

*Adopted*  
**Annual Budget**  
Fiscal Year 2012



**Adopted Annual Budget - Fiscal Year 2012**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>Budget Message</b>	I	<b>Environmental &amp; Development Services</b>	
<b>Budget Overview</b>	VII	Financial Summary	109
<b>Organizational Diagram</b>	XXV	Administration	110
<b>Financial Summaries</b>		Building Regulation	112
Summary of Funding Sources By Fund	1	Solid Waste Management	114
Summary of Expenditures/Expenses By Fund	2	Stormwater Maintenance	116
Summary of Funding Sources By Type	3	Stormwater Management	118
Summary of Expenditures/Expenses By Function	4	Litter Control	120
Summary of Expenditures/Expenses By Type	5	Mosquito Control	122
Summary of Total Entity Positions	6	Board of Zoning/Subdivision Appeals	124
Schedule of Debt Obligations	8	Development & Compliance	126
<b>General Fund</b>		Wetlands & Chesapeake Bay Boards	128
Fund Balance Summary	9	<b>Finance &amp; Planning</b>	
Revenue Summary	10	<i>Financial &amp; Management Services</i>	
Revenue Narrative	15	Financial Summary	131
General Fund Revenues & Local Revenues (Graphs)	23	Administration	132
General Fund Local Revenue Trends (Graphs)	24	Computer Support Services	134
Expenditure Summaries		Human Resources	136
Total Personnel & Non-Personnel Costs	26	Budget & Financial Reporting	138
General Fund Expenditures (Graph)	28	Fiscal Accounting Services	140
General Fund Uses of Local Tax Dollar (Penny Chart)	29	Central Purchasing	142
<b>General Administration</b>		Central Administrative Services	144
<i>Administrative &amp; Legal Services</i>		Central Insurance	146
Financial Summary	31	<i>Commissioner of the Revenue &amp; Treasurer</i>	
Board of Supervisors	32	Financial Summary	149
County Administration	34	Commissioner of the Revenue	150
Public Information & Community Relations	36	Treasurer	152
County Attorney	38	<i>Real Estate Assessment</i>	
<i>Video Services</i>		Real Estate Assessment	154
Video Services	40	<i>Planning</i>	
<i>Election Services</i>		Financial Summary	157
Financial Summary	43	Planning	158
General Registrar's Office	44	Planning Commission	160
Electoral Board	46	Conservation	162
<b>Judicial Services</b>		<i>Economic Development</i>	
<i>Clerk of the Circuit Court &amp; Commonwealth's</i>		Financial Summary	165
Attorney's Office		Economic Development	166
Financial Summary	49	Office of Economic Development	168
Clerk of the Circuit Court	50	<b>Education</b>	
Commonwealth's Attorney	52	<i>School Division</i>	
Victim-Witness Assistance Program	54	Financial Summary	171
Domestic Violence Program	56	School Operations - Local Share	172
<i>Other Court-Related Judicial Services</i>		Debt Service	174
Financial Summary	59	<i>Library Services &amp; Cooperative Extension</i>	
Circuit Court	60	Financial Summary	177
General District Court	62	Library Services	178
Juvenile & Domestic Relations District Court	64	Cooperative Extension	180
Colonial Group Home Commission	66	<b>Human Services</b>	
Magistrate	68	Financial Summary	183
<b>Public Safety</b>		Health Services	184
<i>Office of the Sheriff</i>		Colonial Behavioral Health - Local Share	186
Financial Summary	71	Social Services - Local Share	188
General Operations	72	Payments to Outside Entities	190
Law Enforcement	74	<b>General Services</b>	
Investigations	76	Financial Summary	193
Civil Operations/Court Security	78	Administration	194
School Resource Officers	80	Engineering & Facility Maintenance	196
<i>Fire &amp; Life Safety</i>		Facility/Utility Charges	200
Financial Summary	83	Telecommunications	202
Administration	84	Grounds Maintenance & Construction	204
Fire & Rescue Operations	86	<b>Community Services</b>	
Technical Services & Special Operations	88	Financial Summary	207
Prevention & Community Safety	90	Administration	208
Animal Control	92	Special Programs	210
Emergency Management	94	Housing - Administration	212
<i>Emergency Communications/911 &amp; Radio Maintenance</i>		Housing - Rental Assistance	214
Financial Summary	97	Housing - Rehabilitation	216
Emergency Communications/911	98	Public Transportation	218
Radio Maintenance	100	Parks & Recreation	220
<i>Adult &amp; Juvenile Corrections</i>		Tourism & Events	224
Financial Summary	103	<b>Capital Outlay &amp; Non-Departmental</b>	
Adult Corrections	104	Financial Summary	227
Juvenile Corrections	106	Payments to Outside Entities	228
		Non-Departmental	230
		Capital Outlay & Fund Transfers	232
		Appropriated Reserves	234
		Tourism Promotion	236

**Adopted Annual Budget - Fiscal Year 2012**  
**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>Special Revenue Funds</b>		<b>Other Funds</b>	
Tourism - Fund 8	239	Workers' Compensation - Fund 6	319
Social Services - Fund 13	253	Revenue Stabilization Reserve - Fund 9	325
Law Library - Fund 47	265	<b>Internal Service Funds</b>	
Children and Family Services - Fund 51	271	Vehicle Maintenance - Fund 12	331
Comm Development Authority Rev Account - Fund 63	283	Other Post Employment Benefits - Fund 14	339
<b>Debt Service Funds</b>		<b>Enterprise Funds</b>	
County Debt Service - Fund 80	289	Solid Waste Management - Fund 21	345
School Debt Service - Fund 81	295	Water Utility - Fund 24	361
<b>Capital Project Funds</b>		Sewer Utility - Fund 25	369
Stormwater Management - Fund 26	301	Yorktown Operations - Fund 28	381
Yorktown Capital Improvements - Fund 78	307	Regional Radio Project - Fund 30	391
County Capital - Fund 79	313	Water & Sewer Extension - Fund 74	401
		<b>Glossary</b>	409



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of York  
Virginia**

For the Fiscal Year Beginning

**July 1, 2010**



President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the County of York, Virginia for its annual budget for the fiscal year beginning July 1, 2010. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

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

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Resolution

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 5th day of April, 2011:

---

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

---

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

A RESOLUTION TO APPROVE THE BUDGETS AND APPROPRIATE FUNDS FOR THE COUNTY OF YORK AND THE YORK COUNTY SCHOOL DIVISION FOR THE FISCAL YEAR BEGINNING JULY 1, 2011, AND ENDING JUNE 30, 2012

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, 2011, and ending June 30, 2012, 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 2012 educational budget is based upon funding from the federal government in the amount of \$13,913,706; from the state government in the amount of \$56,492,817; from the local appropriations in the amount of \$44,999,315; and other local revenues in the amount of \$1,391,981;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 5th day of April, 2011, that the fiscal year 2012 annual budget of the York County School Division for school operations in the amount of \$116,797,819 be, and is hereby, approved subject to and contingent upon the availability of funds as indicated in the preamble hereto.

BE IT FURTHER RESOLVED that the annual budget in the sum of \$4,961,984 for fiscal year 2012 be, and is hereby, approved for the operation of food service programs for purposes authorized and approved by the York County School Board subject to and contingent upon the availability of funds.

BE IT STILL FURTHER RESOLVED that an annual appropriation in the sum of \$5,434,882 for fiscal year 2012 be, and is hereby, made for school capital projects.

BE IT STILL FURTHER RESOLVED that the fiscal year 2012 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 2012 be, and are hereby, made in the General Fund for the following functions:

<u>Function</u>	<u>Amount</u>
General Administration	\$ 2,039,596
Judicial Services	2,662,389
Public Safety	28,335,106
Environmental & Development Services	4,278,594
Finance & Planning	8,170,359
Education & Educational Services	55,425,226
Human Services	3,185,152
General Services	7,175,937
Community Services	3,168,582
Capital Outlay, Fund Transfers & Non-Departmental	8,558,147
Total General Fund	<u>\$ 122,999,088</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 \$55,425,226 appropriated above from the General Fund for Education and Educational Services, includes \$44,999,315 for the local contribution to the School Division for support of the School operating budget and, of this amount \$43,877,950 is appropriated as a non-categorical appropriation to be allocated among the various school operating categories as the School Board deems necessary and \$1,121,365 is appropriated to the Operation and Maintenance Category for continuation of the School Grounds Maintenance Agreement, dated July 20, 2010, as adopted by the York County Board of Supervisors and the York County School Board.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$2,879,000 for fiscal year 2012 be, and is hereby, made in the Tourism Fund.

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

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$6,309,945 for fiscal year 2012 be, and is hereby, made in the Social Services Fund for the operation of the York/Poquoson Department of Social Services.

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

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$10,500 for fiscal year 2012 be, and is hereby, made in the Law Library Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,290,083 for fiscal year 2012 be, and is hereby, made in the Children and Family Services Fund for the operation of the Head Start and the United States Department of Agriculture (USDA) Programs.

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

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$4,458,141 for fiscal year 2012 be, and is hereby, made in the Community Development Authority Revenue Fund.

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

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$3,035,565 for fiscal year 2012 be, and is hereby, made in the County Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$13,917,554 for fiscal year 2012 be, and is hereby, made in the School Debt Service Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$168,785 for fiscal year 2012 be, and is hereby, made in the Stormwater Management Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,393,560 for fiscal year 2012 be, and is hereby, made in the County Capital Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$254,800 for fiscal year 2012 be, and is hereby, made in the Workers' Compensation Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$4,546,936 for fiscal year 2012 be, and is hereby, made in the Vehicle Maintenance Fund.

BE IT STILL FURTHER RESOLVED that the annual appropriation in the sum of \$1,228,354 for fiscal year 2012 be, and is hereby, made in the Other Post-Employment Benefits Fund.

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

BE IT STILL FURTHER RESOLVED that the following appropriations for fiscal year 2012 be, and are hereby, made in the Enterprise Funds:

<u>Fund</u>	<u>Amount</u>
Solid Waste Management Fund	\$ 4,871,790
Water Utility Fund	\$ 437,465
Sewer Utility Fund	\$ 14,643,669
Yorktown Operations Fund	\$ 122,250
Regional Radio Project Fund	\$ 2,197,011

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

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

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

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

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

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

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

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

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

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

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

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

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

BE IT STILL FURTHER RESOLVED that the monies be, and are hereby, appropriated for fiscal year 2012 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2011 not to exceed the Restricted, Committed and Assigned Fund Balances as recorded in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the County Administrator be, and is hereby, authorized to transfer funds within appropriation functions. These transfers may be made to allow the disbursement of funds for unanticipated costs incurred in daily

County operations and any such transfer may not result in a change in the total appropriated for personnel or non-personnel costs within the function.

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

A Copy Teste:



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 5th day of April, 2011:

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

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

A RESOLUTION TO ADOPT THE FISCAL YEAR 2012-2021 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 2012-2021 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 2012-2021 Capital Improvements Program;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 5th day of April, 2011, that the County Administrator's proposed Fiscal Year 2012-2021 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 5th day of April, 2011:

---

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

---

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Super-

visors this 5th day of April, 2011, that, for Fiscal Year 2012, a portion of the York County, Virginia, local real property tax rate equal to fifty and two tenths cents (\$0.502) per \$100 of valuation be, and is hereby, designated for school purposes as provided in 34 CFR Section 222.3.

A Copy Teste:

A handwritten signature in cursive script, appearing to read "Mary E. Simmons". The signature is written in black ink and is positioned above the printed name and title.

Mary E. Simmons  
Deputy Clerk

BOARD OF SUPERVISORS  
COUNTY OF YORK  
YORKTOWN, VIRGINIA

Ordinance

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the 5th day of April, 2011:

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

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

AN ORDINANCE TO IMPOSE TAX LEVIES UPON TANGIBLE PERSONAL PROPERTY, UPON MACHINERY AND TOOLS, UPON MOBILE HOMES, AND UPON REAL ESTATE FOR THE CALENDAR YEAR 2011, 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 2011 beginning January 1, 2011, and ending December 31, 2011; 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 5th day of April, 2011, that the following County tax levies be, and they hereby are, imposed for the calendar year 2011:

<u>Class of Property</u>	<u>Rate Per \$100 of Assessed Valuation</u>
1. Real Estate	0.6575
2. Tangible Personal Property	4.00

- |    |  |        |
|----|--|--------|
| 3. | Tangible Personal Property—<br>for one vehicle owned by a<br>disabled veteran  | 1.00   |
| 4. | Machinery and Tools  | 4.00   |
| 5. | Vehicles without motive<br>power, used or designed to be<br>used as manufactured homes as<br>defined in Section 36-85.3 of<br>the Code of Virginia | 0.6575 |
| 6. | Boats or watercraft<br>weighing five tons or more  | 1.00   |

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

A Copy Teste:

  
Mary E. Simmons  
Deputy Clerk

**County Administration**

**County Administrator**

James O. McReynolds



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

April 6, 2011

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 - FY2012

The County's Fiscal Year 2012 Adopted Budget represents the culmination of nearly six months of staff effort. The budget call was issued on October 1, 2010, and requests were due on November 12, 2010. Since that time, staff and I have worked with the requesting departments and agencies to develop a budget that emphasizes the priorities of the Board of Supervisors.

As we approached the beginning of the cycle, the Board provided the following guidelines to be followed in the preparation of the fiscal year 2012 budget:

- . no tax rate changes and
- . no compensation adjustments.

I am pleased to report that the Adopted Budget achieves those guidelines and:

- . is balanced as required by law,
- . achieves all budget guidelines set forth by the Board,
- . includes a General Fund budget that is 1.7% lower than fiscal year 2011 adopted budget,
- . delays General Fund capital projects for another year, with critical maintenance projects funded from the County Capital Fund.

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

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

*A Hampton Roads Community*

## **The Budget Process in York County**

In York County, the budget serves three purposes. First, as a policy document, the budget represents the implementation of the Board's policy setting in the form of specific funding decisions. Second, the Board has the sole authority to set tax rates and authorize spending. This authority is exercised through approval of the annual operating budget. Finally, the budget is a financial planning tool through which the County ensures that the available sources of funds will be sufficient to meet the anticipated and unanticipated cost of providing services to County citizens over the coming year.

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

The Capital Improvements Program is a ten-year plan, of which the first year represents the Capital Improvements Budget. The County has several major new buildings and large renovation projects in its long-range strategic plan. Due to funding constraints, the Fiscal Year 2012 Adopted Budget delays capital projects paid by the General Fund until a future period. Capital maintenance projects that have been deemed critical are programmed in the County Capital Fund.

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

### **TOTAL COUNTY BUDGET - \$161,497,051**

The total County Adopted Budget for all funds for fiscal year 2012 is \$161.5 million. The total budget is the summation all County budgeted funds, net of interfund transfers of \$23.3 million, including the General Fund budget of \$123.0 million, and the various public utilities, accounted for as Enterprise Funds, with total expenses of \$22.3 million or 13.8%, and all other funds totaling a combined \$39.5 million. The total Adopted Budget is \$1.4 million or .9% higher than the current year. This increase is primarily driven by a borrowing for School capital projects, offset by reductions in the other funds. The largest single component of the total County budget is funding for Education and Educational Services. Funds for this purpose equal \$55.4 million or 34.3% of the total budget. The total budget, exclusive of the support for Education and Educational Services (45.1% of the General Fund), amounts to \$106.1 million. After Education and Educational Services, the second highest General Fund function is Public Safety. This function comprises \$28.3 million or 17.5% of the total County Budget.

These three programs, Public Utilities, Education and Educational Services and Public Safety, totaling \$106.0 million comprise 65.6% of the total County budget. A brief description of each fund type follows.

**GENERAL FUND BUDGET - \$122,999,088**

**General Fund Revenues**

General Fund revenues are derived from a variety of sources. Of the \$123.0 million in revenue estimated for fiscal year 2012, \$109.7 million or 89.2% is from local and other sources. The primary sources of local revenue are General Property Taxes (61.4%) and Other Local Taxes (22.4%), which combined are \$103.0 million, or 83.8%. General Property Taxes reflects a \$2.4 million reduction, primarily due to the closing of a major oil refinery. 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 \$4.8 million. Other sources total \$1.9 million or 1.5% and includes payments from the School Division for grounds maintenance, video services, radio maintenance and law enforcement at the high schools. Also in other sources is a transfer from the Marquis Community Development Authority Special Revenue Account for services provided to the facilities in the project area.

The remaining \$13.3 million or 10.8% is from various state and federal government supported programs. Revenue in this area is projected to be relatively level with the current fiscal year.

**General Fund Expenditures**

The Adopted Budget for fiscal year 2012 includes no new initiatives, and focuses on maintaining County services in the face of the slow to recover economy. Total personnel decreases by \$.50 million and reflects no raises, absorption of an increase in health insurance costs, holding several positions vacant and the continuation of the hiring freeze. Non-personnel decreases total \$1.6 million and the major components include reductions in school operations and debt service funding (while still fully funding the School Division's Capital Improvement Plan requests for fiscal year 2012), reductions in payments to other entities, reducing the transfers to Social Services and Head Start (and using the accumulation of excess local funds to fulfill the local match obligation requirements) and a reduction of debt service related to the County's outstanding debt.

The net changes in County functions as follows:

Public Safety	\$ 0.1 million
Finance & Planning	(0.3) million
Education & Educational Services	(0.7) million
Human Services	(0.4) million
General Services	(0.3) million
Capital Outlay & Fund Transfers	(0.2) million
All Other Functions	<u>(0.3) million</u>
Total	\$ <u>(2.1) million</u>

The total Adopted General Fund expenditure budget is \$123.0 million, which is \$2.1 million or 1.7% less than the current year budget. At the annual Budget Call, staff was instructed to submit budget requests reflecting a 2% minimum reduction and that there would be no raises, new personnel or capital projects funded in fiscal year 2012. Further reductions were made to absorb increases in mandated services, as necessary to achieve an overall balanced budget.

Areas of special input are:

Education and Educational Services

The budget includes a decrease in funding of the local contribution to the School Operating Fund, representing 36.6% of the General Fund budget. It also includes reduced funding in the School Debt Service Fund to cover the cost of borrowings for school renovation and construction, for total local support representing 6.4% of the General Fund Budget. It is important to note that even with the reduction, the County will still be fully funding the School Division's Capital Improvement Plan requests for fiscal year 2012. In addition, I recommend that the Board continue the practice of making supplemental appropriations for technology improvements of any funds remaining at the end of fiscal year 2011 in the School Operating Fund. In addition, if the School Division should receive more Impact Aid than is budgeted for fiscal year 2012, the two Boards may again wish to discuss alternative uses for some of these funds. The budgets for other Educational Services, including Library Services and Cooperative Extension, represent 2.1% of the General Fund Budget.

Personnel

The compensation figures in the budget do not include any provisions for a market adjustment or raise during fiscal year 2012. Further reductions were made to account for turnover.

County staff continues to work with the administrator of our health insurance plan to determine the lowest possible premium increase for fiscal year 2012. For fiscal years 2010 and 2011, the Insurance Reserve Fund, a pool for just such an occasion, was used to pay a portion of the premium increase, to help offset the cost increase passed along to the employees. Full details for fiscal year 2012 have not yet been worked out with the administrator and will be communicated to all employees as soon as they are known.

**ENTERPRISE FUNDS EXPENSE BUDGETS - \$22,272,185**

The various funds included in this total are the Solid Waste Management Fund (\$4.9 million), the Water Utility Fund (\$0.4 million), the Sewer Utility Fund (\$14.6 million), the Yorktown Operations Fund (\$.1 million) and the Regional Radio Project Fund (\$2.2 million).

Revenue in these funds is primarily generated through user fees and connection charges. The Solid Waste Management Fund also receives \$0.7 million in General Fund support.

The Water and Sewer Utility Funds account for the water and sewer capital projects. There are no new water projects planned for fiscal year 2012. Sewer projects include Waterview, Hornsbyville, Old Wormley Creek, and Oak-Dogwood.

**OTHER COUNTY FUNDS EXPENSE BUDGETS - \$39,493,223**

Other fund types maintained by the County include Special Revenue Funds (\$14.9 million), Debt Service Funds (\$16.9 million), Capital Project Funds (\$1.6 million), Internal Service Funds (\$5.8 million) and two other funds (\$0.3 million). These are special-purpose fund types that account for various activities throughout the County. The expenditure budgets for these combined funds reflect an increase of \$5.1 million or 14.8% from the current year. The increase is attributable to a significant borrowing to fund school capital projects in fiscal year 2012.

**INTERFUND TRANSFERS - (\$23,267,445)**

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

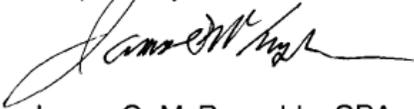
General Fund	\$ (21.8) million
Special Revenue Funds	(1.1) million
Enterprise Funds	<u>(0.4) million</u>
Net Interfund Transfers	<u>\$ (23.3) million</u>

**COMMENTS**

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

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

Respectfully submitted,



James O. McReynolds, CPA  
County Administrator

This page intentionally left blank.

# Budget Overview

## History

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

## Form of Government

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

## Location

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



## Population

York County is home to approximately 65,300 people and ranks 18<sup>th</sup> in population among the state's 95 counties and 29<sup>th</sup> among the 134 cities and counties. In land area, however, the County is the 3<sup>rd</sup> smallest county in Virginia, making it the 6<sup>th</sup> most densely populated county. The County's population has grown steadily for decades, and for the first decade of the 21<sup>st</sup> century, the annual average was 2.2%. The vast majority of the growth, approximately 75% in recent years, 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 2000 median age in the County was 36.5 years, almost 4 years older than in 1990. The population is getting older, on average, as it is all over the country, because of the aging of the post-war baby boom generation born between 1946 and 1964. The baby boom was followed by a “baby bust” period that brought lower fertility rates, causing a “bulge” in the age distribution of the population. Meanwhile, medical advances have increased the average life expectancy and the Census Bureau projects that it will increase to almost 78 in 2010. The cumulative effect of these trends has been a significant rise in the median age both in York County and nationally.

## **Race**

The racial composition of the County's population has been fairly stable, with whites representing 81% of the population in 2000. Although the number of black residents increased 14% between 1990 and 2000, the black proportion of the non-white population fell from 83% to 67% while the Asian population grew from 12% to 16% of the minority population.

## **Households**

About 2/3 of the County's estimated 22,350 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 2.78 persons per household, was the highest on the Peninsula in 2000 and higher than averages for both the state (2.54) and the metropolitan area (2.60). This is partly attributable to the County's large proportion of on-base military households living in housing.

## **Labor Force and Unemployment**

The civilian labor force is well educated. York County leads its Peninsula neighbors with 92% of its adult population holding at least a high school diploma. Of the high school graduates, 40% hold a bachelor's degree and 16% of adult residents hold a graduate or professional degree. The high level of education in the County is reflected in the types of jobs its residents hold. Forty percent of the County's employed residents in 2000 held professional or managerial occupations.

York County has one of the lowest unemployment rates in the metropolitan area, and it consistently trails the regional, statewide, and national rates. Due to the economic downturn, in 2010, the County's average unemployment rate was 6.1%.

## **Income**

York County is one of the most affluent localities in Hampton Roads, with a median household income, as reported in the 2000 census, of \$57,956. York County has the lowest poverty rate on the Peninsula as reported in the 2000 census, with 3.5% of the population living below the poverty line.

## **Quality of Life**

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

## Economic Development

A sustained economic development program coupled with fiscally conservative county management has allowed York County to maintain a positive commercial environment, despite the widespread economic malaise. By capitalizing on existing industry growth and new investment from federal contractors, the County had a relatively good fiscal year in 2010. The Office of Economic Development (OED) in partnership with the Economic Development Authority (EDA) took advantage of the economic slow down by focusing on business retention and expansion and preparing product for the inevitable economic recovery.

Two new significant federal contractors, Bionetics and SDV Solutions, joined the County's business community in fiscal year 2010. Bionetics, a diversified engineering and applied science company with annual sales in excess of \$50 million, has completed construction of a 30,000 square foot headquarters building. In addition to housing Bionetics, this new two story, LEED certified, brick facility will have some available space for lease. SDV Solutions, recently recognized by INC magazine as one of the fastest growing private companies in America, has occupied 12,500 square foot in the former Delta-T building. These two companies represent the fastest growing sector in York County's business base, federal contractors.

Spain Commercial has completed a 36,000 square foot flex building in the York River Commerce Park that is partially available for lease by additional federal contractors. The widening of Fort Eustis Blvd. to four lanes makes this location very attractive to defense contractors serving Fort Eustis. Additionally, through a joint infrastructure agreement, this project will provide utilities and access to an adjacent five-acre lot owned by the EDA.

The newest light industrial announcement is SB Cox's purchase of ten acres of County/EDA property to build a 30,000 square foot construction and demolition debris recycling facility. This project will provide a needed service for local contractors and extend infrastructure to eleven acres owned by the EDA that will be marketed for additional light industrial development.

The closing of Western's Yorktown Refinery will significantly impact York County's industrial tax base. While Western will still operate a terminal at this location, preliminary estimates reflect a reduction of \$2 million to the County's tax base in fiscal year 2012. The OED, along with the appropriate state and regional agencies is working to assist the 200+ displaced employees. The OED and EDA are exploring every option to facilitate refining operations at this location.

One positive outcome of the current economy is that it has allowed us to focus on business retention and expansion. Two of our standing grant programs, E-Commerce and tuition assistance for the NxLevel Program, have been more active than ever. Additionally, we have begun focusing on regional partnerships to expand our programs for small businesses. A great example of this is the Small Town and Merchant Program (STAMP), which we are co-sponsoring with James City County and the City of Williamsburg. The STAMP program utilizes resources provided by the Virginia Small Business Development Center to provide workshops and hands on initiatives to address the specific needs of retail and restaurant businesses.

We are continuing to work with the owners of The Marquis and Williamsburg Marketcenter to stabilize and reenergize these two significant retail developments. The OED has a continuing dialogue with these owners and is working cooperatively to assist them during these difficult times. The County is exploring all areas under its control, including zoning modifications that could help sustain these developments. In the near term, new interstate signage for Marquis Center Parkway should have a positive impact.

AIG's proactive stance regarding the acquisition and marketing of the former Ukrops space bodes well for that retail development.

## Statistical Information

### Top Employers

<u>Employer</u>	<u>No. of Employees</u>
Naval Weapons Station/Cheatham Annex	2,682
York County School Division	1,659
Wal-Mart	970
York County Government	857
U.S Coast Guard Station	826
Sentara Williamsburg Regional Medical Center	778
Water Country USA	777
Great Wolf Lodge	483
Windham Vacation Ownership	435
Kings Creek Plantation	240

*Includes full-time and part-time positions*

*Source: York County, Comprehensive Annual Financial Report - June 30, 2010*

### Population, Per Capita Income and Unemployment Rates

<u>Fiscal Year</u>	<u>Population</u>	<u>Per Capita Income</u>	<u>Unemployment Rate</u>
2010	65,300	\$ 50,343	6.1%
2009	64,900	48,048	5.3%
2008	64,600	46,844	3.3%
2007	63,800	45,256	2.4%
2006	63,300	42,858	2.6%

*Source: York County, Comprehensive Annual Financial Report - June 30, 2010*

### Top Taxpayers

<u>Taxpayer</u>	<u>2009 Assessed Valuation</u>	<u>% of Total Assessment</u>
Virginia Power Company	\$ 366,433,825	3.67%
Lawyers Title/Fairfield Resorts	194,941,940	1.95%
Western Refining Yorktown Inc.	149,651,350	1.50%
City of Newport News	87,703,200	0.88%
Kings Creek Plantation	69,688,965	0.70%
Great Wolf Lodge of Wmbg, LLC	64,828,025	0.65%
Premier Properties	48,225,200	0.48%
Busch Entertainment	46,613,770	0.47%
Wal-Mart	35,853,505	0.36%
Phillip Morris USA Inc.	19,353,240	0.19%
	<u>\$ 1,083,293,020</u>	<u>10.84%</u>

*Source: York County, Comprehensive Annual Financial Report - June 30, 2010*

### School Division

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

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

There are nineteen schools in the Division: 4 high schools, 4 middle schools, 10 elementary schools and 1 charter school.

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

### Education Statistical Data

<u>School Year</u>	<u>School Facilities</u>	<u>Enrollment</u>	<u>Operating Expenditures</u>	<u>Cost per Student</u>
2010	19	12,533	\$ 122,023,356	\$ 9,736
2009	19	12,732	121,036,171	9,506
2008	19	12,745	114,658,213	8,996
2007	19	12,649	112,429,279	8,888
2006	19	12,797	103,877,688	8,117

*Source: York County School Division, Comprehensive Annual Financial Report - June 30, 2010*

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

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

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

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

### Goals and Objectives

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

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

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

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

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

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

## Community Facilities

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

### Objectives:

- . Coordinate the location and timing of public facilities in recognition of existing and anticipated needs and characteristics, including the age distribution and location of present and projected future populations.
- . Avoid wasteful duplication of effort in the construction and operation of public facilities.
- . Maintain historic Yorktown as the seat of County government.
- . Make optimum use of existing court and office space.
- . Provide greater opportunities for the training of County personnel, in particular specialized training for law enforcement and fire and rescue personnel.
- . Provide Sheriff's facilities to accommodate manpower levels sufficient to provide prompt and effective crime protection, prevention and law enforcement to all areas of the County.
- . Provide detention/correctional facilities of sufficient capacity to house securely and safely the County's future adult and juvenile inmate population.

- . Provide fire stations to accommodate manpower levels sufficient to provide prompt and effective fire and emergency medical response to all areas of the County.
- . Maintain a five-minute average fire and emergency response time to at least 90% of the County's land area.
- . Achieve higher levels of excellence in library service.
- . Provide convenient library service to all areas of the County.
- . Protect the natural environment and preserve open space.
- . Provide for a range of recreational facilities and activities adequate in number, type, size, and location to accommodate the needs of County residents.
- . Ensure that athletic fields and other recreational facilities are well maintained.
- . Increase public recreational, fishing and boating access to waterways.
- . Provide a learning environment that is conducive to the education of all present and future school-age children in the County.
- . Achieve and maintain the following overall student/classroom ratios and program capacity guidelines at each school: Kindergarten 20:1, 350-700 students; First-Second 22:1, 350-700 students; Third-Fifth 25:1, 350-700 students; Middle 25:1, 700-1000 students; High 25:1, 1200-1800 students.
- . Optimize use of school facilities and grounds.
- . Promote lifelong learning.

## **Economic Development**

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

Objectives:

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

## **Environment**

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

Objectives:

- . Preserve and protect environmentally sensitive areas and natural resources from the avoidable impacts of land use activities and development.
- . Enhance public awareness and understanding of the importance of environmental conservation and preservation.
- . Continue to implement special development regulations to protect natural resource areas, including low-lying areas, areas with steep slopes, tidal and nontidal wetlands, Chesapeake Bay Preservation Areas, and areas identified by the Virginia Department of Conservation and Recreation, Division of Natural Heritage in the Natural Areas Inventory of the Lower Peninsula of Virginia.
- . Reduce danger to persons, property, and the environment caused by stormwater runoff from developed areas.
- . Reduce or eliminate the loss of life and property damage from natural hazards.
- . Achieve and maintain regional attainment with the National Ambient Air Quality Standards.
- . Ensure that land development occurs in recognition of the ability of the land to support such development without environmental degradation.

- . Preserve open space for purposes of wildlife habitat and the preservation of ecologically sensitive areas.
- . Ensure the conservation and enhancement of adequate and safe future water supply areas.
- . Reduce the incidence of failing septic systems.
- . Ensure existing and proposed public and private access facilities (docks and piers) do not have a negative impact on water quality.
- . Protect coastal wetlands, marshes, rivers, inlets and other bodies of water from degradation associated with land development.
- . Protect shoreline property from erosion in a cost-effective manner that preserves and enhances shoreline resources, water quality, wetlands, riparian buffers and wildlife habitat.
- . Minimize the need for streambank and shoreline erosion controls.
- . Limit noise associated with nonresidential development and highway traffic.
- . Promote compatible land use and development in areas where aircraft noise exceeds acceptable levels as determined by the Department of Housing and Urban Development.
- . Achieve a 50% recycling rate.
- . Provide for the convenient, efficient, and safe removal and disposal of leaves and yard debris.
- . Expand markets for recycled and recyclable products.

## **Historic Resources**

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

Objectives:

- . Update inventories of known archaeological and architectural resources on a regular basis.
- . Continue efforts to coordinate the sharing of information (as through VDHR) as inventories are conducted on the large percentage of the County's riverfront property, especially rich in historic resources, owned by the federal government.
- . Increased attention should be given to the documentation, inventory and evaluation of African-American resources.
- . Initiate a regional survey and evaluation study of mill sites, particularly those that played an important role in the maintenance of the historic plantation system.
- . Explore funding options for preservation activities.
- . Consider establishment of historic or neighborhood protection districts in historically significant communities.
- . Maintain a local historic archives repository.
- . Promote public education and awareness of County historic resources for persons of all ages. Utilize these resources for the educational, civic, and economic benefit of the County and its citizens.
- . Participate in the Virginia Historic Landmarks and National Register of Historic Places programs.
- . As was done with architectural resources, complete a comprehensive archaeological resources inventory to identify archaeologically sensitive areas of the County.
- . Promote heritage tourism in the County.

## Housing

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

### Objectives:

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

## Transportation

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

### Objectives:

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

## Land Use

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

### Objectives:

- . Provide for residential growth that would allow the County population to reach a maximum of approximately 80,000 residents.
- . Establish and maintain a balanced diversity of land uses, with minimal conflicts among different uses, in recognition of the physical characteristics of the County and the capacity of the land and public services and infrastructure to host different types of uses.
- . Consider development patterns and plans established in adjoining jurisdictions when making local land use decisions and designations.

- . Preserve open space throughout the County such that these areas will become an integral part of the community.
- . Preserve and protect certain lands near the shoreline that have intrinsic value for the protection of water quality in the Chesapeake Bay and its tributaries.
- . Enhance the visual appeal of the County's major transportation corridors.
- . Encourage the adaptive reuse of existing blighted properties.
- . Encourage beautification of existing development to improve its visual quality and appeal.
- . Preserve, protect, and enhance cultural, environmental, and historic areas.
- . Protect unspoiled vistas and views of the water.
- . Minimize the visual obtrusiveness of telecommunications towers.
- . Pursue and/or continue regulatory, non-regulatory and incentive-based programs that help preserve and enhance the positive character-defining attributes of the County such as abundant open space, tree-lined road corridors, attractive "gateway" entrances, well-landscaped commercial areas, and pleasant residential settings.
- . Encourage the use of cluster development techniques and conservation easements to help preserve open space.
- . Maintain higher development performance standards at major "gateway" entrances and along major "gateway" corridors.

### **Budget Process**

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

In February, the County Administrator submits a balanced budget to the Board of Supervisors for the next fiscal year to begin July 1. After a series of work sessions with the Board of Supervisors and public hearings, the budget is amended as necessary and an appropriations resolution by functional level is adopted. Tax rates are established prior to the beginning of the fiscal year. The budget is required to be adopted by a majority vote of the Board of Supervisors prior to the end of the current fiscal year. The budget may be amended by the Board of Supervisors through supplemental appropriations or transfers as necessary. The legal level of budgetary control rests at the fund level with the exception of the general fund, which is appropriated at the functional level.

### **Performance Measurement**

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

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

## Budget Calendar

The following outlines the general budget process for the County:

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

## Financial Policies

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

## Investments

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

Except for cash in certain restricted and special funds, cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

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

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

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

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

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

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

The following investments will be permitted by this policy and are those defined by state and local law where applicable: U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available; U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value; certificates of deposit and other evidences of deposit at financial institutions; bankers' acceptances; corporate notes and bonds (U.S. dollar denominated) rated in the AAA or AA categories by both Standard & Poor's and Moody's;

commercial paper (U.S. dollar denominated) issued by an entity incorporated in the U.S.; rated “prime quality” by at least two of the nationally recognized rating agencies; investment-grade obligations of state, provincial and local governments and public authorities; repurchase agreements whose underlying purchased securities consist of the aforementioned instruments; money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

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

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

### **Debt Policy**

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

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

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

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

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

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

## **Revenue**

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

## **Expenditures**

The County's expenditure budget is divided into functional areas (departments). Each department is assigned a Budget Analyst. The Budget Analyst, in coordination with Department Heads, monitors expenditures throughout the fiscal year to ensure compliance with legal requirements and accounting standards.

The County Code provides that the County Administrator may transfer funds within appropriation functions. These transfers allow for the disbursement of funds for unanticipated costs incurred in daily County operations and any such transfer may not result in a change in the total appropriated for personnel or non-personnel costs within the function.

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

## **Fund Balance Reserve**

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

Fund balances in the Social Services Fund, Law Library Fund, County Capital Fund, Vehicle Maintenance Fund, Solid Waste Management Fund and Sewer Utility Fund are projected to decrease in fiscal year 2012, to utilize funds that have accumulated from excess local sources and/or been set aside for planned projects.

## **Fund Structure**

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

Any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget is considered to be a major fund. The County's General Fund is projected to be a major fund in fiscal year 2012.

## **Governmental Funds**

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

### General Fund

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

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

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

### Debt Service Funds (County, School)

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

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

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

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

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

## **Proprietary Funds**

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

### *Internal Service Funds*

#### Vehicle Maintenance Fund

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

#### Other Post-Employment Benefits Fund

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

### *Enterprise Funds*

#### Solid Waste Management Fund

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

### Water Utility Fund

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

### Sewer Utility Fund

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

### Yorktown Operations Fund

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

### Regional Radio System Fund

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

## **Basis of Budgeting and Accounting**

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

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

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

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

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

## **Capital Improvements Program**

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

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

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

Projects are prioritized based on need and ability to pay. Requests are compared to an Office Space Needs Study, prepared by the County's Planning Division, and preliminary recommendations are made based on this analysis. The Board of Supervisors adopts a separate, biennial Utilities Strategic Capital Plan for water, sewer, and stormwater projects and those projects are incorporated into the County's overall CIP plan. All projects that are recommended are run through a funding model to determine affordability. The funding model includes undesignated fund balance available for capital needs and anticipated funding streams over the next 10 years, to determine affordability. Prior to final approval, proposed projects are reviewed by the Planning Commission for conformance with the Comprehensive Plan. There are no significant nonroutine capital expenditures planned for fiscal year 2012.

Details on capital projects are located in a separate CIP document and included below.

The aggregate budgeted amount of capital expenditures for FY2012 is \$8,593,560.

The only General Fund project planned in FY2012 is \$150,000 for minor drainage projects.

The County Capital Fund includes \$400,000 for highway & transportation improvements and \$993,560 for the following maintenance projects:

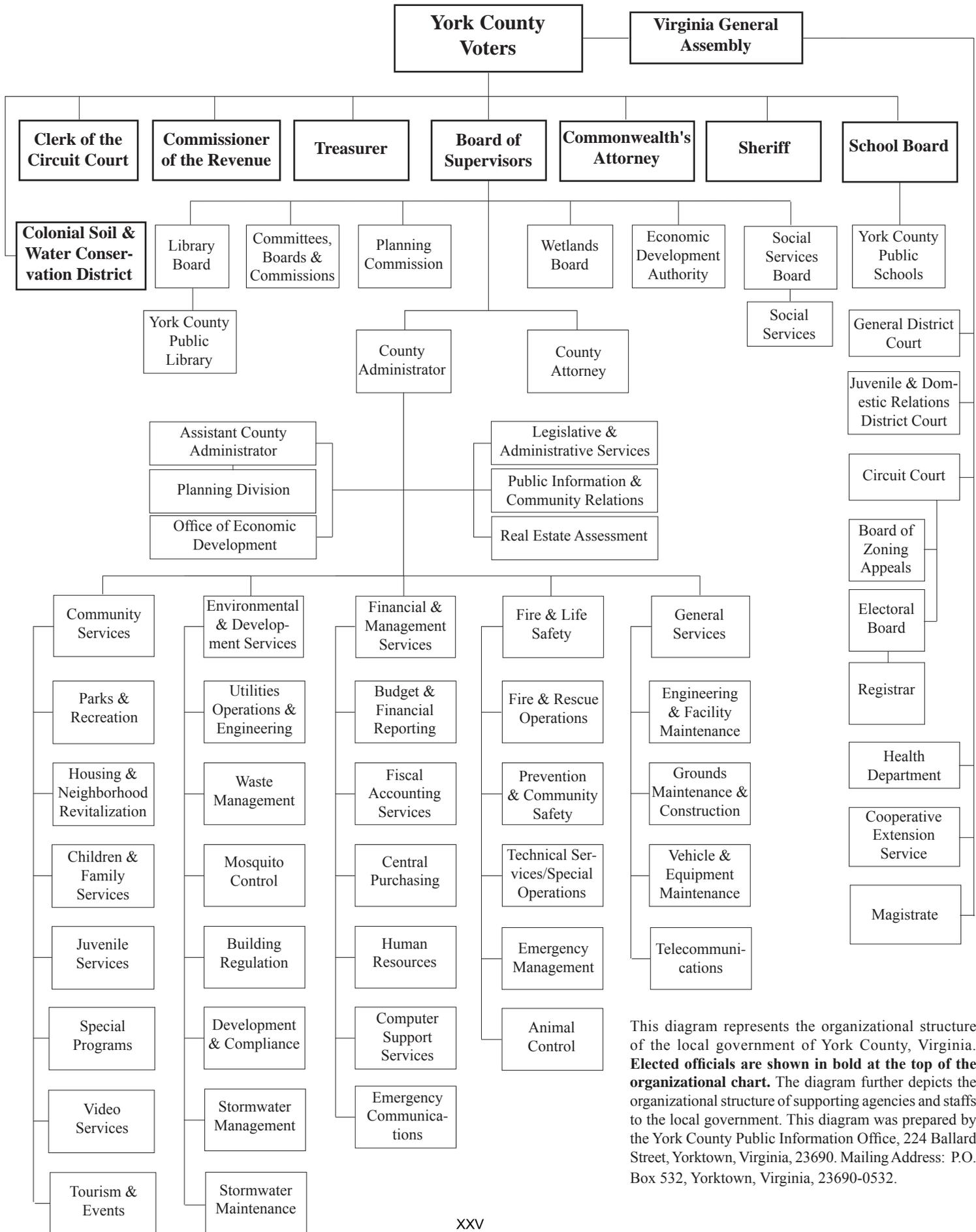
- . Video Services Studio & York Hall Equipment Replacement (\$110,000): to replace studio equipment that helps Video Services provide information to York County residents and students.
- . York-Poquoson Courthouse X-Ray Machine Replacement (\$32,000): provides for the replacement of a 2002 machine.
- . Biomedical Equipment Replacement (\$109,000): provides for the replacement plan for patient monitoring/defibrillation devices.
- . Telephone System Upgrade (\$35,500): to replace telephone sets at Yorktown campus (Phase II).
- . Tennis/Basketball Court Repair (\$50,000): provides for the replacement of tennis and basketball courts based on the priority.
- . Roof Repair/Replacement (\$151,360): funding is to replace the Fire Station #3 (Bruton) existing roof.

