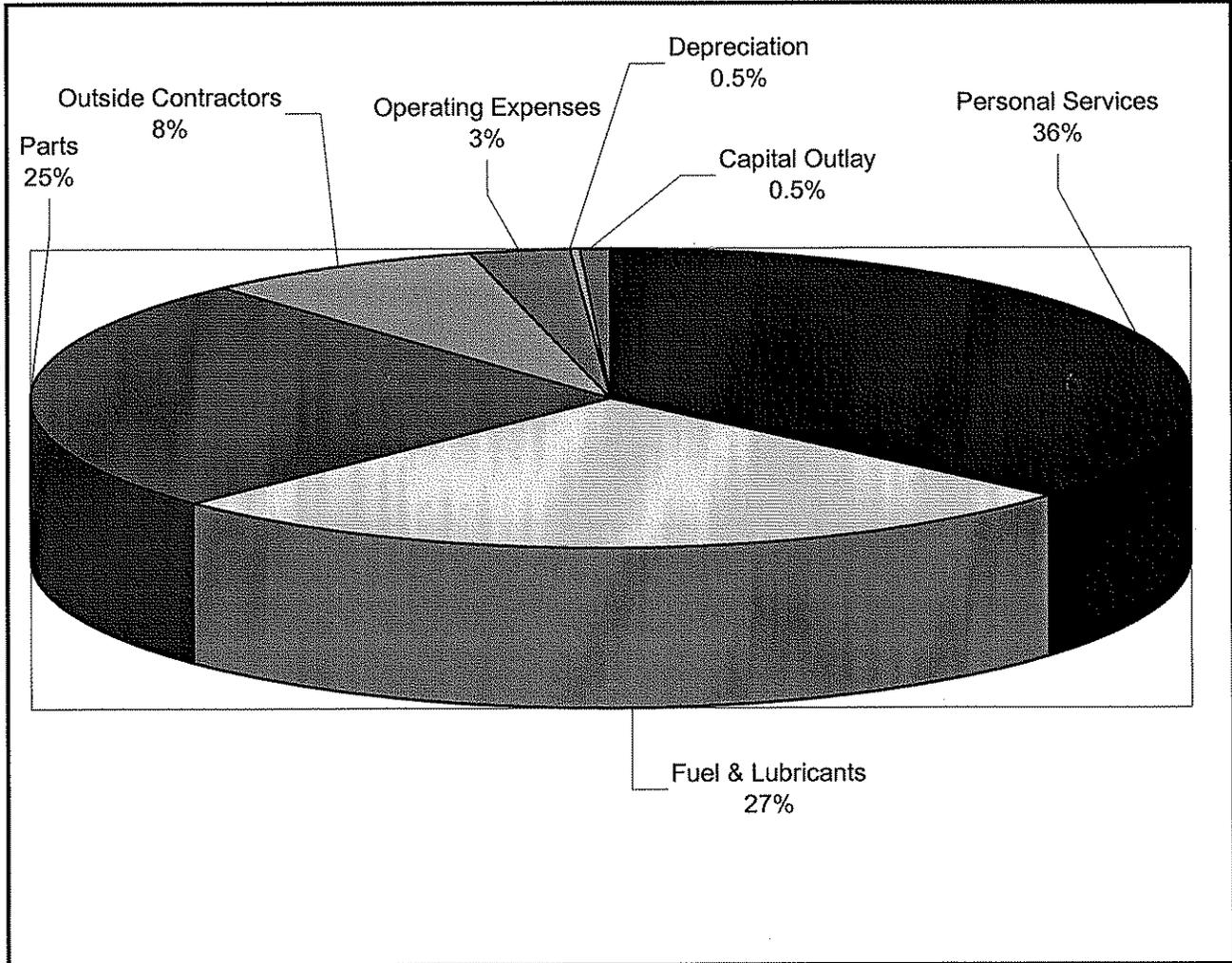
### Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Parts and Contracted Services	\$ 200,000	\$ 259,130
Garage Labor and Overhead	353,960	316,600
Gas and Oil Revenues	193,290	205,700
Sale of Equipment	-	-
<b>TOTAL</b>	<b><u>\$ 747,250</u></b>	<b><u>\$ 781,430</u></b>

## FLEET MANAGEMENT FUND - SUMMARY

### Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2007</u>	<u>FY 2008</u>
Personal Services	\$ 261,480	\$ 284,250
Fuel & Lubricants	193,290	207,305
Parts	193,170	199,686
Outside Contractors	64,200	59,439
Operating Expenses	21,280	21,750
Depreciation	3,300	3,300
Capital Outlay	3,700	5,700
<b>TOTAL</b>	<b><u>\$ 740,420</u></b>	<b><u>\$ 781,430</u></b>

## FLEET MANAGEMENT FUND - REVENUE

### Fleet Management Revenue

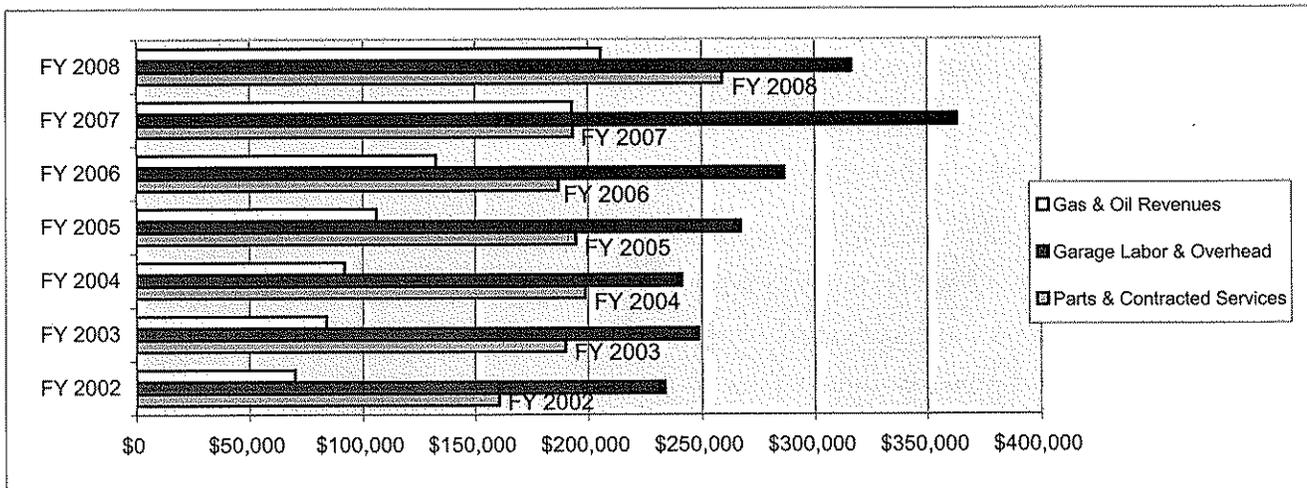
Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Revenue	FY 2008 Adopted Revenue	\$	%
						Change From 2007 Budget	Change From 2007 Budget
Parts and Contracted Services	\$ 170,360	\$ 173,137	\$ 193,170	\$ 200,000	\$ 259,130	\$ 65,960	34.1%
Garage Labor and Overhead	278,749	286,580	353,960	353,960	316,600	(37,360)	-10.6%
Gas and Oil Revenues	135,718	170,965	193,290	193,290	205,700	12,410	6.4%
Sale of Equipment	-	1,030	-	-	-	n/a	n/a
Transfer from General Fund	-	-	-	-	-	n/a	n/a
<b>TOTAL REVENUE</b>	<b>\$ 584,827</b>	<b>\$ 631,712</b>	<b>\$ 740,420</b>	<b>\$ 747,250</b>	<b>\$ 781,430</b>	<b>\$ 41,010</b>	<b>5.5%</b>

### Revenue Explanations

**Parts and Contracted Services:** Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual cost incurred. The amount for FY 2008 is based on estimates from the Fleet Management Supervisor.

