



CITY OF POQUOSON, VIRGINIA  
Adopted Annual Financial Plan  
Fiscal Year July 1, 2008 - June 30, 2009





ABOUT THE COVER

Photograph taken by City of Poquoson employee, Jonathan Montgomery

**CITY OF POQUOSON, VIRGINIA  
ADOPTED ANNUAL FINANCIAL PLAN  
FISCAL YEAR 2009**

**TABLE OF CONTENTS**

<u>Title</u>	<u>Pages</u>
<b>GFOA DISTINGUISHED BUDGET PRESENTATION AWARD RESOLUTION AND ORDINANCES ORGANIZATIONAL CHARTS</b>	
<b>EXECUTIVE SUMMARY .....</b>	<b>i</b>
<b>GENERAL INFORMATION</b>	
<b>The Budget Process in Poquoson .....</b>	<b>xix</b>
<b>FY 2009 Budget Calendar .....</b>	<b>xxv</b>
<b>SUMMARIES</b>	
<b>Summary of Tax Rates and Fees .....</b>	<b>1</b>
<b>Personnel Positions .....</b>	<b>2</b>
<b>Summary of Revenues and Transfers In by Fund .....</b>	<b>4</b>
<b>Summary of Expenditures and Transfers Out by Fund .....</b>	<b>5</b>
<b>Summary of Revenues and Expenditures by Category .....</b>	<b>6</b>
<b>Summary of Fund Balance or Net Assets/Liability .....</b>	<b>8</b>
<b>GENERAL FUND</b>	
<b>Summary .....</b>	<b>9</b>
<b>General Fund Revenue Summary .....</b>	<b>12</b>
<b>General Fund Expenditure Summary .....</b>	<b>22</b>
<b>City Council .....</b>	<b>24</b>
<b>City Manager .....</b>	<b>26</b>
<b>Legal Services .....</b>	<b>28</b>
<b>Independent Auditor .....</b>	<b>30</b>
<b>Commissioner of the Revenue .....</b>	<b>32</b>
<b>Assessor/Equalization Board .....</b>	<b>34</b>
<b>Treasurer .....</b>	<b>36</b>
<b>Finance .....</b>	<b>38</b>
<b>Risk Management .....</b>	<b>40</b>
<b>Registrar/Electoral Board .....</b>	<b>42</b>
<b>Courts and Sheriff .....</b>	<b>44</b>

TABLE OF CONTENTS (Continued)

<u>Title</u>	<u>Pages</u>
Police .....	46
Fire .....	48
Corrections & Detentions .....	50
Inspections .....	52
Animal Control .....	54
Engineering .....	56
Public Works .....	58
Street Lights .....	60
General Properties .....	62
Health Department .....	64
Mosquito Control .....	66
Mental Health .....	68
Welfare/Social Services .....	70
School Contribution .....	72
School Capital Contribution .....	74
Parks and Recreation .....	76
Library .....	78
Planning .....	80
Planning/BZA/Wetlands/ARB .....	82
Economic Development .....	84
Community Development .....	86
Community Relations .....	88
Non-Departmental .....	90
Department of Motor Vehicles .....	92
Transfer to Other Funds .....	94
 <b>DEBT SERVICE FUND</b>	
Summary .....	97
Revenue .....	99
Expenditures .....	100
Long-Term Debt Obligations .....	103
Amortization of Long-Term Debt .....	106
 <b>CAPITAL PROJECTS FUND</b>	
Summary .....	109
Revenue .....	112
Expenditures .....	113

TABLE OF CONTENTS (Continued)

<u>Title</u>	<u>Pages</u>
<b>SPECIAL REVENUE FUND</b>	
Summary .....	117
Revenue .....	121
Expenditures .....	122
<b>SOLID WASTE FUND</b>	
Summary .....	125
Revenue .....	128
Expenditures – Garbage and Recycling .....	130
Expenditures – Bulky Item and Landscaping .....	132
<b>UTILITIES FUND</b>	
Summary .....	135
Revenue .....	138
Expenditures .....	140
<b>PARKS AND RECREATION FUND</b>	
Summary .....	143
Revenue .....	147
Expenditures – Field .....	150
Expenditures – Pool .....	152
Expenditures – Special Events .....	154
Expenditures – Child Care.....	156
<b>FLEET MANAGEMENT FUND</b>	
Summary .....	159
Revenue .....	162
Expenditures .....	163
<b>FACILITIES IMPROVEMENT FUND</b>	
Summary .....	167
Revenue .....	170
Expenditures .....	171
APPENDIX .....	A1
GLOSSARY .....	G1

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, 2007. 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, 2007**

*Charles S. Cox*

President

*Jeffrey R. Emer*

Executive Director

The FY 2009 budget was adopted on May 12, 2008. The proposed budget included reassessment of real estate values which was subsequently rescinded resulting in a loss of revenue of \$259,000. The budget adoption also included increased fees for the solid waste service. The increased fees were rescinded on June 23, 2008 resulting in a change of revenue sources for the Solid Waste Fund. On June 23, 2008, City Council adopted a revised ordinance for this change and appropriating funds for FY 2009.

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

## **GENERAL FUND**

### **Revenue:**

Decrease Real Estate Tax from reassessment	\$ (259,000)
Increase in Transfer from Unappropriated Fund Balance	<u>84,300</u>
Total General Fund Revenue Changes	<u>\$ (174,700)</u>

### **Expenditures:**

Decrease in Assessor	\$ (1,750)
Decrease in Fire Dept	(33,450)
Decrease in Library	(10,000)
Decrease in School Operation Transfer	<u>(129,500)</u>
Total General Fund Expenditure Changes	<u>\$ (174,700)</u>

## **SOLID WASTE FUND**

### **Revenue:**

Decrease Solid Waste Fees	\$ (192,600)
Increase in Transfer from Retained Earnings Balance	<u>192,600</u>
Total General Fund Revenue Changes	<u>\$ 0</u>

ORDINANCE NO. 1300

**AN ORDINANCE TO RESCIND ORDINANCE NO. 1290 AND APPROPRIATE FUNDS TO THE VARIOUS GOVERNMENTAL FUNDS OF THE CITY OF POQUOSON, VIRGINIA FOR FY 2008-2009**

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

**Section 1:** That Ordinance No. 1290 adopted on May 12, 2008 is hereby rescinded in its entirety.

**Section 2:** That this ordinance shall be known as the Budget Appropriation Ordinance for the City of Poquoson for FY 2008-2009.

**Section 3:** That the following sums be and the same hereby are appropriated to the following governmental funds for FY 2008-2009.

**GENERAL FUND**

Revenue and Transfers In	<u>\$23,567,006</u>
Expenditures and Transfers Out	
Legislative	70,200
General Administration	1,809,830
Elections	133,590
Public Safety	5,734,170
Public Works	1,520,220
Health & Welfare	1,022,480
Parks, Recreation & Cultural	1,156,540
Community Development	749,900
Nondepartmental	153,500
Contribution to Poquoson City Schools	8,362,280
Transfers Out – Debt Service Fund	2,581,296
Transfers Out – Special Revenue Fund	50,000
Transfers Out – Parks & Recreation Fund	100,000
Contribution To Industrial Development Authority	<u>123,000</u>
<b>TOTAL APPROPRIATION</b>	<u>\$23,567,006</u>

**DEBT SERVICE FUND**

Revenues and Transfers In	<u>\$2,691,890</u>
Expenditures	<u>\$2,691,890</u>

**CAPITAL FUND**

Revenues and Transfers In	<u>\$493,600</u>
Expenditures	<u>\$493,600</u>

**SPECIAL REVENUE FUND**

Revenues and Transfers In	<u>\$876,510</u>
Expenditures	<u>\$876,510</u>

**SOLID WASTE FUND**

Revenues and Transfers In	<u>\$795,120</u>
Expenditures	<u>\$795,120</u>

**UTILITIES FUND**

Revenues	<u>\$2,410,180</u>
Expenditures and Transfers Out	<u>\$2,410,180</u>

**PARKS AND RECREATION FUND**

Revenues and Transfers In	<u>\$439,160</u>
Expenditures	<u>\$439,160</u>

**FLEET FUND**

Revenues	<u>\$874,370</u>
Expenditures	<u>\$874,370</u>

**FACILITIES IMPROVEMENT**

Revenues	<u>\$5,000</u>
Expenditures	<u>\$5,000</u>

**Section 4:** That of the total sum of \$23,567,006 appropriated in the General Fund, \$22,754,349 shall be appropriated from the General Fund revenues, \$130,000 shall be transferred in from the City's Utilities Fund and \$341,811 shall be transferred from the School Board, \$101,600 shall be transferred from the Capital Projects Fund, and \$239,246 shall be transferred from Unrestricted Fund Balance.

**Section 5:** That of the total sum of \$2,691,890 appropriated in the Debt Service Fund, \$2,581,296 shall be transferred in from the City's General Fund & \$110,594 shall be transferred from Debt Reserve.

**Section 6:** That of the total sum of \$493,600 appropriated in the Capital Fund, \$392,000 shall be appropriated from Capital Fund revenues, \$101,600 shall be appropriated from the Bond Interest Earnings.

**Section 7:** That of the total sum of \$876,510 appropriated in the Special Revenue Fund, \$826,510 shall be appropriated from Special Revenue Fund revenue, and \$50,000 shall be transferred in from the City's General Fund.

**Section 8:** That of the total sum of \$795,120 appropriated in the Solid Waste Fund, \$602,520 shall be appropriated from Solid Waste Fund revenues and \$192,600 shall be used from Unrestricted Net Assets.

**Section 9:** That of the total sum of \$2,410,180 appropriated in the Utilities Fund, \$1,652,780 shall be appropriated from Utilities Fund revenues and \$757,400 shall be used from the Unrestricted Net Assets.

**Section 10:** That of the total sum of \$439,160 appropriated in Parks and Recreation Fund, \$339,160 shall be appropriated from Parks and Recreation Fund revenues and \$100,000 shall be transferred in from the City's General Fund.

**Section 11:** That of the total sum of \$874,370 appropriated in the Fleet Fund, \$874,370 shall be appropriated from Fleet Fund revenues.

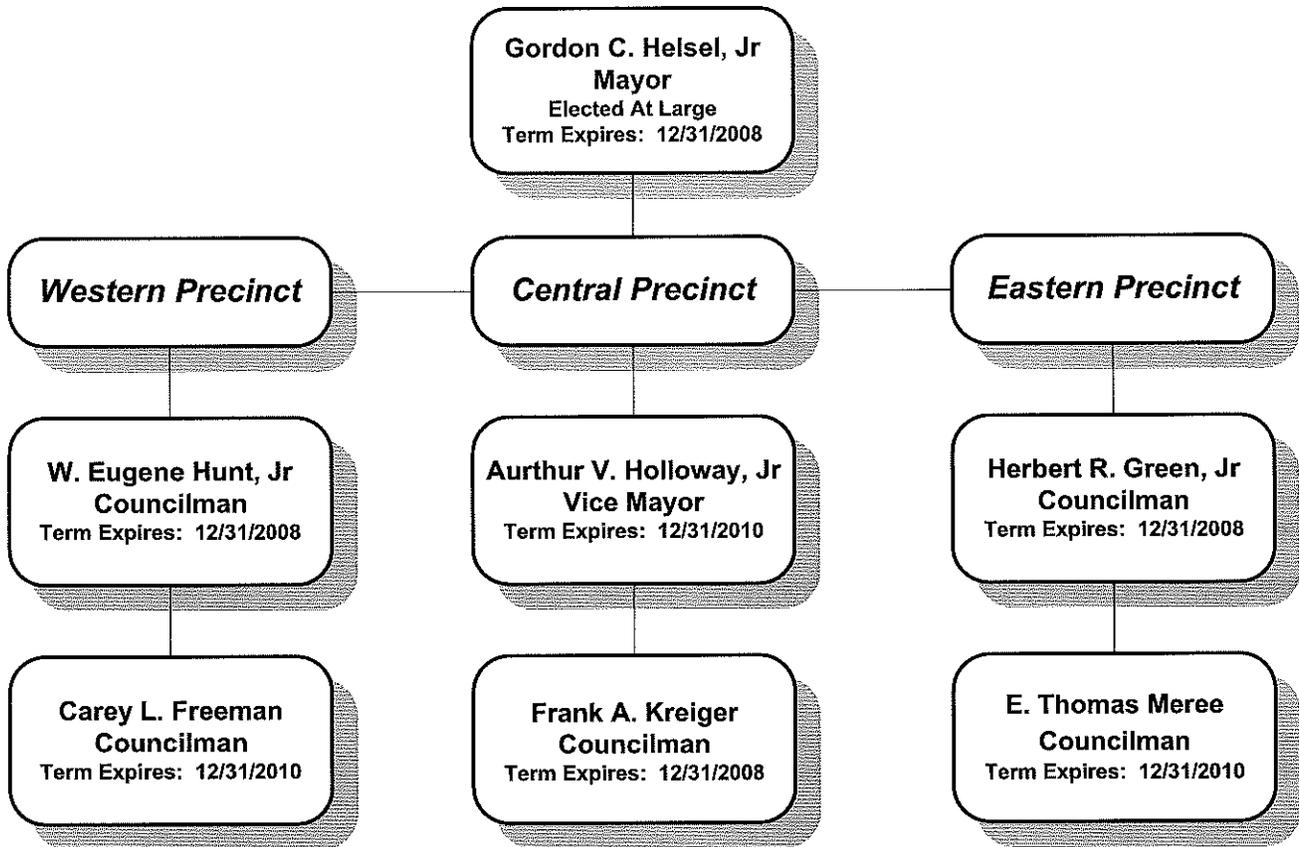
**Section 12:** That of the total sum of \$5,000 appropriated in the Facilities Improvement Fund, \$5,000 shall be appropriated from Facilities Improvement Fund revenues.

**Section 13:** That this ordinance shall be in effect on and after July 1, 2008.

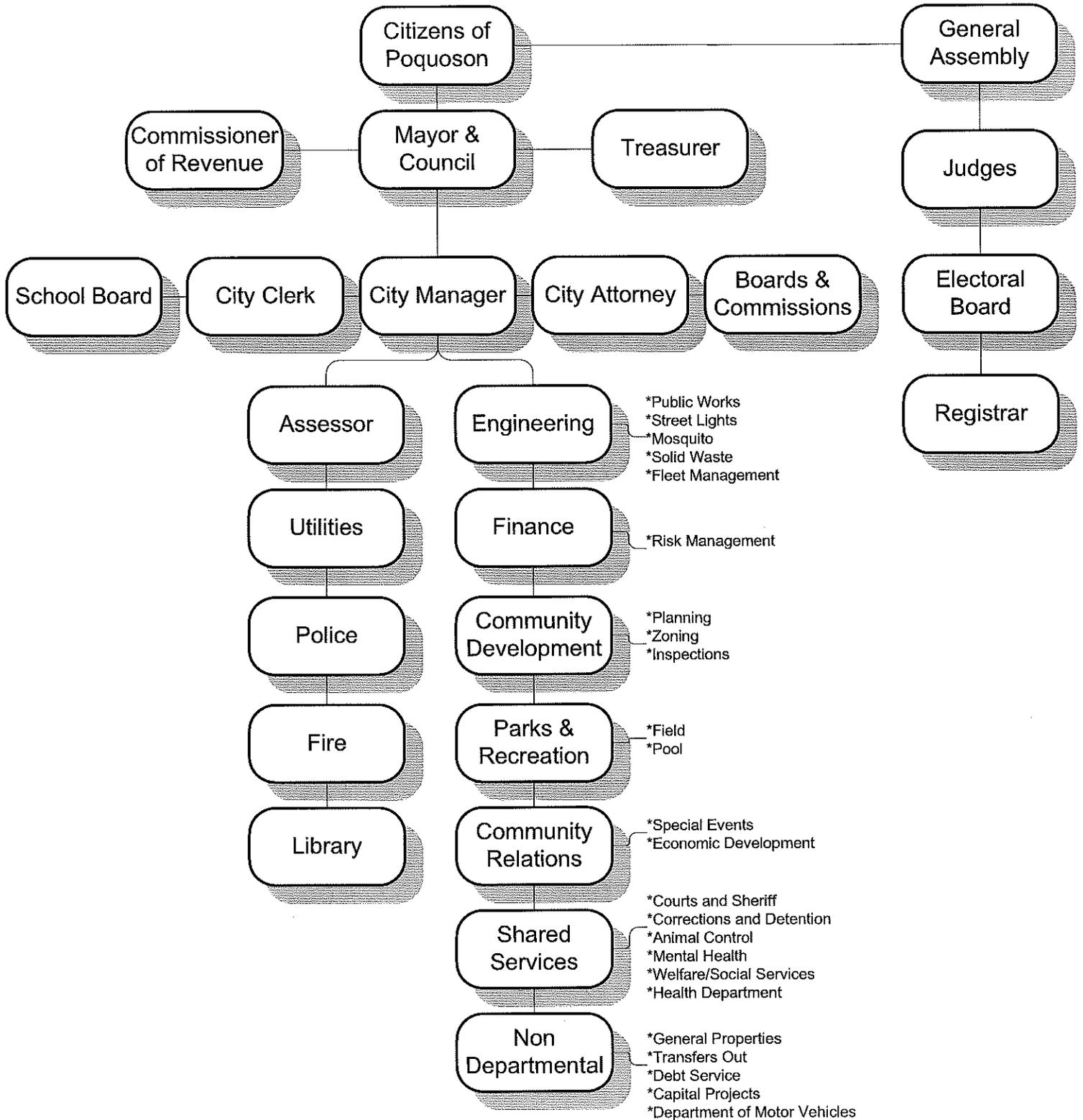
ADOPTED: June 23, 2008

TESTE: Judy F. Williams  
City Clerk

# POQUOSON CITY COUNCIL



# CITY OF POQUOSSON, VIRGINIA CITY GOVERNMENT ORGANIZATIONAL CHART



**THIS PAGE LEFT INTENTIONALLY BLANK**



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

# Executive Summary

*Fiscal Year July 1, 2008 to June 30, 2009*

April 14, 2008

## Introduction

Honorable Mayor and Members of City Council  
Poquoson, Virginia:

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

The Executive Summary is a general overview of the Annual Financial Plan for Fiscal Year 2009 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

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

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

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

## Council Goals

City Council held a goal setting work session on December 10, 2007 where budget directives were given. At the time goals were set the following revenue assumptions were made:

- FY 2009 is a reassessment year. Initially preliminary estimates for the reassessment were decreasing due to housing sales. Since then an overall 2% increase in the assessment is estimated resulting in a lower local revenue increase than experienced in the past.
- Growth projections for personal property tax and other local taxes have small increases.
- No increase in State revenues which is offset by mandated expenditures in various departments and outside agencies.

Council was also aware of several large expenditures facing the City in FY 2009.

- The Schools were requesting a 3.5% or \$289,590 increase in local funding. In addition, the schools have a capital project for a regional educational facility, New Horizons, of \$243,181.
- In addition to the normal merit and cost-of-living raises, the City wants to conduct a compensation study for staff.
- Additional debt payments were issued to complete the financing plan for the new elementary school, fire station # 1, and other capital improvement projects.
- Permentant financing for the Poquoson Elementary School of \$2.4 million dollars needs to be addressed.
- FY 2009 will be the first full year of contractual services with York County, to provide emergency E911 communications for the Police and Fire departments.

Based on a small increase in revenue and some upcoming large expenses, Council set the following goals for FY 2009:

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

With minor growth in assessments, Council directed staff to develop a budget keeping the real estate tax rate and other fees as low as possible. This budget has been prepared with the real estate tax rate of \$.81 per \$100 assessed value, the same as FY 2008. In FY 2008 it was recommended by our financial advisors to increase the real estate tax rate two cents which would have completed the financing plan for the construction projects. The debt affordability analysis plan encompassed all City and School debt. In the Solid Waste fund a rate increase of \$8 for each chosen plan for the cart/containers is recommended all other taxes and fees have been held level.

### **Address Operating Needs:**

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

## **Council Goals (Continued)**

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

The Parks and Recreation Enterprise Fund has been experiencing on-going deficits. Council's goal is to keep recreational fees affordable for all citizens while maintaining existing recreational programs; however, historically this fund incurs deficits each year. The FY 2009 budget provides a \$100,000 transfer from the General Fund to the Parks and Recreation Fund. Of that, \$30,310 will help supplement user fees for programs, \$79,420 for pool operations, and \$9,730 will be used to fund community events.

The Utilities Fund has had large fluctuations in cash over the last few years. Several years ago the City extended sewer and it became mandatory for citizens to connect to the system. The sewer availability fee per household caused the Utilities Fund cash reserves to increase. Sewer extension was costly to the City and increased the debt service of that fund significantly, as well as increased operational costs. The debt service and increased operational costs of this fund have made it more difficult to balance this budget. In FY 2006, the billing cycle changed from quarterly to bi-monthly so that cash flow remains relatively even. Planned use of excess cash reserves has been allowed to keep utility fees as low as possible. For FY 2009, it is proposed to use reserves to offset non-cash depreciation and amortization charges.

FY 2009 is first full year of the new Solid Waste container/cart program. The Solid Waste program has increased proposed fees since a transfer from the General Fund is not recommended. More details of this program, are located under the Solid Waste section of the summary.

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

Poquoson prides itself in maintaining quality schools and having test scores that are top in the State. The Council has committed to continue to provide basic funding for school operations. This budget addresses the School's salary increase for teachers and other staff, a 14% increase as a market adjustment for para-educators, and decreases in VRS retirement and retiree health care credit costs. The FY 2009 proposed local funding of \$8,463,590 is a \$189,590 or 2.3% increase that covers major budget issues at the Schools. Costs of construction of the new building, equipment, furnishings, and demolition of the existing elementary school have increased to \$18,400,000. Completion is expected in early FY 2009.

### **Budget Policies:**

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

## The Budget in Brief

The total revenue budgeted for FY 2009 by fund is as follows:

General Operating	\$23,586,760	
Use of Fund Balance	<u>154,946</u>	
General Operating Fund		\$23,741,706
Debt Service	2,581,296	
Use of Debt Reserve	<u>110,594</u>	
Debt Service Fund		2,691,890
Capital Projects Fund		493,600
Special Revenue Fund		876,510
Solid Waste Fund		795,120
Utilities Fund		2,410,180
Parks and Recreation Fund		439,160
Fleet Management Fund		874,370
Facilities Improvement Fund		<u>5,000</u>
Revenues & Transfers In		\$32,327,536
Less Interfund Transfers		<u>( 2,962,896)</u>
Total Revenues		<u>\$29,364,640</u>

The total expenditures budgeted for FY 2009 by fund is as follows:

General Operating Fund		\$23,741,706
Less Interfund transfers:		
Debt Service	(2,581,296)	
Special Revenue	(50,000)	
Parks and Rec	<u>(100,000)</u>	(2,731,296)
Debt Service Fund		2,691,890
Capital Projects		392,000
Less Interfund transfers:		
General Fund	<u>(101,600)</u>	(101,600)
Special Revenue Fund		876,510
Solid Waste Fund		795,120
Utilities Fund		2,280,180
Less Interfund transfers:		
General Fund	<u>(130,000)</u>	(130,000)
Parks and Recreation Fund		439,160
Fleet Management Fund		874,370
Facilities Improvement Fund		<u>5,000</u>
Total Expenditures		<u>\$29,364,640</u>

## General Fund

### Revenues by Category:

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

The City expects to receive \$13,500,000 in real estate tax revenue in FY 2009. Real estate taxes are projected to increase \$412,000 or 3.1% over the FY 2008 estimate. The following factors make up the change in real estate:

- Growth projections for FY 2009 are based on twenty-four homes valued at \$350,000 and other improvements to be built throughout the year, or \$8,400,000 new residential assessments. Growth will bring approximately \$26,900 of additional tax revenue during FY 2009.
- The proposed real estate tax rate is \$0.81 per \$100 of assessed value, which is the same rate as FY 2008.
- It is also expected that an additional \$73,900 in revenue from new construction in FY 2008 will pay a full year of taxes in FY 2009.

## ***General Fund (Continued)***

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

Public services corporation taxes is expected to be \$126,000, an increase of \$30,000. Revenues will be higher based on the higher value.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,273,430, a \$131,000 or 3.1% increase over the FY 2008 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,430.

The City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 50% for calendar year 2008.

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 2009. FY 2009 budget for local tax is \$2,430,000 and State non-categorical aid remains level at \$1,923,430.

The proposed personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate as FY 2008 and FY 2007.

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$2,537,500 other local taxes accounts for 11% of total general fund revenues and is expected to increase by 4.6% from the FY 2008 estimate.

Other local revenue totals \$414,800 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue. The 6.4% decrease from FY 2008 is from decreased earnings on investments and decreases in permits, licenses and fees.

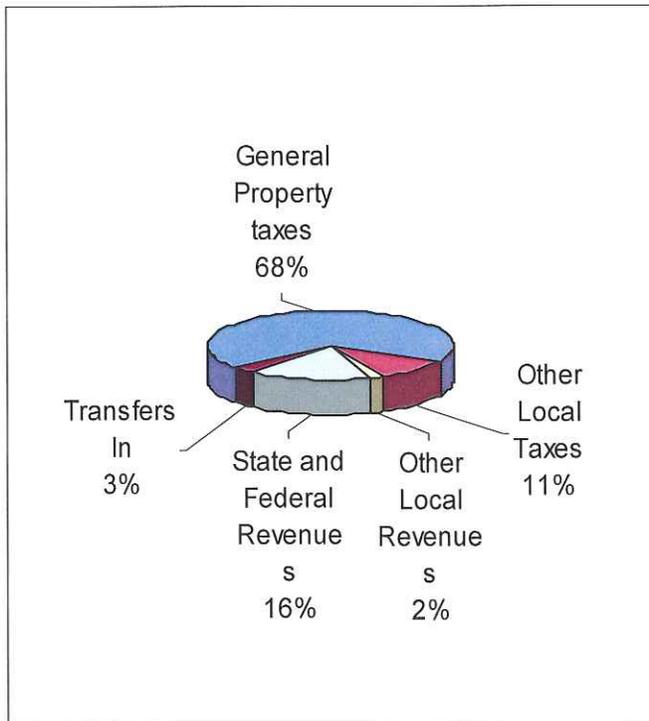
## General Fund (Continued)

### Revenues by Category: (Continued)

State and Federal revenue is expected to be \$3,801,049 in FY 2009, a \$80,066 or 2.1% decrease from the FY 2008 budget. The decrease in state revenue is mostly due to decreased Street and Highway Maintenance funds and E911 Wireless funding. Federal funding will decrease from FY 2008 since the City is in the third year of the three year COPS grant.

Transfers include \$130,000 from the Utilities Fund, \$341,811 from the Schools, and \$101,600 from the Capital Projects Fund. The Utilities Fund reimburses the General Fund for services that are provided from Engineering, Public Works, and Finance Departments staff. The School transfer relates to lottery funds and school construction funds that the Schools will receive from the State and then transfer to the City to help pay for School debt service. The Capital Projects transfer is to fund a project manager to oversee the construction of the school and fire station projects.

The FY 2009 budget proposes to use \$154,946 of Unappropriated Fund Balance to fund operations in the general fund.



### GENERAL FUND SOURCES OF REVENUE

General Property Taxes	\$16,260,000
Other Local Taxes	2,537,500
Other Local Revenues	414,800
State and Federal Revenues	3,801,049
Transfers In	573,411
Use of Fund Balance	<u>154,946</u>
<b>Total Revenues</b>	<b><u>\$23,741,706</u></b>

- **Real Estate Rate \$0.81 per \$100 Assessed Value**
- **Personal Property Tax Rate \$4.15 per \$100 Assessed Value**

## General Fund (Continued)

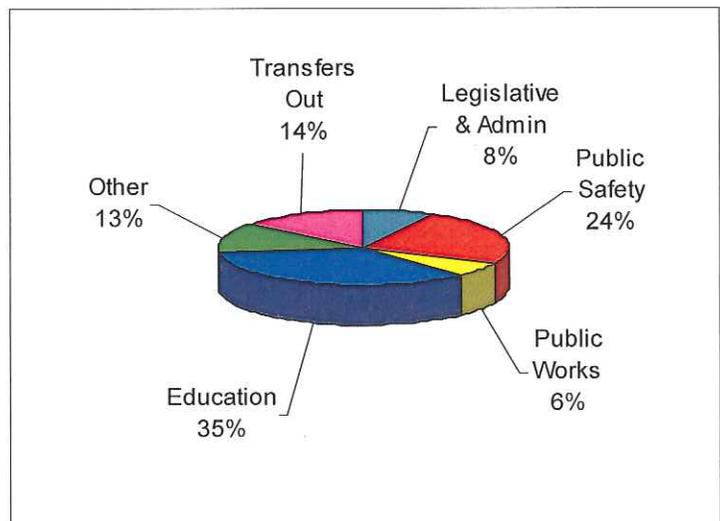
### Expenditures By Category:

**School Expenditures:** The contribution to Schools accounts for 35% of the total General Fund budget. The proposed FY 2009 budget includes a \$8,463,590 contribution to Schools, a \$189,590 or 2.3% increase over the FY 2008 budget. This does not fully fund the School's request of \$8,563,590, a difference of \$100,000. The School's budget is based on an average daily membership of 2,470 students for the FY 2009 school year. The proposed budget allows the schools to increase teacher and other staff salaries. Decreases in retirement and retiree health care credit costs are also included in the budget and increases in health insurance cost. Also, funding of \$28,190 for initial funding for capital projects at the joint educational center, New Horizons. Poquoson's total share of these capital projects is \$243,180 with funding commitments of \$28,190 for FY 2009; \$11,077 for FY 2010; zero for FY 2010 and \$203,913 for FY 2012.

In the past the School has had unspent money at the end of the year which is returned to the City. However, at the end of FY 2007, there were no unspent funds. Unspent funds at June 30, 2008 may be presented to Council for consideration of reappropriation to the Schools in FY 2009 after completion of the FY 2008 audit.

**City Personal Services:** City personal services are proposed to be \$8,401,770 in FY 2009, a \$26,018 or 0.3% increase. Employee salaries and overtime account for 72% of personal services. Salaries in all departments were budgeted using an overall average increase of 4% for merit and cost-of-living raises for employees. Personnel costs also include \$20,000 for salary market adjustments in FY 2009. No new positions are included in the FY 2009 budget.

GENERAL FUND EXPENDITURE USES	
Legislative & Administrative	\$2,015,370
Public Safety	5,767,620
Public Works	1,520,220
Education	8,491,780
Other	3,092,420
Transfers Out	<u>2,854,296</u>
Total Expenditures	<u>\$23,741,706</u>



**General Fund Expenditure Uses**

Uses	FY 2008	FY 2009	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 8,274,000	\$ 8,491,780	\$ 217,780	2.6%
City	15,455,171	15,249,926	(205,245)	(1.3)%
<b>Total</b>	<b>\$23,729,171</b>	<b>\$23,741,706</b>	<b>\$ 12,535</b>	<b>0.1%</b>

**General Fund Contribution to Schools**

Category	FY 2008	FY 2009	\$ Inc/(Dec)	% Inc/(Dec)
Operations	\$ 8,274,000	\$ 8,463,590	\$ 189,590	2.3%
Capital Outlay	0	28,190	28,190	n/a
<b>Total</b>	<b>\$ 8,274,000</b>	<b>\$ 8,491,780</b>	<b>\$ 217,780</b>	<b>2.6%</b>

**General Fund City Expenditures by Category**

Category	FY 2008	FY 2009	\$ Inc/(Dec)	% Inc/(Dec)
Personal Services	\$ 8,375,752	\$ 8,401,770	\$ 26,018	0.3%
Operations/Transfers	4,141,118	4,028,380	(112,738)	(2.7)%
Debt Service	2,481,810	2,581,296	99,486	4.0%
Capital Outlay	456,491	238,480	(218,011)	(47.8)%
<b>Total</b>	<b>\$ 15,455,171</b>	<b>\$ 15,249,926</b>	<b>\$ (205,245)</b>	<b>(1.3)%</b>

**Expenditures By Category:** (Continued)

Employee benefits account for 27.7% of personal services. Personal Services are projected to increase 0.3%, primarily due to reduction in the VRS rate from FY 2008, an increase in health insurance offset by a reduction of a contingency funds in Risk Management and elimination of dispatchers in the Police Department.

**City Operations/Transfers:** The City's operational costs and transfers are proposed to be \$4,028,380 in FY 2009, a \$112,738 or 2.7% decrease.

**Debt Service:** In FY 2009, the City will transfer \$2,581,296 to the Debt Service Fund, a 4% or \$99,486 increase. The change is explained in the Debt Service Fund section.

**Expenditures By Category:** (Continued)

**Capital Outlay:** The City's proposed capital outlay for FY 2009 is \$238,480, a \$218,011 or 47% decrease from FY 2008. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools and fire hose.

**School Capital Transfer to City:** In FY 2008, the Poquoson City Schools did not have unspent funds from FY 2007. In the past, unspent funds have been available and City Council reappropriated the funds back to the schools to pay for local capital projects. Proposed funding in FY 2009 of \$28,190 is for the joint educational facility, New Horizons capital projects plan. This is a 3 year funding plan, with Poquoson's share totaling \$203,913.

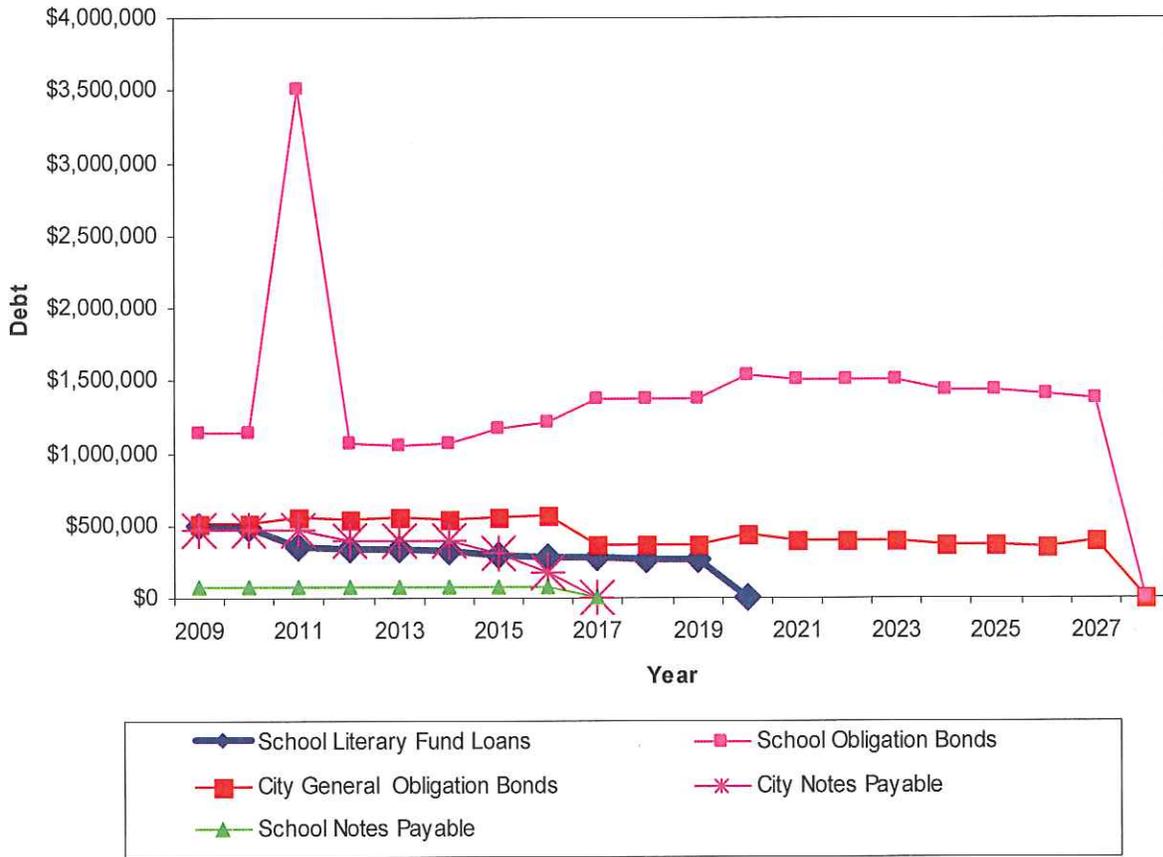
<b>Debt Service Fund</b>
--------------------------

<b>DEBT SERVICE FUND USES</b>	
School Debt	\$1,710,960
City Debt	<u>980,930</u>
Total	<u>\$2,691,890</u>

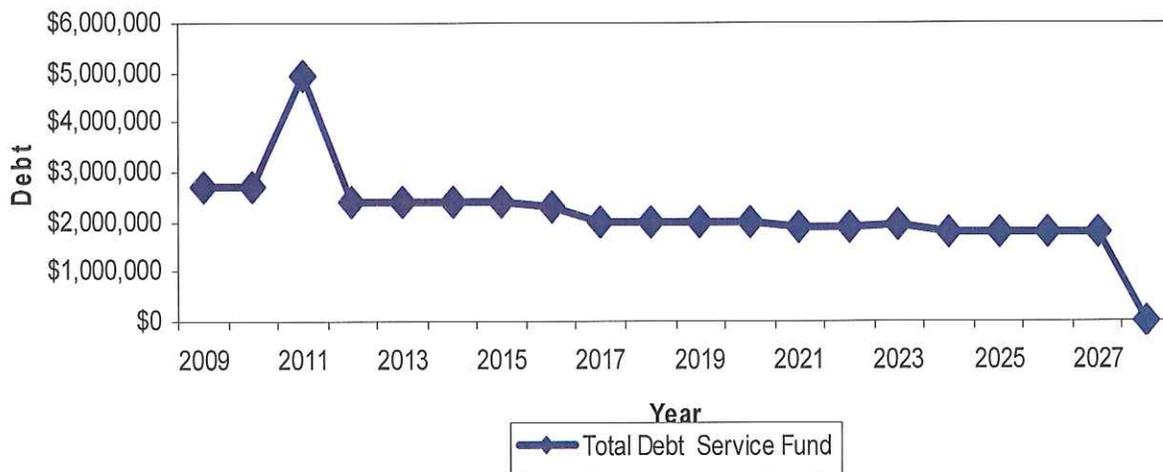
Debt Service Fund projected expenditures in FY 2009 are \$2,691,890. The General Fund will fund \$2,581,296 of the debt service expenditures; the remaining \$110,594 will be funded with use of the debt reserve. The City drew down the debt reserve last year. This will be the second year to drawdown the debt reserve of the three year plan.

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. As shown on the graph, there is a large spike in FY 2011 in the debt service for the School Bonds. As planned, these bonds will be retired with permanent financing.

### Debt Service By Type



### Total Debt Service Obligations



## ***Capital Projects Fund***

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

Capital Project revenues include \$392,000 in State Highway Funds for street and drainage improvements and \$101,600 in bond interest earnings. This will be transferred to the General Fund to pay for a project manager to oversee the construction of the school and fire station projects. The last Capital Improvements Plan adopted was for FY 2008-2012 and locally funded projects have not been included in this budget due to lack of funding.

Total current year expenditures for the Capital Projects Fund are proposed to be \$493,600. Unspent funds from FY 2008 are allowed to be carried forward to FY 2009 and beyond until the project is completed. If any unspent funds when the project is completed revert to the General Fund.

<b>CAPITAL PROJECTS FUND REVENUE SOURCES</b>	
State and Federal Funds	\$ 392,000
Interest Proceeds	<u>101,600</u>
<b>Total</b>	<b><u>\$ 493,600</u></b>

<b>CAPITAL PROJECTS FUND EXPENDITURE USES</b>	
Transportation and Drainage	\$ 392,000
Transfer to General Fund	<u>101,600</u>
<b>Total</b>	<b><u>\$ 493,600</u></b>

**Special Revenue Fund**

The Special Revenue Fund accounts for revenues and expenditures related to state and federal grants for community development and public safety. The City received three Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses above flood elevation to prevent future flooding. The grant is a shared grant with 75% funding coming from the Federal Government, 20% from the State and 5% from the City using a transfer from the General Fund. The City also received two Community Development Block Grants (CDBG) to elevate homes.

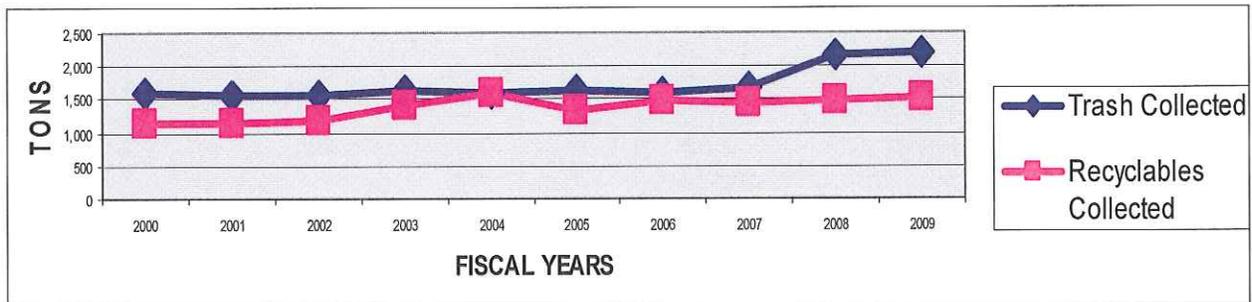
<b>SPECIAL REVENUE FUND REVENUE SOURCES</b>	
HMGP State	\$ 97,580
HMGP Federal	365,930
CDBG	363,000
Transfer from General Fund	<u>50,000</u>
<b>Total</b>	<b><u>\$ 876,510</u></b>

<b>SPECIAL REVENUE FUND EXPENDITURE USES</b>	
Operating Expenses	<u>\$876,510</u>
<b>Total</b>	<b><u>\$876,510</u></b>

## Solid Waste Fund

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The proposed revenues for FY 2009 are \$795,460 which is \$231,460 or 22.5% less than the FY 2008 budget. It is proposed to increase the fee \$8 for each chosen cart/container plan as chosen by homeowners. The City implemented the new Solid Waste program on October 1, 2007. Substantial initial capital and operating start-up costs were incurred in FY 2008. The City had used a pay-by-the-bag program for 13 years.

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



### SOLID WASTE SOURCES OF REVENUE

Solid Waste Fees	\$735,820
Bag Fees	50,000
Landscaping & Bulky Item Charges	<u>9,300</u>
<b>Total</b>	<b><u>\$795,120</u></b>

### SOLID WASTE EXPENDITURE USES

Personal Services	\$85,690
Garbage Disposal	345,500
Trash Containers	2,000
Recycling	155,420
Bulky Item/Landscaping	109,440
Hazardous Material	10,420
Depreciation	30,510
Other Costs	<u>56,140</u>
<b>Total</b>	<b><u>\$795,120</u></b>

**Utilities Fund**

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2009 budget is proposed to be \$2,410,180, which is \$38,930 or 1.6% less than the FY 2008 budget.

Each household that is available to sewer pays a fee whether connected to the system or not unless a waiver is granted by City Council. This fund had a series of small preplanned increases to the sewer fees that were necessary for several years. The sewer service fee is \$50 bi-monthly for FY 2009. The sewer availability fee is \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee is \$1.75 hcf. The consumption fee increased in FY 2008 having not been adjusted since FY 1999, which will help fund capital and operating expenditures. The notes receivable revenue represents both principal and interest on financed sewer availability fees. The use of reserves is budgeted to offset non-cash depreciation and amortization expenditures.

Approximately 50% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. Personal services accounts for 10% of expenditures and includes salaries and benefits for 4 full time employees for FY 2009. Depreciation and amortization accounts for 28% of the budget. Depreciation and amortization is the process of allocating the cost of property and debt issuances against the fiscal years' revenues; however, the costs have already been paid for in previous periods and capitalized. Since these are expenses that have a non-cash effect in FY 2009 (already paid for in previous years), and since the desire is to keep the fees as low as possible, use of net assets is budgeted to offset depreciation and amortization charges.

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

<b>UTILITIES SOURCES OF REVENUE</b>	
Sewer Service Fees	\$1,497,480
Sewer Availability Fee	120,000
Other	35,300
Use of Reserves	<u>757,400</u>
<b>Total</b>	<b><u>\$2,410,180</u></b>

<b>UTILITIES EXPENDITURE USES</b>	
Personal Services	\$247,860
Operating Expenses	162,720
Depreciation and Amortization	676,409
Debt Service	1,185,541
Capital Outlay	7,650
Transfer to General Fund	<u>130,000</u>
<b>Total</b>	<b><u>\$2,410,180</u></b>

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

The Parks and Recreation Fund accounts for parks and recreational activities which are financed by user fees. Field activities include sport programs, instructional classes and senior programs. The pool includes use of pool, swim team, swimming lessons and contracted use of pool. Special events include the Poquoson Seafood Festival and other special events that receive donations or have user fees. The budget for FY 2009 expenditures is \$439,160 which is \$25,700 less than the FY 2008 budget. This budget includes a \$100,000 transfer from the General Fund to help supplement user fees for various activities.

