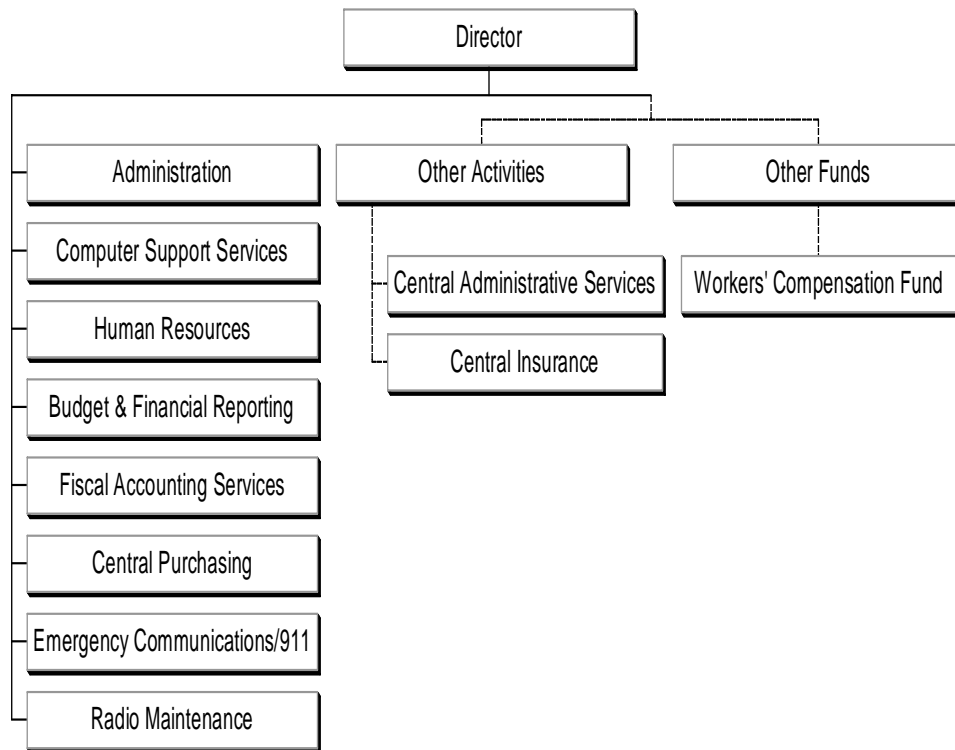


Financial & Management Services



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:

- **Administration** – oversees the activities within Financial & Management Services to provide accurate and timely information and services.
- **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.
- **Emergency Communications/911** - management of the Countywide Radio Communications system, operation of the Emergency Communications/911 Center including answering calls for assistance and dispatching for the Sheriff's Office, Department of Fire and Life Safety and the City of Poquoson Police and Fire Departments, as well as oversight of alarm systems for county buildings. (See Public Safety tab for detail budgets.)
- **Radio Maintenance** - technical support for radio networks, emergency and warning devices and county fire/intrusion alarm systems. (See Public Safety tab for detail budgets.)

Other Services:

- **Central Administrative Services** - 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.)

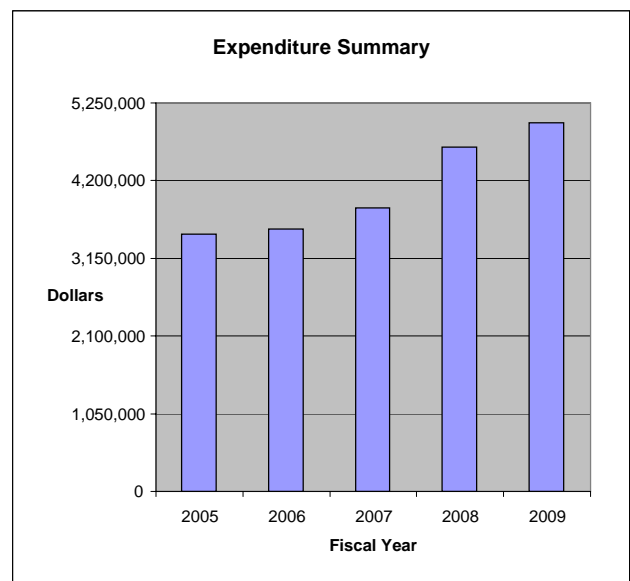
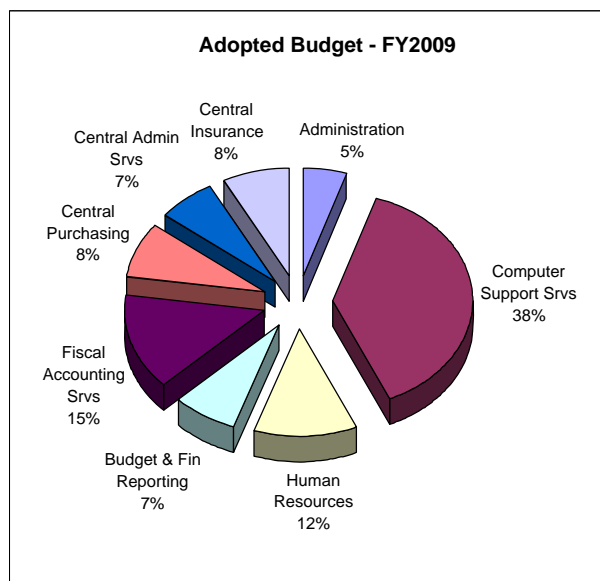
Financial & Management Services

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Expenditure by Activity: | | | | | | | |
| Administration | 175,257 | 190,260 | 202,973 | 239,696 | 233,996 | 243,229 | 1.47% |
| Computer Support Svcs | 1,096,544 | 1,157,785 | 1,291,086 | 1,645,733 | 1,664,841 | 1,909,973 | 16.06% |
| Human Resources | 456,942 | 480,366 | 535,073 | 569,899 | 569,899 | 596,984 | 4.75% |
| Budget & Fin Reporting | 253,420 | 272,025 | 300,256 | 354,785 | 362,344 | 371,644 | 4.75% |
| Fiscal Accounting Svcs | 550,181 | 614,117 | 660,558 | 720,717 | 720,717 | 728,683 | 1.11% |
| Central Purchasing | 354,053 | 361,665 | 387,386 | 413,402 | 413,402 | 402,288 | -2.69% |
| Central Admin Svcs | 280,472 | 188,539 | 153,017 | 315,913 | 310,946 | 340,456 | -7.77% |
| Central Insurance | 309,661 | 278,218 | 301,188 | 391,060 | 391,060 | 385,179 | -1.50% |
| Total Expenditures | 3,476,530 | 3,542,975 | 3,831,537 | 4,651,205 | 4,667,205 | 4,978,436 | 7.04% |

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Expenditure By Category: | | | | | | | |
| Personnel Services | 2,492,844 | 2,683,329 | 2,909,761 | 3,270,855 | 3,274,585 | 3,346,031 | 2.30% |
| Contractual Services | 289,998 | 214,424 | 281,462 | 375,880 | 386,234 | 445,770 | 18.59% |
| Internal Services | 51,634 | 46,161 | 40,678 | 63,115 | 62,615 | 62,401 | -1.13% |
| Other Charges | 497,807 | 500,751 | 509,859 | 749,355 | 749,880 | 767,299 | 2.39% |
| Materials & Supplies | 139,502 | 98,238 | 63,892 | 113,035 | 106,381 | 112,985 | -0.04% |
| Leases & Rentals | 17,564 | 16,796 | 14,160 | 18,750 | 47,894 | 46,615 | 148.61% |
| Capital Outlay | 201,768 | 171,214 | 149,705 | 289,700 | 256,831 | 397,855 | 37.33% |
| Grant Activity | - | - | 1,000 | - | - | - | 0.00% |
| Chargeouts | (214,587) | (187,938) | (138,980) | (229,485) | (217,215) | (200,520) | -12.62% |
| Total Expenditures | 3,476,530 | 3,542,975 | 3,831,537 | 4,651,205 | 4,667,205 | 4,978,436 | 7.04% |

% of Total FY2009
Funding Sources

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Funding Sources: | | | | | | | |
| Local/State Non-Categorical | 3,328,616 | 3,393,044 | 3,649,966 | 4,489,955 | 4,505,955 | 4,818,186 | 96.78% |
| Charges for Services | 80 | 1,082 | 19,179 | 16,250 | 16,250 | 15,250 | 0.31% |
| Fiscal Agent Fees | 147,834 | 148,849 | 162,392 | 145,000 | 145,000 | 145,000 | 2.91% |
| Total Funding Sources | 3,476,530 | 3,542,975 | 3,831,537 | 4,651,205 | 4,667,205 | 4,978,436 | 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 six divisions:

- Computer Support Services
- Human Resources
- Budget and Financial Reporting
- Fiscal Accounting Services
- Central Purchasing
- Emergency Communications/911
- Radio Maintenance

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.
- To provide communications, paging and dispatching services to County departments and agencies.

Implementation Strategies for FY2009:

- 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.

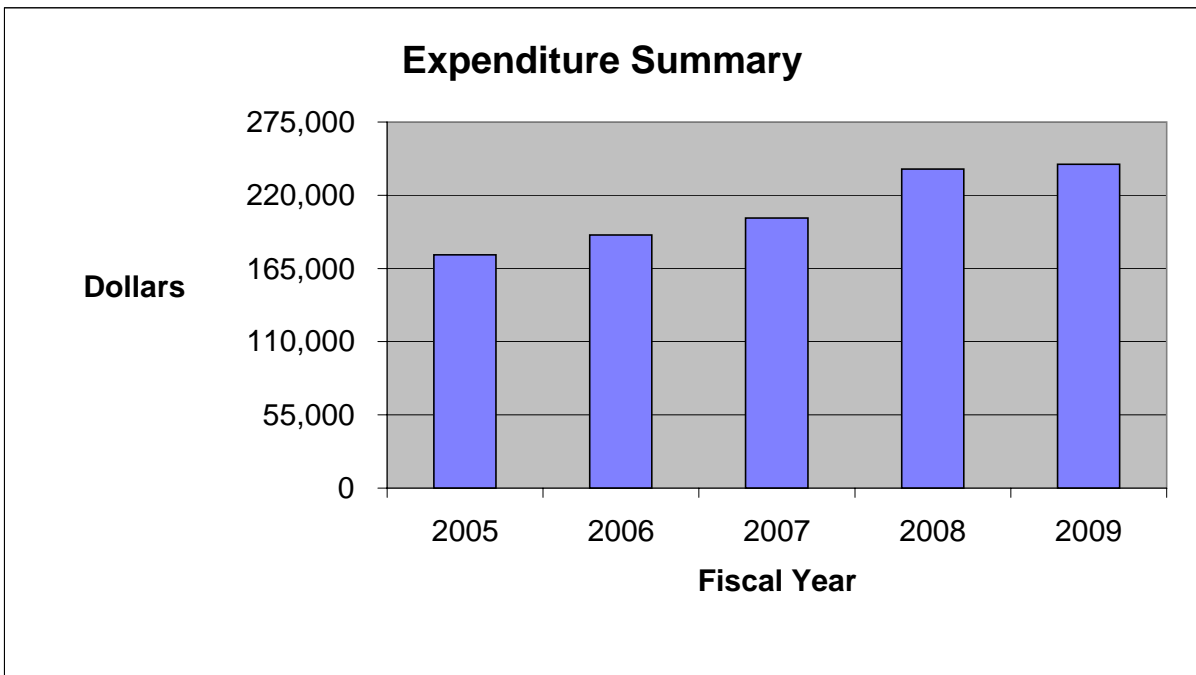
Budget Issues:

- 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.
- In FY2008, funding reflected the routine replacement of computers and printers.
- For FY2009, funding reflects increases for vehicle maintenance.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50119 Financial & Management Services Administration | | | | | | |
| Personnel Services | 156,248 | 165,937 | 181,201 | 212,451 | 212,451 | 208,614 |
| Contractual Services | 1,260 | 681 | - | - | - | - |
| Internal Services | 7,997 | 9,258 | 8,377 | 10,695 | 10,695 | 18,050 |
| Other Charges | 6,716 | 8,510 | 10,424 | 8,250 | 8,250 | 10,415 |
| Materials & Supplies | 1,945 | 3,617 | 2,971 | 2,500 | 2,500 | 2,650 |
| Capital Outlay | 1,091 | 2,257 | - | 5,800 | 100 | 3,500 |
| Activity Total | <u>175,257</u> | <u>190,260</u> | <u>202,973</u> | <u>239,696</u> | <u>233,996</u> | <u>243,229</u> |
| Percentage Change | -7.69% | 8.56% | 6.68% | 18.09% | N/A | 1.47% |

FTE's

| | | | | | | |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Management | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 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>2.00</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 website; coordinate and chair the website development team ensuring timely updates of information, as well as, a consistent web page layout.

Implementation Strategies for FY2009:

- Continue to 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.
- Upgrade the network operating system to Windows server 2008 and upgrade the E-mail system to Exchange 2007.

