



# YORK COUNTY

## FY2019 ADOPTED BUDGET



**Adopted Annual Budget - Fiscal Year 2019**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>York County Principal Officials</b>	1	<b>Public Safety, Continued</b>	
<b>GFOA Distinguished Budget Award</b>	2	<b>Emergency Communications &amp; Radio Maintenance</b>	
<i>Presented by the Government Finance Officers Association for a budget document that meets the program criteria as a policy document, an operations guide, a financial plan and a communication device.</i>		Department Overview	148
<b>FY2019 Approved Ordinance and Resolutions</b>	3	Emergency Communications	149
O18-2: Imposes Tax Levies for Calendar Year 2018		Radio Maintenance	150
R18-42: Approves the FY2019 Budget and Appropriates Funds		<b>Adult &amp; Juvenile Corrections</b>	
R18-43: Adopts the FY2019-FY2024 Capital Improvements Program		Department Overview	151
R18-44: Designates a Portion of the Real Property Tax for School Purposes		Adult Corrections	152
<b>Budget Message</b>	14	Juvenile Corrections	153
<i>An overview of the budget process, budget amounts and significant factors that played a major role in the formation of the budget.</i>		<b>Planning &amp; Development Services</b>	
<b>Budget Overview</b>	24	Department Overview	154
<i>The full version of the Budget Overview section will be included in the FY2018 Adopted Budget.</i>		Administration	155
<b>Strategic Priorities &amp; Performance Measures</b>	56	Building Regulation	156
<b>Organizational Diagram</b>	70	Board of Zoning/Subdivision Appeals	157
<b>Financial Summaries</b>			
Summary of Funding Sources By Type	72	Development Services	158
Summary of Expenditures/Expenses By Function	74	Planning	159
Summary of Expenditures/Expenses By Type	75	Planning Commission	160
Summary of Funding Sources and Expenditures/Expenses - Net Transfers	77	<b>Management Services</b>	
Schedule of Debt Obligations	78	<b>Finance</b>	
Payments to Agencies/Community Services Grants	79	Department Overview	162
Summary of Total Entity Funded Full-time Equivalents	81	Finance Administration	163
<b>Capital Improvements Program</b>	84	Accounting & Financial Reporting	164
<i>An overview of the 5-year Capital Improvements Program, including summary information on the process and the projects.</i>		Budget	165
<b>GENERAL FUND</b>		Fiscal Accounting Services	166
<i>Accounts for the revenues and expenditures for the general operations of County government that are not accounted for in another fund.</i>		Central Purchasing	167
Financial Summary	94	Central Administrative Services	168
Revenue Summary	95	Central Insurance	169
Revenue Narrative	100	<b>Information Technology</b>	
Revenues by Source & Expenditures by Functional Area - Charts	108	<b>Human Resources</b>	
Expenditure Summary	109	<b>Commissioner of the Revenue &amp; Treasurer</b>	
Uses of the Local Penny (Penny Chart)	110	Department Overview	174
<b>Administrative Services</b>		Commissioner of the Revenue	175
<b>Administrative &amp; Legal Services</b>		Treasurer	176
Department Overview	112	<b>Real Estate Assessment</b>	177
Board of Supervisors	113	<b>Economic Development</b>	
County Administration	114	Department Overview	179
Public Affairs	115	Economic Development	180
County Attorney	116	Office of Economic Development	181
<b>Video Services</b>	117	<b>Education &amp; Educational Services</b>	
<b>Election Services</b>		<b>York County School Division</b>	
Department Overview	119	Department Overview	182
General Registrar's Office	120	School Operations & Capital/Debt Service - Local	183
Electoral Board	121	<b>Library Services &amp; Cooperative Extension</b>	
<b>Judicial Services</b>		Department Overview	184
<b>Clerk of the Circuit Court &amp; Commonwealth's Attorney's Office</b>		Library Services	185
Department Overview	122	Cooperative Extension	186
Clerk of the Circuit Court	123	<b>Human Services</b>	
Commonwealth's Attorney	124	Department Overview	188
Victim-Witness Assistance Program	125	Social Services - Local Share	189
Domestic Violence Program	126	Payments to Outside Entities	190
<b>Other Court-Related Judicial Services</b>		<b>Public Works</b>	
Department Overview	128	Department Overview	192
Circuit Court	129	Administration	193
General District Court	130	Engineering & Facility Maintenance	194
Juvenile & Domestic Relations District Court	131	Facility/Utility Charges	195
Colonial Group Home Commission	132	Grounds Maintenance & Construction	196
Magistrate	133	Stormwater Operations	197
<b>Public Safety</b>		Stormwater Engineering	198
<b>Office of the Sheriff</b>		Mosquito Control	199
Department Overview	134	Wetlands & Chesapeake Bay Boards	200
General Operations	135	<b>Community Services</b>	
Law Enforcement	136	Department Overview	202
Investigations	137	Administration	203
Civil Operations/Court Security	138	Housing & Neighborhood Revitalization	204
School Resource Officers	139	Parks & Recreation	205
<b>Fire &amp; Life Safety</b>		Freight Shed	206
Department Overview	140	<b>Capital Outlay &amp; Non-Departmental</b>	
Administration	141	Department Overview	208
Fire & Rescue Operations	142	Payments to Outside Entities	209
Technical Services & Special Operations	143	Non-Departmental	210
Prevention & Community Safety	144	Capital Outlay & Fund Transfers	211
Support Services	145	Appropriated Reserves	212
Animal Services	146		
Emergency Management	147		

**Adopted Annual Budget - Fiscal Year 2019**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<i>Continued from previous page</i>			
<b>SPECIAL REVENUE FUNDS</b>		<b>INTERNAL SERVICE FUNDS</b>	
<i>This fund type is used to account for revenues that require separate accounting due to regulatory provisions or administrative action.</i>		<i>This fund type is used to account for services provided to other divisions.</i>	
<b>Tourism Fund</b>		<b>Workers' Compensation Fund</b>	
Department Overview	214	Department Overview	254
Financial Summary	215	Financial Summary	255
4th of July Celebration		Administration Costs & Claims	
Tourism Development & Events		<b>Revenue Stabilization Reserve Fund</b>	
Payments to Outside Entities		Department Overview	259
Yorktown Revitalization		Financial Summary	260
Yorktown Trolley Operations		Expenditures	
<b>Social Services Fund</b>		<b>Vehicle Maintenance Fund</b>	
Department Overview	221	Department Overview	263
Financial Summary	222	Financial Summary	264
Administration		Vehicle & Equipment Maintenance	
Public Assistance		Fleet Support Services	
Comprehensive Services Act		<b>Information Technology Fund</b>	
<b>Grants Fund</b>		Department Overview	267
Department Overview	227	Financial Summary	268
Financial Summary	228	<b>Health &amp; Dental Insurance Fund</b>	
DARE Program		Department Overview	271
Four For Life		Financial Summary	272
Fire Programs		Administration Costs & Claims	
<b>Law Library Fund</b>		<b>ENTERPRISE FUNDS</b>	
Department Overview	233	<i>This fund type is used to account for operations similar to those in the private sector and user fees are charged for the services provided.</i>	
Financial Summary	234	<b>Solid Waste Management Fund</b>	
Operations		Department Overview	276
<b>Children &amp; Family Services Fund</b>		Financial Summary	277
Department Overview	235	Waste Management	
Financial Summary	236	Solid Waste Collection & Disposal	
Fundraisers & Donations		Transfer Station Operations	
Head Start		Recycling	
USDA Food Service		Composting Operations/Leaf Collections	
<b>Community Development Authority Revenue Account Fund</b>		Landfill Closure/Post-Maintenance	
Department Overview	239	<b>Water Utility Fund</b>	
Financial Summary	240	Department Overview	278
Payments to Trustee & Transfers to Other Funds		Financial Summary	279
<b>DEBT SERVICE FUNDS</b>		Utility Operations	
<i>This fund type is used to account for principal, interest and other expenditures for the repayment of the County and School's long-term debt obligations.</i>		Utility Construction	
<b>County Debt Service Fund</b>		<b>Sewer Utility Fund</b>	
Department Overview	242	Department Overview	280
Financial Summary	243	Financial Summary	281
County Debt Service Activities		Development/Project Inspections	
<b>School Debt Service Fund</b>		Infrastructure	
Department Overview	244	Utility Operations	
Financial Summary	245	Engineering	
School Debt Service Activities		Debt Service	
<b>CAPITAL PROJECT FUNDS</b>		Utility Construction	
<i>This fund type is used to account for revenue and expenditures for capital projects, financed primarily through debt obligations, grants and local revenues.</i>		<b>Yorktown Operations Fund</b>	
<b>Stormwater Management Fund</b>		Department Overview	288
Department Overview	246	Financial Summary	289
Financial Summary	247	Docking Operations	
Capital Projects		Riverwalk Landing Retail Merchants Association	
<b>Yorktown Capital Improvements Fund</b>		<b>Regional Radio Project Fund</b>	
Department Overview	249	Department Overview	290
Financial Summary	250	Financial Summary	291
Capital Projects		Regional Radio Operations	
<b>County Capital Fund</b>		Rebanding	
Department Overview	251	<b>GLOSSARY</b>	292
Financial Summary	252	<b>ACRONYMS</b>	296
Capital Projects		<i>Provides definitions of terms and explanations of acronyms used in the document.</i>	

**County of York**  
Adopted Operating Budget  
Fiscal Year 2019 (July 1, 2018 to June 30, 2019)

**Board of Supervisors**



Sheila S. Noll, Chairman



Thomas G. Shepperd, Jr., Vice Chairman



Walter C. Zaremba



Jeffrey D. Wassmer



W. Chad Green

**Constitutional Officers**

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

Kristen N. Nelson  
Ann H. Thomas  
Deborah B. Robinson  
Benjamin M. Hahn  
J. D. Diggs

**County Officials**

County Administrator  
County Attorney  
Deputy County Administrator  
Deputy County Administrator

Neil A. Morgan  
James E. Barnett  
Vivian A. Calkins-McGettigan  
Mark L. Bellamy, Jr.

**Budget Division Staff**

Stephanie S. Moss, Chief of Budget  
Deborah A. Goodwin, Budget Supervisor  
Lorine M. Ottarson, Financial Analyst II



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of York  
Virginia**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director

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 1st day of May, 2018:

---

<u>Present</u>	<u>Vote</u>
Sheila S. Noll, Chairman	Yea
Thomas G. Shepperd, Jr., Vice Chairman	Yea
Walter C. Zaremba	Yea
W. Chad Green	Yea
Jeffrey D. Wassmer	Yea

---

On motion of Mr. Shepperd, which carried 5:0, 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 2018, 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 2018 beginning January 1, 2018, and ending December 31, 2018; 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 1st day of May, 2018, that the following County tax levies be, and they hereby are, imposed for the calendar year 2018:

	Class of Property	Rate Per \$100 of Assessed Valuation
1.	Real Estate	.795
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 | .795       |
| 6. | Boats or watercraft<br>weighing less than five tons  | .000000001 |
| 7. | Boats or watercraft<br>weighing five tons or more  | .000000001 |

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:

  
Mary E. Simmons  
Deputy 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 1st day of May, 2018:

<u>Present</u>	<u>Vote</u>
Sheila S. Noll, Chairman	Yea
Thomas G. Shepperd, Jr., Vice Chairman	Yea
Walter C. Zaremba	Yea
W. Chad Green	Yea
Jeffrey D. Wassmer	Yea

On motion of Mr. Green, which carried 5:0, 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, 2018, AND ENDING JUNE 30, 2019

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, 2018, and ending June 30, 2019, 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 2019 educational budget is based upon funding from the federal government in the amount of \$14,180,927; from the state government in the amount of \$69,269,110; from the local appropriations in the amount of \$54,787,094; and other local revenues in the amount of \$1,674,627;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of May, 2018, that the fiscal year 2019 annual budget of the York County School Division for school operations in the amount of \$139,911,758 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 \$4,351,000 for fiscal year 2019 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 the annual budget in the sum of \$19,055,000 for fiscal year 2019, be and is hereby, approved for the School Division Health and Dental Insurance Fund 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 \$9,000,000 for fiscal year 2019 be, and is hereby, made for school capital projects.

BE IT STILL FURTHER RESOLVED that the fiscal year 2019 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 2019 be, and are hereby, made in the General Fund for the following functions:

<u>Function</u>	<u>Amount</u>
Administrative Services	\$ 2,854,639
Judicial Services	3,096,337
Public Safety	34,327,335
Planning & Development Services	2,417,008
Management Services	8,861,110
Education & Educational Services	64,126,028
Human Services	3,915,468
Public Works	8,955,875
Community Services	3,266,644
Capital Outlay, Fund Transfers & Non-Departmental	5,896,556
Total General Fund	<u>\$ 137,717,000</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 \$64,126,028 appropriated above from the General Fund for Education and Educational Services, includes \$54,487,094 for the local contribution to the School Division for support of the School operating budget and, of this amount \$53,352,444 is appropriated as a non-categorical appropriation to be allocated among the various school operating categories as the School Board deems necessary and \$1,134,650 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, pursuant to the School Division's request, the sum of \$1,300,000 is appropriated in the Revenue Stabilization Reserve Fund for fiscal year 2019 and of this amount \$300,000 is appropriated for transfer to the School Operating Fund and \$1,000,000 is appropriated as a transfer to the School Capital Improvements Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$3,430,500 for fiscal year 2019 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, adjusted 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 \$7,057,942 for fiscal year 2019 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, adjusted if and when additional federal and/or state funds or local contributions become available or are reduced. 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 \$376,000 for fiscal year 2019 be, and is hereby, made in the Grant Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$9,000 for fiscal year 2019 be, and is hereby, made in the Law Library Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,422,986 for fiscal year 2019 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, adjusted if and when additional federal and/or state funds or local contributions become available or are reduced. 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 \$896,804 for fiscal year 2019 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, adjusted if and when additional revenues from general property taxes, other local taxes, special assess-

ments 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 \$5,846,327 for fiscal year 2019 be, and is hereby, made in the County Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$14,696,780 for fiscal year 2019 be, and is hereby, made in the School Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$2,951,264 for fiscal year 2019 be, and is hereby, made in the Stormwater Management Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$7,085,960 for fiscal year 2019 be, and is hereby, made in the County Capital Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$322,699 for fiscal year 2019 be, and is hereby, made in the Workers' Compensation Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$4,557,400 for fiscal year 2019 be, and is hereby, made in the Vehicle Maintenance Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,554,476 for fiscal year 2019 be, and is hereby, made in the Information Technology Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$12,913,900 for fiscal year 2019 be, and is hereby, made in the Health & Dental Insurance Fund.

BE IT STILL FURTHER RESOLVED that the following appropriations for fiscal year 2019 be, and are hereby, made in the Enterprise Funds:

<u>Fund</u>	<u>Amount</u>
Solid Waste Management Fund	\$ 4,749,553
Water Utility Fund	\$ 344,057
Sewer Utility Fund	\$ 14,521,578
Yorktown Operations Fund	\$ 161,201
Regional Radio Project Fund	\$ 4,073,552

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Yorktown Operations Fund be, and is hereby, adjusted 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, adjusted 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, adjusted 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 \$50,000, 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 sale of surplus books for library purposes, contributions, donations, cash proffers, grass cutting and demolition 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 \$50,000 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 \$50,000 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 \$50,000, 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 2019 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2018, not to exceed the applicable fund balance/net assets/net position 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.

BE IT STILL FURTHER RESOLVED that the County Administrator, Finance Director and Deputy Finance Director be, and are hereby, the authorized signers for the Finance Department petty cash account available to allow for emergency purchases necessary in daily County operations.

A Copy Teste:

  
Mary E. Simmons  
Deputy 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 1st day of May, 2018:

<u>Present</u>	<u>Vote</u>
Sheila S. Noll, Chairman	Yea
Thomas G. Shepperd, Jr., Vice Chairman	Yea
Walter C. Zaremba	Yea
W. Chad Green	Yea
Jeffrey D. Wassmer	Yea

On motion of Mr. Zaremba, which carried 5:0, the following resolution was adopted:

A RESOLUTION TO ADOPT THE FISCAL YEAR 2019-2024 CAPITAL IMPROVEMENTS PROGRAM AS A LONG-RANGE PLANNING DOCUMENT

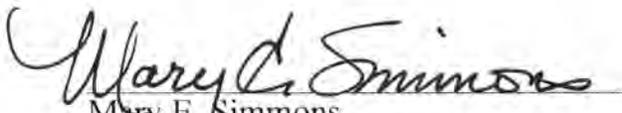
WHEREAS, in consideration of materials received from the departments and agencies of the County and direction from the Board of Supervisors, the County Administrator has developed a Proposed Fiscal Year 2019-2024 Capital Improvements Program; and

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 2019-2024 Capital Improvements Program;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of May, 2018, that the County Administrator's proposed Fiscal Year 2019-2024 Capital Improvements Program be, and is hereby, adopted.

A Copy Teste:

  
Mary E. Simmons  
Deputy 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 1st day of May, 2018:

---

<u>Present</u>	<u>Vote</u>
Sheila S. Noll, Chairman	Yea
Thomas G. Shepperd, Jr., Vice Chairman	Yea
Walter C. Zaremba	Yea
W. Chad Green	Yea
Jeffrey D. Wassmer	Yea

---

On motion of Mr. Shepperd, 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 7701 et seq. (hereinafter "the Act"), provides for federal financial assistance to local educational agencies in areas affected by federal activities; and

WHEREAS, approximately thirty-seven percent (37%) 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 3 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 E; and

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

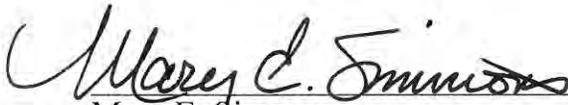
WHEREAS, 34 CFR Section 222.2, Definitions, provides that for a fiscally dependent local educational agency, the local real property tax rate for school purposes can be defined as "that portion of a local real property tax rate designated by the general government for current expenditure purposes"; and

WHEREAS, the York County Board of Supervisors finds it to be in the best in-

terest 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 222.2;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of May, 2018, that, for Fiscal Year 2019, a portion of the York County, Virginia, local real property tax rate equal to fifty eight and seven tenths cents (\$0.587) per \$100 of valuation be, and is hereby, designated for school purposes as provided in 34 CFR Section 222.2.

A Copy Teste:

  
Mary E. Simmons  
Deputy Clerk

County Administrator  
Neil A. Morgan



Deputy County Administrator  
Mark L. Bellamy, Jr.

Deputy County Administrator  
Vivian A. Calkins-McGettigan

June 18, 2018

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

Dear Members of the Board:

Subject: Adopted Budget Reflecting Adjustments from the Proposed Budget

I am pleased to present the Fiscal Year 2019 Board of Supervisors' Adopted Budget document which reflects the priorities and details embodied in the Budget adoption actions taken by the Board on May 1, 2018. For context, I have included the transmittal memo that introduced my proposed budget and the memo submitted to the Board on May 1 accompanying the adoption resolution (R18-42) that explained the final adjustments made to the proposed budget. The net effect of the changes outlined in the May 1 memo is shown below.

Funds	Proposed	Adjustments	Adopted
General Fund Budget	\$139,217,000	(\$1,500,000)	\$137,717,000
Tourism Fund	3,430,500	-	3,430,500
Technology Fund	1,566,476	(12,000)	1,554,476
Vehicle Maintenance Fund	4,144,000	413,400	4,557,400
Enterprise Funds Expense Budgets	23,849,941	-	23,849,941
Other County Funds Expense Budgets	55,072,868	(193,206)	54,879,662
Interfund Transfers	<u>(19,974,348)</u>	<u>1,148,472</u>	<u>(18,825,876)</u>
Total County Budget, Net of Interfund Transfers	<u>\$207,306,437</u>	<u>(\$143,334)</u>	<u>\$207,163,103</u>

The FY2019 Adopted Budget represents a carefully considered fiscal plan. It reflects a plan that invests in all of the Board's strategic priorities without a tax rate or fee increases and addresses staffing needs in the Sheriff's office and Fire & Life Safety. In addition it fully funds the School Division's request and provides a favorable compensation package for County staff. Due to the reduction in revenue as a result of the Board of Equalization actions, this plan does not make any progress in cash funding (pay-go funding) of capital projects.

224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320  
Fax: (757) 890-4000 • TDD (757) 890-3621 • Email: [ctyadm@yorkcounty.gov](mailto:ctyadm@yorkcounty.gov)  
*A Hampton Roads Community*

I want to thank the public who came to the Board meetings to speak or who otherwise offered their comments on the budget or the process, as well as County staff for their efforts in providing data and information, presenting at work sessions, and answering our various questions. In addition, I want to thank the Board for your work and diligent review during the budget process. Last but not least, I also wish to thank the Budget Division for their hard work and dedication throughout the budget cycle.

Respectfully,

A handwritten signature in black ink, appearing to read "Neil A. Morgan", with a long horizontal flourish extending to the right.

Neil A. Morgan  
County Administrator

Cc: Deputy County Administrators  
Department Directors  
Constitutional Officers  
Superintendent of Schools

**County Administrator**  
Neil A. Morgan



**Deputy County Administrator**  
J. Mark Carter

**Deputy County Administrator**  
Vivian A. Calkins-McGettigan

March 20, 2018

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 – Fiscal Year 2018-2019

After conducting budget reviews throughout the organization, and in compliance with County ordinances and state law, I am submitting my proposed budget for fiscal year 2018-2019. This budget proposal maintains the real estate and personal property tax rates at current levels.

While maintaining stable tax rates and fees and staying within the County's projected revenue, this proposed budget represents our continued effort to provide residents with high quality public services that are aligned with, and supportive of, the Board of Supervisors' Strategic Priorities, which are:

- Quality Economic Development
- Effective Outstanding Communications and Civic Engagement
- Excellent Customer Service
- Quality Educational Opportunities
- Exemplary Public Safety
- Environmental Stewardship

The combined effects of the Board's fiscal stewardship, the reprieve in the decommissioning of two generating units at the Yorktown Power Station, restoring one-time revenue, and the prudent use of prior-year surpluses, puts the County of York in a better financial position than it has been in since prior to the Great Recession.

This proposed budget places a priority on providing funding in four areas: public education, public safety, compensation and benefits, and investments in public facilities through the implementation of a capital improvements plan that begins to address needs that have been deferred in recent years.

### **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 priorities in the form of specific funding decisions. Second, it sets the tax rates and authorizes spending. Finally, the budget is a financial planning tool through which

224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320  
Fax: (757) 890-4000 • TDD (757) 890-3621 • Email: [ctyadm@yorkcounty.gov](mailto:ctyadm@yorkcounty.gov)  
*A Hampton Roads Community*

the County ensures that the available sources of funds will be sufficient to meet the anticipated and unanticipated costs of providing services to County citizens over the coming year.

Consistent with Virginia laws, 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, Internal Service Funds, and Enterprise Funds.

The CIP is an ongoing six-year plan, of which the first year represents the Capital Improvements Budget – a tangible appropriation of funds. Each year the Board of Supervisors has an opportunity to adjust the long-term plan based on changing needs and the state of the economy. The well-documented long-term needs of the County and the School Division will require even more investments in future budget years.

In compliance with the Code of Virginia, the proposed General Fund budget is balanced, whereby expenditures do not exceed available revenues. The County's revenue stream consists of local, state, federal, and other financing sources. The largest source of County revenue is derived from general property taxes. The County's expenditure budget is divided into various functional areas.

### **TOTAL COUNTY BUDGET - \$207,306,437**

The Proposed Budget for all funds, net of transfers to other funds, for fiscal year 2019 is \$207.3 million. It consists of the General Fund budget of \$139.2 million, the Enterprise Funds Expense Budget of \$23.8 million and smaller funds that amount to \$64.2 million, less \$19.9 million of transfers between funds.

Consistent with past budgets and County spending priorities, the largest single component of the total County budget is funding for Education and Educational Services. Funds for this purpose equal \$64 million or 30.9% of the total budget, not including the County's support for the School Division's CIP. The total budget, exclusive of the support for Education and Educational Services, amounts to \$143.2 million. After Education and Educational Services, the second highest General Fund expenditure category is Public Safety. This function comprises \$34.4 million or 16.6% of the total budget.

A brief description of each fund type follows.

### **GENERAL FUND BUDGET - \$139,217,000**

#### **General Fund Revenues**

General Fund revenues are derived from a variety of sources. Of the \$139.2 million in revenue estimated for fiscal year 2019, \$125.2 million, or 89.9%, is from local and other sources. The primary sources of local revenue are General Property Taxes (65.2%) and Other Local Taxes (19.1%), which combined are \$117.3 million, or 84.3% of total revenue. General Property Taxes reflect a \$1.0 million increase, the result of both new construction growth, and a 1.25% increase in values of real property as a result of the bi-annual reassessment. During fiscal year 2015, personal property tax collections were fully restored to the pre-recessionary high of fiscal year 2008, not accounting for inflation, followed in fiscal year 2016 by dynamic personal property tax growth of 15%, which included a substantial non-recurring collection of prior year taxes. However, FY2017 fell and FY2018 personal property tax revenue is expected to continue to decline due to continuing depreciation of vehicles. Therefore, the revenue estimate for fiscal year 2019 reflects a decrease of \$400 thousand as compared to the revenues estimated in the 2018 budget.

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. Due to a change in legislation, the County now has the ability

to establish a lifetime dog license tax. This budget proposes to implement this lifetime dog license tax instead of imposing an annual license tax. Collectively these sources account for 4.3% of General Fund revenues, or \$6.0 million.

Other sources total \$1.9 million, or 1.37%, and includes payments from the School Division for grounds maintenance, video services, radio maintenance, and law enforcement at the high schools. In addition to these sources, there is also a transfer from the Marquis Community Development Authority Special Revenue Account to compensate for the public services (e.g., law enforcement, emergency responses) provided within the project area.

The remaining \$14.0 million, or 10.1%, is from various state and federal government supported programs. The General Fund revenues are summarized below:

Local Taxes	\$	117.3	million
Additional Local Revenue		6.0	million
Other Sources		1.9	million
State & Federal		14.0	million
Total	\$	139.2	million

### General Fund Expenditures

The total Proposed General Fund expenditure budget is \$139.2 million, which is \$2.7 million, or 1.94%, less than the current year budget. The Proposed Budget for fiscal year 2019 focuses on the Board of Supervisors' strategic priorities and addresses challenges that have been identified during and since the budget process last year. Specifically:

- Providing the "working number" increase in school funding, as established by the Superintendent and myself, reflecting the Board's priority of facilitating quality educational opportunities.
- Adding positions in Fire & Life Safety (four to seven depending on SAFER grant results) and two patrol deputies in the Sheriff's Office supports two of the Board's priorities: ensuring and sustaining exemplary public safety functions and providing excellent customer service.
- Adding an assistant attorney in the County Attorney's office and an administrative position in the Information Technology department, both of which support the Board's strategic priority of excellent customer service.
- Increasing the amount of General Fund revenue transferred to the Capital Projects Fund, thereby allowing more projects to be cash-funded rather than debt-financed and supporting all strategic priorities through much-needed investments in capital assets, information technology enhancements, and infrastructure.

The net changes in County functions are as follows:

Administrative Services & Judicial Services	\$	0.3	million
Public Safety		0.3	million
Management Services		(0.4)	million
Education & Educational Services		1.1	million
Human Services		0.2	million
Public Works		-	million
Community Services		-	million
Capital Outlay, Fund Transfers & Non-Departmental		(4.2)	million
<b>Total</b>	<b>\$</b>	<b>(2.7)</b>	<b>million</b>

Areas of special interest are:

Education and Educational Services

The budget proposes that the amount of County funding provided to support the Schools' Operating Budget be \$1,500,000 greater than the amount provided in FY 2018. It also includes sufficient funding in the School Debt Service Fund to fully cover the cost of debt obligations for school renovation and construction projects, although in FY 2019 the budgeted amount will adjust downward to reflect a one-year reduction in debt service for school projects. Additionally, I am supporting the Superintendent's request to appropriate \$300,000 from the Impact Aid Stabilization Reserve to supplement the School Division's operating budget, which represents an incremental decrease of \$300,000 from the current year. This would be the third and final year of using a declining amount of the impact aid reserve fund to support the York County School Division's operating budget as previously agreed by the Board of Supervisors. Adding the increase provided for the School Division's operating budget to the debt service change and deducting the reduced Impact Aid funding results in new County support for the School Division totaling \$555 thousand. In addition, state revenue for the School Division is tentatively estimated to increase by \$3.7 million, subject to final state budget deliberations.

I recommend continuing the practice of making supplemental appropriations for technology improvements, instructional materials, and new school buses with funds remaining at the end of fiscal year 2018 in the School Operating Fund. I also recommend that the Board be receptive to the use of year-end unexpended school funds for other minor cash capital projects identified by the School Division, since I believe such a practice represents a proactive incentive for prudent management of operating budget funds. Furthermore, this budget assumes that the School Division and County will work together to allocate portions of the Impact Aid Stabilization Reserve and other cash reserves through the year-end reconciliation process to support the recommended level of spending in the Capital Improvements Fund, consistent with our objective of limiting debt.

The budgets for other Educational Services, including Library Services and Cooperative Extension, represent 2.3% of the General Fund Budget.

Personnel

In order to retain and recruit the highest quality employees, a compensation package must be competitive in the market and attractive for employees. This year the proposed budget looks to provide a compensation package for employees which include both a salary adjustment and health plan rates that are favorable.

The compensation recommendations include a proposed fiscal year market adjustment to County employees pay of 2% effective July 1, 2018, plus a flat rate increase of \$750 for all employees whose

salary falls below \$100,000 at June 30, 2018. This translates into pay increases ranging from 2% for the upper salary ranges to 4.5% for those at lower ranges. In addition, the budget recommends allocation of \$100,000 to be available to address specifically identified cases of salary compression that continue to exist due to the freeze in compensation and pay scales between fiscal years 2010 and 2013.

The County's health and dental plans' experience indicates the need for an increase of 2.5%, which would normally be shared by the County and the employees. However, the review of potential opportunities and benefits of the County and the School Division sharing the same health insurance plan is continuing and will not be finalized until mid-FY19. Therefore, this budget proposes freezing the employee's share of health and dental plan costs and absorbing the increase completely on the County side. Doing so also will represent a compensation benefit for at least some employees, since those on the consumer driven plan will see a decrease in their maximum out-of-pocket costs, and no employee will experience an increase.

In summary, I believe that this compensation package is both favorable to the employees and affordable and sustainable from a budgeting standpoint.

#### **ENTERPRISE FUNDS EXPENSE BUDGETS - \$23,849,941**

The various funds included in this total are the Solid Waste Management Fund (\$4.8 million), the Water Utility Fund (\$0.3 million), the Sewer Utility Fund (\$14.5 million), the Yorktown Operations Fund (\$0.2 million), and the Regional Radio Project Fund (\$4.1 million). Revenue in these funds is primarily generated through user fees and connection charges. There are no increases proposed for any of the fees in the enterprise funds.

Water and Sewer Utility Funds account for the water and sewer operations and capital projects. Significant Sewer Utility Fund projects for fiscal year 2019 include the replacement of the SCADA automated control monitoring system, the Hollywood pump station rehabilitation, and other sewer line and pump station rehabilitation projects included in the six-year CIP. The Carver Gardens water project will continue in fiscal 2019. After completion, the customers and infrastructure will be transferred to Newport News Water Works.

#### **OTHER COUNTY FUNDS EXPENSE BUDGETS - \$64,213,844**

Other fund types maintained by the County include Special Revenue Funds (\$13.2 million), Debt Service Funds (\$20.5 million), Capital Project Funds (\$10.0 million), and Internal Service Funds (\$20.5 million). These are special-purpose fund types that account for various activities throughout the County.

The expenditure budgets for these combined funds reflect an increase of less than \$10,000. While the combined increase is minimal, there were significant increases offset by decreases that accounted for the change. This includes a reduction in debt service offset by an increase in the transfers from the Revenue Stabilization Fund and the creation of an Internal Service Fund which shifted expenses from the General Fund to the Information Technology Fund.

The County Debt Service Fund reflects the payments required on outstanding debt. New borrowings are planned for the replacement of public safety equipment and the Yorktown Library expansion. Additionally, a borrowing is planned for the spring of fiscal 2019 for fiscal year 2018 school CIP projects currently in process. The County Capital Fund includes funding for the Yorktown Library expansion, public safety equipment replacement, mobile data terminals for the Sheriff's department, general economic development activities, the financial system replacement, E911 Regional Radio Program upgrades, upgrades to the County's fire alarm and security systems, various building capital

repairs and maintenance projects, and drainage improvement projects. All of the Board's six strategic priorities are supported by the capital projects selected for funding for fiscal 2019.

The Health & Dental Insurance Internal Service Fund accounts for the County's self-insured health and dental program, which includes both employee and employer revenues, claims, and management of appropriate reserves.

**INTERFUND TRANSFERS – (\$19,974,348)**

As a part of doing business, funds are transferred from one County fund to another. These transfers include transfers from the General Fund for debt service payments or the Capital Projects fund for capital projects. They also include payments collected in one fund for services provided in either Special Revenue Funds or Internal Service Funds. Interfund transfers have been netted from the total budget to eliminate duplication of transactions.

The impact of interfund transfers is as follows:

<b>FUND</b>	<b>Transfers Out Fund</b>	<b>Transfers In Fund</b>
General	\$ 19,020,993	\$ 161,400
Special Revenue	455,469	2,658,125
County Capital Projects Fund	-	2,068,931
Debt Services Funds	-	9,824,548
Enterprise Funds	476,813	1,170,626
Internal Service Funds	21,073	4,090,718
<b>Total</b>	<b>\$ 19,974,348</b>	<b>\$ 19,974,348</b>

**COMMENTS**

It is my strong belief that this budget proposal continues York County's long tradition of prudent financial management. Your professional staff constantly monitors economic conditions, trends, and revenue collections. The fiscal year 2018 budget and financial plan remain on target as required to finish the current fiscal year within the appropriated budget and to provide a continued solid foundation for fiscal year 2019. In summary, I believe the Proposed Budget outlined above represents a fiscal plan that is necessary to allow the County to provide programs and services beneficial to County citizens and businesses and to attract and retain qualified County staff.

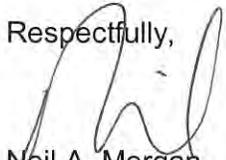
As we look beyond Fiscal Year 2019, there still remain challenges that will need to be addressed. Current indications are that the two coal-fired generating units at the Yorktown Power Station will not be decommissioned in fiscal year 2019. When that eventually does occur, the revenue loss is expected to be over \$1 million. Also, although this budget addresses funding for education, public safety and capital projects, there are several large-scale building projects on the horizon (an elementary school, office space, etc.) that will need to be funded in future iterations of the capital budget, all while keeping pace with other maintenance and renovation needs both for School Division and County facilities.

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. One or more work sessions are planned between now and final budget adoption, which is scheduled for May 1, 2018. Staff has worked diligently to keep costs to a minimum while still meeting the expectations of the Board and our citizens for high quality services and programs. If there are positive revenue adjustments later in the budget process, I will be recommending increase in "cash capital" in anticipation of future capital projects.

York County Board of Supervisors  
March 20, 2018

I especially want to acknowledge the excellent work of our Budget staff including Division Chief Stephanie Moss and staff members Deborah Goodwin, Lorine Ottarson and Michele Vecchione. Further, I wish to thank all of the County Departments and Constitutional Officers for their assistance in preparing this recommended County budget. Finally, I greatly appreciate the hard work of our senior staff Budget Review Team comprised of Deputy County Administrators Vivian McGettigan and Mark Carter, Director of Finance Theresa Owens, Director of Human Resources David Gorwitz and Director of Public Works Mark Bellamy.

Respectfully,



Neil A. Morgan  
County Administrator

Cc:  
Deputy County Administrators  
Department Directors  
Constitutional Officers  
Superintendent of Schools

**THIS PAGE LEFT BLANK INTENTIONALLY**

# 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.



*In 1781, British General Lord Cornwallis surrenders at Yorktown bringing an end to the American Revolution.*

## 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.



## **Significant Impacts for FISCAL YEAR 2019**

As we look forward to FY2019, let's take a look at what we have been able to accomplish with FY2018's budget. With strong support from the Board of Supervisors and our citizens, we were able to provide decent salary increases, hold down the growth of health care costs, increase staffing in a few key areas, fully fund the York County School Division's budget request and increase funding for the Capital Improvement Plan (CIP). We accomplished all of this and more with transparency and open communication.

Even with the progress that was made with FY18's budget, the spending priorities discussed in the FY2019 Budget Message address the operational challenges that are still facing the County. These include inadequate staffing in the areas of Fire & Life Safety and the Sheriff's Office, public education, total compensation – including attention both to employee pay and the rising cost of health care, and investments in public facilities.

Recruitment and retention of staff is still an ongoing issue for local governments as benefits erode, baby boomers retire, and the economy improves for the private sector, thus increasing the challenge the County faces in competing for qualified staff. In order to retain the highest quality employees, a compensation package must be competitive in the market and attractive for employees. This year the budget looks to provide a compensation package for employees which include both a salary adjustment and health plan rates that are favorable.

The compensation recommendations include a fiscal year market adjustment to County employees pay of 2% effective July 1, 2018, plus a flat rate increase of \$750 for all employees whose salary falls below \$100,000 at June 30, 2018. This translates into pay increases ranging from 2% for the upper salary ranges to 4.5% for those at lower ranges. In addition, the budget recommends allocation of \$100,000 to be available to address specifically identified cases of salary compression that continue to exist due to the freeze in compensation and pay scales between fiscal years 2010 and 2013.

The County's health and dental plans' experience indicates the need for an increase of 2.5%, which would normally be shared by the County and the employees. However, the review of potential opportunities and benefits of the County and the School Division sharing the same health insurance plan is continuing and will not be finalized until mid-FY19. Therefore, this budget proposes freezing the employee's share of health and dental plan costs and absorbing the increase completely on the County side. Doing so also will represent a compensation benefit for at least some employees since those on the consumer driven plan will see a decrease in their maximum out of pocket costs.

It is also becoming increasingly clear that our capital budget is going to need to reflect substantial investments in county facilities in coming years. We have been doing a pretty good job of reinvesting in some of our older schools, and we now need to devote equal attention to county buildings as we look to the future. In FY2018, we were able to increase funding to the CIP but unfortunately, for fiscal year 2019 the budget does reflect a decrease in funding for the transfer to the County's capital projects fund due to the impact of the actions taken by the Board

of Equalization which resulted in a loss of revenue of \$1.4 million dollars which reduced the transfer amount to the CIP down by \$1.2 million dollars.

The FY2019 budget includes two newly established funds. The Information Technology Fund accounts for the costs of providing computer technical support, software support, internet and telecommunications services. This internal service fund will enhance the process for multi-year projects and will also enhance year-end reserve management. A Grant Fund was also established to account for grant-funded programs. This special revenue fund includes non-personnel and non-recurring grants so that our general fund revenues will no longer be impacted by these temporary revenue sources.

Funding for public education continues to be a priority for the Board. And while State funding for public education will increase in FY2019, it does not fully fund the needs of the School Division. The adopted budget therefore, states that the amount of county funding provided to support the School's operating budget be \$1.5 million greater than the amount provided in FY2018.

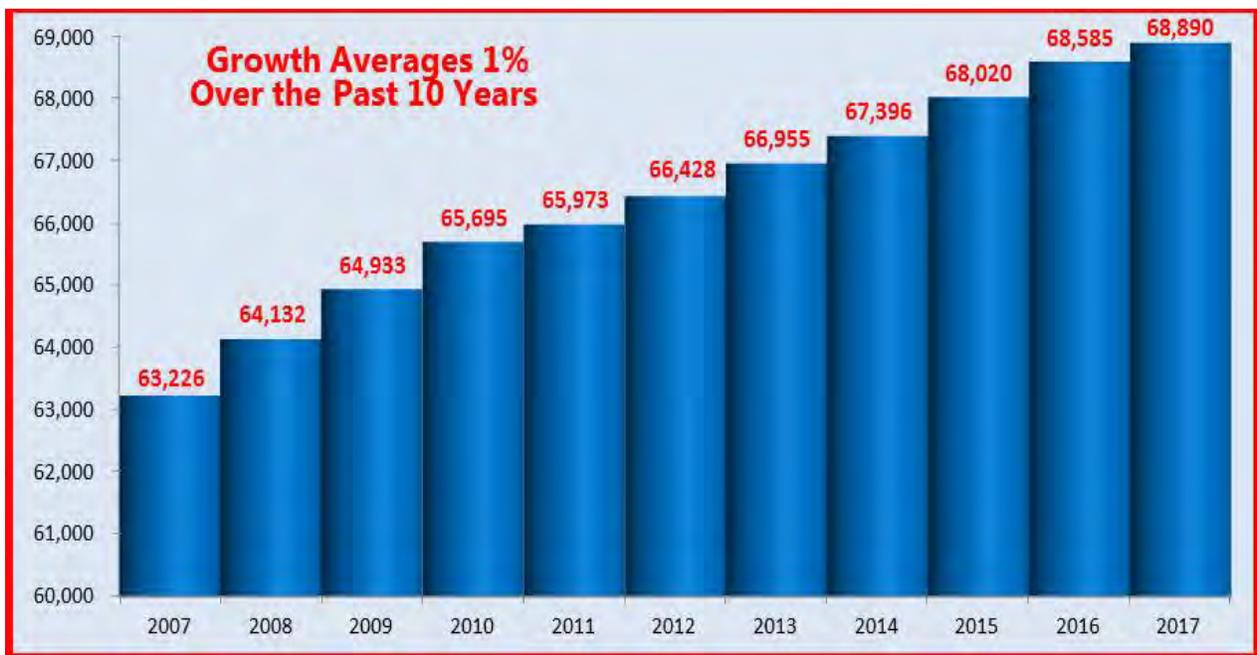
### Location



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 68,890 people and ranks 19th in population among the state's 95 counties and 30th among the 133 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 the average annual growth rate for the last 10 years is 1.0%.



*Source: Weldon Cooper Center for Public Service-Updated January 25, 2018*

About half of the growth, approximately 51% between 2010 and 2017, 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 2016 median age in the County was 39.5 years. After decades of steady growth, the County's median age appears to be changing more slowly. Despite continued growth in the 55 and older population, the Census Bureau estimates suggest that the median age has remained relatively unchanged since the 2010 Census. This appears to be attributable to an increase in the proportion of younger adults. The County's median age is higher than in the Virginia Beach-Norfolk-Newport News metro area (35.2) and Virginia as a whole (38.2), and the general trend toward an older population is expected to resume in coming years.

### **Race and Hispanic Origin**

The racial composition of the County's population has been fairly stable, with the Caucasian race representing 77% of the population in 2016. The African-American race represents 13% of the population in 2016 while the Asian and Hispanic populations represent 5.3% and 5.7% respectively.

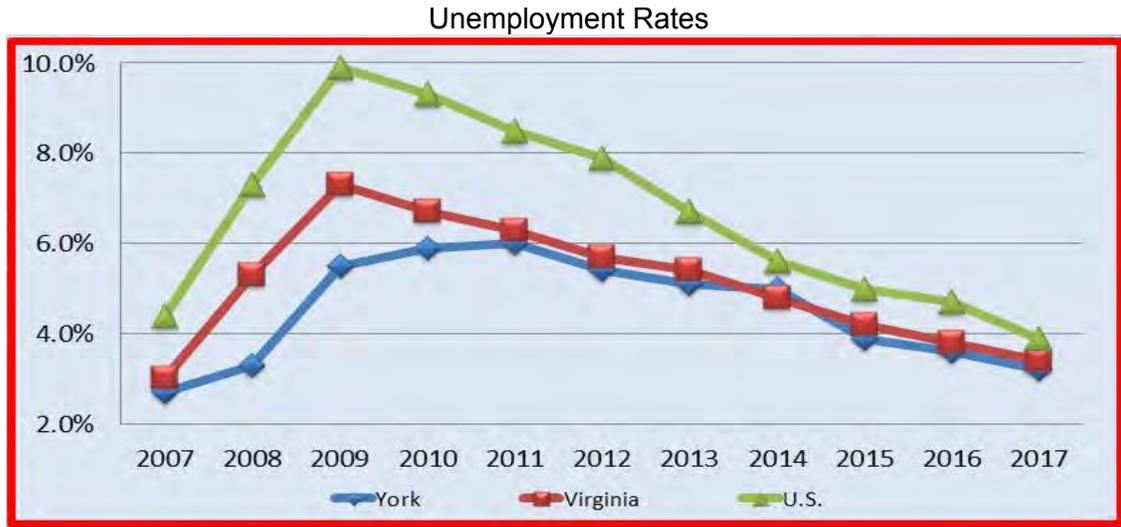
### **Households**

Slightly more than two-thirds of the County's approximately 26,000 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 (2.6) and the Virginia Beach-Norfolk-Newport News metropolitan area (2.56).

## Labor Force and Unemployment

The civilian labor force is well educated. York County leads its Peninsula neighbors with 94% of its adult population (18 and older) holding at least a high school diploma. Of those high school graduates, 41% hold at least a bachelor's degree and 18% hold a graduate or professional degree. York County has one of the lowest unemployment rates in the metropolitan area at 3.2%, and it has consistently trailed the regional, statewide, and national rates. However, the economic recovery in the Hampton Roads region since the recession has lagged behind other regions in Virginia and York's number is now tracking closer to the state's 3.4% unemployment rate.



Source: Virginia Employment Commission-December 2017

## Income

York County is one of the most affluent localities in Hampton Roads, with a median household income of \$83,410 according to the U.S. Census Bureau. York County has one of the lowest poverty rates on the Peninsula with an estimated 6.2% of the population living below the poverty line in 2016, according to the Census Bureau.



Source: U.S. Census Bureau, American Community Survey, Median Household Income – 5 Year Estimate (2012-2016)

## Quality of Life

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.

Statistically valid citizen satisfaction surveys are conducted every five years by an outside agency specializing in such work. The results of the last four citizen satisfaction surveys are shown in the table below. They indicate that York County Citizens rate their quality of life very highly.

% Positive	2000	2005	2010	2015
<b>Overall quality of life in York County</b>	<b>96%</b>	<b>98%</b>	<b>99%</b>	<b>98%</b>
Overall value received for tax dollars	85	90	93	92
Quality of Fire and Rescue services	99	99	100	100
Quality of Law Enforcement services	96	96	99	99
Quality of School instructional programs	90	94	98	98
Quality of School buildings & facilities	91	94	99	98
Quality of recreational opportunities, parks, athletic fields	90	90	96	98
Appearance of County government properties and buildings	96	99	99	94
Quality of Library facilities	96	98	99	99
Quality of services available for disadvantaged persons	86	93	90	83



Source: York County Citizen Surveys conducted by Responsive Management

The County also collects non-statistically valid customer service surveys and shares the results quarterly with management and departments. There were 315 customer service surveys returned during calendar year 2017, and 89% of respondents rated their experience in dealing with County staff as "excellent". Samplings of the comments provided include:

*"Shout out to the Grounds crew. The pots on Riverwalk with the topiaries, birds, and nests are stunning! Please pass along, if you don't mind!"*

*"The program (RAD) is amazing; the instructors had the perfect balance of care, concern, competence and compassion and they helped me learn to be empowered."*

*"Job well done on the new site. Tremendous improvement. Thanks!"*

## **Economic Development**

Combined commercial and residential building permit values remained relatively steady in FY17, totaling \$64.8 million, compared to \$68.3 million in FY16. The slight dip in the total values was due to a decline in commercial permit values from \$33.8 million in FY16 to \$26.3 million in FY17. On the positive side, building permits pulled for commercial structures increased in FY17 to 17 versus 10 in FY 16. Assuming this trend continues into FY18 the commercial building investment numbers should increase.



**Ocean Storage**

In FY17 the Ocean Storage & Business Center Building opened, just off Rt. 17, featuring 5,000 square feet of office space. Droni-Car, an unmanned aerial vehicle development company, leased space in the building in

July 2017. Riverside Hospital announced plans to move forward with a 52,610 sq. ft. Rehabilitation Hospital on their property at the corner of Rt.17 and Theatre Rd. The project is a joint venture with Select Medical, a hospital development and operating company based in Pennsylvania. The project will also create a 3.2 acre retail pad site fronting Rt. 17.



The regional (James City County, York County, City of Williamsburg) economic development marketing organization, The Greater Williamsburg Partnership (GWP) [www.GWPVA.com](http://www.GWPVA.com), launched in FY16, initiated a full-year-long marketing program in FY17. In the last nine months of FY17, the GWP responded to nine prospect inquiries generated by the Virginia Economic Development Partnership. The GWP sponsored a seminar and reception during William & Mary's homecoming, focused on encouraging alumni to consider business investment near their alma mater.

A successful regional effort on the entrepreneurial front was the 6<sup>th</sup> annual Peninsula-wide business pitch competition, START Peninsula, which was held in November at the Stryker Center in Williamsburg. A total of 28 people applied to pitch their business ideas and three startups were awarded a total of \$22,500 and free space in local business incubators.



The Office of Economic Development (OED), in partnership with the Economic Development Authority (EDA) and York County Chamber of Commerce, co-hosted the third annual Home-Based Business Resource Fair & Conference in November. This event was very successful and boasted over 100 attendees, 15 speakers, and 20 exhibitors. The conference highlighted the County's continuing focus on nurturing and growing its extensive home-based business sector. The overall home-based business program won top level awards in 2017 from the Virginia Association of Counties, National Association of Counties, and the International Economic Development Association.

In FY17, the EDA awarded the Snow Companies a \$200,000 grant to assist with their acquisition and renovation of the 38,000 square-foot Waller Mill Office Building. Snow is a rapidly growing biopharmaceutical advertising and marketing agency. They also provide patient ambassador programs, project management, and have a customer support call center for specific medications. In July 2017, the EDA approved a \$50,000 grant to York Veterinary

Hospital to support their expansion. The grant will be utilized for infrastructure improvements that will also facilitate the development of adjacent vacant commercial parcels on Rt. 17.

The EDA awarded their first two demolition loans in FY17 that resulted in the removal of dilapidated residential structures on Bypass Rd and the old motel buildings behind the Yorktown Pub. In both cases, these loans will accelerate the commercial development of the impacted properties.

In concert with the Board of Supervisor's current goals and objectives for economic development, the Economic Development Authority and Office of Economic Development initiated a Rt. 17 Revitalization Program in FY16. The program features a property acquisition element aimed at stimulating private investment in upper tier restaurant or retail offerings in the corridor. The EDA purchased their first property under this program in April 2017. The 1.25 acre parcel is located at 7124 George Washington Memorial Highway and several dilapidated structures have been razed, significantly improving the area's appearance.

**Statistical Information**

**Top Employers**

<u>Employer</u>	<u>Industry</u>	<u>No. of Employees</u>
Naval Weapons Station/Cheatham Annex	Government	2,628
York County School Division	Government	1,776
U.S Coast Guard Station	Government	1,457
Sentara Williamsburg Regional Medical Center	Hospital	830
Water Country	Water Park	791
Walmart	Retail	767
York County Government	Government	733
Great Wolf Lodge of Williamsburg, LLC	Hotel & Water Park	468
YMCA	Recreation	422
Wyndham Vacation Ownership/Kings Creek Plantation	Timeshare condominiums	335

*Includes full-time and part-time positions*

*Source: York County, Comprehensive Annual Financial Report - June 30, 2017*

### Taxpayers

<u>Taxpayer</u>	<u>2016 Assessed Valuation</u>	<u>% of Total Assessment</u>
Virginia Power Company	\$ 372,647,252	3.70%
BP/Western Refining/Plains Marketing	235,902,115	2.34%
Lawyers Title/Fairfield Resorts	170,956,690	1.70%
City of Newport News	135,741,600	1.35%
Great Wolf Lodge of Wmbg, LLC	80,720,075	0.80%
Kings Creek Plantation	80,542,235	0.80%
Wal-Mart	38,337,645	0.38%
1991 Ashe Partnership	37,819,790	0.38%
Busch Entertainment/Water Country USA	37,646,695	0.37%
852 LLC	34,978,020	0.35%
	<u>\$ 1,225,292,117</u>	<u>12.17%</u>

Source: York County, Comprehensive Annual Financial Report - June 30, 2017

### Educational Attainment

	<u>York</u>	<u>Virginia</u>	<u>U.S.</u>
Grad./Prof.	17%	14%	10%
Bachelor's	21%	20%	17%
Some College	34%	30%	31%
High School	22%	25%	28%
< 12th Grade	6%	11%	14%

Source: U.S. Census Bureau American Survey, Educational Attainment - 5 Year Estimate (2011-2015)

### School Division

The mission of the York County School Division is to engage all students in learning the skills and knowledge needed to make productive contributions in the world.