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

Field	\$106,590
Pool	78,270
Special Events	154,300
Transfer from General Fund	<u>100,000</u>
Total	<u>\$439,160</u>

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

Field	\$136,900
Pool	157,690
Special Events	<u>144,570</u>
Total	<u>\$439,160</u>

## ***Fleet Management Fund***

The Fleet Management Fund is used to account for financing the costs of vehicle parts, vehicle contracted services, gas and oil, and labor for all City and School vehicles and equipment. Costs are charged to City departments and the School Division for the services of the Fleet Management Fund. The budget is projected to be \$874,370 in FY 2009, a 11.9% increase from the FY 2008 budget. Increases are expected in gas and oil prices, vehicle parts and contracted services.

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

Parts and Contracted Services	\$278,400
Garage Labor and Overhead	317,970
Gas and Oil Revenues	<u>278,000</u>
Total	<u>\$874,370</u>

### **FLEET MANAGEMENT EXPENSE USES**

Personal Services	\$284,000
Fuel and Lubricants	278,000
Parts and Contractors	278,400
Other	<u>33,970</u>
Total	<u>\$874,370</u>

***Facilities Improvement Fund***

The Facilities Improvement Fund accounts for revenues and expenditures related to donations pledged for improvements to public facilities including sports fields and tennis courts for the City or Schools.

<b>FACILITIES IMPROVEMENT FUND SOURCES OF REVENUE</b>	
Local Revenue	\$ <u>5,000</u>
Total	\$ <u>5,000</u>

<b>FACILITIES IMPROVEMENT FUND EXPENDITURE USES</b>	
Transfer to Fund Balance	\$ <u>5,000</u>
Total	\$ <u>5,000</u>

## Unbudgeted Needs

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

**Schools:** The Schools requested \$100,000 more in local appropriation than is recommended in the budget.

**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. Staffing may not be adequate in Public Works and Mosquito Control for drainage and street repair and in the Parks and Recreation for grounds maintenance. However, we were not able to fund the positions due to limited funding. Finally, most of the surrounding localities in Hampton Roads cost-share in health insurance with retirees. The City of Poquoson offers retirees health insurance, but does not pay for any of the costs. This is a highly desired benefit for employees and retirees.

**Additional Economic Development:** The City has tasked the Industrial Development Authority (IDA) with developing the Big Woods and Messick Point. The IDA has purchased some land yet needs more in order to spur business development. The IDA has a line of credit (LOC) to use to pay for land and infrastructure improvements. Interest payments on the LOC are funded with a contribution from the General Fund. It is anticipated that the IDA will have sufficient land sales and other revenue to pay off the over \$1.9 million already drawn on the debt, but if not, the debt has been guaranteed through the full faith and credit of the City.

**Capital:** The latest Capital Improvements Plan (CIP) adopted is for FY 2008 - FY 2012. Current funded projects include: transportation and drainage projects and construction supervision for School and Fire Station building projects. Other projects adopted have not been funded. Citizens have been voicing their concerns about the lack of recreational facilities and gyms in the City. Small capital items normally included in the General Fund have not been funded to the extent needed by the departments.

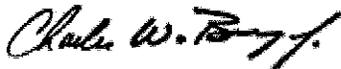
## GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2007. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for nineteen consecutive years, we believe our current budget continues to conform to the program requirements. We have tried to incorporate comments for improvement in this document, and will submit this FY 2009 Annual Financial Plan to the GFOA to determine eligibility for another award.

## Summary

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

Respectfully,



Charles W. Burgess, Jr.  
City Manager



Theresa S. Owens  
Director of Finance

## 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.

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

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

Departmental budget and agency requests are submitted to the Finance Department in mid-January. The Finance Department reviews the budget with the Departments. Every line item in a departmental budget must be fully justified. The City does not simply take what a department currently receives and add some percentage increase to it, but rather each department head must justify the current budgeted amount.

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

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

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

### BUDGET POLICIES

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

#### Financial Planning Policies

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

## THE BUDGET PROCESS IN POQUOSON

---

(GAAP). The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

**Long-Range Planning:** Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission adopts the Capital Improvement Plan; the document then goes to City Council for approval. Approved capital projects are included in the annual budget document to the extent funds are available. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating budgets annually. The City will assess the condition of all major capital assets, including buildings, roads, sewer lines, vehicles, and equipment annually.

To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets. The General Fund will maintain a minimum of 15% of total operating expenditures as its fund balance. Fund Balance of the General Fund shall be used only for emergencies, nonrecurring expenditures, or major capital purchases that cannot be accommodated through current year revenues.

### Revenue Policies

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

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

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

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

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

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

### Expenditure Policies

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

# **THE BUDGET PROCESS IN POQUOSON**

---

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

## **Fund Balance Reserve**

Fund Balance reflects the accumulation of excess revenues over expenditures. The City strives to maintain a minimum unobligated fund balance of 15% of the current year budgeted expenditures for operations as a reserve. This unobligated portion of fund balance provides sufficient working capital for the City and serves as a “rainy day” fund for emergencies or unforeseen circumstances.

## **Debt Policy**

The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the lowest interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services. The City does not issue long-term debt to finance current operations.

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

## **Investment Policy**

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

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

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

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

# THE BUDGET PROCESS IN POQUOSON

---

## BUDGET AMENDMENT PROCESS

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

## ORGANIZATION OF BUDGET

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

### Governmental Funds

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

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

### Proprietary Funds

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

# THE BUDGET PROCESS IN POQUOSON

---

Proprietary Funds include:

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

## BUDGETARY BASIS

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

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

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

## DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

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

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

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

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

## **THE BUDGET PROCESS IN POQUOSON**

---

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

### **CAPITAL IMPROVEMENTS PROGRAM**

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

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

## FY 2009 BUDGET CALENDAR

---

### NOVEMBER 2007

- 26 Monday Budget letter request mailed to Outside Agencies.
- 26 Monday Budget preparation instructions distributed to Department Heads Including FY 2006 and FY 2007 Actual Expenses, FY 2008 Revised Budget and FY 2009 Request Departmental Budgets.

### DECEMBER 2007

- 10 Monday City Council FY 2008 Budget Goals given at work session.

### JANUARY 2008

- 15 Tuesday FY 2009 Departmental Expenditure Budget Requests due to Finance.
- 15 Tuesday Outside Agency budget requests due.
- 16 Wednesday Finance begins review of Departmental Budget Requests. Budgets sent to City Manager as review is completed.
- 17 Thursday Advertise Pre-Budget Public Hearing on January 28, 2008.
- 22 Tuesday Departmental Budget hearings with City Manager and Finance Director begins.
- 28 Monday Pre-Budget Public Hearing at City Council Meeting.

### FEBRUARY 2008

- 29 Friday School Board Budget Request due

### MARCH 2008

- 4 Monday Joint School Board/City Council work session prior to City Council meeting.
- 26 Wednesday Final adjustments by Finance Department and City Manager to FY 2009 Proposed Revenue and Expenditures.

## FY 2009 BUDGET CALENDAR

---

### MARCH 2008 (continued)

28 Friday Publish notice of Proposed Real Property Tax Increase

### APRIL 2008

14 Monday Proposed FY 2009 Budget distributed to City Council Members.

15 Tuesday Publish notice of Public Hearing on FY 2009 Budget at the April 28, 2008 City Council Meeting.

28 Monday Public Hearing on Budget at City Council Meeting. Presentation to City Council and public of proposed real estate and personal property tax rate and fees.

### MAY 2008

12 Monday Date FY 2009 Budget was adopted.

## SUMMARY OF TAX RATES AND FEES

	FY 2006 Approved	FY 2007 Approved	FY 2008 Approved	FY 2009 Approved
<b><u>General Fund Taxes and Fees</u></b>				
Real Estate Tax	\$1.06/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Public Service Corporation	\$1.06/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Personal Property Tax				
Automobiles	\$3.85/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boats	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Recreation Vehicles	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Homes	\$1.06/\$100 AV 1st Half	\$1.06/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half
Mobile Homes	\$1.06/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half
Meals Tax (food and beverage)	5.5%	5.5%	5.5%	5.5%
Cigarette Tax	\$.10 per pack	\$.10 per pack	\$.10 per pack	\$.10 per pack
Consumer Utility Tax				
Commercial	10% on 1st \$100 SC	10% on 1st \$100 SC	\$10	\$10
Residential	20% of 1st \$15 SC	20% of 1st \$15 SC	\$3	\$3
E-911 Telephone Tax	\$2.50 per line/month	\$2.50 per line/month	\$0	\$0
Cable Franchise Tax	5% of gross receipts	5% of gross receipts	\$0	\$0
Motor Vehicle License Tax				
Motorcycles	\$15 per motorcycle	\$0 per motorcycle	\$0 per motorcycle	\$0 per motorcycle
Cars	\$25 per car	\$0 per car	\$0 per car	\$0 per car
<b><u>Solid Waste Fund Fees</u></b>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	n/a	n/a	Fee based on Size	Fee based on Size
Landscaping Debris Charges	\$12 per pickup	\$12 per pickup	\$12 per pickup	\$12 per pickup
<b><u>Utilities Fund Fees</u></b>				
Sewer Service Fees				
Commercial	\$50 bi-monthly plus \$1.25/hcf	\$50 bi-monthly plus \$1.25/hcf	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf
Residential	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

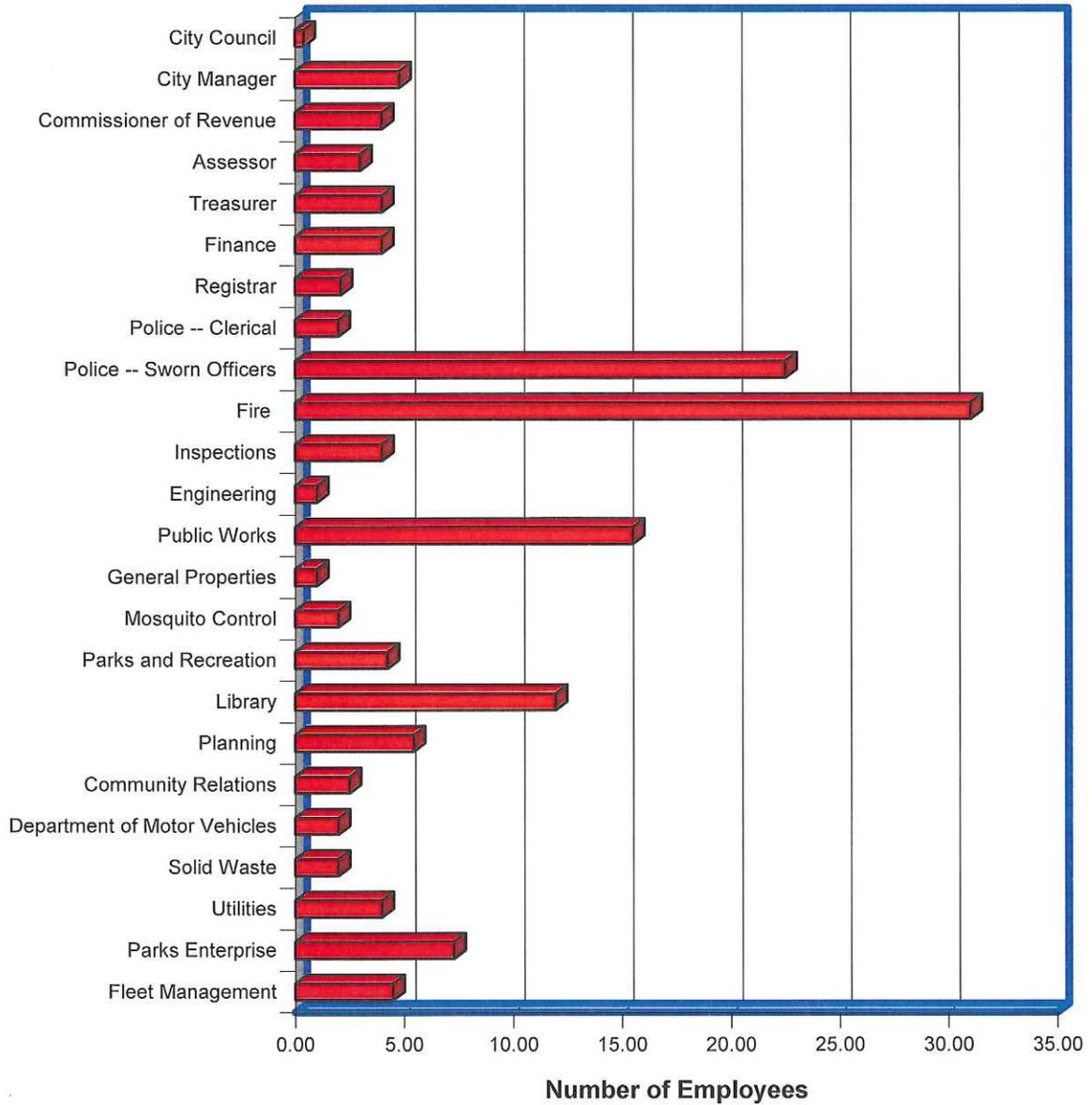
\*Proposed Rate changes are shown in bold.

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

## PERSONNEL POSITIONS

<u>Departments and Funds</u>	<u>FY 2006 Authorized FTE</u>	<u>FY 2007 Authorized FTE</u>	<u>FY 2008 Authorized FTE</u>	<u>FY 2009 Adopted FTE</u>
City Council	0.40	0.40	0.40	0.40
City Manager	4.20	4.80	4.80	4.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00
Assessor	2.00	3.00	3.00	3.00
Treasurer	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10
Police -- Sworn Officers	22.50	22.50	22.50	22.50
Police -- Clerical	6.50	6.50	6.50	2.00
Fire	27.00	29.00	30.00	30.00
Inspections	4.00	4.00	4.00	4.00
Engineering	1.00	1.00	1.00	1.00
Public Works	14.50	14.50	15.00	15.50
General Properties	0.00	0.40	1.00	1.00
Mosquito Control	2.00	2.00	2.00	2.00
Parks and Recreation	3.20	3.70	3.70	4.25
Library	11.45	11.45	11.95	11.95
Planning	5.45	5.45	5.45	5.45
Community Relations	2.00	2.50	2.50	2.50
Department of Motor Vehicles	2.00	2.00	2.00	2.00
<b>Total General Fund</b>	<u>122.30</u>	<u>127.30</u>	<u>129.90</u>	<u>126.45</u>
Solid Waste	3.00	3.00	2.50	2.00
Utilities	4.00	4.00	4.00	4.00
Parks and Recreation Enterprise	10.50	7.30	7.30	7.30
Fleet Management	4.60	4.50	4.50	4.50
<b>Total Departments and Funds</b>	<u><u>144.40</u></u>	<u><u>146.10</u></u>	<u><u>148.20</u></u>	<u><u>144.25</u></u>

## PERSONNEL POSITIONS IN FY 2009



## SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Budget	FY 2009 Adopted Budget
General Fund	\$ 20,787,379	\$ 23,353,368	\$ 23,729,171	\$ 23,729,171	\$ 23,567,006
Debt Service	1,601,475	2,436,058	2,608,223	2,608,223	2,691,890
Capital Projects	2,447,596	8,460,299	9,386,013	8,344,515	493,600
Special Revenue	126,489	979,690	847,734	847,734	876,510
Solid Waste Enterprise	554,265	594,795	1,026,920	1,026,920	795,120
Utilities Enterprise	2,455,195	2,517,649	2,449,110	2,239,110	2,410,180
Parks and Recreation Enterprise	643,532	472,369	464,860	459,405	439,160
Fleet Management Internal Service	631,712	759,741	781,430	781,430	874,370
Facilities Improvement	-	-	5,000	5,000	5,000
<b>TOTAL REVENUE AND TRANSFERS</b>	29,247,643	39,573,969	41,298,461	40,041,508	32,152,836
Less: Interfund Transfers	3,134,362	3,666,049	3,026,926	3,026,926	2,962,896
<b>TOTAL REVENUE</b>	<b>\$ 26,113,281</b>	<b>\$ 35,907,920</b>	<b>\$ 38,271,535</b>	<b>\$ 37,014,582</b>	<b>29,189,940</b>

## SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Budget	FY 2009 Adopted Budget
General Fund	\$ 21,001,154	\$ 23,045,657	\$ 23,729,171	\$ 23,729,171	\$ 23,567,006
Debt Service	1,521,475	2,130,921	2,608,223	2,608,223	2,691,890
Capital Projects	2,447,596	8,460,299	8,344,515	8,344,515	493,600
Special Revenue	252,113	896,383	2,526,361	827,688	876,510
Solid Waste Enterprise	528,327	595,209	1,026,920	1,026,920	795,120
Utilities Enterprise	1,704,450	1,726,601	2,449,110	2,449,110	2,410,180
Parks and Recreation Enterprise	587,701	473,754	464,860	464,860	439,160
Fleet Management Internal Service	617,276	721,535	781,430	781,430	874,370
Facilities Improvement	-	-	-	587,402	5,000
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	28,660,092	38,050,359	41,930,590	40,819,319	32,152,836
Less: Interfund Transfers	3,134,362	3,684,574	3,026,926	3,026,926	2,962,896
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,525,730</b>	<b>\$ 34,365,785</b>	<b>\$ 38,903,664</b>	<b>\$ 37,792,393</b>	<b>\$ 29,189,940</b>

**SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY**

<b>Revenues</b>		<b>Expenditures</b>	
<b>General Fund</b>			
General Property Taxes	\$ 16,001,000	Personal Services	\$ 6,051,855
Other Local Taxes	2,537,500	Employee Benefits	2,322,215
Permits Licenses & Fees	128,900	Purchased Services	573,020
Fines & Forfeitures	39,000	Internal Services	420,590
Use of Money & Property	186,300	Other Charges	1,471,679
Charges for Services	58,000	Contributions to Agencies	158,430
Miscellaneous Revenue	2,600	Materials & Supplies	139,210
State Non-Categorical Aid	2,050,430	Payment to Joint Operations	984,951
State Categorical Aid	272,856	Capital Outlay	228,480
State Other Categorical Aid	1,443,263	Transfer to Debt Service Fund	2,581,296
Federal Revenue	34,500	Transfer to Special Revenue Fund	50,000
Transfer from Capital Projects Fund	101,600	Transfer to Parks & Recreation	100,000
Transfer from Sewer Fund	130,000	IDA Contribution	123,000
Transfer from School Board	341,811	School Contribution	8,362,280
Transfer from Unappropriated Fund Balance	239,246		
<b>Total</b>	<b><u>\$ 23,567,006</u></b>	<b>Total</b>	<b><u>\$ 23,567,006</u></b>
<b>Debt Service Fund</b>			
Transfer from General Fund	\$ 2,581,296	School Debt Service	\$ 1,710,960
Use of Reserve	110,594	City Debt Service	980,930
<b>Total</b>	<b><u>\$ 2,691,890</u></b>	<b>Total</b>	<b><u>\$ 2,691,890</u></b>
<b>Capital Projects Fund</b>			
State Categorical Aid	\$ 392,000	City Capital Outlay	\$ 392,000
Interest Proceeds	101,600	Transfer to General Fund	101,600
<b>Total</b>	<b><u>\$ 493,600</u></b>	<b>Total</b>	<b><u>\$ 493,600</u></b>
<b>Special Revenue Fund</b>			
State Revenue	\$ 97,580	HMGP Grant	\$ 487,910
Federal Revenue	728,930	CDBG Elevation Grant	388,600
Transfer from General Fund	50,000		
<b>Total</b>	<b><u>\$ 876,510</u></b>	<b>Total</b>	<b><u>\$ 876,510</u></b>
<b>Solid Waste Fund</b>			
Charges for Services - Solid Waste Fees	\$ 543,220	Personal Services	\$ 55,460
Charges for Services - Other	59,300	Employee Benefits	30,230
Use of Reserve	192,600	Purchased Services	387,350
		Internal Services	41,480
		Other Charges	9,710
		Materials & Supplies	5,100
		Payment to Joint Operations	235,280
		Depreciation	30,510
<b>Total</b>	<b><u>\$ 795,120</u></b>	<b>Total</b>	<b><u>\$ 795,120</u></b>

**SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY**

<b>Revenues</b>		<b>Expenditures</b>	
<b>Utilities Fund</b>			
Charges for Services - Sewer Service Fees	\$ 1,497,480	Personal Services	\$ 174,000
Sewer Availability Fees	120,000	Employee Benefits	73,860
Miscellaneous Revenue	300	Purchased Services	36,480
Late Payment Fees	15,000	Internal Services	30,540
Interest Income	20,000	Other Charges	86,700
Transfer from Unrestricted Net Assets	<u>757,400</u>	Materials & Supplies	9,000
		Depreciation & Amortization	676,409
		Debt Service	1,185,541
		Transfer to General Fund	130,000
		Capital Outlay	7,650
<b>Total</b>	<b><u>\$ 2,410,180</u></b>	<b>Total</b>	<b><u>\$ 2,410,180</u></b>
<b>Parks &amp; Recreation Fund</b>			
Charges for Services - Field	\$ 106,590	Personal Services	\$ 137,363
Charges for Services - Pool	78,270	Employee Benefits	35,407
Charges for Services - Special Events	154,300	Purchased Services	183,060
Transfer from General Fund	<u>100,000</u>	Other Charges	37,400
		Materials & Supplies	28,400
		Depreciation	17,130
		Capital Outlay	400
<b>Total</b>	<b><u>\$ 439,160</u></b>	<b>Total</b>	<b><u>\$ 439,160</u></b>
<b>Fleet Fund</b>			
Internal Service Revenue - City	\$ 493,060	Personal Services	\$ 195,751
Internal Service Revenue - Schools	<u>381,310</u>	Employee Benefits	88,249
		Purchased Services	7,380
		Internal Services	1,300
		Other Charges	13,590
		Materials & Supplies	559,800
		Capital Outlay	5,000
		Depreciation	3,300
<b>Total</b>	<b><u>\$ 874,370</u></b>	<b>Total</b>	<b><u>\$ 874,370</u></b>
<b>Facilities Improvement Fund</b>			
Local Revenue	\$ 5,000	Transfer to Fund Balance	\$ 5,000
<b>Total</b>	<b><u>\$ 5,000</u></b>	<b>Total</b>	<b><u>\$ 5,000</u></b>

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

	General Fund	Debt Service	Capital Projects Fund	Special Revenue Fund	Solid Waste Fund	Utilities Fund	Parks & Recreation Fund	Fleet Management Fund	Facilities Improvement Fund	Total Of All Funds
Beginning Fund Balance - 7/1/2005	4,835,763	-	1,086,677	52,055	632,837	6,310,375	75,912	91,968	-	13,085,587
Actual FY 2006 Revenues	20,787,379	1,601,475	16,386,576	126,489	554,265	1,796,775	643,532	631,712	-	42,528,203
Actual FY 2006 Expenditures	(20,947,271)	(1,521,475)	(2,447,596)	(252,113)	(528,325)	(1,704,446)	(587,701)	(617,276)	-	(28,606,203)
<b>Ending Fund Balance - 6/30/2006</b>	<b>\$ 4,675,871</b>	<b>\$ 80,000</b>	<b>\$ 15,025,657</b>	<b>\$ (73,569)</b>	<b>\$ 658,777</b>	<b>\$ 6,402,704</b>	<b>\$ 131,743</b>	<b>\$ 106,404</b>	<b>\$ -</b>	<b>\$ 27,007,587</b>
Beginning Fund Balance - 7/1/2006	4,675,871	80,000	15,025,657	(73,569)	658,777	6,402,704	131,743	106,404	-	27,007,587
Actual FY 2007 Revenues	23,353,373	2,436,058	10,041,236	979,690	594,794	1,860,163	472,369	759,741	-	40,497,424
Actual FY 2007 Expenditures	(22,990,421)	(2,130,921)	(8,460,299)	(896,383)	(595,209)	(1,726,599)	(473,754)	(721,535)	-	(37,995,121)
<b>Ending Fund Balance - 6/30/2007</b>	<b>\$ 5,038,823</b>	<b>\$ 385,137</b>	<b>\$ 16,606,594</b>	<b>\$ 9,738</b>	<b>\$ 658,362</b>	<b>\$ 6,536,268</b>	<b>\$ 130,358</b>	<b>\$ 144,610</b>	<b>\$ -</b>	<b>\$ 29,509,890</b>
Beginning Fund Balance - 7/1/2007	5,038,823	385,137	16,606,594	9,738	658,362	6,536,268	130,358	144,610	-	29,509,890
Estimated FY 2008 Revenues	22,985,875	2,481,810	653,761	847,734	826,920	1,583,010	459,405	781,430	5,000	30,624,945
Estimated FY 2008 Expenditures	(23,729,171)	(2,608,223)	(8,344,515)	(827,688)	(1,026,920)	(2,449,110)	(464,860)	(781,430)	(587,402)	(40,819,319)
<b>Projected Fund Balance - 6/30/2008</b>	<b>\$ 4,295,527</b>	<b>\$ 258,724</b>	<b>\$ 8,915,840</b>	<b>\$ 29,784</b>	<b>\$ 458,362</b>	<b>\$ 5,670,168</b>	<b>\$ 124,903</b>	<b>\$ 144,610</b>	<b>\$ (582,402)</b>	<b>\$ 19,315,516</b>
Beginning Fund Balance - 7/1/2008	4,295,527	258,724	8,915,840	29,784	458,362	5,670,168	124,903	144,610	(582,402)	19,315,516
Estimated FY 2009 Revenues	23,327,760	2,581,296	493,600	876,510	602,520	1,652,780	439,160	874,370	5,000	30,852,996
Estimated FY 2009 Expenditures	(23,567,006)	(2,691,890)	(8,309,440)	(876,510)	(795,120)	(2,410,180)	(439,160)	(874,370)	-	(39,963,676)
<b>Projected Fund Balance - 6/30/2009</b>	<b>\$ 4,056,281</b>	<b>\$ 148,130</b>	<b>\$ 1,100,000</b>	<b>\$ 29,784</b>	<b>\$ 265,762</b>	<b>\$ 4,912,768</b>	<b>\$ 124,903</b>	<b>\$ 144,610</b>	<b>\$ (577,402)</b>	<b>\$ 10,204,836</b>

## GENERAL FUND - SUMMARY

---

### General Fund Description

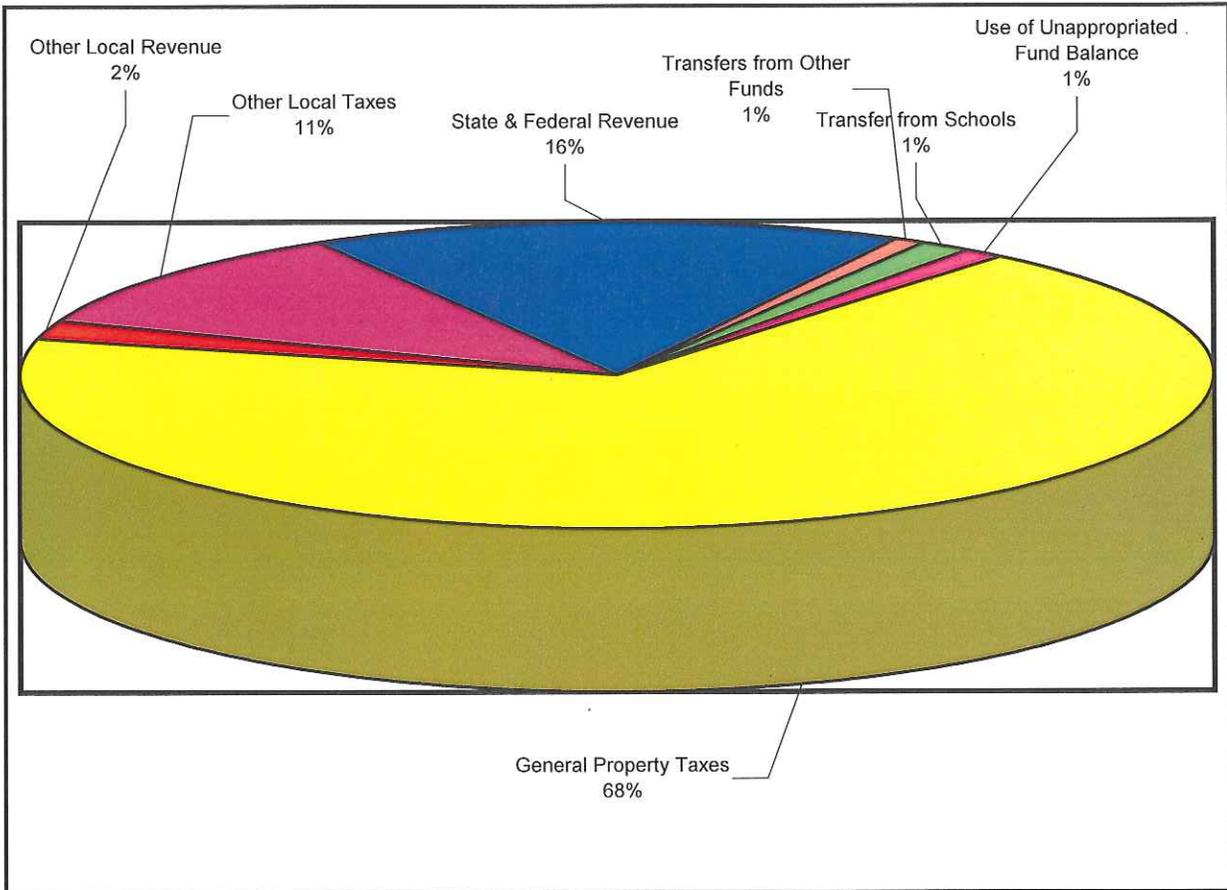
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part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

### General Fund Projection of Fund Balance

Beginning Fund Balance - 6/30/2005		\$ 4,835,763
Actual FY 2006 Revenues	\$ 20,787,379	
Actual FY 2006 Expenditures	<u>(20,947,271)</u>	<u>(159,892)</u>
Fund Balance - 6/30/2006		\$ 4,675,871
Actual FY 2007 Revenues	\$ 23,353,373	
Actual FY 2007 Expenditures	<u>(22,990,421)</u>	<u>362,952</u>
Fund Balance - 6/30/2007		\$ 5,038,823
Estimated FY 2008 Revenues	\$ 22,985,875	
Estimated FY 2008 Expenditures	<u>(23,729,171)</u>	<u>(743,296)</u>
Projected Fund Balance - 6/30/2008		\$ 4,295,527
Estimated FY 2009 Revenues	\$ 23,327,760	
Estimated FY 2009 Expenditures	<u>(23,567,006)</u>	<u>(239,246)</u>
<b>Projected Fund Balance - 6/30/2009</b>		<b><u><u>\$ 4,056,281</u></u></b>

## GENERAL FUND - SUMMARY

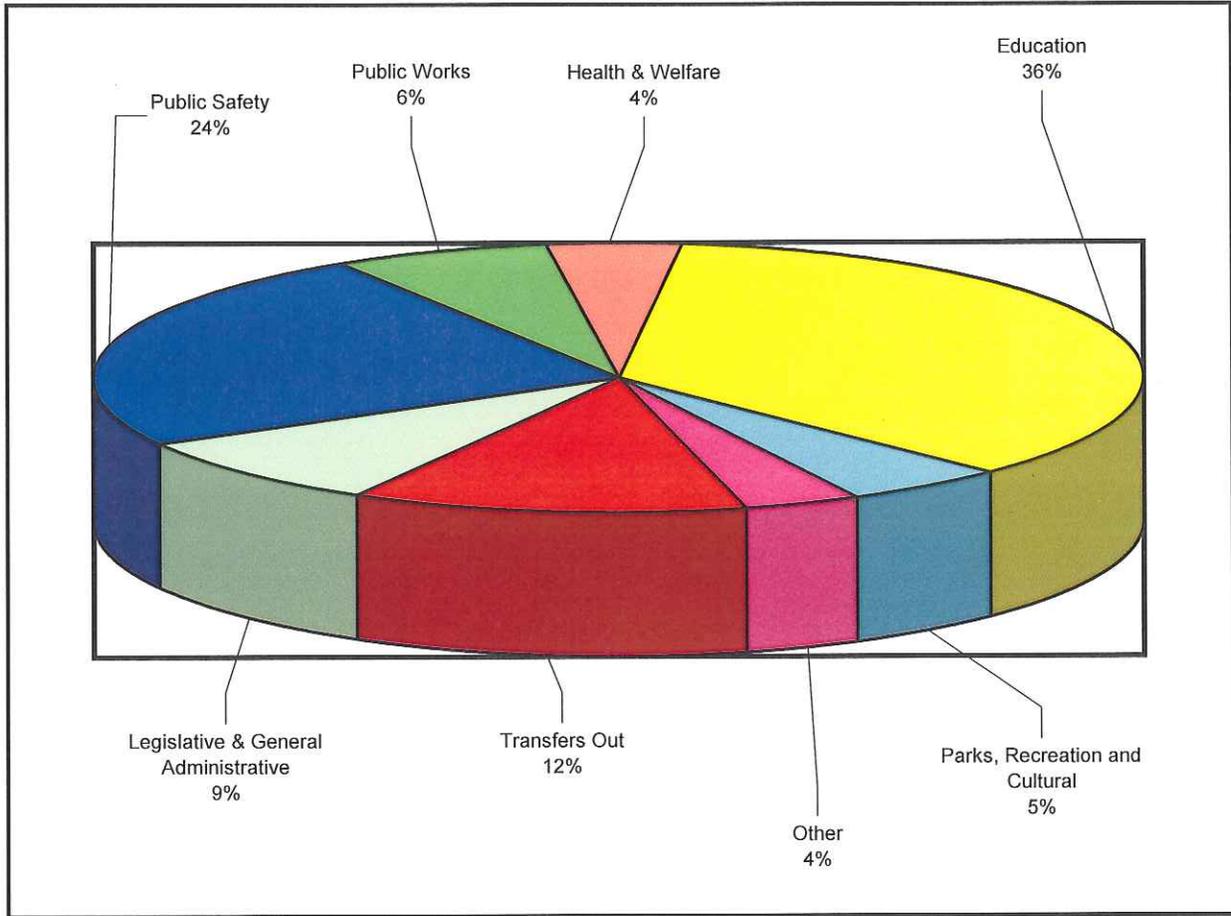
### General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
General Property Taxes	\$ 15,682,000	\$ 16,001,000
Other Local Revenue	443,242	414,800
Other Local Taxes	2,426,000	2,537,500
State & Federal Revenue	3,881,115	3,801,049
Transfers from Other Funds	227,690	231,600
Transfer from Schools	325,828	341,811
Use of Unappropriated Fund Balance	743,296	239,246
<b>TOTAL</b>	<b><u>\$ 23,729,171</u></b>	<b><u>\$ 23,567,006</u></b>

## GENERAL FUND - SUMMARY

### General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Legislative & General Administrative	\$ 2,048,723	\$ 2,013,620
Public Safety	5,643,130	5,734,170
Public Works	1,509,289	1,520,220
Health & Welfare	995,179	1,022,480
Education	8,274,000	8,362,280
Parks, Recreation and Cultural	1,064,374	1,156,540
Other	1,047,550	903,400
Transfers Out	3,146,926	2,854,296
<b>TOTAL</b>	<b><u>\$ 23,729,171</u></b>	<b><u>\$ 23,567,006</u></b>

## GENERAL FUND REVENUE SUMMARY

### General Fund Revenues Summary

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>LOCAL REVENUE:</b>							
<b>GENERAL PROPERTY TAXES</b>							
Real Estate-Current Tax	\$ 10,775,062	\$ 13,031,305	\$ 13,088,000	\$ 13,088,000	\$ 13,241,000	\$ 153,000	1.2%
Delinquent Real Estate Taxes	62,405	95,467	90,000	90,000	90,000	-	0.0%
Public Service Corp.	137,444	82,225	96,000	96,000	126,000	30,000	31.3%
Personal Property-Current Tax	1,885,024	2,198,687	2,299,000	2,299,000	2,430,000	131,000	5.7%
Delinquent Personal Property Taxes	3,222	12,288	5,000	5,000	10,000	5,000	100.0%
Penalties and Interest	149,801	142,889	104,000	104,000	104,000	-	0.0%
<b>TOTAL GENERAL PROPERTY TAXES</b>	<b>13,012,958</b>	<b>15,562,861</b>	<b>15,682,000</b>	<b>15,682,000</b>	<b>16,001,000</b>	<b>319,000</b>	<b>2.0%</b>
<b>OTHER LOCAL TAXES</b>							
Local Sales Tax	458,238	484,159	455,000	455,000	490,000	35,000	7.7%
Communications Sales & Use Tax	-	168,953	445,000	445,000	445,000	-	0.0%
Meals Tax	453,091	469,997	450,000	450,000	475,000	25,000	5.6%
Consumer Utility Tax	440,102	354,783	275,000	275,000	275,000	-	0.0%
Consumption Tax	38,275	46,755	38,000	38,000	39,500	1,500	3.9%
E-911 Telephone Tax	151,531	74,410	-	-	-	-	n/a
Business License Tax	388,663	447,514	360,000	360,000	425,000	65,000	18.1%
Cable Franchise Tax	127,428	67,505	-	-	-	-	n/a
Motor Vehicle License Fee	306,684	12,067	-	-	-	-	n/a
Cigarette Tax	73,548	70,141	90,000	90,000	75,000	(15,000)	-16.7%
Other Local Taxes	355,032	344,904	313,000	313,000	313,000	-	0.0%
<b>TOTAL OTHER LOCAL TAXES</b>	<b>2,792,592</b>	<b>2,541,188</b>	<b>2,426,000</b>	<b>2,426,000</b>	<b>2,537,500</b>	<b>111,500</b>	<b>4.6%</b>
<b>TOTAL PERMITS, LICENSES &amp; FEES</b>	<b>173,401</b>	<b>162,218</b>	<b>143,700</b>	<b>143,700</b>	<b>128,900</b>	<b>(14,800)</b>	<b>-10.3%</b>
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>37,283</b>	<b>73,942</b>	<b>38,800</b>	<b>38,800</b>	<b>39,000</b>	<b>200</b>	<b>0.5%</b>
<b>USE OF MONEY &amp; PROPERTY</b>							
Interest on Investments	96,700	222,018	120,000	120,000	120,000	-	0.0%
Rental of Property	87,977	86,434	85,600	85,600	66,300	(19,300)	-22.5%
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>184,677</b>	<b>308,452</b>	<b>205,600</b>	<b>205,600</b>	<b>186,300</b>	<b>(19,300)</b>	<b>-9.4%</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>29,694</b>	<b>72,748</b>	<b>43,000</b>	<b>43,000</b>	<b>58,000</b>	<b>15,000</b>	<b>34.9%</b>
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>36,187</b>	<b>85,324</b>	<b>12,142</b>	<b>12,142</b>	<b>2,600</b>	<b>(9,542)</b>	<b>-78.6%</b>
<b>TOTAL LOCAL REVENUE</b>	<b>\$ 16,266,792</b>	<b>\$ 18,806,733</b>	<b>\$ 18,551,242</b>	<b>\$ 18,551,242</b>	<b>\$ 18,953,300</b>	<b>\$ 402,058</b>	<b>2.2%</b>

## GENERAL FUND REVENUE SUMMARY

### General Fund Revenues Summary

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>STATE REVENUE:</b>							
<b>NON-CATEGORICAL AID</b>							
PPTRA AID	\$ 2,018,257	\$ 1,942,140	\$ 1,923,430	\$ 1,923,430	\$ 1,923,430	\$ -	0.0%
DMV Reimbursement	80,947	86,294	80,000	80,000	125,000	45,000	56.3%
Other Aid	17,450	25,421	16,960	16,960	2,000	(14,960)	-88.2%
<b>TOTAL NON-CATEGORICAL AID</b>	<b>2,116,654</b>	<b>2,053,855</b>	<b>2,020,390</b>	<b>2,020,390</b>	<b>2,050,430</b>	<b>30,040</b>	<b>1.5%</b>
<b>CATEGORICAL AID</b>							
<b>TOTAL SHARED EXPENSES</b>	<b>223,604</b>	<b>255,253</b>	<b>264,518</b>	<b>264,518</b>	<b>272,856</b>	<b>8,338</b>	<b>3.2%</b>
<b>OTHER CATEGORICAL AID:</b>							
State 599 Funds (Police)	291,856	291,856	291,860	291,860	277,263	(14,597)	-5.0%
Street & Highway Maintenance	630,000	689,175	727,000	727,000	690,000	(37,000)	-5.1%
Library Aid	113,797	130,195	138,600	138,600	143,000	4,400	3.2%
Comprehensive Services Act	256,983	261,035	288,500	288,500	288,500	-	0.0%
Police Grants	10,500	20,482	-	-	-	-	n/a
Fire and EMS Grants	37,705	38,009	43,803	43,803	38,500	(5,303)	-12.1%
Wireless E911 PSAP	47,115	101,533	46,000	46,000	-	(46,000)	-100.0%
State Matching FEMA Grant	-	18,655	-	-	-	-	n/a
Other State Revenue	6,568	11,171	7,182	7,182	6,000	(1,182)	-16.5%
<b>TOTAL OTHER CATEGORICAL AID</b>	<b>1,394,524</b>	<b>1,562,111</b>	<b>1,542,945</b>	<b>1,542,945</b>	<b>1,443,263</b>	<b>(99,682)</b>	<b>-6.5%</b>
<b>TOTAL CATEGORICAL AID</b>	<b>1,618,128</b>	<b>1,817,364</b>	<b>1,807,463</b>	<b>1,807,463</b>	<b>1,716,119</b>	<b>(91,344)</b>	<b>-5.1%</b>
<b>TOTAL STATE REVENUE</b>	<b>3,734,782</b>	<b>3,871,219</b>	<b>3,827,853</b>	<b>3,827,853</b>	<b>3,766,549</b>	<b>(61,304)</b>	<b>-1.6%</b>
<b>FEDERAL REVENUE:</b>							
COPS Fast Grant	24,357	58,682	47,500	47,500	30,000	(17,500)	-36.8%
Police Grants	260,486	36,217	662	662	-	(662)	-100.0%
Plum Tree Island Refuge	5,097	4,717	5,100	5,100	4,500	(600)	-11.8%
FEMA Public Assistance Grant	-	90,779	-	-	-	-	n/a
Other Federal Revenue	3,721	27,605	-	-	-	-	n/a
<b>TOTAL FEDERAL REVENUE</b>	<b>293,661</b>	<b>218,000</b>	<b>53,262</b>	<b>53,262</b>	<b>34,500</b>	<b>(18,762)</b>	<b>-35.2%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>20,295,235</b>	<b>22,895,952</b>	<b>22,432,357</b>	<b>22,432,357</b>	<b>22,754,349</b>	<b>321,992</b>	<b>1.4%</b>
<b>TRANSFERS IN:</b>							
Transfer from Sewer Fund	150,000	130,000	130,000	130,000	130,000	-	0.0%
Transfer from Capital Projects Fund	-	-	97,690	97,690	101,600	3,910	4.0%
Transfer from School Board	342,144	327,417	325,828	325,828	341,811	15,983	4.9%
Transfer from Unapprop. Fund Bal.	-	-	743,296	743,296	239,246	(504,050)	-67.8%
<b>TOTAL TRANSFERS IN</b>	<b>492,144</b>	<b>457,417</b>	<b>1,296,814</b>	<b>1,296,814</b>	<b>812,657</b>	<b>(484,157)</b>	<b>-37.3%</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 20,787,379</b>	<b>\$ 23,353,368</b>	<b>\$ 23,729,171</b>	<b>\$ 23,729,171</b>	<b>\$ 23,567,006</b>	<b>\$ (162,165)</b>	<b>-0.7%</b>

# REVENUE DETAIL

---

## LOCAL REVENUE

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

### REAL ESTATE TAX:

Real estate property tax on residential, business land and buildings in the City is \$0.81 per \$100 of assessed value. This is the same rate adopted in FY 2008. Each cent of tax brings approximately \$170,000 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the biennial assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. The increase in the value of real estate reflects change for growth of new construction of residential and/or commercial properties.

Residential growth projections in FY 2009 are based on twenty four new houses, estimated value of \$350,000 each, to be built throughout the year and other residential improvements. This will bring approximately \$26,900 additional tax revenue during FY 2009.