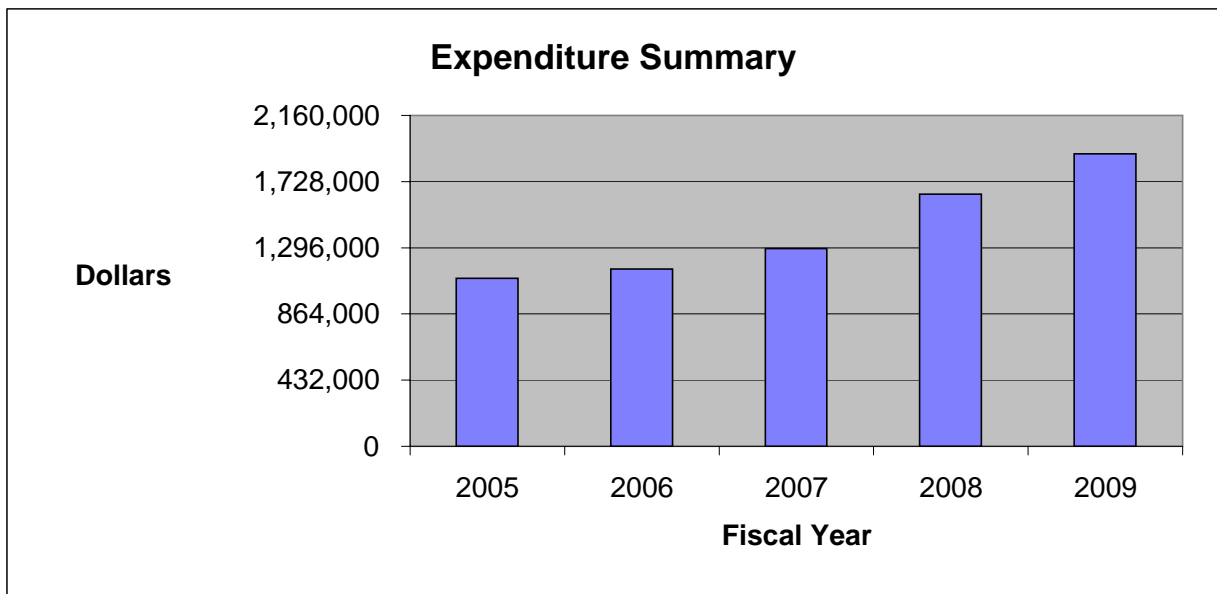
Budget Issues:

- 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.
- In FY2008, funding reflected the renewal of maintenance contracts, the shifting of TLS charges from the Division of Telecommunications, and increases in network maintenance costs.
- For FY2009, funding reflects an internet vulnerability and intrusion analysis, on-line network training for employees, the continuation of the network storage lease, replacement of Microsoft Active Directory domain controllers, and replacing the 2003 e-mail system with the 2007 version.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50121 Computer Support Services | | | | | | |
| Personnel Services | 859,007 | 926,935 | 1,004,029 | 1,153,748 | 1,157,478 | 1,201,388 |
| Contractual Services | 86,673 | 55,586 | 105,358 | 142,120 | 152,544 | 158,650 |
| Internal Services | 7,680 | 7,241 | 12,082 | 14,480 | 14,480 | 13,550 |
| Other Charges | 45,819 | 74,378 | 55,488 | 170,185 | 170,185 | 193,485 |
| Materials & Supplies | 20,998 | 27,131 | 17,735 | 22,200 | 22,200 | 22,200 |
| Leases & Rentals | - | - | - | - | 28,894 | 28,895 |
| Capital Outlay | 98,436 | 86,260 | 101,767 | 159,000 | 122,790 | 291,805 |
| Chargeouts | <u>(22,069)</u> | <u>(19,746)</u> | <u>(5,373)</u> | <u>(16,000)</u> | <u>(3,730)</u> | <u>-</u> |
| Activity Total | <u>1,096,544</u> | <u>1,157,785</u> | <u>1,291,086</u> | <u>1,645,733</u> | <u>1,664,841</u> | <u>1,909,973</u> |
| Percentage Change | 10.90% | 5.58% | 11.51% | 27.47% | N/A | 16.06% |

FTE's

| | | | | | | |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Management | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Professional/Technical | 12.00 | 12.00 | 13.00 | 13.00 | 13.00 | 13.00 |
| Admin/Clerical | <u>1.50</u> | <u>1.50</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> |
| Total | <u>14.50</u> | <u>14.50</u> | <u>15.00</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, and 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 FY2009:

- 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 succession planning initiatives by creating an action plan, identifying target groups and conducting assessments.

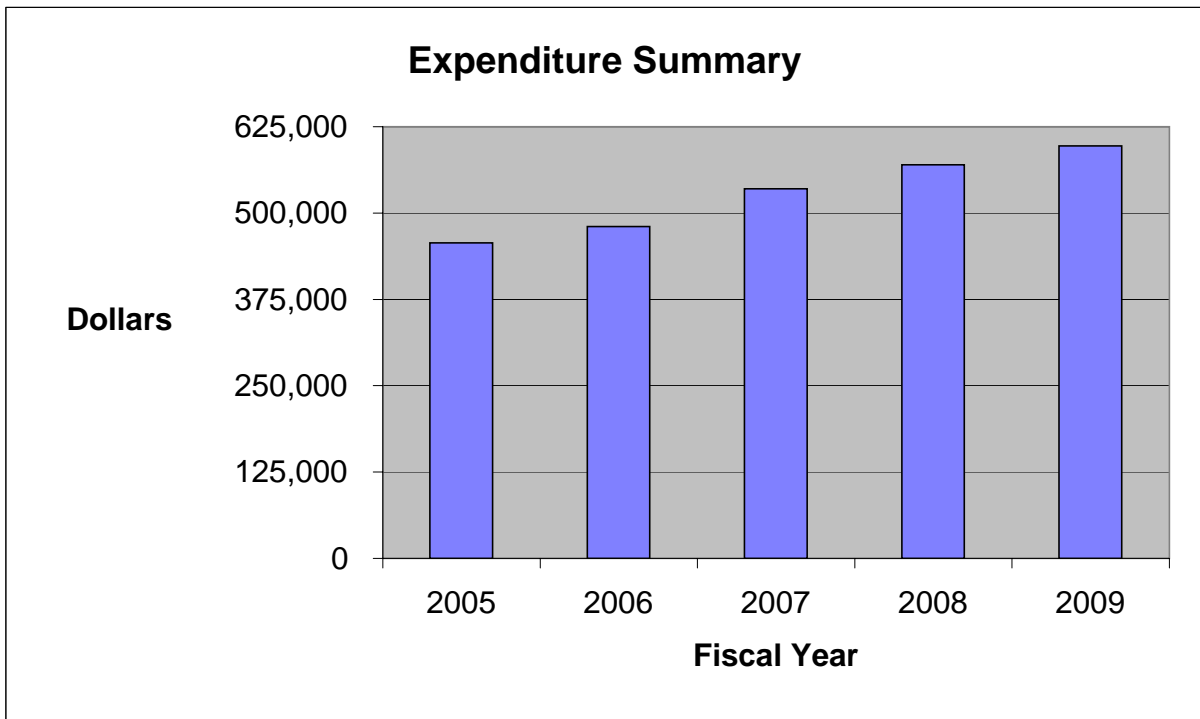
Budget Issues:

- 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.
- In FY2008, funding reflected the addition of work-as-required staff.
- For FY2009, funding reflects increases for advertising.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50122 Human Resources | | | | | | |
| Personnel Services | 360,297 | 389,181 | 422,747 | 455,619 | 455,619 | 470,262 |
| Contractual Services | 30,197 | 21,619 | 33,739 | 38,150 | 38,150 | 53,250 |
| Internal Services | 1,597 | 1,325 | 1,021 | 3,180 | 3,180 | 472 |
| Other Charges | 57,455 | 58,785 | 55,973 | 61,100 | 61,100 | 61,300 |
| Materials & Supplies | 5,838 | 5,766 | 7,886 | 5,850 | 5,850 | 5,700 |
| Capital Outlay | 1,558 | 3,690 | 13,707 | 6,000 | 6,000 | 6,000 |
| Activity Total | <u>456,942</u> | <u>480,366</u> | <u>535,073</u> | <u>569,899</u> | <u>569,899</u> | <u>596,984</u> |
| Percentage Change | 11.81% | 5.13% | 11.39% | 6.51% | N/A | 4.75% |

FTE's

| | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Management | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Professional/Technical | 3.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Admin/Clerical | 1.50 | 0.50 | 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 FY2009:

- 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.

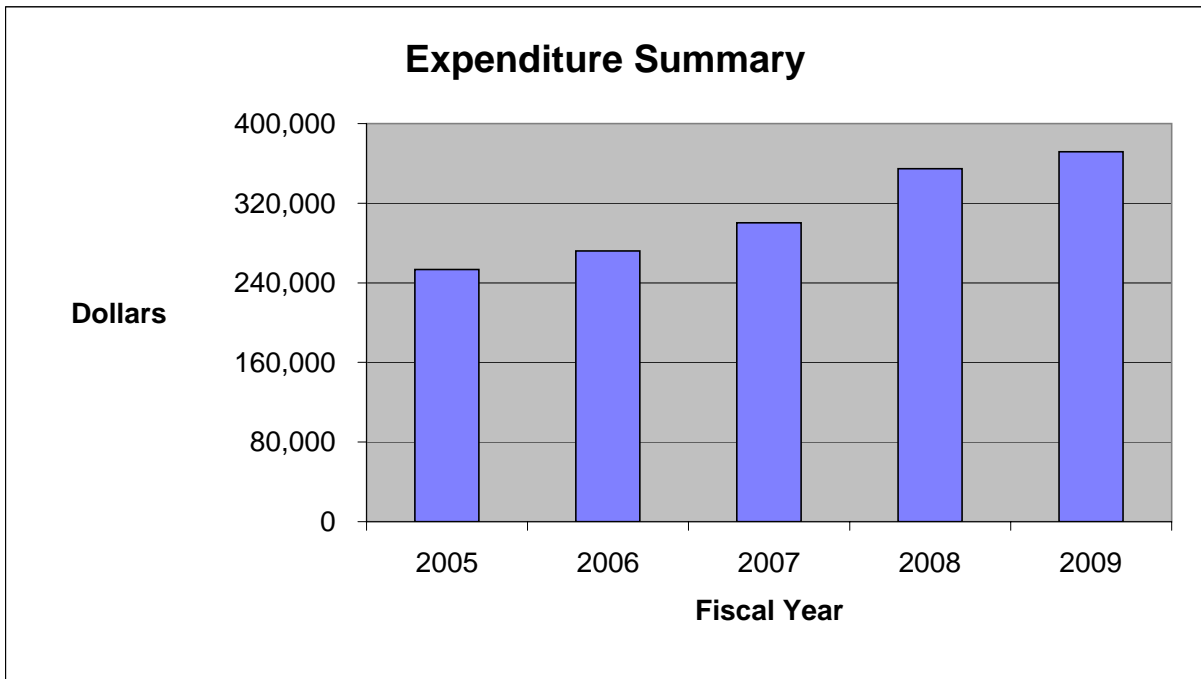
Budget Issues:

- In 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.
- For FY2009, there are no significant changes.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50124 Budget & Financial Reporting | | | | | | |
| Personnel Services | 235,728 | 254,462 | 287,077 | 331,660 | 331,660 | 348,283 |
| Contractual Services | 4,863 | 4,414 | 3,664 | 6,450 | 6,140 | 6,550 |
| Internal Services | 4,405 | 3,761 | 2,446 | 5,875 | 5,375 | 4,911 |
| Other Charges | 4,048 | 3,628 | 2,773 | 5,150 | 5,675 | 6,250 |
| Materials & Supplies | 2,726 | 4,028 | 2,758 | 4,150 | 4,150 | 4,150 |
| Capital Outlay | 1,650 | 1,732 | 1,538 | 1,500 | 9,344 | 1,500 |
| Activity Total | <u>253,420</u> | <u>272,025</u> | <u>300,256</u> | <u>354,785</u> | <u>362,344</u> | <u>371,644</u> |
| Percentage Change | 8.88% | 7.34% | 10.38% | 18.16% | N/A | 4.75% |

FTE's

| | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Management | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Professional/Technical | 2.00 | 2.75 | 3.00 | 3.00 | 3.00 | 3.00 |
| Admin/Clerical | 0.75 | - | - | - | - | - |
| Total | <u>3.75</u> | <u>3.75</u> | <u>4.00</u> | <u>4.00</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, mail 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 FY2009:

- To encourage vendors and employees to sign up for direct deposit.
- To expand the use by other departments of the accounts payable web link for imaged vendor payment documents.
- To explore Kronos options for electronic leave requests and expand the use of EPayroll to include electronic W-2's.
- To encourage a single umbrella for grants financial reporting.
- 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.

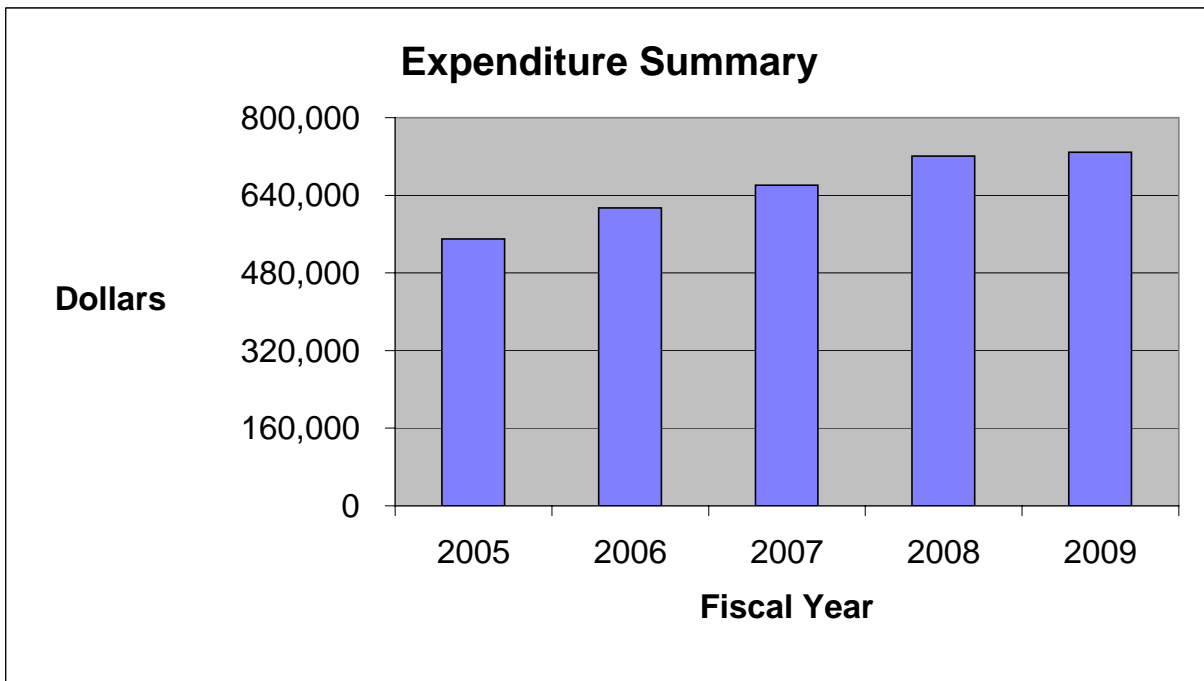
Budget Issues:

- 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 FY2009, funding reflects the routine replacement of computers.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50125 Fiscal Accounting Services | | | | | | |
| Personnel Services | 494,231 | 542,222 | 605,932 | 654,447 | 654,447 | 660,981 |
| Contractual Services | 4,565 | 6,457 | 5,127 | 5,850 | 5,850 | 8,150 |
| Internal Services | 27,352 | 23,215 | 15,638 | 26,780 | 26,780 | 24,252 |
| Other Charges | 11,334 | 13,371 | 15,132 | 18,760 | 18,760 | 16,620 |
| Materials & Supplies | 9,339 | 17,058 | 9,666 | 10,380 | 10,380 | 10,380 |
| Capital Outlay | 3,360 | 11,794 | 8,063 | 4,500 | 4,500 | 8,300 |
| Grant Activity | - | - | 1,000 | - | - | - |
| Activity Total | <u>550,181</u> | <u>614,117</u> | <u>660,558</u> | <u>720,717</u> | <u>720,717</u> | <u>728,683</u> |
| Percentage Change | 11.96% | 11.62% | 7.56% | 9.11% | N/A | 1.11% |

FTE's

| | | | | | | |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Management | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Professional/Technical | 8.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |
| Admin/Clerical | <u>1.50</u> | <u>1.50</u> | <u>1.50</u> | <u>1.50</u> | <u>1.50</u> | <u>1.50</u> |
| Total | <u>10.50</u> | <u>11.50</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 FY2009:

- 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 (now imaging purchase orders, requisitions, and formal bids). Begin to develop electronic medium as the preferred method of “filing” (i.e. retraining staff to begin thinking in terms of eliminating physical files).

