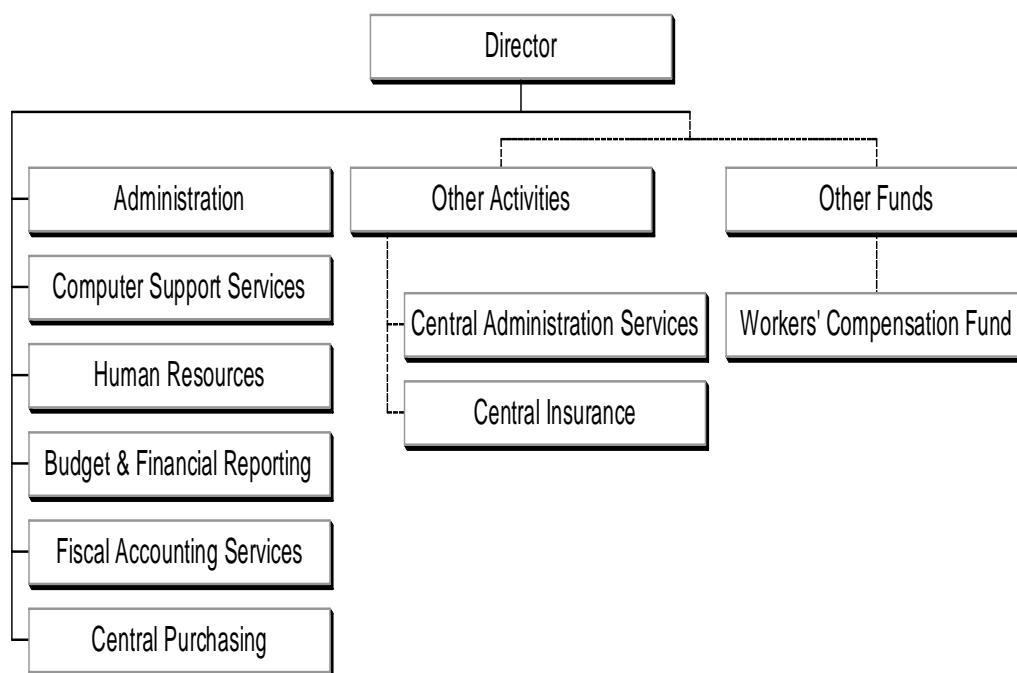


Financial & Management Services



Financial & Management Services

The Department of Financial and Management Services is responsible for financial and technical functions. These functions provide accurate and timely information and services to citizens, other Departments and outside agencies.

Divisions:

- **Computer Support Services** - provides technology and support for the Geographic Information System, the centralized computer systems; supports data processing needs of all other divisions and agencies; provides strategic planning of County technology needs, maintains an integrated electronic mail system and coordinates the Web site for the County.
- **Human Resources** - responsible for maintenance and enforcement of all personnel policies and procedures, employee relations, administration of employee compensation and benefits, employment and recruitment, employee training and employee safety requirements.
- **Budget & Financial Reporting** - responsible for the financial and budgetary information of the County and related agencies by preparing the official annual financial report and the annual budget.
- **Fiscal Accounting Services** - provides and performs services through accounts payable, payroll, utility billing and the general ledger functions.
- **Central Purchasing** - provides procurement of goods and services for all offices, agencies, and boards within the County and the County's Public Schools.

Other Services:

- **Central Administration** - accumulates costs related to shared services within the County and maintains the funding for the Cooperative Education (COE) program.
- **Central Insurance** - procures property, casualty and liability insurance for the general county and public official liability and workers' compensation insurance for County employees.
- **Workers' Compensation Fund** - accounts for the revenues and expenditures relating to the workers' compensation policy of the County. (See Other Funds tab for detail budgets.)

Financial & Management Services

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% Change Original 2007 / Adopted 2008
Expenditure by Activity:							
Administration	189,866	175,257	190,260	205,353	205,353	239,696	16.72%
Computer Support Svcs	988,811	1,096,544	1,157,785	1,463,611	1,468,611	1,645,733	12.44%
Human Resources	408,672	456,942	480,366	540,314	540,314	569,899	5.48%
Budget & Fin Reporting	232,760	253,420	272,025	319,499	319,499	354,785	11.04%
Fiscal Accounting Svcs	491,390	550,181	614,117	686,514	686,514	720,717	4.98%
Central Purchasing	310,907	354,053	361,665	399,316	399,316	413,402	3.53%
Central Admin Svcs	158,613	280,472	188,539	311,308	306,308	315,913	1.48%
Central Insurance	297,114	309,661	278,218	309,600	309,600	391,060	26.31%
Total Expenditures	3,078,133	3,476,530	3,542,975	4,235,515	4,235,515	4,651,205	9.81%

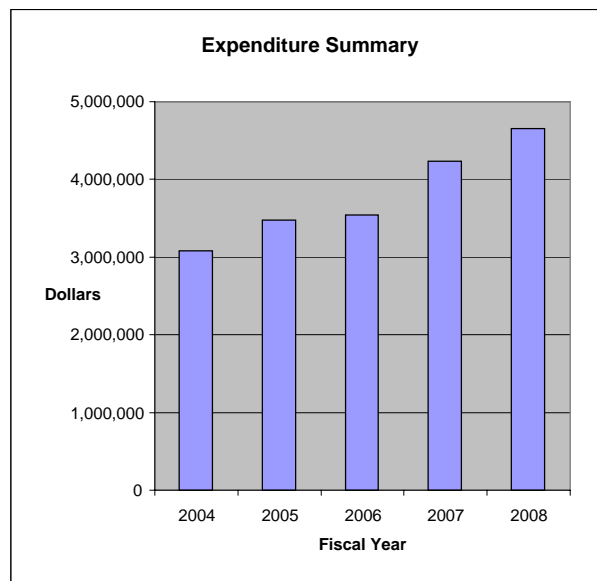
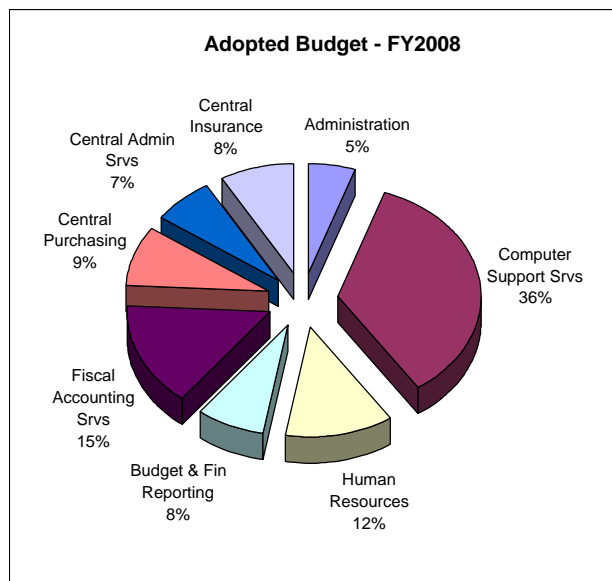
Expenditure By Category:

Personnel Services	2,272,125	2,492,844	2,683,329	3,118,850	3,120,702	3,270,855	4.87%
Contractual Services	219,203	289,998	214,424	322,285	324,685	375,880	16.63%
Internal Services	56,170	51,634	46,161	63,585	63,585	63,115	-0.74%
Other Charges	486,124	497,807	500,751	550,515	557,265	749,355	36.12%
Materials & Supplies	100,804	139,502	98,238	122,955	114,705	113,035	-8.07%
Leases & Rentals	4,932	17,564	16,796	18,200	18,200	18,750	3.02%
Capital Outlay	158,733	201,768	171,214	265,260	264,360	289,700	9.21%
Chargeouts	(219,958)	(214,587)	(187,938)	(226,135)	(227,987)	(229,485)	1.48%
Total Expenditures	3,078,133	3,476,530	3,542,975	4,235,515	4,235,515	4,651,205	9.81%

% of Total FY2008
Funding Sources

Funding Sources:

Local/State Non-Categorical	2,931,218	3,328,616	3,393,044	4,074,765	4,074,765	4,489,955	96.53%
Charges for Services	205	80	1,082	15,750	15,750	16,250	0.35%
Fiscal Agent Fees	146,710	147,834	148,849	145,000	145,000	145,000	3.12%
Total Funding Sources	3,078,133	3,476,530	3,542,975	4,235,515	4,235,515	4,651,205	100.00%



Financial & Management Services Administration

Mission:

The Department of Financial and Management Services provides high quality services in an efficient and effective manner through its five divisions:

- Computer Support Services
- Human Resources
- Budget and Financial Reporting
- Fiscal Accounting Services
- Central Purchasing

Goals:

- Provide support for the County's financial, network, and geographic information data processing systems.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration, and to prepare the County's Comprehensive Annual Financial Report in accordance with Federal, State and local requirements and established accounting principles.
- Process payroll checks, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.

Implementation Strategies for FY2008:

- Evaluate the County pay plan and recommend changes, if appropriate.
- Continue implementation of Program Effectiveness Process.
- Develop a written Fiscal Policy Manual for the County.

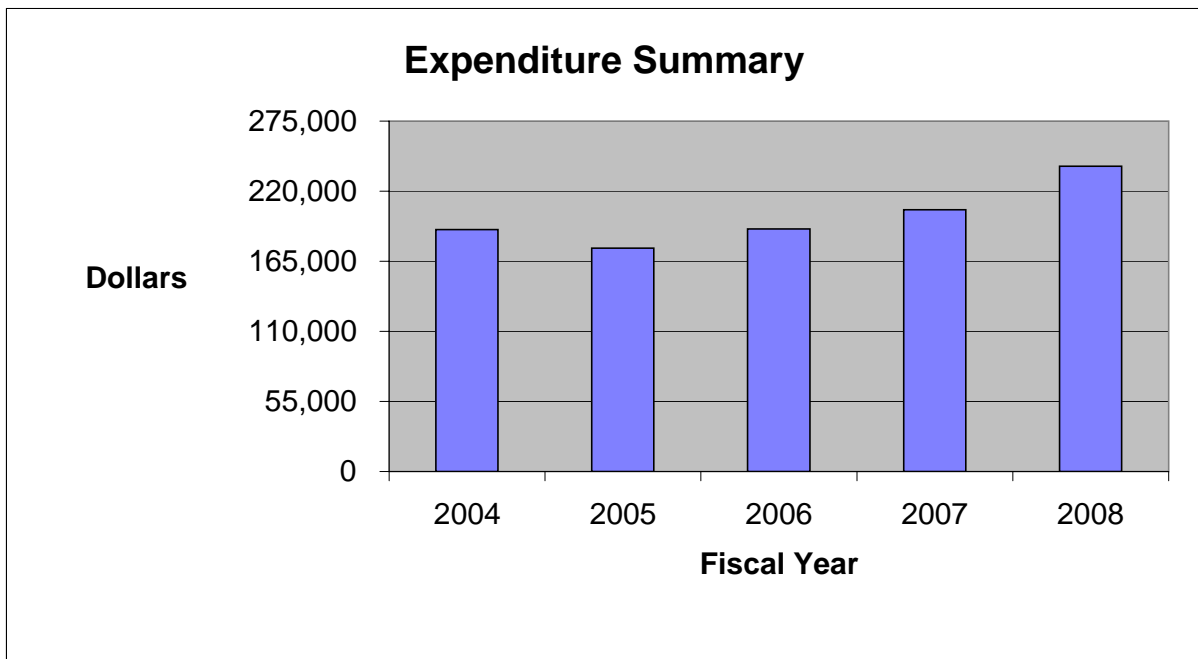
Budget Issues:

- In FY2005, differences in personnel resulted from an Administrative Assistant I position being 100% allocated to FMS, which was previously split between FMS and Fiscal Accounting Services (FAS), and two Mail/Distribution Clerks being transferred 100% to Fiscal Accounting Services. Also in FY2005, non-personnel increases reflected funding for server maintenance and vehicle maintenance.
- In FY2007, funding reflected increases in the prices of fuel.
- For FY2008, funding reflects the routine replacement of computers and printers.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50119 Financial & Management Services Administration						
Personnel Services	170,642	156,248	165,937	185,293	185,293	212,451
Contractual Services	630	1,260	681	-	-	-
Internal Services	8,186	7,997	9,258	9,240	9,240	10,695
Other Charges	6,861	6,716	8,510	7,670	7,670	8,250
Materials & Supplies	2,350	1,945	3,617	2,300	2,300	2,500
Capital Outlay	1,197	1,091	2,257	850	850	5,800
Activity Total	<u>189,866</u>	<u>175,257</u>	<u>190,260</u>	<u>205,353</u>	<u>205,353</u>	<u>239,696</u>
Percentage Change	2.57%	-7.69%	8.56%	7.93%	N/A	16.72%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	0.50	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	1.50	-	-	-	-	-
Total	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>



Computer Support Services

Mission:

The Computer Support Services Division's mission is to provide the necessary technology to support the efficient operation of County government and to make government information accessible to its citizens.

Goals:

- Coordinate the development of the Countywide Geographic Information System (GIS), which provides an automated mapping, land records, and geographic-data system for the storage, retrieval, and analysis of geo-based information.
- Maintain and operate the County's centralized computer system (IBM AS/400).
- Provide computing support necessary for all financial functions to Fiscal Accounting Services, School Board, Colonial Services Board, Purchasing, and Social Services.
- Administer and operate the County's wide-area network electronically connecting all departments, fire stations, School Board Office, Constitutional offices, and County Administration.
- Assist in the testing, procurement, and disposition of all computer software and software licenses throughout County government; perform strategic planning of County technology needs in support of future programs and services.
- Make County information electronically available to its citizens.
- Maintain the hardware, software, and telecommunications links required for the County's World Wide Web site; coordinate and chair the Web site development team ensuring timely updates of information, as well as, a consistent web page layout.

Implementation Strategies for FY2008:

- Expand the use of electronic forms into all facets of County government.
- Acquire the computer hardware and software, as well as, develop procedures for the expanded use of document imaging by Accounts payable, Fire & Life Safety and others.
- Continue to support the document imaging project in the Clerk of the Circuit Court record room and upgrade it to the same version as the County's system.
- Continue to upgrade and convert some network Servers to the Windows 2003 operating system.