- . HVAC Replacement (\$152,700): provides funding for Vehicle Maintenance building replace gas heaters (2) and radiant heaters (4); Fire Station #5 (Skimino) and Back Creek Park replace ice machines; Administration building replace roof top gas packs and heat pump; Facility & Grounds Maintenance building replace a gas heat pump; and Fuel Point #2 replace a wall hung heat pump.
- . Parking Lot Repair (\$75,000): provides funding for seal coating, restriping and asphalt/concrete repairs and asphalt overlay projects based on the priority.
- . Building Maintenance and Repair (\$200,000): provides for, but not limited to carpet replacement, painting and caulking, replacement of lighting, replacement of decking and handrails, replacement of ceiling tiles, pier maintenance and boat landing maintenance projects based on the priority.
- . Major Grounds Repair and Maintenance (\$46,000): provides funding for relamping of existing athletic field lights at Coventry Elementary soccer field; Magruder Elementary soccer field; Tabb High tennis courts; Tabb Middle softball, baseball and soccer fields; and Back Creek Park tennis courts.
- . Grounds Maintenance Machinery and Equipment Replacement (\$32,000): provides funding to replace 1995 Ford 3930 2WD Tractor.

Included in the total CIP is \$7,050,000 of sewer projects. These projects are paid for by a portion of the meals tax and user fees and include:

- . Waterview Area (\$2,200,000): once completed, this project will serve 118 properties.
- . Hornsbyville Area (\$500,000): once completed, this project will serve 89 properties.
- . Old Wormley Creek Area (\$2,200,000): once completed, this project will serve 114 properties.
- . Oak-Dogwood Area (\$900,000): once completed, this project will serve 48 properties.
- . Sewer Line Rehabilitation (\$600,000): provides for emergency repairs, replacement, line replacement, slip lining, valve replacement, grouting, root removal, manhole rehabilitation, pavement repairs, easement restoration, etc. required to continue the operation of a reliable sanitary sewer system and to comply with regulations.
- . Pump Station Rehabilitation (\$400,000): funding for the rehabilitation of old stations with new pumps, electrical controls, generator replacement, wet well lining and emergency repairs to continue the operation of a reliable sanitary sewer system and to comply with regulations.
- . Vector Combination Unit Replacement (\$250,000): funding for the replacement of a 1996 unit, with an expected useful life of 15 years, used in daily operations for preventative maintenance, cleaning and flushing main lines and laterals.

# Organizational Diagram of York County Government



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

This page intentionally left blank.

**Summary of Funding Sources By Fund  
Fiscal Year 2012 Adopted Budget**

**General Fund**

Revenue:			
Local	\$ 107,846,010		
State and Federal	13,279,998		
Other Financing Sources	1,873,080		
Less Interfund Transfers	<u>(303,875)</u>	\$ 122,695,213	
Estimated Fund Balance - FY2011		<u>15,547,246</u>	\$ 138,242,459

**Special Revenue Funds**

Revenue:			
Local	5,792,099		
State and Federal	4,929,947		
Other Financing Sources	3,974,273		
Less Interfund Transfers	<u>(3,974,273)</u>	10,722,046	
Estimated Fund Balance - FY2011		<u>1,625,770</u>	12,347,816

**Debt Service Funds**

Revenue:			
State and Federal	59,472		
Other Financing Sources	16,893,647		
Less Interfund Transfers	<u>(10,888,037)</u>	<u>6,065,082</u>	6,065,082

**Capital Project Funds**

Revenue:			
Local	163,500		
State and Federal	1,347,844		
Other Financing Sources	825,000		
Less Interfund Transfers	<u>(770,000)</u>	1,566,344	
Estimated Fund Balance - FY2011		<u>(6,020,148)</u>	(4,453,804)

**Other Funds**

Revenue:			
Local	15,000		
Other Financing Sources	254,800		
Less Interfund Transfers	<u>(254,800)</u>	15,000	
Estimated Fund Balance - FY2011		<u>7,223,825</u>	7,238,825

**Internal Service Funds**

Revenue:			
Local	4,260,480		
Other Financing Sources	1,276,354		
Less Interfund Transfers	<u>(3,419,263)</u>	2,117,571	
Estimated Fund Balance - FY2011		<u>2,009,219</u>	4,126,790

**Enterprise Funds**

Revenue:			
Local	14,826,075		
State and Federal	309,109		
Other Financing Sources	3,657,197		
Less Interfund Transfers	<u>(3,657,197)</u>	15,135,184	
Estimated Fund Balance - FY2011		<u>(5,827,495)</u>	<u>9,307,689</u>

**Total All Funding Sources**

172,874,857

**Estimated Fund Balance - FY2012**

General Fund	(15,547,246)	
Special Revenue Funds	(1,374,420)	
Capital Project Funds	5,246,149	
Other Funds	(7,238,825)	
Internal Service Funds	(1,770,763)	
Enterprise Funds	<u>9,307,299</u>	<u>(11,377,806)</u>

**Total Revenues and Fund Balances - FY2012**

\$ 161,497,051

**Summary of Expenditures/Expenses By Fund  
Fiscal Year 2012 Adopted Budget**

**General Fund**

Total Expenditures	\$ 122,999,088	
Interfund Transfers:		
Special Revenue Funds	\$ (3,974,273)	
Debt Service Funds	(10,328,824)	
Capital Project Funds	(670,000)	
Other Funds	(216,580)	
Internal Service Funds	(2,921,803)	
Enterprise Funds	(3,657,197)	(21,768,677)
Total Expenditures Less Interfund Transfers		\$ 101,230,411

**Special Revenue Funds**

Total Expenditures	14,947,669	
Interfund Transfers	(1,074,895)	
Total Expenditures Less Interfund Transfers		13,872,774

**Debt Service Funds**

Total Expenditures	16,953,119	
Interfund Transfers	-	
Total Expenditures Less Interfund Transfers		16,953,119

**Capital Project Funds**

Total Expenditures	1,562,345	
Interfund Transfers	-	
Total Expenditures Less Interfund Transfers		1,562,345

**Other Funds**

Total Expenditures	254,800	
Interfund Transfers	-	
Total Expenditures Less Interfund Transfers		254,800

**Internal Service Funds**

Total Expenses	5,775,290	
Interfund Transfers	(12,848)	
Total Expenses Less Interfund Transfers		5,762,442

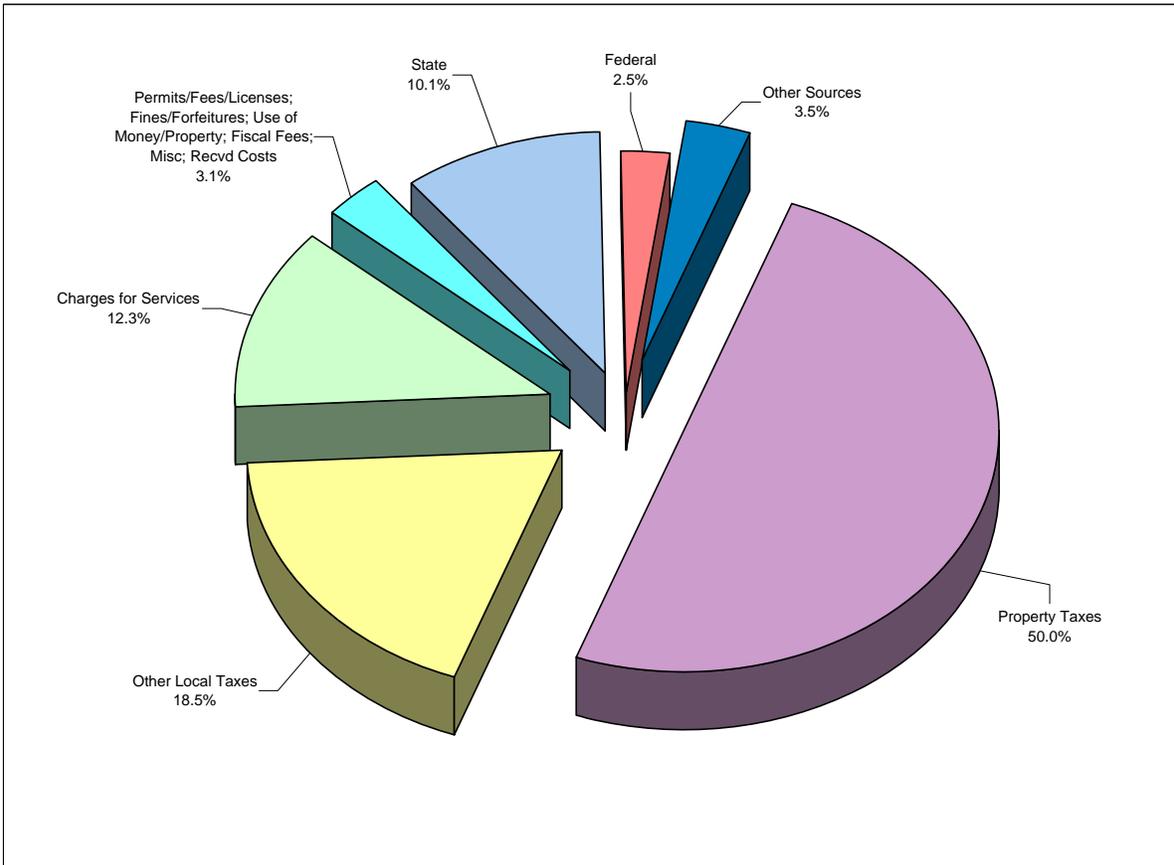
**Enterprise Funds**

Total Expenses	22,272,185	
Interfund Transfers	(411,025)	
Total Expenses Less Interfund Transfers		21,861,160

<b>Total Expenditures/Expenses - FY2012</b>		<b>\$ 161,497,051</b>
---	--	-----------------------

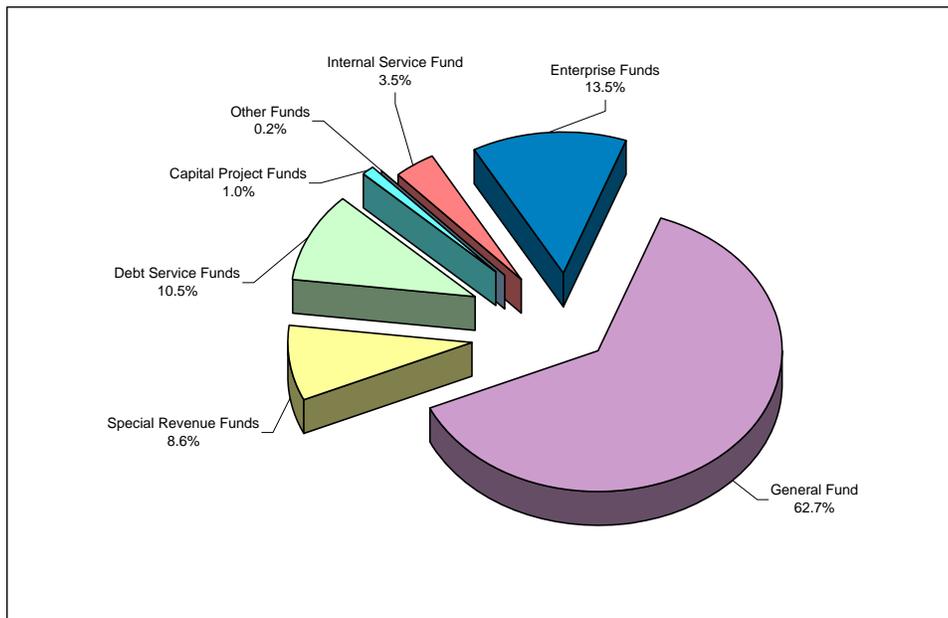
**Summary of Funding Sources By Type  
Fiscal Year 2012**

Description	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
Property Taxes	\$ 73,378,206	\$ 77,258,856	\$ 75,850,690	\$ 80,553,602	\$ 80,553,602	\$ 79,276,141
Other Local Taxes	31,393,680	29,646,843	28,997,407	28,708,000	28,708,000	29,289,000
Permits, Fees and Regulatory Licenses	892,574	767,580	603,745	611,613	617,824	504,207
Fines and Forfeitures	353,120	366,661	380,397	335,650	335,650	349,600
Use of Money and Property	3,409,709	2,477,591	1,053,970	1,252,621	1,252,621	940,571
Charges for Services	16,242,499	16,053,874	15,604,693	17,849,720	17,908,141	19,454,350
Fiscal Agent Fees & Administration	172,584	187,041	181,029	164,708	164,708	195,908
Miscellaneous	398,727	612,748	1,518,950	3,963,697	4,462,892	1,374,462
Recovered Costs	896,043	1,065,085	1,736,701	1,466,870	1,453,870	1,518,925
State	16,473,086	15,009,549	15,633,738	14,653,408	14,642,877	16,054,006
Federal	3,815,526	4,480,132	4,249,669	3,667,282	5,632,893	3,872,364
Other Sources	29,171,718	68,764,048	29,026,390	29,685,383	44,103,663	28,754,351
<b>Total</b>	<b>176,597,472</b>	<b>216,690,008</b>	<b>174,837,379</b>	<b>182,912,554</b>	<b>199,836,741</b>	<b>181,583,885</b>
Transfers	(25,402,287)	(41,885,099)	(23,941,408)	(24,907,739)	(25,908,660)	(23,267,445)
<b>Total - Net</b>	<b>151,195,185</b>	<b>174,804,909</b>	<b>150,895,971</b>	<b>158,004,815</b>	<b>173,928,081</b>	<b>158,316,440</b>
Projected Fund Balance, beginning				46,455,951	46,455,951	14,558,417
Projected Fund Balance, ending				(44,319,595)	(14,558,417)	(11,377,806)
				<b>\$ 160,141,171</b>	<b>\$ 205,825,615</b>	<b>\$ 161,497,051</b>



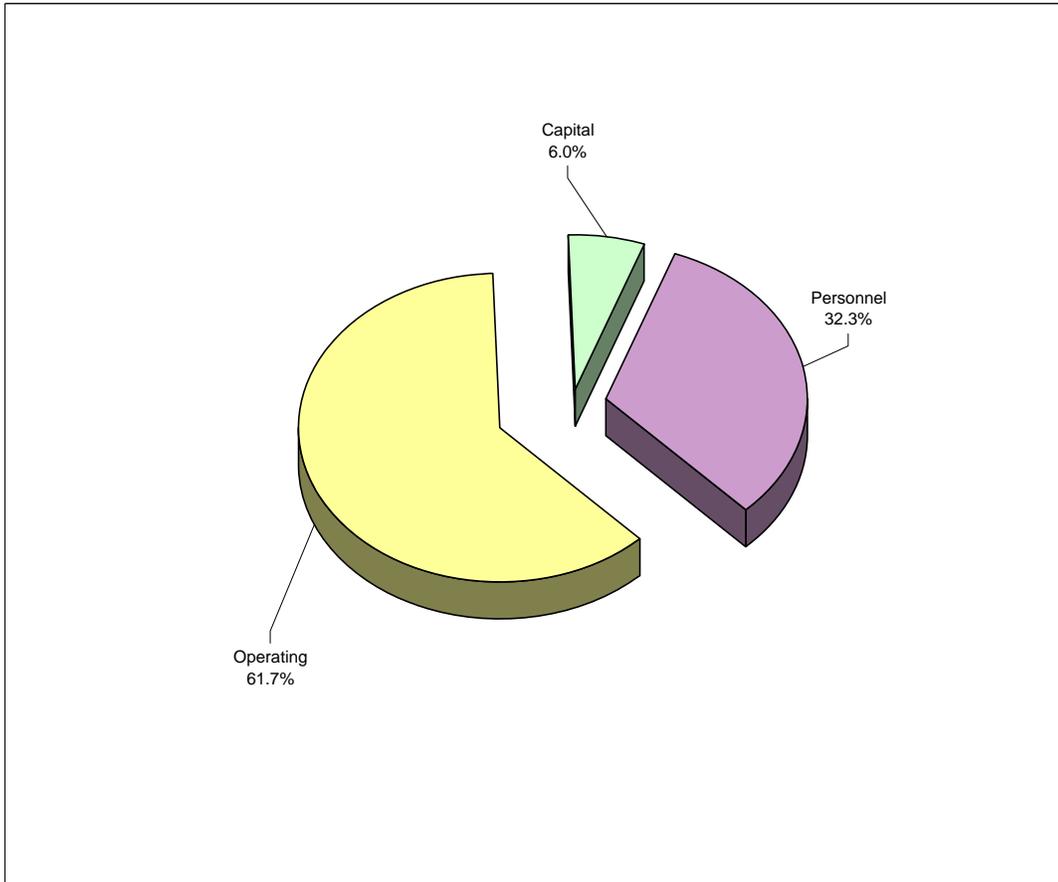
**Summary of Expenditures/Expenses by Function  
Fiscal Year 2012**

Description	FY2008 Actual Expenditures/ Expenses	FY2009 Actual Expenditures/ Expenses	FY2010 Actual Expenditures/ Expenses	FY2011 Original Expenditures/ Expenses	FY2011 Estimated Expenditures/ Expenses	FY2012 Adopted Expenditures/ Expenses
<b>General Fund</b>						
General Administration	\$ 1,841,185	\$ 1,970,917	\$ 1,892,208	\$ 2,011,801	\$ 2,011,801	\$ 2,039,596
Judicial Services	2,644,968	2,732,266	2,717,603	2,726,768	2,758,277	2,662,389
Public Safety	25,255,894	26,694,808	27,470,089	28,199,954	28,386,642	28,335,106
Environmental & Development Services	4,595,936	4,743,157	4,510,432	4,332,394	4,332,394	4,278,594
Finance & Planning	7,826,721	8,222,968	7,860,184	8,483,290	8,485,290	8,170,359
Education & Educational Services	52,024,070	55,502,219	55,414,157	56,095,916	56,100,642	55,425,226
Human Services	3,190,173	3,681,858	3,737,067	3,553,823	3,553,823	3,185,152
General Services	6,633,661	7,148,231	6,965,885	7,463,975	7,464,975	7,175,937
Community Services	3,130,826	3,373,930	3,224,695	3,288,923	3,293,269	3,168,582
Capital Outlay	5,254,857	4,786,006	5,396,213	5,730,172	5,730,172	5,525,940
Non-Departmental	3,030,635	3,555,202	3,188,446	3,172,644	3,177,644	3,032,207
<b>Special Revenue Funds</b>						
Tourism Fund	3,696,692	3,371,166	2,896,399	2,868,000	3,166,852	2,879,000
Social Services Fund	5,997,733	6,103,987	6,102,691	6,545,378	6,550,306	6,309,945
Law Library Fund	8,025	7,238	6,888	9,300	9,300	10,500
Children and Family Services Fund	1,182,387	1,155,223	1,241,458	1,284,548	1,326,323	1,290,083
Community Development Authority Revenue Account Fund	378,538	999,635	803,303	3,237,002	3,237,002	4,458,141
<b>Debt Service Funds</b>						
County Debt Service Fund	2,037,854	19,537,897	2,769,775	3,845,411	3,131,799	3,035,565
School Debt Service Fund	7,466,559	12,688,421	11,644,694	7,512,400	11,260,655	13,917,554
<b>Capital Project Funds</b>						
Stormwater Management Fund	637,556	673,061	883,068	726,935	6,667,400	168,785
Yorktown Capital Improvements Fund	-	50,389	5,000	-	307,655	-
County Capital Fund	14,666,439	9,106,405	4,617,532	2,886,136	17,072,813	1,393,560
<b>Other Funds</b>						
Workers' Compensation Fund	407,230	183,614	309,576	260,000	260,000	254,800
<b>Internal Service Funds</b>						
Vehicle Maintenance Fund	3,852,292	3,765,425	3,744,670	3,997,443	4,300,511	4,546,936
Other Post-Employment Benefits Fund	-	776,504	750,474	1,228,354	1,228,354	1,228,354
<b>Enterprise Funds</b>						
Solid Waste Management Fund	4,262,465	4,383,887	4,363,829	4,674,918	4,689,603	4,871,790
Water Utility Fund	582,742	1,004,610	471,352	431,365	4,507,492	437,465
Sewer Utility Fund	9,124,578	6,385,482	10,206,645	15,315,099	33,351,202	14,643,669
Yorktown Operations Fund	214,489	137,837	122,536	122,250	122,250	122,250
Regional Radio Project Fund	32,826	58,246	1,554,075	5,044,711	5,249,799	2,197,011
Water & Sewer Extension Fund	5,403,496	2,466,717	-	-	-	-
<b>Total</b>	<b>175,380,827</b>	<b>195,267,306</b>	<b>174,870,944</b>	<b>185,048,910</b>	<b>231,734,275</b>	<b>184,764,496</b>
<b>Transfers</b>	<b>(25,402,287)</b>	<b>(41,885,099)</b>	<b>(23,941,408)</b>	<b>(24,907,739)</b>	<b>(25,908,660)</b>	<b>(23,267,445)</b>
<b>Total - Net</b>	<b>\$ 149,978,540</b>	<b>\$ 153,382,207</b>	<b>\$ 150,929,536</b>	<b>\$ 160,141,171</b>	<b>\$ 205,825,615</b>	<b>\$ 161,497,051</b>



**Summary of Expenditures/Expenses by Type  
Fiscal Year 2012**

Description	FY2008 Actual Expenditures/ Expenses	FY2009 Actual Expenditures/ Expenses	FY2010 Actual Expenditures/ Expenses	FY2011 Original Expenditures/ Expenses	FY2011 Estimated Expenditures/ Expenses	FY2012 Adopted Expenditures/ Expenses
Personnel	\$ 47,549,227	\$ 50,537,378	\$ 51,255,450	\$ 53,390,378	\$ 53,478,353	\$ 52,819,876
Operating	101,436,088	127,379,128	109,864,423	113,708,412	117,533,586	119,483,435
Capital	26,395,512	17,350,800	13,751,071	17,950,120	60,722,336	12,461,185
Total	175,380,827	195,267,306	174,870,944	185,048,910	231,734,275	184,764,496
Transfers	<u>(25,402,287)</u>	<u>(41,885,099)</u>	<u>(23,941,408)</u>	<u>(24,907,739)</u>	<u>(25,908,660)</u>	<u>(23,267,445)</u>
Total - Net	<u>\$ 149,978,540</u>	<u>\$ 153,382,207</u>	<u>\$ 150,929,536</u>	<u>\$ 160,141,171</u>	<u>\$ 205,825,615</u>	<u>\$ 161,497,051</u>



## Summary of Total Entity Positions

		<u>Prior</u> <u>FY2010</u>	<u>Current</u> <u>FY2011</u>	<u>Budget</u> <u>FY2012</u>
<b>General Fund</b>	Fund 10			
Board of Supervisors	10111	1.00	1.00	1.00
County Administration	10121	3.75	3.75	3.75
Public Information & Community Relations	10122	3.00	3.00	3.00
Video Services	10123	4.50	4.50	4.50
County Attorney	10124	3.50	3.50	3.50
General Registrar's Office	10131	3.75	3.50	3.50
Circuit Court	20211	1.50	1.50	1.50
Clerk of the Circuit Court	20214	14.50	14.50	14.50
Commonwealth's Attorney	20221	11.50	11.50	11.50
Victim-Witness Assistance Program	20222	4.25	3.00	3.00
Domestic Violence Program	20223	1.00	1.00	1.00
General Operations	30311	14.25	14.50	14.50
Law Enforcement	30312	59.00	59.00	59.00
Investigations	30313	15.00	15.00	15.00
Civil Operations/Court Security	30314	18.50	18.50	18.50
School Resource Officers	30316	4.00	4.00	4.00
Fire & Life Safety Administration	30320	1.50	1.50	1.50
Fire & Rescue Operations	30321	130.00	130.00	130.00
Technical Services & Special Operations	30322	4.00	4.00	4.00
Prevention & Community Safety	30323	3.00	3.00	3.00
Animal Control	30352	3.00	3.00	3.00
Emergency Management	30355	2.50	2.50	2.50
Emergency Communications/911	30356	40.00	40.50	40.50
Radio Maintenance	30357	3.00	2.00	-
Environmental & Development Svcs Admin.	40119	2.00	2.00	2.00
Building Regulation	40341	14.00	14.00	14.00
Stormwater Maintenance	40446	16.80	16.80	16.80
Stormwater Management	40447	5.75	5.75	5.75
Mosquito Control	40512	3.50	3.50	3.50
Development & Compliance	40816	11.00	11.00	11.00
Financial & Management Svcs Admin.	50119	2.00	2.00	2.00
Computer Support Services	50121	15.50	15.50	15.50
Human Resources	50122	5.50	5.50	5.50
Budget & Financial Reporting	50124	5.00	5.00	5.00
Fiscal Accounting Services	50125	11.50	11.50	11.50
Commissioner of the Revenue	50126	17.25	17.25	17.25
Treasurer	50127	12.00	12.00	12.00
Real Estate Assessment	50128	8.00	8.00	8.00
Central Purchasing	50129	5.00	5.00	5.00
Planning	50811	4.50	4.50	4.50
Office of Economic Development	50920	3.25	3.25	3.25
Library Services	60731	33.50	33.50	33.50
General Services Administration	70119	2.00	2.00	2.00
Engineering & Facility Maintenance	70431	21.00	21.00	21.00
Telecommunications	70433	1.00	1.00	1.00
Grounds Maintenance & Construction	70434	44.00	45.00	45.00

## Summary of Total Entity Positions

		<b>Prior</b>	<b>Current</b>	<b>Budget</b>
		<b><u>FY2010</u></b>	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>
<b>General Fund, continued</b>				
Community Services Administration	81119	3.00	3.00	3.00
Special Programs	81538	5.00	5.00	5.00
Housing - Administration	81547	3.00	3.00	3.00
Housing - Rental Assistance	81548	2.00	2.00	2.00
Housing - Rehabilitation	81549	2.00	2.00	2.00
Parks & Recreation	81712	13.00	13.00	13.00
Tourism & Events	81713	1.00	1.00	1.00
Subtotal - General Fund	Fund 10	<u>623.05</u>	<u>622.30</u>	<u>620.30</u>
<b>Special Revenue Funds</b>				
Tourism	Fund 8	2.00	2.00	2.00
Social Services	Fund 13	60.35	60.85	58.85
Children and Family Services	Fund 51	<u>23.20</u>	<u>23.20</u>	<u>23.20</u>
Subtotal - Special Revenue Funds		<u>85.55</u>	<u>86.05</u>	<u>84.05</u>
<b>Internal Service Fund</b>				
Vehicle Maintenance	Fund 12	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
<b>Enterprise Funds</b>				
Solid Waste Management	Fund 21	12.20	12.20	12.20
Water Utility	Fund 24	1.90	-	-
Sewer Utility	Fund 25	<u>54.35</u>	<u>56.25</u>	<u>56.25</u>
Subtotal - Enterprise Funds		<u>68.45</u>	<u>68.45</u>	<u>68.45</u>
<b>Total Entity</b>		<b><u>789.05</u></b>	<b><u>788.80</u></b>	<b><u>784.80</u></b>
<b>Total County (Less Social Services)</b>		<b><u>728.70</u></b>	<b><u>727.95</u></b>	<b><u>725.95</u></b>

**SCHEDULE OF DEBT OBLIGATIONS**

	Maturity	Original Issue	Principal Outstanding 7/1/2011	2012		Other Debt Service Expenditures/ Expenses	Total Requirements
				Principal	Interest		
<b><u>Debt Service Funds</u></b>							
<b><u>General Obligation Bonds</u></b>							
1993 VPSA School Bonds	12/15/2013	\$ 4,500,000	\$ 100,000	\$ 55,000	\$ 3,625	\$ 500	\$ 59,125
2002 Refunding School Bonds	7/15/2014	15,005,000	7,505,000	1,725,000	332,125	1,000	2,058,125
1997 VPSA School Bonds	7/15/2017	15,000,000	7,115,000	865,000	346,724	500	1,212,224
2003 VPSA School Bonds	7/15/2022	7,715,000	5,435,000	340,000	258,640	500	599,140
2004 VPSA School Bonds	7/15/2023	3,875,000	2,935,000	165,000	145,547	500	311,047
2005 VPSA School Bonds	7/15/2025	14,905,000	12,445,000	575,000	600,195	500	1,175,695
2006 VPSA School Bonds	7/15/2026	11,030,000	9,585,000	410,000	434,619	1,000	845,619
2008 VPSA School Bonds	7/15/2028	5,400,000	5,085,000	185,000	251,005	650	436,655
2009 VPSA School Bonds	7/15/2029	4,180,000	4,045,000	155,000	138,923	1,000	294,923
2010 VPSA Qualified School Construction Bonds	6/1/2027	1,120,000	1,055,000	65,000	59,472	1,000	125,472
2011 VPSA School Bonds	Note 1	2,500,000	2,500,000	-	250,000	1,000	251,000
2012 VPSA School Bonds	Note 2	5,500,000	-	-	550,000	1,000	551,000
		<u>90,730,000</u>	<u>57,805,000</u>	<u>4,540,000</u>	<u>3,370,875</u>	<u>9,150</u>	<u>7,920,025</u>
<b><u>Literary Loans</u></b>							
1991 Magruder Elementary	7/15/2011	2,000,000	100,000	100,000	4,000	-	104,000
<b><u>Capital Leases</u></b>							
2010 E911 Equipment/Computer Aided Dispatch	12/1/2020	3,035,627	3,035,627	43,785	119,825	-	163,610
2008 Signaling Equipment	1/1/2016	150,000	111,109	20,576	4,278	-	24,854
		<u>3,185,627</u>	<u>3,146,736</u>	<u>64,361</u>	<u>124,103</u>	<u>-</u>	<u>188,464</u>
<b><u>Lease Revenue Bonds</u></b>							
2002 COPs Revenue Refunding	3/1/2012	3,385,000	165,000	165,000	6,807	2,500	174,307
2003 Lease Revenue	6/15/2023	17,380,000	11,980,000	805,000	489,776	5,224	1,300,000
2008 Lease Revenue	10/1/2029	17,230,000	16,690,000	570,000	801,794	1,000	1,372,794
		<u>37,995,000</u>	<u>28,835,000</u>	<u>1,540,000</u>	<u>1,298,377</u>	<u>8,724</u>	<u>2,847,101</u>
<b><u>Note Payable</u></b>							
1999 VRS Note Payable	1/29/2014	3,532,077	1,041,781	322,389	71,140	-	393,529
<b><u>Enterprise Funds</u></b>							
<b><u>Capital Leases</u></b>							
2003 Refinance Capital Lease VPPSA	4/1/2012	1,545,000	195,000	195,001	7,800	244	203,045
2008 Signaling Equipment	1/1/2016	2,038,931	1,510,294	279,679	58,147	-	337,826
		<u>3,583,931</u>	<u>1,705,294</u>	<u>474,680</u>	<u>65,947</u>	<u>244</u>	<u>540,871</u>
<b><u>Revenue Bonds</u></b>							
2005 Sewer Revenue Refunding Bonds	6/1/2029	8,575,000	7,715,000	305,000	321,004	4,000	630,004
1992 Lackey Revenue Bonds	5/14/2032	600,000	457,310	12,715	22,709	-	35,424
2010 Sewer Revenue Bonds	6/1/2040	15,280,000	15,280,000	125,000	928,910	2,000	1,055,910
		<u>24,455,000</u>	<u>23,452,310</u>	<u>442,715</u>	<u>1,272,623</u>	<u>6,000</u>	<u>1,721,338</u>
Total All Issues		<u>\$ 165,481,635</u>	<u>\$ 116,086,121</u>	<u>\$ 7,484,145</u>	<u>\$ 6,207,065</u>	<u>\$ 24,118</u>	<u>\$ 13,715,328</u>

Note 1 - The County is anticipating a borrowing for the Coventry Elementary HVAC replacement. Payments for this issuance are expected to begin in FY2012. The maturity date will be determined at the time of debt issuance.

Note 2 - The County is anticipating a borrowing for the following school projects: Grafton Bethel Elementary roof (\$1,000,000), Coventry Elementary gym (\$250,000), New Horizons/Butler Farm HVAC (\$582,382), Tabb Elementary classrooms (\$1,950,000) and Grafton Complex gym (\$1,652,500). Payments for this issuance are expected to begin in FY2012. The maturity date will be determined at the time of the debt issuance.

**GENERAL FUND  
FUND 10  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 15,547,246
Projected FY2011 Revenues		
Local	\$ 109,713,687	
State and Federal	13,415,668	
Other financing sources	<u>2,165,574</u>	
Total	\$ 125,294,929	
Projected FY2011 Expenditures		<u>125,294,929</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ 15,547,246
Projected FY2012 Revenues		
Local	\$ 107,846,010	
State and Federal	13,279,998	
Other financing sources	<u>1,873,080</u>	
Total	\$ 122,999,088	
Projected FY2012 Expenditures		<u>122,999,088</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u>\$ 15,547,246</u>

**General Fund Revenues**

	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>	\$ <u>Change</u>	% <u>Change</u>
<b>Revenue Local Sources</b>								
<b>30311 General Property Taxes</b>								
1010 Real Estate Taxes	\$ 55,034,574	\$ 58,109,941	\$ 57,879,379	\$ 58,785,000	\$ 58,785,000	\$ 58,985,000	\$ 200,000	0.3%
2010 Public Service Corp	2,369,548	2,795,166	2,841,721	2,700,000	2,700,000	2,800,000	100,000	3.7%
3010 Personal Property Taxes	12,210,710	11,208,955	10,582,606	11,036,500	11,036,500	11,162,000	125,500	1.1%
3060 Mobile Home Taxes	25,374	21,716	23,304	25,600	25,600	23,000	(2,600)	-10.2%
4010 Machinery/Tools	2,800,157	3,765,309	3,617,121	4,600,000	4,600,000	1,700,000	(2,900,000)	-63.0%
5010 Boat > 5 Tons	38,423	72,868	104,454	40,000	40,000	80,000	40,000	100.0%
6010 Penalties	553,516	662,536	478,234	500,000	500,000	500,000	-	0.0%
6020 Interest	239,110	234,023	216,075	225,000	225,000	220,000	(5,000)	-2.2%
Subtotal	<u>73,271,412</u>	<u>76,870,514</u>	<u>75,742,894</u>	<u>77,912,100</u>	<u>77,912,100</u>	<u>75,470,000</u>	<u>(2,442,100)</u>	<u>-3.1%</u>
<b>30312 Other Local Taxes</b>								
1000 Local Sales Tax	9,363,787	9,145,529	8,757,706	9,000,000	9,000,000	9,000,000	-	0.0%
1100 Lodging Tax	3,411,038	3,159,600	3,005,252	2,900,000	2,900,000	3,000,000	100,000	3.4%
1111 Lodging Tax Penalty	-	1,841	3,641	-	-	-	-	0.0%
1112 Lodging Tax Interest	-	728	1,530	-	-	-	-	0.0%
1200 Meals Tax	5,143,049	5,125,723	5,046,055	5,000,000	5,000,000	5,200,000	200,000	4.0%
3010 Occupational License	6,574,028	5,374,739	5,307,320	5,250,000	5,250,000	5,300,000	50,000	1.0%
3011 Occupational License Penalty	18,673	19,099	25,858	15,000	15,000	20,000	5,000	33.3%
3012 Occupational License Interest	9,243	13,388	16,311	10,000	10,000	10,000	-	0.0%
3020 Utility Consumption Tax	254,127	299,828	281,203	280,000	280,000	285,000	5,000	1.8%
3050 Short-Term Rental	26,208	22,637	17,205	20,000	20,000	18,000	(2,000)	-10.0%
3060 Motor Vehicle Rental Tax	74,430	71,458	64,612	70,000	70,000	65,000	(5,000)	-7.1%
4000 Communications Sales Tax	1,509,095	1,371,148	1,376,864	1,375,000	1,375,000	1,400,000	25,000	1.8%
5010 Motor Vehicle License	1,404,639	1,503,306	1,474,552	1,285,000	1,285,000	1,500,000	215,000	16.7%
6000 Bank Franchise Tax	129,373	189,084	235,207	175,000	175,000	200,000	25,000	14.3%
6001 Bank Franchise Penalty	-	45	-	-	-	-	-	0.0%
6012 Franchise Tax-Verizon Surchg	-	41	259	-	-	-	-	0.0%
7010 Recordation Tax	257,866	213,597	231,825	216,000	216,000	216,000	-	0.0%
7011 Recordation/Grantor's Tax	426,454	402,034	418,917	400,000	400,000	400,000	-	0.0%
7030 Deeds of Conveyance	1,370,202	1,001,445	993,253	1,000,000	1,000,000	950,000	(50,000)	-5.0%
Subtotal	<u>29,972,212</u>	<u>27,915,270</u>	<u>27,257,570</u>	<u>26,996,000</u>	<u>26,996,000</u>	<u>27,564,000</u>	<u>568,000</u>	<u>2.1%</u>
<b>30313 Permits, Fees, Regulatory Licenses</b>								
0751 DMV Fees	-	7,688	-	-	-	-	-	0.0%
0752 Credit Card Fees	-	8,762	1,923	-	-	-	-	0.0%
1010 Dog License	27,546	37,465	46,637	30,000	30,000	40,000	10,000	33.3%
3010 Wetlands Permits	2,100	900	1,500	1,000	1,000	1,800	800	80.0%
3011 Ches Bay Application Fees	3,000	1,500	5,000	1,000	1,000	3,000	2,000	200.0%
3012 Sheriff Conceal Weapon-New	-	18,974	17,438	-	6,211	-	-	0.0%
3014 Sheriff Conceal Weapon-Renewal	-	2,287	1,118	2,000	2,000	1,500	(500)	-25.0%
3020 Zoning Fees	14,583	11,004	9,247	13,500	13,500	10,000	(3,500)	-25.9%
3021 Plan Review Fees	20,654	11,480	6,884	10,000	10,000	8,000	(2,000)	-20.0%
3022 Map Maint Fees	6,816	3,302	4,376	3,500	3,500	4,500	1,000	28.6%
3023 Planning/Public Works Insp Fees	6,783	3,501	3,183	5,000	5,000	3,200	(1,800)	-36.0%
3024 Board of Zoning/Subdivision	2,450	1,750	1,000	2,000	2,000	1,500	(500)	-25.0%
3025 Zoning Verification	-	-	500	-	-	-	-	0.0%
3030 Land Transfer Fees	10,425	9,254	10,124	9,000	9,000	9,000	-	0.0%
3040 Electrical Inspection Fees	114,318	110,892	81,284	90,000	90,000	62,000	(28,000)	-31.1%
3041 Electrical Inspection Surchg 1.75%	1,939	1,848	1,351	1,575	1,575	1,085	(490)	-31.1%
3042 Reinspection Electrical	4,150	4,500	1,700	2,000	2,000	1,000	(1,000)	-50.0%
3050 Plumbing Inspection Fees	150,690	116,837	88,961	100,000	100,000	70,000	(30,000)	-30.0%
3051 Plumbing Inspection Surchg 1.75%	2,602	2,023	1,528	1,750	1,750	1,225	(525)	-30.0%
3052 Reinspection Plumbing	600	950	800	750	750	750	-	0.0%
3060 Building Inspection Fees	326,118	268,551	215,859	210,000	210,000	175,000	(35,000)	-16.7%
3061 Building Inspection Surchg 1.75%	5,156	4,210	3,405	3,675	3,675	3,062	(613)	-16.7%
3062 Reinspection Building	4,000	2,950	1,455	2,000	2,000	2,000	-	0.0%
3070 Plat Fees	134	-	60	-	-	-	-	0.0%
3090 Erosion Inspection Fees	16,885	7,153	8,268	10,000	10,000	9,000	(1,000)	-10.0%
3110 Mechanical Inspection Fees	97,858	89,075	74,810	75,000	75,000	62,000	(13,000)	-17.3%
3111 Mechanical Inspection Surchg 1.75%	1,710	1,536	1,281	1,313	1,313	1,085	(228)	-17.4%
3112 Reinspection Mechanical	600	650	550	500	500	500	-	0.0%
3180 Yard Sale Permits	35	20	10	-	-	-	-	0.0%
3200 Land Disturbance Permit	7,200	6,250	7,950	6,000	6,000	3,000	(3,000)	-50.0%
3210 Amusement Devices Inspection	641	200	-	-	-	-	-	0.0%
3300 Land Use Revalidation	2,000	-	50	-	-	-	-	0.0%
3310 Tax Exempt Rehabilitation	150	-	-	-	-	-	-	0.0%
3400 Open Burning Permit Fees	100	50	-	50	50	-	(50)	-100.0%
Subtotal	<u>831,243</u>	<u>735,562</u>	<u>598,252</u>	<u>581,613</u>	<u>587,824</u>	<u>474,207</u>	<u>(107,406)</u>	<u>-18.5%</u>