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) remain the pinnacle of achievement for the York County School Division. Based on 2017 SOL test results, the school division continues to be a leader in student performance across the state with all 19 YCSD schools being Fully Accredited. Students consistently exceed the state and national average on the SOL test and the Scholastic Achievement Tests (SAT).

### Education Statistical Data

<u>Year</u>	<u>Facilities</u>	<u>Enrollment</u>	<u>Expenditures</u>	<u>Student</u>
2017	19	12,584	\$128,406,319	\$10,204
2016	19	12,522	126,231,339	10,081
2015	19	12,519	127,406,029	10,177
2014	19	12,333	118,198,725	9,584
2013	19	12,226	119,113,465	9,743

Source: York County School Division, Comprehensive Annual Financial Report - June 30, 2017  
Per Pupil Expenditures FY2017

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 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.

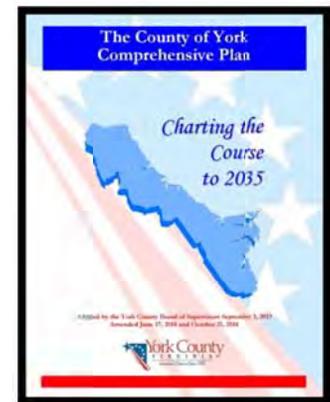
State revenue is based on the General Assembly's budget and includes basic aid, state sales tax, lottery funds, gifted education, remedial programs, special education, vocational education and employer share benefits. Basic aid is calculated by the state according to the locality's Composite Index, projected 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 III-A, Title VI-B, Department of Defense Education Activity 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 buses, debt service reimbursement, pupil fees, tuition for students residing outside the district and summer school, athletic user fees and insurance recoveries.

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

### **Charting the Course-the County of York Comprehensive Plan**

In 1991, York County developed its first Comprehensive Plan, *Charting the Course to 2010*, through a cooperative effort with York County residents. In 2006, the Board of Supervisors joined the James City County Board of Supervisors and the Williamsburg City Council in adopting a resolution to coordinate the timing of their next comprehensive plan reviews. The Historic Triangle Coordinated Comprehensive Plan Review officially kicked off in early 2012 to promote closer inter-jurisdictional discussion of planning issues that cross jurisdictional boundaries. *Charting the Course to 2035 – the County of York Comprehensive Plan* was adopted in September 2013. 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 plan is divided into chapters or elements dealing with various aspects of the County's physical development. The narrative that follows is an excerpt from the 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 office space and use electronic technology to the maximum feasible extent to minimize the need for physical space to accommodate administrative and storage functions.
- . Provide greater opportunities for the training of County personnel, in particular specialized training for law enforcement and fire and rescue personnel, in a convenient and cost effective location(s).
- . 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 staffing 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.
- . Ensure that adequate disaster support facilities are in place to accommodate preparation for, response to, and recovery from major emergencies/disasters.
- . Achieve higher levels of excellence in library service according to State standards.
- . Ensure the provision of library services to citizens throughout the County.
- . Continuously assess and evaluate future needs for outdoor and indoor recreational facilities and activities; public areas for passive recreation for citizens to enjoy the outdoors; and greenways/trails to include a network of open space areas, water trails, natural corridors, bike and pedestrian trails, and historical and recreational sites.
- . Protect the natural environment and preserve open space.
- . Based on the *Virginia Outdoors Plan*, increase public recreational, fishing and boating access to waterways.

- . Ensure that athletic fields and other recreational facilities are well maintained.
- . 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-Second 20:1, 350-700 students; Third-Fifth 25:1, 350-700 students; Middle 25:1, 700-1000 students; High 25:1, 1200-1800 students (High English classes 24:1, 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.
  - . Expand job opportunities for York County residents.
  - . Increase visitation to York County.
  - . Promote York County as an attractive location for economic development.
- . Enhance the long-term visual attractiveness of the County's major commercial corridors.
  - . Encourage mixed-use development in appropriate areas.
  - . Encourage creativity in the design of economic development projects.

### ***Environment***

Goal: Protect the health of York County's residents by achieving and maintaining clean air and water. 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, development and shoreline erosion control structures.
- . 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.
- . Consider climate change and sea-level rise in long-term planning when siting County schools, fire stations, etc.
- . 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.
- . Encourage living shoreline solutions to accommodate for sea level rise and erosion control.
- . 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.



Thomas Nelson, Jr. House

- . Give increased attention 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.
- . 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.
- . Provide opportunities for mixed-use development in appropriate areas.
- . Prevent neighborhood blight and housing dilapidation and work to improve existing blighted conditions.



## 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., VDOT's LOS D 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.
- . Promote land use compatibility between local military installations and the areas that surround them.
- . 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 re-use of existing blighted properties.

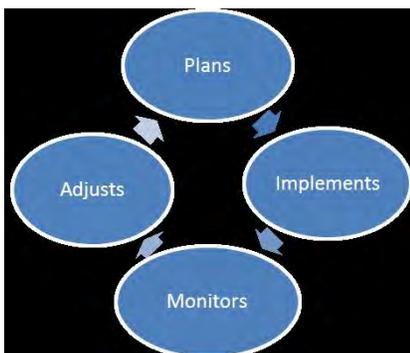
- . Encourage beautification of existing development to improve its visual quality and appeal.
- . Preserve, protect, and enhance cultural, environmental, and historic areas.
- . Protect unspoiled vistas and views of the water.
- . Minimize the visual obtrusiveness of telecommunications towers.
- . Pursue 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 and Calendar**

The budget season is a year round process that starts in the summer with the Capital Improvements Program. The budget season for the operating budget, is kicked-off in early October with “Budget Call”. The Budget Division staff dedicates two weeks for training and held multiple small group sessions with department users at the Tabb Library. During Budget Call, departments are informed of important deadlines and directed to a common shared drive to obtain information regarding specific allocations such as computer replacements and vehicle maintenance costs for inclusion in their budget submissions. Budget review meetings are held during the months of January and February where departments discuss their specific needs with Budget staff and the Budget Review Committee. Committee members include the County Administrator, the two Deputy County Administrators, and the directors of Public Works, Finance and Human Resources.

The Financial Operations Work Group meets on a monthly basis throughout the year to discuss revenue trends and other pertinent financial details. Revenue projections are due to Budget by mid-January. They are independently prepared by the Finance Director and the Deputy County Administrator, then discussed and revised to reflect a consensus. Local revenue projections are closely tied to the real estate re-assessment cycle (every two years), historic trends, and the current economic climate. State revenue projections are based on information received from the Governor’s Proposed Budget and revisions made by the General Assembly. Federal revenue estimates are based on information from the awarding agencies.

Expenditures are divided into functional categories and each department is assigned a Budget Analyst to analyze the requests and justifications and to make recommendations based on historic and current trends prior to submission to the Budget Review Committee. A six-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, Water 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 March, the County Administrator submits a balanced budget proposal 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 proposed budget is adjusted as necessary and an appropriations resolution by functional level is prepared. Citizens may comment in person at the public hearing, by using a special telephone line or by internet submission. The budget is required to be adopted by a majority vote of the Board of Supervisors in May for the next fiscal year. Tax rates are established prior to the beginning of the fiscal year. Also, throughout the year, individual members of the Board of Supervisors may hold meetings within their districts to discuss various topics including budget developments.

The budget may be amended by the Board of Supervisors through supplemental appropriations or transfers as necessary. All procurements of \$50,000, or \$100,000 if the projects are in an approved CIP year, require Board approval. Appropriations less than \$50,000 do not require Board approval, including additional funds received for various County programs such as the off-duty employment of deputy sheriffs, the Medic Transport Fee Recovery program, insurance claims and grants and donations. Through the annual budget adoption resolution, the County Administrator or his designee is authorized to transfer funds within appropriation functions. 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.

The following chart summarizes the significant steps leading to the adoption of the budget:

 			
<b>FY2019 BUDGET CALENDAR</b>			
<b>Date</b>		<b>Description</b>	<b>Time/Location</b>
<b>June 2017</b>			
		Prepare CIP forms for departments.	
<b>July 2017</b>			
8/1/2017	Tuesday	FY2019-FY2024 CIP forms distributed.	
<b>September 2017</b>			
9/1/2017	Friday	FY2019-FY2024 CIP submissions are due to Budget. Send out email to schedule GovMax training for departments.	
9/12/2017	Tuesday	Capital Improvements Planning Committee Kickoff Meeting for planning purposes.	
<b>October 2017</b>			
10/4/2017	Wednesday	FY2019 Budget Call for all departments. Forms and Instructions distributed to departments for their budget submission.	
10/13/2017	Friday	FY2019 Agency Funding Request Packages distributed via email and on the web.*	
<b>November 2017</b>			
11/6/2017	Monday	FY2019 payroll estimates from Fiscal Accounting Services	
11/22/2017	Wednesday	FY2019 budget request packages submitted by departments to Budget.	
<b>January 2018</b>			
1/16/2018	Tuesday	FY2019 revenue estimates from Director of Finance.	
1/16/2018	Tuesday	FY2019 Public Forum @ regular Bof Supervisors meeting (7 pm).	York Hall Board Room, 7:00pm
1/19/2018	Friday	FY2019 Begin distributing budget recommendations to departments.	
1/30/2018	TBD	Begin Budget Review Committee Meetings.	
<b>February 2018</b>			
2/6/2018	Tuesday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
<b>March 2018</b>			
3/6/2018	Tuesday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
3/20/2018	Tuesday	Formal presentation of FY2019 Proposed Budget @ regular BoS meeting.	York Hall Board Room, 7:00pm
3/21/2018	Wednesday	Publish FY2019 Proposed Budget to website.	
		FY2019 Agency Funding notifications distributed (Outside Agencies); post Proposed figures on website.	
3/27/2018	Tuesday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
<b>April 2018</b>			
4/3/2018	Tuesday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
4/17/2018	Tuesday	Public Hearings on FY2019 Budget and CY2018 Tax Rates - York Hall Board Room, 7 pm.	York Hall Board Room, 7:00pm
4/24/2018	Tuesday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
4/26/2018	Thursday	Work Session - FY2019 Budget.	York Hall East Room, 6:00pm
<b>May 2018</b>			
5/1/2018	Tuesday	Adoption of FY2019 Budget, CIP and Tax Rates @ regular Board of Supervisors meeting.	York Hall East Room, 6:00pm
5/2/2018	Wednesday	FY2019 Agency Funding notifications distributed and adopted funding amounts posted to the website.	
<b>All Board Meetings were held in the Board Room or the East Room in York Hall located at 301 Main Street.</b>			

## **Financial Management Policies**

The Board of Supervisors' Financial Management Policy is shown below.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Financial Management Policies</b>
<b>POLICY NUMBER</b>	<b>BP14-26</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>January 1, 2014</b>
<b>REVISION DATE</b>	<b>December 6, 2016</b>
<b>HISTORICAL REFERENCE</b>	

### **Purpose:**

The primary objective of this policy is to establish the Board of Supervisors' framework for making financial decisions and to provide guidance for the County Administrator, who is responsible for the daily administration of the Board's policies and general County operations. The County Administrator may designate other County officials to assist in the administration of these policies. These financial management policies are a statement of the guidelines and goals that influence and guide the financial management practices of the County of York. Financial management policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management.

### **Procedure:**

Sound financial management policies:

- Contribute significantly to the County's ability to insulate itself from fiscal crises and economic disruption
- Enhance access to short-term and long-term markets by helping to achieve the highest credit and bond ratings possible
- Promote long-term financial stability by establishing clear and consistent guidelines
- Direct attention to the total financial picture rather than single-issue areas
- Promote the view of linking long-term financial planning with day-to-day operations
- Provide a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines
- Ensure that the organization has the resources to perform mandated responsibilities
- Provide a foundation for evaluation and analysis of financial condition

## 1. **Cash Management**

The Treasurer, County of York (an elected Constitutional Officer) is responsible for maintaining and updating a separate Investment Policy.

## 2. **Financial Reporting**

The County's accounting and financial reporting will comply with:

- Generally Accepted Accounting Principles of the United States of America (GAAP)
- Government Accounting Standards (GAS), issued by the Comptroller General of the United States
- Uniform Financial Reporting Manual, issued by the Auditor of Public Accounts of the Commonwealth of Virginia
- *Specifications for Audits of Counties, Cities and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia
- *All Office of Management and Budget* regulations with respect to all grants.
- Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program
- Code of Virginia, and other legal and regulatory bodies' requirements, as applicable

The County will establish and maintain an internal control structure designed to protect the County from loss, theft and misuse. The structure will be designed to provide reasonable assurance of that objective and the concept of reasonable assurance recognizes that:

- The cost of a control should not exceed the benefits likely to be derived
- The valuation of costs and benefits requires estimates and judgments made by management

A comprehensive, annual financial audit, including an audit of federal grants, will be conducted by an independent public accounting firm and the results of that audit will be presented publicly to the Board of Supervisors by December 31, following the end of the previous fiscal year.

### 3. Annual Budget

The annual budget will be prepared under the guidelines provided by the Code of Virginia, the County Code and by the Government Finance Officers Association in the Distinguished Budget Award Program. The annual budget will be for the fiscal period beginning July 1 and ending June 30.

The General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Internal Service Funds and Enterprise Funds shall have legally adopted budgets, with the exception of Enterprise Funds with depreciation only. The County, acting as fiscal agent, would not legally adopt the budget for the trust and agency funds.

The budget will provide for current expenditures balanced with current revenues. It will provide for the adequate maintenance and orderly replacement of capital assets, and the adequate funding of all retirement systems and other post-employment benefits (OPEB). Priority will be given to maintaining current service levels. Service expansions will be funded by new or reallocated resources. Proposed new services require detailed justification, including any budgetary impact. Incremental operating costs associated with capital projects should be funded in the operating budget after being identified and approved in the Capital Improvements Program.

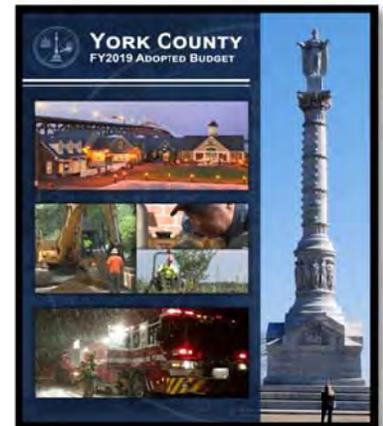
The County Administrator shall submit a balanced budget recommendation to the Board of Supervisors by the end of March for the next fiscal year. After a series of work sessions and a public hearing on the proposed budget, the Board of Supervisors shall adopt the budget by the first Board of Supervisors' meeting in May. However, if the County has not received the estimates of state funds, the budget adoption may occur up to 30 days after the estimates are received.

The County will maintain a budget control system and staff will monitor and evaluate expenditures and revenues as compared to budget and/or prior year-to-date reports. The County Administrator will make recommendations for adjustments if necessary, to the Board of Supervisors.

### 4. Revenues and 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. It is the County's policy for one-time revenues to be used to fund capital projects or other non-recurring expenditures. In addition, the County strives to diversify its sources of revenue.

The County's expenditure budget is divided into functional areas (departments). In coordination with Department Heads and departmental staff, Budget Analysts within the Budget Division monitor expenditures throughout the fiscal year to ensure compliance with legal requirements and accounting standards. The County Administrator is authorized to transfer funds within appropriation functions.



## 5. Capital Improvements Program

For inclusion in the Capital Improvements Program, projects must have an estimated useful life that exceeds one year and have a cost of at least \$30,000. The County Administrator will annually submit a six-year Capital Improvements Program (CIP) for review by the Board of Supervisors pursuant to the timeline established in the annual budget preparation schedule, but no later than by the end of March for the next fiscal year. The Capital Improvement Program shall include the following elements:

- A statement of the objectives of the Capital Improvement Program and its relationship to the County's Comprehensive Plan and the Utilities Strategic Plan, as applicable
- An estimate of the cost and of the anticipated sources of funds for financing the Capital Improvements Program
- An estimate of the revenue and expense impacts, including maintenance, on the operating budget

The first year of the CIP will be appropriated by the Board of Supervisors as part of the budget adoption.

The County will maintain a complete inventory of capital assets meeting its capitalization thresholds, in accordance with Generally Accepted Accounting Principles of the United States of America.

## 6. Reserves

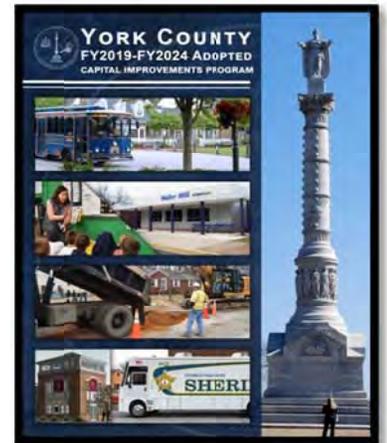
### General Fund

The County of York's General Fund Unassigned Fund Balance will be maintained to provide the County with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue.

The General Fund's Unassigned Fund Balance should not be used to support recurring operating expenditures outside of the current budget year. If a budget variance requires the use of Unassigned Fund Balance, the County will decrease the General Fund's expenditures and/or increase the General Fund's revenues to prevent using the Unassigned Fund Balance for two consecutive fiscal years to subsidize General Fund operations.

The General Fund's Unassigned Fund Balance will be as follows:

- A minimum of twelve percent (12%) of the budgeted General Fund expenditures for the following fiscal year. These funds can only be appropriated by a resolution of the Board of Supervisors.



- In the event that the General Fund's Unassigned Fund Balance is used to provide for temporary funding of unforeseen emergency needs, the County shall restore the balance to the twelve percent (12%) minimum as defined above, within two fiscal years following the fiscal year in which the event occurred. This will provide for full recovery of the targeted General Fund Unassigned Fund Balance in a timely manner.
- Funds in excess of the maximum annual requirements outlined above may be considered to supplement "pay-as-you-go" capital expenditures or other nonrecurring expenditures.

### Other

A reserve for healthcare costs shall be maintained by the County and Schools at a level equal to the estimated incurred but not reported (IBNR) claims plus 10% to 20% of the next year's healthcare budget, with a target reserve of 15%. To the extent the reserve falls below the minimum threshold of 10%, the reserve will be restored to that level within one fiscal year and the County or Schools will develop a plan to restore the reserve back to the 15% target level within three fiscal years.

## **7. Debt Management**

The County shall comply with all requirements of the Code of Virginia and other legal and regulatory bodies' requirements regarding the issuance of bonds and other financing sources for the County or its debt issuing authorities. The County shall comply with the U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness. In addition, the County will institute a control structure to monitor and ensure compliance with bond covenants.

The County will not use long-term debt or tax revenue anticipation notes (TRANS) to fund current operations. The County does not intend to issue bond anticipation notes for a period of longer than three years.

The County emphasizes pay-as-you-go capital financing. Whenever the County decides to issue bonds, the term of the issue will not exceed the useful life of the capital project being financed. The issuance of variable rate debt by the County will be issued only in a prudent and fiscally responsible manner.

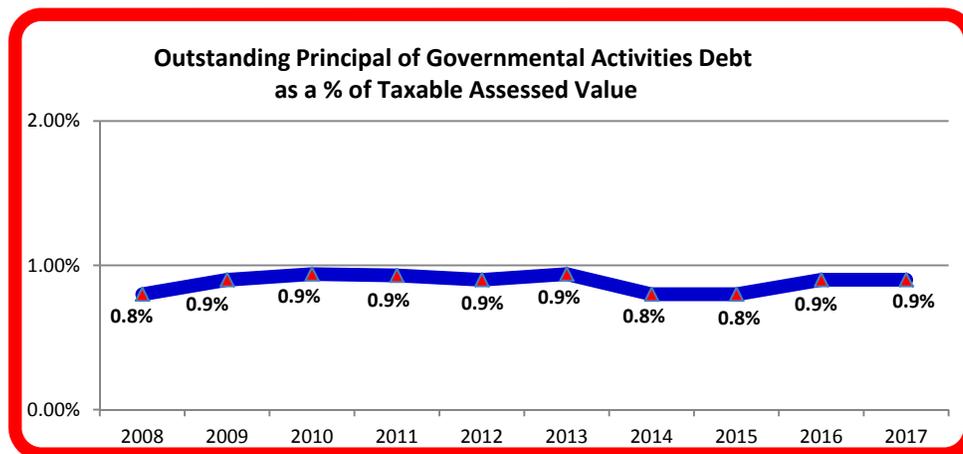
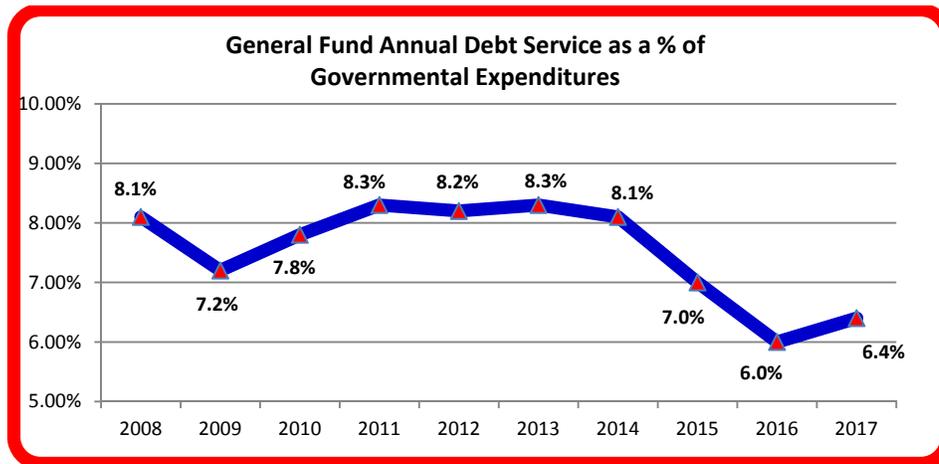
Recognizing both the historical interest rate savings and the risks associated with variable rate debt, the County will limit variable rate debt exposure to approximately 20% of total outstanding debt. Debt service on any variable rate debt will be budgeted at a conservative interest rate. Prior to issuing variable rate debt, the Board will be advised of the various risks.

## **8. Tax-Supported Debt**

Whenever the County finds it necessary to issue bonds, the following policies will be adhered to:

- Annual debt service expenditures for all General Fund supported debt shall not exceed 10% of the total General Fund expenditure budget
- Outstanding principal of General Fund supported debt will not exceed 3.0% of the net assessed valuation of taxable property

In calculating compliance with these ratios, the County will exclude debt serviced by dedicated revenues, i.e. self-supporting debt. In addition, self-supporting debt will be reported in the fund where the revenues used to support the debt are recorded.



## 9. Post-Issuance Compliance

The Director of Finance will oversee post-issuance compliance activities to ensure compliance with federal guidelines and other legal regulatory requirements including:

- Tracking that proceeds of a debt issuance are spent on qualified tax-exempt debt purposes
- Maintaining detailed records of all expenditures and investments related to debt funds

- Ensuring that projects financed are used in a manner consistent with legal requirements
- Timely reporting of necessary disclosure information and other required filings
- Monitoring compliance with applicable arbitrage rules and performing required rebate calculations in a timely manner

The Director of Finance may consult with bond counsel, financial advisors or other professionals as deemed appropriate to meet the post-issuance compliance requirements.

## **10. Policy Review and Update**

The Board of Supervisors will review and affirm these financial policies at least annually and more frequently, as needed.

### **Treasurer's Investment Policy**

The Treasurer's current Investment Policy is shown below.

#### **Governing Authority**

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.

#### **Scope**

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.

#### *Pooling of Funds*

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.

#### **General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

### *Safety*

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

Minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by: limiting investments to the types of securities listed in this investment policy; 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

Minimize interest rate risk, which 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 minimizing the need to sell securities on the open market prior to maturity; investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the maturity of investments in accordance with this policy.

### *Liquidity*

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, local government investment pools, or deposit accounts which offer same-day liquidity for short-term funds.

### *Yield*

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.

## **Standards of Care**

### *Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

#### *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

#### *Delegation of Authority*

As an elected Constitutional Officer of the Commonwealth of Virginia, the Treasurer has overall responsibility for the investment program. Responsibility for the daily operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls consistent with this investment policy. No York County employee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

#### **Authorized Financial Institutions**

If County investment officials execute securities transactions directly, the respective broker/dealer effecting the transaction must meet the following requirements:

- A "primary" dealer or a regional dealer that qualifies under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule),
- Registered as a dealer under the Securities Exchange Act of 1934,
- Member of the National Association of Dealers (NASD),
- Registered to sell securities in Virginia, and
- Engaged in the business of effecting transactions in U.S. government and agency obligations for at least 5 consecutive years.

The Treasurer may retain the services of a Registered Investment Advisor (RIA) to execute this investment policy for a designated portion of the County's investment portfolio. Only RIA's registered with the Commonwealth of Virginia or the Securities and Exchange Commission may be hired.

#### **Safeguarding and Custody**

##### *Delivery vs. Payment*

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.

##### *Safeguarding*

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 safeguarding institution shall annually provide a copy of their most recent report on internal controls.

### *Internal Controls*

The Treasurer 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.

### **Suitable and Authorized Investments**

#### *Investment Types*

In accordance with the Code of Virginia, sections 2.2-4501 through 2.2-4510, the following investments will be permitted by this policy (rating applicable at time of security purchase):

- 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 only if the following conditions are met: a term to maturity of no greater than 90 days; the contract is fully secured by deliverable U.S. Government Obligations having a market value at all times of at least 102%; and a master repurchase agreement governs the transactions);
- 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.

#### *Deposit Accounts and Collateralization*

The County may maintain demand deposit accounts including checking accounts and other accounts in accordance with Title 2.2-44 of the Code of Virginia, the Virginia Security for Public Deposits Act.

### **Investment Parameters**

#### *Diversification*

The investments shall be diversified by:

- Limiting investment in securities that have higher credit risks,
- Limiting investments to avoid over concentration in securities of a specific type or from a specific issuer or business sector (excluding U.S. Treasury securities), according to the limits set by the Code of Virginia,
- Investing in securities with varying maturities, with individual securities not exceeding a maturity of 24 months unless specifically approved by the Treasurer (or further limited by the Code of Virginia), 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.

### **Performance Standards**

The cash management portfolio shall be designed with the objective of regularly meeting or exceeding the average return on three-month U.S. Treasury bills and/or the state investment pool. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

### **Reporting**

The investment officer shall maintain a monthly investment report. This report shall include a listing of the existing portfolio in terms of investment securities, rate, maturity date, par amount, original or adjusted cost, credit rating and any other features deemed relevant; and a listing of all transactions executed over the last month.

### **Policy Considerations**

#### *Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

#### *Amendments*

This policy shall be reviewed by the Treasurer on an annual basis.

### **Bond Ratings**

The County has utilized two different credit rating agencies over the years, Standard & Poor's and Moody's Investor Services. In 2014, Standard & Poor's upgraded the County's credit rating on its general obligation bonds from AA+ to AAA, the highest rating possible and upgraded its rating on the County's lease revenue bonds from AA to AA+. The upgrades reflected the agency's assessment of the following factors for the County:

- Very strong economy, which benefits from participation in the broad and diverse Hampton Roads area economy, coupled with good access to Richmond, Va. and its employment base;
- Very strong budgetary flexibility with 2013 audited reserves at 27% of general fund expenditures;
- Strong budgetary performance, which takes into account a relatively stable revenue stream;
- Very strong liquidity providing very strong cash levels to cover both debt service and expenditures;
- Strong management with good financial policies and a consistent ability to maintain balanced budgets; and
- Very strong debt and contingent liabilities position, driven mostly by the county's low net direct debt.

The County does not currently have any General Obligation bonds rated by Moody's. However, in 2016, Moody's reaffirmed the County's Aa2 rating on its lease revenue debt. Both agencies issued a "stable" outlook.

## **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's General Fund is projected to be a major fund in fiscal year 2019.

The relationship between the departments and the funds is as follows:

<u>Departments</u>	<u>Admin.</u>	<u>Judicial</u>	<u>Public</u>	<u>Management</u>	<u>Educ. &amp;</u>	<u>Human</u>	<u>Public</u>	<u>Comm.</u>	<u>Capital &amp;</u>
	<u>Svcs.</u>	<u>Svcs.</u>	<u>Sfty.</u>	<u>Svcs.</u>	<u>Educ. Svcs.</u>	<u>Svcs.</u>	<u>Works</u>	<u>Svcs.</u>	<u>Non-Dept.</u>
<b>MAJOR FUND</b>									
General	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>NON-MAJOR FUNDS</b>									
<b>Special Revenue</b>									
Tourism								✓	
Social Services						✓			
Law Library		✓			✓				
Children & Family Svcs.								✓	
Comm. Dev. Auth. Rev. Acct.				✓					
Grant Fund				✓					
<b>Debt Service</b>									
County Debt Service									✓
School Debt Service					✓				
<b>Capital Project</b>									
Stormwater Management							✓		✓
Yorktown Capital Impr.				✓			✓		✓
County Capital	✓	✓	✓	✓	✓		✓	✓	✓
<b>Internal Service</b>									
Worker's Compensation				✓					
Vehicle Maintenance							✓		
Health & Dental Insurance				✓					
Information Technology Fund				✓					
Other Post-Empl. Benefits				✓					✓
<b>Enterprise</b>									
Solid Waste Mgmt.							✓		
Water Utility							✓		
Sewer Utility							✓		
Yorktown Operations				✓					
Regional Radio Project			✓						

Each Department has divisions – for example, included in the Education and Educational Services Department is the County's contribution to the School Division's Operating Fund and the transfer to the School Debt Service Fund used to pay debt service on funds borrowed for School Division Capital Improvement Projects. Additionally, funding for the County's library system and Virginia Cooperative Extension is found in this section.

## **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, Grant Fund, 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.

**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**

Internal Service Funds are used to account for either benefits or services to other funds, departments, or agencies of the County on a cost-reimbursement basis.

Workers' Compensation Fund

This fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County.

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.

Information Technology Fund

This fund accounts for the operation of the information technology services that are provided to County departments on a cost-reimbursement basis.

Health & Dental Insurance Fund

This fund accounts for the health and dental claims and administrative costs of the County insurance programs.

Other Post-Employment Benefits (OPEB) Fund

This fund was used to account for the subsidy payments for eligible retirees of the County toward health insurance coverage in a County sponsored plan. The County joined an OPEB trust fund in fiscal year 2016 and this fund was closed.

**Enterprise Funds**

Enterprise Funds are used to account for any activity for which a fee is charged to external users for goods or services.

### 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.

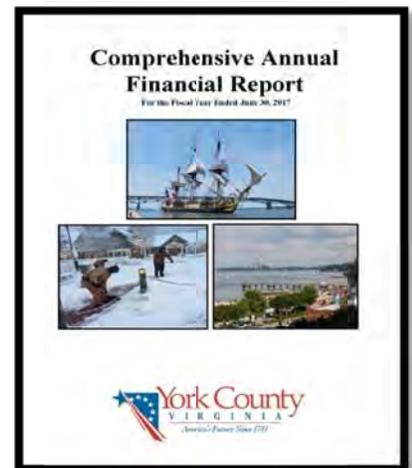
### **Basis of Budgeting and Accounting**

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."

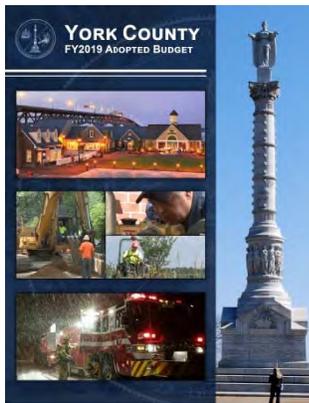
The accrual basis of accounting, a method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows, is used for the proprietary funds, except for depreciation, amortization, debt principal payments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

The Comprehensive Annual Financial Report (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).



# Board of Supervisors Strategic Priorities

At its January 29, 2016 Retreat, the Board of Supervisors identified the following six Strategic Priorities to serve as the guiding principles for delivering programs and services to the citizens of York County.

## STRATEGIC PRIORITIES

As stewards of the public trust and resources, the Board of Supervisors will maintain and improve the quality of life for all County citizens.

The Board will:

- Facilitate **QUALITY ECONOMIC DEVELOPMENT** that is sensitive to community character and the environment.
- Develop **EFFECTIVE and OUTSTANDING COMMUNICATIONS and CIVIC ENGAGEMENT** opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions and County staff.
- Instill **EXCELLENT CUSTOMER SERVICE** as an organizational value, expectation, and outcome.
- Facilitate **QUALITY EDUCATIONAL OPPORTUNITIES** for all County citizens.
- Devote leadership and resources necessary to ensure and sustain **EXEMPLARY PUBLIC SAFETY** functions.
- Protect and respect the County's natural and built attributes through balanced and cost-effective **ENVIRONMENTAL STEWARDSHIP**.



As a follow-up to the Board's discussions at the 2016 Retreat, the County Administrator convened a "Tiger Team" comprised of staff from a cross section of County departments and tasked the group to refine and further develop the Action Goals identified from that discussion and to create a workable plan for measuring and reporting on the Priorities. The "Tiger Team" developed a baseline set of initiatives, metrics, and measurable outcomes for each Priority and Goal, and a system for reporting progress and accomplishments. The Board reaffirmed the

Strategic Priorities during its January 2017 Retreat and subsequently memorialized its reaffirmation through the adoption of Resolution R17-13 on February 7, 2017. Staff presented the first comprehensive update to the Board on accomplishments in August, followed in October by an update on the Resiliency and Efficient Service Delivery Initiative specific to Implementing State of the Art Technology.

In the fall of 2017, a new “Tiger Team 2.0” was formed, with its mission being to assess the progress on the Goals, to determine the viability of each, and to suggest new or revised initiatives to address the Strategic Priorities.

## Strategic Priority Management



At the January 2018 Retreat, the Board was briefed on the Tiger team’s progress and again the Board affirmed that the six Priorities represent an appropriate foundation and direction for program and service delivery to the County’s citizens. The Strategic Priorities document provides focus and direction for the allocation of staff resources and priorities and identifies a comprehensive series of Action Goals and Initiatives that guided County departments and agencies for preparation of their fiscal year 2018-2019 budget requests. Likewise, recommendations made by both the Capital Improvements Program (CIP) Committee and the Budget Review Committee were guided by the priorities outlined in the document. The following pages document the progress and accomplishments that has been made in addressing the Strategic Priorities, Action Goals, and Initiatives.



## Strategic Priority #1- Facilitate **QUALITY ECONOMIC DEVELOPMENT** that is sensitive to community character and the environment.

### Action Goals: Baseline Initiatives and Metrics:

<p><b>ACTION GOAL 1:</b> Secure and/or enhance land with potential for long-term economic base expansion.</p>	<ul style="list-style-type: none"> <li>Identify opportunities to strategically assemble real estate in order to encourage or incentivize private investment in tax-base broadening economic development projects.</li> </ul> <p><b>Accomplishments :</b> EDA identified 6 commercial nodes along Rt 17 and presented to BOS. BOS approved initial funding for acquisition in these priority nodes.</p>	<ul style="list-style-type: none"> <li>Deploy Utility Funds in selected locations to facilitate business development.</li> </ul> <p><b>Accomplishments :</b> Approve investment in extension of Newport News Waterworks service in upper County.</p>	<ul style="list-style-type: none"> <li>Develop and adequately fund programs to incentivize investments in expansion of existing corridor businesses.</li> </ul> <p><b>Accomplishments :</b> FY2018 BOS eliminated the Boat Tax to spur growth and competitive position for marine-related businesses.</p>
<p><b>ACTION GOAL 2:</b> Develop an action plan to revitalize and redevelop Route 17.</p>	<ul style="list-style-type: none"> <li>Reconstitute, under the auspices of the Economic Development Authority (EDA), a committee to focus on Route 17 revitalization.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and adequately fund programs to incentivize investments in expansion and/ or enhancement of existing corridor businesses.</li> </ul> <p><b>Accomplishments :</b> Strategically focus on shopping center tenancy and diversification to maintain competitiveness.</p>	
<p><b>ACTION GOAL 3:</b> Develop strategies to target and recruit specific economic development prospects compatible with the County's assets and character.</p>	<ul style="list-style-type: none"> <li>Maximize participation in regional business recruitment and retention efforts.</li> </ul> <p><b>Accomplishments :</b> FY2018 initiated Go Virginia application and received funding to pursue creation of a regional Unmanned Aircraft Testing Facility.</p>	<ul style="list-style-type: none"> <li>Promote entrepreneurship in the County.</li> </ul> <p><b>Accomplishments :</b> FY2018 received multiple state and national awards for the Home-Based Business Assistance Program initiative. FY2019 York County will continue to partner with YC Chamber and Launchpad to host small business seminars, networking events and Start Peninsula Pitch competition.</p>	
<p><b>ACTION GOAL 4:</b> Promote tourism activities in Yorktown, York County, and the Historic Triangle for the benefit of residents and visitors.</p>	<ul style="list-style-type: none"> <li>Add new "shoulder season" events in Yorktown to enhance year-round visitation by tourists and local residents.</li> </ul> <p><b>Accomplishments :</b> FY2018 added additional events to current series calendars.</p>	<ul style="list-style-type: none"> <li>Expand programming at major County focal points (i.e., Yorktown/Riverwalk, the McReynolds Athletic Complex (MAC), parks, etc.) to include various "festival" events, markets, or cultural events.</li> </ul> <p><b>Accomplishments :</b> FY2018 added The Vintage Marketplace at the MAC with over 35 vendors and great community support and attendance.</p>	<ul style="list-style-type: none"> <li>Evaluate facilities and infrastructure to identify actions necessary to attract sporting events and tournaments that increase overnight lodging stays.</li> </ul> <p><b>Accomplishments :</b> Staff recommendations considered and being implemented over time.</p>



## Strategic Priority #1- Facilitate **QUALITY ECONOMIC DEVELOPMENT** that is sensitive to community character and the environment.

### Action Goals:                      Measurable Outcomes and Accomplishments:

<p><b><u>ACTION GOAL 1:</u></b> Secure and/or enhance land with potential for long-term economic base expansion.</p>	<p><b><u>Measurable Outcome :</u></b> Develop plan for strategic property acquisition on commercial corridors to stimulate future development. <b><u>Accomplishments :</u></b> In FY2018 finished clearing the first site purchased and began marketing the property.</p>	<p><b><u>Measurable Outcome :</u></b> Complete water trunk line installation to Northern County <b><u>Accomplishments :</u></b> In FY2018 completed construction of Hubbard's Lane/Lightfoot Water System Extension improving residential and commercial service in the area</p>	
<p><b><u>ACTION GOAL 2:</u></b> Develop an action plan to revitalize and redevelop Route 17.</p>	<p><b><u>Measurable Outcome :</u></b> Develop small-area revitalization strategies that complement the EDA and private investment along the corridor. <b><u>Accomplishments :</u></b> Mixed use projects under construction.</p>	<p><b><u>Measurable Outcome :</u></b> Strategically focus on Shopping Center tenancy and diversification to maintain competitiveness. <b><u>Accomplishments :</u></b> Initiated outreach program between owners and senior staff. Meetings started FY2018 and will continue in FY2019.</p>	
<p><b><u>ACTION GOAL 3:</u></b> Develop strategies to target and recruit specific economic development prospects compatible with the County's assets and character.</p>	<p><b><u>Measurable Outcome :</u></b> Support regional partnerships. <b><u>Accomplishments :</u></b> FY2019 activate grant monies to form a Regional Industrial Facilities Authority and pre-engineering analysis for Phase 1 of the unmanned facilities.</p>	<p><b><u>Measurable Outcome :</u></b> Use data collected at Home-Based Business Program events and activities and engagement with Launchpad to determine new products and services to serve these business owners. <b><u>Accomplishments :</u></b> FY2019 will continue to review feedback and support new program opportunities and review York County home-based business environment.</p>	
<p><b><u>ACTION GOAL 4:</u></b> Promote tourism activities in Yorktown, York County, and the Historic Triangle for the benefit of residents and visitors.</p>	<p><b><u>Measurable Outcome :</u></b> Expand or add 1-2 new events every year. <b><u>Accomplishments :</u></b> FY2018 added 4 additional Market Days, 3 additional Cabin Fever Concerts, re-branded and expanded Summer Concert Series to reach broader audience.</p>	<p><b><u>Measurable Outcome :</u></b> Create an outdoor movie night in the park. <b><u>Accomplishments :</u></b> FY2018 added new events now on the calendar at the MAC, including Vintage Marketplace and Movie in the Park events. FY2019 will expand calendar of Special Markets.</p>	<p><b><u>Measurable Outcome :</u></b> Determine which locations require additional improvements and amenities . <b><u>Accomplishments :</u></b> FY2018 dugouts and roofs installed at Chisman Creek Park and the MAC. Funding in the FY2019 CIP for evaluation of accessibility.</p>







## Strategic Priority #3- Instill **EXCELLENT CUSTOMER SERVICE** as an organizational value, expectation, and outcome.

**Action Goals:**

**Baseline Initiatives and Metrics:**

**ACTION GOAL 1:**

Enhance staff understanding of customer expectations regarding the services provided by their respective functional areas of responsibility.

• Evaluate existing development review procedures.  
**Accomplishments :**  
Evaluation completed 2017, including a forum with developers, engineers and surveyors for input. Commercial Developer's Guide updated and posted online.

• Evaluate opportunities for required customer service training on a yearly basis for all employees.  
**Accomplishments :**  
Annual training plan reviews have commenced and completion of required online customer service training is included in every Employee Training Plan (ETP).

• Create ways for staff to learn about the County, the various departments in the organization, and their fellow employees.  
**Accomplishments :**  
New employee video updated. All internal email and directories include photos. Cross-functional teams created (ie:Tiger). Annual IT Conference initiated in 2016.

**ACTION GOAL 2:**

Ensure organizational resiliency and efficient service delivery.

• Explore opportunities for additional shared services arrangements between Schools and County operations (e.g., vehicle maintenance, IT, finance, human resources, etc.).  
**Accomplishments :**  
Other Post-Employee Benefits (OPEB) established 2016. FY2019 scheduled implementation of Munis ERP system with opportunities for efficient shared services.

• Implement state-of-the-art technology.  
**Accomplishments :**  
Mobile technology, digital delivery, asset and development management software are all purchased and being deployed.

• Develop succession plans in key functional areas of the County organization.  
**Accomplishments :** The FY2018 approved and FY2019 (recommended) budget enhance total compensation and provide funding for staff development, training opportunities, and organizational restructuring to optimize operations and provide succession paths for various key positions leading up to the FY2019 reorganization.



## Strategic Priority #3- Instill **EXCELLENT CUSTOMER SERVICE** as an organizational value, expectation, and outcome.

**Action Goals:**

**Measurable Outcomes and Accomplishments:**

**ACTION GOAL 1:**

Enhance staff understanding of customer expectations regarding the services provided by their respective functional areas of responsibility.

**Measurable Outcome:**

Increase the number of employees participating in certain online and classroom training programs offered by HR.

**Accomplishments:**

Number of employees completing online courses increased 220% since 2016. Participation in the 3-part Leadership Development Series increased 111% over two years.

**Measurable Outcome:**

Continue to provide Customer Service Survey program reports to managers and supervisors.

**Accomplishments:**

Quarterly reports of survey results are shared with County leadership. Examples of unsolicited customer feedback are shared on the Intranet.

**Measurable Outcome:**

Sustain high customer service satisfaction results.

**Accomplishments:**

Customer service rating has been consistently positive on citizen surveys.

**ACTION GOAL 2:**

Ensure organizational resiliency and efficient service delivery.

**Measurable Outcome:**

Implement new financial accounting system software replacement.

**Accomplishments:**

The implementation of Tyler Technologies Munis ERP system for the County and schools is underway. Project started in mid-March 2017 and Go Live date is FY2019 (July 1, 2018).

**Measurable Outcome:**

Review and update Employee Training Plans (ETPs) to include opportunities for job-relevant training and succession training.

**Accomplishments:**

All ETPs are reviewed at the department level annually. Updated ETPs, enhancements in course content, and communication improvements resulted in a 285% increase in the in-house HR training courses completed since 2016.

**Measurable Outcome:**

Evaluate feasibility, cost/benefit and potential effectiveness of expanding the operation of the 911/Emergency Communications Center to incorporate 311 calls.

**Accomplishments:**

September 2017 began pilot program using 911 operators taking 311 resident calls during non-business hours. Solid Waste calls added to already handled Utilities calls. Plans to make permanent York 311 being evaluated.



## Strategic Priority #4- Facilitate **QUALITY EDUCATIONAL OPPORTUNITES** for all County citizens.

**Action Goals: Baseline Initiatives and Metrics:**

<p><b><u>ACTION GOAL 1:</u></b> Enhance opportunities for life-long learning.</p>	<ul style="list-style-type: none"> <li>•Modernize the Yorktown Library.</li> </ul> <p><b><u>Accomplishments :</u></b> CIP approved and design phase began in FY2018.</p>	<ul style="list-style-type: none"> <li>•Stimulate collaboration among the Library, Senior Center, and Schools to develop and offer educational programs for a variety of citizen audiences.</li> </ul> <p><b><u>Accomplishments :</u></b> More robust selection of programs and distribution of program information.</p>	
<p><b><u>ACTION GOAL 2:</u></b> Implement sustainable YCSD CIP.</p>	<ul style="list-style-type: none"> <li>•Continue to review, fund and implement the six-year CIP.</li> </ul> <p><b><u>Accomplishments :</u></b> CIP Review Committee in place since 2016. Approved cash capital increases for YCSD since 2016 for additional projects.</p>		
<p><b><u>ACTION GOAL 3:</u></b> Expand relevant and performance-enhancing training and development opportunities for staff.</p>	<ul style="list-style-type: none"> <li>•Establish a tuition reimbursement/degree program (associates through graduate degree) for job-related educational opportunities offered to County employees.</li> </ul> <p><b><u>Accomplishments :</u></b> The Training and Education Program was expanded to include tuition reimbursement for degree-seeking employees in July 2016. 32 program applications have been approved to date.</p>		



## Strategic Priority #4- Facilitate **QUALITY EDUCATIONAL OPPORTUNITIES** for all County citizens.

**Action Goals:**

**Measurable Outcomes and Accomplishments:**

**ACTION GOAL 1:**

Enhance opportunities for life-long learning.

**Measurable Outcome:**

•Increase the number of locations where educational program listings are offered, distributed and/or made available.

**Accomplishments:**

Distributing to senior facilities, civic organizations, churches, schools, restaurants, libraries, YMCA, and doctors' offices. Slides airing on Announcement Channel and shared with YMCA.

**Measurable Outcome:**

•Duplicate successful educational programs at New Quarter Park in lower County parks programs.

**Accomplishments:**

The artifact program has been duplicated at York Hall. Two grants awarded to implement the successful "Walk with Ease" and "Active Living" classes. Spring/summer 2018 kayak programs to begin at Back Creek Park.

**Measurable Outcome:**

•Expand adult services in the libraries and other locations to include educational opportunities.

**Accomplishments:**

New and expanded programs at the library include Live Well Series, Homebuyer's Class, Writers Series, and GED program. New and expanded programs at the Senior Center include Lecture Series and Healthy Living classes supported with grants.

**ACTION GOAL 2:**

Implement sustainable YCSD CIP.

**Measurable Outcome:**

•Provide sufficient funding from the annual operating budget to provide for and sustain a robust Capital Improvements Plan.

**Accomplishments:**

The approved tax rate increase ensured the availability of funding necessary to support the adopted CIP. Revenue Stabilization Fund surplus has created stronger cash capital options for funding YCSD.

**Measurable Outcome :**

Increase overall funding for YCSD.

**Accomplishments :**

Advocating for more State funding resulting in increases in FY2019. Additional County funding of YCSD in FY2018 and in FY2019 (recommended) with increased contributions for operating and capital budgets.

**ACTION GOAL 3:**

Expand relevant and performance-enhancing training and development opportunities for staff.

**Measurable Outcome:**

•Continue Defensive Driving training for County employees who utilize County vehicles.

**Accomplishments:**

Training is required for employees who drive County vehicles. The County receives a 5% premium credit on their auto coverage.

**Measurable Outcome:**

•Implement leadership development programs that ensure employees will receive succession-related training.

**Accomplishments:**

A 3-part Leadership Development Series is offered each fall. Management team retreats scheduled to support best practices/educational development in Public Service and Administration.

**Measurable Outcome:**

•Assess the value and benefits of the tuition reimbursement/degree program every two years.

**Accomplishments:**

The Training and Education Program Policy has been expanded and includes opportunities and expectations associated with the Degree Program. Data report will be available July of 2018.



## Strategic Priority #5- Devote leadership and resources necessary to ensure and sustain **EXEMPLARY PUBLIC SAFETY** functions.

### Action Goals:

### Baseline Initiatives and Metrics:

**ACTION GOAL 1:**

Ensure that staff and capital resources are adequately matched to service demands and the safety of emergency responders.

- Continuously monitor response times and resource readiness and develop plans to correct projected deficiencies or problems.

**Accomplishments :**  
Additional staff funded in FY2018. Recommending in FY2019 two additional positions for YPSO and four additional positions for FLS. Vehicle replacement scheduled. Completion of YPSO firing range for training and safety of law enforcement.

- Expand capabilities to use mobile data communications for field operations and enhanced service to the citizens.

**Accomplishments :**  
State-of-the-art technology being deployed in Emergency Communications Center and Public Safety Buildings. Mobile Command Vehicle purchased and deployed in FY2018 with new technology allowing Sheriff's Office to respond more efficiently.

**ACTION GOAL 2:**

Enhance citizen and business awareness of disaster action and recovery preparedness measures.

- Expand outreach to citizens about safety preparedness.

**Accomplishments :**  
Additional outreach opportunities include coordination with businesses and churches to utilize outdoor electronic signage, social media campaigns, video programs, etc.

- Develop incentives for businesses to become more disaster resilient and to facilitate faster recovery.

**Accomplishments :**  
Several opportunities for emergency management partnerships, both public and private, are in development.

- Create safety preparedness programs and implement drills for County buildings.

**Accomplishments :**  
Upgrades to security/access for County buildings. YPSO conducted training for County staff.



## Strategic Priority #5- Devote leadership and resources necessary to ensure and sustain **EXEMPLARY PUBLIC SAFETY** functions.