**Garage Labor and Overhead:** Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2008. City 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 additional vehicles placed in service in fire department, assessor's office, schools, police and general properties.



## FLEET MANAGEMENT FUND - EXPENSES

### Expense Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	\$ 223,074	\$ 226,847	\$ 261,480	\$ 284,250	\$ 22,770	8.7%
Operating Expenses	326,423	377,441	471,940	488,180	16,240	3.4%
Capital Outlay	13,071	12,988	7,000	9,000	2,000	28.6%
<b>Totals</b>	<b>\$ 562,568</b>	<b>\$ 617,276</b>	<b>\$ 740,420</b>	<b>\$ 781,430</b>	<b>\$ 41,010</b>	<b>5.5%</b>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Fleet Management Supervisor	1	1	1	1
Chief Equipment Mechanic	1	1	1	1
Equipment Mechanic	2	2	2	2
Mechanic's Helper (FTE)	0.10	0.10	0.00	0.00
Secretary (FTE)	0.50	0.50	0.50	0.50
<b>Totals</b>	<b>4.60</b>	<b>4.60</b>	<b>4.50</b>	<b>4.50</b>

### Goals and Objectives

- \* Maintain a safe, serviceable fleet of over 280 vehicles and equipment at the lowest possible cost and down time to the individual departments.
- \* Provide vehicle users with safe and dependable vehicles.
- \* Purchase vehicle and equipment parts and components from the least expensive source.
- \* Perform as many repairs in-house as economically feasible.
- \* Ensure all Fleet Management personnel are kept abreast of the many changes that occur in vehicles and equipment.
- \* Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle down time.
- \* Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- \* Perform quality control inspections on 20% of repairs.
- \* Coordinate repair costs with department heads when extensive repairs are needed.
- \* Maintain effective communications between Fleet Management and other departments.

## FLEET MANAGEMENT FUND - EXPENSES

### Major Fund Functions

- \* Perform necessary repairs to City and School vehicles and equipment.
- \* Perform State and locally established safety and preventive maintenance inspections and services.
- \* Ensure a qualified mechanic is available to respond to emergencies after normal working hours.
- \* Provide training and/or education to staff regarding changes in vehicle/equipment repair and maintenance.
- \* Maintain complete service records, including costs and down time, for all vehicles and equipment.
- \* Provide technical assistance to department managers 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 2005	Actual FY 2006	Estimated FY 2007	Estimated FY 2008
Number of Vehicles & Equipment	276	280	280	280
% of Maintenance Performed In-House	90%	90%	90%	90%
Scheduled Maintenance Work Orders	846	900	900	900
Scheduled Work %	56%	60%	60%	60%
Unscheduled Maintenance Work Orders	665	800	800	800
Unscheduled Work %	44%	40%	40%	40%
Direct Labor Hours	5,645	5,900	5,900	6,000
Direct Labor Hours of Available Hours %	78%	80%	80%	85%
Overtime Hours	81	200	200	300
Sublet Work Orders (Outside Repairs)	177	180	180	180
Service Calls for Repairs Out of Shop	111	85	85	100
Quality Control Inspections %	6%	7%	7%	5%
Parts Transactions	4,897	5,500	5,500	5,500
Lost Days due to Work Related Accidents	0	0	0	0

### Significant Budget Items

- \* Increase in personal services due to merit and health insurance.
- \* Increase in operating expenses due to the increased cost of fuel that is charged to departments which is slightly offset by decrease in various line items.
- \* FY 2008 increase in capital outlay is due to planned replacement of departmental computer.

### Program Accomplishments

- \* This is the 17th year that Vehicle Maintenance has gone with no reportable discrepancies on the school buses per the inspections performed by the Department of Education's Transportation Division.
- \* Maintained a 90% rate on in-house repairs.

## FLEET MANAGEMENT FUND - EXPENSES

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### FY 2008 costs charged to City Departments and Schools

	<u>Parts</u>	<u>Garage Labor &amp; Overhead</u>	<u>Gas &amp; Oil</u>
City Manager	\$300	\$960	\$2,000
Assessor	400	1,560	1,000
Police	26,070	35,400	40,000
Fire	39,110	35,760	15,000
Inspections	580	1,890	2,500
Engineering	550	1,560	500
Public Works	32,730	29,100	18,000
General Properties	1,130	960	1,000
Mosquito	30,525	15,840	5,000
Parks & Recreation	6,410	9,480	6,000
Planning	300	960	500
Utilities	7,805	7,920	11,000
Solid Waste - Garbage/Recycling	5,100	6,600	4,000
Solid Waste - Bulky Item/Landscaping	11,400	9,480	12,000
Fleet	600	0	1,000
Schools	96,120	159,130	86,200
<b>Totals</b>	<b><u>\$259,130</u></b>	<b><u>\$316,600</u></b>	<b><u>\$205,700</u></b>

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## APPENDIX

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### **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 close to 98% 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	4,398	6.9
Total	<u>9,395</u>	<u>14.7</u>

### Miles of Roadway:

	<u>Miles</u>
Primary	4.62
Secondary	<u>48.54</u>
Total	<u>53.16</u>

### Population:

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

### Education:

	<u>Number of Schools</u>	<u>Actual 2006-2007 Enrollment</u>	<u>Projected 2007-2008 Enrollment</u>
Primary	1	468	461
Elementary	1	546	544
Middle	1	647	635
High	1	<u>915</u>	<u>932</u>
Total		<u>2,576</u>	<u>2,572</u>

## APPENDIX

### FINANCIAL TRENDS ANALYSIS 1997 – 2006

(LATEST ANALYSIS AVAILABLE)

#### FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 1997 - 2006* is presented here to show some of the trends over time.

Much of the following data is presented in 1997 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, the University of Virginia Center for Public Service and the City of Poquoson Planning Department. 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:

<b>Year</b>	<b>Consumer Price Index</b>	<b>Annual Increase in CPI</b>	<b>Population</b>	<b>Housing Units</b>
<b>1997</b>	100.0	1.7%	11,397	4,159
<b>1998</b>	101.7	1.6%	11,453	4,207
<b>1999</b>	103.3	2.7%	11,509	4,246
<b>2000</b>	106.1	3.4%	11,566	4,300
<b>2001</b>	109.7	1.6%	11,694	4,349
<b>2002</b>	111.5	2.4%	11,845	4,418
<b>2003</b>	114.2	1.9%	12,076	4,489
<b>2004</b>	116.3	3.3%	11,600	4,534
<b>2005</b>	120.2	3.4%	11,750	4,568
<b>2006</b>	124.2	2.5%	11,811	4,673
<b>% Change</b>	<b>24.2%</b>		<b>3.6%</b>	<b>12.4%</b>

CPI Change is December - December. 2006 change estimated by the Kiplinger Washington Letter.

