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**Annual Budget**  
Fiscal Year 2013



**Adopted Annual Budget - Fiscal Year 2013**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>Budget Message</b>	I	<b>Environmental &amp; Development Services</b>	
<b>Budget Overview</b>	VII	Financial Summary	115
<b>Organizational Diagram</b>	XXV	Administration	116
<b>Financial Summaries</b>		Building Regulation	118
Summary of Funding Sources By Fund	1	Solid Waste Management	120
Summary of Expenditures/Expenses By Fund	2	Stormwater Operations	122
Summary of Funding Sources By Type	3	Stormwater Engineering	124
Summary of Expenditures/Expenses By Function	4	Calendar Program & Environmental Education	126
Summary of Expenditures/Expenses By Type	5	Mosquito Control	128
Summary of Total Entity Full-time Equivalents (FTE's)	6	Board of Zoning/Subdivision Appeals	130
Schedule of Debt Obligations	8	Development & Compliance	132
<b>Capital Improvements Program</b>	9	Wetlands & Chesapeake Bay Boards	134
<b>General Fund</b>		<b>Finance &amp; Planning</b>	
Fund Balance Summary	15	<i>Financial &amp; Management Services</i>	
Revenue Summary	16	Financial Summary	137
Revenue Narrative	21	Administration	138
Revenues & Local Revenues (Graphs)	29	Computer Support Services	140
Local Revenue Trends (Graphs)	30	Human Resources	142
Expenditure Summary	32	Budget & Financial Reporting	144
Expenditures (Graph)	34	Fiscal Accounting Services	146
Uses of Local Tax Dollar (Penny Chart)	35	Central Purchasing	148
<b>General Administration</b>		Central Administrative Services	150
<i>Administrative &amp; Legal Services</i>		Central Insurance	152
Financial Summary	37	<i>Commissioner of the Revenue &amp; Treasurer</i>	
Board of Supervisors	38	Financial Summary	155
County Administration	40	Commissioner of the Revenue	156
Public Information & Community Relations	42	Treasurer	158
County Attorney	44	<i>Real Estate Assessment</i>	160
<i>Video Services</i>	46	<i>Planning</i>	
<i>Election Services</i>		Financial Summary	163
Financial Summary	49	Planning	164
General Registrar's Office	50	Planning Commission	166
Electoral Board	52	Conservation	168
<b>Judicial Services</b>		<i>Economic Development</i>	
<i>Clerk of the Circuit Court &amp; Commonwealth's</i>		Financial Summary	171
Attorney's Office		Economic Development	172
Financial Summary	55	Office of Economic Development	174
Clerk of the Circuit Court	56	<b>Education</b>	
Commonwealth's Attorney	58	<i>School Division</i>	
Victim-Witness Assistance Program	60	Financial Summary	177
Domestic Violence Program	62	School Operations - Local Share	178
<i>Other Court-Related Judicial Services</i>		Debt Service	180
Financial Summary	65	<i>Library Services &amp; Cooperative Extension</i>	
Circuit Court	66	Financial Summary	183
General District Court	68	Library Services	184
Juvenile & Domestic Relations District Court	70	Cooperative Extension	186
Colonial Group Home Commission	72	<b>Human Services</b>	
Magistrate	74	Financial Summary	189
<b>Public Safety</b>		Health Services	190
<i>Office of the Sheriff</i>		Colonial Behavioral Health - Local Share	192
Financial Summary	77	Social Services - Local Share	194
General Operations	78	Payments to Outside Entities	196
Law Enforcement	80	<b>General Services</b>	
Investigations	82	Financial Summary	199
Civil Operations/Court Security	84	Administration	200
School Resource Officers	86	Engineering & Facility Maintenance	202
<i>Fire &amp; Life Safety</i>		Facility/Utility Charges	206
Financial Summary	89	Telecommunications	208
Administration	90	Grounds Maintenance & Construction	210
Fire & Rescue Operations	92	<b>Community Services</b>	
Technical Services & Special Operations	94	Financial Summary	213
Prevention & Community Safety	96	Administration	214
Animal Control	98	Special Programs	216
Emergency Management	100	Housing - Administration	218
<i>Emergency Communications/911 &amp; Radio Maintenance</i>		Housing - Rental Assistance	220
Financial Summary	103	Housing - Rehabilitation	222
Emergency Communications/911	104	Public Transportation	224
Radio Maintenance	106	Parks & Recreation	226
<i>Adult &amp; Juvenile Corrections</i>		Tourism & Events	230
Financial Summary	109	<b>Capital Outlay &amp; Non-Departmental</b>	
Adult Corrections	110	Financial Summary	233
Juvenile Corrections	112	Payments to Outside Entities	234
		Non-Departmental	236
		Capital Outlay & Fund Transfers	238
		Appropriated Reserves	240
		Tourism Promotion	242

**Adopted Annual Budget - Fiscal Year 2013**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>Special Revenue Funds</b>		<b>Other Funds</b>	
Tourism Fund	245	Workers' Compensation Fund	325
Social Services Fund	259	Revenue Stabilization Reserve Fund	331
Law Library Fund	271	<b>Internal Service Funds</b>	
Children and Family Services Fund	277	Vehicle Maintenance Fund	335
Comm Development Authority Rev Account Fund	289	Other Post Employment Benefits Fund	343
<b>Debt Service Funds</b>		<b>Enterprise Funds</b>	
County Debt Service Fund	295	Solid Waste Management Fund	349
School Debt Service Fund	301	Water Utility Fund	365
<b>Capital Project Funds</b>		Sewer Utility Fund	373
Stormwater Management Fund	307	Yorktown Operations Fund	385
Yorktown Capital Improvements Fund	313	Regional Radio Project Fund	393
County Capital Fund	319	Water & Sewer Extension Fund	401
		<b>Glossary</b>	409

## **Board of Supervisors**



Thomas G. Shepperd, Jr.  
Chairman



Sheila S. Noll  
Vice Chairman



George S. Hrichak



Donald E. Wiggins



Walter C. Zaremba

## **Constitutional Officers**

Clerk of the Circuit Court  
Commissioner of the Revenue  
County Treasurer  
Commonwealth's Attorney  
Sheriff

Lynn S. Mendibur  
Ann H. Thomas  
Deborah B. Robinson  
Benjamin M. Hahn  
J. D. Diggs

## **County Officials**

County Administrator  
County Attorney  
Assistant County Administrator  
Director of Financial and Management Services  
Director of Community Services  
Director of Environmental and Development Services  
Director of General Services  
Fire Chief  
Chief of Budget and Financial Reporting

James O. McReynolds  
James E. Barnett  
J. Mark Carter  
Vacant  
Vacant  
John Hudgins  
Mark Bellamy  
Stephen P. Kopczynski  
Sharon B. Day



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of York  
Virginia**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Danton Jeffrey R. Egan*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the County of York, Virginia for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

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

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Resolution

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 3rd day of April, 2012:

---

<u>Present</u>	<u>Vote</u>
Thomas G. Shepperd, Jr., Chairman	Yea
Sheila S. Noll, Vice Chairman	Yea
Walter C. Zaremba	Yea
Donald E. Wiggins	Yea
George S. Hrichak	Nay

---

On motion of Mrs. Noll, which carried 4:1, the following resolution was adopted:

A RESOLUTION TO APPROVE THE BUDGETS AND APPROPRIATE FUNDS FOR THE COUNTY OF YORK AND THE YORK COUNTY SCHOOL DIVISION FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013

WHEREAS, the County Administrator has submitted to the York County Board of Supervisors a proposed annual budget for the County for the fiscal year beginning July 1, 2012, and ending June 30, 2013, which has been reviewed by the Board of Supervisors; and

WHEREAS, it is necessary to adopt said budget and appropriate sufficient funds to cover the requirements included therein; and

WHEREAS, the Board of Supervisors, in exercising its independent judgment and in concert with the York County School Board, has considered the school's annual operating budget; and

WHEREAS, after considering the availability of local funds, approval of the York County School Board's fiscal year 2013 educational budget is based upon funding from the federal government in the amount of \$13,903,556; from the state government in the amount of \$55,401,165; from the local appropriations in the amount of \$48,860,951; and other local revenues in the amount of \$1,542,381;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 3rd day of April, 2012, that the fiscal year 2013 annual budget of the York County School Division for school operations in the amount of \$119,708,053 be, and is hereby, approved subject to and contingent upon the availability of funds as indicated in the preamble hereto.

BE IT FURTHER RESOLVED that the annual budget in the sum of \$4,961,984 for fiscal year 2013 be, and is hereby, approved for the operation of food service programs for purposes authorized and approved by the York County School Board subject to and contingent upon the availability of funds.

BE IT STILL FURTHER RESOLVED that an annual appropriation in the sum of \$3,653,000 for fiscal year 2013 be, and is hereby, made for school capital projects.

BE IT STILL FURTHER RESOLVED that the fiscal year 2013 annual budget for the County of York be, and is hereby, adopted as proposed on this date.

BE IT STILL FURTHER RESOLVED that the following annual appropriations for fiscal year 2013 be, and are hereby, made in the General Fund for the following functions:

<u>Function</u>	<u>Amount</u>
General Administration	\$ 1,999,972
Judicial Services	2,677,880
Public Safety	29,498,930
Environmental & Development Services	3,667,002
Finance & Planning	8,652,990
Education & Educational Services	59,351,414
Human Services	3,230,897
General Services	6,411,805
Community Services	2,997,116
Capital Outlay, Fund Transfers & Non-Departmental	8,704,664
Total General Fund	<u>\$ 127,192,670</u>

BE IT STILL FURTHER RESOLVED that the County Administrator be, and is hereby, authorized to transfer the appropriations in the General Fund Non-Departmental function to the related categories in the various General Fund functions.

BE IT STILL FURTHER RESOLVED that the appropriation of the transfer of one-half (1/2) of the actual meals tax collections to the Water and Sewer Utility Funds and Stormwater Management Fund be, and is hereby, adjusted in the General Fund to effect the funding for County water, sewer and stormwater projects.

BE IT STILL FURTHER RESOLVED that the appropriation of the transfer of an amount equal to actual revenues received as a result of the three percent (3%) increase in the Transient Occupancy Tax rate to the Tourism Fund be, and is hereby, adjusted in the General Fund to effect the funding for tourism and travel related activities.

BE IT STILL FURTHER RESOLVED that the \$59,351,414 appropriated above from the General Fund for Education and Educational Services, includes \$48,860,951 for the local contribution to the School Division for support of the School operating budget and, of this amount \$47,739,586 is appropriated as a non-categorical appropria-

tion to be allocated among the various school operating categories as the School Board deems necessary and \$1,121,365 is appropriated to the Operation and Maintenance Category for continuation of the School Grounds Maintenance Agreement, dated July 20, 2010, as adopted by the York County Board of Supervisors and the York County School Board.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$2,992,500 for fiscal year 2013 be, and is hereby, made in the Tourism Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Tourism Fund be, and is hereby, increased if and when additional revenues from the transient occupancy taxes become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$5,845,684 for fiscal year 2013 be, and is hereby, made in the Social Services Fund for the operation of the York/Poquoson Department of Social Services.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Social Services Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$9,000 for fiscal year 2013 be, and is hereby, made in the Law Library Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,325,837 for fiscal year 2013 be, and is hereby, made in the Children and Family Services Fund for the operation of the Head Start and the United States Department of Agriculture (USDA) Programs.

BE IT STILL FURTHER RESOLVED that the annual appropriations of the Head Start and USDA Programs be, and are hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$7,126,719 for fiscal year 2013 be, and is hereby, made in the Community Development Authority Revenue Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Community Development Authority Revenue Fund be, and is hereby, increased if and when additional revenues from general property taxes, other local taxes, special assessments and interest income become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$3,355,527 for fiscal year 2013 be, and is hereby, made in the County Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$8,271,135 for fiscal year 2013 be, and is hereby, made in the School Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$421,792 for fiscal year 2013 be, and is hereby, made in the Stormwater Management Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$2,310,225 for fiscal year 2013 be, and is hereby, made in the County Capital Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$254,800 for fiscal year 2013 be, and is hereby, made in the Workers' Compensation Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$4,661,636 for fiscal year 2013 be, and is hereby, made in the Vehicle Maintenance Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,461,211 for fiscal year 2013 be, and is hereby, made in the Other Post-Employment Benefits Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Other Post-Employment Benefits Fund is hereby, increased for changes in the annual cost based on the actuarial valuations. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the following appropriations for fiscal year 2013 be, and are hereby, made in the Enterprise Funds:

<u>Fund</u>	<u>Amount</u>
Solid Waste Management Fund	\$ 4,824,101
Water Utility Fund	\$ 387,387
Sewer Utility Fund	\$ 8,638,902
Yorktown Operations Fund	\$ 123,550
Regional Radio Project Fund	\$ 2,381,106

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Yorktown Operations Fund be, and is hereby, increased if and when additional revenues from docking fees become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Regional Radio Project Fund be, and is hereby, increased if and when additional revenues from air time usage, reimbursements for maintenance and other sources become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the County Treasurer, upon receipt of a written order from the County Administrator, is authorized to advance monies between the several County funds under her custody provided, however, that the total advanced to any particular fund, plus the amount of monies disbursed from that fund, does not exceed the annual appropriation of said fund.

BE IT STILL FURTHER RESOLVED that, the County Administrator shall be, and is hereby, authorized to do all things necessary to apply for federal and state library aid and in addition, the annual appropriation for library operations be, and is hereby, increased for all funds received under this program in accordance with the recommendations of the York County Library Board.

BE IT STILL FURTHER RESOLVED that, upon receiving notice of grant or program opportunities offered by various federal, state, local and other outside organizations, the County Administrator or his designee be, and is hereby designated as the agent to execute the necessary grant or program application and other documentation, unless the terms of the grant or program require specific actions by the Board, to give such assurances as may be required by the agreement subject to approval as to form by the County Attorney and to provide such additional information as may be required by the awarding organization. In addition, the funding awarded, not to exceed \$30,000, shall be, and is hereby, appropriated to the applicable functional area.

BE IT STILL FURTHER RESOLVED that interest earned on grant and program awards received from federal, state, local and other outside organizations be, and is hereby, appropriated to the appropriate functional area to be expended in accordance with guidelines as established by the organizations.

BE IT STILL FURTHER RESOLVED that additional funds received for various County programs, including contributions and donations, be, and are hereby, appropriated for the purposes established by each program.

BE IT STILL FURTHER RESOLVED that funds received for the off-duty employment by deputy sheriffs program be, and hereby are, appropriated in the General Fund to cover the costs of the program.

BE IT STILL FURTHER RESOLVED that additional funds received for the Medic Transport Fee Recovery be, and hereby are, appropriated in the General Fund to cover the costs of the program.

BE IT STILL FURTHER RESOLVED that funds received from the Federal Emergency Management Agency (FEMA) for reimbursements for expenses incurred as a result of unusual or infrequent events not to exceed \$30,000 per incident be, and are hereby, appropriated under this program to the appropriate functional area.

BE IT STILL FURTHER RESOLVED that funds received through insurance claims for damages incurred to County property as a result of unusual or infrequent events not to exceed \$30,000 per incident be, and are hereby, appropriated under this program to the appropriate functional area.

BE IT STILL FURTHER RESOLVED that upon receipt of written notification from the State Compensation Board of additional funds for the Constitutional Officers (Commonwealth's Attorney, Sheriff, Clerk of Court, Treasurer, and Commissioner of the Revenue) be, and are hereby, appropriated in the General Fund to be expended in accordance with guidelines as established by the state government.

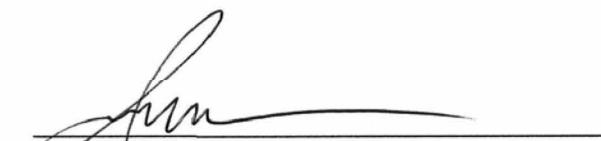
BE IT STILL FURTHER RESOLVED that the annual contributions that are in excess of \$30,000, which are hereby appropriated, shall be disbursed on a semi-annual basis with the amount disbursed not to exceed one-half of the total appropriation, unless otherwise agreed upon. Contributions to the York County School Division and the York/Poquoson Department of Social Services are exempt from this limitation. In addition, the County Administrator may require written reports on how the previous allocation(s) was/were spent before any future disbursements are made.

BE IT STILL FURTHER RESOLVED that the monies be, and are hereby, appropriated for fiscal year 2013 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2012, not to exceed the applicable fund balance/net assets as recorded in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the County Administrator be, and is hereby, authorized to transfer funds within appropriation functions. These transfers may be made to allow the disbursement of funds for unanticipated costs incurred in daily County operations and any such transfer may not result in a change in the total appropriated for personnel or non-personnel costs within the function.

BE IT STILL FURTHER RESOLVED that the County Administrator, Director of Financial and Management Services and Chief of Budget and Financial Reporting be, and are hereby, the authorized signers for the Financial and Management Services petty cash account available to allow for emergency purchases necessary in daily County operations.

A Copy Teste:

  
James O. McReynolds  
Clerk

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Resolution

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 3rd day of April, 2012:

<u>Present</u>	<u>Vote</u>
Thomas G. Shepperd, Jr., Chairman	Yea
Sheila S. Noll, Vice Chairman	Yea
Walter C. Zaremba	Yea
Donald E. Wiggins	Yea
George S. Hrichak	Yea

On motion of Mrs. Noll, which carried 5:0, the following resolution was adopted:

A RESOLUTION TO ADOPT THE FISCAL YEAR 2013-2022 CAPITAL  
IMPROVEMENTS PROGRAM AS A LONG-RANGE PLANNING  
DOCUMENT

WHEREAS, in consideration of materials received from the departments and agencies of the County and direction from the Board of Supervisors, the County Administrator has developed a proposed Fiscal Year 2013-2022 Capital Improvements Program; and

WHEREAS, the Capital Improvements Program serves as a long-range planning document subject each year to review and approval of funding by the Board of Supervisors; and

WHEREAS, such review has been completed for the fiscal year 2013-2022 Capital Improvements Program;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 3rd day of April, 2012, that the County Administrator's proposed Fiscal Year 2013-2022 Capital Improvements Program be, and is hereby, adopted.

A Copy Teste:

  
James O. McReynolds  
Clerk

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Resolution

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 3rd day of April, 2012:

---

<u>Present</u>	<u>Vote</u>
Thomas G. Shepperd, Jr., Chairman	Yea
Sheila S. Noll, Vice Chairman	Yea
Walter C. Zaremha	Yea
Donald E. Wiggins	Yea
George S. Hrichak	Yea

---

On motion of Mrs. Noll, which carried 5:0, the following resolution was adopted:

**A RESOLUTION TO DESIGNATE A PORTION OF THE REAL PROPERTY TAX FOR SCHOOL PURPOSES**

WHEREAS, Public Law 874 enacted by the 81<sup>st</sup> Congress, and codified in 20 U.S.C. Sections 236 to 241-1 and 242 to 244 (hereinafter “the Act”), provides for federal financial assistance to local educational agencies in areas affected by federal activities; and

WHEREAS, approximately thirty-eight percent (38%) of the land area of York County is controlled by the federal government, which entitles the York County School Division to financial assistance under Section 2 of the Act, as administered pursuant to U. S. Department of Education regulations governing distribution of financial aid authorized by the Act, 34 CFR Part 222, Subpart J; and

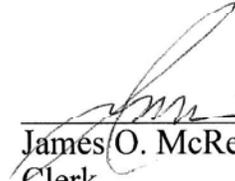
WHEREAS, the York County School Division is a fiscally dependent local educational agency under these U. S. Department of Education regulations; and

WHEREAS, 34 CFR Section 222.3, Definitions, provides that for a fiscally dependent local educational agency, the local real property tax rate for school purposes can be defined as “that portion of a local real property tax rate designated by the general government for school purposes”; and

WHEREAS, the York County Board of Supervisors finds it to be in the best interest of the citizens of York County to designate a portion of the local real property tax rate for school purposes in conformance with 34 CFR Section 222.3;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 3rd day of April, 2012, that, for Fiscal Year 2013, a portion of the York County, Virginia, local real property tax rate equal to fifty six and three tenths cents (\$0.563) per \$100 of valuation be, and is hereby, designated for school purposes as provided in 34 CFR Section 222.3.

A Copy Teste:



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James O. McReynolds  
Clerk

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Ordinance

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 3rd day of April, 2012:

---

<u>Present</u>	<u>Vote</u>
Thomas G. Shepperd, Jr., Chairman	Nay
Sheila S. Noll, Vice Chairman	Yea
Walter C. Zaremba	Yea
Donald E. Wiggins	Yea
George S. Hrichak	Nay

---

On motion of Mrs. Noll, which carried 3:2, the following ordinance was adopted:

AN ORDINANCE TO IMPOSE TAX LEVIES UPON TANGIBLE PERSONAL PROPERTY, UPON MACHINERY AND TOOLS, UPON MOBILE HOMES, AND UPON REAL ESTATE FOR THE CALENDAR YEAR 2012, AND TO PRORATE TAXES ON MOBILE HOMES AS AUTHORIZED BY SEC. 58.1-3001 OF THE CODE OF VIRGINIA

WHEREAS, it is necessary for the Board of Supervisors to establish real estate and personal property tax levies for the County of York for calendar year 2012 beginning January 1, 2012, and ending December 31, 2012; and

WHEREAS, the Board has duly advertised and held a public hearing on the subject tax levies;

NOW, THEREFORE, BE IT ORDAINED by the York County Board of Supervisors this the 3rd day of April, 2012, that the following County tax levies be, and they hereby are, imposed for the calendar year 2012:

<u>Class of Property</u>	<u>Rate Per \$100 of Assessed Valuation</u>
1. Real Estate	0.7415
2. Tangible Personal Property	4.00

- |    |  |        |
|----|--|--------|
| 3. | Tangible Personal Property—<br>for one vehicle owned by a<br>disabled veteran  | 1.00   |
| 4. | Machinery and Tools  | 4.00   |
| 5. | Vehicles without motive<br>power, used or designed to be<br>used as manufactured homes as<br>defined in Section 36-85.3 of<br>the Code of Virginia | 0.7415 |
| 6. | Boats or watercraft<br>weighing five tons or more  | 1.00   |

BE IT FURTHER ORDAINED that if a mobile home is delivered or moved to York County after January one of any year and used as a place of full-time residence by any person, the Commissioner of the Revenue shall assess and quarterly prorate any property taxes which would have been collectible had such mobile home been situated within York County on January one of that year.

A Copy Teste:

  
James O. McReynolds  
Clerk

**County Administration**

**County Administrator**

James O. McReynolds



Administrative/Legislative Services  
Economic Development  
Real Estate Assessment  
Public Information  
Planning

April 3, 2012

The Honorable Chairman and Members  
York County Board of Supervisors  
224 Ballard Street  
Yorktown, Virginia 23690-0532

Dear Members of the Board:

Subject: County Administrator's Budget Message - FY2013

The County Administrator's Fiscal Year 2013 Adopted Budget represents the culmination of nearly six months of staff effort. The budget call was issued on October 3, 2011, and requests were due on November 10, 2011. Since that time, staff and I have worked with the requesting departments and agencies to develop a budget that emphasizes the priorities of the Board of Supervisors.

The Adopted Budget includes the following:

- . A real estate tax rate increase of 8.40 cents to \$0.7415 per \$100 of assessed value.
- . An increase of \$3.9 million or 8.6% in local funding for the School Operating Budget and level funding for School Debt Service, which fully funds the School Division's Capital Improvements Program.
- . A compensation package that adjusts for health insurance and group life rate increases and a change in State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees.

Furthermore, the Adopted Budget:

- . is balanced as required by law,
- . achieves all budget guidelines set forth by the Board,
- . includes a General Fund budget that is 3.4% higher than fiscal year 2012 adopted budget,
- . delays General Fund capital projects for another year, with critical maintenance projects funded from the County Capital Fund.

**The Budget Process in York County**

In York County, the budget serves three purposes. First, as a policy document, the budget represents the implementation of the Board's policy setting in the form of specific funding decisions.

**224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320**

**Fax: (757) 890-4000 • TDD (757) 890-3300 • Email: [ctyadm@yorkcounty.gov](mailto:ctyadm@yorkcounty.gov)**

*A Hampton Roads Community*

Second, the Board has the sole authority to set tax rates and authorize spending. This authority is exercised through approval of the annual operating budget.

Finally, the budget is a financial planning tool through which the County ensures that the available sources of funds will be sufficient to meet the anticipated and unanticipated cost of providing services to County citizens over the coming year.

York County adopts an annual operating budget for the fiscal period beginning July 1 and ending June 30. Fixed budgets are presented for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Other Funds, Internal Service Funds and Enterprise Funds.

The Capital Improvements Program is a ten-year plan, of which the first year represents the Capital Improvements Budget. The County has several major new buildings and large renovation projects in its long-range strategic plan. Due to funding constraints, the Fiscal Year 2013 Adopted Budget delays capital projects paid by the General Fund until a future period. Capital maintenance projects that have been deemed critical are programmed in the County Capital Fund.

In compliance with the Code of Virginia, York County's policy for the General Fund is to propose and adopt a balanced budget, whereby revenues equal expenditures. The County's revenue stream consists of local, state, federal and other financing sources. The majority of the County's revenue is derived from general property taxes. The County's expenditure budget is divided into functional areas.

### **TOTAL COUNTY BUDGET - \$158,377,676**

The total County Adopted Budget for all funds for fiscal year 2013 is \$158.4 million. The total budget is the summation all County budgeted funds, net of interfund transfers of \$23.2 million, including the General Fund budget of \$127.2 million, and the various public utilities, accounted for as Enterprise Funds, with total expenses of \$16.4 million or 10.4%, and all other funds totaling a combined \$38.0 million. The total County Adopted Budget is \$3.1 million or 1.9% lower than the current year. This decrease is primarily driven by no new sewer projects planned for current year. The largest single component of the total County budget is funding for Education and Educational Services. Funds for this purpose equal \$59.4 million or 37.5% of the total budget. The total budget, exclusive of the support for Education and Educational Services (46.7% of the General Fund), amounts to \$99.0 million. After Education and Educational Services, the second highest General Fund function is Public Safety. This function comprises \$29.6 million or 18.7% of the total County Budget.

These three programs, Public Utilities, Education and Educational Services and Public Safety, totaling \$105.4 million comprise 66.6% of the total County budget. A brief description of each fund type follows.

### **GENERAL FUND BUDGET - \$127,192,670**

#### **General Fund Revenues**

General Fund revenues are derived from a variety of sources. Of the \$127.2 million in revenue estimated for fiscal year 2013, \$113.8 million or 89.4% is from local and other sources. The primary sources of local revenue are General Property Taxes (62.0%) and Other Local Taxes (22.0%), which combined are \$106.9 million, or 84.0%. General Property Taxes reflects a \$3.4 million increase, due to an increase in the real estate rate.

Additional local revenue categories include Permits, Fees and Regulatory Licenses; Fines and Forfeitures; Use of Money and Property; Charges for Services; Fiscal Agent Fees and Administration; Miscellaneous; and Recovered Costs.

These sources account for 4.0% of General Fund revenues, or \$5.1 million. Other sources total \$1.8 million or 1.4% and includes payments from the School Division for grounds maintenance, video services, radio maintenance and law enforcement at the high schools. Also in other sources is a transfer from the Marquis Community Development Authority Special Revenue Account for services provided to the facilities in the project area.

The remaining \$13.4 million or 10.5% is from various state and federal government supported programs.

### **General Fund Expenditures**

The total General Fund expenditure budget of \$127.2 million is \$4.2 million or 3.4% more than the current year budget. The Adopted Budget for fiscal year 2013 includes no new initiatives, and focuses on maintaining County services. Total personnel increased by \$1.0 million. This is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Non-personnel increases total \$3.2 million and the major components are the increase in funding for school operations of \$3.9 million and the elimination of General Fund support for the recycling program of (\$700,000).

The net changes in County functions are as follows:

Public Safety	\$ 1.3 million
Environmental & Development Services	(0.6) million
Finance & Planning	0.5 million
Education & Educational Services	3.9 million
General Services	(0.7) million
Community Services	(0.1) million
Capital Outlay & Fund Transfers	(0.2) million
All Other Functions	<u>0.1 million</u>
Total	<u>\$ 4.2 million</u>

Areas of special input are:

### **Education and Educational Services**

The budget includes an increase in funding of the local contribution to the School Operating Fund, representing 38.4% of the General Fund budget. It also includes level funding in the School Debt Service Fund to cover the cost of debt obligations for school renovation and construction, representing 6.0% of the General Fund Budget. The County is fully funding the School Division's Capital Improvement Program requests for fiscal year 2013. In addition, I recommend that the Board continue the practice of making supplemental appropriations for technology improvements of any funds remaining at the end of fiscal year 2012 in the School Operating Fund. Also, if the School Division should receive more Impact Aid than is budgeted for fiscal year 2013, the two Boards may again wish to discuss alternative uses for some of these funds. The budgets for other Educational Services, including Library Services and Cooperative Extension, represent 2.0% of the General Fund Budget.

Personnel

This budget includes no funding for 29.75 General Fund full-time equivalent positions and an additional 2 non-General Fund full-time equivalent positions. In total, these 31.75 unfunded positions equates to over a \$1.4 million in savings. In addition, the County will remain under a 90 day hiring freeze to achieve further savings.

Increases in personnel are attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include funding to support the various rate increases in health insurance and group life insurance.

**ENTERPRISE FUNDS EXPENSE BUDGETS - \$16,355,046**

The various funds included in this total are the Solid Waste Management Fund (\$4.8 million), the Water Utility Fund (\$0.4 million), the Sewer Utility Fund (\$8.7 million), the Yorktown Operations Fund (\$0.1 million) and the Regional Radio Project Fund (\$2.4 million). Revenue in these funds is primarily generated through user fees and connection charges.

The Water and Sewer Utility Funds account for the water and sewer capital projects. There are no new water or sewer projects planned for fiscal year 2013. The Sewer Utility Fund continues to support sewer line and pump station rehabilitation and provides funding for the replacement of capital equipment.

**OTHER COUNTY FUNDS EXPENSE BUDGETS - \$38,036,066**

Other fund types maintained by the County include Special Revenue Funds (\$17.3 million), Debt Service Funds (\$11.6 million), Capital Project Funds (\$2.7 million), Internal Service Funds (\$6.1 million) and one other fund (\$0.3 million). These are special-purpose fund types that account for various activities throughout the County.

The expenditure budgets for these combined funds reflect a decrease of \$1.5 million or 3.7% from the current year. The decrease is attributable to a borrowing scheduled in fiscal year 2012.

**INTERFUND TRANSFERS - (\$23,206,106)**

As a part of doing business, funds are transferred from one County fund to another. This usually occurs when the funds are collected in one fund and are allocated in another fund, such as the lodging tax, meals tax, or debt service payments. Interfund transfers have been netted from the total County Budget to eliminate duplication of transactions. The impact of interfund transfers is as follows:

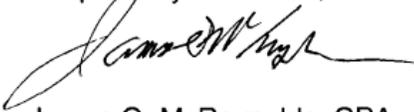
General Fund	\$ (21.0) million
Special Revenue Funds	(1.0) million
Capital Project Funds	(0.7) million
Internal Service & Enterprise Funds	(0.5) million
Net Interfund Transfers	<u>\$ (23.2) million</u>

**COMMENTS**

York County has a long tradition of fiscal conservatism that has served it well. As is indicated by its excellent bond rating and highly sought after credit, the County is in a solid financial position and has the resources necessary for sound fiscal management. These practices have provided the foundation that will enable the County to weather the current financial situation. Staff in the Department of Financial & Management Services and I continue to monitor economic conditions, trends and in particular revenue collections. I will continue to make the necessary adjustments to the current financial plan as required to finish the current fiscal year within the appropriated budget. I believe that the Adopted Budget outlined above represents a conservative fiscal plan that will allow the County to maintain the current level of service.

The requirements of the Code of Virginia regarding the development, preparation, and presentation of the budget to the Board of Supervisors by the County Administrator have been met. Staff has worked diligently to keep costs to a minimum while still meeting the expectations of county citizens. I would like to thank all County agencies and departments for their efforts. A special thanks goes to Sharon Day, Division Chief of Budget and Financial Reporting, along with division staff members Jody Bauer, Carolyn Cuthrell, Lisa Swartz, Debbie Goodwin and Renate Newman for a superb effort in putting this document together.

Respectfully submitted,



James O. McReynolds, CPA  
County Administrator

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# Budget Overview

## History

York County, Virginia, which was originally named Charles River County, was one of Virginia's eight original "shires" formed in 1634. It was renamed nine years later in 1643 when the river that determines the County's character was also given the name of the then Duke of York. York County has played a major role in the development of this nation. Most importantly, it was the location of the culminating battle of the Revolutionary War and the subsequent surrender of Lord Cornwallis and his British army on October 19, 1781.

## Form of Government

The County of York, Virginia (the County) is organized under the traditional form of government (as defined under Virginia Law). The governing body of the County is the Board of Supervisors that establishes policies for the administration of the County. The Board of Supervisors comprises five members: one member from each of five districts, elected for a four-year term by the voters of the district in which the member resides. The Board of Supervisors appoints a County Administrator to act as the administrative head of the County.

## Location

York County consists of approximately 108 square miles, with federal landholdings constituting nearly 40% of the land. The County is located in the Virginia Coastal Plain on a peninsula formed by the James and York Rivers and the Chesapeake Bay. The Peninsula includes James City County and the cities of Hampton, Newport News, Poquoson and Williamsburg, all of which adjoin York County. The County and the Peninsula are part of the greater Hampton Roads region. The boundaries of Hampton Roads correspond fairly closely with the boundaries of the Virginia Beach-Norfolk-Newport News VA NC Metropolitan Statistical Area (MSA), as defined by the U.S. Census Bureau.



## Population

York County is home to approximately 66,200 people and ranks 18<sup>th</sup> in population among the state's 95 counties and 29<sup>th</sup> among the 134 cities and counties. In land area, however, the County is the 3<sup>rd</sup> smallest county in Virginia, making it the 6<sup>th</sup> most densely populated county. The County's population has grown steadily for decades, and for the first decade of the 21<sup>st</sup> century, the average annual increase was 1.5%. The majority of the growth, approximately 64% between 2000 and 2010, is due to net migration, which is the difference between the number of people moving into a community and the number of people moving out.

## **Age**

The 2010 median age in the County was 39.4 years, almost 3 years older than in 2000. The population is getting older, on average, as it is all over the country, because of the aging of the post-war baby boom generation born between 1946 and 1964. The baby boom was followed by a “baby bust” period that brought lower fertility rates, causing a “bulge” in the age distribution of the population. Meanwhile, medical advances have increased the average life expectancy. The cumulative effect of these trends has been a significant rise in the median age both in York County and nationally.

## **Race**

The racial composition of the County’s population has been fairly stable, with whites representing 76% of the population in 2010. Although the number of black residents increased 16% between 2000 and 2010, the black proportion of the non-white population fell from 67% to 57% while the Asian population grew from 16% to 21% of the minority population.

## **Households**

Almost 2/3 of the County’s estimated 24,400 households are married-couple families, despite an increase in other types of living arrangements such as single-parent families, unrelated people living together, and people living alone. This prevalence of married-couple families in York County is reflected in its relatively large average household size, which, at 2.7 persons per household, was the highest on the Peninsula in 2010 and higher than averages for both the state (2.54) and the Virginia Beach-Norfolk-Newport News metropolitan area (2.55). This is partly attributable to the County’s large proportion of on-base military households.

## **Labor Force and Unemployment**

The civilian labor force is well educated. York County leads its Peninsula neighbors with 94% of its adult population (25 and older) holding at least a high school diploma. Of those high school graduates, 46% hold at least a bachelor’s degree and 22% hold a graduate or professional degree.

York County has one of the lowest unemployment rates in the metropolitan area, and it consistently trails the regional, statewide, and national rates. Following two consecutive years of an increase as a result of the national economic downturn, the County’s average monthly unemployment rate leveled off at 5.7% in 2011.

## **Income**

York County is one of the most affluent localities in Hampton Roads, with a median household income of \$79,120, according to the U.S. Census Bureau. York County has the lowest poverty rate on the Peninsula with an estimated 4.3% of the population living below the poverty line in 2010, according to the Census Bureau.

## **Quality of Life**

In 2004, York County ranked in the top 2% of best counties in a nation-wide quality of life study conducted by American City Business Journals, Inc. The County ranked 37<sup>th</sup> among the nation’s 3,141 counties and independent cities. The study used 20 categories for the quality of life rating, including median household income, racial diversity, unemployment, commute times for residents and high school graduation rates.

## Economic Development

In fiscal year 2011, the County's economic development efforts continued to focus on business retention and product development. A significant amount of work was also done to stabilize and reorganize retail projects that had been damaged by the sustained negative economic environment. The Historic Triangle tourism environment was weak in 2011, however York County's numbers were fairly good due to its inventory of newer flagged properties. Water Country USA and Great Wolf Lodge had very good years. Despite indications that the national defense budget will be significantly reduced, Fort Eustis and the Yorktown Naval Weapons Station have experienced growth. This positive news has fueled continued efforts to build the County's defense contractor roster.

The widening of Fort Eustis Boulevard from 2 to 4 lanes will be completed in the spring of 2012, which will positively impact available flex space and shovel-ready light industrial sites in the Old York-Hampton light industrial corridor. The EDA owns 15 acres of light industrial property in this area that will be very attractive to defense contractors serving Fort Eustis. There has also been renewed interest in rail sites and the 23-acre parcel in the York River Commerce Park could support a single user of 162,000 square feet.

SB Cox opened its state of the art construction and demolition debris recycling facility in fiscal year 2011. This project represents a \$7 million investment in real estate and equipment. This development also extended infrastructure to 11 acres owned by the EDA and 3 acres of this property are already under option for a regional headquarters and service operation.

Western's Yorktown Refinery was sold to Plains All American Pipeline, L.P. in December 2011 for utilization as an oil terminal. While the loss of tax revenue from the cessation of refining is significant, Plains has already invested millions in facility repairs and upgrades. The company is also considering expanding its terminal operation to capitalize on new crude oil discoveries. The closure of Altria's smokeless tobacco manufacturing facility was another significant tax loss to the County. However, Altria's \$25 million investment in upgrading and expanding the facility in 2007 has left the County with a very marketable product. There are a very limited number of large food grade manufacturing buildings in Hampton Roads and this 135,000 square foot facility is being considered by two prospects.

One of the most positive developments in fiscal year 2011 was the sale of the Marquis to Dallas-based Todd Interests. The company specializes in reenergizing lagging retail projects and it has made significant progress in restructuring the projects financing and stabilizing the existing tenant base. Plans are being developed to construct new retail space and efforts to lease or sell outparcels for restaurants are underway. AIG, the owner of another underperforming retail product, Williamsburg Marketcenter, made positive strides in fiscal year 2011. AIG was able to gain ownership of the project anchor, a vacant grocery store formerly owned by Ukrop's. AIG will now be able to aggressively work to backfill this space with a new grocer and has engaged Divaris, a well-known commercial real estate firm to market the property.

The Office of Economic Development (OED) in partnership with the Economic Development Authority (EDA) developed new programs in fiscal year 2012 to assist existing businesses, including a well-attended day long educational event called the York BIZ Expo. The York BIZ Expo was the most successful business training and networking event ever held in the County. The event was co-sponsored by the York County Chamber of Commerce, featured over 25 exhibitors, and there were speakers on a wide range of topics critical to small businesses.

The OED and EDA also created an innovative grant program to stimulate the transition of home-based businesses to commercial space. The OED/EDA unveiled an innovative effort in June 2011 named the Home-Based Transition Grant Program. This program provides grants up to \$2,000 for home-based businesses to move into commercial space. In addition to helping small businesses grow, this investment also reduces commercial property vacancies, helping to stabilize real estate values.

## Statistical Information

### Top Employers

<u>Employer</u>	<u>Industry</u>	<u>No. of Employees</u>
Naval Weapons Station/Cheatham Annex	Government	2,998
York County School Division	Government	1,808
U.S Coast Guard Station	Government	1,399
Wal-Mart	Retail	962
Water Country USA	Water Park	954
York County Government	Government	732
Sentara Williamsburg Regional Medical Center	Hospital	671
Great Wolf Lodge	Hotel & Water Park	505
Windham Vacation Ownership	Timeshare	281
Kings Creek Plantation	Timeshare	199

*Includes full-time and part-time positions*

*Source: York County, Comprehensive Annual Financial Report - June 30, 2011*

### Population, Per Capita Income and Unemployment Rates

<u>Fiscal Year</u>	<u>Population</u>	<u>Per Capita Income</u>	<u>Unemployment Rate</u>
2011	66,200	\$ 47,922	5.7%
2010	65,500	47,207	5.6%
2009	64,900	47,380	5.5%
2008	64,600	47,553	3.5%
2007	63,800	45,244	2.6%

*Source: York County, Comprehensive Annual Financial Report - June 30, 2011*

### Top Taxpayers

<u>Taxpayer</u>	<u>2010 Assessed Valuation</u>	<u>% of Total Assessment</u>
Virginia Power Company	\$ 379,602,613	3.78%
Western Refining Yorktown Inc.	193,263,805	1.92%
Lawyers Title/Fairfield Resorts	187,579,815	1.87%
Great Wolf Lodge of Wmbg, LLC	84,425,890	0.84%
City of Newport News	75,864,300	0.75%
Kings Creek Plantation	73,321,625	0.73%
Busch Entertainment	49,390,485	0.49%
Wal-Mart	38,875,975	0.39%
Premier Properties	35,324,200	0.35%
Phillip Morris USA Inc.	18,157,300	0.18%
	<u>\$ 1,135,806,008</u>	<u>11.30%</u>

*Source: York County, Comprehensive Annual Financial Report - June 30, 2011*

## School Division

The mission of the York County School Division is to ensure the success of all students through a rigorous and innovative instructional program of public education that expects the highest levels of excellence from staff and students. All students will become lifelong learners prepared to compete in a global economy.

The York County School Board is responsible for elementary and secondary education within the County. There are five school board members, one from each electoral district. The School Division's instruction program encompasses kindergarten through 12<sup>th</sup> grade. There are nineteen schools in the Division: 4 high schools, 4 middle schools, 10 elementary schools and 1 charter school.

Student performance and meeting the state's Standards of Learning (SOLs) remains the pinnacle of achievement for the York County School Division. Based on the spring SOL test results, the school division continues to be a leader in student performance across the state with 100% of our schools meeting the SOL requirements for full accreditation. Students consistently exceed the state average on the SOL test and the Scholastic Achievement Tests (SAT).

### Education Statistical Data

<b>School Year</b>	<b>School Facilities</b>	<b>Enrollment</b>	<b>Operating Expenditures</b>	<b>Cost per Student</b>
2011	19	12,477	\$ 115,938,380	\$ 9,292
2010	19	12,533	122,023,356	9,736
2009	19	12,732	121,036,171	9,506
2008	19	12,745	114,658,213	8,996
2007	19	12,649	112,429,279	8,888

*Source: York County School Division, Comprehensive Annual Financial Report - June 30, 2011*

Due to State law, the York County School Division is fiscally dependent upon the County. State law prohibits the School Division from entering into debt that extends beyond the current fiscal year without the approval of the local governing body. The governing body in York County is the Board of Supervisors. The Board of Supervisors approves the annual school budget, levies taxes to finance a substantial portion of the School Division's operations and approves the borrowing of funds and the issuance of debt used for school capital projects.

State revenue is based on the General Assembly's budget and includes basic aid, state sales tax, lottery funds, gifted education, remedial programs, special education, vocational education and employer share benefits. Basic aid is calculated by the state according to the locality's Composite Index, projected adjusted average daily membership and an established per pupil cost. The sales tax is imposed on retailers, collected on a statewide basis and distributed to local education agencies monthly based on school age population.

Federal revenue includes Title I-A, Title II-A, Title IV-A, Title V-A, Title VI-B and Impact Aid. Local support reflects the County's contribution for the operation of the school system. Other revenues include interest, rental and lease income, use of vehicles and buses, sale of equipment and tools, debt service reimbursement, pupil fees, tuition for students residing outside the district and summer school and insurance recoveries.

The School Division issues its own separate annual operating and capital budget documents. Details can be accessed via the internet at <http://yorkcountyschools.org>.

## Goals and Objectives

The quality of life in a community cannot be measured by statistics. It can only be expressed in terms of the collective experiences enjoyed by the residents. It includes such things as a comfortable climate, recreational and entertainment opportunities, educational and cultural life, and an aesthetically pleasing living environment.

York County is best defined by its quality of life. Mild temperatures, a low crime rate, hundreds of miles of coastline, and abundant flora and fauna contribute to the County's reputation as a desirable place to live.

To preserve and enhance this high quality of life is the overriding purpose of the York County *Comprehensive Plan*, which is a long-range plan to the physical development of the County. The *Comprehensive Plan* is necessary to ensure the efficient use of land in recognition of environmental constraints and the capacity of the public infrastructure. It seeks to provide an appropriate mix of residential, commercial and industrial development; to guide such development to appropriate areas of the County based on the carrying capacity of the land, the existing development character, and the presence of infrastructure and public facilities; to preserve the County's natural and historic resources and aesthetic quality and to prevent the overburdening of the County's roads, utilities, facilities and services.

The *Comprehensive Plan* is updated every five years, with the last update in December 2005. The plan is currently being updated. The plan is divided into chapters or elements dealing with various aspects of the County's physical development. The matrix below outlines which departments are responsible for the implementation of the goals. Within the budget document, the divisions responsible for fulfilling these goals provide a narrative outlining their respective objectives and implementation strategies. The narrative that follows this matrix is an excerpt from the *Comprehensive Plan*.

Department	Community Facilities	Economic Development	Environment	Historic Resources	Housing	Transportation	Land Use
General Admin	x	x	x	x	x	x	x
Judicial Admin	x						
Public Safety	x						
Environmental & Development Svcs	x		x	x			
Finance & Planning	x	x	x	x	x	x	x
Education							
Educational Svcs	x						
Human Services	x				x		
General Services	x						x
Community Svcs	x				x		
Capital Outlay	x	x				x	x

Source: Charting the Course to 2025 - The York County Comprehensive Plan

### Community Facilities

Goal: York County should be a community where the citizens feel safe from crime, receive prompt and effective emergency services when needed, and have convenient access to public facilities at appropriate locations to serve them economically and efficiently.

### Objectives:

- . Coordinate the location and timing of public facilities in recognition of existing and anticipated needs and characteristics, including the age distribution and location of present and projected future populations.
- . Avoid wasteful duplication of effort in the construction and operation of public facilities.
- . Maintain historic Yorktown as the seat of County government.
- . Make optimum use of existing court and office space.
- . Provide greater opportunities for the training of County personnel, in particular specialized training for law enforcement and fire and rescue personnel.
- . Provide Sheriff's facilities to accommodate manpower levels sufficient to provide prompt and effective crime protection, prevention and law enforcement to all areas of the County.
- . Provide detention/correctional facilities of sufficient capacity to house securely and safely the County's future adult and juvenile inmate population.
- . Provide fire stations to accommodate manpower levels sufficient to provide prompt and effective fire and emergency medical response to all areas of the County.
- . Maintain a five-minute average fire and emergency response time to at least 90% of the County's land area.
- . Achieve higher levels of excellence in library service.
- . Provide convenient library service to all areas of the County.
- . Protect the natural environment and preserve open space.
- . Provide for a range of recreational facilities and activities adequate in number, type, size, and location to accommodate the needs of County residents.
- . Ensure that athletic fields and other recreational facilities are well maintained.
- . Increase public recreational, fishing and boating access to waterways.
- . Provide a learning environment that is conducive to the education of all present and future school-age children in the County.
- . Achieve and maintain the following overall student/classroom ratios and program capacity guidelines at each school: Kindergarten 20:1, 350-700 students; First-Second 22:1, 350-700 students; Third-Fifth 25:1, 350-700 students; Middle 25:1, 700-1000 students; High 25:1, 1200-1800 students.
- . Optimize use of school facilities and grounds.
- . Promote lifelong learning.

### **Economic Development**

Goal: Build a healthy and diverse economic base that provides well-paying jobs and generates sufficient revenue to pay for the service needs of both businesses and the citizenry without degrading the County's natural resources or the overall quality of life.

### Objectives:

- . Continue to expand York County's commercial and industrial tax base.
- . Enhance the long-term visual attractiveness of the County's major commercial corridors.
- . Expand job opportunities for York County residents.
- . Increase visitation to York County.
- . Promote York County as an attractive location for economic development.
- . Encourage mixed-use development in appropriate areas.
- . Encourage creativity in the design of economic development projects.

### **Environment**

Goal: Establish and preserve a balance between York County's natural and built environment that contributes positively to the quality of life of current and future generations.

## Objectives:

- . Preserve and protect environmentally sensitive areas and natural resources from the avoidable impacts of land use activities and development.
- . Enhance public awareness and understanding of the importance of environmental conservation and preservation.
- . Continue to implement special development regulations to protect natural resource areas, including low-lying areas, areas with steep slopes, tidal and nontidal wetlands, Chesapeake Bay Preservation Areas, and areas identified by the Virginia Department of Conservation and Recreation, Division of Natural Heritage in the Natural Areas Inventory of the Lower Peninsula of Virginia.
- . Reduce danger to persons, property, and the environment caused by stormwater runoff from developed areas.
- . Reduce or eliminate the loss of life and property damage from natural hazards.
- . Achieve and maintain regional attainment with the National Ambient Air Quality Standards.
- . Ensure that land development occurs in recognition of the ability of the land to support such development without environmental degradation.
- . Preserve open space for purposes of wildlife habitat and the preservation of ecologically sensitive areas.
- . Ensure the conservation and enhancement of adequate and safe future water supply areas.
- . Reduce the incidence of failing septic systems.
- . Ensure existing and proposed public and private access facilities (docks and piers) do not have a negative impact on water quality.
- . Protect coastal wetlands, marshes, rivers, inlets and other bodies of water from degradation associated with land development.
- . Protect shoreline property from erosion in a cost-effective manner that preserves and enhances shoreline resources, water quality, wetlands, riparian buffers and wildlife habitat.
- . Minimize the need for streambank and shoreline erosion controls.
- . Limit noise associated with nonresidential development and highway traffic.
- . Promote compatible land use and development in areas where aircraft noise exceeds acceptable levels as determined by the Department of Housing and Urban Development.
- . Achieve a 50% recycling rate.
- . Provide for the convenient, efficient, and safe removal and disposal of leaves and yard debris.
- . Expand markets for recycled and recyclable products.

## Historic Resources

Goal: Identify, preserve, protect and enhance the County's existing and future historical resources.

## Objectives:

- . Update inventories of known archaeological and architectural resources on a regular basis.
- . Continue efforts to coordinate the sharing of information (as through VDHR) as inventories are conducted on the large percentage of the County's riverfront property, especially rich in historic resources, owned by the federal government.
- . Increased attention should be given to the documentation, inventory and evaluation of African-American resources.
- . Initiate a regional survey and evaluation study of mill sites, particularly those that played an important role in the maintenance of the historic plantation system.
- . Explore funding options for preservation activities.
- . Consider establishment of historic or neighborhood protection districts in historically significant communities.
- . Maintain a local historic archives repository.

- . Promote public education and awareness of County historic resources for persons of all ages. Utilize these resources for the educational, civic, and economic benefit of the County and its citizens.
- . Participate in the Virginia Historic Landmarks and National Register of Historic Places programs.
- . As was done with architectural resources, complete a comprehensive archaeological resources inventory to identify archaeologically sensitive areas of the County.
- . Promote heritage tourism in the County.

## **Housing**

Goal: Ensure that decent, safe, sanitary, and affordable housing is available to all County residents.

### Objectives:

- . Promote the development of pleasant and attractive living environments.
- . Establish land use and development policies and regulations that provide opportunities for housing construction, rehabilitation, and maintenance of affordable housing that addresses the current and future needs of all income levels in the County and that considers the current and future needs within the Hampton Roads Planning District.
- . Provide for a range of housing types and densities corresponding to the needs of a diverse population.
- . Protect residential areas from encroachment by incompatible land uses that adversely affect the quality of life.
- . Increase opportunities for safe and convenient walking and bicycling in residential areas.
- . Encourage mixed-use development in appropriate areas.
- . Prevent neighborhood blight and housing dilapidation.

## **Transportation**

Goal: Provide for the safe and efficient movement of people and goods within York County and throughout the Hampton Roads region.

### Objectives:

- . Promote the development of a regional multi-modal transportation system.
- . Maintain adequate levels of service on County roadways (i.e., LOS C or better).
- . Increase funding for transportation improvements critical to the mobility of York County's citizens.
- . Promote development and land use strategies that enhance roadway safety and preserve the carrying capacity of the roadway network.
- . Reduce crash rates on York County roadways.
- . Utilize technology to enhance mobility and safety.
- . Promote the development of improved air transportation service convenient to York County residents.
- . Increase the number of bicycle lane miles in the County in accordance with the *Regional Bikeway Plan* for Williamsburg, James City County, and York County.
- . Provide a safe and convenient walking environment for pedestrians.
- . Provide for the particular mobility needs of the senior population when planning transportation programs and facilities.

## **Land Use**

Goal: Provide for orderly and efficient land use patterns that protect, preserve, and enhance the natural and physical attributes of the County that define and contribute positively to its appearance and character.

## Objectives:

- . Provide for residential growth that would allow the County population to reach a maximum of approximately 80,000 residents.
- . Establish and maintain a balanced diversity of land uses, with minimal conflicts among different uses, in recognition of the physical characteristics of the County and the capacity of the land and public services and infrastructure to host different types of uses.
- . Consider development patterns and plans established in adjoining jurisdictions when making local land use decisions and designations.
- . Preserve open space throughout the County such that these areas will become an integral part of the community.
- . Preserve and protect certain lands near the shoreline that have intrinsic value for the protection of water quality in the Chesapeake Bay and its tributaries.
- . Enhance the visual appeal of the County's major transportation corridors.
- . Encourage the adaptive reuse of existing blighted properties.
- . Encourage beautification of existing development to improve its visual quality and appeal.
- . Preserve, protect, and enhance cultural, environmental, and historic areas.
- . Protect unspoiled vistas and views of the water.
- . Minimize the visual obtrusiveness of telecommunications towers.
- . Pursue and/or continue regulatory, non-regulatory and incentive-based programs that help preserve and enhance the positive character-defining attributes of the County such as abundant open space, tree-lined road corridors, attractive "gateway" entrances, well-landscaped commercial areas, and pleasant residential settings.
- . Encourage the use of cluster development techniques and conservation easements to help preserve open space.
- . Maintain higher development performance standards at major "gateway" entrances and along major "gateway" corridors.

## **Budget Process**

The County has a separate unit within the Department of Financial and Management Services, the Division of Budget and Financial Reporting (BFR), dedicated to the budget and financial reporting processes. Each fall, BFR prepares and distributes a Procedures Manual outlining the departments' responsibilities for the upcoming budget year. As outlined in that document, all budget requests must be prepared using the standard electronic files distributed by BFR and departments are responsible for adhering to the established due dates. In addition, a series of meetings are held with the departments.

Local revenue projections are closely tied to the real estate re-assessment cycle (every two years), historic trends, and the current economic climate. Projections for state and federal revenue are based on estimates provided by the governmental units and historic trends. Expenditures are divided into functional categories and each department is assigned a Budget Analyst to analyze the requests and justifications and to make recommendations. A ten-year funding model is prepared to determine affordability of capital projects recommended in the Capital Improvements Program and to assist with the development of the Debt Service Funds and Capital Project Fund budgets. In addition, separate ten-year cash flow projections are prepared for the Sewer Utility and Stormwater Funds, to project user fees, meals tax and other revenue sources and to determine affordability of operating expenses and projects recommended in the Utility Strategic Plan.

In February, the County Administrator submits a balanced budget to the Board of Supervisors for the next fiscal year to begin July 1. After a series of work sessions with the Board of Supervisors and public hearings, the budget is amended as necessary and an appropriations resolution by functional level is adopted. Tax rates are established prior to the beginning of the fiscal year. The budget is required to be adopted by a majority vote of the Board of Supervisors

prior to the end of the current fiscal year. The budget may be amended by the Board of Supervisors through supplemental appropriations or transfers as necessary. The legal level of budgetary control rests at the fund level with the exception of the general fund, which is appropriated at the functional level.

### **Performance Measurement**

The budget process incorporates the Program Effectiveness Process (PEP). As called for in a Board of Supervisor's goal, PEP is a County program utilized to assist with the assessment process to ensure that services provided are operationally effective and efficient and that expenditures are essential. It provides the information necessary to evaluate service delivery options and to determine if programs are responsive to the needs and priorities articulated by the Board of Supervisors and citizens.

A mission statement, goals, objectives and measures are developed for each budget activity and submitted with the budget request. In addition, departments are responsible for submitting quarterly updates to their PEP reports and annual key service indicators. Key service indicators are included in the departmental sections of the budget.

In addition, the following table shows a number of comparative performance measures. The information shown in the "Average Other Localities" column is taken from the Fiscal Year 2010 Comparative Performance Measurement Report, the latest available, produced by the International City/County Management Association. The results are grouped by population with fifty five jurisdictions participating in York County's category (25,000 - 100,000).

<b><u>Comparative Performance Measurement</u></b>	<b><u>York County</u></b>	<b><u>Average Other Localities</u></b>
Sworn Law Enforcement Full Time Employees per 1,000 Population	1.53	1.70
Civilian Law Enforcement Full Time Employees per 1,000 Population	0.34	0.45
Total Fire & Life Personnel & Operating Expenditures per Capita	\$ 164	\$ 166
Cost per Purchase Order	\$ 94	\$ 446
Total Information Technology Expenditures per Workstation	\$ 1,577	\$ 2,318
Total Information Technology Operating & Maintenance Expenditures	1.29%	1.50%
Operating & Maintenance Expenditures per Item Circulated (Library)	\$ 3.21	\$ 3.16
Custodial Expenditures per Square Foot	\$ 0.95	\$ 1.19
Parks & Recreation Full Time Equivalentents per 1,000 Population	0.20	0.48
Average Fleet Maintenance Expenditures per Vehicle	\$ 1,830	\$ 2,801
Refuse Collections in Tons (Curbside)	\$ 62	\$ 83

## Budget Calendar

The following outlines the general budget process for the County:

April	Distribution of Capital Improvements Program (CIP) request forms and instructions from the Budget Office to departments.
June	Departments submit CIP requests.
July	CIP requests are compiled and analyzed by the Budget Office.
August	Meetings are held with departments to discuss their requests.
October	Budget Call/Budget Workshop is held for the departments. This informational session is to provide guidance and instructions regarding the preparation of their budgets requests. Agency Funding Request packages are mailed.
November	Department budget requests submissions are due to the Budget Office.
December	Agency Funding Request Letters are due from outside agencies.
January	Revenue projections and expenditure estimates are provided to the County Administrator. A Public Forum on next year's budget is held.
February	A joint work session is held with the County's Board of Supervisors and the School Board. Media briefing and formal presentation of the Proposed Budget. Advertise budget, tax assessment (in reassessment years) and tax rate. Work sessions with the Board of Supervisors are held on various budget topics.
March	Public hearings on the budget and tax rates are held. Various work sessions are held to discuss the Proposed Operating and CIP budgets.
April	Operating and CIP budgets are adopted.

## Financial Policies

York County's policy, in compliance with the Code of Virginia, is to propose and adopt a balanced budget for the General Fund, whereby revenues equal expenditures. York County adopts an annual operating budget for the fiscal period beginning July 1 and ending June 30. The General Fund, Special Revenue Funds, Debt Service Funds, Capital Budget Funds, Other Funds, Internal Service Funds and Enterprise Funds all have legally adopted budgets, with one exception. Enterprise Funds with depreciation only, are not budgeted. The Comprehensive Annual Financial Report includes the additional enterprise funds not budgeted for the reason outlined above and trust and agency funds. The County, acting as fiscal agent, would not legally adopt the budget for the trust and agency funds.

## Investments

The Treasurer of York County is an elected Constitutional Officer whose responsibility, in part, is to invest York County funds in an expedient and prudent manner, meeting or exceeding all statutes and guidelines governing the investment of public funds in Virginia. This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, are not covered by this policy. Significant excerpts from the investment policy are outlined below.

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

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit risk is the risk of loss due to the failure of the security issuer or backer, by limiting investments to certain types of securities or diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity or investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions: a security with declining credit may be sold early to minimize loss of principal, a security swap would improve the quality, yield, or target duration in the portfolio or liquidity needs of the portfolio require that the security be sold. All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Securities will be held by an independent third-party custodian selected by the Treasurer as evidenced by safekeeping receipts in the County's name. The investment officer shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

The following investments will be permitted by this policy and are those defined by state and local law where applicable: U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available; U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value; certificates of deposit and other evidences of deposit at financial institutions; bankers' acceptances; corporate notes and bonds (U.S. dollar denominated) rated in the AAA or AA categories by both Standard & Poor's and Moody's; commercial paper (U.S. dollar denominated) issued by an entity incorporated in the U.S.; rated "prime quality" by at least two of the nationally recognized rating agencies; investment-grade obligations of state, provincial and local governments and public authorities; repurchase

agreements whose underlying purchased securities consist of the aforementioned instruments; money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

The investments shall be diversified by: limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), limiting investment in securities that have higher credit risks, investing in securities with varying maturities, and continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

This policy is reviewed by the Treasurer on an annual basis.

### **Debt Policy**

The County does not issue long-term debt to finance current operations and emphasizes pay-as-you-go capital financing. The County does not use tax revenue anticipation notes (TRANS) to fund current operations and does not intend to issue bond anticipation notes for a period of longer than three years. The issuance of variable rate debt by the County is subject to careful review and is issued only in a prudent and fiscally responsible manner.

Whenever the County finds it necessary to issue bonds, the term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended. The County shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.

The County shall comply with all requirements of Title 15.1 Code of Virginia and other legal requirements regarding the issuance of bonds and certificates of the County or its debt issuing authorities.

Whenever the County finds it necessary to issue revenue-supported bonds, the following guidelines will be adhered to:

- Revenue-supported bonds are defined as a bond in which the debt service is payable solely from the revenue generated from the operation of the project being financed or a category of facilities (i.e. water, sewer, solid waste).
- The term of any revenue-supported bond issue will not exceed the useful life of the capital project/facility or equipment for which borrowing is intended.
- Revenue-supported bonds will be structured to allow equal or declining annual debt service payments over a term not to exceed the life of the project being financed. For those revenue-supported bonds issued to the Virginia Revolving Loan Fund annual debt service payments shall not exceed twenty years.

In accordance with the Code of Virginia, legal debt limits do not apply to counties, unless the county elects to be treated as a city for the purpose of incurring debt and issuing bonds. York County has not made such an election and consequently is not subject to debt legal limits. The County monitors all debt covenants to ensure compliance. For governmental funds, proceeds from the issuance of debt and the repayment of debt are accounted for in the debt service funds. For proprietary funds, accounting for debt occurs in the respective fund.

## **Revenue**

The County's revenue stream consists of local, state, federal and other financing sources. The majority of the County's revenue is derived from general property taxes. It is the County's policy for one-time revenues to be used to fund capital projects. In addition, the County strives to diversify its sources of revenue.

## **Expenditures**

The County's expenditure budget is divided into functional areas (departments). The department's assigned Budget Analyst, in coordination with the department, monitors expenditures throughout the fiscal year to ensure compliance with legal requirements and accounting standards. The County Code provides that the County Administrator may transfer funds within appropriation functions. These transfers allow for the disbursement of funds for unanticipated costs incurred in daily County operations and any such transfer may not result in a change in the total appropriated for personnel or non-personnel costs within the function.

The three major categories for expenditures/expenses are personnel, operating and capital. Operating expenditures/expenses includes contractual services, internal services, other charges, materials and supplies, leases and rentals and grants and donations. At the end of the budget document, there is a glossary that provides definitions for financial and budgetary terminology, object codes, acronyms and abbreviations.

## **Fund Balance Reserve**

Fund balance reflects the accumulation of excess revenues over expenditures. The County strives to maintain a minimum unobligated fund balance of 12% of the current year budgeted expenditures for operations as a reserve. This unobligated portion of fund balance provides sufficient working capital for the County and serves as a "rainy day" fund for emergencies or unforeseen circumstances.

Fund balances in the Social Services Fund, Children & Family Services Fund, County Capital Fund, Vehicle Maintenance Fund, Solid Waste Management Fund and Yorktown Operations Fund are projected to decrease in fiscal year 2013, to utilize funds that have accumulated from excess local sources and/or been set aside for planned projects.

## **Fund Structure**

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate self-balancing set of accounts that comprise assets, liabilities, revenues and expenditures/expenses. The following fund types are used: governmental, proprietary, trust and agency funds and component units.

Any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget is considered to be a major fund. The County General Fund is projected to be a major fund in fiscal year 2013.

## **Governmental Funds**

Most governmental functions of the County are financed through governmental funds. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting.

### General Fund

The General Fund is the County's primary operating fund. It is used to account for all revenue sources and expenditures not required to be accounted for in other funds.

### Special Revenue Funds (Tourism, Social Services, Law Library, Children and Family Services, Marquis Community Development Authority Revenue Account)

Special Revenue Funds are used to account for the proceeds of federal, state and local sources that are legally restricted to expenditures for specified purposes.

### Debt Service Funds (County, School)

Debt service funds are used to account for the receipt and payment of bonds and loans issued for equipment purchases, construction and maintenance of facilities.

### Capital Project Funds (Stormwater Management, Yorktown Capital Improvements, County Capital)

Capital Project Funds are used to account for financial resources used to address drainage improvements, and for the acquisition or construction of major capital facilities and equipment, other than those financed by proprietary funds.

### Other Funds (Workers' Compensation, Revenue Stabilization Reserve)

The Workers' Compensation Fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County. The Revenue Stabilization Reserve Fund accounts for local funds equal to the excess of Federal Impact Aid receipts returned by the School Division at the close of any fiscal year.

## **Proprietary Funds**

Proprietary funds account for operations similar to those in the private sector. Proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting.

### *Internal Service Funds*

#### Vehicle Maintenance Fund

This fund accounts for the operation of the vehicle maintenance and replacement services that are provided to County departments on a cost-reimbursement basis.

#### Other Post-Employment Benefits Fund

This fund accounts for subsidy payments for eligible retirees of the County toward health insurance coverage in a plan sponsored by the County.

### *Enterprise Funds*

#### Solid Waste Management Fund

This fund accounts for the operations of the County's solid waste disposal system.

#### Water Utility Fund

This fund accounts for the operations and construction of the County's water utility systems.

### Sewer Utility Fund

This fund accounts for the operations and construction of the County's sewer utility systems.

### Yorktown Operations Fund

This fund accounts for the operations of Riverwalk Landing, including the net tenant lease income and the income and expenses for the piers.

### Regional Radio System Fund

This fund accounts for the County's joint emergency communication system with the Counties of James City and Gloucester.

## **Basis of Budgeting and Accounting**

The budgets of governmental funds are prepared on the modified accrual basis, a basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure."

The accrual basis of accounting, a method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows, is used for the proprietary funds, except for depreciation, amortization, debt principal payments and capital outlay.

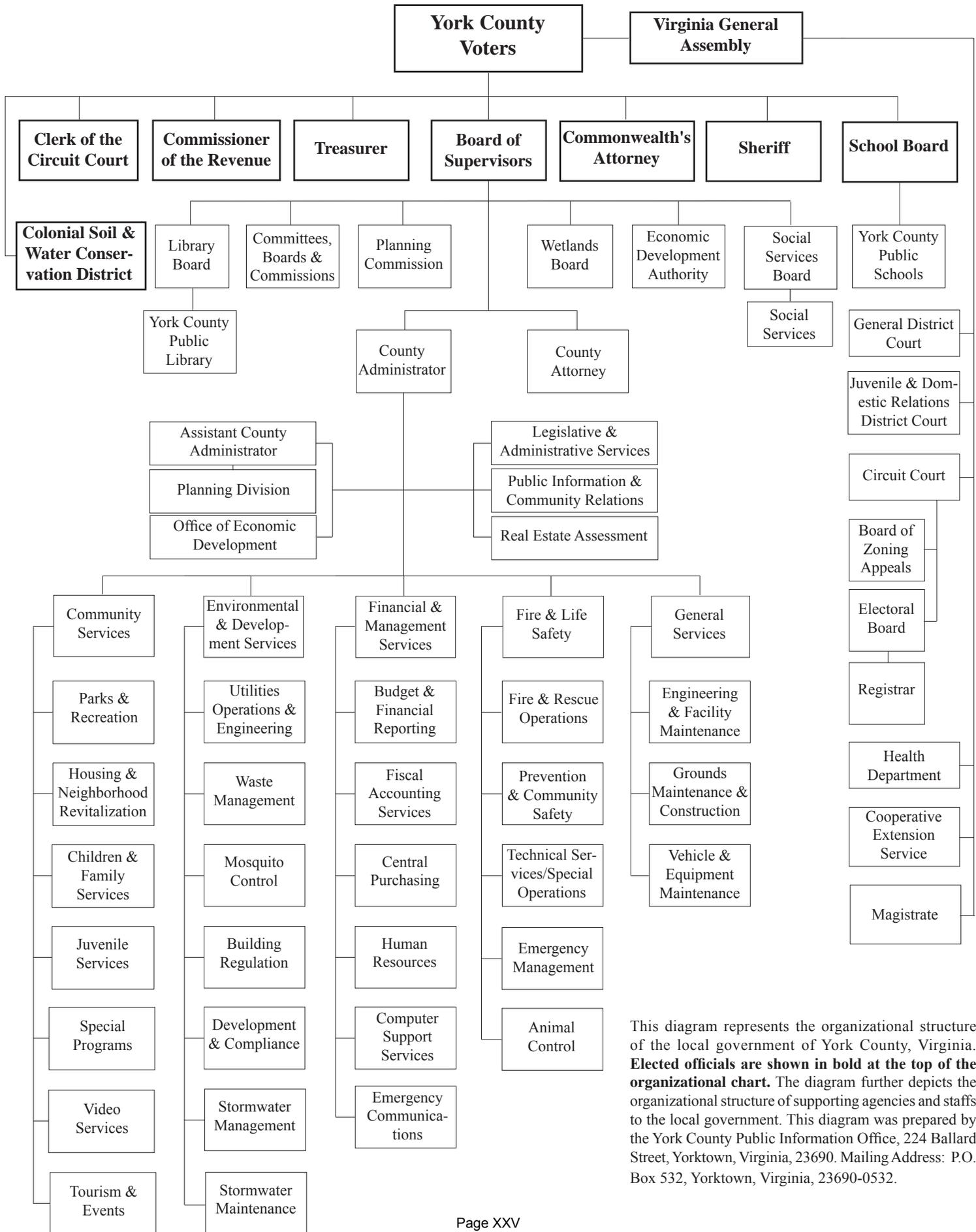
The CAFR is prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted primary standard-setting body for establishing governmental accounting and financial reporting principles.

In most cases, the accounting treatment conforms to the budget treatment with the following exceptions:

- Compensated absences are accrued as earned (GAAP) versus expensed when paid (budget).
- Depreciation and amortization expenses are non-cash items and are not budgeted. These expenses are recognized for GAAP purposes.
- Principal payments on debt in the proprietary funds result in a reduction in the outstanding liability (GAAP) versus expensed (budget).
- Capital outlay in the proprietary funds is recorded as a capital asset (GAAP) versus expensed (budget).

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# Organizational Diagram of York County Government



This diagram represents the organizational structure of the local government of York County, Virginia. **Elected officials are shown in bold at the top of the organizational chart.** The diagram further depicts the organizational structure of supporting agencies and staffs to the local government. This diagram was prepared by the York County Public Information Office, 224 Ballard Street, Yorktown, Virginia, 23690. Mailing Address: P.O. Box 532, Yorktown, Virginia, 23690-0532.

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**Summary of Funding Sources By Fund  
Fiscal Year 2013 Adopted Budget**

**General Fund**

Revenue:			
Local	\$ 112,019,415		
State and Federal	13,384,940		
Other Financing Sources	1,788,315		
Less Interfund Transfers	<u>(200,000)</u>	\$ 126,992,670	
Estimated Fund Balance - FY2012		<u>21,491,918</u>	\$ 148,484,588

**Special Revenue Funds**

Revenue:			
Local	8,488,819		
State and Federal	4,475,300		
Other Financing Sources	4,014,685		
Less Interfund Transfers	<u>(4,014,685)</u>	12,964,119	
Estimated Fund Balance - FY2012		<u>1,396,663</u>	14,360,782

**Debt Service Funds**

Revenue:			
State and Federal	59,472		
Other Financing Sources	11,567,190		
Less Interfund Transfers	<u>(11,061,769)</u>	<u>564,893</u>	564,893

**Capital Project Funds**

Revenue:			
Local	134,200		
State and Federal	100,000		
Other Financing Sources	1,141,230		
Less Interfund Transfers	<u>(1,116,230)</u>	259,200	
Estimated Fund Balance - FY2012		<u>(3,206,306)</u>	(2,947,106)

**Other Funds**

Revenue:			
Local	10,000		
Other Financing Sources	254,800		
Less Interfund Transfers	<u>(254,800)</u>	10,000	
Estimated Fund Balance - FY2012		<u>7,178,974</u>	7,188,974

**Internal Service Funds**

Revenue:			
Local	4,578,742		
Other Financing Sources	1,508,211		
Less Interfund Transfers	<u>(3,551,878)</u>	2,535,075	
Estimated Fund Balance - FY2012		<u>2,074,272</u>	4,609,347

**Enterprise Funds**

Revenue:			
Local	15,310,924		
State and Federal	308,844		
Other Financing Sources	3,006,744		
Less Interfund Transfers	<u>(3,006,744)</u>	15,619,768	
Estimated Fund Balance - FY2012		<u>(8,371,318)</u>	<u>7,248,450</u>

**Total All Funding Sources**

179,509,928

**Estimated Fund Balance - FY2013**

General Fund	(21,491,918)	
Special Revenue Funds	(1,075,727)	
Capital Project Funds	4,562,893	
Other Funds	(7,188,974)	
Internal Service Funds	(2,038,378)	
Enterprise Funds	<u>6,099,852</u>	<u>(21,132,252)</u>

**Total Revenues and Fund Balances - FY2013**

\$ 158,377,676

**Summary of Expenditures/Expenses By Fund  
Fiscal Year 2013 Adopted Budget**

**General Fund**

Total Expenditures	\$ 127,192,670	
Interfund Transfers:		
Special Revenue Funds	\$ (4,014,685)	
Debt Service Funds	(10,006,847)	
Capital Project Funds	(816,230)	
Other Funds	(216,580)	
Internal Service Funds	(2,951,317)	
Enterprise Funds	<u>(3,006,744)</u>	<u>(21,012,403)</u>
Total Expenditures Less Interfund Transfers		\$ 106,180,267

**Special Revenue Funds**

Total Expenditures	17,299,740	
Interfund Transfers	<u>(980,659)</u>	
Total Expenditures Less Interfund Transfers		16,319,081

**Debt Service Funds**

Total Expenditures	11,626,662	
Interfund Transfers	<u>-</u>	
Total Expenditures Less Interfund Transfers		11,626,662

**Capital Project Funds**

Total Expenditures	2,732,017	
Interfund Transfers	<u>(696,000)</u>	
Total Expenditures Less Interfund Transfers		2,036,017

**Other Funds**

Total Expenditures	254,800	
Interfund Transfers	<u>-</u>	
Total Expenditures Less Interfund Transfers		254,800

**Internal Service Funds**

Total Expenses	6,122,847	
Interfund Transfers	<u>(51,745)</u>	
Total Expenses Less Interfund Transfers		6,071,102

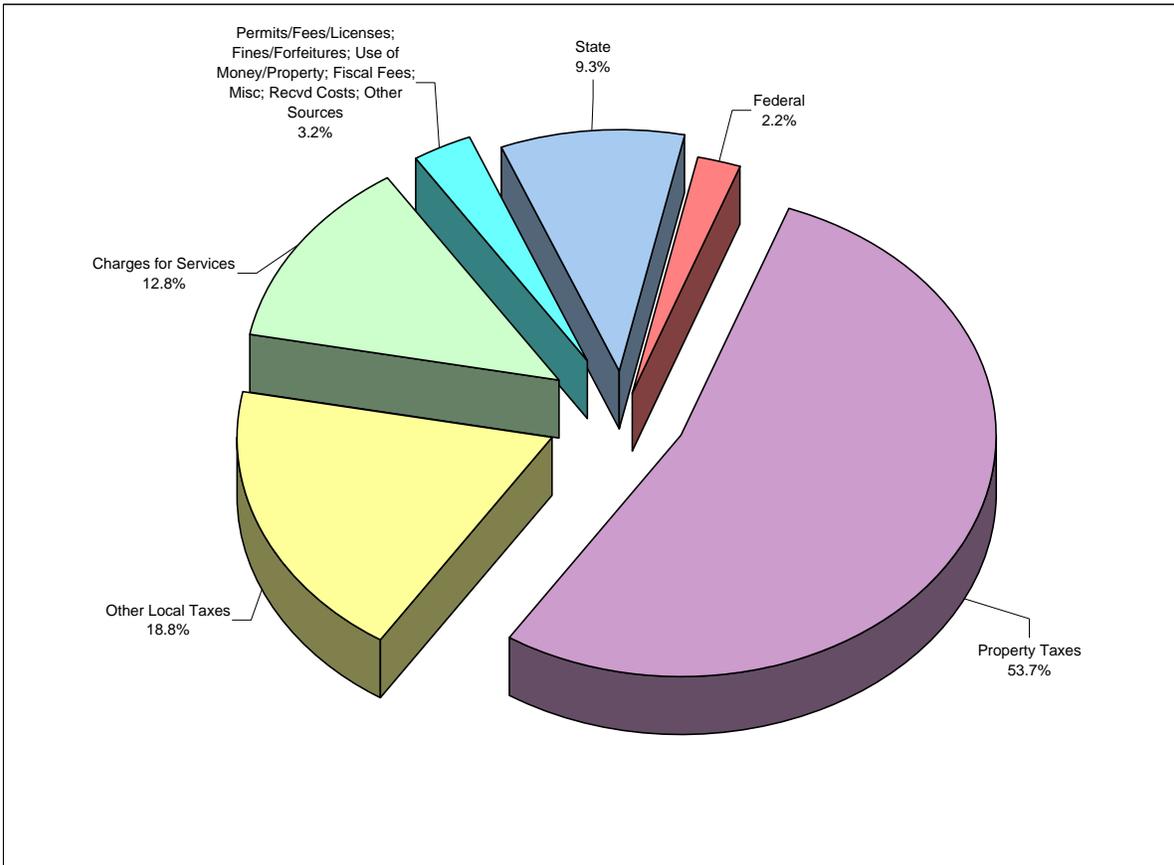
**Enterprise Funds**

Total Expenses	16,355,046	
Interfund Transfers	<u>(465,299)</u>	
Total Expenses Less Interfund Transfers		<u>15,889,747</u>

<b>Total Expenditures/Expenses - FY2013</b>		<b><u>\$ 158,377,676</u></b>
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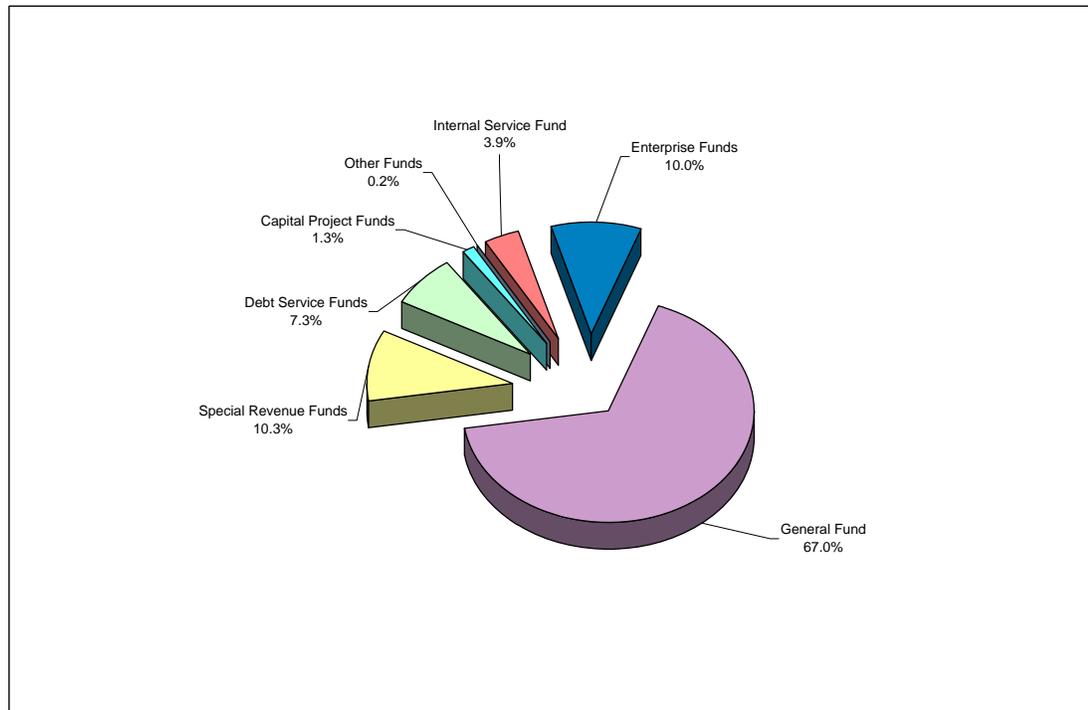
**Summary of Funding Sources By Type  
Fiscal Year 2013**

Description	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Revenues	FY2012 Estimated Revenues	FY2013 Adopted Revenues
Property Taxes	\$ 77,258,856	\$ 75,850,690	\$ 76,516,163	\$ 79,276,141	\$ 79,276,141	\$ 85,251,719
Other Local Taxes	29,646,843	28,997,407	29,073,893	29,289,000	29,289,000	29,863,500
Permits, Fees and Regulatory Licenses	767,580	603,745	493,933	504,207	513,686	598,100
Fines and Forfeitures	366,661	380,397	367,483	349,600	349,600	379,300
Use of Money and Property	2,477,591	1,053,970	1,053,294	940,571	847,886	784,121
Charges for Services	16,065,561	15,619,215	17,057,355	19,454,350	19,463,750	20,376,100
Fiscal Agent Fees & Administration	187,041	181,029	185,682	195,908	195,908	201,900
Miscellaneous	612,649	1,518,845	3,885,767	1,374,462	2,275,955	1,549,792
Recovered Costs	1,053,497	1,722,284	1,449,970	1,518,925	1,532,200	1,537,568
State	15,009,549	15,633,738	14,932,868	16,054,006	16,429,890	14,778,196
Federal	4,480,132	4,249,669	4,373,465	3,872,364	5,964,685	3,550,360
Other Sources	68,764,048	29,026,390	43,069,027	28,754,351	31,458,891	23,281,175
<b>Total</b>	<b>216,690,008</b>	<b>174,837,379</b>	<b>192,458,900</b>	<b>181,583,885</b>	<b>187,597,592</b>	<b>182,151,831</b>
Transfers	(41,885,099)	(23,941,408)	(25,478,466)	(23,267,445)	(23,467,692)	(23,206,106)
<b>Total - Net</b>	<b>174,804,909</b>	<b>150,895,971</b>	<b>166,980,434</b>	<b>158,316,440</b>	<b>164,129,900</b>	<b>158,945,725</b>
Projected Fund Balance, beginning				61,085,570	61,085,570	20,564,203
Projected Fund Balance, ending				(57,904,959)	(20,564,203)	(21,132,252)
				<b>\$ 161,497,051</b>	<b>\$ 204,651,267</b>	<b>\$ 158,377,676</b>



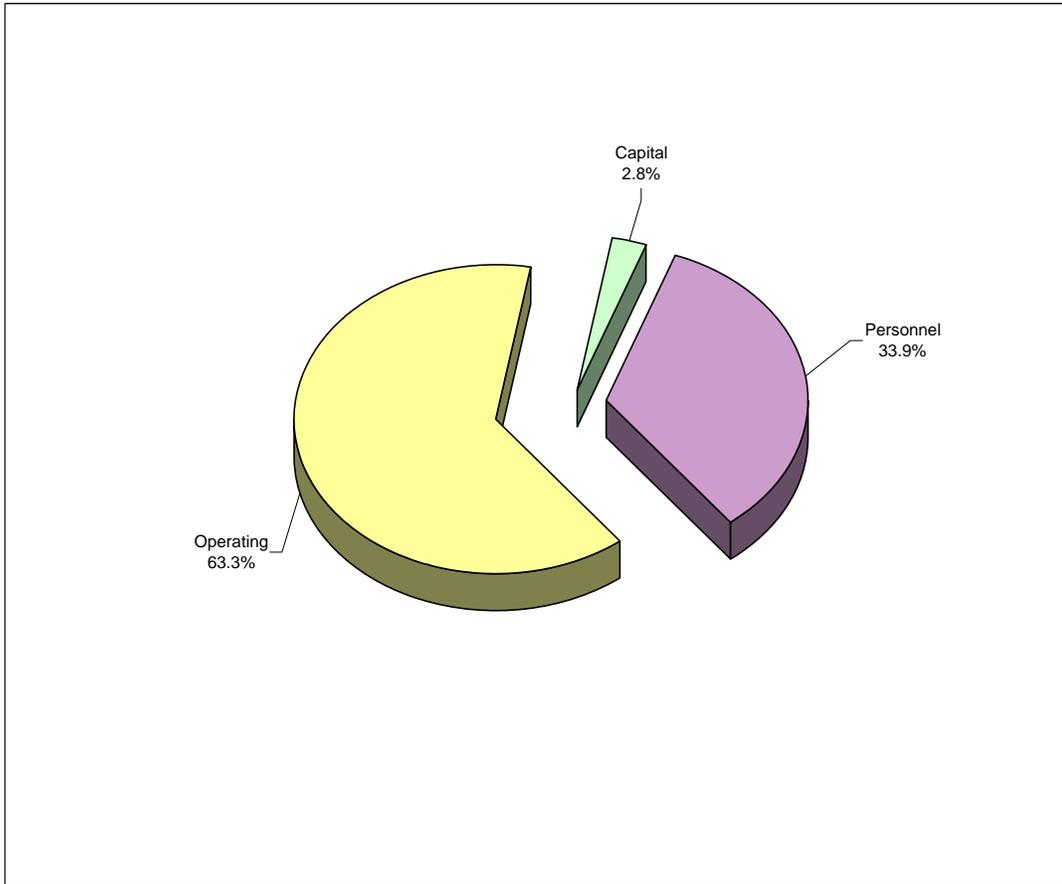
**Summary of Expenditures/Expenses by Function  
Fiscal Year 2013**

Description	FY2009 Actual Expenditures/ Expenses	FY2010 Actual Expenditures/ Expenses	FY2011 Actual Expenditures/ Expenses	FY2012 Original Expenditures/ Expenses	FY2012 Estimated Expenditures/ Expenses	FY2013 Adopted Expenditures/ Expenses
<b>General Fund</b>						
General Administration	\$ 1,970,917	\$ 1,892,208	\$ 1,908,176	\$ 2,039,596	\$ 2,042,096	\$ 2,011,164
Judicial Services	2,732,266	2,717,603	2,625,054	2,662,389	2,696,914	2,693,005
Public Safety	26,694,808	27,470,089	27,721,773	28,335,106	28,560,604	29,649,500
Environmental & Development Services	4,743,157	4,510,432	4,151,002	4,278,594	4,278,594	3,691,092
Finance & Planning	8,222,968	7,860,184	7,848,105	8,170,359	8,187,804	8,699,982
Education & Educational Services	55,502,219	55,414,157	56,018,402	55,425,226	55,428,651	59,359,385
Human Services	3,681,858	3,737,067	2,989,160	3,185,152	3,185,344	3,230,897
General Services	7,148,231	6,965,885	6,792,790	7,175,937	7,198,531	6,435,635
Community Services	3,373,930	3,224,695	2,991,389	3,168,582	3,173,712	3,009,383
Capital Outlay	4,786,006	5,396,213	5,567,647	5,525,940	5,525,940	5,300,605
Non-Departmental	3,555,202	3,188,446	3,226,157	3,032,207	3,002,764	3,112,022
<b>Special Revenue Funds</b>						
Tourism Fund	3,371,166	2,896,399	3,100,176	2,879,000	2,879,000	2,992,500
Social Services Fund	6,103,987	6,102,691	5,663,995	6,309,945	6,309,945	5,845,684
Law Library Fund	7,238	6,888	5,826	10,500	10,500	9,000
Children and Family Services Fund	1,155,223	1,241,458	1,198,012	1,290,083	1,321,830	1,325,837
Community Development Authority Revenue Account Fund	999,635	803,303	816,171	4,458,141	4,458,141	7,126,719
<b>Debt Service Funds</b>						
County Debt Service Fund	19,537,897	2,769,775	3,128,357	3,035,565	3,035,565	3,355,527
School Debt Service Fund	12,688,421	11,644,694	8,757,801	13,917,554	16,417,554	8,271,135
<b>Capital Project Funds</b>						
Stormwater Management Fund	673,061	883,068	3,249,941	168,785	4,202,855	421,792
Yorktown Capital Improvements Fund	50,389	5,000	33,298	-	274,357	-
County Capital Fund	9,106,405	4,617,532	6,810,405	1,393,560	10,847,635	2,310,225
<b>Other Funds</b>						
Workers' Compensation Fund	183,614	309,576	173,485	254,800	408,616	254,800
<b>Internal Service Funds</b>						
Vehicle Maintenance Fund	3,765,425	3,744,670	3,878,956	4,546,936	4,823,009	4,661,636
Other Post-Employment Benefits Fund	776,504	750,474	836,038	1,228,354	1,228,354	1,461,211
<b>Enterprise Funds</b>						
Solid Waste Management Fund	4,383,887	4,363,829	4,402,931	4,871,790	4,876,355	4,824,101
Water Utility Fund	1,004,610	471,352	385,884	437,465	4,484,789	387,387
Sewer Utility Fund	6,385,482	10,206,645	11,536,088	14,643,669	35,629,862	8,638,902
Yorktown Operations Fund	137,837	122,536	117,368	122,250	122,250	123,550
Regional Radio Project Fund	58,246	1,554,075	3,942,383	2,197,011	3,507,388	2,381,106
Water & Sewer Extension Fund	2,466,717	-	-	-	-	-
<b>Total</b>	<b>195,267,306</b>	<b>174,870,944</b>	<b>179,876,770</b>	<b>184,764,496</b>	<b>228,118,959</b>	<b>181,583,782</b>
Transfers	(41,885,099)	(23,941,408)	(25,478,466)	(23,267,445)	(23,467,692)	(23,206,106)
<b>Total - Net</b>	<b>\$ 153,382,207</b>	<b>\$ 150,929,536</b>	<b>\$ 154,398,304</b>	<b>\$ 161,497,051</b>	<b>\$ 204,651,267</b>	<b>\$ 158,377,676</b>



**Summary of Expenditures/Expenses by Type  
Fiscal Year 2013**

Description	FY2009 Actual Expenditures/ Expenses	FY2010 Actual Expenditures/ Expenses	FY2011 Actual Expenditures/ Expenses	FY2012 Original Expenditures/ Expenses	FY2012 Estimated Expenditures/ Expenses	FY2013 Adopted Expenditures/ Expenses
Personnel	\$ 50,537,378	\$ 51,255,450	\$ 50,968,524	\$ 52,819,876	\$ 52,922,439	\$ 54,259,910
Operating	127,379,128	109,864,423	108,002,742	119,483,435	123,081,356	119,882,772
Capital	17,350,800	13,751,071	20,905,504	12,461,185	52,115,164	7,441,100
Total	195,267,306	174,870,944	179,876,770	184,764,496	228,118,959	181,583,782
Transfers	(41,885,099)	(23,941,408)	(25,478,466)	(23,267,445)	(23,467,692)	(23,206,106)
Total - Net	\$ 153,382,207	\$ 150,929,536	\$ 154,398,304	\$ 161,497,051	\$ 204,651,267	\$ 158,377,676



## Summary of Total Entity Funded Full-time Equivalents (FTEs) Workpaper

		<u>Prior FY2011</u>	<u>Current FY2012</u>	<u>Budget FY2013</u>
<b>General Fund</b>	Fund 10			
Board of Supervisors	10111	1.00	1.00	1.00
County Administration	10121	3.75	3.75	3.50
Public Information & Community Relations	10122	3.00	3.00	2.00
Video Services	10123	4.50	4.50	4.50
County Attorney	10124	3.50	3.50	3.00
General Registrar's Office	10131	3.50	3.50	3.50
Circuit Court	20211	1.50	1.50	1.50
Clerk of the Circuit Court	20214	14.50	13.75	13.75
Commonwealth's Attorney	20221	11.50	11.50	11.50
Victim-Witness Assistance Program	20222	3.00	3.00	3.00
Domestic Violence Program	20223	1.00	1.00	1.00
General Operations	30311	14.50	14.50	14.50
Law Enforcement	30312	59.00	58.00	58.00
Investigations	30313	15.00	16.00	16.00
Civil Operations/Court Security	30314	18.50	18.00	18.00
School Resource Officers	30316	4.00	4.00	4.00
Fire & Life Safety Administration	30320	1.50	1.50	1.50
Fire & Rescue Operations	30321	130.00	129.00	129.00
Technical Services & Special Operations	30322	4.00	4.00	4.00
Prevention & Community Safety	30323	3.00	3.00	3.00
Animal Control	30352	3.00	3.00	3.00
Emergency Management	30355	1.50	1.50	1.50
Emergency Communications/911	30356	40.50	40.50	40.50
Radio Maintenance	30357	2.00	-	-
Environmental & Development Svcs Admin.	40119	2.00	2.00	2.00
Building Regulation	40341	14.00	14.00	14.00
Stormwater Operations	40446	16.80	16.80	16.80
Stormwater Engineering	40447	5.75	6.75	6.75
Mosquito Control	40512	3.50	3.50	3.00
Development & Compliance	40816	9.00	9.00	9.00
Financial & Management Svcs Admin.	50119	2.00	1.00	2.00
Computer Support Services	50121	15.50	15.50	16.50
Human Resources	50122	5.50	5.50	5.50
Budget & Financial Reporting	50124	5.00	5.00	5.00
Fiscal Accounting Services	50125	11.50	11.00	11.00
Commissioner of the Revenue	50126	17.25	17.25	17.25
Treasurer	50127	12.00	12.00	12.00
Real Estate Assessment	50128	8.00	8.00	7.00
Central Purchasing	50129	5.00	5.00	5.00
Planning	50811	4.50	4.50	4.50
Office of Economic Development	50920	3.25	3.25	3.00
Library Services	60731	32.50	32.50	32.50
General Services Administration	70119	2.00	2.00	2.00
Engineering & Facility Maintenance	70431	21.00	22.00	17.00
Telecommunications	70433	1.00	1.00	-
Grounds Maintenance & Construction	70434	45.00	41.40	37.40

## Summary of Total Entity Funded Full-time Equivalents (FTEs) Workpaper

		<b>Prior</b>	<b>Current</b>	<b>Budget</b>
		<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>FY2013</u></b>
<b>General Fund, continued</b>				
Community Services Administration	81119	3.00	3.00	2.00
Special Programs	81538	4.00	4.00	4.00
Housing - Administration	81547	3.00	3.00	2.00
Housing - Rental Assistance	81548	2.00	2.00	2.00
Housing - Rehabilitation	81549	2.00	2.00	2.00
Parks & Recreation	81712	13.00	12.00	12.00
Tourism & Events	81713	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal - General Fund	Fund 10	<u>617.30</u>	<u>608.95</u>	<u>595.45</u>
<b>Special Revenue Funds</b>				
Tourism	Fund 8	2.00	2.00	2.00
Social Services	Fund 13	60.85	58.45	58.45
Children and Family Services	Fund 51	<u>22.60</u>	<u>22.60</u>	<u>22.20</u>
Subtotal - Special Revenue Funds		<u>85.45</u>	<u>83.05</u>	<u>82.65</u>
<b>Internal Service Fund</b>				
Vehicle Maintenance	Fund 12	<u>12.00</u>	<u>11.60</u>	<u>11.60</u>
<b>Enterprise Funds</b>				
Solid Waste Management	Fund 21	12.20	12.20	12.20
Sewer Utility	Fund 25	<u>56.25</u>	<u>57.25</u>	<u>57.25</u>
Subtotal - Enterprise Funds		<u>68.45</u>	<u>69.45</u>	<u>69.45</u>
<b>Total Entity</b>		<b><u>783.20</u></b>	<b><u>773.05</u></b>	<b><u>759.15</u></b>
<b>Total County (Less Social Services)</b>		<b><u>722.35</u></b>	<b><u>714.60</u></b>	<b><u>700.70</u></b>

**SCHEDULE OF DEBT OBLIGATIONS**

	Maturity	Original Issue	Principal Outstanding 7/1/2012	2013		Other Debt Service Expenditures/ Expenses	Total Requirements
				Principal	Interest		
<b><u>Debt Service Funds</u></b>							
<b><u>General Obligation Bonds</u></b>							
1993 VPSA School Bonds	12/15/2013	\$ 4,500,000	\$ 45,000	\$ 20,000	\$ 1,750	\$ 500	\$ 22,250
2002 Refunding School Bonds	7/15/2014	15,005,000	5,780,000	1,820,000	243,500	1,000	2,064,500
1997 VPSA School Bonds	7/15/2017	15,000,000	6,250,000	910,000	301,462	500	1,211,962
2003 VPSA School Bonds	7/15/2022	7,715,000	5,095,000	355,000	243,949	500	599,449
2004 VPSA School Bonds	7/15/2023	3,875,000	2,770,000	170,000	136,798	500	307,298
2005 VPSA School Bonds	7/15/2025	14,905,000	11,870,000	600,000	571,733	500	1,172,233
2006 VPSA School Bonds	7/15/2026	11,030,000	9,175,000	430,000	413,199	1,000	844,199
2008 VPSA School Bonds	7/15/2028	5,400,000	4,900,000	190,000	242,868	650	433,518
2009 VPSA School Bonds	7/15/2029	4,180,000	3,890,000	160,000	133,725	1,000	294,725
2010 VPSA Qualified School Construction Bonds	6/1/2027	1,120,000	990,000	65,000	59,472	1,000	125,472
2012 VPSA School Bonds	Note 1	8,000,000	8,000,000	-	800,000	2,000	802,000
		<u>90,730,000</u>	<u>58,765,000</u>	<u>4,720,000</u>	<u>3,148,456</u>	<u>9,150</u>	<u>7,877,606</u>
<b><u>Capital Leases</u></b>							
2010 E911 Equipment/Computer Aided Dispatch	12/1/2020	3,035,627	2,991,842	52,164	111,446	-	163,610
2008 Signaling Equipment	1/1/2016	150,000	90,535	21,368	3,486	-	24,854
		<u>3,185,627</u>	<u>3,082,377</u>	<u>73,532</u>	<u>114,932</u>	<u>-</u>	<u>188,464</u>
<b><u>Lease Revenue Bonds</u></b>							
2003 Lease Revenue	6/15/2023	17,380,000	11,175,000	830,000	461,600	2,500	1,294,100
2008 Lease Revenue	10/1/2029	17,230,000	16,120,000	600,000	775,963	1,000	1,376,963
2013 Lease Revenue	Note 2	7,000,000	-	-	495,000	1,000	496,000
		<u>41,610,000</u>	<u>27,295,000</u>	<u>1,430,000</u>	<u>1,732,563</u>	<u>4,500</u>	<u>3,167,063</u>
<b><u>Note Payable</u></b>							
1999 VRS Note Payable	1/29/2014	3,532,077	719,393	346,654	46,875	-	393,529
<b><u>Enterprise Funds</u></b>							
<b><u>Capital Leases</u></b>							
2008 Signaling Equipment	1/1/2016	2,038,931	1,230,616	290,446	47,379	-	337,825
<b><u>Revenue Bonds</u></b>							
2005 Sewer Revenue Refunding Bonds	6/1/2029	8,575,000	7,410,000	320,000	311,092	2,500	633,592
1992 Lackey Revenue Bonds	5/14/2032	600,000	444,595	13,359	22,065	-	35,424
2010 Sewer Revenue Bonds	6/1/2040	15,280,000	15,155,000	125,000	926,410	2,000	1,053,410
		<u>24,455,000</u>	<u>23,009,595</u>	<u>458,359</u>	<u>1,259,567</u>	<u>4,500</u>	<u>1,722,426</u>
Total All Issues		<u>\$ 165,551,635</u>	<u>\$ 114,101,981</u>	<u>\$ 7,318,991</u>	<u>\$ 6,349,772</u>	<u>\$ 18,150</u>	<u>\$ 13,686,913</u>

Note 1 - The County is anticipating a borrowing for the following school projects: Coventry Elementary HVAC replacement (\$2,500,000), Grafton Bethel Elementary roof (\$1,000,000), Coventry Elementary gym (\$250,000), New Horizons/Butler Farm HVAC (\$582,382), Tabb Elementary classrooms (\$1,950,000) and Grafton Complex gym (\$1,652,500). The maturity date will be determined at the time of the debt issuance.

Note 2 - The County is anticipating a borrowing for underground utilities. The maturity date will be determined at the time of the debt issuance.

## Capital Improvements Program

The County's Capital Improvements Program (CIP) is a ten-year plan which addresses both repair and replacement of existing infrastructure as well as the construction or acquisition of new facilities and equipment to accommodate current and future demands for service. A given capital project must have an estimated expected useful life that exceeds one year and have a cost of at least \$30,000 to qualify for inclusion in the CIP.

Capital expenditures are accounted for in their respective funds, including the general fund, the capital projects funds, the internal service fund, and the enterprise funds. The General Fund contains projects related to general governmental services in areas such as general administration, facilities maintenance, public safety, parks and recreation, social services and stormwater projects. Vehicle maintenance is accounted for by the County in an internal service fund. Its customers are user departments of the County and other governmental entities and these projects are funded primarily from user charges. Solid waste, water and sewer projects may be found in the Enterprise Funds section.

Financing of the CIP is provided on a pay-as-you-go basis or through debt issuance. Pay-as-you-go funding is provided from several sources including current tax revenues, interest earnings, revenue from other governmental agencies and user fees. Debt funding may include general obligation bonds, revenue bonds or lease financing.

Projects are prioritized based on need and ability to pay. Requests are compared to an Office Space Needs Study, prepared by the County's Planning Division, and preliminary recommendations are made based on this analysis. The Board of Supervisors adopts a separate, biennial Utilities Strategic Capital Plan for water, sewer, and stormwater projects and those projects are incorporated into the County's overall CIP plan. All projects that are recommended are run through a funding model to determine affordability. The funding model includes undesignated fund balance available for capital needs and anticipated funding streams over the next 10 years, to determine affordability. Prior to final approval, proposed projects are reviewed by the Planning Commission for conformance with the Comprehensive Plan. There are no significant nonroutine capital expenditures planned for fiscal year 2013.

Details on capital projects are located in a separate CIP document. A summary of the County's ten-year CIP (FY2013-FY2022) is located in a schedule following this narrative.

The aggregate budgeted amount of capital expenditures for FY2013 is \$3,224,225.

The only General Fund project planned in FY2013 is \$150,000 for drainage improvement projects (see page 239 of this document for the General Fund transfer and page 310 for minor drainage projects).

The County Capital Fund includes \$400,000 for highway & transportation improvements and \$1,614,225 for the following equipment replacements and maintenance projects (see page 322 of this document):

- . Video Services Studio & York Hall Equipment Replacement (\$50,000): to replace studio equipment that helps Video Services provide information to York County residents and students.
- . Biomedical Equipment Replacement (\$145,500): provides for the replacement plan for patient monitoring/defibrillation devices.

- . Telephone System Upgrade (\$175,000): to replace software and hardware (Phase I).
- . Tennis/Basketball Court Repair (\$75,300): provides for the replacement of tennis and basketball courts based on the priority.
- . Roof Repair/Replacement (\$286,775): funding is to replace the roof at Building & Grounds Maintenance building and storage building, Environmental & Development Services Waste Management Scales House, Vehicle Maintenance building, Fire Station #2 (Tabb) and York Hall.
- . HVAC Replacement (\$290,000): provides funding for Back Creek Park: replace ice machine; Charles Brown Park: replace 2 water source heat pumps; Fuel Point #2: replace a wall hung heat pump; Griffin-Yeates Center: replace 28 water source heat pumps; Parks & Recreation building: replace 2 water source heat pumps; Utilities Satellite Station: replace 2 gas heaters; and install geothermal system filters at Environmental & Development Services building, Griffin-Yeates and Riverwalk Landing.
- . Parking Lot Repair (\$77,000): provides funding for seal coating at Fire and Life Safety (8 locations) and General Services (5 locations).
- . Building Maintenance and Repair (\$392,650): Floor replacement at the County Administration building (Special Programs), Griffin-Yeates Center (three classrooms), and York-Poquoson Courthouse (Circuit and District Court suites, Commonwealth Attorney's and Civil area; painting and caulking at Back Creek Park, Buildings & Grounds, Computer Support Services, Fire Station #4 (Yorktown), Fire Station #5 (Skimino), Fire Station #6 (Seaford), Ballard Street restrooms, Dockmaster's office, Riverwalk Landing parking terrace, Freight Shed and auxiliary building, National Park Service restrooms, Riverwalk Landing restaurant, Riverwalk Landing buildings, and York Hall; replace T12 lighting with T8 fixtures per federal law at the Administration Center, Bethel Town Hall, Back Creek Park, Buildings & Grounds, Charles Brown Park, Waste Management, Environmental & Development Services Satellite shop, Finance building, Fuel Points 1 & 3, Fire Station #1, Head Start trailers, Kiln Creek Park, York Library, and Computer Support Services.
- . Major Grounds Repair and Maintenance (\$54,000): provides funding for replacement of backstop and sideline fencing at York High, Yorktown Middle, and York Elementary schools.
- . Grounds Maintenance Machinery and Equipment Replacement (\$68,000): provides funding to replace a 2002 New Holland TL80 Tractor and a Bobcat Skid Steer Loader S300.

Included in the total CIP is \$250,000 of stormwater projects. The Board of Supervisors has designated a portion of the meals tax for stormwater projects and include (see page 310 of this document):

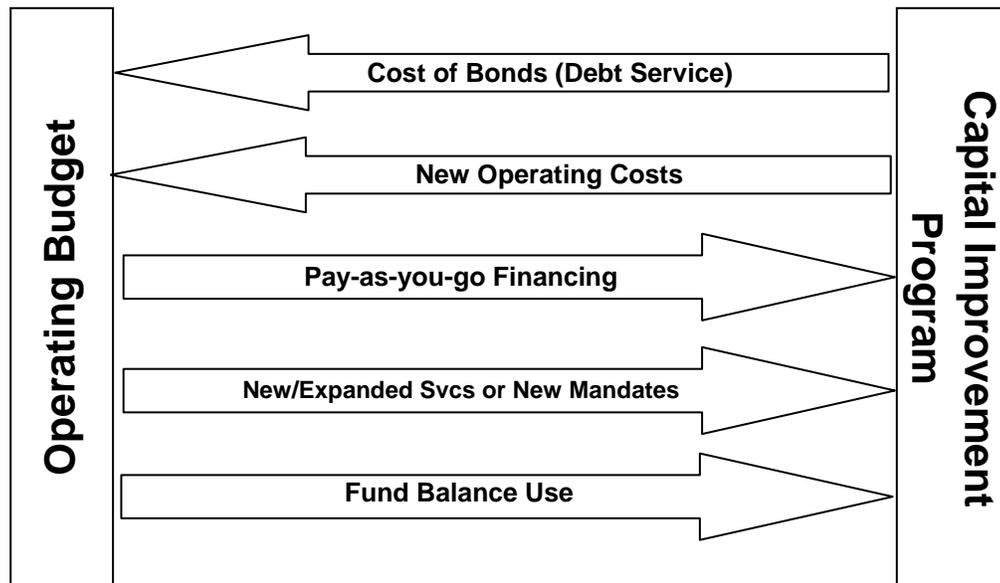
- . Coventry Boulevard (\$100,000): project is to address flooding issues during large storm events. Stormwater backs up into residential areas and floods properties. The project will involve design and construction of a piping system.
- . Small Excavator (\$60,000): funding for a small excavator that will save rental costs.

- . Dump Truck Replacement (\$90,000): funding for the replacement of the existing 1988 model that is vital to the maintenance crew.

Included in the total CIP is \$810,000 of sewer projects. These projects are paid for by a portion of the meals tax and user fees and include (see page 382 of this document):

- . Sewer Line Rehabilitation (\$375,000): provides for emergency repairs, replacement, line replacement, slip lining, valve replacement, grouting, root removal, manhole rehabilitation, pavement repairs, easement restoration, etc. required to continue the operation of a reliable sanitary sewer system and to comply with regulations.
- . Pump Station Rehabilitation (\$275,000): funding for the rehabilitation of old stations with new pumps, electrical controls, generator replacement, wet well lining and emergency repairs to continue the operation of a reliable sanitary sewer system and to comply with regulations.
- . Easement Tractor Replacement (\$80,000): funding for the replacement of a 1995 unit used in daily operations for clearing and maintaining off road easements.
- . Hydraulic Unit Replacement (\$80,000): funding for the replacement of a 1990 unit used in daily operations.

As this graphic illustrates, there is a close linkage between the Operating Budget and the Capital Improvements Program.



For example, highway & transportation improvements impact General Services by adding to the acreage that must be maintained (mowing, landscaping etc.). Equipment replacements and maintenance projects increase efficiencies, reduce utility costs, save on expensive repairs, lessen downtime (increasing productivity) and extends the useful lives of facilities County-wide.

Stormwater and sewer projects will add to the existing infrastructure, requiring future maintenance and adding to utility costs. Sewer projects generate revenue by adding users to the system. The sewer and pump station rehabilitation funding potentially reduces utility costs and can save on expensive repairs in the future by maintaining the infrastructure.