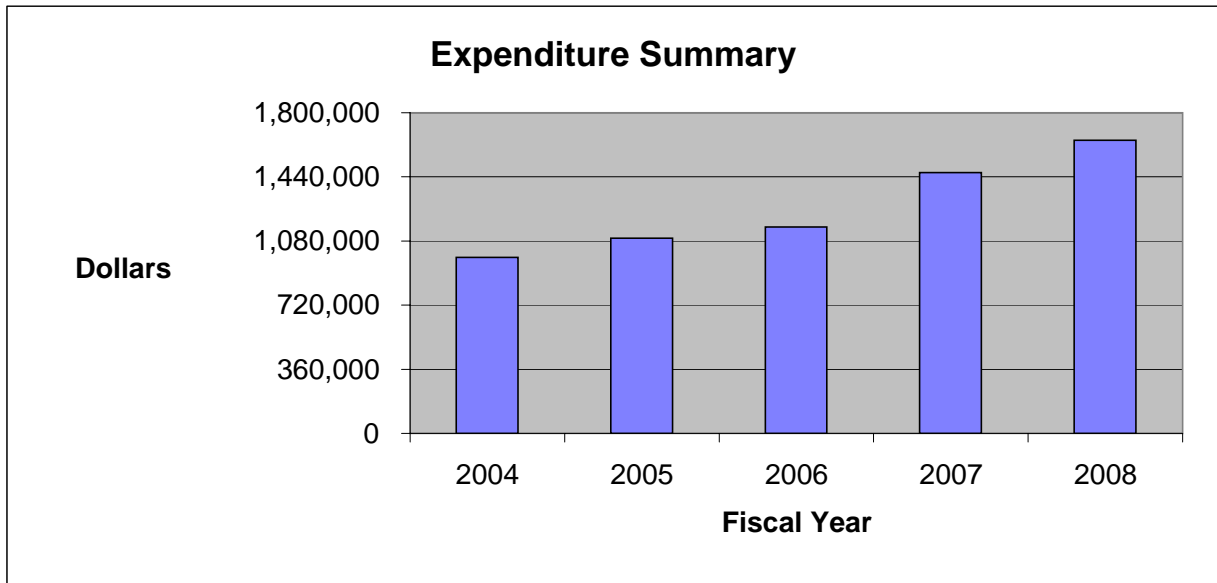
Budget Issues:

- In FY2005, increased funding was provided for server maintenance.
- In FY2006, increases reflected funding for expanded network bandwidth between Goodwin Neck and Yorktown and an upgrade to MS Office software.
- In FY2007, funding reflected a new Network Support Specialist position, renewal of maintenance contracts, and the routine replacement of several servers, routers and firewalls.
- For FY2008, funding reflects the renewal of maintenance contracts, the shifting of TLS charges from the Division of Telecommunications, and increases in network maintenance costs.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50121 Computer Support Services						
Personnel Services	791,950	859,007	926,935	1,140,336	1,142,188	1,153,748
Contractual Services	62,992	86,673	55,586	104,210	104,210	142,120
Internal Services	8,135	7,680	7,241	15,200	15,200	14,480
Other Charges	44,958	45,819	74,378	53,405	53,405	170,185
Materials & Supplies	28,943	20,998	27,131	21,650	21,650	22,200
Capital Outlay	71,793	98,436	86,260	144,310	149,310	159,000
Chargeouts	<u>(19,960)</u>	<u>(22,069)</u>	<u>(19,746)</u>	<u>(15,500)</u>	<u>(17,352)</u>	<u>(16,000)</u>
Activity Total	<u>988,811</u>	<u>1,096,544</u>	<u>1,157,785</u>	<u>1,463,611</u>	<u>1,468,611</u>	<u>1,645,733</u>
Percentage Change	5.61%	10.90%	5.58%	26.41%	N/A	12.44%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	12.00	12.00	12.00	13.00	13.00	13.00
Admin/Clerical	1.50	1.50	1.50	1.00	1.00	1.00
Total	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>



Human Resources

Mission:

The Human Resources Division is responsible for the maintenance of the pay and classification plan; the development of personnel policies and procedures; employee relations; the administration of employee benefits such as hospitalization, retirement, life insurance, and unemployment. The division is also responsible for employment and recruitment; the County's training program; the drug and alcohol testing program; and assisting with matters concerning employee safety.

Goals:

- Enhance communications pertaining to new and current benefit programs.
- Administer the compensation plan, benefits (retirement, workers' compensation, health insurance, deferred compensation, life insurance), safety, and drug and alcohol testing programs for the County.
- To assist departments, agencies, and Constitutional Officers with policy issues.
- Target specific training needs and implement a well-rounded training plan.

Implementation Strategies for FY2008:

- Further refinement of automated databases and enhancement of data available in ABRA database.
- Accessibility of more online procedures and applications.
- Hire qualified individuals in a timely manner.
- Develop and maintain competitive compensation and benefit programs to attract and retain employees.
- Implement Excellence in Customer Service procedures and County-wide training opportunities.

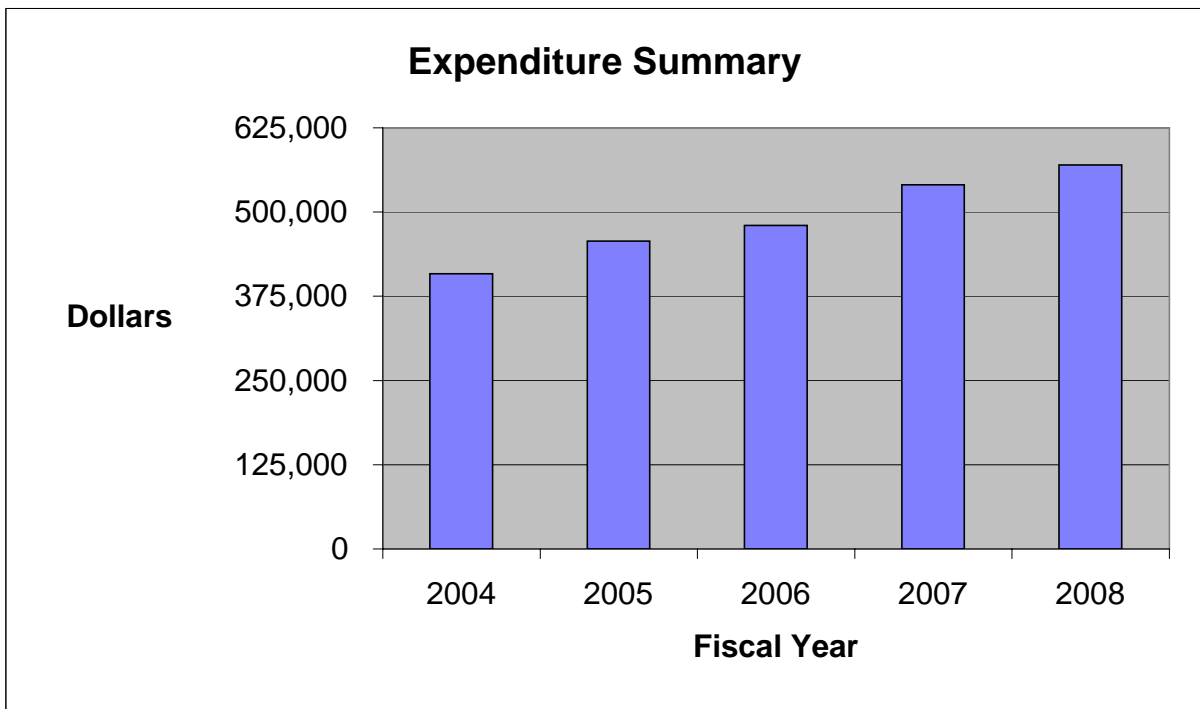
Budget Issues:

- In FY2006, increased funding was for routine replacement of computers and an upgrade to MS Office software.
- In FY2007, funding reflected increases for advertising costs and the routine replacement of computers.
- For FY2008, funding reflects the addition of work-as-required staff.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50122 Human Resources						
Personnel Services	313,039	360,297	389,181	427,534	427,534	455,619
Contractual Services	27,276	30,197	21,619	32,150	32,150	38,150
Internal Services	2,511	1,597	1,325	3,530	3,530	3,180
Other Charges	57,961	57,455	58,785	59,450	59,450	61,100
Materials & Supplies	4,691	5,838	5,766	5,650	5,650	5,850
Capital Outlay	3,194	1,558	3,690	12,000	12,000	6,000
Activity Total	<u>408,672</u>	<u>456,942</u>	<u>480,366</u>	<u>540,314</u>	<u>540,314</u>	<u>569,899</u>
Percentage Change	4.66%	11.81%	5.13%	12.48%	N/A	5.48%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	4.00	4.00	4.00	4.00
Admin/Clerical	1.50	1.50	0.50	0.50	0.50	0.50
Total	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>



Budget & Financial Reporting

Mission:

Gather, prepare and distribute timely, accurate and reliable information to enable the Board of Supervisors, management, creditors and investors to make informed budgetary and financial decisions.

Goals:

- *Budgeting* - Provide information to allow for informed decisions concerning the allocation of available resources to deliver goods and services to meet demands of the County citizens in an efficient and effective manner.
- *Financial Reporting* - Provide financial information to meet the needs and legal requirements of management, financial institutions and citizens in an efficient and effective manner.

Implementation Strategies for FY2008:

- Prepare the annual operating budget within the guidelines adopted by the Board of Supervisors and to qualify for a Distinguished Budget Presentation Award given by the Government Finance Officers Association.
- Prepare the County's Comprehensive Annual Financial Report (CAFR) to meet the requirements to qualify for a Certificate of Achievement for Excellence in Financial Reporting given by the Government Finance Officers Association.
- Continue to implement new standards issued by the Government Accounting Standards Board to be in conformity with accounting principles generally accepted in the United States of America and to enhance the understandability and usefulness of the County's financial reports.

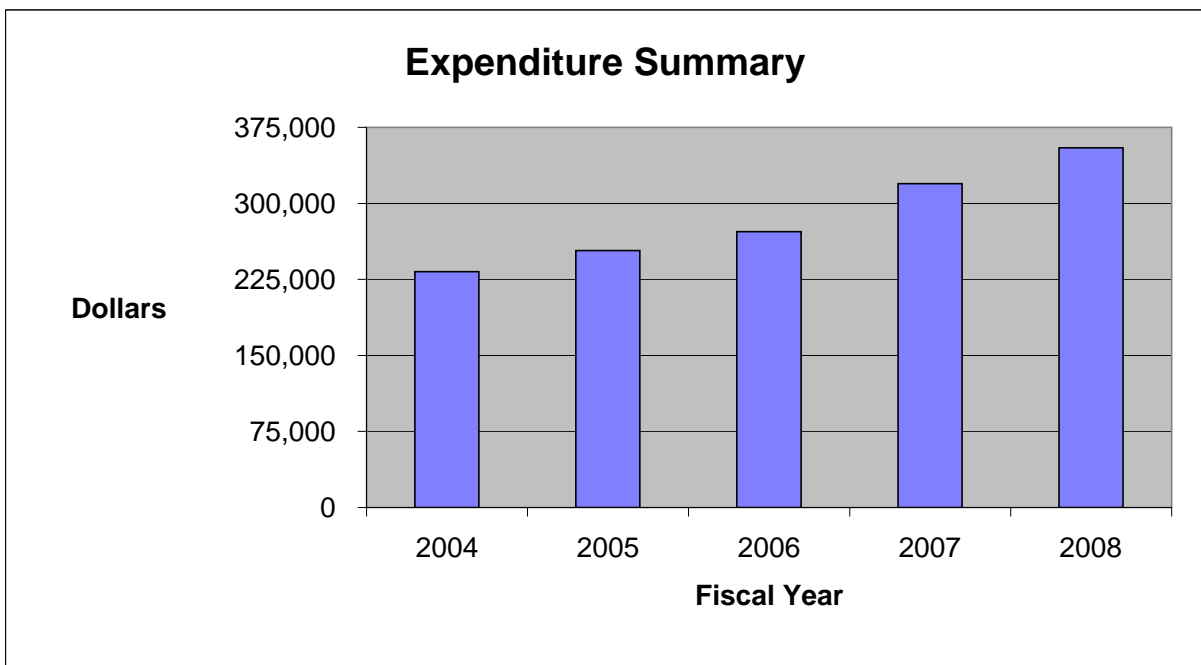
Budget Issues:

- In FY2004, the Budget and Financial Analyst position was retitled and transferred to Fiscal Accounting Services.
- In FY2005, funds were shifted from Internal Services to Contractual Services for the production of financial and budget documents.
- In FY2006, funding increases reflected the routine replacement of a printer and an upgrade to MS Office software.
- In FY2007, there were no significant changes.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50124 Budget & Financial Reporting						
Personnel Services	214,029	235,728	254,462	297,519	297,519	331,660
Contractual Services	4,388	4,863	4,414	6,450	6,450	6,450
Internal Services	5,741	4,405	3,761	5,580	5,580	5,875
Other Charges	4,779	4,048	3,628	4,250	4,250	5,150
Materials & Supplies	2,475	2,726	4,028	4,200	4,200	4,150
Capital Outlay	1,348	1,650	1,732	1,500	1,500	1,500
Activity Total	<u>232,760</u>	<u>253,420</u>	<u>272,025</u>	<u>319,499</u>	<u>319,499</u>	<u>354,785</u>
Percentage Change	-13.96%	8.88%	7.34%	17.45%	N/A	11.04%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.75	2.75	3.00	3.00
Admin/Clerical	0.75	0.75	-	-	-	-
Total	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>4.00</u>	<u>4.00</u>



Fiscal Accounting Services

Mission:

The mission of the Division of Fiscal Accounting Services is to support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, billing of charges for utility services, and active management of insurance issues and risk.

Goals:

- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our water, sewer maintenance, and solid waste customers, and to secure the revenue stream associated with services provided.
- To support County Departments by maintaining data and providing timely financial information as needed and requested.
- To minimize risk exposures, protect physical assets, and reduce the cost of risk without impeding departments' capabilities to deliver services.
- To maximize federal and state monetary assistance with natural or man-made disasters.

Implementation Strategies for FY2008:

- To encourage vendors to sign up for direct deposit.
- To train employees on the use of imaged documents in accounts payable to reduce the number of copies made and maintained.
- To develop an E-form for leave requests and expand the use of EPayroll to include electronic W-2's.
- To explore ways to enhance electronic billing and payment options for customers.
- To develop a written grants management policy.
- To redefine policies related to workers compensation incidents, vehicle and other accidents, and general safety guidelines.
- To explore options to interface data outputs with our general ledger.
- To streamline accounts receivable billing for transportation scales usage, grass cutting, demolition, and other miscellaneous County services and charges.
- To actively encourage the use of the Disaster Daily Tracking Form and provide training to all employees on its use; to refine methods for obtaining documentation needed to file claims with FEMA; to establish a written policy on recovering costs related to disasters.

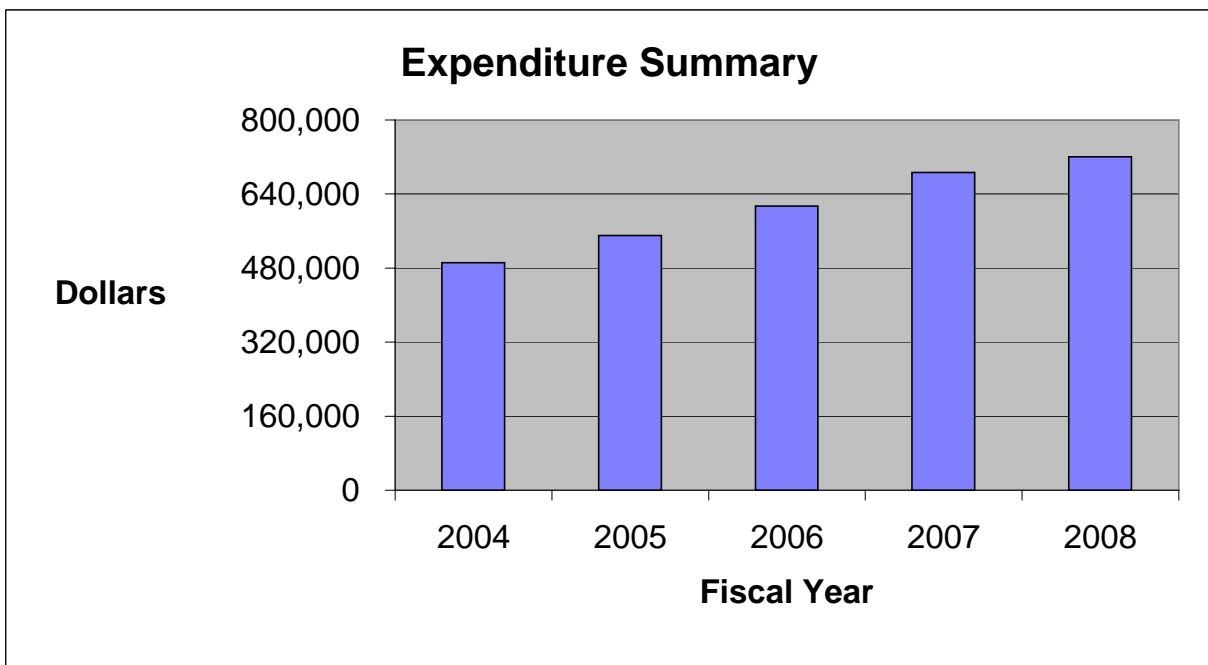
Budget Issues:

- In FY2005, the increases in data processing fees were a result of the vendor applying a more aggressive approach to charging for programming.
- In FY2006, changes reflected funding for a new position, Risk Manager/Loss Administrator, training for new personnel due to recent turnover, the routine replacement of computers, a server and an upgrade to MS Office software.
- In FY2007, funding reflected the replacement of a fax/copier in utility billing.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50125 Fiscal Accounting Services						
Personnel Services	436,954	494,231	542,222	617,244	617,244	654,447
Contractual Services	3,698	4,565	6,457	5,900	5,900	5,850
Internal Services	29,431	27,352	23,215	27,480	27,480	26,780
Other Charges	8,249	11,334	13,371	17,590	17,590	18,760
Materials & Supplies	9,092	9,339	17,058	9,900	9,900	10,380
Capital Outlay	3,966	3,360	11,794	8,400	8,400	4,500
Activity Total	<u>491,390</u>	<u>550,181</u>	<u>614,117</u>	<u>686,514</u>	<u>686,514</u>	<u>720,717</u>
Percentage Change	17.70%	11.96%	11.62%	11.79%	N/A	4.98%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	8.00	8.00	9.00	9.00	9.00	9.00
Admin/Clerical	0.50	1.50	1.50	1.50	1.50	1.50
Total	<u>9.50</u>	<u>10.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>



Central Purchasing

Mission:

The Central Purchasing Division provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division. The purpose is to realize cost savings from consolidation of purchasing actions for both organizations, and to standardize procedures so as to achieve County-wide consistency in procurement policy and vendor/supplier relations.

