



YORK COUNTY FY2018 ADOPTED BUDGET




York County
V I R G I N I A
America's Future Since 1781

Adopted Annual Budget - Fiscal Year 2018
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County of York

Adopted Operating Budget Fiscal Year 2018 (July 1, 2017 to June 30, 2018)

Board of Supervisors



Sheila S. Noll, Chairman



Jeffrey D. Wassmer, Vice Chairman



Walter C. Zaremba



Thomas G. Shepperd, Jr.



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
J. Mark Carter

Budget Division Staff

Stephanie S. Moss, Chief of Budget
Deborah A. Goodwin, Budget Supervisor



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**County of York
Virginia**

For the Fiscal Year Beginning

July 1, 2016

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 2nd day of May, 2017:

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

On motion of Mr. Shepperd, which carried 4:1, 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 2017, 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 2017 beginning January 1, 2017, and ending December 31, 2017; 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 2nd day of May, 2017, that the following County tax levies be, and they hereby are, imposed for the calendar year 2017:

Class of Property	Rate Per \$100 of Assessed Valuation
1. Real Estate	.795
2. Tangible Personal Property	4.00

3.	Tangible Personal Property— for one vehicle owned by a disabled veteran	1.00
4.	Machinery and Tools	4.00
5.	Vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia	.795
6.	Boats or watercraft weighing less than five tons	.000000001
7.	Boats or watercraft 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 2nd day of May, 2017:

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

On motion of Mr. Shepperd, 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, 2017, AND ENDING JUNE 30, 2018

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, 2017, and ending June 30, 2018, 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 2018 educational budget is based upon funding from the federal government in the amount of \$14,184,286; from the state government in the amount of \$65,530,106; from the local appropriations in the amount of \$52,987,094; and other local revenues in the amount of \$1,674,627;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 2nd day of May, 2017, that the fiscal year 2018 annual budget of the York County School Division for school operations in the amount of \$134,976,113 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 \$4,821,572 for fiscal year 2018 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 2018, 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 2018 be, and is hereby, made for school capital projects.

BE IT STILL FURTHER RESOLVED that the fiscal year 2018 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 2018 be, and are hereby, made in the General Fund for the following functions:

<u>Function</u>	<u>Amount</u>
Administrative Services	\$ 4,546,328
Judicial Services	2,935,205
Public Safety	34,178,656
Management Services	9,830,057
Education & Educational Services	63,045,773
Human Services	3,666,466
Public Works	9,000,543
Community Services	3,254,955
Capital Outlay, Fund Transfers & Non-Departmental	11,431,517
Total General Fund	<u>\$ 141,889,500</u>

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

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

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

BE IT STILL FURTHER RESOLVED that the \$63,045,773 appropriated above from the General Fund for Education and Educational Services, includes \$52,987,094 for the local contribution to the School Division for support of the School operating budget and, of this amount \$51,852,444 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 \$600,000 is appropriated in the Revenue Stabilization Reserve Fund for fiscal year 2018 for transfer to the School Operating Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$3,324,000 for fiscal year 2018 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 \$6,600,623 for fiscal year 2018 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 \$9,000 for fiscal year 2018 be, and is hereby, made in the Law Library Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,501,115 for fiscal year 2018 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 \$890,557 for fiscal year 2018 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 assessments and interest income become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$7,238,044 for fiscal year 2018 be, and is hereby, made in the County Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$16,061,109 for fiscal year 2018 be, and is hereby, made in the School Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,722,196 for fiscal year 2018 be, and is hereby, made in the Stormwater Management Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$8,917,000 for fiscal year 2018 be, and is hereby, made in the County Capital Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$255,800 for fiscal year 2018 be, and is hereby, made in the Workers' Compensation Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$4,196,241 for fiscal year 2018 be, and is hereby, made in the Vehicle Maintenance Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$12,892,000 for fiscal year 2018 be, and is hereby, made in the Health & Dental Insurance Fund.

BE IT STILL FURTHER RESOLVED that the following appropriations for fiscal year 2018 be, and are hereby, made in the Enterprise Funds:

Solid Waste Management Fund	\$	4,709,451
Water Utility Fund	\$	362,702
Sewer Utility Fund	\$	9,797,554
Yorktown Operations Fund	\$	158,003
Regional Radio Project Fund	\$	4,017,227

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 2018 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2017, 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 Chief of Budget 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 2nd day of May, 2017:

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

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

A RESOLUTION TO ADOPT THE FISCAL YEAR 2018-2023 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 2018-2023 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 2018-2023 Capital Improvements Program;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 2nd day of May, 2017, that the County Administrator's proposed Fiscal Year 2018-2023 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 2nd day of May, 2017:

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

On motion of Mr. Green, 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 81st 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 222.3, Definitions, provides that for a fiscally dependent local educational agency, the local real property tax rate for school purposes can be defined as “that portion of a local real property tax rate designated by the general government for school purposes”; and

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

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 2nd day of May, 2017, that, for Fiscal Year 2018, 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 222.3.

A Copy Teste:


Mary E. Simmons
Deputy Clerk

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County Administrator
Neil A. Morgan



Deputy County Administrator/
Zoning Administrator
J. Mark Carter

Deputy County Administrator
Vivian A. Calkins-McGettigan

May 3, 2017

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

Dear Members of the Board:

Subject: Final Adjustments to the FY 2018 Recommended Budget

I am pleased to present the Fiscal Year 2018 Board of Supervisors' Adopted Budget document which reflects the priorities and details embodied in the Budget adoption actions taken by the Board on May 2, 2017. For context, I have included the transmittal memo that introduced my proposed budget and the memo submitted to the Board on May 2 accompanying the adoption resolution (R17-61) that explained the final adjustments made to the proposed budget. As reflected in that memo, all of the adjustments were between expenditures in the General Fund. The total dollars for all of the funds' budgets did not change and they are shown below.

Funds	Proposed	Adopted
General Fund Budget	\$141,889,500	\$141,889,500
Enterprise Funds Expense Budgets	19,044,937	19,044,937
Other County Funds Expense Budgets	64,207,685	64,207,685
Interfund Transfers	<u>(23,590,887)</u>	<u>(23,590,887)</u>
Total County Budget, Net of Interfund Transfers	<u>\$201,551,235</u>	<u>\$201,551,235</u>

The FY2018 Adopted Budget represents a carefully considered fiscal plan reflecting a 4.35 cents real estate tax increase that was necessary in order to maintain our organizational capacity to serve our citizens and businesses. The budget responds to urgent operational needs in the Sheriff's and Commonwealth's Attorney's Offices, Fire & Life Safety, Emergency Communications, and Public Works, as well as fully funds the School Division's request, provides salary increases for County staff, and invests in all of the Board's Strategic Priorities.

I want to thank the public who came to 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,

Neil A. Morgan
County Administrator

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

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

A Hampton Roads Community
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COUNTY OF YORK

MEMORANDUM

DATE: April 26, 2017 (BOS Mtg. 5/2/17)

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Setting of the Tax Rates for Calendar Year 2017 for the County of York and Approval of the Budget and Appropriation of Funds for the Fiscal Year Beginning July 1, 2017, and Ending June 30, 2018, for the County of York, and the York County School Division

The FY2018 Proposed Budget was presented to the Board of Supervisors on March 21, 2017. Board work sessions addressing the proposed budget were held on February 7, March 7, and April 4, and public hearings to receive citizen comments on the proposed tax rates and the proposed budget were conducted on April 18, 2017. Five citizens spoke during the tax rate public hearing and nine spoke during the budget public hearing. Only one citizen expressed opposition during both public hearings.

Attached for the Board's consideration is proposed Ordinance No. 17-2 to set the tax rates for calendar year 2017. The rates for real estate rate taxes and manufactured homes taxes shown below reflect a 4.35 cents increase from calendar year 2016's rate. In addition, the boat tax rate has effectively been eliminated on all classes of boats. All other rates remain unchanged. The proposed rates are as follows:

Rate per \$100 of:

<u>Class of Property</u>	<u>Assessed Valuation</u>
Real Estate	\$0.795
Tangible Personal Property	\$4.00
Tangible Personal Property – disabled veteran	\$1.00
Machinery and Tools	\$4.00
Manufactured Homes	\$0.795
Boats weighing less than five tons	\$.000000001
Boats weighing five tons or more	\$.000000001

At the April 4th work session, we briefed the Board regarding General Fund budget adjustments totaling \$29,000 on both the revenue and expenditure sides. At that meeting, in response to learning about the increased workload in the Commonwealth Attorney's Office related to body worn camera video and other digital evidence together with the increased number of criminal prosecutions, the Board directed me to fund another Assistant Commonwealth Attorney I position. In addition, staff has learned that all the localities that are parties to the Merrimac Center agreement have approved the recommended amendments to the funding formula which should result in a decrease of \$100,000 to

York's contribution. The adjustments needed to reconcile the proposed budget to the adopted budget are described below.

Staff has continued to monitor revenue trends since the proposed budget was presented to the Board and reports that there are no significant deviations from the initial revenue projections. Therefore, the total General Fund Budget remains at \$141,889,500.

Estimated costs for an Assistant Commonwealth Attorney I position are \$72,000 for personnel and \$4,000 for non-personnel items including a laptop and other equipment and software. In addition to the April 4 work session adjustments of \$29,000, the changes described above result in an expenditure decrease of \$24,000 which will be added to the Capital Improvement Program (CIP) funding according to the Board's previous instructions.

The final General Fund expenditure adjustments are noted below:

Description	Amount
• Increase contribution to Colonial Community Corrections	\$ 6,500
• Increase costs for the Commonwealth Attorney's office	76,000
• Decrease contribution to the Regional Jail	(29,000)
• Decrease contribution to the Merrimac Center	(100,000)
• Increase funding to the CIP	46,500
Total Expenditure Change	<u>\$ 0</u>

Budgets for all other funds did not change.

Also attached for the Board's consideration is proposed Resolution R17-61 which adopts the FY2018 budget and appropriates the funds for the County and the School Division.

Please let me know if staff or I can provide additional information as you consider the proposed budget and tax rates.

Moss/3716

Attachments

- Proposed Ordinance No. 17-2
- Proposed Resolution R17-61

County Administrator
Neil A. Morgan



**Deputy County Administrator/
Zoning Administrator**
J. Mark Carter

Deputy County Administrator
Vivian A. Calkins-McGettigan

March 21, 2017

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 2017-2018

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 2017-2018. On the expenditure side, my recommendation responds to several urgent community and organizational needs including the funding request of the York County School Division and certain operational units of the County government.

In order to respond to these well-justified needs, I am recommending a revenue budget that supplements \$2.6 million of projected "natural" revenue growth with a real estate tax rate increase of 4.35 cents per \$100 of value. This rate change will produce an estimated \$3.9 million annually. The budget reflects a total general fund of approximately \$141.9 million, a 4.6% increase from the current fiscal year.

Expenditure Priorities

At this time last year when I released my recommended budget for the current year, my budget transmittal message stated that "the County faces long-term challenges that have not been addressed by this budget, including insufficient revenue growth to maintain competitive salaries.....limited revenue for infrastructure replacement and rehabilitation.....insufficient staffing levels in some parts of the organization.....and the closure of the Dominion Power Plant, causing a significant shrinkage of the County's revenue base." Not surprisingly, all of those challenges awaited us when I began preparing for the fiscal year 2017-2018 budget. The needs of the County continue to mount, and our County organization should be supported at a level that can provide sustainable, high quality services for our citizens and businesses. In preparing this recommendation, my senior staff budget committee and I have weighed many factors including core obligations, the strategic priorities of the Board of Supervisors, and our need to invest in capital assets that have not been adequately funded since the Great Recession.

Even though I suspected that our under-resourced budget might require a recommended tax rate increase this year, we entered the budget review phase attempting to devise a budget that would not include any tax rate changes. If the community and the Board of Supervisors cannot support a tax rate increase, it is important to understand how I would prioritize the limited funds that would be available in the next operating budget. Stated broadly, my first priorities would be to deploy available funds for the following purposes:

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

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Expenditure Priorities in Base Budget

It is my conclusion that our expenditure priorities require an additional ongoing sum of approximately \$4 million annually. My recommended expenditure budget therefore includes the following:

Expanded Expenditure Priorities

These additional expenditures are all fully consistent with the Board's Strategic Priorities. Specifically, the proposal supports the York County School Division requested budget, and it makes needed investments in the Departments of Fire & Life Safety, Sheriff's Patrol, and Emergency Communications. The Public Works hybrid crew supports stormwater control, mosquito suppression, and grounds and litter control efforts. Additional cash for the Capital Improvements Program (CIP) is the smart way to fund long-term, needed projects for the schools, public safety, and the County more generally.

Furthermore, I support the elimination of the personal property tax on boats, the point of which is not to reward boat owners but to support our marinas and waterfront businesses that are competing with neighboring localities that do not currently tax boats. This initiative supports the Board's strategic priority to facilitate quality economic development. Reduction of this revenue source is expected to cost about \$400,000 annually.

Revenue Recommendations

We had hoped that the General Assembly would support County local control of the meals and tobacco tax as Virginia allows for cities. Despite support in the Senate Finance Committee by Senators Locke and Norment for the meals tax component, this request from the York County Board of Supervisors was rejected. Had the Commonwealth granted this authority, I would likely have recommended a meals tax of 6 percent, consistent with the City of Poquoson's current rate, which would have generated approximately \$3,000,000. That, coupled with a tobacco tax, could have provided roughly the amount of additional revenue that I believe the County needs on an ongoing basis to maintain the quality services our citizens have come to expect.

Having few revenue alternatives, I am recommending an increase in the real estate tax rate of 4.35 cents per \$100 of value. Roughly, this is a 6 percent tax increase for our residents and businesses. The last real estate tax rate increase was in 2013. The proposed increase on an

annualized basis is about 1 percent and is substantially less than the increased costs of County services during the same period.

In contemplating a tax rate increase, important questions include how such a rate increase would impact a property owner and how York County's real estate tax rate compares to others in the region. Below are some charts illustrating the current and proposed rates on a residence with property values at various amounts, followed by a table showing real estate tax rates for localities within the Hampton Roads region.

Rate Change Impact Based on Selected Home Values

Cost at .7515 per \$100 (Current Rate)

Value of Property	Monthly Cost	Semi-Annual Cost	Annual Cost
\$200,000	\$125	\$752	\$1,503
\$300,000	\$188	\$1,128	\$2,255
\$400,000	\$251	\$1,503	\$3,006
\$500,000	\$313	\$1,879	\$3,758

Cost at .795 per \$100 (Proposed Rate)

Value of Property	Monthly Cost	Semi-Annual Cost	Annual Cost
\$200,000	\$133	\$795	\$1,590
\$300,000	\$199	\$1,193	\$2,385
\$400,000	\$265	\$1,590	\$3,180
\$500,000	\$331	\$1,988	\$3,975

Increase (Proposed Rate to Current Rate)

Value of Property	Monthly Cost	Semi-Annual Cost	Annual Cost
\$200,000	\$8	\$43	\$87
\$300,000	\$11	\$65	\$130
\$400,000	\$14	\$87	\$174
\$500,000	\$18	\$109	\$217

Real Estate Tax Rates in Neighboring Communities

Counties:	
Gloucester County (proposed)	.71
York County (proposed)	.795
James City County	.84
Isle of Wight County	.85
Cities:	
Poquoson	1.07
Suffolk	1.07
Newport News	1.22
Hampton	1.24

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 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, York County's policy for the General Fund is to propose and adopt a balanced budget, 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 - \$201,551,235

The Proposed Budget for all funds, net of transfers to other funds, for fiscal year 2018 is \$201.6 million. It consists of the General Fund budget of \$141.9 million, the Enterprise Funds Expense Budget of \$19.0 million and smaller funds that amount to \$64.2 million less \$23.5 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 \$63 million or 31.3% 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 \$138.6 million. After Education and Educational Services, the second highest General Fund expenditure category is Public Safety. This function comprises \$33.8 million or 16.8% of the total budget.

A brief description of each fund type follows.

GENERAL FUND BUDGET - \$141,889,500

General Fund Revenues

General Fund revenues are derived from a variety of sources. Of the \$141.9 million in revenue estimated for fiscal year 2018, \$127.8 million, or 90.1%, is from local and other sources. The primary sources of local revenue are General Property Taxes (63.3%) and Other Local Taxes (21.6%), which combined are \$120.4 million, or 84.9% of total revenue. General Property Taxes reflect a \$5.7 million increase, the result of both a real estate tax rate increase of \$3.9 million as well as natural growth. During fiscal year 2015, personal property tax collections were fully restored to the previous high in fiscal year 2008, not accounting for inflation. Fiscal year 2016 featured dynamic personal property tax

growth of 15%, and the revenue estimate for fiscal year 2018 reflects an increase of \$1.5 million over the 2017 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. These sources account for 3.9% of General Fund revenues, or \$5.5 million.

Other sources total \$1.9 million, or 1.3%, and include 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 for services provided to the facilities in the project area.

The remaining \$14.1 million, or 9.9%, is from various state and federal government supported programs. The General Fund revenues are summarized below:

Local Taxes	\$ 120.4 million
Additional Local Revenue	5.5 million
Other Sources	1.9 million
State & Federal	<u>14.1 million</u>
Total	<u>\$ 141.9 million</u>

General Fund Expenditures

The total Proposed General Fund expenditure budget is \$141.9 million, which is \$6.3 million, or 4.6%, more than the current year budget. The Proposed Budget for fiscal year 2018 focuses on the Board of Supervisors' strategic priorities and addresses the shortcomings that were identified during the budget process last year. Specifically:

- Fully funding the York County School Superintendent's request supports the Board's priority of facilitating quality educational opportunities.
- Adding positions in Fire & Life Safety, the Sheriff's Office, and Emergency Communications supports two of the Board's priorities: ensuring and sustaining exemplary public safety functions and providing excellent customer service.
- Creating a hybrid stormwater crew in Public Works supports environmental stewardship as well as providing excellent customer service.

The net changes in County functions are as follows:

Administrative Services & Judicial Services	\$ 0.1 million
Public Safety	1.4 million
Management Services	0.4 million
Education & Educational Services	2.0 million
Human Services	- million
Public Works	- million
Community Services	0.2 million
Capital Outlay, Fund Transfers & Non-Departmental	<u>2.2 million</u>
Total	<u>\$ 6.3 million</u>

Areas of special interest are:

Education and Educational Services

The budget proposes that the County provide \$1,347,000 of additional funding to the Schools' Operating Budget. It also includes funding to the School Debt Service Fund, which covers the cost of debt obligations for school renovation and construction projects, representing \$614,000 of new budget general fund expenditures. Additionally, I am supporting the Superintendent's preliminary request to appropriate \$600,000 from the impact aid stabilization reserve to supplement the School Division operating budget, which is an incremental decrease of \$300,000 from the current year. Adding the increase provided for the School Division's operating budget to the debt service increase and deducting the reduced impact aid funding results in new County support for the School Division of \$1.7 million. In addition, new state revenue for the School Division is tentatively estimated at \$1.9 million.

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 2017 in the School Operating Fund. The County should also be receptive to the use of year end school funds for other minor cash capital projects identified by the School Division as 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.

The budgets for other Educational Services, including Library Services and Cooperative Extension, represent 2% of the General Fund Budget.

Personnel

The compensation recommendations include a proposed flat rate adjustment to County employee salaries of \$1,500, prorated for part-time employees based on FTE. This is proposed in lieu of a traditional percentage increase, but is intended as a salary increase, not a bonus. In addition, \$500,000 has been recommended to address compression issues that are the result of no increases to employees' salaries between fiscal years 2010 and 2013.

The County's health plan's experience indicates the need for an increase of 13.1%. However, there are some pending initiatives that may result in changes to the plan. These include the opportunity to join a state-wide pool if the rates are favorable and a professional review of the County's and the School Division's plans to determine if sharing the same plan would be beneficial. As a result, employee contributions for health insurance will increase only by 5% for those on the POS plan and by 8% for those on the PPO plan. Those on the consumer driven, high deductible plan will not have an increase. The County's share will increase by 10% for all plans, with the balance being paid from the health insurance fund's reserves. There is no increase for the dental plan.

In addition, the County is migrating to the State's deferred compensation pool which will mean lower fees for employees and investment options that have been vetted by the State's deferred compensation committee, thereby leading employees toward smarter investments with lower management fees.

ENTERPRISE FUNDS EXPENSE BUDGETS - \$19,044,937

The various funds included in this total are the Solid Waste Management Fund (\$4.7 million), the Water Utility Fund (\$0.4 million), the Sewer Utility Fund (\$9.8 million), the Yorktown Operations Fund

(\$0.1 million), and the Regional Radio Project Fund (\$4.0 million). Revenue in these funds is primarily generated through user fees and connection charges.

Water and Sewer Utility Funds account for the water and sewer operations and capital projects. Significant Sewer Utility Fund projects for fiscal year 2018 include the National Lane and the Sinclair Drive area sewer projects, sewer line and pump station rehabilitation, and emergency power generator equipment replacement projects (included in the six-year CIP). There are no Water Utility Fund projects planned for fiscal 2018.

Fire hydrant fees that are currently paid for in the Sewer Utility Fund will now be billed directly to water customers by Newport News Waterworks, just as they do for all the localities they serve. This shift allows us to maintain the current sewer rates with no increase and redirects the sewer user fees previously used to pay this bill to other sewer system priorities. Residential water customers' bills will increase by \$2.16 per month.

OTHER COUNTY FUNDS EXPENSE BUDGETS - \$64,207,685

Other fund types maintained by the County include Special Revenue Funds (\$12.3 million), Debt Service Funds (\$23.3 million), Capital Project Funds (\$10.7 million), and Internal Service Funds (\$17.9 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 \$8.6 million, or 15.5%, from the current year which is primarily related to the annual fluctuation in bond issuance requirements (\$4.8 million), additional funding for capital projects (\$2.2 million), and higher health insurance costs (\$1.5 million). The County Debt Service Fund reflects the payments required on outstanding debt. New borrowings are planned for the Grafton fire station replacement and the Carver Gardens water system project. Additionally, a borrowing is planned for the fall of fiscal 2018 for fiscal year 2017 school CIP projects currently in process. The County Capital Fund includes funding for the Grafton Fire Station replacement, the Yorktown Library expansion, public safety equipment replacement, mobile data terminals for Fire & Life Safety, general economic development activities, E911 Regional Radio Program upgrades, upgrades to the County's fire alarm and security systems, various building capital repairs and maintenance projects, National Park Service picnic area improvements, and drainage improvement projects. All of the Board's six strategic priorities are supported by the capital projects selected for funding for fiscal 2018.

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 – (\$23,590,887)

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

The impact of interfund transfers is as follows:

General Fund	\$ (22.8) million
Special Revenue Funds	(0.3) million
Internal Service & Enterprise Funds	<u>(0.4) million</u>
Net Interfund Transfers	\$ <u>(23.5) million</u>

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 2017 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 2018. 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.

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. Several work sessions are planned between now and final budget adoption, which is scheduled for May 2, 2017. Staff has worked diligently to keep costs to a minimum while still meeting the expectations of our citizens.

I especially want to acknowledge the excellent work of our Budget staff including Division Chief Stephanie Moss and staff members Deborah Goodwin and Tiffany Jenkins. This was a particularly challenging year because two experienced budget staff members left County employment in December, and this is the first year of the implementation of our new budgeting software, GovMax. Either of these events would have by themselves caused the process to be more difficult, and Stephanie and Debbie are to be congratulated for timely completion of the document as well as the design of the new look. 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 Deborah Morris, 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

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.

Strategic Priorities Implementation

As a follow-up to the Board of Supervisors' identification of six Strategic Priorities and several related Action Goals at its January 2016 Retreat, the County Administrator convened a "Tiger Team" comprised of County staff from a cross section of departments within the County to further develop a workable plan for measuring and reporting on those priorities. The team met throughout the spring and summer to gather input from those who are directly involved with the strategic priorities and action goals set by the Board. They worked hard to develop baseline initiatives and metrics, measurable outcomes, and how to identify progress and accomplishments. Their work was presented to the Management Team on October 4th in

conjunction with Budget Call. The Tiger Team incorporated feedback received as a result of that meeting into their matrix and the Board began its review of the document in mid-October. During this year's retreat, the Board decided to memorialize its acceptance of the document by resolution. Accordingly, Resolution R17-13 was adopted on February 7, 2017.

The Strategic Priorities document provides focus and direction for the allocation of staff resources and priorities and sets forth a comprehensive series of action initiatives that were used by County departments and agencies for preparation of their fiscal year 2017-2018 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. Reporting progress and accomplishments toward the strategic priorities' action goals is expected to be a dynamic process involving all departments and agencies. Reports will be provided to the Board at least twice a year.

The Strategic Priorities document is included at the end of this Budget Overview and the Board's priorities as listed on the County website are shown below. In addition, the Budget Document and the CIP Document show the Board's strategic priorities that are supported by the funding recommendations.

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**.



The image shows the official logo of York County, Virginia, which includes a stylized American flag and the text 'York County VIRGINIA' and 'America's Future Starts Here'. Below the logo, the text 'BOARD OF SUPERVISORS STRATEGIC PRIORITIES' is displayed in a blue, sans-serif font.

Significant Impacts for FISCAL YEAR 2018

Counties in Virginia have limited options for revenue sources. The York County Board of Supervisors and upper management mobilized other counties' governing bodies across the State to appeal to the General Assembly to allow counties the same autonomy as cities related to meals taxes and cigarette taxes. York further lobbied for approval of a bill granting just York the option to increase meals taxes if the state-wide initiative failed. The effort was not successful on either attempt. As stated in the Budget Message, increased revenues generated by a meals tax increase of just 2% and equal to that charged by the City of Poquoson, and cigarette taxes equal to those charged by the City of Newport News would have been adequate to fund the shortfalls in the proposed budget. Consequently, the only alternative to generate the necessary revenue was to increase the local real estate tax rate.

The spending priorities discussed in the Budget Message address the operational challenges facing the County. These include inadequate staffing in the areas of Fire & Life Safety, the Sheriff's Office, and Emergency Communications and Public Works. Public Works actually lost several positions during the recession years but was able to compensate because a series of road construction projects over the last several years resulted in temporary suspension of the County's maintenance responsibility on those corridors. The construction is now complete and the number of miles of mowing and maintenance has increased to a level that cannot be adequately covered by existing staff. In addition, the Zika virus adds urgency for litter control and stormwater management. These needs will be addressed by the new Public Works hybrid crew.

Recruitment and retention of staff is becoming more of an 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. This challenge is addressed by the compensation plan supported by this budget that includes a flat rate compensation adjustment for regular employees as well as compression adjustments for more long term staff. Recruiting and retaining fire fighters and sheriff's deputies is especially difficult, and the increased retirement multiplier for public safety employees included in this budget will put the County on par with several neighboring localities.

Double-digit health insurance increases are not unique to York County, but they still create a challenge and unfavorable impacts to the budget. The County estimates an unexpected need to use health insurance reserve balances for fiscal year 2017 because of the health plan's negative experience for the current year. The fiscal year 2018 budget calls for a planned use of reserves that will cause reserve balances to dip below the 15% target level. The County's financial policies require that a plan be developed to restore reserves to the target level within three fiscal years.

Finally, the Commonwealth of Virginia is inadequately funding public education and has been for quite some time. As State funding has decreased, the County has attempted to fund the gap. The State's actions put the County and the School Division in a position of having to compete for the very limited new local revenue growth each year. The adopted budget fully funds the School Superintendent's funding request increase of \$1,346,650 and that is one of the reasons for the increase in the real estate tax rate.

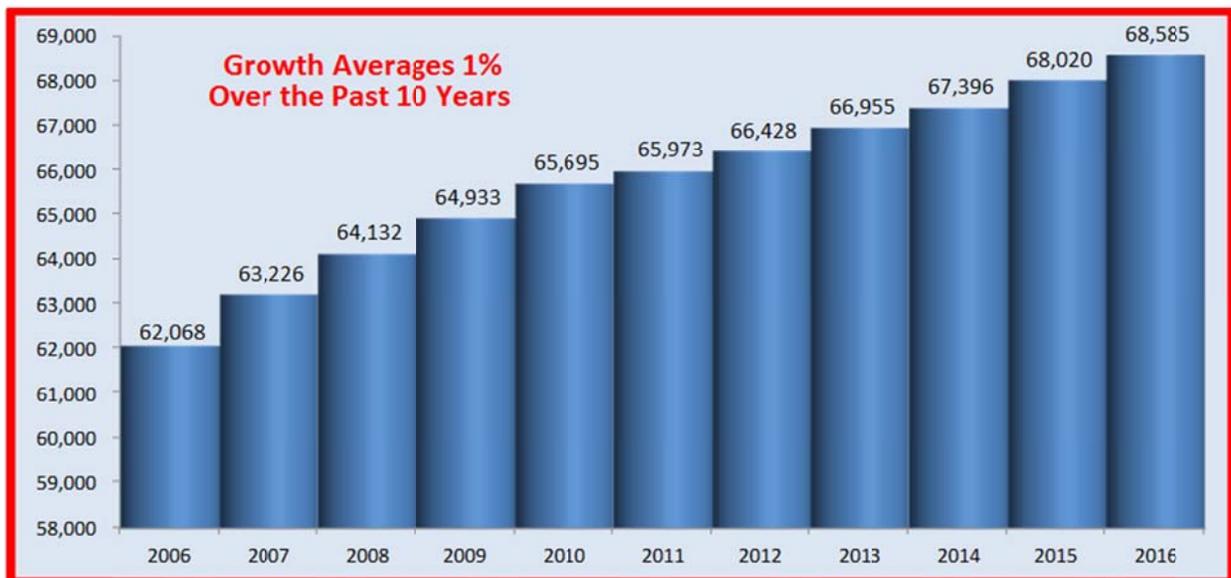
Location

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 68,585 people and ranks 18th in population among the state's 95 counties and 29th among the 134 cities and counties. In land area, however, the County is the 3rd smallest county in Virginia, making it the 6th 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 30, 2017

About half of the growth, approximately 53% between 2010 and 2016, 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 2015 median age in the County was 39.3 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 (37.8), 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 76% of the population in 2015. The African-American race represents 12.7% of the population in 2015 while the Asian and Hispanic population represents 5.1% and 5.5% respectively.

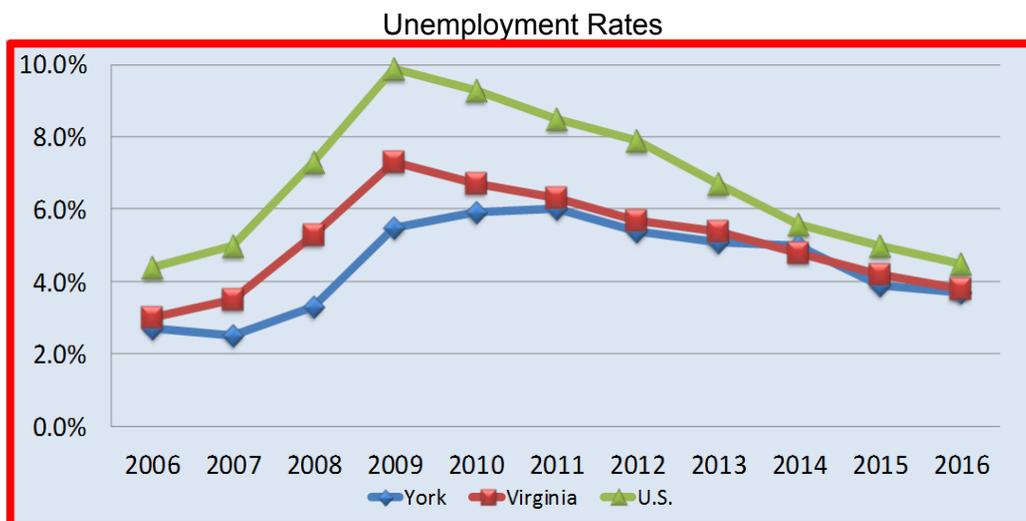
Households

Almost 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). However, consistent with national patterns, household size continues to decline.

Labor Force and Unemployment

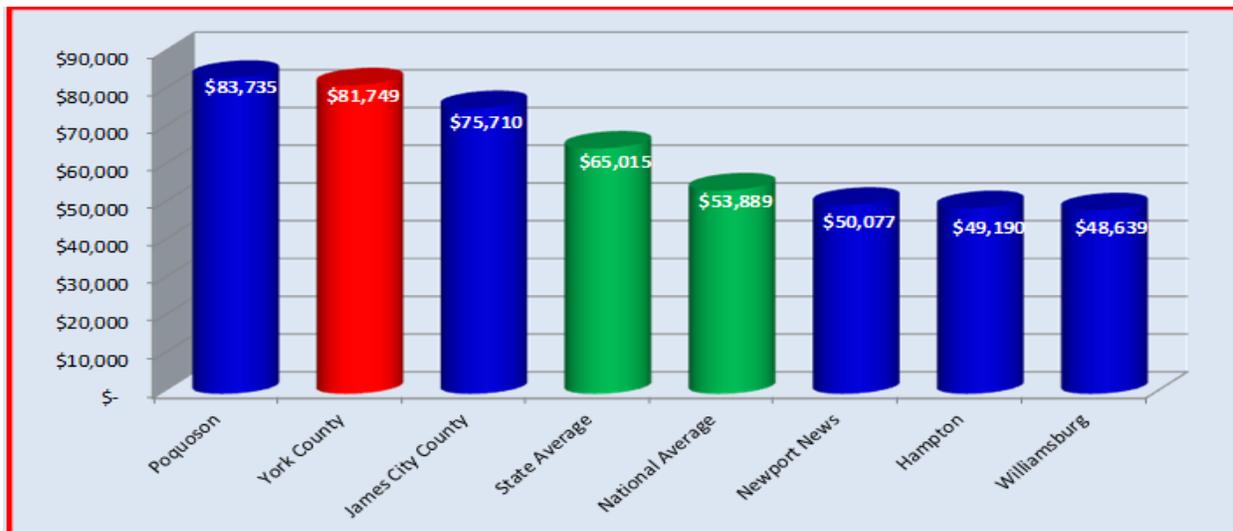
The civilian labor force is well educated. York County leads its Peninsula neighbors with 94% of its adult population (18 and older) holding at least a high school diploma. Of those high school graduates, 41% hold at least a bachelor's degree and 18% hold a graduate or professional degree. York County has one of the lowest unemployment rates in the metropolitan area at 3.7%, 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.



Source: Virginia Employment Commission-December 2016

Income

York County is one of the most affluent localities in Hampton Roads, with a median household income of \$81,749 according to the U.S. Census Bureau. York County has one of the lowest poverty rates on the Peninsula with an estimated 5.3% of the population living below the poverty line in 2015, according to the Census Bureau.



Source: U.S. Census Bureau, American Community Survey, Median Household Income – 5 Year Estimate (2011-2015)

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
Overall quality of life in York County	96%	98%	99%	98%
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 277 customer service surveys returned during calendar year 2016, and 90% of respondents rated their experience in dealing with County staff as “excellent”. A sampling of the comments provided include:



“So very pleased with everyone I spoke to related to the situation at my new home! The initial call to YC was very positive and we knew our situation would be accurately addressed, but the entire team, including the managers, went above and beyond our expectations.”

“The entire department has been nothing but accommodating and professional. If all the businesses and organizations I deal with on a daily basis had the same level as your staff, my challenges would be greatly reduced.”

“Awesome staff, very pleasant to deal with.”

Economic Development

Commercial building permit values remained steady in fiscal year 2016 totaling \$33.8 million compared to \$36.2 million in fiscal 2015. However, the number of commercial structures built in 2016 dropped to 10 compared to 37 in 2015. Residential building permit values decreased considerably from \$53.6 million in fiscal year 2015 to \$33.8 million in 2016.

At the end of fiscal year 2015, Kroger opened its new 90,000 square foot concept store in Kiln Creek along with a fueling station. This \$16 million investment sparked new interest in this retail hub and was followed by announcements from Taco Bell and Panda Express of their intention to build on outparcels in front of Kroger. Panda Express opened in September of 2016 and Taco Bell hopes to break ground in May of 2017. The Gateway Crossing area (Ft Eustis Blvd. & Rt. 17) continued to lead new retail development in the Rt. 17 corridor. Boulevard Crossing, a new retail center of 12,565 square feet was completed in the summer of 2016, with signed tenants Starbucks and



Verizon. Roberts Furniture opened a new store on Rt. 17 near Ft Eustis Blvd. in the former House Key space, becoming the county’s largest stand-alone furniture retailer. The latest Rt. 17 highlight was the opening of a new 10,000 sq. ft. office building in March 2017 in the mid-County area.



One of the largest investments made in fiscal year 2015 was by Smith/Packet, a multi-state, senior living facility developer, which broke ground on a new assisted-living community near the intersection of Hampton Highway and Victory Blvd. The 102 unit called The Crossings on the Peninsula will employ 75-100 full and part-time employees. The nearly \$12 million state-of-the-art facility opened in April 2017.

The new regional (James City County, York County, City of Williamsburg) economic development marketing organization, The Greater Williamsburg Partnership (GWP), fully organized in fiscal year 2016 and launched its web site www.GWPVA.com. In August the GWP completed a Targeted Sector Study and in September hired an Executive Director. The GWP will also serve as the governing body for the Greater Williamsburg Business Incubator, “Launchpad.” Launchpad moved into new office space in New Town that will accommodate up to 12 clients and has 2,500 square feet of open space for training and collaboration. Another successful regional effort on the entrepreneurial front was the 5th annual Peninsula-wide business plan competition, START Peninsula that was held in November at the Peninsula Workforce Development Center in Hampton.



The Office of Economic Development (OED), in partnership with the EDA and York County Chamber of Commerce, co-hosted the second Home-Based Business Resource Fair & Conference in November. This event was very successful and boasted 146 attendees, 26 speakers, and 30 exhibitors. The conference highlighted the County's continuing focus on nurturing and growing its extensive home-based business sector.

During fiscal year 2016 the Economic Development Authority (EDA) leveraged just \$88,000 of incentives to garner over \$2.56 million dollars of commercial investment in new manufacturing activities. These incentives were comprised of grants to three local businesses: the Virginia Beer Company, Brass Canon Brewing, and Williamsburg AleWerks, all craft breweries. Two of the breweries further leveraged their grants by securing matching dollars from the new Virginia Tourism Growth Fund. The EDA sold 5.51 acres in Busch Industrial Park to Marina Electrical Equipment (MEE) for a new manufacturing facility. MEE has been so successful with their new product lines that they needed additional space to accommodate their growth. In February 2017 the EDA approved two significant grants for existing York County companies, ITA International and Snow Companies LLC. The ITA grant will stimulate the construction of a new office building in Commonwealth Green to serve as ITA's new corporate headquarters. The Snow grant will facilitate their acquisition and renovation of the 40,000 sq. ft. office building on Waller Mill Rd. In both cases these grants will improve the county's commercial tax base and foster the growth of existing businesses. On the industrial front Spain Commercial completed construction of a new 18,000 sq. ft. flex space building in the York River Commerce Park in July 2016. As of April 2017 only 3,000 sq. ft. remained for lease.



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 fiscal year 2016. The program features a property acquisition element aimed at stimulating private investment in upper tier restaurant or retail offerings in the corridor. Targeted properties once acquired will be utilized to leverage parcel assemblage and development. The EDA plans to acquire the first parcel in April 2017. The timing of this effort coincides nicely with the completion of the Rt. 17 widening. On December 31, 2016 construction wrapped up on the addition of two lanes from Hampton Highway to Wolf Trap Rd.

Statistical Information

Top Employers

<u>Employer</u>	<u>Industry</u>	<u>No. of Employees</u>
Naval Weapons Station/Cheatham Annex	Government	2,956
York County School Division	Government	1,711
U.S Coast Guard Station	Government	1,404
Water Country	Water Park	826
Walmart	Retail	798
Sentara Williamsburg Regional Medical Center	Hospital	759
York County Government	Government	729
YMCA	Recreation	594
Great Wolf Lodge of Williamsburg, LLC	Hotel & Water Park	480
Kroger	Grocery	310

Includes full-time and part-time positions

Source: York County, Comprehensive Annual Financial Report - June 30, 2016

Population, Per Capita Income and Unemployment Rates

<u>Fiscal Year</u>	<u>Population</u>	<u>Income</u>	<u>Rate</u>
2016	70,341	N/A	3.9%
2015	69,466	N/A	4.3%
2014	67,396	\$53,646	5.0%
2013	66,955	\$52,128	5.4%
2012	66,428	\$52,015	5.8%

N/A - This information is not available.

Source: York County, Comprehensive Annual Financial Report - June 30, 2016;

FY2016 was estimated based on prior year trends

Taxpayers

<u>Taxpayer</u>	<u>2015 Assessed Valuation</u>	<u>% of Total Assessment</u>
Virginia Power Company	\$ 356,904,965	3.63%
BP/Western Refining/Plains Marketing	236,396,720	2.40%
Lawyers Title/Fairfield Resorts	170,891,445	1.74%
City of Newport News	135,272,300	1.38%
Great Wolf Lodge of Wmbg, LLC	80,493,065	0.82%
Kings Creek Plantation	80,394,610	0.82%
Wal-Mart	38,297,120	0.39%
1991 Ashe Partnership	37,819,090	0.38%
852 LLC	34,978,020	0.36%
Busch Entertainment/Water Country USA	34,327,035	0.35%
	<u>\$ 1,205,774,370</u>	<u>12.27%</u>

Source: York County, Comprehensive Annual Financial Report - June 30, 2016

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 12th 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 2016 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>
2016	19	12,522	\$126,231,339	\$10,081
2015	19	12,519	127,906,029	10,217
2014	19	12,333	118,198,725	9,584
2013	19	12,226	119,113,465	9,743
2012	19	12,410	116,949,215	9,424

*Source: York County School Division, Comprehensive Annual Financial Report - June 30, 2016
Per Pupil Expenditures FY2018*

Educational Attainment

	York	Virginia	U.S.
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)*

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.

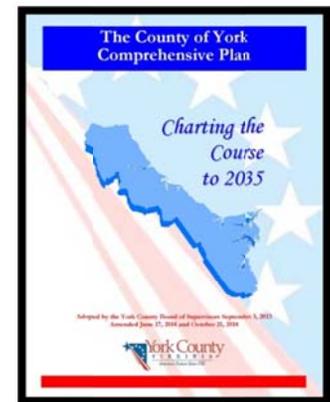
State revenue is based on the General Assembly's budget and includes basic aid, state sales tax, lottery funds, gifted education, remedial programs, special education, vocational education and employer share benefits. Basic aid is calculated by the state according to the locality's Composite Index, projected 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 <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

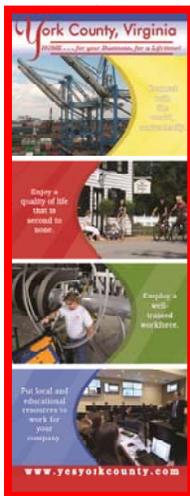


Goal: York County should be a community where the citizens feel safe from crime, receive prompt and effective emergency services when needed, and have convenient access to public facilities at appropriate locations to serve them economically and efficiently.

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.
- . 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.

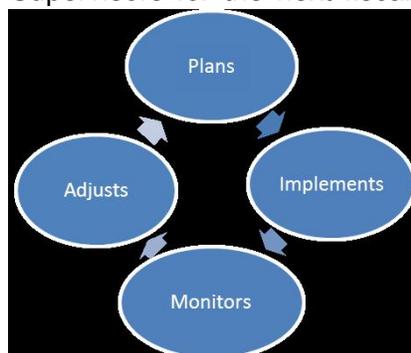
Budget Process and Calendar

The Budget Division within the Department of Finance is dedicated to the budget processes. For the fiscal year 2018 budget, the County implemented the use of electronic budgeting software, GovMax, and its use was announced at Budget Call, the kick-off of the operating budget, in early October. Division staff dedicated 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.