**General Fund Revenues**

	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues	\$ Change	% Change
<b>30314 Fines &amp; Forfeitures</b>								
0300 Parking Fines	3,150	4,725	2,120	3,000	3,000	2,000	(1,000)	-33.3%
1010 Animal Control Fines	1,130	590	535	650	650	600	(50)	-7.7%
1011 False Alarm Fines	-	-	100	-	-	-	-	0.0%
1012 Miscellaneous FLS Fines	150	2,977	85	-	-	-	-	0.0%
2000 Restitution	300	331	1,277	-	-	-	-	0.0%
4010 Court Fines	222,327	199,964	223,702	195,000	195,000	200,000	5,000	2.6%
4011 Assessment Courthouse	24,929	29,471	29,551	30,000	30,000	30,000	-	0.0%
4012 Courthouse Security	79,061	107,918	102,720	90,000	90,000	100,000	10,000	11.1%
4013 Jail Admission Fee	7,869	8,168	9,847	8,000	8,000	8,000	-	0.0%
4014 Commonwealth Atty Bad Check Fee	701	936	575	-	-	-	-	0.0%
5000 Wetlands Civil Charges	3,800	60	30	-	-	-	-	0.0%
5001 Chesapeake Bay Violations	1,683	2,970	627	-	-	-	-	0.0%
Subtotal	345,100	358,110	371,169	326,650	326,650	340,600	13,950	4.3%
<b>30315 Use of Money and Property</b>								
1001 Unrealized Gain (Loss) on Invmts	47,658	142,060	(74,498)	-	-	-	-	0.0%
1010 Interest	1,036,543	258,626	36,386	150,000	150,000	100,000	(50,000)	-33.3%
2010 Rents	139,867	140,122	141,425	140,000	140,000	140,000	-	0.0%
2010-001 Freight Shed Rentals	-	40,316	42,842	45,000	45,000	45,000	-	0.0%
2015 Telephone Service Agreement	26,700	26,700	26,225	26,700	26,700	24,800	(1,900)	-7.1%
2020 Tower Rent	165,053	173,645	183,399	175,000	175,000	150,000	(25,000)	-14.3%
2060 Sale of Equipment	6,856	5,396	12,723	2,500	2,500	2,500	-	0.0%
2100-001 Sale of Crossroads Facility	-	342,068	-	-	-	-	-	0.0%
8200 Reimbursement for Postage	1,097	1,353	-	-	-	-	-	0.0%
Subtotal	1,423,774	1,130,286	368,502	539,200	539,200	462,300	(76,900)	-14.3%
<b>30316 Charges for Services</b>								
1010 Excess Clerk of Court	366,946	289,209	179,213	210,000	210,000	150,000	(60,000)	-28.6%
1011 DNA/Blood	732	406	492	400	400	400	-	0.0%
1014 Land Records-Secure Remote	-	18,450	22,100	-	-	15,000	15,000	100.0%
2010 Chg Commonwealth's Attny	2,524	1,963	2,088	2,000	2,000	2,000	-	0.0%
2510 Court Appointed Attny	6,892	5,481	8,247	5,000	5,000	5,000	-	0.0%
2600 Admin Fees-PR Deductions	-	2,190	2,739	-	-	1,500	1,500	100.0%
3010 Sheriff Fees	55,863	3,631	3,631	3,600	3,600	3,600	-	0.0%
3012 Sheriff Concealed Weapon	5,381	-	-	-	-	-	-	0.0%
3013 Sheriff Special Fees	85,200	125,979	102,516	82,500	99,946	88,810	6,310	7.6%
3020 Public Safety Pers Fees	930	-	1,014	-	-	-	-	0.0%
3130 FLS Command School	5,485	209	-	-	1,875	-	-	0.0%
3321 Medic Transport Fee Recovery	-	-	220,687	1,000,000	1,000,000	1,100,000	100,000	10.0%
5000 Treasurer-Sheriff Fee Recovery	276	491	520	-	-	-	-	0.0%
6010 Mosquito Control	38,564	14,723	16,270	16,300	16,300	16,300	-	0.0%
8010 Recreation Fees/Admissions	180,340	169,812	160,810	175,000	175,000	165,000	(10,000)	-5.7%
8011 Senior Activities Fees	4,809	4,860	4,867	5,000	5,000	5,000	-	0.0%
8013 Admission Fee/Rental Skate R&R	44,490	34,305	25,658	35,000	35,000	26,000	(9,000)	-25.7%
8014 Sports Camps & Classes	72,485	64,042	63,218	65,000	65,000	65,000	-	0.0%
8015 Instructional Classes	61,125	79,446	57,667	65,000	65,000	65,000	-	0.0%
8016 Concessions-Skate R&R	25,376	18,133	7,000	5,000	5,000	7,000	2,000	40.0%
8016-001 Concessions-Back Creek Pk	-	-	128	500	500	200	(300)	-60.0%
8016-002 Concessions-New Qtr Pk	-	-	13,363	12,500	12,500	13,500	1,000	8.0%
8016-200 Concessions-Sports Complex	-	30,745	74,829	-	-	11,200	11,200	100.0%
8020 Park Facility Fees & Programs	39,738	52,687	49,408	32,950	32,950	50,000	17,050	51.7%
8020-200 Park Facility Fees & Prog-Sprts Cplx	-	2,125	37,446	20,000	20,000	40,000	20,000	100.0%
8410 Library Fines	52,359	48,293	45,796	45,000	45,000	45,000	-	0.0%
8420 Book Replacement	6,782	8,003	7,982	7,200	7,200	8,000	800	11.1%
8430 Library Copier	15,921	14,811	15,031	15,000	15,000	15,000	-	0.0%
8610 Sale of Ordinances	68	-	100	50	50	100	50	100.0%
8620 Sale of Maps	111	95	49	100	100	50	(50)	-50.0%
8621 GIS/CSS Services	18,465	10,891	12,229	9,000	9,000	10,000	1,000	11.1%
8630 Sale Xerox Copies	401	24	221	100	100	100	-	0.0%
9001 Victim-Witness PTEAP Conference	-	-	5,692	-	-	-	-	0.0%
9550-001 Safety Town Registration	-	1,845	2,080	-	-	-	-	0.0%
9990 Miscellaneous Charges	-	100	602	-	-	-	-	0.0%
Subtotal	1,091,263	1,002,949	1,143,693	1,812,200	1,831,521	1,908,760	96,560	5.3%
<b>30317 Fiscal Agent Fees &amp; Administration</b>								
1021 Solid Waste Fund	21,000	21,000	21,000	21,000	21,000	35,000	14,000	66.7%
1024 Water Utility Fund	8,000	8,000	8,000	8,000	8,000	10,000	2,000	25.0%
1025 Sewer Utility Fund	26,000	26,000	26,000	26,000	26,000	41,200	15,200	58.5%
1091 Colonial Behavioral Health Fd	97,203	111,727	106,098	90,000	90,000	90,000	-	0.0%
1094 Col Group Home Commission Fd	18,260	18,122	17,723	17,500	17,500	17,500	-	0.0%
Subtotal	170,463	184,849	178,821	162,500	162,500	193,700	31,200	19.2%

**General Fund Revenues**

	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues	\$ Change	% Change
<b>30318 Miscellaneous</b>								
3010 Prior Year Exp Refunds	11,371	25,491	52,111	10,000	10,000	25,000	15,000	150.0%
3012 Prior Year Forfeit Flex	297	2,630	2,935	-	-	-	-	0.0%
3027-002 Sheriff-Donations	5,307	1,105	3,725	-	20	-	-	0.0%
3315 VDEM Donation - Haz Mat	13,000	-	-	-	-	-	-	0.0%
3320 FLS Donations - Programs	34,972	19,104	17,729	-	5,211	-	-	0.0%
3321 FLS Donations - Volunteers	32,646	33,313	19,719	-	785	-	-	0.0%
3356-004 Communications Donation	3,244	-	-	-	-	-	-	0.0%
3601 Cable TV Comm Grant	-	5,000	-	-	-	-	-	0.0%
4000 Signs Chesapeake Bay/Wetlands	40	60	-	-	-	-	-	0.0%
4001 Earth Day Donations	-	-	1,750	-	-	-	-	0.0%
5999 CDA Expenditure Reimburse	258	-	-	-	-	-	-	0.0%
6010 Library - Donations	11,882	16,539	11,374	-	4,506	-	-	0.0%
6060 Tax Sale-Excess Proceeds	-	97,525	-	-	-	-	-	0.0%
7001 Yorktown Go Green Initiative	-	275	2,000	-	-	-	-	0.0%
7002 York Youth Lacrosse Donation	-	-	-	-	1,000	-	-	0.0%
8000 Sr Center-Donation	5,325	-	-	-	-	-	-	0.0%
8400 Wmsbg Com Hlth Fnd-Training	2,500	-	-	-	-	-	-	0.0%
9011 Homeowner Promo Gr#492	10,000	-	-	-	-	-	-	0.0%
9012 SEAST Rural Comm Assistance	-	-	3,000	-	-	-	-	0.0%
9090 Miscellaneous	80,310	37,589	85,195	15,000	15,000	18,518	3,518	23.5%
9092 Miscellaneous Maint Premises	4,773	8,247	5,310	4,000	4,000	5,000	1,000	25.0%
9095-200 Vending Machine-Sports Complex	-	90	524	-	-	-	-	0.0%
9097 Utility Costs-Reimbursement	71	-	-	-	-	-	-	0.0%
9098 Safety Town	9,050	8,620	7,710	-	-	-	-	0.0%
9099 Local Recycling	67	-	-	-	-	-	-	0.0%
9220 Return Checks	8,390	11,970	12,240	6,500	6,500	10,000	3,500	53.8%
9230 Admin Fees	106,403	138,280	127,619	100,000	100,000	120,000	20,000	20.0%
9270 VML Risk Mgmt Grant	-	-	-	-	2,000	-	-	0.0%
9507 Housing Partnership Support	5,570	1,000	-	-	-	-	-	0.0%
9552 Misc Housing Choice Voucher	1,300	-	-	-	-	-	-	0.0%
9622 VAHMRS Donation #583 Haz	-	-	20,000	-	-	-	-	0.0%
Subtotal	<u>346,776</u>	<u>406,838</u>	<u>372,941</u>	<u>135,500</u>	<u>149,022</u>	<u>178,518</u>	<u>43,018</u>	<u>31.7%</u>
<b>30319 Recovered Costs</b>								
1510 York-Poquoson Courthouse	267,046	318,068	331,899	363,931	363,931	409,300	45,369	12.5%
1999 Hurricane/Training Wages	-	41,608	38,321	-	-	-	-	0.0%
2010 Streetlight Install	87,593	15,862	32,664	20,000	20,000	20,000	-	0.0%
2020 Streetlight Costs	20,009	4,648	5,041	15,000	15,000	15,000	-	0.0%
2999 Hurricane/Training Fringes	-	7,132	5,056	-	-	-	-	0.0%
3311 Williamsburg Public Safety	-	-	4,281	-	-	-	-	0.0%
3325 Air Time Usage	360	-	-	-	-	-	-	0.0%
3356 Poquoson 911 Merger	285,167	296,500	296,500	296,500	296,500	296,500	-	0.0%
3358 Williamsburg 911 Merger	-	36,565	516,363	512,439	512,439	512,500	61	0.0%
5210-001 Postage Reimb-Commsr Of Accts	-	-	815	900	900	600	(300)	-33.3%
5210-002 Postage Reimb-EDA	-	-	1	100	100	25	(75)	-75.0%
6000 Wmbg Compensated Absences	-	22,789	-	-	-	-	-	0.0%
7034 Landscaping General Services	-	29,900	-	-	-	-	-	0.0%
Subtotal	<u>660,175</u>	<u>773,072</u>	<u>1,230,941</u>	<u>1,208,870</u>	<u>1,208,870</u>	<u>1,253,925</u>	<u>45,055</u>	<u>3.7%</u>
Total Local	<u>108,112,418</u>	<u>109,377,450</u>	<u>107,264,783</u>	<u>109,674,633</u>	<u>109,713,687</u>	<u>107,846,010</u>	<u>(1,828,623)</u>	<u>-1.7%</u>
<b>Revenue from the State</b>								
<b>30322 State Non-Categorical Aid</b>								
1010 ABC Profits	33,003	-	-	-	-	-	-	0.0%
1020 Wine Profits	34,594	-	-	-	-	-	-	0.0%
1030 Mobile Home	19,171	13,018	8,898	13,000	13,000	9,000	(4,000)	-30.8%
1040 Rolling Stock	17,215	17,742	17,542	15,000	15,000	15,000	-	0.0%
3010 Prs Prp Tax Relief Act (PPTRA)	8,737,103	8,739,375	8,741,406	8,741,680	8,741,680	8,741,680	-	0.0%
9999 Local Aid to Commonwealth	-	(191,873)	(190,660)	(230,000)	(230,000)	(245,515)	(15,515)	6.7%
Subtotal	<u>8,841,086</u>	<u>8,578,262</u>	<u>8,577,186</u>	<u>8,539,680</u>	<u>8,539,680</u>	<u>8,520,165</u>	<u>(19,515)</u>	<u>-0.2%</u>

## General Fund Revenues

	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues	\$ Change	% Change
<b>30323 State Shared Expenses</b>								
1010 Cmnw Attorney Salary	455,326	464,839	428,858	423,159	423,159	451,000	27,841	6.6%
1020 Cmnw Attorney Office Expense	5,159	5,158	5,160	5,160	34,995	-	(5,160)	-100.0%
1050 Cmnw Attorney Fringe	62,845	62,274	50,252	43,880	43,880	36,880	(7,000)	-16.0%
3010 Comm Revenue Salary	194,155	190,207	176,756	162,271	162,271	169,000	6,729	4.1%
3020 Comm Revenue Office Exp/Mileage	587	587	587	587	587	-	(587)	-100.0%
3050 Comm Revenue Fringe	25,835	23,223	18,657	16,989	16,989	11,520	(5,469)	-32.2%
4010 Treasurer Salary	166,169	165,228	150,555	129,783	129,783	136,000	6,217	4.8%
4020 Treasurer Office Expense/Mileage	685	684	708	685	685	-	(685)	-100.0%
4050 Treasurer Fringe	22,930	19,663	14,125	12,658	12,658	5,760	(6,898)	-54.5%
6010 Registrar Salary	56,936	49,609	44,178	43,763	43,763	43,800	37	0.1%
6011 Presidential Primary	17,645	-	-	-	-	-	-	0.0%
6110 Electoral Board Salary	-	9,492	8,480	8,500	8,500	8,500	-	0.0%
6130 Electoral Board Mileage	-	807	592	-	-	-	-	0.0%
7010 Sheriff Salary	2,289,893	2,329,508	2,055,221	2,186,148	2,186,148	2,263,000	76,852	3.5%
7050 Sheriff Fringe	323,044	323,742	254,061	225,594	225,594	211,830	(13,764)	-6.1%
7099-300 ARRA Sheriff Comp Board	-	(694,373)	-	-	-	-	-	0.0%
9010 Clerk of Court Salary	401,014	402,594	364,001	394,853	394,853	406,000	11,147	2.8%
9020 Clerk of Court Mileage	-	-	4,810	-	-	-	-	0.0%
9022 Clerk of Court Equipment	53,026	113,388	71,398	-	10,624	-	-	0.0%
9030 Clerk of Court Fringe	18,550	15,192	26,492	23,286	23,286	18,965	(4,321)	-18.6%
Subtotal	<u>4,093,799</u>	<u>3,481,822</u>	<u>3,674,891</u>	<u>3,677,316</u>	<u>3,717,775</u>	<u>3,762,255</u>	<u>84,939</u>	<u>2.3%</u>
<b>30324 State Categorical Aid</b>								
1760 VJCCCA	74,511	74,511	70,785	70,784	54,343	50,470	(20,314)	-28.7%
1999 Circuit Court Salaries	1,500	5,502	-	-	-	-	-	0.0%
3160 VA Supreme Court - Extradition	20,250	12,455	14,465	-	4,339	-	-	0.0%
4060 Drug Asset-Sheriff	3,772	3,894	5,866	-	550	-	-	0.0%
4061 Drug Asset-Comm Atty	1,152	2,080	4,022	-	691	-	-	0.0%
4070 Litter Control	13,014	12,469	-	8,250	8,250	-	(8,250)	-100.0%
4090 Library Grant	184,917	183,160	170,316	150,000	150,220	147,983	(2,017)	-1.3%
4092 Library Filter Grant	1,768	-	-	-	-	-	-	0.0%
5210 Court Service Postage	9,148	10,121	10,601	10,200	10,200	10,200	-	0.0%
8000 Wireless E-911 Servs	234,526	222,975	227,292	225,000	225,000	250,000	25,000	11.1%
8908 FEMA-Trop Storm Ernesto	12,504	-	-	-	-	-	-	0.0%
9585 VDEM HMGP CRS Flood Aware	309	-	-	-	-	-	-	0.0%
Subtotal	<u>557,371</u>	<u>527,167</u>	<u>503,347</u>	<u>464,234</u>	<u>453,593</u>	<u>458,653</u>	<u>(5,581)</u>	<u>-1.2%</u>
<b>30326 State Grants</b>								
2200 Four for Life	52,272	39,231	57,100	53,423	53,423	53,423	-	0.0%
2220 Fire Protection	148,404	153,202	155,317	155,317	144,012	155,317	-	0.0%
2220-002 Fire Prog Training Mini-Grant	9,396	-	3,679	-	-	-	-	0.0%
2221 VFIRS Comp Hardware	-	1,000	-	-	-	-	-	0.0%
2236 DMV Animal Sterilization	1,214	1,316	1,261	-	-	-	-	0.0%
2237 Tax/Spay & Neuter Fund	-	289	196	-	373	-	-	0.0%
2260 Rescue Grant	-	25,164	13,317	-	-	-	-	0.0%
2280 Emergency Services Radiology	25,000	25,000	25,000	25,000	25,000	25,000	-	0.0%
2281 Dept Emg Svc-Rad-Emer Generators	-	-	-	-	17,000	-	-	0.0%
3340 DCJS Victim/Witness	93,009	17,113	23,252	85,568	22,805	93,009	7,441	8.7%
3341 DCJS Domestic Violence	22,905	-	-	-	-	-	-	0.0%
3500 Emergency Home Repair	5,509	7,942	5,503	5,510	6,856	5,510	-	0.0%
3502 Access Rehab Program	5,000	4,500	-	-	-	-	-	0.0%
3505 VHDA/Access Rent	970	-	-	-	-	-	-	0.0%
3700 VA Commission of Arts	5,000	5,000	5,000	-	5,000	-	-	0.0%
5010-001 FSS Enroll Challenge Grant	7,000	-	-	-	-	-	-	0.0%
9098 Highway Safety/Safety Town	-	987	870	-	-	-	-	0.0%
9523 DCJS - Triad Crime Prevent	2,418	-	2,025	-	-	-	-	0.0%
9715 VDEM - Hazmat	-	10,000	10,000	-	10,000	-	-	0.0%
Subtotal	<u>378,097</u>	<u>290,744</u>	<u>302,520</u>	<u>324,818</u>	<u>284,469</u>	<u>332,259</u>	<u>7,441</u>	<u>2.3%</u>
Total State	<u>13,870,353</u>	<u>12,877,995</u>	<u>13,057,944</u>	<u>13,006,048</u>	<u>12,995,517</u>	<u>13,073,332</u>	<u>67,284</u>	<u>0.5%</u>

**General Fund Revenues**

	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues	\$ Change	% Change
<b>Revenue from the Federal Government</b>								
<b>30331 Federal Paid in Lieu of Tax</b>								
1010 Payment in Lieu of Taxes	5,647	12,714	9,500	12,700	12,700	9,500	(3,200)	-25.2%
Subtotal	5,647	12,714	9,500	12,700	12,700	9,500	(3,200)	-25.2%
<b>30333 Federal Categorical Aid</b>								
1011 Criminal Alien Asst Program	15,191	6,681	8,938	-	13,160	-	-	0.0%
1500 Housing Assistance Vouchers	144,734	132,369	106,746	133,000	133,000	124,800	(8,200)	-6.2%
1999-007 FEMA Urban S&R Reimb-Wage	-	-	1,304	-	-	-	-	0.0%
2999-007 FEMA Urban S&R Reimb-Fringes	-	-	100	-	-	-	-	0.0%
3340 DCJS Victim Witness	-	68,455	69,757	-	68,418	-	-	0.0%
3341 DCJS Domestic Violence	-	21,574	23,016	23,932	23,932	27,366	3,434	14.3%
3412 DMV-Sheriff Grants	10,860	38,417	19,923	-	31,200	-	-	0.0%
3413 DMV-Sheriff Grants	18,804	-	-	-	-	-	-	0.0%
4045 DEA Overtime	14,769	7,928	22,907	-	17,202	-	-	0.0%
4046 DEA WAR	-	14,069	-	-	30,577	-	-	0.0%
4050 Bulletproof Vest Ptnrshp	8,435	9,315	6,520	-	8,500	-	-	0.0%
4060 Drug Asset - Sheriff	10,238	2,969	36,997	-	5,264	-	-	0.0%
4061 Drug Asset - Crmw Attorney	460	403	1,736	-	1,145	-	-	0.0%
4100 Sheriff-BJA Grant	9,661	-	11,841	-	12,053	-	-	0.0%
5010 VHDA FSS Coord Fund	38,455	38,838	39,132	-	-	-	-	0.0%
5011 CDBG Plan Grant	-	20,312	-	-	-	-	-	0.0%
5012 VHDA Homebuy Educ/Counsel	-	-	700	-	-	-	-	0.0%
6000 Soc Svcs Cap Reimbursement	75,968	79,299	64,883	-	-	-	-	0.0%
7010-300 ARRA Sheriff Salary	-	-	135,223	-	-	-	-	0.0%
7050-300 ARRA Sheriff Fringes	-	-	10,345	-	-	-	-	0.0%
7099-300 ARRA Sheriff Comp Board	-	694,373	-	-	-	-	-	0.0%
8010 Civil Defense Salary	45,529	45,529	45,529	45,000	45,000	45,000	-	0.0%
8400 Library E-Rate	2,711	3,473	13,247	-	-	-	-	0.0%
8908 FEMA-Trop Storm Ernesto	60,179	-	-	-	-	-	-	0.0%
9001 VW-PTEAP Grant	26,883	27,468	47,151	-	-	-	-	0.0%
9572 FEMA-Urban Search & Rescue	2,517	2,794	-	-	-	-	-	0.0%
9580 VDEM-Citizen Corps	2,400	8,669	-	-	-	-	-	0.0%
9582 VDEM-HS Citizen Corps Grant	-	11,331	-	-	-	-	-	0.0%
9584 VDH Cities Read Grant	8,496	-	-	-	-	-	-	0.0%
9585 VDEM HRMP CRS Flood Aware	1,006	-	-	-	-	-	-	0.0%
9586 2006/07 Safety & Sec Plan	10,000	-	-	-	-	-	-	0.0%
9589 VDH Pandemic Influenza Shelter	-	18,000	-	-	-	-	-	0.0%
9590 Grt #564 VDH Preventing	-	-	13,348	-	-	-	-	0.0%
9592 SHSP Hazmat	-	29,973	-	-	-	-	-	0.0%
9593 Grt #590 SHSP Hazmat	-	-	-	-	15,000	-	-	0.0%
9594 CDBG-Barlow Rd Gr#586	-	-	5,000	-	-	-	-	0.0%
9596 Housing Choice Voucher	-	-	-	-	3,000	-	-	0.0%
9650-300 ARRA BJA-JAG Tasers	-	-	48,950	-	-	-	-	0.0%
Subtotal	507,296	1,282,239	733,293	201,932	407,451	197,166	(4,766)	-2.4%
Total Federal	512,943	1,294,953	742,793	214,632	420,151	206,666	(7,966)	-3.7%
<b>Other Financing Sources</b>								
<b>30341 Non-Revenue Receipts</b>								
1010 Insurance Recovery	22,559	28,855	19,598	-	1,227	-	-	0.0%
Ins Recvry - 2009 Noreaster	-	-	4,797	-	-	-	-	0.0%
Subtotal	22,559	28,855	24,395	-	1,227	-	-	0.0%
<b>30351 Transfer from Other Funds</b>								
1010 School Grounds Maintenance	1,156,488	1,136,782	1,129,722	1,129,722	1,129,722	1,121,365	(8,357)	-0.7%
1011 Carryover Fund	234,853	807,177	168,515	-	-	-	-	0.0%
1012 School Resource Officers	249,015	258,264	255,492	276,400	276,400	282,200	5,800	2.1%
1016 School Video Services	82,898	84,330	76,779	83,100	83,100	79,920	(3,180)	-3.8%
1018 School Radio Maintenance	85,720	85,720	85,720	85,720	85,720	85,720	-	0.0%
1050 School Year-End Reversion	189,113	178,810	237,794	-	-	-	-	0.0%
1050-001 School QLMS & Yk High Land	-	2	1	-	-	-	-	0.0%
1050-002 School Bus Parking Lot	-	-	2	-	-	-	-	0.0%
1054 School Carryover Reversion	180,075	225,000	157,216	-	-	-	-	0.0%
1063 CDA Special Rev Fd R/E Base	82,832	-	-	-	-	-	-	0.0%
1063-001 CDA Special Rev Fd Facilities	250,000	262,500	275,625	289,405	289,405	303,875	14,470	5.0%
1079 County Capital Fund	-	-	-	300,000	300,000	-	(300,000)	-100.0%
Subtotal	2,510,994	3,038,585	2,386,866	2,164,347	2,164,347	1,873,080	(291,267)	-13.5%
Total Other Sources	2,533,553	3,067,440	2,411,261	2,164,347	2,165,574	1,873,080	(291,267)	-13.5%
General Fund Total	\$ 125,029,267	\$ 126,617,838	\$ 123,476,781	\$ 125,059,660	\$ 125,294,929	\$ 122,999,088	\$ (2,060,572)	-1.7%

## GENERAL FUND REVENUES

### General Property Taxes

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

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Real Estate	\$ 58,785,000	\$ 58,985,000	\$ 200,000	0.3%
Public Service	2,700,000	2,800,000	100,000	3.7%
Personal Property	11,036,500	11,162,000	125,500	1.1%
Mobile Homes	25,600	23,000	(2,600)	-10.2%
Machinery & Tools	4,600,000	1,700,000	(2,900,000)	-63.0%
Boats	40,000	80,000	40,000	100.0%
Penalties	500,000	500,000	-	0.0%
Interest	<u>225,000</u>	<u>220,000</u>	<u>(5,000)</u>	-2.2%
Total	<u>\$ 77,912,100</u>	<u>\$ 75,470,000</u>	<u>\$ (2,442,100)</u>	-3.1%

### FY2012 Budget Comments

Fiscal year 2012 is a not a general reassessment year. The slight projected increase in Real Estate is due to new construction. Public Service Corporation tax revenue is projected to increase, based on the 2010 assessment. The Virginia Department of Taxation bases its assessment of public service corporations on the sales ratio analysis it performs on the prior year's assessment data compared to current sales data. Personal Property taxes on vehicles is up due to higher NADA values. Finally, taxes on Machinery & Tools are expected to decrease significantly due to the closing of a large refinery.

### Other Local Taxes

#### Sales Tax

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

#### Lodging Tax

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

#### Meals Tax

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

## Occupational License

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

## Utility Consumption Tax

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

## Communications Sales Tax

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

## Other Local Taxes

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b>Original</b>	<b>Adopted</b>	<b>Change</b>	<b>Change</b>
Local Sales Tax	\$ 9,000,000	\$ 9,000,000	\$ -	0.0%
Lodging Tax	2,900,000	3,000,000	100,000	3.4%
Meals Tax	5,000,000	5,200,000	200,000	4.0%
Occupational License	5,275,000	5,330,000	55,000	1.0%
Utility Consumption Tax	280,000	285,000	5,000	1.8%
Communications Sales Tax	1,375,000	1,400,000	25,000	1.8%
Motor Vehicle License	1,285,000	1,500,000	215,000	16.7%
Bank Franchise Tax	175,000	200,000	25,000	14.3%
Recordation Tax	1,616,000	1,566,000	(50,000)	-3.1%
Rental Tax	90,000	83,000	(7,000)	-7.8%
Total	<u>\$ 26,996,000</u>	<u>\$ 27,564,000</u>	<u>\$ 568,000</u>	2.1%

## FY2012 Budget Comments

Revenues in these areas are expected to increase slightly as the economy begins to recover, with the exception of recordation and rental taxes. Actual revenues for recordation tax and rental tax are tracking below the fiscal year 2011 budget and the projection for fiscal year 2012 has been adjusted accordingly.

### Permits, Fees and Regulatory Licenses

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Inspection Fees	\$ 503,563	\$ 391,907	\$ (111,656)	-22.2%
Permits, Fees & Licenses	<u>78,050</u>	<u>82,300</u>	<u>4,250</u>	5.5%
Total	<u>\$ 581,613</u>	<u>\$ 474,207</u>	<u>\$ (107,406)</u>	-18.5%

### FY2012 Budget Comments

The slow economy has resulted in significantly fewer inspections. Even with the gradual economic recovery, actual revenues are tracking below the fiscal year 2011 budget and the projection for fiscal year 2012 has been adjusted accordingly.

### Fines and Forfeitures

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Fines & Forfeitures	<u>\$ 326,650</u>	<u>\$ 340,600</u>	<u>\$ 13,950</u>	4.3%

### FY2012 Budget Comments

The majority of the increase is from the courthouse security fee, which has shown a steady climb; the projected budget has been adjusted accordingly.

### Use of Money and Property

#### Use of Money

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

#### Use of Property

The County receives revenue from the rental of its facilities, including the Human Services building and communication towers, as well as the sale of surplus property.

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Use of Money	\$ 150,000	\$ 100,000	\$ (50,000)	-33.3%
Use of Property	<u>389,200</u>	<u>362,300</u>	<u>(26,900)</u>	-6.9%
Total	<u>\$ 539,200</u>	<u>\$ 462,300</u>	<u>\$ (76,900)</u>	-14.3%

### FY2012 Budget Comments

Use of money reflects a significant decrease due to low interest rates and losses on investments. A major cellular tenant notified the County that it would no longer be renting tower space; this loss of revenue is reflected in the use of property revenue.

### Charges for Services

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

	<u>FY2011</u> <u>Original</u>	<u>FY2012</u> <u>Adopted</u>	<u>Dollar</u> <u>Change</u>	<u>Percentage</u> <u>Change</u>
Excess Clerk of Court/Land Records-				
Secure Remote Access	\$ 210,400	\$ 165,400	\$ (45,000)	-21.4%
Commonwealth's Attorney	7,000	7,000	-	0.0%
Law Enforcement	86,100	92,410	6,310	7.3%
Medic Transport Fee Recovery	1,000,000	1,100,000	100,000	10.0%
Mosquito Control	16,300	16,300	-	0.0%
Parks & Recreation	415,950	447,900	31,950	7.7%
Library Fines & Fees	67,200	68,000	800	1.2%
Computer Support	9,000	10,000	1,000	11.1%
Other	250	1,750	1,500	600.0%
Total	<u>\$ 1,812,200</u>	<u>\$ 1,908,760</u>	<u>\$ 96,560</u>	5.3%

### FY2012 Budget Comments

The decrease for the Clerk of Court is due to the projected loss of excess fees, based on a change in the calculation proposed from the State. Legislation is still working its way through the General Assembly and the eventual outcome is unknown at this time. The increase in the Medic Transport Fee Recovery is based on higher than projected trends in fiscal year 2011. The increase in Parks & Recreation revenue is attributable to higher facility usage fee income and revenue from outsourcing the concessions operations at the York County Sports Complex.

### Fiscal Agent Fees & Administration

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

	<u>FY2011</u> <u>Original</u>	<u>FY2012</u> <u>Adopted</u>	<u>Dollar</u> <u>Change</u>	<u>Percentage</u> <u>Change</u>
Fiscal Agent Fees	\$ 162,500	\$ 193,700	\$ 31,200	19.2%

### FY2012 Budget Comments

Fiscal agent fees are based on a percentage of agencies' budgets. The fee charged to the County's enterprise funds will increase in fiscal year 2012, due to a change in the formula.

**Miscellaneous**

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Miscellaneous	\$ 135,500	\$ 178,518	\$ 43,018	31.7%

**FY2012 Budget Comments**

The increase is attributable to higher trends, particularly in administrative fees collected on delinquent accounts.

**Recovered Costs**

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<u>Original</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
York-Poquoson Courthouse	\$ 363,931	\$ 409,300	\$ 45,369	12.5%
Streetlight Program	35,000	35,000	-	0.0%
Poquoson 911	296,500	296,500	-	0.0%
Williamsburg 911	512,439	512,500	61	0.0%
Postage Reimbursement	<u>1,000</u>	<u>625</u>	<u>(375)</u>	-37.5%
Total	<u>\$ 1,208,870</u>	<u>\$ 1,253,925</u>	<u>\$ 45,055</u>	3.7%

**FY2012 Budget Comments**

The increase in the recovered cost for the York-Poquoson courthouse is attributable to the decline in revenue that offset courthouse expenditures. 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.

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

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

**Mobile Home**

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

**Rolling Stock**

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

**Personal Property Tax Relief Act (PPTRA)**

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

	<b>FY2011 Original</b>	<b>FY2012 Adopted</b>	<b>Dollar Change</b>	<b>Percentage Change</b>
Mobile Home	\$ 13,000	\$ 9,000	\$ (4,000)	-30.8%
Rolling Stock	15,000	15,000	-	0.0%
PPTRA	8,741,680	8,741,680	-	0.0%
Local Aid to Commonwealth	(230,000)	(245,515)	(15,515)	6.7%
<b>Total</b>	<b>\$ 8,539,680</b>	<b>\$ 8,520,165</b>	<b>\$ (19,515)</b>	<b>-0.2%</b>

**FY2012 Budget Comments**

When it passed the State budget bill at the close of the 2009 session, the General Assembly included \$60 million to be paid by local governments to the State over a two-year period. At the time the fiscal year 2011 budget was adopted, the locality specific amounts had not been disclosed. The Local Aid to the Commonwealth projection for fiscal year 2012 is based on the fiscal year 2011 actual amount.

**Revenue from the State - Shared Expenses**

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

	<b>FY2011 Original</b>	<b>FY2012 Adopted</b>	<b>Dollar Change</b>	<b>Percentage Change</b>
Commonwealth's Attorney	\$ 472,199	\$ 487,880	\$ 15,681	3.3%
Commissioner of the Revenue	179,847	180,520	673	0.4%
Treasurer	143,126	141,760	(1,366)	-1.0%
Registrar	43,763	43,800	37	0.1%
Electoral Board	8,500	8,500	-	0.0%
Sheriff	2,411,742	2,474,830	63,088	2.6%
Clerk of Court	418,139	424,965	6,826	1.6%
<b>Total</b>	<b>\$ 3,677,316</b>	<b>\$ 3,762,255</b>	<b>\$ 84,939</b>	<b>2.3%</b>

**FY2012 Budget Comments**

The fiscal year 2012 funding projections for the Constitutional Officers reflect the actual fiscal year 2011 amounts. At this time, the Compensation Board has not released fiscal year 2012 estimates.

### Revenue from the State - Categorical Aid

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
VJCCA	\$ 70,784	\$ 50,470	\$ (20,314)	-28.7%
Litter Control	8,250	-	(8,250)	-100.0%
Library Grant	150,000	147,983	(2,017)	-1.3%
Court Service Postage	10,200	10,200	-	0.0%
Wireless E-911	<u>225,000</u>	<u>250,000</u>	<u>25,000</u>	11.1%
Total	<u>\$ 464,234</u>	<u>\$ 458,653</u>	<u>\$ (5,581)</u>	-1.2%

### FY2012 Budget Comments

The State is projecting decreases in the Virginia Juvenile Community Crime Control Act grant and Library Aid grant. The Litter Control grant is reflected in the Solid Waste Fund for fiscal year 2012, where the related expense is coded. Revenue received from the E-911 surcharge continues to increase each year, due to an increase in call volume.

### Revenue from the State - Grants

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Four for Life	\$ 53,423	\$ 53,423	\$ -	0.0%
Fire Protection	155,317	155,317	-	0.0%
Emergency Services	25,000	25,000	-	0.0%
DCJS Victim/Witness	85,568	93,009	7,441	8.7%
Emergency Home Repair	<u>5,510</u>	<u>5,510</u>	<u>-</u>	0.0%
Total	<u>\$ 324,818</u>	<u>\$ 332,259</u>	<u>\$ 7,441</u>	2.3%

### FY2012 Budget Comments

The increase in Victim/Witness is based on the fiscal year 2011 actual award.

## Revenue from the Federal Government

### Payment in Lieu of Taxes

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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
Payment in Lieu of Taxes	\$ 12,700	\$ 9,500	\$ (3,200)	-25.2%
Housing Assist. Vouchers	133,000	124,800	(8,200)	-6.2%
DCJS Domestic Violence	23,932	27,366	3,434	14.3%
Civil Defense	45,000	45,000	-	0.0%
Total	<b><u>\$ 214,632</u></b>	<b><u>\$ 206,666</u></b>	<b><u>\$ (7,966)</u></b>	<b>-3.7%</b>

### FY2012 Budget Comments

The payment in lieu of taxes is projected to decline based on fiscal year 2010's actual amount (fiscal year 2011 has not been received). Housing Assistance Vouchers is expecting a decrease based on the declining revenue at the federal level. The increase in the Domestic Violence grant is based on the fiscal year 2011 actual award.

### Other Financing Sources

#### Transfers from Other Funds

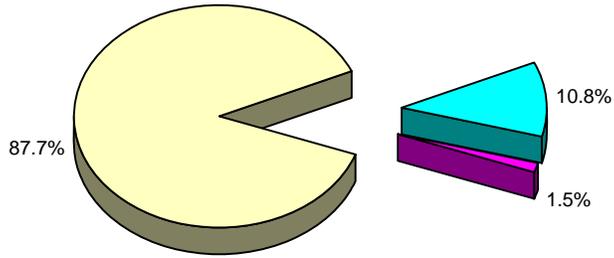
The School Division has contracted with the County to maintain the school grounds and athletic fields, for video services operations, and for a portion of the emergency radio system maintenance contract. The School Division also has an arrangement with the Sheriff's Office for School Resource Officers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

	<b>FY2011</b>	<b>FY2012</b>	<b>Dollar</b>	<b>Percentage</b>
	<b><u>Original</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
School Division	\$ 1,574,942	\$ 1,569,205	\$ (5,737)	-0.4%
CDA Special Revenue Fund	289,405	303,875	14,470	5.0%
County Capital Fund	300,000	-	(300,000)	-100.0%
Total	<b><u>\$ 2,164,347</u></b>	<b><u>\$ 1,873,080</u></b>	<b><u>\$ (291,267)</u></b>	<b>-13.5%</b>

### FY2012 Budget Comments

Charges for services provided to the School Division reflects a decrease based on expenditure reductions to those areas. The transfer from the CDA Special Revenue Fund reflects a 5% increase, per a memorandum of understanding with York County. The funding from the County Capital Fund in fiscal year 2011 was a one-time transfer for computer, server and printer replacements to maintain the County's network infrastructure and is not re-occurring in fiscal year 2012.

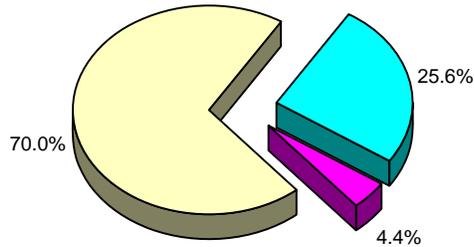
### GENERAL FUND REVENUES FY2012 - BY SOURCE



■ Local Revenues   
 ■ State/Federal Revenues   
 ■ Other Revenues

<u>Source</u>	<u>FY2011 Original</u>	<u>FY2012 Adopted</u>	<u>Dollar Change</u>
Local Revenues	\$ 109,674,633	\$ 107,846,010	\$ (1,828,623)
State/Federal Revenues	13,220,680	13,279,998	59,318
Other Revenues	2,164,347	1,873,080	(291,267)
	<u>\$ 125,059,660</u>	<u>\$ 122,999,088</u>	<u>\$ (2,060,572)</u>

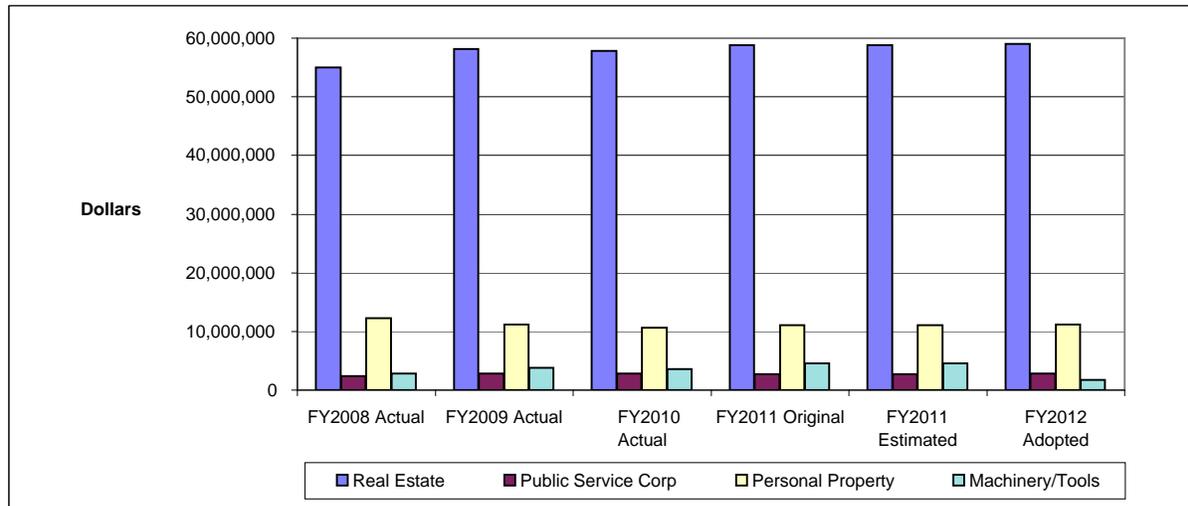
### GENERAL FUND LOCAL REVENUES FY2012 - BY SOURCE



■ Property Tax   
 ■ Other Local Tax   
 ■ Other Local Revenue

<u>Source</u>	<u>FY2011 Original</u>	<u>FY2012 Adopted</u>	<u>Dollar Change</u>
Property Tax	\$ 77,912,100	\$ 75,470,000	\$ (2,442,100)
Other Local Tax	26,996,000	27,564,000	568,000
Other Local Revenue	4,766,533	4,812,010	45,477
	<u>\$ 109,674,633</u>	<u>\$ 107,846,010</u>	<u>\$ (1,828,623)</u>

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



**Real Estate**

All real estate property is assessed biennially. York County's tax year is on a calendar year basis. The significant revenue growth from FY2008 to FY2009 was due to the reassessment and strong growth in the commercial tax base. In FY2009, the tax rate was reduced by four-cents. The rate change offset a majority of the increase in the market values of property per the reassessment. The current real estate rate is \$.6575 per \$100 of assessed valuation. Fiscal year 2011 was a reassessment year and declines in residential home values were offset by new construction and permit activity. Fiscal year 2012 is not a reassessment year and projections are level with this year. There is no change in the tax rate.