**ADOPTED CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEARS 2013 - 2022**

<u>Prg No.</u>	<u>Program Title</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
<b>GENERAL FUND</b>											
<b>Current Revenues</b>											
<b>Capital Equipment, Maintenance and Replacement</b>											
CA-8102	Video Services Studio & York Hall Equipment Replacement	\$ 50,000	\$ 90,000	\$ -	\$ 350,000	\$ -	\$ -	\$ 120,000	\$ 60,000	\$ 180,000	\$ 350,000
CA-8110	Voting Machine Replacements	-	-	-	-	296,800	-	-	-	-	-
PS-8406	Backup Power-Emer Shelter and Disaster Support	-	-	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
PS-8482	Biomedical Equipment Replacement	145,500	145,500	145,500	100,000	100,000	100,000	100,000	100,000	100,000	100,000
GS-8130	Telephone System Upgrade	175,000	175,000	51,325	33,000	36,000	65,000	65,000	65,000	65,000	50,000
GS-8620	Tennis/Basketball Court Repair	75,300	39,600	80,000	80,000	72,500	60,500	48,000	60,000	89,500	79,500
GS-8625	Roof Repair/Replacement	286,775	349,145	197,290	299,200	550,000	142,500	437,000	107,000	45,000	182,000
GS-8630	HVAC Replacement	290,000	189,500	256,800	131,300	135,000	180,800	725,840	1,047,400	294,000	87,500
GS-8640	Parking Lot Repair	77,000	97,000	121,000	203,000	162,000	179,000	180,000	145,000	119,000	189,000
GS-8642	Building Maintenance and Repair	392,650	467,500	315,000	274,700	356,500	201,600	197,000	210,400	206,400	182,900
GS-8661	Major Grounds Repair and Maintenance	54,000	90,000	77,000	70,000	31,000	87,000	49,000	75,000	60,000	64,000
GS-8663	Grounds Maintenance Machinery & Equipment Replacement	68,000	70,000	64,000	90,500	46,500	135,000	46,000	64,000	62,500	210,000
GS-8665	Emergency Generator Replacement	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	<b>Subtotal</b>	<b>1,614,225</b>	<b>1,773,245</b>	<b>1,492,915</b>	<b>1,816,700</b>	<b>1,971,300</b>	<b>1,336,400</b>	<b>2,152,840</b>	<b>2,118,800</b>	<b>1,406,400</b>	<b>1,679,900</b>
<b>Capital Projects</b>											
ES-8561	Drainage Improvement Projects	150,000	150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
FS-5100	Highway and Other Transportation Improvements	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
CS-8811	Charles Brown Park Playground	-	100,000	-	-	-	-	-	-	-	-
CS-8820	Griffin-Yeates Center Playground	-	-	65,000	-	-	-	-	-	-	-
	<b>Subtotal</b>	<b>550,000</b>	<b>650,000</b>	<b>665,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Total General Fund - Current Revenues</b>		<b>2,164,225</b>	<b>2,423,245</b>	<b>2,157,915</b>	<b>2,416,700</b>	<b>2,571,300</b>	<b>1,936,400</b>	<b>2,752,840</b>	<b>2,718,800</b>	<b>2,006,400</b>	<b>2,279,900</b>
<b>GENERAL FUND</b>											
<b>Debt/Other Financing Sources</b>											
<b>Capital Equipment Replacement and Projects</b>											
PS-8919	Sheriff Mobile Data Terminals	-	-	-	500,000	-	-	-	-	-	-
PS-8426	Fire Apparatus Replacement	-	3,900,000	-	-	-	4,950,000	-	-	-	-
PS-8429	Grafton Fire Station Replacement	-	702,000	4,795,400	-	-	-	-	-	-	-
PS-8001	E911 Telephone System Replacement	-	-	-	-	-	-	-	-	-	1,300,000
PS-8002	E911 Computer Aided Dispatch Replacement	-	-	-	-	-	-	-	-	-	1,800,000
PS-8120	E911 Dispatch Consoles Upgrade	-	-	-	-	2,100,000	-	-	-	-	-
PS-8130	E911 Subscriber Mobile & Portable Radio Replacement	-	-	-	-	8,000,000	-	-	-	-	-
PS-8131	E911 Radio System Hardware Replacement	-	-	-	-	5,500,000	-	-	-	-	-
PS-8170	E911 Microwave System Replacement	-	-	-	-	-	-	3,100,000	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>4,602,000</b>	<b>4,795,400</b>	<b>500,000</b>	<b>15,600,000</b>	<b>4,950,000</b>	<b>3,100,000</b>	<b>-</b>	<b>-</b>	<b>3,100,000</b>
<b>Stormwater</b>											
ES-617	Greensprings	-	-	750,000	-	-	-	-	-	-	-
ES-634	Goodwin Neck/Rosewood	-	-	-	-	-	-	350,000	400,000	-	-
ES-635	Claxton Creek	-	-	-	-	-	-	160,000	-	-	-
ES-636	Wormley Creek Headwaters	-	500,000	-	-	-	-	-	-	-	-
ES-637	Marlbank Cove Ravine	-	-	-	-	-	-	300,000	-	-	-
ES-639	Coventry Boulevard	100,000	-	-	-	-	-	-	-	-	-
ES-640	Poquoson Headwaters	-	-	-	1,275,000	-	-	-	-	-	-
ES-8566	Large Excavator Replacement	-	-	-	175,000	-	-	-	-	-	-
ES-8567	Backhoe Replacement	-	-	-	-	100,000	-	-	-	-	-
ES-8568	Small Excavator	60,000	-	-	-	-	-	-	-	-	-
ES-8569	Dump Truck Replacement	90,000	-	-	-	-	-	-	-	-	-
	<b>Subtotal</b>	<b>250,000</b>	<b>500,000</b>	<b>750,000</b>	<b>1,450,000</b>	<b>100,000</b>	<b>-</b>	<b>810,000</b>	<b>400,000</b>	<b>-</b>	<b>-</b>
<b>Total General Fund - Debt/Other Financing Sources</b>		<b>250,000</b>	<b>5,102,000</b>	<b>5,545,400</b>	<b>1,950,000</b>	<b>15,700,000</b>	<b>4,950,000</b>	<b>3,910,000</b>	<b>400,000</b>	<b>-</b>	<b>3,100,000</b>
<b>Total All General Fund Projects</b>		<b>2,414,225</b>	<b>7,525,245</b>	<b>7,703,315</b>	<b>4,366,700</b>	<b>18,271,300</b>	<b>6,886,400</b>	<b>6,662,840</b>	<b>3,118,800</b>	<b>2,006,400</b>	<b>5,379,900</b>

**ADOPTED CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEARS 2013 - 2022**

<u>Prg No.</u>	<u>Program Title</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
<b>INTERNAL SERVICE FUND PROJECTS</b>											
<b>Vehicle Maintenance</b>											
VM-8110	Equipment Upgrades	-	-	-	190,000	-	-	-	100,000	-	-
VM-8150	Yorktown Trolley Replacement	-	-	-	-	-	260,000	-	-	-	-
VM-8180	Fuel Sites Upgrade	-	-	-	-	-	-	-	1,893,212	-	-
<b>Total Internal Service Fund Projects</b>		-	-	-	190,000	-	260,000	-	1,993,212	-	-
<b>ENTERPRISE FUND CAPITAL PROJECTS</b>											
<b>Solid Waste</b>											
ES-8150	Rear Packer Truck Replacements	-	-	-	-	-	-	-	444,770	-	-
ES-8180	Transfer Station Floor Replacement	-	-	-	133,300	-	-	-	-	-	-
ES-8563	Knuckle Boom Truck Replacement	-	306,000	-	-	-	-	-	-	-	-
<b>Total Solid Waste Projects</b>		-	306,000	-	133,300	-	-	-	444,770	-	-
<b>Sewer</b>											
ES-495	Allen's Mill Area	-	-	300,000	1,400,000	-	-	-	-	-	-
ES-504	Hornsbyville Area	-	1,000,000	-	-	-	-	-	-	-	-
ES-511	National Lane Area	-	100,000	650,000	-	-	-	-	-	-	-
ES-512	Dare-Jethro Lane Area	-	-	-	-	465,000	-	-	-	-	-
ES-513	Kentucky Farms Area	-	-	-	-	250,000	1,400,000	-	-	-	-
ES-514	Sinclair Area	-	-	-	-	-	250,000	1,000,000	-	-	-
ES-515	Schenck Estates Area	-	-	-	-	-	-	-	500,000	2,500,000	-
ES-516	Big Bethel Area	-	-	-	-	-	-	-	500,000	1,500,000	-
ES-518	Whites-Faulkner Area	-	-	-	-	-	-	-	-	500,000	3,000,000
ES-519	Burt's Road	-	-	-	-	-	-	-	-	-	1,000,000
ES-520	Payne's Road	-	-	-	-	-	-	250,000	-	-	-
ES-8500	Sewer Line Rehabilitation	375,000	800,000	900,000	1,000,000	1,000,000	1,000,000	1,200,000	1,400,000	1,400,000	1,600,000
ES-8502	Pump Station Rehabilitation	275,000	400,000	600,000	600,000	600,000	600,000	600,000	700,000	700,000	700,000
ES-8504	SCADA Automated Control Monitoring System Replacement	-	-	-	-	-	2,000,000	-	-	-	-
ES-8506	Satellite Maintenance Shop	-	950,000	-	-	-	-	-	-	-	-
ES-8508	Easement Tractor Replacement	80,000	-	-	-	-	-	-	-	-	-
ES-8509	Hydraulic Unit Replacement	80,000	-	-	-	-	-	-	-	-	-
ES-8510	Wood Chipper Replacement	-	-	40,000	-	-	-	-	-	-	-
ES-8511	Utility Construction Van Replacement	-	-	120,000	-	-	-	-	-	-	-
ES-8512	CCTV Van Replacement	-	-	-	-	400,000	-	-	-	-	-
ES-8513	Excavator Replacement	-	-	-	-	-	250,000	-	-	-	-
ES-8514	Tandem Dump Truck Replacement	-	-	-	-	-	-	250,000	-	-	-
<b>Total Sewer Projects</b>		810,000	3,250,000	2,610,000	3,000,000	2,715,000	5,500,000	3,300,000	3,100,000	6,600,000	6,300,000
<b>Total All Enterprise Activities</b>		810,000	3,556,000	2,610,000	3,133,300	2,715,000	5,500,000	3,300,000	3,544,770	6,600,000	6,300,000
<b>Total All Capital Projects</b>		\$ 3,224,225	\$ 11,081,245	\$ 10,313,315	\$ 7,690,000	\$ 20,986,300	\$ 12,646,400	\$ 9,962,840	\$ 8,656,782	\$ 8,606,400	\$ 11,679,900

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**GENERAL FUND  
FUND 10  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 21,491,918
Projected FY2012 Revenues		
Local	\$ 107,832,983	
State and Federal	13,571,951	
Other financing sources	<u>1,876,020</u>	
Total	\$ 123,280,954	
Projected FY2012 Expenditures		<u>123,280,954</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ 21,491,918
Projected FY2013 Revenues		
Local	\$ 112,019,415	
State and Federal	13,384,940	
Other financing sources	<u>1,788,315</u>	
Total	\$ 127,192,670	
Projected FY2013 Expenditures		<u>127,192,670</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u>\$ 21,491,918</u>

**General Fund Revenues**

	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	\$ Change	% Change
<b>Revenue Local Sources</b>								
<b>30311 General Property Taxes</b>								
1010 Real estate taxes	\$ 58,109,941	\$ 57,879,379	\$ 57,760,151	\$ 58,985,000	\$ 58,985,000	\$ 64,321,000	\$ 5,336,000	9.0%
2010 Public Service Corp	2,795,166	2,841,721	2,930,460	2,800,000	2,800,000	2,600,000	(200,000)	-7.1%
3010 Personal property taxes	11,208,955	10,582,606	10,552,248	11,162,000	11,162,000	10,862,000	(300,000)	-2.7%
3060 Mobile home taxes	21,716	23,304	23,476	23,000	23,000	23,000	-	0.0%
4010 Machinery/Tools	3,765,309	3,617,121	4,418,406	1,700,000	1,700,000	300,000	(1,400,000)	-82.4%
5010 Boat > 5 Tons	72,868	104,454	79,858	80,000	80,000	80,000	-	0.0%
6010 Penalties	662,536	478,234	457,127	500,000	500,000	475,000	(25,000)	-5.0%
6020 Interest	234,023	216,075	193,105	220,000	220,000	200,000	(20,000)	-9.1%
Subtotal	<u>76,870,514</u>	<u>75,742,894</u>	<u>76,419,831</u>	<u>75,470,000</u>	<u>75,470,000</u>	<u>78,861,000</u>	<u>3,391,000</u>	<u>4.5%</u>
<b>30312 Other Local Taxes</b>								
1000 Local sales tax	9,145,529	8,757,706	8,457,783	9,000,000	9,000,000	9,100,000	100,000	1.1%
1100 Lodging tax	3,159,600	3,005,252	3,145,828	3,000,000	3,000,000	3,150,000	150,000	5.0%
1111 Lodging tax penalty	1,841	3,641	6,336	-	-	-	-	0.0%
1112 Lodging tax interest	728	1,530	2,698	-	-	-	-	0.0%
1200 Meals tax	5,121,731	5,035,068	5,242,849	5,200,000	5,200,000	5,200,000	-	0.0%
1211 Meals tax penalty	2,827	7,701	5,346	-	-	-	-	0.0%
1212 Meals tax interest	1,165	3,286	3,046	-	-	-	-	0.0%
3010 Occupational license	5,374,739	5,307,320	5,598,116	5,300,000	5,300,000	5,450,000	150,000	2.8%
3011 Occupational license penalty	19,099	25,858	29,452	20,000	20,000	20,000	-	0.0%
3012 Occupational license interest	13,388	16,311	18,542	10,000	10,000	15,000	5,000	50.0%
3020 Utility consumption tax	299,828	281,203	250,587	285,000	285,000	260,000	(25,000)	-8.8%
3050 Short-term rental	22,637	17,205	15,097	18,000	18,000	18,000	-	0.0%
3060 Motor vehicle rental tax	71,458	64,612	61,657	65,000	65,000	65,000	-	0.0%
4000 Communications sales tax	1,371,148	1,376,864	1,370,049	1,400,000	1,400,000	1,400,000	-	0.0%
5010 Motor vehicle license	1,503,306	1,474,552	1,485,763	1,500,000	1,500,000	1,500,000	-	0.0%
6000 Bank franchise tax	189,084	235,207	313,335	200,000	200,000	250,000	50,000	25.0%
6001 Bank franchise penalty	45	-	105	-	-	-	-	0.0%
6012 Franchise tax-verizon surchg	41	259	502	-	-	-	-	0.0%
7010 Recordation tax	213,597	231,825	270,908	216,000	216,000	250,000	34,000	15.7%
7011 Recordation/Grantor's tax	402,034	418,917	223,446	400,000	400,000	400,000	-	0.0%
7030 Deeds of conveyance	1,001,445	993,253	743,769	950,000	950,000	950,000	-	0.0%
Subtotal	<u>27,915,270</u>	<u>27,257,570</u>	<u>27,245,214</u>	<u>27,564,000</u>	<u>27,564,000</u>	<u>28,028,000</u>	<u>464,000</u>	<u>1.7%</u>
<b>30313 Permits, Fees, Regulatory Licenses</b>								
0751 DMV fees	7,688	-	2,926	-	-	-	-	0.0%
0752 Credit card fees	8,762	1,923	-	-	-	-	-	0.0%
1010 Dog license	37,465	46,637	48,482	40,000	40,000	45,000	5,000	12.5%
3010 Wetlands permits	900	1,500	1,200	1,800	1,800	1,800	-	0.0%
3011 Ches Bay application fees	1,500	5,000	4,000	3,000	3,000	3,000	-	0.0%
3012 Sheriff conceal weapon-new	18,974	17,438	18,997	-	9,479	-	-	0.0%
3014 Sheriff conceal weapon-renewal	2,287	1,118	1,191	1,500	1,500	1,500	-	0.0%
3020 Zoning fees	11,004	9,247	7,410	10,000	10,000	10,000	-	0.0%
3021 Plan review fees	11,480	6,884	9,781	8,000	8,000	8,000	-	0.0%
3022 Map maint fees	3,302	4,376	4,305	4,500	4,500	4,500	-	0.0%
3023 Planning/Public Works insp fees	3,501	3,183	2,285	3,200	3,200	3,200	-	0.0%
3024 Board of Zoning/Subdivision	1,750	1,000	1,750	1,500	1,500	1,500	-	0.0%
3025 Zoning verification	-	500	100	-	-	-	-	0.0%
3030 Land transfer fees	9,254	10,124	6,470	9,000	9,000	9,000	-	0.0%
3040 Electrical inspection fees	110,892	81,284	53,879	62,000	62,000	76,000	14,000	22.6%
3041 Electrical inspection State surcharge	1,848	1,351	968	1,085	1,085	1,520	435	40.1%
3042 Reinspection electrical	4,500	1,700	500	1,000	1,000	1,200	200	20.0%
3050 Plumbing inspection fees	116,837	88,961	63,080	70,000	70,000	86,000	16,000	22.9%
3051 Plumbing inspection State surcharge	2,023	1,528	1,196	1,225	1,225	1,720	495	40.4%
3052 Reinspection plumbing	950	800	750	750	750	800	50	6.7%
3060 Building inspection fees	268,551	215,859	172,091	175,000	175,000	215,000	40,000	22.9%
3061 Building inspection State surcharge	4,210	3,405	2,867	3,062	3,062	4,300	1,238	40.4%
3062 Reinspection building	2,950	1,455	1,750	2,000	2,000	2,000	-	0.0%
3070 Plat fees	-	60	150	-	-	-	-	0.0%
3090 Erosion inspection fees	7,153	8,268	7,522	9,000	9,000	11,040	2,040	22.7%
3110 Mechanical inspection fees	89,075	74,810	52,332	62,000	62,000	76,000	14,000	22.6%
3111 Mechanical inspection State surcharge	1,536	1,281	991	1,085	1,085	1,520	435	40.1%
3112 Reinspection mechanical	650	550	606	500	500	500	-	0.0%
3180 Yard sale permits	20	10	5	-	-	-	-	0.0%
3200 Land disturbance permit	6,250	7,950	3,700	3,000	3,000	3,000	-	0.0%
3210 Amusement devices inspection	200	-	-	-	-	-	-	0.0%
3300 Land use revalidation	-	50	50	-	-	-	-	0.0%
3400 Open burning permit fees	50	-	-	-	-	-	-	0.0%
3970 Misc permits & licenses	-	-	200	-	-	-	-	0.0%
Subtotal	<u>735,562</u>	<u>598,252</u>	<u>471,534</u>	<u>474,207</u>	<u>483,686</u>	<u>568,100</u>	<u>93,893</u>	<u>19.8%</u>

**General Fund Revenues**

	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	\$ Change	% Change
<b>30314 Fines &amp; Forfeitures</b>								
0300 Parking fines	4,725	2,120	3,580	2,000	2,000	5,000	3,000	150.0%
1010 Animal control fines	590	535	757	600	600	600	-	0.0%
1011 False alarm fines	-	100	300	-	-	200	200	100.0%
1012 Miscellaneous FLS fines	2,977	85	-	-	-	-	-	0.0%
2000 Restitution	331	1,277	4,929	-	-	1,500	1,500	100.0%
4010 Court fines	199,964	223,702	220,951	200,000	200,000	225,000	25,000	12.5%
4011 Assessment courthouse	29,471	29,551	26,467	30,000	30,000	30,000	-	0.0%
4012 Courthouse security	107,918	102,720	93,523	100,000	100,000	100,000	-	0.0%
4013 Jail admission fee	8,168	9,847	9,400	8,000	8,000	8,000	-	0.0%
4014 Commonwealth Atty bad check fee	936	575	30	-	-	-	-	0.0%
5000 Wetlands civil charges	60	30	-	-	-	-	-	0.0%
5001 Chesapeake Bay violations	2,970	627	-	-	-	-	-	0.0%
Subtotal	<u>358,110</u>	<u>371,169</u>	<u>359,937</u>	<u>340,600</u>	<u>340,600</u>	<u>370,300</u>	<u>29,700</u>	<u>8.7%</u>
<b>30315 Use of Money and Property</b>								
1001 Unrealized gain (loss) on invmts	142,060	(74,498)	8,746	-	-	-	-	0.0%
1010 Interest	258,626	36,386	27,467	100,000	100,000	100,000	-	0.0%
2010 Rents	140,122	141,425	141,350	140,000	14,647	15,000	(125,000)	-89.3%
2010-001 Freight shed rentals	40,316	42,842	30,932	45,000	45,000	40,000	(5,000)	-11.1%
2013 Facility costs - YPDSS	-	-	-	-	21,468	21,500	21,500	100.0%
2015 Telephone service agreement	26,700	26,225	24,844	24,800	24,800	25,300	500	2.0%
2020 Tower rent	173,645	183,399	231,827	150,000	150,000	150,000	-	0.0%
2060 Sale of equipment	5,396	12,723	10,848	2,500	2,500	15,000	12,500	500.0%
2061 Disposal-surplus property	-	-	5,415	-	-	-	-	0.0%
2100-001 Sale of Crossroads facility	342,068	-	-	-	-	-	-	0.0%
8016-200 Concession sales - commissions	-	-	-	-	11,200	10,000	10,000	100.0%
8200 Reimbursement for postage	1,353	-	-	-	-	-	-	0.0%
Subtotal	<u>1,130,286</u>	<u>368,502</u>	<u>481,429</u>	<u>462,300</u>	<u>369,615</u>	<u>376,800</u>	<u>(85,500)</u>	<u>-18.5%</u>
<b>30316 Charges for Services</b>								
1010 Excess Clerk of Court	289,209	179,213	91,206	150,000	150,000	100,000	(50,000)	-33.3%
1011 DNA/blood	406	492	534	400	400	500	100	25.0%
1014 Land records-secure remote	18,450	22,100	29,950	15,000	15,000	25,000	10,000	66.7%
2010 Chg Commonwealth's Attny	1,963	2,088	2,968	2,000	2,000	2,500	500	25.0%
2510 Court Appointed Attny	5,481	8,247	6,451	5,000	5,000	6,000	1,000	20.0%
2600 Admin fees-PR deductions	2,190	2,739	2,910	1,500	1,500	3,000	1,500	100.0%
3010 Sheriff fees	3,631	3,631	3,831	3,600	3,600	3,600	-	0.0%
3013 Sheriff special fees	125,979	102,516	149,618	88,810	88,810	88,810	-	0.0%
30313-007 Sheriff/Schools & school	-	-	-	-	19,615	-	-	0.0%
3020 Public Safety pers fees	-	1,014	-	-	-	-	-	0.0%
3130 FLS Command School	209	-	1,875	-	-	-	-	0.0%
3321 Medic transport fee recovery	-	220,687	1,038,544	1,100,000	1,100,000	1,200,000	100,000	9.1%
3356 E911 Banquet	-	-	14,883	-	-	-	-	0.0%
3613 Admin fees-Sheriff	-	-	5,278	-	-	-	-	0.0%
5000 Treasurer-Sheriff fee recovery	491	520	544	-	-	-	-	0.0%
6010 Mosquito Control	14,723	16,270	16,660	16,300	16,300	16,300	-	0.0%
8010 Recreation fees/admissions	169,812	160,810	178,870	165,000	165,000	266,662	101,662	61.6%
8011 Senior activities fees	4,860	4,867	5,099	5,000	5,000	8,000	3,000	60.0%
8013 Admission fee/rental skate R&R	34,305	25,658	27,062	26,000	26,000	30,335	4,335	16.7%
8014 Sports camps & classes	64,042	63,218	47,067	65,000	65,000	69,200	4,200	6.5%
8015 Instructional classes	79,446	57,667	60,278	65,000	65,000	69,480	4,480	6.9%
8016 Concessions-Skate R&R	18,133	7,000	9,044	7,000	7,000	7,000	-	0.0%
8016-001 Concessions-Back Creek Pk	-	128	135	200	200	200	-	0.0%
8016-002 Concessions-New Qtr Pk	-	13,363	17,895	13,500	13,500	16,000	2,500	18.5%
8016-200 Concessions-Sports Complex	30,745	74,829	46,708	11,200	-	-	(11,200)	-100.0%
8020 Park Facility fees & programs	52,687	49,408	62,116	50,000	50,000	71,810	21,810	43.6%
8020-200 Park Facility fees & prog-Sprts Cplx	2,125	37,446	57,940	40,000	40,000	66,000	26,000	65.0%
8410 Library fines	48,293	45,796	40,673	45,000	45,000	45,000	-	0.0%
8420 Book replacement	8,003	7,982	9,383	8,000	8,000	8,500	500	6.3%
8430 Library copier	14,811	15,031	15,745	15,000	15,000	15,000	-	0.0%
8610 Sale of ordinances	-	100	57	100	100	100	-	0.0%
8620 Sale of maps	95	49	-	50	50	50	-	0.0%
8621 GIS/CSS services	10,891	12,229	11,465	10,000	10,000	10,000	-	0.0%
8630 Sale of copies	24	221	151	100	100	100	-	0.0%
8631 Sale of copies-Sheriff	-	-	1,680	-	905	-	-	0.0%
9001 Victim-Witness PTEAP conference	-	5,692	-	-	-	-	-	0.0%
9550-001 Safety Town registration	1,845	2,080	2,455	-	80	5,000	5,000	100.0%
9990 Miscellaneous charges	100	602	-	-	-	-	-	0.0%
Subtotal	<u>1,002,949</u>	<u>1,143,693</u>	<u>1,959,075</u>	<u>1,908,760</u>	<u>1,918,160</u>	<u>2,134,147</u>	<u>225,387</u>	<u>11.8%</u>
<b>30317 Fiscal Agent Fees &amp; Administration</b>								
1021 Solid Waste fund	21,000	21,000	21,000	35,000	35,000	36,000	1,000	2.9%
1024 Water Utility fund	8,000	8,000	8,000	10,000	10,000	2,900	(7,100)	-71.0%
1025 Sewer Utility fund	26,000	26,000	26,000	41,200	41,200	43,100	1,900	4.6%
1091 Colonial Behavioral Health fund	111,727	106,098	110,633	90,000	90,000	100,000	10,000	11.1%
1094 Col Group Home Commission fund	18,122	17,723	17,841	17,500	17,500	17,500	-	0.0%
Subtotal	<u>184,849</u>	<u>178,821</u>	<u>183,474</u>	<u>193,700</u>	<u>193,700</u>	<u>199,500</u>	<u>5,800</u>	<u>3.0%</u>

**General Fund Revenues**

	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	\$ Change	% Change
<b>30318 Miscellaneous</b>								
2022 Victim Witness donations	-	-	-	-	349	-	-	0.0%
3010 Prior Year exp refunds	25,491	52,111	90,051	25,000	25,000	25,000	-	0.0%
3012 Prior Year forfeit flex	2,630	2,935	7,320	-	-	-	-	0.0%
3027 Sheriff-Donations	1,105	3,725	1,220	-	520	-	-	0.0%
3320 FLS Donations - programs	19,104	17,729	13,848	-	3,574	-	-	0.0%
3321 FLS Donations - volunteers	33,313	19,719	1,635	-	325	-	-	0.0%
3601 Cable TV Comm Grant	5,000	-	-	-	-	-	-	0.0%
4000 Signs Chesapeake Bay/Wetlands	60	-	-	-	-	-	-	0.0%
4001 Earth Day donations	-	1,750	1,950	-	-	-	-	0.0%
4448 Donation- Litter/Beautification	-	-	250	-	-	-	-	0.0%
6010 Library - donations	16,539	11,374	6,586	-	3,425	-	-	0.0%
6060 Tax Sale-excess proceeds	97,525	-	60,815	-	-	-	-	0.0%
7001 Yorktown Go Green initiative	275	2,000	-	-	-	-	-	0.0%
7002 York Youth Lacrosse donation	-	-	1,000	-	-	-	-	0.0%
7432 PAA utility contribution-Senior Center	-	-	3,600	-	1,800	-	-	0.0%
9000 Housing	-	-	500	-	3,250	-	-	0.0%
9012 SEAST Rural Comm Assistance	-	3,000	-	-	-	-	-	0.0%
9021 Tennis grant	-	-	1,000	-	-	-	-	0.0%
9080 Misc repairs/damages	-	-	675	-	-	-	-	0.0%
9090 Miscellaneous	37,589	85,195	47,915	18,518	18,518	45,000	26,482	143.0%
9092 Miscellaneous maint premises	8,247	5,310	9,382	5,000	5,000	5,000	-	0.0%
9095-200 Vending machine-Sports Complex	90	524	532	-	-	-	-	0.0%
9098 Safety Town	8,620	7,710	4,530	-	1,800	-	-	0.0%
9099 Local recycling	-	-	275	-	-	-	-	0.0%
9220 Return checks	11,970	12,240	10,341	10,000	10,000	10,000	-	0.0%
9230 Admin fees	138,280	127,619	132,782	120,000	120,000	130,000	10,000	8.3%
9270 VML Risk Mgmt grant	-	-	1,928	-	-	-	-	0.0%
9507 Housing Partnership support	1,000	-	-	-	-	-	-	0.0%
9533 Sentara Regional Med Ctr grant	-	-	-	-	2,461	-	-	0.0%
9622 VAHMRS donation #583 Haz	-	20,000	20,000	-	30,000	-	-	0.0%
Subtotal	<u>406,838</u>	<u>372,941</u>	<u>418,135</u>	<u>178,518</u>	<u>226,022</u>	<u>215,000</u>	<u>36,482</u>	20.4%
<b>30319 Recovered Costs</b>								
1510 York-Poquoson courthouse	318,068	331,899	368,804	409,300	409,300	408,300	(1,000)	-0.2%
1999 Hurricane/Training wages	41,608	38,321	3,217	-	11,610	-	-	0.0%
2010 Streetlight install	15,862	32,664	11,965	20,000	20,000	20,000	-	0.0%
2020 Streetlight costs	4,648	5,041	2,988	15,000	15,000	5,000	(10,000)	-66.7%
2999 Hurricane/Training fringes	7,132	5,056	246	-	809	-	-	0.0%
3311 Williamsburg Public Safety	-	4,281	-	-	-	-	-	0.0%
3356 Poquoson 911 merger	296,500	296,500	296,500	296,500	296,500	306,581	10,081	3.4%
3358 Williamsburg 911 merger	36,565	516,363	502,389	512,500	512,500	526,087	13,587	2.7%
5210-001 Postage reimb-Commsr of Accts	-	815	533	600	600	600	-	0.0%
5210-002 Postage reimb-EDA	-	1	1	25	25	-	(25)	-100.0%
5230-001 Land phone reimb- Commsr of Accts	-	-	24	-	-	-	-	0.0%
5365 Flu shots	-	-	-	-	856	-	-	0.0%
6000 Wmbg compensated absences	22,789	-	-	-	-	-	-	0.0%
7034 Landscaping general services	29,900	-	-	-	-	-	-	0.0%
Subtotal	<u>773,072</u>	<u>1,230,941</u>	<u>1,186,667</u>	<u>1,253,925</u>	<u>1,267,200</u>	<u>1,266,568</u>	<u>12,643</u>	1.0%
<b>Total Local</b>	<u>109,377,450</u>	<u>107,264,783</u>	<u>108,725,296</u>	<u>107,846,010</u>	<u>107,832,983</u>	<u>112,019,415</u>	<u>4,173,405</u>	3.9%
<b>Revenue from the State</b>								
<b>30322 State Non-Categorical Aid</b>								
1030 Mobile home	13,018	8,898	19,523	9,000	9,000	9,000	-	0.0%
1040 Rolling stock	17,742	17,542	5,233	15,000	15,000	15,000	-	0.0%
3010 Prs Prp Tax Relief Act (PPTRA)	8,739,375	8,741,406	8,741,680	8,741,680	8,741,680	8,741,680	-	0.0%
9999 Local Aid to Commonwealth	(191,873)	(190,660)	(245,521)	(245,515)	(245,515)	(255,752)	(10,237)	4.2%
Subtotal	<u>8,578,262</u>	<u>8,577,186</u>	<u>8,520,915</u>	<u>8,520,165</u>	<u>8,520,165</u>	<u>8,509,928</u>	<u>(10,237)</u>	-0.1%

**General Fund Revenues**

	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	\$ Change	% Change
<b>30323 State Shared Expenses</b>								
1010 Cmnw Attorney salary	464,839	428,858	445,518	451,000	451,000	451,000	-	0.0%
1020 Cmnw Attorney office expense	5,158	5,160	38,410	-	3,342	-	-	0.0%
1050 Cmnw Attorney fringe	62,274	50,252	41,303	36,880	36,880	41,000	4,120	11.2%
3010 Comm Revenue salary	190,207	176,756	169,945	169,000	169,000	169,000	-	0.0%
3020 Comm Revenue office exp/mileage	587	587	-	-	-	-	-	0.0%
3050 Comm Revenue fringe	23,223	18,657	14,311	11,520	11,520	12,000	480	4.2%
4010 Treasurer salary	165,228	150,555	136,247	136,000	136,000	136,000	-	0.0%
4020 Treasurer office expense/mileage	684	708	-	-	-	-	-	0.0%
4050 Treasurer fringe	19,663	14,125	9,992	5,760	5,760	6,000	240	4.2%
6010 Registrar salary	49,609	44,178	39,400	43,800	43,800	39,400	(4,400)	-10.0%
6110 Electoral Board salary	9,492	8,480	7,563	8,500	8,500	7,500	(1,000)	-11.8%
6130 Electoral Board mileage	807	592	-	-	-	-	-	0.0%
7010 Sheriff salary	2,329,508	2,055,221	2,261,916	2,263,000	2,263,000	2,263,000	-	0.0%
7050 Sheriff fringe	323,742	254,061	219,970	211,830	211,830	212,000	170	0.1%
7099-300 ARRA Sheriff Comp Board	(694,373)	-	-	-	-	-	-	0.0%
9010 Clerk of Court salary	402,594	364,001	407,138	406,000	406,000	406,000	-	0.0%
9020 Clerk of Court mileage	-	4,810	524	-	-	-	-	0.0%
9022 Clerk of Court equipment	113,388	71,398	34,214	-	20,164	-	-	0.0%
9030 Clerk of Court fringe	15,192	26,492	22,795	18,965	18,965	21,000	2,035	10.7%
Subtotal	<u>3,481,822</u>	<u>3,674,891</u>	<u>3,849,246</u>	<u>3,762,255</u>	<u>3,785,761</u>	<u>3,763,900</u>	<u>1,645</u>	0.0%
<b>30324 State Categorical Aid</b>								
1760 VJCCCA	74,511	70,785	54,343	50,470	54,684	54,684	4,214	8.3%
1999 Circuit Court salaries	5,502	-	-	-	-	-	-	0.0%
3160 VA Supreme Court - Extradition	12,455	14,465	13,422	-	661	-	-	0.0%
4060 Drug Asset-Sheriff	3,894	5,866	7,098	-	3,680	-	-	0.0%
4061 Drug Asset-Comm Atty	2,080	4,022	1,005	-	6,137	-	-	0.0%
4070 Litter Control	12,469	-	-	-	-	-	-	0.0%
4090 Library Grant	183,160	170,316	150,220	147,983	147,983	145,143	(2,840)	-1.9%
5210 Court Service postage	10,121	10,601	11,266	10,200	10,200	10,300	100	1.0%
8000 Wireless E-911 servs	222,975	227,292	283,469	250,000	250,000	265,000	15,000	6.0%
9556 VA E911 Services Education grant	-	-	-	-	2,000	-	-	0.0%
Subtotal	<u>527,167</u>	<u>503,347</u>	<u>520,823</u>	<u>458,653</u>	<u>475,345</u>	<u>475,127</u>	<u>16,474</u>	3.6%
<b>30326 State Grants</b>								
2200 Four for Life	39,231	57,100	61,414	53,423	53,423	53,423	-	0.0%
2220 Fire Protection	153,202	155,317	162,552	155,317	155,317	155,317	-	0.0%
2220-002 Fire Prog Training Mini-Grant	-	3,679	-	-	-	-	-	0.0%
2221 VFIRS Comp Hardware	1,000	-	-	-	-	-	-	0.0%
2236 DMV Animal Sterilization	1,316	1,261	1,374	-	1,230	-	-	0.0%
2237 Tax/Spay & Neuter Fund	289	196	373	-	456	-	-	0.0%
2260 Rescue grant	25,164	13,317	-	-	-	-	-	0.0%
2280 Emergency Services Radiology	25,000	25,000	25,000	25,000	25,000	25,000	-	0.0%
2281 Dept Emg Svc-Rad-emer generators	-	-	17,000	-	-	-	-	0.0%
2291-210 RSAF/911 grant	-	-	6,064	-	-	-	-	0.0%
3340 DCJS Victim/Witness	17,113	23,252	23,252	93,009	93,009	94,869	1,860	2.0%
3500 Emergency Home Repair	7,942	5,503	6,856	5,510	5,510	5,510	-	0.0%
3502 Access Rehab Program	4,500	-	-	-	-	-	-	0.0%
3700 VA Commission of Arts	5,000	5,000	5,000	-	5,000	-	-	0.0%
9098 Highway Safety/Safety Town	987	870	-	-	-	-	-	0.0%
9523 DCJS - Triad Crime Prevent	-	2,025	-	-	-	-	-	0.0%
9715 VDEM - Hazmat	10,000	10,000	20,000	-	-	-	-	0.0%
Subtotal	<u>290,744</u>	<u>302,520</u>	<u>328,885</u>	<u>332,259</u>	<u>338,945</u>	<u>334,119</u>	<u>1,860</u>	0.6%
<b>Total State</b>	<u>12,877,995</u>	<u>13,057,944</u>	<u>13,219,869</u>	<u>13,073,332</u>	<u>13,120,216</u>	<u>13,083,074</u>	<u>9,742</u>	0.1%

**General Fund Revenues**

	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	\$ Change	% Change
<b>Revenue from the Federal Government</b>								
<b>30331 Federal Paid in Lieu of Tax</b>								
1010 Payment in lieu of taxes	12,714	9,500	9,578	9,500	9,500	9,500	-	0.0%
Subtotal	12,714	9,500	9,578	9,500	9,500	9,500	-	0.0%
<b>30333 Federal Categorical Aid</b>								
1011 Criminal Alien Asst Program	6,681	8,938	13,160	-	9,891	-	-	0.0%
1500 Housing Assistance Vouchers	132,369	106,746	115,798	124,800	124,800	120,000	(4,800)	-3.8%
1999-007 FEMA Urban S&R reimb-wages	-	1,304	-	-	-	-	-	0.0%
2999-007 FEMA Urban S&R reimb-fringes	-	100	-	-	-	-	-	0.0%
3340 DCJS Victim Witness	68,455	69,757	69,757	-	-	-	-	0.0%
3341 DCJS Domestic Violence	21,574	23,016	25,649	27,366	27,366	27,366	-	0.0%
3412 DMV-Sheriff grants	38,417	19,923	23,406	-	34,393	-	-	0.0%
4045 DEA overtime	7,928	22,907	13,367	-	17,202	-	-	0.0%
4046 DEA WAR	14,069	-	2,848	-	30,577	-	-	0.0%
4050 Bulletproof Vest Ptrnship	9,315	6,520	7,265	-	-	-	-	0.0%
4060 Drug Asset - Sheriff	2,969	36,997	19,728	-	8,594	-	-	0.0%
4061 Drug Asset - Cmnw Attorney	403	1,736	1,337	-	319	-	-	0.0%
4100 Sheriff-BJA Grant	-	11,841	12,053	-	11,422	-	-	0.0%
5010 VHDA FSS Coord Fund	38,838	39,132	39,032	-	-	-	-	0.0%
5011 CDBG Plan Grant	20,312	-	-	-	-	-	-	0.0%
5012 VHDA Homebuy Educ/Counsel	-	700	2,750	-	-	-	-	0.0%
6000 Soc Svcs Cap reimbursement	79,299	64,883	90,553	-	104,077	100,000	100,000	100.0%
7010-300 ARRA Sheriff salary	-	135,223	-	-	-	-	-	0.0%
7050-300 ARRA Sheriff fringes	-	10,345	-	-	-	-	-	0.0%
7099-300 ARRA Sheriff Comp Board	694,373	-	-	-	-	-	-	0.0%
8010 Civil Defense salary	45,529	45,529	45,529	45,000	45,000	45,000	-	0.0%
8400 Library E-Rate	3,473	13,247	-	-	-	-	-	0.0%
8997-002 Electoral Board equipment	-	-	-	-	2,500	-	-	0.0%
9001 VW-PTEAP Grant	27,468	47,151	-	-	-	-	-	0.0%
9533 FEMA-DHS AFG Grant #624	-	-	-	-	9,844	-	-	0.0%
9572 FEMA-Urban Search & Rescue	2,794	-	-	-	-	-	-	0.0%
9580 VDEM-Citizen Corps	8,669	-	22,536	-	16,250	-	-	0.0%
9582 VDEM-HS Citizen Corps Grant	11,331	-	-	-	-	-	-	0.0%
9589 VDH Pandemic Influenza Shelter	18,000	-	-	-	-	-	-	0.0%
9590 Grt #564 VDH Preventing	-	13,348	-	-	-	-	-	0.0%
9591 Grt #565 VDH Preventing Injury	-	-	3,808	-	-	-	-	0.0%
9592 SHSP Hazmat	29,973	-	-	-	-	-	-	0.0%
9593-210 2008 SHSP Hazmat #532	-	-	15,681	-	-	-	-	0.0%
9594 CDBG-Barlow Rd Gr#586	-	5,000	-	-	-	-	-	0.0%
9596 Housing Choice Voucher	-	-	3,000	-	-	-	-	0.0%
9597 VDH Grant#610 Prev Fire Relief	-	-	851	-	-	-	-	0.0%
9650-300 ARRA BJA-JAG Tasers	-	48,950	-	-	-	-	-	0.0%
Subtotal	1,282,239	733,293	528,108	197,166	442,235	292,366	95,200	48.3%
Total Federal	1,294,953	742,793	537,686	206,666	451,735	301,866	95,200	46.1%
<b>Other Financing Sources</b>								
<b>30341 Non-Revenue Receipts</b>								
1010 Insurance Recovery	28,855	19,598	4,782	-	2,940	-	-	0.0%
Ins Recvry - 2009 Nor'easter	-	4,797	581	-	-	-	-	0.0%
Subtotal	28,855	24,395	5,363	-	2,940	-	-	0.0%
<b>30351 Transfer from Other Funds</b>								
1010 School Grounds maintenance	1,136,782	1,129,722	1,129,722	1,121,365	1,121,365	1,121,365	-	0.0%
1011 Carryover Fund	807,177	168,515	512,974	-	-	-	-	0.0%
1012 School Resource officers	258,264	255,492	252,923	282,200	282,200	297,640	15,440	5.5%
1016 School Video Services	84,330	76,779	78,042	79,920	79,920	83,590	3,670	4.6%
1018 School Radio Maintenance	85,720	85,720	85,720	85,720	85,720	85,720	-	0.0%
1050 School Year-End Reversion	178,810	237,794	300,413	-	-	-	-	0.0%
1050-001 School QLMS & Yk High Land	2	1	1	-	-	-	-	0.0%
1050-002 School Bus parking lot	-	2	1	-	-	-	-	0.0%
1050-003 School- ARRA jobs	-	-	300,000	-	-	-	-	0.0%
1054 School Carryover Reversion	225,000	157,216	90,151	-	-	-	-	0.0%
1063 CDA Special Rev Fd Facilities	262,500	275,625	289,405	303,875	303,875	200,000	(103,875)	-34.2%
1073 EDA Capital Fund	-	-	482,720	-	-	-	-	0.0%
1079 County Capital Fund	-	-	300,000	-	-	-	-	0.0%
Subtotal	3,038,585	2,386,866	3,822,072	1,873,080	1,873,080	1,788,315	(84,765)	-4.5%
Total Other Sources	3,067,440	2,411,261	3,827,435	1,873,080	1,876,020	1,788,315	(84,765)	-4.5%
General Fund Total	\$ 126,617,838	\$ 123,476,781	\$ 126,310,286	\$ 122,999,088	\$ 123,280,954	\$ 127,192,670	\$ 4,193,582	3.4%

## GENERAL FUND REVENUES

### General Property Taxes

The County levies real estate taxes on all real estate within its boundaries, except that exempted by statute, each year as of January 1, based on the estimated market value of the property, with semiannual payments due June 5 and December 5. All real estate property is assessed biennially.

The County levies personal property taxes on motor vehicles and tangible personal business property. These levies are made each year as of January 1, with semiannual payments due June 5 and December 5.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Real Estate	\$ 58,985,000	\$ 64,321,000	\$ 5,336,000	9.0%
Public Service	2,800,000	2,600,000	(200,000)	-7.1%
Personal Property	11,162,000	10,862,000	(300,000)	-2.7%
Mobile Homes	23,000	23,000	-	0.0%
Machinery & Tools	1,700,000	300,000	(1,400,000)	-82.4%
Boats	80,000	80,000	-	0.0%
Penalties	500,000	475,000	(25,000)	-5.0%
Interest	<u>220,000</u>	<u>200,000</u>	<u>(20,000)</u>	-9.1%
Total	<u>\$ 75,470,000</u>	<u>\$ 78,861,000</u>	<u>\$ 3,391,000</u>	4.5%

### FY2013 Budget Comments

Fiscal year 2013 is a general reassessment year. As a result, assessments are down 4-5% on average. The Adopted Budget includes a \$0.084 cent real estate tax increase, raising the rate from \$0.6575 per \$100 of assessed valuation to \$0.7415. Public Service Corporation tax revenue is projected to decrease, based on the latest assessment. The Virginia Department of Taxation bases its assessment of public service corporations on the sales ratio analysis it performs on the prior year's assessment data compared to current sales data. The budget for personal property taxes has been adjusted to reflect the current downward trend. Finally, taxes on Machinery & Tools are expected to decrease significantly due to the closing of a large refinery.

### Other Local Taxes

#### Sales Tax

The State collects a five percent (5%) sales tax from retailers and distributes one percent (1%) of this amount to the County monthly.

#### Lodging Tax

The transient occupancy tax of five percent (5%) is paid for any room rented on a short-term basis. These revenues are generated primarily by hotels and motels within the County. Sixty percent (60%) of the revenues collected are earmarked for tourism activities. This tax is collected monthly.

## Meals Tax

A four percent (4%) tax is levied on prepared food and beverages sold for human consumption in the County. This tax is collected monthly.

## Occupational License

The County requires all persons conducting any business, profession, trade, or occupation to have a license. The Commissioner of the Revenue computes the amount of license tax and after payment to the Treasurer, the license is issued.

## Utility Consumption Tax

In lieu of the local business license tax levied on corporations furnishing heat, light or power by means of electricity and/or natural gas, Section 58.1-2900 and Section 58.1-2904 of the Code of Virginia imposes a tax on consumers of electricity and natural gas in the state based on kilowatt hours or volume of gas delivered. This tax is collected monthly.

## Communications Sales Tax

This tax represents sales and use tax on communication services in the amount of 5% of the sales price of each communications service and replaces the cable franchise tax and the \$2.18 charge per month for enhanced E-911 service for each line provided by a telephone company.

## Other Local Taxes

Other local taxes include an annual vehicle registration fee on every motor vehicle, trailer, and semi-trailer garaged, stored or parked in the County. Fees range from \$15.00 for motorcycles to \$23.00 for passenger cars. Also included in other local taxes is the bank franchise tax, imposed on banks located within the County, based on their net capital and the recordation tax for each taxable instrument recorded in the County.

	<u>FY2012</u> <u>Original</u>	<u>FY2013</u> <u>Adopted</u>	<u>Dollar</u> <u>Change</u>	<u>Percentage</u> <u>Change</u>
Local Sales Tax	\$ 9,000,000	\$ 9,100,000	\$ 100,000	1.1%
Lodging Tax	3,000,000	3,150,000	150,000	5.0%
Meals Tax	5,200,000	5,200,000	-	0.0%
Occupational License	5,330,000	5,485,000	155,000	2.9%
Utility Consumption Tax	285,000	260,000	(25,000)	-8.8%
Communications Sales Tax	1,400,000	1,400,000	-	0.0%
Motor Vehicle License	1,500,000	1,500,000	-	0.0%
Bank Franchise Tax	200,000	250,000	50,000	25.0%
Recordation Tax	1,566,000	1,600,000	34,000	2.2%
Rental Tax	83,000	83,000	-	0.0%
Total	<u>\$ 27,564,000</u>	<u>\$ 28,028,000</u>	<u>\$ 464,000</u>	1.7%

## FY2013 Budget Comments

Revenues in these areas are expected to increase slightly as the economy begins to recover, with the exception of the utility consumption tax, which has been adjusted to reflect the current trend.

### Permits, Fees and Regulatory Licenses

Permits, inspections, and fees on construction and alterations of all buildings are required by the County. Permits include building, electrical, plumbing and mechanical. Other licenses and fees include dog licenses and fees for zoning, plan review, land transfers, plat and land use.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Inspection Fees	\$ 391,907	\$ 480,800	\$ 88,893	22.7%
Permits, Fees & Licenses	<u>82,300</u>	<u>87,300</u>	<u>5,000</u>	6.1%
Total	<u>\$ 474,207</u>	<u>\$ 568,100</u>	<u>\$ 93,893</u>	19.8%

### FY2013 Budget Comments

The Adopted Budget includes an increase in electrical, plumbing, building, erosion and mechanical inspection fees to assist with the increased costs of providing these services.

### Fines and Forfeitures

The County imposes fines on individuals charged with violations of County ordinances. These include court and parking fines and court assessments.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Fines & Forfeitures	<u>\$ 340,600</u>	<u>\$ 370,300</u>	<u>\$ 29,700</u>	8.7%

### FY2013 Budget Comments

The majority of the increase in fines & forfeitures is from court fines, which has shown a steady climb.

### Use of Money and Property

#### Use of Money

The County Treasurer uses an aggressive cash management program investing temporarily idle funds in repurchase agreements and other instruments secured or collateralized by government securities.

#### Use of Property

The County receives revenue from the rental of its facilities and equipment, such as the communication towers, as well as the sale of surplus property.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Use of Money	\$ 100,000	\$ 100,000	\$ -	0.0%
Use of Property	<u>362,300</u>	<u>276,800</u>	<u>(85,500)</u>	-23.6%
Total	<u>\$ 462,300</u>	<u>\$ 376,800</u>	<u>\$ (85,500)</u>	-18.5%

### FY2013 Budget Comments

The decrease in use of property is attributable to a change in accounting practices related to space occupied by the York-Poquoson Department of Social Services. The costs to maintain and repair that space (located in a County facility) will be run through the County's cost allocation plan and the estimated reimbursement for all costs included in that plan are budgeted in revenue from the federal government.

### Charges for Services

The County collects revenues for services exclusive of enterprise fund activities. These include fees charged by the Clerk of Court, Commonwealth's Attorney, Sheriff, Fire & Rescue, Mosquito Control, Parks & Recreation, the Library, Computer Support, and Freedom of Information Act requests.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Excess Clerk of Court/Land Records -				
Secure Remote Access	\$ 165,000	\$ 125,000	\$ (40,000)	-24.2%
Commonwealth's Attorney	7,400	9,000	1,600	21.6%
Law Enforcement	92,410	92,410	-	0.0%
Medic Transport Fee Recovery	1,100,000	1,200,000	100,000	9.1%
Mosquito Control	16,300	16,300	-	0.0%
Parks & Recreation	447,900	609,687	161,787	36.1%
Library Fines & Fees	68,000	68,500	500	0.7%
Computer Support	10,000	10,000	-	0.0%
Other	<u>1,750</u>	<u>3,250</u>	<u>1,500</u>	85.7%
Total	<u>\$ 1,908,760</u>	<u>\$ 2,134,147</u>	<u>\$ 225,387</u>	11.8%

### FY2013 Budget Comments

The decrease for the Clerk of Court is due to the projected reduction in excess fees, per recent trends. The increase in the Medic Transport Fee Recovery is based on higher than projected trends in fiscal year 2012. The budget includes increases in Parks & Recreation fees to assist with raising costs for providing the programs.

### Fiscal Agent Fees & Administration

The County is the fiscal agent for various agencies including the Colonial Behavioral Health and the Colonial Group Home Commission. The County receives a fee for providing this service. Additionally, administrative costs are recovered from the County's enterprise funds.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Fiscal Agent Fees	<u>\$ 193,700</u>	<u>\$ 199,500</u>	<u>\$ 5,800</u>	3.0%

### FY2013 Budget Comments

Fiscal agent fees are based on a percentage of the agencies' and enterprise funds' budgets.

**Miscellaneous**

Miscellaneous revenue represents receipts from prior year refunds, returned checks, administrative fees, and other sources.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Miscellaneous	\$ 178,518	\$ 215,000	\$ 36,482	20.4%

**FY2013 Budget Comments**

The increase is attributable to higher trends.

**Recovered Costs**

The County is reimbursed for costs associated with court services, streetlights and the York/Poquoson/Williamsburg consolidated E911 center.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
York-Poquoson Courthouse	\$ 409,300	\$ 408,300	\$ (1,000)	-0.2%
Streetlight Program	35,000	25,000	(10,000)	-28.6%
Poquoson 911	296,500	306,581	10,081	3.4%
Williamsburg 911	512,500	526,087	13,587	2.7%
Postage Reimbursement	625	600	(25)	-4.0%
Total	<u>\$ 1,253,925</u>	<u>\$ 1,266,568</u>	<u>\$ 12,643</u>	1.0%

**FY2013 Budget Comments**

Per a memorandum of agreement between York County and the City of Poquoson, the City is responsible for 19.9% of the costs to operate the courthouse. The increase for the E911 mergers is driven by increased costs to operate the consolidated center.

**Revenue from the State - Non-Categorical Aid**

The County receives a share of certain revenues collected by the State. These revenues include Mobile Home Taxes, Rolling Stock Taxes and the Personal Property Tax Relief Act (PPTRA). A brief description of these revenues is below.

**Mobile Home**

Under the Motor Vehicle Sales and Use Tax Act, a tax is levied on the sale or use of mobile homes. Taxes collected on mobile homes are determined by the application of three percent (3%) of the sales price of each mobile home sold in Virginia and/or used or stored for use in Virginia. The monies collected are distributed to the local government where the mobile home is situated as a dwelling (Section 58.1-2400 and 2402 of the Code of Virginia).

## Rolling Stock

Under the Taxation of Public Service Corporations, a tax is levied on the assessed value of rolling stock, which is apportioned to localities based on the percentage of lane and railroad miles traveled (or valued by fair market) within the locality to the amount traveled (or valued by fair market) within Virginia. Each local government is entitled to a fraction of the revenue derived of the total rolling stock assessment (Section 58.1-2658 and 2658.1 of the Code of Virginia).

## Personal Property Tax Relief Act (PPTRA)

The State converted PPTRA from a vehicle-based entitlement program to a block grant program with a state-wide cap on disbursements to local governments.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Mobile Home	\$ 9,000	\$ 9,000	\$ -	0.0%
Rolling Stock	15,000	15,000	-	0.0%
PPTRA	8,741,680	8,741,680	-	0.0%
Local Aid to Commonwealth	(245,515)	(255,752)	(10,237)	4.2%
Total	<u>\$ 8,520,165</u>	<u>\$ 8,509,928</u>	<u>\$ (10,237)</u>	-0.1%

## FY2013 Budget Comments

The Governor's Proposed Budget includes \$60 million to be paid by local governments to the State over a two-year period. The locality specific amounts have not been released by the State at this time. The Local Aid to the Commonwealth projection for fiscal year 2013 is based on the fiscal year 2012 actual amount.

## Revenue from the State - Shared Expenses

The County receives revenues for the State's share of expenditures in joint activities. These include the Commonwealth's Attorney, Commissioner of the Revenue, Treasurer, Registrar, Electoral Board, Sheriff and Clerk of Court.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Commonwealth's Attorney	\$ 487,880	\$ 492,000	\$ 4,120	0.8%
Commissioner of the Revenue	180,520	181,000	480	0.3%
Treasurer	141,760	142,000	240	0.2%
Registrar	43,800	39,400	(4,400)	-10.0%
Electoral Board	8,500	7,500	(1,000)	-11.8%
Sheriff	2,474,830	2,475,000	170	0.0%
Clerk of Court	424,965	427,000	2,035	0.5%
Total	<u>\$ 3,762,255</u>	<u>\$ 3,763,900</u>	<u>\$ 1,645</u>	0.0%

## FY2013 Budget Comments

At this time, the Compensation Board has not released fiscal year 2013 estimates. The fiscal year 2013 funding projections for the Constitutional Officers reflect the projected actual fiscal year 2012 amounts.

### Revenue from the State - Categorical Aid

The County receives revenues from the State designated for specific uses. These revenues include amounts received for the Colonial Group Home Commission, the library and for wireless E-911 calls.

	<b>FY2012 Original</b>	<b>FY2013 Adopted</b>	<b>Dollar Change</b>	<b>Percentage Change</b>
VJCCA	\$ 50,470	\$ 54,684	\$ 4,214	8.3%
Library Grant	147,983	145,143	(2,840)	-1.9%
Court Service Postage	10,200	10,300	100	1.0%
Wireless E-911	250,000	265,000	15,000	6.0%
Total	<u>\$ 458,653</u>	<u>\$ 475,127</u>	<u>\$ 16,474</u>	3.6%

### FY2013 Budget Comments

The projection for the Virginia Juvenile Community Crime Control Act grant is based on the actual amount for fiscal year 2012. The Library grant is the preliminary figure from the State at this time. Additional Wireless E-911 revenue is projected based on increased call volume.

### Revenue from the State - Grants

The County is awarded grants from various State departments for specific uses. These awards include, but are not limited to, grants from the Department of Health, Department of Fire Programs, Department of Criminal Justice Services (DCJS), and the Department of Housing and Community Development.

	<b>FY2012 Original</b>	<b>FY2013 Adopted</b>	<b>Dollar Change</b>	<b>Percentage Change</b>
Four for Life	\$ 53,423	\$ 53,423	\$ -	0.0%
Fire Protection	155,317	155,317	-	0.0%
Emergency Services	25,000	25,000	-	0.0%
DCJS Victim/Witness	93,009	94,869	1,860	2.0%
Emergency Home Repair	5,510	5,510	-	0.0%
Total	<u>\$ 332,259</u>	<u>\$ 334,119</u>	<u>\$ 1,860</u>	0.6%

### FY2013 Budget Comments

The increase in Victim/Witness is based on the fiscal year 2012 actual award.

### Revenue from the Federal Government

#### Payment in Lieu of Taxes

The County imposes a service charge upon real estate that is exempt from property taxation.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Payment in Lieu of Taxes	\$ 9,500	\$ 9,500	\$ -	0.0%
Housing Assist. Vouchers	124,800	120,000	(4,800)	-3.8%
DCJS Domestic Violence	27,366	27,366	-	0.0%
Social Svcs Cap Reimb	-	100,000	100,000	100.0%
Civil Defense	<u>45,000</u>	<u>45,000</u>	<u>-</u>	0.0%
Total	<u>\$ 206,666</u>	<u>\$ 301,866</u>	<u>\$ 95,200</u>	46.1%

### FY2013 Budget Comments

Housing Assistance Vouchers is expecting a decrease based on the declining revenue at the federal level. Due to a change in accounting practices related to space occupied by the York-Poquoson Department of Social Services, the costs to maintain and repair that space (located in a County facility) will be run through the County's cost allocation plan and the estimated reimbursement for all costs included in that plan are budgeted in revenue from the federal government.

### Other Financing Sources

#### Transfers from Other Funds

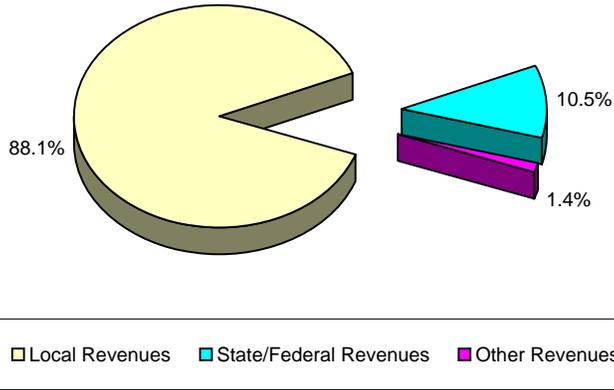
The School Division has contracted with the County to maintain the school grounds and athletic fields, for video services operations, and for a portion of the emergency radio system maintenance contract. The School Division also has an arrangement with the Sheriff's Office for School Resource Officers at each high school. The transfer from the Marquis Community Development Authority Special Revenue Account is for services provided to the facilities in the project area.

	<b>FY2012</b>	<b>FY2013</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
School Division	\$ 1,569,205	\$ 1,588,315	\$ 19,110	1.2%
CDA Special Revenue Fund	<u>303,875</u>	<u>200,000</u>	<u>(103,875)</u>	-34.2%
Total	<u>\$ 1,873,080</u>	<u>\$ 1,788,315</u>	<u>\$ (84,765)</u>	-4.5%

### FY2013 Budget Comments

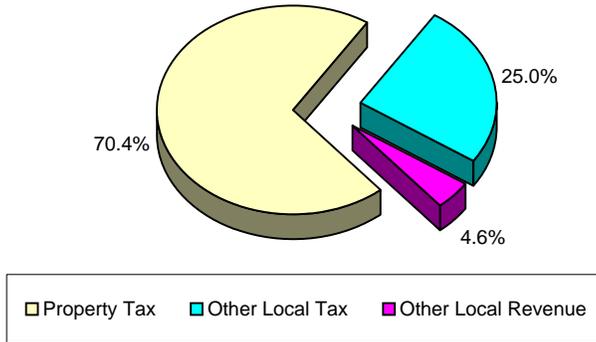
Charges for services provided to the School Division reflect a slight increase based on increased costs to provide the services. The transfer from the CDA Special Revenue Fund reflects the amount agreed to in a memorandum of understanding with York County.

### GENERAL FUND REVENUES FY2013 - BY SOURCE



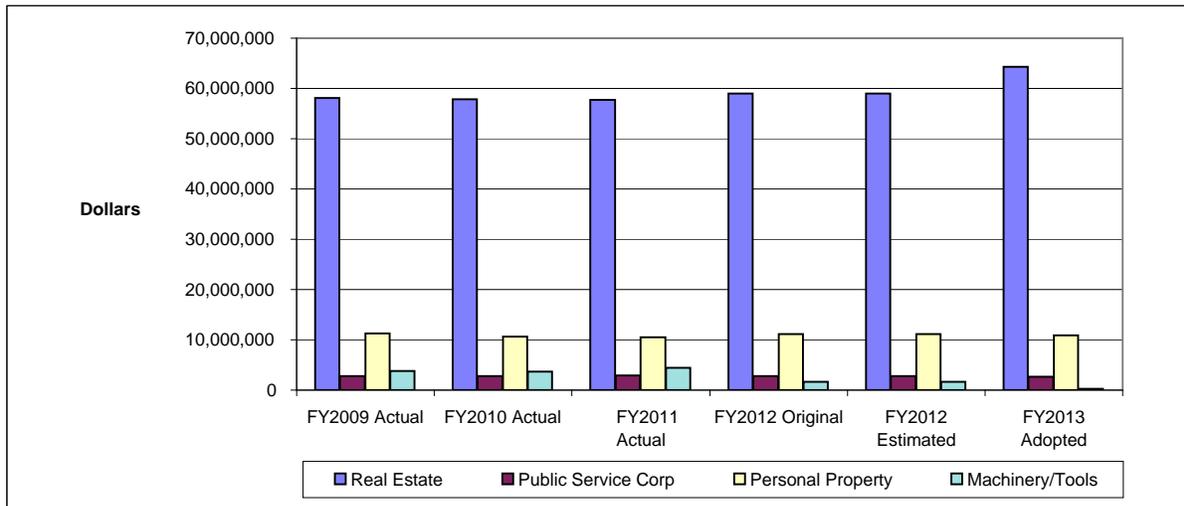
Source	FY2012 Original	FY2013 Adopted	Dollar Change
Local Revenues	\$ 107,846,010	\$ 112,019,415	\$ 4,173,405
State/Federal Revenues	13,279,998	13,384,940	104,942
Other Revenues	1,873,080	1,788,315	(84,765)
	<u>\$ 122,999,088</u>	<u>\$ 127,192,670</u>	<u>\$ 4,193,582</u>

### GENERAL FUND LOCAL REVENUES FY2013 - BY SOURCE



Source	FY2012 Original	FY2013 Adopted	Dollar Change
Property Tax	\$ 75,470,000	\$ 78,861,000	\$ 3,391,000
Other Local Tax	27,564,000	28,028,000	464,000
Other Local Revenue	4,812,010	5,130,415	318,405
	<u>\$ 107,846,010</u>	<u>\$ 112,019,415</u>	<u>\$ 4,173,405</u>

**General Fund  
Major Local Revenue Trends  
Real Estate and Personal Property**



Real Estate

All real estate property is assessed biennially and York County's tax year is on a calendar year basis. The current tax rate is \$.6575 per \$100 of assessed valuation. Calendar year 2012 is a reassessment year and there is an overall decrease in the assessed values. For FY2013, the tax rate is \$.7415 per \$100 of assessed valuation, a \$.0840 tax rate increase.

Public Service Corporation

The State Corporation Commission assesses property of certain public service corporations for local taxation and the Commissioner of the Revenue certifies the assessments. The Virginia Department of Taxation bases its assessment of public service corporations on the sales ratio analysis it performs on the prior year's assessment data compared to current sales data. All tax rates are per \$100 of assessed valuation. For FY2013, the real estate rate is \$.7415, the personal property rate is \$4.00, and the Merchants Capital rate is \$.5932. For FY2013, a decrease is projected based on the closing of several large businesses.

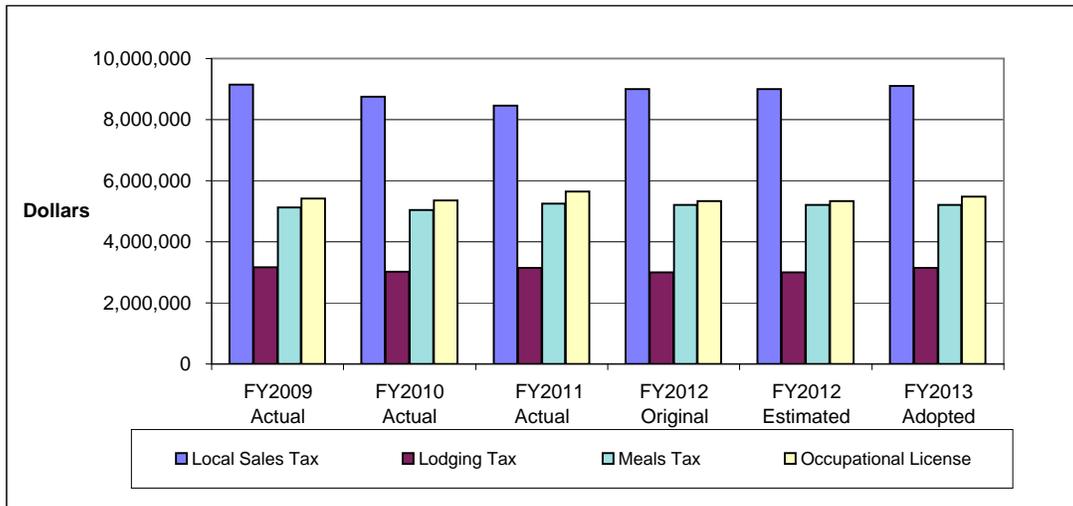
Personal Property

The personal property rate is \$4.00 per \$100 of assessed valuation. The State offers tax relief for qualifying vehicles. The amount of relief has begun to decline as a percentage of total personal property due to a state-wide cap on disbursements to local governments. The State revenue is budgeted as "Personal Property Tax Relief Act." Personal property is projected to decline, based on current trends.

Machinery/Tools

Machinery/Tools is equipment used by a manufacturer directly in the production of goods. The current rate is \$4.00 per \$100 of assessed valuation and the Certified Pollution Control (CPC) rate is \$3.20 per \$100 of assessed valuation. For FY2013, a significant decrease is projected that is directly related to the closing of a major refinery.

**General Fund  
Major Local Revenue Trends (continued)  
Local Sales, Lodging, and Meals Taxes and Occupational License**



Local Sales Tax

The State collects a five percent (5%) sales tax from retailers and distributes one percent (1%) of this amount to the County monthly. The FY2013 revenue is projected to be slightly higher than FY2012.

Lodging Tax

The transient occupancy tax of five percent (5%) is paid for any room rented on a short-term basis. This revenue is generated primarily by hotels and motels within the County and collected monthly. Sixty percent (60%) of the revenue collected is earmarked for tourism activities per State Code. This revenue stream had grown as a result of a successful marketing campaign undertaken by a regional organization primarily funded by localities within the Historic Triangle (York County, James City County and the City of Williamsburg) as well as the opening of several well-known hotel chains and the Great Wolf Lodge, a large indoor water park and lodging facility. An increase is projected for FY2013 based on current trends.

Meals Tax

A four percent (4%) tax is levied on prepared food and beverages sold for human consumption in the County. This tax is collected monthly. Based on recent trends, level revenue is projected for FY2013.

Occupational License

The County requires all persons conducting any business, profession, trade or occupation to have a license. The Commissioner of the Revenue computes the amount based on gross receipts. For FY2013, with a slight turn around in the economy, an increase is projected.

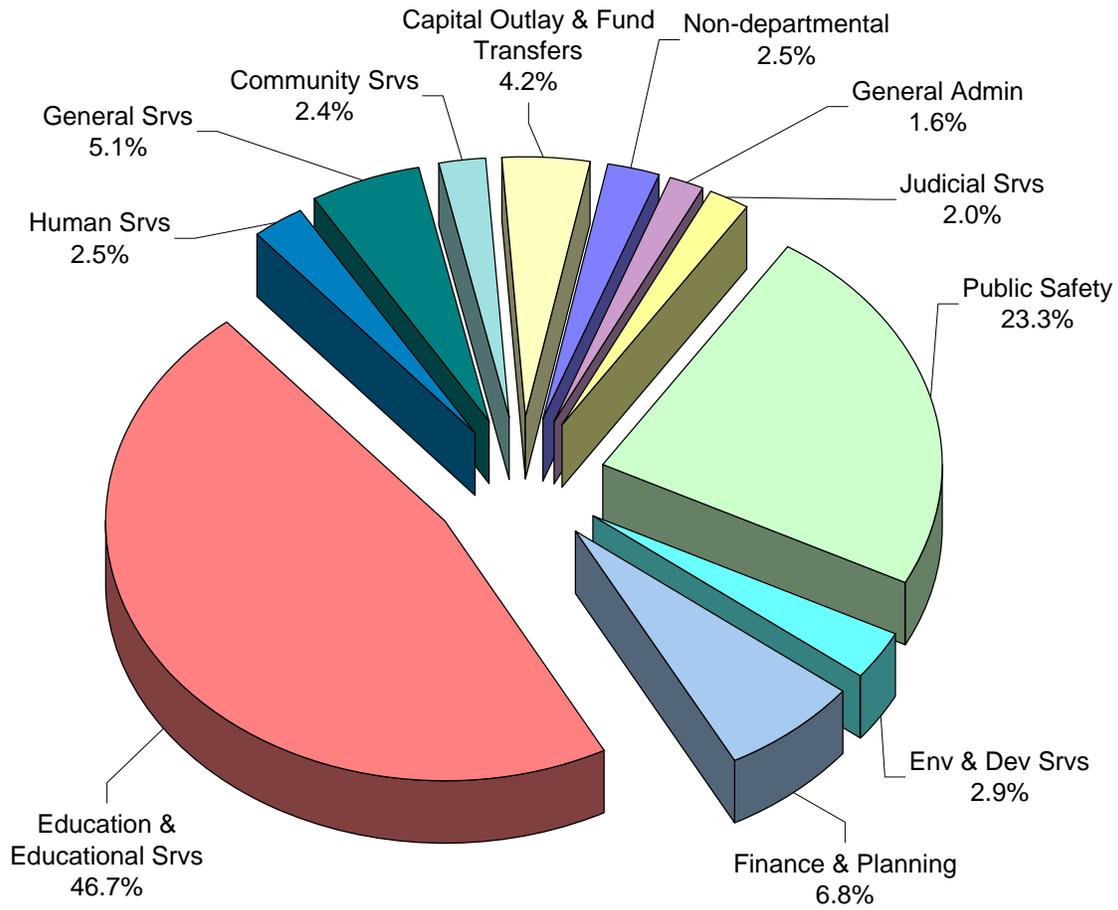
**General Fund  
Expenditure Summary**

<u>Activity Title</u>	<u>FY2009 Actual Expenditures</u>	<u>FY2010 Actual Expenditures</u>	<u>FY2011 Actual Expenditures</u>	<u>FY2012 Original Budget</u>	<u>FY2012 Estimated Budget</u>	<u>FY2013 Adopted Budget</u>	<u>\$ Change</u>	<u>% of Change</u>
<b>General Administration</b>								
10111 Board of Supervisors	\$ 296,857	\$ 284,542	\$ 282,681	\$ 295,004	\$ 295,004	\$ 295,790	\$ 786	0.3%
10121 County Administration	409,901	411,241	415,351	423,672	423,672	429,837	6,165	1.5%
10122 Public Info & Community Relations	207,092	229,768	225,007	237,422	237,422	202,427	(34,995)	-14.7%
10123 Video Services	343,777	328,188	336,401	345,954	345,954	358,851	12,897	3.7%
10124 County Attorney	398,726	372,881	382,448	388,477	388,477	382,684	(5,793)	-1.5%
10131 General Registrar's Office	223,554	204,678	211,810	223,159	223,159	248,888	25,729	11.5%
10132 Electoral Board	91,010	60,910	54,478	125,908	128,408	92,687	(33,221)	-26.4%
Subtotal	<u>1,970,917</u>	<u>1,892,208</u>	<u>1,908,176</u>	<u>2,039,596</u>	<u>2,042,096</u>	<u>2,011,164</u>	<u>(28,432)</u>	<u>-1.4%</u>
<b>Judicial Services</b>								
20211 Circuit Court	97,330	78,256	61,082	78,973	78,973	85,744	6,771	8.6%
20212 General District Court	41,096	32,893	28,804	31,815	31,815	30,140	(1,675)	-5.3%
20213 Juvenile & Domestic Relations Court	26,404	22,207	14,369	14,500	14,500	14,175	(325)	-2.2%
20214 Clerk of the Circuit Court	965,400	896,678	840,738	870,212	890,376	880,847	10,635	1.2%
20216 Colonial Group Home Commission	438,736	435,035	418,690	430,755	434,969	435,538	4,783	1.1%
20217 Magistrate	972	880	1,562	1,245	1,245	1,195	(50)	-4.0%
20221 Commonwealth's Attorney	957,330	980,240	1,031,059	1,006,476	1,016,274	1,000,738	(5,738)	-0.6%
20222 Victim-Witness Assistance Program	166,703	227,099	182,894	179,353	179,702	186,592	7,239	4.0%
20223 Domestic Violence Program	38,295	44,315	45,856	49,060	49,060	58,036	8,976	18.3%
Subtotal	<u>2,732,266</u>	<u>2,717,603</u>	<u>2,625,054</u>	<u>2,662,389</u>	<u>2,696,914</u>	<u>2,693,005</u>	<u>30,616</u>	<u>1.2%</u>
<b>Public Safety</b>								
30311 Sheriff General Operations	1,449,094	1,395,985	1,397,328	1,405,120	1,427,197	1,435,074	29,954	2.1%
30312 Law Enforcement	4,826,291	4,715,943	4,753,507	4,795,377	4,838,409	4,989,489	194,112	4.1%
30313 Investigations	1,449,091	1,407,438	1,441,245	1,443,272	1,545,459	1,542,165	98,893	6.9%
30314 Civil Operations/Court Security	1,334,929	1,300,118	1,304,570	1,322,290	1,288,432	1,371,783	49,493	3.7%
30315 Adult Corrections	2,698,571	2,736,255	2,752,906	2,667,371	2,677,262	2,845,724	178,353	6.7%
30316 School Resource Officers	308,373	307,282	304,719	322,320	325,930	336,699	14,379	4.5%
30320 Fire & Life Safety Administration	201,472	185,240	187,271	225,486	229,385	272,799	47,313	21.0%
30321 Fire & Rescue Operations	10,226,064	10,155,668	10,287,729	10,700,465	10,712,499	11,096,552	396,087	3.7%
30322 Tech Services & Special Operations	476,615	465,496	473,998	544,052	574,437	566,311	22,259	4.1%
30323 Prevention & Community Safety	324,156	333,766	323,501	330,113	342,418	339,636	9,523	2.9%
30333 Juvenile Corrections	246,381	358,963	315,502	402,320	402,320	418,886	16,566	4.1%
30352 Animal Control	271,852	234,939	243,028	269,727	271,413	284,741	15,014	5.6%
30355 Emergency Management	292,441	188,265	235,376	234,767	251,017	211,666	(23,101)	-9.8%
30356 Emergency Communications/911	2,101,673	2,767,226	2,653,476	2,633,457	2,641,383	2,855,637	222,180	8.4%
30357 Radio Maintenance	487,805	917,505	1,047,617	1,038,969	1,033,043	1,082,338	43,369	4.2%
Subtotal	<u>26,694,808</u>	<u>27,470,089</u>	<u>27,721,773</u>	<u>28,335,106</u>	<u>28,560,604</u>	<u>29,649,500</u>	<u>1,314,394</u>	<u>4.6%</u>
<b>Environmental &amp; Development Services</b>								
40119 Administration	214,489	211,699	201,464	212,326	212,326	232,076	19,750	9.3%
40341 Building Regulation	971,192	952,243	919,853	976,024	976,024	995,651	19,627	2.0%
40421 Solid Waste Management	1,175,000	1,000,000	700,000	700,000	700,000	-	(700,000)	-100.0%
40446 Stormwater Operations	242,076	808,453	806,222	832,901	832,901	862,798	29,897	3.6%
40447 Stormwater Engineering	448,890	481,515	483,478	493,520	493,520	559,649	66,129	13.4%
40448 Calendar Prog & Environmental Educ	30,817	33,033	31,675	29,325	29,325	5,325	(24,000)	-81.8%
40512 Mosquito Control	880,103	306,255	303,241	310,855	310,855	269,167	(41,688)	-13.4%
40813 Board of Zoning/Subdivision Appeals	3,676	2,621	2,801	4,400	4,400	4,000	(400)	-9.1%
40816 Development & Compliance	770,166	707,184	696,757	709,453	709,453	754,576	45,123	6.4%
40821 Wetlands & Chesapeake Bay Boards	6,748	7,429	5,511	9,790	9,790	7,850	(1,940)	-19.8%
Subtotal	<u>4,743,157</u>	<u>4,510,432</u>	<u>4,151,002</u>	<u>4,278,594</u>	<u>4,278,594</u>	<u>3,691,092</u>	<u>(587,502)</u>	<u>-13.7%</u>
<b>Finance &amp; Planning</b>								
50119 Administration	216,525	214,021	104,325	73,092	70,345	210,301	137,209	187.7%
50121 Computer Support Services	1,685,375	1,576,923	1,700,501	1,788,352	1,788,352	2,063,914	275,562	15.4%
50122 Human Resources	574,028	548,298	542,851	547,931	547,931	575,707	27,776	5.1%
50124 Budget & Financial Reporting	392,623	405,698	427,049	432,982	450,427	484,372	51,390	11.9%
50125 Fiscal Accounting Services	661,692	662,868	655,870	695,300	695,300	716,424	21,124	3.0%
50126 Commissioner of the Revenue	1,000,639	987,247	1,007,333	1,020,493	1,021,059	1,064,945	44,452	4.4%
50127 Treasurer	806,536	791,975	777,339	889,556	890,122	926,941	37,385	4.2%
50128 Real Estate Assessment	520,986	583,106	567,178	587,018	587,018	522,746	(64,272)	-11.0%
50129 Central Purchasing	384,494	386,545	385,798	392,955	394,570	407,478	14,523	3.7%
50141 Central Administration Services	193,566	150,414	144,554	184,545	184,545	133,530	(51,015)	-27.6%
50146 Central Insurance	369,574	358,980	371,051	392,640	392,640	394,979	2,339	0.6%
50811 Planning	433,979	438,465	444,409	446,154	446,154	463,844	17,690	4.0%
50812 Planning Commission	18,665	15,525	15,017	20,387	20,387	18,587	(1,800)	-8.8%
50822 Conservation	9,840	9,348	-	-	-	-	-	0.0%
50915 Economic Development	576,376	360,418	333,960	326,734	326,734	327,394	660	0.2%
50920 Office of Economic Development	378,070	370,353	370,870	372,220	372,220	388,820	16,600	4.5%
Subtotal	<u>8,222,968</u>	<u>7,860,184</u>	<u>7,848,105</u>	<u>8,170,359</u>	<u>8,187,804</u>	<u>8,699,982</u>	<u>529,623</u>	<u>6.5%</u>
<b>Education &amp; Educational Services</b>								
60601 School Operations - Local Share	44,736,097	44,736,097	45,336,100	44,999,315	44,999,315	48,860,951	3,861,636	8.6%
60603 School Division - Debt Service	8,200,000	8,200,000	8,200,001	7,852,472	7,852,472	7,852,472	-	0.0%
60731 Library Services	2,511,577	2,426,096	2,445,141	2,525,384	2,528,809	2,596,367	70,983	2.8%
60831 Cooperative Extension	54,545	51,964	37,160	48,055	48,055	49,595	1,540	3.2%
Subtotal	<u>55,502,219</u>	<u>55,414,157</u>	<u>56,018,402</u>	<u>55,425,226</u>	<u>55,428,651</u>	<u>59,359,385</u>	<u>3,934,159</u>	<u>7.1%</u>

**General Fund  
Expenditure Summary**

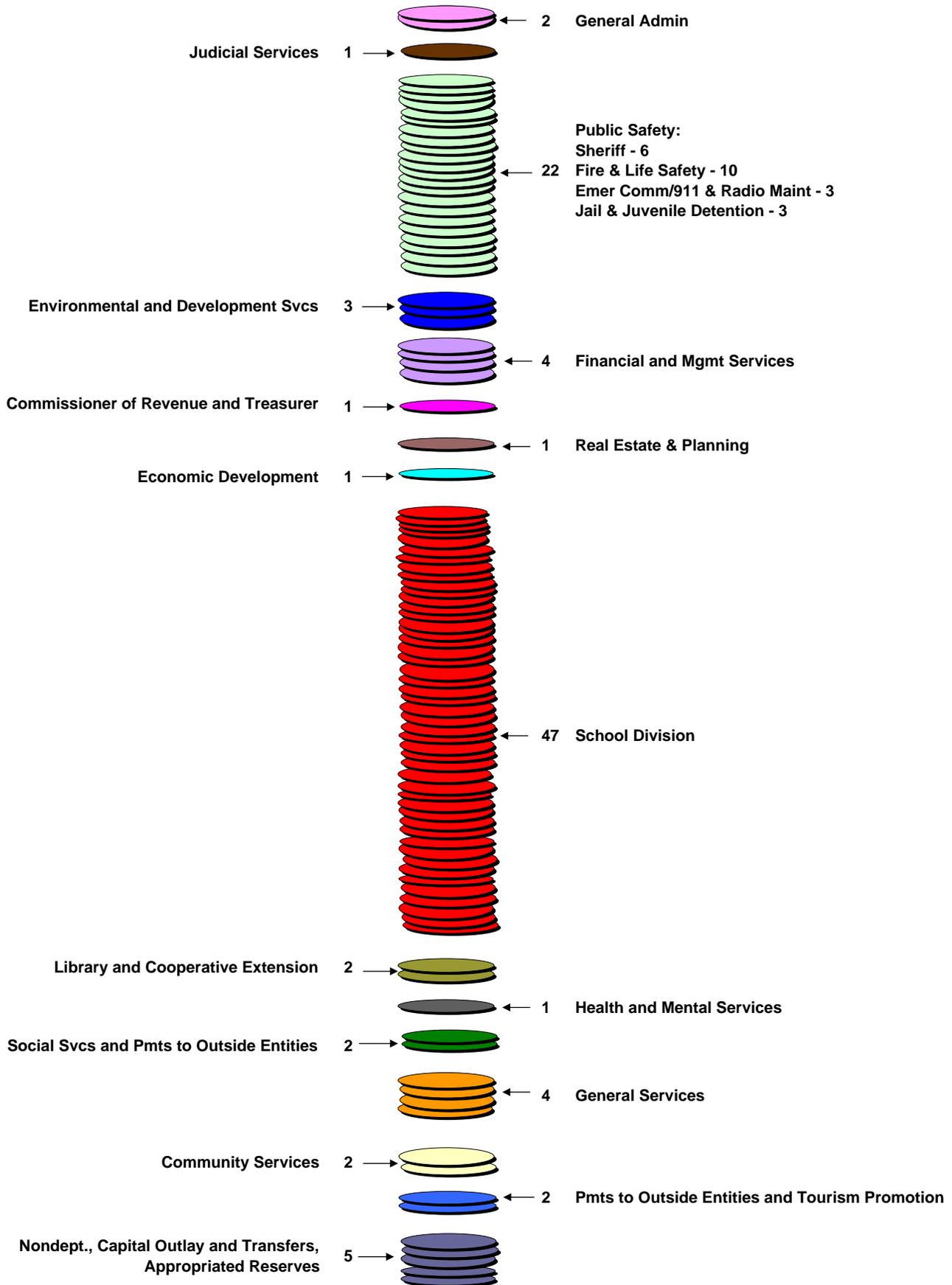
<u>Activity Title</u>	<u>FY2009 Actual Expenditures</u>	<u>FY2010 Actual Expenditures</u>	<u>FY2011 Actual Expenditures</u>	<u>FY2012 Original Budget</u>	<u>FY2012 Estimated Budget</u>	<u>FY2013 Adopted Budget</u>	<u>\$ Change</u>	<u>% of Change</u>
<b>Human Services</b>								
61511 Health Services	447,674	427,514	376,782	371,060	371,060	389,756	18,696	5.0%
61521 Colonial Behavioral Health - Local Sh	731,434	731,434	731,434	731,434	731,434	760,691	29,257	4.0%
61533 Social Services - Local Share	2,195,076	2,265,293	1,630,412	1,876,235	1,876,235	1,876,235	-	0.0%
61535 Payments to Outside Entities	<u>307,674</u>	<u>312,826</u>	<u>250,532</u>	<u>206,423</u>	<u>206,615</u>	<u>204,215</u>	<u>(2,208)</u>	<u>-1.1%</u>
Subtotal	<u>3,681,858</u>	<u>3,737,067</u>	<u>2,989,160</u>	<u>3,185,152</u>	<u>3,185,344</u>	<u>3,230,897</u>	<u>45,745</u>	<u>1.4%</u>
<b>General Services</b>								
70119 Administration	213,178	208,485	164,074	71,736	158,784	208,910	137,174	191.2%
70431 Engineering & Facility Maintenance	2,303,561	2,261,864	2,224,794	2,240,072	2,290,274	2,090,020	(150,052)	-6.7%
70432 Facility/Utility Charges	1,016,597	927,334	1,002,279	1,220,500	1,222,300	1,228,700	8,200	0.7%
70433 Telecommunications	279,154	282,657	271,741	287,074	287,405	-	(287,074)	-100.0%
70434 Grounds Maintenance & Construction	<u>3,335,741</u>	<u>3,285,545</u>	<u>3,129,902</u>	<u>3,356,555</u>	<u>3,239,768</u>	<u>2,908,005</u>	<u>(448,550)</u>	<u>-13.4%</u>
Subtotal	<u>7,148,231</u>	<u>6,965,885</u>	<u>6,792,790</u>	<u>7,175,937</u>	<u>7,198,531</u>	<u>6,435,635</u>	<u>(740,302)</u>	<u>-10.3%</u>
<b>Community Services</b>								
81119 Administration	258,136	244,983	255,270	264,570	264,570	198,959	(65,611)	-24.8%
81538 Special Programs	279,919	244,939	234,018	247,507	247,507	248,565	1,058	0.4%
81547 Housing - Administration	211,259	220,784	216,525	216,099	215,999	140,201	(75,898)	-35.1%
81548 Housing - Rental Assistance	118,496	119,085	120,524	121,078	121,178	124,500	3,422	2.8%
81549 Housing - Rehabilitation	273,944	218,633	228,272	228,657	231,907	234,010	5,353	2.3%
81550 Public Transportation	23,526	23,943	22,396	20,000	20,000	20,000	-	0.0%
81712 Parks & Recreation	2,123,538	2,070,777	1,831,986	1,987,216	1,989,096	1,955,928	(31,288)	-1.6%
81713 Tourism & Events	<u>85,112</u>	<u>81,551</u>	<u>82,398</u>	<u>83,455</u>	<u>83,455</u>	<u>87,220</u>	<u>3,765</u>	<u>4.5%</u>
Subtotal	<u>3,373,930</u>	<u>3,224,695</u>	<u>2,991,389</u>	<u>3,168,582</u>	<u>3,173,712</u>	<u>3,009,383</u>	<u>(159,199)</u>	<u>-5.0%</u>
<b>Capital Outlay &amp; Fund Transfers</b>								
90912 Capital Outlay & Fund Transfers	<u>4,786,006</u>	<u>5,396,213</u>	<u>5,567,647</u>	<u>5,525,940</u>	<u>5,525,940</u>	<u>5,300,605</u>	<u>(225,335)</u>	<u>-4.1%</u>
Subtotal	<u>4,786,006</u>	<u>5,396,213</u>	<u>5,567,647</u>	<u>5,525,940</u>	<u>5,525,940</u>	<u>5,300,605</u>	<u>(225,335)</u>	<u>-4.1%</u>
<b>Non-Departmental</b>								
90721 Payments to Outside Entities	737,841	586,847	524,854	301,494	306,494	301,494	-	0.0%
90911 Non-Departmental	780,253	795,345	790,538	880,713	846,270	870,528	(10,185)	-1.2%
90913 Appropriated Reserves	139,807	-	17,848	50,000	50,000	50,000	-	0.0%
90915 Tourism Promotion	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,892,917</u>	<u>1,800,000</u>	<u>1,800,000</u>	<u>1,890,000</u>	<u>90,000</u>	<u>5.0%</u>
Subtotal	<u>3,555,202</u>	<u>3,188,446</u>	<u>3,226,157</u>	<u>3,032,207</u>	<u>3,002,764</u>	<u>3,112,022</u>	<u>79,815</u>	<u>2.6%</u>
Totals	<u>\$ 122,411,562</u>	<u>\$ 122,376,979</u>	<u>\$ 121,839,655</u>	<u>\$ 122,999,088</u>	<u>\$ 123,280,954</u>	<u>\$ 127,192,670</u>	<u>\$ 4,193,582</u>	<u>3.4%</u>

## GENERAL FUND EXPENDITURES FY2013 - BY FUNCTIONAL AREA



<u>Functional Area</u>	<u>FY2012 Original</u>	<u>FY2013 Adopted</u>	<u>Dollar Change</u>
General Administration	\$ 2,039,596	\$ 2,011,164	\$ (28,432)
Judicial Services	2,662,389	2,693,005	30,616
Public Safety	28,335,106	29,649,500	1,314,394
Environmental & Development Services	4,278,594	3,691,092	(587,502)
Finance & Planning	8,170,359	8,699,982	529,623
Education & Educational Services	55,425,226	59,359,385	3,934,159
Human Services	3,185,152	3,230,897	45,745
General Services	7,175,937	6,435,635	(740,302)
Community Services	3,168,582	3,009,383	(159,199)
Capital Outlay & Fund Transfers	5,525,940	5,300,605	(225,335)
Non-departmental	3,032,207	3,112,022	79,815
	<u>\$ 122,999,088</u>	<u>\$ 127,192,670</u>	<u>\$ 4,193,582</u>

**Uses of the Local Dollar  
Fiscal Year 2013**



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## Administrative & Legal Services

This Office is responsible for governing the overall activities of the County. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 1,312,576	\$ 1,298,332	\$ 1,305,430	\$ 1,344,475	\$ 1,344,475	\$ 1,310,638	99.99%
Charges for Services	-	100	57	100	100	100	0.01%
<b>Total Funding Sources</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,305,487</b>	<b>\$ 1,344,575</b>	<b>\$ 1,344,575</b>	<b>\$ 1,310,738</b>	<b>100.00%</b>

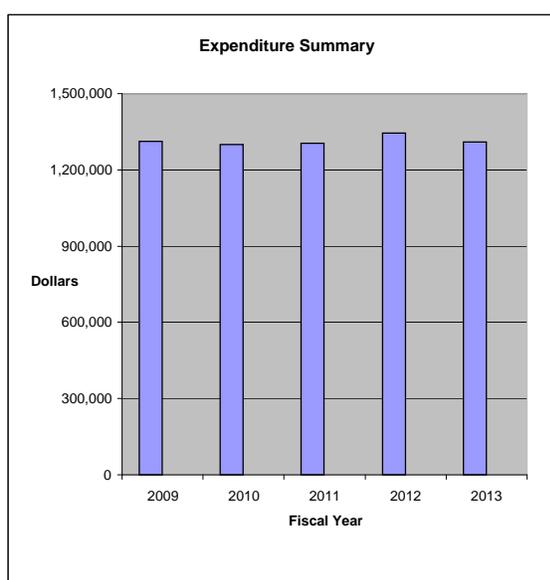
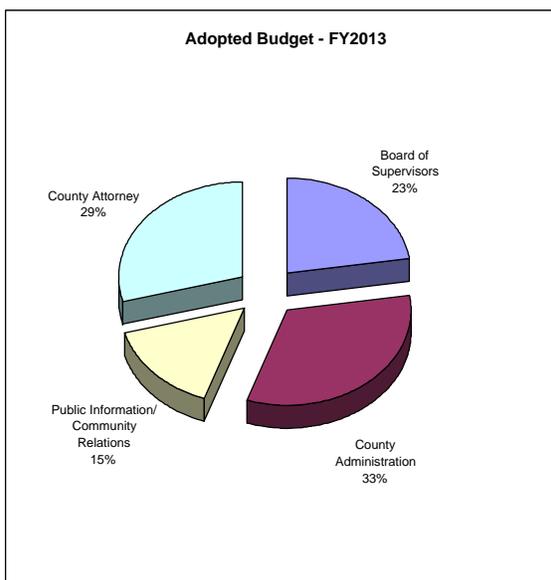
							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Board of Supervisors	\$ 296,857	\$ 284,542	\$ 282,681	\$ 295,004	\$ 295,004	\$ 295,790	0.27%
County Administration	409,901	411,241	415,351	423,672	423,672	429,837	1.46%
Public Information/Community Relations	207,092	229,768	225,007	237,422	237,422	202,427	-14.74%
County Attorney	398,726	372,881	382,448	388,477	388,477	382,684	-1.49%
<b>Total Expenditures</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,305,487</b>	<b>\$ 1,344,575</b>	<b>\$ 1,344,575</b>	<b>\$ 1,310,738</b>	<b>-2.52%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 1,043,848	\$ 1,080,896	\$ 1,097,005	\$ 1,111,247	\$ 1,111,247	\$ 1,079,852	-2.83%
Operating	260,877	217,536	205,009	219,678	219,678	224,586	2.23%
Capital	7,851	-	3,473	13,650	13,650	6,300	-53.85%
<b>Total Expenditures</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,305,487</b>	<b>\$ 1,344,575</b>	<b>\$ 1,344,575</b>	<b>\$ 1,310,738</b>	<b>-2.52%</b>

<b>Funded FTEs</b>						
Management	3.50	3.50	3.50	3.50	3.50	3.50
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	3.75	3.75	3.75	3.75	3.75	2.00
<b>Total Funded FTEs</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>9.50</b>

<b>Key Service Indicators</b>						
Board items reviewed	193	216	196	203	203	210
Resolutions and ordinances certified	174	202	179	185	185	185
Pages prepared for agenda package	3,153	2,603	2,663	2,820	2,820	2,800
Press releases issued	259	255	265	265	265	260
Media calls received	*	264	270	270	270	300
Freedom of Information Act requests	34	134	150	150	150	150
Meetings with staff, citizens, boards & commissions	269	265	277	277	277	277
Civil suits, CPS & APS cases, special education cases	54	66	50	66	50	50
Court appearances; student disciplinary hearings	164	146	198	146	198	198
Ordinances and resolutions drafted and reviewed	158	184	185	184	185	185
Contracts and legal documents drafted and reviewed	400	362	365	362	362	362

\* Data not available.



**Administrative & Legal Services  
Board of Supervisors - Activity #10111**

Serves, by law, as the governing body of the County of York; sets goals and objectives; establishes priorities for County programs and services; appoints the County Administrator, County Attorney, and members of various boards and commissions; adopts the annual budget; appropriates funds; and sets tax rates.

**Mission**

As stewards of the public trust and resources, the mission of the Board of Supervisors is to maintain and improve the quality of life for all County citizens. To direct and maximize the available resources of the County toward this mission, the Board will:

- emphasize efficiency, effectiveness, and openness of County government;
- protect the physical, historical, and environmental heritage of the County;
- ensure that growth and development are positive forces on the quality of life; and
- value and respect the individual.

**Goals**

- Define and aggressively pursue economic development that broadens the County's tax base and sustains its character and quality of life.
- Improve communication and respect among the Board of Supervisors, other elected and appointed officials, other agencies, County staff, and the public.
- Promote accountability, innovation, and excellence in providing service to the customer.
- Generate quality educational opportunities for all citizens.
- Manage the provision and expansion of County services and facilities in a manner that balances necessary increases in expenditures with the expansion of the tax base.

**Implementation Strategies**

- Establish County legislative and administrative policies through the adoption of ordinances and resolutions.
- Develop legislative priorities for the General Assembly, providing assistance to the local delegation in accomplishing the County's legislative program.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Operating increases are to support the annual audit contract. There are no capital expenditures planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 145,002	\$ 150,793	\$ 152,070	\$ 153,079	\$ 153,079	\$ 157,925
Operating	151,855	133,749	130,611	132,175	132,175	137,865
Capital	-	-	-	9,750	9,750	-
Total Expenditures	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 282,681</u>	<u>\$ 295,004</u>	<u>\$ 295,004</u>	<u>\$ 295,790</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<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 Funded FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>10111 Board of Supervisors</b>						
<b>Personnel Services</b>						
1511 Board & commissions	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
1515 Professional & technical salaries	70,283	75,148	75,148	75,148	75,148	78,905
2100 FICA	8,864	9,238	9,221	9,421	9,421	9,708
2200 VRS	9,499	10,100	10,611	10,611	10,611	9,366
2300 Health care	7,776	7,862	8,880	9,689	9,689	10,904
2400 Group life insurance	580	445	210	210	210	1,042
Subtotal	<u>145,002</u>	<u>150,793</u>	<u>152,070</u>	<u>153,079</u>	<u>153,079</u>	<u>157,925</u>
<b>Contractual Services</b>						
3120 Auditing services	66,900	70,200	70,200	73,010	73,010	75,930
3320 Maintenance service contracts	216	356	679	790	790	760
3500 Printing & binding	1,395	1,057	540	1,100	1,100	1,100
3600 Advertising	21,294	10,887	12,466	12,000	12,000	13,500
3920 Misc contractual services	621	-	61	-	-	-
Subtotal	<u>90,426</u>	<u>82,500</u>	<u>83,946</u>	<u>86,900</u>	<u>86,900</u>	<u>91,290</u>
<b>Internal Services</b>						
4300 Central store	71	96	79	100	100	100
Subtotal	<u>71</u>	<u>96</u>	<u>79</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Other Charges</b>						
5210 Postal/messenger service	464	444	420	500	500	500
5230 Telecommunications	449	490	409	450	450	1,100
5510 Personnel development	6,617	5,208	4,337	6,125	6,125	6,125
5520 Employee recognition program	18,698	8,178	8,412	-	-	-
5810 Dues & memberships	26,920	28,075	28,774	29,050	29,050	29,500
5820 Assoc/meeting support charges	2,706	3,859	1,191	4,000	4,000	4,000
5850 Mileage expenses	3,238	2,551	1,783	2,800	2,800	3,000
Subtotal	<u>59,092</u>	<u>48,805</u>	<u>45,326</u>	<u>42,925</u>	<u>42,925</u>	<u>44,225</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	942	1,066	516	1,100	1,100	1,100
6014 Board mtg/presentation supplies	697	649	71	650	650	650
6120 Books & subscriptions	35	216	180	250	250	250
6170 Computer mat/supplies	192	417	70	250	250	250
6171 Small equipment	400	-	423	-	-	-
Subtotal	<u>2,266</u>	<u>2,348</u>	<u>1,260</u>	<u>2,250</u>	<u>2,250</u>	<u>2,250</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	9,750	9,750	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,750</u>	<u>9,750</u>	<u>-</u>
Activity Total	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 282,681</u>	<u>\$ 295,004</u>	<u>\$ 295,004</u>	<u>\$ 295,790</u>
Personnel	\$ 145,002	\$ 150,793	\$ 152,070	\$ 153,079	\$ 153,079	\$ 157,925
Non-personnel	151,855	133,749	130,611	141,925	141,925	137,865
	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 282,681</u>	<u>\$ 295,004</u>	<u>\$ 295,004</u>	<u>\$ 295,790</u>
	2.4%	-4.15%	-0.65%	4.36%	4.36%	0.27%

**Administrative & Legal Services  
County Administration - Activity #10121**

**Mission**

The County Administrator is the Chief Administrative Officer of the County, appointed by the Board of Supervisors, responsible for the execution of policies established by the Board. The County Administrator also serves as the Director of Emergency Services and is chiefly responsible for all purchasing done on behalf of the Board of Supervisors.

**Goals**

- Handle the daily administrative operations of the County.
- Provide administrative and legislative support services to the Board of Supervisors.
- Develop an annual budget.

**Implementation Strategies**

- Continue implementation of the County's Program Effectiveness Process.
- Continue efforts to support high-quality customer service delivery.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by the elimination of an Administrative Assistant II position. Capital funding was provided for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 383,924	\$ 389,201	\$ 391,594	\$ 397,712	\$ 397,712	\$ 402,385
Operating	24,258	22,040	23,757	24,010	24,010	24,452
Capital	1,719	-	-	1,950	1,950	3,000
Total Expenditures	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 415,351</u>	<u>\$ 423,672</u>	<u>\$ 423,672</u>	<u>\$ 429,837</u>
<b><u>Funded FTEs</u></b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.00</u>
Total Funded FTEs	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.50</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>10121 County Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 220,732	\$ 221,458	\$ 221,548	\$ 221,588	\$ 221,588	\$ 232,667
1515 Professional & technical salaries	46,490	47,057	47,057	47,057	47,057	49,410
1516 Administrative & clerical salaries	32,376	36,448	36,831	36,831	36,831	29,170
1595 Overtime	91	-	12	-	-	-
2100 FICA	18,891	19,486	19,385	23,369	23,369	23,810
2200 VRS	40,277	40,997	43,129	43,133	43,133	36,945
2300 Health care	22,610	21,948	22,777	24,879	24,879	26,275
2400 Group life insurance	2,457	1,807	855	855	855	4,108
Subtotal	<u>383,924</u>	<u>389,201</u>	<u>391,594</u>	<u>397,712</u>	<u>397,712</u>	<u>402,385</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	361	501	555	575	575	600
3500 Printing & binding	-	51	-	-	-	-
Subtotal	<u>361</u>	<u>552</u>	<u>555</u>	<u>575</u>	<u>575</u>	<u>600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	8,464	8,862	9,454	8,842	8,842	9,212
4300 Central store	69	211	77	150	150	150
4500 Radio maintenance	924	-	-	-	-	-
4700 Imaging system charges	1,488	1,689	1,391	1,468	1,468	1,465
Subtotal	<u>10,945</u>	<u>10,762</u>	<u>10,922</u>	<u>10,460</u>	<u>10,460</u>	<u>10,827</u>
<b>Other Charges</b>						
5210 Postage/messenger service	360	453	337	325	325	325
5230 Telecommunications	1,394	1,390	1,214	1,400	1,400	1,400
5510 Personnel development	6,127	3,712	4,881	5,000	5,000	5,000
5520 Employee recognition program	498	79	89	-	-	-
5810 Dues & memberships	1,640	2,908	2,783	3,100	3,100	3,100
5820 Assoc/meeting support charges	589	563	1,338	1,500	1,500	1,500
5825 Administrative support charges	81	41	-	-	-	-
5850 Mileage expenses	351	219	60	200	200	150
Subtotal	<u>11,040</u>	<u>9,365</u>	<u>10,702</u>	<u>11,525</u>	<u>11,525</u>	<u>11,475</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,008	1,143	1,410	1,100	1,100	1,200
6120 Books & subscriptions	851	218	168	250	250	250
6170 Computer mat/supplies	53	-	-	100	100	100
Subtotal	<u>1,912</u>	<u>1,361</u>	<u>1,578</u>	<u>1,450</u>	<u>1,450</u>	<u>1,550</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,719	-	-	1,950	1,950	3,000
Subtotal	<u>1,719</u>	<u>-</u>	<u>-</u>	<u>1,950</u>	<u>1,950</u>	<u>3,000</u>
Activity Total	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 415,351</u>	<u>\$ 423,672</u>	<u>\$ 423,672</u>	<u>\$ 429,837</u>
Personnel	\$ 383,924	\$ 389,201	\$ 391,594	\$ 397,712	\$ 397,712	\$ 402,385
Non-personnel	25,977	22,040	23,757	25,960	25,960	27,452
	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 415,351</u>	<u>\$ 423,672</u>	<u>\$ 423,672</u>	<u>\$ 429,837</u>
	8.18%	0.33%	1.00%	2.00%	2.00%	1.46%

**Administrative & Legal Services  
Public Information & Community Relations - Activity #10122**

**Mission**

To foster citizen understanding and appreciation of County government policies, practices and operations; to increase the willingness of residents to participate in County government; to assist citizens who seek information or voice complaints; and to provide communications support to the County's marketing, tourism, and economic development efforts.

**Goals**

- Provide the news media with information concerning County policies, practices, operations, and events.
- Serve as media advisor to County staff, arrange interviews and press conferences.
- Produce the County Annual Report, Citizen Guide, four Citizen Newsletters, employee publications, and a series of informational brochures dealing with all facets and services of County government.
- Develop and implement responses to citizens' concerns and complaints.
- Coordinate, as necessary, public information meetings on current policy issues (such as associations of homeowners).
- Provide public information during emergency situations.

**Implementation Strategies**

- To further promote and publicize economic development and tourism.
- Support the expanding Tourism and Events Division with promotion of its activities, especially the activities planned in and around Riverwalk Landing.
- Keep current information in "Front and Center" section of County's website home page.
- Continue updating and standardizing official County publications and brochures to ensure consistency of appearance and style.
- Provide local media story ideas about the positive services and programs offered by the County.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by the elimination of a Staff Support Assistant. Reductions are programmed for printing & binding and postage. Capital funding was provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 151,787	\$ 182,847	\$ 190,431	\$ 192,768	\$ 192,768	\$ 160,525
Operating	52,823	46,921	31,103	44,654	44,654	40,402
Capital	<u>2,482</u>	<u>-</u>	<u>3,473</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
Total Expenditures	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 225,007</u>	<u>\$ 237,422</u>	<u>\$ 237,422</u>	<u>\$ 202,427</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	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>-</u>
Total Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>10122 Public Information &amp; Community Relations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 46,904	\$ 58,350	\$ 59,719	\$ 60,328	\$ 60,328	\$ 63,344
1515 Professional & technical salaries	55,342	56,076	56,076	56,076	56,076	58,880
1516 Administrative & clerical salaries	14,948	25,281	27,781	27,781	27,781	-
1595 Overtime	134	-	-	-	-	-
2100 FICA	8,779	10,466	10,774	11,030	11,030	9,350
2200 VRS	16,322	18,766	20,289	20,359	20,359	14,508
2300 Health care	8,344	13,086	15,390	16,790	16,790	12,830
2400 Group life insurance	1,014	822	402	404	404	1,613
Subtotal	<u>151,787</u>	<u>182,847</u>	<u>190,431</u>	<u>192,768</u>	<u>192,768</u>	<u>160,525</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	116	79	120	120	120
3500 Printing & binding	22,560	17,144	13,496	19,100	19,100	16,500
Subtotal	<u>22,560</u>	<u>17,260</u>	<u>13,575</u>	<u>19,220</u>	<u>19,220</u>	<u>16,620</u>
<b>Internal Services</b>						
4300 Central store	-	-	47	50	50	50
4700 Imaging system charges	744	844	696	734	734	732
Subtotal	<u>744</u>	<u>844</u>	<u>743</u>	<u>784</u>	<u>784</u>	<u>782</u>
<b>Other Charges</b>						
5210 Postal/messenger service	21,110	23,959	13,729	19,350	19,350	18,500
5230 Telecommunications	1,015	1,020	833	1,000	1,000	1,000
5510 Personnel development	525	447	45	500	500	500
5520 Employee recognition program	100	-	-	100	100	100
5810 Dues & memberships	30	225	100	300	300	300
5820 Assoc/meeting support charges	700	359	77	400	400	300
5850 Mileage expenses	1,319	877	341	800	800	500
Subtotal	<u>24,799</u>	<u>26,887</u>	<u>15,125</u>	<u>22,450</u>	<u>22,450</u>	<u>21,200</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,285	1,332	1,374	1,500	1,500	1,200
6011 Photo supplies	638	247	-	300	300	200
6120 Books & subscriptions	255	200	187	200	200	200
6170 Computer mat/supplies	379	151	99	200	200	200
6171 Small equipment	963	-	-	-	-	-
6172 Minor furnishings	200	-	-	-	-	-
Subtotal	<u>4,720</u>	<u>1,930</u>	<u>1,660</u>	<u>2,200</u>	<u>2,200</u>	<u>1,800</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	2,482	-	3,473	-	-	1,500
Subtotal	<u>2,482</u>	<u>-</u>	<u>3,473</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
Activity Total	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 225,007</u>	<u>\$ 237,422</u>	<u>\$ 237,422</u>	<u>\$ 202,427</u>
Personnel	\$ 151,787	\$ 182,847	\$ 190,431	\$ 192,768	\$ 192,768	\$ 160,525
Non-personnel	55,305	46,921	34,576	44,654	44,654	41,902
	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 225,007</u>	<u>\$ 237,422</u>	<u>\$ 237,422</u>	<u>\$ 202,427</u>
	24.90%	10.95%	-2.07%	5.52%	5.52%	-14.74%

**Administrative & Legal Services  
County Attorney - Activity #10124**

**Mission**

To provide fulltime legal services on civil matters for the Board of Supervisors, School Division, Department of Social Services, the Economic Development Authority, County Administrator, as well as the departments, administrative offices and constitutional officers of the County, and various other County boards, commissions, and agencies.

**Goals**

- Provide quality and timely legal services to the County.
- Emphasize the continuous training of present staff to keep abreast of current developments in the legal field so that the office's many clients can be provided timely and accurate legal advice.
- Maintain a state-of-the-art legal office.

**Implementation Strategies**

- Help implement new initiatives of the Board and the County and changes in County programs, ordinances or regulations mandated by changes in Federal or State laws.
- Ensure that the County is in compliance with legal requirements, that the County's exposure to risk is minimized, and that the most efficient and effective practices are followed.
- Seek new and improved ways to assist with file organization and retrieval to help maintain a state-of-the-art law office.
- Represent the County and its interests in courts of law and legal negotiation; prepare and review ordinances, resolutions, contracts, agreements, leases, deeds and other legal documents to which the County is a party; advise County officials on the legal aspects of County policies, programs and business matters.
- Consult with County officials and staff as needed. Review proposed legislation, administrative papers, contracts, agreements, leases, and other legal documents; respond to written requests for legal opinions; continually review and recommend amendments to the County Code in order to keep the County's laws up to date; attend all regularly scheduled meetings of the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and School Board; draft the County's legislative program, propose legislation as needed, and testify before legislative committees of the General Assembly.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by the elimination of an Administrative Assistant II position. Increased funding is attributable to legal services and books & subscriptions. Capital funding is provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 363,135	\$ 358,055	\$ 362,910	\$ 367,688	\$ 367,688	\$ 359,017
Operating	31,941	14,826	19,538	18,839	18,839	21,867
Capital	<u>3,650</u>	<u>-</u>	<u>-</u>	<u>1,950</u>	<u>1,950</u>	<u>1,800</u>
Total Expenditures	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 382,448</u>	<u>\$ 388,477</u>	<u>\$ 388,477</u>	<u>\$ 382,684</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.00</u>
Total Funded FTEs	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>10124 County Attorney</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 121,871	\$ 122,000	\$ 122,000	\$ 122,000	\$ 122,000	\$ 128,100
1515 Professional & technical salaries	85,058	85,269	85,629	85,789	85,789	90,078
1516 Administrative & clerical salaries	64,470	64,869	64,989	64,989	64,989	49,232
1531 As required-professional/technical	5,832	560	-	-	-	-
1595 Overtime	19	-	-	-	-	-
2100 FICA	19,601	19,299	19,201	20,867	20,867	20,457
2200 VRS	36,527	36,578	38,498	38,516	38,516	31,742
2300 Health care	27,528	27,868	31,830	34,763	34,763	35,878
2400 Group life insurance	2,229	1,612	763	764	764	3,530
Subtotal	<u>363,135</u>	<u>358,055</u>	<u>362,910</u>	<u>367,688</u>	<u>367,688</u>	<u>359,017</u>
<b>Contractual Services</b>						
3150 Legal services	14,897	90	4,974	5,000	5,000	7,500
3320 Maintenance service contracts	191	356	319	350	350	350
3500 Printing & binding	2	-	-	-	-	-
Subtotal	<u>15,090</u>	<u>446</u>	<u>5,293</u>	<u>5,350</u>	<u>5,350</u>	<u>7,850</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	392	240	240	240
4300 Central store	43	78	90	50	50	50
4700 Imaging system charges	1,116	1,266	1,043	734	734	732
Subtotal	<u>1,159</u>	<u>1,344</u>	<u>1,525</u>	<u>1,024</u>	<u>1,024</u>	<u>1,022</u>
<b>Other Charges</b>						
5210 Postal/messenger service	528	350	428	375	375	375
5230 Telecommunications	52	55	68	50	50	50
5510 Personnel development	2,964	1,582	1,421	1,600	1,600	1,600
5520 Employee recognition program	213	75	61	75	75	75
5810 Dues & memberships	2,412	1,860	2,173	2,170	2,170	2,170
5850 Mileage expenses	830	450	110	450	450	200
Subtotal	<u>6,999</u>	<u>4,372</u>	<u>4,261</u>	<u>4,720</u>	<u>4,720</u>	<u>4,470</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,010	958	837	825	825	825
6120 Books & subscriptions	7,393	7,706	7,622	6,720	6,720	7,500
6170 Computer mat/supplies	-	-	-	200	200	200
6171 Small equipment	290	-	-	-	-	-
Subtotal	<u>8,693</u>	<u>8,664</u>	<u>8,459</u>	<u>7,745</u>	<u>7,745</u>	<u>8,525</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,650	-	-	1,950	1,950	1,800
Subtotal	<u>3,650</u>	<u>-</u>	<u>-</u>	<u>1,950</u>	<u>1,950</u>	<u>1,800</u>
Activity Total	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 382,448</u>	<u>\$ 388,477</u>	<u>\$ 388,477</u>	<u>\$ 382,684</u>
Personnel	\$ 363,135	\$ 358,055	\$ 362,910	\$ 367,688	\$ 367,688	\$ 359,017
Non-personnel	35,591	14,826	19,538	20,789	20,789	23,667
	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 382,448</u>	<u>\$ 388,477</u>	<u>\$ 388,477</u>	<u>\$ 382,684</u>
	0.33%	-6.48%	2.57%	1.58%	1.58%	-1.49%

**Video Services**  
**Video Services - Activity #10123**

**Mission**

Provide timely, useful information to York County citizens about County, Schools, and regional government programs, services, and issues, in an effort to promote awareness and stimulate citizen involvement.

**Goals**

- Improve community and business relations through communications, media relations, and education programs.
- Promote the Board of Supervisors, the County Administrator, School Board and School Superintendent goals and objectives.
- Provide educational support to York County Schools.
- Improve the efficiency of cablecast operations and other distribution methods, establish a marketing plan, and develop future programming.

**Implementation Strategies**

- Improve efficiency of video services for the County and School System.
- Create new programs for Video Services-managed channels.
- Maintain technical capabilities of Video Services.
- Implement internal and external marketing of Video Services.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Reductions are programmed for repairs & maintenance, telecommunications and mileage expenses. Capital funding was provided for the replacement of a video editor.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Funding Sources</u></b>						
Local/State/Fed Non-Categorical	\$ 259,447	\$ 251,409	\$ 258,359	\$ 266,034	\$ 266,034	\$ 275,261
School Support	84,330	76,779	78,042	79,920	79,920	83,590
Total Funding Sources	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 336,401</u>	<u>\$ 345,954</u>	<u>\$ 345,954</u>	<u>358,851</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 278,226	\$ 285,891	\$ 291,770	\$ 297,279	\$ 297,279	\$ 310,861
Operating	49,956	35,678	37,326	42,675	42,675	38,290
Capital	15,595	6,619	7,305	6,000	6,000	9,700
Total Expenditures	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 336,401</u>	<u>\$ 345,954</u>	<u>\$ 345,954</u>	<u>\$ 358,851</u>
<b><u>Funded FTEs</u></b>						
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	0.50	0.50	0.50	0.50	0.50	0.50
Total Funded FTEs	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
<b><u>Key Service Indicators</u></b>						
County production hours	6,031	7,442	6,516	6,516	6,516	6,516
Webstreaming views	5,211	6,504	7,000	7,000	7,000	8,000
Bulletin board pages	1,750	1,777	1,700	1,700	1,700	1,700

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>10123 Video Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 68,391	\$ 69,522	\$ 69,702	\$ 69,782	\$ 69,782	\$ 73,271
1515 Professional & technical salaries	125,114	131,461	132,625	132,714	132,714	139,350
1522 Reg PT administrative/clerical	11,750	11,961	12,015	12,014	12,014	12,014
1531 As required-professional/technical	2,495	2,468	2,030	3,000	3,000	3,000
1595 Overtime	1,419	17	103	750	750	550
1596 Holiday worked	-	4	89	200	200	200
2100 FICA	15,384	15,858	15,856	16,712	16,712	17,471
2200 VRS	26,044	27,044	28,583	28,592	28,592	25,238
2300 Health care	26,040	26,366	30,200	32,948	32,948	36,960
2400 Group life insurance	1,589	1,190	567	567	567	2,807
Subtotal	<u>278,226</u>	<u>285,891</u>	<u>291,770</u>	<u>297,279</u>	<u>297,279</u>	<u>310,861</u>
<b>Contractual Services</b>						
3138 Video tech services	1,338	-	-	-	-	-
3310 Repairs & maintenance	8,498	3,250	1,565	3,500	3,500	2,500
3320 Maintenance service contracts	7,181	4,670	2,770	6,300	6,300	4,000
3320-001 Maintenance service-webcasting	6,600	5,940	6,270	6,800	6,800	6,600
Subtotal	<u>23,617</u>	<u>13,860</u>	<u>10,605</u>	<u>16,600</u>	<u>16,600</u>	<u>13,100</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,639	4,780	6,828	6,800	6,800	6,600
4211 Misc vehicle maintenance charges	5	-	-	-	-	-
4300 Central store	12	-	24	25	25	25
Subtotal	<u>5,656</u>	<u>4,780</u>	<u>6,852</u>	<u>6,825</u>	<u>6,825</u>	<u>6,625</u>
<b>Other Charges</b>						
5210 Postal/messenger service	544	97	538	200	200	200
5230 Telecommunications	4,445	4,732	4,744	4,800	4,800	4,400
5233 Telecommunications-data lines	1,733	1,977	2,381	2,200	2,200	2,200
5510 Personnel development	313	-	-	500	500	500
5520 Employee recognition program	-	-	-	50	50	-
5810 Dues & memberships	15	15	15	-	-	15
5820 Assoc/meeting support charges	-	8	-	-	-	-
5850 Mileage expenses	1,453	1,754	1,268	1,500	1,500	1,200
Subtotal	<u>8,503</u>	<u>8,583</u>	<u>8,946</u>	<u>9,250</u>	<u>9,250</u>	<u>8,515</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	740	1,015	476	1,000	1,000	1,000
6012 Audio visual materials & supplies	10,549	3,915	6,211	5,000	5,000	5,000
6020 Food & food service supplies	35	48	-	-	-	50
6070 Repair & maintenance supplies	-	3,477	4,087	3,500	3,500	3,500
6170 Computer mat/supplies	856	-	149	500	500	500
Subtotal	<u>12,180</u>	<u>8,455</u>	<u>10,923</u>	<u>10,000</u>	<u>10,000</u>	<u>10,050</u>
<b>Capital Outlay</b>						
8133 TV production equipment	15,595	6,619	7,305	6,000	6,000	9,700
Subtotal	<u>15,595</u>	<u>6,619</u>	<u>7,305</u>	<u>6,000</u>	<u>6,000</u>	<u>9,700</u>
<b>Activity Total</b>	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 336,401</u>	<u>\$ 345,954</u>	<u>\$ 345,954</u>	<u>\$ 358,851</u>
Personnel	\$ 278,226	\$ 285,891	\$ 291,770	\$ 297,279	\$ 297,279	\$ 310,861
Non-personnel	65,551	42,297	44,631	48,675	48,675	47,990
	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 336,401</u>	<u>\$ 345,954</u>	<u>\$ 345,954</u>	<u>\$ 358,851</u>
	6.51%	-4.53%	2.50%	2.84%	2.84%	3.73%

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## Election Services

General Administration-Election Services is responsible for the elections held within the County. This is accomplished through the divisions below. Individual division details follow this summary page.

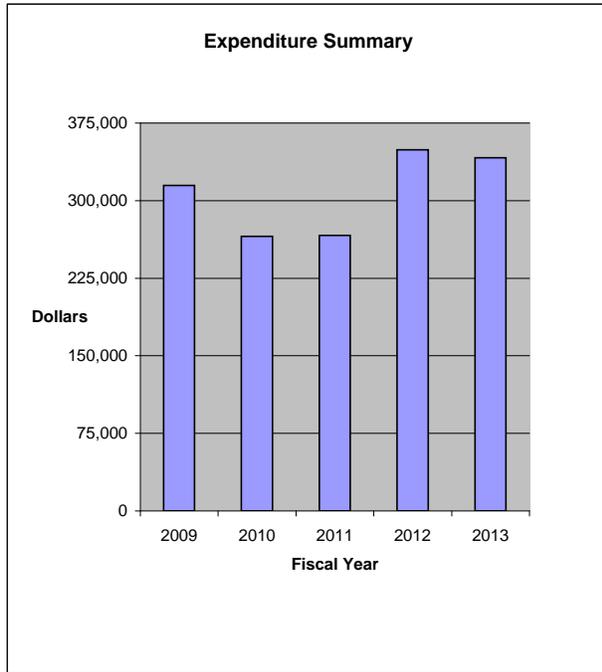
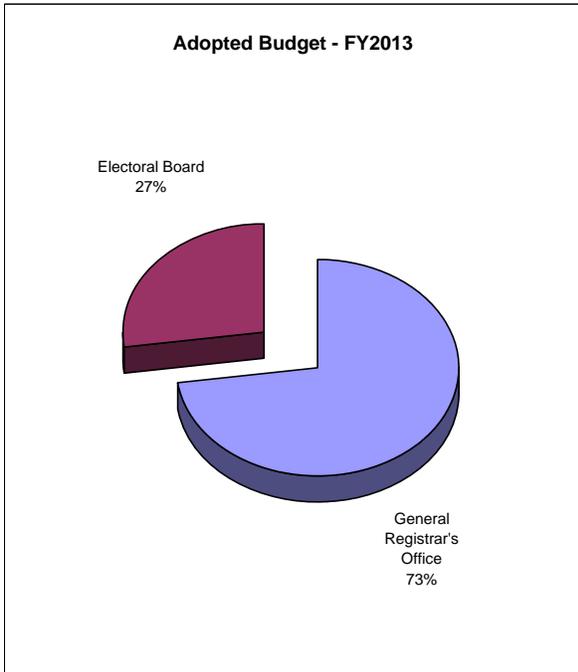
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 254,656	\$ 212,338	\$ 219,325	\$ 296,767	\$ 296,767	\$ 294,675	86.27%
State/Federal Aid & Grants	-	-	-	-	2,500	-	0.00%
State Board of Elections	59,908	53,250	46,963	52,300	52,300	46,900	13.73%
<b>Total Funding Sources</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 266,288</b>	<b>\$ 349,067</b>	<b>\$ 351,567</b>	<b>\$ 341,575</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
General Registrar's Office	\$ 223,554	\$ 204,678	\$ 211,810	\$ 223,159	\$ 223,159	\$ 248,888	11.53%
Electoral Board	91,010	60,910	54,478	125,908	128,408	92,687	-26.39%
<b>Total Expenditures</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 266,288</b>	<b>\$ 349,067</b>	<b>\$ 351,567</b>	<b>\$ 341,575</b>	<b>-2.15%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 220,136	\$ 204,035	\$ 207,182	\$ 222,367	\$ 222,367	\$ 245,908	10.59%
Operating	91,118	61,553	54,085	126,700	126,700	93,867	-25.91%
Capital	3,310	-	5,021	-	2,500	1,800	100.00%
<b>Total Expenditures</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 266,288</b>	<b>\$ 349,067</b>	<b>\$ 351,567</b>	<b>\$ 341,575</b>	<b>-2.15%</b>

<b>Funded FTEs</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.75	2.75	2.50	2.50	2.50	2.50
<b>Total Funded FTEs</b>	<b>3.75</b>	<b>3.75</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

<b>Key Service Indicators</b>						
Registered voters	44,928	44,353	45,000	46,000	46,000	47,000
Voter registration transactions	8,839	5,302	5,500	8,500	8,500	9,000
Precincts	14	14	14	16	16	14
Elections held	2	2	2	4	4	2
Voting machines prepared	73	71	70	148	148	94
Officers of election trained	368	218	240	500	500	350



**Election Services**  
**General Registrar's Office - Activity #10131**

**Mission**

Required by the *Code of Virginia* to register, reinstate, transfer, and upgrade voter records for any qualified citizen of Virginia, as well as delete those citizens who are no longer qualified to vote; handles applications from several agencies in Virginia as well as federal and national forms; and handles all absentee voting and candidate filings.

**Goals**

- Register to vote all qualified York County residents.
- Continue to comply with federal, state, and local election laws.
- Provide timely and quality service to citizens, candidates, news media, and elected officials.
- Increase public awareness of voter registration and absentee voting processes.
- Provide appropriate employee training.
- Assist the Electoral Board with their various responsibilities.

**Implementation Strategies**

- Adhere to changes in policies and procedures required by the State Board of Elections, as well as federal and state laws.
- Employ work-as-required personnel as required during election season to provide timely responses to state and public requests and manage absentee voting.
- Maintain voting equipment by providing administrative support for two voting systems.
- Continue with the process of implementing redistricting changes based on the lines approved by the Virginia General Assembly and the York County Board of Supervisors and precleared by the U.S. Department of Justice; inform voters of these changes.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 208,398	\$ 192,713	\$ 195,928	\$ 210,254	\$ 210,254	\$ 234,463
Operating	13,706	11,965	10,861	12,905	12,905	12,625
Capital	1,450	-	5,021	-	-	1,800
Total Expenditures	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 211,810</u>	<u>\$ 223,159</u>	<u>\$ 223,159</u>	<u>\$ 248,888</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.75	2.75	2.50	2.50	2.50	2.50
Total Funded FTEs	<u>3.75</u>	<u>3.75</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>10131 General Registrar's Office</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 52,220	\$ 52,220	\$ 52,220	\$ 52,220	\$ 52,220	\$ 54,831
1515 Professional & technical salaries	71,064	75,916	76,892	76,907	76,907	80,753
1521 Reg PT professional/technical	17,857	17,999	14,801	12,014	12,014	12,014
1531 As required-professional/technical	8,961	840	3,479	12,000	12,000	15,000
1532 As required-administrative/clerical	-	-	-	-	-	5,000
1595 Overtime	16,934	4,622	4,093	10,000	10,000	17,000
2100 FICA	12,398	11,509	11,148	12,480	12,480	14,122
2200 VRS	16,772	17,246	18,233	18,233	18,233	16,094
2300 Health care	11,169	11,602	14,700	16,038	16,038	17,859
2400 Group life insurance	1,023	759	362	362	362	1,790
Subtotal	<u>208,398</u>	<u>192,713</u>	<u>195,928</u>	<u>210,254</u>	<u>210,254</u>	<u>234,463</u>
<b>Contractual Services</b>						
3320 Maint service contracts	912	1,028	799	910	910	700
3500 Printing & binding	835	555	431	650	650	700
3600 Advertising	1,885	951	1,326	2,600	2,600	1,600
3920 Misc contractual services	80	136	136	125	125	140
Subtotal	<u>3,712</u>	<u>2,670</u>	<u>2,692</u>	<u>4,285</u>	<u>4,285</u>	<u>3,140</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	1,449	1,385	1,395	1,200	1,200	2,000
4211 Misc vehicle maintenance charges	-	-	53	-	-	-
4300 Central store	24	-	12	25	25	25
Subtotal	<u>1,473</u>	<u>1,385</u>	<u>1,460</u>	<u>1,225</u>	<u>1,225</u>	<u>2,025</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,168	3,189	2,655	3,200	3,200	3,500
5230 Telecommunications	259	261	247	250	250	250
5510 Personnel development	1,908	2,037	1,343	1,795	1,795	1,560
5520 Employee recognition program	329	290	802	200	200	200
5810 Dues & memberships	120	230	230	230	230	230
5850 Mileage expenses	370	128	82	150	150	150
Subtotal	<u>6,154</u>	<u>6,135</u>	<u>5,359</u>	<u>5,825</u>	<u>5,825</u>	<u>5,890</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,511	1,697	841	1,500	1,500	1,500
6020 Food & food service supplies	15	54	242	-	-	-
6120 Books & subscriptions	135	-	22	20	20	20
6170 Computer mat/supplies	20	24	245	50	50	50
6172 Minor furnishings	686	-	-	-	-	-
Subtotal	<u>2,367</u>	<u>1,775</u>	<u>1,350</u>	<u>1,570</u>	<u>1,570</u>	<u>1,570</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,450	-	5,021	-	-	1,800
Subtotal	<u>1,450</u>	<u>-</u>	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
Activity Total	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 211,810</u>	<u>\$ 223,159</u>	<u>\$ 223,159</u>	<u>\$ 248,888</u>
Personnel	\$ 208,398	\$ 192,713	\$ 195,928	\$ 210,254	\$ 210,254	\$ 234,463
Non-personnel	15,156	11,965	15,882	12,905	12,905	14,425
	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 211,810</u>	<u>\$ 223,159</u>	<u>\$ 223,159</u>	<u>\$ 248,888</u>
	9.96%	-8.44%	3.48%	5.36%	5.36%	11.53%

**Election Services**  
**Electoral Board - Activity #10132**

**Mission**

Supervises all elections in the County; appoints the Registrar and the Officers of Election; works with the voting machine technician; purchases voting equipment; orders the printing of ballots; trains Officers of Election; and conducts the certification of all elections.

**Goals**

- Conducts elections according to the federal, state, and local election laws.
- Appoints a qualified Registrar and approves the number of assistants.
- Recruits and appoints qualified Officers of Election.
- Provides training for all appointed Officers of Election.
- Purchases and maintains voting equipment approved by the State Board of Elections.
- Purchases election materials in the most economical way possible.
- Certifies elections accurately and expeditiously.
- Provides information to the public about the election process in conjunction with the Registrar's Office.

**Implementation Strategies**

- Continue to educate the public about HAVA-compliant DRE voting machines.
- Train all officers of election on new and continued election procedures, including Statements of Results and voting machines.
- Refine security plan for voting machines, as required.
- Continue implementing redistricting changes based on the lines approved by the Virginia General Assembly and the York County Board of Supervisors and precleared by the U.S. Department of Justice.

**Budget Comments - FY2013**

The overall decrease is due to supporting two elections, instead of four elections and the various programming, printing and officers of election fees associated with each election.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 11,738	\$ 11,322	\$ 11,254	\$ 12,113	\$ 12,113	\$ 11,445
Operating	77,412	49,588	43,224	113,795	113,795	81,242
Capital	1,860	-	-	-	2,500	-
Total Expenditures	<u>\$ 91,010</u>	<u>\$ 60,910</u>	<u>\$ 54,478</u>	<u>\$ 125,908</u>	<u>\$ 128,408</u>	<u>\$ 92,687</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>10132 Electoral Board</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ 10,141	\$ 9,907	\$ 10,024	\$ 10,032	\$ 10,032	\$ 10,032
1531 As required-election workers	290	610	430	1,220	1,220	600
2100 FICA	1,307	805	800	861	861	813
Subtotal	<u>11,738</u>	<u>11,322</u>	<u>11,254</u>	<u>12,113</u>	<u>12,113</u>	<u>11,445</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,298	4,050	4,246	9,000	9,000	4,200
3310 Repairs & maintenance	-	30	-	2,685	2,685	200
3320 Maintenance service contracts	2,505	5,237	4,831	5,650	5,650	6,405
3500 Printing & binding	9,463	4,185	8,481	13,690	13,690	11,700
3941 Offices of elections-stipends	47,984	29,720	18,620	73,770	73,770	47,512
3941-001 Offices of elections-misc reimbmt	453	1,153	739	2,700	2,700	-
Subtotal	<u>64,703</u>	<u>44,375</u>	<u>36,917</u>	<u>107,495</u>	<u>107,495</u>	<u>70,017</u>
<b>Other Charges</b>						
5210 Postal/messenger service	4,161	1,308	937	1,900	1,900	4,100
5510 Personnel development	3,083	1,497	1,932	1,200	1,200	1,950
5520 Employee recognition program	360	372	-	100	100	100
5810 Dues & memberships	100	100	100	100	100	125
5850 Mileage expenses	2,213	1,184	1,167	1,400	1,400	2,300
Subtotal	<u>9,917</u>	<u>4,461</u>	<u>4,136</u>	<u>4,700</u>	<u>4,700</u>	<u>8,575</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	50	693	319	100	100	100
6010-001 Election supplies	2,696	-	1,789	1,500	1,500	2,500
6020 Food & food service supplies	46	59	63	-	-	-
6170 Computer mat/supplies	-	-	-	-	-	50
Subtotal	<u>2,792</u>	<u>752</u>	<u>2,171</u>	<u>1,600</u>	<u>1,600</u>	<u>2,650</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	1,860	-	-	-	-	-
8997-002 Elect Bd redistrict machine	-	-	-	-	2,500	-
Subtotal	<u>1,860</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>-</u>
Activity Total	<u>\$ 91,010</u>	<u>\$ 60,910</u>	<u>\$ 54,478</u>	<u>\$ 125,908</u>	<u>\$ 128,408</u>	<u>\$ 92,687</u>
Personnel	\$ 11,738	\$ 11,322	\$ 11,254	\$ 12,113	\$ 12,113	\$ 11,445
Non-personnel	79,272	49,588	43,224	113,795	116,295	81,242
	<u>\$ 91,010</u>	<u>\$ 60,910</u>	<u>\$ 54,478</u>	<u>\$ 125,908</u>	<u>\$ 128,408</u>	<u>\$ 92,687</u>
	9.41%	-33.07%	-10.56%	131.12%	135.71%	-26.39%

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## Clerk of the Circuit Court Commonwealth's Attorney's Office

The Clerk of the Circuit Court is the custodian of all permanent records for the citizens of York County and the City of Poquoson. The Commonwealth's Attorney's Office is responsible for prosecuting all felonies, misdemeanor appeals and certain misdemeanors and criminal forfeiture cases originating in York County and the City of Poquoson. This is accomplished through the divisions below. Individual division details follow this summary page.

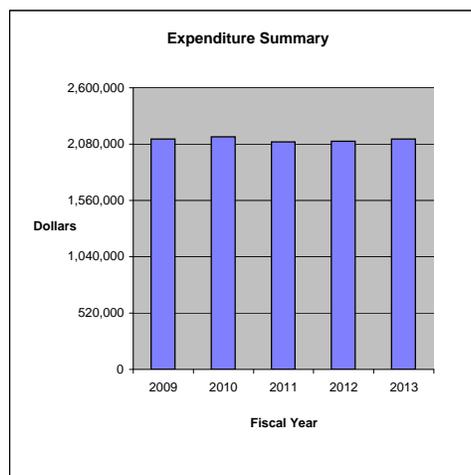
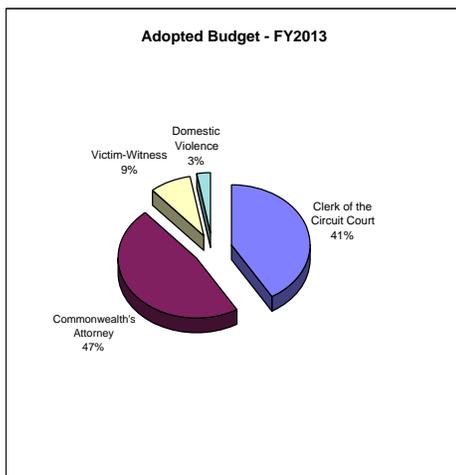
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 476,564	\$ 672,065	\$ 707,277	\$ 690,270	\$ 690,270	\$ 780,575	36.72%
Donations	-	-	-	-	349	-	0.00%
Permits, Fees, Fines	10,190	10,699	6,500	9,000	9,000	9,000	0.42%
Charges for Services	310,028	209,585	124,658	167,400	167,400	128,000	6.02%
State/Federal Aid & Grants	137,093	168,934	121,000	120,375	126,831	122,235	5.75%
York-Poquoson Courthouse	130,408	136,078	151,210	205,211	205,211	167,403	7.87%
State Compensation Board	1,063,445	950,971	989,902	912,845	936,351	919,000	43.22%
<b>Total Funding Sources</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,100,547</b>	<b>\$ 2,105,101</b>	<b>\$ 2,135,412</b>	<b>\$ 2,126,213</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Clerk of the Circuit Court	\$ 965,400	\$ 896,678	\$ 840,738	\$ 870,212	\$ 890,376	\$ 880,847	1.22%
Commonwealth's Attorney	957,330	980,240	1,031,059	1,006,476	1,016,274	1,000,738	-0.57%
Victim-Witness	166,703	227,099	182,894	179,353	179,702	186,592	4.04%
Domestic Violence	38,295	44,315	45,856	49,060	49,060	58,036	18.30%
<b>Total Expenditures</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,100,547</b>	<b>\$ 2,105,101</b>	<b>\$ 2,135,412</b>	<b>\$ 2,126,213</b>	<b>1.00%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 1,929,358	\$ 1,970,948	\$ 1,951,209	\$ 2,032,631	\$ 2,032,631	\$ 2,047,268	0.72%
Operating	80,606	111,745	107,837	69,470	79,617	66,345	-4.50%
Capital	117,764	65,639	41,501	3,000	23,164	12,600	320.00%
<b>Total Expenditures</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,100,547</b>	<b>\$ 2,105,101</b>	<b>\$ 2,135,412</b>	<b>\$ 2,126,213</b>	<b>1.00%</b>

<b>Funded FTEs</b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	17.50	17.50	17.50	17.50	17.50	17.50
Admin/Clerical	10.50	10.50	10.50	9.75	9.75	9.75
<b>Total Funded FTEs</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>29.25</b>	<b>29.25</b>	<b>29.25</b>

<b>Key Service Indicators</b>						
Land records processed	30,104	28,418	30,000	30,000	30,000	25,000
Criminal cases processed	4,016	2,602	3,000	3,000	3,000	3,000
Civil orders processed	2,980	1,824	3,000	3,000	3,000	2,000
Judgments and liens files	3,180	3,784	3,500	3,500	3,500	4,000
Wills and estate orders processed	903	1,712	1,500	1,500	1,500	360
Circuit Court cases	989	1,271	1,173	1,119	1,119	1,130
General District Court cases	5,792	6,056	5,289	5,328	5,328	5,328
Juvenile & Domestic Relations Court cases	1,188	1,365	1,429	1,366	1,393	1,366
New Victim-Witness clients served	1,090	1,081	1,150	1,150	1,150	1,150
Victim-Witness phone calls	12,800	14,302	14,000	14,000	14,000	14,000
Domestic violence cases	119	183	170	130	180	180
Sexual assault cases	4	5	10	10	10	10
Stalking cases	9	13	10	10	10	10



**Clerk of the Circuit Court & Commonwealth's Attorney**  
**Clerk of the Circuit Court - Activity #20214**

**Mission**

To provide excellent services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

**Goals**

- Provide services from the Records Management Division, which assigns document numbers for land records, judgments, and financing statements; creates indexes and scans all documents for permanent record; collects fees; issues marriage licenses and files all documents and makes copies requested by public.
- Provide services from the Probate Division, which files wills; collects probate taxes and clerk's fee; issues certificates of qualification for executors, administrators, trustees, guardians and conservators authorizing them to manage estates.
- Provide services from the Civil Division, which files cases involving lawsuits, divorces, adoptions, and name change petitions; prepares papers for service; issues subpoenas and concealed handgun permits; processes court orders; docket judgments; and submits monthly reports to the Bureau of Vital Statistics.
- Provide services from the Criminal Division, which prepares docket and case files for felonies and misdemeanor appeals; assists the judge in the courtroom for criminal cases; prepares criminal orders; processes criminal orders and distributes them to agencies; enters fines and costs data into financial system; and submits monthly statistical reports to Supreme Court of Virginia.
- Provide services from the Financial Management Division, which generates payments for supplies, court appointed attorneys, juries, witnesses, court reporters, and psychologists; balances financial accounts and reconciles bank accounts; collects fines and costs; deposits and disburses trust funds or escrowed funds as directed by court; and prepares financial reports required by State.
- As required by the Code of Virginia, redact current social security numbers from land records, which are available via the Internet.
- Enhance records by creating computerized estate records, back-scanning deed books, and re-scanning photostat copies of land records.
- Purge Criminal and Civil files pursuant to the Records Retention and Disposition Schedule.
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

**Implementation Strategies**

- Implement schedules for employees to redact Social Security Numbers on all land record documents (deeds, mortgages, plats, wills, judgments, financing statements, etc.).
- Reorganize tasks of current employees to accomplish conversion of records to digital format.
- Rearrange employee workstations in land records to streamline the recordation process.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Reductions in funding are reflected in contractual services. Capital funding is programmed for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 803,563	\$ 790,146	\$ 771,360	\$ 824,762	\$ 824,762	\$ 836,947
Operating	53,594	44,028	35,985	45,450	45,450	40,900
Capital	108,243	62,504	33,393	-	20,164	3,000
Total Expenditures	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 840,738</u>	<u>\$ 870,212</u>	<u>\$ 890,376</u>	<u>\$ 880,847</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	4.50	4.50	4.50	3.75	3.75	3.75
Total Funded FTEs	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>13.75</u>	<u>13.75</u>	<u>13.75</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20214 Clerk of the Circuit Court</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 117,814	\$ 117,814	\$ 117,814	\$ 117,814	\$ 117,814	\$ 123,705
1515 Professional & technical salaries	404,408	383,757	381,128	393,001	393,001	391,561
1516 Administrative & clerical salaries	73,738	84,037	61,958	77,168	77,168	81,027
1522 Reg PT administrative/clerical	15,733	16,950	20,797	25,672	25,672	25,672
1595 Overtime	645	1,110	481	2,000	2,000	1,000
2100 FICA	44,439	44,275	42,840	47,098	47,098	47,657
2200 VRS	79,965	78,643	79,466	83,023	83,023	70,780
2300 Health care	61,942	60,047	65,300	77,340	77,340	87,674
2400 Group life insurance	4,879	3,513	1,576	1,646	1,646	7,871
Subtotal	<u>803,563</u>	<u>790,146</u>	<u>771,360</u>	<u>824,762</u>	<u>824,762</u>	<u>836,947</u>
<b>Contractual Services</b>						
3120 Auditing services	2,353	-	2,987	3,000	3,000	3,000
3137 Records management	3,201	5,736	4,127	5,800	5,800	3,500
3137-001 State Technology Funds	12,118	8,434	-	-	-	-
3150 Legal services	490	2,111	1,964	1,800	1,800	1,500
3310 Repairs & maintenance	371	189	377	250	250	250
3320 Maintenance service contracts	4,145	4,645	4,180	4,550	1,725	2,525
3500 Printing & binding	249	702	582	1,200	1,200	1,400
3920 Misc contractual services	4,871	-	54	500	500	200
Subtotal	<u>27,798</u>	<u>21,817</u>	<u>14,271</u>	<u>17,100</u>	<u>14,275</u>	<u>12,375</u>
<b>Internal Services</b>						
4300 Central store	36	47	47	50	50	50
Subtotal	<u>36</u>	<u>47</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	5,636	4,929	6,835	7,000	7,000	7,000
5230 Telecommunications	1,235	1,433	1,075	1,500	1,500	1,300
5510 Personnel development	932	290	223	1,300	1,300	975
5520 Employee recognition program	245	319	212	500	500	500
5810 Dues & memberships	783	458	423	800	800	500
5850 Mileage expenses	857	206	52	500	500	100
Subtotal	<u>9,688</u>	<u>7,635</u>	<u>8,820</u>	<u>11,600</u>	<u>11,600</u>	<u>10,375</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	13,957	12,468	11,074	14,000	14,000	13,000
6120 Books & subscriptions	500	188	231	400	400	250
6170 Computer mat/supplies	208	259	200	400	400	400
6172 Minor furnishings	294	501	250	500	500	500
Subtotal	<u>14,959</u>	<u>13,416</u>	<u>11,755</u>	<u>15,300</u>	<u>15,300</u>	<u>14,150</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	1,113	1,113	1,092	1,400	4,225	3,950
Subtotal	<u>1,113</u>	<u>1,113</u>	<u>1,092</u>	<u>1,400</u>	<u>4,225</u>	<u>3,950</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	-	1,468	-	-	-
8170 Data processing equipment	6,585	-	1,436	-	-	3,000
8190 State Technology Funds	101,658	62,504	30,489	-	20,164	-
Subtotal	<u>108,243</u>	<u>62,504</u>	<u>33,393</u>	<u>-</u>	<u>20,164</u>	<u>3,000</u>
Activity Total	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 840,738</u>	<u>\$ 870,212</u>	<u>\$ 890,376</u>	<u>\$ 880,847</u>
Personnel	\$ 803,563	\$ 790,146	\$ 771,360	\$ 824,762	\$ 824,762	\$ 836,947
Non-personnel	161,837	106,532	69,378	45,450	65,614	43,900
	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 840,738</u>	<u>\$ 870,212</u>	<u>\$ 890,376</u>	<u>\$ 880,847</u>
	4.56%	-7.12%	-6.24%	3.51%	5.90%	1.22%

**Clerk of the Circuit Court & Commonwealth's Attorney  
Commonwealth's Attorney - Activity #20221**

**Mission**

Prosecutes all felonies, all misdemeanor appeals and certain misdemeanors and criminal forfeitures originating in York County and the City of Poquoson; and advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest; and responds to citizen's inquiries regarding state law, local ordinances and the criminal justice system.