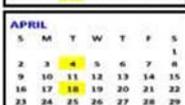
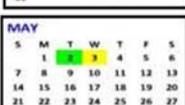
In March, the County Administrator submits a balanced budget proposal to the Board of Supervisors for the next fiscal year to begin July 1. After a series of work sessions with the



Board of Supervisors and public hearings, the budget is amended 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:

 FY2018 BUDGET CALENDAR			
Date	Description	Time/Location	
October 2016			
10/5/2016	Wednesday FY2018 Budget Call for all departments. Forms and Instructions distributed to departments for their budget submission.		
10/14/2016	Friday FY2018 Agency Funding Request Packages distributed via email and on the web.		
November 2016			
11/7/2016	Monday FY2018 payroll estimates submitted by Fiscal Accounting Services.		
11/23/2016	Wednesday FY2018 budget request packages submitted by departments to Budget.		
January 2017			
1/17/2017	Tuesday FY2018 revenue estimates from Director of Finance.		
1/17/2017	Tuesday FY2018 Public Forum @ regular Board of Supervisors meeting (7 pm).	York Hall Board Room, 7:00 pm	
1/20/2017	Friday FY2018 Budget recommendations distributed to departments.		
1/30/2017	Monday Budget Review Committee Meetings begin.		
February 2017			
2/7/2017	Tuesday Work Session - FY2018 Budget	York Hall East Room, 6:00 pm	
March 2017			
3/7/2017	Tuesday Work Session - FY2018 Budget.	York Hall East Room, 6:00 pm	
3/21/2017	Tuesday Formal presentation of FY2018 Proposed Budget @ regular Board of Supervisors meeting.	York Hall Board Room, 6:00 pm	
3/22/2017	Wednesday Publish FY2018 Proposed Budget to website. FY2018 Proposed Budget distribution. FY2018 Agency Funding notifications distributed (Outside Agencies); post Proposed figures on website.		
3/28/2017	Tuesday Work Session - FY2018 Budget.	York Hall East Room, 6:00 pm	
April 2017			
4/4/2017	Tuesday Work Session - FY2018 Budget.	York Hall East Room, 6:00 pm	
4/18/2017	Tuesday Public Hearings on FY2018 Budget and CY2017 Tax Rates	York Hall Board Room, 7:00 pm	
May 2017			
5/2/2017	Tuesday Adoption of FY2018 Budget, CIP and Tax Rates @ regular Board of Supervisors meeting.	York Hall East Room, 6:00 pm	
5/3/2017	Wednesday FY2018 Agency Funding notifications distributed and adopted funding amounts posted to the website.		

All Board Meetings were held in the Board Room or the East Room in York Hall located at 301 Main Street.

Financial Management Policies

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

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

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
- *Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and the *Compliance Supplement*, issued by the U.S. Office of Management and Budget,
- 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:

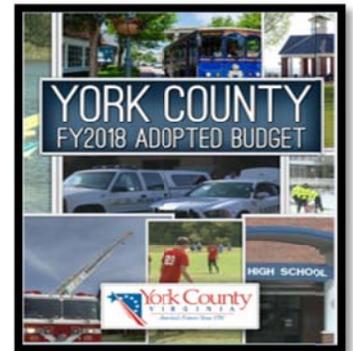
- The cost of a control should not exceed the benefits likely to be derived
- The valuation of costs and benefits requires estimates and judgments made by management

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.

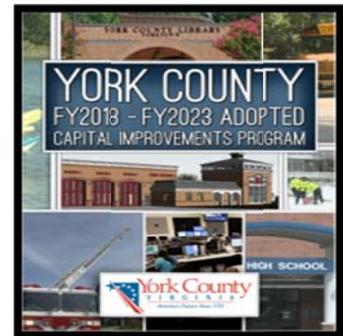
4. Revenues and Expenditures

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.

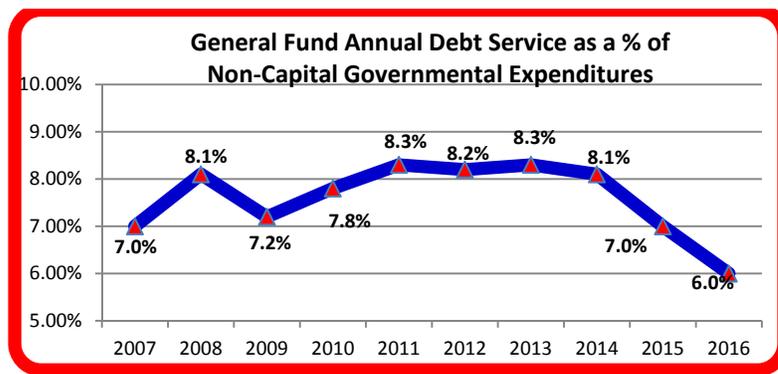
7. Debt Management

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.

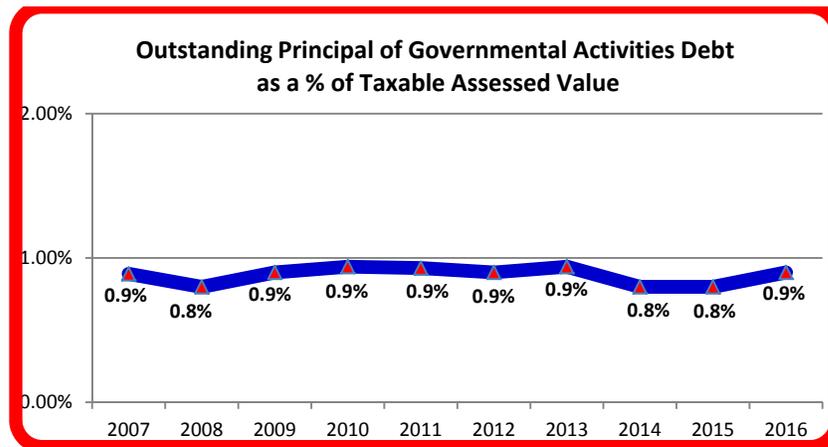


8. Tax-Supported Debt

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 2018.

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

Departments	Admin. Svcs.	Judicial Svcs.	Public Sfty.	Management Svcs.	Educ. & Educ. Svcs.	Human Svcs.	Public Works	Comm. Svcs.	Capital & Non-Dept.
MAJOR FUND									
General	✓	✓	✓	✓	✓	✓	✓	✓	✓
NON-MAJOR FUNDS									
Special Revenue									
Tourism								✓	
Social Services						✓			
Law Library		✓			✓				
Children & Family Svcs.								✓	
Comm. Dev. Auth. Rev. Acct.				✓					
Debt Service									
County Debt Service									✓
School Debt Service					✓				
Capital Project									
Stormwater Management							✓		✓
Yorktown Capital Impr.				✓			✓		✓
County Capital	✓	✓	✓	✓	✓		✓	✓	✓
Internal Service									
Worker's Compensation				✓					
Vehicle Maintenance							✓		
Health & Dental Insurance				✓					
Other Post-Empl. Benefits				✓					✓
Enterprise									
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, 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.

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

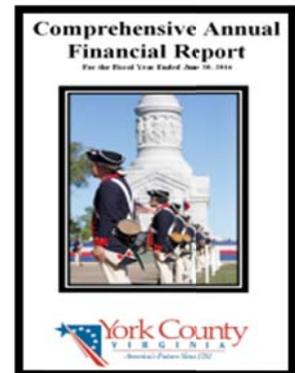
The budgets of governmental funds are prepared on the modified accrual basis, a basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as 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 expended 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).



**STRATEGIC PERFORMANCE MEASURES
ADMINISTRATIVE SERVICES-COUNTY ADMINISTRATION**

Strategic Priority:

Develop EFFECTIVE and OUTSTANDING COMMUNICATIONS and CIVIC ENGAGEMENT opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions and County staff.

Action Goal:

To provide sound financial management and guidance. The county is committed to the highest standards of accountability.

Action Goal:

To oversee and implement the policies and objectives established by the Board of Supervisors. Establish programs and planning processes that will be sustainable and obtainable for the future needs of the County.

Measurable Metric:

Bond rating from Standard & Poor's for our General Obligation (GO) bond.

Measurable Metric:

Propose a budget and a capital improvement plan on an annual basis to the Board of Supervisors for their approval that is reasonable, affordable and sustainable.

Outcome:

York County received a AAA rating from Standard & Poor's. This means that the obligor's capacity to meet its financial commitment on the obligation is extremely strong.

Outcome:

The FY2018 proposed budget and the FY2018-FY2023 capital improvement plan correlate directly to the strategic priorities of the Board of Supervisors.

**STRATEGIC PERFORMANCE MEASURES
ADMINISTRATIVE SERVICES-COUNTY ADMINISTRATION**

Strategic Priority:

Facilitate QUALITY ECONOMIC DEVELOPMENT that is sensitive to community character and the environment.

Action Goal:

Identify quality of life attributes that influence site selection decisions by economic development prospects and develop strategies to enhance those that would make York more attractive.

Action Goal:

Encourage and support National Park Service (NPS) initiatives to revive business occupancies in NPS buildings on Main Street.

Measurable Metric:

Review success rate of mixed use developments and consider adjustments to enhance future implementation and success.

Measurable Metric:

Evaluate the potential for relocation of York Hall tourist-oriented attractions into NPS Main Street buildings and, if deemed feasible, include construction funding in the Capital Improvements Program.

Outcome:

Approved and under development mixed-use projects like Commonwealth Green and Nelson's Grant provide alternative residential and business locations.

Outcome:

The County facilities space study is now underway and will address opportunities for existing and potential uses in York Hall. York County Community Services offices have been temporarily relocated to Main Street while building renovations are performed.

**STRATEGIC PERFORMANCE MEASURES
ADMINISTRATIVE SERVICES-PUBLIC AFFAIRS**

Strategic Priority:

Develop EFFECTIVE and OUTSTANDING COMMUNICATIONS and CIVIC ENGAGEMENT opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions and County staff.

Action Goal:

Engage York County residents with original videos on WYCG TV to promote programs, events and services of the County.

Action Goal:

Enhance communication platforms to be able to cross promote among other entities and reach a broader audience.

Measurable Metric:

Increased total program hours and features with more in-the-field production and increased graphic execution.

Measurable Metric:

Increased access to real-time information.

Outcome:

A variety of programs and series have been added including Did You Know, Meeting Updates, Carver Gardens in Bloom, Budget Briefs, Holiday animations and more.

Outcome:

Activated and programmed 3rd channel as an announcement source with weather and emergency capabilities.

**STRATEGIC PERFORMANCE MEASURES
ADMINISTRATIVE SERVICES-DEVELOPMENT SERVICES**

Strategic Priority:
Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation and outcome.

Action Goal:
Perform building plan reviews and conduct same day inspections.

Action Goal:
Build relationships with the development community.

Measurable Metric:
Monitor response times through database and correct deficiencies.

Measurable Metric:
Expand the role of the Development Facilitator position in the Division of Development Services.

Outcome:
Plan review comments provided within 7 days.

Outcome:
98% of all inspection requests are performed the same day.

Outcome:
A central point of contact established for developers.

Outcome:
An updated Development Guide is available online.

STRATEGIC PERFORMANCE MEASURES JUDICIAL SERVICES-JUVENILE SERVICES

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation and outcome.

Action Goal:

Offer community-based programs and services focused on preventing and reducing delinquency in at-risk and underserved youth.

Action Goal:

Streamline dockets to reduce trial delays and public wait times on trial days.

Measurable Metric:

A system of services based upon an annual review of court-related data and an objective needs assessment supported by the juvenile judges.

Measurable Metric:

The number of cases concluded and the length of dockets.

Outcome:

75% of program participants successfully complete the services to which they were referred.

Outcome:

Decreased public wait times.

Outcome:

Cases concluded more efficiently and quickly.

STRATEGIC PERFORMANCE MEASURES JUDICIAL SERVICES-JUVENILE SERVICES

Strategic Priority:

Devote leadership and resources necessary to ensure and sustain EXEMPLARY PUBLIC SAFETY functions.

Action Goal:

Enhance public safety through a balanced approach of comprehensive, community-based programs and services focused on preventing and reducing delinquency in at-risk and underserved youth.

Action Goal:

Continued collaboration with families, schools, law enforcement, judicial officials and other community agencies in order to capitalize on opportunities for at-risk youth to become responsible and productive residents.

Measurable Metric:

To continue to provide a system of services based upon an annual review of court-related data and an objective assessment of the need for services and programs with the 9th Judicial District Court Services Unit (CSU) and supported by the juvenile judges.

Measurable Metric:

Continue working closer with stakeholders and community based agencies that provide services to adolescents in an attempt to provide a true local continuum of services.

Outcome:

75% of program participants will successfully complete the services to which they were referred.

Outcome:

Annual evaluation review in collaboration with CSU to determine continued effectiveness of programs & appropriateness of placements.

Outcome:

Review discretionary grants and funding opportunities to provide essential juvenile services.

Outcome:

Strengthen all existing programs by offering an enhanced level of therapeutic services through the integration of services.

**STRATEGIC PERFORMANCE MEASURES
PUBLIC SAFETY-EMERGENCY COMMUNICATIONS**

Strategic Priority:

**Devote leadership and resources necessary to ensure and sustain
EXEMPLARY PUBLIC SAFETY functions.**

Action Goal:

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

Action Goal:

Implement a 3-1-1 system.

Measurable Metric:

Continuously monitor response times and resource readiness and develop plans to correct deficiencies.

Measurable Metric:

Measure effectiveness by call counts and data reports generated by the CAD system.

Outcome:

96% of all calls to E911 are processed in 30 seconds or less and wait times are an average of 5 seconds.

Outcome:

Citizens will call 311 instead of 911 for non-urgent responses which should result in operational savings.

**STRATEGIC PERFORMANCE MEASURES
PUBLIC SAFETY-FIRE & LIFE SAFETY**

Strategic Priority:

**Devote leadership and resources necessary to ensure and sustain
EXEMPLARY PUBLIC SAFETY functions.**

Action Goal:

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

Action Goal:

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

Measurable Metric:

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

Measurable Metric:

Increase the number of participants in the CERT citizen training program.

Outcome:

Capture response time data with target response times relative to 5 minute (or less) goal for Fire Life & Safety.

Outcome:

Creation of an emergency management partnership program.

**STRATEGIC PERFORMANCE MEASURES
PUBLIC SAFETY-SHERIFF**

Strategic Priority:

Devote leadership and resources necessary to ensure and sustain EXEMPLARY PUBLIC SAFETY functions.

Action Goal:

Enhance the Sheriff's office reputation for professional excellence and quality service through strong public relations.

Action Goal:

Enhance in-house training to address current trends in law enforcement.

Measurable Metric:

Constant monitoring of citizen satisfaction surveys and social media input.

Measurable Metric:

Increased training in all areas involving use of force, civil disturbance, mental health and legal issues.

Outcome:

Average score of 4 out of 5 on satisfaction surveys and 95% positive feedback on social media outlets.

Outcome:

98% attendance at 16 hour in-service training.

**STRATEGIC PERFORMANCE MEASURES
MANAGEMENT SERVICES-OFFICE OF ECONOMIC DEVELOPMENT**

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

Action Goal:
Secure and/or enhance land with potential for
long-term economic base expansion.

Action Goal:
Develop an action plan to revitalize and
redevelop Route 17.

Measurable Metric:
Develop strategies specifically targeted to opportunities
in: York River Commerce Park, Busch Industrial Park,
& Peninsula Airport Commission (PAC) Properties.

Measurable Metric:
Begin implementation of the strategic plan for the six
opportunity nodes in the Route 17 Corridor.

Outcome:
Successfully acquiring developable property at or below fair
market prices.

Outcome:
Successfully acquiring targeted property in the Route 17
Corridor at or below fair market prices.

STRATEGIC PERFORMANCE MEASURES MANAGEMENT SERVICES-HUMAN RESOURCES

Strategic Priority:

Facilitate QUALITY EDUCATIONAL OPPORTUNITIES for all County citizens.

Action Goal:

Implement programs that provide content, tools, and resources that meet the needs of County employees in terms of leadership development skills.

Action Goal:

Increase supervisory training offered by the HR Department and involve supervisors to help expand leadership development opportunities and encourage County wide succession planning.

Measurable Metric:

Enhance communication to increase participation in the leadership development programs and receive favorable feedback.

Measurable Metric:

Enhance on-line course content and implement additional leadership development programs that ensure employees will receive succession-related training.

Outcome:

100% of attendees to a leadership development series provided feedback that they would recommend the course to others.

Outcome:

The number of employees attending the leadership development series in the fall of 2016 increased 60% from 2015.

Outcome:

100% of the employees attending an emotional intelligence course gave the course favorable marks. On a 1 to 5 scale, the overall course score was 4.54.

Outcome:

In 2016, on-line course participation increased by 18%. Supervisor recommendation was the reason cited by 33% of employees who took courses.

STRATEGIC PERFORMANCE MEASURES MANAGEMENT SERVICES-FISCAL ACCOUNTING SERVICES

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:

Ensure organizational resiliency and efficient service delivery.

Action Goal:

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

Measurable Metric:

Email utility invoices to all requesting customers by 2020. The Munis software utility upgrade is scheduled to conclude October 2019.

Measurable Metric:

Institute mandatory Customer Service continuing education / training every two years through in-house and / or virtual-learning programs in the Fiscal Accounting Services group.

Outcome:

Customer satisfaction achieved by use of electronic delivery. Customers receive invoices quicker than thru the mail.

Outcome:

Increase efficiencies and lower costs by using less paper and postage.

Outcome:

Maintain high levels of positive customer satisfaction. One survey response stated "*awesome staff, very pleasant to deal with*", and most are similar.

Outcome:

Increase employee job satisfaction thru conflict resolution from customer service training.

**STRATEGIC PERFORMANCE MEASURES
MANAGEMENT SERVICES-ACCOUNTING & REPORTING**

Strategic Priority:

Develop EFFECTIVE and OUTSTANDING COMMUNICATIONS and CIVIC ENGAGEMENT amongst and between the Board of Supervisors, Citizens, Boards and Commissions, and County staff.

Action Goal:

To qualify for a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for CAFR reporting.

Action Goal:

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

Measurable Metric:

Continue to receive the GFOA's Certificate of Excellence in Financial Reporting.

Measurable Metric:

Coordinate and prepare the monthly general ledger closing and year-end general ledger closing and the annual financial audit of the County, School Division, EDA and Marquis CDA.

Outcome:

York has received the GFOA's Certificate of Excellence in Financial Reporting for 30 consecutive years.

Outcome:

Implement new standards issued by the Government Accounting Standards Board to be in conformity with accounting principles generally accepted in the U.S.

Outcome:

Enhance the understandability and usefulness of the County's financial reports.

Outcome:

Continue to receive a "clean" audit report.

STRATEGIC PERFORMANCE MEASURES MANAGEMENT SERVICES-COMMISSIONER OF THE REVENUE

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:

Enhance staff understanding of citizen expectations and continue to provide efficient customer service by offering secure online filing, renewal and payment options.

Action Goal:

Enhance staff ability to perform technical and legal research to include the use of technology, which is necessary to accurately identify, discover, assess, and defend all sources of revenue fairly and equitably.

Measurable Metric:

Encourage citizens to provide feedback by completing the customer service survey.
Offer convenient and secure online options for submitting documentation to promote efficient response time.
Offer assistance with tax relief, veteran exemption, military exemption and state income tax questions and preparation.

Measurable Metric:

Maintain partnerships with outside agencies, such as the Virginia Department of Motor Vehicles, Virginia Department of Taxation and the Department of Game and Inland Fisheries.
Organize and track business-tax related discoveries, actions performed, revenue generated and analysis.
Use of the REVEOS software for the discovery of on-line businesses.

Outcome:

99% of citizens surveyed feel that the service provided by this office is excellent.

Outcome:

More than 4,300 business-related taxes were filed online.

Outcome:

More than 15,100 vehicles were received through weekly DMV downloads.

Outcome:

More than 600 businesses and \$160,000 in revenue were discovered using various AS400 modules as well as online sources as provided by outside agencies.

Outcome:

Qualified 802 tax relief applicants.

Outcome:

2,000 active duty military personnel were qualified for exemption from personal property tax.

Outcome:

Assisted 1,050 citizens with state income questions. Prepared more than 150 state tax returns for citizens.

STRATEGIC PERFORMANCE MEASURES MANAGEMENT SERVICES-TREASURER

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:

Monitor customer expectations to ensure efficient and effective service delivery.

Action Goal:

Stay abreast of changes in State codes.

Measurable Metric:

Implement state of the art technology.
Provide E-government options for citizens by offering online payment options.

Measurable Metric:

Explore options for enhancing customer satisfaction.

Outcome:

E-check payments processed: 81,945.

Outcome:

Credit card payments processed: 34,616.

Outcome:

Electronic Bill Presentment for Real Estate and Personal Property: 1576 subscribers.

Outcome:

Real estate and personal property detail available for items taxed and payment history.

STRATEGIC PERFORMANCE MEASURES EDUCATIONAL SERVICES-LIBRARIES

Strategic Priority:
Facilitate QUALITY EDUCATIONAL OPPORTUNITIES
for all County citizens.

Action Goal:
Increase & enhance opportunities for life-long learning.

Measurable Metric:
Educational programs hosted at the libraries and offsite through the
Library Outreach Services Division.

Outcome:
Enhanced STEM
and information
literacy programs.

Outcome:
Enhanced programs
at retirement
communities, Senior
Center, & schools.

Outcome:
Continued early
childhood literacy
programs.

Outcome:
Continue the "Live
Well @ Your Library"
Series.

STRATEGIC PERFORMANCE MEASURES PUBLIC WORKS-FACILITIES MAINTENANCE

Strategic Priority:

Protect and respect the County's natural and built attributes through balanced and cost effective ENVIRONMENTAL STEWARDSHIP.

Action Goal:

Ensure Facilities staff are adequately trained, equipped and are provided the necessary tools to meet the strategic priorities. Expand the Building Automation Control (BAC) System.

Action Goal:

Utilize asset management software to receive, track and schedule occupants needs (Work Orders) as well as maximize facility and equipment life spans.

Measurable Metric:

Continue using the division's career ladder program to develop certified tradesmen to carry out the required facilities related work.
Expand BAC and "go green" initiatives.

Measurable Metric:

Continue to strive to obtain a 40% ratio of preventative maintenance work orders vs. non-scheduled requests.

Outcome:

Lower utility costs through BAC system expansion and "go green" initiatives.

Outcome:

Reinvest capitol saved through "go green" initiatives back into the facilities.

Outcome:

Reduce unscheduled facility and related system failures and disruptions to staff.

Outcome:

Reduce overtime, after-hours calls and disruption to the departments.

STRATEGIC PERFORMANCE MEASURES PUBLIC WORKS-FACILITIES MAINTENANCE

Strategic Priority:

Protect and respect the County's natural and built attributes through balanced and cost effective ENVIRONMENTAL STEWARDSHIP.

Action Goal:

Certify County Facilities under the Energy Star Program.

Action Goal:

Deploy economically viable green and energy savings technologies.

Measurable Metric:

Utilize free Energy Star software and programs to identify opportunities for energy conservation and reduction.

Measurable Metric:

Monitor utility usage and costs to ensure accurate billings and to eliminate waste.

Outcome:

Utility usage is lowered, thereby lowering County utility bills.

Outcome:

Monitor and repeat compliance audits and recertification for current Energy Star compliant buildings.

Outcome:

County demonstrates environmental stewardship through reduced carbon foot print.

**STRATEGIC PERFORMANCE MEASURES
PUBLIC WORKS-STORMWATER ENGINEERING**

Strategic Priority:

Facilitate QUALITY ECONOMIC DEVELOPMENT that is sensitive to community character and the environment.

Action Goal:

Identify and maintain County easements and increase awareness of stormwater program.

Action Goal:

Monitor and coordinate with Storm Water Engineering concerning potential Capital Improvements Program (CIP) projects.

Measurable Metric:

Continue to fund operational budget to support increased internal easement renovation projects.

Measurable Metric:

Assist Storm Water Engineering with Identification and ranking CIP projects that can not be handled utilizing in house staff.

Outcome:

Funding is provided for operational expenses.

Outcome:

Rank internal projects and complete in a timely manner.

Outcome:

Funding is provided for CIP projects.

Outcome:

Storm Water Engineering rank importance of projects and impact on Total Maximum Daily Load (TMDL).

**STRATEGIC PERFORMANCE MEASURES
PUBLIC WORKS-MOSQUITO CONTROL**

Strategic Priority:
Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation and outcome.

Action Goal:
Enhance staff understanding of customer expectations regarding services provided by Mosquito Control.

Action Goal:
Continuously monitor for mosquito populations and proper control measures.

Measurable Metric:
Continuously monitor response times for mosquito based complaints and increased survey measures.

Measurable Metric:
Continuously monitor response times for mosquito based complaints and increased survey measures.

Outcome:
Inform citizens about findings and actions.

Outcome:
Include citizen feedback in our decision making process.

Outcome:
Respond to mosquito driven complaints within 5 business days.

Outcome:
Support the Virginia Department of Health's Zika response plan.

**STRATEGIC PERFORMANCE MEASURES
PUBLIC WORKS-SOLID WASTE**

Strategic Priority:
Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:
Solid Waste Collection Contract Performance

Action Goal:
Recycling Contract Performance

Measurable Metric:
Percent of reported weekly missed collections

Measurable Metric:
Percent of reported weekly missed collections
Customer Setout Rate; Pounds per collection

Outcome:
FY15 - 0.17%

Outcome:
FY16 - 0.12%

Outcome:
FY15
% Missed - 0.18
Setout rate - 77%
Avg. lbs. per stop - 27

Outcome:
FY16
% Missed - 0.16
Setout rate - 79%
Avg. lbs. per stop - 26

STRATEGIC PERFORMANCE MEASURES PUBLIC WORKS-VEHICLE MAINTENANCE

Strategic Priority:

Protect and respect the County's natural and built attributes through balanced and cost effective ENVIRONMENTAL STEWARDSHIP.

Action Goal:

Deploy economically viable green and energy saving technologies.

Action Goal:

Incentivize County citizens and businesses to adopt sound environmental practices.

Measurable Metric:

Establish a goal for 15% of the County fleet to be alternative fuel vehicles by 2025.
Consider adding alternative options (i.e. propane) at County fueling stations.

Measurable Metric:

Deploy charging stations to the following locations: Riverwalk Landing, MAC, New Quarter Park, Courthouse, Libraries.

Outcome:

Increase energy security, improve fuel economy, lower fuel costs, and reduce emissions.

Outcome:

Reduced carbon footprint, reduced maintenance cost, and potential for reduced fuel cost.

Outcome:

Infrastructure availability.
Attract green businesses to the County.

Outcome:

Provide a valuable service to the County and tourists.
Promote reductions in carbon emissions.

STRATEGIC PERFORMANCE MEASURES PUBLIC WORKS-VEHICLE MAINTENANCE

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:

Ensure organizational resiliency and efficient service delivery.

Action Goal:

Implement state of the art technology.

Measurable Metric:

Review and consider other potential opportunities for joint services.

Measurable Metric:

Upgrade fuel sites including larger tanks and new tank management software.

Outcome:

Reduce fleet cost through economies of scale.

Outcome:

Eliminate redundancies in County Fleet Services.

Outcome:

Expedited fuel transactions, especially for school buses.

STRATEGIC PERFORMANCE MEASURES COMMUNITY SERVICES-ADMINISTRATION

Strategic Priority:

Develop EFFECTIVE and OUTSTANDING COMMUNICATIONS and CIVIC ENGAGEMENT opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions and County staff.

Action Goal:

Enhance communications and information flow to citizens and other audiences.

Action Goal:

Enhance communications and information flow to citizens and other audiences.

Measurable Metric:

Increase the number of general interest videos and County-specific programming airing on Channel 46.

Measurable Metric:

Conduct a communications audit for the department and identify ways to cross promote programs within the department.

Outcome:

Develop one video per quarter to inform citizens of Community Services functions.

Outcome:

Review existing publications and explore ways to cross promote division programs.

Outcome:

Promote Parks, Recreation and Tourism programs to Housing, Head Start and Juvenile Services participants.

STRATEGIC PERFORMANCE MEASURES COMMUNITY SERVICES-PARKS & RECREATION

Strategic Priority:

Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.

Action Goal:

Optimize pier usage at Riverwalk Landing.

Action Goal:

Promote tourism activities in Yorktown, York County, and the Historical Triangle for the benefit of residents and visitors.

Measurable Metric:

Increased quality and diversity of programs demonstrated by increased participation and revenue.

Measurable Metric:

Expanded programming at the McReynolds Athletic Complex (MAC).
Evaluate facilities and infrastructure to improve usage.

Outcome:

Summer Fun program hours expanded to accommodate working parents.
Increased training to result in quality programming.

Outcome:

Upgrades such as educational kiosks at New Quarter Park (NQP) and kayaks for use at NQP and Back Creek Park.

Outcome:

Movie in the Park events at MAC, NQP, and other focal points.
Installed dugouts.

STRATEGIC PERFORMANCE MEASURES COMMUNITY SERVICES-PARKS & RECREATION

Strategic Priority:

Devote leadership and resources necessary to ensure and sustain EXEMPLARY PUBLIC SAFETY functions.

Action Goal:

Ensure that staff is adequately prepared to match initial service demands prior to emergency responders role.

Action Goal:

Ensure that staff is adequately matched to service demands and the safety of the public and staff at programs/events.

Measurable Metric:

Safety and first aid training provided to all employees.
Emergency plans available for programs.

Measurable Metric:

Place security officers as needed at larger attended events.

Outcome:

Work as required employees prepared to be first line of service at a program in the event of an emergency.

Outcome:

Emergency Plan is clearly communicated to all necessary staff.

Outcome:

Initial crowd control safety ensured.

Outcome:

Safety measures visible to the public for a sense of security.

STRATEGIC PERFORMANCE MEASURES COMMUNITY SERVICES-TOURISM

Strategic Priority:

Facilitate QUALITY ECONOMIC DEVELOPMENT that is sensitive to community character and the environment.

Action Goal:

Promote tourism activities in Yorktown, York County, and the Historic Triangle for the benefit of residents and visitors.

Action Goal:

Add new "shoulder season" events in Yorktown to enhance year-round visitation by tourists and local residents.

Measurable Metric:

Expand programming and marketing efforts to encourage and increase visitation to Yorktown/York County.

Measurable Metric:

Expand or add 1-2 events each year.

Outcome:

Funding is provided for increased advertising to generate increased overnight visitation.

Outcome:

Increased visitation, trolley ridership and lodging and \$2 tax revenues.

Outcome:

Increased awareness of Yorktown and increased event attendance.

Outcome:

Additional Market Days added, expanded Cabin Fever Concert series and Summer Concert Series (formerly Shagging).

STRATEGIC PERFORMANCE MEASURES COMMUNITY SERVICES - HEAD START

Strategic Priority:

Facilitate **QUALITY EDUCATIONAL OPPORTUNITIES** for all County citizens.

Action Goal:

Increase program participation in events/trainings.

Action Goal:

Strengthen families by assisting with self-sufficiency skills and supporting their health and safety .

Measurable Metric:

Collaboration among the Library and Schools to develop and offer educational programs for a variety of citizen audiences.

Measurable Metric:

Monitoring available educational opportunities relevant to the health and nutritional needs of Head Start families.

Outcome:

Trainings available at various locations throughout the County.

Outcome:

Provide educational opportunities relevant to the needs of Head Start Parents.

Outcome:

Increase overall parent participation in trainings.



BOARD OF SUPERVISORS

STRATEGIC PRIORITIES

February 7, 2017

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
Facilitate QUALITY ECONOMIC DEVELOPMENT that is sensitive to community character and the environment.	1) Secure and/or enhance land with potential for long-term economic base expansion.	a) Identify opportunities to strategically assemble real estate in order to encourage or incentivize private investment in tax-base broadening economic development projects.	<ol style="list-style-type: none"> 1. Develop a plan for strategic property acquisitions on commercial corridors with the objective of stimulating future development. (S) 2. Develop strategies specifically targeting opportunities in: York River Commerce Park, Busch Industrial Park, and Peninsula Airport Commission properties. (M) 3. Explore Greater Williamsburg partnership with Colonial Williamsburg Foundation, William and Mary, and York County for development of Route 132 Economic Opportunity (EO) zoned properties. (M) 4. Work with Newport News Waterworks to release developable land currently in the watershed. (L) 	<p>EDA's recommendations for six (6) Priority Nodes for Route 17 redevelopment were presented to the Board on December 6th.</p> <p>PAC (Peninsula Airport Commission) site identified and financing in place to begin acquisition negotiation with decision by Summer 2017.</p> <p>Preliminary discussions have taken place with both CW and W&M representatives.</p>
		b) Deploy Utility Funds in selected locations to incentivize business development.	<ol style="list-style-type: none"> 1. Complete water trunk line installation to northern County. (S) 2. Implement sewer expansion line item within Capital Improvements Program (CIP). (S) 	<p>The Hubbard Lane to Lightfoot extension of the NNWW trunk line is currently under construction; the Phase II segment (from Waller Mill Road to Bulifants Blvd) is scheduled to be complete by mid-2018.</p> <p>The CIP includes funding for sewer extension projects previously ranked in accordance with the Board-approved criteria.</p>

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<ol style="list-style-type: none"> 3. Conduct surveys of potential customers in areas needing sanitary sewer (CIP projects), and use survey results to rank CIP list. (S) 4. Consider economic development potential in ranking CIP list. (S) 5. Track the number of business requests for utilities and measure how many were completed annually. (S) 6. Rank Capital Improvements Program (CIP) projects based on cost recovery rather than cost per user. (S) 7. Work with other jurisdictions for extension of utilities. (L) 	<p>The Department of Public Works continuously monitors sewer extension requests, environmental conditions, and other factors as input into the project rankings process.</p> <p>The following commercial areas have benefitted from previous water and sewer extensions:</p> <ul style="list-style-type: none"> • Coventry Blvd./Rt 17 (sewer) • Pierce's BBQ (sewer & water) • Ewell Industrial Park Sewer and water) • Lightfoot Crossing (sewer)
	<p>2) Develop an action plan to revitalize and redevelop Route 17.</p>	<p>a) Reconstitute, under the auspices of the Economic Development Authority (EDA), a committee to focus on Route 17 revitalization.</p>	<ol style="list-style-type: none"> 1. Identify and develop proposals for multiple redevelopment priority areas along the Route 17 corridor by Winter 2016.(S) 2. Begin implementation of the strategic plans for the six opportunity nodes by Summer 2017.(S) 	<p>EDA committee identified and developed recommendations to focus on six (6) opportunity nodes on Route 17.</p> <p>EDA members provided a briefing on the opportunity nodes at the Board's November 1, 2016 meeting and received direction to continue with the initiative.</p>

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<ol style="list-style-type: none"> 3. Fund the implementation strategies for the six opportunity nodes in the CIP or through year- end resources. (M) 4. Develop small-area revitalization plans and strategies that are linked to and complement the sequence of EDA progress on the six opportunity nodes and/or other areas of private investment along the corridor. (S) 5. Reinstitute the property improvement grants to businesses, with a focus on areas around the six opportunity nodes. (M) 6. Add a question to future citizen surveys to capture citizen preferences for the future development of Route 17. (S) 7. Research ways to entice businesses to redevelop the salvage yards. (M) 	<p>Funding for economic development initiatives is available from the Economic Development Fund, the EDA Capital Fund, and also is proposed in the CIP.</p> <p>Several Mixed-use projects are under development, adding both residential and commercial uses together.</p>
		<p>b) Develop and adequately fund programs to incentivize investments in expansion and /or enhancement of existing corridor businesses.</p>	<ol style="list-style-type: none"> 1. Fund EDA initiatives for demolition, utilities, access, and redevelopment. (S) 2. Monitor marketing efforts at strategic locations. (S) 	<p>The Board of Supervisors' Economic Development Fund and the Economic Development Authority's Capital Fund provide a source of funding to support EDA initiatives and, per Board Policy No. BP99-16, are designated to be replenished as annual Budgets allow.</p>

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			3. Review non-County funding sources for grant opportunities (i.e. Virginia Department of Transportation [VDOT], public/private partnerships, Dominion Power, Plains Marketing). (M)	
	3) Develop strategies to target and recruit specific economic development prospects compatible with the County's assets and character.	a) Develop an inventory of available waterfront property and a marketing strategy to promote those business development opportunities.	1. Complete data collection by Winter 2016. (S) 2. Review and update property inventory and marketing strategy. (S) 3. Market marinas to accommodate short term slip rentals and facility amenities. (S) 4. Evaluate boat tax elimination to incentivize marina related development by spring 2017. (S) 5. Research potential for zoning changes around marinas and boat access areas to stimulate additional water-oriented development. (M)	Data collection underway by Geographic Information System (GIS), Planning, and Development Services. <ul style="list-style-type: none"> • Investigating Seaford Waterfront Assemblage [Water-oriented Commercial and Industrial zoning district (WCI)]. • Investigating Dandy Waterfront Assemblage [Rural Residential zoning district (RR) and WCI]. • Verified that limited available and developable property exists at former Refinery. The Riverwalk Landing Docks/Piers Advisory Committee's recommendations were presented to the Board at the December 6, 2016 work session and were incorporated into Policy revisions.

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
		<p>b) Maximize participation in the business recruitment and retention efforts of the Greater Williamsburg Partnership.</p>	<ol style="list-style-type: none"> 1. Engage a consultant to manage the Greater Williamsburg Partnership. (S) 2. Develop a marketing plan to guide the GWP efforts. (S) 3. Increase prospect activity by Winter 2017/18. (S) 	<p>Greater Williamsburg Partnership established as 501(c)6 and website implemented. Management consultant contract has been established.</p> <p>Targeted industry/business sector analysis completed.</p>
		<p>c) Identify Quality of Life attributes that influence site selection decisions by economic development prospects and develop strategies to enhance those that would make York more attractive.</p>	<ol style="list-style-type: none"> 1. Continue the Development Facilitator position as a commitment to customer service. (S) 2. Conduct millennial research to determine preferences for housing, community attributes and the job market. (S) 3. Review success rate of mixed use developments and consider adjustments in requirements as necessary to enhance future implementation and success. (M) 	<p>The Development Facilitator position in the Development Services Division has been filled and is dedicated to providing coordination assistance to the business community.</p> <p>Approved and under development mixed-use projects like Commonwealth Green and Nelson’s Grant provide alternative residential and business locations.</p>
		<p>d) Promote entrepreneurship in the County.</p>	<ol style="list-style-type: none"> 1. Track the number of home-based or other businesses receiving transition information through the Resource Fair and the number that actually transition to bricks and mortar. (S) 2. Measure LAUNCHPAD website traffic, attendees, and new subscriptions. (S) 	<p>The Economic Development Office engages in marketing assistance to home-based businesses through “Resource Fairs” developed specifically for traditional, franchise & networking businesses.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			3. Monitor new businesses that utilize the LAUNCHPAD tool through subscriptions to determine success rate. (S)	
	4) Promote tourism activities in Yorktown, York County, and the Historic Triangle for the benefit of residents and visitors.	a) Add new “shoulder season” events in Yorktown to enhance year-round visitation by tourists and local residents.	1. Expand or add 1-2 new events every year (i.e., Colonial Cooking Show, etc.). (S) 2. Create sponsorships that will provide additional funding opportunities. (M) 3. Install a permanent structure for performances at the Riverwalk stage area. (M)	Events have been added in the shoulder seasons consistently for years. The Historic Yorktown Commercial Revitalization Plan, updated in 2014 identifies some of the accomplishments.
		b) 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.	1. Complete comprehensive Riverwalk Landing report by spring 2017. (S) 2. Implement docking policy changes by Summer 2017. (S) 3. Increase the number of Market Days (S) 4. Evolve larger events (i.e., festivals, sporting tournaments, etc.) into “smaller” events to better match the attendance and logistical limitations of the venues (series or 2-day events). (S)	Preparation of a comprehensive report on the operations and performance of Riverwalk Landing is underway. The Riverwalk Landing Docking Committee’s recommendations were presented to the Board of Supervisors at the December 6, 2016 work session and were incorporated into Board Policy revisions. Programming has continued to expand at Riverwalk Landing since its opening in 2005.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<ol style="list-style-type: none"> 5. Create an outdoor movie night in the fall. (S) 6. Explore partnerships with other organizations (i.e., promoters, vendors, non-profits, etc.) to expand programming and coordination of events. (M) 7. Re-establish the Yorktown 10K run and/or the Yorktown Triathlon. (M) 8. Advocate for restoration of a Williamsburg-Yorktown transit connection. (S) 	<p>Recommendations and supporting background information has been presented to the County Administrator and the Colonial Williamsburg Regional Visitor Center committee.</p>
		<p>c) Evaluate facilities and infrastructure to identify actions necessary to attract sporting events and tournaments that increase overnight lodging stays.</p>	<ol style="list-style-type: none"> 1. Prepare a comprehensive operations and performance report regarding the McReynolds Athletic Complex (MAC). (S) 2. Implement incremental projects report findings/recommendations through funding the CIP. (M) 3. Determine which locations require dugouts or shelters and include implementation funding in the CIP. (S) 4. Evaluate current Wi-Fi Hotspot and device charging station needs through survey of participants. (S) 5. Study use of facilities and determine the ideal balance between use by leagues and 	<p>The MAC Report was completed in August 2016.</p> <p>Staff report on incremental projects to improve existing facilities provided to Greater Williamsburg Chamber and Tourism Alliance.</p> <p>Public Works is designing and installing dugouts and roofs at Chisman Creek Park's two fields to improve accommodations important to tournaments.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			residents to better inform scheduling decisions. (M)	
		d) Encourage and support National Park Service (NPS) initiatives to revive business occupancies in NPS buildings on Main Street.	<ol style="list-style-type: none"> 1. Review the Plan being prepared by the NPS that will identify improvements and repairs to major NPS infrastructure, such as roads, buildings and facilities that will be needed over the next 10 years. (M) 2. Continue providing events in Yorktown to attract local residents and visitors. (S) 3. Collaborate with the NPS if it creates a "Friends of the Park" organization to seek grants & other funding opportunities. (M) 4. Establish a joint NPS/County working committee to improve coordination of activities and improvement efforts. (M) 5. Evaluate the potential for relocation of York Hall tourist-oriented attractions into NPS Main Street buildings and, if deemed feasible both from the County and NPS perspective, include construction funding in the CIP. (M) 	<p>NPS is working on the Plan and staff has participated in various discussions concerning the condition of and potential for various NPS buildings on Main Street.</p> <p>The County facilities Space Study that is now underway will address opportunities for existing and potential uses in York Hall.</p>
		e) Optimize pier usage at Riverwalk Landing.	<ol style="list-style-type: none"> 1. Create a pier operations and policy document. (S) 	<ul style="list-style-type: none"> • Management of the Riverwalk Landing Piers has been re-assigned to Parks, Recreation & Tourism. • The Riverwalk Landing Docking Committee's recommendations

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<ol style="list-style-type: none"> 2. Increase marketing exposure in other boating and sailing publications and research other opportunities for advertising. (S) 3. Increase number of fishing and tour charters. (M) 4. Sponsor boat shows and races. (S) 5. Increase marketing exposure of piers by selling merchandise and promotional items and provide these items to large vessels staying at the piers for extended periods. (M) 	<p>were incorporated into policies adopted by the Board in December.</p> <ul style="list-style-type: none"> • The Yorktown Tall Ships Committee was created in 2005 and continues to promote Yorktown as a port-of-call with the most recent success being the visit of the El Galeon. • PRT Tourism staff actively works to encourage regional cruise lines to increase the frequency of port calls to Yorktown. • The County began advertising Riverwalk Landing in the <i>Chesapeake Bay Magazine</i> in 2015.
		<p>f) Reestablish bus service from Williamsburg to Yorktown.</p>	<ol style="list-style-type: none"> 1. Develop partnership with Colonial Williamsburg and/or WATA to reestablish bus service. (S) 2. Budget necessary funding to provide the service. (S) 3. Measure number of tourists utilizing the shuttle service yearly to see if other 	<p>Recommendations and supporting background information was presented to the County Administrator and the Colonial Williamsburg Regional Visitor Center committee.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			alternatives can be made available. (S)	
		g) Centralize tourism information available to visitors visiting Yorktown.	<p>1. Increase the number of maps, brochures, and calendars distributed at specific locations. (S)</p> <p>2. Begin discussions, based on Space Study results and resources, on potential options including: (M)</p> <p style="margin-left: 20px;">a. Building new beach restrooms;</p> <p style="margin-left: 20px;">b. Combining the Dockmaster office with a centralized visitor information center (would require State certification);</p> <p style="margin-left: 20px;">c. York Hall/Main Street NPS property options.</p> <p>3. Post brochures and large scale locator maps with “You Are Here” at multiple locations in Riverwalk Landing (i.e., dockmaster’s office, restrooms, parking areas). (S)</p>	<ul style="list-style-type: none"> • Tourism staff distributes materials to all Yorktown businesses as well as Route 17 corridor and Williamsburg-area businesses year round. • Other focal areas, such as, visitor centers, Chambers of Commerce, AAA offices, airports, etc. are supplied with information. • Tourism staff works closely with the Victory Center, NPS Visitor Center, Watermen’s Museum, Dockmaster, and trolleys to provide maps, brochures, and event calendars. <p>The County Buildings/Facilities Space Study that is currently underway will examine options for optimal location of various functions, including visitor information services.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			4. Pursue General Assembly adoption of the Board of Supervisors' Legislative Priorities related to meals tax authority in order to enhance funding options for tourism and other budget priorities.	Various legislative engagement strategies and contacts have been pursued regarding the meals tax parity with cities/towns issue.