Action Goals:	Measurable Outcomes and Accomplishments:		
<p><b><u>ACTION GOAL 1:</u></b> Ensure that staff and capital resources are adequately matched to service demands and the safety of emergency responders.</p>	<p><b><u>Measurable Outcome:</u></b> Continue funding for a modernized 800 MHz radio system.</p> <p><b><u>Accomplishments:</u></b> Modern 800 MHz radio system has been deployed but will require periodic upgrades and updates, which has been included in the CIP.</p>	<p><b><u>Measurable Outcome:</u></b> Complete design for new Grafton fire station by fall 2017.</p> <p><b><u>Accomplishments:</u></b> Design process completed and construction costs included in the CIP. Contract awarded and construction scheduled for FY2019.</p>	<p><b><u>Measurable Outcome:</u></b> Install mobile data communications terminals (MDT's) in all Fire and Life Safety apparatus by fall 2019.</p> <p><b><u>Accomplishments:</u></b> Funding in FY2019 CIP to expand technology that utilizes mobile data computers for Sheriff, Fire and EMS operations. Continue updating 9-1-1 technology to facilitate "next generation" services such as texting, photos, and video.</p>
<p><b><u>ACTION GOAL 2:</u></b> Enhance citizen and business awareness of disaster action and recovery preparedness measures.</p>	<p><b><u>Measurable Outcome:</u></b> Increase safety preparedness by airing videos on cable channel and other means.</p> <p><b><u>Accomplishments:</u></b> In 2017, launched new VDEM hurricane evacuation protocols, "Know Your Zone", using video on various platforms. Produced County News Minute and BOS report on opioid epidemic and drug take-back efforts. Continue production of various "safety tip" videos and sharing Fire Chief's "Safety Minute Monday" across multiple Facebook pages.</p>	<p><b><u>Measurable Outcome:</u></b> Increase safety preparedness training opportunities.</p> <p><b><u>Accomplishments:</u></b> Schools are set up for intruder events, tornado, earthquake, and fire drills, many attended by FLS and/or Sheriff's Office personnel. Sheriff's Office Citizens Academy held twice a year and Firearm Safety Class held four times a year. YPSO active-shooter training.</p>	<p><b><u>Measurable Outcome:</u></b> Partner with the Virginia Department of Emergency Management (VDEM), Dominion Energy, and other agencies for training.</p> <p><b><u>Accomplishments:</u></b> Created a Joint Drone Program and training of other agencies on drone operations. York County is a VDEM State resource for using the drone. Completed a FEMA evaluated VOPEX drill.</p>



## Strategic Priority #6- Protect and respect the County's natural and built attributes through balanced and cost-effective **ENVIRONMENTAL STEWARDSHIP.**

**Action Goals:**

**Baseline Initiatives and Metrics:**

**ACTION GOAL 1:**

Deploy economically viable green and energy saving technologies.

• Participate in Go Green (Virginia Association of Counties) and Green Government Challenge (Virginia Municipal League) initiatives when determined to be feasible and cost-effective.  
**Accomplishments :**  
The County received the Platinum Award for the Go Green initiative in 2016. Will reapply FY2019.

• Investigate the feasibility and cost-effectiveness of Energy Star compliance for additional County facilities.  
**Accomplishments :**  
Several County buildings are energy certified resulting in meaningful cost savings.

• Acquire and install electric charging stations for vehicles at major County facilities.  
**Accomplishments :**  
Electric Charging Stations installed at key locations, leveraging for grant opportunities.

**ACTION GOAL 2:**

Incentivize County citizens and businesses to adopt sound environmental practices.

• Increase outreach and public education for environmental initiatives.  
**Accomplishments :**  
Development of new public information initiatives.  
Establishment of an Outreach Coordinator Position in the Department of Public Works.

• Identify and enhance Mosquito Control measures.  
**Accomplishments :**  
Increased efforts in education, surveillance, tracking and proactive measures.

• Promote and increase participation in Recycling and Household Chemical Collection opportunities.  
**Accomplishments :**  
Increased awareness, events, and partnerships.



## Strategic Priority #6- Protect and respect the County's natural and built attributes through balanced and cost-effective **ENVIRONMENTAL STEWARDSHIP.**

**Action Goals:**

**Measurable Outcomes and Accomplishments:**

**ACTION GOAL 1:**  
Deploy economically viable green and energy saving technologies.

**Measurable Outcome:**  
•Reinvest money saved through the Energy Star program back into the program.  
**Accomplishments:**  
Significant energy cost savings for Energy Star compliant buildings. As of 2017, the Finance Building has seen a 60% reduction in natural gas energy use. The County Administration Center has seen a 35% reduction in electric energy use. New and existing buildings will be re-certified in FY2019.

**Measurable Outcome:**  
•Establish a goal for 15% of the County fleet to be alternative- fuel vehicles by 2025.  
**Accomplishments:**  
Currently, all new large trucks are being purchased with propane packages which give the option of switching to propane as an alternative fuel. Also purchased an additional hybrid and continuing to look into electric vehicles.

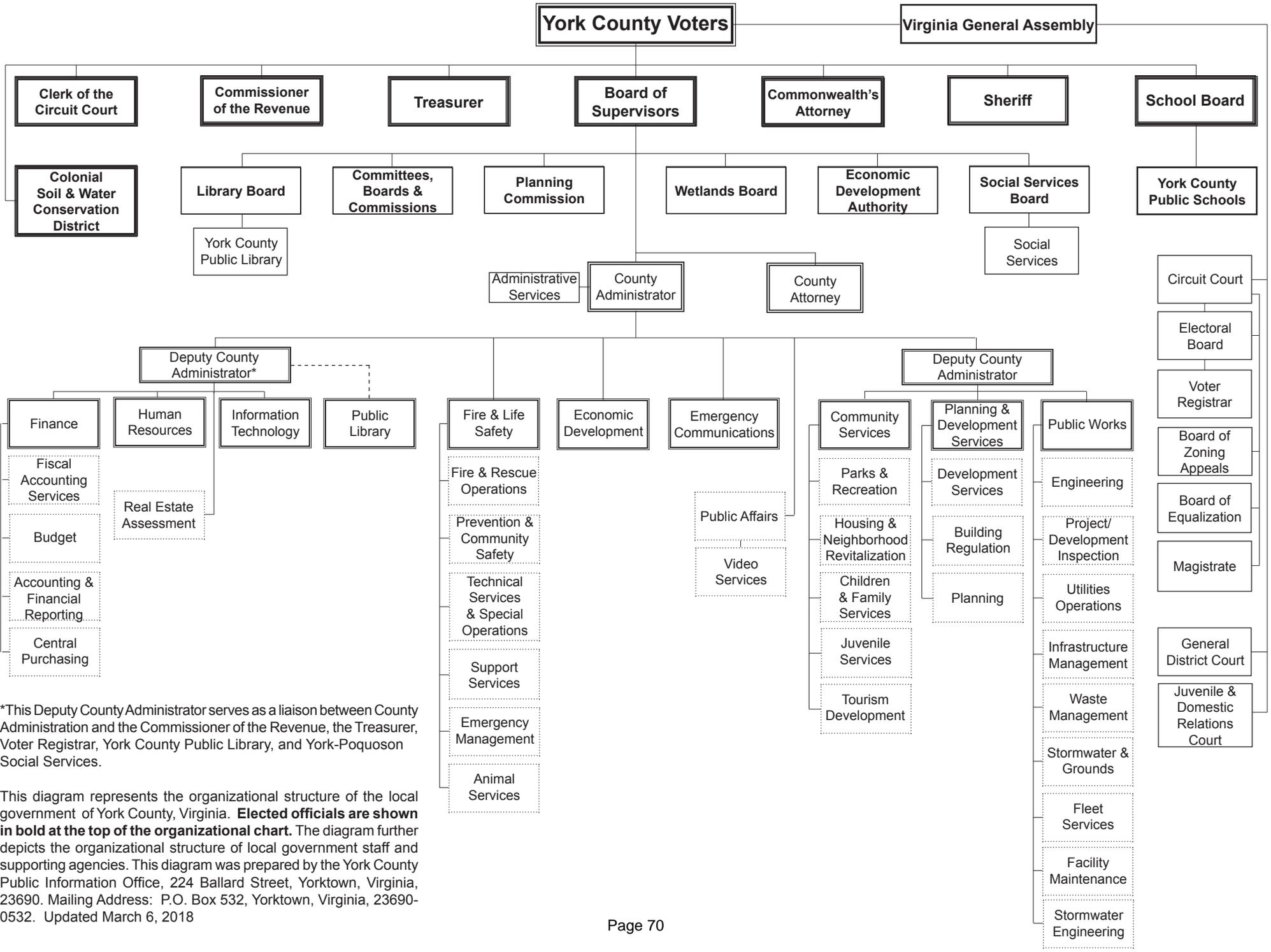
**Measurable Outcome:**  
•Deploy charging stations to Riverwalk Landing, the MAC, New Quarter Park, Courthouse and libraries.  
**Accomplishments:**  
County has installed an electric charging station at Riverwalk Landing and is now pursuing a Tesla electric-charging station at Riverwalk. Pursuing additional grants and low-cost opportunities in FY2019.

**ACTION GOAL 2:**  
Incentivize County citizens and businesses to adopt sound environmental practices.

**Measurable Outcome:**  
•Increase the use of social media networks to distribute information (i.e. mosquito spraying).  
**Accomplishments:**  
New Public Works information initiatives and content distribution to citizens enhanced using videos, Announcement Channel slides, new website functionality, social media, and Public Works major projects interactive portal.

**Measurable Outcome:**  
•Continue to provide Stormwater program outreach to the community - residential and businesses.  
**Accomplishments:**  
Initiated communication protocols for projects that impact citizens including social media postings, website updates, subscription notifications and TV. Additional communications, as needed, include letters to homeowners and HOAs and community meetings.

**Measurable Outcome:**  
•Significant Mosquito Control education and treatment.  
**Accomplishments:**  
Mosquito Control efforts include providing mosquito dunks to citizens and free home inspections, Tire Amnesty programs and Mosquito Awareness Week education campaign. Additional efforts include treatment of VDOT ditches and vacuum sewer pits.



\*This Deputy County Administrator serves as a liaison between County Administration and the Commissioner of the Revenue, the Treasurer, Voter Registrar, York County Public Library, and York-Poquoson Social Services.

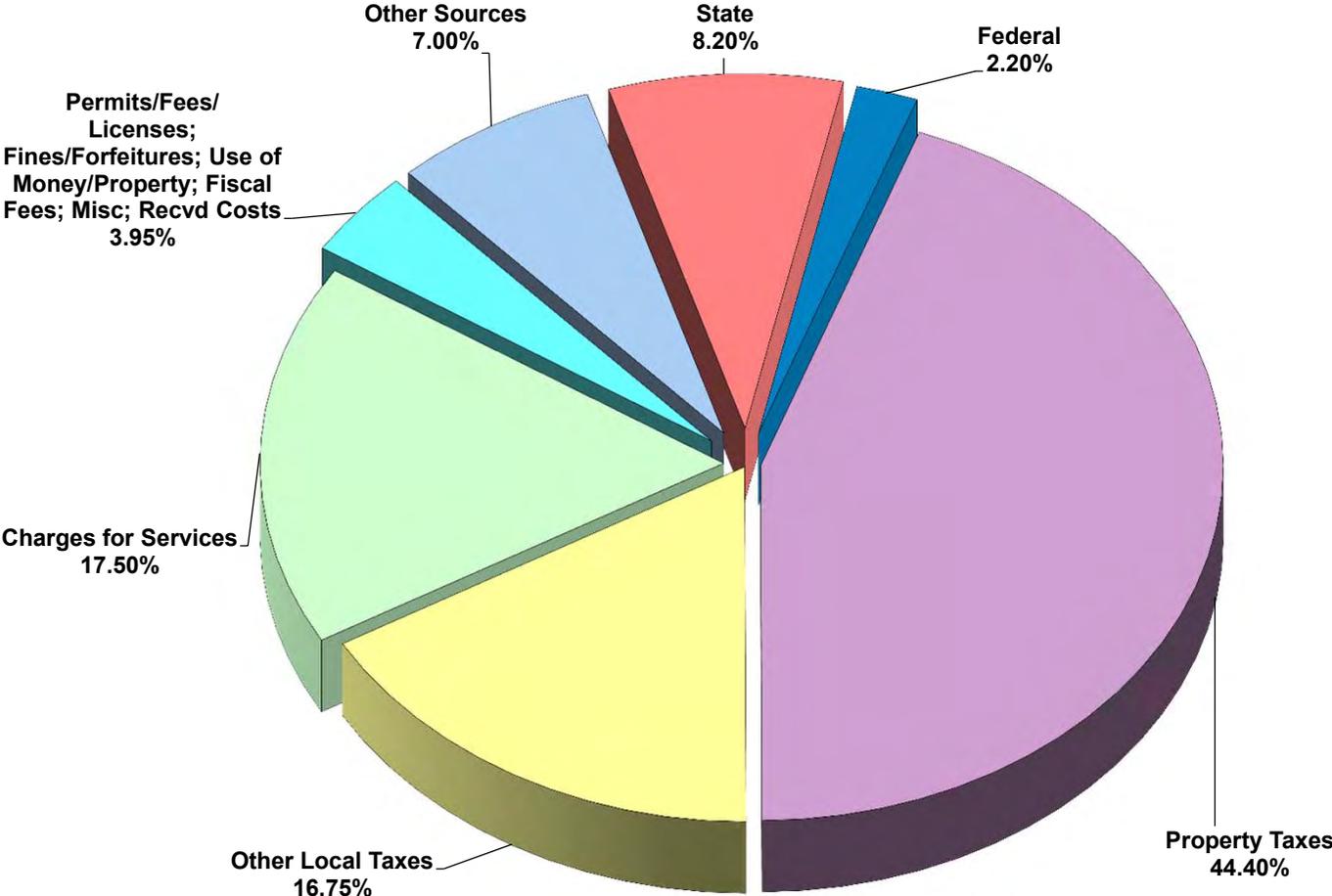
This diagram represents the organizational structure of the local government of York County, Virginia. **Elected officials are shown in bold at the top of the organizational chart.** The diagram further depicts the organizational structure of local government staff and supporting agencies. This diagram 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. Updated March 6, 2018

**THIS PAGE LEFT BLANK INTENTIONALLY**

**Summary of Funding Sources By Type  
Fiscal Year 2019**

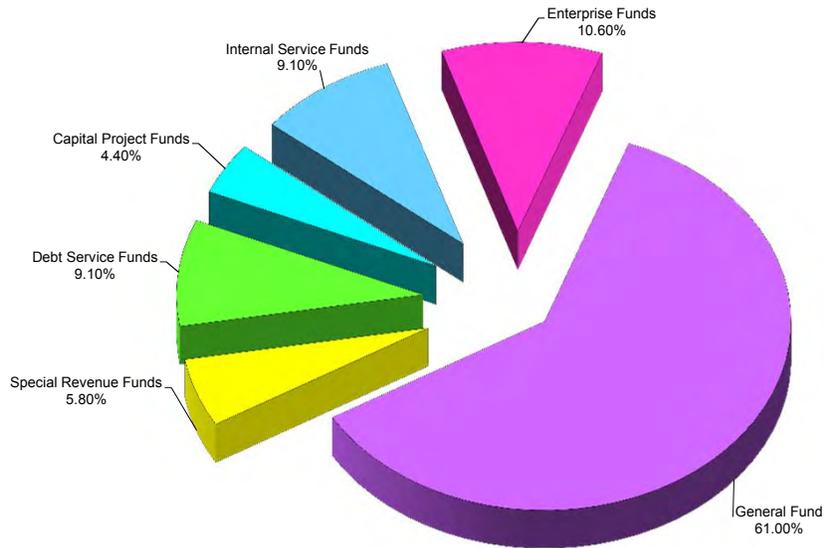
Description	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Adopted Revenues	FY2019 Adopted Revenues
<b>General Fund (Major)</b>					
Property Taxes	\$ 81,598,860	\$ 85,054,921	\$ 88,103,010	\$ 89,790,000	\$ 89,305,000
Other Local Taxes	29,560,060	30,586,868	31,446,144	30,631,500	26,514,000
Permits, Fees and Regulatory Licenses	882,569	779,390	680,369	750,000	800,000
Fines and Forfeitures	277,108	308,039	332,090	293,500	329,000
Use of Money and Property	457,284	580,673	477,493	508,000	822,000
Charges for Services	1,924,050	2,060,376	2,211,206	2,103,000	2,235,000
Fiscal Agent Fees & Administration	209,173	216,767	230,967	235,900	238,000
Miscellaneous	279,004	349,360	273,823	195,700	195,000
Recovered Costs	1,383,164	1,453,089	1,395,950	1,376,348	1,367,000
State	13,612,890	13,691,112	13,927,222	13,667,000	13,577,000
Federal	594,135	811,412	559,406	434,500	428,000
Other Sources	2,711,831	6,898,900	3,536,899	1,904,052	1,907,000
	<u>133,490,128</u>	<u>142,790,907</u>	<u>143,174,579</u>	<u>141,889,500</u>	<u>137,717,000</u>
<b>Non-major Funds (Aggregate)</b>					
Property Taxes	378,691	313,299	331,562	312,557	321,204
Other Local Taxes	1,758,003	1,756,989	1,735,223	1,678,000	7,290,600
Fines and Forfeitures	6,684	7,512	7,283	7,200	8,000
Use of Money and Property	361,431	749,290	654,807	623,541	711,171
Charges for Services	29,128,537	29,729,886	30,161,677	32,808,445	32,976,220
Miscellaneous	1,771,461	1,615,449	1,719,664	1,626,139	1,971,182
Recovered Costs	563,222	432,347	386,057	1,497,699	1,529,694
State	1,296,703	1,761,349	1,540,150	1,693,439	2,920,915
Federal	4,106,703	3,841,178	3,980,538	3,783,832	3,908,635
Other Sources	34,943,895	52,308,080	40,445,363	35,715,744	31,338,944
	<u>74,315,330</u>	<u>92,515,379</u>	<u>80,962,324</u>	<u>79,746,596</u>	<u>82,976,565</u>
<b>Total</b>					
Property Taxes	\$ 81,977,551	\$ 85,368,220	\$ 88,434,572	\$ 90,102,557	\$ 89,626,204
Other Local Taxes	31,318,063	32,343,857	33,181,367	32,309,500	33,804,600
Permits, Fees and Regulatory Licenses	882,569	779,390	680,369	750,000	800,000
Fines and Forfeitures	283,792	315,551	339,373	300,700	337,000
Use of Money and Property	818,715	1,329,963	1,132,300	1,131,541	1,533,171
Charges for Services	31,052,587	31,790,262	32,372,883	34,911,445	35,211,220
Fiscal Agent Fees & Administration	209,173	216,767	230,967	235,900	238,000
Miscellaneous	2,050,465	1,964,809	1,993,487	1,821,839	2,166,182
Recovered Costs	1,946,386	1,885,436	1,782,007	2,874,047	2,896,694
State	14,909,593	15,452,461	15,467,373	15,360,439	16,497,915
Federal	4,700,838	4,652,590	4,539,944	4,218,332	4,336,635
Other Sources	37,655,726	59,206,980	43,982,262	37,619,796	33,245,944
	<u>207,805,458</u>	<u>235,306,286</u>	<u>224,136,904</u>	<u>221,636,096</u>	<u>220,693,565</u>
Transfers	(23,046,793)	(22,204,868)	(22,840,581)	(23,550,711)	(18,825,876)
Total - Net	<u>184,758,665</u>	<u>213,101,418</u>	<u>201,296,323</u>	<u>198,085,385</u>	<u>201,867,689</u>
Projected Fund Balance, beginning				60,474,584	62,838,813
Projected Fund Balance, ending				(56,968,558)	(57,543,399)
				<u>201,591,411</u>	<u>207,163,103</u>

# Funding Sources By Type



**Summary of Expenditures/Expenses by Function  
Fiscal Year 2019**

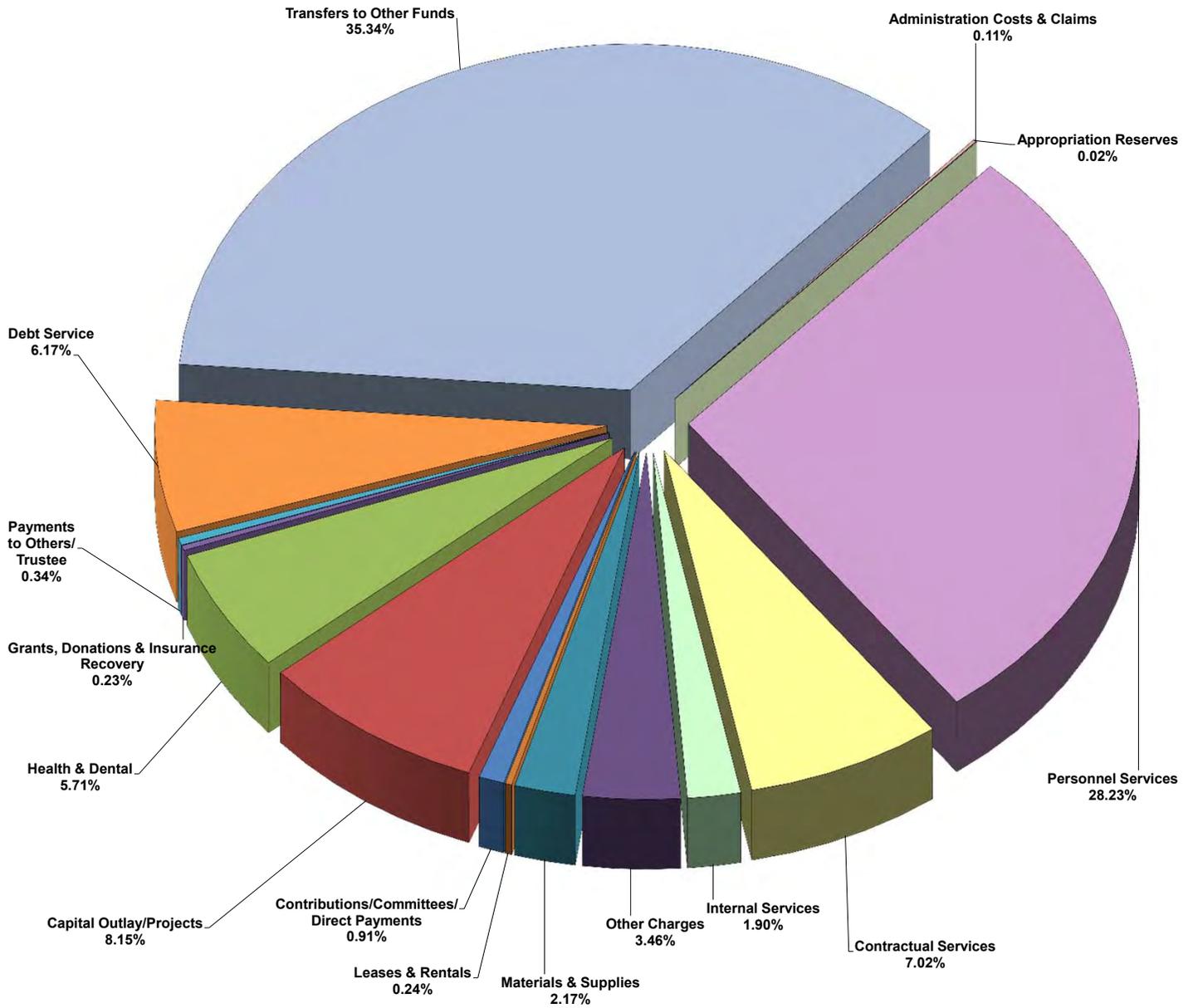
Description	FY2015 Actual Expenditures/ Expenses	FY2016 Actual Expenditures/ Expenses	FY2017 Actual Expenditures/ Expenses	FY2018 Original Expenditures/ Expenses	FY2019 Adopted Expenditures/ Expenses
<b>General Fund</b>					
Administrative Services	\$ 2,123,462	\$ 2,403,749	\$ 2,603,501	\$ 2,730,376	\$ 2,854,639
Judicial Services	2,662,722	2,563,307	2,701,912	2,935,205	3,096,337
Public Safety	29,935,534	30,440,497	31,451,358	34,178,656	34,327,335
Planning & Development Services	2,103,243	2,157,990	2,123,871	2,329,760	2,417,008
Management Services	7,660,312	7,899,107	8,216,329	9,316,249	8,861,110
Education & Educational Services	60,970,309	60,481,189	60,602,559	63,046,773	64,126,858
Human Services	3,179,237	3,244,028	3,470,338	3,665,466	3,914,638
Public Works	8,323,713	8,463,045	8,358,484	9,000,543	8,955,875
Community Services	2,812,083	2,954,314	2,848,415	3,254,955	3,266,644
Capital Outlay & Fund Transfers	7,722,706	8,671,806	9,639,683	10,073,232	4,445,130
Non-Departmental	1,449,701	1,067,434	1,565,122	1,358,285	1,451,426
<b>Special Revenue Funds</b>					
Tourism Fund	3,112,584	3,100,925	3,734,041	3,324,000	3,430,500
Social Services Fund	5,309,932	5,712,291	6,280,953	6,600,623	7,057,942
Law Library Fund	8,100	5,026	8,784	9,000	9,000
Children and Family Services Fund	1,297,003	1,345,507	1,345,148	1,501,115	1,422,986
Community Development Authority Revenue Account Fund	1,029,926	863,505	903,890	890,557	896,804
Grant Fund	-	-	-	-	376,000
<b>Debt Service Funds</b>					
County Debt Service Fund	2,582,634	15,450,914	3,019,081	7,238,044	5,846,327
School Debt Service Fund	17,115,428	18,709,322	15,184,272	16,061,109	14,696,780
<b>Capital Project Funds</b>					
Stormwater Management Fund	2,355,779	760,221	732,639	1,722,196	2,951,264
Yorktown Capital Improvements Fund	-	-	-	-	-
County Capital Fund	4,793,188	5,600,817	5,142,761	8,917,000	7,085,960
<b>Internal Service Funds</b>					
Workers' Compensation Fund	502,271	214,794	339,385	255,800	322,699
Revenue Stabilization Reserve Fund	-	450,000	1,110,421	600,000	1,300,000
Vehicle Maintenance Fund	3,702,014	3,282,664	3,612,762	4,196,241	4,557,400
Other Post-Employment Benefits Fund	1,732,130	370,069	-	-	-
Health & Dental Insurance Fund	8,683,946	10,849,438	12,161,281	12,892,000	12,913,900
Information Technology Fund	-	-	-	-	1,554,476
<b>Enterprise Funds</b>					
Solid Waste Management Fund	4,138,531	4,157,318	3,941,560	4,709,451	4,749,553
Water Utility Fund	334,024	1,127,975	443,415	362,702	344,057
Sewer Utility Fund	8,194,557	11,523,321	12,480,247	9,797,554	14,521,578
Yorktown Operations Fund	78,100	89,328	91,986	158,003	161,201
Regional Radio Project Fund	2,585,457	2,556,880	2,599,181	4,017,227	4,073,552
<b>Total</b>	<b>196,498,626</b>	<b>216,516,781</b>	<b>206,713,379</b>	<b>225,142,122</b>	<b>225,988,979</b>
Transfers	(23,046,793)	(22,204,868)	(22,840,581)	(23,550,711)	(18,825,876)
<b>Total - Net</b>	<b>\$ 173,451,833</b>	<b>\$ 194,311,913</b>	<b>\$ 183,872,798</b>	<b>\$ 201,591,411</b>	<b>\$ 207,163,103</b>



**Summary of Expenditures/Expenses by Type  
Fiscal Year 2019**

Description	FY2015 Actual Expenditures/ Expenses	FY2016 Actual Expenditures/ Expenses	FY2017 Actual Expenditures/ Expenses	FY2018 Original Expenditures/ Expenses	FY2019 Adopted Expenditures/ Expenses
<b>General Fund (Major)</b>					
Personnel Services	\$ 44,130,152	\$ 44,782,595	\$ 46,044,828	\$ 49,858,557	\$ 50,288,021
Contractual Services	8,671,074	8,862,703	9,092,066	9,973,029	9,212,509
Internal Services	2,344,375	2,286,579	2,448,490	2,509,793	3,533,668
Other Charges	2,694,900	2,682,349	2,793,977	2,958,933	2,722,803
Materials & Supplies	1,388,847	1,451,757	1,618,969	1,892,562	2,044,793
Leases & Rentals	403,801	434,983	434,804	435,144	436,654
Contributions/Committees/Direct Payments	35,125	30,000	56,358	70,000	70,600
Capital Outlay	347,117	410,175	531,143	487,388	359,305
Grants & Donations	137,361	433,139	330,622	402,000	139,000
Transfers to Other Funds	68,903,545	69,115,004	70,371,886	73,385,426	68,859,647
Appropriation Reserves	17,848	-	-	73,686	50,000
Chargeouts	(131,123)	(142,818)	(141,571)	(157,018)	-
	<u>128,943,022</u>	<u>130,346,466</u>	<u>133,581,572</u>	<u>141,889,500</u>	<u>137,717,000</u>
<b>Non-major Funds (Aggregate)</b>					
Personnel Services	10,247,576	11,366,898	10,903,516	12,863,330	13,461,067
Contractual Services	5,467,346	5,588,416	5,808,138	5,938,627	6,647,066
Internal Services	531,410	489,508	500,857	593,486	753,794
Other Charges	4,847,400	4,871,933	4,815,987	4,797,533	5,107,053
Materials & Supplies	2,362,248	1,765,294	2,002,361	2,614,965	2,867,740
Leases & Rentals	111,394	220,255	133,177	108,700	106,857
Contributions/Committees/Direct Payments	1,267,334	1,286,747	1,771,621	1,680,163	1,987,664
Capital Outlay/Projects	7,829,220	10,595,122	11,838,429	13,716,155	18,054,144
Other Post-Employment Benefits	1,732,130	-	-	-	-
Health	8,209,966	10,326,623	12,121,824	12,289,200	12,301,200
Dental	473,980	523,915	39,457	602,800	612,700
Grants, Donations & Insurance Recovery	27,871	233,114	72,983	30,000	385,000
Payments to Others	1,000	-	1,000	113,255	33,073
Payments to Trustee	879,926	713,505	751,640	733,557	735,404
Debt Service	2,116,590	1,742,078	1,130,223	1,032,073	1,032,810
Payoff of Refunded Debt	-	12,598,700	-	-	-
Transfers to Other Funds	10,737,230	14,215,069	11,161,252	12,608,010	11,013,285
Administration Costs & Claims	66,461	72,223	77,109	79,000	79,000
Claims	435,810	142,571	262,276	176,800	176,800
Principal	6,848,551	5,717,343	6,107,381	9,129,905	8,470,260
Interest	3,328,289	3,511,485	3,587,982	3,892,413	4,240,842
Other Debt Service	8,050	9,000	8,050	13,650	16,220
Issue Costs	8,500	49,416	-	239,000	190,000
Underwriter Discount	17,322	131,100	36,544	-	-
	<u>67,555,604</u>	<u>86,170,315</u>	<u>73,131,807</u>	<u>83,252,622</u>	<u>88,271,979</u>
<b>Total</b>					
Personnel Services	\$ 54,377,728	\$ 56,149,493	\$ 56,948,344	\$ 62,721,887	\$ 63,749,088
Contractual Services	14,138,420	14,451,119	14,900,204	15,911,656	15,859,575
Internal Services	2,875,785	2,776,087	2,949,347	3,103,279	4,287,462
Other Charges	7,542,300	7,554,282	7,609,964	7,756,466	7,829,856
Materials & Supplies	3,751,095	3,217,051	3,621,330	4,507,527	4,912,533
Leases & Rentals	515,195	655,238	567,981	543,844	543,511
Contributions/Committees/Direct Payments	1,302,459	1,316,747	1,827,979	1,750,163	2,058,264
Capital Outlay/Projects	8,176,337	11,005,297	12,369,572	14,203,543	18,413,449
Other Post-Employment Benefits	1,732,130	-	-	-	-
Health	8,209,966	10,326,623	12,121,824	12,289,200	12,301,200
Dental	473,980	523,915	39,457	602,800	612,700
Grants, Donations & Insurance Recovery	165,232	666,253	403,605	432,000	524,000
Payments to Others	1,000	-	1,000	113,255	33,073
Payments to Trustee	879,926	713,505	751,640	733,557	735,404
Debt Service	2,116,590	1,742,078	1,130,223	1,032,073	1,032,810
Payoff of Refunded Debt	-	12,598,700	-	-	-
Transfers to Other Funds	79,640,775	83,330,073	81,533,138	85,993,436	79,872,932
Administration Costs & Claims	66,461	72,223	77,109	79,000	79,000
Claims	435,810	142,571	262,276	176,800	176,800
Appropriation Reserves	17,848	-	-	73,686	50,000
Principal	6,848,551	5,717,343	6,107,381	9,129,905	8,470,260
Interest	3,328,289	3,511,485	3,587,982	3,892,413	4,240,842
Other Debt Service	8,050	9,000	8,050	13,650	16,220
Issue Costs	8,500	49,416	-	239,000	190,000
Underwriter Discount	17,322	131,100	36,544	-	-
Chargeouts	(131,123)	(142,818)	(141,571)	(157,018)	-
	<u>196,498,626</u>	<u>216,516,781</u>	<u>206,713,379</u>	<u>225,142,122</u>	<u>225,988,979</u>
Transfers	(23,046,793)	(22,204,868)	(22,840,581)	(23,550,711)	(18,825,876)
Total - Net	<u>173,451,833</u>	<u>194,311,913</u>	<u>183,872,798</u>	<u>201,591,411</u>	<u>207,163,103</u>

# Expenditures By Type



**Summary of Funding Sources and Expenditures/Expenses  
Fiscal Year 2019 Adopted Budget**

	Major - General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	Enterprise Funds	Grand Total
<b>Revenue</b>							
Local	\$ 121,805,000	\$ 4,630,744	\$ -	\$ 1,365,800	\$ 17,366,300	\$ 21,445,227	\$ 166,613,071
State and Federal	14,005,000	5,826,365	142,040	570,000	-	291,145	20,834,550
Other Financing Sources	1,907,000	2,658,125	19,416,080	2,364,665	1,329,286	2,580,296	30,255,452
Fund Balance	-	77,998	984,987	-	1,622,699	304,808	2,990,492
	<u>\$ 137,717,000</u>	<u>\$ 13,193,232</u>	<u>\$ 20,543,107</u>	<u>\$ 4,300,465</u>	<u>\$ 20,318,285</u>	<u>\$ 24,621,476</u>	<u>\$ 220,693,565</u>
<b>Expenditures/Expenses</b>							
	<u>\$ 137,717,000</u>	<u>\$ 13,193,232</u>	<u>\$ 20,543,107</u>	<u>\$ 10,037,224</u>	<u>\$ 20,648,475</u>	<u>\$ 23,849,941</u>	<u>\$ 225,988,979</u>
<b>Net Change in Fund Balance/Net Assets</b>							
	\$ -	\$ -	\$ -	\$ (5,736,759)	\$ (330,190)	\$ 771,535	\$ (5,295,414)
<b>Beginning Fund Balance/Net Assets, July 1, 2018</b>							
	26,296,521	561,004	(661)	9,782,719	13,091,161	13,108,069	62,838,813
<b>Ending Fund Balance/Net Assets, June 30, 2019</b>							
	<u>\$ 26,296,521</u>	<u>\$ 561,004</u>	<u>\$ (661)</u>	<u>\$ 4,045,960</u>	<u>\$ 12,760,971</u>	<u>\$ 13,879,604</u>	<u>\$ 57,543,399</u>

*\*The fund balance for the non-major funds in the aggregate is projected to decrease in fiscal year 2019. The decrease is primarily attributable to an increase in capital projects. Reserve balances accumulated from excess local sources and set aside for future local matches to state and federal grants will be used. Also, capital reserve balances set aside for projects will be used, as planned in the 6-year CIP.*

**Summary of Funding Sources and Expenditures/Expenses - Net Transfers\*\*  
Fiscal Year 2019 Adopted Budget**

	Major - General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	Enterprise Funds	Grand Total
<b>Funding Sources</b>							
<b>Revenue</b>							
Local	\$ 121,805,000	\$ 4,630,744	\$ -	\$ 1,365,800	\$ 17,366,300	\$ 21,445,227	\$ 166,613,071
State and Federal	14,005,000	5,826,365	142,040	570,000	-	291,145	20,834,550
Other Financing Sources	1,907,000	2,658,125	19,416,080	2,364,665	1,329,286	2,580,296	30,255,452
Fund Balance	-	77,998	984,987	-	1,622,699	304,808	2,990,492
Less Interfund Transfers	(161,400)	(2,658,125)	(9,831,342)	(914,665)	(4,089,718)	(1,170,626)	(18,825,876)
	<u>\$ 137,555,600</u>	<u>\$ 10,535,107</u>	<u>\$ 10,711,765</u>	<u>\$ 3,385,800</u>	<u>\$ 16,228,567</u>	<u>\$ 23,450,850</u>	<u>\$ 201,867,689</u>
<b>Beginning Fund Balance/Net Assets, July 1, 2018</b>							
	26,296,521	561,004	(661)	9,782,719	13,091,161	13,108,069	62,838,813
<b>Ending Fund Balance/Net Assets, June 30, 2019</b>							
	<u>(26,296,521)</u>	<u>(561,004)</u>	<u>661</u>	<u>(4,045,960)</u>	<u>(12,760,971)</u>	<u>(13,879,604)</u>	<u>(57,543,399)</u>
	<u>\$ 137,555,600</u>	<u>\$ 10,535,107</u>	<u>\$ 10,711,765</u>	<u>\$ 9,122,559</u>	<u>\$ 16,558,757</u>	<u>\$ 22,679,315</u>	<u>\$ 207,163,103</u>
<b>Expenditures/Expenses</b>							
Expenditures/Expenses	\$ 137,717,000	\$ 13,193,232	\$ 20,543,107	\$ 10,037,224	\$ 20,648,475	\$ 23,849,941	\$ 225,988,979
Less Interfund Transfers	(17,873,521)	(455,469)	-	-	(21,073)	(475,813)	(18,825,876)
	<u>\$ 119,843,479</u>	<u>\$ 12,737,763</u>	<u>\$ 20,543,107</u>	<u>\$ 10,037,224</u>	<u>\$ 20,627,402</u>	<u>\$ 23,374,128</u>	<u>\$ 207,163,103</u>

*\*\*As a part of doing business, funds are transferred from one County fund to another. This usually occurs when the money is collected in one fund and allocated in another fund, such as debt service payments. Interfund transfers have been netted from the total budget figures shown above to eliminate duplication of transactions.*

**SCHEDULE OF DEBT OBLIGATIONS**

	<u>Maturity</u>	<u>Original Issue</u>	<u>Principal Outstanding 7/1/2018</u>	<u>FY2019</u>			<u>Total Requirements</u>
				<u>Principal</u>	<u>Interest</u>	<u>Other</u>	
						<u>Debt Service Expenditures/ Expenses</u>	
<b><u>Debt Service Funds</u></b>							
<b><u>General Obligation Bonds</u></b>							
2002 VPSA School Bonds	7/15/2022	\$ 7,715,000	\$ 2,660,000	\$ 480,000	\$ 117,908	\$ 605	\$ 598,513
2003 VPSA School Bonds	7/15/2023	3,875,000	1,595,000	235,000	74,128	605	309,733
2005 VPSA School Bonds	7/15/2025	14,905,000	7,785,000	810,000	362,693	605	1,173,298
2010 VPSA Qualified School Construction Bonds	6/1/2027	1,120,000	600,000	65,000	59,472	1,000	125,472
2012 VPSA School Bonds	7/15/2032	6,925,000	5,750,000	270,000	255,083	770	525,853
2014 VPSA School Bonds	1/15/2035	8,530,000	7,770,000	305,000	326,034	770	631,804
2014B VPSA Refunding School Bonds	7/15/2026	8,290,000	6,235,000	575,000	266,574	605	842,179
2015A VPSA Refunding School Bonds	7/15/2028	4,305,000	3,630,000	250,000	184,193	770	434,963
2016 VPSA School Bonds	1/15/2037	11,575,000	11,205,000	390,000	402,493	770	793,263
2017 VPSA School Bonds	1/15/2038	8,100,000	8,100,000	255,000	319,205	950	575,155
2016B VPSA Refunding School Bonds	7/15/2029	3,035,000	2,845,000	195,000	98,662	770	294,432
2018 VPSA School Bonds	1/15/2039	<u>7,555,000</u>	<u>7,555,000</u>	<u>-</u>	<u>231,115</u>	<u>1,000</u>	<u>232,115</u>
		<u>85,930,000</u>	<u>65,730,000</u>	<u>3,830,000</u>	<u>2,697,560</u>	<u>9,220</u>	<u>6,536,780</u>
<b><u>Capital Leases</u></b>							
2010 E911 Equipment/Computer Aided Dispatch	12/1/2020	3,035,627	1,298,064	427,537	48,353	-	475,890
Motorola Lease Purchase	7/1/2020	<u>3,736,044</u>	<u>2,831,756</u>	<u>923,821</u>	<u>61,166</u>	<u>-</u>	<u>984,987</u>
		<u>6,771,671</u>	<u>4,129,820</u>	<u>1,351,358</u>	<u>109,519</u>	<u>-</u>	<u>1,460,877</u>
<b><u>Lease Revenue Bonds</u></b>							
2014 Lease Revenue Refunding Bonds	7/15/2023	9,865,000	5,775,000	1,070,000	225,200	2,500	1,297,700
2008 Lease Revenue	10/1/2018	17,230,000	765,000	765,000	19,603	1,000	785,603
2016A VPFP VRA	10/1/2029	10,375,000	10,375,000	-	493,968	1,000	494,968
2018 VRA Lease Revenue Bond	7/1/2040	<u>8,172,000</u>	<u>8,172,000</u>	<u>-</u>	<u>324,679</u>	<u>2,500</u>	<u>327,179</u>
		<u>45,642,000</u>	<u>25,087,000</u>	<u>1,835,000</u>	<u>1,063,450</u>	<u>7,000</u>	<u>2,905,450</u>
<b><u>Revenue Bonds</u></b>							
2010A Sewer Revenue Bonds	6/30/2020	635,000	325,000	-	-	-	-
2010B Sewer Revenue Bonds	6/30/2040	13,000,000	13,000,000	160,000	867,810	2,500	1,030,310
2016C Sewer Revenue Refunding Bonds	6/30/2029	<u>6,540,000</u>	<u>6,165,000</u>	<u>385,000</u>	<u>299,541</u>	<u>2,500</u>	<u>687,041</u>
		<u>20,175,000</u>	<u>19,490,000</u>	<u>545,000</u>	<u>1,167,351</u>	<u>5,000</u>	<u>1,717,351</u>
<b>Total All Issues</b>		<b>\$ 158,518,671</b>	<b>\$ 114,436,820</b>	<b>\$ 7,561,358</b>	<b>\$ 5,037,880</b>	<b>\$ 21,220</b>	<b>\$ 12,620,458</b>

**Payments to Agencies**

**FY2019  
Adopted**

**Fund**

<b>Fund</b>		<b>FY2019 Adopted</b>
<b><u>Required By State Code</u></b>		
General Fund	Colonial Community Corrections	\$ 55,009
General Fund	York Poquoson Social Services	
	Comprehensive Services Act	435,480
	Local Match - Programs/Operations	1,961,645
	Sub-total Required By State	<u>\$ 2,452,134</u>
<b><u>Contractual</u></b>		
General Fund	Boys & Girls Club of the Virginia Peninsula	\$ 100,000
General Fund	Child Development Resources (First Steps Child Care)	115,662
General Fund	Colonial Group Home Commission	528,828
General Fund	Heritage Humane Society	15,000
General Fund	Middle Peninsula Juvenile Detention Commission Merrimac Center	355,743
General Fund	Peninsula Health District	392,135
General Fund	Peninsula Regional Animal Shelter	189,409
General Fund	Virginia Peninsula Mayors & Chairs Commission on Homelessness	14,454
General Fund	Virginia Peninsula Regional Jail	2,415,335
General Fund	Williamsburg Regional Library	609,350
General Fund	YMCA - Upper County Center	75,000
	Sub-total Contractual	<u>\$ 4,810,916</u>
<b><u>Regional Partnerships &amp; Commitments</u></b>		
General Fund	Colonial Behavioral Health	\$ 825,000
General Fund	Economic Development Authority	33,000
General Fund	Greater Williamsburg Partnership	65,156
General Fund	Hampton Roads Military & Federal Facilities Alliance	34,293
	Hampton Roads Planning District Commission	
General Fund	HR Clean Community System	3,912
General Fund	Member Contribution	56,240
Sewer Fund	Municipal Construction Standards Committee	2,654
General Fund	Metropolitan Medical Response System (MMRS)	13,717
Stormwater Fund	Regional Stormwater Program	13,264
General Fund	Regional Stormwater Legal Support	5,160
Sewer Fund	Wastewater Programs	3,326
Sewer Fund	Special Assessment for UAWG Planner	3,928
Water Utility Fund	Sea Level	5,920
Water Utility Fund	Regional Water Programs	2,526
General Fund	Peninsula Council for Workforce Development	28,910
General Fund	Thomas Nelson Community College	
	Capital Program	86,314
	Peninsula Work Force Development Center	21,000
	Thomas Nelson Workforce Center Lease	23,916
	Sub-total Regional Partnerships & Commitments	<u>\$ 1,228,236</u>
<b><u>Tourism Related</u></b>		
Tourism Fund	Daughters of the American Revolution Comte de Grasse Chapter	\$ 8,500
	Greater Williamsburg Chamber & Tourism Alliance - \$2.00 Occupancy Tax	1,100,000
Tourism Fund	Greater Williamsburg Chamber & Tourism Alliance	438,600
Tourism Fund	Jamestown-Yorktown Foundation	100,000
Tourism Fund	Watermen's Museum	30,000
Tourism Fund	Williamsburg Area Transit Authority	395,000
Tourism Fund	York County Historical Committee	7,500
Tourism Fund	York County Historical Museum	5,000
Tourism Fund	Yorktown Foundation	
	Celebrate Yorktown Committee - Symphony	5,000
	Tall Ships Committee	7,000
	Virginia Air & Space Center	10,000
	Sub-total Tourism Related	<u>\$ 2,106,600</u>
<b><u>Community Services (Discretionary)</u></b>		
General Fund	Housing Partnerships Inc.	\$ 10,000
General Fund	Lackey Clinic	20,600
General Fund	Virginia Peninsula Chamber of Commerce	2,500
General Fund	Williamsburg Area Medical Assistance Corp (Olde Towne)	94,642
General Fund	York County Arts Commission	60,000
General Fund	York County Chamber of Commerce	4,800
	Sub-total Community Services	<u>\$ 192,542</u>
	<b>Total</b>	<b><u>\$ 10,790,428</u></b>

**Payments to Agencies - Community Services Grants**  
**Funding from the General Fund**

<b><u>Agency Name</u></b>	<b>FY2019</b>
	<b><u>Adopted</u></b>
American Red Cross Hampton Roads Chapter	\$ 3,200
Avalon Center	3,700
Colonial Court Appt Spec Advocates (CASA)	2,400
Community Brain Injury Services/ The Denbigh House	1,150
Hospice House and Support Care of Williamsburg	2,680
Natasha House, Inc.	4,000
Peninsula Agency on Aging, Inc.	4,000
Transitions Family Violence	3,660
Versability Resources	1,880
Virginia Peninsula Food Bank	4,800
Virginia Cooperative Extension 4-H Program	830
Williamsburg Area Faith in Action	1,700
Williamsburg - Meals on Wheels	2,500
York County - Meals on Wheels	3,500
Total	<u>\$ 40,000</u>

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

		<u>Actual</u>	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Notes</u>
		<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>		
<b>General Fund</b>	<b>Fund 10</b>					
Board of Supervisors	10111	1.00	1.00	1.00	-	
County Administration	10121	4.50	4.50	4.55	0.05	(1)
Public Affairs	10122	4.00	4.00	4.00	-	
Video Services	10123	5.50	5.50	5.50	-	
County Attorney	10124	3.00	3.00	4.00	1.00	(2)
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	14.00	14.00	14.00	-	
Commonwealth's Attorney	20221	11.75	12.75	12.75	-	
Victim-Witness Assistance Program	20222	3.00	3.00	3.00	-	
Domestic Violence Program	20223	0.75	0.75	0.75	-	
Sheriff General Operations	30311	15.50	18.50	18.50	-	
Law Enforcement	30312	57.00	57.00	59.00	2.00	(3)
Investigations	30313	16.00	15.00	15.00	-	
Civil Operations/Court Security	30314	18.00	18.00	18.00	-	
School Resource Officers	30316	5.00	5.00	5.00	-	
Fire & Life Safety Administration	30320	1.50	1.50	4.50	3.00	(4)
Fire & Rescue Operations	30321	130.00	133.50	133.50	-	(4)
Technical Services & Special Operations	30322	4.00	4.00	3.00	(1.00)	(4)
Prevention & Community Safety	30323	3.00	3.00	3.00	-	(4)
Fire & Life Safety Support Services	30324	-	-	3.00	3.00	(4)
Animal Services	30352	2.00	2.00	2.00	-	(4)
Emergency Management	30355	2.50	2.50	1.50	(1.00)	(4)
Emergency Communications	30356	43.50	45.50	45.00	(0.50)	(5)
Planning & Development Svcs Administration	40299	-	-	2.00	2.00	(14)
Building Regulation	40341	13.00	13.00	13.00	-	
Development Services	40816	9.00	9.00	8.00	(1.00)	(14)
Finance	50119	2.25	2.25	2.25	-	
Information Technology	50121	19.50	19.50	20.50	1.00	(6)
Human Resources	50122	6.50	6.50	7.00	0.50	(7)
Accounting & Financial Reporting	50123	4.00	4.00	4.00	-	
Budget	50124	4.00	4.00	4.00	-	
Fiscal Accounting Services	50125	10.00	10.00	9.00	(1.00)	(8)
Commissioner of the Revenue	50126	17.25	18.25	18.50	0.25	(9)
Treasurer	50127	12.00	12.00	12.00	-	
Real Estate Assessment	50128	7.00	7.00	7.00	-	
Central Purchasing	50129	5.00	5.00	5.00	-	
Planning	50811	4.25	4.25	3.00	(1.25)	(10) (14)
Office of Economic Development	50920	3.00	3.00	3.00	-	
Library Services	60731	32.00	32.00	32.50	0.50	(11)
Public Works Administration	70119	2.50	2.45	2.00	(0.45)	(1)
Engineering & Facility Maintenance	70431	19.00	19.00	17.50	(1.50)	(1)
Grounds Maintenance & Construction	70434	38.00	38.00	37.00	(1.00)	(1)
Stormwater Operations	70446	16.80	20.80	20.80	-	
Stormwater Engineering	70447	7.75	7.75	7.75	-	
Mosquito Control	70512	3.00	3.00	3.00	-	
Community Services Administration	81119	3.00	3.00	3.00	-	
Housing	81547	7.00	7.00	7.00	-	
Parks, Recreation & Tourism*	81712	15.00	14.00	14.00	-	
<b>Total General Fund</b>	<b>Fund 10</b>	<b>611.30</b>	<b>623.75</b>	<b>628.35</b>	<b>4.60</b>	
Workers' Compensation Fund	Fund 6	-	-	1.00	1.00	(8)
Tourism Fund	Fund 8	4.00	4.00	4.00	-	
Social Services Fund	Fund 13	61.20	61.20	61.70	0.50	(13)
Regional Radio Project Fund	Fund 30	-	-	0.50	0.50	(5)
Children & Family Services Fund	Fund 51	23.40	23.40	23.40	-	
County Capital Fund	Fund 79	-	-	0.50	0.50	(1) (12)
Vehicle Maintenance Fund	Fund 12	11.00	11.37	12.05	0.68	(1)
Solid Waste Management Fund	Fund 21	11.70	12.13	12.70	0.57	(1)
Sewer Utility Fund	Fund 25	62.25	63.50	63.90	0.40	(1)
<b>Total Entity</b>		<b>784.85</b>	<b>799.35</b>	<b>808.10</b>	<b>8.75</b>	
<b>Total County (Less Social Services**)</b>		<b>723.65</b>	<b>738.15</b>	<b>746.40</b>	<b>8.25</b>	

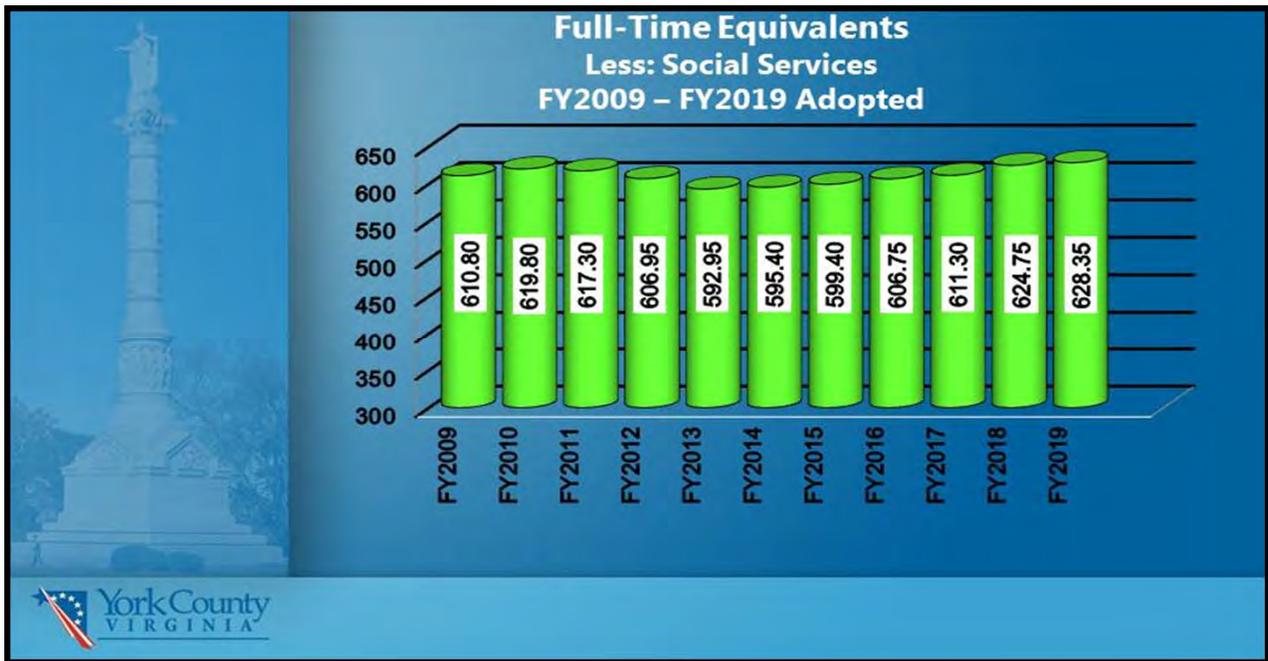
\* Correction in total FTE's in Parks & Recreation to reflect the actual FY18 Original number

\*\* Social Services are State employees.

