

CITY OF
POQUOSON
VIRGINIA

ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR JULY 1, 2014-JUNE 30, 2015

**CITY OF POQUOSON, VIRGINIA
ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2015**

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The Government Finance Officers Association of the United States and Canada (GFOA) presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year beginning July 1, 2013. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan and a communications medium.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

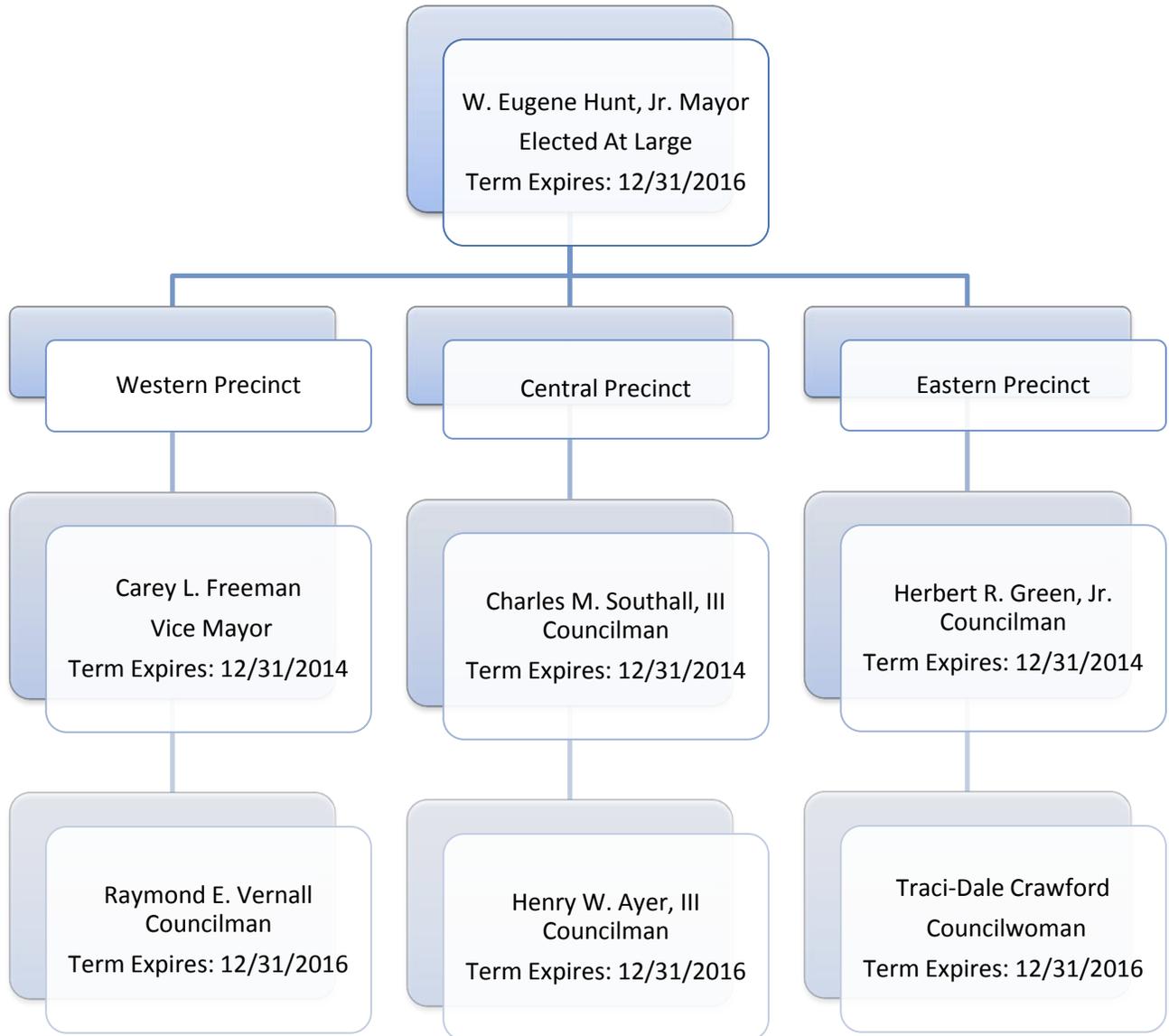
**City of Poquoson
Virginia**

For the Fiscal Year Beginning

July 1, 2013

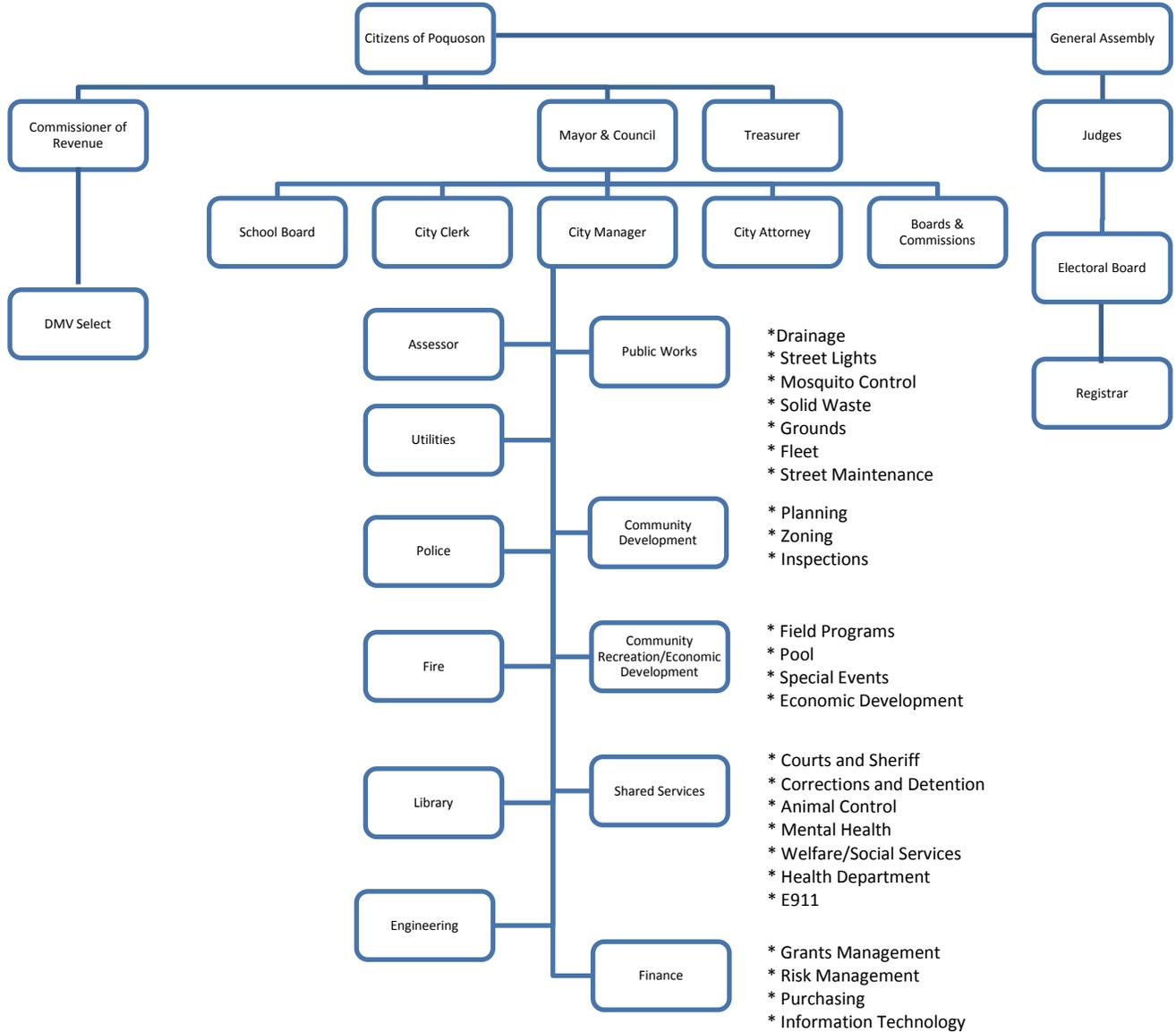
Executive Director

POQUOSON CITY COUNCIL



CITY OF POQUOSON, VIRGINIA

CITY GOVERNMENT ORGANIZATION CHART



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The Executive Summary includes the City Manager's budget message and a general overview of the Annual Financial Plan for Fiscal Year 2015 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

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

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

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



- **Budget Message from the City Manager**
- **The Adopted Budget in Brief**
 - **General Fund**
 - **Debt Service Fund**
 - **Capital Projects Fund**
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- **GFOA Distinguished Budget Award**
- ♦ **Summary**

Executive Summary

Fiscal Year July 1, 2014 to June 30, 2015

Budget Message

May 12, 2014

Honorable Mayor and Members of City Council
Poquoson, Virginia:

Introduction:

As we approached FY 2015, the City faced a number of challenges. Initial projections of the General Fund revenue growth at FY 2014 tax rates indicated that even without adding new positions, compensation adjustments, program expansion or increasing local funding for Schools, there would be insufficient ongoing revenue growth to support the City's budget without the use of one time reserves and/or expenditure reductions.

Additionally, initial projections indicated that there would be no ability to add any ongoing local funding for capital maintenance, equipment replacement, capital project construction or to address unfunded mandates such as the Federal Total Maximum Daily Load (TMDL) mandate associated with the Chesapeake Bay Act.

Further, the Superintendent pointed out that, assuming level local support, the School Division would need to make \$450,000 in position reductions based on decreased State support and the need to fund certain non-discretionary items such as mandatory contributions to the Virginia Retirement System (VRS).

Also, the City needed to budget for additional debt service associated with the construction of the new Elementary School and Fire Station built prior to the recession. This increase will be \$604,000 next year and an additional \$280,000 the following year. During my time as City Manager, we have successfully managed to keep our debt service levels relatively low through careful refinancing and restructuring of our debt portfolio while also managing to lower our total debt service costs over the refinancing term.

Budget Message (Continued)

The City anticipated significant available reserves; however those funds were insufficient to offset the total projected base budget gaps for the City and Schools in FY 2015.

Each of these budgetary challenges was included in the City Council's Pre-Budget Work Session and related public hearing in January of this year. Following this initial review, the City Council scheduled a budget retreat to discuss these and other related issues in detail, including the actions taken over the past several years to successfully manage the City's recessionary budget challenges and the ongoing impacts of these actions as we look forward into FY 2015 and beyond.

Summary of City Council Budget Retreat Major Focus Areas:

The City Council discussion was focused on four major themes. These areas included City operations, including associated staff issues; Schools; the Capital Improvements Plan (CIP), including capital maintenance and equipment replacement; and management of the City's FY 2015 and FY 2016 budget gap.

City Operations:

At the onset of the recession the City downsized its workforce by 11.5 positions, (approximately 8%). Since that time the City has added one full-time position (economic development) and increased one part-time position to full-time (police detective-drug enforcement). Beyond these positions, there have been no additional program enhancements or any new programs added to the budget. The exception being the bi-weekly solid waste convenience site and leaf collection program, which have come through repurposing existing funds in the Solid Waste Fund. During this same period service demands have increased. These demands have been met through innovation and hard work by City employees with little to no increased resources. Additionally, City pay scales remain among the lowest in Hampton Roads. While this did not cause significant problems during the recession, in the current post-recessionary period we are increasingly finding ourselves at a severe hiring and retention disadvantage, particularly in the areas of Police, Fire and Rescue, and Public Works, our three largest and most visible City departments. In response to this situation, the City has had to lower its entry level hiring expectations in all three areas.

Schools:

The Superintendent indicated that, assuming level local support, the School Division will need to make \$450,000 in additional position cuts next year due to decreases in State funding and non-discretionary expenditure increases such as VRS. These reductions are in addition to the \$5,000,000 in previous cuts the Schools have had to make over the past several years which necessitated the reduction of more than 50 positions. These reductions were required despite the fact that the City has increased local support each year during the same period. This essentially means that the Schools are facing their own base budget shortfall of \$450,000 next year. At this point, the Superintendent has indicated that all future reductions will significantly impact instruction as other non-instructional cuts have already been made.

Capital Improvements:

One of the first actions the City took in order to deal with the budgetary impacts of the recession was to remove all ongoing local funding support for the CIP. As a consequence of the continuing impacts of the recession, the City has been unable to restore any local ongoing funding to the CIP. We have at times taken advantage of available grants to purchase some Police and Fire equipment, but beyond that the limited number of capital projects we have been able to accomplish have been capital maintenance projects funded by the limited use of reserves. There has been no new capital construction projects initiated since the recession began. There will likely be no budgetary capacity to take on future construction projects until such time that a permanent funding stream is identified. Further, the City is facing significant capital maintenance and equipment replacement issues in the near term.

Budget Message (Continued)

The City Base Budget Gap:

The City's base budget gap, also referred to as the structural deficit, going into FY 2015 was projected to be approximately \$900,000. This is comprised of two components. The first is an increase in debt service associated with the Elementary School and new Fire Station. While these projects were completed prior to the recession, the City has been able to put off the debt service increases for several years through debt restructuring and refinancing made possible by the City's excellent credit rating while at the same time effectively lowering total debt service costs in the long-term. The second component is approximately \$300,000 which is the gap between ongoing revenue and ongoing City expenditures once health insurance, VRS and other non-discretionary items are accounted for. (It should be noted that the FY 2014 Budget, contained a similar gap which was addressed through the use of one-time reserves.) Note: a second, additional increase in annual debt service payments, i.e. \$280,000, will be required in FY 2016. Without significant reductions to the operating budget or a tax increase, anticipated available reserves would be exhausted in less than two years, even if local funding for Schools remains level. There are insufficient reserves available to meet the demands of both the City and Schools projected budget gaps in FY 2015.

Summary of City Council Retreat Discussion and Guidance:

At its budget retreat in February 2014, the City Council and staff discussed in detail each of these major focus areas. The City Council discussed the need to continue to provide outstanding City and educational services; to plan for future service needs; and to minimize future tax increases and/or mitigate further additional reductions to City services and education. While it was recognized by all that each of these issues was very important, it was also generally recognized that the City could not address all of these issues in the short-term. Having come to this conclusion, the Council and staff focused on which of these issues to address in the FY 2015 Budget.

After considerable discussion the Council identified that the primary focus of the budget should be to address the budget gaps in both the City and Schools operations. The City Council provided guidance to the City Manager that the Recommended Budget for FY 2015 should include a sufficient tax rate increase so as to balance the City General Fund Budget for FY 2015 and FY 2016 without the use of General Fund reserves. This guidance was arrived at following a discussion concerning the unlikely possibility of the City making significant operational budget reductions as an alternative to a tax increase.

A related discussion was held regarding education and the significant impacts that the School Division has already experienced due to factors, primarily State-related, which are outside of the community's ability to control but have a real and significant impact on the quality of education within the City of Poquoson. This resulted in two additional pieces of guidance to the City Manager. First, that the Recommended Budget should contain a small real estate tax increase to support Schools and secondly, that additional funds from the City's reserves should be allocated to make the Schools whole, at least for FY 2015. After a budget work session and public hearing, the adopted budget includes a tax increase to make the Schools whole with ongoing revenue. This is the first year in recent memory that the School Division will not have to make reductions to its base budget to balance its operating budget.

In summary, the City Council provided guidance that the City Manager's FY 2015 Budget should focus on balancing the City's operating budget without the use of General Fund reserves, and to meet the FY 2015 Base Budget requirements of the School Division. By addressing the City budget gap without the use of reserves, the City gained the flexibility to use its limited one-time reserves to address a small number of capital maintenance and/or capital replacement issues and can serve as a source of funding for the first phase of the Oxford Run TMDL project (associated with a Federal unfunded mandate) should the anticipated sale of City property not occur in the coming year.

Budget Message (Continued)

The City Manager's Adopted Budget Overview:

The Adopted Budget fully incorporates the City Council's budget guidance.

The Adopted Budget includes a ten cent real property tax increase and fully meets the City's increasing debt service obligations and increases support to education.

The Adopted Budget funds the existing City and School Division programs and services, but does not include any additional positions, pay increases or program expansions.

The Adopted Budget balances City and Schools ongoing expenditures with ongoing revenues which allows for a portion of the City's one-time reserves to be used for a limited number of capital replacement and capital maintenance items in the adopted CIP.

The Adopted Budget includes a seven percent decrease in solid waste fees made possible by changes in the recycling program.

The Adopted Budget is the last step of the financial plan that the City put forth to the bond rating agencies as part of a multi-year plan to deal with the impacts of the recession. This plan was a key factor in the significant enhancements the City was able to obtain in its bond rating. Over the past two years the City has made steady progress with this being the final step.

The Adopted Budget is the foundational step towards someday dealing with the City's Middle School project.

The Adopted Budget sends a strong signal to our employees regarding continuity of future operations at a time when we are facing considerable hiring and retention pressures.

The Adopted Budget establishes a firm budgetary foundation for future years' decision making regarding School funding, capital projects and City operations.

Conclusion:

I look forward to working with the City Council during the next year to implement the FY 2015 Budget. I would like to express my thanks to the members of the City Council for their participation and guidance in the budget development process. I would also like to express my appreciation to the Superintendent and the School Board, as well as the members of my staff for their hard work in crafting the financial plan for the upcoming year. Lastly, I would like to express my appreciation to City and School staff who are continually asked to do more with less and for the great job they perform.

Respectfully,



James R. Wheeler
City Manager

The Proposed Budget in Brief

The total revenue budgeted for FY 2015 by fund is as follows:

General Operating Fund	\$26,182,956
Use of Fund Balance	<u>535,730</u>
General Operating Fund	\$ 26,718,686
Debt Service Fund	2,800,575
Capital Projects Fund	1,010,130
Use of Fund Balance	<u>63,870</u>
Capital Projects Fund	1,074,000
Solid Waste Fund	822,200
Utilities Fund	1,865,355
Fleet Fund	785,348
Special Revenue Fund	<u>131,400</u>
Revenues & Transfers In	34,197,564
Less Interfund Transfers:	
Utilities Fund	(150,000)
Debt Service Fund	(2,800,575)
Capital Projects Fund	<u>(516,500)</u>
 Total Revenues	 <u>\$30,730,489</u>

The total expenditures budgeted for FY 2015 by fund is as follows:

General Operating Fund	\$26,718,686
Less Interfund transfers:	
Debt Service	(2,800,575)
Capital Projects	<u>(516,500)</u>
	(3,317,075)
Debt Service Fund	2,800,575
Capital Projects	1,074,000
Solid Waste Fund	822,200
Utilities Fund	1,865,355
Less Interfund transfers:	
General Fund	(150,000)
Fleet Management Fund	785,348
Special Revenue Fund	<u>131,400</u>
 Total Expenditures	 <u>\$30,730,489</u>

General Fund

Revenues by Category:

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

The City expects to receive \$15,595,000 in real estate tax revenue in FY 2015. Real estate taxes are projected to increase \$1,655,000 or 11.9%. The following factors make up the change in real estate:

- Growth projections for FY 2015 are based on new homes and other improvements to be built throughout the year, or \$7,000,000 in new assessments. Growth will bring approximately \$40,450 of additional tax revenue during FY 2015.
- Fiscal year 2015 is not a reassessment year. The adopted real estate tax rate is \$1.07 per \$100 of assessed value, a real tax rate increase of \$0.10.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be \$210,000 an increase of \$50,000.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,248,435, a \$50,000 increase from the FY 2014 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

The City adopted the “specific relief” method of computing and reflecting tax relief. The “specific relief” method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2014.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 55% of personal property tax in FY 2015. FY 2015 budget for local tax is \$2,325,000 and State non-categorical aid remains level at \$1,923,435.

The personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate since FY 2008. The boat tax rate is \$0.00001, a 100% reduction which began January 1, 2014. The recreational vehicle tax rate is \$1.50, the same rate as previous years.

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$2,861,500 other local taxes accounts for 11% of total General Fund revenues and is expected to decrease by \$22,000 or .8% from the FY 2014 budget. The meals tax rate is 6%. The cigarette tax rate is 20 cents.

Other local revenue totals \$377,600 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue.

Charges for Services

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

General Fund (Continued)

The EMS Fee rate will remain the same as FY 2014. Revenue for EMS fees is expected to be \$263,500.

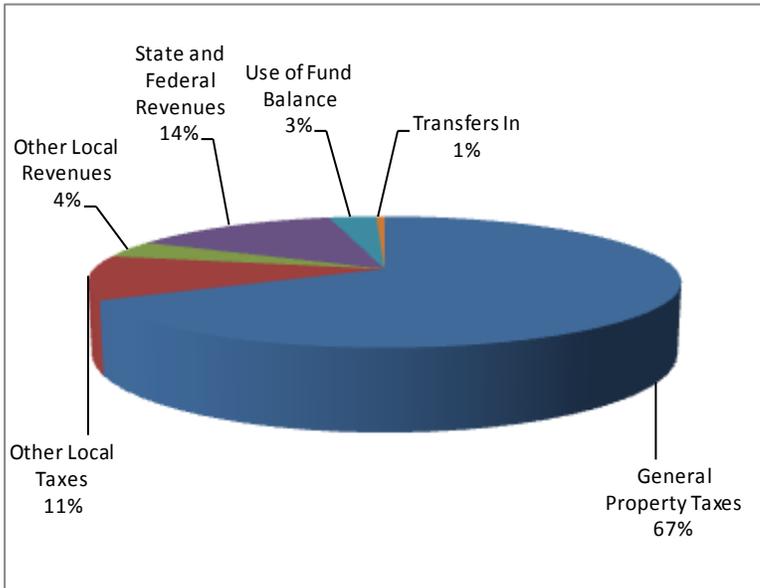
In FY 2015, revenue from parks and recreation programs is expected to be \$142,142. The pool revenue is expected to be \$72,750. The special events revenue is expected to be \$112,800, and \$14,800 in revenue is projected for the workboat race.

The total of all local revenue of taxes, licenses and fees is \$22,344,170.

State and Federal revenue is expected to be \$3,688,786 in FY 2015, a \$101,442 decrease from the FY 2014 revised budget.

Transfers include \$150,000 from the Utilities Fund. The Utilities Fund reimburses the General Fund for services that are provided by the staff of the Engineering, Public Works, Treasurer and Finance Departments.

The FY 2015 budget uses \$19,230 from the General Fund restricted fund balance for 1/10 forgiveness of the Museum Deed of Trust Note and \$516,500 of unassigned fund balance to the Capital Projects fund for one time capital expenditures.



GENERAL FUND SOURCES OF REVENUE	
General Property Taxes	\$18,380,000
Other Local Taxes	2,861,500
Other Local Revenues	1,102,670
State and Federal Revenues	3,688,786
Use of Fund Balance	535,730
Transfers In	<u>150,000</u>
Total Revenues	<u>\$26,718,686</u>

- **Real Estate Rate \$1.07 per \$100 Assessed Value**
- **Personal Property Tax Rate \$4.15 per \$100 Assessed Value**

General Fund (Continued)

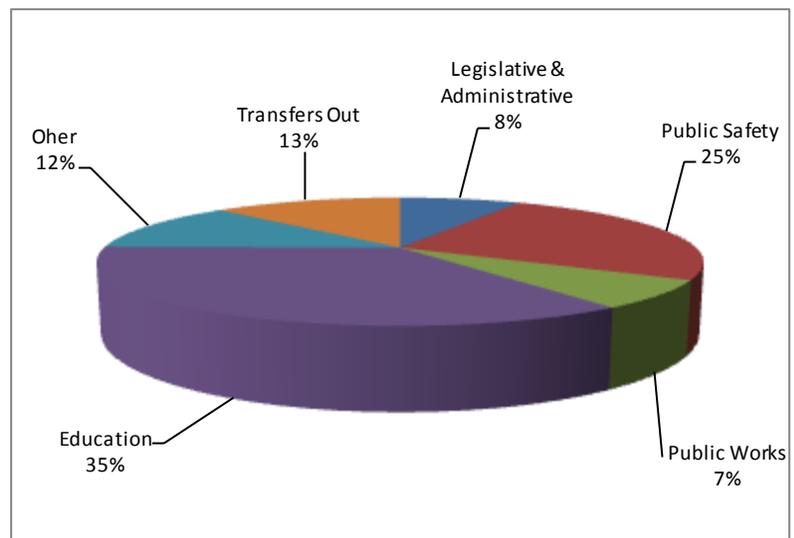
Expenditures By Category:

School Expenditures: The contribution to Schools accounts for 35% of the total General Fund budget. The FY 2015 budget includes an increase of \$450,000 to Schools, which fully funds the Superintendent’s FY 2015 request from the City. The School’s budget is based on an average daily membership of 2,075 students for the FY 2015 school year.

In the past the School Division has had unspent money at the end of the year which is returned to the City. At the end of FY 2013, there was \$41,254 in unspent funds. These unspent funds were reappropriated to the School Division in FY 2014. If there are unspent funds at the end of FY 2014, they may be reappropriated in FY 2015.

City Personnel Services: Employee salaries, overtime, and benefits account for personnel services. City personnel services are \$9,152,621 in FY 2015, a \$159,051 or 1.8% increase. Employee benefits account for 32% of personnel services. Health insurance premiums increased 14.7% with 20% of the increase being paid by the employee and the VRS rate increased.

GENERAL FUND EXPENDITURE USES	
Legislative & Administrative	\$2,129,239
Public Safety	6,672,512
Public Works	1,885,835
Education	9,425,403
Other	3,288,622
Transfers Out	<u>3,317,075</u>
Total Expenditures	<u>\$26,718,686</u>



General Fund Expenditure Uses

Uses	FY 2014	FY 2015	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 9,016,657	\$ 9,425,403	\$ 408,746	4.5%
City	16,156,224	17,293,283	1,137,059	7.0%
Total	\$ 25,172,881	\$ 26,718,686	\$ 1,545,805	6.1%

General Fund Contribution to Schools

Category	FY 2014	FY 2015	\$ Inc/(Dec)	% Inc/(Dec)
School Contribution	\$ 8,975,403	\$ 9,425,403	\$ 450,000	5.0%
Reappropriation	41,254	-	(41,254)	(100%)
Total	\$ 9,016,657	\$ 9,425,403	\$ 408,746	4.5%

General Fund City Expenditures by Category

Category	FY 2014	FY 2015	\$ Inc/(Dec)	% Inc/(Dec)
Personnel Services	\$ 8,993,570	\$ 9,152,621	\$ 159,051	1.8%
Operations/Transfers	4,770,743	5,053,979	283,236	5.9%
Debt Service	2,076,437	2,800,575	724,138	34.9%
Capital Outlay	315,474	286,108	(29,366)	(9.3%)
Total	\$ 16,156,224	\$ 17,293,283	\$1,137,059	6.1%

Expenditures By Category: (Continued)

City Operations/Transfers: The City's operational costs are \$4,537,479 and transfers are \$516,500 for a total of \$5,053,979 in FY 2015, a \$283,236 or 5.9% increase.

Debt Service: In FY 2015, the City will transfer \$2,800,575 to the Debt Service Fund an increase from FY 2014. The transfer is explained in the Debt Service Fund section.

Capital Outlay: The City's capital outlay for FY 2015 is \$286,108, a \$29,366 or 9.3% decrease from FY 2014. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, fire hose and police car.

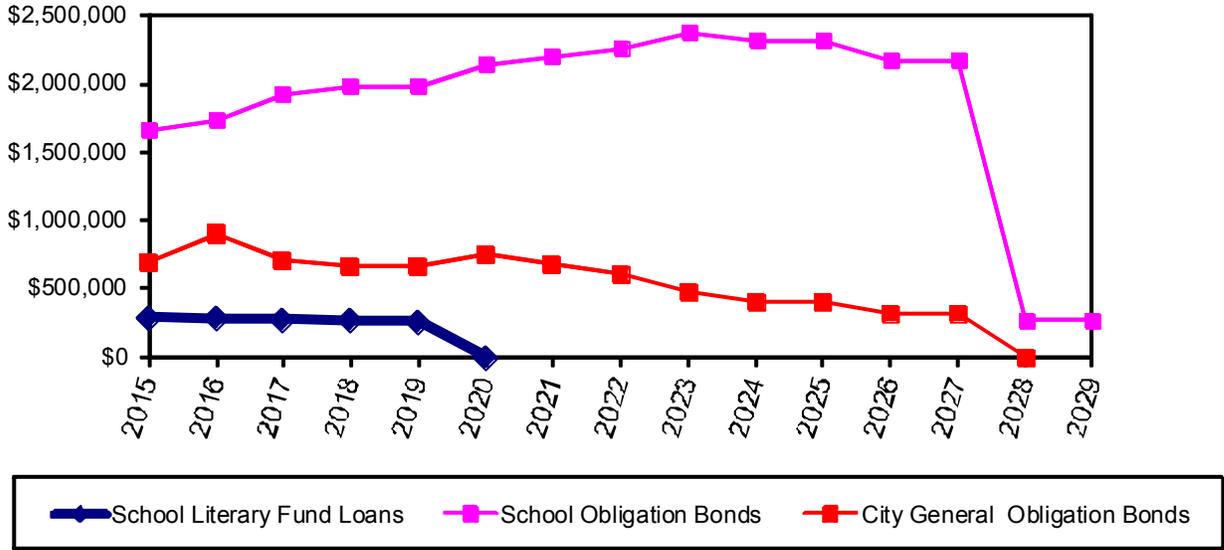
Expenditures By Category: (Continued)***Debt Service Fund*****DEBT SERVICE FUND USES**

School Debt	\$1,939,124
City Debt	691,451
Reserve for Future Debt	<u>170,000</u>
Total	<u>\$2,800,575</u>

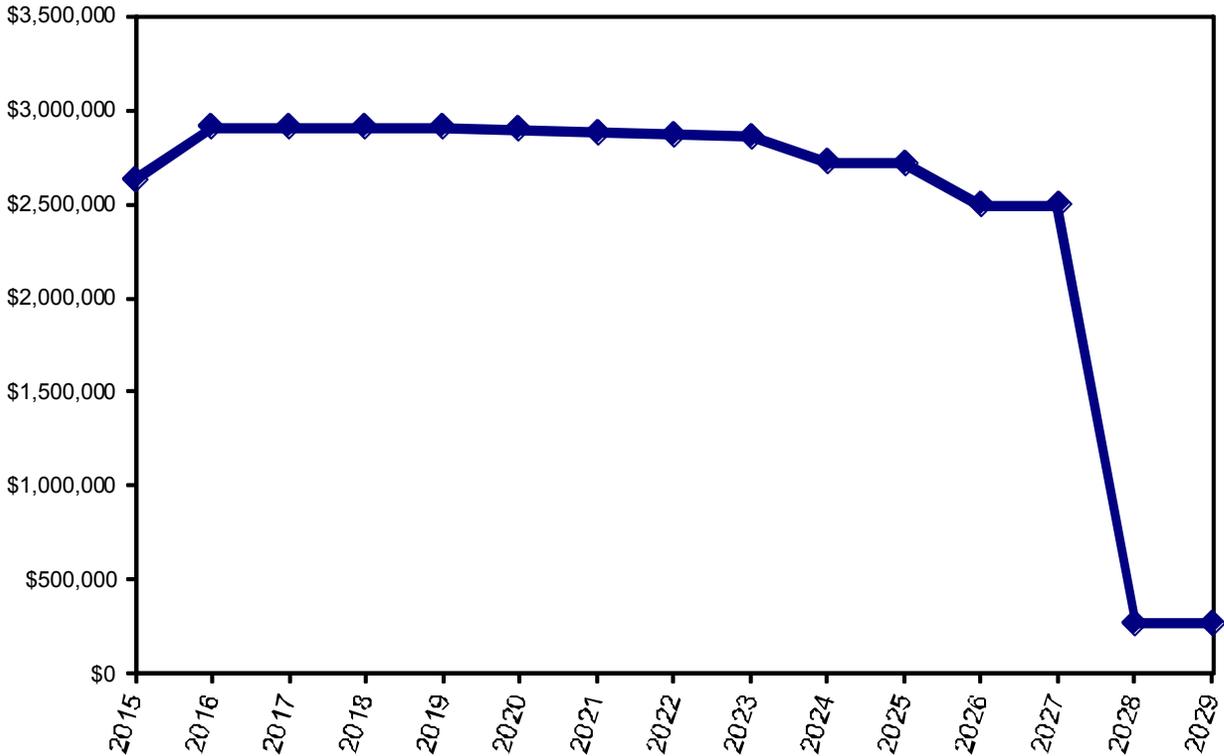
Debt Service Fund projected expenditures in FY 2015 are \$2,800,575 which is transferred from the General Fund. Included in the transfer from the General Fund is \$170,000 to be used for future debt payments.

The graphs on the next page depict the City's debt service over the years. The City's largest outstanding debt is for School Obligation Bonds which were used for School construction projects. The City also has other bonds and notes which have been used to pay for various School and City projects.

Debt Service By Type



Total Debt Service Fund



Capital Projects Fund

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

Capital Project revenues include \$493,630 in State Highway Funds for street and drainage improvements, a transfer of \$516,500 from the General Fund and \$63,870 use of Fund Balance. The FY 2015 - Beyond FY 2019 CIP prepared by staff was presented to the Poquoson Planning Commission on March 17, 2014. The Commission recommended its adoption with one additional project for consideration. City Council adopted the CIP as amended on March 24, 2014.

Total FY 2015 year expenditures for the Capital Projects Fund are \$1,074,000. Unspent funds from FY 2014 are allowed to be carried forward for two additional years. If the project is not complete in three years, Council must reappropriate the unspent funds to complete the project. If there are any unspent funds when the project is completed, funds can revert to the General Fund.

CAPITAL PROJECTS FUND REVENUE SOURCES

State Funds	\$ 493,630
Transfer from the General Fund	516,500
Use of Fund Balance	<u>63,870</u>

Total	<u>\$1,074,000</u>
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CAPITAL PROJECTS FUND EXPENDITURE USES

Street Paving	\$ 300,000
Drainage Projects	193,630
TMDL/Stormwater	250,000
School Projects	80,000
Courthouse Roof Replacement	135,370
Rens Road Pier	55,000
Police Vehicles	30,000
Engineering Consulting	<u>30,000</u>

Total	<u>\$1,074,000</u>
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Solid Waste Fund

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The revenues for FY 2015 are \$822,200. There is a rate decrease for FY 2015 of 7% for each plan.

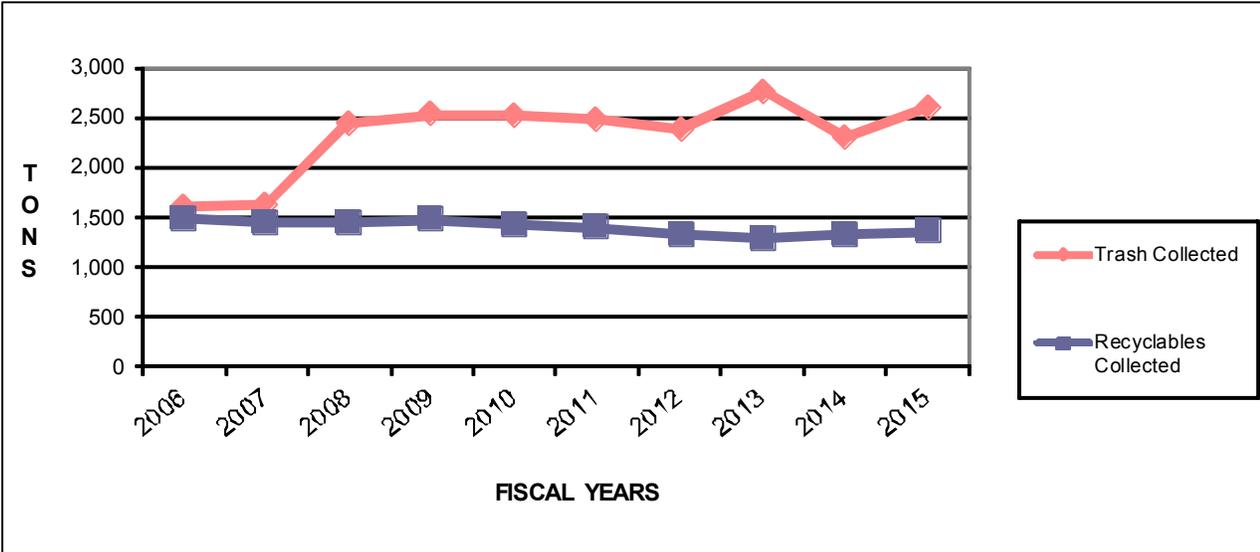
Citizens have the option to select a container/cart size and are billed bi-monthly along with the sewer service fee. Trash bags are available for those residents who exceed the capacity of their trash cart/container.

The City provides curbside pickup services for woody waste at a rate of \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$33,572 to operate the composting/disposal facility in FY 2015. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident.

In FY 2015, the bulky item pickup rate after the first pickup is \$63. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation.

In FY 2011, the City began a program where residents of the City may drop off their bulky and landscaping debris at a temporary convenience site on two Saturdays a month. There is no charge for this service. Also in FY 2011, the City began a leaf pickup program. During the months of November through February, residents may put their leaves out to be picked up by the City as long as the requirements of packing the leaves are met.

As noted on the graph below, trash tons collected and recyclables have remained level.



<i>Solid Waste Fund (continued)</i>
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SOLID WASTE SOURCES OF REVENUE		SOLID WASTE EXPENDITURE USES	
Solid Waste Fees	\$786,200	Personnel Services	\$89,648
Bag Fees	20,000	Garbage Disposal	412,400
Landscaping & Bulky Item Charges	<u>16,000</u>	Recycling	110,803
		Bulky Item/Landscaping	93,677
		Hazardous Material	26,334
		Other Costs	<u>89,338</u>
Total	<u>\$822,200</u>	Total	<u>\$822,200</u>

Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2015 budget is \$1,865,355, which is \$12,255 or .7% more than the FY 2014 budget.

Each household, that is available to sewer, pays a fee whether connected to the system or not unless a waiver is granted by City Council. The sewer service fee remains at \$62 bi-monthly for FY 2015. The sewer availability fee remains at \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee also remains at \$1.75 hcf.

Approximately 58% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. \$88,650 is for maintenance and capital needs. Personnel services accounts for 16% of expenditures and includes salaries and benefits for 4 full time employees for FY 2015. Debt Service includes the final payment of \$500,000 for debt service issued for the upgrade to pump station 2.