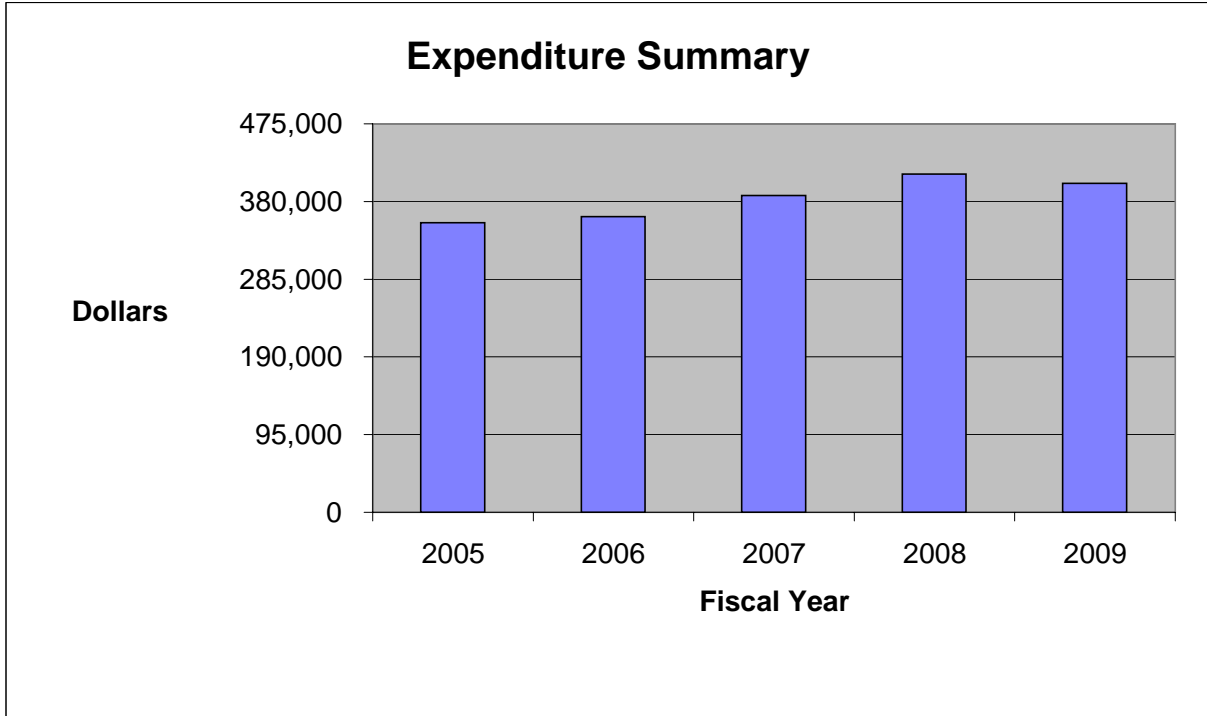
Budget Issues:

- 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.
- In FY2008, funding was for the 1-year renewal of Microsoft LiveMeeting Service and for the replacement of a fax machine.
- For FY2009, there are no significant changes.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50129 Central Purchasing | | | | | | |
| Personnel Services | 327,820 | 340,435 | 357,399 | 382,192 | 382,192 | 375,227 |
| Contractual Services | 5,757 | 987 | 4,354 | 8,350 | 8,350 | 6,490 |
| Internal Services | 2,603 | 1,361 | 1,114 | 2,105 | 2,105 | 1,166 |
| Other Charges | 10,083 | 10,638 | 10,111 | 11,550 | 11,550 | 12,150 |
| Materials & Supplies | 5,042 | 5,721 | 4,598 | 4,105 | 4,105 | 4,505 |
| Capital Outlay | 2,748 | 2,523 | 9,810 | 5,100 | 5,100 | 2,750 |
| Activity Total | <u>354,053</u> | <u>361,665</u> | <u>387,386</u> | <u>413,402</u> | <u>413,402</u> | <u>402,288</u> |
| Percentage Change | 13.88% | 2.15% | 7.11% | 6.72% | N/A | -2.69% |

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 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 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 Administrative Services

Mission:

The Central Administrative 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, 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.

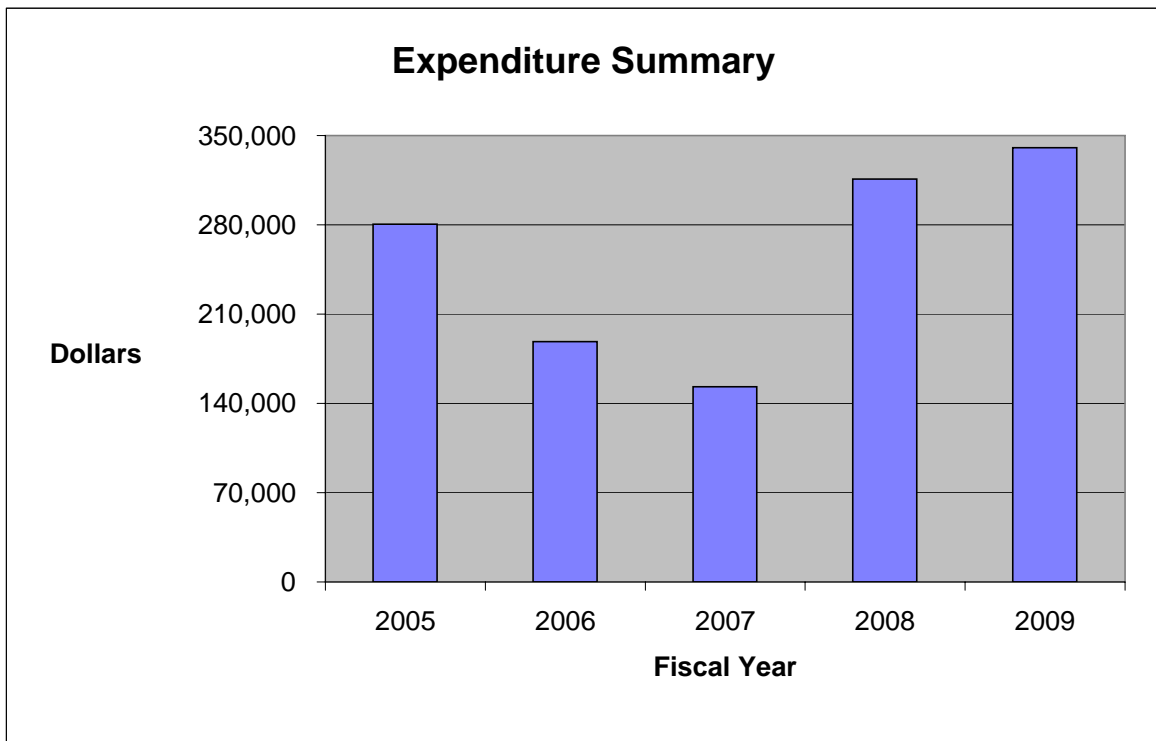
Implementation Strategies for FY2009:

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

Budget Issues:

- 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.
- For FY2009, funding reflects actuarial services for retiree healthcare and beach surveying.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50141 Central Administrative Services | | | | | | |
| Personnel Services | 59,513 | 64,157 | 51,376 | 80,738 | 80,738 | 81,276 |
| Contractual Services | 148,883 | 116,880 | 121,420 | 166,760 | 167,000 | 203,080 |
| Other Charges | 60,491 | 61,023 | 66,570 | 91,500 | 91,500 | 91,500 |
| Materials & Supplies | 93,614 | 34,917 | 18,278 | 63,850 | 57,196 | 63,400 |
| Leases & Rentals | 17,564 | 16,796 | 14,160 | 18,750 | 19,000 | 17,720 |
| Capital Outlay | 92,925 | 62,958 | 14,820 | 107,800 | 108,997 | 84,000 |
| Chargeouts | <u>(192,518)</u> | <u>(168,192)</u> | <u>(133,607)</u> | <u>(213,485)</u> | <u>(213,485)</u> | <u>(200,520)</u> |
| Activity Total | <u>280,472</u> | <u>188,539</u> | <u>153,017</u> | <u>315,913</u> | <u>310,946</u> | <u>340,456</u> |
| Percentage Change | 76.83% | -32.78% | -18.84% | 106.46% | N/A | 7.77% |



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.

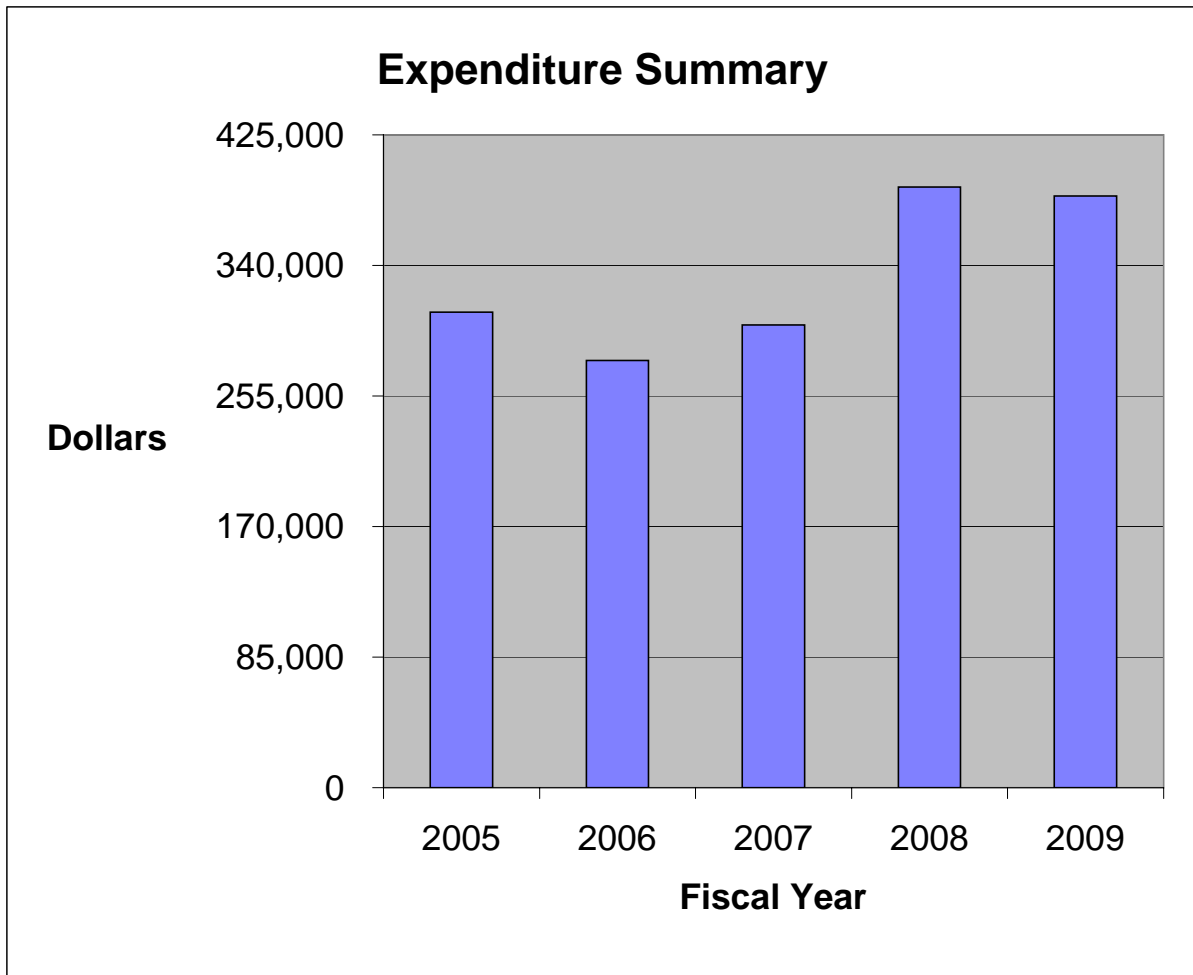
Implementation Strategies for FY2009:

- 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:

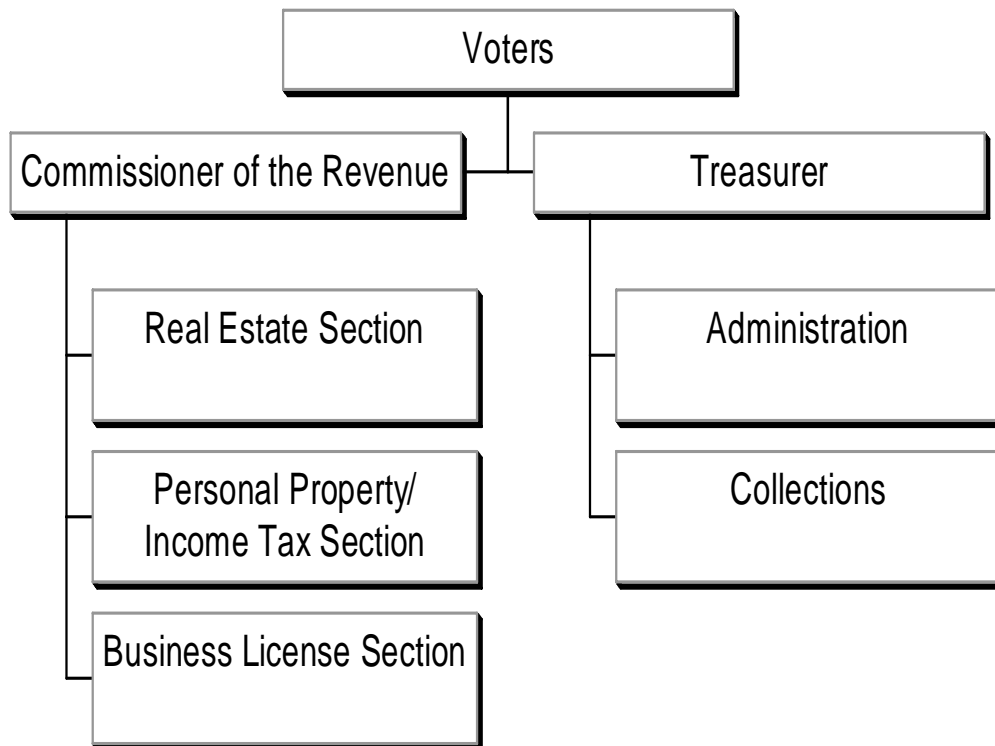
- In FY2005, funding was provided to support the increase in insurance costs.
- In FY2006, funding was for flood insurance and the addition of the new E911 center and the waterfront buildings. A reduction in workers' compensation premiums is due to adequate reserves in the Workers' Compensation Fund.
- In FY2008, funding was to provide support for the increase in insurance costs.
- For FY2009, funding reflects a decrease in worker's compensation premiums due to the accounting change of recognizing expenditure claims in the year occurred rather than the year paid.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|--------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50146 Central Insurance | | | | | | |
| Contractual Services | 7,800 | 7,800 | 7,800 | 8,200 | 8,200 | 9,600 |
| Other Charges | <u>301,861</u> | <u>270,418</u> | <u>293,388</u> | <u>382,860</u> | <u>382,860</u> | <u>375,579</u> |
| Activity Total | <u>309,661</u> | <u>278,218</u> | <u>301,188</u> | <u>391,060</u> | <u>391,060</u> | <u>385,179</u> |
| Percentage Change | 4.22% | -10.15% | 8.26% | 29.84% | N/A | -1.50% |



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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 weekly the vehicle records reported electronically by DMV; prepares the Personal Property Tax Returns to be used by the taxpayers to annually report taxable tangible PP & assess the applicable annual vehicle registration 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 Personal Property Tax Relief (PPTR), including the requirements enacted by the 2005 General Assembly, (audit of Federal schedules with regard to PPTR, 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, additional \$2.00 room tax, quarterly collection of Short Term Rental Tax, and track and report monthly payments of various state and local taxes paid by the businesses encompassed by the County's Community Development Authority accounts. 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

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|

Expenditure by Activity:

| | | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| Comm of the Revenue | 794,592 | 862,159 | 872,886 | 992,673 | 992,673 | 1,100,213 | 10.83% |
| Treasurer | 699,840 | 764,544 | 807,825 | 867,324 | 870,324 | 862,450 | -0.56% |
| Total Expenditures | 1,494,432 | 1,626,703 | 1,680,711 | 1,859,997 | 1,862,997 | 1,962,663 | 5.52% |

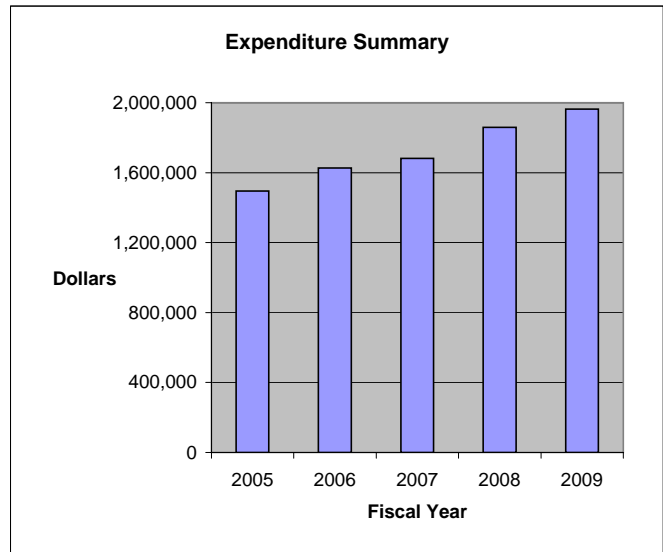
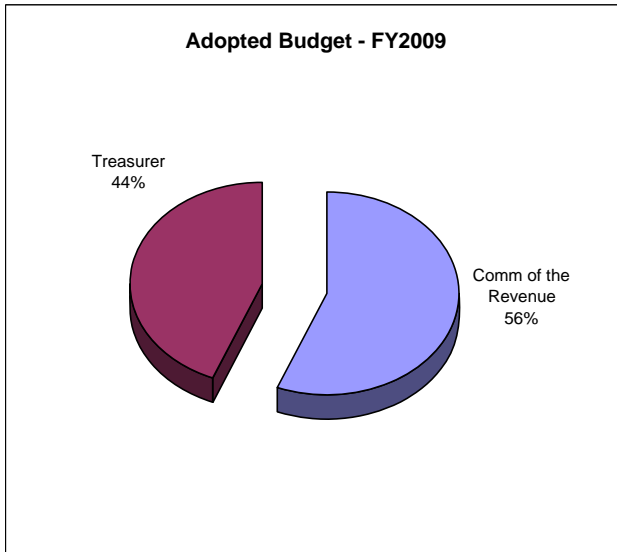
Expenditure By Category:

| | | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| Personnel Services | 1,225,563 | 1,337,823 | 1,391,419 | 1,540,127 | 1,540,127 | 1,647,087 | 6.94% |
| Contractual Services | 72,139 | 86,369 | 91,068 | 100,085 | 100,085 | 99,510 | -0.57% |
| Internal Services | 57,714 | 53,474 | 36,281 | 57,020 | 57,020 | 56,971 | -0.09% |
| Other Charges | 97,944 | 100,046 | 108,594 | 111,100 | 111,100 | 104,540 | -5.90% |
| Materials & Supplies | 25,742 | 36,976 | 24,547 | 32,770 | 32,730 | 31,010 | -5.37% |
| Leases & Rentals | 8,626 | 7,853 | 8,066 | 11,495 | 11,535 | 11,545 | 0.43% |
| Capital Outlay | 11,965 | 9,618 | 20,736 | 10,400 | 10,400 | 12,000 | 15.38% |
| Chargeouts | (5,261) | (5,456) | - | (3,000) | - | - | -100.00% |
| Total Expenditures | 1,494,432 | 1,626,703 | 1,680,711 | 1,859,997 | 1,862,997 | 1,962,663 | 5.52% |

% of Total FY2009
Funding Sources

Funding Sources:

| | | | | | | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| Local/State Non-Categorical | 1,165,001 | 1,276,505 | 1,292,182 | 1,514,960 | 1,514,960 | 1,567,032 | 79.84% |
| Charges for Services | - | - | 1,336 | - | 3,000 | - | 0.00% |
| State Comp Board | 329,431 | 350,198 | 387,193 | 345,037 | 345,037 | 395,631 | 20.16% |
| Total Funding Sources | 1,494,432 | 1,626,703 | 1,680,711 | 1,859,997 | 1,862,997 | 1,962,663 | 100.00% |



Commissioner of the Revenue

Mission:

The mission of the Commissioner of the Revenue is to accurately identify and assess all sources of revenue to which the County is entitled by law, and to provide friendly, equitable, and efficient service to taxpayers.

Goals:

- Image Real Estate historical property record cards to benefit the Real Estate Assessment Office, GIS as well as this office.
- Continue to identify and separate real estate parcels to correspond with GIS record(s).
- Elimination of Personal Property Tax filing requirements for vehicles, boats and trailers on items previously filed with this office.
- Continue to 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.
- Accurately identify and assess all sources of revenue as entitled by law.
- Continue to offer taxpayer access to BAI.NET for on-line filing and payment of taxes administered by this office.
- Ensure businesses compliance with filing and payment of 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.

Implementation Strategies for FY2009:

- Ensure fair and equitable administration of the Personal Property Tax Relief (PPTR) as modified in FY2007 by the General Assembly.
- Use flex schedules for employees in an effort to reduce overtime.
- Continue expanding the imaging process to include Real Estate historical property cards.
- Continue to audit various business accounts to ensure compliance with applicable taxes, and advance in a partnership with the Department of Taxation concerning audit of State Sales Tax for the benefit of both the County and the Commonwealth.
- Expand field visits based on high volume of northern county business development.
- Develop a program for the compilation and reporting of payments of various local & state taxes by County's new CDA, and for the assessing and billing of payment balances due to County for CDA repayment.
- 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.

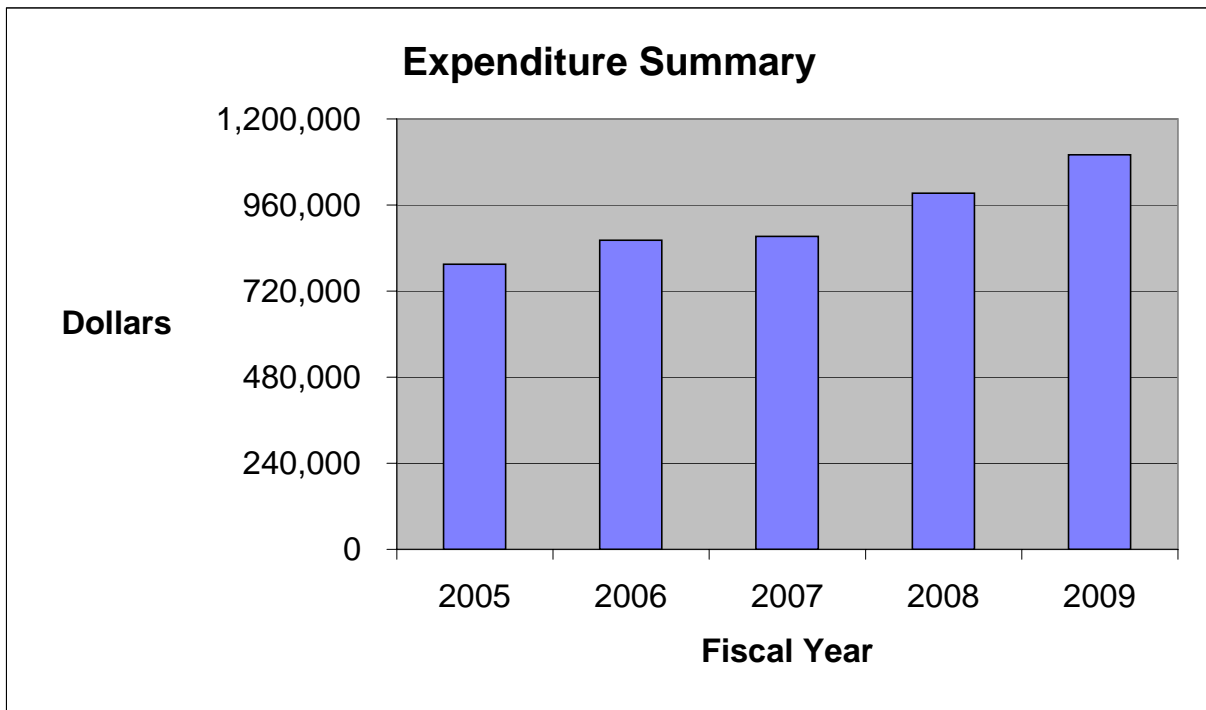
Budget Issues:

- In 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.
- In FY2008, funding reflected increases for postage, office supplies and the routine replacement of computers.
- For FY2009, funding reflects increases for vehicle maintenance and postage.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50126 Commissioner of the Revenue | | | | | | |
| Personnel Services | 692,113 | 749,871 | 767,513 | 861,938 | 861,938 | 966,593 |
| Contractual Services | 16,851 | 20,096 | 24,615 | 30,010 | 30,010 | 30,460 |
| Internal Services | 32,613 | 30,162 | 21,837 | 32,450 | 32,450 | 33,985 |
| Other Charges | 28,930 | 29,472 | 32,279 | 35,435 | 35,435 | 40,935 |
| Materials & Supplies | 11,062 | 19,746 | 12,570 | 15,920 | 15,920 | 14,220 |
| Leases & Rentals | 5,471 | 4,680 | 6,016 | 6,520 | 6,520 | 6,520 |
| Capital Outlay | <u>7,552</u> | <u>8,132</u> | <u>8,056</u> | <u>10,400</u> | <u>10,400</u> | <u>7,500</u> |
| Activity Total | <u>794,592</u> | <u>862,159</u> | <u>872,886</u> | <u>992,673</u> | <u>992,673</u> | <u>1,100,213</u> |
| Percentage Change | 7.76% | 8.50% | 1.24% | 13.72% | N/A | 10.83% |

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 | 7.00 | 7.00 |
| Admin/Clerical | <u>8.00</u> | <u>8.50</u> | <u>8.50</u> | <u>8.50</u> | <u>8.50</u> | <u>9.25</u> |
| Total | <u>15.00</u> | <u>15.50</u> | <u>15.50</u> | <u>15.50</u> | <u>16.50</u> | <u>17.25</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 FY2009:

- Business License & Excise Taxes available for on-line payment.
- Image office documentation for retrieval and archive.
- Implement Positive Pay services for all A/P & P/R checks.
- Continue to evaluate services and office processes.