Baseline

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
<p>Institutionalize EFFECTIVE and OUT-STANDING COMMUNICATIONS and CIVIC ENGAGEMENT opportunities amongst and between the Board of Supervisors, Citizens, Boards and Commissions, and County staff.</p>	<p>1) Enhance communications and information flow to citizens and other audiences.</p>	<p>a) Conduct a communications audit to assess current communication methods and media and to identify potential areas for enhancement including branding and imaging of County communications & media (print, electronic, video, etc.) to ensure effectiveness and consistency of messaging, appearance, theme, etc.</p>	<p>1. Charge the Public Affairs Manager with responsibility to prepare, by the spring of 2017, a communications audit for review by the County Administrator. (S) Specific issues to be addressed should include, but not be limited to:</p> <ul style="list-style-type: none"> • A review of newsletters and other distributed information to ensure consistency in branding, formats, use of County seals and logos, etc. • Opportunities to capture and share production and creative resources across departments to support increases in communications and platforms. • An assessment of the need for additional staffing or other resources to fulfill a commitment for more and frequent social media coverage, community engagement and media production. <p>2. Encourage and facilitate more sharing and collaboration on social media posts using best practices for optimum engagement (tagging, pictures, sites, hashtags, etc.) (S)</p>	<p>The Division of Public Affairs (Public Information, Video Services, and Website) has been established and the Public Affairs Manager began work in September 2016.</p> <ul style="list-style-type: none"> • Public Information Officer (PIO) has established relationships with media representatives. • External Communications Committee established-representing many departments. • Press releases are issued throughout the year on a variety of topics and linked to social media. Various public information

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<p>3. Prepare quarterly reports on the analytics for social media platforms and website. (S)</p> <p>4. Promote communications between Departments to encourage and identify increased opportunities for external communications concerning new and ongoing projects. (S)</p> <p>5. Strategize to ensure consistent general messaging between Economic Development, School, and County. (M)</p> <p>6. Market York County branded items for sale. (M)</p> <p>7. Review and possibly re-establish the Lackey Task Force. (M)</p>	<p>segments are aired on Channel 46.</p> <ul style="list-style-type: none"> • York County Citizen News is mailed quarterly to all mailboxes in York County. • There are 20 “opt-in” listserv subscription lists with a total of 11,000 subscribers. • Facebook, YouTube, Twitter, and Periscope accounts have been established to monitor usage. • Staff works with the Department of Fire & Life Safety and the Sheriff’s Office to share postings of information from page to page (Facebook); • York County Government Twitter Account and Sheriff’s Office Twitter Account re-tweet each other’s information that is pertinent/important for their respective audiences. <p>Three distinct websites are maintained to provide information to the citizens, businesses, and visitors of York County.</p> <p>Community Services Department is evaluating.</p>
		<p>b) Post the weekly Board of Supervisors (BOS) Correspondence Package on the County web site for public viewing.</p>	<p>1. Implement the posting of materials, at the Board’s direction, no later than January 2017 and monitor the analytics regularly to show the number of “hits” received. (S)</p>	<p>Technical capability to post and monitor “hits” has been verified.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
		<p>c) Expand the Frequently Asked Questions (FAQ) list on the County web site.</p>	<ol style="list-style-type: none"> 1. Post relevant/general interest FOIA responses to the website (S) 2. Create FAQs under department, division, or office homepages with a top-ten list on the County main webpage. (S) 3. Public Affairs staff to develop/update the FAQ list annually, at a minimum. (S) 	<ul style="list-style-type: none"> • New website platform is in the process of being implemented and will go live in early-spring 2017. • The County's appointed Freedom of Information Act (FOIA) Officer responds to and will post requests/responses. • Departments/Divisions currently have FAQs in place. • County homepage has a "Your Questions Answered" section that has all FAQs from divisions/departments listed as well as additional questions.
		<p>d) Increase the number of general interest videos and County-specific programming airing on Channel 46.</p>	<ol style="list-style-type: none"> 1. Create additional short segment information video productions. (S) 2. Push short-segment programming to all social media platforms. (S) 3. Use teaser videos on social media for longer video segments that link to YouTube channel or County webpage. (S) 4. Add questions to future citizen surveys about content and viewership of Channel 46. (S) 	<p>Short video segments recently produced and aired include: Meet Your Board Member, Budget, Queens Lake Sewer Project, Mosquito Control, and Stormwater projects.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			5. Prioritize programming based on feedback from citizen surveys and FAQs. (S) 6. Implement TV-related elements identified in the communications audit, subject to availability of resources. (M)	
		e) Establish a “County” information booth at Yorktown Market Days and various other events.	1. Offer one (1) booth per week for use by County Departments as recommended by the External Communications Committee. (S) 2. Look for opportunities at additional venues and events. (M)	Currently in place at Yorktown Market Days.
	2) Maximize the use of technology and multi-media to better communicate with and disseminate information to citizens, businesses, and visitors.	a) Investigate, and implement if feasible, the use of App’s and digital delivery for easy access to County information or processes.	1. Assess opportunities/needs for possible App and digital delivery applications in the communications audit. (S) 2. Develop and deploy an online Public Works capital projects map and information site. (S) 3. Acquire and deploy OpenGov software by Winter 2016 17. (S) 4. Develop a system for sharing York County news and events on a weekly basis through the website and social media. (S) 5. Investigate potential print & postage cost savings of moving toward “paperless” operations. (M)	<ul style="list-style-type: none"> • Conversion to mobile-friendly website completed. • Sheriff’s Office implemented the first practical application of an App in July 2016. Public Works online capital projects mapping tool and information site has been implemented. OpenGov has been acquired and deployed as a financial transparency initiative.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
		<p>b) Promote and seek to increase participation in York Alert and York Subscribe services.</p>	<ol style="list-style-type: none"> 1. Develop and implement a public awareness campaign for York Alert and other subscription services(S) 2. Track usage/increases on a quarterly basis and review the success rate of various advertising methods. (S) 	<p>York Alert is currently advertised in newsletters, social media, websites, press releases, and utility bills.</p> <ul style="list-style-type: none"> • Usage has increased by 32% in fiscal year 2015/16. • Currently, there are 20 subscription lists for York County services and information.
	<p>3) Establish routine opportunities for interaction and communication between the Board of Supervisors and Board-appointed boards, commissions and committees.</p>	<p>a) Schedule an annual presentation and report at a BOS meeting by the chairperson of each board, commission, or committee.</p>	<ol style="list-style-type: none"> 1. Schedule joint meetings between Board and EDA, and Board and School Board to be held by early-2017.(S) 2. Assign a BOS or staff member as a liaison to each board, commission, and committee, or have a representative from each organization communicate directly to the BOS. (S) 3. Ensure that each group prepares an annual report to the BOS. (S) 4. Evaluate methods and opportunities for communication between the Board and groups. (S) 	<ul style="list-style-type: none"> • Board / School Board joint meeting held on December 12, 2016 • EDA representatives met with BOS on November 1, 2016 <p>Presentations have been made by the Youth Commission, Library Board, Parks and Recreation Advisory Board, and Historical Committee.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
Instill EXCELLENT CUSTOMER SERVICE as an organizational value, expectation, and outcome.	1) Enhance staff understanding of customer expectations regarding the services provided by their respective functional areas of responsibility.	a) Develop ombudsman/coordinator position for business community.	1. Maintain the Development Facilitator position in the Division of Development Services. (S)	The Development Facilitator vacancy was filled in mid-summer 2016.
		b) Evaluate existing development review procedures.	1. Task the Chief of Development Services to facilitate and coordinate an evaluation of the development process by fall 2017, to include discussion with both internal and external stakeholders. (S) 2. Update the Commercial Developer's Guide periodically as needed. (S)	A work program for the internal and external stakeholders' review is in the planning stages. The Commercial Developer's Guide has been updated and is available for procedural assistance.
		c) Evaluate opportunities for mandatory customer service training on a yearly basis for all employees.	1. Conduct a review of the scope, effectiveness and available funding associated with existing training programs. (S) 2. Institute mandatory Customer Service continuing education / training every two years through in-house and/or virtual-learning programs. (S) 3. Increase the number of employees participating in existing training programs offered by the Human Resources Department. (S) 4. Sustain high customer service satisfaction results. (S)	Customer service ratings have been consistently positive on citizen surveys.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			5. Establish opportunities for the County Administrator to meet with all new employees. (S)	The County Administrator attends new employee orientation sessions and extends “Lunch with the County Administrator” invitations on a periodic basis to small groups of employees, both of which provide opportunities to discuss the importance of customer service.
		d) Share success stories of excellent customer service.	1. Continue to provide Customer Service Survey program reports to managers and supervisors. (S) 2. Create a CH 46 program on “How-to” contact the County for various services. (M)	The ongoing Customer Service Survey program ensures that customer feedback opportunities are provided and encouraged, and citizen comments received through the surveys are posted on the Intranet for viewing by all employees.
		e) Create ways for staff to learn about the County, the various departments in the organization, and their fellow employees.	1. Develop cross-departmental training models by fall 2017. (S) 2. Redevelop the new employee orientation video to include the history of York County as well as information on the various County departments, showing what each does and the “face” of the department. (S)	<ul style="list-style-type: none"> • Various staff leadership groups and project-specific teams (such as the Tiger Team) have been established to promote collaboration and cross-function interaction and information-sharing. • The Management Team has met twice, and will continue to meet at least once/year for an annual training and team-building event. • The 1st annual IT Conference for staff has been conducted.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<ol style="list-style-type: none"> 3. Create departmental organization/orientation charts for new employees which outline the functions of their respective department. (S) 4. Establish an expectation that each department will have an annual “all employees” meeting. (S) 5. Encourage all employees to allow their “headshot” to be taken for posting on the internal email system and Navigator Employee Directory. (S) 	<p>Most employees have accepted this invitation and opportunity.</p>
	<p>2) Ensure organizational resiliency and efficient service delivery.</p>	<p>a) Develop succession plans in key functional areas of the County organization.</p>	<ol style="list-style-type: none"> 1. Complete a review and update of Employee Training Plans (ETP) to ensure that they include opportunities for job-relevant specialized training and succession-related training. (S) 2. Monitor supervisors' success in encouraging and assisting employees in completing training requirements identified in the ETPs. (S) 3. Encourage and monitor employees' efforts to take advantage of training opportunities for job-knowledge enhancement above and beyond their ETPs. (S) 	<ul style="list-style-type: none"> • Organizational restructuring has been accomplished to optimize operations and provide succession paths for various key positions. • The approved FY17 budget provided funding for salary adjustments associated with the organizational changes. <p>The FY17 budget provides funding for staff development and training opportunities which managers and supervisors can recommend to their staff members.</p> <p>Resources have been provided to allow staff to register for a variety of training opportunities offered within the organization as well as by professional and educational institutions.</p>

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			4. Create a record of job classifications and positions that need specialized training to advance within their career ladders. (M)	
		b) Implement state of the art technology.	1. Fully implement the infrastructure, asset, and development management software system replacement by spring 2018. (S) 2. Implement widespread mobile tablet technology by summer 2017. (S) 3. Begin implementation of the financial accounting system software replacement project by summer 2017. (S)	The infrastructure, asset, and development management system replacement software has been acquired and the implementation process is underway Mobile tablet technology is being deployed to Public Works and others. New financial accounting systems are being evaluated in preparation to make a recommendation to the Board for acquisition and implementation.
		c) Explore opportunities for additional shared services arrangements between Schools and County operations (e.g., vehicle maintenance, IT, finance, human resources, etc.).	1. Update the inventory of all the existing County / School Division shared services arrangements and review at least as frequently as every five (5) years. (S)(M) 2. Review and consider other potential opportunities for joint services. (S)	The inventory/summary of existing shared services has been completed and was provided to the Board of Supervisors in advance of the December 12, 2016 meeting with the School Board. A Joint <i>Other Postemployment Benefits</i> (OPEB) Trust was established in June 2016.
		d) Investigate and evaluate the feasibility and potential benefits of implementing a York-311 customer assistance system.	1. Evaluate the feasibility, cost/benefit and potential effectiveness of expanding the operation of the 911/Emergency Communications center to incorporate 311 as a training opportunity for 911 operators by fall 2017. (S)	The Emergency Communications Department is studying the cost/benefits of implementing 311 systems.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			2. Build a database of FAQs and department responsibilities based on employee input. (S)	

Baseline

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
Facilitate QUALITY EDUCATIONAL OPPORTUNITIES for all County citizens.	1) Enhance opportunities for life-long learning.	a) Modernize the Yorktown Library.	1. Contingent on funding, develop and issue a RFP for design services by Fall 2017. (S)	Funding for design services is programmed in the approved CIP for FY2018.
		b) Consider establishment of a “citizen’s academy” to offer information on local government programs and procedures.	<ol style="list-style-type: none"> Develop program content, community outreach and recruitment strategy for participants and target initial offering for Winter 2017/18 or earlier. (S) Record sessions of the various Academy offerings so that they can be viewed on Channel 46 or online as a Digital/Virtual Academy (S) 	<ul style="list-style-type: none"> The Community Services Department is currently researching and developing a framework for a Citizen’s Academy program. The Sheriff’s Citizen Academy is offered twice a year. Fire and Life Safety offers the Citizen’s Community Emergency Response Team (CERT) program periodically.
		c) Stimulate collaboration among the Library, Senior Center, and Schools to develop and offer educational programs for a variety of citizen audiences (e.g., a Budget seminar for citizens; a program explaining the OpenGov initiative).	<ol style="list-style-type: none"> Create a listing of available educational programs that can be added to the New Resident packets. (S) Increase the number of locations where educational program listings are offered, distributed and/or made available. (S) Evaluate and implement opportunities for additional programming at the Senior Center. (S) 	The Senior Center offers classes or workshops on Computer lessons, driver safety, chronic disease/diabetes self-management, nutrition, regularly scheduled health topics, safety awareness, and several conferences/forums.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			<p>4. Expand adult services in the Libraries to include: future educational opportunities, the Citizen’s Academy, and budget/financial seminars. (S)</p> <p>5. Increase opportunities for the School Board and Board of Supervisors to meet and discuss collaboration, priorities, and opportunities. (S)</p> <p>6. Pursue General Assembly action on the Board of Supervisors’ Legislative Priorities related to enhance state funding of education. (S)</p>	<p>The Library offers a variety of educational opportunities to include “County Minute” library information, home school programs, collaboration with York County School Division (YCSD) and Senior Center, workforce development, and online educational programs.</p> <p>A variety of legislative engagement strategies have been identified and are being pursued.</p>
		<p>d) Duplicate successful educational programming offered at New Quarter Park in lower County parks programs.</p>	<p>1. Task the Parks, Recreation and Tourism Division to review the physical and operational conditions of all County parks to determine which, if any, of the New Quarter Park educational programs can be duplicated and offered at other County parks. (S)</p>	<p>New walking trails added at the MAC.</p>
	<p>2) Implement sustainable YCSD CIP.</p>	<p>a) Continue to review, fund and implement the six-year CIP.</p>	<p>1. Provide sufficient funding from the annual operating budget to provide for and sustain a robust Capital Improvements Plan. (S)</p>	<ul style="list-style-type: none"> • The CIP Review Committee process has provided valuable input for consideration by the County Administrator as Budget recommendations are formulated. • Establishment of a YCSD capital reserve fund, either as part of or separate from the Impact Aid

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			2. Pursue General Assembly action on the Board of Supervisors' Legislative Priorities related to enhanced state funding for education. (S)	Stabilization Fund, is being contemplated. Legislative Priorities have been transmitted to and discussed with members of the County's delegation.
	3) Expand relevant and performance-enhancing training and development opportunities for staff.	a) Establish certification and degree paths – 2-year through graduate degree programs – for job-related educational opportunities offered to County employees.	1. Assess the value and benefits of the educational opportunities program every two years. (M)	A new policy has been put into effect to establish the opportunities and expectations associated with the continuing education Degree Program for employees. (YC Employee Training & Education Program Policy).
		b) Increase participation in in-house training offerings.	1. Establish a requirement within employee's ETPs for continuing education hours. (S) 2. Monitor supervisors' efforts and success in ensuring that staff are completing required courses and taking advantage of in-house training opportunities to fulfill ETP requirements. (S)	<ul style="list-style-type: none"> • All employees have a training plan (ETP – Employee Training Plan). • New hires are provided an individualized plan that identifies training needed to meet specific requirements within their first 30-60 days of employment. • A new <i>skills development</i> series has been established for: <ul style="list-style-type: none"> ○ Supervisors/ Managers ○ Leadership Skills. • Virtual training course opportunities are available to all employees. • A monthly training e-newsletter is sent via email to all employees.

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Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			3. Create a yearly report for each department's participation in in-house training. (S)	
		c) Develop County wide succession planning.	1. Implement leadership development programs. (S) 2. Develop departmental continuity plans and review / update annually. (S) 3. Expand ETPs to include leadership development requirements. (M) 4. Assist employees interested in advancement to develop a career matrix to identify future opportunities and training objectives. (M)	The County Administrator's SWOT report identified succession planning as an issue within the organization and a challenge to be addressed.
	4) Exert leadership in advocating for adequate state funding of schools.	Obtain more state funding for schools.	1. Continue setting yearly legislative priorities to send to the General Assembly. (S) 2. Develop an annual strategy, depending on the specific priorities, for legislative engagement and advocacy. (S) 3. Evaluate success after each Legislative session and revise strategies as deemed appropriate. (S)	<ul style="list-style-type: none"> • Enhanced state funding for education is identified as one of the Board of Supervisors' four Legislative Priorities. • Board members have initiated contacts with Legislators to advocate the position. • Outreach to other jurisdictions and organizations has taken place. • Business cards were imprinted with the four 2017 Priorities and distributed to Board members for discussions with potential advocates.

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
Devote leadership and resources necessary to ensure and sustain EXEMPLARY PUBLIC SAFETY functions.	1) Ensure that staff and capital resources are adequately matched to service demands and the safety of emergency responders.	a) Continuously monitor response times and resource readiness and develop plans to correct projected deficiencies or problems.	1. Capture response time data to monitor performance relative to the <i>5 minutes or less</i> goal. (S) 2. Acquire new fire vehicles on an ongoing basis as programmed in replacement schedules. (S) 3. Continue funding for a modernized 800 MHz radio system. (S) 4. Continue upgrading emergency generators. (S) 5. Complete design for new Grafton fire station by Fall 2017. (S) 6. Increase staffing to meet standards. (M) 7. Evaluate future fire station locations based on improving response times. (L)	Response times are continuously recorded and reviewed. Apparatus and equipment replacements are programmed in the adopted CIP. Modern 800 MHz radio system has been deployed but will require periodic upgrades. Emergency generators are being upgraded as needed, subject to funding. The design services contract for the new Grafton fire station has been executed and design work is underway. Resource allocations for incidents are monitored regularly to identify deficiencies. Mutual aid agreements with adjacent localities and federal installations.
		b) Expand capabilities to use mobile data communications for field operations and enhanced service to the citizens.	1. Install mobile data communications terminals in all Fire & Life Safety apparatus by Fall 2019. (M)	<ul style="list-style-type: none"> • Shift supervisors have mobile data terminals in command vehicles. • All fire trucks and ambulances have patient medical data care terminals to connect to medical facilities.

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
	<p>2) Enhance citizen and business awareness of disaster action and recovery preparedness measures.</p>	<p>a) Increase targeted areas for participation in the CERT citizen training program.</p>	<ol style="list-style-type: none"> 1. Increase CERT Program promotional communications to churches, businesses, schools, and Homeowners' Associations (HOA). (S) 2. Record the CERT program for future digital/virtual use. (M) 3. Provide an opportunity for staff CERT training. (M) 4. Create a CERT alumni list for future training and/or future manpower needs. (M) 	<p>A Community Safety Initiative is in progress on Facebook and includes mention of the CERT Program. Fire and Life Safety has reorganized the CERT program to adjust focus and emphasis.</p>
		<p>b) Develop incentives for businesses to become more disaster resilient and to facilitate faster recovery.</p>	<ol style="list-style-type: none"> 1. Increase to a 25% participation rate the number of businesses and churches helping to communicate emergency information by allowing public service messages to be displayed on their changeable copy business signs. (S) 2. Participate in the NextDoor app. To facilitate dissemination of emergency information (S) 3. Create an emergency management partnership program. (M) 4. Investigate the authority to offer tax breaks for purchase of generators. (M) 	<p>Agreements have been established with a number of businesses and churches to use their electronic message or changeable signs to post emergency preparedness messaging.</p>

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
		<p>c) Create safety preparedness programs and implement drills for County Buildings.</p>	<ol style="list-style-type: none"> 1. Assign a building safety liaison for each County building. (S) 2. Implement yearly drills at County facilities. (S) 3. Increase safety preparedness training opportunities. (S) 	<p>Intruder Awareness Training has been provided to all County employees by the Sheriff's Office</p> <p>Plans for building-specific training and drills are currently being developed.</p> <p>Schools are set up for intruder events, tornado drills, earthquake drills, and fire drills, many of which are attended by York County public safety personnel.</p>
		<p>d) Expand outreach to citizens about safety preparedness.</p>	<ol style="list-style-type: none"> 1. Document the number of brochures and information materials distributed at Market Days and various locations. (S) 2. Partner with the Virginia Department of Emergency Management (VDEM), Dominion, and other agencies for safety training opportunities. (M) 3. Increase safety preparedness by airing videos on cable channel and through other means. (M) 	<p>New resident packages include Hurricane Prep information. Information is distributed at homeowners meetings, Market Days, other venues, and through the CERT program.</p> <ul style="list-style-type: none"> • PIO regional groups meet regularly for emergency preparedness. • A Senior Safety Summit is held annually. <p>County-owned variable message boards have been deployed at various locations to convey emergency preparedness information.</p>

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
Protect and respect the County's natural and built attributes through balanced and cost-effective ENVIRONMENTAL STEWARDSHIP.	1) Deploy economically viable green and energy saving technologies.	a) Participate in Go Green (Virginia Association of Counties) and Green Government Challenge (Virginia Municipal League) initiatives when determined to be feasible and cost-effective.	1. Submit Go Green Initiative applications in accordance with the semi-annual program deadlines, the next being October 2016. (S) 2. Establish a program for the Beautification Committee to present Green Business awards to County businesses. (S)	The County has achieved designation for Go Green initiatives every other year since 2008, the most recent being in November 2016.
		b) Investigate the feasibility and cost-effectiveness of Energy Star compliance for additional County facilities.	1. Monitor and repeat compliance audits and recertification for currently designated buildings. (S) 2. Design the new Grafton Fire Station to be Energy Star Compliant. (S) 3. Reinvest money saved through the program back into the program. (M)	Buildings currently Energy Star compliant are: <ul style="list-style-type: none"> • Public Safety • Finance • Administration • Public Works (imminent). The Fire Station design is underway Annual energy cost savings for designated buildings is 5%
		c) Acquire fuel efficient and clean energy vehicles.	1. Establish a goal for 15% of the County fleet to be alternative fuel vehicles by 2025. (L) 2. Consider adding alternative fuel options (i.e., propane) at County fueling stations. (L)	<ul style="list-style-type: none"> • Public Works Department is analyzing the cost-benefit of alternative fuel vehicle acquisitions. • Currently, propane fuel packages are being specified for new, large-truck purchases.

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
	2) Incentivize County citizens and businesses to adopt sound environmental practices.	a) Expand business award program.	Develop enhanced status and promotion/publicity for the Business Awards. (S)	Evaluation of business award program is underway.
		b) Promote and increase participation in Recycling and Household Chemical Drop-off opportunities.	<ol style="list-style-type: none"> 1. Establish usage metric and monitor. (S) 2. Create a marketing strategy to promote the benefits of recycling to include CH46 programming, social media, etc. (S) 	Recycling is available for all County residents. The existing twice-a-year household chemical drop-off program is successful.
		c) Install electric charging stations for vehicles at major County facilities.	<ol style="list-style-type: none"> 1. Deploy charging stations to the following locations: <ul style="list-style-type: none"> • Riverwalk Landing (S) • MAC (M) • New Quarter Park (L) • Courthouse (L) • Libraries. (L) 	Public Works is pursuing grant opportunities for a prototype installation.
		d) Increase awareness of stormwater program.	<ol style="list-style-type: none"> 1. Establish new evaluation criteria for ranking stormwater CIP projects and re-rank items in CIP based on new criteria. (S) 2. Continue to provide outreach to the community – residential and businesses. (S) 3. Meet with HOAs to provide and explain maps of drainage easements and HOA stormwater and BMP maintenance responsibilities. (S) 4. Continue seeking Total Maximum Daily Load (TMDL) credits. (S) 	Public Works is researching and evaluating options for alternative ranking criteria.

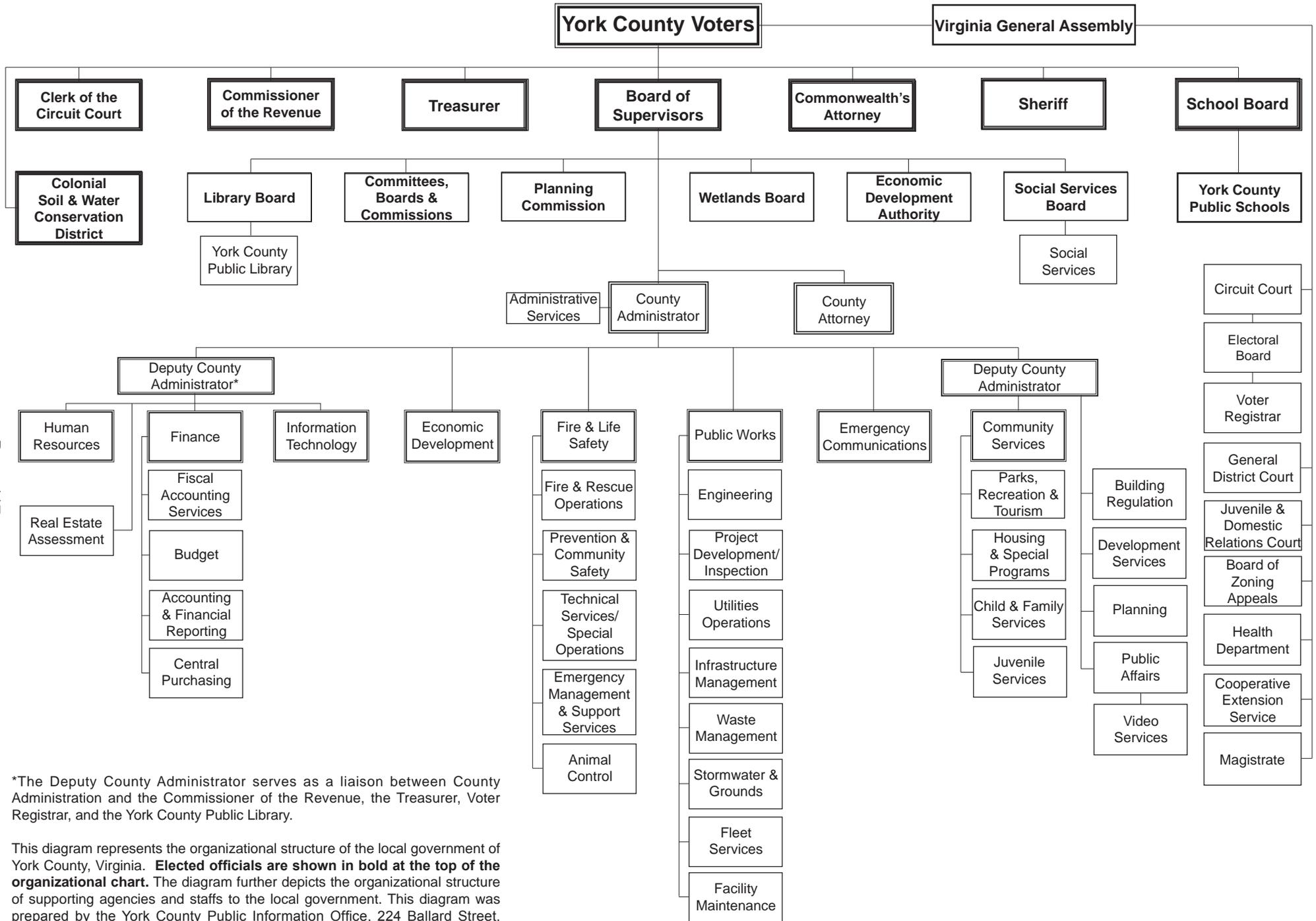
YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
		e) Increase awareness in Leadership in Energy and Environmental Design (LEED) certification.	1. Design the new Grafton Fire Station to be constructed with a LEED focus. (S) 2. Conduct a space study for County office buildings to include energy and environmental awareness considerations. (S)	The design of the station is underway
		f) Identify and enhance Mosquito Control measures.	1. Continue testing mosquitoes to determine type/location – target response to area. (S) 2. Treat stagnant water, including VDOT ditches. (S) 3. Continue night time spraying using kid and pet friendly spray for mosquitoes. (S) 4. Provide yard inspections upon request. (S)	Mosquito Control started surveillance early for Zika. Treatment responses are based on data collection. Mosquito dunks are provided for standing water areas and vacuum pots (3,000). Current SOP includes communication with beekeepers. Staff provides home inspections and school programs.
		g) Increase outreach and public education for environmental initiatives.	1. Develop new public information initiatives and content for: (S) <ul style="list-style-type: none"> • Recycling • Stormwater quality • Mosquito suppression • Green technology • Voluntary citizen and business compliance 2. Increase the use of social networks to distribute information (i.e. mosquito spraying). (S)	Social media networks and CH 46 are being used to disseminate information.

YORK COUNTY BOARD OF SUPERVISORS – STRATEGIC PRIORITIES

Strategic Priorities	Action Goals	Baseline Initiatives and Metrics	Measurable Outcomes	Progress & Accomplishments
			3. Partner with schools to provide programming on environmental practices. (S) 4. Continue participation and outreach in the Chesapeake Bay Program. (S)	

Baseline



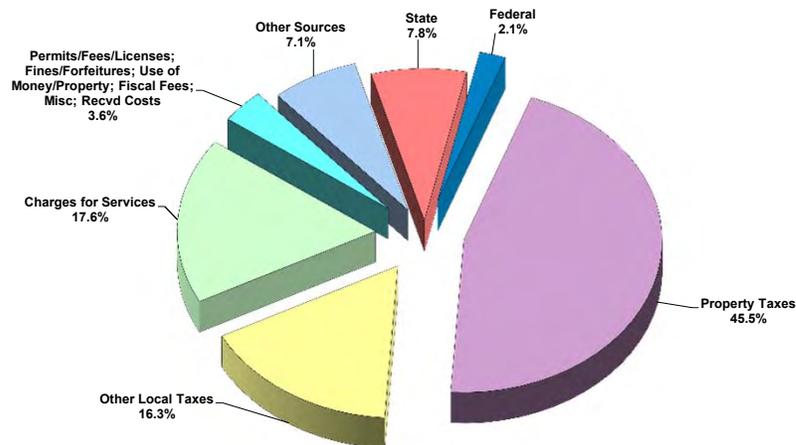
*The Deputy County Administrator serves as a liaison between County Administration and the Commissioner of the Revenue, the Treasurer, Voter Registrar, and the York County Public Library.

This diagram represents the organizational structure of the local government of York County, Virginia. **Elected officials are shown in bold at the top of the organizational chart.** The diagram further depicts the organizational structure of supporting agencies and staffs to the local government. This diagram was prepared by the York County Public Information Office, 224 Ballard Street, Yorktown, Virginia, 23690. Mailing Address: P.O. Box 532, Yorktown, Virginia, 23690-0532. Updated March 2017

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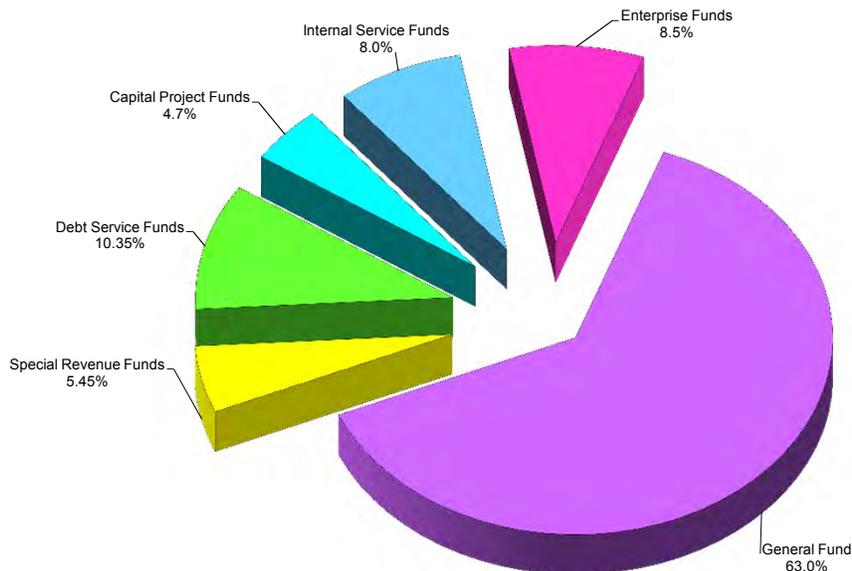
**Summary of Funding Sources By Type
Fiscal Year 2018**

Description	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Revenues	FY2018 Adopted Revenues
General Fund (Major)					
Property Taxes	\$ 80,751,401	\$ 81,598,860	\$ 85,054,921	\$ 84,049,000	\$ 89,790,000
Other Local Taxes	29,156,479	29,560,060	30,586,868	30,241,000	30,631,500
Permits, Fees and Regulatory Licenses	818,221	882,569	779,390	840,000	750,000
Fines and Forfeitures	298,754	277,108	308,039	285,000	293,500
Use of Money and Property	458,597	457,284	580,673	469,000	508,000
Charges for Services	2,131,183	1,924,050	2,060,376	1,999,000	2,103,000
Fiscal Agent Fees & Administration	209,372	209,173	216,767	220,000	235,900
Miscellaneous	234,233	279,004	349,360	187,000	195,700
Recovered Costs	1,517,034	1,383,164	1,453,089	1,402,000	1,376,348
State	13,558,528	13,612,890	13,691,112	13,632,000	13,667,000
Federal	496,560	594,135	811,412	441,000	434,500
Other Sources	5,692,094	2,711,831	6,898,900	1,824,000	1,904,052
	<u>135,322,456</u>	<u>133,490,128</u>	<u>142,790,907</u>	<u>135,589,000</u>	<u>141,889,500</u>
Non-major Funds (Aggregate)					
Property Taxes	373,726	378,691	313,299	400,603	312,557
Other Local Taxes	1,734,935	1,758,003	1,756,989	1,705,000	1,678,000
Fines and Forfeitures	7,797	6,684	7,512	7,000	7,200
Use of Money and Property	431,013	361,431	749,290	423,426	623,541
Charges for Services	19,189,693	29,128,537	29,729,886	32,471,972	32,808,445
Miscellaneous	2,205,715	1,771,461	1,615,449	2,346,827	1,626,139
Recovered Costs	395,909	563,222	432,347	340,267	1,497,699
State	1,908,861	1,296,703	1,761,349	2,148,150	1,693,439
Federal	3,416,703	4,106,703	3,841,178	3,584,887	3,783,832
Other Sources	33,573,004	34,943,895	52,308,080	29,908,129	35,715,744
	<u>63,237,356</u>	<u>74,315,330</u>	<u>92,515,379</u>	<u>73,336,261</u>	<u>79,746,596</u>
Total					
Property Taxes	\$ 81,125,127	\$ 81,977,551	\$ 85,368,220	\$ 84,449,603	\$ 90,102,557
Other Local Taxes	30,891,414	31,318,063	32,343,857	31,946,000	32,309,500
Permits, Fees and Regulatory Licenses	818,221	882,569	779,390	840,000	750,000
Fines and Forfeitures	306,551	283,792	315,551	292,000	300,700
Use of Money and Property	889,610	818,715	1,329,963	892,426	1,131,541
Charges for Services	21,320,876	31,052,587	31,790,262	34,470,972	34,911,445
Fiscal Agent Fees & Administration	209,372	209,173	216,767	220,000	235,900
Miscellaneous	2,439,948	2,050,465	1,964,809	2,533,827	1,821,839
Recovered Costs	1,912,943	1,946,386	1,885,436	1,742,267	2,874,047
State	15,467,389	14,909,593	15,452,461	15,780,150	15,360,439
Federal	3,913,263	4,700,838	4,652,590	4,025,887	4,218,332
Other Sources	39,265,098	37,655,726	59,206,980	31,732,129	37,619,796
	<u>198,559,812</u>	<u>207,805,458</u>	<u>235,306,286</u>	<u>208,925,261</u>	<u>221,636,096</u>
Transfers	(22,345,294)	(23,046,793)	(22,204,868)	(24,030,729)	(23,590,887)
Total - Net	<u>176,214,518</u>	<u>184,758,665</u>	<u>213,101,418</u>	<u>184,894,532</u>	<u>198,045,209</u>
Projected Fund Balance, beginning				40,951,930	60,474,584
Projected Fund Balance, ending				<u>(38,027,762)</u>	<u>(56,968,558)</u>
				<u>187,818,700</u>	<u>201,551,235</u>



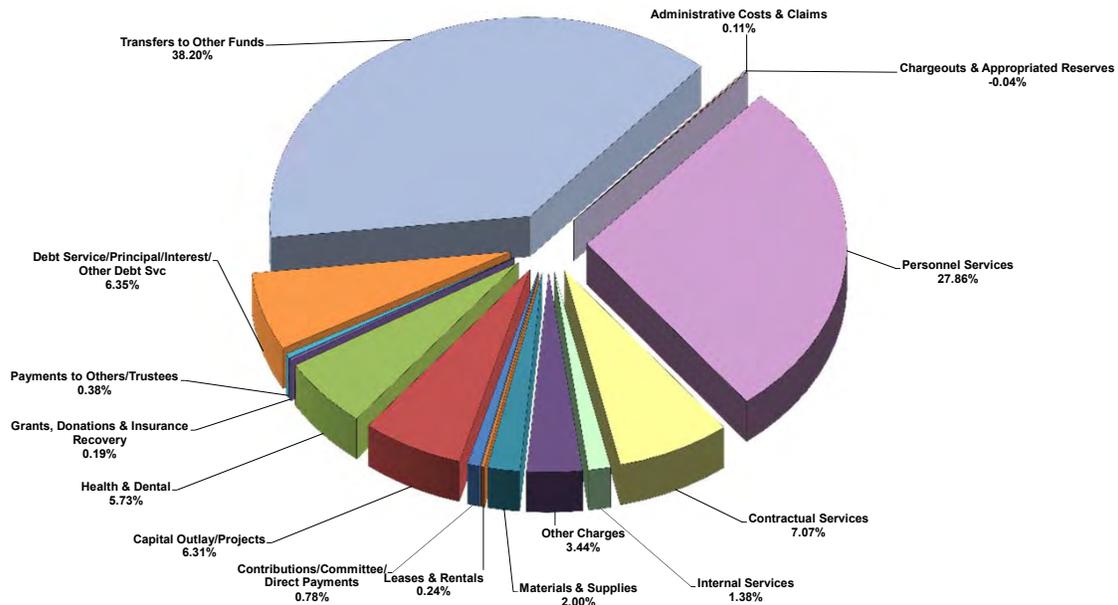
**Summary of Expenditures/Expenses by Function
Fiscal Year 2018**

Description	FY2014 Actual Expenditures/ Expenses	FY2015 Actual Expenditures/ Expenses	FY2016 Actual Expenditures/ Expenses	FY2017 Original Expenditures/ Expenses	FY2018 Adopted Expenditures/ Expenses
General Fund					
Administrative Services	\$ 3,783,344	\$ 3,725,886	\$ 4,061,769	\$ 4,417,311	\$ 4,546,328
Judicial Services	2,635,050	2,662,722	2,563,307	2,767,177	2,935,205
Public Safety	29,428,938	29,935,534	30,440,497	32,336,379	34,178,656
Management Services	8,298,907	8,161,131	8,399,077	9,280,729	9,830,057
Education & Educational Services	60,479,632	60,970,309	60,481,189	60,998,627	63,046,773
Human Services	2,697,350	3,179,237	3,244,028	3,687,324	3,665,466
Public Works	8,235,223	8,323,713	8,463,045	8,858,589	9,000,543
Community Services	2,815,919	2,812,083	2,954,314	3,033,435	3,254,955
Capital Outlay & Fund Transfers	7,275,359	7,722,706	8,671,806	9,371,919	10,073,232
Non-Departmental	1,091,438	1,449,701	1,067,434	837,510	1,358,285
Special Revenue Funds					
Tourism Fund	3,114,206	3,112,584	3,100,925	3,241,800	3,324,000
Social Services Fund	5,311,213	5,309,932	5,712,291	6,212,587	6,600,623
Law Library Fund	7,812	8,100	5,026	8,400	9,000
Children and Family Services Fund	1,198,959	1,297,003	1,345,507	1,556,747	1,501,115
Community Development Authority Revenue Account Fund	1,056,883	1,029,926	863,505	1,007,853	890,557
Debt Service Funds					
County Debt Service Fund	13,378,554	2,582,634	15,450,914	3,141,119	7,238,044
School Debt Service Fund	8,021,017	17,115,428	18,709,322	15,399,999	16,061,109
Capital Project Funds					
Stormwater Management Fund	548,296	2,355,779	760,221	889,668	1,722,196
Yorktown Capital Improvements Fund	-	-	-	-	-
County Capital Fund	7,138,346	4,793,188	5,600,817	7,571,500	8,917,000
Internal Service Funds					
Workers' Compensation Fund	298,563	502,271	214,794	255,800	255,800
Revenue Stabilization Reserve Fund	-	-	450,000	900,000	600,000
Vehicle Maintenance Fund	3,993,456	3,702,014	3,282,664	4,014,442	4,196,241
Other Post-Employment Benefits Fund	1,642,514	1,732,130	370,069	-	-
Health & Dental Insurance Fund	-	8,683,946	10,849,438	11,405,289	12,892,000
Enterprise Funds					
Solid Waste Management Fund	4,674,386	4,138,531	4,157,318	4,695,510	4,709,451
Water Utility Fund	343,865	334,024	1,127,975	1,864,166	362,702
Sewer Utility Fund	7,976,058	8,194,557	11,523,321	11,237,808	9,797,554
Yorktown Operations Fund	74,719	78,100	89,328	90,603	158,003
Regional Radio Project Fund	2,494,443	2,585,457	2,556,880	2,767,138	4,017,227
Total	188,014,450	196,498,626	216,516,781	211,849,429	225,142,122
Transfers	(22,345,294)	(23,046,793)	(22,204,868)	(24,030,729)	(23,590,887)
Total - Net	\$ 165,669,156	\$ 173,451,833	\$ 194,311,913	\$ 187,818,700	\$ 201,551,235



