

CITY OF
Poquoson
VIRGINIA

**Adopted Annual
Financial Plan**

Fiscal Year July 1, 2015 – June 30, 2016

**CITY OF POQUOSON, VIRGINIA
ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2016**

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The Government Finance Officers Association of the United States and Canada (GFOA) presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year beginning July 1, 2014. 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

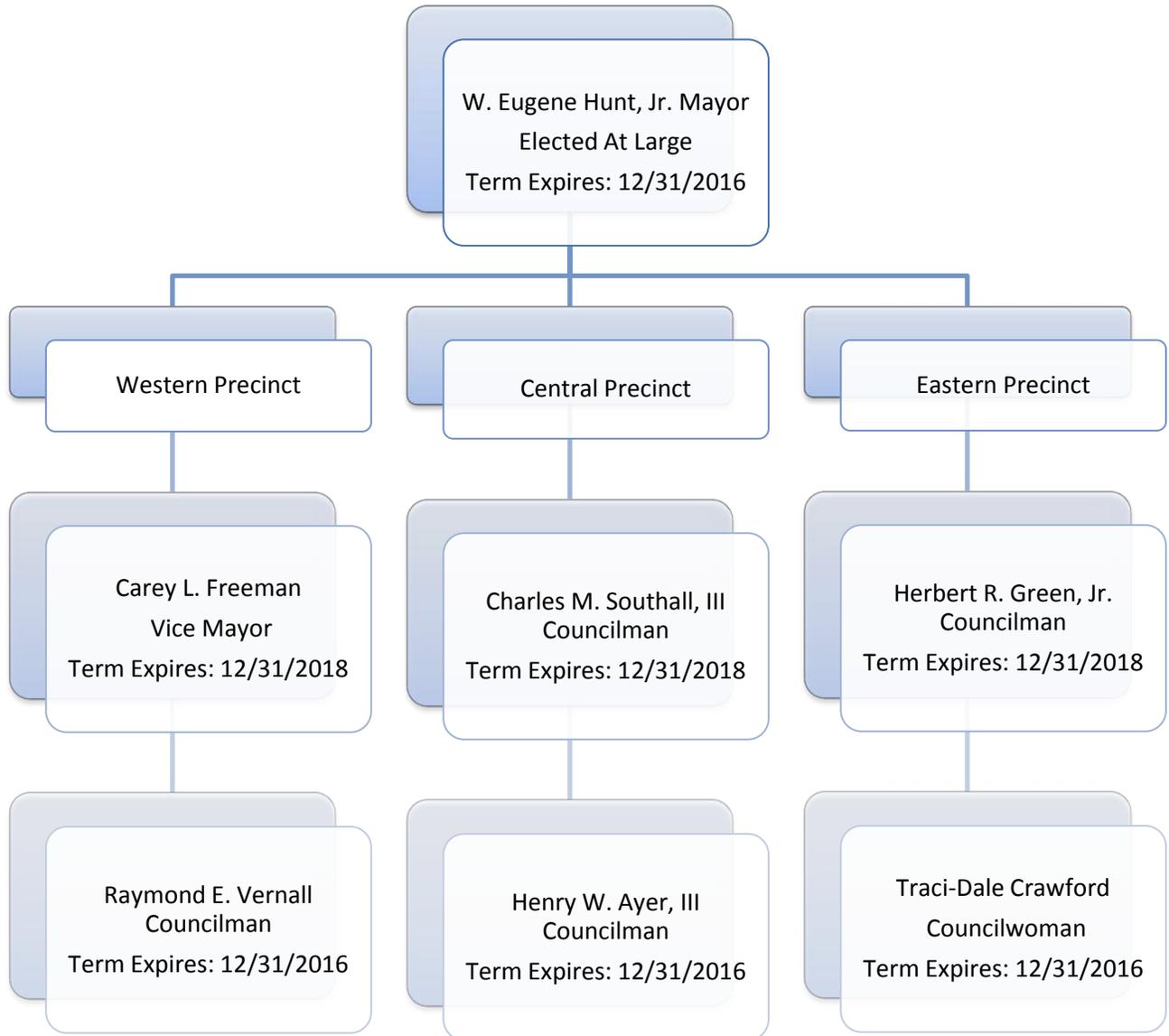
**City of Poquoson
Virginia**

For the Fiscal Year Beginning

July 1, 2014

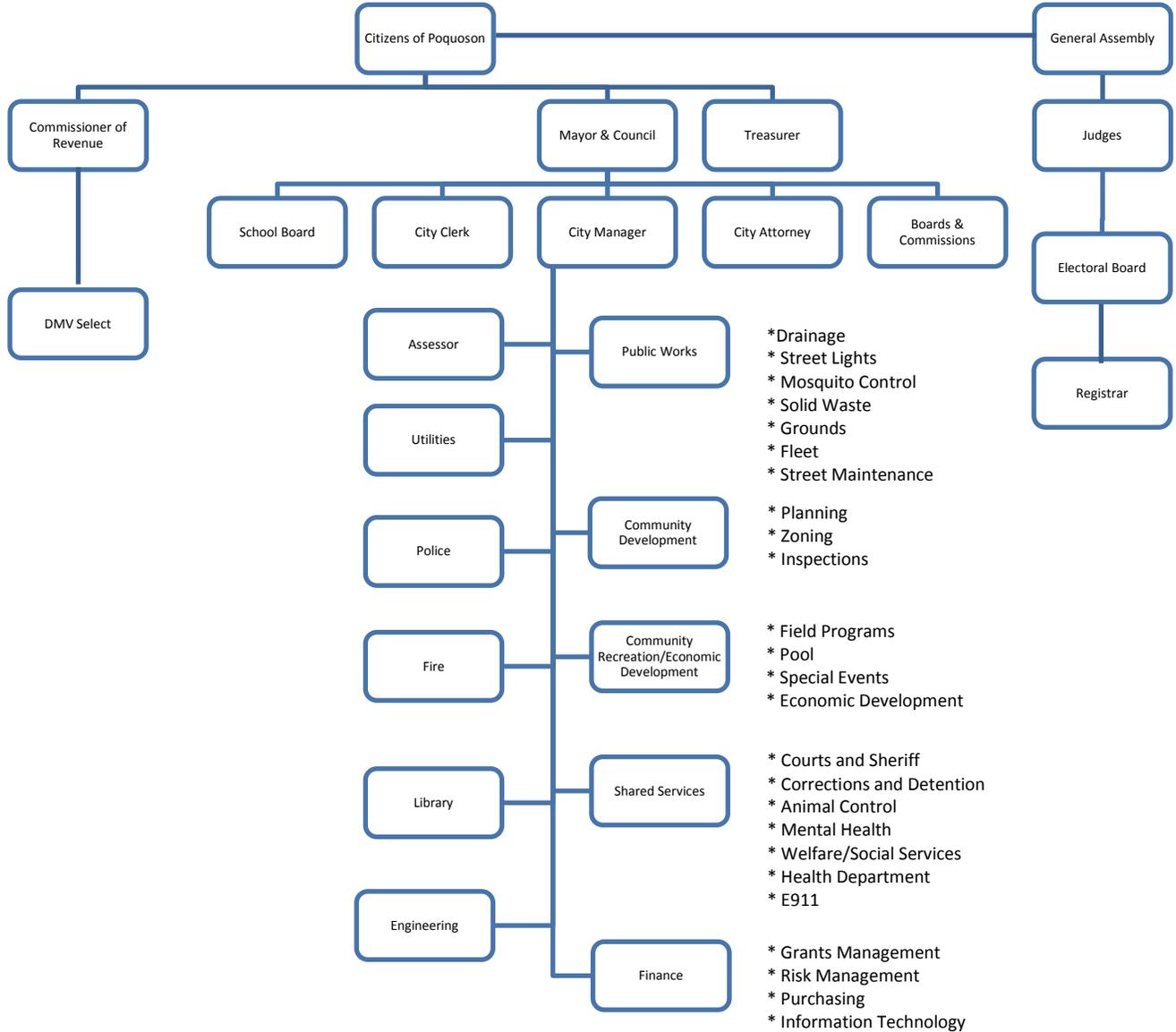
Executive Director

POQUOSON CITY COUNCIL



CITY OF POQUOSON, VIRGINIA

CITY GOVERNMENT ORGANIZATION CHART



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The Executive Summary includes the City Manager's budget message and a general overview of the Annual Financial Plan for Fiscal Year 2016 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

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

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

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



- **Budget Message from the City Manager**
- **The Adopted Budget in Brief**
 - **General Fund**
 - **Debt Service Fund**
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- ♦ **Summary**

Executive Summary

Fiscal Year July 1, 2015 to June 30, 2016

Budget Message

April 13, 2015

Honorable Mayor and Members of City Council
Poquoson, Virginia:

Thank you for the opportunity to present the City Manager's Proposed Budget of FY 2016, submitted in accordance with Article V of the Poquoson City Charter.

Introduction and Summary:

Over the course of the last six years our community has successfully managed a myriad of challenges that were brought on by the Great Recession. We have faced reductions in State and Federal support, declines in property values, increased unfunded mandates, unavoidable increases in operating costs and the need for selective enhancement of services and programs. As I look back on the many difficult decisions we had to make over that period, I am also quite proud of what we have achieved. During the most significant recession in more than a generation, together we have rebuilt our financial reserves, obtained a AAA bond rating, and continued to have one of Virginia's best School Divisions and safest communities while continuing to be the type of community that is worthy of recognition as a top five national suburb.

As we approach FY2016 we are in a far better fiscal position than at any time during my tenure as City Manager. We have successfully addressed all of the structural imbalances in the operating budget, property values overall have stabilized to the point that for the first time since the onset of the recession the overall reassessment of real property is not projected to be negative. Local revenue growth while modest is favorable and we are beginning to see a noticeable increase in construction and related investments in the City. Our economic development and quality of life initiatives are definitely beginning to pay off.

Budget Message (Continued)

Just as the FY2015 Budget was viewed as the last step in the plan to deal with the multi-year impacts of the recession, this budget can be seen as our first real post-recession budget plan. Built on a firm financial foundation and an improving local economy, one of my most important priorities was to present a budget that moved us forward without relying on any increase in local taxes or fees and did not contain new debt financing of any kind. In short, this budget was designed to live within our limited, but improving means, and to put new resources toward the most important and time sensitive priorities. In my opinion, this budget accomplishes this objective, but regrettably balancing the budget did require the elimination of many worthy requests for new priorities and reductions in several base operating budgets.

The City Manager's Proposed Budget Overview:

The proposed budget does not recommend any local tax rate or fee increase. The proposed budget also does not include any new debt financing for FY2016.

The proposed budget includes \$140,000 in new local funding for Schools. This amount is consistent with the Superintendent's Recommended Budget Request for FY2016. The Superintendent has indicated that at this level of increased local support, the School Division will be able to provide a 2.5% compensation increase for all employees next year. I would note that in order to fund this pay increase the School Division will still need to make significant cuts to its budget to account for the loss of State support and non-discretionary operating cost increases.

The proposed budget also includes an additional .5% compensation increase for City employees. This amount is on top of the 2% compensation increase awarded to City employees January 1, 2015.

The proposed budget does include one additional full-time Firefighter/Medic position in the Fire Department. The position is one of three (one per shift) required to meet the staffing standards of the National Fire Protection Association (NFPA). Rather than provide new funding for this position, the intent of this recommendation is to use vacancy savings which have traditionally been available within the Fire Department budget due to staff turnover to fund the position next year. During the FY2017 budget process, staff and I will evaluate the continued feasibility of this funding alternative for this position and examine options for funding the second of the three needed positions. This plan as presented is intended to be implemented over three fiscal years.

There are a few pay as you go items recommended for the Capital Improvements Fund. Funding for these projects is recommended from the Undesignated General Fund Balance and represents a portion of the funds that are in addition to the Fiscal Management Policy requirements. Specifically, the proposed budget includes the replacement of one school bus, one police car and a small amount of additional consultant funding to support the City's TMDL program. The adopted Capital Improvements Plan also includes the replacement of a dump truck for Public Works should there be sufficient funding available following the closure of this fiscal year.

Budget Message (Continued)

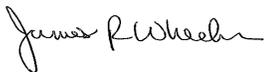
General Observations and Conclusion:

In this the first post-recession budget we are getting our first real look at what the new normal will look like for the City of Poquoson. Assuming stable tax rates, we should continue to expect in the near term to have enough natural revenue growth to meet our basic operating requirements and provide at least some increase in local support for Schools. This is good news, at least in the short term. Moving forward I am concerned about our ability to address new and emerging program requirements, meet our capital equipment replacement and capital maintenance needs, fund new projects such as the Middle School Renovation or meet significant unfunded mandates such as TMDL. The most pressing unmet needs at present are for additional staffing support in the Engineering Department and for an additional Detective for the Police Department. Also, development activity is picking up in the City. I anticipate that future budgets will need to account for the increased workload requirements in the many areas of the budget that will be impacted. The good news here is that any new development should bring with it the additional revenue resources to meet these needs.

One additional item I would like bring to your attention is the concern shared by both the Superintendent and me regarding the continuing trend of decreasing School enrollment. Already enrollment losses have been responsible for significant reductions in State support of our School System. If this trend is not reversed in the near future we will need to seriously consider School consolidation, an outcome none of us want but, absent a reversal of this trend we have been seeing over the last several years, something we may have to seriously consider.

I look forward to working with the City Council as you begin your deliberations of the FY2016 Proposed Budget. I would like to express my thanks to the members of my staff who have worked with me to prepare this budget proposal and to the Superintendent of Schools who has worked hard in a spirit of team work and cooperation that has helped to make this budget possible. Lastly, I would like to express my thanks and appreciation to the City and School staff who are continually asked to do more with less and the great job they perform on behalf of our community.

Respectfully,



James R. Wheeler
City Manager

The Adopted Budget in Brief

The total revenue budgeted for FY 2016 by fund is as follows:

General Operating Fund	\$26,628,475
Use of Fund Balance	<u>204,230</u>
General Operating Fund	\$ 26,832,705
Debt Service Fund	2,800,575
Use of Fund Balance	<u>109,931</u>
Debt Service Fund	2,910,512
Capital Projects Fund	880,000
Solid Waste Fund	831,825
Utilities Fund	1,893,400
Fleet Fund	756,516
Special Revenue Fund	<u>2,300,636</u>
Revenues & Transfers In	36,414,094
Less Interfund Transfers:	
Utilities Fund	(150,000)
Debt Service Fund	(2,800,575)
Capital Projects Fund	<u>(415,000)</u>
Total Revenues	<u>\$33,040,019</u>

The total expenditures budgeted for FY 2016 by fund is as follows:

General Operating Fund	\$26,832,705
Less Interfund transfers:	
Debt Service	(2,800,575)
Capital Projects	<u>(415,000)</u>
	(3,215,575)
Debt Service Fund	2,910,512
Capital Projects	880,000
Solid Waste Fund	831,825
Utilities Fund	1,893,400
Less Interfund transfers:	
General Fund	(150,000)
Fleet Management Fund	756,516
Special Revenue Fund	<u>2,300,636</u>
Total Expenditures	<u>\$33,040,019</u>

General Fund

Revenues by Category:

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

The City expects to receive \$15,700,000 in real estate tax revenue in FY 2016. Real estate taxes are projected to increase \$105,000 or .7%. The following factors make up the change in real estate:

- Growth projections for FY 2016 are based on new homes and other improvements to be built throughout the year, or \$8,000,000 in new assessments. Growth will bring approximately \$46,225 of additional tax revenue during FY 2016.
- Fiscal year 2016 is a reassessment year and the assessed value of real property increased less than 1%. The adopted real estate tax rate remains \$1.07 per \$100 of assessed value.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be \$200,000 a decrease of \$10,000.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$4,273,435, a \$25,000 increase from the FY 2015 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

The City adopted the “specific relief” method of computing and reflecting tax relief. The “specific relief” method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2015.

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 2016. FY 2016 budget for local tax is \$2,350,000 and State non-categorical aid remains level at \$1,923,435.

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

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$2,870,000 other local taxes accounts for 11% of total General Fund revenues and is expected to increase by \$8,500 or .3% from the FY 2015 budget. The adopted meals tax rate is 6%. The adopted cigarette tax rate is 20 cents.

Other local revenue totals \$625,400 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; potential sale of property; and miscellaneous revenue.

Charges for Services

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

General Fund (Continued)

The EMS Fee rate will remain the same as FY 2015. Revenue for EMS fees is expected to be \$255,000.

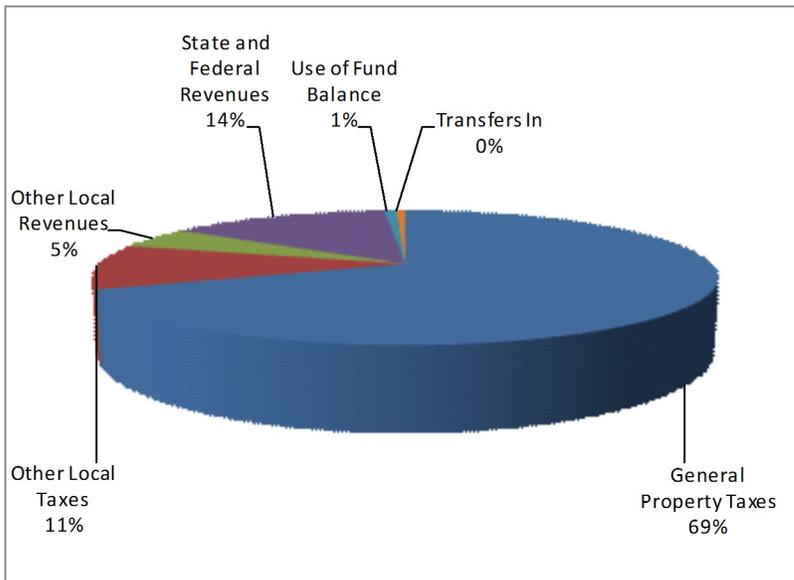
In FY 2016, revenue from parks and recreation programs is expected to be \$134,500. The pool revenue is expected to be \$74,050. The special events revenue is expected to be \$117,190, and \$16,115 in revenue is projected for the workboat race.

The total of all local revenue of taxes, licenses and fees is \$22,722,255.

State and Federal revenue is expected to be \$3,751,220 in FY 2016, a \$1,098 decrease from the FY 2015 revised budget.

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

The FY 2016 budget uses \$39,230 from the General Fund restricted fund balance for 1/10 forgiveness of the Museum Deed of Trust note. It also includes \$20,000 of debt forgiveness for the relocation of a business to the City. The business must meet certain requirements before the debt is forgiven. If requirements are not met, the business is required to pay \$20,000 to reduce the debt. The remaining \$165,000 of unassigned fund balance is transfer to the Capital Projects fund for one time capital expenditures.



GENERAL FUND SOURCES OF REVENUE	
General Property Taxes	\$18,515,000
Other Local Taxes	2,870,000
Other Local Revenues	1,337,255
State and Federal Revenues	3,751,220
Use of Fund Balance	204,230
Transfers In	<u>150,000</u>
Total Revenues	<u>\$26,832,705</u>

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

General Fund (Continued)

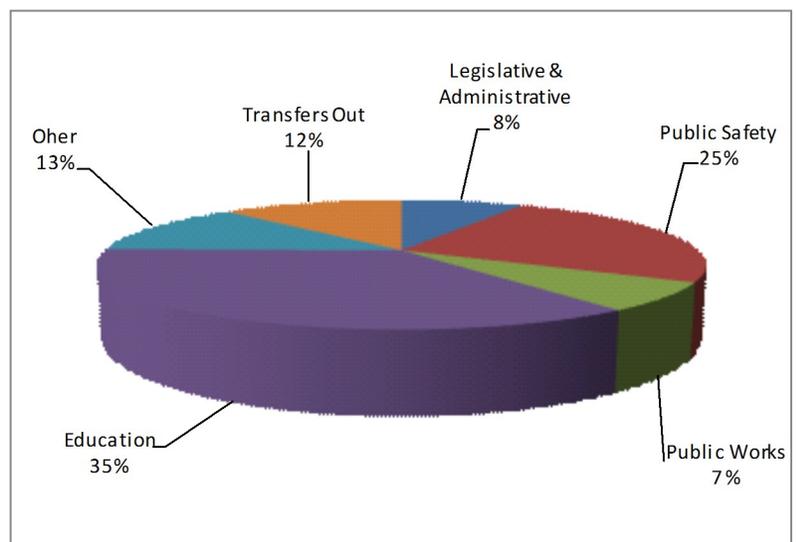
Expenditures By Category:

School Expenditures: The contribution to Schools accounts for 35% of the total General Fund budget. The FY 2016 budget includes an increase of \$140,000 to Schools, which fully funds the Superintendent’s FY 2016 request from the City. The School’s budget is based on an average daily membership of 2,070 students for the FY 2016 school year.

In the past the School Division has had unspent money at the end of the year which is returned to the City. At the end of FY 2014, there was \$25,245 in unspent funds. These unspent funds were reappropriated to the School Division in FY 2015. If there are unspent funds at the end of FY 2015, they may be reappropriated in FY 2016.

City Personnel Services: Employee salaries, overtime, and benefits account for personnel services. City personnel services are \$9,108,672 in FY 2016, a \$38,399 or .4% decrease. Employee benefits account for 31% of personnel services. Health insurance premiums decreased 7.6%.

GENERAL FUND EXPENDITURE USES	
Legislative & Administrative	\$2,157,495
Public Safety	6,625,754
Public Works	1,881,093
Education	9,565,403
Other	3,395,885
Transfers Out	<u>3,215,575</u>
Total Expenditures	<u>\$26,841,205</u>



General Fund Expenditure Uses

Uses	FY 2015	FY 2016	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 9,450,648	\$ 9,565,403	\$ 114,755	1.2%
City	17,580,117	17,267,302	(312,815)	(1.8%)
Total	\$ 27,030,765	\$ 26,832,705	\$ (198,060)	(.7%)

General Fund Contribution to Schools

Category	FY 2015	FY 2016	\$ Inc/(Dec)	% Inc/(Dec)
School Contribution	\$ 9,425,403	\$ 9,565,403	\$ 140,000	1.5%
Reappropriation	25,245	-	(25,245)	(100%)
Total	\$ 9,450,648	\$ 9,565,400	\$ 114,755	1.2%

General Fund City Expenditures by Category

Category	FY 2015	FY 2016	\$ Inc/(Dec)	% Inc/(Dec)
Personnel Services	\$ 9,147,071	\$ 9,108,672	(38,399)	.4%
Operations/Transfers	5,287,438	5,040,143	(247,295)	(4.7%)
Debt Service	2,800,575	2,800,575	-	0%
Capital Outlay	345,033	317,912	(27,121)	(7.9%)
Total	\$ 17,580,117	\$ 17,267,302	\$ (312,815)	(1.8%)

Expenditures By Category: (Continued)

City Operations/Transfers: The City's operational costs are \$4,625,143 and transfers are \$415,000 for a total of \$5,040,143 in FY 2016, a \$247,295 or 4.7% decrease.

Debt Service: In FY 2016, the City will transfer \$2,800,575 to the Debt Service Fund the same as in FY 2015. The transfer is explained in the Debt Service Fund section.

Capital Outlay: The City's capital outlay for FY 2016 is \$317,912, a \$27,121 or 7.9% decrease from FY 2015. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, and fire hose.

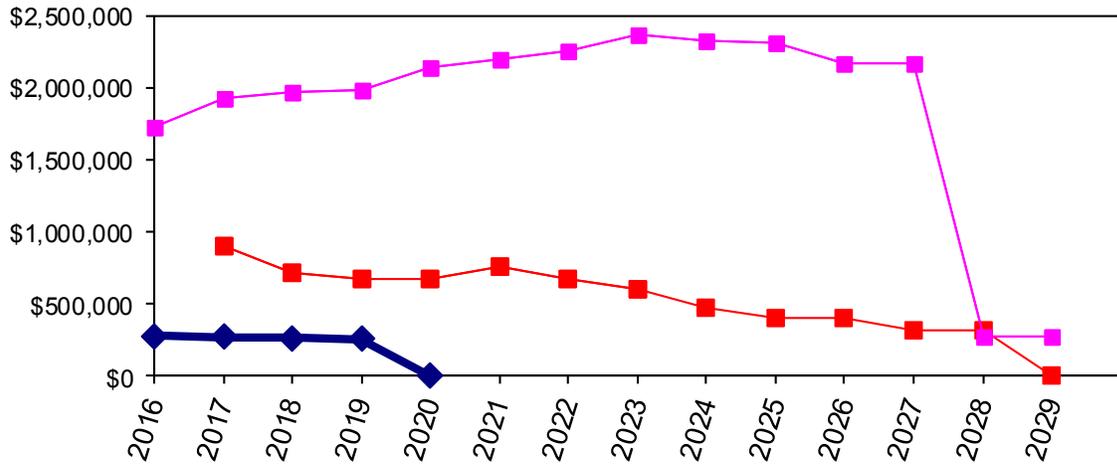
Expenditures By Category: (Continued)***Debt Service Fund***

DEBT SERVICE FUND USES	
School Debt	\$2,010,862
City Debt	<u>899,650</u>
Total	<u>\$2,910,512</u>

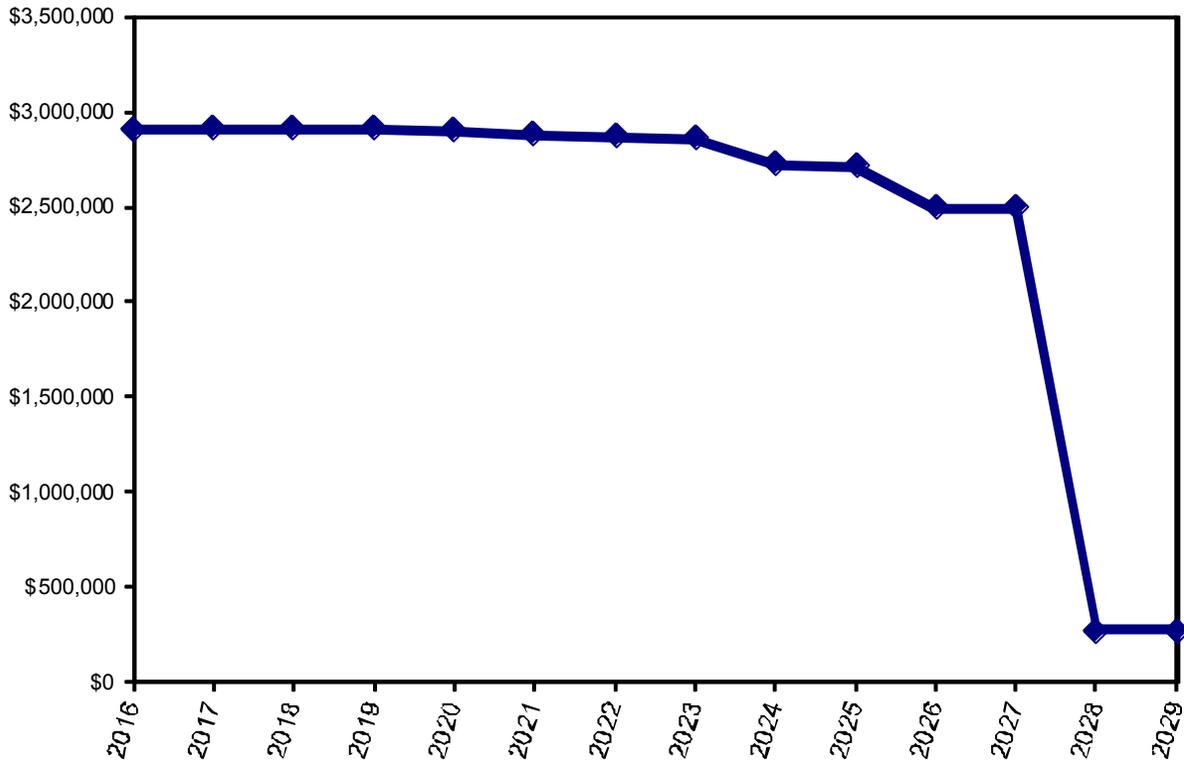
Debt Service Fund projected expenditures in FY 2016 are \$2,910,512 of which \$2,800,575 is transferred from the General Fund and the remaining \$109,937 is a planned use of the debt service reserves.

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

Debt Service By Type



Total Debt Service Fund



Capital Projects Fund

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

Capital Project revenues include \$465,000 in State Highway Funds for street and drainage improvements and a transfer of \$415,000 from the General Fund. The FY 2016 - Beyond FY 2020 Capital Improvements Plan (CIP) prepared by staff was presented to the Poquoson Planning Commission on February 19, 2015. On March 16, 2015 the Commission recommended its adoption. City Council adopted the CIP on March 23, 2015.

Total FY 2016 year expenditures for the Capital Projects Fund are \$880,000. Unspent funds from FY 2015 are allowed to be carried forward for two additional years. If the project is not complete in three years, Council must reappropriate the unspent funds to complete the project. If there are any unspent funds when the project is completed, funds can revert to the General Fund.

CAPITAL PROJECTS FUND REVENUE SOURCES

State Funds	\$ 465,000
Transfer from the General Fund	<u>415,000</u>
Total	<u>\$880,000</u>

CAPITAL PROJECTS FUND EXPENDITURE USES

Street Paving	\$ 375,000
Drainage Projects	90,000
TMDL/Stormwater	250,000
Bus Replacement	90,000
Police Vehicles	35,000
Engineering Consulting	<u>40,000</u>
Total	<u>\$880,000</u>

Solid Waste Fund

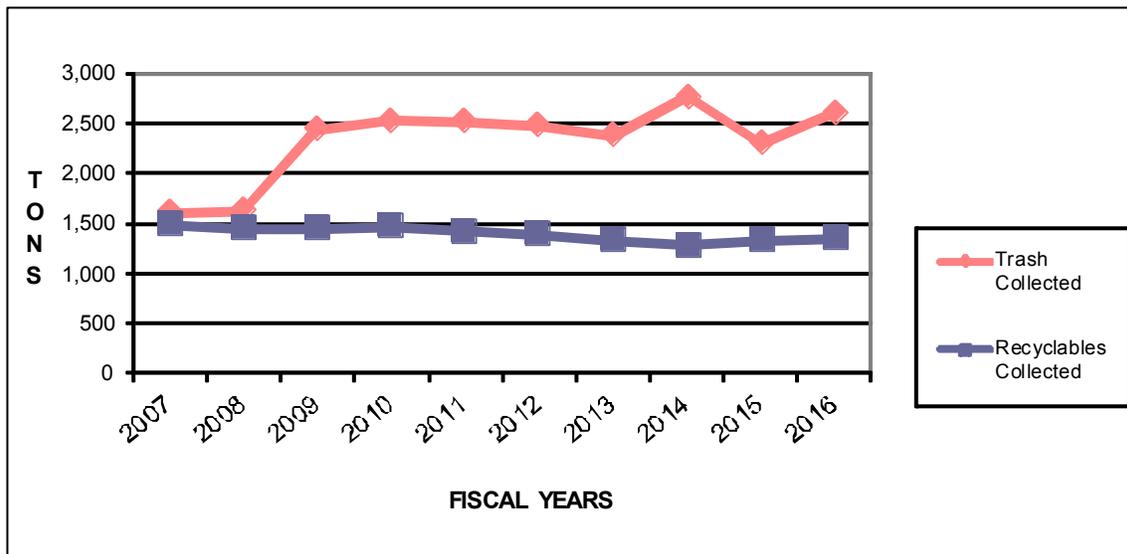
The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The projected revenues for FY 2016 are \$831,825. The adopted budget does not propose a change in the fee structure.

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

The City provides curbside pickup services for woody waste at a rate of \$60 per pickup and bulky waste item pickup at a rate of \$63. Each household gets one free bulk item or landscape curbside pickup each year. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris and bulky items, not to cover the cost of the programs. 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. The City is estimated to pay VPPSA \$44,587 to operate the composting/disposal facility in FY 2016.

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

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



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

SOURCES OF REVENUE

Solid Waste Fees	\$797,825
Bag Fees	20,000
Landscaping & Bulky Item Charges	<u>14,000</u>
Total	<u>\$831,825</u>

SOLID WASTE

EXPENDITURE USES

Personnel Services	\$91,202
Garbage Disposal	406,000
Recycling	91,480
Bulky Item/Landscaping	104,763
Hazardous Material	25,053
Other Costs	<u>113,327</u>
Total	<u>\$831,825</u>

Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2016 budget is \$1,893,400, which is \$28,045 or 1.5% more than the FY 2015 budget.

Each household that is available to sewer, pays a fee whether connected to the system or not unless a waiver is granted by City Council. The adopted sewer service fee remains at \$62 bi-monthly for FY 2016. The adopted sewer availability fee remains at \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee also remains at \$1.75 hcf.

Approximately 34% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. \$550,319 is for maintenance and capital needs. Personnel services accounts for 17% of expenditures and includes salaries and benefits for 4 full time employees for FY 2016.

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

UTILITIES SOURCES OF REVENUE	
Sewer Service Fees	\$1,833,400
Sewer Availability Fee	30,000
Other	<u>30,000</u>
Total	<u>\$1,893,400</u>

UTILITIES EXPENDITURE USES	
Personnel Services	\$ 320,549
Operating Expenses	230,716
Debt Service	641,816
Capital Outlay	550,319
Transfer to General Fund	<u>150,000</u>
Total	<u>\$1,893,400</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 \$756,516 in FY 2016, a \$28,832 decrease from the FY 2015 budget. Decreases are expected in fuel costs.

FLEET MANAGEMENT SOURCES OF REVENUE

Parts and Contracted Services	\$224,115
Garage Labor and Overhead	278,322
Gas and Oil Revenues	<u>254,079</u>
Total	<u>\$756,516</u>

FLEET MANAGEMENT EXPENSE USES

Personnel Services	\$251,644
Fuel and Lubricants	254,079
Parts and Contractors	224,115
Other	<u>26,678</u>
Total	<u>\$756,516</u>

Special Revenue Fund

The Special Revenue Fund accounts for revenues and expenditures related to State and Federal grants for community development and public safety.

Currently, the City has three grants outstanding. They include an Enhancement Grant and two Hazard Mitigation Grants. All three grants are federally funded with the Hazard Mitigation grant having a state and local component. The Enhancement Grants is a pass-through from the Virginia Department of Transportation (VDOT). This grant was obtained to move and renovate the Tom Hunt Store to the Poquoson Museum property for public visitation. The Hazard Mitigation Grants are pass-through from the Virginia Department of Emergency Management for the elevation of 19 homes in the City.

SPECIAL REVENUE FUND SOURCES OF REVENUE

Federal Grants	\$1,725,477
State Grants	460,128
Grant Local Match	<u>115,031</u>
Total	<u>\$2,300,636</u>

SPECIAL REVENUE FUND EXPENSE USES

Operating Expenditures	<u>\$2,300,636</u>
Total	<u>\$2,300,636</u>

Unbudgeted Needs

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

Personnel: The Fire Department needs additional firefighter/paramedics. Although one additional has been adopted but not funded, the City is still well below National Fire Protection Association recommendations for staffing of firefighter/paramedics. There is also a need for a human resources manager. This position is not funded in the budget. Staffing may not be adequate in Public Works and Mosquito Control for drainage and street repair. There is additional funding for a .5% increase in employee salaries, but still does not include an actual cost of living increase or merit increase. It also does not include funds for a pay plan study, which has not been done in more than 10 years, or funding necessary to implement the costs of the study. Lastly, should development activity increase in the future, the City will need to reassess its staffing to meet increased service requirements.

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

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

GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2014. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for twenty fifth 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 2016 Annual Financial Plan to the GFOA to determine eligibility for another award.

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THE BUDGET PROCESS IN POQUOSON

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

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

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

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

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

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

BUDGET POLICIES

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

Financial Planning Policies

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

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

THE BUDGET PROCESS IN POQUOSON

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

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

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

Revenue Policies

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

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

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

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

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

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

Expenditure Policies

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

THE BUDGET PROCESS IN POQUOSON

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

Fund Balance Reserve

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

Debt Policy

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

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

Investment Policy

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

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

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

THE BUDGET PROCESS IN POQUOSON

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

BUDGET AMENDMENT PROCESS

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds within a fund for transfers of \$50,000 or less. Revisions that alter total appropriations for a fund must be approved by City Council. Therefore, the level of control at which expenditures may not exceed appropriations is the total expenditure level of each fund. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.

ORGANIZATION OF BUDGET

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

Governmental Funds

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

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

Proprietary Funds

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

THE BUDGET PROCESS IN POQUOSON

Proprietary Funds include:

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

BUDGETARY BASIS

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

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

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

DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

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

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

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

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

THE BUDGET PROCESS IN POQUOSON

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

CAPITAL IMPROVEMENTS PROGRAM

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

The FY 2016 – Beyond FY 2020 CIP was prepared by staff and presented to the Poquoson Planning Commission on February 19, 2015. The Planning Commission held a Public Hearing on the Plan March 16, 2015 and recommended its adoption. The Plan was submitted to City Council on March 23, 2015 and after conducting a public hearing the plan was adopted by City Council.