**Goals**

- Prosecute criminal cases vigorously, successfully and efficiently.
- Ensure that crime victims are treated with sensitivity and professionalism by the criminal justice system.
- Provide effective assistance and guidance to law enforcement personnel.
- Enforce forfeitures of property used in criminal endeavors whenever possible.
- Provide prompt and accurate responses to citizen inquiries.

**Implementation Strategies**

- Continue services to crime victims.
- Continue "in-house" training to meet Sheriffs' and Police Departments' requirements.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by savings due to turnover. Capital funding is programmed for the routine replacement of computers and a printer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 932,402	\$ 954,920	\$ 960,722	\$ 984,376	\$ 984,376	\$ 973,093
Operating	18,353	25,320	62,229	19,100	28,898	19,445
Capital	6,575	-	8,108	3,000	3,000	8,200
Total Expenditures	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,031,059</u>	<u>\$ 1,006,476</u>	<u>\$ 1,016,274</u>	<u>\$ 1,000,738</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	5.00	5.00	5.00	5.00	5.00
Admin/Clerical	5.50	5.50	5.50	5.50	5.50	5.50
Total Funded FTEs	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20221 Commonwealth's Attorney</b>						
<b>Personnel Services</b>						
1512 Senior level mgmt	\$ 127,397	\$ 127,397	\$ 127,397	\$ 127,397	\$ 127,397	\$ 133,767
1515 Professional & technical salaries	359,680	369,438	366,393	371,284	371,284	364,634
1516 Administrative & clerical salaries	216,614	221,435	219,075	221,735	221,735	229,550
1531 As required-professional/technical	-	1,901	-	-	-	-
1596 Holiday worked	-	-	82	-	-	-
2100 FICA	49,519	51,333	50,266	55,112	55,112	55,688
2200 VRS	93,718	95,581	100,307	101,723	101,723	86,408
2300 Health care	79,764	83,651	95,213	105,108	105,108	93,437
2400 Group life insurance	5,710	4,184	1,989	2,017	2,017	9,609
Subtotal	<u>932,402</u>	<u>954,920</u>	<u>960,722</u>	<u>984,376</u>	<u>984,376</u>	<u>973,093</u>
<b>Contractual Services</b>						
3142 Professional services-trial exhibits	173	196	175	300	300	300
3150 Legal services	-	-	38,410	-	3,342	-
3320 Maintenance service contracts	4,042	3,358	2,983	3,355	3,355	3,300
3500 Printing & binding	473	371	434	500	500	500
Subtotal	<u>4,688</u>	<u>3,925</u>	<u>42,002</u>	<u>4,155</u>	<u>7,497</u>	<u>4,100</u>
<b>Internal Services</b>						
4300 Central store	24	47	47	50	50	50
Subtotal	<u>24</u>	<u>47</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,950	2,212	1,914	2,300	2,300	2,200
5230 Telecommunications	1,388	1,628	1,294	1,500	1,500	1,300
5510 Personnel development	-	6,853	7,052	3,000	3,000	3,000
5520 Employee recognition program	497	384	169	-	-	200
5810 Dues & memberships	2,810	3,300	3,330	2,445	2,445	2,445
Subtotal	<u>6,645</u>	<u>14,377</u>	<u>13,759</u>	<u>9,245</u>	<u>9,245</u>	<u>9,145</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,291	4,342	4,299	4,200	4,200	4,200
6020 Food & food service supplies	612	-	-	-	-	-
6120 Books & subscriptions	1,286	1,999	1,887	1,000	1,000	1,500
6170 Computer mat/supplies	450	492	235	450	450	450
6172 Minor furnishings	357	138	-	-	-	-
Subtotal	<u>6,996</u>	<u>6,971</u>	<u>6,421</u>	<u>5,650</u>	<u>5,650</u>	<u>6,150</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	6,575	-	8,108	3,000	3,000	8,200
Subtotal	<u>6,575</u>	<u>-</u>	<u>8,108</u>	<u>3,000</u>	<u>3,000</u>	<u>8,200</u>
<b>Grants &amp; Donations</b>						
9510 Federal Drug Asset Program	-	-	-	-	319	-
9511 State Drug Asset Program	-	-	-	-	6,137	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,456</u>	<u>-</u>
Activity Total	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,031,059</u>	<u>\$ 1,006,476</u>	<u>\$ 1,016,274</u>	<u>\$ 1,000,738</u>
Personnel	\$ 932,402	\$ 954,920	\$ 960,722	\$ 984,376	\$ 984,376	\$ 973,093
Non-personnel	24,928	25,320	70,337	22,100	31,898	27,645
	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,031,059</u>	<u>\$ 1,006,476</u>	<u>\$ 1,016,274</u>	<u>\$ 1,000,738</u>
	5.17%	2.39%	5.18%	-2.38%	-1.43%	-0.57%

**Clerk of the Circuit Court & Commonwealth's Attorney  
Victim-Witness Assistance Program - Activity #20222**

**Mission**

Promotes sensitive treatment of individuals traumatized by crime and provides services to victims and witnesses throughout the court process.

**Goals**

- Respond to the emotional and physical needs of crime victims and assist victims of crime in stabilizing their lives after victimization.
- Provide victims with information and referral for services in the community.
- Promote accountability, innovation, and excellence in providing service to the customer.
- Inform victims and witnesses of their rights under victims' rights legislation and Virginia's Crime Victim and Witness Rights Act.
- Assist victims in understanding and participating in the criminal justice system.

**Implementation Strategies**

- Program staff will continue to provide comprehensive services to all victims and witnesses of crime in York County and Poquoson, tailored to their specific rights, requests, needs, and concerns.
- In addition to victims in the *criminal* justice process, the program will continue to assist victims of spousal abuse, stalking, and bodily injury who seek protective orders through the *civil* justice process.
- Program will strive to provide assistance to crime victims and witnesses in cases that are not prosecuted by the Commonwealth's Attorney's Office.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 156,032	\$ 182,409	\$ 174,355	\$ 175,108	\$ 175,108	\$ 182,437
Operating	7,725	41,555	8,539	4,245	4,594	4,155
Capital	2,946	3,135	-	-	-	-
Total Expenditures	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 182,894</u>	<u>\$ 179,353</u>	<u>\$ 179,702</u>	<u>\$ 186,592</u>
<b><u>Funded FTEs</u></b>						
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 Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20222 Victim-Witness Assistance Program</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 118,313	\$ 125,977	\$ 139,065	\$ 139,092	\$ 139,092	\$ 146,047
1515-901 Professional & technical salaries	-	12,330	26,714	-	-	-
1522-901 Reg PT administrative/clerical	-	3,974	25,834	-	-	-
1532 As required administrative/clerical	5,164	3,003	-	-	-	-
1595 Overtime	-	-	40	-	-	-
1999-999-999 Charge out Wages-Grants	-	-	(52,548)	-	-	-
2100 FICA	9,020	9,553	10,320	10,641	10,641	11,173
2100-901 FICA	-	1,203	3,720	-	-	-
2200 VRS	15,927	17,260	19,640	19,640	19,640	17,336
2200-901 VRS	-	3,590	7,544	-	-	-
2300 Health care	6,636	4,277	4,900	5,346	5,346	5,953
2300-901 Health care	-	379	2,450	-	-	-
2400 Group life insurance	972	740	390	389	389	1,928
2400-901 Group life insurance	-	123	150	-	-	-
2999-999-999-999 Charge out fringes-grants	-	-	(13,864)	-	-	-
Subtotal	<u>156,032</u>	<u>182,409</u>	<u>174,355</u>	<u>175,108</u>	<u>175,108</u>	<u>182,437</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	36	-	-	40	40	-
3500 Printing & binding	556	1,593	1,515	-	-	-
3920 Misc contractual services	-	253	84	-	-	40
Subtotal	<u>592</u>	<u>1,846</u>	<u>1,599</u>	<u>40</u>	<u>40</u>	<u>40</u>
<b>Internal Services</b>						
4210 Vehicle Maintenance	-	-	40	-	-	100
Subtotal	<u>-</u>	<u>-</u>	<u>40</u>	<u>-</u>	<u>-</u>	<u>100</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,048	896	1,043	1,030	1,030	1,030
5230 Telecommunications	1,147	1,157	1,101	1,200	1,200	1,200
5510 Personnel development	2,220	276	1,665	310	310	310
5510-002 Travel	-	786	-	-	-	-
5510-003 Personnel development-local	150	-	-	-	-	-
5810 Dues & memberships	275	870	525	350	350	350
5850 Mileage & travel	367	315	319	215	215	125
Subtotal	<u>5,207</u>	<u>4,300</u>	<u>4,653</u>	<u>3,105</u>	<u>3,105</u>	<u>3,015</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	614	1,137	711	600	600	600
6120 Books & subscriptions	144	488	150	-	-	-
6140 Other operating supplies	962	453	256	200	200	200
6170 Computer mat/supplies	206	561	154	300	300	300
6171 Small equipment	-	506	210	-	-	-
6172 Minor furnishings	-	888	766	-	-	-
Subtotal	<u>1,926</u>	<u>4,033</u>	<u>2,247</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	2,946	3,135	-	-	-	-
Subtotal	<u>2,946</u>	<u>3,135</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9001 PTEAP-conference	-	5,692	-	-	-	-
9001-001 PTEAP-travel	-	8,556	-	-	-	-
9001-002 PTEAP-equipment	-	14,000	-	-	-	-
9001-003 PTEAP-supplies	-	1,157	-	-	-	-
9001-004 PTEAP-consultants	-	1,231	-	-	-	-
9001-005 PTEAP-other	-	740	-	-	-	-
9600 Donation-KIP Kephhart FDT	-	-	-	-	349	-
Subtotal	<u>-</u>	<u>31,376</u>	<u>-</u>	<u>-</u>	<u>349</u>	<u>-</u>
Activity Total	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 182,894</u>	<u>\$ 179,353</u>	<u>\$ 179,702</u>	<u>\$ 186,592</u>
Personnel	\$ 156,032	\$ 182,409	\$ 174,355	\$ 175,108	\$ 175,108	\$ 182,437
Non-personnel	10,671	44,690	8,539	4,245	4,594	4,155
	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 182,894</u>	<u>\$ 179,353</u>	<u>\$ 179,702</u>	<u>\$ 186,592</u>
	-20.00%	36.23%	-19.47%	-1.94%	-1.75%	4.04%

**Clerk of the Circuit Court & Commonwealth's Attorney  
Domestic Violence Program - Activity #20223**

**Mission**

Strengthens prosecution strategies, thereby increasing the number of persons prosecuted for crimes against women, and increasing the number of victims receiving services.

**Goals**

- To prosecute all cases of domestic violence, sexual assault, violation of protective orders and stalking involving adult women during the grant period.
- Improve communication and respect among the Board of Supervisors, other elected and appointed officials, other agencies, County staff, and the public.
- To coordinate cooperative efforts among law enforcement, prosecutor, victim assistance programs and victim advocacy groups to better meet the needs of women as victims.
- To maintain case records to include statistics on victims to validate impact of an additional prosecutor on the Court system and on the women being served.

**Implementation Strategies**

- To analyze data at the end of each quarter and determine impact of V-STOP prosecutor and trends in the caseload. Receipt of a new OVW grant in FY2010 allowed the prosecutor position to be increased from half-time to full-time, and included funds for personnel development, office supplies, and membership dues. These funds will not be available in FY2013; it is uncertain what level of services will be able to be maintained.
- Victim Assistance Program will assist prosecutor with victims of domestic violence, sexual assault, violations of protective orders and stalking.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Due to the loss of grant funding, additional operating funds are programmed for training and licenses required to practice. Capital funding is provided for the routine replacement of a computer.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 37,361	\$ 43,473	\$ 44,772	\$ 48,385	\$ 48,385	\$ 54,791
Operating	934	842	1,084	675	675	1,845
Capital	-	-	-	-	-	1,400
Total Expenditures	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 45,856</u>	<u>\$ 49,060</u>	<u>\$ 49,060</u>	<u>\$ 58,036</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	0.50	0.50	0.50	0.50	0.50	0.50
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total Funded FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20223 Domestic Violence Program</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 3,758	\$ 14,176	\$ 26,714	\$ 26,715	\$ 26,715	\$ 26,715
1516 Administrative & clerical salaries	13,315	13,832	11,543	13,891	13,891	17,583
1521 Reg PT professional/technical	12,354	8,220	-	-	-	-
2100 FICA	2,153	2,768	2,915	3,106	3,106	3,389
2200 VRS	3,285	3,071	1,569	1,961	1,961	2,087
2300 Health care	2,288	1,259	2,000	2,673	2,673	4,785
2400 Group life insurance	208	147	31	39	39	232
Subtotal	<u>37,361</u>	<u>43,473</u>	<u>44,772</u>	<u>48,385</u>	<u>48,385</u>	<u>54,791</u>
<b>Other Charges</b>						
5510 Personnel development	371	398	557	-	-	1,200
5810 Dues & memberships	370	75	268	-	-	470
5850 Mileage expenses	64	195	160	375	375	-
Subtotal	<u>805</u>	<u>668</u>	<u>985</u>	<u>375</u>	<u>375</u>	<u>1,670</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	96	99	99	200	200	100
6120 Books & subscriptions	33	-	-	-	-	-
6170 Computer mat/supplies	-	75	-	100	100	75
Subtotal	<u>129</u>	<u>174</u>	<u>99</u>	<u>300</u>	<u>300</u>	<u>175</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	1,400
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,400</u>
Activity Total	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 45,856</u>	<u>\$ 49,060</u>	<u>\$ 49,060</u>	<u>\$ 58,036</u>
Personnel	\$ 37,361	\$ 43,473	\$ 44,772	\$ 48,385	\$ 48,385	\$ 54,791
Non-personnel	934	842	1,084	675	675	3,245
	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 45,856</u>	<u>\$ 49,060</u>	<u>\$ 49,060</u>	<u>\$ 58,036</u>
	-11.34%	15.72%	3.48%	6.99%	6.99%	18.30%

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## Other Court-Related Judicial Services

Other Court-Related Judicial Services encompasses an array of services. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical Charges for Services	\$ 473,936	\$ 449,767	\$ 419,255	\$ 463,218	\$ 463,218	\$ 459,061	80.99%
York-Poquoson Courthouse	5,481	8,247	6,451	5,000	5,000	6,000	1.06%
State/Federal Aid & Grants	34,987	29,871	33,192	28,400	28,400	36,747	6.48%
	90,134	81,386	65,609	60,670	64,884	64,984	11.47%
<b>Total Funding Sources</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 524,507</b>	<b>\$ 557,288</b>	<b>\$ 561,502</b>	<b>\$ 566,792</b>	<b>100.00%</b>

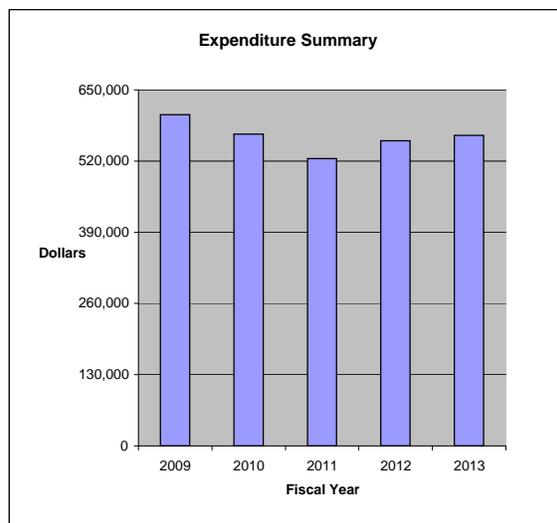
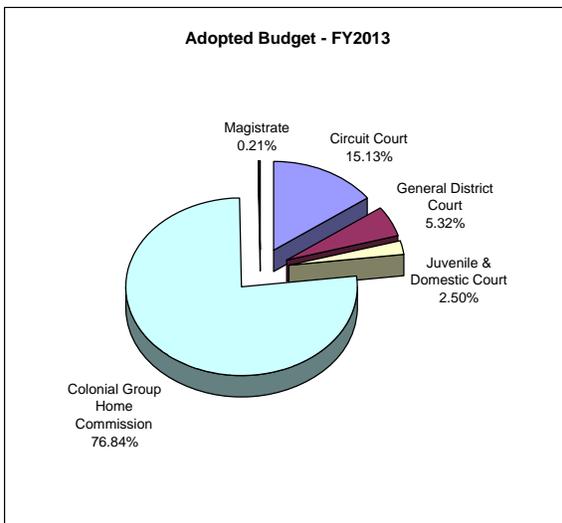
							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Circuit Court	\$ 97,330	\$ 78,256	\$ 61,082	\$ 78,973	\$ 78,973	\$ 85,744	8.57%
General District Court	41,096	32,893	28,804	31,815	31,815	30,140	-5.26%
Juvenile & Domestic Court	26,404	22,207	14,369	14,500	14,500	14,175	-2.24%
Colonial Group Home Commission	438,736	435,035	418,690	430,755	434,969	435,538	1.11%
Magistrate	972	880	1,562	1,245	1,245	1,195	-4.02%
<b>Total Expenditures</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 524,507</b>	<b>\$ 557,288</b>	<b>\$ 561,502</b>	<b>\$ 566,792</b>	<b>1.71%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 87,566	\$ 69,984	\$ 47,120	\$ 68,038	\$ 68,038	\$ 70,684	3.89%
Operating	512,947	496,288	477,387	489,250	493,464	496,108	1.40%
Capital	4,025	2,999	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 524,507</b>	<b>\$ 557,288</b>	<b>\$ 561,502</b>	<b>\$ 566,792</b>	<b>1.71%</b>

<b>Funded FTEs</b>						
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
<b>Total Funded FTEs</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

### Key Service Indicators

Circuit Court cases commenced	728	716	506	644	644	676
Circuit Court cases concluded	644	672	430	616	616	646
Circuit Court concealed weapon permits	798	623	609	526	526	552
Circuit Court name changes	49	61	51	58	58	61
General District Court traffic cases concluded	14,699	13,695	13,970	14,250	14,250	13,970
General District Court civil cases concluded	4,312	4,202	4,287	4,373	4,373	4,500
General District Court criminal cases concluded	1,835	1,911	1,952	1,992	1,992	2,000
General District Court garnishments	657	856	875	893	893	800
Juvenile custody/visitation	1,181	1,389	1,495	1,495	1,495	1,700
Juvenile delinquency/misdemeanor	1,314	1,514	1,596	1,596	1,596	1,675
Juvenile felony	506	551	600	600	600	650
Domestic misdemeanors	1,001	1,058	1,100	1,100	1,100	1,200
Domestic civil support	741	879	900	900	900	1,115
% Dept of Juvenile Justice youth completing programs	91%	90%	87%	75%	75%	75%
York processes issued by Magistrate	6,721	5,331	6,319	6,319	6,319	5,725



**Other Court - Related Judicial Services  
Circuit Court - Activity #20211**

**Mission**

Maintains and improves the quality of justice for all county citizens; emphasizes efficiency, effectiveness and fairness; and values and respects the individual.

**Goals**

- To hear and decide promptly matters brought before the court, without bias or prejudice, remaining faithful to the law, and not be swayed by partisan interests, public clamor or fear of criticism.
- To require order, decorum, and civility in proceedings before the court.
- To require staff, court officials, and others subject to the court's control to refrain from bias or prejudice and employ courtesy and decorum in the performance of their duties.
- To exercise the power of appointment impartially and on the basis of merit.

**Implementation Strategies**

- To work toward uniform local practices and procedures throughout the Ninth Judicial Circuit which includes Poquoson, Williamsburg, York, Charles City, James City, King William, King and Queen, Gloucester, Mathews, Middlesex, and New Kent Counties.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. A permanent judge has been assigned and additional funding in operating reflects an increase in jury duty services and related expenditures.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 87,566	\$ 69,984	\$ 47,120	\$ 68,038	\$ 68,038	\$ 70,684
Operating	<u>9,764</u>	<u>8,272</u>	<u>13,962</u>	<u>10,935</u>	<u>10,935</u>	<u>15,060</u>
Total Expenditures	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 61,082</u>	<u>\$ 78,973</u>	<u>\$ 78,973</u>	<u>\$ 85,744</u>
<b><u>Funded FTEs</u></b>						
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 Funded FTEs	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>20211 Circuit Court</b>						
<b>Personnel Services</b>						
1516 Admin & clerical salaries	\$ 43,095	\$ 44,791	\$ 32,314	\$ 34,117	\$ 34,117	\$ 35,823
1522 Reg PT administrative/clerical	22,622	12,049	2,251	16,724	16,724	16,724
1595 Overtime	16	32	1,146	-	-	-
1599 Other pay	866	-	-	-	-	-
1599-001 Other pay-State	5,114	-	-	-	-	-
2100 FICA	5,077	4,311	2,636	3,889	3,889	4,020
2100-001 FICA-State	390	-	-	-	-	-
2200 VRS	5,808	6,020	4,541	4,817	4,817	4,252
2300 Health care	4,224	2,516	4,142	8,395	8,395	9,392
2400 Group life insurance	354	265	90	96	96	473
Subtotal	<u>87,566</u>	<u>69,984</u>	<u>47,120</u>	<u>68,038</u>	<u>68,038</u>	<u>70,684</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	250	-	120	250	250	150
3320 Maint service contracts	315	330	330	485	485	400
3500 Printing & binding	-	-	-	-	1,260	1,260
3940 Board/commission services	5,405	-	-	-	-	-
3942 Jury duty services	-	6,186	10,935	6,400	4,084	8,000
Subtotal	<u>5,970</u>	<u>6,516</u>	<u>11,385</u>	<u>7,135</u>	<u>6,079</u>	<u>9,810</u>
<b>Internal Services</b>						
4300 Central store	12	-	-	-	-	-
Subtotal	<u>12</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	636	592	218	650	1,706	1,500
5230 Telecommunications	512	89	426	600	600	1,200
5510 Personnel development	-	-	-	200	200	200
5810 Dues & memberships	-	-	-	300	300	300
Subtotal	<u>1,148</u>	<u>681</u>	<u>644</u>	<u>1,750</u>	<u>2,806</u>	<u>3,200</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	454	279	785	1,000	1,000	1,000
6020 Food & food service supplies	323	272	284	300	300	300
6120 Books & subscriptions	581	524	629	650	650	650
6171 Small equipment	-	-	235	-	-	-
6172 Minor furnishings	1,276	-	-	100	100	100
Subtotal	<u>2,634</u>	<u>1,075</u>	<u>1,933</u>	<u>2,050</u>	<u>2,050</u>	<u>2,050</u>
Activity Total	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 61,082</u>	<u>\$ 78,973</u>	<u>\$ 78,973</u>	<u>\$ 85,744</u>
Personnel	\$ 87,566	\$ 69,984	\$ 47,120	\$ 68,038	\$ 68,038	\$ 70,684
Non-personnel	9,764	8,272	13,962	10,935	10,935	15,060
	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 61,082</u>	<u>\$ 78,973</u>	<u>\$ 78,973</u>	<u>\$ 85,744</u>
	11.34%	-19.60%	-21.95%	29.29%	29.29%	8.57%

**Other Court - Related Judicial Services  
General District Court - Activity #20212**

**Mission**

Provides record management, financial management, personnel management, and public relations; issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public.

**Goals**

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue allowing access to Court records through an on-site public access terminal and the Internet.
- To continue improvements to the General District Court Web Page and expand access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

**Implementation Strategies**

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 120 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$25,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$5,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.

**Budget Comments - FY2013**

For FY2013, funding for books & subscriptions was reduced due to budget constraints.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditure By Category</u></b>						
Operating	\$ 41,096	\$ 32,893	\$ 28,804	\$ 31,815	\$ 31,815	\$ 30,140
Total Expenditures	\$ 41,096	\$ 32,893	\$ 28,804	\$ 31,815	\$ 31,815	\$ 30,140

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20212 General District Court</b>						
<b>Contractual Services</b>						
3150 Legal services	\$ 19,427	\$ 16,292	\$ 14,278	\$ 17,000	\$ 17,000	\$ 16,000
3310 Repairs & maintenance	449	250	302	350	350	350
3320 Maintenance service contracts	993	1,008	1,117	1,100	1,387	1,250
3500 Printing & binding	513	255	230	500	500	300
3920 Misc contractual services	5,001	1,228	250	365	365	365
Subtotal	<u>26,383</u>	<u>19,033</u>	<u>16,177</u>	<u>19,315</u>	<u>19,602</u>	<u>18,265</u>
<b>Other Charges</b>						
5210 Postal/messenger service	5,116	5,313	5,430	5,100	5,100	5,100
5230 Telecommunications	3,149	3,304	3,343	3,400	3,400	3,400
5510 Personnel development	519	374	602	500	500	600
5810 Dues & memberships	210	195	225	350	350	275
Subtotal	<u>8,994</u>	<u>9,186</u>	<u>9,600</u>	<u>9,350</u>	<u>9,350</u>	<u>9,375</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,402	1,061	730	1,250	1,118	1,000
6020 Food & food service supplies	293	554	552	400	400	400
6110 Uniforms/wearing apparel	270	-	-	-	-	-
6120 Books & subscriptions	2,868	2,581	1,059	1,500	813	1,100
6170 Computer mat/supplies	76	-	71	-	400	-
6171 Small equipment	696	347	340	-	-	-
6172 Minor furnishings	114	131	275	-	132	-
Subtotal	<u>5,719</u>	<u>4,674</u>	<u>3,027</u>	<u>3,150</u>	<u>2,863</u>	<u>2,500</u>
Activity Total	<u>\$ 41,096</u>	<u>\$ 32,893</u>	<u>\$ 28,804</u>	<u>\$ 31,815</u>	<u>\$ 31,815</u>	<u>\$ 30,140</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>41,096</u>	<u>32,893</u>	<u>28,804</u>	<u>31,815</u>	<u>31,815</u>	<u>30,140</u>
	<u>\$ 41,096</u>	<u>\$ 32,893</u>	<u>\$ 28,804</u>	<u>\$ 31,815</u>	<u>\$ 31,815</u>	<u>\$ 30,140</u>
	30.34%	-19.96%	-12.43%	10.45%	10.45%	-5.26%

**Other Court - Related Judicial Services  
Juvenile & Domestic Relations District Court - Activity #20213**

**Mission**

Protects the confidentiality and privacy of juveniles coming before the Court; continue the commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions; provides jurisdiction over all cases involving:

- Delinquent juveniles and juveniles charged with traffic infractions and violations.
- Children in need of services and supervision and children who have been subjected to abuse and/or neglect.
- Family or household members who have been subjected to abuse.
- Adults accused of child abuse or neglect, or of offenses against any child, except for certain labor violations, or in which members of their families are victims.
- Adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family or household member.
- Adults involved in disputes concerning the support, visitation, parentage, or custody of a child.
- Parentage determinations.
- Petitions for judicial authorization of abortion without the consent of an authorized person.
- Abandonment of children.
- Foster care and entrustment agreements and the execution of consent in certain adoption cases.
- Court ordered rehabilitation services, consent for certain medical treatments.

**Goals**

- To process all case papers in an accurate and timely manner, keep Court records and provide information to the people involved in a case, to the extent permitted by law.
- To work with and assist all law enforcement agencies, as well as other agencies, in the effective flow of all cases before the Court.
- To continue the commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions.
- To process money received and transmit to the proper authority.
- To maintain effective and time-efficient scheduling practices.

**Implementation Strategies**

- To improve its services to the community.
- To plan for the projected growth of the County, to include population, commercialism and tourism, and its effect on the Court system.
- The Clerk's office staff will be completing extensive training on legal advice guidelines as well as additional computer training.

**Budget Comments - FY2013**

For FY2013, decreases are programmed in telecommunications and personnel development.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures By Category</u></b>						
Operating	\$ 22,379	\$ 19,208	\$ 14,369	\$ 14,500	\$ 14,500	\$ 14,175
Capital	4,025	2,999	-	-	-	-
Total Expenditures	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 14,369</u>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 14,175</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20213 Juvenile &amp; Domestic Relations District Court</b>						
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ -	\$ 188	\$ -	\$ 200	\$ 200	\$ 200
3320 Maintenance service contracts	2,765	1,959	2,459	2,675	2,675	2,675
3500 Printing & binding	86	101	110	125	125	100
3920 Misc contractual services	5,001	141	137	250	250	250
Subtotal	<u>7,852</u>	<u>2,389</u>	<u>2,706</u>	<u>3,250</u>	<u>3,250</u>	<u>3,225</u>
<b>Other Charges</b>						
5210 Postal/messenger service	5,100	5,289	5,992	5,200	5,200	5,200
5230 Telecommunications	2,171	1,999	1,086	1,600	1,600	1,400
5510 Personnel development	2,177	1,225	1,120	1,500	1,500	1,250
5810 Dues & memberships	229	241	125	400	400	500
Subtotal	<u>9,677</u>	<u>8,754</u>	<u>8,323</u>	<u>8,700</u>	<u>8,700</u>	<u>8,350</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,353	772	791	800	800	800
6020 Food & food service supplies	658	925	824	500	500	500
6120 Books & subscriptions	910	995	965	1,000	1,000	1,000
6170 Computer mat/supplies	277	154	78	100	100	100
6171 Small equipment	188	4,927	237	-	-	100
6172 Minor furnishings	1,464	292	445	150	150	100
Subtotal	<u>4,850</u>	<u>8,065</u>	<u>3,340</u>	<u>2,550</u>	<u>2,550</u>	<u>2,600</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	4,025	-	-	-	-	-
8120 Furniture/fixtures	-	2,999	-	-	-	-
Subtotal	<u>4,025</u>	<u>2,999</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 14,369</u>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 14,175</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel	26,404	22,207	14,369	14,500	14,500	14,175
	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 14,369</u>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 14,175</u>
	17.13%	-15.90%	-35.30%	0.91%	0.91%	-2.24%

**Other Court - Related Judicial Services  
Colonial Group Home Commission - Activity #20216**

**Mission**

Enhance public safety through a balanced approach of comprehensive, community-based programs and services focused on preventing and reducing delinquency in at-risk and underserved youth. It is through collaboration with families, schools, law enforcement, judicial officials and other community agencies that we can capitalize on opportunities for at-risk youth to become responsible and productive citizens. Youth are referred by the 9th District Juvenile and Domestic Relations Court.

**Goals**

- To strengthen all existing programs by offering an enhanced level of therapeutic services through the integration of services, providing accessible and effective treatment for our troubled youth and their families.
- To continue to review all discretionary grants and funding opportunities that will allow us to provide fundamental and essential juvenile services in all Commission localities.
- To plan for the ultimate assumption of existing grant services, while at the same time limiting the amount of local revenue needed to do so.
- To work closer with all community based agencies that provide services to adolescents in an attempt to provide a true local continuum of services.
- To continue to administer the programs with member jurisdictions from the City of Williamsburg and the Counties of York, Gloucester and James City with York County as the managing jurisdiction.

**Implementation Strategies**

- *Crossroads Community Youth Home* - provides a community-based residential program that offers a structured, homelike environment for teenage boys and girls who are having adjustment problems at home, in school, or in the community.
- *Project Insight* - community service work program that provides the opportunity for young people to perform public service work in lieu of other traditional sanctions.
- *Community Supervision* - program designed to provide home-based family-centered counseling intervention for juvenile delinquents, and their families, that are at risk of being placed out of their home and community.
- *Outreach Detention* - program provides intensive supervision to adolescents who might otherwise be held in a detention facility while awaiting adjudication and/or disposition by the judge.
- *Electronic Monitoring* - program is an appendage to the outreach program, adding an electronic monitoring device and intense home-based counseling services.
- *Psychological & Substance Abuse Services* - program provides therapeutic and Substance Abuse interventions such as assessment and diagnosis, individual & family counseling and case management, and education and training to youth and families. Also implements an aftercare screening program that provides the court with information regarding the juveniles' substance use status post program release.

**Budget Comments - FY2013**

Total local contribution of \$380,854 increased \$569 compared to FY2012 due to an adjustment in the population based formula. An increase is programmed for the State pass-through funds.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditure By Category</u></b>						
Operating	\$ 438,736	\$ 435,035	\$ 418,690	\$ 430,755	\$ 434,969	\$ 435,538
Total Expenditures	\$ 438,736	\$ 435,035	\$ 418,690	\$ 430,755	\$ 434,969	\$ 435,538

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>20216 Colonial Group Home Commission</b>						
<b>Contractual Services</b>						
3840 Project Insight-probation volunteers	\$ 59,700	\$ 44,908	\$ 50,703	\$ -	\$ -	\$ -
3842 Crossroads Youth Home	180,249	191,417	207,079	232,128	232,128	221,816
3843 In-home detention	105,524	108,118	94,307	132,249	132,249	118,772
3845 CGH Capital/Admin	3,840	3,170	2,887	2,738	2,738	2,427
3848 Psych services	18,021	19,705	12,342	13,170	13,170	37,839
Subtotal	<u>367,334</u>	<u>367,318</u>	<u>367,318</u>	<u>380,285</u>	<u>380,285</u>	<u>380,854</u>
3850 VJCCCA-Project Insight	13,049	12,032	7,065	-	-	-
3852 VJCCCA-Crossroads	43,942	41,765	29,345	29,273	33,422	31,716
3853 VJCCCA-Comm Supvs	17,520	16,988	11,412	16,150	16,200	14,765
3858 VJCCCA-Psych svc	-	-	6,521	5,047	5,062	8,203
3899 VJCCCA-State reductions	(3,109)	(3,068)	(2,971)	-	-	-
Subtotal	<u>71,402</u>	<u>67,717</u>	<u>51,372</u>	<u>50,470</u>	<u>54,684</u>	<u>54,684</u>
Activity Total	<u>\$ 438,736</u>	<u>\$ 435,035</u>	<u>\$ 418,690</u>	<u>\$ 430,755</u>	<u>\$ 434,969</u>	<u>\$ 435,538</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>438,736</u>	<u>435,035</u>	<u>418,690</u>	<u>430,755</u>	<u>434,969</u>	<u>435,538</u>
	<u>\$ 438,736</u>	<u>\$ 435,035</u>	<u>\$ 418,690</u>	<u>\$ 430,755</u>	<u>\$ 434,969</u>	<u>\$ 435,538</u>
	5.10%	-0.84%	-3.76%	2.88%	3.89%	1.11%

**Other Court - Related Judicial Services  
Magistrate - Activity #20217**

**Mission**

Provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and civilians; and determines probable cause, issues search warrants, temporary detention orders, subpoenas, arrest warrants, summonses; sets bail, and commits persons to jail.

**Goals**

- As an independent judicial officer of the Commonwealth of Virginia, provide services in a timely manner to all necessary persons.
- Effectively utilize all communications and technical resources to improve the delivery of magistrate services.

**Implementation Strategies**

- Continue and expand video conferencing equipment and train magistrates and law enforcement in its use.
- Continue to seek new and improved methods of delivering magistrate services to law enforcement and the public.
- Provide services 24 hours a day, 365 days a year.
- Streamline procedures to accommodate the continued increase in the number of cases presented.

**Budget Comments - FY2013**

For FY2013, decreases are programmed in small equipment and minor furnishings.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Operating	\$ 972	\$ 880	\$ 1,562	\$ 1,245	\$ 1,245	\$ 1,195
Total Expenditures	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 1,562</u>	<u>\$ 1,245</u>	<u>\$ 1,245</u>	<u>\$ 1,195</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>20217 Magistrate</b>						
<b>Other Charges</b>						
5210 Postal/messenger service	\$ 58	\$ -	\$ -	\$ 25	\$ 25	\$ 25
5230 Telecommunications	642	514	480	500	500	500
5510 Personnel development	-	-	-	160	-	160
5810 Dues & memberships	-	-	-	60	60	60
Subtotal	<u>700</u>	<u>514</u>	<u>480</u>	<u>745</u>	<u>585</u>	<u>745</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	272	29	223	300	88	300
6120 Books & subscriptions	-	-	-	-	372	-
6171 Small equipment	-	337	859	100	100	75
6172 Minor furnishings	-	-	-	100	100	75
Subtotal	<u>272</u>	<u>366</u>	<u>1,082</u>	<u>500</u>	<u>660</u>	<u>450</u>
Activity Total	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 1,562</u>	<u>\$ 1,245</u>	<u>\$ 1,245</u>	<u>\$ 1,195</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>972</u>	<u>880</u>	<u>1,562</u>	<u>1,245</u>	<u>1,245</u>	<u>1,195</u>
	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 1,562</u>	<u>\$ 1,245</u>	<u>\$ 1,245</u>	<u>\$ 1,195</u>
	8.12%	-9.47%	77.50%	-20.29%	-20.29%	-4.02%

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## Office of the Sheriff

The Sheriff is responsible for protecting life and property of the citizens of York County. This is accomplished through the divisions below. Individual division details follow this summary page.

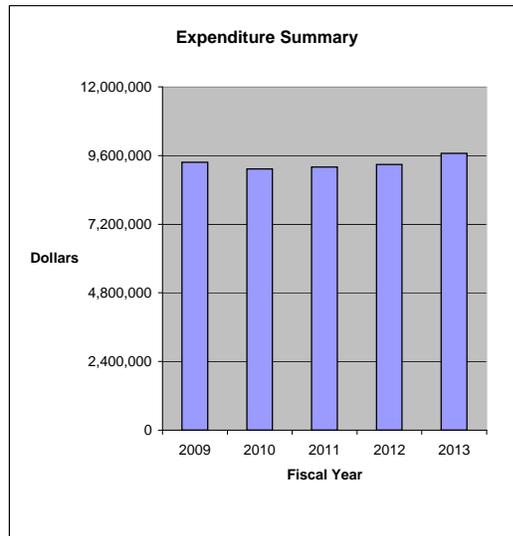
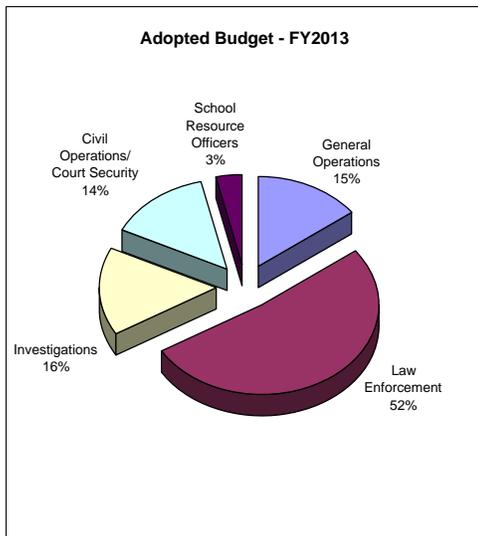
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 5,997,636	\$ 5,889,897	\$ 5,960,764	\$ 6,202,229	\$ 6,202,229	\$ 6,556,672	67.76%
Donations	1,105	3,725	1,220	-	520	-	0.00%
Charges for Services	129,610	106,147	155,129	92,410	112,930	92,410	0.96%
Permits, Fees, Fines	133,904	123,396	117,491	103,500	112,979	106,500	1.10%
York-Poquoson Courthouse	104,962	119,484	132,769	133,210	133,210	146,988	1.52%
Williamsburg 911	-	4,281	-	-	-	-	0.00%
State/Federal Aid & Grants	783,420	315,062	99,187	-	106,529	-	0.00%
State Compensation Board	1,958,877	2,309,282	2,481,886	2,474,830	2,474,830	2,475,000	25.58%
School Support	258,264	255,492	252,923	282,200	282,200	297,640	3.08%
<b>Total Funding Sources</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,201,369</b>	<b>\$ 9,288,379</b>	<b>\$ 9,425,427</b>	<b>\$ 9,675,210</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
General Operations	\$ 1,449,094	\$ 1,395,985	\$ 1,397,328	\$ 1,405,120	\$ 1,427,197	\$ 1,435,074	2.13%
Law Enforcement	4,826,291	4,715,943	4,753,507	4,795,377	4,838,409	4,989,489	4.05%
Investigations	1,449,091	1,407,438	1,441,245	1,443,272	1,545,459	1,542,165	6.85%
Civil Operations/Court Security	1,334,929	1,300,118	1,304,570	1,322,290	1,288,432	1,371,783	3.74%
School Resource Officers	308,373	307,282	304,719	322,320	325,930	336,699	4.46%
<b>Total Expenditures</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,201,369</b>	<b>\$ 9,288,379</b>	<b>\$ 9,425,427</b>	<b>\$ 9,675,210</b>	<b>4.16%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 7,713,436	\$ 7,740,306	\$ 7,858,787	\$ 7,981,509	\$ 8,071,653	\$ 8,300,367	3.99%
Operating	1,440,757	1,349,240	1,301,237	1,270,470	1,315,577	1,332,043	4.85%
Capital	213,585	37,220	41,345	36,400	38,197	42,800	17.58%
<b>Total Expenditures</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,201,369</b>	<b>\$ 9,288,379</b>	<b>\$ 9,425,427</b>	<b>\$ 9,675,210</b>	<b>4.16%</b>

<b>Funded FTEs</b>						
Management	6.00	6.00	6.00	6.00	6.00	6.00
Admin/Clerical	7.25	7.25	7.50	7.50	8.50	8.50
Specialized Safety	97.50	97.50	97.50	96.50	96.00	96.00
<b>Total Funded FTEs</b>	<b>110.75</b>	<b>110.75</b>	<b>111.00</b>	<b>110.00</b>	<b>110.50</b>	<b>110.50</b>

<b>Key Service Indicators</b>						
Major crimes	2,867	2,717	2,867	2,914	3,017	3,167
Adult arrests	1,492	1,256	1,440	1,515	1,515	1,590
Offense reports taken	5,159	4,879	5,460	5,800	5,800	5,749
Calls for service	53,545	53,033	53,563	55,355	54,641	55,182
Citations issued	4,665	3,524	3,600	3,750	3,750	3,844
Criminal cases assigned	918	1,239	1,560	1,347	1,880	2,201
Civil process papers served (York)	21,132	18,470	21,749	18,820	25,028	28,307
Traffic citations - School grounds	197	9	98	102	102	106
Criminal citations - School grounds	138	131	130	129	129	127



**Office of the Sheriff  
General Operations - Activity #30311**

**Mission**

Provides overall administrative support and training to the Sheriff's Office, Law Enforcement, Investigations, Civil Operations/Court Security, and School Resource Officers.

**Goals**

- To provide quality support staff to maintain offense report data on criminal activities, criminal warrants, parking and traffic tickets.
- To provide support in personnel, payroll, purchasing, budgets, and secretarial duties.
- To provide a DARE program to the elementary and middle schools in York County.
- To provide a comprehensive Crime Analysis program to analyze and reduce crime.
- To provide a Crime Prevention program to the citizens of York County.
- To provide high quality training that meets and/or exceeds statutory standards.
- To maintain accreditation through the VA Law Enforcement Professional Standards Comm.
- To maintain, store, and process all evidence and seized property for the agency.

**Implementation Strategies**

- To provide continued community service for the citizens of York County in neighborhood watch and other community programs, including those directed at county businesses.
- To provide efficient data processing in recordkeeping, criminal reports, personnel, and budgeting.
- To implement Mobile Field Reporting for Uniform Patrol Deputies.
- To provide more Sheriff's Office internal training programs for required in-service training.
- To continue a full-time Crime Analysis program to target criminal activity and more efficiently allocate personnel and resources to reduce crime.
- To complete the re-accreditation process for the year of 2012.
- To continue to update the Quarter Master database for all Sheriff's Office issued equipment for over 100 deputies.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional operating funding is provided for a State unfunded mandate for Line of Duty coverage.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,172,028	\$ 1,152,146	\$ 1,186,673	\$ 1,176,100	\$ 1,188,340	\$ 1,195,332
Operating	249,755	238,067	205,569	221,020	230,857	230,942
Capital	27,311	5,772	5,086	8,000	8,000	8,800
Total Expenditures	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,397,328</u>	<u>\$ 1,405,120</u>	<u>\$ 1,427,197</u>	<u>\$ 1,435,074</u>
<b><u>Funded FTEs</u></b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	3.25	3.25	3.50	3.50	4.50	4.50
Specialized Safety	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>	<u>7.00</u>
Total Funded FTEs	<u>14.25</u>	<u>14.25</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30311 General Operations</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 118,453	\$ 118,915	\$ 119,095	\$ 119,175	\$ 119,175	\$ 125,134
1513 Middle management	183,905	186,540	186,900	187,060	187,060	196,413
1516 Administrative & clerical salaries	64,251	66,362	82,017	99,717	99,717	133,600
1517 Specialized public safety	442,808	449,422	441,645	440,090	440,090	408,990
1522 Reg PT administrative/clerical	41,633	45,950	34,680	17,577	17,577	17,577
1532 As required-administrative/clerical	6,837	7,243	7,808	-	-	-
1595 Overtime	38,032	25,930	33,227	19,500	19,500	19,500
1595-199 Overtime- DMV Grant	-	-	411	-	-	-
1596 Holiday worked	75	451	198	500	500	500
1597 Extra/off duty pay	8,978	3,216	11,836	-	10,315	-
1597-003 Extra/off duty pay-school	3,720	3,703	4,384	-	1,055	-
1999-999-999 Chargeout wages-grants	-	(17,772)	(17,492)	-	-	-
2100 FICA	65,592	65,337	65,619	67,597	67,597	68,981
2100-003 FICA-Extra/off duty	285	283	335	-	81	-
2100-597 FICA-DMV Grant Overtime	-	-	31	-	-	-
2100-597 FICA-Extra/off duty	-	-	906	-	789	-
2200 VRS	109,177	110,387	117,375	119,461	119,461	102,573
2300 Health care	81,621	82,673	96,709	103,054	103,054	110,657
2400 Group life insurance	6,661	4,866	2,327	2,369	2,369	11,407
2999-999-999-999 Chargeout fringes	-	(1,360)	(1,338)	-	-	-
Subtotal	<u>1,172,028</u>	<u>1,152,146</u>	<u>1,186,673</u>	<u>1,176,100</u>	<u>1,188,340</u>	<u>1,195,332</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	-	-	500	500	-
3160 Extradite prisoners	11,850	13,184	12,410	-	661	-
3310 Repairs & maintenance	-	-	186	1,000	1,000	500
3320 Maintenance service contracts	28,593	26,111	27,124	28,080	12,135	14,540
3500 Printing & binding	2,662	132	989	2,000	2,000	1,000
3920 Misc contractual services	9,960	-	-	-	-	-
Subtotal	<u>53,065</u>	<u>39,427</u>	<u>40,709</u>	<u>31,580</u>	<u>16,296</u>	<u>16,040</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	80,944	77,563	77,900	81,500	81,500	76,166
4500 Radio maintenance	39,100	-	-	-	-	-
Subtotal	<u>120,044</u>	<u>77,563</u>	<u>77,900</u>	<u>81,500</u>	<u>81,500</u>	<u>76,166</u>
<b>Other Charges</b>						
5110 Electrical services	1,643	1,215	1,288	1,500	1,500	1,400
5210 Postal/messenger service	2,612	1,899	1,123	2,100	1,428	1,500
5230 Telecommunications	9,618	9,126	8,015	9,200	9,200	8,200
5342 Volunteer coverage	700	725	870	905	905	1,088
5360 Workers' comp premiums	23,400	23,400	-	-	-	-
5370 Line of duty coverage	-	-	-	24,165	24,165	57,258
5510 Personnel development	7,078	8,894	9,271	15,000	15,000	12,000
5510-001 College tuition	-	800	750	-	-	-
5515 Academy costs	16,605	18,300	20,115	20,500	20,500	22,720
5520 Employee recognition program	200	110	838	250	250	250
5810 Dues & memberships	4,376	5,281	4,834	5,450	5,450	5,450
5825 Admin support charges	698	254	111	-	-	-
Subtotal	<u>66,930</u>	<u>70,004</u>	<u>47,215</u>	<u>79,070</u>	<u>78,398</u>	<u>109,866</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	7,286	9,576	8,102	8,200	9,105	8,200
6020 Food & food service supplies	126	-	163	200	200	200
6040 Medical/laboratory supplies	2,219	4,337	2,089	-	-	500
6070 Repair & maintenance supplies	-	-	157	-	-	-
6100 Police supplies	1,486	1,043	333	1,000	1,000	1,000
6101 Guns & ammunition	1,450	2,000	1,750	1,750	1,750	1,750
6110 Uniforms & wearing apparel	755	614	2,112	4,000	4,000	4,000
6111 Protective clothing	1,800	1,500	900	1,020	1,020	1,020
6114 Dare program	2,997	2,946	2,997	3,000	3,000	3,000
6115 Crime Prevention program	3,236	4,821	5,374	5,200	5,200	5,200
6120 Books & subscriptions	526	439	571	500	500	500
6170 Computer mat/supplies	2,999	1,921	1,974	3,000	3,000	2,500
6170-002 Williamsburg client access	-	3,081	-	-	-	-
6171 Small equipment	-	287	360	500	500	500
6172 Minor furnishings	1,918	1,380	248	500	500	500
Subtotal	<u>26,798</u>	<u>33,945</u>	<u>27,130</u>	<u>28,870</u>	<u>29,775</u>	<u>28,870</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	-	838	562	-	672	-
7500 Operating leases of building	-	1,782	-	-	-	-
Subtotal	<u>-</u>	<u>2,620</u>	<u>562</u>	<u>-</u>	<u>672</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	-	-	1,000	1,000	1,000
8120 Furniture/fixtures	1,476	-	-	1,000	1,000	1,000
8170 Data processing equipment	16,036	5,419	5,086	6,000	6,000	6,800
8170-001 Data processing-server/switches	9,799	-	-	-	-	-
8180 Buildings & grounds	-	353	-	-	-	-
Subtotal	<u>27,311</u>	<u>5,772</u>	<u>5,086</u>	<u>8,000</u>	<u>8,000</u>	<u>8,800</u>
<b>Grants &amp; Donations</b>						
9510 Federal Drug Asset program	-	-	-	-	8,594	-
9511 State Drug Asset program	-	-	-	-	3,680	-
9519 BJA misc	793	11,048	12,053	-	11,422	-
9523 Triad Crime Prev program	-	2,025	-	-	-	-
9600 General donations	800	-	-	-	70	-
9600-001 Honor Guard	-	1,435	-	-	-	-
9600-002 RAD	-	-	-	-	450	-
Subtotal	<u>1,593</u>	<u>14,508</u>	<u>12,053</u>	<u>-</u>	<u>24,216</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(18,675)	-	-	-	-	-
Subtotal	<u>(18,675)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Activity Total</b>	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,397,328</u>	<u>\$ 1,405,120</u>	<u>\$ 1,427,197</u>	<u>\$ 1,435,074</u>
Personnel	\$ 1,172,028	\$ 1,152,146	\$ 1,186,673	\$ 1,176,100	\$ 1,188,340	\$ 1,195,332
Non-personnel	277,066	243,839	210,655	229,020	238,857	239,742
	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,397,328</u>	<u>\$ 1,405,120</u>	<u>\$ 1,427,197</u>	<u>\$ 1,435,074</u>
	6.37%	-3.66%	0.10%	0.56%	2.14%	2.13%

**Office of the Sheriff  
Law Enforcement - Activity #30312**

**Mission**

To protect life and property, reduce crime, and serve the needs of the citizens, providing quality and efficient law enforcement services to the community, and maintaining the public's trust through professionalism and accountability.

**Goals**

- To provide professional and efficient law enforcement services to the citizens and businesses of York County.
- To enforce State and local criminal laws and ordinances.
- To enforce State and local motor vehicle laws on the highways and streets of York County.
- To act as a deterrent to criminal activity by patrolling the County as a visible symbol of law enforcement.
- To maintain a well-trained Emergency Response and Hostage Negotiation Team to respond to critical incidents such as drug raids, hostage and high jacking situations, high-risk warrant service, domestic terrorism, and missing and lost individuals.
- To maintain a well-trained bicycle team to provide community policing services to citizens of York County.
- To maintain and equip a professional Honor Guard to provide services to the citizens and participate in community events.

**Implementation Strategies**

- Improve traffic safety with the implementation of a radar trailer in residential areas and any other areas that show a high traffic incident problem.
- To increase traffic safety in the residential areas of the County through stricter enforcement of the motor vehicle laws.
- Promote traffic safety programs, such as seat belt awareness, child safety seats, DUI enforcement checkpoints, to educate citizens, and to encourage drivers to practice safer driving habits.
- Provide training on operating mobile data terminals.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Increased funding is provided for vehicle maintenance.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 3,785,259	\$ 3,877,704	\$ 3,919,519	\$ 4,020,652	\$ 4,036,096	\$ 4,158,827
Operating	871,155	822,492	804,329	756,625	782,416	816,162
Capital	169,877	15,747	29,659	18,100	19,897	14,500
Total Expenditures	<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,753,507</u>	<u>\$ 4,795,377</u>	<u>\$ 4,838,409</u>	<u>\$ 4,989,489</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Specialized Safety	55.00	56.00	56.00	55.00	55.00	55.00
Total Funded FTEs	<u>58.00</u>	<u>59.00</u>	<u>59.00</u>	<u>58.00</u>	<u>58.00</u>	<u>58.00</u>

General Fund Expenditures		FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
		Actual	Actual	Actual	Original	Estimated	Adopted
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>30312</b>	<b>Law Enforcement</b>						
<b>Personnel Services</b>							
1513	Middle management	\$ 85,172	\$ 85,358	\$ 85,538	\$ 85,618	\$ 85,618	\$ 89,899
1516	Administrative & clerical salaries	60,014	60,750	60,910	60,910	60,910	63,956
1517	Specialized public safety	2,390,574	2,531,107	2,515,504	2,521,384	2,529,114	2,630,328
1595	Overtime	218,156	149,659	128,554	150,000	150,000	150,000
1595-199	DMV grant overtime	27,555	11,274	17,648	-	22,750	-
1595-199-209	DMV grant overtime 2009	-	2,362	-	-	-	-
1596	Holiday worked	31,412	100,941	95,543	100,000	100,000	100,000
1596-001	Holiday worked stipend	19,650	18,675	19,725	18,500	18,500	18,500
1597	Extra/off duty pay	50,660	35,887	55,457	75,000	48,456	75,000
1597-003	Extra/off duty pay-school	23,700	25,256	32,521	-	9,752	-
1599	Other pay	-	(478)	-	-	-	-
1999-999-999	Chargeout wages-grants	-	(68,014)	(61,398)	-	-	-
2100	FICA	210,809	219,026	212,676	230,373	225,226	239,268
2100-001	FICA DMV Traf enforce grant	524	1,387	1,456	-	-	-
2100-003	FICA-Extra-off duty pay-school	1,813	1,932	2,488	-	746	-
2100-199	FICA-DMV grant overtime	2,108	827	1,350	-	-	-
2100-597	FICA-Extra-off duty	-	-	4,242	-	3,707	-
2100-199-209	FICA-DMV grant overtime 2009	-	174	-	-	-	-
2200	VRS	342,248	361,005	376,887	376,709	377,801	330,483
2300	Health care	299,647	329,832	367,642	394,688	396,024	424,642
2400	Group life insurance	21,217	15,947	7,473	7,470	7,492	36,751
2999-999-999-999	Chargeout fringes-grants 2009	-	(5,203)	(4,697)	-	-	-
	Subtotal	<u>3,785,259</u>	<u>3,877,704</u>	<u>3,919,519</u>	<u>4,020,652</u>	<u>4,036,096</u>	<u>4,158,827</u>
<b>Contractual Services</b>							
3110	Payment for medical services	5,605	2,482	3,441	4,400	4,400	3,500
3310	Repairs & maintenance	2,749	1,484	3,833	1,700	1,700	4,000
3320	Maintenance service contracts	375	490	1,005	10,755	28,700	28,700
3392	Repair/maint-insurance recovery	2,165	-	-	-	-	-
3500	Printing & binding	6,525	4,293	1,838	5,000	5,000	2,000
3911	Towing services/vehicles	385	85	-	200	200	200
3920	Misc contractual services	1,321	918	-	1,000	1,000	1,000
	Subtotal	<u>19,125</u>	<u>9,752</u>	<u>10,117</u>	<u>23,055</u>	<u>41,000</u>	<u>39,400</u>
<b>Internal Services</b>							
4210	Vehicle maintenance	671,059	661,996	689,756	625,000	625,000	674,337
4212	Misc vehicle maint charge	5,225	1,674	1,024	2,000	-	1,500
4500	Radio maintenance	89,790	-	-	-	-	-
	Subtotal	<u>766,074</u>	<u>663,670</u>	<u>690,780</u>	<u>627,000</u>	<u>625,000</u>	<u>675,837</u>
<b>Other Charges</b>							
5230	Telecommunications	6,935	7,513	6,915	14,640	14,640	11,400
5510	Personnel development	5,924	11,685	10,207	10,785	10,785	10,785
5510-001	College tuition	-	208	750	-	-	-
5810	Dues & memberships	175	364	59	375	375	350
	Subtotal	<u>13,034</u>	<u>19,770</u>	<u>17,931</u>	<u>25,800</u>	<u>25,800</u>	<u>22,535</u>
<b>Materials &amp; Supplies</b>							
6011	Photo supplies	251	612	-	250	250	250
6040	Medical supplies	-	-	2,395	3,000	3,000	3,000
6072	Radio/comm supplies	1,873	865	955	2,000	2,000	2,000
6075	Sign material/supplies	210	3,176	27	3,000	3,000	3,000
6100	Police supplies	12,629	10,909	7,659	12,000	10,203	12,000
6101	Guns & ammunition	25,131	11,064	21,111	15,500	15,500	15,500
6102	Emergency response team	24,560	15,071	14,109	14,000	14,000	14,000
6104	Bike patrol	3,768	3,117	3,293	3,500	3,500	3,500
6110	Uniforms & wearing apparel	22,640	10,086	13,894	15,000	15,000	15,000
6111	Protective clothing	12,020	10,000	5,106	9,520	9,520	8,640
6120	Books & subscriptions	2,560	-	-	-	-	-
6140	Other operating supplies	-	-	414	-	-	-
6170	Computer mat/supplies	-	211	110	-	-	-
6171	Small equipment	3,733	491	234	2,000	2,000	1,000
6172	Minor furnishings	1,108	148	804	1,000	1,000	500
	Subtotal	<u>110,483</u>	<u>65,750</u>	<u>70,111</u>	<u>80,770</u>	<u>78,973</u>	<u>78,390</u>
<b>Capital Outlay</b>							
8110	Machinery/equipment	12,409	298	273	-	-	-
8130	Communications equipment	17,789	-	-	-	-	-
8150	Vehicles	85,841	-	-	-	-	-
8151	Replacement vehicular equip	49,417	15,449	27,836	14,500	14,500	14,500
8170	Data processing equipment	4,421	-	1,550	3,600	5,397	-
	Subtotal	<u>169,877</u>	<u>15,747</u>	<u>29,659</u>	<u>18,100</u>	<u>19,897</u>	<u>14,500</u>
<b>Grants &amp; Donations</b>							
9520	Bulletproof vests partner	9,314	6,800	7,265	-	-	-
9521	DMV equip grant	7,790	-	-	-	-	-
9521-002	DMV equip	-	7,800	7,925	-	11,143	-
9521-004	DMV-training	-	-	200	-	500	-
9650-300	ARRA-BJA-Jag Tasers	-	48,950	-	-	-	-
	Subtotal	<u>17,104</u>	<u>63,550</u>	<u>15,390</u>	<u>-</u>	<u>11,643</u>	<u>-</u>
<b>Chargeouts</b>							
9350	Chargeout-waterfront/grants	(54,665)	-	-	-	-	-
	Subtotal	<u>(54,665)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Activity Total	<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,753,507</u>	<u>\$ 4,795,377</u>	<u>\$ 4,838,409</u>	<u>\$ 4,989,489</u>
	Personnel	\$ 3,785,259	\$ 3,877,704	\$ 3,919,519	\$ 4,020,652	\$ 4,036,096	\$ 4,158,827
	Non-personnel	<u>1,041,032</u>	<u>838,239</u>	<u>833,988</u>	<u>774,725</u>	<u>802,313</u>	<u>830,662</u>
		<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,753,507</u>	<u>\$ 4,795,377</u>	<u>\$ 4,838,409</u>	<u>\$ 4,989,489</u>
		8.51%	-2.29%	0.80%	0.88%	1.79%	4.05%

**Office of the Sheriff**  
**Investigations - Activity #30313**

**Mission**

Investigate all major crimes that occur in York County including murder, rape, robbery, assault, burglary, larceny, motor vehicle theft, and arson. Also, investigates drug-related crimes through assignment of personnel to the Federal Drug Narcotics task force and Tri-Rivers Narcotics Task Force. Tasks associated with criminal investigations are crime scene search; evidence collection, interviewing witnesses and suspects, making arrests and presenting testimony in criminal trials.

**Goals**

- To provide the citizens of York County with a competent and well trained staff of investigators who will investigate thoroughly all major crimes that occur in York County.
- To foster ongoing relationships with other county and law enforcement agencies from other jurisdictions with a common goal of working together to solve crimes and bring perpetrators to justice.
- To present competent testimony relative to the investigation in the courts of York County and work with the York County Commonwealth's Attorney's Office to ensure that persons that commit these crimes are successfully prosecuted.

**Implementation Strategies**

- Facilitate a collaborative effort between the Investigations Division, Victim-Witness Assistance Program, Commonwealth's Attorney, and Child Protective Services focusing on child sexual assault investigations.
- Facilitate a collaborative effort between the Investigations Division, Victim-Witness Assistance Program, Commonwealth's Attorney, and Adult Protective Services focusing on the abuse and exploitation of the elderly under the care of others.
- To continue to provide the community with thorough and timely investigations by providing competent trained investigators with state-of-the-art criminal investigative resources.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,233,483	\$ 1,231,122	\$ 1,274,391	\$ 1,265,722	\$ 1,367,909	\$ 1,358,284
Operating	200,686	160,615	161,799	168,750	168,750	165,881
Capital	14,922	15,701	5,055	8,800	8,800	18,000
Total Expenditures	<u>\$ 1,449,091</u>	<u>\$ 1,407,438</u>	<u>\$ 1,441,245</u>	<u>\$ 1,443,272</u>	<u>\$ 1,545,459</u>	<u>\$ 1,542,165</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	13.00	13.00	13.00	13.00	14.00	14.00
Total Funded FTEs	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>16.00</u>	<u>16.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30313 Investigations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 85,667	\$ 87,592	\$ 82,277	\$ 83,149	\$ 83,149	\$ 87,306
1516 Administrative & clerical salaries	26,681	27,663	27,781	27,781	27,781	29,170
1517 Specialized public safety	705,503	722,097	721,031	721,028	751,378	776,427
1532 As required-administrative/clerical	-	-	2,646	-	-	-
1532-001 DEA as required-admin/clerical	13,069	3,780	-	-	28,404	-
1595 Overtime	101,340	78,980	96,372	92,900	92,900	92,900
1595-001 DEA overtime	13,393	15,296	14,966	-	15,980	-
1595-001-209 DEA overtime 2009	-	2,931	-	-	-	-
1595-199 DMV grant overtime	1,190	-	1,096	-	-	-
1596 Holiday worked	279	1,529	1,065	1,400	1,400	1,400
1597 Extra/off duty pay	2,365	1,756	10,290	-	11,409	-
1597-003 Extra/off duty pay-school	1,030	3,965	5,129	-	998	-
1599 Other pay	5,160	17,852	22,037	22,400	22,400	23,600
1999-999-999 Chargeout wages grants	-	(12,005)	(13,140)	-	-	-
2100 FICA	68,269	68,939	69,212	72,572	74,894	77,326
2100-001 FICA-DEA	2,191	1,683	1,347	-	3,395	-
2100-003 FICA-Extra/off duty pay-school	79	303	392	-	76	-
2100-199 FICA-DMV grant overtime	91	-	84	-	-	-
2100-597 FICA-Extra/off duty pay	-	-	787	-	873	-
2200 VRS	110,525	112,542	116,706	117,472	121,757	105,988
2300 Health care	89,907	91,952	112,882	124,691	128,701	152,381
2400 Group life insurance	6,744	4,961	2,314	2,329	2,414	11,786
2999-999-999 Chargeout fringes	-	(694)	(883)	-	-	-
Subtotal	<u>1,233,483</u>	<u>1,231,122</u>	<u>1,274,391</u>	<u>1,265,722</u>	<u>1,367,909</u>	<u>1,358,284</u>
<b>Contractual Services</b>						
3110 Payment for medical services	81	-	-	100	100	-
3310 Repairs & maintenance	-	-	-	200	200	200
3320 Maintenance service contracts	50	856	108	1,200	1,200	1,200
3500 Printing & binding	400	-	-	200	200	-
3600 Advertising	-	47	-	-	-	-
3910 Special investigation services	6,500	6,000	(50)	6,000	6,000	6,000
3911 Towing services/vehicles	375	250	245	-	-	-
3920 Misc contractual services	<u>2,692</u>	<u>2,857</u>	<u>3,202</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Subtotal	<u>10,098</u>	<u>10,010</u>	<u>3,505</u>	<u>10,700</u>	<u>10,700</u>	<u>10,400</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	120,410	119,426	130,810	126,455	126,455	127,201
4500 Radio maintenance	<u>25,810</u>	-	-	-	-	-
Subtotal	<u>146,220</u>	<u>119,426</u>	<u>130,810</u>	<u>126,455</u>	<u>126,455</u>	<u>127,201</u>
<b>Other Charges</b>						
5230 Telecommunications	11,475	11,376	8,310	13,000	13,000	10,000
5510 Personnel development	7,347	5,938	7,591	8,000	8,000	8,000
5510-001 College tuition	-	1,512	531	-	-	-
5810 Dues & memberships	2,580	2,688	2,719	2,725	2,725	2,810
5822 Special Investigations	-	-	1,249	-	-	-
Subtotal	<u>21,402</u>	<u>21,514</u>	<u>20,400</u>	<u>23,725</u>	<u>23,725</u>	<u>20,810</u>
<b>Materials &amp; Supplies</b>						
6011 Photo supplies	999	48	199	400	400	300
6070 Repair & maintenance supplies	129	-	-	-	-	-
6100 Police supplies	1,763	1,440	1,663	2,000	2,000	1,800
6101 Guns & ammunition	1,670	2,250	2,250	2,250	2,250	2,250
6110 Uniforms & wearing apparel	16,800	4,200	-	-	-	-
6111 Protective clothing	1,199	1,000	1,800	1,020	1,020	1,020
6120 Books & subscriptions	264	-	-	400	400	300
6170 Computer mat/supplies	1,472	-	803	800	800	800
6171 Small equipment	70	340	-	500	500	500
6172 Minor furnishings	<u>266</u>	<u>387</u>	<u>369</u>	<u>500</u>	<u>500</u>	<u>500</u>
Subtotal	<u>24,632</u>	<u>9,665</u>	<u>7,084</u>	<u>7,870</u>	<u>7,870</u>	<u>7,470</u>
<b>Capital Outlay</b>						
8115 Specialized equipment	6,500	-	-	-	-	-
8134 Security cameras	-	-	5,055	-	-	-
8151 Replacement vehicular equip	-	5,141	-	7,000	7,000	7,000
8170 Data processing equipment	<u>8,422</u>	<u>10,560</u>	-	<u>1,800</u>	<u>1,800</u>	<u>11,000</u>
Subtotal	<u>14,922</u>	<u>15,701</u>	<u>5,055</u>	<u>8,800</u>	<u>8,800</u>	<u>18,000</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(1,666)	-	-	-	-	-
Subtotal	<u>(1,666)</u>	-	-	-	-	-
Activity Total	\$ <u>1,449,091</u>	\$ <u>1,407,438</u>	\$ <u>1,441,245</u>	\$ <u>1,443,272</u>	\$ <u>1,545,459</u>	\$ <u>1,542,165</u>
Personnel	\$ <u>1,233,483</u>	\$ <u>1,231,122</u>	\$ <u>1,274,391</u>	\$ <u>1,265,722</u>	\$ <u>1,367,909</u>	\$ <u>1,358,284</u>
Non-personnel	<u>215,608</u>	<u>176,316</u>	<u>166,854</u>	<u>177,550</u>	<u>177,550</u>	<u>183,881</u>
	\$ <u>1,449,091</u>	\$ <u>1,407,438</u>	\$ <u>1,441,245</u>	\$ <u>1,443,272</u>	\$ <u>1,545,459</u>	\$ <u>1,542,165</u>
	-0.73%	-2.87%	2.40%	0.14%	7.23%	6.85%

**Office of the Sheriff**  
**Civil Operations/Court Security - Activity #30314**

**Mission**

Serve civil process warrants and jury notices for jury trials; and maintain security of the York/Poquoson Courthouse by providing a safe and secure facility for the citizens and court personnel.

**Goals**

- To serve civil processes on a timely basis.
- To serve jury notices on a timely basis.
- To aid the road deputies in traffic control, funeral traffic, and general back up.
- To provide Court security to the Circuit Court, General District Court, and Juvenile and Domestic Relations District Court.
- To provide security to the main entrance of the Courthouse.
- To staff the control room in the basement of the Courthouse.
- To provide security for inmates awaiting trial, as well as, subjects committed to jail by the Courts. This security will entail initial searching of male and female inmates and juveniles.
- To process sentenced felons and misdemeanors that are not committed to the regional jail, by fingerprinting and photographing.
- To process all juveniles through fingerprinting and photographing.
- To fingerprint citizens for non-criminal reasons, i.e. concealed weapon permits, employment with government and private businesses.

**Implementation Strategies**

- To maintain and improve the knowledge of civil procedure law for each civil deputy.
- To maintain and improve security of the Courthouse.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Reduced funding is programmed for vehicle maintenance, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,253,676	\$ 1,210,423	\$ 1,209,633	\$ 1,236,165	\$ 1,192,828	\$ 1,292,357
Operating	79,778	89,695	93,392	84,625	94,104	77,926
Capital	1,475	-	1,545	1,500	1,500	1,500
Total Expenditures	<u>\$ 1,334,929</u>	<u>\$ 1,300,118</u>	<u>\$ 1,304,570</u>	<u>\$ 1,322,290</u>	<u>\$ 1,288,432</u>	<u>\$ 1,371,783</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	17.50	16.50	16.50	16.50	16.00	16.00
Total Funded FTEs	<u>19.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.00</u>	<u>18.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30314 Civil Operations/Court Security</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 81,723	\$ 84,458	\$ 84,638	\$ 84,718	\$ 84,718	\$ 88,954
1516 Administrative & clerical salaries	34,652	36,121	36,201	36,201	36,201	38,011
1517 Specialized public safety	791,336	777,205	764,988	774,473	736,393	825,131
1521 Reg PT professional technical	24,497	25,246	25,923	25,187	25,187	-
1595 Overtime	32,204	20,692	24,874	15,325	15,325	15,325
1596 Holiday worked	347	670	2,217	675	675	675
1597 Extra/off duty pay	3,528	7,368	4,161	-	4,820	-
1597-003 Schools	5,506	6,246	3,421	-	3,063	-
1999-999-999-999 Charge out wages-grants	-	(18,564)	(20,912)	-	-	-
2100 FICA	72,648	71,537	70,383	71,648	68,735	74,059
2100-003 FICA-Extra/off duty pay-school	421	478	262	-	234	-
2100-597 FICA-Extra/off duty pay	-	-	318	-	369	-
2200 VRS	121,757	120,463	124,307	126,429	121,052	113,014
2300 Health care	77,628	74,587	87,987	99,002	93,656	124,620
2400 Group life insurance	7,429	5,336	2,465	2,507	2,400	12,568
2999-999-999-999 Charge out fringes-grants	-	(1,420)	(1,600)	-	-	-
Subtotal	<u>1,253,676</u>	<u>1,210,423</u>	<u>1,209,633</u>	<u>1,236,165</u>	<u>1,192,828</u>	<u>1,292,357</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	-	-	600	600	-
3310 Repairs & maintenance	-	-	-	200	200	200
3320 Maintenance service contracts	5,464	5,803	6,853	7,000	7,000	7,000
3500 Printing & binding	70	195	110	200	200	200
3920 Misc contractual services	15,456	12,240	13,728	-	9,479	-
Subtotal	<u>20,990</u>	<u>18,238</u>	<u>20,691</u>	<u>8,000</u>	<u>17,479</u>	<u>7,400</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	52,818	62,336	60,970	61,950	61,950	55,836
4212 Misc vehicle maintenance charge	-	33	-	-	-	-
4500 Radio maintenance	21,325	-	-	-	-	-
Subtotal	<u>74,143</u>	<u>62,369</u>	<u>60,970</u>	<u>61,950</u>	<u>61,950</u>	<u>55,836</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,869	1,396	1,900	2,000	2,000	2,000
5230 Telecommunications	1,615	1,430	1,233	1,600	1,600	1,300
5510 Personnel development	1,385	109	985	1,400	425	1,000
5810 Dues & memberships	-	-	-	75	75	-
Subtotal	<u>5,869</u>	<u>2,935</u>	<u>4,118</u>	<u>5,075</u>	<u>4,100</u>	<u>4,300</u>
<b>Materials &amp; Supplies</b>						
6011 Photo supplies	-	-	-	100	100	-
6020 Food & food service supplies	73	-	-	-	-	-
6040 Medical supplies	-	-	-	220	220	-
6100 Police supplies	1,429	833	262	500	500	500
6101 Guns & ammunition	1,450	3,500	3,499	3,500	3,500	3,500
6110 Uniforms & wearing apparel	1,701	1,284	696	1,500	1,500	1,500
6111 Protective clothing	-	-	900	680	680	-
6170 Computer mat/supplies	-	-	474	300	300	300
6171 Small equipment	682	216	-	400	1,375	2,190
6172 Minor furnishings	717	320	-	400	400	400
Subtotal	<u>6,052</u>	<u>6,153</u>	<u>5,831</u>	<u>7,600</u>	<u>8,575</u>	<u>8,390</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	-	-	1,782	2,000	2,000	2,000
Subtotal	<u>-</u>	<u>-</u>	<u>1,782</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Capital Outlay</b>						
8120 Furniture/fixtures	-	-	1,545	-	-	-
8170 Data processing equipment	1,475	-	-	1,500	1,500	1,500
Subtotal	<u>1,475</u>	<u>-</u>	<u>1,545</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(27,276)	-	-	-	-	-
Subtotal	<u>(27,276)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 1,334,929</u>	<u>\$ 1,300,118</u>	<u>\$ 1,304,570</u>	<u>\$ 1,322,290</u>	<u>\$ 1,288,432</u>	<u>\$ 1,371,783</u>
Personnel	\$ 1,253,676	\$ 1,210,423	\$ 1,209,633	\$ 1,236,165	\$ 1,192,828	\$ 1,292,357
Non-personnel	81,253	89,695	94,937	86,125	95,604	79,426
	<u>\$ 1,334,929</u>	<u>\$ 1,300,118</u>	<u>\$ 1,304,570</u>	<u>\$ 1,322,290</u>	<u>\$ 1,288,432</u>	<u>\$ 1,371,783</u>
	-2.23%	-2.61%	0.34%	1.36%	-1.24%	3.74%

**Office of the Sheriff**  
**School Resource Officers - Activity #30316**

**Mission**

Provide law enforcement and security on the grounds and within the buildings of the schools in the York County School Division based on an agreement established between the York County School Board and the York County Sheriff's Office. The School Resource Officer Program was established in 1994.

**Goals**

- Provide deputies (one per school) to patrol the four high school campuses.
- Maintain security on school grounds and act as a law enforcement liaison.
- Provide certification in Class Action for the four deputies assigned to the high schools.
- Provide classes (Class Action) on the severity and consequences of criminal activities to the middle school students (Eighth graders).

**Implementation Strategies**

- Maintain qualified duty officers through in-service training and other beneficial schools.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 268,990	\$ 268,911	\$ 268,571	\$ 282,870	\$ 286,480	\$ 295,567
Operating	39,383	38,371	36,148	39,450	39,450	41,132
Total Expenditures	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 304,719</u>	<u>\$ 322,320</u>	<u>\$ 325,930</u>	<u>\$ 336,699</u>
<b><u>Funded FTEs</u></b>						
Specialized Safety	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Funded FTEs	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30316 School Resource Officers</b>						
<b>Personnel Services</b>						
1517 Specialized public safety	\$ 190,026	\$ 192,425	\$ 184,845	\$ 192,305	\$ 192,305	\$ 201,919
1595 Overtime	8,397	7,955	7,750	10,000	10,000	10,000
1595-199 Overtime-DMV Grant	-	-	659	-	-	-
1596 Holiday worked	-	1,598	2,124	1,600	1,600	1,600
1597 Extra/off duty pay	4,015	2,712	5,406	7,500	7,500	7,500
1597-003 Extra/off duty pay-school	4,315	5,118	6,372	-	3,353	-
1999-999-999-999 Chargeout wages-grants	-	(3,248)	(3,638)	-	-	-
2100 FICA	15,015	15,183	14,324	16,172	15,598	16,908
2100-003 FICA-Extra/off duty pay-school	330	392	487	-	257	-
2100-199 FICA-DMV Grant	-	-	50	-	-	-
2100-597 FICA-Extra/off duty	-	-	414	-	574	-
2200 VRS	25,590	25,895	26,025	27,153	27,153	23,968
2300 Health care	19,740	19,987	23,515	27,602	27,602	31,007
2400 Group life insurance	1,562	1,142	516	538	538	2,665
2999-999-999-999 Chargeout fringes-grants	-	(248)	(278)	-	-	-
Subtotal	<u>268,990</u>	<u>268,911</u>	<u>268,571</u>	<u>282,870</u>	<u>286,480</u>	<u>295,567</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	16,575	19,040	18,887	22,200	22,200	23,482
4210-001 Vehicle replacement	16,700	16,700	16,700	16,700	16,700	16,700
4500 Radio maintenance	5,330	-	-	-	-	-
Subtotal	<u>38,605</u>	<u>35,740</u>	<u>35,587</u>	<u>38,900</u>	<u>38,900</u>	<u>40,182</u>
<b>Other Charges</b>						
5230 Telecommunications	550	551	561	550	550	550
5360 Workers' compensation premiums	2,080	2,080	-	-	-	-
5510 Personnel development	-	-	-	-	-	400
Subtotal	<u>2,630</u>	<u>2,631</u>	<u>561</u>	<u>550</u>	<u>550</u>	<u>950</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(1,852)	-	-	-	-	-
Subtotal	<u>(1,852)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 304,719</u>	<u>\$ 322,320</u>	<u>\$ 325,930</u>	<u>\$ 336,699</u>
Personnel	\$ 268,990	\$ 268,911	\$ 268,571	\$ 282,870	\$ 286,480	\$ 295,567
Non-personnel	39,383	38,371	36,148	39,450	39,450	41,132
	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 304,719</u>	<u>\$ 322,320</u>	<u>\$ 325,930</u>	<u>\$ 336,699</u>
	1.66%	-0.35%	-0.83%	5.78%	6.96%	4.46%

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## Fire & Life Safety

The mission is "to provide fire and life safety protection to our community in order to prevent emergencies when possible, and to respond quickly, minimize pain, suffering and loss when emergencies do occur." This is accomplished through the divisions below. Individual division details follow this summary page.

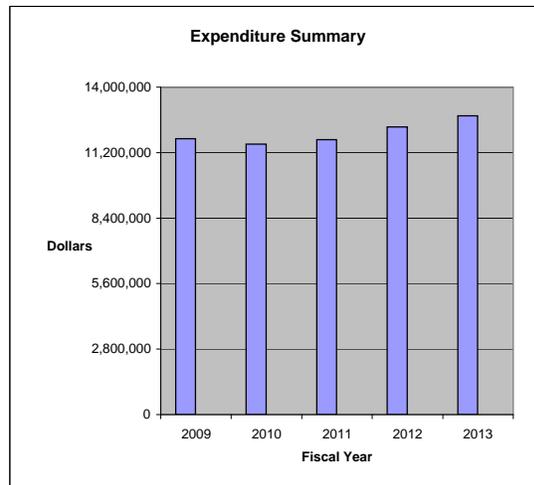
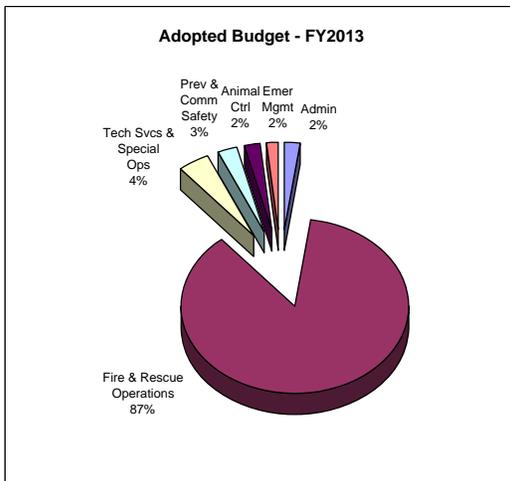
	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Actual <u>Amount</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>	% of Total FY2013 Funding <u>Sources</u>
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 11,278,654	\$ 10,867,340	\$ 10,249,689	\$ 10,885,270	\$ 10,885,270	\$ 11,247,165	88.06%
Donations	52,417	57,448	35,483	-	33,899	-	0.00%
Charges for Services	209	221,701	1,040,419	1,100,000	1,100,000	1,200,000	9.40%
Permits, Fees, Fines	41,082	47,357	49,539	40,600	40,600	45,800	0.36%
Recovered Costs	48,740	43,377	3,463	-	12,419	-	0.00%
State/Federal Aid & Grants	371,498	326,151	372,310	278,740	308,981	278,740	2.18%
<b>Total Funding Sources</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 11,750,903</b>	<b>\$ 12,304,610</b>	<b>\$ 12,381,169</b>	<b>\$ 12,771,705</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Administration	\$ 201,472	\$ 185,240	\$ 187,271	\$ 225,486	\$ 229,385	\$ 272,799	20.98%
Fire & Rescue Operations	10,226,064	10,155,668	10,287,729	10,700,465	10,712,499	11,096,552	3.70%
Tech Services & Special Operations	476,615	465,496	473,998	544,052	574,437	566,311	4.09%
Prevention & Community Safety	324,156	333,766	323,501	330,113	342,418	339,636	2.88%
Animal Control	271,852	234,939	243,028	269,727	271,413	284,741	5.57%
Emergency Management	292,441	188,265	235,376	234,767	251,017	211,666	-9.84%
<b>Total Expenditures</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 11,750,903</b>	<b>\$ 12,304,610</b>	<b>\$ 12,381,169</b>	<b>\$ 12,771,705</b>	<b>3.80%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 10,508,488	\$ 10,529,124	\$ 10,634,562	\$ 10,899,501	\$ 10,911,920	\$ 11,312,555	3.79%
Operating	1,229,809	1,032,508	1,116,341	1,405,109	1,469,249	1,445,900	2.90%
Capital	54,303	1,742	-	-	-	13,250	100.00%
<b>Total Expenditures</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 11,750,903</b>	<b>\$ 12,304,610</b>	<b>\$ 12,381,169</b>	<b>\$ 12,771,705</b>	<b>3.80%</b>

<b>Funded FTEs</b>						
Management	8.00	8.00	8.00	8.00	8.00	8.00
Professional/Technical	13.00	14.00	14.00	14.00	14.00	14.00
Admin/Clerical	4.00	4.00	3.00	3.00	3.00	3.00
Specialized Safety	118.00	118.00	118.00	117.00	117.00	117.00
<b>Total Funded FTEs</b>	<b>143.00</b>	<b>144.00</b>	<b>143.00</b>	<b>142.00</b>	<b>142.00</b>	<b>142.00</b>

<b>Key Service Indicators</b>						
Fire & rescue responses	8,272	8,394	8,842	8,600	8,800	8,800
Fire & life unit responses	17,187	17,518	18,050	18,000	18,000	18,000
Patients transported	3,754	3,794	4,012	3,877	4,100	4,190
Fire code inspections	737	845	851	850	850	850
Animal calls	2,407	2,445	2,541	2,445	2,475	2,475
Animals taken to shelters	234	258	198	258	215	215
Animals taken to shelters by public	598	541	564	541	530	530



**Fire & Life Safety**  
**Fire & Life Safety Administration - Activity #30320**

**Mission**

Provide fire and life safety protection to our community in order to prevent emergencies when possible; respond quickly and minimize pain, suffering, and loss when emergencies do occur. Also, effectively deal with existing and future threats to the health, safety and welfare of the citizens and visitors of the County, thus preserving and enhancing the quality of their lives, health and property.

**Goals**

- To ensure that the public has a mechanism to report an emergency, to provide a quick, effective fire/rescue response, and aid the public to the extent necessary to assist them in coping with and/or overcoming an emergency crisis. To continue evaluation of community risks and department's capabilities/service delivery to ensure optimum emergency prevention and response and recovery.
- To provide public education and information about the emergency response system; minimizing exposure to hazardous situations; preparedness for an individual emergency, family emergency, business emergency or community disaster; and preventing fires and injuries.
- To participate in applicable plan review and inspection processes for the purpose of ensuring adequate fire safety measures.
- To enforce and investigate violations of applicable codes and ordinances, such as the Building Code, Fire Prevention Code, Animal Control codes/ordinances, and other public safety issues. To investigate causes and origins of fires and other similar incidents.
- To coordinate, develop, exercise, and implement, as required, a comprehensive emergency management system that includes mitigation, preparedness, response, and recovery.

**Implementation Strategies**

- Continue to promote communication and sharing of information between divisions, departments, and other units of government.
- Continue the process for Program Effectiveness Performance Measures.
- Continue effective and efficient use of resources in order to provide critical fire and life safety services in a high quality manner to the County's citizens, businesses and visitors.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional operating funding is provided for a State unfunded mandate for Line of Duty coverage. A reduction is programmed for vehicle maintenance, personnel development and computer supplies, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 167,696	\$ 168,241	\$ 170,747	\$ 173,376	\$ 173,376	\$ 181,668
Operating	28,567	16,999	16,524	52,110	56,009	91,131
Capital	5,209	-	-	-	-	-
Total Expenditures	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 187,271</u>	<u>\$ 225,486</u>	<u>\$ 229,385</u>	<u>\$ 272,799</u>
<b><u>Funded FTEs</u></b>						
Management	0.75	0.75	0.75	0.75	0.75	0.75
Admin/Clerical	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total Funded FTEs	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>30320 Fire &amp; Life Safety Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 89,496	\$ 90,970	\$ 91,105	\$ 91,165	\$ 91,165	\$ 95,723
1516 Administrative & clerical salaries	36,720	37,035	37,035	37,035	37,035	38,887
1595 Overtime	1,426	-	-	200	200	200
2100 FICA	8,831	8,914	8,853	9,823	9,823	10,313
2200 VRS	16,992	17,204	18,095	18,102	18,102	15,978
2300 Health care	13,194	13,359	15,300	16,692	16,692	18,790
2400 Group life insurance	1,037	759	359	359	359	1,777
Subtotal	<u>167,696</u>	<u>168,241</u>	<u>170,747</u>	<u>173,376</u>	<u>173,376</u>	<u>181,668</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	1,693	2,166	1,925	2,155	2,155	1,735
3500 Printing & binding	139	115	68	150	150	100
Subtotal	<u>1,832</u>	<u>2,281</u>	<u>1,993</u>	<u>2,305</u>	<u>2,305</u>	<u>1,835</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	10,012	10,072	10,382	10,120	10,120	9,175
4300 Central store	36	109	82	105	105	105
4500 Radio maintenance	6,260	-	-	-	-	-
Subtotal	<u>16,308</u>	<u>10,181</u>	<u>10,464</u>	<u>10,225</u>	<u>10,225</u>	<u>9,280</u>
<b>Other Charges</b>						
5210 Postal/messenger service	171	168	82	200	200	150
5230 Telecommunications	1,446	1,250	1,017	1,250	1,250	1,120
5370 Line of duty coverage	-	-	-	33,290	33,290	75,031
5510 Personnel development	2,140	349	165	600	600	400
5520 Employee recognition program	1,215	569	1,013	1,000	1,000	1,000
5810 Dues & memberships	892	806	674	750	750	800
Subtotal	<u>5,864</u>	<u>3,142</u>	<u>2,951</u>	<u>37,090</u>	<u>37,090</u>	<u>78,501</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	953	879	822	900	900	900
6050 Housekeeping/janitorial supplies	6	-	3	50	50	-
6120 Books & subscriptions	385	296	291	165	165	215
6140 Other operating supplies	45	-	-	-	-	-
6170 Computer mat/supplies	569	165	-	1,275	1,275	300
6172 Minor furnishings	672	55	-	100	100	100
Subtotal	<u>2,630</u>	<u>1,395</u>	<u>1,116</u>	<u>2,490</u>	<u>2,490</u>	<u>1,515</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	1,396	-	-	-	-	-
Subtotal	<u>1,396</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	5,209	-	-	-	-	-
Subtotal	<u>5,209</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9600 Donations non-volunteer	-	-	-	-	3,574	-
9601 Donations volunteer	537	-	-	-	325	-
Subtotal	<u>537</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,899</u>	<u>-</u>
Activity Total	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 187,271</u>	<u>\$ 225,486</u>	<u>\$ 229,385</u>	<u>\$ 272,799</u>
Personnel	\$ 167,696	\$ 168,241	\$ 170,747	\$ 173,376	\$ 173,376	\$ 181,668
Non-personnel	33,776	16,999	16,524	52,110	56,009	91,131
	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 187,271</u>	<u>\$ 225,486</u>	<u>\$ 229,385</u>	<u>\$ 272,799</u>
	-13.74%	-8.06%	1.10%	20.41%	22.49%	20.98%

**Fire & Life Safety**  
**Fire & Rescue Operations - Activity #30321**

**Mission**

Provide continuous community protection from the effects of fire and other destructive events; and equally serves to provide professional emergency medical services for victims of sudden illness or injury.

**Goals**

- Immediate response to, and effective mitigation of, emergency incidents.
- Minimize loss of life, injury, illness, and property damage resulting from these events.
- Services shall be conducted in a courteous, competent and professional manner.
- Effective fire and injury education programs shall be provided throughout the community.

**Implementation Strategies**

- Minimize emergency response times wherever possible to ensure quality and effectiveness of our services to the community.
- Utilize NFPA standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments (NFPA 1710) as a model for performance benchmarking.
- Maintain Standard Operating Procedures consistent with recommended practices, standards and policies as appropriate.
- Continue and update as necessary, mutual aid/cooperative response agreements, standard operating procedures and interoperable systems with other emergency response partners in the region.
- Evaluate systems to more rapidly access and effectively use geographic mapping, occupant pre-arrival information, structure/facility pre-plans, and technological hazard databases during emergencies.
- Continue to develop, train and exercise personnel in the National Incident Management System's Incident Command System according to the guidelines/schedules developed by the Department of Homeland Security and VA Dept. of Emergency Management.
- Administer a fair, easily understood, and effective EMS Transport Cost Recovery program using compassionate billing practices.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Reductions include contractual services for the EMS transport recovery program based on trends. Capital funding is for the routine replacement of computers and printers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 9,325,628	\$ 9,366,048	\$ 9,449,568	\$ 9,655,033	\$ 9,667,067	\$ 10,048,000
Operating	862,562	787,878	838,161	1,045,432	1,045,432	1,038,802
Capital	37,874	1,742	-	-	-	9,750
Total Expenditures	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,287,729</u>	<u>\$ 10,700,465</u>	<u>\$ 10,712,499</u>	<u>\$ 11,096,552</u>
<b><u>Funded FTEs</u></b>						
Management	4.00	4.00	4.00	4.00	4.00	4.00
Professional/Technical	9.00	10.00	10.00	10.00	10.00	10.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Specialized Safety	<u>114.00</u>	<u>114.00</u>	<u>114.00</u>	<u>113.00</u>	<u>113.00</u>	<u>113.00</u>
Total Funded FTEs	<u>129.00</u>	<u>130.00</u>	<u>130.00</u>	<u>129.00</u>	<u>129.00</u>	<u>129.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30321 Fire &amp; Rescue Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 352,082	\$ 357,002	\$ 357,722	\$ 358,042	\$ 358,042	\$ 348,218
1515 Professional & technical salaries	657,874	693,025	725,396	726,403	726,403	762,722
1516 Administrative & clerical salaries	63,766	65,145	65,255	65,255	65,255	68,517
1517 Specialized public safety	5,481,356	5,507,350	5,486,313	5,560,433	5,560,433	5,837,937
1595 Overtime	386,705	249,481	202,744	200,000	200,000	200,000
1596 Holiday worked	90,476	198,956	196,392	200,000	200,000	200,000
1596-001 Holiday pay stipend	46,200	47,775	47,100	40,000	40,000	40,000
1599 Other pay	75	-	75	-	-	-
1999-007 VATF2 Training	-	-	-	-	655	-
1999-010 VATF2 Deployment	-	-	-	-	10,570	-
2100 FICA	519,347	519,204	514,424	546,985	546,985	570,491
2100-001 FICA-Holiday pay stipend	1,115	3,503	3,449	-	-	-
2200 VRS	882,988	889,771	936,609	947,471	947,471	832,965
2300 Health care	789,769	795,605	895,524	991,656	991,656	1,094,520
2400 Group life insurance	53,875	39,231	18,565	18,788	18,788	92,630
2999-010 VTAF2 Deployment Fringes	-	-	-	-	809	-
Subtotal	<u>9,325,628</u>	<u>9,366,048</u>	<u>9,449,568</u>	<u>9,655,033</u>	<u>9,667,067</u>	<u>10,048,000</u>
<b>Contractual Services</b>						
3110 Payment for medical services	43,437	42,756	38,129	44,000	44,000	44,000
3310 Repairs & maintenance	5,139	2,116	1,508	2,400	2,400	2,185
3320 Maintenance service contracts	26,264	27,033	44,518	44,120	44,120	46,000
3500 Printing & binding	1,223	1,050	1,121	2,300	2,300	1,500
3800 Med-Flight Chesterfield County	500	500	-	-	-	-
3920 Misc contractual services	3,603	1,812	903	1,200	1,200	1,100
3925 EMS billing services	-	11,231	71,048	110,000	110,000	88,500
Subtotal	<u>80,166</u>	<u>86,498</u>	<u>157,227</u>	<u>204,020</u>	<u>204,020</u>	<u>183,285</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	34,268	34,938	19,744	21,000	21,000	16,500
4211 Misc vehicle maintenance charges	956	158	-	200	200	200
4230 Maint non-fleet vehicles	406,662	478,124	454,612	470,000	470,000	485,900
4300 Central store	53	-	-	-	-	-
4500 Radio maintenance	121,775	-	-	-	-	-
Subtotal	<u>563,714</u>	<u>513,220</u>	<u>474,356</u>	<u>491,200</u>	<u>491,200</u>	<u>502,600</u>
<b>Other Charges</b>						
5210 Postal/messenger service	755	759	660	750	750	750
5230 Telecommunications	7,071	6,770	18,539	19,000	19,000	18,500
5343 Volunteer-accident & health	9,023	9,745	9,745	5,850	5,850	5,850
5510 Personnel development	402	564	426	-	-	-
5810 Dues & memberships	569	579	314	145	145	145
Subtotal	<u>17,820</u>	<u>18,417</u>	<u>29,684</u>	<u>25,745</u>	<u>25,745</u>	<u>25,245</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,359	1,424	1,374	1,500	1,500	1,500
6011 Photo supplies	150	-	-	150	150	100
6020 Food & food service supplies	1,102	481	641	500	500	640
6040 Medical/laboratory supplies	38,719	55,588	46,718	50,000	50,000	50,000
6040-002 Airway equipment	9,471	-	-	-	-	-
6040-003 Medical pers protect equip	6,899	-	-	-	-	-
6050 Housekeeping/janitorial supplies	11,991	12,862	12,202	12,900	12,900	12,900
6070 Repair & maintenance supplies	980	3,348	730	1,000	1,000	1,000
6090 Vehicle & powered equip supplies	2,979	2,997	2,663	2,800	2,800	2,800
6092 Mat/sup insurance recovery	-	58	-	-	-	-
6102 Emergency response team	4,215	3,991	3,880	4,000	4,000	4,000
6110 Uniforms & wearing apparel	23,466	16,739	26,276	21,000	21,000	21,000
6111 Protective clothing	64,076	56,272	56,271	58,700	58,700	58,700
6112 Protective equipment supplies	5,267	3,925	7,480	4,500	4,500	4,715
6120 Books & subscriptions	60	47	-	-	-	-
6130 Educational & rec supplies	25	-	-	-	-	-
6140 Other operating supplies	3,391	3,334	3,500	3,500	3,500	3,500
6170 Computer mat/supplies	3,099	1,974	1,420	2,400	2,400	2,000
6171 Small equipment	-	1,437	560	-	-	-
6172 Minor furnishings	5,574	1,101	4,696	3,200	3,200	3,200
6174 Comm/signaling equip	2,721	4,165	2,238	3,000	3,000	3,900
Subtotal	<u>186,544</u>	<u>169,743</u>	<u>170,649</u>	<u>169,150</u>	<u>169,150</u>	<u>169,955</u>
<b>Leases and Rentals</b>						
7500 Operating leases of building	-	-	-	-	-	2,400
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,400</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	313	300	-	-	-	-
8113 Equipment insurance recovery	1,320	-	-	-	-	-
8115-001 Airway equipment	5,662	-	-	-	-	-
8130-002 Comm equip insurance recovery	3,179	-	-	-	-	-
8170 Data processing equipment	10,542	1,442	-	-	-	9,750
8170-001 Data processing-firehouse server	7,928	-	-	-	-	-
8170-003 Data processing-wireless access	8,930	-	-	-	-	-
Subtotal	<u>37,874</u>	<u>1,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,750</u>
<b>Grants &amp; Donations</b>						
9521 VFIRS hardware	1,000	-	-	-	-	-
9530 Fire programs	-	-	-	155,317	155,317	155,317
9545-001 RSAF/Power rescue tools	13,318	-	-	-	-	-
9715 VDEM - hazardous material prog	-	-	6,245	-	-	-
Subtotal	<u>14,318</u>	<u>-</u>	<u>6,245</u>	<u>155,317</u>	<u>155,317</u>	<u>155,317</u>
<b>Activity Total</b>	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,287,729</u>	<u>\$ 10,700,465</u>	<u>\$ 10,712,499</u>	<u>\$ 11,096,552</u>
Personnel	\$ 9,325,628	\$ 9,366,048	\$ 9,449,568	\$ 9,655,033	\$ 9,667,067	\$ 10,048,000
Non-personnel	900,436	789,620	838,161	1,045,432	1,045,432	1,048,552
	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,287,729</u>	<u>\$ 10,700,465</u>	<u>\$ 10,712,499</u>	<u>\$ 11,096,552</u>
	4.37%	-0.69%	1.30%	4.01%	4.13%	3.70%

**Fire & Life Safety**  
**Technical Services & Special Operations - Activity #30322**

**Mission**

To ensure the efficiency and effectiveness of the department's emergency response operations through training and education, equipment and procedural research, testing and evaluation, quality improvement, health and safety, logistics management, and coordination of special operations and special events.

**Goals**

- Coordinate and/or deliver essential entry-level, advanced, and specialty certification programs, as well as in-service and continuing education programs, quality improvement programs, and health and safety programs.
- Conduct equipment and procedural research, testing and evaluation.
- Develop and manage a comprehensive logistics program to include department facilities, apparatus, equipment, systems and supplies.
- Maintain and develop cooperative efforts with other response partners in the region, as appropriate.
- Coordinate the County's special operations capabilities to include: technical rescue, hazardous materials response, medical response to weapons of mass destruction/effect/casualty, marine incident response and fire/rescue support of special events.
- Provide emergency operations center and incident command support.

**Implementation Strategies**

- Maintain existing programs and training to better serve the needs of members and ultimately the citizens and visitors of the County. Explore greater uses of technology and distance learning tools to increase training efficiency and effectiveness.
- Develop and manage a process for equipment and procedural research, testing and evaluation.
- Manage a comprehensive logistics program for department facilities, apparatus, equipment, systems and supplies.
- Continue to participate with the development and implementation special operations capabilities in the region to include: technical rescue, medical response to weapons of mass destruction/mass effect/mass casualty, and marine incident response.
- Coordinate the continued development of the department's technical rescue, hazardous materials response, marine incident response and dive rescue teams, as well as special events capabilities.
- Maintain a quality improvement program and a health and safety program.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional increases are to support vehicle maintenance charges due to trends. There are no capital expenditures planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 384,853	\$ 417,506	\$ 428,359	\$ 438,859	\$ 439,244	\$ 459,853
Operating	82,015	47,990	45,639	105,193	135,193	106,458
Capital	9,747	-	-	-	-	-
Total Expenditures	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 473,998</u>	<u>\$ 544,052</u>	<u>\$ 574,437</u>	<u>\$ 566,311</u>
<b><u>Funded FTEs</u></b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Total Funded FTEs	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30322 Technical Services &amp; Special Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 160,962	\$ 165,519	\$ 165,879	\$ 166,039	\$ 166,039	\$ 174,341
1515 Professional & technical salaries	115,096	148,741	152,225	152,654	152,654	160,286
1595 Overtime	16,706	698	679	5,000	5,000	5,000
1999-007 VATF2 Training	-	-	-	-	385	-
2100 FICA	21,085	22,754	22,963	24,763	24,763	25,981
2200 VRS	37,214	42,303	44,922	44,999	44,999	39,720
2300 Health care	31,519	35,624	40,800	44,512	44,512	50,108
2400 Group life insurance	2,271	1,867	891	892	892	4,417
Subtotal	<u>384,853</u>	<u>417,506</u>	<u>428,359</u>	<u>438,859</u>	<u>439,244</u>	<u>459,853</u>
<b>Contractual Services</b>						
3110 Payment for medical service	1,459	1,213	804	1,320	1,320	1,400
3320 Maintenance service contracts	75	78	-	80	80	65
3500 Printing & binding	2,025	2,421	1,511	2,200	2,200	2,200
3920 Misc contractual services	1,584	-	-	-	-	-
Subtotal	<u>5,143</u>	<u>3,712</u>	<u>2,315</u>	<u>3,600</u>	<u>3,600</u>	<u>3,665</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	7,916	7,381	29,548	30,000	30,000	33,500
4211 Misc vehicle maintenance charges	102	-	23	-	-	-
4500 Radio maintenance	8,885	-	-	-	-	-
Subtotal	<u>16,903</u>	<u>7,381</u>	<u>29,571</u>	<u>30,000</u>	<u>30,000</u>	<u>33,500</u>
<b>Other Charges</b>						
5210 Postal/messenger service	140	209	184	200	200	200
5230 Telecommunications	4,049	3,513	2,840	4,000	4,000	3,050
5510 Personnel development	15,601	13,072	323	3,260	3,260	3,260
5810 Dues & memberships	795	485	295	360	360	360
Subtotal	<u>20,585</u>	<u>17,279</u>	<u>3,642</u>	<u>7,820</u>	<u>7,820</u>	<u>6,870</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	772	644	708	1,000	1,000	800
6011 Photo supplies	-	20	-	50	50	-
6020 Food & food service supplies	801	1,066	565	550	550	550
6040 Medical/laboratory supplies	1,502	-	-	-	-	-
6102 Emergency response team	1,716	195	216	1,800	1,800	1,000
6110 Uniforms & wearing apparel	1,398	742	645	800	800	800
6111 Protective clothing	900	-	1,170	1,200	1,200	1,200
6112 Protective equipment supplies	88	-	1,297	-	-	-
6120 Books & subscriptions	855	406	52	800	800	500
6130 Educational & rec supplies	2,108	773	1,265	1,700	1,700	1,700
6130-001 Command school	-	-	1,243	-	-	-
6130-003 VDFP courses	(442)	-	-	-	-	-
6140 Other operating supplies	1,162	139	1,168	1,200	1,200	1,200
6170 Computer mat/supplies	1,619	981	1,782	1,250	1,250	1,250
6172 Minor furnishings	313	-	-	-	-	-
Subtotal	<u>12,792</u>	<u>4,966</u>	<u>10,111</u>	<u>10,350</u>	<u>10,350</u>	<u>9,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	9,747	-	-	-	-	-
Subtotal	<u>9,747</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9531 Four for Life	26,592	10,973	-	53,423	53,423	53,423
9595 Fire program training	-	3,679	-	-	-	-
9622 VAHMRS Haz Mat	-	-	-	-	30,000	-
Subtotal	<u>26,592</u>	<u>14,652</u>	<u>-</u>	<u>53,423</u>	<u>83,423</u>	<u>53,423</u>
Activity Total	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 473,998</u>	<u>\$ 544,052</u>	<u>\$ 574,437</u>	<u>\$ 566,311</u>
Personnel	\$ 384,853	\$ 417,506	\$ 428,359	\$ 438,859	\$ 439,244	\$ 459,853
Non-personnel	<u>91,762</u>	<u>47,990</u>	<u>45,639</u>	<u>105,193</u>	<u>135,193</u>	<u>106,458</u>
	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 473,998</u>	<u>\$ 544,052</u>	<u>\$ 574,437</u>	<u>\$ 566,311</u>
	-12.57%	-2.33%	1.83%	14.78%	21.19%	4.09%

**Fire & Life Safety  
Prevention & Community Safety - Activity #30323**

**Mission**

Minimize pain, suffering, and loss through public education, life safety engineering, code enforcement, as well as fire investigations.

**Goals**

- Enforce state and local laws, codes and ordinances pertaining to fire and life safety.
- Conducts plan reviews and building code life safety related inspections of commercial, industrial and public buildings; conduct fire code inspections of buildings within the County.
- Provide public fire and life safety education.
- Respond in a timely, efficient and effective manner to requests for fire prevention and life safety services and information.
- Develop and deliver effective, audience appropriate fire/injury prevention, and life safety public-education programs.
- Conduct investigations of arson and fires of unknown or suspicious origin.
- Conduct the Risk Watch Program in the County's 2<sup>nd</sup> grade classes.
- Provide fire/injury prevention and life safety education programs to a variety of age groups and businesses in the County; provide fire safety educational information for high school seniors as they transition to college and/or the workforce.
- Provide intervention and direction for children identified as juvenile fire setters, and their parents.
- Oversee public compliance with Superfund Amendments and Reauthorization Act Title III.
- Coordinate the County's Child Seat Awareness Restraint and Education program "CARE."

**Implementation Strategies**

- Continued integration of designated fire and rescue shift personnel into specific inspection and investigation as needed to serve the needs of the citizens and visitors of the County.
- Provide public fire and life safety education in the 2<sup>nd</sup> grade classes (public and private) of York County schools and provide fire prevention programs to the citizens of York County.
- Provide fire and life safety education to County citizens through the division's SAFE Trailer and other educational platforms/mediums.
- Ensure further provision of fire and life safety education programs to senior citizens and other adult groups.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Operating reductions include telecommunications and vehicle maintenance, based on trends. Capital funding is for the routine replacement of a laptop.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 273,450	\$ 276,291	\$ 280,193	\$ 283,763	\$ 283,763	\$ 296,836
Operating	49,233	57,475	43,308	46,350	58,655	40,800
Capital	1,473	-	-	-	-	2,000
Total Expenditures	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 323,501</u>	<u>\$ 330,113</u>	<u>\$ 342,418</u>	<u>\$ 339,636</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30323 Prevention &amp; Community Safety</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 94,481	\$ 96,889	\$ 97,088	\$ 97,168	\$ 97,168	\$ 102,026
1515 Professional & technical salaries	53,933	53,974	54,154	54,234	54,234	56,946
1517 Specialized public safety	60,075	61,824	62,184	62,344	62,344	65,461
1595 Overtime	2,091	486	45	500	500	500
1999-999-999 Chargeout wages-grants	-	(188)	-	-	-	-
2100 FICA	15,455	15,589	15,496	16,390	16,390	17,207
2200 VRS	28,040	28,586	30,144	30,181	30,181	26,640
2300 Health care	17,664	17,885	20,484	22,348	22,348	25,093
2400 Group life insurance	1,711	1,260	598	598	598	2,963
2999-999-999-999 Chargeout fringes-grants	-	(14)	-	-	-	-
Subtotal	<u>273,450</u>	<u>276,291</u>	<u>280,193</u>	<u>283,763</u>	<u>283,763</u>	<u>296,836</u>
<b>Contractual Services</b>						
3110 Payment for medical services	814	912	830	700	700	800
3500 Printing & binding	1,067	1,211	1,008	1,000	1,000	1,000
Subtotal	<u>1,881</u>	<u>2,123</u>	<u>1,838</u>	<u>1,700</u>	<u>1,700</u>	<u>1,800</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	30,608	36,437	34,357	38,000	38,000	32,900
4500 Radio maintenance	6,260	-	-	-	-	-
Subtotal	<u>36,868</u>	<u>36,437</u>	<u>34,357</u>	<u>38,000</u>	<u>38,000</u>	<u>32,900</u>
<b>Other Charges</b>						
5210 Postal/messenger service	174	537	482	200	200	200
5230 Telecommunications	1,288	1,188	1,120	1,300	1,300	1,100
5510 Personnel development	950	212	255	400	400	300
5810 Dues & memberships	160	160	75	100	100	100
Subtotal	<u>2,572</u>	<u>2,097</u>	<u>1,932</u>	<u>2,000</u>	<u>2,000</u>	<u>1,700</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	558	285	189	500	500	400
6070 Repair & maintenance supplies	21	-	-	-	-	-
6102 Emergency response team	1,073	138	-	200	200	100
6110 Uniforms & wearing apparel	710	599	445	500	500	500
6111 Protective clothing	1,200	-	1,490	1,000	1,000	1,000
6120 Books & subscriptions	875	900	925	900	900	900
6130 Educational & rec supplies	2,639	1,548	1,281	1,500	1,500	1,500
6170 Computer mat/supplies	32	-	-	50	50	-
6172 Minor furnishings	804	-	-	-	-	-
Subtotal	<u>7,912</u>	<u>3,470</u>	<u>4,330</u>	<u>4,650</u>	<u>4,650</u>	<u>4,400</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,473	-	-	-	-	2,000
Subtotal	<u>1,473</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
<b>Grants &amp; Donations</b>						
9533 2010 Assist to Fire Grant	-	-	-	-	9,844	-
9533-001 Sentara Regional Medical Center	-	-	-	-	2,461	-
9590 VDH Preventing	-	13,348	-	-	-	-
9597 VDH Preventing Fire Related Injury	-	-	851	-	-	-
Subtotal	<u>-</u>	<u>13,348</u>	<u>851</u>	<u>-</u>	<u>12,305</u>	<u>-</u>
Activity Total	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 323,501</u>	<u>\$ 330,113</u>	<u>\$ 342,418</u>	<u>\$ 339,636</u>
Personnel	\$ 273,450	\$ 276,291	\$ 280,193	\$ 283,763	\$ 283,763	\$ 296,836
Non-personnel	50,706	57,475	43,308	46,350	58,655	42,800
	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 323,501</u>	<u>\$ 330,113</u>	<u>\$ 342,418</u>	<u>\$ 339,636</u>
	2.83%	2.96%	-3.08%	2.04%	5.85%	2.88%

**Fire & Life Safety  
Animal Control - Activity #30352**

**Mission**

Ensure life safety and enhance the quality of life of County citizens and visitors by enforcing the State and local animal control and protection laws and ordinances.

**Goals**

- Respond to requests to control wild, domestic, and companion animals posing a threat to the health, safety and welfare of County citizens and visitors.
- Promote the humane treatment of animals, and the prevention of cruelty and harassment.
- Check and verify current animal licenses and rabies certificates.
- Issue summons or warrants when applicable for violations of State animal control laws and local animal control ordinances and regulations.
- Collect unlicensed, stray, ill, injured, or dangerous animals and transport them to a humane shelter or veterinarian as appropriate.
- Educate the public on health and welfare, life safety, the obligations of animal ownership, and other issues involving animal control.

**Implementation Strategies**

- Maintain continuing education of animal control staff to meet the requirements of Virginia State Law and serve the needs of the citizens and visitors of the County.
- Maintain effective working relationships with the Virginia Department of Game and Inland Fisheries, various animal control agencies and the Peninsula Health Department.
- Maintain effective working relationships with the Heritage Humane Society and Peninsula SPCA.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional increases are programmed for payments to the Peninsula SPCA and Heritage Humane Society.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 165,106	\$ 141,180	\$ 142,062	\$ 167,661	\$ 167,661	\$ 175,045
Operating	106,746	93,759	100,966	102,066	103,752	108,196
Capital	-	-	-	-	-	1,500
Total Expenditures	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 243,028</u>	<u>\$ 269,727</u>	<u>\$ 271,413</u>	<u>\$ 284,741</u>
<b><u>Funded FTEs</u></b>						
Specialized Safety	<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 Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>30352 Animal Control</b>						
<b>Personnel Services</b>						
1517 Specialized public safety	\$ 90,257	\$ 84,471	\$ 82,299	\$ 111,531	\$ 111,531	\$ 117,108
1533 As required-trades/crafts	24,866	17,093	22,464	5,000	5,000	5,000
1595 Overtime	7,490	3,542	424	1,900	1,900	1,900
1596 Holiday worked	192	62	97	100	100	100
1599 Other pay	6,760	6,760	6,760	6,700	6,700	6,700
2100 FICA	9,622	8,346	8,346	9,580	9,580	10,007
2200 VRS	12,158	11,459	11,641	15,748	15,748	13,901
2300 Health care	13,020	8,935	9,800	16,790	16,790	18,783
2400 Group life insurance	741	512	231	312	312	1,546
Subtotal	<u>165,106</u>	<u>141,180</u>	<u>142,062</u>	<u>167,661</u>	<u>167,661</u>	<u>175,045</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	41	42	50	50	50
3500 Printing & binding	44	51	-	50	50	50
3810 Peninsula SPCA	55,700	54,030	58,931	58,931	58,931	64,971
3811 Heritage Humane Society	9,300	9,020	9,300	9,300	9,300	9,765
3920 Misc contractual services	1,481	2,798	1,287	2,700	2,700	2,500
Subtotal	<u>66,525</u>	<u>65,940</u>	<u>69,560</u>	<u>71,031</u>	<u>71,031</u>	<u>77,336</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	28,123	24,494	27,593	28,000	28,000	28,140
4500 Radio maintenance	5,330	-	-	-	-	-
Subtotal	<u>33,453</u>	<u>24,494</u>	<u>27,593</u>	<u>28,000</u>	<u>28,000</u>	<u>28,140</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1	3	1	25	25	25
5230 Telecommunications	1,529	1,146	1,064	1,115	1,115	1,050
5510 Personnel development	1,042	495	1,632	500	500	500
5810 Dues & memberships	30	45	-	45	45	45
5860 Animal claims	85	-	-	-	-	-
Subtotal	<u>2,687</u>	<u>1,689</u>	<u>2,697</u>	<u>1,685</u>	<u>1,685</u>	<u>1,620</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	200	-	-	50	50	50
6070 Repair & maintenance supplies	189	-	-	50	50	50
6101 Guns & ammunition	200	147	128	200	200	200
6110 Uniforms & wearing apparel	900	-	394	700	700	500
6140 Other operating supplies	987	32	594	300	300	300
6170 Computer mat/supplies	-	-	-	50	50	-
Subtotal	<u>2,476</u>	<u>179</u>	<u>1,116</u>	<u>1,350</u>	<u>1,350</u>	<u>1,100</u>
<b>Capital Outlay</b>						
8170 Data processing equip	-	-	-	-	-	1,500
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
<b>Grants &amp; donations</b>						
9709 Sterilization program/DMV	1,316	1,261	-	-	1,230	-
9709-001 Tax/spay & neuter fund	289	196	-	-	456	-
Subtotal	<u>1,605</u>	<u>1,457</u>	<u>-</u>	<u>-</u>	<u>1,686</u>	<u>-</u>
Activity Total	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 243,028</u>	<u>\$ 269,727</u>	<u>\$ 271,413</u>	<u>\$ 284,741</u>
Personnel	\$ 165,106	\$ 141,180	\$ 142,062	\$ 167,661	\$ 167,661	\$ 175,045
Non-personnel	106,746	93,759	100,966	102,066	103,752	109,696
	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 243,028</u>	<u>\$ 269,727</u>	<u>\$ 271,413</u>	<u>\$ 284,741</u>
	-2.43%	-13.58%	3.44%	10.99%	11.68%	5.57%

**Fire & Life Safety**  
**Emergency Management - Activity #30355**

**Mission**

To minimize the effects of a significant emergency or disaster through the coordination of a comprehensive, risk-based program of mitigation, preparedness, response, and recovery.

**Goals**

- Mitigation - To actively work towards sustained actions to reduce or eliminate long-term risk to people and property from hazards and their effects.
- Preparedness - To plan, train, and exercise County resources for efficient and effective response to and recovery from emergencies and disasters. To establish and maintain a program of public awareness to enhance public self-sufficiency in disasters.
- Response - To coordinate county, regional, state, and federal resources in an emergency operations center to save lives and property through evacuating potential victims; providing food, water, shelter, and medical care to those in need; and restoring critical public services.
- Recovery - To coordinate county, regional, state, and federal resources to rebuild the community so individuals and businesses can function on their own and return to a normal life in a timely manner.

**Implementation Strategies**

- Preparedness and Response: Continue to promote Community Emergency Response Team (CERT) training to establish self-sufficiency within the neighborhoods to respond to emergency conditions.
- Mitigation, Preparedness, Response and Recovery: Continued compliance with the DHS/FEMA National Incident Management System requirements/standards in all aspects of planning, training and exercising for disasters.
- Preparedness and Response: The Department of Fire and Life Safety's Fire and Rescue Operations coordinates York County's participation in a regional Metropolitan Medical Response System which provides a regional capability to respond to major medical and weapons of mass destruction incidents. The Office of Emergency Management supports this function as requested and required.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. There is no funding for a vacant Administrative Assistant II, for the third consecutive year. Reduced funding in personnel is attributable to turnover. Reduced funding is provided in contractual services, and additional funding is provided for generator maintenance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 191,755	\$ 159,858	\$ 163,633	\$ 180,809	\$ 180,809	\$ 151,153
Operating	<u>100,686</u>	<u>28,407</u>	<u>71,743</u>	<u>53,958</u>	<u>70,208</u>	<u>60,513</u>
Total Expenditures	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 235,376</u>	<u>\$ 234,767</u>	<u>\$ 251,017</u>	<u>\$ 211,666</u>
<b><u>Funded FTEs</u></b>						
Management	0.25	0.25	0.25	0.25	0.25	0.25
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.25</u>	<u>1.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total Funded FTEs	<u>2.50</u>	<u>2.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

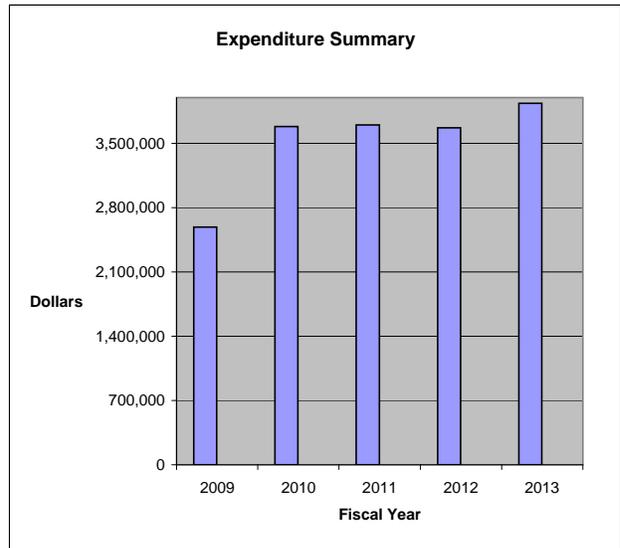
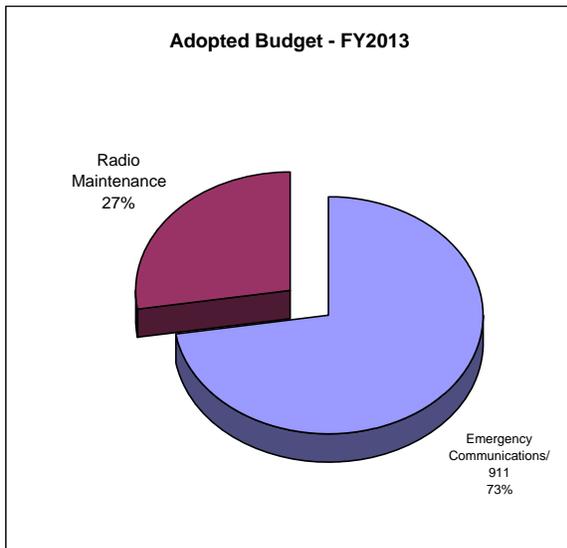
General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30355 Emergency Management</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 29,832	\$ 30,323	\$ 30,368	\$ 30,388	\$ 30,388	\$ 31,907
1513 Middle management	-	-	-	88,648	-	66,224
1515 Professional & technical salaries	75,505	77,067	77,247	-	88,648	-
1516 Administrative & clerical salaries	31,584	12,345	12,345	12,345	12,345	12,962
1531 As required-professional/technical	1,710	3,424	2,736	3,500	3,500	3,500
1595 Overtime	6,612	-	-	-	-	-
1999-999-999-999 Chargeout wages-grants	-	(2,156)	(378)	-	-	-
2100 FICA	10,519	8,860	8,767	10,318	10,318	8,766
2200 VRS	18,502	16,092	16,941	18,550	18,550	13,187
2300 Health care	16,362	13,359	15,300	16,692	16,692	13,141
2400 Group life insurance	1,129	709	336	368	368	1,466
2999-999-999-999 Chargeout fringes-grants	-	(165)	(29)	-	-	-
Subtotal	<u>191,755</u>	<u>159,858</u>	<u>163,633</u>	<u>180,809</u>	<u>180,809</u>	<u>151,153</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	25	39	-	1,832	1,832	30
3500 Printing & binding	44	-	-	-	-	-
3820 HRPDC-MMRS	12,546	12,801	12,801	13,006	13,006	13,093
3920 Misc contractual services	719	722	718	720	720	730
Subtotal	<u>13,334</u>	<u>13,562</u>	<u>13,519</u>	<u>15,558</u>	<u>15,558</u>	<u>13,853</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,001	8,454	11,753	9,500	9,500	18,000
4211 Misc vehicle maintenance charges	-	-	31	-	-	-
4500 Radio maintenance	24,880	-	-	-	-	-
Subtotal	<u>29,881</u>	<u>8,454</u>	<u>11,784</u>	<u>9,500</u>	<u>9,500</u>	<u>18,000</u>
<b>Other Charges</b>						
5210 Postal/messenger service	69	37	35	50	50	50
5230 Telecommunications	2,907	2,745	2,388	2,500	2,500	2,500
5510 Personnel development	1,968	407	6	550	550	500
5810 Dues & memberships	245	250	260	300	300	260
Subtotal	<u>5,189</u>	<u>3,439</u>	<u>2,689</u>	<u>3,400</u>	<u>3,400</u>	<u>3,310</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	209	153	-	200	200	150
6120 Books & subscriptions	240	197	-	200	200	100
6140 Other operating supplies	27	-	-	-	-	-
6170 Computer mat/supplies	70	99	22	100	100	100
6172 Minor furnishings	89	-	-	-	-	-
6900 Emergency prep supplies	581	-	-	-	-	-
Subtotal	<u>1,216</u>	<u>449</u>	<u>22</u>	<u>500</u>	<u>500</u>	<u>350</u>
<b>Grants &amp; Donations</b>						
9532 Dept Emergency Svcs program	-	-	-	25,000	25,000	25,000
9580 Citizen Corps program	3,348	2,503	-	-	16,250	-
9589 VDH Pandemic Infl Shelter	18,000	-	-	-	-	-
9592 State Homeland Sec prog-Hazmat	29,973	-	-	-	-	-
9593 State Homeland Sec prog-Hazmat	-	-	14,484	-	-	-
9599 CRI-Department of Health	-	-	29,245	-	-	-
Subtotal	<u>51,321</u>	<u>2,503</u>	<u>43,729</u>	<u>25,000</u>	<u>41,250</u>	<u>25,000</u>
<b>Chargeouts</b>						
9350 Chargeout-other/grants	(255)	-	-	-	-	-
Subtotal	<u>(255)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 235,376</u>	<u>\$ 234,767</u>	<u>\$ 251,017</u>	<u>\$ 211,666</u>
Personnel	\$ 191,755	\$ 159,858	\$ 163,633	\$ 180,809	\$ 180,809	\$ 151,153
Non-personnel	100,686	28,407	71,743	53,958	70,208	60,513
	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 235,376</u>	<u>\$ 234,767</u>	<u>\$ 251,017</u>	<u>\$ 211,666</u>
	26.75%	-35.62%	25.02%	-0.26%	6.65%	-9.84%

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## Emergency Communications/911 & Radio Maintenance

The York-Poquoson-Williamsburg Emergency Communications Center is dedicated to providing the citizens and visitors of York County and the Cities of Poquoson and Williamsburg with the most proficient response to any emergency call. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical Charges for Services	\$ 1,751,284	\$ 2,375,457	\$ 2,280,241	\$ 2,377,706	\$ 2,377,706	\$ 2,604,587	66.13%
Rental of Equipment & Facility	-	-	14,883	-	-	-	0.00%
Poquoson 911	173,645	183,399	231,827	150,000	150,000	150,000	3.81%
Williamsburg 911	296,500	296,500	296,500	296,500	296,500	306,581	7.79%
State/Federal Aid & Grants	59,354	516,363	502,389	512,500	512,500	526,087	13.36%
School Support	222,975	227,292	289,533	250,000	252,000	265,000	6.73%
	85,720	85,720	85,720	85,720	85,720	85,720	2.18%
<b>Total Funding Sources</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,701,093</b>	<b>\$ 3,672,426</b>	<b>\$ 3,674,426</b>	<b>\$ 3,937,975</b>	<b>100.00%</b>
<b>Expenditure by Activity</b>							
Emergency Communications/911	\$ 2,101,673	\$ 2,767,226	\$ 2,653,476	\$ 2,633,457	\$ 2,641,383	\$ 2,855,637	8.44%
Radio Maintenance	487,805	917,505	1,047,617	1,038,969	1,033,043	1,082,338	4.17%
<b>Total Expenditures</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,701,093</b>	<b>\$ 3,672,426</b>	<b>\$ 3,674,426</b>	<b>\$ 3,937,975</b>	<b>7.23%</b>
<b>Expenditure by Category</b>							
Personnel	\$ 1,939,184	\$ 2,477,327	\$ 2,410,341	\$ 2,307,012	\$ 2,307,012	\$ 2,377,544	3.06%
Operating	650,294	1,207,404	1,285,995	1,363,214	1,365,214	1,553,931	13.99%
Capital	-	-	4,757	2,200	2,200	6,500	195.45%
<b>Total Expenditures</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,701,093</b>	<b>\$ 3,672,426</b>	<b>\$ 3,674,426</b>	<b>\$ 3,937,975</b>	<b>7.23%</b>
<b>Funded FTEs</b>							
Management	1.00	1.00	1.00	1.00	1.00	1.00	
Professional/Technical	32.00	42.00	41.50	39.50	39.50	39.50	
<b>Total Funded FTEs</b>	<b>33.00</b>	<b>43.00</b>	<b>42.50</b>	<b>40.50</b>	<b>40.50</b>	<b>40.50</b>	
<b>Key Service Indicators</b>							
Total calls received	179,334	218,015	214,637	249,016	220,000	225,000	
911 calls received	35,978	47,445	45,936	52,308	52,308	53,000	
Wireless 911 calls received	23,389	31,484	31,439	38,095	38,095	38,000	



**Emergency Communications/911 & Radio Maintenance**  
**Emergency Communications/911 - Activity #30356**

**Mission**

Provide the first point of contact for the public to report an emergency; dispatch appropriate resources and personnel; and support operations through a comprehensive communications infrastructure.

**Goals**

- Answer calls including wireless E-911 calls using Enhanced 911 System and dispatch personnel/equipment to emergency and non-emergency scenes using numerous radio systems and Computer Aided Dispatch (CAD) System.
- Answer and process all calls received from emergency cellular call boxes; all after-hour calls for County services and dispatch appropriate on-call workers; respond to Surry and National Warning Systems Instaphones; provide pre-arrival emergency medical instructions.
- Monitor intrusion/fire alarms for County buildings, receive and dispatch intrusion and fire alarms received from central stations for commercial businesses/private residences.
- Coordinate mutual aid responses with adjacent localities/military installations and maintain liaison with organizations using the Emergency Communications Center.
- Coordinate with the York County Sheriff's Office, Poquoson Police Department and the Williamsburg Police Department the hardcopy and data entry for all wants and warrants.
- Coordinate the acquisition, location, and maintenance of tower sites, emergency radio and cellular communications equipment and resources; ensure compliance with all applicable rules, regulations, ordinances, and professional practices.