FY 2009 will also have the full year of benefit of growth incurred in FY 2008. In FY 2008, those value changes were prorated based upon the time period placed in service.

<b>FY 2008 Real Estate Revised Budget Estimate</b>	<b>\$13,140,200</b>
FY 2008 Residential growth full year benefit	73,900
FY 2009 Residential growth \$8,400,000 on new assessments of 24 new homes at \$350,000 each and other residential improvements	<u>26,900</u>
<b>FY 2009 Real Estate Budget</b>	<b><u>\$13,241,000</u></b>

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 \$13,973,500 in FY 2009, which is an increase of \$2,023,500 from the previous year.

## **REVENUE DETAIL**

---

### **PERSONAL PROPERTY TAX:**

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

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the adopted FY 2009 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for boats and recreational vehicles a \$1.50 tax rate per \$100 of assessed value. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the adopted real estate rate of \$0.81 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2009 personal property tax revenue is \$4,353,430 a \$131,000 increase over the FY 2008 budget. There are minimal increased assessments of personal property due to the increased costs of vehicles. The personal property tax rate increased to \$4.15 per \$100 of assessed value to offset the elimination of the City's motor vehicle decal fee in FY 2007.

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 \$1,923,430.

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 50% for calendar year 2008.

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 2009. The break out between local taxes and state aid is as follows for FY 2009 Personal Property tax revenue.

<b><u>Local Taxes = 56%</u></b>	<b><u>State Aid = 44%</u></b>	<b><u>Total</u></b>
\$ 2,430,000	\$ 1,923,430	\$ 4,353,430

### **LOCAL SALES TAX:**

Virginia State Sales Tax rate increased from 4.5% to 5.0% on July 1, 2004. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2009, it is expected to have an increase of \$35,000 over FY 2008 budget. This projection is based on commercial retail sales in the City.

### **MEALS TAX:**

A 5.5% tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2009, it will increase by \$25,000 over FY 2008 estimate based on growth.

## REVENUE DETAIL

---

### **COMMUNICATIONS SALES & USE TAX:**

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

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

### **CONSUMER UTILITY TAX:**

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

### **CONSUMPTION TAX:**

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$39,500 annually; an increase of \$1,500 over FY 2008.

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

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

### **BUSINESS LICENSE TAX:**

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been a few changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The projected amount budgeted for FY 2009 is expected to increase by 18% over the FY 2008 estimate.

### **CABLE FRANCHISE FEE:**

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

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

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

## **REVENUE DETAIL**

---

### **CIGARETTE TAX:**

This tax is based on 10 cents per pack that went into effect October 1, 2001. The amount budgeted for FY 2009 is \$75,000, a decrease of 16.7%.

### **OTHER LOCAL TAXES:**

Included in this category are:

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

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

Recordation Tax represents fees paid to record any document with the Circuit Court. The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers. FY 2009 anticipates no growth from FY 2008 due to an inactive real estate market.

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

Included in this category of revenue are:

Dog Licenses	\$ 2,500
Site Plan Inspection Fees	10,000
Site Plan Review Fees	5,000
Zoning Advertising Fees	7,000
Subdivision Inspection Fees	7,000
Building Permits	39,000
Electrical Permits	9,000
Plumbing Permits	11,000
Mechanical Permits	12,000
Erosion and Sediment Fees	14,000
Right-of-Way Permits	5,000
Drainage Pipe Permits	2,000
Subdivision Street Lights	3,000
Other Fees	<u>2,400</u>
	<u>\$ 128,900</u>

In FY 2009, this represents a 10.3% decrease of \$14,800 from the FY 2008 estimate.

### **FINES AND FORFEITURES:**

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2009 is \$39,000.

## **REVENUE DETAIL**

---

### **INTEREST ON INVESTMENTS:**

For FY 2009 revenue of \$120,000 is anticipated.

### **RENTAL OF PROPERTY:**

The City rents property to the School Board for administrative office space in City Hall. In FY 2009, the amount will be \$26,300, which is a 3.6% increase, based on additional maintenance costs on the building space that the School Administration occupies. Also budgeted is \$40,000 for tower rental for communications companies to place their towers on City property.

### **CHARGES FOR SERVICES:**

Included in this category of revenue are:

Library Fees	\$24,000
Passport Processing	30,000
Copying Charges	<u>4,000</u>
	<u>\$ 58,000</u>

### **MISCELLANEOUS REVENUE:**

Miscellaneous Revenue includes:

Returned Check Fees	\$ 400
Miscellaneous	<u>2,200</u>
	<u>\$ 2,600</u>

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

## **STATE REVENUE**

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

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

Personal Property Tax Relief Act	\$1,923,430
DMV Reimbursement	125,000
Mobile Home Titling Tax	<u>2,000</u>
	<u>\$2,050,430</u>

Total personal property in FY 2009 is \$4,353,430. Of this amount, \$2,430,000 is recorded as general property taxes and \$1,923,430 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$131,000 due to projected increases in assessments; however, the revenue from the State will remain level. The increase is considered local revenue.

The City opened a State Department of Motor Vehicles (DMV) office on January 2, 2002. As part of the City's agreement with DMV, the City receives 3.5% on all revenues collected. It is projected the City will receive \$125,000 for FY 2009. The office staff salaries and the majority of office expenses are paid by the City. The total DMV budget is \$101,000, which is higher than the projected revenue by \$24,000. The State Department of Taxation has eliminated A.B.C. Profits and Wine Tax contributions to localities. Mobile Home Titling Tax represents sales tax on mobile homes and is administered by the State.

## **REVENUE DETAIL**

---

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

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

The FY 2009 budget of \$272,856 is based on estimates received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 117,700
Treasurer	102,086
Registrar	<u>53,070</u>
	<u>\$272,856</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 2009 is anticipated to be \$277,263.

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 \$1,082,000 in FY 2009 for Street and Highway Maintenance funding. Of that amount, \$392,000 is budgeted in the Capital Projects Fund and is used for paving and drainage projects. The remaining \$690,000 is budgeted in the General Fund.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City estimates in FY 2009 is \$143,000.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and residentially placed special education expenses. The State contribution is expected to remain at 72.13% of the total CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2009 estimates for State Categorical Aid. VML is an advocate for Virginia localities at the General Assembly. The General Assembly has not adopted a budget for the next biennium; therefore, revenue from the State is estimated.

## **FEDERAL REVENUE**

### **CATEGORICAL AID:**

Plum Tree Island Refuge revenue represents payment in lieu of taxes for the Big Marsh area administered by the Department of Interior. The COPS grant partially funds two police officers for a three year period. In FY 2009, the City will receive \$30,000 towards the costs of the officers. FY 2009 is the final year of the three year grant period.

## REVENUE DETAIL

---

### TRANSFERS IN

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

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2009 will remain level at \$130,000.

The amounts budgeted in Transfer from the School Board represent unspent year-end School funds and money the School remits to the City from State School Construction and State Lottery funds. The amount of unspent year-end School funds is unknown until the year-end audit is complete and thus is not budgeted in FY 2009. The City has been using both the School Construction Funds and the School Lottery Funds to pay for School debt service.

School Construction Funds	\$134,574
School Lottery Funds	<u>207,237</u>
	<u>\$341,811</u>

The FY 2009 adopted budget designates \$239,246 of General Fund Unappropriated Fund Balance to balance the budget.

**THIS PAGE LEFT INTENTIONALLY BLANK**

## GENERAL FUND EXPENDITURES SUMMARY

### General Fund Expenditures Summary

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>LEGISLATIVE</b>						
City Council	\$ 92,631	\$ 83,344	\$ 74,762	\$ 70,200	\$ (4,562)	-6.1%
<b>GENERAL ADMINISTRATION</b>						
City Manager	393,353	468,968	464,710	<b>479,460</b>	14,750	3.2%
Legal Services	100,739	112,133	100,800	<b>103,550</b>	2,750	2.7%
Independent Auditor	22,005	25,900	27,300	<b>29,000</b>	1,700	6.2%
Commissioner of the Revenue	245,653	269,468	284,020	<b>287,800</b>	3,780	1.3%
Assessor/Equalization Board	156,169	215,177	218,885	<b>220,000</b>	1,115	0.5%
Treasurer	264,795	272,027	273,075	<b>290,590</b>	17,515	6.4%
Finance	276,464	295,172	314,510	<b>326,400</b>	11,890	3.8%
Risk Management	56,499	66,730	161,950	<b>73,030</b>	(88,920)	-54.9%
TOTAL ADMINISTRATION	1,515,677	1,725,575	1,845,250	<b>1,809,830</b>	(35,420)	-1.9%
<b>ELECTIONS</b>						
Registrar/Electoral Board	112,833	156,397	128,711	<b>133,590</b>	4,879	3.8%
<b>PUBLIC SAFETY</b>						
Courts and Sheriff	238,689	226,198	278,583	<b>324,300</b>	45,717	16.4%
Police	1,952,553	2,306,587	2,233,949	<b>2,278,700</b>	44,751	2.0%
Fire	2,064,878	2,267,832	2,628,259	<b>2,609,430</b>	(18,829)	-0.7%
Corrections & Detention	169,250	154,436	182,306	<b>173,840</b>	(8,466)	-4.6%
Inspections	203,119	238,428	243,583	<b>269,860</b>	26,277	10.8%
Animal Control	66,323	67,778	76,450	<b>78,040</b>	1,590	2.1%
TOTAL PUBLIC SAFETY	4,694,812	5,261,259	5,643,130	<b>5,734,170</b>	91,040	1.6%
<b>PUBLIC WORKS</b>						
Engineering	108,249	119,997	126,269	<b>125,940</b>	(329)	-0.3%
Public Works	920,333	1,037,279	1,084,100	<b>1,098,180</b>	14,080	1.3%
Street Lights	65,817	68,904	71,000	<b>75,000</b>	4,000	5.6%
General Properties	181,976	166,663	227,920	<b>221,100</b>	(6,820)	-3.0%
TOTAL PUBLIC WORKS	1,276,375	1,392,843	1,509,289	<b>1,520,220</b>	10,931	0.7%
<b>HEALTH &amp; WELFARE</b>						
Health Department	45,101	47,600	45,720	<b>45,700</b>	(20)	0.0%
Mosquito Control	166,697	174,063	274,389	<b>252,670</b>	(21,719)	-7.9%
Mental Health	136,204	149,660	163,650	<b>174,150</b>	10,500	6.4%
Welfare/Social Services	453,124	480,037	511,420	<b>549,960</b>	38,540	7.5%
TOTAL HEALTH & WELFARE	\$ 801,126	\$ 851,360	\$ 995,179	\$ 1,022,480	\$ 27,301	2.7%

**GENERAL FUND EXPENDITURES SUMMARY**

**General Fund Expenditures Summary**

<u>Account Title</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Revised Budget</u>	<u>FY 2009 Adopted Budget</u>	<u>\$ Change From 2008 Budget</u>	<u>% Change From 2008 Budget</u>
<b>EDUCATION</b>						
School Contribution	\$ 7,456,200	\$ 7,880,000	\$ 8,274,000	\$ 8,334,090	\$ 60,090	0.7%
School Capital Contribution	98,904	-	-	28,190	28,190	n/a
<b>TOTAL EDUCATION</b>	<b>7,555,104</b>	<b>7,880,000</b>	<b>8,274,000</b>	<b>8,362,280</b>	<b>88,280</b>	<b>1.1%</b>
<b>PARKS, RECREATION &amp; CULTURAL</b>						
Parks and Recreation	281,996	337,520	342,493	409,680	67,187	19.6%
Library	650,871	700,279	721,881	746,860	24,979	3.5%
<b>TOTAL PARKS, REC &amp; CULTURAL</b>	<b>932,867</b>	<b>1,037,799</b>	<b>1,064,374</b>	<b>1,156,540</b>	<b>92,166</b>	<b>8.7%</b>
<b>COMMUNITY DEVELOPMENT</b>						
Planning	301,631	329,416	442,803	382,500	(60,303)	-13.6%
Planning/BZA/Wetlands/ARB	7,492	5,630	7,100	10,600	3,500	49.3%
Economic Development	11,580	5,325	106,830	5,330	(101,500)	-95.0%
Community Development	138,389	167,359	156,259	158,430	2,171	1.4%
Community Relations	138,424	167,257	175,564	193,040	17,476	10.0%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>597,516</b>	<b>674,987</b>	<b>888,556</b>	<b>749,900</b>	<b>(138,656)</b>	<b>-15.6%</b>
<b>NON-DEPARTMENTAL</b>						
Non-Departmental	50,446	75,486	59,500	52,500	(7,000)	-11.8%
Department of Motor Vehicles	89,868	98,157	99,494	101,000	1,506	1.5%
<b>TOTAL NON-DEPARTMENTAL</b>	<b>140,314</b>	<b>173,643</b>	<b>158,994</b>	<b>153,500</b>	<b>(5,494)</b>	<b>-3.5%</b>
<b>TRANSFERS OUT</b>						
Debt Service Fund	1,601,475	2,427,570	2,481,810	2,581,296	99,486	4.0%
Capital Projects Fund	1,165,204	758,180	80,000	-	(80,000)	-100.0%
Special Revenue Fund	-	98,631	76,686	50,000	(26,686)	-34.8%
Solid Waste Fund	183,333	265,622	257,420	-	(257,420)	n/a
Utilities Fund	-	18,337	-	-	-	n/a
Parks and Recreation Fund	184,350	116,046	131,010	100,000	(31,010)	-23.7%
Industrial Development Authority	147,530	123,861	120,000	123,000	3,000	2.5%
Fleet Fund	-	188	-	-	-	n/a
<b>TOTAL TRANSFERS OUT</b>	<b>3,281,892</b>	<b>3,808,435</b>	<b>3,146,926</b>	<b>2,854,296</b>	<b>(292,630)</b>	<b>-9.3%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 21,001,147</b>	<b>\$ 23,045,642</b>	<b>\$ 23,729,171</b>	<b>\$ 23,567,006</b>	<b>\$ (162,165)</b>	<b>-0.7%</b>

## CITY COUNCIL

### Expenditures Summary

					\$	%
	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	Change From 2008 Budget	Change From 2008 Budget
Personal Services	\$ 42,547	\$ 44,733	\$ 45,840	\$ 47,170	\$ 1,330	2.9%
Operating Expenses	50,084	38,611	28,922	23,030	(5,892)	-20.4%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 92,631</b>	<b>\$ 83,344</b>	<b>\$ 74,762</b>	<b>\$ 70,200</b>	<b>\$ (4,562)</b>	<b>-6.1%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
City Clerk	0.4	0.4	0.4	0.4
<b>Totals</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

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



### Goals and Objectives

- \* Promote economic development opportunities as a means of bringing balance to local revenue generation.
- \* Improve drainage throughout the City.
- \* Improve City and School athletic facilities.
- \* Complete construction of Elementary School.
- \* Complete the construction of Fire Station #1.

## CITY COUNCIL

---

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Regular Meetings	19	19	18	20
Work Sessions	19	19	22	20
Special Sessions	0	1	0	0

### Significant Budget Items

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

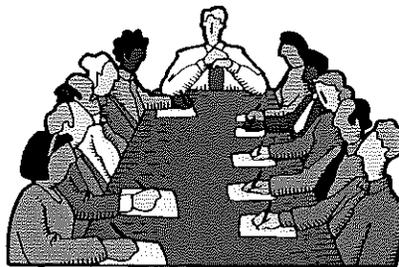
## CITY MANAGER

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 349,012	\$ 403,150	\$ 418,480	\$ 454,170	\$ 35,690	8.5%
<b>Operating Expenses</b>	37,310	31,950	24,830	25,190	360	1.4%
<b>Capital Outlay</b>	7,031	33,868	21,400	100	(21,300)	-99.5%
<b>Totals</b>	<b>\$ 393,353</b>	<b>\$ 468,968</b>	<b>\$ 464,710</b>	<b>\$ 479,460</b>	<b>\$ 14,750</b>	<b>3.2%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
City Manager	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6
Deputy Emerg Management Coordinator	0.6	1	1	1
Executive Assistant	1	1	1	1
Secretary	1	1	1	1
Part-time (FTE)	0	0.2	0.2	0.2
<b>Totals</b>	<b>4.2</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>



### Goals and Objectives

- \* Continue efforts to stimulate economic growth in the City, focusing on development of the Big Woods and Messick Point.
- \* Continue review of City operations to identify areas for cost savings and improved services.
- \* Complete update of Comprehensive Plan.
- \* Complete elevation projects.
- \* Improve audiovisual system in Council Chambers.

## CITY MANAGER

---

### Major Departmental Functions

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



### Significant Budget Items

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

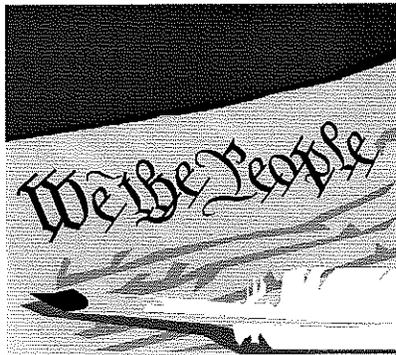
## LEGAL SERVICES

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	100,739	112,133	100,800	103,550	2,750	2.7%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 100,739</b>	<b>\$ 112,133</b>	<b>\$ 100,800</b>	<b>\$ 103,550</b>	<b>\$ 2,750</b>	<b>2.7%</b>

### Personnel Summary

N/A



### Goals and Objectives

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

## LEGAL SERVICES

---

### Major Departmental Functions

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



### Significant Budget Items

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

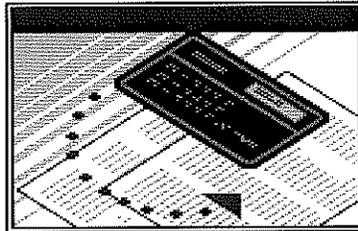
## INDEPENDENT AUDITOR

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	22,005	25,900	27,300	29,000	1,700	6.2%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 22,005</b>	<b>\$ 25,900</b>	<b>\$ 27,300</b>	<b>\$ 29,000</b>	<b>\$ 1,700</b>	<b>6.2%</b>

### Personnel Summary

N/A



### Goals and Objectives

- \* Provide City Council and City administration analysis, recommendations, counsel and information concerning financial related activities of the City in accordance with generally accepted government auditing standards promulgated by the Comptroller General of the United States and the Auditor of Public Accounts of the Commonwealth of Virginia.
- \* Perform FY 2008 audits of the City, School Board and School Activity Funds by November 30, 2008.
- \* Prepare the Comparative Cost Report for the City.
- \* Provide suggestions to strengthen internal accounting and administrative controls.

## INDEPENDENT AUDITOR

---

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Auditing Hours	880	920	880	880

### Significant Budget Items

\* Minimal increase of audit fees in FY 2009.

### Program Accomplishments

\* Assisted in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement checklist in order to apply for the GFOA Award for Certification of Achievement for Excellence in Financial Reporting for FY 2007.

## COMMISSIONER OF THE REVENUE

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 230,514	\$ 255,532	\$ 269,000	\$ 275,880	\$ 6,880	2.6%
<b>Operating Expenses</b>	13,690	13,936	13,320	11,920	(1,400)	-10.5%
<b>Capital Outlay</b>	1,449	-	1,700	-	(1,700)	-100.0%
<b>Totals</b>	<u>\$ 245,653</u>	<u>\$ 269,468</u>	<u>\$ 284,020</u>	<u>\$ 287,800</u>	<u>\$ 3,780</u>	<u>1.3%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Commissioner of the Revenue	1	1	1	1
Deputy Commissioner II	1	1	1	1
Deputy Commissioner I	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1
<b>Totals</b>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

### Goals and Objectives

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

**COMMISSIONER OF THE REVENUE**

---

**Major Departmental Functions**

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

**Performance Measures**

	<b>FY 2006 Actual</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Estimated</b>	<b>FY 2009 Estimated</b>
Business License	881	915	925	925
Meals Tax	51	52	55	55
Personal Property Abatements	3,667	3,775	3,800	3,800
Personal Property Assessments	19,749	20,549	20,000	20,000
Property Transfers	454	510	525	525
Public Service Corporations	12	12	12	12
Real Estate Abatements	293	303	315	315
Real Estate Parcels	5,173	5,244	5,300	5,300
State Estimated Returns	348	335	350	350
State Tax Returns Audited	2,404	2,282	2,200	2,200
State Tax Refunds Processed Online	1,132	1,030	1,000	1,000
Tax Exemption & Deferral Applications	139	137	150	150

**Significant Budget Items**

- \* Personal services includes a merit increase and health insurance.
- \* In FY 2009, the City will receive \$117,700 in State Categorical Aid towards expenses of this office.

**Program Accomplishments**

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

## ASSESSOR / EQUALIZATION BOARD

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 134,941	\$ 185,527	\$ 194,830	\$ 201,500	\$ 6,670	3.4%
<b>Operating Expenses</b>	15,010	16,056	20,755	18,500	(2,255)	-10.9%
<b>Capital Outlay</b>	6,218	13,594	3,300	-	(3,300)	-100.0%
<b>Totals</b>	<u>\$ 156,169</u>	<u>\$ 215,177</u>	<u>\$ 218,885</u>	<u>\$ 220,000</u>	<u>\$ 1,115</u>	<u>0.5%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Assessor	1	1	1	1
Appraiser	0	1	1	1
Assessment Technician	1	1	1	1
<b>Totals</b>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>

Ratio of property sales during time period

	<u>July 2006-Dec 2006</u>	<u>July 2007-Dec 2007</u>
Sold 1% -- 10% <b>over</b> Assessed Value	36	16
Sold 11% -- 30% <b>over</b> Assessed Value	14	16
Sold 31% -- 40% <b>over</b> Assessed Value	1	0
Sold 41% or more <b>over</b> Assessed Value	3	1
Sold <b>at</b> Assessed Value	0	5
Sold 1% -- 10% <b>under</b> Assessed Value	33	18
Sold 11% -- 30% <b>under</b> Assessed Value	13	8
Sold 31% -- 40% <b>under</b> Assessed Value	2	3
Sold 41% or more <b>under</b> Assessed Value	0	0

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

### Goals and Objectives

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

## ASSESSOR / EQUALIZATION BOARD

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Assessor				
Real Estate Parcels	5,208	5,287	5,325	5,390
Total Assessed Value	\$1,254,970,758	\$1,627,336,017	\$1,662,716,070	\$1,669,018,370
Property Transfers	530	473	425	425
Renovations/New Construction	401	362	342	300
Total New Assessed Value	\$21,244,700	\$21,011,400	\$17,000,000	\$8,400,000

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

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Equalization Board				
# of Property Owners Appealing	n/a	48	n/a	30
# of Parcels Reviewed	n/a	54	n/a	35
# of Assessments Decreased	n/a	40	n/a	15
Value of Decreases	n/a	\$1,414,400	n/a	\$600,000

### Significant Budget Items

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

### Program Accomplishments

- \* Worked with other City Departments and WorldView Solutions to establish a GIS system for the City.

## TREASURER

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 211,018	\$ 217,226	\$ 243,180	\$ 254,330	\$ 11,150	4.6%
Operating Expenses	49,809	54,792	27,645	34,760	7,115	25.7%
Capital Outlay	3,968	9	2,250	1,500	(750)	-33.3%
<b>Totals</b>	<b>\$ 264,795</b>	<b>\$ 272,027</b>	<b>\$ 273,075</b>	<b>\$ 290,590</b>	<b>\$ 17,515</b>	<b>6.4%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY2009 Authorized
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Accounting Technician	1	1	1	1
Clerical Assistant	1	1	1	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



### Goals and Objectives

- \* Maintain high collection rates and customer service.
- \* Maintain state office accreditation.
- \* Continue training/certification program for Treasurer and deputies.
- \* Improve website and statements.
- \* Pursue collections of delinquent accounts through increased use of DMV stops and debt setoff programs.

## TREASURER

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Business Licenses Processed	930	977	1,000	1,025
Car Tax Refund Certifications	22,200	1,000	500**	0
Meals Tax Payments Processed	344	356	360	375
Personal Property Tax Tickets Processed	31,282	31,772	31,950	32,300
Real Estate Tax Tickets Processed	10,766	10,983	11,000	11,050
Utility Account Payments Processed	24,500	24,574	24,625	24,650
Sewer Availability Contract Payments	3,000	800	500	12
Supplemental RE Tax Tickets Processed	250	250	275	375
Vehicle Decals Sold	15,500	1,000	0	0

\*\*PPTRA changed to a different certification system

### Significant Budget Items

- \* In FY 2009, the City will receive \$102,086 in State Categorical Aid towards expenses of this office.
- \* Increases are due to a merit increase and health insurance; Treasurer's annual web-based accounting program maintenance and replacement of computers and printers.

### Program Accomplishments

- \* The Treasurer's Office collected taxes on a timely basis. Collection rate for FY 2007 for taxes was 98% and 99% overall for all years.
- \* Webpage and billing notice enhancements led to increased use of online payments.
- \* Developed office accounting system that provides real-time cash management information, enabling more efficient usage and investment of funds.
- \* Segregated City and School funds for greater transparency and ease of reporting and reconciliations.
- \* Developed system for electronic archiving of reports which enables easier access to information and reduced pages printed by 25,000 per year.

## FINANCE

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 229,972	\$ 259,014	\$ 274,600	\$ 291,950	\$ 17,350	6.3%
<b>Operating Expenses</b>	30,143	33,642	34,910	31,450	(3,460)	-9.9%
<b>Capital Outlay</b>	16,349	2,516	5,000	3,000	(2,000)	-40.0%
<b>Totals</b>	\$ 276,464	\$ 295,172	\$ 314,510	\$ 326,400	\$ 11,890	3.8%

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Director of Finance	1	1	1	1
Accountant	1	1	1	1
Accounting Analyst	1	1	1	1
Accounting Assistant	1	1	1	1
<b>Totals</b>	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

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

<b><u>Performance Measures</u></b>	<b>FY 2006 Actual</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Estimated</b>	<b>FY 2009 Estimated</b>
Accounts Payable Checks Issued	4,650	4,700	4,500	4,300
Payment Vouchers	5,200	5,500	6,000	6,350
Payroll Checks Issued	1,575	1,580	1,600	1,600
Payroll Direct Deposits	3,450	3,520	3,570	3,500
Deposits to Different Financial Institutions	16	18	20	20
Utility Bills Printed	27,840	28,400	28,400	29,000
Utility Customers	4,604	4,750	4,870	4,900
Utility Customers with Special Rates	50	130	138	138

### **Significant Budget Items**

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

### **Program Accomplishments**

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

## RISK MANAGEMENT

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 22,093	\$ 19,668	\$ 116,709	\$ 36,290	\$ (80,419)	-68.9%
Operating Expenses	34,406	47,062	45,241	36,740	(8,501)	-18.8%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 56,499</b>	<b>\$ 66,730</b>	<b>\$ 161,950</b>	<b>\$ 73,030</b>	<b>\$ (88,920)</b>	<b>-54.9%</b>

### Personnel Summary

N/A



### Goals and Objectives

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

## RISK MANAGEMENT

### Major Departmental Functions

- \* Contain expenses relating to the City's property, liability, and automobile insurance coverage for general administration departments.
- \* Fund reclassification of positions in which salaries have fallen below market, sick leave termination pay and other fringe benefits that cannot be allocated to a particular department.
- \* Fund Risk Management Consultant.

### Performance Measures

<u>Performance Measures</u>	<u>Year 2006 Actual</u>	<u>Year 2007 Actual</u>	<u>Year 2008 Estimated</u>	<u>Year 2009 Estimated</u>
<u>Worker's Compensation</u>				
Claims Filed	14	3	5	5
Loss Ratio	3.7%	1.0%	5.0%	5.0%
<u>General Liability</u>				
Claims Filed	0	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Auto Liability and No-Fault</u>				
Claims Filed	1	1	0	0
Loss Ratio	14.0%	29.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	1	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%

### Significant Budget Items

- \* Personal services includes money for salary market adjustments and other unplanned salary expenditures in FY 2009.
- \* Increased cost of premiums for insurance coverage is allocated to the respective City department.

### Program Accomplishments

- \* Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- \* Safety Committee continued meeting bi-monthly to limit exposure of potential injuries or accidents to City employees and property.
- \* Held driver trainer classes for employees conducted by VML, the City's insurance carrier.

## REGISTRAR / ELECTORAL BOARD

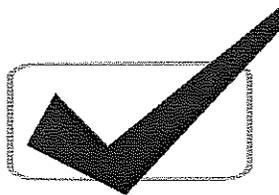
### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 91,028	\$ 98,153	\$ 103,200	\$ 107,750	\$ 4,550	4.4%
<b>Operating Expenses</b>	18,056	22,866	24,081	25,010	929	3.9%
<b>Capital Outlay</b>	3,749	35,378	1,430	830	(600)	-42.0%
<b>Totals</b>	<u>\$ 112,833</u>	<u>\$ 156,397</u>	<u>\$ 128,711</u>	<u>\$ 133,590</u>	<u>\$ 4,879</u>	<u>3.8%</u>

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

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Registrar	1	1	1	1
Assistant Registrar	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1
<b>Totals</b>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>



### Goals and Objectives

- \* Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
- \* Project the integrity of the electoral process and efficiently conduct the elections in FY 2009 within the provisions of the Code of Virginia.
- \* Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
- \* Maintain accurate and up-to-date voter records.
- \* Increase voter registrations through use of National Voter Registration Act (NVRA).
- \* Train Officers of Election so that they will be informed of duties on election day.
- \* Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

## REGISTRAR / ELECTORAL BOARD

### Major Departmental Functions

- \* Process registrations of residents not only in Poquoson but throughout Virginia or United States.
- \* 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 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Registered Voters	8,332	8,349	8,674	9,049
New Registrants	227	301	350	400
Transferred In	231	270	300	350
Deletions	335	314	325	375
Changes in Address	125	125	135	150
Other Changes	149	150	165	175

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* In FY 2009, the City will receive \$53,070 in State Categorical Aid for the Registrar and board members' salaries.
- \* Increase in capital outlay to purchase a printer in accordance with the Help America Vote Act (HAVA).

### Program Accomplishments

- \* Successfully conducted the June Primary.
- \* Successfully conducted the November 2007 General/Special Election.
- \* Successfully conducted the December 2007 Special Election.
- \* Successfully conducted the February 2008 Presidential Primary.
- \* Successfully trained all Election Officials on the Touch Screen voting machine.
- \* 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.
- \* Registrar & Assistant Registrar received certification as Registered Election Official (REO) and are entered in Virginia's REO registry.

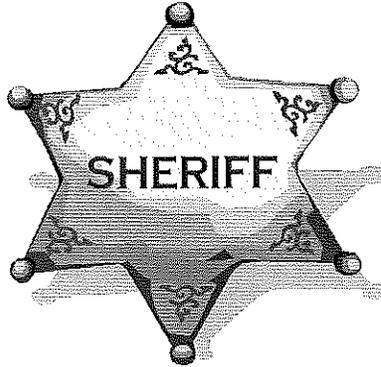
## COURTS AND SHERIFF

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	238,689	226,198	278,583	<b>324,300</b>	45,717	16.4%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 238,689</b>	<b>\$ 226,198</b>	<b>\$ 278,583</b>	<b>\$ 324,300</b>	<b>\$ 45,717</b>	<b>16.4%</b>

### Personnel Summary

N/A



## COURTS AND SHERIFF

### Major Departmental Functions

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



### Significant Budget Items

\* York County sets the Poquoson courts and sheriff budget, and by legislation Poquoson pays 19.9% of the total budget.  
 \* Overall increase of \$45,717 or 16.4% for the department due in part to increases in operating costs.

<u>Budget Detail</u>	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget
York/Poquoson Courthouse	\$ 98,163	\$ 103,248	\$ 141,736	\$ 160,594
Sheriff	124,323	107,056	119,677	146,390
9th District Court	7,633	7,600	8,700	8,700
Criminal Justice Planner	8,570	8,086	8,470	8,616
Totals	<u>\$ 238,689</u>	<u>\$ 225,990</u>	<u>\$ 278,583</u>	<u>\$ 324,300</u>

## POLICE

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 1,564,966	\$ 1,691,663	\$ 1,879,860	\$ 1,684,790	\$ (195,070)	-10.4%
<b>Operating Expenses</b>	319,209	535,182	299,999	590,910	290,911	97.0%
<b>Capital Outlay</b>	68,378	79,742	54,090	3,000	(51,090)	-94.5%
<b>Totals</b>	<u>\$ 1,952,553</u>	<u>\$ 2,306,587</u>	<u>\$ 2,233,949</u>	<u>\$ 2,278,700</u>	<u>\$ 44,751</u>	<u>2.0%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Police Chief	1	1	1	1
Captain	1	1	1	1
Supervisor of Support Services	1	1	1	1
Sergeant/EMT	2	2	2	2
Sergeant	2	2	2	2
Detective/Sergeant	1	1	1	1
Corporal/EMT	1	2	2	2
Corporal	2	1	1	1
Master Patrolman/EMT	4	4	5	5
Master Patrolman	1	3	2	2
Police Officer/EMT	1	0	0	0
Police Officer	5	4	4	4
Dispatcher Supervisor	1	1	1	0
Dispatcher	3	3	3	0
Administrative Support Technician	1	1	1	1
Clerical	0	0	0	1
Part Time Dispatcher (FTE)	1.5	1.5	1.5	0
Part Time Officer (FTE)	0.5	0.5	0.5	0.5
<b>Totals</b>	<u>29</u>	<u>29</u>	<u>29</u>	<u>24.5</u>

### Goals and Objectives

- \* Pursue accredited status through the Virginia Law Enforcement Professional Standards Commission.
- \* Train additional officers as certified Intoxilyzer Operators.
- \* Continue the "Toys for Tots" donation program.

## 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.

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Accidents	216	230	238	261
Arrests/Charges/Apprehensions	444	366	608	668
Calls for Service	5,646	6,828	8,820	9,702
First Responder Calls	340	366	292	321
Traffic Tickets	550	1,148	828	910

### Significant Budget Items

- \* Overall decrease in personal services due to elimination of dispatchers in FY 2008 which is offset with a merit increase and health insurance for FY 2009.
- \* Increase in operating expenses due to outsourcing E911 communications services to York County.

### Program Accomplishments

- \* Designed and completed project for the consolidation of the department's Emergency Dispatch Center and its emergency 911 services with York County.
- \* Acquired and installed new digital, 800 MHz mobile radios into all police vehicles and deployed compatible portable radios to all sworn personnel.
- \* Completed project to put video camera in all marked police vehicles.
- \* Purchased new fingerprint identification kits for all sworn personnel and provided refresher training on the recovery of latent fingerprints.
- \* Purchased and deployed new software and computer hardware for the property and evidence tracking system.
- \* Enhanced the quality and frequency of training for department personnel.
- \* Initiated a monthly vehicle and weapons safety inspection process.
- \* Continued participation with the Youth Violence Prevention Initiative and the Tri-Rivers Drug Task Force.
- \* Continued the Toys-for-Tots donation program in November and December.

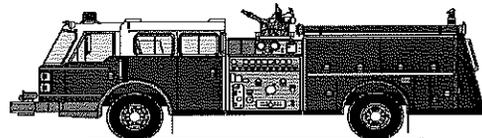
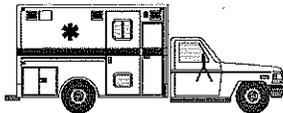
## FIRE

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 1,729,759	\$1,896,108	\$2,183,603	<b>\$ 2,207,510</b>	\$ 23,907	1.1%
<b>Operating Expenses</b>	322,791	335,723	423,725	<b>392,620</b>	(31,105)	-7.3%
<b>Capital Outlay</b>	12,328	36,001	20,931	<b>9,300</b>	(11,631)	-55.6%
<b>Totals</b>	<b>\$ 2,064,878</b>	<b>\$2,267,832</b>	<b>\$2,628,259</b>	<b>\$ 2,609,430</b>	\$ (18,829)	-0.7%

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Fire Chief	1	1	1	1
Assistant Fire Chief/Inspector	1	1	0	0
Fire Captain/Paramedic	1	1	1	1
Fire Captain/Inspector	1	1	1	1
Fire Captain	2	2	2	2
Fire Lieutenant/Paramedic	1	1	1	1
Fire Lieutenant/Intermediate	1	1	1	1
Fire Lieutenant	1	1	1	1
Fire Engineer/Inspector	2	2	2	2
Fire Fighter/Paramedic	8	8	8	8
Fire Fighter/Intermediate	5	5	5	5
Fire Fighter	2	4	6	6
Administrative Secretary	1	1	1	1
<b>Totals</b>	<b>27</b>	<b>29</b>	<b>30</b>	<b>30</b>



### Goals and Objectives

- \* Improve training program through increased teaching aids and equipment and offering more classes.
- \* Improve our Fire Prevention Program by increasing Pre-fire Plans per month with ultimate goal of each business being inspected twice a year per National Fire Protection Association (NFPA) requirements.
- \* Continue to work on Fire Station #1 replacement project.
- \* Constantly improve our service with new firefighting and rescue tools to increase our capabilities and work on Standard Operating Procedures to insure more consistent and safer operations.
- \* Continue to work on accreditation process.

## FIRE

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Average Fire/EMT calls per month	122	141	148	158
Percentage Increase/(Decrease)	-4.0%	15.0%	7.0%	7.0%
Training hours	1,885	6,533	2,671	2,858
Fire Calls:				
Structure Fire	32	38	45	48
Brush Fire	89	52	71	76
Miscellaneous Fire	218	289	280	300
Ambulance Calls:				
Advanced Life Support	542	598	580	621
Basic Life Support	538	618	640	685
Miscellaneous	45	92	158	169



### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance as well as the addition of one additional administrative secretary.
- \* Overall increase in operating expenses occurs with increase in normal operating service.

### Program Accomplishments

- \* Self Contained Breathing Apparatus (SCBA) Program was improved with the purchase of 30 CBRN (Chemical, Biological, Radiological, Nuclear) certified SCBA units.
- \* To promote firefighter safety, all 1 3/4" handlines on each Pumper have been color coded to match the colors assigned to each discharge.
- \* Upgraded the radio communication system to 800/700 MHz mobile and handheld units.
- \* Began offering EMD (Emergency Medical Dispatching) which helps to lower response times by closing the gap between the time an ambulance is dispatched and the time an ambulance arrives on scene with the patient.
- \* All personnel were outfitted with new personal protective clothing meeting all NFPA standards.

## CORRECTIONS AND DETENTIONS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	169,250	154,436	182,306	<b>173,840</b>	(8,466)	-4.6%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 169,250</b>	<b>\$ 154,436</b>	<b>\$ 182,306</b>	<b>\$ 173,840</b>	<b>\$ (8,466)</b>	<b>-4.6%</b>

### Personnel Summary

N/A

<u>Budget Detail</u>	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget
Adult Detention	\$ 88,756	\$ 104,640	\$ 102,471	\$ 115,000
Juvenile Services				
Juvenile Detention	69,594	41,075	54,000	33,000
Family Group Homes	3,240	-	-	-
Project Insight	5,420	8,721	11,455	11,460
Community Supervision, Outreach Detention, Electronic Monitoring, House Arrest	2,240	-	14,380	14,380
<b>Totals</b>	<b>\$ 169,250</b>	<b>\$ 154,436</b>	<b>\$ 182,306</b>	<b>173,840</b>

## CORRECTIONS AND DETENTIONS

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Adult Detention:				
Average Daily Population	6	8	6	6
Percentage of Use	1.70%	1.80%	1.30%	2.00%
Per Diem Rate	\$33.69	\$30.53	\$30.77	\$40.00
Juvenile Services:				
Juvenile Detention (Days)	288	260	170	250
Per Diem Rate	\$130.57	\$133.68	\$150.00	\$132.00
Crossroads (Child Care Days)	180	180	**	**
Comm Supervision (Child Care Days)	50	48	**	**
Outreach (Child Care Days)	90	120	**	**
Electronic Monitoring (Child Care Days)	90	120	**	**
Project Insight (Hours)	600	650	**	**

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

### Significant Budget Items

- \* It is estimated that the cost of juvenile detention will decrease in FY 2009 based on the Middle Peninsula Juvenile Detention Commission cost formula, based on an overall percentage of use history rather than current usage.

## INSPECTIONS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 184,421	\$ 219,732	\$ 222,880	\$ 249,820	\$ 26,940	12.1%
<b>Operating Expenses</b>	16,013	18,497	16,703	20,040	3,337	20.0%
<b>Capital Outlay</b>	2,685	199	4,000	-	(4,000)	-100.0%
<b>Totals</b>	<b>\$ 203,119</b>	<b>\$ 238,428</b>	<b>\$ 243,583</b>	<b>\$ 269,860</b>	<b>\$ 26,277</b>	<b>10.8%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Building Official	1	1	1	1
Code Inspector	1	1	1	1
Inspector II	1	1	1	1
Technical Assistant	1	0	0	0
Secretary	0	1	1	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



### Goals and Objectives

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

## INSPECTIONS

### Major Departmental Functions

- \* Ensure thru inspection process, plan review and issuing permits that construction performed in the City is in accordance with all applicable City Ordinances, State Codes and Federal requirements.
- \* Provide information to contractors, the public and any interested parties as requested.
- \* Issue building, electrical, plumbing, mechanical, sign, driveway, land disturbance and demolition permits.
- \* Verify that contractors are licensed with the City and thru the Department of Professional and Occupation Regulation (DPOR).
- \* Enforce zoning, building, and property maintenance requirements as specified by City Ordinance and State law.
- \* Ensure, thru 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.

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Building Permits Issued	346	258	350	275
Certificate of Occupancies Issued	103	110	110	50
Code Violations Cited & Enforced	676	700	750	750
Inspections Performed	5,987	6,000	6,000	5,775
Meetings with Contractors	311	300	300	300
Plans Reviewed	452	595	600	7,000
Other Permits (Elect, Plumbing, Mech, etc.)	**1018	1,362	1,575	1,500

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

### Significant Budget Items

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

### Program Accomplishments

- \* Continued to coordinate the elevation of homes under HMGP and CDBG grants.
- \* Developed new methods to notify violators of areas to be corrected.
- \* Building Official achieved certification as a Zoning Administrator through VAZO.
- \* Assisted in the development of the approved plans for the rebuilding of Fire Station #1.

## ANIMAL CONTROL

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	66,323	67,778	76,450	<b>78,040</b>	1,590	2.1%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 66,323</b>	<b>\$ 67,778</b>	<b>\$ 76,450</b>	<b>\$ 78,040</b>	<b>\$ 1,590</b>	<b>2.1%</b>

### Personnel Summary

N/A



### Goals and Objectives

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

## ANIMAL CONTROL

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Revised Budget</u>	<u>FY 2009 Adopted Budget</u>
SPCA	\$ 33,925	\$ 34,920	\$ 39,330	\$ 40,920
Newport News Animal Control	32,398	32,858	37,120	37,120
<b>Totals</b>	<b>\$ 66,323</b>	<b>\$ 67,778</b>	<b>\$ 76,450</b>	<b>\$ 78,040</b>

### Significant Budget Items

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

	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Estimated</u>	<u>FY 2009 Estimated</u>
Complaints Received	195	209	205	210
Deceased animals on City roads	12	12	12	12
Dogs Impounded	45	58	65	60
Impounded Dogs Reclaimed	24	21	28	30
Impounded Dogs Adopted	11	12	22	25
Hours Spent on Patrol	147	145	150	150
Poquoson Dogs and Cats Surrendered	116	170	176	180
Poquoson Dogs and Cats Adopted	55	60	87	90

## ENGINEERING

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 97,309	\$ 105,301	\$ 109,290	\$ 112,660	\$ 3,370	3.1%
<b>Operating Expenses</b>	10,126	14,364	15,479	13,280	(2,199)	-14.2%
<b>Capital Outlay</b>	814	332	1,500	-	(1,500)	-100.0%
<b>Totals</b>	<u>\$ 108,249</u>	<u>\$ 119,997</u>	<u>\$ 126,269</u>	<u>\$ 125,940</u>	<u>\$ (329)</u>	<u>-0.3%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Director of Engineering & Utilities	1	1	1	1
<b>Totals</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

### Goals and Objectives

- \* Complete Pump Station #2 upgrade.
- \* Complete design work for Wythe Creek Road South project.
- \* Continue Sanitary Sewer Evaluation System (SSES).
- \* Reapply for Virginia Pollutant Discharge Elimination System (VPDES) Phase II MS4 Permit.
- \* Complete excavation enlarging lake at South Lawson Park; complete fill and grading of park to provide drainage; and create ball fields, entrance roadway, bike path and parking.
- \* Add sanitary sewer and storm drain data to GIS and continue to add minor improvements to increase system's utility.
- \* Comply with DEQ SSO Consent Order.