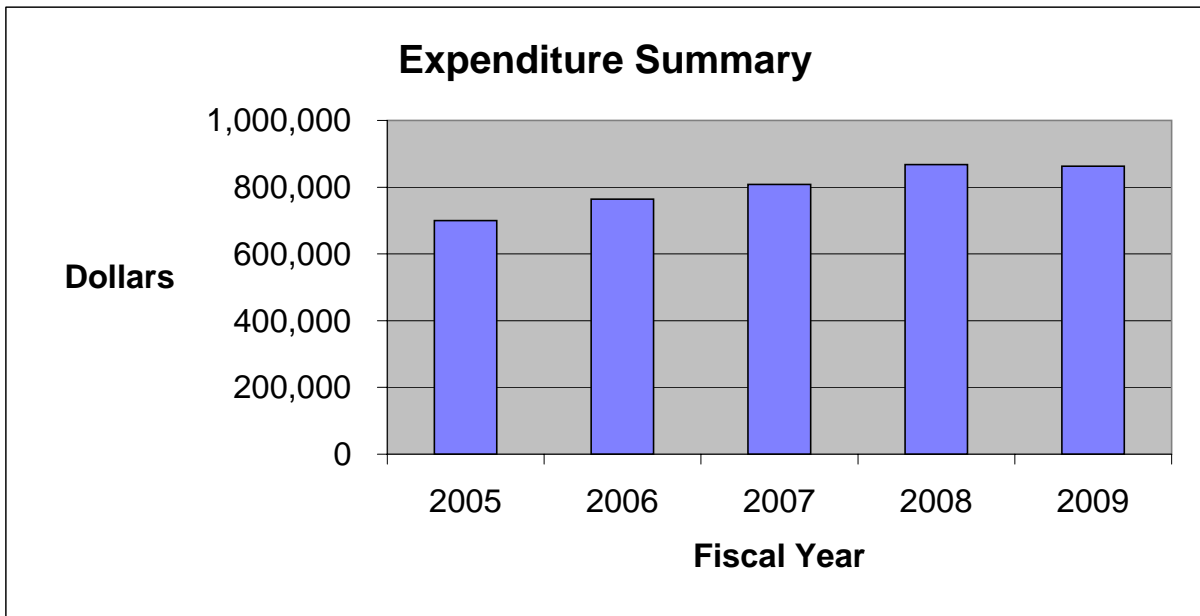
Budget Issues:

- 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.
- In FY2008, funding reflected increases for tax ticket printing and rising postage costs.
- For FY2009, funding reflects a decrease in printing and postage as a result of combining the vehicle registrations with the personal property bills.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|-----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50127 Treasurer | | | | | | |
| Personnel Services | 533,450 | 587,952 | 623,906 | 678,189 | 678,189 | 680,494 |
| Contractual Services | 55,288 | 66,273 | 66,453 | 70,075 | 70,075 | 69,050 |
| Internal Services | 25,101 | 23,312 | 14,444 | 24,570 | 24,570 | 22,986 |
| Other Charges | 69,014 | 70,574 | 76,315 | 75,665 | 75,665 | 63,605 |
| Materials & Supplies | 14,680 | 17,230 | 11,977 | 16,850 | 16,810 | 16,790 |
| Leases & Rentals | 3,155 | 3,173 | 2,050 | 4,975 | 5,015 | 5,025 |
| Capital Outlay | 4,413 | 1,486 | 12,680 | - | - | 4,500 |
| Chargeouts | <u>(5,261)</u> | <u>(5,456)</u> | <u>-</u> | <u>(3,000)</u> | <u>-</u> | <u>-</u> |
| Activity Total | <u>699,840</u> | <u>764,544</u> | <u>807,825</u> | <u>867,324</u> | <u>870,324</u> | <u>862,450</u> |
| Percentage Change | 5.30% | 9.25% | 5.66% | 7.37% | N/A | -0.56% |

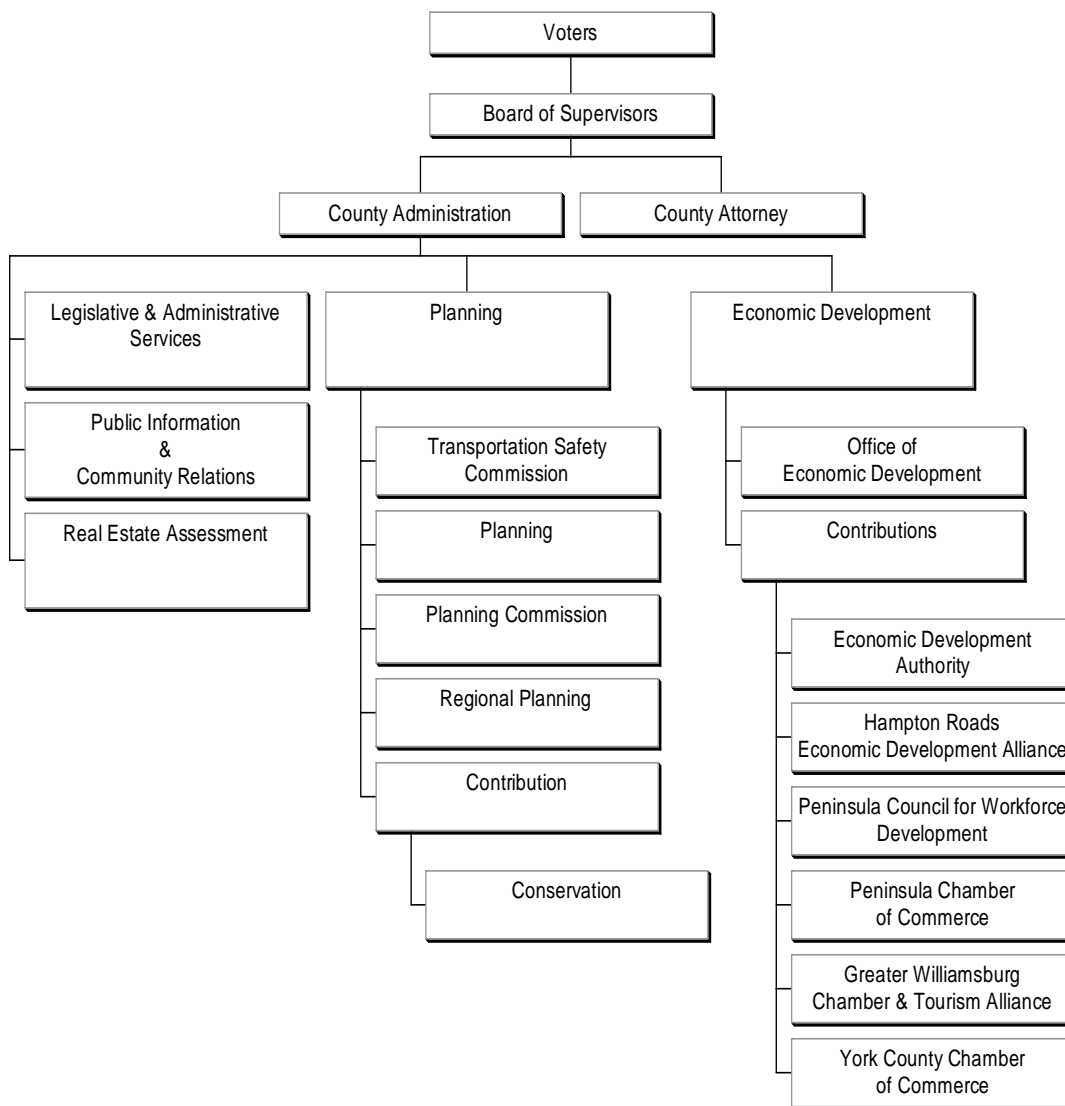
FTE's

| | | | | | | |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 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 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 FY2009:

- 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 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.
- In FY2008, funding was for the increased costs incurred during a reassessment year.
- For FY2009, funding reflects decreases as it is a non-reassessment year.

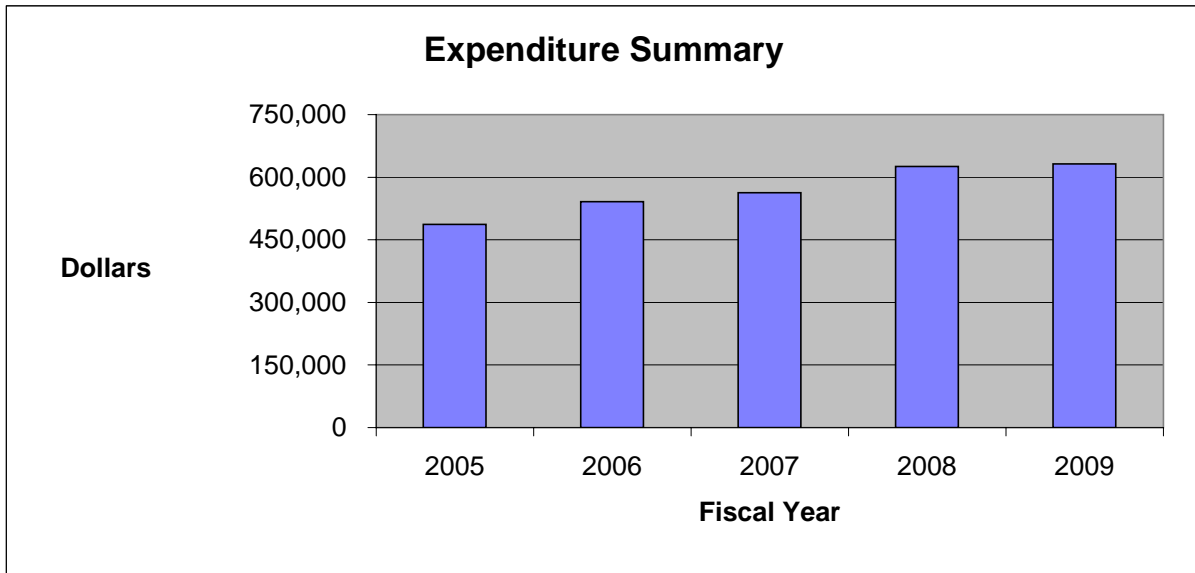
| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|-------------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50128 Real Estate Assessment | | | | | | |
| Personnel Services | 436,732 | 479,495 | 516,313 | 558,237 | 558,237 | 575,984 |
| Contractual Services | 10,009 | 12,401 | 12,564 | 14,200 | 14,200 | 10,400 |
| Internal Services | 12,586 | 14,135 | 15,236 | 15,780 | 15,780 | 16,266 |
| Other Charges | 6,975 | 18,193 | 7,749 | 24,000 | 24,000 | 13,000 |
| Materials & Supplies | 14,609 | 11,346 | 5,861 | 10,400 | 10,400 | 7,950 |
| Capital Outlay | 5,832 | 5,860 | 4,948 | 3,000 | 3,000 | 8,000 |
| Activity Total | <u>486,743</u> | <u>541,430</u> | <u>562,671</u> | <u>625,617</u> | <u>625,617</u> | <u>631,600</u> |
| Percentage Change | 9.05% | 11.24% | 3.92% | 11.19% | N/A | 0.96% |

Funding Sources:

| | | | | | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Local/State Non-Categorical | <u>486,743</u> | <u>541,430</u> | <u>562,671</u> | <u>625,617</u> | <u>625,617</u> | <u>631,600</u> |
| Total Funding Sources | <u>486,743</u> | <u>541,430</u> | <u>562,671</u> | <u>625,617</u> | <u>625,617</u> | <u>631,600</u> |

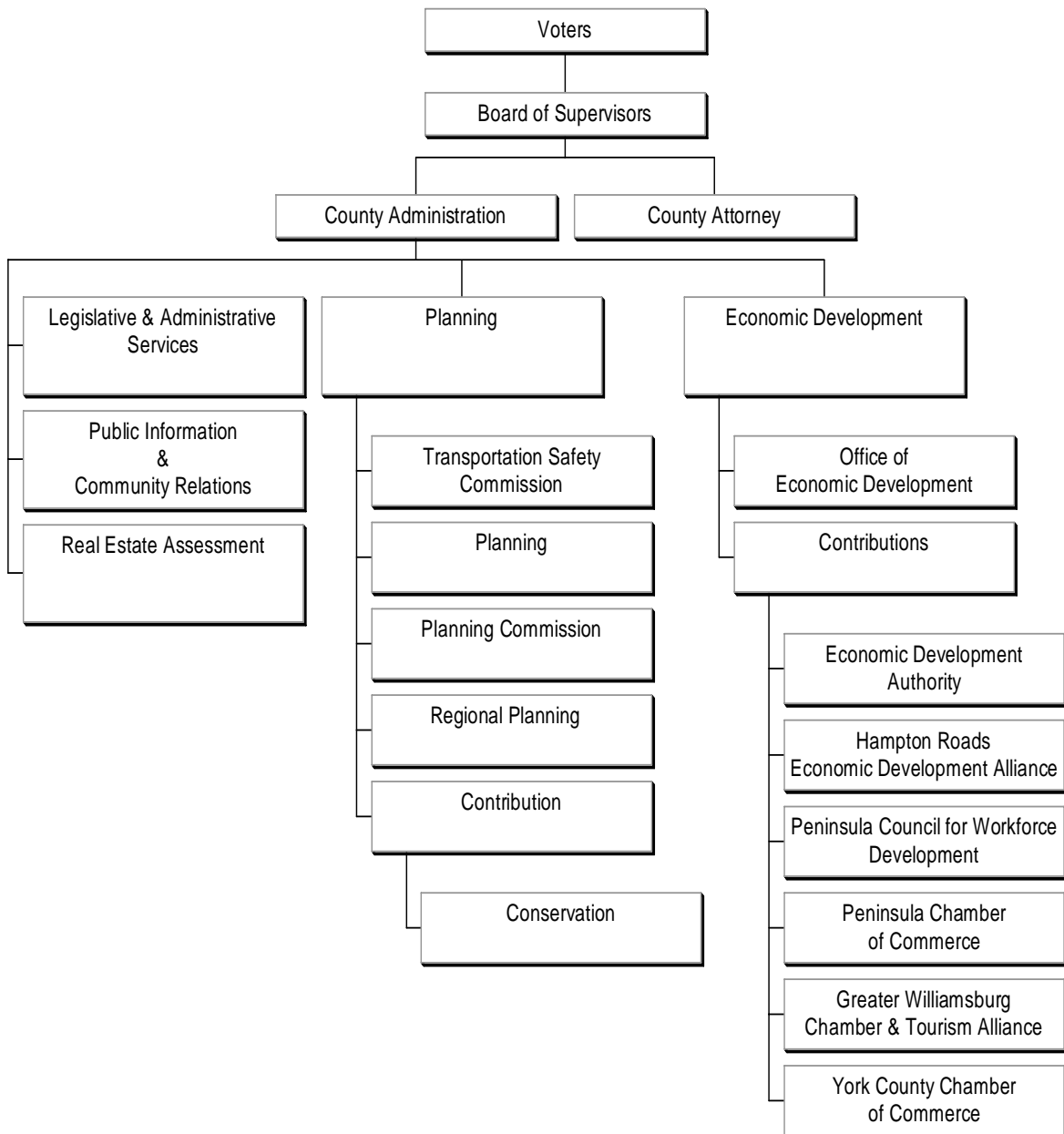
FTE's

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

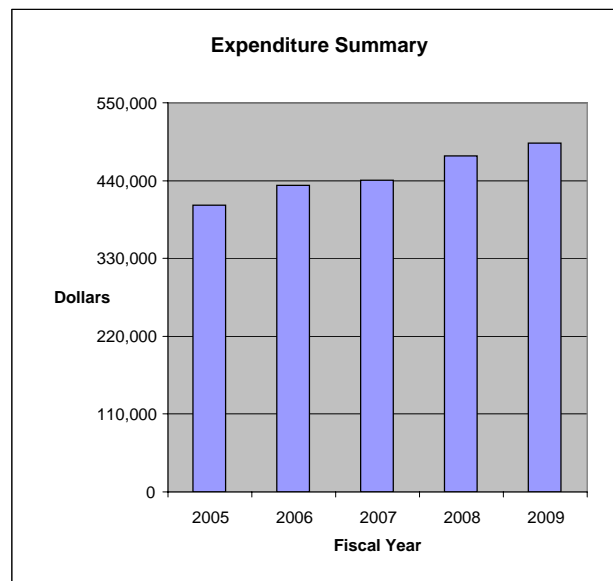
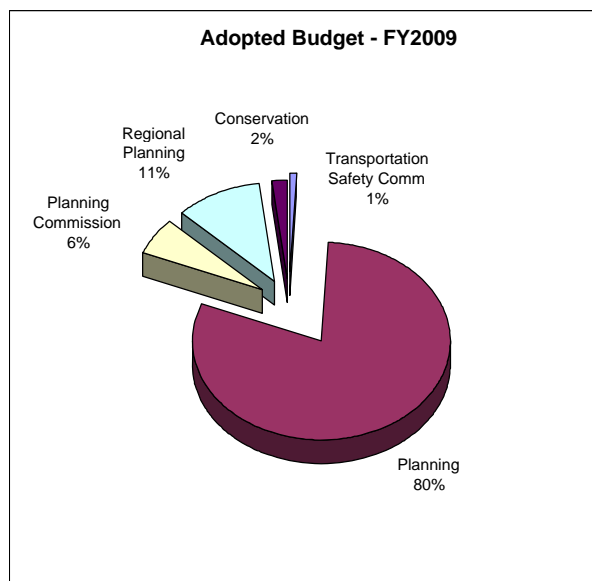
Planning