2000 Population and housing unit's figures from U.S. Census.

2001 - 2006 Population estimated by the City of Poquoson's Planning Department.

## 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 2004, at \$70,476, which is 38% above the Virginia average of \$51,103.

#### Median Household Income

	2002	2003	2004
<b>Poquoson</b>	\$66,985	\$67,664	\$70,476
<b>York County</b>	\$62,965	\$65,302	\$68,310
<b>James City County</b>	\$59,483	\$62,271	\$66,180
<b>Chesapeake</b>	\$52,336	\$53,996	\$56,174
<b>Virginia Beach</b>	\$50,317	\$50,257	\$51,643
<b>Suffolk</b>	\$43,875	\$46,352	\$49,038
<b>Gloucester County</b>	\$46,247	\$47,137	\$48,760
<b>Hampton</b>	\$39,078	\$39,795	\$40,936
<b>Newport News</b>	\$37,323	\$38,334	\$39,574
<b>Portsmouth</b>	\$33,354	\$34,413	\$35,782
<b>Williamsburg</b>	\$36,123	\$34,495	\$35,559
<b>Norfolk</b>	\$30,648	\$31,933	\$33,777
<b>Virginia</b>	\$48,224	\$50,028	\$51,103

Source: University of Virginia Center for Public Service, *County & City Estimates for Median Household Income for Virginia: 2004*. Latest data available.

## APPENDIX

### TOTAL REVENUES

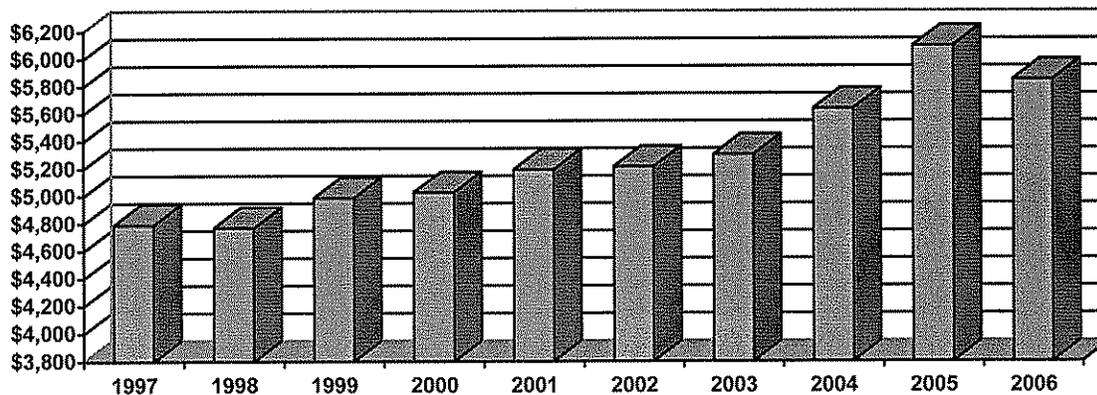
After adjusting for inflation, total revenue received per Poquoson household has increased 22.1% since 1997, or an average of 2.2% per year.

#### Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 1997 Dollars	Revenue Per Household
1997	\$19,930,849	\$4,792	\$19,930,849	\$4,792
1998	\$20,410,930	\$4,852	\$20,069,744	\$4,771
1999	\$21,879,704	\$5,153	\$21,175,164	\$4,987
2000	\$22,944,724	\$5,336	\$21,622,093	\$5,028
2001	\$24,783,411	\$5,699	\$22,586,838	\$5,194
2002	\$25,687,323	\$5,814	\$23,041,964	\$5,215
2003	\$27,172,586	\$6,053	\$23,802,998	\$5,303
2004	\$29,733,770	\$6,558	\$25,560,920	\$5,638
2005	\$33,462,935	\$7,326	\$27,847,757	\$6,096
2006	\$33,962,410	\$7,268	\$27,334,060	\$5,849
<b>% Change</b>	70.4%	51.7%	37.1%	22.1%

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

#### Total Revenue Per Household



## APPENDIX

In the mid 1990's, a greater percentage of the total revenue was raised from local sources as a result of decreases in receipts from the State and Federal governments. This trend changed in 1999 when the State implemented the Personal Property Tax Relief Act (PPTRA). 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.

### Sources of Revenue - Poquoson

<b>Year</b>	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
<b>1997</b>	58.3%	39.4%	2.3%	100.0%
<b>1998</b>	58.1%	39.5%	2.4%	100.0%
<b>1999</b>	56.4%	41.1%	2.5%	100.0%
<b>2000</b>	54.3%	43.2%	2.5%	100.0%
<b>2001</b>	53.5%	43.3%	3.2%	100.0%
<b>2002</b>	52.8%	43.8%	3.4%	100.0%
<b>2003</b>	54.8%	42.1%	3.1%	100.0%
<b>2004</b>	49.5%	39.8%	10.7%	100.0%
<b>2005</b>	52.6%	43.5%	3.9%	100.0%
<b>2006</b>	53.6%	42.5%	3.9%	100.0%

Source: Annual edition of the *Comparative Report of Local Government Revenues and Expenditures*, 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 56% of their revenue from the State.

### Sources of Revenue - All Virginia Localities

<b>Year</b>	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
<b>1997</b>	60.9%	32.0%	7.1%	100.0%
<b>1998</b>	60.6%	32.1%	7.3%	100.0%
<b>1999</b>	58.4%	34.1%	7.5%	100.0%
<b>2000</b>	56.8%	35.6%	7.6%	100.0%
<b>2001</b>	55.6%	36.9%	7.5%	100.0%
<b>2002</b>	56.2%	36.1%	7.7%	100.0%
<b>2003</b>	56.2%	35.1%	8.7%	100.0%
<b>2004</b>	56.3%	33.9%	9.8%	100.0%
<b>2005</b>	56.3%	35.0%	8.7%	100.0%
<b>2006</b>	57.7%	33.9%	8.4%	100.0%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, 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, 83.1% 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 82% and 88% since 1997.