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

OPERATIONS/ACCOUNTING STRUCTURE

<u>Department</u>	General Fund	Debt Fund	Capital Projects Fund	Utilities Fund	Solid Waste Fund	Special Revenue Fund	Fleet Fund
General Govt Admin			X				
City Council	X						
City Manager	X						
Legal Services	X						
Independent Auditor	X						
Commissioner of the Revenue	X						
Assessor/Equalization Board	X						
Treasurer	X						
Finance	X						
Technology	X						
Risk Management	X						
Electoral Board	X						
Judicial	X		X				
Courts and Sheriff	X						
Public Safety			X				
Police Department	X						
Fire Department	X						
Corrections & Detention	X						
Inspections	X						
Animal Control	X						
Public Works			X				
General Engineering	X						
Public Works	X						
Street Lights	X						
Facilities	X						
Health & Welfare			X				
Health Department	X						
Mosquito Control	X						
Mental Health	X						
Welfare/Social Services	X						
School Transfer	X						
Parks, Recreation & Cultural			X				
Parks & Recreation	X						
Parks & Recreation-Pool	X						
Parks & Recreation-Special Events	X						
Library	X						
Community Development			X			X	
Planning	X						
Planning, Zoning, Wetland & ARB	X						
Economic Development	X						
Community Development	X						
Non Departmental	X						
DMV Select	X						
Debt Service		X					
Utilities				X			
Solid Waste-Garbage & Recycling					X		
Solid Waste-Bulky Item & Landscaping					X		
Internal Service/Fleet Fund							X

FY 2016 BUDGET CALENDAR

DECEMBER 2014

- 10 Wednesday Budget letter request mailed to Outside Agencies.
- 10 Wednesday Budget preparation instructions distributed to Department Heads Including FY 2012 and FY 2013 Actual Expenses, FY 2014 Revised Budget and FY 2015 Request Departmental Budgets.

JANUARY 2015

- 12 Monday FY 2015 Departmental Expenditure Budget Requests due to Finance.
- 12 Monday FY 2015 Outside Agency budget requests due.
- 12 Monday Finance begins review of Departmental Budget Requests.
- 15 Thursday Advertise Pre-Budget Public Hearing on January 26, 2015.
- 26 Monday FY 2016 Pre-Budget Public Hearing.
- 28 Wednesday Departmental Budget meetings with City Manager and Finance Director begins.

FEBRUARY 2015

- 17 Tuesday School Board work session in which Superintendent's proposed budget is presented depending on the General Assembly.

MARCH 2015

- 9 Monday Final adjustments by Finance Department and City Manager to FY 2016 Proposed Revenue and Expenditures.
- 17 Tuesday School Board work session in which Superintendent's proposed budget is presented if not presented in February.
- 26 Thursday Publish notice of April 27, 2015 Public Hearing on tax rate and equalized tax rate (if required).
- 31 Tuesday School Board approved budget forwarded to City Council.

FY 2016 BUDGET CALENDAR

APRIL 2015

- | | | |
|----|----------|--|
| 9 | Thursday | Proposed Budget FY 2016 Budget distributed to City Council Members. |
| 13 | Monday | Presentation to City Council and public of proposed real estate and personal property tax rate and fees for FY 2016. |
| 16 | Thursday | Publish notice of April 27, 2015 Budget Public Hearing and proposed tax rates and fees |
| 27 | Monday | Public Hearing on Budget at City Council Meeting. Budget Work Session prior to Council Meeting. Joint work session with Schools. |

MAY 2015

- | | | |
|---|---------|---|
| 5 | Tuesday | Adoption of FY 2016 Budget at City Council meeting. |
|---|---------|---|

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SUMMARY OF TAX RATES AND FEES

	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved	FY 2016 Approved
General Fund Taxes and Fees				
Real Estate Tax	\$0.92/\$100 AV	\$0.97/\$100 AV	\$1.07/\$100 AV	\$1.07/\$100 AV
Public Service Corporation	\$0.92/\$100 AV	\$0.97/\$100 AV	\$1.07/\$100 AV	\$1.07/\$100 AV
Personal Property Tax				
Automobile	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boat	\$.75/\$100 AV	\$.75/\$100 AV 1st half	\$.00001/\$100 AV 1st half	\$.00001/\$100 AV 1st half
Boat	\$.75/\$100 AV	\$.00001/\$100 AV 2nd half	\$.00001/\$100 AV 2nd half	\$.00001/\$100 AV 2nd half
Trailer (Utility, Boat, etc.)	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Recreation Vehicle	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Home	\$0.92/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half	\$0.92/\$100 AV 1st Half	\$1.07/\$100 AV 1st Half
Mobile Home	\$0.92/\$100 AV 2nd Half	\$0.97/\$100 AV 2nd Half	\$1.07/\$100 AV 2nd Half	\$1.07/\$100 AV 2nd Half
Local Sales Tax	5.0%	6.0%	6.0%	6.0%
Meals Tax (food and beverage)	6.0%	6.0%	6.0%	6.0%
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
Cigarette Tax	\$.20 per pack	\$.20 per pack	\$.20 per pack	\$.20 per pack
Recovery (EMS) Fees:				
BLS	\$430	\$430	\$430	\$430
ALS	\$525	\$525	\$525	\$525
ALS-2	\$750	\$750	\$750	\$750
Mileage	\$9.00	\$9.00	\$9.00	\$9.00
Parks & Recreation Fees:				
Youth Athletics	\$40 - \$55	\$45 - \$65	\$45 - \$65	\$45 - \$65
Adult Athletics	\$195 - \$550/team	\$220 - \$600/team	\$220 - \$600/team	\$220 - \$600/team
Camps	\$65 - \$210	\$65 - \$120	\$75 - \$120	\$75 - \$120
Exercise Classes	\$48 - \$65	\$48 - \$65	\$48 - \$65	\$48 - \$65
Pool Admission	\$5	\$1 - \$5	\$1 - \$5	\$1 - \$5
Swimming Lessons	\$25 - \$55	\$25 - 55	\$25 - \$55	\$25 - \$55
Swim Team	\$155	\$160	\$160	\$160
Pool Passes	\$30 - \$50	\$30 - \$55	\$30 - \$55	\$30 - \$55

SUMMARY OF TAX RATES AND FEES

	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved	FY 2016 Approved
Facility Use Fees:				
Community Designated	\$10 resident	\$10 resident	\$10 resident	\$10 resident
Groups per member	\$20 non-resident	\$20 non-resident	\$20 non-resident	\$20 non-resident
Non-Community Groups (based on field location/lights/time)	\$10 - \$25 per hour	\$20 - \$110 per hour	\$20 - \$110 per hour	\$20 - \$110 per hour
DMV Commission				
1st \$500,000 of gross collection	4.5%	4.5%	4.5%	4.5%
over \$500,000 of gross collection	5.0%	5.0%	5.0%	5.0%
<u>Solid Waste Fund Fees</u>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	Fee based on Size			
Landscaping Debris Charges	\$60 per pickup	\$60 per pickup	\$60 per pickup	**\$60 per pickup
Bulky Item Pickup	1 free/yr; then \$63 ea	1 free/yr; then \$63 ea	1 free/yr; then \$63 ea	**\$63 per pickup
Drop-Off of Debris or Bulky	Free	Free	Free	Free
<u>Utilities Fund Fees</u>				
Sewer Service Fees				
Commercial	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf	\$62 bi-monthly plus \$1.75/hcf
Residential	\$62 bi-monthly	\$62 bi-monthly	\$62 bi-monthly	\$62 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

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

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

** Homeowner receives one free pickup per year, either Landscaping Debris or Bulky Item

AV = Assessed Valuation

SC = Service Charge

hcf = 100 cubic feet

PERSONNEL POSITIONS

Departments and Funds	FY 2013 Authorized FTE	FY 2014 Authorized FTE	FY 2015 Authorized FTE	FY 2016 Dept Head Request FTE	FY 2016 City Council Authorized FTE
City Council	0.40	0.40	0.40	0.40	0.40
City Manager	3.80	3.80	3.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	2.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10	2.10
Police -- Sworn Officers	23.50	23.50	23.50	24.50	24.50
Police -- Civilian	1.00	1.00	1.00	1.50	1.50
Fire	30.00	30.00	30.00	31.00	31.00
Inspections	3.75	3.75	3.75	4.75	3.75
Engineering	1.00	1.00	1.00	1.00	2.00
Public Works	17.10	17.10	17.50	17.50	17.50
Mosquito Control	2.00	2.00	2.00	2.00	2.00
Parks and Recreation Programs	3.80	3.80	3.80	3.80	3.80
Parks and Recreation Pool	5.00	5.00	5.00	5.00	5.00
Parks and Recreation Special Events	1.00	1.00	1.00	1.00	1.00
Library	11.95	11.95	11.95	11.95	11.95
Planning	4.00	4.00	4.00	4.75	4.00
Economic Development	1.00	1.00	1.00	1.00	1.00
DMV Select	2.00	2.00	2.00	2.00	2.00
Total General Fund	127.40	127.40	127.80	132.05	131.30
Solid Waste	1.00	1.00	1.00	1.00	1.00
Utilities	4.00	4.00	4.00	4.00	4.00
Fleet Management	3.50	3.50	3.50	3.50	3.50
Total Departments and Funds	135.90	135.90	136.30	140.55	139.80

SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2015 Revised Budget	FY 2016 Dept Head Requested Budget	FY 2016 City Council Adopted Budget
General Fund	\$ 26,098,991	\$ 25,017,664	\$ 26,718,686	\$ 27,030,765	\$ 27,702,209	\$ 26,832,705
Debt Service	2,052,250	2,075,858	2,800,575	2,800,575	2,910,512	2,910,512
Capital Projects	610,988	756,368	1,074,000	1,994,036	880,000	880,000
Special Revenue	181,347	46,518	131,400	2,482,036	2,300,636	2,300,636
Solid Waste Enterprise	862,344	863,890	822,200	822,200	831,825	831,825
Utilities Enterprise	1,864,716	1,925,558	1,865,355	1,865,355	1,893,400	1,893,400
Fleet Management Internal Service	694,987	783,144	785,348	785,348	820,028	756,516
TOTAL REVENUE AND TRANSFERS	32,365,623	31,469,000	34,197,564	37,780,315	37,338,610	36,405,594
Less: Interfund Transfers	2,333,090	2,326,958	3,486,305	3,507,075	3,475,512	3,365,575
TOTAL REVENUE	\$ 30,032,533	\$ 29,142,042	\$ 30,711,259	\$ 34,273,240	\$ 33,863,098	\$ 33,040,019

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2015 Revised Budget	FY 2016 Dept Head Requested Budget	FY 2016 City Council Adopted Budget
General Fund	\$ 24,179,153	\$ 24,657,220	\$ 26,718,686	\$ 27,030,765	\$ 27,702,209	\$ 26,832,705
Debt Service	1,809,031	2,077,458	2,800,575	2,800,575	2,910,512	2,910,512
Capital Projects	794,676	991,003	1,074,000	1,994,036	880,000	880,000
Special Revenue	138,226	46,641	131,400	2,482,036	2,300,636	2,300,636
Solid Waste Enterprise	842,251	863,191	822,200	822,200	831,825	831,825
Utilities Enterprise	1,600,187	1,595,757	1,865,355	1,865,355	1,893,400	1,893,400
Fleet Management Internal Service	721,922	812,402	785,348	785,348	820,028	756,516
TOTAL EXPENDITURES AND TRANSFERS	30,085,446	31,043,672	34,197,564	37,780,315	37,338,610	36,405,594
Less: Interfund Transfers	2,333,090	2,326,958	3,486,305	3,507,075	3,475,512	3,365,575
TOTAL EXPENDITURES	\$ 27,752,356	\$ 28,716,714	\$ 30,711,259	\$ 34,273,240	\$ 33,863,098	\$ 33,040,019

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
	General Fund		
General Property Taxes	\$ 18,515,000	Personnel Services	\$ 6,403,919
Other Local Taxes	2,870,000	Employee Benefits	2,704,753
Permits Licenses & Fees	78,900	Purchased Services	1,085,058
Fines & Forfeitures	56,500	Internal Services	433,894
Use of Money & Property	178,800	Other Charges	1,345,573
Charges for Services	713,055	Contributions to Agencies	125,422
Miscellaneous Revenue	310,000	Materials & Supplies	191,199
State Non-Categorical Aid	2,053,435	Payment to Joint Operations	1,443,997
State Categorical Aid	228,250	Capital Outlay	317,912
State Other Categorical Aid	1,471,735	Transfer to Debt Service Fund	2,800,575
Federal Revenue	2,800	Transfer to Capital Projects Fund	415,000
Transfer from Sewer Fund	150,000	School Contribution	<u>9,565,403</u>
Transfer from Fund Balance	<u>204,230</u>		
Total	<u>\$ 26,832,705</u>	Total	<u>\$ 26,832,705</u>
	Debt Service Fund		
Transfer from General Fund	\$ 2,800,575	School Debt Service	\$ 2,010,862
Use of Reserve	<u>109,937</u>	City Debt Service	<u>899,650</u>
Total	<u>\$ 2,910,512</u>	Total	<u>\$ 2,910,512</u>
	Capital Projects Fund		
State Revenue	\$ 465,000	City Capital Outlay	\$ 790,000
Transfer from General Fund	<u>415,000</u>	School Projects	<u>90,000</u>
Total	<u>\$ 880,000</u>	Total	<u>\$ 880,000</u>
	Special Revenue Fund		
HMGP Federal Grants	\$ 1,725,477	Other Charges	\$ 2,300,636
HMGP State Grants	460,128		
HMGP Grant Local Match	115,031		
Total	<u>\$ 2,300,636</u>	Total	<u>\$ 2,300,636</u>
	Solid Waste Fund		
Charges for Services - Solid Waste Fees	\$ 797,825	Personnel Services	\$ 57,695
Charges for Services - Other	<u>34,000</u>	Employee Benefits	33,506
		Purchased Services	504,838
		Internal Services	49,178
		Other Charges	15,326
		Materials & Supplies	10,161
		Payment to Joint Operations	<u>161,121</u>
Total	<u>\$ 831,825</u>	Total	<u>\$ 831,825</u>

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues

Expenditures

Utilities Fund

Charges for Services - Sewer Service Fees	\$ 1,833,400
Sewer Availability Fees	30,000
Late Payment Fees	<u>30,000</u>
Total	<u>\$ 1,893,400</u>

Personnel Services	\$ 200,303
Employee Benefits	120,246
Purchased Services	83,200
Internal Services	40,814
Other Charges	96,502
Materials & Supplies	10,200
Debt Service	641,816
Transfer to General Fund	150,000
Capital Outlay	550,319
Total	<u>\$ 1,893,400</u>

Fleet Fund

Internal Service Revenue - City	\$ 524,378
Internal Service Revenue - Schools	<u>232,138</u>
Total	<u>\$ 756,516</u>

Personnel Services	\$ 156,380
Employee Benefits	95,264
Purchased Services	55,780
Other Charges	11,928
Materials & Supplies	430,804
Capital Outlay	<u>6,360</u>
Total	<u>\$ 756,516</u>

SUMMARY OF FUND BALANCE OR NET ASSETS BY FUND

	General Fund	Debt Service	Capital Projects Fund	Solid Waste Fund	Utilities Fund	Fleet Management Fund	Special Revenue Fund
Beginning Fund Balance - 7/1/2012	\$ 5,321,495	\$ 2,718	\$ 1,235,470	\$ 355,253	\$ 5,224,529	\$ 44,452	\$ 51,076
Actual FY 2013 Revenues	26,098,991	2,052,250	610,988	862,344	1,864,716	694,987	181,347
Actual FY 2013 Expenditures	(24,179,153)	(1,809,031)	(794,678)	(842,251)	(1,600,187)	(721,922)	(138,226)
Ending Fund Balance - 6/30/2013	\$ 7,241,333	\$ 245,937	\$ 1,051,780	\$ 375,346	\$ 5,489,058	\$ 17,517	\$ 94,197
Beginning Fund Balance - 7/1/2013	7,241,333	245,937	1,051,780	375,346	5,489,058	17,517	94,197
Actual FY 2014 Revenues	25,017,664	2,075,858	756,368	863,890	1,925,558	783,144	46,518
Actual FY 2014 Expenditures	(24,657,220)	(2,077,458)	(991,003)	(863,191)	(1,595,757)	(812,402)	(46,641)
Ending Fund Balance - 6/30/2014	\$ 7,601,777	\$ 244,337	\$ 817,145	\$ 376,045	\$ 5,818,859	\$ (11,741)	\$ 94,074
Beginning Fund Balance - 7/1/2014	7,601,777	244,337	817,145	376,045	5,818,859	(11,741)	94,074
Estimated FY 2015 Revenues	26,294,636	2,800,575	1,181,946	822,200	1,865,355	785,348	181,400
Estimated FY 2015 Expenditures	(27,030,765)	(2,630,575)	(920,956)	(822,200)	(1,865,355)	(785,348)	(181,400)
Projected Fund Balance - 6/30/2015	\$ 6,865,648	\$ 414,337	\$ 1,078,135	\$ 376,045	\$ 5,818,859	\$ (11,741)	\$ 94,074
Beginning Fund Balance - 7/1/2015	6,865,648	414,337	1,078,135	376,045	5,818,859	(11,741)	94,074
Estimated FY 2016 Revenues	26,628,475	2,800,575	880,000	831,825	1,893,400	756,516	2,300,636
Estimated FY 2016 Expenditures	(26,832,705)	(2,910,512)	(1,952,069)	(831,825)	(1,893,400)	(756,516)	(2,300,636)
Projected Fund Balance - 6/30/2016	\$ 6,661,418	\$ 304,400	\$ 6,066	\$ 376,045	\$ 5,818,859	\$ (11,741)	\$ 94,074

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Note: Included in the General Fund projected fund balance is a note receivable from the Poquoson Economic Development Authority with a projected balance of \$1,684,587 at 6/30/16.

GENERAL FUND - SUMMARY

General Fund Description

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

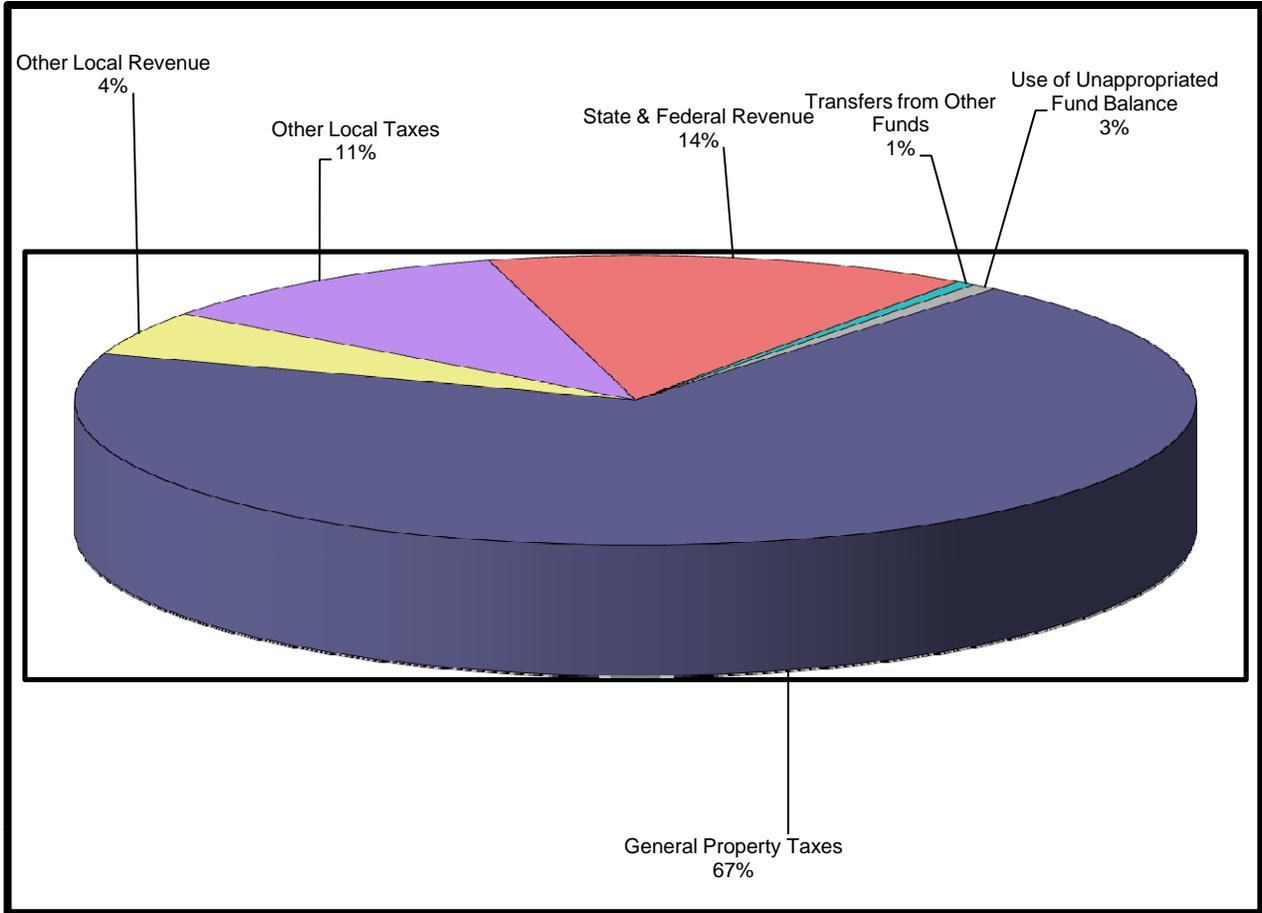
General Fund Projection of Fund Balance (Budgetary Basis)

Beginning Fund Balance - 6/30/2012		\$ 5,321,495
Actual FY 2013 Revenues	\$ 26,098,991	
Actual FY 2013 Expenditures	<u>(24,179,153)</u>	<u>1,919,838</u>
Fund Balance - 6/30/2013		\$ 7,241,333
Actual FY 2014 Revenues	\$ 25,017,664	
Actual FY 2014 Expenditures	<u>(24,657,220)</u>	<u>360,444</u>
Fund Balance - 6/30/2014		\$ 7,601,777
Estimated FY 2015 Revenues	\$ 26,294,636	
Estimated FY 2015 Expenditures	<u>(27,030,765)</u>	<u>(736,129)</u>
Estimated Fund Balance - 6/30/2015		\$ 6,865,648
Estimated FY 2016 Revenues	\$ 26,628,475	
Estimated FY 2016 Expenditures	<u>(26,832,705)</u>	<u>(204,230)</u>
Projected Fund Balance - 6/30/2016		<u><u>\$ 6,661,418</u></u>

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

GENERAL FUND - SUMMARY

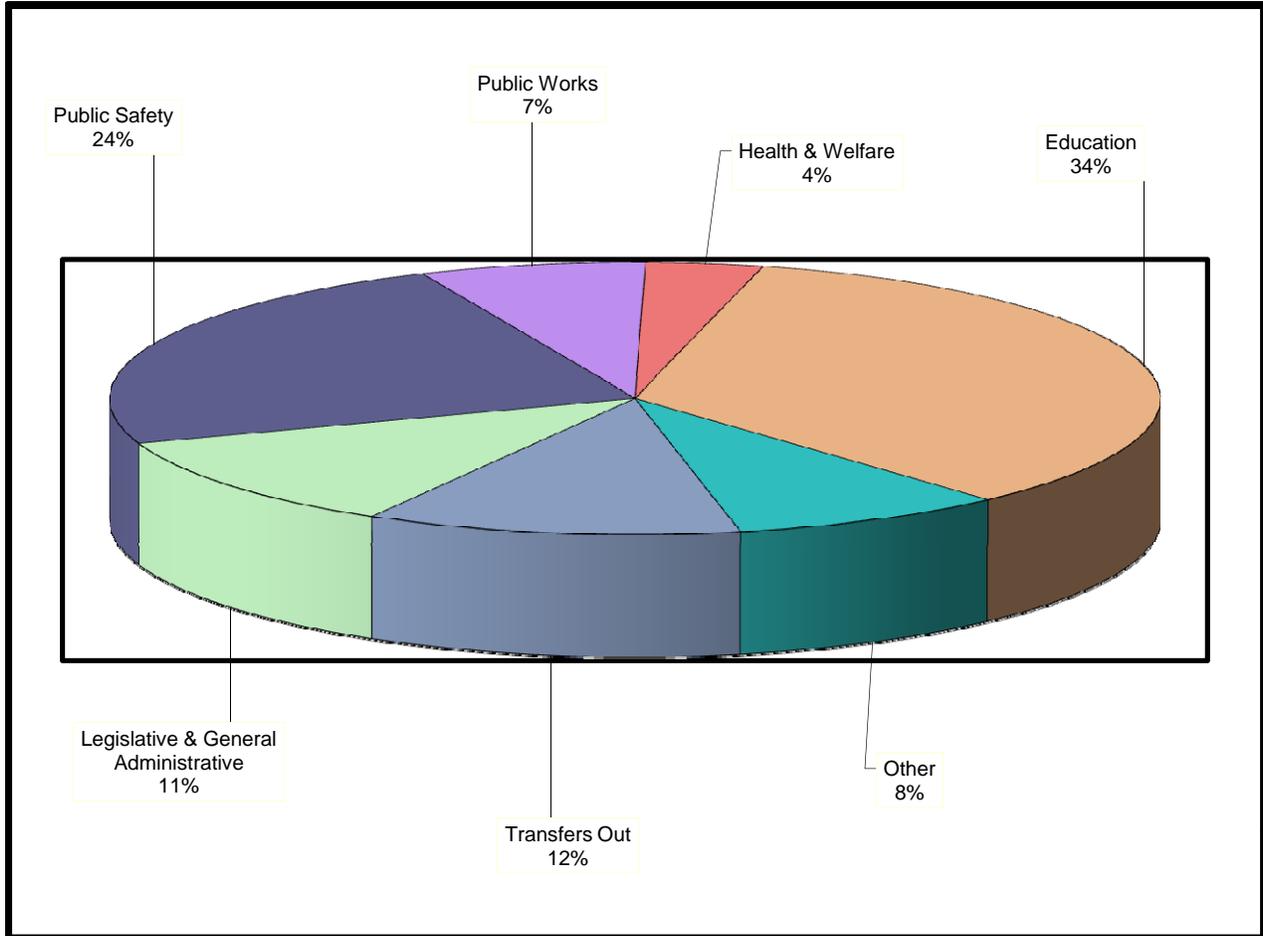
General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
General Property Taxes	\$ 18,380,000	\$ 18,515,000
Other Local Revenue	1,169,959	1,337,255
Other Local Taxes	2,861,500	2,870,000
State & Federal Revenue	3,733,177	3,756,220
Transfers from Other Funds	150,000	150,000
Use of Unappropriated Fund Balance	716,988	204,230
TOTAL	<u>\$ 27,011,624</u>	<u>\$ 26,832,705</u>

GENERAL FUND - SUMMARY

General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Legislative & General Administrative	\$ 2,129,239	\$ 3,147,529
Public Safety	6,889,888	6,600,450
Public Works	1,885,835	1,942,334
Health & Welfare	965,951	1,005,968
Education	9,450,648	9,565,403
Other	2,352,129	2,355,446
Transfers Out	3,357,075	3,215,575
TOTAL	<u><u>\$ 27,030,765</u></u>	<u><u>\$ 27,832,705</u></u>

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary								\$	%
	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	Change	From
Account Title	Actual	Actual	Adopted	Revised	Estimated	Department	City Council	From 2015	2015
			Budget	Budget	Revenue	Requested	Adopted	Revised	Revised
			Budget	Budget	Revenue	Budget	Budget	Budget	Budget
LOCAL REVENUE:									
<u>GENERAL PROPERTY TAXES</u>									
Real Estate-Current Tax	\$ 13,622,068	\$ 14,119,106	\$ 15,595,000	\$ 15,595,000	\$ 15,595,000	\$ 15,700,000	\$ 15,700,000	\$ 105,000	0.7%
Delinquent Real Estate Taxes	17,625	146,439	80,000	80,000	80,000	90,000	90,000	10,000	12.5%
Public Service Corp.	167,060	194,774	210,000	210,000	210,000	200,000	200,000	(10,000)	-4.8%
Personal Property-Current Tax	2,408,318	2,302,517	2,325,000	2,325,000	2,325,000	2,350,000	2,350,000	25,000	1.1%
Delinquent Personal Property Taxes	9,126	37,702	30,000	30,000	30,000	40,000	40,000	10,000	33.3%
Penalties and Interest	147,620	158,886	140,000	140,000	140,000	135,000	135,000	(5,000)	-3.6%
TOTAL GENERAL PROPERTY TAXES	16,371,817	16,959,424	18,380,000	18,380,000	18,380,000	18,515,000	18,515,000	135,000	0.7%
<u>OTHER LOCAL TAXES</u>									
Local Sales Tax	586,715	587,316	600,000	600,000	600,000	610,000	610,000	10,000	1.7%
Communications Sales & Use Tax	424,509	414,082	420,000	420,000	420,000	420,000	420,000	-	0.0%
Meals Tax	731,292	728,757	720,000	720,000	720,000	730,000	730,000	10,000	1.4%
Consumer Utility Tax	286,753	290,806	285,000	285,000	285,000	288,000	288,000	3,000	1.1%
Consumption Tax	41,345	42,035	40,000	40,000	40,000	41,000	41,000	1,000	2.5%
Business License Tax	416,988	414,043	415,000	415,000	415,000	419,000	419,000	4,000	1.0%
Cigarette Tax	142,520	115,793	120,000	120,000	120,000	120,000	95,000	(25,000)	-20.8%
Other Local Taxes	251,174	211,929	261,500	261,500	261,500	255,500	267,000	5,500	2.1%
TOTAL OTHER LOCAL TAXES	2,881,296	2,804,761	2,861,500	2,861,500	2,861,500	2,883,500	2,870,000	8,500	0.3%
TOTAL PERMITS, LICENSES & FEES	76,040	89,911	75,600	75,600	75,600	80,100	78,900	3,300	4.4%
TOTAL FINES & FORFEITURES	58,102	73,024	56,000	56,000	56,000	56,500	56,500	500	0.9%
<u>USE OF MONEY & PROPERTY</u>									
Interest on Investments	15,800	10,130	13,000	13,000	13,000	10,000	10,000	(3,000)	-23.1%
Rental of Property	173,211	178,463	172,500	172,500	172,500	168,800	168,800	(3,700)	-2.1%
TOTAL USE OF MONEY & PROPERTY	189,011	188,593	185,500	185,500	185,500	178,800	178,800	(6,700)	-3.6%
<u>CHARGES FOR SERVICES</u>									
Other Charges for Services	352,824	348,146	382,300	382,300	382,300	371,200	371,200	(11,100)	-2.9%
Parks & Recreation Programs	131,943	131,976	142,420	142,420	142,420	134,500	134,500	(7,920)	-5.6%
Parks & Recreation Pool Programs	70,665	68,834	72,750	72,750	72,750	74,050	74,050	1,300	1.8%
Parks & Recreation Special Events	128,267	111,235	112,800	112,800	112,800	117,190	117,190	4,390	3.9%
Workboat Race	-	17,773	14,800	14,800	14,800	16,115	16,115	1,315	8.9%
TOTAL CHARGES FOR SERVICES	683,699	677,964	725,070	725,070	725,070	713,055	713,055	(12,015)	-1.7%
TOTAL MISCELLANEOUS REVENUE	208,618	133,949	60,500	127,789	127,789	310,000	310,000	182,211	142.6%
TOTAL LOCAL REVENUE	\$ 20,468,583	\$ 20,927,626	\$ 22,344,170	\$ 22,411,459	\$ 22,411,459	\$ 22,736,955	\$ 22,722,255	\$ 310,796	1.4%

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
			Budget	Budget	Revenue	Requested	Adopted	From 2015	2015
	Actual	Actual	Budget	Budget	Revenue	Budget	Budget	Revised	Revised
								Budget	Budget
STATE REVENUE:									
<u>NON-CATEGORICAL AID</u>									
PPTRA AID	\$ 1,923,431	\$ 1,923,431	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ 1,923,435	\$ -	0.0%
DMV Commission	103,850	123,533	110,000	110,000	110,000	115,000	120,000	10,000	9.1%
Reimbursement to Commonwealth	(33,719)	-	-	-	(19,141)	-	-	-	n/a
Mobil Home Titling	14,752	36,080	6,000	6,000	6,000	10,000	10,000	4,000	66.7%
TOTAL NON-CATEGORICAL AID	2,008,314	2,083,044	2,039,435	2,039,435	2,020,294	2,048,435	2,053,435	14,000	0.7%
<u>CATEGORICAL AID</u>									
TOTAL SHARED EXPENSES	218,339	227,638	227,965	227,965	227,965	228,250	228,250	285	0.1%
<u>OTHER CATEGORICAL AID:</u>									
State 599 Funds (Police)	233,205	233,204	233,207	233,207	233,207	233,207	233,207	-	0.0%
Street & Highway Maintenance	915,000	840,000	880,000	880,000	880,000	880,000	880,000	-	0.0%
Library Aid	134,618	140,376	141,996	141,996	141,996	140,734	140,734	(1,262)	-0.9%
Comprehensive Services Act	118,597	167,827	120,000	120,000	120,000	172,500	172,500	52,500	43.8%
Police Grants	35,286	10,390	-	2,816	2,816	-	-	(2,816)	n/a
Fire and EMS Grants	53,135	49,939	43,683	43,683	43,683	45,294	45,294	1,611	3.7%
Other State Revenue	6,897	15,387	-	6,357	6,357	-	-	(6,357)	-100.0%
TOTAL OTHER CATEGORICAL AID	1,496,738	1,457,123	1,418,886	1,428,059	1,428,059	1,471,735	1,471,735	43,676	3.1%
TOTAL CATEGORICAL AID	1,715,077	1,684,761	1,646,851	1,656,024	1,656,024	1,699,985	1,699,985	43,961	2.7%
TOTAL STATE REVENUE	3,723,391	3,767,805	3,686,286	3,695,459	3,676,318	3,748,420	3,753,420	57,961	1.6%
FEDERAL REVENUE:									
Police Grants	16,210	104,951	-	985	985	-	-	(985)	-100.0%
Plum Tree Island Refuge	2,359	2,769	2,500	2,500	2,500	2,500	2,500	-	0.0%
FEMA Public Assistance Grant	-	-	-	-	-	-	-	-	n/a
DHS and Citizen Corps Grants	23,668	83,680	-	37,500	37,500	-	-	(37,500)	-100.0%
Other Federal Revenue	780	833	-	15,874	15,874	300	300	(15,574)	n/a
TOTAL FEDERAL REVENUE	43,017	192,233	2,500	56,859	56,859	2,800	2,800	(54,059)	-95.1%
TOTAL GENERAL FUND REVENUE	24,234,991	24,887,664	26,032,956	26,163,777	26,144,636	26,488,175	26,478,475	314,698	1.2%
TRANSFERS IN:									
Transfer from Sewer Fund	130,000	130,000	150,000	150,000	150,000	150,000	150,000	-	0.0%
Transfer from Capital Projects Fund	-	-	-	-	-	-	-	-	n/a
Transfer from Fleet Fund	-	-	-	-	-	-	-	-	n/a
Sale of Bonds	1,734,000	-	-	-	-	-	-	-	n/a
Transfer from School Board	-	-	-	-	-	-	-	-	n/a
Transfer from Fund Balance	-	-	535,730	716,988	716,988	1,064,034	204,230	(512,758)	-71.5%
TOTAL TRANSFERS IN	1,864,000	130,000	685,730	866,988	866,988	1,214,034	354,230	(512,758)	-59.1%
TOTAL REVENUE & TRANSFERS IN	\$ 26,098,991	\$ 25,017,664	\$ 26,718,686	\$ 27,030,765	\$ 27,011,624	\$ 27,702,209	\$ 26,832,705	\$ (198,060)	-0.7%

REVENUE DETAIL

LOCAL REVENUE

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

REAL ESTATE TAX:

The real estate property tax on residential, commercial land and buildings in the City is proposed at a rate of \$1.07 per \$100 of assessed value. Each cent of tax brings approximately \$150,000 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. FY 2016 is a reassessment year. Tax rate and value are effective July 1, 2015.

Residential growth projections in FY 2016 are based on new houses and other residential improvements and commercial improvements estimated in value at \$8,000,000, to be built throughout the year. This will bring approximately \$46,225 in additional tax revenue during FY 2016.

FY 2016 Real Estate Revised Budget Estimate	\$15,953,775
Tax Relief and Deferral	(300,000)
FY 2016 Residential growth \$8,000,000 on new assessments of new homes and other improvements	<u>46,225</u>
FY 2016 Real Estate Budget	<u>\$15,700,000</u>

Real estate taxes are due on December 5th and June 5th. Past due balances paid by the end of the month the taxes are due are assessed a 2% penalty. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances on the first day of the month following the month in which the tax is due. In addition, interest of 10% per annum is assessed on unpaid balances beginning in the month in which the tax was due.