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Expenditure by Activity: | | | | | | | |
| Transportation Safety Comm | 587 | 336 | 886 | 2,400 | 2,400 | 4,350 | 81.25% |
| Planning | 342,247 | 347,257 | 358,306 | 378,897 | 378,897 | 395,821 | 4.47% |
| Planning Commission | 13,834 | 28,556 | 21,626 | 31,850 | 31,850 | 29,100 | -8.63% |
| Regional Planning | 40,561 | 48,708 | 50,840 | 51,992 | 51,992 | 53,566 | 3.03% |
| Conservation | 8,085 | 8,500 | 8,925 | 9,371 | 9,371 | 9,840 | 5.00% |
| Total Expenditures | 405,314 | 433,357 | 440,583 | 474,510 | 474,510 | 492,677 | 3.83% |

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Expenditure By Category: | | | | | | | |
| Personnel Services | 308,729 | 326,000 | 341,101 | 355,667 | 355,667 | 370,521 | 4.18% |
| Contractual Services | 30,021 | 31,758 | 17,748 | 31,380 | 31,380 | 38,550 | 22.85% |
| Internal Services | 2,782 | 3,438 | 3,361 | 4,150 | 4,150 | 1,600 | -61.45% |
| Other Charges | 7,518 | 6,238 | 9,152 | 9,950 | 9,950 | 11,350 | 14.07% |
| Materials & Supplies | 5,081 | 7,084 | 7,622 | 8,050 | 8,050 | 5,800 | -27.95% |
| Capital Outlay | 2,537 | 1,631 | 1,834 | 4,200 | 4,200 | 2,700 | -35.71% |
| Contributions | 48,646 | 57,208 | 59,765 | 61,113 | 61,113 | 62,156 | 1.71% |
| Total Expenditures | 405,314 | 433,357 | 440,583 | 474,510 | 474,510 | 492,677 | 3.83% |

% of Total FY2009
Funding Sources

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Funding Sources: | | | | | | | |
| Local/State Non-Categorical | 391,220 | 419,791 | 427,018 | 464,510 | 464,510 | 479,177 | 97.26% |
| Permits, Fees, Fines | 14,094 | 13,566 | 13,565 | 10,000 | 10,000 | 13,500 | 2.74% |
| Total Funding Sources | 405,314 | 433,357 | 440,583 | 474,510 | 474,510 | 492,677 | 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.

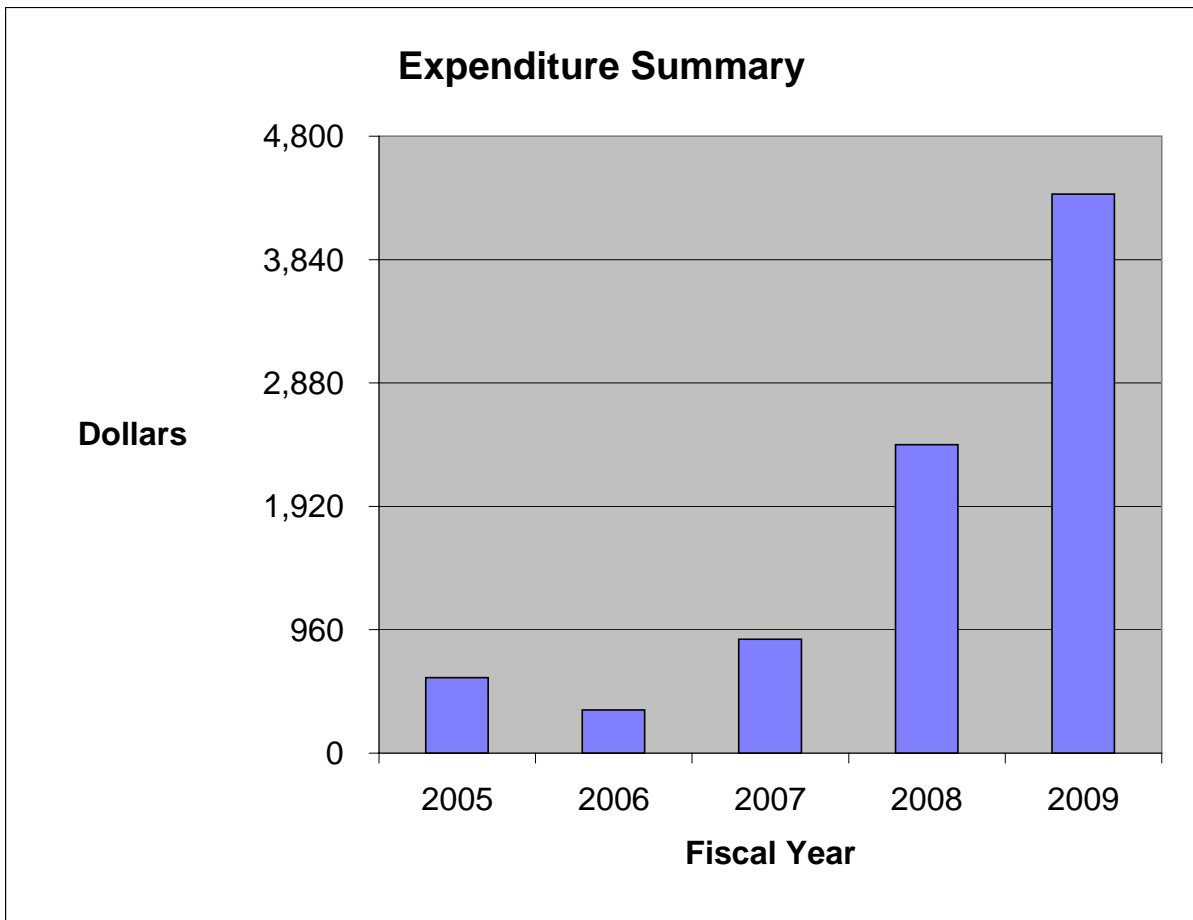
Implementation Strategies for FY2009:

- Assist the Sheriff's Office and other agencies with the implementation of the Photo Red program (use of photo-monitoring equipment for red light enforcement) as authorized by the Board of Supervisors on October 16, 2007 through the adoption of Ordinance 07-17.

Budget Issues:

- For FY2009, increased funding is to assist with the implementation of the Photo Red program.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50451 Transportation Safety Commission | | | | | | |
| Contractual Services | - | - | - | 1,300 | 1,300 | 3,300 |
| Internal Services | 53 | 17 | 54 | 100 | 100 | - |
| Other Charges | 103 | 37 | 245 | 200 | 200 | 300 |
| Materials & Supplies | <u>431</u> | <u>282</u> | <u>587</u> | <u>800</u> | <u>800</u> | <u>750</u> |
| Activity Total | <u>587</u> | <u>336</u> | <u>886</u> | <u>2,400</u> | <u>2,400</u> | <u>4,350</u> |
| Percentage Change | -31.66% | -42.76% | 163.69% | 170.88% | N/A | 81.25% |



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.

Implementation Strategies for FY2009:

- 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*.
- 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.

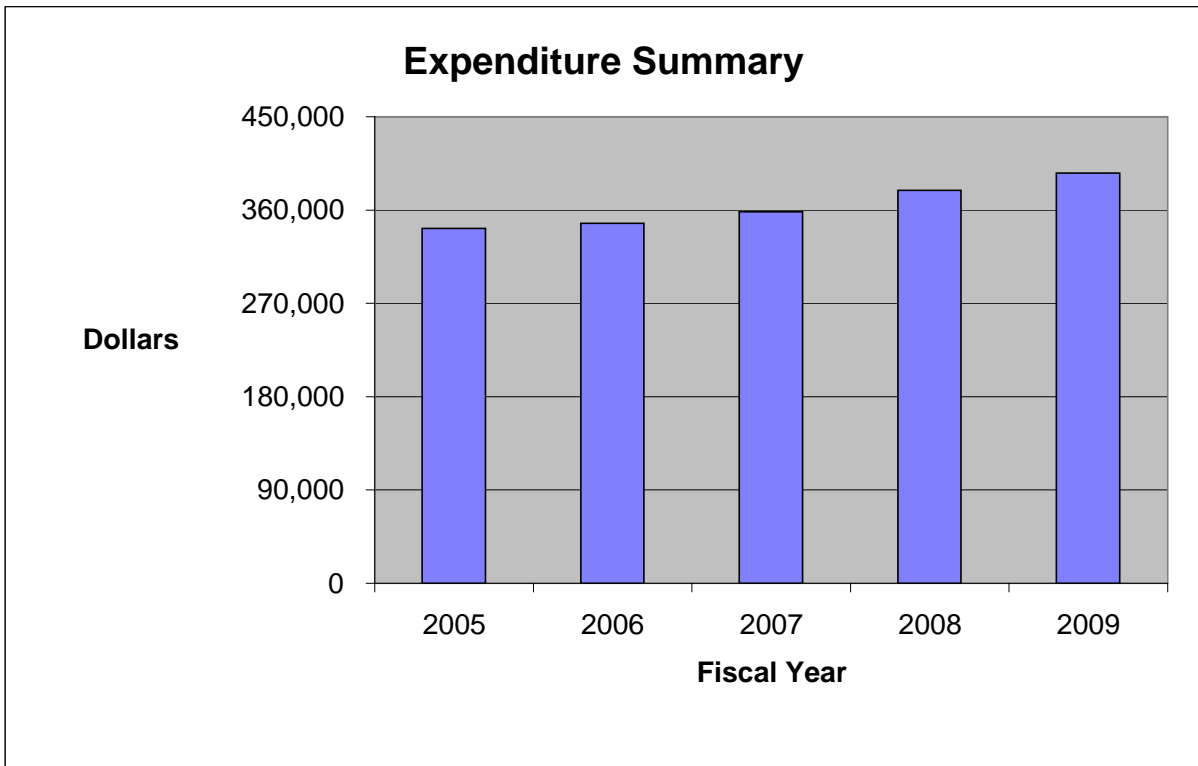
Budget Issues:

- 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 FY2008, funding reflected the routine replacement of computers.
- For FY2009, funding reflects an increase for a County-wide archeological survey and assessment.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50811 Planning | | | | | | |
| Personnel Services | 308,729 | 326,000 | 341,101 | 355,667 | 355,667 | 370,521 |
| Contractual Services | 21,438 | 8,180 | 1,536 | 4,980 | 4,980 | 9,250 |
| Internal Services | 1,171 | 1,004 | 1,826 | 2,000 | 2,000 | 1,550 |
| Other Charges | 4,264 | 4,160 | 6,126 | 6,350 | 6,350 | 7,900 |
| Materials & Supplies | 4,108 | 6,282 | 5,883 | 5,700 | 5,700 | 3,900 |
| Capital Outlay | <u>2,537</u> | <u>1,631</u> | <u>1,834</u> | <u>4,200</u> | <u>4,200</u> | <u>2,700</u> |
| Activity Total | <u>342,247</u> | <u>347,257</u> | <u>358,306</u> | <u>378,897</u> | <u>378,897</u> | <u>395,821</u> |
| Percentage Change | 8.60% | 1.46% | 3.18% | 5.75% | N/A | 4.47% |

FTE's

| | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Management | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Professional/Technical | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> |
| Total | <u>4.50</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.