### Sources of Local Revenue - Poquoson

<b>Year</b>	<b>General Property Taxes</b>	<b>Other Local Taxes</b>	<b>Permits &amp; Fees</b>	<b>Fines</b>	<b>Charges For Services</b>	<b>Interest and Rent</b>	<b>Misc.</b>
1997	74.3%	13.6%	0.7%	0.3%	8.1%	1.7%	1.3%
1998	74.1%	13.6%	0.8%	0.2%	8.2%	2.0%	1.2%
1999	73.2%	14.2%	0.9%	0.3%	7.8%	2.3%	1.3%
2000	70.4%	14.4%	0.7%	0.3%	11.2%	1.7%	1.3%
2001	71.9%	14.3%	0.8%	0.2%	9.9%	1.7%	1.2%
2002	67.8%	16.7%	1.0%	0.2%	11.9%	0.9%	1.5%
2003	68.4%	15.4%	0.7%	0.2%	11.0%	0.8%	3.5%
2004	67.1%	15.1%	1.0%	0.2%	10.8%	0.4%	5.5%
2005	70.2%	14.7%	1.0%	0.2%	11.2%	0.7%	2.0%
2006	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, 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

	<b>1997</b>		<b>2006</b>	
	<b>Poquoson</b>	<b>All Cities</b>	<b>Poquoson</b>	<b>All Cities</b>
<b>General Property Taxes</b>	74.3%	54.1%	68.5%	53.0%
<b>Other Local Taxes</b>	13.6%	29.3%	14.6%	29.7%
<b>Permits &amp; Fees</b>	0.7%	0.8%	0.9%	0.9%
<b>Fines</b>	0.3%	0.9%	0.2%	0.8%
<b>Charges for Services</b>	8.1%	9.6%	12.5%	10.1%
<b>Interest and Rent</b>	1.7%	2.3%	1.0%	2.4%
<b>Miscellaneous</b>	1.3%	3.0%	2.3%	3.1%

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

## APPENDIX

### REAL ESTATE TAX REVENUE

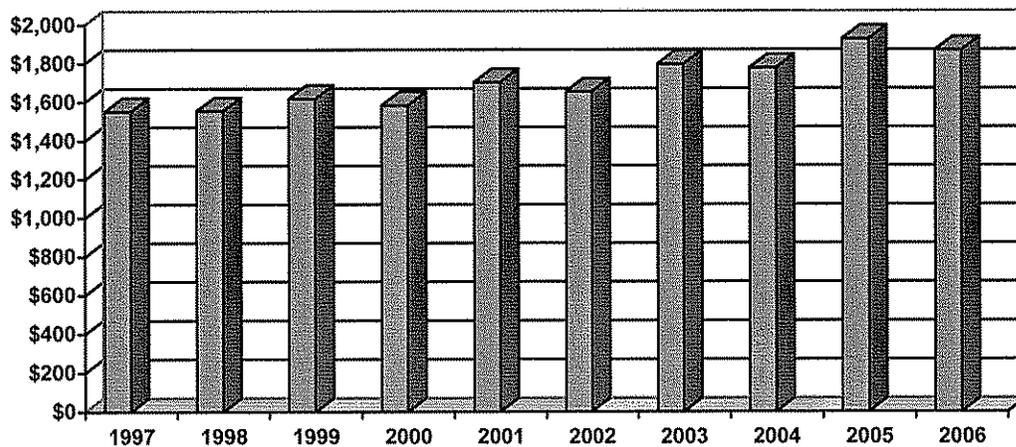
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 20.3% in 1997 dollars, or an average of 2.0% per year.

#### Total Real Estate Property Tax Revenue Per Household

<i>Year</i>	<i>Revenue In Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 1997 Dollars</i>	<i>Revenue Per Household</i>
1997	\$6,451,606	\$1,551	\$6,451,606	\$1,551
1998	\$6,648,708	\$1,580	\$6,537,569	\$1,554
1999	\$7,093,100	\$1,671	\$6,864,698	\$1,617
2000	\$7,224,688	\$1,680	\$6,808,226	\$1,583
2001	\$8,120,847	\$1,867	\$7,401,090	\$1,702
2002	\$8,142,010	\$1,843	\$7,303,521	\$1,653
2003	\$9,200,578	\$2,050	\$8,059,643	\$1,795
2004	\$9,368,376	\$2,066	\$8,053,614	\$1,776
2005	\$10,573,098	\$2,315	\$8,798,901	\$1,926
2006	\$10,837,467	\$2,319	\$8,722,349	\$1,867
<b>% CHANGE</b>	68.0%	49.5%	35.2%	20.3%

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

#### Real Estate Tax Revenue Per Household



## APPENDIX

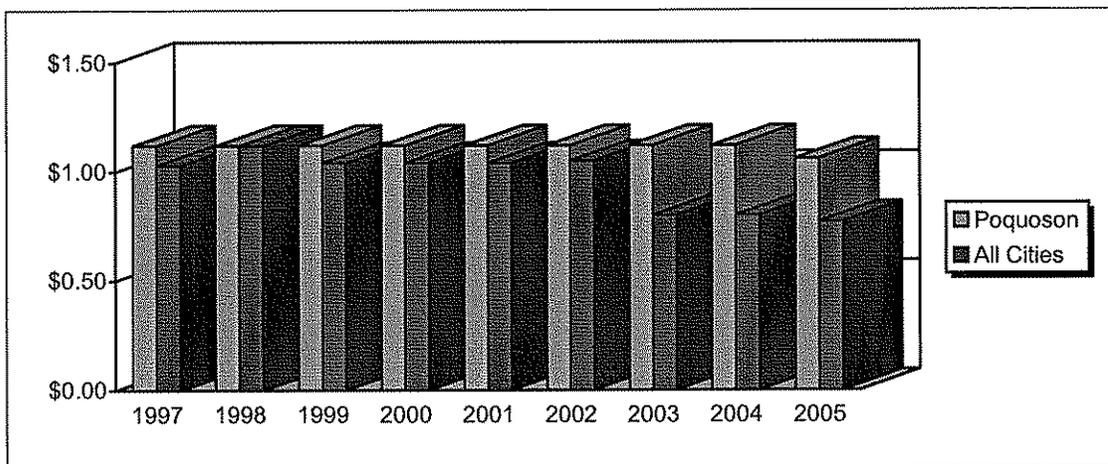
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

### 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
1997	96.0%	91.7%	\$1.12	\$1.03	\$1.07	\$0.95
1998	94.6%	91.7%	\$1.12	\$1.03	\$1.06	\$0.94
1999	96.1%	88.9%	\$1.12	\$1.04	\$1.06	\$0.92
2000	91.6%	85.2%	\$1.12	\$1.04	\$1.03	\$0.89
2001	93.8%	76.8%	\$1.12	\$1.05	\$1.05	\$0.80
2002	87.5%	83.8%	\$1.12	\$0.80	\$0.98	\$0.68
2003	85.8%	82.0%	\$1.12	\$0.80	\$0.96	\$0.66
2004	94.1%	77.8%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	73.2%	\$1.06	\$0.77	\$0.82	\$0.57

Source: *The 2005 Virginia Assessment/Sales Ratio Study*, Virginia Department of Taxation. Latest date available.

### Nominal Real Estate Tax Rate



## APPENDIX

The City remains overwhelmingly dependent upon the single-family residential taxpayer base. The Commissioner of the Revenue has furnished the assessed values for single-family, multi-family residential property, commercial and agricultural property for each of the years shown below. Although there has been a slight increase since 1997 in the percentage of the tax base represented by commercial property, the category still accounts for only 5.0% of total assessments.