- ◆ Sewer Fee \$62 Bi-monthly
- ◆ Availability Fee \$6,000 for new lots
- ◆ Commercial consumption fee \$1.75 hcf

UTILITIES SOURCES OF REVENUE	
Sewer Service Fees	\$1,807,355
Sewer Availability Fee	30,000
Other	<u>28,000</u>
Total	<u>\$1,865,355</u>

UTILITIES EXPENDITURE USES	
Personnel Services	\$ 301,575
Operating Expenses	243,094
Debt Service	1,082,036
Capital Outlay	88,650
Transfer to General Fund	<u>150,000</u>
Total	<u>\$1,865,355</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 \$785,348 in FY 2015, a \$66,348 increase from the FY 2014 budget. Increases are expected in vehicle parts, contracted services, fuel and employee benefits.

FLEET MANAGEMENT SOURCES OF REVENUE

Parts and Contracted Services	\$195,000
Garage Labor and Overhead	276,805
Gas and Oil Revenues	<u>313,543</u>
Total	<u>\$785,348</u>

FLEET MANAGEMENT EXPENSE USES

Personnel Services	\$244,720
Fuel and Lubricants	313,543
Parts and Contractors	195,000
Other	<u>32,085</u>
Total	<u>\$785,348</u>

Unbudgeted Needs

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

Personnel: The Fire Department needs additional firefighter/paramedics although none have been proposed. The City is still well below National Fire Protection Association recommendations for staffing of firefighter/paramedics. The Police Department requested a full time police detective to allow the City to be more proactive and give more attention to the distribution and use of dangerous drugs. There is also a need for a human resources manager. These positions are not funded in the budget. Staffing may not be adequate in Public Works and Mosquito Control for drainage and street repair. This budget does not provide for any additional merit increases for City staff or cost of living increases. It also does not include funds for a pay plan study or funding necessary to implement the costs of the study. This budget tried to limit the impact of increased health insurance premium costs to the employees and the City. Training and travel included in the budget have been reduced significantly. This includes limiting training for the Board of Zoning & Appeals.

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

Capital: The majority of the capital outlay funds in this budget are for library books, AV materials and street materials, curb and gutter repair, and periodical subscriptions. The budget does not fund replacement equipment or vehicles, or small computer equipment to the extent needed by the departments. A maintenance program for existing aging facilities has not been budgeted to the extent necessary. There are no on-going revenues budgeted for capital needs for the future. One-time funds have been budgeted for those needs.

GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2013. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for twenty fourth 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 2015 Annual Financial Plan to the GFOA to determine eligibility for another award.

THE BUDGET PROCESS IN POQUOSON

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

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

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

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

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

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

BUDGET POLICIES

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

Financial Planning Policies

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

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

THE BUDGET PROCESS IN POQUOSON

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

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

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

Revenue Policies

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

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

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

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

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

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

Expenditure Policies

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

THE BUDGET PROCESS IN POQUOSON

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

Fund Balance Reserve

Fund Balance reflects the accumulation of excess revenues over expenditures. The City adopted the current fund balance policy in FY 2010. The Unassigned General Fund balance at the close of the fiscal year shall be no less than 12% - 15% of the total General Fund expenditures. The City will also begin to build a fiscal stability reserve of at least \$1 million. This unobligated portion of fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies or unforeseen circumstances.

Debt Policy

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

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

Investment Policy

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

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

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

THE BUDGET PROCESS IN POQUOSON

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

BUDGET AMENDMENT PROCESS

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds within a fund for transfers of \$50,000 or less. Revisions that alter total appropriations for a fund 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 fund. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.

ORGANIZATION OF BUDGET

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

Governmental Funds

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

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

Proprietary Funds

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

THE BUDGET PROCESS IN POQUOSON

Proprietary Funds include:

- * **Solid Waste Enterprise Fund**
- * **Utilities Enterprise Fund**
- * **Fleet Management Internal Service Fund**

BUDGETARY BASIS

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

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

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

DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

The City Manager imparts to the departments at the beginning of the budget cycle the tone and the focus of the overall Budget. This information is based on revenue estimates and guidance from City Council on staffing changes, controlling costs, and 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 provides information regarding performance or the measurement of performance per department. However, departmental objectives are usually monitored by the City Manager through frequent meetings with the department head. In addition, each department establishes efficiency and effectiveness measures in regards to their operations.

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

THE BUDGET PROCESS IN POQUOSON

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

CAPITAL IMPROVEMENTS PROGRAM

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

The FY 2015 – Beyond FY 2019 CIP prepared by staff and was presented to the Poquoson Planning Commission on March 17, 2014. The Planning Commission held a Public Hearing on the Plan and recommended its adoption. The Plan was submitted to City Council on March 24, 2014 and after conducting a public hearing the plan, with a minor revision, was adopted by City Council.

Generally, the basis for the CIP can be found in the Comprehensive Plan. The 2008 – 2028 Comprehensive Plan attempts to address how Poquoson will sustain itself at the beginning of the 21st Century. It provides strategies for preserving property rights and developing land use policies, providing governmental services and facilities, encouraging economic development, and meeting transportation needs of the City. The CIP in combination with the Comprehensive Plan should assist with determining and balancing long-term needs, setting priorities, and addressing capital problems before they become critical. The Comprehensive Plan was adopted by City Council on September 28, 2009 and staff is currently implementing the recommendations within the document as outlined in the work program.

SUMMARY OF TAX RATES AND FEES

	FY 2012 Approved	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved
General Fund Taxes and Fees				
Real Estate Tax	\$0.92/\$100 AV	\$0.92/\$100 AV	\$0.97/\$100 AV	\$1.07/\$100 AV
Public Service Corporation	\$0.92/\$100 AV	\$0.92/\$100 AV	\$0.97/\$100 AV	\$1.07/\$100 AV
Personal Property Tax				
Automobile	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boat	\$1.50/\$100 AV	\$.75/\$100 AV	\$.75/\$100 AV 1st half	\$.00001/\$100 AV 2nd half
Boat	\$1.50/\$100 AV	\$.75/\$100 AV	\$.00001/\$100 AV 2nd half	\$.00001/\$100 AV 2nd half
Trailer (Utility, Boat, etc.)	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Recreation Vehicle	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Home	\$0.81/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half
Mobile Home	\$0.92/\$100 AV 2nd Half	\$0.92/\$100 AV 2nd Half	\$0.97/\$100 AV 2nd Half	\$1.07/\$100 AV 2nd Half
Local Sales Tax	5.0%	5.0%	6.0%	6.0%
Meals Tax (food and beverage)	5.5%	6.0%	6.0%	6.0%
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
Cigarette Tax	\$.10 per pack	\$.20 per pack	\$.20 per pack	\$.20 per pack
Recovery (EMS) Fees:				
BLS	\$375	\$430	\$430	\$430
ALS	\$475	\$525	\$525	\$525
ALS-2	\$575	\$750	\$750	\$750
Mileage	\$8.25	\$9.00	\$9.00	\$9.00
Parks & Recreation Fees:				
Youth Athletics	\$35 - \$55	\$40 - \$55	\$45 - \$65	\$45 - \$65
Adult Athletics	\$145 - \$500/team	\$195 - \$550/team	\$220 - \$600/team	\$220 - \$600/team
Camps	\$35 - \$135	\$65 - \$210	\$65 - \$120	\$75 - \$120
Exercise Classes	n/a	\$48 - \$65	\$48 - \$65	\$48 - \$65
Pool Admission	\$5	\$5	\$1 - \$5	\$1 - \$5
Swimming Lessons	\$40 - \$50	\$25 - \$55	\$25 - 55	\$25 - \$55
Swim Team	\$155	\$155	\$160	\$160
Pool Passes	\$50	\$30 - \$50	\$30 - \$55	\$30 - \$55

SUMMARY OF TAX RATES AND FEES

	FY 2012 Approved	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved
Facility Use Fees:				
Community Designated	\$10 resident	\$10 resident	\$10 resident	\$10 resident
Groups per member	\$20 non-resident	\$20 non-resident	\$20 non-resident	\$20 non-resident
Non-Community Groups (based on field location/lights/time)	\$10 - \$25 per hour	\$10 - \$25 per hour	\$20 - \$110 per hour	\$20 - \$110 per hour
DMV Commission				
1st \$500,000 of gross collection	4.5%	4.5%	4.5%	4.5%
over \$500,000 of gross collection	5.0%	5.0%	5.0%	5.0%
<u>Solid Waste Fund Fees</u>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	Fee based on Size	Fee based on Size	Fee based on Size	Fee based on Size
Landscaping Debris Charges	\$30 per pickup	\$60 per pickup	\$60 per pickup	\$60 per pickup
Bulky Item Pickup	1 free/yr; then \$30 ea	1 free/yr; then \$63 ea	1 free/yr; then \$63 ea	1 free/yr; then \$63 ea
Bulky Drop-off at City Hall	Free	Free	Free	Free
<u>Utilities Fund Fees</u>				
Sewer Service Fees				
Commercial	\$50 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf
Residential	\$50 bi-monthly	\$62 bi-monthly	\$62 bi-monthly	\$62 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

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

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

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

PERSONNEL POSITIONS

Departments and Funds	FY 2012 Authorized FTE	FY 2013 Authorized FTE	FY 2014 Authorized FTE	FY 2015 Dept Head Request FTE	FY 2015 City Council Authorized FTE
City Council	0.40	0.40	0.40	0.40	0.40
City Manager	3.80	3.80	3.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	2.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10	2.10
Police -- Sworn Officers	22.50	23.50	23.50	24.50	23.50
Police -- Civilian	1.00	1.00	1.00	1.00	1.00
Fire	30.00	30.00	30.00	31.00	30.00
Inspections	3.75	3.75	3.75	3.75	3.75
Engineering	1.00	1.00	1.00	1.00	1.00
Public Works	16.50	17.10	17.10	17.50	17.50
Mosquito Control	2.00	2.00	2.00	2.00	2.00
Parks and Recreation	3.80	3.80	3.80	3.80	3.80
Pool	5.00	5.00	5.00	5.00	5.00
Special Events	1.00	1.00	1.00	1.00	1.00
Library	11.95	11.95	11.95	11.95	11.95
Planning	4.00	4.00	4.00	4.75	4.00
Economic Development	0.75	1.00	1.00	1.00	1.00
Department of Motor Vehicles	2.00	2.00	2.00	2.00	2.00
Total General Fund	125.55	127.40	127.40	130.55	127.80
Solid Waste	1.00	1.00	1.00	1.00	1.00
Utilities	4.00	4.00	4.00	4.00	4.00
Fleet Management	3.50	3.50	3.50	3.50	3.50
Total Departments and Funds	134.05	135.90	135.90	139.05	136.30

SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2014 Revised Budget	FY 2015 Dept Head Requested Budget	FY 2015 City Council Adopted Budget
General Fund	\$ 23,998,925	\$ 26,098,991	\$ 24,689,341	\$ 25,172,910	\$ 26,699,253	\$ 26,718,686
Debt Service	14,538,341	2,052,250	2,027,024	2,076,437	2,800,575	2,800,575
Capital Projects	1,493,589	610,988	534,202	1,520,902	1,074,000	1,074,000
Special Revenue	56	181,347	-	163,300	131,400	131,400
Solid Waste Enterprise	816,534	862,344	876,260	876,260	822,200	822,200
Utilities Enterprise	1,553,699	1,864,716	1,851,100	1,853,100	1,865,355	1,865,355
Fleet Management Internal Service	710,973	694,987	716,000	719,000	785,348	785,348
TOTAL REVENUE AND TRANSFERS	43,112,117	32,365,623	30,693,927	32,381,909	34,178,131	34,197,564
Less: Interfund Transfers	2,325,907	2,333,090	2,182,024	2,356,950	3,467,075	3,486,305
TOTAL REVENUE	\$ 40,786,210	\$ 30,032,533	\$ 28,511,903	\$ 30,024,959	\$ 30,711,056	\$ 30,711,259

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2014 Revised Budget	FY 2015 Dept Head Requested Budget	FY 2015 City Council Adoped Budget
General Fund	\$ 24,037,634	\$ 24,179,153	\$ 24,689,341	\$ 25,172,881	\$ 27,431,423	\$ 26,718,686
Debt Service	14,535,623	1,809,031	2,027,024	2,076,437	2,800,575	2,800,575
Capital Projects	1,128,204	948,058	534,202	1,520,902	1,074,000	1,074,000
Special Revenue	885	138,226	-	163,300	131,400	131,400
Solid Waste Enterprise	743,280	842,251	876,260	876,260	817,387	822,200
Utilities Enterprise	1,651,822	1,600,187	1,851,100	1,853,100	1,883,641	1,865,355
Fleet Management Internal Service	723,264	721,922	716,000	719,000	837,090	785,348
TOTAL EXPENDITURES AND TRANSFERS	42,820,712	30,238,828	30,693,927	32,381,880	34,975,516	34,197,564
Less: Interfund Transfers	2,325,907	2,333,090	2,182,024	2,356,950	3,467,075	3,486,305
TOTAL EXPENDITURES	\$ 40,494,805	\$ 27,905,738	\$ 28,511,903	\$ 30,024,930	\$ 31,508,441	\$ 30,711,259

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
General Fund			
General Property Taxes	\$ 18,380,000	Personnel Services	\$ 6,246,112
Other Local Taxes	2,861,500	Employee Benefits	2,906,509
Permits Licenses & Fees	75,600	Purchased Services	1,056,608
Fines & Forfeitures	56,000	Internal Services	449,735
Use of Money & Property	185,500	Other Charges	1,311,527
Charges for Services	725,070	Contributions to Agencies	122,970
Miscellaneous Revenue	60,500	Materials & Supplies	188,945
State Non-Categorical Aid	2,039,435	Payment to Joint Operations	1,407,694
State Categorical Aid	227,965	Capital Outlay	286,108
State Other Categorical Aid	1,418,886	Transfer to Debt Service Fund	2,800,575
Federal Revenue	2,500	Transfer to Capital Projects Fund	516,500
Transfer from Sewer Fund	150,000	School Contribution	9,425,403
Transfer from Fund Balance	<u>535,730</u>		
Total	<u>\$ 26,718,686</u>	Total	<u>\$ 26,718,686</u>
Debt Service Fund			
Transfer from General Fund	<u>\$ 2,800,575</u>	School Debt Service	\$ 1,939,124
		City Debt Service	691,451
		Future Debt Service	<u>170,000</u>
Total	<u>\$ 2,800,575</u>	Total	<u>\$ 2,800,575</u>
Capital Projects Fund			
State Revenue	\$ 493,630	City Capital Outlay	\$ 994,000
Transfer from General Fund	516,500	School Projects	<u>80,000</u>
Use of Fund Balance	<u>63,870</u>		
Total	<u>\$ 1,074,000</u>	Total	<u>\$ 1,074,000</u>
Special Revenue Fund			
Federal Grants	\$ 104,833	Other Charges	\$ 131,400
Grant Local Match	26,567		
Total	<u>\$ 131,400</u>	Total	<u>\$ 131,400</u>
Solid Waste Fund			
Charges for Services - Solid Waste Fees	\$ 786,200	Personnel Services	\$ 56,956
Charges for Services - Other	<u>36,000</u>	Employee Benefits	32,692
		Purchased Services	486,917
		Internal Services	48,327
		Other Charges	11,976
		Materials & Supplies	14,623
		Payment to Joint Operations	<u>170,709</u>
Total	<u>\$ 822,200</u>	Total	<u>\$ 822,200</u>

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
Utilities Fund			
Charges for Services - Sewer Service Fees	\$ 1,807,355	Personnel Services	\$ 196,571
Sewer Availability Fees	30,000	Employee Benefits	105,004
Late Payment Fees	<u>28,000</u>	Purchased Services	98,046
		Internal Services	34,345
		Other Charges	100,403
		Materials & Supplies	10,300
		Debt Service	1,082,036
		Transfer to General Fund	150,000
		Capital Outlay	<u>88,650</u>
Total	<u>\$ 1,865,355</u>	Total	<u>\$ 1,865,355</u>

Fleet Fund			
Internal Service Revenue - City	\$ 534,042	Personnel Services	\$ 151,804
Internal Service Revenue - Schools	<u>251,306</u>	Employee Benefits	92,920
		Purchased Services	50,150
		Other Charges	14,190
		Materials & Supplies	466,907
		Capital Outlay	<u>9,377</u>
Total	<u>\$ 785,348</u>	Total	<u>\$ 785,348</u>

SUMMARY OF FUND BALANCE OR NET ASSETS BY FUND

	General Fund	Debt Service	Capital Projects Fund	Solid Waste Fund	Utilities Fund	Fleet Management Fund	Special Revenue Fund
Beginning Fund Balance - 7/1/2011	\$ 5,360,204	\$ -	\$ 870,085	\$ 281,999	\$ 5,322,652	\$ 56,743	\$ 51,905
Actual FY 2011 Revenues	23,998,925	14,538,341	1,493,589	816,534	1,553,699	710,973	56
Actual FY 2011 Expenditures	(24,037,634)	(14,535,623)	(1,128,204)	(743,280)	(1,651,822)	(723,264)	(885)
Ending Fund Balance - 6/30/2012	\$ 5,321,495	\$ 2,718	\$ 1,235,470	\$ 355,253	\$ 5,224,529	\$ 44,452	\$ 51,076
Beginning Fund Balance - 7/1/2012	5,321,495	2,718	1,235,470	355,253	5,224,529	44,452	51,076
Actual FY 2012 Revenues	26,098,991	2,052,250	610,988	862,344	1,864,716	694,987	181,347
Actual FY 2012 Expenditures	(24,179,153)	(1,809,031)	(948,058)	(842,251)	(1,600,187)	(721,922)	(138,226)
Ending Fund Balance - 6/30/2013	\$ 7,241,333	\$ 245,937	\$ 898,400	\$ 375,346	\$ 5,489,058	\$ 17,517	\$ 94,197
Beginning Fund Balance - 7/1/2013	7,241,333	245,937	898,400	375,346	5,489,058	17,517	94,197
Estimated FY 2013 Revenues	25,172,910	2,076,437	691,394	876,260	1,853,100	719,000	31,915
Estimated FY 2013 Expenditures	(25,172,881)	(2,076,437)	(892,548)	(876,260)	(1,853,100)	(719,000)	(31,900)
Projected Fund Balance - 6/30/2014	\$ 7,241,362	\$ 245,937	\$ 697,246	\$ 375,346	\$ 5,489,058	\$ 17,517	\$ 94,212
Beginning Fund Balance - 7/1/2014	7,241,362	245,937	697,246	375,346	5,489,058	17,517	94,212
Estimated FY 2014 Revenues	26,182,956	2,800,575	1,010,130	822,200	1,865,355	785,348	131,400
Estimated FY 2014 Expenditures	(26,718,686)	(2,630,575)	(1,707,376)	(822,200)	(1,865,355)	(785,348)	(131,400)
Projected Fund Balance - 6/30/2015	\$ 6,705,632	\$ 415,937	\$ -	\$ 375,346	\$ 5,489,058	\$ 17,517	\$ 94,212

Note: Included in the General Fund projected fund balance is a note receivable from the Poquoson Economic Development Authority with a projected balance of \$1,684,587 at 6/30/15.

GENERAL FUND - SUMMARY

General Fund Description

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

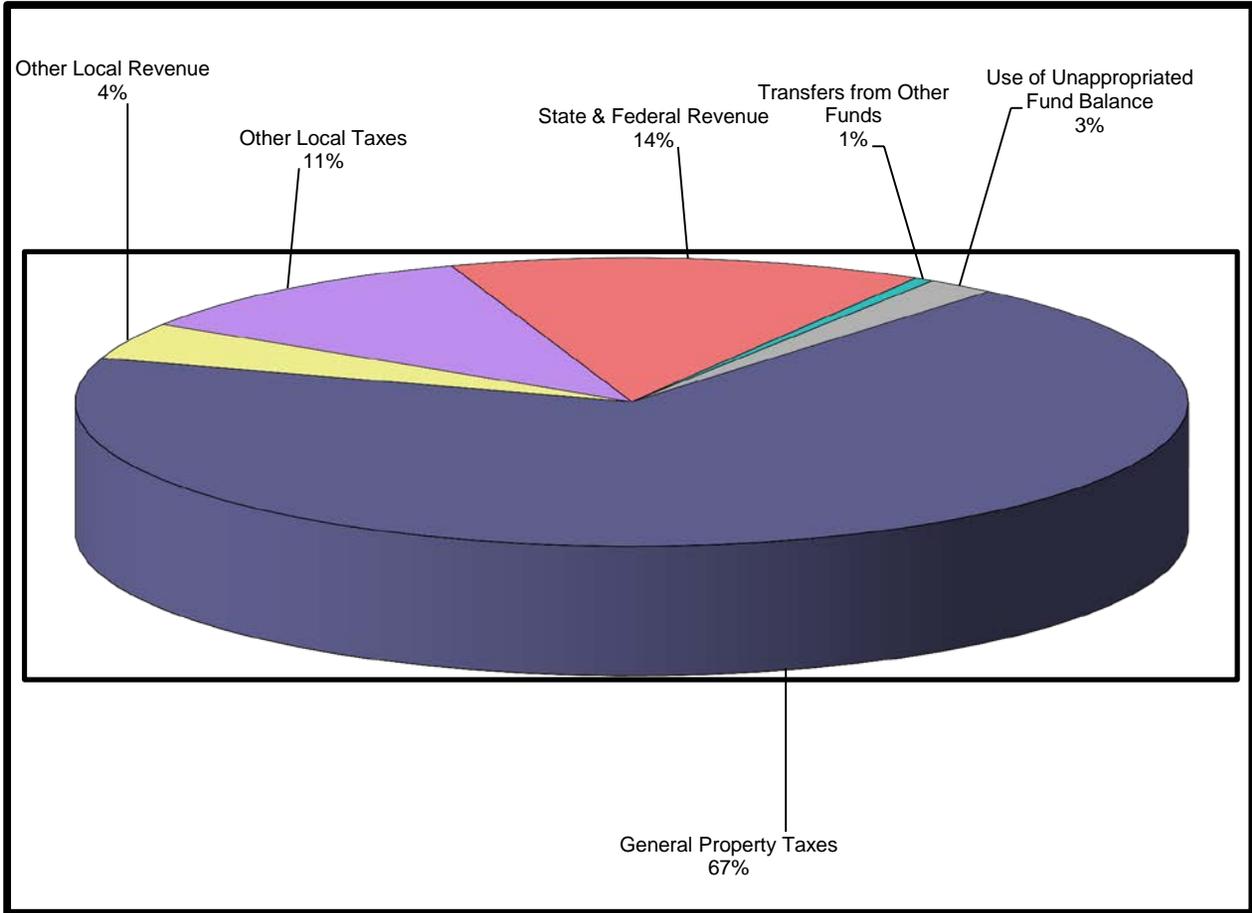
General Fund Projection of Fund Balance (Budgetary Basis)

Beginning Fund Balance - 6/30/2011		\$ 5,360,204
Actual FY 2012 Revenues	\$ 23,998,925	
Actual FY 2012 Expenditures	<u>(24,037,634)</u>	<u>(38,709)</u>
Fund Balance - 6/30/2012		\$ 5,321,495
Actual FY 2013 Revenues	\$ 26,098,991	
Actual FY 2013 Expenditures	<u>(24,179,153)</u>	<u>1,919,838</u>
Fund Balance - 6/30/2013		\$ 7,241,333
Estimated FY 2014 Revenues	\$ 25,172,910	
Estimated FY 2014 Expenditures	<u>(25,172,881)</u>	<u>29</u>
Estimated Fund Balance - 6/30/2014		\$ 7,241,362
Estimated FY 2015 Revenues	\$ 26,182,956	
Estimated FY 2015 Expenditures	<u>(26,718,686)</u>	<u>(535,730)</u>
Projected Fund Balance - 6/30/2015		<u><u>\$ 6,705,632</u></u>

Note: The projected fund balance at 6/30/15 includes a note receivable estimated to be \$1,684,587 from the Poquoson Economic Development Authority.

GENERAL FUND - SUMMARY

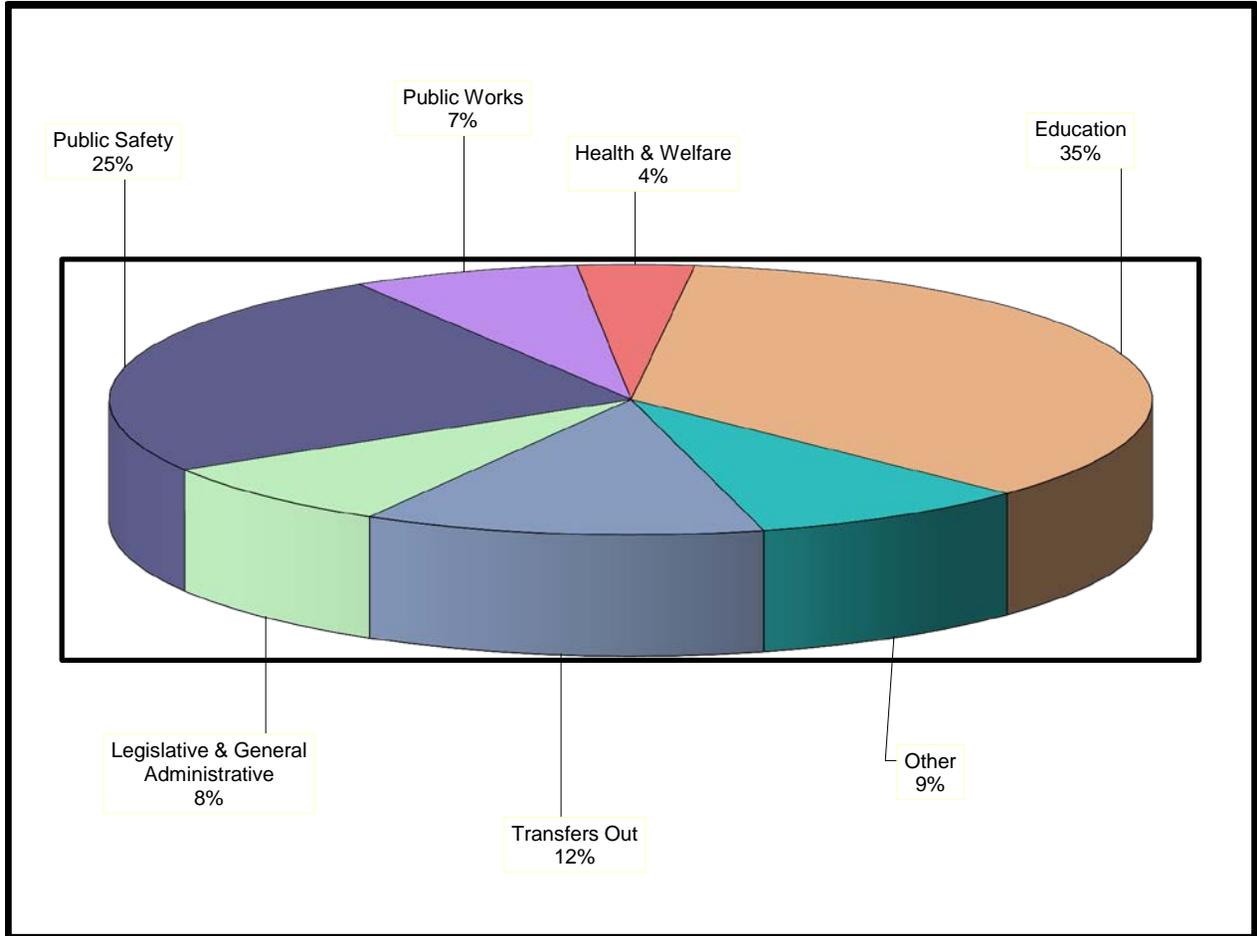
General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
General Property Taxes	\$ 16,620,000	\$ 18,380,000
Other Local Revenue	1,141,610	1,102,670
Other Local Taxes	2,883,500	2,861,500
State & Federal Revenue	3,790,228	3,688,786
Transfers from Other Funds	130,000	150,000
Use of Unappropriated Fund Balance	607,572	535,730
TOTAL	<u>\$ 25,172,910</u>	<u>\$ 26,718,686</u>

GENERAL FUND - SUMMARY

General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Legislative & General Administrative	\$ 2,158,338	\$ 2,129,239
Public Safety	6,762,043	6,672,512
Public Works	1,817,095	1,885,835
Health & Welfare	916,701	965,951
Education	9,016,657	9,425,403
Other	2,275,097	2,322,671
Transfers Out	2,226,950	3,317,075
TOTAL	<u>\$ 25,172,881</u>	<u>\$ 26,718,686</u>

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary	FY 2012	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
Account Title	Actual	Actual	Budget	Budget	Revenue	Budget	Budget	From 2014	2014
								Revised	Revised
								Budget	Budget
LOCAL REVENUE:									
<u>GENERAL PROPERTY TAXES</u>									
Real Estate-Current Tax	\$ 13,605,192	\$ 13,622,068	\$ 13,940,000	\$ 13,940,000	\$ 13,940,000	\$ 15,295,000	\$ 15,595,000	\$ 1,655,000	11.9%
Delinquent Real Estate Taxes	18,514	17,625	70,000	70,000	70,000	80,000	80,000	10,000	14.3%
Public Service Corp.	188,520	167,060	160,000	160,000	160,000	180,000	210,000	50,000	31.3%
Personal Property-Current Tax	2,380,176	2,408,318	2,275,000	2,275,000	2,275,000	2,290,000	2,325,000	50,000	2.2%
Delinquent Personal Property Taxes	13,945	9,126	30,000	30,000	30,000	30,000	30,000	-	0.0%
Penalties and Interest	154,725	147,620	145,000	145,000	145,000	140,000	140,000	(5,000)	-3.4%
TOTAL GENERAL PROPERTY TAXES	16,361,072	16,371,817	16,620,000	16,620,000	16,620,000	18,015,000	18,380,000	1,760,000	10.6%
<u>OTHER LOCAL TAXES</u>									
Local Sales Tax	526,257	586,715	600,000	600,000	600,000	600,000	600,000	-	0.0%
Communications Sales & Use Tax	413,498	424,509	420,000	420,000	420,000	420,000	420,000	-	0.0%
Meals Tax	578,582	731,292	740,000	740,000	740,000	740,000	720,000	(20,000)	-2.7%
Consumer Utility Tax	284,289	286,753	280,000	280,000	280,000	285,000	285,000	5,000	1.8%
Consumption Tax	37,847	41,345	40,000	40,000	40,000	40,000	40,000	-	0.0%
Business License Tax	416,863	416,988	415,000	415,000	415,000	415,000	415,000	-	0.0%
Cigarette Tax	60,292	142,520	136,500	136,500	136,500	136,500	120,000	(16,500)	-12.1%
Other Local Taxes	212,367	251,174	252,000	252,000	252,000	260,000	261,500	9,500	3.8%
TOTAL OTHER LOCAL TAXES	2,529,995	2,881,296	2,883,500	2,883,500	2,883,500	2,896,500	2,861,500	(22,000)	-0.8%
TOTAL PERMITS, LICENSES & FEES	97,314	76,040	71,600	71,600	71,600	75,600	75,600	4,000	5.6%
TOTAL FINES & FORFEITURES	43,604	58,102	54,000	54,000	54,000	56,000	56,000	2,000	3.7%
<u>USE OF MONEY & PROPERTY</u>									
Interest on Investments	13,700	15,800	16,000	16,000	16,000	13,000	13,000	(3,000)	-18.8%
Rental of Property	167,574	173,211	183,000	183,000	183,000	172,500	172,500	(10,500)	-5.7%
TOTAL USE OF MONEY & PROPERTY	181,274	189,011	199,000	199,000	199,000	185,500	185,500	(13,500)	-6.8%
<u>CHARGES FOR SERVICES</u>									
Other Charges for Services	395,096	352,824	372,800	372,800	372,800	382,300	382,300	9,500	2.5%
Parks & Recreation Programs	140,883	131,943	139,260	139,260	139,260	143,420	142,420	3,160	2.3%
Parks & Recreation Pool Programs	73,101	70,665	86,000	86,000	86,000	86,000	72,750	(13,250)	-15.4%
Parks & Recreation Special Events	125,217	128,267	132,106	132,106	132,106	112,800	112,800	(19,306)	-14.6%
Workboat Race	-	-	9,275	21,344	21,344	14,800	14,800	(6,544)	-30.7%
TOTAL CHARGES FOR SERVICES	734,297	683,699	739,441	751,510	751,510	739,320	725,070	(26,440)	-3.5%
TOTAL MISCELLANEOUS REVENUE	209,569	208,618	65,500	65,500	65,500	60,500	60,500	(5,000)	-7.6%
TOTAL LOCAL REVENUE	\$ 20,157,125	\$ 20,468,583	\$ 20,633,041	\$ 20,645,110	\$ 20,645,110	\$ 22,028,420	\$ 22,344,170	\$ 1,699,060	8.2%

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary	FY 2012	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
Account Title	Actual	Actual	Budget	Budget	Revenue	Budget	Budget	From 2014	2014
								Revised	Revised
								Budget	Budget
STATE REVENUE:									
<u>NON-CATEGORICAL AID</u>									
PPTRA AID	\$ 1,923,431	\$ 1,923,431	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ -	0.0%
DMV Commission	96,449	103,850	90,000	90,000	90,000	110,000	110,000	20,000	22.2%
Reimbursement to Commonwealth	(42,611)	(33,719)	-	-	-	-	-	-	n/a
Mobil Home Titling	4,619	14,752	5,000	5,000	5,000	6,000	6,000	1,000	20.0%
TOTAL NON-CATEGORICAL AID	1,981,888	2,008,314	2,018,435	2,018,435	2,018,435	2,039,435	2,039,435	21,000	1.0%
<u>CATEGORICAL AID</u>									
TOTAL SHARED EXPENSES	223,153	218,339	216,571	216,571	216,571	227,965	227,965	11,394	5.3%
<u>OTHER CATEGORICAL AID:</u>									
State 599 Funds (Police)	233,204	233,205	233,207	233,207	233,207	233,207	233,207	-	0.0%
Street & Highway Maintenance	775,000	915,000	840,000	840,000	840,000	880,000	880,000	40,000	4.8%
Library Aid	136,159	134,618	137,730	140,376	140,376	141,996	141,996	1,620	1.2%
Comprehensive Services Act	107,718	118,597	121,814	121,814	121,814	120,000	120,000	(1,814)	-1.5%
Police Grants	7,150	35,286	-	-	-	-	-	-	n/a
Fire and EMS Grants	84,575	53,135	40,813	41,813	41,813	40,000	43,683	1,870	4.5%
Other State Revenue	11,079	6,897	-	6,366	6,366	-	-	(6,366)	-100.0%
TOTAL OTHER CATEGORICAL AID	1,354,885	1,496,738	1,373,564	1,383,576	1,383,576	1,415,203	1,418,886	35,310	2.6%
TOTAL CATEGORICAL AID	1,578,038	1,715,077	1,590,135	1,600,147	1,600,147	1,643,168	1,646,851	46,704	2.9%
TOTAL STATE REVENUE	3,559,926	3,723,391	3,608,570	3,618,582	3,618,582	3,682,603	3,686,286	67,704	1.9%
FEDERAL REVENUE:									
Police Grants	17,216	16,210	-	114,362	114,362	-	-	(114,362)	-100.0%
Plum Tree Island Refuge	2,511	2,359	2,500	2,500	2,500	2,500	2,500	-	0.0%
FEMA Public Assistance Grant	189,559	-	-	-	-	-	-	-	n/a
DHS and Citizen Corps Grants	39,124	23,668	-	53,784	53,784	-	-	(53,784)	-100.0%
Other Federal Revenue	964	780	1,000	1,000	1,000	-	-	(1,000)	-100.0%
TOTAL FEDERAL REVENUE	249,374	43,017	3,500	171,646	171,646	2,500	2,500	(169,146)	-98.5%
TOTAL GENERAL FUND REVENUE	23,966,425	24,234,991	24,245,111	24,435,338	24,435,338	25,713,523	26,032,956	1,597,618	6.5%
TRANSFERS IN:									
Transfer from Sewer Fund	32,500	130,000	130,000	130,000	130,000	150,000	150,000	20,000	15.4%
Transfer from Capital Projects Fund	-	-	-	-	-	-	-	-	n/a
Transfer from Fleet Fund	-	-	-	-	-	-	-	-	n/a
Sale of Bonds	-	1,734,000	-	-	-	-	-	-	n/a
Transfer from School Board	-	-	-	-	-	-	-	-	n/a
Transfer from Fund Balance	-	-	314,230	607,572	607,572	835,730	535,730	(71,842)	-11.8%
TOTAL TRANSFERS IN	32,500	1,864,000	444,230	737,572	737,572	985,730	685,730	(51,842)	-7.0%
TOTAL REVENUE & TRANSFERS IN	\$ 23,998,925	\$ 26,098,991	\$ 24,689,341	\$ 25,172,910	\$ 25,172,910	\$ 26,699,253	\$ 26,718,686	\$ 1,545,776	6.1%

REVENUE DETAIL

LOCAL REVENUE

General Property taxes account for 82% of locally generated revenues. Included in this category are levies made on real and personal property of City residents and businesses.

REAL ESTATE TAX:

The real estate property tax on residential, commercial land and buildings in the City is adopted at a rate of \$1.07 per \$100 of assessed value. Each cent of tax brings approximately \$150,600 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. FY 2015 is not a reassessment year. Tax rate and value are effective July 1, 2014.

Residential growth projections in FY 2015 are based on new houses and other residential improvements and commercial improvements estimated in value at \$7,000,000, to be built throughout the year. This will bring approximately \$40,450 in additional tax revenue during FY 2015.

FY 2015 Real Estate Revised Budget Estimate	\$15,840,227
Tax Relief and Deferral	(285,677)
FY 2015 Residential growth \$7,000,000 on new assessments of new homes and other improvements	<u>40,450</u>
FY 2015 Real Estate Budget	<u>\$15,595,000</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 \$19,500,000 in FY 2015.

REVENUE DETAIL

PERSONAL PROPERTY TAX:

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

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the FY 2015 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for recreational vehicles a \$1.50 tax rate per \$100 of assessed value and \$0.00001 for boats. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the real estate rate of \$1.07 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2015 personal property tax revenue is \$4,248,435 a \$50,000 increase over the FY 2014 estimated budget. Personal property taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

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

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2014.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 55% of personal property tax in FY 2015. The break out between local taxes and state aid is as follows for FY 2015 Personal Property tax revenue.