**Summary of Expenditures/Expenses by Type
Fiscal Year 2018**

Description	FY2014 Actual Expenditures/ Expenses	FY2015 Actual Expenditures/ Expenses	FY2016 Actual Expenditures/ Expenses	FY2017 Original Expenditures/ Expenses	FY2018 Adopted Expenditures/ Expenses
General Fund (Major)					
Personnel Services	\$ 43,414,289	\$ 44,130,152	\$ 44,782,595	\$ 46,819,638	\$ 49,858,557
Contractual Services	8,521,083	8,671,074	8,862,703	9,512,842	9,973,029
Internal Services	2,411,620	2,344,376	2,286,579	2,427,242	2,509,793
Other Charges	2,676,204	2,684,900	2,682,349	3,167,046	2,958,933
Materials & Supplies	1,296,116	1,388,847	1,451,757	1,695,086	1,892,562
Leases & Rentals	405,596	403,801	434,983	430,781	435,144
Contributions/Committees/Direct Payments	27,279	35,125	30,000	56,358	70,000
Capital Outlay	400,333	347,117	410,175	584,426	487,388
Grants & Donations	167,685	137,361	433,139	302,000	402,000
Transfers to Other Funds	67,544,021	68,903,545	69,115,004	70,689,346	73,385,426
Appropriation Reserves	8,081	17,848	-	50,000	73,686
Chargeouts	(131,147)	(131,123)	(142,818)	(145,765)	(157,018)
	<u>126,741,160</u>	<u>128,943,022</u>	<u>130,346,466</u>	<u>135,589,000</u>	<u>141,889,500</u>
Non-major Funds (Aggregate)					
Personnel Services	9,958,845	10,247,576	11,366,898	11,686,917	12,863,330
Contractual Services	5,151,688	5,467,346	5,588,416	5,571,857	5,938,627
Internal Services	538,199	531,410	489,508	552,277	593,486
Other Charges	5,302,845	4,847,400	4,871,933	5,189,811	4,797,533
Materials & Supplies	2,652,338	2,362,248	1,765,294	2,628,520	2,614,965
Leases & Rentals	95,316	111,394	220,255	107,675	108,700
Contributions/Committees/Direct Payments	1,386,921	1,267,334	1,286,747	1,529,985	1,680,163
Capital Outlay/Projects	8,339,428	7,829,220	10,595,122	12,890,673	13,717,255
Other Post-Employment Benefits	1,642,514	1,732,130	-	-	-
Health	-	8,209,966	10,326,623	10,824,289	12,288,100
Dental	-	473,980	523,915	581,000	602,800
Grants, Donations & Insurance Recovery	43,910	27,871	233,114	30,000	30,000
Payments to Others	-	1,000	-	176,134	113,255
Payments to Trustee	906,883	879,926	713,505	855,603	733,557
Debt Service	2,087,353	2,116,590	1,742,078	1,740,010	1,032,073
Payoff of Refunded Debt	-	-	12,598,700	-	-
Transfers to Other Funds	11,969,032	10,737,230	14,215,069	11,812,760	12,608,010
Administration Costs & Claims	63,139	66,461	72,223	79,000	79,000
Claims	235,424	435,810	142,571	176,800	176,800
Principal	7,154,931	6,848,551	5,717,343	6,107,381	9,129,905
Interest	3,548,035	3,328,289	3,511,485	3,524,787	3,892,413
Other Debt Service	196,489	8,050	9,000	11,950	13,650
Issue Costs	-	8,500	49,416	183,000	239,000
Underwriter Discount	-	17,322	131,100	-	-
	<u>61,273,290</u>	<u>67,555,604</u>	<u>86,170,315</u>	<u>76,260,429</u>	<u>83,252,622</u>
Total					
Personnel Services	\$ 53,373,134	\$ 54,377,728	\$ 56,149,493	\$ 58,506,555	\$ 62,721,887
Contractual Services	13,672,771	14,138,420	14,451,119	15,084,699	15,911,656
Internal Services	2,949,819	2,875,785	2,776,087	2,979,519	3,103,279
Other Charges	7,979,049	7,542,300	7,554,282	8,356,857	7,756,466
Materials & Supplies	3,948,454	3,751,095	3,217,051	4,323,606	4,507,527
Leases & Rentals	500,912	515,195	655,238	538,456	543,844
Contributions/Committees/Direct Payments	1,414,200	1,302,459	1,316,747	1,586,343	1,750,163
Capital Outlay/Projects	8,739,761	8,176,337	11,005,297	13,475,099	14,204,643
Other Post-Employment Benefits	1,642,514	1,732,130	-	-	-
Health	-	8,209,966	10,326,623	10,824,289	12,288,100
Dental	-	473,980	523,915	581,000	602,800
Grants, Donations & Insurance Recovery	211,595	165,232	666,253	332,000	432,000
Payments to Others	-	1,000	-	176,134	113,255
Payments to Trustee	906,883	879,926	713,505	855,603	733,557
Debt Service	2,087,353	2,116,590	1,742,078	1,740,010	1,032,073
Payoff of Refunded Debt	-	-	12,598,700	-	-
Transfers to Other Funds	79,513,053	79,640,775	83,330,073	82,502,106	85,993,436
Administration Costs & Claims	63,139	66,461	72,223	79,000	79,000
Claims	235,424	435,810	142,571	176,800	176,800
Appropriation Reserves	8,081	17,848	-	50,000	73,686
Principal	7,154,931	6,848,551	5,717,343	6,107,381	9,129,905
Interest	3,548,035	3,328,289	3,511,485	3,524,787	3,892,413
Other Debt Service	196,489	8,050	9,000	11,950	13,650
Issue Costs	-	8,500	49,416	183,000	239,000
Underwriter Discount	-	17,322	131,100	-	-
Chargeouts	(131,147)	(131,123)	(142,818)	(145,765)	(157,018)
	<u>188,014,450</u>	<u>196,498,626</u>	<u>216,516,781</u>	<u>211,849,429</u>	<u>225,142,122</u>
Transfers	(22,345,294)	(23,046,793)	(22,204,868)	(24,030,729)	(23,590,887)
Total - Net	<u>165,669,156</u>	<u>173,451,833</u>	<u>194,311,913</u>	<u>187,818,700</u>	<u>201,551,235</u>



**Summary of Funding Sources and Expenditures/Expenses
Fiscal Year 2018 Adopted Budget**

	Major - General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	Enterprise Funds	Grand Total
Revenue							
Local	\$ 125,883,948	\$ 2,293,017	\$ -	\$ 145,805	\$ 16,398,500	\$ 19,716,259	\$ 164,437,529
State and Federal	14,101,500	5,058,975	127,891	-	-	290,405	19,578,771
Other Financing Sources	1,904,052	4,623,380	22,186,276	5,516,174	160,800	3,229,114	37,619,796
	<u>\$ 141,889,500</u>	<u>\$ 11,975,372</u>	<u>\$ 22,314,167</u>	<u>\$ 5,661,979</u>	<u>\$ 16,559,300</u>	<u>\$ 23,235,778</u>	<u>\$ 221,636,096</u>
Expenditures/Expenses	<u>\$ 141,889,500</u>	<u>\$ 12,325,295</u>	<u>\$ 23,299,153</u>	<u>\$ 10,639,196</u>	<u>\$ 17,944,041</u>	<u>\$ 19,044,937</u>	<u>\$ 225,142,122</u>
Net Change in Fund Balance/Net Assets	\$ -	\$ (349,923)	\$ (984,986)	\$ (4,977,217)	\$ (1,384,741)	\$ 4,190,841	\$ (3,506,026)
Beginning Fund Balance/Net Assets, July 1, 2017	28,931,661	705,455	986,825	7,281,901	11,010,718	11,558,024	60,474,584
Ending Fund Balance/Net Assets, June 30, 2018	<u>\$ 28,931,661</u>	<u>\$ 355,532</u>	<u>\$ 1,839</u>	<u>\$ 2,304,684</u>	<u>\$ 9,625,977</u>	<u>\$ 15,748,865</u>	<u>\$ 56,968,558</u>

**The fund balance for the non-major funds in the aggregate is projected to decrease in fiscal year 2018. 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 2018 Adopted Budget**

	Major - General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	Enterprise Funds	Grand Total
Funding Sources							
Revenue							
Local	\$ 125,883,948	\$ 2,293,017	\$ -	\$ 145,805	\$ 16,398,500	\$ 19,716,259	\$ 164,437,529
State and Federal	14,101,500	5,058,975	127,891	-	-	290,405	19,578,771
Other Financing Sources	1,904,052	4,623,380	22,186,276	5,516,174	160,800	3,229,114	37,619,796
Less Interfund Transfers	(157,000)	(4,623,380)	(10,165,664)	(2,380,174)	(2,941,982)	(3,322,687)	(23,590,887)
	<u>\$ 141,732,500</u>	<u>\$ 7,351,992</u>	<u>\$ 12,148,503</u>	<u>\$ 3,281,805</u>	<u>\$ 13,617,318</u>	<u>\$ 19,913,091</u>	<u>\$ 198,045,209</u>
Beginning Fund Balance/Net Assets, July 1, 2017	28,931,661	705,455	986,825	7,281,901	11,010,718	11,558,024	60,474,584
Ending Fund Balance/Net Assets, June 30, 2018	<u>(28,931,661)</u>	<u>(355,532)</u>	<u>(1,839)</u>	<u>(2,304,684)</u>	<u>(9,625,977)</u>	<u>(15,748,865)</u>	<u>(56,968,558)</u>
	<u>\$ 141,732,500</u>	<u>\$ 7,701,915</u>	<u>\$ 13,133,489</u>	<u>\$ 8,259,022</u>	<u>\$ 15,002,059</u>	<u>\$ 15,722,250</u>	<u>\$ 201,551,235</u>
Expenditures/Expenses							
Expenditures/Expenses	\$ 141,889,500	\$ 12,325,295	\$ 23,299,153	\$ 10,639,196	\$ 17,944,041	\$ 19,044,937	\$ 225,142,122
Less Interfund Transfers	(22,840,863)	(268,300)	-	-	(38,902)	(442,822)	(23,590,887)
	<u>\$ 119,048,637</u>	<u>\$ 12,056,995</u>	<u>\$ 23,299,153</u>	<u>\$ 10,639,196</u>	<u>\$ 17,905,139</u>	<u>\$ 18,602,115</u>	<u>\$ 201,551,235</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 the lodging tax, meals tax and 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 7/1/2017</u>	<u>FY2018</u>			
				<u>Principal</u>	<u>Interest</u>	<u>Other</u>	
						<u>Debt Service Expenditures/ Expenses</u>	<u>Total Requirements</u>
<u>Debt Service Funds</u>							
<u>General Obligation Bonds</u>							
1997 VPSA School Bonds	7/15/2017	15,000,000	\$ 1,180,000	\$ 1,180,000	\$ 30,828	\$ 550	\$ 1,211,378
2002 VPSA School Bonds	7/15/2022	7,715,000	3,120,000	460,000	141,878	550	602,428
2003 VPSA School Bonds	7/15/2023	3,875,000	1,820,000	225,000	86,139	550	311,689
2005 VPSA School Bonds	7/15/2025	14,905,000	8,555,000	770,000	402,983	550	1,173,533
2009 VPSA School Bonds	7/15/2029	4,180,000	3,035,000	190,000	105,015	1,000	296,015
2010 VPSA Qualified School Construction Bonds	6/1/2027	1,120,000	665,000	65,000	59,472	1,000	125,472
2012 VPSA School Bonds	7/15/2032	6,925,000	6,005,000	255,000	268,339	700	524,039
2014 VPSA School Bonds	1/15/2035	8,530,000	8,060,000	290,000	341,058	850	631,908
2014B VPSA Refunding School Bonds	7/15/2026	8,290,000	6,790,000	555,000	290,804	700	846,504
2015A VPSA Refunding School Bonds	7/15/2028	4,305,000	3,865,000	235,000	196,560	700	432,260
2016 VPSA School Bonds	1/15/2037	11,575,000	11,575,000	370,000	421,683	1,000	792,683
2017 VPSA School Bonds	1/15/2038	8,665,000	-	-	222,200	1,000	223,200
		<u>95,085,000</u>	<u>54,670,000</u>	<u>4,595,000</u>	<u>2,566,959</u>	<u>9,150</u>	<u>7,171,109</u>
<u>Capital Leases</u>							
2010 E911 Equipment/Computer Aided Dispatch	12/1/2020	3,035,627	1,710,247	412,183	63,707	-	475,890
Motorola Lease Purchase	7/1/2020	8,058,814	3,736,044	923,820	61,166	-	984,986
		<u>11,094,441</u>	<u>5,446,291</u>	<u>1,336,003</u>	<u>124,873</u>	<u>-</u>	<u>1,460,876</u>
<u>Lease Revenue Bonds</u>							
2014 Lease Revenue Refunding Bonds	7/15/2023	9,865,000	6,800,000	1,025,000	266,200	2,500	1,293,700
2008 Lease Revenue	10/1/2018	17,230,000	1,495,000	730,000	57,500	1,000	788,500
2016A VPPF VRA	10/1/2029	10,375,000	10,375,000	-	493,968	1,000	494,968
		<u>37,470,000</u>	<u>18,670,000</u>	<u>1,755,000</u>	<u>817,668</u>	<u>4,500</u>	<u>2,577,168</u>
<u>Revenue Bonds</u>							
2010A Sewer Revenue Bonds	6/30/2020	635,000	635,000	155,000	17,676	-	172,676
2010B Sewer Revenue Bonds	6/30/2040	13,000,000	13,000,000	-	854,397	2,500	856,897
2016C Sewer Revenue Refunding Bonds	6/30/2029	6,540,000	6,540,000	375,000	312,141	2,500	689,641
		<u>20,175,000</u>	<u>20,175,000</u>	<u>530,000</u>	<u>1,184,214</u>	<u>5,000</u>	<u>1,719,214</u>
Total All Issues		\$ 163,824,441	\$ 98,961,291	\$ 8,216,003	\$ 4,693,714	\$ 18,650	\$ 12,928,367

Payments to Agencies

<u>Agency Name</u>	<u>FY2018 Adopted</u>
Boys & Girls Club of the Virginia Peninsula	\$ 100,000
Child Development Resources (First Steps Child Care)	115,662
Colonial Behavioral Health	825,000
Colonial Community Corrections	55,009
Colonial Group Home Commission	395,398
Comte de Grasse	8,000
Economic Development Authority	33,000
Greater Williamsburg Chamber & Tourism Alliance	438,600
Greater Williamsburg Chamber & Tourism Alliance - \$2.00 Occupancy Tax	1,100,000
Greater Williamsburg Partnership	65,993
Hampton Roads Military & Federal Facilities Alliance	34,733
Hampton Roads Planning District Commission	
HR Clean Community System	3,917
Member Contribution	55,573
Municipal Construction Standards Committee	2,654
Metropolitan Medical Response System (MMRS)	13,893
Regional Stormwater Program	14,196
Regional Stormwater Legal Support	5,291
Wastewater Programs	3,248
Special Assessment for UAWG Planner	3,912
Sea Level	4,291
Regional Water Programs	2,411
Heritage Humane Society	15,000
Housing Partnerships Inc.	10,000
Jamestown-Yorktown Foundation	100,000
Lackey Clinic	20,000
Middle Peninsula Juvenile Detention Commission Merrimac Center	400,000
NASA Aeronautics Support Team (NAST)	24,000
Peninsula Council for Workforce Development	28,910
Peninsula Health District	392,135
Peninsula Regional Animal Shelter	194,681
Thomas Nelson Community College	
Capital Program	83,069
Peninsula Work Force Development Center	21,000
Thomas Nelson Workforce Center Lease	26,003
Virginia Peninsula Chamber of Commerce	2,500
Virginia Peninsula Mayors & Chairs Comm on Homelessness	14,454
Virginia Peninsula Regional Jail	2,529,080
Waterman's Museum	20,000
Williamsburg Area Medical Assistance Corp (Olde Towne)	91,885
Williamsburg Area Transit Authority	381,000
Williamsburg Regional Library	587,224
YMCA - Upper County Center	75,000
York County Arts Commission	40,000
York County Chamber of Commerce	4,800
York County Historical Committee	7,500
York Poquoson Social Services	
Comprehensive Services Act	383,280
Local Match - Programs/Operations	1,770,100
Yorktown Foundation	
Celebrate Yorktown Committee - Symphony	5,000
Administrative Support	5,000
Tall Ships Committee	5,000

Payments to Agencies - Community Services Grants

<u>Agency Name</u>	<u>FY2018 Adopted</u>
American Red Cross Hampton	\$3,300
Avalon Center (Williamsburg)	3,500
Colonial Court Appt Spec Advocates (CASA)	2,700
Community Brain Injury Services	1,200
Hospice House and Support Care of Williamsburg	2,500
Natasha House	3,900
Peninsula Agency on Aging, Inc.	3,600
The Arc of Greater Williamsburg	1,000
Transitions Family Violence	3,700
Versability Resources	1,700
Virginia Peninsula Food Bank	4,500
Virginia Cooperative Extension 4-H Program	1,000
Williamsburg Area Faith in Action	1,400
Williamsburg - Meals on Wheels	2,500
York County - Meals on Wheels	3,500

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>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>		
General Fund	Fund 10					
Board of Supervisors	10111	1.00	1.00	1.00	-	
County Administration	10121	4.50	4.50	4.50	-	
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	3.00	-	
General Registrar's Office	10131	3.50	3.50	3.50	-	
Circuit Court	20211	1.50	1.50	1.50	-	
Clerk of the Circuit Court	20214	14.00	14.00	14.00	-	
Commonwealth's Attorney	20221	11.75	11.75	12.75	1.00	(1)
Victim-Witness Assistance Program	20222	3.00	3.00	3.00	-	
Domestic Violence Program	20223	0.75	0.75	0.75	-	
General Operations	30311	15.50	15.50	18.50	3.00	(2)(3)
Law Enforcement	30312	57.00	57.00	57.00	-	
Investigations	30313	16.00	16.00	15.00	(1.00)	(3)
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	1.50	-	
Fire & Rescue Operations	30321	130.00	130.00	133.50	3.50	(4)
Technical Services & Special Operations	30322	4.00	4.00	4.00	-	
Prevention & Community Safety	30323	3.00	3.00	3.00	-	
Animal Control	30352	2.00	3.00	2.00	(1.00)	(5)
Emergency Management & Support Services	30355	1.50	1.50	2.50	1.00	(5)
Emergency Communications *	30356	42.50	42.50	45.50	3.00	(6)
Building Regulation	40341	13.00	13.00	13.00	-	
Development Services	40816	9.00	9.00	9.00	-	
Finance	50119	2.00	2.25	2.25	-	
Information Technology	50121	17.50	17.50	19.50	2.00	(7)
Human Resources	50122	6.50	6.50	6.50	-	
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	10.00	-	
Commissioner of the Revenue	50126	17.25	17.25	18.25	1.00	(8)
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	4.25	-	
Office of Economic Development	50920	3.00	3.00	3.00	-	
Library Services	60731	32.00	32.00	32.00	-	
Public Works Administration	70119	4.00	4.00	2.45	(1.55)	(9)
Engineering & Facility Maintenance	70431	17.00	17.00	19.00	2.00	(10)
Grounds Maintenance & Construction	70434	38.00	40.00	38.00	(2.00)	(10)
Stormwater Operations	70446	18.00	16.80	20.80	4.00	(11)
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	9.00	9.00	7.00	(2.00)	(12)
Parks, Recreation & Tourism	81712	12.00	12.00	15.00	3.00	(12)(13)
Total General Fund	Fund 10	606.75	608.80	624.75	15.95	
Tourism Fund	Fund 8	3.00	3.00	4.00	1.00	(14)
Social Services Fund	Fund 13	60.20	60.20	61.20	1.00	(15)
Children & Family Services Fund	Fund 51	22.20	22.20	23.40	1.20	(16)
Vehicle Maintenance Fund	Fund 12	11.00	11.00	11.37	0.37	(9)
Solid Waste Management Fund	Fund 21	12.70	12.70	12.13	(0.57)	(9)(17)
Sewer Utility Fund	Fund 25	59.05	59.05	63.50	4.45	(7)(9)(18)
Total Entity		774.90	776.95	800.35	23.40	
Total County (Less Social Services**)		714.70	716.75	739.15	22.40	

* Includes 14 dispatchers from the Poquoson and Williamsburg mergers.

** Social Services are State employees.

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

Notes: Changes from FY2017 Adopted Budget to FY2018 Proposed Budget

- (1) Funding is provided for one Assistant Commonwealth Attorney I position.
- (2) Funding is provided in FY18 for 2 additional Law Enforcement Deputies.
- (3) Reallocation of one position from 30313 Investigations to 30311 General Operations.
- (4) Funding is provided in FY18 for 2 Firefighters and an anticipated grant match of 1.5 additional Firefighters.
 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 1 position from 30352 (Animal Control) to 30355 (Emergency Management & Support Services).
- (6) Funding is provided for 2 Dispatchers and a Management Analyst.
- (7) Funding is provided in FY18 for a Financial Systems Analyst (related to the Munis financial ERP software implementation and a reallocation of the Computer Systems Analyst position from Fund 25 (.30 FTE) and Fund 79 (70%).
- (8) Funding is provided in FY18 for a Management Analyst position.
- (9) Reallocation of .37 FTE to Fund 12, .43 FTE to Fund 21 and .75 FTE to Fund 25.
- (10) Reallocation of 2 positions from 70434 (Grounds Maintenance) to 70431 (Facility Maintenance).
- (11) Funding is provided in FY18 for a new "hybrid" crew consisting of 1 Operations Supervisor I and 3 Construction/Maintenance Workers II.
- (12) Reallocation of 2 positions from 81547 (Housing) to 81712 (Parks & Recreation).
- (13) Funding is provided in FY18 for a Facilities Services Assistant.
- (14) Reallocation of 1 position from 81712 (Parks & Recreation) to Fund 8 (Tourism Fund).
- (15) Funding is provided for a Benefit Programs Specialist I.
- (16) Reclassification of 8 positions from .60 FTE to .75 FTE due to grant expansion.
- (17) One position abolished from Fund 21.
- (18) Funding is provided for 2 Equipment Operator positions established in FY17 and 2 Pump Stations Mechanic positions in FY18.



The FY2018 Proposed Budget includes 15 new, General Fund FTE positions. Over half of the new positions are related to public safety which ties directly to the Board of Supervisors strategic priority to devote leadership and resources necessary to ensure and sustain **EXEMPLARY PUBLIC SAFETY** functions.



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Capital Improvements Program

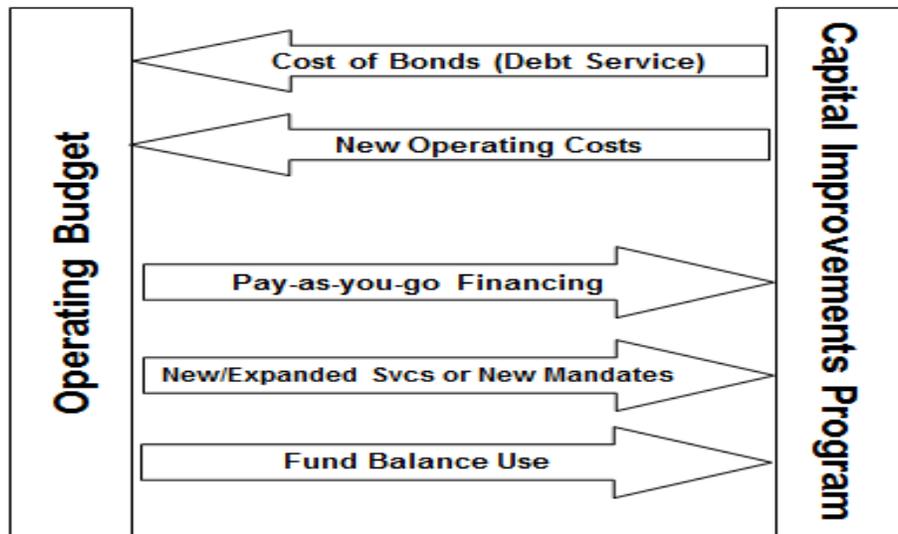
The County's Capital Improvements Program (CIP) is a six-year plan which addresses both repair and replacement of existing infrastructure as well as the construction or acquisition of new facilities and equipment to accommodate current and future demands for service. A capital expenditure must have an 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 six sections, depending on the funding sources of the projects: General Fund, Stormwater Capital Projects Fund, Vehicle Maintenance Internal Service Fund, and Solid Waste, Water Utility, and Sewer Utility Enterprise Funds. The General Fund portion contains projects related to general governmental services in areas such as administrative services, facilities maintenance, public safety, transportation improvements, general economic development, education services related to libraries, parks and recreation, and information technology. The Stormwater Fund contains projects that support the County's drainage maintenance program. 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 (e.g., sewer system 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) Revenue Sharing Program projects and some parks and recreation projects. Debt funding may include general obligation bonds, revenue bonds, or lease financing.

As the graphic on the following page illustrates, there is a close linkage between the General Fund Operating Budget and the Capital Improvements Program. For example, various highway and transportation improvements may impact Public Works by adding to the acreage that must be maintained (mowing, landscaping, etc.). Equipment replacements and building maintenance projects may increase efficiencies, reduce utility

costs, save on expensive repairs, lessen downtime (increasing productivity) or extend the useful lives of facilities County-wide.



The School Division’s CIP is proposed by the School Superintendent and presented to the School Board for review and approval prior to submittal to the County Administrator and the Board of Supervisors. The School Board’s adopted CIP is included toward the end of this document.

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 proposed, 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 invited 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. 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

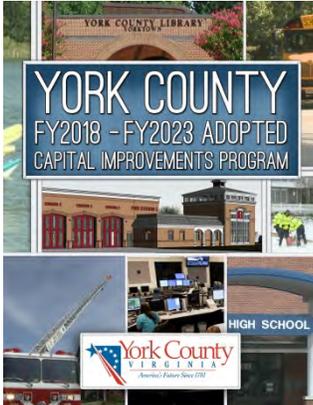
While the Committee receives briefings on projects proposed to be funded through Internal Service Funds (e.g., Vehicle Maintenance), Enterprise Funds (e.g., Solid Waste, Water, Sewer), and the General Fund's meals tax transfer to the Stormwater Fund, it does not undertake a prioritization process for 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 proposed by School Division representatives, as long as the projects proposed fall within the planning allocation amounts provided by the County.

The amount of funding estimated to be available for allocation in the six-year term of the CIP is provided by the County Administrator and committee members independently provide their recommendations regarding which projects should be included within those funding constraints. The consensus of the Committee is compiled for presentation to the County Administrator for review as he works to prepare a recommendation for submittal to the Board. Prior to finalizing a recommended CIP, and in consideration of the Committee's input as well as other factors, the County Administrator compiles a working draft of the CIP which is shared with the Board during a work session and also with the Planning Commission (and later, for the Planning Commission's certification of consistency with the Comprehensive Plan). The County Administrator then has benefit of any comments provided by the Board or Planning Commission prior to finalizing the

CIP for presentation to the Board of Supervisors in conjunction with the Budget recommendation. Adoption of the CIP occurs at the time the fiscal year operating budget is adopted in May.

FY 2018 Adopted CIP Projects

Following is a brief description of the capital projects that are approved for fiscal year 2018 (the first, or “budget” year, of the FY2018 – 2023 CIP) along with the Board of



Supervisors’ strategic priorities that are addressed and the amount of funding approved. Submissions from the departments are included in a separate CIP document and provide additional details about the projects as well as projects and amounts approved for the remainder of the six-year plan. The total amount budgeted across all funds for capital expenditures for FY2018 is \$13,702,000.

GENERAL FUND SUPPORTED PROJECTS (\$8,917,000)

Public Safety Projects

Fire & Life Safety:

Exemplary Public Safety

Excellent Customer Service

Effective and Outstanding Communications and Civic Engagement

PS-8406: Backup Power for Emergency Shelters and Disaster Support
\$125,000

Disaster shelter space does not have adequate back-up power capabilities to support needs for a prolonged response in the case of a hurricane or other disaster. Funding is approved to build up a reserve to upgrade and replace current shelter back-up power systems, in particular at the Grafton School complex which is the County’s primary disaster shelter. It is estimated that \$1 million to \$1.2 million

dollars will be needed to complete the project, which is expected to be done in conjunction with the planned fiscal year 2024 HVAC replacement at the school.

PS-8426: Fire Apparatus

\$1,500,000

Funding is approved to replace existing older, less reliable apparatus which will provide improved operational reliability and result in less down-time caused by an increased frequency of maintenance issues and increased difficulty in finding replacement parts.

PS-8429: Grafton Fire Station Replacement

\$4,175,000

This funding is a continuation of the fire station replacement construction project that began in fiscal year 2017. The existing 55+ year old fire station on Route 17 has been impacted by the widening of the road resulting in an inadequate driveway area to accommodate fire apparatus and creating safety concerns for firefighters and the general public. The new facility will be located at the northwest corner of Dare Road and North Constitution Drive and will result in improved operational response, operational capability and living facilities.

PS-8430: Mobile Data Terminals (MDTs)

\$225,000

Funding is approved to purchase mobile data terminals for use by Fire & Life Safety to allow in-response and on-scene access for reference systems, Computer Aided Dispatch information, graphic and mapping data to enhance real time statistics, as well as to improve tactical decision-making. Use of MDTs will increase the efficiency and effectiveness of the department as well as help to protect sensitive information that is currently transmitted over the radio.

PS-8482: Biomedical Equipment

\$112,000

The Virginia Department of Health (VDH) 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 approved to gradually accumulate the amount needed to fund the next required replacement cycle while avoiding 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 approved to systematically build up a reserve to provide funding for future upgrades rather than incurring short-term debt. This approach to smooth the funding required in any given year is consistent with other public safety-related projects.

EC-New 06: County Fire Alarm System

\$75,000

Funding is approved to initiate the replacement of the fire alarm system used in County buildings. The age of the current system, which uses 25-year old technology, makes it difficult to properly monitor. Additionally, there are limited resources available for service and parts repair.

EC-New 09: County Security Alarm System

\$100,000

Funding will support the installation of cameras, duress alarms, electronic locks, etc. to enhance building and personnel safety and security in County buildings.

Management Services Projects

Quality Economic Development
Excellent Customer Service

ECD-New-01: 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.

Education Services Projects

Quality Educational Opportunities
Excellent Customer Service
Effective and Outstanding Communications and Civic Engagement

ED-8822: Yorktown Library Expansion
\$150,000

This project anticipates the expansion of the Yorktown Library by approximately 10,000 square feet to accommodate growth in patrons and programming. This first year's approved funding is provided to begin the design process.

Public Works Projects

Quality Economic Development
Excellent Customer Service
Environmental Stewardship
Exemplary Public Safety
Quality Educational Opportunities

PW-8625: Roof Repair/Replacement
\$300,000

Funding will support the life-cycle roof replacements and major repairs at County buildings.

PW-8630: HVAC Replacement
\$375,000

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
\$100,000

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
\$300,000

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
\$140,000

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. This project will be performed in conjunction with New-PW-01, which requests funding for an American with Disabilities assessment for all County facilities including parks.

PW-8661: Major Grounds, Repair & Maintenance
\$35,000

Project components include removing athletic field lights at Charles Brown Park and Riverwalk Landing capital maintenance including brick paver repair, fence repair, and bench and trash container replacement.

PW-8663: Grounds Maintenance Machinery & Equipment Replacement
\$75,000

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

New PW-02: Security in Public Buildings
\$30,000

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-8813: National Park Service Beach Picnic Area Improvements
\$350,000

Funding will support the construction of upgraded recreational amenities at the National Park Service Picnic Area, which is managed by the County. Improvements would include picnic tables, picnic shelters, parking lot and area lighting, etc.

Special Note Regarding Financial Accounting System Replacement

Excellent Customer Service

Effective and Outstanding Communications and Civic Engagement

Quality Economic Development

Environmental Stewardship

Exemplary Public Safety

Quality Educational Opportunities

FS-8910: Financial Software Replacement

A line item for replacement of the vintage 1988 financial accounting software first appeared in the CIP in FY2014, funding \$150,000 in fiscal years 2015 through 2018 for a total of \$600,000. The amount essentially remained status quo until the FY2017 CIP when \$1,700,000 was programmed for fiscal years 2018 and 2019. During FY2016, it became apparent that the technology in the legacy software was causing efficiencies to suffer, requiring the use of more substantial staff resources to adequately produce the required fiscal and financial information. In addition, staff was not able to quickly produce data that would allow management to make timely and meaningful budget and financial decisions.

The County Administrator recommended and the Board concurred that using reserves available at the end of FY2016 would be the proper course of action. As a result, after a substantial evaluation process the County was able to use the National Joint Powers Alliance (NJPA) as the vehicle to purchase the Tyler Technologies' product, Munis, saving the County significant time and money. The County signed a contract with Tyler Technologies at the end of January, and the implementation process will begin in March. Funding is requested in fiscal years 2019 and 2020 to complete the multi-phase project.

This is a significant positive outcome that merits mention. For more information about the procurement and implementation process, please review the York County Board of Supervisors Agenda for the January 17, 2017 Board meeting.

STORMWATER FUND PROJECTS (\$1,480,000)

Environmental Stewardship

Excellent Customer Service

Quality Economic Development

The Department of Public Works has developed a stormwater management plan to provide a tool for guidance of the design, installation, operation, and maintenance of the stormwater systems in the County. This plan is in compliance with local, state, and federal rules, regulations and standards, and is incorporated in the *Utilities Strategic Capital Plan*. The Board of Supervisors has designated a portion of meals tax revenue for major stormwater projects. For more details, please see the Board’s approved *Utilities Strategic Capital Plan* which is available at the Public Works’ office, libraries, and County Public Affairs’ office.

The following stormwater projects are approved for FY2018:

Project Number	Project Name	Approved Funding
ES-632	Victory Industrial Park/Rt 17 Culverts	\$ 350,000
ES-634	Goodwin Neck/Rosewood	200,000
ES-640	Poquoson River Headwaters	600,000
ES-644	Siege Lane-Prevention of Flooding	100,000
ES-8568	Replace John Deere 60D Excavator	80,000
ES-New-02	Charles Brown Park Stream Restoration	<u>150,000</u>
	Total FY2018 Funding	<u>\$1,480,000</u>

PROFFERED PROJECTS

Virginia Code Section 15.2-2303.2 requires localities accepting proffered cash payments to include in their CIP or in an appendix to the CIP, the amount of payments reported to the State for the most recent fiscal year. Appendix A located in the Capital Improvements Program document satisfies this requirement.

Additionally, the same code section requires localities to include in their annual CIP budget the amount of proffered cash payments projected to be used for expenditures or appropriated for capital improvements in the ensuing year. Because of the difficulty of

determining when proffers will be received, the County neither projects expenditures nor appropriates funds as part of the CIP budgeting process. The County does, however, have an appropriation clause in the Budget resolution adopted by the Board for the ensuing year which allows an appropriation for proffers to occur upon receipt of the funds. At that point the funds may be expended according to the proffer arrangement or carried forward to satisfy the arrangement at a later time.

Cash proffer arrangements are in place for the following projects:

The Reserve at Williamsburg: To be used for school classroom enhancement projects. Estimated total cash proffer is \$590,400 of which \$116,100 has been received as of March 15, 2017.

Whittakers Mill: Two components: One, a total cash proffer of \$350,000 of which \$0 has been received as of March 15, 2017 to be used for the VDOT Revenue Sharing Program for the realignment of Water Country Parkway, and, another in the estimated amount of \$601,200 of which \$0 has been received as of March 15, 2017, to be used to offset community impacts to schools.

McMurrin: To be used as matching funds for road improvements approved to be funded through the VDOT Revenue Sharing. Total cash proffer is \$300,000 of which \$0 has been received as of March 15, 2017.

VEHICLE MAINTENANCE FUND PROJECTS (\$1,250,000)

Excellent Customer Service

Environmental Stewardship

Vehicle maintenance is accounted for by the County via an internal service fund which functions as a reimbursement device. Its customers are user departments of the County and other governmental entities or agencies. Projects are funded primarily from user charges and interest earnings.

VM-8110: Equipment Upgrades
\$150,000

Funding is approved to allow scheduled upgrades to service equipment and machinery in the Vehicle Maintenance shop. Replacements include lifts, tire

machines, dispensers, electronic readers, compressors and other equipment that becomes obsolete or inoperable due to wear and tear and age.

VM-8110: Fuel Site Upgrades
\$1,100,000

Funding is approved to upgrade fuel sites to include new underground storage tanks and other fuel management equipment such as dispensers and pumps, software, etc.

ENTERPRISE FUND CAPITAL PROJECTS

Enterprise funds are established to account for the provision of specific services that are to be funded by those directly receiving the benefit. Examples of such services include solid waste, water and sewer operations. Fees charged to those receiving the services are generally established to recover the cost of maintenance and operations as well as long-term replacement of the infrastructure necessary to provide the service. Where there is some public purpose (such as health concerns or economic development) to be served, the governing body may designate a portion of General Fund revenues for transfer to a given enterprise fund.

Most of the funding for these services is provided on a pay-as-you-go basis from bi-monthly user fees and connection fees. The Board of Supervisors has also designated a portion of the meals tax for the extension of water and sewer systems into areas where service is not available. In order to allow for efficient management and timely project construction, some projects may be funded through the issuance of revenue bonds. The debt service required for any bonds issued is paid from the applicable user fees.

The Department of Public Works is responsible for the operation, maintenance, design and construction of water and sewer systems throughout the County. These services are performed in compliance with local, state, and federal rules, regulations and standards, and in conformance with the approved *Utilities Strategic Capital Plan*. A list of the projects included in the fiscal year 2018 CIP budget is shown below. For more detail, please see the Board's approved *Utilities Strategic Capital Plan*, which is available for review at the Public Work's office, libraries, and County Public Affairs' office.

SOLID WASTE FUND PROJECTS (\$230,000)

Excellent Customer Service
Environmental Stewardship

ES-8150: Rear Packer Truck Replacements
\$230,000

Funding is approved to complete the replacement of 1998 rear packer trucks used for leaf collection.

SEWER FUND PROJECTS (1,825,000)

Environmental Stewardship
Excellent Customer Service
Quality Economic Development

The following sewer and sewer fund related projects are adopted for FY2018:

Project Number	Project Name	Approved Funding
ES-511	National Lane Area	\$ 100,000
ES-514	Sinclair Area	800,000
ES-8500	Sewer Line Rehab	500,000
ES-8502	Pump Station Rehab	300,000
ES-8515	Emergency Generator Equipment	<u>125,000</u>
	Total FY2018 Funding	\$1,825,000

ADOPTED CAPITAL IMPROVEMENTS PROGRAM

FISCAL YEARS 2018 - 2023

Prg No.	Pg No.	Program Title	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Adopted
GENERAL FUND & COUNTY CAPITAL FUND PROJECTS									
16-20 Administrative Services									
GA-8102	18	Video Services Studio & York Hall Equipment Replacements	-	120,000	80,000	150,000	200,000	-	550,000
CA-8180	19	Building Replacement (Study, Building & Renovation)	-	-	1,000,000	1,000,000	300,000	2,000,000	4,300,000
EB-New-01	20	Voting Machine Replacements	-	-	-	-	-	375,000	375,000
21-27 Public Safety - Sheriff's Office									
PS-8110	23	York-Poquoson Courthouse X-Ray Machine Replacement	-	-	-	-	55,000	-	55,000
PS-8919	24	Sheriff Mobile Data Terminals	-	900,000	-	-	-	-	900,000
PS-8927	25	Emergency Response Team Equipment Replacement	-	-	30,000	-	-	-	30,000
PS-8928	26	Automated External Defibrillator (AED) Replacement	-	-	-	-	115,000	-	115,000
PS-New-01	27	Mobile Command Center Replacement	-	250,000	-	-	-	-	250,000
28-35 Public Safety - Fire & Life Safety									
PS-8115	30	Replacement of Patient Stretchers/Stairchairs	-	-	100,000	100,000	-	-	200,000
PS-8406	31	Backup Power-Emer Shelter & Disaster Support	125,000	125,000	125,000	125,000	125,000	125,000	750,000
PS-8426	32	Fire Apparatus Replacement	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	9,000,000
PS-8429	33	Grafton Fire Station Replacement	4,175,000	-	-	-	-	-	4,175,000
PS-8430	34	Mobile Data Terminals (MDT)	225,000	-	-	-	-	-	225,000
PS-8482	35	Biomedical Equipment	112,000	112,000	112,000	112,000	112,000	112,000	672,000
36-44 Public Safety - Emergency Communications & Radio Maintenance									
EC-8120	38	P25 LIFECYCLE SPEND (Regional Radio Project)	500,000	500,000	500,000	500,000	500,000	-	2,500,000
EC-8130	39	P25 LIFECYCLE SPEND-SUBSCRIBERS (E911 Subscriber Mobile & Portable Radio Replacement)	-	-	-	-	4,000,000	3,000,000	7,000,000
EC-New-01	40	Nice Recorder Replacement	-	-	-	-	75,000	-	75,000
EC-New-02	41	CCTV 9-1-1	-	-	-	10,000	-	-	10,000
EC-New-06	42	County Fire Alarm System	75,000	68,000	68,000	68,000	68,000	-	347,000
EC-New-07	43	Dispatch Console Furniture Replacement	-	-	-	-	-	56,000	56,000
EC-New-09	44	County Security Alarm System	100,000	-	-	-	-	-	100,000
45-49 Management Services									
FS-5100A	47	Highway & Other Transportation Improvements (50% State Funded)	-	500,000	-	500,000	-	-	1,000,000
FS-8910	48	Financial Software Replacement (\$2,000,000 Funded from Carryov	-	800,000	200,000	-	-	-	1,000,000
EcD-New-01	49	General Economic Development Activities	250,000	500,000	500,000	500,000	500,000	500,000	2,750,000
50-52 Education & Educational Services									
ED-8822	52	Yorktown Library Expansion	150,000	-	3,900,000	-	-	-	4,050,000
53-75 Public Works									
PW-8150	55	Yorktown Trolley Replacement	-	-	300,000	-	-	-	300,000
PW-8620	56	Tennis/Basketball Court Repair	-	76,000	-	-	-	-	76,000
PW-8625	57-58	Roof Repair/Replacement	300,000	-	-	-	-	-	300,000
PW-8630	59-64	HVAC Replacement	375,000	300,000	500,000	300,000	100,000	250,000	1,825,000
PW-8640	65	Parking Lot Repair	100,000	100,000	100,000	100,000	100,000	100,000	600,000
PW-8642	66-70	Building Maintenance & Repair	300,000	300,000	300,000	300,000	325,000	325,000	1,850,000
PW-8643	71	Disability Compliance	140,000	100,000	40,000	40,000	30,000	30,000	380,000
PW-8661	72	Major Grounds Repair & Maintenance	35,000	45,000	30,000	50,000	50,000	100,000	310,000
PW-8663	73	Grounds Maintenance Machinery & Equipment Replacemen	75,000	50,000	50,000	50,000	50,000	50,000	325,000
PW-8710	74	Underground Utilities	-	-	-	1,000,000	1,000,000	1,000,000	3,000,000
PW-New-02	75	Security in Public Buildings	30,000	30,000	30,000	30,000	30,000	-	150,000
76-81 Community Services									
CS-8020	78	Parks and Recreation Investments	-	-	-	-	-	500,000	500,000
CS-8813	79	National Park Service Beach Picnic Area Improvements	350,000	-	-	-	-	-	350,000
CS-New-01	80	Permanent Performance Area	-	-	125,000	-	-	-	125,000

ADOPTED CAPITAL IMPROVEMENTS PROGRAM

FISCAL YEARS 2018 - 2023

<u>Prg No.</u>	<u>Pg No.</u>	<u>Program Title</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total Adopted</u>
CS-New-02	81	Tourism Information, Dockmaster Office and Restroom	-	-	-	250,000	-	-	250,000
Total General Fund/County Capital Fund Projects			\$ 8,917,000	\$ 6,376,000	\$ 9,590,000	\$ 6,685,000	\$ 9,235,000	\$ 10,023,000	\$ 50,826,000
Funding Sources for General/County Capital Fund Projects									
		Cash Capital	\$ 2,742,000	\$ 4,376,000	\$ 2,965,000	\$ 2,935,000	\$ 2,435,000	\$ 2,023,000	\$ 17,476,000
		User Fees	-	-	-	-	-	-	-
		Grant Funded/VDOT revenue sharing, other	-	250,000	100,000	-	-	-	350,000
		Meals Tax	-	-	-	-	-	-	-
		Debt Financed	6,175,000	1,750,000	6,525,000	3,750,000	6,800,000	8,000,000	33,000,000
Total Funding Sources for General/County Capital Fund Projects			\$ 8,917,000	\$ 6,376,000	\$ 9,590,000	\$ 6,685,000	\$ 9,235,000	\$ 10,023,000	\$ 50,826,000
STORMWATER CAPITAL FUND PROJECTS									
ES-631	84	Tabb Lakes/King's Bottom	\$ -	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	500,000
ES-632	85	Victory Industrial Park/RT 17 Culverts	350,000	-	-	-	-	-	350,000
ES-634	86	Goodwin Neck/Rosewood	200,000	550,000	-	-	-	-	750,000
ES-637	87	Marlbank Cove Ravine	-	-	-	-	150,000	500,000	650,000
ES-640	88	Poquoson River Headwaters	600,000	-	-	-	-	-	600,000
ES-642	89	Stream Restoration - Larkin Woods	-	-	-	100,000	450,000	-	550,000
ES-643	90	Queens Lake - Ravines	-	-	-	-	-	150,000	150,000
ES-644	91	Siege Lane - Prevention of Flooding	100,000	50,000	150,000	-	-	-	300,000
ES-645	92	Middlewood Lane	-	-	-	-	400,000	-	400,000
ES-8568	93	Equipment Replacement-John Deere 60D Excavator	80,000	120,000	120,000	55,000	-	-	375,000
ES-New-01	94	Brightwood Stream Restoration	-	-	150,000	600,000	-	-	750,000
ES-New-02	95	Charles Brown Park Stream Restoration	150,000	600,000	-	-	-	-	750,000
ES-New-03	96	NNWW-BMP Pond	-	-	200,000	-	-	-	200,000
ES-New-04	97	Panther Paw Stream Restoration	-	-	-	100,000	400,000	-	500,000
ES-New-05	98	Edgehill-Upstream Restoration	-	-	-	-	300,000	-	300,000
Total Stormwater Fund Projects			\$ 1,480,000	\$ 1,320,000	\$ 620,000	\$ 955,000	\$ 2,100,000	\$ 650,000	\$ 7,125,000
Funding Sources for Stormwater Projects									
		Cash Capital	\$ 494,000	\$ 646,000	\$ -	\$ 244,000	\$ 1,551,000	\$ 84,000	\$ 3,019,000
		User Fees	-	-	-	-	-	-	-
		Grant Funded/VDOT revenue sharing, other	-	-	-	-	-	-	-
		Meals Tax (Stormwater)	986,000	674,000	620,000	711,000	549,000	566,000	4,106,000
		Debt Financed	-	-	-	-	-	-	-
Total Funding Sources for Stormwater Projects			\$ 1,480,000	\$ 1,320,000	\$ 620,000	\$ 955,000	\$ 2,100,000	\$ 650,000	\$ 7,125,000
INTERNAL SERVICE FUND PROJECTS									
Vehicle Maintenance Projects									
VM-8110	101	Equipment Upgrades	\$ 150,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 250,000
VM-8180	102	Fuel Sites Upgrade	1,100,000	550,000	550,000	-	-	-	2,200,000
Total Internal Service Fund Projects			\$ 1,250,000	\$ 550,000	\$ 650,000	\$ -	\$ -	\$ -	\$ 2,450,000

ADOPTED CAPITAL IMPROVEMENTS PROGRAM

FISCAL YEARS 2018 - 2023

Prg No.	Pg No.	Program Title	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Adopted
ENTERPRISE FUND CAPITAL PROJECTS									
Solid Waste Fund Projects									
ES-8150	105	Rear Packer Truck Replacements	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,000
Total Solid Waste Fund Projects			\$ 230,000	\$ -	\$ 230,000				
Sewer Fund Projects									
ES-495	108	Allen's Mill Area	\$ -	\$ 500,000	\$ 3,200,000	\$ -	\$ -	\$ -	\$ 3,700,000
ES-511	109	National Lane Area	100,000	550,000	-	-	-	-	650,000
ES-512	110	Dare/Jethro Lane Area	-	450,000	-	-	-	-	450,000
ES-513	111	Kentucky Farms Area	-	400,000	2,600,000	-	-	-	3,000,000
ES-514	112	Sinclair Area	800,000	-	-	-	-	-	800,000
ES-515	113	Schenck Estates Area	-	-	-	-	700,000	5,000,000	5,700,000
ES-516	114	Big Bethel Area	-	-	-	800,000	2,500,000	-	3,300,000
ES-518	115	Whites/Faulkner Area	-	-	-	-	-	500,000	500,000
ES-520	116	Payne's Road	-	275,000	-	-	-	-	275,000
ES-8500	117	Sewer Line Rehabilitation	500,000	1,700,000	1,800,000	1,800,000	2,000,000	2,000,000	9,800,000
ES-8502	118	Pump Station Rehabilitation	300,000	700,000	700,000	700,000	700,000	800,000	3,900,000
ES-8504	119	SCADA Automated Control Monitoring System Replacement	-	-	2,000,000	-	-	-	2,000,000
ES-8513	120	Excavator Replacement	-	250,000	-	-	-	-	250,000
ES-8514	121	Tandem Dump Truck Replacement	-	250,000	-	-	-	-	250,000
ES-8515	122	Emergency Generator Replacement - GS-8665 moved from Fd 10	125,000	125,000	125,000	125,000	150,000	150,000	800,000
ES-8516	123	Backhoe Replacement	-	-	100,000	-	-	-	100,000
ES-8580	124	Utilities Building	-	-	500,000	4,000,000	-	-	4,500,000
Total Sewer Fund Projects			\$ 1,825,000	\$ 5,200,000	\$ 11,025,000	\$ 7,425,000	\$ 6,050,000	\$ 8,450,000	39,975,000
Total Internal Service and Enterprise Funds Capital Projects			\$ 3,305,000	\$ 5,750,000	\$ 11,675,000	\$ 7,425,000	\$ 6,050,000	\$ 8,450,000	\$ 42,655,000
Funding Sources for Internal Service/Enterprise Fund Projects									
		Cash Capital	1,250,000	550,000	837,000	-	-	-	2,637,000
		User Fees	230,000	2,505,000	5,505,000	580,000	3,119,000	5,432,000	17,371,000
		Grant Funded/VDOT revenue sharing, other	-	-	-	-	-	-	-
		Meals Tax (Sewer Projects)	1,825,000	2,695,000	2,833,000	2,845,000	2,931,000	3,018,000	16,147,000
		Debt Financed	-	-	2,500,000	4,000,000	-	-	6,500,000
Total Funding Sources Internal Service/Enterprise Funds Projects			\$ 3,305,000	\$ 5,750,000	\$ 11,675,000	\$ 7,425,000	\$ 6,050,000	\$ 8,450,000	\$ 42,655,000
Total All Capital Projects			\$ 13,702,000	\$ 13,446,000	\$ 21,885,000	\$ 15,065,000	\$ 17,385,000	\$ 19,123,000	\$ 100,606,000
Funding for all Capital Projects									
		Cash Capital	\$ 4,486,000	\$ 5,572,000	\$ 3,802,000	\$ 3,179,000	\$ 3,986,000	\$ 2,107,000	\$ 23,132,000
		User Fees	230,000	2,505,000	5,505,000	580,000	3,119,000	5,432,000	17,371,000
		Grant Funded/VDOT revenue sharing, other	-	250,000	100,000	-	-	-	350,000
		Meals Tax (Sewer and Stormwater Projects)	2,811,000	3,369,000	3,453,000	3,556,000	3,480,000	3,584,000	20,253,000
		Debt Financed	6,175,000	1,750,000	9,025,000	7,750,000	6,800,000	8,000,000	39,500,000
Total Funding Sources for All Capital Projects			\$ 13,702,000	\$ 13,446,000	\$ 21,885,000	\$ 15,065,000	\$ 17,385,000	\$ 19,123,000	\$ 100,606,000

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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.