### Real Property Assessments by Category and Percent of Total

<i>Year</i>	<i>Residential</i>		<i>Other</i>		<i>Total</i>
	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Agriculture</i>	
<b>1997</b>	93.7%	1.3%	4.8%	0.2%	100.0%
<b>1998</b>	93.5%	1.3%	5.0%	0.2%	100.0%
<b>1999</b>	91.9%	1.3%	6.5%	0.3%	100.0%
<b>2000</b>	91.6%	1.3%	6.8%	0.3%	100.0%
<b>2001</b>	91.6%	1.3%	6.8%	0.3%	100.0%
<b>2002</b>	91.8%	1.4%	6.6%	0.2%	100.0%
<b>2003</b>	91.8%	1.4%	6.6%	0.2%	100.0%
<b>2004</b>	92.0%	1.2%	6.6%	0.2%	100.0%
<b>2005</b>	91.9%	1.2%	6.7%	0.2%	100.0%
<b>2006</b>	94.1%	0.7%	5.0%	0.2%	100.0%

Source: Assessment data furnished by the City of Poquoson's Assessor.

## APPENDIX

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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

<i>Year</i>	<i>Percent</i>
1997	0.7%
1998	0.8%
1999	1.9%
2000	1.7%
2001	3.0%
2002	3.8%
2003	3.1%
2004	2.5%
2005	3.2%
2006	3.3%

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

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

## APPENDIX

### PERSONAL PROPERTY TAX REVENUE

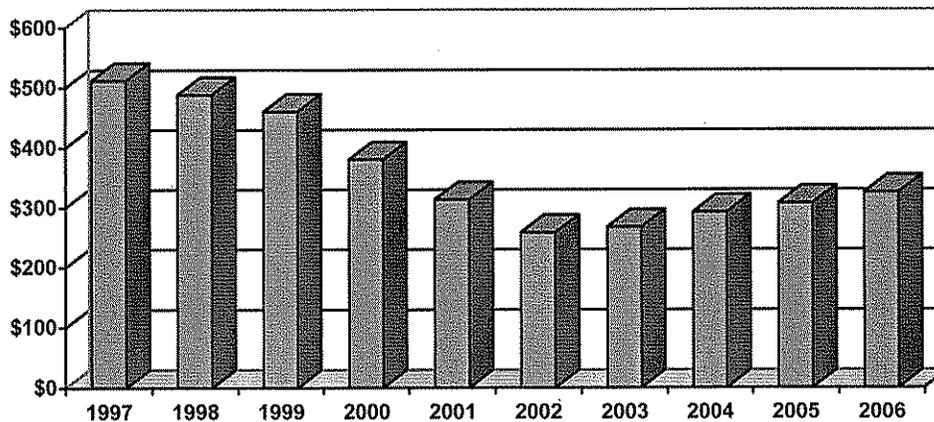
Assessments on personal property have been increasing. In 1999, the State implemented the Personal Property Tax Relief Act, where the State reduced the percentage of personal property tax the citizen paid on vehicles. The State reimbursed localities for the reduced personal property taxes.

#### Total Personal Property Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 1997 Dollars	Revenue Per Household
1997	\$2,128,861	\$512	\$2,128,861	\$512
1998	\$2,086,271	\$496	\$2,051,397	\$488
1999	\$2,017,181	\$475	\$1,952,227	\$460
2000	\$1,735,218	\$404	\$1,635,193	\$380
2001	\$1,495,673	\$344	\$1,363,110	\$313
2002	\$1,271,261	\$288	\$1,140,343	\$258
2003	\$1,367,354	\$305	\$1,197,793	\$267
2004	\$1,538,520	\$339	\$1,322,603	\$292
2005	\$1,682,524	\$368	\$1,400,192	\$307
2006	\$1,888,246	\$404	\$1,519,722	\$325
<b>% CHANGE</b>	-11.3%	-21.1%	-28.6%	-36.5%

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

#### Personal Property Tax Revenue Per Household



## APPENDIX

### OTHER LOCAL SALES TAX REVENUE

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

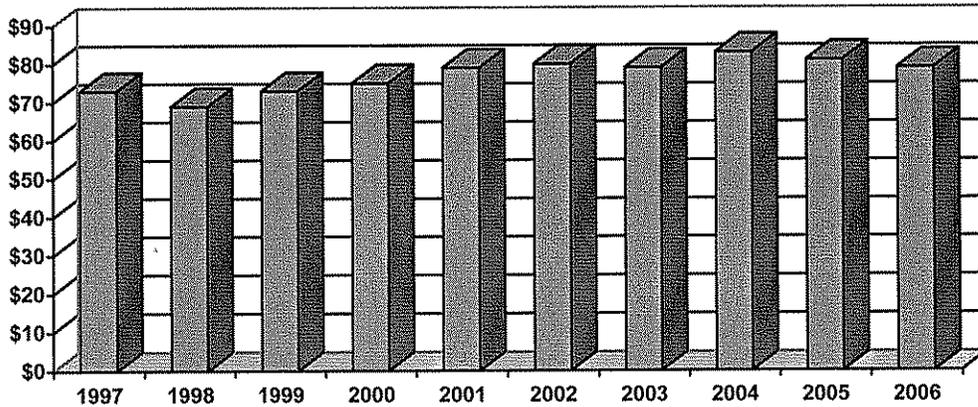
In current dollar terms, revenue received from the local 1% sales tax has increased by 51.9% since 1997. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 8.3%. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

#### Local Sales Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 1997 Dollars	Revenue Per Household
1997	\$301,752	\$73	\$301,752	\$73
1998	\$296,954	\$71	\$291,990	\$69
1999	\$319,236	\$75	\$308,956	\$73
2000	\$343,158	\$80	\$323,377	\$75
2001	\$375,179	\$86	\$341,927	\$79
2002	\$395,630	\$90	\$354,887	\$80
2003	\$407,006	\$91	\$356,534	\$79
2004	\$435,253	\$96	\$374,169	\$83
2005	\$446,435	\$98	\$371,522	\$81
2006	\$458,238	\$98	\$368,805	\$79
<b>% CHANGE</b>	51.9%	34.3%	22.2%	8.3%

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

#### Local Sales Tax Revenue Per Household



## APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 1997 dollars.

### Consumer Utility Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 1997 Dollars	Revenue Per Household
1997	\$382,232	\$92	\$382,232	\$92
1998	\$358,490	\$85	\$352,498	\$84
1999	\$421,374	\$99	\$408,096	\$96
2000	\$436,602	\$102	\$411,434	\$96
2001	\$416,631	\$96	\$379,705	\$87
2002	\$419,694	\$95	\$376,473	\$85
2003	\$440,543	\$98	\$385,913	\$86
2004	\$439,998	\$97	\$378,248	\$83
2005	\$447,622	\$98	\$372,510	\$82
2006	\$440,102	\$94	\$354,209	\$76
<b>% CHANGE</b>	15.1%	2.2%	-7.3%	-17.5%

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

## APPENDIX

When viewed on a per household basis after adjusting for inflation, Other Local Tax Revenue has kept pace with residential development. In 1998, the City had new restaurants open which increased both meals tax and sales tax. In 2002, meals tax increased from 4.0% to 5.5% and a 10 cent cigarette tax was instituted.