<u>Local Taxes = 55%</u>	<u>State Aid = 45%</u>	<u>Total</u>
\$ 2,325,000	\$ 1,923,435	\$ 4,248,435

REVENUE DETAIL

LOCAL SALES TAX:

The general Virginia State Sales Tax rate is 5.3% and an additional 0.7% imposed in localities that make up the Northern Virginia and Hampton Roads areas. Poquoson is one of the Hampton Roads localities. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2015, it is expected to remain level from the FY 2014 budget of \$600,000. This projection is based on commercial retail sales in the City.

MEALS TAX:

The meals tax rate for FY 2015 is 6%. This tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2015, revenue is expected to decrease slightly from the FY 2014 budget by \$20,000 for a total of \$720,000.

COMMUNICATIONS SALES & USE TAX:

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

This tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax was replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" applied to each wireless number. The Cable Franchise Fee was replaced by the Communications Sales Tax. The tax is collected by the companies and paid to the State, which administers distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City. In FY 2015, it is expected to remain level at \$420,000.

CONSUMER UTILITY TAX:

The City collects a tax based upon consumption from residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed \$3 and \$10 respectively. It is estimated that the City will receive \$285,000 for FY 2015.

CONSUMPTION TAX:

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$40,000 for FY 2015.

BUSINESS LICENSE TAX:

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The amount budgeted for FY 2015 is expected to remain level at \$415,000.

CIGARETTE TAX:

This tax is based on a rate of 20 cents per pack. This tax went into effect October 1, 2001. The amount budgeted for FY 2015 is expected to be \$120,000.

REVENUE DETAIL

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	\$ 33,500
Recordation Tax	200,000
Deed of Conveyance	<u>28,000</u>
	<u>\$261,500</u>

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

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

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	\$ 5,000
Subdivision Plan Review Fees	5,000
Zoning Advertising Fees	3,000
Building Permits	30,000
Electrical Permits	9,000
Plumbing Permits	6,000
Mechanical Permits	8,000
Erosion and Sediment Fees	5,000
Right-of-Way Permits	2,500
Drainage Pipe Permits	1,000
Other Fees	<u>1,100</u>
	<u>\$ 75,600</u>

In FY 2015, this represents an increase of \$4,000 from the FY 2014 budget.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2015 is \$56,000, an increase of \$2,000.

INTEREST ON INVESTMENTS:

For FY 2015 revenue of \$13,000 is anticipated to decrease from the FY 2014 estimate.

REVENUE DETAIL

RENTAL OF PROPERTY:

The City rents property to the School Board for administrative office space in City Hall. In FY 2015, the amount will be \$26,300, which is the same since FY 2009. This rental fee is for the maintenance costs on the building space that the School Administration occupies. Also budgeted is \$140,000 for tower rental for communications companies to place their towers on City property, a decrease of \$1,000 from FY 2014. The rental of the Odd Road Community Center is expected to remain level at \$2,500.

CHARGES FOR SERVICES:

Included in this category of revenue are:

EMS Fees	\$263,500
Library Fees/Test Proctor	18,000
Passport Processing	50,000
School Maintenance	45,000
Copying Charges	<u>5,800</u>
	<u>\$382,300</u>

EMS fees are charges for ambulance services. The City began charging for ambulance services in October 2009. The rate for FY 2015 is similar to a level charged by some of the surrounding localities. The FY 2015 revenue is expected to remain level at \$263,500.

Library fees are book fines, etc. that are charged to patrons for returning items late and Test Proctor fees are to administer on-line tests to patrons. Locally, the Library issues Passports and the Passport Processing fees are expected to increase in FY 2015 to \$50,000 as more individuals utilize the service.

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

CHARGES FOR SERVICES – PARKS AND RECREATION:

Parks & Recreation Programs	\$142,420
Pool Programs	72,750
Special Events	112,800
Workboat Race	<u>14,800</u>
	<u>\$342,770</u>

Parks and Recreation Programs represent fees charged for participating in various activities, such as athletics, arts and crafts, and instructional classes. Pool Programs are fees charged for all activities relating to the pool, including swim lessons, recreational swimming and swim team. Rates for these programs are set to attempt to cover the cost of running the programs.

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

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

REVENUE DETAIL

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

CSA Reimbursement	\$ 8,000
Donations - Facilities	50,000
Miscellaneous	<u>2,500</u>
	<u>\$ 60,500</u>

Donations for Facilities in the amount of \$50,000 include the fourth year of a \$300,000 six year pledge to the City as well as other pledges for athletic facilities.

Miscellaneous revenue in prior years included donations and insurance recoveries.

STATE REVENUE

NON-CATEGORICAL AID:

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

Personal Property Tax Relief Act	\$1,923,435
Mobile Home Titling	6,000
DMV Reimbursement	<u>110,000</u>
	<u>\$2,039,435</u>

Total personal property in FY 2015 is \$4,248,435. Of this amount, \$2,325,000 is recorded as general property taxes and \$1,923,435 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$50,000; however, the revenue from the State will remain level.

The City opened a Department of Motor Vehicles – Select office (DMV) on January 2, 2002. As part of the City's agreement with DMV, the City receives a commission of 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000. It is projected the City will receive \$110,000 for FY 2015. The office staff salaries and the majority of office expenses are paid by the City. The total DMV Select expenditure budget is \$106,701.

CATEGORICAL AID - SHARED EXPENSES:

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

REVENUE DETAIL

The FY 2015 budget of \$227,965 is expected to increase from FY 2014 budget based on estimated information received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 101,740
Treasurer	92,225
Registrar	<u>34,000</u>
	<u>\$227,965</u>

OTHER CATEGORICAL AID:

The City also receives funding from the State to be used for specific purposes. Included in this category is State 599 funding for the Police Department, Street and Highway Maintenance funds, Library Aid, and other certain grants. State 599 funding is intended for the operation of the City Police Department. The 599 funding for FY 2015 is anticipated to be \$233,207, the same since FY 2012.

Street and Highway Maintenance aid is received for the upkeep of City roads and streets and is based upon the number of lane miles in the City system. Street and Highway Maintenance funds are also reflected in the Capital Projects Fund. The City estimates a total of \$1,333,630 in FY 2015 for Street and Highway Maintenance funding which is the same as FY 2014. In the General Fund, \$880,000 is budgeted for Public Works and Mosquito Control departments and \$493,630 is budgeted in the Capital Projects Fund to be used for paving and drainage projects.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City estimates in FY 2015 is \$141,996.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and special education expenses. The State contribution is expected to be \$120,000 and a local cost of \$50,000 for a total of \$170,000 for CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2015 estimates for State Categorical Aid. VML is an advocate for Virginia localities at the General Assembly.

FEDERAL REVENUE

CATEGORICAL AID:

Plum Tree Island Refuge revenue represents payment in lieu of taxes for the Big Marsh area administered by the Department of Interior.

REVENUE DETAIL

TRANSFERS IN

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system. In FY 2015 \$150,000 will be transferred for this purpose.

The use of Fund Balance in the amount of \$535,730 has been budgeted for various expenditures. The use of the Non Spendable Fund Balance in the amount of \$19,230 is the fourth year of a 10 year forgiveness of the Poquoson Museum debt. Of the remaining \$516,500, is transferred to the Capital Projects Fund, to fund planned capital projects.

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
LEGISLATIVE								
City Council	\$ 67,083	\$ 66,949	\$ 64,321	\$ 64,021	\$ 68,184	\$ 64,275	\$ 254	0.4%
GENERAL ADMINISTRATION								
City Manager	414,466	422,488	422,324	419,724	437,702	428,675	8,951	2.1%
Legal Services	102,197	114,767	102,950	102,950	108,900	108,600	5,650	5.5%
Independent Auditor	30,485	35,460	41,800	41,800	45,000	45,000	3,200	7.7%
Commissioner of the Revenue	278,380	300,803	295,290	293,447	310,694	303,437	9,990	3.4%
Assessor/Equalization Board	169,500	174,275	181,762	180,262	194,072	188,090	7,828	4.3%
Treasurer	321,071	318,199	321,909	320,809	326,615	319,815	(994)	-0.2%
Finance	328,438	350,241	360,374	359,374	389,453	378,205	18,831	5.2%
Technology	43,292	55,589	59,100	59,100	74,950	64,950	5,850	10.0%
Risk Management	256,586	114,911	196,225	162,061	75,002	76,202	(85,859)	-53.0%
TOTAL ADMINISTRATION	1,944,415	1,886,733	1,981,734	1,939,527	1,962,388	1,912,974	(26,553)	-1.4%
ELECTIONS								
Registrar/Electoral Board	153,747	158,737	155,833	154,790	157,213	151,990	(2,800)	-1.8%
PUBLIC SAFETY								
Courts and Sheriff	402,699	405,381	431,238	431,238	443,554	442,480	11,242	2.6%
Police	2,304,530	2,525,282	2,576,734	2,731,422	2,795,254	2,631,683	(99,739)	-3.7%
Fire	2,449,416	2,601,435	2,752,490	2,877,373	2,961,824	2,833,635	(43,738)	-1.5%
Corrections & Detention	222,806	314,406	314,762	314,762	394,435	375,070	60,308	19.2%
Inspections	401,519	363,536	292,127	292,063	309,544	286,644	(5,419)	-1.9%
Animal Control	86,627	85,808	115,185	115,185	103,000	103,000	(12,185)	-10.6%
TOTAL PUBLIC SAFETY	5,867,597	6,295,848	6,482,536	6,762,043	7,007,611	6,672,512	(89,531)	-1.3%
PUBLIC WORKS								
Engineering	100,238	105,834	121,771	121,771	187,023	125,131	3,360	2.8%
Public Works	1,332,593	1,335,010	1,435,175	1,435,633	1,509,244	1,484,663	49,030	3.4%
Street Lights	78,936	79,383	80,000	80,000	82,500	82,500	2,500	3.1%
Facilities	69,056	71,122	181,391	179,691	185,118	193,541	13,850	7.7%
TOTAL PUBLIC WORKS	1,580,823	1,591,349	1,818,337	1,817,095	1,963,885	1,885,835	68,740	3.8%
HEALTH & WELFARE								
Health Department	37,061	37,155	37,115	37,115	34,540	34,540	(2,575)	-6.9%
Mosquito Control	234,357	232,000	240,532	240,532	253,081	251,919	11,387	4.7%
Mental Health	189,370	198,715	201,320	201,320	222,796	222,796	21,476	10.7%
Welfare/Social Services	427,729	422,500	437,734	437,734	447,780	456,696	18,962	4.1%
TOTAL HEALTH & WELFARE	\$ 888,517	\$ 890,370	\$ 916,701	\$ 916,701	\$ 958,197	\$ 965,951	\$ 49,250	5.4%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
EDUCATION								
School Contribution	\$ 8,650,662	\$ 8,814,167	\$ 8,975,403	\$ 8,975,403	\$ 9,425,403	\$ 9,425,403	\$ 450,000	5.0%
Reappropriation	146,000	29,910	-	41,254	-	-	(41,254)	-100.0%
TOTAL EDUCATION	8,796,662	8,844,077	8,975,403	9,016,657	9,425,403	9,425,403	408,746	4.5%
PARKS, RECREATION & CULTURAL								
Parks & Recreation Programs	462,226	415,874	413,858	411,160	466,884	424,318	13,158	3.2%
Parks & Recreation Pool	110,018	113,766	111,450	111,997	132,272	119,061	7,064	6.3%
Parks & Recreation Special Events	141,023	204,834	201,024	213,093	233,476	211,920	(1,173)	-0.6%
Library	784,173	804,302	822,928	839,374	859,832	855,872	16,498	2.0%
TOTAL PARKS, REC & CULTURAL	1,497,440	1,538,776	1,549,260	1,575,624	1,692,464	1,611,171	35,547	2.3%
COMMUNITY DEVELOPMENT								
Planning	297,357	309,661	309,775	309,023	379,879	325,495	16,472	5.3%
Planning/BZA/Wetlands/ARB	5,376	2,885	6,950	6,950	16,100	6,700	(250)	-3.6%
Economic Development	117,022	108,964	129,122	131,506	164,709	124,634	(6,872)	-5.2%
Community Development	142,409	144,612	114,954	126,910	159,053	122,970	(3,940)	-3.1%
TOTAL COMMUNITY DEVELOPMENT	562,164	566,122	560,801	574,389	719,741	579,799	5,410	0.9%
NON-DEPARTMENTAL								
Non-Departmental	33,706	37,808	30,190	22,190	50,000	25,000	2,810	12.7%
Department of Motor Vehicles	100,851	99,294	102,201	102,894	109,262	106,701	3,807	3.7%
Recovery - Hurricane Irene	239,222	-	-	-	-	-	0	n/a
TOTAL NON-DEPARTMENTAL	373,779	137,102	132,391	125,084	159,262	131,701	6,617	5.3%
TRANSFERS OUT								
Debt Service Fund	2,039,547	2,052,250	2,027,024	2,076,437	2,800,575	2,800,575	724,138	34.9%
Capital Projects Fund	181,760	150,840	25,000	76,100	516,500	516,500	440,400	578.7%
Solid Waste Fund	72,100	-	-	-	-	-	0	n/a
Economic Development Authority	12,000	-	-	74,413	-	-	(74,413)	n/a
TOTAL TRANSFERS OUT	2,305,407	2,203,090	2,052,024	2,226,950	3,317,075	3,317,075	1,090,125	49.0%
TOTAL GENERAL FUND	\$ 24,037,634	\$ 24,179,153	\$ 24,689,341	\$ 25,172,881	\$ 27,431,423	\$ 26,718,686	\$ 1,545,805	6.1%

CITY COUNCIL

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 48,372	\$ 48,911	\$ 50,031	\$ 50,031	\$ 52,064	\$ 50,355	\$ 324	0.6%
Operating Expenses	18,711	18,038	14,290	13,990	16,120	13,920	(70)	-0.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 67,083	\$ 66,949	\$ 64,321	\$ 64,021	\$ 68,184	\$ 64,275	\$ 254	0.4%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
City Clerk	0.4	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4	0.4

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



Goals and Objectives

- * Promote economic development opportunities as a means of bringing balance to local revenue generation.
- * Provide outstanding leadership on behalf of the citizens.

CITY COUNCIL

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Regular Meetings	18	18	18	18
Work Sessions	13	14	14	13
Special Sessions	2	0	1	2

Significant Budget Items

- * Increase in personnel expenses due to increase in VRS rate.

CITY MANAGER

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 376,076	\$ 400,031	\$ 399,524	\$ 399,524	\$ 415,802	\$ 407,675	\$ 8,151	2.0%
Operating Expenses	38,104	22,457	22,800	20,200	21,900	21,000	800	3.5%
Capital Outlay	288	-	-	-	-	-	-	n/a
Totals	\$ 414,468	\$ 422,488	\$ 422,324	\$ 419,724	\$ 437,702	\$ 428,675	\$ 8,951	2.1%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
City Manager	1	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6	0.6
Assistant to the City Manager	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2	0.2
Totals	3.8	3.8	3.8	3.8	3.8



Goals and Objectives

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

CITY MANAGER

Major Departmental Functions

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



Significant Budget Items

- * Increase in total budget due to increase in personnel services in FY 2015.

LEGAL SERVICES

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	99,973	112,418	101,950	101,950	106,700	106,400	4,450	4.2%
Capital Outlay	2,224	2,349	1,000	1,000	2,200	2,200	1,200	54.5%
Totals	\$ 102,197	\$ 114,767	\$ 102,950	\$ 102,950	\$ 108,900	\$ 108,600	\$ 5,650	5.2%

Personnel Summary

N/A



Goals and Objectives

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

LEGAL SERVICES

Major Departmental Functions

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



Significant Budget Items

- * Increase in operating expenses is due to increase in outside legal services.

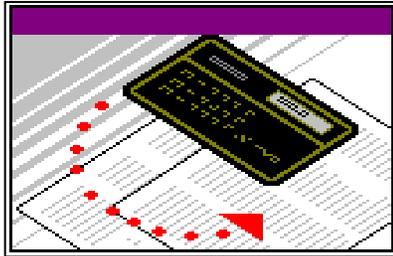
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	30,485	35,460	41,800	41,800	45,000	45,000	3,200	7.7%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	<u>\$ 30,485</u>	<u>\$ 35,460</u>	<u>\$ 41,800</u>	<u>\$ 41,800</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 3,200</u>	<u>7.7%</u>

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 2014 audits of the City, School Board, School Activity Funds and Economic Development Authority (EDA) by November 30, 2014.
- * Prepare the Comparative Cost Report for the City.
- * Provide suggestions to strengthen internal accounting and administrative controls.

INDEPENDENT AUDITOR

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u> Actual	<u>FY 2013</u> Actual	<u>FY 2014</u> Estimated	<u>FY 2015</u> Estimated
Auditing Hours	525	525	525	525

Significant Budget Items

* There is an increase in the audit budget. The required biennial actuarial evaluation on Other Post Employment Benefits (OPEB) is required in Fiscal Year 2015.

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 2014.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Adopted	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 267,775	\$ 277,341	\$ 282,305	\$ 283,362	\$ 299,444	\$ 292,187	\$ 8,825	3.1%
Operating Expenses	10,605	23,462	12,985	10,085	11,250	11,250	1,165	11.6%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 278,380	\$ 300,803	\$ 295,290	\$ 293,447	\$ 310,694	\$ 303,437	\$ 9,990	3.4%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
Commissioner of the Revenue	1	1	1	1	1
Deputy Commissioner II	1	1	1	1	1
Deputy Commissioner I	1	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1	1
Totals	4	4	4	4	4

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 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Business License	852	852	850	850
Meals Tax	50	48	50	50
Personal Property Abatements	3,677	3,745	3,800	3,800
Personal Property Assessments	20,689	20,738	21,000	21,000
Property Transfers	400	386	425	425
Public Service Corporations	14	13	13	13
Real Estate Abatements	38	24	25	25
Real Estate Parcels	5,276	5,278	5,280	5,280
State Estimated Returns	263	276	275	275
State Tax Returns Audited	1,489	1,402	1,400	1,400
State Tax Refunds Processed Online	715	649	700	700
Tax Exemption & Deferral Applications	146	150	150	150

Significant Budget Items

- * In FY 2015, the City expects to receive \$101,740 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Received approval for 649 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$257,000 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 2012 Actual	FY 2013 Actual	FY 2014		FY 2015	FY 2015	\$	%
			Original Adopted Budget	FY 2014 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
Personnel Services	\$ 159,597	\$ 165,088	\$ 170,937	\$ 170,937	\$ 179,491	\$ 176,014	\$ 5,077	3.0%
Operating Expenses	9,703	8,887	10,625	9,125	14,081	11,876	2,751	30.1%
Capital Outlay	200	300	200	200	500	200	-	n/a
Totals	\$ 169,500	\$ 174,275	\$ 181,762	\$ 180,262	\$ 194,072	\$ 188,090	\$ 7,828	4.3%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
City Real Estate Assessor	1	1	1	1	1
Assessor Technician	1	1	1	1	1
Totals	2	2	2	2	2

Ratio of property sales during time period

	6/11-12/11	6/12-12/12	6/13-12/13
Sold 41% or more over Assessed Value	10	3	0
Sold 31% -- 40% over Assessed Value	1	0	0
Sold 11% -- 30% over Assessed Value	5	4	11
Sold 1% -- 10% over Assessed Value	12	22	17
Sold at Assessed Value	5	1	5
Sold 1% -- 10% under Assessed Value	10	24	22
Sold 11% -- 30% under Assessed Value	15	15	6
Sold 31% -- 40% under Assessed Value	0	1	1
Sold 41% or more under Assessed Value	2	4	1

The above shows the shift in properties selling at or below assessed value.

Goals and Objectives

- * Continue to refine program for Computer Assisted Mass Appraisal (CAMA) database.
- * Continue to utilize property surveys and aerial photographs to improve the accuracy of property identification maps.
- * Continue to work with the contractor to maintain property tax maps and the Geographic Information System (GIS).
- * Continue to maintain and provide real estate sales information for the City web site.
- * Continue to modernize the office and the services that are provided to the public.
- * Continue to maintain one of the highest Assessment Ratios among all of the localities in the State of Virginia.
- * Begin the FY 2016 reassessment process.
- * Balance database with the Commissioner of the Revenue.

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

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

Performance Measures

	**FY 2012 Actual	FY 2013 Actual	**FY 2014 Estimated	FY 2015 Estimated
Assessor				
Real Estate Parcels	5,317	5,328	5,320	5,330
Total Assessed Value	\$1,498,862,620	\$1,508,646,060	\$1,493,024,330	\$1,500,000,000
Property Transfers	325	392	350	350
Abatement & Supplements	242	130	130	130
Assessed Value - Abate./Sup.	\$9,789,440	\$5,741,750	\$6,000,000	\$6,000,000
**reassessment year				
	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Equalization Board				
# of Property Owners Appealing	7	n/a	4	n/a
# of Parcels Reviewed	25	n/a	4	n/a
# of Parcels Increased	0	n/a	1	n/a
Value of Increases	\$0	n/a	\$23,000	n/a
# of Assessments Decreased	18	n/a	2	n/a
Value of Decreases	\$1,078,500	n/a	\$39,700	n/a

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increases.
- * FY 2016 is a reassessment year and the related expenses are incurred in the FY 2015 budget.
- * In FY 2013 reassessment notices were mailed on post cards rather than in envelopes saving \$1,270. Due to the savings notices will again be mailed on post cards.

Program Accomplishments

- * Completed FY 2014 reassessment, printed and mailed reassessments notices April 2013.
- * Held Assessors Administrative Hearing - May 2013.
- * Picked up and valued new construction at percentage complete as of August 2013.
- * Balanced Assessor's database with Commissioner of Revenue's database for printing of Landbook August 2013.
- * Completed project to download from York County Circuit Court database, all current plats & deeds for all parcels to be attached and viewable on the City GIS website.

TREASURER

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 267,189	\$ 273,946	\$ 282,172	\$ 282,172	\$ 287,825	\$ 281,375	\$ (797)	-0.3%
Operating Expenses	53,254	43,768	39,537	38,437	38,790	38,440	3	0.0%
Capital Outlay	628	485	200	200	-	-	(200)	n/a
Totals	\$ 321,071	\$ 318,199	\$ 321,909	\$ 320,809	\$ 326,615	\$ 319,815	\$ (994)	-0.3%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Treasurer	1	1	1	1	1
Deputy Treasurer	1	1	1	1	1
Accounting Technician	1	1	1	1	1
Account Clerk	1	1	1	1	1
Totals	4	4	4	4	4



Goals and Objectives

- * Maintain high collection rates and customer service.
- * Continue implementing a monthly automatic debit program for the payment of personal property and real estate taxes.
- * Continue training/certification program for Treasurer and employees. Two deputies to maintain their Master Governmental Deputy Treasurer certification. Treasurer completed the Master Governmental Treasurer certification from the Treasurer's Association.
- * Pursue collections of delinquent accounts through increased use of DMV stops and debt setoff programs and liens and warrants.
- * Obtain state office accreditation.

TREASURER

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Estimated</u>	<u>FY 2015</u> <u>Estimated</u>
Bulky Item Pickup Payments	86	50	50	50
Business Licenses Processed	852	896	900	900
Debris Pickup Payments	351	240	240	240
Dog Tags Processed	1,500	1,558	1,575	1,590
Estimated Tax Payments	817	768	775	780
Meals Tax Payments Processed	374	396	408	408
Personal Property Tax Tickets Processed	20,727	21,408	21,425	21,450
Real Estate Tax Tickets Processed	11,060	11,280	11,300	11,325
Utility Account Payments Processed	25,719	28,709	28,725	28,750

Significant Budget Items

- * In FY 2015, the City expects to receive \$92,225 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Treasurer's Office collected taxes on a timely basis. As of December 31, 2013, the collection rate for 2013 personal property was 92.0%. The collection rate for the 2012 first half of real estate was 97.8%.
- * One employee maintained certification with the Treasurers Association of Virginia (TAV).
- * There are currently 277 participants in the automatic debit program which is an increase of 26 from the prior year.
- * Continued to grow a monthly auto debit program for the pre-payment of taxes. There are currently 50 participants accounting for approximately \$12,900 per month.
- * Filed 258 liens in calendar year 2013 for the benefit of collecting delinquent taxes, fees and library fines which represented \$8,880.
- * Started a new employee in the Treasurer's education program.

FINANCE

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014		FY 2015	FY 2015	\$	%
			Original	FY 2014	Department	City Council	Change	Change
			Adopted	Revised	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 277,306	\$ 309,688	\$ 318,049	\$ 318,049	\$ 343,603	\$ 332,555	\$ 14,506	4.6%
Operating Expenses	46,946	39,869	42,325	41,325	45,850	45,650	4,325	10.5%
Capital Outlay	4,186	684	-	-	-	-	-	n/a
Totals	\$ 328,438	\$ 350,241	\$ 360,374	\$ 359,374	\$ 389,453	\$ 378,205	\$ 18,831	5.2%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015	FY 2015
				Department Request Positions	City Council Authorized Positions
Director of Finance	1	1	1	1	1
Accountant/Assistant Finance Director	1	1	1	1	1
Account Analyst	1	1	1	1	1
Finance Specialist	1	1	1	1	1
Totals	4	4	4	4	4



Goals and Objectives

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

FINANCE

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Accounts Payable Checks Issued	3,827	3,920	3,950	3,950
Payment Vouchers	6,100	6,200	6,240	6,240
Payroll Checks Issued	956	684	685	685
Payroll Direct Deposits	3,150	3,447	3,450	3,450
Deposits to Different Financial Institutions	21	22	24	24
Utility Bills Printed	30,532	31,095	31,155	31,215
Utility Customers	4,801	4,855	4,861	4,861
Utility Customers with Special Rates	133	133	135	135

Significant Budget Items

- * Increase in personnel services due to increased cost of health insurance and VRS.

Program Accomplishments

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

TECHNOLOGY

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	39,981	43,369	49,100	49,100	49,950	49,950	850	1.7%
Capital Outlay	3,311	12,220	10,000	10,000	25,000	15,000	5,000	50.0%
Totals	\$ 43,292	\$ 55,589	\$ 59,100	\$ 59,100	\$ 74,950	\$ 64,950	\$ 5,850	9.9%

Personnel Summary

N/A

Goals and Objectives

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

TECHNOLOGY

Major Departmental Functions

- * This department supports the contractor that maintains and assists with the City's GIS database as well as the shared information technology support from the Poquoson Public School Division.
- * Purchases technology equipment for the City.

Significant Budget Items

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

Program Accomplishments

- * Implemented the new VoIP telephone system.
- * Continued to centralize technology purchasing, therefore reducing costs.

RISK MANAGEMENT

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2013 Revised Budget	% Change From 2013 Revised Budget
Personnel Services	\$ 188,988	\$ 57,197	\$ 174,466	\$ 140,302	\$ 37,831	\$ 39,031	\$ (101,271)	-72.2%
Operating Expenses	67,688	57,714	21,759	21,759	37,171	37,171	15,412	70.8%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 256,676	\$ 114,911	\$ 196,225	\$ 162,061	\$ 75,002	\$ 76,202	\$ (85,859)	-53.0%

Personnel Summary

N/A



Goals and Objectives

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

RISK MANAGEMENT

Major Departmental Functions

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

Performance Measures

	Year 2012 Actual	Year 2013 Actual	Year 2014 Estimated	Year 2015 Estimated
<u>Worker's Compensation</u>				
Claims Filed	14	6	5	5
Loss Ratio	2.7%	0.2%	2.0%	2.0%
<u>Line of Duty</u>				
Claims Filed	0	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>General Liability</u>				
Claims Filed	5	1	2	2
Loss Ratio	1.4%	0.0%	2.0%	2.0%
<u>Auto Liability</u>				
Claims Filed	1	4	2	2
Loss Ratio	9.0%	112.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	3	2	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Inland Marine</u>				
Claims Filed	0	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%

Significant Budget Items

- * In FY 2015, personnel services includes \$24,000 for retirement incentive for 6 retirees.
- * In FY 2012 a supplemental appropriation was approved for one time bonuses for employees.
- * Cost of premiums for property and automobile insurance coverage is allocated to the respective City departments.
- * Consistent with recent practices, the FY 2014 budget included \$120,000 in compensation, the same as the contribution to the school division.

Program Accomplishments

- * Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- * Safety Committee reviews accidents to limit exposure of claims, reviews potential liability areas throughout City buildings and grounds.
- * Conduct driver license check to ensure employees are eligible to drive City vehicles.
- * Completed Retirement Incentive Plan 1 for 4 former employees.

REGISTRAR / ELECTORAL BOARD

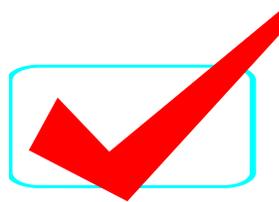
Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 126,646	\$ 132,566	\$ 135,339	\$ 135,596	\$ 135,062	\$ 132,489	\$ (3,107)	-2.3%
Operating Expenses	24,259	20,545	20,494	19,194	22,151	19,501	307	1.6%
Capital Outlay	2,842	5,626	-	-	-	-	-	n/a
Totals	\$ 153,747	\$ 158,737	\$ 155,833	\$ 154,790	\$ 157,213	\$ 151,990	\$ (2,800)	-1.8%

* In Personnel Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of \$6,194.

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Registrar	1	1	1	1	1
Assistant Registrar	1	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1	2.1



Goals and Objectives

- * Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
- * Protect the integrity of the electoral process and efficiently conduct the elections in FY 2015 within the provisions of the Code of Virginia.
- * Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
- * Maintain accurate and up-to-date voter records.
- * Increase voter registrations through use of National Voter Registration Act (NVRA).
- * Train Officers of Election so they will be informed of duties on election day.
- * Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

REGISTRAR / ELECTORAL BOARD

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Changes in Address	221	165	190	200
Deletions	337	717	520	560
New Registrants	299	445	330	350
Other Changes	47	230	205	215
Registered Voters	8,827	8,834	8,890	8,980
Transferred In	162	272	190	210

Significant Budget Items

- * In FY 2015, the City expects to receive \$34,000 in State Categorical Aid for the Registrar and board members' salaries.
- * Decrease in personnel expenses due to employee health insurance subscription change.

Program Accomplishments

- * Successfully conducted the June Democratic Primary.
- * Successfully conducted the November Gubernatorial Election.
- * Successfully conducted a recount for the office of Attorney General.
- * Trained new election officials on the touch screen and optical scan voting machines.
- * Worked with the State Board of Elections to verify voters received credit for voting in elections.
- * Researched and confirmed the National Change of Address list provided by the State Board of Elections.
- * Trained election officials on the electronic poll books.

COURTS AND SHERIFF

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	402,699	405,381	431,238	431,238	443,554	442,480	11,242	2.6%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 402,699	\$ 405,381	\$ 431,238	\$ 431,238	\$ 443,554	\$ 442,480	\$ 11,242	2.6%

Personnel Summary

N/A



COURTS AND SHERIFF

Major Departmental Functions

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



Significant Budget Items

* York County sets the Poquoson Courts and Sheriff budgets, and by legislation Poquoson pays 19.9% of the total budget of \$2,121,877 with \$422,254 as Poquoson's share.
 * Overall increase of \$12,316 or 2.9% for the department due in part to increases in operating costs for York/Poquoson Courthouse and Sheriff functions.

Budget Detail

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 City Council Adopted Budget
York/Poquoson Courthouse	\$215,877	\$201,853	\$ 212,911	\$ 212,911	\$ 217,095
Sheriff	169,177	186,819	198,582	198,582	205,159
9th District Court	9,027	9,253	12,000	12,000	12,480
Colonial Community Corrections	8,618	7,456	7,745	7,745	7,746
Totals	\$402,699	\$405,381	\$ 431,238	\$ 431,238	\$ 442,480

POLICE

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014		FY 2015		\$	%
			Original	FY 2014	Department	FY 2015	Change	Change
			Adopted	Revised	Request	City Council	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 1,672,007	\$ 1,833,937	\$ 1,929,995	\$ 1,960,757	\$ 2,141,063	\$ 2,009,528	\$ 48,771	2.5%
Operating Expenses	608,124	599,686	615,739	739,665	623,191	621,155	(118,510)	-16.0%
Capital Outlay	24,399	91,659	31,000	31,000	31,000	1,000	(30,000)	-96.8%
Totals	\$ 2,304,530	\$ 2,525,282	\$ 2,576,734	\$ 2,731,422	\$ 2,795,254	\$ 2,631,683	\$ (99,739)	-3.7%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015	FY 2015
				Department	City Council
				Request	Authorized
	Positions	Positions	Positions	Positions	Positions
Police Chief	1	1	1	1	1
Captain/Assistant Police Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Planning and Administration Sergeant	0	1	1	1	1
Investigations Sergeant	0	0	1	1	1
Patrol Sergeant	2	2	4	4	4
Sergeant/EMT	3	2	0	0	0
Detective	0	1	1	1	1
Corporal	4	3	3	3	3
Master Police Officer	6	6	1	1	1
Police Officer	4	5	9	10	9
Records Administrator	0	0	1	1	1
Administrative Assistant	1	1	0	0	0
Part Time Police (FTE)	0.5	0.5	0.5	0.5	0.5
Totals	23.5	24.5	24.5	25.5	24.5

Goals and Objectives

- * Make improvements and upgrades to the police department headquarters building, facilities and equipment.
- * Continue to expand training opportunities for all department personnel, including personal safety and conducting complex criminal investigations.
- * Continue to provide opportunities for leadership development.
- * Implement a program of annual physical fitness examinations for all police officers.
- * Implement a replacement program for aging body armor and personal protective equipment for all sworn members.
- * Continue to expand the "Holiday Patrol Program".
- * Address overtime and accountability issues in the 12 hour work schedule.
- * Continue to make crime prevention a priority while focusing on alcohol and drug violations, larceny, and vandalism.

POLICE

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Accidents	158	135	150	158
Arrests/Charges/Apprehensions	434	453	460	483
Calls for Service	16,002	14,030	15,100	15,855
First Responder Calls	331	300	315	331
Traffic Tickets	867	1,184	940	987
Training Man-hours	2,500	2,500	2,030	2,132

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increases.
- * Decrease in operating expenses due to DEA drug seizure money not appropriated until received.
- * Decrease in capital due to elimination of funding for a replacement vehicle.

Program Accomplishments

- * Assisted the Poquoson Public schools in improving its emergency communications and upgrading the radio communications systems at 4 schools.
- * Enhanced the quality and frequency of departmental personnel training, including but not limited to CPR/First Aid/EMT, advance crash investigation, behavioral recognition, crisis intervention, child abuse medical training and case preparation for courtroom testimony.
- * Received grant from Virginia Department of Motor Vehicles for DUI checkpoints.
- * Participated in the 911 Fitness Challenge.
- * Partnered with the DEA and Poquoson Pharmacy for the National Drug Take Back events and collected over 311 pounds of discarded prescription drugs.
- * Continued the Toys-for-Tots donation program in November and December.
- * Police Chief is a member of the Board of Directors for the Hampton Roads Criminal Justice Training Academy (HRCJTA) which provides oversight of the daily operations of the Academy and its success.

FIRE

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 2,020,207	\$ 2,133,654	\$ 2,308,069	\$ 2,308,209	\$ 2,503,864	\$ 2,380,055	\$ 71,846	3.1%
Operating Expenses	391,014	418,718	438,229	561,972	451,768	447,388	(114,584)	-20.4%
Capital Outlay	38,195	49,063	6,192	7,192	6,192	6,192	(1,000)	-13.9%
Totals	\$ 2,449,416	\$ 2,601,435	\$ 2,752,490	\$ 2,877,373	\$ 2,961,824	\$ 2,833,635	\$ (43,738)	-1.5%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Fire Chief/Fire Official	1	1	1	1	1
Deputy Fire Chief/Emergency Mgt Coordinator	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Fire Lieutenant	3	3	3	3	3
Firefighter/Paramedic	6	16	21	22	21
Fire Fighter/Intermediate	11	0	0	0	0
Fire Fighter/Enhanced	1	2	0	0	0
Fire Fighter/EMT	3	3	0	0	0
Office Manager	0	0	1	1	1
Administrative Secretary	1	1	0	0	0
Totals	30	30	30	31	30



Goals and Objectives

- * Improve training program through increased teaching aids and equipment and offering more basic classes.
- * Continue to refine and improve our fire prevention program.
- * Cooperative effort between the City of Hampton and the City of Poquoson to conduct a Firefighter I and II class.
- * Finalize Automatic Mutual Aid with York County and City of Hampton.
- * To further develop our Marine Program.
- * Seek out and apply for various grants to assist with training, equipment or programs enhancing the department.
- * Develop a master firefighter program.

FIRE

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Average Fire/EMT calls per month	165	172	168	172
Training hours	5,400	6,857	7,344	7,344
Fire Calls:				
Structure Fire	27	29	25	27
Brush Fire	50	44	40	42
Miscellaneous Fire	770	860	840	859
Ambulance Calls:				
Advanced Life Support	572	563	502	515
Basic Life Support	268	271	288	295
Miscellaneous	286	299	320	328

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increases.
- * Decrease in operating expenses is due to grant money not appropriated until received.



Program Accomplishments

- * Departmental Standard Operation Procedures are completed. Continuous updates will be made as necessary.
- * The training program now meets NFPA Standards.
- * Fire Prevention Program now meets NFPA Standards with regard to number of inspections per year.
- * Developed a training program that meets the NFPA Standards for subject matter and required number of hours.
- * Emergency Management Program is on track which included additional training, exercise participation, coordinator briefings and planning.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	222,806	314,406	314,762	314,762	394,435	375,070	60,308	19.2%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 222,806	\$ 314,406	\$ 314,762	\$ 314,762	\$ 394,435	\$ 375,070	\$ 60,308	19.2%

Personnel Summary

N/A

<u>Budget Detail</u>	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget
Adult Detention	\$ 167,434	\$ 219,396	\$ 257,565	\$ 257,565	\$ 305,100	\$ 300,735
Juvenile Services						
Juvenile Detention	49,966	89,760	52,800	52,800	83,700	68,700
Project Insight	5,406	5,250	4,397	4,397	5,635	5,635
Totals	\$ 222,806	\$ 314,406	\$ 314,762	\$ 314,762	\$ 394,435	\$ 375,070

CORRECTIONS AND DETENTIONS

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Adult Detention:				
Average Daily Population	18	19.3	15.8	unavailable
Percentage of Use	4.6%	4.4%	4.0%	4.6%
Juvenile Services:				
Juvenile Detention (Days)	301	300	300	450
Per Diem Rate	\$166.00	\$176.00	\$176.00	\$186.00

Significant Budget Items

- * An increase of \$10.00 per juvenile detention day has been projected by Middle Peninsula Juvenile Detention Commission for FY 2015.