PUBLIC SERVICE CORPORATION TAXES:

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

Public service corporations are taxed at the same rate as real estate. The State Corporation Commission assesses public service corporations and we are estimating that assessments will be \$18,900,000 in FY 2016.

REVENUE DETAIL

PERSONAL PROPERTY TAX:

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

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the FY 2016 budget, the proposed tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for recreational vehicles a \$1.50 tax rate per \$100 of assessed value and \$0.00001 for boats. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the proposed real estate rate of \$1.07 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2016 personal property tax revenue is \$4,273,435 a \$25,000 increase over the FY 2015 estimated budget. Personal property taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

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

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2015.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 55% of personal property tax in FY 2015. The break out between local taxes and state aid is as follows for FY 2016 Personal Property tax revenue.

<u>Local Taxes</u>	<u>State Aid</u>	<u>Total</u>
\$ 2,350,000	\$ 1,923,435	\$ 4,273,435

REVENUE DETAIL

LOCAL SALES TAX:

The general Virginia State Sales Tax rate is 5.3% and an additional 0.7% imposed in localities that make up the Northern Virginia and Hampton Roads areas. Poquoson is one of the Hampton Roads localities. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2016, it is expected to be \$610,000 or an increase of \$10,000 from FY 2015. This projection is based on commercial retail sales in the City.

MEALS TAX:

The meals tax rate for FY 2016 is 6%. This tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2016, revenue is expected to increase from the FY 2015 budget by \$10,000 for a total of \$730,000.

COMMUNICATIONS SALES & USE TAX:

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

This tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax was replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" applied to each wireless number. The Cable Franchise Fee was replaced by the Communications Sales Tax. The tax is collected by the companies and paid to the State, which administers distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City. In FY 2016, it is expected to remain level at \$420,000.

CONSUMER UTILITY TAX:

The City collects a tax based upon consumption from residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed \$3 and \$10 respectively. It is estimated that the City will receive \$288,000 for FY 2016.

CONSUMPTION TAX:

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$41,000 for FY 2016.

BUSINESS LICENSE TAX:

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The amount budgeted for FY 2016 is expected to increase by \$4,000 to \$419,000.

CIGARETTE TAX:

This tax is based on a rate of 20 cents per pack. This tax went into effect October 1, 2001. The amount budgeted for FY 2016 is expected to be \$95,000.

REVENUE DETAIL

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	\$ 45,000
Recordation Tax	190,000
Deed of Conveyance	<u>32,000</u>
	<u>\$267,000</u>

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

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

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	\$ 5,000
Subdivision Plan Review Fees	5,000
Zoning Advertising Fees	2,000
Building Permits	30,000
Electrical Permits	9,000
Plumbing Permits	6,000
Mechanical Permits	10,000
Erosion and Sediment Fees	7,000
Right-of-Way Permits	2,500
Drainage Pipe Permits	1,000
Other Fees	<u>1,400</u>
	<u>\$ 78,900</u>

In FY 2016, this represents an increase of \$3,300 from the FY 2015 budget.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2016 is \$56,500, a slight increase of \$500.

INTEREST ON INVESTMENTS:

For FY 2016 revenue of \$10,000 is anticipated to remain level from the FY 2015 budget.

REVENUE DETAIL

RENTAL OF PROPERTY:

The City rents property to the School Board for administrative office space in City Hall. In FY 2016, the amount will be \$26,300, which is the same since FY 2009. This rental fee is for the maintenance costs on the building space that the School Administration occupies. Also budgeted is \$140,000 for tower rental for communications companies to place their towers on City property, the same as FY 2015. The rental of the Odd Road Community Center is expected to remain level at \$2,500.

CHARGES FOR SERVICES:

Included in this category of revenue are:

EMS Fees	\$255,000
Library Fees/Test Proctor	19,200
Passport Processing	48,000
School Maintenance	45,000
Copying Charges	<u>4,000</u>
	<u>\$371,200</u>

EMS fees are charges for ambulance services. The City began charging for ambulance services in October 2009. The rates charged in FY 2016 is the same as FY 2015 and are similar to rates charged by some of the surrounding localities. The FY 2016 revenue is expected to decrease slightly to \$255,000.

Library fees are book fines, etc. that are charged to patrons for returning items late and Test Proctor fees are to administer on-line tests to patrons. Locally, the Library issues Passports and the Passport Processing fees are expected to decrease in FY 2016 to \$48,000 for the service.

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

CHARGES FOR SERVICES – PARKS AND RECREATION:

Parks & Recreation Programs	\$134,500
Pool Programs	74,050
Special Events	117,190
Workboat Race	<u>16,115</u>
	<u>\$341,855</u>

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

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

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

REVENUE DETAIL

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

CSA Reimbursement	\$ 5,000
Donations - Facilities	50,000
Sale of Real Property	250,000
Miscellaneous	<u>5,000</u>
	<u>\$310,000</u>

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

Sale of Real Property in the amount of \$250,000 is for the sale of the Big Woods property, expected to take place in FY 2016.

Miscellaneous revenue in prior years included donations and insurance recoveries.

STATE REVENUE

NON-CATEGORICAL AID:

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

Personal Property Tax Relief Act	\$1,923,435
Mobile Home Titling	10,000
DMV Reimbursement	<u>120,000</u>
	<u>\$2,053,435</u>

Total personal property in FY 2015 is \$4,273,435. Of this amount, \$2,350,000 is recorded as general property taxes and \$1,923,435 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$25,000; however, the revenue from the State will remain level.

The City opened a Department of Motor Vehicles – Select office (DMV) on January 2, 2002. As part of the City's agreement with DMV, the City receives a commission of 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000. It is projected the City will receive \$120,000 for FY 2016. The office staff salaries and the majority of office expenses are paid by the City. The total DMV Select expenditure budget is \$107,145.

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. A portion of the Registrar's salary is paid through the State Department of Elections with the other expenses of the office paid by the City.

The FY 2016 budget of \$228,250 is expected to increase from FY 2015 budget based on estimated information received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 102,025
Treasurer	92,225
Registrar	<u>34,000</u>
	<u>\$228,250</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 2016 is anticipated to be \$233,207, the same since FY 2012.

Street and Highway Maintenance aid is received for the upkeep of City roads and streets and is based upon the number of lane miles in the City system. Street and Highway Maintenance funds are also reflected in the Capital Projects Fund. The City estimates a total of \$1,345,000 in FY 2016 for Street and Highway Maintenance funding, which is approximately the same as FY 2015. In the General Fund, \$880,000 is budgeted for Public Works and Mosquito Control departments and \$465,000 is budgeted in the Capital Projects Fund to be used for paving and drainage projects.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City estimates in FY 2016 is \$140,734.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and special education expenses. The State contribution is expected to be \$172,500 and a local cost of \$57,500 for a total of \$230,000 for CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2016 estimates for State Categorical Aid. VML is an advocate for Virginia localities at the General Assembly.

FEDERAL REVENUE

CATEGORICAL AID:

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

REVENUE DETAIL

TRANSFERS IN

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system. In FY 2016 \$150,000 will be transferred for this purpose.

The use of Fund Balance in the amount of \$165,000 has been budgeted for one time capital expenditures in the Capital Projects Fund. The use of the Non Spendable Fund Balance in the amount of \$39,230 is the fifth year of a 10 year forgiveness of the Poquoson Museum debt as well as \$20,000 decrease in a deed of trust note used to relocate a business to the City provided the business meets certain goals.

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
			Original Adopted Budget	Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
LEGISLATIVE								
City Council	\$ 66,949	\$ 65,461	\$ 64,275	\$ 64,275	\$ 68,322	\$ 65,444	\$ 1,169	1.8%
GENERAL ADMINISTRATION								
City Manager	422,488	414,968	428,675	428,675	448,284	432,345	3,670	0.9%
Legal Services	114,767	118,036	108,600	108,600	110,800	108,754	154	0.1%
Independent Auditor	35,460	32,110	45,000	45,000	45,900	45,900	900	2.0%
Commissioner of the Revenue	300,803	293,935	303,437	303,437	319,328	306,337	2,900	1.0%
Assessor/Equalization Board	174,275	175,024	188,090	188,090	202,237	188,452	362	0.2%
Treasurer	318,199	312,227	319,815	319,815	338,295	321,748	1,933	0.7%
Finance	350,241	356,940	378,205	378,205	407,555	392,296	14,091	3.7%
Technology	55,589	68,860	64,950	64,950	70,200	75,200	10,250	15.9%
Risk Management	114,911	148,570	76,202	76,202	55,482	53,039	(23,163)	-30.4%
TOTAL ADMINISTRATION	1,886,733	1,920,670	1,912,974	1,912,974	1,998,081	1,924,071	11,097	0.6%
ELECTIONS								
Registrar/Electoral Board	158,737	143,612	151,990	151,990	166,653	158,014	6,024	4.0%
PUBLIC SAFETY								
Courts and Sheriff	405,381	438,790	442,480	442,480	470,697	467,753	25,273	5.7%
Police	2,525,282	2,722,090	2,631,683	2,687,072	2,767,264	2,678,485	(8,587)	-0.3%
Fire	2,601,435	2,496,025	2,833,635	2,995,622	2,855,299	2,686,239	(309,383)	-10.3%
Corrections & Detention	314,406	321,787	375,070	375,070	395,240	395,240	20,170	5.4%
Inspections	363,536	278,786	286,644	286,644	276,168	266,102	(20,542)	-7.2%
Animal Control	85,808	115,865	103,000	103,000	103,000	106,631	3,631	3.5%
TOTAL PUBLIC SAFETY	6,295,848	6,373,343	6,672,512	6,889,888	6,867,668	6,600,450	(289,438)	-4.2%
PUBLIC WORKS								
Engineering	105,834	110,715	125,131	125,131	179,712	207,813	82,682	66.1%
Public Works	1,335,010	1,389,455	1,484,663	1,484,663	1,564,572	1,460,470	(24,193)	-1.6%
Street Lights	79,383	81,656	82,500	82,500	81,000	81,000	(1,500)	-1.8%
Facilities	71,122	146,018	193,541	193,541	198,982	193,051	(490)	-0.3%
TOTAL PUBLIC WORKS	1,591,349	1,727,844	1,885,835	1,885,835	2,024,266	1,942,334	56,499	3.0%
HEALTH & WELFARE								
Health Department	37,155	36,891	34,540	34,540	35,761	35,761	1,221	3.5%
Mosquito Control	232,000	241,643	251,919	251,919	269,732	248,403	(3,516)	-1.4%
Mental Health	198,715	201,320	222,796	222,796	223,982	223,982	1,186	0.5%
Welfare/Social Services	422,500	457,998	456,696	456,696	515,822	497,822	41,126	8.8%
TOTAL HEALTH & WELFARE	\$ 890,370	\$ 937,852	\$ 965,951	\$ 965,951	\$ 1,045,297	\$ 1,005,968	\$ 40,017	4.1%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$	%
							Change From 2015 Revised Budget	Change From 2015 Revised Budget
EDUCATION								
School Contribution	\$ 8,814,166	\$ 8,950,159	\$ 9,425,403	\$ 9,425,403	\$ 9,565,403	\$ 9,565,403	\$ 140,000	1.5%
Reappropriation	29,910	41,254	-	25,245	-	-	(25,245)	-100.0%
TOTAL EDUCATION	8,844,076	8,991,413	9,425,403	9,450,648	9,565,403	9,565,403	114,755	1.2%
PARKS, RECREATION & CULTURAL								
Parks & Recreation Programs	415,874	388,413	424,318	424,318	463,652	433,801	9,483	2.2%
Parks & Recreation Pool	113,766	109,943	119,061	119,061	134,696	123,368	4,307	3.6%
Parks & Recreation Special Events	204,834	208,935	211,920	211,920	282,736	222,464	10,544	5.0%
Library	804,302	835,134	855,872	878,973	883,404	868,860	(10,113)	-1.2%
TOTAL PARKS, REC & CULTURAL	1,538,776	1,542,425	1,611,171	1,634,272	1,764,488	1,648,493	14,221	0.9%
COMMUNITY DEVELOPMENT								
Planning	309,661	305,770	325,495	325,495	370,090	324,936	(559)	-0.2%
Planning/BZA/Wetlands/ARB	2,885	6,402	6,700	6,700	10,800	6,200	(500)	-7.5%
Economic Development	108,964	123,724	124,634	124,634	149,432	133,492	8,858	7.1%
Community Development	144,612	127,173	122,970	129,327	174,629	125,422	(3,905)	-3.0%
TOTAL COMMUNITY DEVELOPMENT	566,122	563,069	579,799	586,156	704,951	590,050	3,894	0.7%
NON-DEPARTMENTAL								
Non-Departmental	37,808	17,513	25,000	25,000	58,458	9,758	(23,948)	-95.8%
DMV Select	99,294	102,649	106,701	106,701	113,110	107,145	444	0.4%
TOTAL NON-DEPARTMENTAL	137,102	120,162	131,701	131,701	171,568	116,903	(14,798)	-11.2%
TRANSFERS OUT								
Debt Service Fund	2,052,250	2,075,858	2,800,575	2,800,575	2,910,512	2,800,575	0	0.0%
Capital Projects Fund	150,840	101,100	516,500	556,500	415,000	415,000	(141,500)	-25.4%
Economic Development Authority	-	74,413	-	-	-	-	-	n/a
Special Revenue Fund	-	15,000	-	-	-	-	-	n/a
Utilities Fund	-	2,000	-	-	-	-	-	n/a
Fleet Fund	-	3,000	-	-	-	-	-	n/a
TOTAL TRANSFERS OUT	2,203,090	2,271,371	3,317,075	3,357,075	3,325,512	3,215,575	(141,500)	-4.2%
TOTAL GENERAL FUND	\$ 24,179,152	\$ 24,657,222	\$ 26,718,686	\$ 27,030,765	\$ 27,702,209	\$ 26,832,705	\$ (198,060)	-0.7%

CITY COUNCIL

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 48,911	\$ 49,671	\$ 50,355	\$ 50,355	\$ 51,958	\$ 51,277	\$ 922	1.8%
Operating Expenses	18,038	15,790	13,920	13,920	16,364	14,167	247	1.8%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 66,949	\$ 65,461	\$ 64,275	\$ 64,275	\$ 68,322	\$ 65,444	\$ 1,169	1.8%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
City Clerk	0.4	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4	0.4

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



Goals and Objectives

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

CITY COUNCIL

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Regular Meetings	18	18	18	18
Work Sessions	14	8	10	10
Special Sessions	0	0	2	0

Significant Budget Items

- * Increase in personnel expenses due to increase in salary for the City Clerk.

CITY MANAGER

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original Adopted Budget	FY 2015 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Personnel Services	\$ 400,031	\$ 392,471	\$ 407,675	\$ 407,675	\$ 427,434	\$ 412,495	\$ 4,820	1.2%
Operating Expenses	22,457	22,497	21,000	21,000	20,850	19,850	(1,150)	-5.5%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 422,488	\$ 414,968	\$ 428,675	\$ 428,675	\$ 448,284	\$ 432,345	\$ 3,670	0.9%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
City Manager	1	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6	0.6
Assistant to the City Manager	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2	0.2
Totals	3.8	3.8	3.8	3.8	3.8



Goals and Objectives

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

CITY MANAGER

Major Departmental Functions

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



Significant Budget Items

- * Increase in personnel services due to a pay adjustment.

LEGAL SERVICES

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	112,418	115,491	106,400	106,400	108,600	106,554	154	0.1%
Capital Outlay	2,349	2,545	2,200	2,200	2,200	2,200	-	0.0%
Totals	\$ 114,767	\$ 118,036	\$ 108,600	\$ 108,600	\$ 110,800	\$ 108,754	\$ 154	0.1%

Personnel Summary

N/A



Goals and Objectives

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

LEGAL SERVICES

Major Departmental Functions

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



Significant Budget Items

- * Increase in operating expenses is due to a 2% increase in the yearly City Attorney payment.

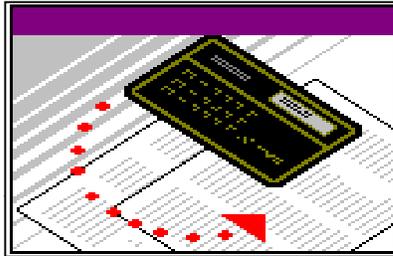
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	35,460	32,110	45,000	45,000	45,900	45,900	900	2.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 35,460	\$ 32,110	\$ 45,000	\$ 45,000	\$ 45,900	\$ 45,900	\$ 900	2.0%

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 2015 audits of the City, School Board, School Activity Funds and Economic Development Authority (EDA) by November 30, 2015.
- * Prepare the Comparative Cost Report for the City.
- * Provide suggestions to strengthen internal accounting and administrative controls.

INDEPENDENT AUDITOR

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Estimated</u>	<u>FY 2016</u> <u>Estimated</u>
Auditing Hours	525	525	525	525

Significant Budget Items

* The increase in the budget is due to a planned increase in fees in accordance with the contract.

Program Accomplishments

* Assisted in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement checklist in order to apply for the GFOA Award for Certification of Achievement for Excellence in Financial Reporting for FY 2014.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Adopted Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 277,340	\$ 280,752	\$ 292,187	\$ 292,187	\$ 308,078	\$ 295,087	\$ 2,900	1.0%
Operating Expenses	23,463	9,949	11,250	11,250	11,250	11,250	-	0.0%
Capital Outlay	-	3,234	-	-	-	-	-	n/a
Totals	\$ 300,803	\$ 293,935	\$ 303,437	\$ 303,437	\$ 319,328	\$ 306,337	\$ 2,900	1.0%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Commissioner of the Revenue	1	1	1	1	1
Deputy Commissioner II	1	1	1	1	1
Deputy Commissioner I	1	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1	1
Totals	4	4	4	4	4

Goals and Objectives

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

COMMISSIONER OF THE REVENUE

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Estimated</u>	<u>FY 2016</u> <u>Estimated</u>
Business License	852	822	850	850
Meals Tax	48	48	50	50
Personal Property Abatements	3,745	3,238	3,500	3,500
Personal Property Assessments	20,738	20,748	21,000	21,000
Property Transfers	386	393	425	425
Public Service Corporations	13	13	13	13
Real Estate Abatements	24	19	30	30
Real Estate Parcels	5,278	5,281	5,285	5,285
State Estimated Returns	276	265	270	270
State Tax Returns Audited	1,402	1,326	1,300	1,300
State Tax Refunds Processed Online	649	551	550	550
Tax Exemption & Deferral Applications	150	160	165	165

Significant Budget Items

- * In FY 2016, the City expects to receive \$101,000 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Received approval for 551 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$233,000 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 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original Adopted Budget	FY 2015 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Personnel Services	\$ 165,088	\$ 167,233	\$ 176,014	\$ 176,014	\$ 189,241	\$ 177,456	\$ 1,442	0.8%
Operating Expenses	8,887	6,957	11,876	11,876	11,096	10,096	(1,780)	-15.0%
Capital Outlay	300	834	200	200	1,900	900	700	n/a
Totals	\$ 174,275	\$ 175,024	\$ 188,090	\$ 188,090	\$ 202,237	\$ 188,452	\$ 362	0.2%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
City Real Estate Assessor	1	1	1	1	1
Assessor Technician	1	1	1	1	1
Totals	2	2	2	2	2

Ratio of property sales during time period

	6/12-12/12	6/13-12/13	6/14-12/14
Sold 41% or more over Assessed Value	3	0	0
Sold 31% -- 40% over Assessed Value	0	0	1
Sold 11% -- 30% over Assessed Value	4	11	11
Sold 1% -- 10% over Assessed Value	22	17	35
Sold at Assessed Value	1	5	4
Sold 1% -- 10% under Assessed Value	24	22	23
Sold 11% -- 30% under Assessed Value	15	6	18
Sold 31% -- 40% under Assessed Value	1	1	3
Sold 41% or more under Assessed Value	4	1	2

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

Goals and Objectives

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

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

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

<u>Performance Measures</u>	<u>FY 2013 Actual</u>	<u>**FY 2014 Actual</u>	<u>FY 2015 Estimated</u>	<u>**FY 2016 Estimated</u>
Assessor				
Real Estate Parcels	5,328	5,323	5,330	5,345
Total Assessed Value	\$1,508,646,060	\$1,493,024,330	\$1,500,055,080	\$1,520,055,190
Property Transfers	392	396	400	400
Abatement & Supplements	130	102	125	125
Assessed Value - Abate./Sup.	\$5,741,750	*\$5,641,750	\$6,000,000	\$6,000,000
**reassessment year				
*estimated	<u>FY 2013 Actual</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Actual</u>	<u>FY 2016 Estimate</u>
Equalization Board				
# of Property Owners Appealing	n/a	4	n/a	5
# of Parcels Reviewed	n/a	4	n/a	5
# of Parcels Increased	n/a	1	n/a	1
Value of Increases	n/a	\$23,000	n/a	\$30,000
# of Assessments Decreased	n/a	2	n/a	5
Value of Decreases	n/a	\$39,700	n/a	\$100,000

Significant Budget Items

- * FY 2016 is a reassessment year. Personnel increase due to Board of Equalization salaries required for assessment hearings.

Program Accomplishments

- * Picked up and valued new construction at percentage complete as of July and August 2014.
- * Balanced Assessor's database with Commissioner of the Revenue's database for printing of Landbook in August 2014.
- * Closed and valued 153 new construction permits between July 1, 2013 and June 30, 2014.

TREASURER

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 273,946	\$ 266,574	\$ 281,375	\$ 281,375	\$ 300,662	\$ 285,115	\$ 3,740	1.3%
Operating Expenses	43,768	44,117	38,440	38,440	37,633	36,633	(1,807)	-4.7%
Capital Outlay	485	1,536	-	-	-	-	-	n/a
Totals	\$ 318,199	\$ 312,227	\$ 319,815	\$ 319,815	\$ 338,295	\$ 321,748	\$ 1,933	0.6%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Treasurer	1	1	1	1	1
Deputy Treasurer	1	1	1	1	1
Accounting Technician	1	1	1	1	1
Account Clerk	1	1	1	1	1
Totals	4	4	4	4	4



Goals and Objectives

- * Maintain high collection rates and customer service.
- * Continue to grow the monthly automatic debit program for the payment of personal property and real estate taxes.
- * Continue training/certification program for Treasurer and employees. The Treasurer and one deputy will maintain their certification from the Treasurer's Association and a second deputy will continue training toward that goal.
- * Pursue collections of delinquent accounts through use of DMV stops, debt setoff programs, liens and warrants.
- * Maintain state office accreditation which was received in 2014.

TREASURER

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Estimated</u>	<u>FY 2016</u> <u>Estimated</u>
First Year Personal Property Collection Rate	92.00%	91.54%	92.00%	92.00%
First Year Real Estate Collection Rate	97.80%	98.49%	98.00%	98.00%
Business Licenses Processed	896	884	890	890
Dog Tags Processed	1,558	1,539	1,580	1,580
Estimated Tax Payments	768	783	780	785
Meals Tax Payments Processed	396	357	375	375
Personal Property Tax Tickets Processed	42,817	38,874	39,000	39,000
Real Estate Tax Tickets Processed	11,280	11,483	11,490	11,500
Utility Account Payments Processed	28,709	26,932	28,000	28,000

Significant Budget Items

- * In FY 2016, the City expects to receive \$92,225 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * Treasurer's Office collected taxes on a timely basis. As of December 31, 2014, the collection rate for 2014 personal property was 91.54%. The collection rate for the 2014 first half of real estate was 98.49%.
- * One employee maintained certification with the Treasurers Association of Virginia (TAV).
- * There are currently 299 participants in the automatic debit program which is an increase of 23 from the prior year.
- * Continued to grow a monthly auto debit program for the pre-payment of taxes. There are currently 60 participants accounting for approximately \$15,241 per month.
- * Filed 183 liens in calendar year 2014 for the benefit of collecting delinquent taxes, fees and library fines.
- * Office obtained State Accreditation from the Treasurer's Association of Virginia.

FINANCE

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original	FY 2015	Department	City Council	Change	Change
			Adopted	Revised	Request	Proposed	From 2015	From 2015
	Budget	Budget	Budget	Budget	Revised	Revised		
Personnel Services	\$ 309,688	\$ 314,259	\$ 332,555	\$ 332,555	\$ 348,005	\$ 333,346	\$ 791	0.2%
Operating Expenses	39,869	42,681	45,650	45,650	59,550	58,950	13,300	29.1%
Capital Outlay	684	-	-	-	-	-	-	n/a
Totals	\$ 350,241	\$ 356,940	\$ 378,205	\$ 378,205	\$ 407,555	\$ 392,296	\$ 14,091	3.7%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Director of Finance	1	1	1	1	1
Accountant/Assistant Finance Director	1	1	1	1	1
Account Analyst	1	1	1	1	1
Finance Specialist	1	1	1	1	1
Totals	4	4	4	4	4



Goals and Objectives

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

FINANCE

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Accounts Payable Checks Issued	3,920	3,605	3,900	3,900
Payment Vouchers	6,200	6,200	6,240	6,240
Payroll Checks Issued	684	803	685	685
Payroll Direct Deposits	3,447	3,471	3,475	3,475
Deposits to Different Financial Institutions	22	22	24	24
Utility Bills Printed	31,095	31,131	31,155	31,215
Utility Customers	4,855	4,861	4,910	4,910
Utility Customers with Special Rates	133	133	135	135

Significant Budget Items

- * Increase in operating expenses due to outsourcing part of payroll processing.

Program Accomplishments

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

TECHNOLOGY

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	43,369	49,371	49,950	49,950	50,200	55,200	5,250	10.5%
Capital Outlay	12,220	19,489	15,000	15,000	20,000	20,000	5,000	33.3%
Totals	\$ 55,589	\$ 68,860	\$ 64,950	\$ 64,950	\$ 70,200	\$ 75,200	\$ 10,250	15.8%

Personnel Summary

N/A

Goals and Objectives

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

TECHNOLOGY

Major Departmental Functions

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

Significant Budget Items

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

Program Accomplishments

- * Installed WiFi in all City owned buildings.
- * Upgraded servers to allow for more storage capacity.
- * Continued to centralize technology purchasing, therefore reducing costs.

RISK MANAGEMENT

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 57,197	\$ 126,770	\$ 39,031	\$ 39,031	\$ 13,211	\$ 13,211	\$ (25,820)	-66.2%
Operating Expenses	57,714	21,800	37,171	37,171	42,271	39,828	2,657	7.1%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	<u>\$ 114,911</u>	<u>\$ 148,570</u>	<u>\$ 76,202</u>	<u>\$ 76,202</u>	<u>\$ 55,482</u>	<u>\$ 53,039</u>	<u>\$ (23,163)</u>	<u>-30.4%</u>

Personnel Summary

N/A



Goals and Objectives

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

RISK MANAGEMENT

Major Departmental Functions

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

Performance Measures

	<u>Year 2013</u> <u>Actual</u>	<u>Year 2014</u> <u>Actual</u>	<u>Year 2015</u> <u>Estimated</u>	<u>Year 2016</u> <u>Estimated</u>
<u>Worker's Compensation</u>				
Claims Filed	6	11	8	5
Loss Ratio	0.2%	3.9%	2.0%	2.0%
<u>Line of Duty</u>				
Claims Filed	0	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>General Liability</u>				
Claims Filed	4	2	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Auto Liability</u>				
Claims Filed	4	3	2	2
Loss Ratio	3.3%	12.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	2	1	1	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Inland Marine</u>				
Claims Filed	0	0	0	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%

Significant Budget Items

- * In FY 2015, personnel services included \$24,000 for retirement incentive for 6 retirees, the last installment for Retirement Plan #2.
- * Cost of premiums for property and automobile insurance coverage is allocated to the respective City departments.

Program Accomplishments

- * Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- * Safety Committee reviews accidents to limit exposure of claims, reviews potential liability areas throughout City buildings and grounds.
- * Conduct driver license check to ensure employees are eligible to drive City vehicles.
- * Completed Retirement Incentive Plan 2 for six former employees.

REGISTRAR / ELECTORAL BOARD

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 132,566	\$ 127,633	\$ 132,489	\$ 132,489	\$ 140,002	\$ 133,072	\$ 583	0.4%
Operating Expenses	20,545	15,979	19,501	19,501	26,651	24,942	5,441	27.9%
Capital Outlay	5,626	-	-	-	-	-	-	n/a
Totals	\$ 158,737	\$ 143,612	\$ 151,990	\$ 151,990	\$ 166,653	\$ 158,014	\$ 6,024	4.0%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Registrar	1	1	1	1	1
Assistant Registrar	1	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1	2.1



Goals and Objectives

- * Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
- * Protect the integrity of the electoral process and efficiently conduct the elections in FY 2016 within the provisions of the Code of Virginia.
- * Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
- * Maintain accurate and up-to-date voter records.
- * Increase voter registrations through use of National Voter Registration Act (NVRA).
- * Train Officers of Election so they will be informed of duties on election day.
- * Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

REGISTRAR / ELECTORAL BOARD

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Changes in Address	165	179	188	200
Deletions	717	442	536	560
New Registrants	445	156	300	350
Other Changes	230	150	148	215
Registered Voters	8,834	8,751	8,804	8,980
Transferred In	272	190	208	210

Significant Budget Items

- * In FY 2016, the City expects to receive \$34,000 in State Categorical Aid for the Registrar and board members' salaries.
- * Increase in operating expenses due to 2016 Presidential primary election.
- * In Personnel Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of \$6,194.

Program Accomplishments

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

COURTS AND SHERIFF

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	405,381	438,790	442,480	442,480	470,697	467,753	25,273	5.7%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 405,381	\$ 438,790	\$ 442,480	\$ 442,480	\$ 470,697	\$ 467,753	\$ 25,273	5.7%

Personnel Summary

N/A



COURTS AND SHERIFF

Major Departmental Functions

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



Significant Budget Items

* York County sets the Poquoson Courts and Sheriff budgets, and by legislation Poquoson pays 19.9% of the total budget of \$2,260,039 with \$449,750 as Poquoson's share.
 * Overall increase of \$25,273 or 5.7% for the department due in part to increases in operating costs for York/Poquoson Courthouse and Sheriff functions.

Budget Detail

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 City Council Adopted Budget
York/Poquoson Courthouse	\$ 201,853	\$ 231,174	\$ 217,095	\$ 217,095	\$ 238,011
Sheriff	186,819	190,364	205,159	205,159	208,993
9th District Court	9,253	9,506	12,480	12,480	10,500
Colonial Community Corrections	7,456	7,746	7,746	7,746	10,249
Totals	\$ 405,381	\$ 438,790	\$ 442,480	\$ 442,480	\$ 467,753

POLICE

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original	FY 2015	Department	City Council	Change	Change
			Adopted	Revised	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 1,833,937	\$ 1,860,241	\$ 2,009,528	\$ 2,025,402	\$ 2,120,929	\$ 2,048,503	\$ 23,101	1.1%
Operating Expenses	599,686	764,596	621,155	660,670	645,335	628,982	(31,688)	-4.8%
Capital Outlay	91,659	97,253	1,000	1,000	1,000	1,000	-	0.0%
Totals	\$ 2,525,282	\$ 2,722,090	\$ 2,631,683	\$ 2,687,072	\$ 2,767,264	\$ 2,678,485	\$ (8,587)	-0.3%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016	FY 2016
				Department	City Council
				Request	Authorized
	Positions	Positions	Positions	Positions	Positions
Police Chief	1	1	1	1	1
Captain/Assistant Police Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Planning and Administration Sergeant	1	1	1	1	1
Investigations Sergeant	0	1	1	1	1
Patrol Sergeant	2	4	4	2	2
Sergeant/EMT	2	0	0	2	2
Detective/Master Patrolman/Drug Task Force	0	0	0	1	1
Detective	1	1	1	2	2
Corporal	3	3	3	4	4
Master Police Officer	6	1	1	3	3
Police Officer	5	9	9	5	5
Records Administrator	0	1	1	1	1
Administrative Assistant	1	0	0	0	0
Part Time Clerical (FTE)	0	0	0	0.5	0.5
Part Time Police (FTE)	0.5	0.5	0.5	0.5	0.5
Totals	24.5	24.5	24.5	26	26

Goals and Objectives

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

POLICE

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Accidents	135	128	140	140
Arrests/Charges/Apprehensions	453	349	390	390
Calls for Service	14,030	13,398	15,000	15,000
First Responder Calls	300	342	375	375
Traffic Tickets	867	1,184	749	815
Training Man-hours	2,030	2,664	2,250	2,250

Significant Budget Items

- * Increase in personnel services due to pay rate changes and the addition of a police detective.
- * Decrease in operating expenses due to DEA drug seizure money and grants not appropriated until received.

Program Accomplishments

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

FIRE

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ 2,133,654	\$ 2,048,322	\$ 2,380,055	\$ 2,358,631	\$ 2,429,719	\$ 2,276,729	\$ (81,902)	-3.5%
Operating Expenses	418,718	402,714	447,388	594,975	417,502	401,432	(193,543)	-32.5%
Capital Outlay	49,063	44,991	6,192	42,016	8,078	8,078	(33,938)	-80.8%
Totals	\$ 2,601,435	\$ 2,496,027	\$ 2,833,635	\$ 2,995,622	\$ 2,855,299	\$ 2,686,239	\$ (309,383)	-10.3%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
Fire Chief/Fire Official	1	1	1	1	1
Deputy Fire Chief/Emergency Mgt Coordinator	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Fire Lieutenant	3	3	3	3	3
Firefighter/Paramedic	16	21	13	13	13
Fire Fighter/Enhanced	2	0	2	2	2
Fire Fighter/EMT	3	0	6	7	7
Office Manager	0	1	1	1	1
Administrative Secretary	1	0	0	0	0
Totals	30	30	30	31	31



Goals and Objectives

- * Improve training program through increased teaching aids and equipment and offering more basic classes.
- * Continue to refine and improve our fire prevention program.
- * Cooperative effort between the Tidewater Regional Fire Academy and the City of Poquoson to conduct a Firefighter I and II class/EMT Intermediate.
- * Finalize Automatic Mutual Aid with York County and City of Hampton.
- * To further develop our Marine Program.
- * Seek out and apply for various grants to assist with training, equipment or programs enhancing the department.
- * Work with Department of Fire Programs and other agencies to develop a Drone Program.

FIRE

Major Departmental Functions

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

Performance Measures

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
Average Fire/EMT calls per month	172	157	160	163
Training hours	6,857	6,973	7,284	7,560
Fire Calls:				
Structure Fire	29	26	26	27
Brush Fire	44	39	40	41
Miscellaneous Fire	860	757	722	787
Ambulance Calls:				
Advanced Life Support	563	490	500	510
Basic Life Support	271	265	271	277
Miscellaneous	299	306	312	318

Significant Budget Items

- * Overall decrease in personnel services due to decrease in workers compensation rates and decrease in health insurance rates.
- * Decrease in operating expenses due to Fire Fund and Four for Life money not appropriated until received.



Program Accomplishments

- * One step closer to automatic mutual aid with the addition of the City of Hampton radio channels.
- * Begun implementing the program of installing computers in all responding units tied to dispatch/CAD system. This program will provide real time information concerning the call.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	314,406	321,787	375,070	375,070	395,240	395,240	20,170	5.4%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 314,406	\$ 321,787	\$ 375,070	\$ 375,070	\$ 395,240	\$ 395,240	\$ 20,170	5.4%

Personnel Summary

N/A

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget
Adult Detention	\$ 219,396	\$ 257,609	\$ 300,735	\$ 300,735	\$ 316,394	\$ 316,394
Juvenile Services						
Juvenile Detention	89,760	59,781	68,700	68,700	72,100	72,100
Project Insight	5,250	4,397	5,635	5,635	6,746	6,746
Totals	\$ 314,406	\$ 321,787	\$ 375,070	\$ 375,070	\$ 395,240	\$ 395,240

CORRECTIONS AND DETENTIONS

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Adult Detention:				
Average Daily Population	19.3	15.6	15.8	unavailable
Percentage of Use	4.4%	3.6%	4.6%	4.7%
Juvenile Services:				
Juvenile Detention (Days)	300	305	450	350
Per Diem Rate	\$176.00	\$176.00	\$186.00	\$206.00

Significant Budget Items

- * An increase of \$20.00 per juvenile detention day has been projected by Middle Peninsula Juvenile Detention Commission for FY 2016.
- * An increase of 3% of the cost share equaling \$9,215.37 is projected by The Virginia Peninsula Regional Jail Authority for adult detention in FY 2016.