## Summary of Total Entity Funded Full-time Equivalents (FTEs), cont'd

### Notes: Changes from FY2018 Adopted Budget to FY2019 Adopted Budget

- (1) Reallocation of current positions within County Administration and Public Works Department.
- (2) Funding is provided for one Assistant County Attorney.
- (3) Funding is provided for 2 Law Enforcement Deputies.
- (4) An organization restructuring created the new division of Support Services within Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions in FY2019. Funding is provided in FY19 for 1 Firefighters and an anticipated grant match of 1.5 additional Firefighters. Funding is also provided for an additional 1.5 Fire Fighters that was funded for half of the year in FY2018.  
NOTE: The County has applied for a SAFER grant. If approved, the grant will fund and the County will add 4.5 additional firefighters.
- (5) Reallocation of 0.50 of a full-time position from Emergency Communications (30356) to Regional Radio Operations (Fund 30).
- (6) Funding is provided for a new Administrative Coordinator position that was effective in FY2018.
- (7) Funding is provided for a reclassification of an Administrative II position to increase from a part-time to a full-time position.
- (8) Reallocation of a full-time Risk Management position from Fiscal Accounting Services (50125) to the Workers' Compensation Fund (Fund 6).
- (9) Funding is provided for a reclassification of a Revenue Specialist to increase from a part-time to a full-time position.
- (10) Reallocation of 0.25 of a management position to Public Works.
- (11) Reclassification of a part-time Library Assistant to a full-time position for an increase of 0.50.
- (12) Reallocation of 0.50 of an Engineering position from Public Works to the Capital Fund to over see capital projects. An additional reallocation of a vacant full-time position from Public Works to County Administration.
- (13) Reclassification of a Human Services Assistant II position from part-time to full-time for an increase of 0.50
- (14) Reallocation of a Director and Deputy Director of Planning and Development Services to the newly created Planning & Development Services Administration Division.



**THIS PAGE LEFT BLANK INTENTIONALLY**

**Adopted  
Capital Improvements Program  
FY2019-FY2024**

**Introduction**

The County's Capital Improvements Program (CIP) is a six-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 capital expenditure must have an estimated expected useful life that exceeds one year and a cost of at least \$30,000 to qualify for inclusion in the CIP. The Board of Supervisors approves the six-year plan, however, the budget for only the first year is appropriated as part of the CIP.

The County's CIP is divided into five sections depending on the funding sources of the projects: General Fund, Vehicle Maintenance Fund, Solid Waste Fund, Water Utility Fund, and Sewer Utility Fund. The General Fund portion contains projects related to general governmental services in areas such as administrative services, facilities maintenance, public safety, parks and recreation, stormwater, and information technology. The Solid Waste Fund contains projects that support the County's trash and recycling programs.

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, revenues from other governmental agencies, cash proffers, and user fees for projects in funds other than the General Fund. Local revenues make up approximately (90%) of the General Fund revenues and therefore are the primary revenue source used to fund the General Fund projects, either on a pay-as-you-go basis or through debt service. Occasionally grants are available to fund projects, such as Virginia Department of Transportation (VDOT) shared road projects and some parks and recreation projects. Debt funding may include general obligation bonds, revenue bonds, or lease financing.

The School Division's CIP is proposed by the School Superintendent and presented to the School Board for revisions prior to proposal for approval by the Board of Supervisors.

The County has elected to debt finance all of the School Division's CIP projects that have useful life projections equal to or greater than the length of the debt financing. In Virginia, school divisions are not able to issue debt, so the County must issue debt on their behalf. School divisions do, however, record the assets procured with debt financing. At the time the CIP budget is adopted, funding modeling is employed that reflects the current estimate of the amount of cash funding and debt financing that will be used to pay for the CIP projects. The funding sources included in the CIP document show the best estimates available at the time the document is prepared. However, circumstances are subject to change depending on cash funds available at the time the projects are undertaken. Whenever debt financing is indicated as a funding source, it is the County's intent to reimburse itself for any cash advanced prior to issuing the debt.

### **Methodology**

The County's CIP process begins in July when departments are required to submit their projects for consideration for the next six year cycle. Between the months of September through December, the CIP review committee (Committee) meets to receive presentations and briefings from the various project requestors and to discuss project merits and priorities. The Committee includes representatives from County departments, senior management staff and the School Division. The amount of funding for the next year is provided by the County Administrator and committee members independently provide their recommendations regarding which projects should be included within those funding constraints. The recommendations are sent to the County Administrator for review and realignment if necessary. After completion of the review process, the County Administrator's proposed CIP is presented to the Board during a work session and also referred to the Planning Commission for certification of consistency with the Comprehensive Plan. The Board provides comments and makes recommendations for changes as it finds necessary. Adoption of the CIP occurs at the time the fiscal year operating budget is adopted in May.

Committee evaluation and discussion factors include the following criteria:

- Legal requirements
- Criticality based on health and safety factors and maintenance and capacity issues
- Support of the Board of Supervisors' strategic priorities
- Magnitude of the benefit obtained
- Operating budget impact

While the Committee receives briefings on projects adopted to be funded through Internal Service Funds (e.g., Vehicle Maintenance) and Enterprise Funds (e.g., Solid Waste, Sewer), it does not undertake a prioritization process for those projects since, for the most part, their prioritization and sequencing is determined in accordance with the evaluation criteria approved by the Board of Supervisors and the cash flow models for the specific funds. Likewise, the Committee does not adjust the projects and priorities adopted by School Division representatives, as long as the projects adopted fall within the planning allocation amounts provided by the County.

### **FY 2019 Adopted CIP Projects**

Following is a brief description of the capital projects that are adopted for fiscal year 2019 along with the Board of Supervisors' strategic priorities that are addressed and the amount of funding adopted. Submissions from the departments are included in this document and provide additional details about the projects as well as projects and amounts adopted for the remainder of the six year plan.

### **GENERAL FUND SUPPORTED PROJECTS**

#### **Public Safety Projects**

##### **Sheriff's Office:**

*Exemplary Public Safety*

*Excellent Customer Service*

*Effective and Outstanding Communications and Civic Engagement*

##### **PS-8919:** Mobile Data Terminals (MDT's)

\$900,000

Funding is adopted to replace the existing mobile data terminals and mobile data overlay system. The system includes high speed modems installed in all law enforcement vehicles with enhanced network security and integration with the Computer Aided Dispatch system and the existing OSSI records management system. Use of MDTs increases the efficiency and effectiveness of the department and protects sensitive information.

**Fire & Life Safety:**

*Exemplary Public Safety*

*Excellent Customer Service*

*Effective and Outstanding Communications and Civic Engagement*

**PS-8406:** Backup Power – Emergency Shelter & Disaster Support

\$250,000

Funding is adopted to provide necessary upgrades and replacements for current shelter back-up power capabilities, in particular, the Grafton School Complex which is the County's primary disaster shelter.

**PS-8426:** Fire Apparatus

\$1,500,000

Funding is adopted to replace existing older, less reliable apparatus which will provide improved operational reliability and result in less down time related to increased maintenance and reliance on parts availability.

**PS-8429:** Grafton Fire Station Replacement

\$22,980

Funding is adopted to cover the construction management cost associated with Grafton Fire Station Replacement.

**PS-8482:** Biomedical Equipment

\$90,000

The Virginia Department of Health (VDS) requires specific equipment for the delivery of emergency medical services. There is an on-going 10-year (average) replacement cycle for biomedical equipment such as cardiac monitoring/defibrillation devices and suction and intubation devices. Funding is adopted to aggregate the amount needed at the required replacement cycle to avoid the necessity of appropriating a large amount in any given year.

**Emergency Communication and Radio Maintenance:**

*Exemplary Public Safety*

*Excellent Customer Service*

*Effective and Outstanding Communications and Civic Engagement*

**EC-8120:** Regional Radio Project

\$500,000

The County's state of the art communications system requires periodic updates in order to keep the software platforms' technologies current for existing and future next-generation 9-1-1 systems' needs. Funding is adopted to aggregate an amount to supplement anticipated upgrades. This approach is consistent with other public safety related projects in order to smooth the funding required in any given year.

**EC-8170:** County Fire Alarm System

\$60,000

Funding is adopted for the replacement of the County's fire alarm system. The age of the current system makes it difficult for proper monitoring. Additionally, there are limited resources available for service and parts repair.

**EC-8180:** Dispatch Console Furniture Replacement

\$50,000

Funding will support the replacement of the consoles located inside the Emergency Communications Center. The consoles are in use 24/7/365 and are 14 years old.

## **Management Services Projects**

*Quality Economic Development*

*Excellent Customer Service*

### **EcD-8190:** General Economic Development Activities

\$250,000

Funding will support initiatives to encourage economic development or redevelopment by assisting with property assemblage, site preparation, infrastructure construction, etc.

### **FS-8910:** Financial Software Replacement

\$800,000

Funding will support the continuation of the multi-phase, County financial software replacement project which include systems such as accounting, purchasing, payroll, budget, human resources, utility billing and possibly Treasurer and Commissioner of the Revenue operations. During fiscal year 2017, \$2M was appropriated from reserves to fund the majority of the purchase.

## **Education and Education Services Projects**

*Quality Educational Opportunities*

*Excellent Customer Service*

*Effective and Outstanding Communications and Civic Engagement*

### **ED-8822:** Yorktown Library Expansion

\$322,980

Funding is adopted for the architectural and engineering phase of the Yorktown Library project. The 10,000 square feet expansion with remodeling of 9,000 square feet of existing space will accommodate patron and programming needs.

## **Public Works Projects**

*Quality Economic Development*

*Excellent Customer Service*

*Environmental Stewardship*

*Exemplary Public Safety*

*Quality Educational Opportunities*

### **PW-8620:** Tennis/Basketball Court Repair

\$50,000

Funding will support the life-cycle resurfacing, seal coating and color coating of the County's 34 existing tennis courts and 38 basketball courts at school and park sites.

### **PW-8630:** HVAC Replacement

\$425,000

Project components include: replacement of heat pumps or AC units; air-handlers, chillers, water heaters, control systems, geo-thermal system pumps, etc. at various County buildings as failures occur or as useful/serviceable life is reached.

### **PW-8640:** Parking Lot Repair

\$425,000

Funding supports the construction of additional parking spaces at certain facilities, repaving or seal-coating of existing parking lots, repair / replacement of concrete curbs, and parking lot re-striping.

### **PW-8642:** Building Maintenance & Repair

\$400,000

Project components include: floor covering replacement; painting and miscellaneous repairs and other maintenance; equipment and appliance replacements in various buildings; and, conversion of parking lot lighting to LED to enhance energy efficiency and cost-savings.

### **PW-8643:** Disability Compliance

\$50,000

Project involves upgrading sidewalks, picnic tables and site fixtures to remove accessibility barriers and to meet standards for access and use by persons with disabilities.

**PW-8661:** Major Grounds, Repair & Maintenance

\$100,000

Capital maintenance projects include brick paver repair, fence repair, bench and trash container replacement, repairs to dock and piers at Riverwalk Landing and re-lamping of athletic field lights.

**PW-8663:** Grounds Maintenance Machinery & Equipment Replacement

\$50,000

Funding supports the scheduled replacement of grounds maintenance equipment (tractors, etc.) based on useful life and serviceability assessments.

**PW-8711:** Security in Public Buildings

\$40,000

Funding will support an assessment of all County buildings and installation of appropriate security features and measures (locks, distress alarms, etc.) necessary to ensure employee and public safety.

**Community Services Projects**

*Quality Economic Development*

*Excellent Customer Service*

*Effective and Outstanding Communications and Civic Engagement*

**CS-8815:** Yorktown Improvements

\$100,000

Funding will support improvements to the Yorktown beach area.

**CS-8150:** Yorktown Trolley Replacements

\$700,000

Funding will replace two Trolleys that were originally acquired through a grant via the Congestion Mitigation & Air Quality (CMAQ) grant in 1999 and Williamsburg Area Transit Authority (WATA) grant in 2006. One of the replacement Trolleys will be acquired via a new WATA grant and the other will be acquired through a purchase by the County of York.

## **STORMWATER FUND PROJECTS**

*Environmental Stewardship*

*Excellent Customer Service*

*Quality Economic Development*

The following stormwater projects are adopted for FY2019:

Project Number	Project Name	Adopted Funding
ES-617	Greensprings Stream Restoration	\$300,000
ES-632	Victory Industrial Park / Rt 17 Culverts	50,000
ES-634	Goodwin Neck / Rosewood	550,000
ES-636	Wormley Creek Headwaters Edgehill	1,140,000
ES-644	Siege Lane – Flood Prevention	50,000
ES-648	Charles Brown Park Stream Restoration	600,000
ES-8568	Equipment Replacement	20,000
ES-90912	In-House Stormwater Construction/Maintenance Projects	<u>200,000</u>
	Total FY2019 Funding	\$2,910,000

## **SOLID WASTE FUND PROJECTS**

*Excellent Customer Service*

*Environmental Stewardship*

### **ES-8150:** Knuckle Boom Trucks

\$150,000

Funding is adopted for the replacement of a 2002 knuckle boom truck used for collection of large yard debris, leaf collection and during emergency storm debris clean-up.

## **SEWER FUND PROJECTS**

*Environmental Stewardship*

*Excellent Customer Service*

*Quality Economic Development*

The following sewer and sewer fund related projects are adopted for FY2019:

Project Number	Project Name	Adopted Funding
ES-511	National Lane Area	\$ 550,000
ES-520	Payne's Road	350,000
ES-8500	Sewer Line Rehabilitation	1,250,000
ES-8502	Pump Station Rehabilitation	943,097
ES-8504	SCADA Automated Control Monitoring System Replacement	1,500,000
ES-8513	Excavator Replacement	125,000
ES-8514	Tandem Dump Truck Replacement	250,000
ES-8515	Emergency Generator Replacement	125,000
ES-8522	By-Pass Pump	100,000
ES-8523	Hollywood Pump Station Rehabilitation	800,000
ES-8524	Wormley Creek Force Main	175,000
ES-8525	By-Pass Road Sewer Line Rehabilitation & Stream Restoration	<u>200,000</u>
	Total FY2019 Funding	\$6,368,097



GENERAL FUND - FUND 10

**General Fund  
Fund 10**

This fund accounts for the revenues and expenditures relating to the County's general operations. Details related to the funding sources follow the summary page. Details on the functional categories below follow the revenue section and individual functional category details are located in the blue tab sections.

	FY2015 Actual Amount	FY2016 Actual Amount	FY2017 Actual Amount	FY2018 Original Budget	FY2019 Adopted Budget	% of Total FY2019 Funding Sources
<b>Funding Sources</b>						
General Property Taxes	\$ 81,598,860	\$ 85,054,921	\$ 88,103,010	\$ 89,790,000	\$ 89,305,000	64.85%
Other Local Taxes	29,560,060	30,586,868	31,446,144	30,631,500	26,514,000	19.25%
Permits, Fees, Regulatory Licenses	882,569	779,390	680,369	750,000	800,000	0.59%
Fines & Forfeitures	277,108	308,039	332,090	293,500	329,000	0.24%
Use of Money & Property	457,284	580,673	477,493	508,000	822,000	0.60%
Charges for Services	1,924,050	2,060,376	2,211,206	2,103,000	2,235,000	1.62%
Fiscal Agent Fees & Administration	209,173	216,767	230,967	235,900	238,000	0.17%
Miscellaneous	279,004	349,360	273,823	195,700	195,000	0.14%
Recovered Costs	1,383,164	1,453,089	1,395,950	1,376,348	1,367,000	0.99%
State Non-Categorical Aid	8,686,709	8,766,682	8,769,841	8,770,000	8,772,000	6.37%
State Shared Expenses	3,953,702	4,015,494	3,968,378	4,085,000	4,270,000	3.10%
State Categorical Aid	618,167	495,937	721,233	470,000	471,000	0.34%
State Grants	354,312	412,999	467,771	342,000	64,000	0.05%
Federal Paid in Lieu of Tax	9,301	11,073	10,509	11,000	11,000	0.01%
Federal Categorical Aid	584,834	800,339	548,897	423,500	417,000	0.30%
Non-Revenue Receipts	19,748	10,638	13,163	-	-	0.00%
Transfer from Other Funds	2,692,083	6,888,262	3,523,735	1,904,052	1,907,000	1.38%
<b>Total Funding Sources</b>	<b>\$ 133,490,128</b>	<b>\$ 142,790,907</b>	<b>\$ 143,174,579</b>	<b>\$ 141,889,500</b>	<b>\$ 137,717,000</b>	<b>100.00%</b>

						%Change Original 2018/ Adopted 2019
<b>Expenditure by Functional Category</b>						
Administrative Services	\$ 2,123,462	\$ 2,403,749	\$ 2,603,501	\$ 2,730,376	\$ 2,854,639	4.6%
Judicial Services	2,662,722	2,563,307	2,701,912	2,935,205	3,096,337	5.5%
Public Safety	29,935,534	30,440,497	31,451,358	34,178,656	34,327,335	0.4%
Planning & Development Services	2,103,243	2,157,990	2,123,871	2,329,760	2,417,008	3.7%
Management Services	7,660,312	7,899,107	8,216,329	9,316,249	8,861,110	-4.9%
Education & Educational Services	60,970,309	60,481,189	60,602,559	63,046,773	64,126,858	1.7%
Human Services	3,179,237	3,244,028	3,470,338	3,665,466	3,914,638	6.8%
Public Works	8,323,713	8,463,045	8,358,484	9,000,543	8,955,875	-0.5%
Community Services	2,812,083	2,954,314	2,848,415	3,254,955	3,266,644	0.4%
Capital Outlay & Fund Transfers	7,722,706	8,671,806	9,639,683	10,073,232	4,445,130	-55.9%
Non-Departmental	1,449,701	1,067,434	1,565,122	1,358,285	1,451,426	6.9%
<b>Total Expenditures</b>	<b>\$ 128,943,022</b>	<b>\$ 130,346,466</b>	<b>\$ 133,581,572</b>	<b>\$ 141,889,500</b>	<b>\$ 137,717,000</b>	<b>-2.9%</b>

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	\$ 26,347,521
Projected FY2018 Funding Sources:	
Local	125,927,356
State & Federal	14,437,102
Other financing sources	1,904,052
	\$ 142,268,510
Projected FY2018 Expenditures	142,268,510
Net Change	-
<b>Projected Fund Balance 6/30/2018</b>	\$ 26,347,521
Projected FY2019 Funding Sources:	
Local	\$ 121,805,000
State & Federal	14,005,000
Other financing sources	1,907,000
	137,717,000
Projected FY2019 Expenditures	137,717,000
Net Change	-
<b>Projected Fund Balance 6/30/2019</b>	\$ 26,347,521

**General Fund Revenues**

	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Original Budget	FY2019 Adopted Budget	\$ Change	% Change
<b>Revenue Local Sources</b>							
<b>30311</b>	<b>General Property Taxes</b>						
1010 Real estate taxes	64,983,741	66,303,228	69,182,105	71,769,000	70,730,000	(1,039,000)	-1.4%
2010 Public Service Corp	3,259,671	3,371,797	3,620,835	2,476,000	3,500,000	1,024,000	41.4%
3010 Personal property taxes	12,607,736	14,543,368	14,458,004	14,700,000	14,300,000	(400,000)	-2.7%
3060 Mobile home taxes	25,911	25,849	25,114	20,000	20,000	-	0.0%
4010/4020 Machinery/Tools	107,575	115,081	129,106	120,000	130,000	10,000	8.3%
5010 Boat > 5	76,848	77,392	41,440	-	-	-	0.0%
6010 Penalties	326,652	371,010	376,557	415,000	375,000	(40,000)	-9.6%
6020 Interest	210,727	247,196	269,849	290,000	250,000	(40,000)	-13.8%
Subtotal	81,598,860	85,054,921	88,103,010	89,790,000	89,305,000	(485,000)	-0.5%
<b>30312</b>	<b>Other Local Taxes</b>						
1000 Local sales tax	9,238,036	9,669,378	9,775,310	9,577,000	10,000,000	423,000	4.4%
1100 Lodging tax	3,534,410	3,813,053	3,890,872	3,700,000	1,550,000	(2,150,000)	-58.1%
1111 Lodging tax penalty	1,681	3,213	4,390	-	-	-	0.0%
1112 Lodging tax interest	624	362	454	-	-	-	0.0%
1200 Meals tax	5,796,919	6,045,232	6,318,219	6,200,000	3,290,000	(2,910,000)	-46.9%
1211 Meals tax penalty	5,716	5,278	4,259	-	-	-	0.0%
1212 Meals tax interest	1,625	1,516	2,366	-	-	-	0.0%
3010 Occupational license	6,080,875	6,010,182	6,454,841	6,100,000	6,520,000	420,000	6.9%
3011 Occupational license penalty	24,091	25,312	22,872	20,000	25,000	5,000	25.0%
3012 Occupational license interest	15,755	42,689	23,136	30,000	25,000	(5,000)	-16.7%
3020 Utility consumption tax	241,887	220,834	229,875	240,000	240,000	-	0.0%
3050 Short-term rental	12,889	12,020	10,739	12,000	10,000	(2,000)	-16.7%
3060 Motor vehicle rental tax	88,862	110,559	111,234	110,000	110,000	-	0.0%
4000 Communications sales tax	1,311,310	1,272,490	1,241,212	1,250,000	1,200,000	(50,000)	-4.0%
5010 Motor vehicle license	1,574,559	1,590,309	1,582,338	1,595,000	1,600,000	5,000	0.3%
6000 Bank franchise tax	238,165	284,119	300,015	260,000	300,000	40,000	15.4%
6012 Franchise tax - Verizon surcharge	1,267	2,876	3,808	2,500	3,000	500	20.0%
7010 Recordation tax	206,602	249,299	254,895	255,000	316,000	61,000	23.9%
7011 Recordation/Grantor's tax	313,119	314,702	292,121	350,000	300,000	(50,000)	-14.3%
7030 Deeds of conveyance	871,668	913,445	923,188	930,000	1,025,000	95,000	10.2%
Subtotal	29,560,060	30,586,868	31,446,144	30,631,500	26,514,000	(4,117,500)	-13.4%
<b>30313</b>	<b>Permits, Fees, Regulatory Licenses</b>						
0751 DMV fees	2,721	1,971	1,866	-	-	-	0.0%
0752 Credit card fees	224	431	-	-	-	-	0.0%
1010 Dog license	45,602	44,684	43,361	43,000	50,000	7,000	16.3%
3010 Wetlands permits	850	2,200	1,200	-	-	-	0.0%
3011 Ches Bay application fees	3,750	3,250	1,250	-	-	-	0.0%
3012/3014 Sheriff conceal weapon fees	16,847	19,194	20,861	10,000	20,000	10,000	100.0%
3020 Zoning fees	9,336	10,081	11,245	10,000	10,000	-	0.0%
3021 Plan review fees	16,843	6,977	9,730	8,600	15,000	6,400	74.4%
3022 Map maint fees	4,269	3,741	5,313	3,800	8,000	4,200	110.5%
3023 Planning/Public Works insp fees	3,826	3,053	4,356	2,000	2,000	-	0.0%
3024 Board of Zoning/Subdivision	500	1,350	800	-	-	-	0.0%
3025 Zoning verification	800	650	850	500	1,000	500	100.0%
3030 Land transfer fees	9,532	9,149	9,950	9,200	9,000	(200)	-2.2%
3040 Electrical inspection fees	100,522	109,465	71,428	115,000	115,000	-	0.0%
3041 Electrical inspection State surcharge	1,882	2,024	1,293	2,000	2,000	-	0.0%
3042 Reinspection electrical	1,650	9,175	5,550	5,000	3,000	(2,000)	-40.0%
3050 Plumbing inspection fees	134,249	105,251	71,482	100,000	100,000	-	0.0%
3051 Plumbing inspection State surcharge	2,616	2,016	1,335	1,500	1,000	(500)	-33.3%
3052 Reinspection plumbing	525	1,350	1,275	1,000	1,000	-	0.0%
3060 Building inspection fees	358,471	233,986	240,838	270,000	270,000	-	0.0%
3061 Building inspection State surcharge	6,485	4,182	4,257	3,700	4,000	300	8.1%
3062 Reinspection building	1,275	1,050	1,875	1,000	2,000	1,000	100.0%
3090 Erosion inspection fees	15,736	60	9,262	12,000	13,000	1,000	8.3%
3110 Mechanical inspection fees	88,586	17,612	79,440	95,000	95,000	-	0.0%
3111 Mechanical inspection State surcharge	1,740	83,495	1,581	1,700	1,000	(700)	-41.2%
3112 Reinspection mechanical	675	1,712	1,425	1,000	1,000	-	0.0%
3200 Land disturbance permit	11,785	2,625	12,590	9,000	15,000	6,000	66.7%
3210 Amusement devices inspection	204	13,400	-	-	-	-	0.0%
3300 Land use revalidation	250	(161)	400	-	-	-	0.0%
3400 Open burning permit fees	50	-	100	-	-	-	0.0%
3970 Misc permits & licenses	800	1,455	600	-	-	-	0.0%
4000 SW Ches Bay VSMF (No VA%)	29,580	21,750	22,600	15,000	17,000	2,000	13.3%
4001 SW Mgmt W/VA%	7,168	49,136	35,956	20,000	35,000	15,000	75.0%
4002 VA 28% SW Mgmt	3,220	13,076	6,300	10,000	10,000	-	0.0%
Subtotal	882,569	779,390	680,369	750,000	800,000	50,000	6.7%

### General Fund Revenues

	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Original Budget	FY2019 Adopted Budget	\$ Change	% Change
<b>30314</b>	<b>Fines &amp; Forfeitures</b>						
0300 Parking fines	3,400	4,250	4,200	3,500	4,000	500	14.3%
1010 Animal control fines	290	345	300	500	-	(500)	-100.0%
1012 Misc FLS Fines	32	-	10	-	-	-	0.0%
2000 Restitution	-	0	300	-	-	-	0.0%
4010 Court fines	146,542	176,375	193,498	160,000	190,000	30,000	18.8%
4011 Assessment courthouse	23,239	24,595	25,030	24,500	25,000	500	2.0%
4012 Courthouse security	93,203	92,996	99,251	95,000	100,000	5,000	5.3%
4013 Jail admission fee	10,402	9,478	9,501	10,000	10,000	-	0.0%
Subtotal	<u>277,108</u>	<u>308,039</u>	<u>332,090</u>	<u>293,500</u>	<u>329,000</u>	<u>35,500</u>	<u>12.1%</u>
<b>30315</b>	<b>Use of Money and Property</b>						
1001 Unrealized gain (loss) on invmts	(52,657)	55,353	(145,997)	-	-	-	0.0%
1010 Interest	119,752	125,010	230,750	130,000	424,000	294,000	226.2%
2010 Rents	17,765	17,984	11,441	18,000	18,000	-	0.0%
2010-001 Freight shed rentals	91,098	93,643	104,250	90,000	105,000	15,000	16.7%
2013 Facility costs - YPDSS	19,608	19,824	20,220	20,000	20,000	-	0.0%
2015 Telephone service agreement	25,845	27,916	28,097	28,000	28,000	-	0.0%
2020 Tower rent	220,082	226,523	218,837	205,000	220,000	15,000	7.3%
2060 Sale of equipment	8,368	5	6	5,000	-	(5,000)	-100.0%
2061 Disposal-surplus property	605	5,564	1,937	3,000	-	(3,000)	-100.0%
2065 Sale of Forfeiture Assets	-	0	3,505	-	-	-	0.0%
8016-200 YCSC concession commissions	4,818	6,851	4,447	7,000	7,000	-	0.0%
8016-200-001 YCSC billboard advertising	<u>2,000</u>	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>(2,000)</u>	<u>-100.0%</u>
Subtotal	<u>457,284</u>	<u>580,673</u>	<u>477,493</u>	<u>508,000</u>	<u>822,000</u>	<u>314,000</u>	<u>61.8%</u>
<b>30316</b>	<b>Charges for Services</b>						
1010 Excess Clerk of Court	87,517	100,242	104,245	105,000	105,000	-	0.0%
1011 DNA/blood	1,260	411	384	1,000	1,000	-	0.0%
1014 Land records-secure remote	18,875	-	-	-	-	-	0.0%
2010 Chg Commonwealth's Attny	5,839	5,738	5,486	6,000	6,000	-	0.0%
2510 Court Appointed Attny Fees	6,972	6,845	7,247	7,000	7,000	-	0.0%
2600 Admin fees - payroll deductions	2,690	3,385	2,625	3,000	3,000	-	0.0%
3010 Sheriff fees	3,631	3,631	3,631	3,600	3,000	(600)	-16.7%
3013 Sheriff special fees	58,120	61,986	155,204	100,000	155,000	55,000	55.0%
3031-007 Sheriff/School events	60,603	64,833	-	-	-	-	0.0%
3321 Medic transport fee recovery	1,110,890	1,271,170	1,335,318	1,260,000	1,400,000	140,000	11.1%
3613 Admin fees-Sheriff	5,844	5,948	7,754	6,000	10,000	4,000	66.7%
5000 Treasurer-Sheriff fee recovery	496	820	2,360	500	2,000	1,500	300.0%
6010 Mosquito Control	800	1,260	750	1,000	-	(1,000)	-100.0%
8010 Recreation fees/admissions	204,955	210,442	247,379	264,600	297,000	32,400	12.2%
8010-001 P&R credit card convenience fee	2,588	2,848	-	3,000	3,000	-	0.0%
8011 Senior activities fees	13,803	22,100	18,775	16,000	16,000	-	0.0%
8013 Admission fee/rental skate R&R	33,416	33,518	36,189	34,000	30,000	(4,000)	-11.8%
8014 Sports camps & classes	51,073	41,636	30,801	50,000	30,000	(20,000)	-40.0%
8015 Instructional classes	39,175	38,745	53,726	40,000	40,000	-	0.0%
8016 Concessions - Skate R&R	7,595	8,777	12,327	10,000	12,000	2,000	20.0%
8016-001 Concessions - Back Creek Pk	33	23	39	100	-	(100)	-100.0%
8016-002 Concessions - New Qtr Pk	13,119	11,707	11,534	12,000	12,000	-	0.0%
8020 Park facility fees & prog	59,027	56,118	47,943	56,000	-	(56,000)	-100.0%
8020-200 Park facility fees & prog - Sprts Cplx	63,668	41,563	64,104	60,000	55,000	(5,000)	-8.3%
8021 Safety Town registration	4,865	4,159	7,298	5,000	6,000	1,000	20.0%
8214 Document Reprod Costs	1,496	1,589	2,087	1,500	2,000	500	33.3%
8410 Library fines	29,667	30,084	24,990	30,000	25,000	(5,000)	-16.7%
8420 Book replacement	9,605	10,532	8,969	10,000	10,000	-	0.0%
8430 Library copier	14,280	14,289	13,341	14,000	-	(14,000)	-100.0%
8620 Sale of maps	-	0	13	-	-	-	0.0%
8621 GIS/CSS services	3,654	3,026	4,642	3,200	5,000	1,800	56.3%
8623 Sale copies video tapes	593	396	269	-	-	-	0.0%
8630 Sale of copies	6	10	-	500	-	(500)	-100.0%
8631 Sale of copies-Sheriff	1,680	2,545	1,775	-	-	-	0.0%
9001 Victim-Witness PTEAP conference	6,215	-	-	-	-	-	0.0%
Subtotal	<u>1,924,050</u>	<u>2,060,376</u>	<u>2,211,206</u>	<u>2,103,000</u>	<u>2,235,000</u>	<u>132,000</u>	<u>6.3%</u>

**General Fund Revenues**

	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Original Budget	FY2019 Adopted Budget	\$ Change	% Change
<b>30317</b>	<b>Fiscal Agent Fees &amp; Administration</b>						
1021 Solid Waste fund	33,008	34,590	34,961	35,000	35,000	-	0.0%
1024 Water Utility fund	2,855	2,852	2,709	2,900	3,000	100	3.4%
1025 Sewer Utility fund	43,635	45,084	45,765	45,000	46,000	1,000	2.2%
1091 Colonial Behavioral Health fund	114,226	119,534	132,644	136,000	137,000	1,000	0.7%
1094 Col Group Home Commission fund	15,449	14,707	14,888	17,000	17,000	-	0.0%
Subtotal	<u>209,173</u>	<u>216,767</u>	<u>230,967</u>	<u>235,900</u>	<u>238,000</u>	<u>2,100</u>	<u>0.9%</u>
<b>30318</b>	<b>Miscellaneous</b>						
2001 OVM Donations (non Prog I)	4,555	-	-	-	-	-	0.0%
2014 Reimb From Clerk of Court	-	-	10,000	-	-	-	-
3010 Prior year exp refunds	24,662	39,196	26,304	20,000	20,000	-	0.0%
3012 Prior year forfeit flex	1,858	7,155	7,202	2,000	-	(2,000)	-100.0%
3027 Sheriff-Donations	1,260	4,170	18,395	-	-	-	0.0%
3320/3321 FLS Donations	26,166	15,836	8,066	-	-	-	0.0%
4000 Signs Ches Bay/Wetlands	130	130	500	100	-	(100)	-100.0%
4311 Riverwalk Townes	19,289	7,337	20,734	-	-	-	0.0%
5029 P-Card rebates	23,100	23,045	27,880	28,000	50,000	22,000	78.6%
5121 PAA Tele Contrib Sr Ctr	275	300	300	-	-	-	0.0%
5122 Training Donations	-	-	2,000	-	-	-	0.0%
6000/6010 Library - donations	9,498	20,794	7,898	-	-	-	0.0%
6060 Tax Sale - excess proceeds	8,021	45,046	(21,151)	-	-	-	0.0%
7432 PAA utility contribution - Senior Center	3,625	3,600	3,600	3,600	-	(3,600)	-100.0%
7433 SNRS AND Law Enforcement Together	-	2,721.00	3,645	-	-	-	0.0%
8172 Shared Garden at Sport Complex	905	1,030	975	1,000	-	(1,000)	-100.0%
9000 Housing - donations	2,500	-	-	-	-	-	0.0%
9001 PTEAP - donations	650	-	-	-	-	-	0.0%
9090 Miscellaneous	6,981	1,710	3,115	5,000	-	(5,000)	-100.0%
9090-004 Youth Commission Programs	48	-	-	-	-	-	0.0%
9092 Miscellaneous maint premises	8,948	7,796	12,488	10,000	-	(10,000)	-100.0%
9098 Safety Town donations	8,356	4,175	5,125	-	-	-	0.0%
9099 Local recycling	655	-	-	-	-	-	0.0%
9220 Return checks	7,465	6,161	6,840	8,000	-	(8,000)	-100.0%
9230 Admin fees	111,057	119,733	123,067	118,000	125,000	7,000	5.9%
9270 VML Risk Mgmt grant	8,000	2,000	-	-	-	-	0.0%
9402 Greenworks Grant	1,000	-	-	-	-	-	0.0%
9622 VAHMRS donation #583 Haz	-	25,000	-	-	-	-	0.0%
9634 Donation PW Purchase Park	-	-	6,840	-	-	-	0.0%
9641 Carver Gardens	-	12,425	-	-	-	-	0.0%
Subtotal	<u>279,004</u>	<u>349,360</u>	<u>273,823</u>	<u>195,700</u>	<u>195,000</u>	<u>(700)</u>	<u>-0.4%</u>
<b>30319</b>	<b>Recovered Costs</b>						
1510 York-Poquoson courthouse	413,546	449,322	422,013	412,748	395,000	(17,748)	-4.3%
1520 Poq Public Asst.	-	0	4,152	-	-	-	0.0%
1999-005 HRMMRS Reimb wages	5,995	18,455	-	-	-	-	0.0%
1999-007 VATF2 Training wages	1,561	2,448	1,246	-	-	-	0.0%
1999-012 HRIMT wages	1,059	-	-	-	-	-	0.0%
1999-013 Plains Pipeline Training	14,304	-	-	-	-	-	0.0%
1999-014 City of NN One City Marathon	334	2,152	1,383	-	-	-	0.0%
1999-015 Hurricane Joaquin	-	28,223	-	-	-	-	0.0%
1999-016 Hurricane Matthew Wages	-	-	8,464	-	-	-	0.0%
1999-017 City of NN Heroes Challenge	-	-	8,205	-	-	-	0.0%
2010 Streetlight install	16,144	5,504	1,591	10,000	5,000	(5,000)	-50.0%
2020 Streetlight costs	1,939	1,499	500	5,000	-	(5,000)	-100.0%
2030 Signage	1,825	500	5,000	5,000	5,000	-	0.0%
2999-005 HRMMRS fringes	-	1,208	318	-	-	-	0.0%
2999-013 Plains Pipeline Fringes	1,094	-	-	-	-	-	0.0%
2999-015 Hurricane Joaquin	-	8,741	-	-	-	-	0.0%
2999-016 Hurricane Matthew Fringes	-	-	3,091	-	-	-	0.0%
3311 Williamsburg Public Safety	1,200	1,200	1,200	1,200	1,000	(200)	-16.7%
3330 Reg Radio System MOU	45,000	45,000	45,000	45,000	45,000	-	0.0%
3356 Poquoson 911 merger	318,029	323,434	323,000	326,500	333,000	6,500	2.0%
3358 Williamsburg 911 merger	545,730	555,008	555,000	561,100	573,000	11,900	2.1%
5210-001 Postage reimb-Commsr of Accts	738	843	1,232	800	1,000	200	25.0%
5230-001 Land phone reimb - Commsr of Accts	11	14	17	-	-	-	0.0%
6831 Poquoson Cooperative Extension share	7,012	7,554	8,702	9,000	9,000	-	0.0%
7431/7434-100-073 RWL Repairs & Maintenance	7,643	1,984	5,836	-	-	-	0.0%
Subtotal	<u>1,383,164</u>	<u>1,453,089</u>	<u>1,395,950</u>	<u>1,376,348</u>	<u>1,367,000</u>	<u>(9,348)</u>	<u>-0.7%</u>
Total Local	<u>116,571,272</u>	<u>121,389,483</u>	<u>125,151,052</u>	<u>125,883,948</u>	<u>121,805,000</u>	<u>(4,078,948)</u>	<u>-3.2%</u>

**General Fund Revenues**

	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Original Budget	FY2019 Adopted Budget	\$ Change	% Change
<b>Revenue from the State</b>							
<b>30322</b>	<b>State Non-Categorical Aid</b>						
1030 Mobile home	8,417	6,204	10,051	8,000	10,000	2,000	25.0%
1040 Rolling stock	13,172	18,798	18,110	20,000	20,000	-	0.0%
3010 Prs Prp Tax Relief Act (PPTRA)	8,741,680	8,741,680	8,741,680	8,742,000	8,742,000	-	0.0%
9999 Local Aid to Commonwealth	(76,560)	-	-	-	-	-	0.0%
Subtotal	<u>8,686,709</u>	<u>8,766,682</u>	<u>8,769,841</u>	<u>8,770,000</u>	<u>8,772,000</u>	<u>2,000</u>	<u>0.0%</u>
<b>30323</b>	<b>State Shared Expenses</b>						
1010 Cmnw Attorney salary	475,602	486,977	485,516	504,860	505,000	140	0.0%
1050 Cmnw Attorney fringe	43,035	44,040	42,359	40,000	43,000	3,000	7.5%
3010 Comm Revenue salary	175,393	178,745	178,628	186,400	187,000	600	0.3%
3050 Comm Revenue fringe	16,039	16,334	15,104	17,000	17,000	-	0.0%
4010 Treasurer salary	142,364	144,758	145,631	151,453	150,000	(1,453)	-1.0%
4050 Treasurer fringe	11,594	11,967	11,496	12,000	15,000	3,000	25.0%
6010 Registrar salary	37,619	38,031	38,381	38,752	39,000	248	0.6%
6011 Registrar/Elect BD Pres	-	23,993	-	-	-	-	0.0%
6110 Electoral Board salary	8,388	8,368	8,596	8,500	9,000	500	5.9%
7010 Sheriff salary	2,329,842	2,365,173	2,358,540	2,457,189	2,521,000	63,811	2.6%
7030 Sheriff mileage	-	38	-	-	-	-	0.0%
7050 Sheriff fringe	197,552	201,058	171,186	200,001	215,000	14,999	7.5%
9010 Clerk of Court salary	405,778	421,982	428,212	444,845	430,000	(14,845)	-3.3%
9020 Clerk of Court mileage	104	-	-	-	-	-	0.0%
9022 Clerk of Court equipment	89,094	31,186	62,721	-	115,000	115,000	100.0%
9030 Clerk of Court fringe	21,298	21,064	20,799	24,000	24,000	-	0.0%
9980 Prior Year Revenue	-	21,780	1,208	-	-	-	0.0%
Subtotal	<u>3,953,702</u>	<u>4,015,494</u>	<u>3,968,378</u>	<u>4,085,000</u>	<u>4,270,000</u>	<u>185,000</u>	<u>4.5%</u>
<b>30324</b>	<b>State Categorical Aid</b>						
1760 VJCCCA	54,681	54,684	54,684	54,000	55,000	1,000	1.9%
3160 VA Supreme Court - Extradition	11,776	4,863	21,228	-	-	-	0.0%
4060 Drug Asset - Sheriff	5,979	4,071	145,939	-	-	-	0.0%
4061 Drug Asset - Comm Atty	1,029	2,414	53,548	-	-	-	0.0%
4090 Library Grant	151,676	150,540	154,945	155,000	155,000	-	0.0%
4447 VSMP Stormwater Permits	130,104	-	-	-	-	-	0.0%
5210 Court Service postage	11,224	10,546	10,104	11,000	11,000	-	0.0%
8000 Wireless E-911 servs	250,551	243,445	250,458	250,000	250,000	-	0.0%
9215 Records Preservation	-	23,374	28,327	-	-	-	0.0%
9556 VA E911 Services Education grant	1,147	2,000	2,000	-	-	-	0.0%
Subtotal	<u>618,167</u>	<u>495,937</u>	<u>721,233</u>	<u>470,000</u>	<u>471,000</u>	<u>1,000</u>	<u>0.2%</u>
<b>30326</b>	<b>State Grants</b>						
2200 Four for Life	59,540	63,343	61,790	60,000	-	(60,000)	-100.0%
2220 Fire Protection	207,399	207,481	212,439	205,000	-	(205,000)	-100.0%
2236 DMV Animal Sterilization	1,638	1,660	1,513	-	-	-	0.0%
2237 Tax/Spay & Neuter Fund	179	24	25	-	-	-	0.0%
2280 Emg Svc Radiology	30,000	30,000	30,000	30,000	30,000	-	0.0%
2280-001 Emg Svcs Prgm Vessel	10,000	10,000	10,000	-	-	-	0.0%
3340 DCJS Victim/Witness	23,202	23,329	25,738	32,000	30,000	(2,000)	-6.3%
3500 Emergency Home Repair	1,844	1,844	4,521	-	-	-	0.0%
3700 VA Commission of Arts	5,000	5,000	5,000	5,000	4,000	(1,000)	-20.0%
9548 RSAF Stair Chairs Grt #672	5,510	-	-	-	-	-	0.0%
9550 Power Loading Stretcher	-	60,317	11,745	-	-	-	0.0%
9715 VDEM - Hazmat	10,000	10,000	10,000	10,000	-	(10,000)	-100.0%
9716 VDEM - Donation Hazmat Railcars	-	-	95,000	-	-	-	0.0%
9990 Misc State Revenue	-	1	-	-	-	-	0.0%
Subtotal	<u>354,312</u>	<u>412,999</u>	<u>467,771</u>	<u>342,000</u>	<u>64,000</u>	<u>(278,000)</u>	<u>-81.3%</u>
<b>Total State</b>	<u>13,612,890</u>	<u>13,691,112</u>	<u>13,927,223</u>	<u>13,667,000</u>	<u>13,577,000</u>	<u>(90,000)</u>	<u>-0.7%</u>

**General Fund Revenues**

	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Actual Revenues	FY2018 Original Budget	FY2019 Adopted Budget	\$ Change	% Change	
<b>Revenue from the Federal Government</b>								
<b>30331</b>	<b>Federal Paid in Lieu of Tax</b>							
1010	9,301	11,073	10,509	11,000	11,000	-	0.0%	
	Subtotal	9,301	11,073	10,509	11,000	11,000	-	0.0%
<b>30333</b>	<b>Federal Categorical Aid</b>							
1000	133	-	-	-	-	-	0.0%	
1011	2,290	3,316	3,356	-	-	-	0.0%	
1500	97,886	99,291	104,251	99,500	100,000	500	0.5%	
3340	69,605	69,988	85,195	95,000	100,000	5,000	5.3%	
3341	27,934	26,645	27,370	27,000	27,000	-	0.0%	
3412	22,396	20,889	29,691	-	-	-	0.0%	
4045	12,088	16,555	15,170	-	-	-	0.0%	
4046	18,584	19,184	20,093	-	-	-	0.0%	
4050	3,338	6,419	12,327	-	-	-	0.0%	
4060	66,914	75,875	19,703	-	-	-	0.0%	
4100	9,769	9,805	11,637	-	-	-	0.0%	
6000	127,848	170,847	178,270	150,000	180,000	30,000	20.0%	
8010	100,670	28,080	15,509	45,000	-	(45,000)	-100.0%	
8400	11,345	9,575	6,632	7,000	10,000	3,000	42.9%	
9001	4,874	13,600	-	-	-	-	0.0%	
9002	330	-	-	-	-	-	0.0%	
9532	-	-	15,004	-	-	-	0.0%	
9580	8,830	39,620	-	-	-	-	0.0%	
9640	-	-	4,689	-	-	-	0.0%	
9641	-	190,650	-	-	-	-	0.0%	
	Subtotal	584,834	800,339	548,897	423,500	417,000	(6,500)	-1.5%
	Total Federal	594,135	811,412	559,406	434,500	428,000	(6,500)	-1.5%
<b>Other Financing Sources</b>								
<b>30341</b>	<b>Non-Revenue Receipts</b>							
1010	16,917	10,638	13,163	-	-	-	0.0%	
1010-214	2,831	-	-	-	-	-	0.0%	
	Subtotal	19,748	10,638	13,163	-	-	0.0%	
<b>30351</b>	<b>Transfer from Other Funds</b>							
1010	1,134,650	1,134,650	1,134,650	1,134,650	1,135,000	350	0.0%	
1012	290,249	322,801	317,677	346,000	349,000	3,000	0.9%	
1016	141,098	153,749	151,945	167,400	167,000	(400)	-0.2%	
1018	99,058	99,058	99,000	99,000	99,000	-	0.0%	
1050	293,568	4,934,018	1,641,942	-	-	-	0.0%	
1050-001	1	1	1	1	-	(1)	-100.0%	
1050-002	1	1	1	1	-	(1)	-100.0%	
1054	583,458	93,984	26,270	-	-	-	0.0%	
1063	150,000	150,000	152,250	157,000	157,000	-	0.0%	
	Subtotal	2,692,083	6,886,262	3,523,735	1,904,052	1,907,000	2,948	0.2%
	Total Other Sources	2,711,831	6,898,900	3,536,898	1,904,052	1,907,000	2,948	0.2%
	General Fund Total	133,490,128	142,790,907	143,174,579	141,889,500	137,717,000	(4,172,500)	-2.9%

**\*NOTE:**

The reduction in General Fund revenues is the result of a change in accounting procedure. The meals tax and transient occupancy tax ("lodging tax") are now budgeted directly to applicable funds. Prior year treatment budgeted these tax revenues in the General Fund with a corresponding transfer expense to non-general funds. The lodging tax of 5% is paid for any room rented on a short-term basis. Sixty percent (60%) of the revenue collected is earmarked for tourism activities per State Code. This revenue source is budgeted in the Tourism Fund. A four percent (4%) meals tax is levied on prepared food and beverages sold for human consumption in the County. Fifty percent (50%) of the revenue is budgeted in the General Fund to assist with funding the School Division. The other 50% is allocated between the Stormwater, Water and Sewer Funds for capital projects.

## GENERAL FUND REVENUES

### General Property Taxes

	<b>FY2018</b>	<b>FY2019</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	\$ 71,769,000	\$ 70,730,000	\$ (1,039,000)	-1.5%
Public Service	2,476,000	3,500,000	1,024,000	41.4%
Personal Property	14,700,000	14,300,000	(400,000)	-2.7%
Mobile Homes	20,000	20,000	-	0.0%
Machinery & Tools	120,000	130,000	10,000	8.3%
Penalties	415,000	375,000	(40,000)	-9.6%
Interest	290,000	250,000	(40,000)	-13.8%
Total	<u>\$ 89,790,000</u>	<u>\$ 89,305,000</u>	<u>\$ (485,000)</u>	-0.5%

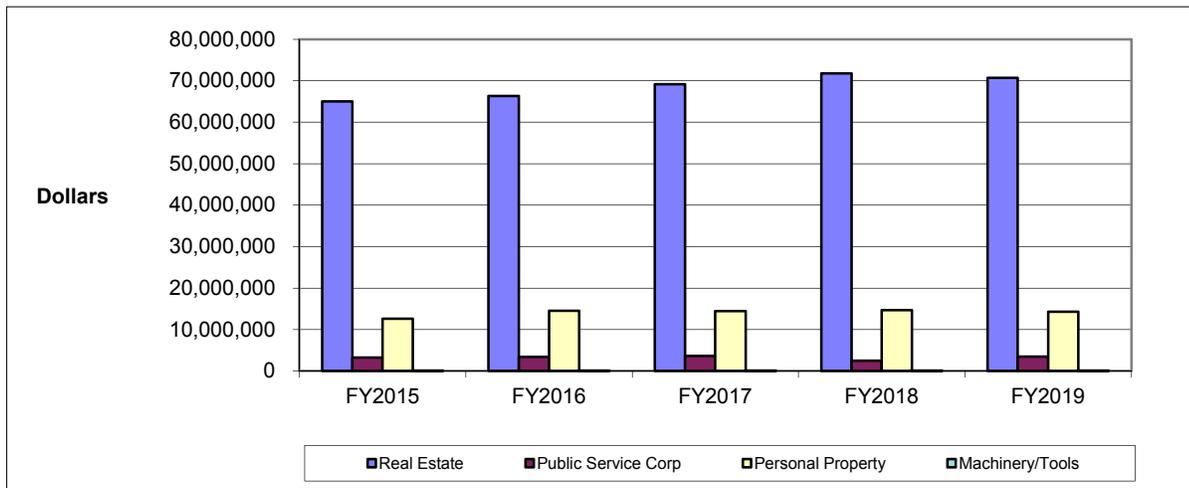
The County levies real estate taxes on all real estate within its boundaries, except that exempted by statute, each year as of January 1, based on the estimated market value of the property, with semi-annual payments due June 25 and December 5. All real estate property is assessed biennially and calendar year 2018 was a general reassessment year. The FY2018 adopted real estate tax rate is \$0.7950, per \$100 of assessed valuation and is adopted to remain the same for fiscal year 2019.