Goals:

- Procure goods and services at the least cost and in a timely manner, consistent with County policy.
- Provide for the disposal of surplus County property.

Implementation Strategies for FY2008:

- Continue implementation of Electronic Commerce approach to procurement functions both externally and internally.
- Develop database access on County Intranet for bid-list, Local Vendor Bid-List, Bid Library, Contracts, etc.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an “as needed” basis for surplus property.
- Regular requisitions are to be processed as follows:

\$ Amount	Lead Time
Under \$1,000	Same day
\$1,000 - \$5,000	10 days
\$5,000 - \$15,000	25 days
\$15,000 - \$30,000	45 days
Over \$30,000	60 days

- Continue “Outreach” efforts to local vendor community and Disadvantaged and Minority Business Enterprises (DMBE) in accordance with the Governor’s Executive Order.
- Continue archiving the files associated with purchasing transactions through electronic storage medium.

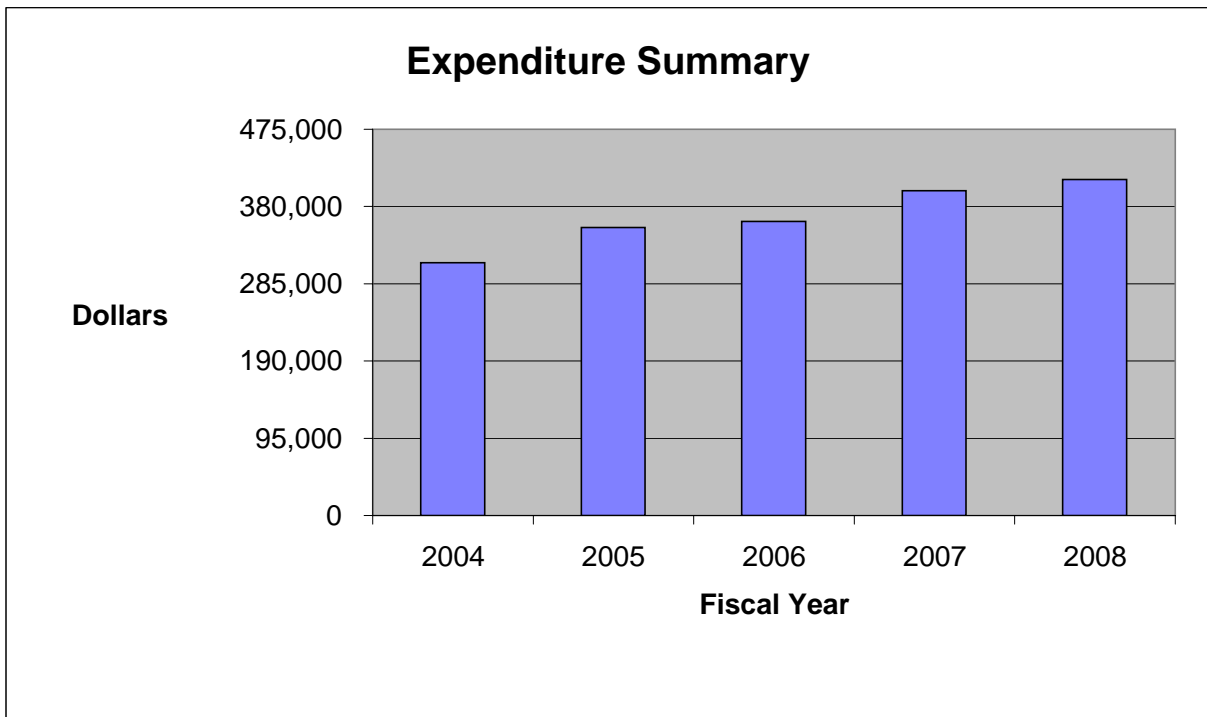
Budget Issues:

- In FY2005, work-as-required funding was provided to assist with the increased workload to manage the front desk and other duties to include scanning, data entry, updating information on the Internet, filing and answering the telephone.
- In FY2006, increased funding was for an upgrade to MS Office software.
- In FY2007, funding reflected the routine replacement of computers.
- For FY2008, funding represents the 3-year renewal of Microsoft LiveMeeting Service and for the replacement of a fax machine.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50129 Central Purchasing						
Personnel Services	293,203	327,820	340,435	370,186	370,186	382,192
Contractual Services	2,122	5,757	987	4,825	4,825	8,350
Internal Services	2,166	2,603	1,361	2,555	2,555	2,105
Other Charges	9,698	10,083	10,638	11,050	11,050	11,550
Materials & Supplies	3,718	5,042	5,721	4,900	4,900	4,105
Capital Outlay	-	2,748	2,523	5,800	5,800	5,100
Activity Total	<u>310,907</u>	<u>354,053</u>	<u>361,665</u>	<u>399,316</u>	<u>399,316</u>	<u>413,402</u>
Percentage Change	3.77%	13.88%	2.15%	10.41%	N/A	3.53%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>



Central Administration Services

Mission:

The Central Administration activity is used to accumulate the costs relating to shared services within the County. It also maintains the funding for the Cooperative Education (COE) program.

Goals:

- To accumulate the costs relating to common services within the County which are charged to County offices on a monthly basis. These services include postage, central stores, central copier, AS400 mainframe and imaging system charges.
- To account for the COE program within the County. High school juniors and seniors work within the County offices to gain knowledge and experience in the work environment.

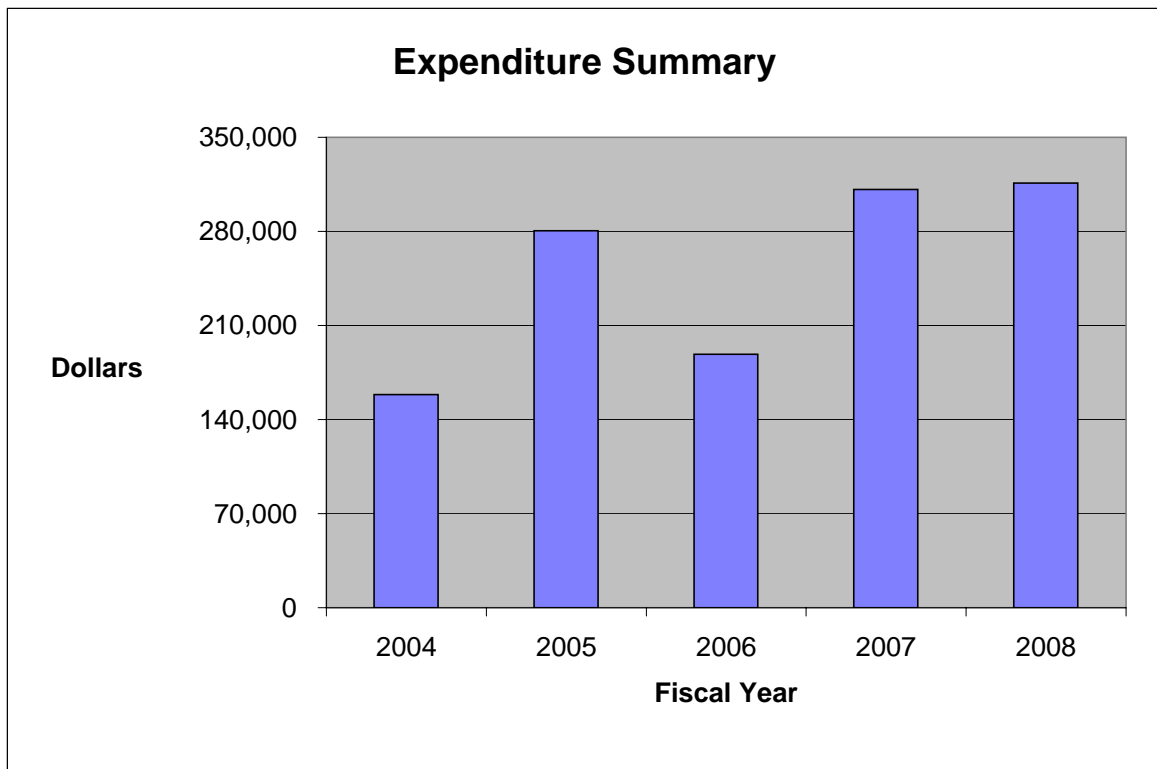
Implementation Strategies for FY2008:

- Accurately record transactions for shared or common services in a timely manner.

Budget Issues:

- In FY2004, funding was provided for the upgrade of the Kronos time management system.
- In FY2005, funding was provided for Front Page computer software and the replacement of a laptop, projector and server.
- In FY2006, funding was for the lease of the new postage meter.
- In FY2007, there were no significant changes.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50141 Central Administration Services						
Personnel Services	52,308	59,513	64,157	80,738	80,738	80,738
Contractual Services	110,297	148,883	116,880	160,550	162,950	166,760
Other Charges	64,304	60,491	61,023	95,700	102,450	91,500
Materials & Supplies	49,535	93,614	34,917	74,355	66,105	63,850
Leases & Rentals	4,932	17,564	16,796	18,200	18,200	18,750
Capital Outlay	77,235	92,925	62,958	92,400	86,500	107,800
Chargeouts	<u>(199,998)</u>	<u>(192,518)</u>	<u>(168,192)</u>	<u>(210,635)</u>	<u>(210,635)</u>	<u>(213,485)</u>
Activity Total	<u>158,613</u>	<u>280,472</u>	<u>188,539</u>	<u>311,308</u>	<u>306,308</u>	<u>315,913</u>
Percentage Change	-10.90%	76.83%	-32.78%	65.12%	N/A	1.48%



Central Insurance

Mission:

The Central Insurance activity provides management of the property, casualty, liability, and workers compensation insurance programs for General County and Public Safety operations.

Goals:

- To ensure that the County has adequate insurance coverage at a reasonable cost.
- To identify and analyze risk exposures and determine, prioritize and implement appropriate risk control or elimination measures.

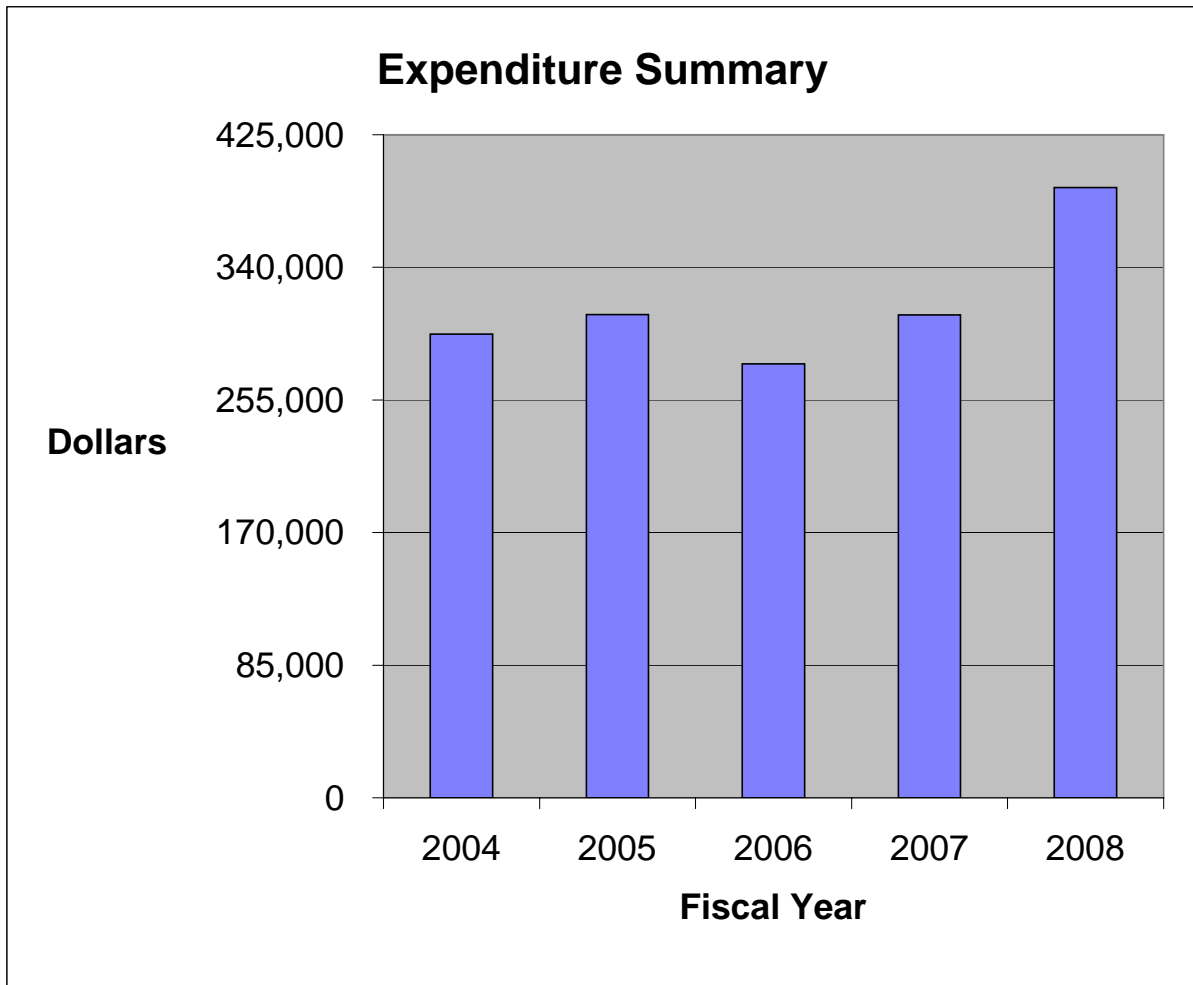
Implementation Strategies for FY2008:

- To review adequacy of insurance coverage for protection of assets and for liability exposures.
- To develop a written procedures manual and educate managers and employees about evaluating and reporting risks.
- To monitor workers' compensation reserves for appropriate balances; to explore self-insurance options to reduce administrative premiums.
- To encourage employees on workers compensation leave to return to work as soon as possible; to develop a light duty work program.
- To explore cost allocation methods to ensure equitable department costing.