### Other Local Tax Revenue

<b>Year</b>	<b>Revenue in Current Dollars</b>	<b>Revenue Per Household</b>	<b>Revenue in 1997 Dollars</b>	<b>Revenue Per Household</b>
1997	\$948,580	\$228	\$948,580	\$228
1998	\$1,016,366	\$242	\$999,377	\$238
1999	\$1,084,665	\$255	\$1,049,738	\$247
2000	\$1,110,667	\$258	\$1,046,643	\$243
2001	\$1,192,544	\$274	\$1,086,847	\$250
2002	\$1,587,462	\$359	\$1,423,980	\$322
2003	\$1,594,936	\$355	\$1,397,153	\$311
2004	\$1,649,713	\$364	\$1,418,192	\$313
2005	\$1,741,665	\$381	\$1,449,409	\$317
2006	\$1,894,252	\$405	\$1,524,556	\$326
<b>% CHANGE</b>	99.7%	77.7%	60.7%	43.0%

Source: Annual edition of the City of Poquoson's Adopted Annual Financial Plan.

## APPENDIX

### EXPENDITURES

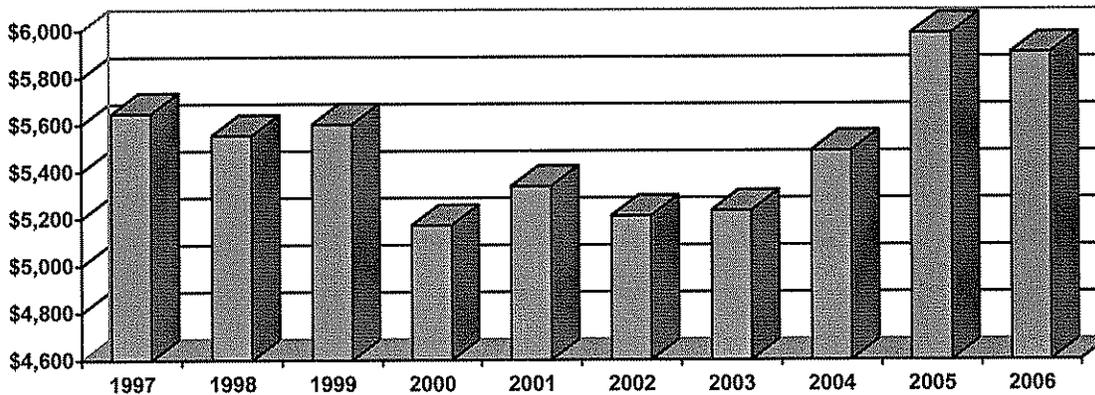
Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$23 million in 1997 to over \$34 million in 2006, an increase of 46.0%. However, after adjustment for inflation and growth in households, the increase has been approximately 0.5% per year.

#### Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 1997 Dollars	Expenditures per Household
1997	\$23,487,977	\$5,648	\$23,487,977	\$5,648
1998	\$23,764,843	\$5,649	\$23,367,594	\$5,554
1999	\$24,576,933	\$5,788	\$23,785,540	\$5,602
2000	\$23,596,725	\$5,488	\$22,236,510	\$5,171
2001	\$25,570,167	\$5,880	\$23,212,726	\$5,337
2002	\$25,665,657	\$5,809	\$23,022,529	\$5,211
2003	\$26,816,117	\$5,974	\$23,490,734	\$5,233
2004	\$28,944,097	\$6,384	\$24,882,070	\$5,488
2005	\$33,484,255	\$7,330	\$27,351,513	\$5,988
2006	\$34,286,178	\$7,337	\$27,594,639	\$5,905
<b>% CHANGE</b>	46.0%	29.9%	17.5%	4.6%

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

#### Total Expenditures Per Household



## APPENDIX

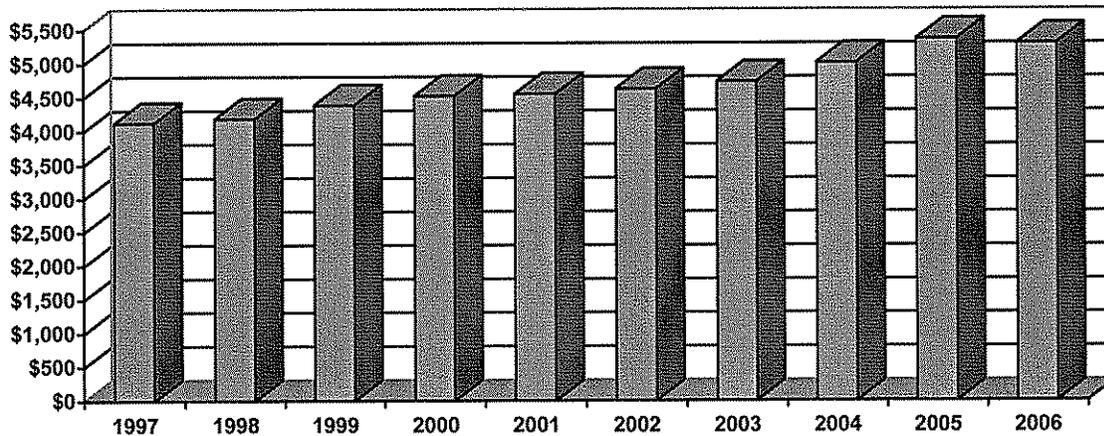
The operating budget, which funds recurring expenses, has shown a slight increase as new services have been added to meet the needs of a growing community and existing services have been improved. However, this increase has been extremely small at an average of 2.9% per year.

### Total Operating Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 1997 Dollars	Expenditures per Household
1997	\$17,148,987	\$4,123	\$17,148,987	\$4,123
1998	\$17,900,325	\$4,255	\$17,601,106	\$4,184
1999	\$19,248,993	\$4,533	\$18,629,163	\$4,387
2000	\$20,645,634	\$4,801	\$19,455,532	\$4,525
2001	\$21,742,499	\$4,999	\$19,815,444	\$4,556
2002	\$22,785,888	\$5,158	\$20,439,328	\$4,626
2003	\$24,262,997	\$5,405	\$21,254,218	\$4,735
2004	\$26,448,517	\$5,833	\$22,736,721	\$5,015
2005	\$29,461,311	\$6,449	\$24,517,617	\$5,367
2006	\$30,779,739	\$6,587	\$24,772,542	\$5,301
<b>% CHANGE</b>	79.5%	59.7%	44.5%	28.6%