INSPECTIONS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 263,629	\$ 258,667	\$ 271,139	\$ 271,139	\$ 258,991	\$ 250,858	\$ (20,281)	-7.5%
Operating Expenses	97,917	20,118	15,505	15,505	17,177	15,244	(261)	-1.7%
Capital Outlay	1,990	-	-	-	-	-	-	n/a
Totals	\$ 363,536	\$ 278,785	\$ 286,644	\$ 286,644	\$ 276,168	\$ 266,102	\$ (20,542)	-7.2%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Adopted Positions
Building Official	1	1	1	1	1
Senior Building Inspector	1	1	1	1	1
Inspector	0	0	0	1	0
Administrative Assistant Part Time (FTE)	1	1	1	1	1
	0.75	0.75	0.75	0.75	0.75
Totals	3.75	3.75	3.75	4.75	3.75



Goals and Objectives

- * Continue staff education in various building related trades.
- * Provide the citizens and contractors the most updated information on codes and ordinances.
- * Continue to improve the methods used to obtain compliance with zoning, property maintenance and building codes.
- * Work toward Class 7 CRS rating.
- * Develop and implement an electronic method of field inspections.
- * Continue to build a database of permit information.
- * Facilitate an update of the GIS to include flood zone information and elevation certificates.

INSPECTIONS

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Building Permits Issued	250	238	250	200
Certificate of Occupancies Issued	30	29	35	75
Code Violations Cited & Enforced	450	435	450	450
Inspections Performed	4,800	1,200	1,500	1,800
Meetings	350	375	350	350
Plans Reviewed	650	600	650	250
Other Permits (Elect, Plumbing, Mech, etc)	450	500	500	500

Significant Budget Items

- * Overall decrease in personnel services due to decrease in workers compensation rates and health insurance subscription change.

Program Accomplishments

- * Continued the development of efficient methods of notifying violators of areas to be corrected.
- * Catalogued and developed a database of all elevation certificates currently on file with the department.
- * Formally adopted 2012 Edition of the Uniform Statewide Building Code (USBC).
- * Continue working on getting elevation certificates available online through the City's GIS program.
- * Maintained CRS Class 8 Program rating.
- * Continuing education of staff in related building trades.
- * Completed adoption of the FEMA/NFIP revised flood maps.
- * Communicated with the community and contractors on the most updated information in regard to codes and ordinances.

ANIMAL CONTROL

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	85,808	115,866	103,000	103,000	103,000	106,631	3,631	3.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 85,808	\$ 115,866	\$ 103,000	\$ 103,000	\$ 103,000	\$ 106,631	\$ 3,631	3.5%

Personnel Summary

N/A



Goals and Objectives

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

ANIMAL CONTROL

Major Departmental Functions

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

Budget Detail

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget
SPCA	\$ 47,445	\$ 57,220	\$ -	\$ -	\$ -	\$ -
Newport News Animal Control	38,363	38,083	43,000	43,000	45,000	45,000
Regional Animal Shelter	-	20,562	60,000	60,000	58,000	61,631
Totals	\$ 85,808	\$ 115,865	\$ 103,000	\$ 103,000	\$ 103,000	\$ 106,631

Significant Budget Items

* Slight increase to Regional Animal Shelter budget.

	Year 2013 Actual	Year 2014 Actual	Year 2015 Estimated	Year 2016 Estimated
Calls for Service	142	231	152	220
Written Warnings	16	28	18	22
Summons Issued	-	2	-	2
Calls for Stray Animals	65	90	72	93
Calls for Animal Bites	5	18	6	11
Calls for Sick/Injured Animal	39	58	44	44
Calls for Nuisance Wildlife	2	31	4	25
Other Calls	15	1	15	5
Dogs Impounded	29	35	36	35
Cats Impounded	25	12	30	30
Wildlife Impounded	30	16	28	31
Cruelty	16	36	17	18

ENGINEERING

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 104,499	\$ 107,029	\$ 110,072	\$ 110,072	\$ 115,678	\$ 164,082	\$ 54,010	49.1%
Operating Expenses	1,335	3,686	15,059	15,059	64,034	18,731	3,672	24.4%
Capital Outlay	-	-	-	-	-	25,000	25,000	n/a
Totals	\$ 105,834	\$ 110,715	\$ 125,131	\$ 125,131	\$ 179,712	\$ 207,813	\$ 82,682	66.1%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
City Engineer	1	1	1	1	1
Engineer I	0	0	0	0	1
Totals	1	1	1	1	2

Goals and Objectives

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

ENGINEERING

Major Departmental Functions

- * Provide or oversee all engineering services required by Poquoson.
- * Direct City's storm water permit; lead development of new environmental programs; provide engineering and technical services required for new permits.
- * Develop, lead design and construction of infrastructure projects, with an emphasis on storm water, public right-of-way, and flood control projects.
- * Manage special projects, studies and analyses related to the City's infrastructure.
- * Lead development and implementation of the Chesapeake Bay TMDL program.
- * Provide technical reviews/guidance on Consent Order work.
- * Provide solutions for drainage, transportation, environmental and other civil engineering issues.
- * Represent the City in negotiations and meetings with various Federal and State agencies on technical issues.
- * Provide technical input to DEQ during its development of a Bacterial TMDL implantation plan.
- * Handle all storm water issues within the City. This includes response to citizen concerns, flood mitigation, water quality issues, and water-related environmental programs.

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Right of Way Permits Issued	30	39	40	40
Major Capital Projects	1	1	2	2
Citywide Permits Reissued/Maintained	2	2	2	2
Request for Engineering Information	n/a	300	300	300

Significant Budget Items

- * Increase in personnel services due to a new Engineer I position.

Program Accomplishments

- * Developed two Chesapeake Bay Retrofits near City Hall. Received a \$131,000 grant for design, permitting and construction of the retrofits which represents half of the project cost.
- * The Storm Surge Prediction tool, created through a partnership with NASA, was named a Finalist in the Governor's Technology Awards.
- * Worked with other staff members to analyze/develop solutions for traffic issues around the City.
- * Created a new storm water management draft ordinance and implemented a new storm water management program as required by the Virginia Regulations. Ordinance was adopted by City Council.
- * Submitted annual report for MS4 permit. Revised permit plan to reflect new general permit requirements.
- * Served on Hazard Mitigation Plan update committee.
- * Continued to respond to citizen complaints; staff and City Council technical inquiries.
- * Worked with Seafood Festival committee on used oil disposal requirements.
- * Served on technical advisory committee for DEQ Bacterial TMDL development.
- * Reviewed subdivision plans; construction cost estimates.

PUBLIC WORKS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original	FY 2015	Department	City Council	Change	Change
			Adopted	Revised	Request	Adopted	From 2015	From 2015
	Budget	Budget	Budget	Budget	Revised	Revised		
Personnel Services	\$ 919,417	\$ 924,895	\$ 1,036,973	\$ 1,036,973	\$ 1,077,777	\$ 1,004,028	\$ (32,945)	-3.2%
Operating Expenses	330,122	390,928	360,190	360,190	399,295	\$ 368,942	8,752	2.4%
Capital Outlay	85,471	73,632	87,500	87,500	87,500	87,500	-	0.0%
Totals	\$ 1,335,010	\$ 1,389,455	\$ 1,484,663	\$ 1,484,663	\$ 1,564,572	\$ 1,460,470	\$ (24,193)	-1.6%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Director of Public Works	1	1	1	1	1
Construction Inspector	1	1	1	1	1
Street Maintenance Supervisor	1	1	1	1	1
Crewleader	2	2	2	2	2
Ground Maintenance Supervisor	1	1	1	1	1
Equipment Operator II	1	2	1	1	1
Equipment Operator I	2	2	2	2	2
Maintenance Worker IV	1	1	1	1	1
Maintenance Worker III	2	2	2	2	2
Maintenance Worker II	2	1	1	1	1
Parks Maintenance Worker	1	1	2	2	2
Maintenance Worker I	1	1	2	2	2
Laborer (FTE)	0.6	0.6	0	0	0
Secretary (FTE)	0.5	0.5	0	0	0
Office Manager (FTE)	0	0	0.5	0.5	0.5
Totals	17.1	17.1	17.5	17.5	17.5

Goals and Objectives

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

PUBLIC WORKS

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	21	46	280	50
Asphalt Paving Material Applied (tons)	4,646	4,107	4,000	4,000
Delivery of cases of Green Bags	85	89	90	90
Installation of New Drainage Pipe (feet)	240	108	150	150
Regrading of Roadside Ditches (feet)	10,964	4,991	9,000	9,000
Stone Used for Street Maintenance (tons)	196	85	400	250
Work Orders Completed	56	39	70	50
Construction Inspections Performed:				
Driveways	52	34	50	40
Erosion & Sediment Control	106	99	100	100
Sewer	1	0	2	2
Curb & Gutter (feet)	29,861	474	30,000	30,000
Sanitary Sewer Pipeline (feet)	147	135	500	500
Storm Pipe & Drainage Ditches (feet)	5,307	3,291	5,000	5,000
New Street Construction (feet)	37,432	29,211	30,000	30,000

Significant Budget Items

- * Increased operating expenses cost for temporary labor, maintenance contracts for office equipment and personal protective equipment.
- * Overall decrease in personnel services due to decrease in worker's compensation rates and health insurance rates.

Program Accomplishments

- * Improvements made to Kids Island park, including new water fountain, playground equipment and mulch.
- * Installed Poquoson Ave entrance to South Lawson Park. Upgraded the drop inlet and drainage pipes and paved the entrance and parking areas at South Lawson Park.
- * Installed new storage building for parks maintenance equipment.
- * Upgraded wash rack to improve water quality.
- * Installed 150' of pipe lining in pipe system.
- * Assisted Solid Waste Department for the convenience site drop-off program for citizens.
- * Installed a new mirror for safety at the intersection of Poquoson Avenue and Church Street.
- * Installed 15 donated benches at South Lawson Park.

STREET LIGHTS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	79,383	81,656	82,500	82,500	81,000	81,000	(1,500)	-1.8%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 79,383	\$ 81,656	\$ 82,500	\$ 82,500	\$ 81,000	\$ 81,000	\$ (1,500)	-1.8%

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.

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Number of Street Lights	593	594	599	599
New Lights Installed:				
City Installed	0	1	0	0
Developer Installed	0	0	6	0

Program Accomplishments

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

FACILITIES

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	57,364	132,476	176,541	176,541	181,982	176,051	(490)	-0.3%
Capital Outlay	13,758	13,542	17,000	17,000	17,000	17,000	-	0.0%
Totals	\$ 71,122	\$ 146,018	\$ 193,541	\$ 193,541	\$ 198,982	\$ 193,051	\$ (490)	-0.3%

Personnel Summary

n/a

Goals and Objectives

- * Maintenance of all facilities used by the staff and citizens of the City of Poquoson.
- * Update and improve facilities as approved or requested by City Manager and Council.
- * Control and improve costs of building operations.
- * Replace interior lighting in Municipal building during spring/summer 2015.
- * Complete interior lighting replacement in Police Department.
- * Paint interior at City Hall foyer and main hallway.
- * Clean carpeting in City Hall main hallway.
- * Selective painting of office areas.

FACILITIES

Major Departmental Functions

- * A portion of this department's cost is supported by the Poquoson School Administration's rent of \$26,300 per year.
- * Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; and janitorial services.
- * To maintain the appearance of all City properties and to address every day maintenance needs as they become apparent.
- * Maintain and repair facilities.
- * On call 24/7 for emergency operations.

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Facilities Maintained	n/a	7	7	7

Significant Budget Items

- * The costs associated with the building maintenance were maintained in the Inspections Department from FY 2010 through FY 2013. The costs of maintaining the facilities and equipment will be maintained in this department prospectively.
- * The HVAC contract is up for renewal August 2015. An increase in contract price is expected due to the addition of Public Works Buildings to the upcoming contract.

HEALTH DEPARTMENT

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	37,155	36,891	34,540	34,540	35,761	35,761	1,221	3.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 37,155	\$ 36,891	\$ 34,540	\$ 34,540	\$ 35,761	\$ 35,761	\$ 1,221	3.5%

Personnel Summary

N/A

Goals and Objectives

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



HEALTH DEPARTMENT

Major Departmental Functions

- * Provide for the City's contribution to the Poquoson Health Department, which is an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The City's minimum "match" requirement is 32.55% of the City's portion of the total Peninsula Health District budget. The total Health Department budget for Poquoson is \$109,881 net of estimated revenues. The total Health District's budget for FY 2016 is \$6,407,938 net of estimated revenues.
- * The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizen medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.
- * The Health Department has a mobile unit that visits Poquoson on a once a month basis to provide more convenient services to the citizens of Poquoson.

Significant Budget Items

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

MOSQUITO CONTROL

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Received
							Budget	Budget
Personnel Services	\$ 146,811	\$ 148,685	\$ 158,842	\$ 158,842	\$ 168,847	\$ 156,069	\$ (2,773)	-1.7%
Operating Expenses	83,262	91,385	91,277	91,277	99,085	90,534	(743)	-0.8%
Capital Outlay	1,927	1,573	1,800	1,800	1,800	1,800	-	0.0%
Totals	\$ 232,000	\$ 241,643	\$ 251,919	\$ 251,919	\$ 269,732	\$ 248,403	\$ (3,516)	-1.4%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department	City Council
				Request	Authorized
				Positions	Positions
PW Manager/Mosq & Drainage Coordinator	1	1	1	1	1
Crew leader	1	1	1	1	1
Totals	2.0	2.0	2.0	2.0	2.0

Goals and Objectives

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



MOSQUITO CONTROL

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Cleaning Outfall Ditches by Hand (Feet)	98,325	113,550	99,000	111,600
Cleaning Outfall Ditches with Equip (Feet)	0	1,300	1,300	1,300
Drainage Pipe Installed (Feet)	240	280	150	200
Drainage Structures Maintained	815	820	825	825
Larvacide for Mosquito Control (Pounds)	45	50	50	50
Mosquito Spray Applied (Gallons)	50	25	125	75
Weed Killer Applied (Gallons)	25	25	55	55

Significant Budget Items

- * Overall decrease in personnel services due to decrease in workers compensation rates and health insurance rates.

Program Accomplishments

- * Outfall drainage ditches cleaned by using contracted labor in conjunction with staff.
- * Provided education programs at the Public Library on mosquito awareness and prevention.
- * Attended recertification courses to keep Pesticide Users' Certificates up to date.
- * Hand dug outfall ditches that equipment could not reach to help eliminate standing water and improve drainage.
- * Received fewer complaints from residents due to the additional help of contracted labor.
- * Upgraded outside of Community Center.
- * Moved forward with drainage projects per Engineer's plan to include Wainwright Drive inlet upgrade.
- * Completed and submitted application for continued aerial spraying.
- * Re-instated the City's blanket permit from the Army Corps of Engineers so the cleaning of outfall ditches in tidal areas can be accomplished.



MENTAL HEALTH

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	198,715	201,320	222,796	222,796	223,982	223,982	1,186	0.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 198,715	\$ 201,320	\$ 222,796	\$ 222,796	\$ 223,982	\$ 223,982	\$ 1,186	0.5%

Personnel Summary

N/A

Goals and Objectives

- * Provide funding to Colonial Behavioral Health for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse. The total budget for Colonial Behavioral Health is \$14,672,600 with the local share of \$2,430,000. Poquoson's share is 7% or \$180,000; James City County's share is 48% or \$1,170,000; York County's share is 34% or \$825,000 and Williamsburg's share is 11% or \$255,000.
- * Provide services for outreach detention, community supervision and Crossroads Teen House.

MENTAL HEALTH

Major Departmental Functions

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

Budget Detail

	FY 2013	FY 2014	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 City Council Adopted Budget
	Actual	Actual	Budget	Budget	Budget
Colonial Behavioral Health	\$149,980	\$151,732	\$170,000	\$170,000	\$180,000
Crossroads Programs	48,735	49,588	52,796	52,796	43,982
Totals	\$198,715	\$201,320	\$222,796	\$222,796	\$223,982

Significant Budget Items

- * Colonial Behavioral Health's FY 2016 budget includes an overall increase of 1.9% to assist with cost of new positions, expected cost increases for health insurance and a net increase of miscellaneous costs.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	422,500	457,998	456,696	456,696	515,822	497,822	41,126	9.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 422,500	\$ 457,998	\$ 456,696	\$ 456,696	\$ 515,822	\$ 497,822	\$ 41,126	9.0%

Personnel Summary

N/A

Goals and Objectives

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

WELFARE / SOCIAL SERVICES

Major Departmental Functions

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

<u>Budget Detail</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Revised Budget	FY 2016 City Council Adopted Budget
Comprehensive Services Act	\$ 174,422	\$ 229,107	\$ 170,000	\$ 170,000	\$ 230,000
Peninsula Agency on Aging	2,507	2,734	11,696	11,696	2,822
Social Services	245,571	226,157	275,000	275,000	265,000
Totals	<u>\$ 422,500</u>	<u>\$ 457,998</u>	<u>\$ 456,696</u>	<u>\$ 456,696</u>	<u>\$ 497,822</u>

Significant Budget Items

- * Cost of Social Services is for actual services utilized by the citizens of Poquoson.
- * Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$230,000 in FY 2016.
- * Peninsula Agency on Aging included the cash match for a grant to replace the van for transportation in FY 2015.

SCHOOL CONTRIBUTION

Expenditures Summary

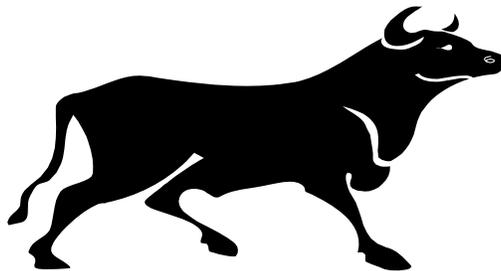
	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 School Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Operation Transfer	\$ 8,814,166	\$ 8,950,159	\$ 9,425,403	\$ 9,425,403	\$ 9,565,403	\$ 9,565,403	\$ 140,000	1.5%
Reappropriation	29,910	41,254	-	25,245	-	-	(25,245)	n/a
Totals	\$ 8,844,076	\$ 8,991,413	\$ 9,425,403	\$ 9,450,648	\$ 9,565,403	\$ 9,565,403	\$ 114,755	1.2%

Personnel Summary

N/A

Goals and Objectives

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



Poquoson High School Mascot

SCHOOL CONTRIBUTION

Major Departmental Functions

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

Performance Measures

* Poquoson students continue to perform well on tests that measure content mastery and the schools are fully accredited according to the standards set by the Virginia Board of Education.

Significant Budget Items

- * The FY 2016 operation funding for the Poquoson City School system is \$9,565,403 which is an increase of \$140,000 net of reappropriated 2014 leftover funds.
- * Leftover funds from one fiscal year may be reappropriated to the current fiscal year.
- * The School's budget is based on an average daily membership of 2,070 for the FY 2015-2016 school year.
- * The School's total budget of \$20,758,229 is an increase of 1.12% from FY 2015. This budget is a reflection of the increased cost of operations, special education service, and a 2.5% pay increase for employees.

Program Accomplishments

- * SAT scores above State and National average in reading, math and writing.
- * On-time graduation rate is 96.4%.
- * Poquoson City Schools received 310 CTE credentials (industry certification state license, etc.).
- * Poquoson High School had 85.4% of the students score above 3 on Advanced Placement Tests, resulting in these students earning college credit.
- * Poquoson Schools continued implementation of unique programs such as international partnerships and a partnership with ECPI College of Technology.
- * Poquoson City Schools continued to provide programs that prepare students for careers and college coursework in the area of STEM and other fields.
- * Poquoson Schools continue to enhance its instructional technology program.

PARKS & RECREATION PROGRAMS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
			Original Adopted Budget	FY 2015 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Personnel Services	\$ 231,428	\$ 241,963	\$ 253,755	\$ 253,755	\$ 282,483	\$ 268,529	\$ 14,774	5.8%
Operating Expenses	181,284	143,481	167,313	167,313	177,419	163,572	(3,741)	-2.2%
Capital Outlay	3,162	2,969	3,250	3,250	3,750	1,700	(1,550)	-47.7%
Totals	\$ 415,874	\$ 388,413	\$ 424,318	\$ 424,318	\$ 463,652	\$ 433,801	\$ 9,483	2.2%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized Positions
Director of Economic Dev/Community Rec	1	1	1	1	1
Assistant Director of Community Rec	0	0.5	0.5	0.5	0.5
Athletic/Aquatic Coordinator	0.5	0	0	0	0
Program Support Technician	1	1	1	1	1
Administrative Support Technician	1	1	1	1	1
Part-time (FTE)	0.3	0.3	0.3	0.3	0.3
Totals	3.8	3.8	3.8	3.8	3.8

Goals and Objectives

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

PARKS & RECREATION PROGRAMS

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Participants in:				
Adult Athletic Leagues	600	548	600	600
Adult Instructional Classes	100	175	150	150
Senior Center (Mature Adults)	840	825	800	800
Trips -- Youth/Adult	200	195	160	160
Youth Athletic Leagues	975	975	1,385	1,385
Youth Instructional Classes	450	465	475	450

Significant Budget Items

- * Increase in personnel service is due to an increase in part time salaries for new programs offered.

Program Accomplishments

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

PARKS & RECREATION POOL

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 74,549	\$ 73,823	\$ 77,188	\$ 77,188	\$ 79,718	\$ 77,316	\$ 128	0.2%
Operating Expenses	38,709	31,009	38,873	38,873	49,978	41,052	2,179	5.6%
Capital Outlay	508	5,111	3,000	3,000	5,000	5,000	2,000	66.7%
Totals	\$ 113,766	\$ 109,943	\$ 119,061	\$ 119,061	\$ 134,696	\$ 123,368	\$ 4,307	3.6%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Assistant Director of Community Recreation	0	0	0.5	0.5	0.5
Athletic/Aquatic Coordinator	0.5	0.5	0	0	0
Part Time (FTE)	4.5	4.5	4.5	4.5	4.5
Totals	5.0	5.0	5.0	5.0	5.0



Goals and Objectives

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

PARKS & RECREATION POOL

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Daily Gate Admissions	2,340	2,340	2,700	2,700
*Season Pass Admissions	250	230	225	225
Swimming Lessons	258	315	325	300
Swim Teams-- combined	125	175	175	125

* one pass for each swim team participant

Significant Budget Items

- * Increase in operating expenses due to increased maintenance costs and the increase in capital is for replacement of equipment for the pool.

Program Accomplishments

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

PARKS & RECREATION SPECIAL EVENTS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original	FY 2015	Department	City Council	Change	Change
			Adopted	Revised	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 77,297	\$ 78,888	\$ 81,291	\$ 81,291	\$ 92,542	\$ 87,470	\$ 6,179	7.6%
Operating Expenses	127,537	130,047	130,629	130,629	190,194	134,994	4,365	3.3%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 204,834	\$ 208,935	\$ 211,920	\$ 211,920	\$ 282,736	\$ 222,464	\$ 10,544	5.0%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016	FY 2016
				Department Request Positions	City Council Authorized Positions
Community Events Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

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

Goals and Objectives

- * Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- * Provide safe family oriented events for the citizens of Poquoson including the Poquoson Seafood Festival, Holiday Parade and other seasonal celebrations.
- * Cosponsor and/or assist with local businesses and civic group events.

PARKS & RECREATION SPECIAL EVENTS

Major Departmental Functions

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

<u>Performance Measures</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Estimated</u>	<u>FY 2016 Estimated</u>
Poquoson Seafood Festival:				
Arts & Crafts Vendors	155	155	167	165
Exhibitors	50	50	40	40
Food Vendors	26	26	22	22
Attendance	60,000	40,000	45,000	45,000
Fishing Tournament	16	16	32	30
Workboat Race Entries	20	20	60	60
Days of Programming	16	16	16	16

Significant Budget Items

- * In FY 2016 the planned festivals include the 35th Anniversary Poquoson Seafood Festival Weekend on October 16-18, 2015, a 40th City anniversary celebration and the Poquoson Holiday Parade on December 4, 2015.
- * Operating expenses include \$5,000 in prize money for a total of \$23,250 to support the annual workboat race.

Program Accomplishments

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

LIBRARY

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016	FY 2016	\$	%
			Original Adopted Budget	FY 2015 Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Personnel Services	\$ 528,621	\$ 549,512	\$ 586,067	\$ 586,067	\$ 612,541	\$ 600,422	\$ 14,355	2.4%
Operating Expenses	119,658	118,122	120,839	120,839	123,129	120,704	(135)	-0.1%
Capital Outlay	156,023	167,500	148,966	172,067	147,734	147,734	(24,333)	-14.1%
Totals	\$ 804,302	\$ 835,134	\$ 855,872	\$ 878,973	\$ 883,404	\$ 868,860	\$ (10,113)	-1.2%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016	FY 2016
				Department Request Positions	City Council Authorized Positions
Library Director	1	1	1	1	1
Adult Services Librarian	0	0	0	0	1
Reference Librarian	1	1	1	1	0
Technical Services Librarian	0	0	0	0	1
Senior Library Associate/System Admin	1	1	1	1	0
Youth Services Librarian	0	0	0	0	1
Library Associate	1	1	1	1	0
Administrative Services Coordinator	1	1	1	1	1
Library Associate (FTE)	1.25	1.25	1.25	1.25	2.65
Senior Library Associate (FTE)	1.40	1.40	1.40	1.40	0.00
Library Assistant (FTE)	3.80	3.80	3.80	3.80	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	11.95	11.95	11.95	11.95	11.95



Goals and Objectives

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

LIBRARY

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Active Library Members	13,309	13,096	13,000	13,000
Attendance at Library Programs	10,068	9,500	10,000	10,000
Circulation	199,739	207,338	190,000	200,000
Documents Notarized	930	929	900	900
Interlibrary Loans	80	100	100	80
Internet, MS Office, etc. usage	12,271	13,192	13,000	13,000
Items Purged	6,647	6,014	7,000	6,500
Library Visits	119,618	119,586	120,000	120,000
Meeting Room Usage	1,424	1,710	1,400	1,500
New Items added to Collection	7,635	7,189	8,000	7,500
Overdue Items Retrieved	1,041	948	1,000	1,000
Passport Applications Processed	2,080	1,959	2,000	2,000
Reading Material Reserves	11,132	13,001	12,000	12,000
Web Page Hits	103,271	119,162	110,000	100,000

Significant Budget Items

- * Increase in personnel services due to a slight increases in salaries.

Program Accomplishments

- * Offered 392 educational and cultural programs attended by 9,500 people.
- * Offered training on basic computer skills which included Word, Excel, E-Mail, iPad, Internet, and Digital Books.
- * Hosted 1,705 meetings for 68 civic organizations and library programs in the meeting rooms.
- * The Library was rated as the highest in visits per capita among the 15 public libraries in the Tidewater area and 5th among the 91 public libraries in Virginia.
- * Received the 2014 Outstanding Public Relations Project Award from the Virginia Public Library Directors' Association for the various reading promotion events sponsored by the Library.
- * Awarded a grant from the Gilder Lehrman Institute of American History and hosted a series of talks led by local scholars on bridging cultures during Black History Month.

PLANNING

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 286,361	\$ 286,286	\$ 298,146	\$ 298,146	\$ 331,966	\$ 301,625	\$ 3,479	1.2%
Operating Expenses	22,990	18,885	27,349	27,349	38,124	23,311	(4,038)	-14.8%
Capital Outlay	310	599	-	-	-	-	-	n/a
Totals	\$ 309,661	\$ 305,770	\$ 325,495	\$ 325,495	\$ 370,090	\$ 324,936	\$ (559)	-0.2%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Director of Community Development Planner	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Part Time (FTE)	0	0	0	0.75	0
Totals	4	4	4	4.75	4

Goals and Objectives

- * Assist the EDA, City Manager and City Council in promoting economic growth.
- * Continue to lead the Development Plan Review Committee in processing development plans for adherence of regulations.
- * Continue development of the GIS Program for the City.
- * Continue to seek grants in conjunction with implementation of land use applications.
- * Work with the Virginia Department of Transportation in planning for City roadway improvements.
- * Continue to work with Hampton Roads Planning District Commission in monitoring development of regional planning practices and issues.
- * Continue to update City land use ordinances to reflect the City's economic development needs and trends.
- * Assist in the implementation of the updated Comprehensive Plan.
- * Strive to provide professional, expeditious, thorough, accurate and courteous service to the public on local, State and Federal land use regulations.
- * Seek to achieve certifications that would allow staff to further their professional development and remain in compliance with state 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.
- * Monitor compliance of issued use permits and zoning violations.
- * In coordination with Inspections Department administer the City's Federal Flood Insurance rating program and the Community Rating System.
- * Provide technical assistance to other departments, real estate agents, developers, contractors, and citizens.
- * Provide staff support to City Council, Planning Commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Economic Development Authority.
- * Promote economic development through comprehensive planning, rezoning and master planning process.
- * Serve as participating department for the Hazard Mitigation Planning Committee.
- * Serve as lead department for the Environmental Development Plan Review Committee.
- * Coordinate and monitor ongoing residential and commercial site development.
- * Develop and maintain community access cable TV channel.
- * Department staff serve as liaison to multiple State and regional agencies and committees.
- * Prepare special project studies as assigned by the City Manager.

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Citizen requests for information	1,600	1,600	1,600	2,000
City Council/Board/Comm Agenda Items	6	15	15	15
Erosion and Sediment Applications Processed	21	21	21	21
Farm Animal Permits Processed	34	39	43	48
Major subdivision plans reviewed	2	2	2	2
Minor subdivision plans reviewed	6	4	4	4
Sign Permit Applications	11	20	20	20
Site Plans reviewed	18	25	25	25
Special Projects (non Planning)	15	15	15	17
State Storm water Permits Processed	0	0	0	10
Zoning Ordinance/City Code Amendments	10	12	12	12

Significant Budget Items

- * Increase in personnel service due to a slight increase in salaries.

Program Accomplishments

- * Implemented multiple Department of Conservation and Recreation program requirements including the administration of the 2014 Storm water Program.
- * Continued the process of updating the City's Comprehensive Plan.
- * Continued the process of updating the City's Zoning Ordinance and various other ordinances and City Code provisions.
- * Processed 74 land use applications.
- * Provided in-kind services to Langley Air Force Base Joint Land Study.
- * Monitored state highway, environmental and storm water regulations.
- * Actively participated in regional planning meetings.
- * Created and updated this City's official zoning map for adoption by City Council.
- * Facilitated the compliance of outstanding non-conforming uses.

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original Adopted Budget	Revised Budget	Department Request Budget	City Council Adopted Budget	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Personnel Services	-	-	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,885	6,402	6,700	6,700	10,800	6,200	(500)	-7.5%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 2,885	\$ 6,402	\$ 6,700	\$ 6,700	\$ 10,800	\$ 6,200	\$ (500)	-7.5%

Personnel Summary

N/A

Goals and Objectives

Architectural Review Board (ARB)

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

Board of Zoning Appeals (BZA)

- * Provide relief to property owners from the Zoning Ordinance when the strict application of the ordinance would prevent the reasonable use of land. Determine mitigation requirements.
- * Continue educational and certification of Board Members through the Certified Professional Education Association of Virginia

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 of a revised Comprehensive Plan and in conjunction facilitate a public outreach program for the formulation of the revised plan.
- * Assist in guiding development in a fashion compatible with the City's adopted 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.
- * Review permit applications for projects proposing impact to wetlands per State guidance and regulations.
- * Monitor progress of permitted projects.
- * Expand Board and staff knowledge pertaining to the use and protection of wetlands.

Environmental Development Plan Review Committee

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

PLANNING / BZA / WETLANDS / ARB

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Architectural Review Applications	5	1	7	7
Board of Zoning Appeals - Ches Bay Exceptions	10	1	5	10
Board of Zoning Applications	5	8	6	11
*EDPRC Chesapeake Bay Waivers	15	9	12	10
Ordinance Amendments	10	12	12	12
Wetland Board Applications	2	4	4	5

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

Significant Budget Items

* n/a

Program Accomplishments

- * Accurately processed a variety of applications in a timely manner.
- * Minimized paper and postal expenses by utilizing e-mail whenever possible.
- * Continued to advance education and obtain certifications.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 68,525	\$ 70,884	\$ 74,965	\$ 74,965	\$ 72,598	\$ 68,561	\$ (6,404)	-8.5%
Operating Expenses	40,439	52,840	49,669	49,669	76,834	64,931	15,262	30.7%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 108,964	\$ 123,724	\$ 124,634	\$ 124,634	\$ 149,432	\$ 133,492	\$ 8,858	7.1%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Economic Development Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

Goals and Objectives

- * Strengthen the employment and tax base of the community through economic development activities.
- * Continue to assist in the marketing of the Big Woods, Messick Point and other Poquoson properties with potential for commercial development.
- * Explore Poquoson's potential for aquaculture by education of our staff by attending meetings, making connections with practitioners and industry regulators as well as inviting experts in the field to visit and advise.
- * Participate in regional planning efforts to establish and implement development opportunities and define the region's priorities. An overall goal is to improve the competitiveness of the region especially in employment and income growth.
- * Coordinate efforts to seek grant support and jointly market these businesses for tourism and patronage opportunities.
- * Digital Media focus on high impact, low cost sources to increase awareness and utilization of existing digital sites.
- * Work with multiple developers on the Big Woods project to facilitate, plan and achieve a ground breaking event.
- * Seek new opportunities to attract complimentary retail business to augment and support existing businesses.

ECONOMIC DEVELOPMENT

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Ribbon cutting ceremony	17	10	13	13
Sponsor Economic Development Events	12	9	10	10

Significant Budget Items

- * Overall decrease in personnel service is due to health insurance subscription level change.
- * Increase in operating expense due to expansion of business incentives.

Program Accomplishments

- * Planned activities targeting potential companies and economic development presentations to Council and outside organizations.
- * Marketing efforts on a broad scale including a consortium formed by the marinas and marine businesses, the Economic Development department and the Virginia Tourism Corporation to encourage tourism through activities including a Fall 2014 & Spring 2015 promotion at the Gateway Visitor Center.
- * Continued marketing and public relations campaign "Poquoson is the Place" with a focus on tourism.
- * Continued coordinating events including Developer Event, Residential Real Estate event, Business Appreciation evening, Mayor's Breakfasts, Big Woods landowner meetings, and participated in and supported Poquoson Business Alliance events including Community Day and others.

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	Original FY 2015 Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	144,612	127,173	122,970	129,327	174,629	125,422	(3,905)	-3.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 144,612	\$ 127,173	\$ 122,970	\$ 129,327	\$ 174,629	\$ 125,422	\$ (3,905)	-3.0%

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 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2016 Requested Budget	FY 2016 Adopted Budget
Litter Control Grant	\$ 8,688	\$ 6,366	\$ 6,357	\$ -	\$ -
Contributions to Agencies:					
CASA	500	500	500	500	500
Children's Hospital of the King's Daughters	-	-	-	7,500	-
Commission on Homelessness	2,781	2,781	2,781	2,781	2,781
Disabilities Transportation	3,800	3,800	3,800	3,800	3,800
Green Jobs Alliance	-	-	1,229	-	-
Hampton Roads Economic Development	11,543	11,400	11,492	11,499	11,499
Hampton Roads Planning District Comm (HRPDC)	9,720	9,792	9,833	9,661	9,661
HR Military/Federal Facilities Alliance	6,075	6,075	6,145	6,038	6,038
HRPDC Municipal Construction Standards	389	424	675	479	479
HRPDC Other Projects	5,666	4,502	6,079	5,562	5,562
HRPDC Regional Groundwater Mitigation	3,467	2,665	3,376	2,450	2,450
HRPDC Stormwater Management Program	7,023	6,519	5,644	1,781	1,781
NASA Aeronautics Support Team (NAST)	6,000	6,000	6,000	20,000	6,000
PAWS	-	2,500	-	10,000	2,500
Peninsula Chamber of Commerce	1,660	1,750	1,750	1,750	1,750
Peninsula Council for Workforce Development	5,847	5,847	5,847	5,847	5,847
Peninsula Emergency Medical Services	1,215	1,215	1,229	1,208	1,208
Poquoson Historical Commission	-	500	500	500	500
Poquoson Museum Foundation	30,888	26,779	25,385	24,920	24,920
Regional Air Service Enhancement Fund (RAISE)	4,860	4,860	4,860	4,860	4,860
Retired Senior Volunteer Program	2,750	2,750	-	-	-
Small Business Development Center	2,850	5,850	3,000	3,000	3,000
The Healing Place	-	-	-	7,407	7,407
Thomas Nelson Community College	27,230	12,635	13,100	27,856	13,134
Transitions Family Violence Services	1,660	1,663	1,745	1,745	1,745
Virginia Air & Space Museum	-	-	-	5,485	-
York/Poquoson Extension Service	-	-	8,000	8,000	8,000
Totals	\$ 144,612	\$ 127,173	\$ 129,327	\$ 174,629	\$ 125,422

Significant Budget Items

* Hampton Roads Planning District Commission provides oversight for various projects, total adopted funding for HRPDC is \$19,933 for FY 2016.