Budget Issues:

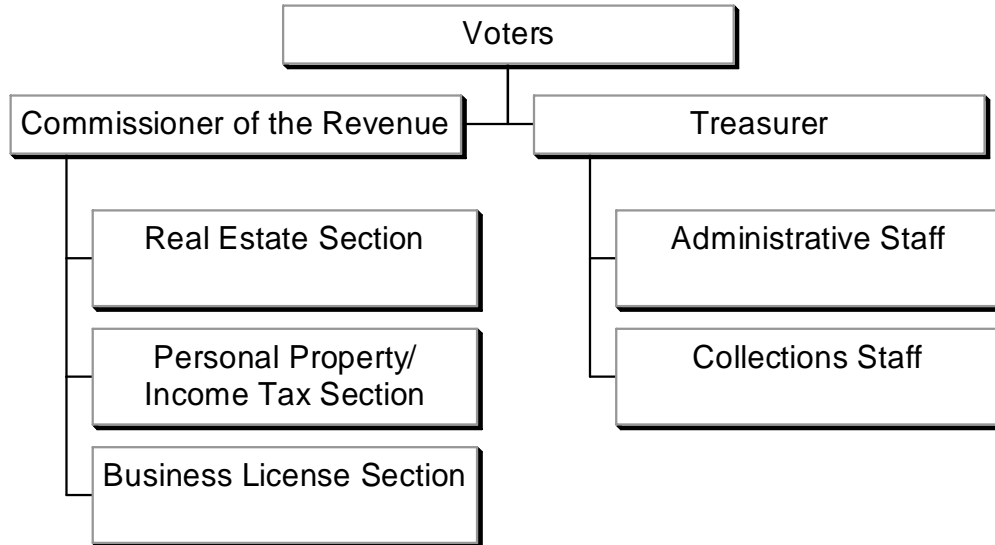
- In FY2004, funding was provided to support the increase in insurance costs.
- In FY2005, funding was provided to support the increase in insurance costs.
- In FY2006, funding was for flood insurance and the addition of the new E911 center and the waterfront buildings. A reduction in workers' compensation premiums is due to adequate reserves in the Workers' Compensation Fund.
- In FY2007, there were no significant changes.
- For FY2008, funding is to provide support for the increase in insurance costs.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50146 Central Insurance						
Contractual Services	7,800	7,800	7,800	8,200	8,200	8,200
Other Charges	<u>289,314</u>	<u>301,861</u>	<u>270,418</u>	<u>301,400</u>	<u>301,400</u>	<u>382,860</u>
Activity Total	<u>297,114</u>	<u>309,661</u>	<u>278,218</u>	<u>309,600</u>	<u>309,600</u>	<u>391,060</u>
Percentage Change	6.07%	4.22%	-10.15%	11.28%	N/A	26.31%



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Commissioner of the Revenue & Treasurer



Commissioner of the Revenue

The Commissioner of the Revenue is responsible for accurately identifying & assessing all sources of revenue to which the County is entitled by law, which is the basis for the Treasurer's tax bill mailings.

- **Real Estate (RE) Section** - performs technical & legal research; deed transfers; assigns map numbers based on recorded plats; prepares the annual RE tax book; administers the Tax Relief for the Elderly & Disabled program; assesses roll back tax, in accordance with the Land Use Ordinance; prepares the Public Service Corp. book, & all subsequent correction of assessments to both RE & Public Service. Responsible for the annual assessment of Bank Franchise Tax.
- **Personal Property (PP)/Income Tax Section** - compiles information; performs tax assessments; conducts technical & legal research, audits & prepares the annual PP tax book. Prepares all subsequent corrections/proration of assessment (supplemental books & abatements). Maintains vehicle records reported electronically by DMV; prepares the Personal Property/Vehicle License Applications(VL) to be used by the taxpayers to annually report taxable tangible PP & assess the applicable annual VL fee for collection by the Treasurer. Reviews, transmits, corresponds, processes, & reports to TAX locally filed state income tax returns. Verifies/certifies quarterly reports of vehicle Daily Rental Tax, & mobile home Sales Taxes collected by DMV & submitted to locality. Ensures fair & equitable administration of the Personal Property Tax Relief Act (PPTRA), including the requirements enacted by the 2005 General Assembly, (audit of Federal schedules with regard to PPTRA, equipment depreciation and business license).
- **Business License Section** - performs technical & legal research; compiles information; performs audits on the various business taxes; responsible for collection & maintenance of the annual business license renewals; monthly collection of Meals Tax & Transient Occupancy Taxes, and the quarterly collection of Short-term Rental Tax. Conducts weekly field visits for discovery & compliance. Auditor tracks legislation that may affect this office or the County. Partners with the Department of Taxation for state sales tax audits.

Treasurer

The Treasurer is responsible for collecting, depositing, and investing all of the county's local, state, and federal revenue. The Treasurer also collects and remits revenue to the Commonwealth of Virginia for Estimated State Tax, State Income Tax and other fees.

- **Administration** - responsible for auditing, delinquent collection, investment, preparing and making deposits, pro-ration refunds, printing/signing payroll and accounts payable checks, balancing daily cash report, researching accounts, record management, preparing reports, and end of month account reconciliation.
- **Collections** - receives and posts payments, responds to telephone inquiries, and interacts with citizens and other departments. Also provides support for delinquent collections.

Commissioner of the Revenue Treasurer

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% Change Original 2007 / Adopted 2008
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Expenditure by Activity:

Comm of the Revenue	737,339	794,592	862,159	966,636	966,636	992,673	2.69%
Treasurer	<u>664,618</u>	<u>699,840</u>	<u>764,544</u>	<u>843,041</u>	<u>843,041</u>	<u>867,324</u>	2.88%
Total Expenditures	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,626,703</u>	<u>1,809,677</u>	<u>1,809,677</u>	<u>1,859,997</u>	2.78%

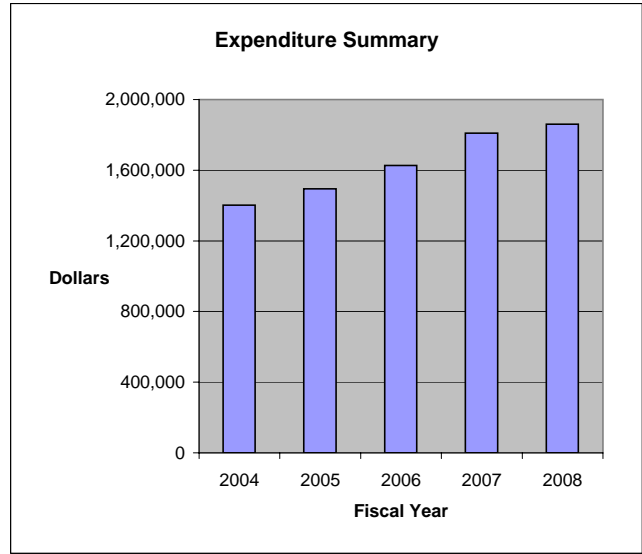
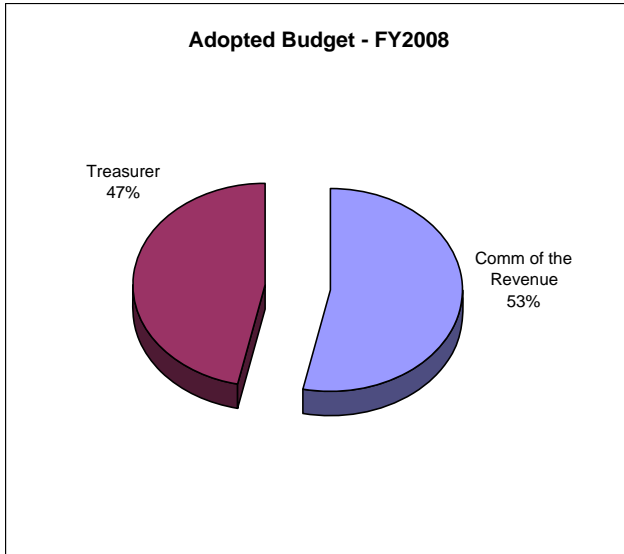
Expenditure By Category:

Personnel Services	1,128,642	1,225,563	1,337,823	1,491,037	1,491,037	1,540,127	3.29%
Contractual Services	76,437	72,139	86,369	96,285	96,285	100,085	3.95%
Internal Services	62,438	57,714	53,474	60,285	60,285	57,020	-5.42%
Other Charges	89,826	97,944	100,046	104,765	104,765	111,100	6.05%
Materials & Supplies	32,440	25,742	36,976	31,260	31,260	32,770	4.83%
Leases & Rentals	8,628	8,626	7,853	9,945	9,945	11,495	15.59%
Capital Outlay	7,656	11,965	9,618	18,600	18,600	10,400	-44.09%
Chargeouts	<u>(4,110)</u>	<u>(5,261)</u>	<u>(5,456)</u>	<u>(2,500)</u>	<u>(2,500)</u>	<u>(3,000)</u>	20.00%
Total Expenditures	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,626,703</u>	<u>1,809,677</u>	<u>1,809,677</u>	<u>1,859,997</u>	2.78%

% of Total FY2008
Funding Sources

Funding Sources:

Local/State Non-Categorical	1,094,891	1,165,001	1,276,505	1,478,952	1,478,952	1,514,960	81.45%
State Comp Board	<u>307,066</u>	<u>329,431</u>	<u>350,198</u>	<u>330,725</u>	<u>330,725</u>	<u>345,037</u>	18.55%
Total Funding Sources	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,626,703</u>	<u>1,809,677</u>	<u>1,809,677</u>	<u>1,859,997</u>	100.00%



Commissioner of the Revenue

Mission:

The Commissioner of the Revenue is responsible for accurately identifying and assessing all sources of revenue to which the County is entitled by law. This office strives to provide friendly, fair, and efficient service to taxpayers; and to improve service and procedures.

Goals:

- Image Real Estate historical property record cards to benefit the Real Estate Assessment Office, GIS as well as this office.
- Provide accurate and useful information concerning revenue assessments to County officials to enable informative decision-making that is in the best interest of York County and its citizens.
- Continue to identify and separate real estate parcels to correspond with GIS record(s).
- Continue to develop & offer BAI.NET for on-line filing and payment of taxes administered by this office.
- Accurately identify and assess all sources of revenue as entitled by law.
- Ensure businesses timely file and pay Business License, Business Personal Property, Meals, Transient Occupancy, and Short-term Rental Taxes.
- Track all legislative changes which may affect this office which may result in process and procedural changes, and/or changes to the County Code.
- Enhancement returns filed by boat & mobile home owners to enhance automation
- Increase productivity through enhanced computerization.

Implementation Strategies for FY2008:

- Ensure fair and equitable administration of the Personal Property Tax Relief (PPTRA) as modified in FY2007 by the General Assembly.
- Use flex schedules for employees in an effort to reduce overtime.
- Expand the imaging process to include Real Estate historical property cards, by outsourcing the imaging and quality assurance portion.
- Continue to audit various business accounts to ensure compliance with applicable taxes and help educate the taxpayer(s) and advance in a partnership with the Department of Taxation concerning audit of State Sales Tax for the benefit of the County and the State.
- Expand field visits based on high volume of northern county business development.
- Continue to screen for accuracy, process State income tax returns and estimated vouchers.
- Ensure that staff is cross-trained in the various office sections and that written procedures & guidelines are maintained.

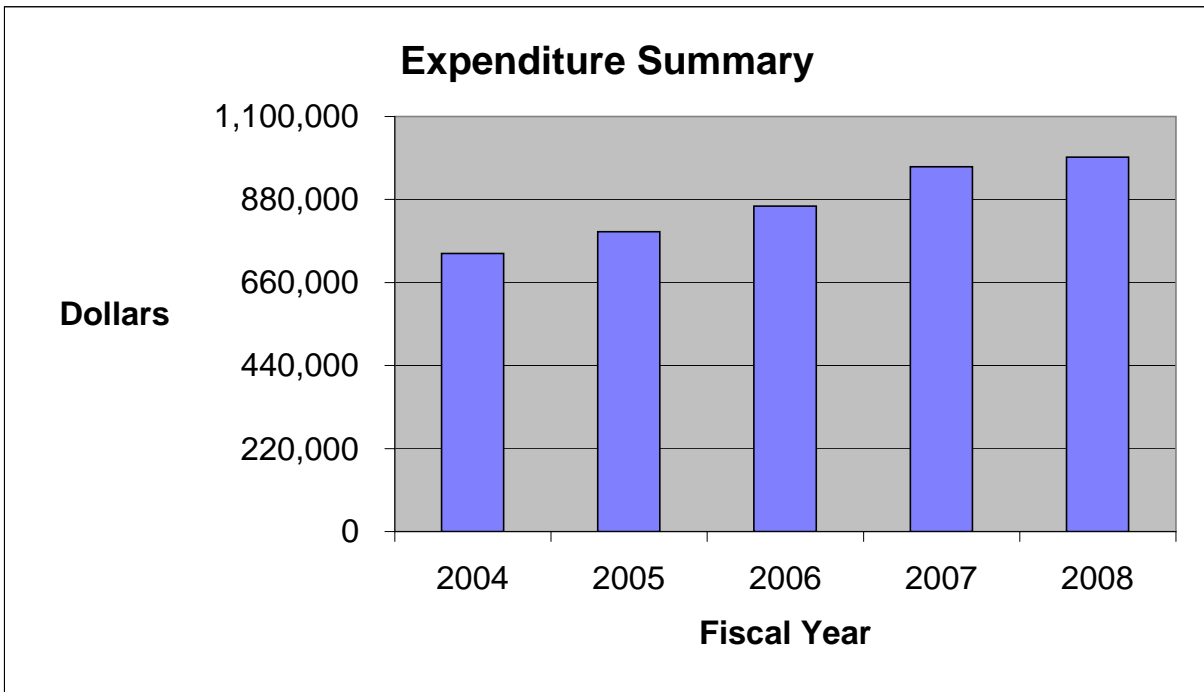
Budget Issues:

- In FY2004, the continued state reductions totaling \$16,600 were reflected in reductions to personnel of \$14,500 and to non-personnel of \$2,100.
- In FY2006, funding was increased for a current .5 Revenue Specialist position to full-time. Also, increased funding was for additional maintenance service contracts for equipment and an upgrade to MS Office software.
- In FY2007, funding was for data processing fees and postage.
- For FY2008, funding reflects increases for postage, office supplies and the routine replacement of computers.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50126 Commissioner of the Revenue						
Personnel Services	640,333	692,113	749,871	841,521	841,521	861,938
Contractual Services	17,503	16,851	20,096	30,710	30,710	30,010
Internal Services	35,003	32,613	30,162	34,035	34,035	32,450
Other Charges	21,974	28,930	29,472	33,415	33,415	35,435
Materials & Supplies	12,275	11,062	19,746	14,410	14,410	15,920
Leases & Rentals	5,472	5,471	4,680	6,545	6,545	6,520
Capital Outlay	<u>4,779</u>	<u>7,552</u>	<u>8,132</u>	<u>6,000</u>	<u>6,000</u>	<u>10,400</u>
Activity Total	<u>737,339</u>	<u>794,592</u>	<u>862,159</u>	<u>966,636</u>	<u>966,636</u>	<u>992,673</u>
Percentage Change	4.51%	7.76%	8.50%	12.12%	N/A	2.69%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	6.00	6.00	6.00	6.00	6.00	6.00
Admin/Clerical	<u>8.00</u>	<u>8.00</u>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>
Total	<u>15.00</u>	<u>15.00</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>



Treasurer

Mission:

The Treasurer's Office employees are dedicated to serving the citizens of York County, being sensitive to their needs, and maintaining a commitment to provide professional, courteous service that exceeds their expectations.

Goals:

- Collect and properly account for all federal, state and local revenue due to the County.
- Exercise timely and effective collection measures to achieve maximum payment percentages.
- Maintain prudent cash management and investment practices.
- Develop and implement additional e-government services.
- Communicate effectively with other county departments and agencies.

Implementation Strategies for FY2008:

- Programming and testing for additional on-line services (Business License & Excise Taxes).
- Implement Image Cash Letter for deposit services.
- Continue to evaluate services by utilizing customer comment cards and customer service surveys.
- Continue to evaluate office processes through the County Program Effectiveness Process.