**Public Service Corporation**

The State Corporation Commission assesses property of certain public service corporations for local taxation and the Commissioner of the Revenue certifies the assessments. The Virginia Department of Taxation bases its assessment of public service corporations on the sales ratio analysis it performs on the prior year's assessment data compared to current sales data. All tax rates are per \$100 of assessed valuation; the current real estate rate is \$.6575, the personal property rate is \$4.00, and the Merchants Capital rate is \$.5260. For FY2012, an increase is projected based on latest assessment cycle.

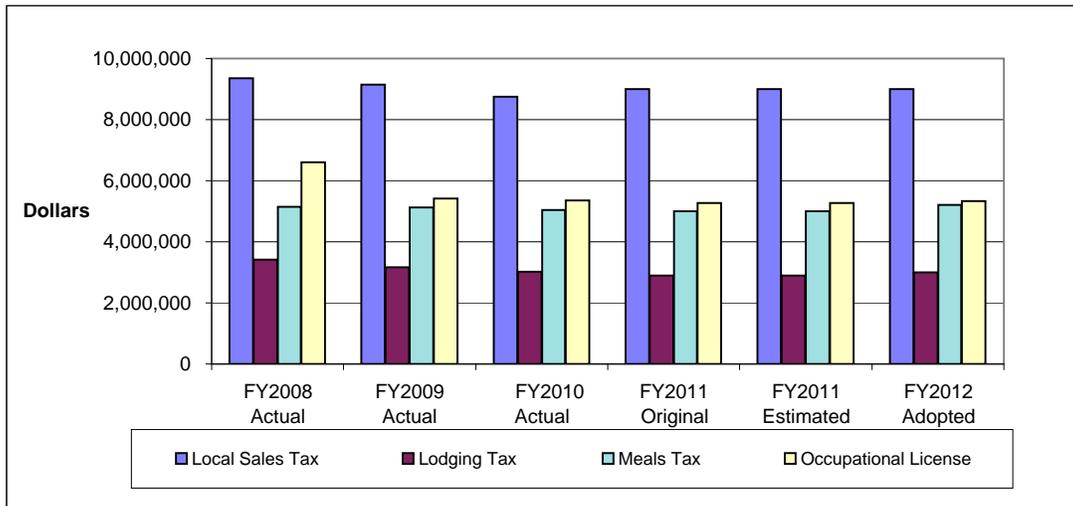
**Personal Property**

The personal property rate is \$4.00 per \$100 of assessed valuation. The State offers tax relief for qualifying vehicles. The amount of relief has begun to decline as a percentage of total personal property due to a state-wide cap on disbursements to local governments. The State revenue is budgeted as "Personal Property Tax Relief Act." Personal property is valued on an annual basis and the revenue has begun to increase due to higher NADA values.

**Machinery/Tools**

Machinery/Tools is equipment used by a manufacturer directly in the production of goods. The current rate is \$4.00 per \$100 of assessed valuation and the Certified Pollution Control (CPC) rate is \$3.20 per \$100 of assessed valuation. For FY2012, a significant decrease is projected that is directly related to the closing of a major refinery.

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



Local Sales Tax

The state collects a five percent (5%) sales tax from retailers and distributes one percent (1%) of this amount to the County monthly. The FY2012 revenue is projected to be level with FY2011.

Lodging Tax

The transient occupancy tax of five percent (5%) is paid for any room rented on a short-term basis. This revenue is generated primarily by hotels and motels within the County and collected monthly. Sixty percent (60%) of the revenue collected is earmarked for tourism activities per State Code. This revenue stream had grown as a result of a successful marketing campaign undertaken by a regional organization primarily funded by localities within the Historic Triangle (York County, James City County and the City of Williamsburg) as well as the opening of several well-known hotel chains and the Great Wolf Lodge, a large indoor water park and lodging facility. Recent trends have slowed, but due to the gradual economic recovery, an increase is projected for FY2012.

Meals Tax

A four percent (4%) tax is levied on prepared food and beverages sold for human consumption in the County. This tax is collected monthly. Based on recent trends, an increase is projected for FY2012.

Occupational License

The County requires all persons conducting any business, profession, trade or occupation to have a license. The Commissioner of the Revenue computes the amount based on gross receipts. The decline since FY2009 is due to the downturn in the economy, with a slight turn around expected in FY2012.

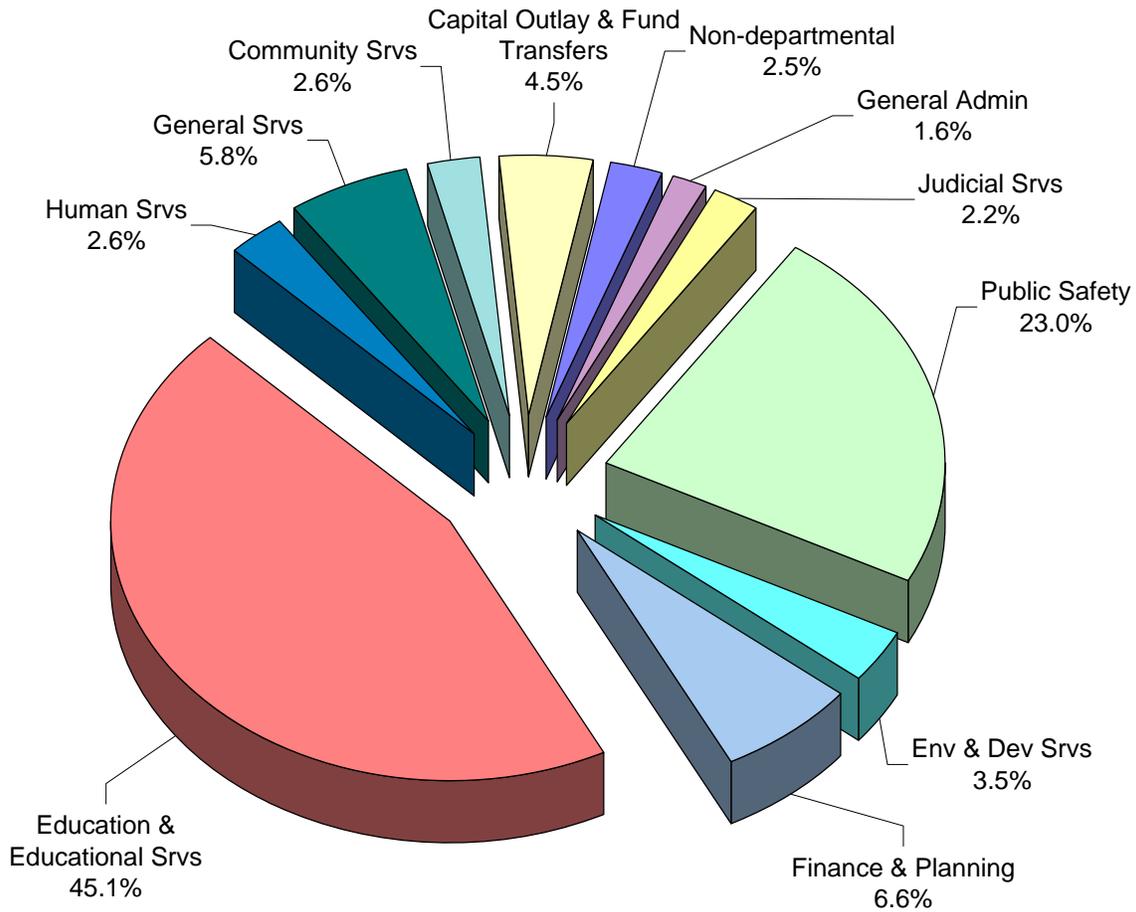
**General Fund**  
**Expenditure Summary**

Activity Title	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	\$ Change	% Change
<b>General Administration</b>								
10111 Board of Supervisors	\$ 289,804	\$ 296,857	\$ 284,542	\$ 307,734	\$ 307,734	\$ 295,004	\$ (12,730)	-4.1%
10121 County Administration	378,892	409,901	411,241	425,756	425,756	423,672	(2,084)	-0.5%
10122 Public Info & Community Relations	165,802	207,092	229,768	244,410	244,410	237,422	(6,988)	-2.9%
10123 Video Services	322,760	343,777	328,188	353,716	353,716	345,954	(7,762)	-2.2%
10124 County Attorney	397,429	398,726	372,881	386,967	386,967	388,477	1,510	0.4%
10131 General Registrar's Office	203,313	223,554	204,678	225,219	225,219	223,159	(2,060)	-0.9%
10132 Electoral Board	83,185	91,010	60,910	67,999	67,999	125,908	57,909	85.2%
Subtotal	<u>1,841,185</u>	<u>1,970,917</u>	<u>1,892,208</u>	<u>2,011,801</u>	<u>2,011,801</u>	<u>2,039,596</u>	<u>27,795</u>	1.4%
<b>Judicial Services</b>								
20211 Circuit Court	87,416	97,330	78,256	91,780	91,780	78,973	(12,807)	-14.0%
20212 General District Court	31,530	41,096	32,893	34,300	34,300	31,815	(2,485)	-7.2%
20213 Juvenile & Domestic Relations Court	22,542	26,404	22,207	16,625	16,625	14,500	(2,125)	-12.8%
20214 Clerk of the Circuit Court	923,266	965,400	896,678	898,440	909,064	870,212	(28,228)	-3.1%
20216 Colonial Group Home Commission	417,466	438,736	435,035	438,102	421,661	430,755	(7,347)	-1.7%
20217 Magistrate	899	972	880	2,600	2,600	1,245	(1,355)	-52.1%
20221 Commonwealth's Attorney	910,276	957,330	980,240	1,009,719	1,041,390	1,006,476	(3,243)	-0.3%
20222 Victim-Witness Assistance Program	208,381	166,703	227,099	187,513	193,168	179,353	(8,160)	-4.4%
20223 Domestic Violence Program	43,192	38,295	44,315	47,689	47,689	49,060	1,371	2.9%
Subtotal	<u>2,644,968</u>	<u>2,732,266</u>	<u>2,717,603</u>	<u>2,726,768</u>	<u>2,758,277</u>	<u>2,662,389</u>	<u>(64,379)</u>	-2.4%
<b>Public Safety</b>								
30311 Sheriff General Operations	1,362,275	1,449,094	1,395,985	1,385,217	1,410,171	1,405,120	19,903	1.4%
30312 Law Enforcement	4,447,626	4,826,291	4,715,943	4,880,141	4,923,401	4,795,377	(84,764)	-1.7%
30313 Investigations	1,459,809	1,449,091	1,407,438	1,428,566	1,477,194	1,443,272	14,706	1.0%
30314 Civil Operations/Court Security	1,365,355	1,334,929	1,300,118	1,319,559	1,332,193	1,322,290	2,731	0.2%
30315 Adult Corrections	2,393,458	2,698,571	2,736,255	2,649,967	2,663,127	2,667,371	17,404	0.7%
30316 School Resource Officers	303,334	308,373	307,282	320,474	324,360	322,320	1,846	0.6%
30320 Fire & Life Safety Administration	233,577	201,472	185,240	190,824	196,820	225,486	34,662	18.2%
30321 Fire & Rescue Operations	9,797,922	10,226,064	10,155,668	10,769,535	10,756,787	10,700,465	(69,070)	-0.6%
30322 Tech Services & Special Operations	545,146	476,615	465,496	543,320	564,878	544,052	732	0.1%
30323 Prevention & Community Safety	315,244	324,156	333,766	321,105	312,865	330,113	9,008	2.8%
30333 Juvenile Corrections	287,558	246,381	358,963	341,825	341,825	402,320	60,495	17.7%
30352 Animal Control	278,618	271,852	234,939	273,047	273,420	269,727	(3,320)	-1.2%
30355 Emergency Management	230,722	292,441	188,265	234,202	266,202	234,767	565	0.2%
30356 Emergency Communications/911	1,965,002	2,101,673	2,767,226	2,581,501	2,488,957	2,633,457	51,956	2.0%
30357 Radio Maintenance	270,248	487,805	917,505	960,671	1,054,442	1,038,969	78,298	8.2%
Subtotal	<u>25,255,894</u>	<u>26,694,808</u>	<u>27,470,089</u>	<u>28,199,954</u>	<u>28,386,642</u>	<u>28,335,106</u>	<u>135,152</u>	0.5%
<b>Environmental &amp; Development Services</b>								
40119 Administration	210,125	214,489	211,699	216,045	216,045	212,326	(3,719)	-1.7%
40341 Building Regulation	981,978	971,192	952,243	996,715	996,715	976,024	(20,691)	-2.1%
40421 Solid Waste Management	1,150,000	1,175,000	1,000,000	700,000	700,000	700,000	-	0.0%
40446 Stormwater Maintenance	246,851	242,076	808,453	849,370	849,370	832,901	(16,469)	-1.9%
40447 Stormwater Management	408,495	448,890	481,515	491,982	491,982	493,520	1,538	0.3%
40448 Litter Control	32,581	30,817	33,033	30,250	30,250	29,325	(925)	-3.1%
40512 Mosquito Control	831,488	880,103	306,255	310,386	310,386	310,855	469	0.2%
40813 Board of Zoning/Subdivision Appeals	4,875	3,676	2,621	5,225	5,225	4,400	(825)	-15.8%
40816 Development & Compliance	721,559	770,166	707,184	720,171	720,171	709,453	(10,718)	-1.5%
40821 Wetlands & Chesapeake Bay Boards	7,984	6,748	7,429	12,250	12,250	9,790	(2,460)	-20.1%
Subtotal	<u>4,595,936</u>	<u>4,743,157</u>	<u>4,510,432</u>	<u>4,332,394</u>	<u>4,332,394</u>	<u>4,278,594</u>	<u>(53,800)</u>	-1.2%

**General Fund  
Expenditure Summary**

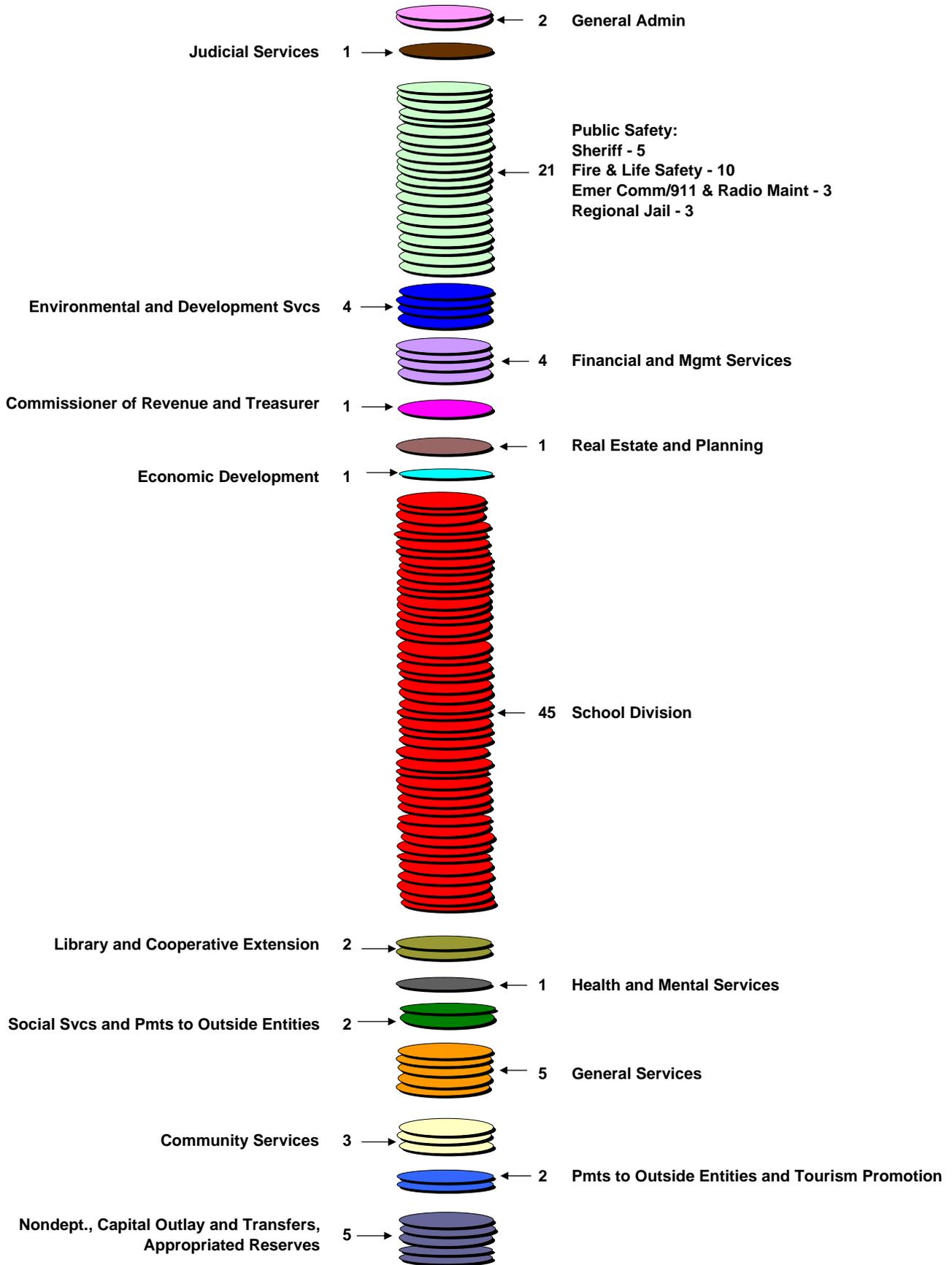
Activity Title	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	\$ Change	% Change
<b>Finance &amp; Planning</b>								
50119 Administration	197,666	216,525	214,021	224,380	224,380	73,092	(151,288)	-67.4%
50121 Computer Support Services	1,541,715	1,685,375	1,576,923	1,849,818	1,849,818	1,788,352	(61,466)	-3.3%
50122 Human Resources	550,109	574,028	548,298	560,787	560,787	547,931	(12,856)	-2.3%
50124 Budget & Financial Reporting	347,261	392,623	405,698	432,970	432,970	432,982	12	0.0%
50125 Fiscal Accounting Services	673,829	661,692	662,868	712,724	714,724	695,300	(17,424)	-2.4%
50126 Commissioner of the Revenue	951,166	1,000,639	987,247	1,032,167	1,032,167	1,020,493	(11,674)	-1.1%
50127 Treasurer	804,998	806,536	791,975	853,645	853,645	889,556	35,911	4.2%
50128 Real Estate Assessment	564,510	520,986	583,106	581,444	581,444	587,018	5,574	1.0%
50129 Central Purchasing	360,851	384,494	386,545	394,851	394,851	392,955	(1,896)	-0.5%
50141 Central Administration Services	261,066	193,566	150,414	245,787	245,787	184,545	(61,242)	-24.9%
50146 Central Insurance	379,353	369,574	358,980	408,568	408,568	392,640	(15,928)	-3.9%
50811 Planning	420,215	433,979	438,465	447,437	447,437	446,154	(1,283)	-0.3%
50812 Planning Commission	26,321	18,665	15,525	24,900	24,900	20,387	(4,513)	-18.1%
50822 Conservation	9,371	9,840	9,348	-	-	-	-	0.0%
50915 Economic Development	389,865	576,376	360,418	333,960	333,960	326,734	(7,226)	-2.2%
50920 Office of Economic Development	348,425	378,070	370,353	379,852	379,852	372,220	(7,632)	-2.0%
Subtotal	<u>7,826,721</u>	<u>8,222,968</u>	<u>7,860,184</u>	<u>8,483,290</u>	<u>8,485,290</u>	<u>8,170,359</u>	<u>(312,931)</u>	<u>-3.7%</u>
<b>Education &amp; Educational Services</b>								
60601 School Operations - Local Share	42,298,677	44,736,097	44,736,097	45,336,100	45,336,100	44,999,315	(336,785)	-0.7%
60603 School Division - Debt Service	7,300,000	8,200,000	8,200,000	8,200,000	8,200,000	7,852,472	(347,528)	-4.2%
60731 Library Services	2,354,340	2,511,577	2,426,096	2,506,256	2,510,982	2,525,384	19,128	0.8%
60831 Cooperative Extension	71,053	54,545	51,964	53,560	53,560	48,055	(5,505)	-10.3%
Subtotal	<u>52,024,070</u>	<u>55,502,219</u>	<u>55,414,157</u>	<u>56,095,916</u>	<u>56,100,642</u>	<u>55,425,226</u>	<u>(670,690)</u>	<u>-1.2%</u>
<b>Human Services</b>								
61511 Health Services	454,367	447,674	427,514	409,934	409,934	371,060	(38,874)	-9.5%
61521 Colonial Behavioral Health - Local Sh	678,000	731,434	731,434	731,434	731,434	731,434	-	0.0%
61533 Social Services - Local Share	1,755,630	2,195,076	2,265,293	2,161,923	2,161,923	1,876,235	(285,688)	-13.2%
61535 Payments to Outside Entities	302,176	307,674	312,826	250,532	250,532	206,423	(44,109)	-17.6%
Subtotal	<u>3,190,173</u>	<u>3,681,858</u>	<u>3,737,067</u>	<u>3,553,823</u>	<u>3,553,823</u>	<u>3,185,152</u>	<u>(368,671)</u>	<u>-10.4%</u>
<b>General Services</b>								
70119 Administration	208,163	213,178	208,485	213,911	212,111	71,736	(142,175)	-66.5%
70431 Engineering & Facility Maintenance	2,073,967	2,303,561	2,261,864	2,378,839	2,378,839	2,240,072	(138,767)	-5.8%
70432 Facility/Utility Charges	949,142	1,016,597	927,334	1,176,955	1,176,955	1,220,500	43,545	3.7%
70433 Telecommunications	282,913	279,154	282,657	279,441	279,441	287,074	7,633	2.7%
70434 Grounds Maintenance & Construction	3,119,476	3,335,741	3,285,545	3,414,829	3,417,629	3,356,555	(58,274)	-1.7%
Subtotal	<u>6,633,661</u>	<u>7,148,231</u>	<u>6,965,885</u>	<u>7,463,975</u>	<u>7,464,975</u>	<u>7,175,937</u>	<u>(288,038)</u>	<u>-3.9%</u>
<b>Community Services</b>								
81119 Administration	251,885	258,136	244,983	270,735	270,735	264,570	(6,165)	-2.3%
81538 Special Programs	271,107	279,919	244,939	248,352	248,352	247,507	(845)	-0.3%
81547 Housing - Administration	208,084	211,259	220,784	216,213	219,213	216,099	(114)	-0.1%
81548 Housing - Rental Assistance	119,757	118,496	119,085	122,503	122,503	121,078	(1,425)	-1.2%
81549 Housing - Rehabilitation	256,998	273,944	218,633	228,035	229,381	228,657	622	0.3%
81550 Public Transportation	23,137	23,526	23,943	23,000	23,000	20,000	(3,000)	-13.0%
81712 Parks & Recreation	1,807,186	2,123,538	2,070,777	2,097,149	2,097,149	1,987,216	(109,933)	-5.2%
81713 Tourism & Events	192,672	85,112	81,551	82,936	82,936	83,455	519	0.6%
Subtotal	<u>3,130,826</u>	<u>3,373,930</u>	<u>3,224,695</u>	<u>3,288,923</u>	<u>3,293,269</u>	<u>3,168,582</u>	<u>(120,341)</u>	<u>-3.7%</u>
<b>Capital Outlay &amp; Fund Transfers</b>								
90912 Capital Outlay & Fund Transfers	5,254,857	4,786,006	5,396,213	5,730,172	5,730,172	5,525,940	(204,232)	-3.6%
Subtotal	<u>5,254,857</u>	<u>4,786,006</u>	<u>5,396,213</u>	<u>5,730,172</u>	<u>5,730,172</u>	<u>5,525,940</u>	<u>(204,232)</u>	<u>-3.6%</u>
<b>Non-Departmental</b>								
90721 Payments to Outside Entities	596,861	737,841	586,847	519,354	524,354	301,494	(217,860)	-42.0%
90911 Non-Departmental	312,151	780,253	795,345	813,290	813,290	880,713	67,423	8.3%
90913 Appropriated Reserves	75,000	139,807	-	100,000	100,000	50,000	(50,000)	-50.0%
90915 Tourism Promotion	2,046,623	1,897,301	1,806,254	1,740,000	1,740,000	1,800,000	60,000	3.5%
Subtotal	<u>3,030,635</u>	<u>3,555,202</u>	<u>3,188,446</u>	<u>3,172,644</u>	<u>3,177,644</u>	<u>3,032,207</u>	<u>(140,437)</u>	<u>-4.4%</u>
Totals	<u>\$ 115,428,926</u>	<u>\$ 122,411,562</u>	<u>\$ 122,376,979</u>	<u>\$ 125,059,660</u>	<u>\$ 125,294,929</u>	<u>\$ 122,999,088</u>	<u>\$ (2,060,572)</u>	<u>-1.7%</u>

## GENERAL FUND EXPENDITURES FY2012 - BY FUNCTIONAL AREA



<u>Functional Area</u>	<u>FY2011 Original</u>	<u>FY2012 Adopted</u>	<u>Dollar Change</u>
General Administration	\$ 2,011,801	\$ 2,039,596	\$ 27,795
Judicial Services	2,726,768	2,662,389	(64,379)
Public Safety	28,199,954	28,335,106	135,152
Environmental & Development Services	4,332,394	4,278,594	(53,800)
Finance & Planning	8,483,290	8,170,359	(312,931)
Education & Educational Services	56,095,916	55,425,226	(670,690)
Human Services	3,553,823	3,185,152	(368,671)
General Services	7,463,975	7,175,937	(288,038)
Community Services	3,288,923	3,168,582	(120,341)
Capital Outlay & Fund Transfers	5,730,172	5,525,940	(204,232)
Non-departmental	3,172,644	3,032,207	(140,437)
	<u>\$ 125,059,660</u>	<u>\$ 122,999,088</u>	<u>\$ (2,060,572)</u>

**Uses of the Local Dollar  
Fiscal Year 2012**



This page intentionally left blank.

## Administrative & Legal Services

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

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 1,231,859	\$ 1,312,576	\$ 1,298,332	\$ 1,364,817	\$ 1,364,817	\$ 1,344,475	99.99%
Charges for Services	68	-	100	50	50	100	0.01%
<b>Total Funding Sources</b>	<b>\$ 1,231,927</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,364,867</b>	<b>\$ 1,364,867</b>	<b>\$ 1,344,575</b>	<b>100.00%</b>

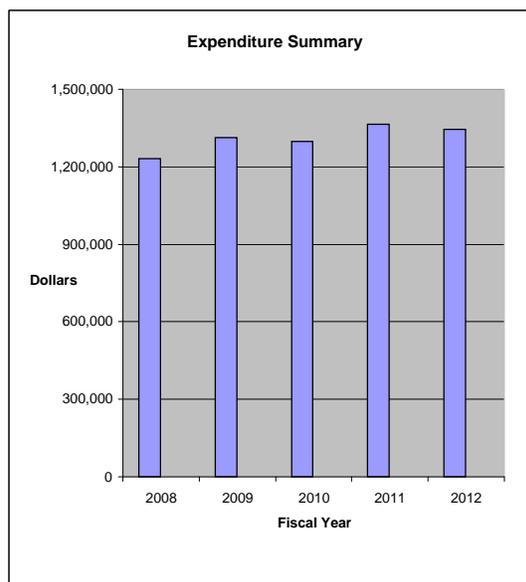
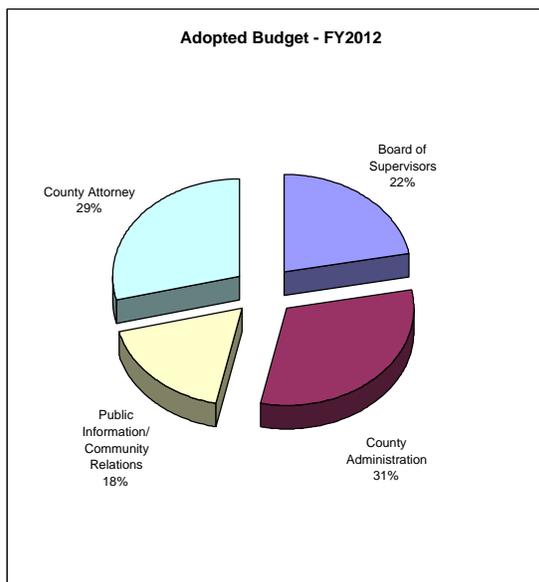
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Board of Supervisors	\$ 289,804	\$ 296,857	\$ 284,542	\$ 307,734	\$ 307,734	\$ 295,004	-4.14%
County Administration	378,892	409,901	411,241	425,756	425,756	423,672	-0.49%
Public Information/Community Relations	165,802	207,092	229,768	244,410	244,410	237,422	-2.86%
County Attorney	397,429	398,726	372,881	386,967	386,967	388,477	0.39%
<b>Total Expenditures</b>	<b>\$ 1,231,927</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,364,867</b>	<b>\$ 1,364,867</b>	<b>\$ 1,344,575</b>	<b>-1.49%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 932,937	\$ 1,043,848	\$ 1,080,896	\$ 1,109,924	\$ 1,109,924	\$ 1,111,247	0.12%
Operating	288,479	260,877	217,536	249,943	249,943	219,678	-12.11%
Capital	10,511	7,851	-	5,000	5,000	13,650	173.00%
<b>Total Expenditures</b>	<b>\$ 1,231,927</b>	<b>\$ 1,312,576</b>	<b>\$ 1,298,432</b>	<b>\$ 1,364,867</b>	<b>\$ 1,364,867</b>	<b>\$ 1,344,575</b>	<b>-1.49%</b>

<b>FTE's</b>						
Management	3.50	3.50	3.50	3.50	3.50	3.50
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	3.75	3.75	3.75	3.75	3.75	3.75
<b>Total FTE's</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>

<b>Key Service Indicators</b>						
Board items reviewed	199	193	216	203	203	203
Resolutions and ordinances certified	179	174	202	185	185	185
Pages prepared for agenda package	2,705	3,153	2,603	2,820	2,820	2,820
Press releases issued	229	259	255	255	265	265
Media calls received	*	*	264	270	270	270
Freedom of Information Act requests	30	34	134	150	150	150
Meetings with staff, citizens, boards & commissions	*	*	265	277	277	277
Civil suits, CPS & APS cases, special education cases	30	54	66	66	66	66
Court appearances; student disciplinary hearings	132	164	146	146	146	146
Ordinances and resolutions drafted and reviewed	180	158	184	184	184	184
Contracts and legal documents drafted and reviewed	358	400	362	362	362	362

\* Data not available.



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

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

**Mission**

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

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. There is no funding for employee recognition. Capital funding has been provided for the routine replacement of the Board's laptops.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 135,168	\$ 145,002	\$ 150,793	\$ 157,229	\$ 157,229	\$ 153,079
Operating	154,636	151,855	133,749	150,505	150,505	132,175
Capital	-	-	-	-	-	9,750
Total Expenditures	<u>\$ 289,804</u>	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 307,734</u>	<u>\$ 307,734</u>	<u>\$ 295,004</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10111 Board of Supervisors</b>						
<b>Personnel Services</b>						
1511 Board & commissions	\$ 46,500	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
1515 Professional & technical salaries	62,409	70,283	75,148	75,148	75,148	75,148
1599 Other pay	750	-	-	-	-	-
2100 FICA	8,201	8,864	9,238	9,421	9,421	9,421
2200 VRS	8,842	9,499	10,100	10,611	10,611	10,611
2300 Health care	7,841	7,776	7,862	13,801	13,801	9,689
2400 Group life insurance	625	580	445	248	248	210
Subtotal	<u>135,168</u>	<u>145,002</u>	<u>150,793</u>	<u>157,229</u>	<u>157,229</u>	<u>153,079</u>
<b>Contractual Services</b>						
3120 Auditing services	65,040	66,900	70,200	73,010	73,010	73,010
3320 Maintenance service contracts	265	216	356	250	250	790
3500 Printing & binding	2,699	1,395	1,057	1,800	1,800	1,100
3600 Advertising	17,974	21,294	10,887	18,000	18,000	12,000
3920 Misc contractual services	365	621	-	800	800	-
Subtotal	<u>86,343</u>	<u>90,426</u>	<u>82,500</u>	<u>93,860</u>	<u>93,860</u>	<u>86,900</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	-	465	465	-
4300 Central store	102	71	96	80	80	100
Subtotal	<u>102</u>	<u>71</u>	<u>96</u>	<u>545</u>	<u>545</u>	<u>100</u>
<b>Other Charges</b>						
5210 Postal/messenger service	653	464	444	600	600	500
5230 Telecommunications	449	449	490	450	450	450
5510 Personnel development	7,344	6,617	5,208	5,500	5,500	6,125
5520 Employee recognition program	22,308	18,698	8,178	9,500	9,500	-
5810 Dues & memberships	25,040	26,920	28,075	28,600	28,600	29,050
5820 Assoc/meeting support charges	-	2,706	3,859	5,300	5,300	4,000
5825 Administrative support charges	5,083	-	-	-	-	-
5850 Mileage expenses	3,225	3,238	2,551	2,800	2,800	2,800
Subtotal	<u>64,102</u>	<u>59,092</u>	<u>48,805</u>	<u>52,750</u>	<u>52,750</u>	<u>42,925</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,099	942	1,066	1,200	1,200	1,100
6014 Board mtg/presentation supplies	912	697	649	900	900	650
6120 Books & subscriptions	638	35	216	250	250	250
6170 Computer mat/supplies	234	192	417	300	300	250
6171 Small equipment	706	400	-	700	700	-
Subtotal	<u>3,589</u>	<u>2,266</u>	<u>2,348</u>	<u>3,350</u>	<u>3,350</u>	<u>2,250</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	9,750
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,750</u>
<b>Contributions</b>						
9790 Misc contributions	500	-	-	-	-	-
Subtotal	<u>500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 289,804</u>	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 307,734</u>	<u>\$ 307,734</u>	<u>\$ 295,004</u>
Personnel	\$ 135,168	\$ 145,002	\$ 150,793	\$ 157,229	\$ 157,229	\$ 153,079
Non-personnel	154,636	151,855	133,749	150,505	150,505	141,925
	<u>\$ 289,804</u>	<u>\$ 296,857</u>	<u>\$ 284,542</u>	<u>\$ 307,734</u>	<u>\$ 307,734</u>	<u>\$ 295,004</u>
	2.5%	2.4%	-4.15%	8.15%	8.15%	-4.14%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Capital funding was provided for the routine replacement of a laptop.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 342,793	\$ 383,924	\$ 389,201	\$ 399,077	\$ 399,077	\$ 397,712
Operating	30,771	24,258	22,040	26,679	26,679	24,010
Capital	<u>5,328</u>	<u>1,719</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,950</u>
Total Expenditures	<u>\$ 378,892</u>	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 425,756</u>	<u>\$ 425,756</u>	<u>\$ 423,672</u>
<b><u>FTE's</u></b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Total FTE's	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>10121 County Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 211,601	\$ 220,732	\$ 221,458	\$ 221,588	\$ 221,588	\$ 221,588
1515 Professional & technical salaries	44,436	46,490	47,057	47,057	47,057	47,057
1516 Administrative & clerical salaries	8,499	32,376	36,448	36,831	36,831	36,831
1595 Overtime	139	91	-	-	-	-
2100 FICA	16,442	18,891	19,486	23,369	23,369	23,369
2200 VRS	37,489	40,277	40,997	43,133	43,133	43,133
2300 Health care	21,538	22,610	21,948	26,091	26,091	24,879
2400 Group life insurance	2,649	2,457	1,807	1,008	1,008	855
Subtotal	<u>342,793</u>	<u>383,924</u>	<u>389,201</u>	<u>399,077</u>	<u>399,077</u>	<u>397,712</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	120	361	501	250	250	575
3500 Printing & binding	-	-	51	-	-	-
Subtotal	<u>120</u>	<u>361</u>	<u>552</u>	<u>250</u>	<u>250</u>	<u>575</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	7,662	8,464	8,862	8,862	8,862	8,842
4211 Misc vehicle maintenance charge	65	-	-	-	-	-
4300 Central store	156	69	211	150	150	150
4500 Radio maintenance	2,930	924	-	-	-	-
4700 Imaging system charges	1,440	1,488	1,689	1,642	1,642	1,468
Subtotal	<u>12,253</u>	<u>10,945</u>	<u>10,762</u>	<u>10,654</u>	<u>10,654</u>	<u>10,460</u>
<b>Other Charges</b>						
5210 Postage/messenger service	302	360	453	325	325	325
5230 Telecommunications	1,295	1,394	1,390	1,400	1,400	1,400
5510 Personnel development	8,641	6,127	3,712	6,000	6,000	5,000
5520 Employee recognition program	500	498	79	300	300	-
5810 Dues & memberships	4,798	1,640	2,908	3,500	3,500	3,100
5820 Assoc/meeting support charges	-	589	563	2,000	2,000	1,500
5825 Administrative support charges	1,322	81	41	-	-	-
5850 Mileage expenses	52	351	219	250	250	200
Subtotal	<u>16,910</u>	<u>11,040</u>	<u>9,365</u>	<u>13,775</u>	<u>13,775</u>	<u>11,525</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	954	1,008	1,143	1,200	1,200	1,100
6120 Books & subscriptions	534	851	218	600	600	250
6170 Computer mat/supplies	-	53	-	200	200	100
Subtotal	<u>1,488</u>	<u>1,912</u>	<u>1,361</u>	<u>2,000</u>	<u>2,000</u>	<u>1,450</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	5,328	1,719	-	-	-	1,950
Subtotal	<u>5,328</u>	<u>1,719</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,950</u>
Activity Total	<u>\$ 378,892</u>	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 425,756</u>	<u>\$ 425,756</u>	<u>\$ 423,672</u>
Personnel	\$ 342,793	\$ 383,924	\$ 389,201	\$ 399,077	\$ 399,077	\$ 397,712
Non-personnel	36,099	25,977	22,040	26,679	26,679	25,960
	<u>\$ 378,892</u>	<u>\$ 409,901</u>	<u>\$ 411,241</u>	<u>\$ 425,756</u>	<u>\$ 425,756</u>	<u>\$ 423,672</u>
	6.07%	8.18%	0.33%	3.53%	3.53%	-0.49%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Reductions are programmed for printing & binding and postage due to discontinuing the printing of Citizen's Guide and the Annual Report as well as reducing the number of printed brochures.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 106,557	\$ 151,787	\$ 182,847	\$ 189,216	\$ 189,216	\$ 192,768
Operating	55,563	52,823	46,921	51,694	51,694	44,654
Capital	3,682	2,482	-	3,500	3,500	-
Total Expenditures	<u>\$ 165,802</u>	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 244,410</u>	<u>\$ 244,410</u>	<u>\$ 237,422</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10122 Public Information &amp; Community Relations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ -	\$ 46,904	\$ 58,350	\$ 58,610	\$ 58,610	\$ 60,328
1515 Professional & technical salaries	55,494	55,342	56,076	56,076	56,076	56,076
1516 Administrative & clerical salaries	18,637	14,948	25,281	27,781	27,781	27,781
1532 As required-administrative/clerical	8,517	-	-	-	-	-
1595 Overtime	173	134	-	-	-	-
2100 FICA	6,114	8,779	10,466	10,899	10,899	11,030
2200 VRS	10,454	16,322	18,766	20,116	20,116	20,359
2300 Health care	6,429	8,344	13,086	15,264	15,264	16,790
2400 Group life insurance	739	1,014	822	470	470	404
Subtotal	<u>106,557</u>	<u>151,787</u>	<u>182,847</u>	<u>189,216</u>	<u>189,216</u>	<u>192,768</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	-	116	100	100	120
3500 Printing & binding	27,050	22,560	17,144	22,000	22,000	19,100
Subtotal	<u>27,050</u>	<u>22,560</u>	<u>17,260</u>	<u>22,100</u>	<u>22,100</u>	<u>19,220</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	35	-	-	233	233	-
4300 Central store	131	-	-	50	50	50
4700 Imaging system charges	-	744	844	821	821	734
Subtotal	<u>166</u>	<u>744</u>	<u>844</u>	<u>1,104</u>	<u>1,104</u>	<u>784</u>
<b>Other Charges</b>						
5210 Postal/messenger service	23,829	21,110	23,959	23,000	23,000	19,350
5230 Telecommunications	15	1,015	1,020	1,120	1,120	1,000
5510 Personnel development	1,386	525	447	500	500	500
5520 Employee recognition program	94	100	-	100	100	100
5810 Dues & memberships	75	30	225	300	300	300
5820 Assoc/meeting support charges	-	700	359	400	400	400
5825 Administrative support charges	1,227	-	-	-	-	-
5850 Mileage expenses	261	1,319	877	800	800	800
Subtotal	<u>26,887</u>	<u>24,799</u>	<u>26,887</u>	<u>26,220</u>	<u>26,220</u>	<u>22,450</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,076	2,285	1,332	1,500	1,500	1,500
6011 Photo supplies	-	638	247	300	300	300
6120 Books & subscriptions	164	255	200	270	270	200
6170 Computer mat/supplies	30	379	151	200	200	200
6171 Small equipment	-	963	-	-	-	-
6172 Minor furnishings	190	200	-	-	-	-
Subtotal	<u>1,460</u>	<u>4,720</u>	<u>1,930</u>	<u>2,270</u>	<u>2,270</u>	<u>2,200</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,682	2,482	-	3,500	3,500	-
Subtotal	<u>3,682</u>	<u>2,482</u>	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>-</u>
Activity Total	<u>\$ 165,802</u>	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 244,410</u>	<u>\$ 244,410</u>	<u>\$ 237,422</u>
Personnel	\$ 106,557	\$ 151,787	\$ 182,847	\$ 189,216	\$ 189,216	\$ 192,768
Non-personnel	59,245	55,305	46,921	55,194	55,194	44,654
	<u>\$ 165,802</u>	<u>\$ 207,092</u>	<u>\$ 229,768</u>	<u>\$ 244,410</u>	<u>\$ 244,410</u>	<u>\$ 237,422</u>
	-32.65%	24.90%	10.95%	6.37%	6.37%	-2.86%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Reductions are programmed in personnel development and books & subscriptions. Capital funding is provided for the routine replacement of a laptop.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 348,419	\$ 363,135	\$ 358,055	\$ 364,402	\$ 364,402	367,688
Operating	47,509	31,941	14,826	21,065	21,065	18,839
Capital	1,501	3,650	-	1,500	1,500	1,950
Total Expenditures	<u>\$ 397,429</u>	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 386,967</u>	<u>\$ 386,967</u>	<u>\$ 388,477</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Total FTE's	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10124 County Attorney</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 116,311	\$ 121,871	\$ 122,000	\$ 122,000	\$ 122,000	\$ 122,000
1515 Professional & technical salaries	78,899	85,058	85,269	85,529	85,529	85,789
1516 Administrative & clerical salaries	62,620	64,470	64,869	64,989	64,989	64,989
1531 As required-professional/technical	5,990	5,832	560	-	-	-
1595 Overtime	-	19	-	-	-	-
2100 FICA	18,621	19,601	19,299	20,848	20,848	20,867
2200 VRS	36,533	36,527	36,578	38,479	38,479	38,516
2300 Health care	26,863	27,528	27,868	31,658	31,658	34,763
2400 Group life insurance	2,582	2,229	1,612	899	899	764
Subtotal	<u>348,419</u>	<u>363,135</u>	<u>358,055</u>	<u>364,402</u>	<u>364,402</u>	<u>367,688</u>
<b>Contractual Services</b>						
3150 Legal services	30,685	14,897	90	5,000	5,000	5,000
3320 Maintenance service contracts	262	191	356	250	250	350
3500 Printing & binding	-	2	-	-	-	-
Subtotal	<u>30,947</u>	<u>15,090</u>	<u>446</u>	<u>5,250</u>	<u>5,250</u>	<u>5,350</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	-	233	233	240
4300 Central store	-	43	78	50	50	50
4700 Imaging system charges	1,440	1,116	1,266	1,232	1,232	734
Subtotal	<u>1,440</u>	<u>1,159</u>	<u>1,344</u>	<u>1,515</u>	<u>1,515</u>	<u>1,024</u>
<b>Other Charges</b>						
5210 Postal/messenger service	441	528	350	500	500	375
5230 Telecommunications	147	52	55	100	100	50
5510 Personnel development	2,154	2,964	1,582	2,200	2,200	1,600
5520 Employee recognition program	99	213	75	150	150	75
5810 Dues & memberships	3,530	2,412	1,860	2,230	2,230	2,170
5850 Mileage expenses	386	830	450	450	450	450
Subtotal	<u>6,757</u>	<u>6,999</u>	<u>4,372</u>	<u>5,630</u>	<u>5,630</u>	<u>4,720</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	792	1,010	958	1,000	1,000	825
6120 Books & subscriptions	7,573	7,393	7,706	7,470	7,470	6,720
6170 Computer mat/supplies	-	-	-	200	200	200
6171 Small equipment	-	290	-	-	-	-
Subtotal	<u>8,365</u>	<u>8,693</u>	<u>8,664</u>	<u>8,670</u>	<u>8,670</u>	<u>7,745</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,501	3,650	-	1,500	1,500	1,950
Subtotal	<u>1,501</u>	<u>3,650</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,950</u>
Activity Total	<u>\$ 397,429</u>	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 386,967</u>	<u>\$ 386,967</u>	<u>\$ 388,477</u>
Personnel	\$ 348,419	\$ 363,135	\$ 358,055	\$ 364,402	\$ 364,402	\$ 367,688
Non-personnel	49,010	35,591	14,826	22,565	22,565	20,789
	<u>\$ 397,429</u>	<u>\$ 398,726</u>	<u>\$ 372,881</u>	<u>\$ 386,967</u>	<u>\$ 386,967</u>	<u>\$ 388,477</u>
	9.22%	0.33%	-6.48%	3.78%	3.78%	0.39%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Reductions are programmed for audio visual supplies. The decrease in capital is due to no routine computer replacements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Funding Sources</u></b>						
Local/State/Fed Non-Categorical	\$ 239,862	\$ 259,447	\$ 251,409	\$ 270,616	\$ 270,616	\$ 266,034
School Support	82,898	84,330	76,779	83,100	83,100	79,920
Total Funding Sources	\$ 322,760	\$ 343,777	\$ 328,188	\$ 353,716	\$ 353,716	\$ 345,954
<b><u>Expenditures</u></b>						
Personnel	\$ 260,959	\$ 278,226	\$ 285,891	\$ 295,508	\$ 295,508	\$ 297,279
Operating	39,558	49,956	35,678	47,708	47,708	42,675
Capital	22,243	15,595	6,619	10,500	10,500	6,000
Total Expenditures	\$ 322,760	\$ 343,777	\$ 328,188	\$ 353,716	\$ 353,716	\$ 345,954
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total FTE's	4.50	4.50	4.50	4.50	4.50	4.50
<b><u>Key Service Indicators</u></b>						
County production hours	5,825	6,031	7,442	6,516	6,516	6,516
Webstreaming views	4,800	5,211	6,504	7,000	7,000	7,000
Bulletin board pages	1,755	1,750	1,777	1,700	1,700	1,700