* Poquoson Museum Foundation adopted funding in the amount of \$24,920 for FY 2016 is a forgiveness of 1/10th of the deed of trust note with the City as well as the interest relating to that note. This is for year number 4 of 10.

* Thomas Nelson Community College adopted budget of \$13,134 for lease payments and a small amount for capital improvements.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
							Budget	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 33,461	\$ -	\$ -	n/a
Operating Expenses	37,808	17,513	25,000	25,000	24,997	9,758	(15,242)	-61.0%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 37,808	\$ 17,513	\$ 25,000	\$ 25,000	\$ 58,458	\$ 9,758	\$ (15,242)	-61.0%

Personnel Summary

N/A

Goals and Objectives

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

NON-DEPARTMENTAL

Major Departmental Functions

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

Budget Detail

	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 33,461	\$ -
Refunds	(447)	179	-	-	-
Treasurer Cash Overages/Shortages	(105)	(42)	-	-	-
Contingencies	38,360	17,376	25,000	24,997	9,758
Totals	\$ 37,808	\$ 17,513	\$ 25,000	\$ 58,458	\$ 9,758

Significant Budget Items

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

DMV SELECT

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change FY 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 96,410	\$ 98,311	\$ 102,919	\$ 102,919	\$ 109,178	\$ 103,421	\$ 502	0.5%
Operating Expenses	2,884	3,112	3,782	3,782	3,932	3,724	(58)	-1.5%
Capital Outlay	-	1,226	-	-	-	-	-	n/a
Totals	\$ 99,294	\$ 102,649	\$ 106,701	\$ 106,701	\$ 113,110	\$ 107,145	\$ 444	0.4%

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Senior DMV Service Clerk	0	0	1	1	1
DMV Service Clerk	2	2	1	1	1
Totals	2	2	2	2	2

Goals and Objectives

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

DMV SELECT

Major Departmental Functions

- * Process applications for titling and registration of motor vehicles.
- * Issue motor vehicle license plates and/or decals.
- * Issue handicap placards.
- * Issue driver transcripts.
- * Collect fees, taxes, penalties and other monies in connection with above transactions.
- * Issue boat registrations, hunting and fishing licenses for the Department of Game and Inland Fisheries.

Performance Measures

	<u>FY 2013</u> Actual	<u>FY 2014</u> Actual	<u>FY 2015</u> Estimated	<u>FY 2016</u> Estimated
Total DMV Transactions	37,589	39,852	38,000	38,000
Car Dealers Served	24	21	20	20

Significant Budget Items

- * In FY 2016, it is estimated that the DMV operations will generate \$120,000 in commission to the City.
- * Rate of compensation for DMV services is 4.5% of the first \$500,000 of gross collections and 5% of gross collections over \$500,000. Gross collections were rolled back to pre-July 1, 2014 tax rate amounts.

Program Accomplishments

- * Cross-trained with Commissioner of the Revenue employees.
- * Continued relationship with DMV securing monthly City Hall visits of DMV2GO Mobile Unit that issues drivers licenses and identification cards.
- * Established a partnership with the Department of Game and Inland Fisheries (DGIF) to register boats and issue hunting and fishing licenses.
- * Implemented a new credit card processing system with PIN pads to accept debit transactions.
- * Received three awards during FY 2015 from DMV for office accomplishments: 1) Most DGIF Transactions 2) Most Specialty License Plates and 3) Most DMV Select Transactions.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	2,203,090	2,271,371	3,317,075	3,357,075	3,325,512	3,215,575	(141,500)	-4.3%
Capital Outlay	-	-	-	-	-	-	n/a	n/a
Totals	\$ 2,203,090	\$ 2,271,371	\$ 3,317,075	\$ 3,357,075	\$ 3,325,512	\$ 3,215,575	\$ (141,500)	-4.3%

Personnel Summary

N/A

TRANSFERS

Goals and Objectives

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

TRANSFER TO OTHER FUNDS

Major Departmental Functions

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

Budget Detail

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget
Transfer to Debt Service	\$ 2,052,250	\$ 2,075,858	\$ 2,800,575	\$ 2,800,575	\$ 2,910,512	\$ 2,800,575
Transfer to Capital Projects	150,840	101,100	516,500	556,500	415,000	415,000
Transfer to Special Revenue	-	15,000	-	-	-	-
Transfer to Utilities	-	2,000	-	-	-	-
Transfer to Fleet	-	3,000	-	-	-	-
Transfer to Economic Development Authority	-	74,413	-	-	-	-
Totals	\$ 2,203,090	\$ 2,271,371	\$ 3,317,075	\$ 3,357,075	\$ 3,325,512	\$ 3,215,575

Significant Budget Items

- * The transfer to Debt Service of \$2,800,575 for City and School debt.
- * Transfer of \$415,000 for much needed capital projects. These projects include TMDL/Stormwater costs, engineering costs, drainage projects, police vehicle and a school bus.

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DEBT SERVICE FUND - SUMMARY

Debt Service Fund Description

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

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

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

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

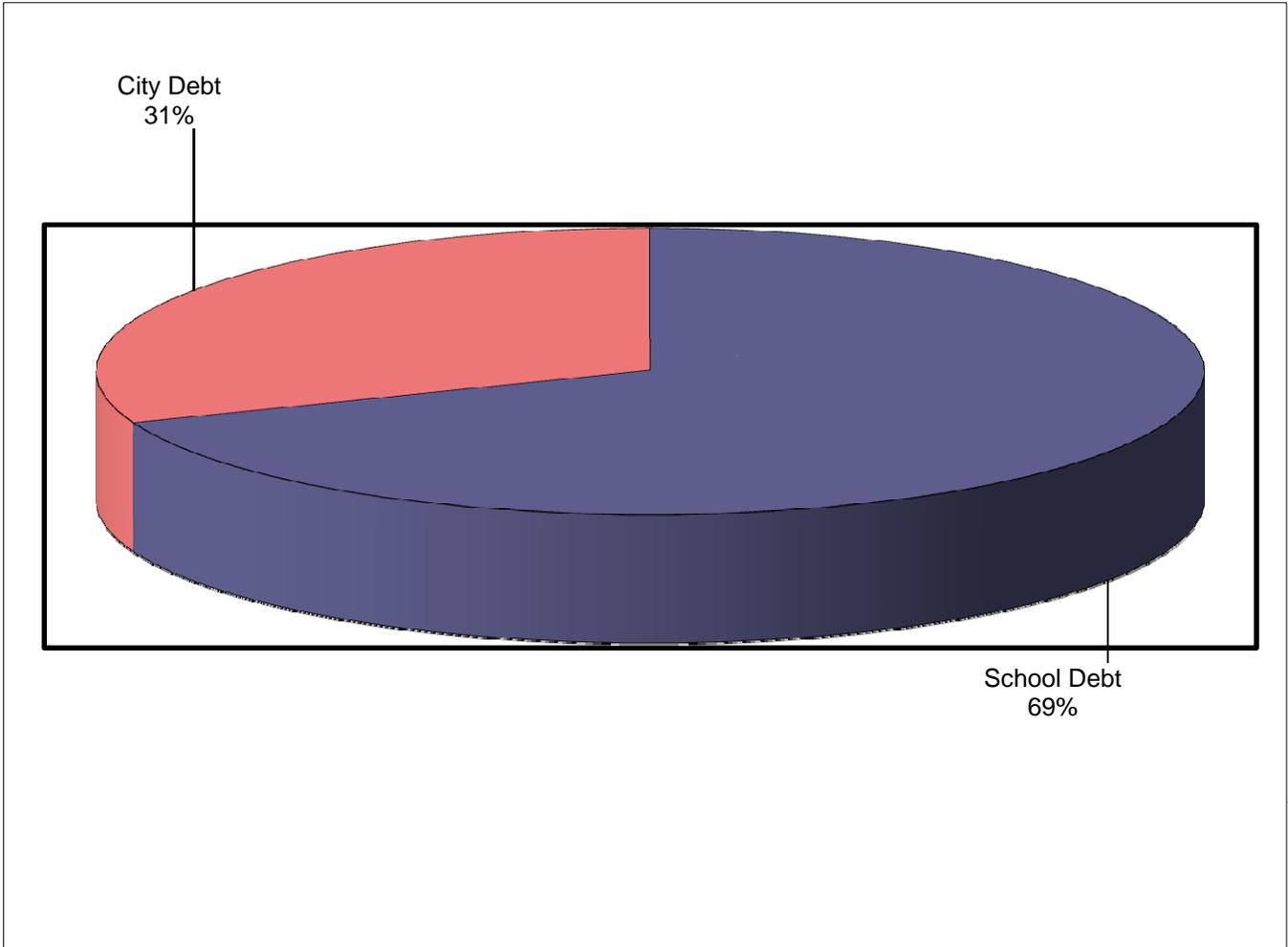
Projected fund balance is to be used to offset debt service costs in future years.

Debt Service Projection of Fund Balance

Beginning Fund Balance - 6/30/2012		\$	2,718
Actual FY 2013 Revenues	\$ 2,052,250		
Actual FY 2013 Expenditures	<u>(1,809,031)</u>		<u>243,219</u>
Fund Balance - 6/30/2013		\$	245,937
Actual FY 2014 Revenues	\$ 2,075,858		
Actual FY 2014 Expenditures	<u>(2,077,458)</u>		<u>(1,600)</u>
Fund Balance - 6/30/2014		\$	244,337
Estimated FY 2015 Revenues	\$ 2,800,575		
Estimated FY 2015 Expenditures	<u>(2,630,575)</u>		<u>170,000</u>
Projected Fund Balance - 6/30/2015		\$	414,337
Estimated FY 2016 Revenues	\$ 2,800,575		
Estimated FY 2016 Expenditures	<u>(2,910,512)</u>		<u>(109,937)</u>
Projected Fund Balance - 6/30/2016		\$	<u><u>304,400</u></u>

DEBT SERVICE FUND - SUMMARY

Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
School Debt	\$ 1,939,124	\$ 2,010,862
City Debt	691,451	899,650
Future Debt Service	<u>170,000</u>	<u>-</u>
TOTAL	<u>\$ 2,800,575</u>	<u>\$ 2,910,512</u>

DEBT SERVICE FUND - REVENUE

Debt Service Revenue

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2015 Estimated Revenue	FY 2016 City Council Adopted Revenue	\$ Change From 2015 Budget	% Change From 2015 Budget
Transfer from General Fund	\$ 2,052,250	\$ 2,075,858	\$ 2,800,575	\$ 2,800,575	\$ 2,800,575	\$ -	0.0%
Use of Reserve	-	-	-	-	109,937	109,937	100%
TOTAL TRANSFERS IN	\$ 2,052,250	\$ 2,075,858	\$ 2,800,575	\$ 2,800,575	\$ 2,910,512	\$ 109,937	3.9%

Revenue Explanations

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

Use of Reserve: In FY 2013, the City established a debt reserve to set aside funds for future debt service. The estimated balance of the reserve at 6/30/15 is \$414,337.

Computation of Estimated Legal Debt Margins for FY 2016

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 7/1/2015, is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

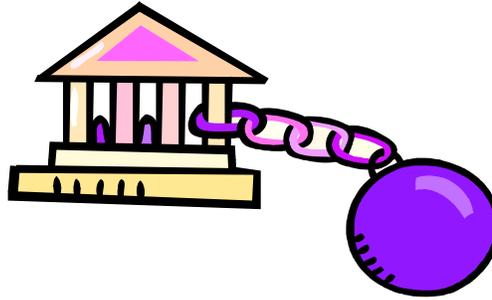
Estimated Assessed Value of Real Estate as of 7/1/2015

General	\$1,494,054,529
Public Service Corporation	18,900,000
Total	<u>\$1,512,954,529</u>
Total Bonding Limit (10% of total assessed value)	\$151,295,453
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$26,932,001
State Literary Fund Loans	1,000,000
Sewer Bonds	<u>7,220,000</u>
Net Bonded indebtedness subject to limit	\$35,152,001
Bonded indebtedness as percent of assessed value of real estate	<u>2.32%</u>
Margin for Additional Borrowing	<u>\$116,143,452</u>

DEBT SERVICE FUND - EXPENDITURES

Debt Service Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Budget	% Change From 2015 Budget
School Principal	\$ 473,447	\$ 655,787	\$ 1,031,367	\$ 1,132,449	\$ 101,082	9.8%
School Interest	889,734	926,656	907,757	878,413	(29,344)	-3.2%
City Principal	210,979	231,048	432,633	653,552	220,919	51.1%
City Interest	232,871	261,817	256,418	243,698	(12,720)	-5.0%
Trustee Fees	2,000	2,150	2,400	2,400	-	0.0%
Future Debt Service	-	-	170,000	-	(170,000)	100.0%
Advance Refunding	-	-	-	-	-	n/a
Cost of Debt Issuance	-	-	-	-	-	n/a
Totals	\$ 1,809,031	\$ 2,077,458	\$ 2,800,575	\$ 2,910,512	\$ 109,937	3.9%



Significant Budget Items

* In FY 2013, the City began funding a debt reserve to use for future debt service. This portion of the reserve is being used to fund the increase in debt service for FY 2016.

DEBT SERVICE FUND - EXPENDITURES

Expenditures Summary

DEBT INSTRUMENT	FY 2016 Principal	FY 2016 Interest	FY 2016 Other Fees	FY 2016 Adopted Budget
<u>Schools</u>				
<u>Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 30,000	\$ 5,355	\$ -	\$ 35,355
2010 PMS HVAC	60,000	1,800	-	61,800
2010 Refunded 2005 PES	70,000	135,730	-	205,730
2010 Refunded 2006B PES	210,000	277,775	-	487,775
2010 Refunded 2007 PES	36,450	139,563	-	176,013
2011B Refunded 2009A Refunded 2006A PES	26,000	83,350	-	109,350
2012 Refunded 2002 Refunded 1994A (Cafeteria)	100,000	8,949	-	108,949
2012 Refunded 2009C Refunded 2001 School's VRS	10,000	11,650	-	21,650
2012 Refunded 2011 Refunded 2008 PMS Stadium	116,620	63,195	-	179,815
2012 Refunded 2011 Refunded 2007 Unrefunded PES	223,379	121,046	-	344,425
<u>Literary Loans:</u>				
1998 PHS Addition/Renovations	250,000	30,000	-	280,000
Total Schools	\$1,132,449	\$878,413	\$ -	\$2,010,862
<u>City</u>				
<u>Bonds:</u>				
2010 Refunded 2005 Fire Station #1	30,000	58,170	-	88,170
2010 Refunded 2007 Fire Station #1	8,550	32,737	-	41,287
2011 Public Works Storage	35,000	14,930	-	49,930
2012 Refunded 2002 Refunded 1994 A (City Hall)	390,000	34,901	-	424,901
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station #1	52,398	28,394	-	80,792
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	-	30,874	-	30,874
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	-	21,563	-	21,563
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	70,000	5,445	-	75,445
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	67,604	16,684	-	84,288
<u>Trustee Fees:</u>				
US Bank	-	-	2,400	2,400
Total City	\$653,552	\$243,698	\$2,400	\$899,650
TOTAL DEBT SERVICE FY 2016	\$1,786,001	\$1,122,111	\$2,400	\$2,910,512

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DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

Summary of Long Term Debt Obligations

General Long Term Obligations

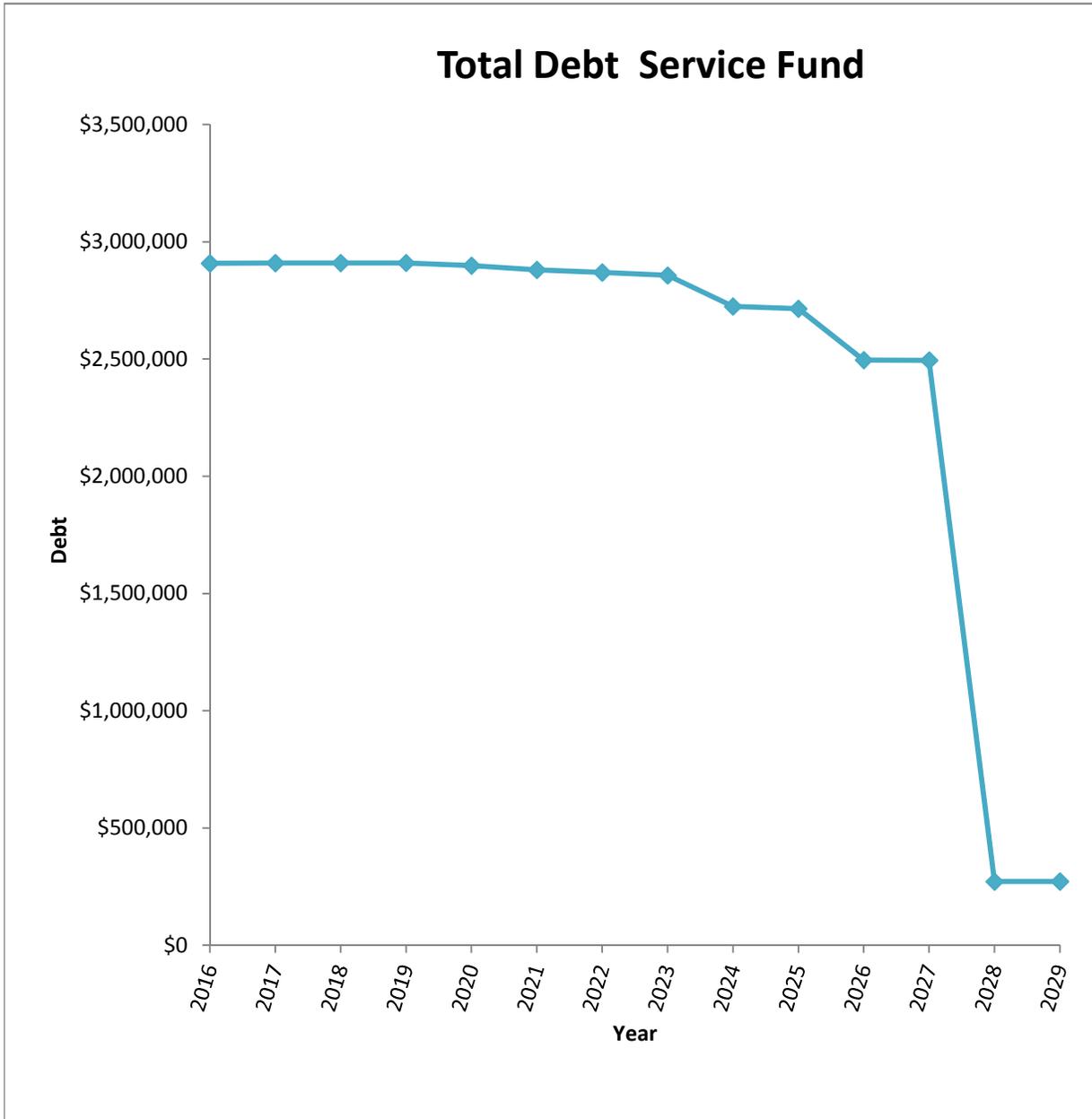
	Projected Balance 6/30/2015	Additions	Retirement	Projected Balance 6/30/2016
<u>School Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 120,000	\$ -	\$ 30,000	\$ 90,000
2010 PMS HVAC	60,000	-	60,000	-
2010 Refunded 2005 PES	3,094,000	-	70,000	3,024,000
2010 Refunded 2006B PES	6,210,000	-	210,000	6,000,000
2010 Refunded 2007 PES	3,086,100	-	36,450	3,049,650
2011B Refunded 2009A Refunded 2006A PES	2,797,000	-	26,000	2,771,000
2012 Refunded 2002 Refunded 1994A (Cafeteria)	198,980	-	100,000	98,980
2012 Refunded 2009C Refunded 2001 School's VRS	235,000	-	10,000	225,000
2012 Refunded 2011 Refunded 2008 PMS Stadium	1,335,624	-	116,620	1,219,004
2012 Refunded 2011 Refunded 2007 Unrefunded PES	2,558,324	-	223,379	2,334,945
	\$ 19,695,028	-	\$ 882,449	\$ 18,812,579
<u>School Literary Loans:</u>				
1998 PHS Addition/Renovations	1,000,000	-	250,000	750,000
	1,000,000	-	250,000	750,000
<u>City Bonds:</u>				
2010 Refunded 2005 Fire Station #1	1,326,000	-	30,000	1,296,000
2010 Refunded 2007 Fire Station #1	723,900	-	8,550	715,350
2011 Public Works Storage	501,000	-	35,000	466,000
2012 Refunded 2002 Refunded 1994 A (City Hall)	776,020	-	390,000	386,020
2012 Refunded 2011 Refunded 2009B & 1998A Refunded Court House	600,100	-	52,398	547,702
2012 Refunded 2011 Refunded 2007 Unrefunded Fire Station	674,599	-	-	674,599
2012 Refunded 2011 Refunded 2009B & 2001 Fire Station #2	431,252	-	-	431,252
2012 Refunded 2011 Refunded 2009B & 2002 Fire Pumper	122,906	-	70,000	52,906
2012 Refunded 2011 Refunded 2009B & 2008 Motorola Radios	347,196	-	67,604	279,592
	5,502,973	-	653,552	4,849,421
<u>Capital Leases:</u>				
Total General Long Term Obligations	\$ 26,198,001	-	\$ 1,786,001	\$24,412,000

Sewer Fund Obligations

Sewer Bonds:

2010 VRA Refunded 2002 Bond	500,000	-	60,000	440,000
2012 Refunded 2011 Refunded 2009B & 1998B Bond	1,815,762	-	8,198	1,807,564
2012 Refunded 2011 Refunded 2009B & 2003B Bond	399,238	-	1,802	397,436
2012 Refunded 2000 DEQ Loan	1,250,000	-	10,000	1,240,000
2012 Refunded 2000 DEQ Loan	3,255,000	-	285,000	2,970,000
Total Sewer Obligations	\$7,220,000	-	\$365,000	\$6,855,000

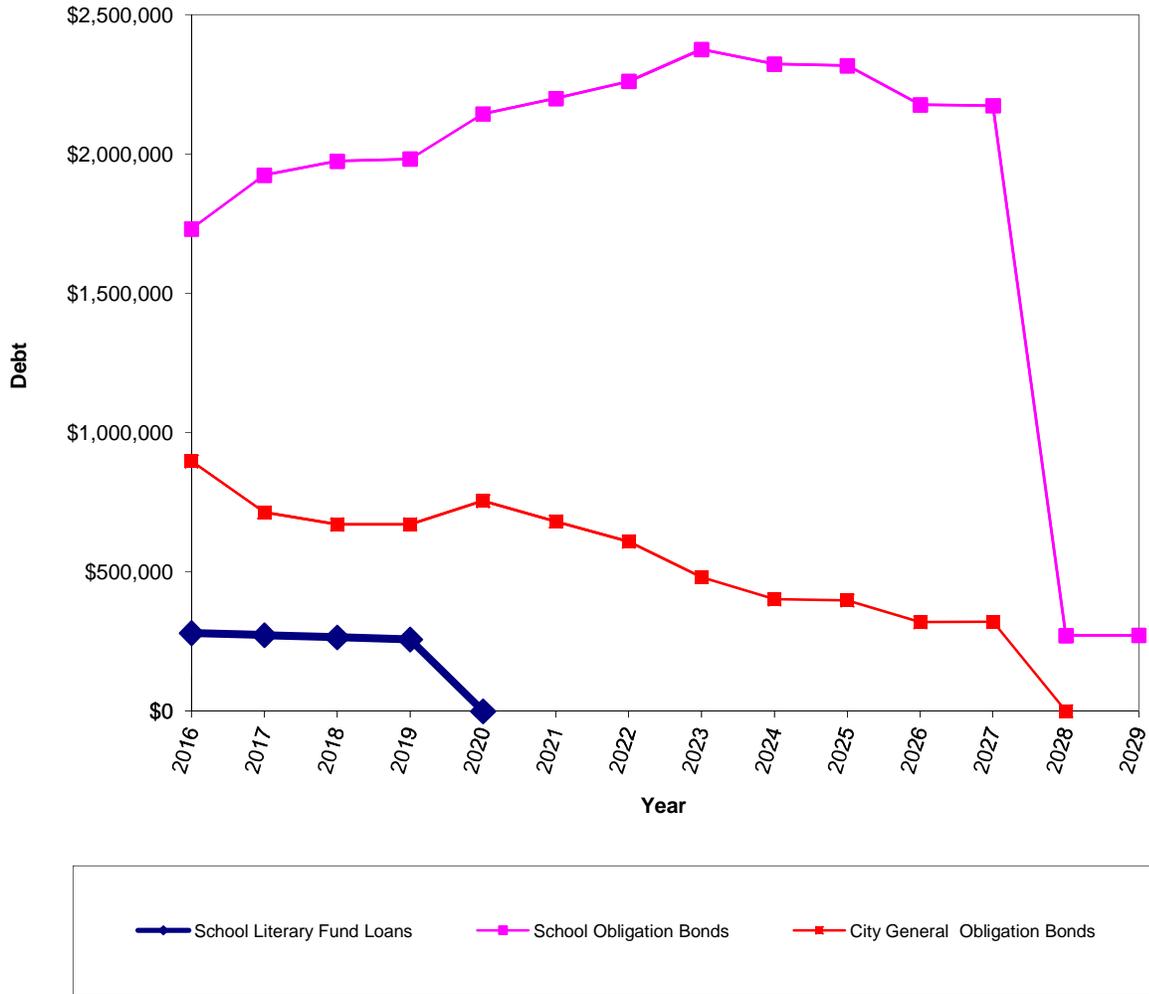
DEBT SERVICE FUND



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

DEBT SERVICE FUND

Debt Service By Type



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

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds		City General Obligation Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	250,000	30,000	882,449	848,413	653,552	243,698
2017	250,000	22,500	1,107,016	816,816	494,985	218,298
2018	250,000	15,000	1,203,301	771,145	474,699	195,606
2019	250,000	7,500	1,260,377	721,590	496,623	173,907
2020			1,474,362	669,369	603,639	150,997
2021			1,596,669	602,932	558,331	122,493
2022			1,725,026	535,365	511,974	96,910
2023			1,911,809	463,554	407,191	74,062
2024			1,947,578	375,057	345,422	56,040
2025			2,033,828	283,373	357,172	40,289
2026			1,971,578	204,964	292,422	26,775
2027			2,061,035	112,363	306,963	13,713
2028			256,000	15,496	-	-
2029			264,000	7,868	-	-
TOTAL	\$ 1,000,000	\$ 75,000	\$ 19,695,028	\$ 6,428,305	\$ 5,502,973	\$ 1,412,788

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	Total Debt Service Fund		Total Debt Service Fund Principal & Interest	Sewer Fund Bonds/Notes		Total Sewer Fund Principal & Interest
	Principal	Interest	Interest	Principal	Interest	Interest
2016	1,786,001	1,122,111	2,908,112	365,000	276,816	641,816
2017	1,852,001	1,057,614	2,909,615	445,000	262,071	707,071
2018	1,928,000	981,751	2,909,751	470,000	240,068	710,068
2019	2,007,000	902,997	2,909,997	490,000	216,628	706,628
2020	2,078,001	820,366	2,898,367	515,000	192,183	707,183
2021	2,155,000	725,425	2,880,425	540,000	166,878	706,878
2022	2,237,000	632,275	2,869,275	565,000	140,774	705,774
2023	2,319,000	537,616	2,856,616	590,000	114,900	704,900
2024	2,293,000	431,097	2,724,097	610,000	97,200	707,200
2025	2,391,000	323,662	2,714,662	630,000	78,900	708,900
2026	2,264,000	231,739	2,495,739	650,000	60,000	710,000
2027	2,367,998	126,076	2,494,074	665,000	40,500	705,500
2028	256,000	15,496	271,496	685,000	20,550	705,550
2029	264,000	7,868	271,868	-	-	-
TOTAL	\$ 26,198,001	\$ 7,916,093	\$ 34,114,094	\$ 7,220,000	\$ 1,907,468	\$ 9,127,468

Note:

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

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CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Fund Description

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

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

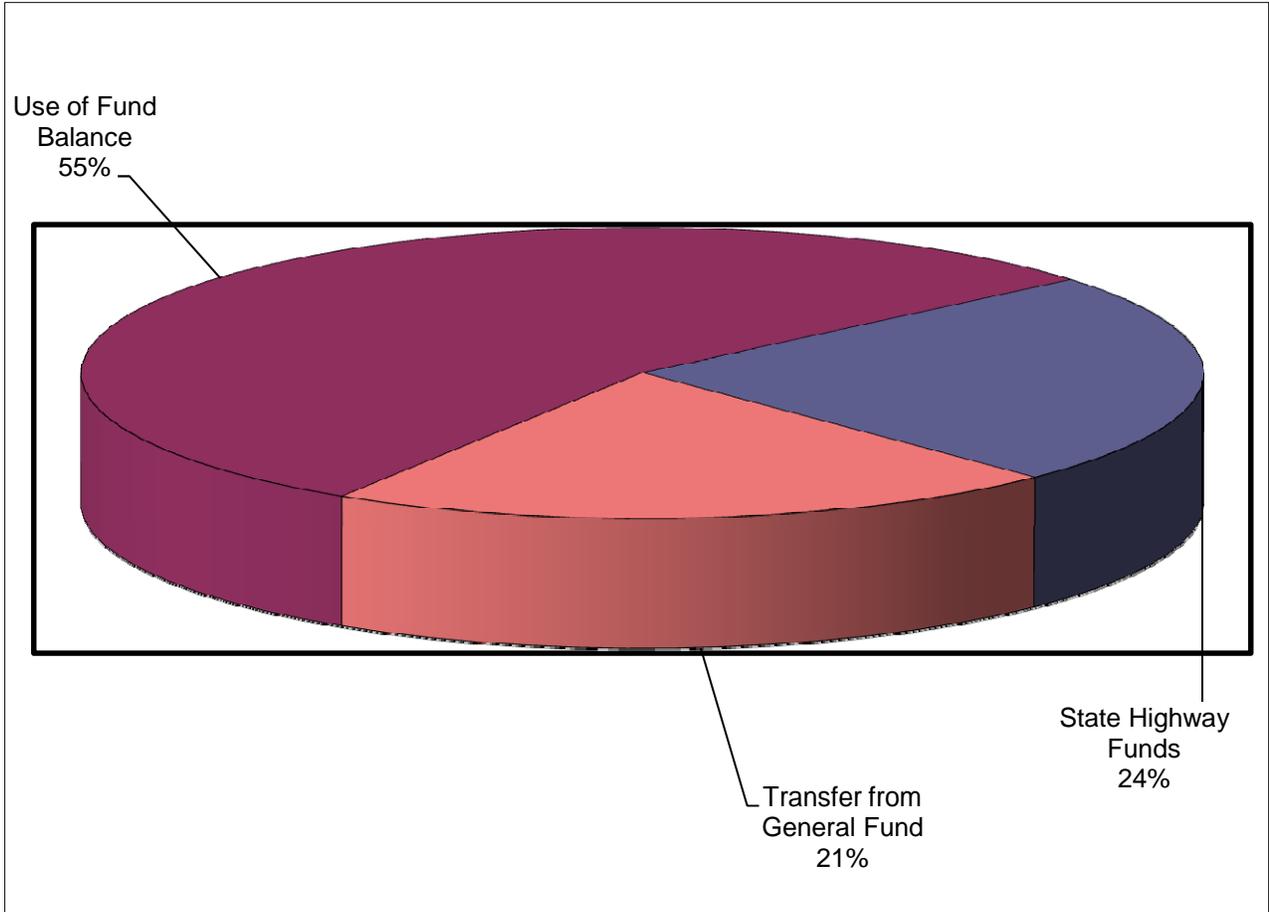
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance for future expenditures. Those unspent funds are then reappropriated to the next fiscal year provided the project is not completed.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

Capital Projects Projection of Fund Balance

Fund Balance - 6/30/2012		\$ 1,235,470
Actual FY 2013 Revenues	\$ 610,988	
Actual FY 2013 Expenditures	(794,678)	(183,690)
Fund Balance - 6/30/2013		\$ 1,051,780
Actual FY 2014 Revenues	\$ 756,368	
Actual FY 2014 Expenditures	(991,003)	(234,635)
Fund Balance - 6/30/2014		\$ 817,145
Estimated FY 2015 Revenues	\$ 1,181,946	
Estimated FY 2015 Expenditures	(920,956)	260,990
Projected Fund Balance - 6/30/2015		\$ 1,078,135
Estimated FY 2016 Revenues	\$ 880,000	
Estimated FY 2016 Expenditures	(1,952,069)	(1,072,069)
Projected Fund Balance - 6/30/2016		\$ 6,066

CAPITAL PROJECTS FUND - SUMMARY

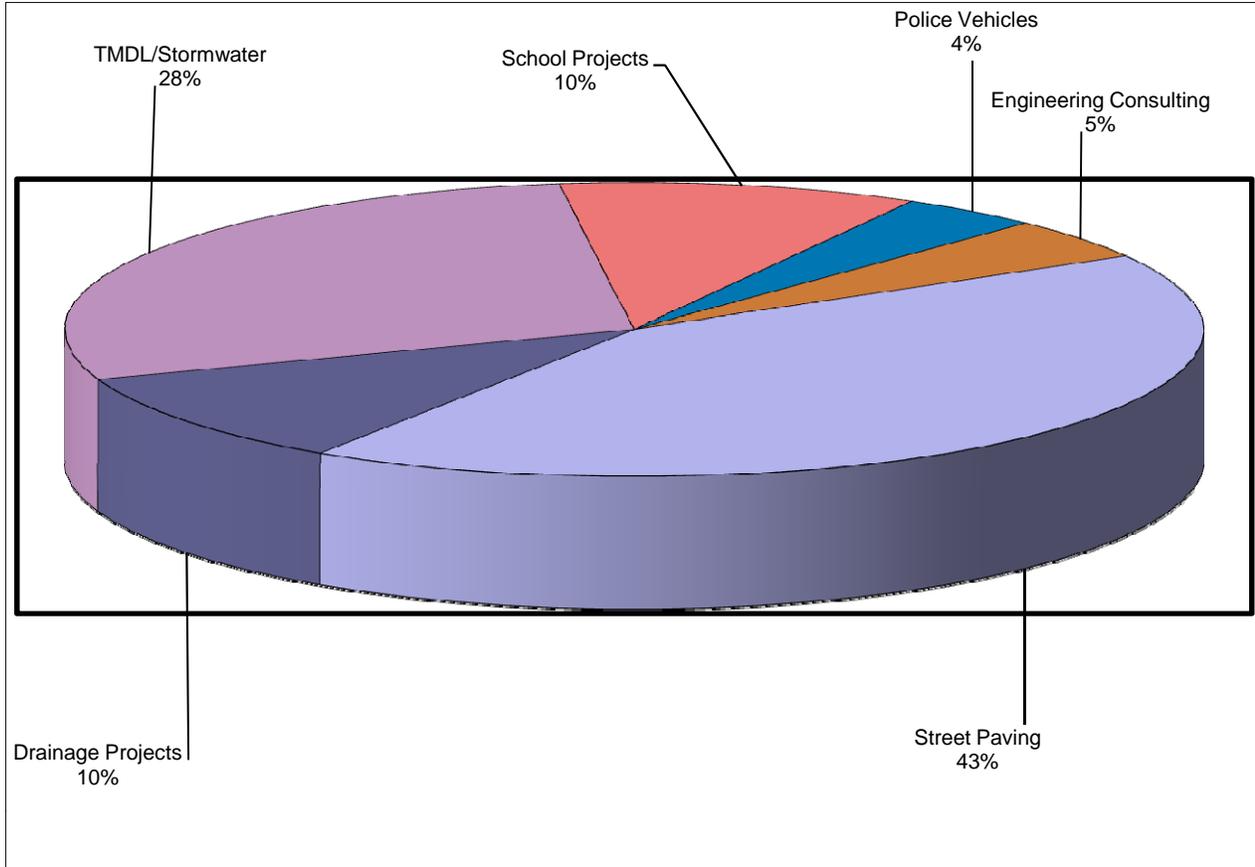
Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
State Highway Funds	\$ 493,630	\$ 465,000
Transfer from General Fund	556,500	415,000
Grant Funds	131,341	-
Donations	475	-
Use of Fund Balance	812,090	1,072,069
TOTAL	\$ 1,994,036	\$ 1,952,069

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Street Paving	\$ 316,722	\$ 375,000
Drainage Projects	-	90,000
TMDL/Stormwater	199,181	250,000
Ditch Piping	35,000	-
School Projects	126,577	90,000
Courthouse Roof Replacement	154,870	-
Rens Road Pier	55,000	-
Police Vehicles	30,570	35,000
Engineering Consulting	-	40,000
Playground	3,036	-
TOTAL	<u>\$ 920,956</u>	<u>\$ 880,000</u>

CAPITAL PROJECTS FUND - REVENUE

Revenue Summary

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2015 Revised Budget	FY 2015 Estimated Revenue	FY 2015 Department Estimated Budget	FY 2016 City Council Adopted Budget	%	
								\$ Change From 2015 Revised Budget	From 2015 Revised Budget
State Highway Funds	\$ 380,466	\$ 493,630	\$ 493,630	\$ 493,630	\$ 493,630	\$ 493,630	\$ 465,000	\$ (28,630)	-5.8%
Note or Bond Proceeds	-	-	-	-	-	-	-	-	n/a
Interest -- Bond Proceeds	642	87	-	-	-	-	-	-	n/a
State Grants	-	79,150	-	131,341	131,341	131,341	-	(131,341)	n/a
Patrol Boat Grant	13,916	-	-	-	-	-	-	-	n/a
Other Federal Grants	15,000	-	-	-	-	-	-	-	n/a
Donations	1,186	82,401	-	475	475	475	-	(475)	-100.0%
Reappropriation of Fund Bal	-	-	697,246	812,090	812,090	-	-	(812,090)	-100.0%
Transfer from Schools	48,938	-	-	-	-	-	-	-	n/a
Transfer from General Fund	150,840	101,100	516,500	556,500	556,500	556,500	415,000	(141,500)	-25.4%
TOTAL REVENUE	\$ 610,988	\$ 756,368	\$ 1,707,376	\$ 1,994,036	\$ 1,994,036	\$ 1,181,946	\$ 880,000	\$ (1,114,036)	-55.9%

Revenue Explanations

State Highway Funds: Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving and drainage programs ("Street and Drainage" projects). The City is projected to receive a total of \$1,373,630 from the State Highway Maintenance Fund, \$465,000 is recorded in the Capital Projects Fund, and the remaining \$880,000 is recorded in the General Fund. The exact amount of revenue for FY 2016 will not be known until August 2015.