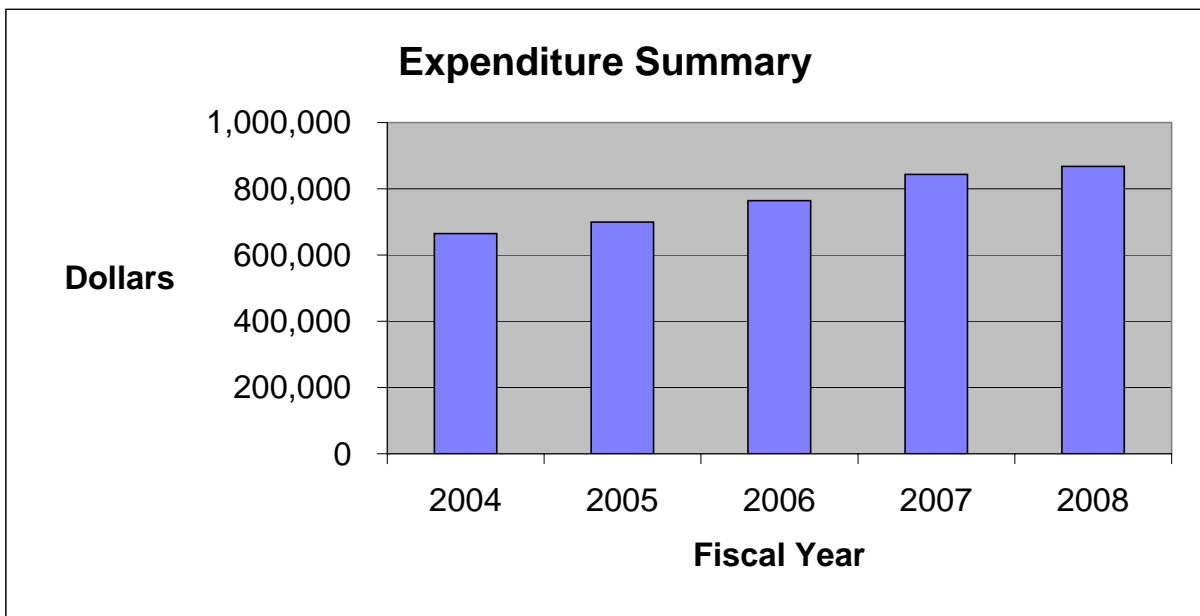
Budget Issues:

- In FY2004, the continued state reductions totaling \$17,000 were reflected in reductions to personnel of \$15,000 and to non-personnel of \$2,000.
- In FY2006, increased funding was for an upgrade to MS Office software.
- In FY2007, funding reflected increases for maintenance contracts, routine replacement of computers, and a server to support the Bright and Associates software. Funding shifted from central stores to office supplies for the purchase of paper.
- For FY2008, funding reflects increases for tax ticket printing and rising postage costs.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50127 Treasurer						
Personnel Services	488,309	533,450	587,952	649,516	649,516	678,189
Contractual Services	58,934	55,288	66,273	65,575	65,575	70,075
Internal Services	27,435	25,101	23,312	26,250	26,250	24,570
Other Charges	67,852	69,014	70,574	71,350	71,350	75,665
Materials & Supplies	20,165	14,680	17,230	16,850	16,850	16,850
Leases & Rentals	3,156	3,155	3,173	3,400	3,400	4,975
Capital Outlay	2,877	4,413	1,486	12,600	12,600	-
Chargeouts	<u>(4,110)</u>	<u>(5,261)</u>	<u>(5,456)</u>	<u>(2,500)</u>	<u>(2,500)</u>	<u>(3,000)</u>
Activity Total	<u>664,618</u>	<u>699,840</u>	<u>764,544</u>	<u>843,041</u>	<u>843,041</u>	<u>867,324</u>
Percentage Change	0.85%	5.30%	9.25%	10.27%	N/A	2.88%

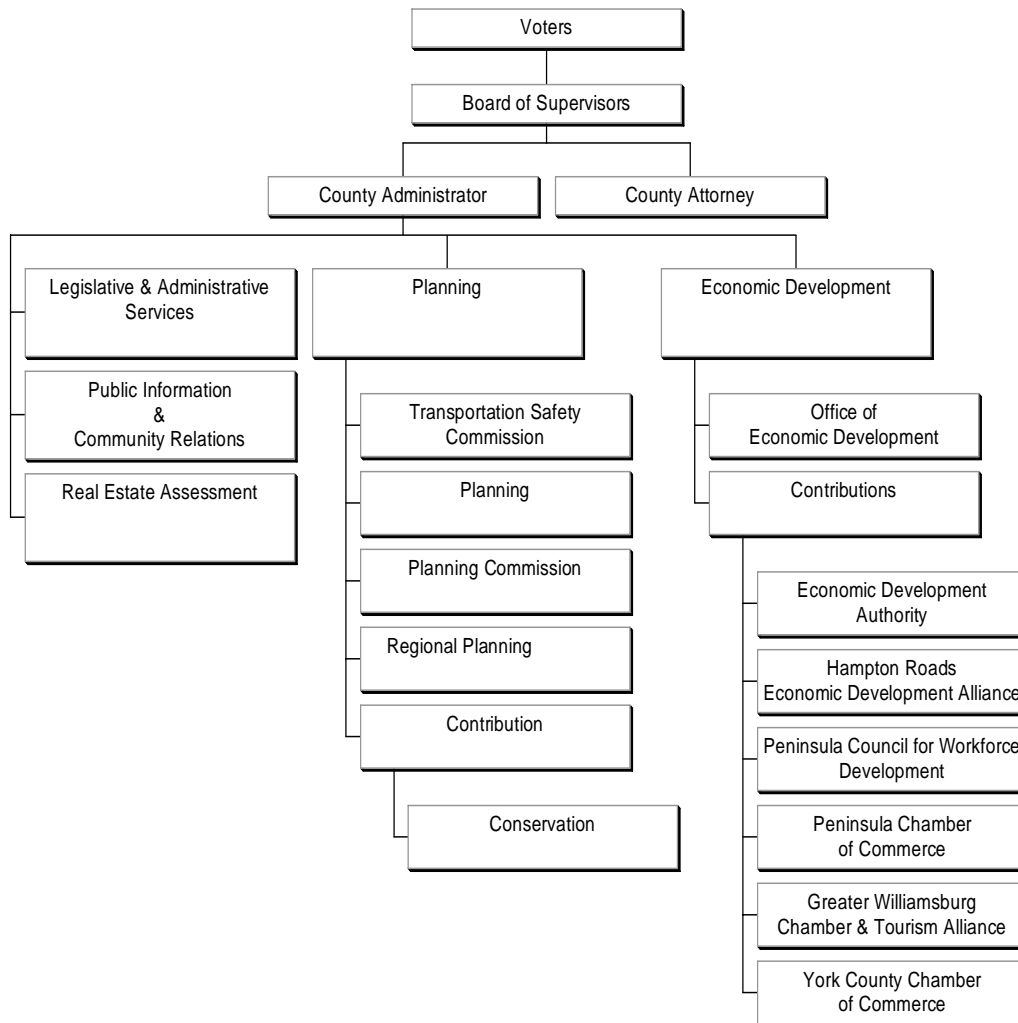
FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>



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Real Estate Assessment



Real Estate Assessment

Mission:

Prepare a highly accurate database of real property assessment information to enable the fair and equitable distribution of the real property tax levied by the Board of Supervisors among those owning property in the County.

Goals:

- To accurately and equitably appraise and assess the residential and commercial real estate within York County.
- To administer the Land Use Program.
- To track, evaluate and maintain the database for the Impact Aid Program.
- To collect, input and maintain the real property data in an accurate and timely manner.
- To provide real estate information to the taxpayers and real estate professionals.
- To assist other elements of the York County government in all real estate matters.
- To add detailed sales information to the division website.
- To provide Access training for staff, process will assist appraisers in using the existing property evaluation system effectively.
- To complete the conversion of hand drawn improvement sketches to digital format making the reassessment process more efficient and cost effective.

Implementation Strategies for FY2008:

- Continue the property information update to the database.
- Continue development of a procedural manual for the division.
- Provide property information more effectively by continuing to add information to the Real Estate Assessment website.

Budget Issues:

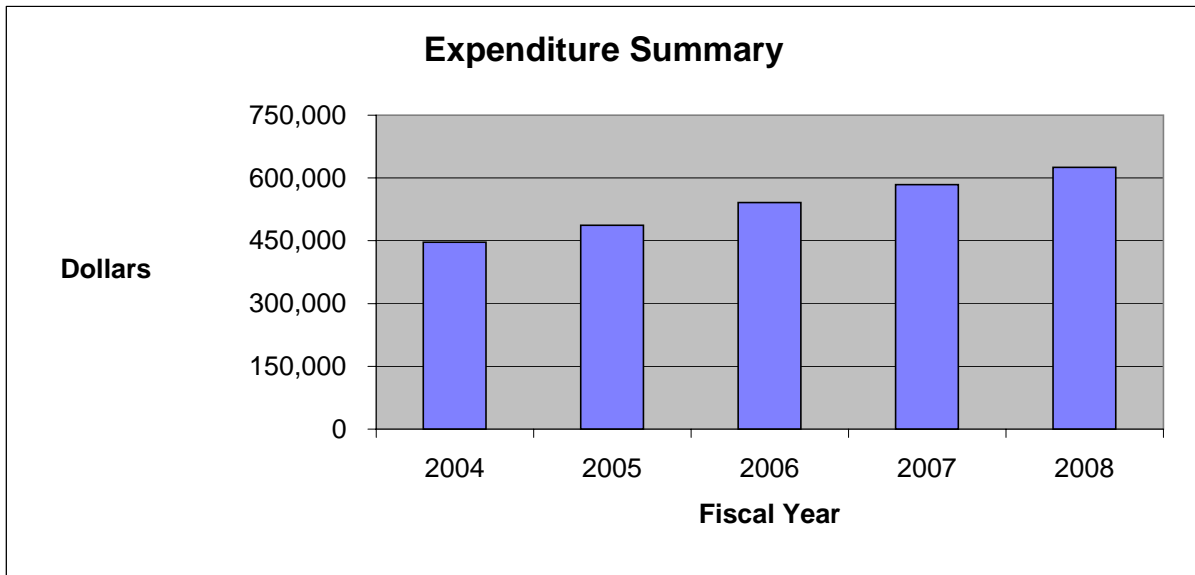
- In FY2004, funding was provided for the increased costs relating to the reassessment process.
- In FY2005, funding was provided for the routine replacement of computers. Also, overall funding decreased, as it was not a reassessment year.
- In FY2006, increased funding was for the reassessment biennial process and an upgrade to MS Office software.
- In FY2007, funding decreased, as it is a non-reassessment year.
- For FY2008, funding is for the increased costs incurred during a reassessment year.

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50128 Real Estate Assessment						
Personnel Services	400,295	436,732	479,495	530,015	530,015	558,237
Contractual Services	12,345	10,009	12,401	9,100	9,100	14,200
Internal Services	9,883	12,586	14,135	17,530	17,530	15,780
Other Charges	16,174	6,975	18,193	11,850	11,850	24,000
Materials & Supplies	3,781	14,609	11,346	10,900	10,900	10,400
Capital Outlay	3,864	5,832	5,860	4,900	4,900	3,000
Activity Total	<u>446,342</u>	<u>486,743</u>	<u>541,430</u>	<u>584,295</u>	<u>584,295</u>	<u>625,617</u>
Percentage Change	11.44%	9.05%	11.24%	7.92%	N/A	7.07%

Funding Sources:						
Local/State Non-Categorical	<u>446,342</u>	<u>486,743</u>	<u>541,430</u>	<u>584,295</u>	<u>584,295</u>	<u>625,617</u>
Total Funding Sources	<u>446,342</u>	<u>486,743</u>	<u>541,430</u>	<u>584,295</u>	<u>584,295</u>	<u>625,617</u>

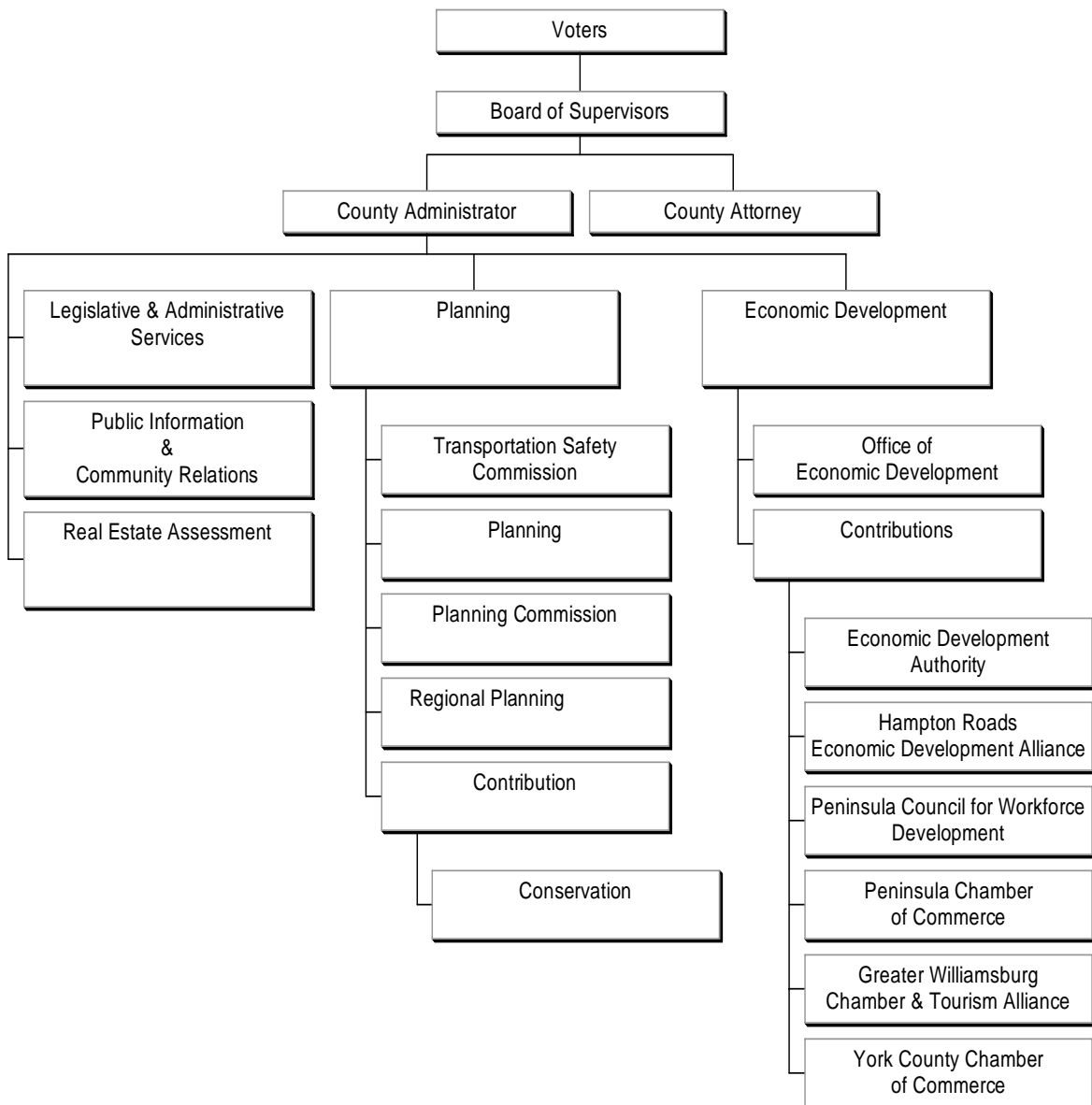
FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	5.00	5.00	5.00	5.00
Admin/Clerical	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u>7.00</u>	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>



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Planning



Planning

Planning provides support for the County through the following activities.