INSPECTIONS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 253,286	\$ 263,629	\$ 271,060	\$ 271,996	\$ 287,039	\$ 271,139	\$ (857)	-0.3%
Operating Expenses	148,233	97,917	21,067	20,067	20,005	15,505	(4,562)	-22.7%
Capital Outlay	-	1,990	-	-	2,500	-	-	n/a
Totals	\$ 401,519	\$ 363,536	\$ 292,127	\$ 292,063	\$ 309,544	\$ 286,644	\$ (5,419)	-1.9%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Building Official	1	1	1	1	1
Senior Building Inspector	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Part Time (FTE)	0.75	0.75	0.75	0.75	0.75
Totals	3.75	3.75	3.75	3.75	3.75



Goals and Objectives

- * Continue staff education in various building related trades.
- * Provide the citizens and contractors the most updated information on codes and ordinances.
- * Continue to improve the methods used to obtain compliance with zoning, property maintenance and building codes.
- * Modify the weed ordinance.
- * Develop an electronic method of field inspections.
- * Continue to build a database of permit information.

INSPECTIONS

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Building Permits Issued	186	250	238	250
Certificate of Occupancies Issued	12	30	29	35
Code Violations Cited & Enforced	450	450	435	450
Inspections Performed	4,800	4,800	1,200	1,500
Meetings	350	350	375	350
Plans Reviewed	625	650	600	650
Other Permits (Elect, Plumbing, Mech, etc)	435	450	500	500

Significant Budget Items

- * Decrease in operating expenses due to decrease in motor vehicle expenses and contractor operations.

Program Accomplishments

- * Continued the development of efficient methods of notifying violators of areas to be corrected.
- * Catalogued and developed a database of all elevation certificates currently on file with the department.
- * Updated the building permit/zoning application.
- * Continue working on getting elevation certificates available online through the City's GIS program.
- * CRS yearly review rated the City a Class 8.
- * Continuing education of staff in related building trades.
- * Completed the GIS layer of repetitive loss homes with assistance from the City Planner and Assessor.
- * Communicated with the community and contractors on the most updated information in regard to codes and ordinances.

ANIMAL CONTROL

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	86,627	85,808	115,185	115,185	103,000	103,000	(12,185)	-10.6%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 86,627	\$ 85,808	\$ 115,185	\$ 115,185	\$ 103,000	\$ 103,000	\$ (12,185)	-10.6%

Personnel Summary

N/A



Goals and Objectives

- * Continue to provide education and intervention when needed to prevent animal suffering and facilitate compatibility between our citizens and the animals in our community.
- * Train humane officers in mandated animal control training school.
- * Answer citizen complaints involving wild as well as domestic animals.
- * Enforce animal control and cruelty laws and ordinances of the City of Poquoson, issuing summonses for violations of any applicable ordinances.
- * Pick up dogs running loose, feral cats, and dead animals on public roadways and dispose of animals.
- * Continue to enforce dog licensing law which requires proof of rabies, one of the most effective means of limiting the number of rabies cases.

ANIMAL CONTROL

Major Departmental Functions

* Animal Control is handled by Newport News Animal Control. The fully certified officers pick up stray animals, nuisance wildlife, deceased animals on public roadways, and investigate cruelty complaints.

Budget Detail

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 City Council Adopted Budget
SPCA	\$ 47,767	\$ 47,445	\$ 24,385	\$ 24,385	\$ -
Newport News Animal Control	38,860	38,363	42,000	42,000	43,000
Regional Animal Shelter	-	-	48,800	48,800	60,000
Totals	\$ 86,627	\$ 85,808	\$ 115,185	\$ 115,185	\$ 103,000

Significant Budget Items

* Decrease due to the opening of the Regional Animal Shelter for FY 2015. The participating localities are: Newport News, Hampton, York County and Poquoson.

	Year 2012 Actual	Year 2013 Actual	Year 2014 Estimated	Year 2015 Estimated
Calls for Service	181	142	161	152
Written Warnings	24	16	20	18
Summons Issued	-	-	-	-
Calls for Stray Animals	93	65	79	72
Calls for Animal Bites	9	5	7	6
Calls for Sick/Injured Animal	35	39	37	38
Calls for Nuisance Wildlife	10	2	6	4
Other Calls	14	15	15	15
Dogs Impounded	55	29	42	36
Cats Impounded	45	25	35	30
Wildlife Impounded	21	30	26	28
Cruelty	20	16	18	17

ENGINEERING

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 100,210	\$ 104,499	\$ 109,411	\$ 109,411	\$ 116,264	\$ 110,072	\$ 661	0.6%
Operating Expenses	28	1,335	10,860	10,860	67,259	15,059	4,199	38.7%
Capital Outlay	-	-	1,500	1,500	3,500	-	(1,500)	n/a
Totals	\$ 100,238	\$ 105,834	\$ 121,771	\$ 121,771	\$ 187,023	\$ 125,131	\$ 3,360	2.8%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
City Engineer	1	1	1	1	1
Totals	1	1	1	1	1

Goals and Objectives

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

ENGINEERING

Major Departmental Functions

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

Performance Measures

	FY 2012	FY 2013	FY 2014	FY 2015
	Actual	Actual	Estimated	Estimated
Right of Way Permits Issued	n/a	30	39	35
Major Capital Projects	n/a	1	1	1
Citywide Permits Reissued/Maintained	n/a	2	2	0
Request for Engineering Information	n/a	300	300	300

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increases.

Program Accomplishments

- * Partnered with NASA to create Enhanced GIS Tool for Storm Surge Prediction. Tool is in use.
- * A design/build project to upgrade Rens Road boat ramp was completed.
- * Developed a new stormwater management program as required by the Virginia Stormwater Regulations. Local governments are required by the Regulation to administer the Virginia Stormwater Permit for Construction Activities. Developed a 5 year plan for the City's Municipal Separate Storm Sewer Permit (MS4), which is in effect from July 2013 to July 2018. Chesapeake Bay TMDL requirements are mandated under this permit.
- * Submitted annual report for MS4 permit.
- * Identified environmental spill prevention and countermeasure facilities required for City properties.
- * Responded to EPA Administrative Order/Request for information.
- * Analyzed sea level rise, recurrent flooding reports impacting City; partnered with University of Pennsylvania and VIMS on Hurricane Flood Mitigation grant applications.
- * Continued to respond to citizen complaints; staff and City Council technical inquiries.
- * Obtain credit for past Bay clean up work.

PUBLIC WORKS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014		FY 2015	FY 2015	\$	%
			Original	FY 2014	Department	City Council	Change	Change
			Adopted	Revised	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 908,095	\$ 919,417	\$ 989,697	\$ 994,655	\$ 1,056,196	\$ 1,036,973	\$ 42,318	4.3%
Operating Expenses	358,649	330,125	358,978	354,478	365,548	360,190	5,712	1.6%
Capital Outlay	65,849	85,468	86,500	86,500	87,500	87,500	1,000	1.2%
Totals	\$ 1,332,593	\$ 1,335,010	\$ 1,435,175	\$ 1,435,633	\$ 1,509,244	\$ 1,484,663	\$ 49,030	3.4%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Director of Public Works	1	1	1	1	1
Construction Inspector	1	1	1	1	1
Street Maintenance Supervisor	1	1	1	1	1
Crewleader	2	2	2	2	2
Ground Maintenance Supervisor	1	1	1	1	1
Equipment Operator II	1	1	2	2	2
Equipment Operator I	2	2	2	2	2
Maintenance Worker IV	1	1	1	1	1
Maintenance Worker III	2	2	2	2	2
Maintenance Worker II	2	2	1	1	1
Parks Maintenance Worker	1	1	1	1	1
Maintenance Worker I	1	1	1	2	2
Laborer (FTE)	0	0.6	0.6	0	0
Secretary (FTE)	0.5	0.5	0.5	0	0
Office Manager (FTE)	0	0	0	0.5	0.5
Totals	16.5	17.1	17.1	17.5	17.5

Goals and Objectives

- * Oversee construction and maintenance of all City streets in accordance with Virginia Department of Transportation standards to ensure safe vehicle operation for all motorists.
- * Maintain all City public right-of-ways to create a positive City image and promote safety and environmental quality throughout the City. Maintenance includes cleaning streets twice a year, mowing grass and medians during normal growing season, beautification and maintenance of landscaped areas.
- * Schedule at least one in-house training session per month
- * Continue to complete 100% of all work orders within the same week of receipt of request.
- * Oversee the maintenance of parks and athletic fields and upgrade athletic facilities to meet increased demand.
- * Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.

PUBLIC WORKS

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	325	21	300	280
Asphalt Paving Material Applied (tons)	5,786	4,646	4,000	4,000
Delivery of cases of Green Bags	65	85	100	90
Installation of New Drainage Pipe (feet)	96	240	200	150
Regrading of Roadside Ditches (feet)	6,409	10,964	10,000	9,000
Stone Used for Street Maintenance (tons)	56	196	1,300	400
Work Orders Completed	30	56	70	70
Construction Inspections Performed:				
Driveways	40	52	50	50
Erosion & Sediment Control	64	106	70	100
Sewer	6	1	8	2
Curb & Gutter (feet)	67,000	29,861	15,000	30,000
Sanitary Sewer Pipeline (feet)	55	147	250	500
Storm Pipe & Drainage Ditches (feet)	3,150	5,307	4,000	5,000
New Street Construction (feet)	54,571	37,432	15,000	30,000

Significant Budget Items

- * Increase in personnel services is due to conversion of part time position to full time, VRS and Health Insurance rate increases.

Program Accomplishments

- * Drainage Improvements to the dam located behind the Hunt's Cove subdivision and upgrade of Forrest Road drainage.
- * Installed larger concrete swale and Tide Flex valve per drainage study and City Engineer on Hopkins Court.
- * Installed concrete swale from Odd Road to Firth Field.
- * Built park at Amory's Wharf.
- * Oversaw the construction of the Rens Road boat ramp and dock.
- * Continued the convenience site drop-off program for bulky and landscape debris.

STREET LIGHTS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	78,936	79,383	80,000	80,000	82,500	82,500	2,500	3.1%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 78,936	\$ 79,383	\$ 80,000	\$ 80,000	\$ 82,500	\$ 82,500	\$ 2,500	3.1%

Personnel Summary

N/A

Goals and Objectives

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

STREET LIGHTS

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Number of Street Lights	593	593	593	599
New Lights Installed:				
City Installed	0	0	0	0
Developer Installed	2	0	0	6

Program Accomplishments

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

FACILITIES

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	55,264	57,364	164,391	162,691	168,118	176,541	13,850	8.5%
Capital Outlay	13,792	13,758	17,000	17,000	17,000	17,000	-	0.0%
Totals	\$ 69,056	\$ 71,122	\$ 181,391	\$ 179,691	\$ 185,118	\$ 193,541	\$ 13,850	7.7%

Personnel Summary

n/a

Goals and Objectives

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

FACILITIES

Major Departmental Functions

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

Performance Measures

	<u>FY 2012</u> <u>Actual</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Estimated</u>	<u>FY 2015</u> <u>Estimated</u>
Facilities Maintained	n/a	n/a	7	7

Significant Budget Items

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

HEALTH DEPARTMENT

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	37,061	37,155	37,115	37,115	34,540	34,540	(2,575)	-6.9%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 37,061	\$ 37,155	\$ 37,115	\$ 37,115	\$ 34,540	\$ 34,540	\$ (2,575)	-6.9%

Personnel Summary

N/A

Goals and Objectives

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



HEALTH DEPARTMENT

Major Departmental Functions

- * Provide for the City's contribution to the Poquoson Health Department, which is an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The City's minimum "match" requirement is 32.55% of the City's portion of the total Peninsula Health District budget. The total Health Department budget for Poquoson is \$121,117 net of estimated revenues. The total Health District's budget for FY 2015 is \$7,201,206 net of estimated revenues.
- * The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizen medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.
- * The Health Department has a mobile unit that visits Poquoson on a once a month basis to provide more convenient services to the citizens of Poquoson.

Significant Budget Items

- * Health Department contribution is calculated based on population data from the Weldon Cooper Center for Public Service.

MOSQUITO CONTROL

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Adopoted	Revised	Department	City Council	Change	Change
			Budget	Budget	Request	Adopted	From 2014	From 2014
					Budget	Budget	Revised	Received
							Budget	Budget
Personnel Services	\$ 140,627	\$ 146,811	\$ 153,490	\$ 153,490	\$ 164,094	\$ 158,842	\$ 5,352	3.5%
Operating Expenses	93,636	83,262	85,242	85,242	87,187	91,277	6,035	7.1%
Capital Outlay	94	1,927	1,800	1,800	1,800	1,800	-	0.0%
Totals	\$ 234,357	\$ 232,000	\$ 240,532	\$ 240,532	\$ 253,081	\$ 251,919	\$ 11,387	4.7%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
PW Manager/Mosq & Drainage Coordinator	1	1	1	1	1
Crewleader	1	1	1	1	1
Totals	2.0	2.0	2.0	2.0	2.0

Goals and Objectives

- * Obtain drainage easements in areas where outfall ditches need to be upgraded.
- * Educate the public on mosquito prevention and have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment.
- * Continue to stress on and off the job safety through departmental training.
- * Improve drainage maintenance and mosquito prevention with additional manpower and equipment.
- * With the continued funding for contracted labor, the City will clean the outfall ditches throughout on a preventative maintenance schedule.
- * Work with the City Engineer on drainage projects.



MOSQUITO CONTROL

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Cleaning Outfall Ditches by Hand (Feet)	88,710	98,325	110,000	99,000
Cleaning Outfall Ditches with Equip (Feet)	0	0	1,200	1,300
Drainage Pipe Installed (Feet)	96	240	250	150
Drainage Structures Maintained	815	815	820	825
Larvacide for Mosquito Control (Pounds)	35	45	50	50
Mosquito Spray Applied (Gallons)	70	50	110	125
Weed Killer Applied (Gallons)	25	25	50	55

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increase.
- * Increase in operating expenses is due to increased costs of fleet vehicles.

Program Accomplishments

- * Outfall drainage ditches cleaned by using contracted labor in conjunction with staff.
- * Provided education programs at the Public Library on mosquito awareness and prevention.
- * Attended recertification courses to keep Pesticide Users' Certificates up to date.
- * Hand dug outfall ditches that equipment could not reach to help eliminate standing water and improve drainage.
- * Received fewer complaints from residents due to the additional help of contracted labor.
- * Upgraded outside of Community Center.
- * Cut and dipped out Oxford Run ditch for improved drainage and upgraded ditch from Odd Road to Firth Field to concrete swale.
- * Completed and submitted application for continued aerial spraying.



MENTAL HEALTH

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 Cty Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	189,370	198,715	201,320	201,320	222,796	222,796	21,476	10.7%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 189,370	\$ 198,715	\$ 201,320	\$ 201,320	\$ 222,796	\$ 222,796	\$ 21,476	10.7%

Personnel Summary

N/A

Goals and Objectives

* Provide funding to Colonial Behavioral Health for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse. The total budget for Colonial Behavioral Health is \$14,612,500 with the local share of \$2,380,000. Poquoson's share is 7% or \$170,000; James City County's share is 48% or \$1,150,000; York County's share is 34% or \$805,000 and Williamsburg's share is 11% or \$255,000.

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

MENTAL HEALTH

Major Departmental Functions

- * Provide the City's contribution to Colonial Behavioral Health, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, Williamsburg, York County and James City County. Services include psychiatric evaluation and treatment, individual and group counseling, drug and alcohol abuse treatment, vocational workshops for the developmentally disabled, special education and rehabilitation programs for handicapped children. Local funding is shared according to a predetermined formula. Funding for administrative expenses is based on 20% of the City's population and 80% of current utilization figures. The headquarters for Colonial Behavioral Health is located in Williamsburg.
- * Provide for City contribution to the Crossroads Teen House, located in Williamsburg, which serves youth who are removed from a home setting but for whom traditional institutional care would not be appropriate.

Budget Detail

	FY 2012	FY 2013	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 City Council Adopted Budget
	Actual	Actual			
Colonial Behavioral Health	\$144,210	\$149,980	\$151,732	\$151,732	\$170,000
Crossroads Programs	45,160	48,735	49,588	49,588	52,796
Totals	\$189,370	\$198,715	\$201,320	\$201,320	\$222,796

Significant Budget Items

- * Colonial Behavioral Health's FY 2015 budget includes an increase to assist with a 1% compensation increase and expected fringe benefit cost increases.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	427,729	422,500	437,734	437,734	447,780	456,696	18,962	4.3%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 427,729	\$ 422,500	\$ 437,734	\$ 437,734	\$ 447,780	\$ 456,696	\$ 18,962	4.3%

Personnel Summary

N/A

Goals and Objectives

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

WELFARE / SOCIAL SERVICES

Major Departmental Functions

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

<u>Budget Detail</u>	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2015 City Council Adopted Budget
Comprehensive Services Act	\$ 173,544	\$ 174,422	\$ 170,000	\$ 170,000	\$ 170,000
Peninsula Agency on Aging	2,639	2,507	2,734	2,780	11,696
Social Services	251,546	245,571	265,000	275,000	275,000
Totals	<u>\$ 427,729</u>	<u>\$ 422,500</u>	<u>\$ 437,734</u>	<u>\$ 447,780</u>	<u>\$ 456,696</u>

Significant Budget Items

- * Increased cost of Social Services is due to actual services utilized by the citizens of Poquoson.
- * Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$170,000 in FY 2015.
- * Peninsula Agency on Aging includes the cash match for a grant to replace the van for transportation.

SCHOOL CONTRIBUTION

Expenditures Summary

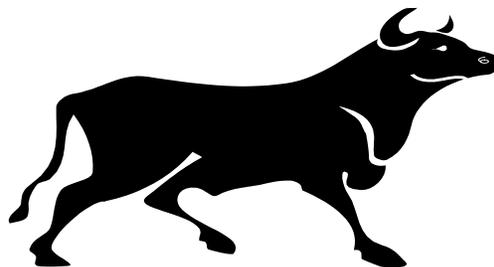
	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 School Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Operation Transfer	\$ 8,623,640	\$ 8,814,167	\$ 8,975,403	\$ 8,975,403	\$ 9,425,403	\$ 9,425,403	\$ 450,000	5.0%
Additional Appropriation	146,000	-	-	-	-	-	-	n/a
Reappropriation	27,022	29,910	-	41,254	-	-	(41,254)	n/a
Totals	\$ 8,796,662	\$ 8,844,077	\$ 8,975,403	\$ 9,016,657	\$ 9,425,403	\$ 9,425,403	\$ 408,746	4.5%

Personnel Summary

N/A

Goals and Objectives

- * Provide a respectful, safe, caring environment for students to master content as well as to learn and use skills of critical thinking, collaboration and communication.
- * Exceed student achievement requirements through quality instruction that promotes student engagement and reflects teaching innovations, research-based instruction, effective teaching strategies, and highly qualified educators.
- * Provide professional development to maintain highly qualified educators. .
- * Continuous student improvement through the implementation of quality programs that meet the needs of all students.



Poquoson High School Mascot

SCHOOL CONTRIBUTION

Major Departmental Functions

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

Performance Measures

- * Poquoson students continue to perform well on tests that measure content mastery and the schools are fully accredited according to the standards set by the Virginia Board of Education.
- * All four schools met the Federal Annual Measurable Objectives (AMO) goals mandated by the *No Child Left Behind Act*.

Significant Budget Items

- * The FY 2015 operation funding for the Poquoson City School system is \$9,425,403 which is an increase of \$408,764 net of reappropriated 2013 leftover funds.
- * Leftover funds from one fiscal year may be reappropriated to the current fiscal year.
- * The School's budget is based on an average daily membership of 2,075 for the FY 2014-2015 school year.
- * The School's total budget of \$20,535,724 is an increase of 2.78% from FY 2014. This budget is a reflection of the increased cost of operations, an increase in the rates for the Virginia Retirement System, an increase in Local Composite Index and the loss of one time State funding.

Program Accomplishments

- * SAT scores above State and National average in reading, math and writing.
- * On-time graduation rate is 93.2%.
- * Poquoson City Schools received 162 CTE credentials (industry certification state license, etc.).
- * Poquoson High School had 84% of the students score above 3 on Advanced Placement Tests, resulting in these students earning college credit.
- * Poquoson Schools continued implementation of unique programs such as international partnerships and a partnership with ECPI College of Technology.
- * Poquoson City Schools continued to provide programs that prepare students for careers and college coursework in the area of STEM and other fields.

PARKS & RECREATION PROGRAMS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 281,718	\$ 231,428	\$ 239,159	\$ 241,961	\$ 259,242	\$ 253,755	\$ 11,794	4.9%
Operating Expenses	174,779	181,284	169,699	164,199	198,642	167,313	3,114	1.9%
Capital Outlay	5,729	3,162	5,000	5,000	9,000	3,250	(1,750)	-35.0%
Totals	\$ 462,226	\$ 415,874	\$ 413,858	\$ 411,160	\$ 466,884	\$ 424,318	\$ 13,158	3.2%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Director of Economic Dev/Community Rec	1	1	1	1	1
Assistant Director of Community Rec	0	0.5	0.5	0.5	0.5
Athletic/Aquatic Coordinator	0.5	0	0	0	0
Program Support Technician	1	1	1	1	1
Administrative Support Technician	1	1	1	1	1
Part-time (FTE)	0.3	0.3	0.3	0.3	0.3
Totals	3.8	3.8	3.8	3.8	3.8

Goals and Objectives

- * Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
- * Update the Parks and Recreation Master Plan and City's Comprehensive Plan to reflect current changes and citizen needs.
- * Continue to plan for needed recreational facilities in the Capital Improvements Plan.
- * Engage Poquoson Civic Groups in a mutual support agreement whereby both the PPR Department and Poquoson Civic Groups share resources and defray costs for their respective projects.
- * Provide a wide range of recreational opportunities, events, tours, environmental and athletic activities for the community.
- * Maintain a safe and comfortable atmosphere for weekly luncheons for the Peninsula Agency on Aging. Expand program offerings for all ages and interests.
- * Continue to generate program-supporting revenue through user fees.

PARKS & RECREATION PROGRAMS

Major Departmental Functions

- * Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
- * Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.
- * Provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities.
- * Serve as the production house for the Island Tide, a three times a year publication to communicate with citizens City information and events.
- * Coordinate leisure and athletic programs.
- * Provide interconnectivity between civic groups, churches, and community groups for use of City Facilities.

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Adult Athletic Leagues	585	520	500	500
Adult Instructional Classes	495	454	450	400
Senior Center (Mature Adults)	850	802	850	850
Trips -- Youth/Adult	240	214	240	220
Youth Athletic Leagues	1,071	950	1,000	1,000
Youth Instructional Classes	674	656	600	600

Significant Budget Items

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

Program Accomplishments

- * Continued to work with Public Works, community civic groups and citizen volunteers for park refurbishments and improvements.
- * Published program booklet 3 times per year to City residents highlighting events and recreation for community participants.
- * Developed and introduced new instructional and athletic programs throughout the year.
- * Coordinated a multi-group work effort which included Dominion VA Power, Poquoson Lions Club and Public Works on the installation of new parking pilings which frame and enhance the parking area at South Lawson Park.

PARKS & RECREATION POOL

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 68,036	\$ 74,549	\$ 71,026	\$ 71,573	\$ 77,999	\$ 77,188	\$ 5,615	7.8%
Operating Expenses	40,021	38,709	39,924	39,924	45,273	38,873	(1,051)	-2.6%
Capital Outlay	1,961	508	500	500	9,000	3,000	2,500	500.0%
Totals	\$ 110,018	\$ 113,766	\$ 111,450	\$ 111,997	\$ 132,272	\$ 119,061	\$ 7,064	6.3%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Assistant Director of Community Recreation	0	0	0.5	0.5	0.5
Athletic/Aquatic Coordinator	0.5	0.5	0	0	0
Part Time (FTE)	4.5	4.5	4.5	4.5	4.5
Totals	5.0	5.0	5.0	5.0	5.0



Goals and Objectives

- * Provide a comprehensive seasonal aquatics program for citizens.
- * Continue to provide swimming lessons and aquatic safety classes for all citizens.
- * Continue to provide an opportunity for youth to participate in a competitive swim program.
- * Review Pool Operations Procedures Manual to ensure all safety and operations standards are current with accepted industry practices.
- * Represent the City at a regional recreation level in the area of swimming.

PARKS & RECREATION POOL

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Daily Gate Admissions	2,478	2,340	2,700	2,700
*Season Pass Admissions	250	190	225	225
Swimming Lessons	258	295	325	325
Swim Teams-- combined	125	160	175	160

* one pass for each swim team participant

Significant Budget Items

- * Increase in Capital Outlay is due to the replacement of equipment in FY 2015.

Program Accomplishments

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

PARKS & RECREATION SPECIAL EVENTS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
			Original Adopted Budget	FY 2014 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
Personnel Services	\$ 15,227	\$ 77,297	\$ 78,329	\$ 78,329	\$ 81,414	\$ 81,291	\$ 2,962	3.8%
Operating Expenses	125,021	127,537	122,695	134,764	152,062	130,629	(4,135)	-3.1%
Capital Outlay	775	-	-	-	-	-	-	n/a
Totals	\$ 141,023	\$ 204,834	\$ 201,024	\$ 213,093	\$ 233,476	\$ 211,920	\$ (1,173)	-0.6%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Community Events Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

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

Goals and Objectives

- * Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- * Provide safe family oriented events for the citizens of Poquoson including the Poquoson Seafood Festival, Holiday Parade and other seasonal celebrations.

PARKS & RECREATION SPECIAL EVENTS

Major Departmental Functions

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

<u>Performance Measures</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Estimated</u>	<u>FY 2015 Estimated</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	160	155	155	163
Exhibitors	50	50	50	40
Food Vendors	24	26	26	22
Attendance	60,000	60,000	40,000	45,000
Fishing Tournament	9	9	16	30
Workboat Race Entries	15	20	57	57
Days of Programming	20	16	16	16

Significant Budget Items

- * In FY 2015 the planned festivals include the Poquoson Seafood Festival Weekend on October 17-19, 2014, Poquoson Holiday Parade and an Easter Egg Hunt in the spring of 2015.
- * Operating expenses include \$5,000 in prize money for a total of \$19,800 to support the annual workboat race.

Program Accomplishments

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

LIBRARY

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014		FY 2015	FY 2015	\$	%
			Original Adopted Budget	FY 2014 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
Personnel Services	\$ 510,063	\$ 528,621	\$ 551,637	\$ 563,381	\$ 588,627	\$ 586,067	\$ 22,686	4.0%
Operating Expenses	111,482	119,658	126,561	123,261	122,239	120,839	(2,422)	-2.0%
Capital Outlay	162,628	156,023	144,730	152,732	148,966	148,966	(3,766)	-2.5%
Totals	\$ 784,173	\$ 804,302	\$ 822,928	\$ 839,374	\$ 859,832	\$ 855,872	\$ 16,498	2.0%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Library Director	1	1	1	1	1
Adult Services Librarian	0	0	0	0	1
Reference Librarian	1	1	1	1	0
Technical Services Librarian	0	0	0	0	1
Senior Library Associate/System Admin	1	1	1	1	0
Youth Services Librarian	0	0	0	0	1
Library Associate	1	1	1	1	0
Administrative Services Coordinator	1	1	1	1	1
Library Associate (FTE)	1.25	1.25	1.25	1.25	2.65
Senior Library Associate (FTE)	1.40	1.40	1.40	1.40	0.00
Library Assistant (FTE)	3.80	3.80	3.80	3.80	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	11.95	11.95	11.95	11.95	11.95



Goals and Objectives

- * Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community during these challenging economic times.
- * Provide informational, recreational and cultural programs and activities to enrich the community.
- * Provide up-to-date and high quality technology resources and services which result in positive Library experiences.
- * Continue to work with the Library Advisory Board, the Friends of the Public Library, and service groups as well as social media to promote the Library as a focal point in the community.
- * Continue to enhance the Library's website by developing it into a "virtual branch" with resources available to the community 24/7.

LIBRARY

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Active Library Members	12,948	13,309	13,000	13,000
Attendance at Library Programs	9,303	10,068	10,000	10,000
Circulation	189,719	199,739	190,000	190,000
Documents Notarized	854	930	900	900
Interlibrary Loans	113	80	100	100
Internet, MS Office, etc. usage	19,376	12,271	13,000	13,000
Items Purged	7,639	6,647	7,000	7,000
Library Visits	118,231	119,618	120,000	120,000
Meeting Room Usage	1,371	1,424	1,400	1,400
New Items added to Collection	7,401	7,635	8,000	8,000
Overdue Items Retrieved	1,078	1,041	1,000	1,000
Passport Applications Processed	1,625	2,080	2,000	2,000
Reading Material Reserves	10,319	11,132	12,000	12,000
Web Page Hits	260,721	103,271	110,000	110,000

Significant Budget Items

- * In FY 2015, the City expects to receive \$141,966 in State Aid. Funding is used to purchase books, videos and subscriptions.
- * In FY 2015 the Library expects to generate passport processing fees of \$50,000 and Library fines of \$17,000.
- * Increase in personnel services due to VRS and health insurance rate increases.

Program Accomplishments

- * Offered 411 programs attended by 10,068 people.
- * Offered training on basic computer skills and downloadable audio books, eBooks and music.
- * Hosted 1,424 meetings for 72 civic organizations and library programs in the meeting rooms.
- * The Library was rated as the highest in visits per capita among the 14 public libraries in the Tidewater area and 6th among the 91 public libraries in Virginia.
- * Received the 2013 Outstanding Adult Program Award from the Virginia Public Library Directors' Association for the "Home Sweet Home" program.
- * Awarded four mini grants for library material and programs.

PLANNING

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 272,658	\$ 286,361	\$ 287,427	\$ 288,775	\$ 322,130	\$ 298,146	\$ 9,371	3.2%
Operating Expenses	24,699	22,990	22,348	20,248	46,249	27,349	7,101	35.1%
Capital Outlay	-	310	-	-	11,500	-	-	n/a
Totals	\$ 297,357	\$ 309,661	\$ 309,775	\$ 309,023	\$ 379,879	\$ 325,495	\$ 16,472	5.3%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
Director of Community Development	1	1	1	1	1
Planner	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Part Time (FTE)	0	0	0	0.75	0
Totals	4	4	4	4.75	4

Goals and Objectives

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

PLANNING

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Citizen requests for information	1,600	1,000	2,800	2,500
City Council/Board/Comm Agenda Items	6	6	15	15
Major subdivision plans reviewed	1	2	2	2
Minor subdivision plans reviewed	1	6	4	4
Sign Permit Applications	11	11	20	20
Site Plans reviewed	18	18	25	25
Special Projects (non Planning)	25	2	15	15
Zoning Ordinance/City Code Amendments	3	3	10	10

Significant Budget Items

- * Increase in operating expense for plotter maintenance contract.

Program Accomplishments

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

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	-	-	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	5,376	2,885	6,950	6,950	16,100	6,700	(250)	-3.6%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 5,376	\$ 2,885	\$ 6,950	\$ 6,950	\$ 16,100	\$ 6,700	\$ (250)	-3.6%

Personnel Summary

N/A

Goals and Objectives

Architectural Review Board (ARB)

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

Board of Zoning Appeals (BZA)

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

Planning Commission

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

Wetlands Board

- * Provide competent, expedient and professional services and technical support to property owners proposing to perform development activities in wetlands.
- * Protect Poquoson's environmentally sensitive wetlands, through the enforcement and administration of local and State wetlands laws and expand upon the Board's and staff's knowledge and technical abilities pertaining to the use and protection of wetlands.

Environmental Development Plan Review Committee

- * Review site and subdivision plans, proposed Resource Protection Area (RPA) encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.
- * Determine mitigation requirements for waivers to Chesapeake Bay regulations.
- * Review wetland permits for land disturbance impacts in the RPA.
- * Meet with potential developers to discuss requirements and offer guidance and assistance during the early stages of development to ensure applications are handled in an expeditious manner.

PLANNING / BZA / WETLANDS / ARB

Major Departmental Functions

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

Performance Measures

	FY 2012	FY 2013	FY 2014	FY 2015
	Actual	Actual	Estimated	Estimated
Architectural Review Applications	5	5	7	7
Board of Zoning Appeals - Ches Bay Exceptions	2	10	10	10
Board of Zoning Applications	3	5	11	11
*EDPRC Chesapeake Bay Waivers	16	15	10	10
Ordinance Amendments	3	10	12	12
Wetland Board Applications	2	2	5	5

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

Significant Budget Items

- * Reduction in operating expenses due to decrease in travel expenses.

Program Accomplishments

- * Processed applications in a timely manner.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 52,756	\$ 68,525	\$ 69,752	\$ 72,136	\$ 76,440	\$ 74,965	\$ 2,829	4.1%
Operating Expenses	62,378	40,439	59,370	59,370	88,269	49,669	(9,701)	-16.3%
Capital Outlay	1,888	-	-	-	-	-	n/a	n/a
Totals	\$ 117,022	\$ 108,964	\$ 129,122	\$ 131,506	\$ 164,709	\$ 124,634	\$ (6,872)	-5.2%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Economic Development Coordinator	0.75	1	1	1	1
Totals	0.75	1	1	1	1

Goals and Objectives

- * Strengthen the employment and tax base of the community through economic development activities.
- * Continue to assist in the marketing of the Big Woods, Messick Point and other Poquoson properties with potential for commercial development.
- * Participate in regional planning efforts to establish and implement development opportunities and define the region's priorities. An overall goal is to improve the competitiveness of the region especially in employment and income growth.
- * Coordinate efforts to seek grant support and jointly market these businesses for tourism and patronage opportunities.
- * Digital Media focus on high impact, low cost sources to increase awareness and utilization of existing digital sites.

ECONOMIC DEVELOPMENT

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Ribbon cutting ceremony	17	17	15	15
Sponsor Economic Development Events	n/a	12	11	11

Significant Budget Items

- * Increase in personnel services due to VRS and health insurance rate increases.
- * Decrease in operating expense due to dissolution of the Hampton Roads Partnership.

Program Accomplishments

- * Planned activities targeting potential companies and economic development presentations to Council and outside organizations.
- * Marketing efforts on a broad scale including the epic theater promotion in the cities of Hampton, Newport News, Williamsburg, Suffolk, Norfolk, Chesapeake, and Glen Allen for 6 months, as well as the new business resource guide app, EnjoyVA, and providing a variety of City information.
- * Continued marketing and public relations campaign "Poquoson is the Place" with a focus on tourism.
- * Implemented events including Developer Event, Residential Real Estate event, Business Appreciation evening, Mayor's Breakfasts, Big Woods landowner meetings, and participated in and supported Poquoson Business Alliance events including Community Day and others.

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	Original FY 2014 Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	142,409	144,612	114,954	126,910	159,053	122,970	(3,940)	-3.1%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 142,409	\$ 144,612	\$ 114,954	\$ 126,910	\$ 159,053	\$ 122,970	\$ (3,940)	-3.1%

Personnel Summary

N/A

Goals and Objectives

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

COMMUNITY DEVELOPMENT

Major Departmental Functions

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

<u>Budget Detail</u>	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Requested Budget	FY 2015 Adopted Budget
Litter Control Grant	\$ 4,247	\$ 8,688	\$ 6,366	\$ -	\$ -
Contributions to Agencies:					
CASA	500	500	500	500	500
Children's Hospital of the King's Daughters	-	-	-	10,000	-
Commission on Homelessness	2,781	2,781	2,781	2,781	2,781
Disabilities Transportation	4,000	3,800	3,800	3,800	3,800
Hampton Roads Economic Development	11,204	11,543	11,400	11,492	11,492
Hampton Roads Planning District Comm (HRPDC)	9,964	9,720	9,792	9,833	9,833
HRPDC Municipal Construction Standards	389	389	392	675	675
HRPDC Other Projects	4,654	5,666	3,217	6,079	6,079
HRPDC Regional Groundwater Mitigation	3,452	3,467	3,958	3,376	3,376
HRPDC Stormwater Management Program	11,905	7,023	6,519	5,644	5,644
HR Military/Federal Facilities Alliance	5,400	6,075	6,075	6,145	6,145
Green Jobs Alliance	-	-	-	1,229	1,229
NASA Aeronautics Support Team (NAST)	6,000	6,000	6,000	20,000	6,000
Peninsula Chamber of Commerce	1,750	1,660	1,750	1,750	1,750
Peninsula Emergency Medical Services	1,179	1,215	1,215	1,229	1,229
Peninsula Council for Workforce Development	5,847	5,847	5,847	5,847	5,847
Poquoson Museum Foundation	29,640	30,888	26,800	25,385	25,385
Poquoson Historical Commission	-	-	-	500	500
Regional Air Service Enhancement Fund (RAISE)	4,767	4,860	4,860	4,860	4,860
Retired Senior Volunteer Program	2,750	2,750	2,750	-	-
Small Business Development Center	3,000	2,850	8,590	3,000	3,000
Thomas Nelson Community College	27,230	27,230	12,635	28,145	13,100
Transitions Family Violence Services	1,750	1,660	1,663	1,745	1,745
Virginia Aire & Space Museum	-	-	-	5,038	-
York/Poquoson Extension Service	-	-	-	8,000	8,000
Totals	\$142,409	\$144,612	\$ 126,910	\$ 167,053	\$122,970

Significant Budget Items

- * Hampton Roads Planning District Commission provides oversight for various projects, total proposed funding for HRPDC is \$25,607 for FY 2015.
- * Poquoson Museum Foundation proposed funding in the amount of \$25,385 for FY 2015 is a forgiveness of 1/10th of the deed of trust note with the City as well as the interest relating to that note. This is for year number 3 of 10.
- * Thomas Nelson Community College proposed budget of \$13,100 for lease payments.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 47,449	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	116,012	37,808	30,190	22,190	50,000	25,000	2,810	9.3%
Capital Outlay	109,467	-	-	-	-	-	n/a	n/a
Totals	\$ 272,928	\$ 37,808	\$ 30,190	\$ 22,190	\$ 50,000	\$ 25,000	\$ 2,810	9.3%

Personnel Summary

N/A

Goals and Objectives

- * Provide a contingency for certain unanticipated expenses which inevitably arise during the year.
- * Continue to keep the contingency account less than one quarter of one percent of the total general fund budget.

NON-DEPARTMENTAL

Major Departmental Functions

* Account for expenses that are not readily classified in other areas.
 * Hold funds in reserve for any contingent situations which may occur.