	FY2014 Actual Amount	FY2015 Actual Amount	FY2016 Actual Amount	FY2017 Original Budget	FY2018 Adopted Budget	% of Total FY2018 Funding Sources
Funding Sources						
General Property Taxes	\$ 80,751,401	\$ 81,598,860	\$ 85,054,921	\$ 84,049,000	\$ 89,790,000	63.28%
Other Local Taxes	29,156,479	29,560,060	30,586,868	30,241,000	30,631,500	21.59%
Permits, Fees, Regulatory Licenses	818,221	882,569	779,390	840,000	750,000	0.52%
Fines & Forfeitures	298,754	277,108	308,039	285,000	293,500	0.21%
Use of Money & Property	458,597	457,284	580,673	469,000	508,000	0.36%
Charges for Services	2,131,183	1,924,050	2,060,376	1,999,000	2,103,000	1.48%
Fiscal Agent Fees & Administration	209,372	209,173	216,767	220,000	235,900	0.17%
Miscellaneous	234,233	279,004	349,360	187,000	195,700	0.14%
Recovered Costs	1,517,034	1,383,164	1,453,089	1,402,000	1,376,348	0.97%
State Non-Categorical Aid	8,770,003	8,686,709	8,766,682	8,770,000	8,770,000	6.18%
State Shared Expenses	3,936,181	3,953,702	4,015,494	4,068,000	4,085,000	2.88%
State Categorical Aid	458,446	618,167	495,937	465,000	470,000	0.33%
State Grants	393,898	354,312	412,999	329,000	342,000	0.24%
Federal Paid in Lieu of Tax	10,213	9,301	11,073	10,000	11,000	0.01%
Federal Categorical Aid	486,347	584,834	800,339	431,000	423,500	0.30%
Non-Revenue Receipts	19,569	19,748	10,638	-	-	0.00%
Transfer from Other Funds	5,672,525	2,692,083	6,888,262	1,824,000	1,904,052	1.34%
Total Funding Sources	\$ 135,322,456	\$ 133,490,128	\$ 142,790,907	\$ 135,589,000	\$ 141,889,500	100.00%

						%Change Original 2017/ Adopted 2018
Expenditure by Functional Category						
Administrative Services	\$ 3,783,344	\$ 3,725,886	\$ 4,061,506	\$ 4,417,311	\$ 4,546,328	2.9%
Judicial Services	2,635,050	2,662,722	2,563,218	2,767,177	2,935,205	6.1%
Public Safety	29,428,938	29,935,534	30,438,620	32,336,379	34,178,656	5.7%
Management Services	8,298,907	8,161,131	8,399,048	9,280,729	9,830,057	5.9%
Education & Educational Services	60,479,632	60,970,309	60,481,403	60,998,627	63,046,773	3.4%
Human Services	2,697,350	3,179,237	3,244,028	3,687,324	3,665,466	-0.6%
Public Works	8,235,223	8,323,713	8,461,824	8,858,589	9,000,543	1.6%
Community Services	2,815,919	2,812,083	2,951,608	3,033,435	3,254,955	7.3%
Capital Outlay & Fund Transfers	7,275,359	7,722,706	8,671,806	9,371,919	10,119,732	8.0%
Non-Departmental	1,091,438	1,449,701	1,067,434	837,510	1,311,785	56.6%
Total Expenditures	\$ 126,741,160	\$ 128,943,022	\$ 130,340,495	\$ 135,589,000	\$ 141,889,500	4.6%

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	\$ 28,931,661
Projected FY2017 Funding Sources:	
Local	
State & Federal	
Other financing sources	
Projected FY2017 Expenditures	
Net Change	
Projected Fund Balance 6/30/2017	\$ 28,931,661
Projected FY2018 Funding Sources:	
Local	\$ 125,883,948
State & Federal	14,101,500
Other financing sources	1,904,052
Projected FY2018 Expenditures	141,889,500
Net Change	-
Projected Fund Balance 6/30/2018	\$ 28,931,661

General Fund Revenues

	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Budget	FY2018 Adopted Budget	\$ Change	% Change
Revenue Local Sources							
30311	General Property Taxes						
1010 Real estate taxes	64,704,943	64,983,741	66,303,228	66,565,000	71,769,000	\$ 5,204,000	7.8%
2010 Public Service Corp	3,223,423	3,259,671	3,371,797	3,076,000	2,476,000	(600,000)	-19.5%
3010 Personal property taxes	11,957,950	12,607,736	14,543,368	13,558,000	14,700,000	1,142,000	8.4%
3060 Mobile home taxes	25,966	25,911	25,849	25,000	20,000	(5,000)	-20.0%
4010/4020 Machinery/Tools	104,182	107,575	115,081	120,000	120,000	-	0.0%
5010 Boat > 5	84,507	76,848	77,392	80,000	-	(80,000)	-100.0%
6010 Penalties	398,459	326,652	371,010	375,000	415,000	40,000	10.7%
6020 Interest	251,971	210,727	247,196	250,000	290,000	40,000	16.0%
Subtotal	<u>80,751,401</u>	<u>81,598,860</u>	<u>85,054,921</u>	<u>84,049,000</u>	<u>89,790,000</u>	<u>5,741,000</u>	6.8%
30312	Other Local Taxes						
1000 Local sales tax	8,927,993	9,238,036	9,669,378	9,577,000	9,577,000	-	0.0%
1100 Lodging tax	3,270,560	3,534,410	3,813,053	3,568,000	3,700,000	132,000	3.7%
1111 Lodging tax penalty	862	1,681	3,213	-	-	-	0.0%
1112 Lodging tax interest	334	624	362	-	-	-	0.0%
1200 Meals tax	5,606,780	5,796,919	6,045,232	5,930,000	6,200,000	270,000	4.6%
1211 Meals tax penalty	8,721	5,716	5,278	-	-	-	0.0%
1212 Meals tax interest	6,268	1,625	1,516	-	-	-	0.0%
3010 Occupational license	6,152,083	6,080,875	6,010,182	6,133,000	6,100,000	(33,000)	-0.5%
3011 Occupational license penalty	44,086	24,091	25,312	20,000	20,000	-	0.0%
3012 Occupational license interest	88,699	15,755	42,689	30,000	30,000	-	0.0%
3020 Utility consumption tax	240,222	241,887	220,834	250,000	240,000	(10,000)	-4.0%
3050 Short-term rental	12,398	12,889	12,020	13,000	12,000	(1,000)	-7.7%
3060 Motor vehicle rental tax	81,316	88,862	110,559	100,000	110,000	10,000	10.0%
4000 Communications sales tax	1,322,868	1,311,310	1,272,490	1,275,000	1,250,000	(25,000)	-2.0%
5010 Motor vehicle license	1,586,865	1,574,559	1,590,309	1,519,000	1,595,000	76,000	5.0%
6000 Bank franchise tax	259,957	238,165	284,119	250,000	260,000	10,000	4.0%
6012 Franchise tax - Verizon surcharge	1,247	1,267	2,876	1,000	2,500	1,500	150.0%
7010 Recordation tax	244,617	206,602	249,299	250,000	255,000	5,000	2.0%
7011 Recordation/Grantor's tax	382,852	313,119	314,702	350,000	350,000	-	0.0%
7030 Deeds of conveyance	917,751	871,668	913,445	975,000	930,000	(45,000)	-4.6%
Subtotal	<u>29,156,479</u>	<u>29,560,060</u>	<u>30,586,868</u>	<u>30,241,000</u>	<u>30,631,500</u>	<u>390,500</u>	1.3%
30313	Permits, Fees, Regulatory Licenses						
0751 DMV fees	2,413	2,721	1,971	-	-	-	0.0%
0752 Credit card fees	-	224	431	-	-	-	0.0%
1010 Dog license	45,359	45,602	44,684	45,000	43,000	(2,000)	-4.4%
3010 Wetlands permits	2,200	850	2,200	-	-	-	0.0%
3011 Ches Bay application fees	3,500	3,750	3,250	-	-	-	0.0%
3012/3014 Sheriff conceal weapon fees	18,166	16,847	19,194	10,000	10,000	-	0.0%
3020 Zoning fees	13,704	9,336	10,081	10,000	10,000	-	0.0%
3021 Plan review fees	18,160	16,843	6,977	17,000	8,600	(8,400)	-49.4%
3022 Map maint fees	4,967	4,269	3,741	5,000	3,800	(1,200)	-24.0%
3023 Planning/Public Works insp fees	3,001	3,826	3,053	3,500	2,000	(1,500)	-42.9%
3024 Board of Zoning/Subdivision	550	500	1,350	1,000	-	(1,000)	-100.0%
3025 Zoning verification	900	800	650	1,000	500	(500)	-50.0%
3030 Land transfer fees	9,288	9,532	9,149	9,500	9,200	(300)	-3.2%
3040 Electrical inspection fees	119,467	100,522	109,465	125,000	115,000	(10,000)	-8.0%
3041 Electrical inspection State surcharge	2,173	1,882	2,024	2,500	2,000	(500)	-20.0%
3042 Reinspection electrical	1,425	1,650	9,175	2,500	5,000	2,500	100.0%
3050 Plumbing inspection fees	134,634	134,249	105,251	137,000	100,000	(37,000)	-27.0%
3051 Plumbing inspection State surcharge	2,630	2,616	2,016	2,500	1,500	(1,000)	-40.0%
3052 Reinspection plumbing	825	525	1,350	1,000	1,000	-	0.0%
3060 Building inspection fees	300,943	358,471	233,986	285,000	270,000	(15,000)	-5.3%
3061 Building inspection State surcharge	5,308	6,485	4,182	6,500	3,700	(2,800)	-43.1%
3062 Reinspection building	750	1,275	1,050	1,000	1,000	-	0.0%
3090 Erosion inspection fees	15,307	15,736	60	16,000	12,000	(4,000)	-25.0%
3110 Mechanical inspection fees	93,530	88,586	17,612	90,000	95,000	5,000	5.6%
3111 Mechanical inspection State surcharge	1,847	1,740	83,495	2,000	1,700	(300)	-15.0%
3112 Reinspection mechanical	1,275	675	1,712	1,000	1,000	-	0.0%
3200 Land disturbance permit	11,275	11,785	2,625	11,000	9,000	(2,000)	-18.2%
3210 Amusement devices inspection	1,224	204	13,400	-	-	-	0.0%
3300 Land use revalidation	2,400	250	(161)	-	-	-	0.0%
3400 Open burning permit fees	-	50	-	-	-	-	0.0%
3970 Misc permits & licenses	1,000	800	1,455	-	-	-	0.0%
4000 SW Ches Bay VSMP (No VA%)	-	29,580	21,750	25,000	15,000	(10,000)	-40.0%
4001 SW Mgmt W/VA%	-	7,168	49,136	20,000	20,000	-	0.0%
4002 VA 28% SW Mgmt	-	3,220	13,076	10,000	10,000	-	0.0%
Subtotal	<u>818,221</u>	<u>882,569</u>	<u>779,390</u>	<u>840,000</u>	<u>750,000</u>	<u>(90,000)</u>	-10.7%

General Fund Revenues

	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Budget	FY2018 Adopted Budget	\$ Change	% Change
30314 Fines & Forfeitures							
0300 Parking fines	4,152	3,400	4,250	5,000	3,500	(1,500)	-30.0%
1010 Animal control fines	1,053	290	345	500	500	-	0.0%
1012 Misc FLS Fines	-	32	-	-	-	-	0.0%
2000 Restitution	192	-	0	-	-	-	0.0%
4010 Court fines	160,449	146,542	176,375	150,000	160,000	10,000	6.7%
4011 Assessment courthouse	24,947	23,239	24,595	24,500	24,500	-	0.0%
4012 Courthouse security	97,766	93,203	92,996	95,000	95,000	-	0.0%
4013 Jail admission fee	10,165	10,402	9,478	10,000	10,000	-	0.0%
4014 Commonwealth Atty bad check fee	30	-	-	-	-	-	0.0%
Subtotal	<u>298,754</u>	<u>277,108</u>	<u>308,039</u>	<u>285,000</u>	<u>293,500</u>	<u>8,500</u>	<u>3.0%</u>
30315 Use of Money and Property							
1001 Unrealized gain (loss) on invmts	69,079	(52,657)	55,353	-	-	-	0.0%
1010 Interest	17,188	119,752	125,010	80,000	130,000	50,000	62.5%
2010 Rents	16,918	17,765	17,984	18,000	18,000	-	0.0%
2010-001 Freight shed rentals	77,982	91,098	93,643	85,000	90,000	5,000	5.9%
2013 Facility costs - YPDSS	19,860	19,608	19,824	20,000	20,000	-	0.0%
2015 Telephone service agreement	25,640	25,845	27,916	28,000	28,000	-	0.0%
2020 Tower rent	205,546	220,082	226,523	210,000	205,000	(5,000)	-2.4%
2060 Sale of equipment	11,675	8,368	5	15,000	5,000	(10,000)	-66.7%
2061 Disposal-surplus property	7,401	605	5,564	2,500	3,000	500	20.0%
8016-200 YCSC concession commissions	6,008	4,818	6,851	8,000	7,000	(1,000)	-12.5%
8016-200-001 YCSC billboard advertising	1,300	2,000	2,000	2,500	2,000	(500)	-20.0%
Subtotal	<u>458,597</u>	<u>457,284</u>	<u>580,673</u>	<u>469,000</u>	<u>508,000</u>	<u>39,000</u>	<u>8.3%</u>
30316 Charges for Services							
1010 Excess Clerk of Court	103,384	87,517	100,242	114,000	105,000	(9,000)	-7.9%
1011 DNA/blood	382	1,260	411	1,000	1,000	-	0.0%
1014 Land records-secure remote	35,900	18,875	-	-	-	-	0.0%
2010 Chg Commonwealth's Attny	5,993	5,839	5,738	6,000	6,000	-	0.0%
2510 Court Appointed Attny Fees	8,552	6,972	6,845	9,000	7,000	(2,000)	-22.2%
2600 Admin fees - payroll deductions	2,775	2,690	3,385	3,000	3,000	-	0.0%
3010 Sheriff fees	3,631	3,631	3,631	3,600	3,600	-	0.0%
3013 Sheriff special fees	59,975	58,120	61,986	97,000	100,000	3,000	3.1%
3031-007 Sheriff/School events	73,467	60,603	64,833	-	-	-	0.0%
3130 FLS Command School	-	-	-	-	-	-	0.0%
3321 Medic transport fee recovery	1,253,332	1,110,890	1,271,170	1,175,000	1,260,000	85,000	7.2%
3613 Admin fees-Sheriff	11,030	5,844	5,948	6,000	6,000	-	0.0%
5000 Treasurer-Sheriff fee recovery	245	496	820	400	500	100	25.0%
6010 Mosquito Control	1,400	800	1,260	1,000	1,000	-	0.0%
8010 Recreation fees/admissions	183,565	204,955	210,442	212,000	264,600	52,600	24.8%
8010-001 P&R credit card convenience fee	1,318	2,588	2,848	3,000	3,000	-	0.0%
8011 Senior activities fees	19,623	13,803	22,100	16,000	16,000	-	0.0%
8013 Admission fee/rental skate R&R	45,105	33,416	33,518	34,000	34,000	-	0.0%
8014 Sports camps & classes	55,788	51,073	41,636	57,000	50,000	(7,000)	-12.3%
8015 Instructional classes	37,218	39,175	38,745	45,000	40,000	(5,000)	-11.1%
8016 Concessions - Skate R&R	12,041	7,595	8,777	11,000	10,000	(1,000)	-9.1%
8016-001 Concessions - Back Creek Pk	10	33	23	100	100	-	0.0%
8016-002 Concessions - New Qtr Pk	15,188	13,119	11,707	15,000	12,000	(3,000)	-20.0%
8020 Park facility fees & programs	68,629	59,027	56,118	61,000	56,000	(5,000)	-8.2%
8020-200 Park facility fees & prog - Sprts Cplx	63,627	63,668	41,563	62,000	60,000	(2,000)	-3.2%
8021 Safety Town registration	4,324	4,865	4,159	5,000	5,000	-	0.0%
8214 Document Reprod Costs	1,456	1,496	1,589	1,500	1,500	-	0.0%
8410 Library fines	32,080	29,667	30,084	32,000	30,000	(2,000)	-6.3%
8420 Book replacement	8,313	9,605	10,532	10,000	10,000	-	0.0%
8430 Library copier	13,136	14,280	14,289	14,000	14,000	-	0.0%
8610 Sale of ordinances	107	-	-	-	-	-	0.0%
8620 Sale of maps	60	-	0	-	-	-	0.0%
8621 GIS/CSS services	6,352	3,654	3,026	3,900	3,200	(700)	-17.9%
8623 Sale copies video tapes	752	593	396	500	500	-	0.0%
8630 Sale of copies	25	6	10	-	-	-	0.0%
8631 Sale of copies-Sheriff	1,650	1,680	2,545	-	-	-	0.0%
9001 Victim-Witness PTEAP conference	750	6,215	-	-	-	-	0.0%
Subtotal	<u>2,131,183</u>	<u>1,924,050</u>	<u>2,060,376</u>	<u>1,999,000</u>	<u>2,103,000</u>	<u>104,000</u>	<u>5.2%</u>

General Fund Revenues

	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Budget	FY2018 Adopted Budget	\$ Change	% Change
30317 Fiscal Agent Fees & Administration							
1021 Solid Waste fund	37,235	33,008	34,590	35,000	35,000	-	0.0%
1024 Water Utility fund	2,850	2,855	2,852	2,900	2,900	-	0.0%
1025 Sewer Utility fund	43,118	43,635	45,084	45,000	45,000	-	0.0%
1091 Colonial Behavioral Health fund	110,460	114,226	119,534	120,000	136,000	16,000	13.3%
1094 Col Group Home Commission fund	15,709	15,449	14,707	17,100	17,000	(100)	-0.6%
Subtotal	209,372	209,173	216,767	220,000	235,900	15,900	7.2%
30318 Miscellaneous							
2001 OVM Donations (non Prog I)	-	4,555	-	-	-	-	0.0%
2022 Victim Witness donations	-	-	-	-	-	-	0.0%
3010 Prior year exp refunds	15,329	24,662	39,196	20,000	20,000	-	0.0%
3012 Prior year forfeit flex	4,031	1,858	7,155	2,000	2,000	-	0.0%
3027 Sheriff-Donations	1,700	1,260	4,170	-	-	-	0.0%
3320/3321 FLS Donations	18,593	26,166	15,836	-	-	-	0.0%
3502 Health Insurance Rebate	120	-	-	-	-	-	0.0%
4000 Signs Ches Bay/Wetlands	-	130	130	100	100	-	0.0%
4311 Riverwalk Townes	-	19,289	7,337	-	-	-	0.0%
5029 P-Card rebates	21,723	23,100	23,045	23,300	28,000	4,700	20.2%
5121 PAA Tele Contrib Sr Ctr	25	275	300	-	-	-	0.0%
6000/6010 Library - donations	9,275	9,498	20,794	-	-	-	0.0%
6060 Tax Sale - excess proceeds	-	8,021	45,046	-	-	-	0.0%
7003 Grounds donation (benches)	3,520	-	-	-	-	-	0.0%
7432 PAA utility contribution - Senior Center	3,600	3,625	3,600	3,600	3,600	-	0.0%
7433 SNRS AND Law Enforcement Together	-	-	2,721.00	-	-	-	0.0%
8172 Shared Garden at Sport Complex	-	905	1,030	1,000	1,000	-	0.0%
9000 Housing - donations	500	2,500	-	-	-	-	0.0%
9001 PTEAP - donations	1,125	650	-	-	-	-	0.0%
9002/9003 Criscuolo donation - Gen Svcs/P&R	20,000	-	-	-	-	-	0.0%
9004 Keys initiative	313	-	-	-	-	-	0.0%
9090 Miscellaneous	4,879	6,981	1,710	10,000	5,000	(5,000)	-50.0%
9090-004 Youth Commission Programs	767	48	-	-	-	-	0.0%
9092 Miscellaneous maint premises	6,537	8,948	7,796	10,000	10,000	-	0.0%
9098 Safety Town donations	7,450	8,356	4,175	-	-	-	0.0%
9099 Local recycling	330	655	-	-	-	-	0.0%
9220 Return checks	8,813	7,465	6,161	9,000	8,000	(1,000)	-11.1%
9230 Admin fees	105,603	111,057	119,733	108,000	118,000	10,000	9.3%
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%
9641 Carver Gardens	-	-	12,425	-	-	-	0.0%
9712 Zweibrucken donations	-	-	-	-	-	-	0.0%
Subtotal	234,233	279,004	349,360	187,000	195,700	8,700	4.7%
30319 Recovered Costs							
1510 York-Poquoson courthouse	389,146	413,546	449,322	450,000	412,748	(37,252)	-8.3%
1999-005 HRMMRS Reimb wages	17,634	5,995	18,455	-	-	-	0.0%
1999-007 VATF2 Training wages	3,354	1,561	2,448	-	-	-	0.0%
1999-010 VATF2 Deployment wages	-	-	-	-	-	-	0.0%
1999-012 HRIMT wages	2,004	1,059	-	-	-	-	0.0%
1999-013 Plains Pipeline Training	-	14,304	-	-	-	-	0.0%
1999-014 City of NN One City Marathon	-	334	2,152	-	-	-	0.0%
1999-015 Hurricane Joaquin	-	-	28,223	-	-	-	0.0%
2010 Streetlight install	2,342	16,144	5,504	10,000	10,000	-	0.0%
2020 Streetlight costs	951	1,939	1,499	5,000	5,000	-	0.0%
2030 Signage	8,250	1,825	500	5,000	5,000	-	0.0%
2300 Health/dental surplus	176,532	-	-	-	-	-	0.0%
2999-005 HRMMRS fringes	-	-	1,208	-	-	-	0.0%
2999-010 VATF2 Deployment fringes	-	-	-	-	-	-	0.0%
2999-013 Plains Pipeline Fringes	-	1,094	-	-	-	-	0.0%
2999-015 Hurricane Joaquin	-	-	8,741	-	-	-	0.0%
3310-001 Warranty Repairs	1,305	-	-	-	-	-	0.0%
3311 Williamsburg Public Safety	1,200	1,200	1,200	1,200	1,200	-	0.0%
3330 Reg Radio System MOU	45,000	45,000	45,000	45,000	45,000	-	0.0%
3356 Poquoson 911 merger	313,020	318,029	323,434	323,000	326,500	3,500	1.1%
3358 Williamsburg 911 merger	537,135	545,730	555,008	555,000	561,100	6,100	1.1%
3362 National Park Svc E911- Training	-	-	-	-	-	-	0.0%
3392-050 School - Tabb High Gate	-	-	-	-	-	-	0.0%
5210-001 Postage reimb-Commsr of Accts	724	738	843	800	800	-	0.0%
5210-002 Postage reimb-EDA	-	-	-	-	-	-	0.0%
5230-001 Land phone reimb - Commsr of Accts	12	11	14	-	-	-	0.0%
5510 HRIMT meal reimbursement	94	-	-	-	-	-	0.0%
5820-005 HRMMRS reimbursement	-	-	-	-	-	-	0.0%
5820-012 HRIMT Training reimbursement	-	-	-	-	-	-	0.0%
6731 Book damage-roof york library	1,785	-	-	-	-	-	0.0%
6831 Poquoson Cooperative Extension share	7,041	7,012	7,554	7,000	9,000	2,000	28.6%
7431/7434-100-073 RWL Repairs & Maintenance	9,505	7,643	1,984	-	-	-	0.0%
Subtotal	1,517,034	1,383,164	1,453,089	1,402,000	1,376,348	(25,652)	-1.8%
Total Local	115,575,274	116,571,272	121,389,483	119,692,000	125,883,948	6,191,948	5.2%

General Fund Revenues

	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Budget	FY2018 Adopted Budget	\$ Change	% Change
Revenue from the State							
30322 State Non-Categorical Aid							
1030 Mobile home	9,677	8,417	6,204	8,000	8,000	-	0.0%
1040 Rolling stock	18,646	13,172	18,798	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>8,770,003</u>	<u>8,686,709</u>	<u>8,766,682</u>	<u>8,770,000</u>	<u>8,770,000</u>	<u>-</u>	<u>0.0%</u>
30323 State Shared Expenses							
1010 Cmnw Attorney salary	454,875	475,602	486,977	485,000	504,860	19,860	4.1%
1050 Cmnw Attorney fringe	41,196	43,035	44,040	48,000	40,000	(8,000)	-16.7%
3010 Comm Revenue salary	174,938	175,393	178,745	182,000	186,400	4,400	2.4%
3050 Comm Revenue fringe	16,033	16,039	16,334	19,000	17,000	(2,000)	-10.5%
4010 Treasurer salary	143,466	142,364	144,758	160,000	151,453	(8,547)	-5.3%
4050 Treasurer fringe	11,777	11,594	11,967	16,000	12,000	(4,000)	-25.0%
6010 Registrar salary	37,705	37,619	38,031	37,000	38,752	1,752	4.7%
6011 Registrar/Elect BD Pres	-	-	23,993	20,000	-	(20,000)	-100.0%
6110 Electoral Board salary	8,376	8,388	8,368	8,500	8,500	-	0.0%
7010 Sheriff salary	2,321,179	2,329,842	2,365,173	2,390,000	2,457,190	67,190	2.8%
7030 Sheriff mileage	-	-	38	-	-	-	0.0%
7050 Sheriff fringe	196,826	197,552	201,058	239,500	200,000	(39,500)	-16.5%
9010 Clerk of Court salary	418,797	405,778	421,982	435,000	444,845	9,845	2.3%
9020 Clerk of Court mileage	-	104	-	-	-	-	0.0%
9022 Clerk of Court equipment	88,611	89,094	31,186	-	-	-	0.0%
9030 Clerk of Court fringe	22,402	21,298	21,064	28,000	24,000	(4,000)	-14.3%
9980 Prior Year Revenue	-	-	21,780	-	-	-	0.0%
Subtotal	<u>3,936,181</u>	<u>3,953,702</u>	<u>4,015,494</u>	<u>4,068,000</u>	<u>4,085,000</u>	<u>17,000</u>	<u>0.4%</u>
30324 State Categorical Aid							
1760 VJCCCA	54,684	54,681	54,684	54,000	54,000	-	0.0%
3160 VA Supreme Court - Extradition	15,481	11,776	4,863	-	-	-	0.0%
4060 Drug Asset - Sheriff	3,154	5,979	4,071	-	-	-	0.0%
4061 Drug Asset - Comm Atty	1,589	1,029	2,414	-	-	-	0.0%
4090 Library Grant	151,792	151,676	150,540	150,000	155,000	5,000	3.3%
4447 VSMP Stormwater Permits	-	130,104	-	-	-	-	0.0%
5210 Court Service postage	10,788	11,224	10,546	11,000	11,000	-	0.0%
8000 Wireless E-911 servs	220,958	250,551	243,445	250,000	250,000	-	0.0%
8908-212 FEMA - Hurricane Irene	-	-	-	-	-	-	0.0%
9215 Records Preservation	-	-	23,374	-	-	-	-
9556 VA E911 Services Education grant	-	1,147	2,000	-	-	-	0.0%
Subtotal	<u>458,446</u>	<u>618,167</u>	<u>495,937</u>	<u>465,000</u>	<u>470,000</u>	<u>5,000</u>	<u>1.1%</u>
30326 State Grants							
2200 Four for Life	60,858	59,540	63,343	60,000	60,000	-	0.0%
2220 Fire Protection	196,608	207,399	207,481	205,000	205,000	-	0.0%
2236 DMV Animal Sterilization	1,677	1,638	1,660	-	-	-	0.0%
2237 Tax/Spay & Neuter Fund	82	179	24	-	-	-	0.0%
2280 Emg Svc Radiology	25,000	30,000	30,000	25,000	30,000	5,000	20.0%
2280-001 Emg Svcs Prgm Vessel	10,000	10,000	10,000	-	-	-	0.0%
3340 DCJS Victim/Witness	47,634	23,202	23,329	24,000	32,000	8,000	33.3%
3500 Emergency Home Repair	2,651	1,844	1,844	-	-	-	0.0%
3502 Accessibility Rehab Program	-	-	-	-	-	-	0.0%
3700 VA Commission of Arts	5,000	5,000	5,000	5,000	5,000	-	0.0%
9546 RSAF Stretchers Grt #61	-	-	-	-	-	-	0.0%
9548 RSAF Stair Chairs Grt #672	2,710	5,510	-	-	-	-	0.0%
9549 RSAF#693 computer hardware	31,678	-	-	-	-	-	0.0%
9550 Power Loading Stretcher	-	-	60,317	-	-	-	0.0%
9715 VDEM - Hazmat	10,000	10,000	10,000	10,000	10,000	-	0.0%
9990 Misc State Revenue	-	-	1	-	-	-	0.0%
Subtotal	<u>393,898</u>	<u>354,312</u>	<u>412,999</u>	<u>329,000</u>	<u>342,000</u>	<u>13,000</u>	<u>4.0%</u>
Total State	<u>13,558,528</u>	<u>13,612,890</u>	<u>13,691,112</u>	<u>13,632,000</u>	<u>13,667,000</u>	<u>35,000</u>	<u>0.3%</u>

General Fund Revenues

	FY2014 Actual Revenues	FY2015 Actual Revenues	FY2016 Actual Revenues	FY2017 Original Budget	FY2018 Adopted Budget	\$ Change	% Change
Revenue from the Federal Government							
30331	Federal Paid in Lieu of Tax						
1010 Payment in lieu of taxes	10,213	9,301	11,073	10,000	11,000	1,000	10.0%
Subtotal	10,213	9,301	11,073	10,000	11,000	1,000	10.0%
30333	Federal Categorical Aid						
1000 Prior Year - Federal	-	133	-	-	-	-	0.0%
1011 Criminal Alien Asst Program	3,883	2,290	3,316	-	-	-	0.0%
1500 Housing Assistance Vouchers	90,689	97,886	99,291	98,000	99,500	1,500	1.5%
3321 DHS SAFER Grant #658	-	-	-	-	-	-	0.0%
3340 DCJS Victim Witness	48,032	69,605	69,988	123,000	95,000	(28,000)	-22.8%
3341 DCJS Domestic Violence	27,431	27,934	26,645	27,000	27,000	-	0.0%
3412 DMV-Sheriff grants	23,940	22,396	20,889	-	-	-	0.0%
4044 Homeland Security - Overtime Invstgtns	3,138	-	-	-	-	-	0.0%
4045 DEA Overtime	11,511	12,088	16,555	-	-	-	0.0%
4046 DEA WAR	18,839	18,584	19,184	-	-	-	0.0%
4050 Bulletproof Vest Ptrnship	7,558	3,338	6,419	-	-	-	0.0%
4060 Drug Asset - Sheriff	59,604	66,914	75,875	-	-	-	0.0%
4061 Drug Asset - Cmnrw Attorney	13,532	-	-	-	-	-	0.0%
4100 Sheriff-BJA Grant	10,184	9,769	9,805	-	-	-	0.0%
6000 Soc Svcs CAP reimbursement	123,010	127,848	170,847	125,000	150,000	25,000	20.0%
8010 Civil Defense salary	-	100,670	28,080	45,000	45,000	-	0.0%
8400 Library E-Rate	14,802	11,345	9,575	13,000	7,000	(6,000)	-46.2%
8908-212 FEMA - Hurricane Irene	-	-	-	-	-	-	0.0%
8997-002 Electoral Board equipment	-	-	-	-	-	-	0.0%
9001 OVW-PTEAP Grant	-	4,874	13,600	-	-	-	0.0%
9002 STWTR prog dev PHIL grant	729	330	-	-	-	-	0.0%
9100 DHHS JSI National Women's	-	-	-	-	-	-	0.0%
9525 Crisis Intervention Team	28,500	-	-	-	-	-	0.0%
9532 FLS Port Security Grant	-	-	-	-	-	-	0.0%
9550-213 2011 SHSP Cert Training grant	965	-	-	-	-	-	0.0%
9580 VDEM-Citizen Corps	-	8,830	39,620	-	-	-	0.0%
9593 SHSP Hazmat	-	-	-	-	-	-	0.0%
9598-212 2009 SHSP Pet Shelter	-	-	-	-	-	-	0.0%
9640 CDBG Springfield	-	-	-	-	-	-	0.0%
9641 Carver Gardens - MY1	-	-	190,650	-	-	-	0.0%
9641-001 Carver Gardens - MY2	-	-	-	-	-	-	0.0%
Subtotal	486,347	584,834	800,339	431,000	423,500	(7,500)	-1.7%
Total Federal	496,560	594,135	811,412	441,000	434,500	(6,500)	-1.5%
Other Financing Sources							
30341	Non-Revenue Receipts						
1010 Insurance Recovery	15,832	16,917	10,638	-	-	-	0.0%
1010-212 PY Insurance Recovery	3,737	-	-	-	-	-	0.0%
1010-214 PY Insurance Recovery	-	2,831	-	-	-	-	0.0%
Subtotal	19,569	19,748	10,638	-	-	-	0.0%
30351	Transfer from Other Funds						
1010 School Grounds maintenance	1,121,365	1,134,650	1,134,650	1,134,650	1,134,650	-	0.0%
1011 Carryover Fund	339,902	-	-	-	-	-	0.0%
1012 School Resource officers	260,734	290,249	322,801	295,348	346,000	50,652	17.1%
1016 School Video Services	120,925	141,098	153,749	145,000	167,400	22,400	15.4%
1018 School Radio Maintenance	91,720	99,058	99,058	99,000	99,000	-	0.0%
1050 School Year-End Reversion	289,523	293,568	4,934,018	-	-	-	0.0%
1050-001 School QLMS & Yk High Land	1	1	1	1	1	-	0.0%
1050-002 School Bus parking lot	1	1	1	1	1	-	0.0%
1050-213 School Division MOU	-	-	-	-	-	-	0.0%
1050-214 School Division MOU	3,252,802	-	-	-	-	-	0.0%
1054 School Carryover Reversion	45,552	583,458	93,984	-	-	-	0.0%
1063 CDA Special Rev Fd Facilities	150,000	150,000	150,000	150,000	157,000	7,000	4.7%
Subtotal	5,672,525	2,692,083	6,888,262	1,824,000	1,904,052	80,052	4.4%
Total Other Sources	5,692,094	2,711,831	6,898,900	1,824,000	1,904,052	80,052	4.4%
General Fund Total	135,322,456	133,490,128	142,790,907	135,589,000	141,889,500	6,300,500	4.6%

GENERAL FUND REVENUES

General Property Taxes

	FY2017	FY2018	Dollar	Percentage
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Real Estate	\$ 66,565,000	\$ 71,769,000	\$ 5,204,000	7.8%
Public Service	3,076,000	2,476,000	(600,000)	-19.5%
Personal Property	13,558,000	14,700,000	1,142,000	8.4%
Mobile Homes	25,000	20,000	(5,000)	-20.0%
Machinery & Tools	120,000	120,000	-	0.0%
Boats	80,000	80,000	-	0.0%
Penalties	375,000	375,000	-	0.0%
Interest	250,000	250,000	-	0.0%
Total	<u>\$ 84,049,000</u>	<u>\$ 89,790,000</u>	<u>\$ 5,741,000</u>	6.8%

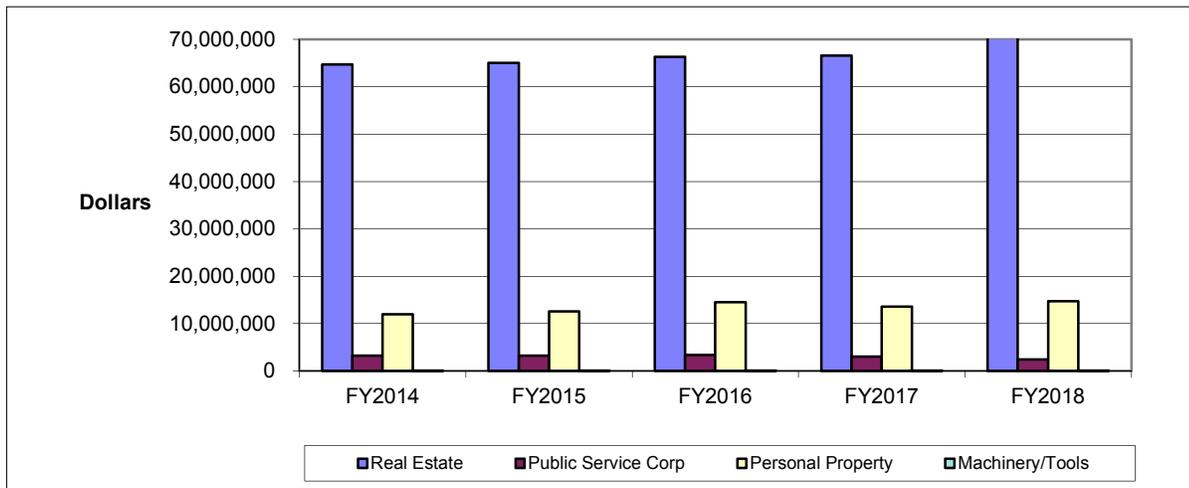
The County levies real estate taxes on all real estate within its boundaries, except that exempted by statute, each year as of January 1, based on the estimated market value of the property, with semi-annual payments due June 25 and December 5. All real estate property is assessed biennially and calendar year 2016 was a general reassessment year. The FY2018 adopted real estate tax rate is \$0.7950, per \$100 of assessed valuation, an increase of \$0.0435 from FY2017's real estate tax rate.

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 FY2018, 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). Personal property tax revenue is projected to increase, based on current trends.

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>FY2017</u>	<u>FY2018</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	\$ 9,577,000	\$ -	0.0%
Lodging Tax	3,568,000	3,700,000	132,000	3.7%
Meals Tax	5,930,000	6,200,000	270,000	4.6%
Occupational License	6,183,000	6,150,000	(33,000)	-0.5%
Utility Consumption Tax	250,000	240,000	(10,000)	-4.0%
Communications Sales Tax	1,275,000	1,250,000	(25,000)	-2.0%
Motor Vehicle License	1,519,000	1,595,000	76,000	5.0%
Franchise Tax	251,000	262,500	11,500	4.6%
Recordation Tax	1,575,000	1,535,000	(40,000)	-2.5%
Rental Tax	113,000	122,000	9,000	8.0%
Total	\$ 30,241,000	\$ 30,631,500	\$ 390,500	1.3%

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). An increase is projected for FY2018, based on recent activity.

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 and an increase is projected for FY2018.

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.

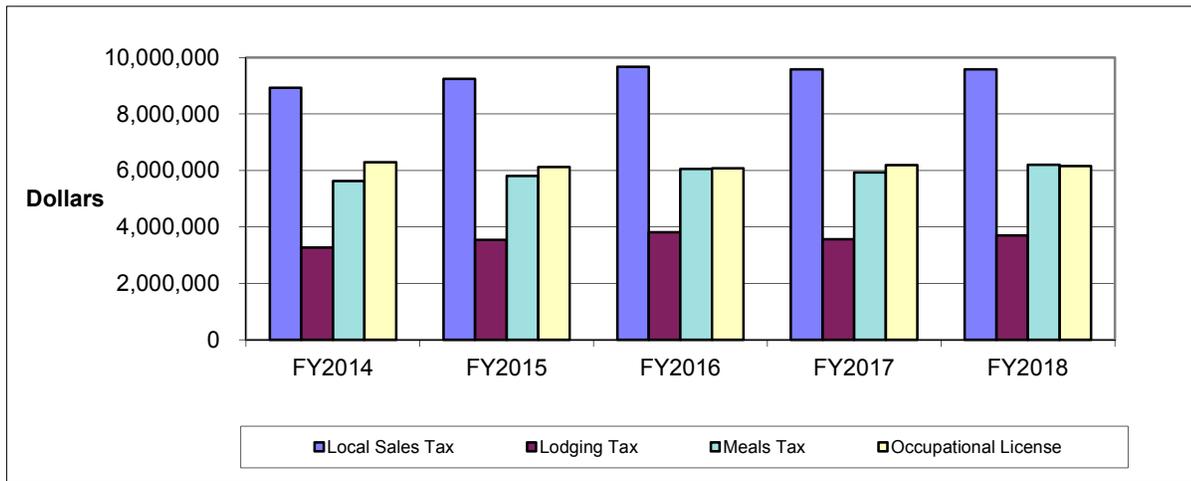
In lieu of the local business license tax levied on corporations furnishing heat, light or power by means of electricity and/or natural gas, Section 58.1-2900 and Section 58.1-2904 of the Code of Virginia impose a tax ("Utility Consumption Tax") on consumers of electricity and natural gas in the state 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 and replaces the cable franchise tax.