**Implementation Strategies**

- Continue deployment of quality assurance program to ensure the efficiency of the operation and compliance with guidelines and protocols.
- Monitor accuracy of Phase 2 (location technology) in receipt of E-911 wireless calls and continue to track wireless and total E-911 call volume, reoccurring equipment costs, and personnel costs for the Virginia Wireless E-911 Services Board.
- Utilize new training standards established by the Department of Criminal Justice Services and continue to develop additional training opportunities to enhance staff knowledge and understanding of other public safety facets.
- Continue deployment of additional technologies such as voice-over-internet protocol which provides access to 911 through non-traditional, digital means of communications.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Increased funding in maintenance is provided for the CAD system and the phone system, based on contractual arrangements. Funding in vehicle maintenance was shifted from 30357 (Radio Maintenance). Capital funding is provided for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 1,822,433	\$ 2,361,044	\$ 2,326,088	\$ 2,307,012	\$ 2,307,012	\$ 2,377,544
Operating	279,240	406,182	322,631	324,245	332,171	471,593
Capital	-	-	4,757	2,200	2,200	6,500
Total Expenditures	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,653,476</u>	<u>\$ 2,633,457</u>	<u>\$ 2,641,383</u>	<u>\$ 2,855,637</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	<u>29.00</u>	<u>39.00</u>	<u>39.50</u>	<u>39.50</u>	<u>39.50</u>	<u>39.50</u>
Total Funded FTEs	<u>30.00</u>	<u>40.00</u>	<u>40.50</u>	<u>40.50</u>	<u>40.50</u>	<u>40.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30356 Emergency Communications/911</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 97,526	\$ 99,744	\$ 99,744	\$ 99,744	\$ 99,744	\$ 104,731
1515 Professional & technical salaries	992,769	1,356,984	1,372,734	1,382,418	1,382,418	1,432,249
1516 Administrative & clerical salaries	11,110	-	-	-	-	-
1521 Reg PT professional/technical	-	23,095	25,838	51,839	51,839	51,839
1531 As required-professional/technical	41,765	22,513	6,513	15,000	15,000	15,000
1595 Overtime	239,493	260,840	201,612	100,000	100,000	100,000
1596 Holiday worked	7,419	45,565	41,247	50,000	50,000	50,000
1596-001 Holiday pay stipend	11,175	11,175	13,200	11,200	11,200	11,200
1599 Other pay	858	913	834	500	500	500
2100 FICA	103,270	133,459	128,758	130,869	130,869	135,062
2100-001 FICA-Holiday pay stipend	260	826	979	-	-	-
2200 VRS	152,425	199,029	209,794	209,281	209,281	182,440
2300 Health care	155,013	198,174	220,669	252,011	252,011	274,235
2400 Group life insurance	9,350	8,727	4,166	4,150	4,150	20,288
Subtotal	<u>1,822,433</u>	<u>2,361,044</u>	<u>2,326,088</u>	<u>2,307,012</u>	<u>2,307,012</u>	<u>2,377,544</u>
<b>Contractual Services</b>						
3110 Payment for medical services	648	360	350	-	-	-
3310 Repairs & maintenance	-	-	78	-	-	-
3320 Maintenance service contracts	3,118	2,499	3,686	3,225	3,225	3,965
3326-001 Maintenance-new CAD system	36,549	146,198	146,478	73,250	73,250	162,811
3326-002 Maintenance-old CAD system	7,384	4,950	5,192	5,000	5,000	5,000
3327 Maintenance-CPE lease	97,699	97,699	-	90,331	90,331	128,256
3500 Printing & binding	396	412	166	50	50	50
3920 Misc contractual services	629	3,986	3,379	5,000	5,000	5,000
Subtotal	<u>146,423</u>	<u>256,104</u>	<u>159,329</u>	<u>176,856</u>	<u>176,856</u>	<u>305,082</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	15,148	14,872	21,666	16,500	22,500	33,706
4211 Misc vehicle maintenance charges	97	139	-	-	-	-
4300 Central store	47	71	71	75	75	75
4500 Radio maintenance	6,260	-	-	-	-	-
Subtotal	<u>21,552</u>	<u>15,082</u>	<u>21,737</u>	<u>16,575</u>	<u>22,575</u>	<u>33,781</u>
<b>Other Charges</b>						
5210 Postal/messenger service	196	248	163	210	210	210
5230 Telecommunications	7,527	6,743	6,478	6,000	6,000	6,320
5230-001 VCIN-State Police	10,527	7,553	7,080	7,600	7,600	8,180
5230-002 Telecommunications-old CAD	2,932	3,028	2,892	2,900	3,060	2,900
5230-003 Telecommunication-Poq ISDN	-	961	-	-	-	-
5231 Emergency cellular call box	1,143	1,058	1,040	1,200	1,200	850
5235 E911 surcharge	55,740	82,776	82,682	86,700	86,700	85,000
5236 E911 database charges	1,006	685	-	-	-	-
5370 Line of duty coverage	-	-	-	234	-	-
5510 Personnel development	13,924	9,586	10,386	11,500	11,500	11,500
5515 Academy costs	5,535	6,100	6,705	7,020	7,020	8,280
5520 Employee recognition program	-	-	-	400	400	400
5810 Dues & memberships	635	454	676	500	500	640
5820 Assoc/meeting support charges	-	-	115	-	-	-
Subtotal	<u>99,165</u>	<u>119,192</u>	<u>118,217</u>	<u>124,264</u>	<u>124,190</u>	<u>124,280</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,754	4,230	4,539	4,300	4,300	4,600
6020 Food & food service supplies	664	551	-	100	100	100
6050 Housekeeping & janitorial supplies	739	1,089	1,140	200	200	800
6070 Repair & maintenance supplies	-	341	-	200	200	-
6110 Uniforms & wearing apparel	2,981	236	451	500	500	500
6120 Books & subscriptions	446	449	823	450	450	450
6170 Computer mat/supplies	1,039	513	803	800	800	800
6171 Small equipment	1,477	-	37	-	-	-
6172 Minor furnishings	-	2,232	1,219	-	-	1,200
6174 Comm/signaling equipment	-	99	-	-	-	-
Subtotal	<u>12,100</u>	<u>9,740</u>	<u>9,012</u>	<u>6,550</u>	<u>6,550</u>	<u>8,450</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	4,757	2,200	2,200	6,500
Subtotal	<u>-</u>	<u>-</u>	<u>4,757</u>	<u>2,200</u>	<u>2,200</u>	<u>6,500</u>
<b>Grants &amp; Donations</b>						
9000 E911 banquet	-	-	14,336	-	-	-
9545 RSAF 911	-	6,064	-	-	-	-
9556 VA E911 Svcs Educ grant	-	-	-	-	2,000	-
Subtotal	<u>-</u>	<u>6,064</u>	<u>14,336</u>	<u>-</u>	<u>2,000</u>	<u>-</u>
<b>Activity Total</b>	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,653,476</u>	<u>\$ 2,633,457</u>	<u>\$ 2,641,383</u>	<u>\$ 2,855,637</u>
Personnel	\$ 1,822,433	\$ 2,361,044	\$ 2,326,088	\$ 2,307,012	\$ 2,307,012	\$ 2,377,544
Non-personnel	279,240	406,182	327,388	326,445	334,371	478,093
	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,653,476</u>	<u>\$ 2,633,457</u>	<u>\$ 2,641,383</u>	<u>\$ 2,855,637</u>
	6.96%	31.67%	-4.11%	-0.75%	-0.46%	8.44%

**Emergency Communications/911 & Radio Maintenance  
Radio Maintenance - Activity #30357**

**Mission**

To manage resources relative to maintaining critical County communications, alarm, and emergency warning device infrastructure.

**Goals**

- To perform installation, service, maintenance, and removal of two-way radios, cellular telephones, alarm systems, and visual and audible warning systems.
- Oversees all installation, maintenance, service, and removal of visual and audible warning systems.

**Implementation Strategies**

- Improve existing services to internal customers.
- Develop a preventative maintenance program for fire alarm systems in County buildings.
- Assign individual codes to users of County alarm systems and develop "as built" documentation for County alarm systems.

**Budget Comments - FY2013**

An increase is programmed for the County's portion of the communications system maintenance contract for the regional radio project.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 116,751	\$ 116,283	\$ 84,253	\$ -	\$ -	\$ -
Operating	<u>371,054</u>	<u>801,222</u>	<u>963,364</u>	<u>1,038,969</u>	<u>1,033,043</u>	<u>1,082,338</u>
Total Expenditures	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 1,047,617</u>	<u>\$ 1,038,969</u>	<u>\$ 1,033,043</u>	<u>\$ 1,082,338</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30357 Radio Maintenance</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 80,700	\$ 81,431	\$ 60,634	\$ -	\$ -	\$ -
1595 Overtime	5,207	3,997	1,002	-	-	-
1596 Holiday worked	-	-	46	-	-	-
2100 FICA	6,283	6,245	4,499	-	-	-
2200 VRS	10,877	10,944	6,707	-	-	-
2300 Health care	13,020	13,183	11,232	-	-	-
2400 Group life insurance	664	483	133	-	-	-
Subtotal	<u>116,751</u>	<u>116,283</u>	<u>84,253</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>						
3310 Repairs and maintenance	-	-	49	-	-	-
3310-001 Resp/maint-alarm system	6,440	13,277	9,811	6,500	10,589	11,000
3310-002 Scada maintenance	34,721	29,321	26,227	-	-	-
3310-004 Video systems	4,634	1,482	435	5,600	1,585	-
3320 Maint svc contracts	-	-	43,321	102,000	102,000	102,000
3320-001 Maint svc-alarm server	-	7,920	7,920	7,925	7,925	7,925
3325 Maintenance/communications	698,302	-	-	-	-	-
3392 Repair/maint insurance recovery	1,231	-	2,227	-	-	-
3500 Printing & binding	62	-	-	-	-	-
Subtotal	<u>745,390</u>	<u>52,000</u>	<u>89,990</u>	<u>122,025</u>	<u>122,099</u>	<u>120,925</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	16,541	15,633	11,561	9,000	3,000	-
4500 Radio maintenance	3,550	-	-	-	-	-
Subtotal	<u>20,091</u>	<u>15,633</u>	<u>11,561</u>	<u>9,000</u>	<u>3,000</u>	<u>-</u>
<b>Other Charges</b>						
5230 Telecommunications	1,296	1,377	770	-	-	-
5510 Personnel development	1,150	120	-	-	-	-
Subtotal	<u>2,446</u>	<u>1,497</u>	<u>770</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6015 Communication supplies	2,281	-	-	-	-	-
6070 Repair/maintenance supplies	2,704	3,248	2,070	-	-	3,000
6170 Computer mat/supplies	-	60	78	-	-	-
6171 Small equipment	869	-	-	-	-	-
Subtotal	<u>5,854</u>	<u>3,308</u>	<u>2,148</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
<b>Leases &amp; Rentals</b>						
7112 Tower rental-Roy Lane	28,137	28,982	29,851	30,747	30,747	31,669
7500 Operating leases of building	625	1,500	1,500	-	-	-
Subtotal	<u>28,762</u>	<u>30,482</u>	<u>31,351</u>	<u>30,747</u>	<u>30,747</u>	<u>31,669</u>
<b>Transfers to Other Funds</b>						
9230 Regional Radio Project Fund	-	698,302	827,544	877,197	877,197	926,744
Subtotal	<u>-</u>	<u>698,302</u>	<u>827,544</u>	<u>877,197</u>	<u>877,197</u>	<u>926,744</u>
<b>Chargeouts</b>						
9340 Chargeout-radio maintenance	(431,489)	-	-	-	-	-
Subtotal	<u>(431,489)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 1,047,617</u>	<u>\$ 1,038,969</u>	<u>\$ 1,033,043</u>	<u>\$ 1,082,338</u>
Personnel	\$ 116,751	\$ 116,283	\$ 84,253	\$ -	\$ -	\$ -
Non-personnel	371,054	801,222	963,364	1,038,969	1,033,043	1,082,338
	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 1,047,617</u>	<u>\$ 1,038,969</u>	<u>\$ 1,033,043</u>	<u>\$ 1,082,338</u>
	80.50%	88.09%	14.18%	-0.83%	-1.39%	4.17%

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## Adult & Juvenile Corrections

Adult & Juvenile Corrections accounts for the costs associated with the operation of the regional jail and the costs relating to the operations of the 9th District Court Service Unit. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,926,922	\$ 3,073,114	\$ 3,042,160	\$ 3,058,343	\$ 3,058,343	\$ 3,252,527	99.62%
Permits, Fees, Fines	8,168	9,847	9,400	8,000	8,000	8,000	0.25%
York-Poquoson Courthouse	3,181	3,319	3,688	3,348	3,348	4,083	0.13%
State/Federal Aid & Grants	6,681	8,938	13,160	-	9,891	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 3,068,408</b>	<b>\$ 3,069,691</b>	<b>\$ 3,079,582</b>	<b>\$ 3,264,610</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Adult Corrections	\$ 2,698,571	\$ 2,736,255	\$ 2,752,906	\$ 2,667,371	\$ 2,677,262	\$ 2,845,724	6.69%
Juvenile Corrections	246,381	358,963	315,502	402,320	402,320	418,886	4.12%
<b>Total Expenditures</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 3,068,408</b>	<b>\$ 3,069,691</b>	<b>\$ 3,079,582</b>	<b>\$ 3,264,610</b>	<b>6.35%</b>

<b>Expenditure by Category</b>							
Operating	\$ 2,944,952	\$ 3,095,218	\$ 3,068,408	\$ 3,069,691	\$ 3,079,582	\$ 3,264,610	6.35%
<b>Total Expenditures</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 3,068,408</b>	<b>\$ 3,069,691</b>	<b>\$ 3,079,582</b>	<b>\$ 3,264,610</b>	<b>6.35%</b>

### Key Service Indicators

#### Virginia Peninsula Regional Jail

York County % of jail population	42.3%	39.8%	42.5%	42.5%	42.5%	41.9%
York County average daily population	170.8	165.6	180.0	150.8	150.8	*
Local ordinances	865	417	219.5	*	*	*

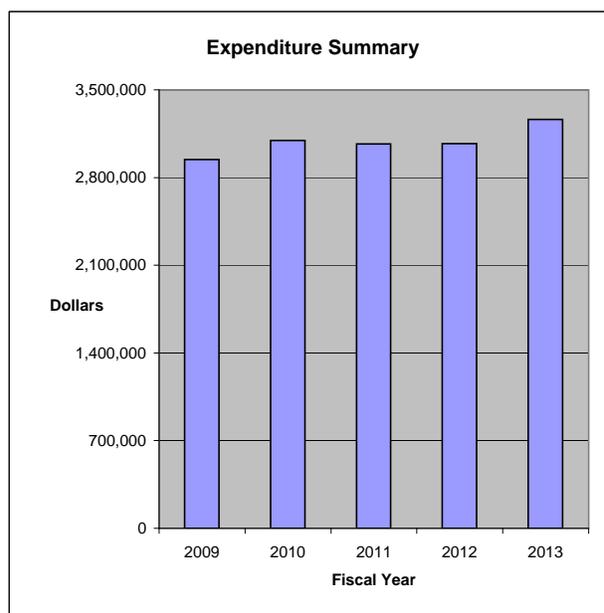
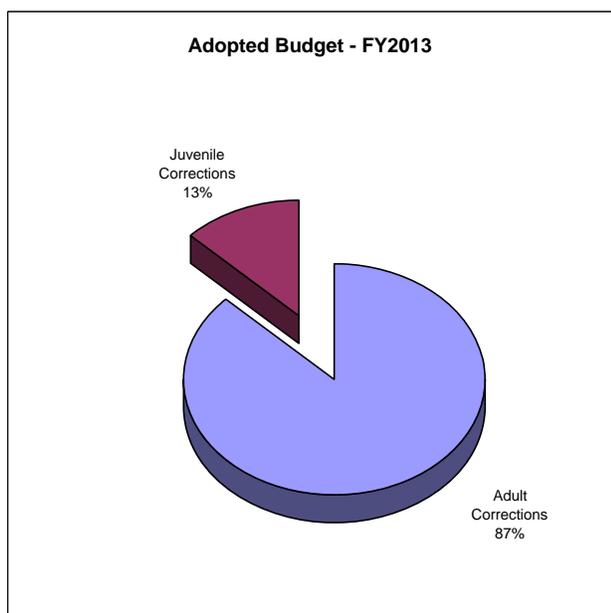
#### Colonial Community Corrections

Offenders intake interviews	417	494	427	494	448	448
Community service hours	6,816	11,289	7,165	11,289	7,165	7,165

#### Merrimac Center

Number of days	1,636	2,337	2,000	2,200	2,200	2,200
Per diem rate	\$ 132	\$ 141	\$ 141	\$ 166	\$ 166	\$ 176
Complaints for York	1,276	568	1,033	1,033	1,033	1,018

\* Data not available.



**Adult & Juvenile Corrections**  
**Adult Corrections - Activity #30315**

**Mission**

Accounts for York County's share of the expenditures for inmates at the Virginia Peninsula Regional Jail and funding for the Colonial Community Corrections program.

**Goals**

- To review the billing statements provided by the Virginia Peninsula Regional Jail for accuracy.
- To prepare and process bills in a timely manner for monthly payment.

**Implementation Strategies**

- Maintain the County's participation in the Regional Jail. Each jurisdiction's share is based on an average percentage of the prisoner population on a rolling 5-year basis.

**Budget Comments - FY2013**

An increase in funding is provided for the Regional Jail, based on the most recent information provided by the VA Peninsula Regional Jail. Local ordinance funding is reduced, based on trend data. An increase is reflected for the Colonial Community Corrections program.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 2,698,571	\$ 2,736,255	\$ 2,752,906	\$ 2,667,371	\$ 2,677,262	\$ 2,845,724
Total Expenditures	<u>\$ 2,698,571</u>	<u>\$ 2,736,255</u>	<u>\$ 2,752,906</u>	<u>\$ 2,667,371</u>	<u>\$ 2,677,262</u>	<u>\$ 2,845,724</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>30315      Adult Corrections</b>						
<b>Contractual Services</b>						
3804 Colonial Comm Corrections	\$ 40,933	\$ 38,887	\$ 38,887	\$ 38,109	\$ 38,109	\$ 40,724
3820 Regional Jail	2,644,333	2,685,166	2,699,919	2,622,262	2,622,262	2,800,000
3820-001 Jail-local ordinances	6,624	3,264	940	7,000	7,000	5,000
Subtotal	<u>2,691,890</u>	<u>2,727,317</u>	<u>2,739,746</u>	<u>2,667,371</u>	<u>2,667,371</u>	<u>2,845,724</u>
<b>Grants &amp; Donations</b>						
9500 DJP-Crim Asst Grant	6,681	8,938	13,160	-	9,891	-
Subtotal	<u>6,681</u>	<u>8,938</u>	<u>13,160</u>	<u>-</u>	<u>9,891</u>	<u>-</u>
Activity Total	<u>\$ 2,698,571</u>	<u>\$ 2,736,255</u>	<u>\$ 2,752,906</u>	<u>\$ 2,667,371</u>	<u>\$ 2,677,262</u>	<u>\$ 2,845,724</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	2,698,571	2,736,255	2,752,906	2,667,371	2,677,262	2,845,724
	<u>\$ 2,698,571</u>	<u>\$ 2,736,255</u>	<u>\$ 2,752,906</u>	<u>\$ 2,667,371</u>	<u>\$ 2,677,262</u>	<u>\$ 2,845,724</u>
	12.75%	1.40%	0.61%	-3.11%	-2.75%	6.69%

**Adult & Juvenile Corrections**  
**Juvenile Corrections - Activity #30333**

**Mission**

Protect the public through a balanced approach of comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, communities, law enforcement, and other agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens.

**Goals**

- Provide an array of juvenile and family services as directed by the *Virginia Code* §16.1-233 and 235.
- Provide and/or refer juveniles and their families to community program and services.
- Provide appropriate juvenile and domestic relations intake services.
- Provide probation and parole services to families in the jurisdiction

**Implementation Strategies**

- Maintain the County's participation for individuals housed at the Merrimac Center.

**Budget Comments - FY2013**

The funding is based upon an increase in per diem rate.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 246,381	\$ 358,963	\$ 315,502	\$ 402,320	\$ 402,320	\$ 418,886
Total Expenditures	<u>\$ 246,381</u>	<u>\$ 358,963</u>	<u>\$ 315,502</u>	<u>\$ 402,320</u>	<u>\$ 402,320</u>	<u>\$ 418,886</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>30333 Juvenile Corrections</b>						
<b>Contractual Services</b>						
3830 Juv detention placement/space	\$ 215,952	\$ 323,313	\$ 293,713	\$ 365,200	\$ 365,200	\$ 387,200
3831 Additional detention services	16,512	20,280	8,329	20,000	20,000	15,000
Subtotal	<u>232,464</u>	<u>343,593</u>	<u>302,042</u>	<u>385,200</u>	<u>385,200</u>	<u>402,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	60	60	75	70	70	70
5230 Telecommunications	158	132	216	200	200	200
5510 Personnel development	-	425	395	300	325	300
5825 Administrative support charges	669	45	-	200	175	100
Subtotal	<u>887</u>	<u>662</u>	<u>686</u>	<u>770</u>	<u>770</u>	<u>670</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	36	739	363	600	600	600
6020 Food & food service supplies	218	327	245	100	100	100
6170 Computer mat/supplies	-	-	148	-	-	-
6172 Minor furnishings	530	1,324	54	1,000	1,000	200
Subtotal	<u>784</u>	<u>2,390</u>	<u>810</u>	<u>1,700</u>	<u>1,700</u>	<u>900</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	3,720	3,720	3,305	3,000	3,000	3,000
7500 Operating leases of building	8,526	8,598	8,659	11,650	11,650	12,116
Subtotal	<u>12,246</u>	<u>12,318</u>	<u>11,964</u>	<u>14,650</u>	<u>14,650</u>	<u>15,116</u>
Activity Total	<u>\$ 246,381</u>	<u>\$ 358,963</u>	<u>\$ 315,502</u>	<u>\$ 402,320</u>	<u>\$ 402,320</u>	<u>\$ 418,886</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>246,381</u>	<u>358,963</u>	<u>315,502</u>	<u>402,320</u>	<u>402,320</u>	<u>418,886</u>
	<u>\$ 246,381</u>	<u>\$ 358,963</u>	<u>\$ 315,502</u>	<u>\$ 402,320</u>	<u>\$ 402,320</u>	<u>\$ 418,886</u>
	-14.32%	45.69%	-12.11%	27.52%	27.52%	4.12%

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## Environmental & Development Services

The Department of Environmental and Development Services is responsible for the management, direction, services, compliance with utility programs, mosquito control and a variety of environmental programs, regulations, and ordinances. The Department is also responsible for managing the development process, zoning codes compliance in the County as well as issuing all building construction permits and conducting inspections. This is accomplished through the divisions below. Individual division details follow this summary page.

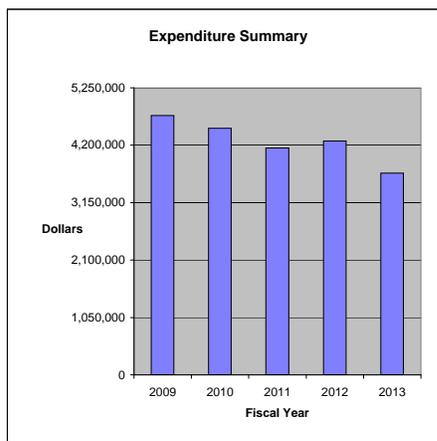
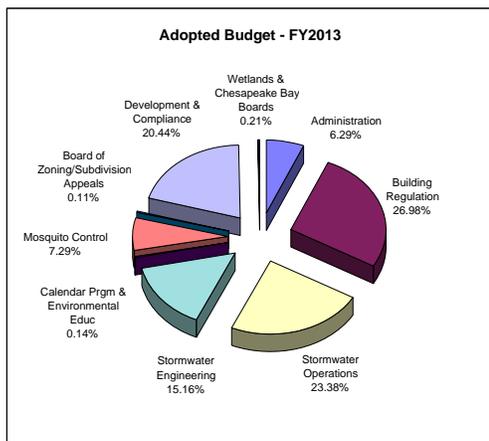
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 4,064,550	\$ 3,974,680	\$ 3,736,902	\$ 3,843,587	\$ 3,843,587	\$ 3,167,192	85.80%
Charges for Services	23,030	21,580	26,042	21,300	21,300	21,300	0.58%
Permits, Fees, Fines	643,108	512,422	385,858	413,707	413,707	502,600	13.62%
Donations	-	1,750	2,200	-	-	-	0.00%
State/Federal Aid & Grants	12,469	-	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,151,002</b>	<b>\$ 4,278,594</b>	<b>\$ 4,278,594</b>	<b>\$ 3,691,092</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Administration	\$ 214,489	\$ 211,699	\$ 201,464	\$ 212,326	\$ 212,326	\$ 232,076	9.30%
Building Regulation	971,192	952,243	919,853	976,024	976,024	995,651	2.01%
Solid Waste Management	1,175,000	1,000,000	700,000	700,000	700,000	-	-100.00%
Stormwater Operations	242,076	808,453	806,222	832,901	832,901	862,798	3.59%
Stormwater Engineering	448,890	481,515	483,478	493,520	493,520	559,649	13.40%
Calendar Prgm & Environmental Educ	30,817	33,033	31,675	29,325	29,325	5,325	-81.84%
Mosquito Control	880,103	306,255	303,241	310,855	310,855	269,167	-13.41%
Board of Zoning/Subdivision Appeals	3,676	2,621	2,801	4,400	4,400	4,000	-9.09%
Development & Compliance	770,166	707,184	696,757	709,453	709,453	754,576	6.36%
Wetlands & Chesapeake Bay Boards	6,748	7,429	5,511	9,790	9,790	7,850	-19.82%
<b>Total Expenditures</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,151,002</b>	<b>\$ 4,278,594</b>	<b>\$ 4,278,594</b>	<b>\$ 3,691,092</b>	<b>-13.73%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 3,146,307	\$ 3,143,195	\$ 3,097,590	\$ 3,206,311	\$ 3,206,311	\$ 3,350,739	4.50%
Operating	1,573,970	1,367,137	1,045,035	1,055,283	1,055,283	321,053	-69.58%
Capital	22,880	100	8,377	17,000	17,000	19,300	13.53%
<b>Total Expenditures</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,151,002</b>	<b>\$ 4,278,594</b>	<b>\$ 4,278,594</b>	<b>\$ 3,691,092</b>	<b>-13.73%</b>

<b>Funded FTEs</b>						
Management	5.00	5.00	5.00	5.00	5.00	5.00
Professional/Technical	23.00	22.00	21.00	21.00	22.00	21.50
Admin/Clerical	7.25	7.25	7.25	7.25	7.25	7.25
Trades & Crafts	17.80	17.80	17.80	17.80	17.80	17.80
<b>Total Funded FTEs</b>	<b>53.05</b>	<b>52.05</b>	<b>51.05</b>	<b>51.05</b>	<b>52.05</b>	<b>51.55</b>

<b>Key Service Indicators</b>						
Building permits issued	3,881	3,676	3,751	3,300	3,522	3,522
Inspections performed	20,964	19,672	17,591	18,000	13,152	13,152
Telephone calls to main line	15,846	16,419	17,000	17,500	17,500	17,500
Ditches cleaned	1,683	1,813	1,305	1,800	1,800	1,800
Miles of ditches cleaned	559	652	531	600	600	600
Plans reviewed	242	166	155	160	160	160
Floodplain letters sent	4,184	3,488	3,423	2,400	2,400	2,400
Chesapeake Bay plans reviewed	398	297	588	300	300	300
Beautiful York County calendars	26,000	26,000	26,000	26,000	26,000	26,000
Spraying applications	61	38	61	61	61	65
Breeding areas treated	350	350	350	350	350	350
Citizen inquiries	49	28	49	49	49	85
Board of Zoning Appeals applications	9	4	6	8	8	8
Building permits reviewed - Zoning	961	985	746	1,000	900	900
Zoning investigations/inspections	1,599	1,524	2,295	1,650	1,650	1,650
Review business/home occupancy licenses	592	597	609	650	650	650
Wetlands site inspections	33	38	33	33	33	33
Wetlands permits issued	12	15	12	12	12	12
Wetlands permit applications received	61	66	60	60	60	60
Chesapeake Bay exceptions	7	14	10	10	10	10
Chesapeake Bay violations	2	1	1	1	1	1



**Environmental & Development Services**  
**Environmental & Development Services Administration - Activity #40119**

**Mission**

Responsible for helping to develop and maintain cost-effective and meaningful environmental programs and to preserve land use and infrastructure standards.

**Goals**

- Provide the necessary leadership and management structures that efficiently and effectively implement the stated mission.
- Ensure that citizen, contractor, and developer customers receive courteous, timely and effective service.
- Provide oversight for the Beautification Committee (promotes landscaping and aesthetic site improvements with citizens and businesses); Board of Building Code Appeals (hearing building code appeals from the decisions of the building code official); and the Stormwater Advisory Committee (provides public education and outreach programs on stormwater issues and assists with drainage problems and priorities).

**Implementation Strategies**

- Ensure division managers develop and implement the necessary programs to meet mission requirements through employee training, performance evaluations, budget preparation, and performance measurement.
- Assess customer service surveys and operations; continue to evaluate information technologies, methods to measure customer service effectiveness, and improve existing customer service systems to better communicate with and serve our citizens and customers.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of a printer and copier.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 204,965	\$ 208,002	\$ 197,767	\$ 207,936	\$ 207,936	\$ 218,086
Operating	5,295	3,697	3,697	4,390	4,390	3,990
Capital	4,229	-	-	-	-	10,000
Total Expenditures	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 201,464</u>	<u>\$ 212,326</u>	<u>\$ 212,326</u>	<u>\$ 232,076</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>40119 Environmental &amp; Development Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 116,764	\$ 118,915	\$ 119,095	\$ 119,175	\$ 119,175	\$ 125,134
1516 Administrative & clerical salaries	44,075	44,812	31,588	32,960	32,960	34,608
1595 Overtime	424	186	-	-	-	-
2100 FICA	11,495	11,762	10,515	11,638	11,638	12,220
2200 VRS	21,646	22,006	21,079	21,481	21,481	18,961
2300 Health care	9,240	9,351	15,072	22,256	22,256	25,054
2400 Group life insurance	1,321	970	418	426	426	2,109
Subtotal	<u>204,965</u>	<u>208,002</u>	<u>197,767</u>	<u>207,936</u>	<u>207,936</u>	<u>218,086</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	285	385	388	350	350	350
Subtotal	<u>285</u>	<u>385</u>	<u>388</u>	<u>350</u>	<u>350</u>	<u>350</u>
<b>Internal Services</b>						
4300 Central store	47	47	186	50	50	50
Subtotal	<u>47</u>	<u>47</u>	<u>186</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1	-	-	-	-	-
5230 Telecommunications	1,554	1,220	1,075	1,250	1,250	1,400
5510 Personnel development	291	40	20	500	500	350
5520 Employee recognition program	1,210	975	1,481	1,000	1,000	1,000
5810 Dues & memberships	230	-	-	-	-	-
5850 Mileage expenses	225	200	40	200	200	-
Subtotal	<u>3,511</u>	<u>2,435</u>	<u>2,616</u>	<u>2,950</u>	<u>2,950</u>	<u>2,750</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,246	394	196	440	440	440
6120 Books & subscriptions	206	436	311	500	500	300
6170 Computer mat/supplies	-	-	-	100	100	100
Subtotal	<u>1,452</u>	<u>830</u>	<u>507</u>	<u>1,040</u>	<u>1,040</u>	<u>840</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	4,229	-	-	-	-	10,000
Subtotal	<u>4,229</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
Activity Total	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 201,464</u>	<u>\$ 212,326</u>	<u>\$ 212,326</u>	<u>\$ 232,076</u>
Personnel	\$ 204,965	\$ 208,002	\$ 197,767	\$ 207,936	\$ 207,936	\$ 218,086
Non-personnel	9,524	3,697	3,697	4,390	4,390	13,990
	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 201,464</u>	<u>\$ 212,326</u>	<u>\$ 212,326</u>	<u>\$ 232,076</u>
	2.08%	-1.30%	-4.83%	5.39%	5.39%	9.30%

**Environmental & Development Services  
Building Regulation - Activity #40341**

**Mission**

Ensure that all buildings in the County meet code requirements for structural integrity and safety for the citizens; and issues and monitors all types of building construction in the County to ensure that Code requirements are met.

**Goals**

- Improve customer service through improvements in information technology.
- Continue to provide comments and code requirements to builders, developers and citizens of the County that are clearly defined and timely.
- To improve rating of the Building Code Effectiveness Grading Classification.
- To conduct inspections within 48 hours on all buildings within the jurisdiction under construction and buildings hazardous to the public.
- Become proficient in the application and understanding of the new State adopted building codes.
- To conduct periodic training sessions with inspection personnel.

**Implementation Strategies**

- Expand the Hansen Management System to provide access through the Internet.
- Improve the existing Hansen Management System inspection and scheduling program to better serve the building community.
- Continue to meet with the members of the Peninsula Home Builders Association.
- Improve and implement new guidelines on processing and reviewing building permits.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Funding has been provided for increases in maintenance service contracts. A reduction is programmed for vehicle maintenance. Capital funding is programmed for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 877,858	\$ 867,843	\$ 839,994	\$ 879,965	\$ 879,965	\$ 909,554
Operating	93,334	84,400	79,859	85,759	85,759	83,097
Capital	-	-	-	10,300	10,300	3,000
Total Expenditures	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 919,853</u>	<u>\$ 976,024</u>	<u>\$ 976,024</u>	<u>\$ 995,651</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Funded FTEs	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>40341 Building Regulation</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 60	\$ 80	\$ 280	\$ 280	\$ 280
1513 Middle management	85,146	86,198	86,198	86,198	86,198	90,508
1515 Professional & technical salaries	441,690	445,464	417,937	432,132	432,132	444,333
1516 Administrative & clerical salaries	126,096	123,813	121,684	130,443	130,443	133,884
1531 As required-professional/technical	11,035	-	1,208	-	-	-
1595 Overtime	668	11	22	-	-	-
2100 FICA	48,407	47,708	45,331	49,653	49,653	51,179
2200 VRS	88,067	88,399	88,464	91,607	91,607	79,378
2300 Health care	71,376	72,264	77,316	87,835	87,835	101,165
2400 Group life insurance	5,373	3,926	1,754	1,817	1,817	8,827
Subtotal	<u>877,858</u>	<u>867,843</u>	<u>839,994</u>	<u>879,965</u>	<u>879,965</u>	<u>909,554</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	-	107	-	-	-
3132 Data processing fees	-	-	525	-	-	-
3320 Maintenance service contracts	11,707	8,840	8,466	10,854	10,854	13,630
3500 Printing & binding	1,707	628	1,325	1,500	1,500	1,400
3600 Advertising	217	-	-	-	-	-
3920 Misc contractual services	432	-	413	500	500	500
Subtotal	<u>14,063</u>	<u>9,468</u>	<u>10,836</u>	<u>12,854</u>	<u>12,854</u>	<u>15,530</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	49,834	50,586	45,572	46,915	46,915	42,082
4300 Central store	85	59	117	100	100	150
4500 Radio maintenance	1,780	-	-	-	-	-
Subtotal	<u>51,699</u>	<u>50,645</u>	<u>45,689</u>	<u>47,015</u>	<u>47,015</u>	<u>42,232</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,085	1,297	1,162	1,100	1,100	1,100
5230 Telecommunications	7,016	5,058	4,668	5,200	5,200	5,200
5510 Personnel development	538	1,212	1,169	1,200	1,200	1,200
5810 Dues & memberships	850	642	1,035	660	660	660
5865 2.00% surcharge	10,244	9,218	6,833	7,380	7,380	7,000
Subtotal	<u>19,733</u>	<u>17,427</u>	<u>14,867</u>	<u>15,540</u>	<u>15,540</u>	<u>15,160</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,999	4,000	3,596	4,000	4,000	3,800
6110 Uniforms & wearing apparel	615	933	735	750	750	750
6120 Books & subscriptions	2,417	681	3,091	5,100	5,100	5,100
6140 Other operating supplies	545	1,246	499	100	100	150
6170 Computer mat/supplies	-	-	228	250	250	225
6171 Small equipment	263	-	203	150	150	150
6172 Minor furnishings	-	-	115	-	-	-
Subtotal	<u>7,839</u>	<u>6,860</u>	<u>8,467</u>	<u>10,350</u>	<u>10,350</u>	<u>10,175</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	10,300	10,300	3,000
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,300</u>	<u>10,300</u>	<u>3,000</u>
Activity Total	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 919,853</u>	<u>\$ 976,024</u>	<u>\$ 976,024</u>	<u>\$ 995,651</u>
Personnel	\$ 877,858	\$ 867,843	\$ 839,994	\$ 879,965	\$ 879,965	\$ 909,554
Non-personnel	93,334	84,400	79,859	96,059	96,059	86,097
	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 919,853</u>	<u>\$ 976,024</u>	<u>\$ 976,024</u>	<u>\$ 995,651</u>
	-1.10%	-1.95%	-3.40%	6.11%	6.11%	2.01%

**Environmental & Development Services  
Solid Waste Management - Activity #40421**

**Budget Comments - FY2013**

The General Fund support of the Solid Waste Management Fund (Fund 21) for the administration and operation of the transfer station, recycling (which includes overseeing VPPSA's roadside and drop-off recycling), and composting operations has been eliminated. The programs are budgeted in the Solid Waste Fund (an enterprise fund) and will be paid from user fees.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ -
Total Expenditures	<u>\$ 1,175,000</u>	<u>\$ 1,000,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>40421 Solid Waste Management</b>						
<b>Transfers to Other Funds</b>						
9221 Solid Waste Fund	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ -
Subtotal	<u>1,175,000</u>	<u>1,000,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>-</u>
Activity Total	<u>\$ 1,175,000</u>	<u>\$ 1,000,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	1,175,000	1,000,000	700,000	700,000	700,000	-
	<u>\$ 1,175,000</u>	<u>\$ 1,000,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
	2.17%	-14.89%	-30.00%	0.00%	0.00%	-100.00%

**Environmental & Development Services  
Stormwater Operations - Activity #40446**

**Mission**

Provide exceptional customer service while maintaining and constructing drainage facilities that help protect personal property during significant storm events. It is also necessary to check and maintain outfalls to prevent pollutants from discharging into waterways that flow to the Chesapeake Bay.

**Goals**

- Construct, repair, and maintain drainage systems that are owned by York County.
- Implementation of the recommendations of the Stormwater Advisory Committee approved by the Board
- Maintain the drainageways to remove blockages.
- Implementation of a realistic construction schedule for the maintenance crew and contract out the larger, time consuming projects.
- Inspect outfalls for illicit discharges as required by the Virginia Department of Conservation and Recreation (DCR) Virginia Stormwater Management Program (VSMP) permit.

**Implementation Strategies**

- Continue coordinating the "in-house" maintenance program with VDOT and the projects outlined in the Capital Improvements Program.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Reductions are programmed for uniforms, personnel development, and materials & supplies. An increase is provided for vehicle maintenance and telecommunications.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 181,664	\$ 701,797	\$ 711,475	\$ 735,001	\$ 735,001	\$ 759,112
Operating	56,770	106,656	94,747	96,400	96,400	102,186
Capital	<u>3,642</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Expenditures	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 806,222</u>	<u>\$ 832,901</u>	<u>\$ 832,901</u>	<u>\$ 862,798</u>
<b><u>Funded FTEs</u></b>						
Trades & Crafts	<u>3.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>
Total Funded FTEs	<u>3.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>40446 Stormwater Operations</b>						
<b>Personnel Services</b>						
1518 Trades & crafts	\$ 132,366	\$ 516,858	\$ 514,537	\$ 522,216	\$ 522,216	\$ 548,326
1595 Overtime	1,073	1,538	-	-	-	-
1596 Holiday worked	-	91	-	-	-	-
2100 FICA	9,922	38,154	37,699	39,950	39,950	41,947
2200 VRS	17,952	69,497	72,595	73,737	73,737	65,086
2300 Health care	19,256	72,580	85,204	97,636	97,636	96,515
2400 Group life insurance	1,095	3,079	1,440	1,462	1,462	7,238
Subtotal	<u>181,664</u>	<u>701,797</u>	<u>711,475</u>	<u>735,001</u>	<u>735,001</u>	<u>759,112</u>
<b>Contractual Services</b>						
3110 Payment for medical services	41	-	182	-	-	-
3132 Data processing fees	-	-	525	-	-	-
3320 Maintenance service contracts	-	396	360	400	400	400
3930 Uniforms support services	1,899	6,666	4,208	7,000	6,000	4,500
Subtotal	<u>1,940</u>	<u>7,062</u>	<u>5,275</u>	<u>7,400</u>	<u>6,400</u>	<u>4,900</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	39,378	76,137	66,420	70,000	70,000	78,286
Subtotal	<u>39,378</u>	<u>76,137</u>	<u>66,420</u>	<u>70,000</u>	<u>70,000</u>	<u>78,286</u>
<b>Other Charges</b>						
5230 Telecommunications	2,574	2,084	2,927	2,400	2,400	3,600
5510 Personnel development	150	271	142	300	300	150
5828 Permits & licenses	-	-	20	-	-	-
Subtotal	<u>2,724</u>	<u>2,355</u>	<u>3,089</u>	<u>2,700</u>	<u>2,700</u>	<u>3,750</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	249	283	299	300	300	300
6020 Food & food service supplies	-	-	196	-	700	-
6070 Repair & maintenance supplies	10,015	6,450	4,287	5,000	4,750	4,300
6071 Stormwater materials & supply	927	2,354	1,182	1,000	1,000	1,000
6090 Vehicle & powered equip supplies	-	2,695	4,604	2,500	2,500	2,500
6110 Uniforms & wearing apparel	364	234	1,135	400	950	950
6111 Protective clothing	515	5,235	4,888	4,000	4,000	4,000
6112 Protective supplies	-	1,353	2,294	1,100	1,100	1,100
6171 Small equipment	658	2,498	1,078	2,000	2,000	1,100
Subtotal	<u>12,728</u>	<u>21,102</u>	<u>19,963</u>	<u>16,300</u>	<u>17,300</u>	<u>15,250</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,473	-	-	1,500	1,500	1,500
8999 Stormwater maintenance project	2,169	-	-	-	-	-
Subtotal	<u>3,642</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Activity Total	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 806,222</u>	<u>\$ 832,901</u>	<u>\$ 832,901</u>	<u>\$ 862,798</u>
Personnel	\$ 181,664	\$ 701,797	\$ 711,475	\$ 735,001	\$ 735,001	\$ 759,112
Non-personnel	60,412	106,656	94,747	97,900	97,900	103,686
	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 806,222</u>	<u>\$ 832,901</u>	<u>\$ 832,901</u>	<u>\$ 862,798</u>
	-1.93%	233.97%	-0.28%	3.31%	3.31%	3.59%

**Environmental & Development Services  
Stormwater Engineering - Activity #40447**

**Mission**

Provide exceptional customer service while protecting the environment by facilitating the best practical design possible with respect to the applicable regulations and ordinances.

**Goals**

- Review development plans for compliance with the Stormwater, Chesapeake Bay, Erosion Control, Watershed Management, and Floodplain Ordinances.
- Implementation of the recommendations of the Stormwater Advisory Committee approved by the Board.
- Implementation of the requirements of the Environmental Protection Agency Phase II Stormwater Regulations.
- Implementation and continuing development of the Capital Improvements Program (CIP) for Stormwater Management Plan.
- Implementation of the Chesapeake Bay Preservation Act (CBPA) in accordance with the latest revisions by Chesapeake Bay Local Assistance Board (CBLAB).
- Implementation of the Floodplain Ordinance and the FEMA CRS program.

**Implementation Strategies**

- To continue implementing the program for Stormwater Engineering to comply with the Virginia Stormwater Management Program permit (VSMP) required by DCR.
- Develop and update an inventory of the County's Stormwater facilities and easements.
- To coordinate the "in-house" maintenance program with the projects outlined in the CIP.
- Begin a Stormwater BMP inspection program as required by the VSMP.
- To continue the Chesapeake Bay Preservation Act requirements.
- To continue the CRS reporting requirements.
- Monitor and update the stormwater program for the proposed Watershed Implementation Plans (WIP) prepared by Virginia to meet EPA's requirements of the Chesapeake Bay Total Maximum Daily Load (TMDL) of pollutants as it relates to stormwater.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. In addition, funding has been provided for an Engineering Specialist position to perform inspections, as mandated by the VA Dept of Conservation and Recreation. Capital funding is programmed for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 397,265	\$ 440,767	\$ 441,316	\$ 452,389	\$ 452,389	\$ 531,027
Operating	42,416	40,748	42,162	38,931	38,931	27,122
Capital	9,209	-	-	2,200	2,200	1,500
Total Expenditures	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 483,478</u>	<u>\$ 493,520</u>	<u>\$ 493,520</u>	<u>\$ 559,649</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	5.00	5.00
Admin/Clerical	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total Funded FTEs	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>	<u>6.75</u>	<u>6.75</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>40447 Stormwater Engineering</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 75,122	\$ 88,781	\$ 88,961	\$ 89,041	\$ 89,041	\$ 93,493
1515 Professional & technical salaries	196,404	219,405	215,296	219,805	219,805	277,472
1516 Administrative & clerical salaries	26,815	27,091	27,151	27,151	27,151	28,509
1595 Overtime	3,150	-	37	-	-	-
2100 FICA	22,409	24,580	24,452	25,704	25,704	30,560
2200 VRS	40,279	45,073	46,571	47,443	47,443	47,418
2300 Health care	30,629	33,851	37,925	42,304	42,304	48,302
2400 Group life insurance	2,457	1,986	923	941	941	5,273
Subtotal	<u>397,265</u>	<u>440,767</u>	<u>441,316</u>	<u>452,389</u>	<u>452,389</u>	<u>531,027</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	258	822	427	400	400	400
3500 Printing & binding	262	-	-	-	-	-
3600 Advertising	40	-	-	-	-	-
3820 HRPDC (FIN-HRCCS)	4,029	4,029	-	4,097	4,097	4,097
3820-001 HRPDC (Strmwtr)	21,863	21,863	-	20,789	16,789	-
3820-003 HRPDC (Legal Support)	1,418	-	-	-	4,000	4,000
Subtotal	<u>27,870</u>	<u>26,714</u>	<u>427</u>	<u>25,286</u>	<u>25,286</u>	<u>8,497</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,034	5,216	5,206	5,200	5,200	10,000
Subtotal	<u>5,034</u>	<u>5,216</u>	<u>5,206</u>	<u>5,200</u>	<u>5,200</u>	<u>10,000</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,444	493	1,878	1,200	1,200	1,200
5230 Telecommunications	2,139	1,908	1,532	1,500	1,500	1,680
5510 Personnel development	1,533	805	812	400	400	400
5810 Dues & memberships	135	135	100	135	135	135
5828 Application/permit fee	-	-	3,000	3,000	3,000	3,000
5829 Special service fees	-	2,149	-	-	-	-
5850 Mileage expenses	656	367	43	100	100	100
Subtotal	<u>5,907</u>	<u>5,857</u>	<u>7,365</u>	<u>6,335</u>	<u>6,335</u>	<u>6,515</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	846	490	484	500	500	500
6110 Uniforms & wearing apparel	-	129	-	-	-	-
6111 Protective clothing	287	-	-	110	110	110
6120 Books & subscriptions	83	-	-	-	-	-
6170 Computer mat/supplies	127	506	25	-	-	-
6171 Small equipment	-	-	170	-	-	-
6172 Minor furnishings	1,069	-	111	-	-	-
Subtotal	<u>2,412</u>	<u>1,125</u>	<u>790</u>	<u>610</u>	<u>610</u>	<u>610</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	5,585	-	-	2,200	2,200	1,500
8170-002 DP/Software	3,624	-	-	-	-	-
Subtotal	<u>9,209</u>	<u>-</u>	<u>-</u>	<u>2,200</u>	<u>2,200</u>	<u>1,500</u>
<b>Contributions/Committees</b>						
9500 Strmwtr Advisory Comm	1,193	1,836	2,482	1,500	1,500	1,500
9720 HRPDC Clean Com	-	-	4,029	-	-	-
9720-001 HRPDC (Stormwater)	-	-	21,863	-	-	-
Subtotal	<u>1,193</u>	<u>1,836</u>	<u>28,374</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Activity Total	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 483,478</u>	<u>\$ 493,520</u>	<u>\$ 493,520</u>	<u>\$ 559,649</u>
Personnel	\$ 397,265	\$ 440,767	\$ 441,316	\$ 452,389	\$ 452,389	\$ 531,027
Non-personnel	51,625	40,748	42,162	41,131	41,131	28,622
	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 483,478</u>	<u>\$ 493,520</u>	<u>\$ 493,520</u>	<u>\$ 559,649</u>
	9.89%	7.27%	0.41%	2.08%	2.08%	13.40%

**Environmental & Development Services  
Calendar Program & Environmental Education - Activity #40448**

**Mission**

To promote a cleaner, more attractive York County and increase awareness of environmental issues among York County citizens.

**Goals**

- Conduct educational programs and publicity campaigns on environmental issues, particularly those regarding pertinent environmental issues and services provided by the Department of Environmental & Development Services (EDS).

**Implementation Strategies**

- Continue development of an on-line calendar containing information regarding the various services provided by the Department of EDS, as well as general environmental educational information including the issues of recycling, composting, storm water runoff, and environmentally friendly landscaping practice.
- Continue process and training to become a certified Keep America Beautiful Affiliate.
- Form partnerships with other governmental agencies, businesses and civic organizations to promote Keep America Beautiful programs and initiatives.
- Continue to investigate and develop initiatives to increase business and residential recycling and to maximize current and potential new markets.

**Budget Comments - FY2013**

Funding for the printing and mailing of the annual calendar has been eliminated. The calendar will be provided on the County's website.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures</u></b>						
Operating	\$ 30,817	\$ 33,033	\$ 31,675	\$ 29,325	\$ 29,325	\$ 5,325
Total Expenditures	\$ 30,817	\$ 33,033	\$ 31,675	\$ 29,325	\$ 29,325	\$ 5,325

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>Calendar Program &amp; Environmental Education</b>						
<b>40448</b>						
<b>Contractual Services</b>						
3500 Printing & binding	\$ 21,939	\$ 18,729	\$ 18,438	\$ 18,500	\$ 18,500	\$ -
3920 Misc contractual services	-	168	-	-	-	-
Subtotal	<u>21,939</u>	<u>18,897</u>	<u>18,438</u>	<u>18,500</u>	<u>18,500</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	61	5,563	5,478	5,500	5,500	-
5510 Personnel development	-	-	1,100	1,100	1,100	1,100
5810 Dues & memberships	-	1,750	196	200	200	200
5820 Assoc/meetings support	-	82	-	-	-	-
5920 Awards & recognition	-	1,930	1,545	1,900	1,900	1,900
Subtotal	<u>61</u>	<u>9,325</u>	<u>8,319</u>	<u>8,700</u>	<u>8,700</u>	<u>3,200</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	-	247	10	100	100	100
6020 Food & food service supplies	-	3,164	2,279	1,500	1,500	1,500
6130 Educational & rec supplies	-	-	931	525	525	525
Subtotal	<u>-</u>	<u>3,411</u>	<u>3,220</u>	<u>2,125</u>	<u>2,125</u>	<u>2,125</u>
<b>Grants &amp; Donations</b>						
9000 Litter Control	8,817	-	-	-	-	-
9001 Earth Day program	-	1,400	1,533	-	-	-
9600 Donations	-	-	165	-	-	-
Subtotal	<u>8,817</u>	<u>1,400</u>	<u>1,698</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 30,817</u>	<u>\$ 33,033</u>	<u>\$ 31,675</u>	<u>\$ 29,325</u>	<u>\$ 29,325</u>	<u>\$ 5,325</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>30,817</u>	<u>33,033</u>	<u>31,675</u>	<u>29,325</u>	<u>29,325</u>	<u>5,325</u>
	<u>\$ 30,817</u>	<u>\$ 33,033</u>	<u>\$ 31,675</u>	<u>\$ 29,325</u>	<u>\$ 29,325</u>	<u>\$ 5,325</u>
	-5.41%	7.19%	-4.11%	-7.42%	-7.42%	-81.84%

**Environmental & Development Services  
Mosquito Control - Activity #40512**

**Mission**

Responsible to effectively reduce the mosquito annoyance level and threat of associated vector-borne diseases of public health importance in a responsive environmentally conscious manner. Another significant responsibility includes conducting pest control in county buildings and park facilities.

**Goals**

- Explore newer and better ways to enhance customer service.
- Keep the citizens well informed by various means about the importance of mosquito prevention.
- Maintain an efficient, responsive, and environmentally conscious program that meets mission expectation.
- Fulfill contractual mosquito management obligations for the military.

**Implementation Strategies**

- Continue backyard inspections, use mosquito fish along with biological and chemical applications as a means to reduce the mosquito annoyance and potential public health threat.
- Conduct an outreach program via the media and in elementary schools so as to promote increased mosquito awareness and involvement in prevention.
- Enhance planning, coordinate scheduling, and implement abatement activities so as to achieve 95% or better of established commitments.
- Provide mosquito control services for the Navy and Coast Guard as contracted.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by decreasing a full-time position to a part-time position. Reductions are programmed for maintenance service contracts. Funding has been provided for pesticides for mosquito ground spraying.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 757,378	\$ 244,240	\$ 237,344	\$ 251,036	\$ 251,036	\$ 209,149
Operating	122,725	61,915	57,520	59,819	59,819	60,018
Capital	-	100	8,377	-	-	-
Total Expenditures	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 303,241</u>	<u>\$ 310,855</u>	<u>\$ 310,855</u>	<u>\$ 269,167</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	0.50
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	14.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>16.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>40512 Mosquito Control</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 68,273	\$ 68,890	\$ 68,890	\$ 68,890	\$ 68,890	\$ 72,335
1515 Professional & technical salaries	61,939	63,060	54,571	63,060	63,060	-
1516 Administrative & clerical salaries	16,834	17,077	17,240	17,245	17,245	18,107
1518 Trades & crafts	414,610	34,234	34,246	34,246	34,246	35,958
1521 Reg PT professional/technical	-	-	-	-	-	22,412
1531 As required-prof/tech	-	-	1,524	-	-	-
1533 As required-trades/crafts	4,915	3,558	2,275	4,500	4,500	3,500
1595 Overtime	337	58	142	-	-	-
1596 Holiday worked	623	12	-	-	-	-
2100 FICA	41,946	13,707	13,027	14,377	14,377	11,652
2200 VRS	75,631	24,680	24,459	25,902	25,902	15,004
2300 Health care	67,655	17,876	20,485	22,302	22,302	28,513
2400 Group life insurance	4,615	1,088	485	514	514	1,668
Subtotal	<u>757,378</u>	<u>244,240</u>	<u>237,344</u>	<u>251,036</u>	<u>251,036</u>	<u>209,149</u>
<b>Contractual Services</b>						
3132 Data processing equipment	-	-	525	-	-	-
3320 Maintenance service contracts	4,203	736	788	3,154	3,154	840
3500 Printing & binding	598	1,087	490	500	500	500
3920 Misc contractual service	394	-	-	-	-	-
3930 Uniforms support services	6,150	1,306	605	1,100	1,100	700
Subtotal	<u>11,345</u>	<u>3,129</u>	<u>2,408</u>	<u>4,754</u>	<u>4,754</u>	<u>2,040</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	43,333	9,509	10,933	10,240	10,240	10,188
4300 Central store	142	-	22	50	50	25
Subtotal	<u>43,475</u>	<u>9,509</u>	<u>10,955</u>	<u>10,290</u>	<u>10,290</u>	<u>10,213</u>
<b>Other Charges</b>						
5210 Postal/messenger service	21	51	23	50	50	50
5230 Telecommunications	3,695	2,194	1,185	1,200	1,200	1,440
5510 Personnel development	1,374	687	360	500	500	400
5520 Employee recognition program	223	-	-	-	-	-
5810 Dues & memberships	195	40	85	200	200	100
Subtotal	<u>5,508</u>	<u>2,972</u>	<u>1,653</u>	<u>1,950</u>	<u>1,950</u>	<u>1,990</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,309	604	885	775	775	775
6012 Audio visual materials & supplies	715	-	-	-	-	-
6020 Food & food service supplies	-	-	234	-	-	-
6031 Pesticides	36,736	43,352	38,919	39,500	39,500	43,275
6032 Mosquito supplies	8,044	967	291	800	800	300
6090 Vehicle powered equip supplies	7,966	604	709	700	700	700
6111 Protective clothing	3,750	292	33	300	300	200
6112 Protective supplies	551	-	326	-	-	100
6120 Books & subscriptions	-	63	26	-	-	50
6140 Other operating supplies	446	331	911	250	250	200
6170 Computer mat/supplies	35	-	45	200	200	50
6171 Small equipment	2,545	92	125	300	300	125
6172 Minor furnishings	300	-	-	-	-	-
Subtotal	<u>62,397</u>	<u>46,305</u>	<u>42,504</u>	<u>42,825</u>	<u>42,825</u>	<u>45,775</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	-	8,377	-	-	-
8170 Data processing equipment	-	100	-	-	-	-
Subtotal	<u>-</u>	<u>100</u>	<u>8,377</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 303,241</u>	<u>\$ 310,855</u>	<u>\$ 310,855</u>	<u>\$ 269,167</u>
Personnel	\$ 757,378	\$ 244,240	\$ 237,344	\$ 251,036	\$ 251,036	\$ 209,149
Non-personnel	122,725	62,015	65,897	59,819	59,819	60,018
	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 303,241</u>	<u>\$ 310,855</u>	<u>\$ 310,855</u>	<u>\$ 269,167</u>
	5.85%	-65.20%	-0.98%	2.51%	2.51%	-13.41%

**Environmental & Development Services**  
**Board of Zoning/Subdivision Appeals - Activity #40813**

**Mission**

Responsible for reviewing and hearing appeals from the decisions of County administrative officials concerning the Zoning and Subdivision Ordinances and considering requests for variance relief from the requirements of these Ordinances. Created in accordance with State law, the Board is composed of seven York County citizens (five regular members and two alternates) appointed by the Circuit Court on an at-large basis. Staff support is provided by the Division of Development and Compliance.

**Goals**

- Meet on a monthly or as-needed basis to decide requests for appeals and variances received from the development community and County citizens.
- Hear and decide appeals and variances in accordance with the standards and guidelines set forth in the *Code of Virginia* and York County Zoning and Subdivision Ordinances.
- Conduct public hearings and other official business in accordance with the by-laws adopted by the Board.
- Make knowledgeable and informed decisions on each application presented to the Board by reviewing the appropriate background information and conducting site inspections as needed.
- Become proficient in the application and understanding of all laws, codes, design standards, and other information as necessary in order to successfully carry out the mission.

**Implementation Strategies**

- Acquire and maintain a high level of proficiency in the performance of duties by attending the annual Virginia Certified BZA Graduate Training Seminar and attending other pertinent planning/zoning seminars.

**Budget Comments - FY2013**

Funding for postage and training is reduced, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 264	\$ 829	\$ 603	\$ 1,500	\$ 1,500	\$ 1,500
Operating	<u>3,412</u>	<u>1,792</u>	<u>2,198</u>	<u>2,900</u>	<u>2,900</u>	<u>2,500</u>
Total Expenditures	<u>\$ 3,676</u>	<u>\$ 2,621</u>	<u>\$ 2,801</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,000</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>40813 Board of Zoning/Subdivision Appeals</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ 245	\$ 770	\$ 560	\$ 1,393	\$ 1,393	\$ 1,393
2100 FICA	19	59	43	107	107	107
Subtotal	<u>264</u>	<u>829</u>	<u>603</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>Contractual Services</b>						
3600 Advertising	1,981	1,792	2,115	2,000	2,000	2,000
3940 Board/commission services	350	-	-	-	-	-
Subtotal	<u>2,331</u>	<u>1,792</u>	<u>2,115</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Other Charges</b>						
5210 Postal/messenger service	20	-	83	200	200	100
5510 Personnel development	1,061	-	-	700	700	400
Subtotal	<u>1,081</u>	<u>-</u>	<u>83</u>	<u>900</u>	<u>900</u>	<u>500</u>
Activity Total	<u>\$ 3,676</u>	<u>\$ 2,621</u>	<u>\$ 2,801</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,000</u>
Personnel	\$ 264	\$ 829	\$ 603	\$ 1,500	\$ 1,500	\$ 1,500
Non-personnel	3,412	1,792	2,198	2,900	2,900	2,500
	<u>\$ 3,676</u>	<u>\$ 2,621</u>	<u>\$ 2,801</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,000</u>
	-24.59%	-28.70%	6.87%	57.09%	57.09%	-9.09%

**Environmental & Development Services  
Development & Compliance - Activity #40816**

**Mission**

Responsible for the regulation of land use and development activities and the elimination of property-related nuisances within the County. This is accomplished through the administration and enforcement of the County's Zoning and Subdivision Ordinances and various sections of the County Code pertaining to property-related nuisances.

**Goals**

- Provide the most effective plan review services in the least possible time to the development community and County citizens in order to help these groups meet project deadlines and ensure project viability.
- Enhance and improve the appearance of the County from a development and code compliance perspective.
- Provide improved customer service through better dissemination of development-related information.

**Implementation Strategies**

- Continue to offer twice-a-month pre-application conferences to the development community with the goal of facilitating better project submissions that result in quicker approvals.
- Focus zoning enforcement activities, especially regarding illegal signage and unauthorized used-car sales, on the County's major corridors to improve their appearances.
- Provide weekend zoning enforcement services to improve community aesthetics.
- Continue to become proficient in the use of the customer service module in the Hansen Development Management System in order to improve services for customers using Division services via the Internet.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of two computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 725,352	\$ 674,796	\$ 664,677	\$ 672,484	\$ 672,484	\$ 716,311
Operating	39,014	32,388	32,080	33,969	33,969	34,965
Capital	5,800	-	-	3,000	3,000	3,300
Total Expenditures	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 696,757</u>	<u>\$ 709,453</u>	<u>\$ 709,453</u>	<u>\$ 754,576</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	8.00	7.00	7.00	7.00	7.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>11.00</u>	<u>10.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>40816 Development &amp; Compliance</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 87,201	\$ 88,732	\$ 88,732	\$ 88,732	\$ 88,732	\$ 93,169
1515 Professional & technical salaries	415,219	379,982	378,812	378,819	378,819	397,761
1516 Administrative & clerical salaries	29,520	29,815	18,876	28,895	28,895	33,577
1531 As required-professional/technical	25,343	23,505	23,889	15,000	15,000	25,000
1595 Overtime	62	-	31	-	-	-
2100 FICA	40,842	38,127	37,515	39,126	39,126	42,037
2200 VRS	71,582	66,849	68,645	70,098	70,098	62,259
2300 Health care	51,216	44,839	46,816	50,424	50,424	55,585
2400 Group life insurance	4,367	2,947	1,361	1,390	1,390	6,923
Subtotal	<u>725,352</u>	<u>674,796</u>	<u>664,677</u>	<u>672,484</u>	<u>672,484</u>	<u>716,311</u>
<b>Contractual Services</b>						
3132 Data processing fees	-	-	525	-	-	-
3320 Maintenance service contracts	11,241	7,867	7,757	10,354	10,354	10,800
3500 Printing & binding	229	215	655	200	200	200
3920 Misc contractual services	2,031	2,802	2,655	2,500	2,500	3,500
Subtotal	<u>13,501</u>	<u>10,884</u>	<u>11,592</u>	<u>13,054</u>	<u>13,054</u>	<u>14,500</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	11,665	10,990	11,456	11,715	11,715	11,715
4300 Central store	190	47	184	50	50	50
Subtotal	<u>11,855</u>	<u>11,037</u>	<u>11,640</u>	<u>11,765</u>	<u>11,765</u>	<u>11,765</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,200	1,885	1,926	2,100	2,100	2,100
5230 Telecommunications	2,727	2,613	2,203	2,300	2,300	2,300
5510 Personnel development	3,641	2,002	1,606	1,900	1,900	1,700
5810 Dues & memberships	1,493	1,689	1,793	1,400	1,400	1,450
5850 Mileage expenses	294	46	-	50	50	50
Subtotal	<u>10,355</u>	<u>8,235</u>	<u>7,528</u>	<u>7,750</u>	<u>7,750</u>	<u>7,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,417	1,530	371	1,000	1,000	800
6120 Books & subscriptions	396	20	46	-	-	-
6170 Computer mat/supplies	223	361	-	200	200	100
6172 Minor furnishings	267	321	903	200	200	200
Subtotal	<u>3,303</u>	<u>2,232</u>	<u>1,320</u>	<u>1,400</u>	<u>1,400</u>	<u>1,100</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	5,800	-	-	3,000	3,000	3,300
Subtotal	<u>5,800</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>3,000</u>	<u>3,300</u>
Activity Total	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 696,757</u>	<u>\$ 709,453</u>	<u>\$ 709,453</u>	<u>\$ 754,576</u>
Personnel	\$ 725,352	\$ 674,796	\$ 664,677	\$ 672,484	\$ 672,484	\$ 716,311
Non-personnel	44,814	32,388	32,080	36,969	36,969	38,265
	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 696,757</u>	<u>\$ 709,453</u>	<u>\$ 709,453</u>	<u>\$ 754,576</u>
	6.74%	-8.18%	-1.47%	1.82%	1.82%	6.36%

**Environmental & Development Services**  
**Wetlands & Chesapeake Bay Boards - Activity #40821**

**Mission**

The Wetlands Board administers the policies and laws that apply to the County's tidal wetlands, as provided in Title 28.2, Chapter 13, *Code of Virginia* for the review of applications to work in tidal wetlands. Enforcement of the Wetlands Ordinance is the responsibility of the Wetlands Board, which has the authority to issue "Stop Work" orders, require restoration of damaged wetlands, and level appropriate civil charges up to \$10,000.

The Chesapeake Bay Board administers the policies and laws that apply to the Chesapeake Bay Protection Area requirements as spelled out in Title 10.1 Chapter 21, of the *Code of Virginia* for the review of exceptions to Chesapeake Bay Preservation Area Ordinance.

**Goals**

- It is the Wetlands Board's responsibility to hold public hearings on requests for construction within tidal wetlands, evaluate such requests in terms of the ecological significance of the shoreline construction, and either grant or deny the wetlands permit.
- Provide advice and information to County citizens concerning wetlands protection.
- Permit review includes site inspections prior to approval and upon completion.
- It is the Chesapeake Bay Board's responsibility to hold public hearings on requests and appeals for exceptions to the Ordinance for construction within Resource Protection Areas (RPA's), evaluate such requests in terms of the environmental impacts of the construction, and either grant or deny the exception.
- Provide advice and information to County citizens concerning exceptions.
- Permit review includes site inspections prior to approval.

**Implementation Strategies**

- Board members and staff attend training seminars and workshops to increase their knowledge and expertise of wetland laws and shoreline construction techniques.
- The Stormwater Management Division, Chesapeake Bay Local Assistance Division and Virginia Institute of Marine Sciences provide staff support services.

**Budget Comments - FY2013**

Reductions are programmed for operations.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,561	\$ 4,921	\$ 4,414	\$ 6,000	\$ 6,000	\$ 6,000
Operating	<u>5,187</u>	<u>2,508</u>	<u>1,097</u>	<u>3,790</u>	<u>3,790</u>	<u>1,850</u>
Total Expenditures	<u>\$ 6,748</u>	<u>\$ 7,429</u>	<u>\$ 5,511</u>	<u>\$ 9,790</u>	<u>\$ 9,790</u>	<u>\$ 7,850</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>40821 Wetlands &amp; Chesapeake Bay Boards</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ 1,450	\$ 4,550	\$ 4,100	\$ 5,574	\$ 5,574	\$ 5,574
2100 FICA	111	371	314	426	426	426
Subtotal	<u>1,561</u>	<u>4,921</u>	<u>4,414</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>Contractual Services</b>						
3600 Advertising	766	1,690	892	2,000	2,000	1,200
3940 Board/commission services	<u>3,150</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>3,916</u>	<u>1,690</u>	<u>892</u>	<u>2,000</u>	<u>2,000</u>	<u>1,200</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	-	240	240	-
4300 Central store	<u>70</u>	<u>37</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>70</u>	<u>37</u>	<u>-</u>	<u>240</u>	<u>240</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	459	307	180	600	600	250
5510 Personnel development	388	225	25	750	750	300
5850 Mileage expenses	<u>56</u>	<u>51</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>903</u>	<u>583</u>	<u>205</u>	<u>1,350</u>	<u>1,350</u>	<u>550</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	<u>298</u>	<u>198</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>100</u>
Subtotal	<u>298</u>	<u>198</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>100</u>
Activity Total	<u>\$ 6,748</u>	<u>\$ 7,429</u>	<u>\$ 5,511</u>	<u>\$ 9,790</u>	<u>\$ 9,790</u>	<u>\$ 7,850</u>
Personnel	\$ 1,561	\$ 4,921	\$ 4,414	\$ 6,000	\$ 6,000	\$ 6,000
Non-personnel	<u>5,187</u>	<u>2,508</u>	<u>1,097</u>	<u>3,790</u>	<u>3,790</u>	<u>1,850</u>
	<u>\$ 6,748</u>	<u>\$ 7,429</u>	<u>\$ 5,511</u>	<u>\$ 9,790</u>	<u>\$ 9,790</u>	<u>\$ 7,850</u>
	-15.48%	10.09%	-25.82%	77.64%	77.64%	-19.82%

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## 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. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 4,278,499	\$ 4,109,093	\$ 4,126,386	\$ 4,301,922	\$ 4,318,235	\$ 4,773,555	95.73%
Charges for Services	13,176	15,017	19,653	11,550	11,550	13,050	0.26%
Reimbursement for Postage	1,353	-	-	-	-	-	0.00%
Donation	-	-	1,928	-	-	-	0.00%
Recovered Costs	-	816	558	625	625	600	0.01%
Fiscal Agent Fees	184,849	178,821	183,474	193,700	193,700	199,500	4.00%
<b>Total Funding Sources</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,331,999</b>	<b>\$ 4,507,797</b>	<b>\$ 4,524,110</b>	<b>\$ 4,986,705</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Administration	\$ 216,525	\$ 214,021	\$ 104,325	\$ 73,092	\$ 70,345	\$ 210,301	187.72%
Computer Support Services	1,685,375	1,576,923	1,700,501	1,788,352	1,788,352	2,063,914	15.41%
Human Resources	574,028	548,298	542,851	547,931	547,931	575,707	5.07%
Budget & Financial Reporting	392,623	405,698	427,049	432,982	450,427	484,372	11.87%
Fiscal Accounting Services	661,692	662,868	655,870	695,300	695,300	716,424	3.04%
Central Purchasing	384,494	386,545	385,798	392,955	394,570	407,478	3.70%
Central Administrative Services	193,566	150,414	144,554	184,545	184,545	133,530	-27.64%
Central Insurance	369,574	358,980	371,051	392,640	392,640	394,979	0.60%
<b>Total Expenditures</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,331,999</b>	<b>\$ 4,507,797</b>	<b>\$ 4,524,110</b>	<b>\$ 4,986,705</b>	<b>10.62%</b>

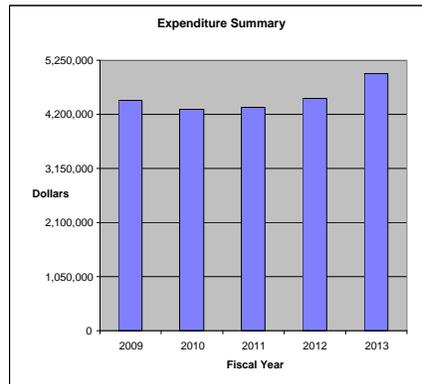
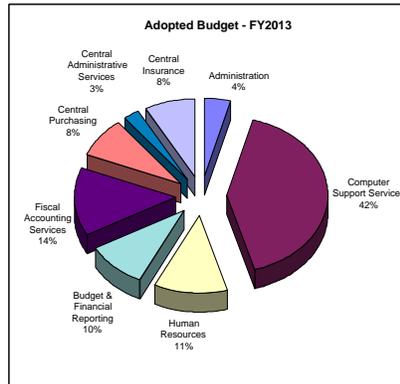
<b>Expenditure by Category</b>							
Personnel	\$ 3,203,597	\$ 3,329,334	\$ 3,252,677	\$ 3,252,340	\$ 3,269,785	\$ 3,588,832	10.35%
Operating	1,080,754	957,119	984,177	1,108,457	1,106,210	1,246,098	12.42%
Capital	193,526	17,294	95,145	147,000	148,115	151,775	3.25%
<b>Total Expenditures</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,331,999</b>	<b>\$ 4,507,797</b>	<b>\$ 4,524,110</b>	<b>\$ 4,986,705</b>	<b>10.62%</b>

<b>Funded FTEs</b>						
Management	6.00	6.00	6.00	5.00	5.00	6.00
Professional/Technical	33.50	33.50	33.50	33.50	33.50	34.50
Admin/Clerical	5.00	5.00	5.00	4.50	4.50	4.50
<b>Total Funded FTEs</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>	<b>43.00</b>	<b>43.00</b>	<b>45.00</b>

<b>Key Service Indicators</b>						
Payroll registers processed	369	368	346	381	372	372
W2s produced and reconciled	4,367	4,254	4,273	4,271	4,100	4,100
Accounts payable batches processed	666	679	623	707	756	756
Journal entries processed	2,398	2,625	2,645	2,651	2,660	2,660
Financial reports processed	1,341	1,376	1,480	1,411	1,500	1,500
Addresses maintained by GIS	*	33,088	33,196	33,188	33,188	33,188
GIS map components	1,023,946	1,148,278	2,034,190	1,272,610	2,058,157	2,058,157
Computer work orders	1,124	1,752	3,721	3,696	3,792	3,792
Phone lines	**	**	**	**	**	1,300
Average age of equipment (years)	**	**	**	**	**	4.5
Phone calls	**	**	**	**	**	2,000,000
Positions advertised	71	56	76	63	50	50
Jobs classified, reviewed & surveyed	56	66	94	72	10	10
Changes to health insurance enrollments	330	317	328	325	328	328
Employees trained	928	724	784	826	784	784
Certificate of Achievement for Excellence in Financial Reporting Awards	24	25	26	27	27	28
Distinguished Budget Presentation Awards	5	6	7	8	8	9
Budget entries	261	306	338	306	306	350
Mandated financial and budget reports	15	15	15	15	15	15
Fund/agency accounts reviewed and analyzed	111	111	117	117	117	116
Accounts payable payments	14,677	10,785	8,410	11,100	8,500	8,500
Credit card transactions processed	12,101	11,211	10,323	12,100	10,200	10,200
Accounts receivable bills generated	798	958	975	800	1,100	1,100
Grant and donation dollars managed	\$ 2,392,225	\$ 5,064,441	\$ 7,297,960	\$ 3,800,000	\$ 6,600,000	\$ 6,000,000
Outgoing US mail	85,217	85,929	143,768	86,000	142,000	142,000
Paychecks processed	31,717	31,350	30,966	31,500	30,800	31,000
Sewer customers served	19,240	19,406	19,564	20,110	20,110	20,451
Trash customers served	16,446	16,495	16,575	16,725	16,700	16,785
Purchase orders	4,019	4,106	4,300	4,300	4,300	4,300
Credit card transactions	22,854	21,788	21,500	21,500	21,500	21,500
Workers compensation claims	103	111	105	105	105	115
Vehicle/property liability claims	93	106	80	100	100	110

\* Data not available.

\*\* Telecommunications has been transferred from General Services to the Computer Support Division.



**Financial & Management Services  
Financial & Management Services Administration - Activity #50119**

**Mission**

Provides high quality services in an efficient and effective manner through its various divisions.

**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. Prepare for and coordinate the annual financial audit performed by independent auditors. Prepare the County's Comprehensive Annual Financial Report in accordance with federal, state and local requirements and established accounting principles.
- Process payroll, 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.
- Provide oversight to Emergency Communications/911 and Radio Maintenance, and administrative support for the Workers' Compensation Fund.
- To provide communications, paging and dispatching services to County departments and agencies.

**Implementation Strategies**

- Continue focus on process improvement throughout the County through shared services and effective operations.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Personnel and non-personnel funds have been reinstated for the Finance Director position.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 186,893	\$ 190,141	\$ 86,121	\$ 47,627	\$ 46,012	\$ 180,937
Operating	27,857	23,880	18,204	25,465	24,333	27,364
Capital	1,775	-	-	-	-	2,000
Total Expenditures	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 104,325</u>	<u>\$ 73,092</u>	<u>\$ 70,345</u>	<u>\$ 210,301</u>
<b><u>Funded FTEs</u></b>						
Management	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 Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50119 Financial &amp; Management Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 116,944	\$ 118,915	\$ 32,016	\$ -	\$ -	\$ 107,807
1516 Administrative & clerical salaries	30,069	30,921	31,115	31,115	31,115	32,671
1531 As required-professional/technical	-	-	2,720	4,000	2,500	4,000
1595 Overtime	16	39	-	-	-	-
2100 FICA	10,396	10,659	4,922	2,686	2,571	11,053
2200 VRS	19,811	20,164	9,291	4,393	4,393	16,675
2300 Health care	8,448	8,554	5,873	5,346	5,346	6,877
2400 Group life insurance	1,209	889	184	87	87	1,854
Subtotal	<u>186,893</u>	<u>190,141</u>	<u>86,121</u>	<u>47,627</u>	<u>46,012</u>	<u>180,937</u>
<b>Contractual Services</b>						
3110 Payment for medical services	41	-	-	-	-	-
3310 Repairs & maintenance	125	-	-	-	-	-
3320 Maintenance service contracts	765	-	-	1,750	1,750	1,900
3920 Misc contractual services	-	-	-	5,000	3,868	4,700
Subtotal	<u>931</u>	<u>-</u>	<u>-</u>	<u>6,750</u>	<u>5,618</u>	<u>6,600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	16,470	12,889	9,863	13,310	13,310	8,519
4300 Central store	71	12	-	30	30	30
Subtotal	<u>16,541</u>	<u>12,901</u>	<u>9,863</u>	<u>13,340</u>	<u>13,340</u>	<u>8,549</u>
<b>Other Charges</b>						
5210 Postal/messenger service	28	138	28	75	75	50
5230 Telecommunications	1,320	1,211	334	150	150	950
5510 Personnel development	2,854	3,411	257	200	200	3,000
5520 Employee recognition program	956	137	555	500	500	500
5810 Dues & memberships	764	827	198	-	-	715
5820 Assoc/meeting support charges	637	894	-	-	-	400
5850 Mileage expenses	380	937	245	-	-	100
Subtotal	<u>6,939</u>	<u>7,555</u>	<u>1,617</u>	<u>925</u>	<u>925</u>	<u>5,715</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,391	1,211	495	1,200	1,200	2,700
6020 Food/food service supplies	310	193	93	100	100	200
6110 Uniforms & wearing apparel	-	-	4,703	-	-	-
6120 Books & subscriptions	1,066	262	166	250	250	250
6170 Computer mat/supplies	679	-	638	100	100	200
6171 Small equipment	-	242	489	-	-	200
6172 Minor furnishings	-	-	140	-	-	-
Subtotal	<u>3,446</u>	<u>1,908</u>	<u>6,724</u>	<u>1,650</u>	<u>1,650</u>	<u>3,550</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of buildings	-	-	-	2,800	2,800	2,950
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,800</u>	<u>2,800</u>	<u>2,950</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,775	-	-	-	-	2,000
Subtotal	<u>1,775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
<b>Grants &amp; Donations</b>						
9545 RSAF 911 - local match	-	1,516	-	-	-	-
Subtotal	<u>-</u>	<u>1,516</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 104,325</u>	<u>\$ 73,092</u>	<u>\$ 70,345</u>	<u>\$ 210,301</u>
Personnel	\$ 186,893	\$ 190,141	\$ 86,121	\$ 47,627	\$ 46,012	\$ 180,937
Non-personnel	29,632	23,880	18,204	25,465	24,333	29,364
	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 104,325</u>	<u>\$ 73,092</u>	<u>\$ 70,345</u>	<u>\$ 210,301</u>
	9.54%	-1.16%	-51.25%	-29.94%	-32.57%	187.72%

**Financial & Management Services  
Computer Support Services - Activity #50121**

**Mission**

Provide the 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 I-Series).
- Provide computing support necessary for all financial functions to Fiscal Accounting Services, School Board, Colonial Behavioral Health, 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.
- Provide quality equipment and effective maintenance program to ensure mission accomplishment and excellent customer service and to protect County resources.
- 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.
- Award all Capital Improvement Program projects in year of appropriation, complete projects within budget and on schedule, and financially close all projects within 120 days of taking occupancy.
- Provide quality equipment and effective maintenance program to ensure mission accomplishment and excellent customer service and to protect County resources.

**Implementation Strategies**

- Continue to expand the use of document imaging to reap greater efficiencies.
- Reduce the number of servers and increase reliability by creating a virtual server environment and combining multiple server applications on a single piece of hardware.
- Make greater use of in-house and contract audit initiatives to develop telephone system upgrade/replacement plans based on cost-effective industry standards and life-cycle replacement strategies.
- Use a balance of contract repair and in-house work to optimize customer support and perform critical preventive maintenance tasks.
- Continue to invest time in preventive maintenance programs for the telephone system to lower frequency and costs of the current breakdown maintenance.
- Invest in employee training to sustain and improve telephone service.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. The Telecommunications Division has been transferred from General Services to Financial & Management Services and incorporated into this division.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 1,174,268	\$ 1,247,757	\$ 1,243,694	\$ 1,245,833	\$ 1,245,833	\$ 1,382,111
Operating	399,953	313,991	370,083	425,319	424,204	569,328
Capital	111,154	15,175	86,724	117,200	118,315	112,475
Total Expenditures	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,700,501</u>	<u>\$ 1,788,352</u>	<u>\$ 1,788,352</u>	<u>\$ 2,063,914</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	13.50	13.50	13.50	13.50	13.50	14.50
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>16.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50121 Computer Support Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 100,900	\$ 102,719	\$ 102,899	\$ 102,979	\$ 102,979	\$ 108,128
1515 Professional & technical salaries	742,952	802,935	785,041	781,824	781,824	892,252
1516 Administrative & clerical salaries	36,570	37,718	34,122	37,743	37,743	31,718
1531 As required-professional/technical	22,040	26,306	28,609	23,000	23,000	23,000
1532 As required-administrative/clerical	11,257	8,163	3,132	-	-	-
1595 Overtime	1,342	2,020	1,274	2,000	2,000	2,500
1596 Holiday worked	-	15	50	-	-	-
1599 Other pay	572	697	1,287	900	900	900
1999-999-999-999 Chargeouts wages-grants	-	(7,834)	-	-	-	-
2100 FICA	68,214	73,152	70,933	72,556	72,556	80,975
2200 VRS	119,187	126,834	130,189	130,263	130,263	122,510
2300 Health care	63,962	70,042	83,559	91,985	91,985	106,504
2400 Group life insurance	7,272	5,589	2,599	2,583	2,583	13,624
2999-999-999-999 Chargeouts fringes-grants	-	(599)	-	-	-	-
Subtotal	<u>1,174,268</u>	<u>1,247,757</u>	<u>1,243,694</u>	<u>1,245,833</u>	<u>1,245,833</u>	<u>1,382,111</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	-	-	-	-	-	3,000
3320 Maintenance service contracts	139,849	112,163	116,313	152,600	152,600	187,684
3320-003 Workorder maintenance	9,203	-	6,218	7,720	7,720	1,500
3322 Network storage maintenance	-	-	-	28,000	28,000	-
3500 Printing & binding	51	-	-	-	-	-
3600 Advertising	-	-	459	-	495	-
3920 Misc contractual services	12,995	5,495	-	-	-	-
Subtotal	<u>162,098</u>	<u>117,658</u>	<u>122,990</u>	<u>188,320</u>	<u>188,815</u>	<u>192,184</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	3,506	4,037	3,516	4,115	4,115	9,944
4300 Central store	201	114	71	100	100	100
4500 Radio maintenance	5,330	-	-	-	-	-
4600 AS400 system	2,192	2,398	2,203	3,387	3,387	3,129
4700 Imaging system charges	-	-	-	367	367	366
Subtotal	<u>11,229</u>	<u>6,549</u>	<u>5,790</u>	<u>7,969</u>	<u>7,969</u>	<u>13,539</u>
<b>Other Charges</b>						
5210 Postal/messenger service	147	131	72	150	150	120
5230 Telecommunications	59,015	5,048	4,921	5,280	5,280	4,780
5231 Long distance toll call	-	-	-	-	-	(8,000)
5233 Telecommunications-data lines	100,011	125,705	160,239	163,670	163,670	334,920
5510 Personnel development	14,344	11,152	3,587	11,000	9,390	12,000
5510-002 Network training	764	-	-	-	-	-
5810 Dues & memberships	-	15	90	-	-	450
5850 Mileage expenses	4,065	4,250	338	3,000	3,000	400
Subtotal	<u>178,346</u>	<u>146,301</u>	<u>169,247</u>	<u>183,100</u>	<u>181,490</u>	<u>344,670</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,340	1,442	1,021	2,200	2,200	2,000
6013 Data processing supplies	13,230	6,458	7,424	7,435	7,435	7,435
6020 Food & food service supplies	123	-	-	-	-	-
6070 Repairs & maintenance	-	-	-	-	-	2,500
6120 Books & subscriptions	5,846	463	285	1,000	1,000	600
6170 Computer mat/supplies	8,650	5,936	4,752	6,000	6,000	6,000
6172 Minor furnishings	1,075	200	696	400	400	400
Subtotal	<u>31,264</u>	<u>14,499</u>	<u>14,178</u>	<u>17,035</u>	<u>17,035</u>	<u>18,935</u>
<b>Leases &amp; Rentals</b>						
7102 Network storage lease	29,044	28,894	57,788	28,895	28,895	-
7105 General equipment rental	90	90	90	-	-	-
Subtotal	<u>29,134</u>	<u>28,984</u>	<u>57,878</u>	<u>28,895</u>	<u>28,895</u>	<u>-</u>
<b>Capital Outlay</b>						
8130 Communications equipment	1,652	-	-	-	1,115	-
8170 Data processing equipment	17,350	3,074	1,639	4,000	4,000	10,600
8170-003 Work order mgmt system	-	-	6,600	-	-	-
8740 Geographic info system	27,355	-	-	30,000	30,000	30,000
8910 Computer network maint	64,797	5,812	78,485	68,200	68,200	43,975
8915 Network security enhancements	-	6,289	-	15,000	15,000	27,900
Subtotal	<u>111,154</u>	<u>15,175</u>	<u>86,724</u>	<u>117,200</u>	<u>118,315</u>	<u>112,475</u>
<b>Chargeouts</b>						
9350 Chargeout grants/other	(12,118)	-	-	-	-	-
Subtotal	<u>(12,118)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,700,501</u>	<u>\$ 1,788,352</u>	<u>\$ 1,788,352</u>	<u>\$ 2,063,914</u>
Personnel	\$ 1,174,268	\$ 1,247,757	\$ 1,243,694	\$ 1,245,833	\$ 1,245,833	\$ 1,382,111
Non-personnel	511,107	329,166	456,807	542,519	542,519	681,803
	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,700,501</u>	<u>\$ 1,788,352</u>	<u>\$ 1,788,352</u>	<u>\$ 2,063,914</u>
	9.32%	-6.43%	7.84%	5.17%	5.17%	15.41%

**Financial & Management Services  
Human Resources - Activity #50122**

**Mission**

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; 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, 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**

- Accessibility of more on-line procedures and applications.
- Hire qualified individuals in a timely manner through use of applicant tracking system.
- Develop and maintain competitive compensation and benefit programs to attract and retain employees.
- Expansion of online recruitment to include on-boarding process and background screenings.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Funding for the Values Committee has been eliminated. Capital funding is for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 458,422	\$ 464,095	\$ 468,695	\$ 471,064	\$ 471,064	\$ 502,901
Operating	112,706	84,203	74,156	76,867	76,867	66,806
Capital	2,900	-	-	-	-	6,000
Total Expenditures	<u>\$ 574,028</u>	<u>\$ 548,298</u>	<u>\$ 542,851</u>	<u>\$ 547,931</u>	<u>\$ 547,931</u>	<u>\$ 575,707</u>
<b><u>Funded FTEs</u></b>						
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	0.50	0.50	0.50	0.50	0.50	0.50
Total Funded FTEs	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50122 Human Resources</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150
1513 Middle management	95,372	97,772	98,132	98,292	98,292	103,207
1515 Professional & technical salaries	247,902	251,644	251,644	251,644	251,644	264,226
1522 Reg PT administrative/clerical	17,336	17,100	17,311	15,655	15,655	15,655
1595 Overtime	1,371	520	207	1,200	1,200	500
2100 FICA	27,078	27,428	27,509	28,071	28,071	29,356
2200 VRS	46,192	46,961	49,392	49,411	49,411	43,614
2300 Health care	20,352	20,600	23,520	25,661	25,661	41,343
2400 Group life insurance	2,819	2,070	980	980	980	4,850
Subtotal	<u>458,422</u>	<u>464,095</u>	<u>468,695</u>	<u>471,064</u>	<u>471,064</u>	<u>502,901</u>
<b>Contractual Services</b>						
3130 Management consulting services	-	1,710	-	-	-	-
3310 Repairs & maintenance	-	98	-	100	100	100
3320 Maintenance service contracts	6,081	15,532	17,027	15,500	15,500	15,500
3500 Printing & binding	2,801	-	827	550	550	550
3600 Advertising	39,521	16,722	9,085	12,000	12,000	11,000
3940 Board/commission services	75	-	-	-	-	-
Subtotal	<u>48,478</u>	<u>34,062</u>	<u>26,939</u>	<u>28,150</u>	<u>28,150</u>	<u>27,150</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	101	-	-	100
4300 Central store	41	96	97	100	100	100
4700 Imaging system charges	372	422	348	367	367	366
Subtotal	<u>413</u>	<u>518</u>	<u>546</u>	<u>467</u>	<u>467</u>	<u>466</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,704	712	875	1,500	1,500	1,200
5230 Telecommunications	956	990	982	1,200	1,200	1,640
5510 Personnel development	4,315	1,205	826	3,500	3,500	2,500
5512 Central personnel development	30,607	29,857	29,275	27,500	27,500	27,500
5516 Values Committee	18,353	9,949	7,735	8,000	8,000	-
5810 Dues & memberships	1,789	1,725	1,785	1,800	1,800	1,800
5850 Mileage expenses	345	193	280	300	300	100
Subtotal	<u>58,069</u>	<u>44,631</u>	<u>41,758</u>	<u>43,800</u>	<u>43,800</u>	<u>34,740</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,002	1,945	1,782	2,000	2,000	2,000
6120 Books & subscriptions	2,541	2,530	2,974	2,300	2,300	2,300
6170 Computer mat/supplies	103	22	157	150	150	150
6171 Small equipment	1,100	495	-	-	-	-
Subtotal	<u>5,746</u>	<u>4,992</u>	<u>4,913</u>	<u>4,450</u>	<u>4,450</u>	<u>4,450</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	2,900	-	-	-	-	6,000
Subtotal	<u>2,900</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,000</u>
Activity Total	<u>\$ 574,028</u>	<u>\$ 548,298</u>	<u>\$ 542,851</u>	<u>\$ 547,931</u>	<u>\$ 547,931</u>	<u>\$ 575,707</u>
Personnel	\$ 458,422	\$ 464,095	\$ 468,695	\$ 471,064	\$ 471,064	\$ 502,901
Non-personnel	115,606	84,203	74,156	76,867	76,867	72,806
	<u>\$ 574,028</u>	<u>\$ 548,298</u>	<u>\$ 542,851</u>	<u>\$ 547,931</u>	<u>\$ 547,931</u>	<u>\$ 575,707</u>
	4.35%	-4.48%	-0.99%	0.94%	0.94%	5.07%

**Financial & Management Services  
Budget & Financial Reporting- Activity #50124**

**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**

- 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.
- Maintain County capital asset records, including equipment, buildings, land, improvements and infrastructure. Develop procedures for additions, deletions and transfers of assets; calculate valuation and depreciation and reconcile capital asset records and schedules. Perform physical inventories of assets.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Work-as-required funding is provided to assist with day-to-day operations. Funding decreases are reflected in internal services and telecommunications. Capital reflects funding for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 374,175	\$ 390,038	\$ 410,980	\$ 416,093	\$ 433,538	\$ 464,569
Operating	15,146	15,660	14,450	16,889	16,889	16,503
Capital	<u>3,302</u>	<u>-</u>	<u>1,619</u>	<u>-</u>	<u>-</u>	<u>3,300</u>
Total Expenditures	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 427,049</u>	<u>\$ 432,982</u>	<u>\$ 450,427</u>	<u>\$ 484,372</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Funded FTEs	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50124 Budget &amp; Financial Reporting</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 90,678	\$ 93,114	\$ 93,474	\$ 93,634	\$ 98,296	\$ 103,650
1515 Professional & technical salaries	190,705	201,126	212,093	212,093	212,093	222,698
1531 As required-professional/technical	-	-	-	-	10,920	20,280
1595 Overtime	113	399	-	-	-	-
2100 FICA	20,503	21,442	22,036	23,388	24,580	26,517
2200 VRS	37,911	39,606	43,150	43,169	43,827	38,738
2300 Health care	31,952	32,626	39,372	42,953	42,953	48,378
2400 Group life insurance	2,313	1,725	855	856	869	4,308
Subtotal	<u>374,175</u>	<u>390,038</u>	<u>410,980</u>	<u>416,093</u>	<u>433,538</u>	<u>464,569</u>
<b>Contractual Services</b>						
3130 Management consulting services	1,100	1,130	1,130	1,200	1,200	1,200
3320 Maintenance service contracts	25	39	800	950	950	900
3500 Printing & binding	4,198	44	-	50	50	50
Subtotal	<u>5,323</u>	<u>1,213</u>	<u>1,930</u>	<u>2,200</u>	<u>2,200</u>	<u>2,150</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	25	-	-	-
4300 Central store	30	12	24	50	50	50
4600 AS400 system	2,191	2,398	2,203	3,388	3,388	3,129
4700 Imaging system charges	1,116	1,266	1,044	1,101	1,101	1,099
Subtotal	<u>3,337</u>	<u>3,676</u>	<u>3,296</u>	<u>4,539</u>	<u>4,539</u>	<u>4,278</u>
<b>Other Charges</b>						
5210 Postal/messenger service	154	146	161	150	150	175
5230 Telecommunications	967	946	783	1,050	1,050	850
5510 Personnel development	2,066	2,660	1,585	2,200	2,200	2,200
5810 Dues & memberships	594	597	602	500	500	600
5850 Mileage expense	28	-	-	-	-	-
Subtotal	<u>3,809</u>	<u>4,349</u>	<u>3,131</u>	<u>3,900</u>	<u>3,900</u>	<u>3,825</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,013	1,295	1,812	1,400	1,400	1,400
6015 Bud & Fin Reporting supplies	-	4,329	4,156	4,450	4,450	4,450
6020 Food & food service supplies	73	39	-	-	-	-
6120 Books & subscriptions	377	68	125	200	200	200
6170 Computer mat/supplies	77	691	-	200	200	200
6171 Small equipment	137	-	-	-	-	-
Subtotal	<u>2,677</u>	<u>6,422</u>	<u>6,093</u>	<u>6,250</u>	<u>6,250</u>	<u>6,250</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,302	-	1,619	-	-	3,300
Subtotal	<u>3,302</u>	<u>-</u>	<u>1,619</u>	<u>-</u>	<u>-</u>	<u>3,300</u>
Activity Total	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 427,049</u>	<u>\$ 432,982</u>	<u>\$ 450,427</u>	<u>\$ 484,372</u>
Personnel	\$ 374,175	\$ 390,038	\$ 410,980	\$ 416,093	\$ 433,538	\$ 464,569
Non-personnel	18,448	15,660	16,069	16,889	16,889	19,803
	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 427,049</u>	<u>\$ 432,982</u>	<u>\$ 450,427</u>	<u>\$ 484,372</u>
	13.06%	3.33%	5.26%	1.39%	5.47%	11.87%

**Financial & Management Services  
Fiscal Accounting Services - Activity #50125**

**Mission**

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 and other services, mail services, grants financial management, and management of insurance issues and risk.

**Goals**

- To develop and implement additional e-government services.
- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our 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**

- To continue to expand the use of direct deposit by vendors.
- To implement electronic W2's at the school division.
- To increase departmental compliance with the County's AD on grants management.
- To use our safety program to reinforce departmental awareness of and responsibility for injury and accident costs and consequences.
- To refine methods for obtaining documentation needed to file claims with FEMA; establish a written policy on recovering costs related to disasters; provide disaster cost recovery training to all employees.
- To redesign utility bills and expand web/on-line services for utility billing customers.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. There is no funding provided for a vacant .50 Senior Mail Distribution Clerk, for the second consecutive year. Capital funding is programmed for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 611,148	\$ 627,986	\$ 618,513	\$ 641,174	\$ 641,174	\$ 663,585
Operating	42,207	34,882	30,555	49,126	49,126	46,239
Capital	8,337	-	6,802	5,000	5,000	6,600
Total Expenditures	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 655,870</u>	<u>\$ 695,300</u>	<u>\$ 695,300</u>	<u>\$ 716,424</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	1.50	1.50	1.50	1.00	1.00	1.00
Total Funded FTEs	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50125 Fiscal Accounting Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 89,255	\$ 91,338	\$ 91,878	\$ 92,118	\$ 92,118	\$ 96,724
1515 Professional & technical salaries	353,922	362,772	360,858	368,530	368,530	386,956
1516 Administrative & clerical salaries	23,932	24,124	-	-	-	-
1522 Reg PT administrative/clerical	9,232	10,779	23,267	22,812	22,812	22,812
1531 As required-professional/technical	-	-	-	5,500	5,500	5,000
1532 As required-administrative/clerical	3,272	-	-	-	-	-
1595 Overtime	574	24	4	1,500	1,500	500
2100 FICA	35,977	36,430	35,574	37,520	37,520	39,167
2200 VRS	63,031	65,097	64,250	65,043	65,043	57,413
2300 Health care	28,107	34,530	41,408	46,861	46,861	48,628
2400 Group life insurance	3,846	2,892	1,274	1,290	1,290	6,385
Subtotal	<u>611,148</u>	<u>627,986</u>	<u>618,513</u>	<u>641,174</u>	<u>641,174</u>	<u>663,585</u>
<b>Contractual Services</b>						
3123 Bank service charges	-	-	10	-	-	-
3132 Data processing fees	5,000	-	368	3,600	3,600	3,000
3320 Maintenance service contracts	2,032	2,490	2,413	3,555	3,555	3,504
3500 Printing & binding	87	-	44	100	100	100
Subtotal	<u>7,119</u>	<u>2,490</u>	<u>2,835</u>	<u>7,255</u>	<u>7,255</u>	<u>6,604</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	114	-	-	200
4300 Central store	72	24	59	100	100	100
4600 AS400 system	13,149	14,386	13,218	20,325	20,325	18,771
4700 Imaging system charges	2,232	2,533	2,087	2,201	2,201	2,564
Subtotal	<u>15,453</u>	<u>16,943</u>	<u>15,478</u>	<u>22,626</u>	<u>22,626</u>	<u>21,635</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,564	3,481	2,924	4,000	4,000	4,000
5230 Telecommunications	160	91	94	150	150	150
5510 Personnel development	4,895	6,475	2,331	6,250	6,250	6,000
5810 Dues & memberships	1,125	1,210	1,169	1,545	1,545	1,600
5850 Mileage expenses	14	12	-	50	50	50
Subtotal	<u>9,758</u>	<u>11,269</u>	<u>6,518</u>	<u>11,995</u>	<u>11,995</u>	<u>11,800</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,876	2,777	2,277	5,000	5,000	4,000
6120 Books & subscriptions	1,880	1,369	1,443	1,450	1,450	1,500
6140 Other operating supplies	-	34	25	-	-	-
6170 Computer mat/supplies	769	-	55	800	800	700
6172 Minor furnishings	3,352	-	-	-	-	-
Subtotal	<u>9,877</u>	<u>4,180</u>	<u>3,800</u>	<u>7,250</u>	<u>7,250</u>	<u>6,200</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	8,337	-	6,802	5,000	5,000	6,600
Subtotal	<u>8,337</u>	<u>-</u>	<u>6,802</u>	<u>5,000</u>	<u>5,000</u>	<u>6,600</u>
<b>Grants &amp; Donations</b>						
9270 VML Risk Management	-	-	1,924	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>1,924</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 655,870</u>	<u>\$ 695,300</u>	<u>\$ 695,300</u>	<u>\$ 716,424</u>
Personnel	\$ 611,148	\$ 627,986	\$ 618,513	\$ 641,174	\$ 641,174	\$ 663,585
Non-personnel	50,544	34,882	37,357	54,126	54,126	52,839
	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 655,870</u>	<u>\$ 695,300</u>	<u>\$ 695,300</u>	<u>\$ 716,424</u>
	-1.80%	0.18%	-1.06%	6.01%	6.01%	3.04%

**Financial & Management Services  
Central Purchasing - Activity #50129**

**Mission**

Provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division 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**

- Continue implementation of Electronic Commerce approach to procurement functions both externally and internally. Evaluate BAI platform for purchase requisitions.
- 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: Under \$1,500, Same day; \$1,500 - \$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) and to develop electronic medium as the preferred method of "filing" (i.e. retraining staff to begin thinking in terms of eliminating physical files).

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding reflects the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 364,234	\$ 368,137	\$ 374,480	\$ 376,724	\$ 378,339	\$ 394,729
Operating	16,933	16,289	11,318	11,431	11,431	11,349
Capital	<u>3,327</u>	<u>2,119</u>	<u>-</u>	<u>4,800</u>	<u>4,800</u>	<u>1,400</u>
Total Expenditures	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 385,798</u>	<u>\$ 392,955</u>	<u>\$ 394,570</u>	<u>\$ 407,478</u>
<b><u>Funded FTEs</u></b>						
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 Funded FTEs	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50129 Central Purchasing</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 85,146	\$ 86,198	\$ 86,378	\$ 86,458	\$ 86,458	\$ 90,781
1515 Professional & technical salaries	149,569	153,090	153,113	153,113	153,113	160,769
1516 Administrative & clerical salaries	37,499	38,694	38,774	38,774	38,774	40,713
1532 As required administrative/clerical	661	-	1,738	-	1,500	-
1595 Overtime	2,894	965	21	200	200	200
2100 FICA	20,431	20,672	20,663	21,309	21,424	22,373
2200 VRS	36,650	37,366	39,293	39,302	39,302	34,692
2300 Health care	29,148	29,505	33,721	36,789	36,789	41,343
2400 Group life insurance	2,236	1,647	779	779	779	3,858
Subtotal	<u>364,234</u>	<u>368,137</u>	<u>374,480</u>	<u>376,724</u>	<u>378,339</u>	<u>394,729</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	700	1,009	572	600	600	600
3500 Printing & binding	1,763	2,364	1,782	1,300	1,300	1,500
3600 Advertising	323	-	206	200	200	200
3922 Credit card fees	185	436	682	500	500	500
Subtotal	<u>2,971</u>	<u>3,809</u>	<u>3,242</u>	<u>2,600</u>	<u>2,600</u>	<u>2,800</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	167	-	165	-	-	200
4211 Misc vehicle maintenance charges	25	-	-	-	-	-
4300 Central store	20	20	-	50	50	50
4700 Imaging system charges	1,116	1,266	1,044	1,101	1,101	1,099
Subtotal	<u>1,328</u>	<u>1,286</u>	<u>1,209</u>	<u>1,151</u>	<u>1,151</u>	<u>1,349</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,751	2,036	1,275	2,000	2,000	1,600
5230 Telecommunications	1,659	1,712	1,441	1,420	1,420	1,200
5510 Personnel development	5,165	3,805	1,642	1,000	1,000	1,200
5810 Dues & memberships	655	605	680	660	660	700
5850 Mileage expense	775	445	150	-	-	100
Subtotal	<u>10,005</u>	<u>8,603</u>	<u>5,188</u>	<u>5,080</u>	<u>5,080</u>	<u>4,800</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,737	2,156	1,113	1,750	1,750	1,600
6110 Uniforms & wearing apparel	135	-	-	-	-	-
6120 Books & subscriptions	159	70	50	150	150	100
6170 Computer mat/supplies	111	240	176	700	700	700
6171 Small equipment	487	-	-	-	-	-
6172 Small furnishings	-	-	340	-	-	-
Subtotal	<u>2,629</u>	<u>2,466</u>	<u>1,679</u>	<u>2,600</u>	<u>2,600</u>	<u>2,400</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	-	125	-	-	-	-
Subtotal	<u>-</u>	<u>125</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery & equipment	1,578	-	-	-	-	-
8170 Data processing equipment	1,749	2,119	-	4,800	4,800	1,400
Subtotal	<u>3,327</u>	<u>2,119</u>	<u>-</u>	<u>4,800</u>	<u>4,800</u>	<u>1,400</u>
Activity Total	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 385,798</u>	<u>\$ 392,955</u>	<u>\$ 394,570</u>	<u>\$ 407,478</u>
Personnel	\$ 364,234	\$ 368,137	\$ 374,480	\$ 376,724	\$ 378,339	\$ 394,729
Non-personnel	20,260	18,408	11,318	16,231	16,231	12,749
	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 385,798</u>	<u>\$ 392,955</u>	<u>\$ 394,570</u>	<u>\$ 407,478</u>
	6.55%	0.53%	-0.19%	1.86%	2.27%	3.70%

**Financial & Management Services  
Central Administrative Services - Activity #50141**

**Mission**

Accumulates the costs relating to shared services within the County.

**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.

**Implementation Strategies**

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

**Budget Comments - FY2013**

Funding for the Cooperative Education Program has been eliminated. Increased funding is programmed for maintenance contracts and postage.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 34,457	\$ 41,180	\$ 50,194	\$ 53,825	\$ 53,825	\$ -
Operating	96,378	109,234	94,360	110,720	110,720	113,530
Capital	<u>62,731</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Expenditures	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 144,554</u>	<u>\$ 184,545</u>	<u>\$ 184,545</u>	<u>\$ 133,530</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50141 Central Administrative Services</b>						
<b>Personnel Services</b>						
1532 As required-administrative/clerical	\$ 32,003	\$ 38,251	\$ 46,578	\$ 50,000	\$ 50,000	\$ -
1595 Overtime	5	3	49	-	-	-
2100 FICA	2,449	2,926	3,567	3,825	3,825	-
Subtotal	<u>34,457</u>	<u>41,180</u>	<u>50,194</u>	<u>53,825</u>	<u>53,825</u>	<u>-</u>
<b>Contractual Services</b>						
3110 Payment for medical services	192	263	-	-	-	-
3121 Cost allocation plan	6,250	6,500	6,500	6,825	6,825	6,825
3125 Actuarial svcs-OPEB	12,000	13,200	13,200	13,900	13,900	14,125
3141 Surveying services	-	7,725	7,725	10,000	10,000	11,000
3320 Maintenance service contracts	1,340	1,517	1,773	-	-	-
3320-003 INFOR workorder maint	-	12,397	-	-	-	-
3321 Maintenance svc conts-AS400/IBM	33,678	36,183	35,941	38,550	38,550	44,745
3322 Maintenance svc conts-Imaging	26,510	26,688	21,372	22,530	22,530	22,500
3323 Maintenance svc conts-Kronos	35,531	37,058	43,387	46,750	46,750	47,000
3600 Advertising	-	634	-	300	300	300
3920 Misc contractual services	5,394	4,301	4,647	-	-	-
Subtotal	<u>120,895</u>	<u>146,466</u>	<u>134,545</u>	<u>138,855</u>	<u>138,855</u>	<u>146,495</u>
<b>Other Charges</b>						
5210 Postage/messenger service	56,285	56,215	75,000	80,000	80,000	81,200
5855 Moving expenses	1,500	-	-	-	-	-
Subtotal	<u>57,785</u>	<u>56,215</u>	<u>75,000</u>	<u>80,000</u>	<u>80,000</u>	<u>81,200</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	6,439	6,151	6,904	6,000	6,000	6,000
6012 Audio visual material & supplies	-	1,046	-	-	-	-
6013 AS400 computer supplies	10,153	11,772	8,121	9,200	9,200	7,825
6015 Kronos supplies	1,679	121	100	500	500	500
6070 Repair & maintenance supplies	3,745	-	-	-	-	-
6170 Computer supplies	592	-	-	-	-	-
6171 Small equipment	826	-	-	-	-	-
6500 Miscellaneous	-	-	-	14,865	14,865	15,000
Subtotal	<u>23,434</u>	<u>19,090</u>	<u>15,125</u>	<u>30,565</u>	<u>30,565</u>	<u>29,325</u>
<b>Leases &amp; Rentals</b>						
7105-002 Postage machine lease	11,949	11,949	11,880	11,880	11,880	11,880
7500 Operating leases-storage	5,904	5,127	5,076	2,700	2,700	2,700
Subtotal	<u>17,853</u>	<u>17,076</u>	<u>16,956</u>	<u>14,580</u>	<u>14,580</u>	<u>14,580</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	4,937	-	-	-	-	-
8110-001 Imaging system	-	-	-	10,000	10,000	10,000
8170-003 Laptop replace & LCD projector	2,989	-	-	-	-	-
8170-009 Kronos hardware	50,685	-	-	-	-	-
8170-011 Conference room white board	4,120	-	-	-	-	-
8201 AS400 enhancements	-	-	-	10,000	10,000	10,000
Subtotal	<u>62,731</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Chargeouts</b>						
9315 Postage chargeouts	(51,142)	(52,301)	(78,843)	(60,000)	(60,000)	(70,000)
9325 Central store chargeouts	(3,114)	(2,670)	(2,995)	(3,000)	(3,000)	(3,000)
9330 AS400 chargeout	(43,831)	(47,954)	(44,061)	(67,750)	(67,750)	(62,570)
9335 Imaging chargeout	(25,502)	(26,688)	(21,367)	(22,530)	(22,530)	(22,500)
Subtotal	<u>(123,589)</u>	<u>(129,613)</u>	<u>(147,266)</u>	<u>(153,280)</u>	<u>(153,280)</u>	<u>(158,070)</u>
Activity Total	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 144,554</u>	<u>\$ 184,545</u>	<u>\$ 184,545</u>	<u>\$ 133,530</u>
Personnel	\$ 34,457	\$ 41,180	\$ 50,194	\$ 53,825	\$ 53,825	\$ -
Non-personnel	159,109	109,234	94,360	130,720	130,720	133,530
	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 144,554</u>	<u>\$ 184,545</u>	<u>\$ 184,545</u>	<u>\$ 133,530</u>
	-25.86%	-22.29%	-3.90%	27.67%	27.67%	-27.64%

**Financial & Management Services  
Central Insurance - Activity #50146**

**Mission**

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**

- To review adequacy of insurance coverage for protection of assets and for liability exposures.
- To continue our county-wide safety program involving employees at all levels.
- To monitor workers' compensation reserves for appropriate balances.
- To encourage employees on workers' compensation leave to return to work as soon as possible; to encourage use of the County's light duty work program.

**Budget Comments - FY2013**

An increase in funding is programmed for coverage of the fire stations, based on the latest estimates.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures</u></b>						
Operating	\$ 369,574	\$ 358,980	\$ 371,051	\$ 392,640	\$ 392,640	\$ 394,979
Total Expenditures	\$ 369,574	\$ 358,980	\$ 371,051	\$ 392,640	\$ 392,640	\$ 394,979

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>50146 Central Insurance</b>						
<b>Contractual Services</b>						
3130 Management consulting services	\$ 9,600	\$ 9,200	\$ 9,120	\$ 9,600	\$ 9,600	\$ 9,600
Subtotal	<u>9,600</u>	<u>9,200</u>	<u>9,120</u>	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>
<b>Other Charges</b>						
5310 Property insurance	147,090	133,696	123,731	148,960	148,960	148,188
5315 Prop/gen liab ins-fire	17,364	17,442	16,758	17,500	17,500	20,611
5360 Workers' compensation premiums	195,520	195,520	221,442	216,580	216,580	216,580
5361 Safety initiatives	-	302	-	-	-	-
Subtotal	<u>359,974</u>	<u>346,960</u>	<u>361,931</u>	<u>383,040</u>	<u>383,040</u>	<u>385,379</u>
<b>Materials &amp; Supplies</b>						
6042 Wellness kits	-	2,820	-	-	-	-
Subtotal	<u>-</u>	<u>2,820</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 369,574</u>	<u>\$ 358,980</u>	<u>\$ 371,051</u>	<u>\$ 392,640</u>	<u>\$ 392,640</u>	<u>\$ 394,979</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>369,574</u>	<u>358,980</u>	<u>371,051</u>	<u>392,640</u>	<u>392,640</u>	<u>394,979</u>
	<u>\$ 369,574</u>	<u>\$ 358,980</u>	<u>\$ 371,051</u>	<u>\$ 392,640</u>	<u>\$ 392,640</u>	<u>\$ 394,979</u>
	-2.58%	-2.87%	3.36%	5.82%	5.82%	0.60%

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## Commissioner of the Revenue Treasurer

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. The Treasurer is responsible for collecting, depositing, and investing all of the County's local, state and federal revenue. Also, the Treasurer collects and remits revenue to the Commonwealth of Virginia for Estimated State Tax, State Income Tax and other fees. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 1,240,392	\$ 1,275,532	\$ 1,307,584	\$ 1,457,769	\$ 1,458,901	\$ 1,528,886	76.75%
Charges for Services	150,741	140,379	143,667	130,000	130,000	140,000	7.03%
Permits, Fees, Fines	16,450	1,923	2,926	-	-	-	0.00%
State Compensation Board	<u>399,592</u>	<u>361,388</u>	<u>330,495</u>	<u>322,280</u>	<u>322,280</u>	<u>323,000</u>	<u>16.22%</u>
Total Funding Sources	<u>\$ 1,807,175</u>	<u>\$ 1,779,222</u>	<u>\$ 1,784,672</u>	<u>\$ 1,910,049</u>	<u>\$ 1,911,181</u>	<u>\$ 1,991,886</u>	<u>100.00%</u>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Commissioner of the Revenue	\$ 1,000,639	\$ 987,247	\$ 1,007,333	\$ 1,020,493	\$ 1,021,059	\$ 1,064,945	4.36%
Treasurer	<u>806,536</u>	<u>791,975</u>	<u>777,339</u>	<u>889,556</u>	<u>890,122</u>	<u>926,941</u>	4.20%
Total Expenditures	<u>\$ 1,807,175</u>	<u>\$ 1,779,222</u>	<u>\$ 1,784,672</u>	<u>\$ 1,910,049</u>	<u>\$ 1,911,181</u>	<u>\$ 1,991,886</u>	4.28%

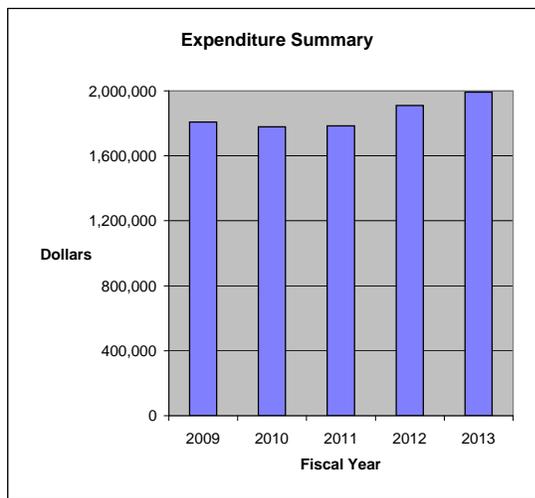
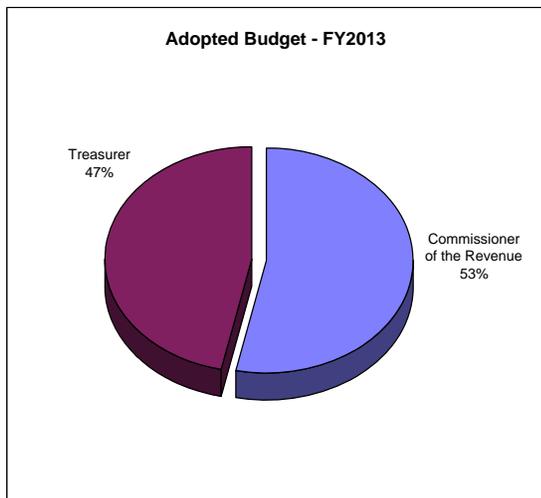
<b>Expenditure by Category</b>							
Personnel	\$ 1,543,602	\$ 1,555,468	\$ 1,562,506	\$ 1,623,525	\$ 1,623,525	\$ 1,688,262	3.99%
Operating	253,046	217,149	205,383	281,724	282,856	290,124	2.98%
Capital	<u>10,527</u>	<u>6,605</u>	<u>16,783</u>	<u>4,800</u>	<u>4,800</u>	<u>13,500</u>	181.25%
Total Expenditures	<u>\$ 1,807,175</u>	<u>\$ 1,779,222</u>	<u>\$ 1,784,672</u>	<u>\$ 1,910,049</u>	<u>\$ 1,911,181</u>	<u>\$ 1,991,886</u>	4.28%

<b>Funded FTEs</b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	11.00	11.00	11.00	11.00	11.00	11.00
Admin/Clerical	<u>16.25</u>	<u>16.25</u>	<u>16.25</u>	<u>16.25</u>	<u>16.25</u>	<u>16.25</u>
Total Funded FTEs	<u>29.25</u>	<u>29.25</u>	<u>29.25</u>	<u>29.25</u>	<u>29.25</u>	<u>29.25</u>

### Key Service Indicators

Personal property, real estate, business						
license & excise tax assessments*	122,644	122,066	123,455	126,000	124,690	126,000
Vehicle registration fees assessed*	74,433	76,521	80,694	79,500	84,890	89,304
Tax relief for elderly and/or disabled applications*	735	755	767	800	796	813
Tax bills processed	140,137	151,090	149,506	151,100	151,000	151,000
Vehicle registrations processed	62,638	65,566	64,984	65,600	65,000	65,000
Dog tags issued	6,209	7,929	8,543	8,000	9,000	9,000
Utility payments processed	122,544	123,737	123,451	123,750	123,750	123,750
Delinquent notices processed	18,951	22,757	28,995	23,000	25,000	25,000

\* Commissioner of Revenue data is on a calendar year basis.



**Commissioner of the Revenue & Treasurer  
Commissioner of the Revenue - Activity #50126**

**Mission**

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**

- Provide services from the Real Estate (RE) section, which performs technical and 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 (PS) Corporation book, and all subsequent correction of assessments to both RE and PS; and is responsible for the annual assessment of Bank Franchise tax.
- Provide services from the Personal Property (PP) and Income Tax section, which compiles information; performs tax assessments; conducts technical and legal research, audits and prepares the annual PP tax books and assesses the applicable annual vehicle registration fees; prepares all subsequent corrections and proration of assessment; maintains the vehicle records reported weekly by electronic download by DMV; prepares the PP Tax Returns to be filed by taxpayers and businesses to annually report taxable tangible PP; reviews, corresponds and assesses business personal property tax on equipment, machinery and tools; reviews, transmits payments, corresponds, processes both electronically and by mail; and reports to Dept of Taxation the locally filed state income tax returns; verifies & certifies quarterly reports of vehicle daily rental tax and mobile home sales taxes collected by DMV and submitted to the locality; and ensures fair and equitable administration of Personal Property Tax Relief (PPTR), including the requirements enacted by the 2005 General Assembly.
- Provide services from the Business License Section, which performs technical and legal research; compiles information; performs audits on the various business taxes; responsible for collection and maintenance of the annual business license renewals; monthly collection of Meal Tax & Transient Occupancy Taxes, additional \$2.00 room tax, quarterly collection of Short-Term Rental Tax, and track and report monthly payments and allocation of state sales tax and all taxes paid by the businesses encompassed by the County's Community Development Authority accounts; conducts weekly field visits for discovery and compliance; auditor tracks legislation that may affect this office or the County and partners with the Department of Taxation for state sales tax audits.
- Initiate "Go Green" efforts in office by reducing paper, conserve postage expenses and increased digital images and reports.
- Accurately identify and assess all sources of revenue as entitled by law.
- Increase taxpayer awareness of tax relief options for taxpayers who are age 65 and over, permanently and totally disabled, or (new in 2011) qualifying Disabled American Veterans.
- Expand and promote on-line application and renewal services offered to the taxpayers through BAI.NET and web-based forms for on-line filing and payment taxes administered by this office.

**Implementation Strategies**

- Initiate "Go Green" processes in office by expanding imaging processes, reduce paper, printing and mailing quantities where permitted, and save postage.
- Increased audit of various business accounts, State Sales Tax reports, and Land Sales records to ensure County is receiving all possible revenues as entitled. Maintain partnership with the Dept of Taxation concerning audit of State Sales Tax for the benefit of both the County and the Commonwealth. Continued physical presence 'in the field' by Business Tax Compliance Officer for discovery of new revenues.
- Expanded mailings for potentially qualifying 'tax relief' applicants by cross matching Real Estate, Personal Property and State Income Tax modules information.
- Development and implementation of a BAI AS400 "Events" and "Compliance" modules to organize and track misc business tax discoveries, follow up action, and revenues generated.
- Continuous promotion of on-line filing, renewal and payment of Business License and various Consumer Taxes.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 889,145	\$ 905,028	\$ 920,457	\$ 938,805	\$ 938,805	\$ 979,920
Operating	103,967	82,219	76,911	76,888	77,454	79,025
Capital	7,527	-	9,965	4,800	4,800	6,000
Total Expenditures	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,007,333</u>	<u>\$ 1,020,493</u>	<u>\$ 1,021,059</u>	<u>\$ 1,064,945</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.00	7.00	7.00	7.00	7.00	7.00
Admin/Clerical	9.25	9.25	9.25	9.25	9.25	9.25
Total Funded FTEs	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50126 Commissioner of the Revenue</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 91,852
1515 Professional & technical salaries	301,656	323,349	323,349	323,349	323,349	339,517
1516 Administrative & clerical salaries	215,706	217,109	217,056	217,109	217,109	227,964
1522 Reg PT administrative/clerical	36,208	30,845	34,795	37,102	37,102	37,102
1532 As required-administrative/clerical	40,594	34,084	31,021	35,000	35,000	35,000
1595 Overtime	3,103	313	74	200	200	200
2100 FICA	50,563	51,056	50,692	53,568	53,568	55,970
2200 VRS	82,028	84,395	88,665	88,665	88,665	78,263
2300 Health care	66,804	72,678	85,569	94,576	94,576	105,349
2400 Group life insurance	5,005	3,721	1,758	1,758	1,758	8,703
Subtotal	<u>889,145</u>	<u>905,028</u>	<u>920,457</u>	<u>938,805</u>	<u>938,805</u>	<u>979,920</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,995	5,051	5,082	5,300	5,300	4,950
3310 Repairs & maintenance	71	185	-	-	-	-
3320 Maintenance service contracts	4,742	3,237	2,910	285	285	290
3320-003 BAI maintenance	900	945	945	650	663	728
3500 Printing & binding	10,492	9,008	6,861	8,050	8,050	7,300
3600 Advertising	2,649	1,503	1,108	800	800	1,000
3920 Misc contractual services	-	1,600	1,079	1,040	1,606	1,606
Subtotal	<u>23,849</u>	<u>21,529</u>	<u>17,985</u>	<u>16,125</u>	<u>16,704</u>	<u>15,874</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	1,973	1,557	1,056	2,000	2,000	2,000
4211 Misc vehicle maintenance charges	68	-	59	-	-	-
4300 Central store	83	59	35	75	75	75
4600 AS400 system	13,149	14,386	13,218	20,325	20,325	18,771
4700 Imaging system charges	4,465	5,066	4,174	7,193	7,193	7,185
Subtotal	<u>19,738</u>	<u>21,068</u>	<u>18,542</u>	<u>29,593</u>	<u>29,593</u>	<u>28,031</u>
<b>Other Charges</b>						
5210 Postal/messenger service	31,616	17,497	19,688	15,000	15,000	20,000
5230 Telecommunications	1,917	1,786	1,528	1,630	1,630	1,500
5510 Personnel development	4,825	4,218	4,158	2,000	2,000	2,000
5520 Employee recognition program	378	395	530	400	400	400
5810 Dues & memberships	1,485	1,235	1,115	1,000	1,000	1,000
5850 Mileage expenses	366	99	-	-	-	-
Subtotal	<u>40,587</u>	<u>25,230</u>	<u>27,019</u>	<u>20,030</u>	<u>20,030</u>	<u>24,900</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	7,109	6,247	6,864	6,300	6,287	5,300
6120 Books & subscriptions	4,090	2,042	1,662	1,660	1,660	1,660
6170 Computer mat/supplies	795	1,186	957	1,200	1,200	1,000
6171 Small equipment	793	248	282	-	-	280
6172 Minor furnishings	590	-	1,620	-	-	-
Subtotal	<u>13,377</u>	<u>9,723</u>	<u>11,385</u>	<u>9,160</u>	<u>9,147</u>	<u>8,240</u>
<b>Leases &amp; Rentals</b>						
7100-001 Operating leases of equipment	2,763	2,689	-	-	-	-
7100-002 Operating leases of equip-copier	2,148	1,980	1,980	1,980	1,980	1,980
7100-003 Operating leases of equip-state	1,505	-	-	-	-	-
Subtotal	<u>6,416</u>	<u>4,669</u>	<u>1,980</u>	<u>1,980</u>	<u>1,980</u>	<u>1,980</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	7,527	-	9,965	4,800	4,800	6,000
Subtotal	<u>7,527</u>	<u>-</u>	<u>9,965</u>	<u>4,800</u>	<u>4,800</u>	<u>6,000</u>
Activity Total	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,007,333</u>	<u>\$ 1,020,493</u>	<u>\$ 1,021,059</u>	<u>\$ 1,064,945</u>
Personnel	\$ 889,145	\$ 905,028	\$ 920,457	\$ 938,805	\$ 938,805	\$ 979,920
Non-personnel	111,494	82,219	86,876	81,688	82,254	85,025
	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,007,333</u>	<u>\$ 1,020,493</u>	<u>\$ 1,021,059</u>	<u>\$ 1,064,945</u>
	5.20%	-1.34%	2.03%	1.31%	1.36%	4.36%

**Commissioner of the Revenue & Treasurer  
Treasurer - Activity #50127**

**Mission**

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.
- Provide services for Administration (auditing, delinquent collection, investment, preparing and making deposits, pro-ratio refunds, printing & signing payroll and accounts payable checks, balancing daily cash report, researching accounts, record management, preparing reports and end of month account reconciliation) and Collection (receives and posts payments, responds to telephone inquiries, interacts with citizens and other departments; and provides support for delinquent collections).