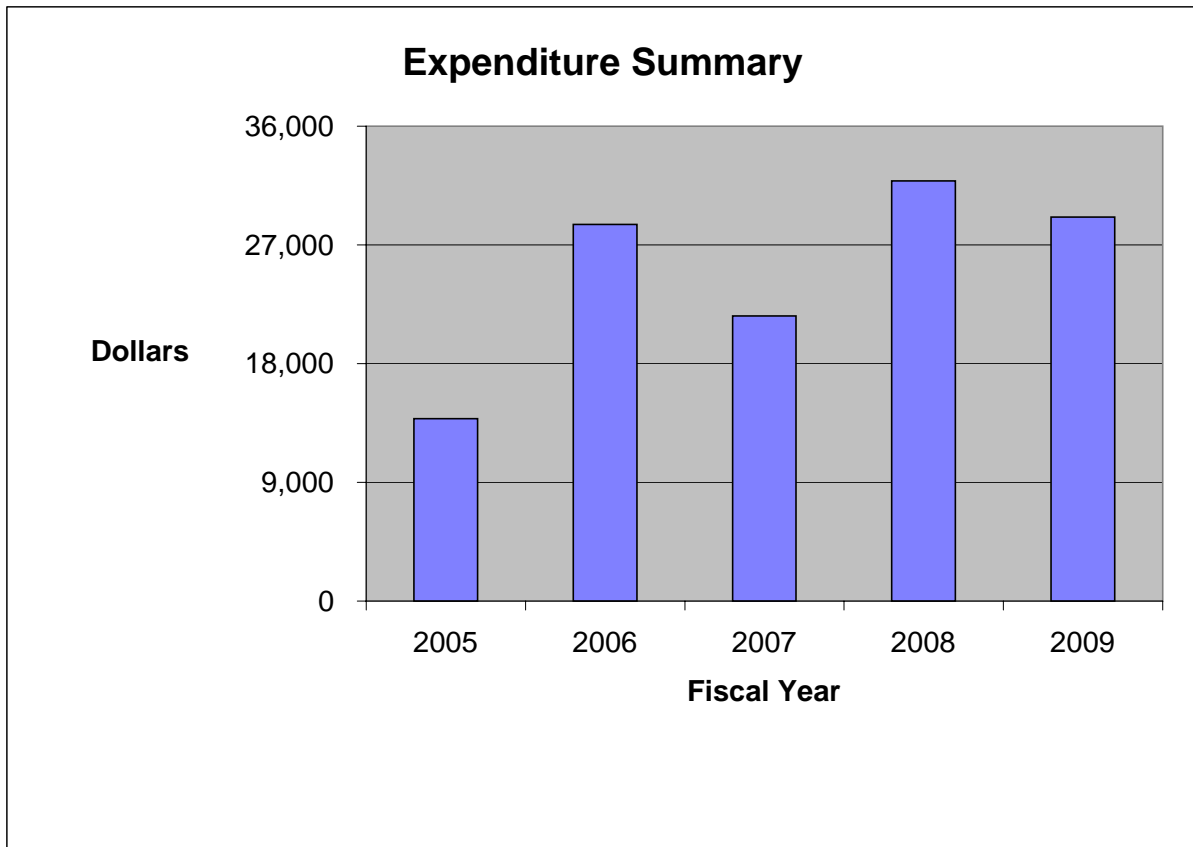
Implementation Strategies for FY2009:

- 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 FY2007, increases in funding were due to the *Code of Virginia* requirement in which several more legal notices will need to be published.
- For FY2009, there are no significant changes.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50812 Planning Commission | | | | | | |
| Contractual Services | 8,583 | 23,578 | 16,212 | 25,100 | 25,100 | 25,000 |
| Internal Services | 1,558 | 2,417 | 1,481 | 2,050 | 2,050 | 50 |
| Other Charges | 3,151 | 2,041 | 2,781 | 3,400 | 3,400 | 3,150 |
| Materials & Supplies | <u>542</u> | <u>520</u> | <u>1,152</u> | <u>1,300</u> | <u>1,300</u> | <u>900</u> |
| Activity Total | <u>13,834</u> | <u>28,556</u> | <u>21,626</u> | <u>31,850</u> | <u>31,850</u> | <u>29,100</u> |
| Percentage Change | -17.31% | 106.42% | -24.27% | 47.28% | N/A | -8.63% |



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.

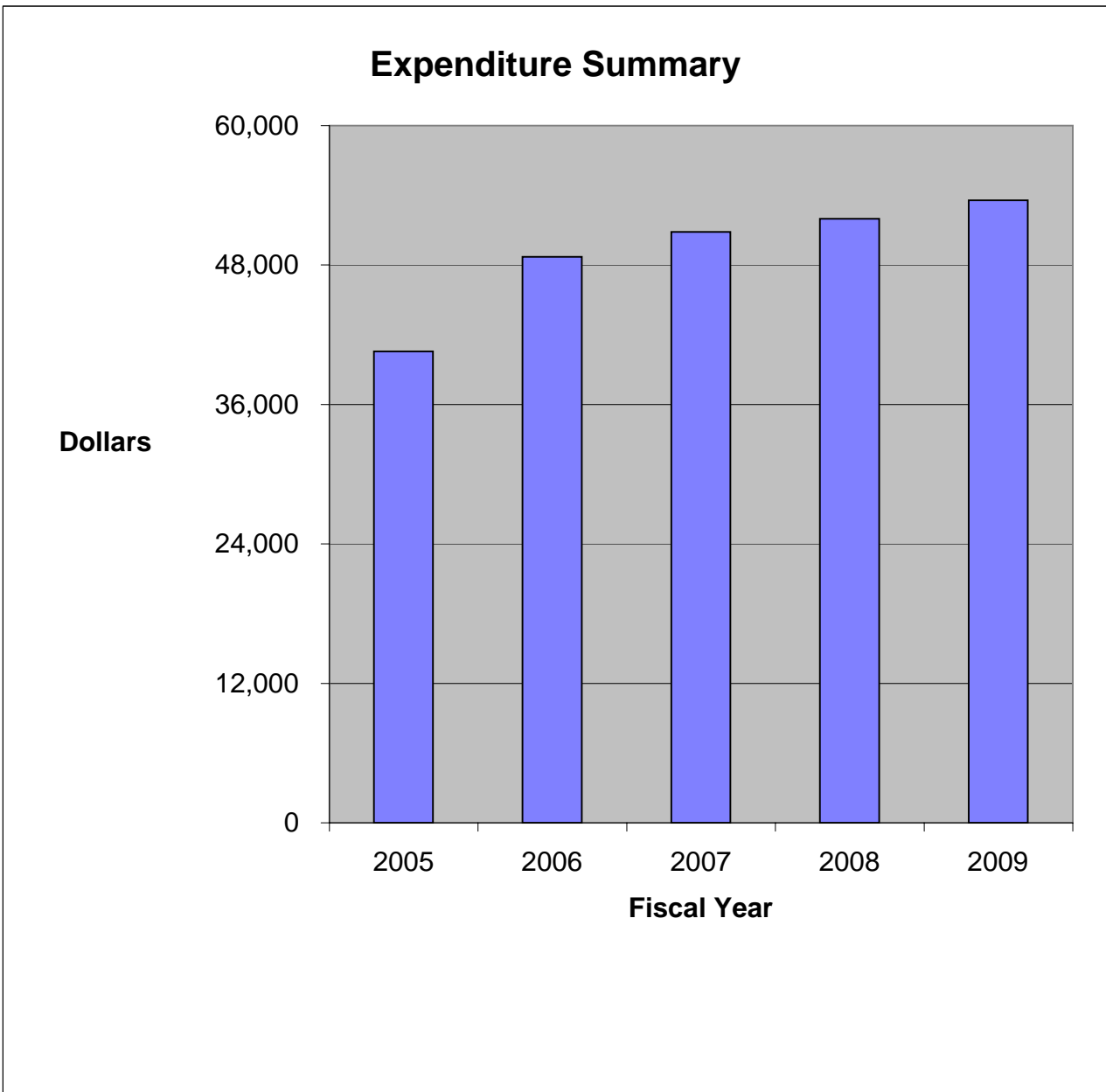
Implementation Strategies for FY2009:

- As set forth in Resolution No. R06-132, adopted by the Board of Supervisors on November 21, 2006, participate with James City County and the City of Williamsburg in coordinated comprehensive plan review efforts, including public meetings and preliminary data collection.

Budget Issues:

- In FY2005, funding reflected the County's contribution based on \$0.62 per capita, includes \$3,740 for base closings.
- 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.
- In FY2008, funding reflected the County's contribution based on \$0.82 per capita.
- For FY2009, funding reflects the County's contribution based on \$0.82 per capita.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50814 Regional Planning | | | | | | |
| Contractual Services | - | - | - | - | - | 1,000 |
| Materials & Supplies | - | - | - | 250 | 250 | 250 |
| Contributions | <u>40,561</u> | <u>48,708</u> | <u>50,840</u> | <u>51,742</u> | <u>51,742</u> | <u>52,316</u> |
| Activity Total | <u><u>40,561</u></u> | <u><u>48,708</u></u> | <u><u>50,840</u></u> | <u><u>51,992</u></u> | <u><u>51,992</u></u> | <u><u>53,566</u></u> |
| Percentage Change | 38.55% | 20.09% | 4.38% | 2.27% | N/A | 3.03% |



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.

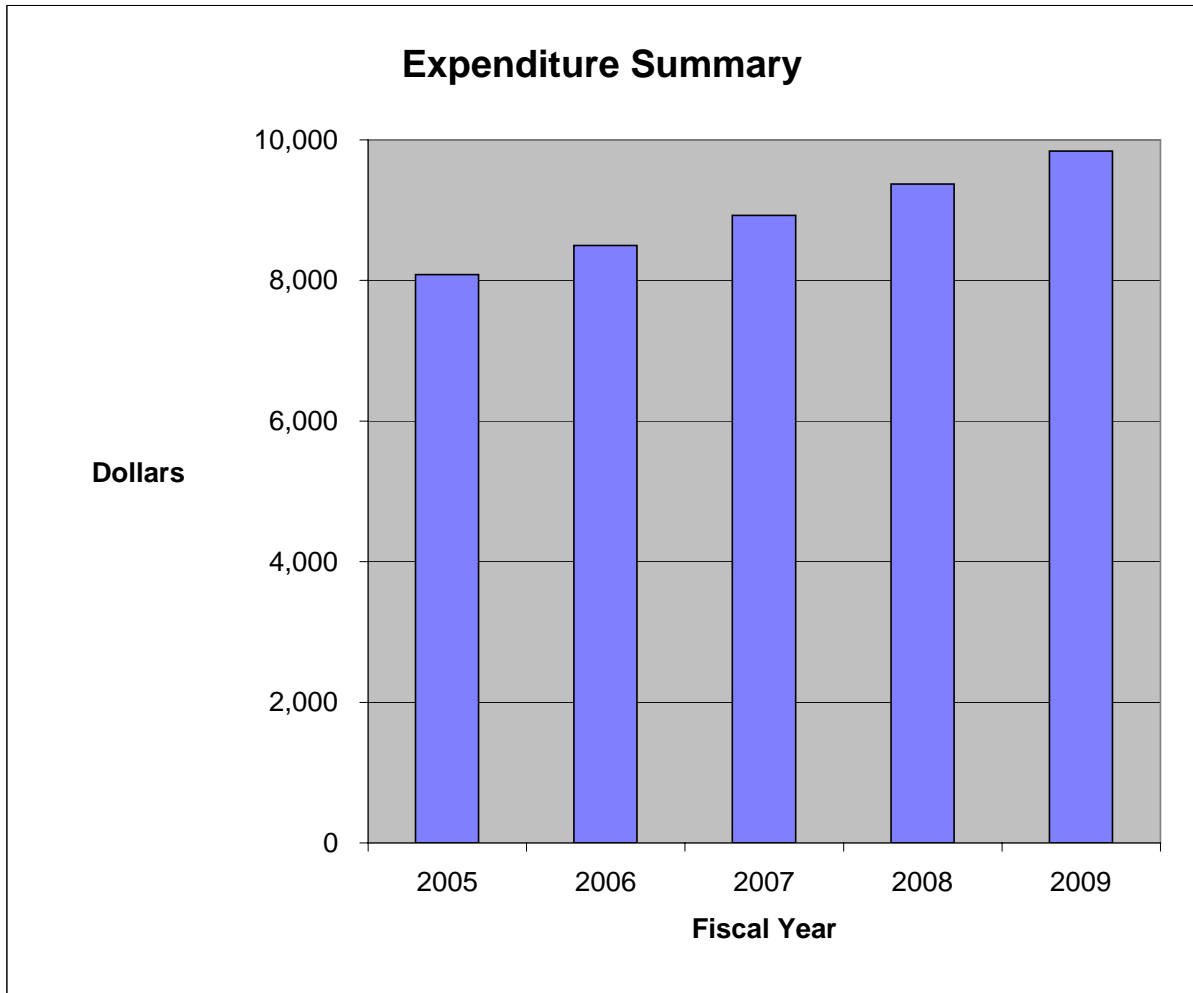
Implementation Strategies for FY2009:

- 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:

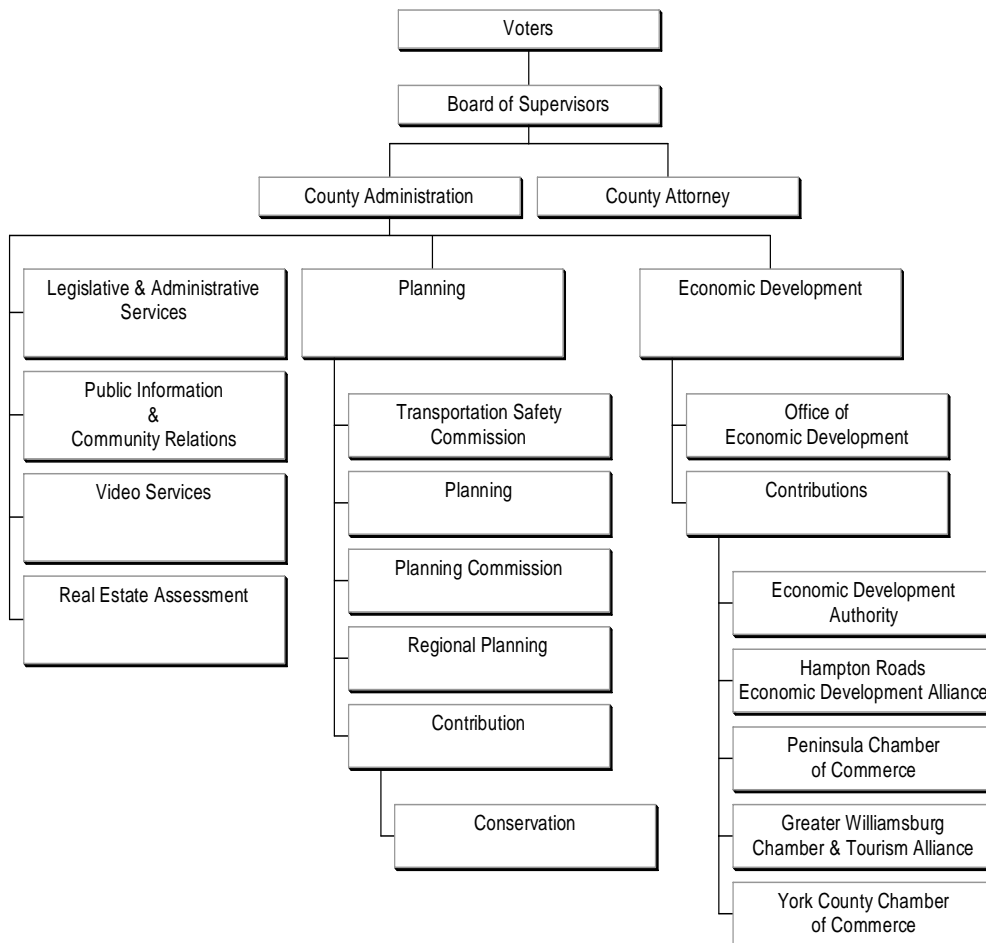
- In FY2006, the funding was for an increase in expenditures driven by unfunded mandates, such as the Chesapeake Bay Preservation Act.
- For FY2009, funding reflects a 5% increase.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50822 Conservation | | | | | | |
| Contributions | 8,085 | 8,500 | 8,925 | 9,371 | 9,371 | 9,840 |
| Activity Total | 8,085 | 8,500 | 8,925 | 9,371 | 9,371 | 9,840 |
| Percentage Change | 0.00% | 5.13% | 5.00% | 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 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

| | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget | % Change Original 2008 / Adopted 2009 |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|---|
| Expenditure by Activity: | | | | | | | |
| Economic Development | 351,250 | 381,733 | 716,078 | 639,865 | 639,865 | 676,681 | 5.75% |
| Office of Economic Dev | 289,362 | 314,000 | 334,948 | 379,779 | 379,779 | 394,244 | 3.81% |
| Total Expenditures | 640,612 | 695,733 | 1,051,026 | 1,019,644 | 1,019,644 | 1,070,925 | 5.03% |