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. The projected decrease in motor vehicle license is linked to a policy change eliminating the 60 day filing requirement on personal property (with the exception of business personal property and mobile homes), thereby reducing filing penalties.

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

The projections for FY2018 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

	FY2017 <u>Original</u>	FY2018 <u>Adopted</u>	Dollar <u>Change</u>	Percentage <u>Change</u>
Permits, Fees and Regulatory Licenses				
Inspection Fees	\$ 675,500	\$ 610,900	\$ (64,600)	-9.6%
Permits, Fees & Licenses	<u>164,500</u>	<u>139,100</u>	<u>(25,400)</u>	-15.4%
Total	<u>\$ 840,000</u>	<u>\$ 750,000</u>	<u>\$ (90,000)</u>	-10.7%
Fines & Forfeitures	<u>\$ 285,000</u>	<u>\$ 293,500</u>	<u>\$ 8,500</u>	3.0%
Use of Money & Property				
Use of Money	\$ 80,000	\$ 130,000	\$ 50,000	62.5%
Use of Property	<u>389,000</u>	<u>378,000</u>	<u>(11,000)</u>	-2.8%
Total	<u>\$ 469,000</u>	<u>\$ 508,000</u>	<u>\$ 39,000</u>	8.3%

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 and fees for zoning, plan review, land transfers, plat and land use. Inspections fees are expected to decrease slightly as new construction levels out.

The County imposes fines on individuals charged with violations of County ordinances. These include court and parking fines and court assessments. There are no significant changes anticipated.

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. A decrease in revenue is expected based on current tower agreements.

	<u>FY2017</u> <u>Original</u>	<u>FY2018</u> <u>Adopted</u>	<u>Dollar</u> <u>Change</u>	<u>Percentage</u> <u>Change</u>
Charges for Services				
Excess Clerk of Court/Land Records -				
Secure Remote Access	\$ 114,000	\$ 105,000	\$ (9,000)	-7.9%
Commonwealth's Attorney	16,000	14,000	(2,000)	-12.5%
Law Enforcement	107,000	110,100	3,100	2.9%
Medic Transport Fee Recovery	1,175,000	1,260,000	85,000	7.2%
Mosquito Control	1,000	1,000	-	0.0%
Parks & Recreation	521,100	550,700	29,600	5.7%
Library Fines & Fees	56,000	54,000	(2,000)	-3.6%
Computer Support	3,900	3,200	(700)	-18.0%
Other	5,000	5,000	-	0.0%
Total	<u>\$ 1,999,000</u>	<u>\$ 2,103,000</u>	<u>\$ 104,000</u>	5.2%
Fiscal Agent Fees	<u>\$ 220,000</u>	<u>\$ 235,900</u>	<u>\$ 15,900</u>	7.2%
Miscellaneous	<u>\$ 187,000</u>	<u>\$ 195,700</u>	<u>\$ 8,700</u>	4.7%
Recovered Costs				
York-Poquoson Courthouse	\$ 450,000	\$ 412,748	\$ (37,252)	-8.3%
Streetlight Program	15,000	15,000	-	0.0%
Signage	5,000	5,000	-	0.0%
Williamsburg Public Safety	1,200	1,200	-	0.0%
Regional Radio System MOU	45,000	45,000	-	0.0%
Poquoson 911	323,000	326,500	3,500	1.1%
Williamsburg 911	555,000	561,100	6,100	1.1%
Postage Reimbursement	800	800	-	0.0%
Poquoson Cooperative Extension	7,000	9,000	2,000	28.6%
Total	<u>\$ 1,402,000</u>	<u>\$ 1,376,348</u>	<u>\$ (25,652)</u>	-1.8%

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 trend and the increase in Parks & Recreation fees is based on higher participation.

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. Per a memorandum of agreement between York County and the City of Poquoson, the City is responsible for 19.9% of the costs to operate the courthouse. 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. The increase for the E911 mergers is based on the annual consumer price index, per agreement. The County has a contractual agreement with the City of Poquoson to provide Cooperative Extension services for a fee.

Revenue from the State

	FY2017	FY2018	Dollar	Percentage
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Mobile Home	\$ 8,000	\$ 8,000	\$ -	0.0%
Rolling Stock	20,000	20,000	-	0.0%
PPTRA	8,742,000	8,742,000	-	0.0%
Commonwealth's Attorney	533,000	544,860	11,860	2.2%
Commissioner of the Revenue	201,000	203,400	2,400	1.2%
Treasurer	176,000	163,453	(12,547)	-7.1%
Registrar & Electoral Board	65,500	47,252	(18,248)	-27.9%
Sheriff	2,629,500	2,657,190	27,690	1.1%
Clerk of Court	463,000	468,845	5,845	1.3%
VJCCA	54,000	54,000	-	0.0%
Library Grant	150,000	155,000	5,000	3.3%
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	-	0.0%
Fire Protection	205,000	205,000	-	0.0%
Emergency Services	25,000	30,000	5,000	20.0%
DCJS Victim/Witness	24,000	32,000	8,000	33.3%
VA Commission of Arts	5,000	5,000	-	100.0%
VDEM - Hazmat	10,000	10,000	-	100.0%
Total	<u>\$ 13,632,000</u>	<u>\$ 13,667,000</u>	<u>\$ 35,000</u>	0.3%

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 FY2017 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 FY2018 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 decrease due to the State's change in the calculation methodology.

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. A portion of the Victim/Witness grant has been moved from the Federal revenue line, based on the split this year.

Revenue from the Federal Government

	FY2017	FY2018	Dollar	Percentage
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Payment in Lieu of Taxes	\$ 10,000	\$ 11,000	\$ 1,000	10.0%
Housing Assist. Vouchers	98,000	99,500	1,500	1.5%
DCJS Victim/Witness	123,000	95,000	(28,000)	-22.8%
DCJS Domestic Violence	27,000	27,000	-	0.0%
Social Svcs CAP Reimb	125,000	150,000	25,000	20.0%
Civil Defense	45,000	45,000	-	0.0%
Library E-Rate	13,000	7,000	(6,000)	-46.2%
Total	<u>\$ 441,000</u>	<u>\$ 434,500</u>	<u>\$ (6,500)</u>	-1.5%

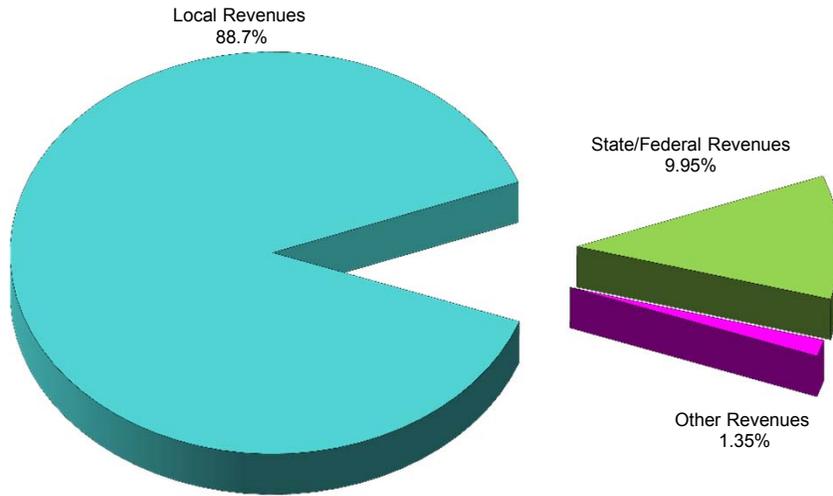
Payment in Lieu of Taxes represents a County-imposed service charge on real estate that is exempt from property taxation. The County also receives federal funding for its housing, Victim-Witness and Domestic Violence programs. A portion of the Victim/Witness grant has been moved to the State revenue 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

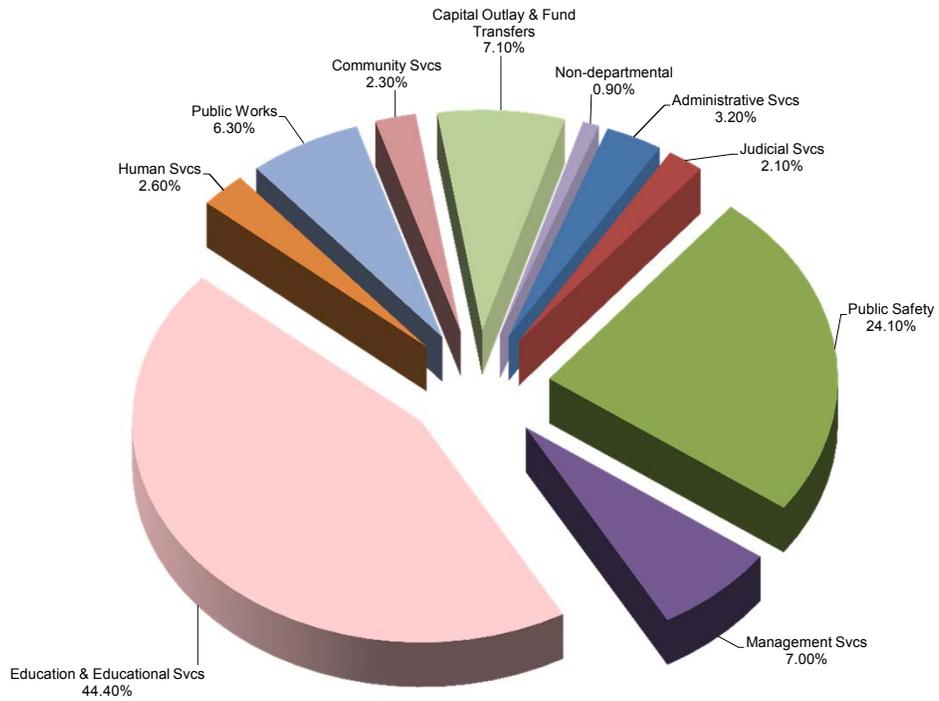
	FY2017	FY2018	Dollar	Percentage
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Transfer from Other Funds				
School Division	\$ 1,674,000	\$ 1,747,052	\$ 73,052	4.4%
CDA Special Revenue Fund	150,000	157,000	7,000	4.7%
Total	<u>\$ 1,824,000</u>	<u>\$ 1,904,052</u>	<u>\$ 80,052</u>	4.4%

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
FY2018 - BY SOURCE**



**GENERAL FUND EXPENDITURES
FY2018 - BY FUNCTIONAL AREA**

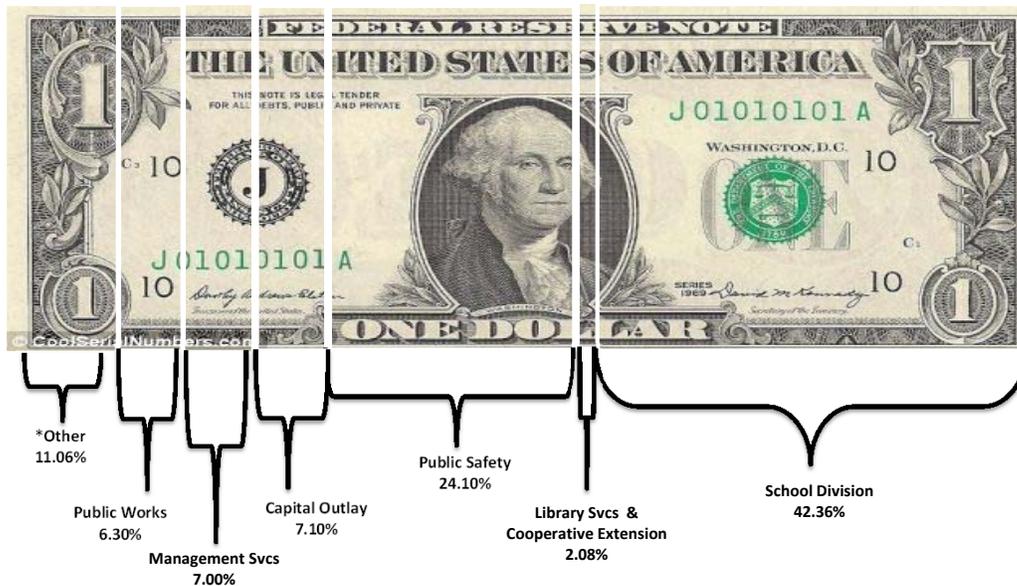


General Fund
Expenditure Summary

Activity Title	FY2014 Actual Expenditures	FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Original Budget	FY2018 Adopted Budget	\$ Changed	% of Change
Administrative Services							
10111 Board of Supervisors	301,981	340,421	335,509	350,497	351,512	1,015	0.3%
10121 County Administration	623,771	497,835	631,218	639,689	681,415	41,726	6.5%
10122 Public Affairs	117,308	142,787	208,967	359,320	405,083	45,763	12.7%
10123 Video Services	367,670	429,708	445,337	467,420	479,243	11,823	2.5%
10124 County Attorney	397,643	397,667	418,258	408,844	442,858	34,014	8.3%
10131 General Registrar's Office	225,750	226,986	265,719	272,777	275,009	2,232	0.8%
10132 Electoral Board	66,132	69,219	98,475	114,466	95,256	(19,210)	-16.8%
40341 Building Regulation	942,983	826,712	877,189	942,752	980,273	37,521	4.0%
40813 Board of Zoning/Subdivision Appeals	1,562	1,439	1,520	4,100	4,308	208	5.1%
40816 Development & Compliance	738,544	793,112	779,314	857,446	831,371	(26,075)	-3.0%
Subtotal	<u>3,783,344</u>	<u>3,725,886</u>	<u>4,061,506</u>	<u>4,417,311</u>	<u>4,546,328</u>	<u>129,017</u>	<u>2.9%</u>
Judicial Services							
20211 Circuit Court	63,293	59,116	61,819	95,743	88,296	(7,447)	-7.8%
20212 General District Court	21,940	21,025	24,173	29,090	34,105	5,015	17.2%
20213 Juvenile & Domestic Relations Court	18,217	15,920	15,048	15,925	18,250	2,325	14.6%
20214 Clerk of the Circuit Court	926,215	889,907	829,020	895,383	967,088	71,705	8.0%
20216 Colonial Group Home Commission	435,538	433,871	422,810	435,428	395,398	(40,030)	-9.2%
20217 Magistrate	671	1,025	390	1,355	1,938	583	43.0%
20221 Commonwealth's Attorney	929,525	985,505	991,543	1,039,105	1,149,313	110,208	10.6%
20222 Victim-Witness Assistance Program	196,393	209,135	170,763	206,903	232,315	25,412	12.3%
20223 Domestic Violence Program	43,258	47,218	47,652	48,245	48,502	257	0.5%
Subtotal	<u>2,635,050</u>	<u>2,662,722</u>	<u>2,563,218</u>	<u>2,767,177</u>	<u>2,935,205</u>	<u>168,028</u>	<u>6.1%</u>
Public Safety							
30311 Sheriff General Operations	1,524,384	1,611,080	1,678,899	1,698,417	1,994,995	296,578	17.5%
30312 Law Enforcement	5,098,809	4,963,142	5,064,356	5,597,868	5,930,560	332,692	5.9%
30313 Investigations	1,615,095	1,662,231	1,700,199	1,722,940	1,761,578	38,638	2.2%
30314 Civil Operations/Court Security	1,340,439	1,351,273	1,384,836	1,434,244	1,380,888	(53,356)	-3.7%
30315 Adult Corrections	2,673,646	2,624,951	2,569,423	2,613,821	2,584,589	(29,232)	-1.1%
30316 School Resource Officers	300,243	421,565	468,556	442,907	504,534	61,627	13.9%
30320 Fire & Life Safety Administration	274,442	287,977	297,206	306,192	314,404	8,212	2.7%
30321 Fire & Rescue Operations	10,979,929	11,152,367	11,436,028	11,894,278	12,465,479	571,201	4.8%
30322 Tech Services & Special Operations	375,429	460,621	502,509	591,154	627,953	36,799	6.2%
30323 Prevention & Community Safety	328,020	337,825	312,054	367,000	334,439	(32,561)	-8.9%
30333 Juvenile Corrections	446,387	502,244	335,091	459,500	422,610	(36,890)	-8.0%
30352 Animal Control	336,725	428,741	451,567	531,763	415,088	(116,675)	-21.9%
30355 Emergency Management & Support Ser	232,211	212,282	194,492	267,293	392,626	125,333	46.9%
30356 Emergency Communications	2,742,280	2,755,772	2,862,975	3,156,002	3,744,730	588,728	18.7%
30357 Radio Maintenance	1,160,899	1,163,463	1,180,429	1,253,000	1,304,183	51,183	4.1%
Subtotal	<u>29,428,938</u>	<u>29,935,534</u>	<u>30,438,620</u>	<u>32,336,379</u>	<u>34,178,656</u>	<u>1,842,277</u>	<u>5.7%</u>
Management Services							
50119 Finance Administration	197,043	190,534	194,187	250,675	259,425	8,750	3.5%
50121 Information Technology	1,869,566	1,850,746	1,847,859	2,133,805	2,400,185	266,380	12.5%
50122 Human Resources	560,200	574,584	623,940	753,149	780,210	27,061	3.6%
50123 Accounting & Financial Reporting	-	-	228,714	340,550	365,917	25,367	7.5%
50124 Budget	419,684	421,354	367,596	354,499	395,671	41,172	11.6%
50125 Fiscal Accounting Services	692,295	670,196	602,666	691,561	718,606	27,045	3.9%
50126 Commissioner of the Revenue	1,063,923	1,087,143	1,090,543	1,164,143	1,236,606	72,463	6.2%
50127 Treasurer	891,774	826,804	830,614	902,563	939,005	36,442	4.0%
50128 Real Estate Assessment	496,258	379,329	471,019	514,892	669,095	154,203	30.0%
50129 Central Purchasing	415,312	424,995	423,073	437,603	424,823	(12,780)	-2.9%
50141 Central Administration Services	89,684	105,154	146,167	119,708	276,280	156,572	130.8%
50146 Central Insurance	380,274	404,549	397,013	429,687	151,194	(278,493)	-64.8%
50811 Planning	485,165	483,234	485,242	470,262	487,896	17,634	3.8%
50812 Planning Commission	17,937	17,585	14,729	24,912	25,912	1,000	4.0%
50915 Economic Development	327,394	327,394	269,522	233,236	225,203	(8,033)	-3.4%
50920 Office of Economic Development	392,398	397,530	406,164	459,484	474,029	14,545	3.2%
Subtotal	<u>8,298,907</u>	<u>8,161,131</u>	<u>8,399,048</u>	<u>9,280,729</u>	<u>9,830,057</u>	<u>549,328</u>	<u>5.9%</u>
Education & Educational Services							
60601 School Ops & Capital/Debt Svc - Local	57,886,916	58,344,211	57,695,376	58,139,088	60,099,700	1,960,612	3.4%
60731 Library Services	2,559,575	2,584,605	2,738,202	2,801,873	2,888,992	87,119	3.1%
60831 Cooperative Extension	33,141	41,493	47,825	57,666	58,081	415	0.7%
Subtotal	<u>60,479,632</u>	<u>60,970,309</u>	<u>60,481,403</u>	<u>60,998,627</u>	<u>63,046,773</u>	<u>2,048,146</u>	<u>3.4%</u>

Activity Title	FY2014 Actual Expenditures	FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Original Budget	FY2018 Adopted Budget	\$ Changed	% of Change
Human Services							
61533 Social Services - Local Share	1,368,720	1,829,117	1,740,569	2,171,958	2,154,930	(17,028)	-0.8%
61535 Payments to Outside Entities	1,328,630	1,350,120	1,503,459	1,515,366	1,510,536	(4,830)	-0.3%
Subtotal	2,697,350	3,179,237	3,244,028	3,687,324	3,665,466	(21,858)	-0.6%
Public Works							
70119 Administration	420,018	325,316	401,052	481,174	240,442	(240,732)	-50.0%
70431 Engineering & Facility Maintenance	2,132,338	2,174,134	2,183,652	2,118,531	2,305,065	186,534	8.8%
70432 Facility/Utility Charges	973,395	976,327	908,022	1,090,256	1,090,256	-	0.0%
70434 Grounds Maintenance & Construction	2,956,692	3,153,089	3,077,222	3,264,789	3,238,413	(26,376)	-0.8%
70446 Stormwater Operations	889,013	900,314	898,994	961,578	1,120,313	158,735	16.5%
70447 Stormwater Engineering	593,362	523,103	660,256	652,671	695,965	43,294	6.6%
70448 Calendar Program	8,922	9,014	9,528	-	-	-	0.0%
70512 Mosquito Control	255,394	257,192	314,273	281,020	301,519	20,499	7.3%
70821 Wetlands & Chesapeake Bay Boards	6,089	5,224	8,825	8,570	8,570	-	0.0%
Subtotal	8,235,223	8,323,713	8,461,824	8,858,589	9,000,543	141,954	1.6%
Community Services							
81119 Administration	197,440	215,226	284,475	295,867	283,621	(12,246)	-4.1%
81547 Housing & Special Programs	644,580	651,103	847,285	682,475	640,311	(42,164)	-6.2%
81712 Parks, Recreation & Tourism	1,973,899	1,945,754	1,819,848	2,055,093	2,331,023	275,930	13.4%
Subtotal	2,815,919	2,812,083	2,951,608	3,033,435	3,254,955	221,520	7.3%
Capital Outlay & Fund Transfers							
90912 Capital Outlay & Fund Transfers	7,275,359	7,722,706	8,671,806	9,371,919	10,119,732	747,813	8.0%
Subtotal	7,275,359	7,722,706	8,671,806	9,371,919	10,119,732	747,813	8.0%
Non-Departmental							
90721 Payments to Outside Entities	303,411	293,505	314,727	319,022	403,805	84,783	26.6%
90911 Non-Departmental	779,946	1,138,348	752,707	468,488	834,294	365,806	78.1%
90913 Appropriated Reserves	8,081	17,848	-	50,000	73,686	23,686	47.4%
Subtotal	1,091,438	1,449,701	1,067,434	837,510	1,311,785	474,275	56.6%
Totals	126,741,160	128,943,022	130,340,495	135,589,000	141,889,500	6,300,500	4.7%

**Use of the Local Dollar
Fiscal Year 2018**

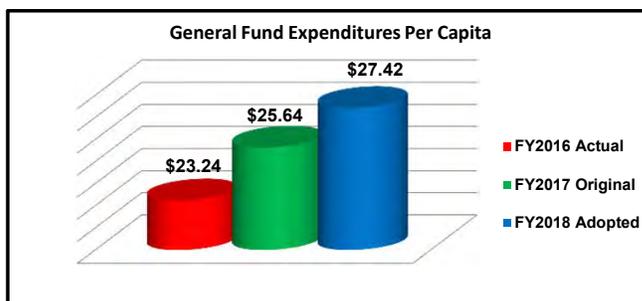


* Other = Admin Svcs, Judicial Svcs, Community Svcs, Human Svcs, & Non-departmental

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 serves as the Zoning Administrator and provides oversight for the divisions of Planning, Development Services, Community Services and Public Information.
- 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	176,462	180,887	188,777
Operating	148,095	169,610	162,735
Capital	10,952	-	-
Total Budgetary Costs	<u>335,509</u>	<u>350,497</u>	<u>351,512</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	335,509	350,497	351,512
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>335,509</u>	<u>350,497</u>	<u>351,512</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	1.00	1.00	1.00

Major Budget Variances

- There are no significant changes programmed for FY2018.

**York County
Departmental Budget Documents**

County Administration

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	597,967	598,099	637,852
Operating	31,406	37,690	39,063
Capital	1,845	3,900	4,500
Total Budgetary Costs	631,218	639,689	681,415

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	631,218	639,689	681,415
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	631,218	639,689	681,415

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.50	4.50	4.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Public Affairs

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	175,009	300,995	342,578
Operating	33,958	53,025	62,505
Capital	-	5,300	-
Total Budgetary Costs	<u>208,967</u>	<u>359,320</u>	<u>405,083</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	208,967	359,320	405,083
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>208,967</u>	<u>359,320</u>	<u>405,083</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The increase in the operating budget is primarily due to an increase in maintenance service contracts for online website enhancements to ensure effective and outstanding communication for all county departments.

**York County
Departmental Budget Documents**

County Attorney

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	392,915	386,570	420,438
Operating	21,836	20,774	20,920
Capital	3,507	1,500	1,500
Total Budgetary Costs	418,258	408,844	442,858

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	418,258	408,844	442,858
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	418,258	408,844	442,858

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

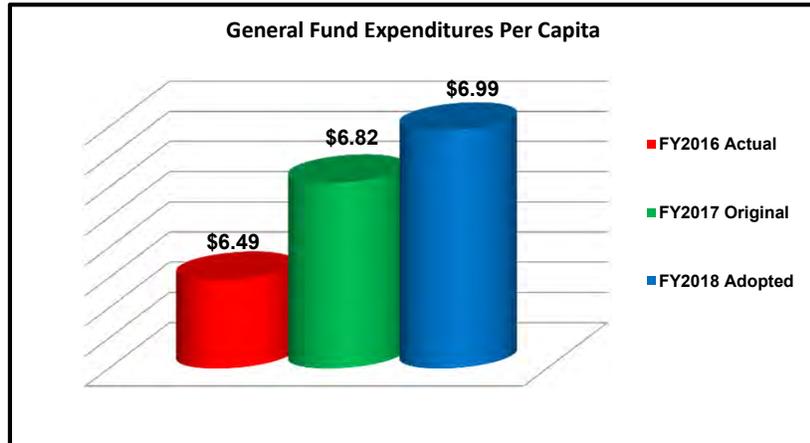
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for the routine replacement of computers.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	385,034	395,111	416,919
Operating	31,181	47,609	57,824
Capital	29,122	24,700	4,500
Total Budgetary Costs	<u>445,337</u>	<u>467,420</u>	<u>479,243</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	291,588	322,420	311,843
State	-	-	-
Federal	-	-	-
Other Financing Sources	153,749	145,000	167,400
Total Revenues	<u>445,337</u>	<u>467,420</u>	<u>479,243</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	5.50	5.50	5.50

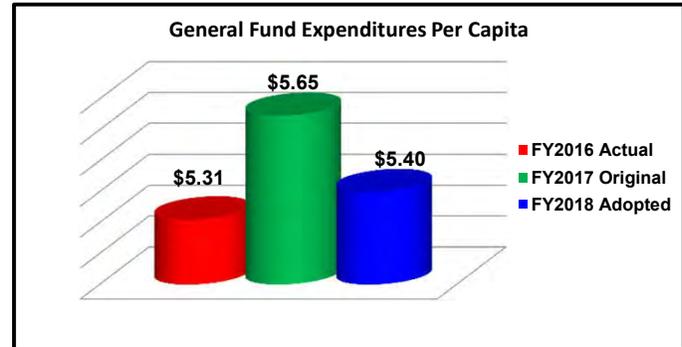
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The increase in the operating budget is primarily due to an increase in maintenance service contracts for a state-of-the-art web streaming web portal.
- Capital funding is programmed for the routine replacement of computers.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	223,796	248,217	251,319
Operating	39,017	21,360	22,190
Capital	2,906	3,200	1,500
Total Budgetary Costs	<u>265,719</u>	<u>272,777</u>	<u>275,009</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	203,695	215,777	236,257
State	62,024	57,000	38,752
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>265,719</u>	<u>272,777</u>	<u>275,009</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.50	3.50	3.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Electoral Board

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	13,690	13,576	13,576
Operating	84,785	100,890	81,680
Capital	-	-	-
Total Budgetary Costs	98,475	114,466	95,256

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	90,107	105,966	86,756
State	8,368	8,500	8,500
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	98,475	114,466	95,256

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

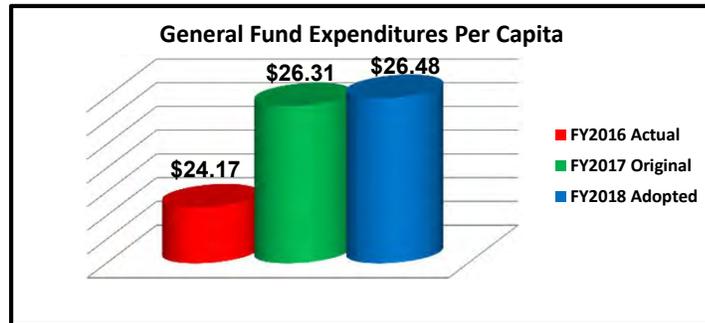
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.

Building Regulation & 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

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.



**York County
Departmental Budget Documents**

Building Regulation

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	809,650	860,049	888,233
Operating	64,633	76,253	86,240
Capital	2,906	6,450	5,800
Total Budgetary Costs	<u>877,189</u>	<u>942,752</u>	<u>980,273</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	865,954	937,752	975,273
State	-	-	-
Federal	-	-	-
Other Financing Sources	11,235	5,000	5,000
Total Revenues	<u>877,189</u>	<u>942,752</u>	<u>980,273</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	13.00	13.00	13.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects an increase in maintenance service contracts.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Board of Zoning / Subdivision Appeals

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	528	1,500	1,500
Operating	992	2,600	2,808
Capital	-	-	-
Total Budgetary Costs	<u>1,520</u>	<u>4,100</u>	<u>4,308</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,520	4,100	4,308
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>1,520</u>	<u>4,100</u>	<u>4,308</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.

**York County
Departmental Budget Documents**

Development & Compliance

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	744,180	812,086	770,408
Operating	30,102	42,360	57,363
Capital	2,906	3,000	3,600
Grants & Donations	2,126	-	-
	<u>779,314</u>	<u>857,446</u>	<u>831,371</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	775,416	852,446	826,371
State	-	-	-
Federal	-	-	-
Other Financing Sources	3,898	5,000	5,000
Total Revenues	<u>779,314</u>	<u>857,446</u>	<u>831,371</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	9.00	9.00	9.00

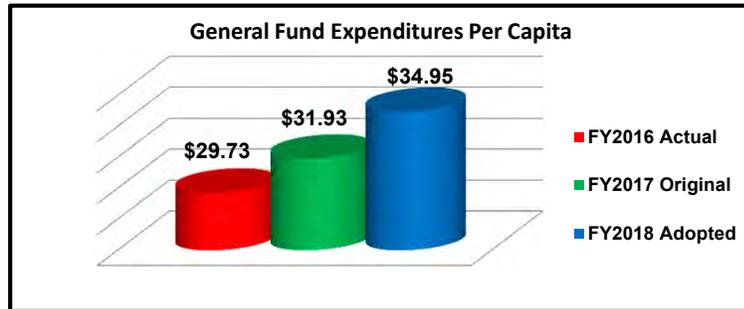
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The decrease in personnel reflects senior staff retirement.
- The operating budget reflects an increase in maintenance service contracts.
- Capital funding is programmed for routine replacement of computers.

Clerk of the Circuit Court & Commonwealth's Attorney



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



Department Overview

Clerk of the Circuit Court

- Continues to enhance technology to provide patrons with excellent service comprised with effectiveness, efficiency and accuracy.
- Educates the public on the services and responsibilities associated with the York County - Poquoson Circuit Court Clerk's Office.
- Back-scans historical documents into Supreme Court of Virginia's Record Management System (RMS) for easy access for members of Secure Remote Access and those utilizing the RMS program within our office.

Commonwealth's Attorney

- Prosecutes criminal cases vigorously, successfully and efficiently to protect the citizens of York County and the City of Poquoson.
- Ensures that all crime victims be treated with sensitivity and professionalism by the criminal justice system.
- Provides effective assistance and guidance to law enforcement personnel servicing York County and the City of Poquoson.
- Enforces forfeitures of property used in criminal endeavors whenever possible.
- Provides prompt and accurate responses to inquiries from York County and Poquoson residents.

Victim-Witness Assistance Program

- Responds to the emotional and physical needs of crime victims and assist victims of crime in stabilizing their lives after victimization.
- Treats victims with dignity and respect, reduces victim trauma, and assists clients in understanding and participating in the court process.
- Informs victims and witnesses of their rights under victims' rights legislation and Virginia's Crime Victim and Witness Rights Act (§ 19.2-11.01) and assists them in receiving services required by law.
- Provides clients with information and referrals for services in the community.
- Promotes accountability, innovation, and excellence in providing service to clients.

Domestic Violence Program

- Prosecutes every case of domestic violence, sexual assault, violation of protective orders and stalking affecting adult women in the County of York and City of Poquoson.
- Improves communication and relationships among the Board of Supervisors, other elected and appointed officials, other agencies, County staff, and the public.
- Coordinates efforts among law enforcement, prosecutor, victim assistance programs and victim advocacy groups within our jurisdictions to better meet the needs of women as victims.
- Maintains case records and statistics on victims in our jurisdictions to validate the impact a dedicated prosecutor has on the Court system and on the women being served.



**York County
Departmental Budget Documents**

Clerk of the Circuit Court

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	759,124	864,547	922,598
Operating	25,004	30,836	44,490
Capital	21,518	-	-
Grants & Donations	23,374	-	-
Total Budgetary Costs	<u>829,020</u>	<u>895,383</u>	<u>967,088</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	23,134	150,411	215,168
State	497,606	463,000	468,845
Federal	-	-	-
Other Financing Sources	308,280	281,972	283,075
Total Revenues	<u>829,020</u>	<u>895,383</u>	<u>967,088</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	14.00	14.00	14.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The increase in the operating budget is due to the reallocation of jury duty service expense from the Circuit Court's budget.

**York County
Departmental Budget Documents**

Commonwealth's Attorney

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	965,604	1,001,790	1,101,218
Operating	18,106	28,115	37,295
Capital	7,833	9,200	10,800
Total Budgetary Costs	<u>991,543</u>	<u>1,039,105</u>	<u>1,149,313</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	372,445	420,309	525,759
State	533,431	533,000	544,860
Federal	-	-	-
Other Financing Sources	85,667	85,796	78,694
Total Revenues	<u>991,543</u>	<u>1,039,105</u>	<u>1,149,313</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	11.75	11.75	11.75

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The overall increase in the operating budget is attributable to increases in maintenance service contracts and updated software programs.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Victim-Witness Assistance Program

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	163,324	198,428	210,836
Operating	6,349	5,625	19,979
Capital	1,090	2,850	1,500
Total Budgetary Costs	<u>170,763</u>	<u>206,903</u>	<u>232,315</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	63,846	59,903	105,315
State	23,329	24,000	32,000
Federal	83,588	123,000	95,000
Other Financing Sources	-	-	-
Total Revenues	<u>170,763</u>	<u>206,903</u>	<u>232,315</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The increase in the operating budget is attributable to an increase in FY17 funds received from the Federal and State government to add services for victims and witnesses of crime. This includes the addition and restructuring of staff, additional training and travel, updated technology, and new office equipment.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Domestic Violence Program

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	46,876	46,370	46,377
Operating	776	1,875	2,125
Capital	-	-	-
Total Budgetary Costs	<u>47,652</u>	<u>48,245</u>	<u>48,502</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	21,007	21,245	21,502
State	-	-	-
Federal	26,645	27,000	27,000
Other Financing Sources	-	-	-
Total Revenues	<u>47,652</u>	<u>48,245</u>	<u>48,502</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	0.75	0.75	0.75

Major Budget Variances

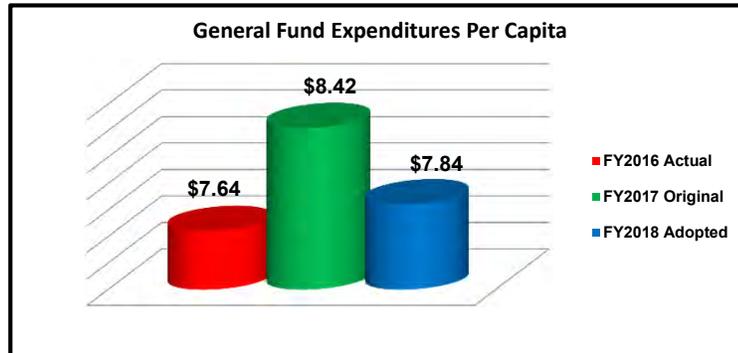
- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes programmed for FY2018.

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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 persons.
- Effectively utilizes all communications and technical resources to improve the delivery of magistrate services.



**York County
Departmental Budget Documents**

Circuit Court

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	54,537	73,718	77,876
Operating	7,282	22,025	8,220
Capital	-	-	2,200
Total Budgetary Costs	<u>61,819</u>	<u>95,743</u>	<u>88,296</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	61,819	95,743	88,296
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>61,819</u>	<u>95,743</u>	<u>88,296</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	1.50	1.50	1.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The decrease in the operating budget is due to the reallocation of jury duty service expense to the Clerk of the Circuit Court's budget.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

General District Court

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	24,173	29,090	28,605
Capital	-	-	5,500
Total Budgetary Costs	<u>24,173</u>	<u>29,090</u>	<u>34,105</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	19,443	24,090	23,105
State	4,730	5,000	11,000
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>24,173</u>	<u>29,090</u>	<u>34,105</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Juvenile & Domestic Relations Court

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	15,048	15,925	18,250
Capital	-	-	-
Total Budgetary Costs	<u>15,048</u>	<u>15,925</u>	<u>18,250</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	9,232	9,925	18,250
State	5,816	6,000	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>15,048</u>	<u>15,925</u>	<u>18,250</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.

**York County
Departmental Budget Documents**

Colonial Group Home Commission

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	422,810	435,428	395,398
Capital	-	-	-
Total Budgetary Costs	<u>422,810</u>	<u>435,428</u>	<u>395,398</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	368,126	381,428	341,398
State	54,684	54,000	54,000
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>422,810</u>	<u>435,428</u>	<u>395,398</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- A decrease is programmed in contractual services due to a recalculation of locality support to the Colonial Group Home Commission.

**York County
Departmental Budget Documents**

Magistrate

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	390	1,355	1,938
Capital	-	-	-
Total Budgetary Costs	<u>390</u>	<u>1,355</u>	<u>1,938</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	390	1,355	1,938
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>390</u>	<u>1,355</u>	<u>1,938</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

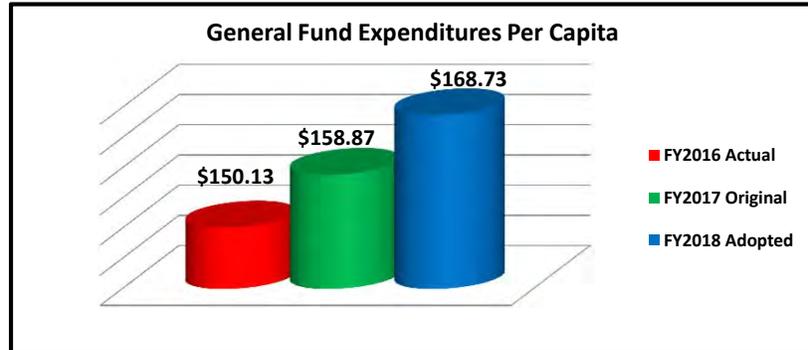
Major Budget Variances

- There are no significant changes programmed for FY2018.

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.
- Enforce 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,398,766	1,389,468	1,654,623
Operating	256,722	271,939	326,141
Capital	13,606	37,010	14,231
Grants & Donations	9,805	-	-
Total Budgetary Costs	<u>1,678,899</u>	<u>1,698,417</u>	<u>1,994,995</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	826,919	932,913	1,231,420
State	650,531	657,375	664,298
Federal	85,680	-	-
Other Financing Sources	115,769	108,129	99,277
Total Revenues	<u>1,678,899</u>	<u>1,698,417</u>	<u>1,994,995</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	15.50	15.50	18.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel includes a reallocation of 3 administrative positions from Investigations (1) and Law Enforcement (2).
- Operating increases are attributable to an increase in maintenance service contracts.
- Funding is provided for the DARE program which will not be funded by the State in FY2018.
- Capital funding is programmed for the routine replacement of computers and equipment for 1 vehicle scheduled for replacement in FY2018.

**York County
Departmental Budget Documents**

Sheriff - Law Enforcement

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	4,186,869	4,512,142	4,640,864
Operating	820,625	1,007,742	1,164,496
Capital	34,969	77,984	125,200
Grants & Donations	21,893	-	-
Total Budgetary Costs	5,064,356	5,597,868	5,930,560

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	4,391,240	4,935,493	5,262,762
State	641,558	657,375	664,298
Federal	27,308	-	-
Other Financing Sources	4,250	5,000	3,500
Total Revenues	5,064,356	5,597,868	5,930,560

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	57.00	57.00	57.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for 2 additional Deputy Sheriff positions.
- Funding for 2 administrative positions was reallocated to General Operations.
- Operating increases are attributable to an increase in maintenance service contracts, uniform replacement, and equipment for vehicles on the vehicle replacement schedule.
- Capital funding is programmed for the routine replacement of computers and equipment for 10 vehicles scheduled for replacement in FY2018.

**York County
Departmental Budget Documents**

Sheriff - Investigations

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,501,768	1,491,627	1,527,330
Operating	177,149	210,501	225,248
Capital	21,282	20,812	9,000
Total Budgetary Costs	<u>1,700,199</u>	<u>1,722,940</u>	<u>1,761,578</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,022,903	1,065,565	1,097,280
State	641,557	657,375	664,298
Federal	35,739	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>1,700,199</u>	<u>1,722,940</u>	<u>1,761,578</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	16.00	16.00	15.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for 1 administrative position was reallocated to General Operations.
- Operating increases are attributable to an increase in maintenance service contracts, uniform replacement, and vehicle maintenance.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Sheriff - Civil Operations / Court Security

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,340,246	1,352,542	1,302,641
Operating	39,484	80,202	75,247
Capital	5,106	1,500	3,000
Total Budgetary Costs	<u>1,384,836</u>	<u>1,434,244</u>	<u>1,380,888</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	533,127	564,940	513,513
State	641,557	657,375	664,298
Federal	-	-	-
Other Financing Sources	210,152	211,929	203,077
Total Revenues	<u>1,384,836</u>	<u>1,434,244</u>	<u>1,380,888</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	18.00	18.00	18.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The decrease in personnel reflects staff retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for the routine replacement of computers.

**York County
Departmental Budget Documents**

Sheriff - School Resource Officers

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	414,758	388,759	441,563
Operating	53,798	51,348	62,971
Capital	-	2,800	-
Total Budgetary Costs	<u>468,556</u>	<u>442,907</u>	<u>504,534</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	145,755	147,559	158,534
State	-	-	-
Federal	-	-	-
Other Financing Sources	322,801	295,348	346,000
Total Revenues	<u>468,556</u>	<u>442,907</u>	<u>504,534</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	5.00	5.00	5.00

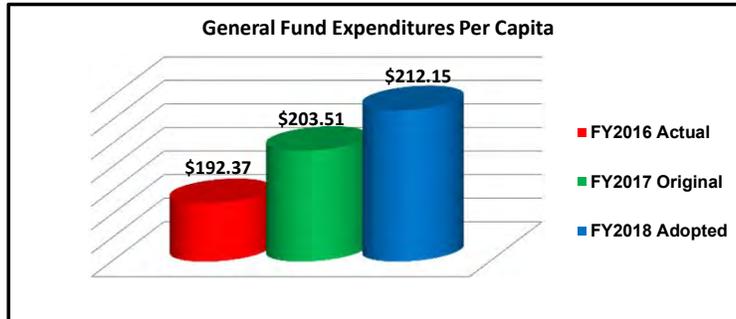
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The personnel budget includes funding for overtime.
- The increase in the operating budget is attributable to vehicle maintenance.

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.
- Provides public education and information about the emergency response system; minimizing exposure to hazardous situations; preparedness for an individual emergency, family emergency, business emergency or community disaster; and preventing fires and injuries.
- Participates in applicable plan review and inspection processes for the purpose of ensuring adequate fire safety measures.
- Enforces and investigates violations of applicable codes and ordinances, such as the Building Code, Fire Prevention Code, Animal Control codes/ordinances, and other public safety issues. Investigates causes and origins of fires and other similar incidents.
- Coordinates, develops, exercises, and implements, as required, a comprehensive emergency management system that includes mitigation, preparedness, response, and recovery.

Fire & Rescue Operations

- Responds immediately, 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.
- Provides public fire and life safety education.
- Responds in a timely, efficient and effective manner to requests for fire prevention and life safety services and information.
- Develops and delivers effective, audience appropriate fire/injury prevention, and life safety public-education programs.
- Conducts investigations of arson and fires of unknown or suspicious origin.
- Conducts the Risk Watch Program in the County's 2nd grade classes.
- 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.
- Provides intervention and direction for children identified as juvenile fire setters, and their parents.
- Oversees public compliance with Superfund Amendments and Reauthorization Act Title III.
- Coordinates the County's Child Seat Awareness Restraint and Education program "CARE."