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 FY2019, the adopted real estate rate is \$0.7950 and the adopted personal property rate is \$4.00.

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 25 and December 5. The current and adopted 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" (see State revenue section). Budgeted personal property tax revenue is projected to decrease.

Machinery & tool tax is imposed on the equipment used by manufacturers directly in the production of goods. The current and adopted rate is \$4.00 per \$100 of assessed valuation.

The following graph shows a 5 year trend on the major general property taxes: Real Estate, Public Service Corporation, Personal Property and Machinery & Tools.



### Other Local Taxes

	<u>FY2018</u>	<u>FY2019</u>	<u>Dollar</u>	<u>Percentage</u>
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Local Sales Tax	\$ 9,577,000	\$ 10,000,000	\$ 423,000	4.4%
Lodging Tax	3,700,000	1,550,000	(2,150,000)	-58.1%
Meals Tax	6,200,000	3,290,000	(2,910,000)	-46.9%
Occupational License	6,150,000	6,570,000	420,000	6.8%
Utility Consumption Tax	240,000	240,000	-	0.0%
Communications Sales Tax	1,250,000	1,200,000	(50,000)	-4.0%
Motor Vehicle License	1,595,000	1,600,000	5,000	0.3%
Franchise Tax	262,500	303,000	40,500	15.4%
Recordation Tax	1,535,000	1,641,000	106,000	6.9%
Rental Tax	122,000	120,000	(2,000)	-1.6%
<b>Total</b>	<b>\$ 30,631,500</b>	<b>\$ 26,514,000</b>	<b>\$ (4,117,500)</b>	<b>-13.4%</b>

The State currently collects a six percent (6%) sales tax from retailers and distributes one percent (1%) to the County monthly.

The transient occupancy tax (“lodging 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 has 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).

A four percent (4%) tax (“meals tax”) is levied on prepared food and beverages sold for human consumption in the County. This tax is collected monthly. The County has earmarked 50% of the meals tax to be used for stormwater, water and sewer projects. The remaining 50% is to assist with funding to the School Division. The County’s meals tax is a growing source of revenue.

The accounting treatment for Meals and Lodging Taxes has changed for FY2019 resulting in a reduction in the General Fund budgeted amounts for these items. Sixty percent of the Lodging Tax is budgeted directly to the Tourism Fund and fifty percent of Meals tax is budgeted directly to the Water,

Sewer and Stormwater Funds. In prior years, these revenue sources were budgeted in total to the General Fund and later transferred to the previously mentioned funds as applicable.

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.

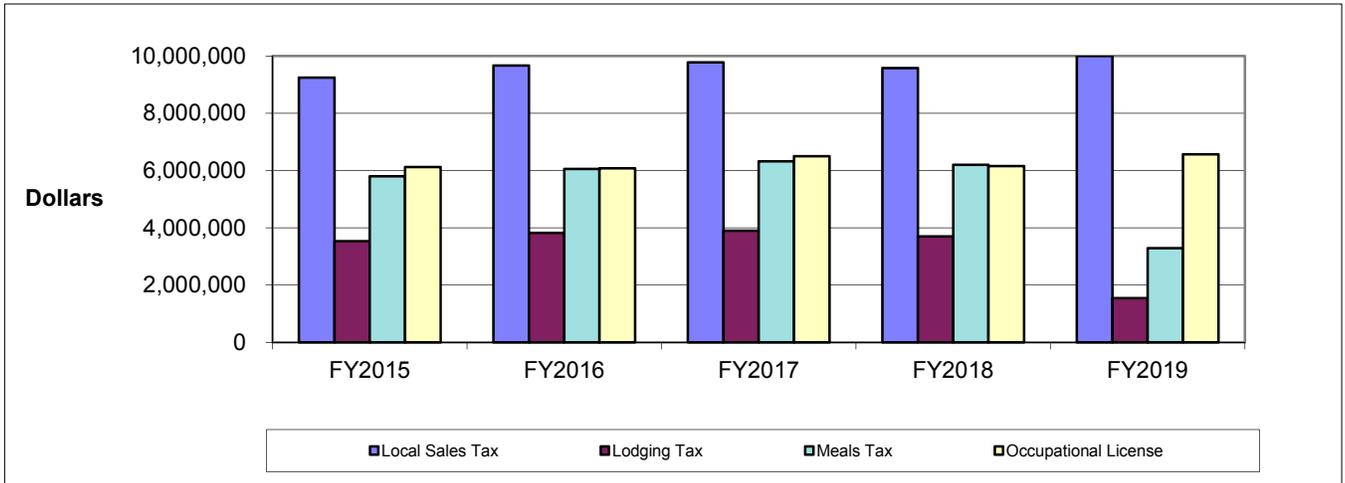
In lieu of the local business license tax levied on corporations furnishing heat, light or power by means of electricity and/or natural gas, Section 58.1-2900 and Section 58.1-2904 of the Code of Virginia impose a tax ("Utility Consumption Tax") on consumers of electricity and natural gas in the state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

The communication sales tax represents sales and use tax on communication services in the amount of 5% of the sales price of each communications service.

The motor vehicle license represents an annual vehicle registration fee on every motor vehicle, trailer, and semi-trailer garaged, stored or parked in the County.

A bank franchise tax is imposed on banks located within the County, based on their net capital of local banks and the recordation tax for each taxable instrument recorded in the County.

The projections for FY2019 reflect increases and decreases in these revenues based on recent trends and forecasting information received from local economists. The following graph shows a 5 year trend on the major other local taxes: Sales Tax, Lodging Tax, Meals Tax and Occupational Licenses.



### Other Local Revenue

	<b>FY2018 <u>Original</u></b>	<b>FY2019 <u>Adopted</u></b>	<b>Dollar <u>Change</u></b>	<b>Percentage <u>Change</u></b>
<b>Permits, Fees and Regulatory Licenses</b>				
Inspection Fees	\$ 610,900	\$ 610,000	\$ (900)	-0.2%
Permits, Fees & Licenses	<u>139,100</u>	<u>190,000</u>	<u>50,900</u>	36.6%
Total	<u>\$ 750,000</u>	<u>\$ 800,000</u>	<u>\$ 50,000</u>	6.7%
<b>Fines &amp; Forfeitures</b>	<u>\$ 293,500</u>	<u>\$ 329,000</u>	<u>\$ 35,500</u>	12.1%
<b>Use of Money &amp; Property</b>				
Use of Money	\$ 130,000	\$ 424,000	\$ 294,000	226.2%
Use of Property	<u>378,000</u>	<u>398,000</u>	<u>20,000</u>	5.3%
Total	<u>\$ 508,000</u>	<u>\$ 822,000</u>	<u>\$ 314,000</u>	61.8%

Permits, inspections, and fees on construction and alterations of buildings are required by the County. Permits include building, electrical, plumbing and mechanical. Other licenses and fees include dog licenses, concealed weapons permits, and fees for zoning, plan review, land transfers, plat and land use. Increases are expected in concealed weapons permits. Plan review fees, map maintenance fees, and land disturbance permits are anticipated to increase as construction levels experience an upswing.

The County imposes fines on individuals charged with violations of County ordinances. These include court and parking fines and court assessments. The County is experiencing an upward trend in courthouse assessments.

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.

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. An increase in revenue is expected based on current tower agreements.

The 2017 Virginia General Assembly passed legislation that allows a locality to pass an ordinance to impose a lifetime dog license tax as opposed to an annual license. The adopted budget includes a \$10 lifetime dog license tax eliminating the annual dog license tax for persons having less than 10 dogs.

	<u>FY2018</u> <u>Original</u>	<u>FY2019</u> <u>Adopted</u>	<u>Dollar</u> <u>Change</u>	<u>Percentage</u> <u>Change</u>
<b>Charges for Services</b>				
Excess Clerk of Court/Land Records-				
Secure Remote Access	\$ 105,000	\$ 105,000	\$ -	0.0%
Commonwealth's Attorney	14,000	14,000	-	0.0%
Law Enforcement	110,100	170,000	59,900	54.4%
Medic Transport Fee Recovery	1,260,000	1,400,000	140,000	11.1%
Mosquito Control	1,000	-	(1,000)	-100.0%
Parks & Recreation	550,700	501,000	(49,700)	-9.0%
Library Fines & Fees	54,000	35,000	(19,000)	-35.2%
Computer Support	3,200	5,000	1,800	56.3%
Other	5,000	5,000	-	0.0%
Total	<u>\$ 2,103,000</u>	<u>\$ 2,235,000</u>	<u>\$ 132,000</u>	6.3%
<b>Fiscal Agent Fees</b>	<u>\$ 235,900</u>	<u>\$ 238,000</u>	<u>\$ 2,100</u>	0.9%
<b>Miscellaneous</b>	<u>\$ 195,700</u>	<u>\$ 195,000</u>	<u>\$ (700)</u>	-0.4%
<b>Recovered Costs</b>				
York-Poquoson Courthouse	\$ 412,748	\$ 395,000	\$ (17,748)	-4.3%
Streelight Program	15,000	5,000	(10,000)	-66.7%
Signage	5,000	5,000	-	0.0%
Williamsburg Public Safety	1,200	1,000	(200)	-16.7%
Regional Radio System MOU	45,000	45,000	-	0.0%
Poquoson 911	326,500	333,000	6,500	2.0%
Williamsburg 911	561,100	573,000	11,900	2.1%
Postage Reimbursement	800	1,000	200	25.0%
Poquoson Cooperative Extension	9,000	9,000	-	0.0%
Total	<u>\$ 1,376,348</u>	<u>\$ 1,367,000</u>	<u>\$ (9,348)</u>	-0.7%

The County collects revenues for services exclusive of enterprise fund activities, which 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. The increase in Medic Transport Fee Recovery is due to an increase in service calls.

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

Miscellaneous revenue represents receipts from prior year refunds, p-card rebates on the County's credit card transactions, returned checks, administrative fees, and other sources.

The County is reimbursed for costs associated with court services, streetlights & signage, the regional radio system, the consolidated E911 center, and Cooperative Extension. The court services costs are shared with the City of Poquoson based on a percentage determined by population and court ordered. A new agreement was agreed to by the localities and the courts affirmed this agreement, reducing the City of Poquoson's share from 19.9% to 15.7%. This change in rate will become effective in FY2019 and is due to the rise of York County's population versus Poquoson's. Rather than reflecting the entire amount in one year, the new agreement stipulates that the impact be gradually reflected over the next

five years by increasing the credit amount until the full credit is provided to the City of Poquoson in FY2022. In addition, the City of Poquoson will pay the county a management fee of 6% of the total costs of the program.

Per a Regional Radio System Memorandum of Understanding between the County, James City and Gloucester, the County is reimbursed for certain managerial and administrative costs. Per agreement, the increase for the E911 mergers is based on the annual consumer price index. The County has a contractual agreement with the City of Poquoson to provide Cooperative Extension services for a fee.

#### Revenue from the State

	<b>FY2018</b>	<b>FY2019</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	\$ 8,000	\$ 10,000	\$ 2,000	25.0%
Rolling Stock	20,000	20,000	-	0.0%
PPTRA	8,742,000	8,742,000	-	0.0%
Commonwealth's Attorney	544,860	548,000	3,140	0.6%
Commissioner of the Revenue	203,400	204,000	600	0.3%
Treasurer	163,453	165,000	1,547	1.0%
Registrar & Electoral Board	47,252	48,000	748	1.6%
Sheriff	2,657,190	2,736,000	78,810	3.0%
Clerk of Court	468,845	454,000	(14,845)	-3.2%
Clerk of Court Equipment	-	115,000	115,000	100.0%
VJCCA	54,000	55,000	1,000	1.9%
Library Grant	155,000	155,000	-	0.0%
Court Service Postage	11,000	11,000	-	0.0%
Wireless E-911	250,000	250,000	-	0.0%
Four for Life	60,000	-	(60,000)	-100.0%
Fire Protection	205,000	-	(205,000)	-100.0%
Emergency Services	30,000	30,000	-	0.0%
DCJS Victim/Witness	32,000	30,000	(2,000)	-6.3%
VA Commission of Arts	5,000	4,000	(1,000)	-20.0%
VDEM - Hazmat	10,000	-	(10,000)	-100.0%
Total	<u>\$ 13,667,000</u>	<u>\$ 13,577,000</u>	<u>\$ (90,000)</u>	-0.7%

The County receives a share of certain revenues collected by the State. 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).

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).

The State converted the Personal Property Tax Relief Act (PPTRA) from a vehicle-based entitlement program to a block grant program with a state-wide cap on disbursements to local governments.

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. The General Assembly's FY2018 budget currently includes a 2% across-the-board salary increase for all Constitutional Officers and their Compensation Board funded full-time employees. The estimates for FY2019 factor in that increase as well as adjustments for actual collections this year and are based on Senate and House approved budgets.

The County also receives revenues from the State designated for specific uses, including a pass-through grant from the Virginia Juvenile Community Crime Control Act (VJCCA) for the Colonial Group Home Commission, which is expected to be level. The Library grant is based on a preliminary figure provided by the State. Court service postage is estimated based on the expenditure budget and the Wireless E-911 revenue is projected to be level.

Other grants 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. The Fire Programs and Four for Life grant funding is reported in the newly established Grant Fund for FY2019.

#### Revenue from the Federal Government

	<b>FY2018</b>	<b>FY2019</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	\$ 11,000	\$ 11,000	\$ -	0.0%
Housing Assist. Vouchers	99,500	100,000	500	0.5%
DCJS Victim/Witness	95,000	100,000	5,000	5.3%
DCJS Domestic Violence	27,000	27,000	-	0.0%
Social Svcs CAP Reimb	150,000	180,000	30,000	20.0%
Civil Defense	45,000	-	(45,000)	-100.0%
Library E-Rate	7,000	10,000	3,000	42.9%
Total	<u>\$ 434,500</u>	<u>\$ 428,000</u>	<u>\$ (6,500)</u>	-1.5%

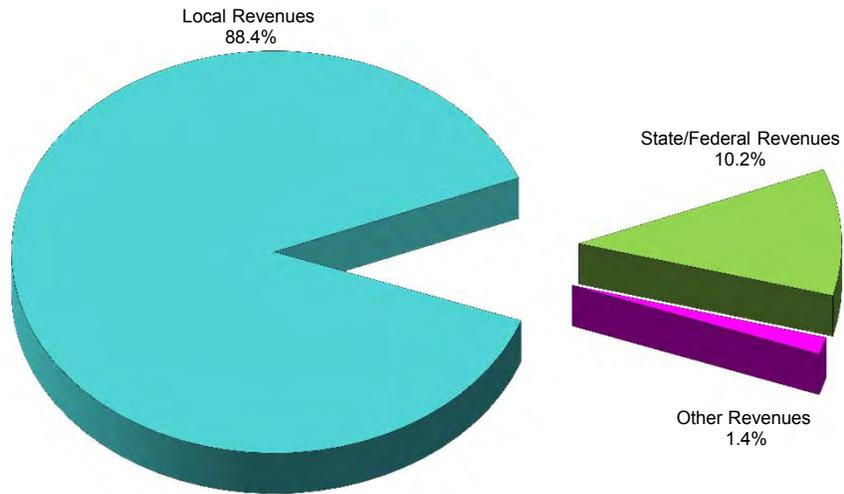
Payment in Lieu of Taxes represents a County-imposed service charge on real estate that is exempt from property taxation. The County also receives federal funding for its housing, Victim-Witness and Domestic Violence programs. A portion of the Victim/Witness grant has been moved to the State revenue line, based on this year's split. The County prepares an annual Cost Allocation Plan to recover administrative costs related to services performed for Social Services. The Library E-Rate program is a reimbursement-based program for telecommunications and internet charges.

**Other Financing Sources**

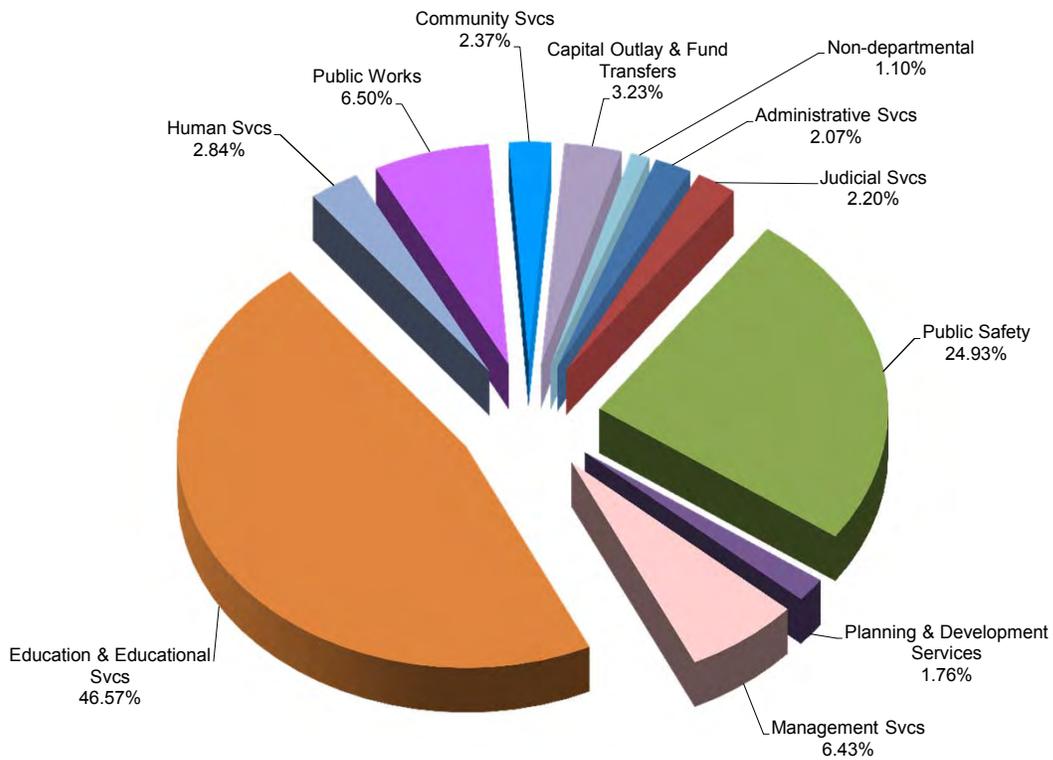
	<b>FY2018 <u>Original</u></b>	<b>FY2019 <u>Adopted</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percentage Change</u></b>
<b>Transfer from Other Funds</b>				
School Division	\$ 1,747,052	\$ 1,750,000	\$ 2,948	0.2%
CDA Special Revenue Fund	<u>157,000</u>	<u>157,000</u>	<u>-</u>	0.0%
Total	<u>\$ 1,904,052</u>	<u>\$ 1,907,000</u>	<u>\$ 2,948</u>	0.2%

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, per a Memorandum of Understanding.

**GENERAL FUND REVENUES  
FY2019 - BY SOURCE**



**GENERAL FUND EXPENDITURES  
FY2019 - BY FUNCTIONAL AREA**

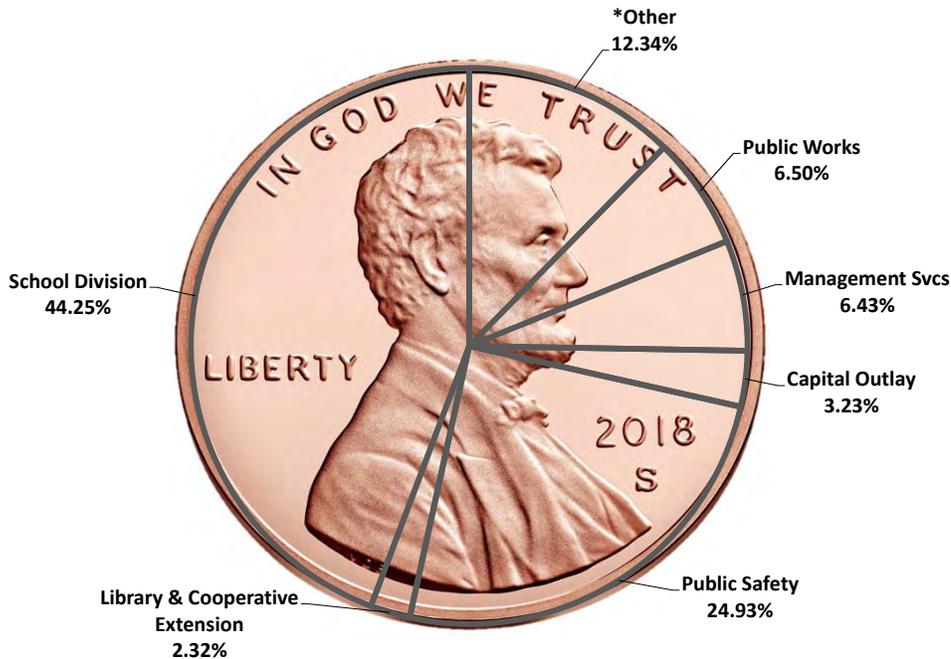


**General Fund  
Expenditure Summary**

Activity Title	FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Original Budget	FY2019 Adopted Budget	\$ Changed	% of Change
<b>Administrative Services</b>							
10111 Board of Supervisors	340,421	335,509	341,064	351,512	387,332	35,820	10.2%
10121 County Administration	497,835	631,218	647,067	681,415	542,663	(138,752)	-20.4%
10122 Public Affairs	142,787	208,967	352,871	405,083	427,597	22,514	5.6%
10124 County Attorney	397,667	418,258	423,978	442,858	574,284	131,426	29.7%
10123 Video Services	429,708	445,337	443,464	479,243	516,814	37,571	7.8%
10131 General Registrar's Office	226,986	265,719	284,038	275,009	294,191	19,182	7.0%
10132 Electoral Board	69,219	98,475	111,019	95,256	111,758	16,502	17.3%
Subtotal	<u>2,104,623</u>	<u>2,403,483</u>	<u>2,603,501</u>	<u>2,730,376</u>	<u>2,854,639</u>	<u>124,263</u>	4.6%
<b>Judicial Services</b>							
20214 Clerk of the Circuit Court	889,907	829,020	971,824	967,088	972,999	5,911	0.6%
20221 Commonwealth's Attorney	985,505	991,543	963,606	1,149,313	1,183,100	33,787	2.9%
20222 Victim-Witness Assistance Program	209,135	170,763	180,862	232,315	213,316	(18,999)	-8.2%
20223 Domestic Violence Program	47,218	47,652	41,741	48,502	51,101	2,599	5.4%
20211 Circuit Court	59,116	61,819	66,729	88,296	95,820	7,524	8.5%
20212 General District Court	21,025	24,173	25,352	34,105	29,217	(4,888)	-14.3%
20213 Juvenile & Domestic Relations Court	15,920	15,048	15,950	18,250	19,956	1,706	9.4%
20216 Colonial Group Home Commission	433,871	422,810	435,428	395,398	528,828	133,430	33.8%
20217 Magistrate	1,025	390	420	1,938	2,000	62	3.2%
Subtotal	<u>2,662,722</u>	<u>2,563,218</u>	<u>2,701,912</u>	<u>2,935,205</u>	<u>3,096,337</u>	<u>161,132</u>	5.5%
<b>Public Safety</b>							
30311 Sheriff General Operations	1,611,080	1,678,899	2,042,026	1,994,995	2,044,828	49,833	2.5%
30312 Law Enforcement	4,963,142	5,064,356	5,320,643	5,930,560	6,179,100	248,540	4.2%
30313 Investigations	1,662,231	1,700,199	1,713,154	1,761,578	1,812,416	50,838	2.9%
30314 Civil Operations/Court Security	1,351,273	1,384,836	1,318,731	1,380,888	1,469,624	88,736	6.4%
30316 School Resource Officers	421,565	468,556	496,168	504,534	530,181	25,647	5.1%
30320 Fire & Life Safety Administration	287,977	297,206	308,990	314,404	556,306	241,902	76.9%
30321 Fire & Rescue Operations	11,152,367	11,436,028	11,634,999	12,465,479	12,034,427	(431,052)	-3.5%
30322 Tech Services & Special Operations	460,621	502,509	432,468	627,953	465,674	(162,279)	-25.8%
30323 Prevention & Community Safety	337,825	312,054	273,642	334,439	386,677	52,238	15.6%
30324 Support Services	-	-	-	-	460,164	460,164	100.0%
30352 Animal Services	428,741	451,567	463,807	415,088	413,634	(1,454)	-0.4%
30355 Emergency Management	212,282	194,492	178,171	392,626	267,831	(124,795)	-31.8%
30356 Emergency Communications	2,755,772	2,862,975	3,077,025	3,744,730	3,543,511	(201,219)	-5.4%
30357 Radio Maintenance	1,163,463	1,180,429	1,195,013	1,304,183	1,309,365	5,182	0.4%
30315 Adult Corrections	2,624,951	2,569,423	2,616,969	2,584,589	2,470,844	(113,745)	-4.4%
30333 Juvenile Corrections	502,244	335,091	379,552	422,610	382,753	(39,857)	-9.4%
Subtotal	<u>29,935,534</u>	<u>30,438,620</u>	<u>31,451,358</u>	<u>34,178,656</u>	<u>34,327,335</u>	<u>148,679</u>	0.4%
<b>Planning &amp; Development Services</b>							
40299 Planning & Development Services Administration	-	-	-	-	288,149	288,149	100.0%
40341 Building Regulation	826,712	877,189	875,568	980,273	1,025,725	45,452	4.6%
40813 Board of Zoning/Subdivision Appeals	1,439	1,520	517	4,308	4,115	(193)	-4.5%
40816 Development & Compliance	793,112	779,314	734,583	831,371	748,818	(82,553)	-9.9%
50811 Planning	483,234	485,242	492,985	487,896	319,169	(168,727)	-34.6%
50812 Planning Commission	17,585	14,729	20,218	25,912	31,032	5,120	19.8%
Subtotal	<u>2,122,082</u>	<u>2,157,994</u>	<u>2,123,871</u>	<u>2,329,760</u>	<u>2,417,008</u>	<u>87,248</u>	3.7%
<b>Management Services</b>							
50119 Finance Administration	190,534	194,187	200,727	259,425	338,033	78,608	30.3%
50123 Accounting & Financial Reporting	-	228,714	343,921	365,917	372,964	7,047	1.9%
50124 Budget	421,354	367,596	301,464	395,671	395,064	(607)	-0.2%
50125 Fiscal Accounting Services	670,196	602,666	676,214	718,606	741,492	22,886	3.2%
50129 Central Purchasing	424,995	423,073	402,783	424,823	450,160	25,337	6.0%
50146 Central Insurance	404,549	397,013	393,618	151,194	137,611	(13,583)	-9.0%
50121 Information Technology	1,850,746	1,847,859	1,940,511	2,400,185	2,018,949	(381,236)	-15.9%
50122 Human Resources	574,584	623,940	702,302	780,210	884,407	104,197	13.4%
50126 Commissioner of the Revenue	1,087,143	1,090,543	1,069,324	1,236,606	1,266,388	29,782	2.4%
50127 Treasurer	826,804	830,614	855,367	939,005	962,594	23,589	2.5%
50128 Real Estate Assessment	379,329	471,019	526,146	669,095	661,541	(7,554)	-1.1%
50915 Economic Development	327,394	269,522	233,236	225,203	134,366	(90,837)	-40.3%
50920 Office of Economic Development	397,530	406,164	423,434	474,029	497,541	23,512	5.0%
50141 Central Administration Services	105,154	146,167	147,282	276,280	-	(276,280)	-100.0%
Subtotal	<u>7,660,312</u>	<u>7,899,077</u>	<u>8,216,329</u>	<u>9,316,249</u>	<u>8,861,110</u>	<u>(455,139)</u>	-4.9%
<b>Education &amp; Educational Services</b>							
60601 School Ops & Capital/Debt Svc - Local	58,344,211	57,695,376	57,778,072	60,099,700	60,937,096	837,396	1.4%
60731 Library Services	2,584,605	2,738,202	2,768,360	2,888,992	3,125,279	236,287	8.2%
60831 Cooperative Extension	41,493	47,825	56,127	58,081	63,653	5,572	9.6%
Subtotal	<u>60,970,309</u>	<u>60,481,403</u>	<u>60,602,559</u>	<u>63,046,773</u>	<u>64,126,028</u>	<u>1,079,255</u>	1.7%

Activity Title	FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Original Budget	FY2019 Adopted Budget	\$ Changed	% of Change
<b>Human Services</b>							
61533 Social Services - Local Share	1,829,117	1,740,569	1,946,426	2,154,930	2,402,975	248,045	11.5%
61535 Payments to Outside Entities	1,350,120	1,503,459	1,523,912	1,510,536	1,512,493	1,957	0.1%
Subtotal	3,179,237	3,244,028	3,470,338	3,665,466	3,915,468	250,002	6.8%
<b>Public Works</b>							
70119 Administration	325,316	401,052	431,251	240,442	148,564	(91,878)	-38.2%
70431 Engineering & Facility Maintenance	2,174,134	2,183,652	2,104,405	2,305,065	2,249,057	(56,008)	-2.4%
70432 Facility/Utility Charges	976,327	908,022	930,026	1,090,256	1,065,276	(24,980)	-2.3%
70434 Grounds Maintenance & Construction	3,153,089	3,077,222	3,098,563	3,238,413	3,269,629	31,216	1.0%
70446 Stormwater Operations	900,314	898,994	887,337	1,120,313	1,219,596	99,283	8.9%
70447 Stormwater Engineering	523,103	660,256	651,970	695,965	690,301	(5,664)	-0.8%
70512 Mosquito Control	257,192	314,273	250,131	301,519	303,602	2,083	0.7%
70821 Wetlands & Chesapeake Bay Boards	5,224	8,825	4,801	8,570	9,850	1,280	14.9%
70448 Calendar Program	9,014	9,528	-	-	-	-	0.0%
Subtotal	8,323,713	8,461,824	8,358,484	9,000,543	8,955,875	(44,668)	-0.5%
<b>Community Services</b>							
81119 Administration	215,226	284,475	267,701	283,621	285,830	2,209	0.8%
81547 Housing & Special Programs	651,103	847,285	526,967	640,311	611,599	(28,712)	-4.5%
81712 Parks & Recreation	1,945,754	1,819,848	2,053,747	2,331,023	2,318,251	(12,772)	-0.6%
81714 Freight Shed	-	-	-	-	50,964	50,964	100.0%
Subtotal	2,812,083	2,951,608	2,848,415	3,254,955	3,266,644	11,689	0.4%
<b>Capital Outlay &amp; Fund Transfers</b>							
90912 Capital Outlay & Fund Transfers	7,722,706	8,671,806	9,639,683	10,073,232	4,445,130	(5,628,102)	-55.9%
Subtotal	7,722,706	8,671,806	9,639,683	10,073,232	4,445,130	(5,628,102)	-55.9%
<b>Non-Departmental</b>							
90721 Payments to Outside Entities	293,505	314,727	324,022	403,805	400,523	(3,282)	-0.8%
90911 Non-Departmental Employee Benefits	1,138,348	752,707	1,211,100	880,794	989,903	109,109	12.4%
90913 Appropriated Reserves	17,848	-	10,000	73,686	61,000	(12,686)	-17.2%
90914 Non-Departmental	-	-	20,000	-	-	-	0.0%
Subtotal	1,449,701	1,067,434	1,565,122	1,358,285	1,451,426	93,141	6.9%
Totals	128,943,022	130,340,495	133,581,572	141,889,500	137,717,000	(4,172,500)	-2.9%

**Use of General Fund Expenditures  
Fiscal Year 2019**



\* Other = Admin Svcs, Judicial Svcs, Planning & Development Svcs, Community Svcs, Human Svcs, & Non-departmental

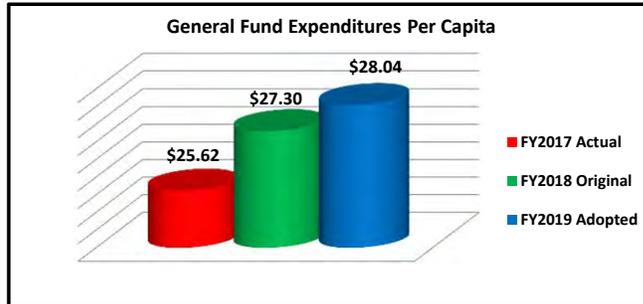
**THIS PAGE LEFT BLANK INTENTIONALLY**

---

## Administrative & Legal Services

---

*This Office is responsible for governing the overall activities of the County. Individual division details follow this summary page.*



### Department Overview

#### **Board of Supervisors**

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 residents. To direct and maximize the available resources of the County toward this mission, the Board will:

- 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 residents.
- 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.

#### **County Administration**

- Manages the daily administrative operations of the County.
- Provides administrative and legislative support services to the Board of Supervisors.
- Develops an annual budget.
- One Deputy County Administrator provides oversight for the divisions of Planning, Development Services, Community Services and Public Works.
- Another Deputy County Administrator provides oversight for the divisions of Finance, Human Resources, Information Technology, and Real Estate Assessments.
- Establishes and maintains a County-wide performance measurement, evaluation and reporting system.

#### **Public Affairs**

- Provides the news media with information concerning County policies, practices, operations, and events.
- Ensures the county's compliance with the Freedom of Information Act.
- Serves as media advisor to County staff, arranges interviews and press conferences.
- Produces the County Annual Report, four Citizen Newsletters, employee publications, and a series of informational brochures dealing with all facets and services of County government.
- Develops and implements responses to residents' concerns and complaints.
- Coordinates, as necessary, public information meetings on current policy issues (such as associations of homeowners).
- Provides public information during emergency situations.

#### **County Attorney**

- Provides quality and timely legal services to the County.
- Emphasizes 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.
- Maintains a state-of-the-art legal office.

## HITTING the MARK with the Board's STRATEGIC PRIORITIES



- Facilitate **QUALITY ECONOMIC DEVELOPMENT** that is sensitive to community character and the environment.
- Develop **EFFECTIVE and OUTSTANDING COMMUNICATIONS** and **CIVIC ENGAGEMENT** opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions and County staff.
- Instill **EXCELLENT CUSTOMER SERVICE** as an organizational value, expectation, and outcome.
- Facilitate **QUALITY EDUCATIONAL OPPORTUNITIES** for all County citizens.
- Devote leadership and resources necessary to ensure and sustain **EXEMPLARY PUBLIC SAFETY** functions.
- Protect and respect the County's natural and built attributes through balanced and cost-effective **ENVIRONMENTAL STEWARDSHIP**.

**York County  
Departmental Budget Documents**

**Board of Supervisors**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	183,881	188,777	200,176
Contractual Services	97,672	107,300	114,900
Internal Services	96	150	14,856
Other Charges	57,775	53,135	55,300
Materials & Supplies	1,640	2,150	2,100
Total Budgetary Costs	<u>341,064</u>	<u>351,512</u>	<u>387,332</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	341,064	351,512	387,332
Total Revenues	<u>341,064</u>	<u>351,512</u>	<u>387,332</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	1.00	1.00	1.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**County Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	611,967	637,852	494,052
Contractual Services	1,200	1,945	1,345
Internal Services	7,953	9,463	20,481
Other Charges	18,369	24,235	22,860
Materials & Supplies	3,529	3,420	3,925
Capital Outlays	4,049	4,500	-
Total Budgetary Costs	<u>647,067</u>	<u>681,415</u>	<u>542,663</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	647,067	681,415	542,663
Total Revenues	<u>647,067</u>	<u>681,415</u>	<u>542,663</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.50	4.50	4.55

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Personnel reflects the retirement of a long time county employee and a reallocation of personnel.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Public Affairs**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	309,540	342,578	352,218
Contractual Services	12,905	26,775	33,810
Internal Services	-	25	5,744
Other Charges	22,441	33,600	34,125
Materials & Supplies	2,174	2,105	1,700
Capital Outlays	5,811	-	-
Total Budgetary Costs	<u>352,871</u>	<u>405,083</u>	<u>427,597</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	352,871	405,083	427,597
Total Revenues	<u>352,871</u>	<u>405,083</u>	<u>427,597</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Funding for contractual services increased due to the addition of several new services to enhance our media presentation.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**County Attorney**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	408,866	420,438	546,154
Contractual Services	1,661	5,375	5,375
Internal Services	242	540	6,015
Other Charges	3,435	5,230	6,690
Materials & Supplies	9,724	9,775	10,050
Capital Outlays	50	1,500	-
Total Budgetary Costs	<u>423,978</u>	<u>442,858</u>	<u>574,284</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	423,978	442,858	574,284
Total Revenues	<u>423,978</u>	<u>442,858</u>	<u>574,284</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	4.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Personnel includes funding for a new Deputy County Attorney position.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

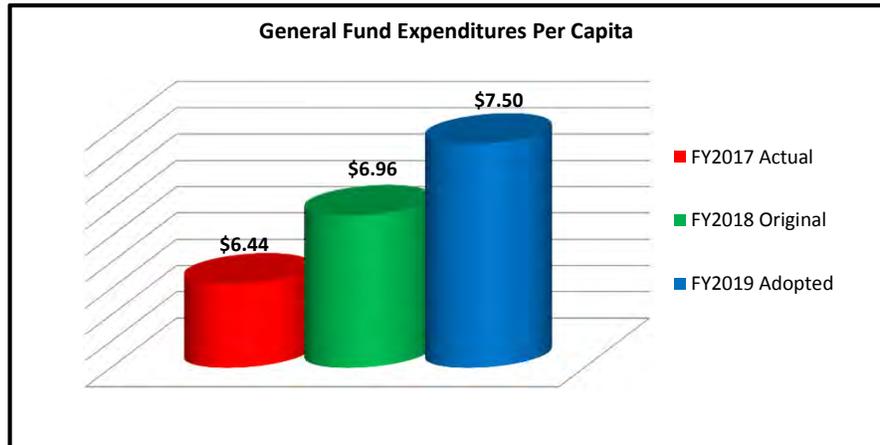
---

## Video Services

---



*Provides timely, useful information to York County residents about County, Schools, and regional government programs, services, and issues, in an effort to promote awareness and stimulate resident involvement.*



### Department Overview

#### Video Services

- Improves community and business relations through communications, media relations, and education programs.
- Promotes the Board of Supervisors, the County Administrator, School Board and School Superintendent goals and objectives.
- Provides educational support to York County Schools.
- Improves the efficiency of cablecast operations and other distribution methods, establishes a marketing plan, and develops future programming.
- Improves efficiency of video services for the County and School System.



WYCG-TV is the York County Government channel and shows programs related to local and state government, including Board of Supervisors meetings and work sessions as well as Planning Commission meetings.

**York County  
Departmental Budget Documents**

**Video Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	376,469	416,919	443,455
Contractual Services	15,471	28,990	29,645
Internal Services	7,565	12,234	27,084
Other Charges	4,808	6,050	5,380
Materials & Supplies	10,685	10,550	11,250
Capital Outlays	28,466	4,500	-
Total Budgetary Costs	<u>443,464</u>	<u>479,243</u>	<u>516,814</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	291,519	311,843	349,814
Transfer From Other Funds	151,945	167,400	167,000
Total Revenues	<u>443,464</u>	<u>479,243</u>	<u>516,814</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	5.50	5.50	5.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

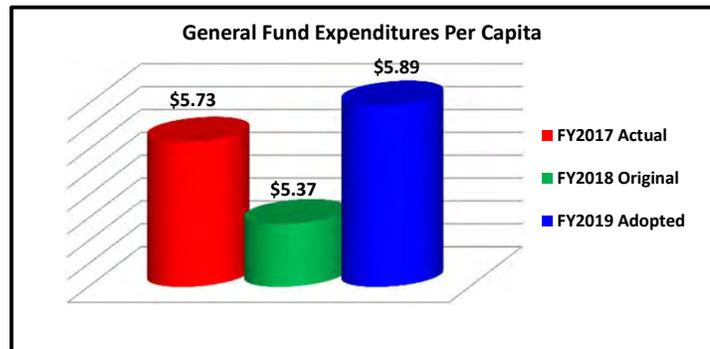
---

# 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.*



## Department Overview

### General Registrar's Office

- Registers all qualified York County residents to vote.
- Complies with federal, state, and local election laws.
- Provides timely and quality service to residents, candidates, news media, and elected officials.
- Increases public awareness of voter registration and absentee voting processes.
- Provides appropriate employee training.
- Assists the Electoral Board with their various responsibilities.

### Electoral Board

- 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.



**York County  
Departmental Budget Documents**

**General Registrar's Office**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	259,473	251,319	255,198
Contractual Services	5,292	6,600	6,570
Internal Services	2,677	2,910	15,573
Other Charges	11,540	10,080	14,300
Materials & Supplies	1,901	2,600	2,550
Capital Outlays	3,155	1,500	-
Total Budgetary Costs	<u>284,038</u>	<u>275,009</u>	<u>294,191</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	245,657	236,257	255,191
State Shared Expenses	38,381	38,752	39,000
Total Revenues	<u>284,038</u>	<u>275,009</u>	<u>294,191</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.50	3.50	3.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Increase in other charges reflects a reallocation of absentee voting expense from the Electoral Board.

**York County  
Departmental Budget Documents**

**Electoral Board**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	12,714	13,576	13,803
Contractual Services	87,294	71,480	87,655
Other Charges	9,547	8,100	8,000
Materials & Supplies	1,464	2,100	2,300
Total Budgetary Costs	<u>111,019</u>	<u>95,256</u>	<u>111,758</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	102,423	86,756	102,758
State Shared Expenses	8,596	8,500	9,000
Total Revenues	<u>111,019</u>	<u>95,256</u>	<u>111,758</u>

**Major Budget Variances**

•The operating budget reflects an increase for auditing services due to a new auditing requirement and a decrease due to reallocation of absentee voting expense to the General Registrar's Office.



**York County  
Departmental Budget Documents**

**Clerk of the Circuit Court**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	870,172	922,598	914,549
Contractual Services	3,344	21,450	21,540
Internal Services	68	50	6,995
Other Charges	8,099	9,940	10,865
Materials & Supplies	12,959	13,050	14,050
Capital Outlays	48,855	-	5,000
Grants & Donations	28,327	-	-
<b>Total Budgetary Costs</b>	<b>971,824</b>	<b>967,088</b>	<b>972,999</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	295,379	371,543	276,999
State Shared Expenses	511,732	468,845	569,000
State Aid & Grants	38,431	11,000	11,000
Permits, Fees, Regulatory Licenses	9,950	9,200	9,000
Charges for Services	106,332	106,500	107,000
Miscellaneous	10,000	-	-
<b>Total Revenues</b>	<b>971,824</b>	<b>967,088</b>	<b>972,999</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	14.00	14.00	14.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. The decrease in personnel reflects two vacancies. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Capital funding is programmed for tables in the multipurpose room and meeting tables within the courthouse.

**York County  
Departmental Budget Documents**

**Commonwealth's Attorney**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	904,739	1,101,218	1,104,308
Contractual Services	29,702	16,185	30,032
Internal Services	-	60	24,919
Other Charges	12,800	11,250	17,641
Materials & Supplies	5,068	9,800	6,200
Capital Outlays	11,297	10,800	-
Total Budgetary Costs	<u>963,606</u>	<u>1,149,313</u>	<u>1,183,100</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	376,313	597,453	628,100
State Shared Expenses	527,875	544,860	548,000
State Aid & Grants	53,548	-	-
Charges for Services	5,870	7,000	7,000
Total Revenues	<u>963,606</u>	<u>1,149,313</u>	<u>1,183,100</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	11.75	12.75	12.75

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- The operating budget reflects an increase in Contractual Services for additional software needed with the addition of an Assistant Commonwealth's Attorney.

- The increase in Other Charges (Personnel development, dues, etc.) reflects the additional costs of the FY18 funded Assistant Commonwealth's Attorney position.

York County  
Departmental Budget Documents

**Victim-Witness Assistance Program**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	161,763	210,836	184,277
Contractual Services	1,449	1,740	2,098
Internal Services	-	100	8,276
Other Charges	7,085	11,431	14,724
Materials & Supplies	3,055	6,708	3,941
Capital Outlays	7,510	1,500	-
Total Budgetary Costs	<u>180,862</u>	<u>232,315</u>	<u>213,316</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	69,929	105,315	83,316
State Aid & Grants	25,738	32,000	30,000
Federal Aid & Grants	85,195	95,000	100,000
Total Revenues	<u>180,862</u>	<u>232,315</u>	<u>213,316</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

York County  
Departmental Budget Documents

**Domestic Violence Program**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	40,671	46,377	48,505
Contractual Services	-	-	531
Other Charges	1,055	1,725	1,665
Materials & Supplies	15	400	400
Total Budgetary Costs	<u>41,741</u>	<u>48,502</u>	<u>51,101</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	14,371	21,502	24,101
Federal Aid & Grants	27,370	27,000	27,000
Total Revenues	<u>41,741</u>	<u>48,502</u>	<u>51,101</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	0.75	0.75	0.75

**Major Budget Variances**

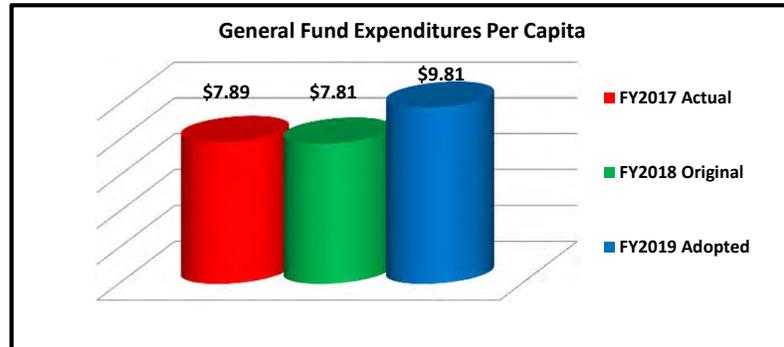
\*Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per full-time employee / \$375 per part-time employee, effective July 1. An increase in health insurance is also programmed.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Other Court - Related Judicial Services



*Other Court-Related Judicial Services encompasses an array of services. Individual division details follow this summary page.*



## Department Overview

### **Circuit Court**

- Promptly hears and decides matters brought before the court, without bias or prejudice, remaining faithful to the law, and not swayed by partisan interests, public clamor or fear of criticism.
- Maintains order, decorum, and civility in proceedings before the court.
- Requires 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.
- Exercises the power of appointment impartially and on the basis of merit.

### **General District Court**

- Accurately prepares and processes all cases filed in the Court in a timely and efficient manner.
- Maintains intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- Maintains an on-site public access terminal and the Internet to allow access to Court records.
- Continually improves the General District Court Web Page and expands access to the Court.
- Investigates 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.

### **Juvenile & Domestic Relations District Court**

- Processes all case papers in an accurate and timely manner, keeps Court records and provides information to the parties involved in a case, to the extent permitted by law.
- Works with and assists all law enforcement agencies, as well as other agencies, in the effective flow of all cases before the Court.
- Continues the commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions.
- Processes money received and transmits to the proper authority.
- Maintains effective and time-efficient scheduling practices.

### **Colonial Group Home Commission**

- Strengthens 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.
- Reviews all discretionary grants and funding opportunities that will allow us to provide fundamental and essential juvenile services in all Commission localities.
- Plans for the ultimate assumption of existing grant services, while at the same time limiting the amount of local revenue needed to do so.
- Works closely with all community based agencies that provide services to adolescents in an attempt to provide a true local continuum of services.
- Administers 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.

### **Magistrate**

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



**York County  
Departmental Budget Documents**

**Circuit Court**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	55,452	77,876	86,446
Contractual Services	9,456	1,000	1,020
Internal Services	11	-	1,634
Other Charges	1,012	4,020	3,420
Materials & Supplies	798	3,200	3,300
Capital Outlays	-	2,200	-
Total Budgetary Costs	<u>66,729</u>	<u>88,296</u>	<u>95,820</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	-665,533	-607,952	-569,180
State Aid & Grants	75,912	54,000	55,000
Federal Aid & Grants	15,509	45,000	-
Fines & Forfeitures	218,828	184,500	215,000
Recovered Costs	422,013	412,748	395,000
Total Revenues	<u>66,729</u>	<u>88,296</u>	<u>95,820</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	1.50	1.50	1.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

York County  
Departmental Budget Documents

**General District Court**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	14,174	17,485	17,515
Internal Services	114	150	152
Other Charges	7,497	8,060	8,000
Materials & Supplies	3,567	2,910	3,550
Capital Outlays	-	5,500	-
Total Budgetary Costs	<u>25,352</u>	<u>34,105</u>	<u>29,217</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	18,105	27,105	22,217
Charges for Services	7,247	7,000	7,000
Total Revenues	<u>25,352</u>	<u>34,105</u>	<u>29,217</u>

**Major Budget Variances**

•There are no significant changes programmed for FY2019.

York County  
Departmental Budget Documents

**Juvenile & Domestic Relations Court**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	3,268	3,475	3,650
Internal Services	692	500	506
Other Charges	9,984	11,175	11,850
Materials & Supplies	2,006	3,100	3,950
Total Budgetary Costs	<u>15,950</u>	<u>18,250</u>	<u>19,956</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	15,950	18,250	19,956
Total Revenues	<u>15,950</u>	<u>18,250</u>	<u>19,956</u>

**Major Budget Variances**

•There are no significant changes programmed for FY2019.

**York County  
Departmental Budget Documents**

**Colonial Group Home Commission**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	435,428	395,398	528,828
Total Budgetary Costs	<u>435,428</u>	<u>395,398</u>	<u>528,828</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	435,428	395,398	528,828
Total Revenues	<u>435,428</u>	<u>395,398</u>	<u>528,828</u>

**Major Budget Variances**

•Increased funding is due to a new funding formula, approved by the regional partners, which considers general population size, the juvenile population size and the average utilization of services.

**York County  
Departmental Budget Documents**

**Magistrate**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	-	750	800
Other Charges	-	25	42
Materials & Supplies	420	1,163	1,158
Total Budgetary Costs	<u>420</u>	<u>1,938</u>	<u>2,000</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	420	1,938	2,000
Total Revenues	<u>420</u>	<u>1,938</u>	<u>2,000</u>

**Major Budget Variances**

---

•There are no significant changes programmed for FY2019.

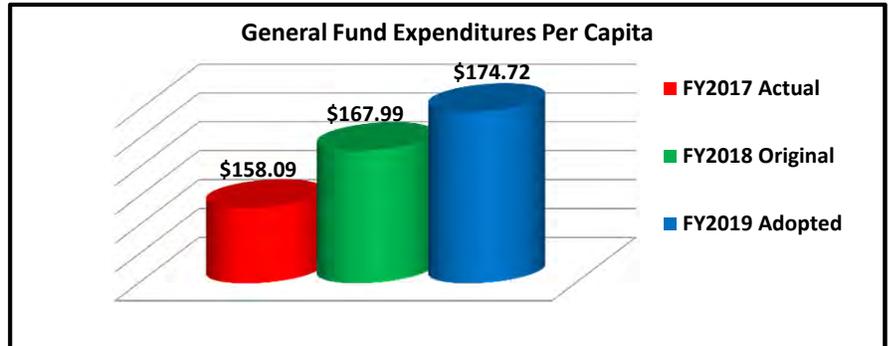
---

# Office of the Sheriff

---



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



## Department Overview

### General Operations

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

### Law Enforcement

- Provides professional and efficient law enforcement services to the residents and businesses of York County.
- Enforces State and local criminal laws and ordinances.
- Enforces State and local motor vehicle laws on the highways and streets of York County.
- Acts as a deterrent to criminal activity by patrolling the County as a visible symbol of law enforcement.
- Maintains 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.
- Maintains a well-trained bicycle team to provide community policing services to residents of York County.
- Maintains and equips a professional Honor Guard to provide services to the residents and participate in community events.