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10123 Video Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 65,239	\$ 68,391	\$ 69,522	\$ 69,782	\$ 69,782	\$ 69,782
1515 Professional & technical salaries	113,877	125,114	131,461	132,714	132,714	132,714
1522 Reg PT administrative/clerical	11,219	11,750	11,961	12,014	12,014	12,014
1531 As required-professional/technical	2,523	2,495	2,468	3,000	3,000	3,000
1595 Overtime	1,426	1,419	17	2,000	2,000	750
1596 Holiday worked	-	-	4	-	-	200
2100 FICA	14,225	15,384	15,858	16,792	16,792	16,712
2200 VRS	25,240	26,044	27,044	28,592	28,592	28,592
2300 Health care	25,426	26,040	26,366	29,946	29,946	32,948
2400 Group life insurance	1,784	1,589	1,190	668	668	567
Subtotal	<u>260,959</u>	<u>278,226</u>	<u>285,891</u>	<u>295,508</u>	<u>295,508</u>	<u>297,279</u>
<b>Contractual Services</b>						
3138 Video tech services	-	1,338	-	-	-	-
3310 Repairs & maintenance	3,927	8,498	3,250	7,000	4,734	3,500
3320 Maintenance service contracts	6,352	7,181	4,670	8,550	8,550	6,300
3320-001 Maintenance service-webcasting	3,893	6,600	5,940	7,000	7,000	6,800
3600 Advertising	30	-	-	-	-	-
Subtotal	<u>14,202</u>	<u>23,617</u>	<u>13,860</u>	<u>22,550</u>	<u>20,284</u>	<u>16,600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,290	5,639	4,780	6,708	6,708	6,800
4211 Misc vehicle maintenance charges	-	5	-	-	-	-
4300 Central store	-	12	-	50	50	25
Subtotal	<u>4,290</u>	<u>5,656</u>	<u>4,780</u>	<u>6,758</u>	<u>6,758</u>	<u>6,825</u>
<b>Other Charges</b>						
5210 Postal/messenger service	717	544	97	600	600	200
5210-225 Postage 225th DVD's	22	-	-	-	-	-
5230 Telecommunications	4,227	4,445	4,732	4,550	4,550	4,800
5233 Telecommunications-data lines	1,832	1,733	1,977	2,100	2,100	2,200
5510 Personnel development	1,122	313	-	700	700	500
5520 Employee recognition program	562	-	-	50	50	50
5810 Dues & memberships	-	15	15	-	-	-
5820 Assoc/meeting support charges	-	-	8	-	-	-
5850 Mileage expenses	1,167	1,453	1,754	1,400	1,400	1,500
Subtotal	<u>9,649</u>	<u>8,503</u>	<u>8,583</u>	<u>9,400</u>	<u>9,400</u>	<u>9,250</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,076	740	1,015	1,000	1,000	1,000
6012 Audio visual materials & supplies	9,115	10,549	3,915	7,000	7,000	5,000
6020 Food & food service supplies	26	35	48	-	-	-
6070 Repair & maintenance supplies	-	-	3,477	-	2,266	3,500
6170 Computer mat/supplies	1,200	856	-	1,000	1,000	500
Subtotal	<u>11,417</u>	<u>12,180</u>	<u>8,455</u>	<u>9,000</u>	<u>11,266</u>	<u>10,000</u>
<b>Capital Outlay</b>						
8133 TV production equipment	21,743	15,595	6,619	6,000	6,000	6,000
8170 Data processing equipment	-	-	-	4,500	4,500	-
8170-004 DP equip-RAID server	500	-	-	-	-	-
Subtotal	<u>22,243</u>	<u>15,595</u>	<u>6,619</u>	<u>10,500</u>	<u>10,500</u>	<u>6,000</u>
Activity Total	<u>\$ 322,760</u>	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 353,716</u>	<u>\$ 353,716</u>	<u>\$ 345,954</u>
Personnel	\$ 260,959	\$ 278,226	\$ 285,891	\$ 295,508	\$ 295,508	\$ 297,279
Non-personnel	61,801	65,551	42,297	58,208	58,208	48,675
	<u>\$ 322,760</u>	<u>\$ 343,777</u>	<u>\$ 328,188</u>	<u>\$ 353,716</u>	<u>\$ 353,716</u>	<u>\$ 345,954</u>
	-1.12%	6.51%	-4.53%	7.78%	7.78%	-2.19%

This page intentionally left blank.

## 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.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 211,917	\$ 254,656	\$ 212,338	\$ 240,955	\$ 240,955	\$ 296,767	85.02%
State Board of Elections	74,581	59,908	53,250	52,263	52,263	52,300	14.98%
<b>Total Funding Sources</b>	<b>\$ 286,498</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 293,218</b>	<b>\$ 293,218</b>	<b>\$ 349,067</b>	<b>100.00%</b>

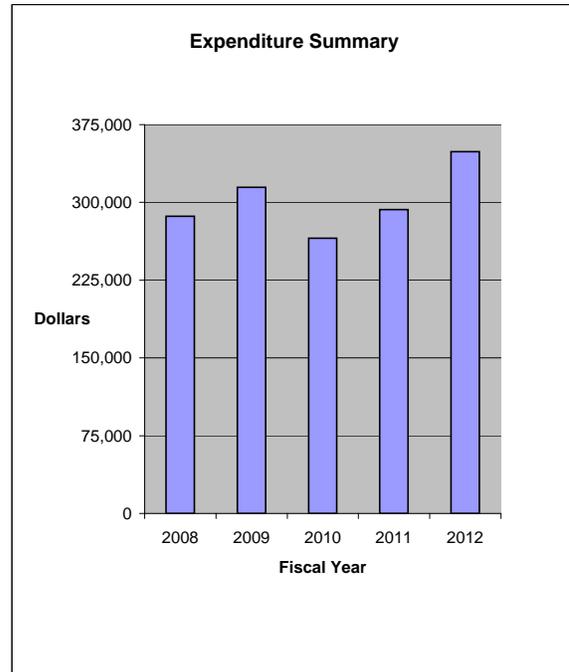
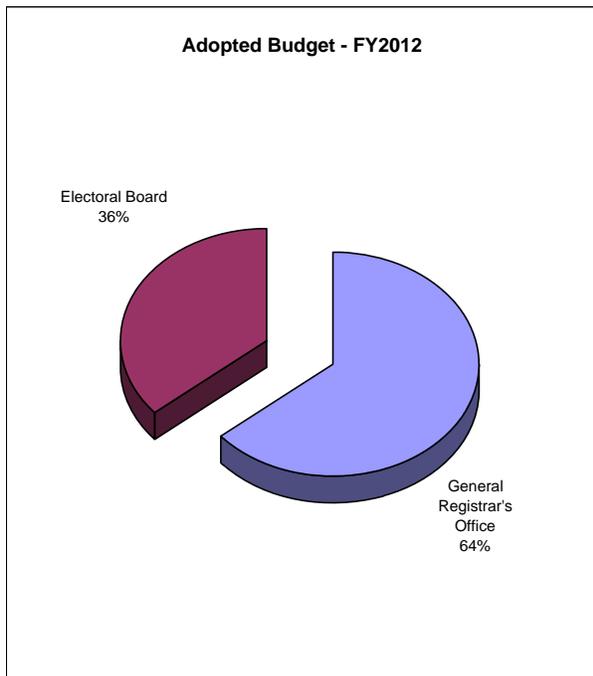
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
General Registrar's Office	\$ 203,313	\$ 223,554	\$ 204,678	\$ 225,219	\$ 225,219	\$ 223,159	-0.91%
Electoral Board	83,185	91,010	60,910	67,999	67,999	125,908	85.16%
<b>Total Expenditures</b>	<b>\$ 286,498</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 293,218</b>	<b>\$ 293,218</b>	<b>\$ 349,067</b>	<b>19.05%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 186,722	\$ 220,136	\$ 204,035	\$ 218,513	\$ 218,513	\$ 222,367	1.76%
Operating	96,363	91,118	61,553	69,505	69,505	126,700	82.29%
Capital	3,413	3,310	-	5,200	5,200	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 286,498</b>	<b>\$ 314,564</b>	<b>\$ 265,588</b>	<b>\$ 293,218</b>	<b>\$ 293,218</b>	<b>\$ 349,067</b>	<b>19.05%</b>

<b>FTE's</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.75	2.75	2.75	2.75	2.50	2.50
<b>Total FTE's</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.50</b>	<b>3.50</b>

<b>Key Service Indicators</b>						
Registered voters	42,906	44,928	44,353	45,000	45,000	46,000
Voter registration transactions	3,717*	8,839	5,302	5,500	5,500	8,500
Precincts	14	14	14	14	14	16
Elections held	3	2	2	2	2	4
Voting machines prepared	81	73	71	70	70	148
Officers of election trained	282	368	218	240	240	500

\* Data from January to June.



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. The decrease in capital is attributable to no routine data processing equipment replacements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 186,722	\$ 208,398	\$ 192,713	\$ 207,714	\$ 207,714	\$ 210,254
Operating	15,091	13,706	11,965	12,305	12,305	12,905
Capital	<u>1,500</u>	<u>1,450</u>	<u>-</u>	<u>5,200</u>	<u>5,200</u>	<u>-</u>
Total Expenditures	<u>\$ 203,313</u>	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 225,219</u>	<u>\$ 225,219</u>	<u>\$ 223,159</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>	<u>2.50</u>	<u>2.50</u>
Total FTE's	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.50</u>	<u>3.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10131 General Registrar's Office</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 50,366	\$ 52,220	\$ 52,220	\$ 52,220	\$ 52,220	\$ 52,220
1515 Professional & technical salaries	68,953	71,064	75,916	76,907	76,907	76,907
1521 Reg PT professional/technical	15,418	17,857	17,999	17,955	17,955	12,014
1531 As required-professional/technical	1,001	8,961	840	6,000	6,000	12,000
1532 As required-administrative/clerical	-	-	-	1,000	1,000	-
1595 Overtime	8,752	16,934	4,622	8,000	8,000	10,000
2100 FICA	10,590	12,398	11,509	12,399	12,399	12,480
2200 VRS	17,058	16,772	17,246	18,233	18,233	18,233
2300 Health care	13,379	11,169	11,602	14,574	14,574	16,038
2400 Group life insurance	1,205	1,023	759	426	426	362
Subtotal	<u>186,722</u>	<u>208,398</u>	<u>192,713</u>	<u>207,714</u>	<u>207,714</u>	<u>210,254</u>
<b>Contractual Services</b>						
3320 Maint service contracts	588	912	1,028	900	900	910
3500 Printing & binding	858	835	555	850	850	650
3600 Advertising	1,627	1,885	951	1,400	1,400	2,600
3920 Misc contractual services	-	80	136	125	125	125
Subtotal	<u>3,073</u>	<u>3,712</u>	<u>2,670</u>	<u>3,275</u>	<u>3,275</u>	<u>4,285</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	396	1,449	1,385	1,300	1,300	1,200
4300 Central store	-	24	-	25	25	25
Subtotal	<u>396</u>	<u>1,473</u>	<u>1,385</u>	<u>1,325</u>	<u>1,325</u>	<u>1,225</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,303	3,168	3,189	3,200	3,200	3,200
5230 Telecommunications	180	259	261	200	200	250
5510 Personnel development	5,186	1,908	2,037	2,000	2,000	1,795
5520 Employee recognition program	136	329	290	200	200	200
5810 Dues & memberships	120	120	230	120	120	230
5850 Mileage expenses	449	370	128	300	300	150
Subtotal	<u>9,374</u>	<u>6,154</u>	<u>6,135</u>	<u>6,020</u>	<u>6,020</u>	<u>5,825</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,640	1,511	1,697	1,500	1,500	1,500
6020 Food & food service supplies	-	15	54	-	-	-
6120 Books & subscriptions	258	135	-	135	135	20
6170 Computer mat/supplies	49	20	24	50	50	50
6171 Small equipment	301	-	-	-	-	-
6172 Minor furnishings	-	686	-	-	-	-
Subtotal	<u>2,248</u>	<u>2,367</u>	<u>1,775</u>	<u>1,685</u>	<u>1,685</u>	<u>1,570</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,500	1,450	-	5,200	5,200	-
Subtotal	<u>1,500</u>	<u>1,450</u>	<u>-</u>	<u>5,200</u>	<u>5,200</u>	<u>-</u>
Activity Total	<u>\$ 203,313</u>	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 225,219</u>	<u>\$ 225,219</u>	<u>\$ 223,159</u>
Personnel	\$ 186,722	\$ 208,398	\$ 192,713	\$ 207,714	\$ 207,714	\$ 210,254
Non-personnel	16,591	15,156	11,965	17,505	17,505	12,905
	<u>\$ 203,313</u>	<u>\$ 223,554</u>	<u>\$ 204,678</u>	<u>\$ 225,219</u>	<u>\$ 225,219</u>	<u>\$ 223,159</u>
	9.86%	9.96%	-8.44%	10.04%	10.04%	-0.91%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

The overall increase is to support four elections and the various programming, printing and officers of election fees associated with each election.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ 11,738	\$ 11,322	\$ 10,799	\$ 10,799	\$ 12,113
Operating	81,272	77,412	49,588	57,200	57,200	113,795
Capital	1,913	1,860	-	-	-	-
Total Expenditures	<u>\$ 83,185</u>	<u>\$ 91,010</u>	<u>\$ 60,910</u>	<u>\$ 67,999</u>	<u>\$ 67,999</u>	<u>\$ 125,908</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>10132 Electoral Board</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 10,141	\$ 9,907	\$ 10,032	\$ 10,032	\$ 10,032
1531 As required-election workers	-	290	610	-	-	1,220
2100 FICA	-	1,307	805	767	767	861
Subtotal	-	11,738	11,322	10,799	10,799	12,113
<b>Contractual Services</b>						
3132 Data processing fees	5,882	4,298	4,050	4,300	4,300	9,000
3310 Repairs & maintenance	-	-	30	-	-	2,685
3320 Maintenance service contracts	2,400	2,505	5,237	5,000	5,000	5,650
3500 Printing & binding	9,359	9,463	4,185	5,700	5,700	13,690
3940 Board/commission services	9,863	-	-	-	-	-
3941 Offices of elections-stipends	46,441	47,984	29,720	36,000	36,000	73,770
3941-001 Offices of elections-misc reimbmt	-	453	1,153	-	-	2,700
Subtotal	73,945	64,703	44,375	51,000	51,000	107,495
<b>Internal Services</b>						
4210 Vehicle maintenance	13	-	-	-	-	-
Subtotal	13	-	-	-	-	-
<b>Other Charges</b>						
5210 Postal/messenger service	823	4,161	1,308	1,900	1,900	1,900
5510 Personnel development	3,283	3,083	1,497	1,200	1,200	1,200
5520 Employee recognition program	-	360	372	100	100	100
5810 Dues & memberships	230	100	100	100	100	100
5850 Mileage expenses	1,238	2,213	1,184	1,300	1,300	1,400
Subtotal	5,574	9,917	4,461	4,600	4,600	4,700
<b>Materials &amp; Supplies</b>						
6010 Office supplies	591	50	693	100	100	100
6010-001 Election supplies	1,149	2,696	-	1,500	1,500	1,500
6020 Food & food service supplies	-	46	59	-	-	-
Subtotal	1,740	2,792	752	1,600	1,600	1,600
<b>Capital Outlay</b>						
8110 Machinery/equipment	1,913	1,860	-	-	-	-
Subtotal	1,913	1,860	-	-	-	-
Activity Total	\$ 83,185	\$ 91,010	\$ 60,910	\$ 67,999	\$ 67,999	\$ 125,908
Personnel	\$ -	\$ 11,738	\$ 11,322	\$ 10,799	\$ 10,799	\$ 12,113
Non-personnel	83,185	79,272	49,588	57,200	57,200	113,795
	\$ 83,185	\$ 91,010	\$ 60,910	\$ 67,999	\$ 67,999	\$ 125,908
	-25.40%	9.41%	-33.07%	11.64%	11.64%	85.16%

This page intentionally left blank.

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

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

	FY2008 Actual <u>Amount</u>	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>	% of Total FY2012 Funding <u>Sources</u>
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 459,310	\$ 476,564	\$ 672,065	\$ 759,280	\$ 759,280	\$ 690,270	32.79%
Permits, Fees, Fines	11,126	10,190	10,699	9,000	9,000	9,000	0.43%
Charges for Services	370,202	310,028	209,585	212,400	212,400	167,400	7.95%
State/Federal Aid & Grants	144,409	137,093	168,934	109,500	116,991	120,375	5.72%
York-Poquoson Courthouse	104,148	130,408	136,078	162,843	162,843	205,211	9.75%
State Compensation Board	995,920	1,063,445	950,971	890,338	930,797	912,845	43.36%
<b>Total Funding Sources</b>	<b>\$ 2,085,115</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,143,361</b>	<b>\$ 2,191,311</b>	<b>\$ 2,105,101</b>	<b>100.00%</b>

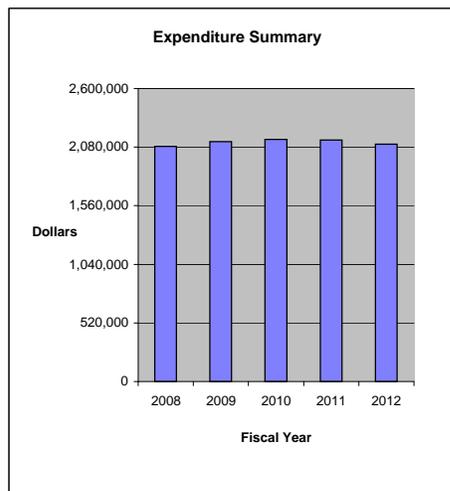
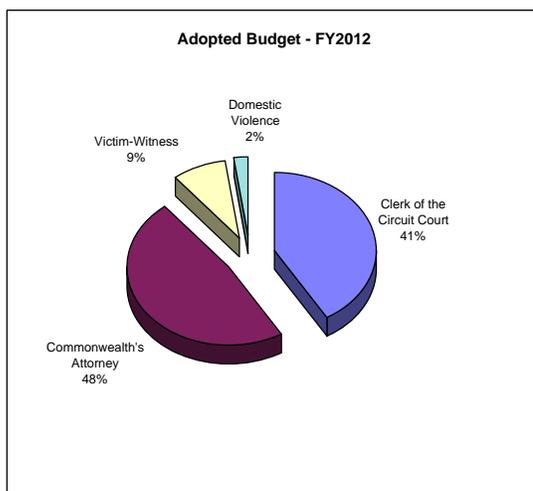
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Clerk of the Circuit Court	\$ 923,266	\$ 965,400	\$ 896,678	\$ 898,440	\$ 909,064	\$ 870,212	-3.14%
Commonwealth's Attorney	910,276	957,330	980,240	1,009,719	1,041,390	1,006,476	-0.32%
Victim-Witness	208,381	166,703	227,099	187,513	193,168	179,353	-4.35%
Domestic Violence	43,192	38,295	44,315	47,689	47,689	49,060	2.87%
<b>Total Expenditures</b>	<b>\$ 2,085,115</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,143,361</b>	<b>\$ 2,191,311</b>	<b>\$ 2,105,101</b>	<b>-1.79%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 1,902,926	\$ 1,929,358	\$ 1,970,948	\$ 2,053,296	\$ 2,053,296	\$ 2,032,631	-1.01%
Operating	123,270	80,606	111,745	80,290	117,616	69,470	-13.48%
Capital	58,919	117,764	65,639	9,775	20,399	3,000	-69.31%
<b>Total Expenditures</b>	<b>\$ 2,085,115</b>	<b>\$ 2,127,728</b>	<b>\$ 2,148,332</b>	<b>\$ 2,143,361</b>	<b>\$ 2,191,311</b>	<b>\$ 2,105,101</b>	<b>-1.79%</b>

<b>FTE's</b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	17.50	17.50	18.75	17.50	17.50	17.50
Admin/Clerical	10.50	10.50	10.50	10.50	10.50	10.50
<b>Total FTE's</b>	<b>30.00</b>	<b>30.00</b>	<b>31.25</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

<b>Key Service Indicators</b>						
Land records processed	30,112	30,104	28,418	30,000	30,000	30,000
Criminal cases processed	*	4,016	2,602	3,000	3,000	3,000
Civil orders processed	*	2,980	1,824	3,000	3,000	3,000
Judgments and liens files	2,416	3,180	3,784	3,500	3,500	3,500
Wills and estate orders processed	*	903	1,712	1,500	1,500	1,500
Circuit Court cases	963	989	1,271	1,173	1,173	1,119
General District Court cases	4,567	5,792	6,056	5,289	5,289	5,328
Juvenile & Domestic Relations Court cases	1,273	1,188	1,365	1,429	1,429	1,366
New Victim-Witness clients served	1,047	1,090	1,081	1,150	1,150	1,150
Victim-Witness phone calls	12,788	12,800	14,302	14,000	14,000	14,000
Domestic violence cases	116	119	130	130	130	130
Sexual assault cases	12	4	10	10	10	10
Stalking cases	6	9	10	10	10	10

\* Data not available.



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Also, there is no funding for the vacant Administrative Assistant position.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 814,694	\$ 803,563	\$ 790,146	\$ 853,040	\$ 853,040	\$ 824,762
Operating	55,579	53,594	44,028	43,900	43,900	45,450
Capital	<u>52,993</u>	<u>108,243</u>	<u>62,504</u>	<u>1,500</u>	<u>12,124</u>	<u>-</u>
Total Expenditures	<u>\$ 923,266</u>	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 898,440</u>	<u>\$ 909,064</u>	<u>\$ 870,212</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
Total FTE's	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20214 Clerk of the Circuit Court</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 115,926	\$ 117,814	\$ 117,814	\$ 117,814	\$ 117,814	\$ 117,814
1515 Professional & technical salaries	404,257	404,408	383,757	406,159	406,159	393,001
1516 Administrative & clerical salaries	72,915	73,738	84,037	102,069	102,069	77,168
1522 Reg PT administrative/clerical	17,302	15,733	16,950	17,115	17,115	25,672
1595 Overtime	1,802	645	1,110	2,000	2,000	2,000
2100 FICA	44,211	44,439	44,275	49,354	49,354	47,098
2200 VRS	83,952	79,965	78,643	88,397	88,397	83,023
2300 Health care	68,396	61,942	60,047	68,601	68,601	77,340
2400 Group life insurance	5,933	4,879	3,513	1,531	1,531	1,646
Subtotal	<u>814,694</u>	<u>803,563</u>	<u>790,146</u>	<u>853,040</u>	<u>853,040</u>	<u>824,762</u>
<b>Contractual Services</b>						
3120 Auditing services	2,731	2,353	-	3,000	3,000	3,000
3137 Records management	5,008	3,201	5,736	5,200	5,200	5,800
3137-001 State Technology Funds	8,976	12,118	8,434	-	-	-
3150 Legal services	451	490	2,111	1,000	1,000	1,800
3310 Repairs & maintenance	487	371	189	250	250	250
3320 Maintenance service contracts	4,412	4,145	4,645	4,500	4,500	4,550
3500 Printing & binding	1,317	249	702	1,200	1,200	1,200
3920 Misc contractual services	5,037	4,871	-	-	-	500
Subtotal	<u>28,419</u>	<u>27,798</u>	<u>21,817</u>	<u>15,150</u>	<u>15,150</u>	<u>17,100</u>
<b>Internal Services</b>						
4300 Central store	71	36	47	50	50	50
Subtotal	<u>71</u>	<u>36</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	8,083	5,636	4,929	7,000	7,000	7,000
5230 Telecommunications	854	1,235	1,433	1,500	1,500	1,500
5510 Personnel development	758	932	290	1,300	1,300	1,300
5520 Employee recognition program	545	245	319	500	500	500
5810 Dues & memberships	773	783	458	800	800	800
5850 Mileage expenses	339	857	206	800	800	500
Subtotal	<u>11,352</u>	<u>9,688</u>	<u>7,635</u>	<u>11,900</u>	<u>11,900</u>	<u>11,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	13,954	13,957	12,468	14,000	14,000	14,000
6120 Books & subscriptions	159	500	188	300	300	400
6170 Computer mat/supplies	605	208	259	600	600	400
6171 Small equipment	1,019	-	-	-	-	-
6172 Minor furnishings	-	294	501	500	500	500
Subtotal	<u>15,737</u>	<u>14,959</u>	<u>13,416</u>	<u>15,400</u>	<u>15,400</u>	<u>15,300</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	-	1,113	1,113	1,400	1,400	1,400
Subtotal	<u>-</u>	<u>1,113</u>	<u>1,113</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	1,614	-	-	-	-	-
8170 Data processing equipment	7,329	6,585	-	1,500	1,500	-
8190 State Technology Funds	44,050	101,658	62,504	-	10,624	-
Subtotal	<u>52,993</u>	<u>108,243</u>	<u>62,504</u>	<u>1,500</u>	<u>12,124</u>	<u>-</u>
Activity Total	<u>\$ 923,266</u>	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 898,440</u>	<u>\$ 909,064</u>	<u>\$ 870,212</u>
Personnel	\$ 814,694	\$ 803,563	\$ 790,146	\$ 853,040	\$ 853,040	\$ 824,762
Non-personnel	108,572	161,837	106,532	45,400	56,024	45,450
	<u>\$ 923,266</u>	<u>\$ 965,400</u>	<u>\$ 896,678</u>	<u>\$ 898,440</u>	<u>\$ 909,064</u>	<u>\$ 870,212</u>
	4.53%	4.56%	-7.12%	0.20%	1.38%	-3.14%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 882,518	\$ 932,402	\$ 954,920	\$ 974,989	\$ 974,989	\$ 984,376
Operating	24,758	18,353	25,320	26,455	58,126	19,100
Capital	3,000	6,575	-	8,275	8,275	3,000
Total Expenditures	<u>\$ 910,276</u>	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,009,719</u>	<u>\$ 1,041,390</u>	<u>\$ 1,006,476</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	5.00	5.00	5.00	5.00	5.00
Admin/Clerical	5.50	5.50	5.50	5.50	5.50	5.50
Total FTE's	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20221 Commonwealth's Attorney</b>						
<b>Personnel Services</b>						
1512 Senior level mgmt	\$ 125,247	\$ 127,397	\$ 127,397	\$ 127,397	\$ 127,397	\$ 127,397
1515 Professional & technical salaries	307,498	359,680	369,438	371,284	371,284	371,284
1516 Administrative & clerical salaries	205,157	216,614	221,435	221,735	221,735	221,735
1521 Reg PT professional/technical	20,685	-	-	-	-	-
1531 As required-professional/technical	9,563	-	1,901	-	-	-
2100 FICA	47,427	49,519	51,333	55,112	55,112	55,112
2200 VRS	90,788	93,718	95,581	101,723	101,723	101,723
2300 Health care	69,736	79,764	83,651	95,977	95,977	105,108
2400 Group life insurance	6,417	5,710	4,184	1,761	1,761	2,017
Subtotal	<u>882,518</u>	<u>932,402</u>	<u>954,920</u>	<u>974,989</u>	<u>974,989</u>	<u>984,376</u>
<b>Contractual Services</b>						
3142 Professional services-trial exhibits	96	173	196	400	400	300
3150 Legal services	-	-	-	-	29,835	-
3310 Repairs & maintenance	-	-	-	100	100	-
3320 Maintenance service contracts	2,156	4,042	3,358	3,555	3,555	3,355
3500 Printing & binding	379	473	371	500	500	500
3920 Misc contractual services	220	-	-	-	-	-
Subtotal	<u>2,851</u>	<u>4,688</u>	<u>3,925</u>	<u>4,555</u>	<u>34,390</u>	<u>4,155</u>
<b>Internal Services</b>						
4300 Central store	-	24	47	50	50	50
Subtotal	<u>-</u>	<u>24</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,283	1,950	2,212	2,300	2,300	2,300
5230 Telecommunications	1,483	1,388	1,628	1,500	1,500	1,500
5510 Personnel development	7,224	-	6,853	7,300	7,300	3,000
5520 Employee recognition program	494	497	384	500	500	-
5810 Dues & memberships	3,170	2,810	3,300	3,400	3,400	2,445
Subtotal	<u>14,654</u>	<u>6,645</u>	<u>14,377</u>	<u>15,000</u>	<u>15,000</u>	<u>9,245</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,059	4,291	4,342	4,300	4,300	4,200
6020 Food & food service supplies	556	612	-	-	-	-
6120 Books & subscriptions	1,940	1,286	1,999	1,800	1,800	1,000
6170 Computer mat/supplies	658	450	492	500	500	450
6171 Small equipment	40	-	-	-	-	-
6172 Minor furnishings	-	357	138	250	250	-
Subtotal	<u>7,253</u>	<u>6,996</u>	<u>6,971</u>	<u>6,850</u>	<u>6,850</u>	<u>5,650</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,000	6,575	-	8,275	8,275	3,000
Subtotal	<u>3,000</u>	<u>6,575</u>	<u>-</u>	<u>8,275</u>	<u>8,275</u>	<u>3,000</u>
<b>Grants &amp; Donations</b>						
9510 Federal Drug Asset Program	-	-	-	-	1,145	-
9511 State Drug Asset Program	-	-	-	-	691	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,836</u>	<u>-</u>
Activity Total	<u>\$ 910,276</u>	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,009,719</u>	<u>\$ 1,041,390</u>	<u>\$ 1,006,476</u>
Personnel	\$ 882,518	\$ 932,402	\$ 954,920	\$ 974,989	\$ 974,989	\$ 984,376
Non-personnel	27,758	24,928	25,320	34,730	66,401	22,100
	<u>\$ 910,276</u>	<u>\$ 957,330</u>	<u>\$ 980,240</u>	<u>\$ 1,009,719</u>	<u>\$ 1,041,390</u>	<u>\$ 1,006,476</u>
	2.57%	5.17%	2.39%	3.01%	6.24%	-0.32%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 165,875	\$ 156,032	\$ 182,409	\$ 179,548	\$ 179,548	\$ 175,108
Operating	41,080	7,725	41,555	7,965	13,620	4,245
Capital	1,426	2,946	3,135	-	-	-
Total Expenditures	<u>\$ 208,381</u>	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 187,513</u>	<u>\$ 193,168</u>	<u>\$ 179,353</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>3.00</u>	<u>3.00</u>	<u>4.25</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>4.25</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20222 Victim-Witness Assistance Program</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 125,378	\$ 118,313	\$ 125,977	\$ 139,092	\$ 139,092	\$ 139,092
1515-901 Professional & technical salaries	-	-	12,330	-	-	-
1522-901 Reg PT administrative/clerical	-	-	3,974	-	-	-
1532 As required administrative/clerical	-	5,164	3,003	-	-	-
2100 FICA	9,069	9,020	9,553	10,641	10,641	10,641
2100-901 FICA	-	-	1,203	-	-	-
2200 VRS	17,790	15,927	17,260	19,640	19,640	19,640
2200-901 VRS	-	-	3,590	-	-	-
2300 Health care	12,381	6,636	4,277	9,716	9,716	5,346
2300-901 Health care	-	-	379	-	-	-
2400 Group life insurance	1,257	972	740	459	459	389
2400-901 Group life insurance	-	-	123	-	-	-
Subtotal	<u>165,875</u>	<u>156,032</u>	<u>182,409</u>	<u>179,548</u>	<u>179,548</u>	<u>175,108</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	36	-	40	40	40
3500 Printing & binding	1,070	556	1,593	375	870	-
3920 Misc contractual services	-	-	253	-	-	-
Subtotal	<u>1,070</u>	<u>592</u>	<u>1,846</u>	<u>415</u>	<u>910</u>	<u>40</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,145	1,048	896	1,030	1,030	1,030
5230 Telecommunications	1,104	1,147	1,157	1,200	1,200	1,200
5510 Personnel development	572	2,220	276	2,800	5,680	310
5510-001 Registration fees	1,435	-	-	-	-	-
5510-002 Travel	3,714	-	786	-	-	-
5510-003 Personnel development-local	1,006	150	-	-	-	-
5810 Dues & memberships	425	275	870	625	1,075	350
5850 Mileage & travel	357	367	315	440	440	215
5850-001 Mileage & travel-local	222	-	-	-	-	-
Subtotal	<u>9,980</u>	<u>5,207</u>	<u>4,300</u>	<u>6,095</u>	<u>9,425</u>	<u>3,105</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	812	614	1,137	600	900	600
6120 Books & subscriptions	447	144	488	355	355	-
6140 Other operating supplies	300	962	453	200	500	200
6170 Computer mat/supplies	639	206	561	300	635	300
6171 Small equipment	949	-	506	-	345	-
6172 Minor furnishings	-	-	888	-	550	-
Subtotal	<u>3,147</u>	<u>1,926</u>	<u>4,033</u>	<u>1,455</u>	<u>3,285</u>	<u>1,100</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,426	2,946	3,135	-	-	-
Subtotal	<u>1,426</u>	<u>2,946</u>	<u>3,135</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9001 PTEAP-conference	-	-	5,692	-	-	-
9001-001 PTEAP-travel	21,960	-	8,556	-	-	-
9001-002 PTEAP-equipment	4,207	-	14,000	-	-	-
9001-003 PTEAP-supplies	716	-	1,157	-	-	-
9001-004 PTEAP-consultants	-	-	1,231	-	-	-
9001-005 PTEAP-other	-	-	740	-	-	-
Subtotal	<u>26,883</u>	<u>-</u>	<u>31,376</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 208,381</u>	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 187,513</u>	<u>\$ 193,168</u>	<u>\$ 179,353</u>
Personnel	\$ 165,875	\$ 156,032	\$ 182,409	\$ 179,548	\$ 179,548	\$ 175,108
Non-personnel	42,506	10,671	44,690	7,965	13,620	4,245
	<u>\$ 208,381</u>	<u>\$ 166,703</u>	<u>\$ 227,099</u>	<u>\$ 187,513</u>	<u>\$ 193,168</u>	<u>\$ 179,353</u>
	24.23%	-20.00%	36.23%	-17.43%	-14.94%	-4.35%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

- To analyze data at the end of each quarter and determine impact of V-STOP prosecutor and trends in the caseload. Receipt of a new OVW grant in FY10 allowed the prosecutor position to be increased from half-time to full-time, and included funds for personnel development, office supplies, and membership dues.
- Victim Assistance Program will assist prosecutor with victims of domestic violence, sexual assault, violations of protective orders and stalking.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Also, funding for certain personnel, training and dues will be paid by a grant.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 39,839	\$ 37,361	\$ 43,473	\$ 45,719	\$ 45,719	\$ 48,385
Operating	1,853	934	842	1,970	1,970	675
Capital	1,500	-	-	-	-	-
Total Expenditures	<u>\$ 43,192</u>	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 47,689</u>	<u>\$ 47,689</u>	<u>\$ 49,060</u>
<b><u>FTE's</u></b>						
Professional/Technical	0.50	0.50	0.50	0.50	0.50	0.50
Admin/Clerical	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total FTE's	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>20223 Domestic Violence Program</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 7,174	\$ 3,758	\$ 14,176	\$ 26,715	\$ 26,715	\$ 26,715
1516 Administrative & clerical salaries	12,850	13,315	13,832	13,891	13,891	13,891
1521 Reg PT professional/technical	9,782	12,354	8,220	-	-	-
1531 As required-professional/technical	2,631	-	-	-	-	-
2100 FICA	2,355	2,153	2,768	3,106	3,106	3,106
2200 VRS	2,962	3,285	3,071	1,961	1,961	1,961
2300 Health care	1,876	2,288	1,259	-	-	2,673
2400 Group life insurance	209	208	147	46	46	39
Subtotal	<u>39,839</u>	<u>37,361</u>	<u>43,473</u>	<u>45,719</u>	<u>45,719</u>	<u>48,385</u>
<b>Contractual Services</b>						
3500 Printing & binding	44	-	-	-	-	-
Subtotal	<u>44</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	30	-	-	-	-	-
5510 Personnel development	1,085	371	398	1,100	1,100	-
5810 Dues & memberships	445	370	75	470	470	-
5850 Mileage expenses	48	64	195	200	200	375
Subtotal	<u>1,608</u>	<u>805</u>	<u>668</u>	<u>1,770</u>	<u>1,770</u>	<u>375</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	101	96	99	100	100	200
6120 Books & subscriptions	-	33	-	-	-	-
6170 Computer mat/supplies	100	-	75	100	100	100
Subtotal	<u>201</u>	<u>129</u>	<u>174</u>	<u>200</u>	<u>200</u>	<u>300</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,500	-	-	-	-	-
Subtotal	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 43,192</u>	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 47,689</u>	<u>\$ 47,689</u>	<u>\$ 49,060</u>
Personnel	\$ 39,839	\$ 37,361	\$ 43,473	\$ 45,719	\$ 45,719	\$ 48,385
Non-personnel	3,353	934	842	1,970	1,970	675
	<u>\$ 43,192</u>	<u>\$ 38,295</u>	<u>\$ 44,315</u>	<u>\$ 47,689</u>	<u>\$ 47,689</u>	<u>\$ 49,060</u>
	-18.55%	-11.34%	15.72%	7.61%	7.61%	2.87%

This page intentionally left blank.