Budget Detail

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget
Refunds	\$ 40	\$ (447)	\$ -	\$ -	\$ -
Treasurer Cash Overages/Shortages	65	(105)	-	-	-
Bank Charges/Returned Checks	(176)	-	-	-	-
Contingencies	33,775	38,360	22,190	50,000	25,000
Hurricane Irene Recovery					
Personal Services	47,449	-	-	-	-
Operating Expenses	82,308	-	-	-	-
Capital Outlay	109,467	-	-	-	-
Totals	\$ 272,928	\$ 37,808	\$ 22,190	\$ 50,000	\$ 25,000

Significant Budget Items

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

DMV SELECT

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	FY 2014	From 2014
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 97,314	\$ 96,410	\$ 97,931	\$ 98,924	\$ 105,480	\$ 102,919	\$ 3,995	4.1%
Operating Expenses	3,232	2,884	4,270	3,970	3,782	3,782	(188)	-4.4%
Capital Outlay	305		-	-	-	-	-	n/a
Totals	\$ 100,851	\$ 99,294	\$ 102,201	\$ 102,894	\$ 109,262	\$ 106,701	\$ 3,807	3.7%

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
Senior DMV Service Clerk	0	0	1	1	1
DMV Service Clerk	2	2	1	1	1
Totals	2	2	2	2	2

Goals and Objectives

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

DMV SELECT

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.
- * Issue boat registrations, hunting and fishing licenses for the Department of Game and Inland Fisheries.

Performance Measures

	<u>FY 2012</u> Actual	<u>FY 2013</u> Actual	<u>FY 2014</u> Estimated	<u>FY 2015</u> Estimated
Total DMV Transactions	34,671	37,589	38,000	38,000
Car Dealers Served	24	24	25	25

Significant Budget Items

- * In FY 2015, it is estimated that the DMV operations will generate \$110,000 in commission to the City as compared to \$90,000 in FY 2014.
- * Rate of compensation for DMV services is 4.5% of the first \$500,000 of gross collections and 5% of gross collections over \$500,000.
- * Increase in personnel services due to VRS and health insurance rate increases.

Program Accomplishments

- * Cross-trained with Commissioner of the Revenue employees.
- * Continued relationship with DMV securing monthly City Hall visits of DMV2GO Mobile Unit that issues drivers licenses and identification cards.
- * Established a partnership with the Department of Game and Inland Fisheries (DGIF) to register boats and issue hunting and fishing licenses.
- * Implemented a new credit card processing system with PIN pads to accept debit transactions.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,305,407	2,203,090	2,052,024	2,226,950	3,317,075	3,317,075	1,090,125	53.1%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 2,305,407	\$ 2,203,090	\$ 2,052,024	\$ 2,226,950	\$ 3,317,075	\$ 3,317,075	\$ 1,090,125	53.1%

Personnel Summary

N/A

TRANSFERS

Goals and Objectives

* Transfer to Debt Service Fund to cover payment of all general governmental debt service for the City and Schools.

TRANSFER TO OTHER FUNDS

Major Departmental Functions

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

Budget Detail

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget
Transfer to Debt Service	\$ 2,039,547	\$ 2,052,250	\$ 2,027,024	\$ 2,076,437	\$ 2,800,575	\$ 2,800,575
Transfer to Capital Projects	181,760	150,840	25,000	76,100	516,500	516,500
Transfer to Fiscal Stability Reserve	-	-	-	-	-	-
Transfer to Solid Waste	72,100	-	-	-	-	-
Transfer to Economic Development Authority	12,000	-	-	74,413	-	-
Totals	\$ 2,305,407	\$ 2,203,090	\$ 2,052,024	\$ 2,226,950	\$ 3,317,075	\$ 3,317,075

Significant Budget Items

- * The transfer to Debt Service of \$2,800,575 for City and School debt of which \$170,000 is for future debt payments.
- * Transfer of \$516,500 for much needed capital projects. These projects include TMDL/Stormwater costs, engineering costs, police vehicle, school bus, replacement of the York/Poquoson courthouse roof and the repair of the Rens Road public pier.

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DEBT SERVICE FUND - SUMMARY

Debt Service Fund Description

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

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

The rating agencies of Standards & Poor and Moody's have given the City initial stand alone ratings of Aa3 and AA+ respectively. On May 19, 2014 Standard & Poor raised the long-term rating for the City to AAA.

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

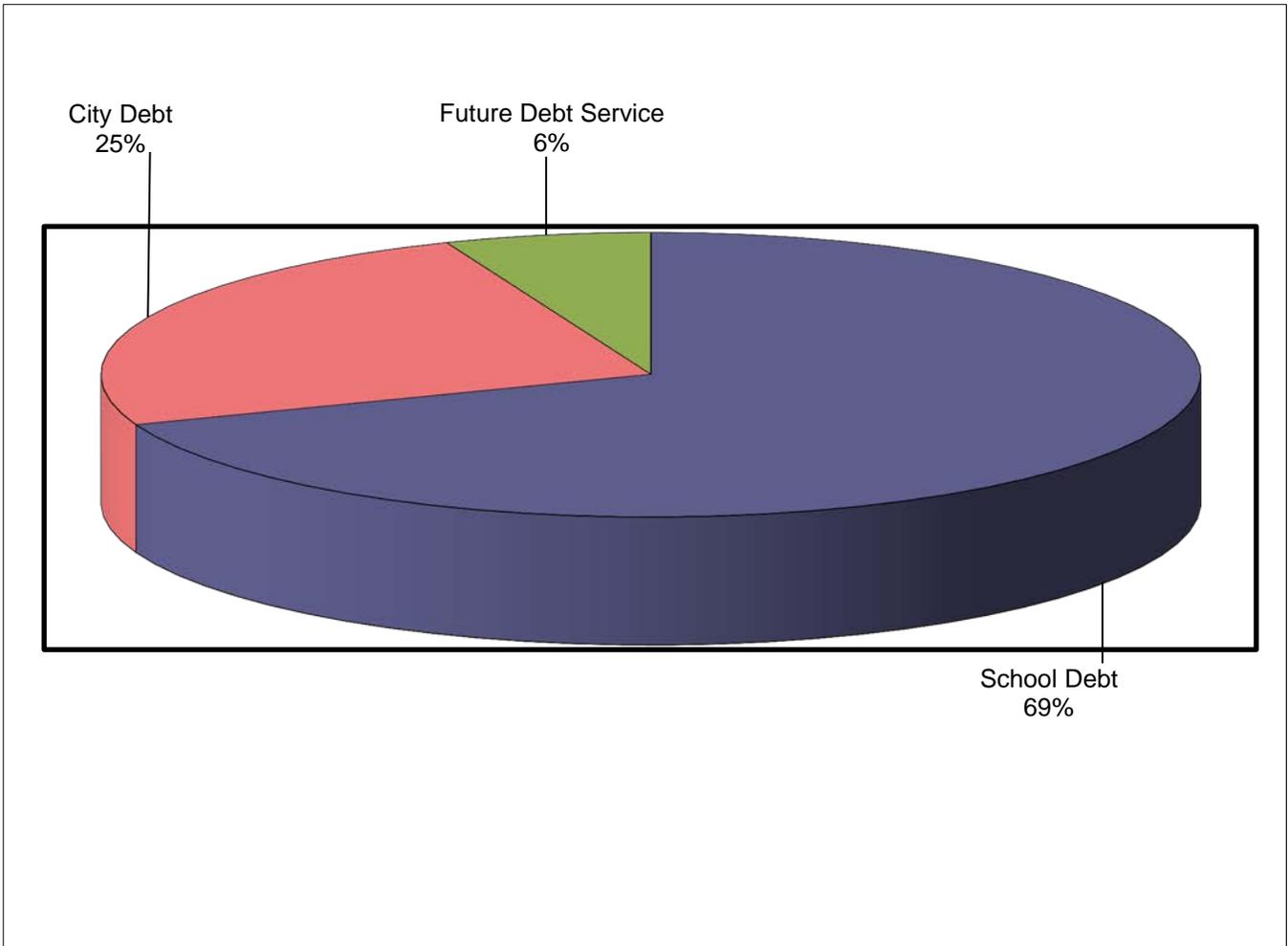
Projected fund balance is to be used to offset debt service costs in future years.

Debt Service Projection of Fund Balance

Beginning Fund Balance - 6/30/2011		\$	-
Actual FY 2012 Revenues	\$ 14,538,341		
Actual FY 2012 Expenditures	<u>(14,535,623)</u>		2,718
Fund Balance - 6/30/2012		\$	<u>2,718</u>
Actual FY 2013 Revenues	\$ 2,052,250		
Actual FY 2013 Expenditures	<u>(1,809,031)</u>		243,219
Fund Balance - 6/30/2013		\$	<u>245,937</u>
Estimated FY 2014 Revenues	\$ 2,076,437		
Estimated FY 2014 Expenditures	<u>(2,076,437)</u>		-
Projected Fund Balance - 6/30/2014		\$	<u>245,937</u>
Estimated FY 2015 Revenues	\$ 2,800,575		
Estimated FY 2015 Expenditures	<u>(2,630,575)</u>		170,000
Projected Fund Balance - 6/30/2015		\$	<u><u>415,937</u></u>

DEBT SERVICE FUND - SUMMARY

Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
School Debt	\$ 1,581,455	\$ 1,939,124
City Debt	494,982	691,451
Future Debt Service	-	170,000
TOTAL	<u>\$ 2,076,437</u>	<u>\$ 2,800,575</u>

DEBT SERVICE FUND - REVENUE

Debt Service Revenue

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2014 Estimated Revenue	FY 2015 City Council Adopted Revenue	\$ Change From 2014 Budget	% Change From 2014 Budget
Transfer from General Fund	\$ 2,039,547	\$ 2,052,250	\$ 2,076,437	\$ 2,076,437	\$ 2,800,575	\$ 724,138	34.9%
Issuance of Debt	12,498,794	-	-	-	-	-	-100.0%
TOTAL TRANSFERS IN	\$ 14,538,341	\$ 2,052,250	\$ 2,076,437	\$ 2,076,437	\$ 2,800,575	\$ 724,138	34.9%

Revenue Explanations

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

Issuance of Debt: In FY 2012, the City refinanced approximately \$12.5 million School and City outstanding debt.

Computation of Estimated Legal Debt Margins for FY 2015

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 7/1/2014, is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

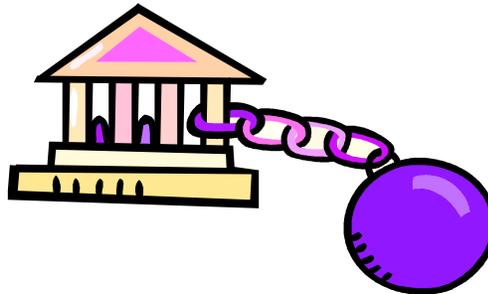
Estimated Assessed Value of Real Estate as of 7/1/2014

General	\$1,499,024,330
Public Service Corporation	19,500,000
Total	<u>\$1,518,524,330</u>
Total Bonding Limit (10% of total assessed value)	\$151,852,433
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$26,412,301
State Literary Fund Loans	1,250,000
Sewer Bonds	<u>8,000,000</u>
Net Bonded indebtedness subject to limit	\$35,662,301
Bonded indebtedness as percent of assessed value of real estate	<u>2.35%</u>
Margin for Additional Borrowing	<u>\$116,190,132</u>

DEBT SERVICE FUND - EXPENDITURES

Debt Service Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Budget	% Change From 2014 Budget
School Principal	\$ 498,668	\$ 473,447	\$ 655,787	\$ 1,031,367	\$ 375,580	57.3%
School Interest	987,203	889,734	925,668	907,757	(17,911)	-1.9%
City Principal	368,979	210,979	230,560	432,633	202,073	87.6%
City Interest	277,927	232,871	262,022	256,418	(5,604)	-2.1%
Trustee Fees	1,250	2,000	2,400	2,400	-	0.0%
Future Debt Service	-	-	-	170,000	170,000	100.0%
Advance Refunding	12,099,822	-	-	-	-	n/a
Cost of Debt Issuance	301,774	-	-	-	-	n/a
Totals	\$ 14,535,623	\$ 1,809,031	\$ 2,076,437	\$ 2,800,575	\$ 724,138	34.9%



Significant Budget Items

* In FY 2012, the City refunded \$12.1 million in debt in order to take advantage of lower interest rates on debt while not extending the terms of the original loans.

DEBT SERVICE FUND - EXPENDITURES

Expenditures Summary

DEBT INSTRUMENT	FY 2015 Principal	FY 2015 Interest	FY 2015 Other Fees	FY 2015 Adopted Budget
<u>Schools</u>				
<u>Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 30,000	\$ 6,885	\$ -	\$ 36,885
2010 PMS HVAC	60,000	3,300	-	63,300
2010 Refunded 2005 PES	98,000	138,180	-	236,180
2010 Refunded 2006B PES	250,000	284,025	-	534,025
2010 Refunded 2007 PES	36,450	140,474	-	176,924
2011B Refunded 2009A Refunded 2006A PES	25,000	84,096	-	109,096
2012 Refunded 2002 Refunded 1994A (Cafeteria)	70,408	11,061	-	81,469
2012 Refunded 2009C Refunded 2001 School's VRS	80,000	14,050	-	94,050
2012 Refunded 2011 Refunded 2008 PMS Stadium	45,108	64,548	-	109,656
2012 Refunded 2011 Refunded 2007 Unrefunded PES	86,401	123,638	-	210,039
<u>Literary Loans:</u>				
1998 PHS Addition/Renovations	250,000	37,500	-	287,500
Total Schools	\$1,031,367	\$907,757	\$ -	\$1,939,124
<u>City</u>				
<u>Bonds:</u>				
2010 Refunded 2005 Fire Station #1	42,000	59,220	-	101,220
2010 Refunded 2007 Fire Station #1	8,550	32,951	-	41,501
2011 Public Works Storage	34,000	15,944	-	49,944
2012 Refunded 2002 Refunded 1994 A (City Hall)	274,592	43,139	-	317,731
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station #1	20,267	29,002	-	49,269
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	-	30,874	-	30,874
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	-	21,563	-	21,563
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	25,000	6,195	-	31,195
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	28,224	17,530	-	45,754
<u>Trustee Fees:</u>				
US Bank	-	-	2,400	2,400
Total City	\$432,633	\$256,418	\$2,400	\$691,451
TOTAL DEBT SERVICE FY 2015	\$1,464,000	\$1,164,175	\$2,400	\$2,630,575

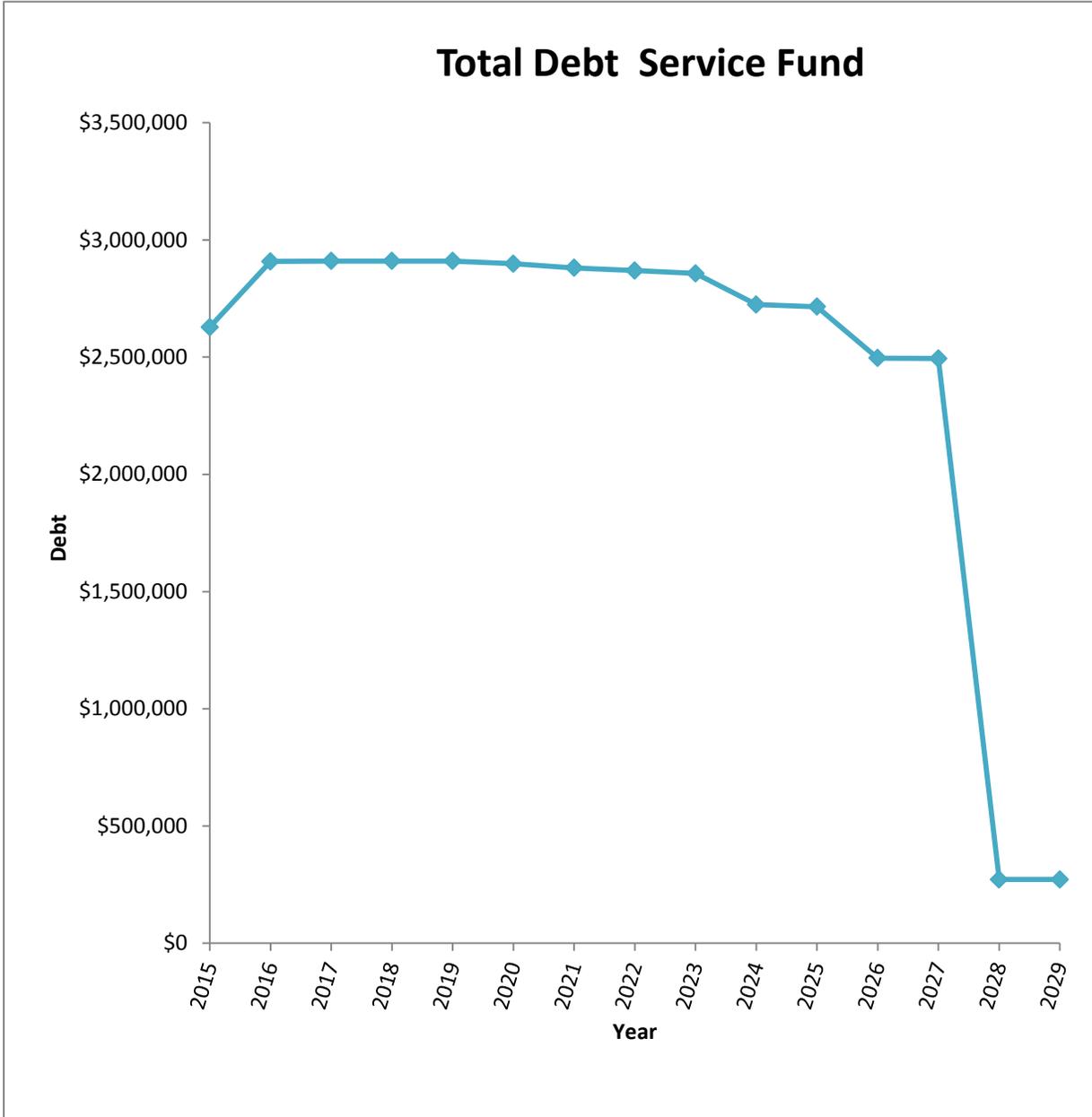
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DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

Summary of Long Term Debt Obligations

<u>General Long Term Obligations</u>	Projected Balance 6/30/2014	Additions	Retirement	Projected Balance 6/30/2015
<u>School Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 150,000	\$ -	\$30,000	\$ 120,000
2010 PMS HVAC	120,000	-	60,000	60,000
2010 Refunded 2005 PES	3,192,000	-	98,000	3,094,000
2010 Refunded 2006B PES	6,460,000	-	250,000	6,210,000
2010 Refunded 2007 PES	3,122,550	-	36,450	3,086,100
2011B Refunded 2009A Refunded 2006A PES	2,822,000	-	25,000	2,797,000
2012 Refunded 2002 Refunded 1994A (Cafeteria)	269,388	-	70,408	198,980
2012 Refunded 2009C Refunded 2001 School's VRS	315,000	-	80,000	235,000
2012 Refunded 2011 Refunded 2008 PMS Stadium	1,380,732	-	45,108	1,335,624
2012 Refunded 2011 Refunded 2007 Unrefunded PES	2,644,725	-	86,401	2,558,324
	\$ 20,476,395	-	\$ 781,367	\$ 19,695,028
<u>School Literary Loans:</u>				
1998 PHS Addition/Renovations	1,250,000	-	250,000	1,000,000
	1,250,000	-	250,000	1,000,000
<u>City Bonds:</u>				
2010 Refunded 2005 Fire Station #1	1,368,000	-	42,000	1,326,000
2010 Refunded 2007 Fire Station #1	732,450	-	8,550	723,900
2011 Public Works Storage	535,000	-	34,000	501,000
2012 Refunded 2002 Refunded 1994 A (City Hall)	1,050,612	-	274,592	776,020
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	620,367	-	20,267	600,100
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station	674,599	-	-	674,599
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	431,252	-	-	431,252
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	147,906	-	25,000	122,906
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	375,420	-	28,224	347,196
	5,935,606	-	432,633	5,502,973
<u>Capital Leases:</u>				
Total General Long Term Obligations	\$ 27,662,001	-	\$ 1,464,000	\$26,198,001
<u>Sewer Fund Obligations</u>				
<u>Sewer Bonds:</u>				
2010 Bond	500,000	-	500,000	-
2010 VRA Refunded 2002 Bond	560,000	-	60,000	500,000
2012 Refunded 2011 Refunded 2009B & 1998B Bond	1,828,058	-	12,296	1,815,762
2012 Refunded 2011 Refunded 2009B & 2003B Bond	401,942	-	2,704	399,238
2012 Refunded 2000 DEQ Loan	1,265,000	-	15,000	1,250,000
2012 Refunded 2000 DEQ Loan	3,445,000	-	190,000	3,255,000
Total Sewer Obligations	8,000,000	-	780,000	7,220,000

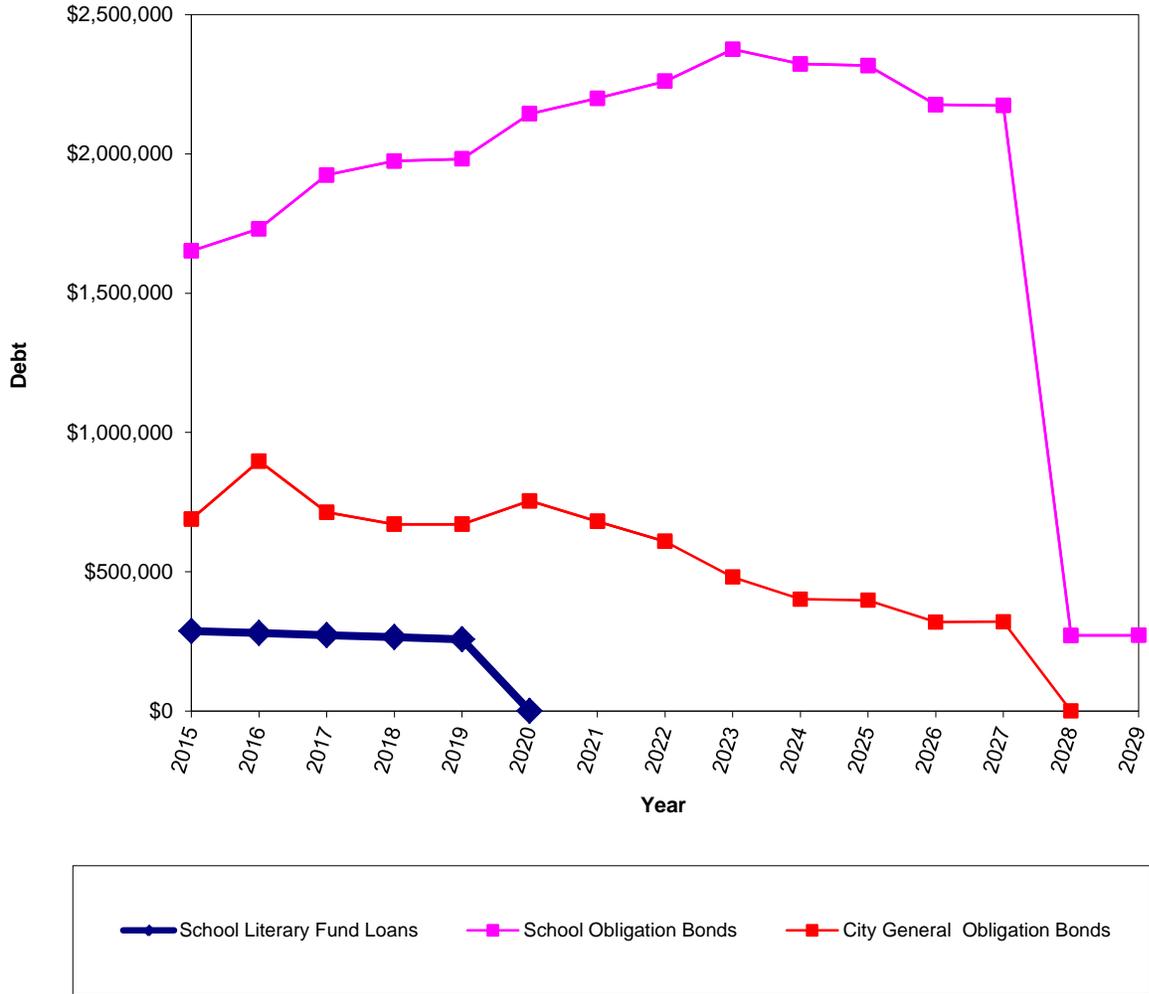
DEBT SERVICE FUND



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

DEBT SERVICE FUND

Debt Service By Type



The City has various debt instruments which have been used to pay for various School and City projects.

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds		City General Obligation Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2015	\$ 250,000	\$ 37,500	\$ 781,367	\$ 870,257	\$ 432,633	\$ 256,418
2016	250,000	30,000	882,449	848,413	653,552	243,698
2017	250,000	22,500	1,107,016	816,816	494,985	218,298
2018	250,000	15,000	1,203,301	771,145	474,699	195,606
2019	250,000	7,500	1,260,377	721,590	496,623	173,907
2020			1,474,362	669,369	603,639	150,997
2021			1,596,669	602,932	558,331	122,493
2022			1,725,026	535,365	511,974	96,910
2023			1,911,809	463,554	407,191	74,062
2024			1,947,578	375,057	345,422	56,040
2025			2,033,828	283,373	357,172	40,289
2026			1,971,578	204,964	292,422	26,775
2027			2,061,035	112,363	306,963	13,713
2028			256,000	15,496	-	-
2029			264,000	7,868	-	-
TOTAL	\$ 1,250,000	\$ 112,500	\$ 20,476,395	\$ 7,298,562	\$ 5,935,606	\$ 1,669,206

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	Total Debt		Total Debt Service		Total Sewer Fund	
	Service Fund		Fund Principal &	Sewer Fund Bonds/Notes		Principal &
	Principal	Interest	Interest	Principal	Interest	Interest
2015	\$ 1,464,000	\$ 1,164,175	\$ 2,628,175	\$ 780,000	\$ 302,036	\$ 1,082,036
2016	1,786,001	1,122,111	2,908,112	365,000	276,816	641,816
2017	1,852,001	1,057,614	2,909,615	445,000	262,071	707,071
2018	1,928,000	981,751	2,909,751	470,000	240,068	710,068
2019	2,007,000	902,997	2,909,997	490,000	216,628	706,628
2020	2,078,001	820,366	2,898,367	515,000	192,183	707,183
2021	2,155,000	725,425	2,880,425	540,000	166,878	706,878
2022	2,237,000	632,275	2,869,275	565,000	140,774	705,774
2023	2,319,000	537,616	2,856,616	590,000	114,900	704,900
2024	2,293,000	431,097	2,724,097	610,000	97,200	707,200
2025	2,391,000	323,662	2,714,662	630,000	78,900	708,900
2026	2,264,000	231,739	2,495,739	650,000	60,000	710,000
2027	2,367,998	126,076	2,494,074	665,000	40,500	705,500
2028	256,000	15,496	271,496	685,000	20,550	705,550
2029	264,000	7,868	271,868	-	-	-
TOTAL	\$ 27,662,001	\$ 9,080,268	\$ 36,742,269	\$ 8,000,000	\$ 2,209,504	\$ 10,209,504

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.

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CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Fund Description

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

For presentation purposes, the FY 2015 through FY 2019 CIP's General Fund Projects are shown in detail found on page 117.

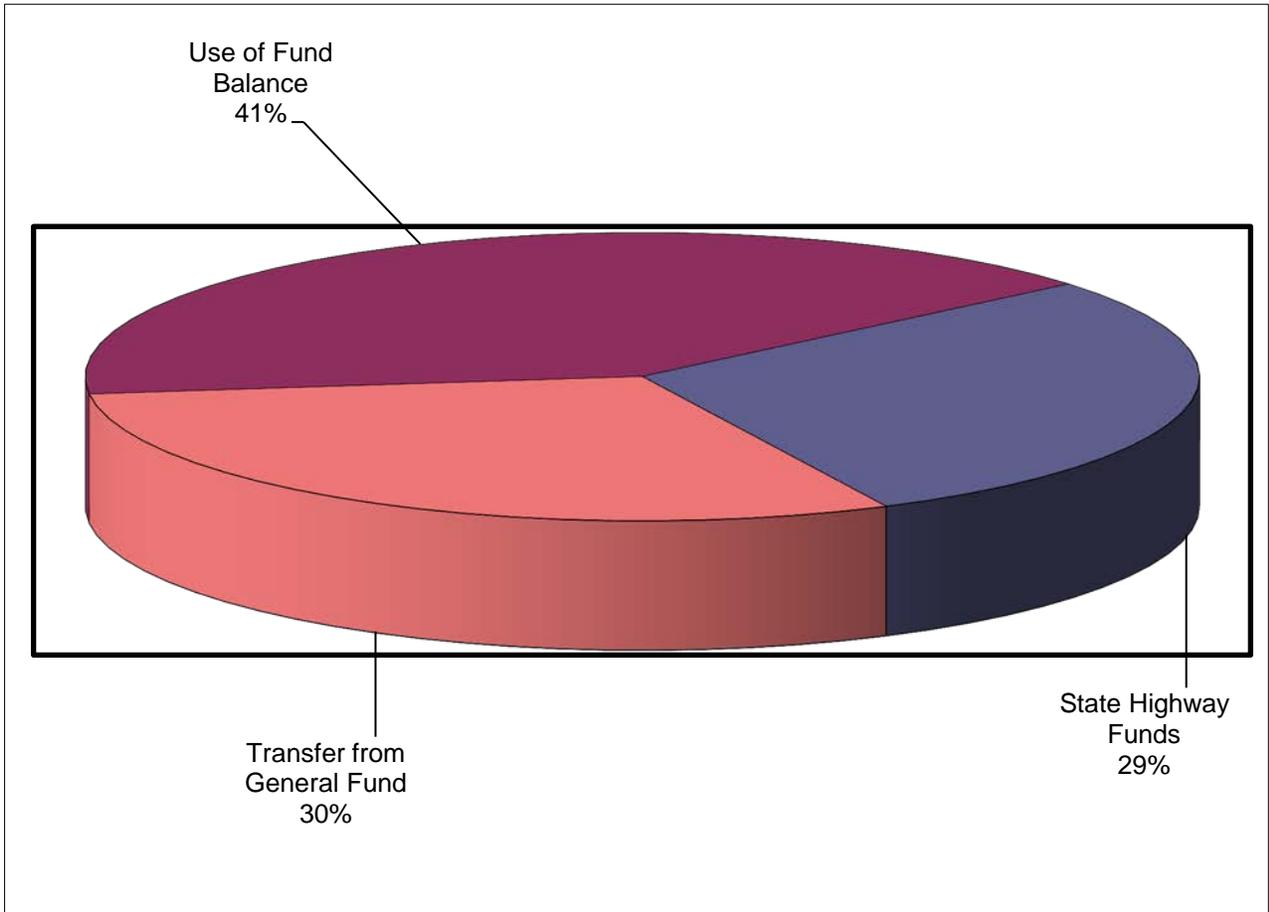
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance for future expenditures. Those unspent funds are then reappropriated to the next fiscal year provided the project is not completed. Completed projects with leftover funds may be transferred to the General Fund.

Capital Projects Projection of Fund Balance

Beginning Fund Balance - 6/30/2011		\$ 870,085
Actual FY 2012 Revenues	\$ 1,493,589	
Actual FY 2012 Expenditures	<u>(1,128,204)</u>	<u>365,385</u>
Fund Balance - 6/30/2012		\$ 1,235,470
Actual FY 2013 Revenues	\$ 610,988	
Actual FY 2013 Expenditures	<u>(948,058)</u>	<u>(337,070)</u>
Fund Balance - 6/30/2013		\$ 898,400
Estimated FY 2014 Revenues	\$ 691,394	
Estimated FY 2014 Expenditures	<u>(892,548)</u>	<u>(201,154)</u>
Projected Fund Balance - 6/30/2014		\$ 697,246
Estimated FY 2015 Revenues	\$ 1,010,130	
Estimated FY 2015 Expenditures	<u>(1,707,376)</u>	<u>(697,246)</u>
Projected Fund Balance - 6/30/2015		<u><u>\$ -</u></u>

CAPITAL PROJECTS FUND - SUMMARY

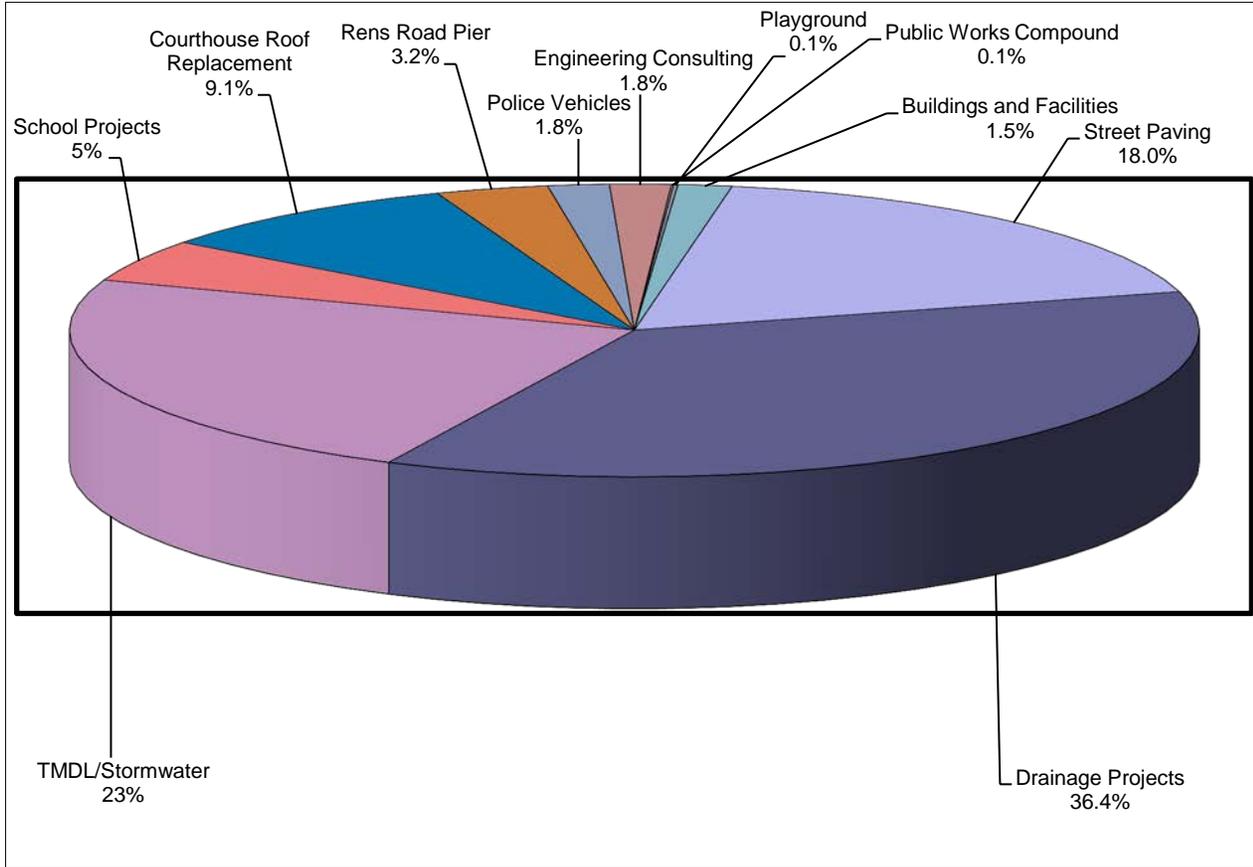
Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
State Highway Funds	\$ 452,000	\$ 493,630
Transfer from General Fund	76,100	516,500
Grant Funds	79,150	-
Donations	84,144	-
Use of Fund Balance	201,154	697,246
TOTAL	<u>\$ 892,548</u>	<u>\$ 1,707,376</u>

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Expenditures



Capital Projects Expenditures	Estimated FY 2014	Adopted FY 2015
Street Paving	\$ 503,806	\$ 307,308
Drainage Projects	4,838	620,794
TMDL/Stormwater	552	399,948
School Projects	106,140	80,000
Courthouse Roof Replacement	-	154,870
Rens Road Pier	-	55,000
Police Vehicles	-	30,000
Engineering Consulting	-	30,000
Public Works Compound	-	1,031
Playground	-	2,085
Buildings and Facilities	-	26,340
Technology	588	-
Medic	162,887	-
Phone System	52,658	-
Rens Road Boat Ramp	61,079	-
TOTAL	\$ 892,548	\$ 1,707,376

CAPITAL PROJECTS FUND - REVENUE

Revenue Summary

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2014 Revised Budget	FY 2014 Estimated Revenue	FY 2015	FY 2015	\$	%
						Department Estimated Budget	City Council Adopted Budget	Change From 2014 Revised Budget	Change From 2014 Revised Budget
State Highway Funds	\$ 496,197	\$ 380,466	\$ 452,000	\$ 452,000	\$ 452,000	\$ 493,630	\$ 493,630	\$ 41,630	9.2%
Note or Bond Proceeds	600,000	-	-	-	-	-	-	-	n/a
Interest -- Bond Proceeds	1,980	642	-	-	-	-	-	-	n/a
State Grants	-	-	-	79,150	79,150	-	-	(79,150)	-100.0%
Patrol Boat Grant	207,675	13,916	-	-	-	-	-	-	n/a
Other Federal Grants	-	15,000	-	-	-	-	-	-	n/a
Donations	5,977	1,186	-	84,144	84,144	-	-	(84,144)	-100.0%
Reappropriation of Fund Bal	-	-	57,202	829,508	829,508	697,246	697,246	(132,262)	-15.9%
Transfer from Schools	-	48,938	-	-	-	-	-	-	n/a
Transfer from General Fund	181,760	150,840	25,000	76,100	76,100	516,500	516,500	440,400	578.7%
TOTAL REVENUE	\$ 1,493,589	\$ 610,988	\$ 534,202	\$ 1,520,902	\$ 1,520,902	\$ 1,707,376	\$ 1,707,376	\$ 186,474	12.3%

Revenue Explanations

State Highway Funds: Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving and drainage programs ("Street and Drainage" projects). The City is projected to receive a total of \$1,373,630 from the State Highway Maintenance Fund, \$493,630 is recorded in the Capital Projects Fund, and the remaining \$880,000 is recorded in the General Fund. The exact amount of revenue for FY 2015 will not be known until August 2014.