## ENGINEERING

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Capital Projects	16	17	18	15
Citizen Inquiries/Request Information	5,000	2,750	2,750	2,200
Right-of-Way Permits	150	150	250	175
Special Projects	14	15	18	18

### Significant Budget Items

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

### Program Accomplishments

- \* Provided guidance for site development during construction of Fire Station No. 1 and Elementary School.
- \* Reviewed all subdivision and commercial site plans.
- \* Worked with HRPDC, HRSD and 12 local municipalities to draft State Water Control Board Enforcement Action: Special Order by Consent to minimize Sanitary Sewer Overflows.
- \* Completed Lodge Road drainage study, provided traffic impact analysis studies for community development and resolved environmental issues at South Lawson Park.
- \* Participated in Development Review Committee.
- \* Completed Flow Monitoring Plan in compliance with DEQ SSO Consent Order.

## PUBLIC WORKS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 662,275	\$ 773,730	\$ 842,400	\$ 885,790	\$ 43,390	5.2%
Operating Expenses	182,863	167,990	143,279	157,890	14,611	10.2%
Capital Outlay	75,195	95,559	98,421	54,500	(43,921)	-44.6%
<b>Totals</b>	<b>\$ 920,333</b>	<b>\$ 1,037,279</b>	<b>\$ 1,084,100</b>	<b>\$ 1,098,180</b>	<b>\$ 14,080</b>	<b>1.3%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Director of Public Works	1	1	1	1
Deputy Director of Public Works	1	1	1	1
Construction Inspector	1	1	1	1
Equipment Operations Foreman	1	1	1	1
Equipment Operator III	1	2	1	1
Equipment Operator II	1	1	1	1
Equipment Operator I	1	0	1.5	2
Maintenance Worker III	2	3	3	3
Maintenance Worker II	2	0	0	0
Maintenance Worker I	3	4	4	4
Secretary (FTE)	0.5	0.5	0.5	0.5
<b>Totals</b>	<b>14.5</b>	<b>14.5</b>	<b>15</b>	<b>15.5</b>

### Goals and Objectives

- \* Oversee construction and maintenance of all City streets in accordance with Virginia Department of Highways and Transportation standards to ensure safe vehicle operation for all motorists.
- \* Maintain all City public right-of-ways to create a positive City image and promote safety and environmental quality throughout the City. Maintenance includes cleaning streets twice a year, mowing grass and medians during normal growing season, beautification and maintenance of landscaped areas.
- \* Scheduling infrastructure maintenance using the departmental computer system to increase efficiency.
- \* Schedule at least one in-house training session per month. Sessions train employees for more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks.
- \* Produce in-house work procedure videos to train employees in safe and efficient ways to complete jobs.
- \* Continue to complete 100% of all work orders within the same week of receipt of request.
- \* Use time factors for each job in Public Works Department to assist in estimating work completion time and scheduling.
- \* Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.
- \* Widen street shoulders, if possible, on any street repaving project.

## PUBLIC WORKS

### Major Departmental Functions

- \* Construct and maintain all City streets to Virginia Department of Transportation standards. Perform preventative maintenance on City streets to maximize expected life including timely shoulder maintenance, street restoration, pothole repair, paving, and drainage maintenance.
- \* Keep roadside drainage ditches clean to eliminate standing water breeding mosquitoes and to reduce pavement failure.
- \* Keep curb and gutters clean to reduce stoppages and improve pavement life.
- \* Maintain road shoulders by placing stone along edge of pavement, mowing grass and policing litter.
- \* Maintain traffic control devices, traffic lines, traffic lights, traffic signs and "no wake" signs in the local waterways.
- \* Provide safe travel for the public on City right-of-ways including keeping streets clear of snow and ice.
- \* Review new construction plans and perform inspections.

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
<b>Street Maintenance:</b>				
Asphalt Material Used for Patching (tons)	180	177	175	170
Asphalt Paving Material Applied (tons)	3,690	5,662	5,000	5,400
Delivery of cases of Green Bags	1,371	966	200	100
Installation of New Drainage Pipe (feet)	340	608	400	400
Pavement Crack Sealing (lbs)	0	0	500	600
Regrading of Roadside Ditches (feet)	12,400	23,576	24,000	25,000
Stone Used for Street Maintenance (tons)	875	544	1,000	1,200
Work Orders Completed	132	148	150	150
<b>Construction Inspections Performed:</b>				
Driveways	102	99	90	95
Erosion & Sediment Control	115	82	100	120
Sewer	6	3	6	6
Curb & Gutter (feet)	24,308	5,406	7,000	7,500
Sanitary Sewer Pipeline (feet)	6,668	3,935	5,800	6,000
Storm Pipe & Drainage Ditches (feet)	13,021	10,324	3,000	12,000
New Street Construction (feet)	16,026	5,054	6,000	7,000

### Significant Budget Items

- \* Increase in personal services is due to a merit increase, health insurance and transfer of employee from the Solid Waste Department.
- \* High motor vehicle/equipment repair costs, higher gas and oil costs increased operating expenses.

### Program Accomplishments

- \* Upgraded the outfall ditch in the 200 block of Wythe Creek Road.
- \* Upgraded drainage pipes under Wainwright Drive and Browns Neck Road.
- \* Supplemented the equipment budget with on-line auction sales of old and replaced equipment.
- \* Installed phase one of outfall ditch upgrade for Laydon Way drainage project.
- \* Assembled and delivered trash carts to Poquoson Residents within a two-week start up date.

## STREET LIGHTS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	63,906	64,306	68,000	72,000	4,000	5.9%
Capital Outlay	1,911	4,598	3,000	3,000	-	0.0%
<b>Totals</b>	<b>\$ 65,817</b>	<b>\$ 68,904</b>	<b>\$ 71,000</b>	<b>\$ 75,000</b>	<b>\$ 4,000</b>	<b>5.6%</b>

### 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 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Number of Street Lights	528	546	561	574
New Lights Installed:				
City Installed	2	2	2	0
Developer Installed	19	13	15	13

### Program Accomplishments

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

## GENERAL PROPERTIES

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ -	\$ 36,064	\$ 93,300	\$ 97,050	\$ 3,750	4.0%
<b>Operating Expenses</b>	169,213	107,319	115,620	114,900	(720)	-0.6%
<b>Capital Outlay</b>	12,763	23,280	19,000	9,150	(9,850)	-51.8%
<b>Totals</b>	<u>\$ 181,976</u>	<u>\$ 166,663</u>	<u>\$ 227,920</u>	<u>\$ 221,100</u>	<u>\$ (6,820)</u>	<u>-3.0%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Construction Inspector	0	0.4	1	1
<b>Totals</b>	<u>0.0</u>	<u>0.4</u>	<u>1.0</u>	<u>1.0</u>

### Goals and Objectives

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

## GENERAL PROPERTIES

---

### Major Departmental Functions

- \* Fund the operation of the City Hall building including common areas shared with the Library and School Board Office.
- \* A portion of this department's cost is supported by the Poquoson School Administration's rent of \$26,300 per year.
- \* Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; utilities including electricity, natural gas, water and sewer; building and grounds maintenance; and janitorial services and supplies.
- \* To maintain the appearance of the grounds and to address everyday maintenance needs as they become apparent.

### Significant Budget Items

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

## HEALTH DEPARTMENT

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	45,101	47,600	45,720	45,700	(20)	0.0%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 45,101</b>	<b>\$ 47,600</b>	<b>\$ 45,720</b>	<b>\$ 45,700</b>	<b>\$ (20)</b>	<b>0.0%</b>

### Personnel Summary

N/A



### Goals and Objectives

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

## HEALTH DEPARTMENT

---

### Major Departmental Functions

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

## MOSQUITO CONTROL

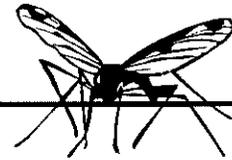
### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 88,705	\$ 77,864	\$ 118,300	\$ 125,490	\$ 7,190	6.1%
<b>Operating Expenses</b>	71,031	93,149	154,589	125,380	(29,209)	-18.9%
<b>Capital Outlay</b>	6,961	3,050	1,500	1,800	300	20.0%
<b>Totals</b>	<b>\$ 166,697</b>	<b>\$ 174,063</b>	<b>\$ 274,389</b>	<b>\$ 252,670</b>	<b>\$ (21,719)</b>	<b>-7.9%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Mosquito Control & Drainage Supervisor	1	1	1	1
Equipment Operator I	1	1	1	1
<b>Totals</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### Goals and Objectives



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

## 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 by attending job related meetings, conventions and in-house training.

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Cleaning Outfall Ditches by Hand (Feet)	25,050	57,770	58,000	59,000
Cleaning Outfall Ditches with Equip (Feet)	400	2,650	3,000	3,500
Drainage Pipe Installed (Feet)	340	608	420	455
Drainage Structures Maintained	310	788	795	805
Larvacide for Mosquito Control (Pounds)	30	50	60	60
Mosquito Spray Applied (Gallons)	50	50	110	110
Regrading of Roadside Ditches (Feet)	12,400	23,756	24,000	25,000
Weed Killer Applied (Gallons)	100	115	150	160



### Significant Budget Items

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

### Program Accomplishments

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

## MENTAL HEALTH

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	136,204	149,660	163,650	<b>174,150</b>	10,500	6.4%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 136,204</b>	<b>\$ 149,660</b>	<b>\$ 163,650</b>	<b>\$ 174,150</b>	<b>\$ 10,500</b>	<b>6.4%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## MENTAL HEALTH

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Revised Budget</u>	<u>FY 2009 Adopted Budget</u>
Colonial Services Board	\$109,440	\$117,490	\$127,000	\$137,500
Crossroads Programs	26,764	32,170	36,650	36,650
<b>Totals</b>	<b>\$136,204</b>	<b>\$149,660</b>	<b>\$163,650</b>	<b>\$174,150</b>

### Significant Budget Items

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

## WELFARE / SOCIAL SERVICES

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	453,124	480,039	511,420	<b>549,960</b>	38,540	7.5%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 453,124</b>	<b>\$ 480,039</b>	<b>\$ 511,420</b>	<b>\$ 549,960</b>	<b>\$ 38,540</b>	<b>7.5%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## WELFARE / SOCIAL SERVICES

---

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2006</u> <u>Actual</u>	<u>FY 2007</u> <u>Actual</u>	<u>FY 2008</u> <u>Revised</u> <u>Budget</u>	<u>FY 2009</u> <u>Adopted</u> <u>Budget</u>
Comprehensive Services Act	\$ 351,564	\$ 369,384	\$ 400,000	\$ 350,000
Department of Medical Assistance	2,940	1,758	3,000	2,321
Peninsula Agency on Aging	2,400	2,500	2,580	2,639
Social Services	96,220	106,397	105,840	195,000
Totals	<u>\$ 453,124</u>	<u>\$ 480,039</u>	<u>\$ 511,420</u>	<u>\$ 549,960</u>

### Significant Budget Items

\* Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$350,000 in FY 2009.

## SCHOOL CONTRIBUTION

### Expenditures Summary

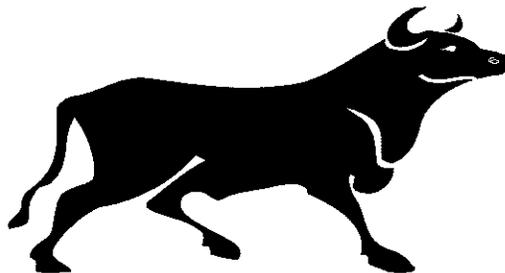
	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Operating Expenses</b>	\$ 7,456,200	\$ 7,880,000	\$ 8,274,000	<b>\$ 8,334,090</b>	\$ 60,090	0.7%
<b>Totals</b>	\$ 7,456,200	\$ 7,880,000	\$ 8,274,000	<b>\$ 8,334,090</b>	\$ 60,090	0.7%

### Personnel Summary

N/A

### Goals and Objectives

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



**Poquoson High School Mascot**

## SCHOOL CONTRIBUTION

### Major Departmental Functions

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

### Performance Measures

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

### Significant Budget Items

- \* The FY 2009 adopted budget funds \$8,334,090 of the \$8,563,590 School request, a shortage of \$229,500. The School's budget is based on an average daily membership of 2,470 students for the FY 2009 school year.
- \* The School's overall proposed budget of \$8,563,590 is an increase of \$289,590 or about 3.5% above the FY 2008 budget. This budget reflects the School Board's commitment to attract and retain the best teachers by including a 3% salary increase for teachers. The School's budget projects six additional staff positions for FY 2009.
- \* The FY 2009 Budget includes funds to cover rates for VRS retirement and retiree health care credit costs for classified staff. Also included are additional funds to address increased costs in other instructional and operational areas.

### Program Accomplishments

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

**SCHOOL CAPITAL CONTRIBUTION**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Capital Outlay	\$ 98,904	\$ -	\$ -	\$ 28,190	n/a	n/a
<b>Totals</b>	<b>\$ 98,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,190</b>	<b>n/a</b>	<b>n/a</b>

**Personnel Summary**

N/A

**Goals and Objectives**

\* Purchase school bus from any unspent School funds at the end of FY 2008.

## SCHOOL CAPITAL CONTRIBUTION

---

### Major Departmental Functions

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

### Significant Budget Items

\* The budget amount represents the School's share of obligation for capital projects at New Horizons, the regional educational facility. FY 2009 cost is \$28,190; FY 2010 \$11,077 and FY 2012 is \$203,913 for Poquoson's share total of \$243,180. The project cost share is based on 50% full time equivalent student and 50% ownership of facility between Poquoson, Newport News, Hampton, Gloucester, York County and Williamsburg/James City County school districts.

\* The Schools are required by City Charter to return any unspent funds to the City at the end of fiscal year. Any unspent FY 2008 funds will be appropriated in FY 2009 for the purchase of school buses and other capital improvements. This will be handled with a supplemental budget appropriation.

## PARKS & RECREATION

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 166,077	\$ 203,138	\$ 212,800	\$ 241,270	\$ 28,470	13.4%
<b>Operating Expenses</b>	113,435	130,525	124,193	165,110	40,917	32.9%
<b>Capital Outlay</b>	2,484	3,857	5,500	3,300	(2,200)	-40.0%
<b>Totals</b>	<u>\$ 281,996</u>	<u>\$ 337,520</u>	<u>\$ 342,493</u>	<u>\$ 409,680</u>	<u>\$ 67,187</u>	<u>19.6%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Director of Parks & Recreation	1	1	1	1
Parks Maintenance Supervisor	1	1	1	1
Program Specialist	0	0.5	0.5	0.5
Parks Maintenance Worker	1	1	1	1
Part Time (FTE)	0.2	0.2	0.2	0.75
<b>Totals</b>	<u>3.2</u>	<u>3.7</u>	<u>3.7</u>	<u>4.25</u>

### Goals and Objectives

- \* Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
- \* Continue to develop and implement a comprehensive maintenance program for recreation, park, municipal, and school facilities.
- \* Continue to renovate and upgrade park athletic facilities to meet expected increases in use. Efforts include core aeration, seeding, fertilizing, grading and adding needed infield mix to ballfields.
- \* Continue to work with the Parks & Recreation Advisory Board and Poquoson Parks and Recreation Foundation to develop a scholarship program to serve children who cannot afford access to community athletic and scholastic programs.
- \* Update the Parks and Recreation Master Plan and City Comprehensive Plan to reflect current changes and citizen needs.
- \* Continue to plan for needed recreational facilities in the Capital Improvements Plan.

## PARKS & RECREATION

### Major Departmental Functions

- \* Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
- \* Care for and maintain 39 acres of recreation, park and municipal property; this includes 7 baseball/softball fields, 7 soccer fields, 3 tennis courts, 2 playgrounds, 4 picnic areas, Municipal Park Community Center, the 200,000 gallon municipal swimming pool and the City's public boat launching facilities.
- \* Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Programs Offered	205	244	245	250
Facilities Maintained	51	51	51	51
Leagues Supported	27	27	28	28
Games Scheduled/Played	1,780	1,769	1,778	1,785

### Significant Budget Items

- \* Increase in personal services is due to a merit increase, health insurance and new part time dockmaster.

### Program Accomplishments

- \* Developed and administered long-range and short-term recreational, park, and municipal usage calendars.
- \* Completed construction of new little league baseball facility.
- \* Researched and introduced new and innovative programs and special events.
- \* Refined parks and open space elements of the City's Comprehensive Plan.
- \* Completed construction of Oxford Run Trail.

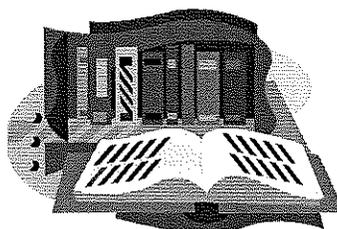
## LIBRARY

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 392,281	\$ 415,727	\$ 470,350	\$ 488,450	\$ 18,100	3.8%
<b>Operating Expenses</b>	106,929	118,232	119,331	120,910	1,579	1.3%
<b>Capital Outlay</b>	151,661	166,320	132,200	137,500	5,300	4.0%
<b>Totals</b>	<b>\$ 650,871</b>	<b>\$ 700,279</b>	<b>\$ 721,881</b>	<b>\$ 746,860</b>	<b>\$ 24,979</b>	<b>3.5%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Library Director	1	1	1	1
Reference Librarian	0	0	1	1
Senior Library Associate/System Admin	1	1	1	1
Library Associate	2	2	1	1
Administrative Secretary	1	1	1	1
Library Associate (FTE)	1.5	1.5	1.5	1.25
Senior Library Assistant (FTE)	1.45	1.45	1.45	1.40
Library Assistant (FTE)	3.00	3.00	3.50	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50
<b>Totals</b>	<b>11.45</b>	<b>11.45</b>	<b>11.95</b>	<b>11.95</b>



### Goals and Objectives

- \* Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community.
- \* Provide informational, recreational and cultural programs and activities to enrich the community.
- \* Enable patrons to receive Library newsletters, overdue notices, etc. electronically.
- \* Provide up-to-date and high quality technology resources and services which results in positive Library experiences.
- \* Refine the Library's new operating system to make the Library more convenient and accessible.
- \* Promote Library membership through services and various outreach programs.
- \* Continue to enhance the Library's webpage.

## LIBRARY

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Active Library Members	12,123	12,074	12,000	12,000
Attendance at Library Programs	8,431	9,010	10,000	10,000
Circulation	189,480	193,354	200,000	200,000
Documents Notarized	421	780	700	700
Interlibrary Loans	78	109	100	100
Internet, MS Office, etc. usage	20,108	19,200	20,000	20,000
Items Purged	4,846	4,905	5,000	5,000
Library Visits	123,083	126,738	126,000	126,000
Meeting Room Usage	1,178	1,342	1,100	1,100
New Items added to Collection	8,186	6,104	7,000	7,000
Overdue Items Retrieved	4,195	4,133	4,000	4,000
Reading Material Reserves	7,173	6,810	6,000	6,000
Web Page Hits	33,561	42,641	40,000	40,000

### Significant Budget Items

- \* FY 2009, personal services increase is due to a merit increase, health insurance and reclassification of 2 full time staff positions.
- \* In FY 2009, the City expects to receive \$143,000 in State Aid for purchase of books, videos, subscriptions and professional salaries.

### Program Accomplishments

- \* Upgraded computer operating system to provide easier access to resources and services.
- \* The Library was awarded four program grants to initiate new services and expand old ones.
- \* Partnered with other Peninsula libraries and colleges in the Big Read Program in May and the Meet the Author event at the Ferguson Center for the Arts in September.
- \* The Library was presented with three state awards: Outstanding Public Relations Project, Outstanding Adult Program and Outstanding Children's Program.

## PLANNING

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 284,446	\$ 283,960	\$ 331,390	\$ 347,270	\$ 15,880	4.8%
<b>Operating Expenses</b>	13,569	28,663	33,344	33,730	386	1.2%
<b>Capital Outlay</b>	3,616	16,793	78,069	1,500	(76,569)	-98.1%
<b>Totals</b>	<u>\$ 301,631</u>	<u>\$ 329,416</u>	<u>\$ 442,803</u>	<u>\$ 382,500</u>	<u>\$ (60,303)</u>	<u>-13.6%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Coordinator of Community Development	1	1	1	1
Planning & Community Dev Director	0	0	0	0
Planner/Deputy Zoning Administrator	0	0	0	0
Principal Planner	1	1	1	1
Civil Engineer I	1	1	1	1
Environmental Compliance Officer	1	1	1	1
Administrative Secretary (FTE)	1	1	1	1
Part Time (FTE)	0.45	0.45	0.45	0.45
<b>Totals</b>	<u>5.45</u>	<u>5.45</u>	<u>5.45</u>	<u>5.45</u>

### Goals and Objectives

- \* Assist the IDA, City Manager, and City Council in the development of land.
- \* Continue to lead the Development Review Committee in processing development plans for adherence of regulations.
- \* Assist in the development of a 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 adoption and 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.
- \* Prepare special project studies as assigned by the City Manager.
- \* Provide technical assistance to other departments, real estate agents, developers, contractors, and citizens. Provide staff support to City Council, Planning Commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Industrial Development Authority.
- \* Promote economic development through comprehensive planning, rezoning and master planning process.
- \* Process all new subdivision proposals for presentation to City Council and Planning Commission.
- \* Coordinate and serve as lead department for the Environmental Development Plan Review Committee.
- \* Coordinate and monitor ongoing residential and commercial site development.
- \* Review and monitor all CBLAD enforcement activities, erosion & sediment control plans and E&S measures through project.
- \* Develop and maintain community access channel.
- \* Plan for completion of Comprehensive Plan and assist in on-going hurricane recovery effort.
- \* Administer Farm Animal Permits.

### Performance Measures

	<u>FY 2006</u> <u>Actual</u>	<u>FY 2007</u> <u>Actual</u>	<u>FY 2008</u> <u>Estimated</u>	<u>FY 2009</u> <u>Estimated</u>
Citizen requests for information	1,500	1,600	1,600	1,600
City Council/Board/Comm Agenda Items	120	125	125	125
Comprehensive Plan Implementation	10	10	10	10
Major subdivision plans reviewed	15	15	15	15
Minor subdivision plans reviewed	8	15	15	15
Sign Permit Applications	60	60	60	60
Site Plans reviewed	15	15	15	15
Special Projects (non Planning)	10	10	10	10
Zoning Ordinance/City Code Amendments	50	50	50	50

### Significant Budget Items

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

### Program Accomplishments

- \* Participated in the planning for development in the Big Woods.
- \* Implemented Chesapeake Bay program requirements.
- \* Amended Zoning map to reflect changes.
- \* Continued the process of updating the City's Comprehensive Plan.
- \* Processed 67 land use applications.

**PLANNING / BZA / WETLANDS / ARB**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	-	\$ -	\$ -	n/a	n/a
Operating Expenses	7,492	5,630	7,100	10,600	3,500	49.3%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 7,492</b>	<b>\$ 5,630</b>	<b>\$ 7,100</b>	<b>\$ 10,600</b>	<b>\$ 3,500</b>	<b>49.3%</b>

**Personnel Summary**

N/A

**Goals and Objectives**

**Architectural Review Board (ARB)**

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

**Board of Zoning Appeals (BZA)**

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

**Planning Commission**

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

**Wetlands Board**

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

**Development Review Committee**

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

**PLANNING / BZA / WETLANDS / ARB**

---

**Major Departmental Functions**

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

**Performance Measures**

	<b>FY 2006 Actual</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Estimated</b>	<b>FY 2009 Estimated</b>
Architectural Review Applications	15	15	15	15
Board of Zoning Appeals - Ches Bay Exceptions	55	55	55	55
Board of Zoning Applications	39	39	39	39
Ordinance Amendments	14	14	14	14
Wetland Board Applications	46	46	46	46

**Program Accomplishments**

- \* Processed applications in a timely manner.

## ECONOMIC DEVELOPMENT

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	11,580	5,325	106,830	5,330	(101,500)	-95.0%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 11,580</b>	<b>\$ 5,325</b>	<b>\$ 106,830</b>	<b>\$ 5,330</b>	<b>\$ (101,500)</b>	<b>-95.0%</b>

### Personnel Summary

N/A

### Goals and Objectives

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

## ECONOMIC DEVELOPMENT

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Revised Budget</u>	<u>FY 2009 Adopted Budget</u>
Public/Private Partnership	\$ 5,330	\$ 5,325	\$ 5,325	\$ 5,330
Advertising	6,250	-	1,505	-
Business Development Incentive	-	-	100,000	-
Total	<u>\$ 11,580</u>	<u>\$ 5,325</u>	<u>\$ 106,830</u>	<u>\$ 5,330</u>

### Significant Budget Items

\* FY 2008 included a \$100,000 contribution for relocation costs for a business to move to Poquoson.

## COMMUNITY DEVELOPMENT

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	138,389	167,359	156,259	158,430	2,171	1.4%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 138,389</b>	<b>\$ 167,359</b>	<b>\$ 156,259</b>	<b>\$ 158,430</b>	<b>\$ 2,171</b>	<b>1.4%</b>

### Personnel Summary

N/A

### Goals and Objectives

- \* Continue to contribute to a number of agencies which provide services to disadvantaged, elderly, and youth.
- \* Continue to contribute to agencies which provide services which 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 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget
Litter Control Grant	\$ 6,298	\$ 4,114	\$ 6,508	\$ 6,000
<b>Contributions to Agencies:</b>				
Airport Blue Ribbon	6,000	6,000	6,000	4,767
American Red Cross -- York/Poquoson Chapter	-	-	5,000	5,000
CNU Center for Arts	20,000	20,000	-	-
Disabilities Transportation	6,000	6,000	6,000	6,000
Hampton Roads Economic Development	11,844	11,700	11,811	11,918
Hampton Roads Planning District Comm (HRPDC)	9,430	9,594	9,594	9,736
HRPDC Municipal Construction Standards	365	371	371	376
HRPDC Other Projects	3,566	3,717	4,478	4,031
HRPDC Regional Groundwater Mitigation	3,352	3,384	3,421	3,461
HRPDC Stormwater Management Program	10,102	10,048	10,786	10,066
HR Military/Federal Facilities Alliance	-	5,850	5,176	5,882
Jamestown 2007 400th Celebration	-	25,000	-	-
NASA Aeronautics Support Team (NAST)	-	-	10,000	10,000
Peninsula Chamber of Commerce	1,750	1,750	1,750	1,750
Peninsula Council Workforce Development	6,040	5,967	5,847	5,847
Peninsula Emergency Medical Services	729	1,156	1,156	1,156
Peninsula Workforce Development Center	10,500	10,500	10,500	10,500
Poquoson Museum Foundation	10,000	6,000	6,000	6,000
Poquoson Historical Commission	500	500	500	500
Regional Youth Violence Prevention	-	5,638	-	-
Retired Senior Volunteer Program	2,200	2,200	2,500	2,750
Small Business Development Center	3,000	3,000	3,000	3,000
Thomas Nelson Community College	10,270	13,570	34,561	37,940
TNCC - Technology	5,143	-	-	-
Transitions Family Violence Services	1,300	1,300	1,300	1,750
YMCA Contribution	10,000	10,000	10,000	10,000
<b>Totals</b>	<b>\$ 138,389</b>	<b>\$ 167,359</b>	<b>\$ 156,259</b>	<b>\$ 158,430</b>

### Significant Budget Items

\* In FY 2009, Thomas Nelson Community College requests increased funding due to increased enrollment from Poquoson.

## COMMUNITY RELATIONS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 110,479	\$ 143,899	\$ 150,200	\$ 168,560	\$ 18,360	12.2%
Operating Expenses	27,136	23,253	23,664	24,480	816	3.4%
Capital Outlay	809	105	1,700	-	(1,700)	-100.0%
<b>Totals</b>	<b>\$ 138,424</b>	<b>\$ 167,257</b>	<b>\$ 175,564</b>	<b>\$ 193,040</b>	<b>\$ 17,476</b>	<b>10.0%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Community Relations/Events Manager	1	1	1	1
Program Specialist	1	1.5	1.5	1.5
<b>Totals</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>



### Goals and Objectives

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

## COMMUNITY RELATIONS

### Major Departmental Functions

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

### Performance Measures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Business Directories Mailed	15,000	15,000	15,000	15,000
Business Appreciation Functions	2	2	1	1
Business Surveys Mailed	650	650	-	-
Employee Appreciation Events	3	3	3	3
Volunteer Appreciation Activity	1	1	1	1
Welcome Bags Distributed	100	120	130	140

### Significant Budget Items

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

### Program Accomplishments

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

**NON-DEPARTMENTAL**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	50,446	75,486	59,500	52,500	(7,000)	-11.8%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 50,446</b>	<b>\$ 75,486</b>	<b>\$ 59,500</b>	<b>\$ 52,500</b>	<b>\$ (7,000)</b>	<b>-11.8%</b>

**Personnel Summary**

N/A

**Goals and Objectives**

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

**NON-DEPARTMENTAL**

---

**Major Departmental Functions**

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

<b><u>Budget Detail</u></b>	<b>FY 2006 Actual</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Revised Budget</b>	<b>FY 2009 Adopted Budget</b>
Refunds	\$ 1,798	\$ 3,804	\$ 5,500	\$ 7,500
Treasurer Cash Overages/Shortages	117	(4)	-	-
Bank Charges/Returned Checks	5,980	15,103	7,000	15,000
Hurricane Katrina Assistance	11,540	-	-	-
Contingencies	31,011	56,583	47,000	30,000
<b>Totals</b>	<b>\$ 50,446</b>	<b>\$ 75,486</b>	<b>\$ 59,500</b>	<b>\$ 52,500</b>

**Significant Budget Items**

\* Increase for Bank Charges/Returned Checks based on anticipated fees charged by banks for City accounts.

**DEPARTMENT OF MOTOR VEHICLES**

**Expenditures Summary**

	<b>FY 2006 Actual</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Revised Budget</b>	<b>FY 2009 Adopted Budget</b>	<b>\$ Change From 2008 Budget</b>	<b>% Change From 2008 Budget</b>
<b>Personal Services</b>	\$ 84,438	\$ 93,757	\$ 95,540	\$ 96,370	\$ 830	0.9%
<b>Operating Expenses</b>	2,482	3,727	2,454	4,630	2,176	88.7%
<b>Capital Outlay</b>	2,948	673	1,500	-	(1,500)	-100.0%
<b>Totals</b>	<b>\$ 89,868</b>	<b>\$ 98,157</b>	<b>\$ 99,494</b>	<b>\$ 101,000</b>	<b>\$ 1,506</b>	<b>1.5%</b>

**Personnel Summary**

	<b>FY 2006 Authorized</b>	<b>FY 2007 Authorized</b>	<b>FY 2008 Authorized</b>	<b>FY 2009 Authorized</b>
DMV Service Clerk	2	2	2	2
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Goals and Objectives**

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

## DEPARTMENT OF MOTOR VEHICLES

---

### Major Departmental Functions

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

### Performance Measures

	<u>FY 2006</u> Actual	<u>FY 2007</u> Actual	<u>FY 2008</u> Estimated	<u>FY 2009</u> Estimated
Total DMV Transactions	36,830	38,870	39,000	39,000

### Significant Budget Items

- \* Increase in personal services is due to a merit increase and health insurance.
- \* In FY 2009, it is estimated that the DMV operations will generate \$125,000 in revenue.
- \* Rate of compensation for DMV services increased from 3.5% of gross collections to 4.5% of the first \$500,000 of gross collections and 5% on gross collections over \$500,000.

### Program Accomplishments

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

## TRANSFER TO OTHER FUNDS

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	3,281,892	3,808,435	3,146,926	2,854,296	(292,630)	-9.3%
Capital Outlay	-	-	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 3,281,892</b>	<b>\$ 3,808,435</b>	<b>\$ 3,146,926</b>	<b>\$ 2,854,296</b>	<b>\$ (292,630)</b>	<b>-9.3%</b>

### Personnel Summary

N/A

***TRANSFERS***

### Goals and Objectives

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

## TRANSFER TO OTHER FUNDS

### Major Departmental Functions

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

<u>Budget Detail</u>	<u>FY 2006 Actual</u>	<u>FY 2007 Actual</u>	<u>FY 2008 Revised Budget</u>	<u>FY 2009 Adopted Budget</u>
Transfer to Debt Service	\$ 1,601,475	\$ 2,427,570	\$ 2,481,810	\$ 2,581,296
Transfer to Capital Projects	1,165,204	758,180	80,000	-
Transfer to Special Revenue Fund	-	98,631	76,686	50,000
Transfer to Solid Waste	183,333	265,622	257,420	-
Transfer to Utilities Fund	-	18,337	-	-
Transfer to Parks & Recreation	184,350	116,046	131,010	100,000
Transfer to IDA	147,530	123,861	120,000	123,000
Transfer to Fleet Fund	-	188	-	-
<b>Totals</b>	<b>\$ 3,281,892</b>	<b>\$ 3,808,435</b>	<b>\$ 3,146,926</b>	<b>\$ 2,854,296</b>

### Significant Budget Items

- \* The increase in the transfer to debt service includes new debt to rebuild hurricane damaged Fire Station #1 and construction of Poquoson Elementary School.
- \* Transfer to Special Revenue Fund is for resident share of grant funded program to elevate homes.
- \* The transfer to Parks and Recreation includes \$100,000 to supplement operational costs.
- \* The Industrial Development Authority (IDA) started in FY 2001, and consequently had several purchases which needed funding. Over time, the IDA will generate money for its own projects.

**THIS PAGE LEFT INTENTIONALLY BLANK**

## DEBT SERVICE FUND - SUMMARY

### Debt Service Fund Description

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

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

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

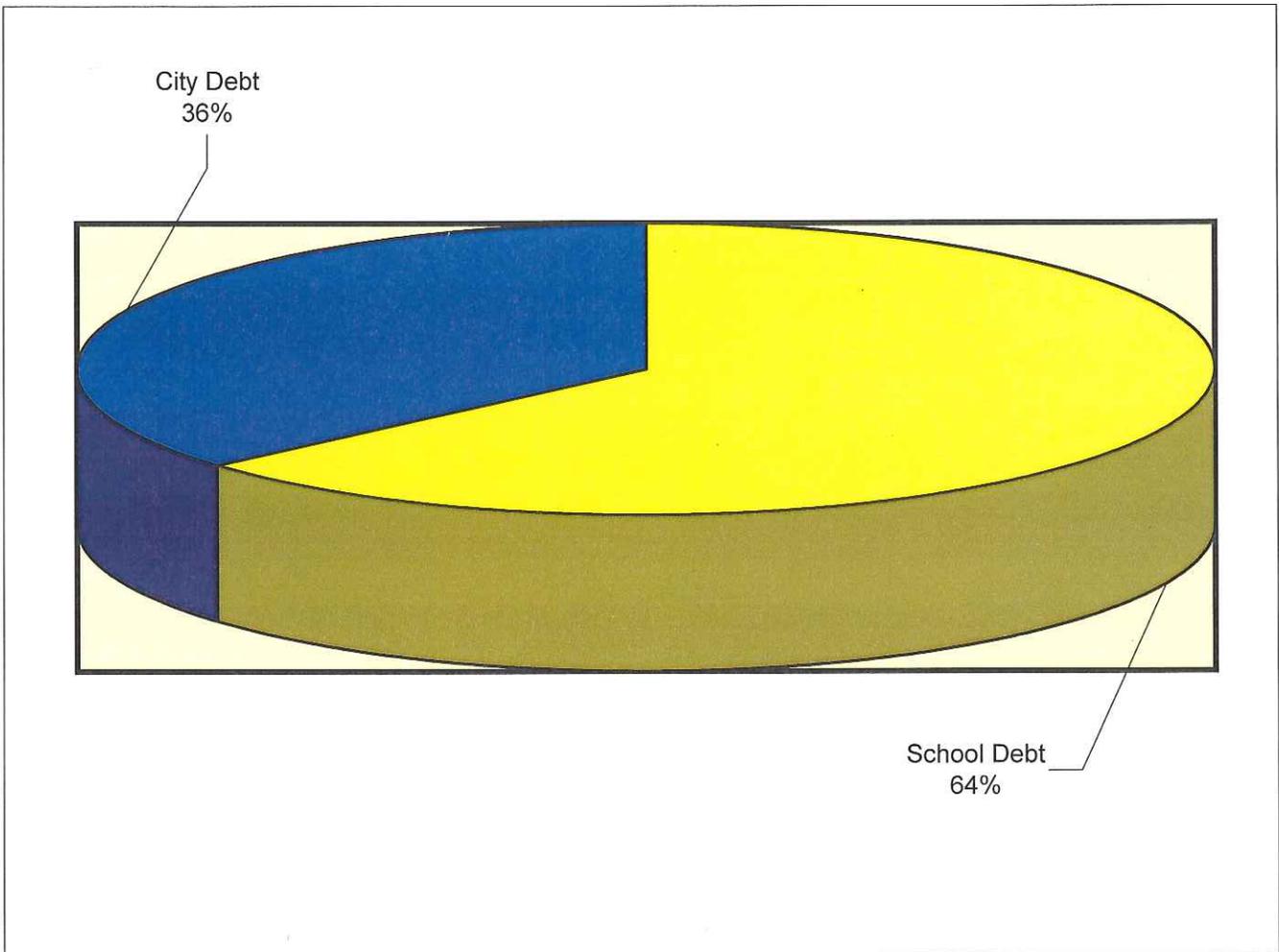
City of Poquoson Charter Article 13 "Limitation on the issuance of bonds or other interest bearing obligations" addresses the debt limit. It states that there shall not be any issued bonds or other interest-bearing obligations which exceed for any one issuance, one and one-half percentum of the assessed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

### Debt Service Projection of Fund Balance

Beginning Fund Balance - 7/1/2005		\$ -
Actual FY 2006 Revenues	\$ 1,601,475	
Actual FY 2006 Expenditures	<u>(1,521,475)</u>	
Fund Balance - 6/30/2006		<u>\$ 80,000</u>
Actual FY 2007 Revenues	\$ 2,436,058	
Actual FY 2007 Expenditures	<u>(2,130,921)</u>	<u>305,137</u>
Fund Balance - 6/30/2007		<u>\$ 385,137</u>
Estimated FY 2008 Revenues	\$ 2,481,810	
Estimated FY 2008 Expenditures	<u>(2,608,223)</u>	<u>(126,413)</u>
Projected Fund Balance - 6/30/2008		<u>\$ 258,724</u>
Estimated FY 2009 Revenues	\$ 2,581,296	
Estimated FY 2009 Expenditures	<u>(2,691,890)</u>	<u>(110,594)</u>
<b>Projected Fund Balance - 6/30/2009</b>		<b><u>\$ 148,130</u></b>

## DEBT SERVICE FUND - SUMMARY

### Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
School Debt	\$ 1,720,256	\$ 1,710,960
City Debt	<u>887,967</u>	<u>980,930</u>
 <b>TOTAL</b>	 <b><u>\$ 2,608,223</u></b>	 <b><u>\$ 2,691,890</u></b>

**DEBT SERVICE FUND - REVENUE**

**Debt Service Revenue**

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
Transfer from General Fund	\$ 1,601,475	\$ 2,436,058	\$ 2,481,810	\$ 2,481,810	\$ 2,581,296	\$ 99,486	4.0%
Use of Reserve	-	-	126,413	126,413	110,594	(15,819)	-12.5%
<b>TOTAL TRANSFERS IN</b>	<b>\$ 1,601,475</b>	<b>\$ 2,436,058</b>	<b>\$ 2,608,223</b>	<b>\$ 2,608,223</b>	<b>\$ 2,691,890</b>	<b>\$ 83,667</b>	<b>3.2%</b>

**Revenue Explanations**

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

**Use of Reserve:** In FY 2006, the City established a capital reserve to set aside funds for future debt service. The City's planned drawdown of the reserve in FY 2008, FY 2009 and FY 2010 is \$126,413, \$110,594 and \$148,130 respectively.

**Computation of Estimated Legal Debt Margins for FY 2009**

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 7/1/2008 is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

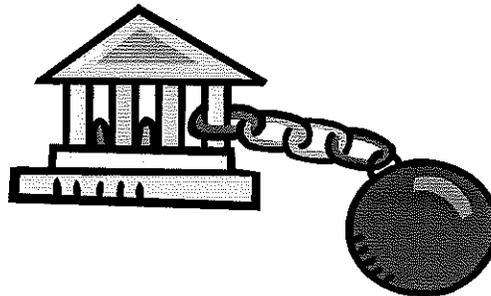
Estimated Assessed Value of Real Estate as of 7/1/2008

General	\$1,669,018,370
Public Service Corporation	13,973,500
Total	<u>\$1,682,991,870</u>
Total Bonding Limit (10% of total assessed value)	\$168,299,187
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$25,447,900
State Literary Fund Loans	3,165,820
Notes Payable	2,991,555
Sewer Bonds	<u>10,508,637</u>
Net Bonded indebtedness subject to limit	\$42,113,912
Bonded indebtedness as percent of assessed value of real estate	<u>2.52%</u>
Margin for Additional Borrowing	<u>\$126,185,275</u>

## DEBT SERVICE FUND - EXPENDITURES

### Debt Service Expenditures

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
School Principal	\$ 539,963	\$ 542,217	\$ 815,096	\$ 849,102	\$ 34,006	4.2%
School Interest	208,501	739,399	905,160	861,858	(43,302)	-4.8%
City Principal	518,880	549,888	534,923	628,086	93,163	17.4%
City Interest	254,131	298,917	350,044	350,844	800	0.2%
Trustee Fees	-	500	3,000	2,000	(1,000)	-33.3%
Reserve Future Debt	80,000	305,137	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 1,601,475</b>	<b>\$ 2,436,058</b>	<b>\$ 2,608,223</b>	<b>\$ 2,691,890</b>	<b>\$ 83,667</b>	<b>3.2%</b>



### Significant Budget Items

- \* In FY 2006, the City added \$14.5 million to the existing debt service. Of that amount \$13 million is for the new Elementary School and the remaining \$1.5 million is for a new Fire Station #1. Both of these buildings suffered extensive damage caused by Hurricane Isabel in September 2003.
- \* In FY 2007, the City added an additional \$8 million to the existing debt service. Of that amount \$5.4 million is for the new Elementary School bringing the total to \$18.4 million, \$1.5 million is for a new Fire Station #1 bringing the total to \$3 million and \$1.1 million is for CIP projects.
- \* In FY 2008, the City added \$519,600 capital lease for the Police and Fire Department's mobile radio communications.