**Implementation Strategies**

- Evaluate and identify target areas for BAI Flexible Department Payment Module.
- Implement BAI enhanced services: Collection Module-ongoing; Mortgage Payment Processing Module, Attorney Delinquent Accounts Module.
- Transition employees to updated technology - PC environment
- Actively market established eGovernment options: Autodraft Prepay Plan for tax payments; Smart Pay Program for utility payments; eBill Program for personal property and real estate taxes.
- Continue to evaluate services and office processes.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional increases are to support tax tickets/special printing, bank service charges and postage. Capital funding is provided for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 654,457	\$ 650,440	\$ 642,049	\$ 684,720	\$ 684,720	\$ 708,342
Operating	149,079	134,930	128,472	204,836	205,402	211,099
Capital	3,000	6,605	6,818	-	-	7,500
Total Expenditures	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 777,339</u>	<u>\$ 889,556</u>	<u>\$ 890,122</u>	<u>\$ 926,941</u>
<b><u>Funded FTEs</u></b>						
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	7.00	7.00	7.00	7.00	7.00	7.00
Total Funded FTEs	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>50127 Treasurer</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 91,852
1515 Professional & technical salaries	184,845	190,786	215,597	190,786	221,126	200,326
1516 Administrative & clerical salaries	211,202	198,869	160,730	206,161	175,821	216,469
1532 As required-administrative/clerical	1,140	4,400	3,864	8,000	8,000	4,500
1595 Overtime	4,344	4,148	4,617	4,000	4,000	4,500
2100 FICA	36,261	35,983	34,810	37,977	37,977	39,600
2200 VRS	65,055	64,974	65,759	68,401	68,401	60,376
2300 Health care	60,162	60,908	67,890	80,561	80,561	84,005
2400 Group life insurance	3,970	2,894	1,304	1,356	1,356	6,714
Subtotal	<u>654,457</u>	<u>650,440</u>	<u>642,049</u>	<u>684,720</u>	<u>684,720</u>	<u>708,342</u>
<b>Contractual Services</b>						
3132 Data processing fees	2,940	2,600	2,150	2,600	2,600	2,400
3151 Collection services	1,330	2,184	648	6,000	6,000	4,000
3310 Repairs & maintenance	230	-	-	200	200	100
3320 Maintenance service contracts	17,052	13,004	8,896	9,260	9,260	6,450
3320-003 BAI maintenance	2,900	3,045	3,045	2,750	2,867	3,154
3500 Printing & binding	2,520	1,443	1,865	1,500	1,500	1,800
3511 Tax ticket/special printing	21,047	22,032	21,459	22,000	22,000	23,000
3600 Advertising	1,034	544	255	500	500	500
3920 Misc contractual services	4,871	1,755	1,234	1,750	2,316	1,825
3921 Bank service charges	-	-	-	60,000	60,000	70,000
3922 Credit card fees	327	443	785	750	750	900
Subtotal	<u>54,251</u>	<u>47,050</u>	<u>40,337</u>	<u>107,310</u>	<u>107,993</u>	<u>114,129</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	23	-	-	-
4300 Central stores	36	71	36	50	50	50
4600 AS400 system	13,149	14,386	13,218	20,325	20,325	18,771
4700 Imaging system charges	1,116	1,267	1,043	1,101	1,101	1,099
Subtotal	<u>14,301</u>	<u>15,724</u>	<u>14,320</u>	<u>21,476</u>	<u>21,476</u>	<u>19,920</u>
<b>Other Charges</b>						
5210 Postal/messenger service	55,000	54,990	59,549	60,000	60,000	62,000
5230 Telecommunications	983	940	846	1,000	1,000	900
5510 Personnel development	3,891	2,491	3,339	3,250	3,250	3,250
5520 Employee recognition program	457	97	100	100	100	200
5810 Dues & memberships	1,497	975	1,359	1,200	1,200	1,200
5850 Mileage expenses	2,101	1,684	1,361	1,500	1,500	1,500
Subtotal	<u>63,929</u>	<u>61,177</u>	<u>66,554</u>	<u>67,050</u>	<u>67,050</u>	<u>69,050</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	9,964	6,868	6,017	7,350	7,233	6,000
6020 Food & food service supplies	364	-	-	-	-	-
6120 Books & subscriptions	257	-	-	-	-	-
6140 Other operating supplies	-	-	-	150	150	-
6170 Computer mat/supplies	1,235	1,669	1,244	1,500	1,500	2,000
Subtotal	<u>11,820</u>	<u>8,537</u>	<u>7,261</u>	<u>9,000</u>	<u>8,883</u>	<u>8,000</u>
<b>Leases &amp; Rentals</b>						
7100-001 Operating leases of equipment	1,505	-	-	-	-	-
7105 General equipment rental	3,273	2,442	-	-	-	-
Subtotal	<u>4,778</u>	<u>2,442</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	6,605	4,068	-	-	-
8170 Data processing equipment	3,000	-	2,750	-	-	7,500
Subtotal	<u>3,000</u>	<u>6,605</u>	<u>6,818</u>	<u>-</u>	<u>-</u>	<u>7,500</u>
Activity Total	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 777,339</u>	<u>\$ 889,556</u>	<u>\$ 890,122</u>	<u>\$ 926,941</u>
Personnel	\$ 654,457	\$ 650,440	\$ 642,049	\$ 684,720	\$ 684,720	\$ 708,342
Non-Personnel	152,079	141,535	135,290	204,836	205,402	218,599
	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 777,339</u>	<u>\$ 889,556</u>	<u>\$ 890,122</u>	<u>\$ 926,941</u>
	0.19%	-1.81%	-1.85%	14.44%	14.51%	4.20%

**Real Estate Assessment  
Real Estate Assessment - Activity #50128**

**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 training for staff, process will assist appraisers in using the existing property evaluation system effectively.

**Implementation Strategies**

- 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.
- Continue study and consideration of replacing the current Equity Real Estate system.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. No funding is provided for a vacant appraiser position. Also, FY2013 is a non-reassessment year and funding for operations has been reduced accordingly. Capital funding is for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Funding Sources</u></b>						
Local/State/Fed Non-Categorical	\$ 520,986	\$ 583,106	\$ 567,178	\$ 587,018	\$ 587,018	\$ 522,746
Total Funding Sources	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 567,178</u>	<u>\$ 587,018</u>	<u>\$ 587,018</u>	<u>\$ 522,746</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 467,905	\$ 532,139	\$ 534,488	\$ 540,962	\$ 540,962	\$ 491,801
Operating	45,135	50,967	32,690	40,356	40,356	26,145
Capital	7,946	-	-	5,700	5,700	4,800
Total Expenditures	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 567,178</u>	<u>\$ 587,018</u>	<u>\$ 587,018</u>	<u>\$ 522,746</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	5.00	5.00	5.00	5.00	4.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total Funded FTEs	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>
<b><u>Key Service Indicators</u></b>						
State sales ratio	102.6%	99.4%	103.0%	98.0%	98.0%	102.0%
Number of parcels	24,446	24,520	25,310	24,700	24,700	25,500
Value of completed permits	175,894,800	81,569,000	78,649,300	56,000,000	56,000,000	50,000,000

	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50128 Real Estate Assessment</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 1,950	\$ -	\$ 2,340	\$ 2,340	\$ -
1513 Middle management	48,773	77,298	77,523	77,603	77,603	81,483
1515 Professional & technical salaries	239,016	258,410	258,286	258,423	258,423	213,482
1516 Administrative & clerical salaries	77,248	78,222	78,556	78,556	78,556	82,483
1532 As required-administrative/clerical	6,198	1,317	-	-	-	-
1595 Overtime	177	982	46	-	-	-
1596 Holiday worked	-	-	132	-	-	-
2100 FICA	28,105	31,016	30,516	31,895	31,895	28,875
2200 VRS	49,669	55,659	58,530	58,539	58,539	44,803
2300 Health care	15,688	24,832	29,738	32,445	32,445	35,693
2400 Group life insurance	3,031	2,453	1,161	1,161	1,161	4,982
Subtotal	<u>467,905</u>	<u>532,139</u>	<u>534,488</u>	<u>540,962</u>	<u>540,962</u>	<u>491,801</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	3,775	7,374	4,792	8,545	8,545	8,545
3500 Printing & binding	120	2,033	-	90	90	-
3600 Advertising	153	396	178	150	150	150
3920 Misc contractual services	4,600	-	3,841	-	-	-
Subtotal	<u>8,648</u>	<u>9,803</u>	<u>8,811</u>	<u>8,785</u>	<u>8,785</u>	<u>8,695</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	15,915	14,522	9,611	8,485	8,485	5,500
4300 Central store	85	77	99	85	85	85
4700 Imaging system charges	1,116	1,266	1,043	1,101	1,101	1,465
Subtotal	<u>17,116</u>	<u>15,865</u>	<u>10,753</u>	<u>9,671</u>	<u>9,671</u>	<u>7,050</u>
<b>Other Charges</b>						
5210 Postal/messenger service	114	10,725	144	11,000	11,000	200
5230 Telecommunications	3,019	3,398	2,934	3,000	3,000	2,300
5510 Personnel development	5,262	1,447	4,660	1,800	1,800	1,800
5810 Dues & memberships	4,155	3,469	2,228	2,500	2,500	2,500
5850 Mileage expenses	-	-	8	-	-	-
Subtotal	<u>12,550</u>	<u>19,039</u>	<u>9,974</u>	<u>18,300</u>	<u>18,300</u>	<u>6,800</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,471	3,380	1,838	2,000	2,000	2,000
6011 Photo supplies	381	-	38	-	-	-
6020-001 Food & fd svc supp-Equalization Bd	-	369	-	-	-	-
6110 Uniforms & wearing apparel	992	67	-	-	-	-
6120 Books & subscriptions	1,737	1,507	804	800	800	800
6170 Computer mat/supplies	-	687	472	800	800	800
6172 Minor furnishings	240	250	-	-	-	-
Subtotal	<u>6,821</u>	<u>6,260</u>	<u>3,152</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	7,946	-	-	5,700	5,700	4,800
Subtotal	<u>7,946</u>	<u>-</u>	<u>-</u>	<u>5,700</u>	<u>5,700</u>	<u>4,800</u>
Activity Total	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 567,178</u>	<u>\$ 587,018</u>	<u>\$ 587,018</u>	<u>\$ 522,746</u>
Personnel	\$ 467,905	\$ 532,139	\$ 534,488	\$ 540,962	\$ 540,962	\$ 491,801
Non-personnel	53,081	50,967	32,690	46,056	46,056	30,945
	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 567,178</u>	<u>\$ 587,018</u>	<u>\$ 587,018</u>	<u>\$ 522,746</u>
	-7.71%	11.92%	-2.73%	3.50%	3.50%	-10.95%

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## Planning

Planning provides professional services by evaluating and making recommendations on long-range planning and development issues that affect the community. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 451,480	\$ 454,091	\$ 452,016	\$ 456,541	\$ 456,541	\$ 472,431	97.93%
Permits, Fees, Fines	11,004	9,247	7,410	10,000	10,000	10,000	2.07%
<b>Total Funding Sources</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 459,426</b>	<b>\$ 466,541</b>	<b>\$ 466,541</b>	<b>\$ 482,431</b>	<b>100.00%</b>

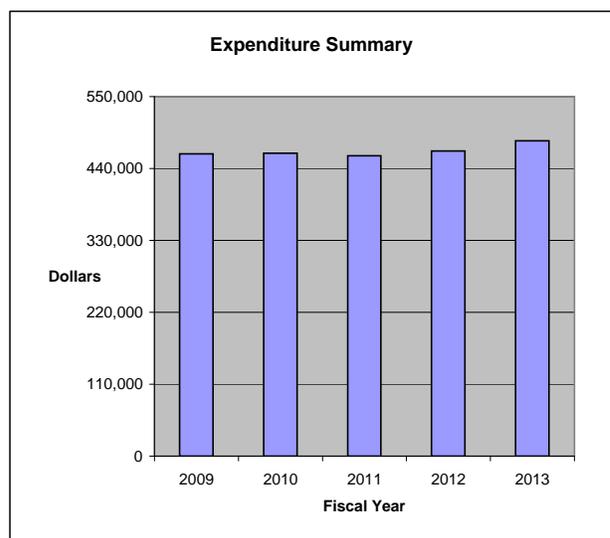
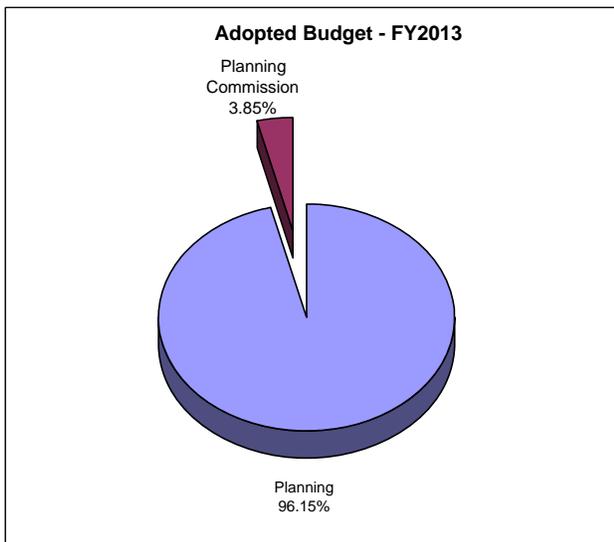
							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Planning	433,979	438,465	444,409	446,154	446,154	463,844	3.96%
Planning Commission	18,665	15,525	15,017	20,387	20,387	18,587	-8.83%
Conservation	9,840	9,348	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 459,426</b>	<b>\$ 466,541</b>	<b>\$ 466,541</b>	<b>\$ 482,431</b>	<b>3.41%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 366,934	\$ 381,697	\$ 385,185	\$ 390,432	\$ 390,432	\$ 407,775	4.44%
Operating	93,803	81,641	72,542	76,109	76,109	72,856	-4.27%
Capital	1,747	-	1,699	-	-	1,800	100.00%
<b>Total Expenditures</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 459,426</b>	<b>\$ 466,541</b>	<b>\$ 466,541</b>	<b>\$ 482,431</b>	<b>3.41%</b>

<b>Funded FTEs</b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total Funded FTEs</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

### Key Service Indicators

Rezoning/Special Use Permit applications	26	23	21	27	20	24
Special Use Permit amendments/ Exceptions (BOS review only)	1	5	1	4	4	2
Traffic Impact Analyses reviewed	2	4	2	4	3	3
Zoning Certification/Interpretation/ Decision Letters	14	23	20	20	25	25



**Planning**  
**Planning - Activity #50811**

**Mission**

To assist the community in defining and realizing a shared vision for the physical development of the County; to reduce the rate and severity of vehicle and pedestrian crashes on York County's transportation network; and to participate with neighboring jurisdictions in regional programs and projects that support and complement the County's own planning efforts.

**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.
- Encourage safer motor vehicle operation as well as bicycle and pedestrian circulation, improve roadway design safety and strengthen laws to promote transportation safety.
- Fund the County's annual contribution to Hampton Roads Planning District Commission (HRPDC) and Transportation Planning Organization (HRTPO) and to special projects and programs undertaken by HRPDC/HRTPO.
- Undertake and fund regional studies, analyses, and projects.
- Participate in the Regional Issues Committee, Historic Triangle Bicycle Advisory Committee (HTBAC), Regional Planning Partnership, and other regional bodies/entities.

**Implementation Strategies**

- Review and process rezoning, use permit, planned development, special exception, and Yorktown Village Activity / Yorktown Historic District requests.
- Begin coordinated comprehensive plan review with James City County and the City of Williamsburg, including public meetings, discussion forums with the three planning commissions in early 2012, citizen telephone survey, and detailed baseline analysis of demographic, economic, and land use trends.
- Review and revise the Zoning and Subdivision Ordinances as necessary.
- Continuation of existing operations, including identification and analysis of traffic hazards and recommendation of legislative proposals to the Board of Supervisors.
- Continued membership and participation in the HRPDC, HRTPO, and Regional Issues Committee.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 364,996	\$ 373,689	\$ 378,295	\$ 381,820	\$ 381,820	\$ 399,163
Operating	67,236	64,776	64,415	64,334	64,334	62,881
Capital	1,747	-	1,699	-	-	1,800
Total Expenditures	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 444,409</u>	<u>\$ 446,154</u>	<u>\$ 446,154</u>	<u>\$ 463,844</u>
<b><u>Funded FTEs</u></b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Total Funded FTEs	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>50811 Planning</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 58,786	\$ 59,458	\$ 59,548	\$ 59,588	\$ 59,588	\$ 62,567
1513 Middle management	76,894	78,184	78,184	78,184	78,184	82,093
1515 Professional & technical salaries	149,689	152,630	152,630	152,630	152,630	160,261
1595 Overtime	258	-	-	-	-	-
2100 FICA	20,265	20,772	21,020	22,216	22,216	23,326
2200 VRS	38,428	39,012	41,000	41,005	41,005	36,194
2300 Health care	18,331	21,913	25,100	27,384	27,384	30,697
2400 Group life insurance	2,345	1,720	813	813	813	4,025
Subtotal	<u>364,996</u>	<u>373,689</u>	<u>378,295</u>	<u>381,820</u>	<u>381,820</u>	<u>399,163</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	1,700	1,777	1,870	1,800	1,800	1,800
3500 Printing & binding	1,260	-	-	-	-	-
3820 HRPDC-Member	51,438	52,482	52,482	53,324	53,324	52,371
3920 Misc contractual services	197	-	-	-	-	-
Subtotal	<u>54,595</u>	<u>54,259</u>	<u>54,352</u>	<u>55,124</u>	<u>55,124</u>	<u>54,171</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	946	1,797	1,338	1,200	1,200	1,200
4300 Central store	47	100	24	50	50	50
Subtotal	<u>993</u>	<u>1,897</u>	<u>1,362</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>
<b>Other Charges</b>						
5210 Postal/messenger service	464	548	147	500	500	300
5230 Telecommunications	69	75	57	70	70	70
5510 Personnel development	3,674	2,207	2,583	2,400	2,400	2,400
5810 Dues & memberships	1,410	1,115	1,460	1,110	1,110	1,110
5850 Mileage expenses	688	181	148	150	150	100
Subtotal	<u>6,305</u>	<u>4,126</u>	<u>4,395</u>	<u>4,230</u>	<u>4,230</u>	<u>3,980</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,552	1,438	1,521	1,180	1,180	1,080
6020 Food & food service supplies	945	481	464	500	500	400
6120 Books & subscriptions	2,055	2,575	2,232	1,900	1,900	1,900
6170 Computer mat/supplies	752	-	89	150	150	100
6172 Minor furnishings	39	-	-	-	-	-
Subtotal	<u>5,343</u>	<u>4,494</u>	<u>4,306</u>	<u>3,730</u>	<u>3,730</u>	<u>3,480</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,747	-	1,699	-	-	1,800
Subtotal	<u>1,747</u>	<u>-</u>	<u>1,699</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
Activity Total	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 444,409</u>	<u>\$ 446,154</u>	<u>\$ 446,154</u>	<u>\$ 463,844</u>
Personnel	\$ 364,996	\$ 373,689	\$ 378,295	\$ 381,820	\$ 381,820	\$ 399,163
Non-personnel	<u>68,983</u>	<u>64,776</u>	<u>66,114</u>	<u>64,334</u>	<u>64,334</u>	<u>64,681</u>
	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 444,409</u>	<u>\$ 446,154</u>	<u>\$ 446,154</u>	<u>\$ 463,844</u>
	3.28%	1.03%	1.36%	0.39%	0.39%	3.96%

**Planning**  
**Planning Commission - Activity #50812**

**Mission**

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 as needed.

**Implementation Strategies**

- Begin five-year review and update of the Comprehensive Plan as mandated by §15.2-2230 of the *Code of Virginia*.
- CPEAV training/certification of two new Planning Commission members as recommended by the Board of Supervisors.
- Participate in the review and revision of the Zoning Ordinance and other activities to implement the recommendations of the updated *Comprehensive Plan*.

**Budget Comments - FY2013**

Funding reflects a decrease in advertising.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,938	\$ 8,008	\$ 6,890	\$ 8,612	\$ 8,612	\$ 8,612
Operating	<u>16,727</u>	<u>7,517</u>	<u>8,127</u>	<u>11,775</u>	<u>11,775</u>	<u>9,975</u>
Total Expenditures	<u>\$ 18,665</u>	<u>\$ 15,525</u>	<u>\$ 15,017</u>	<u>\$ 20,387</u>	<u>\$ 20,387</u>	<u>\$ 18,587</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>50812 Planning Commission</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ 1,800	\$ 7,400	\$ 6,400	\$ 8,000	\$ 8,000	\$ 8,000
2100 FICA	138	608	490	612	612	612
Subtotal	<u>1,938</u>	<u>8,008</u>	<u>6,890</u>	<u>8,612</u>	<u>8,612</u>	<u>8,612</u>
<b>Contractual Services</b>						
3500 Printing & binding	55	-	-	-	-	-
3600 Advertising	8,597	5,572	5,123	9,000	9,000	7,200
3940 Board/commission services	4,400	-	-	-	-	-
Subtotal	<u>13,052</u>	<u>5,572</u>	<u>5,123</u>	<u>9,000</u>	<u>9,000</u>	<u>7,200</u>
<b>Internal Services</b>						
4300 Central store	47	-	35	45	45	45
Subtotal	<u>47</u>	<u>-</u>	<u>35</u>	<u>45</u>	<u>45</u>	<u>45</u>
<b>Other Charges</b>						
5210 Postal/messenger service	351	448	347	450	450	450
5510 Personnel development	2,080	-	1,314	1,000	1,000	1,100
5810 Dues & memberships	525	530	530	530	530	530
5850 Mileage expenses	-	-	168	100	100	-
Subtotal	<u>2,956</u>	<u>978</u>	<u>2,359</u>	<u>2,080</u>	<u>2,080</u>	<u>2,080</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	124	21	180	200	200	200
6020 Food & food service supplies	409	807	291	300	300	300
6120 Books & subscriptions	139	139	139	150	150	150
Subtotal	<u>672</u>	<u>967</u>	<u>610</u>	<u>650</u>	<u>650</u>	<u>650</u>
Activity Total	<u>\$ 18,665</u>	<u>\$ 15,525</u>	<u>\$ 15,017</u>	<u>\$ 20,387</u>	<u>\$ 20,387</u>	<u>\$ 18,587</u>
Personnel	\$ 1,938	\$ 8,008	\$ 6,890	\$ 8,612	\$ 8,612	\$ 8,612
Non-personnel	16,727	7,517	8,127	11,775	11,775	9,975
	<u>\$ 18,665</u>	<u>\$ 15,525</u>	<u>\$ 15,017</u>	<u>\$ 20,387</u>	<u>\$ 20,387</u>	<u>\$ 18,587</u>
	-29.09%	-16.82%	-3.27%	35.76%	35.76%	-8.83%

**Planning**  
**Conservation - Activity #50822**

**Budget Comments - FY2013**

Funding to support the Colonial Soil and Water Conservation District, a political subdivision of the Virginia Department of Conservation and Recreation/Division of Soil and Water Conservation, has been eliminated.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 9,840</u>	<u>\$ 9,348</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50822 Conservation</b>						
<b>Contractual Services</b>						
3821 Soil/water conservation district	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -	\$ -
Activity Total	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	9,840	9,348	-	-	-	-
	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -	\$ -
	5.00%	-5.00%	-100.00%	0.00%	0.00%	0.00%

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## Economic Development

Economic Development provides support for the County and the region. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 954,446	\$ 730,771	\$ 222,110	\$ 698,954	\$ 698,954	\$ 716,214	100.00%
Proceeds from the Sale of Land	-	-	482,720	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 704,830</b>	<b>\$ 698,954</b>	<b>\$ 698,954</b>	<b>\$ 716,214</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Economic Development	\$ 576,376	\$ 360,418	\$ 333,960	\$ 326,734	\$ 326,734	\$ 327,394	0.20%
Office of Economic Development	378,070	370,353	370,870	372,220	372,220	388,820	4.46%
<b>Total Expenditures</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 704,830</b>	<b>\$ 698,954</b>	<b>\$ 698,954</b>	<b>\$ 716,214</b>	<b>2.47%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 299,201	\$ 306,076	\$ 309,488	\$ 312,396	\$ 312,396	\$ 329,824	5.58%
Operating	653,498	423,300	395,342	386,558	386,558	383,990	-0.66%
Capital	1,747	1,395	-	-	-	2,400	100.00%
<b>Total Expenditures</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 704,830</b>	<b>\$ 698,954</b>	<b>\$ 698,954</b>	<b>\$ 716,214</b>	<b>2.47%</b>

<b>Funded FTEs</b>						
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	0.25	0.25	0.25	0.25	0.25	-
<b>Total Funded FTEs</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.00</b>

### Key Service Indicators

#### Economic Development Authority (EDA)

Businesses recognized at Annual Occasion for Business & Industry	13	8	8	8	8	1
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#### Hampton Roads Economic Development Alliance

Per capita rate	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95
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#### Peninsula Council for Workforce Development

Per capita rate	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51
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#### Peninsula Chamber of Commerce

York County individuals receiving

business startup information	64	36	45	45	45	60
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Businesses that attended seminars & workshops

	187	198	200	200	200	230
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#### Greater Williamsburg Chamber and Tourism Alliance

York County members	250	250	250	250	250	250
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#### York County Chamber of Commerce

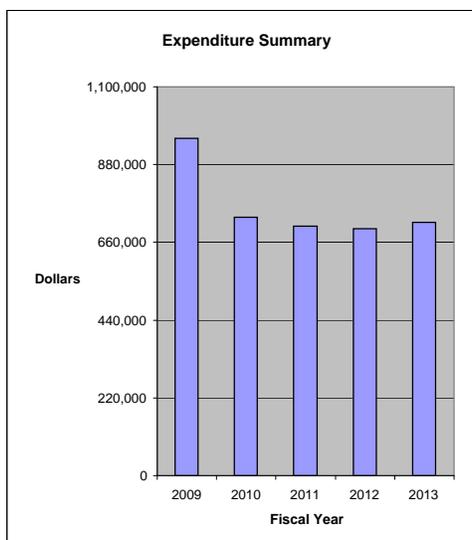
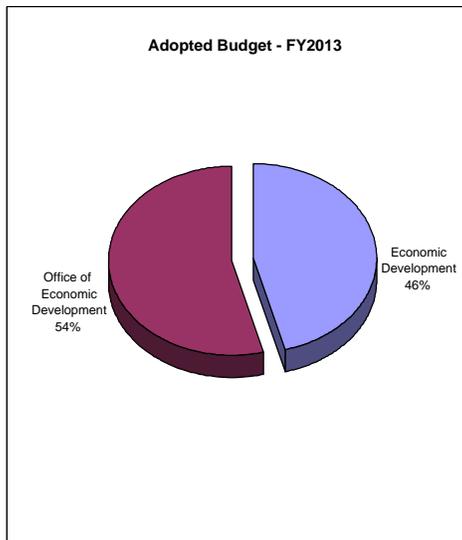
Businesses served	4,000	4,000	4,000	4,000	4,000	4,200
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Members served	213	213	213	213	213	250
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New commercial investment	\$ 229,000,000	\$ 207,000,000	\$ 23,000,000	\$ 30,000,000	\$ 30,000,000	\$ 30,000,000
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New commercial square footage	2,200,000	300,000	147,000	150,000	150,000	150,000
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New jobs	1,082	400	240	250	250	200
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**Economic Development**  
**Economic Development - Activity #50915**

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 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 is "the facilitation of a regional, business-driven workforce development system."

**Peninsula Chamber of Commerce**: The mission 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 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.

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

**Budget Comments - FY2013**

There is no significant change in funding from fiscal year 2012.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Operating	\$ 576,376	\$ 360,418	\$ 333,960	\$ 326,734	\$ 326,734	\$ 327,394
Total Expenditures	\$ 576,376	\$ 360,418	\$ 333,960	\$ 326,734	\$ 326,734	\$ 327,394

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50915 Economic Development</b>						
<b>Contractual Services</b>						
3820 EDA	\$ 34,700	\$ 33,660	\$ 33,660	\$ 32,340	\$ 32,340	\$ 33,000
3821 Hampton Rd Econ Dev Alliance	61,879	58,207	53,800	52,724	52,724	52,724
3822 Penin Council Wkforce Develop	31,051	31,051	29,500	28,910	28,910	28,910
3823 Penin Chamber of Commerce	3,000	3,000	2,500	2,500	2,500	2,500
3825 Chamber & Tourism Alliance	243,551	232,000	212,000	207,760	207,760	207,760
3826 Econ Dev Incentive	149,695	-	-	-	-	-
3827 EDA Capital Fund	50,000	-	-	-	-	-
3828 York Co Chamber of Commerce	2,500	2,500	2,500	2,500	2,500	2,500
Activity Total	<u>\$ 576,376</u>	<u>\$ 360,418</u>	<u>\$ 333,960</u>	<u>\$ 326,734</u>	<u>\$ 326,734</u>	<u>\$ 327,394</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>576,376</u>	<u>360,418</u>	<u>333,960</u>	<u>326,734</u>	<u>326,734</u>	<u>327,394</u>
	<u>\$ 576,376</u>	<u>\$ 360,418</u>	<u>\$ 333,960</u>	<u>\$ 326,734</u>	<u>\$ 326,734</u>	<u>\$ 327,394</u>
	47.84%	-37.47%	-7.34%	-2.16%	-2.16%	0.20%

**Economic Development  
Office of Economic Development - Activity #50920**

**Mission**

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, site selection consultants, and commercial real estate entities that will result in sustained prospect referrals.

**Implementation Strategies**

- Continue current efforts to establish public-private partnerships to develop and market targeted land tracts. Targeted areas include Busch Industrial Park, the former Jordan Property, and the York River Commerce Park.
- Continue to explore opportunities to acquire light industrial property through the EDA that can be marketed directly to growing small businesses.
- Chamber of Commerce (YCCC) 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 Logistics, Business Email Database & Communication System, and website upgrades.
- Continue enhancing the Business Retention & Expansion program. Efforts include increasing business visitations, developing new educational programs, and having an ongoing dialogue with the York County Chamber of Commerce regarding York County's business environment.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include funding for work-as-required, increases in health insurance and group life insurance, offset by the elimination of an Administrative Assistant II position. Funding is provided for the replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 299,201	\$ 306,076	\$ 309,488	\$ 312,396	\$ 312,396	\$ 329,824
Operating	77,122	62,882	61,382	59,824	59,824	56,596
Capital	1,747	1,395	-	-	-	2,400
Total Expenditures	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 370,870</u>	<u>\$ 372,220</u>	<u>\$ 372,220</u>	<u>\$ 388,820</u>
<b><u>Funded FTEs</u></b>						
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	0.25	0.25	0.25	0.25	0.25	-
Total Funded FTEs	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>50920 Office of Economic Development</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 113,885	\$ 116,583	\$ 116,763	\$ 116,843	\$ 116,843	\$ 122,685
1515 Professional & technical salaries	110,902	114,255	114,293	114,293	114,293	120,008
1516 Administrative & clerical salaries	8,939	9,030	9,050	9,050	9,050	-
1532 As required- administrative/clerical	-	-	-	-	-	10,400
1595 Overtime	133	-	-	-	-	-
2100 FICA	16,766	17,224	17,162	18,374	18,374	19,362
2200 VRS	31,532	32,244	33,905	33,914	33,914	28,808
2300 Health care	15,120	15,318	17,643	19,249	19,249	25,357
2400 Group life insurance	1,924	1,422	672	673	673	3,204
Subtotal	<u>299,201</u>	<u>306,076</u>	<u>309,488</u>	<u>312,396</u>	<u>312,396</u>	<u>329,824</u>
<b>Contractual Services</b>						
3130 Management consulting service	99	-	182	300	300	200
3140 Architectural & engineering svcs	5,135	4,079	375	2,000	2,000	2,000
3310 Repairs & maintenance	-	-	21	-	-	-
3320 Maintenance service contracts	541	771	631	500	534	500
3500 Printing & binding	5,122	3,022	6,876	3,450	2,920	850
3600 Advertising	8,096	3,763	313	3,000	3,000	2,500
3920 Misc contractual services	1,500	500	-	500	500	500
Subtotal	<u>20,493</u>	<u>12,135</u>	<u>8,398</u>	<u>9,750</u>	<u>9,254</u>	<u>6,550</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	6,035	6,442	5,970	6,445	6,445	5,781
4211 Misc vehicle maintenance charges	206	72	108	180	180	180
4300 Central store	12	27	12	-	-	-
4400 Copier usage	47	-	-	-	-	-
4700 Imaging system charges	744	844	696	734	734	-
Subtotal	<u>7,044</u>	<u>7,385</u>	<u>6,786</u>	<u>7,359</u>	<u>7,359</u>	<u>5,961</u>
<b>Other Charges</b>						
5210 Postal/messenger service	765	1,804	1,676	2,000	1,580	1,000
5230 Telecommunications	2,763	2,683	2,658	2,800	2,800	2,800
5510 Personnel development	5,538	5,218	7,728	5,000	5,000	4,820
5810 Dues & memberships	2,923	3,544	2,424	3,145	3,145	3,245
5850 Mileage expenses	1,204	1,157	826	800	800	500
5910 Marketing	34,354	26,346	28,726	26,835	27,785	29,885
Subtotal	<u>47,547</u>	<u>40,752</u>	<u>44,038</u>	<u>40,580</u>	<u>41,110</u>	<u>42,250</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	927	1,463	1,274	1,200	1,200	1,100
6120 Books & subscriptions	197	273	216	235	235	235
6142 Promotional supplies	-	644	-	-	-	-
6170 Computer mat/supplies	547	230	670	700	666	500
6172 Minor furnishings	367	-	-	-	-	-
Subtotal	<u>2,038</u>	<u>2,610</u>	<u>2,160</u>	<u>2,135</u>	<u>2,101</u>	<u>1,835</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,747	1,395	-	-	-	2,400
Subtotal	<u>1,747</u>	<u>1,395</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,400</u>
Activity Total	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 370,870</u>	<u>\$ 372,220</u>	<u>\$ 372,220</u>	<u>\$ 388,820</u>
Personnel	\$ 299,201	\$ 306,076	\$ 309,488	\$ 312,396	\$ 312,396	\$ 329,824
Non-personnel	78,869	64,277	61,382	59,824	59,824	58,996
	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 370,870</u>	<u>\$ 372,220</u>	<u>\$ 372,220</u>	<u>\$ 388,820</u>
	8.51%	-2.04%	0.14%	0.36%	0.36%	4.46%

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## York County School Division

The Board of Supervisors continues to strongly support quality public education for the County citizens as stated in the following goal: Goal #4: Generate quality educational opportunities for all citizens. This is accomplished through the divisions below. Individual division details follow this summary page.

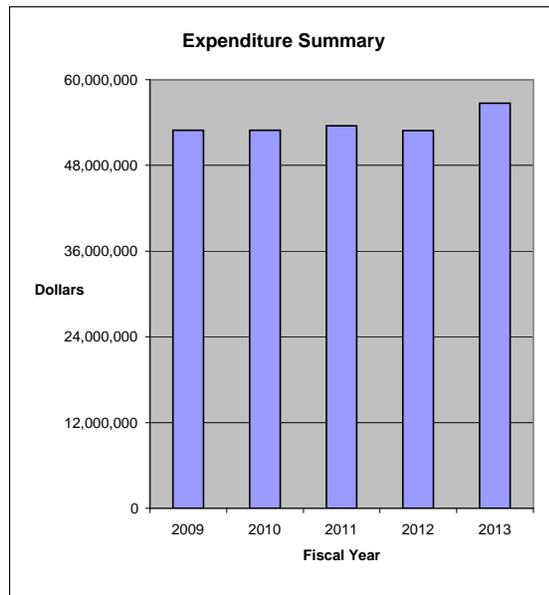
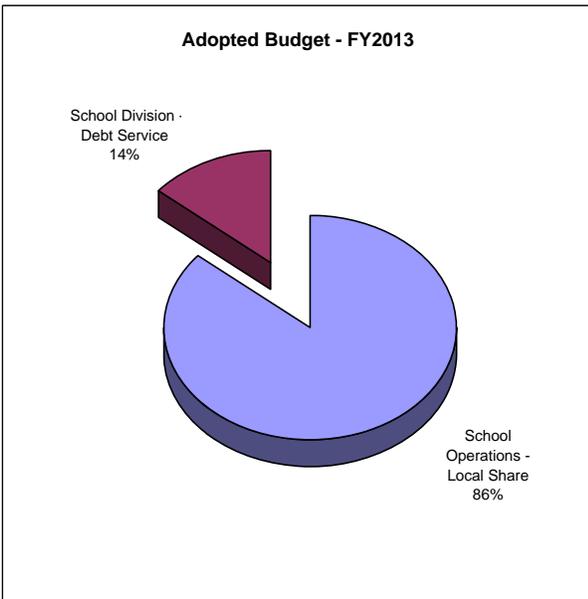
	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Actual <u>Amount</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>	% of Total FY2013 Funding <u>Sources</u>
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 50,373,235	\$ 50,413,069	\$ 50,910,480	\$ 50,251,787	\$ 50,251,787	\$ 54,113,423	95.42%
Meals Tax	2,562,862	2,523,028	2,625,621	2,600,000	2,600,000	2,600,000	4.58%
<b>Total Funding Sources</b>	<b>\$ 52,936,097</b>	<b>\$ 52,936,097</b>	<b>\$ 53,536,101</b>	<b>\$ 52,851,787</b>	<b>\$ 52,851,787</b>	<b>\$ 56,713,423</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
School Operations - Local Share	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 44,999,315	\$ 44,999,315	\$ 48,860,951	8.58%
School Division - Debt Service	8,200,000	8,200,000	8,200,001	7,852,472	7,852,472	7,852,472	0.00%
<b>Total Expenditures</b>	<b>\$ 52,936,097</b>	<b>\$ 52,936,097</b>	<b>\$ 53,536,101</b>	<b>\$ 52,851,787</b>	<b>\$ 52,851,787</b>	<b>\$ 56,713,423</b>	<b>7.31%</b>

<b>Expenditure by Category</b>							
Operating	\$ 52,936,097	\$ 52,936,097	\$ 53,536,101	\$ 52,851,787	\$ 52,851,787	\$ 56,713,423	7.31%
<b>Total Expenditures</b>	<b>\$ 52,936,097</b>	<b>\$ 52,936,097</b>	<b>\$ 53,536,101</b>	<b>\$ 52,851,787</b>	<b>\$ 52,851,787</b>	<b>\$ 56,713,423</b>	<b>7.31%</b>

### Key Service Indicators

Standards of Quality							
Required Local Effort	\$ 29,722,149	\$ 25,427,540	\$ 24,839,031	\$ 25,896,152	\$ 25,896,152	\$ 27,991,333	
Outstanding principal on debt	\$ 60,315,440	\$ 60,051,604	\$ 56,446,781	\$ 58,684,392	\$ 59,484,392	\$ 54,417,739	



**Education**  
**School Operations - Local Share - Activity #60601**

**Mission**

The Board of Supervisors continues to strongly support quality public education for the County citizens in accordance with its goals and objectives. This activity reflects the local support for school operations.

**Budget Comments - FY2013**

Funding reflects an 8.58% increase.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 44,999,315	\$ 44,999,315	\$ 48,860,951
Total Expenditures	<u>\$ 44,736,097</u>	<u>\$ 44,736,097</u>	<u>\$ 45,336,100</u>	<u>\$ 44,999,315</u>	<u>\$ 44,999,315</u>	<u>\$ 48,860,951</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>60601 School Operations - Local Share</b>						
<b>Transfers to Other Funds</b>						
9250 School Operating Fund	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 44,999,315	\$ 44,999,315	\$ 48,860,951
Activity Total	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 44,999,315	\$ 44,999,315	\$ 48,860,951
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	44,736,097	44,736,097	45,336,100	44,999,315	44,999,315	48,860,951
	<u>\$ 44,736,097</u>	<u>\$ 44,736,097</u>	<u>\$ 45,336,100</u>	<u>\$ 44,999,315</u>	<u>\$ 44,999,315</u>	<u>\$ 48,860,951</u>
	5.76%	0.00%	1.34%	-0.74%	-0.74%	8.58%

**Education**  
**School Division - Debt Service - Activity #60603**

**Mission**

The Board of Supervisors continues to strongly support quality public education for the County citizens in accordance with its goals and objectives. This activity reflects the local support for school maintenance projects and debt service on funds borrowed for school capital projects.

**Budget Comments - FY2013**

Funding is provided for debt service on outstanding debt.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 8,200,000	\$ 8,200,000	\$ 8,200,001	\$ 7,852,472	\$ 7,852,472	\$ 7,852,472
Total Expenditures	\$ 8,200,000	\$ 8,200,000	\$ 8,200,001	\$ 7,852,472	\$ 7,852,472	\$ 7,852,472

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Requested <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>60603 School Division - Debt Service</b>							
<b>Transfers to Other Funds</b>							
9279 County Capital Fund	\$ 1,544,493	\$ 1,366,760	\$ 1,493,442	\$ -	\$ -	\$ 146,230	\$ 146,230
9281 School Bond Fund	<u>6,655,507</u>	<u>6,833,240</u>	<u>6,706,559</u>	<u>7,852,472</u>	<u>7,852,472</u>	<u>7,706,242</u>	<u>7,706,242</u>
Activity Total	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,001</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,001</u>	<u>7,852,472</u>	<u>7,852,472</u>	<u>7,852,472</u>	<u>7,852,472</u>
	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,001</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>	<u>\$ 7,852,472</u>
	12.33%	0.00%	0.00%	-4.24%	-4.24%	0.00%	0.00%

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## Library Services & Cooperative Extension

The York County Public Library serves as an educational, informational, and recreational resource for the community, providing material and services to help residents meet their personal, educational and professional needs through a variety of media resources. Virginia Cooperative Extension empowers people of the Commonwealth to improve their lives through research-based educational experiences focused on their needs and community issues. This is accomplished through the divisions below. Individual division details follow this summary page.

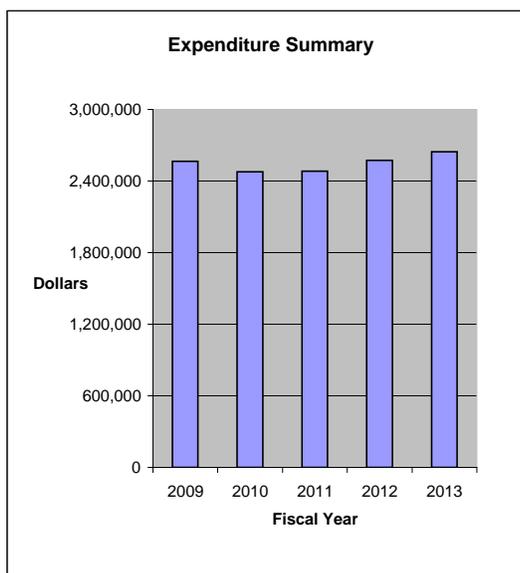
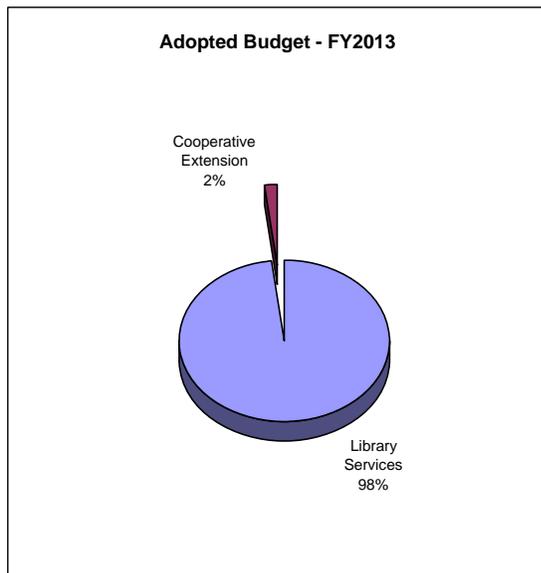
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,291,843	\$ 2,214,314	\$ 2,259,694	\$ 2,357,456	\$ 2,357,456	\$ 2,432,319	91.92%
Charges for Services	71,107	68,809	65,801	68,000	68,000	68,500	2.59%
Donations	16,539	11,374	6,586	-	3,425	-	0.00%
State/Federal Aid & Grants	186,633	183,563	150,220	147,983	147,983	145,143	5.49%
<b>Total Funding Sources</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,482,301</b>	<b>\$ 2,573,439</b>	<b>\$ 2,576,864</b>	<b>\$ 2,645,962</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Library Services	\$ 2,511,577	\$ 2,426,096	\$ 2,445,141	\$ 2,525,384	\$ 2,528,809	\$ 2,596,367	2.81%
Cooperative Extension	54,545	51,964	37,160	48,055	48,055	49,595	3.20%
<b>Total Expenditures</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,482,301</b>	<b>\$ 2,573,439</b>	<b>\$ 2,576,864</b>	<b>\$ 2,645,962</b>	<b>2.82%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 1,594,175	\$ 1,576,309	\$ 1,593,649	\$ 1,633,188	\$ 1,633,188	\$ 1,694,145	3.73%
Operating	932,724	895,752	867,239	899,076	902,501	918,417	2.15%
Capital	39,223	5,999	21,413	41,175	41,175	33,400	-18.88%
<b>Total Expenditures</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,482,301</b>	<b>\$ 2,573,439</b>	<b>\$ 2,576,864</b>	<b>\$ 2,645,962</b>	<b>2.82%</b>

<b>Funded FTEs</b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Professional/Technical	28.50	27.50	27.50	27.50	27.50	27.50
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Funded FTEs</b>	<b>33.50</b>	<b>32.50</b>	<b>32.50</b>	<b>32.50</b>	<b>32.50</b>	<b>32.50</b>

<b>Key Service Indicators</b>						
Library patrons	385,159	373,227	356,135	411,482	373,942	392,639
Library circulation of materials	647,845	623,015	576,134	686,874	604,941	635,188
Library reference questions	80,030	78,198	73,723	86,246	77,409	81,279
Library program attendance	14,258	14,331	15,385	15,800	16,154	16,962
Coop Education volunteer hours	11,000	10,000	11,000	11,000	11,000	10,500
Horticultural inquiries	4,707	6,600	6,000	6,000	6,000	6,500
Coop Education newsletter recipients	2,619	2,712	2,900	3,000	3,000	3,115



**Library Services & Virginia Cooperative Extension  
Library Services - Activity #60731**

**Mission**

Serves as an educational and recreational resource for York County; provides materials and services to help residents meet their personal, educational and professional needs; and providing citizens information through an ever-changing variety of media resources.

**Goals**

- To provide services for Adult Services, which provides information services; reference interview process and the evaluation of content, organization, use, of resources in print and electronic formats; assesses user needs and instructs patrons in the use of sources, technologies, and systems that support the retrieval of information.
- To provide services for Youth Services, which provides materials and activities designed to develop and support the informational needs of juvenile patrons including the fostering of reading, learning, and information seeking behavior; and provides youth-oriented outreach services to various public and private agencies.
- To provide services for Acquisitions, which is responsible for the acquisition and collection development of library materials in order to provide for the informational and recreational needs of patrons; selecting, evaluating, and managing collections and information formats as related to the library's goals, user characteristics and needs.
- To provide services for Cataloging, which is responsible for organizing and preparing library materials of various formats for patrons.
- To provide services for Circulation, which is responsible for loan of library materials, customer relations and support, and maintenance of patron records.
- To provide services for Technical Support, which is responsible for the management of the integrated library system and network.
- To provide services for the Law Library (Fund 47 accounts for the Law Library activities, located in the Special Revenue Funds section).
- To provide a free, legally established public library that will serve all residents of York County without discrimination and in full cooperation with the Library of Virginia.
- To provide an excellent collection of library materials to meet the cultural, individual, educational and informational needs of the community.
- To provide children's services and programs to stimulate children's interest in and appreciation for reading and learning.
- To provide all area residents with up-to-date reference collections and services to meet their needs, evaluating and utilizing new appropriate technological resources.

**Implementation Strategies**

- Provide educational events promoting lifelong learning for citizens of all ages.
- Maintain children's services with programming for school-age children and outreach to early childhood educational agencies.
- Continue to systematically develop and evaluate the library's collection in regards to patron needs.
- Continually evaluate available electronic information resources to provide the best possible resources in the library.
- Promote communication and cooperation with local schools and County agencies in order to make the library system an integral part of the learning experience.
- Increase the marketing/advertisement of library programs and services.
- Promote professional development opportunities for library staff.
- Partner with other County agencies to develop and promote outreach programs for underserved citizens.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance, group life insurance and no funding for a vacant Librarian I, for the fourth consecutive year. Further increases are to support the County's contribution to the Williamsburg Regional Library, per agreement. Decreases are programmed in telecommunications and materials & supplies. Capital funding is programmed to support the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,585,120	\$ 1,564,723	\$ 1,581,486	\$ 1,623,188	\$ 1,623,188	\$ 1,682,145
Operating	892,054	855,374	842,242	861,021	864,446	882,822
Capital	34,403	5,999	21,413	41,175	41,175	31,400
Total Expenditures	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,445,141</u>	<u>\$ 2,525,384</u>	<u>\$ 2,528,809</u>	<u>\$ 2,596,367</u>
<b><u>Funded FTEs</u></b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Professional/Technical	28.50	27.50	27.50	27.50	27.50	27.50
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total Funded FTEs	<u>33.50</u>	<u>32.50</u>	<u>32.50</u>	<u>32.50</u>	<u>32.50</u>	<u>32.50</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>60731 Library Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 196,605	\$ 201,743	\$ 202,103	\$ 202,263	\$ 202,263	\$ 212,376
1515 Professional & technical salaries	487,113	489,179	490,131	500,659	500,659	522,823
1516 Administrative & clerical salaries	63,206	64,502	64,700	64,700	64,700	67,935
1521 Reg PT professional/technical	407,559	408,922	406,556	410,746	410,746	403,481
1532 As required-administrative/clerical	135,676	108,516	107,467	115,000	115,000	115,000
1595 Overtime	351	801	482	1,000	1,000	1,000
1596 Holiday worked	-	182	-	-	-	-
1599 Other pay	516	330	626	500	500	500
2100 FICA	96,159	95,030	94,366	99,057	99,057	101,218
2200 VRS	100,640	100,785	106,985	108,388	108,388	95,332
2300 Health care	91,135	90,186	105,948	118,726	118,726	151,879
2400 Group life insurance	6,160	4,547	2,122	2,149	2,149	10,601
Subtotal	<u>1,585,120</u>	<u>1,564,723</u>	<u>1,581,486</u>	<u>1,623,188</u>	<u>1,623,188</u>	<u>1,682,145</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	-	28	37	500	500	250
3320 Maintenance service contracts	44,044	42,340	43,766	43,000	43,000	43,000
3510 Library binding	1,500	1,780	895	-	-	-
3600 Advertising	150	-	-	-	-	-
3860 Williamsburg Library	422,915	425,000	450,500	477,530	477,530	506,182
3920 Misc contractual services	787	1,012	350	800	800	800
Subtotal	<u>469,396</u>	<u>470,160</u>	<u>495,548</u>	<u>521,830</u>	<u>521,830</u>	<u>550,232</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,947	4,584	5,041	5,183	5,183	5,022
4211 Misc vehicle maintenance charges	-	-	5	-	-	-
4300 Central store	188	119	71	75	75	75
Subtotal	<u>5,135</u>	<u>4,703</u>	<u>5,117</u>	<u>5,258</u>	<u>5,258</u>	<u>5,097</u>
<b>Other Charges</b>						
5210 Postal/messenger service	5,055	4,921	4,800	5,000	5,000	5,000
5230 Telecommunications	1,707	1,264	638	1,300	1,300	650
5510 Personnel development	8,247	4,704	4,019	3,000	3,000	3,000
5520 Employee recognition program	693	644	628	600	600	600
5810 Dues & memberships	815	2,079	1,420	800	800	1,000
5825 Administrative support charges	497	-	-	-	-	-
Subtotal	<u>17,014</u>	<u>13,612</u>	<u>11,505</u>	<u>10,700</u>	<u>10,700</u>	<u>10,250</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	10,455	10,408	8,857	9,000	9,000	9,000
6013 Data processing supplies	7,196	-	-	-	-	-
6020 Food & food service supplies	187	-	-	-	-	-
6120 Books & subs-state	-	-	-	147,983	-	145,143
6121 Books & subs-local	-	-	-	131,500	-	131,500
6122 Books & subs-children	51,915	73,486	66,943	-	66,800	-
6123 Books & subs-reference	82,313	72,619	47,470	-	46,902	-
6124 Books & subs-adult	172,804	140,980	148,738	-	148,762	-
6125 Books & subs-young adult	14,275	17,989	17,715	-	17,019	-
6137 Children's supplies	9,766	10,233	8,628	6,375	6,375	6,375
6138 Library supplies	25,624	24,800	19,413	19,875	19,875	19,875
6170 Computer mat/supplies	5,735	3,919	3,585	5,000	5,000	3,700
6171 Small equipment	998	1,427	1,270	500	500	500
Subtotal	<u>381,268</u>	<u>355,861</u>	<u>322,619</u>	<u>320,233</u>	<u>320,233</u>	<u>316,093</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	1,008	1,273	1,030	1,300	1,300	1,150
7500 Operating leases of building	1,692	1,692	1,764	1,700	1,700	-
Subtotal	<u>2,700</u>	<u>2,965</u>	<u>2,794</u>	<u>3,000</u>	<u>3,000</u>	<u>1,150</u>
<b>Capital Outlay</b>						
8120 Furniture & fixtures	-	-	2,568	-	-	-
8170 Data processing equipment	29,515	5,999	5,445	41,175	41,175	31,400
8170-001 Data processing-server	4,888	-	13,400	-	-	-
Subtotal	<u>34,403</u>	<u>5,999</u>	<u>21,413</u>	<u>41,175</u>	<u>41,175</u>	<u>31,400</u>
<b>Grants &amp; Donations</b>						
9001 Donations	16,541	8,073	4,659	-	3,425	-
Subtotal	<u>16,541</u>	<u>8,073</u>	<u>4,659</u>	<u>-</u>	<u>3,425</u>	<u>-</u>
Activity Total	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,445,141</u>	<u>\$ 2,525,384</u>	<u>\$ 2,528,809</u>	<u>\$ 2,596,367</u>
Personnel	\$ 1,585,120	\$ 1,564,723	\$ 1,581,486	\$ 1,623,188	\$ 1,623,188	\$ 1,682,145
Non-personnel	926,457	861,373	863,655	902,196	905,621	914,222
	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,445,141</u>	<u>\$ 2,525,384</u>	<u>\$ 2,528,809</u>	<u>\$ 2,596,367</u>
	6.68%	-3.40%	0.79%	3.28%	0.14%	2.81%

**Library Services & Cooperative Extension  
Cooperative Extension - Activity #60831**

**Mission**

Provides research-based educational programs and resources to citizens of the Commonwealth, enabling people to improve their lives through an educational process that utilizes scientific knowledge focused on issues and needs.

**Goals**

- The Horticultural program provides classes, and resources to address the National Initiatives of pesticide reduction, safe and responsible use of pesticide, sustainable landscape management, resulting in improved water quality.
- The Family and Consumer Sciences program provides classes and resources to address National Initiatives of food safety, reducing heart disease, financial and resource management, and parent education.
- The 4-H youth development program is sponsored by Virginia Cooperative Extension. 4-H is a community of young people across America learning leadership, citizenship and life skills. Virginia Cooperative Extension is a state agency and the educational arm of the U.S. Department of Agriculture. The program is delivered to local youth through a partnership with local government.
- Resources are provided in three specific subject matter areas: Agriculture and Natural Resources (green industry, horticulture and related areas), Family and Consumer Sciences (food safety, human nutrition, financial resource management and related areas), and 4-H Youth Development (assist youth, 4-H camp, teen clubs). Equally important, the programming process of Virginia Cooperative Extension facilitates the involvement of Extension Leadership Councils, program volunteers, targeted learners, and a host of other community resources.

**Implementation Strategies**

- Expand and continue the use of volunteers in the program to plan, deliver and evaluate educational programs in Agriculture and Natural Resources.
- 4-H camp will be coordinated by a technician with Extension Agent supervision.
- Continue to provide diverse educational program in horticulture to teach citizens specific horticultural practices that will enable participants to protect water quality and reduce pesticide use.
- Continue to provide Youth Environmental Education programs to local schools, which includes after school clubs and during school field trips.
- Broaden the informational resources on [www.yorkcounty.gov/vce](http://www.yorkcounty.gov/vce).

**Budget Comments - FY2013**

Reductions are reflected in contractual services, other charges and materials & supplies, based on trends. Capital funding is provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 9,055	\$ 11,586	\$ 12,163	\$ 10,000	\$ 10,000	\$ 12,000
Operating	40,670	40,378	24,997	38,055	38,055	35,595
Capital	4,820	-	-	-	-	2,000
Total Expenditures	<u>\$ 54,545</u>	<u>\$ 51,964</u>	<u>\$ 37,160</u>	<u>\$ 48,055</u>	<u>\$ 48,055</u>	<u>\$ 49,595</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>60831 Cooperative Extension</b>						
<b>Personnel Services</b>						
1532 As required-administrative/clerical	\$ 8,411	\$ 8,738	\$ 9,724	\$ 9,289	\$ 9,289	\$ 11,147
1595 Overtime	-	2,025	1,575	-	-	-
2100 FICA	644	823	864	711	711	853
Subtotal	<u>9,055</u>	<u>11,586</u>	<u>12,163</u>	<u>10,000</u>	<u>10,000</u>	<u>12,000</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	860	860	860	900	900	910
3600 Advertising	1,000	1,000	750	1,000	1,000	750
3920 Misc contractual services	31,193	30,174	20,467	31,000	31,000	31,000
Subtotal	<u>33,053</u>	<u>32,034</u>	<u>22,077</u>	<u>32,900</u>	<u>32,900</u>	<u>32,660</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	1,070	1,292	946	1,200	1,200	1,200
Subtotal	<u>1,070</u>	<u>1,292</u>	<u>946</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	467	190	242	300	300	300
5230 Telecommunications	10	38	59	40	40	40
5510 Personnel development	2,253	3,002	487	1,800	1,800	350
5520 Employee recognition program	-	218	-	100	100	-
5810 Dues & memberships	120	105	120	120	120	150
Subtotal	<u>2,850</u>	<u>3,553</u>	<u>908</u>	<u>2,360</u>	<u>2,360</u>	<u>840</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,409	1,197	502	1,000	1,000	600
6011 Photo supplies	-	6	-	-	-	-
6020 Food & food service supplies	166	99	141	120	120	120
6030 Agricultural supplies	69	5	-	75	75	-
6110 Uniforms & wearing apparel	150	25	125	125	125	-
6120 Books & subscriptions	38	230	-	50	50	50
6170 Computer supplies	116	437	48	100	100	-
6171 Small equipment	249	-	-	-	-	-
Subtotal	<u>2,197</u>	<u>1,999</u>	<u>816</u>	<u>1,470</u>	<u>1,470</u>	<u>770</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	4,820	-	-	-	-	2,000
Subtotal	<u>4,820</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
<b>Contributions</b>						
9765 4-H Club	1,500	1,500	250	125	125	125
Subtotal	<u>1,500</u>	<u>1,500</u>	<u>250</u>	<u>125</u>	<u>125</u>	<u>125</u>
Activity Total	<u>\$ 54,545</u>	<u>\$ 51,964</u>	<u>\$ 37,160</u>	<u>\$ 48,055</u>	<u>\$ 48,055</u>	<u>\$ 49,595</u>
Personnel	\$ 9,055	\$ 11,586	\$ 12,163	\$ 10,000	\$ 10,000	\$ 12,000
Non-personnel	45,490	40,378	24,997	38,055	38,055	37,595
	<u>\$ 54,545</u>	<u>\$ 51,964</u>	<u>\$ 37,160</u>	<u>\$ 48,055</u>	<u>\$ 48,055</u>	<u>\$ 49,595</u>
	-23.23%	-4.73%	-28.49%	29.32%	29.32%	3.20%

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## Human Services

Human Services accounts for the managing, providing service, and aiding citizens who need assistance in the areas of health services, social services and financial assistance; and contributing to outside agencies and organizations that assist with low income families, disabilities and other general needs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 3,602,559	\$ 3,672,184	\$ 2,898,607	\$ 3,185,152	\$ 3,081,267	\$ 3,130,897	96.90%
State/Federal Aid & Grants	79,299	64,883	90,553	-	104,077	100,000	3.10%
<b>Total Funding Sources</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 2,989,160</b>	<b>\$ 3,185,152</b>	<b>\$ 3,185,344</b>	<b>\$ 3,230,897</b>	<b>100.00%</b>

							% Change Original 2012 / Adopted 2013
<b>Expenditure by Activity</b>							
Health Services	\$ 447,674	\$ 427,514	\$ 376,782	\$ 371,060	\$ 371,060	\$ 389,756	5.04%
Colonial Behavioral Health - Local Share	731,434	731,434	731,434	731,434	731,434	760,691	4.00%
Social Services - Local Share	2,195,076	2,265,293	1,630,412	1,876,235	1,876,235	1,876,235	0.00%
Payments to Outside Entities	307,674	312,826	250,532	206,423	206,615	204,215	-1.07%
<b>Total Expenditures</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 2,989,160</b>	<b>\$ 3,185,152</b>	<b>\$ 3,185,344</b>	<b>\$ 3,230,897</b>	<b>1.44%</b>

<b>Expenditure by Category</b>							
Personnel	\$ -	\$ 1,164	\$ 678	\$ 1,550	\$ 1,550	\$ 1,550	0.00%
Operating	3,681,858	3,735,903	2,988,482	3,183,602	3,183,794	3,229,347	1.44%
<b>Total Expenditures</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 2,989,160</b>	<b>\$ 3,185,152</b>	<b>\$ 3,185,344</b>	<b>\$ 3,230,897</b>	<b>1.44%</b>

### Key Service Indicators

#### Peninsula Health District

% of York County residents to total clinical 7.65% 5.90% 5.90% 5.90% 5.90% 7.65%

#### Williamsburg Area Medical Assistance Corporation (WAMAC)

York County resident visits for care 1,758 1,829 1,775 1,829 1,775 1,775

#### Colonial Behavioral Health

York County cases 916 1,014 1,085 1,161 1,161 1,202

York County hours of service 65,700 66,000 69,000 73,000 73,000 73,850

#### Social Services

Food Stamps cases - York 1,238 1,507 1,854 2,350 2,350 2,585

Medicaid cases - York 2,156 2,286 2,543 2,568 2,568 2,825

TANF cases - York 167 203 258 301 301 331

VIEW cases - York 97 122 180 190 190 209

CSA cases - York 40 51 46 55 38 41

#### Child Development Resources

Children served 42 37 24 37 24 24

#### Virginia Peninsula Mayors & Chairs Commission on Homelessness

York County residents who received assistance \* 155 26 155 22 20

#### Meals on Wheels

York County residents meals served 5,520 5,750 5,750 5,750 6,000 6,250

#### Peninsula Agency on Aging

York County - dining center meals 6,707 7,007 5,409 7,007 5,500 5,500

York County - home delivered meals 2,678 3,354 3,354 3,354 3,500 3,500

York County - personal care (hours) 1,813 1,990 1,833 1,990 1,800 1,800

#### Housing Partnerships

Home repairs 15 28 14 28 15 15

#### Avalon: A Center for Women & Children

York County residents that needed shelter 34 61 33 61 30 30

#### Transitions Family Violence

Emergency nights of shelter 39 10 3 10 7 10

HOTLINE calls 48 81 31 81 40 50

#### Historic Triangle Senior Center

Activities which Seniors participated 545 711 711 711 711 478

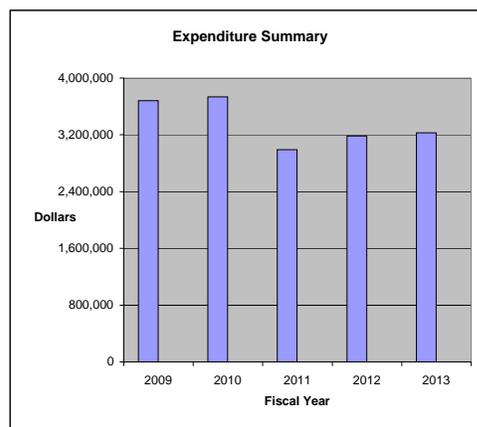
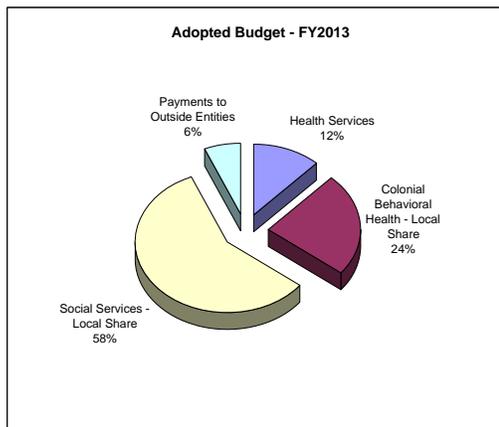
#### Hospice Care of Williamsburg

Days of service provided to York County residents 2,356 2,830 3,256 2,830 3,300 3,500

#### Colonial Court Appointed Special Advocates (CASA)

Children served 15 31 40 45 45 50

\* Data not available.



**Human Services**  
**Health Services - Activity #61511**

Provides support for the following programs: Peninsula Health District and the Williamsburg Area Medical Assistance Corporation.

**Peninsula Health District (PHD)**

The Peninsula Health District initiates and maintains a cooperative agreement between each of the five local governments (Newport News, James City County, York County, Poquoson, and Williamsburg) and the Commonwealth of Virginia. The County's minimum "match" requirement is 45% of the York County portion of the total Health District Budget.

**Mission**

To promote optimum health and healthy lifestyles for the citizens of York County; to assure vital statistics, health information, preventative, and environmental health services are available to the citizens of the County; to provide medical services for low-income citizens; and to carry out other responsibilities assigned by action of the County Board of Supervisors and the Virginia General Assembly.

**Budget Comments - FY2013**

An increase in funding is programmed for the PHD, as the State's allocation is expected to decline.

**Williamsburg Area Medical Assistance Corporation (WAMAC)**

WAMAC is an innovative public-private partnership formed in 1993 by the contiguous communities of James City County, York County, and the City of Williamsburg. It operates Olde Towne Medical Center, a community-based, non-profit, 501(c) 3 rural health center which provides comprehensive primary health care to the un- and under-insured, Medicaid and Medicare population living in the Williamsburg, Virginia area.

**Mission**

To provide quality, cost-effective, coordinated and preventive primary health care to clients, regardless of ability to pay.

**Budget Comments - FY2013**

Level funding is provided for WAMAC.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Operating	\$ 447,674	\$ 427,514	\$ 376,782	\$ 371,060	\$ 371,060	\$ 389,756
Total Expenditures	\$ 447,674	\$ 427,514	\$ 376,782	\$ 371,060	\$ 371,060	\$ 389,756

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>61511 Health Services</b>						
<b>Contractual Services</b>						
3870 Peninsula Health Dept	\$ 359,074	\$ 343,344	\$ 292,612	\$ 288,573	\$ 288,573	\$ 307,269
3871 Wmsbg Med Assist Corps	88,600	84,170	84,170	82,487	82,487	82,487
Activity Total	<u>\$ 447,674</u>	<u>\$ 427,514</u>	<u>\$ 376,782</u>	<u>\$ 371,060</u>	<u>\$ 371,060</u>	<u>\$ 389,756</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	447,674	427,514	376,782	371,060	371,060	389,756
	<u>\$ 447,674</u>	<u>\$ 427,514</u>	<u>\$ 376,782</u>	<u>\$ 371,060</u>	<u>\$ 371,060</u>	<u>\$ 389,756</u>
	-1.47%	-4.50%	-11.87%	-1.52%	-1.52%	5.04%

**Human Services**  
**Colonial Behavioral Health - Local Share - Activity #61521**

**Mission**

The Colonial Behavioral Health “was established by the Counties of York and James City and the Cities of Poquoson and Williamsburg to provide a system of comprehensive community mental health, intellectual/developmental disability, and substance use disorder services.”

The following services are provided:

- Emergency Services
- Case Management
- Outpatient Services
- Psychiatric Services
- Pathways Senior Services
- Children's Behavioral Health Services
- Day Support Services
- Residential Services
- Employment Services
- Early Intervention
- Prevention Services
- Supportive Services

**Budget Comments - FY2013**

An increase in funding is programmed based on a 25% increase in York County cases since 2009.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 760,691
Total Expenditures	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 760,691

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**61521 Colonial Behavioral Health - Local Share**

**Contractual Services**

3880 Behavioral & development svcs	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 760,691
Activity Total	<u>\$ 731,434</u>	<u>\$ 760,691</u>				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	731,434	731,434	731,434	731,434	731,434	760,691
	<u>\$ 731,434</u>	<u>\$ 760,691</u>				
	7.88%	0.00%	0.00%	0.00%	0.00%	4.00%

**Human Services**  
**Social Services - Local Share - Activity #61533**

**Mission**

The General Fund contributes to the operation of the Social Services Fund for its local match for administration, programs and for the Comprehensive Services Act. Social Services is responsible for promoting self-sufficiency, self-support, and self-esteem among those less fortunate. There are financial assistance programs available to aid needy persons within the community. The Comprehensive Services Act requires local governments to provide certain residential or intensive in-home therapeutic services to troubled youth.

**Budget Comments - FY2013**

The local share for Social Service programs and the local match for the Comprehensive Services Act is level funded. Also the use of fund balance, representing excess local funds accumulated in prior years, is planned to balance funding sources with expenditures.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ 1,164	\$ 678	\$ 1,550	\$ 1,550	\$ 1,550
Operating	<u>2,195,076</u>	<u>2,264,129</u>	<u>1,629,734</u>	<u>1,874,685</u>	<u>1,874,685</u>	<u>1,874,685</u>
Total Expenditures	<u>\$ 2,195,076</u>	<u>\$ 2,265,293</u>	<u>\$ 1,630,412</u>	<u>\$ 1,876,235</u>	<u>\$ 1,876,235</u>	<u>\$ 1,876,235</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>61533 Social Services - Local Share</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 1,080	\$ 630	\$ 1,440	\$ 1,440	\$ 1,440
2100 FICA	-	84	48	110	110	110
Subtotal	-	1,164	678	1,550	1,550	1,550
<b>Contractual Services</b>						
3940 Board/commission services	1,140	-	-	-	-	-
Subtotal	1,140	-	-	-	-	-
<b>Transfers to Other Funds</b>						
9213 Social Services Fund	1,892,729	1,853,640	1,341,242	1,502,525	1,502,525	1,502,525
9213-001 Comprehensive Svc Act (CSA)	228,458	344,086	246,747	272,160	272,160	272,160
9213-002 CSA Medicaid - local	84,839	87,020	53,515	100,000	100,000	100,000
9213-002-300 ARRA CSA Medicaid	(12,090)	(20,617)	(11,770)	-	-	-
Subtotal	2,193,936	2,264,129	1,629,734	1,874,685	1,874,685	1,874,685
Activity Total	\$ 2,195,076	\$ 2,265,293	\$ 1,630,412	\$ 1,876,235	\$ 1,876,235	\$ 1,876,235
Personnel	\$ -	\$ 1,164	\$ 678	\$ 1,550	\$ 1,550	\$ 1,550
Non-personnel	2,195,076	2,264,129	1,629,734	1,874,685	1,874,685	1,874,685
	\$ 2,195,076	\$ 2,265,293	\$ 1,630,412	\$ 1,876,235	\$ 1,876,235	\$ 1,876,235
	25.03%	3.20%	-28.03%	15.08%	15.08%	0.00%

**Human Services**  
**Payments to Outside Entities - Activity #61535**

This activity provides support for the following programs:

**Child Development Resources:** Provides early childhood developmental programs for economically disadvantaged or otherwise qualified York County families.

**Child Food Service:** Contribution to the food service program.

**Virginia Peninsula Mayors & Chairs Commission on Homelessness:** Agreement between localities to provide leadership and oversight for a regional plan to address homelessness.

**Meals on Wheels:** Responsible for delivering meals to York County residents in need of this service.

**Peninsula Agency on Aging:** Assists older individuals, 60 years or older, to live independently for as long as possible.

**Housing Partnerships:** Utilizes volunteer labor to repair and replace substandard housing in James City County, Williamsburg, and York County.

**Avalon: A Center for Women & Children:** Provides services to victims of domestic and sexual violence and homelessness in James City County, Williamsburg, and York County.

**Transitions Family Violence:** Provides services to victims, both adult and children, of family violence.

**Historic Triangle Senior Center:** Provides “an affordable and accessible array or integrated services, leisure and recreational activities, educational and cultural events, and information on health and safety issues affecting the elderly, as well as, volunteer opportunities and intergenerational programs.”

**Hospice Care of Williamsburg:** Includes caring for terminally-ill patients living at home and providing necessary equipment and supplies.

**Colonial Court Appointed Special Advocates (CASA):** Provides services by way of well-trained community volunteers who advocate on behalf of community children that have been found to be abused and neglected.

**Budget Comments - FY2013**

Level funding is programmed, except for Child Food Services, per a contractual arrangement.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Operating	\$ 307,674	\$ 312,826	\$ 250,532	\$ 206,423	\$ 206,615	\$ 204,215
Total Expenditures	\$ 307,674	\$ 312,826	\$ 250,532	\$ 206,423	\$ 206,615	\$ 204,215

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>61535            Payments to Outside Entities</b>						
<b>Contractual Services</b>						
3834 Child Development Resources	\$ 186,352	\$ 177,034	\$ 177,034	\$ 173,493	\$ 173,493	\$ 173,493
3838 Child Food Services	2,192	2,208	2,208	2,208	2,400	2,400
3849 VA Pen Myrs & Chrs Comm on Homelessness	-	14,454	14,454	7,227	7,227	7,227
Subtotal	<u>188,544</u>	<u>193,696</u>	<u>193,696</u>	<u>182,928</u>	<u>183,120</u>	<u>183,120</u>
<b>Contributions</b>						
9730 Meals on Wheels - York	13,500	13,500	6,412	3,206	3,206	3,206
9731 Peninsula Agency on Aging	14,835	14,835	7,046	3,523	3,523	3,523
9732 Retired Sr. Volunteer Prog	3,825	3,825	1,817	-	-	-
9733 Foster Grandparents Prog	3,640	3,640	1,729	-	-	-
9735 Housing Partnerships	18,200	18,200	8,645	4,323	4,323	4,323
9736 Avalon Center (Williamsburg)	16,640	16,640	7,904	3,952	3,952	3,952
9737 Transitions Family Violence Services	15,600	15,600	7,410	3,705	3,705	3,705
9740 Peninsula READS	3,120	3,120	1,482	-	-	-
9743 Williamsburg H.T. Senior Center	2,600	2,600	1,235	401	401	401
9748 Insight Enterprises, Inc.	3,640	3,640	1,729	-	-	-
9790 Hospice Care of Williamsburg	6,000	6,000	2,850	1,425	1,425	1,425
9800 Lackey Free Medical Clinic	5,200	5,200	2,470	-	-	-
9802 American Red Cross York-Poquoson	10,400	10,400	4,940	2,400	2,400	-
9804 Historic Trgle Subst Abuse Coalition	1,930	1,930	917	-	-	-
9805 Colonial Court Appt Spec Advocates (CASA)	-	-	250	560	560	560
Subtotal	<u>119,130</u>	<u>119,130</u>	<u>56,836</u>	<u>23,495</u>	<u>23,495</u>	<u>21,095</u>
Activity Total	<u>\$ 307,674</u>	<u>\$ 312,826</u>	<u>\$ 250,532</u>	<u>\$ 206,423</u>	<u>\$ 206,615</u>	<u>\$ 204,215</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>307,674</u>	<u>312,826</u>	<u>250,532</u>	<u>206,423</u>	<u>206,615</u>	<u>204,215</u>
	<u>\$ 307,674</u>	<u>\$ 312,826</u>	<u>\$ 250,532</u>	<u>\$ 206,423</u>	<u>\$ 206,615</u>	<u>\$ 204,215</u>
	1.82%	1.67%	-19.91%	-17.61%	-17.53%	-1.07%

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## General Services

The Department of General Services is responsible for the management, design, construction, and delivery of maintenance services for York County. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 5,849,218	\$ 5,679,447	\$ 5,539,213	\$ 5,910,641	\$ 5,931,435	\$ 5,170,891	80.36%
Rental of Equipment & Facility	67,016	69,067	55,776	69,800	69,800	65,300	1.01%
Donations	275	2,000	4,600	-	1,800	-	0.00%
York-Poquoson Courthouse	44,530	43,147	47,945	39,131	39,131	53,079	0.82%
Recovered Costs	29,900	-	-	-	-	-	0.00%
Insurance Recovery	-	4,797	581	-	-	-	0.00%
Streetlight Support	20,510	37,705	14,953	35,000	35,000	25,000	0.39%
School Support	1,136,782	1,129,722	1,129,722	1,121,365	1,121,365	1,121,365	17.42%
<b>Total Funding Sources</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 6,792,790</b>	<b>\$ 7,175,937</b>	<b>\$ 7,198,531</b>	<b>\$ 6,435,635</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Administration	\$ 213,178	\$ 208,485	\$ 164,074	\$ 71,736	\$ 158,784	\$ 208,910	191.22%
Engineering & Facility Maintenance	2,303,561	2,261,864	2,224,794	2,240,072	2,290,274	2,090,020	-6.70%
Facility/Utility Charges	1,016,597	927,334	1,002,279	1,220,500	1,222,300	1,228,700	0.67%
Telecommunications	279,154	282,657	271,741	287,074	287,405	-	-100.00%
Grounds Maintenance & Construction	3,335,741	3,285,545	3,129,902	3,356,555	3,239,768	2,908,005	-13.36%
<b>Total Expenditures</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 6,792,790</b>	<b>\$ 7,175,937</b>	<b>\$ 7,198,531</b>	<b>\$ 6,435,635</b>	<b>-10.32%</b>

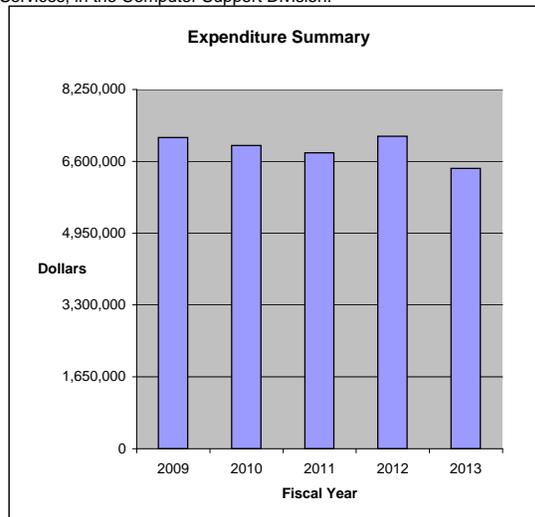
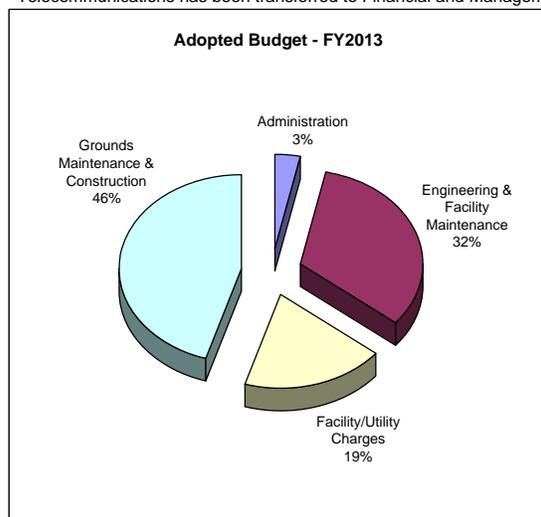
<b>Expenditure by Category</b>							
Personnel	\$ 3,480,347	\$ 3,711,532	\$ 3,659,250	\$ 3,797,854	\$ 3,815,708	\$ 3,501,115	-7.81%
Operating	3,280,532	3,163,307	2,998,608	3,269,283	3,271,665	2,800,220	-14.35%
Capital	387,352	91,046	134,932	108,800	111,158	134,300	23.44%
<b>Total Expenditures</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 6,792,790</b>	<b>\$ 7,175,937</b>	<b>\$ 7,198,531</b>	<b>\$ 6,435,635</b>	<b>-10.32%</b>

<b>Funded FTEs</b>						
Management	3.00	3.00	3.00	2.00	2.40	2.40
Professional/Technical	16.00	16.00	17.00	17.00	18.00	16.00
Admin/Clerical	3.00	3.00	3.00	3.00	3.00	2.00
Trades & Crafts	46.00	46.00	46.00	46.00	43.00	36.00
<b>Total Funded FTEs</b>	<b>68.00</b>	<b>68.00</b>	<b>69.00</b>	<b>68.00</b>	<b>66.40</b>	<b>56.40</b>

<b>Key Service Indicators</b>						
Gross square feet of facilities	360,933	375,074	383,029	392,629	519,108	519,108
Adjusted average age of facilities (years)	16.1	17.1	18.1	19.1	17.9	18.9
Work orders generated	*	1,906	1,913	2,000	2,100	2,200
Energy cost per square foot	\$ 2.06	\$ 1.64	\$ 1.73	\$ 1.95	\$ 1.90	\$ 1.95
Phone lines	1,276	1,304	1,290	1,325	1,300	**
Average age of equipment (years)	7.8	8.8	9.0	8.3	9.7	**
Phone calls	2,229,911	2,182,866	2,053,313	1,999,000	2,000,000	**
Athletic fields	77	77	77	77	77	77
Miles of roadway mowed	27	27	28	32	32	32
Park acreage	300	300	300	300	300	300

\* Data not available.

\*\* Telecommunications has been transferred to Financial and Management Services, in the Computer Support Division.



**General Services**  
**General Services Administration - Activity #70119**

**Mission**

Provides leadership, supervision, and administrative support to the Department of General Services including Vehicle Maintenance and quality service to all customers.

**Goals**

- Provide quality, cost-effective administrative support for the Department of General Services.

**Implementation Strategies**

- Ensure division managers develop and implement the necessary programs to meet our mission and goals through employee training, performance evaluations, budget preparation, and performance measurement.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Additional increases are attributable to reinstating funding for the Director position. Capital funding has been provided for the routine replacement of a computer and a printer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 199,848	\$ 199,050	\$ 158,208	\$ 63,111	\$ 150,159	\$ 191,205
Operating	13,330	9,435	5,866	6,825	6,825	8,005
Capital	-	-	-	1,800	1,800	9,700
Total Expenditures	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 164,074</u>	<u>\$ 71,736</u>	<u>\$ 158,784</u>	<u>\$ 208,910</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	-	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>70119 General Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 109,673	\$ 113,187	\$ 78,897	\$ -	\$ 70,947	\$ 102,993
1515 Professional & technical salaries	-	32,461	46,888	46,888	46,888	49,232
1516 Administrative & clerical salaries	45,971	14,347	-	-	-	-
1595 Overtime	5,436	146	482	500	500	500
2100 FICA	12,090	11,962	9,255	3,625	9,052	11,683
2200 VRS	20,959	21,505	17,291	6,621	16,639	18,069
2300 Health care	4,440	4,494	5,052	5,346	5,803	6,719
2400 Group life insurance	1,279	948	343	131	330	2,009
Subtotal	<u>199,848</u>	<u>199,050</u>	<u>158,208</u>	<u>63,111</u>	<u>150,159</u>	<u>191,205</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	135	-	-	-	-	-
3320 Maintenance service contracts	1,456	1,745	1,649	2,010	2,010	2,080
3500 Printing & binding	998	-	-	-	-	-
Subtotal	<u>2,589</u>	<u>1,745</u>	<u>1,649</u>	<u>2,010</u>	<u>2,010</u>	<u>2,080</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	3,751	2,446	-	-	-	-
4300 Central store	-	52	47	50	50	50
4500 Radio maintenance	930	-	-	-	-	-
Subtotal	<u>4,681</u>	<u>2,498</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	115	131	111	100	100	100
5230 Telecommunications	510	270	8	40	40	675
5510 Personnel development	411	350	600	250	250	1,000
5520 Employee recognition program	995	1,002	1,000	1,000	1,000	1,000
5810 Dues & memberships	281	15	70	50	50	1,050
Subtotal	<u>2,312</u>	<u>1,768</u>	<u>1,789</u>	<u>1,440</u>	<u>1,440</u>	<u>3,825</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,863	2,391	2,041	2,000	2,000	1,800
6020 Food & food service supplies	425	200	61	-	-	-
6120 Books & subscriptions	96	243	156	150	150	150
6140 Other operating supplies	300	80	38	-	-	-
6170 Computer mat/supplies	64	510	85	1,175	1,175	100
Subtotal	<u>3,748</u>	<u>3,424</u>	<u>2,381</u>	<u>3,325</u>	<u>3,325</u>	<u>2,050</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,800	1,800	9,700
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>9,700</u>
Activity Total	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 164,074</u>	<u>\$ 71,736</u>	<u>\$ 158,784</u>	<u>\$ 208,910</u>
Personnel	\$ 199,848	\$ 199,050	\$ 158,208	\$ 63,111	\$ 150,159	\$ 191,205
Non-personnel	13,330	9,435	5,866	8,625	8,625	17,705
	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 164,074</u>	<u>\$ 71,736</u>	<u>\$ 158,784</u>	<u>\$ 208,910</u>
	2.41%	-2.20%	-21.30%	-56.28%	-3.22%	191.22%

**General Services**  
**Engineering & Facility Maintenance - Activity #70431**

**Mission**

Provide timely, efficient, and cost-effective maintenance and repair, construction and facility support services to enhance the working environment for County employees and the quality of life for our community.

**Goals**

- Award all Capital Improvement Program projects in year of appropriation, complete all projects within budget and on schedule, and financially close all projects within 120 days of taking occupancy.
- Provide effective facility maintenance programs to help ensure mission accomplishment, protect County resources, provide quality work places, and ensure excellent customer service.
- Complete 95% of critical preventive maintenance tasks on schedule, strive for zero customer requests for minor work over 30 days old, repair at least 98% of emergencies within 24 hours, and provide timely response to high-priority, major work orders.
- Improve planning and budgeting efforts by conducting annual audits on select facilities, developing an effective preventive maintenance program, and controlling backlog growth through sound programming and resource advocacy.
- Ensure Division employees have the information, resources, and motivation necessary to perform their best while providing quality service.

**Implementation Strategies**

- Use a balance of miscellaneous contract repair and minor construction services and in-house work to optimize customer support and perform critical preventive maintenance tasks.
- Make greater use of in-house and contract audit initiatives to develop building system upgrade/replacement plans based on cost-effective industry standards and life-cycle replacement strategies.
- Continue to deploy and utilize new asset management software to improve preventive maintenance programs for facility systems to lower frequency and costs of maintenance.
- Invest in employee training to improve energy and facility management practices.

**Budget Comments - FY2013**

Funding in personnel reflects State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes are due to the transfer of a Construction Inspector position from Grounds Maintenance and Construction, the elimination of funding for five positions and a decrease in work-as-required funds. Operating decreases are programmed based on staff reductions. Capital funding has been provided for the routine replacement of computers and for the replacement of machine parts.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 1,293,698	\$ 1,374,824	\$ 1,365,120	\$ 1,387,027	\$ 1,434,928	\$ 1,274,744
Operating	946,084	879,366	828,486	844,845	845,119	794,276
Capital	63,779	7,674	31,188	8,200	10,227	21,000
Total Expenditures	<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,224,794</u>	<u>\$ 2,240,072</u>	<u>\$ 2,290,274</u>	<u>\$ 2,090,020</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	6.00	6.00	6.00	8.00	7.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	-
Trades & Crafts	13.00	13.00	13.00	13.00	12.00	9.00
Total Funded FTEs	<u>20.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>22.00</u>	<u>17.00</u>

General Fund Expenditures		FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
		Actual	Actual	Actual	Original	Estimated	Adopted
		Expenditures	Expenditures	Expenditures	Budget	Budget	Budget
<b>70431</b>	<b>Engineering &amp; Facility Maintenance</b>						
<b>Personnel Services</b>							
1513	Middle management	\$ 90,440	\$ 90,508	\$ 90,688	\$ 90,768	\$ 93,715	\$ 100,071
1515	Professional & technical salaries	250,002	331,422	335,139	355,711	389,092	405,912
1516	Administrative & clerical salaries	42,377	42,465	42,465	42,465	42,465	-
1518	Trades & crafts	538,002	526,436	518,496	505,734	505,734	430,263
1533	As required-trades/crafts	49,595	47,261	31,824	23,000	23,000	16,000
1595	Overtime	22,405	19,314	12,937	19,250	19,250	19,750
1596	Holiday worked	-	712	564	750	750	750
1599	Other pay	6,740	6,646	6,504	6,656	6,656	6,656
2100	FICA	74,185	78,763	76,788	79,892	82,671	74,924
2200	VRS	124,380	132,797	139,356	140,449	145,578	111,132
2300	Health care	87,983	92,634	107,559	119,567	123,131	96,928
2400	Group life insurance	7,589	5,866	2,800	2,785	2,886	12,358
	Subtotal	<u>1,293,698</u>	<u>1,374,824</u>	<u>1,365,120</u>	<u>1,387,027</u>	<u>1,434,928</u>	<u>1,274,744</u>
<b>Contractual Services</b>							
3310	Repairs & maintenance	60,695	53,629	27,213	55,000	55,000	73,000
3310-100	Waterfront repairs & maint	6,560	6,602	1,598	6,500	6,500	11,500
3310-200	Repairs & maint-Sports Complex	-	3,801	1,325	4,000	4,000	6,500
3320	Maint svc contracts	38,219	48,260	50,888	60,800	60,800	64,700
3320-003	Workorder maintenance	11,596	11,599	11,599	11,600	11,600	3,000
3320-100	Waterfront maint svc contracts	20,041	20,334	21,942	20,600	20,600	21,050
3320-200	Maint svc contracts-Sports Complex	-	161	42	1,230	1,230	200
3321	Custodial contract/Special service	22,166	14,500	21,760	25,000	16,794	5,000
3321-001	Custodial-Courthouse	85,033	76,035	63,864	48,240	48,240	48,240
3321-002	Custodial-Tabb Library	43,657	42,423	41,099	39,540	39,540	39,540
3321-005	Custodial-Other	-	1,251	-	-	-	-
3321-006	Custodial-Yorktown Library	21,787	21,718	15,395	6,620	6,620	6,620
3321-007	Custodial-Rodger's Smith Boat	6,440	6,309	4,996	3,180	7,795	7,795
3321-008	Custodial-Finance	25,340	21,539	25,246	31,000	31,000	31,000
3321-009	Custodial-Gen Services	7,947	7,922	6,384	4,260	4,260	4,260
3321-010	Custodial-Parks & Recreation	8,596	7,885	6,351	4,320	4,320	4,320
3321-011	Custodial-Senior Center	12,204	10,432	9,600	8,700	8,700	8,700
3321-013	Custodial-Building Regulation building	4,032	3,757	3,921	4,200	4,200	4,200
3321-014	Custodial-Emergency Comm Center	9,780	9,533	8,785	7,800	7,800	7,800
3321-015	Custodial-Vehicle Maint	5,122	4,841	3,977	2,820	2,820	2,820
3321-016	Custodial-Bldgs & Ground Maint	6,320	5,712	5,642	5,640	5,640	5,640
3321-017	Custodial-Public Safety	22,715	20,902	20,692	20,700	20,700	20,700
3321-018	Custodial-York Hall	14,066	11,218	10,049	8,820	8,820	8,820
3321-019	Custodial-Post Office/CSS	5,815	497	-	-	-	-
3321-020	Custodial-Griffin-Yeates Center	37,302	33,178	28,636	22,920	22,920	22,920
3321-021	Custodial-Charles Brown Park	10,912	10,426	8,417	5,700	5,700	5,700
3321-023	Custodial-DARE Sheriff Sat Office	5,461	3,266	2,856	2,580	2,580	2,580
3321-024	Custodial-Kiln Creek Park	5,940	5,457	6,125	7,140	10,731	10,731
3321-025	Custodial-New Quarter Park	4,156	3,877	4,001	4,224	4,224	4,224
3321-026	Custodial-Chisman Creek Park	5,592	4,548	4,165	3,780	3,780	3,780
3321-027	Custodial-Wolftrap Park	5,592	5,098	4,840	4,560	4,560	4,560
3321-028	Custodial-Wormley Creek	1,751	1,524	1,526	1,560	1,560	1,560
3321-029	Custodial-Back Creek Park	2,244	2,065	3,444	5,400	5,400	5,400
3321-030	Custodial-Stormwater Building	1,710	3,498	3,116	2,580	2,580	2,580
3321-100	Custodial-Waterfront	105,072	105,638	105,511	116,188	116,188	109,000
3321-200	Custodial-Sports Complex	1,047	4,188	3,593	2,760	2,760	2,760
3322	Professional services	-	475	-	-	-	-
3392	Repair/maint-insurance recovery	5,771	7,866	-	-	-	-
3392-100	Repair/maint-insurance recovery	-	1,775	968	-	-	-
3600	Advertising	-	-	205	-	-	-
3920	Misc contractual services	445	3,485	4,490	3,700	3,700	1,295
3920-100	Misc contr svcs-Waterfront	3,900	650	1,750	3,000	3,000	2,500
3920-200	Misc contractual services-Sprts Cmplx	-	-	142	430	430	300
3930	Uniform support svcs & entrance mats	-	2,043	301	165	165	165
	Subtotal	<u>635,026</u>	<u>609,917</u>	<u>546,454</u>	<u>567,257</u>	<u>567,257</u>	<u>565,460</u>
<b>Internal Services</b>							
4210	Vehicle maintenance	95,195	95,387	103,157	105,813	105,813	82,676
4300	Central store	71	95	107	100	100	50
4500	Radio maintenance	8,040	-	-	-	-	-
	Subtotal	<u>103,306</u>	<u>95,482</u>	<u>103,264</u>	<u>105,913</u>	<u>105,913</u>	<u>82,726</u>
<b>Other Charges</b>							
5110	Electrical services	50	-	-	-	-	-
5210	Postal/messenger service	71	142	337	100	100	225
5230	Telecommunications	8,000	8,291	7,337	7,920	7,920	6,600
5230-100	Telecommunications-Freight Shed	465	522	884	900	900	900
5510	Personnel development	7,478	578	1,772	4,500	4,500	3,000
5810	Dues & memberships	80	120	155	630	630	630
5828	Permits & liscenses	-	-	190	-	-	55
	Subtotal	<u>16,144</u>	<u>9,653</u>	<u>10,675</u>	<u>14,050</u>	<u>14,050</u>	<u>11,410</u>

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General Fund Expenditures		FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
		Actual	Actual	Actual	Original	Estimated	Adopted
		Expenditures	Expenditures	Expenditures	Budget	Budget	Budget
<b>70431</b>	<b>Engineering &amp; Facility Maintenance</b>						
<b>Materials &amp; Supplies</b>							
6010	Office supplies	1,381	1,465	856	1,600	1,600	1,000
6010-100	Office supplies-Freight Shed	248	39	157	250	250	250
6011	Photo supplies	59	-	-	-	-	-
6050	Housekeep/janitorial	12,879	11,209	9,339	13,000	13,000	6,000
6050-100	Housekeep/janit-Waterfront	2,240	1,516	10	1,500	1,500	1,000
6050-200	Housekeep/janitorial-Sprts Complx	7,694	3,459	2,443	4,000	4,000	3,000
6070	Repair & maint supplies	111,458	86,613	109,450	90,000	88,874	82,400
6070-100	R & M sup-Waterfront	11,143	13,066	10,728	15,000	15,000	13,100
6070-200	R & M sup-Sports Complex	-	2,899	2,421	4,000	4,000	3,500
6075	Sign materials & supplies	9,181	11,243	8,096	8,000	8,000	8,000
6075-100	Waterfront sign materials	545	1,649	2,860	1,700	1,700	2,500
6075-200	Sign materials-Sports Complex	-	-	-	500	500	500
6092	Mat/sup insurance recovery	14,086	9,459	1,457	-	1,842	-
6110	Uniforms/wearing apparel	7,308	6,601	6,302	8,000	8,000	5,750
6120	Books & subscriptions	481	403	262	480	480	480
6140	Other operating supplies	168	268	3	-	-	-
6170	Computer mat/supplies	2,470	393	928	1,400	958	1,400
6171	Small equipment	8,982	10,669	9,837	7,500	7,500	4,980
6172-100	Minor furnishings-Waterfront	-	1,179	609	500	500	625
	Subtotal	<u>190,323</u>	<u>162,130</u>	<u>165,758</u>	<u>157,430</u>	<u>157,704</u>	<u>134,485</u>
<b>Leases &amp; Rentals</b>							
7105	General equipment rental	1,393	2,672	2,057	3,195	3,195	1,195
7105-100	Equipment rental-Waterfront	2,005	945	433	2,000	2,000	1,000
7192	Equip rental insurance	492	-	-	-	-	-
	Subtotal	<u>3,890</u>	<u>3,617</u>	<u>2,490</u>	<u>5,195</u>	<u>5,195</u>	<u>2,195</u>
<b>Capital Outlay</b>							
8110	Machinery/equipment	16,120	-	23,157	-	-	3,000
8110-100	Machinery/equipment-Waterfront	-	-	-	-	1,126	-
8113	Equipment/Insurance Recovery	-	-	-	-	790	-
8170	Data processing equipment	17,602	3,441	4,685	3,200	3,311	13,000
8170-001	Data processing server	13,747	-	-	-	-	-
8170-003	Data processing software	2,015	-	-	-	-	-
8719	Street signs	14,295	4,233	3,346	5,000	5,000	5,000
	Subtotal	<u>63,779</u>	<u>7,674</u>	<u>31,188</u>	<u>8,200</u>	<u>10,227</u>	<u>21,000</u>
<b>Grants &amp; Donations</b>							
9001	Yorktown Go Green	275	567	-	-	-	-
	Subtotal	<u>275</u>	<u>567</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Chargeouts</b>							
9895	Chargeouts-signs	(2,880)	(2,000)	(155)	(5,000)	(5,000)	(2,000)
	Subtotal	<u>(2,880)</u>	<u>(2,000)</u>	<u>(155)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(2,000)</u>
	Activity Total	<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,224,794</u>	<u>\$ 2,240,072</u>	<u>\$ 2,290,274</u>	<u>\$ 2,090,020</u>
	Personnel	\$ 1,293,698	\$ 1,374,824	\$ 1,365,120	\$ 1,387,027	\$ 1,434,928	\$ 1,274,744
	Non-personnel	1,009,863	887,040	859,674	853,045	855,346	815,276
		<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,224,794</u>	<u>\$ 2,240,072</u>	<u>\$ 2,290,274</u>	<u>\$ 2,090,020</u>
		11.07%	-1.81%	-1.64%	0.69%	2.94%	-6.70%

**General Services  
Facility/Utility Charges - Activity #70432**

**Mission**

Provide adequate, efficient, and cost-effective utility services at County facilities and enhance public safety by providing streetlights in certain areas.

**Goals**

- Provide electrical, water, gas, heating, and sewer services for County facilities and parks.
- Provide solid waste services for County facilities.

**Implementation Strategies**

- Improve energy management by continuously monitoring energy use, effectively using Staefa Energy Management equipment, and maintaining efficient building systems.
- Renew the County's Virginia Energy Purchasing Governmental Association (VEPGA) Agreement for discounted electrical power rates with Dominion Virginia Power.
- Work with Fiscal Accounting Services to continue consolidated utility billing efforts to reduce administrative work for County's employees.
- Conduct energy efficiency audits at County facilities to identify areas where utility costs can be reduced.

**Budget Comments - FY2013**

Increased funding is programmed based on price escalations for electricity and gas, and usage.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 1,016,597	\$ 927,334	\$ 1,002,279	\$ 1,220,500	\$ 1,222,300	\$ 1,228,700
Total Expenditures	<u>\$ 1,016,597</u>	<u>\$ 927,334</u>	<u>\$ 1,002,279</u>	<u>\$ 1,220,500</u>	<u>\$ 1,222,300</u>	<u>\$ 1,228,700</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>70432 Facility/Utility Charges</b>						
<b>Other Charges</b>						
5110 Electrical services	\$ 598,012	\$ 483,227	\$ 515,950	\$ 675,000	\$ 676,800	\$ 675,000
5110-100 Electrical services-Waterfront	40,014	31,604	35,091	40,000	40,000	40,000
5110-200 Electrical services-Sprts Cmplx	22,565	34,585	34,829	50,000	50,000	45,000
5111 Streetlight operating costs	87,352	80,004	84,825	89,000	89,000	92,000
5112 Streetlight install-developers	16,862	33,728	11,966	20,000	20,000	17,000
5120 Heating services	90,754	76,138	72,818	87,500	87,500	87,500
5120-200 Heating services-Sprts Cmplx	603	1,923	3,031	2,500	2,500	3,200
5130 Water & sewer	99,690	90,759	124,535	110,000	110,000	130,000
5130-100 Water & sewer-Waterfront	12,384	24,047	18,411	25,000	25,000	23,500
5130-200 Water & sewer-Sprts Cmplx	20,559	33,675	48,476	55,000	55,000	52,200
5140 Solid waste	27,610	29,186	30,901	30,000	30,000	33,800
5140-100 Solid waste-Waterfront	192	536	1,015	1,000	1,000	1,000
5140-200 Solid waste-Sprts Cmplx	-	1,243	3,244	3,000	3,000	3,500
6080 Generator fuel	-	6,679	17,187	32,500	32,500	25,000
Subtotal	<u>1,016,597</u>	<u>927,334</u>	<u>1,002,279</u>	<u>1,220,500</u>	<u>1,222,300</u>	<u>1,228,700</u>
Activity Total	\$ <u>1,016,597</u>	\$ <u>927,334</u>	\$ <u>1,002,279</u>	\$ <u>1,220,500</u>	\$ <u>1,222,300</u>	\$ <u>1,228,700</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,016,597</u>	<u>927,334</u>	<u>1,002,279</u>	<u>1,220,500</u>	<u>1,222,300</u>	<u>1,228,700</u>
	<u>\$ 1,016,597</u>	<u>\$ 927,334</u>	<u>\$ 1,002,279</u>	<u>\$ 1,220,500</u>	<u>\$ 1,222,300</u>	<u>\$ 1,228,700</u>
	7.11%	-8.78%	8.08%	21.77%	21.95%	0.67%

**General Services**  
**Telecommunications - Activity #70433**

**Budget Comments - FY2013**

Telecommunications has been transferred to Financial and Management Services, in the Computer Support Services division.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 81,715	\$ 83,517	\$ 83,678	\$ 84,931	\$ 84,931	\$ -
Operating	195,939	199,140	188,063	200,343	200,343	-
Capital	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>1,800</u>	<u>2,131</u>	<u>-</u>
Total Expenditures	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 271,741</u>	<u>\$ 287,074</u>	<u>\$ 287,405</u>	<u>\$ -</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>
Total Funded FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>70433 Telecommunications</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 59,464	\$ 59,869	\$ 60,029	\$ 60,029	\$ 60,029	\$ -
1595 Overtime	640	1,279	480	500	500	-
1596 Holiday worked	-	606	-	-	-	-
2100 FICA	4,329	4,452	4,325	4,630	4,630	-
2200 VRS	7,998	8,050	8,476	8,476	8,476	-
2300 Health care	8,796	8,906	10,200	11,128	11,128	-
2400 Group life insurance	488	355	168	168	168	-
Subtotal	<u>81,715</u>	<u>83,517</u>	<u>83,678</u>	<u>84,931</u>	<u>84,931</u>	<u>-</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	-	-	4,455	-	-	-
3320 Maintenance service contracts	61,298	63,420	61,805	62,573	62,573	-
Subtotal	<u>61,298</u>	<u>63,420</u>	<u>66,260</u>	<u>62,573</u>	<u>62,573</u>	<u>-</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,633	4,674	5,075	5,000	5,000	-
4500 Radio maintenance	930	-	-	-	-	-
Subtotal	<u>5,563</u>	<u>4,674</u>	<u>5,075</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger services	20	11	-	20	20	-
5230 Telecommunications	131,412	135,379	123,448	137,600	137,600	-
5231 Long distance toll call	(8,553)	(8,421)	(8,387)	(8,550)	(8,550)	-
5510 Personnel development	-	952	-	750	750	-
5810 Dues & memberships	250	650	400	450	450	-
Subtotal	<u>123,129</u>	<u>128,571</u>	<u>115,461</u>	<u>130,270</u>	<u>130,270</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6070 Repairs & maintenance supplies	5,624	2,421	1,212	2,500	2,500	-
6140 Other operating supplies	-	54	-	-	-	-
6170 Computer supplies	-	-	55	-	-	-
6171 Small equipment	325	-	-	-	-	-
Subtotal	<u>5,949</u>	<u>2,475</u>	<u>1,267</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,500	-	-	1,800	2,131	-
Subtotal	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>1,800</u>	<u>2,131</u>	<u>-</u>
Activity Total	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 271,741</u>	<u>\$ 287,074</u>	<u>\$ 287,405</u>	<u>\$ -</u>
Personnel	\$ 81,715	\$ 83,517	\$ 83,678	\$ 84,931	\$ 84,931	\$ -
Non-personnel	197,439	199,140	188,063	202,143	202,474	-
	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 271,741</u>	<u>\$ 287,074</u>	<u>\$ 287,405</u>	<u>\$ -</u>
	-1.33%	1.25%	-3.86%	5.64%	5.76%	-100.00%

**General Services**  
**Grounds Maintenance & Construction - Activity #70434**

**Mission**

Provide efficient, responsive, and cost effective maintenance of School and County grounds; and design & construct quality improvements to County and School grounds to enhance the quality of life for all our citizens.

**Goals**

- Provide a grounds maintenance program for County facilities.
- Provide support to the Parks & Recreation Division's outdoor recreational programs and to community-based, group recreational programs such as Little League, Youth Football, and Select Soccer.
- Provide a grounds maintenance program for 276.1 acres of School facilities as outlined in the School Grounds Maintenance Agreement between the York County Board of Supervisors and the York County School Board.
- Provide a grounds maintenance program for the Gateway Corridors.
- Ensure Grounds Maintenance employees have resources, motivation and technical information necessary to perform their best while providing effective customer service.

**Implementation Strategies**

- Implement a sports turf maintenance program for all athletic fields, including the Sports Field Complex, to ensure safety and playability for the users of the fields.
- Implement a landscape maintenance program for turf, trees, shrubs, and flowers at County facilities and Gateway Corridors.
- Coordinate the Virginia Peninsula Regional Jail Work Program to ensure the most effective and efficient use of available resources.

**Budget Comments - FY2013**

Funding in personnel reflects State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include the transfer of a Construction Inspector position to Engineering and Facility Maintenance and the elimination of funding for six positions. Also, due to an internal reorganization, a management position is being split 40% in this activity and 60% in the Vehicle Maintenance Fund. Operating decreases are programmed based on staff reductions. Capital funding has been provided for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,905,086	\$ 2,054,141	\$ 2,052,244	\$ 2,262,785	\$ 2,145,690	\$ 2,035,166
Operating	1,108,582	1,148,032	973,914	996,770	997,078	769,239
Capital	<u>322,073</u>	<u>83,372</u>	<u>103,744</u>	<u>97,000</u>	<u>97,000</u>	<u>103,600</u>
Total Expenditures	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,129,902</u>	<u>\$ 3,356,555</u>	<u>\$ 3,239,768</u>	<u>\$ 2,908,005</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	0.40	0.40
Professional/Technical	10.00	9.00	10.00	10.00	9.00	9.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>	<u>31.00</u>	<u>27.00</u>
Total Funded FTEs	<u>45.00</u>	<u>44.00</u>	<u>45.00</u>	<u>45.00</u>	<u>41.40</u>	<u>37.40</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>70434 Grounds Maintenance &amp; Construction</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 60,041	\$ 77,344	\$ 77,939	\$ 77,344	\$ 44,123	\$ 35,812
1515 Professional & technical salaries	446,242	434,441	474,432	474,432	445,636	451,589
1516 Administrative & clerical salaries	31,908	38,694	38,774	38,774	38,774	40,713
1518 Trades & crafts	747,893	847,804	783,617	878,567	858,031	660,932
1518-200 Trades & crafts	-	-	-	-	-	123,933
1533 As required-trades/crafts	67,895	59,552	73,570	70,000	70,000	100,000
1595 Overtime	69,678	72,384	30,833	75,000	75,000	40,000
1595-002 Overtime-Sports Complex	-	599	-	-	-	-
1596 Holiday worked	509	1,274	3,636	1,300	1,300	-
1599 Other pay	647	-	-	-	-	-
2100 FICA	104,997	112,680	107,599	123,579	117,264	101,672
2100-200 FICA	-	-	-	-	-	9,481
2200 VRS	175,126	188,277	194,189	207,439	195,782	141,140
2200-200 VRS	-	-	-	-	-	14,711
2300 Health care	189,464	212,814	263,793	312,236	295,897	270,423
2300-200 Health care	-	-	-	-	-	27,429
2400 Group life insurance	10,686	8,278	3,862	4,114	3,883	15,695
2400-200 Group life insurance	-	-	-	-	-	1,636
Subtotal	<u>1,905,086</u>	<u>2,054,141</u>	<u>2,052,244</u>	<u>2,262,785</u>	<u>2,145,690</u>	<u>2,035,166</u>
<b>Contractual Services</b>						
3110 Payment for medical service	449	234	369	300	300	450
3110-200 Payment for medical service-Sprts Cmplx	-	-	-	50	50	-
3130 Management consulting service	150	-	-	-	-	-
3140 Architectural & engineering svcs	-	360	-	-	-	-
3310 Repair & maintenance	73,928	81,737	84,017	76,000	74,500	16,000
3310-100 Repair & maint-Waterfront	8,984	2,160	5,497	10,000	11,500	5,000
3310-200 Repair & maintenance-Sprts Cmplx	285	2,719	1,487	5,000	5,000	2,500
3320 Maintenance service contracts	-	24	924	950	950	950
3320-003 Workorder maintenance	6,000	5,999	5,999	6,000	6,000	3,000
3322-001 Cust turf chemical app	27,921	43,697	43,117	50,000	50,000	50,000
3322-001-100 Cust turf chemical app-Waterfront	355	402	804	1,000	1,000	1,000
3322-001-200 Cust turf chemical app-Sprts Cmplx	4,354	4,142	6,319	6,000	6,000	6,000
3322-002 Professional services	64,815	71,027	66,032	75,000	81,500	25,000
3322-002-100 Professional services-Waterfront	13,135	14,500	21,725	18,000	18,000	15,000
3322-002-200 Professional services-Sports Complex	11,067	205	11,487	11,000	4,500	5,000
3322-003 Rt 17/171 landscaping	60,331	56,741	-	-	-	-
3322-004 Rt 199 landscaping-west	49,114	49,743	-	-	-	-
3322-005 Rt 171 landscaping-phase I	31,274	40,906	-	-	-	-
3322-006 Rt 143/2nd St landscaping	18,454	22,150	-	-	-	-
3322-008 Rt 105 Ft. Eustis Blvd landsg	18,872	23,211	-	-	-	-
3322-100 Landscap & chem app-Waterfront	1,622	8,417	9,383	9,000	9,000	9,000
3392 Repair/maint-insurance recovery	569	1,736	-	-	308	-
3500 Printing & binding	100	-	-	-	-	-
3600 Advertising	416	-	-	-	-	-
3920 Misc contractual services	3,036	2,568	403	3,000	3,000	-
3920-001 Misc cont svcs-roadway maint	5,282	4,987	1,495	3,000	3,000	-
3920-002 Misc cont svcs-County sites	27,248	31,800	42,895	48,000	48,000	-
3920-100 Misc cont svcs-Waterfront	2,605	2,997	-	3,000	3,000	1,500
3920-200 Misc contr svcs-Sports Complex	-	-	-	250	250	-
3920-400 Misc contr svcs-Schools	-	1,211	-	-	-	-
3930 Uniform support services	12,528	12,142	6,023	8,000	8,000	7,500
3930-200 Uniform support services-Sprts Cmplx	622	1,440	2,394	1,800	1,800	1,800
Subtotal	<u>443,516</u>	<u>487,255</u>	<u>310,370</u>	<u>335,350</u>	<u>335,658</u>	<u>149,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	206,647	193,464	213,258	213,385	213,385	198,889
4210-200 Vehicle maintenance-Sports Complex	3,679	5,763	19,023	14,440	14,440	14,440
4215 Large turf maint equipment	189,103	166,285	142,829	125,000	125,000	130,000
4215-200 Large turf maint equipment-Sprts Cmplx	4,055	11,128	12,899	9,500	9,500	13,500
4216 Small turf maint equipment	15,976	22,594	23,865	23,710	23,710	23,200
4216-200 Small turf maint equipment-Sprts Cmplx	-	173	1,956	500	500	500
4217 Inmate Work Program	5,705	1,850	2,895	3,080	3,080	3,700
4220 Heavy equipment maintenance	14,748	12,128	9,265	14,500	14,500	13,600
4220-200 Heavy equip maintenance-Sprts Cmplx	-	135	-	4,000	4,000	-
4300 Central store	119	95	95	100	100	100
4500 Radio maintenance	25,810	-	-	-	-	-
Subtotal	<u>465,842</u>	<u>413,615</u>	<u>426,085</u>	<u>408,215</u>	<u>408,215</u>	<u>397,929</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>70434 Grounds Maintenance &amp; Construction</b>						
<b>Other Charges</b>						
5210 Postal/messenger service	65	29	24	75	75	75
5230 Telecommunications	5,427	6,507	6,626	6,000	6,000	6,450
5230-200 Telecommunications-Sports Complex	527	451	437	450	450	450
5510 Personnel development	4,840	5,136	3,475	4,000	4,000	4,000
5810 Dues & memberships	735	225	290	800	800	800
5810-200 Dues & memberships-Sports Complex	-	215	215	200	200	200
5828 Application/permit fees	100	-	-	-	-	-
Subtotal	<u>11,694</u>	<u>12,563</u>	<u>11,067</u>	<u>11,525</u>	<u>11,525</u>	<u>11,975</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,547	650	1,044	1,000	1,000	1,100
6011 Photo supplies	-	-	254	-	-	-
6030 Agricultural supplies	102,205	92,077	123,882	115,000	115,000	110,000
6030-100 Agricultural supplies-Waterfront	14,910	15,980	12,517	15,000	15,000	15,000
6030-200 Agricultural supplies-Sports Complex	18,301	46,615	16,579	40,000	40,000	15,000
6031-100 Sand replenishment-Waterfront	3,000	10,168	1,553	7,750	7,750	4,500
6050 Housekeep & janitorial supplies	412	1,002	3,155	1,000	1,000	1,500
6050-100 Housekeep & janitorial-Waterfront	119	669	268	400	400	400
6050-200 Housekeep & janitorial-Sports Complex	985	298	-	300	300	280
6070 Repairs & maintenance supplies	15,138	10,260	21,944	20,000	20,000	18,000
6070-100 Repairs & maint supplies-Waterfront	258	462	-	-	-	-
6070-200 Repairs & maint supplies-Sprts Complex	214	1,701	1,210	1,300	1,300	1,160
6075 Sign materials & supplies	-	4,062	-	-	-	-
6090 Vehicle powered equip supplies	3,091	4,857	6,676	4,400	4,400	5,000
6090-200 Vehicle/power equip supp-Sprts Cmplx	-	1,118	214	280	280	400
6110 Uniforms & wearing apparel	-	2,061	4,633	2,100	2,100	2,500
6111 Protective clothing	4,692	7,867	8,456	6,650	6,650	6,650
6111-200 Protective clothing-Sports Complex	1,103	993	638	1,300	1,300	1,820
6120 Books & subscriptions	165	714	231	100	100	225
6130 Educational & rec supplies	5,944	11,761	3,885	7,500	7,500	6,000
6130-200 Educational & rec supplies-Sprts Cmplx	4,846	4,658	8,548	7,000	7,000	8,500
6140 Other operating supplies	471	439	1,575	500	500	500
6170 Computer mat/supplies	397	70	92	500	500	750
6170-200 Computer mat/supplies-Sprts Cmplx	50	124	-	100	100	100
6171 Small equipment-replace	656	1,242	3,746	4,750	4,750	5,500
6171-001 Small equipment-additions	-	9,009	-	-	-	-
6171-001-200 Small equipment-additions-Sprts Cmplx	7,646	2,156	-	1,500	1,500	1,500
6172 Minor furnishings	-	257	1,487	-	-	-
6172-100 Minor furnishings-Waterfront	-	325	1,591	250	250	250
Subtotal	<u>186,150</u>	<u>231,595</u>	<u>224,178</u>	<u>238,680</u>	<u>238,680</u>	<u>206,635</u>
<b>Leases &amp; Rentals</b>						
7105 General equipment rental	1,380	3,004	1,214	2,440	2,440	2,440
7105-200 General equipment rental-Sprts Cmplx	-	-	-	560	560	560
Subtotal	<u>1,380</u>	<u>3,004</u>	<u>1,214</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment-replacement	51,817	36,421	61,866	70,000	70,000	70,000
8110-001 Mach/equip-roadway maint replacement	20,940	-	-	23,000	23,000	-
8110-002 Mach/equip-roadway maint add	16,179	16,337	9,209	-	-	23,000
8110-003 Machinery/equipment-add	2,939	-	-	-	-	-
8110-200 Machinery/equipment-Sports Complex	168,545	7,085	15,936	-	-	-
8111 Recreation equipment	-	-	2,050	2,500	2,417	2,500
8113 Irrigation systems	7,532	-	-	-	-	-
8150 Vehicles	22,990	14,929	4,292	-	-	-
8150-002 Vehicles- roadway add	-	-	3,312	-	-	-
8150-200 Vehicle-Sports Complex	29,631	8,600	-	-	-	-
8170 Data processing equipment	1,500	-	7,079	1,500	1,583	8,100
Subtotal	<u>322,073</u>	<u>83,372</u>	<u>103,744</u>	<u>97,000</u>	<u>97,000</u>	<u>103,600</u>
<b>Contributions</b>						
9002 York Youth Lacrosse	-	-	1,000	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Activity Total</b>	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,129,902</u>	<u>\$ 3,356,555</u>	<u>\$ 3,239,768</u>	<u>\$ 2,908,005</u>
Personnel	\$ 1,905,086	\$ 2,054,141	\$ 2,052,244	\$ 2,262,785	\$ 2,145,690	\$ 2,035,166
Non-personnel	1,430,655	1,231,404	1,077,658	1,093,770	1,094,078	872,839
	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,129,902</u>	<u>\$ 3,356,555</u>	<u>\$ 3,239,768</u>	<u>\$ 2,908,005</u>
	6.93%	-1.50%	-4.74%	7.24%	3.51%	-13.36%

## Community Services

The Community Services Department is responsible for the delivery or oversight of human services and programs providing opportunities for recreation and cultural enrichment for the citizens of the County. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,701,272	\$ 2,559,036	\$ 2,298,914	\$ 2,590,372	\$ 2,590,372	\$ 2,264,186	75.24%
Charges for Services	458,090	496,998	515,201	447,900	436,780	609,687	20.26%
Donations	9,620	10,710	6,030	-	5,050	-	0.00%
Rents	-	-	-	-	11,200	10,000	0.33%
State/Federal Aid & Grants	204,948	157,951	171,244	130,310	130,310	125,510	4.17%
<b>Total Funding Sources</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 2,991,389</b>	<b>\$ 3,168,582</b>	<b>\$ 3,173,712</b>	<b>\$ 3,009,383</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Administration	\$ 258,136	\$ 244,983	\$ 255,270	\$ 264,570	\$ 264,570	\$ 198,959	-24.80%
Special Programs	279,919	244,939	234,018	247,507	247,507	248,565	0.43%
Housing - Administration	211,259	220,784	216,525	216,099	215,999	140,201	-35.12%
Housing - Rental Assistance	118,496	119,085	120,524	121,078	121,178	124,500	2.83%
Housing - Rehabilitation	273,944	218,633	228,272	228,657	231,907	234,010	2.34%
Public Transportation	23,526	23,943	22,396	20,000	20,000	20,000	0.00%
Parks & Recreation	2,123,538	2,070,777	1,831,986	1,987,216	1,989,096	1,955,928	-1.57%
Tourism & Events	85,112	81,551	82,398	83,455	83,455	87,220	4.51%
<b>Total Expenditures</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 2,991,389</b>	<b>\$ 3,168,582</b>	<b>\$ 3,173,712</b>	<b>\$ 3,009,383</b>	<b>-5.02%</b>

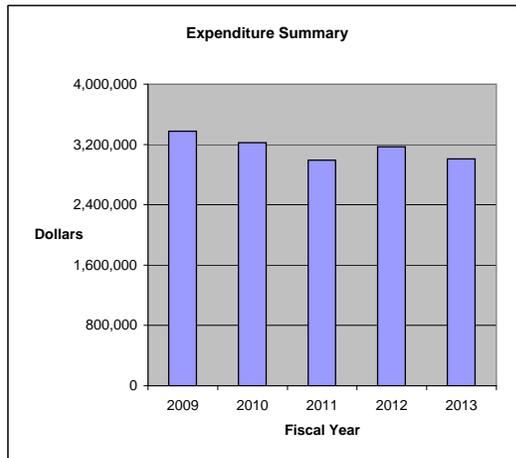
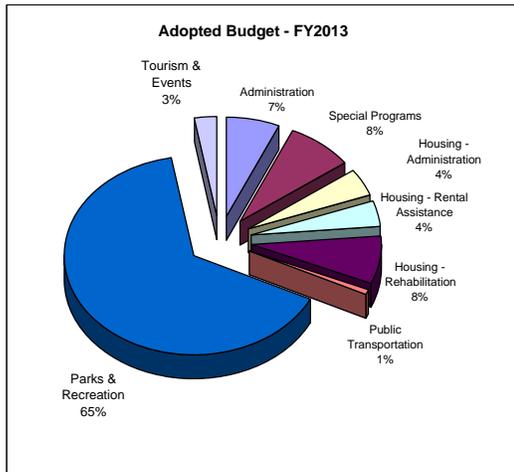
<b>Expenditure by Category</b>							
Personnel	\$ 2,277,259	\$ 2,285,923	\$ 2,136,797	\$ 2,207,952	\$ 2,207,952	\$ 2,111,198	-4.38%
Operating	1,036,096	932,407	841,776	950,230	955,360	874,885	-7.93%
Capital	60,575	6,365	12,816	10,400	10,400	23,300	124.04%
<b>Total Expenditures</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 2,991,389</b>	<b>\$ 3,168,582</b>	<b>\$ 3,173,712</b>	<b>\$ 3,009,383</b>	<b>-5.02%</b>

<b>Funded FTEs</b>						
Management	4.00	4.00	4.00	3.00	3.00	2.00
Professional/Technical	17.00	17.00	17.00	17.00	17.00	17.00
Admin/Clerical	7.00	7.00	7.00	7.00	7.00	6.00
Trades & Crafts	1.00	1.00	-	-	-	-
<b>Total Funded FTEs</b>	<b>29.00</b>	<b>29.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>25.00</b>

### Key Service Indicators

Board and Commissions	10	11	11	11	11	11
Health Day/Community & Lifetime Learning programs	32	31	30	30	30	30
VHDA score based on number of indicators reviewed annually)	100%	100%	100%	100%	100%	100%
Lease up utilization	104%	97%	98%	98%	98%	98%
New admission	17	8	25	25	25	25
Annual re-exams	191	203	185	185	185	185
Baseline number of vouchers	261	261	300	300	300	300
Housing counseling	5	44	17	17	17	17
FSS participants	22	23	23	*	*	*
Center for Independent Living units of transportation	532	339	300	339	300	300
Recreation program participation	130,137	160,332	163,539	163,539	165,174	165,174
Reserved hours for schools and parks	41,625	46,562	47,246	48,424	47,718	47,718
Parks and acreage	11/786	11/786	11/786	11/786	11/786	11/786
Brochure distribution	125,000	132,000	134,000	130,000	130,000	135,000
Visitor Inquiries	4,110	5,039	5,000	5,000	5,000	5,200
Estimated County event attendance	67,000	69,000	74,000	70,000	74,000	70,000

\* Program discontinued.



**Community Services**  
**Community Services Administration - Activity #81119**

**Mission**

Strives to continuously improve the quality of life for all residents of York County through the delivery of human services that directly affect their lives.

**Goals**

- To support the Board of Supervisor's goal to improve communication and coordination by effectively interacting with County staff, other agencies, and the public in development and delivery of services.
- To support the Board's goal to generate quality educational opportunities for all.
- To oversee the administration of the divisions of Special Programs, Children Services, Housing and Neighborhood Revitalization, Juvenile Services, Parks and Recreation, Video Services and such programs as Safety Town and the Senior Center of York.
- To review/project the level of community need for program designs and development, grantsmanship, etc.
- To provide oversight and liaison responsibilities with the Peninsula Health District and the Williamsburg Area Medical Assistance Corporation, Colonial Behavioral Health, Social Services, Peninsula Agency on Aging, the Virginia Cooperative Extension, the Library, the Juvenile Court System, and Public Transportation to assure that the best interests of County government and the citizens of York are served.
- To oversee the County's compliance with the Americans with Disabilities Act.
- To lobby the General Assembly for legislation desired by and in the best interests of the County.

**Implementation Strategies**

- Develop proposals for comprehensive life-long learning opportunities using traditional and non-traditional settings.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by the elimination of an Administrative Assistant III position. Capital funding is programmed for the routine replacement of two computers and a printer.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 230,294	\$ 223,568	\$ 234,154	\$ 236,190	\$ 236,190	\$ 173,259
Operating	27,842	21,415	21,116	24,880	24,880	20,200
Capital	-	-	-	3,500	3,500	5,500
Total Expenditures	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 255,270</u>	<u>\$ 264,570</u>	<u>\$ 264,570</u>	<u>\$ 198,959</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>
Total Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81119 Community Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 119,328	\$ 121,293	\$ 121,473	\$ 121,553	\$ 121,553	\$ 107,807
1516 Administrative & clerical salaries	55,013	51,177	60,621	60,621	60,621	24,955
1531 As required-professional/technical	4,292	-	-	-	-	-
1595 Overtime	-	-	4	-	-	-
2100 FICA	12,637	12,074	12,925	13,936	13,936	10,156
2200 VRS	23,543	23,347	25,714	25,723	25,723	15,759
2300 Health care	14,045	14,664	12,907	13,847	13,847	12,830
2400 Group life insurance	1,436	1,013	510	510	510	1,752
Subtotal	<u>230,294</u>	<u>223,568</u>	<u>234,154</u>	<u>236,190</u>	<u>236,190</u>	<u>173,259</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	2,740	2,889	3,080	1,600	1,600	1,300
3500 Printing & binding	-	-	-	150	150	75
3920 Misc contractual services	-	-	900	-	-	-
Subtotal	<u>2,740</u>	<u>2,889</u>	<u>3,980</u>	<u>1,750</u>	<u>1,750</u>	<u>1,375</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	2,412	2,601	1,500	3,200	3,200	1,500
4300 Central store	184	20	97	100	100	100
4700 Imaging system charges	2,233	2,533	2,783	4,330	4,330	4,325
Subtotal	<u>4,829</u>	<u>5,154</u>	<u>4,380</u>	<u>7,630</u>	<u>7,630</u>	<u>5,925</u>
<b>Other Charges</b>						
5210 Postal/messenger service	96	185	222	200	200	200
5230 Telecommunications	1,544	1,316	1,101	1,700	1,700	1,200
5510 Personnel development	3,185	3,634	326	2,000	2,000	500
5520 Employee recognition program	943	881	580	900	900	600
5810 Dues & memberships	605	395	469	240	240	240
5820 Assoc/meeting support charges	-	-	2,305	1,000	1,000	1,500
5850 Mileage expenses	2,887	2,386	2,852	3,500	3,500	2,800
Subtotal	<u>9,260</u>	<u>8,797</u>	<u>7,855</u>	<u>9,540</u>	<u>9,540</u>	<u>7,040</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	5,365	3,815	3,985	4,000	4,000	4,000
6120 Books & subscriptions	454	-	-	-	-	-
6170 Computer mat/supplies	-	-	-	200	200	100
6171 Small equipment	434	-	156	-	-	-
Subtotal	<u>6,253</u>	<u>3,815</u>	<u>4,141</u>	<u>4,200</u>	<u>4,200</u>	<u>4,100</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	4,760	760	760	1,760	1,760	1,760
Subtotal	<u>4,760</u>	<u>760</u>	<u>760</u>	<u>1,760</u>	<u>1,760</u>	<u>1,760</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	3,500	3,500	5,500
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>5,500</u>
Activity Total	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 255,270</u>	<u>\$ 264,570</u>	<u>\$ 264,570</u>	<u>\$ 198,959</u>
Personnel	\$ 230,294	\$ 223,568	\$ 234,154	\$ 236,190	\$ 236,190	\$ 173,259
Non-personnel	27,842	21,415	21,116	28,380	28,380	25,700
	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 255,270</u>	<u>\$ 264,570</u>	<u>\$ 264,570</u>	<u>\$ 198,959</u>
	2.48%	-5.10%	4.20%	3.64%	3.64%	-24.80%

**Community Services**  
**Special Programs - Activity #81538**

**Mission**

To improve the quality of life for all residents of York County by providing services related to aging, health and disabilities; implementation of special programs and projects as needed; and the management of short-term initiatives.