## Other Court-Related Judicial Services

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

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical Charges for Services	\$ 435,756	\$ 473,936	\$ 449,767	\$ 465,123	\$ 465,123	\$ 463,218	83.11%
York-Poquoson Courthouse	6,892	5,481	8,247	5,000	5,000	5,000	0.90%
State/Federal Aid & Grants	32,046	34,987	29,871	32,300	32,300	28,400	5.10%
	85,159	90,134	81,386	80,984	64,543	60,670	10.89%
<b>Total Funding Sources</b>	<b>\$ 559,853</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 583,407</b>	<b>\$ 566,966</b>	<b>\$ 557,288</b>	<b>100.00%</b>

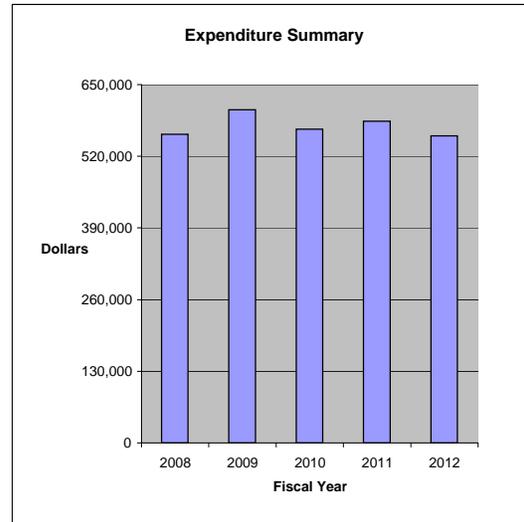
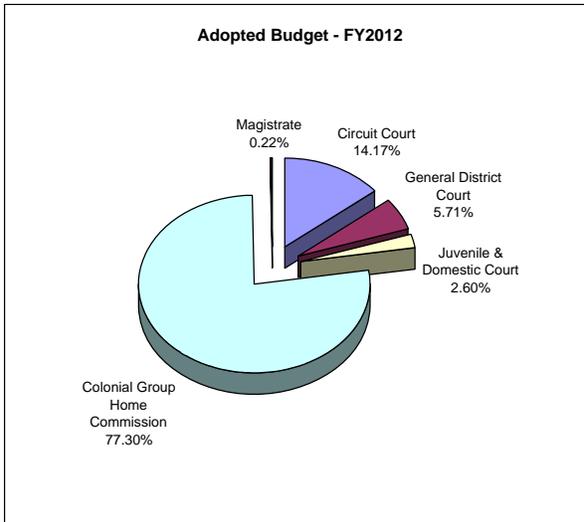
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Circuit Court	\$ 87,416	\$ 97,330	\$ 78,256	\$ 91,780	\$ 91,780	\$ 78,973	-13.95%
General District Court	31,530	41,096	32,893	34,300	34,300	31,815	-7.24%
Juvenile & Domestic Court	22,542	26,404	22,207	16,625	16,625	14,500	-12.78%
Colonial Group Home Commission	417,466	438,736	435,035	438,102	421,661	430,755	-1.68%
Magistrate	899	972	880	2,600	2,600	1,245	-52.12%
<b>Total Expenditures</b>	<b>\$ 559,853</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 583,407</b>	<b>\$ 566,966</b>	<b>\$ 557,288</b>	<b>-4.48%</b>

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% Change
<b>Expenditure By Category</b>							
Personnel	\$ 78,030	\$ 87,566	\$ 69,984	\$ 80,325	\$ 80,325	\$ 68,038	-15.30%
Operating	480,584	512,947	496,288	501,582	485,391	489,250	-2.46%
Capital	1,239	4,025	2,999	1,500	1,250	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 559,853</b>	<b>\$ 604,538</b>	<b>\$ 569,271</b>	<b>\$ 583,407</b>	<b>\$ 566,966</b>	<b>\$ 557,288</b>	<b>-4.48%</b>

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>FTE's</b>						
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
<b>Total FTE's</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

### Key Service Indicators

Circuit Court cases commenced	644	728	716	644	644	644
Circuit Court cases concluded	647	644	672	616	616	616
Circuit Court concealed weapon permits	598	798	623	526	526	526
Circuit Court name changes	60	49	61	58	58	58
General District Court traffic cases concluded	10,469	14,699	13,695	13,970	13,970	14,250
General District Court civil cases concluded	4,210	4,312	4,202	4,287	4,287	4,373
General District Court criminal cases concluded	1,672	1,835	1,911	1,952	1,952	1,992
General District Court garnishments	657	657	856	875	875	893
Juvenile custody/visitation	1,124	1,181	1,389	1,495	1,495	1,495
Juvenile delinquency/misdemeanor	1,164	1,314	1,514	1,596	1,596	1,596
Juvenile felony	481	506	551	600	600	600
Domestic misdemeanors	998	1,001	1,058	1,100	1,100	1,100
Domestic civil support	526	741	879	900	900	900
% Dept of Juvenile Justice youth completing programs	86%	91%	90%	75%	75%	75%
York processes issued by Magistrate	5,841	6,721	5,331	6,319	6,319	6,319



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. The decrease in personnel costs is due to turnover.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 78,030	\$ 87,566	\$ 69,984	\$ 80,325	\$ 80,325	\$ 68,038
Operating	<u>9,386</u>	<u>9,764</u>	<u>8,272</u>	<u>11,455</u>	<u>11,455</u>	<u>10,935</u>
Total Expenditures	<u>\$ 87,416</u>	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 91,780</u>	<u>\$ 91,780</u>	<u>\$ 78,973</u>
<b><u>FTE's</u></b>						
Admin/Clerical	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total FTE's	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20211 Circuit Court</b>						
<b>Personnel Services</b>						
1516 Admin & clerical salaries	\$ 40,260	\$ 43,095	\$ 44,791	\$ 44,791	\$ 44,791	\$ 34,117
1522 Reg PT administrative/clerical	21,333	22,622	12,049	16,724	16,724	16,724
1595 Overtime	-	16	32	-	-	-
1599 Other pay	-	866	-	-	-	-
1599-001 Other pay-State	1,393	5,114	-	-	-	-
2100 FICA	4,694	5,077	4,311	4,706	4,706	3,889
2100-001 FICA-State	107	390	-	-	-	-
2200 VRS	5,714	5,808	6,020	6,324	6,324	4,817
2300 Health care	4,125	4,224	2,516	7,632	7,632	8,395
2400 Group life insurance	404	354	265	148	148	96
Subtotal	<u>78,030</u>	<u>87,566</u>	<u>69,984</u>	<u>80,325</u>	<u>80,325</u>	<u>68,038</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	209	250	-	250	185	250
3320 Maint service contracts	285	315	330	485	550	485
3940 Board/commission services	5,237	5,405	-	-	-	-
3942 Jury duty services	-	-	6,186	6,700	6,700	6,400
Subtotal	<u>5,731</u>	<u>5,970</u>	<u>6,516</u>	<u>7,435</u>	<u>7,435</u>	<u>7,135</u>
<b>Internal Services</b>						
4300 Central store	-	12	-	-	-	-
Subtotal	<u>-</u>	<u>12</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	681	636	592	650	650	650
5230 Telecommunications	576	512	89	620	385	600
5510 Personnel development	-	-	-	400	400	200
5810 Dues & memberships	200	-	-	200	200	300
Subtotal	<u>1,457</u>	<u>1,148</u>	<u>681</u>	<u>1,870</u>	<u>1,635</u>	<u>1,750</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,432	454	279	1,000	1,000	1,000
6020 Food & food service supplies	171	323	272	300	300	300
6120 Books & subscriptions	420	581	524	650	650	650
6171 Small equipment	-	-	-	-	235	-
6172 Minor furnishings	175	1,276	-	200	200	100
Subtotal	<u>2,198</u>	<u>2,634</u>	<u>1,075</u>	<u>2,150</u>	<u>2,385</u>	<u>2,050</u>
Activity Total	<u>\$ 87,416</u>	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 91,780</u>	<u>\$ 91,780</u>	<u>\$ 78,973</u>
Personnel	\$ 78,030	\$ 87,566	\$ 69,984	\$ 80,325	\$ 80,325	\$ 68,038
Non-personnel	9,386	9,764	8,272	11,455	11,455	10,935
	<u>\$ 87,416</u>	<u>\$ 97,330</u>	<u>\$ 78,256</u>	<u>\$ 91,780</u>	<u>\$ 91,780</u>	<u>\$ 78,973</u>
	4.49%	11.34%	-19.60%	17.28%	17.28%	-13.95%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 120 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$15,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$5,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.

**Budget Comments - FY2012**

Funding for books & subscriptions was reduced due to budget constraints.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
<b><u>Expenditure By Category</u></b>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 31,530	\$ 41,096	\$ 32,893	\$ 34,300	\$ 34,300	\$ 31,815
Total Expenditures	\$ 31,530	\$ 41,096	\$ 32,893	\$ 34,300	\$ 34,300	\$ 31,815

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20212 General District Court</b>						
<b>Contractual Services</b>						
3150 Legal services	\$ 12,297	\$ 19,427	\$ 16,292	\$ 17,000	\$ 17,000	\$ 17,000
3310 Repairs & maintenance	-	449	250	500	500	350
3320 Maintenance service contracts	1,100	993	1,008	1,300	1,300	1,100
3500 Printing & binding	313	513	255	600	445	500
3920 Misc contractual services	5,167	5,001	1,228	250	405	365
Subtotal	<u>18,877</u>	<u>26,383</u>	<u>19,033</u>	<u>19,650</u>	<u>19,650</u>	<u>19,315</u>
<b>Other Charges</b>						
5210 Postal/messenger service	4,032	5,116	5,313	5,100	5,100	5,100
5230 Telecommunications	2,749	3,149	3,304	3,400	3,400	3,400
5510 Personnel development	-	519	374	1,000	937	500
5810 Dues & memberships	170	210	195	350	350	350
Subtotal	<u>6,951</u>	<u>8,994</u>	<u>9,186</u>	<u>9,850</u>	<u>9,787</u>	<u>9,350</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,472	1,402	1,061	1,500	990	1,250
6020 Food & food service supplies	429	293	554	400	400	400
6110 Uniforms/wearing apparel	-	270	-	-	-	-
6120 Books & subscriptions	2,736	2,868	2,581	2,800	2,800	1,500
6170 Computer mat/supplies	63	76	-	100	163	-
6171 Small equipment	942	696	347	-	230	-
6172 Minor furnishings	60	114	131	-	280	-
Subtotal	<u>5,702</u>	<u>5,719</u>	<u>4,674</u>	<u>4,800</u>	<u>4,863</u>	<u>3,150</u>
Activity Total	<u>\$ 31,530</u>	<u>\$ 41,096</u>	<u>\$ 32,893</u>	<u>\$ 34,300</u>	<u>\$ 34,300</u>	<u>\$ 31,815</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>31,530</u>	<u>41,096</u>	<u>32,893</u>	<u>34,300</u>	<u>34,300</u>	<u>31,815</u>
	<u>\$ 31,530</u>	<u>\$ 41,096</u>	<u>\$ 32,893</u>	<u>\$ 34,300</u>	<u>\$ 34,300</u>	<u>\$ 31,815</u>
	-23.67%	30.34%	-19.96%	4.28%	4.28%	-7.24%

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

**Mission**

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

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For FY2012, decreases are programmed in telecommunications, personnel development and materials & supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Operating	\$ 21,303	\$ 22,379	\$ 19,208	\$ 16,625	\$ 16,625	\$ 14,500
Capital	<u>1,239</u>	<u>4,025</u>	<u>2,999</u>	-	-	-
Total Expenditures	<u>\$ 22,542</u>	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 16,625</u>	<u>\$ 16,625</u>	<u>\$ 14,500</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20213 Juvenile &amp; Domestic Relations District Court</b>						
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ -	\$ -	\$ 188	\$ 200	\$ 200	\$ 200
3320 Maintenance service contracts	2,173	2,765	1,959	2,675	2,675	2,675
3500 Printing & binding	485	86	101	100	110	125
3920 Misc contractual services	5,167	5,001	141	250	250	250
Subtotal	<u>7,825</u>	<u>7,852</u>	<u>2,389</u>	<u>3,225</u>	<u>3,235</u>	<u>3,250</u>
<b>Other Charges</b>						
5210 Postal/messenger service	5,266	5,100	5,289	5,100	5,100	5,200
5230 Telecommunications	1,681	2,171	1,999	2,300	2,300	1,600
5510 Personnel development	1,624	2,177	1,225	2,200	2,170	1,500
5810 Dues & memberships	439	229	241	400	400	400
Subtotal	<u>9,010</u>	<u>9,677</u>	<u>8,754</u>	<u>10,000</u>	<u>9,970</u>	<u>8,700</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,207	1,353	772	1,000	1,030	800
6020 Food & food service supplies	919	658	925	600	650	500
6120 Books & subscriptions	744	910	995	1,000	950	1,000
6170 Computer mat/supplies	415	277	154	300	290	100
6171 Small equipment	24	188	4,927	200	240	-
6172 Minor furnishings	1,132	1,464	292	300	260	150
6500 Miscellaneous	27	-	-	-	-	-
Subtotal	<u>4,468</u>	<u>4,850</u>	<u>8,065</u>	<u>3,400</u>	<u>3,420</u>	<u>2,550</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	4,025	-	-	-	-
8120 Furniture/fixtures	1,239	-	2,999	-	-	-
Subtotal	<u>1,239</u>	<u>4,025</u>	<u>2,999</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 22,542</u>	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 16,625</u>	<u>\$ 16,625</u>	<u>\$ 14,500</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel	<u>22,542</u>	<u>26,404</u>	<u>22,207</u>	<u>16,625</u>	<u>16,625</u>	<u>14,500</u>
	<u>\$ 22,542</u>	<u>\$ 26,404</u>	<u>\$ 22,207</u>	<u>\$ 16,625</u>	<u>\$ 16,625</u>	<u>\$ 14,500</u>
	18.90%	17.13%	-15.90%	-25.14%	-25.14%	-12.78%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

An increase in the local match is programmed due to declining State revenue, which is projected to be down by 28.7% overall. A change in the program structure is planned. Project Insight (PI) will be consolidated into Community Supervision (CS); all PI activities will continue to run, but under the umbrella of CS.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 417,466	\$ 438,736	\$ 435,035	\$ 438,102	\$ 421,661	\$ 430,755
Total Expenditures	\$ 417,466	\$ 438,736	\$ 435,035	\$ 438,102	\$ 421,661	\$ 430,755

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>20216 Colonial Group Home Commission</b>						
<b>Contractual Services</b>						
3840 Project Insight-probation volunteers	\$ 54,904	\$ 59,700	\$ 44,908	\$ 44,908	\$ 50,703	\$ -
3842 Crossroads Youth Home	165,549	180,249	191,417	191,417	207,079	232,128
3843 In-home detention	100,422	105,524	108,118	108,118	94,307	132,249
3845 CGH Capital/Admin	3,541	3,840	3,170	3,170	2,887	2,738
3848 Psych services	18,538	18,021	19,705	19,705	12,342	13,170
Subtotal	<u>342,954</u>	<u>367,334</u>	<u>367,318</u>	<u>367,318</u>	<u>367,318</u>	<u>380,285</u>
3850 VJCCCA-Project Insight	12,667	13,049	12,032	9,202	7,065	-
3852 VJCCCA-Crossroads	44,707	43,942	41,765	38,223	29,345	29,273
3853 VJCCCA-Comm Supvs	17,138	17,520	16,988	14,865	11,412	16,150
3858 VJCCCA-Psych svc	-	-	-	8,494	6,521	5,047
3899 VJCCCA-State reductions	-	(3,109)	(3,068)	-	-	-
Subtotal	<u>74,512</u>	<u>71,402</u>	<u>67,717</u>	<u>70,784</u>	<u>54,343</u>	<u>50,470</u>
Activity Total	<u>\$ 417,466</u>	<u>\$ 438,736</u>	<u>\$ 435,035</u>	<u>\$ 438,102</u>	<u>\$ 421,661</u>	<u>\$ 430,755</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	417,466	438,736	435,035	438,102	421,661	430,755
	<u>\$ 417,466</u>	<u>\$ 438,736</u>	<u>\$ 435,035</u>	<u>\$ 438,102</u>	<u>\$ 421,661</u>	<u>\$ 430,755</u>
	9.81%	5.10%	-0.84%	0.71%	-3.07%	-1.68%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

The decrease in capital funding is due to no routine computer replacements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Operating	\$ 899	\$ 972	\$ 880	\$ 1,100	\$ 1,350	\$ 1,245
Capital	-	-	-	1,500	1,250	-
Total Expenditures	<u>\$ 899</u>	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 2,600</u>	<u>\$ 2,600</u>	<u>\$ 1,245</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>20217 Magistrate</b>						
<b>Other Charges</b>						
5210 Postal/messenger service	\$ 56	\$ 58	\$ -	\$ -	\$ -	\$ 25
5810 Dues & memberships	-	-	-	-	-	60
5510 Personnel development	-	-	-	-	-	160
5230 Telecommunications	658	642	514	700	700	500
Subtotal	<u>714</u>	<u>700</u>	<u>514</u>	<u>700</u>	<u>700</u>	<u>745</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	185	272	29	300	300	300
6170 Computer mat/supplies	-	-	-	100	100	-
6172 Minor furnishings	-	-	-	-	-	100
6171 Small equipment	-	-	337	-	250	100
Subtotal	<u>185</u>	<u>272</u>	<u>366</u>	<u>400</u>	<u>650</u>	<u>500</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,500	1,250	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,250</u>	<u>-</u>
Activity Total	<u>\$ 899</u>	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 2,600</u>	<u>\$ 2,600</u>	<u>\$ 1,245</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	899	972	880	2,600	2,600	1,245
	<u>\$ 899</u>	<u>\$ 972</u>	<u>\$ 880</u>	<u>\$ 2,600</u>	<u>\$ 2,600</u>	<u>\$ 1,245</u>
	-9.28%	8.12%	-9.47%	195.45%	195.45%	-52.12%

This page intentionally left blank.

## Office of the Sheriff

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

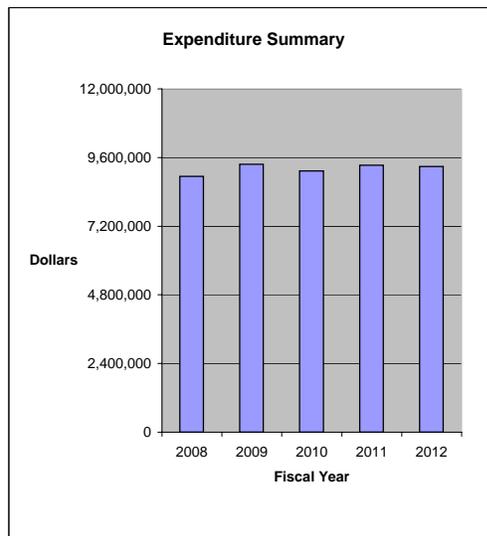
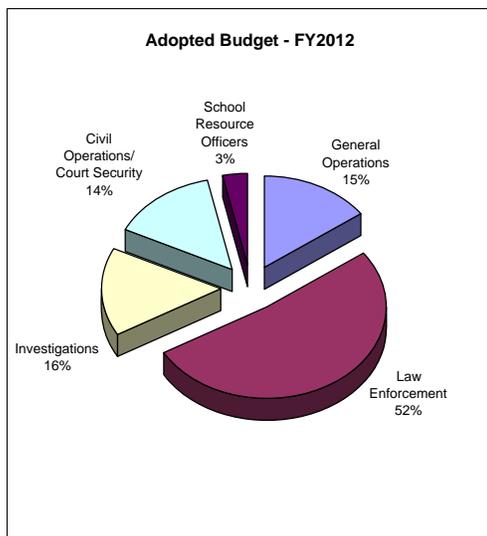
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 5,663,164	\$ 5,997,636	\$ 5,889,897	\$ 6,348,531	\$ 6,348,531	\$ 6,202,229	66.79%
Donations	5,307	1,105	3,725	-	20	-	0.00%
Charges for Services	146,444	129,610	106,147	86,100	103,546	92,410	0.99%
Permits, Fees, Fines	82,211	133,904	123,396	95,000	101,211	103,500	1.11%
York-Poquoson Courthouse	80,114	104,962	119,484	116,184	116,184	133,210	1.43%
Williamsburg 911	-	-	4,281	-	-	-	0.00%
State/Federal Aid & Grants	99,207	783,420	315,062	-	109,685	-	0.00%
State Compensation Board	2,612,937	1,958,877	2,309,282	2,411,742	2,411,742	2,474,830	26.64%
School Support	249,015	258,264	255,492	276,400	276,400	282,200	3.04%
<b>Total Funding Sources</b>	<b>\$ 8,938,399</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,333,957</b>	<b>\$ 9,467,319</b>	<b>\$ 9,288,379</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
General Operations	\$ 1,362,275	\$ 1,449,094	\$ 1,395,985	\$ 1,385,217	\$ 1,410,171	\$ 1,405,120	1.44%
Law Enforcement	4,447,626	4,826,291	4,715,943	4,880,141	4,923,401	4,795,377	-1.74%
Investigations	1,459,809	1,449,091	1,407,438	1,428,566	1,477,194	1,443,272	1.03%
Civil Operations/Court Security	1,365,355	1,334,929	1,300,118	1,319,559	1,332,193	1,322,290	0.21%
School Resource Officers	303,334	308,373	307,282	320,474	324,360	322,320	0.58%
<b>Total Expenditures</b>	<b>\$ 8,938,399</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,333,957</b>	<b>\$ 9,467,319</b>	<b>\$ 9,288,379</b>	<b>-0.49%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 7,364,284	\$ 7,713,436	\$ 7,740,306	\$ 8,005,687	\$ 8,093,662	\$ 7,981,509	-0.30%
Operating	1,467,018	1,440,757	1,349,240	1,296,690	1,338,890	1,270,470	-2.02%
Capital	107,097	213,585	37,220	31,580	34,767	36,400	15.26%
<b>Total Expenditures</b>	<b>\$ 8,938,399</b>	<b>\$ 9,367,778</b>	<b>\$ 9,126,766</b>	<b>\$ 9,333,957</b>	<b>\$ 9,467,319</b>	<b>\$ 9,288,379</b>	<b>-0.49%</b>

<b>FTE's</b>						
Management	6.00	6.00	6.00	6.00	6.00	6.00
Admin/Clerical	7.25	7.25	7.25	7.25	7.50	7.50
Specialized Safety	93.50	97.50	97.50	97.50	97.50	97.50
<b>Total FTE's</b>	<b>106.75</b>	<b>110.75</b>	<b>110.75</b>	<b>110.75</b>	<b>111.00</b>	<b>111.00</b>

<b>Key Service Indicators</b>						
Major crimes	2,955	2,867	2,811	2,880	2,880	2,914
Adult arrests	1,197	1,492	1,590	1,440	1,440	1,515
Offense reports taken	5,246	5,159	5,050	5,460	5,460	5,800
Calls for service	49,381	53,545	54,155	54,755	54,755	55,355
Citations issued	3,561	4,665	3,819	3,600	3,600	3,750
Criminal cases assigned	870	918	1,257	1,297	1,297	1,347
Civil process papers served (York)	19,428	21,132	18,470	18,670	18,670	18,820
Traffic citations - School grounds	89	197	9	98	98	102
Criminal citations - School grounds	120	138	131	130	130	129



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Funding is provided in other charges for a new State unfunded mandate (Line of Duty coverage), which requires payment to the VRS at a rate of \$234 per hazardous duty employee, plus 25% of that amount per volunteer.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,075,503	\$ 1,172,028	\$ 1,152,146	\$ 1,167,022	\$ 1,169,750	\$ 1,176,100
Operating	271,521	249,755	238,067	203,115	225,341	221,020
Capital	15,251	27,311	5,772	15,080	15,080	8,000
Total Expenditures	<u>\$ 1,362,275</u>	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,385,217</u>	<u>\$ 1,410,171</u>	<u>\$ 1,405,120</u>
<b><u>FTE's</u></b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	3.25	3.25	3.25	3.25	3.50	3.50
Specialized Safety	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total FTE's	<u>14.25</u>	<u>14.25</u>	<u>14.25</u>	<u>14.25</u>	<u>14.50</u>	<u>14.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30311 General Operations</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 113,196	\$ 118,453	\$ 118,915	\$ 119,175	\$ 119,175	\$ 119,175
1513 Middle management	174,844	183,905	186,540	187,060	187,060	187,060
1516 Administrative & clerical salaries	69,218	64,251	66,362	66,846	66,846	99,717
1517 Specialized public safety	360,121	442,808	449,422	451,502	451,502	440,090
1522 Reg PT administrative/clerical	26,771	41,633	45,950	42,230	42,230	17,577
1532 As required-administrative/clerical	14,226	6,837	7,243	-	-	-
1595 Overtime	57,529	38,032	25,930	20,000	20,000	19,500
1596 Holiday worked	-	75	451	-	-	500
1597 Extra/off duty pay	18,981	8,978	3,216	-	2,055	-
1597-003 Extra/off duty pay-school	-	3,720	3,703	-	481	-
1999-999-999-999 Chargeout wages-grants	-	-	(17,772)	-	-	-
2100 FICA	60,644	65,592	65,337	67,841	67,841	67,597
2100-003 FICA-Extra/off duty	-	285	283	-	35	-
2100-597 FICA-Extra/off duty	-	-	-	-	157	-
2200 VRS	101,316	109,177	110,387	116,431	116,431	119,461
2300 Health care	71,497	81,621	82,673	93,921	93,921	103,054
2400 Group life insurance	7,160	6,661	4,866	2,016	2,016	2,369
2999-999-999-999 Chargeout fringes	-	-	(1,360)	-	-	-
Subtotal	<u>1,075,503</u>	<u>1,172,028</u>	<u>1,152,146</u>	<u>1,167,022</u>	<u>1,169,750</u>	<u>1,176,100</u>
<b>Contractual Services</b>						
3110 Payment for medical services	1,237	-	-	1,200	1,200	500
3160 Extradite prisoners	9,545	11,850	13,184	-	4,339	-
3310 Repairs & maintenance	-	-	-	2,000	2,000	1,000
3320 Maintenance service contracts	21,101	28,593	26,111	28,000	28,000	28,080
3500 Printing & binding	2,747	2,662	132	2,250	2,250	2,000
3920 Misc contractual services	9,960	9,960	-	140	140	-
Subtotal	<u>44,590</u>	<u>53,065</u>	<u>39,427</u>	<u>33,590</u>	<u>37,929</u>	<u>31,580</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	75,532	80,944	77,563	81,500	81,500	81,500
4500 Radio maintenance	29,200	39,100	-	-	-	-
Subtotal	<u>104,732</u>	<u>120,044</u>	<u>77,563</u>	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>
<b>Other Charges</b>						
5110 Electrical services	1,382	1,643	1,215	1,500	1,500	1,500
5130 Water & sewer	57	-	-	75	75	-
5210 Postal/messenger service	2,735	2,612	1,899	2,800	1,520	2,100
5230 Telecommunications	11,698	9,618	9,126	9,700	9,700	9,200
5342 Volunteer coverage	700	700	725	750	750	905
5360 Workers' comp premiums	25,200	23,400	23,400	-	-	-
5370 Line of duty coverage	-	-	-	-	-	24,165
5510 Personnel development	19,647	7,078	8,894	17,000	15,385	15,000
5510-001 College tuition	760	-	800	-	-	-
5514 Satellite training	411	-	-	-	-	-
5515 Academy costs	16,605	16,605	18,300	18,500	20,115	20,500
5520 Employee recognition program	335	200	110	250	250	250
5810 Dues & memberships	4,168	4,376	5,281	4,700	4,700	5,450
5825 Admin support charges	1,254	698	254	-	-	-
5850 Mileage expenses	70	-	-	-	-	-
Subtotal	<u>85,022</u>	<u>66,930</u>	<u>70,004</u>	<u>55,275</u>	<u>53,995</u>	<u>79,070</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	8,077	7,286	9,576	8,200	8,200	8,200
6020 Food & food service supplies	634	126	-	400	400	200
6040 Medical/laboratory supplies	2,769	2,219	4,337	-	-	-
6070 Repair & maintenance supplies	198	-	-	-	-	-
6100 Police supplies	583	1,486	1,043	1,000	1,000	1,000
6101 Guns & ammunition	442	1,450	2,000	1,750	1,750	1,750
6110 Uniforms & wearing apparel	2,491	755	614	5,000	5,000	4,000
6111 Protective clothing	1,340	1,800	1,500	900	900	1,020
6114 Dare program	3,001	2,997	2,946	3,000	3,000	3,000
6115 Crime Prevention program	5,609	3,236	4,821	5,200	5,200	5,200
6120 Books & subscriptions	506	526	439	1,300	1,300	500
6140 Other operating supplies	20	-	-	-	-	-
6170 Computer mat/supplies	7,022	2,999	1,921	5,000	5,000	3,000
6170-002 Williamsburg client access	-	-	3,081	-	-	-
6171 Small equipment	472	-	287	500	500	500
6172 Minor furnishings	1,152	1,918	1,380	500	500	500
Subtotal	<u>34,316</u>	<u>26,798</u>	<u>33,945</u>	<u>32,750</u>	<u>32,750</u>	<u>28,870</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	-	-	838	-	1,280	-
7500 Operating leases of building	-	-	1,782	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>2,620</u>	<u>-</u>	<u>1,280</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	3,326	-	-	1,000	1,000	1,000
8120 Furniture/fixtures	-	1,476	-	1,000	1,000	1,000
8170 Data processing equipment	8,908	16,036	5,419	13,080	13,080	6,000
8170-001 Data processing-server/switches	-	9,799	-	-	-	-
8180 Buildings & grounds	3,017	-	353	-	-	-
Subtotal	<u>15,251</u>	<u>27,311</u>	<u>5,772</u>	<u>15,080</u>	<u>15,080</u>	<u>8,000</u>
<b>Grants &amp; Donations</b>						
9510 Federal Drug Asset program	-	-	-	-	5,264	-
9511 State Drug Asset program	1,791	-	-	-	550	-
9519 BJA misc	-	793	11,048	-	12,053	-
9519-001 BJA trailer	9,500	-	-	-	-	-
9523 Triad Crime Prev program	2,418	-	2,025	-	-	-
9600 General donations	-	800	-	-	-	-
9600-001 Honor Guard	-	-	1,435	-	-	-
9600-002 RAD	-	-	-	-	20	-
9600-003 AED	2,686	-	-	-	-	-
9600-004 Motorola	719	-	-	-	-	-
Subtotal	<u>17,114</u>	<u>1,593</u>	<u>14,508</u>	<u>-</u>	<u>17,887</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(14,253)	(18,675)	-	-	-	-
Subtotal	<u>(14,253)</u>	<u>(18,675)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Activity Total</b>	<u>\$ 1,362,275</u>	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,385,217</u>	<u>\$ 1,410,171</u>	<u>\$ 1,405,120</u>
Personnel	\$ 1,075,503	\$ 1,172,028	\$ 1,152,146	\$ 1,167,022	\$ 1,169,750	\$ 1,176,100
Non-personnel	286,772	277,066	243,839	218,195	240,421	229,020
	<u>\$ 1,362,275</u>	<u>\$ 1,449,094</u>	<u>\$ 1,395,985</u>	<u>\$ 1,385,217</u>	<u>\$ 1,410,171</u>	<u>\$ 1,405,120</u>
	7.39%	6.37%	-3.66%	-0.77%	1.02%	1.44%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 3,542,198	\$ 3,785,259	\$ 3,877,704	\$ 4,066,096	\$ 4,087,406	\$ 4,020,652
Operating	835,590	871,155	822,492	802,545	816,308	756,625
Capital	69,838	169,877	15,747	11,500	19,687	18,100
Total Expenditures	<u>\$ 4,447,626</u>	<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,880,141</u>	<u>\$ 4,923,401</u>	<u>\$ 4,795,377</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Specialized Safety	51.00	55.00	56.00	56.00	56.00	56.00
Total FTE's	<u>54.00</u>	<u>58.00</u>	<u>59.00</u>	<u>59.00</u>	<u>59.00</u>	<u>59.00</u>