### Investigations

- Provides the residents of York County with a competent and well trained staff of investigators who will investigate thoroughly all major crimes that occur in York County.
- Fosters 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.
- Presents 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.

### Civil Operations/Court Security

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

### School Resource Officers

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

**York County  
Departmental Budget Documents**

**Sheriff - General Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,552,918	1,654,623	1,605,179
Contractual Services	36,816	50,623	65,418
Internal Services	119,037	71,675	124,125
Other Charges	139,171	148,102	178,656
Materials & Supplies	40,345	51,781	58,410
Leases & Rentals	1,870	3,960	5,940
Capital Outlays	34,464	14,231	7,100
Grants & Donations	117,405	-	-
<b>Total Budgetary Costs</b>	<b>2,042,026</b>	<b>1,994,995</b>	<b>2,044,828</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	656,253	907,165	880,904
State Shared Expenses	606,472	637,030	655,924
State Aid & Grants	145,939	-	-
Federal Aid & Grants	108,621	-	-
Transfer From Other Funds	317,677	346,000	349,000
Charges for Services	160,610	103,600	158,000
Miscellaneous	18,395	-	-
Recovered Costs	28,059	1,200	1,000
<b>Total Revenues</b>	<b>2,042,026</b>	<b>1,994,995</b>	<b>2,044,828</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	15.50	18.50	18.50

**Major Budget Variances**

- A decrease in funding in personnel reflects staff retirements.
- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- Overall increase in funding in other charges is due to an increase in the Line of Duty coverage.
- Operating increases are also attributable to an increase in maintenance service contracts.
- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Sheriff - Law Enforcement**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	4,249,412	4,640,864	4,713,099
Contractual Services	70,828	139,134	103,380
Internal Services	662,680	661,790	762,352
Other Charges	59,396	73,340	80,660
Materials & Supplies	137,244	290,232	301,874
Capital Outlays	114,122	125,200	217,735
Grants & Donations	26,961	-	-
<b>Total Budgetary Costs</b>	<b>5,320,643</b>	<b>5,930,560</b>	<b>6,179,100</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	4,461,575	5,029,119	5,250,526
State Shared Expenses	854,868	897,941	924,574
Fines & Forfeitures	4,200	3,500	4,000
<b>Total Revenues</b>	<b>5,320,643</b>	<b>5,930,560</b>	<b>6,179,100</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	57.00	57.00	59.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Personnel and non-personnel expenditures also includes funding for 2 new deputy positions.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Operating increases are attributable to an increase in vehicle maintenance .

- Capital funding is programmed for the routine replacement of vehicles and vehicle equipment.

**York County  
Departmental Budget Documents**

**Sheriff - Investigations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,505,337	1,527,330	1,523,985
Contractual Services	18,974	35,355	43,121
Internal Services	118,448	126,690	174,167
Other Charges	33,505	34,435	36,560
Materials & Supplies	21,832	28,768	30,483
Capital Outlays	15,058	9,000	4,100
Total Budgetary Costs	<u>1,713,154</u>	<u>1,761,578</u>	<u>1,812,416</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,279,663	1,306,244	1,343,578
State Shared Expenses	433,491	455,334	468,838
Total Revenues	<u>1,713,154</u>	<u>1,761,578</u>	<u>1,812,416</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	16.00	15.00	16.00

**Major Budget Variances**

- An increase in a full-time position is due to the temporary reallocation of a deputy position from the patrol division.
- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- Operating budget increases are attributable to an increase in maintenance contracts and vehicle maintenance.
- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.
- Capital funding is provided for the replacement of specialized equipment for investigators.

**York County  
Departmental Budget Documents**

**Sheriff - Civil Operations/Court Security**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,272,704	1,302,641	1,374,195
Contractual Services	9,744	16,171	11,812
Internal Services	18,953	23,594	38,617
Other Charges	3,437	8,500	12,600
Materials & Supplies	10,831	25,002	32,400
Leases & Rentals	1,562	1,980	-
Capital Outlays	1,500	3,000	-
<b>Total Budgetary Costs</b>	<b>1,318,731</b>	<b>1,380,888</b>	<b>1,469,624</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	885,464	946,934	1,011,211
State Shared Expenses	303,654	318,954	328,413
Permits, Fees, Regulatory Licenses	20,861	10,000	20,000
Fines & Forfeitures	108,752	105,000	110,000
<b>Total Revenues</b>	<b>1,318,731</b>	<b>1,380,888</b>	<b>1,469,624</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	18.00	18.00	18.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Funding is provided in other charges for additional training due to new Virginia Department of Criminal Justice Services regulation changes.

•Increased funding is provided in materials and supplies for police supplies, uniforms, protective clothing and ammunition.

**York County  
Departmental Budget Documents**

**Sheriff - School Resource Officers**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	435,301	441,563	455,911
Internal Services	51,040	53,969	58,282
Other Charges	3,604	4,885	12,400
Materials & Supplies	3,340	4,117	3,588
Capital Outlays	2,883	-	-
Total Budgetary Costs	<u>496,168</u>	<u>504,534</u>	<u>530,181</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	333,864	334,052	354,643
State Shared Expenses	162,304	170,482	175,538
Total Revenues	<u>496,168</u>	<u>504,534</u>	<u>530,181</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	5.00	5.00	5.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

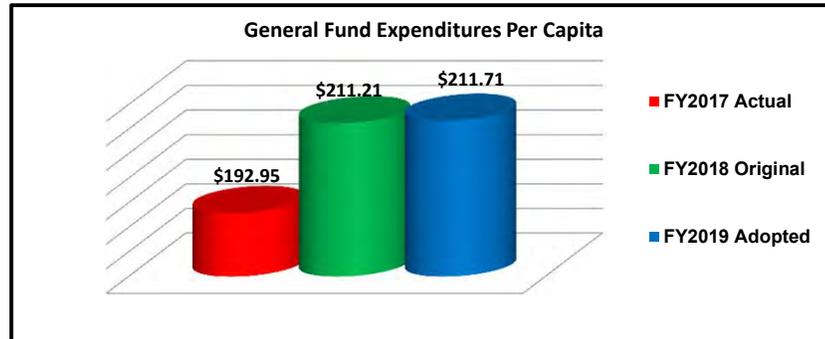
•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

# 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.*

## Department Overview



## Administration

- Ensures that the public has a mechanism to report an emergency, provides a quick, effective fire/rescue response, and aids the public to the extent necessary to assist them in coping with and/or overcoming an emergency crisis. Evaluates community risks and department's capabilities/service delivery to ensure optimum emergency prevention and response and recovery.
- Develops the strategic actions and ensure their implementation through the various departmental functional activities, divisions, offices and bureaus, etc.
- Manages all administrative aspects of the department's operations. Additionally, uniformed staff have incident oversight and command responsibility.
- Ensures that an effective fire and life safety system is in place and is managed effectively, efficiently and with quality customer service.
- Coordinates, develops, exercises, and implements, as required, a comprehensive emergency management system that includes mitigation, preparedness, response, and recovery.

## Fire & Rescue Operations

- Responds immediately to, and effectively mitigates, emergency incidents.
- Minimizes loss of life, injury, illness, and property damage resulting from emergency events.
- Conducts services in a courteous, competent and professional manner.
- Provides effective fire and injury education programs throughout the community.



## Technical Services & Special Operations

- Coordinates and/or delivers 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.
- Manages a comprehensive logistics program to include department facilities, apparatus, equipment, systems and supplies.
- Maintains and develops cooperative efforts with other response partners in the region, as appropriate.
- Coordinates 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.
- Provides emergency operations center and incident command support.

## Prevention & Community Safety

- Enforces 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; conducts fire code inspections of buildings within the County.
- Conducts investigations of fires to determine origin and cause.
- Provides fire/injury prevention and life safety education programs to a variety of age groups and businesses in the County; provides fire safety educational information for high school seniors as they transition to college and/or the workforce. Conducts the Risk Watch program for all 2nd grade classes.
- Provides intervention and direction for children identified as juvenile fire setters and their parents.
- Coordinates the County's Child Seat Awareness Restraint and Education program "CARE."
- Coordinates the York County CERT program in collaboration with the Office of Emergency Management.

## Support Services

- Manages, coordinates and/or delivers a comprehensive professional development/training program.
- Administers the department's EMS system to include training, licensure, quality control and protocol adherence.
- Researches and evaluates operational practices, makes recommendations for the improvement or modification of such and develops related training programs.
- Coordinates with Fire and Rescue Operations to be ensure the effective delivery of EMS response services.
- Manages the EMS Transport Cost Recovery Program.

## Animal Services

- Responds to requests to control wild, domestic, and companion animals posing a threat to the health, safety and welfare of County residents and visitors.
- Promotes the humane treatment of animals, and the prevention of cruelty and harassment.
- Checks and verifies current animal licenses and rabies certificates.
- Issues summons or warrants when applicable for violations of State animal control laws and local animal control ordinances and regulations.
- Collects unlicensed, stray, ill, injured, or dangerous animals and transports them to a humane shelter or veterinarian as appropriate.
- Educates the public on health and welfare, life safety, the obligations of animal ownership, and other issues involving animal control.

## Emergency Management

- Actively works towards sustained actions to reduce or eliminate long-term risk to people and property from hazards and their effects.
- Plans, trains, and exercises County resources for efficient and effective preparation for, response to and recovery from emergencies and disasters. Establishes and maintains a program of public awareness to enhance public self-sufficiency in disasters.
- Coordinates 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.
- Coordinates 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.

**York County  
Departmental Budget Documents**

**Fire & Life Safety - Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	196,454	205,869	414,641
Contractual Services	2,999	2,420	3,320
Internal Services	7,653	8,921	14,290
Other Charges	94,940	95,833	122,694
Materials & Supplies	4,044	1,361	1,361
Capital Outlays	2,900	-	-
Total Budgetary Costs	<u>308,990</u>	<u>314,404</u>	<u>556,306</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	308,990	314,404	556,306
Total Revenues	<u>308,990</u>	<u>314,404</u>	<u>556,306</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	1.50	1.50	4.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Increased funding for Other Charges reflects an increase to Line of Duty coverage.

**York County  
Departmental Budget Documents**

**Fire & Life Safety - Fire & Rescue Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	10,497,904	11,138,757	10,959,485
Contractual Services	199,781	223,123	153,090
Internal Services	585,615	593,290	706,639
Other Charges	29,803	30,659	17,624
Materials & Supplies	201,336	236,275	171,089
Capital Outlays	3,460	28,375	16,500
Grants & Donations	110,150	215,000	10,000
Insurance Recovery	6,950	-	-
<b>Total Budgetary Costs</b>	<b>11,634,999</b>	<b>12,465,479</b>	<b>12,034,427</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	9,875,627	10,930,479	10,634,427
State Aid & Grants	400,974	275,000	-
Federal Aid & Grants	15,004	-	-
Fines & Forfeitures	10	-	-
Charges for Services	1,335,318	1,260,000	1,400,000
Miscellaneous	8,066	-	-
<b>Total Revenues</b>	<b>11,634,999</b>	<b>12,465,479</b>	<b>12,034,427</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	130.00	133.50	133.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Operating costs reflect a reallocation of expenses among Fire & Life Safety to better identify costs with appropriate divisions.

**York County  
Departmental Budget Documents**

**Fire & Life Safety - Technical Services & Special Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	380,589	510,743	345,690
Contractual Services	2,673	3,425	16,435
Internal Services	21,412	25,180	32,918
Other Charges	14,061	13,705	3,673
Materials & Supplies	11,625	13,150	66,958
Capital Outlays	2,108	1,750	-
Grants & Donations	-	60,000	-
<b>Total Budgetary Costs</b>	<b>432,468</b>	<b>627,953</b>	<b>465,674</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	432,468	627,953	465,674
<b>Total Revenues</b>	<b>432,468</b>	<b>627,953</b>	<b>465,674</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.00	4.00	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Operating costs reflect a reallocation of expenses among Fire & Life Safety to better identify costs with appropriate divisions.

**York County  
Departmental Budget Documents**

**Fire & Life Safety - Prevention & Community Safety**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	246,407	302,418	347,386
Contractual Services	1,026	2,290	1,800
Internal Services	16,457	19,845	24,554
Other Charges	2,066	2,758	4,300
Materials & Supplies	6,283	7,128	8,637
Capital Outlays	1,403	-	-
Total Budgetary Costs	<u>273,642</u>	<u>334,439</u>	<u>386,677</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	273,642	334,439	386,677
Total Revenues	<u>273,642</u>	<u>334,439</u>	<u>386,677</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

York County  
Departmental Budget Documents

**Fire & Life Safety - Support Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	289,117
Contractual Services	-	-	70,805
Other Charges	-	-	30,174
Materials & Supplies	-	-	70,068
Total Budgetary Costs	-	-	460,164

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	-	-	460,164
Total Revenues	-	-	460,164

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	-	-	3.00

**Major Budget Variances**

- The newly established division of Fire & Life Safety - Support Services will identify the expenses related to the comprehensive development & training needs of our FLS professionals.
- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

York County  
Departmental Budget Documents

**Fire & Life Safety - Animal Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	164,117	168,522	171,790
Contractual Services	278,432	216,976	210,867
Internal Services	16,651	22,546	22,659
Other Charges	2,915	4,573	4,494
Materials & Supplies	1,692	2,471	3,824
Total Budgetary Costs	<u>463,807</u>	<u>415,088</u>	<u>413,634</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	418,608	371,588	363,634
State Aid & Grants	1,538	-	-
Permits, Fees, Regulatory Licenses	43,361	43,000	50,000
Fines & Forfeitures	300	500	-
Total Revenues	<u>463,807</u>	<u>415,088</u>	<u>413,634</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	2.00	2.00	2.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Fire & Life Safety - Emergency Management**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	139,612	326,897	189,223
Contractual Services	13,479	13,893	13,717
Internal Services	9,823	19,255	33,926
Other Charges	3,072	3,781	5,765
Materials & Supplies	92	300	200
Capital Outlays	1,869	3,500	-
Grants & Donations	10,224	25,000	25,000
<b>Total Budgetary Costs</b>	<b>178,171</b>	<b>392,626</b>	<b>267,831</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	178,171	392,626	267,831
<b>Total Revenues</b>	<b>178,171</b>	<b>392,626</b>	<b>267,831</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	2.50	2.50	1.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•An organizational restructuring created the new division of Support Services within the Fire & Life Safety Department (FLS). This allowed the merging of similar functions and resulted in the shifting of several positions to other FLS divisions. In total, the Fire & Life Safety Department grew by 4 positions for FY19.

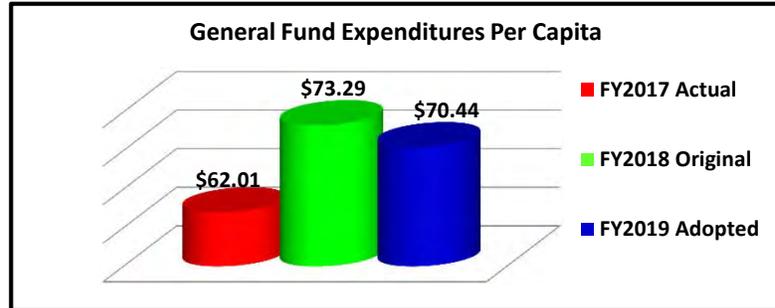
•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Operating costs reflect a reallocation of expenses among Fire & Life Safety to better identify costs with appropriate divisions.

# Emergency Communications & Radio Maintenance



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



## Department Overview

### Emergency Communications

- Answers calls including wireless E-911 calls using Enhanced 911 System and dispatches personnel/equipment to emergency and non-emergency scenes using numerous radio systems and Computer Aided Dispatch (CAD) System.
- Answers and processes all calls received from emergency cellular call boxes; all after-hour calls for County services and dispatches appropriate on-call workers; responds to Surry and National Warning Systems Instaphones; provides pre-arrival emergency medical instructions.
- Monitors intrusion/fire alarms for County buildings, receives and dispatches intrusion and fire alarms received from central stations for commercial businesses/private residences.

### Regional Radio

- Manages resources relative to maintaining critical County communications, alarm, and emergency warning device infrastructure.
- Performs installation, service, maintenance, and removal of two-way radios, cellular telephones, alarm systems, and visual and audible warning systems.
- Oversees all installation, maintenance and service of visual and audible warning systems.

### "HEADS UP" Program



***The York Poquoson Williamsburg 911 Center has a special program which provides emergency response personnel with information related to pre-existing conditions or situations present at emergency scenes.***

***The program is called "Heads Up" symbolizing the call to action for emergency responders. The information provided, makes sure the first to the scene have been alerted and are mindful of the special conditions or situations they may face when called into action.***

**York County  
Departmental Budget Documents**

**Emergency Communications**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	2,620,301	2,982,814	3,060,359
Contractual Services	253,909	563,948	239,395
Internal Services	16,845	18,550	70,156
Other Charges	155,724	151,123	155,506
Materials & Supplies	20,553	22,395	18,095
Capital Outlays	7,693	5,900	-
Grants & Donations	2,000	-	-
<b>Total Budgetary Costs</b>	<b>3,077,025</b>	<b>3,744,730</b>	<b>3,543,511</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,603,630	2,255,681	2,030,798
State Shared Expenses	168,937	177,449	182,713
State Aid & Grants	282,458	280,000	280,000
Transfer From Other Funds	99,000	99,000	99,000
Recovered Costs	923,000	932,600	951,000
<b>Total Revenues</b>	<b>3,077,025</b>	<b>3,744,730</b>	<b>3,543,511</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	43.50	45.50	45.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Funding reflects a reallocation of 0.50 full-time equivalent to the Regional Radio Fund.

•A decrease is programmed in contractual services due to the one-time expenditure in FY2018 for maintenance of the Computer Aided Dispatch (CAD) system.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

York County  
Departmental Budget Documents

**Radio Maintenance**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	137,557	173,425	173,425
Materials & Supplies	13,881	36,000	20,000
Leases & Rentals	35,644	35,644	35,644
Transfers to Other Funds	1,007,931	1,059,114	1,080,296
Total Budgetary Costs	<u>1,195,013</u>	<u>1,304,183</u>	<u>1,309,365</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	976,176	1,099,183	1,089,365
Use of Money & Property	218,837	205,000	220,000
Total Revenues	<u>1,195,013</u>	<u>1,304,183</u>	<u>1,309,365</u>

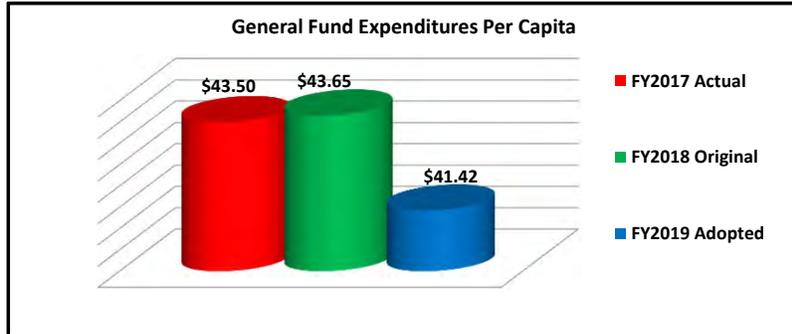
**Major Budget Variances**

•There are no overall significant changes in the budget programmed for FY2019.

# 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.*



## Department Overview

### Adult Corrections

- Reviews the billing statements provided by the Virginia Peninsula Regional Jail for accuracy.
- Prepares and processes bills in a timely manner for monthly payment.

### Juvenile Corrections

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

## Virginia Peninsula Regional Jail



### Virginia Peninsula Regional Jail

Serving York County, James City County, & the Cities of Williamsburg and Poquoson.

### Colonial Community Corrections

#### Mission Statement:

To enhance public safety, empower our clients, and improve the quality of our community by providing judicial alternatives to adult incarceration, transitional services, and criminal justice planning to the localities we serve.



#### *Mission Statement*

*The Virginia Department of Juvenile Justice protects the public by preparing court-involved youth to be successful citizens.*

#### *Vision Statement*

*The Virginia Department of Juvenile Justice is committed to excellence in public safety by providing effective interventions that improve the lives of youth, strengthening both families and communities within the Commonwealth.*

**York County  
Departmental Budget Documents**

**Adult Corrections**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	2,613,613	2,584,589	2,470,844
Grants & Donations	3,356	-	-
Total Budgetary Costs	<u>2,616,969</u>	<u>2,584,589</u>	<u>2,470,844</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	2,616,969	2,584,589	2,470,844
Total Revenues	<u>2,616,969</u>	<u>2,584,589</u>	<u>2,470,844</u>

**Major Budget Variances**

•Level funding is provided to the Regional Jail based on the average percentage of the prisoner population on a rolling 5-year basis.

**York County  
Departmental Budget Documents**

**Juvenile Corrections**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	368,573	410,000	370,743
Other Charges	1,209	1,800	1,150
Materials & Supplies	1,145	1,450	1,500
Leases & Rentals	8,625	9,360	9,360
Total Budgetary Costs	<u>379,552</u>	<u>422,610</u>	<u>382,753</u>

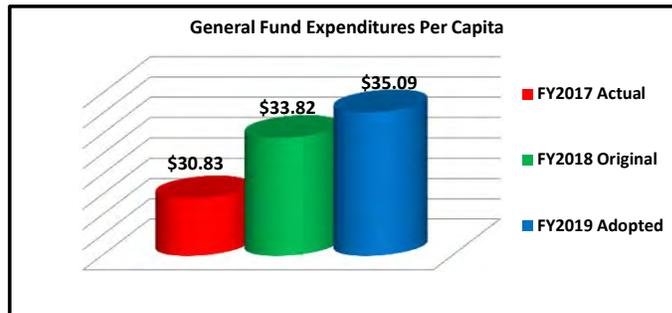
<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	376,196	422,610	382,753
Federal Aid & Grants	3,356	-	-
Total Revenues	<u>379,552</u>	<u>422,610</u>	<u>382,753</u>

**Major Budget Variances**

•The reduction in Contractual Services is due to a reduced request for funding from the Middle Peninsula Juvenile Detention Commission. Their calculation is based upon York County's average use of the Merrimac Center services for the previous five years.

# Planning & Development Services

*This department is responsible for managing the development process, zoning codes compliance in the County as well as issuing all building construction permits and conducting inspections. Individual division details follow this summary page.*



## Department Overview

### Administration

- Provides quality, cost-effective administrative support for Planning and Development Services.
- Develops strategic actions and ensures their implementation through the various departmental functional activities, divisions, commissions and boards.

### Building Regulation

- Improves customer service through improvements in information technology.
- Provides comments and code requirements to builders, developers and residents of the County that are clearly defined and timely.
- Strives to improve rating of the Building Code Effectiveness Grading Classification.
- Conducts inspections within 24 hours on all buildings within the jurisdiction under construction and buildings hazardous to the public.
- Maintains proficiency in the application and understanding of the 2012 State adopted building codes.
- Conducts periodic training sessions with inspection personnel.

### Board of Zoning/Subdivision Appeals

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

### Development Services

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

### Planning

- Promotes harmonious relationships among the built environment, the natural environment, and those who inhabit them.
- Maintains an up-to-date Comprehensive Plan and Zoning Ordinance for the County as mandated by the Code of Virginia.
- Provides accurate and timely demographic and economic data and projections to staff and line agencies, boards, commissions, the School Division, and the general public.
- Provides staff services to the Board of Supervisors, Planning Commission, Transportation Safety Commission, Historic Triangle Bicycle Advisory Committee, Historic Yorktown Design Committee, School Division, County Administrator, and other staff and line agencies, boards, and commissions.
- Encourages safer motor vehicle operation as well as bicycle and pedestrian circulation, improve roadway design safety and strengthen laws to promote transportation safety.
- Funds 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.
- Undertakes and funds regional studies, analyses, and projects.
- Participates in the Historic Triangle Bicycle Advisory Committee (HTBAC), Regional Planning Partnership, and other regional bodies/entities.

### Planning Commission

- Reviews, conducts public hearings, and makes recommendations to the Board on applications for rezoning, Special Use Permits, Planned Developments, and Special Exceptions.
- Develops and recommends programs and ordinances to implement the Comprehensive Plan elements.
- Develops and makes recommendations for revision of the Comprehensive Plan elements as needed.



## Planning & Development Services - Administration

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	281,007
Other Charges	-	-	4,732
Materials & Supplies	-	-	1,410
Capital Outlays	-	-	1,000
Total Budgetary Costs	-	-	288,149

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	-	-	288,149
Total Revenues	-	-	288,149

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	-	-	2.00

### Major Budget Variances

•The Planning & Development Services - Administration division is new for fiscal year 2019. Funding is included for 2 full-time equivalent management members that develop strategic actions and ensure their implementation through the various departmental functional activities, divisions, commissions and boards. The 2 management members were re-allocated from the development services and planning divisions.

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

**York County  
Departmental Budget Documents**

**Planning & Development Services - Building Regulation**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	799,410	888,233	918,371
Contractual Services	8,345	16,500	14,350
Internal Services	41,382	39,890	64,004
Other Charges	15,582	21,050	20,550
Materials & Supplies	8,449	8,800	8,450
Capital Outlays	2,400	5,800	-
Total Budgetary Costs	<u>875,568</u>	<u>980,273</u>	<u>1,025,725</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	393,789	383,373	430,725
Permits, Fees, Regulatory Licenses	481,779	596,900	595,000
Total Revenues	<u>875,568</u>	<u>980,273</u>	<u>1,025,725</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	13.00	13.00	13.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per full-time employee / \$375 per part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**Planning & Development Services - Board of Zoning/Subdivision Appeals**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	151	1,500	1,615
Contractual Services	366	2,208	1,400
Other Charges	-	600	1,100
Total Budgetary Costs	<u>517</u>	<u>4,308</u>	<u>4,115</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	517	4,308	4,115
Total Revenues	<u>517</u>	<u>4,308</u>	<u>4,115</u>

**Major Budget Variances**

•There are no significant changes programmed for FY2019.

**York County  
Departmental Budget Documents**

**Planning & Development Services - Development Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	697,522	770,408	668,872
Contractual Services	14,853	30,881	24,905
Internal Services	11,100	9,682	31,969
Other Charges	6,071	10,625	11,102
Materials & Supplies	4,277	6,175	8,520
Capital Outlays	760	3,600	3,450
Total Budgetary Costs	<u>734,583</u>	<u>831,371</u>	<u>748,818</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	713,534	816,471	722,818
Permits, Fees, Regulatory Licenses	21,049	14,900	26,000
Total Revenues	<u>734,583</u>	<u>831,371</u>	<u>748,818</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	9.00	9.00	8.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Overall funding for personnel has decreased due to the reallocation of 1.0 full-time equivalent to Planning & Development Services - Administration.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Planning & Development Services - Planning**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	430,237	420,156	241,178
Contractual Services	55,920	57,773	66,044
Internal Services	704	1,050	6,161
Other Charges	3,032	4,037	2,441
Materials & Supplies	3,042	3,180	3,345
Capital Outlays	50	1,700	-
Total Budgetary Costs	<u>492,985</u>	<u>487,896</u>	<u>319,169</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	492,985	487,896	319,169
Total Revenues	<u>492,985</u>	<u>487,896</u>	<u>319,169</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.25	4.25	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Overall personnel is down due to the retirement of a long-time County employee and the reallocation of 1.25 full time equivalent.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Contractual services includes increased funding for maintenance service contracts.

**York County  
Departmental Budget Documents**

**Planning & Development Services - Planning Commission**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	6,028	8,612	8,612
Contractual Services	12,592	15,000	20,000
Other Charges	1,598	2,200	2,320
Materials & Supplies	-	100	100
Total Budgetary Costs	<u>20,218</u>	<u>25,912</u>	<u>31,032</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	8,973	15,912	21,032
Permits, Fees, Regulatory Licenses	11,245	10,000	10,000
Total Revenues	<u>20,218</u>	<u>25,912</u>	<u>31,032</u>

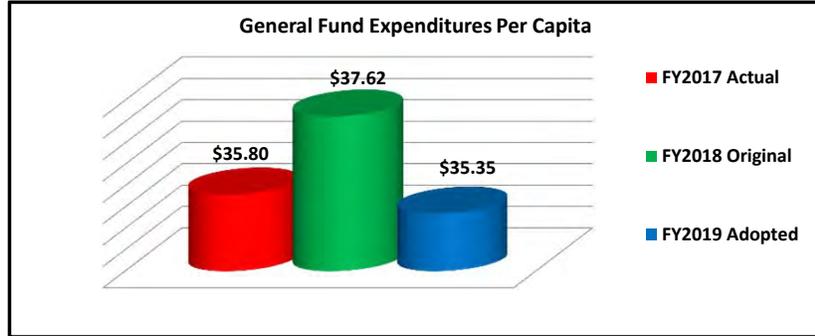
**Major Budget Variances**

•Contractual services includes increased funding for advertising in anticipation of the 5-yr Comprehensive Plan review.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Department of Finance

To provide high quality services in an efficient and effective manner through quality leadership and oversight of the divisions of Accounting & Financial Reporting, Budget, Fiscal Accounting Services and Purchasing.



## Department Overview

### Finance

- Ensures that the County receives and maintains a high credit rating from the bond rating agencies.
- Ensures effective internal controls are in place and performs continuous monitoring to ensure compliance with laws and regulations.
- Ensures financial compliance with accounting and auditing standards.

### Accounting & Financial Reporting

- Provides financial information to meet the needs and legal requirements of management, financial institutions and residents in an efficient and effective manner.

### Budget

- Provides information to allow for informed decisions concerning the allocation of available resources to deliver goods and services to meet demands of the County residents in an efficient and effective manner.

### Fiscal Accounting Services

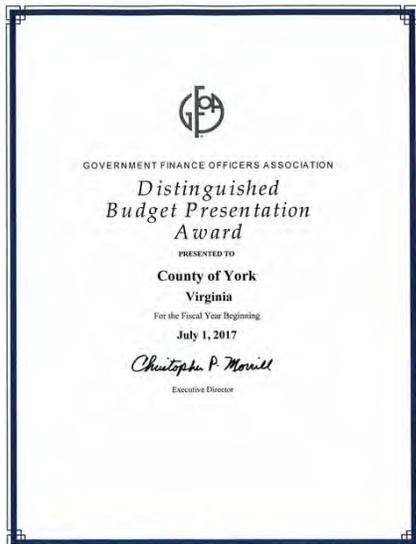
- Promotes accountability, innovation and excellence in providing services to internal and external customers.
- Balances the benefits and the costs of providing services to customers.
- Provides efficient and effective billing services to our sewer maintenance and solid waste customers.
- Maximizes federal and state monetary assistance with natural or man-made disasters to help protect the physical and environmental heritage of the County.

### Central Purchasing

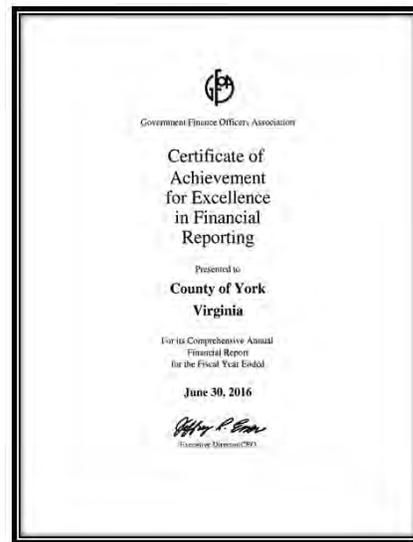
- Procures goods and services in the most efficient and timely manner, while at the most economical cost to the County.
- Provides for the effective disposal of surplus County property.

### Central Insurance

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



York has received the GFOA's Distinguished Budget Award for 14 consecutive years!



York has received the GFOA's Certificate of Excellence in Financial Reporting for 31 consecutive years!

**York County  
Departmental Budget Documents**

**Finance Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	189,591	245,927	250,589
Contractual Services	1,961	2,100	58,100
Internal Services	484	688	4,694
Other Charges	1,850	4,210	8,050
Materials & Supplies	1,185	2,300	8,200
Leases & Rentals	3,996	4,200	8,400
Capital Outlays	1,660	-	-
<b>Total Budgetary Costs</b>	<b>200,727</b>	<b>259,425</b>	<b>338,033</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	-30,240	23,525	100,033
Fiscal Agent Fees & Administration	230,967	235,900	238,000
<b>Total Revenues</b>	<b>200,727</b>	<b>259,425</b>	<b>338,033</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	2.25	2.25	2.25

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Overall operating increases are attributable to a reallocation of contractual expenditures from the Central Administration Division.

**York County  
Departmental Budget Documents**

**Accounting & Financial Reporting**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	336,439	355,713	357,753
Contractual Services	-	20	500
Internal Services	2,009	2,194	6,636
Other Charges	2,393	3,595	5,575
Materials & Supplies	1,420	2,700	2,500
Capital Outlays	1,660	1,695	-
Total Budgetary Costs	<u>343,921</u>	<u>365,917</u>	<u>372,964</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	343,921	365,917	372,964
Total Revenues	<u>343,921</u>	<u>365,917</u>	<u>372,964</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Budget**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	288,139	355,367	341,311
Contractual Services	4,969	29,500	35,400
Internal Services	1,913	2,194	6,178
Other Charges	4,556	3,425	8,575
Materials & Supplies	1,887	3,100	3,600
Capital Outlays	-	2,085	-
Total Budgetary Costs	<u>301,464</u>	<u>395,671</u>	<u>395,064</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	293,710	389,671	385,064
Charges for Services	7,754	6,000	10,000
Total Revenues	<u>301,464</u>	<u>395,671</u>	<u>395,064</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- The overall personnel decrease is attributable to staff turnover.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- The operating budget reflects an ongoing maintenance service contract for budgeting software.

**York County  
Departmental Budget Documents**

**Fiscal Accounting Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	632,846	665,449	652,106
Contractual Services	4,421	4,637	13,030
Internal Services	23,257	24,316	30,486
Other Charges	4,295	9,854	12,460
Materials & Supplies	5,138	6,300	7,000
Leases & Rentals	-	-	10,740
Capital Outlays	6,257	8,050	15,670
Total Budgetary Costs	<u>676,214</u>	<u>718,606</u>	<u>741,492</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	673,589	715,606	738,492
Charges for Services	2,625	3,000	3,000
Total Revenues	<u>676,214</u>	<u>718,606</u>	<u>741,492</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	10.00	10.00	9.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Overall funding for personnel decreased due to the reallocation of the Risk Manager position to the Workers Compensation Fund.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- The increase in the operating budget is due to the reallocation of certain expenses from Central Administration Services.

- Capital funding is included for the replacement of 9 Automated External Defibrillators (AEDs) and 24 pads/batteries for the AEDs. The AEDs are located in various County buildings.

**York County  
Departmental Budget Documents**

**Central Purchasing**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	388,914	410,229	423,689
Contractual Services	1,244	3,925	2,300
Internal Services	1,838	1,899	10,871
Other Charges	4,255	4,840	10,160
Materials & Supplies	3,255	2,530	3,140
Capital Outlays	3,277	1,400	-
Total Budgetary Costs	<u>402,783</u>	<u>424,823</u>	<u>450,160</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	374,903	396,823	400,160
Miscellaneous	27,880	28,000	50,000
Total Revenues	<u>402,783</u>	<u>424,823</u>	<u>450,160</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	5.00	5.00	5.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Increased funding is programmed for personnel development.

York County  
Departmental Budget Documents

**Central Administration Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	170,490	310,240	-
Internal Services	-22,509	-23,110	-
Other Charges	-31,973	-39,160	-
Materials & Supplies	9,590	14,070	-
Leases & Rentals	14,184	14,240	-
Capital Outlays	7,500	-	-
Total Budgetary Costs	<u>147,282</u>	<u>276,280</u>	<u>-</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	147,282	276,280	-
Total Revenues	<u>147,282</u>	<u>276,280</u>	<u>-</u>

**Major Budget Variances**

\*Expenses reallocated to other divisions due to the elimination of Central Administration Services.

York County  
Departmental Budget Documents

**Central Insurance**

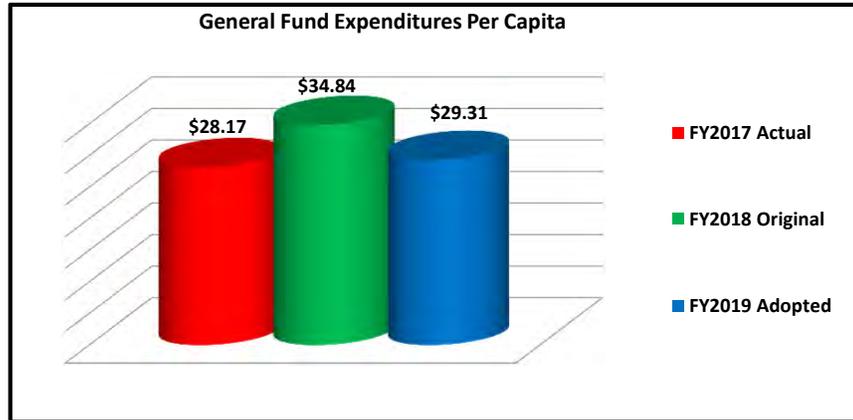
<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	8,664	8,665	8,800
Other Charges	384,954	142,529	128,811
Total Budgetary Costs	<u>393,618</u>	<u>151,194</u>	<u>137,611</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	393,618	151,194	137,611
Total Revenues	<u>393,618</u>	<u>151,194</u>	<u>137,611</u>

# Department of Information Technology



*Provides the technology to support the efficient operation of County government and to make government information accessible to its residents.*



## Department Overview

### Information Technology

- Coordinates 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.
- Maintains and operates the County's Financial system (BAI on a IBM Power 7).
- Provides computing support necessary for all financial functions to Fiscal Accounting Services, School Board, Colonial Behavioral Health, Purchasing, and Social Services.
- Administers and operates the County's wide-area network electronically connecting all departments, fire stations, School Board Office, Constitutional offices, County Administration and Courts.
- Assists in the identification, testing, procurement, and disposition of all computer software and software licenses throughout County government; performs strategic planning of County technology needs in support of future programs and services.
- Provides quality equipment and effective maintenance program to ensure mission accomplishment and excellent customer service and to protect County resources.
- Makes County information electronically available to its residents.
- Maintains the hardware, software, and telecommunications links required within the County.
- Awards all Capital Improvement Program projects in year of appropriation, completes projects within budget and on schedule, and financially closes all projects within 120 days of completion.

**Tyler Munis is York County's new web-based enterprise resource planning (ERP) financial system. The ERP system integrates and manages core functions such as finances, purchasing, accounts payable, payroll, and human services. Munis is replacing the AS400/Client Access system that the County uses for financial information. It is being implemented in 3 to 4 phases. The first phase, Financials, is scheduled to go live July 2018. The second phase, Payroll and Human Resources, is scheduled to go live Q3 or Q4 of calendar year 2019.**



**York County  
Departmental Budget Documents**

**Information Technology**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,480,928	1,751,751	1,910,644
Contractual Services	171,848	216,264	320
Internal Services	11,433	12,452	76,710
Other Charges	251,279	270,761	21,125
Materials & Supplies	20,529	18,150	10,150
Capital Outlays	4,494	130,807	-
Total Budgetary Costs	<u>1,940,511</u>	<u>2,400,185</u>	<u>2,018,949</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,907,490	2,368,485	1,985,949
Use of Money & Property	28,097	28,000	28,000
Charges for Services	4,924	3,700	5,000
Total Revenues	<u>1,940,511</u>	<u>2,400,185</u>	<u>2,018,949</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	19.50	19.50	20.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Funding is provided for a new Administrative Coordinator position.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units. As a result, expenses have been reallocated from this division to the applicable departments.

•Overall operating decreases are attributable to reallocating certain expenditures to a newly established Information Technology Fund.

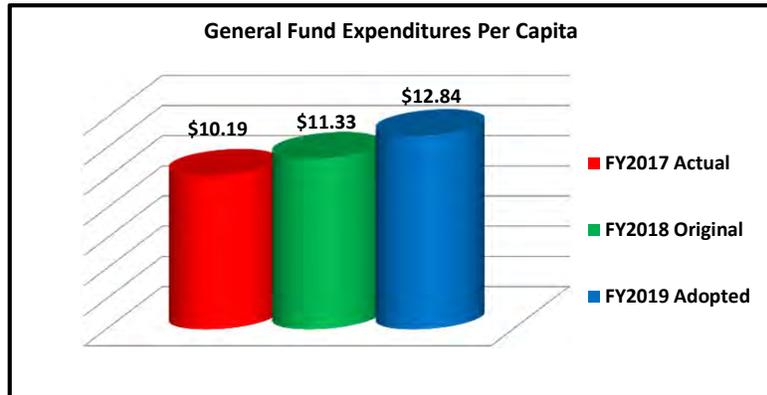
---

# Department of Human Resources

---



*To serve as a strategic partner supporting the County as an employer of choice by providing quality human resource services to attract, develop, sustain, inspire, and retain a diverse and qualified workforce within a supportive work environment.*



## Department Overview

### Human Resources

- Develops and maintains the County's personnel policies and procedures.
- Enhances communications pertaining to new and current benefit programs.
- Administers the compensation plan, benefits (retirement, health insurance, deferred compensation, life insurance), safety, and drug and alcohol testing programs for the County.
- Assists departments, agencies, and Constitutional Officers with policy issues.
- Creates a more efficient hiring method that is convenient for our new employees and their supervisors.
- Targets specific training needs and implements a well-rounded training plan that will help employee growth and development.



**York County  
Departmental Budget Documents**

**Human Resources**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	586,340	616,462	709,649
Contractual Services	45,573	54,093	55,887
Internal Services	1,953	2,079	15,140
Other Charges	60,191	99,676	99,381
Materials & Supplies	3,453	4,500	4,350
Capital Outlays	4,792	3,400	-
Total Budgetary Costs	<u>702,302</u>	<u>780,210</u>	<u>884,407</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	702,302	780,210	884,407
Total Revenues	<u>702,302</u>	<u>780,210</u>	<u>884,407</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	6.50	6.50	7.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Personnel includes funding to increase Administrative Assistant II position from .50 full-time equivalent to 1.00 full-time equivalent.



**York County  
Departmental Budget Documents**

**Commissioner of the Revenue**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	993,180	1,138,980	1,160,641
Contractual Services	18,061	24,079	25,200
Internal Services	17,870	20,652	35,939
Other Charges	20,564	26,945	24,750
Materials & Supplies	10,441	15,500	19,858
Capital Outlays	9,208	10,450	-
Total Budgetary Costs	<u>1,069,324</u>	<u>1,236,606</u>	<u>1,266,388</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	874,343	1,032,406	1,061,388
State Shared Expenses	193,732	203,400	204,000
Recovered Costs	1,249	800	1,000
Total Revenues	<u>1,069,324</u>	<u>1,236,606</u>	<u>1,266,388</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	17.25	18.25	18.50

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Personnel includes funding to increase Revenue Specialist position from .75 full-time equivalent to 1.00 full-time equivalent.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- The operating budget reflects increased funding for materials & supplies as we transition to digital subscriptions for assessment resources.

**York County  
Departmental Budget Documents**

**Treasurer**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	710,498	759,782	774,874
Contractual Services	50,608	67,565	73,710
Internal Services	13,048	15,108	23,285
Other Charges	70,749	83,550	83,525
Materials & Supplies	6,056	7,700	7,200
Capital Outlays	4,408	5,300	-
Total Budgetary Costs	<u>855,367</u>	<u>939,005</u>	<u>962,594</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	570,947	657,052	670,594
State Shared Expenses	157,127	163,453	165,000
Permits, Fees, Regulatory Licenses	1,866	-	-
Charges for Services	2,360	500	2,000
Miscellaneous	123,067	118,000	125,000
Total Revenues	<u>855,367</u>	<u>939,005</u>	<u>962,594</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	12.00	12.00	12.00

**Major Budget Variances**

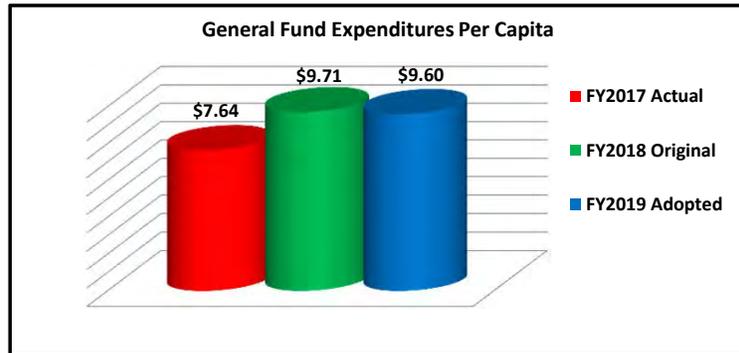
•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Contractual services funding increased due to the rising costs of collection services and credit card fees.

# Real Estate Assessment

*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.*



## Department Overview

### Real Estate Assessment

- Accurately and equitably assesses the residential and commercial real estate within York County.
- Administers the Land Use Program.
- Collect, inputs and maintains the real property data in an accurate and timely manner.
- Provides real estate information to the taxpayers and real estate professionals.
- Assists other elements of the York County government in all real estate matters.
- Promotes an openness of County government by adding detailed sales information to the division website.





## Property Information

York County, Virginia



**Welcome**

**Website Disclaimer**  
Information shown on these maps is derived from public records that are constantly undergoing change and do not replace a site survey, and is not warranted for content or accuracy. The County does not guarantee the positional or thematic accuracy of the GIS data. The GIS data or cartographic digital files are not a legal representation of any of the features in which it depicts, and disclaims any assumption of the legal status of which it represents. Data contained on this Web page/site is Copyright © York County, Virginia. The GIS data are proprietary to the County, and title to this information remains in the County. All applicable common law and statutory rights in the GIS data including, but not limited to, rights in copyright, shall and will remain the property of the County.

By checking here, you agree to the information provided above.

Enter site

For assessment and property-specific questions, please call the Assessor's Office at (757) 890-3720, or email [assessor@yorkcounty.gov](mailto:assessor@yorkcounty.gov)  
For questions about mapping and site functionality, please call the GIS Office at (757) 890-3894, or email [gis@yorkcounty.gov](mailto:gis@yorkcounty.gov)

[Click here to visit James City County's Parcel Viewer](#)  
Or  
[Click here to visit Poquoson's Parcel Viewer](#)

Developed by WorldView Solutions, Inc.



**York County  
Departmental Budget Documents**

**Real Estate Assessment**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	491,061	579,655	585,705
Contractual Services	1,150	24,823	12,340
Internal Services	7,421	8,327	19,605
Other Charges	12,451	38,510	27,491
Materials & Supplies	10,742	11,580	16,400
Capital Outlays	3,321	6,200	-
Total Budgetary Costs	<u>526,146</u>	<u>669,095</u>	<u>661,541</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	526,146	669,095	661,541
Total Revenues	<u>526,146</u>	<u>669,095</u>	<u>661,541</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	7.00	7.00	7.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

# Economic Development



*The mission of Economic Development is to provide support for the County and the region. This is accomplished through the divisions below. Individual division details follow this summary page.*

## Department Overview

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.

### 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 Partnership

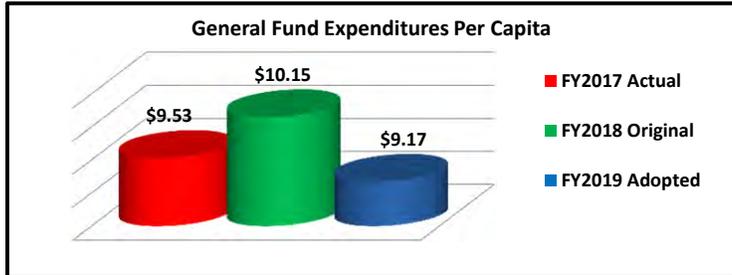
- The GWP is a newly formed regional economic development marketing organization for the localities of York County, James City County, and the City of Williamsburg. Formed in 2014, the partnership's purpose is to market the region for inward investment and support regional economic development initiatives.

### 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.

### Office of Economic Development

- To increase the economic base by the aggressive recruitment, expansion and retention of businesses and industries, thus expanding the commercial tax base in the County and providing new, quality employment opportunities for its residents.



**York County  
Departmental Budget Documents**

**Economic Development**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	233,236	225,203	134,366
Total Budgetary Costs	<u>233,236</u>	<u>225,203</u>	<u>134,366</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	233,236	225,203	134,366
Total Revenues	<u>233,236</u>	<u>225,203</u>	<u>134,366</u>

**Major Budget Variances**

---

•The County's contribution to the Greater Williamsburg Chamber & Tourism Alliance has been reallocated to the Tourism Fund.

York County  
Departmental Budget Documents

**Office of Economic Development**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	366,204	387,186	398,236
Contractual Services	14,161	33,425	38,530
Internal Services	4,109	4,528	11,243
Other Charges	36,854	45,435	45,960
Materials & Supplies	2,056	2,505	3,572
Capital Outlays	50	950	-
Total Budgetary Costs	<u>423,434</u>	<u>474,029</u>	<u>497,541</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	423,434	474,029	497,541
Total Revenues	<u>423,434</u>	<u>474,029</u>	<u>497,541</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Contractual Services funding is programmed for a Social Media Contractor intern.

---

# York County School Division

---

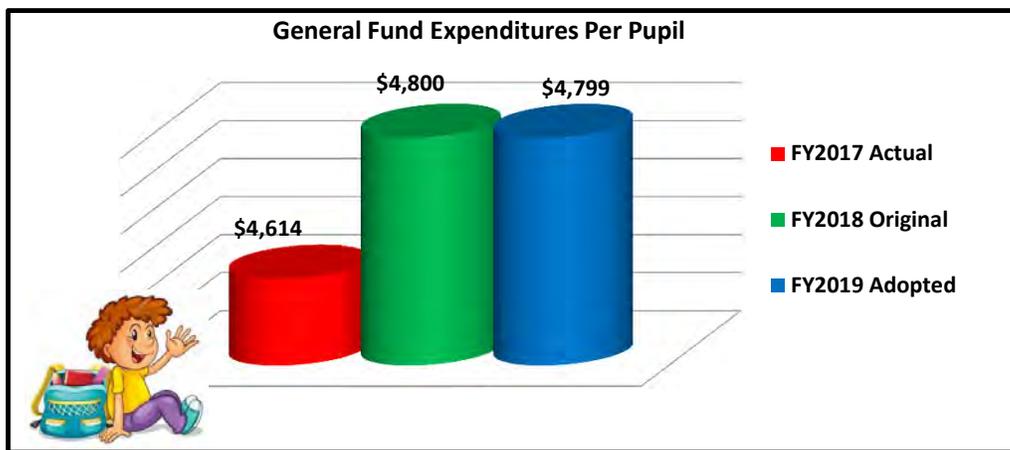


*The Board of Supervisors continues to strongly support quality public education for the County residents in accordance with its goals and strategic priorities.*

## Department Overview

### School Ops & Capital/Debt Svc-Local

\* This activity reflects the local support for school operations, maintenance projects, and debt service on funds borrowed for school capital projects.



### Goals of YCSD:

- York County students will consistently demonstrate growth and excellence in the skills and knowledge needed to be productive citizens.
- The York County School Division will engage all students in rigorous educational experiences.
- The York County School Division will recruit, hire, retain and support a diverse staff that meets our highest standards.
- The York County School Division will foster effective partnerships with families and our community and promote positive relationships between and among staff, students and families.
- The York County School Division will maintain efficient, effective, service-oriented operations that support student achievement in safe, secure environments.