Animal Control

- 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 & Support Services

- 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 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	193,645	195,205	205,869
Operating	101,168	106,987	108,535
Capital	2,393	4,000	-
Total Budgetary Costs	<u>297,206</u>	<u>306,192</u>	<u>314,404</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	281,370	306,192	314,404
State	-	-	-
Federal	-	-	-
Other Financing Sources	15,836	-	-
Total Revenues	<u>297,206</u>	<u>306,192</u>	<u>314,404</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	1.50	1.50	1.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.

**York County
Departmental Budget Documents**

Fire & Life Safety - Fire & Rescue Operations

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	10,392,337	10,660,788	11,138,757
Operating	958,337	1,012,040	1,094,872
Capital	6,812	6,450	16,850
Grants & Donations	78,542	215,000	215,000
Total Budgetary Costs	11,436,028	11,894,278	12,465,479

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	11,097,003	11,679,278	12,250,479
State	277,798	215,000	215,000
Federal	-	-	-
Other Financing Sources	61,227	-	-
Total Revenues	11,436,028	11,894,278	12,465,479

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	130.00	130.00	133.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel includes the County's match for a SAFER grant application that will provide funding for 6 new firefighters.
- Funding is provided for 2 firefighters for a full year and 1 firefighter for a half year.
- The increase in the operating budget is attributable to expenses related to 6 new firefighters (turnout gear, uniforms, training, etc.) not covered by the grant; equipment for vehicles on the County's replacement schedule; and replacement of equipment that has exceeded life expectancies.
- Capital funding is programmed for the routine replacement of computers and equipment for vehicles on the replacement schedule.

**York County
Departmental Budget Documents**

Fire & Life Safety - Technical Services & Special Operations

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	456,637	455,403	510,743
Operating	45,836	71,451	55,460
Capital	36	4,300	1,750
Grants & Donations	-	60,000	60,000
Total Budgetary Costs	502,509	591,154	627,953

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	414,166	531,154	567,953
State	63,343	60,000	60,000
Federal	-	-	-
Other Financing Sources	25,000	-	-
Total Revenues	502,509	591,154	627,953

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Fire & Life Safety - Prevention & Community Safety

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	286,216	331,667	302,418
Operating	25,838	32,333	32,021
Capital	-	3,000	-
Total Budgetary Costs	<u>312,054</u>	<u>367,000</u>	<u>334,439</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	308,468	367,000	334,439
State	-	-	-
Federal	-	-	-
Other Financing Sources	3,586	-	-
Total Revenues	<u>312,054</u>	<u>367,000</u>	<u>334,439</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.

**York County
Departmental Budget Documents**

Fire & Life Safety - Animal Control

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	149,798	224,271	168,522
Operating	300,109	307,492	246,566
Grants & Donations	1,660	-	-
Total Budgetary Costs	451,567	531,763	415,088

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	449,538	531,263	414,588
State	1,684	-	-
Federal	-	-	-
Other Financing Sources	345	500	500
Total Revenues	451,567	531,763	415,088

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	2.00	3.00	2.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for 1 Animal Control Officer position was reallocated to Emergency Management.
- Funding is provided for the Peninsula Regional Animal Shelter based on County usage.

**York County
Departmental Budget Documents**

Emergency Management & Support Services

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	111,654	197,028	326,897
Operating	22,738	43,315	37,229
Capital	1,434	1,950	3,500
Grants & Donations	58,666	25,000	25,000
Total Budgetary Costs	194,492	267,293	392,626

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	86,792	197,293	317,626
State	40,000	25,000	30,000
Federal	67,700	45,000	45,000
Other Financing Sources	-	-	-
Total Revenues	194,492	267,293	392,626

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	1.50	1.50	2.50

Major Budget Variances

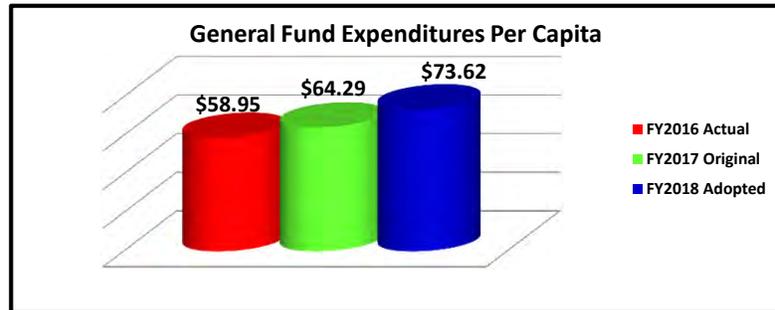
- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel includes a reallocation of 1 position from Animal Control.
- Capital funding is programmed for routine replacement of computers.

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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, service, and removal of visual and audible warning systems.



York Alert is an Emergency Notification System (ENS) that allows the County to provide citizens with alerts before, during and/or following an emergency /disaster by calling the citizen's registered telephone, cell phone and/or sending text messages to their:

- e-mail account (work, home or other)
- cell phone
- text pager
- Smart Phone/Blackberry etc.

**York County
Departmental Budget Documents**

Emergency Communications

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	2,513,358	2,589,258	2,982,814
Operating	337,637	559,044	756,016
Capital	11,980	7,700	5,900
Total Budgetary Costs	2,862,975	3,156,002	3,744,730

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,694,088	1,983,002	2,562,130
State	245,445	250,000	250,000
Federal	-	-	-
Other Financing Sources	923,442	923,000	932,600
Total Revenues	2,862,975	3,156,002	3,744,730

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	42.50	42.50	45.50

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for a new Management Analyst position and 3 Dispatcher positions.
- Operating increases are primarily attributable to an increase in the maintenance service contracts for the CAD system.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Radio Maintenance

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	172,498	245,069	245,069
Transfers	1,007,931	1,007,931	1,059,114
Total Budgetary Costs	<u>1,180,429</u>	<u>1,253,000</u>	<u>1,304,183</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	854,848	944,000	1,000,183
State	-	-	-
Federal	-	-	-
Other Financing Sources	325,581	309,000	304,000
Total Revenues	<u>1,180,429</u>	<u>1,253,000</u>	<u>1,304,183</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

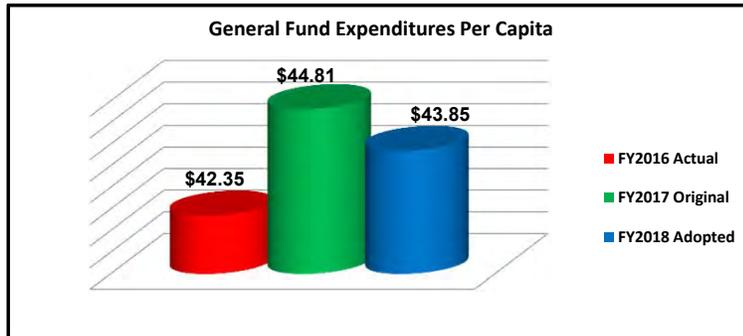
- Funding is provided for York County's portion of the Regional Radio System.

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Adult & Juvenile Corrections



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



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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	2,566,107	2,613,821	2,584,589
Grants & Donations	3,316	-	-
Total Budgetary Costs	<u>2,569,423</u>	<u>2,613,821</u>	<u>2,584,589</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	2,566,107	2,613,821	2,584,589
State	-	-	-
Federal	3,316	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>2,569,423</u>	<u>2,613,821</u>	<u>2,584,589</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Reduced 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	335,091	459,500	422,610
Capital	-	-	-
Total Budgetary Costs	<u>335,091</u>	<u>459,500</u>	<u>422,610</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	331,508	455,912	419,319
State	-	-	-
Federal	-	-	-
Other Financing Sources	3,583	3,588	3,291
Total Revenues	<u>335,091</u>	<u>459,500</u>	<u>422,610</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

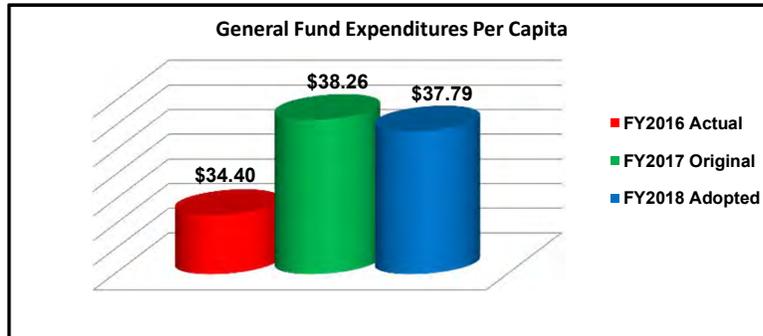
- Funding is provided for Merrimac Center (Middle Peninsula Juvenile) based on a ratio of York County's usage of space.

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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 Administrative Services

This activity accumulates costs relating to common services within the County such as postage, central stores, AS400 mainframe and imaging system charges. Expenditures that are specific, identifiable and quantifiable are charged to the user departments.

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 13 consecutive years!



York has received the GFOA's Certificate of Excellence in Financial Reporting for 30 consecutive years!

**York County
Departmental Budget Documents**

Finance Administration

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	184,895	234,566	245,927
Operating	9,292	12,609	13,498
Capital	-	3,500	-
Total Budgetary Costs	<u>194,187</u>	<u>250,675</u>	<u>259,425</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	150,834	215,475	221,681
State	-	-	-
Federal	-	-	-
Other Financing Sources	43,353	35,200	37,744
Total Revenues	<u>194,187</u>	<u>250,675</u>	<u>259,425</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	2.00	2.25	2.25

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.

**York County
Departmental Budget Documents**

Accounting & Financial Reporting

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	225,315	330,377	355,713
Operating	3,399	8,673	8,509
Capital	-	1,500	1,695
Total Budgetary Costs	<u>228,714</u>	<u>340,550</u>	<u>365,917</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	185,360	305,350	328,173
State	-	-	-
Federal	-	-	-
Other Financing Sources	43,354	35,200	37,744
Total Revenues	<u>228,714</u>	<u>340,550</u>	<u>365,917</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Budget

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	356,676	341,210	355,367
Operating	9,263	11,789	38,219
Capital	1,657	1,500	2,085
Total Budgetary Costs	<u>367,596</u>	<u>354,499</u>	<u>395,671</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	332,913	319,299	357,927
State	-	-	-
Federal	-	-	-
Other Financing Sources	34,683	35,200	37,744
Total Revenues	<u>367,596</u>	<u>354,499</u>	<u>395,671</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.00	4.00	4.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects the addition of a maintenance service contract for budgeting software.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Fiscal Accounting Services

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	564,848	640,216	665,449
Operating	34,912	45,345	45,107
Capital	2,906	6,000	8,050
Total Budgetary Costs	<u>602,666</u>	<u>691,561</u>	<u>718,606</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	565,983	656,361	680,862
State	-	-	-
Federal	-	-	-
Other Financing Sources	36,683	35,200	37,744
Total Revenues	<u>602,666</u>	<u>691,561</u>	<u>718,606</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	10.00	10.00	10.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Central Purchasing

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	410,146	422,940	410,229
Operating	9,870	11,663	13,194
Capital	3,057	3,000	1,400
Total Budgetary Costs	<u>423,073</u>	<u>437,603</u>	<u>424,823</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	400,028	414,303	396,823
State	-	-	-
Federal	-	-	-
Other Financing Sources	23,045	23,300	28,000
Total Revenues	<u>423,073</u>	<u>437,603</u>	<u>424,823</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	5.00	5.00	5.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Central Administration Services

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	137,562	109,708	276,280
Capital	8,605	10,000	-
Total Budgetary Costs	<u>146,167</u>	<u>119,708</u>	<u>276,280</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	145,310	118,908	275,480
State	-	-	-
Federal	-	-	-
Other Financing Sources	857	800	800
Total Revenues	<u>146,167</u>	<u>119,708</u>	<u>276,280</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding is provided for the new ERP system maintenance contract and financial advisors.

**York County
Departmental Budget Documents**

Central Insurance

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	397,013	429,687	151,194
Capital	-	-	-
Total Budgetary Costs	<u>397,013</u>	<u>429,687</u>	<u>151,194</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	397,013	429,687	151,194
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>397,013</u>	<u>429,687</u>	<u>151,194</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

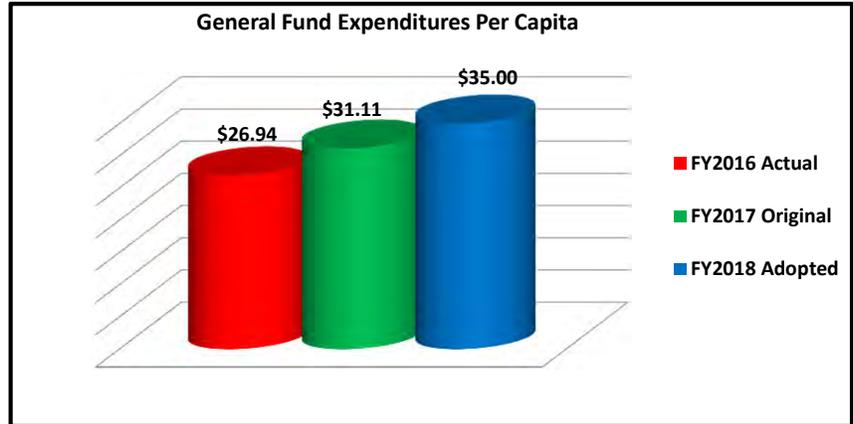
Major Budget Variances

- Funding reflects a reallocation of flood and general insurance to Fund 28 / Yorktown Operations Fund.
- Decreased funding was provided for workers compensation premiums to take advantage of excess reserves in the workers compensation fund.

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.



**York County
Departmental Budget Documents**

Information Technology

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,375,297	1,503,145	1,751,751
Operating	459,180	494,660	517,627
Capital	13,382	136,000	130,807
Total Budgetary Costs	<u>1,847,859</u>	<u>2,133,805</u>	<u>2,400,185</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,767,015	2,048,805	2,318,005
State	-	-	-
Federal	9,575	13,000	7,000
Other Financing Sources	71,269	72,000	75,180
Total Revenues	<u>1,847,859</u>	<u>2,133,805</u>	<u>2,400,185</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	17.50	17.50	19.50

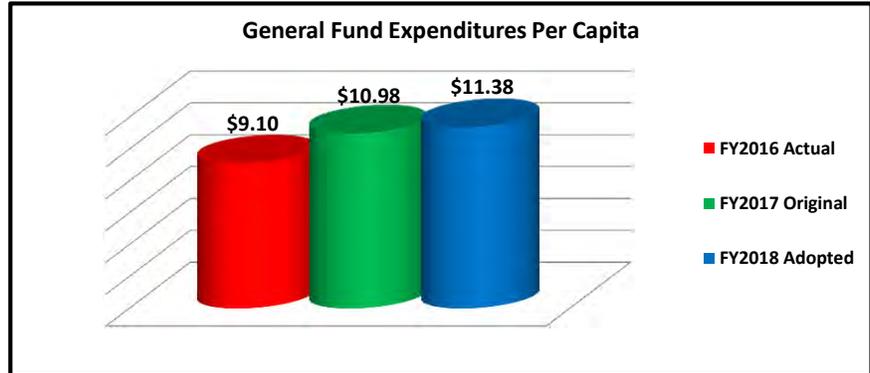
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for a new Software Engineer position and a new Financial Analyst position.
- The operating budget reflects an increase in maintenance service contracts.
- Capital funding is programmed for network security enhancements and routine replacement of data processing equipment.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	520,347	597,274	616,462
Operating	82,730	151,375	160,348
Capital	20,863	4,500	3,400
Total Budgetary Costs	<u>623,940</u>	<u>753,149</u>	<u>780,210</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	580,587	717,949	742,466
State	-	-	-
Federal	-	-	-
Other Financing Sources	43,353	35,200	37,744
Total Revenues	<u>623,940</u>	<u>753,149</u>	<u>780,210</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	6.50	6.50	6.50

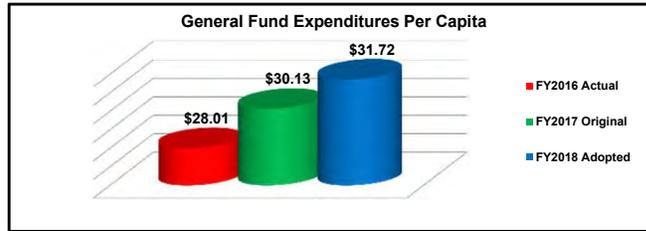
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects increases in maintenance service contracts and central personnel development.
- Capital funding is programmed for routine replacement of computers.

Commissioner of the Revenue & Treasurer



The Commissioner of the Revenue and the Treasurer are elected officials. The Commissioner of the Revenue is responsible for accurately identifying & assessing all sources of revenue to which the County is entitled by law. The Treasurer is responsible for collecting, depositing, and investing all of the County's local, state and federal revenue. Individual division details follow this summary page.



Department Overview

Commissioner of the Revenue

- Provides services from the Real Estate (RE) section, which performs technical and legal research; deed transfers; assigns map numbers based on recorded plats; prepares the annual RE tax book; administers the Tax Relief for the Elderly & Disabled programs; assesses roll back tax, in accordance with the Land Use Ordinance; prepares the Public Service (PS) Corporation book, and all subsequent correction of assessments to both RE and PS; prepares the annual Community Development Authority special assessment; and is responsible for the annual assessment of Bank Franchise tax.
- Provides services from the Personal Property (PP) and Income Tax section, which compiles information; conducts technical and legal research, performs tax assessments; audits and prepares the annual & supplemental PP tax books; assesses annual vehicle registration fees; prepares all adjustments for assessment prorations; maintains the vehicle records reported weekly by electronic download by DMV; prepares the PP Tax Returns to be filed by taxpayers and businesses to annually report taxable tangible PP; reviews, corresponds and assesses business personal property tax on equipment, machinery and tools; ensures fair and equitable administration of Personal Property Tax Relief (PPTR) Reviews, transmits payments, corresponds, processes both electronically and by mail; and reports to Dept. of Taxation the locally filed State Income Tax returns; verifies & certifies quarterly reports of vehicle daily rental tax from VA Tax Dept. and mobile home sales taxes collected by DMV and submitted to the locality.
- Provides services from the Business License Section, which performs technical and legal research; compiles information; performs audits on the various business taxes; responsible for collection and maintenance of the annual business license renewals; monthly collection of Meals Tax & Transient Occupancy Taxes; additional \$2.00 room tax; quarterly collection of Short-Term Rental Tax; tracks and reports monthly payments and allocation of state sales tax and all taxes paid by the businesses encompassed by the County's Community Development Authority accounts; conducts weekly field visits for discovery and compliance; auditor tracks legislation that may affect this office or the County; compares & audits monthly State Sales payments with reported business license gross receipts; and, in some cases partners with the VA Dept. of Taxation for state sales tax audits.
- Supports taxpayer awareness of tax relief options for taxpayers who are age 65 and over, permanently and totally disabled, or qualifying Disabled American Veterans & surviving spouses of military service members killed in action.
- Expands and promotes on-line application and renewal services offered to the taxpayers through BAI.NET and web-based forms for on-line filing and payment of taxes administered by this office.

Treasurer

- Collects and properly accounts for all federal, state and local revenue due to the County.
- Exercises timely and effective collection measures to achieve maximum payment percentages.
- Maintains prudent cash management and investment practices.
- Develops, implements and markets additional e-government services.
- Communicates effectively with residents.
- Communicates effectively with other county departments and agencies.
- Provides services for Administration (auditing, delinquent collection, investment, preparing and making deposits, pro-ration refunds, printing & signing payroll and accounts payable checks, balancing daily cash report, researching accounts, record management, preparing reports and end of month account reconciliation) and Collection (receives and posts payments, responds to telephone inquiries, interacts with residents and other departments; and provides support for delinquent collections).



Important Due Dates and Deadlines to Remember	
Business License	March 1
Tax Return of Business Tangible Personal Property	March 1
Tax Return for Manufactured (Mobile) Homes	March 1
Application for Relief for the Elderly and Disabled for Real Estate and Mobile Home Tax	April 1
Application for Real Estate Tax Relief for Disabled Veterans	April 1
Virginia State Income Tax	May 1
Estimated Tax Voucher 1	May 1
Estimated Tax Voucher 2	June 15
Personal Property and Real Estate Tax – 1 st Half	June 25
Estimated Tax Voucher 3	Sept 15
Personal Property and Real Estate Tax – 2 nd Half	Dec 5
Dog License	Dec 31
Estimated Tax Voucher 4	Jan 15
Registration for New Residents/Purchases/Replacements	Within 60 days of purchase or move into York Co.
Notification of date disposed/sold/junked/moved out of York Co.	Within 60 days of disposal or move out of York Co.

Commissioner of the Revenue Telephone Numbers:

(757) 890-3381 – Personal Property/State Income Tax
 (757) 890-3382 – Real Estate
 (757) 890-3383 – Business License

The Treasurer and the Commissioner of Revenue offer an online brochure for information on all taxes for York County citizens. This includes descriptions of each tax and due dates.

**York County
Departmental Budget Documents**

Commissioner of the Revenue

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,016,854	1,077,580	1,138,980
Operating	66,343	75,063	87,176
Capital	7,346	11,500	10,450
Total Budgetary Costs	<u>1,090,543</u>	<u>1,164,143</u>	<u>1,236,606</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	895,463	963,143	1,033,206
State	195,080	201,000	203,400
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>1,090,543</u>	<u>1,164,143</u>	<u>1,236,606</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	17.25	17.25	18.25

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for a new Business Projects / Management Analyst position.
- The operating budget reflects increases in maintenance service contracts, books/subscriptions, printing/binding and office supplies.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Treasurer

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	699,796	722,608	759,782
Operating	129,398	175,455	173,923
Capital	1,420	4,500	5,300
Total Budgetary Costs	<u>830,614</u>	<u>902,563</u>	<u>939,005</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	547,905	609,563	649,552
State	156,725	176,000	163,453
Federal	-	-	-
Other Financing Sources	125,984	117,000	126,000
Total Revenues	<u>830,614</u>	<u>902,563</u>	<u>939,005</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	12.00	12.00	12.00

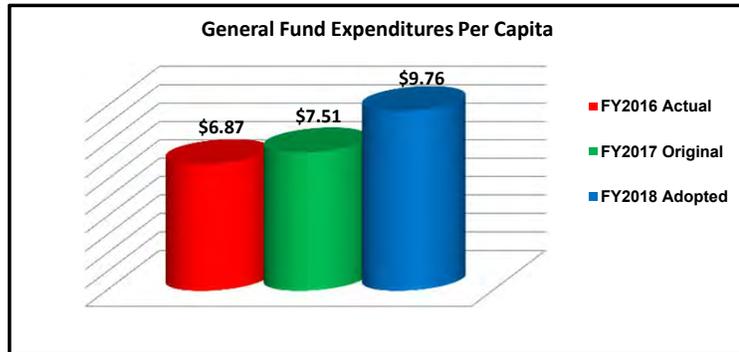
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

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.
- Tracks, evaluates and maintains the database for the Impact Aid 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.

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.

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

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

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**York County
Departmental Budget Documents**

Real Estate Assessment

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	420,468	466,977	579,655
Operating	49,367	46,215	83,240
Capital	1,184	1,700	6,200
Total Budgetary Costs	<u>471,019</u>	<u>514,892</u>	<u>669,095</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	471,019	514,892	669,095
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>471,019</u>	<u>514,892</u>	<u>669,095</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	7.00	7.00	7.00

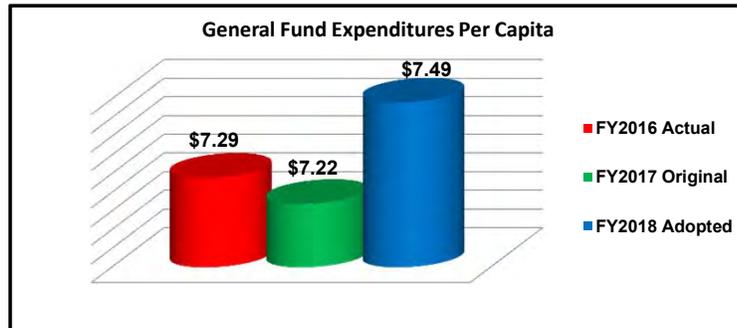
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects increases in maintenance service contracts and personnel development. Calendar year 2018 is a general reassessment year which is reflected with increased funding for printing/binding and postal service.
- Capital funding is programmed for routine replacement of computers.

Planning



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



Department Overview

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 Exemptions
- 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.



The Planning Division provides staff support to the Planning Commission. The Code of Virginia requires local governments to have a Planning Commission, the purpose of which is to advise the Board of Supervisors on land use and planning issues affecting the County. The responsibility is exercised through recommendations conveyed by resolutions or other official means and all matters of public record. The Commission is comprised of citizen volunteers, appointed by the Board, representing each voting district and two at-large members.

**York County
Departmental Budget Documents**

Planning

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	420,594	404,220	420,156
Operating	63,195	64,542	66,040
Capital	1,453	1,500	1,700
Total Budgetary Costs	485,242	470,262	487,896

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	485,242	470,262	487,896
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	485,242	470,262	487,896

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.25	4.25	4.25

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Planning Commission

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	5,221	8,612	8,612
Operating	9,508	16,300	17,300
Capital	-	-	-
Total Budgetary Costs	<u>14,729</u>	<u>24,912</u>	<u>25,912</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	14,729	24,912	25,912
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>14,729</u>	<u>24,912</u>	<u>25,912</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.

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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.

Greater Williamsburg Chamber and Tourism Alliance

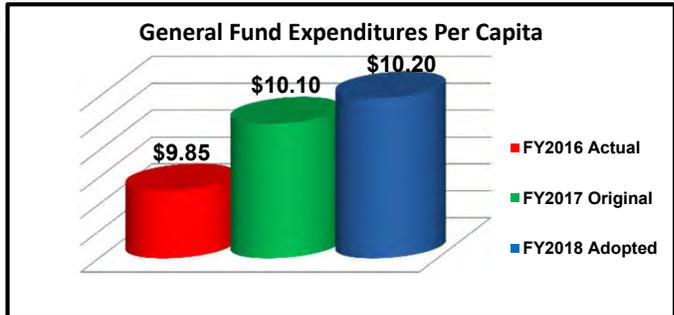
- The Alliance is business people united to enhance, promote, and serve the business community by providing the leadership needed to strengthen the community's economic base and quality of life. The Alliance seeks to increase tourism industry sales, tourism industry employment, and local tax revenues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

York County Chamber of Commerce

- The vision is "to be a full and active business sector in a "Competitive Community." The goal is to improve its member's business growth opportunities by providing the services and support needed to prosper.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	269,522	233,236	225,203
Capital	-	-	-
Total Budgetary Costs	<u>269,522</u>	<u>233,236</u>	<u>225,203</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	269,522	233,236	225,203
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>269,522</u>	<u>233,236</u>	<u>225,203</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- The operating budget reflects decreased funding to the Greater Williamsburg Chamber & Tourism Alliance.

**York County
Departmental Budget Documents**

Office of Economic Development

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	362,121	369,858	387,186
Operating	44,043	88,126	85,893
Capital	-	1,500	950
Total Budgetary Costs	<u>406,164</u>	<u>459,484</u>	<u>474,029</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	406,164	459,484	474,029
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>406,164</u>	<u>459,484</u>	<u>474,029</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

York County School Division

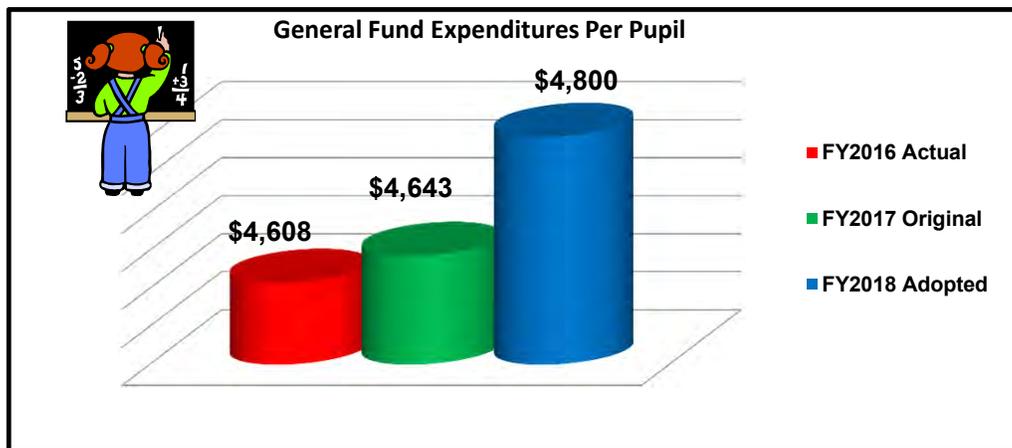


The Board of Supervisors continues to strongly support quality public education for the County residents in accordance with its goals and strategic priorities.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	-	-	-
Transfers - County Capital	475,095	-	-
Transfers - School Operations	51,275,444	51,640,444	52,987,094
Transfers - School Debt	5,944,837	6,498,644	7,112,606
Total Budgetary Costs	<u>57,695,376</u>	<u>58,139,088</u>	<u>60,099,700</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	57,695,376	58,139,088	60,099,700
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>57,695,376</u>	<u>58,139,088</u>	<u>60,099,700</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

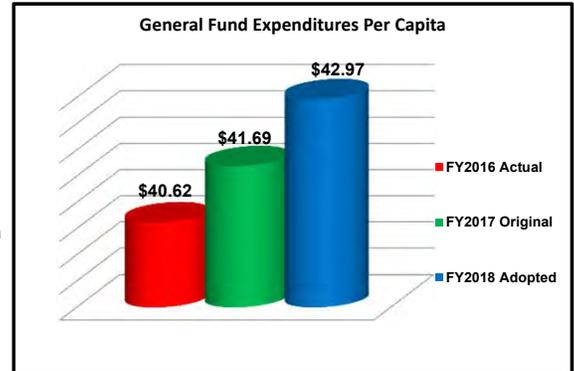
Major Budget Variances

- Increased funding is reflected for operations and capital / debt service on outstanding debt.

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.



Connecting Generations of Readers



Cooperative Extension

**York County
Departmental Budget Documents**

Library Services

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,710,441	1,771,008	1,825,361
Operating	983,903	1,004,965	1,030,581
Capital	29,773	25,900	33,050
Grants & Donations	14,085	-	-
	2,738,202	2,801,873	2,888,992

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	2,566,958	2,651,873	2,733,992
State	150,450	150,000	155,000
Federal	-	-	-
Other Financing Sources	20,794	-	-
Total Revenues	2,738,202	2,801,873	2,888,992

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	32.00	32.00	32.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects increases in maintenance service contracts and the contribution to the Williamsburg Regional Library.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Cooperative Extension

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Operating	45,703	51,761	53,831
Capital	862	5,905	3,250
Grants & Donations	1,260	-	1,000
Total Budgetary Costs	<u>47,825</u>	<u>57,666</u>	<u>58,081</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	40,271	50,666	49,081
State	-	-	-
Federal	-	-	-
Other Financing Sources	7,554	7,000	9,000
Total Revenues	<u>47,825</u>	<u>57,666</u>	<u>58,081</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

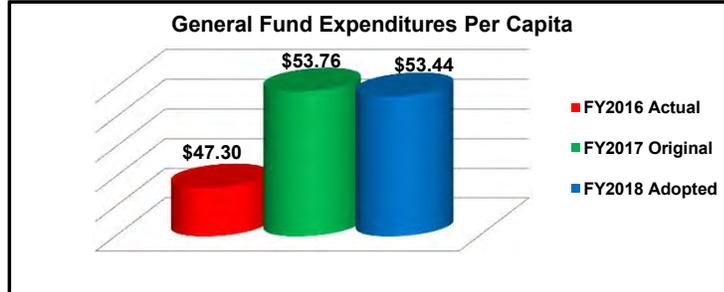
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

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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 Comprehensive 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 Comprehensive 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.
- **Civic & Cultural Committee:** 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., Peninsula Agency on Aging, Inc., The Arc of Greater Williamsburg, 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	678	1,550	1,550
Operating	226,499	294,400	383,280
Transfers	1,513,392	1,876,008	1,770,100
Total Budgetary Costs	<u>1,740,569</u>	<u>2,171,958</u>	<u>2,154,930</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,569,722	2,046,958	2,004,930
State	-	-	-
Federal	170,847	125,000	150,000
Other Financing Sources	-	-	-
Total Revenues	<u>1,740,569</u>	<u>2,171,958</u>	<u>2,154,930</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- A decrease in the local share for Social Services is programmed. The use of fund balance, representing excess local funds accumulated in prior years, will be used to balance funding sources with expenditures if necessary.

**York County
Departmental Budget Documents**

Payments to Outside Entities

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	-	-	-
Grants & Donations	1,503,459	1,515,366	1,510,536
Total Budgetary Costs	<u>1,503,459</u>	<u>1,515,366</u>	<u>1,510,536</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,503,459	1,515,366	1,510,536
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>1,503,459</u>	<u>1,515,366</u>	<u>1,510,536</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

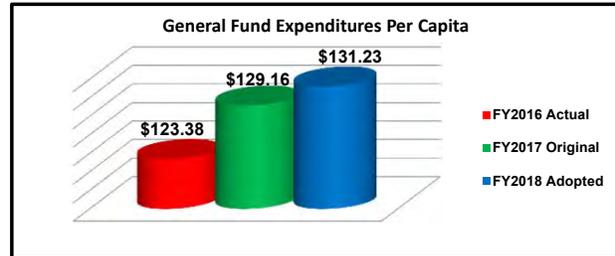
- There are no significant changes in the budget programmed for FY2018.

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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.

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

- 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.

Calendar Program & Environmental Education

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

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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	372,823	452,136	212,361
Operating	26,575	23,888	24,436
Capital	1,654	5,150	3,645
Total Budgetary Costs	<u>401,052</u>	<u>481,174</u>	<u>240,442</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	401,052	481,174	240,442
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>401,052</u>	<u>481,174</u>	<u>240,442</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	4.00	4.00	2.45

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for 2 positions were reallocated to the Sewer Fund (.75), Vehicle Maintenance Fund (.37) and Solid Waste Fund (.43).
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Public Works - Engineering & Facility Maintenance

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,273,254	1,257,353	1,422,677
Operating	892,869	841,938	871,388
Capital	17,529	19,240	11,000
Total Budgetary Costs	2,183,652	2,118,531	2,305,065

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	2,087,525	2,028,531	2,210,065
State	-	-	-
Federal	-	-	-
Other Financing Sources	96,127	90,000	95,000
Total Revenues	2,183,652	2,118,531	2,305,065

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	17.00	17.00	19.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel includes a reallocation of 2 Facilities Services positions from Public Works - Grounds Maintenance.
- The operating budget reflects increases in maintenance service contracts and custodial staff / supplies for the Griffin Yeates Center.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Public Works - Facility / Utility Charges

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	908,022	1,090,256	1,090,256
Capital	-	-	-
Total Budgetary Costs	<u>908,022</u>	<u>1,090,256</u>	<u>1,090,256</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	857,893	1,032,370	1,035,622
State	-	-	-
Federal	-	-	-
Other Financing Sources	50,129	57,886	54,634
Total Revenues	<u>908,022</u>	<u>1,090,256</u>	<u>1,090,256</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Level funding is provided based on current prices of water, sewer, solid waste and electrical.

**York County
Departmental Budget Documents**

Public Works - Grounds Maintenance & Construction

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	2,139,793	2,285,914	2,257,342
Operating	851,660	914,075	974,121
Capital	85,769	64,800	6,950
Total Budgetary Costs	<u>3,077,222</u>	<u>3,264,789</u>	<u>3,238,413</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,942,572	2,130,139	2,103,763
State	-	-	-
Federal	-	-	-
Other Financing Sources	1,134,650	1,134,650	1,134,650
Total Revenues	<u>3,077,222</u>	<u>3,264,789</u>	<u>3,238,413</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	38.00	40.00	38.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for 2 Facilities Services positions were reallocated to Public Works - Engineering & Facility Maintenance.
- The operating budget reflects increases in vehicle maintenance, repairs/maintenance, professional services and housekeeping/janitorial.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Public Works - Stormwater Operations

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	791,289	849,439	1,003,661
Operating	107,705	110,639	115,152
Capital	-	1,500	1,500
Total Budgetary Costs	<u>898,994</u>	<u>961,578</u>	<u>1,120,313</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	898,994	961,578	1,120,313
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>898,994</u>	<u>961,578</u>	<u>1,120,313</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	18.00	16.80	20.80

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for a new, 4 person "hybrid" crew that will work on Stormwater Operations as well as supplement Grounds Maintenance when needed.
- The operating budget reflects increases in vehicle maintenance and stormwater materials/supplies.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Public Works - Stormwater Engineering

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	615,661	613,499	657,616
Operating	41,474	35,722	35,149
Capital	3,121	3,450	3,200
Total Budgetary Costs	<u>660,256</u>	<u>652,671</u>	<u>695,965</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	647,831	652,671	695,965
State	-	-	-
Federal	-	-	-
Other Financing Sources	12,425	-	-
Total Revenues	<u>660,256</u>	<u>652,671</u>	<u>695,965</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	7.75	7.75	7.75

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- There are no significant changes in the operating budget programmed for FY2018.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Calendar Program

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	9,528	-	-
Capital	-	-	-
Total Budgetary Costs	<u>9,528</u>	<u>-</u>	<u>-</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	9,528	-	-
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>9,528</u>	<u>-</u>	<u>-</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- The calendar program is now funded in Fund 21 - Solid Waste Management Fund.

**York County
Departmental Budget Documents**

Public Works - Mosquito Control

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	179,817	181,825	188,693
Operating	120,531	95,695	109,626
Capital	13,925	3,500	3,200
Total Budgetary Costs	<u>314,273</u>	<u>281,020</u>	<u>301,519</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	314,273	281,020	301,519
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>314,273</u>	<u>281,020</u>	<u>301,519</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The operating budget reflects increased funding for pesticides.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Wetlands & Chesapeake Bay Boards

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	4,576	6,000	6,000
Operating	4,249	2,570	2,570
Capital	-	-	-
Total Budgetary Costs	<u>8,825</u>	<u>8,570</u>	<u>8,570</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	8,695	8,470	8,470
State	-	-	-
Federal	-	-	-
Other Financing Sources	130	100	100
Total Revenues	<u>8,825</u>	<u>8,570</u>	<u>8,570</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

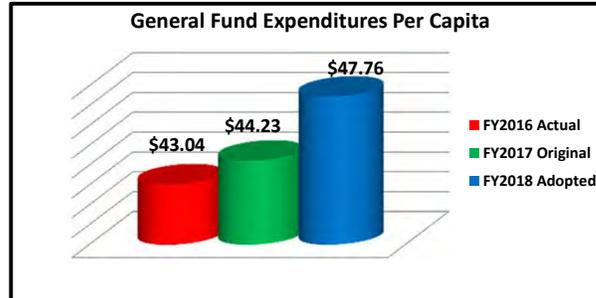
Major Budget Variances

- There are no significant changes programmed for FY2018.

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 & Special Programs

- 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, Recreation and Tourism

- 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.



The McReynolds Athletic Complex features 13 lighted athletic fields, 2 soccer fields, 4 regulation soccer fields, 5 youth baseball/softball fields, 1 adult softball field, and 1 adult baseball field.

**York County
Departmental Budget Documents**

Community Services - Administration

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	277,542	283,137	257,014
Operating	5,499	12,730	21,757
Capital	1,434	-	4,850
Total Budgetary Costs	<u>284,475</u>	<u>295,867</u>	<u>283,621</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	284,475	295,867	283,621
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>284,475</u>	<u>295,867</u>	<u>283,621</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	3.00	3.00	3.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- The decrease in personnel reflects senior staff retirement.
- The operating budget reflects increases in vehicle maintenance and personnel development.
- Capital funding is programmed for routine replacement of computers.

**York County
Departmental Budget Documents**

Community Services - Housing

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	516,359	530,675	471,765
Operating	122,373	148,800	168,546
Capital	1,434	3,000	-
Grants & Donations	207,119	-	-
	<u>847,285</u>	<u>682,475</u>	<u>640,311</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	555,500	584,475	540,811
State	1,844	-	-
Federal	289,941	98,000	99,500
Other Financing Sources	-	-	-
Total Revenues	<u>847,285</u>	<u>682,475</u>	<u>640,311</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	9.00	9.00	7.00

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for 2 positions was reallocated to Parks & Recreation.
- The operating budget reflects an increase in the local rehabilitation budget line to support the County's match for the CDBG Grant.

**York County
Departmental Budget Documents**

Community Services - Parks, Recreation & Tourism

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,154,565	1,274,230	1,533,355
Operating	652,960	760,013	786,318
Capital	10,600	18,850	9,350
Grants & Donations	1,723	2,000	2,000
	<u>1,819,848</u>	<u>2,055,093</u>	<u>2,331,023</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	1,805,792	2,043,593	2,321,023
State	-	-	-
Federal	-	-	-
Other Financing Sources	14,056	11,500	10,000
Total Revenues	<u>1,819,848</u>	<u>2,055,093</u>	<u>2,331,023</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	12.00	12.00	15.00

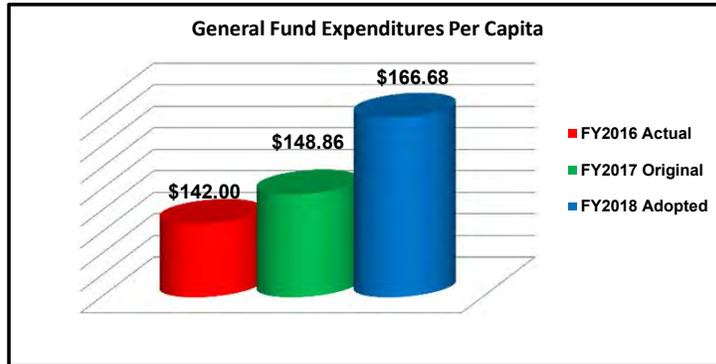
Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel includes a reallocation of 2 positions from Community Services - Housing and a new Facilities Services Assistant.
- The operating budget reflects funding for Summer Fun field trips and Senior Activity trips.
- Capital funding is programmed for routine replacement of computers.

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

Payments to Outside Entities

- **NASA Aeronautics Support Team:** Program provides awareness to aeronautical and space research.
- **York County Arts Commission: Programs supported in FY2017:** 1781 Foundation, Aura Curiatlas Physical Theatre, Arc of Greater Wmsbg, Celebrate Yorktown Committee/Summer Concerts & Symphony, Celebrate Yorktown Arts @ The River; Chesapeake Bay Wind Ensemble, 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, Natasha House, Opera in Wmsbg, Riverwalk Landing Business Association, Senior Center of York, VA Opera, VA Repertory Theatre -Theatre IV; VA Shakespeare Festival, VA Stage Company, VA Symphony, Watermen's Museum, Wmsbg Choral Guild, Wmsbg Consort, Wmsbg Contemporary Art Center, Wmsbg Players, Wmsbg Music Association/Symphony, York County Public Library, York River Symphony Orchestra, Yorktown Arts Foundation, Yorktown Roads 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

- 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.

Capital Outlay & Fund Transfers

- This activity accounts for certain capital projects and transfers to other funds. Fifty-percent of the meals tax is transferred to the Water Utility, Sewer Utility and Stormwater Management Funds, for projects. The General Fund makes an additional transfer to the Stormwater Management Fund for minor drainage improvements. Three-fifths of the lodging tax revenue is transferred to the Tourism Fund, in support of tourism in York County. 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.

Appropriated Reserves

- This activity is responsible for accounting for contingencies.



Fifty percent of the meals tax is designated to support water, sewer and stormwater projects.



3/5 of the lodging tax is transferred to the Tourism Fund to support tourism in York County.

**York County
Departmental Budget Documents**

Payments to Outside Entities

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	309,727	319,022	403,805
Grants & Donations	5,000	-	-
Total Budgetary Costs	<u>314,727</u>	<u>319,022</u>	<u>403,805</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	309,727	314,022	398,805
State	5,000	5,000	5,000
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>314,727</u>	<u>319,022</u>	<u>403,805</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Increase reflects funding for the Boys & Girls Clubs of the Virginia Peninsula previously funded with end of year surplus.

**York County
Departmental Budget Documents**

Non-Departmental

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	728,471	423,188	785,847
Operating	24,236	45,300	48,447
Capital	-	-	-
Total Budgetary Costs	<u>752,707</u>	<u>468,488</u>	<u>834,294</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	745,552	466,488	832,294
State	-	-	-
Federal	-	-	-
Other Financing Sources	7,155	2,000	2,000
Total Revenues	<u>752,707</u>	<u>468,488</u>	<u>834,294</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and retirement pay for eligible employees.
- There are no significant changes in the operating budget programmed for FY2018.