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

CAPITAL PROJECTS FUND - EXPENDITURES

Expenditures Summary

Project	Estimated FY 2015 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2016 New Projects Adopted Budget	Total FY 2016 Projects
		Prior Year	Year 1	
School Projects				
School Bus	\$ 84,174	\$ -	\$ 90,000	\$ 90,000
School Miscellaneous Projects	42,403	-	-	-
Public Works, Transportation & Drainage Projects				
Street Paving	316,722	-	375,000	375,000
Drainage Projects	-	587,670	90,000	677,670
Drainage Acquisition	-	25,000	-	25,000
Ditch Piping	35,000	35,870	-	35,870
TMDL/Stormwater	199,181	327,114	250,000	577,114
Parks & Recreation Projects				
Playground Equipment	3,036	75	-	75
Messick Point Breakwater	-	40,000	-	40,000
Rens Road Pier	55,000	-	-	-
Miscellaneous Projects				
Engineering Services	-	30,000	40,000	70,000
Vehicles	30,570	-	-	-
Police Vehicles	-	-	35,000	35,000
Buildings and Facilities	-	26,340	-	26,340
York/Poquoson Courthouse Roof	154,870	-	-	-
Totals	\$ 920,956	\$ 1,072,069	\$ 880,000	\$ 1,952,069

Expenditures Explanations

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

Major Fund Functions

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

FY 2016 New Projects

Street Paving: Projects are funded through VDOT State Highway Funds for maintenance, resurfacing and improvements. Projects are at the City's discretion based on needs. The City allocated \$375,000 towards paving for FY 2016.

Drainage Projects: These projects are also funded through VDOT State Highway Funds with an allocation of \$90,000.

CAPITAL PROJECTS FUND - EXPENDITURES

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

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

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

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

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

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2016 Proposed Capital Projects Fund

Adopted CIP Summary FY 2016 - Beyond FY 2020

Project	FY 2016 Recommended Budget	Prior Year Funding	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	FY 2020 Adopted Project	Beyond FY 2020 Project	Total Cost
School Projects									
High School Forum Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
High School Track	-	-	-	300,000	-	-	-	-	300,000
High School Locker Room Renovation	-	-	-	-	-	-	-	66,000	66,000
High School HVAC	-	-	-	-	75,000	-	-	-	75,000
High School Gym HVAC	-	-	-	-	-	-	-	125,000	125,000
High School Roof Replacement	-	-	-	-	-	1,300,000	-	30,000	1,330,000
Primary School HVAC	-	-	-	-	205,000	-	-	-	205,000
Primary School Roof Replacement	-	-	-	-	-	-	827,000	202,000	1,029,000
Middle School Renovation	-	-	-	-	to be determined		-	-	-
Middle School Roof Replacement	-	-	-	-	340,000	-	-	600,000	940,000
Asphalt Repairs	-	-	-	-	-	-	-	146,000	146,000
Bus Replacement	90,000	-	90,000	187,000	90,000	90,000	90,000	-	547,000
Total School Projects	\$ 90,000	\$ -	\$ 90,000	\$ 487,000	\$ 710,000	\$ 1,390,000	\$ 917,000	\$ 3,669,000	\$ 7,263,000
Transportation and Drainage Projects									
Street Paving	\$ 375,000	\$ -	\$ 374,700	\$ 237,700	\$ 243,035	\$ 239,800	\$ 287,235	\$ -	\$ 1,382,470
Wythe Creek Road South	-	12,620,000	200,000	400,000	1,645,850	1,458,288	8,915,862	-	12,620,000
Drainage Projects/Engineering Services	130,000	-	-	-	-	-	-	-	-
Drainage Projects-Poquoson Shores Tidal Flooding	-	-	-	-	80,000	-	-	-	80,000
Drainage Projects -- City Ditch Erosion Paving	-	-	-	-	50,800	50,800	50,000	-	151,600
TMDL/Stormwater -- Chesapeake Bay	250,000	-	250,000	250,000	100,000	250,000	350,000	18,800,000	20,000,000
Piping Upgrade--Poquoson Avenue	-	-	-	-	-	-	-	145,000	145,000
Ditch Piping -- Little Florida Road South	-	-	90,000	65,000	-	-	-	-	155,000
Oxford Mews	-	-	-	-	-	-	-	130,000	130,000
ROW Acquisition, Bike Paths & Sidewalks	-	-	-	500,000	-	-	-	-	500,000
Victory Boulevard	-	-	-	-	-	-	-	21,700,000	21,700,000
Total Transportation and Drainage Projects	\$ 755,000	\$ 12,620,000	\$ 914,700	\$ 1,452,700	\$ 2,119,685	\$ 1,998,888	\$ 9,603,097	\$ 40,775,000	\$ 56,864,070
Public Safety: Fire and Police Projects									
Replacement of Engine 102	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Replacement of Medic 4	-	-	-	150,000	-	-	-	-	150,000
Police Vehicles	35,000	-	-	-	-	-	-	-	-
Public Safety Building	-	-	-	-	-	-	-	3,500,000	3,500,000
Total Public Safety: Fire and Police Projects	\$ 35,000	\$ -	\$ -	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ 3,500,000	\$ 4,000,000
Public Works Projects									
Equipment Replacement	\$ -	\$ -	\$ 150,000	\$ 805,000	\$ 340,000	\$ 708,000	\$ 140,000	\$ 245,000	\$ 2,388,000
Public Works Compound	-	-	-	-	-	-	-	875,200	875,200
Total Public Works Projects	\$ -	\$ -	\$ 150,000	\$ 805,000	\$ 340,000	\$ 708,000	\$ 140,000	\$ 1,120,200	\$ 3,263,200

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2016 Proposed Capital Projects Fund

Adopted CIP Summary FY 2016 - Beyond FY 2020

Project	FY 2016 Recommended Budget	Prior Year Funding	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	FY 2020 Adopted Project	Beyond FY 2020 Project	Total Cost
Parks & Recreation Projects									
Municipal Ballfield Lighting Upgrade	\$ -	\$ -	\$ -	\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ 245,000
Firth Field Light Replacement	-	-	-	-	310,000	-	-	-	310,000
Western Precinct Park	-	-	-	-	-	-	-	1,000,000	1,000,000
Turf Football Field	-	-	-	-	-	-	-	500,000	500,000
Blue Way System	-	-	-	-	-	-	70,000	-	70,000
Messick Point Breakwater	-	-	145,000	-	-	-	-	-	145,000
Messick Point Pier & Beach	-	-	-	-	-	-	-	600,000	600,000
Messick Point Beach	-	-	-	-	-	-	85,000	-	85,000
Pool Reconstruction	-	-	-	-	-	-	-	3,000,000	3,000,000
Recreation Center	-	-	-	-	-	-	-	15,500,000	15,500,000
South Lawson Park Bike Path	-	-	-	-	-	-	-	195,000	195,000
South Lawson Park Upgrades	-	-	-	-	-	-	-	345,000	345,000
Total Parks & Recreation Projects	\$ -	\$ -	\$ 145,000	\$ 245,000	\$ 310,000	\$ -	\$ 155,000	\$ 21,140,000	\$ 21,995,000
Facilities & Miscellaneous City Projects									
Financial System Upgrade	-	-	-	-	250,000	-	-	-	250,000
Assessment Software and Database	-	-	-	125,000	-	-	-	-	125,000
HVAC -- City Hall	-	-	-	-	350,000	-	-	-	350,000
HVAC -- Police Department	-	-	-	-	73,000	-	-	-	73,000
Total Facilities & Miscellaneous City Projects	\$ -	\$ -	\$ -	\$ 125,000	\$ 673,000	\$ -	\$ -	\$ -	\$ 798,000
Totals	\$ 880,000	\$ 12,620,000	\$ 1,299,700	\$ 3,264,700	\$ 4,502,685	\$ 4,096,888	\$ 10,815,097	\$ 70,204,200	\$ 94,183,270

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Expenditures Explanations

The FY 2016 - Beyond FY 2020 CIP prepared by staff was presented to the Poquoson Planning Commission on March 19, 2015. After reviewing the Plan, and holding a public hearing the Commission recommended its adoption to City Council on March 16, 2015. City Council adopted the Plan on March 23, 2015 after a public hearing was held.

Operational Impact

The operational impact for the next five years is limited to transfers from the General Fund to finance the projects as well as debt service of \$51,800 in year five. The projects for the next five years require no new personnel or increased fixed costs.

SOLID WASTE FUND - SUMMARY

Solid Waste Fund Description

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

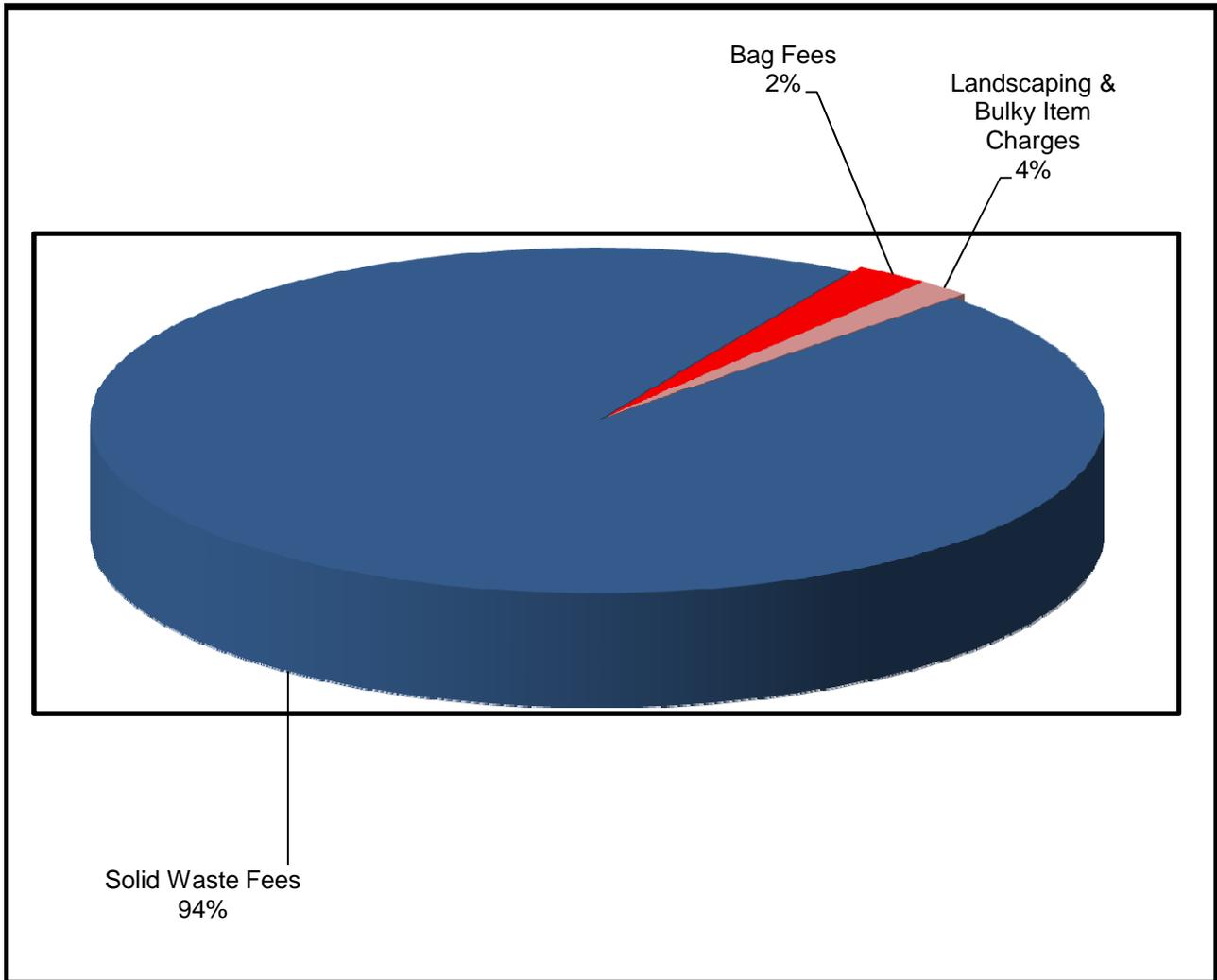
In January 2007, City Council adopted a Committee's recommendation and City staff implemented the container/cart program on October 1, 2007. This program utilizes contracted disposal of all household solid waste.

Solid Waste Projection of Net Assets

Beginning Net Assets - 6/30/2012		\$ 355,253
Actual FY 2013 Revenues	\$ 862,344	
Actual FY 2013 Expenses	(842,251)	20,093
Net Assets - 6/30/2013		\$ 375,346
Actual FY 2014 Revenues	\$ 863,890	
Actual FY 2014 Expenses	(863,191)	699
Net Assets - 6/30/2014		\$ 376,045
Estimated FY 2015 Revenues	\$ 822,200	
Estimated FY 2015 Expenses	(822,200)	-
Projected Net Assets - 6/30/2015		\$ 376,045
Estimated FY 2016 Revenues	\$ 831,825	
Estimated FY 2016 Expenses	(831,825)	-
Projected Net Assets - 6/30/2016		\$ 376,045 *

*Includes undepreciated fixed assets and unrestricted net assets.

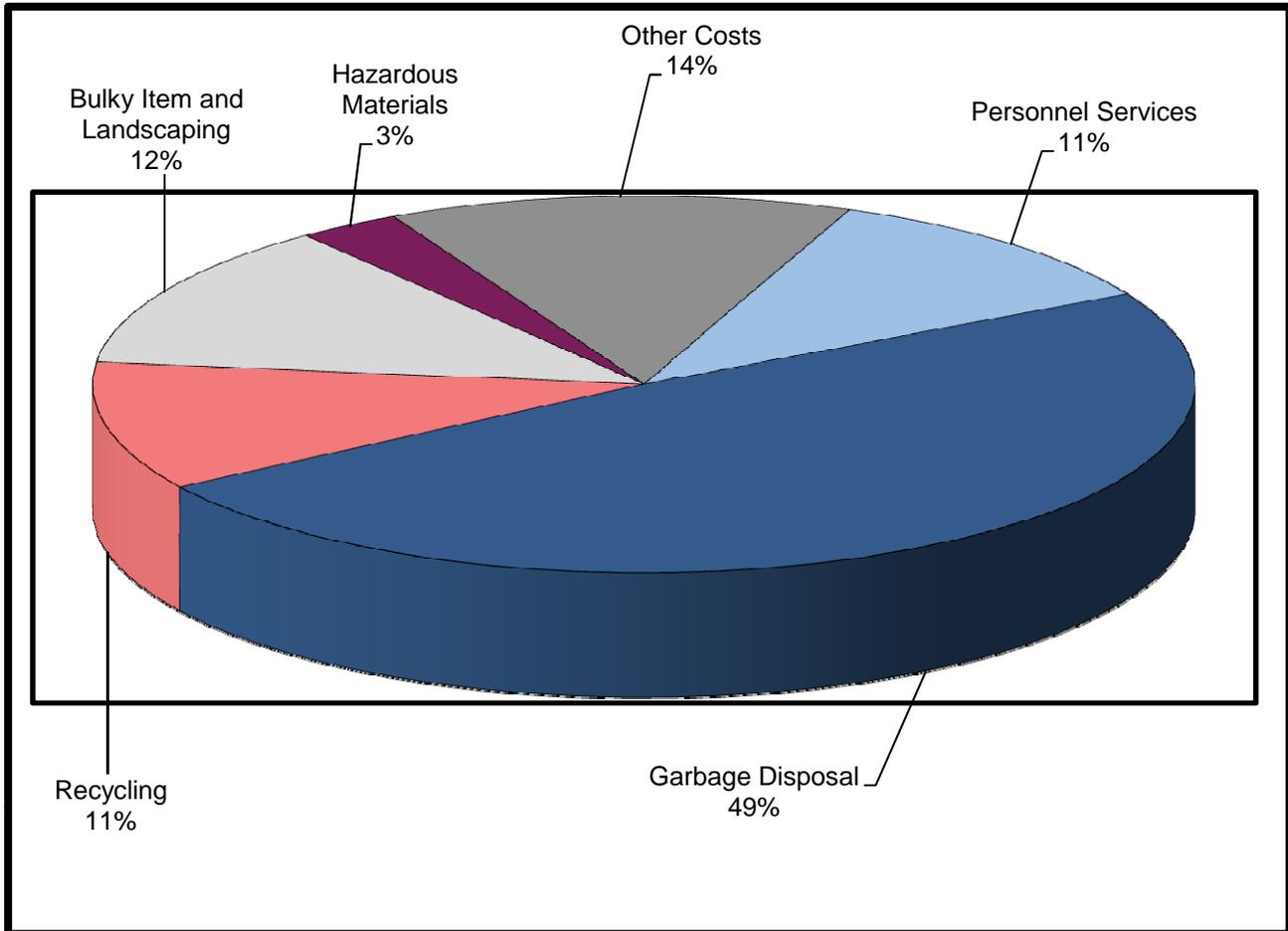
SOLID WASTE FUND - SUMMARY



<u>Solid Waste Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Solid Waste Fees	\$ 786,200	\$ 797,825
Bag Fees	20,000	20,000
Landscaping & Bulky Item Charges	16,000	14,000
TOTAL	<u><u>\$ 822,200</u></u>	<u><u>\$ 831,825</u></u>

SOLID WASTE FUND - SUMMARY

Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Personnel Services	\$ 89,648	\$ 91,202
Garbage Disposal	412,400	406,000
Recycling	110,803	91,480
Bulky Item and Landscaping	93,677	104,763
Hazardous Materials	26,334	25,053
Other Costs	89,338	113,327
TOTAL	\$ 822,200	\$ 831,825

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SOLID WASTE FUND - REVENUE

Solid Waste Revenue

Account Title			FY 2015		FY 2016		\$		%	
	FY 2013	FY 2014	Original	FY 2015	FY 2015	FY 2016	FY 2016	Change	Change	
	Actual	Actual	Adopted	Revised	Estimated	Department	City Council	From 2015	From 2015	
		Budget	Budget	Revenue	Estimated	Adopted	Adopted	Revised	Revised	
				Budget	Revenue	Budget	Budget	Budget	Budget	Budget
Solid Waste Fees	\$ 818,390	\$ 829,922	\$ 786,200	\$ 786,200	\$ 786,200	\$ 797,825	\$ 797,825	\$ 11,625		1.5%
Bag Fees	23,100	21,788	20,000	20,000	20,000	20,000	20,000	-		0.0%
Disposal Fees	145	229	-	-	-	-	-	-		n/a
Landscaping Debris Charge	16,998	9,077	12,000	12,000	12,000	10,000	10,000	(2,000)		-16.7%
Bulky Item Charge	3,241	2,451	4,000	4,000	4,000	4,000	4,000	-		0.0%
Transfer from the General Fund	-	-	-	-	-	-	-	-		n/a
Miscellaneous	470	423	-	-	-	-	-	-		n/a
TOTAL REVENUE & TRANSFERS	\$ 862,344	\$ 863,890	\$ 822,200	\$ 822,200	\$ 822,200	\$ 831,825	\$ 831,825	\$ 9,625		1.2%

Revenue Explanations

Solid Waste Fees: In FY 2016, the fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 3 plans, or an additional 2 plans if eligible. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$14,570 of Solid Waste fees will be waived due to the scale.

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

It is estimated that 12 additional units will bring an additional \$2,952 in revenue for FY 2016.

	Number of Units	FY 2015 Adopted Bi-Monthly Fees	FY 2016 Adopted Bi-Monthly Fees	FY 2016 Adopted Revenue	FY 2016 Authorized Fees Waived	FY 2016 Total Revenue
Plans:						
Plan A = 35 gallon container/cart	1,844	\$24.75	\$24.75	\$ 273,834	\$ (6,534)	\$ 267,300
Plan B = 65 gallon container/cart	1,881	41.00	41.00	\$ 465,679	(2,829)	462,850
Plan C = (2) 65 gallon container/carts	75	75.00	75.00	\$ 33,750	(900)	32,850
Plan D = 35 gallon container/cart (bi-weekly pickup)	382	15.00	15.00	\$ 34,380	(4,208)	30,172
Plan E = no container/cart (private lanes, townhomes)	96	8.25	8.25	\$ 4,752	(99)	4,653
	4,278			\$ 812,395	\$ (14,570)	\$ 797,825

Bag Fees: The fee for the green bags remains at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous 11 fiscal years.

Landscaping Debris Charges: The City provides curbside pickup service for woody waste. The fee for this service is \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$44,587 to operate the composting/disposal facility in FY 2016. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident. Residents may also bring woody waste to a free designated drop off site that is provided twice a month.

Bulky Item Charge: The City also provides curbside pickup for bulky items. In FY 2016 the fee is at \$63 per pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In 2011, the City implemented a free drop off service twice a month for residents to dispose of unwanted items instead of paying for a residential pickup.

The resident has the choice of one free landscaping debris or bulky pick up each year before being charged the respective fee.

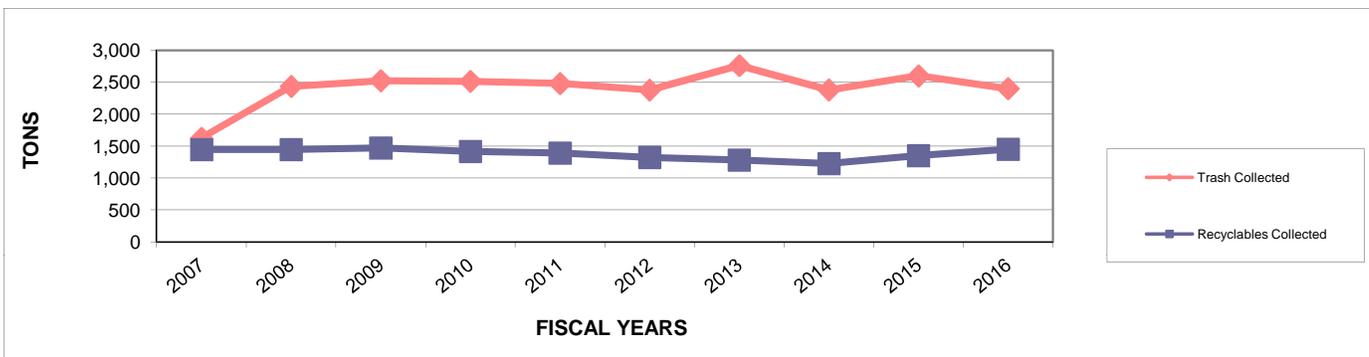
SOLID WASTE FUND - GARBAGE AND RECYCLING

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2015 Revised Budget	FY 2015 Estimated Expenses	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Budget	% Change From 2015 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	594,355	592,067	555,387	555,387	555,387	555,021	555,021	(366)	-0.1%
Capital Outlay	-	-	-	-	-	-	-	-	n/a
Totals	\$ 594,355	\$ 592,067	\$ 555,387	\$ 555,387	\$ 555,387	\$ 555,021	\$ 555,021	\$ (366)	-0.1%

Personnel Summary

N/A



Goals and Objectives

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

SOLID WASTE FUND - GARBAGE AND RECYCLING

Major Departmental Functions

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

Performance Measures

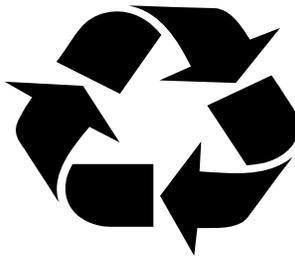
	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>	<u>Estimated FY 2015</u>	<u>Estimated FY 2016</u>
Trash Collected (Tons)	2,761	2,380	2,600	2,400
Recyclables Collected by Contractor (Tons)	1,282	1,227	1,350	1,450

Significant Budget Items

* N/A

Program Accomplishments

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



SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Adopted Budget	Revised Budget	Estimated Expenses	Department Request Budget	City Council Adopted Budget	Change From 2015 Budget	Change From 2015 Budget
Personnel Services	\$ 81,079	\$ 80,652	\$ 87,047	\$ 89,648	\$ 89,648	\$ 92,162	\$ 91,201	\$ 1,553	1.7%
Operating Expenses	131,158	158,247	167,596	177,165	177,165	184,642	185,603	8,438	4.8%
Capital Outlay	35,659	32,225	6,563	-	-	-	-	-	0.0%
Totals	\$ 247,896	\$ 271,124	\$ 261,206	\$ 266,813	\$ 266,813	\$ 276,804	\$ 276,804	\$ 9,991	3.7%

Personnel Summary

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	Authorized	Authorized	Authorized	Department Request Positions	City Council Authorized
Equipment Operator II	1	1	1	1	1
Totals	1	1	1	1	1

Goals and Objectives

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

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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Waste Oil Collected for Recycling (gallons)	2,548	2,412	2,700	2,700
Bulky Item Debris Collected for Disposal*	1,432	1,218	1,600	1,400
Landscape Debris Collected for Recycling*	1,115	1,162	1,300	1,300
Convenience site visitors	4,432	5,819	6,000	6,500
Used Tires Collected for Recycling	472	407	500	500

* Amounts given in tons

Significant Budget Items

- * Increased temporary labor cost.
- * Increase in personnel costs for the convenience site.
- * Increase in vehicle costs.

Program Accomplishments

- * Provided good and dependable bulk and landscaping pickup service.
- * Picked up storm debris using only City workforce.
- * Continued to provide convenience site.
- * Continued to pick up leaves (seasonally).
- * Upgraded used oil collection site to include building and signage.
- * Provided chemical drop off for residents.
- * Implemented new recycling program
- * Installed new recycling dumpster and pad at City Hall for residents.

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UTILITIES FUND - SUMMARY

Utilities Fund Description

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

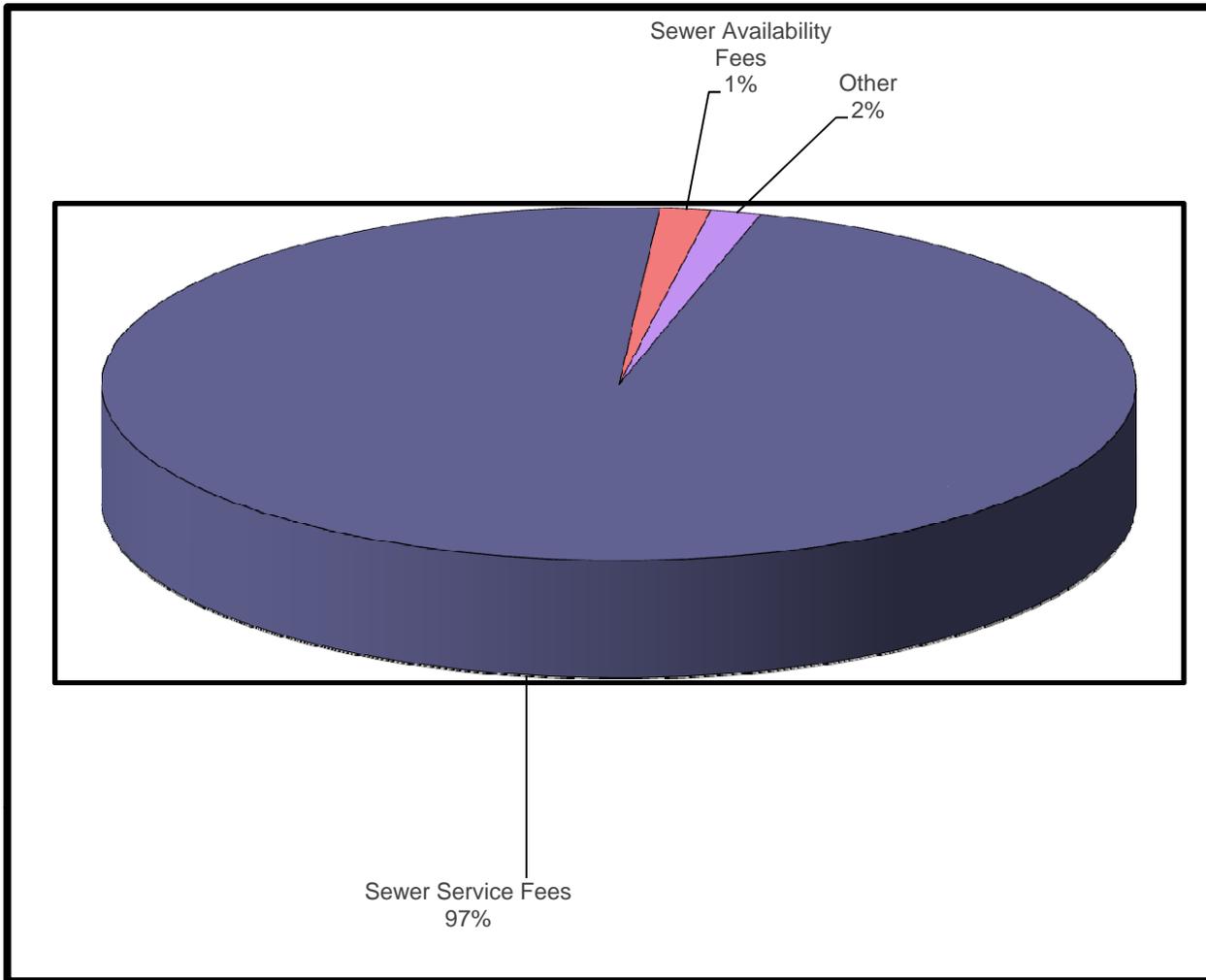
Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2012		\$ 5,224,529
Actual FY 2013 Revenues	\$ 1,864,716	
Actual FY 2013 Expenses	<u>(1,600,187)</u>	<u>264,529</u>
Net Assets - 6/30/2013		\$ 5,489,058
Actual FY 2014 Revenues	\$ 1,925,558	
Actual FY 2014 Expenses	<u>(1,595,757)</u>	<u>329,801</u>
Net Assets - 6/30/2014		\$ 5,818,859
Estimated FY 2015 Revenues	\$ 1,865,355	
Estimated FY 2015 Expenses	<u>(1,865,355)</u>	<u>-</u>
Projected Net Assets - 6/30/2015		\$ 5,818,859
Estimated FY 2016 Revenues	\$ 1,893,400	
Estimated FY 2016 Expenses	<u>(1,893,400)</u>	<u>-</u>
Projected Net Assets - 6/30/2016		<u><u>\$ 5,818,859</u></u> *

*Includes undepreciated fixed assets and unrestricted net assets.

UTILITIES FUND - SUMMARY

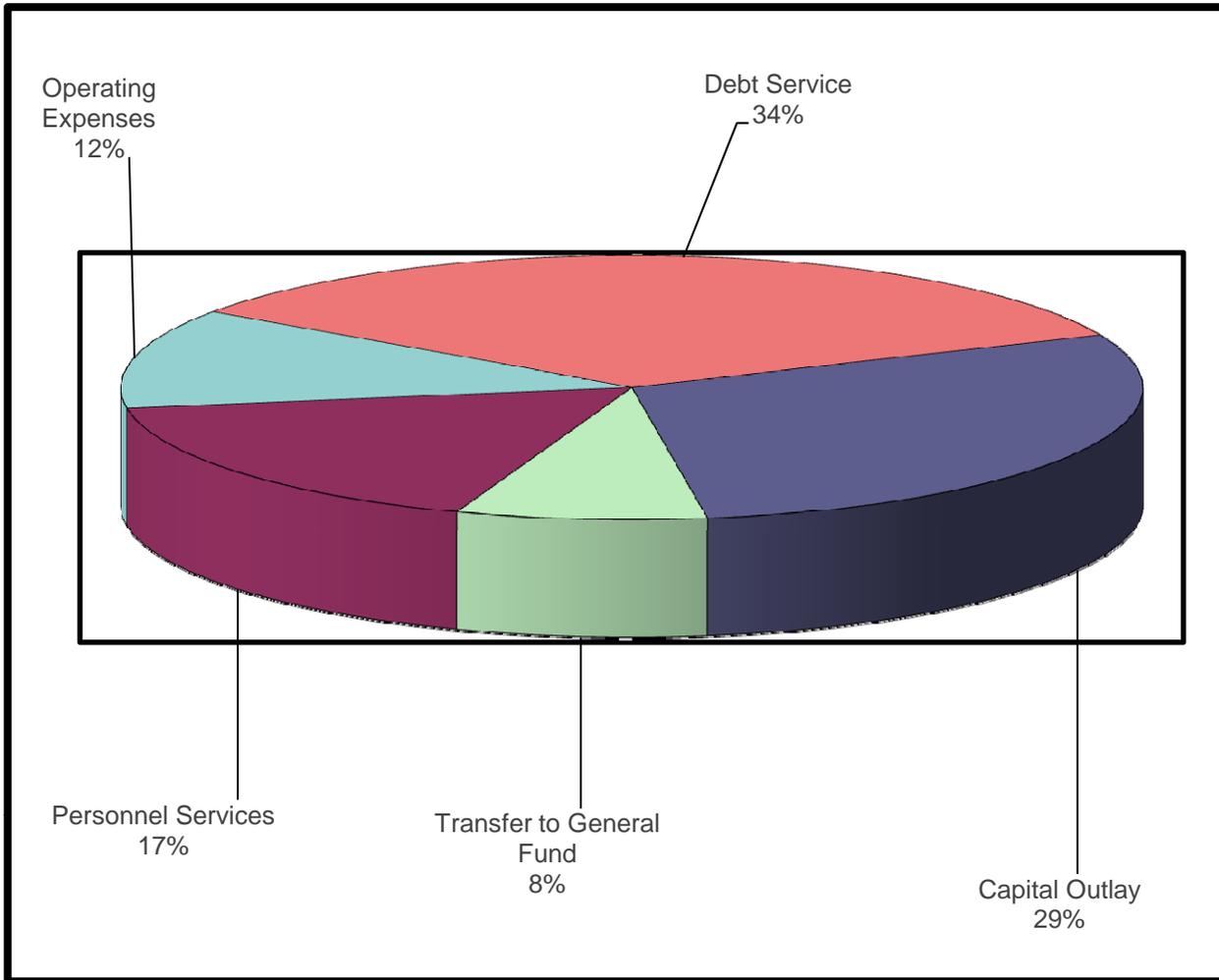
Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Sewer Service Fees	\$1,807,355	\$1,833,400
Sewer Availability Fees	30,000	30,000
Other	28,000	30,000
TOTAL	<u><u>\$1,865,355</u></u>	<u><u>\$1,893,400</u></u>

UTILITIES FUND - SUMMARY

Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Personnel Services	\$301,575	\$320,549
Operating Expenses	243,094	230,716
Debt Service	1,082,036	641,816
Capital Outlay	88,650	550,319
Transfer to General Fund	150,000	150,000
TOTAL	<u><u>\$1,865,355</u></u>	<u><u>\$1,893,400</u></u>

UTILITIES FUND - REVENUE

Utilities Revenue

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2015 Estimated Revenue	FY 2016	FY 2016	\$	%
					Department Estimated Revenue	City Council Adopted Revenue	Change From 2015 Budget	Change From 2015 Budget
Sewer Service Fees	\$ 1,792,346	\$ 1,812,502	\$ 1,807,355	\$ 1,807,355	\$ 1,833,400	\$ 1,833,400	\$ 26,045	1.4%
Sewer Availability Fees	43,300	75,000	30,000	30,000	30,000	30,000	-	0.0%
Notes Receivable - Interest	137	248	-	-	-	-	-	0.0%
Miscellaneous Revenue	2,677	587	-	-	-	-	-	0.0%
Late Payment Fees	25,703	34,872	28,000	28,000	30,000	30,000	2,000	7.1%
Interest Income	553	349	-	-	-	-	-	0.0%
Transfer from General Fund	-	2,000	-	-	-	-	-	0.0%
TOTAL REVENUE & TRANSFERS	\$ 1,864,716	\$ 1,925,558	\$ 1,865,355	\$ 1,865,355	\$ 1,893,400	\$ 1,893,400	28,045	1.5%

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 2016, the Sewer Service fee is adopted at \$62 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households that meet certain income requirements. It is estimated that \$40,548 of sewer fees is waived due to the scale. Revenues from reduced fee accounts are estimated to be \$10,788.