## DEBT SERVICE FUND - EXPENDITURES

### Expenditures Summary

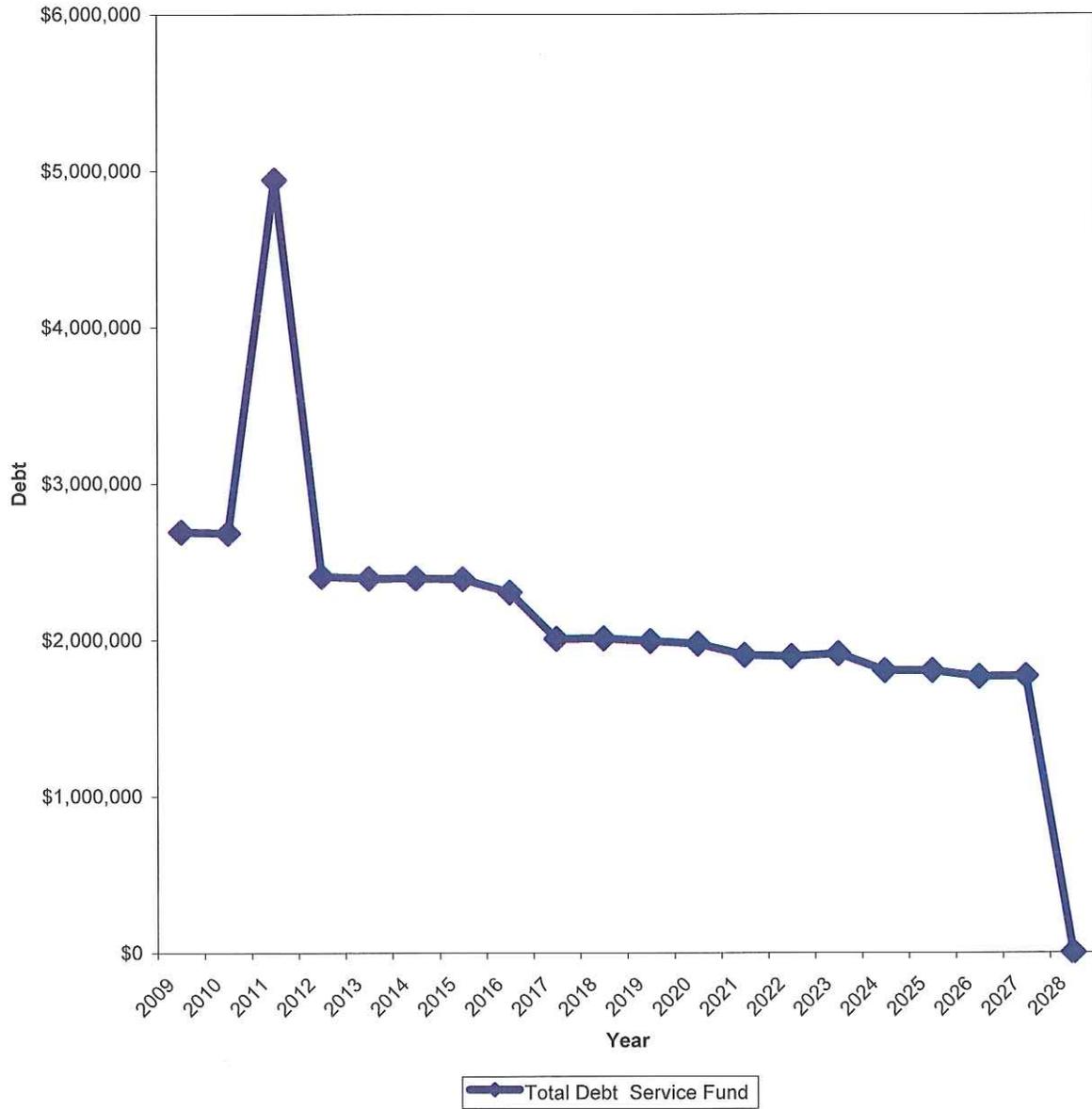
DEBT INSTRUMENT	FY 2009 Principal	FY 2009 Interest	FY 2009 Other Fees	FY 2009 Adopted Budget
<b>Schools</b>				
<u>Bonds:</u>				
1994A Refunded VPSA	\$70,000	\$7,200	\$ -	\$77,200
1998A VPSA PHS Addition/Renovations	35,000	15,311		50,311
2002 Refunded 1994A (Cafeteria)	61,224	19,995		81,219
2005 PES	67,200	131,317		198,517
2006A PES	-	81,056		81,056
2006B PES	149,700	275,352		425,052
2007 PES	23,800	208,720		232,520
<u>Literary Loans:</u>				
1989 PPS	125,000	7,500		132,500
1998 PPS Desiccant Wheel	27,000	4,975		31,975
1998 PHS Addition/Renovations	250,000	82,500		332,500
<u>Notes Payable:</u>				
2001 Refinanced VRS Obligation	40,178	27,932		68,110
<b>Total Schools</b>	<b>\$849,102</b>	<b>\$861,858</b>	<b>\$ -</b>	<b>\$1,710,960</b>
<b>City</b>				
<u>Bonds:</u>				
2002 Refunded 1994 A (City Hall)	238,776	77,979		316,755
2005 Fire Station #1	28,800	56,279		85,079
2007 Fire Station #1	6,650	58,319		64,969
2007 CIP Projects	4,550	39,902		44,452
<u>Notes Payable:</u>				
1998A Court House	90,266	38,102		128,368
2001 Fire Station #2	61,675	29,267		90,942
2002 Fire Pumper w/Aerial	63,652	8,652		72,304
2005 Fire Pumpers	69,880	16,419		86,299
2008 Motorola Radios	63,837	25,925		89,762
<u>Trustee Fees:</u>				
Sun Trust/Bank of New York			2,000	2,000
<u>Reserve Future Debt:</u>				
<b>Total City</b>	<b>\$628,086</b>	<b>\$350,844</b>	<b>\$2,000</b>	<b>\$980,930</b>
<b>TOTAL DEBT SERVICE FY 2008</b>	<b>\$1,477,188</b>	<b>\$1,212,702</b>	<b>\$2,000</b>	<b>\$2,691,890</b>

**THIS PAGE LEFT INTENTIONALLY BLANK**

## DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

<u>Summary of Long Term Debt Obligations</u>	Projected Balance 6/30/2008	Additions	Retirement	Projected Balance 6/30/2009
<b>General Long Term Obligations</b>				
<u>School Bonds:</u>				
1994A Refunded VPSA 1989	\$135,000	\$ -	\$70,000	\$65,000
1998A VPSA PHS Addition/Renovations	335,000		35,000	300,000
2002 Refunded 1994A (Cafeteria)	555,097		61,224	493,873
2005 PES	3,435,600		67,200	3,368,400
2006A PES	2,384,000		-	2,384,000
2006B PES	6,975,900		149,700	6,826,200
2007 PES	5,393,200		23,800	5,369,400
	\$19,213,797	-	\$406,924	\$18,806,873
<u>School Literary Loans:</u>				
1989 PPS	250,000		125,000	125,000
1998 PPS Desiccant Wheel	165,820		27,000	138,820
1998 PHS Addition/Renovations	2,750,000		250,000	2,500,000
	3,165,820	-	402,000	2,763,820
<u>School Notes Payable:</u>				
2001 Refinanced VRS Obligation	409,554		40,178	369,376
	409,554	-	40,178	369,376
<u>City Bonds:</u>				
2002 Refunded 1994A (City Hall)	2,164,903		238,776	1,926,127
2005 Fire Station #1	1,472,400		28,800	1,443,600
2007 Fire Station #1	1,498,100		6,650	1,491,450
2007 CIP Projects	1,098,700		4,550	1,094,150
	6,234,103	-	278,776	5,955,327
<u>City Notes Payable:</u>				
1998A Court House	846,696		90,266	756,430
2001 Fire Station #2	553,318		61,675	491,643
2002 Fire Pumper w/Aerial	203,949		63,652	140,297
2005 Fire Pumpers	458,434		69,880	388,554
2008 Motorola Radios	519,604		63,837	455,767
	2,582,001	-	349,310	2,232,691
<b>Total General Long Term Obligations</b>	<b>\$31,605,275</b>	<b>\$0</b>	<b>\$1,477,188</b>	<b>\$30,128,087</b>
 <u>Sewer Fund Obligations</u>				
<u>Sewer Bonds:</u>				
1998B Refunding Bonds	1,966,120		160,567	1,805,553
2000 DEQ Loan	5,250,275		341,389	4,908,886
2000 DEQ Loan	1,907,242		124,015	1,783,227
2002 VRA Loan	860,000		45,000	815,000
2003B Refunding	525,000		125,000	400,000
<b>Total Sewer Obligations</b>	<b>\$10,508,637</b>	<b>\$ -</b>	<b>\$795,971</b>	<b>\$9,712,666</b>

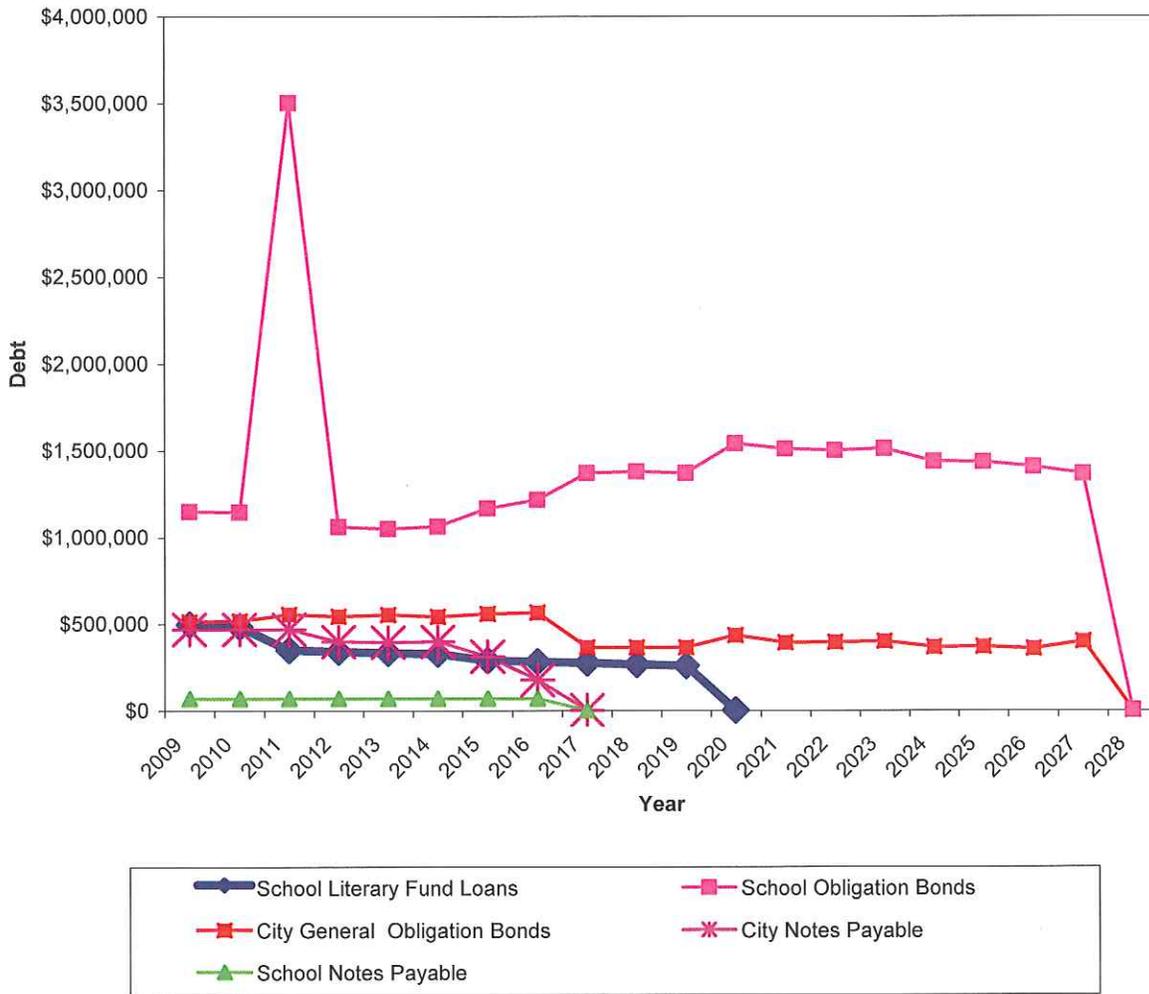
## DEBT SERVICE FUND



The above graph depicts the City's debt service over the next 20 years. In FY 2011, a General Obligation Bond Literary Loan Anticipation Note of \$2,384,000 is planned for permanent financing.

## DEBT SERVICE FUND

**Debt Service By Type**



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

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

**Amortization of Long Term Debt**

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds		School Notes Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2009	\$ 402,000	\$ 94,975	\$ 406,924	\$ 738,951	\$ 40,178	\$ 27,932
2010	402,000	82,911	422,665	721,071	42,918	25,191
2011	277,000	70,855	2,839,606	662,205	45,845	22,264
2012	277,000	62,545	454,946	603,793	48,972	19,138
2013	277,000	54,235	460,987	585,821	52,311	15,798
2014	280,820	45,925	493,069	567,139	55,879	12,230
2015	250,000	37,500	618,530	545,237	59,690	8,419
2016	250,000	30,000	694,070	519,288	63,761	4,197
2017	250,000	22,500	880,600	486,712		
2018	250,000	15,000	925,600	451,069		
2019	250,000	7,500	954,100	413,990		
2020			1,166,100	372,412		
2021			1,181,216	326,547		
2022			1,219,296	279,599		
2023			1,278,924	230,750		
2024			1,252,228	181,241		
2025			1,301,508	131,272		
2026			1,325,140	79,873		
2027			1,338,288	26,970		
<b>TOTAL</b>	<b>\$ 3,165,820</b>	<b>\$ 523,946</b>	<b>\$ 19,213,797</b>	<b>\$ 7,923,940</b>	<b>\$ 409,554</b>	<b>\$ 135,169</b>

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

**Amortization of Long Term Debt**

Year Ending June 30	City General Obligation Bonds		City Notes Payable		Total Debt Service Fund	
	Principal	Interest	Principal	Interest	Principal	Interest
2009	\$ 278,776	\$ 232,479	\$ 349,310	\$ 118,369	\$ 1,477,188	\$ 1,212,706
2010	293,035	224,488	365,216	102,462	1,525,834	1,156,123
2011	340,494	212,762	381,861	85,817	3,884,806	1,053,903
2012	341,954	200,106	326,974	68,400	1,449,846	953,982
2013	365,213	186,984	342,060	51,238	1,497,571	894,076
2014	367,831	173,524	357,861	37,513	1,555,460	836,331
2015	398,470	159,368	288,108	20,968	1,614,798	771,492
2016	420,630	144,135	170,611	6,730	1,599,072	704,350
2017	237,200	125,965			1,367,800	635,177
2018	246,900	116,639			1,422,500	582,708
2019	256,600	106,939			1,460,700	528,429
2020	336,400	95,516			1,502,500	467,928
2021	308,384	83,095			1,489,600	409,642
2022	321,204	70,965			1,540,500	350,564
2023	340,376	58,219			1,619,300	288,969
2024	319,172	45,512			1,571,400	226,753
2025	333,392	32,938			1,634,900	164,210
2026	336,360	20,034			1,661,500	99,907
2027	391,712	6,776			1,730,000	33,746
<b>TOTAL</b>	<b>\$ 6,234,103</b>	<b>\$ 2,296,444</b>	<b>\$ 2,582,001</b>	<b>\$ 491,497</b>	<b>\$ 31,605,275</b>	<b>\$ 11,370,996</b>

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

**Amortization of Long Term Debt**

Year Ending June 30	Sewer Bonds/Notes		Total Sewer	Total	Total
	Principal	Interest	Principal & Interest	Debt Service Principal & Interest	City Debt Principal & Interest
2009	\$ 795,971	\$ 389,067	\$ 1,185,038	\$ 2,689,894	\$ 3,874,932
2010	825,565	359,281	1,184,846	2,681,957	3,866,803
2011	855,482	328,857	1,184,339	4,938,709	6,123,048
2012	885,888	297,324	1,183,212	2,403,828	3,587,040
2013	781,414	264,476	1,045,890	2,391,647	3,437,537
2014	811,957	233,903	1,045,860	2,391,791	3,437,651
2015	842,654	202,126	1,044,780	2,386,290	3,431,070
2016	868,668	169,122	1,037,790	2,303,422	3,341,212
2017	904,844	135,343	1,040,187	2,002,977	3,043,164
2018	941,245	100,134	1,041,379	2,005,208	3,046,587
2019	728,443	68,992	797,435	1,989,129	2,786,564
2020	756,690	42,175	798,865	1,970,428	2,769,293
2021	429,818	14,282	444,100	1,899,242	2,343,342
2022	79,998	4,080	84,078	1,891,064	1,975,142
2023				1,908,269	1,908,269
2024				1,798,153	1,798,153
2025				1,799,110	1,799,110
2026				1,761,407	1,761,407
2027				1,763,746	1,763,746
<b>TOTAL</b>	<b>\$ 10,508,637</b>	<b>\$ 2,609,162</b>	<b>\$ 13,117,799</b>	<b>\$ 42,976,271</b>	<b>\$ 56,094,070</b>

**Note:**

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

## CAPITAL PROJECTS FUND - SUMMARY

### Capital Projects Fund Description

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

The City adopted Five Year Capital Improvements Program (CIP) is used as the basis of capital funding. The latest adopted CIP plan was for FY 2008 -- FY 2012 and was adopted by City Council on May 14, 2007. Adopted projects in the CIP will be funded on a case by case basis during FY 2009 as they are prioritized.

For presentation purposes, the FY 2009 through FY 2012 CIP's General Fund Adopted Projects are shown in detail found on page 116.

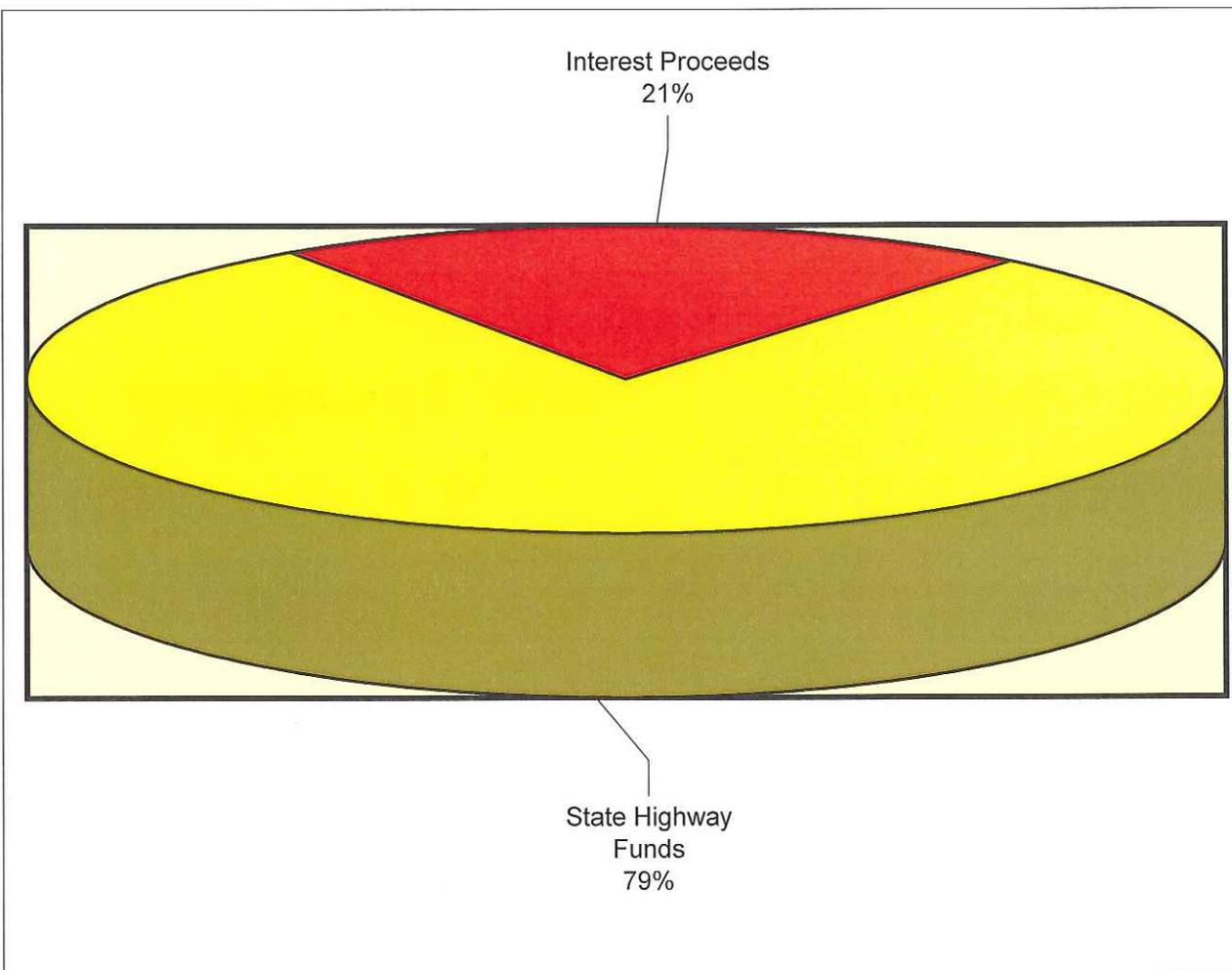
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance. Therefore, in addition to funds budgeted for FY 2009, there are also monies remaining from prior years that fund continuing projects.

### Capital Projects Projection of Fund Balance

Beginning Fund Balance - 6/30/2005		\$ 1,086,677
Actual FY 2006 Revenues	\$ 16,386,576	
Actual FY 2006 Expenditures	<u>(2,447,596)</u>	<u>13,938,980</u>
Fund Balance - 6/30/2006		\$ 15,025,657
Actual FY 2007 Revenues	\$ 10,041,236	
Actual FY 2007 Expenditures	<u>(8,460,299)</u>	<u>1,580,937</u>
Fund Balance - 6/30/2007		\$ 16,606,594
Estimated FY 2008 Revenues	\$ 653,761	
Estimated FY 2008 Expenditures	<u>(8,344,515)</u>	<u>(7,690,754)</u>
Projected Fund Balance - 6/30/2008		\$ 8,915,840
Estimated FY 2009 Revenues	\$ 493,600	
Estimated FY 2009 Expenditures	<u>(8,309,440)</u>	<u>(7,815,840)</u>
<b>Projected Fund Balance - 6/30/2009</b>		<b><u><u>\$ 1,100,000</u></u></b>

## CAPITAL PROJECTS FUND - SUMMARY

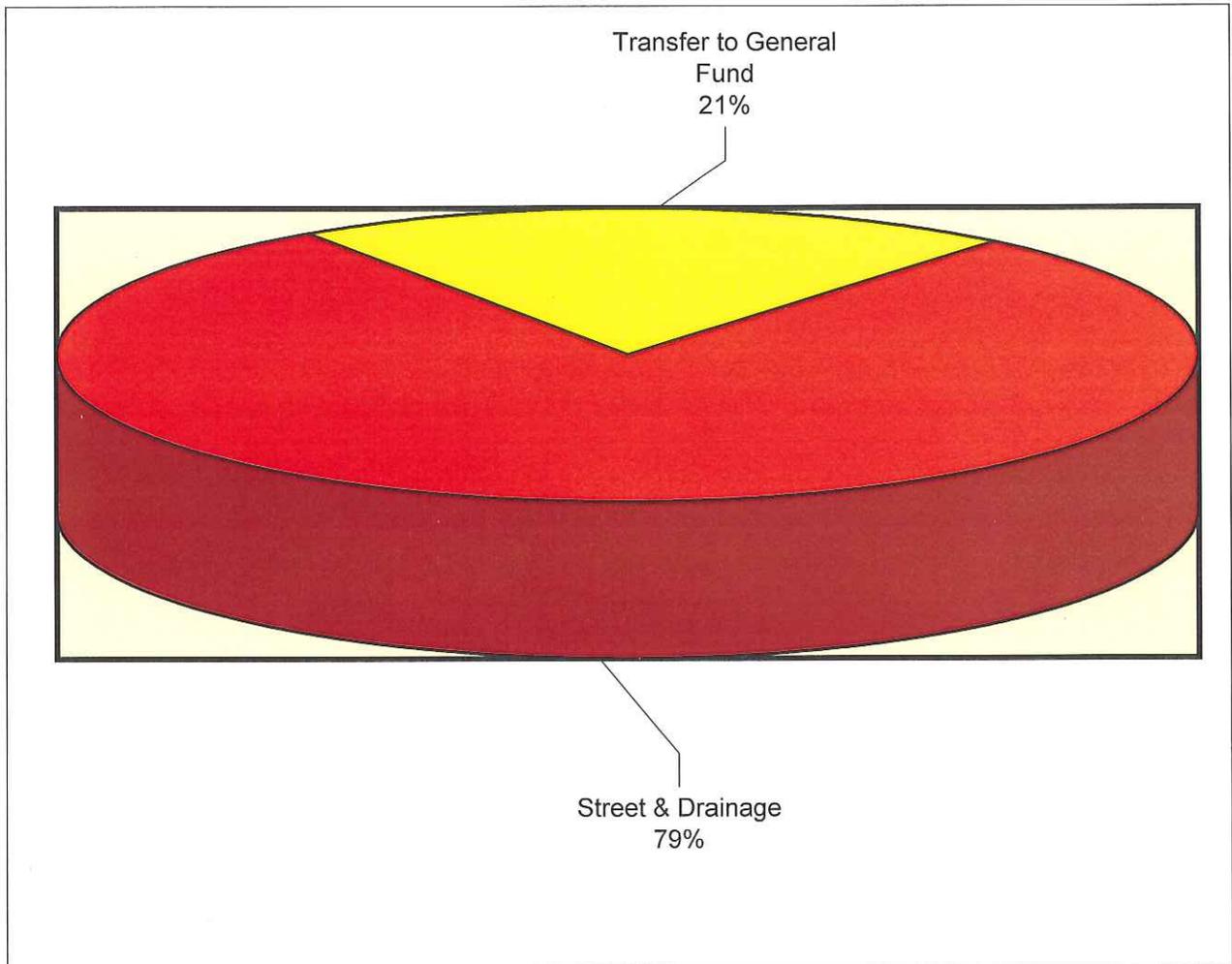
### Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
State Highway Funds	\$ 392,000	\$ 392,000
Interest Proceeds	97,690	101,600
Miscellaneous	84,071	-
Transfer from General Fund	80,000	-
Reappropriation of Fund Balance	16,250,035	-
<b>TOTAL</b>	<b><u>\$ 16,903,796</u></b>	<b><u>\$ 493,600</u></b>

## CAPITAL PROJECTS FUND - SUMMARY

### Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Street & Drainage	\$ 741,165	\$ 392,000
Fire Station #1	340,778	-
Parks	141,550	-
PES Design/Construction	6,536,371	-
School Projects	38,075	-
City Vehicles & Equipment	69,295	-
GIS	175,000	-
Other Projects	204,591	-
Transfer to General Fund	97,690	101,600
<b>TOTAL</b>	<b>\$ 8,344,515</b>	<b>\$ 493,600</b>

## CAPITAL PROJECTS FUND - REVENUE

### Revenue Summary

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Revenue	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
State Highway Funds	\$ 401,241	\$ 387,600	\$ 392,000	\$ 392,000	\$ 392,000	\$ -	0.0%
Sale of Equipment	1,193	-	-	-	-	-	n/a
VPA Pier Grant	-	31,797	80,458	57,915	-	(80,458)	-100.0%
Bond Proceeds	14,500,000	8,000,000	-	-	-	-	n/a
Interest -- Bond Proceeds	318,938	863,379	97,690	97,690	101,600	3,910	n/a
FHWA VA Recreational Trails	-	-	26,156	26,156	-	(26,156)	-100.0%
Miscellaneous	-	280	-	-	-	-	n/a
Reappropriation of Fund Bal	-	-	16,250,035	16,250,032	-	(16,250,035)	-100.0%
Transfer from General Fund	1,165,204	758,180	80,000	80,000	-	(80,000)	-100.0%
<b>TOTAL REVENUE</b>	<b>\$ 16,386,576</b>	<b>\$ 10,041,236</b>	<b>\$ 16,926,339</b>	<b>\$ 16,903,793</b>	<b>\$ 493,600</b>	<b>\$(16,432,739)</b>	<b>-97.1%</b>

### Revenue Explanations

**State Highway Funds:** Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving program ("Street and Drainage" project). The City is projected to receive a total of \$1,082,000 from the State Highway Maintenance Fund, \$392,000 is recorded in the Capital Projects Fund, and the remaining \$690,000 is recorded in the General Fund. This is a decrease from the FY 2008 revenue; however, the exact amount for FY 2009 will not be known until August 2008.

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

**Interest--Bond Proceeds:** The bond proceeds are subject to interest earnings until they are drawn down. In FY 2009 there will be an estimated \$101,600 in interest earnings.

**Transfer from General Fund:** From FY 2006 to FY 2008, the local funding represented local revenue transferred to fund various capital projects.

## CAPITAL PROJECTS FUND - EXPENDITURES

### Expenditures Summary

Project	Estimated FY 2008 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2009 New Projects Adopted Budget	Total FY 2009 Projects
		Prior Year	Year 1	
<b>School Projects</b>				
PES Design/Construction	\$ 6,536,371	\$ 5,108,770	\$ -	\$ 5,108,770
Miscellaneous School Capital Projects	38,075	-	-	-
<b>Transportation and Drainage Projects</b>				
Street and Drainage	723,265	-	392,000	392,000
Wythe Creek Road North/South	2,962	8,778	-	8,778
Neighborhood Drainage Projects	14,938	-	-	-
<b>Public Safety: Fire and Police Projects</b>				
Fire Station #1 New Building	227,425	2,686,179	-	2,686,179
Fire Station #1 Content Replacement	113,353	9,947	-	9,947
<b>Public Works Projects</b>				
Vehicles & Capital	69,295	-	-	-
<b>Parks &amp; Recreation Projects</b>				
South Lawson Park	-	2,166	-	2,166
Messick Point Comfort Station	56,920	-	-	-
Oxford Run Canal Trail	17,446	-	-	-
<b>Miscellaneous Projects</b>				
GIS	175,000	-	-	-
Miscellaneous City Capital Projects	271,775	-	-	-
Undesignated Capital Projects	-	1,100,000	-	1,100,000
Transfer to General Fund	97,690	-	101,600	101,600
<b>Totals</b>	<b>\$ 8,344,515</b>	<b>\$ 8,915,840</b>	<b>\$ 493,600</b>	<b>\$ 9,409,440</b>

### 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 Year" provided the project is not completed. Completed projects with leftover funds may be transferred to the General Fund Unappropriated Fund Balance.

## CAPITAL PROJECTS FUND - EXPENDITURES

---

### 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 \$100,000. The most recent adopted CIP has projects shown on page 116. The threshold for CIP projects was changed in FY 2008 to \$100,000. However, all projects are shown as per the adopted plan.

### FY 2009 New Projects

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

**Transfer to General Fund:** Fund \$101,600 for expenses relating to the project manager who oversees the construction of the new elementary school and fire station. The revenue is from the interest earnings on the two project bonds that were issued. It is vital that a City staff person manage the construction of the projects.

### Prior Fiscal Year Projects Unexpended

**Wythe Creek Road South:** This is the City's local match on the preliminary engineering cost to design the widening of the road from Oxford Run area to the Poquoson/Hampton boundary line. This is approximately 1-1/2 miles of roadway. Construction would widen the road to 5 lanes plus have sidewalks and streetscape. This project is scheduled for FY 2012 and is estimated to cost the State \$8,500,000 and the City \$240,000.

**Fire Station #1 New Building:** The original project was to renovate Fire Station #1; however, due to Hurricane Isabel in September 2003, which caused extensive flood damage, it is no longer safe for use. The new Fire Station #1 will have the same facilities as the former building in addition to a community room will be constructed 1 foot above flood elevation. The City issued a second bond in January 2007 and allocated \$1.5 million dollars towards this building, bringing the total to \$3 million available for the construction of the Fire Station. Debt service on the recent issuance began in FY 2008 with debt payments between \$4,550 and \$154,133 during the 20-year term of the bond. Construction is underway with completion of the building in FY 2009.

**Fire Station #1 Content Replacement:** This is to provide replacement contents that were damaged by Hurricane Isabel in September 2003. Shown here is \$9,947 which represents unspent proceeds received from Flood Insurance for the replacement of damaged equipment for Fire Station #1.

## CAPITAL PROJECTS FUND - EXPENDITURES

---

**PES Construction:** The current Poquoson Elementary School (PES) was built in 1952 and is in the process of being replaced with the construction of a new building for 3rd through 5th grades. City Council approved the project cost of \$15,500,000; however, after the bid process and higher than expected construction costs, it was necessary to issue an additional bond. An additional \$5.4 million has been allocated for a total approved cost of \$18,400,000 for the complete turn-key school, that includes construction, design and furnishings for all classrooms and office space.

Construction on the new school is scheduled to be completed in June 2008. The old elementary school located directly in front of the new school will be razed in the summer of 2008 and the site work completed for parking. The new school is scheduled to open in September 2008 for students.

FY 2009 Debt Service includes \$937,145 in principal and interest for the new school debt which is shown in the Debt Service Fund. The Schools feel that they will achieve \$25,000 in decreased operating expenses annually due to a more efficient building and restructuring of operations.

**Undesignated Capital Projects:** During the January 2007 bond issuance \$1.1 million was allocated towards undesignated capital projects. There are many projects that are necessary in the City, and the City Council will prioritize the projects based on the adopted CIP plan. FY 2009 debt service includes \$44,452 in principal and interest for the projects.

## CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2009 Adopted Capital Projects

Adopted CIP Summary FY 2008 -- FY 2012

Project	FY 2009 Adopted Budget	FY 2009 Adopted Project	FY 2010 Adopted Project	FY 2011 Adopted Project	FY 2012 Adopted Project
<b>School Projects</b>					
High School Forum Renovation	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -
High School Track	-	300,000	-	-	-
School Bus Replacement	-	140,000	70,000	140,000	140,000
<b>Total School Projects</b>	<b>\$ -</b>	<b>\$ 1,690,000</b>	<b>\$ 70,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>
<b>Transportation and Drainage Projects</b>					
Street and Drainage	\$ 392,000	\$ -	\$ -	\$ -	\$ -
Wythe Creek Road South	-	2,938,700	-	-	2,558,139
Neighborhood Drainage Projects	-	400,000	-	-	-
Poq Ave/Little Florida Rd Realignment	-	500,000	-	-	-
ROW Acquisition, Bike paths & Sidewalks	-	100,000	100,000	100,000	-
<b>Total Transportation and Drainage Projects</b>	<b>\$ 392,000</b>	<b>\$ 3,938,700</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 2,558,139</b>
<b>Public Safety: Fire and Police Projects</b>					
Fire Engine Replacement	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Ambulance Replacement	-	50,000	-	-	-
<b>Total Public Safety: Fire and Police Projects</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works Projects</b>					
Vehicles & Capital Equipment	\$ -	\$ 61,000	\$ 200,000	\$ 100,000	\$ 190,000
Public Works Compound	-	2,238,000	-	-	-
<b>Total Public Works Projects</b>	<b>\$ -</b>	<b>\$ 2,299,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 190,000</b>
<b>Parks &amp; Recreation Projects</b>					
Municipal Park Pavilion	\$ -	\$ 38,000	\$ -	\$ -	\$ -
Amory's Wharf/Pier	-	500,000	-	-	-
Blueway System	-	22,500	15,000	15,000	-
Building and Facilities Repairs	-	65,000	-	-	-
Messick Point Breakwater	-	335,000	-	-	-
Pool House Renovation	-	25,000	175,000	-	-
Poquoson Avenue Sidewalk Extension	-	25,000	50,000	-	-
Public Boat Ramps/Landings	-	40,000	-	-	-
South Lawson Park Expansion	-	800,000	900,000	-	-
West Side Pocket Park	-	30,000	31,000	-	-
<b>Total Parks &amp; Recreation Projects</b>	<b>\$ -</b>	<b>\$ 1,880,500</b>	<b>\$ 1,171,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>Miscellaneous Projects</b>					
Transfer to General Fund	\$ 101,600	-	-	-	-
<b>Total Miscellaneous Projects</b>	<b>\$ 101,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 493,600</b>	<b>\$ 9,858,200</b>	<b>\$ 1,941,000</b>	<b>\$ 355,000</b>	<b>\$ 2,888,139</b>

### Expenditures Explanations

This is the most recent CIP Plan adopted. The Poquoson Planning Commission adopted the CIP for FY 2008 -- FY 2012 on February 15, 2007. The plan was submitted to City Council on March 12, 2007 for consideration and adopted on May 14, 2007. Even though there are FY 2009 adopted CIP projects, funding is not available in the current budget. When a project is identified as a priority, funding may be made with a Budget Supplement to the Capital Projects Fund.

The adopted Utilities Fund projects in the FY 2009 through FY 2012 CIP are found in the Utilities section of the budget document.

## SPECIAL REVENUE FUND - SUMMARY

### Special Revenue Fund Description

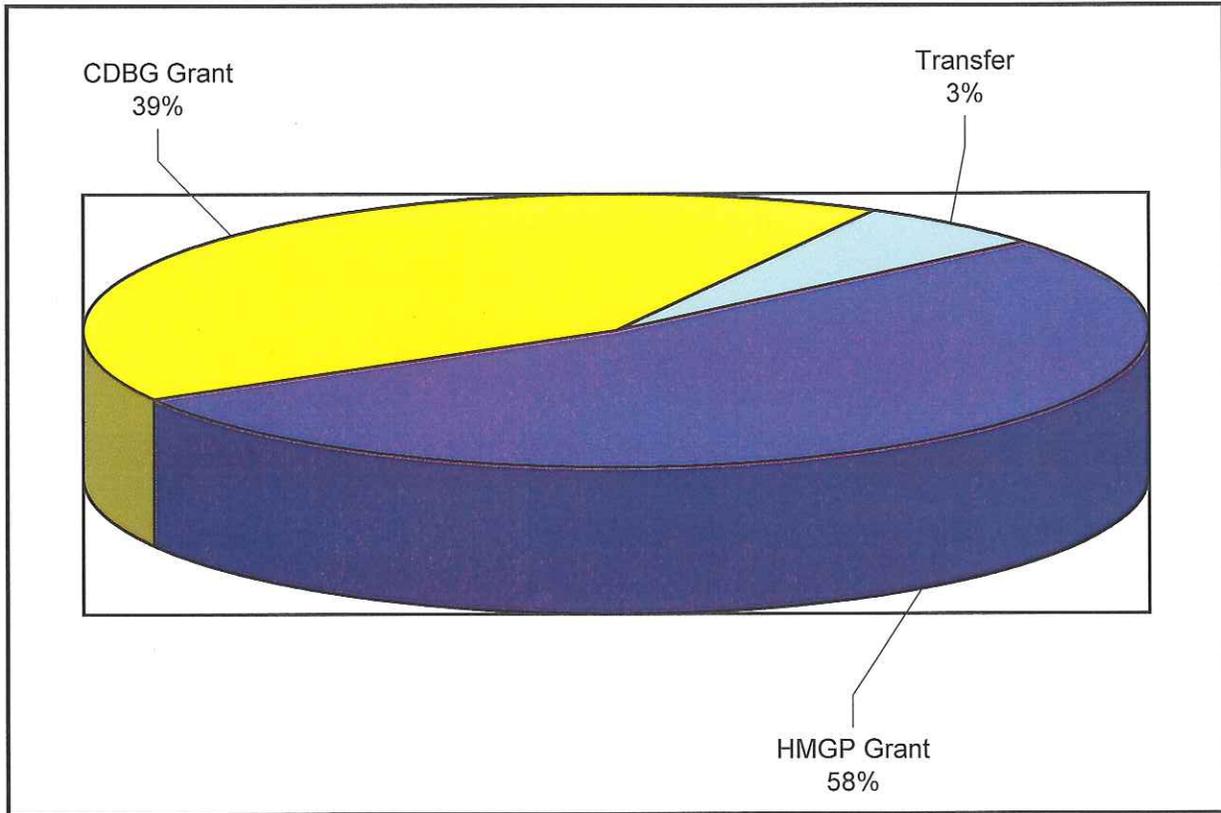
The Special Revenue Fund accounts for revenues and expenditures related to State and Federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to above flood elevation level so they will not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

### Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2005		\$ 52,055
Actual FY 2006 Revenues	\$ 126,489	
Actual FY 2006 Expenditures	<u>(252,113)</u>	<u>(125,624)</u>
Fund Balance - 6/30/2006		\$ (73,569)
Actual FY 2007 Revenues	\$ 979,690	
Actual FY 2007 Expenditures	<u>(896,383)</u>	<u>83,307</u>
Fund Balance - 6/30/2007		\$ 9,738
Estimated FY 2008 Revenues	\$ 847,734	
Estimated FY 2008 Expenditures	<u>(827,688)</u>	<u>20,046</u>
Projected Fund Balance - 6/30/2008		\$ 29,784
Estimated FY 2009 Revenues	\$ 876,510	
Estimated FY 2009 Expenditures	<u>(876,510)</u>	<u>-</u>
<b>Projected Fund Balance - 6/30/2009</b>		<b><u>\$ 29,784</u></b>

## SPECIAL REVENUE FUND - SUMMARY

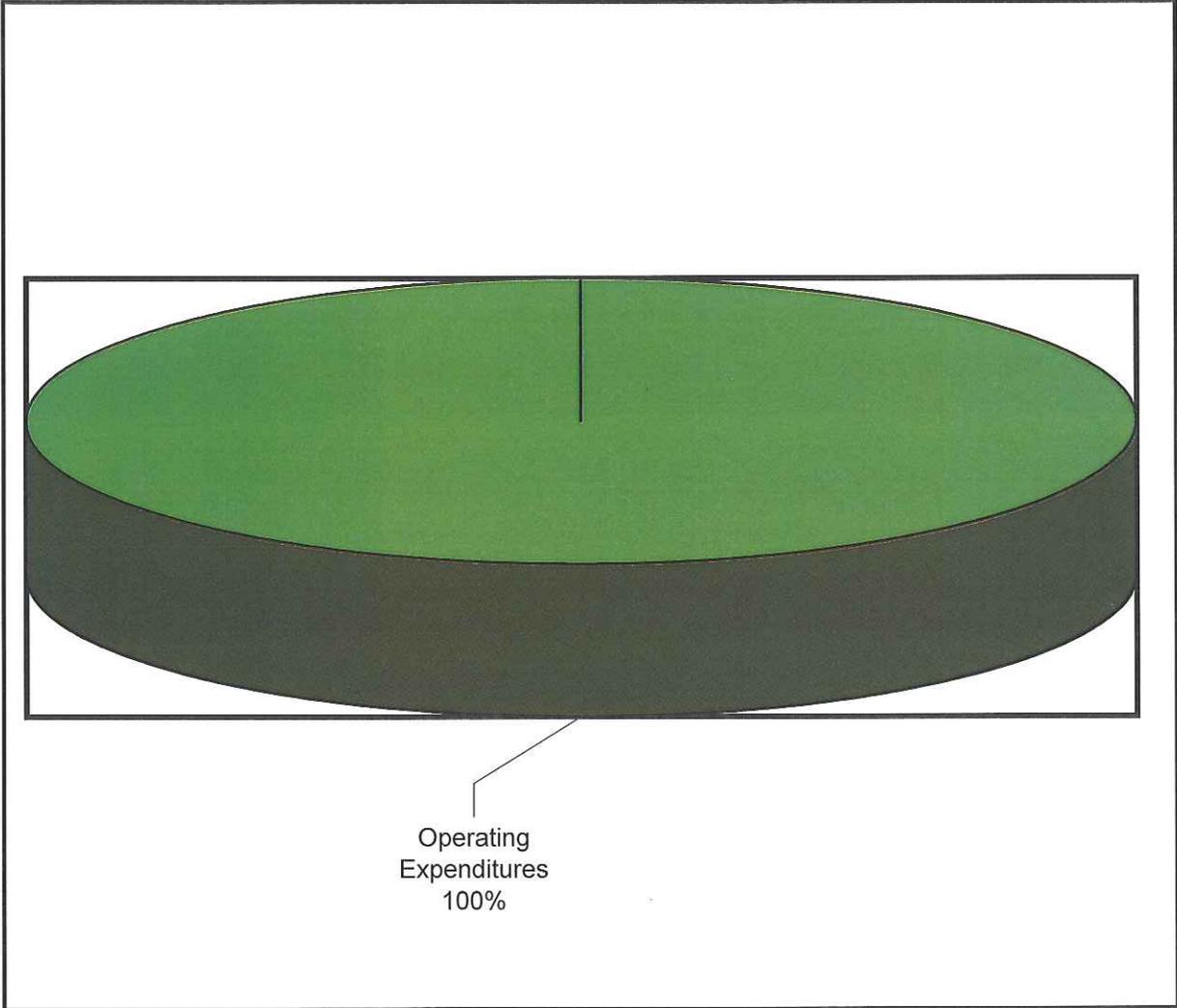
### Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Miscellaneous Revenue	\$ 17,346	\$ -
HMGP Grant	493,494	463,510
CDBG Grant	239,946	363,000
Transfer from General Fund	96,948	50,000
<b>TOTAL</b>	<b><u>\$ 847,734</u></b>	<b><u>\$ 876,510</u></b>

## SPECIAL REVENUE FUND - SUMMARY

### Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Operating Expenditures	\$ 827,688	\$ 876,510
<b>TOTAL</b>	<b>\$ 827,688</b>	<b>\$ 876,510</b>

**THIS PAGE LEFT INTENTIONALLY BLANK**

## SPECIAL REVENUE FUND-REVENUE

### Special Revenue Fund Revenue

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
HMGP Local Match	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ (15,000)	-19.6%
HMGP State	-	-	310,352	102,323	97,580	(4,743)	-1.5%
HMGP Federal	-	424,138	1,146,723	376,171	365,930	(10,241)	-0.9%
CDBG Local Match	-	-	-	84,385	-	(84,385)	n/a
CDBG State	70,000	113,103	-	426	-	(426)	n/a
CDBG Federal	-	256,310	992,600	155,135	363,000	207,865	20.9%
Homeland Security Grant	56,489	56,098	-	-	-	-	n/a
Museum TEA 21 Grant	-	30,000	-	15,000	-	(15,000)	n/a
Miscellaneous Revenue	-	1,410	-	2,346	-	(2,346)	n/a
Transfer from General Fund	-	98,631	76,686	96,948	50,000	(46,948)	-61.2%
<b>TOTAL REVENUE</b>	<b>\$ 126,489</b>	<b>\$ 979,690</b>	<b>\$ 2,526,361</b>	<b>\$ 847,734</b>	<b>\$ 876,510</b>	<b>\$ 28,776</b>	<b>1.1%</b>

### Revenue Explanations

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

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

**Homeland Security Grant -- Federal:** In FY 2006 and FY 2007, the City received grants from the Federal government for the purpose of purchasing for the installation of a generator at City Hall, and to purchase a crime scene van for the Police Department. We actively pursue applying for grants from Federal and State resources.