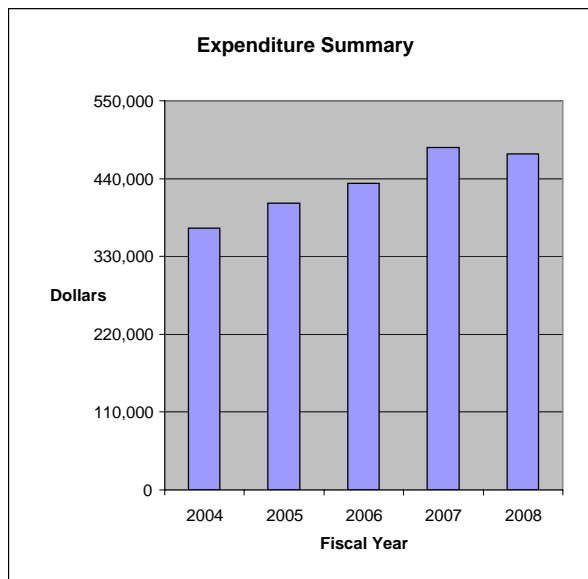
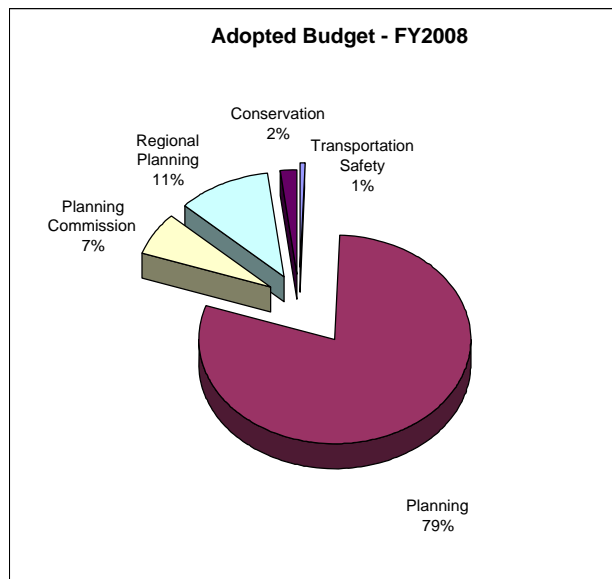
- **Transportation Safety Commission** – advises the Board of Supervisors in the development of transportation safety programs and activities on the local level and makes recommendations on improvements for highway and transportation safety.
- **Planning** – provides professional services by evaluating and making recommendations on long-range planning and development issues that affect the community and the shared vision and goals for the County as expressed by the community and the Board of Supervisors and articulated in the Comprehensive Plan.
- **Planning Commission** – serves as an advisory body on planning and development issues and promotes community participation and interest in planning for the County.
- **Regional Planning** – undertakes regional programs and projects that support the County's own planning efforts.
- **Conservation** – the County's contribution to the Colonial Soil and Water Conservation District.

Planning

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% Change Original 2007 / Adopted 2008
Expenditure by Activity:							
Transportation Safety	859	587	336	2,650	2,650	2,400	-9.43%
Planning	315,133	342,247	347,257	381,685	381,685	378,897	-0.73%
Planning Commission	16,730	13,834	28,556	38,550	38,550	31,850	-17.38%
Regional Planning	29,275	40,561	48,708	52,074	52,074	51,992	-0.16%
Conservation	8,085	8,085	8,500	8,925	8,925	9,371	5.00%
Total Expenditures	370,082	405,314	433,357	483,884	483,884	474,510	-1.94%

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% Change Original 2007 / Adopted 2008
Expenditure By Category:							
Personnel Services	297,207	308,729	326,000	358,210	358,210	355,667	-0.71%
Contractual Services	13,260	30,021	31,758	39,400	39,400	31,380	-20.36%
Internal Services	3,163	2,782	3,438	5,100	5,100	4,150	-18.63%
Other Charges	7,611	7,518	6,238	11,500	11,500	9,950	-13.48%
Materials & Supplies	8,010	5,081	7,084	7,025	7,025	8,050	14.59%
Capital Outlay	3,471	2,537	1,631	1,900	1,900	4,200	121.05%
Contributions	37,360	48,646	57,208	60,749	60,749	61,113	0.60%
Total Expenditures	370,082	405,314	433,357	483,884	483,884	474,510	-1.94%

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% of Total FY2008 Funding Sources
Funding Sources:							
Local/State Non-Categorical	359,105	391,220	419,791	473,884	473,884	464,510	97.89%
Permits, Fees, Fines	10,977	14,094	13,566	10,000	10,000	10,000	2.11%
Total Funding Sources	370,082	405,314	433,357	483,884	483,884	474,510	100.00%



Transportation Safety Commission

Mission:

Reduce the rate and severity of vehicle and pedestrian crashes on York County's transportation network.

Goals:

- Encourage safer motor vehicle operation as well as bicycle and pedestrian circulation.
- Improve roadway design safety.
- Strengthen laws to promote transportation safety.

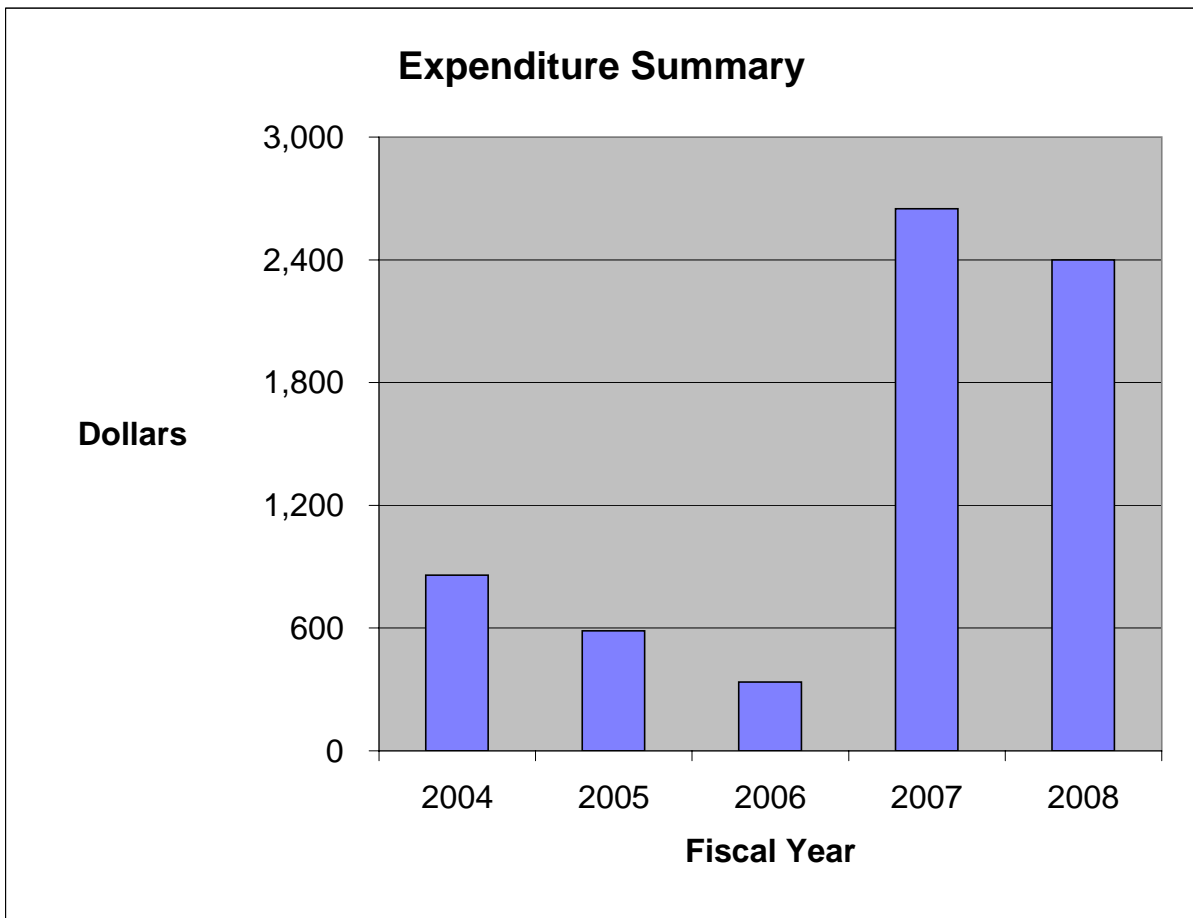
Implementation Strategies for FY2008:

- Update Transportation Safety Plan (last updated in 1992).

Budget Issues:

- In FY2006, there were no significant changes.
- In FY2007, there were no significant changes.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50451 Transportation Safety Commission						
Contractual Services	278	-	-	1,600	1,600	1,300
Internal Services	13	53	17	100	100	100
Other Charges	45	103	37	250	250	200
Materials & Supplies	<u>523</u>	<u>431</u>	<u>282</u>	<u>700</u>	<u>700</u>	<u>800</u>
Activity Total	<u>859</u>	<u>587</u>	<u>336</u>	<u>2,650</u>	<u>2,650</u>	<u>2,400</u>
Percentage Change	-26.58%	-31.66%	-42.76%	688.69%	N/A	-9.43%



Planning

Mission:

To assist the community in defining and realizing a shared vision for the physical development of the County.

Goals:

- Promote harmonious relationships among the built environment, the natural environment, and those who inhabit them.
- Maintain an up-to-date Comprehensive Plan and Zoning Ordinance for the County as mandated by the *Code of Virginia*.
- Provide accurate and timely demographic and economic data and projections to staff and line agencies, boards, commissions, the School Division, and the general public.
- Provide staff services to the Board of Supervisors, Planning Commission, Transportation Safety Commission, Historic Triangle Bicycle Advisory Committee, Regional Issues Committee, Historic Yorktown Design Committee, School Division, County Administrator, and other staff and line agencies, boards, and commissions.
- A County-wide survey and assessment of archaeological resources has been recommended by the Comprehensive Plan. This project, which would be undertaken only if the County is successful in securing matching funds through a State grant, would provide documentation of the potential location and significance of archaeological resources throughout the County. It would also serve as a much-needed update to the information collected in 1991 as part of the Williamsburg-James City County-York County regional study.

Implementation Strategies for FY2008:

- Review and process rezoning, use permit, planned development, special exception, and Yorktown Village Activity / Yorktown Historic District requests.
- Review and revise the Zoning Ordinance as necessary to implement the recommendations of the updated *Comprehensive Plan*.

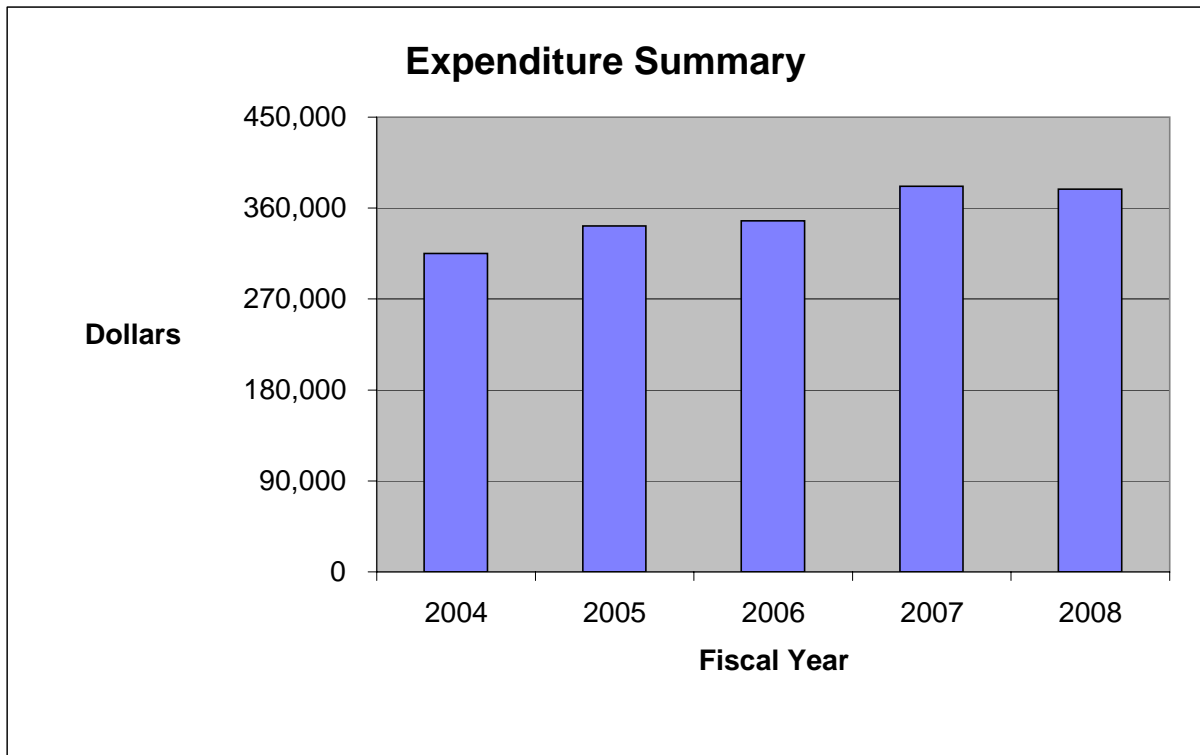
Budget Issues:

- In FY2003, administrative support was transferred from the Planning Division to Financial & Management Services Administration. The position titled Planning and Zoning Manager was changed to Assistant County Administrator and the related personnel costs were split between County Administration and Planning. The position previously titled Chief Planner was retitled to a Planner I.
- In FY2005, increased funding was for advertising for public outreach necessary for the five-year Comprehensive Plan Review. Funding was also approved for a scientific survey of County residents to identify community goals and objectives in connection with the five-year Comprehensive Review.
- In FY2006, increased funding was for an upgrade to MS Office software.
- In FY2007, there were no significant changes.
- For FY2008, funding reflects the routine replacement of computers.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50811 Planning						
Personnel Services	297,207	308,729	326,000	358,210	358,210	355,667
Contractual Services	1,224	21,438	8,180	7,700	7,700	4,980
Internal Services	1,461	1,171	1,004	2,450	2,450	2,000
Other Charges	5,757	4,264	4,160	6,850	6,850	6,350
Materials & Supplies	6,013	4,108	6,282	4,575	4,575	5,700
Capital Outlay	3,471	2,537	1,631	1,900	1,900	4,200
Activity Total	<u>315,133</u>	<u>342,247</u>	<u>347,257</u>	<u>381,685</u>	<u>381,685</u>	<u>378,897</u>
Percentage Change	2.10%	8.60%	1.46%	9.91%	N/A	-0.73%

FTE's

Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	<u>5.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>



Planning Commission

Mission:

The Planning Commission advises the Board of Supervisors on planning and development issues, fulfills statutory duties and responsibilities set forth in the state enabling legislation and the County Code, and facilitates community participation and public interest in planning for York County.

Goals:

- Review, conduct public hearings, and make recommendations to the Board on applications for rezoning, Special Use Permits, Planned Developments, and Special Exceptions.
- Develop and recommend programs and ordinances to implement the Comprehensive Plan elements.
- Develop and make recommendations for revision of the Comprehensive Plan elements for York County.

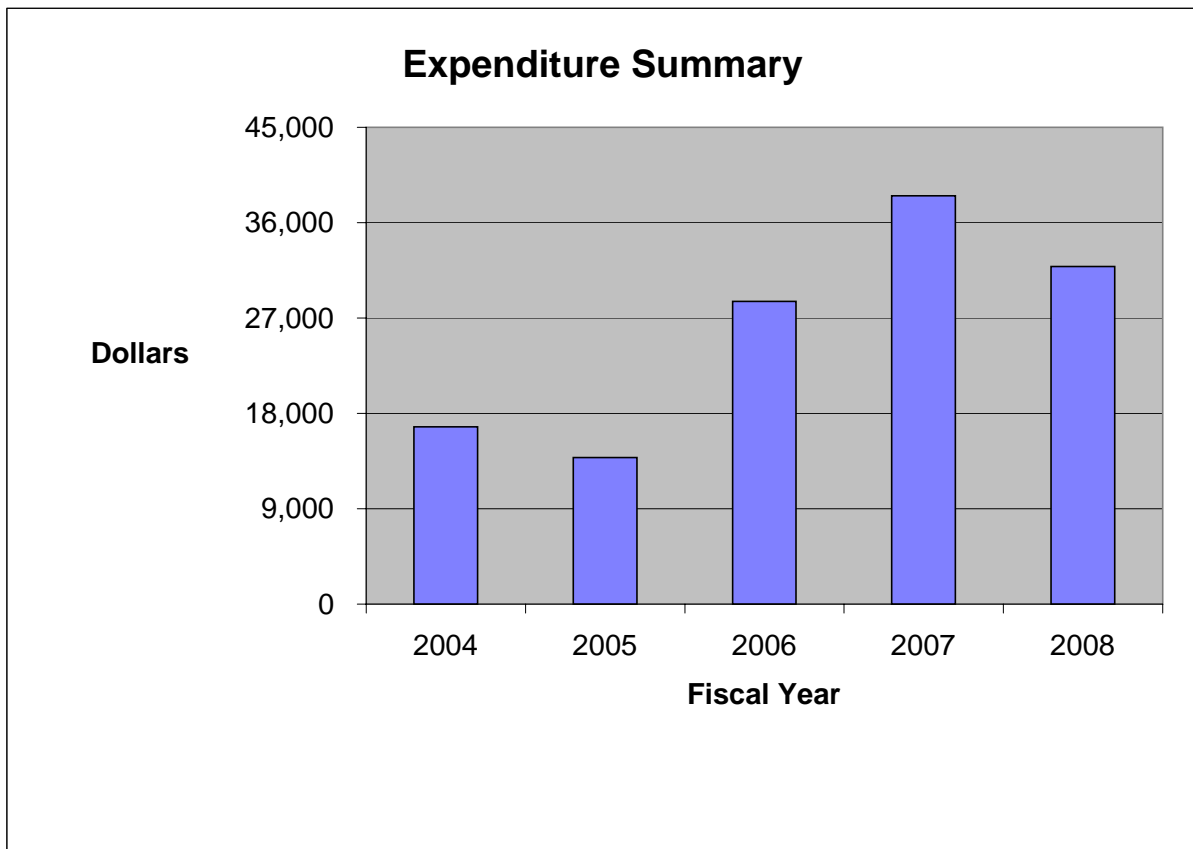
Implementation Strategies for FY2008:

- Participate in the review and revision of the Zoning Ordinance and other activities to implement the recommendations of the updated *Comprehensive Plan*.