**York County
Departmental Budget Documents**

Capital Outlay & Fund Transfers

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	-	-	-
Transfers	8,671,806	9,371,919	10,119,732
Total Budgetary Costs	<u>8,671,806</u>	<u>9,371,919</u>	<u>10,119,732</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	8,651,982	9,351,919	10,099,732
State	-	-	-
Federal	-	-	-
Other Financing Sources	19,824	20,000	20,000
Total Revenues	<u>8,671,806</u>	<u>9,371,919</u>	<u>10,119,732</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding reflects an increase in the budgeted transfer for capital projects.

**York County
Departmental Budget Documents**

Appropriated Reserves

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	-	-	-
Operating	-	50,000	73,686
Capital	-	-	-
Total Budgetary Costs	<u>-</u>	<u>50,000</u>	<u>73,686</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Local	-	50,000	73,686
State	-	-	-
Federal	-	-	-
Other Financing Sources	-	-	-
Total Revenues	<u>-</u>	<u>50,000</u>	<u>73,686</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

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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 leases and rentals.

Tourism Development & Events

- 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

- **Williamsburg Area Transit Authority:** support for the regional transit authority.
- **Greater Williamsburg Chamber & Tourism Alliance:** support for the Historic Triangle by encouraging the growth of existing businesses and promoting the area as a year-round travel destination.
- **Jamestown-Yorktown Foundation:** supports the Yorktown Victory Center.
- **\$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).
- **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.
- **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.
- **Celebrate Yorktown Committee Symphony:** support to sponsor the Virginia Symphony concert at the end of the summer.

Yorktown Revitalization

- Increased funding is provided in transfers to other funds due to reallocating funds from capital outlay for a repayment towards an interfund loan to Yorktown Capital Improvements Fund.

Yorktown Trolley Operations

- Budget reductions are programmed in internal services due to trend.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018		
Beginning Fund Balance 7/1/2016	\$	-
Projected FY2017 Funding Sources:		
Revenue	\$	1,101,000
Other financing sources		2,140,800
		3,241,800
Projected FY2017 Expenditures		3,241,800
Net Change		-
Projected Fund Balance 6/30/2017		\$ -
Projected FY2018 Funding Sources:		
Revenue	\$	1,104,000
Other financing sources		2,220,000
		3,324,000
Projected FY2018 Expenditures		3,324,000
Net Change		-
Projected Fund Balance 6/30/2018		\$ -



**York County
Departmental Budget Documents**

Tourism Fund

Summary of Budgetary Costs Tourism Fund Expenditures	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	278,463	311,244	504,890
Operating	1,966,986	2,322,449	2,501,855
Capital	101,434	260,607	266,755
Grants & Donations	20,000	47,500	50,500
Transfers	734,042	300,000	-
Total Budgetary Costs	<u>3,100,925</u>	<u>3,241,800</u>	<u>3,324,000</u>

Tourism Fund Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Other Local Taxes	1,160,988	1,100,000	1,100,000
Use of Money & Property	3,630	1,000	4,000
Transfers from Other Funds	2,289,976	2,140,800	2,220,000
Total Revenues	<u>3,454,594</u>	<u>3,241,800</u>	<u>3,324,000</u>

Staffing Summary	Actual	Original	Adopted
Full-Time Equivalent (FTE's)	3.00	3.00	4.00

Budgetary Costs By Activity	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
4th of July Celebration	59,405	85,125	161,488
Tourism Development & Events	569,114	588,579	754,202
Hermione Event	9,951	-	-
Payments to Outside Entities	1,640,207	1,846,475	1,980,100
Yorktown Revitalization	734,042	619,107	325,255
Yorktown Trolley Operations	88,206	102,514	102,955
Total Budgetary Costs	<u>3,100,925</u>	<u>3,241,800</u>	<u>3,324,000</u>

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Funding for personnel reflects the reallocation of a position from the Parks & Recreation division to the Tourism Fund.
- Increases to the operating budget are attributable to an increase in contractual services and increases in outside agency funding.

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.

Comprehensive Services Act

- To comply with the Comprehensive Services Act by providing high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	\$ 485,713
Projected FY2017 Funding Sources:	
Revenue	\$ 235,000
State & Federal	3,811,068
Other financing sources	<u>2,170,408</u>
	6,216,476
Projected FY2017 Expenditures	<u>6,212,587</u>
Net Change	<u>3,889</u>
Projected Fund Balance 6/30/2017	\$ 489,602
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>
Projected Fund Balance 6/30/2018	\$ 304,527



**York County
Departmental Budget Documents**

Social Services Fund

Summary of Budgetary Costs	FY 2016	FY 2017	FY 2018
Social Services Fund Expenditures	Actual	Original	Adopted
Personnel	4,167,668	4,509,369	4,738,267
Operating	1,466,819	1,701,218	1,859,556
Capital	77,804	2,000	2,800
Total Budgetary Costs	<u>5,712,291</u>	<u>6,212,587</u>	<u>6,600,623</u>

Social Services Fund	FY 2016	FY 2017	FY 2018
Funding Sources	Actual	Original	Adopted
Charges for Services	79,394	-	-
Recovered Costs	276,821	235,000	270,000
State Aid & Grants	1,253,800	1,538,650	1,608,916
Federal Aid & Grants	2,506,835	2,272,418	2,383,252
Transfers from Other Funds	1,739,891	2,170,408	2,153,380
Total Revenues	<u>5,856,741</u>	<u>6,216,476</u>	<u>6,415,548</u>

Staffing Summary	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	60.20	60.20	61.20

Budgetary Costs	FY 2016	FY 2017	FY 2018
By Activity	Actual	Original	Adopted
Administration	4,478,181	4,735,205	4,962,773
Public Assistance	751,028	782,485	779,663
Comprehensive Services Act	483,082	694,897	858,187
Total Budgetary Costs	<u>5,712,291</u>	<u>6,212,587</u>	<u>6,600,623</u>

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for a new Benefit Programs Specialist position.
- The operating budget reflects increases in maintenance service contracts, including a new maintenance service contract for an imaging system. Increased expenses are also programmed for the Comprehensive Services Act.
- Capital funding is programmed for routine replacement of computers.

LAW LIBRARY FUND 47



This fund accounts for the revenues and expenditures relating to the County's law library. This is accomplished through the division below. Individual division details follow this summary page.

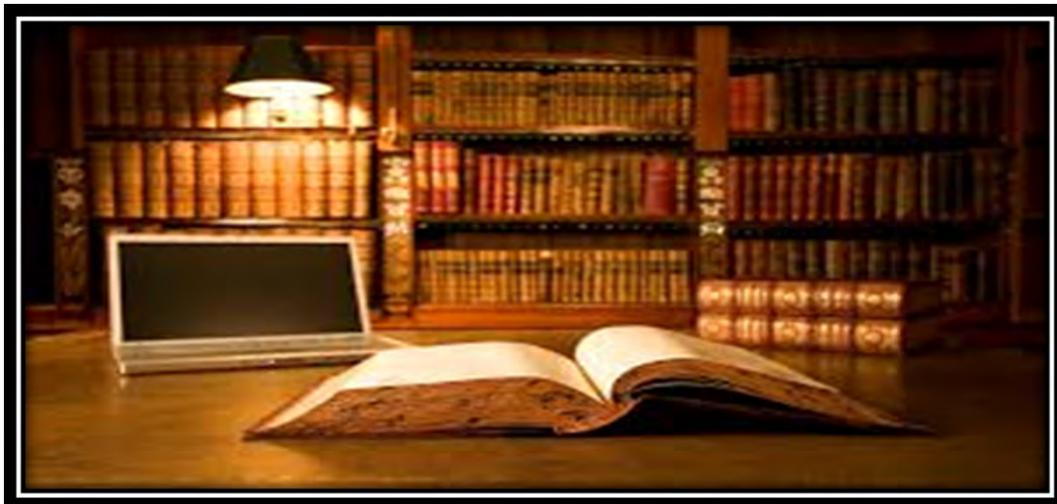
Department Overview

Operations

- A decrease in funding is due to expenditure amount trends.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018

Beginning Fund Balance 7/1/2016		<u>\$ 14,832</u>
Projected FY2017 Funding Sources:		
Revenue		\$ 7,025
Projected FY2017 Expenditures		<u>8,400</u>
Net Change		<u>(1,375)</u>
Projected Fund Balance 6/30/2017		<u>\$ 13,457</u>
Projected FY2018 Funding Sources:		
Revenue		\$ 7,260
Projected FY2018 Expenditures		<u>9,000</u>
Net Change		<u>(1,740)</u>
Projected Fund Balance 6/30/2018		<u>\$ 11,717</u>



**York County
Departmental Budget Documents**

Law Library Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Operating	5,026	8,400	9,000
Total Budgetary Costs	<u>5,026</u>	<u>8,400</u>	<u>9,000</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Fines & Forfeitures	7,455	7,000	7,200
Use of Money & Property	52	25	60
Total Revenues	<u>7,507</u>	<u>7,025</u>	<u>7,260</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.

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 2017-2018			
Beginning Fund Balance 7/1/2016	\$	495,043	
Projected FY2017 Funding Sources:			
Revenue	\$	21,400	
State & Federal		978,337	
Other financing sources		250,000	
		1,249,737	
Projected FY2017 Expenditures		1,556,747	
Net Change		(307,010)	
Projected Fund Balance 6/30/2017	\$	188,033	
Projected FY2018 Funding Sources:			
Revenue	\$	21,200	
State & Federal		1,066,807	
Other financing sources		250,000	
		1,338,007	
Projected FY2018 Expenditures		1,501,115	
Net Change		(163,108)	
Projected Fund Balance 6/30/2018	\$	24,925	



**York County
Departmental Budget Documents**

Children & Family Services Fund

Summary of Budgetary Costs Children & Family Services Fund	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	1,115,654	1,187,944	1,270,197
Operating	217,178	291,503	226,568
Capital	10,473	77,300	4,350
Grants & Donations	2,202	-	-
Total Budgetary Costs	<u>1,345,507</u>	<u>1,556,747</u>	<u>1,501,115</u>

Children & Family Services Fund Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	1,780	2,000	1,800
Charges for Services	18,825	17,000	17,000
Miscellaneous	5,571	2,400	2,400
Federal Aid & Grants	972,882	978,337	1,066,807
Transfers from Other Funds	250,000	250,000	250,000
Total Revenues	<u>1,249,058</u>	<u>1,249,737</u>	<u>1,338,007</u>

Staffing Summary	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	22.20	22.20	23.40

Budgetary Costs By Activity	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Fundraisers & Donations	2,202	-	-
Head Start	1,221,997	1,437,701	1,380,650
USDA Food Service	121,308	119,046	120,465
Total Budgetary Costs	<u>1,345,507</u>	<u>1,556,747</u>	<u>1,501,115</u>

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes funding for the reclassification of 8 positions from .60 to .75 due to grant expansion.
- Capital funding is programmed for routine replacement of computers.

COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT

FUND 63



This fund accounts for the incremental tax revenues, collections of the special assessment levy and payments to the Marquis Community Development Authority's trustee. This is accomplished through the divisions below. Individual division details follow this summary page.

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 2017-2018	
Beginning Fund Balance 7/1/2016	\$ -
Projected FY2017 Funding Sources:	
Revenue	\$ 1,005,603
Projected FY2017 Expenditures	<u>1,007,853</u>
Net Change	<u>(2,250)</u>
Projected Fund Balance 6/30/2017	\$ (2,250)
Projected FY2018 Funding Sources:	
Revenue	\$ 890,557
Projected FY2018 Expenditures	<u>890,557</u>
Net Change	<u>-</u>
Projected Fund Balance 6/30/2018	\$ (2,250)



**York County
Departmental Budget Documents**

Community Development Authority Revenue Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Operating	713,505	855,603	733,557
Transfers	150,000	152,250	157,000
Total Budgetary Costs	<u>863,505</u>	<u>1,007,853</u>	<u>890,557</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
General Property Taxes	313,299	400,603	312,557
Other Local Taxes	596,001	605,000	578,000
Use of Money & Property	280	-	-
Total Revenues	<u>909,580</u>	<u>1,005,603</u>	<u>890,557</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes programmed for FY2018.

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 fall of 2017 for County capital projects.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	\$ 1,839
Projected FY2017 Funding Sources:	
Local	\$ -
State & Federal	-
Other financing sources	4,126,105
	4,126,105
Projected FY2017 Expenditures	3,141,119
Net Change	984,986
Projected Fund Balance 6/30/2017	\$ 986,825
Projected FY2018 Funding Sources:	
Local	\$ -
State and Federal	-
Other financing sources	6,253,058
	6,253,058
Projected FY2018 Expenditures	7,238,044
Net Change	(984,986)
Projected Fund Balance 6/30/2018	\$ 1,839

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 net assessed valuation of taxable property

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Planned Increase of Debt Funding

**FY2004-FY2013 CIP
Funding Sources**
Last Bonding Rating
Update Jan 2014

**FY2008-FY2017 CIP
Funding Sources**
Most Recent 10
Years

**FY2018-FY2023 CIP
Projected Funding
Sources**
Next 6 Years

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**York County
Departmental Budget Documents**

County Debt Service Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Principal	1,637,042	2,087,381	3,091,003
Interest	1,116,276	1,050,238	942,541
Other Debt Service	2,500	3,500	4,500
Issue Costs & Underwriters Discount	96,396	-	64,000
Transfer to County Capital Fund	-	-	3,136,000
Payoff of Refunded Debt	12,598,700	-	-
Total Budgetary Costs	<u>15,450,914</u>	<u>3,141,119</u>	<u>7,238,044</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	2	-	-
Non-Revenue Receipts	12,696,935	-	3,200,000
Transfers from Other Funds	2,755,816	3,141,119	3,053,058
Total Revenues	<u>15,452,753</u>	<u>3,141,119</u>	<u>6,253,058</u>

Staffing Summary	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- A borrowing is anticipated in the fall of 2017 for County capital projects.

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 2018 borrowing is planned.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018		
Beginning Fund Balance 7/1/2016	\$	-
Projected FY2017 Funding Sources:		
Local	\$	-
State & Federal		77,928
Other financing sources		<u>15,322,071</u>
		15,399,999
Projected FY2017 Expenditures		<u>15,399,999</u>
Net Change		-
Projected Fund Balance 6/30/2017	\$	-
Projected FY2018 Funding Sources:		
Local	\$	-
State and Federal		127,891
Other financing sources		<u>15,933,218</u>
		16,061,109
Projected FY2018 Expenditures		<u>16,061,109</u>
Net Change		-
Projected Fund Balance 6/30/2018	\$	-



**Tabb Elementary School -
Metal Roof Replacement**



**Coventry Elementary School -
Metal Roof Replacement**

**York County
Departmental Budget Documents**

School Debt Service Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Principal	3,755,000	4,020,000	4,595,000
Interest	2,382,685	2,474,549	2,566,959
Other Debt Service	6,500	8450	9,150
Issue Costs	-	183,000	175,000
Underwriter discount	84,120	-	-
Transfers to Other Funds	12,481,017	8,714,000	8,715,000
Total Budgetary Costs	18,709,322	15,399,999	16,061,109

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
State Aid & Grants	34,342	22,500	72,523
Federal Aid & Grants	55,428	55,428	55,368
Non-Revenue Receipts	12,565,137	8,714,000	8,715,000
Transfers from Other Funds	6,054,415	6,608,071	7,218,218
Total Revenues	18,709,322	15,399,999	16,061,109

Staffing Summary	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- A borrowing is anticipated in the spring of 2018 for school capital projects.

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 HRPDC, maintenance of the Lowe's and International Center stormwater ponds (supported by revenue from the property owners) and capital equipment. Planned projects include Victory Industrial Park, Poquoson Rivers CSX/CL Culverts, Siege Lane, Goodwin Neck/Rosewood and Charles Brown Park Stream Restoration.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018		
Beginning Fund Balance 7/1/2016	<u>\$ 2,765,910</u>	
Projected FY2017 Funding Sources:		
Revenue	\$ 33,000	
State & Federal	575,000	
Other financing sources	844,750	
	<u>1,452,750</u>	
Projected FY2017 Expenditures	889,668	
Net Change	<u>563,082</u>	
Projected Fund Balance 6/30/2017		<u>\$ 3,328,992</u>
Projected FY2018 Funding Sources:		
Revenue	\$ 37,500	
State & Federal	-	
Other financing sources	1,130,000	
	<u>1,167,500</u>	
Projected FY2018 Expenditures	1,722,196	
Net Change	<u>(554,696)</u>	
Projected Fund Balance 6/30/2018		<u>\$ 2,774,296</u>

Stormwater Information: Brochures & Factsheets



- Develop and implement a public education and outreach program on stormwater issues.
- Increase public involvement and participation in stormwater issues.
- Provide increased citizen access to county staff for stormwater and drainage issues.
- Identify drainage problems and develop priorities for stormwater drainage projects.

[DRAINAGEWAY MAINTENANCE RESPONSIBILITIES](#)

**York County
Departmental Budget Documents**

Stormwater Management Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Contractual Services	9,876	11,668	14,196
Capital Projects	750,345	878,000	1,708,000
Total Budgetary Costs	<u>760,221</u>	<u>889,668</u>	<u>1,722,196</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	9,342	5,000	9,500
Charges for Services	3,202	28,000	28,000
State Aid & Grants	440,953	575,000	-
Transfers from Other Funds	955,203	844,750	1,130,000
Total Revenues	<u>1,408,700</u>	<u>1,452,750</u>	<u>1,167,500</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding is provided for minor drainage projects, payment for services to HRPDC, maintenance of the Lowe's and International Center stormwater ponds (supported by revenue from the property owners) and capital equipment. Planned projects include Victory Industrial Park, Poquoson Rivers CSX/CL Culverts, Siege Lane, Goodwin Neck/Rosewood and Charles Brown Park Stream Restoration.

YORKTOWN CAPITAL IMPROVEMENTS FUND 78



This fund accounts for the revenues and expenditures relating to the County's capital improvement program, specifically for the waterfront. This is accomplished through the divisions below. Individual division details follow this summary page.

Department Overview

Capital Projects

- There are no new projects planned.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	<u>\$(5,638,008)</u>
Projected FY2017 Funding Sources:	
Other financing sources	\$ 300,000
Projected FY2017 Expenditures	<u> -</u>
Net Change	<u> 300,000</u>
Projected Fund Balance 6/30/2017	<u>\$(5,338,008)</u>
Projected FY2018 Funding Sources:	
Other financing sources	\$ -
Projected FY2018 Expenditures	<u> -</u>
Net Change	<u> -</u>
Projected Fund Balance 6/30/2018	<u>\$(5,338,008)</u>



**York County
Departmental Budget Documents**

Yorktown Capital Improvements Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Capital Projects	-	-	-
Total Budgetary Costs	-	-	-

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	265,460	-	-
Transfers from Other Funds	734,042	300,000	-
Total Revenues	999,502	300,000	-

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalent (FTE's)	-	-	-

Major Budget Variances

- A transfer from the Tourism Fund for repayment toward an interfund loan is not programmed for FY2018

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), Grafton fire station replacement (4,175,000), public safety equipment (1,962,000), lifecycle spend for the E911 Regional Radio Program (500,000), county fire alarm system (75,000), county security alarm system (100,000), Yorktown library expansion (150,000), National Park Service beach picnic area improvements (350,000), miscellaneous capital projects (140,000), roof repair / replacement (300,000), HVAC replacement (375,000), parking lot repair (100,000), building maintenance and repair (300,000), and disability compliance (140,000).

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	<u>\$ 15,311,330</u>
Projected FY2017 Funding Sources:	
Revenue	\$ 876,087
State & Federal	-
Other financing sources	<u>675,000</u>
	1,551,087
Projected FY2017 Expenditures	<u>7,571,500</u>
Net Change	<u>(6,020,413)</u>
Projected Fund Balance 6/30/2017	<u>\$ 9,290,917</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 108,305
Other financing sources	<u>4,386,174</u>
	4,494,479
Projected FY2018 Expenditures	<u>8,917,000</u>
Net Change	<u>(4,422,521)</u>
Projected Fund Balance 6/30/2018	<u>\$ 4,868,396</u>



National Park Service Beach Picnic Area Improvements



E911 Regional Radio Program



Public Safety Equipment

**York County
Departmental Budget Documents**

County Capital

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Capital Projects	5,200,817	5,825,000	8,917,000
Transfers to Other Funds	400,000	1,746,500	-
Total Budgetary Costs	<u>5,600,817</u>	<u>7,571,500</u>	<u>8,917,000</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	17,001	12,000	48,000
Miscellaneous	23,239	796,500	-
Recovered Costs	122,806	67,587	60,305
State Aid & Grants	19,651	-	-
Federal Aid & Grants	27,329	-	-
Non-Revenue Receipts	66,478	-	-
Transfers from Other Funds	7,774,355	675,000	4,386,174
Total Revenues	<u>8,050,859</u>	<u>1,551,087</u>	<u>4,494,479</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding is provided for the following: economic development (250,000), Grafton fire station replacement (4,175,000), public safety equipment (1,962,000), lifecycle spend for the E911 Regional Radio Program (500,000), county fire alarm system (75,000), county security alarm system (100,000), Yorktown library expansion (150,000), National Park Service beach picnic area improvements (350,000), miscellaneous capital projects (140,000), roof repair / replacement (300,000), HVAC replacement (375,000), parking lot repair (100,000), building maintenance and repair (300,000), and disability compliance (140,000).

WORKERS' COMPENSATION FUND 6



This fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County. This is accomplished through the division below. Individual division details follow this summary page.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018

Beginning Fund Balance 7/1/2016	\$	<u>1,885,758</u>	
Projected FY2017 Funding Sources:			
Revenue	\$	-	
Other financing sources		<u>255,800</u>	
		255,800	
Projected FY2017 Expenditures		<u>255,800</u>	
Net Change		<u>-</u>	
Projected Fund Balance 6/30/2017			\$ 1,885,758
Projected FY2018 Funding Sources:			
Revenue	\$	-	
Other financing sources		<u>55,800</u>	
		55,800	
Projected FY2018 Expenditures		<u>255,800</u>	
Net Change		<u>(200,000)</u>	
Projected Fund Balance 6/30/2018			\$ <u>1,685,758</u>



**York County
Departmental Budget Documents**

Workers Compensation Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Administration Costs	72,223	79,000	79,000
Claims	142,571	176,800	176,800
Total Budgetary Costs	<u>214,794</u>	<u>255,800</u>	<u>255,800</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	6,684	-	-
Miscellaneous	5,939	-	-
Transfers from Other Funds	255,800	255,800	55,800
Total Revenues	<u>268,423</u>	<u>255,800</u>	<u>55,800</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- There are no significant changes in the budget programmed for FY2018.

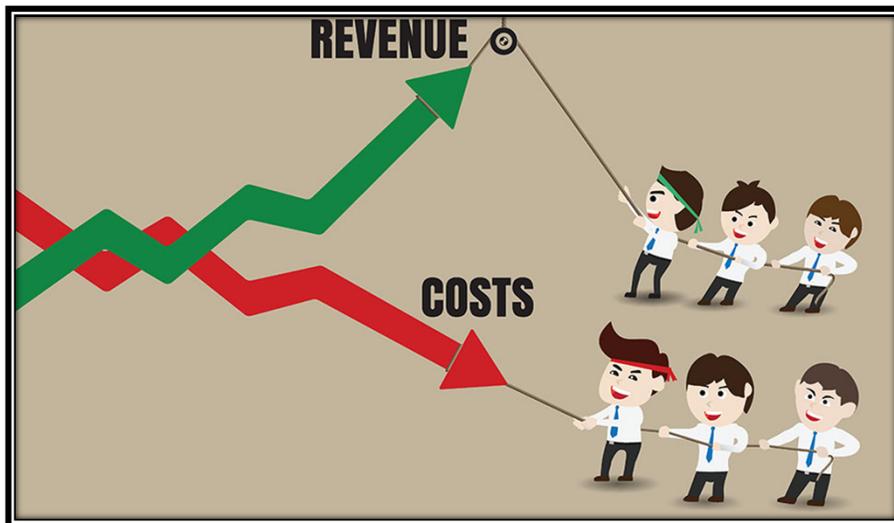
REVENUE STABILIZATION RESERVE FUND 9



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 2017-2018

Beginning Fund Balance 7/1/2016	\$ 5,110,467	
Projected FY2017 Funding Sources:		
Revenue	\$ -	
Other financing sources	<u>4,965,410</u>	
	4,965,410	
Projected FY2017 Expenditures	<u>900,000</u>	
Net Change	<u>4,065,410</u>	
Projected Fund Balance 6/30/2017		\$ 9,175,877
Projected FY2018 Funding Sources:		
Revenue	\$ -	
Other financing sources	<u>-</u>	
	-	
Projected FY2018 Expenditures	<u>600,000</u>	
Net Change	<u>(600,000)</u>	
Projected Fund Balance 6/30/2018		\$ 8,575,877



**York County
Departmental Budget Documents**

Revenue Stabilization Reserve Fund

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Transfer to School Capital Fund	450,000	-	-
Transfer to School Operating Fund	-	900,000	600,000
Total Budgetary Costs	<u>450,000</u>	<u>900,000</u>	<u>600,000</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	17,376	-	-
Total Revenues	<u>17,376</u>	<u>-</u>	<u>-</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- Funding is provided for a one-time transfer to the School Operating fund.

VEHICLE MAINTENANCE FUND 12



This fund accounts for the revenue and expenses of vehicle maintenance. This is accomplished through the divisions below. Individual division details follow this summary page.

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.

Fleet Support Services

- Support fees for fleet information management systems.
- Repair of fuel sites outside of maintenance contract.
- Recommended replacements per schedule provided by Computer Support in Procedures Manual.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018		
Beginning Fund Balance 7/1/2016	\$ 2,119,692	
Projected FY2017 Funding Sources:		
Revenue	\$ 4,130,383	
Other financing sources	80,000	
	4,210,383	
Projected FY2017 Expenditures	4,014,442	
Net Change	195,941	
Projected Fund Balance 6/30/2017		\$ 2,315,633
Projected FY2018 Funding Sources:		
Revenue	\$ 3,958,600	
Other financing sources	105,000	
	4,063,600	
Projected FY2018 Expenditures	4,196,241	
Net Change	(132,641)	
Projected Fund Balance 6/30/2018		\$ 2,182,992



**York County
Departmental Budget Documents**

Vehicle Maintenance Fund

Summary of Budgetary Costs			
Vehicle Maintenance Fund Expenditures	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	839,541	848,618	964,735
Operating	1,884,529	2,585,424	2,606,806
Capital	558,594	580,400	624,700
Total Budgetary Costs	<u>3,282,664</u>	<u>4,014,442</u>	<u>4,196,241</u>

Vehicle Maintenance Funding Sources			
	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Fines & Forfeitures	57	-	-
Use of Money & Property	25,319	78,000	58,600
Charges for Services	3,173,469	4,052,383	3,900,000
Miscellaneous	548	-	-
Non-Revenue Receipts	69,356	80,000	105,000
Total Revenues	<u>3,268,749</u>	<u>4,210,383</u>	<u>4,063,600</u>

Staffing Summary			
	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	11.00	11.00	11.37

Budgetary Costs By Activity			
	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Vehicle & Equipment Maintenance	1,556,411	1,411,652	1,509,994
Fleet Support Services	1,726,253	2,602,790	2,686,247
Total Budgetary Costs	<u>3,282,664</u>	<u>4,014,442</u>	<u>4,196,241</u>

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes a reallocation of .37 position from Public Works - Administration and funding for "as required" staffing to assist during peak periods.
- The operating budget reflects increases in maintenance service contracts, repair/maintenance on fire apparatus and reductions in fuel prices.
- Capital funding is programmed for vehicles on the County replacement schedule and the routine replacement of computers.

OTHER POST-EMPLOYMENT BENEFITS FUND 14



This fund accounts for the subsidy payments for eligible County retirees towards health insurance coverage in a County-sponsored plan. This is accomplished through the division below. Individual division details follows this page.

Department Overview

Retiree Healthcare Costs

- No funding provided due to the establishment of an OPEB Trust Fund in FY17 for the purpose of accumulating and investing assets to fund OPEB obligations.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018		
Beginning Fund Balance 7/1/2016	\$	-
Projected FY2017 Funding Sources:		
Revenue	\$	-
Other financing sources		-
		-
Projected FY2017 Expenditures		-
Net Change		-
Projected Fund Balance 6/30/2017	\$	-
Projected FY2018 Funding Sources:		
Revenue	\$	-
Other financing sources		-
		-
Projected FY2018 Expenditures		-
Net Change		-
Projected Fund Balance 6/30/2018	\$	-



**York County
Departmental Budget Documents**

Other Post-Employment Benefits

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Other Post-Employment Benefits	370,069	-	-
Total Budgetary Costs	<u>370,069</u>	<u>-</u>	<u>-</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	20,381	-	-
Transfers from Other Funds	349,686	-	-
Total Revenues	<u>370,067</u>	<u>-</u>	<u>-</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- An OPEB Trust Fund was established in FY17 for the purpose of accumulating and investing assets to fund OPEB obligations.

HEALTH & DENTAL INSURANCE FUND 17



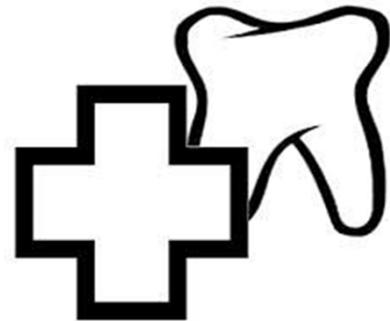
This fund was established in fiscal year 2015 to account for the revenues and expenditures for the County's health and dental programs. This is accomplished through the divisions below. Individual division details follow on the summary page.

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 2017-2018		
Beginning Fund Balance 7/1/2016	<u>\$ 2,598,860</u>	
Projected FY2017 Funding Sources:		
Revenue	\$ 11,405,289	
Other financing sources	-	
	<u>11,405,289</u>	
Projected FY2017 Expenditures	<u>11,405,289</u>	
Net Change	-	
Projected Fund Balance 6/30/2017		<u>\$ 2,598,860</u>
Projected FY2018 Funding Sources:		
Revenue	\$ 12,439,900	
Other financing sources	-	
	<u>12,439,900</u>	
Projected FY2018 Expenditures	<u>12,892,000</u>	
Net Change	(452,100)	
Projected Fund Balance 6/30/2018		<u>\$ 2,146,760</u>



Health & Dental

**York County
Departmental Budget Documents**

Health & Dental Insurance

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Administrative Costs	619,835	1,112,520	959,200
Claims	10,229,603	10,292,769	11,932,800
Total Budgetary Costs	<u>10,849,438</u>	<u>11,405,289</u>	<u>12,892,000</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	15,924	10,000	15,000
Charges for Services	10,794,590	11,395,289	12,424,900
Total Revenues	<u>10,810,514</u>	<u>11,405,289</u>	<u>12,439,900</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- An increase of 15% is projected for FY18 based on FY17 claims experience to date.

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
 - 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
- **Leaf Collection**
 - Residents who live on publicly maintained streets can place an unlimited number of clear bags of leaves out for collection every
 - 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
- **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
- **Curbside Yard Debris Collections**
 - Year Round, York County residents have the opportunity to schedule a special yard debris collection for items such as limbs,
 - 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.

Administration

- Value Added Services - Conduct periodic, random customer service surveys to determine satisfaction rate.
- Funding for personnel reflects a 2.5% market adjustment, a reduction in the group life rate and increases are programmed for health and dental insurance. Capital funding is provided for the routine replacement of a printer.

Solid Waste Collection & Disposal

- Combined with 21421 Waste Management

Transfer Station Operations

- Upgrade the Scale House system to provide better security and work on regulation concerns with the vendor providing transfer station services.
- Combined with 21421 Waste Management

Recycling - Activity

- Increase public education efforts regarding proper recycling practices.
- Continue a Juvenile and Adult Community Service Program to help cut cost and provide labor for the County's Recycling Center.

Composting Operations/Leaf Collections

- Provide disposal of yard waste from curbside collection and resident drop-off.
- Continue meeting the federal regulation mandate of 25% recycling of our waste stream with the composting program.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018			
Beginning Fund Balance 7/1/2016	\$	874,241	
Projected FY2017 Funding Sources:			
Revenue	\$	4,611,300	
State & Federal		12,000	
		4,623,300	
Projected FY2017 Expenditures		4,695,510	
Net Change		(72,210)	
Projected Fund Balance 6/30/2017	\$	802,031	
Projected FY2018 Funding Sources:			
Revenue	\$	4,405,050	
State & Federal		12,000	
		4,417,050	
Projected FY2018 Expenditures		4,709,451	
Net Change		(292,401)	
Projected Fund Balance 6/30/2018	\$	509,630	

**York County
Departmental Budget Documents**

Solid Waste Management Fund

Summary of Budgetary Costs		FY 2016	FY 2017	FY 2018
Solid Waste Management Fund Expenditures		Actual	Original	Adopted
Personnel		759,140	815,206	843,199
Operating		3,380,722	3,650,804	3,636,252
Capital		17,456	229,500	230,000
	Total Budgetary Costs	<u>4,157,318</u>	<u>4,695,510</u>	<u>4,709,451</u>

Solid Waste Management Funding Sources		FY 2016	FY 2017	FY 2018
		Actual	Original	Adopted
Use of Money & Property		3,412	3,000	149,000
Charges for Services		4,626,276	4,595,800	4,248,050
Miscellaneous		7,846	12,500	8,000
State Aid & Grants		12,603	12,000	12,000
	Total Revenues	<u>4,650,137</u>	<u>4,623,300</u>	<u>4,417,050</u>

Staffing Summary		FY 2016	FY 2017	FY 2018
		Actual	Original	Adopted
Full-Time Equivalents (FTE's)		12.70	12.70	12.13

Budgetary Costs By Activity		FY 2016	FY 2017	FY 2018
		Actual	Original	Adopted
Waste Management		4,111,960	4,569,084	4,679,086
Landfill Closure / Post Maintenance		45,358	126,426	30,365
	Total Budgetary Costs	<u>4,157,318</u>	<u>4,695,510</u>	<u>4,709,451</u>

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes a reallocation of .43 position from Public Works - Administration and the elimination of a waste center attendant position.
- The operating budget reflects increases in the curbside recycling, composting and household chemical programs.
- Capital funding is programmed for the replacement of a rear packer truck.

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.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	<u>\$2,462,884</u>
Projected FY2017 Funding Sources:	
Revenue	\$ 365,900
Other financing sources	<u>2,460,125</u>
	<u>2,826,025</u>
Projected FY2017 Expenditures	<u>1,864,166</u>
Net Change	<u>961,859</u>
Projected Fund Balance 6/30/2017	<u>\$3,424,743</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 374,500
Other financing sources	<u>-</u>
	<u>374,500</u>
Projected FY2018 Expenditures	<u>362,702</u>
Net Change	<u>11,798</u>
Projected Fund Balance 6/30/2018	<u>\$3,436,541</u>



**York County
Departmental Budget Documents**

Water Utility Fund

Summary of Budgetary Costs	FY 2016	FY 2017	FY 2018
Water Utility Fund Expenditures	Actual	Original	Adopted
Operating	325,416	364,166	362,702
Capital	802,559	1,500,000	-
Total Budgetary Costs	<u>1,127,975</u>	<u>1,864,166</u>	<u>362,702</u>

Water Utility	FY 2016	FY 2017	FY 2018
Funding Sources	Actual	Original	Adopted
Use of Money & Property	11,014	8,400	9,500
Charges for Services	323,388	357,500	365,000
State Aid & Grants	-	2,460,125	-
Total Revenues	<u>334,402</u>	<u>2,826,025</u>	<u>374,500</u>

Staffing Summary	FY 2016	FY 2017	FY 2018
Full-Time Equivalents (FTE's)	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	-	-	-

Budgetary Costs	FY 2016	FY 2017	FY 2018
By Activity	Actual	Original	Adopted
Water Utility Operations	325,416	364,166	362,702
Utility Construction	802,559	1,500,000	-
Total Budgetary Costs	<u>1,127,975</u>	<u>1,864,166</u>	<u>362,702</u>

Major Budget Variances

- There are no significant changes in the operating budget programmed for FY2018.
- There are no new water projects scheduled for FY2018.

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.

FUND BALANCE SUMMARY FISCAL YEARS 2017-2018	
Beginning Fund Balance 7/1/2016	<u>\$6,815,015</u>
Projected FY2017 Funding Sources:	
Revenue	\$ 11,998,500
State & Federal	278,704
Other financing sources	<u>1,260,125</u>
	13,537,329
Projected FY2017 Expenditures	<u>11,237,808</u>
Net Change	<u>2,299,521</u>
Projected Fund Balance 6/30/2017	\$ 9,114,536
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>9,797,554</u>
Net Change	<u>4,453,846</u>
Projected Fund Balance 6/30/2018	\$ 13,568,382

**York County
Departmental Budget Documents**

Sewer Utility Fund

Summary of Budgetary Costs Sewer Utility Fund Expenditures	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Personnel	3,791,898	3,979,362	4,493,599
Operating	2,182,353	2,129,226	1,692,181
Capital	3,469,157	3,389,200	1,892,550
Transfers	10	10	10
Debt Service	2,079,903	1,740,010	1,719,214
Total Budgetary Costs	<u>11,523,321</u>	<u>11,237,808</u>	<u>9,797,554</u>

Sewer Utility Fund Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	36,939	20,000	25,000
Charges for Services	10,788,652	11,976,000	11,775,495
Miscellaneous	8,817	2,500	2,500
Federal Aid	278,704	278,704	278,405
Non-Revenue Receipts	22,300	-	-
Capital Contributions	299,948	-	-
Transfers from Other Funds	2,420,811	1,260,125	2,170,000
Total Revenues	<u>13,856,171</u>	<u>13,537,329</u>	<u>14,251,400</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	59.05	59.05	63.50

Budgetary Costs By Activity	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Utility Development / Project Inspections*	-	492,917	505,656
Utility Infrastructure*	-	700,337	751,645
Utility Operations	4,259,986	4,105,256	4,138,716
Utility Engineering	1,783,696	849,288	857,323
Debt Service	2,079,903	1,740,010	1,719,214
Utility Construction	3,399,736	3,350,000	1,825,000
Total Budgetary Costs	<u>11,523,321</u>	<u>11,237,808</u>	<u>9,797,554</u>

*An organizational restructuring occurred in FY2017 which realigned some functions and positions in order to provide more efficient, high performance operations. The creation of the Utility Development / Project Inspections and Utility Infrastructure divisions were a part of this reorganization.

Major Budget Variances

- Funding for personnel reflects a fiscal year flat rate adjustment of \$1,500 per employee, effective July 1, and rate increases in health insurance and VRS retirement.
- Personnel includes a reallocation of .75 position from Public Works - Administration, 2 new Equipment Operator positions and 2 new Pump Stations Mechanics positions. In addition, funding for .30 position was reallocated to Information Technology.
- The decrease in the operating budget is mainly attributable to a change in County policy whereby Newport News Waterworks will bill York County residents directly for fire hydrant services. In addition, County employees will perform pump station property maintenance previously outsourced.
- Capital funding is programmed for a new truck and the routine replacement of computers.
- Capital funding is programmed in Utility Construction for the continuation of sewer line rehabilitation, pump station rehabilitation, the Sinclair and National Lane area sewer projects, and emergency power generator equipment replacement.
- A sewer revenue bond was refunded in FY2017 resulting in lower bond payments.

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 2017-2018

Beginning Fund Balance 7/1/2016	<u>\$ (2,429,486)</u>
Projected FY2017 Funding Sources:	
Revenue	\$ 145,401
Projected FY2017 Expenditures	<u>90,603</u>
Net Change	<u>54,798</u>
Projected Fund Balance 6/30/2017	<u>\$ (2,374,688)</u>
Projected FY2018 Funding Sources:	
Revenue	\$ 175,601
Projected FY2018 Expenditures	<u>158,003</u>
Net Change	<u>17,598</u>
Projected Fund Balance 6/30/2018	<u>\$ (2,357,090)</u>



**York County
Departmental Budget Documents**

Yorktown Operations Fund

Summary of Budgetary Costs	FY 2016	FY 2017	FY 2018
Yorktown Operations Fund Expenditures	Actual	Original	Adopted
Personnel	44,465	49,168	48,443
Operating	44,863	41,435	109,560
Total Budgetary Costs	<u>89,328</u>	<u>90,603</u>	<u>158,003</u>

Yorktown Operations Funding Sources	FY 2016	FY 2017	FY 2018
Funding Sources	Actual	Original	Adopted
Use of Money & Property	138,999	95,101	125,401
Charges for Services	48,252	50,000	50,000
Miscellaneous	32	300	200
Total Revenues	<u>187,283</u>	<u>145,401</u>	<u>175,601</u>

Staffing Summary	FY 2016	FY 2017	FY 2018
Staffing Summary	Actual	Original	Adopted
Full-Time Equivalents (FTE's)	-	-	-

Budgetary Costs By Activity	FY 2016	FY 2017	FY 2018
By Activity	Actual	Original	Adopted
Docking Operations	63,569	70,603	138,003
Riverwalk Landing Retail Merchant Association	25,759	20,000	20,000
Total Budgetary Costs	<u>89,328</u>	<u>90,603</u>	<u>158,003</u>

Major Budget Variances

- Funding reflects a reallocation of flood and general insurance from Central Insurance in the General Fund.

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 2017-2018	
Beginning Fund Balance 7/1/2016	\$ 591,402
Projected FY2017 Funding Sources:	
Revenue	\$ 1,759,207
Other financing sources	1,007,931
	2,767,138
Projected FY2017 Expenditures	2,767,138
Net Change	-
Projected Fund Balance 6/30/2017	\$ 591,402
Projected FY2018 Funding Sources	
Revenue	\$ 2,958,113
Other financing sources	1,059,114
	4,017,227
Projected FY2018 Expenditures	4,017,227
Net Change	-
Projected Fund Balance 6/30/2018	\$ 591,402



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 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

Budgetary Costs	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Operating	2,556,880	2,581,004	2,754,298
Capital	-	186,134	123,255
Debt Service	-	-	1,139,674
Total Budgetary Costs	<u>2,556,880</u>	<u>2,767,138</u>	<u>4,017,227</u>

Funding Sources	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Use of Money & Property	175,695	188,900	177,680
Charges for Services	-49,252	-	-
Miscellaneous	1,486,547	1,532,627	1,613,039
Recovered Costs	32,720	37,680	1,167,394
Transfer from Other Funds	1,007,931	1,007,931	1,059,114
Total Revenues	<u>2,653,641</u>	<u>2,767,138</u>	<u>4,017,227</u>

Staffing Summary	FY 2016 Actual	FY 2017 Original	FY 2018 Adopted
Full-Time Equivalents (FTE's)	-	-	-

Major Budget Variances

- The operating budget reflects increases in maintenance service contract for the radio system.
- Funding is included for debt service on a lease purchase agreement with Motorola for radio system upgrades.

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 st to June 30 th 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	Specific quantitative and qualitative measures of work performed as an objective of the department.
Personnel Services	All compensation for the direct labor of persons employed with the County. Salaries and wages paid to employees for full- and part-time work, to include overtime and similar compensation. Fringe benefits include the employer's portion of FICA, retirement, health and life insurance.

Glossary

Proprietary Funds	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.
Property Tax	Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
Reconciliation	A detailed summary of increases and decreases in expenditures from one budget year to another.
Requisition	A written request from one department to another for specific goods or services. In the case of a purchase requisition, this precedes the authorization of a purchase order.
Reserve	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
Resources	Total amounts available for appropriation.
Revenue	Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.
Revenue and Expenditure Detail	Represents the smallest level or breakdown in budgeting for revenue and expenditures.
Revenue Bonds	Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.
Revenue Estimate	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.
Risk Management	An organized attempt to protect a government's assets against accidental loss in the most economical method.
Source of Revenue	Revenues are classified according to the source or point of origin.
Special Revenue Funds	Accounts for the proceeds of specific revenue sources that are legally restricted for specified purposes other than for major capital projects.
Tax Rate	The amount of tax levied for each \$100 of assessed value.
Transfers From Other Funds	Budget line item used to reflect transfers of financial resources into one fund from another fund.
Transfers To Other Funds	Budget line item used to reflect transfers of financial resources out of one fund to another fund.
Unappropriated Fund Balance	The excess of a fund's assets and estimated revenue for a period over its liabilities, reserves, and available appropriations for the period.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
Unrestricted Net Assets	That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
Virginia Retirement System (VRS)	An agent multiple-employer public retirement system that acts as a common investment and administrative agent for the political subdivisions in the Commonwealth of Virginia.

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
NFPA	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

TERM	STANDS FOR
VACO	Virginia Association of Counties
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
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
WIP	Watershed Implementation Plans
WHF	Williamsburg Health Foundation
Wmbg	Williamsburg
WYCG-TV	York County government television channel