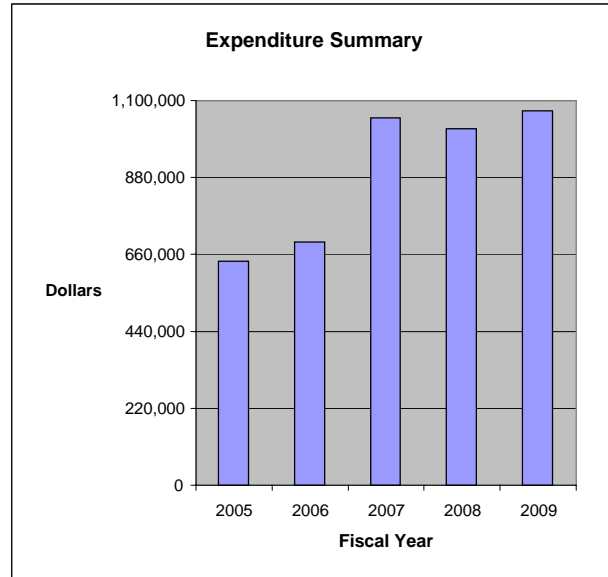
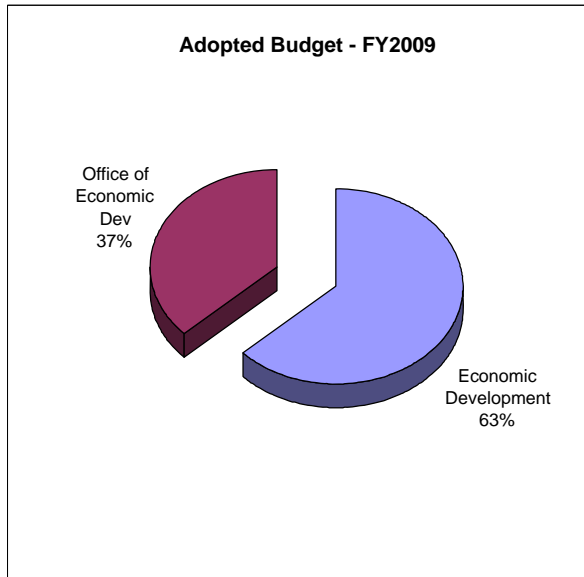
Expenditure By Category:

| | | | | | | | |
|---------------------------|----------------|----------------|------------------|------------------|------------------|------------------|--------------|
| Personnel Services | 224,383 | 236,630 | 260,415 | 288,854 | 288,854 | 301,715 | 4.45% |
| Contractual Services | 16,705 | 18,068 | 10,907 | 28,270 | 28,270 | 28,300 | 0.11% |
| Internal Services | 7,986 | 5,321 | 6,380 | 9,170 | 9,170 | 8,994 | -1.92% |
| Other Charges | 35,516 | 47,475 | 52,375 | 48,600 | 48,600 | 50,870 | 4.67% |
| Materials & Supplies | 3,059 | 2,909 | 2,808 | 2,485 | 2,485 | 2,865 | 15.29% |
| Capital Outlay | 1,713 | 3,597 | 2,063 | 2,400 | 2,400 | 1,500 | -37.50% |
| Grant Activity | - | - | 320,000 | - | - | - | 0.00% |
| Contributions | 351,250 | 381,733 | 396,078 | 389,865 | 389,865 | 426,681 | 9.44% |
| Economic Development | - | - | - | 250,000 | 250,000 | 250,000 | 0.00% |
| Total Expenditures | 640,612 | 695,733 | 1,051,026 | 1,019,644 | 1,019,644 | 1,070,925 | 5.03% |

% of Total FY2009
Funding Sources

Funding Sources:

| | | | | | | | |
|------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|----------------|
| Local/State Non-Categorical | 640,612 | 695,733 | 731,026 | 1,019,644 | 1,019,644 | 1,070,925 | 100.00% |
| State/Fed Grants | - | - | 320,000 | - | - | - | 0.00% |
| Total Funding Sources | 640,612 | 695,733 | 1,051,026 | 1,019,644 | 1,019,644 | 1,070,925 | 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.

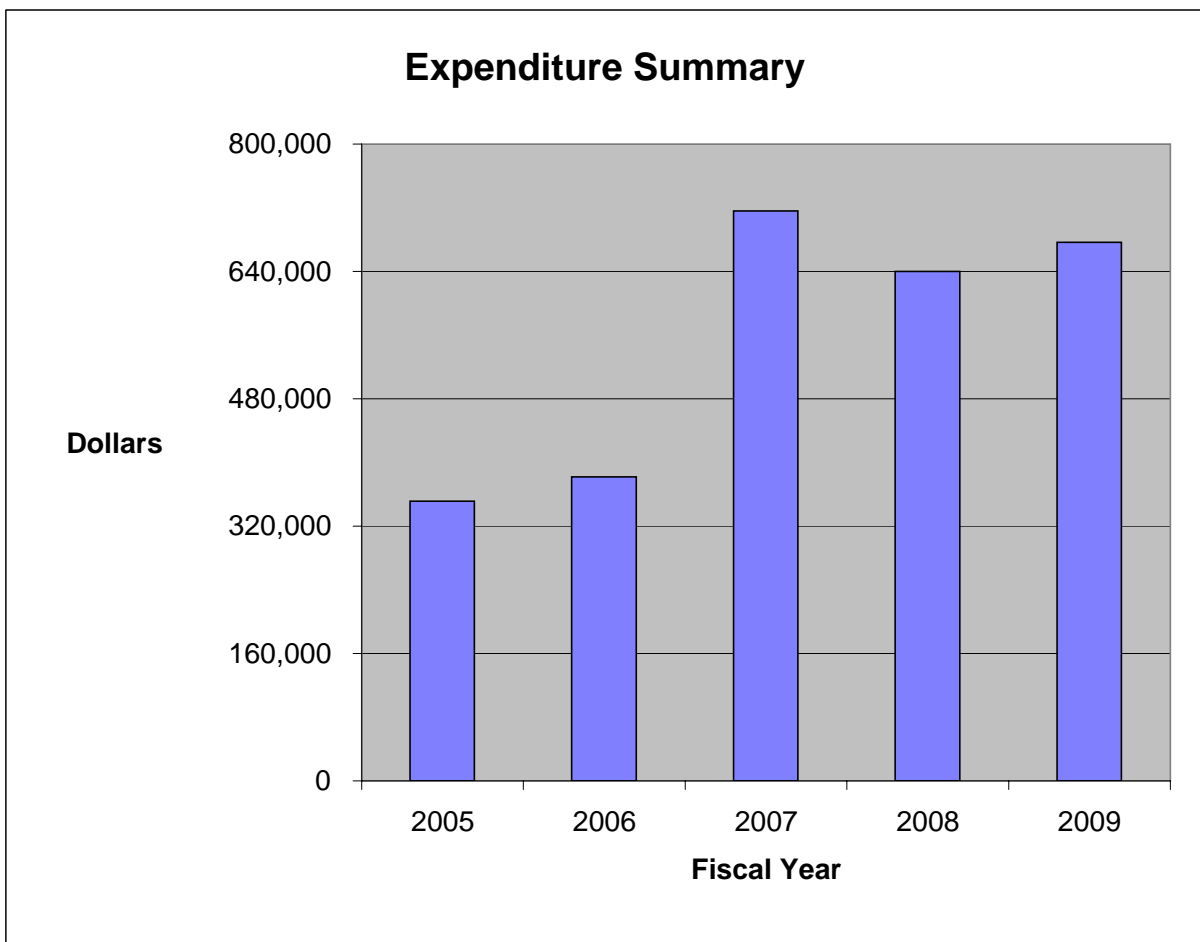
Economic Development Fund: This fund was established for large economic development projects and incentives.

York County Chamber of Commerce: The vision of the Chamber is "*To be a full and active business sector in a "Competitive Community."* The Chamber's goal is to improve their member's business growth opportunities by providing the services and support needed to prosper.

Budget Issues for FY2009:

- An increase is provided for the EDA's operating costs, primarily driven by professional and legal fees.
- The contribution to the Hampton Roads Economic Development Alliance is based on a \$1 per capita. The population is based on the US Census Bureau's figure for 2006.
- The funding to the Williamsburg Area Convention & Visitors Bureau is formula driven and represents 8% of the anticipated lodging tax revenue.
- Funding for all other contributions is level with FY2008.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|-----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50915 Economic Development | | | | | | |
| Grant Activity | - | - | 320,000 | - | - | - |
| Contributions | 351,250 | 381,733 | 396,078 | 389,865 | 389,865 | 426,681 |
| Economic Development | <u>-</u> | <u>-</u> | <u>-</u> | <u>250,000</u> | <u>250,000</u> | <u>250,000</u> |
| Activity Total | <u>351,250</u> | <u>381,733</u> | <u>716,078</u> | <u>639,865</u> | <u>639,865</u> | <u>676,681</u> |
| Percentage Change | 14.73% | 8.68% | 87.59% | -10.64% | N/A | 5.75% |



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 FY2009:

- 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 continue to acquire incrementally.
- 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 developing resource materials and educational programs that will assist small businesses and development professionals effectively manage plan submission and permitting in York County.
- 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 website upgrades.

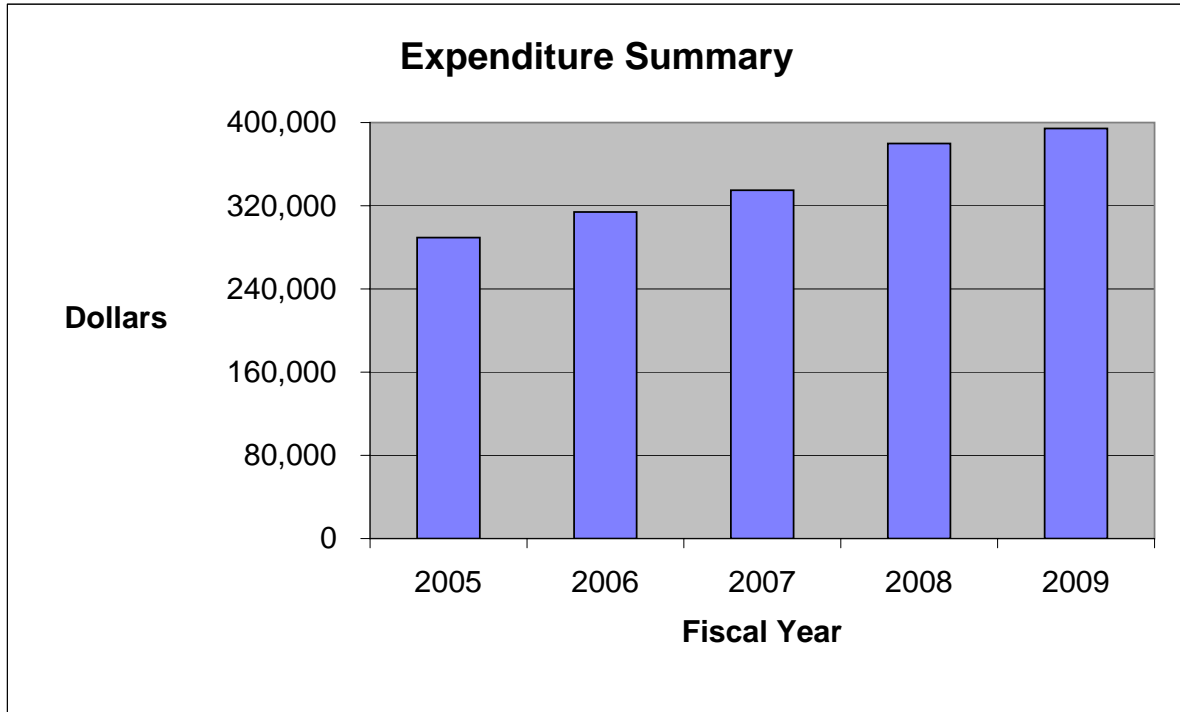
Budget Issues:

- 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.
- In FY2008, funding was for marketing charges and the routine replacement of computers.
- For FY2009, there are no significant changes.

| General Fund Expenditures | FY2005 Actual Expenditures | FY2006 Actual Expenditures | FY2007 Actual Expenditures | FY2008 Original Budget | FY2008 Estimated Budget | FY2009 Adopted Budget |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------|-------------------------------|-----------------------------|
| 50920 Office of Economic Development | | | | | | |
| Personnel Services | 224,383 | 236,630 | 260,415 | 288,854 | 288,854 | 301,715 |
| Contractual Services | 16,705 | 18,068 | 10,907 | 28,270 | 28,270 | 28,300 |
| Internal Services | 7,986 | 5,321 | 6,380 | 9,170 | 9,170 | 8,994 |
| Other Charges | 35,516 | 47,475 | 52,375 | 48,600 | 48,600 | 50,870 |
| Materials & Supplies | 3,059 | 2,909 | 2,808 | 2,485 | 2,485 | 2,865 |
| Capital Outlay | <u>1,713</u> | <u>3,597</u> | <u>2,063</u> | <u>2,400</u> | <u>2,400</u> | <u>1,500</u> |
| Activity Total | <u><u>289,362</u></u> | <u><u>314,000</u></u> | <u><u>334,948</u></u> | <u><u>379,779</u></u> | <u><u>379,779</u></u> | <u><u>394,244</u></u> |
| Percentage Change | -0.60% | 8.51% | 6.67% | 13.38% | N/A | 3.81% |

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><u>3.25</u></u> | <u><u>3.25</u></u> | <u><u>3.25</u></u> | <u><u>3.25</u></u> | <u><u>3.25</u></u> | <u><u>3.25</u></u> |



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