Sliding Scale Sewer Service Fees:

Combined Income	FY 2015 Adopted Bi-Monthly Fees	FY 2016 Bi-Monthly Adopted Fees	Projected Number of Households	FY 2015 Revenue	FY 2015 Estimated Loss Revenue
\$25,000 or less	\$0	\$0	74	\$ -	\$ 27,528
25,001 - 33,000	15.50	15.50	26	2,418	7,254
33,001 - 40,000	31.00	31.00	24	4,464	4,464
40,001 - 46,800	46.50	46.50	14	3,906	1,302
over 46,800	62.00	62.00	4,784	1,775,184	-
			4,922	\$ 1,785,972	\$ 40,548

In FY 2016, there are an estimated 4,910 users of sewer for total revenues of \$1,781,508. It is also estimated that 12 new homes will connect to sewer and pay bi-monthly fees totaling \$4,464 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2016, the commercial fee is adopted at \$1.75 for every 100 cubic feet of water consumed. In FY 2016, it is estimated that \$47,428 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 2016, it is estimated that new properties will generate \$30,000.

The Sewer Availability Fee is as follows:

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

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

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

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

UTILITIES FUND - EXPENDITURES

Expenditures Summary

			FY 2015		FY 2016	FY 2016	\$	%
	FY 2013	FY 2014	Original	FY 2015	Department	City Council	Change	Change
	Actual	Actual	Adopted	Revised	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Revised	Revised
			Budget	Budget	Budget	Budget	Budget	Budget
Personnel Services	\$ 272,332	\$ 290,896	\$ 301,575	\$ 301,575	\$ 325,402	\$ 320,549	\$ 18,974	6.3%
Operating Expenses	276,235	186,574	243,094	243,094	238,743	230,716	(12,378)	-5.1%
Depreciation & Amortization	537,285	656,235	-	-	-	-	-	n/a
Debt Service	347,840	293,324	1,082,036	1,082,036	641,816	641,816	(440,220)	-40.7%
Transfer to General Fund	130,000	130,000	150,000	150,000	150,000	150,000	-	0.0%
Capital Outlay*	36,495	38,728	88,650	88,650	537,439	550,319	461,669	520.8%
Totals	\$ 1,600,187	\$ 1,595,757	\$ 1,865,355	\$ 1,865,355	\$ 1,893,400	\$ 1,893,400	\$ 28,045	1.5%

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

Personnel Summary

			FY 2016		FY 2016
	FY 2013	FY 2014	FY 2015	Department	City Council
	Authorized	Authorized	Authorized	Request	Authorized
			Positions	Positions	
Superintendent of Utilities	1	1	1	1	1
Utilities Foreman	1	1	1	1	1
Utilities Technician	1	1	1	1	1
Utilities Worker	1	1	1	1	1
Totals	4	4	4	4	4

Goals and Objectives

- * Maintain current level of system reliability and provide 24 hour emergency service.
- * Continue to operate the sewer system in a safe and cost effective manner.
- * Develop a FOG (Fat, Oil, Grease) elimination program.
- * Replace pumps in station #2C, 2C2, and 2A with grinder style pumps.
- * Increase in personnel services due to salary rate adjustments.

UTILITIES FUND - EXPENDITURES

Major Departmental Functions

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

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Force Main Miles	12.1	12.1	12.1	12.1
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	14	12	11	14
Laterals Cleaned bi-yearly	16	17	16	16
Laterals Installed	0	3	0	0
Laterals Repaired	12	15	12	12
Locations Marked for Miss Utilities	1,826	1,774	1,826	1,850
Pump Stations	29	29	29	29
Pumps Repaired	15	14	15	15
Sewer Connections	4,847	4,855	4,910	4,922
Sewer Gravity Miles	51.3	51.3	51.3	51.3
Pumps Replaced	5	5	5	5
Grinder Pumps Replaced	13	9	13	13

Significant Budget Items

- * Decrease in debt service for principal payment due on the bond for the upgrade of pump station 2 made in FY 2015.
- * Increase in capital outlay is due to the decrease in debt service to be used for capital projects.

Program Accomplishments

- * Continued to maintain a high level of system reliability and service.
- * Expanded opportunity for employee training.
- * Met the requirements of the "Miss Utilities" system.
- * Worked with local jurisdictions to have the State Water Control Board consent order modified and approved.
- * Installed a water/oil separator for the Public Works vehicle wash area.
- * Created new record and reporting system for the department.
- * Installed drinking fountain at Kids Island.
- * Modified both boat pump-outs to meet new health department requirements.
- * Replaced both pumps at station 15 with upgraded equipment.

UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2016 Utilities Fund Capital Projects

Adopted CIP Summary FY 2016 -- Beyond FY 2020

Project	FY 2016 Adopted Budget	FY 2016 Adopted Project	FY 2017 Adopted Project	FY 2018 Adopted Project	FY 2019 Adopted Project	FY 2020 Adopted Project	Beyond FY 2020 Adopted Project	Total Cost
Facility Projects								
Pump Station Generators	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ -	\$ -	\$ 316,000
Sewer Cleaning Truck	-	-	90,000	-	-	-	-	90,000
Maintenance Building Addition	65,000	65,000	-	-	-	-	-	65,000
Replacement of Power Supplies	-	-	40,000	40,000	40,000	-	-	120,000
Total Facility Projects	\$ 144,000	\$ 144,000	\$ 209,000	\$ 119,000	\$ 119,000	\$ -	\$ -	591,000
Sanitary Sewer Evaluation Study (SSES)								
Sanitary Sewer Consent Repairs	317,669	400,000	400,000	400,000	400,000	400,000	-	2,000,000
Total Utilities Projects	\$ 461,669	\$ 544,000	\$ 609,000	\$ 519,000	\$ 519,000	\$ 400,000	\$ -	\$ 2,591,000

Expenditures Explanations

The FY 2016 - Beyond FY 2020 CIP prepared by staff was presented to the Poquoson Planning Commission on February 19, 2015. After reviewing the Plan and conducting a public hearing, the Commission adopted its recommended plan March 16, 2015. After conducting a public hearing, City Council adopted the Plan on March 23, 2015.

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Fund Description

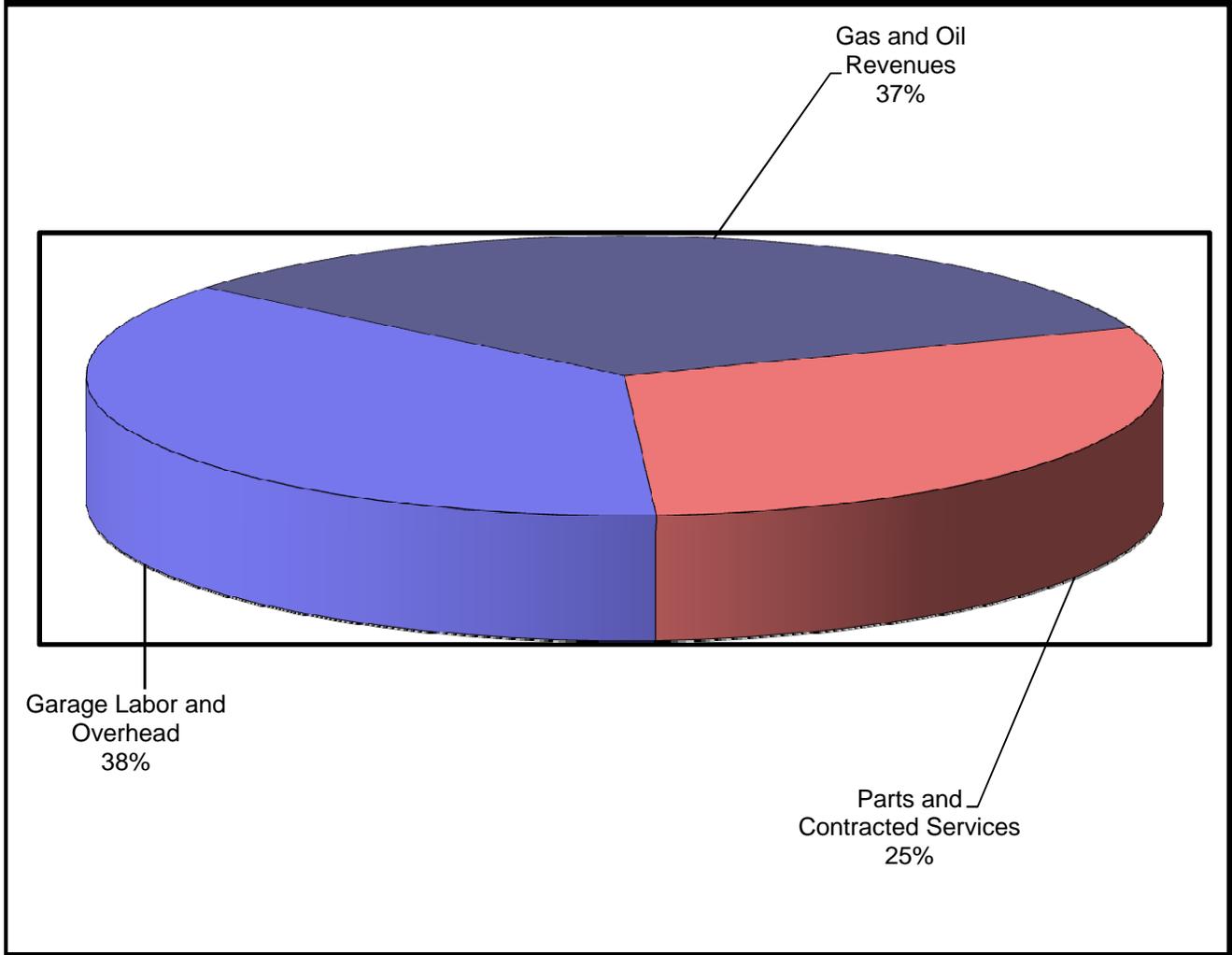
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal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

Fleet Management Projection of Net Assets

Beginning Net Assets - 6/30/2012		\$ 44,452
Actual FY 2013 Revenues	\$ 694,987	
Actual FY 2013 Expenses	<u>(721,922)</u>	<u>(26,935)</u>
Net Assets - 6/30/2013		\$ 17,517
Actual FY 2014 Revenues	\$ 783,144	
Actual FY 2014 Expenses	<u>(812,402)</u>	<u>(29,258)</u>
Net Assets - 6/30/2014		\$ (11,741)
Estimated FY 2015 Revenues	\$ 785,348	
Estimated FY 2015 Expenses	<u>(785,348)</u>	<u>-</u>
Projected Net Assets - 6/30/2015		\$ (11,741)
Estimated FY 2016 Revenues	\$ 756,516	
Estimated FY 2016 Expenses	<u>(756,516)</u>	<u>-</u>
Projected Net Assets - 6/30/2016		<u><u>\$ (11,741)</u></u>

FLEET MANAGEMENT FUND - SUMMARY

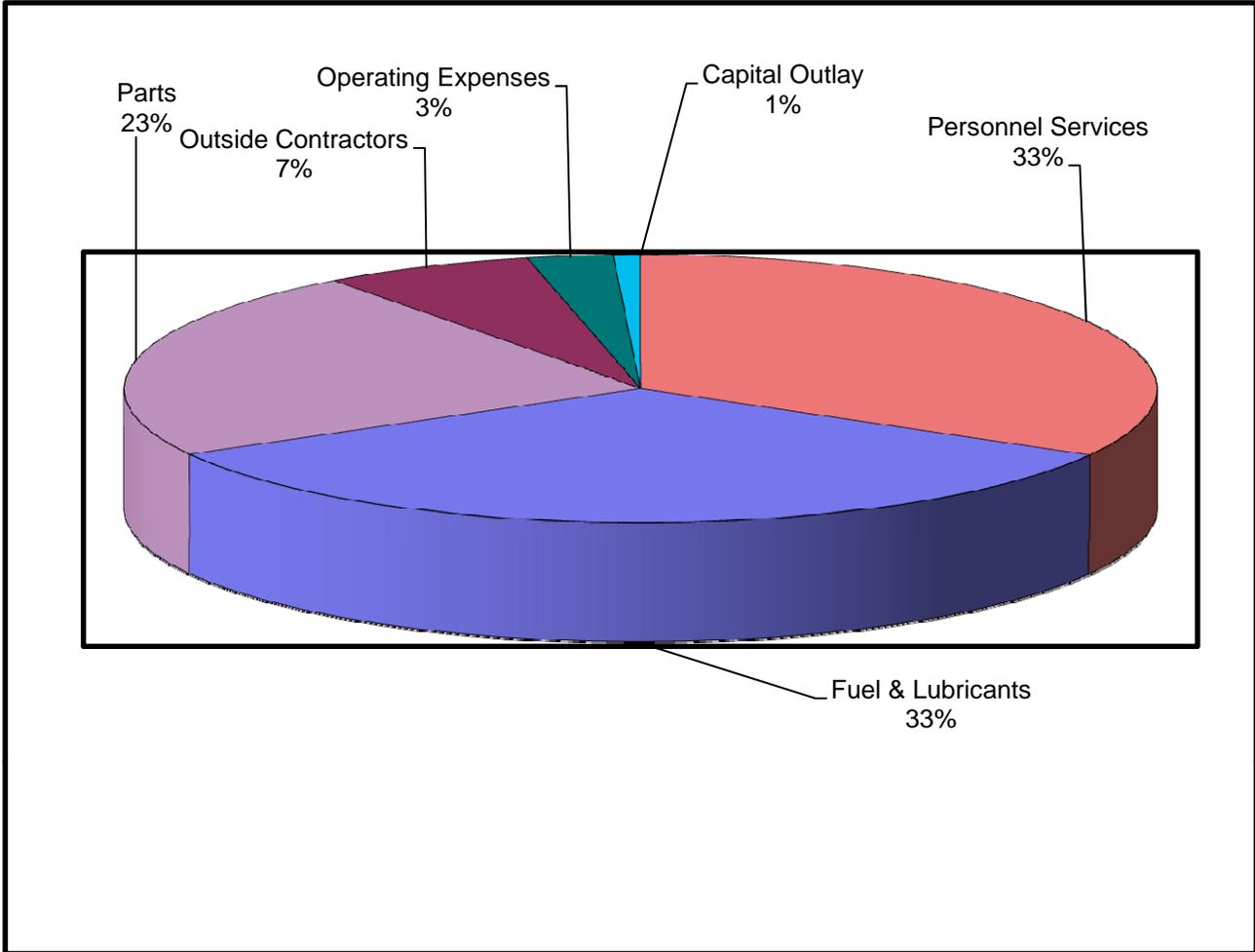
Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Parts and Contracted Services	\$ 276,805	\$ 224,115
Garage Labor and Overhead	195,000	278,322
Gas and Oil Revenues	313,543	254,079
TOTAL	<u>\$ 785,348</u>	<u>\$ 756,516</u>

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Personnel Services	\$ 244,724	\$ 251,644
Fuel & Lubricants	313,543	254,079
Parts	148,200	174,115
Outside Contractors	46,800	50,000
Operating Expenses	22,704	20,318
Capital Outlay	9,377	6,360
TOTAL	<u>\$ 785,348</u>	<u>\$ 756,516</u>

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FLEET MANAGEMENT FUND - REVENUE

Fleet Management Revenue

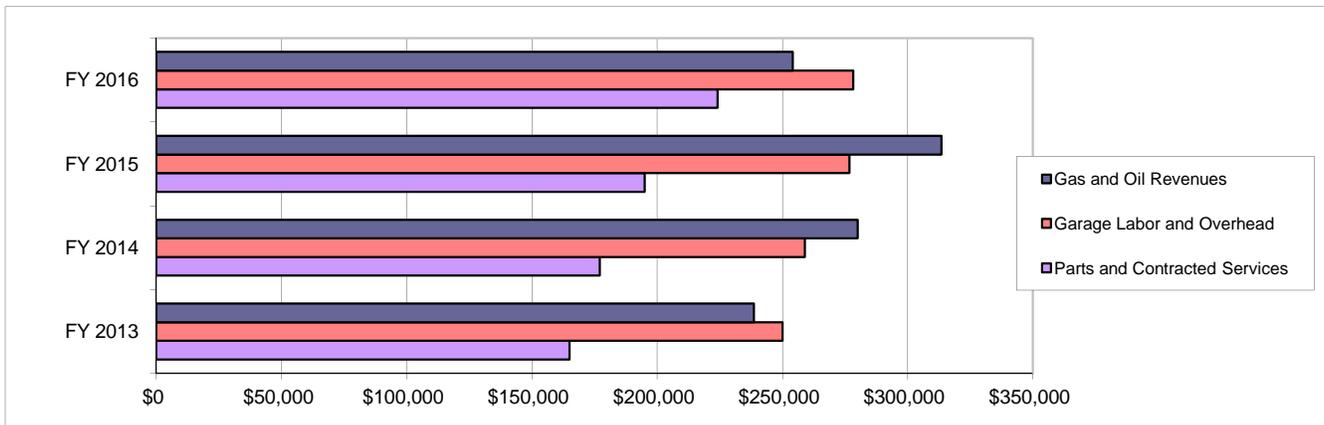
Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015			FY 2016	\$	%
			Original Adopted Budget	FY 2015 Revised Budget	FY 2015 Estimated Revenue	City Council Adopted Revenue	Change From 2015 Revised Budget	Change From 2015 Revised Budget
Parts and Contracted Services	\$ 171,710	\$ 250,380	\$ 195,000	\$ 195,000	\$ 195,000	\$ 224,115	\$ 29,115	14.9%
Garage Labor and Overhead	249,999	258,900	276,805	276,805	276,805	278,322	1,517	0.5%
Gas and Oil Revenues	273,278	270,864	313,543	313,543	215,000	254,079	(59,464)	-19.0%
Transfer from General Fund	-	3,000	-	-	-	-	-	-
TOTAL REVENUE	\$ 694,987	\$ 783,144	\$ 785,348	\$ 785,348	\$ 686,805	\$ 756,516	\$ (28,832)	-3.7%

Revenue Explanations

Parts and Contracted Services: Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual costs incurred. The amount for FY 2016 is based on estimates from the Fleet Manager.

Garage Labor and Overhead: Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2016. Departments' labor line item is charged based on overall percentage of vehicles and equipment for each department.

Gas and Oil Revenues: Projected revenues from the direct billing to users of gas and oil for vehicles and equipment. Gas and oil are charged to departments based on actual costs incurred. The increase is based on an estimated cost of \$2.80 per gallon of fuel. Usage is an estimated 51,312 gallons of diesel fuel and 38,048 gallons of gasoline. Anticipated oil usage of 1,290 gallons at a cost of \$3.00 per gallon.



FLEET MANAGEMENT FUND - EXPENSES

Expense Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Revised Budget	% Change From 2015 Revised Budget
Personnel Services	\$ 229,054	\$ 237,268	\$ 244,724	\$ 244,724	\$ 261,400	\$ 251,644	\$ 6,920	2.8%
Operating Expenses	487,872	563,906	521,247	521,247	550,020	498,512	(22,735)	-4.4%
Capital Outlay	4,996	11,228	9,377	9,377	8,608	6,360	(3,017)	-32.2%
Totals	<u>\$ 721,922</u>	<u>\$ 812,402</u>	<u>\$ 775,348</u>	<u>\$ 775,348</u>	<u>\$ 820,028</u>	<u>\$ 756,516</u>	<u>\$ (18,832)</u>	<u>-2.4%</u>

Personnel Summary

	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized	FY 2016 Department Request Positions	FY 2016 City Council Authorized Positions
Fleet Maintenance Supervisor	1	1	1	1	1
Chief Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Office Manager (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

Goals and Objectives

- * Maintain a safe, serviceable fleet of approximately 292 vehicles and equipment at the lowest possible cost and downtime to the individual departments.
- * Provide vehicle users with safe and dependable vehicles.
- * Purchase vehicle and equipment parts and components from the most cost effective supplier.
- * Perform as many repairs in-house as economically feasible.
- * Ensure all personnel are kept abreast of the many changes that occur in vehicles and equipment.
- * Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle downtime.
- * Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- * Perform quality control inspections on 20% of repairs.
- * Coordinate repair costs with department heads when extensive repairs are needed.
- * Maintain a labor rate of at least 85% of available man hours.
- * Maintain effective communications between Fleet Management and other departments.

FLEET MANAGEMENT FUND - EXPENSES

Major Fund Functions

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

Performance Measures

	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Number of Vehicles & Equipment	277	292	282	295
% of Maintenance Performed In-House	98%	95%	98%	98%
Scheduled Maintenance Work Orders	478	505	500	510
Scheduled Work %	31%	31%	35%	35%
Unscheduled Maintenance Work Orders	1,087	900	900	900
Unscheduled Work %	69%	54%	65%	65%
Direct Labor Hours	4,290	4,776	5,200	5,200
Direct Labor Hours of Available Hours %	83%	85%	85%	85%
Sublet Work Orders (Outside Repairs)	54	91	50	90
Service Calls for Repairs Out of Shop	58	80	75	75
Quality Control Inspections %	1%	4%	4%	4%
Parts Transactions	2,932	4,134	3,200	4,000

Significant Budget Items

- * Increase in personnel services due to salary rate changes.

Program Accomplishments

- * Performed visual inspections during preventive maintenance appointments and addressed issues if noted.
- * Maintained a rate of greater than 90% for in-house repairs.

FLEET MANAGEMENT FUND - EXPENSES

FY 2016 costs charged to City Departments and Schools

	Actual FY 2013 Parts	Actual FY 2014 Parts	Budget FY 2015 Parts	Adopted Budget FY 2016 Parts	Actual FY 2013 Gas & Oil	Actual FY 2014 Gas & Oil	Budget FY 2015 Gas & Oil	Adopted Budget FY 2016 Gas & Oil	Actual FY 2013 Overhead	Actual FY 2014 Overhead	Budget FY 2015 Overhead	Adopted Budget FY 2016 Overhead
Police	\$24,855	\$36,686	\$26,039	\$27,800	\$63,011	\$69,927	\$74,477	\$68,934	\$34,992	\$42,720	\$45,672	\$53,436
Fire	25,292	32,404	36,331	39,500	27,703	23,366	32,881	18,090	40,092	40,908	42,900	27,828
Inspections	0	0	680	800	2,484	1,473	2,822	1,418	1,200	3,108	828	1,104
Public Works	34,870	46,560	36,584	44,100	30,292	32,977	37,034	31,530	47,604	44,268	48,444	54,576
General Properties	857	2,152	935	1,900	890	1,226	1,033	1,167	2,400	3,108	2,772	2,508
Mosquito	21,359	26,723	22,504	24,000	10,854	12,495	15,640	13,415	24,480	18,384	18,000	18,648
Parks	410	576	531	600	769	1,021	850	700	1,200	1,042	1,381	840
Events	0	0	0	0	0	1,416	1,397	560	0	0	0	0
Utilities	8,866	8,071	9,286	11,325	12,828	10,753	13,983	14,177	3,756	10,356	11,076	15,312
Solid Waste	8,327	35,177	18,275	23,000	15,908	14,012	17,320	13,374	9,276	12,936	12,732	12,804
Fleet	33	111	595	550	947	909	1,040	382	0	0	0	0
Total City Depts	\$124,869	\$188,460	\$151,760	\$173,575	\$165,686	\$169,575	\$198,477	\$163,747	\$165,000	\$176,830	\$183,805	\$187,056
Schools	46,841	64,529	43,240	50,540	107,592	101,349	115,066	90,332	84,999	76,670	93,000	91,267
Total Fleet	\$171,710	\$252,989	\$195,000	\$224,115	\$273,278	\$270,924	\$313,543	\$254,079	\$249,999	\$253,500	\$276,805	\$278,323

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Description

The Special Revenue Fund accounts for revenues and expenditures related to State and Federal grants for community development and public safety.

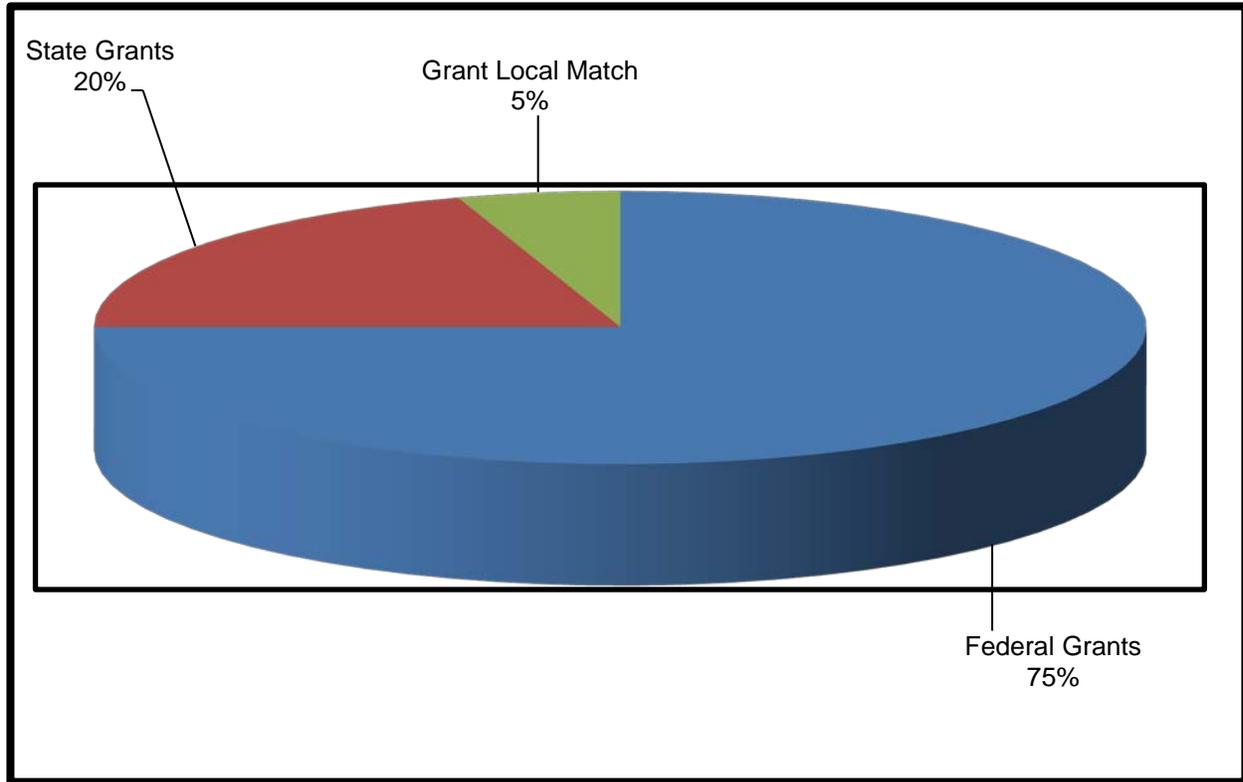
Currently, the City has three grants outstanding. They include an Enhancement Grant and two Hazard Mitigation Grants from the Federal Emergency Management Agency. All three grants are federally funded with the Hazard Mitigation grant having a state and local component. The Enhancement Grant is a pass-through from the Virginia Department of Transportation (VDOT). This grant was obtained to move and renovate the Tom Hunt Store to the Poquoson Museum property for public visitation. The Hazard Mitigation Grants are pass-through from the Virginia Department of Emergency Management for the elevation of 19 homes in the City.

Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2012		\$ 51,076
Actual FY 2013 Revenues	\$ 181,347	
Actual FY 2013 Expenditures	<u>(138,226)</u>	<u>43,121</u>
Fund Balance - 6/30/2013		\$ 94,197
Actual FY 2014 Revenues	\$ 46,518	
Actual FY 2014 Expenditures	<u>(46,641)</u>	<u>(123)</u>
Fund Balance - 6/30/2014		\$ 94,074
Estimated FY 2015 Revenues	\$ 181,400	
Estimated FY 2015 Expenditures	<u>(181,400)</u>	<u>-</u>
Projected Fund Balance - 6/30/2015		\$ 94,074
Estimated FY 2016 Revenues	\$ 2,300,636	
Estimated FY 2016 Expenditures	<u>(2,300,636)</u>	<u>-</u>
Projected Fund Balance - 6/30/2016		<u><u>\$ 94,074</u></u>

SPECIAL REVENUE FUND - SUMMARY

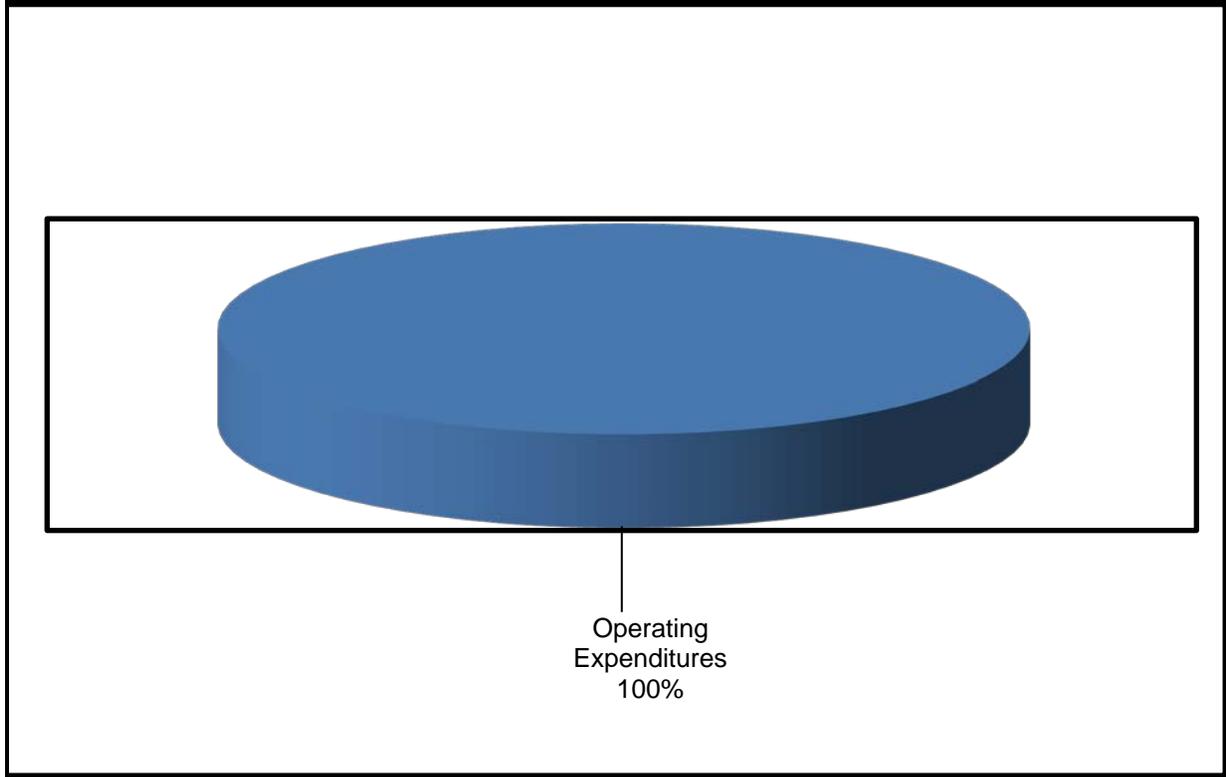
Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Federal Grants	\$ 142,333	\$ 1,725,477
State Grants	10,000	460,128
Grant Local Match	29,067	115,031
TOTAL	<u>\$ 181,400</u>	<u>\$ 2,300,636</u>

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2015</u>	<u>Adopted FY 2016</u>
Operating Expenditures	<u>\$ 181,400</u>	<u>\$ 2,300,636</u>
TOTAL	<u><u>\$ 181,400</u></u>	<u><u>\$ 2,300,636</u></u>

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SPECIAL REVENUE FUND-REVENUE

Special Revenue Fund Revenue

Account Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Revised Budget	FY 2015 Estimated Revenue	FY 2016	FY 2016	\$	%
						Department Estimated Revenue	City Council Adopted Revenue	Change From 2015 Revised Budget	Change From 2015 Revised Budget
HMGP Local Match	\$ 7,841	\$ -	\$ -	\$ 117,531	\$ 2,500	\$ 115,031	\$ 115,031	\$ (2,500)	-2.1%
HMGP State	27,547	-	-	470,128	10,000	460,128	460,128	\$ (10,000)	-2.1%
HMGP Federal	103,301	-	-	1,762,977	37,500	1,725,477	1,725,477	\$ (37,500)	-2.1%
VDOT Grant Local Match	-	133	26,567	26,567	26,567	-	-	(26,567)	-100.0%
Museum VDOT Grant	-	31,367	104,833	104,833	104,833	-	-	(104,833)	-100.0%
CDGB Program Revenue	42,600	-	-	-	-	-	-	-	n/a
Interest Income	58	18	-	-	-	-	-	-	n/a
Transfer from General Fund	-	15,000	-	-	-	-	-	-	n/a
TOTAL REVENUE	\$ 181,347	\$ 46,518	\$ 131,400	\$ 2,482,036	\$ 181,400	\$ 2,300,636	\$ 2,300,636	\$ (181,400)	-7.3%

Revenue Explanations

HMGP: In FY 2013, the Hazard Mitigation Grant Program was for the purpose of acquiring homes and converting the property to green space to prevent future flooding. This grant was a 75% Federal share, 20% State share, and 5% local share which was paid for by the property owner.

In FY 2015, the City was awarded two Hazard Mitigation Grants for the elevation of 19 homes to above flood level. These grants include a 75% Federal share, 20% State share and a 5% local share which will be paid for by the property owner.

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

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

SPECIAL REVENUE FUND - EXPENDITURES

Expenditures Summary

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Adopted Budget	FY 2015 Revised Budget	FY 2016 Department Request Budget	FY 2016 City Council Adopted Budget	\$ Change From 2015 Budget	% Change From 2015 Revised Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	138,226	46,641	131,400	2,482,036	2,300,636	2,300,636	(181,400)	-7.3%
Capital Outlay	-	-	-	-	-	-	-	n/a
Totals	\$ 138,226	\$ 46,641	\$ 131,400	\$ 2,482,036	\$ 2,300,636	\$ 2,300,636	\$ (181,400)	-7.3%

Personnel Summary

n/a

Goals and Objectives

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

Major Fund Functions

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

SPECIAL REVENUE FUND - EXPENDITURES

Detailed Expenditures Summary

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	\$	%
	Actual	Actual	Original	Revised	Department	City Council	Change	Change
			Adopted	Budget	Request	Adopted	From 2015	From 2015
			Budget	Budget	Budget	Budget	Budget	Revised
								Budget
HMGP Acquisition Grant	\$ 138,226	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
HMGP Elevation Grant	-	-	-	2,350,636	2,300,636	2,300,636	(50,000)	-2.1%
CDBG Grant	-	15,141	-	-	-	-	-	n/a
Museum VDOT Grant	-	31,500	131,400	131,400	-	-	(131,400)	-100.0%
			-	-	-	-	-	
Totals	\$ 138,226	\$ 46,641	\$ 131,400	\$ 2,482,036	\$ 2,300,636	\$ 2,300,636	\$ (181,400)	-7.3%

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APPENDIX

A Short History of Poquoson:

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

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

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

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

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

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

Form of Government:

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

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

Fiscal Year:

Begins July 1 and ends the following June 30.

APPENDIX

Assessments:

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

Taxes Due:

Real estate taxes are assessed as of the first day of July. Real estate and personal property taxes are payable in two installments each year on June 5 and December 5. Past due balances paid by the end of the month the taxes are due are assessed a 2% penalty. A penalty of \$10.00 or 10% whichever is greater, is assessed on past due balances on the first day of the month following the month in which the tax is due.

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	4.44
Secondary	<u>50.83</u>
Total	<u>55.27</u>

Population:

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

Education:

	<u>Number of Schools</u>	<u>Actual 2014 - 2015 Enrollment</u>	<u>Projected 2015 - 2016 Enrollment</u>
Primary	1	443	524
Elementary	1	443	443
Middle	1	502	502
High	1	<u>760</u>	<u>579</u>
Total		<u>2,148</u>	<u>2,048</u>

APPENDIX

FINANCIAL TRENDS ANALYSIS 2005 – 2014

FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 2005 - 2014* is presented here to show some of the trends over time.