**Goals**

- To develop and implement Aging, Health and Disability programs to improve York County residents' quality of life.
- To administer short-term initiatives and contracts designed to promote self-sufficiency and improved quality of life.
- To coordinate and provide resources and information with a specific emphasis on "Senior Connection," a referral service for senior and disabled citizens.
- To create and maintain the Department's Internet and intranet presence.

**Implementation Strategies**

- Host quarterly programs and/or seminars related to Aging, Health and Disability topics.
- Update information and referral documents, department web pages and department publications.
- Promote health care options available to County residents, particularly the uninsured, including Olde Towne Medical Center and the Lackey Free Family Medicine Clinic.
- Support Health Programming at the Senior Center of York and oversight of the Center's Dining Program.
- Coordinate, for the purpose of improving quality of life for York County residents, with area agencies, such as Colonial Behavioral Health, Peninsula Agency on Aging, United Way, Health Department, York-Poquoson Social Services, and Senior Services Coalition.
- Track and support health legislation and activities at the state level which can have a positive effect on York County residents.
- Continue to support the efforts of the Disaster Relief Program.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. A Home Health Aide position is unfunded for the third consecutive year. Decreases are programmed for vehicle maintenance and mileage. Capital funding is programmed for the routine replacement of computers.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 253,261	\$ 230,038	\$ 223,812	\$ 229,212	\$ 229,212	\$ 236,365
Operating	26,658	14,901	10,206	16,495	16,495	7,400
Capital	-	-	-	1,800	1,800	4,800
Total Expenditures	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 234,018</u>	<u>\$ 247,507</u>	<u>\$ 247,507</u>	<u>\$ 248,565</u>
<b><u>Funded FTEs</u></b>						
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	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	1.00	1.00	-	-	-	-
Total Funded FTEs	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81538 Special Programs</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 54,612	\$ 57,169	\$ 57,349	\$ 57,429	\$ 57,429	\$ 60,300
1515 Professional & technical salaries	84,240	85,677	85,363	85,680	85,680	89,964
1516 Administrative & clerical salaries	22,714	26,796	26,385	27,781	27,781	29,170
1518 Trades & crafts	28,239	5,639	-	-	-	-
1531 As required-professional/technical	4,175	3,700	1,570	3,000	3,000	-
1595 Overtime	-	81	56	-	-	-
1596 Holiday worked	-	-	318	-	-	-
1999-999-999-999 Charge out wages-grants	-	(1,441)	(400)	-	-	-
2100 FICA	14,473	13,240	12,645	13,303	13,303	13,727
2200 VRS	25,422	23,524	24,121	24,130	24,130	21,299
2300 Health care	17,835	14,717	15,958	17,411	17,411	19,536
2400 Group life insurance	1,551	1,046	478	478	478	2,369
2999-999-999-999 Charge out fringes-grants	-	(110)	(31)	-	-	-
Subtotal	<u>253,261</u>	<u>230,038</u>	<u>223,812</u>	<u>229,212</u>	<u>229,212</u>	<u>236,365</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	77	79	100	100	100
3500 Printing & binding	2,141	-	-	-	-	-
3920 Misc contractual services	420	-	-	-	-	-
Subtotal	<u>2,561</u>	<u>77</u>	<u>79</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	8,457	6,990	4,663	8,500	8,500	2,200
4300 Central store	-	24	-	-	-	-
Subtotal	<u>8,457</u>	<u>7,014</u>	<u>4,663</u>	<u>8,500</u>	<u>8,500</u>	<u>2,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,377	144	58	145	145	100
5230 Telecommunications	453	416	197	240	240	240
5510 Personnel development	1,212	1,105	252	720	720	400
5810 Dues & memberships	495	275	500	275	275	500
5820 Assoc/meeting support charges	-	-	269	480	480	300
5850 Mileage expenses	10,259	4,266	3,415	4,400	4,400	2,200
Subtotal	<u>14,796</u>	<u>6,206</u>	<u>4,691</u>	<u>6,260</u>	<u>6,260</u>	<u>3,740</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,863	1,427	748	1,475	1,475	1,200
6020 Food & food service supplies	41	137	-	-	-	-
6130 Educational & rec supplies	80	40	-	60	60	60
6170 Computer mat/supplies	-	-	25	100	100	100
Subtotal	<u>1,984</u>	<u>1,604</u>	<u>773</u>	<u>1,635</u>	<u>1,635</u>	<u>1,360</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,800	1,800	4,800
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>4,800</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	(1,140)	-	-	-	-	-
Subtotal	<u>(1,140)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 234,018</u>	<u>\$ 247,507</u>	<u>\$ 247,507</u>	<u>\$ 248,565</u>
Personnel	\$ 253,261	\$ 230,038	\$ 223,812	\$ 229,212	\$ 229,212	\$ 236,365
Non-personnel	26,658	14,901	10,206	18,295	18,295	12,200
	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 234,018</u>	<u>\$ 247,507</u>	<u>\$ 247,507</u>	<u>\$ 248,565</u>
	3.25%	-12.50%	-4.46%	5.76%	5.76%	0.43%

**Community Services**  
**Housing - Administration - Activity #81547**

**Mission**

To provide safe, decent and sanitary housing to York's citizens by administering rental assistance programs; housing rehabilitation and neighborhood revitalization activities; housing counseling; affordable housing; special projects and cooperative projects undertaken in conjunction with other County Departments and Divisions (i.e., Community Development Block Grants).

**Goals**

- To ensure accountability and quality customer service in the delivery of programs.
- To constantly research additional resources for County citizens.
- To seek and apply for grants as directed by the Director, County Administrator, and Board of Supervisors.
- To continue to implement the on-going programs of this Division.

**Implementation Strategies**

- To improve the quality and quantity of services provided to citizens whether tenants, homeowners, prospective homeowners, or developers.
- To implement continuation of the Virginia Individual Development Account Program and utilize the program to assist citizens to achieve designated goals.
- To utilize quality control in all programs as a tool for efficiency, cost-effectiveness and improvement.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, offset by the elimination of the Housing Manager position. Capital funding is provided for the routine replacement of a computer and a printer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 200,239	\$ 204,967	\$ 202,113	\$ 202,924	\$ 202,924	\$ 127,061
Operating	11,020	15,777	14,412	11,375	11,275	9,640
Capital	-	40	-	1,800	1,800	3,500
Total Expenditures	<u>\$ 211,259</u>	<u>\$ 220,784</u>	<u>\$ 216,525</u>	<u>\$ 216,099</u>	<u>\$ 215,999</u>	<u>\$ 140,201</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	-
Professional/Technical	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 Funded FTEs	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81547 Housing - Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 64,687	\$ 66,174	\$ 66,354	\$ 66,434	\$ 66,434	\$ -
1515 Professional & technical salaries	56,632	56,675	56,675	56,675	56,675	59,509
1516 Administrative & clerical salaries	38,464	34,835	38,774	38,774	38,774	40,713
1531 As required-professional/technical	1,500	7,027	-	-	-	-
1532 As required-administrative/clerical	-	926	-	-	-	-
1595 Overtime	7	110	10	-	-	-
1599 Other pay	-	60	-	-	-	-
2100 FICA	11,896	12,213	12,098	12,384	12,384	7,667
2200 VRS	21,516	21,713	22,849	22,858	22,858	11,896
2300 Health care	4,224	4,277	4,900	5,346	5,346	5,953
2400 Group life insurance	1,313	957	453	453	453	1,323
Subtotal	<u>200,239</u>	<u>204,967</u>	<u>202,113</u>	<u>202,924</u>	<u>202,924</u>	<u>127,061</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	325	484	536	500	500	500
3500 Printing & binding	219	126	252	200	200	200
3600 Advertising	135	-	-	-	-	-
Subtotal	<u>679</u>	<u>610</u>	<u>788</u>	<u>700</u>	<u>700</u>	<u>700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	6,198	5,799	6,135	5,300	5,300	6,100
4300 Central store	24	36	47	50	50	50
Subtotal	<u>6,222</u>	<u>5,835</u>	<u>6,182</u>	<u>5,350</u>	<u>5,350</u>	<u>6,150</u>
<b>Other Charges</b>						
5210 Postal/messenger service	135	232	54	225	225	60
5230 Telecommunications	1,578	1,451	1,161	1,300	1,300	570
5510 Personnel development	1,014	1,760	454	900	500	460
5810 Dues & memberships	502	-	196	300	300	200
5820 Assoc/meeting support charges	-	-	-	-	500	-
5850 Mileage expenses	521	270	22	300	300	300
Subtotal	<u>3,750</u>	<u>3,713</u>	<u>1,887</u>	<u>3,025</u>	<u>3,125</u>	<u>1,590</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,219	299	1,004	800	700	800
6020 Food & food service supplies	138	26	-	-	-	-
6120 Books & subscriptions	161	131	151	100	100	100
6170 Computer mat/supplies	30	355	400	400	300	300
6171 Small equipment	350	-	-	-	-	-
Subtotal	<u>1,898</u>	<u>811</u>	<u>1,555</u>	<u>1,300</u>	<u>1,100</u>	<u>1,200</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	1,782	1,000	1,000	1,000	1,000	-
Subtotal	<u>1,782</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	40	-	1,800	1,800	3,500
Subtotal	<u>-</u>	<u>40</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>3,500</u>
<b>Grants &amp; Donations</b>						
9591 VDH Prevent Injury	-	3,808	-	-	-	-
9596 Housing Choice Voucher Program	-	-	3,000	-	-	-
Subtotal	<u>-</u>	<u>3,808</u>	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	(3,311)	-	-	-	-	-
Subtotal	<u>(3,311)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 211,259</u>	<u>\$ 220,784</u>	<u>\$ 216,525</u>	<u>\$ 216,099</u>	<u>\$ 215,999</u>	<u>\$ 140,201</u>
Personnel	\$ 200,239	\$ 204,967	\$ 202,113	\$ 202,924	\$ 202,924	\$ 127,061
Non-personnel	11,020	15,817	14,412	13,175	13,075	13,140
	<u>\$ 211,259</u>	<u>\$ 220,784</u>	<u>\$ 216,525</u>	<u>\$ 216,099</u>	<u>\$ 215,999</u>	<u>\$ 140,201</u>
	1.53%	4.51%	-1.93%	-0.20%	-0.24%	-35.12%

**Community Services**  
**Housing - Rental Assistance - Activity #81548**

**Mission**

To provide safe, decent and sanitary housing for York Citizens through the administration of the York County contract for the U.S. Department of Housing and Urban Development/Virginia Housing Development Authority (VHDA)-funded rental subsidy programs (provides rental assistance to very low-income families).

**Goals**

- To continue to exceed the mandated enrollment of Family Self-Sufficiency participants.
- To ensure units are maintained to Housing Quality Standards with annual, complaint, and move-inspections thus ensuring Section 8 properties are being maintained.
- To accurately prepare all required paperwork to meet required deadlines.
- To closely work with our clients to prepare them for homeownership.
- To maintain and meet high standing in federal and state monitoring on program management assessments – SEMAP.

**Implementation Strategies**

- Aggressively promote self-sufficiency programs to incoming clients as well as existing clientele.
- Utilization of quality control checks on tenant files for accuracy and completeness and to ensure that the units are being inspected and maintained to Housing Quality Standards.
- Conducting regular quality control inspections of randomly sampled dwellings to ensure program compliance and suitability.
- Rent and utility payments are issued directly by VHDA subsequent to Division admissions, therefore; only administrative funds are reflected in the County Budget. Rent, utilities and administrative fiscal projections total \$2,130,000. The amount of revenue from VHDA increased to compensate for more costly rental rates in the County.
- Partnered with United Way of the Peninsula and FACES ( Families Achieving Community Economic Stability) also the Internal Revenue in an effort to promote financial fitness/education in personal finances and EITC (Earned Income Tax Credit) and has also provided FREE tax filing utilizing TaxWise on-line services to York County FSS participants through the VITA Program (Volunteer Income Tax Assistance).

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 111,447	\$ 112,687	\$ 113,630	\$ 114,228	\$ 114,228	\$ 119,200
Operating	<u>7,049</u>	<u>6,398</u>	<u>6,894</u>	<u>6,850</u>	<u>6,950</u>	<u>5,300</u>
Total Expenditures	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 120,524</u>	<u>\$ 121,078</u>	<u>\$ 121,178</u>	<u>\$ 124,500</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<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 Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81548 Housing - Rental Assistance</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 87,272	\$ 88,649	\$ 88,649	\$ 88,649	\$ 88,649	\$ 93,082
1595 Overtime	231	-	-	-	-	-
2100 FICA	6,617	6,709	6,688	6,782	6,782	7,121
2200 VRS	11,773	11,914	12,517	12,517	12,517	11,049
2300 Health care	4,836	4,890	5,528	6,032	6,032	6,719
2400 Group life insurance	718	525	248	248	248	1,229
Subtotal	<u>111,447</u>	<u>112,687</u>	<u>113,630</u>	<u>114,228</u>	<u>114,228</u>	<u>119,200</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	-	-	50	50	-
3500 Printing & binding	-	-	44	50	50	50
3920 Misc contractual services	90	-	-	50	50	50
Subtotal	<u>90</u>	<u>-</u>	<u>44</u>	<u>150</u>	<u>150</u>	<u>100</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	184	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>184</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,250	1,906	2,427	2,000	2,000	2,000
5230 Telecommunications	1,025	972	752	1,000	1,000	900
5510 Personnel development	472	592	689	350	650	350
5850 Mileage expenses	2,511	2,184	981	2,300	2,000	1,000
5881 Client supp-family self sufficiency	95	-	50	200	200	200
Subtotal	<u>6,353</u>	<u>5,654</u>	<u>4,899</u>	<u>5,850</u>	<u>5,850</u>	<u>4,450</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	523	739	785	800	800	700
6020 Food & food service supplies	83	5	-	50	50	50
6170 Computer supplies	-	-	19	-	-	-
6171 Small equipment	-	-	-	-	100	-
6172 Minor furnishings	-	-	115	-	-	-
Subtotal	<u>606</u>	<u>744</u>	<u>919</u>	<u>850</u>	<u>950</u>	<u>750</u>
<b>Grants &amp; Donations</b>						
9019 VHDA homebuy	-	-	848	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>848</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 120,524</u>	<u>\$ 121,078</u>	<u>\$ 121,178</u>	<u>\$ 124,500</u>
Personnel	\$ 111,447	\$ 112,687	\$ 113,630	\$ 114,228	\$ 114,228	\$ 119,200
Non-personnel	7,049	6,398	6,894	6,850	6,950	5,300
	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 120,524</u>	<u>\$ 121,078</u>	<u>\$ 121,178</u>	<u>\$ 124,500</u>
	-1.05%	0.50%	1.21%	0.46%	0.54%	2.83%

**Community Services**  
**Housing - Rehabilitation - Activity #81549**

**Mission**

To provide safe, decent, and sanitary housing by assisting qualified income eligible York County citizens with repairs to eliminate safety and/or health hazards in their homes.

**Goals**

- To ensure that citizens will not be forced to vacate their homes due to deterioration of the dwelling.
- To ensure that these critically needed funds will be implemented in an expeditious and qualitative fashion by assisting families in the various aspects of securing grant/loan financing and in servicing the loan.

**Implementation Strategies**

- Quantify the need for repairs on behalf of Senior Citizens living in older poorly maintained structures. Research best practices, customizable to local conditions for the preservation of housing stock affordable to low or moderate income Seniors.
- To research and apply for additional funding to provide weatherization and energy efficiency rehabilitation to older homes typically occupied by elderly homeowners. Employ conservation techniques to decrease utility cost for low and moderate income homeowners.
- Utilize "creative" funding such as donated goods and volunteers to achieve stated goals.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is provided for the routine replacement of computers.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 123,593	\$ 98,537	\$ 107,339	\$ 108,597	\$ 108,597	\$ 114,025
Operating	150,351	120,096	120,933	120,060	123,310	116,985
Capital	-	-	-	-	-	3,000
Total Expenditures	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,272</u>	<u>\$ 228,657</u>	<u>\$ 231,907</u>	<u>\$ 234,010</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<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 Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81549 Housing - Rehabilitation</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 91,114	\$ 72,391	\$ 77,614	\$ 77,632	\$ 77,632	\$ 81,514
1595 Overtime	126	31	102	-	-	-
1596 Holiday worked	-	-	36	-	-	-
2100 FICA	6,678	5,310	5,716	5,939	5,939	6,236
2200 VRS	12,259	9,509	10,962	10,962	10,962	9,676
2300 Health care	12,668	10,890	12,692	13,847	13,847	15,523
2400 Group life insurance	748	406	217	217	217	1,076
Subtotal	<u>123,593</u>	<u>98,537</u>	<u>107,339</u>	<u>108,597</u>	<u>108,597</u>	<u>114,025</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	1,167	-	-	-	-	-
3500 Printing & binding	-	51	-	-	-	-
3920-001 Misc contractual svcs-local rehab	114,977	105,478	105,814	112,000	112,000	109,000
3920-001-001-005 Sewer/Septic #568-local	-	-	6,000	-	-	-
3920-002 Emergency home repairs	8,011	5,503	6,500	5,510	5,510	5,510
Subtotal	<u>124,155</u>	<u>111,032</u>	<u>118,314</u>	<u>117,510</u>	<u>117,510</u>	<u>114,510</u>
<b>Other Charges</b>						
5210 Postal/messenger service	152	83	191	150	150	150
5230 Telecommunications	483	508	468	500	500	500
5510 Personnel development	577	991	360	200	200	200
5850 Mileage expenses	(74)	34	-	50	50	50
Subtotal	<u>1,138</u>	<u>1,616</u>	<u>1,019</u>	<u>900</u>	<u>900</u>	<u>900</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	-	76	-	150	150	75
6070 Repairs & maintenance supplies	1,357	1,678	1,600	1,500	1,500	1,500
6172 Minor furnishings	-	80	-	-	-	-
Subtotal	<u>1,357</u>	<u>1,834</u>	<u>1,600</u>	<u>1,650</u>	<u>1,650</u>	<u>1,575</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	3,000
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
<b>Grants &amp; Donations</b>						
9000 Housing	-	-	-	-	500	-
9011 CDBG Plan #528	20,311	-	-	-	-	-
9012 SEAST Rural Comm Asst	-	615	-	-	-	-
9013 Home Depot Grant	-	-	-	-	1,500	-
9014 Hosing Donation- Temp Rel	-	-	-	-	1,250	-
9507 Housing Partnership Project	1,001	-	-	-	-	-
9554 EHR Rehab Services	4,500	-	-	-	-	-
9594-100-001 Admin County-CDBG	-	3,152	-	-	-	-
9594-200-001 Admin HPI-CDBG	-	1,847	-	-	-	-
Subtotal	<u>25,812</u>	<u>5,614</u>	<u>-</u>	<u>-</u>	<u>3,250</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	(2,111)	-	-	-	-	-
Subtotal	<u>(2,111)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,272</u>	<u>\$ 228,657</u>	<u>\$ 231,907</u>	<u>\$ 234,010</u>
Personnel	\$ 123,593	\$ 98,537	\$ 107,339	\$ 108,597	\$ 108,597	\$ 114,025
Non-personnel	150,351	120,096	120,933	120,060	123,310	119,985
	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,272</u>	<u>\$ 228,657</u>	<u>\$ 231,907</u>	<u>\$ 234,010</u>
	6.59%	-20.19%	4.41%	0.17%	1.59%	2.34%

**Community Services  
Public Transportation - Activity #81550**

**Mission**

Administers the Transportation Grant program in an effort to assist major agencies in the County that serve the most transportation dependent citizens in York County.

**Goals**

- To partner with major area service agencies: York-Poquoson Social Services; Colonial Behavioral Health; Insight Enterprises, and the Peninsula Agency on Aging for the provision of transportation services to County citizens most in need of transportation assistance.
- To address the transportation needs of citizens in York County who are transportation dependent, but cannot access transportation on their own.
- To allow agencies receiving grant funding maximum flexibility in determining the most suitable transportation program, while ensuring that grant funding is used to service York County residents and solely for the purposes of transportation.
- The program guidelines allow funds to be redistributed to participating agencies.

**Implementation Strategies**

- York-Poquoson Social Services will use grant funds to meet transportation needs of York County clients, which may include, but not limited to cab fares, fuel vouchers and auto repairs.
- Colonial Behavioral Health will transport clients attending People's Place, Colonial Workshop, and the MR Day Support Program.
- Insight Enterprises - Peninsula Center for Independent Living will use grant funds to provide transportation to agency clients who are York County residents.
- Peninsula Agency on Aging will provide transportation for medical, employment, human service, and shopping trips for York County residents.

**Budget Comments - FY2013**

Funding reflects four mini grants at \$4,000 each.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 3,526	\$ 3,043	\$ 3,396	\$ 4,000	\$ 4,000	\$ 4,000
Operating	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Total Expenditures	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 22,396</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>81550 Public Transportation</b>						
<b>Personnel Services</b>						
1533 As required-trades/crafts	\$ 3,275	\$ 2,827	\$ 3,154	\$ 3,725	\$ 3,725	\$ 3,725
2100 FICA	251	216	242	275	275	275
Subtotal	<u>3,526</u>	<u>3,043</u>	<u>3,396</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>Contractual Services</b>						
3920 Misc contractual services	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Subtotal	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Activity Total	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 22,396</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
Personnel	\$ 3,526	\$ 3,043	\$ 3,396	\$ 4,000	\$ 4,000	\$ 4,000
Non-personnel	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 22,396</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
	1.68%	1.77%	-6.46%	-10.70%	-10.70%	0.00%

**Community Services  
Parks & Recreation - Activity #81712**

**Mission**

To build community amongst and enhance the quality of life for York County residents through the delivery of recreational programs and operation of park facilities that encourages healthy lifestyles and provides opportunities for citizens to experience a sense of purpose, well-being and pleasure.

**Goals**

- To effectively communicate with County residents about parks and recreational services that are available to them.
- To monitor the use of existing facilities and participation in existing programs in order to evaluate their effectiveness and/or make improvements.
- Direct planning efforts so that, at a minimum, current levels of service can be maintained in the future as the County's population increases and demand for services change.

**Implementation Strategies**

- Coordinate usage of all park facilities with existing organizations to maximize the use of the fields by their programs while allowing greater opportunities for the County to host tournaments and rent facilities.
- Conduct audits of existing programs and develop strategies to implement program improvements including new fee structures and to allow for new programs with in budget constraints.
- Implement the Fourth of July Celebration within the limits imposed by the National Park Service on the event as it relates to the use of their property and work with the citizen's parade volunteer committee.
- With the elimination of the Division "Now Playing" publication we plan to finalize the implementation of an automated registration system to allow participants to register on-line to increase service to the citizens. Along with this we will enhance our current website to encompass all of our recreation programs and facilities and make it more user friendly.
- Explore ways to generate new revenues by partnering with business and organizations to offer services and programs with in the County.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance, and a reduction in work-as-required funding. Operating decreases are programmed in bus transportation for the summer playground program, reducing the number of summer sports camps offered and eliminating the volunteer recognition program. Capital funding is provided for the routine replacement of computers and a printer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,269,852	\$ 1,331,532	\$ 1,169,955	\$ 1,229,346	\$ 1,229,346	\$ 1,250,068
Operating	793,111	732,920	649,215	754,570	756,450	696,360
Capital	<u>60,575</u>	<u>6,325</u>	<u>12,816</u>	<u>3,300</u>	<u>3,300</u>	<u>9,500</u>
Total Expenditures	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 1,831,986</u>	<u>\$ 1,987,216</u>	<u>\$ 1,989,096</u>	<u>\$ 1,955,928</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	-	-	-
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	<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 Funded FTEs	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81712 Parks &amp; Recreation</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 85,224	\$ 86,198	\$ 2,652	\$ -	\$ -	\$ -
1515 Professional & technical salaries	417,799	442,660	432,077	442,774	442,774	471,721
1516 Administrative & clerical salaries	104,433	106,762	106,994	107,002	107,002	112,352
1531 As required-professional/technical	367,803	345,254	325,740	359,725	359,725	344,665
1531-001 WAR-SportsComplex/ops	13,405	52,621	56,279	71,600	71,600	71,600
1531-002 WAR-SportsComplex/concessions	24,688	48,966	18,918	-	-	-
1532 As required-administrative/clerical	19,215	10,954	10,264	13,000	13,000	13,000
1595 Overtime	16,252	1,893	1,105	5,000	5,000	2,000
1596 Holiday worked	109	120	-	-	-	-
1599 Other pay	-	120	-	-	-	-
2100 FICA	79,395	82,695	71,749	76,431	76,431	77,673
2200 VRS	82,008	85,449	76,241	77,628	77,628	69,329
2300 Health care	54,517	64,074	66,424	74,647	74,647	80,018
2400 Group life insurance	5,004	3,766	1,512	1,539	1,539	7,710
Subtotal	<u>1,269,852</u>	<u>1,331,532</u>	<u>1,169,955</u>	<u>1,229,346</u>	<u>1,229,346</u>	<u>1,250,068</u>
<b>Contractual Services</b>						
3170 Sports officials	44,289	46,294	46,180	48,000	48,000	48,000
3310 Repairs & maintenance	650	320	510	10,500	10,500	8,000
3320 Maintenance service contracts	324	3,709	3,421	4,350	4,350	4,350
3320-200 Maintenance service contracts-Sprts Cmplx	-	303	336	400	400	400
3500 Printing & binding	23,843	23,186	18,897	10,650	10,650	10,750
3500-200 Printing & binding-Sports Complex	-	-	-	1,000	1,000	-
3600 Advertising	1,591	999	319	850	850	875
3900 Security guard	7,236	4,536	3,774	4,175	4,175	4,175
3920 Misc contractual services	62,493	37,101	35,727	53,900	53,900	44,590
3920-001 Senior Center activities	-	868	-	-	-	-
3920-200 Misc contractual services-Sprts Cmplx	-	192	1,237	500	500	500
3922 Credit card fees	2,130	2,033	2,146	2,500	2,500	2,500
3922-200 Credit card fees-Sports Complex	81	791	-	-	-	-
Subtotal	<u>142,637</u>	<u>120,332</u>	<u>112,547</u>	<u>136,825</u>	<u>136,825</u>	<u>124,140</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	19,465	15,235	15,593	13,240	13,240	16,000
4210-200 Vehicle maintenance-Sports Complex	430	895	1,489	1,000	1,000	1,500
4250 School bus usage	37,308	19,813	21,263	25,200	25,200	20,200
4300 Central store	111	138	154	150	150	150
4500 Radio maintenance	11,595	-	-	-	-	-
Subtotal	<u>68,909</u>	<u>36,081</u>	<u>38,499</u>	<u>39,590</u>	<u>39,590</u>	<u>37,850</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,720	3,040	2,187	3,500	3,500	2,750
5210-200 Postal/messenger service-Sprts Cmplx	-	41	176	250	250	250
5230 Telecommunications	6,762	8,479	5,409	6,000	6,000	6,000
5230-200 Telecommunications-Sports Complex	52	1,671	2,981	4,000	4,000	3,000
5510 Personnel development	3,380	3,286	1,484	2,750	2,750	2,050
5510-200 Personnel development-Sports Complex	-	413	54	300	300	-
5810 Dues & memberships	1,125	1,315	1,048	1,300	1,280	1,450
5810-200 Dues & memberships-Sports Complex	-	30	75	150	150	-
5820 Assoc/meeting support charges	-	-	911	-	-	1,000
5828 Permit & licenses	571	571	632	600	600	600
5841 Rec services-sports camps	67,554	89,508	42,687	73,000	73,000	53,550
5842 Rec services-summer programs	18,755	10,873	11,573	12,000	12,000	14,000
5850 Mileage expenses	1,294	1,092	425	800	800	500
5850-200 Mileage expenses-Sports Complex	-	199	81	200	200	-
Subtotal	<u>103,213</u>	<u>120,518</u>	<u>69,723</u>	<u>104,850</u>	<u>104,830</u>	<u>85,150</u>

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General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81712 Parks &amp; Recreation</b>						
<b>Materials &amp; Supplies</b>						
6010 Office supplies	8,670	6,109	7,392	6,600	6,600	6,500
6011 Photo supplies	119	-	-	50	50	50
6020 Food & food service supplies	19,415	25,975	23,503	31,280	31,140	15,528
6020-200 Food & food service supplies-Sprts Cmplx	44,903	38,348	-	-	-	-
6030 Agricultural supplies	-	70	340	300	300	300
6040 Medical/laboratory supplies	-	618	-	650	650	650
6050 Housekeeping & janitorial supplies	60	817	565	700	700	600
6050-200 Housekeeping & janitorial-Sports Complex	-	10	-	-	-	-
6070 Repair & maintenance supplies	-	264	2,104	250	250	250
6070-200 Repair & maint supplies-Sprts Cmplx	849	10	-	-	-	-
6110 Uniforms & wearing apparel	1,229	493	935	1,200	1,200	1,000
6110-200 Uniforms & wearing apparel-Sprts Cmplx	-	-	1,330	500	500	900
6120 Books & subscriptions	182	116	176	-	20	-
6130 Educational & rec supplies	57,496	55,167	58,123	60,000	60,000	57,367
6130-200 Educational & rec supplies-Sprts Cmplx	16,989	13,708	3,869	6,200	6,200	5,800
6140 Other operating supplies	8,570	-	8,981	8,500	8,500	8,500
6170 Computer mat/supplies	1,785	89	990	1,375	1,375	1,375
6170-200 Computer supplies-Sports Complex	-	573	-	-	-	-
6171 Small equipment	410	-	-	5,000	5,000	-
6171-200 Small equipment-Sports Complex	25,670	4,419	401	-	-	2,500
6172 Minor furnishings	(47)	-	251	-	140	-
Subtotal	<u>186,300</u>	<u>146,786</u>	<u>108,960</u>	<u>122,605</u>	<u>122,625</u>	<u>101,320</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	18,264	16,688	16,868	20,700	20,700	17,900
7105 General equipment rental	-	-	358	-	-	-
7100-200 Operating leases of equipment-Sprts Cmplx	752	-	-	-	-	-
7200-200 Oper lease of parks-Sports Complex	181,244	209,755	189,755	210,000	210,000	210,000
7500 Operating leases of building	86,758	79,587	109,678	118,000	118,000	118,000
Subtotal	<u>287,018</u>	<u>306,030</u>	<u>316,659</u>	<u>348,700</u>	<u>348,700</u>	<u>345,900</u>
<b>Capital Outlay</b>						
8075 Signage	-	3,150	-	-	-	-
8110 Machinery/equipment	6	-	3,852	-	-	-
8110-200 Machinery/equipment-Sports Complex	30,681	-	-	-	-	-
8120 Furniture/fixtures	-	-	8,964	-	-	-
8120-200 Furniture/fixtures-Sports Complex	9,837	-	-	-	-	-
8170 Data processing equipment	9,732	-	-	3,300	3,300	9,500
8170-200 Data processing equipment-Sprts Cmplx	10,319	-	-	-	-	-
8180 Building & grounds	-	3,175	-	-	-	-
Subtotal	<u>60,575</u>	<u>6,325</u>	<u>12,816</u>	<u>3,300</u>	<u>3,300</u>	<u>9,500</u>
<b>Grants &amp; Donations</b>						
9021 Tennis Grant #615	-	-	1,000	-	-	-
9550 Safety Town	3,254	-	-	-	-	-
9550-001 Safety Town registration	10	-	-	-	80	-
9550-002 Safety Town VA Power	-	772	-	-	-	-
9550-003 Safety Town	382	-	-	-	1,800	-
9550-004 Safety Town-I'm Safe	400	-	-	-	-	-
9550-005 VDH Safety Town	988	870	-	-	-	-
9551 Youth Commission	-	1,000	500	2,000	2,000	2,000
9551-004 Youth Commission-programs	-	531	1,327	-	-	-
Subtotal	<u>5,034</u>	<u>3,173</u>	<u>2,827</u>	<u>2,000</u>	<u>3,880</u>	<u>2,000</u>
Activity Total	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 1,831,986</u>	<u>\$ 1,987,216</u>	<u>\$ 1,989,096</u>	<u>\$ 1,955,928</u>
Personnel	\$ 1,269,852	\$ 1,331,532	\$ 1,169,955	\$ 1,229,346	\$ 1,229,346	\$ 1,250,068
Non-personnel	853,686	739,245	662,031	757,870	759,750	705,860
	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 1,831,986</u>	<u>\$ 1,987,216</u>	<u>\$ 1,989,096</u>	<u>\$ 1,955,928</u>
	17.51%	-2.48%	-11.53%	8.47%	8.58%	-1.57%

**Community Services**  
**Tourism & Events - Activity #81713**

**Mission**

To increase awareness of and visitation in historic Yorktown and York County by marketing the County as a destination and by working with public and private sectors to develop, manage, and implement programs and events.

**Goals**

- Maintain active communication between the County and its businesses and citizens to create greater awareness and strengthen community involvement.
- Create and maintain an increased awareness of historic Yorktown and York County through a variety of marketing programs, promotional efforts, and special events.
- Serve as County liaison and resource to community groups by fostering the development of our tourism product and in the planning, managing, and implementation of existing and new concerts, events and programs.

**Implementation Strategies**

- Represent the County on a variety of boards, commissions and committees involved with events, marketing, and promotions related activities.
- Plan, conduct, and evaluate various Familiarization (FAM) tours, sales presentations and training opportunities designed to increase awareness of Yorktown.
- Increase advertising in various publications and on websites with high return on investment encouraging visitation to Yorktown.
- Produce and distribute professional quality sales collateral (i.e., brochures, flyers, maps) for use by visitors and residents in Yorktown and to fulfill mailings to potential visitors.
- Maintain public/visitor awareness by conducting promotional sales calls/missions to targeted groups, exhibiting at trade shows, and active participation in local, regional, state, and national associations in the tourism industry.
- Develop, conduct, promote, and evaluate a wide variety of events and entertainment activities to appeal to all ages.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 85,047	\$ 81,551	\$ 82,398	\$ 83,455	\$ 83,455	\$ 87,220
Operating	65	-	-	-	-	-
Total Expenditures	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,398</u>	<u>\$ 83,455</u>	<u>\$ 83,455</u>	<u>\$ 87,220</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Total Funded FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>81713 Tourism &amp; Events</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 60,532	\$ 61,824	\$ 61,824	\$ 61,824	\$ 61,824	\$ 64,915
1531 As required-professional/technical	6,094	1,828	1,765	1,765	1,765	1,765
2100 FICA	4,952	4,340	4,316	4,865	4,865	5,101
2200 VRS	8,148	8,309	8,730	8,730	8,730	7,705
2300 Health care	4,824	4,884	5,590	6,098	6,098	6,877
2400 Group life insurance	497	366	173	173	173	857
Subtotal	<u>85,047</u>	<u>81,551</u>	<u>82,398</u>	<u>83,455</u>	<u>83,455</u>	<u>87,220</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	65	-	-	-	-	-
Subtotal	<u>65</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,398</u>	<u>\$ 83,455</u>	<u>\$ 83,455</u>	<u>\$ 87,220</u>
Personnel	\$ 85,047	\$ 81,551	\$ 82,398	\$ 83,455	\$ 83,455	\$ 87,220
Non-personnel	65	-	-	-	-	-
	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,398</u>	<u>\$ 83,455</u>	<u>\$ 83,455</u>	<u>\$ 87,220</u>
	-55.83%	-4.18%	1.04%	1.28%	1.28%	4.51%

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## Capital Outlay & Non-Departmental

Capital Outlay & Non-Departmental includes activities related to various departments, which are not specific to one department. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 3,873,416	\$ 4,247,443	\$ 4,262,947	\$ 4,158,147	\$ 4,101,380	\$ 3,901,127	46.36%
Lodging Tax	1,897,301	1,806,254	1,892,917	1,800,000	1,800,000	1,890,000	22.47%
Meals Tax	2,562,861	2,523,027	2,625,620	2,600,000	2,600,000	2,600,000	30.91%
Return of Flexible Spending Account Funds	2,630	2,935	7,320	-	-	-	0.00%
Recovered Costs	-	-	-	-	856	-	0.00%
Rents	-	-	-	-	21,468	21,500	0.26%
State/Federal Aid & Grants	5,000	5,000	5,000	-	5,000	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,793,804</b>	<b>\$ 8,558,147</b>	<b>\$ 8,528,704</b>	<b>\$ 8,412,627</b>	<b>100.00%</b>

							% Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Payments to Outside Entities	\$ 737,841	\$ 586,847	\$ 524,854	\$ 301,494	\$ 306,494	\$ 301,494	0.00%
Non-Departmental	780,253	795,345	790,538	880,713	846,270	870,528	-1.16%
Capital Outlay & Fund Transfers	4,786,006	5,396,213	5,567,647	5,525,940	5,525,940	5,300,605	-4.08%
Appropriated Reserves	139,807	-	17,848	50,000	50,000	50,000	0.00%
Tourism Promotion	1,897,301	1,806,254	1,892,917	1,800,000	1,800,000	1,890,000	5.00%
<b>Total Expenditures</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,793,804</b>	<b>\$ 8,558,147</b>	<b>\$ 8,528,704</b>	<b>\$ 8,412,627</b>	<b>-1.70%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 751,409	\$ 754,195	\$ 744,322	\$ 842,213	\$ 806,914	\$ 834,028	-0.97%
Operating	4,591,220	4,989,836	5,273,862	4,965,934	4,969,543	4,828,599	-2.77%
Capital	2,998,579	2,840,628	2,775,620	2,750,000	2,752,247	2,750,000	0.00%
<b>Total Expenditures</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,793,804</b>	<b>\$ 8,558,147</b>	<b>\$ 8,528,704</b>	<b>\$ 8,412,627</b>	<b>-1.70%</b>

### Key Service Indicators

#### NASA Aeronautics Support Team

Employees that are York residents 450 450 450 450 450 523

#### Hampton Roads Military & Federal Facilities

Per capita rate \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50

#### Regional Air Service Enhancement Fund

Per capita rate \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40

#### Thomas Nelson Community College

York County enrollment 1,301 1,396 1,396 1,387 1,387 1,397

#### YMCA

Upper County average membership 6,817 6,768 6,835 6,904 6,704 6,637

#### York County Arts Commission

Performances 300 300 359 359 359 260

#### York County Historical Committee

Volunteer hours 3,300 3,300 1,257 3,300 1,300 1,350

#### Non-Departmental and Capital Outlay & Fund Transfers

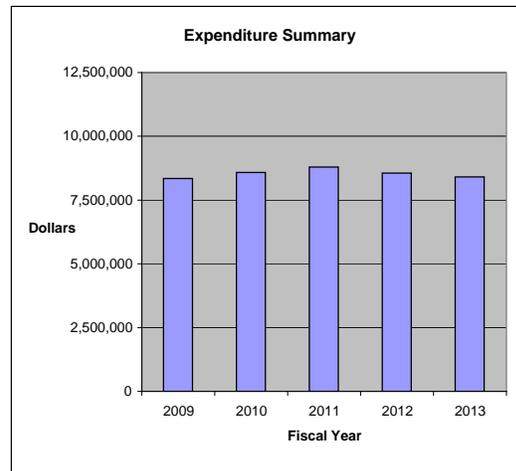
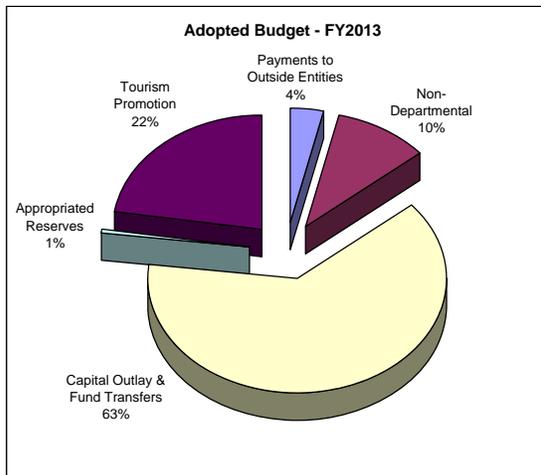
Employees that received termination pay 21 23 37 30 40 \*

Unemployment claims 6 10 12 12 12 12

Capital projects supported 6 2 - - -

Outstanding principal \$ 32,316,633 \$ 31,003,274 \$ 31,981,737 \$ 30,377,377 \$ 37,377,377 \$ 35,873,845

\* Data not available.



**Capital Outlay & Non-Departmental  
Payments to Outside Entities - Activity #90721**

This activity provides support for the following programs:

**NASA Aeronautics Support Team:** Program provides awareness to aeronautical and space research.

**Arts Commission:** Programs supported in FY2012: 1781 Foundation, Arc of Greater Wmbg, Celebrate Yorktown Committee/Concerts, Chesapeake Bay Wind Ensemble, Cultural Alliance of Greater Hampton Roads, Fifes and Drums of York Town, Flute Frenzy, Jamestown/Yorktown Foundation, Public Times Chorus, Riverwalk Landing Business Association, Senior Center of York, Theatre IV, This Century Art Gallery, VA Opera, VA Shakespeare Festival, VA Stage Company, VA Symphony Orchestra, Watermen's Museum, Wmbg Consort, Wmbg Players, Inc., Wmbg Regional Library, Wmbg Symphonia, York County Historical Museum, York County Public Library, York River Symphony, Yorktown Arts Foundation, Yorktown Chorale and Young Audiences of VA.

**Hampton Roads Military & Federal Facilities:** Program to collectively focus area efforts on preserving and growing Federal capabilities within the Hampton Roads region.

**Regional Air Service Enhancement Fund:** Program provides the business community the opportunity to share information relating to current and future airport service. Support has been provided to help increase the number of flights in and out of Newport News Williamsburg Airport and the number of routes.

**Thomas Nelson Community College:** Program provides funding for site improvements to the college campus and support for the Peninsula Work Force Development Center and Discovery Center.

**York County Historical Committee:** Program serves as an advisory body to the Board of Supervisors on matters of a historical nature dealing with the County and the Town of York.

**YMCA:** Program provides a public-private partnership for the Upper County Community Center

**Budget Comments - FY2013**

Level funding is provided for the other agencies.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 737,841	\$ 586,847	\$ 524,854	\$ 301,494	\$ 306,494	\$ 301,494
Total Expenditures	<u>\$ 737,841</u>	<u>\$ 586,847</u>	<u>\$ 524,854</u>	<u>\$ 301,494</u>	<u>\$ 306,494</u>	<u>\$ 301,494</u>

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>90721</b>						
<b>Payments to Outside Entities</b>						
<b>Contractual Services</b>						
3806 NASA/Langley Comm Supp	\$ 24,000	\$ 22,800	\$ 21,660	\$ 21,227	\$ 21,227	\$ 21,227
3811 York County Arts Commission	64,000	64,000	35,400	15,200	15,200	15,200
3811 State Arts Commission	5,000	5,000	-	-	5,000	-
3814 HR Military & Federal Facilities Alliance	31,301	31,365	28,801	28,225	28,225	28,225
3826-001 Regional Air Service Enhancement Fund	24,751	25,840	24,548	24,057	24,057	24,057
3827 TNCC Capital Program	80,965	77,224	82,242	81,170	81,170	81,170
3828 TNCC Upper Peninsula Center	20,000	-	-	-	-	-
3829 Hampton Roads Partnership	10,650	10,118	500	-	-	-
3831 York County Historical Committee	10,500	10,500	4,988	4,494	4,494	4,494
3832 TNCC Penin Work Force Dev Center	21,000	21,000	21,000	21,000	21,000	21,000
3834 TNCC Discovery Center	-	27,000	30,215	31,121	31,121	31,121
3840 YMCA-Lower County Center	200,000	200,000	200,000	-	-	-
3840-001 YMCA-Upper County Center	75,000	75,000	75,000	75,000	75,000	75,000
3876 Crossroads	153,674	-	-	-	-	-
Subtotal	<u>720,841</u>	<u>569,847</u>	<u>524,354</u>	<u>301,494</u>	<u>306,494</u>	<u>301,494</u>
<b>Contributions</b>						
9730 Wmsbg Land Conservancy	1,000	1,000	500	-	-	-
9735 York County Historical Museum	16,000	16,000	-	-	-	-
Subtotal	<u>17,000</u>	<u>17,000</u>	<u>500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 737,841</u>	<u>\$ 586,847</u>	<u>\$ 524,854</u>	<u>\$ 301,494</u>	<u>\$ 306,494</u>	<u>\$ 301,494</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>737,841</u>	<u>586,847</u>	<u>524,854</u>	<u>301,494</u>	<u>306,494</u>	<u>301,494</u>
	23.62%	-20.46%	-10.56%	-42.56%	-41.60%	0.00%

**Capital Outlay & Non-Departmental  
Non-Departmental - Activity #90911**

**Budget Comments - FY2013**

This activity accounts for the following: compensated absences, retiree health insurance, unemployment compensation, employee assistance program, safety committee program, administrative costs for flexible spending accounts, and other miscellaneous employee benefits.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 751,409	\$ 754,195	\$ 744,322	\$ 842,213	\$ 806,914	\$ 834,028
Operating	<u>28,844</u>	<u>41,150</u>	<u>46,216</u>	<u>38,500</u>	<u>39,356</u>	<u>36,500</u>
Total Expenditures	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 790,538</u>	<u>\$ 880,713</u>	<u>\$ 846,270</u>	<u>\$ 870,528</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>90911 Non-Departmental</b>						
<b>Personnel Services</b>						
1599 Other pay	\$ 26,580	\$ 51,504	\$ 100,159	\$ 165,000	\$ 132,162	\$ 157,963
1599-001 Other pay-Const Officers	41,612	19,257	33,922	60,000	60,000	60,000
1599-002 Service awards- Vteam	-	-	4,845	-	-	-
1599-003 Taxable fringe benefits	-	-	525	-	-	-
1599-003-001 Deduction- taxable fringe	-	-	(350)	-	-	-
1999-999-999-999 Charge out wages	-	-	(5,020)	-	-	-
2100 FICA	2,034	3,956	7,646	12,623	10,162	11,475
2100-001 FICA - Const Offices	3,183	1,478	2,595	4,590	4,590	4,590
2100-002 FICA- Vteam	-	-	351	-	-	-
2100-003 FICA- Taxable fringe	-	-	39	-	-	-
2300 Health care retirees	78,000	78,000	-	-	-	-
2300-001 Health care retirees-OPEB	600,000	600,000	600,000	600,000	600,000	600,000
2999-999-999-999 Charge out fringes-grants	-	-	(390)	-	-	-
Subtotal	<u>751,409</u>	<u>754,195</u>	<u>744,322</u>	<u>842,213</u>	<u>806,914</u>	<u>834,028</u>
<b>Other Charges</b>						
5350 Unemployment insurance claims	9,633	12,212	19,126	15,000	15,000	15,000
5350-001 Unempl ins claims-Const Officers	-	3,056	-	-	-	-
5360 Employee Assistance program	8,432	9,545	9,587	9,500	9,500	10,000
5361 Safety Committee program	1,255	1,275	999	1,000	1,000	1,000
5362 Flexible spending acct program	3,390	4,565	3,317	4,500	4,500	4,500
5365 Flu shots	4,576	4,788	4,060	-	856	-
5520 Employee recognition program	1,558	5,709	9,127	6,000	6,000	6,000
5855 Moving expenses	-	-	-	2,500	2,500	-
Subtotal	<u>28,844</u>	<u>41,150</u>	<u>46,216</u>	<u>38,500</u>	<u>39,356</u>	<u>36,500</u>
Activity Total	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 790,538</u>	<u>\$ 880,713</u>	<u>\$ 846,270</u>	<u>\$ 870,528</u>
Personnel	\$ 751,409	\$ 754,195	\$ 744,322	\$ 842,213	\$ 806,914	\$ 834,028
Non-personnel	<u>28,844</u>	<u>41,150</u>	<u>46,216</u>	<u>38,500</u>	<u>39,356</u>	<u>36,500</u>
	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 790,538</u>	<u>\$ 880,713</u>	<u>\$ 846,270</u>	<u>\$ 870,528</u>
	149.96%	1.93%	-0.60%	11.41%	7.05%	-1.16%

**Capital Outlay & Non-Departmental  
Capital Outlay & Fund Transfers - Activity #90912**

This activity accounts for certain capital projects and transfers to other funds. Fifty-percent of the meals tax is transferred to the Water Utility, Sewer Utility and Stormwater Management Funds, for projects. The General Fund makes an additional transfer to the Stormwater Management Fund for minor drainage improvements. This activity also accounts for the transfer to the Children and Family Services Fund for the County's local support of the Head Start and USDA programs and for the transfer to the County Debt Service Fund for debt repayment on County capital projects.

**Budget Comments - FY2013**

For the third consecutive year, there is no funding for general government capital projects. Capital funding reflects the transfer of meals tax to the water, sewer and stormwater funds for projects. The local match for the Head Start and USDA programs reflects a decrease, based on reductions taken in those programs and the utilization of other sources.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 1,787,427	\$ 2,555,585	\$ 2,792,027	\$ 2,775,940	\$ 2,773,693	\$ 2,550,605
Capital	<u>2,998,579</u>	<u>2,840,628</u>	<u>2,775,620</u>	<u>2,750,000</u>	<u>2,752,247</u>	<u>2,750,000</u>
Total Expenditures	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,567,647</u>	<u>\$ 5,525,940</u>	<u>\$ 5,525,940</u>	<u>\$ 5,300,605</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>90912 Capital Outlay &amp; Fund Transfers</b>						
<b>Capital Outlay</b>						
8130 Telephone system upgrade	\$ 37,201	\$ -	\$ -	\$ -	\$ -	\$ -
8620 Tennis/basketball court repair	51,413	-	-	-	-	-
8625 Roof repair/replacement	2,915	36,903	-	-	-	-
8630 HVAC replacement	62,250	130,697	-	-	-	-
8640 Parking lot repair	58,036	-	-	-	-	-
8661 Major grounds repair	23,902	-	-	-	-	-
Subtotal	<u>235,717</u>	<u>167,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers to Other Funds</b>						
9200 Water & Sewer Funds	2,050,289	2,018,422	-	2,080,000	-	2,080,000
9224 Water Utility Fund (#24)	-	-	1,050,248	-	780,000	-
9225 Sewer Utility Fund (#25)	-	-	1,050,248	-	1,300,000	-
9226 Stormwater Mgmt Fund-Drainage	200,000	150,000	150,000	150,000	150,000	150,000
9226-001 Stormwater Management Fund	512,573	504,606	525,124	520,000	520,000	520,000
9251 Children & Family Services Fund	458,330	350,036	224,125	299,588	299,588	250,000
9279 County Capital Fund	-	-	-	-	2,247	-
9280 County Debt Service Fund	1,329,097	2,205,549	2,567,902	2,476,352	2,474,105	2,300,605
Subtotal	<u>4,550,289</u>	<u>5,228,613</u>	<u>5,567,647</u>	<u>5,525,940</u>	<u>5,525,940</u>	<u>5,300,605</u>
Activity Total	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,567,647</u>	<u>\$ 5,525,940</u>	<u>\$ 5,525,940</u>	<u>\$ 5,300,605</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>4,786,006</u>	<u>5,396,213</u>	<u>5,567,647</u>	<u>5,525,940</u>	<u>5,525,940</u>	<u>5,300,605</u>
	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,567,647</u>	<u>\$ 5,525,940</u>	<u>\$ 5,525,940</u>	<u>\$ 5,300,605</u>
	-8.92%	12.75%	3.18%	-0.75%	-0.75%	-4.08%

**Capital Outlay & Non-Departmental  
Appropriated Reserves - Activity #90913**

**Budget Comments - FY2013**

This activity is responsible for accounting for contingencies. Level funding is provided.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 139,807	\$ -	\$ 17,848	\$ 50,000	\$ 50,000	\$ 50,000
Total Expenditures	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 17,848</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>

General Fund Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>90913</b>						
<b>Appropriated Reserves</b>						
<b>Appropriation Reserves</b>						
3130 Mgmt consult services-effic study	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
3143 Sedimentation study	50,348	-	-	-	-	-
9602 Citizen surveys	-	-	17,848	-	-	-
9749 VA Pen Loc on Homelessness	14,459	-	-	-	-	-
9821 Reserve general contingencies	-	-	-	50,000	50,000	50,000
Activity Total	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 17,848</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>139,807</u>	<u>-</u>	<u>17,848</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 17,848</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
	86.41%	-100.00%	100.00%	180.14%	180.14%	0.00%

**Capital Outlay & Non-Departmental  
Tourism Promotion - Activity #90915**

**Budget Comments - FY2013**

This activity is for the transfer of 3/5s of the lodging tax revenue to the Tourism Fund, in support of tourism in York County.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Operating	\$ 1,897,301	\$ 1,806,254	\$ 1,892,917	\$ 1,800,000	\$ 1,800,000	\$ 1,890,000
Total Expenditures	\$ 1,897,301	\$ 1,806,254	\$ 1,892,917	\$ 1,800,000	\$ 1,800,000	\$ 1,890,000

General Fund Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>90915 Tourism Promotion</b>						
<b>Transfers to Other Funds</b>						
9208 Tourism Fund	\$ 1,897,301	\$ 1,806,254	\$ 1,892,917	\$ 1,800,000	\$ 1,800,000	\$ 1,890,000
Activity Total	<u>\$ 1,897,301</u>	<u>\$ 1,806,254</u>	<u>\$ 1,892,917</u>	<u>\$ 1,800,000</u>	<u>\$ 1,800,000</u>	<u>\$ 1,890,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,892,917</u>	<u>1,800,000</u>	<u>1,800,000</u>	<u>1,890,000</u>
	<u>\$ 1,897,301</u>	<u>\$ 1,806,254</u>	<u>\$ 1,892,917</u>	<u>\$ 1,800,000</u>	<u>\$ 1,800,000</u>	<u>\$ 1,890,000</u>
	-7.30%	-4.80%	4.80%	-4.91%	-4.91%	5.00%

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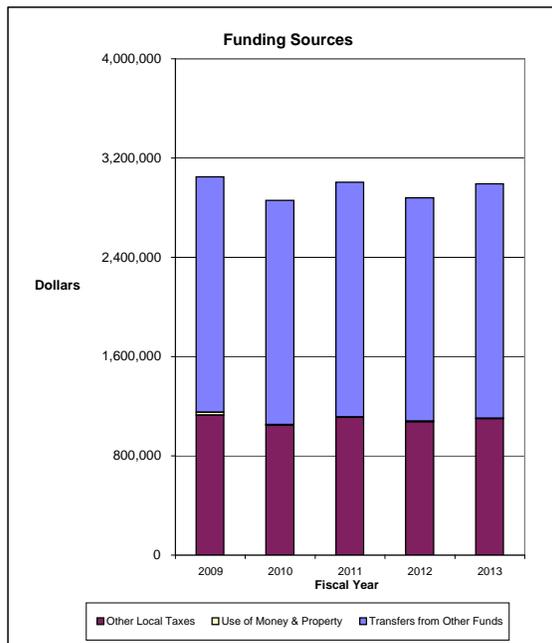
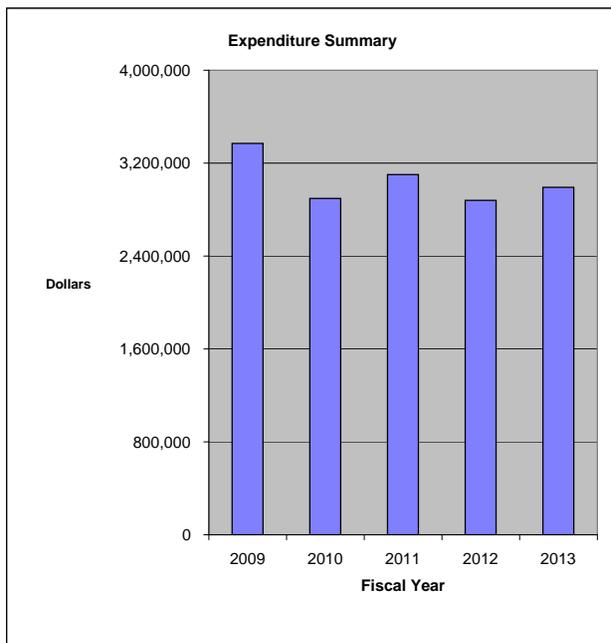
**TOURISM  
FUND 8  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 1,079,000	
Other financing sources	<u>1,800,000</u>	
Total	\$ 2,879,000	
Projected FY2012 Expenditures	<u>2,879,000</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
Local	\$ 1,102,500	
Other financing sources	<u>1,890,000</u>	
Total	\$ 2,992,500	
Projected FY2013 Expenditures	<u>2,992,500</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u><u>\$ -</u></u>

**TOURISM  
FUND 8**

This fund accounts for the revenues and expenditures relating to the County's tourism programs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Other Local Taxes	\$ 1,128,342	\$ 1,046,633	\$ 1,109,824	\$ 1,075,000	\$ 1,075,000	\$ 1,100,000	36.76%
Use of Money & Property	23,854	5,398	2,796	4,000	4,000	2,500	0.08%
Transfers from Other Funds	1,897,301	1,806,254	1,892,917	1,800,000	1,800,000	1,890,000	63.16%
<b>Total Funding Sources</b>	<b>\$ 3,049,497</b>	<b>\$ 2,858,285</b>	<b>\$ 3,005,537</b>	<b>\$ 2,879,000</b>	<b>\$ 2,879,000</b>	<b>\$ 2,992,500</b>	<b>100.00%</b>
							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
4th of July Celebration	\$ 64,744	\$ 74,232	\$ 70,299	\$ 70,000	\$ 70,000	\$ 70,000	0.00%
Tourism Development & Events	390,079	407,513	401,691	444,951	444,951	414,936	-6.75%
Payments to Outside Entities	1,620,164	1,529,381	1,568,872	1,519,868	1,519,868	1,558,315	2.53%
Yorktown Revitalization	1,205,232	779,854	960,444	742,423	742,423	842,536	13.48%
Yorktown Trolley Operations	90,947	105,419	98,870	101,758	101,758	106,713	4.87%
<b>Total Expenditures</b>	<b>\$ 3,371,166</b>	<b>\$ 2,896,399</b>	<b>\$ 3,100,176</b>	<b>\$ 2,879,000</b>	<b>\$ 2,879,000</b>	<b>\$ 2,992,500</b>	<b>3.94%</b>
<b>Expenditure by Category</b>							
Personnel	\$ 159,480	\$ 166,715	\$ 166,392	\$ 178,717	\$ 178,717	\$ 183,876	2.89%
Operating	3,208,774	2,729,684	2,933,784	2,696,983	2,696,983	2,808,624	4.14%
Capital	2,912	-	-	3,300	3,300	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 3,371,166</b>	<b>\$ 2,896,399</b>	<b>\$ 3,100,176</b>	<b>\$ 2,879,000</b>	<b>\$ 2,879,000</b>	<b>\$ 2,992,500</b>	<b>3.94%</b>
<b>Funded FTEs</b>							
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00	
<b>Total Funded FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
<b>Key Service Indicators</b>							
Trolley ridership	98,123	100,833	84,440	100,000	82,000	82,000	
County event attendance	67,000	69,000	74,000	70,000	70,000	72,000	
Visitor inquiries	4,110	5,039	5,000	5,000	5,000	5,200	
<b>Williamsburg Area Transit Authority</b>							
Number of passenger trips	865,552	974,384	1,056,158	1,095,690	1,178,558	1,013,560	
<b>Greater Wsmbg Chamber &amp; Tourism Alliance</b>							
York County members	250	250	250	100	250	250	
<b>Watermen's Museum</b>							
Number of patrons	10,712	16,952	10,800	24,065	301,500	427,000	
<b>Virginia Air &amp; Space Center</b>							
Number of admissions for York County residents	32,080	36,018	24,134	36,018	24,934	26,000	



Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>TOURISM FUND</b>						
<b>30312</b>	<b>Other Local Taxes</b>					
1100 \$2.00 Transient Occ tax	\$ 1,128,342	\$ 1,046,633	\$ 1,109,824	\$ 1,075,000	\$ 1,075,000	\$ 1,100,000
Subtotal	<u>1,128,342</u>	<u>1,046,633</u>	<u>1,109,824</u>	<u>1,075,000</u>	<u>1,075,000</u>	<u>1,100,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	23,854	5,398	2,792	4,000	4,000	2,500
Subtotal	<u>23,854</u>	<u>5,398</u>	<u>2,792</u>	<u>4,000</u>	<u>4,000</u>	<u>2,500</u>
<b>30318</b>	<b>Local Miscellaneous</b>					
3010 Prior year expenditures	-	-	4	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>4</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	1,897,301	1,806,254	1,892,917	\$ 1,800,000	\$ 1,800,000	\$ 1,890,000
Subtotal	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,892,917</u>	<u>1,800,000</u>	<u>1,800,000</u>	<u>1,890,000</u>
Fund Total	<u>\$ 3,049,497</u>	<u>\$ 2,858,285</u>	<u>\$ 3,005,537</u>	<u>\$ 2,879,000</u>	<u>\$ 2,879,000</u>	<u>\$ 2,992,500</u>

**Tourism Fund**  
**4th of July Celebration - Activity #90712**

**Budget Comments - FY2013**

Provides support for the 4th of July event in historic Yorktown. Funding reflects decreases in advertising and uniform expenses.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 64,744	\$ 74,232	\$ 70,299	\$ 70,000	\$ 70,000	\$ 70,000
Total Expenditures	\$ 64,744	\$ 74,232	\$ 70,299	\$ 70,000	\$ 70,000	\$ 70,000

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90712</b>	<b>4th of July Celebration</b>					
<b>Contractual Services</b>						
3200 Temporary help services	\$ 6,153	\$ 4,404	\$ 3,584	\$ 4,200	\$ 4,200	\$ 4,200
3600 Advertising	175	4,882	2,332	4,000	4,000	2,500
3920 Misc contractual services	1,175	165	2,520	500	500	1,000
Subtotal	<u>7,503</u>	<u>9,451</u>	<u>8,436</u>	<u>8,700</u>	<u>8,700</u>	<u>7,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	326	368	-	-	400
4250 Vehicle Maint-School bus usage	1,806	-	-	-	-	-
Subtotal	<u>1,806</u>	<u>326</u>	<u>368</u>	<u>-</u>	<u>-</u>	<u>400</u>
<b>Inspection/Permit Fees</b>						
5828 Inspection/permit fees	-	100	-	-	-	-
	<u>-</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6020 Food & food svc supplies	4,278	2,813	3,229	3,300	3,300	3,300
6110 Uniforms/wearing apparel	626	623	464	500	500	600
6140 Other operating supplies	1,550	2,013	1,850	2,000	2,000	2,000
6503 Fireworks	25,000	25,000	25,000	25,000	25,000	25,000
Subtotal	<u>31,454</u>	<u>30,449</u>	<u>30,543</u>	<u>30,800</u>	<u>30,800</u>	<u>30,900</u>
<b>Leases &amp; Rentals</b>						
7105 General equipment rental	23,981	33,906	30,952	30,500	30,500	31,000
Subtotal	<u>23,981</u>	<u>33,906</u>	<u>30,952</u>	<u>30,500</u>	<u>30,500</u>	<u>31,000</u>
Activity Total	<u>\$ 64,744</u>	<u>\$ 74,232</u>	<u>\$ 70,299</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>64,744</u>	<u>74,232</u>	<u>70,299</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
	<u>\$ 64,744</u>	<u>\$ 74,232</u>	<u>\$ 70,299</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>
	-23.86%	14.65%	-5.30%	-0.43%	-0.43%	0.00%

**Tourism Fund**  
**Tourism Development & Events - Activity #90713**

**Mission**

To increase awareness of and visitation in historic Yorktown and York County by marketing the County as a destination place and by working with public and private sectors to develop, manage, and implement programs which promote and encourage increased awareness and visitation.

**Goals**

- Maintain active communication between the County and its businesses and citizens to create greater awareness and strengthen community involvement.
- Create and maintain an increased awareness of historic Yorktown and York County through a variety of marketing programs, promotional efforts, and special events.
- Serve as County liaison and resource to community groups by fostering the development of our tourism product.

**Implementation Strategies**

- Represent the County on a variety of boards, commissions and committees involved with marketing and promotion related activities.
- Plan, conduct, and evaluate various Familiarization (FAM) tours, sales presentations and training opportunities designed to increase awareness of Yorktown.
- Increase advertising in various publications and on websites with a high return on investment encouraging visitation to Yorktown.
- Produce and distribute professional quality sales collateral (i.e., brochures, flyers) for use by targeted groups and use in fulfillment of mailings to potential visitors.
- Maintain public/visitor awareness by conducting promotional sales calls/missions to targeted groups, exhibiting at trade shows, and active participation in local, regional, state, and national associations in the tourism industry.
- Promote and evaluate a wide variety of events and activities to appeal to all ages.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. A decrease is programmed for Sheriff patrol for events and monitoring of the parking at the waterfront, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 115,529	\$ 123,781	\$ 127,292	\$ 131,351	\$ 131,351	\$ 137,586
Operating	271,638	283,732	274,399	310,300	310,300	277,350
Capital	2,912	-	-	3,300	3,300	-
Total Expenditures	<u>\$ 390,079</u>	<u>\$ 407,513</u>	<u>\$ 401,691</u>	<u>\$ 444,951</u>	<u>\$ 444,951</u>	<u>\$ 414,936</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<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 Funded FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>TOURISM FUND</b>						
<b>90713 Tourism Development &amp; Events</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 82,135	\$ 87,508	\$ 87,403	\$ 87,508	\$ 87,508	\$ 91,883
1531 As required-professional/technical	-	-	45	-	-	-
1531-001 As required-professional/tech-events	850	3,816	5,325	6,000	6,000	6,500
1595 Overtime	33	332	-	-	-	-
1595-001 Overtime-events	5,608	-	-	1,500	1,500	1,000
1596 Holiday worked	-	-	105	-	-	-
2100 FICA	6,333	6,540	6,530	7,268	7,268	7,603
2100-001 FICA-events	239	122	183	-	-	-
2200 VRS	11,059	11,761	12,356	12,356	12,356	10,907
2300 Health care	8,597	13,183	15,100	16,474	16,474	18,480
2400 Group life insurance	675	519	245	245	245	1,213
Subtotal	<u>115,529</u>	<u>123,781</u>	<u>127,292</u>	<u>131,351</u>	<u>131,351</u>	<u>137,586</u>
<b>Contractual Services</b>						
3033 Sheriff patrol	93,070	117,800	114,361	150,000	150,000	120,000
3310 Repairs & maintenance	-	-	201	200	200	200
3310-001 Repairs & maintenance-events	-	-	-	600	600	1,000
3500 Printing	19,994	20,430	16,826	22,000	22,000	19,000
3500-001 Printing-events	1,635	2,115	3,246	1,700	1,700	2,300
3600 Advertising	51,136	52,718	53,439	51,000	51,000	51,250
3600-001 Advertising-events	12,143	13,271	12,830	13,400	13,400	13,400
3920 Misc contractual services	1,750	1,900	1,450	1,750	1,750	1,500
3920-001 Misc contractual services-events	47,157	40,525	41,628	42,200	42,200	42,200
3920-002 Riverwalk Landing village events	6,400	6,400	6,400	6,400	6,400	6,400
Subtotal	<u>233,285</u>	<u>255,159</u>	<u>250,381</u>	<u>289,250</u>	<u>289,250</u>	<u>257,250</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	202	-	-	-	-	50
4211 Misc vehicle maint charges	95	13	-	50	50	-
Subtotal	<u>297</u>	<u>13</u>	<u>-</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,338	3,328	3,223	3,200	3,200	3,200
5230 Telecommunications	546	625	591	650	650	650
5510 Personnel development	1,471	1,125	805	1,000	1,000	800
5810 Dues & memberships	1,689	1,960	1,559	1,500	1,500	2,000
5820 Assoc/meeting support	-	3,564	3,146	2,500	2,500	2,500
5824 Tourism activities	5,890	-	-	-	-	-
5828-001 Application/permit fees-events	825	960	930	1,000	1,000	1,000
5850 Mileage	2,607	1,972	1,624	1,400	1,400	1,000
5910 Marketing	5,643	3,925	3,871	3,750	3,750	3,750
Subtotal	<u>22,009</u>	<u>17,459</u>	<u>15,749</u>	<u>15,000</u>	<u>15,000</u>	<u>14,900</u>
<b>Materials &amp; Supplies</b>						
6010 Office Supplies	629	838	424	600	600	600
6011 Photo Supplies	497	372	-	150	-	150
6020 Food & food svc supplies	1,534	961	705	750	750	750
6020-001 Food & food svc supplies-events	330	450	648	500	500	500
6070-001 Repairs & maint supplies-events	-	-	132	-	-	-
6110 Uniforms & wearing apparel	1,297	316	-	300	300	100
6110-001 Uniforms & wearing apparel-events	-	1,781	218	-	-	200
6120 Books & subscriptions	159	397	108	250	250	200
6139-001 Event supplies	536	1,481	641	700	700	700
6142 Promotional supplies	-	842	996	750	750	500
6142-001 Promotional supplies	-	1,495	3,004	-	-	-
6170 Computer mat/supplies	1,127	360	464	500	500	250
6171 Small equipment	-	-	-	-	150	-
Subtotal	<u>6,109</u>	<u>9,293</u>	<u>7,340</u>	<u>4,500</u>	<u>4,500</u>	<u>3,950</u>
<b>Leases &amp; Rentals</b>						
7105-001 General equipment rental-events	6,938	1,808	929	1,500	1,500	1,200
Subtotal	<u>6,938</u>	<u>1,808</u>	<u>929</u>	<u>1,500</u>	<u>1,500</u>	<u>1,200</u>
<b>Capital Outlay</b>						
8170 Data processing equip	1,362	-	-	1,800	1,800	-
8170-001 Data processing equip-events	-	-	-	1,500	1,500	-
8170-208 Data processing equip	1,550	-	-	-	-	-
Subtotal	<u>2,912</u>	<u>-</u>	<u>-</u>	<u>3,300</u>	<u>3,300</u>	<u>-</u>
<b>Contributions</b>						
9700 Arts map	3,000	-	-	-	-	-
Subtotal	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	\$ 390,079	\$ 407,513	\$ 401,691	\$ 444,951	\$ 444,951	\$ 414,936
Personnel	\$ 115,529	\$ 123,781	\$ 127,292	\$ 131,351	\$ 131,351	\$ 137,586
Non-personnel	274,550	283,732	274,399	313,600	313,600	277,350
	<u>\$ 390,079</u>	<u>\$ 407,513</u>	<u>\$ 401,691</u>	<u>\$ 444,951</u>	<u>\$ 444,951</u>	<u>\$ 414,936</u>
	70.75%	4.47%	-1.43%	10.77%	10.77%	-6.75%

**Tourism Fund**  
**Payments to Outside Entities - Activity #90915**

This activity provides support for the following programs:

**Williamsburg Area Transit Authority**: support for the regional transit authority.

**Greater Williamsburg Chamber & Tourism Alliance**: support for the Historic Triangle by encouraging the growth of existing businesses and promoting the area as a year-round travel destination.

**\$2.00 Transient Occupancy Tax**: per Section 58.1-3823 of the Code of Virginia, the revenues collected from the additional tax shall be designated and expended solely for advertising the Historic Triangle area. This tax is passed on to the Williamsburg Area Destination Marketing Committee (WADMC).

**Historic Triangle Collaborative**: operating support to work collaboratively among the region to achieve sustainable economic and quality of life benefits for the Historic Triangle.

**Watermen's Museum**: support to preserve the heritage of the watermen of the Chesapeake Bay, interpret their culture and contributions to the region, for educational opportunities, and to preserve and enhance the environment of the Chesapeake Bay.

**Yorktown Foundation Tall Ships**: support for bringing Tall Ships to Yorktown.

**Celebrate Yorktown Committee Symphony**: support to sponsor the Virginia Symphony concert at the end of the summer.

**Virginia Air and Space Center**: final installment in support of the capital campaign, Space Bound.

**Budget Comments - FY2013**

Funding to the agencies reflects level or reduced funding. Increases are programmed in contractual services.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditure By Category</u></b>						
Operating	\$ 1,620,164	\$ 1,529,381	\$ 1,568,872	\$ 1,519,868	\$ 1,519,868	\$ 1,558,315
Total Expenditures	\$ 1,620,164	\$ 1,529,381	\$ 1,568,872	\$ 1,519,868	\$ 1,519,868	\$ 1,558,315

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90915</b>	<b>Payments to Outside Entities</b>					
<b>Contractual Services</b>						
3802 Williamsburg Area Transit Authority	\$ 272,878	\$ 272,878	\$ 272,878	\$ 272,878	\$ 272,878	\$ 286,522
3808 Chamber & Tourism Alliance	156,944	148,470	148,470	134,687	134,687	134,687
3824 \$2.00 Transient Occ tax	1,128,342	1,046,633	1,109,824	1,075,000	1,075,000	1,100,000
3844 Historic Triangle Collaborative	-	-	7,000	6,650	6,650	6,500
Subtotal	<u>1,558,164</u>	<u>1,467,981</u>	<u>1,538,172</u>	<u>1,489,215</u>	<u>1,489,215</u>	<u>1,527,709</u>
<b>Contributions</b>						
8011 Watermen's Museum-operations	30,000	30,000	15,000	15,000	15,000	15,000
8012 Yorktown Foundation-Tall Ships	5,000	4,750	2,375	2,328	2,328	2,281
8032 Celebrate Yktn Comm-Symphony	7,000	6,650	3,325	3,325	3,325	3,325
8043 Virginia Air & Space Center	20,000	20,000	10,000	10,000	10,000	10,000
Subtotal	<u>62,000</u>	<u>61,400</u>	<u>30,700</u>	<u>30,653</u>	<u>30,653</u>	<u>30,606</u>
Activity Total	<u>\$ 1,620,164</u>	<u>\$ 1,529,381</u>	<u>\$ 1,568,872</u>	<u>\$ 1,519,868</u>	<u>\$ 1,519,868</u>	<u>\$ 1,558,315</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,620,164</u>	<u>1,529,381</u>	<u>1,568,872</u>	<u>1,519,868</u>	<u>1,519,868</u>	<u>1,558,315</u>
	<u>\$ 1,620,164</u>	<u>\$ 1,529,381</u>	<u>\$ 1,568,872</u>	<u>\$ 1,519,868</u>	<u>\$ 1,519,868</u>	<u>\$ 1,558,315</u>
	0.43%	-5.60%	2.58%	-3.12%	-3.12%	2.53%

**Tourism Fund**  
**Yorktown Revitalization - Activity #90917**

**Budget Comments - FY2013**

Funding provides for the transfer to the Yorktown Capital Improvements Fund for repayment toward an interfund loan and a transfer to the County Debt Service Fund for debt service related to Riverwalk Landing.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 1,205,232	\$ 779,854	\$ 960,444	\$ 742,423	\$ 742,423	\$ 842,536
Total Expenditures	\$ 1,205,232	\$ 779,854	\$ 960,444	\$ 742,423	\$ 742,423	\$ 842,536

## Expenditures

	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**TOURISM FUND****90917 Yorktown Revitalization**

8000 Contingency	\$ -	\$ -	\$ -	\$ 83,210	\$ 80,963	\$ 183,614
9278-208 Yorktown Capital Improvements Fund	546,811	-	-	-	-	-
9278-209 Yorktown Capital Improvements Fund	100,000	121,504	-	-	-	-
9278-210 Yorktown Capital Improvements Fund	-	-	260,771	-	-	-
9278-211 Yorktown Capital Improvements Fund	-	-	39,229	-	-	-
9278 Yorktown Capital Improvements Fund	-	35,477	100,000	100,000	100,000	100,000
9279 County Capital Fund	-	64,523	-	-	-	-
9280 County Debt Service Fund	558,421	558,350	560,444	559,213	561,460	558,922
Activity Total	<u>\$ 1,205,232</u>	<u>\$ 779,854</u>	<u>\$ 960,444</u>	<u>\$ 742,423</u>	<u>\$ 742,423</u>	<u>\$ 842,536</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	1,205,232	779,854	960,444	742,423	742,423	842,536
	<u>\$ 1,205,232</u>	<u>\$ 779,854</u>	<u>\$ 960,444</u>	<u>\$ 742,423</u>	<u>\$ 742,423</u>	<u>\$ 842,536</u>
	-28.35%	-35.29%	23.16%	-22.70%	-22.70%	13.48%

**Tourism Fund**  
**Yorktown Trolley Operations - Activity #90918**

**Budget Comments - FY2013**

Funding provides support for operating two trolleys in historic Yorktown. An increase is provided in vehicle maintenance, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Personnel	\$ 43,951	\$ 42,934	\$ 39,100	\$ 47,366	\$ 47,366	\$ 46,290
Operating	<u>46,996</u>	<u>62,485</u>	<u>59,770</u>	<u>54,392</u>	<u>54,392</u>	<u>60,423</u>
Total Expenditures	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 98,870</u>	<u>\$ 101,758</u>	<u>\$ 101,758</u>	<u>\$ 106,713</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90918 Yorktown Trolley Operations</b>						
<b>Personnel</b>						
1533 As required-trades/crafts	\$ 40,828	\$ 40,408	\$ 36,322	\$ 43,000	\$ 43,000	\$ 43,000
1595 Overtime	-	-	-	1,000	1,000	-
1999-999-999-999 Chargeout-wages	-	(525)	-	-	-	-
2100 FICA	3,123	3,091	2,778	3,366	3,366	3,290
2999-999-999-999 Chargeout-fringes	-	(40)	-	-	-	-
Subtotal	<u>43,951</u>	<u>42,934</u>	<u>39,100</u>	<u>47,366</u>	<u>47,366</u>	<u>46,290</u>
<b>Contractual Services</b>						
3920 Misc contractual services	600	600	600	600	600	600
Subtotal	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
<b>Internal Services</b>						
4210-001 Vehicle maint-Trolley #1	20,610	32,587	29,933	26,267	26,267	28,249
4210-002 Vehicle maint-Trolley #2	24,169	28,747	28,530	27,325	27,325	30,574
4500 Radio maintenance	1,780	-	-	-	-	-
Subtotal	<u>46,559</u>	<u>61,334</u>	<u>58,463</u>	<u>53,592</u>	<u>53,592</u>	<u>58,823</u>
<b>Other Charges</b>						
5350 Unemployment benefit claim	-	328	-	-	-	-
5510 Personnel development	-	-	24	-	-	-
Subtotal	<u>-</u>	<u>328</u>	<u>24</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	-	-	23	-	-	-
6110 Uniforms	266	223	490	200	200	500
6140 Other operating supplies	-	-	170	-	-	500
Subtotal	<u>266</u>	<u>223</u>	<u>683</u>	<u>200</u>	<u>200</u>	<u>1,000</u>
<b>Chargeouts</b>						
9350 Chargeout Zweibrucken/overtime	(429)	-	-	-	-	-
Subtotal	<u>(429)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 98,870</u>	<u>\$ 101,758</u>	<u>\$ 101,758</u>	<u>\$ 106,713</u>
Personnel	\$ 43,951	\$ 42,934	\$ 39,100	\$ 47,366	\$ 47,366	\$ 46,290
Non-personnel	46,996	62,485	59,770	54,392	54,392	60,423
	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 98,870</u>	<u>\$ 101,758</u>	<u>\$ 101,758</u>	<u>\$ 106,713</u>
	3.44%	15.91%	-6.21%	2.92%	2.92%	4.87%

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**SOCIAL SERVICES  
FUND 13  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 894,804
Projected FY2012 Revenues		
Local	\$ 220,000	
State and Federal	3,965,260	
Other financing sources	<u>1,874,685</u>	
Total		\$ 6,059,945
Projected FY2012 Expenditures		<u>6,309,945</u>
Net Change		<u>(250,000)</u>
Projected Fund Balance 6/30/2012		\$ 644,804
Projected FY2013 Revenues		
Local	\$ 226,000	
State and Federal	3,518,213	
Other financing sources	<u>1,874,685</u>	
Total		\$ 5,618,898
Projected FY2013 Expenditures		<u>5,845,684</u>
Net Change		<u>(226,786)</u>
Projected Fund Balance 6/30/2013		<u>\$ 418,018</u>

**SOCIAL SERVICES  
FUND 13**

This fund accounts for the revenues and expenditures relating to Social Services programs. This is accomplished through the divisions below. Individual division details follow this summary page.

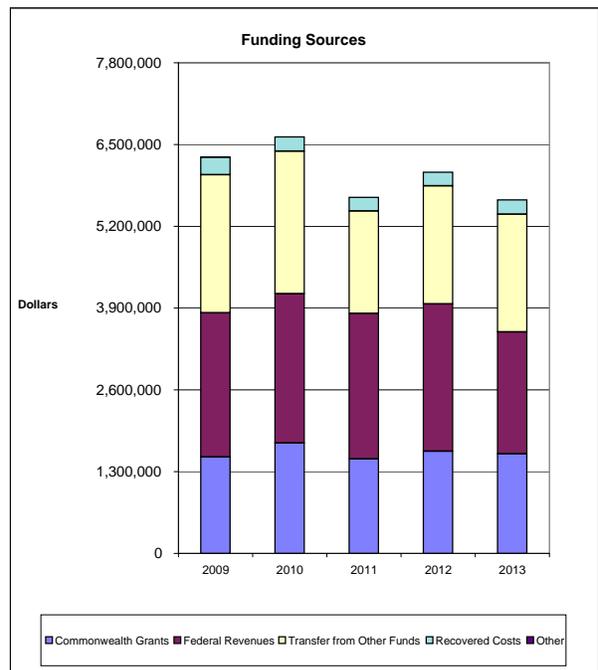
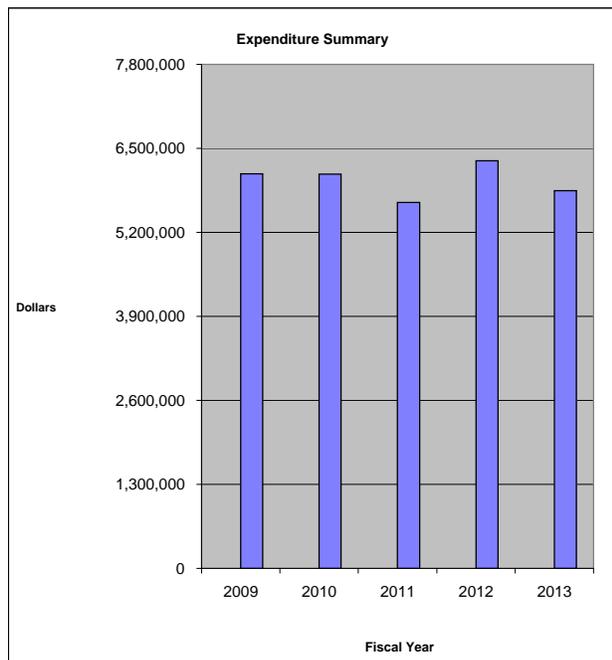
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Charges for Services	\$ 3,400	\$ 1,533	\$ 1,993	\$ -	\$ -	\$ -	0.00%
Recovered Costs	280,425	228,112	218,303	220,000	220,000	226,000	4.02%
State Aid & Grants	1,531,554	1,756,969	1,501,387	1,622,760	1,622,760	1,585,317	28.21%
Federal Aid & Grants	2,293,178	2,371,911	2,310,675	2,342,500	2,342,500	1,932,896	34.41%
Transfers from Other Funds	2,193,936	2,264,129	1,629,734	1,874,685	1,874,685	1,874,685	33.36%
<b>Total Funding Sources</b>	<b>\$ 6,302,493</b>	<b>\$ 6,622,654</b>	<b>\$ 5,662,092</b>	<b>\$ 6,059,945</b>	<b>\$ 6,059,945</b>	<b>\$ 5,618,898</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Social Services Administration	\$ 4,254,977	\$ 3,867,556	\$ 3,724,778	\$ 4,141,221	\$ 4,141,221	\$ 4,197,715	1.36%
Public Assistance	1,065,359	1,147,726	1,159,779	1,308,454	1,308,454	776,059	-40.69%
Comprehensive Services Act State & Local Hospital	772,406 11,245	1,087,409 -	779,438 -	860,270 -	860,270 -	871,910 -	1.35% 0.00%
<b>Total Expenditures</b>	<b>\$ 6,103,987</b>	<b>\$ 6,102,691</b>	<b>\$ 5,663,995</b>	<b>\$ 6,309,945</b>	<b>\$ 6,309,945</b>	<b>\$ 5,845,684</b>	<b>-7.36%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 3,835,418	\$ 3,446,973	\$ 3,358,883	\$ 3,803,513	\$ 3,803,513	\$ 3,949,013	3.83%
Operating	2,241,843	2,626,278	2,277,841	2,496,432	2,496,432	1,896,671	-24.02%
Capital	26,726	29,440	27,271	10,000	10,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 6,103,987</b>	<b>\$ 6,102,691</b>	<b>\$ 5,663,995</b>	<b>\$ 6,309,945</b>	<b>\$ 6,309,945</b>	<b>\$ 5,845,684</b>	<b>-7.36%</b>

<b>Funded FTEs</b>						
Management	8.00	8.00	10.00	10.00	9.00	9.00
Professional/Technical	41.35	38.85	37.85	35.85	35.45	35.45
Admin/Clerical	11.00	11.50	12.00	11.00	11.00	11.00
Trades & Crafts	3.50	2.00	1.00	2.00	3.00	3.00
<b>Total Funded FTEs</b>	<b>63.85</b>	<b>60.35</b>	<b>60.85</b>	<b>58.85</b>	<b>58.45</b>	<b>58.45</b>

<b>Key Service Indicators</b>						
Food Stamps cases-York/Poquoson	1,238/181	1,507/226	1,854/261	2,350/352	2,350/352	2,585/387
Medicaid cases-York/Poquoson	2,156/367	2,286/408	2,543/437	2,568/458	2,568/458	2,825/504
TANF cases-York/Poquoson	167/27	203/28	258/26	301/41	301/41	331/45
VIEW cases-York/Poquoson	97/18	122/18	180/20	190/27	190/27	209/30
CSA cases-York	40	51	46	55	38	41



Revenues		FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>							
<b>30316</b>	<b>Charges for Services</b>						
	6000 Court assessment	\$ 3,400	\$ 1,533	\$ 1,993	\$ -	\$ -	\$ -
	Subtotal	<u>3,400</u>	<u>1,533</u>	<u>1,993</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>						
	1520 Poquoson Public Assistance	278,965	227,900	218,001	220,000	220,000	226,000
	7000 Welfare Recoveries ADC	1,460	212	302	-	-	-
	Subtotal	<u>280,425</u>	<u>228,112</u>	<u>218,303</u>	<u>220,000</u>	<u>220,000</u>	<u>226,000</u>
<b>30326</b>	<b>State Aid &amp; Grants</b>						
	0800 Public Assistance-State	1,115,140	1,127,574	1,062,604	1,187,320	1,187,320	1,149,838
	0813 Comp Svc Youth/Family	408,775	621,756	431,144	427,840	427,840	427,840
	0813-001 CSA Pool State Admin	7,639	7,639	7,639	7,600	7,600	7,639
	Subtotal	<u>1,531,554</u>	<u>1,756,969</u>	<u>1,501,387</u>	<u>1,622,760</u>	<u>1,622,760</u>	<u>1,585,317</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
	0800 Public Assistance-Federal	2,289,887	2,246,130	2,263,545	2,342,500	2,342,500	1,932,896
	0800-300 ARRA Public Assistance	3,291	112,721	34,290	-	-	-
	0800-300-001 ARRA SNAP	-	13,060	12,840	-	-	-
	Subtotal	<u>2,293,178</u>	<u>2,371,911</u>	<u>2,310,675</u>	<u>2,342,500</u>	<u>2,342,500</u>	<u>1,932,896</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	1,892,729	1,853,640	1,341,242	1,502,525	1,502,525	1,502,525
	1010-001 CSA Pool Local	228,458	344,086	246,747	272,160	272,160	272,160
	1010-002 CSA Medicaid Local	72,749	66,403	41,745	100,000	100,000	100,000
	Subtotal	<u>2,193,936</u>	<u>2,264,129</u>	<u>1,629,734</u>	<u>1,874,685</u>	<u>1,874,685</u>	<u>1,874,685</u>
	Fund Total	<u>\$ 6,302,493</u>	<u>\$ 6,622,654</u>	<u>\$ 5,662,092</u>	<u>\$ 6,059,945</u>	<u>\$ 6,059,945</u>	<u>\$ 5,618,898</u>

**Social Services Fund**  
**Social Services Administration - Activity #90541**

**Mission**

Provides a broad array of human service programs including Child and Adult Service Programs, Employment Services, Public Assistance, and the Comprehensive Services Act (CSA), for those individuals with financial, social, educational, health and emotional needs.

**Goals**

- To enhance the competence of individuals dealing with personal challenges.
- To provide preventive foster care and child protective services.
- To protect vulnerable children and adults.
- To provide intake, child and family, adult, employment, volunteer, court, and daycare services.
- To provide financial assistance to eligible citizens.
- To ensure, through a comprehensive fraud prevention and investigation program, that only persons eligible for assistance actually receive it.
- To improve the delivery of services by requiring interagency cooperation.

**Implementation Strategies**

- The annualized estimate of population being served is over 20,000 units of service in York and Poquoson. This represents a significant percentage of the total population.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. A decrease is programmed for the facility cost agreement between the County of York and York-Poquoson Department of Social Services.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 3,776,204	\$ 3,391,809	\$ 3,299,081	\$ 3,743,243	\$ 3,743,243	\$ 3,877,103
Operating	452,047	446,307	398,426	387,978	387,978	320,612
Capital	26,726	29,440	27,271	10,000	10,000	-
Total Expenditures	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 3,724,778</u>	<u>\$ 4,141,221</u>	<u>\$ 4,141,221</u>	<u>\$ 4,197,715</u>
<b><u>Funded FTEs</u></b>						
Management	8.00	8.00	10.00	10.00	9.00	9.00
Professional/Technical	40.35	37.85	36.85	34.85	34.45	34.45
Admin/Clerical	11.00	11.50	12.00	11.00	11.00	11.00
Trades & Crafts	3.50	2.00	1.00	2.00	3.00	3.00
Total Funded FTEs	<u>62.85</u>	<u>59.35</u>	<u>59.85</u>	<u>57.85</u>	<u>57.45</u>	<u>57.45</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90541 Social Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level mgmt	\$ 108,025	\$ 108,025	\$ 108,025	\$ 108,025	\$ 108,025	\$ 115,294
1513 Middle management	476,856	426,072	370,762	451,860	451,860	555,743
1515 Professional & technical salaries	1,646,698	1,477,880	1,385,894	1,565,745	1,565,745	1,544,922
1516 Administrative & clerical salaries	418,118	387,045	403,262	432,286	432,286	402,870
1518 Trades & crafts	57,562	32,204	52,488	52,178	52,178	103,119
1521 Reg PT professional/technical	143,803	111,590	111,590	139,597	139,597	111,924
1531 As required-professional/technical	14,167	45,922	51,777	-	-	50,000
1532 As required-administrative/clerical	18,084	24,275	18,300	-	-	18,300
1595 Overtime	458	244	198	-	-	200
1599 Other pay	76,295	42,484	54,081	90,000	90,000	55,000
1999-999-999-999 HPRP Grant	-	(8,670)	(29,461)	-	-	-
2100 FICA	220,991	198,330	190,315	217,238	217,238	226,239
2200 VRS	354,948	321,201	326,217	368,545	368,545	323,094
2300 Health care	218,538	210,877	249,162	310,461	310,461	334,470
2400 Group life insurance	21,661	14,330	6,471	7,308	7,308	35,928
Subtotal	<u>3,776,204</u>	<u>3,391,809</u>	<u>3,299,081</u>	<u>3,743,243</u>	<u>3,743,243</u>	<u>3,877,103</u>
<b>Contractual Services</b>						
3130 Management consulting services	62,608	64,765	51,322	30,000	30,000	52,000
3310 Repairs & maintenance	125	471	550	1,000	1,000	600
3320 Maintenance service contracts	4,190	4,678	2,369	5,000	5,000	5,500
3600 Advertising	562	828	24	1,000	1,000	500
Subtotal	<u>67,485</u>	<u>70,742</u>	<u>54,265</u>	<u>37,000</u>	<u>37,000</u>	<u>58,600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	36,674	37,872	37,344	40,283	40,283	41,012
4700 Imaging system maintenance	744	844	-	-	-	-
Subtotal	<u>37,418</u>	<u>38,716</u>	<u>37,344</u>	<u>40,283</u>	<u>40,283</u>	<u>41,012</u>
<b>Other Charges</b>						
5210 Postal/messenger service	20,939	8,098	13,349	15,000	15,000	15,000
5230 Telecommunications	12,582	12,041	11,699	13,000	13,000	13,000
5310 Property insurance	-	-	1,546	-	-	-
5330 Public official liability ins	6,557	5,363	3,112	3,250	3,250	4,100
5350 Unempl insurance claims	9,531	18,162	5,027	8,000	8,000	5,200
5360 Workers' comp premiums	13,177	8,625	5,358	11,250	11,250	16,500
5362 Flexible spending fees	447	582	270	600	600	300
5365 Flu shots	504	399	300	500	500	400
5510 Personnel development	34,250	46,483	23,400	20,000	20,000	20,000
5810 Dues & memberships	3,455	1,308	3,616	2,000	2,000	2,000
5850 Mileage expenses	13,066	9,598	11,941	11,000	11,000	18,000
Subtotal	<u>114,508</u>	<u>110,659</u>	<u>79,618</u>	<u>84,600</u>	<u>84,600</u>	<u>94,500</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	40,424	39,799	40,766	38,000	38,000	41,000
6021 Employer food/lodging	9,790	7,478	14,593	7,500	7,500	10,000
6120 Books & subscriptions	2,776	1,086	619	2,000	2,000	3,000
6130 Educational & recreational supp	-	-	-	1,000	1,000	-
6170 Computer supplies	4,513	1,778	1,046	3,000	3,000	3,000
6172 Minor furnishings	-	6,870	1,228	4,050	4,050	3,000
6500 Miscellaneous	(30)	-	-	-	-	-
Subtotal	<u>57,473</u>	<u>57,011</u>	<u>58,252</u>	<u>55,550</u>	<u>55,550</u>	<u>60,000</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equip	46,823	43,635	43,403	45,000	45,000	45,000
7500 Operating leases of building	128,340	125,544	125,544	125,545	125,545	21,500
Subtotal	<u>175,163</u>	<u>169,179</u>	<u>168,947</u>	<u>170,545</u>	<u>170,545</u>	<u>66,500</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	4,187	-	-	-	-	-
8120 Furniture/fixtures	1,675	10,805	-	10,000	4,038	-
8130 Comm/signal equipment	1,653	-	-	-	-	-
8132 Audio visual equipment	-	1,005	-	-	-	-
8150 Vehicles	17,995	-	4,928	-	5,962	-
8170 Data processing equipment	1,216	14,450	2,178	-	-	-
8180 Buildings & grounds	-	3,180	20,165	-	-	-
Subtotal	<u>26,726</u>	<u>29,440</u>	<u>27,271</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Activity Total	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 3,724,778</u>	<u>\$ 4,141,221</u>	<u>\$ 4,141,221</u>	<u>\$ 4,197,715</u>
Personnel	\$ 3,776,204	\$ 3,391,809	\$ 3,299,081	\$ 3,743,243	\$ 3,743,243	\$ 3,877,103
Non-personnel	478,773	475,747	425,697	397,978	397,978	320,612
	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 3,724,778</u>	<u>\$ 4,141,221</u>	<u>\$ 4,141,221</u>	<u>\$ 4,197,715</u>
	5.19%	-9.11%	-3.69%	11.18%	11.18%	1.36%

**Social Services Fund  
Public Assistance - Activity #90542**

**Mission**

Provides benefit programs for eligible persons such as Medicaid, Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), fuel, emergency, TANF foster care, General Relief and Auxiliary Grants. Also, provides service programs including child and adult protective services and preventive services, foster care, adoptions, guardianship, court services, adult services, day care, intake services and employment services.

**Goals**

- To enhance the competence of individuals dealing with personal challenges.
- To promote self-sufficiency, self-support, and self-esteem for those receiving public assistance.
- To provide preventive foster care and child protective services.
- To protect vulnerable children and adults.
- To provide intake, child and family, adult, employment, volunteer, court, and day care services.
- To provide financial assistance to eligible citizens.
- To ensure, through a comprehensive fraud prevention and investigation program, that only persons eligible for assistance actually receive it.

**Implementation Strategies**

- Expect to receive 400 child protective service complaints consisting of abuse and neglect of children based on current statistics.
- Expect to keep 250 families intact through the provision of child protective ongoing services.
- Approximately 2,000 family units will receive intake services, which include crisis intervention, needs assessments, and assistance with emergency needs such as food and shelter.
- An increase in adult services is expected based on aging of the population and their need for services. Current caseloads total 170 elderly receiving either protection services or help with daily activities to keep them in their homes.
- The annualized estimate of population being served is over 20,000 units of service in York and Poquoson. This represents a significant percentage of the total population.

**Budget Comments - FY2013**

Funding reflects decreases in public assistance based on the State fully supporting the day care programs for adults and children.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 1,065,359	\$ 1,147,726	\$ 1,159,779	\$ 1,308,454	\$ 1,308,454	\$ 776,059
Total Expenditures	\$ 1,065,359	\$ 1,147,726	\$ 1,159,779	\$ 1,308,454	\$ 1,308,454	\$ 776,059

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90542 Public Assistance</b>						
<b>Direct Payments &amp; Contributions</b>						
5701 General relief	\$ 30,394	\$ 22,950	\$ 13,963	\$ 46,060	\$ 46,060	\$ 5,000
5702 Auxiliary grants	140,569	140,335	137,036	157,000	157,000	157,000
5705 TANF/manual checks	-	-	-	1,000	1,000	1,000
5706 TANF/foster care	56,852	94,837	81,025	90,000	90,000	119,000
5707 Emergency assistance	3,053	2,435	3,301	5,000	5,000	5,000
5709 Refugee	-	-	1,695	-	-	-
5715 Preventive foster care	10,313	7,414	11,153	7,400	7,400	7,364
5716 Adult services	30,440	50,149	41,621	60,000	60,000	60,000
5717 Adult protective services	-	4,080	14,537	5,000	5,000	5,000
5718 Independent living	7,398	2,653	2,769	3,229	3,229	3,229
5719 Other purchased services	88,343	3,512	6,051	1,200	1,200	1,200
5720 VIEW-purchased services	18,734	33,706	38,733	35,000	35,000	60,000
5721 Subsidy IV-adoption	72,752	92,418	181,073	100,000	100,000	188,000
5722 Special needs adoption	99,598	63,094	57,516	75,000	75,000	75,000
5730 DC-ADC/Trans/View	122,185	181,442	184,926	182,000	182,000	-
5731 Quality Initiative DC	(104)	-	-	-	-	15,701
5732 DC/At Risk 100%	281,591	299,987	275,270	300,000	300,000	-
5733 DC/At Risk 90/10	888	11,652	6,908	67,000	67,000	-
5734 Headstart wrap-around day	102,353	94,525	53,775	100,000	100,000	-
5735 Safe/stable families	-	42,537	48,427	73,565	73,565	73,565
Activity Total	<u>\$ 1,065,359</u>	<u>\$ 1,147,726</u>	<u>\$ 1,159,779</u>	<u>\$ 1,308,454</u>	<u>\$ 1,308,454</u>	<u>\$ 776,059</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,065,359</u>	<u>1,147,726</u>	<u>1,159,779</u>	<u>1,308,454</u>	<u>1,308,454</u>	<u>776,059</u>
	<u>\$ 1,065,359</u>	<u>\$ 1,147,726</u>	<u>\$ 1,159,779</u>	<u>\$ 1,308,454</u>	<u>\$ 1,308,454</u>	<u>\$ 776,059</u>
	-5.31%	7.73%	1.05%	12.82%	12.82%	-40.69%

**Social Services Fund**  
**Comprehensive Services Act - Activity #90543**

**Mission**

To comply with the Comprehensive Services Act by providing high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

**Goals**

- To provide preventive foster care and child protective services.
- To provide services to assist at-risk children and youth.
- To improve the delivery of services by requiring interagency cooperation.

**Implementation Strategies**

- To comply with the guidelines from the Comprehensive Services Act.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 59,214	\$ 55,164	\$ 59,802	\$ 60,270	\$ 60,270	\$ 71,910
Operating	<u>713,192</u>	<u>1,032,245</u>	<u>719,636</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Total Expenditures	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 779,438</u>	<u>\$ 860,270</u>	<u>\$ 860,270</u>	<u>\$ 871,910</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	<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 Funded FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90543 Comprehensive Services Act</b>						
<b>Personnel Services</b>						
1515 CSA-Prof & tech salaries	\$ 44,702	\$ 45,001	\$ 45,001	\$ 45,001	\$ 45,001	\$ 59,039
2100 CSA-FICA	3,271	3,443	3,421	3,443	3,443	4,516
2200 CSA-VRS	6,048	6,048	6,354	6,354	6,354	7,008
2300 CSA-Health care	4,824	405	4,900	5,346	5,346	568
2400 CSA-Group life insurance	369	267	126	126	126	779
Subtotal	<u>59,214</u>	<u>55,164</u>	<u>59,802</u>	<u>60,270</u>	<u>60,270</u>	<u>71,910</u>
<b>Direct Payments &amp; Contributions</b>						
5708 Foster care	640,443	965,842	677,891	700,000	700,000	700,000
5708-001 CSA Medicaid claims	84,839	87,020	53,515	100,000	100,000	100,000
5708-001-300 ARRA CSA Medicaid adj	(12,090)	(20,617)	(11,770)	-	-	-
Subtotal	<u>713,192</u>	<u>1,032,245</u>	<u>719,636</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Activity Total	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 779,438</u>	<u>\$ 860,270</u>	<u>\$ 860,270</u>	<u>\$ 871,910</u>
Personnel	\$ 59,214	\$ 55,164	\$ 59,802	\$ 60,270	\$ 60,270	\$ 71,910
Non-personnel	713,192	1,032,245	719,636	800,000	800,000	800,000
	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 779,438</u>	<u>\$ 860,270</u>	<u>\$ 860,270</u>	<u>\$ 871,910</u>
	-5.73%	40.78%	-28.32%	10.37%	10.37%	1.35%

**Social Services Fund**  
**State & Local Hospital - Activity #90545**

**Budget Comments - FY2013**

The State and Local Hospitalization Program is a medical assistance program jointly funded by the State and local governments, Code of Virginia, Section 32.1-343. No funding has been provided due to the State's suspension of the program, effective May 1, 2009.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 11,245	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 11,245	\$ -	\$ -	\$ -	\$ -	\$ -

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**SOCIAL SERVICES FUND**

**90545 State & Local Hospital**

**Direct Payments & Contributions**

5712 State/local hospitalization	\$ 11,245	\$ -	\$ -	\$ -	\$ -	\$ -
Activity Total	<u>\$ 11,245</u>	<u>\$ -</u>				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	11,245	-	-	-	-	-
	<u>\$ 11,245</u>	<u>\$ -</u>				
	37.96%	-100.00%	0.00%	0.00%	0.00%	0.00%

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**LAW LIBRARY  
FUND 47  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 12,807
Projected FY2012 Revenues		
Local	\$ 9,150	
Projected FY2012 Expenditures	<u>10,500</u>	
Net Change		<u>(1,350)</u>
Projected Fund Balance 6/30/2012		\$ 11,457
Projected FY2013 Revenues		
Local	\$ 9,100	
Projected FY2013 Expenditures	<u>9,000</u>	
Net Change		<u>100</u>
Projected Fund Balance 6/30/2013		<u><u>\$ 11,557</u></u>

**LAW LIBRARY  
FUND 47**

This fund accounts for the revenues and expenditures relating to the County's law library. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Fines & Forfeitures	\$ 8,551	\$ 9,228	\$ 7,546	\$ 9,000	\$ 9,000	\$ 9,000	98.90%
Use of Money & Property	230	132	68	150	150	100	1.10%
<b>Total Funding Sources</b>	<b>\$ 8,781</b>	<b>\$ 9,360</b>	<b>\$ 7,614</b>	<b>\$ 9,150</b>	<b>\$ 9,150</b>	<b>\$ 9,100</b>	<b>100.00%</b>

**Expenditure by Activity**

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	%Change Original 2012/ Adopted 2013
Law Library Operations	\$ 7,238	\$ 6,888	\$ 5,826	\$ 10,500	\$ 10,500	\$ 9,000	-14.29%
<b>Total Expenditures</b>	<b>\$ 7,238</b>	<b>\$ 6,888</b>	<b>\$ 5,826</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 9,000</b>	<b>-14.29%</b>

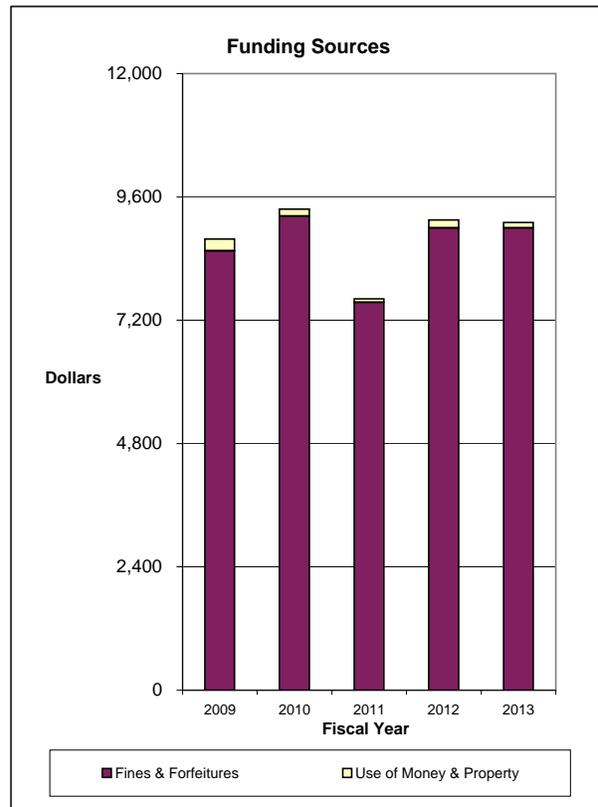
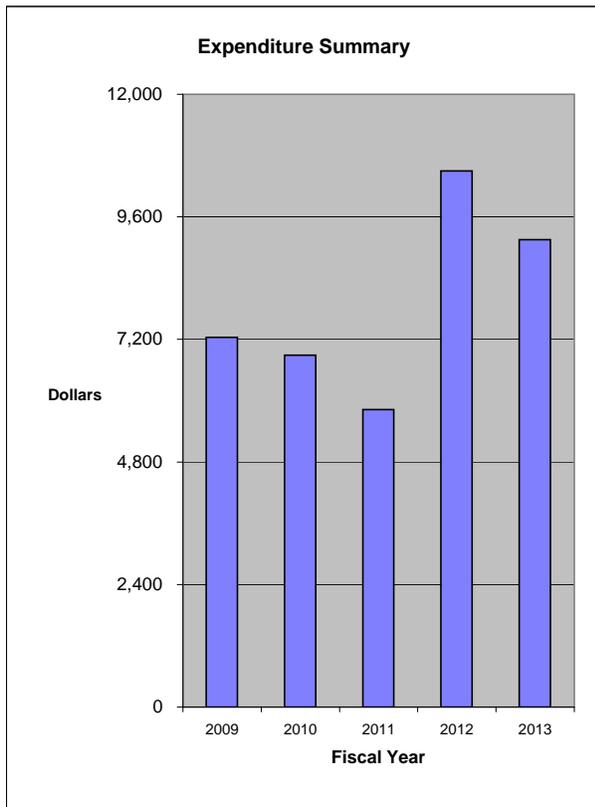
**Expenditure by Category**

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	%Change Original 2012/ Adopted 2013
Operating	\$ 7,238	\$ 6,888	\$ 5,826	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
Capital	-	-	-	1,500	1,500	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 7,238</b>	<b>\$ 6,888</b>	<b>\$ 5,826</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 9,000</b>	<b>-14.29%</b>

**Key Service Indicators**

Number of court cases that contributed to the funding of the Law Library

	4,275	4,614	4,470	4,560	4,560	4,560
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Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>LAW LIBRARY FUND</b>						
<b>30314</b>	<b>Fines &amp; Forfeitures</b>					
4020 Court collections	\$ 8,551	\$ 9,228	\$ 7,546	\$ 9,000	\$ 9,000	\$ 9,000
Subtotal	<u>8,551</u>	<u>9,228</u>	<u>7,546</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	230	132	68	150	150	100
Subtotal	<u>230</u>	<u>132</u>	<u>68</u>	<u>150</u>	<u>150</u>	<u>100</u>
Fund Total	<u>\$ 8,781</u>	<u>\$ 9,360</u>	<u>\$ 7,614</u>	<u>\$ 9,150</u>	<u>\$ 9,150</u>	<u>\$ 9,100</u>

**Law Library Fund**  
**Law Library Operations - Activity #90218**

The Law Library accounts for the revenues and expenditures for the Law Library activities.

**Budget Comments - FY2013**

Level funding is reflected for operations and there are no capital replacements programmed.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 7,238	\$ 6,888	\$ 5,826	\$ 9,000	\$ 9,000	\$ 9,000
Capital	-	-	-	1,500	1,500	-
Total Expenditures	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 5,826</u>	<u>\$ 10,500</u>	<u>\$ 10,500</u>	<u>\$ 9,000</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>LAW LIBRARY FUND</b>						
<b>90218</b>	<b>Law Library Operations</b>					
<b>Materials &amp; Supplies</b>						
6120 Books & subscriptions	\$ 7,238	\$ 6,888	\$ 5,826	\$ 9,000	\$ 9,000	\$ 9,000
Subtotal	<u>7,238</u>	<u>6,888</u>	<u>5,826</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,500	1,500	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
Activity Total	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 5,826</u>	<u>\$ 10,500</u>	<u>\$ 10,500</u>	<u>\$ 9,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>7,238</u>	<u>6,888</u>	<u>5,826</u>	<u>10,500</u>	<u>10,500</u>	<u>9,000</u>
	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 5,826</u>	<u>\$ 10,500</u>	<u>\$ 10,500</u>	<u>\$ 9,000</u>
	8.36%	-4.84%	-15.42%	80.23%	80.23%	-14.29%

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**CHILDREN & FAMILY SERVICES  
FUND 51  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 770,997
Projected FY2012 Revenues		
Local	\$ 26,960	
State and Federal	964,687	
Other financing sources	<u>299,588</u>	
Total		\$ 1,291,235
Projected FY2012 Expenditures		<u>1,321,830</u>
Net Change		<u>(30,595)</u>
Projected Fund Balance 6/30/2012		\$ 740,402
Projected FY2013 Revenues		
Local	\$ 24,500	
State and Federal	957,087	
Other financing sources	<u>250,000</u>	
Total		\$ 1,231,587
Projected FY2013 Expenditures		<u>1,325,837</u>
Net Change		<u>(94,250)</u>
Projected Fund Balance 6/30/2013		<u><u>\$ 646,152</u></u>

**CHILDREN & FAMILY SERVICES  
FUND 51**

This fund accounts for the Head Start and USDA (food service) programs. This is accomplished through the divisions below. Individual division details follow this summary page.

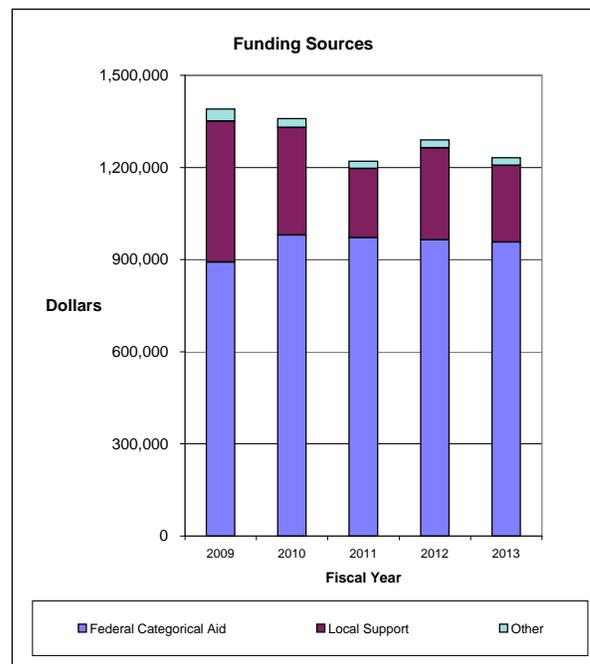
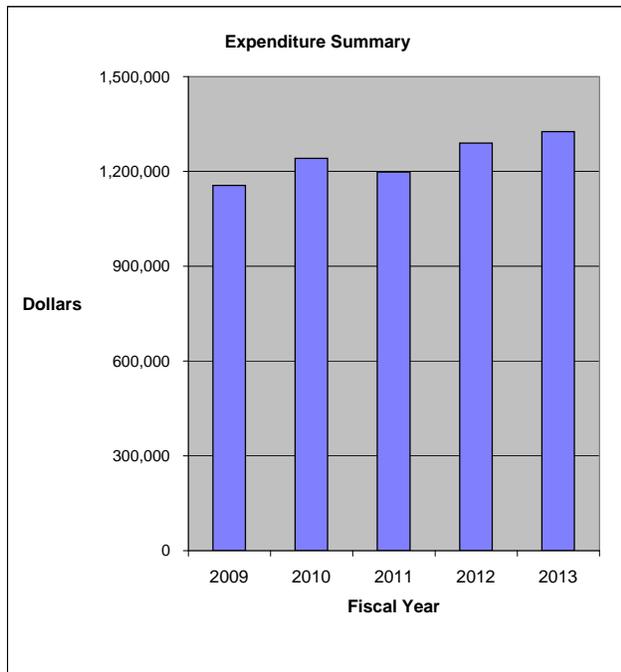
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 22,480	\$ 9,745	\$ 5,139	\$ 8,000	\$ 8,000	\$ 5,000	0.41%
Charges for Service	11,687	14,522	14,914	15,600	15,600	17,100	1.39%
Fiscal Agent Fees & Admin	2,192	2,208	2,208	2,208	2,208	2,400	0.19%
Miscellaneous	3,883	2,906	1,881	-	1,152	-	0.00%
Federal Aid & Grants	892,001	979,595	971,883	964,687	964,687	957,087	77.71%
Non-Revenue Receipts	-	150	-	-	-	-	0.00%
Transfers from Other Funds	458,330	350,036	224,125	299,588	299,588	250,000	20.30%
<b>Total Funding Sources</b>	<b>\$ 1,390,573</b>	<b>\$ 1,359,162</b>	<b>\$ 1,220,150</b>	<b>\$ 1,290,083</b>	<b>\$ 1,291,235</b>	<b>\$ 1,231,587</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Children and Family Services Admin	\$ 86,900	\$ 3,349	\$ 2,543	\$ -	\$ 28,765	\$ -	0.00%
Head Start	992,187	1,122,963	1,107,225	1,195,967	1,198,949	1,231,159	2.94%
USDA Food Service	76,136	115,146	88,244	94,116	94,116	94,678	0.60%
<b>Total Expenditures</b>	<b>\$ 1,155,223</b>	<b>\$ 1,241,458</b>	<b>\$ 1,198,012</b>	<b>\$ 1,290,083</b>	<b>\$ 1,321,830</b>	<b>\$ 1,325,837</b>	<b>2.77%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 934,397	\$ 967,306	\$ 929,853	\$ 1,070,822	\$ 1,070,822	\$ 1,090,000	1.79%
Operating	197,654	258,947	229,039	216,261	248,008	213,837	-1.12%
Capital	23,172	15,205	39,120	3,000	3,000	22,000	633.33%
<b>Total Expenditures</b>	<b>\$ 1,155,223</b>	<b>\$ 1,241,458</b>	<b>\$ 1,198,012</b>	<b>\$ 1,290,083</b>	<b>\$ 1,321,830</b>	<b>\$ 1,325,837</b>	<b>2.77%</b>

<b>Funded FTEs</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	11.60	11.60	11.60	11.60	11.60	12.20
Admin/Clerical	3.00	3.00	3.00	3.00	3.00	2.00
Instructional Aide	5.40	5.40	5.40	5.40	5.40	5.40
Trades & Crafts	1.60	1.60	1.60	1.60	1.60	1.60
<b>Total Funded FTEs</b>	<b>22.60</b>	<b>22.60</b>	<b>22.60</b>	<b>22.60</b>	<b>22.60</b>	<b>22.20</b>

<b>Key Service Indicators</b>						
Funded enrollment	117	117	117	117	117	117
Kindergarten preparedness	49%	51%	51%	54%	54%	53%
Home literacy learning packages	351	468	936	936	936	1,053



Revenues		FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>							
<b>30315</b>	<b>Use of Money &amp; Property</b>						
	1010 Interest on deposits	\$ 22,480	\$ 9,745	\$ 5,139	\$ 8,000	\$ 8,000	\$ 5,000
	Subtotal	<u>22,480</u>	<u>9,745</u>	<u>5,139</u>	<u>8,000</u>	<u>8,000</u>	<u>5,000</u>
<b>30316</b>	<b>Charges for Service</b>						
	6951 USDA adult meals	9,588	10,917	11,264	12,000	12,000	13,000
	6954 USDA/CDR child meal suppl	2,000	3,500	3,500	3,500	3,500	4,000
	9000 Lunch tickets-non program	99	105	150	100	100	100
	Subtotal	<u>11,687</u>	<u>14,522</u>	<u>14,914</u>	<u>15,600</u>	<u>15,600</u>	<u>17,100</u>
<b>30317</b>	<b>Fiscal Agent Fees &amp; Admin</b>						
	1060 York contribution/lease	<u>2,192</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>	<u>2,400</u>
	Subtotal	<u>2,192</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>	<u>2,400</u>
<b>30318</b>	<b>Miscellaneous</b>						
	3010 Prior year expenditure refund	-	379	59	-	-	-
	9090-002-004 Col Cap Kiwanis Sum Surv	-	1,287	-	-	-	-
	9090-017 Lifetime Parent Comm Don	-	498	217	-	-	-
	9090-018 Child abuse aware/safety	-	-	400	-	-	-
	9090-001 Kiwanis back packs	1,180	-	-	-	-	-
	9091 Other donations	2,703	742	1,008	-	1,152	-
	9095 Commissions on photo sale	-	-	197	-	-	-
	Subtotal	<u>3,883</u>	<u>2,906</u>	<u>1,881</u>	<u>-</u>	<u>1,152</u>	<u>-</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
	6953 USDA federal reimbursement	49,455	67,710	67,206	73,300	73,300	68,000
	6954 USDA fed reimb CDR	19,227	19,202	22,792	25,300	25,300	23,000
	9000 Head Start-basic program	810,319	836,353	850,025	850,025	850,025	850,025
	9000-300 ARRA program	-	43,330	15,798	-	-	-
	9020 Head Start-training grant	<u>13,000</u>	<u>13,000</u>	<u>16,062</u>	<u>16,062</u>	<u>16,062</u>	<u>16,062</u>
	Subtotal	<u>892,001</u>	<u>979,595</u>	<u>971,883</u>	<u>964,687</u>	<u>964,687</u>	<u>957,087</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>						
	1010 Insurance recovery	-	150	-	-	-	-
	Subtotal	<u>-</u>	<u>150</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	<u>458,330</u>	<u>350,036</u>	<u>224,125</u>	<u>299,588</u>	<u>299,588</u>	<u>250,000</u>
	Subtotal	<u>458,330</u>	<u>350,036</u>	<u>224,125</u>	<u>299,588</u>	<u>299,588</u>	<u>250,000</u>
	Fund Total	<u>\$ 1,390,573</u>	<u>\$ 1,359,162</u>	<u>\$ 1,220,150</u>	<u>\$ 1,290,083</u>	<u>\$ 1,291,235</u>	<u>\$ 1,231,587</u>

**Children & Family Services Fund**  
**Children & Family Services Administration - Activity #81676**

**Budget Comments - FY2013**

Funding for this activity is now reflected in Head Start 81677. Currently, this activity is solely to account for donations and fundraisers received.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 83,420	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	3,480	3,349	2,543	-	28,765	-
Total Expenditures	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ 2,543</u>	<u>\$ -</u>	<u>\$ 28,765</u>	<u>\$ -</u>
<b><u>Funded FTEs</u></b>						
Management	0.50	-	-	-	-	-
Professional/Technical	0.50	-	-	-	-	-
Admin/Clerical	<u>0.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Funded FTEs	<u>1.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81676 Children &amp; Family Services Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 30,557	\$ -	\$ -	\$ -	\$ -	\$ -
1515 Professional & technical salaries	19,855	-	-	-	-	-
1516 Administrative & clerical salaries	12,967	-	-	-	-	-
2100 FICA	4,756	-	-	-	-	-
2200 VRS	8,461	-	-	-	-	-
2300 Health care	6,299	-	-	-	-	-
2400 Group life insurance	525	-	-	-	-	-
Subtotal	<u>83,420</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5510 Personnel development	266	-	-	-	-	-
5850 Mileage expenses	203	-	-	-	-	-
Subtotal	<u>469</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6131 Classroom material & supplies	13	-	-	-	-	-
Subtotal	<u>13</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fundraisers</b>						
8000-004 6-K Run	-	723	-	-	336	-
8000-202-002 Golf Tournament	-	-	-	-	560	-
8000-205-003 5-K Run	-	-	1,135	-	936	-
8000-206-003 5-K Run	-	-	-	-	3,963	-
8000-211 Trailer relocation	-	-	-	-	12,000	-
8110-211 Machinery/Equipment	-	-	-	-	8,000	-
Subtotal	<u>-</u>	<u>723</u>	<u>1,135</u>	<u>-</u>	<u>25,795</u>	<u>-</u>
<b>Donations</b>						
9680 Other Donations	1,424	-	1,008	-	1,152	-
9680-002-004 Col Cap Kiwanis	-	1,287	-	-	-	-
9680-018 Child abuse aware/safety	-	-	400	-	-	-
9680-203-006 Human Race Don-Admin Prin	21	10	-	-	29	-
9680-204-007 State Farm bike/safety	91	375	-	-	-	-
9680-204-010 Wmsbg Comm Health Fdn	3	-	-	-	-	-
9680-205 Miscellaneous	112	-	-	-	-	-
9680-205-010 Wmsbg Comm Health Fdn	55	-	-	-	-	-
9680-206 Miscellaneous	112	-	-	-	-	-
9680-208-015 Father involve-celebrate	-	7	-	-	-	-
9680-209 Miscellaneous	-	759	-	-	520	-
9680-209-001 Col Cap Kiwanis	1,180	-	-	-	-	-
9680-210 Miscellaneous	-	-	-	-	742	-
9680-210-017 Lifetouch Parent Comm	-	188	-	-	310	-
9680-211-017 Lifetouch Parent Comm	-	-	-	-	217	-
Subtotal	<u>2,998</u>	<u>2,626</u>	<u>1,408</u>	<u>-</u>	<u>2,970</u>	<u>-</u>
Activity Total	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ 2,543</u>	<u>\$ -</u>	<u>\$ 28,765</u>	<u>\$ -</u>
Personnel	83,420	-	-	-	-	-
Non-personnel	3,480	3,349	2,543	-	28,765	-
	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ 2,543</u>	<u>\$ -</u>	<u>\$ 28,765</u>	<u>\$ -</u>
	-0.45%	-96.15%	-24.07%	-100.00%	1031.14%	0.00%

**Children & Family Services Fund  
Head Start - Activity #81677**

**Mission**

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

**Goals**

- Increase the local (non-County) level of contribution of in-kind or real dollars for the purposes of providing additional services, enhancing quality and replacing equipment.
- Continue to serve as a resource (training, information) on early childhood development and best practices for the child care community.
- Strengthen families and communities by assisting families with self-sufficiency skills and supporting the health and safety of their family.