York County  
Departmental Budget Documents

**School Ops & Capital/Debt Svc - Local**

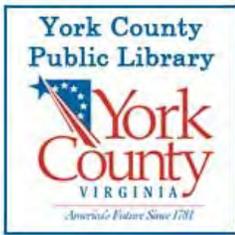
<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers - School Operations	51,640,444	52,987,094	54,487,094
Transfers - School Debt Service	6,137,628	7,112,606	6,450,002
Total Budgetary Costs	<u>57,778,072</u>	<u>60,099,700</u>	<u>60,937,096</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	57,778,072	60,099,700	60,937,096
Total Revenues	<u>57,778,072</u>	<u>60,099,700</u>	<u>60,937,096</u>

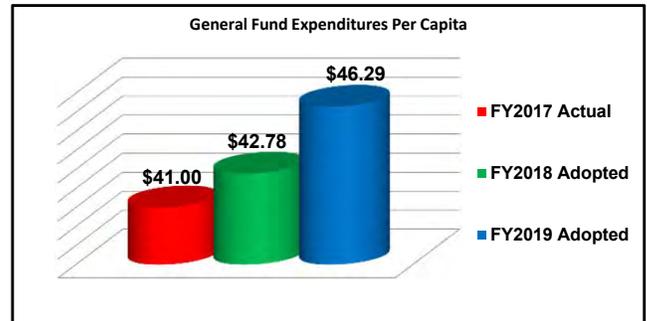
**Major Budget Variances**

- Funding is provided for the Schools' Operating Budget at \$1,500,000 greater than the amount provided in FY2018.
- A decrease in funding for the School's Debt Service is due to the annual fluctuation in bond issuance requirements.

## Library Services & Cooperative Extension



*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 provides residents with an ever-changing variety of media resources.*



### Department Overview

#### Library Services

- Adult Services provides information services; evaluates content, organization, and 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.
- Youth Services 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.
- Acquisitions 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.
- Cataloging is responsible for organizing and preparing library materials of various formats for patrons.
- Circulation is responsible for loan of library materials, customer relations and support, and maintenance of patron records.
- Technical Support is responsible for the management of the integrated library system and network.
- Provides services for the Law Library (Fund 47 accounts for the Law Library activities, located in the Special Revenue Funds section).
- Provides 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.
- Provides an excellent collection of library materials to meet the cultural, individual, educational and informational needs of the community.
- Provides children's services and programs to stimulate children's interest in and appreciation for reading and learning.
- Provides all area residents with up-to-date reference collections and services to meet their needs, evaluating and utilizing new appropriate technological resources.

#### Cooperative Extension

- The Agriculture and Natural Resources (ANR) program in York County focuses primarily on horticultural practices due to the needs and concerns of the majority of our citizens. The program provides classes, workshops, trainings, and resources to the public and professionals that address the national initiatives of pesticide reduction, safe and responsible use of pesticides, sustainable landscape management, and horticultural and agricultural practices that have a limited impact on land and water resources.
- The VCE office in York County partners with Family and Consumer Science Agents in other localities to provide our citizens with classes, workshops, trainings, and resources that address the national initiatives of food safety, healthy living and nutrition, financial and resource management, and parenting education.
- 4-H is a positive youth development organization within VCE that teaches youth leadership, citizenship, and life skills through hands-on, learn-by-doing approaches. The 4-H program uses a variety of delivery modes - from residential summer camps and day camps to in-school and after-school enrichment programs. The program also facilitates community 4-H clubs that provide youth with an environment in which caring adult leaders help foster a sense of learning and achievement through topic exploration. The goal of 4-H is to help youth, and adults working with those youth, develop into successful, contributing members of society.
- The ANR and 4-H Extension Agents in York County help direct, develop, and facilitate programming, but the overall VCE program relies heavily on volunteers to expand its reach to a diverse audience. Approximately 150 Master Gardener and 4-H Volunteers help deliver educational programs. Our volunteers go through extensive content and programmatic training and serve as resident experts on a variety of topics and program delivery modes.
- VCE programming is based on community needs and the focus of programming is constantly changing in order to meet those needs. Programming and resource development is directed by an Extension Leadership Council made up of local representatives that help advise on community needs and how VCE can best address those issues.



Many thanks to our digital readers for helping us hit our OverDrive digital checkout goal for 2017! Not only did we hit our Digital Dash goal of 45,822 checkouts, we surpassed it with 45,966 checkouts.



Cooperative Extension - Learning Garden

**York County  
Departmental Budget Documents**

**Library Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,746,997	1,825,361	1,871,686
Contractual Services	641,404	664,374	691,150
Internal Services	2,569	4,241	164,686
Other Charges	8,624	10,500	10,350
Materials & Supplies	342,969	348,866	371,307
Leases & Rentals	2,519	2,600	3,100
Capital Outlays	19,135	33,050	13,000
Grants & Donations	3,100	-	-
Insurance Recovery	1,043	-	-
<b>Total Budgetary Costs</b>	<b>2,768,360</b>	<b>2,888,992</b>	<b>3,125,279</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	2,551,585	2,672,992	2,925,279
State Aid & Grants	154,945	155,000	155,000
Federal Aid & Grants	6,632	7,000	10,000
Charges for Services	47,300	54,000	35,000
Miscellaneous	7,898	-	-
<b>Total Revenues</b>	<b>2,768,360</b>	<b>2,888,992</b>	<b>3,125,279</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	32.00	32.00	32.50

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•The operating budget reflects an increase in contractual services, book replacements and the contribution to the Williamsburg Regional Library.

**York County  
Departmental Budget Documents**

**Cooperative Extension**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	45,272	49,561	51,925
Internal Services	990	1,500	8,853
Other Charges	1,271	1,970	2,075
Materials & Supplies	560	800	800
Leases & Rentals	902	-	-
Capital Outlays	7,132	3,250	-
Grants & Donations	-	1,000	-
<b>Total Budgetary Costs</b>	<b>56,127</b>	<b>58,081</b>	<b>63,653</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	47,425	49,081	54,653
Recovered Costs	8,702	9,000	9,000
<b>Total Revenues</b>	<b>56,127</b>	<b>58,081</b>	<b>63,653</b>

**Major Budget Variances**

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

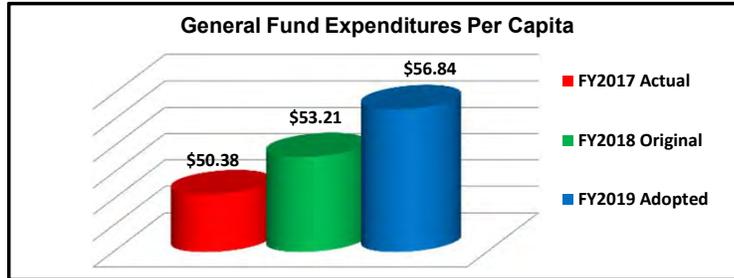
•Miscellaneous contractual services are up due to the pending promotion of the 4-H Associate Extension Agent to 4-H Extension Agent. Extension Agents are on a 6 year promotion tract with Virginia Cooperative Extension. Increase for FY19 also includes a potential 4% salary increase for both Agents.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Human Services



*Human Services manages, provides service, and aids residents who need assistance in the areas of health services, social services and financial assistance; and contributes to outside agencies and organizations that assist with low income families, disabilities and other general needs. Individual division details follow this summary page.*



## Department Overview

### Social Services - Local Share

- The General Fund contributes to the operation of the Social Services Fund through its local match for administration, programs and for the Children's Services Act. Social Services is responsible for promoting self-sufficiency, self-support, and self-esteem among those less fortunate. Financial assistance programs are available to aid needy persons within the community. The Children's Services Act requires local governments to provide certain residential or intensive in-home therapeutic services to troubled youth.

### Payments to Outside Entities

This activity provides contractual 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.
- **Community Services Grants:** Agencies supported in FY2018 include: American Red Cross York-Poquoson Chapter, Avalon, Colonial Court Appointed Special Advocates (CASA), Community Brain Injury, Hospice House & Support Care of Williamsburg, Natasha House, Inc., PAA, Transitions Family Violence, Versability Resources, Virginia Cooperative Extension, Virginia Peninsula Food Bank, Williamsburg Area Faith in Action, Williamsburg Area Meals on Wheels and York County Meals on Wheels.
- **Lackey Clinic:** Provides free services to those in need including acute/chronic medical, dental and behavioral mental care. The clinic also provides patients with free medications, health education classes and social services referrals as needed.
- **Housing Partnerships, Inc.:** Provides significant home repairs at a minimal cost by partnering with volunteer groups, local governments, businesses and other charitable organizations.
- **Virginia Peninsula Mayors & Chairs Commission on Homelessness:** Agreement between localities to provide leadership and oversight for a regional plan to address homelessness.
- **The Peninsula Health Department:** 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. The Department's mission is to promote optimum health and healthy lifestyles for the residents of York County; to assure vital statistics, health information, preventative, and environmental health services are available to the residents of the County; to provide medical services for low income residents; and to carry out other responsibilities assigned by action of the County Board of Supervisors and the Virginia General Assembly.
- **Williamsburg Area Medical Assistance Corporation (WAMAC):** 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.
- **Colonial Behavioral Health :** Established by the Counties of York and James City and the Cities of Poquoson and Williamsburg to provide a system of comprehensive community health, intellectual/developmental disability and substance abuse disorder services. The following services are provided: Adolescent Substance Use Disorder Services, Case Management, Early Intervention, Emergency Services, Employee Assistance Program, Greater Williamsburg Child Assessment Center, Mental Health Support, Opportunities Unlimited Day Support, Outpatient Counseling, Pathways Senior Services, People's Place Psychological Rehabilitative Services, Prevention Services, Psychiatric Services, Residential Services, and Supportive Services.



York County  
Departmental Budget Documents

**Social Services - Local Share**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	226	1,550	1,550
Contractual Services	-	-	4,300
Transfers to Other Funds	1,946,200	2,153,380	2,397,125
Total Budgetary Costs	<u>1,946,426</u>	<u>2,154,930</u>	<u>2,402,975</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,768,156	2,004,930	2,222,975
Federal Aid & Grants	178,270	150,000	180,000
Total Revenues	<u>1,946,426</u>	<u>2,154,930</u>	<u>2,402,975</u>

**Major Budget Variances**

---

- The operating budget has an expected increase due to foster care services.

**York County  
Departmental Budget Documents**

**Payments to Outside Entities**

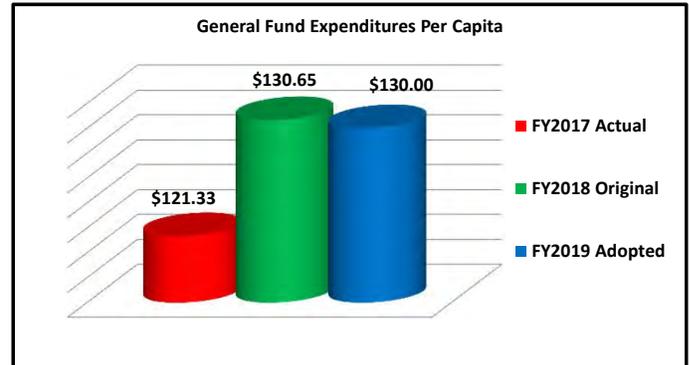
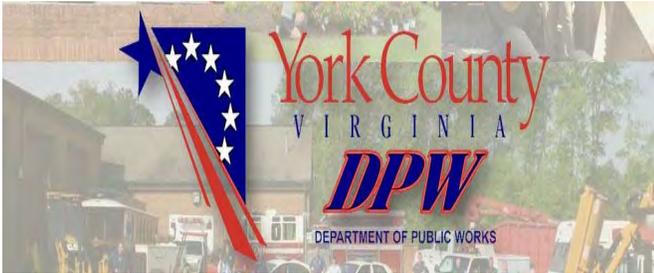
<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	1,467,554	1,441,536	1,441,893
Grants & Donations	56,358	69,000	70,600
Total Budgetary Costs	<u>1,523,912</u>	<u>1,510,536</u>	<u>1,512,493</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,523,912	1,510,536	1,512,493
Total Revenues	<u>1,523,912</u>	<u>1,510,536</u>	<u>1,512,493</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Department of Public Works

*The Department of Public Works 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.*



## Department Overview

### Administration

- Provides quality, cost-effective administrative support for Public Works.

### Engineering & Facility Maintenance

- Utilizes quality construction and maintenance for County facilities emphasizing the lowest lifetime operating costs.
- Provides effective facility maintenance programs to help ensure mission accomplishment, protect County resources, provide quality work places, and ensure excellent customer service.
- Completes 95% of critical preventive maintenance tasks on schedule, strives for zero customer requests for minor work over 30 days old, repairs at least 98% of emergencies within 24 hours, and provides timely response to high-priority, major work orders.
- Improves 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.

### Facility/Utility Charges

- Provides electrical, water, gas, heating, and sewer services for County facilities and parks.
- Provides solid waste services for County facilities.

### Grounds Maintenance & Construction

- Provides a grounds maintenance program for County facilities.
- Provides 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.
- Provides 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.
- Provides a grounds maintenance program for 32 linear miles of Gateway Corridors.
- Ensures Grounds Maintenance employees have resources, motivation and technical information necessary to perform their best while providing effective customer service.

### Stormwater Operations

- Constructs, repairs, and maintains drainage systems that are owned by York County.
- Implements recommendations of the Stormwater Advisory Committee approved by the Board.
- Maintains the drainage ways to remove blockages.
- Implements a realistic construction schedule for the maintenance crew and contracts out the larger, time consuming projects.
- Inspects outfalls for illicit discharges as required by the Virginia Department of Conservation and Recreation (DCR) Virginia Stormwater Management Program (VSMP) permit.

### Stormwater Engineering

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

### Mosquito Control

- Maintains the highest level of customer service.
- Informs residents about the importance of mosquito prevention and vested in reducing mosquito numbers.
- Maintains an efficient, responsive, and environmentally conscious program that meets mission expectation.
- Fulfills contractual mosquito management obligations for the military.
- Develops a proactive rather than reactive strategy for mosquito and County pest control operations.

### Wetlands & Chesapeake Bay Boards

- 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.
- Provides advice and information to County residents concerning wetlands protection.
- Reviews permits including 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.
- Provides advice and information to County residents concerning exceptions.
- Reviews permits including site inspections prior to approval.

**York County  
Departmental Budget Documents**

**Public Works - Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	408,253	212,361	116,090
Contractual Services	1,478	2,600	2,600
Internal Services	8,702	7,616	15,444
Other Charges	6,773	11,940	12,150
Materials & Supplies	4,385	2,280	2,280
Capital Outlays	1,660	3,645	-
Total Budgetary Costs	<u>431,251</u>	<u>240,442</u>	<u>148,564</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	431,251	240,442	148,564
Total Revenues	<u>431,251</u>	<u>240,442</u>	<u>148,564</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	2.50	2.45	2.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1.

•Funding reflects the re-allocation of .45 position to the Sewer Utility Fund.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Public Works - Engineering & Facility Maintenance**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,250,588	1,422,677	1,313,472
Contractual Services	567,063	596,135	611,373
Internal Services	77,140	89,843	108,987
Other Charges	16,169	17,365	17,180
Materials & Supplies	183,452	166,795	188,795
Leases & Rentals	288	1,250	1,250
Capital Outlays	9,705	11,000	8,000
Total Budgetary Costs	<u>2,104,405</u>	<u>2,305,065</u>	<u>2,249,057</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	2,093,569	2,300,065	2,244,057
Recovered Costs	10,836	5,000	5,000
Total Revenues	<u>2,104,405</u>	<u>2,305,065</u>	<u>2,249,057</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	19.00	19.00	17.50

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Funding for Contractual Services increased for the repair and maintenance of the County's aging facilities.

- Materials and Supplies funding increased to accommodate upward trending maintenance on the courthouse, and sign materials/supplies. Funding is also included for employee uniforms and protective clothing.

- A vacant AutoCAD Technician position was reallocated to County Administration and reclassified to an Administrative Assistant III position. In addition, a .50 full-time equivalent position was reallocated to the Capital Projects fund.

York County  
Departmental Budget Documents

**Public Works - Facility/Utility Charges**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Other Charges	930,026	1,090,256	1,065,276
Total Budgetary Costs	<u>930,026</u>	<u>1,090,256</u>	<u>1,065,276</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	927,935	1,075,256	1,060,276
Recovered Costs	2,091	15,000	5,000
Total Revenues	<u>930,026</u>	<u>1,090,256</u>	<u>1,065,276</u>

**Major Budget Variances**

•Water/sewer and solid waste expenses for County buildings have been reallocated to the Solid Waste Management Fund.

**York County  
Departmental Budget Documents**

**Public Works - Grounds Maintenance & Construction**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	2,095,873	2,257,342	2,145,642
Contractual Services	236,097	312,494	327,650
Internal Services	422,836	423,172	487,852
Other Charges	14,277	11,120	8,050
Materials & Supplies	202,349	226,115	240,465
Leases & Rentals	1,198	1,220	1,220
Capital Outlays	117,941	6,950	58,750
Grants & Donations	1,840	-	-
Insurance Recovery	6,152	-	-
<b>Total Budgetary Costs</b>	<b>3,098,563</b>	<b>3,238,413</b>	<b>3,269,629</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,963,913	2,103,763	2,134,629
Transfer From Other Funds	1,134,650	1,134,650	1,135,000
<b>Total Revenues</b>	<b>3,098,563</b>	<b>3,238,413</b>	<b>3,269,629</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	38.00	38.00	37.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Funding for the Deputy Director of Public Works was reallocated to Non-General Fund Public Works's activities.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Contractual Services funding increased for Custom Turf Chemical Application to increase consideration of school sites and school appearances.

- Additional funding was provided in Materials and Supplies for increased consideration of school sites and school appearances.

- Funding for Internal Services increased due to the allocated addition of 4 vehicles to this division.

- Capital funding is included for the replacement of the following: Toro Z Mower \$10,000, Woods Finishing Mower Deck \$12,000, Toro Direct Collect Mower \$12,000, Toro Sandpro \$20,000, and Hudson Trailer \$4,000.

York County  
Departmental Budget Documents

**Public Works - Stormwater Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	781,730	1,003,661	1,112,981
Contractual Services	3,552	6,200	6,500
Internal Services	67,731	84,677	75,840
Other Charges	2,335	4,000	4,000
Materials & Supplies	30,523	20,275	20,275
Capital Outlays	1,466	1,500	-
Total Budgetary Costs	<u>887,337</u>	<u>1,120,313</u>	<u>1,219,596</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	887,337	1,120,313	1,219,596
Total Revenues	<u>887,337</u>	<u>1,120,313</u>	<u>1,219,596</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	16.80	20.80	20.80

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Internal Services funding decreased due to downward trending vehicle maintenance expense for this division.

**York County  
Departmental Budget Documents**

**Public Works - Stormwater Engineering**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	601,962	657,616	643,327
Contractual Services	16,993	17,008	9,272
Internal Services	4,926	6,336	14,397
Other Charges	23,285	9,180	21,180
Materials & Supplies	3,335	2,625	2,125
Capital Outlays	1,469	3,200	-
Total Budgetary Costs	<u>651,970</u>	<u>695,965</u>	<u>690,301</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	561,212	629,865	600,301
Permits, Fees, Regulatory Licenses	90,258	66,000	90,000
Miscellaneous	500	100	-
Total Revenues	<u>651,970</u>	<u>695,965</u>	<u>690,301</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	7.75	7.75	7.75

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•New employee benefit elections resulted in a decrease in personnel expense for this division.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Contractual Services funding decreased due to the reallocation of certain maintenance contracts to the new Information Technology Fund.

**York County  
Departmental Budget Documents**

**Public Works - Mosquito Control**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	145,727	188,693	190,776
Contractual Services	2,835	1,755	1,155
Internal Services	12,298	12,271	14,366
Other Charges	4,297	3,360	4,665
Materials & Supplies	82,962	92,240	92,640
Capital Outlays	2,012	3,200	-
Total Budgetary Costs	<u>250,131</u>	<u>301,519</u>	<u>303,602</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	249,381	300,519	303,602
Charges for Services	750	1,000	-
Total Revenues	<u>250,131</u>	<u>301,519</u>	<u>303,602</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Funding is in place for interns and staff during peak mosquito season.

York County  
Departmental Budget Documents

**Wetlands & Chesapeake Bay Boards**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	2,422	6,000	6,000
Contractual Services	2,182	2,400	3,500
Other Charges	177	170	350
Materials & Supplies	20	-	-
Total Budgetary Costs	<u>4,801</u>	<u>8,570</u>	<u>9,850</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	4,801	8,570	9,850
Total Revenues	<u>4,801</u>	<u>8,570</u>	<u>9,850</u>

**Major Budget Variances**

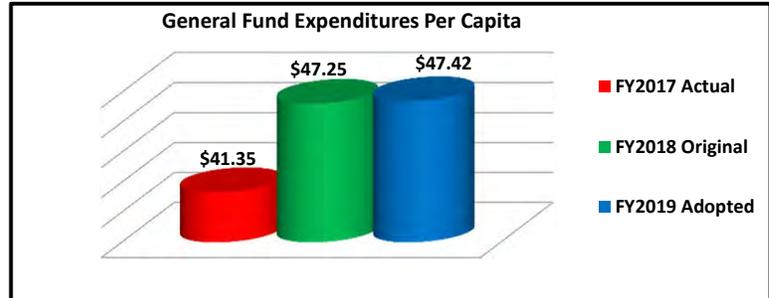
•There are no significant changes programmed for FY2019.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# 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 residents of the County. This is accomplished through the divisions below.*



## Department Overview

### Administration

- 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.
- Supports the Board's strategic priority to generate quality educational opportunities for all.
- Oversees the administration of the divisions of Special Programs, Children and Family Services, Housing and Neighborhood Revitalization, Juvenile Services, Parks and Recreation, Video Services and such programs as Safety Town and the Senior Center of York.
- Reviews/projects the level of community need for program designs and development, craftsmanship, etc.
- Provides 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 residents of York are served.

### Housing & Neighborhood Revitalization

- Ensures units are maintained to Housing Quality Standards with annual, complaint, and move-in inspections thus ensuring Housing Choice Voucher Program properties are being maintained.
- Develops and implements Aging, Health and Disability programs to improve York County residents' quality of life.
- Coordinates and provides resources and information with a specific emphasis on "Senior Connection", a referral service for senior and disabled residents.
- Seeks and applies for grants as directed by the Department Director, County Administrator, and Board of Supervisors.
- Addresses the transportation needs of residents in York County who are transportation dependent, but cannot access transportation on their own by partnering with the following major area service agencies: York-Poquoson Social Services, Colonial Behavioral Health, Insight Enterprises, and the Peninsula Agency on Aging.
- Ensures that residents will not be forced to vacate their homes due to deterioration of the dwelling.
- Ensures 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.

### Parks and Recreation

- Effectively communicates with County residents about parks and recreational services that are available to them.
- Monitors the use of existing facilities and participation in existing programs in order to evaluate their effectiveness and/or make improvements.
- Directs 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.
- Maintains active communication between the County and its businesses and residents to create greater awareness and strengthen community involvement.
- Creates and maintains an increased awareness of historic Yorktown and York County through a variety of marketing programs, promotional efforts, and special events.
- Serves 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.

### Freight Shed

- The Freight Shed is located at Riverwalk Landing in Historic Yorktown, nestled along the banks of the York River.
- This charming facility is available for rent for receptions, banquets, reunions and other meetings and/or functions.



**Freight Shed**

**York County  
Departmental Budget Documents**

**Community Services - Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	253,922	257,014	261,329
Contractual Services	1,243	1,390	1,390
Internal Services	1,082	9,477	10,861
Other Charges	3,516	7,900	10,300
Materials & Supplies	3,600	1,800	1,950
Leases & Rentals	1,183	1,190	-
Capital Outlays	3,155	4,850	-
Total Budgetary Costs	<u>267,701</u>	<u>283,621</u>	<u>285,830</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	267,701	283,621	285,830
Total Revenues	<u>267,701</u>	<u>283,621</u>	<u>285,830</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Community Services - Housing & Neighborhood Revitalization**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	395,110	471,765	417,785
Contractual Services	109,731	154,460	162,500
Internal Services	5,720	4,571	11,944
Other Charges	4,009	4,150	13,020
Materials & Supplies	3,691	2,365	6,350
Leases & Rentals	3,525	-	-
Capital Outlays	150	3,000	-
Grants & Donations	5,031	-	-
<b>Total Budgetary Costs</b>	<b>526,967</b>	<b>640,311</b>	<b>611,599</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	418,027	540,811	511,599
Federal Aid & Grants	108,940	99,500	100,000
<b>Total Revenues</b>	<b>526,967</b>	<b>640,311</b>	<b>611,599</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	7.00	7.00	7.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Overall decrease in personnel is due to employee turnover.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Increased funding is provided in other charges for personnel development.

**York County  
Departmental Budget Documents**

**Community Services - Parks & Recreation**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	1,312,237	1,533,355	1,455,669
Contractual Services	121,441	151,090	159,810
Internal Services	36,253	43,795	76,097
Other Charges	63,225	106,183	108,775
Materials & Supplies	138,603	125,750	143,900
Leases & Rentals	359,308	359,500	361,000
Capital Outlays	18,554	9,350	9,000
Grants & Donations	4,126	2,000	4,000
<b>Total Budgetary Costs</b>	<b>2,053,747</b>	<b>2,331,023</b>	<b>2,318,251</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,376,847	1,661,723	1,705,251
Use of Money & Property	108,697	99,000	112,000
Charges for Services	530,115	550,700	501,000
Miscellaneous	38,088	19,600	-
<b>Total Revenues</b>	<b>2,053,747</b>	<b>2,331,023</b>	<b>2,318,251</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	15.00	15.00	14.00

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- Overall decrease in personnel is due to employee turnover.
- A staff support assistant position was reallocated to the Tourism Fund.
- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.
- Increased funding is provided in materials and supplies for educational and recreational supplies, uniforms and minor furnishings.
- Capital funding is provided for data processing equipment.

**York County  
Departmental Budget Documents**

**Freight Shed**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	28,764
Contractual Services	-	-	7,300
Internal Services	-	-	6,500
Other Charges	-	-	1,200
Materials & Supplies	-	-	7,200
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>50,964</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	-	-	50,964
Total Revenues	<u>-</u>	<u>-</u>	<u>50,964</u>

**Major Budget Variances**

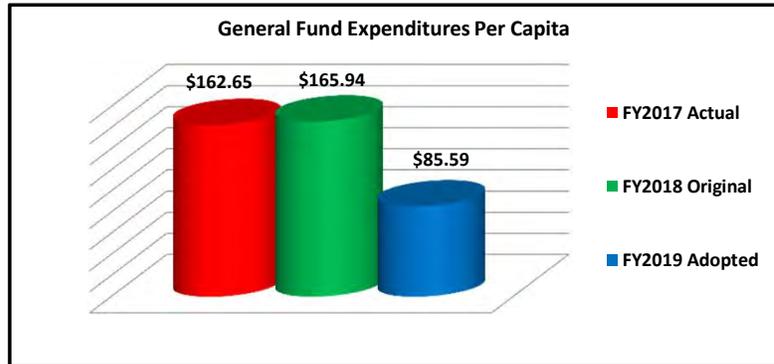
•The Freight Shed division is new for fiscal year 2019 to isolate the expenses related to the utilization of this facility. Funding is included for As Required personnel for event set-up/take-down, credit card fees related to event receipts, printing & binding of brochures, minor furnishings replacement, etc. Prior year Freight Shed budgeted expenses were included with the Parks and Recreation budget.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Capital Outlay & Non-Departmental



**Capital Outlay & Non-Departmental includes which are not specific to one department. Individual division details follow this summary page.**



## Department Overview

### Capital Outlay & Fund Transfers

- This activity accounts for certain capital projects and transfers to other funds. 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. This activity also accounts for the transfer of the County's portion of the DARE Program to the newly established Grant Fund.

### Payments to Outside Entities

- **York County Arts Commission:** Programs supported in FY2018: 1781 Foundation, Arc of Greater Wmsbg, Aura Curiatlas Physical Theatre, Art at the River/Committee, Celebrate Yorktown Committee/Summer Concerts & Symphony, Chesapeake Bay Wind Ensemble, Colonial Heritage Community Foundation, Community Alliance for the Performing Arts, Cultural Alliance of Greater Hampton Roads, Fifes and Drums of York Town, Jamestown/Yorktown Foundation, Magic of Harmony Show Chorus, Mariner's Museum, Natasha House, Opera in Wmsbg, Riverwalk Landing Business Association, Senior Center of York, VA Living Museum, VA Opera Association, VA Repertory Theatre, VA Stage Company, VA Symphony, Watermen's Museum, Wmsbg Choral Guild, Wmsbg Contemporary Art Center, Wmsbg Symphony Orchestra, Wmsbg Book Festival, York County Historical Museum, York County Public Library, York River Symphony Orchestra, 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.
- **Thomas Nelson Community College:** Program provides funding for site improvements to the college campus and support for the Peninsula Work Force Development Center and Thomas Nelson Workforce Center.
- **YMCA:** Program provides a public-private partnership for the Upper County Community Center.
- **Boys and Girls Club:** This program inspires and enables all young people to reach their full potential as productive, caring, and responsible citizens.

### Non-Departmental Employee Benefits

- This activity accounts for the following: termination pay, retiree health & dental insurance, unemployment compensation, employee assistance program, safety committee program, administrative costs for flexible spending accounts, and other miscellaneous employee benefits.

### Appropriated Reserves

- This activity is responsible for accounting for contingencies.



**York County  
Departmental Budget Documents**

**Payments to Outside Entities**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	319,022	303,805	300,523
Grants & Donations	5,000	100,000	100,000
Total Budgetary Costs	<u>324,022</u>	<u>403,805</u>	<u>400,523</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	324,022	403,805	400,523
Total Revenues	<u>324,022</u>	<u>403,805</u>	<u>400,523</u>

**Major Budget Variances**

•A decrease in funding is programmed due to a decrease in the number of funding applications submitted.

**York County  
Departmental Budget Documents**

**Non-Departmental Employee Benefits**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	-200,000
Other Charges	20,320	48,447	45,006
Attrition Savings	-	-800,000	-800,000
Health Insurance Retirees	475,125	335,000	565,000
Market Adjustment	-	585,072	598,150
OPEB Trust Contributions	313,100	335,000	335,000
Accrued Leave Payouts	402,555	377,275	446,747
Total Budgetary Costs	<u>1,211,100</u>	<u>880,794</u>	<u>989,903</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	1,211,100	880,794	989,903
Total Revenues	<u>1,211,100</u>	<u>880,794</u>	<u>989,903</u>

**Major Budget Variances**

•An increase in funding is due to trend for retiree benefits.

**York County  
Departmental Budget Documents**

**Capital Outlay & Fund Transfers**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer to Capital Fund	675,000	1,250,174	602,790
Transfer to Children & Family Services Fund	250,000	250,000	250,000
Transfer to County Debt Service Fund	3,016,565	3,053,058	3,381,340
Transfer to Grant Fund	-	-	11,000
Transfer to Sewer Fund	2,186,981	3,100,000	-
Transfer to Stormwater Fund	200,000	200,000	200,000
Transfer to Tourism Fund	2,337,430	2,220,000	-
Transfer to Water Fund	973,707	-	-
Total Budgetary Costs	<u>9,639,683</u>	<u>10,073,232</u>	<u>4,445,130</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	9,619,463	10,053,232	4,425,130
Use of Money & Property	20,220	20,000	20,000
Total Revenues	<u>9,639,683</u>	<u>10,073,232</u>	<u>4,445,130</u>

**Major Budget Variances**

•The overall reduction in Fund Transfers is due to a change in the accounting treatment for Meals and Lodging Taxes. Sixty percent of the Lodging Tax (\$2,325,000) is now budgeted directly to the Tourism Fund and fifty percent of Meals tax (\$3,290,000) is now budgeted directly to the Sewer Fund. In prior years, these revenue sources were budgeted in total to the General Fund and later transferred to the previously mentioned funds as applicable.

York County  
Departmental Budget Documents

**Appropriated Reserves**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	10,000	-	11,000
Capital Outlays	-	73,686	50,000
Total Budgetary Costs	<u>10,000</u>	<u>73,686</u>	<u>61,000</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	10,000	73,686	61,000
Total Revenues	<u>10,000</u>	<u>73,686</u>	<u>61,000</u>

York County  
Departmental Budget Documents

**Non-Departmental**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Other Charges	20,000	-	-
Total Budgetary Costs	<u>20,000</u>	<u>-</u>	<u>-</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Local	20,000	-	-
Total Revenues	<u>20,000</u>	<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.*

### Department Overview

#### **4th of July Celebration**

- Provides support for the 4th of July event in historic Yorktown. Funding reflects increases in materials and supplies.

#### **Tourism Development**

- Maintain active communication between the County and its businesses and residents 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.

#### **Payments to Outside Entities**

- **Celebrate Yorktown Committee Symphony**: Support to sponsor the Virginia Symphony concert at the end of the summer.
- **Comte de Grasse**: Funding supports Historic Yorktown. The museum contains important artifacts from the American Revolution and Civil War. It also displays period furniture and textiles, owned by Thomas Nelson, Jr., signer of the Declaration of Independence.
- **Greater Williamsburg Chamber & 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.
- **\$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).
- **Jamestown-Yorktown Foundation**: Supports the Yorktown Victory Center.
- **Waterman's Museum**: Support to preserve the heritage of the watermen of the Chesapeake Bay, interpret their culture and contributions to the region, for education opportunities, and to preserve and enhance the environment of the Chesapeake Bay.
- **Williamsburg Area Transit Authority**: Support for the regional transit authority.
- **Yorktown Foundation Tall Ships**: Support for bringing Tall Ships to Yorktown.
- **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.
- **York County Historical Museum**: Support for museum's activities such as lectures, book promotions and publications for newsletters and brochures.

#### **Yorktown Revitalization**

- Funding is provided for the transfer to the Yorktown Capital Improvements Fund for repayment toward an interfund loan. Transfer to the General Fund is programmed for cost allocation for services provided to the Tourism Fund for tourism functions.

#### **Yorktown Trolley Operations**

- Funding is provided for the operations of three trolleys.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>	\$	-	
Projected FY2018 Funding Sources:			
Revenue	\$	1,104,000	
Other financing sources		2,220,000	
		<u>3,324,000</u>	
Projected FY2018 Expenditures		3,324,000	
Net Change		<u>-</u>	
<b>Projected Fund Balance 6/30/2018</b>			\$ -
Projected FY2019 Funding Sources:			
Revenue	\$	3,430,500	
Other financing sources		-	
		<u>3,430,500</u>	
Projected FY2019 Expenditures		3,430,500	
Net Change		<u>-</u>	
<b>Projected Fund Balance 6/30/2019</b>			\$ -



American Revolution Museum



Yorktown Waterfront - Lighted Boat Parade

**York County  
Departmental Budget Documents**

**Tourism Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	306,927	504,890	519,219
Contractual Services	2,086,219	2,199,290	2,324,325
Internal Services	46,599	57,315	54,016
Other Charges	164,087	167,800	170,820
Materials & Supplies	23,445	35,750	46,475
Leases & Rentals	33,411	41,700	40,770
Capital Outlays	81,200	217,255	73,000
Grants & Donations	100,000	100,000	100,000
Transfers to Other Funds	892,153	-	101,875
<b>Total Budgetary Costs</b>	<b>3,734,041</b>	<b>3,324,000</b>	<b>3,430,500</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	2,337,430	2,220,000	-
Other Local Taxes	1,163,260	1,100,000	3,425,000
Use of Money & Property	5,492	4,000	5,500
<b>Total Revenues</b>	<b>3,506,182</b>	<b>3,324,000</b>	<b>3,430,500</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Tourism Development	4.00	4.00	4.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
4th of July Celebration	57,802	161,488	167,893
Tourism Development	598,517	754,202	797,334
Payments to Outside Entities	1,910,735	1,980,100	2,106,600
Yorktown Revitalization	1,083,151	325,255	261,875
Yorktown Trolley Operations	83,836	102,955	96,798
<b>Total Budgetary Cost by Activity</b>	<b>3,734,041</b>	<b>3,324,000</b>	<b>3,430,500</b>

**Major Budget Variances**

•The accounting treatment for Lodging Taxes has changed for FY2019 resulting in an increase in the Tourism Fund budgeted amount for Other Local Taxes and a decrease in the Tourism Fund budgeted amount for Transfer From Other Funds. The transient occupancy tax ("Lodging 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. In prior years, the Lodging Tax was budgeted in the General Fund as a revenue and a transfer to the Tourism Fund. Current accounting treatment budgets the revenue directly in the Tourism Fund.

**York County  
Departmental Budget Documents**

**4th of July Celebration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	73,848	73,848
Contractual Services	6,528	16,790	17,925
Internal Services	-	1,000	1,000
Materials & Supplies	19,328	31,150	37,350
Leases & Rentals	31,946	38,700	37,770
Total Budgetary Costs	<u>57,802</u>	<u>161,488</u>	<u>167,893</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
4th of July Celebration	57,802	161,488	167,893
Total Budgetary Cost by Activity	<u>57,802</u>	<u>161,488</u>	<u>167,893</u>

**Major Budget Variances**

•Overtime pay is programmed for full-time staff assigned to work the 4th of July event from Fire & Life Safety, Public Works, Sheriff's Office, Dispatch and Parks, Recreation and Tourism.

**York County  
Departmental Budget Documents**

**Tourism Development**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	270,490	384,752	399,081
Contractual Services	306,546	342,900	362,800
Internal Services	1,060	600	3,458
Other Charges	14,087	17,800	20,820
Materials & Supplies	3,167	3,650	8,175
Leases & Rentals	1,465	3,000	3,000
Capital Outlays	1,702	1,500	-
Total Budgetary Costs	<u>598,517</u>	<u>754,202</u>	<u>797,334</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Tourism Development	598,517	754,202	797,334
Total Budgetary Cost by Activity	<u>598,517</u>	<u>754,202</u>	<u>797,334</u>

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Payments to Outside Entities**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	1,762,235	1,829,600	1,933,600
Capital Outlays	48,500	50,500	73,000
Grants & Donations	100,000	100,000	100,000
Total Budgetary Costs	<u>1,910,735</u>	<u>1,980,100</u>	<u>2,106,600</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Payments to Outside Entities	1,910,735	1,980,100	2,106,600
Total Budgetary Cost by Activity	<u>1,910,735</u>	<u>1,980,100</u>	<u>2,106,600</u>

**Major Budget Variances**

**York County  
Departmental Budget Documents**

**Yorktown Revitalization**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	10,000	10,000	10,000
Other Charges	150,000	150,000	150,000
Capital Outlays	30,998	165,255	-
Transfers to Other Funds	892,153	-	101,875
Total Budgetary Costs	<u>1,083,151</u>	<u>325,255</u>	<u>261,875</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Yorktown Revitalization	1,083,151	325,255	261,875
Total Budgetary Cost by Activity	<u>1,083,151</u>	<u>325,255</u>	<u>261,875</u>

**Major Budget Variances**

•A portion of the Yorktown Revitalization Capital Outlay contingency has been reallocated to Transfers to Other Funds to support an inter-fund loan payment.

**York County  
Departmental Budget Documents**

**Yorktown Trolley Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	36,437	46,290	46,290
Contractual Services	910	-	-
Internal Services	45,539	55,715	49,558
Materials & Supplies	950	950	950
Total Budgetary Costs	<u>83,836</u>	<u>102,955</u>	<u>96,798</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Yorktown Trolley Operations	83,836	102,955	96,798
Total Budgetary Cost by Activity	<u>83,836</u>	<u>102,955</u>	<u>96,798</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.*

### Department Overview

#### Administration

- 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.

#### Public Assistance

- 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.

#### Children's Services Act

- To comply with the Children's Services Act by providing high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	\$ 470,599
Projected FY2018 Funding Sources:	
Revenue	\$ 270,000
State & Federal	3,992,168
Other financing sources	<u>2,153,380</u>
	6,415,548
Projected FY2018 Expenditures	<u>6,600,623</u>
Net Change	<u>(185,075)</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 285,524</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 272,500
State & Federal	3,836,158
Other financing sources	<u>2,924,284</u>
	7,032,942
Projected FY2019 Expenditures	<u>7,057,942</u>
Net Change	<u>(25,000)</u>
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ 260,524</b>



**York County  
Departmental Budget Documents**

**Social Services Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	4,314,216	4,738,267	4,872,162
Contractual Services	76,802	66,800	68,800
Internal Services	34,862	48,251	79,379
Other Charges	1,726,743	1,618,505	1,935,064
Materials & Supplies	60,421	59,000	68,000
Leases & Rentals	61,689	67,000	34,537
Capital Outlays	6,220	2,800	-
Total Budgetary Costs	<u>6,280,953</u>	<u>6,600,623</u>	<u>7,057,942</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	1,407,672	1,608,916	1,887,577
Federal Aid & Grants	2,640,381	2,383,252	2,475,740
Transfer From Other Funds	1,946,200	2,153,380	2,397,125
Fund Balance	-	-	25,000
Charges for Services	2,410	-	-
Miscellaneous	200	-	-
Recovered Costs	279,683	270,000	272,500
Total Revenues	<u>6,276,546</u>	<u>6,415,548</u>	<u>7,057,942</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Social Services - Administration	60.20	60.20	60.70
Social Services - Children's Services Act	1.00	1.00	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Social Services - Administration	4,555,151	4,960,978	5,125,676
Social Services - Public Assistance	844,676	779,663	869,664
Social Services - Children's Services Act	881,126	859,982	1,062,602
Total Budgetary Cost by Activity	<u>6,280,953</u>	<u>6,600,623</u>	<u>7,057,942</u>

**York County  
Departmental Budget Documents**

**Social Services - Administration**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	4,211,535	4,628,285	4,764,560
Contractual Services	76,802	66,800	68,800
Internal Services	34,862	48,251	79,379
Other Charges	103,622	88,842	110,400
Materials & Supplies	60,421	59,000	68,000
Leases & Rentals	61,689	67,000	34,537
Capital Outlays	6,220	2,800	-
Total Budgetary Costs	<u>4,555,151</u>	<u>4,960,978</u>	<u>5,125,676</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	60.20	60.20	60.70

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Social Services - Administration	4,555,151	4,960,978	5,125,676
Total Budgetary Cost by Activity	<u>4,555,151</u>	<u>4,960,978</u>	<u>5,125,676</u>

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Personnel includes a shift from a part time position for a Human Services Assistant II to a full time position.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•The operating budget reflects increases in maintenance service contracts, including a new maintenance service contract for an imaging system. Increased expenses are also expected for the Children's Services Act.

York County  
Departmental Budget Documents

**Social Services - Public Assistance**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Other Charges	844,676	779,663	869,664
Total Budgetary Costs	<u>844,676</u>	<u>779,663</u>	<u>869,664</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Social Services - Public Assistance	844,676	779,663	869,664
Total Budgetary Cost by Activity	<u>844,676</u>	<u>779,663</u>	<u>869,664</u>

**York County  
Departmental Budget Documents**

**Social Services - Children's Services Act**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	102,681	109,982	107,602
Other Charges	778,445	750,000	955,000
Total Budgetary Costs	<u>881,126</u>	<u>859,982</u>	<u>1,062,602</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	1.00	1.00	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Social Services - Children's Services Act	881,126	859,982	1,062,602
Total Budgetary Cost by Activity	<u>881,126</u>	<u>859,982</u>	<u>1,062,602</u>

**Major Budget Variances**

•The operating budget reflects an increase in expected costs related to foster care services.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# GRANTS FUND 19



*The County's Grants Fund is a special revenue fund, established for FY2019, that accounts for various grant-funded programs. These include non-recurring grants as well as grants that cross multiple years and non-permanent personnel grants.*

## Department Overview

### Grants Fund

- The following grants are included in this fund: Virginia DARE Program, Four For Life and Fire Funds.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>	\$	-	
Projected FY2018 Funding Sources:			
Revenue	\$	-	
Other financing sources		-	
		-	
Projected FY2018 Expenditures		-	
Net Change		-	
<b>Projected Fund Balance 6/30/2018</b>		-	\$ -
Projected FY2019 Funding Sources:			
Revenue	\$		365,000
Other financing sources			11,000
			376,000
Projected FY2019 Expenditures			376,000
Net Change			-
<b>Projected Fund Balance 6/30/2019</b>	\$	-	-



**York County  
Departmental Budget Documents**

**Grant Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	20,454
Other Charges	-	-	59,496
Materials & Supplies	-	-	11,500
Leases & Rentals	-	-	4,550
Grants & Donations	-	-	280,000
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>376,000</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	-	-	365,000
Transfer From Other Funds	-	-	11,000
Total Revenues	<u>-</u>	<u>-</u>	<u>376,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
DARE Program	-	-	96,000
Four For Life	-	-	60,000
Fire Programs	-	-	220,000
Total Budgetary Cost by Activity	<u>-</u>	<u>-</u>	<u>376,000</u>

**Major Budget Variances**

•Work as required funding for the DARE program is included in personnel costs.

**York County  
Departmental Budget Documents**

**DARE Program**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	20,454
Other Charges	-	-	59,496
Materials & Supplies	-	-	11,500
Leases & Rentals	-	-	4,550
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>96,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
DARE Program	-	-	96,000
Total Budgetary Cost by Activity	<u>-</u>	<u>-</u>	<u>96,000</u>

**York County  
Departmental Budget Documents**

**Four For Life**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Grants & Donations	-	-	60,000
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>60,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Four For Life	-	-	60,000
Total Budgetary Cost by Activity	<u>-</u>	<u>-</u>	<u>60,000</u>

**York County  
Departmental Budget Documents**

**Fire Programs**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Grants & Donations	-	-	220,000
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>220,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fire Programs	-	-	220,000
Total Budgetary Cost by Activity	<u>-</u>	<u>-</u>	<u>220,000</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# LAW LIBRARY FUND 47



*This fund accounts for the revenues and expenditures relating to the County's law library. Individual division details follow this summary page.*

## FUND BALANCE SUMMARY FISCAL YEARS 2018-2019

<b>Beginning Fund Balance 7/1/2017</b>		<u>\$ 13,400</u>
Projected FY2018 Funding Sources:		
Revenue	\$ 7,260	
Projected FY2018 Expenditures	<u>9,000</u>	
Net Change		<u>(1,740)</u>
<b>Projected Fund Balance 6/30/2018</b>		<u>\$ 11,660</u>
Projected FY2019 Funding Sources:		
Revenue	\$ 8,090	
Projected FY2019 Expenditures	<u>9,000</u>	
Net Change		<u>(910)</u>
<b>Projected Fund Balance 6/30/2019</b>		<u><u>\$ 10,750</u></u>



**York County  
Departmental Budget Documents**

**Law Library Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Materials & Supplies	8,784	9,000	9,000
Total Budgetary Costs	<u>8,784</u>	<u>9,000</u>	<u>9,000</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fund Balance	-	-	910
Fines & Forfeitures	7,283	7,200	8,000
Use of Money & Property	69	60	90
Total Revenues	<u>7,352</u>	<u>7,260</u>	<u>9,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Law Library-Operations	8,784	9,000	9,000
Total Budgetary Cost by Activity	<u>8,784</u>	<u>9,000</u>	<u>9,000</u>

**Major Budget Variances**

•There are no significant changes programmed for FY2019.

# 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.*

### Department Overview

#### **Fundraisers & Donations**

- This activity accounts for donations and fundraisers. The funds are appropriated as received.
- USDA Food Service

#### **Head Start**

- 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.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>	\$	426,928	
Projected FY2018 Funding Sources:			
Revenue	\$	23,250	
State & Federal		1,066,807	
Other financing sources		250,000	
		1,340,057	
Projected FY2018 Expenditures		1,504,663	
Net Change		(164,606)	
<b>Projected Fund Balance 6/30/2018</b>	\$	262,322	
Projected FY2019 Funding Sources:			
Revenue	\$	22,850	
State & Federal		1,098,048	
Other financing sources		250,000	
		1,370,898	
Projected FY2019 Expenditures		1,422,986	
Net Change		(52,088)	
<b>Projected Fund Balance 6/30/2019</b>	\$	210,234	



**York County  
Departmental Budget Documents**

**Children & Family Services Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	983,256	1,270,197	1,138,153
Contractual Services	68,555	66,750	74,177
Internal Services	41,878	43,841	91,399
Other Charges	44,355	44,327	45,057
Materials & Supplies	67,622	71,650	74,200
Capital Outlays	138,288	4,350	-
Grants & Donations	1,194	-	-
Total Budgetary Costs	<u>1,345,148</u>	<u>1,501,115</u>	<u>1,422,986</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Federal Aid & Grants	1,006,384	1,066,807	1,098,048
Transfer From Other Funds	250,000	250,000	250,000
Fund Balance	-	-	52,088
Use of Money & Property	3,298	1,800	1,800
Charges for Services	18,566	17,000	18,650
Miscellaneous	3,891	2,400	2,400
Total Revenues	<u>1,282,139</u>	<u>1,338,007</u>	<u>1,422,986</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Head Start	22.40	22.40	22.40
USDA Food Service	1.00	1.00	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fundraisers & Donations	1,194	-	-
Head Start	1,224,596	1,378,856	1,297,941
USDA Food Service	119,358	122,259	125,045
Total Budgetary Cost by Activity	<u>1,345,148</u>	<u>1,501,115</u>	<u>1,422,986</u>

**York County  
Departmental Budget Documents**

**Head Start**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	941,187	1,224,938	1,095,785
Contractual Services	28,877	27,250	30,000
Internal Services	41,878	43,841	91,399
Other Charges	44,355	44,327	45,057
Materials & Supplies	30,011	34,150	35,700
Capital Outlays	138,288	4,350	-
Total Budgetary Costs	<u>1,224,596</u>	<u>1,378,856</u>	<u>1,297,941</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	22.40	22.40	22.40

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Head Start	1,224,596	1,378,856	1,297,941
Total Budgetary Cost by Activity	<u>1,224,596</u>	<u>1,378,856</u>	<u>1,297,941</u>

**Major Budget Variances**

•An overall decrease in personnel is due to turnover.

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**USDA Food Service**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	42,069	45,259	42,368
Contractual Services	39,678	39,500	44,177
Materials & Supplies	37,611	37,500	38,500
Total Budgetary Costs	<u>119,358</u>	<u>122,259</u>	<u>125,045</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	1.00	1.00	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
USDA Food Service	119,358	122,259	125,045
Total Budgetary Cost by Activity	<u>119,358</u>	<u>122,259</u>	<u>125,045</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. Individual division details follow this summary page.*

### Department Overview

#### Payments to Trustee and Transfers to Other Funds

- 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.

On March 1, 2012, the Bonds were restructured and reissued pursuant to a Restructuring Memorandum of Understanding, as amended by the First Amendment to Memorandum of Understanding, a Revised Rate and Method Apportionment, an Amended and Restate Continuing Disclosure Agreement, and a Second Supplemental Indenture of Trust among the bondholders, Marquis Williamsburg RE Holding LLC (as Property Owner), Authority, Trustee and County. Under the restructuring and reissuance terms, the original 2007 Bonds have been restructured and \$2,805,000 of the original Bonds have been redeemed.