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

### Total Operating Expenditures Per Household



## APPENDIX

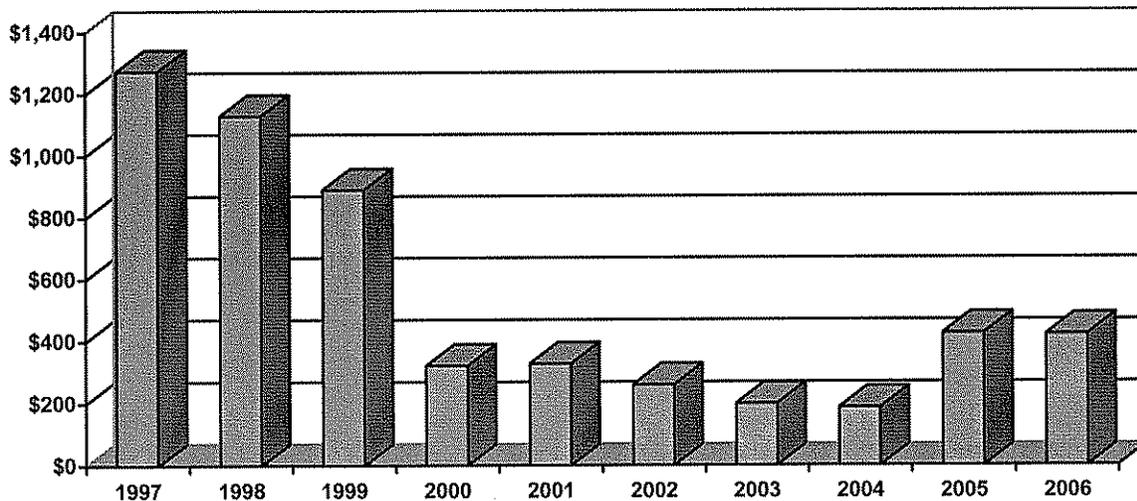
In the mid 1990's, the City started to address many long delayed capital projects. In 1998, the City started a major renovation and addition to the Poquoson High School and was completed in 1999. In 2000 to 2002, the City addressed smaller projects including renovations to Police Station and Parks and Recreation complex, replaced some larger Public Works equipment, built a second Fire Station, replaced a fire aerial/pumper truck, and dredged Messick Point area. In late 2004, the City began several projects located at Messick Point. The first two projects, a pier and boat ramp, were completed in 2005. In 2005, the City began the design phase of a new Elementary School and Fire Station which suffered extensive damage caused by Hurricane Isabel in 2003. In 2006, construction began on these two projects and is expected to be completed in 2008.

### Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 1997 Dollars	Expenditures per Household
1997	\$5,299,946	\$1,274	\$5,299,946	\$1,274
1998	\$4,832,525	\$1,149	\$4,751,745	\$1,129
1999	\$3,898,984	\$918	\$3,773,434	\$889
2000	\$1,471,535	\$342	\$1,386,710	\$322
2001	\$1,567,339	\$360	\$1,428,425	\$328
2002	\$1,282,450	\$290	\$1,150,379	\$260
2003	\$1,021,949	\$228	\$895,220	\$199
2004	\$987,539	\$218	\$848,947	\$187
2005	\$2,338,525	\$512	\$1,946,114	\$426
2006	\$2,447,596	\$524	\$1,969,905	\$422
<b>% CHANGE</b>	<b>-53.8%</b>	<b>-58.9%</b>	<b>-62.8%</b>	<b>-66.9%</b>

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

### Total Capital Expenditures Per Household



## APPENDIX

### Operating Expenditures Per Household In 1997 Dollars

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

Year	Education	Public Safety	Public Works	Parks, Recreation and Culture
1997	\$2,882	\$546	\$204	\$127
1998	\$2,886	\$567	\$193	\$135
1999	\$3,019	\$617	\$198	\$145
2000	\$3,101	\$645	\$216	\$145
2001	\$3,164	\$648	\$186	\$153
2002	\$3,159	\$667	\$208	\$146
2003	\$3,182	\$737	\$198	\$149
2004	\$3,399	\$760	\$214	\$145
2005	\$3,627	\$809	\$234	\$151
2006	\$3,516	\$837	\$212	\$161
<b>% CHANGE</b>	22.0%	53.3%	3.8%	27.1%

Year	General Administration	Debt Service	All Other	Total
1997	\$218	\$250	\$126	\$4,352
1998	\$232	\$241	\$171	\$4,425
1999	\$242	\$326	\$166	\$4,713
2000	\$252	\$324	\$166	\$4,849
2001	\$246	\$453	\$159	\$5,009
2002	\$255	\$324	\$191	\$4,951
2003	\$249	\$299	\$221	\$5,034
2004	\$253	\$286	\$245	\$5,301
2005	\$281	\$285	\$265	\$5,652
2006	\$302	\$182	\$273	\$5,483
<b>% CHANGE</b>	38.6%	-27.0%	117.1%	26.0%

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

## APPENDIX

While education, public safety, parks, recreation and culture, and debt service categories have increased since 1997, total expenditures are still about 12% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 115% of the average local expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

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

	1997			2006		
	Poquoson	All Cities	% of Avg.	Poquoson	All Cities	% of Avg.
Education	\$1,083.00	\$971.71	111.5%	\$1,729.23	\$1,505.16	114.9%
Public Safety	\$204.37	\$340.97	60.0%	\$415.24	\$568.08	73.1%
Public Works	\$107.19	\$192.46	55.7%	\$150.57	\$270.63	55.6%
Parks, Recreation and Cultural	\$69.05	\$84.28	81.93%	\$128.52	\$136.00	94.50%
General Administration	\$80.24	\$88.19	91.0%	\$150.97	\$143.61	105.1%
Judicial Administration	\$18.10	\$33.34	54.3%	\$20.14	\$56.27	35.79%
Health & Welfare	\$59.63	\$225.64	26.4%	\$125.12	\$379.24	33.0%
Community Development	\$17.19	\$60.08	28.6%	\$71.12	\$104.40	68.1%
<b>TOTAL</b>	<b>\$1,638.77</b>	<b>\$1,996.67</b>	<b>82.8%</b>	<b>\$2,790.91</b>	<b>\$3,163.39</b>	<b>88.2%</b>

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

## APPENDIX

### DEBT SERVICE

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

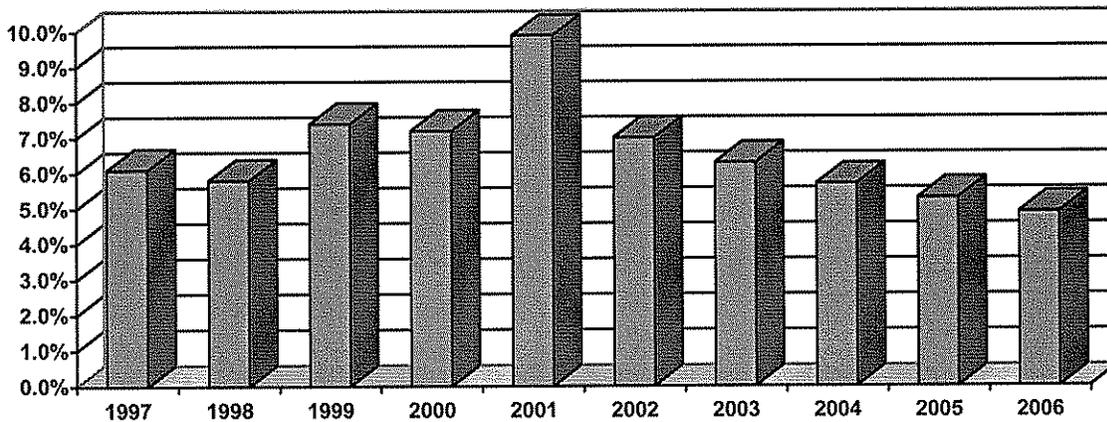
As shown in the table below, the City's 4.9% ratio of debt service to total operating expenditures is acceptable.

#### Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
1997	\$1,039,044	\$17,148,987	6.1%
1998	\$1,031,993	\$17,900,325	5.8%
1999	\$1,428,956	\$19,248,993	7.4%
2000	\$1,479,556	\$20,645,634	7.2%
2001	\$2,160,329	\$21,742,499	9.9%
2002	\$1,597,319	\$22,785,888	7.0%
2003	\$1,531,171	\$24,262,997	6.3%
2004	\$1,508,041	\$26,448,517	5.7%
2005	\$1,565,026	\$29,461,311	5.3%
2006	\$1,521,475	\$30,779,739	4.9%

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

#### Ratio of Debt Service to Total Expenditures



## APPENDIX

There is also a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the cities total assessed value or real property. As the table below shows, the city's ratio of bonded debt to assessed valuation amounts to 3.7%.

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

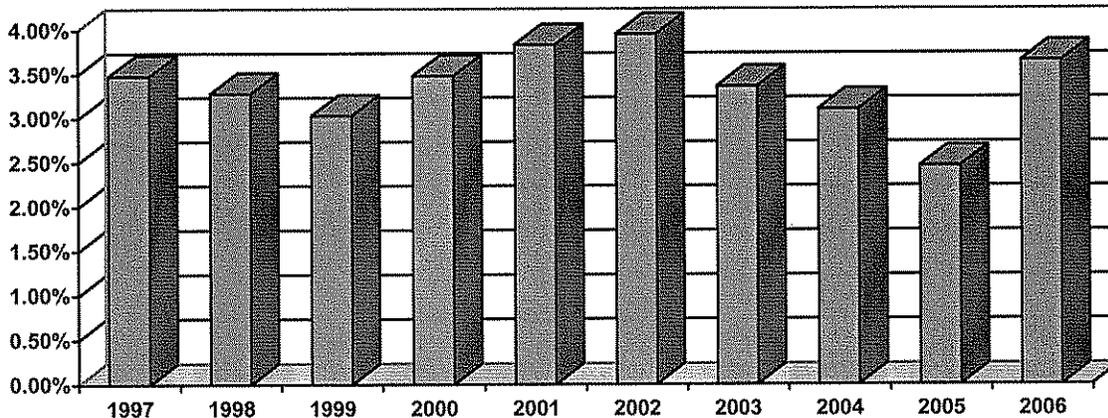
### Ratio of Bonded Debt to Assessed Value

#### *Bonded Debt*

Year	<i>Bonded Debt</i>			Total	Ratio Debt to Assessed Value
	Assessed Value of Taxable Real Estate	General Fund Supported	Enterprise Funds		
1997	\$573,426,552	\$15,244,732	\$4,698,000	\$19,942,732	3.5%
1998	\$586,329,508	\$14,758,832	\$4,502,000	\$19,260,832	3.3%
1999	\$634,147,446	\$14,631,049	\$4,560,591	\$19,191,640	3.0%
2000	\$647,091,321	\$13,818,890	\$8,699,313	\$22,518,203	3.5%
2001	\$721,546,098	\$14,536,070	\$13,108,140	\$27,644,210	3.8%
2002	\$732,405,108	\$14,145,971	\$14,779,335	\$28,925,306	4.0%
2003	\$814,646,831	\$13,233,807	\$14,131,490	\$27,365,297	3.4%
2004	\$832,002,644	\$12,269,134	\$13,506,624	\$25,775,758	3.1%
2005	\$1,002,511,357	\$11,914,942	\$12,791,016	\$24,705,858	2.5%
2006	\$1,025,497,078	\$25,372,361	\$12,049,089	\$37,421,450	3.7%
<b>% CHANGE</b>	78.8%	66.4%	156.5%	87.6%	4.9%

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

### Ratio of Bonded Debt to Assessed Value



## **GLOSSARY**

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**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.

**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.

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

## **GLOSSARY**

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**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 1<sup>st</sup> to June 30<sup>th</sup> 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.

**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.

## **GLOSSARY**

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**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 three governmental funds: The general fund, debt service fund, and capital projects 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.

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

**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.

**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.

## **GLOSSARY**

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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

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ABC	-	Alcoholic Beverage Control
ABOS	-	Anderson-Bugg Outboard Services
ACOE	-	Army Corps of Engineers
AED	-	Automated External Defibrillator
ARB	-	Architectural Review Board
AV	-	Assessed Valuation
BAI	-	Bright & Associates
BMP	-	Best Management Practice
BZA	-	Board of Zoning Appeals
CAMA	-	Computer Assisted Mass Appraisal
CBLAD	-	Chesapeake Bay Local Assistance Dept.
CDBG	-	Community Development Block Grant
CD-ROM	-	Compact Disc – Read Only Memory
CIP	-	Capital Improvement Plan
CNU	-	Christopher Newport University
COPS	-	Community Orientated Police Services
CRIMES	-	Comprehensive Regional Information Management Exchange System
CSA	-	Comprehensive Services Act
DCR	-	Department of Conservation and Recreation
DEQ	-	Department of Environmental Quality
DMV	-	Division of Motor Vehicles
DPOR	-	Department of Professional Occupation Regulation
DUI	-	Driving Under the Influence
DVD	-	Digital Video Disc
E & S	-	Erosion & Sediment
E-911	-	Emergency 911
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
GAAP	-	Generally Accepted Accounting Principles
GASB	-	Governmental Accounting Standards Board
GFOA	-	Government Finance Officers Association
GIS	-	Geographic Information System
GO	-	General Obligation
HAVA	-	Help America Vote Act
hcf	-	100 cubic feet
HMGP	-	Hazard Mitigation Grant Program
HRPDC	-	Hampton Roads Planning District Committee
HVAC	-	Heating, Ventilation, and Air Conditioning
ICC	-	International Code Council
IDA	-	Industrial Development Authority

## FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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IRMS	-	Integrated Revenue Management System
ISO	-	Insurance Service Office
LIDAR	-	Laser Imaging Detection Ranging
LINX	-	Law Enforcement Information Exchange
LOC	-	Line of Credit
MPO	-	Metropolitan Planning Organization
MS4	-	Municipal Separate Storm Sewer System
NADA	-	National Automobile Dealer's Association
NASA	-	National Aeronautics and Space Administration
NBAWNBA	-	National Basketball Association\Women's National Basketball Association
NFPA	-	National Fire Protection Association
NPDES	-	National Pollutant Discharge Elimination System
NVRA	-	National Voter Registration Act
PES	-	Poquoson Elementary School
PHS	-	Poquoson High School
PMS	-	Poquoson Middle School
PPS	-	Poquoson Primary School
PPTRA	-	Personal Property Tax Relief Act
RE	-	Real Estate
ROW	-	Right Of Way
RPA	-	Resource Protection Area
RV	-	Recreational Vehicle
SC	-	Service Charge
SCBA	-	Self Contained Breathing Apparatus
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSES	-	Sanitary Sewer Evacuation System
SSOS	-	Sanitary Sewer Overflows
TNCC	-	Thomas Nelson Community College
VAZO	-	Virginia Association of Zoning Officials
VDEM	-	Virginia Department of Emergency Management
VML	-	Virginia Municipal League
VMRC	-	Virginia Marine Resources Commission
VoIP	-	Voice over the Internet
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