General Fund Expenditures		FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
		Actual	Actual	Actual	Original	Estimated	Adopted
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>30312</b>	<b>Law Enforcement</b>						
<b>Personnel Services</b>							
1513	Middle management	\$ 80,307	\$ 85,172	\$ 85,358	\$ 85,618	\$ 85,618	\$ 85,618
1516	Administrative & clerical salaries	54,213	60,014	60,750	60,910	60,910	60,910
1517	Specialized public safety	2,193,907	2,390,574	2,531,107	2,615,722	2,615,722	2,521,384
1595	Overtime	304,668	218,156	149,659	193,200	193,200	150,000
1595-199	DMV grant overtime	-	27,555	11,274	-	22,750	-
1595-199-209	DMV grant overtime 2009	-	-	2,362	-	-	-
1596	Holiday worked	-	31,412	100,941	-	-	100,000
1596-001	Holiday worked stipend	17,325	19,650	18,675	18,500	18,500	18,500
1597	Extra/off duty pay	66,473	50,660	35,887	75,000	64,699	75,000
1597-003	Extra/off duty pay-school	-	23,700	25,256	-	8,969	-
1599	Other pay	24	-	(478)	-	-	-
1999-999-999	Chargeout wages-grants	-	-	(68,014)	-	-	-
2100	FICA	201,213	210,809	219,026	233,245	227,507	230,373
2100-001	FICA DMV Traf enforce grant	-	524	1,387	-	-	-
2100-003	FICA-Extra-off duty pay-school	-	1,813	1,932	-	679	-
2100-199	FICA-DMV grant overtime	-	2,108	827	-	-	-
2100-597	FICA-Extra-off duty	-	-	-	-	4,951	-
2100-199-209	FICA-DMV grant overtime 2009	-	-	174	-	-	-
2200	VRS	330,615	342,248	361,005	390,030	390,030	376,709
2300	Health care	269,782	299,647	329,832	387,118	387,118	394,688
2400	Group life insurance	23,671	21,217	15,947	6,753	6,753	7,470
2999-999-999-999	Chargeout fringes-grants 2009	-	-	(5,203)	-	-	-
	Subtotal	<u>3,542,198</u>	<u>3,785,259</u>	<u>3,877,704</u>	<u>4,066,096</u>	<u>4,087,406</u>	<u>4,020,652</u>
<b>Contractual Services</b>							
3110	Payment for medical services	7,584	5,605	2,482	10,000	10,000	4,400
3310	Repairs & maintenance	1,935	2,749	1,484	2,000	3,450	1,700
3320	Maintenance service contracts	-	375	490	-	550	10,755
3392	Repair/maint-insurance recovery	-	2,165	-	-	-	-
3500	Printing & binding	6,664	6,525	4,293	5,000	5,000	5,000
3911	Towing services/vehicles	140	385	85	200	200	200
3920	Misc contractual services	519	1,321	918	-	-	1,000
	Subtotal	<u>16,842</u>	<u>19,125</u>	<u>9,752</u>	<u>17,200</u>	<u>19,200</u>	<u>23,055</u>
<b>Internal Services</b>							
4210	Vehicle maintenance	641,910	671,059	661,996	655,000	655,000	625,000
4212	Misc vehicle maint charge	2,142	5,225	1,674	21,245	19,245	2,000
4500	Radio maintenance	116,600	89,790	-	-	-	-
	Subtotal	<u>760,652</u>	<u>766,074</u>	<u>663,670</u>	<u>676,245</u>	<u>674,245</u>	<u>627,000</u>
<b>Other Charges</b>							
5230	Telecommunications	8,177	6,935	7,513	7,600	7,600	14,640
5510	Personnel development	11,999	5,924	11,685	12,000	12,000	10,785
5510-001	College tuition	-	-	208	-	-	-
5810	Dues & memberships	335	175	364	350	350	375
	Subtotal	<u>20,511</u>	<u>13,034</u>	<u>19,770</u>	<u>19,950</u>	<u>19,950</u>	<u>25,800</u>
<b>Materials &amp; Supplies</b>							
6011	Photo supplies	-	251	612	250	250	250
6040	Medical supplies	-	-	-	3,000	3,000	3,000
6072	Radio/comm supplies	3,722	1,873	865	4,000	813	2,000
6075	Sign material/supplies	3,324	210	3,176	3,500	3,500	3,000
6100	Police supplies	9,166	12,629	10,909	12,000	12,000	12,000
6101	Guns & ammunition	18,603	25,131	11,064	15,500	15,500	15,500
6102	Emergency response team	14,644	24,560	15,071	15,000	15,000	14,000
6104	Bike patrol	3,487	3,768	3,117	3,500	3,500	3,500
6110	Uniforms & wearing apparel	13,576	22,640	10,086	20,000	20,000	15,000
6111	Protective clothing	9,750	12,020	10,000	9,900	9,900	9,520
6120	Books & subscriptions	-	2,560	-	-	-	-
6170	Computer mat/supplies	1,212	-	211	-	-	-
6171	Small equipment	1,062	3,733	491	1,500	1,500	2,000
6172	Minor furnishings	696	1,108	148	1,000	1,000	1,000
	Subtotal	<u>79,242</u>	<u>110,483</u>	<u>65,750</u>	<u>89,150</u>	<u>85,963</u>	<u>80,770</u>
<b>Capital Outlay</b>							
8110	Machinery/equipment	-	12,409	298	-	-	-
8130	Communications equipment	18,064	17,789	-	-	-	-
8150	Vehicles	42,416	85,841	-	-	-	-
8151	Replacement vehicular equip	3,958	49,417	15,449	10,000	18,187	14,500
8170	Data processing equipment	5,400	4,421	-	1,500	1,500	3,600
	Subtotal	<u>69,838</u>	<u>169,877</u>	<u>15,747</u>	<u>11,500</u>	<u>19,687</u>	<u>18,100</u>
<b>Grants &amp; Donations</b>							
9520	Bulletproof vests partner	4,180	9,314	6,800	-	8,500	-
9521	DMV equip grant	-	7,790	-	-	-	-
9521-002	DMV equip	5,524	-	7,800	-	7,950	-
9521-003	DMV-Traf enforce O/T	8,903	-	-	-	-	-
9521-004	DMV-Training	100	-	-	-	500	-
9650-300	ARRA-BJA-Jag Tasers	-	-	48,950	-	-	-
	Subtotal	<u>18,707</u>	<u>17,104</u>	<u>63,550</u>	<u>-</u>	<u>16,950</u>	<u>-</u>
<b>Chargeouts</b>							
9350	Chargeout-waterfront/grants	(60,364)	(54,665)	-	-	-	-
	Subtotal	<u>(60,364)</u>	<u>(54,665)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Activity Total	<u>\$ 4,447,626</u>	<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,880,141</u>	<u>\$ 4,923,401</u>	<u>\$ 4,795,377</u>
	Personnel	\$ 3,542,198	\$ 3,785,259	\$ 3,877,704	\$ 4,066,096	\$ 4,087,406	\$ 4,020,652
	Non-personnel	905,428	1,041,032	838,239	814,045	835,995	774,725
		<u>\$ 4,447,626</u>	<u>\$ 4,826,291</u>	<u>\$ 4,715,943</u>	<u>\$ 4,880,141</u>	<u>\$ 4,923,401</u>	<u>\$ 4,795,377</u>
		6.70%	8.51%	-2.29%	3.48%	4.40%	-1.74%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,220,747	\$ 1,233,483	\$ 1,231,122	\$ 1,255,816	\$ 1,309,444	\$ 1,265,722
Operating	227,384	200,686	160,615	167,750	167,750	168,750
Capital	<u>11,678</u>	<u>14,922</u>	<u>15,701</u>	<u>5,000</u>	<u>-</u>	<u>8,800</u>
Total Expenditures	<u>\$ 1,459,809</u>	<u>\$ 1,449,091</u>	<u>\$ 1,407,438</u>	<u>\$ 1,428,566</u>	<u>\$ 1,477,194</u>	<u>\$ 1,443,272</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
Total FTE's	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30313 Investigations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 81,015	\$ 85,667	\$ 87,592	\$ 87,852	\$ 87,852	\$ 83,149
1516 Administrative & clerical salaries	22,124	26,681	27,663	27,781	27,781	27,781
1517 Specialized public safety	677,712	705,503	722,097	725,477	725,477	721,028
1532-001 DEA as required-admin/clerical	-	13,069	3,780	-	28,404	-
1595 Overtime	135,110	101,340	78,980	94,300	94,300	92,900
1595-001 DEA overtime	14,673	13,393	15,296	-	17,202	-
1595-001-209 DEA overtime 2009	-	-	2,931	-	-	-
1595-199 DMV grant overtime	-	1,190	-	-	-	-
1596 Holiday worked	-	279	1,529	-	-	1,400
1597 Extra/off duty pay	5,546	2,365	1,756	-	4,475	-
1597-003 Extra/off duty pay-school	-	1,030	3,965	-	960	-
1599 Other pay	5,328	5,160	17,852	22,400	22,400	22,400
1999-999-999 Chargeout wages grants	-	-	(12,005)	-	-	-
2100 FICA	68,622	68,269	68,939	73,272	73,272	72,572
2100-001 FICA-DEA	1,125	2,191	1,683	-	2,173	-
2100-003 FICA-Extra/off duty pay-school	-	79	303	-	72	-
2100-199 FICA-DMV grant overtime	-	91	-	-	-	-
2100-597 FICA-Extra/off duty pay	-	-	-	-	342	-
2200 VRS	111,299	110,525	112,542	118,765	118,765	117,472
2300 Health care	90,040	89,907	91,952	103,912	103,912	124,691
2400 Group life insurance	8,153	6,744	4,961	2,057	2,057	2,329
2999-999-999 Chargeout fringes	-	-	(694)	-	-	-
Subtotal	<u>1,220,747</u>	<u>1,233,483</u>	<u>1,231,122</u>	<u>1,255,816</u>	<u>1,309,444</u>	<u>1,265,722</u>
<b>Contractual Services</b>						
3110 Payment for medical services	2,320	81	-	100	100	100
3310 Repairs & maintenance	253	-	-	200	200	200
3320 Maintenance service contracts	-	50	856	-	-	1,200
3500 Printing & binding	399	400	-	400	400	200
3600 Advertising	-	-	47	-	-	-
3910 Special investigation services	6,000	6,500	6,000	6,000	6,000	6,000
3911 Towing services/vehicles	-	375	250	-	-	-
3920 Misc contractual services	2,999	2,692	2,857	3,000	3,000	3,000
Subtotal	<u>11,971</u>	<u>10,098</u>	<u>10,010</u>	<u>9,700</u>	<u>9,700</u>	<u>10,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	130,097	120,410	119,426	125,000	125,000	126,455
4500 Radio maintenance	42,235	25,810	-	-	-	-
Subtotal	<u>172,332</u>	<u>146,220</u>	<u>119,426</u>	<u>125,000</u>	<u>125,000</u>	<u>126,455</u>
<b>Other Charges</b>						
5230 Telecommunications	12,898	11,475	11,376	13,000	13,000	13,000
5510 Personnel development	8,276	7,347	5,938	8,300	8,300	8,000
5510-001 College tuition	2,000	-	1,512	-	-	-
5810 Dues & memberships	2,470	2,580	2,688	2,500	2,500	2,725
Subtotal	<u>25,644</u>	<u>21,402</u>	<u>21,514</u>	<u>23,800</u>	<u>23,800</u>	<u>23,725</u>
<b>Materials &amp; Supplies</b>						
6011 Photo supplies	-	999	48	800	800	400
6070 Repair & maintenance supplies	-	129	-	-	-	-
6100 Police supplies	3,362	1,763	1,440	2,000	2,000	2,000
6101 Guns & ammunition	1,731	1,670	2,250	2,250	2,250	2,250
6110 Uniforms & wearing apparel	17,389	16,800	4,200	-	-	-
6111 Protective clothing	1,281	1,199	1,000	1,800	1,800	1,020
6120 Books & subscriptions	-	264	-	400	400	400
6170 Computer mat/supplies	1,214	1,472	-	1,000	1,000	800
6171 Small equipment	650	70	340	500	500	500
6172 Minor furnishings	1,007	266	387	500	500	500
Subtotal	<u>26,634</u>	<u>24,632</u>	<u>9,665</u>	<u>9,250</u>	<u>9,250</u>	<u>7,870</u>
<b>Capital Outlay</b>						
8115 Specialized equipment	-	6,500	-	-	-	-
8151 Replacement vehicular equip	5,000	-	5,141	5,000	-	7,000
8170 Data processing equipment	6,678	8,422	10,560	-	-	1,800
Subtotal	<u>11,678</u>	<u>14,922</u>	<u>15,701</u>	<u>5,000</u>	<u>-</u>	<u>8,800</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(9,197)	(1,666)	-	-	-	-
Subtotal	<u>(9,197)</u>	<u>(1,666)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 1,459,809</u>	<u>\$ 1,449,091</u>	<u>\$ 1,407,438</u>	<u>\$ 1,428,566</u>	<u>\$ 1,477,194</u>	<u>\$ 1,443,272</u>
Personnel	\$ 1,220,747	\$ 1,233,483	\$ 1,231,122	\$ 1,255,816	\$ 1,309,444	\$ 1,265,722
Non-personnel	239,062	215,608	176,316	172,750	167,750	177,550
	<u>\$ 1,459,809</u>	<u>\$ 1,449,091</u>	<u>\$ 1,407,438</u>	<u>\$ 1,428,566</u>	<u>\$ 1,477,194</u>	<u>\$ 1,443,272</u>
	-2.46%	-0.73%	-2.87%	1.50%	4.96%	1.03%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 1,268,572	\$ 1,253,676	\$ 1,210,423	\$ 1,233,479	\$ 1,239,902	\$ 1,236,165
Operating	86,453	79,778	89,695	86,080	92,291	84,625
Capital	10,330	1,475	-	-	-	1,500
Total Expenditures	<u>\$ 1,365,355</u>	<u>\$ 1,334,929</u>	<u>\$ 1,300,118</u>	<u>\$ 1,319,559</u>	<u>\$ 1,332,193</u>	<u>\$ 1,322,290</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	17.50	17.50	16.50	16.50	16.50	16.50
Total FTE's	<u>19.50</u>	<u>19.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30314 Civil Operations/Court Security</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 81,050	\$ 81,723	\$ 84,458	\$ 84,718	\$ 84,718	\$ 84,718
1516 Administrative & clerical salaries	30,482	34,652	36,121	36,201	36,201	36,201
1517 Specialized public safety	783,536	791,336	777,205	784,190	784,190	774,473
1521 Reg PT professional technical	21,479	24,497	25,246	25,187	25,187	25,187
1595 Overtime	50,386	32,204	20,692	16,000	16,000	15,325
1596 Holiday worked	-	347	670	-	-	675
1597 Extra/off duty pay	2,324	3,528	7,368	-	3,771	-
1597-003 Schools	-	5,506	6,246	-	2,198	-
1999-999-999-999 Charge out wages-grants	-	-	(18,564)	-	-	-
2100 FICA	72,178	72,648	71,537	72,392	72,392	71,648
2100-003 FICA-Extra/off duty pay-school	-	421	478	-	166	-
2100-597 FICA-Extra/off duty pay	-	-	-	-	288	-
2200 VRS	126,479	121,757	120,463	127,801	127,801	126,429
2300 Health care	91,719	77,628	74,587	84,777	84,777	99,002
2400 Group life insurance	8,939	7,429	5,336	2,213	2,213	2,507
2999-999-999-999 Charge out fringes-grants	-	-	(1,420)	-	-	-
Subtotal	<u>1,268,572</u>	<u>1,253,676</u>	<u>1,210,423</u>	<u>1,233,479</u>	<u>1,239,902</u>	<u>1,236,165</u>
<b>Contractual Services</b>						
3110 Payment for medical services	4,097	-	-	2,500	2,500	600
3310 Repairs & maintenance	629	-	-	200	200	200
3320 Maintenance service contracts	9,783	5,464	5,803	7,200	7,200	7,000
3500 Printing & binding	208	70	195	200	200	200
3920 Misc contractual services	-	15,456	12,240	-	6,211	-
Subtotal	<u>14,717</u>	<u>20,990</u>	<u>18,238</u>	<u>10,100</u>	<u>16,311</u>	<u>8,000</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	54,687	52,818	62,336	61,300	61,300	61,950
4212 Misc vehicle maintenance charge	-	-	33	-	-	-
4500 Radio maintenance	34,960	21,325	-	-	-	-
Subtotal	<u>89,647</u>	<u>74,143</u>	<u>62,369</u>	<u>61,300</u>	<u>61,300</u>	<u>61,950</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,427	2,869	1,396	2,050	2,050	2,000
5230 Telecommunications	1,276	1,615	1,430	1,600	1,600	1,600
5510 Personnel development	-	1,385	109	500	500	1,400
5810 Dues & memberships	75	-	-	75	75	75
Subtotal	<u>2,778</u>	<u>5,869</u>	<u>2,935</u>	<u>4,225</u>	<u>4,225</u>	<u>5,075</u>
<b>Materials &amp; Supplies</b>						
6011 Photo supplies	306	-	-	100	100	100
6020 Food & food service supplies	352	73	-	-	-	-
6040 Medical supplies	-	-	-	-	-	220
6100 Police supplies	522	1,429	833	500	500	500
6101 Guns & ammunition	3,509	1,450	3,500	3,500	3,500	3,500
6110 Uniforms & wearing apparel	2,030	1,701	1,284	2,000	2,000	1,500
6111 Protective clothing	600	-	-	900	900	680
6170 Computer mat/supplies	-	-	-	655	655	300
6171 Small equipment	1,372	682	216	400	400	400
6172 Minor furnishings	510	717	320	400	400	400
Subtotal	<u>9,201</u>	<u>6,052</u>	<u>6,153</u>	<u>8,455</u>	<u>8,455</u>	<u>7,600</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	2,478	-	-	2,000	2,000	2,000
Subtotal	<u>2,478</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	4,136	-	-	-	-	-
8120 Furniture/fixtures	1,567	-	-	-	-	-
8170 Data processing equipment	4,627	1,475	-	-	-	1,500
Subtotal	<u>10,330</u>	<u>1,475</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(32,368)	(27,276)	-	-	-	-
Subtotal	<u>(32,368)</u>	<u>(27,276)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	\$ 1,365,355	\$ 1,334,929	\$ 1,300,118	\$ 1,319,559	\$ 1,332,193	\$ 1,322,290
Personnel	\$ 1,268,572	\$ 1,253,676	\$ 1,210,423	\$ 1,233,479	\$ 1,239,902	\$ 1,236,165
Non-personnel	96,783	81,253	89,695	86,080	92,291	86,125
	<u>\$ 1,365,355</u>	<u>\$ 1,334,929</u>	<u>\$ 1,300,118</u>	<u>\$ 1,319,559</u>	<u>\$ 1,332,193</u>	<u>\$ 1,322,290</u>
	4.77%	-2.23%	-2.61%	1.50%	2.47%	0.21%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 257,264	\$ 268,990	\$ 268,911	\$ 283,274	\$ 287,160	\$ 282,870
Operating	46,070	39,383	38,371	37,200	37,200	39,450
Total Expenditures	<u>\$ 303,334</u>	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 320,474</u>	<u>\$ 324,360</u>	<u>\$ 322,320</u>
<b><u>FTE's</u></b>						
Specialized Safety	4.00	4.00	4.00	4.00	4.00	4.00
Total FTE's	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30316 School Resource Officers</b>						
<b>Personnel Services</b>						
1517 Specialized public safety	\$ 179,198	\$ 190,026	\$ 192,425	\$ 193,708	\$ 193,708	\$ 192,305
1595 Overtime	9,238	8,397	7,955	15,000	15,000	10,000
1596 Holiday worked	-	-	1,598	-	-	1,600
1597 Extra/off duty pay	7,087	4,015	2,712	7,500	7,500	7,500
1597-003 Extra/off duty pay-school	-	4,315	5,118	-	3,613	-
1999-999-999 Chargeout wages-grants	-	-	(3,248)	-	-	-
2100 FICA	14,507	15,015	15,183	16,540	15,966	16,172
2100-003 FICA-Extra/off duty pay-school	-	330	392	-	273	-
2100-597 FICA-Extra/off duty	-	-	-	-	574	-
2200 VRS	25,708	25,590	25,895	27,352	27,352	27,153
2300 Health care	19,709	19,740	19,987	22,701	22,701	27,602
2400 Group life insurance	1,817	1,562	1,142	473	473	538
2999-999-999-999 Chargeout fringes-grants	-	-	(248)	-	-	-
Subtotal	<u>257,264</u>	<u>268,990</u>	<u>268,911</u>	<u>283,274</u>	<u>287,160</u>	<u>282,870</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	19,944	16,575	19,040	20,000	20,000	22,200
4210-001 Vehicle replacement	16,700	16,700	16,700	16,700	16,700	16,700
4500 Radio maintenance	8,790	5,330	-	-	-	-
Subtotal	<u>45,434</u>	<u>38,605</u>	<u>35,740</u>	<u>36,700</u>	<u>36,700</u>	<u>38,900</u>
<b>Other Charges</b>						
5230 Telecommunications	380	550	551	500	500	550
5360 Workers' compensation premiums	2,240	2,080	2,080	-	-	-
Subtotal	<u>2,620</u>	<u>2,630</u>	<u>2,631</u>	<u>500</u>	<u>500</u>	<u>550</u>
<b>Chargeouts</b>						
9350 Chargeout-waterfront/grants	(1,984)	(1,852)	-	-	-	-
Subtotal	<u>(1,984)</u>	<u>(1,852)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 303,334</u>	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 320,474</u>	<u>\$ 324,360</u>	<u>\$ 322,320</u>
Personnel	\$ 257,264	\$ 268,990	\$ 268,911	\$ 283,274	\$ 287,160	\$ 282,870
Non-personnel	46,070	39,383	38,371	37,200	37,200	39,450
	<u>\$ 303,334</u>	<u>\$ 308,373</u>	<u>\$ 307,282</u>	<u>\$ 320,474</u>	<u>\$ 324,360</u>	<u>\$ 322,320</u>
	24.95%	1.66%	-0.35%	4.29%	5.56%	0.58%

This page intentionally left blank.

## 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.

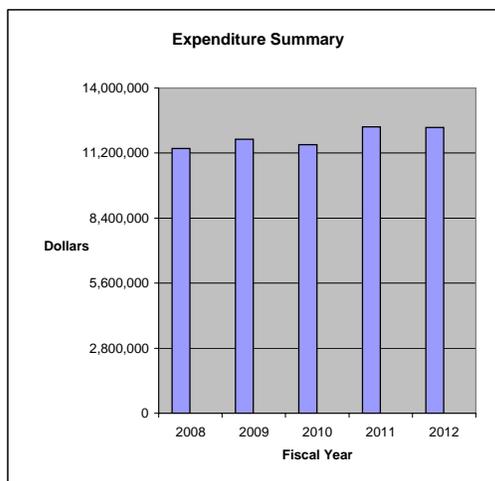
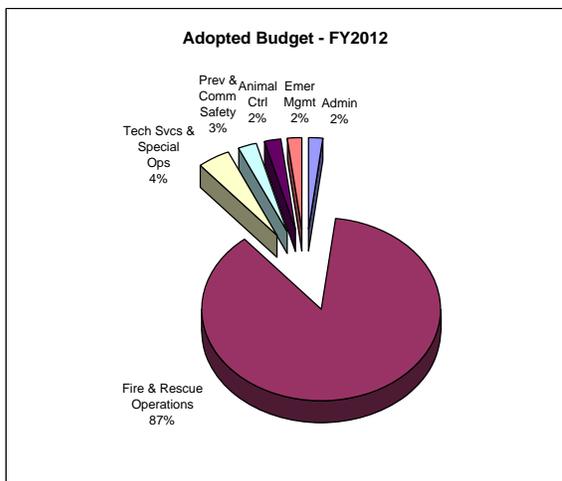
	FY2008 Actual <u>Amount</u>	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>	% of Total FY2012 Funding <u>Sources</u>
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 10,978,727	\$ 11,278,654	\$ 10,867,340	\$ 11,022,593	\$ 11,022,593	\$ 10,885,270	88.46%
Donations	80,618	52,417	57,448	-	5,996	-	0.00%
Charges for Services	6,415	209	221,701	1,000,000	1,001,875	1,100,000	8.94%
Permits, Fees, Fines	28,926	41,082	47,357	30,700	30,700	40,600	0.33%
Recovered Costs	-	48,740	43,377	-	-	-	0.00%
State/Federal Aid & Grants	306,543	371,498	326,151	278,740	309,808	278,740	2.27%
<b>Total Funding Sources</b>	<b>\$ 11,401,229</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 12,332,033</b>	<b>\$ 12,370,972</b>	<b>\$ 12,304,610</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Administration	\$ 233,577	\$ 201,472	\$ 185,240	\$ 190,824	\$ 196,820	\$ 225,486	18.16%
Fire & Rescue Operations	9,797,922	10,226,064	10,155,668	10,769,535	10,756,787	10,700,465	-0.64%
Tech Services & Special Operations	545,146	476,615	465,496	543,320	564,878	544,052	0.13%
Prevention & Community Safety	315,244	324,156	333,766	321,105	312,865	330,113	2.81%
Animal Control	278,618	271,852	234,939	273,047	273,420	269,727	-1.22%
Emergency Management	230,722	292,441	188,265	234,202	266,202	234,767	0.24%
<b>Total Expenditures</b>	<b>\$ 11,401,229</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 12,332,033</b>	<b>\$ 12,370,972</b>	<b>\$ 12,304,610</b>	<b>-0.22%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 9,998,999	\$ 10,508,488	\$ 10,529,124	\$ 10,900,198	\$ 10,900,198	\$ 10,899,501	-0.01%
Operating	1,374,135	1,229,809	1,032,508	1,417,835	1,456,774	1,405,109	-0.90%
Capital	28,095	54,303	1,742	14,000	14,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 11,401,229</b>	<b>\$ 11,792,600</b>	<b>\$ 11,563,374</b>	<b>\$ 12,332,033</b>	<b>\$ 12,370,972</b>	<b>\$ 12,304,610</b>	<b>-0.22%</b>

<b>FTE's</b>						
Management	8.00	8.00	8.00	8.00	8.00	8.00
Professional/Technical	13.00	13.00	14.00	14.00	14.00	14.00
Admin/Clerical	4.00	4.00	4.00	4.00	4.00	4.00
Specialized Safety	116.00	118.00	118.00	118.00	118.00	118.00
<b>Total FTE's</b>	<b>141.00</b>	<b>143.00</b>	<b>144.00</b>	<b>144.00</b>	<b>144.00</b>	<b>144.00</b>

<b>Key Service Indicators</b>						
Fire & rescue responses	8,403	8,272	8,394	8,528	8,528	8,600
Fire & life unit responses	15,711	17,187	17,518	17,833	17,833	18,000
Patients transported	3,669	3,754	3,794	3,835	3,835	3,877
Fire code inspections	686	737	845	845	845	845
Animal calls	2,492	2,407	2,445	2,445	2,445	2,445
Animals taken to shelters	244	234	258	258	258	258
Animals taken to shelters by public	688	598	541	541	541	541



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Funding is provided in other charges for a new State unfunded mandate (Line of Duty coverage), which requires payment to the VRS at a rate of \$234 per hazardous duty employee, plus 25% of that amount per volunteer. A reduction is programmed for vehicle maintenance, based on trends. Funds are provided for the routine replacement of a printer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 160,720	\$ 167,696	\$ 168,241	\$ 171,810	\$ 171,810	\$ 173,376
Operating	69,217	28,567	16,999	19,014	25,010	52,110
Capital	3,640	5,209	-	-	-	-
Total Expenditures	<u>\$ 233,577</u>	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 190,824</u>	<u>\$ 196,820</u>	<u>\$ 225,486</u>
<b><u>FTE's</u></b>						
Management	0.75	0.75	0.75	0.75	0.75	0.75
Admin/Clerical	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total FTE's	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30320 Fire &amp; Life Safety Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 86,019	\$ 89,496	\$ 90,970	\$ 91,165	\$ 91,165	\$ 91,165
1516 Administrative & clerical salaries	34,568	36,720	37,035	37,035	37,035	37,035
1595 Overtime	588	1,426	-	200	200	200
2100 FICA	8,364	8,831	8,914	9,823	9,823	9,823
2200 VRS	17,092	16,992	17,204	18,102	18,102	18,102
2300 Health care	12,881	13,194	13,359	15,172	15,172	16,692
2400 Group life insurance	1,208	1,037	759	313	313	359
Subtotal	<u>160,720</u>	<u>167,696</u>	<u>168,241</u>	<u>171,810</u>	<u>171,810</u>	<u>173,376</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	1,871	1,693	2,166	1,900	1,900	2,155
3500 Printing & binding	170	139	115	200	200	150
Subtotal	<u>2,041</u>	<u>1,832</u>	<u>2,281</u>	<u>2,100</u>	<u>2,100</u>	<u>2,305</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	9,813	10,012	10,072	11,364	11,364	10,120
4300 Central store	12	36	109	50	50	105
4500 Radio maintenance	10,205	6,260	-	-	-	-
Subtotal	<u>20,030</u>	<u>16,308</u>	<u>10,181</u>	<u>11,414</u>	<u>11,414</u>	<u>10,225</u>
<b>Other Charges</b>						
5210 Postal/messenger service	350	171	168	200	200	200
5230 Telecommunications	1,457	1,446	1,250	1,325	1,325	1,250
5370 Line of duty coverage	-	-	-	-	-	33,290
5510 Personnel development	950	2,140	349	600	600	600
5520 Employee recognition program	1,446	1,215	569	1,000	1,000	1,000
5810 Dues & memberships	708	892	806	625	625	750
Subtotal	<u>4,911</u>	<u>5,864</u>	<u>3,142</u>	<u>3,750</u>	<u>3,750</u>	<u>37,090</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	945	953	879	1,000	1,000	900
6020 Food & food service supplies	36	-	-	-	-	-
6050 Housekeeping/janitorial supplies	21	6	-	50	50	50
6120 Books & subscriptions	494	385	296	300	300	165
6140 Other operating supplies	-	45	-	-	-	-
6170 Computer mat/supplies	193	569	165	300	300	1,275
6172 Minor furnishings	271	672	55	100	100	100
Subtotal	<u>1,960</u>	<u>2,630</u>	<u>1,395</u>	<u>1,750</u>	<u>1,750</u>	<u>2,490</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	650	1,396	-	-	-	-
Subtotal	<u>650</u>	<u>1,396</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,640	5,209	-	-	-	-
Subtotal	<u>3,640</u>	<u>5,209</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9600 Donations non-volunteer	10,351	-	-	-	5,211	-
9600-002 Donations non-volunteer	14,167	-	-	-	-	-
9601 Donations volunteer	15,107	537	-	-	785	-
Subtotal	<u>39,625</u>	<u>537</u>	<u>-</u>	<u>-</u>	<u>5,996</u>	<u>-</u>
Activity Total	<u>\$ 233,577</u>	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 190,824</u>	<u>\$ 196,820</u>	<u>\$ 225,486</u>
Personnel	\$ 160,720	\$ 167,696	\$ 168,241	\$ 171,810	\$ 171,810	\$ 173,376
Non-personnel	72,857	33,776	16,999	19,014	25,010	52,110
	<u>\$ 233,577</u>	<u>\$ 201,472</u>	<u>\$ 185,240</u>	<u>\$ 190,824</u>	<u>\$ 196,820</u>	<u>\$ 225,486</u>
	25.98%	-13.74%	-8.06%	3.01%	6.25%	18.16%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Reductions include contractual services, vehicle maintenance, and a lower premium for accident and health insurance. There are no capital expenditures planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 8,811,951	\$ 9,325,628	\$ 9,366,048	\$ 9,659,327	\$ 9,659,327	\$ 9,655,033
Operating	964,780	862,562	787,878	1,101,208	1,088,460	1,045,432
Capital	21,191	37,874	1,742	9,000	9,000	-
Total Expenditures	<u>\$ 9,797,922</u>	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,769,535</u>	<u>\$ 10,756,787</u>	<u>\$ 10,700,465</u>
<b><u>FTE's</u></b>						
Management	4.00	4.00	4.00	4.00	4.00	4.00
Professional/Technical	9.00	9.00	10.00	10.00	10.00	10.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Specialized Safety	<u>112.00</u>	<u>114.00</u>	<u>114.00</u>	<u>114.00</u>	<u>114.00</u>	<u>114.00</u>
Total FTE's	<u>127.00</u>	<u>129.00</u>	<u>130.00</u>	<u>130.00</u>	<u>130.00</u>	<u>130.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30321 Fire &amp; Rescue Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 335,437	\$ 352,082	\$ 357,002	\$ 358,042	\$ 358,042	\$ 358,042
1515 Professional & technical salaries	625,817	657,874	693,025	722,390	722,390	726,403
1516 Administrative & clerical salaries	61,374	63,766	65,145	65,255	65,255	65,255
1517 Specialized public safety	5,127,425	5,481,356	5,507,350	5,688,299	5,688,299	5,560,433
1595 Overtime	444,406	386,705	249,481	325,000	325,000	200,000
1596 Holiday worked	-	90,476	198,956	-	-	200,000
1596-001 Holiday pay stipend	46,500	46,200	47,775	40,000	40,000	40,000
1599 Other pay	4,716	75	-	-	-	-
2100 FICA	488,303	519,347	519,204	550,722	550,722	546,985
2100-001 FICA-Holiday pay stipend	-	1,115	3,503	-	-	-
2200 VRS	872,081	882,988	889,771	964,959	964,959	947,471
2300 Health care	744,189	789,769	795,605	927,952	927,952	991,656
2400 Group life insurance	61,703	53,875	39,231	16,708	16,708	18,788
Subtotal	<u>8,811,951</u>	<u>9,325,628</u>	<u>9,366,048</u>	<u>9,659,327</u>	<u>9,659,327</u>	<u>9,655,033</u>
<b>Contractual Services</b>						
3110 Payment for medical services	37,621	43,437	42,756	43,000	43,000	44,000
3310 Repairs & maintenance	2,689	5,139	2,116	2,400	2,400	2,400
3320 Maintenance service contracts	24,135	26,264	27,033	49,079	49,919	44,120
3392 Repair/maint-insurance recovery	942	-	-	-	-	-
3500 Printing & binding	559	1,223	1,050	2,300	2,300	2,300
3600 Advertising	470	-	-	-	-	-
3800 Med-Flight Chesterfield County	500	500	500	-	-	-
3920 Misc contractual services	2,025	3,603	1,812	2,000	1,160	1,200
3925 EMS billing services	-	-	11,231	120,000	120,000	110,000
Subtotal	<u>68,941</u>	<u>80,166</u>	<u>86,498</u>	<u>218,779</u>	<u>218,779</u>	<u>204,020</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	29,274	34,268	34,938	34,805	34,805	21,000
4211 Misc vehicle maintenance charges	483	956	158	1,000	1,000	200
4217 Generator replacement	8,800	-	-	-	-	-
4230 Maint non-fleet vehicles	472,957	406,662	478,124	495,427	483,984	470,000
4300 Central store	24	53	-	50	50	-
4500 Radio maintenance	173,490	121,775	-	-	-	-
Subtotal	<u>685,028</u>	<u>563,714</u>	<u>513,220</u>	<u>531,282</u>	<u>519,839</u>	<u>491,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	718	755	759	750	750	750
5230 Telecommunications	7,103	7,071	6,770	18,120	18,120	19,000
5343 Volunteer-accident & health	9,023	9,023	9,745	10,425	10,425	5,850
5510 Personnel development	843	402	564	-	-	-
5810 Dues & memberships	907	569	579	585	585	145
Subtotal	<u>18,594</u>	<u>17,820</u>	<u>18,417</u>	<u>29,880</u>	<u>29,880</u>	<u>25,745</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,791	2,359	1,424	2,200	2,200	1,500
6011 Photo supplies	857	150	-	250	250	150
6020 Food & food service supplies	789	1,102	481	500	500	500
6040 Medical/laboratory supplies	26,893	38,719	55,588	40,000	40,000	50,000
6040-002 Airway equipment	-	9,471	-	-	-	-
6040-003 Medical pers protect equip	-	6,899	-	-	-	-
6050 Housekeeping/janitorial supplies	13,681	11,991	12,862	12,000	12,000	12,900
6070 Repair & maintenance supplies	5,491	980	3,348	1,000	1,000	1,000
6090 Vehicle & powered equip supplies	4,494	2,979	2,997	2,800	2,800	2,800
6092 Mat/sup insurance recovery	-	-	58	-	-	-
6102 Emergency response team	5,296	4,215	3,991	4,800	4,800	4,000
6110 Uniforms & wearing apparel	21,361	23,466	16,739	25,000	25,000	21,000
6111 Protective clothing	58,646	64,076	56,272	58,700	58,700	58,700
6112 Protective equipment supplies	1,818	5,267	3,925	6,000	6,000	4,500
6120 Books & subscriptions	43	60	47	-	-	-
6130 Educational & rec supplies	150	25	-	-	-	-
6140 Other operating supplies	8,767	3,391	3,334	3,500	3,500	3,500
6170 Computer mat/supplies	2,833	3,099	1,974	3,000	3,000	2,400
6171 Small equipment	302	-	1,437	-	-	-
6172 Minor furnishings	4,174	5,574	1,101	3,200	3,200	3,200
6174 Comm/signaling equip	5,114	2,721	4,165	3,000	3,000	3,000
Subtotal	<u>165,500</u>	<u>186,544</u>	<u>169,743</u>	<u>165,950</u>	<u>165,950</u>	<u>169,150</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	313	300	-	-	-
8113 Equipment insurance recovery	-	1,320	-	-	-	-
8115-001 Airway equipment	-	5,662	-	-	-	-
8130-002 Comm equip insurance recovery	3,179	3,179	-	-	-	-
8150 Vehicles	3,000	-	-	-	-	-
8151 Replacement vehicular equipment	6,710	-	-	-	-	-
8170 Data processing equipment	8,302	10,542	1,442	9,000	9,000	-
8170-001 Data processing-firehouse server	-	7,928	-	-	-	-
8170-003 Data processing-wireless access	-	8,930	-	-	-	-
Subtotal	<u>21,191</u>	<u>37,874</u>	<u>1,742</u>	<u>9,000</u>	<u>9,000</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9521 VFIRS hardware	-	1,000	-	-	-	-
9530 Fire programs	-	-	-	155,317	144,012	155,317
9545 Rescue squad assistance	25,515	-	-	-	-	-
9545-001 RSAF/Power rescue tools	-	13,318	-	-	-	-
9715 VDEM - hazardous material prog	1,202	-	-	-	10,000	-
Subtotal	<u>26,717</u>	<u>14,318</u>	<u>-</u>	<u>155,317</u>	<u>154,012</u>	<u>155,317</u>
<b>Activity Total</b>	<u>\$ 9,797,922</u>	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,769,535</u>	<u>\$ 10,756,787</u>	<u>\$ 10,700,465</u>
Personnel	\$ 8,811,951	\$ 9,325,628	\$ 9,366,048	\$ 9,659,327	\$ 9,659,327	\$ 9,655,033
Non-personnel	985,971	900,436	789,620	1,110,208	1,097,460	1,045,432
	<u>\$ 9,797,922</u>	<u>\$ 10,226,064</u>	<u>\$ 10,155,668</u>	<u>\$ 10,769,535</u>	<u>\$ 10,756,787</u>	<u>\$ 10,700,465</u>
	9.05%	4.37%	-0.69%	6.04%	5.92%	-0.64%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increases are to support vehicle maintenance charges due to shifting vehicles among the divisions within Fire & Life Safety. There are no capital expenditures planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 418,232	\$ 384,853	\$ 417,506	\$ 451,953	\$ 451,953	\$ 438,859
Operating	123,650	82,015	47,990	87,867	109,425	105,193
Capital	3,264	9,747	-	3,500	3,500	-
Total Expenditures	<u>\$ 545,146</u>	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 543,320</u>	<u>\$ 564,878</u>	<u>\$ 544,052</u>
<b><u>FTE's</u></b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE's	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>30322 Technical Services &amp; Special Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 151,542	\$ 160,962	\$ 165,519	\$ 166,039	\$ 166,039	\$ 166,039
1515 Professional & technical salaries	138,134	115,096	148,741	149,154	149,154	152,654
1595 Overtime	28,303	16,706	698	25,000	25,000	5,000
2100 FICA	22,956	21,085	22,754	26,025	26,025	24,763
2200 VRS	40,799	37,214	42,303	44,505	44,505	44,999
2300 Health care	33,615	31,519	35,624	40,460	40,460	44,512
2400 Group life insurance	2,883	2,271	1,867	770	770	892
Subtotal	<u>418,232</u>	<u>384,853</u>	<u>417,506</u>	<u>451,953</u>	<u>451,953</u>	<u>438,859</u>
<b>Contractual Services</b>						
3110 Payment for medical service	866	1,459	1,213	1,320	1,320	1,320
3320 Maintenance service contracts	-	75	78	-	-	80
3500 Printing & binding	4,116	2,025	2,421	2,200	2,200	2,200
3920 Misc contractual services	-	1,584	-	-	-	-
Subtotal	<u>4,982</u>	<u>5,143</u>	<u>3,712</u>	<u>3,520</u>	<u>3,520</u>	<u>3,600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	22,508	7,916	7,381	10,864	30,547	30,000
4211 Misc vehicle maintenance charges	142	102	-	-	-	-
4500 Radio maintenance	11,620	8,885	-	-	-	-
Subtotal	<u>34,270</u>	<u>16,903</u>	<u>7,381</u>	<u>10,864</u>	<u>30,547</u>	<u>30,000</u>
<b>Other Charges</b>						
5210 Postal/messenger service	265	140	209	200	200	200
5230 Telecommunications	4,121	4,049	3,513	4,000	4,000	4,000
5510 Personnel development	16,928	15,601	13,072	3,260	3,260	3,260
5810 Dues & memberships	1,439	795	485	800	800	360
Subtotal	<u>22,753</u>	<u>20,585</u>	<u>17,279</u>	<u>8,260</u>	<u>8,260</u>	<u>7,820</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,765	772	644	1,000	1,000	1,000
6011 Photo supplies	6	-	20	50	50	50
6020 Food & food service supplies	1,840	801	1,066	800	800	550
6040 Medical/laboratory supplies	-	1,502	-	-	-	-
6102 Emergency response team	652	1,716	195	1,800	1,800	1,800
6110 Uniforms & wearing apparel	1,646	1,398	742	800	800	800
6111 Protective clothing	900	900	-	1,200	1,200	1,200
6112 Protective equipment supplies	-	88	-	200	200	-
6120 Books & subscriptions	1,464	855	406	850	850	800
6130 Educational & rec supplies	3,006	2,108	773	2,200	2,200	1,700
6130-001 Command school	1,226	-	-	-	1,875	-
6130-003 VDFP courses	-	(442)	-	-	-	-
6140 Other operating supplies	2,623	1,162	139	1,200	1,200	1,200
6170 Computer mat/supplies	1,924	1,619	981	1,700	1,700	1,250
6172 Minor furnishings	38	313	-	-	-	-
6174 Comm/signaling equipment	984	-	-	-	-	-
Subtotal	<u>18,074</u>	<u>12,792</u>	<u>4,966</u>	<u>11,800</u>	<u>13,675</u>	<u>10,350</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,264	9,747	-	3,500	3,500	-
Subtotal	<u>3,264</u>	<u>9,747</u>	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9531 Four for Life	13,759	26,592	10,973	53,423	53,423	53,423
9531-001 Four for Life	21,476	-	-	-	-	-
9595 Fire program training	8,336	-	3,679	-	-	-
Subtotal	<u>43,571</u>	<u>26,592</u>	<u>14,652</u>	<u>53,423</u>	<u>53,423</u>	<u>53,423</u>
Activity Total	<u>\$ 545,146</u>	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 543,320</u>	<u>\$ 564,878</u>	<u>\$ 544,052</u>
Personnel	\$ 418,232	\$ 384,853	\$ 417,506	\$ 451,953	\$ 451,953	\$ 438,859
Non-personnel	126,914	91,762	47,990	91,367	112,925	105,193
	<u>\$ 545,146</u>	<u>\$ 476,615</u>	<u>\$ 465,496</u>	<u>\$ 543,320</u>	<u>\$ 564,878</u>	<u>\$ 544,052</u>
	-6.31%	-12.57%	-2.33%	16.72%	21.35%	0.13%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Operating increases are to support vehicle maintenance charges due to shifting vehicles among the divisions within Fire & Life Safety. There are no capital expenditures planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 260,217	\$ 273,450	\$ 276,291	\$ 281,874	\$ 281,874	\$ 283,763
Operating	55,027	49,233	57,475	37,731	29,491	46,350
Capital	-	1,473	-	1,500	1,500	-
Total Expenditures	<u>\$ 315,244</u>	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 321,105</u>	<u>\$ 312,865</u>	<u>\$ 330,113</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30323 Prevention &amp; Community Safety</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 89,287	\$ 94,481	\$ 96,889	\$ 97,168	\$ 97,168	\$ 97,168
1515 Professional & technical salaries	52,024	53,933	53,974	54,234	54,234	54,234
1517 Specialized public safety	56,671	60,075	61,824	62,084	62,084	62,344
1595 Overtime	439	2,091	486	1,000	1,000	500
1999-999-999 Chargeout wages-grants	-	-	(188)	-	-	-
2100 FICA	14,538	15,455	15,589	16,408	16,408	16,390
2200 VRS	28,042	28,040	28,586	30,144	30,144	30,181
2300 Health care	17,235	17,664	17,885	20,314	20,314	22,348
2400 Group life insurance	1,981	1,711	1,260	522	522	598
2999-999-999 Chargeout fringes-grants	-	-	(14)	-	-	-
Subtotal	<u>260,217</u>	<u>273,450</u>	<u>276,291</u>	<u>281,874</u>	<u>281,874</u>	<u>283,763</u>
<b>Contractual Services</b>						
3110 Payment for medical services	700	814	912	700	700	700
3500 Printing & binding	1,515	1,067	1,211	1,100	1,100	1,000
Subtotal	<u>2,215</u>	<u>1,881</u>	<u>2,123</u>	<u>1,800</u>	<u>1,800</u>	<u>1,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	31,006	30,608	36,437	28,056	19,816	38,000
4500 Radio maintenance	10,205	6,260	-	-	-	-
Subtotal	<u>41,211</u>	<u>36,868</u>	<u>36,437</u>	<u>28,056</u>	<u>19,816</u>	<u>38,000</u>
<b>Other Charges</b>						
5210 Postal/messenger service	332	174	537	200	200	200
5230 Telecommunications	1,346	1,288	1,188	1,300	1,300	1,300
5510 Personnel development	831	950	212	600	600	400
5810 Dues & memberships	485	160	160	200	200	100
Subtotal	<u>2,994</u>	<u>2,572</u>	<u>2,097</u>	<u>2,300</u>	<u>2,300</u>	<u>2,000</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,070	558	285	700	700	500
6011 Photo supplies	95	-	-	25	25	-
6070 Repair & maintenance supplies	-	21	-	50	50	-
6102 Emergency response team	475	1,073	138	300	300	200
6110 Uniforms & wearing apparel	465	710	599	500	500	500
6111 Protective clothing	1,500	1,200	-	1,500	1,500	1,000
6120 Books & subscriptions	1,345	875	900	900	900	900
6130 Educational & rec supplies	2,337	2,639	1,548	1,500	1,500	1,500
6170 Computer mat/supplies	100	32	-	100	100	50
6172 Minor furnishings	449	804	-	-	-	-
6174 Comm/signaling equipment	771	-	-	-	-	-
Subtotal	<u>8,607</u>	<u>7,912</u>	<u>3,470</u>	<u>5,575</u>	<u>5,575</u>	<u>4,650</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	1,473	-	1,500	1,500	-
Subtotal	<u>-</u>	<u>1,473</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9590 VDH Preventing	-	-	13,348	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>13,348</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 315,244</u>	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 321,105</u>	<u>\$ 312,865</u>	<u>\$ 330,113</u>
Personnel	\$ 260,217	\$ 273,450	\$ 276,291	\$ 281,874	\$ 281,874	\$ 283,763
Non-personnel	55,027	50,706	57,475	39,231	30,991	46,350
	<u>\$ 315,244</u>	<u>\$ 324,156</u>	<u>\$ 333,766</u>	<u>\$ 321,105</u>	<u>\$ 312,865</u>	<u>\$ 330,113</u>
	9.12%	2.83%	2.96%	-3.79%	-6.26%	2.81%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Payments for contractual arrangements with the Peninsula SPCA and Heritage Humane Society remain level with the current fiscal year.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 169,123	\$ 165,106	\$ 141,180	\$ 169,803	\$ 169,803	\$ 167,661
Operating	<u>109,495</u>	<u>106,746</u>	<u>93,759</u>	<u>103,244</u>	<u>103,617</u>	<u>102,066</u>
Total Expenditures	<u>\$ 278,618</u>	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 273,047</u>	<u>\$ 273,420</u>	<u>\$ 269,727</u>
<b><u>FTE's</u></b>						
Specialized Safety	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Requested <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>30352 Animal Control</b>							
<b>Personnel Services</b>							
1517 Specialized public safety	\$ 85,477	\$ 90,257	\$ 84,471	\$ 110,157	\$ 110,157	\$ 111,531	\$ 111,531
1533 As required-trades/crafts	30,116	24,866	17,093	5,000	5,000	5,000	5,000
1595 Overtime	11,154	7,490	3,542	7,000	7,000	2,000	1,900
1596 Holiday worked	-	192	62	-	-	-	100
1599 Other pay	6,760	6,760	6,760	6,700	6,700	6,700	6,700
2100 FICA	9,932	9,622	8,346	9,858	9,858	9,580	9,580
2200 VRS	12,116	12,158	11,459	15,554	15,554	15,748	15,748
2300 Health care	12,712	13,020	8,935	15,264	15,264	16,790	16,790
2400 Group life insurance	856	741	512	270	270	312	312
Subtotal	<u>169,123</u>	<u>165,106</u>	<u>141,180</u>	<u>169,803</u>	<u>169,803</u>	<u>167,661</u>	<u>167,661</u>
<b>Contractual Services</b>							
3110 Payment for medical services	126	-	41	100	100	100	50
3500 Printing & binding	71	44	51	50	50	50	50
3810 Peninsula SPCA	54,100	55,700	54,030	58,931	58,931	61,877	58,931
3810-001 Peninsula SPCA-building	4,069	-	-	-	-	-	-
3811 Heritage Humane Society	9,050	9,300	9,020	9,300	9,300	10,000	9,300
3920 Misc contractual services	377	1,481	2,798	1,000	1,000	3,000	2,700
Subtotal	<u>67,793</u>	<u>66,525</u>	<u>65,940</u>	<u>69,381</u>	<u>69,381</u>	<u>75,027</u>	<u>71,031</u>
<b>Internal Services</b>							
4210 Vehicle maintenance	26,127	28,123	24,494	29,398	29,398	31,525	28,000
4500 Radio maintenance	8,790	5,330	-	-	-	-	-
Subtotal	<u>34,917</u>	<u>33,453</u>	<u>24,494</u>	<u>29,398</u>	<u>29,398</u>	<u>31,525</u>	<u>28,000</u>
<b>Other Charges</b>							
5210 Postal/messenger service	15	1	3	25	25	25	25
5230 Telecommunications	1,869	1,529	1,146	1,000	1,000	1,115	1,115
5510 Personnel development	916	1,042	495	1,100	1,100	1,000	500
5810 Dues & memberships	90	30	45	90	90	45	45
5860 Animal claims	-	85	-	-	-	-	-
Subtotal	<u>2,890</u>	<u>2,687</u>	<u>1,689</u>	<u>2,215</u>	<u>2,215</u>	<u>2,185</u>	<u>1,685</u>
<b>Materials &amp; Supplies</b>							
6010 Office supplies	86	200	-	150	150	50	50
6070 Repair & maintenance supplies	-	189	-	100	100	50	50
6101 Guns & ammunition	601	200	147	400	400	205	200
6110 Uniforms & wearing apparel	697	900	-	900	900	700	700
6140 Other operating supplies	1,198	987	32	600	600	300	300
6170 Computer mat/supplies	99	-	-	100	100	50	50
Subtotal	<u>2,681</u>	<u>2,476</u>	<u>179</u>	<u>2,250</u>	<u>2,250</u>	<u>1,355</u>	<u>1,350</u>
<b>Grants &amp; donations</b>							
9709 Sterilization program/DMV	1,214	1,316	1,261	-	-	-	-
9709-001 Tax/spay & neuter fund	-	289	196	-	373	-	-
Subtotal	<u>1,214</u>	<u>1,605</u>	<u>1,457</u>	<u>-</u>	<u>373</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 278,618</u>	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 273,047</u>	<u>\$ 273,420</u>	<u>\$ 277,753</u>	<u>\$ 269,727</u>
Personnel	\$ 169,123	\$ 165,106	\$ 141,180	\$ 169,803	\$ 169,803	\$ 167,661	\$ 167,661
Non-personnel	109,495	106,746	93,759	103,244	103,617	110,092	102,066
	<u>\$ 278,618</u>	<u>\$ 271,852</u>	<u>\$ 234,939</u>	<u>\$ 273,047</u>	<u>\$ 273,420</u>	<u>\$ 277,753</u>	<u>\$ 269,727</u>
	4.16%	-2.43%	-13.58%	16.22%	16.38%	1.72%	-1.22%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

- Preparedness and Response: Continue to promote Community Emergency Response Team (CERT) training to establish self-sufficiency within the neighborhoods to respond to emergency conditions.
- Mitigation, Preparedness, Response and Recovery: Continued compliance with the DHS/FEMA National Incident Management System requirements/standards in all aspects of planning, training and exercising for disasters. For FY 2012, the program will require continued training, exercise, and planning activities.
- Preparedness and Response: The Department of Fire and Life Safety's Fire and Rescue Operations coordinates York County's participation in a regional Metropolitan Medical Response System which provides a regional capability to respond to major medical and weapons of mass destruction incidents. The Office of Emergency Management supports this function as requested and required.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance and a position reclassification. For the second year, there is no funding for a vacant Administrative Assistant II. Reduced funding is reflected in contractual services as the WebEOC maintenance will be paid from a grant. Funding for vehicle maintenance is reduced, based on trends.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 178,756	\$ 191,755	\$ 159,858	\$ 165,431	\$ 165,431	\$ 180,809
Operating	<u>51,966</u>	<u>100,686</u>	<u>28,407</u>	<u>68,771</u>	<u>100,771</u>	<u>53,958</u>
Total Expenditures	<u>\$ 230,722</u>	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 234,202</u>	<u>\$ 266,202</u>	<u>\$ 234,767</u>
<b><u>FTE's</u></b>						
Management	0.25	0.25	0.25	0.25	0.25	0.25
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Total FTE's	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30355 Emergency Management</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 28,685	\$ 29,832	\$ 30,323	\$ 30,388	\$ 30,388	\$ 30,388
1513 Middle management	-	-	-	77,327	77,327	88,648
1515 Professional & technical salaries	71,010	75,505	77,067	-	-	-
1516 Administrative & clerical salaries	32,105	31,584	12,345	12,345	12,345	12,345
1531 As required-professional/technical	-	1,710	3,424	-	-	3,500
1532 As required-administrative/clerical	3,568	-	-	3,500	3,500	-
1595 Overtime	4,357	6,612	-	-	-	-
1999-999-999-999 Chargeout wages-grants	-	-	(2,156)	-	-	-
2100 FICA	10,447	10,519	8,860	9,452	9,452	10,318
2200 VRS	18,791	18,502	16,092	16,953	16,953	18,550
2300 Health care	8,465	16,362	13,359	15,173	15,173	16,692
2400 Group life insurance	1,328	1,129	709	293	293	368
2999-999-999-999 Chargeout fringes-grants	-	-	(165)	-	-	-
Subtotal	<u>178,756</u>	<u>191,755</u>	<u>159,858</u>	<u>165,431</u>	<u>165,431</u>	<u>180,809</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	25	39	1,825	1,825	1,832
3500 Printing & binding	-	44	-	-	-	-
3820 HRPDC-MMRS	12,520	12,546	12,801	12,801	12,801	13,006
3920 Misc contractual services	615	719	722	11,915	11,915	720
Subtotal	<u>13,135</u>	<u>13,334</u>	<u>13,562</u>	<u>26,541</u>	<u>26,541</u>	<u>15,558</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	5,001	8,454	13,400	13,400	9,500
4500 Radio maintenance	14,550	24,880	-	-	-	-
Subtotal	<u>14,550</u>	<u>29,881</u>	<u>8,454</u>	<u>13,400</u>	<u>13,400</u>	<u>9,500</u>
<b>Other Charges</b>						
5210 Postal/messenger service	39	69	37	75	75	50
5230 Telecommunications	2,399	2,907	2,745	2,400	2,400	2,500
5510 Personnel development	578	1,968	407	550	550	550
5810 Dues & memberships	430	245	250	305	305	300
Subtotal	<u>3,446</u>	<u>5,189</u>	<u>3,439</u>	<u>3,330</u>	<u>3,330</u>	<u>3,400</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	239	209	153	200	200	200
6120 Books & subscriptions	522	240	197	200	200	200
6140 Other operating supplies	491	27	-	-	-	-
6170 Computer mat/supplies	140	70	99	100	100	100
6172 Minor furnishings	-	89	-	-	-	-
6900 Emergency prep supplies	-	581	-	-	-	-
Subtotal	<u>1,392</u>	<u>1,216</u>	<u>449</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Grants &amp; Donations</b>						
9532 Dept Emergency Svcs program	-	-	-	25,000	25,000	25,000
9532-001 Additional Emerg Svcs program	-	-	-	-	17,000	-
9580 Citizen Corps program	8,414	3,348	2,503	-	-	-
9582 HS-Citizen Corps	9,673	-	-	-	-	-
9584 Grant #470 - VDH Cities Read	8,496	-	-	-	-	-
9585 Grant #486 HMGP CRS	1,274	-	-	-	-	-
9589 VDH Pandemic Infl Shelter	-	18,000	-	-	-	-
9592 State Homeland Sec prog-Hazmat	-	29,973	-	-	-	-
9593 State Homeland Sec prog-Hazmat	-	-	-	-	15,000	-
Subtotal	<u>27,857</u>	<u>51,321</u>	<u>2,503</u>	<u>25,000</u>	<u>57,000</u>	<u>25,000</u>
<b>Chargeouts</b>						
9350 Chargeout-other/grants	(8,414)	(255)	-	-	-	-
Subtotal	<u>(8,414)</u>	<u>(255)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 230,722</u>	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 234,202</u>	<u>\$ 266,202</u>	<u>\$ 234,767</u>
Personnel	\$ 178,756	\$ 191,755	\$ 159,858	\$ 165,431	\$ 165,431	\$ 180,809
Non-personnel	51,966	100,686	28,407	68,771	100,771	53,958
	<u>\$ 230,722</u>	<u>\$ 292,441</u>	<u>\$ 188,265</u>	<u>\$ 234,202</u>	<u>\$ 266,202</u>	<u>\$ 234,767</u>
	-30.27%	26.75%	-35.62%	24.40%	41.40%	0.24%

This page intentionally left blank.