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

CAPITAL PROJECTS FUND - EXPENDITURES

Expenditures Summary

Project	Estimated FY 2014 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2015 New Projects Adopted Budget	Total FY 2015 Projects
		Prior Year	Year 1	
School Projects				
PES	\$ 63,737	\$ -	\$ -	\$ -
School Bus	-	-	80,000	80,000
School Miscellaneous Projects	42,403	-	-	-
Public Works, Transportation & Drainage Projects				
Street Paving	503,806	7,308	300,000	307,308
Drainage Projects	4,838	427,164	193,630	620,794
PW Compound	-	1,031	-	1,031
TMDL/Stormwater	552	149,948	250,000	399,948
Parks & Recreation Projects				
Playground Equipment	-	2,085	-	2,085
Rens Road Pier	-	-	55,000	55,000
Rens Road Boat Ramp	61,079	-	-	-
Miscellaneous Projects				
Medic Unit	162,887	-	-	-
Engineering Services	-	-	30,000	30,000
Vehicles	-	-	30,000	30,000
Buildings and Facilities	-	26,340	-	26,340
York/Poquoson Courthouse Roof	-	19,500	135,370	154,870
Telephone System	52,658	-	-	-
Technology	588	-	-	-
Totals	\$ 892,548	\$ 633,376	\$ 1,074,000	\$ 1,707,376

Expenditures Explanations

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

Major Fund Functions

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

FY 2015 New Projects

Street Paving: Projects are funded through VDOT State Highway Funds for maintenance, resurfacing and improvements. Projects are at the City's discretion based on needs. The City allocated \$300,000 towards paving for FY 2015.

Drainage Projects: These projects are also funded through VDOT State Highway Funds with an allocation of \$193,630.

CAPITAL PROJECTS FUND - EXPENDITURES

TMDL/Stormwater: This project is a federally mandated Chesapeake Bay cleanup program. The project calls for retrofitting the storm drainage system with water quality treatment measures. The City is required to provide enough water quality measures to treat 15% of the impervious area that currently exists within the City by 2017 and 25% by 2025. The current year funding includes \$250,000 as a Transfer from General Fund.

School Bus: This project is for the replacement of one school bus. Replacing buses regularly should help reduce the operating repair cost and improve safety for the students.

Engineering: The City has various projects in which professional engineering services are required.

Rens Road Pier: This project is the replacement and repair of the Rens Road Pier for public use.

Vehicles: This project is for the purchase of a police car and equipment to outfit the car.

York/Poquoson Courthouse Roof: This project is to replace the roof at the York/Poquoson Courthouse. York County maintains the building and the City reimburses the County for the City's share of the costs of operating and maintaining the building.

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2015 Adopted Capital Projects Fund

Adopted CIP Summary FY 2015 - Beyond FY 2019

Project	FY 2015 Recommended Budget	Prior Year Funding	FY 2015 Adopted Project	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	Beyond FY 2019 Project	Total Cost
School Projects									
High School Forum Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
High School Track	-	-	-	-	-	-	-	300,000	300,000
High School Locker Room Renovation	-	-	-	-	-	-	-	66,000	66,000
High School HVAC	-	-	-	-	-	75,000	-	-	75,000
High School Gym HVAC	-	-	-	-	-	-	-	125,000	125,000
High School Roof Replacement	-	-	-	-	-	-	-	1,330,000	1,330,000
Primary School HVAC	-	-	-	-	-	-	-	205,000	205,000
Primary School Roof Replacement	-	-	-	-	-	-	-	1,029,000	1,029,000
Middle School Renovation	-	-	-	-	to be determined	-	-	-	-
Asphalt Repairs	-	-	-	-	-	-	-	146,000	146,000
Middle School Roof Replacement	-	-	-	-	-	-	-	765,000	765,000
Bus Replacement	80,000	-	80,000	80,000	80,000	80,000	80,000	330,000	730,000
Total School Projects	\$ 80,000	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 155,000	\$ 80,000	\$ 6,796,000	\$ 7,271,000
Transportation and Drainage Projects									
Street Paving	\$ 300,000	\$ -	\$ 251,030	\$ 374,699	\$ 237,688	\$ 243,035	\$ 239,798	\$ 187,235	\$ 1,533,485
Drainage Projects/Engineering Services	\$ 223,630	-	-	-	-	-	-	-	-
Wythe Creek Road South	-	12,000,000	200,000	400,000	1,645,850	1,458,288	8,295,862	-	12,000,000
Drainage Projects -- Poquoson Shores Tidal Flooding	-	-	-	80,000	-	-	-	-	80,000
Drainage Projects -- City Ditch Erosion Paving	-	-	-	50,000	50,800	50,800	-	-	151,600
Chesapeake Bay TMDL/Stormwater	250,000	-	25,000	2,000,000	2,000,000	2,000,000	2,000,000	18,125,000	26,150,000
Poquoson Avenue Piping Upgrade	-	-	-	-	-	-	-	145,000	145,000
Oxford Mews	-	-	-	-	-	-	-	130,000	130,000
ROW Acquisition, Bike Paths & Sidewalks	-	-	-	500,000	-	-	-	-	500,000
Victory Boulevard	-	-	-	-	-	-	-	9,000,000	9,000,000
Total Transportation and Drainage Projects	\$ 773,630	\$ 12,000,000	\$ 476,030	\$ 3,404,699	\$ 3,934,338	\$ 3,752,123	\$ 10,535,660	\$ 27,587,235	\$ 49,690,085
Public Safety: Fire and Police Projects									
Replacement of Engine 102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
Replacement of Medic 4	-	-	-	-	-	-	-	150,000	150,000
Police Vehicles	30,000	-	-	-	-	-	-	-	-
Public Safety Building	-	-	-	-	-	-	-	3,000,000	3,000,000
Total Public Safety: Fire and Police Projects	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
Public Works Projects									
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,799,000	\$ 1,799,000
Public Works Compound	-	-	-	-	-	-	-	875,200	875,200
Total Public Works Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,674,200	\$ 2,674,200

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2015 Adopted Capital Projects Fund

Adopted CIP Summary FY 2015 - Beyond FY 2019

Project	FY 2015 Recommended Budget	Prior Year Funding	FY 2015 Adopted Project	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	Beyond FY 2019 Project	Total Cost
Parks & Recreation Projects									
Municipal Ballfield Lighting Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000
Firth Field Light Replacement	-	-	-	-	-	-	-	275,000	275,000
Blue Way System	-	-	-	-	-	-	-	81,500	81,500
Messick Point Breakwater	-	-	-	-	-	142,725	-	-	142,725
Messick Point Pier & Beach	-	-	-	-	-	-	700,000	-	700,000
Messick Point Beach	-	-	-	-	-	-	-	85,000	85,000
Pool Reconstruction	-	-	-	-	-	-	-	3,000,000	3,000,000
Pool House Renovation	-	-	-	-	-	-	-	225,000	225,000
Recreation Center	-	-	-	-	-	-	-	17,245,895	17,245,895
Western Precinct Park	-	-	-	-	-	-	-	1,000,000	1,000,000
Turf Football Field	-	-	-	-	-	-	-	500,000	500,000
Rens Road Pier Decking	55,000	-	55,000	-	-	-	-	-	55,000
South Lawson Park Bike Path	-	-	-	-	-	-	-	195,000	195,000
South Lawson Park Upgrades	-	-	-	-	-	-	-	400,000	400,000
Total Parks & Recreation Projects	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ 142,725	\$ 700,000	\$ 23,237,395	\$ 24,135,120
Facilities & Miscellaneous City Projects									
Financial System Upgrade	-	-	-	-	-	-	-	250,000	250,000
City Hall HVAC	-	-	-	-	-	-	-	350,000	350,000
York/Poquoson Courthouse Roof	135,370	-	-	-	-	-	-	-	-
Assessment Software and Database	-	-	-	-	-	-	-	125,000	125,000
Police Department HVAC	-	-	-	-	-	-	-	73,000	73,000
Total Facilities & Miscellaneous City Projects	\$ 135,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 798,000	\$ 798,000
Totals	\$ 1,074,000	\$ 12,000,000	\$ 611,030	\$ 3,484,699	\$ 4,014,338	\$ 4,049,848	\$ 11,315,660	\$ 64,592,830	\$ 88,068,405

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Expenditures Explanations

The FY 2015 - Beyond FY 2019 CIP prepared by staff was presented to the Poquoson Planning Commission on March 17, 2014. After reviewing the Plan, the Commission recommended its adoption with one additional project for consideration to City Council. City Council adopted the Plan as amended on March 24, 2014 after a public hearing was held.

SOLID WASTE FUND - SUMMARY

Solid Waste Fund Description

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

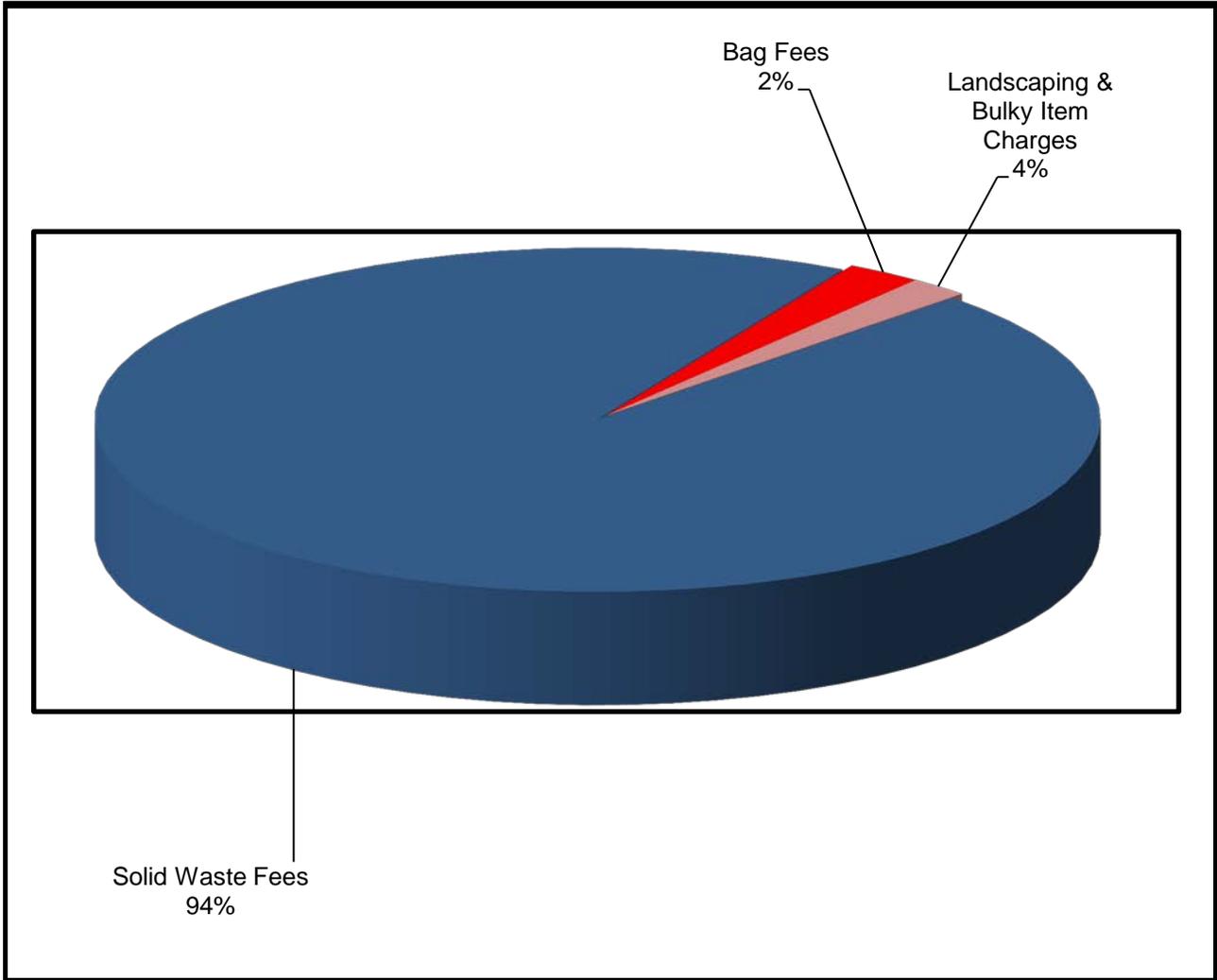
In January 2007, City Council adopted a Committee's recommendation and City staff implemented the container/cart program on October 1, 2007. This program utilizes contracted disposal of all household solid waste.

Solid Waste Projection of Net Assets

Beginning Net Assets - 6/30/2011		\$ 281,999
Actual FY 2012 Revenues	\$ 816,534	
Actual FY 2012 Expenses	<u>(743,280)</u>	<u>73,254</u>
Net Assets - 6/30/2012		\$ 355,253
Actual FY 2013 Revenues	\$ 862,344	
Actual FY 2013 Expenses	<u>(842,251)</u>	<u>20,093</u>
Net Assets - 6/30/2013		\$ 375,346
Estimated FY 2014 Revenues	\$ 876,260	
Estimated FY 2014 Expenses	<u>(876,260)</u>	<u>-</u>
Projected Net Assets - 6/30/2014		\$ 375,346
Estimated FY 2015 Revenues	\$ 822,200	
Estimated FY 2015 Expenses	<u>(822,200)</u>	<u>-</u>
Projected Net Assets - 6/30/2015		<u><u>\$ 375,346</u></u> *

*Includes undepreciated fixed assets and unrestricted net assets.

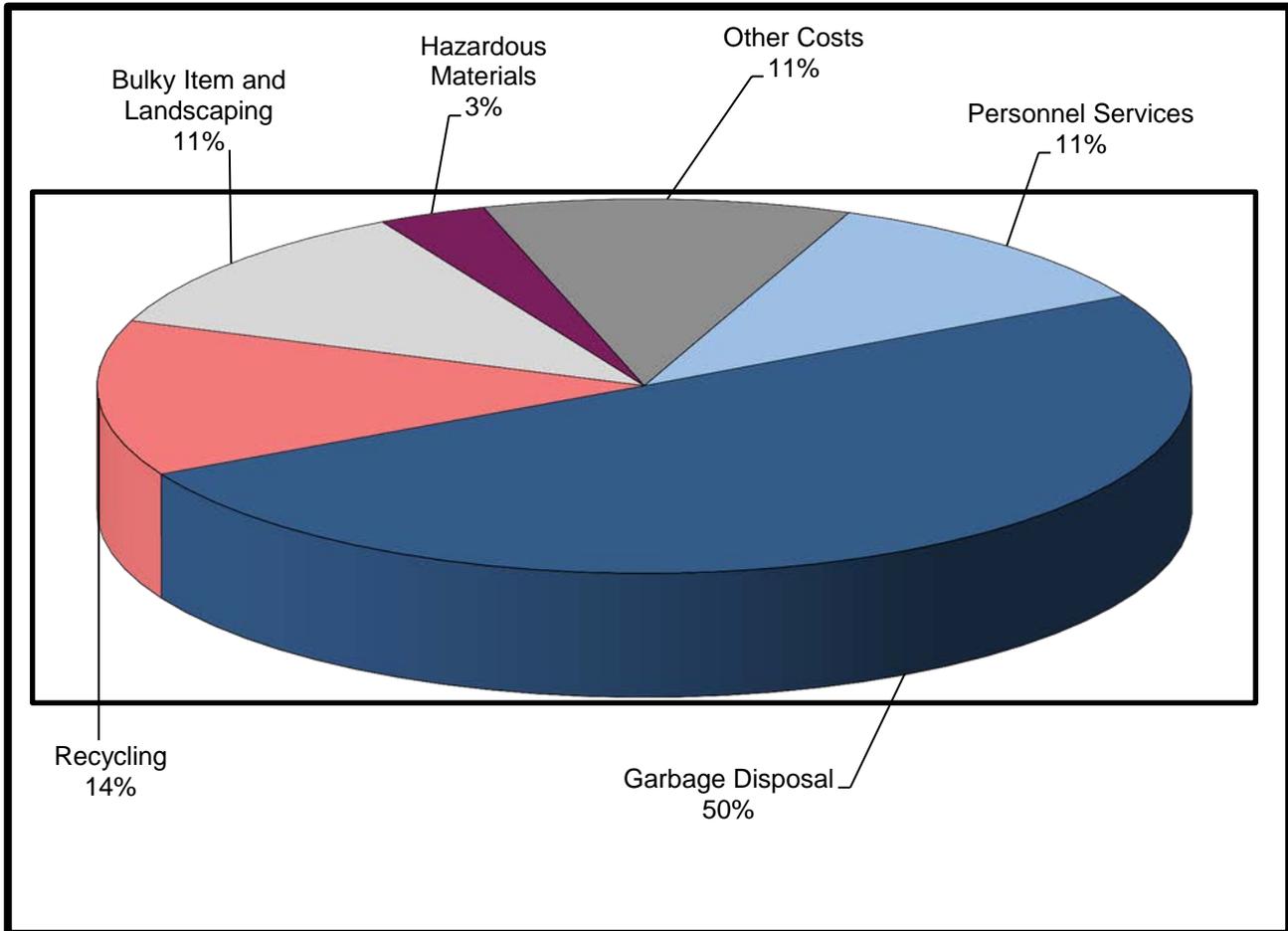
SOLID WASTE FUND - SUMMARY



<u>Solid Waste Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Solid Waste Fees	\$ 835,260	\$ 786,200
Bag Fees	20,000	20,000
Landscaping & Bulky Item Charges	21,000	16,000
TOTAL	<u><u>\$ 876,260</u></u>	<u><u>\$ 822,200</u></u>

SOLID WASTE FUND - SUMMARY

Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Personnel Services	\$ 87,047	\$ 89,648
Garbage Disposal	405,500	412,400
Recycling	180,001	110,803
Bulky Item and Landscaping	93,976	93,677
Hazardous Materials	28,178	26,334
Other Costs	81,558	89,338
TOTAL	<u>\$ 876,260</u>	<u>\$ 822,200</u>

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SOLID WASTE FUND - REVENUE

Solid Waste Revenue

Account Title			FY 2014		FY 2015				
	FY 2012	FY 2013	Original	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Adopted	Revised	Estimated	Department	City Council	Change	Change
			Budget	Budget	Revenue	Estimated	Adopted	From 2014	From 2014
						Budget	Budget	Revised	Revised
								Budget	Budget
Solid Waste Fees	\$ 707,438	\$ 818,390	\$ 835,260	\$ 835,260	\$ 835,260	\$ 786,200	\$ 786,200	\$ (49,060)	-5.9%
Bag Fees	21,000	23,100	20,000	20,000	20,000	20,000	20,000	-	0.0%
Disposal Fees	253	145	-	-	-	-	-	-	n/a
Landscaping Debris Charge	11,285	16,998	15,000	15,000	15,000	12,000	12,000	(3,000)	-20.0%
Bulky Item Charge	3,594	3,241	6,000	6,000	6,000	4,000	4,000	(2,000)	-33.3%
Transfer from the General Fund	72,100	-	-	-	-	-	-	-	n/a
Miscellaneous	864	470	-	-	-	-	-	-	n/a
TOTAL REVENUE & TRANSFERS	\$ 816,534	\$ 862,344	\$ 876,260	\$ 876,260	\$ 876,260	\$ 822,200	\$ 822,200	\$ (54,060)	-6.2%

Revenue Explanations

Solid Waste Fees: In FY 2015, the fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 3 plans, or an additional 2 plans if eligible. In FY 2015, the recycling program administered through VPPSA will change the process and frequency of recycling pickups, therefore reducing the cost of the program. With this reduction in costs, the fees for solid waste will decrease 7% for each plan.

The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$13,500 of Solid Waste fees will be waived due to the scale.

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

It is estimated that 5 additional units will bring an additional \$982 in revenue for FY 2015.

	Number of Units	FY 2014 Adopted Bi-Monthly Fees	FY 2015 Adopted Bi-Monthly Fees	FY 2015 Adopted Revenue	FY 2015 Authorized Fees Waived	FY 2015 Total Revenue
Plans:						
Plan A = 35 gallon container/cart	1,841	\$26.50	\$24.75	\$ 272,229	\$ (6,506)	\$ 265,723
Plan B = 65 gallon container/cart	1,840	44.00	41.00	452,739	(2,271)	450,468
Plan C = (2) 65 gallon container/carts	75	80.50	75.00	33,723	(449)	33,274
Plan D = 35 gallon container/cart (bi-weekly pickup)	399	16.00	15.00	35,910	(4,174)	31,736
Plan E = no container/cart (private lanes, townhomes)	103	9.00	8.25	5,099	(100)	4,999
	4,258			\$ 799,700	\$ (13,500)	\$ 786,200

Bag Fees: The fee for the green bags will remain at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous 10 fiscal years.

Landscaping Debris Charges: The City provides curbside pickup service for woody waste. The fee for this service is \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$33,572 to operate the composting/disposal facility in FY 2015. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident. Residents may also bring woody waste to a free designated drop off site that is provided twice a month.

Bulky Item Charge: In FY 2015 the fee is free for the first pickup only and \$63 per subsequent pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In 2011, the City implemented a free drop off service twice a month for residents to dispose of unwanted items instead of paying for a residential pickup.

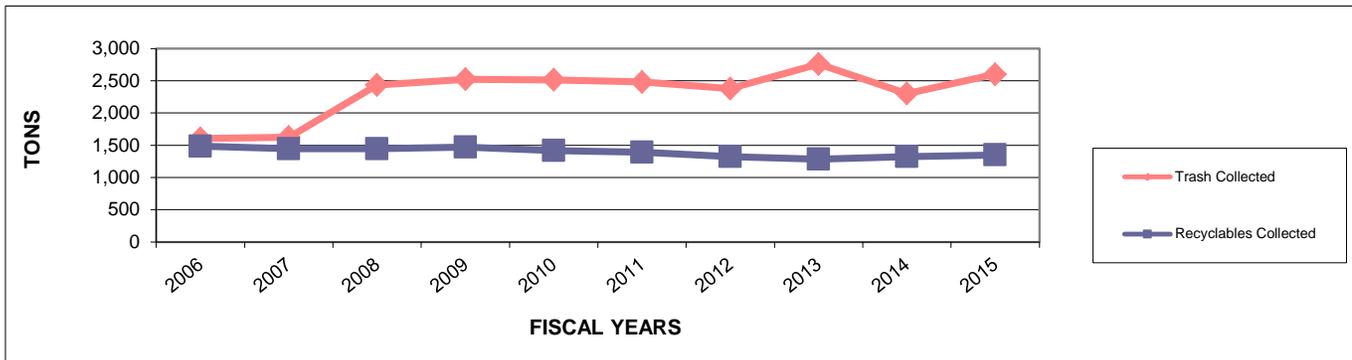
SOLID WASTE FUND - GARBAGE AND RECYCLING

Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Adopted	Revised	Estimated	Department	City Council	Change	Change
			Budget	Budget	Expenses	Request	Adopted	From 2014	From 2014
						Budget	Budget	Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	563,624	594,355	615,054	615,054	615,054	550,387	555,387	(59,667)	-9.7%
Capital Outlay	-	-	-	-	-	-	-	-	n/a
Totals	\$ 563,624	\$ 594,355	\$ 615,054	\$ 615,054	\$ 615,054	\$ 550,387	\$ 555,387	\$ (59,667)	-9.7%

Personnel Summary

N/A



Goals and Objectives

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

SOLID WASTE FUND - GARBAGE AND RECYCLING

Major Departmental Functions

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

Performance Measures

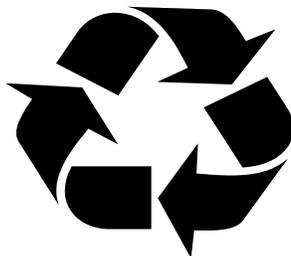
	<u>Actual</u> <u>FY 2012</u>	<u>Actual</u> <u>FY 2013</u>	<u>Estimated</u> <u>FY 2014</u>	<u>Estimated</u> <u>FY 2015</u>
Trash Collected (Tons)	2,378	2,761	2,300	2,600
Recyclables Collected by Contractor (Tons)	1,324	1,282	1,325	1,350

Significant Budget Items

- * Total cost for contracted residential refuse pickup and disposal cost is expected to be \$412,400 in FY 2015, a slight increase from FY 2014.
- * Curbside recycling cost in FY 2015 is expected to be \$110,803, a decrease of \$69,198 from FY 2014. A new recycling program through VPPSA will begin in July 2014, reducing the number of pickups and costs.
- * Hazardous material disposal is contracted through VPPSA. In FY 2015, the cost is expected to be \$26,334, a decrease of \$1,844.

Program Accomplishments

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



SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Expenditures Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2014 Revised Budget	FY 2014 Estimated Expenses	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Budget	% Change From 2014 Budget
Personnel Services	\$ 67,443	\$ 81,079	\$ 87,047	\$ 87,047	\$ 87,047	\$ 90,626	\$ 89,648	\$ 2,601	3.0%
Operating Expenses	149,857	131,158	167,596	167,596	167,596	176,374	177,165	9,569	5.7%
Capital Outlay	(37,644)	35,659	6,563	6,563	6,563	-	-	(6,563)	-100.0%
Totals	\$ 179,656	\$ 247,896	\$ 261,206	\$ 261,206	\$ 261,206	\$ 267,000	\$ 266,813	\$ 5,607	2.1%

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized
Equipment Operator II	1	1	1	1	1
Totals	1	1	1	1	1

Goals and Objectives

- * Furnish bulky item and landscaping debris pickup for the citizens of Poquoson.
- * Collect waste oil and batteries for recycling.
- * Assist in the recycling of landscaping debris to produce mulch and compost. Also take dropped off Christmas trees to VPPSA Compost Facility.
- * Collect metal items for recycling to help reduce disposal costs.
- * Pick up bulk items and landscaping debris within 7 days after it is placed in the City's right-of-way when a request from the property owner has been received.
- * Operate a convenience site drop off for citizens.
- * Furnish manpower and trucks for the leaf pickup program, twice a month.

SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Major Departmental Functions

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

Performance Measures

	Actual FY 2012	Actual FY 2013	Estimated FY 2014	Estimated FY 2015
Waste Oil Collected for Recycling (gallons)	2,674	2,548	2,900	2,700
Bulky Item Debris Collected for Disposal*	2,656	1,432	1,600	1,600
Landscape Debris Collected for Recycling*	1,251	1,115	1,300	1,300
Convenience site visitors	2,926	4,432	5,100	5,100
Used Tires Collected for Recycling	616	472	500	500

* Amounts given in tons

Significant Budget Items

* Increase in VRS and Health insurance costs.
 * Increased temporary labor cost.
 * Increase in personnel costs for the convenience site.
 * Increase in vehicle costs.

Program Accomplishments

* Provided good and dependable bulk and landscaping pickup service. Received compliments on how clean the City employees leave the bulk item area after a pickup.
 * Picked up storm debris using only City workforce.
 * Continued to provide convenience site.
 * Continued to pick up leaves (seasonally).
 * Upgraded used oil collection site to include building and signage.
 * Provided chemical drop off for residents.

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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, 51.3 miles of gravity sewer lines and 18 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

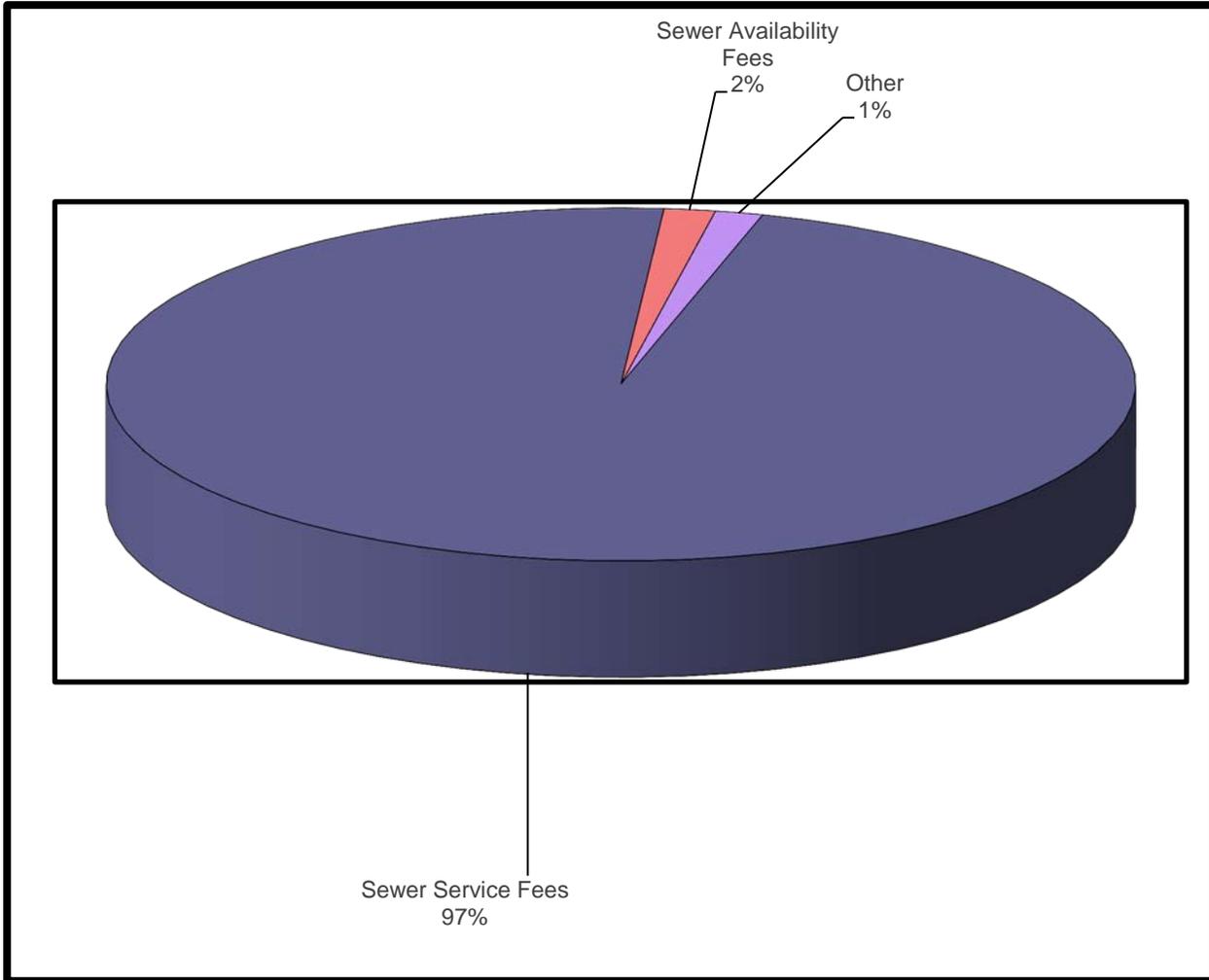
Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2011		\$ 5,322,652
Actual FY 2012 Revenues	\$ 1,553,699	
Actual FY 2012 Expenses	<u>(1,651,822)</u>	<u>(98,123)</u>
Net Assets - 6/30/2012		\$ 5,224,529
Actual FY 2013 Revenues	\$ 1,864,716	
Actual FY 2013 Expenses	<u>(1,600,187)</u>	<u>264,529</u>
Net Assets - 6/30/2013		\$ 5,489,058
Estimated FY 2014 Revenues	\$ 1,853,100	
Estimated FY 2014 Expenses	<u>(1,853,100)</u>	<u>-</u>
Projected Net Assets - 6/30/2014		\$ 5,489,058
Estimated FY 2015 Revenues	\$ 1,865,355	
Estimated FY 2015 Expenses	<u>(1,865,355)</u>	<u>-</u>
Projected Net Assets - 6/30/2015		<u><u>\$ 5,489,058</u></u> *

*Includes undepreciated fixed assets and unrestricted net assets.

UTILITIES FUND - SUMMARY

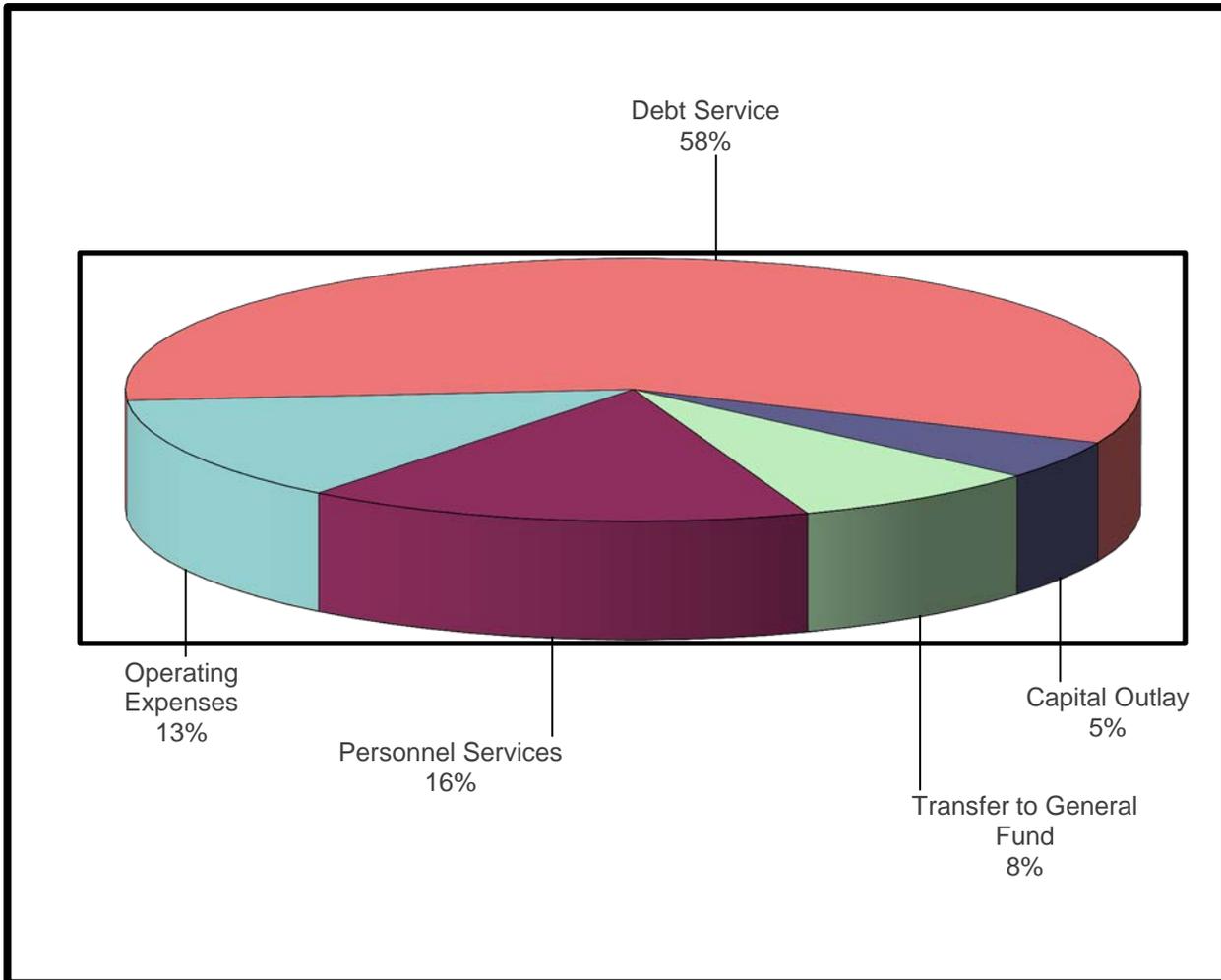
Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Sewer Service Fees	\$1,789,100	\$1,807,355
Sewer Availability Fees	36,000	30,000
Other	26,000	28,000
Transfer from General Fund	2,000	0
TOTAL	<u><u>\$1,853,100</u></u>	<u><u>\$1,865,355</u></u>

UTILITIES FUND - SUMMARY

Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Personnel Services	\$294,060	\$301,575
Operating Expenses	259,563	243,094
Debt Service	612,901	1,082,036
Capital Outlay	556,576	88,650
Transfer to General Fund	130,000	150,000
TOTAL	<u><u>\$1,853,100</u></u>	<u><u>\$1,865,355</u></u>

UTILITIES FUND - REVENUE

Utilities Revenue

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2014 Estimated Revenue	FY 2015	FY 2015	\$	%
					Department Estimated Revenue	City Council Adopted Revenue	Change From 2014 Budget	Change From 2014 Budget
Sewer Service Fees	\$ 1,452,217	\$ 1,452,217	\$ 1,789,100	\$ 1,789,100	\$ 1,807,355	\$ 1,807,355	\$ 18,255	1.0%
Sewer Availability Fees	67,800	67,800	36,000	36,000	30,000	30,000	(6,000)	-16.7%
Notes Receivable - Interest	246	246	-	-	-	-	-	0.0%
Miscellaneous Revenue	2,049	2,049	-	-	-	-	-	0.0%
Late Payment Fees	30,892	30,892	26,000	26,000	28,000	28,000	2,000	7.7%
Interest Income	495	495	-	-	-	-	-	0.0%
Transfer from General Fund	-	-	2,000	2,000	-	-	(2,000)	-100.0%
TOTAL REVENUE & TRANSFERS	\$ 1,553,699	\$ 1,553,699	\$ 1,853,100	\$ 1,853,100	\$ 1,865,355	\$ 1,865,355	12,255	0.7%

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 2015, the Sewer Service fee is \$62 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households that meet certain income requirements. It is estimated that \$40,362 of sewer fees is waived due to the scale. Revenues from reduced fee accounts are estimated to be \$9,858.

Sliding Scale Sewer Service Fees:

Combined Income	FY 2014 Adopted Bi-Monthly Fees	FY 2015 Bi-Monthly Adopted Fees	Projected Number of Households	FY 2015 Revenue	FY 2015 Estimated Loss Revenue
\$25,000 or less	\$0	\$0	75	\$ -	\$ 27,900
25,001 - 30,000	15.50	15.50	24	2,232	6,696
30,001 - 35,000	31.00	31.00	26	4,836	4,836
35,001 - 40,000	46.50	46.50	10	2,790	930
over 40,000	62.00	62.00	4,726	1,758,072	-
			4,861	\$ 1,767,930	\$ 40,362

In FY 2015, there are an estimated 4,861 users of sewer for total revenues of \$1,767,000. It is also estimated that 5 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$930 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2014, the commercial fee is \$1.75 for every 100 cubic feet of water consumed. In FY 2015, it is estimated that \$39,425 in commercial water consumption fees will be collected.