## SPECIAL REVENUE FUND - EXPENDITURES

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	76,772	875,493	2,526,361	876,510	(1,649,851)	-65.3%
Capital Outlay	175,341	20,890	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 252,113</b>	<b>\$ 896,383</b>	<b>\$ 2,526,361</b>	<b>\$ 876,510</b>	<b>\$ (1,649,851)</b>	<b>-65.3%</b>

### Personnel Summary

n/a

### Goals and Objectives

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

### Major Fund Functions

- \* To account for grant funds which are legally restricted for specific purposes.
- \* Provide information on the sources and applications of restricted resources.
- \* City is fiscal agent for the Poquoson Museum's grants and the local match is provided by Museum.

**SPECIAL REVENUE FUND - EXPENDITURES**

**Detailed Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
HMGP I Grant	\$ 24,955	\$ 571,335	\$ 878,111	\$ -	n/a	n/a
HMGP II Grant	-	21,178	655,650	<b>487,910</b>	(167,740)	-25.6%
CDBG I Grant	38,037	276,780	629,000	-	(629,000)	-100.0%
CDBG II Grant	12	850	363,600	<b>388,600</b>	25,000	6.9%
Homeland Security Grant	189,109	26,024	-	-	n/a	n/a
Museum TEA 21 Grant	-	216	-	-	n/a	n/a
<b>Totals</b>	<b>\$ 252,113</b>	<b>\$ 896,383</b>	<b>\$ 2,526,361</b>	<b>\$ 876,510</b>	<b>\$ (771,740)</b>	<b>-30.5%</b>

**Performance Measures**

	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
Homes Eligible for Grant Funding	0	34	22	10
Homes Elevated/Citizens Reimbursed	0	6	50	10
Special Purpose Grants Received	1	3	2	1

**Significant Budget Items**

\* The HMGP grant is for elevating homes and the grant has a local match requirement of 5%.  
 \* The CDBG grant is for elevating homes and the grant has a local match requirement of 10%.

**THIS PAGE LEFT INTENTIONALLY BLANK**

## SOLID WASTE FUND - SUMMARY

### Solid Waste Fund Description

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

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

In January 2007, City Council approved the Committee's recommendation and City staff implemented the container/cart program on October 1, 2007. In FY 2008, there was a planned use of Net Assets for container/cart purchases in order to implement the program.

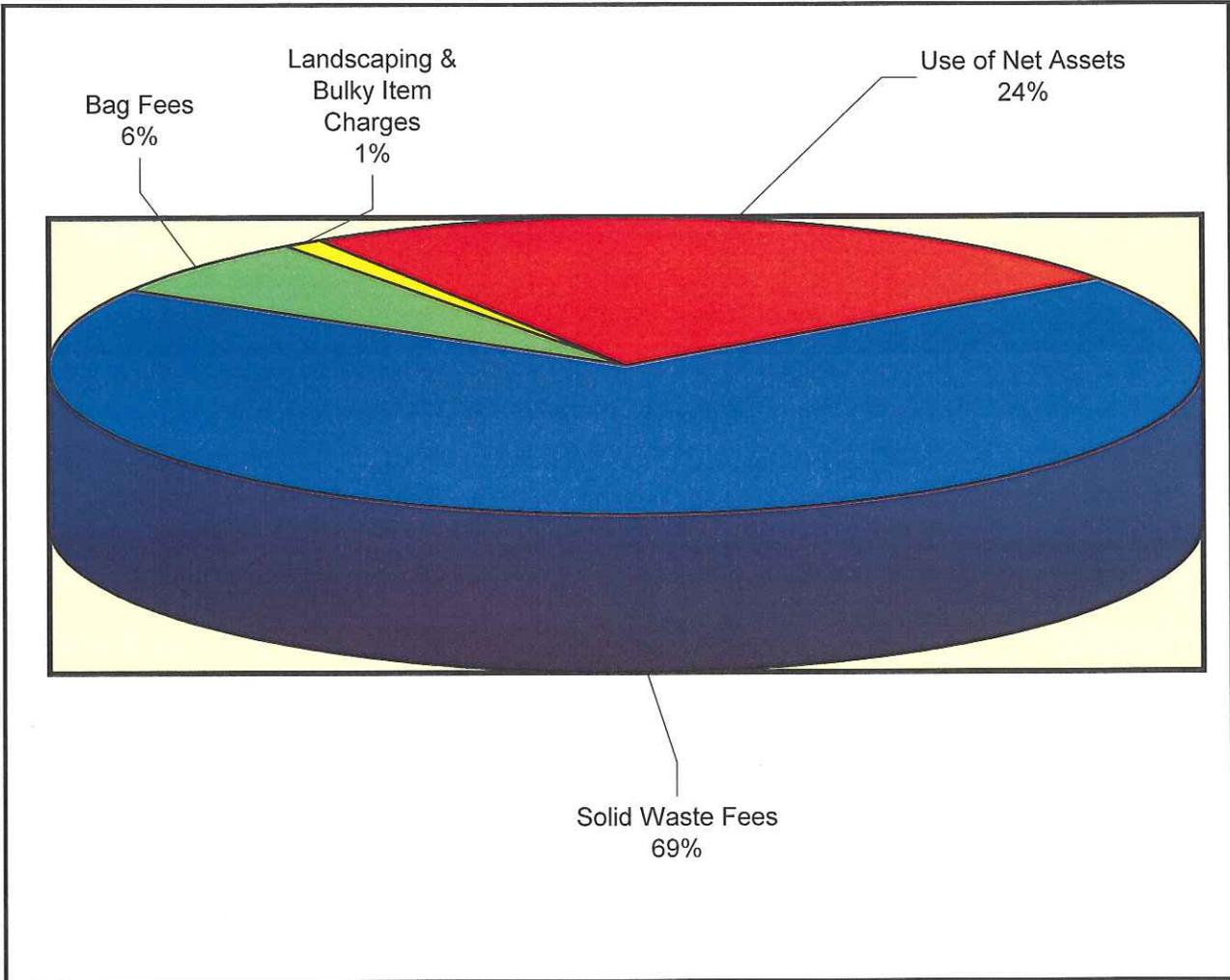
In FY 2009, rates for the container/cart program remain level with a planned use of Net Assets to balance the fund. This will be a full year of revenues and expenditures for the fund with the new program.

### Solid Waste Projection of Net Assets

Beginning Net Assets - 7/1/2005		\$ 632,837
Actual FY 2006 Revenues	\$ 554,265	
Actual FY 2006 Expenses	<u>(528,325)</u>	<u>25,940</u>
Net Assets - 6/30/2006		\$ 658,777
Actual FY 2007 Revenues	\$ 594,794	
Actual FY 2007 Expenses	<u>(595,209)</u>	<u>(415)</u>
Net Assets - 6/30/2007		\$ 658,362
Estimated FY 2008 Revenues	\$ 826,920	
Estimated FY 2008 Expenses	<u>(1,026,920)</u>	<u>(200,000)</u>
Projected Net Assets - 6/30/2008		\$ 458,362
Estimated FY 2009 Revenues	\$ 602,520	
Estimated FY 2009 Expenses	<u>(795,120)</u>	<u>(192,600)</u>
<b>Projected Net Assets - 6/30/2009</b>		<b><u>\$ 265,762</u></b>

## SOLID WASTE FUND - SUMMARY

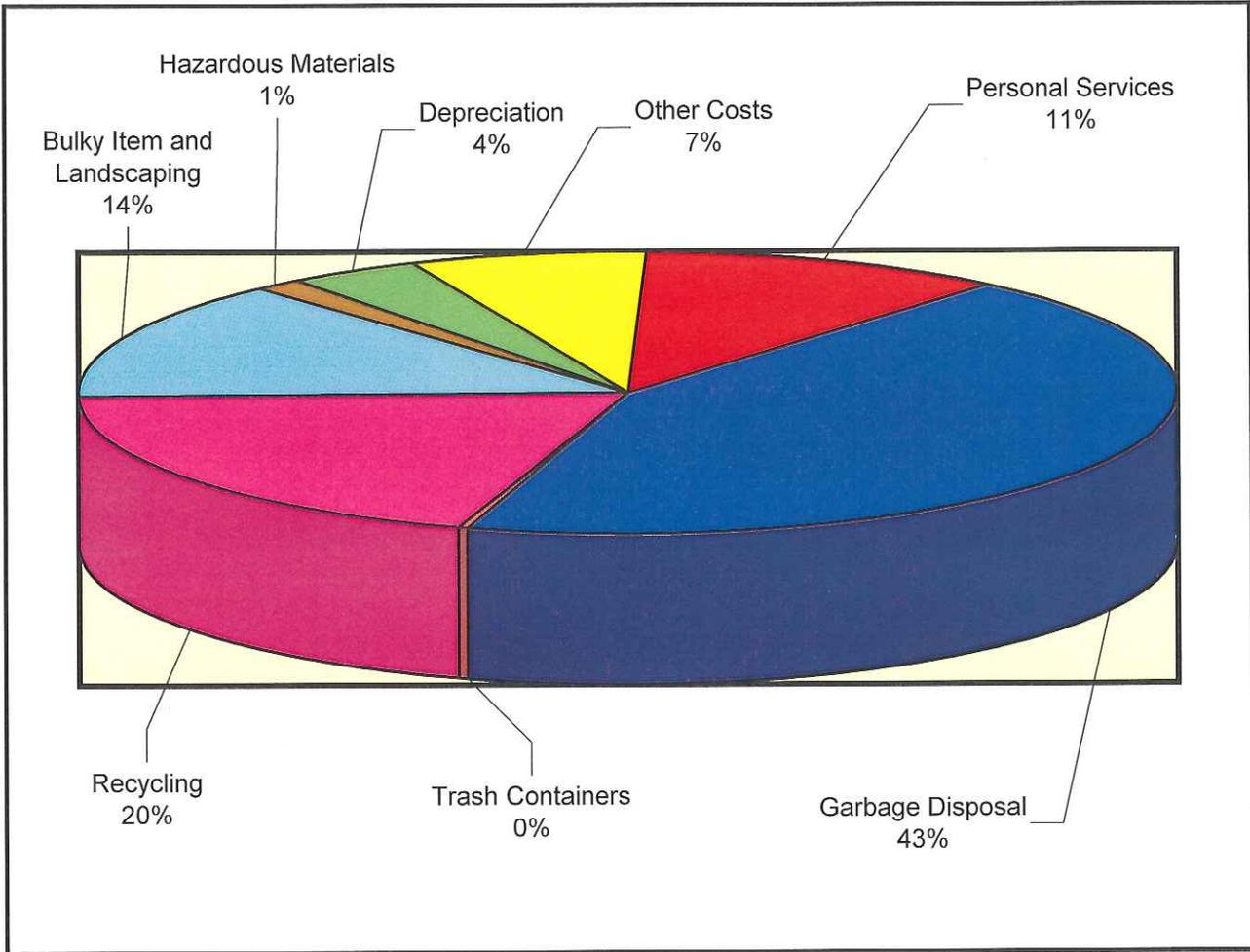
### Solid Waste Revenue



<u>Solid Waste Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Solid Waste Fees	\$ 460,000	\$ 543,220
Bag Fees	100,000	50,000
Landscaping & Bulky Item Charges	9,500	9,300
Transfer from General Fund	257,420	-
Use of Net Assets	200,000	192,600
<b>TOTAL</b>	<b><u>\$ 1,026,920</u></b>	<b><u>\$ 795,120</u></b>

## SOLID WASTE FUND - SUMMARY

### Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Personal Services	\$ 107,210	\$ 85,690
Garbage Disposal	332,000	345,500
Trash Containers	200,000	2,000
Recycling	148,335	155,420
Bulky Item and Landscaping	99,020	109,440
Hazardous Materials	15,385	10,420
Depreciation	38,060	30,510
Other Costs	86,610	56,140
Capital Outlay	300	-
<b>TOTAL</b>	<b><u>\$ 1,026,920</u></b>	<b><u>\$ 795,120</u></b>

## SOLID WASTE FUND - REVENUE

### Solid Waste Revenue

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
Solid Waste Fees	\$ -	\$ -	\$ 460,000	\$ 460,000	\$ 543,220	\$ 83,220	18.1%
Bag Fees	314,175	315,788	100,000	100,000	50,000	(50,000)	-50.0%
Disposal Fees	-	167	-	-	-	n/a	n/a
Landscaping Debris Charge	9,780	7,584	9,000	9,000	9,000	-	0.0%
Bulky Item Charge	180	132	500	500	300	(200)	-40.0%
Miscellaneous	10,797	5,502	-	-	-	n/a	n/a
Sale of Equipment	36,000	-	-	-	-	n/a	n/a
Transfer from General Fund	183,333	265,622	257,420	257,420	-	(257,420)	-100.0%
Use of Unrestricted Net Assets	-	-	200,000	200,000	192,600	(7,400)	-3.7%
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 554,265</b>	<b>\$ 594,795</b>	<b>\$ 1,026,920</b>	<b>\$ 1,026,920</b>	<b>\$ 795,120</b>	<b>\$ (231,800)</b>	<b>-22.6%</b>

### Revenue Explanations

**Solid Waste Fees:** In FY 2009, the proposed fees are based on the container/cart program which was implemented on October 1, 2007. The fees will be billed bi-monthly along with the sewer service fees. Citizens have the option to choose from 5 plans. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$10,888 of Solid Waste fees is 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 impracticable to use. Residents choosing Plan E will still use the pay-by-the-bag system and the 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 24 new homes will bring an additional \$4,095 in revenue for FY 2009, which is not included in the figures below.

	FY 2008 Adopted Bi-Monthly Fees	FY 2009 Adopted Bi-Monthly Fees	FY 2009 Estimated Revenue	FY 2009 Estimated Fees Waived	FY 2009 Total Estimated Revenue
Plan A = 35 gallon container/cart	\$19.00	\$19.00	\$ 219,677	\$ (3,391)	\$ 216,286
Plan B = 65 gallon container/cart	30.00	30.00	266,940	(3,105)	263,835
Plan C = (2) 65 gallon container/carts	54.00	54.00	21,060	(324)	20,736
Plan D = 35 gallon container/cart (bi-weekly pickup)	12.00	12.00	37,008	(3,924)	33,084
Plan E = no container/cart (private lanes, townhomes)	6.00	6.00	5,328	(144)	5,184
			<b>\$ 550,013</b>	<b>\$ (10,888)</b>	<b>\$ 539,125</b>

**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 5 fiscal years.

**Landscaping Debris Charges:** The City provides curbside pickup service for woody waste at a proposed fee of \$12 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$59,440 to operate the composting/disposal facility in FY 2009. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident.

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

**Transfer from the General Fund:** In FY 2008, revenue to help off set the start up expenses for the new container/cart program, of \$257,420. In FY 2009, the transfer has been eliminated.

**Use of Unrestricted Net Assets:** In FY 2008, used to help off set the start up expenses for the new container/cart program, of \$200,000. In FY 2009, use \$192,600 to eliminate need for increased bi-monthly container/cart fees.

**THIS PAGE LEFT INTENTIONALLY BLANK**

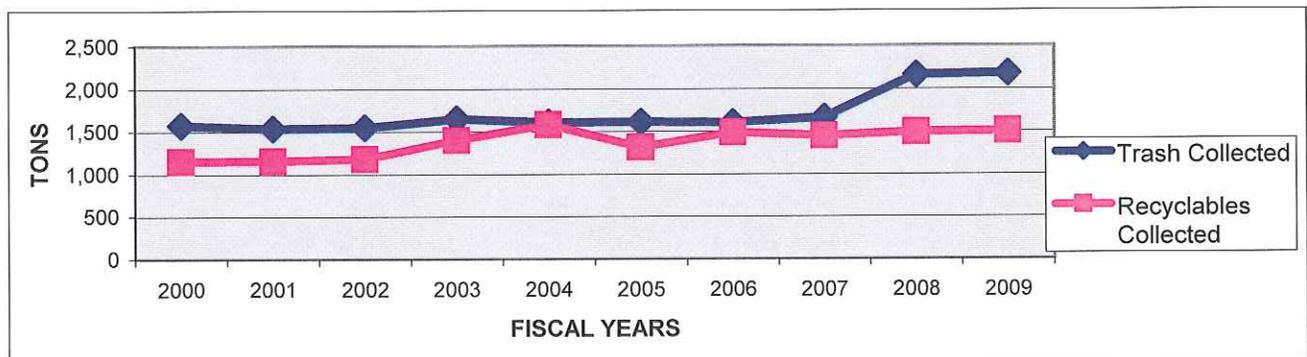
## SOLID WASTE FUND - GARBAGE AND RECYCLING

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 41,034	\$ 45,754	\$ 22,840	\$ -	\$ (22,840)	-100.0%
Operating Expenses	220,353	232,646	738,595	<b>516,940</b>	(221,655)	-30.0%
Capital Outlay	21,769	18,617	9,300	-	(9,300)	-100.0%
<b>Totals</b>	<b>\$ 283,156</b>	<b>\$ 297,017</b>	<b>\$ 770,735</b>	<b>\$ 516,600</b>	<b>\$ (253,795)</b>	<b>-32.9%</b>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Equipment Operator II	1	1	0.5	0.0
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>0.5</b>	<b>0.0</b>



### Goals and Objectives

- \* Implemented the new trash collection program on October 1, 2007 while outsourcing the collection process to Bay Disposal Inc.
- \* Continue collecting all City trash routes within four days.
- \* Continue to provide curbside recycling via VPPSA to all City residents.

## **SOLID WASTE FUND - GARBAGE AND RECYCLING**

---

### **Major Departmental Functions**

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

### **Performance Measures**

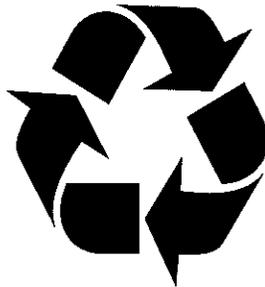
	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Estimated FY 2008</b>	<b>Estimated FY 2009</b>
Number of Trash Bags Collected	169,577	143,598	57,140	600
Trash Collected (Tons)	1,603	1,663	2,160	2,640
Recyclables Collected by Contractor (Tons)	1,484	1,445	1,490	1,500

### **Significant Budget Items**

- \* In FY 2008, transferred employee to Public Works due to the outsourcing of the new refuse program.
- \* Contracted refuse disposal is expected to be \$258,000 in FY 2009, an increase of \$41,000 from FY 2008 due to full year of cost.
- \* Decrease in capital outlay is due to decreased depreciation and elimination of the City's equipment.
- \* Curbside recycling cost in FY 2009 is expected to be \$145,270 an increase of \$7,135 from FY 2008.
- \* Hazardous material disposal is contracted through VPPSA. In FY 2009, the cost is expected to be \$10,420 a decrease of \$4,965 from FY 2008.

### **Program Accomplishments**

- \* Successfully implemented new container/cart program while outsourcing the collection of residential waste.



## SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 69,021	\$ 59,699	\$ 84,370	\$ 85,690	\$ 1,320	1.6%
<b>Operating Expenses</b>	158,135	208,652	142,755	162,320	19,565	13.7%
<b>Capital Outlay</b>	18,013	29,841	29,060	30,510	1,450	5.0%
<b>Totals</b>	<u>\$ 245,169</u>	<u>\$ 298,192</u>	<u>\$ 256,185</u>	<u>\$ 278,520</u>	<u>\$ 22,335</u>	<u>8.7%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Equipment Operator II	1	1	1	1
Maintenance Worker I	1	1	1	1
<b>Totals</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

### Goals and Objectives

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

## SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

### Major Departmental Functions

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

### Performance Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
Waste Oil Collected for Recycling (gallons)	4,450	3,088	3,400	3,600
Bulky Item Debris Collected for Disposal*	1,222	1,421	1,550	1,650
Landscape Debris Collected for Recycling*	2,890	2,668	2,750	2,800
Metal Items Collected for Recycling*	103	37	40	45
Used Tires Collected for Recycling	93	406	200	200

\* Amounts given in tons

### Significant Budget Items

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

### Program Accomplishments

- \* Notified citizens with door hangers of the need to call in for a debris pickup if a pile had been in front of their home for more than a week.
- \* Provided good and dependable bulky item and landscaping service. Received compliments on how clean the City employees leave the bulky item area after a pickup.

**THIS PAGE LEFT INTENTIONALLY BLANK**

## UTILITIES FUND - SUMMARY

### Utilities Fund Description

The Utilities Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Utilities Fund provides for the maintenance of sewer lines and pump station and the debt service incurred in having the sewer originally extended and renovated. The Department provides 24 hour service for the 29 pump stations, 46 miles of gravity sewer lines and 18 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

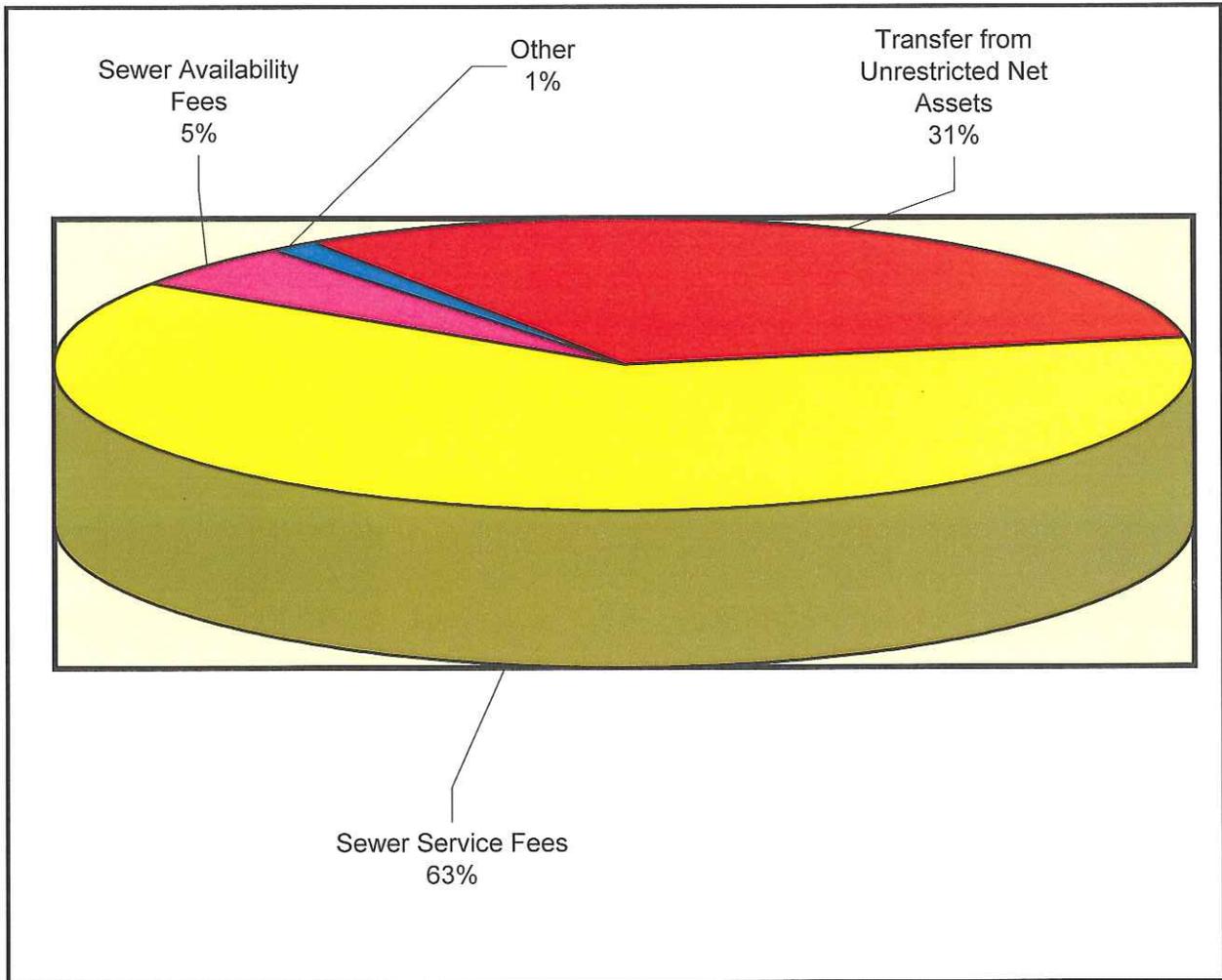
In FY 1998, the Council approved two loan applications totaling \$10,000,000 with the State Department of Environmental Quality to extend sewer to all remaining homes in Poquoson that are on public right-of-ways.

### Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2005		\$ 6,310,375
Actual FY 2006 Revenues	\$ 1,796,775	
Actual FY 2006 Expenses	<u>(1,704,446)</u>	<u>92,329</u>
Net Assets - 6/30/2006		\$ 6,402,704
Actual FY 2007 Revenues	\$ 1,860,163	
Actual FY 2007 Expenses	<u>(1,726,599)</u>	<u>133,564</u>
Net Assets - 6/30/2007		\$ 6,536,268
Estimated FY 2008 Revenues	\$ 1,583,010	
Estimated FY 2008 Expenses	<u>(2,449,110)</u>	<u>(866,100)</u>
Projected Net Assets - 6/30/2008		\$ 5,670,168
Estimated FY 2009 Revenues	\$ 1,652,780	
Estimated FY 2009 Expenses	<u>(2,410,180)</u>	<u>(757,400)</u>
<b>Projected Net Assets - 6/30/2009</b>		<b><u><u>\$ 4,912,768</u></u></b>

## UTILITIES FUND - SUMMARY

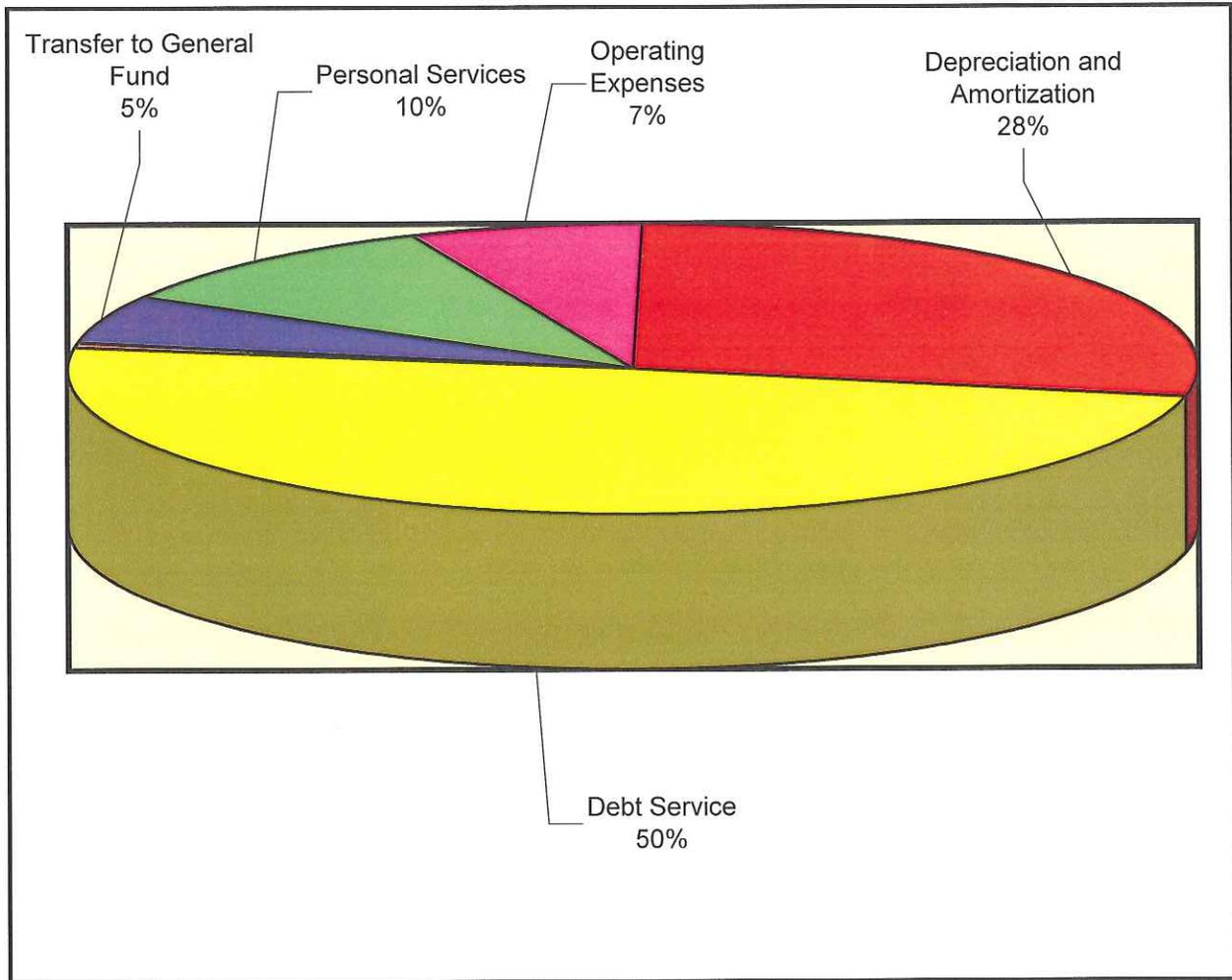
### Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated</u> <u>FY 2008</u>	<u>FY 2009</u>
Sewer Service Fees	\$1,462,210	\$1,497,480
Sewer Availability Fees	90,000	120,000
Notes Receivable -- Principal and Interest	500	-
Other	30,300	35,300
Transfer from Unrestricted Net Assets	656,100	757,400
<b>TOTAL</b>	<b><u>\$2,239,110</u></b>	<b><u>\$2,410,180</u></b>

## UTILITIES FUND - SUMMARY

### Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated</u> <u>FY 2008</u>	<u>FY 2009</u>
Personal Services	\$254,430	\$247,860
Operating Expenses	171,245	162,720
Depreciation and Amortization	656,064	676,409
Debt Service	1,188,991	1,185,541
Capital Outlay	48,380	7,650
Transfer to General Fund	130,000	130,000
<b>TOTAL</b>	<b><u><u>\$2,449,110</u></u></b>	<b><u><u>\$2,410,180</u></u></b>

## UTILITIES FUND - REVENUE

### Utilities Revenue

Account Title							\$	%
	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	Change From 2008 Budget	Change From 2008 Budget	
Sewer Service Fees	\$ 1,412,783	\$ 1,425,128	\$ 1,462,210	\$ 1,462,210	\$ 1,497,480	\$ 35,270	2.4%	
Sewer Availability Fees	360,000	370,000	300,000	90,000	120,000	(180,000)	-60.0%	
Notes Receivable - Interest	1,111	1,103	500	500	-	(500)	-100.0%	
Notes Receivable - Penalties	670	510	-	-	-	n/a	n/a	
Miscellaneous Revenue	620	8,785	300	300	300	-	0.0%	
Late Payment Fees	21,215	20,006	15,000	15,000	20,000	5,000	33.3%	
Interest Income	376	16,294	15,000	15,000	15,000	-	0.0%	
Transfer from General Fund	-	18,337	-	-	-	n/a	n/a	
Transfer-Unrestricted Net Assets	659,195	657,486	656,100	656,100	757,400	101,300	15.4%	
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 2,455,970</b>	<b>\$ 2,517,649</b>	<b>\$ 2,449,110</b>	<b>\$ 2,239,110</b>	<b>\$ 2,410,180</b>	<b>\$ (38,930)</b>	<b>-1.6%</b>	

### Revenue Explanations

**Sewer Service Fees:** Each household which is connected to sewer is assessed a flat sewer service fee unless a waiver is granted by City Council. In FY 2009, the Sewer Service fee is proposed at \$50 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$33,825 of sewer fees is waived due to the scale. Reduced fees are projected to be \$6,975.

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

Combined Income	FY 2008 Adopted Bi-Monthly Fees	FY 2009 Adopted Bi-Monthly Fees	Projected Number of Households	FY 2009 Estimated Revenue	FY 2009 Estimated Loss Revenue
\$25,000 or less	\$0	\$0	88	\$ -	\$ 26,400
25,001 - 30,000	12.50	12.50	17	1,275	3,825
30,001 - 35,000	25.00	25.00	17	2,550	2,550
35,001 - 40,000	37.50	37.50	14	3,150	1,050
over 40,000	50.00	50.00	4,762	1,428,825	-
			<b>4,898</b>	<b>\$ 1,435,800</b>	<b>\$ 33,825</b>

In FY 2009, there are an estimated 4,898 users of sewer for total revenues of \$1,435,800. It is also estimated that 24 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$3,600 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2009, the commercial fee is proposed at \$1.75 for every 100 cubic feet of water consumed. In FY 2009, it is estimated that \$58,080 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 2009, it is estimated that 20 new properties will generate \$120,000.

The Sewer Availability Fee is as follows:

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

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

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

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

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

## UTILITIES FUND - EXPENDITURES

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 215,017	\$ 246,281	\$ 254,430	\$ 247,860	\$ (6,570)	-2.6%
<b>Operating Expenses</b>	161,313	180,133	171,245	162,720	(8,525)	-5.0%
<b>Depreciation &amp; Amortization</b>	657,487	657,486	656,064	676,409	20,345	3.1%
<b>Debt Service</b>	1,211,067	1,211,022	1,188,991	1,185,541	(3,450)	-0.3%
<b>Transfer to General Fund</b>	150,000	130,000	130,000	130,000	-	0.0%
<b>Capital Outlay*</b>	18,797	25,574	48,380	7,650	(40,730)	-84.2%
<b>Totals</b>	<b>\$ 2,413,681</b>	<b>\$ 2,450,496</b>	<b>\$ 2,449,110</b>	<b>\$ 2,410,180</b>	<b>\$ (38,930)</b>	<b>-1.6%</b>

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

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Superintendent of Utilities	0	1	1	1
Utilities Foreman	1	1	1	1
Utilities Technician	2	2	2	1
Utilities Worker	1	0	0	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Goals and Objectives

- \* Maintain current level of system reliability and provide 24 hour emergency service.
- \* Meet the goals and objectives set forth in the DEQ mandated Consent Order.
- \* Continue to improve system's ability to handle major disaster events.
- \* Continue to operate the sewer system in a safe and cost effective manner with emphasis on protecting the environment.
- \* Complete the mapping and inventory of the sanitary sewer system in coordination with the GIS mapping.

## 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 Department on sewer extension, rehabilitation and other infrastructure projects.
- \* Assist departments with services and special projects.

### Performance Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
Force Main Miles	18	18	18	18
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	11	10	10	11
Laterals Cleaned bi-yearly	11	14	14	11
Laterals Installed	6	10	10	6
Laterals Repaired	27	10	10	15
Locations Marked for Miss Utilities	2,507	2,500	2,500	2,500
Pump Stations	29	29	29	29
Pumps Repaired	17	14	14	15
Sewer Connections	4,769	4,575	4,758	4,898
Sewer Gravity Miles	47	46	46	47

### Significant Budget Items

- \* Decrease in personal services is due to less overtime hours and the retirement of an employee.
- \* Decrease in operating expenses is due to less monies being budgeted.
- \* Decrease in capital outlay expenses is due to less monies being budgeted.

### Program Accomplishments

- \* Provided safety training for Department employees.
- \* Provided job skill and system training for new employees.
- \* Maintained a high level of customer service while increasing the number of customers.
- \* Participated with 13 local jurisdictions and the Hampton Roads Sanitation District in establishing the Regional Consent Order with the Virginia Department of Environmental Law and Regulations.
- \* Several problem areas within the sewer system were corrected through various methods of repair including relining of a damaged section of the mainline without excavation.

# UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2009 Utilities Fund Capital Projects  
Adopted Budget

Adopted CIP Summary FY 2009 -- FY 2012

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

Expenditures Explanations

The FY 2009 -- FY 2012 CIP was adopted by City Council on May 14, 2007 with projects amounting to \$220,000 approved for FY 2009. Due to revenue constraints funds are not available for capital projects in FY 2009.

## PARKS AND RECREATION FUND - SUMMARY

### Parks and Recreation Fund Description

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

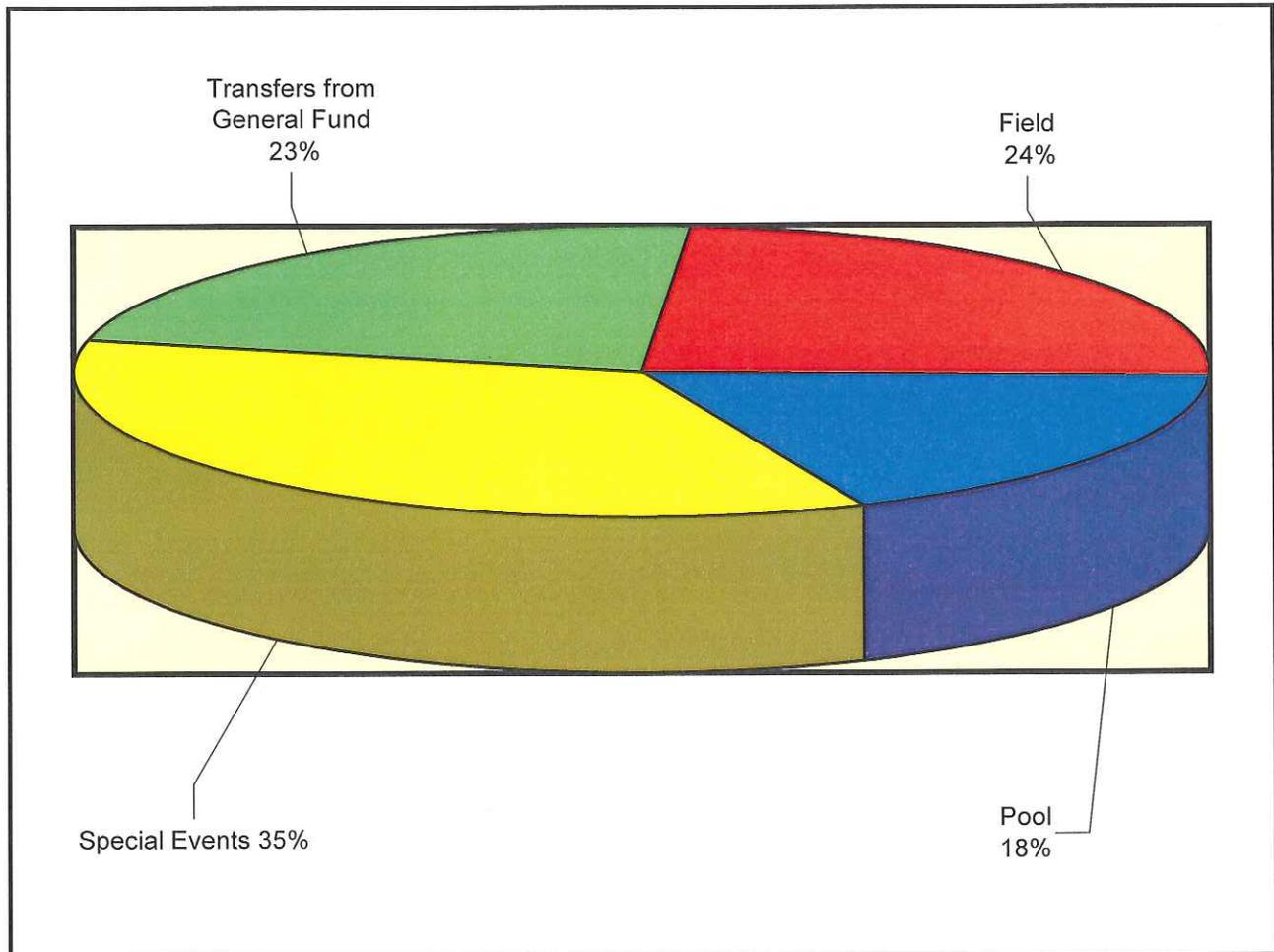
This fund also pays for several full time staff as well as part time positions of gym supervisor, lifeguards, and swim instructors at the pool.