Much of the following data is presented in 2005 dollars as well as current dollars. The intent is to take inflation out of the numbers in order that the real change, if any, will be more apparent. No single statistical index precisely measures inflation in a given locality. The report uses the National Consumer Price Index (CPI) because it is the index most widely understood by the public at large and because it is historically consistent from year to year.

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

The factors used in the analysis are shown below:

Year	Annual Increase in CPI	Population	Housing Units
2005	3.4%	11,750	4,464
2006	2.5%	11,811	4,554
2007	4.1%	11,988	4,635
2008	0.1%	11,791	4,688
2009	2.7%	11,881	4,737
2010	1.5%	12,150	4,755
2011	3.0%	12,240	4,726
2012	1.7%	12,291	4,731
2013	1.5%	12,076	4,591
2014	0.8%	12,212	4,591*
% Change	22.4%	3.9%	2.8%

CPI Change is December - December. 2014 change estimated by The Kiplinger Letter.

Population- University of Virginia Weldon Center for Public Service

Households- US Census Bureau Quick Facts

(*) 2014 households unavailable – 2013 housing units used.

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 second highest median household income, just \$181.00 below York County, in the Hampton Roads area for 2013, at \$81,892 which is 22% above the Virginia average of \$63,907.

Median Household Income

	2011	2012	2013
Poquoson	\$86,611	\$85,033	81,892
York County	\$83,747	\$82,454	82,073
James City County	\$75,938	\$76,767	76,960
Chesapeake	\$70,115	\$70,244	69,743
Virginia Beach	\$65,910	\$65,980	65,219
Suffolk	\$65,351	\$66,479	66,085
Gloucester County	\$62,067	\$60,752	60,519
Hampton	\$51,083	\$51,584	50,705
Williamsburg	\$50,742	\$50,865	48,616
Newport News	\$50,942	\$50,744	51,027
Portsmouth	\$46,340	\$46,269	46,166
Norfolk	\$43,914	\$44,164	44,747
Virginia	\$63,302	\$63,636	63,907

Source: U.S. Bureau of the Census Quick Facts, quickfacts.census.gov.

APPENDIX

TOTAL REVENUES

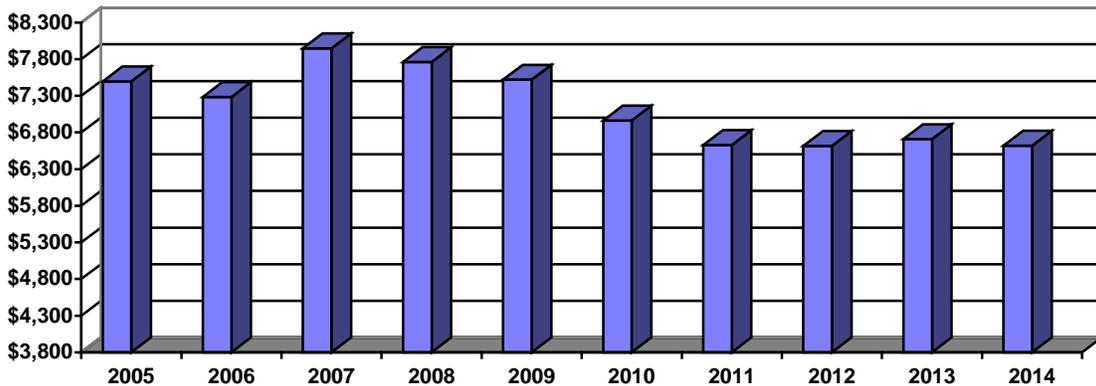
After adjusting for inflation, total revenue received per Poquoson household has decreased 11.7% since 2005, or an average of 1.17% per year.

Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$33,462,935	\$7,496	\$33,462,935	\$7,496
2006	\$34,304,554	\$7,533	\$33,176,551	\$7,285
2007	\$39,045,892	\$8,424	\$36,840,961	\$7,948
2008	\$40,147,113	\$8,564	\$36,388,084	\$7,762
2009	\$39,340,239	\$8,305	\$35,621,137	\$7,520
2010	\$37,551,873	\$7,897	\$33,107,924	\$6,963
2011	\$36,072,531	\$7,633	\$31,333,645	\$6,630
2012	\$37,112,247	\$7,844	\$31,297,837	\$6,615
2013	\$37,151,552	\$8,092	\$30,807,261	\$6,710
2014	\$37,205,734	\$8,104	\$30,396,247	\$6,621
% Change	11.2%	8.1%	-9.2%	-11.7%

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

Total Revenue Per Household in 2005 Dollars



APPENDIX

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

Sources of Revenue - Poquoson

Year	Local	State	Federal	Total
2005	52.6%	43.5%	3.9%	100.0%
2006	53.6%	42.5%	3.9%	100.0%
2007	53.4%	41.8%	4.8%	100.0%
2008	54.3%	39.8%	5.9%	100.0%
2009	55.6%	40.6%	3.8%	100.0%
2010	55.8%	37.7%	6.5%	100.0%
2011	57.1%	39.2%	3.7%	100.0%
2012	56.2%	37.9%	5.9%	100.0%
2013	57.2%	38.3%	4.5%	100.0%
2014	58.8%	38.4%	2.8%	100.0%

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

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

Sources of Revenue - All Virginia Localities

Year	Local	State	Federal	Total
2005	56.3%	35.0%	8.7%	100.0%
2006	57.7%	33.9%	8.4%	100.0%
2007	57.6%	34.6%	7.8%	100.0%
2008	58.3%	33.8%	7.9%	100.0%
2009	57.5%	34.4%	8.1%	100.0%
2010	56.3%	33.4%	10.4%	100.0%
2011	57.1%	32.8%	10.1%	100.0%
2012	57.3%	32.7%	10.0%	100.0%
2013	58.3%	33.9%	7.9%	100.0%
2014	59.2%	33.8%	7.0%	100.0%

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

APPENDIX

It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 85.7% comes from General Property Taxes (Real Estate and Personal Property) and Other Local Taxes (Local Sales Tax and Consumer Utility Tax, etc.). This percentage has fluctuated between 81.8% and 87.5% since 2005.

Sources of Local Revenue - Poquoson

Year	General Property Taxes	Other Local Taxes	Permits & Fees	Fines	Charges For Services	Interest and Rent	Misc.
2005	70.2%	14.7%	1.0%	0.2%	11.2%	1.2%	1.6%
2006	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%
2007	74.2%	12.0%	0.8%	0.4%	8.8%	1.2%	2.6%
2008	71.4%	11.4%	0.4%	0.2%	9.2%	1.3%	6.1%
2009	70.8%	11.0%	0.4%	0.2%	6.8%	0.8%	10.0%
2010	77.8%	9.7%	0.3%	0.3%	10.1%	0.8%	1.0%
2011	75.7%	9.4%	0.4%	0.3%	11.0%	0.9%	2.3%
2012	75.0%	9.7%	0.5%	0.2%	11.1%	0.8%	2.7%
2013	74.1%	11.0%	0.3%	0.3%	10.9%	0.9%	2.6%
2014	75.2%	10.5%	0.4%	0.3%	9.9%	0.8%	2.9%

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

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

Sources of Local Revenue Poquoson Compared to State Average

	2005		2014	
	Poquoson	All Cities	Poquoson	All Cities
General Property Taxes	70.2%	52.8%	75.2%	56.7%
Other Local Taxes	14.7%	30.7%	10.5%	25.1%
Permits & Fees	1.0%	0.9%	0.4%	0.9%
Fines	0.2%	0.9%	0.3%	0.7%
Charges for Services	11.2%	10.0%	9.9%	12.9%
Interest and Rent	1.2%	1.8%	0.8%	1.1%
Miscellaneous	1.6%	2.9%	2.9%	2.6%

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

APPENDIX

REAL ESTATE TAX REVENUE

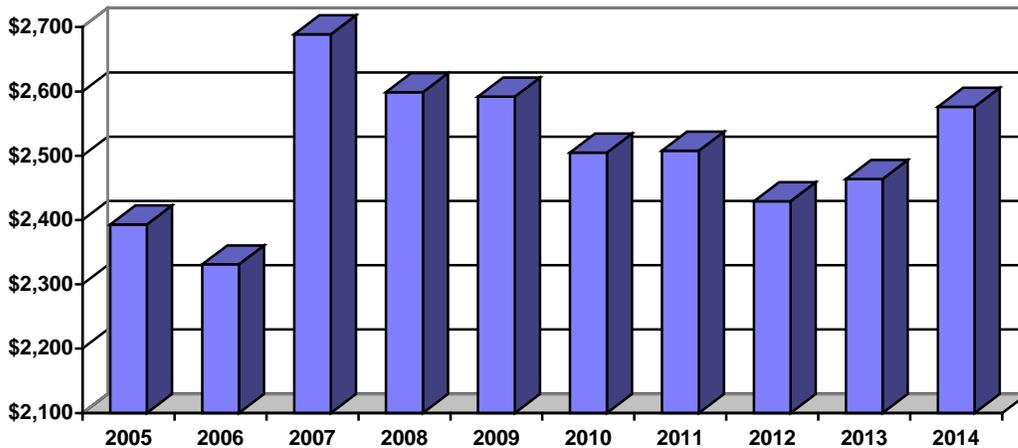
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 7.6% in 2005 dollars, or an average of .76% per year.

Total Real Estate Property Tax Revenue Per Household

Year	Revenue In Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$10,681,417	\$2,393	\$10,681,417	\$2,393
2006	\$10,974,911	\$2,410	\$10,614,034	\$2,331
2007	\$13,208,997	\$2,850	\$12,463,082	\$2,689
2008	\$13,440,790	\$2,867	\$12,182,310	\$2,599
2009	\$13,560,850	\$2,863	\$12,278,850	\$2,592
2010	\$13,511,422	\$2,842	\$11,912,459	\$2,505
2011	\$13,643,196	\$2,887	\$11,850,875	\$2,508
2012	\$13,623,706	\$2,880	\$11,489,268	\$2,429
2013	\$13,639,693	\$2,971	\$11,310,472	\$2,464
2014	\$14,473,989	\$3,153	\$11,824,923	\$2,576
% CHANGE	35.5%	31.8%	10.7%	7.6%

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

Real Estate Tax Revenue Per Household in 2005 Dollars



APPENDIX

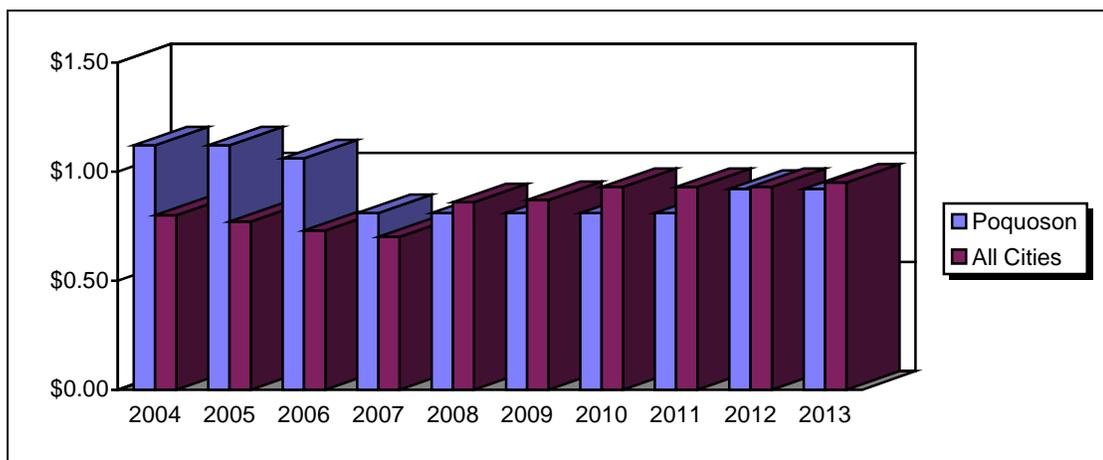
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

Median, Nominal and Effective Real Estate Tax Rates

Year	Median Ratio		Nominal Tax Rates		Effective Tax Rates	
	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties
2004	94.1%	77.8%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	73.2%	\$1.12	\$0.77	\$0.82	\$0.57
2006	67.2%	75.0%	\$1.06	\$0.73	\$0.71	\$0.55
2007	97.0%	86.0%	\$0.81	\$0.70	\$0.79	\$0.88
2008	99.8%	90.9%	\$0.81	\$0.86	\$0.81	\$0.78
2009	101.4%	98.1%	\$0.81	\$0.87	\$0.82	\$0.85
2010	102.8%	92.3%	\$0.81	\$0.93	\$0.83	\$0.86
2011	112.2%	94.5%	\$0.81	\$0.93	\$0.91	\$0.87
2012	102.3%	94.5%	\$0.92	\$0.93	\$0.94	\$0.87
2013	103.2%	89.5%	\$0.92	\$0.95	\$0.95	\$0.85

Source: 2013 *Virginia Assessment/Sales Ratio Study*, Virginia Department of Taxation (prepared April 2015)
2014 information not available

Nominal Real Estate Tax Rate



APPENDIX

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

Real Property Assessments by Category and Percent of Total

Year	Residential		Other		Total
	Single Family	Multi-Family	Commercial	Agriculture	
2005	91.9%	1.2%	6.7%	0.2%	100.0%
2006	92.6%	0.6%	6.6%	0.2%	100.0%
2007	94.1%	0.7%	5.0%	0.2%	100.0%
2008	93.3%	0.7%	5.8%	0.2%	100.0%
2009	93.6%	0.9%	5.3%	0.2%	100.0%
2010	92.9%	0.9%	6.0%	0.2%	100.0%
2011	93.6%	0.9%	5.3%	0.2%	100.0%
2012	92.4%	0.9%	6.5%	0.2%	100.0%
2013	92.5%	0.9%	6.3%	0.2%	100.0%
2014	92.9%	0.9%	6.1%	0.1%	100.0%

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

APPENDIX

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

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

Year	Percent
2005	0.02%
2006	0.05%
2007	0.07%
2008	0.07%
2009	0.08%
2010	0.10%
2011	0.16%
2012	0.30%
2013	0.50%
2014	1.06%

Source: *Annual CAFR* City of Poquoson

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

APPENDIX

PERSONAL PROPERTY TAX REVENUE

After adjusting for inflation, personal property tax revenue per Poquoson household has increased approximately 10.5% or an average of 1% pre year.

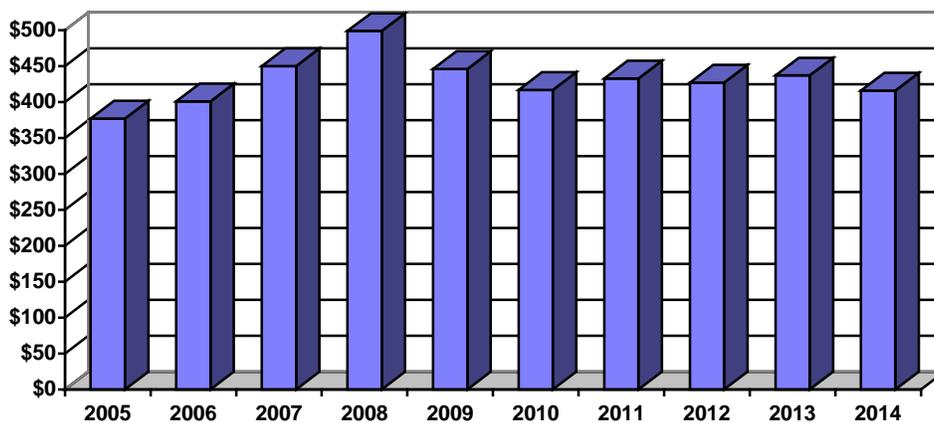
Total Personal Property Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$1,682,524	\$377	\$1,682,524	\$377
2006	\$1,888,246	\$415	\$1,826,157	\$401
2007	\$2,210,975	\$477	\$2,086,121	\$450
2008	\$2,581,520	\$551	\$2,339,809	\$499
2009	\$2,335,554	\$493	\$2,114,758	\$446
2010	\$2,251,205	\$473	\$1,984,794	\$417
2011	\$2,357,359	\$499	\$2,047,670	\$433
2012	\$2,394,121	\$506	\$2,019,032	\$427
2013	\$2,417,444	\$527	\$2,004,622	\$437
2014	\$2,340,219	\$510	\$1,911,906	\$416*
% CHANGE	39.1%	35.2%	13.6%	10.5%

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

*2014 Household number unavailable – 2013 number used

Personal Property Tax Revenue Per Household in 2005 Dollars



APPENDIX

OTHER LOCAL SALES TAX REVENUE

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

In current dollar terms, revenue received from the local 1% sales tax has increased by 124.5% since 2005. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 83.4%. This increase is mainly due to the restructuring of local consumer taxes. A 5% communication and sales and use tax imposed by the state was paid by customers of landline and wireless phones, satellite and radio services and other communication services and is now included in local sales tax revenue instead of Consumer Utility Tax revenue. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

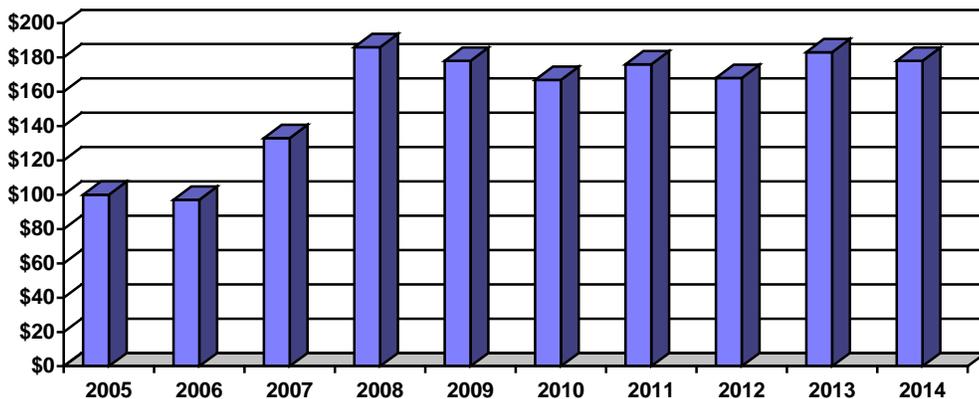
Local Sales Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$446,435	\$100	\$446,435	\$100
2006	\$458,238	\$101	\$443,170	\$97
2007	\$653,112	\$141	\$616,231	\$133
2008	\$962,735	\$205	\$872,593	\$186
2009	\$929,900	\$196	\$841,990	\$178
2010	\$902,127	\$190	\$795,368	\$167
2011	\$955,937	\$202	\$830,355	\$176
2012	\$940,251	\$199	\$792,941	\$168
2013	\$1,011,835	\$220	\$839,046	\$183
2014	\$1,002,068	\$218	\$818,667	\$178*
% CHANGE	124.5%	118.3%	83.4%	78.3%

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

*2014 Household number unavailable – 2013 number used

Local Sales Tax Revenue Per Household in 2005 Dollars



APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 2005 dollars. This is due to the restructuring of the local consumer taxes, which took effect on January 1, 2007. Part of this local Consumer Utility Tax is a 5% Communication Sales and Use Tax and is included in local sales tax revenues.

Consumer Utility Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$447,622	\$100	\$447,622	\$100
2006	\$440,102	\$97	\$425,631	\$93
2007	\$354,783	\$77	\$334,748	\$72
2008	\$282,436	\$60	\$255,991	\$55
2009	\$285,776	\$60	\$258,760	\$55
2010	\$276,745	\$58	\$243,995	\$51
2011	\$291,323	\$62	\$253,052	\$54
2012	\$284,289	\$60	\$239,749	\$51
2013	\$286,753	\$62	\$237,785	\$52
2014	\$290,806	\$63	\$237,582	\$52*
% CHANGE	-35.0%	-36.8%	-46.9%	-48.4%

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

*2014 Household number unavailable – 2013 number used

APPENDIX

When viewed on a per household basis after adjusting for inflation, Other Local Tax Revenue has kept pace with residential development. In 2013, meals tax rate increased from 5.5% to 6.0% and the cigarette tax was increased from 10 cent per pack to 25 cent per pack.

Other Local Tax Revenue

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2005 Dollars	Revenue Per Household
2005	\$1,741,665	\$390	\$1,741,665	\$390
2006	\$1,894,252	\$416	\$1,831,965	\$402
2007	\$1,533,294	\$331	\$1,446,708	\$312
2008	\$1,368,024	\$292	\$1,239,934	\$264
2009	\$1,321,878	\$279	\$1,196,912	\$253
2010	\$1,273,060	\$268	\$1,122,404	\$236
2011	\$1,216,963	\$258	\$1,057,089	\$224
2012	\$1,305,455	\$276	\$1,100,928	\$233
2013	\$1,582,709	\$345	\$1,312,433	\$286
2014	\$1,511,886	\$329	\$1,235,177	\$269*
% CHANGE	-13.2%	-15.6%	-29.1%	-31.0%

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

*2014 Household number unavailable – 2013 number used

APPENDIX

EXPENDITURES

Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$33.4 million in 2005 to over \$37.6 million in 2014, an increase of 12.5%. However, after adjustment for inflation and growth in households, there has been a decrease of approximately 10.6% since 2005 or an average of 1.06% per year.

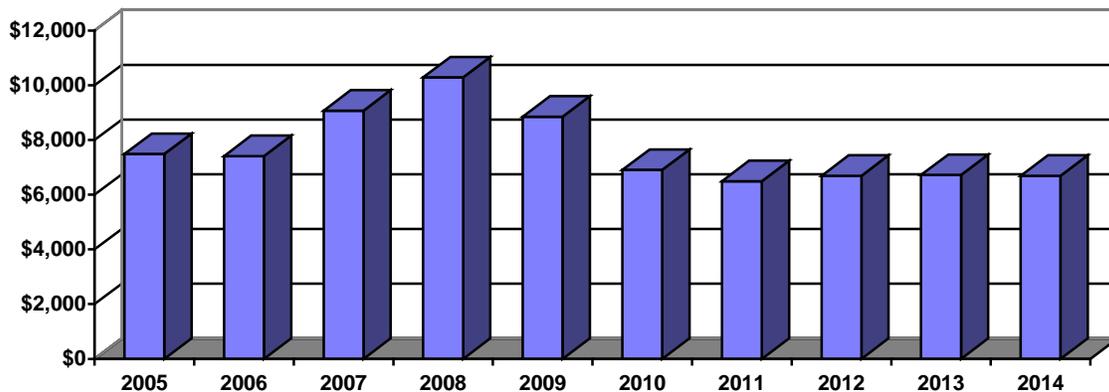
Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2005 Dollars	Expenditures per Household
2005	\$33,424,763	\$7,488	\$33,424,763	\$7,488
2006	\$34,896,340	\$7,663	\$33,748,878	\$7,411
2007	\$44,573,665	\$9,617	\$42,056,579	\$9,074
2008	\$53,225,297	\$11,354	\$48,241,740	\$10,290
2009	\$46,323,837	\$9,779	\$41,944,528	\$8,855
2010	\$37,244,395	\$7,833	\$32,836,833	\$6,906
2011	\$35,355,172	\$7,481	\$30,710,526	\$6,498
2012	\$37,535,846	\$7,934	\$31,655,071	\$6,691
2013	\$37,206,074	\$8,104	\$30,852,472	\$6,720
2014	\$37,605,852	\$8,191	\$30,723,134	\$6,692*
% CHANGE	12.5%	9.4%	-8.1%	-10.6%

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

*2014 Household number unavailable – 2013 number used

Total Expenditures Per Household in 2005 Dollars



APPENDIX

The operating budget, which funds recurring expenses, has shown a slight decrease per household. However, the decrease has been extremely small at an average of .7% per household per year after adjusting for inflation.

Total Operating Expenditures Per Household

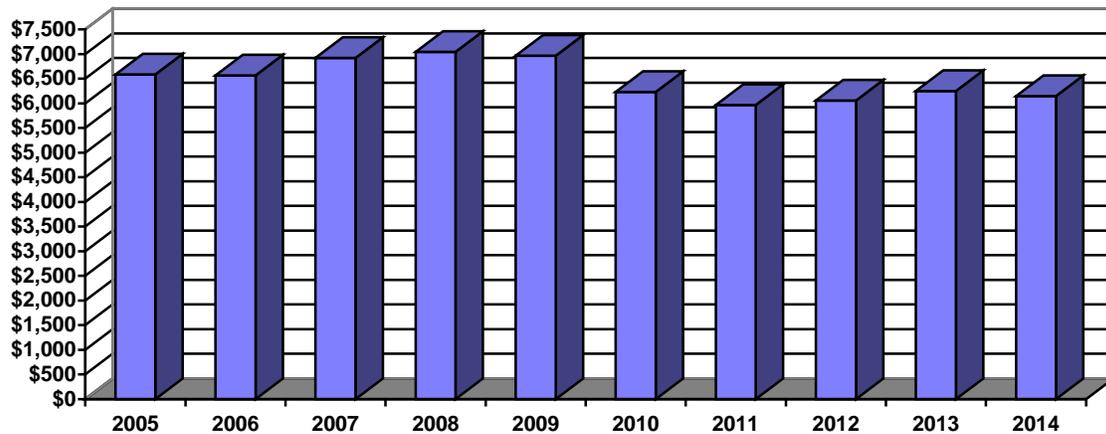
Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2005 Dollars	Expenditures per Household
2005	\$29,401,819	\$6,586	\$29,401,819	\$6,586
2006	\$30,927,269	\$6,791	\$29,910,318	\$6,568
2007	\$33,982,445	\$7,332	\$32,063,448	\$6,918
2008	\$36,435,827	\$7,772	\$33,024,291	\$7,044
2009	\$36,440,375	\$7,693	\$32,995,417	\$6,965
2010	\$33,612,873	\$7,069	\$29,635,072	\$6,232
2011	\$32,463,405	\$6,869	\$28,198,654	\$5,967
2012	\$33,971,841	\$7,181	\$28,649,442	\$6,056
2013	\$34,602,365	\$7,537	\$28,693,393	\$6,250
2014	\$34,537,391	\$7,523	\$28,216,271	\$6,146*
% CHANGE	17.5%	14.2%	-4.0%	-6.7%

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

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

*2014 Household number unavailable – 2013 number used

Total Operating Expenditures Per Household in 2005 dollars



APPENDIX

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

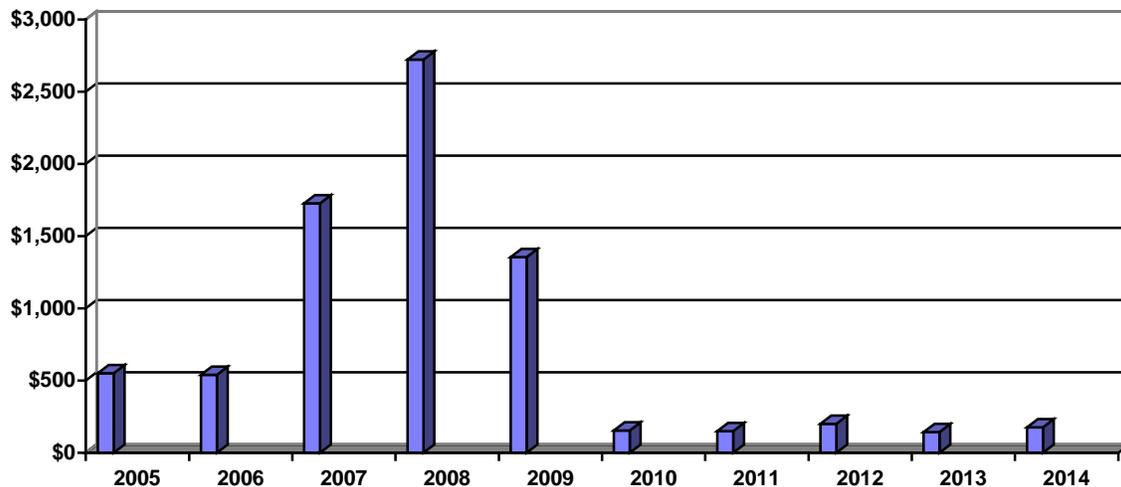
Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2005 Dollars	Expenditures per Household
2005	\$2,457,918	\$551	\$2,457,918	\$551
2006	\$2,544,998	\$559	\$2,461,313	\$540
2007	\$8,476,933	\$1,829	\$7,998,238	\$1,726
2008	\$14,078,149	\$3,003	\$12,759,993	\$2,722
2009	\$7,085,050	\$1,496	\$6,415,252	\$1,354
2010	\$838,069	\$176	\$738,891	\$155
2011	\$814,871	\$172	\$707,821	\$150
2012	\$1,119,347	\$237	\$943,978	\$200
2013	\$794,678	\$173	\$658,973	\$144
2014	\$991,003	\$216	\$809,627	\$176*

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

*2014 Household number unavailable – 2013 number used

Total Capital Expenditures Per Household in 2005 dollars



APPENDIX

Operating Expenditures By Function in 2005 Dollars

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

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
2005	\$18,671,124	\$4,189,583	\$1,211,594	\$783,882
2006	\$18,505,646	\$4,402,379	\$1,116,766	\$847,947
2007	\$19,612,527	\$4,740,804	\$1,293,349	\$936,526
2008	\$19,544,900	\$5,247,774	\$1,325,326	\$1,036,148
2009	\$20,438,151	\$4,628,244	\$1,333,702	\$1,015,712
2010	\$18,247,486	\$4,723,788	\$1,291,056	\$846,530
2011	\$17,124,987	\$4,780,829	\$1,257,844	\$843,283
2012	\$17,481,978	\$4,827,790	\$1,304,013	\$863,997
2013	\$17,452,498	\$5,104,444	\$1,296,636	\$1,262,702
2014	\$17,222,298	\$5,166,340	\$1,403,295	\$1,272,874
% CHANGE	-7.8%	23.3%	15.8%	62.4%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
2005	\$1,456,744	\$1,476,649	\$1,428,564	\$29,218,140
2006	\$1,589,973	\$1,379,017	\$1,568,795	\$29,410,524
2007	\$1,755,001	\$1,929,470	\$2,431,645	\$32,699,323
2008	\$1,779,781	\$2,427,802	\$3,190,024	\$34,551,755
2009	\$2,019,259	\$2,468,095	\$2,314,467	\$34,217,631
2010	\$1,622,971	\$2,355,800	\$1,614,883	\$30,702,514
2011	\$1,746,538	\$1,722,229	\$1,166,218	\$28,641,928
2012	\$1,777,632	\$1,989,995	\$1,498,819	\$29,744,223
2013	\$1,729,439	\$1,477,938	\$1,423,633	\$29,747,290
2014	\$1,756,826	\$1,697,236	\$1,394,638	\$29,913,507
% CHANGE	20.6%	14.9%	-2.4%	2.4%

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

APPENDIX

While operating expenditures per-capita have increased since 2005, total expenditures are still more than 5% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 117.94% of the average local expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

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

	2005			2014		
	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>
Education	\$1,712.23	\$1,435.40	119.29%	\$1,748.01	\$1,482.11	117.94%
Public Safety	\$379.09	\$525.29	72.17%	\$505.67	\$585.48	86.37%
Public Works	\$145.23	\$248.78	58.38%	\$213.28	\$272.93	78.14%
Parks, Recreation and Cultural	\$115.91	\$131.16	88.37%	\$129.02	\$143.18	90.11%
General Administration	\$131.16	\$128.08	102.40%	\$165.77	\$135.44	122.39%
Judicial Administration	\$15.14	\$54.09	27.99%	\$36.34	\$63.68	57.07%
Health & Welfare	\$124.52	\$369.92	33.66%	\$162.70	\$355.84	45.72%
Community Development	\$52.71	\$105.34	50.04%	\$64.57	\$102.99	62.70%
TOTAL	\$2,675.99	\$2,998.06	89.26%	\$3,025.36	\$3,141.65	96.30%

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

APPENDIX

DEBT SERVICE

Debt Service is defined as the amount of interest and principal that must be paid on long-term debt. As the amount decreases, it lessens obligations and increases expenditure flexibility. The City's debt policy requires that the City's tax supported debt service as a percent of general government expenditures shall not exceed 10%. Credit industry standards provide for a 20% ratio of total operating expenditures before debt service is considered to be a potential problem.

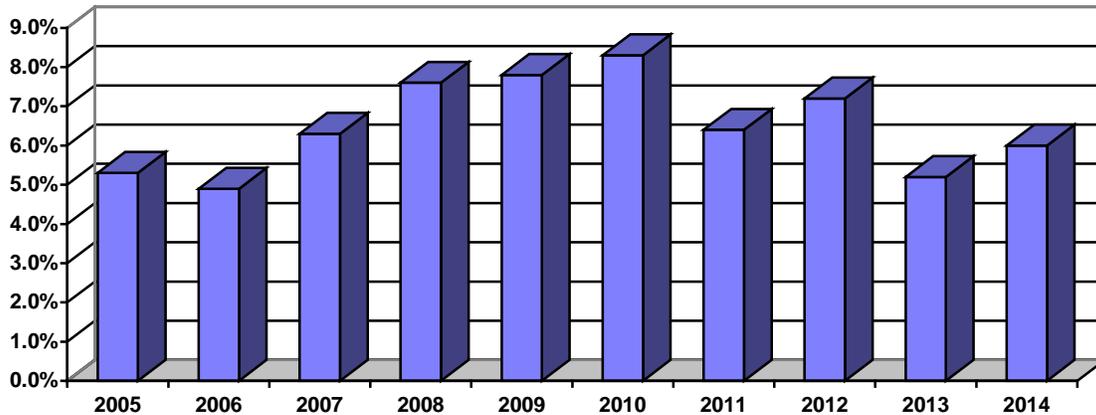
As shown in the table below, the City's 6.0% ratio of debt service to total operating expenditures is acceptable to both the City's policy and the credits industry standards.

Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
2005	\$1,565,026	\$29,401,819	5.3%
2006	\$1,521,475	\$30,972,269	4.9%
2007	\$2,130,921	\$33,982,445	6.3%
2008	\$2,753,677	\$36,435,827	7.6%
2009	\$2,841,369	\$36,440,375	7.8%
2010	\$2,793,453	\$33,612,873	8.3%
2011	\$2,076,896	\$32,463,405	6.4%
2012	\$2,435,801	\$33,971,841	7.2%
2013	\$1,809,031	\$34,602,365	5.2%
2014	\$2,077,458	\$34,537,391	6.0%

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 2.47%.

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

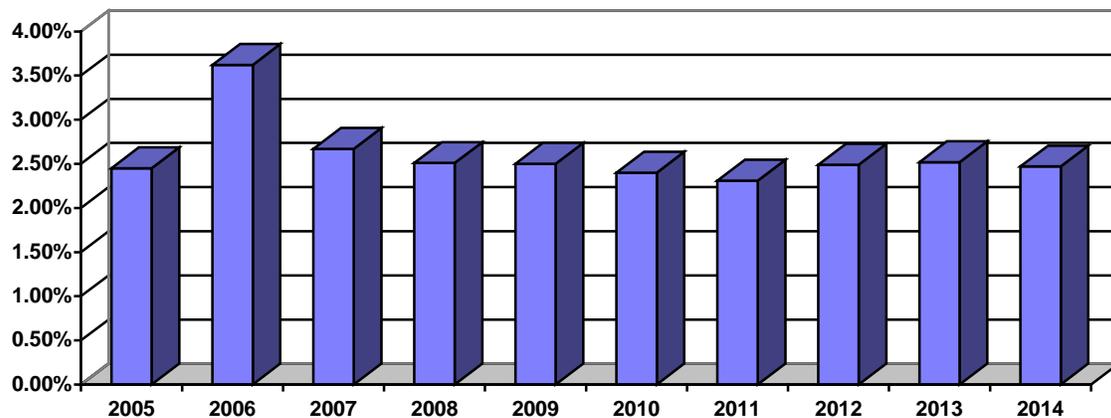
Ratio of Bonded Debt to Assessed Value

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>
2005	\$1,015,002,306	\$12,086,638	\$12,791,016	\$24,877,654	2.45%
2006	\$1,037,303,141	\$25,527,795	\$12,049,089	\$37,576,884	3.62%
2007	\$1,637,487,196	\$32,435,690	\$11,280,327	\$43,716,017	2.67%
2008	\$1,678,329,182	\$31,604,649	\$10,508,638	\$42,113,287	2.51%
2009	\$1,698,795,508	\$32,705,075	\$9,796,907	\$42,501,982	2.50%
2010	\$1,719,852,121	\$31,397,902	\$9,890,072	\$41,257,974	2.40%
2011	\$1,728,246,736	\$30,490,882	\$9,425,933	\$39,916,815	2.31%
2012	\$1,519,389,327	\$29,183,413	\$8,605,000	\$37,788,413	2.49%
2013	\$1,526,769,279	\$30,232,987	\$8,305,000	\$38,537,987	2.52%
2014	\$1,513,018,247	\$29,346,588	\$8,000,000	\$37,346,588	2.47%
% CHANGE	49.01%	142.8%	-37.5%	50.1%	0.7%

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

Ratio of Bonded Debt to Assessed Value



GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

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

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