**Implementation Strategies**

- Provide an early childhood developmental program utilizing the centered-based, scientific measurable Creative Curriculum providing comprehensive services that emphasizes physical well-being and motor development; personal and social development; a child's approach to learning; language development and cognition and general knowledge.
- Continue marketing through programs and outreach to the community to promote nurturing and attachment; knowledge of parent, child and youth development; parental resilience; social connections and concrete supports for parents.
- Support community initiatives and collaboration to increase quality services to all children.
- Continue to work with families and health care providers to develop and maintain programs that foster healthy habits for families and children.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Capital funding is programmed for the routine replacement of computers, printers and a tape autoloader.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 822,267	\$ 906,908	\$ 898,953	\$ 1,033,906	\$ 1,033,906	\$ 1,054,522
Operating	146,748	200,850	169,152	159,061	162,043	154,637
Capital	<u>23,172</u>	<u>15,205</u>	<u>39,120</u>	<u>3,000</u>	<u>3,000</u>	<u>22,000</u>
Total Expenditures	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,107,225</u>	<u>\$ 1,195,967</u>	<u>\$ 1,198,949</u>	<u>\$ 1,231,159</u>
<b><u>Funded FTEs</u></b>						
Management	0.50	1.00	1.00	1.00	1.00	1.00
Professional/Technical	11.10	11.10	11.10	11.10	11.10	11.70
Admin/Clerical	2.50	3.00	3.00	3.00	3.00	2.00
Instructional Aide	5.40	5.40	5.40	5.40	5.40	5.40
Trades & Crafts	<u>0.54</u>	<u>0.54</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>
Total Funded FTEs	<u>20.04</u>	<u>21.04</u>	<u>21.60</u>	<u>21.60</u>	<u>21.60</u>	<u>21.20</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81677 Head Start</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 30,589	\$ 61,269	\$ -	\$ -	\$ -	\$ -
1513-100 Middle management (Admin)	-	-	61,269	61,269	61,269	64,332
1515 Professional & technical salaries	395,897	418,582	391,158	438,975	457,179	477,549
1515-100 Professional & technical salaries (Admin)	15,394	-	-	-	-	-
1516 Administrative & clerical salaries	37,073	-	-	-	-	-
1516-100 Administrative & clerical salaries (Admin)	20,496	52,885	53,661	77,894	59,690	56,833
1518 Trades & crafts	101,867	126,463	138,829	143,371	143,371	150,024
1531 As required-professional/technical	329	-	-	-	-	-
1533 As required-trades/crafts	6,643	5,389	7,634	5,800	5,800	5,800
1595 Overtime	-	43	-	-	-	-
1595-100 Overtime (Admin)	34	-	-	-	-	-
1599-002 Service Awards Vteam	-	-	25	-	-	-
1599-003 Taxable fringe benefits	-	-	220	-	-	-
1599-003-001 Deduction- taxable fringe	-	-	(205)	-	-	-
1999-999-999-999 Charge out wages- grants	-	-	(40)	-	-	-
2100 FICA	38,639	40,799	39,186	44,993	46,386	48,453
2100-002 FICA- Service awards Vteam	-	-	2	-	-	-
2100-003 FICA- Taxable fringe benefits	-	-	17	-	-	-
2100-100 FICA (Admin)	6,564	8,416	8,450	10,646	9,253	9,269
2200 VRS	70,040	72,999	74,067	82,227	84,797	74,493
2200-100 VRS (Admin)	10,919	15,448	16,294	19,650	17,080	14,382
2300 Health care	75,861	86,227	91,514	124,488	130,586	125,024
2300-100 Health care (Admin)	6,982	14,497	15,100	22,572	16,474	18,480
2400 Group life insurance	4,283	3,211	1,468	1,631	1,682	8,284
2400-100 Group life insurance (Admin)	657	680	323	390	339	1,599
2999-999-999-999 Charge out fringes- grants	-	-	(19)	-	-	-
Subtotal	<u>822,267</u>	<u>906,908</u>	<u>898,953</u>	<u>1,033,906</u>	<u>1,033,906</u>	<u>1,054,522</u>
<b>Contractual Services</b>						
3110 Payment for medical services	647	474	405	1,000	1,000	400
3110-001 Payment for medical services	4,194	-	5,582	6,000	6,000	6,000
3135 Children services license fee	345	-	-	-	-	-
3135-100 Child service license fee (Admin)	-	440	495	450	450	500
3310 Repairs & maintenance	485	-	-	-	-	-
3310-100 Repairs & maintenance (Admin)	-	856	447	500	500	500
3320 Maint service contracts	4,786	-	-	-	-	-
3320-100 Maint service contracts (Admin)	-	5,383	4,474	6,500	6,500	5,000
3500 Printing & binding	420	961	972	1,000	1,000	1,500
3600-100 Advertising (Admin)	-	-	-	500	500	-
3920 Misc contractual services	13,650	17,130	16,545	15,689	15,689	16,274
3920-100 Misc contractual svcs (Admin)	-	221	1,228	400	400	400
Subtotal	<u>24,527</u>	<u>25,465</u>	<u>30,148</u>	<u>32,039</u>	<u>32,039</u>	<u>30,574</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	19,206	14,849	15,020	16,357	16,357	19,927
4210-300 ARRA-Vehicle maintenance	-	198	-	-	-	-
4250 School bus usage	20,442	25,713	26,461	28,000	28,000	28,000
4300 Central store	47	-	-	-	-	-
4300-100 Central store (Admin)	-	95	95	100	100	100
Subtotal	<u>39,695</u>	<u>40,855</u>	<u>41,576</u>	<u>44,457</u>	<u>44,457</u>	<u>48,027</u>
<b>Other Charges</b>						
5210 Postal/messenger service	922	-	-	-	-	-
5210-100 Post/messenger svc (Admin)	-	965	729	1,000	1,000	1,000
5230 Telecommunications	5,093	4,705	4,502	5,000	5,000	5,000
5230-100 Telecommunications (Admin)	-	381	-	1,200	1,200	-
5310-100 Property insurance (Admin)	-	386	-	-	-	-
5310-900 Property insurance-local	5,029	4,762	4,373	4,481	4,481	4,614
5341 Student accident insurance	486	-	-	-	-	-
5341-100 Student accident insurance (Admin)	-	486	486	500	500	500
5350 Unemployment benefit claim	570	-	-	-	-	-
5350-100 Unemployment benefit claim (Admin)	-	624	-	-	-	-
5360 Workers' comp premiums	1,560	-	-	-	-	-
5360-100 Workers' comp premiums (Admin)	-	1,560	1,560	1,525	1,525	1,525
5510 Personnel development	648	4,122	6,464	2,311	2,311	2,300
5510-100 Personnel development (Admin)	385	987	2,602	-	-	2,500
5510-300 ARRA-Creative curric training	-	20,589	2,206	-	-	-
5511 PA20T/TA training	13,000	12,533	16,062	16,062	16,062	16,062
5517 Transport needs/restraint	-	12,132	-	-	-	-
5511-100 PA20T/TA training (Admin)	-	467	-	-	-	-
5810 Dues & memberships	419	-	-	-	-	-
5810-100 Dues & memberships (Admin)	-	451	656	600	600	600
5850 Mileage	6,697	5,525	3,802	4,500	4,500	4,000
5850-001 Mileage parents	-	1,585	461	2,500	2,500	600
5850-100 Mileage (Admin)	-	1,527	1,296	1,500	1,500	1,200
5880 Parent activity expenses	1,001	-	-	-	-	-
5880-001 Parent comm-Griffin Yeates Center	-	648	669	620	620	620
5880-002 Parent comm-Tabb	-	180	161	180	180	180
5880-003 Parent comm-Yorktown	-	200	145	190	190	190
5880-004 Parent comm-Grafton	-	141	194	180	180	180
Subtotal	<u>35,810</u>	<u>74,956</u>	<u>46,368</u>	<u>42,349</u>	<u>42,349</u>	<u>41,071</u>

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Expenditures	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Original	FY2012 Estimated	FY2013 Adopted
	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81677</b>	<b>Head Start</b>					
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,531	-	971	-	-	-
6010-100 Office supplies (Admin)	-	5,249	4,219	5,000	5,000	5,000
6020 Food & food service supplies	3,350	2,290	3,442	3,400	3,400	2,500
6020-300 ARRA-Food & food service supplies	-	4,262	-	-	-	-
6040 Medical/laboratory supply	3,455	2,150	2,723	2,350	2,350	2,300
6041 Mental health supplies	459	779	466	500	500	500
6041-300 ARRA-Health/disability supplies	-	2,000	-	-	-	-
6092 Material/supplies-insurance recovery	-	1,150	-	-	-	-
6110 Uniforms & wearing apparel	-	-	507	700	700	-
6120 Books & subscriptions	99	153	222	165	165	165
6130 Educational & rec supplies	5,998	6,880	6,477	7,800	10,782	6,500
6131 Classroom materials	16,102	6,998	10,318	8,000	8,000	8,000
6131-300 ARRA-Classroom materials	-	7,837	-	-	-	-
6132 Literacy materials	3,493	2,968	2,890	3,500	3,500	2,900
6140 Other operating supplies	4,337	4,552	5,848	4,550	4,550	4,550
6140-001 Disabilities supplies	-	295	92	100	100	100
6140-002 Fatherhood/Male inv sup	70	400	-	200	200	200
6140-010 Volunteer luncheon	-	673	-	700	700	-
6140-300 ARRA-Other operating supplies	-	8,405	-	-	-	-
6140-300-001 ARRA- Gross motor supply	-	-	9,430	-	-	-
6170 Computer mat/supplies	1,509	2,393	875	1,251	1,251	1,250
6171 Small equipment	1,909	-	839	2,000	2,000	1,000
6172 Minor furnishings	1,404	140	567	-	-	-
6172-100 Minor furnishings (Admin)	-	-	1,174	-	-	-
Subtotal	<u>46,716</u>	<u>59,574</u>	<u>51,060</u>	<u>40,216</u>	<u>43,198</u>	<u>34,965</u>
<b>Capital Outlay</b>						
8016 Wiring	-	-	399	-	-	-
8060 Playground	9,968	14,821	-	-	-	-
8110 Machinery/equipment	4,958	-	22,909	-	-	-
8170 Data processing equipment	8,246	384	9,565	3,000	3,000	22,000
8170-100 Data processing equipment (Admin)	-	-	2,047	-	-	-
8180-300 Buildings & grounds	-	-	4,200	-	-	-
Subtotal	<u>23,172</u>	<u>15,205</u>	<u>39,120</u>	<u>3,000</u>	<u>3,000</u>	<u>22,000</u>
Activity Total	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,107,225</u>	<u>\$ 1,195,967</u>	<u>\$ 1,198,949</u>	<u>\$ 1,231,159</u>
Personnel	\$ 822,267	\$ 906,908	\$ 898,953	\$ 1,033,906	\$ 1,033,906	\$ 1,054,522
Non-personnel	169,920	216,055	208,272	162,061	165,043	176,637
	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,107,225</u>	<u>\$ 1,195,967</u>	<u>\$ 1,198,949</u>	<u>\$ 1,231,159</u>
	-1.62%	13.18%	-1.40%	8.01%	8.28%	2.94%

**Children and Family Services Fund  
USDA Food Service - Activity #90971**

**Mission**

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

**Goals**

- Increase the local (non-County) level of contribution of in-kind or real dollars for the purposes of providing additional services, enhancing quality and replacing equipment.
- Continue to serve as a resource (training, information) on early childhood development and best practices for the child care community.
- Strengthen families and communities by assisting families with self-sufficiency skills and supporting the health and safety of their family.

**Implementation Strategies**

- Provide an early childhood developmental program utilizing the centered-based, scientific measurable Creative Curriculum providing comprehensive services that emphasizes physical well-being and motor development; personal and social development; a child's approach to learning; language development and cognition and general knowledge.
- Continue marketing through programs and outreach to the community to promote nurturing and attachment; knowledge of parent, child and youth development; parental resilience; social connections and concrete supports for parents. .
- Support community initiatives and collaboration to increase quality services to all children.
- Continue to work with families and health care providers to develop and maintain programs that foster healthy habits for families and children.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. An increase in funding has been provided for the purchase of food supplies.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 28,710	\$ 60,398	\$ 30,900	\$ 36,916	\$ 36,916	\$ 35,478
Operating	<u>47,426</u>	<u>54,748</u>	<u>57,344</u>	<u>57,200</u>	<u>57,200</u>	<u>59,200</u>
Total Expenditures	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 88,244</u>	<u>\$ 94,116</u>	<u>\$ 94,116</u>	<u>\$ 94,678</u>
<b><u>Funded FTEs</u></b>						
Professional/Technical	-	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	<u>1.06</u>	<u>1.06</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Funded FTEs	<u>1.06</u>	<u>1.56</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>90971</b>	<b>USDA Food Service</b>					
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ -	\$ 20,067	\$ 9,807	\$ 13,761	\$ 13,761	\$ 14,449
1518 Trades & crafts	20,031	20,925	11,773	11,490	11,490	12,065
1533 As required-trades/crafts	11	2,014	1,330	-	-	-
1599 Other pay	-	-	609	-	-	-
2100 FICA	1,407	3,174	1,713	1,932	1,932	2,028
2200 VRS	2,502	5,533	2,885	3,565	3,565	3,147
2300 Health care	4,606	8,424	2,726	6,098	6,098	3,439
2400 Group life insurance	153	261	57	70	70	350
Subtotal	<u>28,710</u>	<u>60,398</u>	<u>30,900</u>	<u>36,916</u>	<u>36,916</u>	<u>35,478</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	99	63	-	-	-	-
3920 Misc contractual services	23,334	30,144	30,658	32,200	32,200	32,200
Subtotal	<u>23,433</u>	<u>30,207</u>	<u>30,658</u>	<u>32,200</u>	<u>32,200</u>	<u>32,200</u>
<b>Materials &amp; Supplies</b>						
6020 Food & food service supplies	23,993	24,541	26,686	25,000	25,000	27,000
Subtotal	<u>23,993</u>	<u>24,541</u>	<u>26,686</u>	<u>25,000</u>	<u>25,000</u>	<u>27,000</u>
Activity Total	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 88,244</u>	<u>\$ 94,116</u>	<u>\$ 94,116</u>	<u>\$ 94,678</u>
Personnel	\$ 28,710	\$ 60,398	\$ 30,900	\$ 36,916	\$ 36,916	\$ 35,478
Non-personnel	47,426	54,748	57,344	57,200	57,200	59,200
	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 88,244</u>	<u>\$ 94,116</u>	<u>\$ 94,116</u>	<u>\$ 94,678</u>
	-12.09%	51.24%	-23.36%	6.65%	6.65%	0.60%

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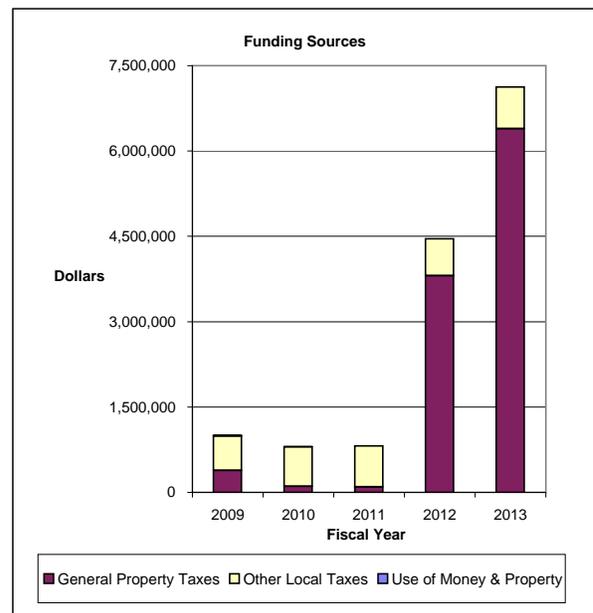
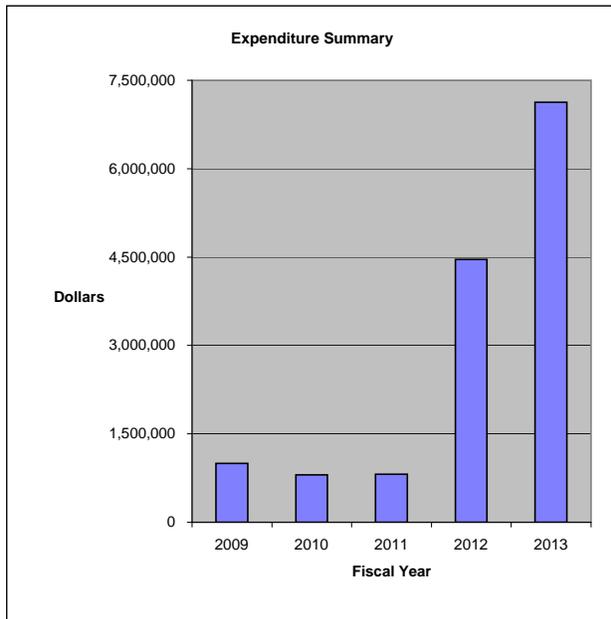
**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT  
FUND 63  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 4,458,141	
Projected FY2012 Expenditures	<u>4,458,141</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
Local	\$ 7,126,719	
Projected FY2013 Expenditures	<u>7,126,719</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u><u>\$ -</u></u>

**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT  
FUND 63**

This fund accounts for the incremental tax revenues, collections of the special assessment levy and payments to the Marquis Community Development Authority's trustee. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b><u>Funding Sources</u></b>							
General Property Taxes	\$ 388,342	\$ 107,796	\$ 96,332	\$ 3,806,141	\$ 3,806,141	\$ 6,390,719	89.67%
Other Local Taxes	603,231	693,204	718,855	650,000	650,000	735,500	10.32%
Use of Money & Property	8,062	2,303	984	2,000	2,000	500	0.01%
<b>Total Funding Sources</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 816,171</b>	<b>\$ 4,458,141</b>	<b>\$ 4,458,141</b>	<b>\$ 7,126,719</b>	<b>100.00%</b>
							%Change Original 2012/ Adopted 2013
<b><u>Expenditure by Activity</u></b>							
Payments to Trustee	\$ 368,567	\$ 527,678	\$ 526,766	\$ 4,154,266	\$ 4,154,266	\$ 6,926,719	66.74%
Transfers to Other Funds	631,068	275,625	289,405	303,875	303,875	200,000	-34.18%
<b>Total Expenditures</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 816,171</b>	<b>\$ 4,458,141</b>	<b>\$ 4,458,141</b>	<b>\$ 7,126,719</b>	<b>59.86%</b>
<b><u>Expenditure by Category</u></b>							
Operating	\$ 999,635	\$ 803,303	\$ 816,171	\$ 4,458,141	\$ 4,458,141	\$ 7,126,719	59.86%
<b>Total Expenditures</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 816,171</b>	<b>\$ 4,458,141</b>	<b>\$ 4,458,141</b>	<b>\$ 7,126,719</b>	<b>59.86%</b>



Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND</b>						
<b>30311</b>	<b>General Property Taxes</b>					
1010 Incremental real estate taxes	\$ 319,272	\$ 16,261	\$ -	\$ 530,000	\$ 530,000	\$ 250,000
3010 Incremental pers prop taxes	69,070	91,535	96,332	91,500	91,500	100,000
9010 Special assessment	-	-	-	3,184,641	3,184,641	6,040,719
Subtotal	<u>388,342</u>	<u>107,796</u>	<u>96,332</u>	<u>3,806,141</u>	<u>3,806,141</u>	<u>6,390,719</u>
<b>30312</b>	<b>Other Local Taxes</b>					
1000 Incremental local sales tax	516,170	564,515	585,542	520,000	520,000	600,000
1200 Incremental meals tax	6,793	8,124	9,328	10,000	10,000	10,500
3010 Incremental occup licenses	80,268	120,565	123,985	120,000	120,000	125,000
Subtotal	<u>603,231</u>	<u>693,204</u>	<u>718,855</u>	<u>650,000</u>	<u>650,000</u>	<u>735,500</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest	8,062	2,303	984	2,000	2,000	500
Subtotal	<u>\$ 8,062</u>	<u>\$ 2,303</u>	<u>\$ 984</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 500</u>
Fund Total	<u>\$ 999,635</u>	<u>\$ 803,303</u>	<u>\$ 816,171</u>	<u>\$ 4,458,141</u>	<u>\$ 4,458,141</u>	<u>\$ 7,126,719</u>

**Community Development Authority Revenue Account**  
**Payments to Trustee and Transfers to Other Funds - Activity #63000 & 90912**

The Marquis Community Development Authority (the "Authority") was created pursuant to the Virginia Water and Waste Authorities Act (the "Act"), beginning with 15.2-5100 *et. seq.* of the Code of Virginia, 1950, by an ordinance adopted by York County's Board of Supervisors on December 19, 2006 as a Community Development Authority to promote and further the purposes of the Act.

The Marquis Community Development Authority District (the "District") consists of a land area of approximately 222.85 acres in York County, Virginia just outside of the City of Williamsburg, Virginia. The Act provides that the Authority may issue bonds to finance infrastructure improvements located within or benefiting the District and the Board of Supervisors, at the request of the Authority, may levy and collect special assessments within the District and appropriate such sums to the Authority for use in paying the administrative expenses and debt service requirements in connection with any such bonds.

On November 28, 2007, the Authority issued \$32,860,000 Revenue Bonds, Series 2007. The principal and interest on the 2007 bonds are not deemed to constitute a pledge of the faith and credit of York County and therefore the faith and credit of York County have not been pledged to the payment of the principal or interest on the 2007 bonds. The issuance of the 2007 bonds does not directly, indirectly or contingently obligate York County to levy any taxes or to make any appropriation for their payment except from the revenues and receipts pledged therefore. Pursuant to the Act, York County is expressly precluded from paying the principal of or interest on the 2007 bonds except from the special assessments and the incremental tax revenues collected.

The Authority will cause incremental tax revenues to be collected and deposited in accordance with the Indenture and a Memorandum of Understanding with York County. This fund provides for a separate account into which the County will deposit incremental taxes and special assessment revenues generated by the Marquis Lifestyle Center. The County will then disburse those funds to the Trustee on behalf of the Authority, to be used for debt service on the bonds and administrative expenses.

**Budget Comments - FY2013**

Funding reflects payments of incremental tax revenues to be applied to debt service on the outstanding bonds, based on the maturity schedule. These payments will be made to the Authority's trustee.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 999,635	\$ 803,303	\$ 816,171	\$ 4,458,141	\$ 4,458,141	\$ 7,126,719
Total Expenditures	\$ 999,635	\$ 803,303	\$ 816,171	\$ 4,458,141	\$ 4,458,141	\$ 7,126,719

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND</b>						
<b>63000</b>	<b>Payments to Trustee</b>					
9110 Principal on debt	\$ -	\$ -	\$ -	\$ 2,480,000	\$ 2,480,000	\$ 5,325,000
9120 Interest on debt	-	527,678	526,766	1,674,266	1,674,266	1,601,719
9900 Revenue Stabilization Fund	<u>368,567</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 368,567</u>	<u>\$ 527,678</u>	<u>\$ 526,766</u>	<u>\$ 4,154,266</u>	<u>\$ 4,154,266</u>	<u>\$ 6,926,719</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>368,567</u>	<u>527,678</u>	<u>526,766</u>	<u>4,154,266</u>	<u>4,154,266</u>	<u>6,926,719</u>
	<u>\$ 368,567</u>	<u>\$ 527,678</u>	<u>\$ 526,766</u>	<u>\$ 4,154,266</u>	<u>\$ 4,154,266</u>	<u>\$ 6,926,719</u>
	1512.77%	43.17%	-0.17%	688.64%	688.64%	66.74%

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND**

**90912 Transfers to Other Funds**

9010 General Fund-svcs to proj area	\$ 262,501	\$ 275,625	\$ 289,405	\$ 303,875	\$ 303,875	\$ 200,000
9079 County Capital Fund	368,567	-	-	-	-	-
Activity Total	<u>\$ 631,068</u>	<u>\$ 275,625</u>	<u>\$ 289,405</u>	<u>\$ 303,875</u>	<u>\$ 303,875</u>	<u>\$ 200,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	631,068	275,625	289,405	303,875	303,875	200,000
	<u>\$ 631,068</u>	<u>\$ 275,625</u>	<u>\$ 289,405</u>	<u>\$ 303,875</u>	<u>\$ 303,875</u>	<u>\$ 200,000</u>
	77.42%	-56.32%	5.00%	5.00%	5.00%	-34.18%

**COUNTY DEBT SERVICE  
FUND 80  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues		
Other financing sources	\$ 3,035,565	
Projected FY2012 Expenditures	<u>3,035,565</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
Other financing sources	\$ 3,355,527	
Projected FY2013 Expenditures	<u>3,355,527</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u><u>\$ -</u></u>

**COUNTY DEBT SERVICE  
FUND 80**

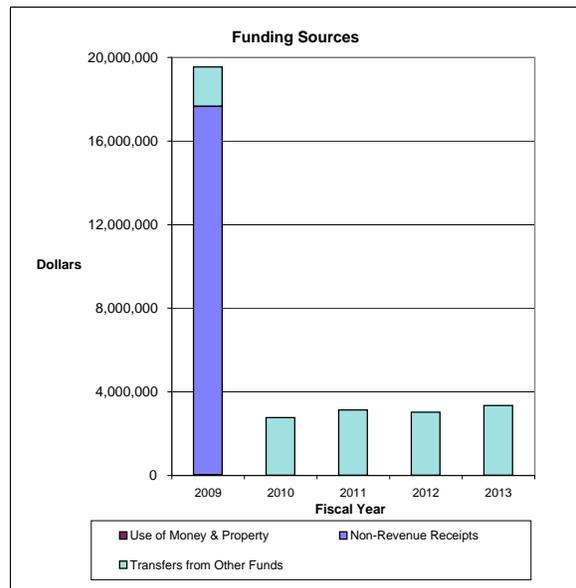
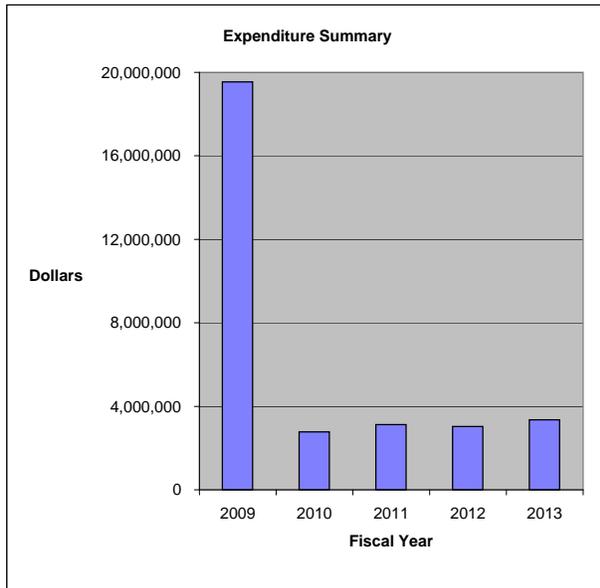
This fund accounts for the issuance and repayment of debt for the County's public buildings, facilities and equipment. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Actual <u>Amount</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>	% of Total FY2013 Funding <u>Sources</u>
<b>Funding Sources</b>							
Use of Money & Property	\$ 24,240	\$ 5,876	\$ 11	\$ -	\$ -	\$ -	0.00%
Non-Revenue Receipts	17,626,139	-	-	-	-	-	0.00%
Transfers from Other Funds	1,887,518	2,763,899	3,128,346	3,035,565	3,035,565	3,355,527	100.00%
<b>Total Funding Sources</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,128,357</b>	<b>\$ 3,035,565</b>	<b>\$ 3,035,565</b>	<b>\$ 3,355,527</b>	<b>100.00%</b>

							%Change Original 2012/ <u>Adopted 2013</u>
<b>Expenditure by Activity</b>							
Lease Revenue Bonds:							
Emergency Communication System/Building	735,991	1,295,275	737,181	738,540	738,540	735,178	-0.46%
Yorktown Revitalization	559,496	-	560,444	561,460	561,460	558,922	-0.45%
Sports Field Complex	624,111	844,558	1,370,673	1,372,794	1,372,794	1,376,963	0.30%
COPS Refinancing	429,861	435,612	435,206	174,307	174,307	-	-100.00%
Underground Utilities	-	-	-	-	-	496,000	100.00%
Capital Leases:							
Customer Premise Equip/Computer Aided Dispatch	163,611	163,611	-	163,610	163,610	163,610	0.00%
Fire Station Signaling Equipment	-	24,853	24,853	24,854	24,854	24,854	0.00%
Transfers to Other Funds:							
Capital Project Funds	17,024,827	5,866	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,128,357</b>	<b>\$ 3,035,565</b>	<b>\$ 3,035,565</b>	<b>\$ 3,355,527</b>	<b>10.54%</b>

<b>Expenditure by Category</b>							
Operating	\$ 19,537,897	\$ 2,769,775	\$ 3,128,357	\$ 3,035,565	\$ 3,035,565	\$ 3,355,527	
<b>Total Expenditures</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,128,357</b>	<b>\$ 3,035,565</b>	<b>\$ 3,035,565</b>	<b>\$ 3,355,527</b>	<b>10.54%</b>

<b>Key Service Indicators</b>						
Outstanding principal	\$ 32,316,633	\$ 31,003,274	\$ 31,981,737	\$ 30,377,377	\$ 37,377,377	\$ 35,873,845



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>COUNTY DEBT SERVICE FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1014 Interest \$17.380 escrow	\$ 1,442	\$ 10	\$ 11	\$ -	\$ -	\$ -
1016 Interest \$17.230 escrow	<u>22,798</u>	<u>5,866</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>24,240</u>	<u>5,876</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
4002 VRA Bonds	17,230,000	-	-	-	-	-
4003 VRA Bond Premium	<u>396,139</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>17,626,139</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008 Tourism Fund	558,421	558,350	560,444	559,213	561,460	558,922
1010 General Fund	1,329,097	2,205,549	2,567,902	2,476,352	2,474,105	2,300,605
1079 County Capital Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>496,000</u>
Subtotal	<u>1,887,518</u>	<u>2,763,899</u>	<u>3,128,346</u>	<u>3,035,565</u>	<u>3,035,565</u>	<u>3,355,527</u>
Fund Total	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,128,357</u>	<u>\$ 3,035,565</u>	<u>\$ 3,035,565</u>	<u>\$ 3,355,527</u>

**County Debt Service Fund**  
**County Debt Service Activities**

**Budget Comments - FY2013**

There are no new borrowings planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 19,537,897	\$ 2,769,775	\$ 3,128,357	\$ 3,035,565	\$ 3,035,565	\$ 3,355,527
Total Expenditures	\$ 19,537,897	\$ 2,769,775	\$ 3,128,357	\$ 3,035,565	\$ 3,035,565	\$ 3,355,527

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>COUNTY DEBT SERVICE FUND</b>						
<b>90323</b>	<b>Emergency Communication System/Building</b>					
9110 Principal	\$ 417,565	\$ 755,000	\$ 443,118	\$ 457,320	\$ 457,320	\$ 471,523
9120 Interest	317,001	537,775	292,643	278,242	278,242	262,235
9125 Other debt service	1,425	2,500	1,420	2,978	2,978	1,420
Subtotal	<u>735,991</u>	<u>1,295,275</u>	<u>737,181</u>	<u>738,540</u>	<u>738,540</u>	<u>735,178</u>
<b>90324</b>	<b>Customer Premise Equip/Computer Aided Dispatch</b>					
9110 Principal	138,359	144,281	-	43,785	43,785	52,164
9120 Interest	25,252	19,330	-	119,825	119,825	111,446
Subtotal	<u>163,611</u>	<u>163,611</u>	<u>-</u>	<u>163,610</u>	<u>163,610</u>	<u>163,610</u>
<b>90325</b>	<b>Yorktown Revitalization</b>					
9110 Principal	317,435	-	336,882	347,680	347,680	358,477
9120 Interest	240,986	-	222,482	211,534	211,534	199,365
9125 Other debt service	1,075	-	1,080	2,246	2,246	1,080
Subtotal	<u>559,496</u>	<u>-</u>	<u>560,444</u>	<u>561,460</u>	<u>561,460</u>	<u>558,922</u>
<b>90327</b>	<b>Fire Station Signaling Equipment</b>					
9110 Principal	-	19,078	19,812	20,576	20,576	21,368
9120 Interest	-	5,775	5,041	4,278	4,278	3,486
Subtotal	<u>-</u>	<u>24,853</u>	<u>24,853</u>	<u>24,854</u>	<u>24,854</u>	<u>24,854</u>
<b>90913</b>	<b>Sports Field Complex</b>					
8099 Issue cost	197,297	-	-	-	-	-
8099-001 Underwriter discount	96,218	-	-	-	-	-
9110 Principal	-	-	540,000	570,000	570,000	600,000
9120 Interest	330,596	844,075	830,238	801,794	801,794	775,963
9125 Other debt service	-	483	435	1,000	1,000	1,000
9279 Transfer to County Capital Fund	17,024,827	5,866	-	-	-	-
Subtotal	<u>17,648,938</u>	<u>850,424</u>	<u>1,370,673</u>	<u>1,372,794</u>	<u>1,372,794</u>	<u>1,376,963</u>
<b>90915</b>	<b>Underground Utilities</b>					
9120 Interest	-	-	-	-	-	495,000
9125 Other debt service	-	-	-	-	-	1,000
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>496,000</u>
<b>90987</b>	<b>COPS Refinancing</b>					
9110 Principal	375,000	395,000	410,000	165,000	165,000	-
9120 Interest	52,861	38,612	23,206	6,807	6,807	-
9125 Other debt service	2,000	2,000	2,000	2,500	2,500	-
Subtotal	<u>429,861</u>	<u>435,612</u>	<u>435,206</u>	<u>174,307</u>	<u>174,307</u>	<u>-</u>
Activity Total	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,128,357</u>	<u>\$ 3,035,565</u>	<u>\$ 3,035,565</u>	<u>\$ 3,355,527</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>19,537,897</u>	<u>2,769,775</u>	<u>3,128,357</u>	<u>3,035,565</u>	<u>3,035,565</u>	<u>3,355,527</u>
	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,128,357</u>	<u>\$ 3,035,565</u>	<u>\$ 3,035,565</u>	<u>\$ 3,355,527</u>
	809.30%	-85.82%	12.95%	-2.97%	-2.97%	10.54%

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**SCHOOL DEBT SERVICE  
FUND 81  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues		
Local	\$ -	
State and Federal	59,472	
Other financing sources	<u>16,358,082</u>	
Total		\$ 16,417,554
Projected FY2012 Expenditures		<u>16,417,554</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
State and Federal	\$ 59,472	
Other financing sources	<u>8,211,663</u>	
Total		\$ 8,271,135
Projected FY2013 Expenditures		<u>8,271,135</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u>\$ -</u>

**SCHOOL DEBT SERVICE  
FUND 81**

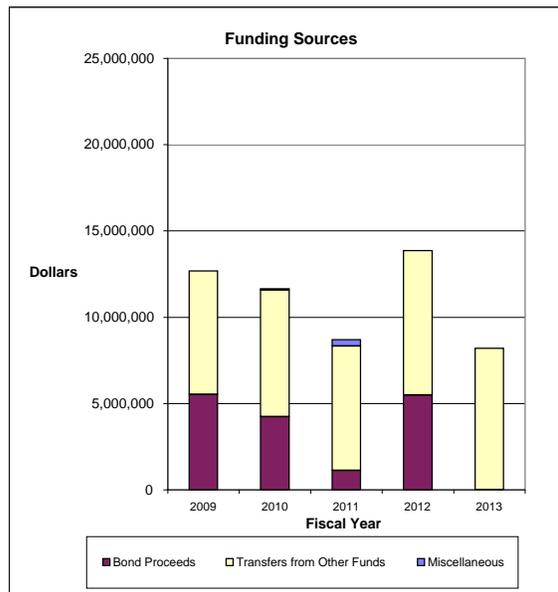
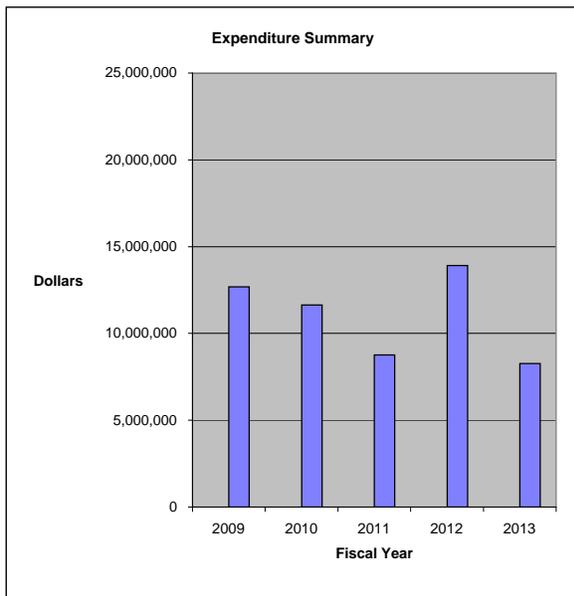
This fund accounts for the issuance and repayment of debt for the construction and maintenance of educational facilities. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Miscellaneous	\$ -	\$ 59,652	\$ 372,220	\$ -	\$ -	\$ -	0.00%
Federal Aid	-	-	53,360	59,472	59,472	59,472	0.72%
Bond Proceeds	5,527,552	4,246,222	1,120,000	5,500,000	8,000,000	-	0.00%
School Support	505,362	505,580	505,662	505,610	505,610	505,421	6.11%
Transfers from Other Funds	6,655,507	6,833,240	6,706,559	7,852,472	7,852,472	7,706,242	93.17%
<b>Total Funding Sources</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 8,757,801</b>	<b>\$ 13,917,554</b>	<b>\$ 16,417,554</b>	<b>\$ 8,271,135</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Literary Loans:							
Magruder/Coventry Gym/Property	\$ 116,000	\$ 112,000	\$ 108,000	\$ 104,000	\$ 104,000	\$ -	-100.00%
General Obligation Bonds:							
Grafton High/Middle Complex Phase I	179,700	132,735	92,625	59,125	59,125	22,250	-62.37%
VPSA Refinancing 1993	289,933	134,696	-	-	-	-	0.00%
Tabb High/Grafton Bethel/Dare/Magruder/Waller Mill	1,214,676	1,214,016	1,211,216	1,212,224	1,212,224	1,211,962	-0.02%
Refunding/Grafton Complex	2,035,625	2,040,375	2,046,000	2,058,125	2,058,125	2,064,500	0.31%
Bruton High	598,500	600,893	597,772	599,140	599,140	599,449	0.05%
Queens Lake Middle	309,585	312,190	309,412	311,047	311,047	307,298	-1.21%
York High/School Board Office	1,171,913	1,171,285	1,174,255	1,175,695	1,175,695	1,172,233	-0.29%
York Middle/New Horizons	843,259	844,899	845,519	845,619	845,619	844,199	-0.17%
Dare/Magruder/Yorktown Elementary	35,150	433,704	435,835	436,655	436,655	433,518	-0.72%
Dare/Mt Vernon/Tabb High	-	53,271	296,383	294,923	294,923	294,725	-0.07%
QSCB Grafton Bethel	-	-	142,617	125,472	125,472	125,472	0.00%
Covtry HVAC/Gr Beth Rf/Covtry Gym Rf/New Horiz	-	-	-	802,000	802,000	802,000	0.00%
HVAC/Tabb E Clsrms/Grafton Gym	-	-	-	-	-	-	-
Refunding Notes:							
VRS Refinancing	393,528	393,529	393,529	393,529	393,529	393,529	0.00%
Transfers to Other Funds:							
School Capital Fund	5,500,552	4,201,101	1,104,638	5,500,000	8,000,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 8,757,801</b>	<b>\$ 13,917,554</b>	<b>\$ 16,417,554</b>	<b>\$ 8,271,135</b>	<b>-40.57%</b>

<b>Expenditure by Category</b>							
Operating	\$ 12,688,421	\$ 11,644,694	\$ 8,757,801	\$ 13,917,554	\$ 16,417,554	\$ 8,271,135	
<b>Total Expenditures</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 8,757,801</b>	<b>\$ 13,917,554</b>	<b>\$ 16,417,554</b>	<b>\$ 8,271,135</b>	<b>-40.57%</b>

<b>Key Service Indicators</b>						
Outstanding principal	\$ 60,315,440	\$ 60,051,604	\$ 56,446,781	\$ 58,684,392	\$ 59,484,392	\$ 54,417,739



Revenues		FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SCHOOL DEBT SERVICE FUND</b>							
<b>30318</b>	<b>Miscellaneous</b>						
	9090 Miscellaneous local	\$ -	\$ 59,652	\$ 372,220	\$ -	\$ -	\$ -
	Subtotal	<u>-</u>	<u>59,652</u>	<u>372,220</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Categorical Aid</b>						
	1001-300 Qual School Const Bonds Tax Credit	-	-	53,360	59,472	59,472	59,472
	Subtotal	<u>-</u>	<u>-</u>	<u>53,360</u>	<u>59,472</u>	<u>59,472</u>	<u>59,472</u>
<b>30341</b>	<b>Bond Proceeds</b>						
	4016 VPSA Bonds	5,400,000	4,180,000	1,120,000	5,500,000	8,000,000	-
	4017 VPSA Premium	127,552	66,222	-	-	-	-
	Subtotal	<u>5,527,552</u>	<u>4,246,222</u>	<u>1,120,000</u>	<u>5,500,000</u>	<u>8,000,000</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	6,655,507	6,833,240	6,706,559	7,852,472	7,852,472	7,706,242
	1050 School Operating Fund-VRS Debt	393,528	393,528	393,528	393,529	393,529	393,529
	1050-002 School Operating Fund-New Horizons	111,834	112,052	112,134	112,081	112,081	111,892
	Subtotal	<u>7,160,869</u>	<u>7,338,820</u>	<u>7,212,221</u>	<u>8,358,082</u>	<u>8,358,082</u>	<u>8,211,663</u>
	Fund Total	<u>\$ 12,688,421</u>	<u>\$ 11,644,694</u>	<u>\$ 8,757,801</u>	<u>\$ 13,917,554</u>	<u>\$ 16,417,554</u>	<u>\$ 8,271,135</u>

**School Debt Service Fund  
School Debt Service Activities**

**Budget Comments - FY2013**

There are no new borrowings planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 12,688,421	\$ 11,644,694	\$ 8,757,801	\$ 13,917,554	\$ 16,417,554	\$ 8,271,135
Total Expenditures	\$ 12,688,421	\$ 11,644,694	\$ 8,757,801	\$ 13,917,554	\$ 16,417,554	\$ 8,271,135

Expenditures		FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SCHOOL DEBT SERVICE FUND</b>							
<b>90944</b>	<b>Lit Loan</b>	<b>Magruder/Coventry Gym/Property</b>					
	9110 Principal	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
	9120 Interest	16,000	12,000	8,000	4,000	4,000	-
	Subtotal	116,000	112,000	108,000	104,000	104,000	-
<b>90947</b>	<b>GOB</b>	<b>Grafton High/Middle Complex Phase I</b>					
	9110 Principal	160,000	120,000	85,000	55,000	55,000	20,000
	9120 Interest	19,200	12,235	7,125	3,625	3,625	1,750
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	179,700	132,735	92,625	59,125	59,125	22,250
<b>90948</b>	<b>GOB</b>	<b>VPSA Refinancing 1993</b>					
	9110 Principal	270,000	130,000	-	-	-	-
	9120 Interest	19,433	4,696	-	-	-	-
	9125 Other debt service	500	-	-	-	-	-
	Subtotal	289,933	134,696	-	-	-	-
<b>90951</b>	<b>GOB</b>	<b>Tabb High/Grafton Bethel/Dare/Magruder/Waller Mill</b>					
	9110 Principal	740,000	780,000	820,000	865,000	865,000	910,000
	9120 Interest	474,176	433,516	390,716	346,724	346,724	301,462
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	1,214,676	1,214,016	1,211,216	1,212,224	1,212,224	1,211,962
<b>90952</b>	<b>Refunding Note</b>	<b>VRS Refinancing</b>					
	9110 Principal	259,318	278,836	299,823	322,389	322,389	346,654
	9120 Interest	134,210	114,693	93,706	71,140	71,140	46,875
	Subtotal	393,528	393,529	393,529	393,529	393,529	393,529
<b>90953</b>	<b>GOB</b>	<b>Refunding/Grafton Complex</b>					
	9111 Principal-2001 Issue	1,465,000	1,545,000	1,630,000	1,725,000	1,725,000	1,820,000
	9121 Interest-2001 Issue	570,625	495,375	416,000	332,125	332,125	243,500
	9125 Other debt service	-	-	-	1,000	1,000	1,000
	Subtotal	2,035,625	2,040,375	2,046,000	2,058,125	2,058,125	2,064,500
<b>90954</b>	<b>VPSA</b>	<b>Bruton High</b>					
	8099-203 Refinancing Cost						
	9110 Principal	300,000	315,000	325,000	340,000	340,000	355,000
	9120 Interest	298,000	285,393	272,272	258,640	258,640	243,949
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	598,500	600,893	597,772	599,140	599,140	599,449
<b>90955</b>	<b>VPSA</b>	<b>Queens Lake Middle</b>					
	9110 Principal	140,000	150,000	155,000	165,000	165,000	170,000
	9120 Interest	169,085	161,690	153,912	145,547	145,547	136,798
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	309,585	312,190	309,412	311,047	311,047	307,298
<b>90956</b>	<b>VPSA</b>	<b>York High/School Board Office</b>					
	9110 Principal	490,000	515,000	545,000	575,000	575,000	600,000
	9120 Interest	681,413	655,785	628,755	600,195	600,195	571,733
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	1,171,913	1,171,285	1,174,255	1,175,695	1,175,695	1,172,233
<b>90957</b>	<b>VPSA</b>	<b>York Middle/New Horizons</b>					
	9110 Principal	350,000	370,000	390,000	410,000	410,000	430,000
	9120 Interest	492,759	474,399	455,019	434,619	434,619	413,199
	9125 Other debt service	500	500	500	1,000	1,000	1,000
	Subtotal	843,259	844,899	845,519	845,619	845,619	844,199
<b>90958</b>	<b>VPSA</b>	<b>Dare/Magruder/Yorktown Elementary</b>					
	8099 Issue costs	34,500	-	-	-	-	-
	9110 Principal	-	140,000	175,000	185,000	185,000	190,000
	9120 Interest	-	293,054	260,185	251,005	251,005	242,868
	9125 Other debt service	650	650	650	650	650	650
	Subtotal	35,150	433,704	435,835	436,655	436,655	433,518
<b>90959</b>	<b>VPSA</b>	<b>Dare/Mt Vernon/Tabb High</b>					
	8099 Issue costs	-	52,621	-	-	-	-
	9110 Principal	-	-	135,000	155,000	155,000	160,000
	9120 Interest	-	-	160,733	138,923	138,923	133,725
	9125 Other debt service	-	650	650	1,000	1,000	1,000
	Subtotal	-	53,271	296,383	294,923	294,923	294,725
<b>90960</b>	<b>VPSA</b>	<b>QSCB Grafton Bethel</b>					
	8099 Issue costs	-	-	13,404	-	-	-
	8099-001 Underwriter discount	-	-	10,853	-	-	-
	9110 Principal	-	-	65,000	65,000	65,000	65,000
	9120 Interest	-	-	53,360	59,472	59,472	59,472
	9125 Other debt service	-	-	-	1,000	1,000	1,000
	Subtotal	-	-	142,617	125,472	125,472	125,472
<b>90961</b>	<b>VPSA</b>	<b>Covtry HVAC/Gr Beth Rf/Covtry Gym Rf/New Horiz HVAC/Tabb E CIsrms/Grafton Gym</b>					
	9120 Interest	-	-	-	800,000	800,000	800,000
	9125 Other debt service	-	-	-	2,000	2,000	2,000
	Subtotal	-	-	-	802,000	802,000	802,000
<b>90999</b>		<b>Transfers To Other Funds</b>					
	9270 School Capital Fund	5,500,552	4,201,101	1,104,638	5,500,000	8,000,000	-
	Subtotal	5,500,552	4,201,101	1,104,638	5,500,000	8,000,000	-
	Activity Total	\$ 12,688,421	\$ 11,644,694	\$ 8,757,801	\$ 13,917,554	\$ 16,417,554	\$ 8,271,135
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	12,688,421	11,644,694	8,757,801	13,917,554	16,417,554	8,271,135
		\$ 12,688,421	\$ 11,644,694	\$ 8,757,801	\$ 13,917,554	\$ 16,417,554	\$ 8,271,135
		69.94%	-8.23%	-24.79%	58.92%	87.46%	-40.57%

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**STORMWATER MANAGEMENT  
FUND 26  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 1,101,066
Projected FY2012 Revenues		
Local	\$ 18,500	
State & Federal	1,547,844	
Other financing sources	<u>870,000</u>	
Total		\$ 2,436,344
Projected FY2012 Expenditures		<u>4,202,855</u>
Net Change		<u>(1,766,511)</u>
Projected Fund Balance 6/30/2012		\$ (665,445)
Projected FY2013 Revenues		
Local	\$ 14,200	
State & Federal	100,000	
Other financing sources	<u>870,000</u>	
Total		\$ 984,200
Projected FY2013 Expenditures		<u>421,792</u>
Net Change		<u>562,408</u>
Projected Fund Balance 6/30/2013		<u><u>\$ (103,037)</u></u>

**STORMWATER MANAGEMENT  
FUND 26**

This fund accounts for the revenue and expenditures for stormwater projects. This is accomplished through the division below. Individual division details follow this summary page.

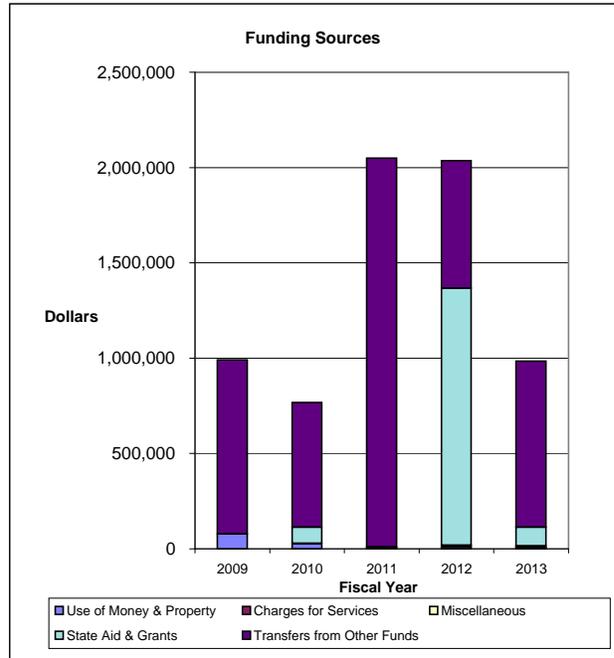
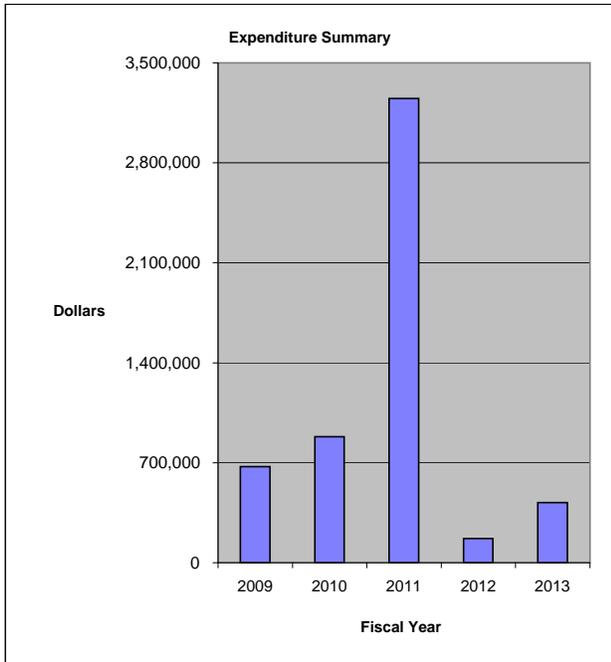
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 78,085	\$ 26,880	\$ 8,903	\$ 10,500	\$ 10,500	\$ 6,200	0.63%
Charges for Services	-	475	550	8,000	8,000	8,000	0.81%
Miscellaneous	480	835	-	-	-	-	0.00%
State Aid & Grants	-	85,000	-	1,347,844	1,547,844	100,000	10.17%
Transfers from Other Funds	912,572	654,606	2,040,124	670,000	870,000	870,000	88.40%
<b>Total Funding Sources</b>	<b>\$ 991,137</b>	<b>\$ 767,796</b>	<b>\$ 2,049,577</b>	<b>\$ 2,036,344</b>	<b>\$ 2,436,344</b>	<b>\$ 984,200</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Capital Projects	\$ 673,061	\$ 883,068	\$ 3,249,941	\$ 168,785	\$ 4,202,855	\$ 421,792	149.90%
<b>Total Expenditures</b>	<b>\$ 673,061</b>	<b>\$ 883,068</b>	<b>\$ 3,249,941</b>	<b>\$ 168,785</b>	<b>\$ 4,202,855</b>	<b>\$ 421,792</b>	<b>149.90%</b>

<b>Expenditure by Category</b>							
Operating	\$ 9,935	\$ 22,321	\$ 9,935	\$ 10,785	\$ 23,661	\$ 13,792	27.88%
Capital	663,126	860,747	3,240,006	158,000	4,179,194	408,000	158.23%
<b>Total Expenditures</b>	<b>\$ 673,061</b>	<b>\$ 883,068</b>	<b>\$ 3,249,941</b>	<b>\$ 168,785</b>	<b>\$ 4,202,855</b>	<b>\$ 421,792</b>	<b>149.90%</b>

**Key Service Indicators**

Number of projects	4	4	7	-	9	1
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Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>STORMWATER MANAGEMENT FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 78,085	\$ 26,880	\$ 8,903	\$ 10,500	\$ 10,500	\$ 6,200
Subtotal	<u>78,085</u>	<u>26,880</u>	<u>8,903</u>	<u>10,500</u>	<u>10,500</u>	<u>6,200</u>
<b>30316</b>	<b>Charges for Services</b>					
5550 Maint-stormwater pond	-	475	550	1,000	1,000	1,000
5550-001 Dredging-stormwater pond	-	-	-	7,000	7,000	7,000
Subtotal	<u>-</u>	<u>475</u>	<u>550</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
9090 Miscellaneous local	480	835	-	-	-	-
Subtotal	<u>480</u>	<u>835</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30324</b>	<b>State Aid &amp; Grants</b>					
8745-204-002 VDOT Rt 171 Culvert (Tabb)	-	85,000	-	-	-	-
8745-207-001 VDOT Brandywine	-	-	-	310,270	310,270	-
8745-209-001 VDOT Moore's Creek	-	-	-	607,574	607,574	-
8745-210-001 VDOT Edgehill North	-	-	-	350,000	350,000	-
8745-211-001 VDOT Cook Rd/Falcon Rd	-	-	-	80,000	80,000	-
8745-213-001 VDOT Victory Industrial Pk	-	-	-	-	100,000	-
8745-213-002 VDOT Edgehill North-supplemental	-	-	-	-	100,000	-
8745-213-003 VDOT Dare Elem (N Constitution Dr)	-	-	-	-	-	100,000
Subtotal	<u>-</u>	<u>85,000</u>	<u>-</u>	<u>1,347,844</u>	<u>1,547,844</u>	<u>100,000</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund (CIP)	200,000	150,000	150,000	150,000	150,000	150,000
1010-001 General Fund (Meals Tax)	512,572	504,606	525,124	520,000	520,000	520,000
1079 County Capital Fund (Rev Share)	200,000	-	165,000	-	200,000	200,000
1079-001 County Capital Fund	-	-	1,200,000	-	-	-
Subtotal	<u>912,572</u>	<u>654,606</u>	<u>2,040,124</u>	<u>670,000</u>	<u>870,000</u>	<u>870,000</u>
Fund Total	<u>\$ 991,137</u>	<u>\$ 767,796</u>	<u>\$ 2,049,577</u>	<u>\$ 2,036,344</u>	<u>\$ 2,436,344</u>	<u>\$ 984,200</u>

**Stormwater Management Projects  
Capital Projects - Activity #90912**

**Budget Comments - FY2013**

Funding is provided for minor drainage projects (\$150,000), payment for services to HRPDC, maintenance of the Lowe's stormwater pond, purchase of equipment (small excavator \$60,000 & a dump truck replacement \$90,000) and for the Coventry Boulevard project (\$100,000).

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 9,935	\$ 22,321	\$ 9,935	\$ 10,785	\$ 23,661	\$ 13,792
Capital	<u>663,126</u>	<u>860,747</u>	<u>3,240,006</u>	<u>158,000</u>	<u>4,179,194</u>	<u>408,000</u>
Total Expenditures	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 3,249,941</u>	<u>\$ 168,785</u>	<u>\$ 4,202,855</u>	<u>\$ 421,792</u>

Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>STORMWATER MANAGEMENT FUND</b>						
<b>Contractual Services</b>						
3820 HRPDC	\$ 9,935	\$ 9,935	\$ 9,935	\$ 10,785	\$ 23,661	\$ 13,792
3820-001 HRPDC Bacteria Study	-	12,386	-	-	-	-
Subtotal	<u>9,935</u>	<u>22,321</u>	<u>9,935</u>	<u>10,785</u>	<u>23,661</u>	<u>13,792</u>
<b>Capital Projects</b>						
90912-8500 Machinery/equipment	85,315	-	-	-	-	150,000
90912 Drainage Improvement Project	104,931	145,395	108,910	150,000	358,461	150,000
90913 Lowe's/Wal-mart stormwater pond	-	475	550	8,000	50,000	8,000
91609 Lakeside Forest sewer system line	-	-	-	-	102,650	-
91610 Brandywine Subdvsn sewer system	283,797	101,153	982,591	-	-	-
91611 Moores Creek	80,469	505,604	1,519,942	-	600,000	-
91624 Cook Rd/Falcon Rd	-	-	206	-	288,532	-
91625 Edgehill North Outfall	-	34,893	18,919	-	1,083,031	-
91626 Edgehill/Ft Eustis Drainage	105,214	73,227	569,595	-	-	-
91631 Tabb Lakes Drainage Improvements	-	-	-	-	510,813	-
91632 Victory Industrial Park	3,400	-	39,088	-	260,912	-
91638 Dare Elementary	-	-	205	-	924,795	-
91639 Coventry Blvd	-	-	-	-	-	100,000
Subtotal	<u>663,126</u>	<u>860,747</u>	<u>3,240,006</u>	<u>158,000</u>	<u>4,179,194</u>	<u>408,000</u>
Activity Total	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 3,249,941</u>	<u>\$ 168,785</u>	<u>\$ 4,202,855</u>	<u>\$ 421,792</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>673,061</u>	<u>883,068</u>	<u>3,249,941</u>	<u>168,785</u>	<u>4,202,855</u>	<u>421,792</u>
	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 3,249,941</u>	<u>\$ 168,785</u>	<u>\$ 4,202,855</u>	<u>\$ 421,792</u>
	5.57%	31.20%	268.03%	-94.81%	29.32%	149.90%

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**YORKTOWN CAPITAL IMPROVEMENTS  
FUND 78  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ (7,516,704)
Projected FY2012 Revenues		
Other financing sources	\$ 100,000	
Projected FY2012 Expenditures	<u>274,357</u>	
Net Change		<u>(174,357)</u>
Projected Fund Balance 6/30/2012		\$ (7,691,061)
Projected FY2013 Revenues		
Other financing sources	\$ 100,000	
Projected FY2013 Expenditures	<u>-</u>	
Net Change		<u>100,000</u>
Projected Fund Balance 6/30/2013		<u>\$ (7,591,061)</u>

**YORKTOWN CAPITAL IMPROVEMENTS  
FUND 78**

This fund accounts for the revenues and expenditures relating to the County's capital improvement program, specifically for the waterfront. This is accomplished through the divisions below. Individual division details follow this summary page.

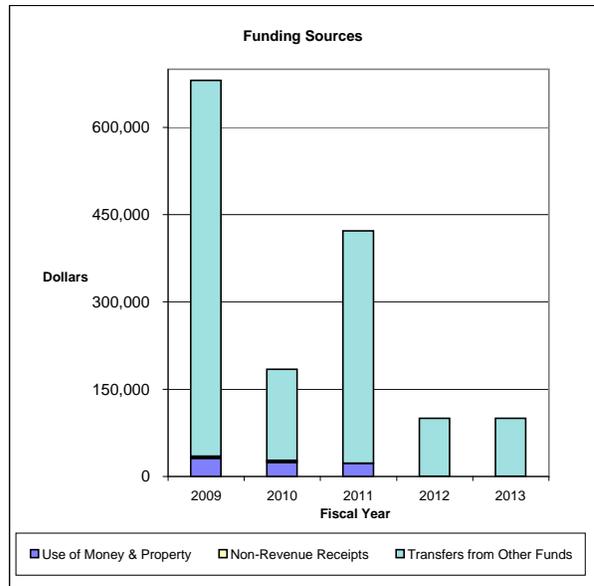
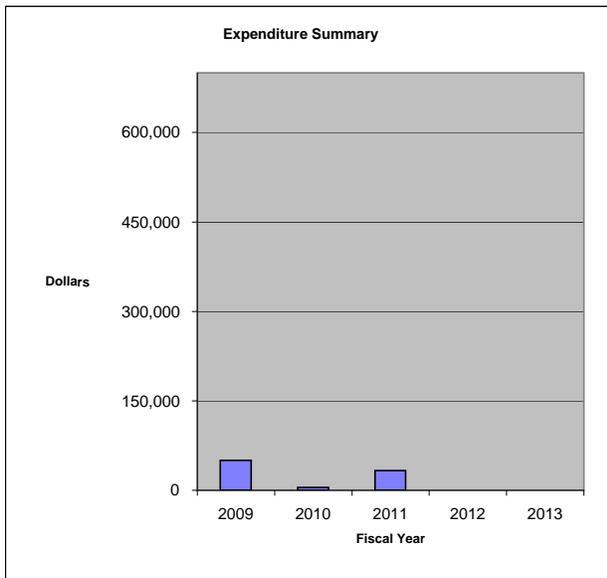
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 31,178	\$ 24,303	\$ 22,341	\$ -	\$ -	\$ -	0.00%
Non-Revenue Receipts	3,028	2,800	-	-	-	-	0.00%
Transfers from Other Funds	646,811	156,981	400,000	100,000	100,000	100,000	100.00%
<b>Total Funding Sources</b>	<b>\$ 681,017</b>	<b>\$ 184,084</b>	<b>\$ 422,341</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Capital Projects	\$ 50,389	\$ 5,000	\$ 33,298	\$ -	\$ 274,357	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 50,389</b>	<b>\$ 5,000</b>	<b>\$ 33,298</b>	<b>\$ -</b>	<b>\$ 274,357</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Expenditure by Category</b>							
Capital	\$ 50,389	\$ 5,000	\$ 33,298	\$ -	\$ 274,357	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 50,389</b>	<b>\$ 5,000</b>	<b>\$ 33,298</b>	<b>\$ -</b>	<b>\$ 274,357</b>	<b>\$ -</b>	<b>0.00%</b>

**Key Service Indicators**

Number of projects	2	2	3	-	4	-
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Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>YORKTOWN CAPITAL IMPROVEMENTS FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 10,478	\$ 3,603	\$ 1,641	\$ -	\$ -	\$ -
1406 Note receivable interest-restaurant	20,700	20,700	20,700	-	-	-
Subtotal	31,178	24,303	22,341	-	-	-
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recoveries	3,028	2,800	-	-	-	-
Subtotal	3,028	2,800	-	-	-	-
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008 Tourism Fund	100,000	35,477	100,000	100,000	100,000	100,000
1008-208 Tourism Fund	546,811	-	-	-	-	-
1008-209 Tourism Fund	-	121,504	-	-	-	-
1008-210 Tourism Fund	-	-	260,771	-	-	-
1008-211 Tourism Fund	-	-	39,229	-	-	-
Subtotal	646,811	156,981	400,000	100,000	100,000	100,000
Fund Total	\$ 681,017	\$ 184,084	\$ 422,341	\$ 100,000	\$ 100,000	\$ 100,000

**Yorktown Capital Improvements Fund  
Capital Projects - Activity #78000**

**Budget Comments - FY2013**

There are no new projects planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Capital	\$ 50,389	\$ 5,000	\$ 33,298	\$ -	\$ 274,357	\$ -
Total Expenditures	<u>\$ 50,389</u>	<u>\$ 5,000</u>	<u>\$ 33,298</u>	<u>\$ -</u>	<u>\$ 274,357</u>	<u>\$ -</u>

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>YORKTOWN CAPITAL IMPROVEMENTS FUND</b>						
<b>Capital Projects</b>						
78100 Wharf & waterfront areas	\$ -	\$ -	\$ 750	\$ -	\$ 22,393	\$ -
78150 Commercial area related project	-	-	31,006	-	3,700	-
78200 Utility undergrounding	-	-	-	-	214,337	-
78300 Streets, walkways & drainage	49,251	1,200	1,542	-	33,927	-
78525 Shoreline erosion	1,138	3,800	-	-	-	-
Activity Total	<u>\$ 50,389</u>	<u>\$ 5,000</u>	<u>\$ 33,298</u>	<u>\$ -</u>	<u>\$ 274,357</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	50,389	5,000	33,298	-	274,357	-
	<u>\$ 50,389</u>	<u>\$ 5,000</u>	<u>\$ 33,298</u>	<u>\$ -</u>	<u>\$ 274,357</u>	<u>\$ -</u>
	100.00%	-90.08%	565.96%	-100.00%	723.94%	0.00%

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**COUNTY CAPITAL  
FUND 79  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 13,821,583
Projected FY2012 Revenues		
Local	\$ 145,000	
State & Federal	1,976,252	
Other financing sources	<u>55,000</u>	
Total		\$ 2,176,252
Projected FY2012 Expenditures		<u>10,847,635</u>
Net Change		<u>(8,671,383)</u>
Projected Fund Balance 6/30/2012		\$ 5,150,200
Projected FY2013 Revenues		
Local	\$ 120,000	
Other financing sources	<u>171,230</u>	
Total		\$ 291,230
Projected FY2013 Expenditures		<u>2,310,225</u>
Net Change		<u>(2,018,995)</u>
Projected Fund Balance 6/30/2013		<u>\$ 3,131,205</u>

**COUNTY CAPITAL  
FUND 79**

This fund accounts for the revenues and expenditures relating to the County's capital improvement program. This is accomplished through the divisions below. Individual division details follow this summary page. Water, sewer and stormwater projects are accounted for in those respective funds.

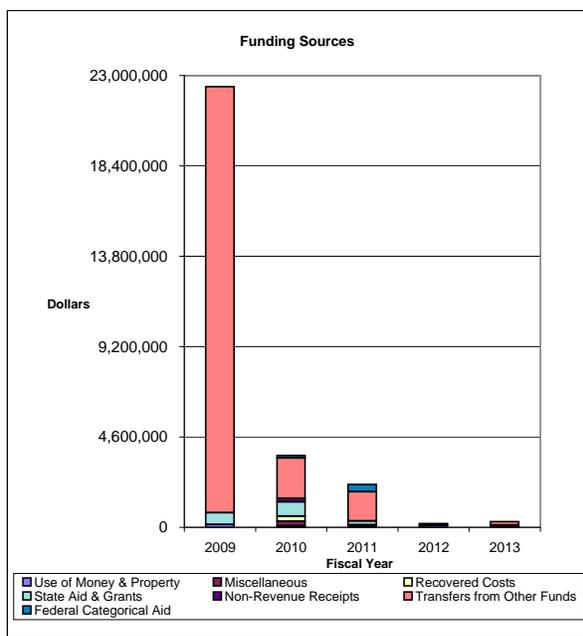
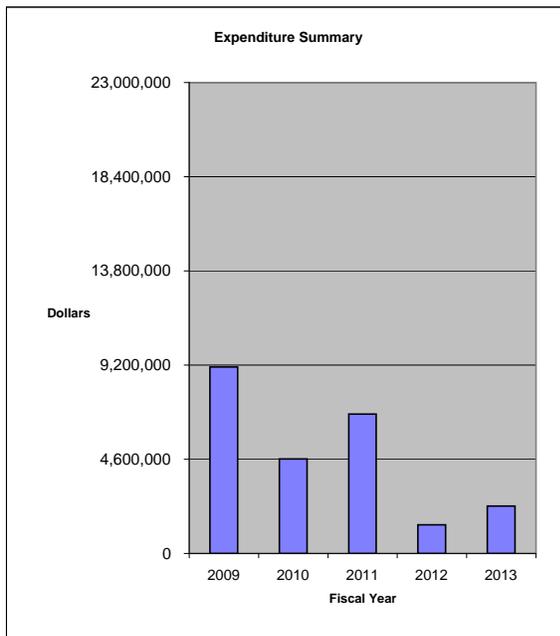
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 144,525	\$ 77,329	\$ 79,413	\$ 100,000	\$ 100,000	\$ 75,000	25.76%
Miscellaneous	1,196	227,990	320	-	-	-	0.00%
Recovered Costs	-	259,709	45,000	45,000	45,000	45,000	15.45%
State Aid & Grants	600,000	723,755	200,000	-	129,000	-	0.00%
Federal Categorical Aid	-	130,370	361,971	-	1,847,252	-	0.00%
Non-Revenue Receipts	2,797	179,115	-	-	-	-	0.00%
School Support	1,000	22,635	-	55,000	55,000	25,000	8.58%
Transfers from Other Funds	21,682,887	2,044,149	1,493,442	-	-	146,230	50.21%
<b>Total Funding Sources</b>	<b>\$ 22,432,405</b>	<b>\$ 3,665,052</b>	<b>\$ 2,180,146</b>	<b>\$ 200,000</b>	<b>\$ 2,176,252</b>	<b>\$ 291,230</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Capital Projects	\$ 8,496,405	\$ 3,445,532	\$ 5,013,892	\$ 1,393,560	\$ 10,647,635	\$ 1,614,225	15.83%
Transfers to Other Funds	610,000	1,172,000	1,796,513	-	200,000	696,000	100.00%
<b>Total Expenditures</b>	<b>\$ 9,106,405</b>	<b>\$ 4,617,532</b>	<b>\$ 6,810,405</b>	<b>\$ 1,393,560</b>	<b>\$ 10,847,635</b>	<b>\$ 2,310,225</b>	<b>65.78%</b>

<b>Expenditure by Category</b>							
Capital	\$ 9,106,405	\$ 4,617,532	\$ 6,810,405	\$ 1,393,560	\$ 10,847,635	\$ 2,310,225	65.78%
<b>Total Expenditures</b>	<b>\$ 9,106,405</b>	<b>\$ 4,617,532</b>	<b>\$ 6,810,405</b>	<b>\$ 1,393,560</b>	<b>\$ 10,847,635</b>	<b>\$ 2,310,225</b>	<b>65.78%</b>

**Key Service Indicators**

Number of projects	23	23	37	12	78	11
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Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>COUNTY CAPITAL FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	\$ 144,525	\$ 77,329	\$ 79,413	\$ 100,000	\$ 100,000	\$ 75,000
	Interest on deposits					
	Subtotal	144,525	77,329	100,000	100,000	75,000
<b>30318</b>	<b>Miscellaneous</b>					
3010	-	400	-	-	-	-
3323	236	-	-	-	-	-
8403	-	50,000	-	-	-	-
8403-210	-	127,050	-	-	-	-
8404-002	-	50,000	-	-	-	-
9090	960	540	320	-	-	-
	Miscellaneous local					
	Subtotal	1,196	227,990	320	-	-
<b>30319</b>	<b>Recovered Costs</b>					
0410	-	45,000	45,000	45,000	45,000	45,000
7100	-	162,500	-	-	-	-
8170	-	52,209	-	-	-	-
	HRPDC - Post Office web EOC					
	Subtotal	-	259,709	45,000	45,000	45,000
<b>30324</b>	<b>State Categorical Aid</b>					
8000-001	600,000	-	200,000	-	-	-
8000-002	-	627,000	-	-	-	-
8745-204-002	-	-	-	-	85,000	-
8745-208-002	-	-	-	-	44,000	-
	VDOT Rev Rt 171 Culvert					
	VDOT Rev Rt 199					
	Subtotal	600,000	627,000	200,000	129,000	-
<b>30326</b>	<b>Commonwealth Grants</b>					
2264	-	74,155	-	-	-	-
2268	-	22,600	-	-	-	-
	Res Sqd Asst Fd/Medic					
	Res Sqd Asst Fd/Lucas System					
	Subtotal	-	96,755	-	-	-
<b>30333</b>	<b>Federal Categorical Aid</b>					
8080	-	97,520	-	-	-	-
8170-001	-	32,850	-	-	-	-
8403	-	-	75,223	-	-	-
8500	-	-	200,000	-	-	-
8530	-	-	-	-	550,000	-
8745/95-300	-	-	86,748	-	1,297,252	-
	ARRA VDOT projects					
	Subtotal	-	130,370	361,971	1,847,252	-
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010	2,797	179,115	-	-	-	-
	Insurance recoveries					
	Subtotal	2,797	179,115	-	-	-
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008	-	64,523	-	-	-	-
1010	1,544,493	1,366,760	1,493,442	-	-	146,230
1011-208-001	2,000,000	-	-	-	-	-
1011-208-002	500,000	-	-	-	-	-
1011-208-003	245,000	-	-	-	-	-
1011-209-002	-	500,000	-	-	-	-
1011-209-004	-	107,000	-	-	-	-
1016	-	22,635	-	55,000	55,000	25,000
1050	1,000	-	-	-	-	-
1063	368,567	-	-	-	-	-
1080	17,024,827	5,866	-	-	-	-
	School Operating Fund-Video Services					
	School Operating Fund					
	CDA Revenue Acct Fund					
	County Debt Service Fund-debt proceeds					
	Subtotal	21,683,887	2,066,784	1,493,442	55,000	171,230
	Fund Total	\$ 22,432,405	\$ 3,665,052	\$ 2,180,146	\$ 2,176,252	\$ 291,230

**County Capital Fund  
Capital Projects**

**Budget Comments - FY2013**

Funding is provided for transportation improvements (\$400,000); replacement of video services studio equipment (\$50,000), with 50% paid by the School Division; biomedical equipment replacement (\$145,500); telephone system upgrade (\$175,000); tennis/basketball court repair (\$75,300); roof repair and replacement (\$286,775); HVAC replacement (\$290,000); parking lot repair (\$77,000); building maintenance and repairs (\$392,650); major grounds repair and maintenance (\$54,000); and grounds maintenance machinery and equipment replacement (\$68,000). Also programmed is a transfer of \$496,000 to the County Debt Service Fund for the debt payment related to the Rt 17 underground utility project.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Capital	\$ 9,106,405	\$ 4,617,532	\$ 6,810,405	\$ 1,393,560	\$ 10,847,635	\$ 2,310,225
Total Expenditures	\$ 9,106,405	\$ 4,617,532	\$ 6,810,405	\$ 1,393,560	\$ 10,847,635	\$ 2,310,225

Expenditures	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Actual <u>Expenditures</u>	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>COUNTY CAPITAL FUND</b>						
<b>Capital Projects</b>						
50000 Environmental enhancements	\$ -	\$ -	\$ -	\$ -	\$ 588,000	\$ -
51000 Transportation improvements	14,835	23,968	27,757	400,000	1,614,510	400,000
Stormwater Shared Rd (90910-9226)	-	-	-	-	-	(200,000)
Rt 17 undrgrd util debt svc (90910-9280)	-	-	-	-	-	(200,000)
52000 VDOT projects	7,977	500	1,844	-	1,724,428	-
52000 Rt 17 underground utilities	-	-	-	-	993,613	-
Rt 17 undrgrd util debt svc (90910-9280)	-	-	-	-	(296,000)	-
53000 ARRA VDOT projects	-	-	1,384,000	-	169,932	-
78000 Misc capital projects	102,841	129,168	59,294	-	291,899	-
78300 Grafton Fire Station replacement	-	2,500	-	-	557,500	-
78400 Public Safety equipment	205,479	867,657	632,602	141,000	916,218	145,500
78421 EMS transport recovery prgm	-	144,677	3,329	-	20,706	-
78427 Satellite fire station additions	20,811	168,277	1,828,952	-	109,109	-
78430 911 Center expansion	324,670	1,475,334	137,455	-	1,318,850	-
78490 HRMMRS communications equip	-	-	-	-	46,887	-
78491 Sheriff mobile data terminals	-	-	100,123	-	238	-
78495 Communications system	9,813	29,000	18,500	-	262,377	-
78500 Financial software upgrade	-	-	-	-	100,000	-
78521 Post Office power project	20,857	207,852	25,758	-	-	-
78721 Waste management entrance	-	119,025	394,059	-	465,377	-
78800 Video services equipment	12,884	45,269	-	110,000	171,847	50,000
78810 Recreation facilities	-	-	-	-	79,112	-
78811 York County Sports Complex	7,724,408	111,990	179,257	-	-	-
78812 Park facility development	2,685	-	-	-	-	-
78821 P&R facility improvements	49,145	90,427	-	-	25,912	-
90912 County equipment & maintenance	-	29,888	220,962	742,560	1,487,120	1,418,725
Subtotal	<u>8,496,405</u>	<u>3,445,532</u>	<u>5,013,892</u>	<u>1,393,560</u>	<u>10,647,635</u>	<u>1,614,225</u>
<b>Transfers to Other Funds</b>						
90910-9210 General Fund	-	-	300,000	-	-	-
90910-9226 Stormwater Fund - Shared Rd	200,000	-	165,000	-	200,000	200,000
90910-9226-001 Stormwater Fund	-	-	1,200,000	-	-	-
90910-9280 County Debt Svc Fund - undrgrd util	-	-	-	-	-	496,000
90970 School Capital Fund	410,000	1,172,000	131,513	-	-	-
Subtotal	<u>610,000</u>	<u>1,172,000</u>	<u>1,796,513</u>	<u>-</u>	<u>200,000</u>	<u>696,000</u>
Activity Total	<u>\$ 9,106,405</u>	<u>\$ 4,617,532</u>	<u>\$ 6,810,405</u>	<u>\$ 1,393,560</u>	<u>\$ 10,847,635</u>	<u>\$ 2,310,225</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>9,106,405</u>	<u>4,617,532</u>	<u>6,810,405</u>	<u>1,393,560</u>	<u>10,847,635</u>	<u>2,310,225</u>
	<u>\$ 9,106,405</u>	<u>\$ 4,617,532</u>	<u>\$ 6,810,405</u>	<u>\$ 1,393,560</u>	<u>\$ 10,847,635</u>	<u>\$ 2,310,225</u>
	-37.91%	-49.29%	47.49%	-79.54%	59.28%	65.78%

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**WORKERS' COMPENSATION  
FUND 6  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 1,851,796
Projected FY2012 Revenues		
Local	\$ 15,000	
Other financing sources	<u>254,800</u>	
Total		\$ 269,800
Projected FY2012 Expenditures		<u>408,616</u>
Net Change		<u>(138,816)</u>
Projected Fund Balance 6/30/2012		\$ 1,712,980
Projected FY2013 Revenues		
Local	\$ 10,000	
Other financing sources	<u>254,800</u>	
Total		\$ 264,800
Projected FY2013 Expenditures		<u>254,800</u>
Net Change		<u>10,000</u>
Projected Fund Balance 6/30/2013		<u>\$ 1,722,980</u>

**WORKERS' COMPENSATION  
FUND 6**

This fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County. This is accomplished through the division below. Individual division details follow this summary page.

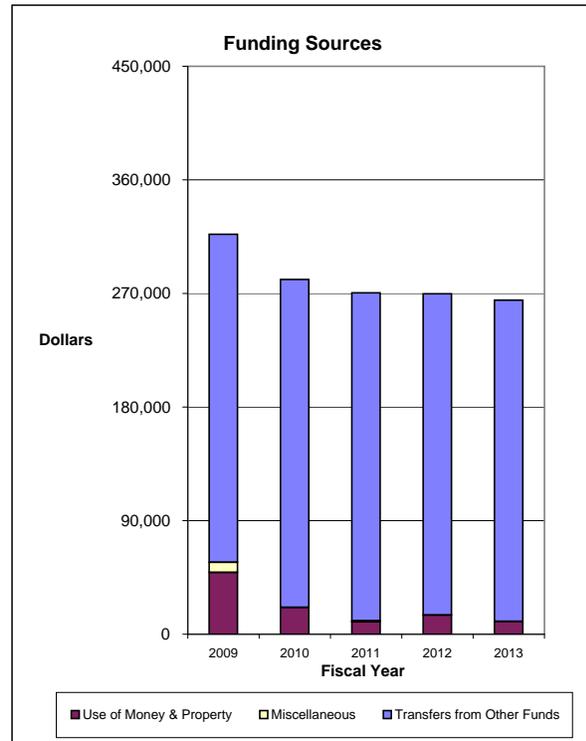
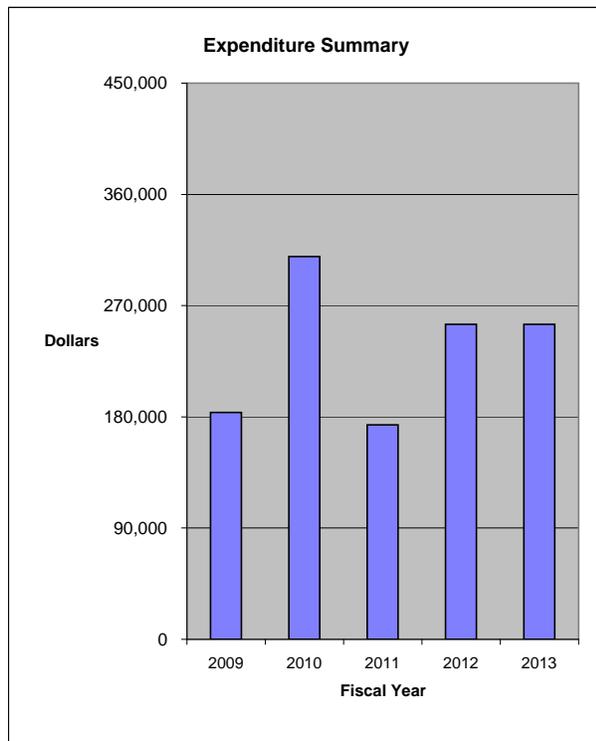
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 48,948	\$ 21,059	\$ 9,736	\$ 15,000	\$ 15,000	\$ 10,000	3.78%
Miscellaneous	7,929	-	805	-	-	-	0.00%
Transfers from Other Funds	260,000	260,000	260,000	254,800	254,800	254,800	96.22%
<b>Total Funding Sources</b>	<b>\$ 316,877</b>	<b>\$ 281,059</b>	<b>\$ 270,541</b>	<b>\$ 269,800</b>	<b>\$ 269,800</b>	<b>\$ 264,800</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expenditure by Activity</b>							
Workers' Compensation	\$ 183,614	\$ 309,576	\$ 173,485	\$ 254,800	\$ 408,616	\$ 254,800	0.00%
<b>Total Expenditures</b>	<b>\$ 183,614</b>	<b>\$ 309,576</b>	<b>\$ 173,485</b>	<b>\$ 254,800</b>	<b>\$ 408,616</b>	<b>\$ 254,800</b>	<b>0.00%</b>

<b>Expenditure by Category</b>							
Operating	\$ 183,614	\$ 309,576	\$ 173,485	\$ 254,800	\$ 408,616	\$ 254,800	0.00%
<b>Total Expenditures</b>	<b>\$ 183,614</b>	<b>\$ 309,576</b>	<b>\$ 173,485</b>	<b>\$ 254,800</b>	<b>\$ 408,616</b>	<b>\$ 254,800</b>	<b>0.00%</b>

**Key Service Indicators**

Workers compensation claims	103	111	105	105	105	115
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Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>WORKERS' COMPENSATION FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 48,948	\$ 21,059	\$ 9,736	\$ 15,000	\$ 15,000	\$ 10,000
Subtotal	<u>48,948</u>	<u>21,059</u>	<u>9,736</u>	<u>15,000</u>	<u>15,000</u>	<u>10,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expenditure refund	7,929	-	805	-	-	-
Subtotal	<u>7,929</u>	<u>-</u>	<u>805</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	221,000	221,000	221,000	216,580	216,580	216,580
1012 Vehicle Maintenance Fund	4,810	4,810	4,810	4,715	4,715	4,715
1021 Solid Waste Fund	6,760	6,760	6,760	6,630	6,630	6,630
1024 Water Utility Fund	1,300	1,547	-	-	-	-
1025 Sewer Utility Fund	22,100	24,323	25,870	25,350	25,350	25,350
1051 Children & Family Svcs Fund	1,560	1,560	1,560	1,525	1,525	1,525
1074 Water & Sewer Extension Fund	2,470	-	-	-	-	-
Subtotal	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 254,800</u>	<u>\$ 254,800</u>	<u>\$ 254,800</u>
Fund Total	<u>\$ 316,877</u>	<u>\$ 281,059</u>	<u>\$ 270,541</u>	<u>\$ 269,800</u>	<u>\$ 269,800</u>	<u>\$ 264,800</u>

**Workers' Compensation Fund**  
**Administration Costs & Claims - Activities #10001 and 20002**

**Budget Comments - FY2013**

Level funding is programmed for claims.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 183,614	\$ 309,576	\$ 173,485	\$ 254,800	\$ 408,616	\$ 254,800
Total Expenditures	<u>\$ 183,614</u>	<u>\$ 309,576</u>	<u>\$ 173,485</u>	<u>\$ 254,800</u>	<u>\$ 408,616</u>	<u>\$ 254,800</u>

Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Actual Expenditures	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>WORKERS' COMPENSATION FUND</b>						
<b>Administration Costs &amp; Claims</b>						
10001-5360 Administration fees	\$ 72,366	\$ 61,642	\$ 62,667	\$ 67,000	\$ 67,000	\$ 60,985
Subtotal	<u>72,366</u>	<u>61,642</u>	<u>62,667</u>	<u>67,000</u>	<u>67,000</u>	<u>60,985</u>
<b>Claims</b>						
20002-5360 Claims	-	-	-	187,800	187,800	193,815
20002-5360-207 VML pay claims	-	-	-	-	64,127	-
20002-5360-208 VACO claims	-	-	-	-	15,664	-
20002-5360-209 VACO claims	-	-	-	-	9,976	-
20002-5360-210 VACO claims	-	-	-	-	39,821	-
20002-5360-211 VACO claims	-	-	-	-	24,228	-
10123 Video Services medical	-	-	462	-	-	-
10131 Registrar medical	-	3,769	-	-	-	-
12156 Vehicle Maintenance medical	6,422	396	71	-	-	-
21421 Landfill medical	363	979	-	-	-	-
21424 EDS- Recycling medical	-	-	3,672	-	-	-
21425 EDS- Composting medical	-	-	166	-	-	-
24446 Water Utility medical	-	378	-	-	-	-
25446 Sewer Utility medical	(5,993)	755	9,238	-	-	-
30311 Sheriff Administration medical	21,871	110,690	10,794	-	-	-
30312 Law Enforcement medical	23,459	28,106	6,097	-	-	-
30313 Investigations medical	29,946	1,541	4,351	-	-	-
30314 Civil Ops/Court security	-	178	958	-	-	-
30321 Fire & Rescue medical	9,615	35,407	37,065	-	-	-
30322 Tech Svcs & Special ops medical	-	-	252	-	-	-
30323 Prev & Comm safety medical	-	-	224	-	-	-
30355 Emergency Management	371	86	-	-	-	-
30356 Emerg Comm/911 medical	-	2,492	-	-	-	-
40446 Stormwater Maint medical	-	3,057	2,157	-	-	-
40512 Mosquito Control medical	398	-	-	-	-	-
40816 Development & Compl medical	-	-	2,839	-	-	-
50121 Computer Support medical	296	164	-	-	-	-
50122 Human Resources medical	-	-	166	-	-	-
50125 Fiscal Acct Services medical	-	-	120	-	-	-
50128 Real Estate Assessment medical	-	-	1,541	-	-	-
50141 Central Admin medical	213	-	-	-	-	-
60731 Library medical	406	-	-	-	-	-
70431 General Services Admin medical	17,540	13,904	14,180	-	-	-
70434 Grounds Maint medical	786	388	1,745	-	-	-
81677 Childrens Svcs medical	1,330	22	230	-	-	-
81712 Parks & Recreation medical	3,769	29,379	3,920	-	-	-
90253 Crossroads medical	218	-	1,263	-	-	-
90971 USDA Food Svc program	238	16,243	9,307	-	-	-
Subtotal	<u>111,248</u>	<u>247,934</u>	<u>110,818</u>	<u>187,800</u>	<u>341,616</u>	<u>193,815</u>
Activity Total	\$ <u>183,614</u>	\$ <u>309,576</u>	\$ <u>173,485</u>	\$ <u>254,800</u>	\$ <u>408,616</u>	\$ <u>254,800</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	\$ 183,614	\$ 309,576	\$ 173,485	\$ 254,800	\$ 408,616	\$ 254,800
	<u>\$ 183,614</u>	<u>\$ 309,576</u>	<u>\$ 173,485</u>	<u>\$ 254,800</u>	<u>\$ 408,616</u>	<u>\$ 254,800</u>
	-54.91%	68.60%	-43.96%	46.87%	135.53%	0.00%

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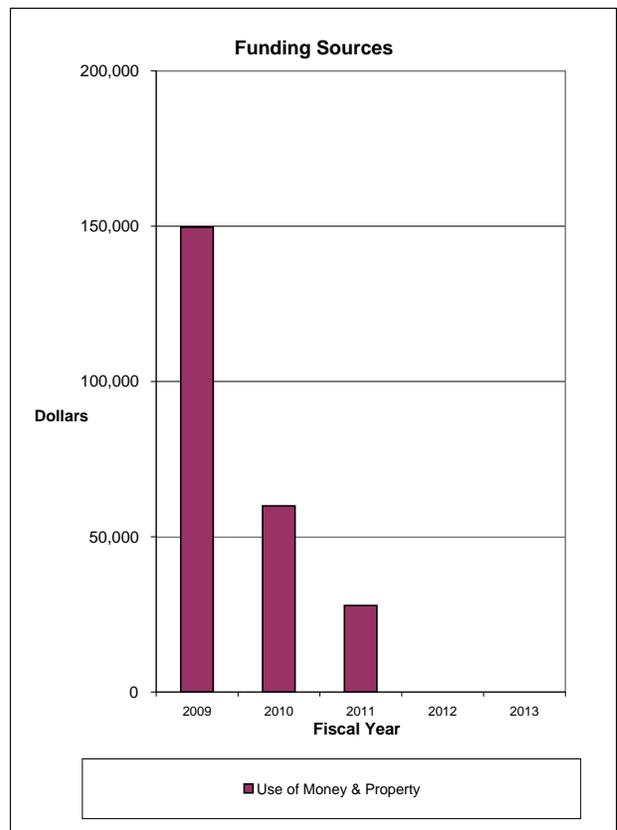
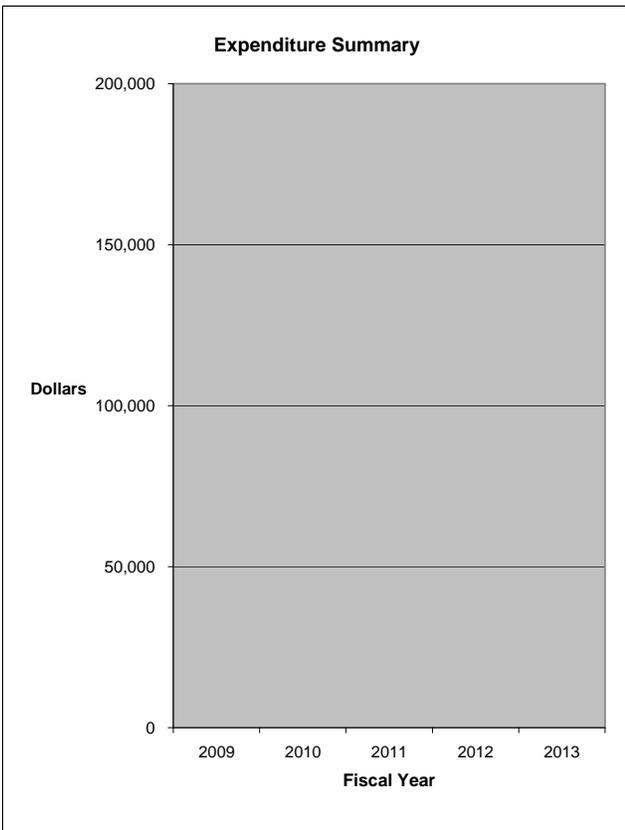
**REVENUE STABILIZATION RESERVE  
FUND 9  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 5,465,994
Projected FY2012 Revenues	\$ -	
Projected FY2012 Expenditures	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ 5,465,994
Projected FY2013 Revenues	\$ -	
Projected FY2013 Expenditures	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u>\$ 5,465,994</u>

**REVENUE STABILIZATION RESERVE  
FUND 9**

This fund accounts for local funds equal to the excess of Federal Impact Aid receipts returned by the School Division at the close of any fiscal year. When applicable, expenditures reflect funds transferred to the School Division for school capital projects, which are typically repaid with future receipts.

	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Actual <u>Amount</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>	% of Total FY2013 Funding <u>Sources</u>
<b><u>Funding Sources</u></b>							
Use of Money & Property	\$ 149,657	\$ 59,917	\$ 27,910	\$ -	\$ -	\$ -	0.00%
Total Funding Sources	<u>\$ 149,657</u>	<u>\$ 59,917</u>	<u>\$ 27,910</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
							%Change
							Original 2012/ Adopted 2013
<b><u>Expense by Activity</u></b>							
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	0.00%
<b><u>Expense by Category</u></b>							
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	0.00%



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**REVENUE STABILIZATION RESERVE FUND**

<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	\$ 149,657	\$ 59,917	\$ 27,910	\$ -	\$ -
	Subtotal	<u>149,657</u>	<u>59,917</u>	<u>27,910</u>	<u>-</u>	<u>-</u>
	Fund Total	<u>\$ 149,657</u>	<u>\$ 59,917</u>	<u>\$ 27,910</u>	<u>\$ -</u>	<u>\$ -</u>

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**VEHICLE MAINTENANCE  
FUND 12  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 2,588,801
Projected FY2012 Revenues		
Local	\$ 4,252,480	
Other financing sources	<u>56,000</u>	
Total	\$ 4,308,480	
Projected FY2012 Expenses		<u>4,823,009</u>
Net Change		<u>(514,529)</u>
Projected Fund Balance 6/30/2012		\$ 2,074,272
Projected FY2013 Revenues		
Local	\$ 4,569,742	
Other financing sources	<u>56,000</u>	
Total	\$ 4,625,742	
Projected FY2013 Expenses		<u>4,661,636</u>
Net Change		<u>(35,894)</u>
Projected Fund Balance 6/30/2013		<u><u>\$ 2,038,378</u></u>

**VEHICLE MAINTENANCE  
FUND 12**

This fund accounts for the revenue and expenses of vehicle maintenance. This is accomplished through the divisions below. Individual division details follow this summary page.

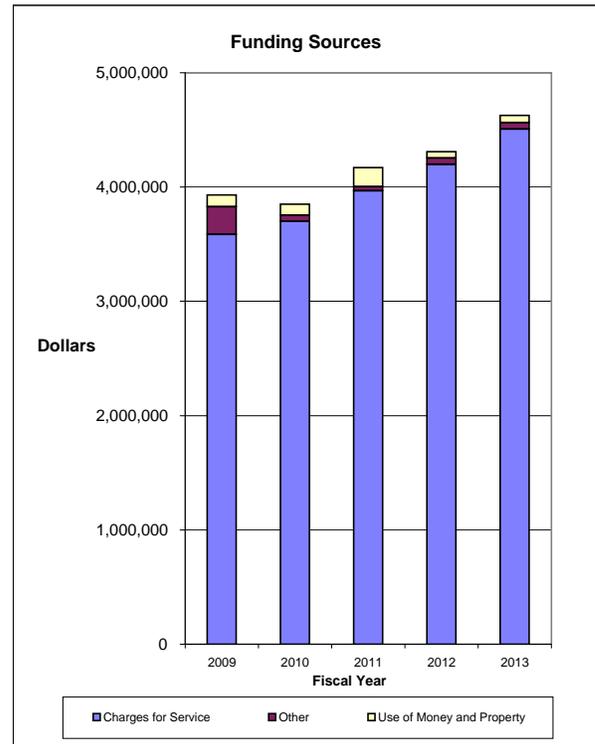
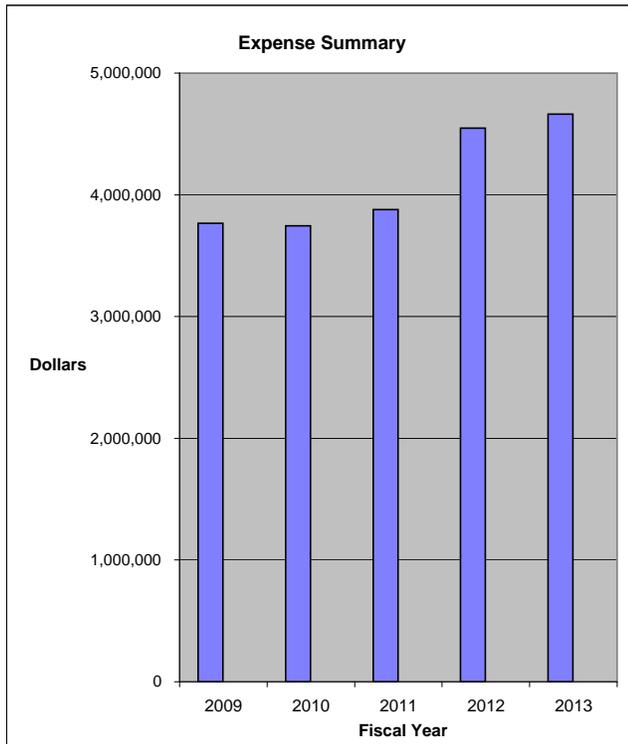
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 104,378	\$ 96,808	\$ 166,828	\$ 55,000	\$ 55,000	\$ 62,000	1.34%
Charges for Services	3,585,519	3,699,151	3,966,729	4,197,480	4,197,480	4,507,742	97.45%
Miscellaneous	1,785	2,139	1,443	-	-	-	0.00%
Recovered Costs	-	1,322	-	-	-	-	0.00%
Non-Revenue Receipts	239,447	51,016	34,033	56,000	56,000	56,000	1.21%
<b>Total Funding Sources</b>	<b>\$ 3,931,129</b>	<b>\$ 3,850,436</b>	<b>\$ 4,169,033</b>	<b>\$ 4,308,480</b>	<b>\$ 4,308,480</b>	<b>\$ 4,625,742</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expense By Activity</b>							
Vehicle & Equipment Maintenance	\$ 1,499,926	\$ 1,398,318	\$ 1,267,273	\$ 1,331,250	\$ 1,442,185	\$ 1,427,577	7.24%
Fleet Support Services	2,265,499	2,346,352	2,611,683	3,215,686	3,380,824	3,234,059	0.57%
<b>Total Expenses</b>	<b>\$ 3,765,425</b>	<b>\$ 3,744,670</b>	<b>\$ 3,878,956</b>	<b>\$ 4,546,936</b>	<b>\$ 4,823,009</b>	<b>\$ 4,661,636</b>	<b>2.52%</b>

<b>Expense By Category</b>							
Personnel	\$ 796,588	\$ 800,431	\$ 773,386	\$ 821,688	\$ 821,688	\$ 846,441	3.01%
Operating	2,328,956	2,155,448	2,441,800	3,125,248	3,139,285	3,222,945	3.13%
Capital	639,881	788,791	663,770	600,000	862,036	592,250	-1.29%
<b>Total Expenses</b>	<b>\$ 3,765,425</b>	<b>\$ 3,744,670</b>	<b>\$ 3,878,956</b>	<b>\$ 4,546,936</b>	<b>\$ 4,823,009</b>	<b>\$ 4,661,636</b>	<b>2.52%</b>

<b>Funded FTEs</b>						
Management	1.00	1.00	1.00	1.00	0.60	0.60
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	10.00	10.00	10.00	10.00	10.00	10.00
<b>Total Funded FTEs</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>11.60</b>	<b>11.60</b>

<b>Key Service Indicators</b>						
Number of work orders	3,329	3,336	3,180	3,390	3,390	3,390
Miles driven	2,520,771	2,953,261	2,900,000	2,800,000	2,800,000	2,800,000
Licensed motor vehicles	305	311	315	315	315	312



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>VEHICLE MAINTENANCE FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 65,103	\$ 24,208	\$ 11,901	\$ 15,000	\$ 15,000	\$ 12,000
2060 Sale of equipment/tools	39,275	72,600	154,927	40,000	40,000	50,000
Subtotal	<u>104,378</u>	<u>96,808</u>	<u>166,828</u>	<u>55,000</u>	<u>55,000</u>	<u>62,000</u>
<b>30316</b>	<b>Charges for Services</b>					
2020 Use of vehicles	899,779	890,637	856,362	800,000	800,000	800,000
2021 Insurance reimbursements	170,026	175,316	175,024	194,230	194,230	179,242
2120 Direct repair charges	553,412	623,035	592,144	575,000	575,000	590,000
2122 Maintenance services	559,980	563,603	575,342	560,000	560,000	575,000
2220 Direct gas charges	707,937	726,723	808,036	808,250	808,250	1,067,500
2220-002 Direct gas charges-school	587,132	616,440	836,004	1,080,000	1,080,000	1,080,000
2220-003 Direct gas charges-CBH	79,704	74,436	89,155	126,000	126,000	126,000
2220-004 Direct gas charges-Reg Jail	27,549	28,961	34,662	54,000	54,000	54,000
2220-005 Direct gas charges-HTSC	-	-	-	-	-	36,000
Subtotal	<u>3,585,519</u>	<u>3,699,151</u>	<u>3,966,729</u>	<u>4,197,480</u>	<u>4,197,480</u>	<u>4,507,742</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Miscellaneous	82	742	-	-	-	-
9099 Local recycling	655	1,397	1,443	-	-	-
Subtotal	<u>1,785</u>	<u>2,139</u>	<u>1,443</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>					
9900 Recovered cost miscellaneous	-	1,322	-	-	-	-
Subtotal	<u>-</u>	<u>1,322</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recovery	238,287	49,821	34,033	56,000	56,000	56,000
1010-002 Ins recovery-2009 Noreaster	-	433	-	-	-	-
1011 Insurance recovery/repairs	1,160	762	-	-	-	-
Subtotal	<u>\$ 239,447</u>	<u>\$ 51,016</u>	<u>\$ 34,033</u>	<u>\$ 56,000</u>	<u>\$ 56,000</u>	<u>\$ 56,000</u>
Fund Total	<u>\$ 3,931,129</u>	<u>\$ 3,850,436</u>	<u>\$ 4,169,033</u>	<u>\$ 4,308,480</u>	<u>\$ 4,308,480</u>	<u>\$ 4,625,742</u>

**Vehicle Maintenance Fund**  
**Vehicle & Equipment Maintenance - Activity #12156**

**Mission**

Provide efficient, operationally responsive, cost-effective delivery of quality vehicle and equipment maintenance and fleet support services to County customers and partnership agencies.

**Goals**

- Improve availability of overall customer satisfaction reporting via online surveys.
- Monitor reporting of performance measures to include green goals.
- Maintain Blue Seal of Excellence from Institute for Automotive Service Excellence (ASE).

**Implementation Strategies**

- Monitor/maintain/improve customer satisfaction reporting - using recently implemented online surveys through County Administration the online surveys will replace focus groups. Annual and quarterly customer service reports will be forwarded to the County Administrator as required by current policy.
- Monitor/maintain/improve reporting of performance measures - reporting of down time, parts room efficiencies and overall fleet fuel efficiencies, miles per gallon and average gallons used.
- Monitor/maintain/improve technician credentials - continue training and ASE testing to support attaining the Blue Seal of Excellence from the Institute for Automotive Service Excellence.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Operating increases are programmed for repair and maintenance supplies, maintenance service contracts and fleet support. Capital funding has been provided for a vehicle lift.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 675,705	\$ 675,886	\$ 646,735	\$ 695,947	\$ 695,947	\$ 746,199
Operating	781,021	611,367	593,500	611,303	611,738	667,078
Capital	43,200	111,065	27,038	24,000	134,500	14,300
Total Expenses	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,267,273</u>	<u>\$ 1,331,250</u>	<u>\$ 1,442,185</u>	<u>\$ 1,427,577</u>
<b><u>Funded FTEs</u></b>						
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	10.00	10.00	10.00	10.00	10.00	10.00
Total Funded FTEs	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>

Expenditures	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>VEHICLE MAINTENANCE FUND</b>						
<b>12156</b>	<b>Vehicle &amp; Equipment Maintenance</b>					
<b>Personnel Services</b>						
1515 Prof & Tech salaries	\$ -	\$ -	\$ -	\$ -	\$ 46,630	\$ 75,405
1516 Administrative & clerical salaries	19,271	19,534	19,574	19,574	19,574	20,553
1518 Trades & crafts	454,555	460,652	432,693	448,981	408,335	414,839
1533 As required-trades/crafts	9,978	7,612	473	10,000	2,696	-
1595 Overtime	8,143	8,551	6,552	8,750	8,750	10,000
1596 Holiday Worked	-	215	360	250	250	250
1599 Other pay	8,868	8,560	8,560	10,000	10,000	10,000
1599-002 Service awards-Vteam	-	-	75	-	-	-
1999-999-999-999 Charge out wages-grants	-	-	(75)	-	-	-
2100 FICA	36,448	36,863	33,718	38,063	38,521	40,625
2100-002 FICS- Service awards Vteam	-	-	6	-	-	-
2200 VRS	63,820	62,900	63,375	66,160	67,005	60,632
2300 Health care	70,728	68,168	80,173	92,857	92,857	107,152
2400 Group life insurance	3,894	2,831	1,257	1,312	1,329	6,743
2999-999-999-999 Charge out fringes-grants	-	-	(6)	-	-	-
Subtotal	<u>675,705</u>	<u>675,886</u>	<u>646,735</u>	<u>695,947</u>	<u>695,947</u>	<u>746,199</u>
<b>Contractual Services</b>						
3110 Payment for medical services	511	383	515	560	560	560
3310 Repairs & maintenance	1,472	77,284	84,605	70,000	70,000	80,000
3310-110 GS-mowers	2,463	2,760	482	2,500	2,500	2,500
3310-120 GS-tractors	6,345	3,598	-	2,500	2,500	2,500
3310-130 GS-construction equipment	2,569	2,654	10,208	5,000	5,000	5,000
3310-220 FLS-fire apparatus	48,474	64,616	55,835	60,000	60,000	60,000
3320 Maintenance service contracts	76,394	140	10,928	11,500	11,500	18,500
3330 Waste management supt service	741	585	659	750	750	750
3500 Printing & binding	-	235	-	-	-	-
3392 Repair/maint insurance rec	181,050	-	-	-	-	-
3911 Towing services	-	8,795	8,699	9,000	9,000	9,000
3930 Uniforms & wearing apparel	-	4,382	4,437	5,500	5,500	4,800
Subtotal	<u>320,019</u>	<u>165,432</u>	<u>176,368</u>	<u>167,310</u>	<u>167,310</u>	<u>183,610</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	8,402	9,267	14,664	8,133	8,133	47,300
4300 Central store	16	6	123	50	50	50
4500 Radio maintenance	5,330	-	-	-	-	-
Subtotal	<u>13,748</u>	<u>9,273</u>	<u>14,787</u>	<u>8,183</u>	<u>8,183</u>	<u>47,080</u>
<b>Other Charges</b>						
5110 Electrical services	10,766	9,166	8,926	11,000	11,000	10,000
5120 Heating services	8,095	6,665	7,666	8,400	8,400	8,400
5130 Water & sewer	2,036	1,307	1,002	1,700	1,700	1,500
5210 Postal/messenger service	337	422	565	450	450	500
5230 Telecommunications	2,204	2,307	1,952	2,200	2,200	2,300
5310 Property insurance	1,678	1,772	1,667	1,670	1,670	1,848
5360 Workers' compensation premiums	4,680	4,680	4,680	4,590	4,590	4,590
5510 Personnel development	9,692	6,689	6,053	5,000	5,000	5,000
5520 Employee recognition program	65	211	200	-	-	-
5810 Dues & memberships	370	385	385	400	400	1,000
Subtotal	<u>39,923</u>	<u>33,604</u>	<u>33,096</u>	<u>35,410</u>	<u>35,410</u>	<u>35,138</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,000	2,182	1,767	1,200	1,200	1,550
6040 Medical/laboratory supplies	196	43	96	200	200	200
6070 Repair & maintenance supplies	765	223	435	1,000	1,000	500
6090 Vehicle powered equip supplies	227,689	214,354	203,118	225,000	225,000	224,000
6090-110 GS-mower	50,143	37,772	36,727	40,000	40,000	40,000
6090-120 GS-tractors	2,190	6,934	2,146	4,000	4,000	3,500
6090-130 GS-const equipment	5,832	4,053	5,989	5,000	5,000	6,000
6090-220 FLS- fire apparatus	55,308	72,073	64,804	70,000	70,000	70,000
6091 Accident repairs	45,688	48,312	41,612	40,000	40,000	42,000
6110 Uniforms & wearing apparel	7,240	2,244	2,446	2,500	2,500	2,500
6120 Books & subscriptions	2,572	3,724	2,530	2,000	2,000	2,500
6140 Other operating supplies	1,373	2,200	1,805	2,500	2,500	2,000
6170 Computer mat/supplies	175	728	55	1,000	1,000	500
6171 Small equipment items	5,394	8,189	3,650	6,000	6,000	6,000
6172 Minor furnishings	367	27	2,069	-	435	-
Subtotal	<u>406,932</u>	<u>403,058</u>	<u>369,249</u>	<u>400,400</u>	<u>400,835</u>	<u>401,250</u>
<b>Leases &amp; Rentals</b>						
7105 General equipment rental	399	-	-	-	-	-
Subtotal	<u>399</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8022 Parking lot paving	26,400	-	-	-	-	-
8090-320 Veh/power equip-FLS	-	29,004	-	-	-	-
8110 Machinery/equipment	3,025	79,465	9,675	24,000	19,729	14,300
8120 Furniture/fixtures	-	-	-	-	4,271	-
8150 Vehicles	-	2,596	-	-	-	-
8170 Data processing equipment	13,775	-	-	-	110,500	-
8180 Buildings & grounds	-	-	17,363	-	-	-
Subtotal	<u>43,200</u>	<u>111,065</u>	<u>27,038</u>	<u>24,000</u>	<u>134,500</u>	<u>14,300</u>
Activity Total	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,267,273</u>	<u>\$ 1,331,250</u>	<u>\$ 1,442,185</u>	<u>\$ 1,427,577</u>
Personnel	\$ 675,705	\$ 675,886	\$ 646,735	\$ 695,947	\$ 695,947	\$ 746,199
Non-personnel	824,221	722,432	620,538	635,303	746,238	681,378
	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,267,273</u>	<u>\$ 1,331,250</u>	<u>\$ 1,442,185</u>	<u>\$ 1,427,577</u>
	26.61%	-6.77%	-9.37%	5.05%	13.80%	7.24%

**Vehicle Maintenance Fund  
Fleet Support Services - Activity #12157**

**Mission**

Provide efficient, operationally responsive, cost-effective delivery of quality vehicle and equipment maintenance and fleet support services to County customers and partnership agencies.

**Goals**

- Improve availability of overall customer satisfaction reporting via online surveys.
- Monitor reporting of performance measures to include green goals.
- Maintain Blue Seal of Excellence from Institute for Automotive Service Excellence (ASE).

**Implementation Strategies**

- Monitor/maintain/improve customer satisfaction reporting - using recently implemented online surveys through County Administration the online surveys will replace focus groups. Annual and quarterly customer service reports will be forwarded to the County Administrator as required by current policy.
- Monitor/maintain/improve reporting of performance measures - reporting of down time, parts room efficiencies and overall fleet fuel efficiencies, miles per gallon and average gallons used.
- Monitor/maintain/improve technician credentials - continue training and ASE testing to support attaining the Blue Seal of Excellence from the Institute for Automotive Service Excellence.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Funding in personnel reflects an internal reorganization resulting in the elimination of the Fleet Manager and the Grounds Maintenance & Construction management position being split 60% in this activity and 40% in the General Fund. Operating increases are programmed for maintenance service contracts and fuel. Capital funding has been provided for vehicles and the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 120,883	\$ 124,545	\$ 126,651	\$ 125,741	\$ 125,741	\$ 100,242
Operating	1,547,935	1,544,081	1,848,300	2,513,945	2,527,547	2,555,867
Capital	596,681	677,726	636,732	576,000	727,536	577,950
Total Expenses	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,611,683</u>	<u>\$ 3,215,686</u>	<u>\$ 3,380,824</u>	<u>\$ 3,234,059</u>
<b><u>Funded FTEs</u></b>						
Management	1.00	1.00	1.00	1.00	0.60	0.60
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total Funded FTEs	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.10</u>	<u>1.10</u>

Expenditures	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>VEHICLE MAINTENANCE FUND</b>						
<b>12157</b>	<b>Fleet Support Services</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ 77,309	\$ 80,438	\$ 81,599	\$ 80,698	\$ 80,698	\$ 53,718
1516 Administrative & clerical salaries	19,262	19,534	19,574	19,574	19,574	20,553
1595 Overtime	340	117	111	-	-	-
1599-002 Service awards-V-team	-	-	30	-	-	-
1999-999-999-999 Charge out wages-grants	-	-	(30)	-	-	-
2100 FICA	7,431	7,676	7,705	7,671	7,671	5,682
2100-002 FICA-service awards V-team	-	-	2	-	-	-
2200 VRS	13,022	13,437	14,301	14,158	14,158	8,816
2300 Health care	2,724	2,751	3,078	3,359	3,359	10,493
2400 Group life insurance	795	592	283	281	281	980
2999-999-999-999 Charge out fringes- grants	-	-	(2)	-	-	-
Subtotal	<u>120,883</u>	<u>124,545</u>	<u>126,651</u>	<u>125,741</u>	<u>125,741</u>	<u>100,242</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,481	5,027	5,178	5,500	5,500	5,500
3310 Repairs & maintenance	23,192	2,185	-	6,000	6,000	15,000
3320 Maintenance service contracts	25	11,641	14,421	12,000	25,602	25,100
Subtotal	<u>27,698</u>	<u>18,853</u>	<u>19,599</u>	<u>23,500</u>	<u>37,102</u>	<u>45,600</u>
<b>Internal Services</b>						
4300 Central store	-	-	2	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>2</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	177	70	9	50	50	50
5320 Vehicle insurance	170,322	175,939	184,973	194,230	194,230	179,242
5360 Workers' comp premiums	130	130	130	125	125	125
5510 Personnel development	3,474	1,443	-	1,500	1,500	1,500
5810 Dues & memberships	1,350	475	921	940	940	1,100
5828 Permits & licenses	-	185	165	-	-	-
Subtotal	<u>175,453</u>	<u>178,242</u>	<u>186,198</u>	<u>196,845</u>	<u>196,845</u>	<u>182,017</u>
<b>Materials &amp; Supplies</b>						
6080 Fuel	1,343,304	1,345,784	1,642,086	2,292,500	2,292,500	2,327,500
6120 Books & subscriptions	806	1,040	165	500	500	500
6170 Computer mat/supplies	674	162	250	600	600	250
Subtotal	<u>1,344,784</u>	<u>1,346,986</u>	<u>1,642,501</u>	<u>2,293,600</u>	<u>2,293,600</u>	<u>2,328,250</u>
<b>Capital Outlay</b>						
8110 Machinery & equipment	-	-	-	-	19,548	-
8110-205-001 Generators	20,180	-	-	-	-	-
8140 Gasboy	-	38,484	3,920	-	-	-
8150 Vehicles	541,602	616,168	592,246	520,000	643,001	520,000
8155 Vehicle insurance replacement	23,074	23,074	37,228	56,000	56,000	56,000
8170 Data processing equipment	11,825	-	3,338	-	1,162	1,950
8170-001 DP equip-server	-	-	-	-	7,825	-
Subtotal	<u>596,681</u>	<u>677,726</u>	<u>636,732</u>	<u>576,000</u>	<u>727,536</u>	<u>577,950</u>
Activity Total	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,611,683</u>	<u>\$ 3,215,686</u>	<u>\$ 3,380,824</u>	<u>\$ 3,234,059</u>
Personnel	\$ 120,883	\$ 124,545	\$ 126,651	\$ 125,741	\$ 125,741	\$ 100,242
Non-personnel	2,144,616	2,221,807	2,485,032	3,089,945	3,255,083	3,133,817
	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,611,683</u>	<u>\$ 3,215,686</u>	<u>\$ 3,380,824</u>	<u>\$ 3,234,059</u>
	-15.07%	3.57%	11.31%	23.13%	29.45%	0.57%

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**OTHER POST-EMPLOYMENT BENEFITS  
FUND 14  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 8,000	
Other financing sources	<u>1,220,354</u>	
Total		\$ 1,228,354
Projected FY2012 Expenses		<u>1,228,354</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
Local	\$ 9,000	
Other financing sources	<u>1,452,211</u>	
Total		\$ 1,461,211
Projected FY2013 Expenses		<u>1,461,211</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u>\$ -</u>

**OTHER POST-EMPLOYMENT BENEFITS  
FUND 14**

This fund accounts for the subsidy payments for eligible County retirees towards health insurance coverage in a County-sponsored plan. This is accomplished through the division below. Individual division details follows this page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 2,277	\$ 7,944	\$ 7,875	\$ 8,000	\$ 8,000	\$ 9,000	0.62%
Transfers from Other Funds	<u>774,227</u>	<u>742,530</u>	<u>828,163</u>	<u>1,220,354</u>	<u>1,220,354</u>	<u>1,452,211</u>	<u>99.38%</u>
Total Funding Sources	<u>\$ 776,504</u>	<u>\$ 750,474</u>	<u>\$ 836,038</u>	<u>\$ 1,228,354</u>	<u>\$ 1,228,354</u>	<u>\$ 1,461,211</u>	<u>100.00%</u>

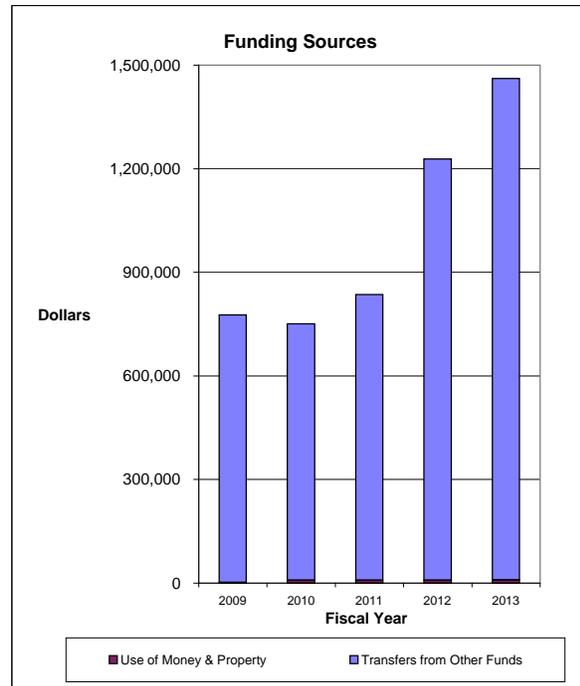
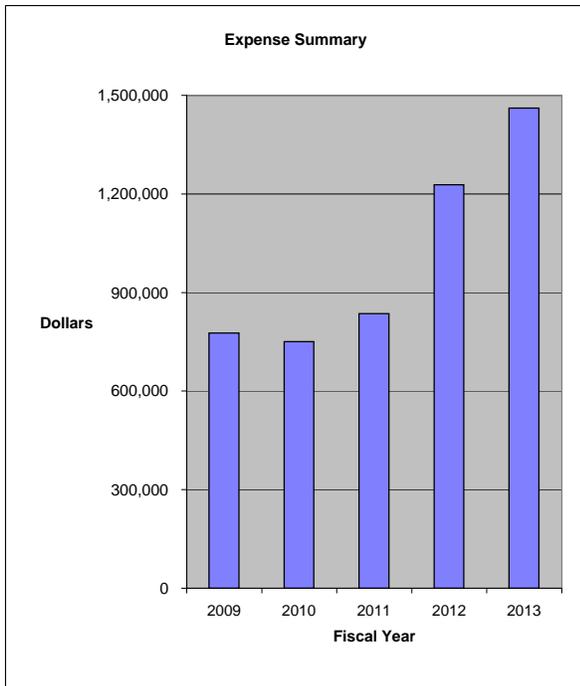
							%Change Original 2012/ Adopted 2013
<b>Expense by Activity</b>							
Other Post-Employment Benefits	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211	18.96%
Total Expenses	<u>\$ 776,504</u>	<u>\$ 750,474</u>	<u>\$ 836,038</u>	<u>\$ 1,228,354</u>	<u>\$ 1,228,354</u>	<u>\$ 1,461,211</u>	18.96%

<b>Expense by Category</b>							
Operating	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211	18.96%
Total Expenses	<u>\$ 776,504</u>	<u>\$ 750,474</u>	<u>\$ 836,038</u>	<u>\$ 1,228,354</u>	<u>\$ 1,228,354</u>	<u>\$ 1,461,211</u>	18.96%

**Key Service Indicators**

Number of retirees on County's health care plan

41                      40                      50                      80                      58                      59



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**OTHER POST-EMPLOYMENT BENEFITS FUND**

<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	\$ 2,277	\$ 7,944	\$ 7,875	\$ 8,000	\$ 9,000
	Subtotal	<u>2,277</u>	<u>7,944</u>	<u>7,875</u>	<u>8,000</u>	<u>9,000</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010	General Fund	678,000	678,000	600,000	600,000	600,000
1011	Carryover Fund	<u>96,227</u>	<u>64,530</u>	<u>228,163</u>	<u>620,354</u>	<u>852,211</u>
	Subtotal	<u>774,227</u>	<u>742,530</u>	<u>828,163</u>	<u>1,220,354</u>	<u>1,452,211</u>
	Fund Total	<u>\$ 776,504</u>	<u>\$ 750,474</u>	<u>\$ 836,038</u>	<u>\$ 1,228,354</u>	<u>\$ 1,461,211</u>

**Other Post-Employment Benefits (OPEB) Fund  
Retiree Healthcare Costs - Activity #99999**

**Budget Comments - FY2013**

Funding is based on the required annual OPEB costs, per the latest actuarial valuation report.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211
Total Expenses	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>						
<b>99999 Retiree Healthcare Costs</b>						
<b>Retiree Healthcare Costs</b>						
99999-2300 Annual OPEB Cost	\$ -	\$ -	\$ -	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211
10111 Board of Supervisors	1,344	1,276	1,276	-	-	-
10121 County Administration	5,645	5,104	5,594	-	-	-
10122 Public Inform & Comm Relations	2,218	2,309	2,632	-	-	-
10123 Video Services	3,629	3,342	3,685	-	-	-
10124 County Attorney	5,108	4,558	5,002	-	-	-
10131 Registrar	2,352	2,127	2,369	-	-	-
20211 Circuit Court	806	729	592	-	-	-
20214 Clerk of Court	11,223	12,013	13,731	-	-	-
20221 Commonwealth's Attorney	13,239	11,971	13,096	-	-	-
20222 Victim-Witness Assistance	2,218	2,309	3,027	-	-	-
20223 Domestic Violence	336	486	724	-	-	-
30311 Sheriff General Operations	19,569	18,401	20,584	-	-	-
30312 Law Enforcement	51,809	51,029	56,128	-	-	-
30313 Investigations	15,390	13,976	15,268	-	-	-
30314 Civil Ops/Court security	25,662	23,415	27,643	-	-	-
30316 School Resource Officers	3,562	3,221	3,422	-	-	-
30320 Fire & Life Safety Administration	2,352	2,127	2,369	-	-	-
30321 Fire & Rescue Operations	146,813	139,446	156,338	-	-	-
30322 Technical Services	5,175	5,226	5,857	-	-	-
30323 Prevention & Community Safety	3,898	3,525	3,949	-	-	-
30352 Animal Control	1,680	1,398	1,514	-	-	-
30355 Emergency Management	2,554	2,005	2,172	-	-	-
30356 Central Dispatch	20,766	24,306	27,048	-	-	-
30357 Radio Maint/Communications	1,546	1,337	1,119	-	-	-
40119 Envir & Devel Svcs Administration	3,024	2,735	2,764	-	-	-
40341 Building Regulations	17,440	16,494	17,697	-	-	-
40446 Stormwater Maintenance	2,487	8,629	9,477	-	-	-
40447 Stormwater Management	5,645	5,591	6,120	-	-	-
40512 Mosquito Control	10,551	3,038	3,225	-	-	-
40816 Development & Compliance	13,999	12,951	14,440	-	-	-
50119 Finan & Mgmt Svcs Administration	2,755	2,492	1,185	-	-	-
50121 Computer Support Services	16,600	15,738	16,913	-	-	-
50122 Human Resources	6,452	5,834	6,450	-	-	-
50124 Budget & Financial Reporting	5,309	4,922	5,594	-	-	-
50125 Fiscal Accounting Services	13,496	13,036	11,547	-	-	-
50126 Commissioner of Revenue	16,081	15,492	17,421	-	-	-
50127 Treasurer	9,140	7,960	8,490	-	-	-
50128 Real Estate Assessment	6,855	6,927	7,634	-	-	-
50129 Central Purchasing	5,108	4,618	5,133	-	-	-
50811 Planning	5,376	4,861	5,331	-	-	-
50920 Office of Economic Development	6,546	6,513	7,343	-	-	-
60731 Library Services	15,942	15,038	16,748	-	-	-
70119 General Services Administration	8,615	8,788	8,731	-	-	-
70431 Engineering & Facility Maintenance	18,761	21,142	23,419	-	-	-
70433 Telecommunications	1,142	972	1,119	-	-	-
70434 Grounds Maint & Construction	28,858	28,836	31,397	-	-	-
81119 Comm Svcs Administration	3,293	2,856	3,356	-	-	-
81538 Special Programs	3,562	4,325	5,187	-	-	-
81547 Housing - Administration	3,024	2,613	2,962	-	-	-
81548 Rental Assistance	1,613	1,458	1,645	-	-	-
81549 Housing - Rehabilitation	1,747	3,519	4,184	-	-	-
81712 Parks & Recreation	11,425	10,634	11,857	-	-	-
81713 Tourism & Events	1,142	1,033	1,119	-	-	-
8-90713 Tourism & Events	1,478	1,701	1,711	-	-	-
12-12156 Vehicle & Equipment Maintenance	8,938	10,004	13,698	-	-	-
12-12157 Fleet Support Services	1,815	1,641	1,843	-	-	-
13-90541 Social Services Administration	68,967	72,726	87,253	-	-	-
13-90543 Comprehensive Svcs Act	874	729	856	-	-	-
21-21421 Solid Waste Administration	470	486	461	-	-	-
21-21422 Solid Waste Collection	2,890	2,674	2,764	-	-	-
21-21423 Transfer Station Operations	1,478	1,398	1,514	-	-	-
21-21424 Recycling	1,680	1,398	1,953	-	-	-
21-21425 Composting Operations	2,285	2,127	2,303	-	-	-
24-24446 Water Utilities	739	1,033	-	-	-	-
25-25446 Sewer Operations	29,954	27,439	31,003	-	-	-
25-25447 Sewer Utilities Engineering	15,390	16,528	18,625	-	-	-
51-81676 Children's Svcs - Admin	1,210	-	-	-	-	-
51-81677 Head Start	13,164	12,967	14,030	-	-	-
51-90971 USDA Food Service Program	403	668	395	-	-	-
74-74912 Water & Sewer Extension	3,898	-	-	-	-	-
94-90251 Project Insight/House Arrest	3,024	2,613	2,896	-	-	-
94-90253 Crossroads	15,102	14,556	15,537	-	-	-
94-90257 Psychological Svcs Program	1,680	851	856	-	-	-
94-90258 Community Supervision	4,906	3,464	3,817	-	-	-
94-91200 Family Counseling Svcs-WHF	1,277	790	461	-	-	-
94-919200 Family Counseling Svcs-WHF	-	-	329	-	-	-
Activity Total	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211
Personnel	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211
Non-personnel	-	-	-	-	-	-
	\$ 776,504	\$ 750,474	\$ 836,038	\$ 1,228,354	\$ 1,228,354	\$ 1,461,211
	100.00%	96.65%	111.40%	46.93%	46.93%	18.96%

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**SOLID WASTE MANAGEMENT  
FUND 21  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 1,080,222
Projected FY2012 Revenues		
Local	\$ 3,515,410	
State & Federal	10,070	
Other financing sources	<u>700,000</u>	
Total	\$ 4,225,480	
Projected FY2012 Expenses		<u>4,876,355</u>
Net Change		<u>(650,875)</u>
Projected Fund Balance 6/30/2012		\$ 429,347
Projected FY2013 Revenues		
Local	\$ 4,355,950	
State & Federal	9,805	
Other financing sources	<u>-</u>	
Total	\$ 4,365,755	
Projected FY2013 Expenses		<u>4,824,101</u>
Net Change		<u>(458,346)</u>
Projected Fund Balance 6/30/2013		<u><u>\$ (28,999)</u></u>

**SOLID WASTE MANAGEMENT  
FUND 21**

This fund accounts for the revenues and expenses relating to the County's waste management programs. This is accomplished through the divisions below. Individual division details follow this summary page.