UTILITIES FUND - REVENUE

Sewer Availability Fees: The sewer availability fee for a vacant lot is \$6,000. For FY 2015, it is estimated that new properties will generate \$30,000.

The Sewer Availability Fee is as follows:

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

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

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

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

UTILITIES FUND - EXPENDITURES

Expenditures Summary

			FY 2014		FY 2015		\$	%
	FY 2012	FY 2013	Original	FY 2014	Department	FY 2015	Change	Change
	Actual	Actual	Adopted	Revised	Request	City Council	From 2014	From 2014
			Budget	Budget	Budget	Adopted	Revised	Revised
						Budget	Budget	Budget
Personnel Services	\$ 253,257	\$ 272,332	\$ 292,060	\$ 294,060	\$ 306,244	\$ 301,575	\$ 7,515	2.6%
Operating Expenses	265,271	276,235	259,566	259,566	256,711	243,094	(16,472)	-6.3%
Depreciation & Amortization	569,110	537,285	-	-	-	-	-	n/a
Debt Service	319,166	347,840	612,901	612,901	1,082,036	1,082,036	469,135	76.5%
Transfer to General Fund	32,500	130,000	130,000	130,000	150,000	150,000	20,000	15.4%
Capital Outlay*	40,882	36,495	556,573	556,573	88,650	88,650	(467,923)	-84.1%
Totals	<u>\$ 1,480,186</u>	<u>\$ 1,600,187</u>	<u>\$ 1,851,100</u>	<u>\$ 1,853,100</u>	<u>\$ 1,883,641</u>	<u>\$ 1,865,355</u>	<u>\$ 12,255</u>	<u>0.7%</u>

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

Personnel Summary

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Superintendent of Utilities	1	1	1	1	1
Utilities Foreman	1	1	1	1	1
Utilities Technician	1	1	1	1	1
Utilities Worker	1	1	1	1	1
Totals	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

Goals and Objectives

- * Maintain current level of system reliability and provide 24 hour emergency service.
- * Continue to operate the sewer system in a safe and cost effective manner.
- * Continue to work with the local jurisdictions toward meeting the goals of the Consent Order possible through a joint rehabilitation project with Hampton Roads Sanitation
- * Develop a FOG (Fat, Oil, Grease) elimination program.
- * Replace pumps in station #4.

UTILITIES FUND - EXPENDITURES

Major Departmental Functions

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

Performance Measures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Estimated
Force Main Miles	12.1	12.1	12.1	12.1
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	11	14	11	14
Laterals Cleaned bi-yearly	16	16	15	16
Laterals Installed	1	0	1	2
Laterals Repaired	20	12	6	10
Locations Marked for Miss Utilities	3,300	1,826	1,923	1,850
Pump Stations	29	29	29	29
Pumps Repaired	20	15	15	15
Sewer Connections	4,816	4,847	4,858	4,861
Sewer Gravity Miles	51.3	51.3	51.3	51.3
Pumps Replaced	0	5	6	2
Grinder Pumps Replaced	0	13	0	10

Significant Budget Items

- * Increase in personnel services is due to an increase in VRS costs and health insurance costs.
- * Increase in debt service for principal payment due on the bond for the upgrade of pump station 2.
- * Decrease in capital outlay is due to the use of these funds for principal debt service payments.

Program Accomplishments

- * Continued to maintain a high level of system reliability and service.
- * Met the requirements of the "Miss Utilities" system.
- * Met the goals and deadlines for the SSES program.
- * Completed the replacement of the System & Control and Data Acquisition (SCADA) system.
- * Upgraded the communication radios.
- * Upgraded or replaced pumps and equipment at pump stations #6, #15 and #2C2.
- * Implemented improvements in aesthetics and safety at four pump station sites in conjunction with Keep Poquoson Beautiful campaign.

UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2015 Utilities Fund Capital Projects

Adopted CIP Summary FY 2015 -- Beyond FY 2019

Project	FY 2015 Adopted Budget	FY 2015 Adopted Project	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	Beyond FY 2019 Adopted Project	Total Cost
Facility Projects								
Pump Station Generators	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Sewer Cleaning Truck	-	90,000	-	-	-	-	-	90,000
Replacement of Power Supplies	-	100,000	-	-	-	-	-	100,000
Total Facility Projects	\$ -	\$ 190,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	310,000
Sanitary Sewer Evaluation Study (SSES)								
Sanitary Sewer Consent Repairs	-	-	470,000	514,000	514,000	514,000	514,000	2,526,000
Street and Drainage: Projects are funded through								
Total Utilities Projects	\$ -	\$ 190,000	\$ 590,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 514,000	\$ 2,836,000

Expenditures Explanations

The FY 2015 - Beyond FY 2019 CIP prepared by staff was presented to the Poquoson Planning Commission on March 17, 2014. After reviewing the Plan, the Commission presented its recommendation to City Council. City Council adopted the Plan with a minor revision on March 24, 2014 after conducting a public hearing.

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Fund Description

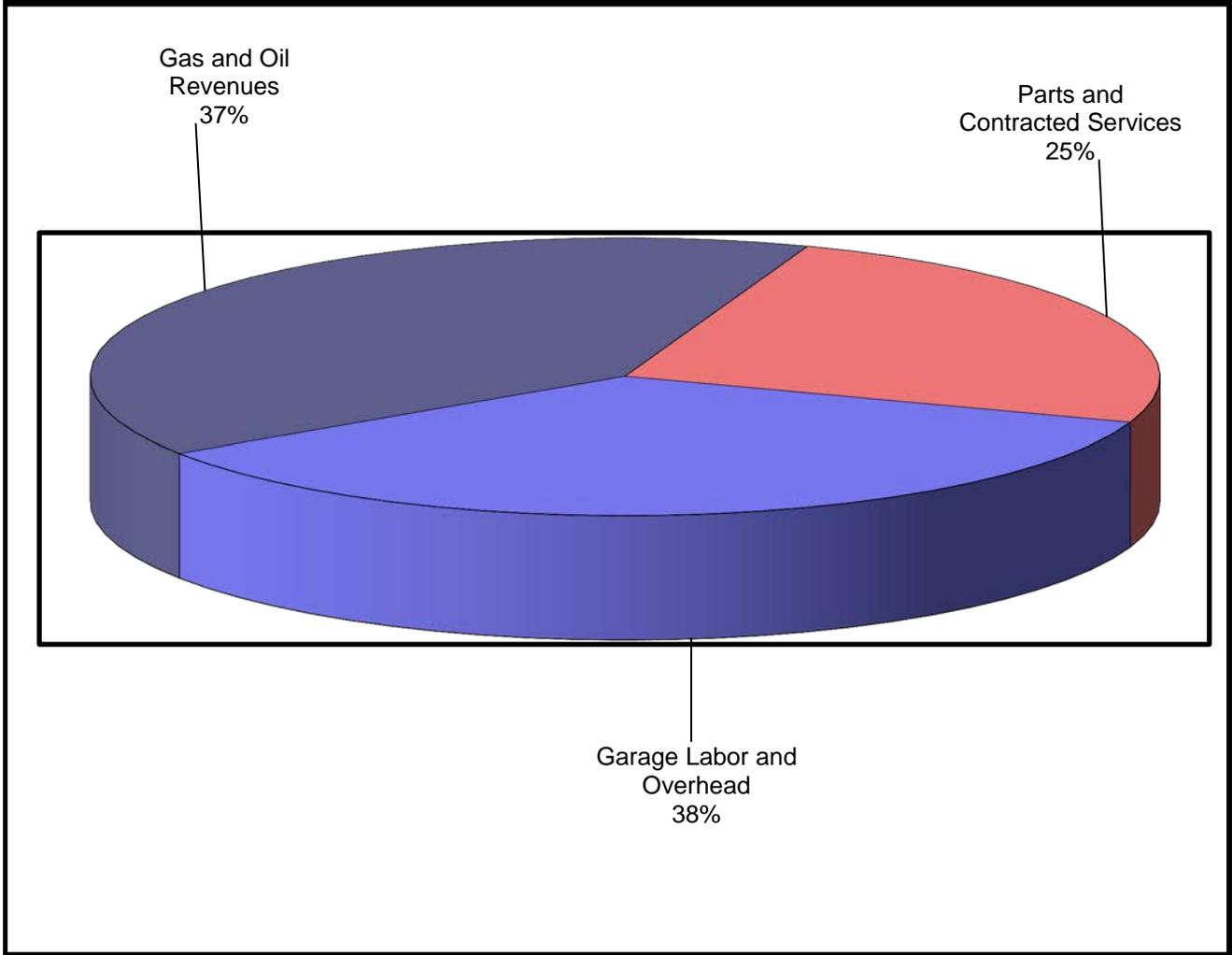
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal 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 School Division vehicles and buses. The charging of garage services through an Internal Service Fund allows for equitable distribution of the cost of operating the garage to the departments using the services. Each department is billed directly for repair and maintenance of vehicles. The Fleet Management Fund also provides fuel and lubricants for City and School vehicles which are billed directly to the departments based on usage.

Fleet Management Projection of Net Assets

Beginning Net Assets - 6/30/2011		\$ 56,743
Actual FY 2012 Revenues	\$ 710,973	
Actual FY 2012 Expenses	<u>(723,264)</u>	<u>(12,291)</u>
Net Assets - 6/30/2012		\$ 44,452
Actual FY 2013 Revenues	\$ 694,987	
Actual FY 2013 Expenses	<u>(721,922)</u>	<u>(26,935)</u>
Net Assets - 6/30/2013		\$ 17,517
Estimated FY 2014 Revenues	\$ 719,000	
Estimated FY 2014 Expenses	<u>(719,000)</u>	-
Projected Net Assets - 6/30/2014		\$ 17,517
Estimated FY 2015 Revenues	\$ 785,348	
Estimated FY 2015 Expenses	<u>(785,348)</u>	-
Projected Net Assets - 6/30/2015		<u><u>\$ 17,517</u></u>

FLEET MANAGEMENT FUND - SUMMARY

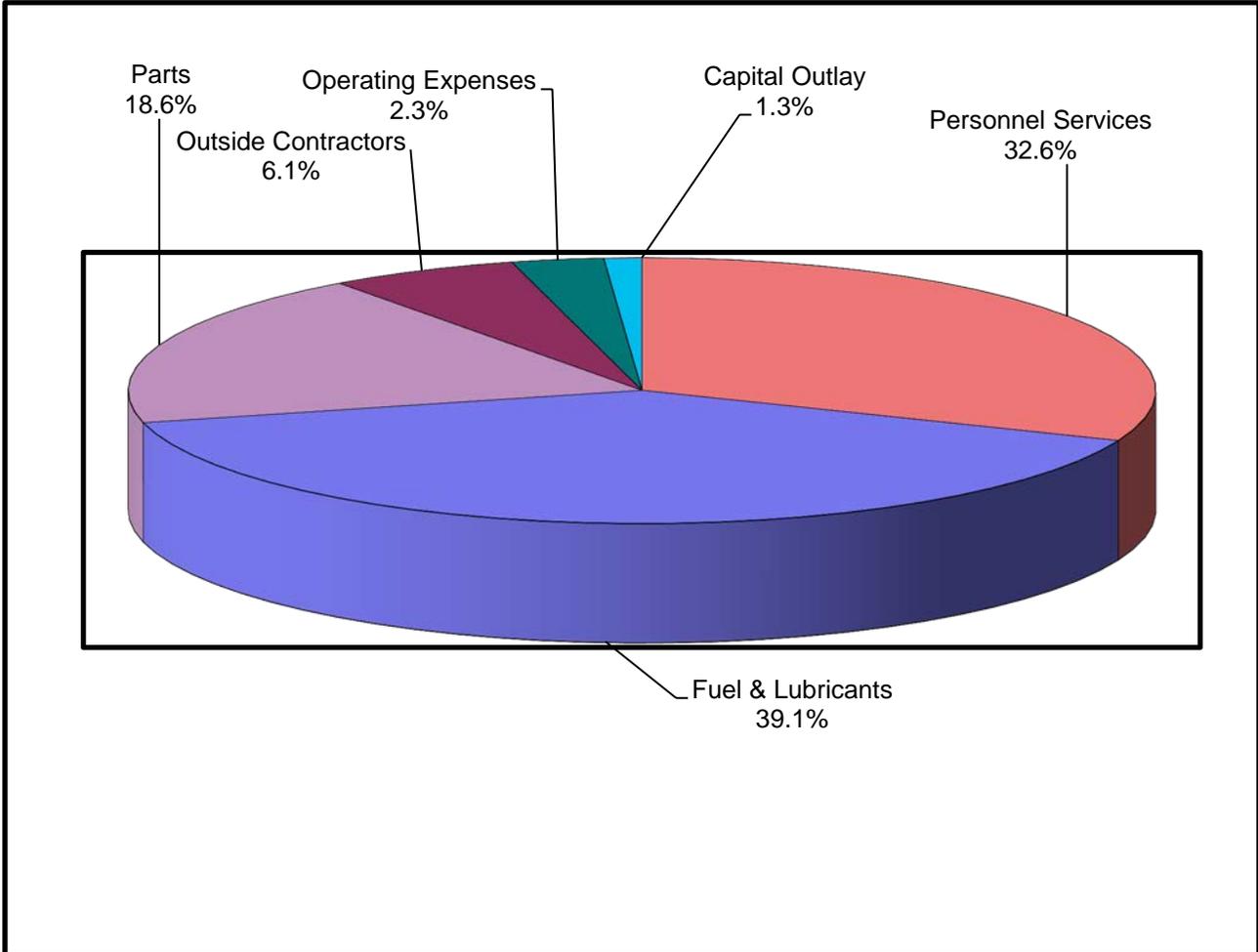
Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Parts and Contracted Services	\$ 177,100	\$ 195,000
Garage Labor and Overhead	261,900	276,805
Gas and Oil Revenues	<u>280,000</u>	<u>313,543</u>
TOTAL	<u>\$ 719,000</u>	<u>\$ 785,348</u>

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Personnel Services	\$ 236,417	\$ 244,724
Fuel & Lubricants	280,000	313,543
Parts	133,100	148,200
Outside Contractors	44,000	46,800
Operating Expenses	16,507	22,704
Capital Outlay	8,976	9,377
TOTAL	<u>\$ 719,000</u>	<u>\$ 785,348</u>

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FLEET MANAGEMENT FUND - REVENUE

Fleet Management Revenue

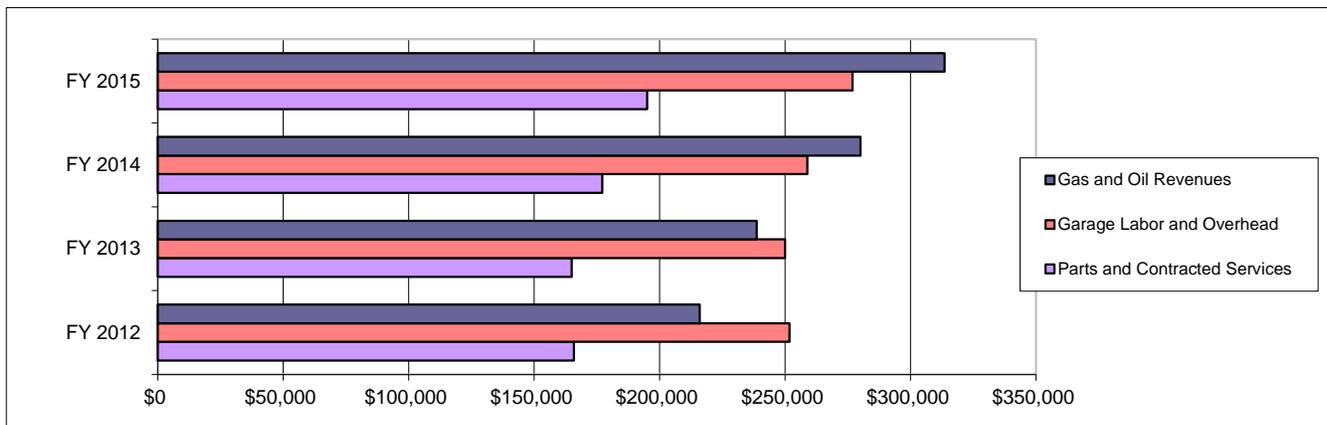
Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014			FY 2015 City Council Adopted Revenue	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
			Original Adopted Budget	FY 2014 Revised Budget	FY 2014 Estimated Revenue			
Parts and Contracted Services	\$ 190,572	\$ 171,710	\$ 177,100	\$ 177,100	\$ 177,100	\$ 195,000	\$ 17,900	10.1%
Garage Labor and Overhead	249,252	249,999	258,900	258,900	258,900	276,805	17,905	6.9%
Gas and Oil Revenues	271,149	273,278	280,000	280,000	280,000	313,543	33,543	12.0%
Transfer from General Fund	-	-	-	3,000	3,000	-	(3,000)	(3,000)
TOTAL REVENUE	\$ 710,973	\$ 694,987	\$ 716,000	\$ 719,000	\$ 719,000	\$ 785,348	\$ 66,348	9.3%

Revenue Explanations

Parts and Contracted Services: Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual costs incurred. The amount for FY 2015 is based on estimates from the Fleet Manager.

Garage Labor and Overhead: Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2015. Departments' labor line item is charged based on overall percentage of vehicles and equipment for each department.

Gas and Oil Revenues: Projected revenues from the direct billing to users of gas and oil for vehicles and equipment. Gas and oil are charged to departments based on actual costs incurred. The increase is based on an estimated cost of \$3.40 per gallon of fuel. Usage is an estimated 53,750 gallons of diesel fuel and 36,250 gallons of gasoline. Anticipated oil usage of 2,770 gallons at a cost of \$3.00 per gallon.



FLEET MANAGEMENT FUND - EXPENSES

Expense Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Revised Budget	% Change From 2014 Revised Budget
Personnel Services	\$ 208,405	\$ 229,054	\$ 233,417	\$ 236,417	\$ 248,446	\$ 244,724	\$ 8,307	3.6%
Operating Expenses	503,596	487,872	473,607	473,607	576,433	521,247	47,640	10.1%
Capital Outlay	11,263	4,996	8,976	8,976	12,211	9,377	401	4.5%
Totals	<u>\$ 723,264</u>	<u>\$ 721,922</u>	<u>\$ 716,000</u>	<u>\$ 719,000</u>	<u>\$ 837,090</u>	<u>\$ 775,348</u>	<u>\$ 56,348</u>	<u>7.9%</u>

Personnel Summary

	FY 2012 Authorized	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Department Request Positions	FY 2015 City Council Authorized Positions
Fleet Maintenance Supervisor	1	1	1	1	1
Chief Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Office Manager (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

Goals and Objectives

- * Maintain a safe, serviceable fleet of approximately 282 vehicles and equipment at the lowest possible cost and downtime to the individual departments.
- * Provide vehicle users with safe and dependable vehicles.
- * Purchase vehicle and equipment parts and components from the most cost effective supplier.
- * Perform as many repairs in-house as economically feasible.
- * Ensure all personnel are kept abreast of the many changes that occur in vehicles and equipment.
- * Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle downtime.
- * Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- * Perform quality control inspections on 20% of repairs.
- * Coordinate repair costs with department heads when extensive repairs are needed.
- * Maintain a labor rate of at least 85% of available man hours.
- * Maintain effective communications between Fleet Management and other departments.

FLEET MANAGEMENT FUND - EXPENSES

Major Fund Functions

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

Performance Measures

	Actual FY 2012	Actual FY 2013	Estimated FY 2014	Estimated FY 2015
Number of Vehicles & Equipment	269	277	270	282
% of Maintenance Performed In-House	96%	98%	98%	98%
Scheduled Maintenance Work Orders	488	478	500	500
Scheduled Work %	34%	31%	60%	35%
Unscheduled Maintenance Work Orders	963	1,087	900	900
Unscheduled Work %	66%	69%	60%	65%
Direct Labor Hours	4,277	4,290	4,800	5,200
Direct Labor Hours of Available Hours %	77%	83%	85%	85%
Sublet Work Orders (Outside Repairs)	77	54	50	50
Service Calls for Repairs Out of Shop	89	58	90	75
Quality Control Inspections %	4%	1%	5%	4%
Parts Transactions	3,748	2,932	3,750	3,200

Significant Budget Items

- * Increase in Operating expense is due to increased cost of fuel in FY 2015.

Program Accomplishments

- * This is the 21st year that Vehicle Maintenance has gone with no reportable discrepancies on the school buses per the inspections performed by the Virginia Department of Education's Transportation Division.
- * Maintained a rate of greater than 98% for in-house repairs.

FLEET MANAGEMENT FUND - EXPENSES

FY 2015 costs charged to City Departments and Schools

	Actual FY 2012 Parts	Actual FY 2013 Parts	Budget FY 2014 Parts	Adopted Budget FY 2015 Parts	Actual FY 2012 Gas & Oil	Actual FY 2013 Gas & Oil	Budget FY 2014 Gas & Oil	Adopted Budget FY 2015 Gas & Oil	Actual FY 2012 Overhead	Actual FY 2013 Overhead	Budget FY 2014 Overhead	Adopted Budget FY 2015 Overhead
Police	\$34,496	\$24,855	\$21,049	\$26,039	\$61,267	\$63,011	\$69,963	\$74,477	\$32,148	\$34,992	\$42,720	\$45,672
Fire	17,340	25,292	33,124	36,331	26,713	27,703	30,572	32,881	33,888	40,092	40,908	42,900
Inspections	0	0	501	680	2,105	2,484	3,363	2,822	2,137	1,200	3,108	828
Public Works	29,037	34,870	32,473	36,584	27,453	30,292	34,268	37,034	42,624	47,604	44,268	48,444
General Properties	2,686	857	686	935	1,594	890	1,400	1,033	1,595	2,400	3,108	2,772
Mosquito	30,518	21,359	19,976	22,504	10,457	10,854	11,760	15,640	24,420	24,480	18,384	18,000
Parks	238	410	481	531	2,407	769	1,650	850	0	1,200	1,042	1,381
Events	0	0	0	0	0	0	0	1,397	0	0	0	0
Utilities	7,238	8,866	8,718	9,286	13,576	12,828	11,860	13,983	6,732	3,756	10,356	11,076
Solid Waste	24,354	8,327	16,940	18,275	17,783	15,908	16,184	17,320	8,508	9,276	12,936	12,732
Fleet	191	33	200	595	608	947	200	1,040	0	0	0	0
Total City Depts	\$146,098	\$124,869	\$134,148	\$151,760	\$163,963	\$165,686	\$181,220	\$198,477	\$152,052	\$165,000	\$176,830	\$183,805
Schools	44,474	46,841	42,952	43,240	107,186	107,592	107,603	115,066	97,200	84,999	82,070	93,000
Total Fleet	\$190,572	\$171,710	\$177,100	\$195,000	\$271,149	\$273,278	\$288,823	\$313,543	\$249,252	\$249,999	\$258,900	\$276,805

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.

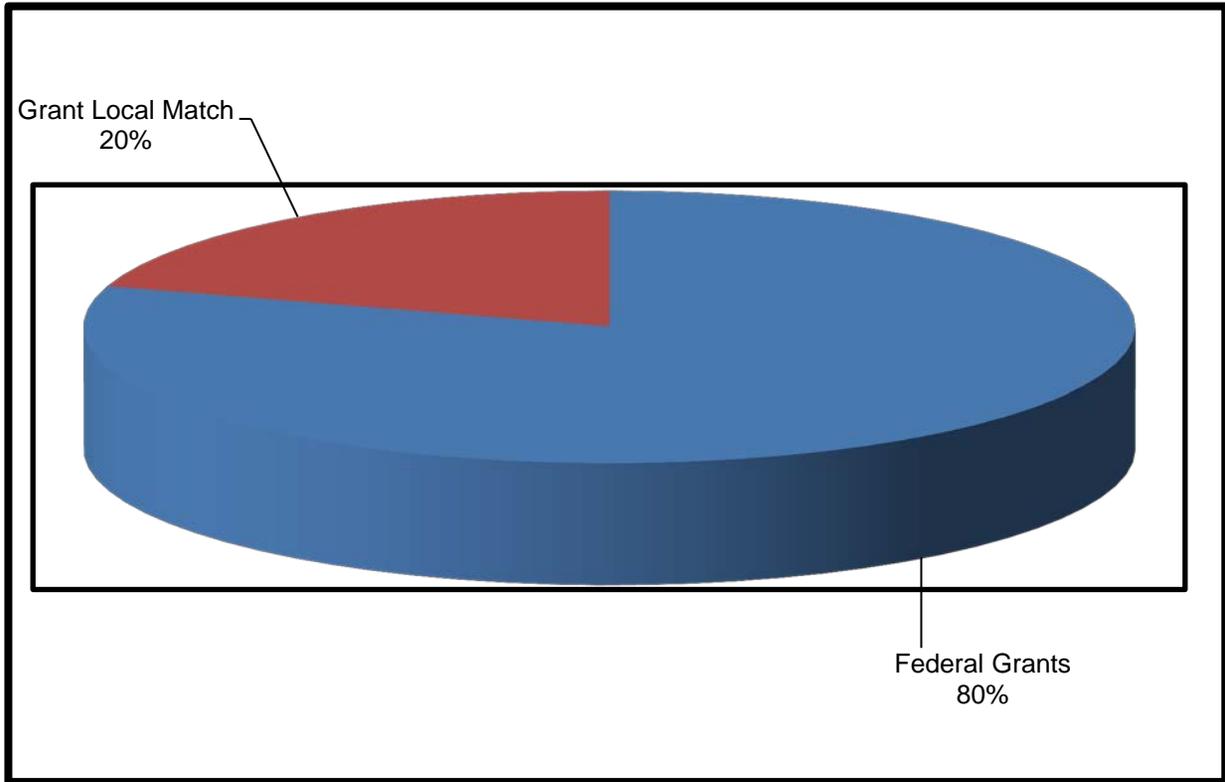
Currently, the City has one grant outstanding. The Enhancement Grant is a federally funded grant through the Virginia Department of Transportation (VDOT). This grant was obtained to move and renovate the Tom Hunt Store to the Poquoson Museum property for public visitation.

Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2011		\$ 51,905
Actual FY 2012 Revenues	\$ 56	
Actual FY 2012 Expenditures	<u>(885)</u>	<u>(829)</u>
Fund Balance - 6/30/2012		\$ 51,076
Actual FY 2013 Revenues	\$ 181,347	
Actual FY 2013 Expenditures	<u>(138,226)</u>	<u>43,121</u>
Fund Balance - 6/30/2013		\$ 94,197
Estimated FY 2014 Revenues	\$ 31,915	
Estimated FY 2014 Expenditures	<u>(31,900)</u>	<u>15</u>
Projected Fund Balance - 6/30/2014		\$ 94,212
Estimated FY 2015 Revenues	\$ 131,400	
Estimated FY 2015 Expenditures	<u>(131,400)</u>	<u>-</u>
Projected Fund Balance - 6/30/2015		<u><u>\$ 94,212</u></u>

SPECIAL REVENUE FUND - SUMMARY

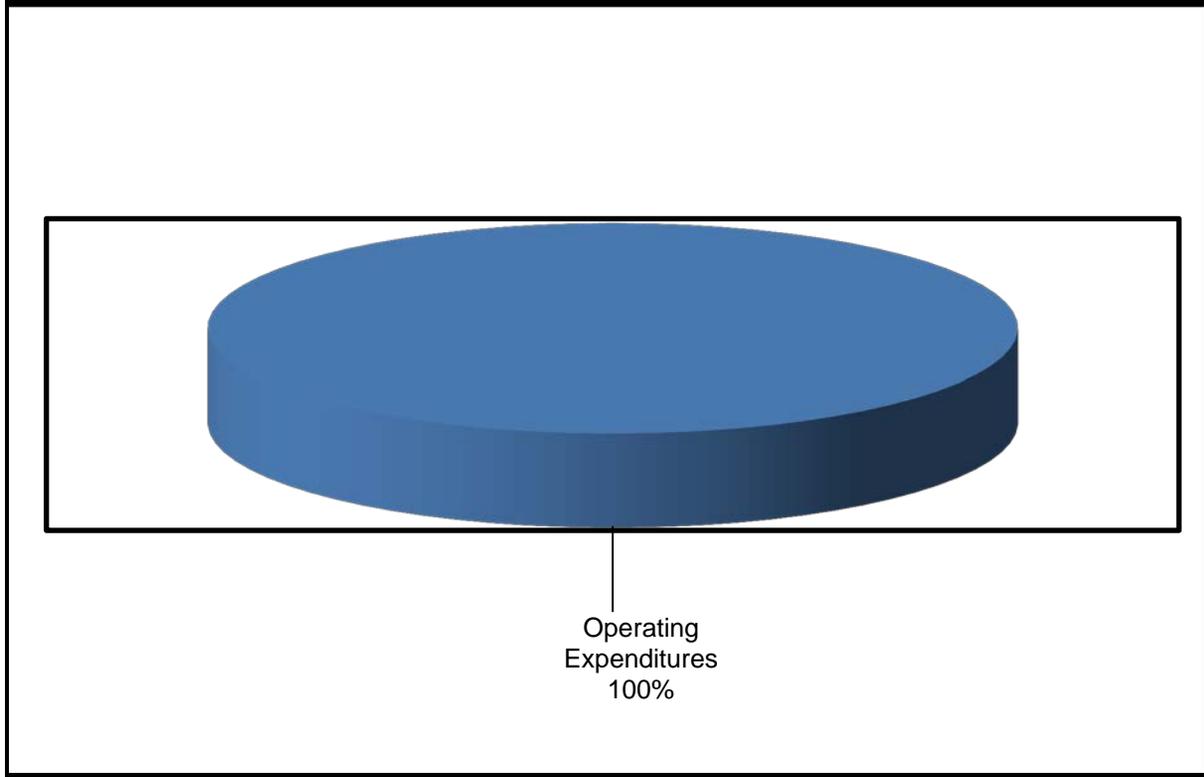
Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Federal Grants	\$ 31,767	\$ 104,833
Grant Local Match	133	26,567
Interest	15	-
TOTAL	<u>\$ 31,915</u>	<u>\$ 131,400</u>

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2014</u>	<u>Adopted FY 2015</u>
Operating Expenditures	<u>\$ 31,900</u>	<u>\$ 131,400</u>
TOTAL	<u>\$ 31,900</u>	<u>\$ 131,400</u>

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SPECIAL REVENUE FUND-REVENUE

Special Revenue Fund Revenue

Account Title	FY 2012 Actual	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Estimated Revenue	FY 2015	FY 2015	\$	%
						Department Estimated Revenue	City Council Adopted Revenue	Change From 2014 Revised Budget	Change From 2014 Revised Budget
HMGP Local Match	\$ -	\$ 7,841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
HMGP State	-	27,547	-	-	-	-	-	-	n/a
HMGP Federal	-	103,301	-	-	-	-	-	-	n/a
VDOT Grant Local Match	-	-	-	26,700	133	26,567	26,567	(133)	-0.5%
Museum VDOT Grant	-	-	-	136,600	31,767	104,833	104,833	(31,767)	-23.3%
CDGB Program Revenue	-	42,600	-	-	-	-	-	-	n/a
Interest Income	56	58	-	-	15	-	-	-	n/a
TOTAL REVENUE	\$ 56	\$ 181,347	\$ -	\$ 163,300	\$ 31,915	\$ 131,400	\$ 131,400	\$ (31,900)	-19.5%

Revenue Explanations

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

CDBG Program Revenue: Community Development Block Grant to elevate homes damaged by Hurricane Isabel in 2003. These grant funds helped citizens that had more than 50% damage to their homes from the storm surge raise their homes to an elevation of one foot above the required flood elevation. Twenty-eight homes qualified for the grant funding. The grant requires that the citizen receiving the funding either reside in the home or lease it to low income families for ten years or pay back a percentage of the grant received for the remainder of ten years should they sell or move out of the residence.

Museum VDOT Grant: Enhancement grant through the Virginia Department of Transportation for the purpose of moving and renovating the Tom Hunt Store to the Poquoson Museum Property for public visitation.

SPECIAL REVENUE FUND - EXPENDITURES

Expenditures Summary

	FY 2012	FY 2013	FY 2014 Original Adopted Budget	FY 2014 Revised Budget	FY 2015 Department Request Budget	FY 2015 City Council Adopted Budget	\$ Change From 2014 Budget	% Change From 2013 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	885	138,226	-	163,300	131,400	131,400	(31,900)	-19.5%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 885	\$ 138,226	\$ -	\$ 163,300	\$ 131,400	\$ 131,400	\$ (31,900)	-19.5%

Personnel Summary

n/a

Goals and Objectives

* Assure the grants obtained by the City of Poquoson are administered according to grant guidelines,

Major Fund Functions

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

SPECIAL REVENUE FUND - EXPENDITURES

Detailed Expenditures Summary

	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2014	From 2014
			Budget	Budget	Budget	Budget	Budget	Revised
								Budget
HMGP Aquisition Grant	\$ -	\$ 138,226	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
HMGP II Grant	53	-	-	-	-	-	-	n/a
HMGP Special Grant	155	-	-	-	-	-	-	n/a
CDBG I Grant	677	-	-	-	-	-	-	n/a
Museum VDOT Grant	-	-	-	163,300	131,400	131,400	(31,900)	-19.5%
			-	-	-	-	-	
Totals	\$ 885	\$ 138,226	\$ -	\$ 163,300	\$ 131,400	\$ 131,400	\$ (31,900)	-19.5%

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APPENDIX

A Short History of Poquoson:

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

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

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

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

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

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

Form of Government:

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

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

Fiscal Year:

Begins July 1 and ends the following June 30.

APPENDIX

Assessments:

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

Taxes Due:

Real estate taxes are assessed as of the first day of July. Real estate and personal property taxes are payable in two installments each year on June 5 and December 7. If paid after the due date, a 10% penalty is added. Interest at the rate of 10% per annum accrues on all delinquent taxes beginning on the first day following the due date.

Overlapping Debt:

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

Land Area:

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

Miles of Roadway:

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

Population:

1960 U.S. Census Count	4,278
1970 U.S. Census Count	5,441
1980 U.S. Census Count	8,726
1990 U.S. Census Count	11,005
2000 U.S. Census Count	11,566
2010 U.S. Census Count	12,150

Education:

	<u>Number of Schools</u>	<u>Actual 2013 - 2014 Enrollment</u>	<u>Projected 2014 - 2015 Enrollment</u>
Primary	1	438	430
Elementary	1	465	435
Middle	1	483	495
High	1	<u>788</u>	<u>735</u>
Total		<u>2,174</u>	<u>2,095</u>

APPENDIX

FINANCIAL TRENDS ANALYSIS 2004 – 2013

FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 2004 - 2013* is presented here to show some of the trends over time.

Much of the following data is presented in 2004 dollars as well as current dollars. The intent is to take inflation out of the numbers in order that the real change, if any, will be more apparent. No single statistical index precisely measures inflation in a given locality. The report uses the National Consumer Price Index (CPI) because it is the index most widely understood by the public at large and because it is historically consistent from year to year.

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

The factors used in the analysis are shown below:

Year	Annual Increase in CPI	Population	Housing Units
2004	3.3%	11,600	4,414
2005	3.4%	11,750	4,464
2006	2.5%	11,811	4,554
2007	4.1%	11,988	4,635
2008	0.1%	11,791	4,688
2009	2.7%	11,881	4,737
2010	1.5%	12,150	4,755
2011	3.0%	12,240	4,726
2012	1.7%	12,291	4,731
2013	1.5%	12,076	4,731
% Change	8.9%	4.1%	7.2%

CPI Change is December - December. 2013 change estimated by The Kiplinger Letter.

Population- University of Virginia Weldon Center for Public Service

Households- University of Virginia Weldon Center for Public Service through 2013

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 2012, at \$85,033 which is 34% above the Virginia average of \$63,636.

Median Household Income

	2010	2011	2012
Poquoson	\$84,315	\$86,611	\$85,033
York County	\$81,055	\$83,747	\$82,454
James City County	\$73,903	\$75,938	\$76,767
Chesapeake	\$67,855	\$70,115	\$70,244
Virginia Beach	\$64,618	\$65,910	\$65,980
Suffolk	\$65,104	\$65,351	\$66,479
Gloucester County	\$59,331	\$62,067	\$60,752
Hampton	\$49,815	\$51,083	\$51,584
Williamsburg	\$50,794	\$50,742	\$50,865
Newport News	\$49,562	\$50,942	\$50,744
Portsmouth	\$45,488	\$46,340	\$46,269
Norfolk	\$42,677	\$43,914	\$44,164
Virginia	\$61,406	\$63,302	\$63,636

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

APPENDIX

TOTAL REVENUES

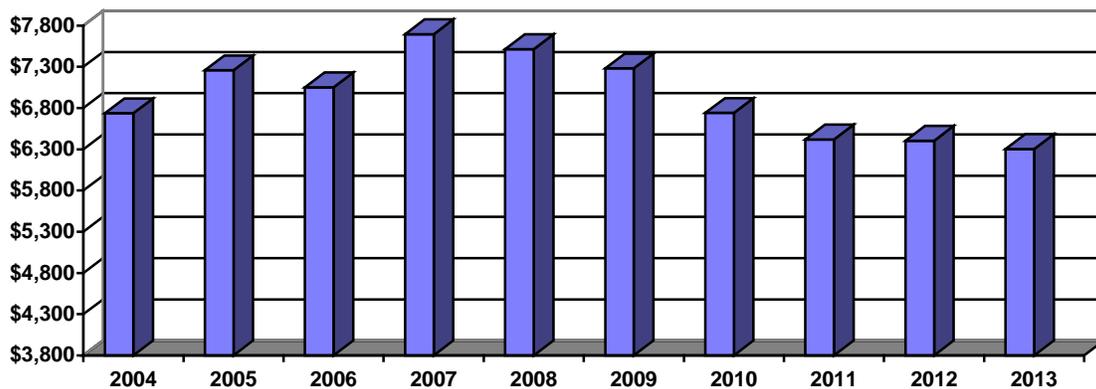
After adjusting for inflation, total revenue received per Poquoson household has decreased 6.4% since 2004, or an average of .64% per year.

Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2004 Dollars	Revenue Per Household
2004	\$29,733,770	\$6,736	\$29,733,770	\$6,736
2005	\$33,462,935	\$7,496	\$32,393,935	\$7,257
2006	\$34,304,554	\$7,533	\$32,116,700	\$7,052
2007	\$39,045,892	\$8,424	\$35,664,047	\$7,695
2008	\$40,147,113	\$8,564	\$35,225,638	\$7,514
2009	\$39,340,239	\$8,305	\$34,483,192	\$7,280
2010	\$37,551,873	\$7,897	\$32,050,265	\$6,740
2011	\$36,072,531	\$7,633	\$30,332,667	\$6,418
2012	\$37,112,247	\$7,844	\$30,298,003	\$6,404
2013	\$37,151,552	\$7,853	\$29,823,099	\$6,304
% Change	24.9%	16.6%	.3%	-6.4%

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

Total Revenue Per Household in 2004 Dollars



APPENDIX

In 2004, the City had an unusual increase in Federal revenues due to Federal aid from Hurricane Isabel. The 2005 and 2006 Federal revenue was higher than previous fiscal years due to grants for the Police Department. Federal revenue continued to increase in 2007 and 2008 due to Federal mitigation grants that were awarded. These grants ended during Fiscal Year 2009. In 2012, Federal revenues increased due to Hurricane Irene.

Sources of Revenue - Poquoson

Year	Local	State	Federal	Total
2004	49.5%	39.8%	10.7%	100.0%
2005	52.6%	43.5%	3.9%	100.0%
2006	53.6%	42.5%	3.9%	100.0%
2007	53.4%	41.8%	4.8%	100.0%
2008	54.3%	39.8%	5.9%	100.0%
2009	55.6%	40.6%	3.8%	100.0%
2010	55.8%	37.7%	6.5%	100.0%
2011	57.1%	39.2%	3.7%	100.0%
2012	56.2%	37.9%	5.9%	100.0%
2013	57.2%	38.3%	4.5%	100.0%

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

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

Sources of Revenue - All Virginia Localities

Year	Local	State	Federal	Total
2004	56.3%	33.9%	9.8%	100.0%
2005	56.3%	35.0%	8.7%	100.0%
2006	57.7%	33.9%	8.4%	100.0%
2007	57.6%	34.6%	7.8%	100.0%
2008	58.3%	33.8%	7.9%	100.0%
2009	57.5%	34.4%	8.1%	100.0%
2010	56.3%	33.4%	10.4%	100.0%
2011	57.1%	32.8%	10.1%	100.0%
2012	57.3%	32.7%	10.0%	100.0%
2013	58.3%	33.9%	7.9%	100.0%

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

APPENDIX

It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 85.1% 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 82.2% and 87.5% since 2004.

Sources of Local Revenue - Poquoson

Year	General Property Taxes	Other Local Taxes	Permits & Fees	Fines	Charges For Services	Interest and Rent	Misc.
2004	67.1%	15.1%	1.0%	0.2%	10.8%	0.4%	5.5%
2005	70.2%	14.7%	1.0%	0.2%	11.2%	0.7%	2.0%
2006	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%
2007	74.2%	12.0%	0.8%	0.4%	8.8%	1.2%	2.6%
2008	71.4%	11.4%	0.4%	0.2%	9.2%	1.3%	6.1%
2009	70.8%	11.0%	0.4%	0.2%	6.8%	0.8%	10.1%
2010	77.8%	9.7%	0.3%	0.3%	10.1%	0.8%	1.0%
2011	75.7%	9.4%	0.4%	0.3%	11.0%	0.9%	2.3%
2012	75.0%	9.7%	0.5%	0.2%	11.1%	0.8%	2.7%
2013	74.1%	11.0%	0.3%	0.3%	10.9%	0.9%	2.6%

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

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

Sources of Local Revenue Poquoson Compared to State Average

	2004		2013	
	Poquoson	All Cities	Poquoson	All Cities
General Property Taxes	67.1%	52.3%	74.1%	56.8%
Other Local Taxes	15.1%	30.9%	11.0%	25.7%
Permits & Fees	1.0%	0.8%	0.3%	0.8%
Fines	0.2%	0.9%	0.3%	0.7%
Charges for Services	10.8%	10.2%	10.9%	12.6%
Interest and Rent	0.4%	1.5%	0.9%	1.1%
Miscellaneous	5.5%	3.5%	2.6%	2.4%

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

APPENDIX

REAL ESTATE TAX REVENUE

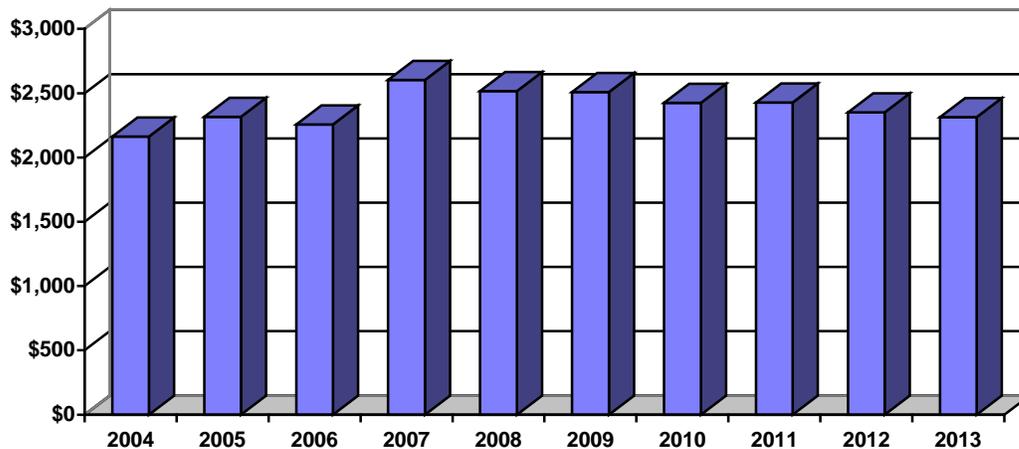
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 7.0% in 2004 dollars, or an average of .7% per year.

Total Real Estate Property Tax Revenue Per Household

Year	Revenue In Current Dollars	Revenue Per Household	Revenue in 2004 Dollars	Revenue Per Household
2004	\$9,546,989	\$2,163	\$9,546,989	\$2,163
2005	\$10,681,417	\$2,393	\$10,340,191	\$2,316
2006	\$10,974,911	\$2,410	\$10,274,960	\$2,256
2007	\$13,208,997	\$2,850	\$12,064,939	\$2,603
2008	\$13,440,790	\$2,867	\$11,793,137	\$2,516
2009	\$13,560,850	\$2,863	\$11,886,593	\$2,509
2010	\$13,511,422	\$2,842	\$11,531,906	\$2,425
2011	\$13,643,196	\$2,887	\$11,472,290	\$2,427
2012	\$13,623,706	\$2,880	\$11,122,234	\$2,351
2013	\$13,639,693	\$2,883	\$10,949,150	\$2,314
% CHANGE	42.9%	33.3%	14.7%	7.0%

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

Real Estate Tax Revenue Per Household in 2004 Dollars



APPENDIX

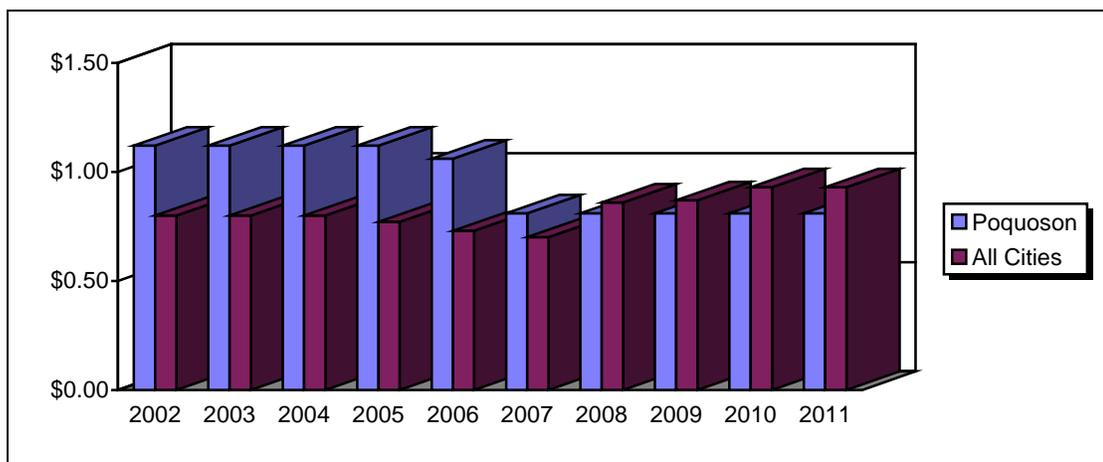
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

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
2002	87.5%	83.8%	\$1.12	\$0.80	\$0.98	\$0.68
2003	85.8%	82.0%	\$1.12	\$0.80	\$0.96	\$0.66
2004	94.1%	77.8%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	73.2%	\$1.12	\$0.77	\$0.82	\$0.57
2006	67.2%	75.0%	\$1.06	\$0.73	\$0.71	\$0.55
2007	97.0%	86.0%	\$0.81	\$0.70	\$0.79	\$0.88
2008	99.8%	90.9%	\$0.81	\$0.86	\$0.81	\$0.78
2009	101.4%	98.1%	\$0.81	\$0.87	\$0.82	\$0.85
2010	102.8%	92.3%	\$0.81	\$0.93	\$0.83	\$0.86
2011	112.2%	94.5%	\$0.81	\$0.93	\$0.91	\$0.87

Source: 2011 *Virginia Assessment/Sales Ratio Study*, Virginia Department of Taxation (prepared July 2013)

Nominal Real Estate Tax Rate



APPENDIX

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

Real Property Assessments by Category and Percent of Total

Year	Residential		Other		Total
	Single Family	Multi-Family	Commercial	Agriculture	
2004	92.0%	1.2%	6.6%	0.2%	100.0%
2005	91.9%	1.2%	6.7%	0.2%	100.0%
2006	92.6%	0.6%	6.6%	0.2%	100.0%
2007	94.1%	0.7%	5.0%	0.2%	100.0%
2008	93.3%	0.7%	5.8%	0.2%	100.0%
2009	93.6%	0.9%	5.3%	0.2%	100.0%
2010	92.9%	0.9%	5.0%	0.2%	100.0%
2011	93.6%	0.9%	5.3%	0.2%	100.0%
2012	92.4%	0.9%	6.5%	0.2%	100.0%
2013	92.5%	0.9%	6.3%	0.2%	100.0%

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

APPENDIX

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

Uncollected Current Property Taxes as a Percent of Net Levy as of June 30, 2013

Year	Percent
2004	0.05%
2005	0.02%
2006	0.05%
2007	0.07%
2008	0.07%
2009	0.15%
2010	0.15%
2011	0.33%
2012	0.62%
2013	1.30%

Source: *Annual CAFR* City of Poquoson

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

APPENDIX

PERSONAL PROPERTY TAX REVENUE

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

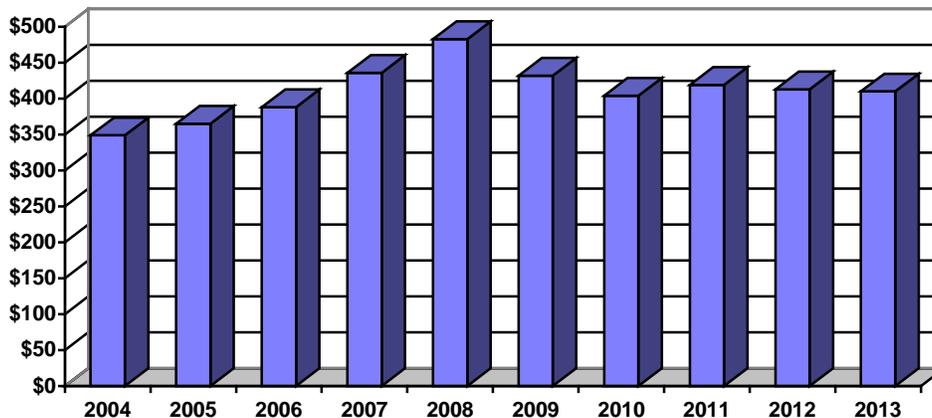
Total Personal Property Tax Revenue Per Household

Year	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2004 Dollars</i>	<i>Revenue Per Household</i>
2004	\$1,538,520	\$349	\$1,538,520	\$349
2005	\$1,682,524	\$377	\$1,628,774	\$365
2006	\$1,888,246	\$415	\$1,767,819	\$388
2007	\$2,210,975	\$477	\$2,019,478	\$436
2008	\$2,581,520	\$551	\$2,265,062	\$483
2009	\$2,335,554	\$493	\$2,047,201	\$432
2010	\$2,251,205	\$473	\$1,921,388	\$404
2011	\$2,357,359	\$499	\$1,982,256	\$419
2012	\$2,394,121	\$506	\$1,954,532	\$413
2013	\$2,417,444	\$511	\$1,940,583	\$410*
% CHANGE	57.1%	46.6%	26.1%	17.7%

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

*2013 Household number unavailable – 2012 number used

Personal Property Tax Revenue Per Household in 2004 Dollars



OTHER LOCAL SALES TAX REVENUE

APPENDIX

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

In current dollar terms, revenue received from the local 1% sales tax has increased by 132.5% since 2004. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 86.6%. This increase is mainly due to the restructuring of local consumer taxes. A 5% communication and sales and use tax imposed by the state was paid by customers of landline and wireless phones, satellite and radio services and other communication services and is now included in local sales tax revenue instead of Consumer Utility Tax revenue. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

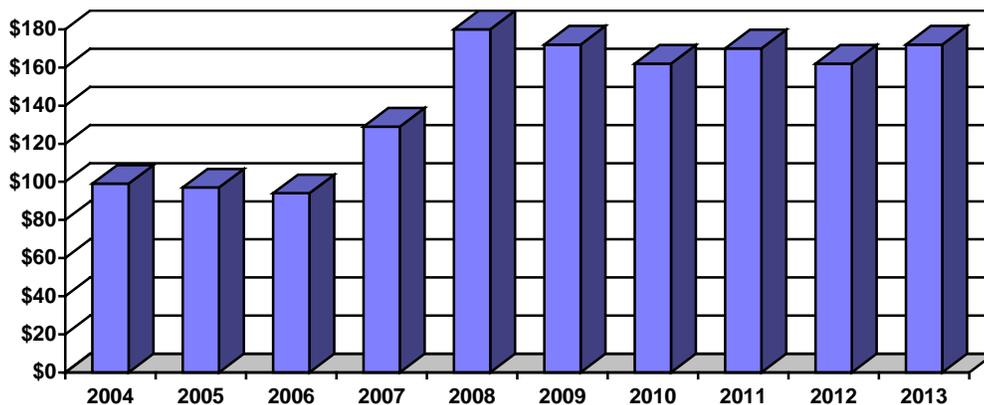
Local Sales Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2004 Dollars	Revenue Per Household
2004	\$435,253	\$99	\$435,253	\$99
2005	\$446,435	\$100	\$432,173	\$97
2006	\$458,238	\$101	\$429,013	\$94
2007	\$653,112	\$141	\$596,545	\$129
2008	\$962,735	\$205	\$844,717	\$180
2009	\$929,900	\$196	\$815,092	\$172
2010	\$902,127	\$190	\$769,959	\$162
2011	\$955,937	\$202	\$803,828	\$170
2012	\$940,251	\$199	\$767,610	\$162
2013	\$1,011,835	\$214	\$812,242	\$172*
% CHANGE	132.5%	116.9%	86.6%	74.1%

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

*2013 Household number unavailable – 2012 number used

Local Sales Tax Revenue Per Household in 2004 Dollars



APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 2004 dollars. This is due to the restructuring of the local consumer taxes, which took effect on January 1, 2007. Part of this local Consumer Utility Tax is a 5% Communication Sales and Use Tax and is included in local sales tax revenues.

Consumer Utility Tax Revenue Per Household

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2004 Dollars</i>	<i>Revenue Per Household</i>
2004	\$439,998	\$100	\$439,998	\$100
2005	\$447,622	\$100	\$433,322	\$97
2006	\$440,102	\$97	\$412,033	\$90
2007	\$354,783	\$77	\$324,055	\$70
2008	\$282,436	\$60	\$247,813	\$53
2009	\$285,776	\$60	\$250,493	\$53
2010	\$276,745	\$58	\$236,200	\$50
2011	\$291,323	\$62	\$244,968	\$52
2012	\$284,289	\$60	\$232,090	\$49
2013	\$286,753	\$61	\$230,189	\$49*
% CHANGE	-34.8%	-39.2%	-47.7%	-51.2%

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

*2013 Household number unavailable – 2012 number used

APPENDIX

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

Other Local Tax Revenue

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2004 Dollars	Revenue Per Household
2004	\$1,649,713	\$374	\$1,649,713	\$374
2005	\$1,741,665	\$390	\$1,686,026	\$378
2006	\$1,894,252	\$416	\$1,773,442	\$389
2007	\$1,533,294	\$331	\$1,400,492	\$302
2008	\$1,368,024	\$292	\$1,200,323	\$256
2009	\$1,321,878	\$279	\$1,158,676	\$245
2010	\$1,273,060	\$268	\$1,086,548	\$229
2011	\$1,216,963	\$258	\$1,023,320	\$217
2012	\$1,305,455	\$276	\$1,065,758	\$225
2013	\$1,582,709	\$335	\$1,270,506	\$269*
% CHANGE	-4.1%	-10.5	-23.0%	-28.1%

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

*2013 Household number unavailable – 2012 number used

APPENDIX

EXPENDITURES

Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$29.1 million in 2004 to over \$37.2 million in 2013, an increase of 28.1%. However, after adjustment for inflation and growth in households, there has been a decrease of approximately 4.1% since 2004 or an average of .41% per year.

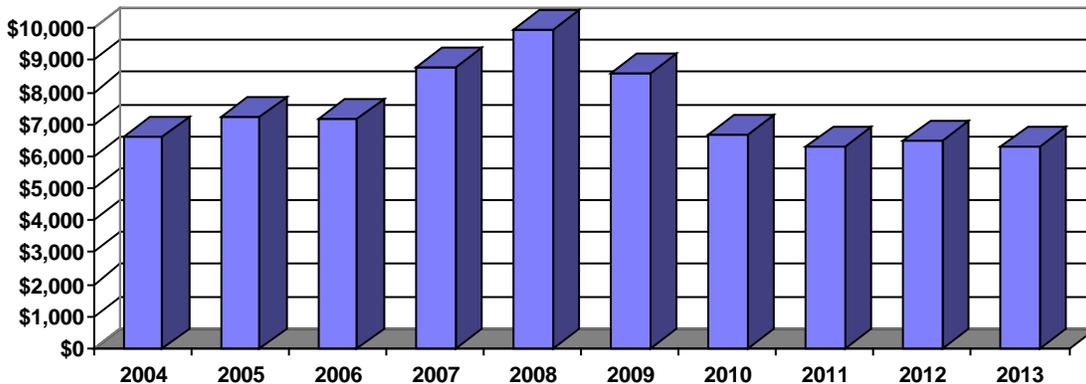
Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2004 Dollars	Expenditures per Household
2004	\$29,050,658	\$6,581	\$29,050,658	\$6,581
2005	\$33,424,763	\$7,488	\$32,356,983	\$7,248
2006	\$34,896,340	\$7,663	\$32,670,744	\$7,174
2007	\$44,573,665	\$9,617	\$40,713,048	\$8,784
2008	\$53,225,297	\$11,354	\$46,700,619	\$9,962
2009	\$46,323,837	\$9,779	\$40,604,577	\$8,572
2010	\$37,244,395	\$7,833	\$31,787,835	\$6,685
2011	\$35,355,172	\$7,481	\$29,729,454	\$6,291
2012	\$37,535,846	\$7,934	\$30,643,824	\$6,477
2013	\$37,206,074	\$7,864	\$29,866,866	\$6,313*
% CHANGE	28.1%	19.5%	2.8%	-4.1%

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

*2013 Household number unavailable – 2012 number used

Total Expenditures Per Household in 2004 Dollars



APPENDIX

The operating budget, which funds recurring expenses, has shown a slight decrease per household. However, the decrease has been extremely small at an average of .24% per household per year after adjusting for inflation.

Total Operating Expenditures Per Household

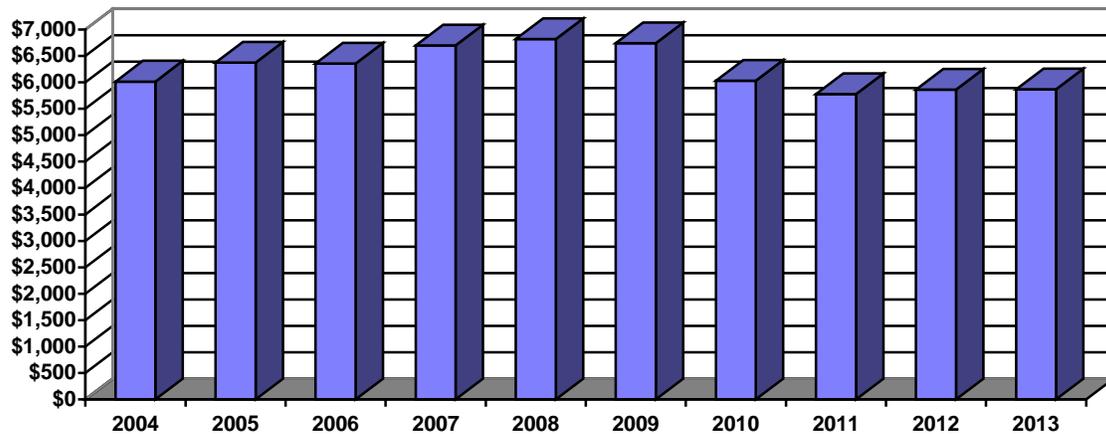
Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2004 Dollars	Expenditures per Household
2004	\$26,555,078	\$6,016	\$26,555,078	\$6,016
2005	\$29,401,819	\$6,586	\$28,462,555	\$6,376
2006	\$30,927,269	\$6,791	\$28,954,809	\$6,358
2007	\$33,982,445	\$7,332	\$31,039,156	\$6,697
2008	\$36,435,827	\$7,772	\$31,969,304	\$6,819
2009	\$36,440,375	\$7,693	\$31,941,353	\$6,743
2010	\$33,612,873	\$7,069	\$28,688,356	\$6,033
2011	\$32,463,405	\$6,869	\$27,297,825	\$5,776
2012	\$33,971,841	\$7,181	\$27,734,213	\$5,862
2013	\$34,602,365	\$7,314	\$27,776,760	\$5,871*
% CHANGE	30.3%	21.6%	4.6%	-2.4%

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

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

*2013 Household number unavailable – 2012 number used

Total Operating Expenditures Per Household in 2004 dollars



APPENDIX

In late 2004, the City began several projects located at Messick Point. The first two projects, a pier and boat ramp, were completed in 2005. In 2005, the City began the design phase of a new Elementary School and Fire Station which suffered extensive damage caused by Hurricane Isabel in 2003. In 2007 and 2008 the City issued additional debt for the construction of the Elementary School and Fire Station and construction began on these two projects. They were complete in 2009. In 2012 the City began construction on a new public works storage building and an administration building. These buildings were completed in 2013.

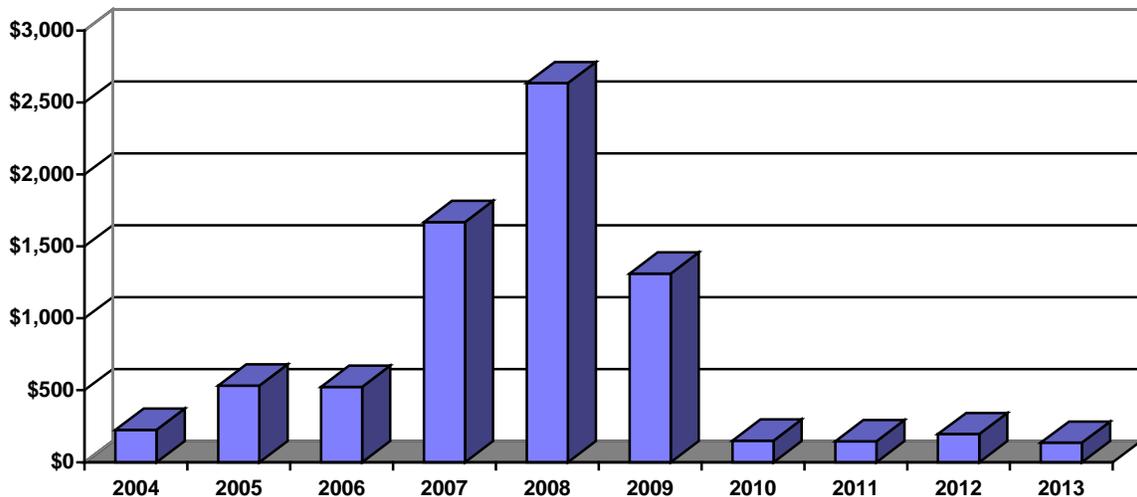
Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2004 Dollars	Expenditures per Household
2004	\$987,539	\$224	\$987,539	\$224
2005	\$2,457,918	\$551	\$2,379,398	\$533
2006	\$2,544,998	\$559	\$2,382,685	\$523
2007	\$8,476,933	\$1,829	\$7,742,728	\$1,670
2008	\$14,078,149	\$3,003	\$12,352,365	\$2,635
2009	\$7,085,050	\$1,496	\$6,210,312	\$1,311
2010	\$838,069	\$176	\$715,286	\$150
2011	\$814,871	\$172	\$685,209	\$145
2012	\$1,128,204	\$238	\$921,053	\$195
2013	\$794,678	\$168	\$637,921	\$135*

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

*2013 Household number unavailable – 2012 number used

Total Capital Expenditures Per Household in 2003 dollars



APPENDIX

Operating Expenditures By Function in 2004 Dollars

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

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
2004	\$17,351,777	\$3,879,908	\$1,092,799	\$739,285
2005	\$18,526,527	\$4,157,137	\$1,202,211	\$777,811
2006	\$18,648,962	\$4,436,473	\$1,125,415	\$854,514
2007	\$19,004,975	\$4,593,945	\$1,253,284	\$907,515
2008	\$19,431,377	\$5,217,293	\$1,317,628	\$1,030,130
2009	\$20,082,017	\$4,547,597	\$1,310,463	\$998,013
2010	\$18,194,492	\$4,710,069	\$1,287,306	\$844,071
2011	\$16,859,740	\$4,706,780	\$1,238,361	\$830,221
2012	\$17,177,355	\$4,743,666	\$1,281,290	\$848,942
2013	\$17,148,388	\$5,015,499	\$1,274,043	\$1,240,700
% CHANGE	-1.2%	29.3%	16.6%	67.8%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
2004	\$1,290,714	\$1,459,865	\$1,352,272	\$27,166,621
2005	\$1,445,462	\$1,465,213	\$1,417,501	\$28,991,862
2006	\$1,602,286	\$1,389,697	\$1,580,945	\$29,638,292
2007	\$1,700,635	\$1,869,700	\$2,356,318	\$31,686,372
2008	\$1,769,443	\$2,413,701	\$3,171,496	\$34,351,067
2009	\$1,984,074	\$2,425,089	\$2,332,391	\$33,679,643
2010	\$1,618,257	\$2,348,959	\$1,610,193	\$30,613,348
2011	\$1,719,486	\$1,695,554	\$1,148,155	\$28,198,297
2012	\$1,746,657	\$1,955,319	\$1,472,702	\$29,225,931
2013	\$1,699,304	\$1,452,185	\$1,398,826	\$29,228,945
% CHANGE	31.7%	-0.5%%	3.4%	7.6%

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

APPENDIX

While operating expenditures per-capita have increased since 2004, total expenditures are still more than 5% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 116.14% 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 All Others by Per-Capita Expenditures

	2004			2013		
	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>
Education	\$1,586.43	\$1,339.29	118.45%	\$1,742.51	\$1,500.32	116.14%
Public Safety	\$345.23	\$490.23	70.42%	\$496.31	\$585.87	84.71%
Public Works	\$370.70	\$264.20	140.31%	\$195.74	\$263.76	74.21%
Parks, Recreation and Cultural	\$111.05	\$127.31	87.23%	\$125.20	\$141.99	88.18%
General Administration	\$114.11	\$138.57	82.35%	\$173.67	\$134.28	129.33%
Judicial Administration	\$15.48	\$49.48	31.29%	\$32.98	\$64.27	51.31%
Health & Welfare	\$109.76	\$346.46	31.68%	\$161.89	\$357.88	45.24%
Community Development	\$57.12	\$89.92	63.52%	\$57.31	\$105.66	54.24%
TOTAL	\$2,709.88	\$2,845.46	95.24%	\$2,985.61	\$3,154.03	94.66%

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

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

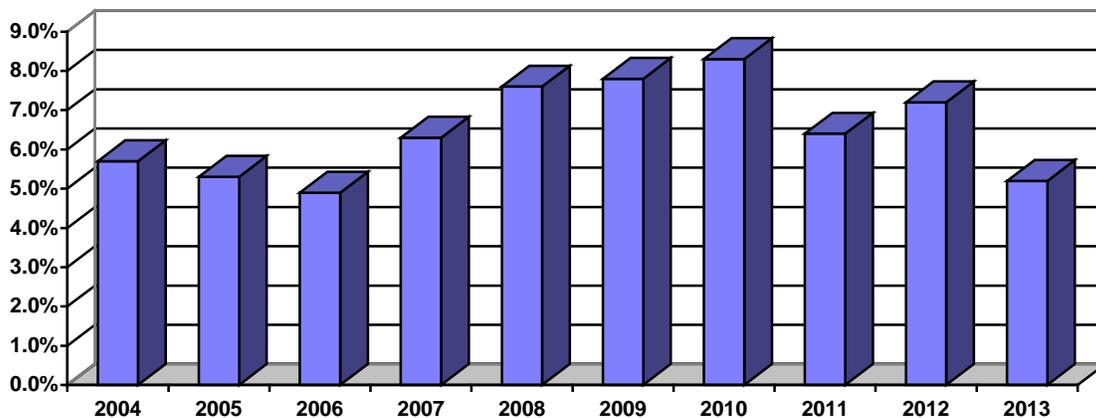
As shown in the table below, the City's 5.2% ratio of debt service to total operating expenditures is acceptable to both the City's policy and the credits industry standards.

Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
2004	\$1,508,041	\$26,555,078	5.7%
2005	\$1,565,026	\$29,401,819	5.3%
2006	\$1,521,475	\$30,972,269	4.9%
2007	\$2,130,921	\$33,982,445	6.3%
2008	\$2,753,677	\$36,435,827	7.6%
2009	\$2,841,369	\$36,440,375	7.8%
2010	\$2,793,453	\$33,612,873	8.3%
2011	\$2,076,896	\$32,463,405	6.4%
2012	\$2,435,801	\$33,971,841	7.2%
2013	\$1,809,031	\$34,602,365	5.2%

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

Ratio of Debt Service to Total Expenditures



APPENDIX

There is also a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the cities total assessed value or real property. As the table below shows, the city's ratio of bonded debt to assessed valuation amounts to 2.69%.

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

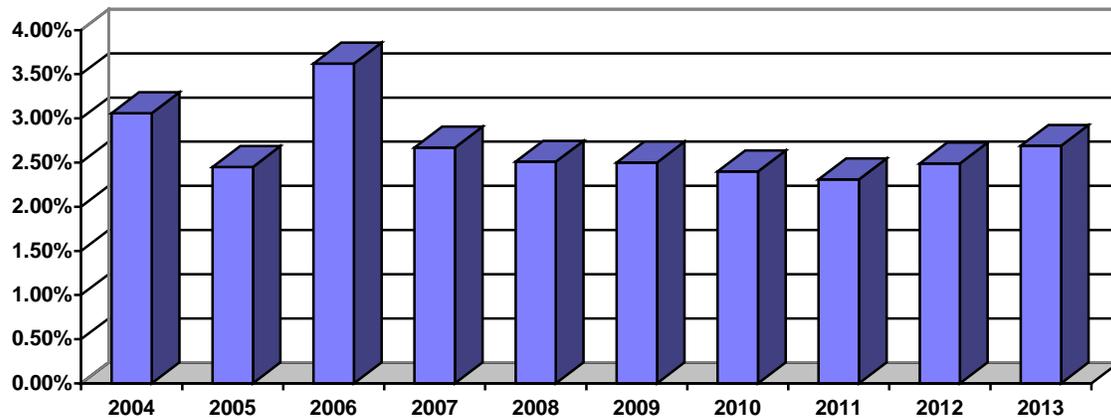
Ratio of Bonded Debt to Assessed Value

Bonded Debt

<i>Year</i>	<i>Assessed Value of Taxable Real Estate</i>	<i>General Fund Supported</i>	<i>Enterprise Funds</i>	<i>Total</i>	<i>Ratio Debt to Assessed Value</i>
2004	\$847,283,735	\$12,457,291	\$13,506,624	\$25,963,915	3.06%
2005	\$1,015,002,306	\$12,086,638	\$12,791,016	\$24,877,654	2.45%
2006	\$1,037,303,141	\$25,527,795	\$12,049,089	\$37,576,884	3.62%
2007	\$1,637,487,196	\$32,435,690	\$11,280,327	\$43,716,017	2.67%
2008	\$1,678,329,182	\$31,604,649	\$10,508,638	\$42,113,287	2.51%
2009	\$1,698,795,508	\$32,705,075	\$9,796,907	\$42,501,982	2.50%
2010	\$1,719,852,121	\$31,397,902	\$9,890,072	\$41,257,974	2.40%
2011	\$1,728,246,736	\$30,490,882	\$9,425,933	\$39,916,815	2.31%
2012	\$1,519,389,327	\$29,183,413	\$8,605,000	\$37,788,413	2.49%
2013	\$1,526,769,279	\$32,114,938	\$8,974,904	\$41,089,842	2.69%
% CHANGE	80.2%	157.8%	-33.6%	58.3%	-12.2%

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

Ratio of Bonded Debt to Assessed Value



GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

ABC	-	Alcoholic Beverage Control
ABOS	-	Anderson-Bugg Outboard Services
ACLS	-	Advance Cardiac Life Support
ACOE	-	Army Corps of Engineers
ADM	-	Average daily membership
ALS	-	Advance life support
ARB	-	Architectural Review Board
ARRA	-	American Recovery and Reinvestment Act
ASFPM	-	Association of State Flood Plain Managers
AV	-	Assessed Valuation
AYP	-	Adequate Yearly Progress
BLS	-	Basic Life Support
BMP	-	Best Management Practice
BZA	-	Board of Zoning Appeals
CAD	-	Computer Aided Dispatch
CAMA	-	Computer Assisted Mass Appraisal
CBLAD	-	Chesapeake Bay Local Assistance Department
CBRN	-	Chemical, Biological, Radiological, Nuclear
CDBG	-	Community Development Block Grant
CCTV	-	Closed Circuit Television
CIP	-	Capital Improvement Plan
CMOM	-	Capacity Management Operations Maintenance
COD	-	Coefficient of Dispersion
COPS	-	Community Orientated Police Services
CPR	-	Cardiopulmonary Resuscitation
CRIMES	-	Comprehensive Regional Information Management Exchange System
CSA	-	Comprehensive Services Act
DCR	-	Department of Conservation and Recreation
DEA	-	Drug Enforcement Agency
DEQ	-	Department of Environmental Quality
DGIF	-	Department of Game & Island Fisheries
DHS	-	Department of Homeland Security
DMV	-	Department of Motor Vehicles
DPOR	-	Department of Professional Occupation Regulation
DUI	-	Driving Under the Influence
E & S	-	Erosion & Sediment
E-911	-	Emergency 911
ECG	-	Electro Cardio Gram
EDA	-	Economic Development Authority
EDPRC	-	Environmental Development Plan Review Committee
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FOG	-	Fats, Oils and Grease
FTE	-	Full Time Equivalent
FY	-	Fiscal Year

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

GAAP	-	Generally Accepted Accounting Principles
GASB	-	Governmental Accounting Standards Board
GFOA	-	Government Finance Officers Association
GIS	-	Geographic Information System
GO	-	General Obligation
HAVA	-	Help America Vote Act
hcf	-	100 cubic feet
HMGP	-	Hazard Mitigation Grant Program
HRCJTA	-	Hampton Roads Criminal Justice Training Academy
HRPDC	-	Hampton Roads Planning District Commission
HRSD	-	Hampton Roads Sanitation District
HVAC	-	Heating, Ventilation, and Air Conditioning
I & I	-	Inflow and Infiltration (I/I)
ICC	-	International Code Council
IRMS	-	Integrated Revenue Management System
LCI	-	Local Composite Index
LIDAR	-	Laser Imaging Detection Ranging
LINX	-	Law Enforcement Information Exchange
LOC	-	Line of Credit
MOM	-	Maintenance and Operations Manual
MPO	-	Metropolitan Planning Organization
MS4	-	Municipal Separate Storm Sewer System
NADA	-	National Automobile Dealer's Association
NASA	-	National Aeronautics and Space Administration
NAST	-	NASA Aeronautics Support Team
NFPA	-	National Fire Protection Association
NPDES	-	National Pollutant Discharge Elimination System
NVRA	-	National Voter Registration Act
OPEB	-	Other Post Employment Benefits
PES	-	Poquoson Elementary School
PHS	-	Poquoson High School
PMS	-	Poquoson Middle School
PPE	-	Personal Protective Equipment
PPR	-	Poquoson Parks & Recreation
PPS	-	Poquoson Primary School
PPTRA	-	Personal Property Tax Relief Act
RAISE	-	Regional Air Service Enhancement
RE	-	Real Estate
ROW	-	Right Of Way
RPA	-	Resource Protection Area
RV	-	Recreational Vehicle
SC	-	Service Charge
SCADA	-	System & Control and Data Acquisition
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSES	-	Sanitary Sewer Evacuation System

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

SSO or SSOS	-	Sanitary Sewer Overflows
State 599	-	State 599 (Police) Funds
STEM	-	Science, Technology, Engineering, and Mathematics
TAV	-	Treasurers Association of Virginia
TEA 21	-	TEA 21 Museum Grant
TMDL	-	Total Maximum Daily Load
TNCC	-	Thomas Nelson Community College
VAZO	-	Virginia Association of Zoning Officials
VDEM	-	Virginia Department of Emergency Management
VDOT	-	Virginia Department of Transportation
VML	-	Virginia Municipal League
VMRC	-	Virginia Marine Resources Commission
VPA	-	Virginia Port Authority
VPDES	-	Virginia Pollutant Discharge Elimination System
VPPSA	-	Virginia Peninsulas Public Service Authority
VPSA	-	Virginia Public Schools Authority
VPSU	-	Virginia Peninsula Swimming Union
VRA	-	Virginia Resources Authority
VRS	-	Virginia Retirement System
YMCA	-	Young Men's Christian Association

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