### Parks and Recreation Fund Projection of Net Assets

Beginning Net Assets - 6/30/2005		\$ 75,912
Actual FY 2006 Revenues	\$ 643,532	
Actual FY 2006 Expenses	<u>(587,701)</u>	55,831
Net Assets - 6/30/2006		<u>\$ 131,743</u>
Actual FY 2007 Revenues	\$ 472,369	
Actual FY 2007 Expenses	<u>(473,754)</u>	(1,385)
Net Assets - 6/30/2007		<u>\$ 130,358</u>
Estimated FY 2008 Revenues	\$ 459,405	
Estimated FY 2008 Expenses	<u>(464,860)</u>	(5,455)
Projected Net Assets - 6/30/2008		<u>\$ 124,903</u>
Estimated FY 2009 Revenues	\$ 439,160	
Estimated FY 2009 Expenses	<u>(439,160)</u>	-
<b>Projected Net Assets - 6/30/2009</b>		<b><u>\$ 124,903</u></b>

## PARKS AND RECREATION FUND - SUMMARY

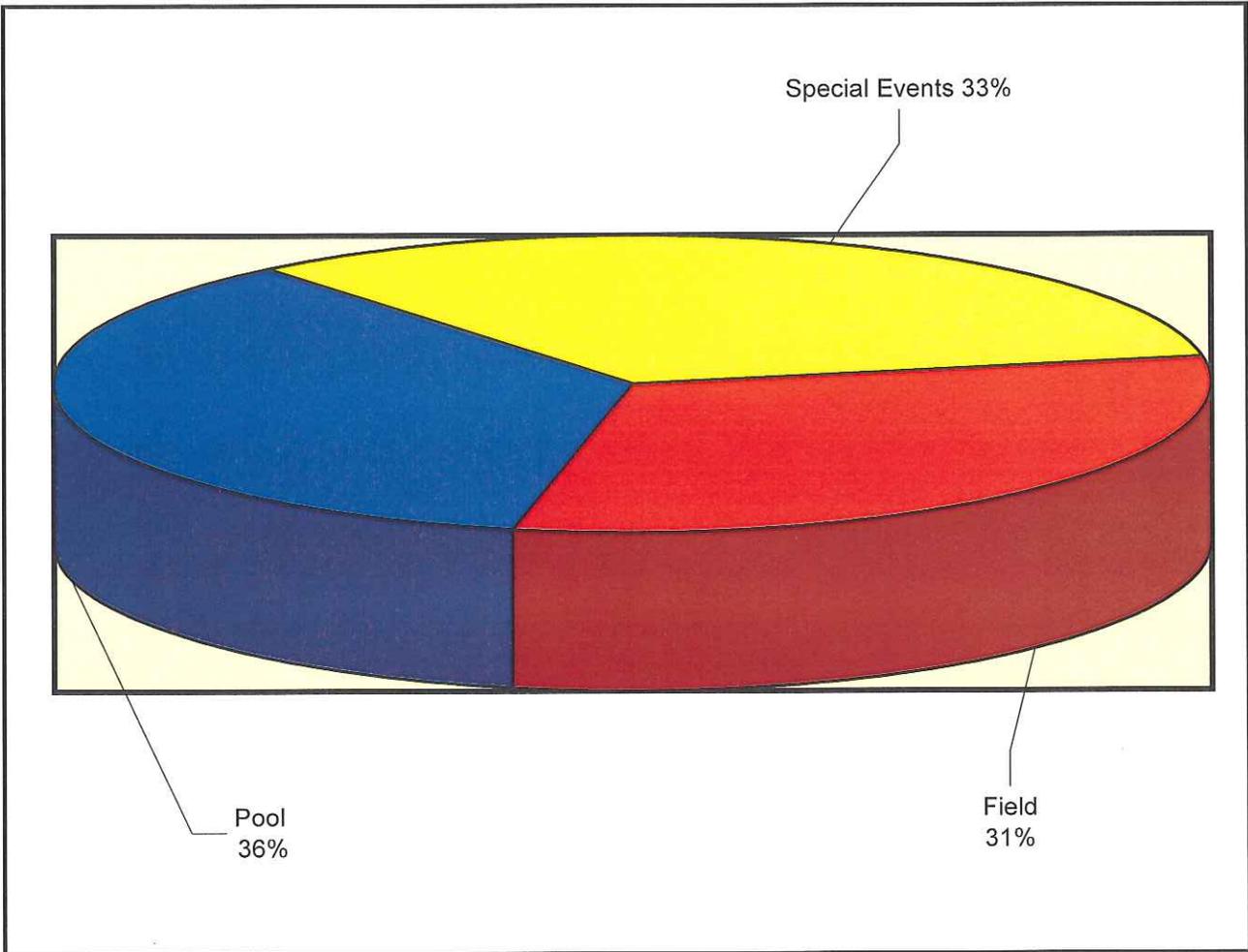
### Parks and Recreation Revenue



<u>Parks and Recreation Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Charges for Services:		
Field	\$ 100,980	\$ 106,590
Pool	65,500	78,270
Special Events	161,915	154,300
Transfers from General Fund	<u>131,010</u>	<u>100,000</u>
<b>TOTAL</b>	<b><u>\$ 459,405</u></b>	<b><u>\$ 439,160</u></b>

**PARKS AND RECREATION FUND - SUMMARY**

**Parks and Recreation Expenses**



**Parks and Recreation Expenses**

	<b><u>Estimated FY 2008</u></b>	<b><u>FY 2009</u></b>
Field	\$ 149,240	\$ 136,900
Pool	164,980	157,690
Special Events	<u>150,640</u>	<u>144,570</u>
<b>TOTAL</b>	<b><u><u>\$ 464,860</u></u></b>	<b><u><u>\$ 439,160</u></u></b>

**THIS PAGE LEFT INTENTIONALLY BLANK**

## PARKS & RECREATION FUND - REVENUE

### Parks and Recreation Revenue

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Revenue	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$ Change From 2008 Budget	% Change From 2008 Budget
Field:							
Adult Athletics	\$ 5,831	\$ 4,414	\$ 7,000	\$ 5,500	\$ 6,100	\$ (900)	-12.9%
Adult Recreation Program	1,959	2,706	2,000	2,500	2,000	-	0.0%
Discount Ticket Sales	15,227	8,679	8,000	8,000	8,000	-	0.0%
Instructional Classes	50,650	59,381	52,000	52,000	54,240	2,240	4.3%
Miscellaneous	404	1,896	300	530	1,250	950	316.7%
Teen Program	-	284	1,500	450	-	(1,500)	-100.0%
Youth Athletics	29,758	32,155	32,000	32,000	35,000	3,000	9.4%
<b>Field Revenue</b>	<b>\$ 103,829</b>	<b>\$ 109,515</b>	<b>\$ 102,800</b>	<b>\$ 100,980</b>	<b>\$ 106,590</b>	<b>\$ 3,790</b>	<b>3.7%</b>
Pool:							
Gate Admission	14,064	12,590	15,000	14,000	15,120	120	0.8%
Miscellaneous	2,168	179	750	500	-	(750)	-100.0%
Other Pool Activities	3,141	6,615	3,000	1,000	2,500	(500)	-16.7%
Pool Passes	9,079	12,003	11,000	11,000	12,300	1,300	11.8%
Pool Rental	29,172	36,438	25,500	6,000	10,000	(15,500)	-60.8%
Swim Team	11,901	16,811	15,000	15,000	21,250	6,250	41.7%
Swimming Lessons	18,720	17,071	20,000	18,000	17,100	(2,900)	-14.5%
<b>Pool Revenue</b>	<b>\$ 88,245</b>	<b>\$ 101,707</b>	<b>\$ 90,250</b>	<b>\$ 65,500</b>	<b>\$ 78,270</b>	<b>\$ (11,980)</b>	<b>-13.3%</b>
Special Events:							
Childrens Events	4,750	4,750	4,750	4,750	4,750	-	0.0%
Fireworks in the Marsh	1,954	1,663	1,650	1,878	1,650	-	0.0%
Holiday Parade	675	525	600	250	600	-	0.0%
Seafood Festival Activities	2,993	4,638	4,800	17,562	4,800	-	0.0%
Seafood Festival Sponsors	50,950	52,150	46,000	50,732	49,000	3,000	6.5%
Seafood Festival Vendors	58,872	55,445	58,000	55,852	63,500	5,500	9.5%
Seafood Festival Parking	23,501	25,930	25,000	30,891	30,000	5,000	20.0%
<b>Special Events Revenue</b>	<b>\$ 143,695</b>	<b>\$ 145,101</b>	<b>\$ 140,800</b>	<b>\$ 161,915</b>	<b>\$ 154,300</b>	<b>\$ 13,500</b>	<b>9.6%</b>
Child Care Program	\$ 123,413	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Transfer from General Fund	\$ 184,350	\$ 116,046	\$ 131,010	\$ 131,010	\$ 100,000	\$ (31,010)	-23.7%
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$ 643,532</b>	<b>\$ 472,369</b>	<b>\$ 464,860</b>	<b>\$ 459,405</b>	<b>\$ 439,160</b>	<b>\$ (25,700)</b>	<b>-5.5%</b>

## PARKS & RECREATION FUND - REVENUE

---

### Field Revenue Explanations

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

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

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

**Youth Athletics/Adult Athletics:** Revenue from registration for youth soccer, youth and adult basketball league, volleyball and other programs. Fees are shown for FY 2008 and FY 2009.

<b>Sample Participation Fees:</b>	<b><u>FY 2008</u></b>	<b><u>FY 2009</u></b>
Adult Basketball	\$500/team	\$500/team
Arts & Crafts Series	39	39
Baseball Pitching Clinic	43	43
Basketball Camp	80	80
Baton	20	20
Drama	40	45
Drama Camp	90	110
Field Hockey Camp	30	30
Golf Camp	100	135
Soccer -- Fall and Spring	46	46
Soccer -- Summer Camp	72	72
Tennis Camp	95	95
Volleyball	135/team	135/team
Volleyball Camp	65	65
Youth Basketball	46	46

### Pool Revenue Explanations

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

**Gate Admission:** Daily admission charge of \$4 per day during the summer and \$2 per day during the winter.

**Pool Passes:** Membership rate is \$45 per pass for the summer.

**Pool Rental:** The private rental of the pool and lifeguards after normal operating hours is \$175 per event. In FY 2008, the estimated revenue is significantly lower than the budgeted revenue due to a swim club returning to their own facility sooner than expected. A decrease in revenue is therefore anticipated for FY 2009.

## PARKS & RECREATION FUND - REVENUE

---

**Swim Team:** Fee the participants pay to be on the swim team; \$150 resident and \$160 non-resident. This collected fee pays for the coaches, use of pool and chemicals. Winter team; \$250 for 5 months of use.

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

	<b>Resident</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Resident</b>
<b>Sample Pool Fees:</b>	<b><u>FY 2008</u></b>	<b><u>FY 2009</u></b>	<b><u>FY 2008</u></b>	<b><u>FY 2009</u></b>
Gate Admission--summer	\$4	\$4	\$4	\$4
Gate Admission--winter	2	2	2	2
Pool Rental--summer private party	175	175	175	175
Pool Rental--winter private party	130	130	130	130
Swim Lessons	35/45*	35/45*	45/55*	45/55*
Swim Team	135	135	145	145

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

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

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

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

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

**Seafood Festival Vendors:** Fees paid by an estimated 175 Arts & Craft vendors, 12 exhibitors and 32 food vendors. Food vendors are estimated to be 22 commercial at \$1,400 each and 10 civic at \$250 each. Exhibitors are estimated to be 4 commercial at \$500 and 8 civic at \$175. Arts & Crafts fees are expected to be 170 at \$60 which includes electricity for all participants.

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

### **Child Care Program:**

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

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

The transfer of \$100,000 is to cover the ongoing operating deficits which have been occurring in this fund.

**PARKS AND RECREATION FUND - FIELD**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 69,249	\$ 81,129	\$ 84,290	\$ 75,100	\$ (9,190)	-10.9%
<b>Operating Expenses</b>	74,204	74,521	64,650	61,800	(2,850)	-4.4%
<b>Capital Outlay</b>	-	-	300	-	(300)	-100.0%
<b>Totals</b>	\$ 143,453	\$ 155,650	\$ 149,240	\$ 136,900	\$ (12,340)	-8.3%

**Personnel Summary**

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Recreation Program Coordinator	0.65	0.50	0.50	0.50
Admin Support Technician	0.70	1.00	1.00	1.00
Part Time (FTE)	0.30	0.30	0.30	0.30
<b>Totals</b>	1.65	1.80	1.80	1.80

**Goals and Objectives**

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

## PARKS AND RECREATION FUND - FIELD

### Major Departmental Functions

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

### Performance Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
Adult Athletic Leagues	600	566	570	570
Adult Instructional Classes	100	107	110	115
Senior Center (Mature Adults)	900	881	885	890
Trips -- Youth/Adult	275	277	275	275
Youth Athletic Leagues	1,000	992	995	998
Youth Instructional Classes	430	434	435	435

### Significant Budget Items

- \* Decrease in personal services is due to personnel changes.
- \* Minimal decrease in operating expenses.

### Program Accomplishments

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

## PARKS AND RECREATION FUND - POOL

### Expenditures Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 66,098	\$ 71,811	\$ 89,530	\$ 79,800	\$ (9,730)	-10.9%
<b>Operating Expenses</b>	57,057	66,637	58,560	60,360	1,800	3.1%
<b>Capital Outlay</b>	12,122	17,493	16,890	17,530	640	3.8%
<b>Totals</b>	<u>\$ 135,277</u>	<u>\$ 155,941</u>	<u>\$ 164,980</u>	<u>\$ 157,690</u>	<u>\$ (7,290)</u>	<u>-4.4%</u>

### Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Athletic/Aquatic Coordinator	0.35	0.35	0.50	0.50
Part Time (FTE)	2.50	5.00	5.00	4.50
<b>Totals</b>	<u>2.85</u>	<u>5.35</u>	<u>5.50</u>	<u>5.00</u>

### Goals and Objectives

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

## PARKS AND RECREATION FUND - POOL

### Major Departmental Functions

- \* Provide year-round swimming opportunities.
- \* Provide nationally accredited swimming instruction for youth and adults.
- \* Redefine and develop the swimming ability of City youth by providing competitive swimming opportunities through the Department's Barracuda Swim Team and Rip Tide Swim Team.
- \* Make the facility available to Poquoson schools, community organizations, and residents for their programs and activities.
- \* Educate children and adults regarding safety around pools and other bodies of water.

### Performance Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
*Daily Gate Admissions	4,800	3,177	3,200	3,200
*Season Pass Admissions	400	266	275	275
Swimming Lessons	650	500	500	500
Swim Teams-- combined	150	110	125	140

\* one pass for each swim team participant

### Significant Budget Items

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

### Program Accomplishments

- \* Completed another season with no serious injuries or drowning incident.
- \* Provided Poquoson High School swim team with practice facilities.
- \* Continued to develop a comprehensive water exercise program.
- \* Participated in a regional water-safety educational program.
- \* Provided vocational aquatic training enabling young people the opportunity to obtain employment at aquatic facilities.

**PARKS AND RECREATION FUND - SPECIAL EVENTS**

**Expenditures Summary**

	FY 2006	FY 2007	FY 2008	FY 2009	\$	%
	Actual	Actual	Revised	Adopted	Change	Change
			Budget	Budget	From 2008	From 2008
					Budget	Budget
Personal Services	\$ 15,247	\$ 17,955	\$ 19,140	\$ 17,870	\$ (1,270)	-6.6%
Operating Expenses	162,384	144,211	130,900	126,700	(4,200)	-3.2%
Capital Outlay	-	-	600	-	(600)	-100.0%
<b>Totals</b>	<b>\$ 177,631</b>	<b>\$ 162,166</b>	<b>\$ 150,640</b>	<b>\$ 144,570</b>	<b>\$ (6,070)</b>	<b>-4.0%</b>

**Personnel Summary**

Existing part time staff work at various special events.

**Goals and Objectives**

- \* Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- \* Provide safe family oriented events for the citizens of Poquoson including the Fireworks in the Park, Poquoson Seafood Festival, Holiday Parade, Child Fest, Easter Egg Hunt and other seasonal celebrations.
- \* The 28th Poquoson Seafood Festival will be held October 17 - 19, 2008. Goals for this year's festival include attracting 60,000 patrons, 215 vendors, National and regional entertainment, and increasing waterman and bay exhibits.

## PARKS AND RECREATION FUND - SPECIAL EVENTS

### Major Departmental Functions

- \* Plan, organize and produce special events through the year, the largest being the Seafood Festival.
- \* Maintain calendar of special events through the City with points of contact for each.
- \* Provide leadership and direction to the Poquoson Seafood Festival Committee and the various activities and events included in the Seafood Festival.
- \* Prepare and administer proposals for service needed for special events.

<u>Performance Measures</u>	<u>Actual FY 2006</u>	<u>Actual FY 2007</u>	<u>Estimated FY 2008</u>	<u>Estimated FY 2009</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	172	172	159	170
Exhibitors	60	60	60	60
Food Vendors	33	31	31	31
Workboat Race Entries	55	55	55	55
Attendance	60,000	55,000	60,000	60,000
Other Events	15	15	15	15
Days of Programming	20	20	20	20

### Significant Budget Items

- \* In FY 2009, planned festivals include the July 4th celebration, Poquoson Seafood Festival Weekend on October 17-19, 2008, Poquoson Holiday Parade, an Easter Egg Hunt in spring 2009 and Child Fest in May 2009.

### Program Accomplishments

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

**PARKS AND RECREATION FUND - CHILD CARE**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ 107,009	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	24,331	-	-	-	-	n/a
Capital Outlay	-	-	-	-	-	n/a
<b>Totals</b>	<b>\$ 131,340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>

**Personnel Summary**

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
School Age/Child Care Director	1	0	0	0
Admin Support Technician	0.3	0	0	0
Part Time (FTE)	2.2	0	0	0
<b>Totals</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>0</b>

## PARKS AND RECREATION FUND - CHILD CARE

---

### Significant Budget Items

\* Late in FY 2006, this program was eliminated due to the low enrollment rate.  
\* Full time staff were transferred to the General Fund and the part time FTE positions were eliminated.

### Performance Measures

	<u>Actual FY 2006</u>	<u>Actual FY 2007</u>	<u>Estimated FY 2008</u>	<u>Estimated FY 2009</u>
School Age Program	320	n/a	n/a	n/a

**THIS PAGE LEFT INTENTIONALLY BLANK**

## FLEET MANAGEMENT FUND - SUMMARY

### Fleet Management Fund Description

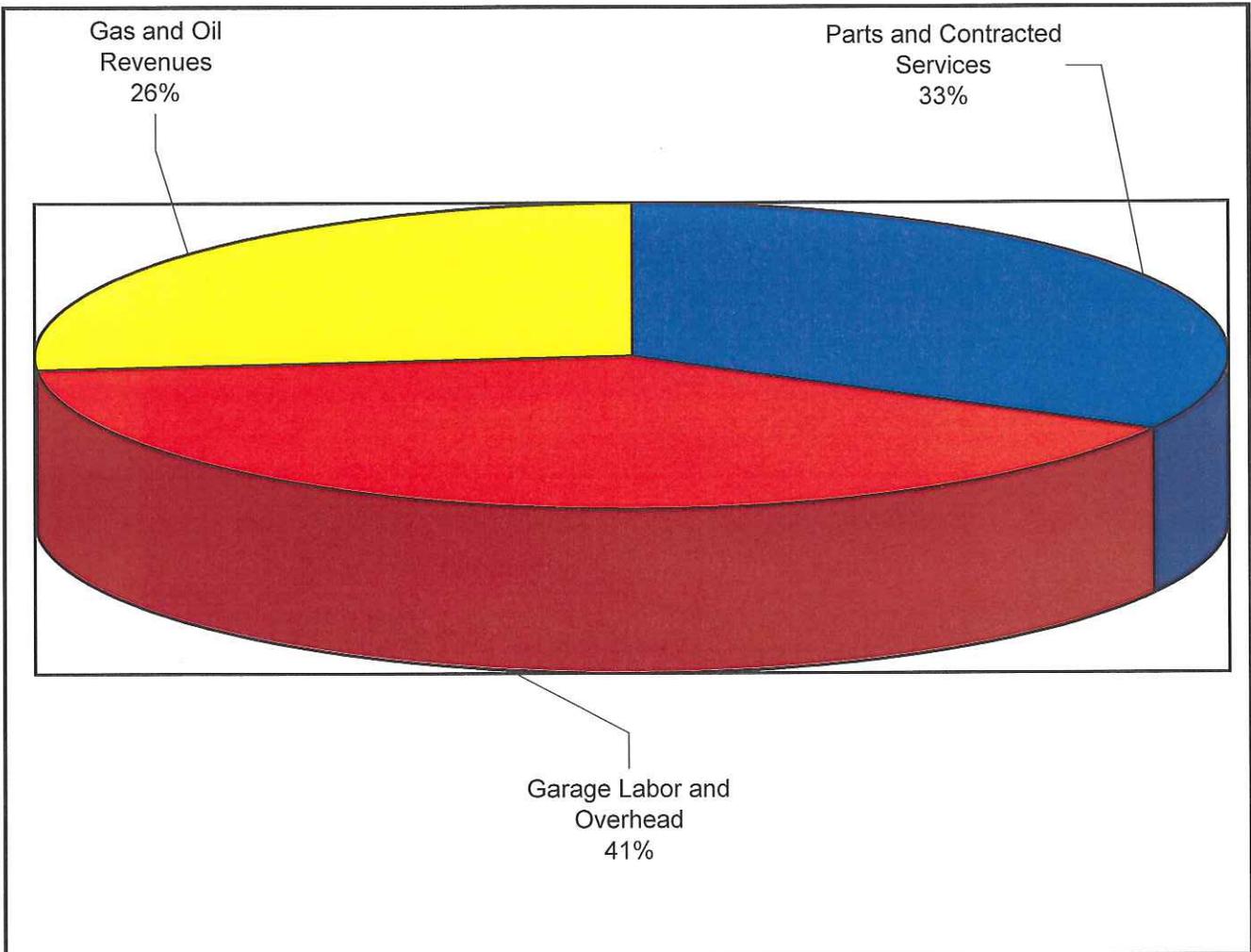
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal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

### Fleet Management Projection of Net Assets

Beginning Net Assets - 6/30/2005		\$ 91,968
Actual FY 2006 Revenues	\$ 631,712	
Actual FY 2006 Expenses	<u>(617,276)</u>	<u>14,436</u>
Net Assets - 6/30/2006		\$ 106,404
Actual FY 2007 Revenues	\$ 759,741	
Actual FY 2007 Expenses	<u>(721,535)</u>	<u>38,206</u>
Net Assets - 6/30/2007		\$ 144,610
Estimated FY 2008 Revenues	\$ 781,430	
Estimated FY 2008 Expenses	<u>(781,430)</u>	<u>-</u>
Projected Net Assets - 6/30/2008		\$ 144,610
Estimated FY 2009 Revenues	\$ 874,370	
Estimated FY 2009 Expenses	<u>(874,370)</u>	<u>-</u>
<b>Projected Net Assets - 6/30/2009</b>		<b><u><u>\$ 144,610</u></u></b>

## FLEET MANAGEMENT FUND - SUMMARY

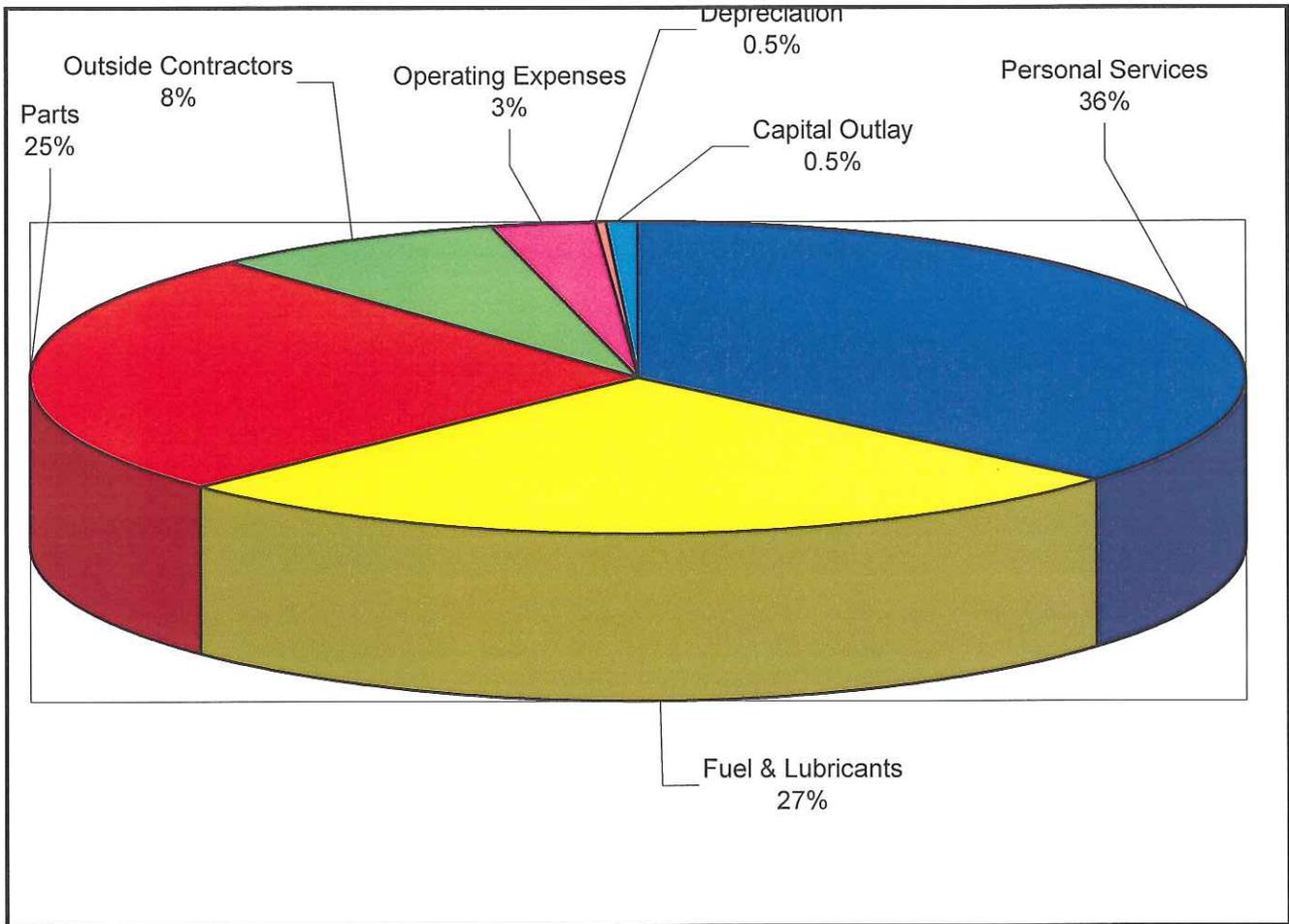
### Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Parts and Contracted Services	\$ 259,130	\$ 278,400
Garage Labor and Overhead	316,600	317,970
Gas and Oil Revenues	<u>205,700</u>	<u>278,000</u>
 <b>TOTAL</b>	 <b><u>\$ 781,430</u></b>	 <b><u>\$ 874,370</u></b>

## FLEET MANAGEMENT FUND - SUMMARY

### Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Personal Services	\$ 284,250	\$ 284,000
Fuel & Lubricants	207,305	278,000
Parts	199,690	215,293
Outside Contractors	59,440	63,107
Operating Expenses	21,745	25,670
Depreciation	3,300	3,300
Capital Outlay	5,700	5,000
<b>TOTAL</b>	<b><u>\$ 781,430</u></b>	<b><u>\$ 874,370</u></b>

## FLEET MANAGEMENT FUND - REVENUE

### Fleet Management Revenue

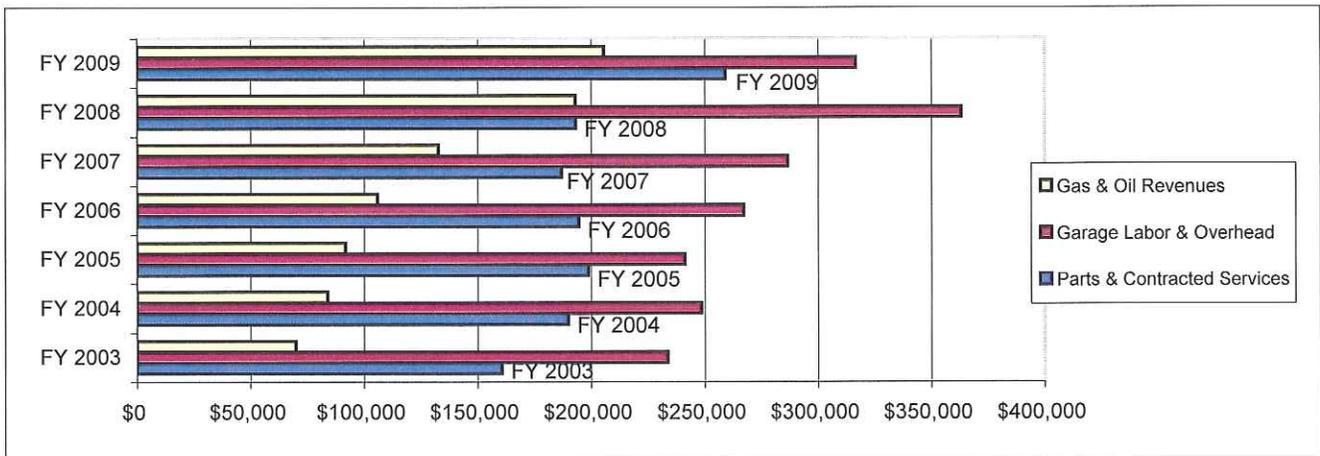
Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
Parts and Contracted Services	\$ 173,137	\$ 219,071	\$ 259,130	\$ 259,130	\$ 278,400	\$ 19,270	7.4%
Garage Labor and Overhead	286,580	353,960	316,600	316,600	317,970	1,370	0.4%
Gas and Oil Revenues	170,965	186,521	205,700	205,700	278,000	72,300	35.1%
Sale of Equipment	1,030	-	-	-	-	n/a	n/a
Transfer from General Fund	-	188	-	-	-	n/a	n/a
<b>TOTAL REVENUE</b>	<b>\$ 631,712</b>	<b>\$ 759,740</b>	<b>\$ 781,430</b>	<b>\$ 781,430</b>	<b>\$ 874,370</b>	<b>\$ 92,940</b>	<b>11.9%</b>

### Revenue Explanations

**Parts and Contracted Services:** Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual cost incurred. The amount for FY 2009 is based on estimates from the Fleet Management Supervisor.

**Garage Labor and Overhead:** Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2009. 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 \$3.00 per gallon of fuel. Usage is an estimated 58,000 gallons of diesel fuel and 33,000 gallons of gasoline.



## FLEET MANAGEMENT FUND - EXPENSES

### Expense Summary

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
<b>Personal Services</b>	\$ 226,847	\$ 270,446	\$ 284,250	\$ 284,000	\$ (250)	-0.1%
<b>Operating Expenses</b>	377,441	444,299	488,180	582,070	93,890	19.2%
<b>Capital Outlay</b>	12,988	6,789	9,000	8,300	(700)	-7.8%
<b>Totals</b>	<u>\$ 617,276</u>	<u>\$ 721,534</u>	<u>\$ 781,430</u>	<u>\$ 874,370</u>	<u>\$ 92,940</u>	<u>11.9%</u>

### Personnel Summary

	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized	FY 2009 Authorized
Fleet Management Supervisor	1	1	1	1
Chief Equipment Mechanic	1	1	1	1
Equipment Mechanic	2	2	2	2
Mechanic's Helper (FTE)	0.10	0.00	0.00	0.00
Secretary (FTE)	0.50	0.50	0.50	0.50
<b>Totals</b>	<u>4.60</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

### Goals and Objectives

- \* Maintain a safe, serviceable fleet of approximately 300 vehicles and equipment at the lowest possible cost and down time to the individual departments.
- \* Provide vehicle users with safe and dependable vehicles.
- \* Purchase vehicle and equipment parts and components from the least expensive source.
- \* Perform as many repairs in-house as economically feasible.
- \* Ensure all Fleet Management personnel are kept abreast of the many changes that occur in vehicles and equipment.
- \* Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle down time.
- \* Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- \* Perform quality control inspections on 20% of repairs.
- \* Coordinate repair costs with department heads when extensive repairs are needed.
- \* Maintain effective communications between Fleet Management and other departments.

## FLEET MANAGEMENT FUND - EXPENSES

- \* Perform necessary repairs to City and School vehicles and equipment.
- \* Perform State and locally established safety and preventive maintenance inspections and services.
- \* Ensure a qualified mechanic is available to respond to emergencies after normal working hours.
- \* Provide training and/or education to staff regarding changes in vehicle/equipment repair and maintenance.
- \* Maintain complete service records, including costs and down time, for all vehicles and equipment.
- \* Provide technical assistance to department 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 2006	Actual FY 2007	Estimated FY 2008	Estimated FY 2009
Number of Vehicles & Equipment	280	280	292	295
% of Maintenance Performed In-House	90%	89%	90%	90%
Scheduled Maintenance Work Orders	900	736	800	800
Scheduled Work %	60%	53%	60%	60%
Unscheduled Maintenance Work Orders	800	651	700	700
Unscheduled Work %	40%	47%	40%	40%
Direct Labor Hours	5,900	5,550	6,000	6,000
Direct Labor Hours of Available Hours %	80%	89%	80%	85%
Overtime Hours	200	51	150	150
Sublet Work Orders (Outside Repairs)	180	150	150	150
Service Calls for Repairs Out of Shop	85	88	90	100
Quality Control Inspections %	7%	5%	5%	5%
Parts Transactions	5,000	3,775	4,000	4,000
Lost Days due to Work Related Accidents	0	0	0	0

### Significant Budget Items

- \* Minimal decrease in personal services due to a merit and health insurance.
- \* Increase in operating expenses due to the increased cost of fuel charged to departments which is slightly offset by decrease in various line items.
- \* FY 2009 decrease in capital outlay is due to replacement of equipment in FY 2008.

### Program Accomplishments

- \* This is the 18th year that Vehicle Maintenance has gone with no reportable discrepancies on the school buses per the inspections performed by the Department of Education's Transportation Division.
- \* Maintained a 89% rate on in-house repairs.

## FLEET MANAGEMENT FUND - EXPENSES

### FY 2009 costs charged to City Departments and Schools

	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2008</u>	<u>FY 2009</u>
	<u>Parts</u>	<u>Parts</u>	<u>Labor &amp; Overhead</u>	<u>Labor &amp; Overhead</u>	<u>Gas &amp; Oil</u>	<u>Gas &amp; Oil</u>
City Manager	\$300	\$680	\$960	\$1,260	\$2,000	\$3,000
Assessor	400	820	1,560	1,560	1,000	1,000
Police	26,070	28,000	35,400	38,760	40,000	47,000
Fire	39,110	42,000	35,760	39,120	15,000	20,500
Inspections	580	970	1,890	2,220	2,500	4,900
Engineering	550	820	1,560	1,560	500	900
Public Works	32,730	43,040	29,100	30,740	18,000	26,000
General Properties	1,130	960	960	960	1,000	700
Mosquito	30,525	31,090	15,840	19,680	5,000	7,800
Parks & Recreation	6,410	6,320	9,480	9,540	6,000	7,200
Planning	300	380	960	960	500	600
Utilities	7,805	8,620	7,920	7,920	11,000	14,000
Solid Waste - Bulky Item/Landscaping	11,400	18,000	9,480	9,480	12,000	14,000
Solid Waste - Garbage/Recycling	5,100	0	6,600	0	4,000	400
Fleet	600	0	0	0	1,000	0
Schools	96,120	96,700	159,130	154,210	86,200	130,400
<b>Totals</b>	<b><u>\$259,130</u></b>	<b><u>\$278,400</u></b>	<b><u>\$316,600</u></b>	<b><u>\$317,970</u></b>	<b><u>\$205,700</u></b>	<b><u>\$278,400</u></b>

**THIS PAGE LEFT INTENTIONALLY BLANK**

## FACILITIES IMPROVEMENT FUND - SUMMARY

### Facilities Improvement Fund Description

The Facilities Improvement Fund is a new fund created in FY 2008 to account for improvements to City facilities to include the Poquoson Middle School's sports field lighting, bleachers, turf field, press box, field rest rooms. The tennis courts at Poquoson High School were refurbished late in FY 2008.

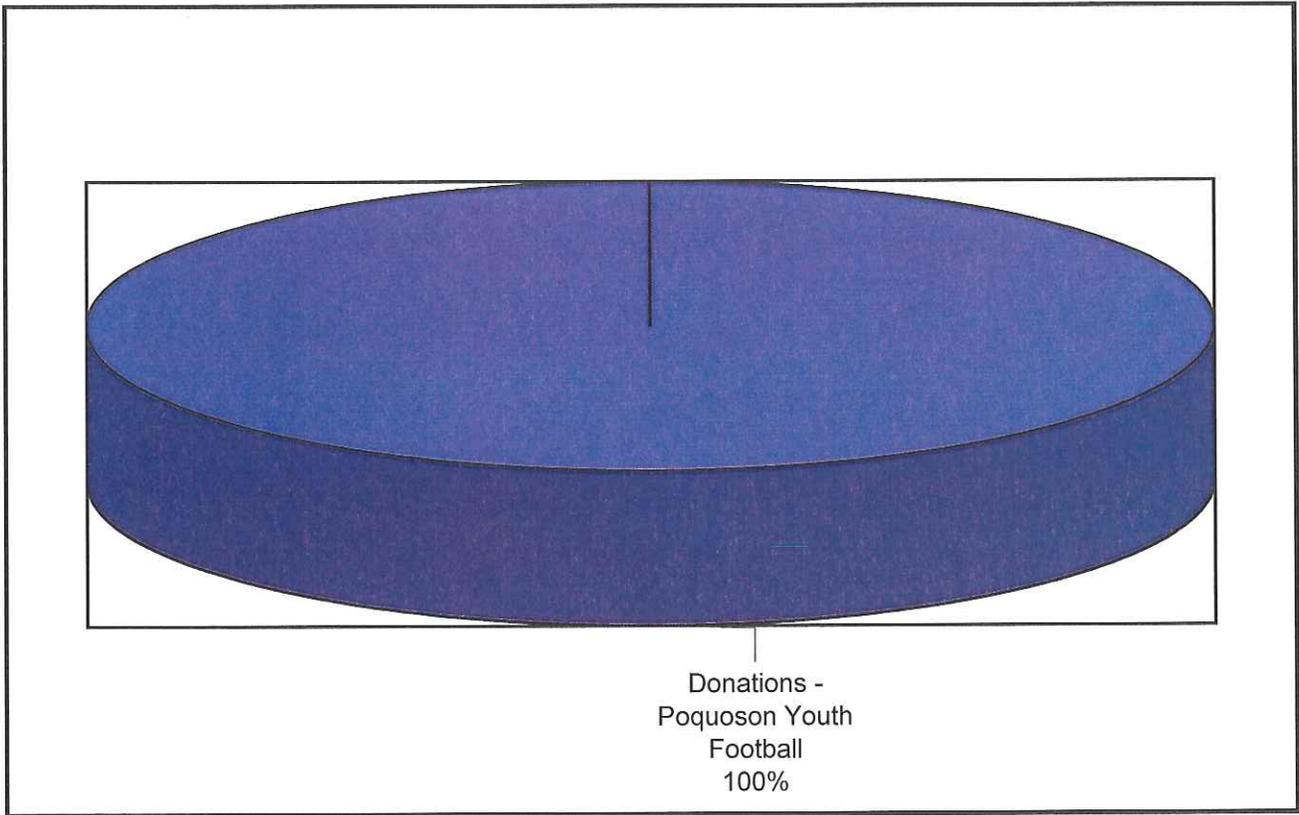
Donations from citizens and organizations are the primary source of revenue. The Poquoson Youth Football/Cheerleading Association has pledged \$25,000 over 5 years.

### Facilities Improvement Projection of Fund Balance

Beginning Fund Balance 6/30/2004		\$ -
Actual FY 2005 Revenues	\$ 101,286	
Actual FY 2005 Expenditures	<u>(49,231)</u>	<u>52,055</u>
Beginning Fund Balance - 6/30/2005		\$ -
Actual FY 2006 Revenues	\$ -	
Actual FY 2006 Expenditures	<u>-</u>	<u>-</u>
Fund Balance - 6/30/2006		\$ -
Actual FY 2007 Revenues	\$ -	
Actual FY 2007 Expenditures	<u>-</u>	<u>-</u>
Fund Balance - 6/30/2007		\$ -
Estimated FY 2008 Revenues	\$ 5,000	
Estimated FY 2008 Expenditures	<u>(587,402)</u>	<u>(582,402)</u>
Projected Fund Balance - 6/30/2008		\$ (582,402)
Estimated FY 2009 Revenues	\$ 5,000	
Estimated FY 2009 Expenditures	<u>-</u>	<u>5,000</u>
<b>Projected Fund Balance - 6/30/2009</b>		<b><u><u>\$ (577,402)</u></u></b>

## FACILITIES IMPROVEMENT FUND - SUMMARY

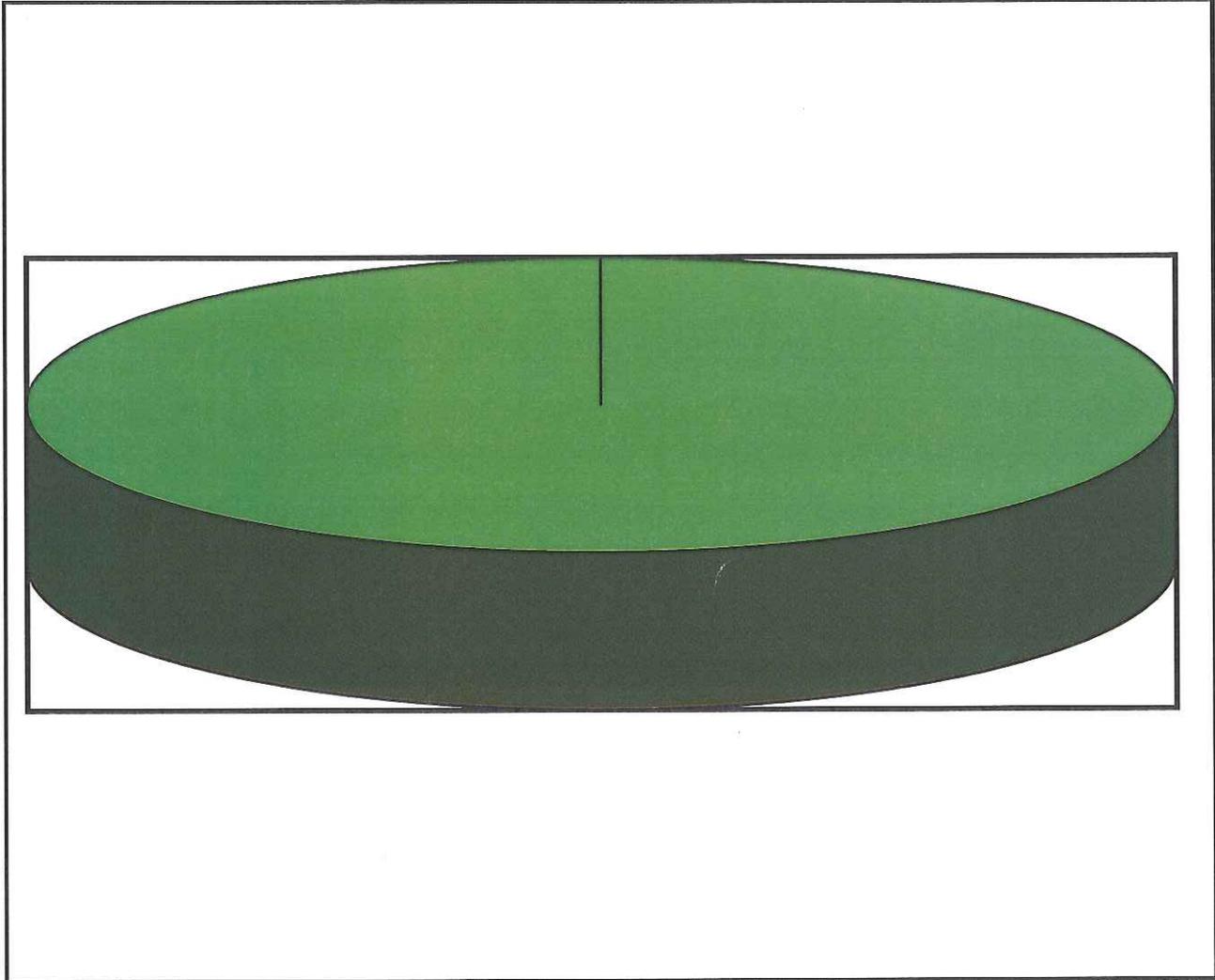
### Facilities Improvement Fund Revenue



<u>Facilities Improvement Fund Revenue</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
Interest Income	\$ -	\$ -
Donations - Poquoson Youth Football	5,000	5,000
Transfer from General Fund	-	-
<b>TOTAL</b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 5,000</u></b>

## FACILITIES IMPROVEMENT FUND - SUMMARY

### Facilities Improvement Fund Expenditures



<u>Facilities Improvement Fund Expenditures</u>	<u>Estimated FY 2008</u>	<u>FY 2009</u>
PMS Sports Field Lighting	\$ 250,736	\$ -
PMS Pressbox	224,768	-
Tennis Courts	111,898	-
Transfer to Fund Balance	-	<u>5,000</u>
<b>TOTAL</b>	<b><u>\$ 587,402</u></b>	<b><u>\$ 5,000</u></b>

**FACILITIES IMPROVEMENT FUND-REVENUE**

**Facilities Improvement Fund Revenue**

Account Title	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2008 Estimated Revenue	FY 2009 Adopted Revenue	\$	%
						Change From 2008 Budget	Change From 2008 Budget
PYFCA	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	n/a	n/a
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>n/a</b>	<b>n/a</b>

**Revenue Explanations**

**PYFCA:** Poquoson Youth Football/Cheerleading Association pledged \$25,000 over 5 years.

**FACILITIES IMPROVEMENT FUND - EXPENDITURES**

**Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Revised Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	-	-	-	-	n/a	n/a
Capital Outlay	-	-	-	-	n/a	n/a
Transfer to Fund Balance	-	-	-	5,000	5,000	n/a
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>n/a</b>	<b>n/a</b>

**Personnel Summary**

n/a

**Goals and Objectives**

\* Provide safe and quality fields/facilities for citizen use.

**Major Fund Functions**

\* To account for major renovations at public facilities where donations are pledged for the improvements.

**FACILITIES IMPROVEMENT FUND - EXPENDITURES**

**Detailed Expenditures Summary**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated Budget	FY 2009 Adopted Budget	\$ Change From 2008 Budget	% Change From 2008 Budget
PMS Field Lighting	\$ -	\$ -	\$ 250,736	\$ -	(250,736)	n/a
PMS Pressbox	-	-	224,768	-	(224,768)	n/a
Tennis Courts	-	-	111,898	-	(111,898)	n/a
Transfer to Fund Balance	-	-	-	5,000	5,000	n/a
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 587,402</b>	<b>\$ 5,000</b>	<b>\$ (582,402)</b>	<b>-99.1%</b>

**Significant Budget Items**

\* The fund was created to provide renovations at public facilities used by citizens.

## 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 close to 98% of actual value.

### Taxes Due:

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

### Overlapping Debt:

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

### Land Area:

	<u>Acres</u>	<u>Square Miles</u>
Non-Wetlands	4,997	7.8
Wetlands	<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>48.54</u>
Total	<u>53.16</u>

### Population:

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

### Education:

	<u>Number of Schools</u>	<u>Actual 2007-2008 Enrollment</u>	<u>Projected 2008 - 2009 Enrollment</u>
Primary	1	405	413
Elementary	1	541	518
Middle	1	612	593
High	1	<u>909</u>	<u>946</u>
Total		<u>2,467</u>	<u>2,470</u>

## APPENDIX

### FINANCIAL TRENDS ANALYSIS 1998 – 2007

#### (LATEST ANALYSIS AVAILABLE)

#### FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 1998 - 2007* is presented here to show some of the trends over time.

Much of the following data is presented in 1998 dollars as well as current dollars. The intent is to take inflation out of the numbers in order that the real change, if any, will be more apparent. No single statistical index precisely measures inflation in a given locality. The report uses the National Consumer Price Index (CPI) because it is the index most widely understood by the public at large and because it is historically consistent from year to year.