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.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019		
<b>Beginning Fund Balance 7/1/2017</b>	\$	264,970
Projected FY2018 Funding Sources:		
Revenue	\$	890,557
Projected FY2018 Expenditures		890,557
Net Change		-
<b>Projected Fund Balance 6/30/2018</b>		<b>\$ 264,970</b>
Projected FY2019 Funding Sources:		
Revenue	\$	896,804
Projected FY2019 Expenditures		896,804
Net Change		-
<b>Projected Fund Balance 6/30/2019</b>		<b>\$ 264,970</b>



**York County  
Departmental Budget Documents**

**Community Development Authority Revenue Account Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers to Other Funds	152,250	157,000	161,400
Payments to Trustee	751,640	733,557	735,404
Total Budgetary Costs	<u>903,890</u>	<u>890,557</u>	<u>896,804</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
General Property Taxes	331,562	312,557	321,204
Other Local Taxes	571,963	578,000	575,600
Use of Money & Property	364	-	-
Total Revenues	<u>903,889</u>	<u>890,557</u>	<u>896,804</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Trustee Payments	751,640	733,557	735,404
Transfer to Other Funds	152,250	157,000	161,400
Total Budgetary Cost by Activity	<u>903,890</u>	<u>890,557</u>	<u>896,804</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# COUNTY DEBT SERVICE FUND 80



*This fund accounts for the issuance and repayment of debt for the County's public buildings, facilities and equipment.*

## Department Overview

### County Debt Service Activities

- A borrowing is anticipated in the spring of 2019 for County capital projects.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	<b>\$ 984,325</b>
Projected FY2018 Funding Sources:	
Local	\$ -
State & Federal	-
Other financing sources	7,253,058
	<u>7,253,058</u>
Projected FY2018 Expenditures	<u>7,238,044</u>
Net Change	<u>15,014</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 999,339</b>
Projected FY2019 Funding Sources:	
Local	\$ -
State and Federal	-
Other financing sources	4,861,340
	<u>4,861,340</u>
Projected FY2019 Expenditures	<u>5,846,327</u>
Net Change	<u>(984,987)</u>
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ 14,352</b>

## Debt Policy Tax Supported Debt

**Board Policy 14-26:**

- Prohibits use of long-term debt or tax revenue anticipation notes (TRANS) to fund current operations
- Emphasizes **pay-as-you-go** capital funding
- Term of debt will not exceed useful life of assets financed
- Annual debt service expenditures for all General Fund supported debt should not exceed **10% of the total General Fund** expenditure budget
- Outstanding principal of General Fund supported debt will not exceed **3.0% of assessed valuation of taxable property**

20

## Debt Policy

### Term of Debt Will Not Exceed Useful Life of Assets Financed

Plan for Financing County Projects:	Amount	Percentage
Building Replacement (Study, Building & Renovation)	\$26,750,000	
Fire Apparatus Replacement	6,350,000	
Yorktown Library Expansion	<u>5,100,000</u>	
<b>Total Projects to be Financed</b>	<b><u>\$38,200,000</u></b>	<b>57%</b>
<b>Pay-As-You-Go Funding</b>	<b><u>\$28,621,000</u></b>	<b>43%</b>
<b>Total County CIP (Budget Committee Version FY2019-FY2024)</b>	<b><u>\$66,821,000</u></b>	<b>100%</b>

**Schools' projects to be reviewed for useful lives.**

24

**York County  
Departmental Budget Documents**

**County Debt Service Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers to Other Funds	-	-	1,450,000
Debt Service	3,019,081	7,238,044	4,396,327
Total Budgetary Costs	<u>3,019,081</u>	<u>7,238,044</u>	<u>5,846,327</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Non-Revenue Receipts	-	3,200,000	1,480,000
Transfer From Other Funds	4,001,551	3,053,058	3,381,340
Fund Balance	-	-	984,987
Use of Money & Property	15	-	-
Total Revenues	<u>4,001,566</u>	<u>6,253,058</u>	<u>5,846,327</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
2010 Capital Lease	475,890	475,890	475,890
2003 Lease Revenue Bond	1,293,550	1,293,700	1,297,700
2008 VRA Lease Revenue Bond	788,603	788,500	785,603
2016A VRA Lease Revenue Bond	461,038	494,968	494,968
2018 VRA Lease Revenue Bond	-	3,200,000	327,179
2016 Lease Purchase	-	984,986	984,987
Anticipated Borrowing Spring 2019	-	-	1,480,000
Total Budgetary Cost by Activity	<u>3,019,081</u>	<u>7,238,044</u>	<u>5,846,327</u>

# SCHOOL DEBT SERVICE

## FUND 81



This fund accounts for the issuance and repayment of debt for the construction and maintenance of educational facilities.

### Department Overview

#### School Debt Service Activities

- A spring 2019 borrowing is planned.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	\$ -
Projected FY2018 Funding Sources:	
Local	\$ -
State & Federal	106,770
Other financing sources	<u>15,954,339</u>
	16,061,109
Projected FY2018 Expenditures	<u>16,061,109</u>
Net Change	<u>-</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ -</b>
Projected FY2019 Funding Sources:	
Local	\$ -
State and Federal	142,040
Other financing sources	<u>14,554,740</u>
	14,696,780
Projected FY2019 Expenditures	<u>14,696,780</u>
Net Change	<u>-</u>
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ -</b>



Coventry Elementary



York High School

**York County  
Departmental Budget Documents**

**School Debt Service Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	12,000	-	-
Transfers to Other Funds	8,669,518	8,715,000	8,000,000
Debt Service	6,502,754	7,346,109	6,696,780
Total Budgetary Costs	<u>15,184,272</u>	<u>16,061,109</u>	<u>14,696,780</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	38,887	72,523	86,493
Federal Aid & Grants	55,368	55,368	55,547
Non-Revenue Receipts	8,706,063	8,715,000	8,000,000
Transfer From Other Funds	6,383,954	7,218,218	6,554,740
Total Revenues	<u>15,184,272</u>	<u>16,061,109</u>	<u>14,696,780</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
1997 VPSA School Borrowing	1,216,596	1,211,378	-
2002 VPSA School Borrowing	600,250	602,428	598,513
2003 VPSA School Borrowing	308,325	311,689	309,733
2005 VPSA School Borrowing	1,171,783	1,173,533	1,173,298
2009 VPSA School Borrowing	296,903	296,015	-
2010 VPSA School Borrowing	124,472	125,472	125,472
2012 VPSA School Borrowing	526,664	524,039	525,853
2015 VPSA School Borrowing	629,649	631,908	631,804
2014B VPSA Refunding	841,466	846,504	842,179
2015A VPSA Refunding	433,990	432,260	434,963
2016 VPSA School Borrowing	316,112	792,683	793,263
2017 VPSA School Borrowing	48,544	223,200	575,155
2018 VPSA School Borrowing	-	175,000	232,115
2016B VPSA Refunding	-	-	294,432
Issue Costs Anticipated Borrowing Spring 2019	-	-	160,000
Transfer to Other Funds	8,669,518	8,715,000	8,000,000
Total Budgetary Cost by Activity	<u>15,184,272</u>	<u>16,061,109</u>	<u>14,696,780</u>

# Stormwater Management

## FUND 26



This fund accounts for the revenue and expenditures for stormwater projects.

### Department Overview

#### Capital Projects

- Funding is provided for minor drainage projects, payment for services to Hampton Roads Planning District Commission, maintenance of the Lowe's and International Center stormwater ponds (supported by revenue from the property owners) and capital equipment. Planned projects include Greensprings Stream Restoration, Victory Industrial Park/Rt.17 Culverts, Goodwin Neck/Rosewood, Wormley Creek Headwaters, Siege Lane and Charles Brown Park Stream Restoration.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019		
Beginning Fund Balance 7/1/2017		\$ 2,957,828
Projected FY2018 Funding Sources:		
Revenue	\$ 37,500	
State & Federal	-	
Other financing sources	<u>1,130,000</u>	
	1,167,500	
Projected FY2018 Expenditures	<u>2,005,627</u>	
Net Change	<u>(838,127)</u>	
Projected Fund Balance 6/30/2018		\$ 2,119,701
Projected FY2019 Funding Sources:		
Revenue	\$ 41,500	
State & Federal	570,000	
Other financing sources	<u>1,022,500</u>	
	1,634,000	
Projected FY2019 Expenditures	<u>2,951,264</u>	
Net Change	<u>(1,317,264)</u>	
Projected Fund Balance 6/30/2019		\$ 802,437



Wormley Creek Headwaters Project

**York County  
Departmental Budget Documents**

**Stormwater Management Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	14,868	21,196	20,264
Materials & Supplies	26,758	-	-
Capital Outlays	691,013	1,701,000	2,931,000
Total Budgetary Costs	<u>732,639</u>	<u>1,722,196</u>	<u>2,951,264</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	32,922	-	570,000
Transfer From Other Funds	874,103	1,130,000	200,000
Other Local Taxes	-	-	822,500
Use of Money & Property	14,332	9,500	13,500
Charges for Services	3,200	28,000	28,000
Total Revenues	<u>924,557</u>	<u>1,167,500</u>	<u>1,634,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Stormwater Management Fund-Capital Projects	732,639	1,722,196	2,951,264
Total Budgetary Cost by Activity	<u>732,639</u>	<u>1,722,196</u>	<u>2,951,264</u>

**York County  
Departmental Budget Documents**

**Stormwater Management Fund-Capital Projects**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	14,868	21,196	20,264
Materials & Supplies	26,758	-	-
Capital Outlays	691,013	1,701,000	2,931,000
Total Budgetary Costs	<u>732,639</u>	<u>1,722,196</u>	<u>2,951,264</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Stormwater Management Fund-Capital Projects	732,639	1,722,196	2,951,264
Total Budgetary Cost by Activity	<u>732,639</u>	<u>1,722,196</u>	<u>2,951,264</u>

# YORKTOWN CAPITAL IMPROVEMENTS FUND 78



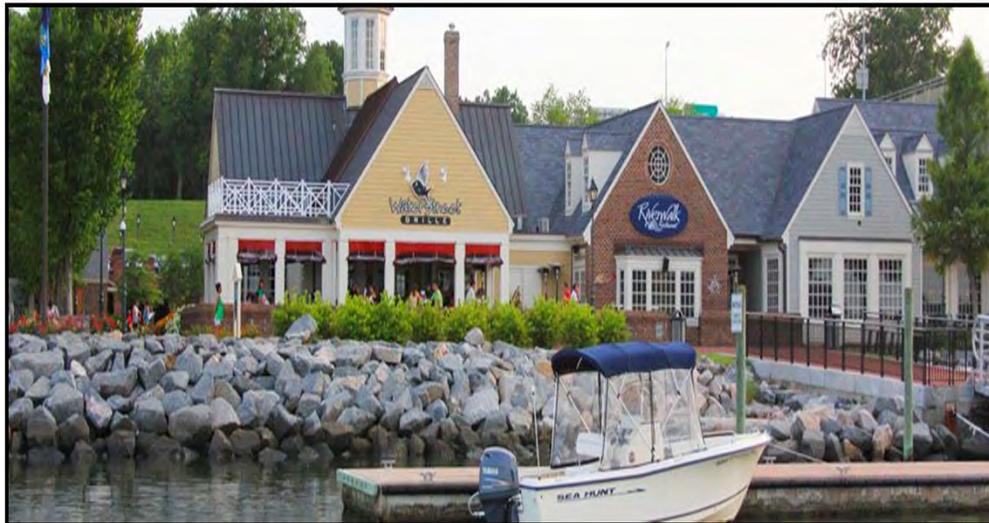
*This fund accounts for the revenues and expenditures relating to the County's capital improvement program, specifically for the waterfront.*

## Department Overview

### Capital Projects

- There are no new projects planned in FY2019.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019		
<b>Beginning Fund Balance 7/1/2017</b>	<b><u>\$(4,736,725)</u></b>	
Projected FY2018 Funding Sources:		
Other financing sources	\$ -	
Projected FY2018 Expenditures	<u>-</u>	
Net Change	<u>-</u>	
<b>Projected Fund Balance 6/30/2018</b>		<b><u>\$(4,736,725)</u></b>
Projected FY2019 Funding Sources:		
Other financing sources	\$ 111,875	
Projected FY2019 Expenditures	<u>-</u>	
Net Change	<u>111,875</u>	
<b>Projected Fund Balance 6/30/2019</b>		<b><u>\$(4,624,850)</u></b>



York County  
Departmental Budget Documents

**Yorktown Capital Improvements Fund**

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	892,153	-	111,875
Use of Money & Property	9,130	-	-
Total Revenues	<u>901,283</u>	<u>-</u>	<u>111,875</u>

**Major Budget Variances**

•A transfer from the Tourism Fund for repayment toward an interfund loan is programmed for FY2019.

# 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.*

### Department Overview

#### Capital Projects

- Funding is provided for the following: economic development (\$250,000), public safety equipment (\$2,740,000), lifecycle spend for the E911 Regional Radio Program (\$500,000), county fire alarm system (\$60,000), county security alarm system (\$40,000), Yorktown library expansion (\$300,000), financial software replacement (\$800,000), Yorktown trolleys replacement (\$700,000), Yorktown improvements (\$100,000), major grounds repair / maintenance (\$100,000), grounds maintenance machinery/equipment (\$50,000), tennis/basketball court repair (\$50,000), HVAC replacement (\$425,000), parking lot repair (\$425,000), building maintenance and repair (\$400,000), disability compliance (\$50,000), and E911 dispatch console furniture replacement (\$50,000).

#### FUND BALANCE SUMMARY FISCAL YEARS 2018-2019

<b>Beginning Fund Balance 7/1/2017</b>	<u>\$ 15,335,383</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 765,795
State & Federal	1,203,450
Other financing sources	<u>11,899,159</u>
	13,868,404
Projected FY2018 Expenditures	<u>22,373,371</u>
Net Change	<u>(8,504,967)</u>
<b>Projected Fund Balance 6/30/2018</b>	<u>\$ 6,830,416</u>
Projected FY2019 Funding Sources:	
Revenue	\$ 165,800
Other financing sources	<u>2,388,790</u>
	2,554,590
Projected FY2019 Expenditures	<u>7,085,960</u>
Net Change	<u>(4,531,370)</u>
<b>Projected Fund Balance 6/30/2019</b>	<u>\$ 2,299,046</u>



**E911 Regional Radio Program**

#### Public Safety Equipment



**York County  
Departmental Budget Documents**

**County Capital Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	45,960
Contractual Services	64,209	-	-
Internal Services	182,501	-	-
Other Charges	2,225	-	-
Materials & Supplies	9,831	-	-
Leases & Rentals	11,105	-	-
Capital Outlays	4,535,990	8,667,000	6,790,000
Grants & Donations	-	250,000	250,000
Transfers to Other Funds	336,900	-	-
<b>Total Budgetary Costs</b>	<b>5,142,761</b>	<b>8,917,000</b>	<b>7,085,960</b>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	48,522	-	-
Transfer From Other Funds	4,862,392	4,386,174	2,052,790
Capital Lease	-	-	336,000
Use of Money & Property	59,567	48,000	96,000
Miscellaneous	137,955	-	-
Recovered Costs	58,377	60,305	69,800
<b>Total Revenues</b>	<b>5,166,813</b>	<b>4,494,479</b>	<b>2,554,590</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Grafton Fire Station replacement	-	-	0.25
Yorktown Library Expansion	-	-	0.25

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Economic Development	-	250,000	250,000
VDOT projects	129,998	-	-
Misc capital projects	90,225	-	-
Grafton Fire Station replacement	261,621	4,175,000	22,980
Public Safety Equipment	149,902	1,962,000	1,840,000
P25 Lifecycle Spend (E911 Regional Radio Program)	1,000,000	500,000	500,000
County Fire & Security Alarm System	-	175,000	60,000
Sheriff Office firing range	201,527	-	-
Courthouse Security Equip. Replacement	134,793	-	-
Communications system	22,474	-	-
Financial software upgrade	991,618	-	800,000
Real Estate Software Upgrade	3,500	-	-
Yorktown Library Expansion	-	150,000	322,980
Video services equipment	73,664	-	-
NPS Beach Picnic Area Improvements	-	350,000	-
Capital Outlays	1,746,539	1,355,000	3,290,000
Transfer to Other Funds	336,900	-	-
<b>Total Budgetary Cost by Activity</b>	<b>5,142,761</b>	<b>8,917,000</b>	<b>7,085,960</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# WORKERS' COMPENSATION FUND 6



*This fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County. Division details follow this summary page.*

### FUND BALANCE SUMMARY FISCAL YEARS 2018-2019

<b>Beginning Fund Balance 7/1/2017</b>	\$ 1,812,709	
Projected FY2018 Funding Sources:		
Revenue	\$ 55,800	
Other financing sources	-	
	<u>55,800</u>	
Projected FY2018 Expenditures	<u>255,800</u>	
Net Change	<u>(200,000)</u>	
<b>Projected Fund Balance 6/30/2018</b>		<b>\$ 1,612,709</b>
Projected FY2019 Funding Sources:		
Revenue	\$ -	
Other financing sources	-	
	<u>-</u>	
Projected FY2019 Expenditures	<u>322,699</u>	
Net Change	<u>(322,699)</u>	
<b>Projected Fund Balance 6/30/2019</b>		<b>\$ 1,290,010</b>



**York County  
Departmental Budget Documents**

**Workers' Compensation Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	66,899
Contractual Services	77,109	79,000	79,000
Other Charges	262,276	176,800	176,800
Total Budgetary Costs	<u>339,385</u>	<u>255,800</u>	<u>322,699</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	255,800	55,800	-
Fund Balance	-	-	322,699
Use of Money & Property	9,262	-	-
Miscellaneous	1,274	-	-
Total Revenues	<u>266,336</u>	<u>55,800</u>	<u>322,699</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Administration Costs	-	-	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Administration Costs	77,109	79,000	145,899
Claims	262,276	176,800	176,800
Total Budgetary Cost by Activity	<u>339,385</u>	<u>255,800</u>	<u>322,699</u>

**York County  
Departmental Budget Documents**

**Administration Costs**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	66,899
Contractual Services	77,109	79,000	79,000
Total Budgetary Costs	<u>77,109</u>	<u>79,000</u>	<u>145,899</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	-	-	1.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Administration Costs	77,109	79,000	145,899
Total Budgetary Cost by Activity	<u>77,109</u>	<u>79,000</u>	<u>145,899</u>

**Major Budget Variances**

•A full-time Risk Management position from Fiscal Accounting Services was reallocated to the Worker's Compensation Fund.

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

York County  
Departmental Budget Documents

**Claims**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Other Charges	262,276	176,800	176,800
Total Budgetary Costs	<u>262,276</u>	<u>176,800</u>	<u>176,800</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Claims	262,276	176,800	176,800
Total Budgetary Cost by Activity	<u>262,276</u>	<u>176,800</u>	<u>176,800</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# 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.*

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>		\$ 8,996,255	
Projected FY2018 Funding Sources:			
Revenue		\$ -	
Other financing sources		985,609	
		985,609	
Projected FY2018 Expenditures		600,000	
Net Change		385,609	
<b>Projected Fund Balance 6/30/2018</b>			\$ 9,381,864
Projected FY2019 Funding Sources:			
Revenue		\$ -	
Other financing sources		-	
		-	
Projected FY2019 Expenditures		1,300,000	
Net Change		(1,300,000)	
<b>Projected Fund Balance 6/30/2019</b>			\$ 8,081,864



**York County  
Departmental Budget Documents**

**Revenue Stabilization Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers to Other Funds	210,421	-	1,000,000
Transfers - School Operations	900,000	600,000	300,000
Total Budgetary Costs	<u>1,110,421</u>	<u>600,000</u>	<u>1,300,000</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	4,965,410	-	-
Fund Balance	-	-	1,300,000
Use of Money & Property	30,799	-	-
Total Revenues	<u>4,996,209</u>	<u>-</u>	<u>1,300,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers Out	1,110,421	600,000	1,300,000
Total Budgetary Cost by Activity	<u>1,110,421</u>	<u>600,000</u>	<u>1,300,000</u>

**York County  
Departmental Budget Documents**

**Transfers Out**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers to Other Funds	210,421	-	1,000,000
Transfers - School Operations	900,000	600,000	300,000
Total Budgetary Costs	<u>1,110,421</u>	<u>600,000</u>	<u>1,300,000</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfers Out	1,110,421	600,000	1,300,000
Total Budgetary Cost by Activity	<u>1,110,421</u>	<u>600,000</u>	<u>1,300,000</u>

**Major Budget Variances**

•Funding is provided for a one-time transfer to the School Operating Fund and Capital Fund.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# VEHICLE MAINTENANCE FUND 12

*This fund accounts for the revenue and expenses of vehicle maintenance. Division details follow this summary page.*



## Department Overview

### **Vehicle & Equipment Maintenance**

- Provides funding for towing services to be used for accidents and disabled vehicles.
- Used in the upkeep of cars, light trucks, generator and other miscellaneous equipment.
- Used in the upkeep of construction equipment such as loaders, bulldozers and backhoes.
- Support fees for fleet information management systems.
- Repair of fuel sites outside of maintenance contract.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>		<b>\$ 1,888,787</b>	
Projected FY2018 Funding Sources:			
Revenue		\$ 3,958,600	
Other financing sources		105,000	
		4,063,600	
Projected FY2018 Expenditures		6,085,028	
Net Change		(2,021,428)	
<b>Projected Fund Balance 6/30/2018</b>			<b>\$ (132,641)</b>
Projected FY2019 Funding Sources:			
Revenue		\$ 4,452,400	
Other financing sources		105,000	
		4,557,400	
Projected FY2019 Expenditures		4,557,400	
Net Change		-	
<b>Projected Fund Balance 6/30/2019</b>			<b>\$ (132,641)</b>



**York County  
Departmental Budget Documents**

**Vehicle Maintenance Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	834,016	964,735	1,084,753
Contractual Services	361,552	336,510	390,510
Internal Services	32,080	34,187	53,137
Other Charges	163,820	172,409	168,375
Materials & Supplies	1,433,219	2,033,700	2,206,625
Capital Outlays	730,960	624,700	549,000
Insurance Recovery	57,115	30,000	105,000
Total Budgetary Costs	<u>3,612,762</u>	<u>4,196,241</u>	<u>4,557,400</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Non-Revenue Receipts	122,037	105,000	105,000
Capital Contributions	19,545	-	-
Use of Money & Property	36,145	58,600	61,500
Charges for Services	3,426,037	3,900,000	4,390,900
Miscellaneous	521	-	-
Total Revenues	<u>3,604,285</u>	<u>4,063,600</u>	<u>4,557,400</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fleet Support Services	11.00	11.37	12.05

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fleet Support Services	3,612,762	4,196,241	4,557,400
Total Budgetary Cost by Activity	<u>3,612,762</u>	<u>4,196,241</u>	<u>4,557,400</u>

**York County  
Departmental Budget Documents**

**Fleet Support Services**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	834,016	964,735	1,084,753
Contractual Services	361,552	336,510	390,510
Internal Services	32,080	34,187	53,137
Other Charges	163,820	172,409	168,375
Materials & Supplies	1,433,219	2,033,700	2,206,625
Capital Outlays	730,960	624,700	549,000
Insurance Recovery	57,115	30,000	105,000
Total Budgetary Costs	<u>3,612,762</u>	<u>4,196,241</u>	<u>4,557,400</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	11.00	11.37	12.05

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Fleet Support Services	3,612,762	4,196,241	4,557,400
Total Budgetary Cost by Activity	<u>3,612,762</u>	<u>4,196,241</u>	<u>4,557,400</u>

**Major Budget Variances**

- The divisions of Vehicle & Equipment Maintenance and Fleet Support Services have been combined and are no longer broken out separately in the budget document.
- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.
- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.
- The operating budget reflects increases in maintenance service contracts and repair/maintenance on the County's aging fleet.
- Capital funding is programmed for vehicles on the County replacement schedule.

**THIS PAGE LEFT BLANK INTENTIONALLY**

# INFORMATION TECHNOLOGY

## FUND 15



*This fund was established for fiscal year 2019 and will account for the revenue and expenses of information technology. Division details follow this summary page.*

### Department Overview

#### Information Technology

- Information Technology Fund accounts for the costs of providing the following services: computer technical support, software support, internet and telecommunications services.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019			
<b>Beginning Fund Balance 7/1/2017</b>	\$	-	
Projected FY2018 Funding Sources:			
Revenue	\$	-	
Other financing sources		330,190	
		330,190	
Projected FY2018 Expenditures		-	
Net Change		330,190	
<b>Projected Fund Balance 6/30/2018</b>	\$		330,190
Projected FY2019 Funding Sources:			
Revenue	\$	-	
Other financing sources		1,224,286	
		1,224,286	
Projected FY2019 Expenditures		1,554,476	
Net Change		(330,190)	
<b>Projected Fund Balance 6/30/2019</b>	\$		-



Information Technology began the implementation of the new Financial Management System, the Tyler Munis Project. The implementation kicked off in March of 2017 to replace a system that was over 20 years old. The project is due to be completed in 2020.

**York County  
Departmental Budget Documents**

**Information Technology Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	-	-	468,632
Other Charges	-	-	283,744
Materials & Supplies	-	-	23,000
Capital Outlays	-	-	779,100
Total Budgetary Costs	<u>-</u>	<u>-</u>	<u>1,554,476</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	-	-	1,224,286
Total Revenues	<u>-</u>	<u>-</u>	<u>1,224,286</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Information Technology	-	-	1,554,476
Total Budgetary Cost by Activity	<u>-</u>	<u>-</u>	<u>1,554,476</u>

**Major Budget Variances**

•Capital funding is programmed for computer network maintenance, communications equipment, data processing equipment, and network security.

York County  
Departmental Budget Documents

**Transfer From Other Funds**

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	-	-	1,224,286
Total Revenues	<u>-</u>	<u>-</u>	<u>1,224,286</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# HEALTH & DENTAL INSURANCE FUND 17



*This fund accounts for the revenues and expenditures of the County's health and dental programs. Division details follow this summary page.*

## Department Overview

### Administration Costs & Claims

- This fund was established in fiscal year 2015 to account for both the employee and employer shares of health and dental claims. In previous years, only the employer share of the insurance premiums was reflected in the budget. This change in accounting centralizes the health and dental plan activity into one fund.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	<u>\$ 1,778,151</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 15,000
Other financing sources	<u>13,024,900</u>
	13,039,900
Projected FY2018 Expenditures	<u>12,892,000</u>
Net Change	<u>147,900</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 1,926,051</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 12,913,900
Other financing sources	<u>-</u>
	12,913,900
Projected FY2019 Expenditures	<u>12,913,900</u>
Net Change	<u>-</u>
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ 1,926,051</b>



**York County  
Departmental Budget Documents**

**Health & Dental Insurance Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	11,086,440	11,966,800	12,167,700
Contractual Services	218,531	608,300	466,800
Other Charges	342,046	316,900	279,400
Health Insurance Retirees	514,264	-	-
Total Budgetary Costs	<u>12,161,281</u>	<u>12,892,000</u>	<u>12,913,900</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Use of Money & Property	19,613	15,000	27,500
Charges for Services	11,320,960	12,273,900	12,885,400
Total Revenues	<u>11,340,573</u>	<u>12,288,900</u>	<u>12,912,900</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Administration Costs	627,189	959,200	791,200
Claims / Incurred But Not Reported (IBNR)	11,534,092	11,932,800	12,122,700
Total Budgetary Cost by Activity	<u>12,161,281</u>	<u>12,892,000</u>	<u>12,913,900</u>

**Major Budget Variances**

•The County's health and dental plans' experience indicates the need for an increase of 2.5%, which would normally be shared by the County and the employees. A review of potential opportunities and benefits of the County and the School Division sharing the same health insurance plan is continuing and will not be finalized until mid-FY19. This budget proposes freezing the employee's share of health and dental plan costs and absorbing the increase completely on the County side

**York County  
Departmental Budget Documents**

**Administration Costs**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	66,612	34,000	45,000
Contractual Services	218,531	608,300	466,800
Other Charges	342,046	316,900	279,400
Total Budgetary Costs	<u>627,189</u>	<u>959,200</u>	<u>791,200</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Administration Costs	627,189	959,200	791,200
Total Budgetary Cost by Activity	<u>627,189</u>	<u>959,200</u>	<u>791,200</u>

**York County  
Departmental Budget Documents**

**Claims / Incurred But Not Reported (IBNR)**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	11,019,828	11,932,800	12,122,700
Health Insurance Retirees	514,264	-	-
Total Budgetary Costs	<u>11,534,092</u>	<u>11,932,800</u>	<u>12,122,700</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Claims / Incurred But Not Reported (IBNR)	11,534,092	11,932,800	12,122,700
Total Budgetary Cost by Activity	<u>11,534,092</u>	<u>11,932,800</u>	<u>12,122,700</u>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# 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.*



### Department Overview

#### Waste Management

- **Bulk Collections**
  - Subscribers to York County's garbage collection service are eligible for up to four bulk collections per year at no additional charge.
  - Up to three items such as furniture or appliances are allowed per scheduled collection.
  - Non-subscribers and/or subscribers who use all four collections within the year may schedule additional bulk collections.
- **Curbside Garbage Collections**
  - Available to single family homes, eligible trailer homes, town-homes and/or small businesses.
  - Program subscribers may bring household waste and/or construction debris to the Waste Management Center's Transfer Station and citizen drop-off center free of charge.
- **Leaf Collection**
  - Residents who live on publicly maintained streets can place an unlimited number of clear bags of leaves out for collection every other week.
  - Leaves are delivered to the VPPSA Compost Facility where they are debagged to be incorporated into mulch.
  - Residents who live in private communities or on privately maintained streets or roads may also bring leaves out to the closest public roadway for collection.
- **Curbside Recycling**
  - Curbside recycling service is available to all single-family homes, most trailer homes, and some multi-family/duplex communities.
  - The Basic Service option of York County's curbside solid waste collections program provides one 96-gallon cart for weekly garbage collection and one 96, 65, or 35-gallon cart for every other week collection of recyclable materials.
- **Curbside Yard Debris Collections**
  - Year Round, York County residents have the opportunity to schedule a special yard debris collection for items such as limbs, branches, and clear bags of natural yard waste.
  - Loose yard debris, grass, leaves and straw must be placed in clear bags.
  - Acceptable material size for curbside pickup is 8" diameter and 10' feet in length.

#### Landfill Closure/Post-Maintenance

- Annual Ground Water Monitoring – provided by VPPSA through contract with Joyce Engineering, Inc & Gas well Monitoring cost and driven by DEQ regulatory requirements.

#### Transfer Station Operations

- The County leases the transfer station and scales to Republic Services.



FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
<b>Beginning Fund Balance 7/1/2017</b>	\$ 1,224,254
Projected FY2018 Funding Sources:	
Revenue	\$ 4,405,050
State & Federal	12,000
	4,417,050
Projected FY2018 Expenditures	5,281,150
Net Change	(864,100)
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 360,154</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 4,432,900
State & Federal	11,845
	4,444,745
Projected FY2019 Expenditures	4,749,553
Net Change	(304,808)
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ 55,346</b>

**York County  
Departmental Budget Documents**

**Solid Waste Management Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	675,214	843,199	981,157
Contractual Services	58,403	83,992	61,771
Internal Services	56,354	62,401	64,936
Other Charges	3,111,050	3,483,369	3,468,477
Materials & Supplies	7,782	6,490	7,265
Capital Outlays	32,610	230,000	165,947
Grants & Donations	147	-	-
Total Budgetary Costs	<u>3,941,560</u>	<u>4,709,451</u>	<u>4,749,553</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
State Aid & Grants	12,147	12,000	11,845
Fund Balance	-	-	304,808
Use of Money & Property	125,515	149,000	150,000
Charges for Services	4,340,309	4,248,050	4,274,900
Miscellaneous	7,598	8,000	8,000
Total Revenues	<u>4,485,569</u>	<u>4,417,050</u>	<u>4,749,553</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Waste Management	11.70	12.13	12.70

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Waste Management	3,874,556	4,679,086	4,719,188
Solid Waste Collection & Disposal	20,000	-	-
Landfill Closure/Post Maintenance	47,004	30,365	30,365
Total Budgetary Cost by Activity	<u>3,941,560</u>	<u>4,709,451</u>	<u>4,749,553</u>

# WATER UTILITY FUND 24



*This fund accounts for the revenues and expenses relating to the County's water distribution system that provides quality drinking water. This is accomplished through the divisions below. Individual division details follow this summary page.*

## Department Overview

### Utility Operations

- 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.

### Utility Construction

- 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.

<b>FUND BALANCE SUMMARY FISCAL YEARS 2018-2019</b>	
<b>Beginning Fund Balance 7/1/2017</b>	<b><u>\$2,139,798</u></b>
Projected FY2018 Funding Sources:	
Revenue	\$ 1,472,938
Other financing sources	-
	1,472,938
Projected FY2018 Expenditures	<u>3,353,037</u>
Net Change	<u>(1,880,099)</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 259,699</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 348,500
Other financing sources	-
	348,500
Projected FY2019 Expenditures	<u>344,057</u>
Net Change	<u>4,443</u>
<b>Projected Fund Balance 6/30/2019</b>	<b><u>\$ 264,142</u></b>



**York County  
Departmental Budget Documents**

**Water Utility Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Contractual Services	8,928	8,352	10,096
Other Charges	329,244	353,850	333,461
Materials & Supplies	-	500	500
Capital Outlays	105,243	-	-
Total Budgetary Costs	<u>443,415</u>	<u>362,702</u>	<u>344,057</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	973,707	-	-
Use of Money & Property	9,774	9,500	10,500
Charges for Services	336,448	365,000	338,000
Total Revenues	<u>1,319,929</u>	<u>374,500</u>	<u>348,500</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Water Utility Operations	343,804	362,702	344,057
Utility Construction	99,611	-	-
Total Budgetary Cost by Activity	<u>443,415</u>	<u>362,702</u>	<u>344,057</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.*

## Department Overview

### **Development / Project Inspections**

- 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.

### **Infrastructure**

- The Infrastructure Services Division is responsible for the system administration of the enterprise asset management software.
- The system is used in the functional areas of building permits and inspections, plan review, and customer service.

### **Utility Operations**

- The Utility Division is responsible for the design, inspections, operations and maintenance of its sanitary sewer system assets that encompass approximately 106 square miles of services area with approximately 24,000 customer accounts.

### **Engineering**

- The primary responsibility of the Engineering Division is the efficient and cost effective design and construction of County Capital Improvement projects.
- These projects are varied in both size and scope and include: stormwater improvements; sanitary sewer extensions and rehabilitations; county buildings; park facilities; sidewalks; piers; public water extensions and improvements; and a host of other projects.

### **Debt Service**

- Funding is programmed for the payment of principal, interest and fees on outstanding debt.

### **Utility Construction**

- 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.

<b>FUND BALANCE SUMMARY FISCAL YEARS 2018-2019</b>	
<b>Beginning Fund Balance 7/1/2017</b>	<u>\$7,234,356</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 11,802,995
State & Federal	278,405
Other financing sources	<u>2,170,000</u>
	14,251,400
Projected FY2018 Expenditures	<u>17,799,000</u>
Net Change	<u>(3,547,600)</u>
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ 3,686,756</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 11,041,870
State & Federal	279,300
Other financing sources	<u>3,967,500</u>
	15,288,670
Projected FY2019 Expenditures	<u>14,521,578</u>
Net Change	<u>767,092</u>
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ 4,453,848</b>

**York County  
Departmental Budget Documents**

**Sewer Utility Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	3,750,725	4,493,599	4,602,928
Contractual Services	506,526	462,841	477,870
Internal Services	265,726	316,589	378,057
Other Charges	1,015,424	535,026	531,240
Materials & Supplies	361,107	377,725	400,025
Leases & Rentals	1,972	-	2,000
Capital Outlays	5,218,412	1,892,550	6,412,097
Transfers to Other Funds	10	10	10
Debt Service	1,360,345	1,719,214	1,717,351
Total Budgetary Costs	<u>12,480,247</u>	<u>9,797,554</u>	<u>14,521,578</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Federal Aid & Grants	278,405	278,405	279,300
Non-Revenue Receipts	-	-	1,500,000
Transfer From Other Funds	1,712,878	2,170,000	-
Capital Contributions	1,121,944	-	-
Other Local Taxes	-	-	2,467,500
Use of Money & Property	42,959	25,000	50,000
Charges for Services	10,660,739	11,775,495	10,989,370
Miscellaneous	78,618	2,500	2,500
Total Revenues	<u>13,895,543</u>	<u>14,251,400</u>	<u>15,288,670</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Development / Project Inspections	5.00	5.00	5.00
Utility Infrastructure	8.00	8.00	8.00
Utility Operations	41.25	42.50	42.90
Utility Engineering	8.00	8.00	8.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Development / Project Inspections	465,444	505,656	498,689
Utility Infrastructure	668,550	751,645	759,803
Utility Operations	3,988,369	4,138,716	4,247,775
Utility Engineering	849,044	857,323	929,863
Debt Service	1,360,345	1,719,214	1,717,351
Utility Construction	5,148,495	1,825,000	6,368,097
Total Budgetary Cost by Activity	<u>12,480,247</u>	<u>9,797,554</u>	<u>14,521,578</u>

**York County  
Departmental Budget Documents**

**Utility Development / Project Inspections**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	430,453	431,538	443,717
Contractual Services	7,703	7,725	8,326
Internal Services	-	33,660	19,870
Other Charges	25,621	29,183	23,426
Materials & Supplies	1,667	3,550	3,350
Total Budgetary Costs	<u>465,444</u>	<u>505,656</u>	<u>498,689</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	5.00	5.00	5.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Development / Project Inspections	465,444	505,656	498,689
Total Budgetary Cost by Activity	<u>465,444</u>	<u>505,656</u>	<u>498,689</u>

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Internal services decreased due to reallocation of vehicle maintenance to Sewer Utility Operations.

**York County  
Departmental Budget Documents**

**Utility Infrastructure**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	569,554	634,171	638,432
Contractual Services	38,894	59,437	60,054
Internal Services	-	10,200	10,621
Other Charges	25,266	33,237	27,596
Materials & Supplies	18,578	4,600	3,100
Capital Outlays	16,258	10,000	20,000
Total Budgetary Costs	<u>668,550</u>	<u>751,645</u>	<u>759,803</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	8.00	8.00	8.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Infrastructure	668,550	751,645	759,803
Total Budgetary Cost by Activity	<u>668,550</u>	<u>751,645</u>	<u>759,803</u>

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

•Capital funding is provided for the Infrastructure Management System to allow for tablets and future technology enhancements.

**York County  
Departmental Budget Documents**

**Utility Operations**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	2,064,162	2,708,022	2,746,771
Contractual Services	378,020	347,840	358,634
Internal Services	223,256	228,236	275,428
Other Charges	934,063	440,808	452,382
Materials & Supplies	338,066	366,050	390,550
Leases & Rentals	1,972	-	2,000
Capital Outlays	48,820	47,750	22,000
Transfers to Other Funds	10	10	10
<b>Total Budgetary Costs</b>	<b>3,988,369</b>	<b>4,138,716</b>	<b>4,247,775</b>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	41.25	42.50	42.90

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Operations	3,988,369	4,138,716	4,247,775
<b>Total Budgetary Cost by Activity</b>	<b>3,988,369</b>	<b>4,138,716</b>	<b>4,247,775</b>

**Major Budget Variances**

- Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

- Personnel includes reallocation of a .40 full-time equivalent (FTE).

- Contractual Services increased due to increases in water/ sewer charges and Scada maintenance.

- An increase in funding for internal services is due to vehicles re-allocated from Utility Development / Project Inspections.

- The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

- Other charges increased primarily due to the Virginia Municipal League insurance allocation.

- Increased funding is provided for Materials & Supplies based on usage.

- Capital funding is provided for replacement items such as pumps, programmable logic controllers, remote transmission units, variable frequency drives , etc.

**York County  
Departmental Budget Documents**

**Utility Engineering**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	686,556	719,868	774,008
Contractual Services	81,909	47,839	50,856
Internal Services	41,328	44,493	72,138
Other Charges	30,474	31,798	27,836
Materials & Supplies	2,796	3,525	3,025
Capital Outlays	5,981	9,800	2,000
Total Budgetary Costs	<u>849,044</u>	<u>857,323</u>	<u>929,863</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Full-Time Equivalents (FTE's)	8.00	8.00	8.00

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Engineering	849,044	857,323	929,863
Total Budgetary Cost by Activity	<u>849,044</u>	<u>857,323</u>	<u>929,863</u>

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•The newly established Information Technology fund proportionately allocates IT related charges such as maintenance/service contracts, computer data circuits, data processing equipment, and computer network maintenance. Allocation is based on the department's number of desktops and/or mobile units.

**York County  
Departmental Budget Documents**

**Debt Service**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Debt Service	1,360,345	1,719,214	1,717,351
Total Budgetary Costs	<u>1,360,345</u>	<u>1,719,214</u>	<u>1,717,351</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Debt Service	1,360,345	1,719,214	1,717,351
Total Budgetary Cost by Activity	<u>1,360,345</u>	<u>1,719,214</u>	<u>1,717,351</u>

**Major Budget Variances**

•There are no significant changes programmed for FY2019.

**York County  
Departmental Budget Documents**

**Utility Construction**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Internal Services	1,142	-	-
Capital Outlays	5,147,353	1,825,000	6,368,097
Total Budgetary Costs	<u>5,148,495</u>	<u>1,825,000</u>	<u>6,368,097</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Utility Construction	5,148,495	1,825,000	6,368,097
Total Budgetary Cost by Activity	<u>5,148,495</u>	<u>1,825,000</u>	<u>6,368,097</u>

**Major Budget Variances**

•Capital funding is programmed for the continuation of sewer line rehabilitation, pump station rehabilitation, Hollywood pump station rehabilitation, By-Pass pump, tandem dump truck and excavator replacement, and replacement of the SCADA automated control monitoring system. As well as National Lane, Wormley Creek, By-Pass Road and Payne's Road area sewer projects.

# 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.*

### Department Overview

#### **Docking Operations**

- 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.

#### **Riverwalk Landing Retail Merchants Association**

- Funding is provided for the dues payment to the Riverwalk Landing Retail Merchants Association.

#### **FUND BALANCE SUMMARY FISCAL YEARS 2018-2019**

<b>Beginning Fund Balance 7/1/2017</b>		\$ 345,668
Projected FY2018 Funding Sources:		
Revenue		\$ 175,601
Projected FY2018 Expenditures		<u>158,003</u>
Net Change		<u>17,598</u>
<b>Projected Fund Balance 6/30/2018</b>		<b>\$ 363,266</b>
Projected FY2019 Funding Sources:		
Revenue		\$ 161,201
Projected FY2019 Expenditures		<u>161,201</u>
Net Change		<u>-</u>
<b>Projected Fund Balance 6/30/2019</b>		<b>\$ 363,266</b>



**York County  
Departmental Budget Documents**

**Yorktown Operations Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	38,395	48,443	48,868
Contractual Services	6,396	11,700	13,200
Other Charges	29,276	94,210	95,483
Materials & Supplies	3,392	3,650	3,650
Insurance Recovery	14,527	-	-
Total Budgetary Costs	<u>91,986</u>	<u>158,003</u>	<u>161,201</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Non-Revenue Receipts	12,265	-	-
Use of Money & Property	94,972	125,401	111,001
Charges for Services	53,008	50,000	50,000
Miscellaneous	-	200	200
Total Revenues	<u>160,245</u>	<u>175,601</u>	<u>161,201</u>

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Docking Operations	71,986	138,003	141,201
Riverwalk Landing Retail Merchant Association	20,000	20,000	20,000
Total Budgetary Cost by Activity	<u>91,986</u>	<u>158,003</u>	<u>161,201</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.*

### Department Overview

#### **Regional Radio Operations**

- 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,

#### **Rebanding**

- 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.

FUND BALANCE SUMMARY FISCAL YEARS 2018-2019	
Beginning Fund Balance 7/1/2017	\$ 680,888
Projected FY2018 Funding Sources:	
Revenue	\$ 2,958,113
Other financing sources	1,059,114
	4,017,227
Projected FY2018 Expenditures	4,698,115
Net Change	(680,888)
<b>Projected Fund Balance 6/30/2018</b>	<b>\$ -</b>
Projected FY2019 Funding Sources:	
Revenue	\$ 2,993,256
Other financing sources	1,080,296
	4,073,552
Projected FY2019 Expenditures	4,073,552
Net Change	-
<b>Projected Fund Balance 6/30/2019</b>	<b>\$ -</b>



**Regional Radio System Upgrade** - The upgrade to the system will ensure continued communication between 4,000 radios utilized by public officials and public servants like firefighters, EMS, police, correction officers and bus drivers. The upgrades will make the radio system faster with updated features that are more compatible with technology. The update will include updates to software in 14 radio towers, 30 consoles in the 911 dispatch center and 150 base stations used for broadcasting.

**York County  
Departmental Budget Documents**

**Regional Radio Project Fund**

<b>Budgetary Costs</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Personnel	-	-	80,514
Contractual Services	2,545,030	2,698,196	2,728,421
Internal Services	24,500	30,902	32,870
Other Charges	3,651	7,700	6,500
Materials & Supplies	-	17,500	17,500
Leases & Rentals	25,000	-	25,000
Capital Outlays	1,000	123,255	43,073
Debt Service	-	1,139,674	1,139,674
Total Budgetary Costs	<u>2,599,181</u>	<u>4,017,227</u>	<u>4,073,552</u>

<b>Funding Sources</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Transfer From Other Funds	1,007,931	1,059,114	1,080,296
Use of Money & Property	193,501	177,680	183,780
Miscellaneous	1,489,607	1,613,039	1,622,082
Recovered Costs	47,997	1,167,394	1,187,394
Total Revenues	<u>2,739,036</u>	<u>4,017,227</u>	<u>4,073,552</u>

<b>Staffing Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Regional Radio Operations	-	-	0.50

<b>Budgetary Cost by Activity</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2019 Adopted</b>
Regional Radio Operations	2,599,181	4,017,227	4,073,552
Total Budgetary Cost by Activity	<u>2,599,181</u>	<u>4,017,227</u>	<u>4,073,552</u>

**Major Budget Variances**

•Funding for personnel reflects a 2% market adjustment and a fiscal year flat rate adjustment of \$750 per eligible, full-time employee / \$375 per eligible, part-time employee, effective July 1. An increase in health insurance is also programmed.

•Funding is provided for a reallocation of 0.50 of a full-time director position from the Emergency Communications Division.

•Funding reflects increases in contractual services for the Regional Radio system.

## Glossary

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.
Balanced Budget	Revenues and other funding sources equal expenditures.
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 Expenditure	Item that has a useful life of more than 1 year and exceeds \$30,000.
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 Outlay	The purchase of assets, both replacement and/or additional, that are greater than or equal to \$1,000.
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.
Charge-outs	Certain activities charge for the services they provide. The charge-outs for those services are included in this category.
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.
Comprehensive Annual Financial Report	The County's financial statements which complies with the accounting requirements established by the Governmental Accounting Standards Board (GASB).

## Glossary

Contingency Account	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
Contractual Services	Services acquired from outside sources. Purchase of the service is on a fee basis or a fixed time contract basis.
Contributions	Includes payments to agencies or organizations for the benefit of the community.
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 ensure that revenues are adequate to meet all necessary expenses.
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 accounting principles generally accepted in the United States of America.
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.

## Glossary

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.
Grants & Donations	Includes both Federal and State grants to be used for a specific purpose, and donations made for County programs.
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 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.
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.
Leases and Rentals	Includes leases and rentals of buildings and equipment.
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.
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.
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.
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.
Performance Measures	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.

## Glossary

Personnel Services	Funds that account for operations similar to those in the private sector and focus on the determination of operating income, changes in net position, financial position and cash flows. The County has both types of proprietary funds: enterprise funds and internal service funds.
Proprietary Funds	Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
Property Tax	A detailed summary of increases and decreases in expenditures from one budget year to another.
Reconciliation	
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.

## Acronyms

TERM	STANDS FOR
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
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
CAFR	Comprehensive Annual Financial Report
CAP	Cost Allocation Plan
CARE	Child Seat Awareness Restraint & Education Program
CBH	Colonial Behavioral Health
CBLAB	Chesapeake Bay Local Assistance Board
CBPA	Chesapeake Bay Preservation Act
CDBG	Community Development Block Grant
CDA	Community Development Authority
CDR	Child Development Resources
CERT	Community Emergency Response Team
CGH	Colonial Group Home
Ches	Chesapeake
CIP	Capital Improvements Program
COPS	Community Oriented Policing Services (Sheriff's Office)
COPS	Certificates of Participation (Debt)
Corp	Corporation
CPEAV	Citizens Planning Education Association of Virginia
CNU	Christopher Newport University
CPE	Customer Premise Equipment
CPS	Child Protective Services
CRI	City Readiness Initiative
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
Del	Delinquent
DHS	Department of Homeland Security
DHHS	Department of Health & Human Services
DJP	Department of Justice program
DMBE	Disadvantaged and Minority Business Enterprises
DMV	Department of Motor Vehicles
DOJ	Department of Justice
DP	Data processing
DRE	Direct Recording Equipment
DUI	Driving Under the Influence

TERM	STANDS FOR
EDA	Economic Development Authority
EDS	Environmental & Development Services
EHR	Emergency Home Repair
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
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
GIS	Geographic Information System
GS	General Services
HAVA	Help America Vote Act
HCVF	Housing Choice Voucher Program
HERSA	Health Resources and Service Administration
HMGP CRS	Hazard Mitigation Grant Program - Community Rating System
HPI	Housing Partnerships Incorporated
HRP	Homelessness Prevention and Rapid Re-housing Program
Hpt Rds	Hampton Roads
HR	Hampton Roads
HRCCS	Hampton Roads Clean Community System
HREDA	Hampton Roads Economic Development Alliance
HRIMT	Hampton Roads Incident Management Team
HRMMRS	Hampton Roads Metropolitan Medical Response System
HRPDC	Hampton Roads Planning District Commission
HRPDC MMRS	Hampton Roads Planning District Commission Metropolitan Medical Response System
HRSD	Hampton Roads Sanitation District
HRTPO	Hampton Roads Transportation Planning Organization
HTBAC	Historic Triangle Bicycle Advisory Committee
HTSC	Historic Triangle Senior Center
HVAC	Heating, Ventilating and Air Conditioning
IBNR	Incurred But Not Reported
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
JSI	John Snow Incorporated
Juv	Juvenile
J&DR	Juvenile and Domestic Relations Court
KRONOS	Time and attendance management system
MHz	Megahertz
Misc	Miscellaneous
MOU	Memorandum of Understanding
MR	Mental Retardation
NASA	National Aeronautics and Space Administration
New Qtr Pk	New Quarter Park
NFFPA	National Fire Protection Association
NNWW	Newport News Waterworks
NOAA	National Oceanic & Atmospheric Administration

TERM	STANDS FOR
OCE	Printing, plotting, scanning system
OEMS	Office of Emergency Medical Services
OPEB	Other Post-Employment Benefits
OVW	Office on Violence Against Women
PAA	Peninsula Agency on Aging
PA2OT/TA	P A Two Zero is the Headstart Code for Headstart Training and Technical Assistance
P-Card	Purchasing Card (credit card)
PPACA	Patient Protection and Affordable Care Act
PPEA	Public-Private Education Facilities and Infrastructure Act
PPTRA	Personal Property Tax Relief Act
PR	Payroll
PT	Part-time
PTA	Parent Teacher Association
PTEAP	Program To Encourage Arrest Policies
PY	Prior Year
QLMS	Queens Lake Middle School
QSCB	Qualified School Construction Bonds
RAD	Rape Aggression Defense
R/E	Real Estate
RPA	Resource Protection Areas
RSAF	Rescue Squad Assistance Fund
RWL	Riverwalk Landing
SCADA	Supervisory Control and Data Acquisition
SEAST	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
TMDL	Total Maximum Daily Load
TNCC	Thomas Nelson Community College
USDA	United States Department of Agriculture
VACO	Virginia Association of Counties

TERM	STANDS FOR
VAHMRS	Virginia Association of Hazardous Materials Response Specialists
VATF	Virginia Task Force
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
VEPGA	Virginia Energy Purchasing Governmental Association
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
VLDP	Virginia Local Disability Program
VML	Virginia Municipal League
VMRC	Virginia Marine Resource Commission
VPPSA	Virginia Peninsulas Public Service Authority
VPSA	Virginia Public School Authority
VRA	Virginia Resources Authority
VRS	Virginia Retirement System
VSMP	Virginia Stormwater Management Program
V-STOP	Stop Violence Against Women Grant in Virginia
VW	Victim-Witness
YC	York County
YCCC	York County Chamber of Commerce
YCSC	York County Sports Complex
YCSD	York County School Division
YPDSS	York-Poquoson Department of Social Services
WAR	Work-as-Required
WATA	Williamsburg Area Transit Authority
WIP	Watershed Implementation Plans
WHF	Williamsburg Health Foundation
Wmbg	Williamsburg
WYCG-TV	York County government television channel