Budget Issues:

- In FY2006, there were no significant changes.
- In FY2007, increases in funding were due to the *Code of Virginia* requirement in which several more legal notices will need to be published.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50812 Planning Commission						
Contractual Services	11,758	8,583	23,578	30,100	30,100	25,100
Internal Services	1,689	1,558	2,417	2,550	2,550	2,050
Other Charges	1,809	3,151	2,041	4,400	4,400	3,400
Materials & Supplies	<u>1,474</u>	<u>542</u>	<u>520</u>	<u>1,500</u>	<u>1,500</u>	<u>1,300</u>
Activity Total	<u>16,730</u>	<u>13,834</u>	<u>28,556</u>	<u>38,550</u>	<u>38,550</u>	<u>31,850</u>
Percentage Change	-5.44%	-17.31%	106.42%	35.00%	N/A	-17.38%



Regional Planning

Mission:

Participate with neighboring jurisdictions in regional programs and projects that support and complement the County's own planning efforts.

Goals:

- Fund the County's annual contribution to Hampton Roads Planning District Commission (HRPDC) and to special projects and programs undertaken by HRPDC.
- Undertake and fund regional studies, analyses, and projects.
- Provide the County's share of financial obligations for Regional Issues Committee, Historic Triangle Bicycle Advisory Committee (HTBAC), Regional Planning Partnership, and other regional bodies/entities.

Implementation Strategies for FY2008:

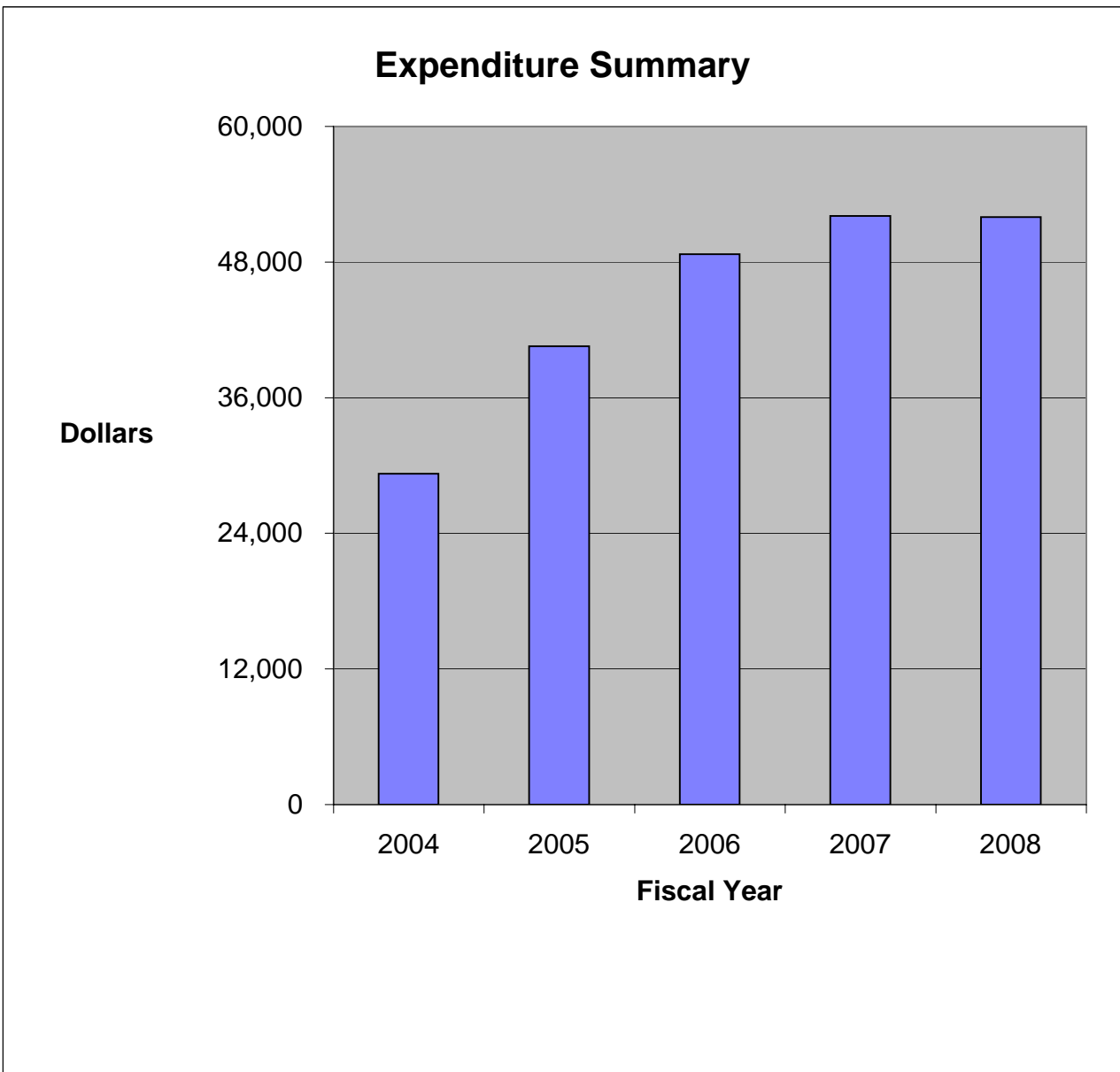
- Participate with James City County and City of Williamsburg in coordinating regional planning and mapping projects in the greater Williamsburg area.

Budget Issues:

- In FY2004, funding reflected the County's contribution based on \$0.52 per capita.
- In FY2005, funding reflected the County's contribution based on \$0.62 per capita.*
- In FY2006, funding reflected the County's contribution based on \$0.82 per capita.
- In FY2007, funding reflected the County's contribution based on \$0.82 per capita.
- For FY2008, funding reflects the County's contribution based on \$0.82 per capita.

* Includes \$3,740 for base closings.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50814 Regional Planning						
Materials & Supplies	-	-	-	250	250	250
Contributions	<u>29,275</u>	<u>40,561</u>	<u>48,708</u>	<u>51,824</u>	<u>51,824</u>	<u>51,742</u>
Activity Total	<u><u>29,275</u></u>	<u><u>40,561</u></u>	<u><u>48,708</u></u>	<u><u>52,074</u></u>	<u><u>52,074</u></u>	<u><u>51,992</u></u>
Percentage Change	-3.30%	38.55%	20.09%	6.91%	N/A	-0.16%



Conservation

Mission:

This activity provides for the support to the Colonial Soil and Water Conservation District (Colonial SWCD). The Colonial SWCD is a political subdivision of the Virginia Department of Conservation and Recreation/Division of Soil and Water Conservation (DCR/DSWC). The Colonial SWCD's responsibility is to assist and administer conservation policies and practices to protect and enhance our natural resources within our District, as mandated by the Commonwealth of Virginia.

Goals:

- To support each locality with Chesapeake Bay Preservation Act local ordinances.
- Provide technical expertise to farmers and landowners in developing required Soil and Water Quality Conservation Plans.

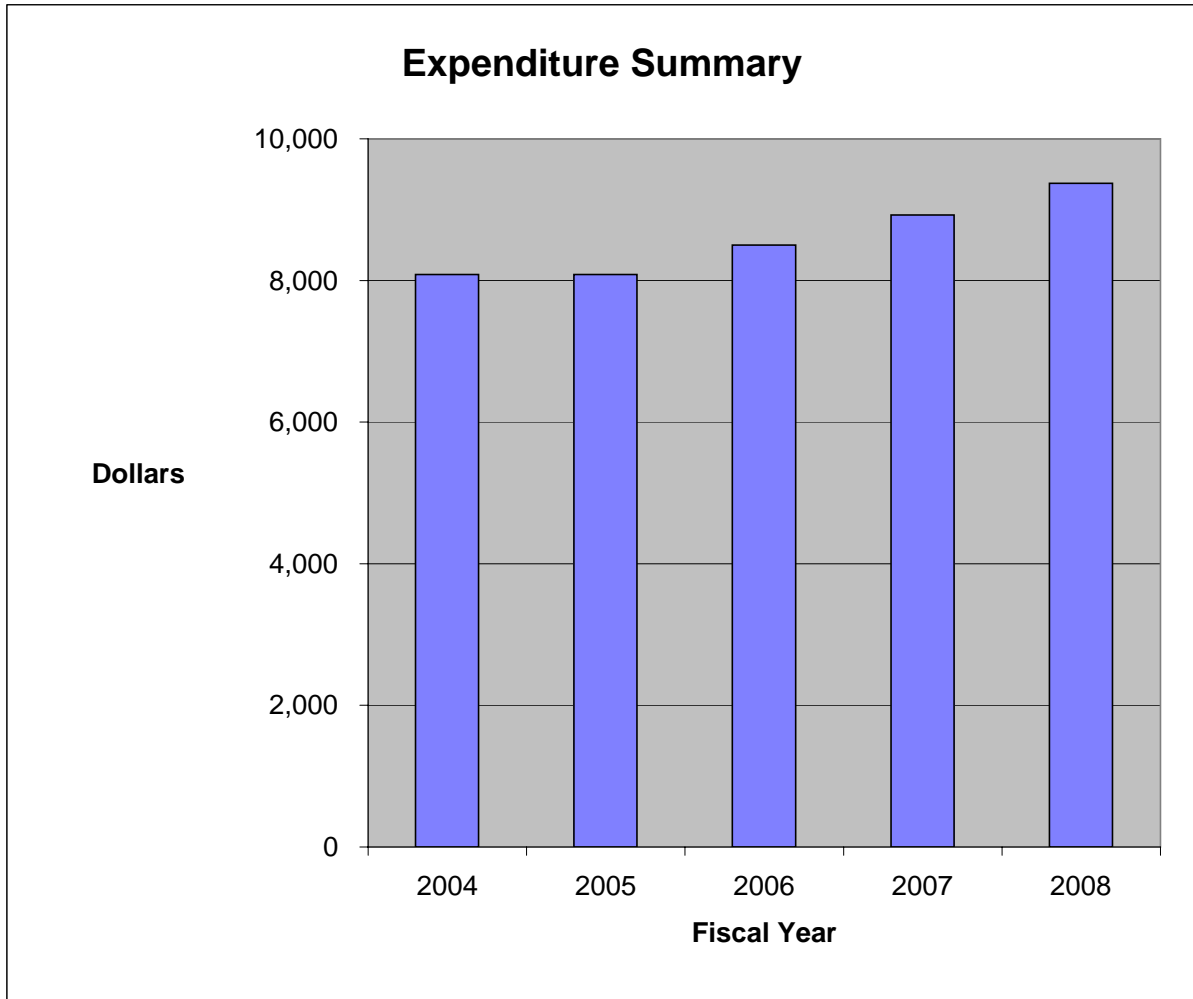
Implementation Strategies for FY2008:

- The implementation of the new State Agricultural Tax Credit Program, which allows farmers to qualify for a 25% tax credit for the cost of implementing conservation practices. This program will provide funding for practices ranging from soil testing to major engineering practices.
- The Colonial SWCD has been a leader in initiating the Tributary Strategy process in both James and York Watersheds.
- The Colonial SWCD also delivers an extensive educational outreach program, ranging from technical education for the agricultural community to local grade school children's programs. It supports local citizen groups promoting resource conservation initiatives, such as, the Alliance for the Chesapeake Bay/ Chickahominy Watershed Project, Boy Scouts, and the Powhatan Creek Watershed Project.

Budget Issues:

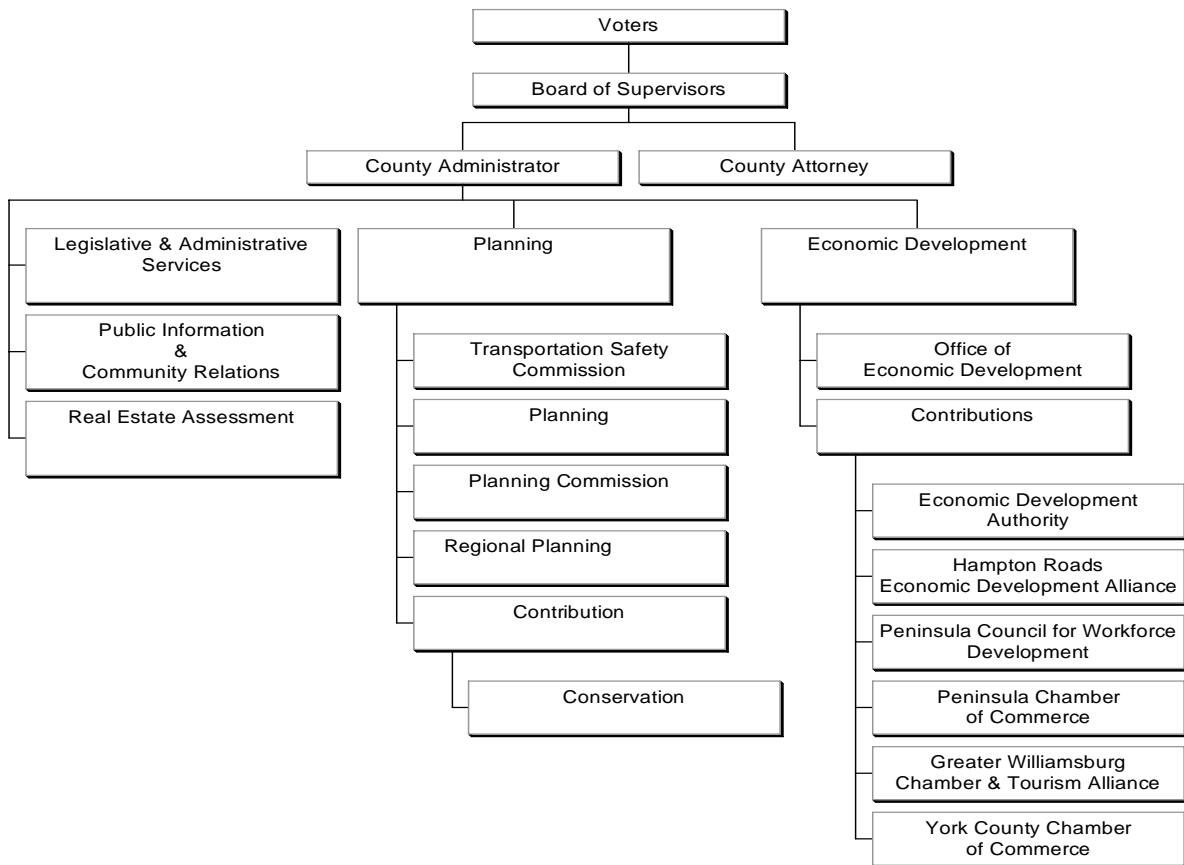
- In FY2006, the funding was for an increase in expenditures driven by unfunded mandates, such as the Chesapeake Bay Preservation Act.
- In FY2007, there were no significant changes.
- For FY2008, there are no significant changes.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50822 Conservation						
Contributions	8,085	8,085	8,500	8,925	8,925	9,371
Activity Total	8,085	8,085	8,500	8,925	8,925	9,371
Percentage Change	0.00%	0.00%	5.13%	5.00%	N/A	5.00%



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Economic Development



Economic Development

Economic Development provides support for the County and regional areas through the following activities.