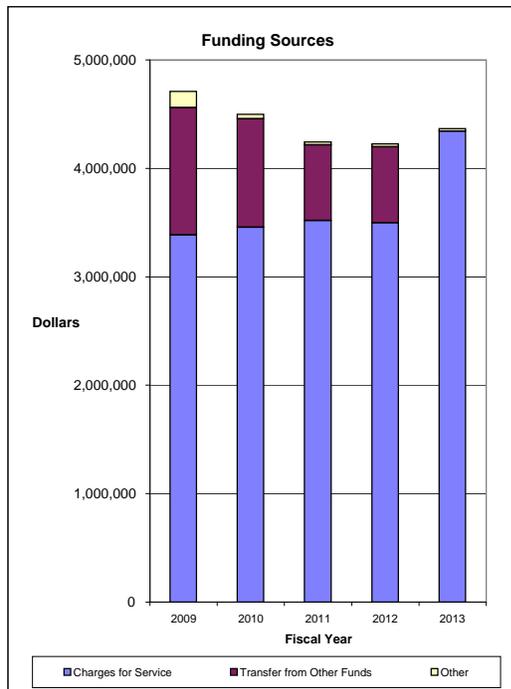
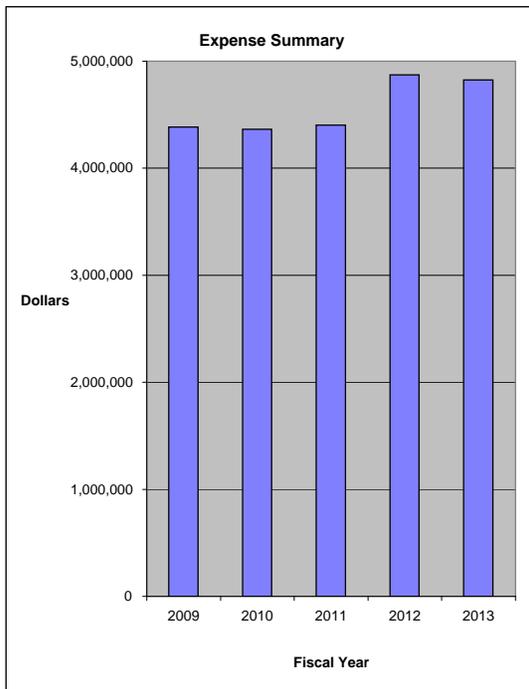
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 35,703	\$ 19,608	\$ 3,375	\$ 5,000	\$ 5,000	\$ 200	0.00%
Charges for Services	3,385,161	3,456,802	3,517,579	3,498,260	3,498,260	4,343,800	99.50%
Miscellaneous	112,449	11,458	10,940	12,150	12,150	11,950	0.27%
State Aid & Grants	-	10,070	11,612	10,070	10,070	9,805	0.23%
Non-Revenue Receipts	2,306	-	-	-	-	-	0.00%
Transfers from Other Funds	1,175,000	1,000,000	700,000	700,000	700,000	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 4,710,619</b>	<b>\$ 4,497,938</b>	<b>\$ 4,243,506</b>	<b>\$ 4,225,480</b>	<b>\$ 4,225,480</b>	<b>\$ 4,365,755</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expense by Activity</b>							
Solid Waste Administration	\$ 101,970	\$ 95,599	\$ 84,529	\$ 108,381	\$ 110,906	\$ 105,109	-3.02%
Solid Waste Collection & Disposal	2,314,053	2,345,269	2,462,045	2,683,245	2,683,785	2,874,099	7.11%
Transfer Station Operations	329,058	322,162	347,589	365,366	365,366	209,448	-42.67%
Recycling	949,319	987,166	911,341	1,031,272	1,031,272	1,053,870	2.19%
Composting Operations/Leaf Collection	623,373	536,525	519,519	574,404	575,904	488,008	-15.04%
Landfill Closure/Post-Maintenance	66,114	77,108	77,908	109,122	109,122	93,567	-14.25%
<b>Total Expenses</b>	<b>\$ 4,383,887</b>	<b>\$ 4,363,829</b>	<b>\$ 4,402,931</b>	<b>\$ 4,871,790</b>	<b>\$ 4,876,355</b>	<b>\$ 4,824,101</b>	<b>-0.98%</b>

<b>Expense by Category</b>							
Personnel	\$ 710,267	\$ 717,025	\$ 692,076	\$ 735,612	\$ 735,612	\$ 752,181	2.25%
Operating	3,560,400	3,626,651	3,696,709	4,103,678	4,104,203	4,048,920	-1.33%
Capital	113,220	20,153	14,146	32,500	36,540	23,000	-29.23%
<b>Total Expenses</b>	<b>\$ 4,383,887</b>	<b>\$ 4,363,829</b>	<b>\$ 4,402,931</b>	<b>\$ 4,871,790</b>	<b>\$ 4,876,355</b>	<b>\$ 4,824,101</b>	<b>-0.98%</b>

<b>Funded FTEs</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.50	2.50	2.50	2.50	2.50	2.50
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Trades & Crafts	7.20	7.20	7.20	7.20	7.20	7.20
<b>Total Funded FTEs</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>

<b>Key Service Indicators</b>						
Customer service calls	39,980	46,530	47,400	49,500	49,500	49,800
Curbside collection customers	16,455	16,560	16,570	16,600	16,600	16,630
Curbside collection tons collected	19,544	19,684	19,204	18,860	18,860	18,800
Drop off garbage tons received	11,466	12,605	13,374	13,500	13,500	13,300
Curbside recycling tons collected	4,863	4,698	4,889	5,000	5,000	4,500
Drop off recycling tons received	100	83	96	100	100	600
Incoming compost material tons	7,939	8,405	8,500	8,500	8,500	8,000



Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 25,180	\$ 10,472	\$ 3,351	\$ 5,000	\$ 5,000	\$ 200
1021 Interest-VPPSA escrow	618	31	24	-	-	-
2060 Sale of equip/tools	9,905	9,105	-	-	-	-
Subtotal	<u>35,703</u>	<u>19,608</u>	<u>3,375</u>	<u>5,000</u>	<u>5,000</u>	<u>200</u>
<b>30316</b>	<b>Charges for Services</b>					
5511 Penalty/interest	49,499	61,066	37,126	50,000	50,000	40,000
5520 Tipping fee	219,728	265,395	342,033	310,000	310,000	330,000
5545 Recycling collection	-	-	-	-	-	800,000
5547 Recycling disposal	78,843	58,854	75,454	63,000	63,000	75,000
5550 Solid Waste billing	2,708,097	2,733,453	2,745,023	2,750,000	2,750,000	2,758,000
5551 Yard debris collection	19,540	22,722	21,193	23,000	23,000	23,000
9020 VPPSA lease agreement	100,140	114,120	112,440	108,310	108,310	115,000
9021 VPPSA scales	4,800	4,800	4,800	4,800	4,800	4,800
9022 VPPSA compost facility	38,845	39,269	35,815	35,000	35,000	37,000
9030 Contractor user fees	165,005	156,147	142,726	153,000	153,000	160,000
9040 Collection fee-VPPSA compost	664	976	969	1,150	1,150	1,000
Subtotal	<u>3,385,161</u>	<u>3,456,802</u>	<u>3,517,579</u>	<u>3,498,260</u>	<u>3,498,260</u>	<u>4,343,800</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	100,000	-	-	-	-	-
9090 Miscellaneous local	-	1	-	-	-	-
9095 Utility costs-Republic	12,449	11,457	10,940	12,150	12,150	11,950
Subtotal	<u>112,449</u>	<u>11,458</u>	<u>10,940</u>	<u>12,150</u>	<u>12,150</u>	<u>11,950</u>
<b>30324</b>	<b>State Aid &amp; Grants</b>					
4070 Litter control	-	10,070	11,612	10,070	10,070	9,805
Subtotal	<u>-</u>	<u>10,070</u>	<u>11,612</u>	<u>10,070</u>	<u>10,070</u>	<u>9,805</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recovery	2,306	-	-	-	-	-
Subtotal	<u>2,306</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	1,175,000	1,000,000	700,000	700,000	700,000	-
Subtotal	<u>1,175,000</u>	<u>1,000,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>-</u>
Fund Total	<u>\$ 4,710,619</u>	<u>\$ 4,497,938</u>	<u>\$ 4,243,506</u>	<u>\$ 4,225,480</u>	<u>\$ 4,225,480</u>	<u>\$ 4,365,755</u>

**Solid Waste Management Fund  
Solid Waste Administration - Activity #21421**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To look for ways to increase revenues, cut costs, and at a minimum, maintain a balanced budget.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Value Added Services - Conduct periodic, random customer service surveys to determine satisfaction rate.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 34,561	\$ 37,609	\$ 36,143	\$ 38,651	\$ 38,651	\$ 38,672
Operating	63,021	57,990	48,386	63,730	64,255	66,437
Capital	4,388	-	-	6,000	8,000	-
Total Expenses	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 84,529</u>	<u>\$ 108,381</u>	<u>\$ 110,906</u>	<u>\$ 105,109</u>
<b><u>Funded FTEs</u></b>						
Management	0.20	0.20	0.20	0.20	0.20	0.20
Admin/Clerical	0.25	0.25	0.25	0.25	0.25	0.25
Trades & Crafts	0.10	0.10	0.10	0.10	0.10	0.10
Total Funded FTEs	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21421 Solid Waste Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 13,468	\$ 15,321	\$ 15,321	\$ 15,321	\$ 15,321	\$ 16,087
1516 Administrative & clerical salaries	8,417	8,602	8,622	8,622	8,622	9,053
1518 Trades & crafts	3,608	3,668	2,257	3,668	3,668	2,621
1595 Overtime	154	581	493	500	500	500
1596 Holiday worked	-	-	141	-	-	-
1599 Other pay	(283)	-	-	-	-	-
2100 FICA	1,832	2,063	1,944	2,151	2,151	2,162
2200 VRS	3,600	3,694	3,662	3,899	3,899	3,295
2300 Health care	3,545	3,517	3,630	4,413	4,413	4,588
2400 Group life insurance	220	163	73	77	77	366
Subtotal	<u>34,561</u>	<u>37,609</u>	<u>36,143</u>	<u>38,651</u>	<u>38,651</u>	<u>38,672</u>
<b>Contractual Services</b>						
3132 Data processing fees	-	-	-	-	525	-
3310 Repairs & maintenance	652	-	731	-	-	500
3320 Maintenance service contracts	5,203	1,263	1,475	3,850	3,850	6,000
3321-022 Custodial services	10,682	10,561	8,415	5,460	5,460	5,610
3600 Advertising	-	511	308	-	-	-
3920 Misc contractual services	<u>7,152</u>	<u>7,152</u>	<u>5,794</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
Subtotal	<u>23,689</u>	<u>19,487</u>	<u>16,723</u>	<u>16,510</u>	<u>17,035</u>	<u>19,310</u>
<b>Internal Services</b>						
4300 Central store	<u>391</u>	<u>-</u>	<u>297</u>	<u>100</u>	<u>100</u>	<u>150</u>
Subtotal	<u>391</u>	<u>-</u>	<u>297</u>	<u>100</u>	<u>100</u>	<u>150</u>
<b>Other Charges</b>						
5230 Telecommunications	3,780	3,641	3,407	3,500	3,500	2,100
5310 Property insurance	3,095	3,157	2,737	2,755	2,755	2,897
5510 Personnel development	2,196	2,061	-	2,100	2,100	2,100
5520 Employee recognition program	541	838	769	500	500	500
5810 Dues & memberships	371	200	431	400	400	430
5811 VPPSA	4,750	-	-	-	-	-
5835 Fiscal agent fees	21,000	21,000	21,000	35,000	35,000	36,000
5890 Bad debt expense	480	4,649	-	-	-	-
Subtotal	<u>36,213</u>	<u>35,546</u>	<u>28,344</u>	<u>44,255</u>	<u>44,255</u>	<u>44,027</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,807	1,615	1,684	1,800	1,800	1,800
6020 Food & food service supplies	50	19	-	-	-	-
6040 Medical/laboratory supplies	-	-	100	-	-	100
6070 Repair & maintenance supplies	37	104	331	100	100	100
6111 Protective clothing	-	100	-	-	-	-
6120 Books & subscriptions	-	96	96	115	115	100
6140 Other operating supplies	296	288	310	300	300	300
6170 Computer mat/supplies	53	326	179	300	300	300
6171 Small equipment	61	198	110	-	-	-
6172 Minor furnishings	40	211	212	250	250	250
Subtotal	<u>2,344</u>	<u>2,957</u>	<u>3,022</u>	<u>2,865</u>	<u>2,865</u>	<u>2,950</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	<u>4,388</u>	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>8,000</u>	<u>-</u>
Subtotal	<u>4,388</u>	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>8,000</u>	<u>-</u>
<b>Contributions</b>						
9720 HRPDC-Debris Mgmt	<u>384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 84,529</u>	<u>\$ 108,381</u>	<u>\$ 110,906</u>	<u>\$ 105,109</u>
Personnel	\$ 34,561	\$ 37,609	\$ 36,143	\$ 38,651	\$ 38,651	\$ 38,672
Non-personnel	67,409	57,990	48,386	69,730	72,255	66,437
	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 84,529</u>	<u>\$ 108,381</u>	<u>\$ 110,906</u>	<u>\$ 105,109</u>
	4.22%	-6.25%	-11.58%	28.22%	31.20%	-3.02%

**Solid Waste Management Fund  
Solid Waste Collection & Disposal - Activity #21422**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To accurately record and report all customer requests to the collection contractor and to the York County Utility Billing office to assure accountability, excellent customer service and proper billing for our customers.

**Implementation Strategies**

- Value Added Services - Conduct periodic, random customer service surveys to determine satisfaction rate.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Increases are attributable to contractual services for the curbside collection and hauling and disposal programs. Funding was provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 218,599	\$ 225,229	\$ 216,324	\$ 235,700	\$ 235,700	\$ 234,973
Operating	2,095,454	2,112,423	2,231,575	2,446,045	2,446,045	2,637,626
Capital	-	7,617	14,146	1,500	2,040	1,500
Total Expenses	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,462,045</u>	<u>\$ 2,683,245</u>	<u>\$ 2,683,785</u>	<u>\$ 2,874,099</u>
<b><u>Funded FTEs</u></b>						
Management	0.40	0.40	0.40	0.40	0.40	0.40
Professional/Technical	1.58	1.58	1.58	1.58	1.58	1.58
Admin/Clerical	1.25	1.25	1.25	1.25	1.25	1.25
Trades & Crafts	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Total Funded FTEs	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>

Expenses	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21422 Solid Waste Collection &amp; Disposal</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 25,464	\$ 30,642	\$ 30,642	\$ 30,642	\$ 30,642	\$ 32,174
1515 Professional & technical salaries	67,481	67,161	67,161	67,161	67,161	70,518
1516 Administrative & clerical salaries	36,256	37,002	37,102	37,102	37,102	38,957
1518 Trades & crafts	25,215	25,676	17,083	25,676	25,676	18,345
1595 Overtime	1,652	811	532	2,000	2,000	1,800
1599 Other pay	(567)	-	-	-	-	-
1599-002 Service Awards Vteam	-	-	25	-	-	-
1599-003 Taxable fringe benefits	-	-	25	-	-	-
1599-003-001 Deduction- taxable fringe	-	-	(25)	-	-	-
1999-999-999-999 Charge out wages- grants	-	-	(25)	-	-	-
2100 FICA	10,976	11,409	10,587	12,437	12,437	12,377
2100-002 FICA- Service awards Vteam	-	-	2	-	-	-
2100-003 FICA- Taxable fringe benefits	-	-	2	-	-	-
2200 VRS	21,239	21,544	21,143	22,674	22,674	18,991
2300 Health care	29,587	30,034	31,654	37,558	37,558	39,699
2400 Group life insurance	1,296	950	419	450	450	2,112
2999-999-999-999 Charge out fringes- grants	-	-	(3)	-	-	-
Subtotal	<u>218,599</u>	<u>225,229</u>	<u>216,324</u>	<u>235,700</u>	<u>235,700</u>	<u>234,973</u>
<b>Contractual Services</b>						
3500 Printing & binding	6,258	5,730	5,754	6,000	6,000	6,000
Subtotal	<u>6,258</u>	<u>5,730</u>	<u>5,754</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	2,830	2,687	2,952	3,000	3,000	3,781
Subtotal	<u>2,830</u>	<u>2,687</u>	<u>2,952</u>	<u>3,000</u>	<u>3,000</u>	<u>3,781</u>
<b>Other Charges</b>						
5140 Solid waste collection	1,091,814	1,077,630	1,141,926	1,220,000	1,220,000	1,350,000
5142 Disposal of solid waste	978,196	1,010,267	1,064,535	1,200,000	1,200,000	1,260,000
5210 Postal/messenger service	15,084	15,052	15,548	16,000	16,000	16,500
5230 Telecommunications	-	-	-	-	-	300
5360 Workers' compensation premiums	650	650	650	635	635	635
Subtotal	<u>2,085,744</u>	<u>2,103,599</u>	<u>2,222,659</u>	<u>2,436,635</u>	<u>2,436,635</u>	<u>2,627,435</u>
<b>Materials &amp; Supplies</b>						
6140 Other operating supplies	622	407	210	410	410	410
Subtotal	<u>622</u>	<u>407</u>	<u>210</u>	<u>410</u>	<u>410</u>	<u>410</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,500	1,500	1,500
8170-001 IVR System	-	7,617	14,146	-	540	-
Subtotal	<u>-</u>	<u>7,617</u>	<u>14,146</u>	<u>1,500</u>	<u>2,040</u>	<u>1,500</u>
Activity Total	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,462,045</u>	<u>\$ 2,683,245</u>	<u>\$ 2,683,785</u>	<u>\$ 2,874,099</u>
Personnel	\$ 218,599	\$ 225,229	\$ 216,324	\$ 235,700	\$ 235,700	\$ 234,973
Non-personnel	<u>2,095,454</u>	<u>2,120,040</u>	<u>2,245,721</u>	<u>2,447,545</u>	<u>2,448,085</u>	<u>2,639,126</u>
	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,462,045</u>	<u>\$ 2,683,245</u>	<u>\$ 2,683,785</u>	<u>\$ 2,874,099</u>
	1.33%	1.35%	4.98%	8.98%	9.01%	7.11%

**Solid Waste Management Fund  
Transfer Station Operations - Activity #21423**

**Mission**

To provide quality collection service and exceptional customer service and increase participation in the County's waste management programs.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Upgrade the Scale House system to provide better security and work on regulation concerns with the vendor providing transfer station services.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. The final Virginia Resources Authority debt payment will be made in FY2012 and therefore, there is no payment programmed for FY2013.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 127,732	\$ 132,877	\$ 128,676	\$ 135,626	\$ 135,626	\$ 140,463
Operating	198,846	189,285	218,913	229,740	229,740	68,985
Capital	2,480	-	-	-	-	-
Total Expenses	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 347,589</u>	<u>\$ 365,366</u>	<u>\$ 365,366</u>	<u>\$ 209,448</u>
<b><u>Funded FTEs</u></b>						
Management	0.20	0.20	0.20	0.20	0.20	0.20
Professional/Technical	0.07	0.07	0.07	0.07	0.07	0.07
Trades & Crafts	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
Total Funded FTEs	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>

Expenses	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21423 Transfer Station Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 13,468	\$ 15,321	\$ 15,321	\$ 15,321	\$ 15,321	\$ 16,087
1515 Professional & technical salaries	3,852	3,925	3,925	3,925	3,925	4,121
1518 Trades & crafts	62,036	63,851	62,568	64,021	64,021	65,992
1595 Overtime	14,594	12,116	8,046	10,000	10,000	10,000
1596 Holiday worked	558	2,202	1,712	2,000	2,000	2,000
1599 Other pay	(283)	-	-	-	-	-
2100 FICA	6,722	6,921	6,403	7,288	7,288	7,512
2200 VRS	10,855	11,174	11,542	11,757	11,757	10,232
2300 Health care	15,268	16,875	18,930	21,081	21,081	23,381
2400 Group life insurance	662	492	229	233	233	1,138
Subtotal	<u>127,732</u>	<u>132,877</u>	<u>128,676</u>	<u>135,626</u>	<u>135,626</u>	<u>140,463</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	5,885	1,958	998	5,000	5,000	5,000
3320 Maintenance service contracts	4,285	4,714	7,465	5,700	5,700	5,875
3392 Repair/maint-insurance recovery	2,306	-	-	-	-	-
3955 Transfer station contract	-	-	13,620	29,352	29,352	31,630
Subtotal	<u>12,476</u>	<u>6,672</u>	<u>22,083</u>	<u>40,052</u>	<u>40,052</u>	<u>42,505</u>
<b>Other Charges</b>						
5110 Electrical services	5,238	4,085	4,447	4,750	4,750	4,750
5130 Water & sewer	7,211	7,375	6,493	7,400	7,400	7,200
5132 Sludge material	-	-	14,321	3,850	3,850	7,500
5230 Telecommunications	-	-	-	-	-	300
5360 Workers' compensation premiums	130	130	130	130	130	130
5811 VPPSA	4,750	-	-	-	-	-
5828 Permits & licenses	2,000	2,000	3,580	3,580	3,580	6,000
Subtotal	<u>19,329</u>	<u>13,590</u>	<u>28,971</u>	<u>19,710</u>	<u>19,710</u>	<u>25,880</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	250	536	308	500	500	400
6070 Repair & maintenance supplies	33	-	46	100	100	100
6170 Computer mat/supplies	854	145	-	100	100	100
6171 Small equipment	-	-	202	-	-	-
Subtotal	<u>1,137</u>	<u>681</u>	<u>556</u>	<u>700</u>	<u>700</u>	<u>600</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	2,480	-	-	-	-	-
Subtotal	<u>2,480</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Debt Service</b>						
9111-001 Principal-VPPSA refinancing	141,729	150,066	154,235	162,572	162,572	-
9121-001 Interest-VPPSA refinancing	23,414	17,692	12,672	6,503	6,503	-
9125-001 Other debt service exp refinancing	761	584	396	203	203	-
Subtotal	<u>165,904</u>	<u>168,342</u>	<u>167,303</u>	<u>169,278</u>	<u>169,278</u>	<u>-</u>
Activity Total	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 347,589</u>	<u>\$ 365,366</u>	<u>\$ 365,366</u>	<u>\$ 209,448</u>
Personnel	\$ 127,732	\$ 132,877	\$ 128,676	\$ 135,626	\$ 135,626	\$ 140,463
Non-personnel	<u>201,326</u>	<u>189,285</u>	<u>218,913</u>	<u>229,740</u>	<u>229,740</u>	<u>68,985</u>
	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 347,589</u>	<u>\$ 365,366</u>	<u>\$ 365,366</u>	<u>\$ 209,448</u>
	2.88%	-2.10%	7.89%	5.11%	5.11%	-42.67%

**Solid Waste Management Fund  
Recycling - Activity #21424**

**Mission**

To provide quality collection service and exceptional customer service, develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Increase public education efforts regarding proper recycling practices.
- Continue a Juvenile and Adult Community Service Program to help cut cost and provide labor for the County's Recycling Center.
- Implement a recycling fee to offset the elimination of the support from the General Fund.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Increases are attributable to the recycling and household chemical programs. Funding is provided for the routine replacement of a computer.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 143,680	\$ 124,875	\$ 120,461	\$ 123,579	\$ 123,579	\$ 131,369
Operating	805,639	862,291	790,880	907,693	907,693	921,001
Capital	-	-	-	-	-	1,500
Total Expenses	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 911,341</u>	<u>\$ 1,031,272</u>	<u>\$ 1,031,272</u>	<u>\$ 1,053,870</u>
<b><u>Funded FTEs</u></b>						
Management	0.10	0.10	0.10	0.10	0.10	0.10
Professional/Technical	0.85	0.85	0.85	0.85	0.85	0.85
Trades & Crafts	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>
Total Funded FTEs	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21424</b>	<b>Recycling</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ 6,734	\$ 7,661	\$ 7,661	\$ 7,661	\$ 7,661	\$ 8,044
1515 Professional & technical salaries	46,719	47,584	47,577	47,665	47,665	50,048
1518 Trades & crafts	36,855	26,910	22,985	27,337	27,337	27,473
1595 Overtime	16,649	9,915	12,203	9,100	9,100	12,500
1596 Holiday worked	400	870	1,355	900	900	1,350
1599 Other pay	(142)	1,592	-	-	-	-
1599-002 Service Awards Vteam	-	-	50	-	-	-
1599-003 Taxable fringe benefits	-	-	10	-	-	-
1599-003-001 Deduction- taxable fringe	-	-	(10)	-	-	-
1999-999-999-999 Charge out wages- grants	-	-	(50)	-	-	-
2100 FICA	7,722	6,661	6,700	7,089	7,089	7,605
2100-002 FICA- Service awards Vteam	-	-	4	-	-	-
2100-003 FICA- Taxable fringe benefits	-	-	1	-	-	-
2200 VRS	12,248	10,960	11,178	11,672	11,672	10,156
2300 Health care	15,748	12,226	10,575	11,924	11,924	13,064
2400 Group life insurance	747	496	227	231	231	1,129
2999-999-999-999 Charge out fringes- grants	-	-	(5)	-	-	-
Subtotal	<u>143,680</u>	<u>124,875</u>	<u>120,461</u>	<u>123,579</u>	<u>123,579</u>	<u>131,369</u>
<b>Contractual Services</b>						
3500 Printing & binding	150	2,422	44	100	100	100
3600 Advertising	758	-	-	900	900	500
3930 Uniform support services	<u>1,663</u>	<u>1,365</u>	<u>1,797</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Subtotal	<u>2,571</u>	<u>3,787</u>	<u>1,841</u>	<u>2,500</u>	<u>2,500</u>	<u>2,100</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	<u>10,136</u>	<u>10,258</u>	<u>6,237</u>	<u>10,357</u>	<u>10,357</u>	<u>10,900</u>
Subtotal	<u>10,136</u>	<u>10,258</u>	<u>6,237</u>	<u>10,357</u>	<u>10,357</u>	<u>10,900</u>
<b>Other Charges</b>						
5145 Recycling	727,183	756,687	692,147	804,340	804,340	815,136
5210 Postal/messenger service	4	4,180	-	-	-	-
5230 Telecommunications	-	-	-	-	-	2,100
5360 Workers' compensation premiums	2,600	2,600	2,600	2,550	2,550	2,550
5510 Personnel development	138	600	50	200	200	200
5811 VPPSA admin fee	-	4,875	4,875	4,875	4,875	4,875
5886 Household chemical program	<u>62,259</u>	<u>77,832</u>	<u>82,147</u>	<u>81,971</u>	<u>81,971</u>	<u>82,240</u>
Subtotal	<u>792,184</u>	<u>846,774</u>	<u>781,819</u>	<u>893,936</u>	<u>893,936</u>	<u>907,101</u>
<b>Materials &amp; Supplies</b>						
6111 Protective clothing	151	292	389	400	400	400
6140 Other operating supplies	597	363	594	500	500	500
6170 Computer mat/supplies	-	817	-	-	-	-
Subtotal	<u>748</u>	<u>1,472</u>	<u>983</u>	<u>900</u>	<u>900</u>	<u>900</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	1,500
Subtotal	-	-	-	-	-	1,500
Activity Total	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 911,341</u>	<u>\$ 1,031,272</u>	<u>\$ 1,031,272</u>	<u>\$ 1,053,870</u>
Personnel	\$ 143,680	\$ 124,875	\$ 120,461	\$ 123,579	\$ 123,579	\$ 131,369
Non-personnel	<u>805,639</u>	<u>862,291</u>	<u>790,880</u>	<u>907,693</u>	<u>907,693</u>	<u>922,501</u>
	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 911,341</u>	<u>\$ 1,031,272</u>	<u>\$ 1,031,272</u>	<u>\$ 1,053,870</u>
	6.41%	3.99%	-7.68%	13.16%	13.16%	2.19%

**Solid Waste Management Fund  
Composting Operations/Leaf Collections - Activity #21425**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Provide disposal of yard waste from curbside collection and citizen drop-off.
- Continue meeting the federal regulation mandate of 25% recycling of our waste stream with the composting program.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. Funding decreased for the contractual arrangement with Virginia Peninsulas Public Service Authority for composting services.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 174,325	\$ 184,524	\$ 182,524	\$ 190,268	\$ 190,268	\$ 193,786
Operating	342,948	352,001	336,995	384,136	384,136	294,222
Capital	106,100	-	-	-	1,500	-
Total Expenses	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 519,519</u>	<u>\$ 574,404</u>	<u>\$ 575,904</u>	<u>\$ 488,008</u>
<b><u>Funded FTEs</u></b>						
Management	0.10	0.10	0.10	0.10	0.10	0.10
Trades & Crafts	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>
Total Funded FTEs	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21425 Composting Operations/Leaf Collection</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 6,734	\$ 7,661	\$ 7,661	\$ 7,661	\$ 7,661	\$ 8,044
1518 Trades & crafts	115,275	119,208	119,208	119,207	119,207	125,168
1533 As required- trades/crafts	-	-	1,766	-	-	-
1595 Overtime	3,102	8,926	3,050	8,600	8,600	5,000
1596 Holiday worked	-	146	-	400	400	-
1599 Other pay	(142)	-	-	-	-	-
2100 FICA	8,945	9,938	9,605	10,394	10,394	10,573
2200 VRS	16,568	16,975	17,847	17,914	17,914	15,812
2300 Health care	22,832	20,923	23,033	25,737	25,737	27,431
2400 Group life insurance	1,011	747	354	355	355	1,758
Subtotal	<u>174,325</u>	<u>184,524</u>	<u>182,524</u>	<u>190,268</u>	<u>190,268</u>	<u>193,786</u>
<b>Contractual Services</b>						
3110 Payment for medical services	71	37	78	100	100	100
3200 Temporary services	33,321	37,039	-	37,000	37,000	32,000
3930 Uniform support services	617	434	626	400	400	600
Subtotal	<u>34,009</u>	<u>37,510</u>	<u>704</u>	<u>37,500</u>	<u>37,500</u>	<u>32,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	<u>43,609</u>	<u>36,089</u>	<u>46,832</u>	<u>44,634</u>	<u>44,634</u>	<u>50,000</u>
Subtotal	<u>43,609</u>	<u>36,089</u>	<u>46,832</u>	<u>44,634</u>	<u>44,634</u>	<u>50,000</u>
<b>Other Charges</b>						
5143 Composting	258,498	269,349	279,818	292,492	292,492	201,382
5230 Telecommunications	-	-	-	-	-	550
5360 Workers' compensation premiums	3,380	3,380	3,380	3,315	3,315	3,315
5811 VPPSA admin fee	-	4,875	4,875	4,875	4,875	4,875
5850 Mileage expenses	1,922	-	-	-	-	-
Subtotal	<u>263,800</u>	<u>277,604</u>	<u>288,073</u>	<u>300,682</u>	<u>300,682</u>	<u>210,122</u>
<b>Materials &amp; Supplies</b>						
6020 Food & food services supplies	-	70	-	-	-	-
6081 Lubricants	41	-	-	-	-	-
6111 Protective clothing	238	313	372	500	500	400
6140 Other operating supplies	651	415	614	420	420	600
6171 Small equipment	600	-	400	400	400	400
Subtotal	<u>1,530</u>	<u>798</u>	<u>1,386</u>	<u>1,320</u>	<u>1,320</u>	<u>1,400</u>
<b>Capital Outlay</b>						
8150 Vehicles	106,100	-	-	-	-	-
8170 Data processing equipment	-	-	-	-	1,500	-
Subtotal	<u>106,100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>-</u>
Activity Total	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 519,519</u>	<u>\$ 574,404</u>	<u>\$ 575,904</u>	<u>\$ 488,008</u>
Personnel	\$ 174,325	\$ 184,524	\$ 182,524	\$ 190,268	\$ 190,268	\$ 193,786
Non-personnel	449,048	352,001	336,995	384,136	385,636	294,222
	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 519,519</u>	<u>\$ 574,404</u>	<u>\$ 575,904</u>	<u>\$ 488,008</u>
	9.91%	-13.93%	-3.17%	10.56%	10.85%	-15.04%

**Solid Waste Management Fund**  
**Landfill Closure/Post-Maintenance - Activity #21426**

**Mission**

State and federal laws and regulations require that the County perform post-closure care requirements on its landfill.

**Goals**

- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Perform annual evaluation to determine future costs.

**Budget Comments - FY2013**

Funding includes an increase for groundwater monitoring services. The final Virginia Resources Authority debt payment will be made in FY2012 and therefore, there is no payment programmed for FY2013.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
<b><u>Expense By Category</u></b>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Personnel	\$ 11,370	\$ 11,911	\$ 7,948	\$ 11,788	\$ 11,788	\$ 12,918
Operating	54,492	52,661	69,960	72,334	72,334	60,649
Capital	252	12,536	-	25,000	25,000	20,000
Total Expenses	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 77,908</u>	<u>\$ 109,122</u>	<u>\$ 109,122</u>	<u>\$ 93,567</u>

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21426</b>	<b>Landfill Closure/Post-Maintenance</b>					
<b>Personnel Services</b>						
1533 As required-trades/crafts	\$ 145	\$ 351	\$ 89	\$ 150	\$ 150	\$ 2,000
1595 Overtime	10,419	10,714	6,898	10,800	10,800	10,000
1596 Holiday worked	-	-	398	-	-	-
2100 FICA	806	846	563	838	838	918
Subtotal	<u>11,370</u>	<u>11,911</u>	<u>7,948</u>	<u>11,788</u>	<u>11,788</u>	<u>12,918</u>
<b>Contractual Services</b>						
3920 Misc contractual services	20,792	17,885	35,692	36,767	36,767	58,949
Subtotal	<u>20,792</u>	<u>17,885</u>	<u>35,692</u>	<u>36,767</u>	<u>36,767</u>	<u>58,949</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	64	-	-	-	-
Subtotal	<u>-</u>	<u>64</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5510 Personnel development	-	225	-	500	500	300
5828 Permits & licenses	500	500	895	900	900	1,000
Subtotal	<u>500</u>	<u>725</u>	<u>895</u>	<u>1,400</u>	<u>1,400</u>	<u>1,300</u>
<b>Materials &amp; Supplies</b>						
6171 Small equipment	106	409	-	400	400	400
Subtotal	<u>106</u>	<u>409</u>	<u>-</u>	<u>400</u>	<u>400</u>	<u>400</u>
<b>Capital Outlay</b>						
8050 Site work	252	12,536	-	25,000	25,000	20,000
Subtotal	<u>252</u>	<u>12,536</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>20,000</u>
<b>Debt Service</b>						
9111-001 Principal-VPPSA refinancing	28,271	29,934	30,766	32,429	32,429	-
9121-001 Interest-VPPSA refinancing	4,671	3,528	2,528	1,297	1,297	-
9125-001 Other debt service exp refinancing	152	116	79	41	41	-
Subtotal	<u>33,094</u>	<u>33,578</u>	<u>33,373</u>	<u>33,767</u>	<u>33,767</u>	<u>-</u>
Activity Total	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 77,908</u>	<u>\$ 109,122</u>	<u>\$ 109,122</u>	<u>\$ 93,567</u>
Personnel	\$ 11,370	\$ 11,911	\$ 7,948	\$ 11,788	\$ 11,788	\$ 12,918
Non-personnel	54,744	65,197	69,960	97,334	97,334	80,649
	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 77,908</u>	<u>\$ 109,122</u>	<u>\$ 109,122</u>	<u>\$ 93,567</u>
	-35.13%	16.63%	1.04%	40.07%	40.07%	-14.25%

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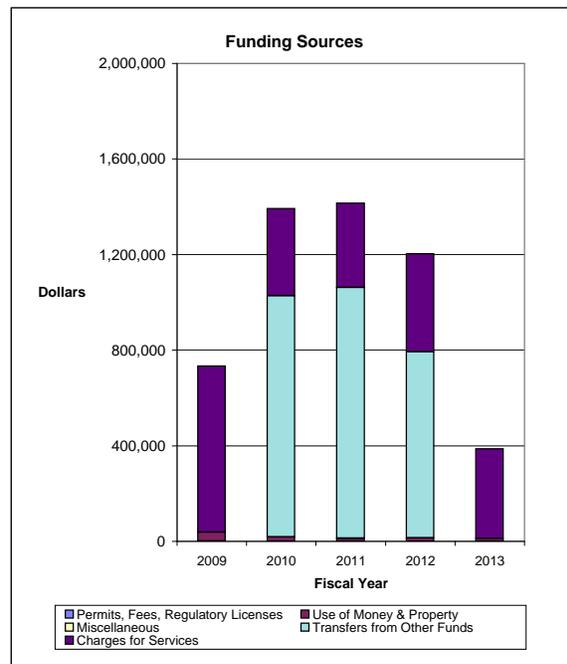
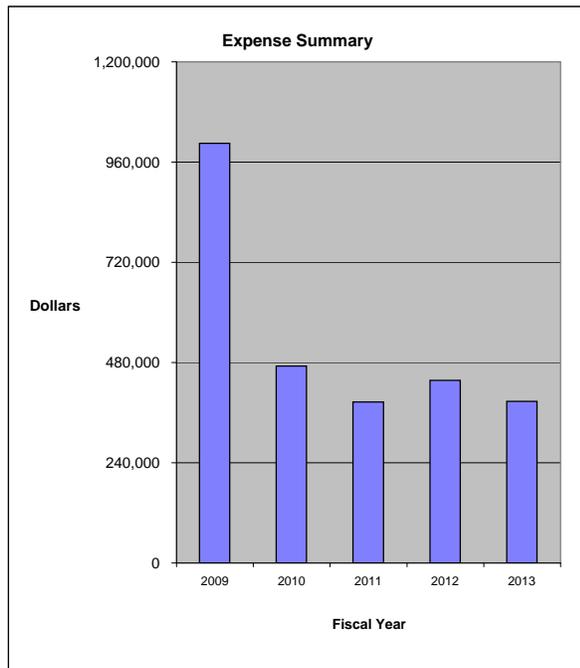
**WATER UTILITY  
FUND 24  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 2,985,344
Projected FY2012 Revenues		
Local	\$ 424,000	
Other financing sources	<u>781,600</u>	
Total		\$ 1,205,600
Projected FY2012 Expenses		<u>4,484,789</u>
Net Change		<u>(3,279,189)</u>
Projected Fund Balance 6/30/2012		\$ (293,845)
Projected FY2013 Revenues		
Local	\$ 387,500	
Other financing sources	<u>-</u>	
Total		\$ 387,500
Projected FY2013 Expenses		<u>387,387</u>
Net Change		<u>113</u>
Projected Fund Balance 6/30/2013		<u>\$ (293,732)</u>

**WATER UTILITY  
FUND 24**

This fund accounts for the revenues and expenses relating to the County's water distribution system that provided quality drinking water. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Permits, Fees, Regulatory Licenses	\$ 1,902	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Use of Money & Property	36,549	18,823	12,363	14,000	14,000	12,500	3.23%
Charges for Services	695,560	364,243	351,955	410,000	410,000	375,000	96.77%
Miscellaneous	-	240	542	-	-	-	0.00%
Non-Revenue Receipts	-	-	-	-	1,600	-	0.00%
Transfers from Other Funds	-	1,009,211	1,050,248	780,000	780,000	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 734,011</b>	<b>\$ 1,392,517</b>	<b>\$ 1,415,108</b>	<b>\$ 1,204,000</b>	<b>\$ 1,205,600</b>	<b>\$ 387,500</b>	<b>100.00%</b>
<b>Expense by Activity</b>							
Utility Operations	\$ 524,689	\$ 438,480	\$ 355,481	\$ 437,465	\$ 439,065	\$ 387,387	-11.45%
Utility Construction	479,921	32,872	30,403	-	4,045,724	-	0.00%
<b>Total Expenses</b>	<b>\$ 1,004,610</b>	<b>\$ 471,352</b>	<b>\$ 385,884</b>	<b>\$ 437,465</b>	<b>\$ 4,484,789</b>	<b>\$ 387,387</b>	<b>-11.45%</b>
<b>Expense by Category</b>							
Personnel	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -	\$ -	0.00%
Operating	456,208	358,370	355,481	437,465	437,465	387,387	-11.45%
Capital	481,393	32,872	30,403	-	4,047,324	-	0.00%
<b>Total Expenses</b>	<b>\$ 1,004,610</b>	<b>\$ 471,352</b>	<b>\$ 385,884</b>	<b>\$ 437,465</b>	<b>\$ 4,484,789</b>	<b>\$ 387,387</b>	<b>-11.45%</b>
<b>Funded FTEs</b>							
Management	-	0.10	-	-	-	-	
Trades & Crafts	1.50	1.80	-	-	-	-	
<b>Total Funded FTEs</b>	<b>1.50</b>	<b>1.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Key Service Indicators</b>							
Water for resale (in gallons)	80,434,000	75,824,875	75,664,410	87,550,000	85,787,700	81,877,729	
Number of projects	-	2	1	-	4	-	



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>WATER UTILITY FUND</b>						
<b>30313</b>	<b>Permits, Fees, Regulatory Licenses</b>					
3160	Water inspection fees	\$ 1,902	\$ -	\$ -	\$ -	\$ -
	Subtotal	<u>1,902</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	36,549	18,823	12,363	14,000	12,500
	Subtotal	<u>36,549</u>	<u>18,823</u>	<u>12,363</u>	<u>14,000</u>	<u>12,500</u>
<b>30316</b>	<b>Charges for Services</b>					
5511	Penalty/interest	8,361	5,321	4,501	-	-
5530	Connection fees	29,038	46,590	926	-	-
5530-001	Connection fees-projects	-	2,961	-	-	-
5890	Bad Debt	-	-	(16)	-	-
6510	Water service	321,377	4,168	-	-	-
6540	Sale of bulk water	336,784	305,203	346,544	410,000	375,000
	Subtotal	<u>695,560</u>	<u>364,243</u>	<u>351,955</u>	<u>410,000</u>	<u>375,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010	Prior year expense refund	-	240	542	-	-
	Subtotal	<u>-</u>	<u>240</u>	<u>542</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010	Insurance recovery	-	-	-	1,600	-
	Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,600</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010	General Fund	-	1,009,211	1,050,248	780,000	-
	Subtotal	<u>-</u>	<u>1,009,211</u>	<u>1,050,248</u>	<u>780,000</u>	<u>-</u>
	Fund Total	<u>\$ 734,011</u>	<u>\$ 1,392,517</u>	<u>\$ 1,415,108</u>	<u>\$ 1,204,000</u>	<u>\$ 387,500</u>

**Water Utility Fund**  
**Utility Operations - Activity #24446**

**Mission**

To adequately maintain the on-site main lines and fire hydrants in the Williamsburg Area By-Pass Road Water Service Area.

**Goals**

- The turn over to the City of Newport News-Newport News Waterworks for operation and maintenance has been completed.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Budget Comments - FY2013**

Operating funding has been reduced for water for resale, based on trends.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -	\$ -
Operating	456,208	358,370	355,481	437,465	437,465	387,387
Capital	1,472	-	-	-	1,600	-
Total Expenses	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 355,481</u>	<u>\$ 437,465</u>	<u>\$ 439,065</u>	<u>\$ 387,387</u>
<b><u>Funded FTEs</u></b>						
Management	-	0.10	-	-	-	-
Trades & Crafts	1.50	1.80	-	-	-	-
Total Funded FTEs	<u>1.50</u>	<u>1.90</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Expenditures	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>WATER UTILITY FUND</b>						
<b>24446 Utility Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ -	\$ 6,267	\$ -	\$ -	\$ -	\$ -
1515 Professional & technical salaries	-	14,773	-	-	-	-
1518 Trades & crafts	39,232	39,262	-	-	-	-
1523 Reg PT trades & crafts	12,559	-	-	-	-	-
1595 Overtime	-	132	-	-	-	-
2100 FICA	3,395	4,219	-	-	-	-
2200 VRS	5,277	7,946	-	-	-	-
2300 Health care	6,224	7,163	-	-	-	-
2400 Group life insurance	322	348	-	-	-	-
Subtotal	<u>67,009</u>	<u>80,110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	2,000	-	45	2,000	2,000	500
3500 Printing & binding	891	240	-	-	-	-
3820 HRPDC-Wtr (FIN-H2O)	5,865	5,865	5,865	5,865	5,865	5,887
3920 Misc contractual services	3,437	729	200	5,000	5,000	1,500
3930 Uniform support services	468	378	-	-	-	-
Subtotal	<u>12,661</u>	<u>7,212</u>	<u>6,110</u>	<u>12,865</u>	<u>12,865</u>	<u>7,887</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	10,750	5,885	-	-	-	-
Subtotal	<u>10,750</u>	<u>5,885</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5110 Electrical services	39,035	1,226	390	600	600	600
5131 Water for resale	372,802	328,833	340,981	410,000	410,000	375,000
5210 Postal/messenger service	1,434	251	-	-	-	-
5310 Property insurance	2,106	2,159	-	-	-	-
5360 Workers' compensation premiums	1,300	1,547	-	-	-	-
5510 Personnel development	290	-	-	-	-	-
5810 Dues & memberships	360	297	-	-	-	-
5835 Fiscal agent fees	8,000	8,000	8,000	10,000	10,000	2,900
5875 Water purveyor fees	791	187	-	-	-	-
Subtotal	<u>426,118</u>	<u>342,500</u>	<u>349,371</u>	<u>420,600</u>	<u>420,600</u>	<u>378,500</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	626	658	-	-	-	-
6050 Housekeep & janitorial supplies	238	323	-	-	-	-
6070 Repair & maintenance supplies	5,710	1,474	-	4,000	4,000	1,000
6110 Uniforms & wearing apparel	105	25	-	-	-	-
6170 Computer mat/supplies	-	293	-	-	-	-
Subtotal	<u>6,679</u>	<u>2,773</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>1,000</u>
<b>Capital Outlay</b>						
8113 Equipment insurance recovery	-	-	-	-	1,600	-
8170 Data processing equipment	1,472	-	-	-	-	-
Subtotal	<u>1,472</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,600</u>	<u>-</u>
Activity Total	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 355,481</u>	<u>\$ 437,465</u>	<u>\$ 439,065</u>	<u>\$ 387,387</u>
Personnel	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>457,680</u>	<u>358,370</u>	<u>355,481</u>	<u>437,465</u>	<u>439,065</u>	<u>387,387</u>
	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 355,481</u>	<u>\$ 437,465</u>	<u>\$ 439,065</u>	<u>\$ 387,387</u>
	-9.96%	-16.43%	-18.93%	23.06%	23.51%	-11.45%

**Water Utility Fund**  
**Utility Construction - Activity #90912**

**Mission**

To adequately maintain the on-site main lines and fire hydrants in the Williamsburg Area By-Pass Road Water Service Area.

**Goals**

- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Budget Comments - FY2013**

There are no new water projects planned.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Capital	\$ 479,921	\$ 32,872	\$ 30,403	\$ -	\$ 4,045,724	\$ -
Total Expenses	<u>\$ 479,921</u>	<u>\$ 32,872</u>	<u>\$ 30,403</u>	<u>\$ -</u>	<u>\$ 4,045,724</u>	<u>\$ -</u>

Expenditures	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>WATER UTILITY FUND</b>						
<b>90912</b>	<b>Utility Construction</b>					
<b>Capital Outlay</b>						
8040-001 System Devel Fee - NNWW	\$ 479,921	\$ -	\$ -	\$ -	\$ -	\$ -
91435 Lightfoot	-	28,522	-	-	-	-
91445 Burts Rd	-	-	-	-	692,448	-
91459 Burcher Rd	-	-	-	-	129,543	-
91467 NNWW/Lightfoot Extension	-	4,350	-	-	2,728,679	-
91517 East Rochambeau	-	-	30,403	-	495,054	-
	<u>479,921</u>	<u>32,872</u>	<u>30,403</u>	<u>-</u>	<u>4,045,724</u>	<u>-</u>
Activity Total	\$ 479,921	\$ 32,872	\$ 30,403	\$ -	\$ 4,045,724	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	479,921	32,872	30,403	-	4,045,724	-
	<u>479,921</u>	<u>32,872</u>	<u>30,403</u>	<u>-</u>	<u>4,045,724</u>	<u>-</u>
	100.00%	-93.15%	-7.51%	-100.00%	13206.99%	0.00%

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**SEWER UTILITY  
FUND 25  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 16,038,928
Projected FY2012 Revenues		
Local	\$ 9,441,250	
State and Federal	299,039	
Other financing sources	<u>1,300,000</u>	
Total		\$ 11,040,289
Projected FY2012 Expenses		<u>35,629,862</u>
Net Change		<u>(24,589,573)</u>
Projected Fund Balance 6/30/2012		\$ (8,550,645)
Projected FY2013 Revenues		
Local	\$ 9,007,811	
State and Federal	299,039	
Other financing sources	<u>2,080,000</u>	
Total		\$ 11,386,850
Projected FY2013 Expenses		<u>8,638,902</u>
Net Change		<u>2,747,948</u>
Projected Fund Balance 6/30/2013		<u>\$ (5,802,697)</u>

**SEWER UTILITY  
FUND 25**

This fund accounts for the revenues and expenses relating to the County's sanitary sewer collection system. This is accomplished through the divisions below. Individual division details follow this summary page.

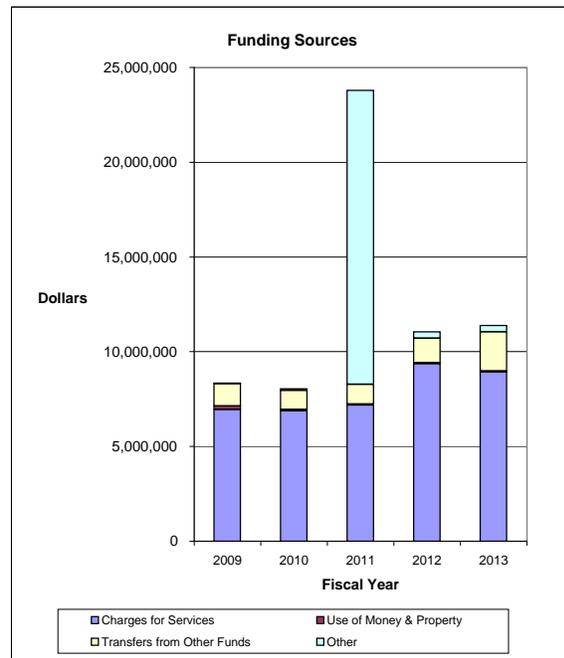
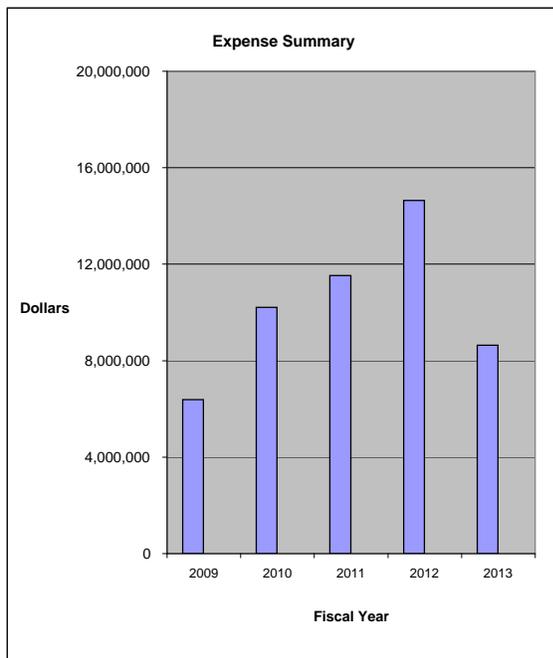
	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Permits, Fees, Regulatory Licenses	\$ 30,116	\$ 5,493	\$ 22,399	\$ 30,000	\$ 30,000	\$ 30,000	0.26%
Use of Money & Property	180,256	76,370	46,210	50,000	50,000	40,000	0.35%
Charges for Services	6,948,332	6,879,550	7,187,182	9,361,250	9,361,250	8,935,311	78.47%
Miscellaneous	2,456	29,335	3,524	-	-	2,500	0.02%
Recovered Costs	-	2,200	-	-	-	-	0.00%
Federal Aid & Grants	-	25,000	137,890	299,039	299,039	299,039	2.63%
Non-Revenue Receipts	829	14,147	15,350,447	-	-	-	0.00%
Transfers from Other Funds	1,177,794	1,010,127	1,050,248	1,300,000	1,300,000	2,080,000	18.27%
<b>Total Funding Sources</b>	<b>\$ 8,339,783</b>	<b>\$ 8,042,222</b>	<b>\$ 23,797,900</b>	<b>\$ 11,040,289</b>	<b>\$ 11,040,289</b>	<b>\$ 11,386,850</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expense by Activity</b>							
Utility Operations	\$ 3,424,190	\$ 3,530,289	\$ 3,604,829	\$ 3,899,168	\$ 3,975,306	\$ 4,012,581	2.91%
Engineering	1,220,330	1,495,905	1,546,379	1,635,337	1,686,701	1,756,070	7.38%
Debt Service	668,039	1,008,858	1,758,351	2,059,164	2,059,164	2,060,251	0.05%
Utility Construction	1,072,923	4,171,593	4,626,529	7,050,000	27,908,691	810,000	-88.51%
<b>Total Expenses</b>	<b>\$ 6,385,482</b>	<b>\$ 10,206,645</b>	<b>\$ 11,536,088</b>	<b>\$ 14,643,669</b>	<b>\$ 35,629,862</b>	<b>\$ 8,638,902</b>	<b>-41.01%</b>

<b>Expense by Category</b>							
Personnel	\$ 2,910,369	\$ 3,141,347	\$ 3,273,328	\$ 3,481,217	\$ 3,481,217	\$ 3,694,091	6.11%
Operating	2,359,481	2,842,613	3,554,978	4,059,252	4,123,406	4,096,711	0.92%
Capital	1,115,632	4,222,685	4,707,782	7,103,200	28,025,239	848,100	-88.06%
<b>Total Expenses</b>	<b>\$ 6,385,482</b>	<b>\$ 10,206,645</b>	<b>\$ 11,536,088</b>	<b>\$ 14,643,669</b>	<b>\$ 35,629,862</b>	<b>\$ 8,638,902</b>	<b>-41.01%</b>

<b>Funded FTEs</b>						
Management	2.00	1.90	2.00	2.00	2.00	2.00
Professional/Technical	16.50	19.20	19.50	19.50	20.50	20.50
Admin/Clerical	1.25	1.25	1.25	1.25	1.25	1.25
Trades & Crafts	31.00	31.00	33.50	33.50	33.50	33.50
<b>Total Funded FTEs</b>	<b>50.75</b>	<b>53.35</b>	<b>56.25</b>	<b>56.25</b>	<b>57.25</b>	<b>57.25</b>

<b>Key Service Indicators</b>						
Number of residential & commercial customers	19,240	19,406	21,971	20,492	22,388	22,710
Pump, lift & vacuum stations	75	75	74	81	76	79
Force main, gravity sewer & vacuum miles	329	338	332	354	336	345
Manholes	5,914	5,952	6,011	6,110	6,039	6,110
Number of projects	-	6	9	4	13	-



Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SEWER UTILITY FUND</b>						
<b>30313</b>	<b>Permits, Fees, Regulatory Licenses</b>					
3160 Sewer inspection fees	\$ 30,116	\$ 5,493	\$ 22,399	\$ 30,000	\$ 30,000	\$ 30,000
Subtotal	<u>30,116</u>	<u>5,493</u>	<u>22,399</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	179,648	76,345	35,775	50,000	50,000	40,000
1014 Interest on \$9.4M Sewer	240	-	-	-	-	-
1015 Interest on \$8.75M Sewer	368	25	22	-	-	-
1016 Interest on \$15.28M Sewer	-	-	10,312	-	-	-
1016-001 Cost on issue interest	-	-	31	-	-	-
1016-002 Reverse account interest	-	-	70	-	-	-
Subtotal	<u>180,256</u>	<u>76,370</u>	<u>46,210</u>	<u>50,000</u>	<u>50,000</u>	<u>40,000</u>
<b>30316</b>	<b>Charges for Services</b>					
3520 Fire hydrant service	25,600	18,880	16,160	20,000	20,000	25,000
5510 Sewer service	6,034,254	6,271,346	6,287,028	6,699,950	6,699,950	7,344,211
5511 Penalty/interest	169,583	163,752	193,725	175,000	175,000	190,000
5512 Cutoff/meter removal fees	40,419	33,225	36,254	30,000	30,000	35,000
5530 Connection fees	535,724	249,975	235,811	250,000	250,000	250,000
5530-001 Project connection fees	-	24,925	280,121	2,031,300	2,031,300	936,100
5535 Vacuum subdivision conn	5,000	2,500	2,500	5,000	5,000	5,000
5890 Bad debt	-	-	(1,266)	-	-	-
8650 Sale of sewer regulations	50	-	50	-	-	-
9999 Lightfoot force main-lease	137,702	114,947	136,799	150,000	150,000	150,000
Subtotal	<u>6,948,332</u>	<u>6,879,550</u>	<u>7,187,182</u>	<u>9,361,250</u>	<u>9,361,250</u>	<u>8,935,311</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	-	246	1,314	-	-	-
9080 Misc repairs/damages	-	27,289	-	-	-	-
9090 Miscellaneous	575	1,800	2,210	-	-	2,500
9090-001 Miscellaneous local-sales	1,881	-	-	-	-	-
Subtotal	<u>2,456</u>	<u>29,335</u>	<u>3,524</u>	<u>-</u>	<u>-</u>	<u>2,500</u>
<b>30319</b>	<b>Recovered Costs</b>					
8020 Easement-recovered cost	-	2,200	-	-	-	-
Subtotal	<u>-</u>	<u>2,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>					
1001-300 Bld America Bonds Subsidy	-	-	137,890	299,039	299,039	299,039
8110-300 ARRA-clean diesel backhoe	-	25,000	-	-	-	-
Subtotal	<u>-</u>	<u>25,000</u>	<u>137,890</u>	<u>299,039</u>	<u>299,039</u>	<u>299,039</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recovery	829	3,438	-	-	-	-
1010-002 Ins recvry-2009 Nor'easter	-	10,709	-	-	-	-
1300 Revenue bonds	-	-	15,280,000	-	-	-
1301 Premium on bonds	-	-	63,447	-	-	-
1302 Issuer equity contribution	-	-	7,000	-	-	-
Subtotal	<u>829</u>	<u>14,147</u>	<u>15,350,447</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	-	1,009,211	1,050,248	1,300,000	1,300,000	2,080,000
1027 York Sanitary District #2	-	916	-	-	-	-
1074 Water & Sewer Extension Fund	1,177,794	-	-	-	-	-
Subtotal	<u>1,177,794</u>	<u>1,010,127</u>	<u>1,050,248</u>	<u>1,300,000</u>	<u>1,300,000</u>	<u>2,080,000</u>
Fund Total	<u>\$ 8,339,783</u>	<u>\$ 8,042,222</u>	<u>\$ 23,797,900</u>	<u>\$ 11,040,289</u>	<u>\$ 11,040,289</u>	<u>\$ 11,386,850</u>

**Sewer Utility Fund**  
**Utility Operations - Activity #25446**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. An increase in funding has been provided for vehicle maintenance. Capital funding is programmed for the routine replacement of equipment.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 1,829,314	\$ 1,821,113	\$ 1,912,844	\$ 2,052,910	\$ 2,052,910	\$ 2,141,530
Operating	1,560,462	1,679,875	1,631,828	1,831,258	1,894,885	1,859,051
Capital	34,414	29,301	60,157	15,000	27,511	12,000
Total Expenses	\$ 3,424,190	\$ 3,530,289	\$ 3,604,829	\$ 3,899,168	\$ 3,975,306	\$ 4,012,581
<b><u>Funded FTEs</u></b>						
Professional/Technical	4.50	4.50	4.50	4.50	4.50	4.50
Admin/Clerical	0.75	0.75	0.75	0.75	0.75	0.75
Trades & Crafts	31.00	31.00	33.50	33.50	33.50	33.50
Total Funded FTEs	36.25	36.25	38.75	38.75	38.75	38.75

Expenditures	FY2009 Actual Expense	FY2010 Actual Expense	FY2011 Actual Expense	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SEWER UTILITY FUND</b>						
<b>25446 Utility Operations</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 234,054	\$ 242,107	\$ 234,142	\$ 242,627	\$ 242,627	\$ 242,620
1516 Administration & clerical salaries	23,296	24,218	24,278	24,278	24,278	25,492
1518 Trades & crafts	1,061,554	1,046,643	1,094,377	1,163,986	1,163,986	1,201,880
1523 Reg PT trades & crafts	-	-	-	11,320	11,320	11,320
1533 As required- trades/crafts	-	-	4,825	-	-	-
1595 Overtime	42,135	45,031	43,300	43,500	43,500	43,500
1596 Holiday worked	65	1,419	998	1,500	1,500	1,500
1599 Other pay	25,153	20,210	22,802	25,000	25,000	25,000
1599-002 Service awards V-team	-	-	250	-	-	-
1599-003 Taxable fringe benefits	-	-	100	-	-	-
1599-003-001 Deduction-taxable fringe	-	-	(100)	-	-	-
1999-999-999-999 Charge out wages-grants	-	-	(250)	-	-	-
2100 FICA	103,292	102,608	105,189	115,684	115,684	118,675
2100-002 FICA-Service awards Vteam	-	-	19	-	-	-
2100-003 FICA-Taxable fringe benefits	-	-	7	-	-	-
2200 VRS	177,887	176,713	190,992	202,042	202,042	174,488
2300 Health care	151,007	154,356	188,155	218,967	218,967	277,651
2400 Group life insurance	10,871	7,808	3,787	4,006	4,006	19,404
2999-999-999-999 Charge out fringes-grants	-	-	(27)	-	-	-
Subtotal	<u>1,829,314</u>	<u>1,821,113</u>	<u>1,912,844</u>	<u>2,052,910</u>	<u>2,052,910</u>	<u>2,141,530</u>
<b>Contractual Services</b>						
3110 Payment for medical services	820	332	1,707	500	500	1,800
3310 Repairs & maintenance	18,716	17,897	20,193	18,000	18,000	18,000
3320 Maintenance service contracts	84,252	11,985	9,377	50,000	50,000	40,000
3320-001 Maintenance svc contract-SCADA	-	-	-	117,547	169,402	117,547
3320-002 Programing-SCADA	-	-	-	-	9,322	-
3321-012 Custodial svcs	15,756	13,999	14,102	14,520	14,520	15,270
3322 Professional services	-	73,537	63,487	55,000	55,000	64,000
3392 Repair/maint-insurance recovery	643	-	868	-	-	-
3500 Printing & binding	14,103	14,458	13,167	15,335	15,335	15,515
3920 Misc contractual services	77,860	150,448	114,152	70,000	70,000	80,000
3930 Uniform support services	15,328	15,168	12,348	15,000	15,000	15,000
Subtotal	<u>227,478</u>	<u>297,824</u>	<u>249,401</u>	<u>355,902</u>	<u>417,079</u>	<u>367,132</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	166,800	171,145	202,599	188,742	188,742	215,000
4211 Misc vehicle maintenance charges	-	33	-	-	-	-
4230 Maint non-fleet vehicle	59,777	60,477	67,681	65,100	65,100	78,000
4300 Central stores	71	-	71	-	-	-
4500 Radio maintenance	4,485	-	-	-	-	-
Subtotal	<u>231,133</u>	<u>231,655</u>	<u>270,351</u>	<u>253,842</u>	<u>253,842</u>	<u>293,000</u>
<b>Other Charges</b>						
5110 Electrical services	269,497	255,831	207,582	300,000	302,450	250,000
5120 Heating services	1,904	1,624	567	2,000	2,000	2,000
5130 Water & sewer	421,632	498,585	500,601	500,000	500,000	510,000
5210 Postal/messenger service	32,607	37,306	37,439	40,225	40,225	40,225
5230 Telecommunications	18,382	14,565	11,232	17,000	17,000	17,000
5310 Property insurance	38,065	38,874	36,607	37,129	37,129	40,474
5350 Unemployment insurance claim	-	287	-	-	-	-
5360 Workers' compensation premiums	7,020	7,020	8,320	8,150	8,150	8,150
5510 Personnel development	5,401	8,177	8,788	8,000	8,000	7,000
5810 Dues & memberships	-	-	95	-	-	-
5828 Permit & licenses	1,600	3,200	420	-	-	-
5835 Fiscal agent fees	13,000	13,000	13,000	20,600	20,600	29,960
Subtotal	<u>809,108</u>	<u>878,469</u>	<u>824,651</u>	<u>933,104</u>	<u>935,554</u>	<u>904,809</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,610	2,569	2,920	2,600	2,600	3,000
6011 Photo supplies	599	482	-	-	-	-
6020 Food & food service supplies	-	-	327	-	-	-
6040 Medical/laboratory supply	667	2,441	1,853	2,000	2,000	2,000
6050 Housekeep & janitorial supplies	1,927	3,048	2,557	3,000	3,000	2,500
6070 Repair & maintenance supplies	184,059	144,145	147,686	165,000	165,000	160,000
6070-001 Odor control-Bioxide	80,392	93,676	104,586	90,000	90,000	100,000
6080 Fuel	6,539	6,072	6,336	7,500	7,500	7,500
6081 Lubricants	2,375	3,352	6,393	3,000	3,000	5,500
6090 Vehicle powered equip supplies	799	-	1,025	200	200	500
6092 Mat/sup-insurance recovery	217	341	-	-	-	-
6110 Uniforms & wearing apparel	679	144	2,531	1,000	1,000	1,000
6111 Protective clothing	7,908	9,042	6,723	9,000	9,000	9,000
6120 Books & subscriptions	235	174	131	200	200	200
6140 Other operating supplies	366	2,472	1,755	-	-	-
6170 Computer mat/supplies	1,590	2,158	925	900	900	900
6171 Small equipment	1,111	1,801	1,667	4,000	4,000	2,000
6172 Minor furnishings	660	-	-	-	-	-
Subtotal	<u>292,733</u>	<u>271,917</u>	<u>287,415</u>	<u>288,400</u>	<u>288,400</u>	<u>294,100</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	19,568	7,848	13,009	12,000	12,000	12,000
8110-001 SCADA alarm system	5,524	-	-	-	4,326	-
8150 Vehicles	1,293	-	33,001	-	6,145	-
8170 Data processing equipment	8,029	2,218	-	3,000	4,500	-
8170-001 IVR System	-	7,617	14,147	-	540	-
8170-011 OCE System	-	11,618	-	-	-	-
Subtotal	<u>34,414</u>	<u>29,301</u>	<u>60,157</u>	<u>15,000</u>	<u>27,511</u>	<u>12,000</u>
<b>Transfers to Other Funds</b>						
9216 York Sanitary District Fund	10	10	10	10	10	10
Subtotal	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Activity Total	\$ 3,424,190	\$ 3,530,289	\$ 3,604,829	\$ 3,899,168	\$ 3,975,306	\$ 4,012,581
Personnel	\$ 1,829,314	\$ 1,821,113	\$ 1,912,844	\$ 2,052,910	\$ 2,052,910	\$ 2,141,530
Non-personnel	1,594,876	1,709,176	1,691,985	1,846,258	1,922,396	1,871,051
	<u>\$ 3,424,190</u>	<u>\$ 3,530,289</u>	<u>\$ 3,604,829</u>	<u>\$ 3,899,168</u>	<u>\$ 3,975,306</u>	<u>\$ 4,012,581</u>
	-44.02%	3.10%	2.11%	8.17%	10.28%	2.91%

**Sewer Utility Fund**  
**Engineering - Activity #25447**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2013**

Increased funding in personnel is attributable to State legislation, resulting in a shift of 5% of the VRS contribution to employees and providing a 5% wage increase to those same full-time employees. Other personnel changes include increases in health insurance and group life insurance. An increase in funding has been provided for vehicle maintenance. Capital funding is programmed for the routine replacement of computers and a tape autoloader.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 1,081,055	\$ 1,320,234	\$ 1,360,484	\$ 1,428,307	\$ 1,428,307	\$ 1,552,561
Operating	130,980	153,880	164,799	168,830	169,357	177,409
Capital	8,295	21,791	21,096	38,200	89,037	26,100
Total Expenses	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,546,379</u>	<u>\$ 1,635,337</u>	<u>\$ 1,686,701</u>	<u>\$ 1,756,070</u>
<b><u>Funded FTEs</u></b>						
Management	2.00	1.90	2.00	2.00	2.00	2.00
Professional/Technical	12.00	14.70	15.00	15.00	16.00	16.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total Funded FTEs	<u>14.50</u>	<u>17.10</u>	<u>17.50</u>	<u>17.50</u>	<u>18.50</u>	<u>18.50</u>

Expenditures	FY2009 Actual <u>Expense</u>	FY2010 Actual <u>Expense</u>	FY2011 Actual <u>Expense</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SEWER UTILITY FUND</b>						
<b>25447 Engineering</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 103,234	\$ 161,172	\$ 167,519	\$ 167,519	\$ 167,519	\$ 170,613
1515 Professional & technical salaries	700,876	815,223	832,226	861,676	861,676	951,434
1516 Administrative & clerical salaries	14,403	15,188	15,228	15,228	15,228	15,989
1531 As required-administrative/technical	-	-	-	4,000	4,000	-
1595 Overtime	3,684	15,239	9,083	17,300	17,300	17,300
1596 Holiday worked	-	1,232	851	1,200	1,200	1,200
1599 Other pay	891	-	-	-	-	-
1599-002 Service Awards Vteam	-	-	150	-	-	-
1599-003 Taxable fringe benefits	-	-	35	-	-	-
1599-003-001 Deduction-taxable fringe	-	-	(20)	-	-	-
1999-999-999-999 Charge out wages-grants	-	-	(165)	-	-	-
2100 FICA	60,710	74,292	75,270	81,620	81,620	88,475
2100-002 FICA-Service awards Vteam	-	-	11	-	-	-
2100-003 FICA-Taxable fringe benefits	-	-	3	-	-	-
2200 VRS	110,115	133,419	143,221	147,472	147,472	135,085
2300 Health care	80,424	98,555	114,245	129,368	129,368	157,443
2400 Group life insurance	6,718	5,914	2,840	2,924	2,924	15,022
2999-999-999-999 Charge out fringes-grants	-	-	(13)	-	-	-
Subtotal	<u>1,081,055</u>	<u>1,320,234</u>	<u>1,360,484</u>	<u>1,428,307</u>	<u>1,428,307</u>	<u>1,552,561</u>
<b>Contractual Services</b>						
3132 Data processing fees	-	-	-	-	527	-
3320 Maintenance service contracts	28,961	26,849	26,241	30,000	30,000	30,000
3500 Printing & binding	713	1,350	1,282	650	650	1,000
3600 Advertising	310	295	411	-	-	-
3820-001 HRPDC-Wastewater	3,186	3,186	3,186	3,187	3,187	5,972
3820-002 HRPDC-Reg Standards	1,989	2,029	2,029	2,081	2,081	2,095
3820-003 HRPDC-Fog Study	-	-	3,461	-	-	3,864
3920 Misc contractual services	-	49	-	-	-	-
3950 Miss Utilities	10,983	12,232	10,539	12,500	12,500	11,500
Subtotal	<u>46,142</u>	<u>45,990</u>	<u>47,149</u>	<u>48,418</u>	<u>48,945</u>	<u>54,431</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	29,630	41,744	43,554	43,012	43,012	54,638
4300 Central store	-	259	-	-	-	-
Subtotal	<u>29,630</u>	<u>42,003</u>	<u>43,554</u>	<u>43,012</u>	<u>43,012</u>	<u>54,638</u>
<b>Other Charges</b>						
5130 Connection fee assistance	-	-	16,500	12,000	12,000	12,000
5210 Postal/messenger service	157	1,118	1,476	1,200	1,200	1,500
5230 Telecommunications	7,381	7,671	5,414	6,500	6,500	6,500
5360 Workers' compensation premiums	15,080	17,303	17,550	17,200	17,200	17,200
5510 Personnel development	1,684	6,052	3,680	7,500	7,500	6,000
5810 Dues & memberships	1,703	1,805	1,730	1,500	1,500	1,500
5828 Permits, fees & licenses	-	-	3,500	-	-	-
5835 Fiscal agent fees	13,000	13,000	13,000	20,600	20,600	13,140
5850 Mileage expenses	1,384	1,441	1,001	1,500	1,500	1,000
Subtotal	<u>40,389</u>	<u>48,390</u>	<u>63,851</u>	<u>68,000</u>	<u>68,000</u>	<u>58,840</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,552	6,118	4,982	5,000	5,000	5,000
6011 Photo supplies	158	1,427	265	250	250	250
6050 Housekeeping & janitorial supplies	-	40	18	-	-	-
6070 Repair & maintenance supplies	-	60	43	-	-	-
6110 Uniforms & wearing apparel	-	723	110	250	250	150
6111 Protective clothing	565	1,559	1,131	1,100	1,100	1,100
6120 Books & subscriptions	988	1,024	929	1,000	1,000	1,000
6140 Other operating supplies	5,285	544	1,195	1,000	1,000	1,200
6170 Computer mat/supplies	680	3,077	712	800	800	800
6172 Minor furnishings	3,591	2,925	860	-	-	-
Subtotal	<u>14,819</u>	<u>17,497</u>	<u>10,245</u>	<u>9,400</u>	<u>9,400</u>	<u>9,500</u>
<b>Capital Outlay</b>						
8051 Surveying-general	-	200	-	15,000	41,539	5,000
8110-001 Infrastructure management system	-	5,316	2,948	20,000	28,078	10,000
8120 Furniture/fixtures	-	-	7,505	-	-	-
8170 Data processing equipment	8,295	4,657	10,643	3,200	3,200	11,100
8170-001 Server	-	-	-	-	16,220	-
8170-011 OCE system	-	11,618	-	-	-	-
Subtotal	<u>8,295</u>	<u>21,791</u>	<u>21,096</u>	<u>38,200</u>	<u>89,037</u>	<u>26,100</u>
Activity Total	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,546,379</u>	<u>\$ 1,635,337</u>	<u>\$ 1,686,701</u>	<u>\$ 1,756,070</u>
Personnel	\$ 1,081,055	\$ 1,320,234	\$ 1,360,484	\$ 1,428,307	\$ 1,428,307	\$ 1,552,561
Non-personnel	139,275	175,671	185,895	207,030	258,394	203,509
	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,546,379</u>	<u>\$ 1,635,337</u>	<u>\$ 1,686,701</u>	<u>\$ 1,756,070</u>
	-3.25%	22.58%	3.37%	5.75%	9.07%	7.38%

**Sewer Utility Fund**  
**Debt Service - Activity #25448**

**Budget Comments - FY2013**

Funding is based on the maturity schedules for the outstanding debt.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 668,039	\$ 1,008,858	\$ 1,758,351	\$ 2,059,164	\$ 2,059,164	\$ 2,060,251
Total Expenses	\$ 668,039	\$ 1,008,858	\$ 1,758,351	\$ 2,059,164	\$ 2,059,164	\$ 2,060,251

Expenditures	FY2009 Actual <u>Expense</u>	FY2010 Actual <u>Expense</u>	FY2011 Actual <u>Expense</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>SEWER UTILITY FUND</b>						
<b>25448</b>	<b>Debt Service</b>					
<b>Debt Service</b>						
8099 Issue costs	\$ -	\$ -	\$ 214,233	\$ -	\$ -	\$ -
8099-004 Issue costs-underwr discount	-	-	107,629	-	-	-
9110 Principal-Lackey	10,965	11,520	12,103	12,715	12,715	13,359
9120 Interest-Lackey	24,459	23,904	23,321	22,709	22,709	22,065
9130 Principal-1999 Sewer Bonds	210,000	-	-	-	-	-
9130-001 Principal-2005 Sewer Bonds	65,000	290,000	300,000	305,000	305,000	320,000
9140 Interest-1999 Sewer Bonds	10,500	-	-	-	-	-
9140-001 Interest-2005 Sewer Bonds	341,404	339,454	330,754	321,004	321,004	311,092
9145 Other debt service-1999	1,940	-	-	-	-	-
9145-001 Other debt service-2005	3,771	2,155	2,155	4,000	4,000	2,500
9151 Interest-2010 Sewer Bonds	-	-	428,331	928,910	928,910	926,410
9152 Principal-2010 Sewer Bonds	-	-	-	125,000	125,000	125,000
9155 Other debt service-2010	-	4,000	2,000	2,000	2,000	2,000
9160 Principal-SCADA	-	259,326	269,310	279,679	279,679	290,446
9161 Interest-SCADA	-	78,499	68,515	58,147	58,147	47,379
Activity Total	<u>\$ 668,039</u>	<u>\$ 1,008,858</u>	<u>\$ 1,758,351</u>	<u>\$ 2,059,164</u>	<u>\$ 2,059,164</u>	<u>\$ 2,060,251</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	668,039	1,008,858	1,758,351	2,059,164	2,059,164	2,060,251
	<u>\$ 668,039</u>	<u>\$ 1,008,858</u>	<u>\$ 1,758,351</u>	<u>\$ 2,059,164</u>	<u>\$ 2,059,164</u>	<u>\$ 2,060,251</u>
	-0.29%	51.02%	74.29%	17.11%	17.11%	0.05%

**Sewer Utility Fund**  
**Utility Construction - Activity #90912**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2013**

Funding has been provided for the continuation of sewer line (\$375,000) rehabilitation, pump station rehabilitation (\$275,000) and the replacement of an easement tractor (\$80,000) and hydraulic unit (\$80,000).

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Capital	\$ 1,072,923	\$ 4,171,593	\$ 4,626,529	\$ 7,050,000	\$ 27,908,691	\$ 810,000
Total Expenses	\$ 1,072,923	\$ 4,171,593	\$ 4,626,529	\$ 7,050,000	\$ 27,908,691	\$ 810,000

Expenditures	FY2009 Actual Expense	FY2010 Actual Expense	FY2011 Actual Expense	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>SEWER UTILITY FUND</b>						
<b>90912</b>	<b>Utility Construction</b>					
<b>Capital Outlay</b>						
6171 Small equipment	\$ 1,586	\$ -	\$ -	\$ -	\$ -	\$ -
6172 Minor furnishings	11,727	-	-	-	-	-
8080 Storage building	31,051	-	-	-	-	-
8110 Machinery/equipment	5,175	106,635	4,521	250,000	375,479	160,000
8150 Vehicles	203,712	-	-	-	-	-
8180 Building & grounds	1,000	9,971	-	-	-	-
91482 Falcon/Loblolly	-	142,020	367,766	-	1,950,911	-
91496 Darby/Firby	-	146,746	108,126	-	2,631,648	-
91499 Queens Lake	-	2,055,782	1,616,180	-	12,439,202	-
91501 Waterview Road	-	-	106,072	2,200,000	3,041,379	-
91502 York Point	-	990,753	1,089,077	-	43,772	-
91504 Hornsbyville Area	-	-	-	500,000	91,807	-
91505 Carver Place	-	-	-	-	103,999	-
91506 Old Wormley Creek	-	-	173,267	2,200,000	2,426,733	-
91507 Wolftrap Sewer	-	6,730	-	-	795,704	-
91508 Acree Acres	-	-	-	-	200,000	-
91509 Oak-Dogwood	-	-	47,197	900,000	750,000	-
91510 Moores Creek	-	-	23,914	-	376,086	-
91517 East Rochambeau	-	438	30,525	-	591,817	-
98170 Infrastructure Management System	13,379	6,648	11,920	-	234,185	-
98500 Sewer line rehab	446,108	256,003	660,997	600,000	777,848	375,000
98502 Pump station rehab	359,185	449,867	386,967	400,000	1,078,121	275,000
Activity Total	<u>\$ 1,072,923</u>	<u>\$ 4,171,593</u>	<u>\$ 4,626,529</u>	<u>\$ 7,050,000</u>	<u>\$ 27,908,691</u>	<u>\$ 810,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,072,923</u>	<u>4,171,593</u>	<u>4,626,529</u>	<u>7,050,000</u>	<u>27,908,691</u>	<u>810,000</u>
	<u>\$ 1,072,923</u>	<u>\$ 4,171,593</u>	<u>\$ 4,626,529</u>	<u>\$ 7,050,000</u>	<u>\$ 27,908,691</u>	<u>\$ 810,000</u>
	-0.28%	288.81%	10.91%	52.38%	503.23%	-88.51%

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**YORKTOWN OPERATIONS FUND  
FUND 28  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 40,474
Projected FY2012 Revenues		
Local	\$ 125,601	
Projected FY2012 Expenses	<u>122,250</u>	
Net Change		<u>3,351</u>
Projected Fund Balance 6/30/2012		\$ 43,825
Projected FY2013 Revenues		
Local	\$ 105,301	
Projected FY2013 Expenses	<u>123,550</u>	
Net Change		<u>(18,249)</u>
Projected Fund Balance 6/30/2013		<u><u>\$ 25,576</u></u>

**YORKTOWN OPERATIONS FUND  
FUND 28**

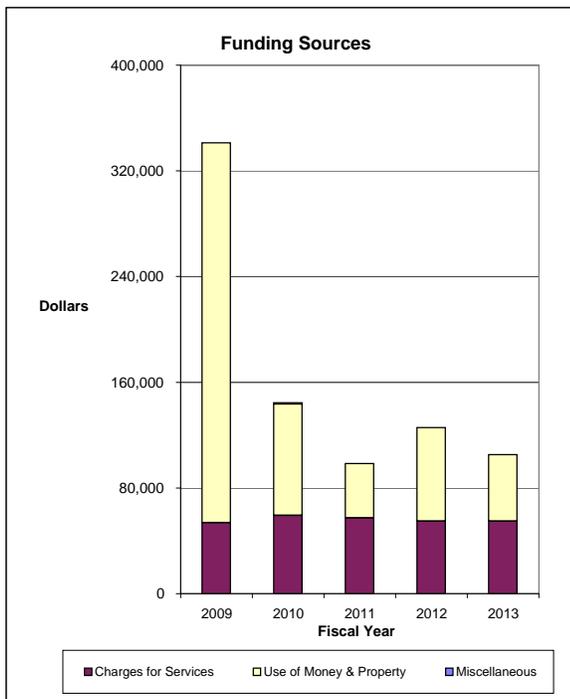
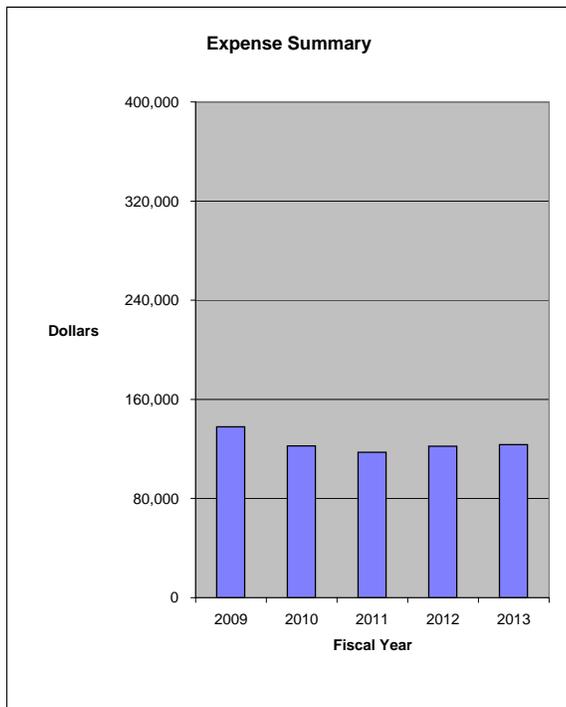
This fund accounts for the dockmaster operations for the waterfront piers and the net rent payments from the Economic Development Authority for the tenant operations at Riverwalk Landing. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 287,551	\$ 84,293	\$ 41,084	\$ 70,601	\$ 70,601	\$ 50,301	47.77%
Charges for Services	53,680	59,246	57,378	55,000	55,000	55,000	52.23%
Miscellaneous	-	876	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 341,231</b>	<b>\$ 144,415</b>	<b>\$ 98,462</b>	<b>\$ 125,601</b>	<b>\$ 125,601</b>	<b>\$ 105,301</b>	<b>100.00%</b>

							%Change Original 2012/ Adopted 2013
<b>Expense by Activity</b>							
Dockmaster	\$ 117,837	\$ 102,536	\$ 97,368	\$ 102,250	\$ 102,250	\$ 103,550	1.27%
Riverwalk Landing Retail Merchant Association	20,000	20,000	20,000	20,000	20,000	20,000	0.00%
<b>Total Expenses</b>	<b>\$ 137,837</b>	<b>\$ 122,536</b>	<b>\$ 117,368</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>\$ 123,550</b>	<b>1.06%</b>

<b>Expense by Category</b>							
Operating	\$ 137,837	\$ 122,536	\$ 117,368	\$ 122,250	\$ 122,250	\$ 123,550	1.06%
<b>Total Expenses</b>	<b>\$ 137,837</b>	<b>\$ 122,536</b>	<b>\$ 117,368</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>\$ 123,550</b>	<b>1.06%</b>

<b>Key Service Indicators</b>						
Number of overnight stays	366	403	347	500	500	500
Number of hourly dockings	839	908	860	900	900	950
Number of cruise ship dockings	10	14	17	19	19	20
Number of retail stores	11	11	11	11	11	11



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>YORKTOWN OPERATIONS FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 5,478	\$ 1,704	\$ 543	\$ 500	\$ 500	\$ 200
2010 Rents	281,965	82,488	40,440	70,000	70,000	50,000
2010-005 Freight Shed ground lease	100	100	100	100	100	100
2010-006 Riverwalk land lease from EDA	8	1	1	1	1	1
Subtotal	<u>287,551</u>	<u>84,293</u>	<u>41,084</u>	<u>70,601</u>	<u>70,601</u>	<u>50,301</u>
<b>30316</b>	<b>Charges for Services</b>					
8040 Docking fees	<u>53,680</u>	<u>59,246</u>	<u>57,378</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
Subtotal	<u>53,680</u>	<u>59,246</u>	<u>57,378</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	-	876	-	-	-	-
Subtotal	<u>-</u>	<u>876</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	<u>\$ 341,231</u>	<u>\$ 144,415</u>	<u>\$ 98,462</u>	<u>\$ 125,601</u>	<u>\$ 125,601</u>	<u>\$ 105,301</u>

**Yorktown Operations Fund  
Dockmaster - Activity #28700**

**Mission**

To support boating visitors at Yorktown's Riverwalk Landing Piers by providing them with a first class, professionally run maritime facility offering exceptional customer service. Our aim is that they have a safe and enjoyable stay, and that their experience be so positive that they will want to return to Yorktown with family and friends again and again. For residents, this all serves to enhance quality of life by providing a pleasurable gathering place where citizens can experience the sense of "community" together. For out-of-town visitors and tourists, this all helps to orient and make them aware of the many opportunities in historic Yorktown, with its beautiful natural setting, charm, and many diverse businesses.

**Goals**

- Effectively communicate with resident and non-resident boat owners and commercial cruise lines and passengers about the docking facilities available to them at Yorktown's Riverwalk Landing Piers.
- Attract and educate residents, out-of-town visitors and tourists about the many opportunities for recreation, leisure, shopping, dining, special events and learning about our nation's history that are uniquely "Yorktown."
- Strive to maintain Yorktown's ambience and cleanliness, and serve to supplement, not compete with, local marinas and docking facilities.
- Closely monitor the use of the piers in order to evaluate their effectiveness and/or make improvements.
- Direct planning efforts so that current levels of service at the piers can be maintained in the future as the County's population and its visitation continue to increase.

**Implementation Strategies**

- Conduct a thorough annual review of the program to update standard operating procedures and develop strategies to implement improvements in service delivery and facilities.
- Proactively solicit customer feedback concerning patrons' docking experience at the piers.
- Perform updated benchmarking of fees and services at area marinas and docking facilities to ensure that the docking operations are still suitably priced so as not to compete with them.
- Enhance web-site coverage of the Riverwalk Landing Piers to increase overall visibility and to further publicize the attractiveness of Yorktown as a tourist destination.

**Budget Comments - FY2013**

A reduction in credit cards fees is programmed, based on trends. Funding was provided for the routine replacement of a computer.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b><u>Expense By Category</u></b>						
Operating	\$ 117,837	\$ 102,536	\$ 97,368	\$ 102,250	\$ 102,250	\$ 102,050
Capital	-	-	-	-	-	1,500
<b>Total Expenses</b>	<b>\$ 117,837</b>	<b>\$ 102,536</b>	<b>\$ 97,368</b>	<b>\$ 102,250</b>	<b>\$ 102,250</b>	<b>\$ 103,550</b>

Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>YORKTOWN OPERATIONS FUND</b>						
<b>28700 Dockmaster</b>						
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
3392 Repairs & maintenance- insurance	-	-	2,500	-	-	-
3500 Printing & binding	131	223	223	200	200	200
3600 Advertising	6,621	7,399	7,410	7,400	7,400	7,400
3920 Misc contractual services	104,199	89,214	74,418	87,750	79,500	79,500
3920-001 Management fee	-	-	8,607	-	8,250	8,250
3922 Credit card fees	1,578	1,871	820	1,700	1,700	1,500
Subtotal	<u>112,579</u>	<u>98,707</u>	<u>93,978</u>	<u>97,050</u>	<u>97,050</u>	<u>96,850</u>
<b>Other Charges</b>						
5210 Postage	379	418	335	400	400	400
5230 Telecommunications	706	683	643	700	700	700
5510 Personnel development	315	-	-	500	500	500
Subtotal	<u>1,400</u>	<u>1,101</u>	<u>978</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	900	763	588	900	900	750
6020 Food & food service supplies	-	-	128	-	-	150
6075 Sign materials & supplies	-	13	-	-	-	-
6110 Uniforms/wearing apparel	371	421	500	500	500	500
6140 Other operating supplies	2,110	1,398	681	2,200	2,200	2,200
6170 Computer material/ supplies	-	-	125	-	-	-
6171 Small equipment	477	91	369	-	-	-
6172 Minor furnishings	-	42	21	-	-	-
Subtotal	<u>3,858</u>	<u>2,728</u>	<u>2,412</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	1,500
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
Activity Total	<u>\$ 117,837</u>	<u>\$ 102,536</u>	<u>\$ 97,368</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>	<u>\$ 103,550</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>117,837</u>	<u>102,536</u>	<u>97,368</u>	<u>102,250</u>	<u>102,250</u>	<u>103,550</u>
	<u>\$ 117,837</u>	<u>\$ 102,536</u>	<u>\$ 97,368</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>	<u>\$ 103,550</u>
	-6.62%	-12.98%	-5.04%	5.01%	5.01%	1.27%

**Yorktown Operations Fund**  
**Riverwalk Landing Retail Merchants Association - Activity #28920**

**Budget Comments - FY2013**

Funding is provided for dues payment to the Riverwalk Landing Retail Merchants Association.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expenses	<u>\$ 20,000</u>					

Expenses	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
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**YORKTOWN OPERATIONS FUND**

**28920 Riverwalk Landing Retail Merchant Association**

**Other Charges**

5910-017 Marketing-RWL Retail Merch Assoc	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Activity Total	<u>\$ 20,000</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
	<u>\$ 20,000</u>					
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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**REGIONAL RADIO PROJECT  
FUND 30  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ 457,540
Projected FY2012 Revenues		
Local	\$ 3,049,848	
Projected FY2012 Expenses	<u>3,507,388</u>	
Net Change		<u>(457,540)</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues		
Local	\$ 1,454,362	
Other financing sources	<u>926,744</u>	
Total	\$ 2,381,106	
Projected FY2013 Expenses	<u>2,381,106</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u>\$ -</u>

**REGIONAL RADIO PROJECT  
FUND 30**

The Counties of York, James City and Gloucester have partnered together and entered into a Memorandum of Understanding for the operation, oversight and management of a joint public safety/public service radio communication system. This fund accounts for the revenues and expenses relating to the regional radio programs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 132,090	\$ 148,680	\$ 136,829	\$ 136,020	\$ 136,020	\$ 134,020	5.63%
Miscellaneous	71,808	810,473	3,075,957	1,183,794	2,036,631	1,320,342	55.45%
Transfers from Other Funds	15,976	698,302	827,544	877,197	877,197	926,744	38.92%
<b>Total Funding Sources</b>	<b>\$ 219,874</b>	<b>\$ 1,657,455</b>	<b>\$ 4,040,330</b>	<b>\$ 2,197,011</b>	<b>\$ 3,049,848</b>	<b>\$ 2,381,106</b>	<b>100.00%</b>

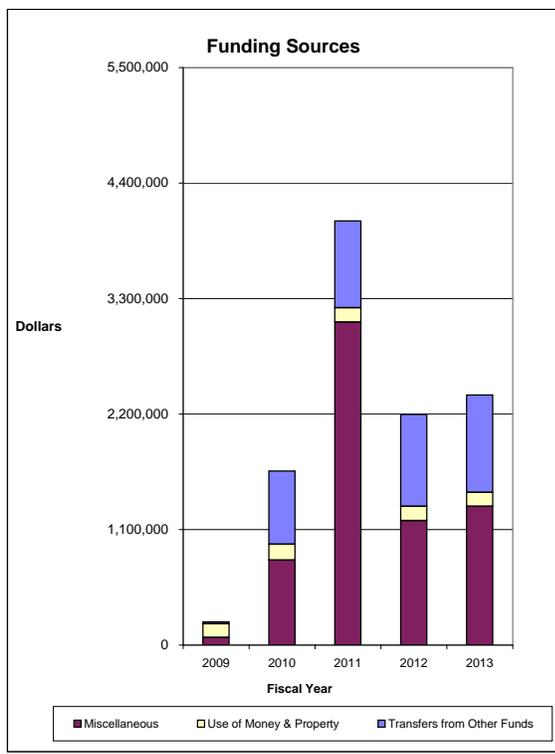
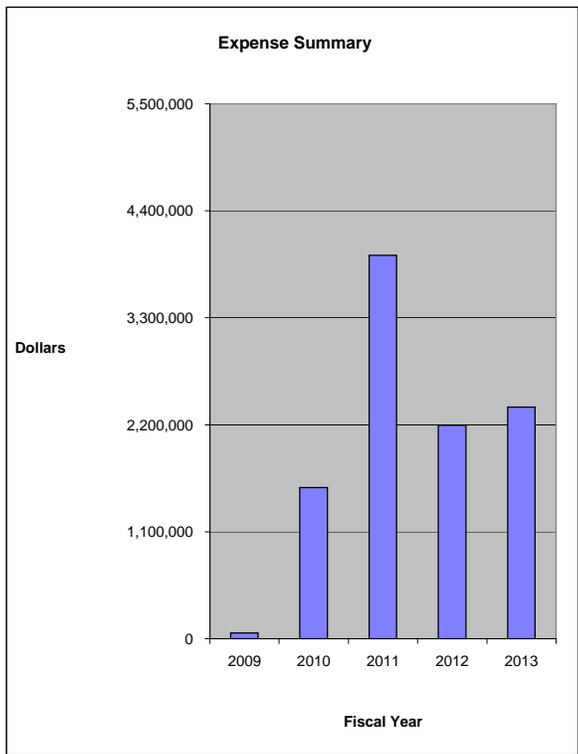
							%Change Original 2012/ Adopted 2013
<b>Expense by Activity</b>							
Regional Radio Operations	\$ 53,671	\$ 1,515,737	\$ 1,771,287	\$ 2,197,011	\$ 2,654,551	\$ 2,381,106	8.38%
Rebanding	4,575	38,338	2,171,096	-	852,837	-	
<b>Total Expenses</b>	<b>\$ 58,246</b>	<b>\$ 1,554,075</b>	<b>\$ 3,942,383</b>	<b>\$ 2,197,011</b>	<b>\$ 3,507,388</b>	<b>\$ 2,381,106</b>	<b>8.38%</b>

<b>Expense by Category</b>							
Operating	\$ 51,043	\$ 1,479,080	\$ 1,773,267	\$ 2,187,011	\$ 2,858,655	\$ 2,371,106	8.42%
Capital	7,203	74,995	2,169,116	10,000	648,733	10,000	0.00%
<b>Total Expenses</b>	<b>\$ 58,246</b>	<b>\$ 1,554,075</b>	<b>\$ 3,942,383</b>	<b>\$ 2,197,011</b>	<b>\$ 3,507,388</b>	<b>\$ 2,381,106</b>	<b>8.38%</b>

**Key Service Indicators**

Number of communication towers/buildings	*	14	14	14	14	19
Number of radio subscribers on the system	*	3,168	3,200	3,250	3,250	3,300
Number of services provided to antennas	*	283	300	325	325	450
Number of tower climbs	*	18	24	25	25	30
Number of tower top amplifiers	*	28	28	28	28	33
Number of tower lights	*	126	126	126	126	170
Number of base stations	*	280	280	280	280	285
Calls for service to radio system	*	1,492	1,500	1,550	1,550	1,808

\* Data not available.



Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Actual Revenues	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	\$ 3,845	\$ 17,660	\$ 5,809	\$ 5,000	\$ 3,000
3325-001	Air time usage-William & Mary	40,000	40,000	40,000	40,000	40,000
3325-002	Air time usage-Williamsburg	75,000	75,000	75,000	75,000	75,000
3325-003	Air time usage-National Park Svc	8,325	9,000	9,000	9,000	9,000
3325-004	Air time usage-Kingsmill	4,320	4,320	4,320	4,320	4,320
3325-007	Air time usage-Eastern State	600	2,700	2,700	2,700	2,700
	Subtotal	<u>132,090</u>	<u>148,680</u>	<u>136,829</u>	<u>136,020</u>	<u>134,020</u>
<b>30318</b>	<b>Miscellaneous</b>					
3326-002	Reimb for maint-Williamsburg	32,472	32,472	32,472	34,450	35,800
3326-005	Reimb for maint-Poquoson	-	2,025	2,025	2,147	2,215
3326-008	Reimb for maint-Gloucester	39,336	39,336	22,946	250,000	334,913
3326-009	Reimb for maint-James City County	-	698,302	827,546	877,197	926,744
3326-010	Reimb for maint-HERSA	-	-	19,872	20,000	20,670
9090-001	Frequency reconfiguration	-	38,338	2,171,096	-	852,837
	Subtotal	<u>71,808</u>	<u>810,473</u>	<u>3,075,957</u>	<u>1,183,794</u>	<u>1,320,342</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010	General Fund	-	698,302	827,544	877,197	926,744
1077	Regional Projects Fund	<u>15,976</u>	-	-	-	-
	Subtotal	<u>15,976</u>	<u>698,302</u>	<u>827,544</u>	<u>877,197</u>	<u>926,744</u>
	Fund Total	<u>\$ 219,874</u>	<u>\$ 1,657,455</u>	<u>\$ 4,040,330</u>	<u>\$ 2,197,011</u>	<u>\$ 3,049,848</u>
				<u>\$ 2,381,106</u>		

**Regional Radio Project**  
**Regional Radio Operations - Activity #78496**

**Mission**

Support the mission-critical needs of our individual and collective public safety and public service personnel, and citizens' property and business interests by providing one communication system that will deliver regional-wide interoperability, enabling seamless sharing of voice and data traffic.

**Goals**

- Implement an 800 MHz simulcast trunk system, based on Project 25 interoperability standards that will offer both analog and digital service coverage.
- Provide sufficient radio coverage and improve in-building communications.
- Provide more channel capacity and spectrum.
- Provide day-to-day interoperability.
- Combined common infrastructure will provide back-up 9-1-1 systems.
- Expand to a regional system allowing other tenants to utilize the system.
- Utilize the system in accordance with the rules and regulations of the FCC and the Commonwealth of Virginia.
- Operate the system in a professional manner and improve mutual aid for regional agencies.
- Maintain all sites and towers within the communication system including generators and fuel, grounds maintenance, tower lights, amplifiers and antennas.

**Implementation Strategies**

- Formed regional purchasing cooperative.
- Formed Policy Team by member agencies.
- Implement an 800 MHz single integrated simulcast system with 20-channel.
- Develop a state of the art looped microwave network.
- Install an emergency communications management solution.
- Provide system enhancements.
- Expand the regional system by allowing other tenants to join the regional radio system.
- Share costs for maintenance of the system.

**Budget Comments - FY2013**

Revenues collected from tenants on the system for airtime usage are deposited to this fund and available to offset the operational costs of the system, or returned to members. The radio maintenance contract is programmed at a 4% increase. The County's portion is transferred from the General Fund, Radio Maintenance activity #30357.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 46,468	\$ 1,470,737	\$ 1,771,287	\$ 2,187,011	\$ 2,644,551	\$ 2,371,106
Capital	<u>7,203</u>	<u>45,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Expenses	<u>\$ 53,671</u>	<u>\$ 1,515,737</u>	<u>\$ 1,771,287</u>	<u>\$ 2,197,011</u>	<u>\$ 2,654,551</u>	<u>\$ 2,381,106</u>

Expenses	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>78496</b>	<b>Regional Radio Operations</b>					
<b>Contractual Services</b>						
3130 Consulting services	\$ -	\$ -	\$ 1,755	\$ -	\$ -	\$ -
3310 Repairs & maintenance	-	-	-	10,000	10,000	10,000
3320-003 Maint svc contracts-INFOR	-	-	6,179	7,000	7,000	-
3324-001 Repairs & maintenance-towers	21,077	19,456	15,997	25,000	25,000	25,000
3324-002 Repairs & maintenance-grounds	-	9,310	-	9,300	9,300	9,300
3324-003 Repairs & maintenance-buildings	-	-	27,095	-	-	-
3326 York radio maintenance contract	-	701,002	827,544	877,197	877,197	926,744
3326-008 Gloucester radio maintenance contract	-	-	-	250,000	250,000	334,913
3326-009 JCC radio maintenance contract	-	701,002	827,544	877,197	877,197	926,744
3326-010 HERSA maintenance contr-radio system	-	-	19,872	20,000	20,000	20,670
3920 Misc contractual services	10,983	9,930	23,342	10,000	20,000	25,000
Subtotal	<u>32,060</u>	<u>1,440,700</u>	<u>1,749,328</u>	<u>2,085,694</u>	<u>2,095,694</u>	<u>2,278,371</u>
<b>Internal Services</b>						
4217 JCC generator maintenance	6,314	10,433	5,157	12,000	12,000	12,000
4218 YC generator maintenance	5,661	8,417	8,110	12,200	12,200	9,000
Subtotal	<u>11,975</u>	<u>18,850</u>	<u>13,267</u>	<u>24,200</u>	<u>24,200</u>	<u>21,000</u>
<b>Other Charges</b>						
5820 Assoc/meeting support charges	1,392	4,264	4,088	3,800	3,800	3,800
Subtotal	<u>1,392</u>	<u>4,264</u>	<u>4,088</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
<b>Materials &amp; Supplies</b>						
6070 Repairs & maintenance supplies	-	-	-	5,000	4,449	5,000
6080 Fuel	120	623	367	1,000	1,551	1,600
6171 Small equipment	21	-	310	1,200	1,200	500
6174 Communication/signaling equip	900	6,300	3,927	3,000	3,000	4,000
Subtotal	<u>1,041</u>	<u>6,923</u>	<u>4,604</u>	<u>10,200</u>	<u>10,200</u>	<u>11,100</u>
<b>Capital Outlay</b>						
8130 Radios	7,203	45,000	-	10,000	10,000	10,000
Subtotal	<u>7,203</u>	<u>45,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Payments to Others</b>						
9999 Contingency	-	-	-	63,117	510,657	56,835
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>63,117</u>	<u>510,657</u>	<u>56,835</u>
Activity Total	<u>\$ 53,671</u>	<u>\$ 1,515,737</u>	<u>\$ 1,771,287</u>	<u>\$ 2,197,011</u>	<u>\$ 2,654,551</u>	<u>\$ 2,381,106</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>53,671</u>	<u>1,515,737</u>	<u>1,771,287</u>	<u>2,197,011</u>	<u>2,654,551</u>	<u>2,381,106</u>
	<u>\$ 53,671</u>	<u>\$ 1,515,737</u>	<u>\$ 1,771,287</u>	<u>\$ 2,197,011</u>	<u>\$ 2,654,551</u>	<u>\$ 2,381,106</u>
	93.06%	2724.13%	16.86%	24.03%	49.87%	8.38%

**Regional Radio Project  
Rebanding - Activity #78497**

**Mission**

The Federal Communications Commission (FCC) has reallocated the available radio frequencies and assigned the 700 MHz channels to public safety and public service. As a result, all 800 MHz public safety radio systems must be reprogrammed known as "rebanding." Rebanding will minimize the dangerous interference between commercial and public safety users on the 800 MHz regional radio system as quickly as possible while still protecting on-going operations.

**Goals**

- Complete the federally mandated project of reconfiguration for the 800 MHz regional radio system to improve public safety communications and to minimize increasing levels of interference caused by having both commercial wireless cellular systems and critical public safety communications systems operating in the same band.
- All subscriber units and their respective infrastructures will be returned in the region's 800 MHz radio system.
- As part of the 800 MHz reconfiguration effort, licenses will be required to relocate.

**Implementation Strategies**

- The County negotiated with the firm that constructed, installed and is currently maintaining the system to perform the rebanding work as an extension of the system construction and maintenance agreement.
- File FCC Applications for license modifications.
- Request Sprint Nextel to clear frequencies and reconfigure infrastructure and mobile units.
- Complete system cutover, acceptance testing, true-up with Sprint Nextel.
- Completion of rebanding project.

**Budget Comments - FY2013**

Sprint Nextel will fund all required expenses related to returning the region's 800 MHz radio system. The funding for this rebanding project was appropriated via resolution R10-74 in a prior fiscal year. It is anticipated this project will be complete at the end of FY2012.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 4,575	\$ 8,343	\$ 1,980	\$ -	\$ 214,104	\$ -
Capital	-	29,995	2,169,116	-	638,733	-
Total Expenses	<u>\$ 4,575</u>	<u>\$ 38,338</u>	<u>\$ 2,171,096</u>	<u>\$ -</u>	<u>\$ 852,837</u>	<u>\$ -</u>

Expenses	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>78497</b>	<b>Rebanding</b>					
<b>Contractual Services</b>						
3130 Consulting services	\$ -	\$ 2,430	\$ -	\$ -	\$ 67,392	\$ -
3150 Legal services	2,117	-	578	-	7,305	-
3320 Maintenance service contracts	-	5,835	-	-	-	-
3920 Misc contractual services	-	-	-	-	139,285	-
Subtotal	<u>2,117</u>	<u>8,265</u>	<u>578</u>	<u>-</u>	<u>213,982</u>	<u>-</u>
<b>Other Charges</b>						
5820 Assoc/meeting support charges	2,458	78	1,402	-	122	-
Subtotal	<u>2,458</u>	<u>78</u>	<u>1,402</u>	<u>-</u>	<u>122</u>	<u>-</u>
<b>Capital Outlay</b>						
8000-210 Rebanding	-	-	-	-	255,948	-
8130 Communications equipment	-	-	2,169,116	-	382,785	-
8170-003 Radio management project	-	29,995	-	-	-	-
Subtotal	<u>-</u>	<u>29,995</u>	<u>2,169,116</u>	<u>-</u>	<u>638,733</u>	<u>-</u>
Activity Total	<u>\$ 4,575</u>	<u>\$ 38,338</u>	<u>\$ 2,171,096</u>	<u>\$ -</u>	<u>\$ 852,837</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	4,575	38,338	2,171,096	-	852,837	-
	<u>\$ 4,575</u>	<u>\$ 38,338</u>	<u>\$ 2,171,096</u>	<u>\$ -</u>	<u>\$ 852,837</u>	<u>\$ -</u>
	-21.61%	737.99%	5563.04%	-100.00%	-60.72%	-100.00%

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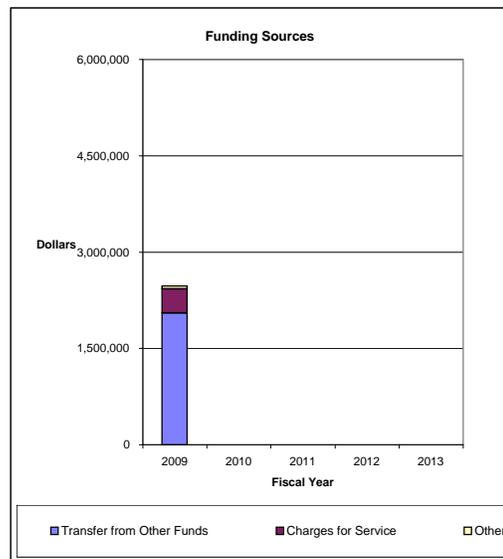
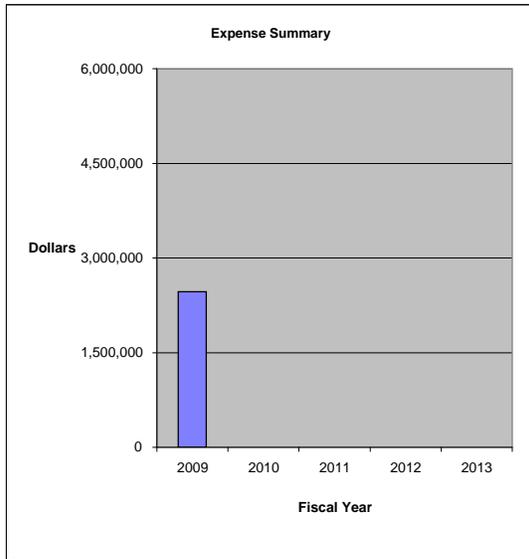
**WATER & SEWER EXTENSION  
FUND 74  
FUND BALANCE SUMMARY FISCAL YEARS 2012 - 2013**

Beginning Fund Balance 7/1/2011		\$ -
Projected FY2012 Revenues	\$ -	
Projected FY2012 Expenses	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		\$ -
Projected FY2013 Revenues	\$ -	
Projected FY2013 Expenses	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2013		<u><u>\$ -</u></u>

**WATER & SEWER EXTENSION  
FUND 74**

This fund historically accounted for the revenues and expenses relating to the County's water and sewer capital projects. The reporting of these capital projects are presently accounted for in their respective funds, the Water Utility Fund (Fund 24) and the Sewer Utility Fund (Fund 25).

	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Actual Amount	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget	% of Total FY2013 Funding Sources
<b><u>Funding Sources</u></b>							
Use of Money & Property	\$ 37,242	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Charges for Services	379,273	-	-	-	-	-	0.00%
Miscellaneous	3,825	-	-	-	-	-	0.00%
Transfers from Other Funds	2,050,289	-	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 2,470,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
							%Change Original 2012/ Adopted 2013
<b><u>Expense by Activity</u></b>							
Water & Sewer Extension Operations	\$ 1,494,548	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Water Projects	95,299	-	-	-	-	-	0.00%
Sewer Projects	876,870	-	-	-	-	-	0.00%
<b>Total Expenses</b>	<b>\$ 2,466,717</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b><u>Expense by Category</u></b>							
Personnel	\$ 272,872	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Operating	1,213,639	-	-	-	-	-	0.00%
Capital	980,206	-	-	-	-	-	0.00%
<b>Total Expenses</b>	<b>\$ 2,466,717</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b><u>Funded FTEs</u></b>							
Management	1.00	-	-	-	-	-	
Professional/Technical	3.00	-	-	-	-	-	
<b>Total Funded FTEs</b>	<b>4.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Key Service Indicators</u></b>							
Number of water projects	2	-	-	-	-	-	
Number of sewer projects	4	-	-	-	-	-	



Revenues	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Actual <u>Revenues</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>WATER &amp; SEWER EXTENSION FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 37,242	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>37,242</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30316</b>	<b>Charges for Services</b>					
5511 Penalty/Interest	19,458	-	-	-	-	-
5530 Sewer connection fees	341,030	-	-	-	-	-
5531 Water connection fees	18,785	-	-	-	-	-
Subtotal	<u>379,273</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30318</b>	<b>Miscellaneous</b>					
9090 Miscellaneous local	3,825	-	-	-	-	-
Subtotal	<u>3,825</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	2,050,289	-	-	-	-	-
Subtotal	<u>2,050,289</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	<u>\$ 2,470,629</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**WATER & SEWER EXTENSION FUND**  
**Water & Sewer Extension Operations**

**Budget Comments - FY2013**

Funding for the water and sewer systems has been moved to Fund 24 and Fund 25 respectively.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 272,872	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	1,213,639	-	-	-	-	-
Capital	<u>8,037</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 1,494,548</u>	<u>\$ -</u>				

Expenditures	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Actual Expenses	FY2012 Original Budget	FY2012 Estimated Budget	FY2013 Adopted Budget
<b>WATER &amp; SEWER EXTENSION FUND</b>						
<b>90912</b>	<b>Water &amp; Sewer Extension Operations</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ 62,439	\$ -	\$ -	\$ -	\$ -	\$ -
1515 Professional & technical salaries	142,964	-	-	-	-	-
1595 Overtime	644	-	-	-	-	-
2100 FICA	15,007	-	-	-	-	-
2200 VRS	27,644	-	-	-	-	-
2300 Health care	22,488	-	-	-	-	-
2400 Group life insurance	1,686	-	-	-	-	-
Subtotal	<u>272,872</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	84	-	-	-	-	-
Subtotal	<u>84</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	8,974	-	-	-	-	-
Subtotal	<u>8,974</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5130 Connection fee assistance	16,500	-	-	-	-	-
5230 Telecommunications	1,884	-	-	-	-	-
5360 Workers' compensation premiums	2,470	-	-	-	-	-
5510 Personnel development	310	-	-	-	-	-
5810 Dues & memberships	220	-	-	-	-	-
Subtotal	<u>21,384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,759	-	-	-	-	-
6011 Photo supplies	150	-	-	-	-	-
6111 Protective clothing	532	-	-	-	-	-
6120 Books & subscriptions	597	-	-	-	-	-
6140 Other operating supplies	375	-	-	-	-	-
6170 Computer mat/supplies	765	-	-	-	-	-
6172 Minor furnishings	225	-	-	-	-	-
Subtotal	<u>5,403</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8051 Surveying-general	8,037	-	-	-	-	-
Subtotal	<u>8,037</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers to Other Funds</b>						
9225 Sewer Utility Fund	1,177,794	-	-	-	-	-
Subtotal	<u>1,177,794</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 1,494,548</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Personnel	\$ 272,872	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	1,221,676	-	-	-	-	-
	<u>\$ 1,494,548</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	373.56%	-100.00%	0.00%	0.00%	0.00%	0.00%

**WATER & SEWER EXTENSION FUND**  
**Water & Sewer Projects**

**Budget Comments - FY2013**

Funding of capital projects for the water and sewer systems has been moved to Fund 24 and Fund 25 respectively.

	FY2009	FY2010	FY2011	FY2012	FY2012	FY2013
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Capital	\$ 972,169	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	<u>\$ 972,169</u>	<u>\$ -</u>				

Expenditures		FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Actual <u>Expenses</u>	FY2012 Original <u>Budget</u>	FY2012 Estimated <u>Budget</u>	FY2013 Adopted <u>Budget</u>
<b>WATER &amp; SEWER EXTENSION FUND</b>							
<b>Water Projects</b>							
91435	Lightfoot	\$ 51,534	\$ -	\$ -	\$ -	\$ -	\$ -
91467	Lightfoot NNWW Ext	<u>43,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>95,299</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Sewer Projects</b>							
91482	Falcon/Loblolly	153	-	-	-	-	-
91499	Queens Lake	382,014	-	-	-	-	-
91502	York Point	485,408	-	-	-	-	-
91507	Wolftrap	<u>9,295</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>876,870</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Activity Total	<u>\$ 972,169</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	<u>972,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>\$ 972,169</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
		-80.89%	-100.00%	0.00%	0.00%	0.00%	0.00%

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# Glossary

The glossary is divided into three sections. The first section includes financial and budgetary terminology. The second section consists of the definition of object codes, which reference budget classification information. The third section is a listing of acronyms and abbreviations found throughout the document.

## Definition of Financial and Budgetary Terms:

- . **Accrual Basis of Accounting** - Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
- . **Adoption of Budget** - Formal action by the Board of Supervisors which sets the spending priorities and limits for the fiscal year.
- . **Appropriation** - A legal authorization made by the Board of Supervisors to permit the County to incur obligations and to make expenditures of resources for specific purposes; approved on an annual basis.
- . **Appropriation Resolution** - The official enactment by the Board of Supervisors to establish legal authority for County officials to obligate and expend resources.
- . **Assessed Valuation** - A valuation set upon real estate or other property by the Real Estate Assessor and the Commissioner of the Revenue as a basis for levying taxes.
- . **Balance Sheet** - A financial statement disclosing the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.
- . **Bond** - A written promise to pay a sum of money on a specific date at a specified interest rate. The most common types of bonds are general obligation and revenue bonds. Bonds are primarily used to finance capital projects.
- . **Budget** - A financial plan for a specified period of time (fiscal year), matching all planned revenues and expenditures/expenses with various municipal services.
- . **Budget Adjustment** - A legal procedure utilized by the County staff and the Board of Supervisors to revise a budget appropriation.
- . **Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the Board of Supervisors.
- . **Budget Message** - The opening section of the budget, which provides the Board of Supervisors and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the County Administrator.
- . **Budget Process** - A series of steps involved in the planning, preparation, implementation, and monitoring of the County Budget.

- . **Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures/expenses within the limitations of available appropriations and available revenues.
- . **Capital Assets** - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, infrastructure, vehicles, machinery, furniture, and other equipment.
- . **Capital Improvement** - Expenditures related to the acquisition, expansion, or rehabilitation of an infrastructure or facility.
- . **Capital Improvements Program** - A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.
- . **Capital Lease** - A lease is considered a capital lease if it meets one of the following criteria: (1) the lease transfers ownership of the property to the lessee by the end of the lease term; (2) the lease contains an option to purchase the leased property at a bargain price; (3) the lease term is equal to or greater than 75 percent of the estimated economic life of the leased property; or (4) the present value of rental or other minimum lease payments equals or exceeds 90 percent of the fair value of the leased property less any investment tax credit retained by the lessor.
- . **Capital Projects Funds** - Accounts for financial resources to be used for the acquisition or construction of major capital projects other than those financed by enterprise funds.
- . **Cash Accounting** - A basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.
- . **Cash Management** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.
- . **Compensated Absences** - For financial reporting purposes, vacation and sick leave that is attributable to services already rendered and is not contingent on a specific event that is outside the control of the employer and employee.
- . **Contingency Account** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
- . **Current Taxes** - Taxes that are levied and due within one year.
- . **Debt Service** - The County's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.
- . **Debt Service Fund** - Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- . **Debt Service Requirements** - The amount of revenue that must be provided for a Debt Service Fund so that all principal and interest payments can be made in full and on schedule.
- . **Delinquent Taxes** - Unpaid taxes that remain on and after the date on which a penalty for non-payment is attached.

- . **Department** - A major functional component of the County, which indicates overall management responsibility for an operation or a group of related operations.
- . **Depreciation** - The process of estimating and recording the lost usefulness, expired useful life or diminution of service of a capital asset that cannot or will not be restored by repair and will be replaced. The cost of the capital asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.
- . **Disbursement** - Payment for goods or services in cash or by check.
- . **Division** - A specific function within a department, usually with its own activity number. For example, Grounds Maintenance is a division of the Department of General Services.
- . **Economic Development Authority** - This group has the authority to promote industry and develop trade by inducing manufacturing, industrial and commercial enterprises to locate or remain in the County.
- . **Encumbrance** - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.
- . **Enterprise Funds** - A proprietary accounting fund type in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.
- . **Estimated Revenue** - The amount of projected revenue to be collected during the fiscal year.
- . **Expenditure** - This term refers to the outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when the expense is actually paid. Note: an encumbrance is not an expenditure. An encumbrance reserves funds to be expended.
- . **Expenses** - Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.
- . **Financial Audit** - Provides an auditor's opinion that financial statements present fairly an entity's financial position and results of operations in conformity with generally accepted accounting principles.
- . **Fiscal Year** - The time period designated by the County signifying the beginning and ending period for recording financial transactions. The County of York has specified July 1<sup>st</sup> to June 30<sup>th</sup> as its fiscal year.
- . **Fringe Benefits** - Employee compensation that is in addition to wages or salaries. Examples: retirement, health insurance, and life insurance.
- . **Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).
- . **Function** - A group of related programs crossing organizational (department) boundaries and aimed at accomplishing a broad goal or accomplishing a major service.
- . **Fund** - An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Commonly used funds in public

accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

. **Fund Balance** - Fund balance reflects the accumulation of excess revenues over expenditures.

. **General Fund** - The County's operating fund; this fund accounts for most of the financial resources of the government, including property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund includes most of the basic operating services, such as general administration, judicial services, public safety, environmental and development services, finance and planning, education and educational services, human services, general services, and community services.

. **General Ledger** - A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

. **General Obligation Bonds (GOB)** - Bonds that finance a variety of public projects such as buildings and improvements. The repayment of these bonds is usually made from the General Fund to the Debt Service Funds; the bonds are backed by the full faith and credit of the issuing government.

. **Government Accounting Standards Board (GASB)** - The ultimate authoritative accounting and financial reporting standard-setting body for state and local government. The GASB was established in June 1984 to replace the National Council on Governmental Accounting (NCGA).

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

. **Governmental Funds** - Funds generally used to account for tax-supported activities. The County has four governmental funds: the general fund, special revenue funds, debt service funds, and capital projects funds.

. **Grant** - A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

. **Infrastructure** - Long-lived capital assets that normally are stationary in nature and can be preserved for a number of years. Examples for the County include curbing, asphalt, brick and concrete paving, piers, boat ramps, breakwaters, and sewer systems.

. **Interfund Transfers** - Amounts transferred from one fund to another.

. **Intergovernmental Revenue** - Revenue received from another government for a specific purpose.

. **Internal Service Funds** - Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

. **Inventory** - A detailed listing of property currently held by the government.

. **Invoice** - A bill requesting payment of goods or services by a vendor or other governmental unit.

- . **Lease Revenue Bonds** - Bonds issued to finance the acquisition, construction, improvement, furnishing and/or equipping of capital projects with a financing lease agreement entered into at the same time of the bond issuance. For example, the revenue bonds will be limited obligations of the Economic Development Authority (EDA) with principal and interest payments made by the County pursuant to a financing lease between the County and the EDA.
- . **Levy** - To impose taxes, special assessments, or service charges for the support of County activities.
- . **Literary Loans** - Loans from the State Literary Loan Fund for the construction and improvement of various schools.
- . **Long Term Debt** - Debt with maturity of more than one year after the date of issuance.
- . **Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are “measurable” and “available for expenditure.”
- . **Note Payable** - An unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.
- . **Object Code** - A unique code designed for referencing budget classification information. It identifies the lowest cost or expenditure classification. The code insures that expenditures are posted into the appropriate fund, character, function, program, department, division, section, and cost account.
- . **Operating Budget** - The portion of the budget that pertains to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel.
- . **Performance Measures** - Specific quantitative and qualitative measures of work performed as an objective of the department.
- . **Property Tax** - Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
- . **Reconciliation** - A detailed summary of increases and decreases in expenditures from one budget year to another.
- . **Requisition** - A written request from one department to another for specific goods or services. In the case of a purchase requisition, this precedes the authorization of a purchase order.
- . **Reserve** - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
- . **Resources** - Total amounts available for appropriation.
- . **Revenue** - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

- . **Revenue and Expenditure Detail** - Represents the smallest level or breakdown in budgeting for revenue and expenditures.
- . **Revenue Bonds** - Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.
- . **Revenue Estimate** - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.
- . **Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical method.
- . **Source of Revenue** - Revenues are classified according to the source or point of origin.
- . **Special Revenue Funds** - Accounts for the proceeds of specific revenue sources that are legally restricted for specified purposes other than for major capital projects.
- . **Tax Rate** - The amount of tax levied for each \$100 of assessed value.
- . **Transfers From Other Funds** - Budget line item used to reflect transfers of financial resources into one fund from another fund.
- . **Transfers To Other Funds** - Budget line item used to reflect transfers of financial resources out of one fund to another fund.
- . **Unappropriated Fund Balance** - The excess of a fund's assets and estimated revenue for a period over its liabilities, reserves, and available appropriations for the period.
- . **Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
- . **Unrestricted Net Assets** - That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
- . **Virginia Retirement System (VRS)** - An agent multiple-employer public retirement system that acts as a common investment and administrative agent for the political subdivisions in the Commonwealth of Virginia.

**Definition of Object Codes:**

- . **Personnel Services** - All compensation for the direct labor of persons employed with the County. Salaries and wages paid to employees for full- and part-time work, to include overtime and similar compensation. Fringe benefits include the employer's portion of FICA, retirement, health and life insurance.
- . **Contractual Services** - Services acquired from outside sources. Purchase of the service is on a fee basis or a fixed time contract basis.
- . **Internal Services** - Charges from an Internal Service Activity to other activities of the local government for the use of intragovernmental services. Internal Services are defined as vehicle and imaging maintenance and central store.

- . **Other Charges** - Includes payments for heat, electricity, water, solid waste, and sewer services; payments for postal, messenger and telecommunications; payments for professional development; and payments for miscellaneous items such as dues and memberships.
- . **Materials & Supplies** - Includes articles and commodities that are consumed or materially altered when used, and minor equipment that is not capitalized. Examples include: office supplies, food and food service supplies, medical and laboratory supplies, books and subscriptions, linen supplies, fuel, lubricants, police supplies, guns and ammunition, etc.
- . **Leases and Rentals** - Includes leases and rentals of buildings and equipment.
- . **Capital Outlay** - Outlays that result in the acquisition of or additions to capital assets. It includes the purchase of assets, both replacement and/or additional.
- . **Grants & Donations** - Includes both Federal and State grants to be used for a specific purpose, and donations made for County programs.
- . **Contributions** - Includes payments to agencies or organizations for the benefit of the community.
- . **Charge-outs** - Certain activities charge for the services they provide. The charge-outs for those services are included in this category.

**Acronyms and Abbreviations:**

- . **ACH** - Automated Clearing House
- . **AD** - Administrative Directive
- . **ADC** - Adult Day Care
- . **AED** - Automatic External Defibrillators
- . **APS** - Adult Protective Services
- . **ARRA** - American Recovery and Reinvestment Act; commonly referred to as “Federal Stimulus”
- . **AS400** - Application System; an accounting software program
- . **Assoc** - Association
- . **BAI.NET** - Bright Associates Inc.; a software system to enable citizens to make payments online
- . **BJA** - Bureau of Justice Assistance
- . **BMP** - Best Management Practice
- . **BOS** - Board of Supervisors
- . **BPOL** - Business, Professional and Occupational License tax
- . **BZA** - Board of Zoning Appeals

- . **CAD** - Computer Aided Dispatch
- . **CBH** - Colonial Behavioral Health
- . **CDBG** - Community Development Block Grant
- . **CDA** - Community Development Authority
- . **CDR** - Child Development Resources
- . **CGH** - Colonial Group Home
- . **CIP** - Capital Improvements Program
- . **COPS (related to Sheriff's Office)** - Community Oriented Policing Services
- . **COPS (related to debt)** - Certificates of Participation
- . **CPEAV** - Citizens Planning Education Association of Virginia
- . **CNU** - Christopher Newport University
- . **CPS** - Child Protective Services
- . **CRS** - Community Rating System
- . **CSA** - Comprehensive Services Act
- . **DARE** - Drug Abuse Resistance Education
- . **DC** - Day Care
- . **DCJS** - Department of Criminal Justice Services
- . **DCR** - Department of Conservation and Recreation
- . **DEA** - Drug Enforcement Administration
- . **DHS** - Department of Homeland Security
- . **DJP** - Department of Justice program
- . **DMV** - Department of Motor Vehicles
- . **DOJ** - Department of Justice
- . **DP** - Data processing
- . **DRE** - Direct Recording Equipment
- . **DUI** - Driving Under the Influence

- . **EDA** - Economic Development Authority
- . **EHR** - Emergency Home Repair
- . **EMS** - Emergency Medical Services
- . **EOC** - Emergency Operations Center
- . **EPA** - Environmental Protection Agency
- . **Equip** - Equipment
- . **FCC** - Federal Communications Commission
- . **FEMA** - Federal Emergency Management Agency
- . **FLS** - Fire and Life Safety
- . **FSS** - Family Self Sufficiency
- . **FTE** - Full-time equivalent
- . **HAVA** - Help America Vote Act
- . **HCVP** - Housing Choice Voucher Program
- . **HERSA** - Health Resources and Service Administration
- . **HMGPCRS** - Hazard Mitigation Grant Program - Community Rating System
- . **HPI** - Housing Partnerships Incorporated
- . **HPRP** - Homelessness Prevention and Rapid Re-housing Program
- . **HRCCS** - Hampton Roads Clean Community System
- . **HREDA** - Hampton Roads Economic Development Alliance
- . **HRMMRS** - Hampton Roads Metropolitan Medical Response System
- . **HRPDC** - Hampton Roads Planning District Commission
- . **HRPDC MMRS** - Hampton Roads Planning District Commission Metropolitan Medical Response System
- . **HRTPO** - Hampton Roads Transportation Planning Organization
- . **HVAC** - Heating, ventilating and air conditioning
- . **GIS** - Geographic Information System

- . **GS** - General Services
- . **HR** - Hampton Roads
- . **HRSD** - Hampton Roads Sanitation District
- . **INFOR** - a work order, asset tracking and procurement system
- . **ISDN** - Integrated Services Digital Network
- . **IVR** - Interactive Voice Response
- . **JAG** - Justice Assistance Grant
- . **JCC** - James City County
- . **Juv** - Juvenile
- . **J&DR** - Juvenile and Domestic Relations Court
- . **KRONOS** - Time and attendance management system
- . **MR** - Mental Retardation
- . **NASA** - National Aeronautics and Space Administration
- . **New Qtr Pk** - New Quarter Park
- . **NFPA** - National Fire Protection Association
- . **NNWW** - Newport News Waterworks
- . **OCE** - Printing, plotting, scanning system
- . **OEMS** - Office of Emergency Medical Services
- . **OPEB** - Other Post-Employment Benefits
- . **OVW** - Office on Violence Against Women
- . **PA2OT/TA** - P A Two Zero is the Headstart Code for Headstart Training and Technical Assistance
- . **PPEA** - Public-Private Education Facilities and Infrastructure Act
- . **PR** - Payroll
- . **PT** - Part-time
- . **PTA** - Parent Teacher Association
- . **PTEAP** - Program To Encourage Arrest Policies

- . **QLMS** - Queens Lake Middle School
- . **QSCB** - Qualified School Construction Bonds
- . **RAD** - Rape Aggression Defense
- . **RSAP** - Rescue Squad Assistance Fund
- . **SCADA** - Supervisory Control and Data Acquisition
- . **SEAST** - Southeast (Southeast Rural Community Assistance Project)
- . **SEMAP** - Section Eight Management Assessment Program
- . **Skate R&R** - Skate, Rattle & Roll
- . **SHSP** - State Homeland Security Program
- . **SNAP** - Supplemental Nutrition Assistance Program
- . **SPCA** - Society for the Prevention of Cruelty to Animals
- . **TANF** - Temporary Assistance to Needy Families
- . **TNCC** - Thomas Nelson Community College
- . **USDA** - United States Department of Agriculture
- . **VDEM** - Virginia Department of Emergency Management
- . **VDFP** - Virginia Department of Fire Programs
- . **VDOT** - Virginia Department of Transportation
- . **VDH** - Virginia Department of Health
- . **VEDP** - Virginia Economic Development Partnership
- . **VFIRS** - Virginia Fire Incident Reporting System
- . **VHDA** - Virginia Housing Development Authority
- . **VIDA** - Virginia Individual Development Account
- . **VIEW** - Virginia Initiative for Employment not Welfare
- . **VJCCCA** - Virginia Juvenile Community Crime Control Act
- . **VML** - Virginia Municipal League
- . **VMRC** - Virginia Marine Resource Commission

- . **VPPSA** - Virginia Peninsulas Public Service Authority
- . **VPSA** - Virginia Public School Authority
- . **VRS** - Virginia Retirement System
- . **V-STOP** - Stop Violence Against Women Grant in Virginia
- . **VW** - Victim-Witness
- . **YC** - York County
- . **YCSC** - York County Sports Complex
- . **YCSD** - York County School Division
- . **WAR** - Work-as-required
- . **WHF** - Williamsburg Health Foundation
- . **WYCG-TV** - York County government television channel