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

The factors used in the analysis are shown below:

<b>Year</b>	<b>Consumer Price Index</b>	<b>Annual Increase in CPI</b>	<b>Population</b>	<b>Housing Units</b>
<b>1998</b>	100.0	1.6%	11,453	4,207
<b>1999</b>	101.6	2.7%	11,509	4,246
<b>2000</b>	104.3	3.4%	11,566	4,300
<b>2001</b>	107.9	1.6%	11,694	4,349
<b>2002</b>	109.6	2.4%	11,845	4,418
<b>2003</b>	112.2	1.9%	12,076	4,489
<b>2004</b>	114.4	3.3%	11,600	4,534
<b>2005</b>	118.2	3.4%	11,750	4,568
<b>2006</b>	122.2	2.5%	11,811	4,673
<b>2007</b>	125.2	2.4%	11,988	4,898
<b>% Change</b>	<b>25.2%</b>		<b>4.7%</b>	<b>16.4%</b>

CPI Change is December - December. 2007 change estimated by the Kiplinger Washington Letter.

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

2001 - 2007 Population estimated by the City of Poquoson's Planning Department.

## APPENDIX

### HOUSEHOLD INCOME

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

The following table indicates that Poquoson has the highest median household income in the Hampton Roads area for 2005, at \$71,435, which is 32% above the Virginia average of \$54,207.

#### Median Household Income

	2003	2004	2005
<b>Poquoson</b>	\$67,664	\$70,476	\$71,435
<b>York County</b>	\$65,302	\$68,310	\$70,743
<b>James City County</b>	\$62,271	\$66,180	\$65,681
<b>Chesapeake</b>	\$53,996	\$56,174	\$60,301
<b>Virginia Beach</b>	\$50,257	\$51,643	\$58,238
<b>Suffolk</b>	\$46,352	\$49,038	\$53,548
<b>Gloucester County</b>	\$47,137	\$48,760	\$48,281
<b>Hampton</b>	\$39,795	\$40,936	\$44,276
<b>Newport News</b>	\$38,334	\$39,574	\$43,938
<b>Portsmouth</b>	\$34,413	\$35,782	\$39,166
<b>Williamsburg</b>	\$34,495	\$35,559	\$38,454
<b>Norfolk</b>	\$31,933	\$33,777	\$36,335
<b>Virginia</b>	\$50,028	\$51,103	\$54,207

Source: University of Virginia Center for Public Service, *County & City Estimates for Median Household Income for Virginia: 2005*. Latest data available.

## APPENDIX

### TOTAL REVENUES

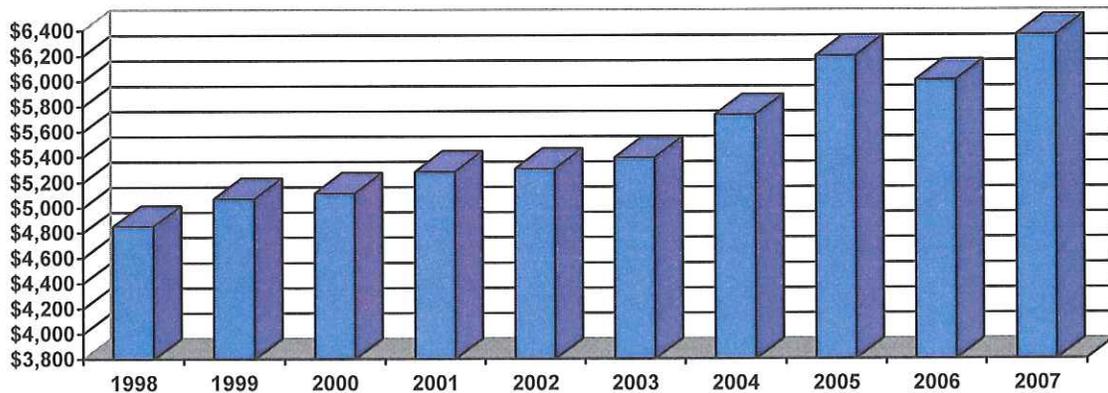
After adjusting for inflation, total revenue received per Poquoson household has increased 31.2% since 1998, or an average of 3.1% per year.

#### Total Revenue Per Household

Year	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 1998 Dollars</i>	<i>Revenue Per Household</i>
<b>1998</b>	\$20,410,930	\$4,852	\$20,410,930	\$4,852
<b>1999</b>	\$21,879,704	\$5,153	\$21,535,142	\$5,072
<b>2000</b>	\$22,944,724	\$5,336	\$21,989,669	\$5,114
<b>2001</b>	\$24,783,411	\$5,699	\$22,970,814	\$5,282
<b>2002</b>	\$25,687,323	\$5,814	\$23,433,677	\$5,304
<b>2003</b>	\$27,172,586	\$6,053	\$24,207,649	\$5,393
<b>2004</b>	\$29,733,770	\$6,558	\$25,995,456	\$5,733
<b>2005</b>	\$33,462,935	\$7,326	\$28,321,169	\$6,200
<b>2006</b>	\$34,304,554	\$7,341	\$28,078,789	\$6,009
<b>2007</b>	\$39,045,892	\$7,788	\$31,180,142	\$6,366
<b>% Change</b>	91.3%	64.3%	52.8%	31.2%

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

#### Total Revenue Per Household



## APPENDIX

In the mid 1990's, a greater percentage of the total revenue was raised from local sources as a result of decreases in receipts from the State and Federal governments. This trend changed in 1999 when the State implemented the Personal Property Tax Relief Act (PPTRA). In 2004, the City had an unusual increase in Federal revenues due to Federal aid from Hurricane Isabel. 2005 and 2006 Federal revenue was higher than previous fiscal years due to grants for the Police Department.

### Sources of Revenue - Poquoson

<b>Year</b>	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
<b>1998</b>	58.1%	39.5%	2.4%	100.0%
<b>1999</b>	56.4%	41.1%	2.5%	100.0%
<b>2000</b>	54.3%	43.2%	2.5%	100.0%
<b>2001</b>	53.5%	43.3%	3.2%	100.0%
<b>2002</b>	52.8%	43.8%	3.4%	100.0%
<b>2003</b>	54.8%	42.1%	3.1%	100.0%
<b>2004</b>	49.5%	39.8%	10.7%	100.0%
<b>2005</b>	52.6%	43.5%	3.9%	100.0%
<b>2006</b>	53.6%	42.5%	3.9%	100.0%
<b>2007</b>	53.4%	41.8%	4.8%	100.0%

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

When compared with the following data, Poquoson still relies less upon local revenue sources and more upon State revenue, than does the typical Virginia locality. This is primarily due to Schools receiving approximately 56% of their revenue from the State.

### Sources of Revenue - All Virginia Localities

<b>Year</b>	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
<b>1998</b>	60.6%	32.1%	7.3%	100.0%
<b>1999</b>	58.4%	34.1%	7.5%	100.0%
<b>2000</b>	56.8%	35.6%	7.6%	100.0%
<b>2001</b>	55.6%	36.9%	7.5%	100.0%
<b>2002</b>	56.2%	36.1%	7.7%	100.0%
<b>2003</b>	56.2%	35.1%	8.7%	100.0%
<b>2004</b>	56.3%	33.9%	9.8%	100.0%
<b>2005</b>	56.3%	35.0%	8.7%	100.0%
<b>2006</b>	57.7%	33.9%	8.4%	100.0%
<b>2007</b>	57.6%	34.6%	7.8%	100.0%

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

## APPENDIX

It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 86.2% comes from General Property Taxes (Real Estate and Personal Property) and Other Local Taxes (Local Sales Tax and Consumer Utility Tax, etc.). This percentage has fluctuated between 82% and 87% since 1998.

### Sources of Local Revenue - Poquoson

<b>Year</b>	<b>General Property Taxes</b>	<b>Other Local Taxes</b>	<b>Permits &amp; Fees</b>	<b>Fines</b>	<b>Charges For Services</b>	<b>Interest and Rent</b>	<b>Misc.</b>
<b>1998</b>	74.1%	13.6%	0.8%	0.2%	8.2%	2.0%	1.2%
<b>1999</b>	73.2%	14.2%	0.9%	0.3%	7.8%	2.3%	1.3%
<b>2000</b>	70.4%	14.4%	0.7%	0.3%	11.2%	1.7%	1.3%
<b>2001</b>	71.9%	14.3%	0.8%	0.2%	9.9%	1.7%	1.2%
<b>2002</b>	67.8%	16.7%	1.0%	0.2%	11.9%	0.9%	1.5%
<b>2003</b>	68.4%	15.4%	0.7%	0.2%	11.0%	0.8%	3.5%
<b>2004</b>	67.1%	15.1%	1.0%	0.2%	10.8%	0.4%	5.5%
<b>2005</b>	70.2%	14.7%	1.0%	0.2%	11.2%	0.7%	2.0%
<b>2006</b>	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%
<b>2007</b>	74.2%	12.0%	0.8%	0.4%	8.8%	1.2%	2.6%

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

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

### Sources of Local Revenue Poquoson Compared to State Average

	<b>1998</b>		<b>2007</b>	
	<b>Poquoson</b>	<b>All Cities</b>	<b>Poquoson</b>	<b>All Cities</b>
<b>General Property Taxes</b>	74.1%	53.7%	74.2%	54.3%
<b>Other Local Taxes</b>	13.6%	29.1%	12.0%	28.5%
<b>Permits &amp; Fees</b>	0.8%	0.8%	0.8%	0.8%
<b>Fines</b>	0.2%	0.9%	0.4%	0.8%
<b>Charges for Services</b>	8.2%	9.7%	8.8%	10.0%
<b>Interest and Rent</b>	2.0%	2.3%	1.2%	2.7%
<b>Miscellaneous</b>	1.2%	3.5%	2.6%	2.9%

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

## APPENDIX

### REAL ESTATE TAX REVENUE

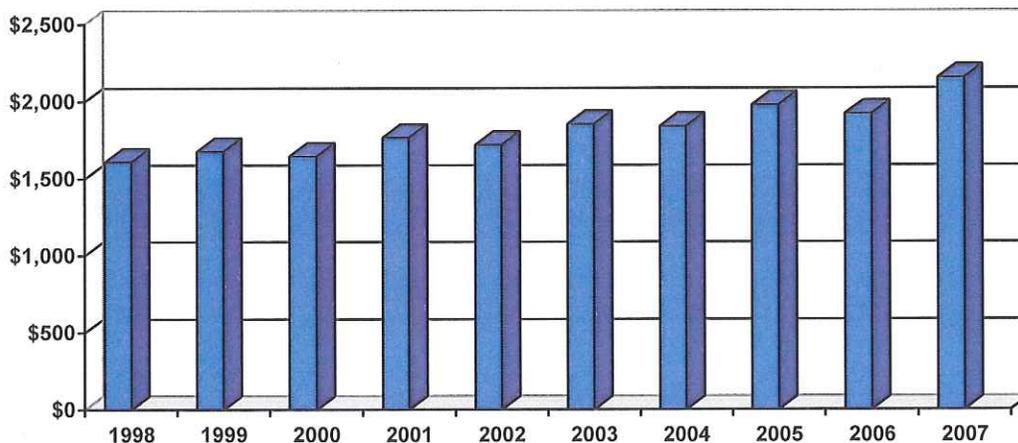
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 19.4% in 1998 dollars, or an average of 1.9% per year.

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

Year	<i>Revenue In Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 1998 Dollars</i>	<i>Revenue Per Household</i>
<b>1998</b>	\$6,772,120	\$1,610	\$6,772,120	\$1,610
<b>1999</b>	\$7,236,087	\$1,704	\$7,122,133	\$1,677
<b>2000</b>	\$7,390,489	\$1,719	\$7,082,866	\$1,647
<b>2001</b>	\$8,289,411	\$1,906	\$7,683,144	\$1,767
<b>2002</b>	\$8,327,868	\$1,885	\$7,597,233	\$1,720
<b>2003</b>	\$9,345,943	\$2,082	\$8,326,160	\$1,855
<b>2004</b>	\$9,546,989	\$2,106	\$8,346,682	\$1,841
<b>2005</b>	\$10,681,417	\$2,338	\$9,040,158	\$1,979
<b>2006</b>	\$10,974,911	\$2,349	\$8,983,128	\$1,922
<b>2007</b>	\$13,208,997	\$2,697	\$10,548,060	\$2,154
<b>% CHANGE</b>	62.1%	45.9%	32.6%	19.4%

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

#### Real Estate Tax Revenue Per Household



## APPENDIX

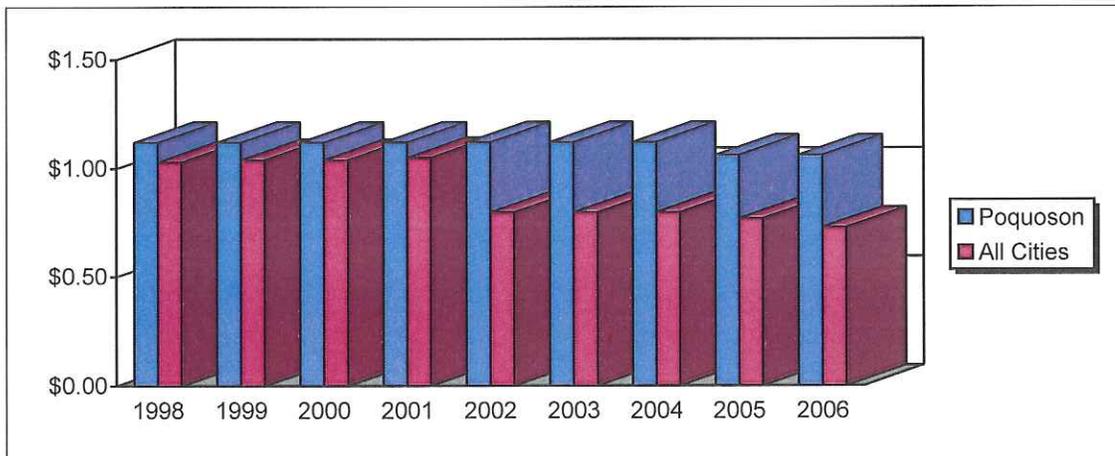
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

### Median, Nominal and Effective Real Estate Tax Rates

Year	Median Ratio		Nominal Tax Rates		Effective Tax Rates	
	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties
1998	94.6%	91.7%	\$1.12	\$1.03	\$1.06	\$0.94
1999	96.1%	88.9%	\$1.12	\$1.04	\$1.06	\$0.92
2000	91.6%	85.2%	\$1.12	\$1.04	\$1.03	\$0.89
2001	93.8%	76.8%	\$1.12	\$1.05	\$1.05	\$0.80
2002	87.5%	83.8%	\$1.12	\$0.80	\$0.98	\$0.68
2003	85.8%	82.0%	\$1.12	\$0.80	\$0.96	\$0.66
2004	94.1%	77.8%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	73.2%	\$1.06	\$0.77	\$0.82	\$0.57
2006	67.2%	75.0%	\$1.06	\$0.73	\$0.71	\$0.55

Source: *The 2006 Virginia Assessment/Sales Ratio Study*, Virginia Department of Taxation. Latest data available.

### Nominal Real Estate Tax Rate



## APPENDIX

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

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

<b>Year</b>	<b>Residential</b>		<b>Other</b>		<b>Total</b>
	<b>Single Family</b>	<b>Multi-Family</b>	<b>Commercial</b>	<b>Agriculture</b>	
<b>1998</b>	93.5%	1.3%	5.0%	0.2%	100.0%
<b>1999</b>	91.9%	1.3%	6.5%	0.3%	100.0%
<b>2000</b>	91.6%	1.3%	6.8%	0.3%	100.0%
<b>2001</b>	91.6%	1.3%	6.8%	0.3%	100.0%
<b>2002</b>	91.8%	1.4%	6.6%	0.2%	100.0%
<b>2003</b>	91.8%	1.4%	6.6%	0.2%	100.0%
<b>2004</b>	92.0%	1.2%	6.6%	0.2%	100.0%
<b>2005</b>	91.9%	1.2%	6.7%	0.2%	100.0%
<b>2006</b>	92.6%	0.6%	6.6%	0.2%	100.0%
<b>2007</b>	94.1%	0.7%	5.0%	0.2%	100.0%

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

<b>Year</b>	<b>Percent</b>
1998	0.8%
1999	1.9%
2000	1.7%
2001	3.0%
2002	3.8%
2003	3.1%
2004	2.5%
2005	3.2%
2006	3.3%
2007	1.7%

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

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

## APPENDIX

### PERSONAL PROPERTY TAX REVENUE

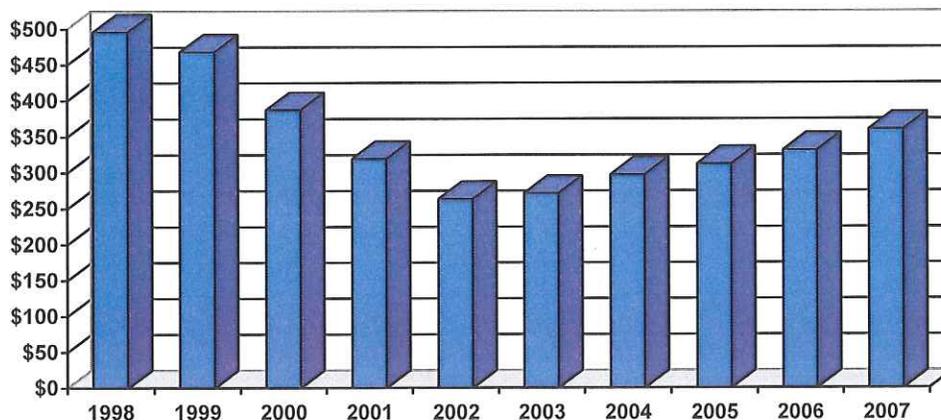
Assessments on personal property have been increasing. In 1999, the State implemented the Personal Property Tax Relief Act (PPTRA), where the State reduced the percentage of personal property tax the citizen paid on vehicles. The State reimbursed localities for the reduced personal property taxes. Due 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 1998 Dollars</i>	<i>Revenue Per Household</i>
<b>1998</b>	\$2,086,271	\$496	\$2,086,271	\$496
<b>1999</b>	\$2,017,181	\$475	\$1,985,414	\$468
<b>2000</b>	\$1,735,218	\$404	\$1,662,991	\$387
<b>2001</b>	\$1,495,673	\$344	\$1,386,283	\$319
<b>2002</b>	\$1,271,261	\$288	\$1,159,728	\$263
<b>2003</b>	\$1,367,354	\$305	\$1,218,155	\$271
<b>2004</b>	\$1,538,520	\$339	\$1,345,088	\$297
<b>2005</b>	\$1,682,524	\$368	\$1,423,995	\$312
<b>2006</b>	\$1,888,246	\$404	\$1,545,558	\$331
<b>2007</b>	\$2,210,975	\$451	\$1,765,577	\$360
<b>% CHANGE</b>	-9.5%	-18.5%	-25.9%	-33.3%

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

#### Personal Property Tax Revenue Per Household



## APPENDIX

### OTHER LOCAL SALES TAX REVENUE

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

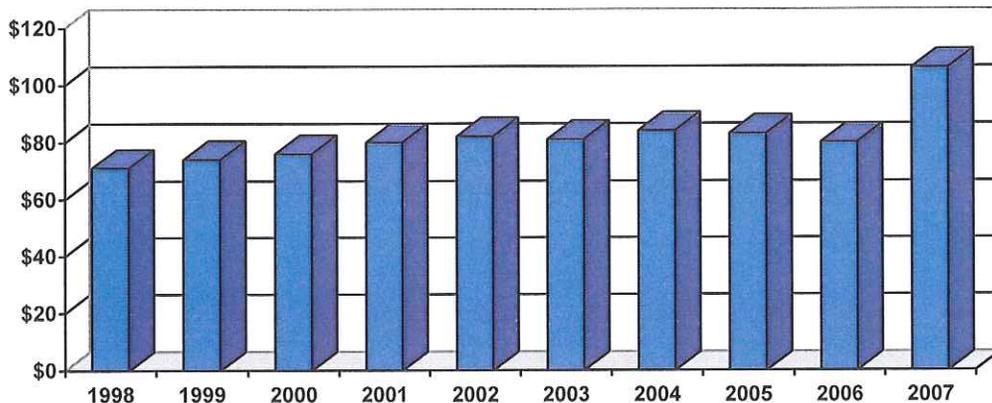
In current dollar terms, revenue received from the local 1% sales tax has increased by 54.3% since 1998. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 13.7%. This increase is mainly due to the restructuring of local consumer taxes. A new 5% communication and sales and use tax imposed by the state was paid by customers of landline and wireless phones, satellite and radio services and other communication services and is now included in local sales tax revenue instead of Consumer Utility Tax revenue. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

#### Local Sales Tax Revenue Per Household

<b>Year</b>	<b>Revenue in Current Dollars</b>	<b>Revenue Per Household</b>	<b>Revenue in 1998 Dollars</b>	<b>Revenue Per Household</b>
<b>1998</b>	\$296,954	\$71	\$296,954	\$71
<b>1999</b>	\$319,236	\$75	\$314,209	\$74
<b>2000</b>	\$343,158	\$80	\$328,874	\$76
<b>2001</b>	\$375,179	\$86	\$347,739	\$80
<b>2002</b>	\$395,630	\$90	\$360,920	\$82
<b>2003</b>	\$407,006	\$91	\$362,596	\$81
<b>2004</b>	\$435,253	\$96	\$380,530	\$84
<b>2005</b>	\$446,435	\$98	\$377,838	\$83
<b>2006</b>	\$458,238	\$98	\$375,075	\$80
<b>2007</b>	\$653,112	\$133	\$521,543	\$106
<b>% CHANGE</b>	54.3%	38.9%	26.3%	13.7%

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

#### Local Sales Tax Revenue Per Household



## APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 1998 dollars. This is due to the restructuring of the local consumer taxes, which took effect on January 1, 2007. Part of this local Consumer Utility Tax is now a 5% Communication Sales and Use Tax and is included in local sales tax revenues.

### Consumer Utility Tax Revenue Per Household

<b>Year</b>	<b>Revenue in Current Dollars</b>	<b>Revenue Per Household</b>	<b>Revenue in 1998 Dollars</b>	<b>Revenue Per Household</b>
<b>1998</b>	\$358,490	\$85	\$358,490	\$85
<b>1999</b>	\$421,374	\$99	\$415,033	\$98
<b>2000</b>	\$436,602	\$102	\$418,429	\$97
<b>2001</b>	\$416,631	\$96	\$386,160	\$89
<b>2002</b>	\$419,694	\$95	\$382,873	\$87
<b>2003</b>	\$440,543	\$98	\$392,473	\$87
<b>2004</b>	\$439,998	\$97	\$384,679	\$85
<b>2005</b>	\$447,622	\$98	\$378,842	\$83
<b>2006</b>	\$440,102	\$94	\$360,230	\$77
<b>2007</b>	\$354,783	\$72	\$283,312	\$58
<b>% CHANGE</b>	15.1%	2.5%	-5.8%	-16.1%

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

## APPENDIX

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

### Other Local Tax Revenue

<b>Year</b>	<b>Revenue in Current Dollars</b>	<b>Revenue Per Household</b>	<b>Revenue in 1998 Dollars</b>	<b>Revenue Per Household</b>
<b>1998</b>	\$1,016,366	\$242	\$1,016,366	\$242
<b>1999</b>	\$1,084,665	\$255	\$1,067,584	\$251
<b>2000</b>	\$1,110,667	\$258	\$1,064,436	\$248
<b>2001</b>	\$1,192,544	\$274	\$1,105,323	\$254
<b>2002</b>	\$1,587,462	\$359	\$1,448,188	\$328
<b>2003</b>	\$1,594,936	\$355	\$1,420,905	\$317
<b>2004</b>	\$1,649,713	\$364	\$1,442,301	\$318
<b>2005</b>	\$1,741,665	\$381	\$1,474,048	\$323
<b>2006</b>	\$1,894,252	\$405	\$1,550,474	\$332
<b>2007</b>	\$1,533,294	\$313	\$1,224,414	\$250
<b>% CHANGE</b>	86.4%	67.8%	52.6%	37.3%

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

## APPENDIX

### EXPENDITURES

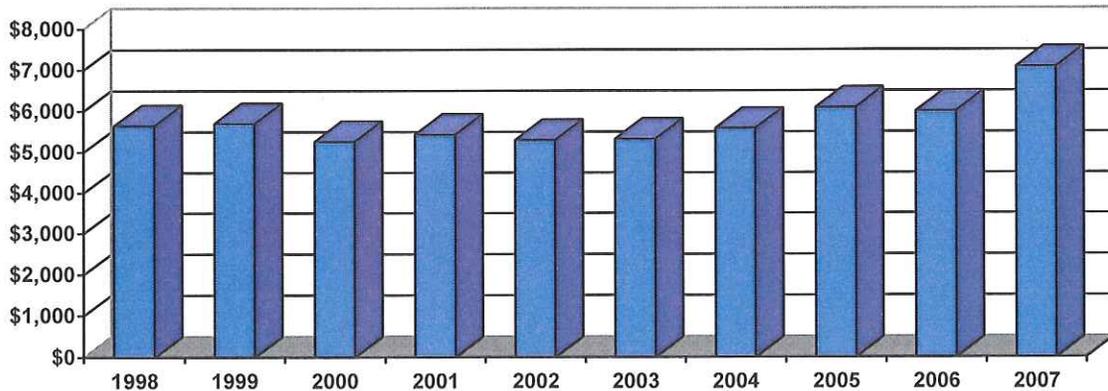
Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$23 million in 1998 to over \$43 million in 2007, an increase of 44.3%. However, after adjustment for inflation and growth in households, the increase has been approximately 0.4% per year.

#### Total Expenditures Per Household

<b>Year</b>	<b>Expenditures in Current Dollars</b>	<b>Expenditures per Household</b>	<b>Expenditures in 1998 Dollars</b>	<b>Expenditures per Household</b>
1998	\$23,764,843	\$5,649	\$23,764,843	\$5,649
1999	\$24,576,933	\$5,788	\$24,189,895	\$5,697
2000	\$23,596,725	\$5,488	\$22,614,531	\$5,259
2001	\$25,570,167	\$5,880	\$23,607,343	\$5,428
2002	\$25,665,657	\$5,809	\$23,413,912	\$5,300
2003	\$26,816,117	\$5,974	\$23,890,076	\$5,322
2004	\$28,944,097	\$6,384	\$25,305,066	\$5,581
2005	\$33,484,255	\$7,330	\$27,816,488	\$6,089
2006	\$34,286,178	\$7,337	\$28,063,748	\$6,006
2007	\$43,410,989	\$8,863	\$34,665,895	\$7,078
<b>% CHANGE</b>	44.3%	29.9%	19.5%	6.3%

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

#### Total Expenditures Per Household



## APPENDIX

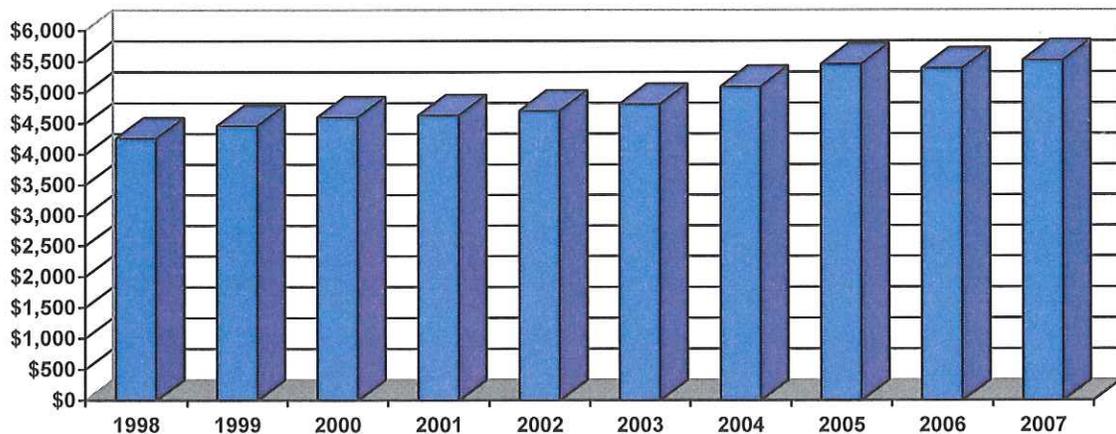
The operating budget, which funds recurring expenses, has shown a slight increase as new services have been added to meet the needs of a growing community and existing services have been improved. However, this increase has been extremely small at an average of 2.7% per year.

### Total Operating Expenditures Per Household

<b>Year</b>	<b>Expenditures in Current Dollars</b>	<b>Expenditures per Household</b>	<b>Expenditures in 1998 Dollars</b>	<b>Expenditures per Household</b>
<b>1998</b>	\$17,900,325	\$4,255	\$17,900,325	\$4,255
<b>1999</b>	\$19,248,993	\$4,533	\$18,945,859	\$4,462
<b>2000</b>	\$20,645,634	\$4,801	\$19,786,276	\$4,601
<b>2001</b>	\$21,742,499	\$4,999	\$20,152,307	\$4,634
<b>2002</b>	\$22,785,888	\$5,158	\$20,786,796	\$4,705
<b>2003</b>	\$24,262,997	\$5,405	\$21,615,540	\$4,815
<b>2004</b>	\$26,448,517	\$5,833	\$23,123,245	\$5,100
<b>2005</b>	\$29,461,311	\$6,449	\$24,934,416	\$5,458
<b>2006</b>	\$30,779,739	\$6,587	\$25,193,676	\$5,391
<b>2007</b>	\$33,858,584	\$6,913	\$27,037,811	\$5,520
<b>% CHANGE</b>	72.0%	54.8%	40.7%	26.7%

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

### Total Operating Expenditures Per Household



## APPENDIX

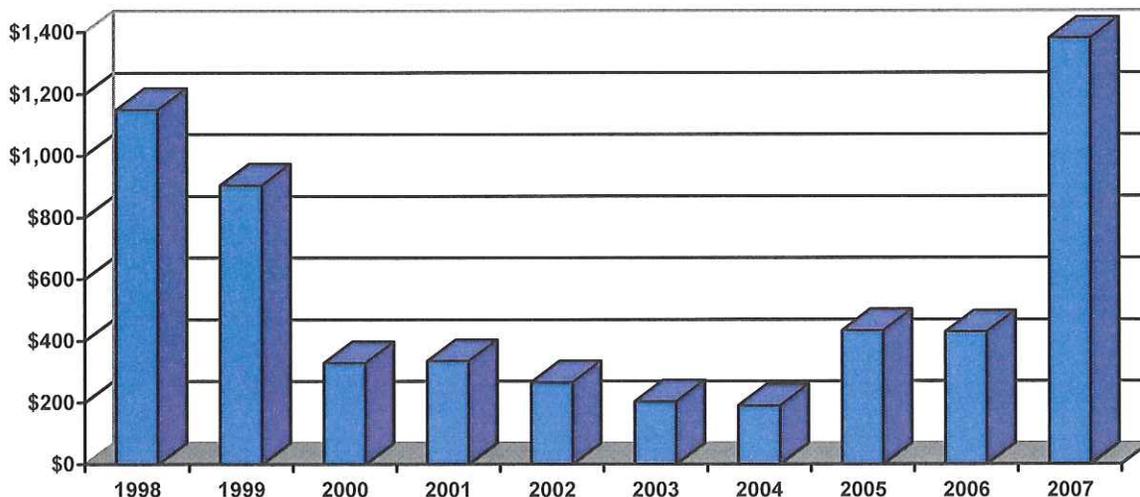
In the mid 1990's, the City started to address many long delayed capital projects. In 1998, the City started a major renovation and addition to the Poquoson High School and was completed in 1999. In 2000 to 2002, the City addressed smaller projects including renovations to Police Station and Parks and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

### Total Capital Expenditures Per Household

<b>Year</b>	<b>Expenditures in Current Dollars</b>	<b>Expenditures per Household</b>	<b>Expenditures in 1998 Dollars</b>	<b>Expenditures per Household</b>
1998	\$4,832,525	\$1,149	\$4,832,525	\$1,149
1999	\$3,898,984	\$918	\$3,837,583	\$904
2000	\$1,471,535	\$342	\$1,410,284	\$328
2001	\$1,567,339	\$360	\$1,452,708	\$334
2002	\$1,282,450	\$290	\$1,169,936	\$265
2003	\$1,021,949	\$228	\$910,439	\$203
2004	\$987,539	\$218	\$863,379	\$190
2005	\$2,338,525	\$512	\$1,979,198	\$433
2006	\$2,447,596	\$524	\$2,003,394	\$429
2007	\$8,460,299	\$1,727	\$6,755,981	\$1,379
<b>% CHANGE</b>	-49.4%	-54.4%	-58.5%	-62.7%

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

### Total Capital Expenditures Per Household



## APPENDIX

### Operating Expenditures Per Household In 1998 Dollars

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

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
<b>1998</b>	\$2,935	\$577	\$196	\$137
<b>1999</b>	\$3,070	\$628	\$201	\$148
<b>2000</b>	\$3,154	\$656	\$219	\$148
<b>2001</b>	\$3,218	\$659	\$190	\$156
<b>2002</b>	\$3,213	\$678	\$212	\$149
<b>2003</b>	\$3,236	\$749	\$201	\$152
<b>2004</b>	\$3,456	\$773	\$218	\$147
<b>2005</b>	\$3,688	\$823	\$238	\$154
<b>2006</b>	\$3,576	\$851	\$216	\$164
<b>2007</b>	\$3,620	\$875	\$239	\$173
<b>% CHANGE</b>	23.3%	51.7%	21.8%	25.8%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
<b>1998</b>	\$236	\$245	\$174	\$4,500
<b>1999</b>	\$246	\$331	\$169	\$4,793
<b>2000</b>	\$256	\$330	\$168	\$4,931
<b>2001</b>	\$250	\$460	\$162	\$5,094
<b>2002</b>	\$260	\$330	\$194	\$5,035
<b>2003</b>	\$253	\$304	\$225	\$5,119
<b>2004</b>	\$257	\$291	\$249	\$5,391
<b>2005</b>	\$286	\$290	\$269	\$5,748
<b>2006</b>	\$307	\$185	\$277	\$5,577
<b>2007</b>	\$324	\$183	\$428	\$5,841
<b>% CHANGE</b>	37.1%	-25.6%	146.7%	29.8%

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

## APPENDIX

While education, public safety, parks, recreation and culture, and debt service categories have increased since 1998, total expenditures are still about 11% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 113% of the average local expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

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

	1998			2007		
	Poquoson	All Cities	% of Avg.	Poquoson	All Cities	% of Avg.
Education	\$1,118.24	\$1,040.36	107.5%	\$1,819.76	\$1,616.25	112.6%
Public Safety	\$221.79	\$361.11	61.4%	\$445.75	\$605.57	73.6%
Public Works	\$105.34	\$201.08	52.4%	\$173.17	\$276.85	62.6%
Parks, Recreation and Cultural	\$74.85	\$89.46	83.7%	\$126.51	\$151.51	83.5%
General Administration	\$87.89	\$88.66	99.1%	\$166.80	\$144.67	115.3%
Judicial Administration	\$22.69	\$37.25	60.9%	\$18.93	\$62.73	30.2%
Health & Welfare	\$59.19	\$255.15	23.2%	\$142.94	\$413.65	34.6%
Community Development	\$19.61	\$56.92	34.5%	\$143.78	\$112.68	127.6%
<b>TOTAL</b>	<b>\$1,709.60</b>	<b>\$2,129.99</b>	<b>80.26%</b>	<b>\$3,037.64</b>	<b>\$3,383.91</b>	<b>89.8%</b>

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

## APPENDIX

### DEBT SERVICE

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

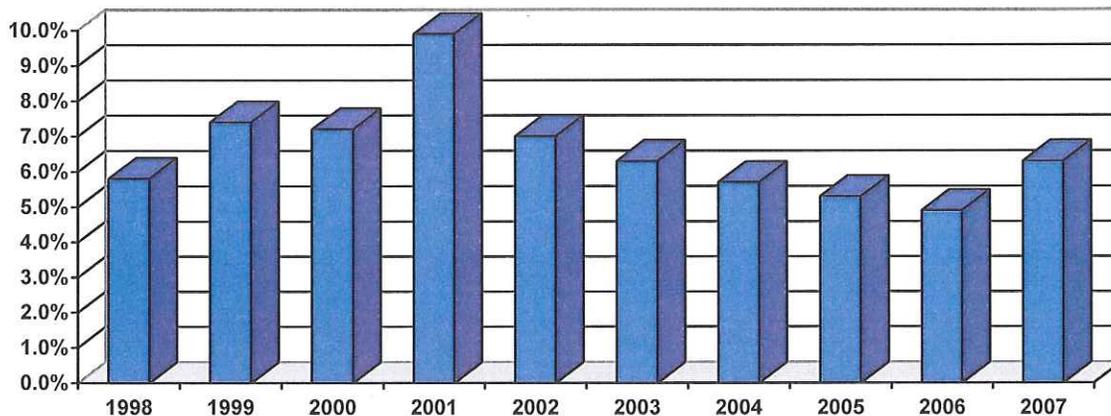
As shown in the table below, the City's 6.3% ratio of debt service to total operating expenditures is acceptable.

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

Year	Debt Service	Operating Expenditures	Percent of Expenditures
1998	\$1,031,993	\$17,900,325	5.8%
1999	\$1,428,956	\$19,248,993	7.4%
2000	\$1,479,556	\$20,645,634	7.2%
2001	\$2,160,329	\$21,742,499	9.9%
2002	\$1,597,319	\$22,785,888	7.0%
2003	\$1,531,171	\$24,262,997	6.3%
2004	\$1,508,041	\$26,448,517	5.7%
2005	\$1,565,026	\$29,461,311	5.3%
2006	\$1,521,475	\$30,779,739	4.9%
2007	\$2,130,921	\$33,858,584	6.3%

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

#### Ratio of Debt Service to Total Expenditures



## APPENDIX

There is also a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the cities total assessed value or real property. As the table below shows, the city's ratio of bonded debt to assessed valuation amounts to 2.7%.

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

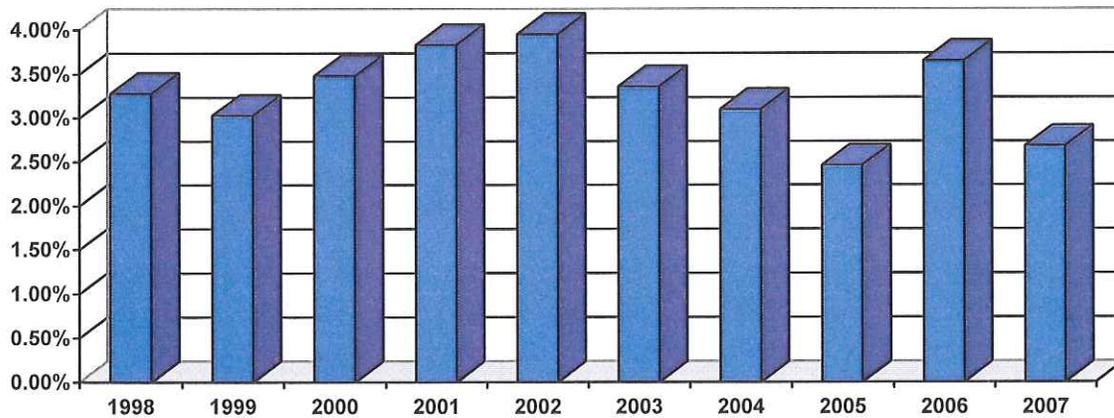
### Ratio of Bonded Debt to Assessed Value

#### *Bonded Debt*

<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>
<b>1998</b>	\$586,329,508	\$14,758,832	\$4,502,000	\$19,260,832	3.3%
<b>1999</b>	\$634,147,446	\$14,631,049	\$4,560,591	\$19,191,640	3.0%
<b>2000</b>	\$647,091,321	\$13,818,890	\$8,699,313	\$22,518,203	3.5%
<b>2001</b>	\$721,546,098	\$14,536,070	\$13,108,140	\$27,644,210	3.8%
<b>2002</b>	\$732,405,108	\$14,145,971	\$14,779,335	\$28,925,306	4.0%
<b>2003</b>	\$814,646,831	\$13,233,807	\$14,131,490	\$27,365,297	3.4%
<b>2004</b>	\$832,002,644	\$12,269,134	\$13,506,624	\$25,775,758	3.1%
<b>2005</b>	\$1,002,511,357	\$11,914,942	\$12,791,016	\$24,705,858	2.5%
<b>2006</b>	\$1,025,497,078	\$25,372,361	\$12,049,089	\$37,421,450	3.7%
<b>2007</b>	\$1,627,336,017	\$32,296,617	\$11,280,327	\$43,576,944	2.7%
<b>% CHANGE</b>	177.5%	118.8%	150.6%	126.2%	-18.5%

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.

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

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

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

## **GLOSSARY**

---

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY

---

**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.

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

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

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

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

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

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

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

**PERSONAL PROPERTY TAX RELIEF ACT OF 1998 (PPTRA)** – A State legislative action to decrease the amount of personal property that citizens pay on qualified vehicles. The State pays the locality the amount of the relief, so that the locality is not out any money, even though the citizen is given relief. Vehicles must be used for personal use and not a business to qualify for relief. Large trucks, commercial vehicles, RV's, boats, and utility trailers continue to pay full personal property taxes.

## **GLOSSARY**

---

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 50% 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
ACOE	-	Army Corps of Engineers
AED	-	Automated External Defibrillator
ARB	-	Architectural Review Board
AV	-	Assessed Valuation
BAI	-	Bright & Associates
BMP	-	Best Management Practice
BZA	-	Board of Zoning Appeals
CAMA	-	Computer Assisted Mass Appraisal
CBLAD	-	Chesapeake Bay Local Assistance Dept.
CBRN	-	Chemical, Biological, Radiological, Nuclear
CDBG	-	Community Development Block Grant
CD-ROM	-	Compact Disc – Read Only Memory
CIP	-	Capital Improvement Plan
CNU	-	Christopher Newport University
COPS	-	Community Orientated Police Services
CRIMES	-	Comprehensive Regional Information Management Exchange System
CSA	-	Comprehensive Services Act
DCR	-	Department of Conservation and Recreation
DEQ	-	Department of Environmental Quality
DMV	-	Division of Motor Vehicles
DPOR	-	Department of Professional Occupation Regulation
DUI	-	Driving Under the Influence
DVD	-	Digital Video Disc
E & S	-	Erosion & Sediment
E-911	-	Emergency 911
EMD	-	Emergency Medical Dispatch
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
GAAP	-	Generally Accepted Accounting Principles
GASB	-	Governmental Accounting Standards Board
GFOA	-	Government Finance Officers Association
GIS	-	Geographic Information System
GO	-	General Obligation
HAVA	-	Help America Vote Act
hcf	-	100 cubic feet
HMGP	-	Hazard Mitigation Grant Program
HRPDC	-	Hampton Roads Planning District Committee
HVAC	-	Heating, Ventilation, and Air Conditioning
ICC	-	International Code Council
IDA	-	Industrial Development Authority
IRMS	-	Integrated Revenue Management System
ISO	-	Insurance Service Office

## FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

---

LIDAR	-	Laser Imaging Detection Ranging
LINX	-	Law Enforcement Information Exchange
LOC	-	Line of Credit
MPO	-	Metropolitan Planning Organization
MS4	-	Municipal Separate Storm Sewer System
NADA	-	National Automobile Dealer's Association
NASA	-	National Aeronautics and Space Administration
NAST	-	NASA Aeronautics Support Team
NBAWNBA	-	National Basketball Association/Women's National Basketball Association
NFPA	-	National Fire Protection Association
NPDES	-	National Pollutant Discharge Elimination System
NVRA	-	National Voter Registration Act
PES	-	Poquoson Elementary School
PHS	-	Poquoson High School
PMS	-	Poquoson Middle School
PPS	-	Poquoson Primary School
PPTRA	-	Personal Property Tax Relief Act
PYFCA	-	Poquoson Youth Football/Cheerleading Association
RE	-	Real Estate
REO	-	Registered Election Official
ROW	-	Right Of Way
RPA	-	Resource Protection Area
RV	-	Recreational Vehicle
SC	-	Service Charge
SCBA	-	Self Contained Breathing Apparatus
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSES	-	Sanitary Sewer Evacuation System
SSOS	-	Sanitary Sewer Overflows
TEA 21	-	TEA 21 Museum Grant
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
VoIP	-	Voice over the Internet
VPA	-	Virginia Port Authority
VPDES	-	Virginia Pollutant Discharge Elimination System
VPPSA	-	Virginia Peninsulas Public Service Authority
VPSA	-	Virginia Public Schools Authority
VPSU	-	Virginia Peninsula Swimming Union
VRA	-	Virginia Resources Authority
VRS	-	Virginia Retirement System
YMCA	-	Young Men's Christian Association
800 MHz	-	800 MHz radio/communications system