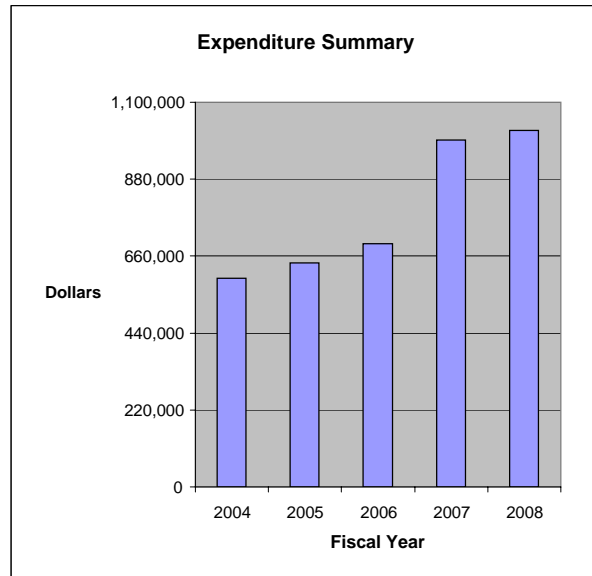
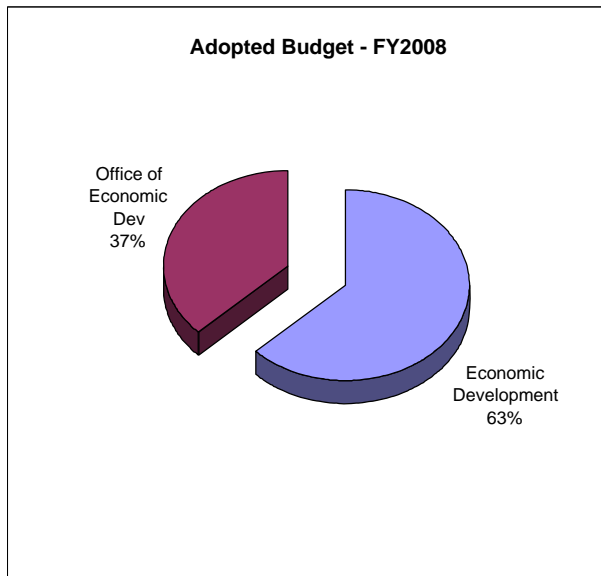
- ***Economic Development*** - provides support or serves as a liaison to the following organizations: Economic Development Authority, Hampton Roads Economic Development Alliance, Peninsula Council for Workforce Development, Peninsula Chamber of Commerce, Greater Williamsburg Chamber & Tourism Alliance, and the York County Chamber of Commerce.
- ***Office of Economic Development*** - promotes recruitment, expansion and retention of businesses, industries, and tourism throughout the County.

Economic Development

	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget	% Change Original 2007 / Adopted 2008
Expenditure by Activity:							
Economic Development	306,150	351,250	381,733	646,078	646,078	639,865	-0.96%
Office of Economic Dev	291,110	289,362	314,000	345,463	345,463	379,779	9.93%
Total Expenditures	597,260	640,612	695,733	991,541	991,541	1,019,644	2.83%
Expenditure By Category:							
Personnel Services	205,282	224,383	236,630	259,253	259,253	288,854	11.42%
Contractual Services	10,667	16,705	18,068	27,550	22,755	28,270	2.61%
Internal Services	8,665	7,986	5,321	9,550	9,550	9,170	-3.98%
Other Charges	22,833	35,516	47,475	44,725	49,520	48,600	8.66%
Materials & Supplies	2,384	3,059	2,909	2,485	2,485	2,485	0.00%
Capital Outlay	41,279	1,713	3,597	1,900	1,900	2,400	26.32%
Contributions	306,150	351,250	381,733	396,078	396,078	389,865	-1.57%
Economic Development	-	-	-	250,000	250,000	250,000	0.00%
Total Expenditures	597,260	640,612	695,733	991,541	991,541	1,019,644	2.83%

% of Total FY2008
Funding Sources

Funding Sources:							
Local/State Non-Categorical	597,260	640,612	695,733	991,541	991,541	1,019,644	100.00%
Total Funding Sources	597,260	640,612	695,733	991,541	991,541	1,019,644	100.00%



Economic Development

This activity provides support for the following programs:

Economic Development Authority (EDA): The EDA is an authority that was established under the Industrial Development and Revenue Bond Act – Code of Virginia. The EDA has the responsibility to promote industry and develop trade by inducing manufacturing, industrial and commercial enterprises to locate or to remain in the County.

Hampton Roads Economic Development Alliance: The Alliance’s mission is “To attract a high quality of employment and taxable investments to the region; facilitate a regional, business-driven development system; leverage the region’s technology assets; retain/expand the existing businesses; and finance local business start-ups and expansion.”

Peninsula Council for Workforce Development: The mission of the Council is “The facilitation of a regional, business-driven workforce development system.”

Peninsula Chamber of Commerce (Chamber): The mission of the Chamber is “To promote the economic and business interest of the Virginia Peninsula.” The Chamber works to advance the positive economic, industrial, professional, cultural and civic welfare of the cities of Hampton, Newport News and Poquoson and the counties of York and James City.

Greater Williamsburg Chamber and Tourism Alliance: The Greater Williamsburg Chamber and Tourism Alliance is business people united to enhance, promote, and serve the business community by providing the leadership needed to strengthen the community’s economic base and quality of life. The Alliance seeks to increase tourism industry sales, tourism industry employment, and local tax revenues by conducting community-wide cooperative marketing programs that sell the Historic Triangle as a vacation and convention destination.

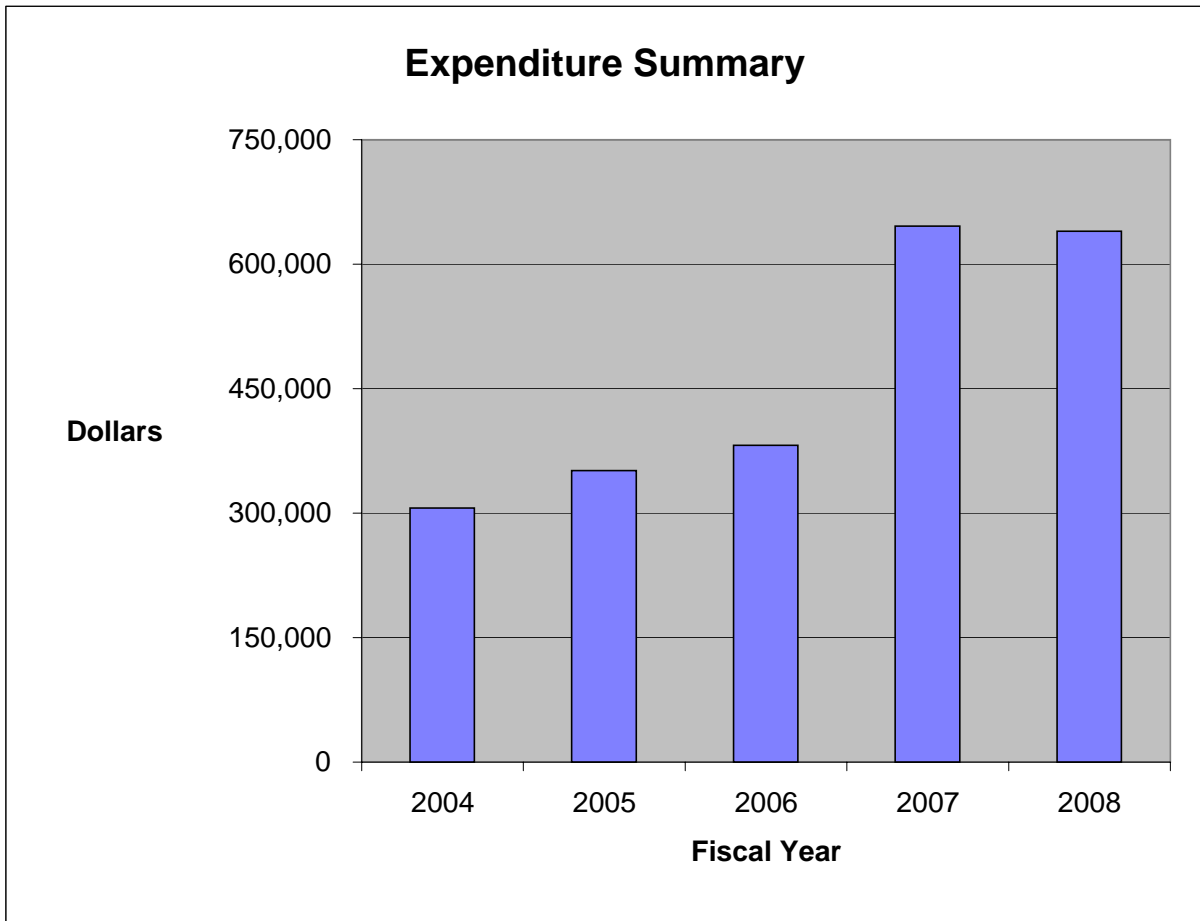
Economic Development Fund: This fund was established for large economic development projects and incentives.

York County Chamber of Commerce: The vision of the Chamber is “*To be a full and active business sector in a “Competitive Community.”*”

Budget Issues for FY2008:

- A minimal increase is provided for the EDA’s operating costs.
- A decrease in the contribution to the Hampton Roads Economic Development Alliance and the Peninsula Council for Workforce Development is based on the agencies’ respective requests.
- The funding to the Greater Williamsburg Chamber and Tourism Alliance is formula driven and represents 8% of the anticipated lodging tax revenue.
- Funding for all other contributions is level with FY2007.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50915 Economic Development						
Contributions	306,150	351,250	381,733	396,078	396,078	389,865
Economic Development	-	-	-	250,000	250,000	250,000
Activity Total	<u>306,150</u>	<u>351,250</u>	<u>381,733</u>	<u>646,078</u>	<u>646,078</u>	<u>639,865</u>
Percentage Change	-6.11%	14.73%	8.68%	69.25%	N/A	-0.96%



Office of Economic Development

Mission:

The mission of the Office of Economic Development is to create a diverse economic base by the aggressive recruitment, expansion and retention of businesses, industries and tourism, thus expanding the tax base and capital investment in the County and providing new employment opportunities for its citizens.

Goals:

- Generate a more balanced tax base for the County by increasing annually the percentage of total taxes generated by the County's commercial, industrial and tourism entities.
- Improve the reality and perception, by new and existing businesses, of the County's commitment to encouraging and assisting with the expansion of commercial and industrial investment in the County.
- Develop and implement marketing strategies that will result in quality leads for new businesses in York County. Continue to maintain positive relationships with VEDP, HREDA and commercial real estate entities that will result in sustained prospect referrals.

Implementation Strategies for FY2008:

- Continue current efforts to establish public-private partnerships to develop and market targeted land tracts. Targeted areas include Busch Commerce Park, King's Creek Commerce Center and the Keener-Cupp-Berrane property.
- Develop a plan to acquire light industrial property through the EDA that can be marketed directly to growing small businesses. The York River Commerce Park would be a logical property to acquire first either incrementally or all at once.
- Coordinate with the EDA, Environmental and Development Services and YCCC (York County Chamber of Commerce) to recommend improvements in the permitting and plan review process and develop promotional efforts that will improve the perception of those processes in York County. Continue educational programs aimed at small businesses to facilitate their success and growth.
- Continue existing cooperative efforts with the Hampton Roads Economic Development Alliance and Virginia Economic Development Partnership with respect to marketing missions, trade shows and special events. Take proactive measures to ensure that York County is kept in the forefront of State and regional marketing staff's considerations when evaluating location options. Initiate new efforts to generate prospect leads without assistance from outside organizations.
- Continue to identify and utilize new technology to market York County and remain competitive for new commercial investment. Examples include: Site Selector, the Virtual Building Program, and web site upgrades.

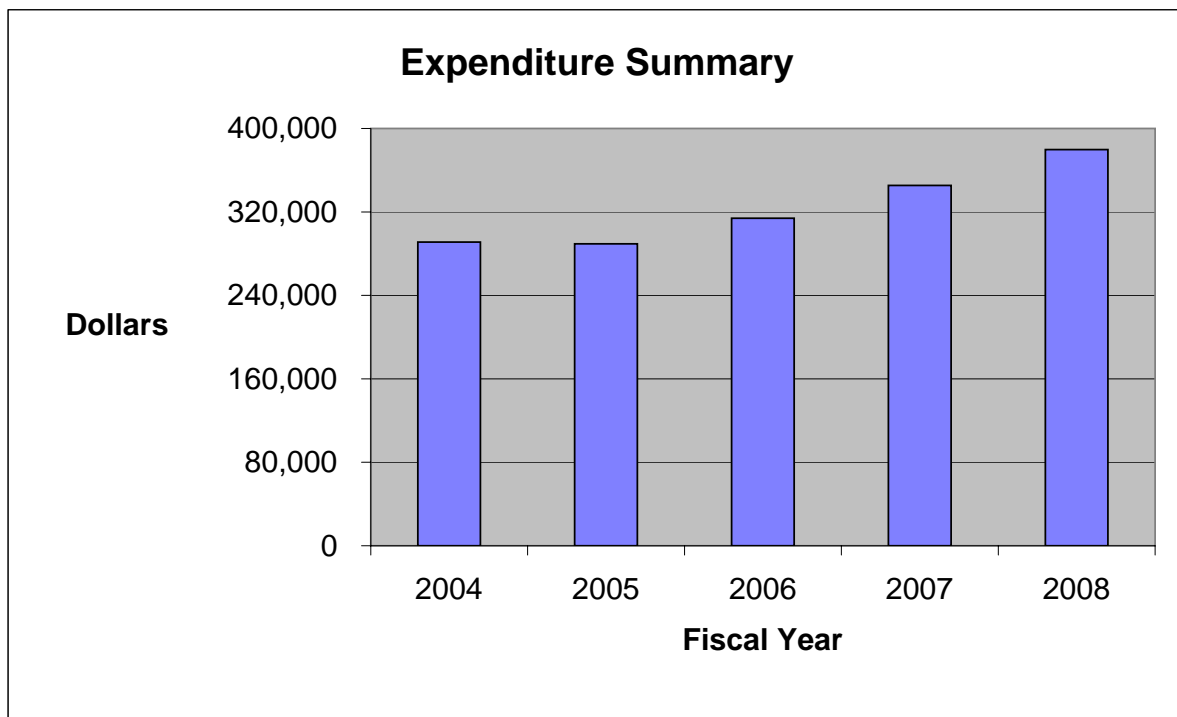
Budget Issues:

- In FY2006, increased funding was for printing a community profile, marketing charges and an upgrade to MS Office software.
- In FY2007, funding was for maintenance service contracts for equipment and marketing charges.
- For FY2008, funding is for marketing charges and the routine replacement of computers.

General Fund Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Actual Expenditures	FY2007 Original Budget	FY2007 Estimated Budget	FY2008 Adopted Budget
50920 Office of Economic Development						
Personnel Services	205,282	224,383	236,630	259,253	259,253	288,854
Contractual Services	10,667	16,705	18,068	27,550	22,755	28,270
Internal Services	8,665	7,986	5,321	9,550	9,550	9,170
Other Charges	22,833	35,516	47,475	44,725	49,520	48,600
Materials & Supplies	2,384	3,059	2,909	2,485	2,485	2,485
Capital Outlay	<u>41,279</u>	<u>1,713</u>	<u>3,597</u>	<u>1,900</u>	<u>1,900</u>	<u>2,400</u>
Activity Total	<u>291,110</u>	<u>289,362</u>	<u>314,000</u>	<u>345,463</u>	<u>345,463</u>	<u>379,779</u>
Percentage Change	10.03%	-0.60%	8.51%	10.02%	N/A	9.93%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>



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