## Emergency Communications/911 & Radio Maintenance

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

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 1,461,180	\$ 1,751,284	\$ 2,375,457	\$ 2,247,513	\$ 2,248,740	\$ 2,377,706	64.75%
Rental of Equipment & Facility	165,053	173,645	183,399	175,000	175,000	150,000	4.08%
Donations	3,244	-	-	-	-	-	0.00%
Poquoson 911	285,167	296,500	296,500	296,500	296,500	296,500	8.07%
Williamsburg 911	-	59,354	516,363	512,439	512,439	512,500	13.96%
Recovered Costs	360	-	-	-	-	-	0.00%
State/Federal Aid & Grants	234,526	222,975	227,292	225,000	225,000	250,000	6.81%
School Support	85,720	85,720	85,720	85,720	85,720	85,720	2.33%
<b>Total Funding Sources</b>	<b>\$ 2,235,250</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,542,172</b>	<b>\$ 3,543,399</b>	<b>\$ 3,672,426</b>	<b>100.00%</b>

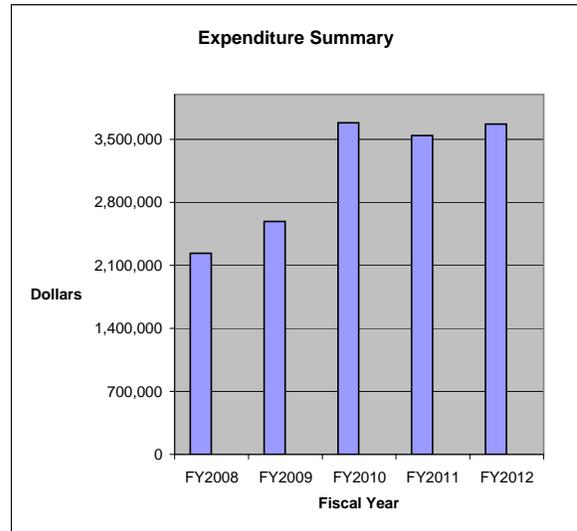
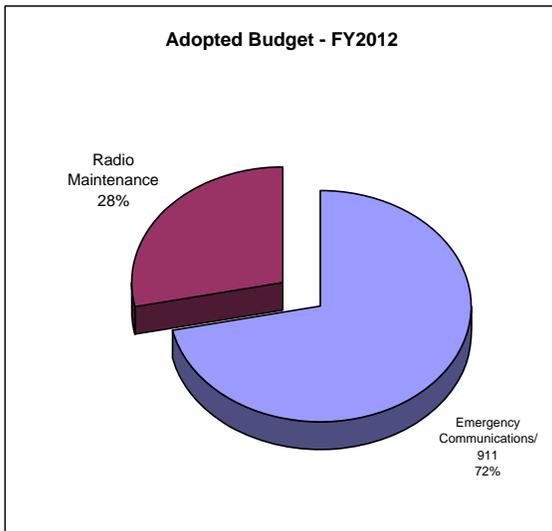
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Emergency Communications/911	\$ 1,965,002	\$ 2,101,673	\$ 2,767,226	\$ 2,581,501	\$ 2,488,957	\$ 2,633,457	2.01%
Radio Maintenance	270,248	487,805	917,505	960,671	1,054,442	1,038,969	8.15%
<b>Total Expenditures</b>	<b>\$ 2,235,250</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,542,172</b>	<b>\$ 3,543,399</b>	<b>\$ 3,672,426</b>	<b>3.68%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 1,664,588	\$ 1,939,184	\$ 2,477,327	\$ 2,303,856	\$ 2,303,856	\$ 2,307,012	0.14%
Operating	569,126	650,294	1,207,404	1,231,766	1,232,993	1,363,214	10.67%
Capital	1,536	-	-	6,550	6,550	2,200	-66.41%
<b>Total Expenditures</b>	<b>\$ 2,235,250</b>	<b>\$ 2,589,478</b>	<b>\$ 3,684,731</b>	<b>\$ 3,542,172</b>	<b>\$ 3,543,399</b>	<b>\$ 3,672,426</b>	<b>3.68%</b>

<b>FTE's</b>							
Management	1.00	1.00	1.00	1.00	1.00	1.00	
Professional/Technical	30.00	32.00	42.00	41.50	41.50	39.50	
Admin/Clerical	1.00	-	-	-	-	-	
<b>Total FTE's</b>	<b>32.00</b>	<b>33.00</b>	<b>43.00</b>	<b>42.50</b>	<b>42.50</b>	<b>40.50</b>	

<b>Key Service Indicators</b>							
Total calls received	187,108	179,334	218,015	232,276	232,276	249,016	
911 calls received	37,613	35,978	47,445	49,817	49,817	52,308	
Wireless 911 calls received	23,232	23,389	31,484	34,623	34,623	38,095	
Radios & lights installed in emergency vehicles	*	*	*	167	167	182	
Install, remove equipment & other	*	*	*	190	190	208	

\* Data not available.



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. The increase in personnel is attributable to overtime due to higher call volume, which has resulted in more Wireless E911 Services funding received from the State. A decrease for CAD maintenance is based on the replacement of the equipment whereby only a partial year of maintenance on the existing equipment will be needed, while still in service. The Customer Premises Equipment (CPE) is also being replaced and the related maintenance is more affordable.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,554,715	\$ 1,822,433	\$ 2,361,044	\$ 2,184,143	\$ 2,184,143	\$ 2,307,012
Operating	408,751	279,240	406,182	392,308	299,764	324,245
Capital	1,536	-	-	5,050	5,050	2,200
Total Expenditures	<u>\$ 1,965,002</u>	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,581,501</u>	<u>\$ 2,488,957</u>	<u>\$ 2,633,457</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	27.00	29.00	39.00	39.50	39.50	39.50
Admin/Clerical	1.00	-	-	-	-	-
Total FTE's	<u>29.00</u>	<u>30.00</u>	<u>40.00</u>	<u>40.50</u>	<u>40.50</u>	<u>40.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30356 Emergency Communications/911</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 95,570	\$ 97,526	\$ 99,744	\$ 100,004	\$ 100,004	\$ 99,744
1515 Professional & technical salaries	807,556	992,769	1,356,984	1,390,138	1,390,138	1,382,418
1516 Administrative & clerical salaries	18,381	11,110	-	-	-	-
1521 Reg PT professional/technical	-	-	23,095	52,229	52,229	51,839
1531 As required-professional/technical	13,674	41,765	22,513	15,000	15,000	15,000
1532 As required-administrative/clerical	3,140	-	-	-	-	-
1595 Overtime	246,743	239,493	260,840	57,750	57,750	100,000
1596 Holiday worked	-	7,419	45,565	-	-	50,000
1596-001 Holiday pay stipend	9,525	11,175	11,175	2,650	2,650	11,200
1599 Other pay	257	858	913	500	500	500
2100 FICA	88,315	103,270	133,459	123,798	123,798	130,869
2100-001 FICA-Holiday pay stipend	-	260	826	-	-	-
2200 VRS	132,405	152,425	199,029	210,408	210,408	209,281
2300 Health care	129,767	155,013	198,174	228,023	228,023	252,011
2400 Group life insurance	9,382	9,350	8,727	3,643	3,643	4,150
Subtotal	<u>1,554,715</u>	<u>1,822,433</u>	<u>2,361,044</u>	<u>2,184,143</u>	<u>2,184,143</u>	<u>2,307,012</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	648	360	-	-	-
3310 Repairs & maintenance	823	-	-	-	-	-
3320 Maintenance service contracts	5,902	3,118	2,499	2,600	2,600	3,225
3326-001 Maintenance-new CAD system	-	36,549	146,198	150,000	150,000	73,250
3326-002 Maintenance-old CAD system	2,340	7,384	4,950	5,000	5,000	5,000
3327 Maintenance-CPE lease	97,699	97,699	97,699	97,699	5,155	90,331
3500 Printing & binding	-	396	412	-	-	50
3920 Misc contractual services	-	629	3,986	6,440	6,440	5,000
Subtotal	<u>106,764</u>	<u>146,423</u>	<u>256,104</u>	<u>261,739</u>	<u>169,195</u>	<u>176,856</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	14,617	15,148	14,872	23,424	23,424	16,500
4211 Misc vehicle maintenance charges	32	97	139	-	-	-
4300 Central store	119	47	71	-	-	75
4500 Radio maintenance	97,705	6,260	-	-	-	-
Subtotal	<u>112,473</u>	<u>21,552</u>	<u>15,082</u>	<u>23,424</u>	<u>23,424</u>	<u>16,575</u>
<b>Other Charges</b>						
5210 Postal/messenger service	248	196	248	200	200	210
5230 Telecommunications	7,076	7,527	6,743	7,500	7,500	6,000
5230-001 VCIN-State Police	11,484	10,527	7,553	7,500	7,500	7,600
5230-002 Telecommunications-old CAD	3,425	2,932	3,028	3,100	3,100	2,900
5230-003 Telecommunication-Poq ISDN	-	-	961	-	-	-
5231 Emergency cellular call box	1,314	1,143	1,058	1,200	1,200	1,200
5235 E911 surcharge	56,721	55,740	82,776	60,000	60,000	86,700
5236 E911 database charges	997	1,006	685	1,050	1,050	-
5370 Line of duty coverage	-	-	-	-	-	234
5510 Personnel development	11,450	13,924	9,586	13,395	13,395	11,500
5515 Academy costs	5,535	5,535	6,100	6,100	6,100	7,020
5520 Employee recognition program	-	-	-	-	-	400
5810 Dues & memberships	828	635	454	600	600	500
5850 Mileage expenses	68	-	-	-	-	-
Subtotal	<u>99,146</u>	<u>99,165</u>	<u>119,192</u>	<u>100,645</u>	<u>100,645</u>	<u>124,264</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,427	4,754	4,230	4,000	4,000	4,300
6020 Food & food service supplies	158	664	551	-	-	100
6050 Housekeeping & janitorial supplies	53	739	1,089	-	-	200
6070 Repair & maintenance supplies	-	-	341	-	-	200
6110 Uniforms & wearing apparel	540	2,981	236	1,500	1,500	500
6120 Books & subscriptions	724	446	449	-	-	450
6170 Computer mat/supplies	1,613	1,039	513	1,000	1,000	800
6171 Small equipment	199	1,477	-	-	-	-
6172 Minor furnishings	540	-	2,232	-	-	-
6174 Comm/signaling equipment	267	-	99	-	-	-
Subtotal	<u>7,521</u>	<u>12,100</u>	<u>9,740</u>	<u>6,500</u>	<u>6,500</u>	<u>6,550</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,503	-	-	5,050	5,050	2,200
8493 E911 equipment	33	-	-	-	-	-
Subtotal	<u>1,536</u>	<u>-</u>	<u>-</u>	<u>5,050</u>	<u>5,050</u>	<u>2,200</u>
<b>Grants &amp; Donations</b>						
9001 Poquoson E911 merger-initial	76,505	-	-	-	-	-
9002 Poquoson E911 merger-operating	3,448	-	-	-	-	-
9545 RSAF 911	-	-	6,064	-	-	-
9600-004 Motorola	2,894	-	-	-	-	-
Subtotal	<u>82,847</u>	<u>-</u>	<u>6,064</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Activity Total</b>	<u>\$ 1,965,002</u>	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,581,501</u>	<u>\$ 2,488,957</u>	<u>\$ 2,633,457</u>
Personnel	\$ 1,554,715	\$ 1,822,433	\$ 2,361,044	\$ 2,184,143	\$ 2,184,143	\$ 2,307,012
Non-personnel	410,287	279,240	406,182	397,358	304,814	326,445
	<u>\$ 1,965,002</u>	<u>\$ 2,101,673</u>	<u>\$ 2,767,226</u>	<u>\$ 2,581,501</u>	<u>\$ 2,488,957</u>	<u>\$ 2,633,457</u>
	52.93%	6.96%	31.67%	-6.71%	-10.06%	2.01%

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

**Mission**

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

**Goals**

- To perform installation, service, maintenance, and removal of two-way radios, cellular telephones, alarm systems, and visual and audible warning systems.
- First echelon routine maintenance and service of two-way radios, cellular telephones and alarm systems.
- Oversees all installation, maintenance, service, and removal of visual and audible warning systems.
- Is on-call (standby) for major emergencies.

**Implementation Strategies**

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

**Budget Comments - FY2012**

Personnel costs have been shifted to operating as a result of outsourcing the functions of this division. An increase is programmed for the County's portion of the communications system maintenance contract for the regional radio project.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 109,873	\$ 116,751	\$ 116,283	\$ 119,713	\$ 119,713	\$ -
Operating	160,375	371,054	801,222	839,458	933,229	1,038,969
Capital	-	-	-	1,500	1,500	-
Total Expenditures	<u>\$ 270,248</u>	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 960,671</u>	<u>\$ 1,054,442</u>	<u>\$ 1,038,969</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30357 Radio Maintenance</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 74,629	\$ 80,700	\$ 81,431	\$ 81,431	\$ 81,431	\$ -
1595 Overtime	6,405	5,207	3,997	5,000	5,000	-
2100 FICA	5,920	6,283	6,245	6,612	6,612	-
2200 VRS	10,174	10,877	10,944	11,498	11,498	-
2300 Health care	12,026	13,020	13,183	14,973	14,973	-
2400 Group life insurance	719	664	483	199	199	-
Subtotal	<u>109,873</u>	<u>116,751</u>	<u>116,283</u>	<u>119,713</u>	<u>119,713</u>	<u>-</u>
<b>Contractual Services</b>						
3310-001 Resp/maint-alarm system	24,000	6,440	13,277	6,500	6,500	6,500
3310-002 Scada maintenance	31,944	34,721	29,321	30,787	30,787	-
3310-004 Video systems	-	4,634	1,482	4,600	4,600	5,600
3320-001 Maint svc-alarm server	-	-	7,920	7,920	7,920	7,925
3320 Maintenance service contracts	-	-	-	-	-	102,000
3325 Maintenance/communications	719,604	698,302	-	-	-	-
3392 Repair/maint insurance recovery	3,074	1,231	-	-	1,227	-
3500 Printing & binding	-	62	-	-	-	-
Subtotal	<u>778,622</u>	<u>745,390</u>	<u>52,000</u>	<u>49,807</u>	<u>51,034</u>	<u>122,025</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	16,560	16,541	15,633	18,000	18,000	9,000
4500 Radio maintenance	-	3,550	-	-	-	-
Subtotal	<u>16,560</u>	<u>20,091</u>	<u>15,633</u>	<u>18,000</u>	<u>18,000</u>	<u>9,000</u>
<b>Other Charges</b>						
5230 Telecommunications	1,103	1,296	1,377	1,200	1,200	-
5510 Personnel development	100	1,150	120	500	500	-
Subtotal	<u>1,203</u>	<u>2,446</u>	<u>1,497</u>	<u>1,700</u>	<u>1,700</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6015 Communication supplies	3,074	2,281	-	2,300	2,300	-
6070 Repair/maintenance supplies	2,901	2,704	3,248	2,700	2,700	-
6110 Uniforms & wearing apparel	191	-	-	100	100	-
6170 Computer mat/supplies	269	-	60	-	-	-
6171 Small equipment	842	869	-	-	-	-
Subtotal	<u>7,277</u>	<u>5,854</u>	<u>3,308</u>	<u>5,100</u>	<u>5,100</u>	<u>-</u>
<b>Leases &amp; Rentals</b>						
7112 Tower rental-Roy Lane	27,318	28,137	28,982	29,851	29,851	30,747
7500 Operating leases of building	-	625	1,500	-	-	-
Subtotal	<u>27,318</u>	<u>28,762</u>	<u>30,482</u>	<u>29,851</u>	<u>29,851</u>	<u>30,747</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,500	1,500	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
<b>Transfers to Other Funds</b>						
9230 Regional Radio Project Fund	-	-	698,302	735,000	827,544	877,197
Subtotal	<u>-</u>	<u>-</u>	<u>698,302</u>	<u>735,000</u>	<u>827,544</u>	<u>877,197</u>
<b>Chargeouts</b>						
9340 Chargeout-radio maintenance	(670,605)	(431,489)	-	-	-	-
Subtotal	<u>(670,605)</u>	<u>(431,489)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 270,248</u>	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 960,671</u>	<u>\$ 1,054,442</u>	<u>\$ 1,038,969</u>
Personnel	\$ 109,873	\$ 116,751	\$ 116,283	\$ 119,713	\$ 119,713	\$ -
Non-personnel	160,375	371,054	801,222	840,958	934,729	1,038,969
	<u>\$ 270,248</u>	<u>\$ 487,805</u>	<u>\$ 917,505</u>	<u>\$ 960,671</u>	<u>\$ 1,054,442</u>	<u>\$ 1,038,969</u>
	65.42%	80.50%	88.09%	4.70%	14.92%	8.15%

This page intentionally left blank.

## 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.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,655,286	\$ 2,926,922	\$ 3,073,114	\$ 2,980,051	\$ 2,980,051	\$ 3,058,343	99.63%
Permits, Fees, Fines	7,869	8,168	9,847	8,000	8,000	8,000	0.26%
York-Poquoson Courthouse	2,670	3,181	3,319	3,741	3,741	3,348	0.11%
State/Federal Aid & Grants	15,191	6,681	8,938	-	13,160	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 2,681,016</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 2,991,792</b>	<b>\$ 3,004,952</b>	<b>\$ 3,069,691</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Adult Corrections	\$ 2,393,458	\$ 2,698,571	\$ 2,736,255	\$ 2,649,967	\$ 2,663,127	\$ 2,667,371	0.66%
Juvenile Corrections	287,558	246,381	358,963	341,825	341,825	402,320	17.70%
<b>Total Expenditures</b>	<b>\$ 2,681,016</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 2,991,792</b>	<b>\$ 3,004,952</b>	<b>\$ 3,069,691</b>	<b>2.60%</b>

<b>Expenditure By Category</b>							
Operating	\$ 2,681,016	\$ 2,944,952	\$ 3,095,218	\$ 2,991,792	\$ 3,004,952	\$ 3,069,691	2.60%
<b>Total Expenditures</b>	<b>\$ 2,681,016</b>	<b>\$ 2,944,952</b>	<b>\$ 3,095,218</b>	<b>\$ 2,991,792</b>	<b>\$ 3,004,952</b>	<b>\$ 3,069,691</b>	<b>2.60%</b>

### Key Service Indicators

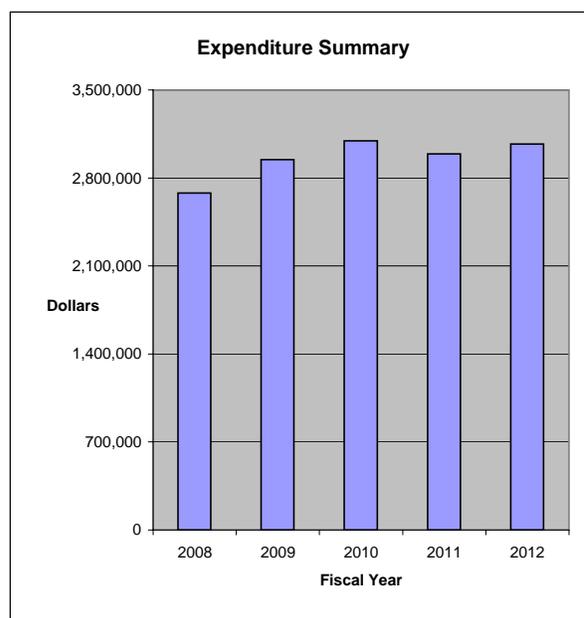
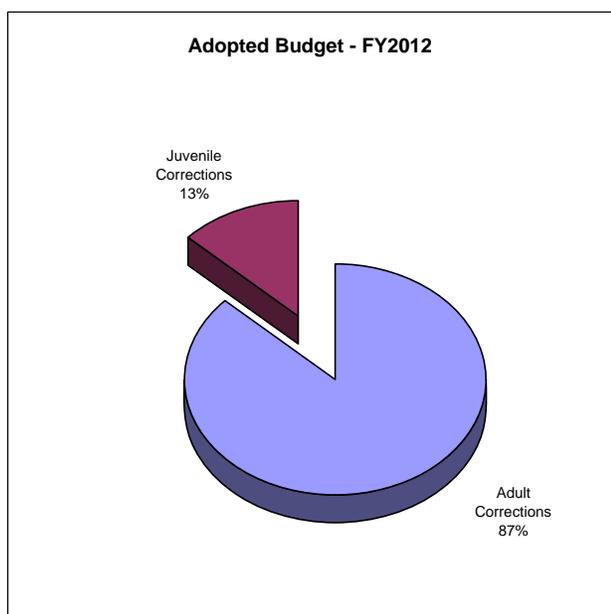
#### Virginia Peninsula Regional Jail

York County % of jail population	42.5%	42.3%	39.8%	42.3%	42.5%	42.5%
York County average daily population	183.3	170.8	165.6	180.0	*	*
Local ordinances	757	865	417	*	*	*

#### Colonial Community Corrections

Offenders intake interviews	391	417	494	494	494	494
Community service hours	5,011	6,816	11,289	11,289	11,289	11,289
Number of days	1,673	1,636	2,337	2,000	2,000	2,200
Per diem rate	\$ 150	\$ 132	\$ 141	\$ 141	\$ 141	\$ 166
Complaints for York	1,254	1,276	568	1,033	1,033	1,033

\* Data not available.



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

An increase in funding is provided for the Regional Jail, based on the estimated amount for fiscal year 2011, including a supplemental assessment. Local ordinance funding is reduced, based on trend data. A 2% reduction is reflected for the Colonial Community Corrections program.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 2,393,458	\$ 2,698,571	\$ 2,736,255	\$ 2,649,967	\$ 2,663,127	\$ 2,667,371
Total Expenditures	\$ 2,393,458	\$ 2,698,571	\$ 2,736,255	\$ 2,649,967	\$ 2,663,127	\$ 2,667,371

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30315            Adult Corrections</b>						
<b>Contractual Services</b>						
3804 Colonial Comm Corrections	\$ 40,230	\$ 40,933	\$ 38,887	\$ 38,887	\$ 38,887	\$ 38,109
3820 Regional Jail	2,338,037	2,644,333	2,685,166	2,601,080	2,601,080	2,622,262
3820-001 Jail-local ordinances	-	6,624	3,264	10,000	10,000	7,000
Subtotal	<u>2,378,267</u>	<u>2,691,890</u>	<u>2,727,317</u>	<u>2,649,967</u>	<u>2,649,967</u>	<u>2,667,371</u>
<b>Grants &amp; Donations</b>						
9500 DJP-Crim Asst Grant	15,191	6,681	8,938	-	13,160	-
Subtotal	<u>15,191</u>	<u>6,681</u>	<u>8,938</u>	<u>-</u>	<u>13,160</u>	<u>-</u>
Activity Total	<u>\$ 2,393,458</u>	<u>\$ 2,698,571</u>	<u>\$ 2,736,255</u>	<u>\$ 2,649,967</u>	<u>\$ 2,663,127</u>	<u>\$ 2,667,371</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>2,393,458</u>	<u>2,698,571</u>	<u>2,736,255</u>	<u>2,649,967</u>	<u>2,663,127</u>	<u>2,667,371</u>
	0.88%	12.75%	1.40%	-3.15%	-2.67%	0.66%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

The funding is based upon an increase in both the estimated days of service and the per diem rate.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 287,558	\$ 246,381	\$ 358,963	\$ 341,825	\$ 341,825	\$ 402,320
Total Expenditures	\$ 287,558	\$ 246,381	\$ 358,963	\$ 341,825	\$ 341,825	\$ 402,320

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>30333 Juvenile Corrections</b>						
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ -
3830 Juv detention placement/space	249,500	215,952	323,313	300,000	300,000	365,200
3831 Additional detention services	23,745	16,512	20,280	25,000	25,000	20,000
Subtotal	<u>273,245</u>	<u>232,464</u>	<u>343,593</u>	<u>325,250</u>	<u>325,250</u>	<u>385,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	58	60	60	75	75	70
5230 Telecommunications	150	158	132	250	250	200
5510 Personnel development	-	-	425	-	-	300
5825 Administrative support charges	-	669	45	500	102	200
Subtotal	<u>208</u>	<u>887</u>	<u>662</u>	<u>825</u>	<u>427</u>	<u>770</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	338	36	739	500	750	600
6020 Food & food service supplies	271	218	327	250	250	100
6172 Computer mat/supplies	-	-	-	-	148	-
6172 Minor furnishings	2,106	530	1,324	1,000	175	1,000
Subtotal	<u>2,715</u>	<u>784</u>	<u>2,390</u>	<u>1,750</u>	<u>1,323</u>	<u>1,700</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	2,997	3,720	3,720	3,800	3,800	3,000
7500 Operating leases of building	8,393	8,526	8,598	10,200	11,025	11,650
Subtotal	<u>11,390</u>	<u>12,246</u>	<u>12,318</u>	<u>14,000</u>	<u>14,825</u>	<u>14,650</u>
Activity Total	<u>\$ 287,558</u>	<u>\$ 246,381</u>	<u>\$ 358,963</u>	<u>\$ 341,825</u>	<u>\$ 341,825</u>	<u>\$ 402,320</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>287,558</u>	<u>246,381</u>	<u>358,963</u>	<u>341,825</u>	<u>341,825</u>	<u>402,320</u>
	<u>\$ 287,558</u>	<u>\$ 246,381</u>	<u>\$ 358,963</u>	<u>\$ 341,825</u>	<u>\$ 341,825</u>	<u>\$ 402,320</u>
	-35.24%	-14.32%	45.69%	-4.77%	-4.77%	17.70%

This page intentionally left blank.

## Environmental & Development Services

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

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 3,755,623	\$ 4,064,550	\$ 3,974,680	\$ 3,776,781	\$ 3,776,781	\$ 3,843,587	89.83%
Charges for Services	43,377	23,030	21,580	20,300	20,300	21,300	0.50%
Permits, Fees, Fines	783,922	643,108	512,422	527,063	527,063	413,707	9.67%
Donations	-	-	1,750	-	-	-	0.00%
State/Federal Aid & Grants	13,014	12,469	-	8,250	8,250	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 4,595,936</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,332,394</b>	<b>\$ 4,332,394</b>	<b>\$ 4,278,594</b>	<b>100.00%</b>

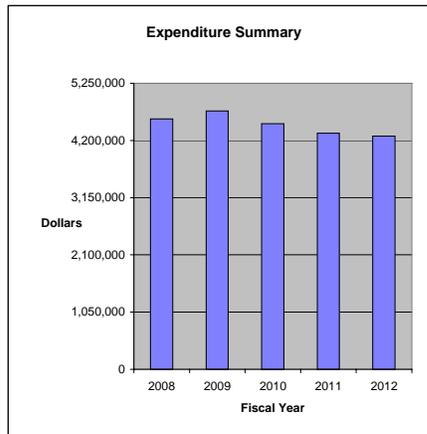
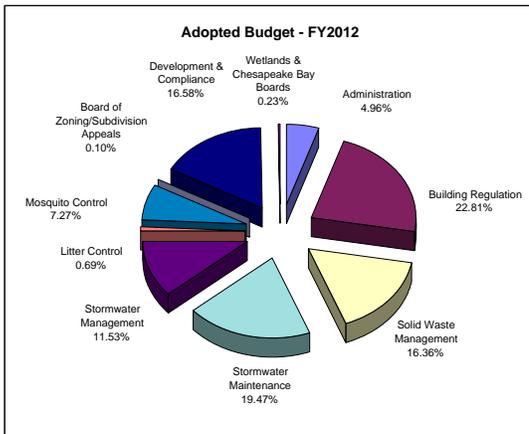
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Administration	\$ 210,125	\$ 214,489	\$ 211,699	\$ 216,045	\$ 216,045	\$ 212,326	-1.72%
Building Regulation	981,978	971,192	952,243	996,715	996,715	976,024	-2.08%
Solid Waste Management	1,150,000	1,175,000	1,000,000	700,000	700,000	700,000	0.00%
Stormwater Maintenance	246,851	242,076	808,453	849,370	849,370	832,901	-1.94%
Stormwater Management	408,495	448,890	481,515	491,982	491,982	493,520	0.31%
Litter Control	32,581	30,817	33,033	30,250	30,250	29,325	-3.06%
Mosquito Control	831,488	880,103	306,255	310,386	310,386	310,855	0.15%
Board of Zoning/Subdivision Appeals	4,875	3,676	2,621	5,225	5,225	4,400	-15.79%
Development & Compliance	721,559	770,166	707,184	720,171	720,171	709,453	-1.49%
Wetlands & Chesapeake Bay Boards	7,984	6,748	7,429	12,250	12,250	9,790	-20.08%
<b>Total Expenditures</b>	<b>\$ 4,595,936</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,332,394</b>	<b>\$ 4,332,394</b>	<b>\$ 4,278,594</b>	<b>-1.24%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 2,996,606	\$ 3,146,307	\$ 3,143,195	\$ 3,229,691	\$ 3,229,691	\$ 3,206,311	-0.72%
Operating	1,583,115	1,573,970	1,367,137	1,092,203	1,094,703	1,055,283	-3.38%
Capital	16,215	22,880	100	10,500	8,000	17,000	61.90%
<b>Total Expenditures</b>	<b>\$ 4,595,936</b>	<b>\$ 4,743,157</b>	<b>\$ 4,510,432</b>	<b>\$ 4,332,394</b>	<b>\$ 4,332,394</b>	<b>\$ 4,278,594</b>	<b>-1.24%</b>

<b>FTE's</b>						
Management	5.00	5.00	5.00	5.00	5.00	5.00
Professiona/Technical	22.00	23.00	23.00	23.00	23.00	23.00
Admin/Clerical	7.25	7.25	7.25	7.25	7.25	7.25
Trades & Crafts	17.80	17.80	17.80	17.80	17.80	17.80
<b>Total FTE's</b>	<b>52.05</b>	<b>53.05</b>	<b>53.05</b>	<b>53.05</b>	<b>53.05</b>	<b>53.05</b>

<b>Key Service Indicators</b>						
Building permits issued	4,859	3,881	3,676	3,500	3,400	3,300
Inspections performed	24,672	20,964	19,672	19,000	18,500	18,000
Telephone calls to main line	22,346	15,846	16,419	16,419	17,000	17,500
Ditches cleaned	*	1,683	1,813	1,800	1,800	1,800
Miles of ditches cleaned	*	559	652	600	600	600
Plans reviewed	302	242	166	160	160	160
Floodplain letters sent	3,284	4,184	3,488	2,400	2,400	2,400
Chesapeake Bay plans reviewed	417	398	297	300	300	300
Beautiful York County calendars	25,000	26,000	26,000	26,000	26,000	26,000
Spraying applications	56	61	38	61	61	61
Breeding areas treated	350	350	350	350	350	350
Citizen inquiries	20	49	28	49	49	49
Board of Zoning Appeals applications	9	9	4	10	6	8
Building permits reviewed - Zoning	1,076	961	985	980	990	1,000
Zoning investigations/inspections	1,941	1,599	1,524	1,500	1,600	1,650
Review business/home occupancy licenses	772	592	597	595	600	650
Wetlands site inspections	32	33	38	33	33	33
Wetlands permits issued	18	12	15	12	12	12
Wetlands permit applications received	68	61	66	60	60	60
Chesapeake Bay exceptions	4	7	14	10	10	10
Chesapeake Bay violations	2	2	1	1	1	1

\* Data not available.



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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. A decrease of funding is reflected in the Administrative and Clerical salaries line, due to turnover in the position. Increased funding is provided due to rate increases in health insurance. Reductions are programmed for personnel development and computer supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 197,182	\$ 204,965	\$ 208,002	\$ 210,860	\$ 210,860	\$ 207,936
Operating	8,448	5,295	3,697	5,185	5,185	4,390
Capital	<u>4,495</u>	<u>4,229</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 210,125</u>	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 216,045</u>	<u>\$ 216,045</u>	<u>\$ 212,326</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>40119 Environmental &amp; Development Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 111,282	\$ 116,764	\$ 118,915	\$ 119,175	\$ 119,175	\$ 119,175
1516 Administrative & clerical salaries	42,037	44,075	44,812	44,817	44,817	32,960
1595 Overtime	530	424	186	-	-	-
2100 FICA	10,979	11,495	11,762	12,545	12,545	11,638
2200 VRS	21,742	21,646	22,006	23,156	23,156	21,481
2300 Health care	9,075	9,240	9,351	10,626	10,626	22,256
2400 Group life insurance	1,537	1,321	970	541	541	426
Subtotal	<u>197,182</u>	<u>204,965</u>	<u>208,002</u>	<u>210,860</u>	<u>210,860</u>	<u>207,936</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	2,394	285	385	440	440	350
3600 Advertising	395	-	-	-	-	-
Subtotal	<u>2,789</u>	<u>285</u>	<u>385</u>	<u>440</u>	<u>440</u>	<u>350</u>
<b>Internal Services</b>						
4300 Central store	74	47	47	50	50	50
4500 Radio maintenance	1,415	-	-	-	-	-
Subtotal	<u>1,489</u>	<u>47</u>	<u>47</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	-	1	-	-	-	-
5230 Telecommunications	1,365	1,554	1,220	1,250	1,250	1,250
5510 Personnel development	335	291	40	1,000	1,000	500
5520 Employee recognition program	1,089	1,210	975	1,000	1,000	1,000
5810 Dues & memberships	169	230	-	-	-	-
5850 Mileage expenses	176	225	200	225	225	200
Subtotal	<u>3,134</u>	<u>3,511</u>	<u>2,435</u>	<u>3,475</u>	<u>3,475</u>	<u>2,950</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	415	1,246	394	440	440	440
6120 Books & subscriptions	574	206	436	580	580	500
6140 Other operating supplies	7	-	-	-	-	-
6170 Computer mat/supplies	40	-	-	200	200	100
Subtotal	<u>1,036</u>	<u>1,452</u>	<u>830</u>	<u>1,220</u>	<u>1,220</u>	<u>1,040</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	4,495	4,229	-	-	-	-
Subtotal	<u>4,495</u>	<u>4,229</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 210,125</u>	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 216,045</u>	<u>\$ 216,045</u>	<u>\$ 212,326</u>
Personnel	\$ 197,182	\$ 204,965	\$ 208,002	\$ 210,860	\$ 210,860	\$ 207,936
Non-personnel	12,943	9,524	3,697	5,185	5,185	4,390
	<u>\$ 210,125</u>	<u>\$ 214,489</u>	<u>\$ 211,699</u>	<u>\$ 216,045</u>	<u>\$ 216,045</u>	<u>\$ 212,326</u>
	3.24%	2.08%	-1.30%	2.05%	2.05%	-1.72%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Reductions are programmed for demolition services, vehicle maintenance and the surcharge for state permit fees. Funding has been provided for the replacement of code books. An increase in capital has been programmed for the routine replacement of data processing equipment.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 857,552	\$ 877,858	\$ 867,843	\$ 892,279	\$ 892,279	\$ 879,965
Operating	121,106	93,334	84,400	96,436	96,436	85,759
Capital	<u>3,320</u>	<u>-</u>	<u>-</u>	<u>8,000</u>	<u>8,000</u>	<u>10,300</u>
Total Expenditures	<u>\$ 981,978</u>	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 996,715</u>	<u>\$ 996,715</u>	<u>\$ 976,024</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total FTE's	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40341 Building Regulation</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ -	\$ 60	\$ 260	\$ 260	\$ 280
1513 Middle management	81,852	85,146	86,198	86,458	86,458	86,198
1515 Professional & technical salaries	419,577	441,690	445,464	446,422	446,422	432,132
1516 Administrative & clerical salaries	120,381	126,096	123,813	130,443	130,443	130,443
1531 As required-professional/technical	16,663	11,035	-	-	-	-
1595 Overtime	1,022	668	11	-	-	-
2100 FICA	46,381	48,407	47,708	50,764	50,764	49,653
2200 VRS	88,590	88,067	88,399	93,661	93,661	91,607
2300 Health care	76,825	71,376	72,264	82,082	82,082	87,835
2400 Group life insurance	6,261	5,373	3,926	2,189	2,189	1,817
Subtotal	<u>857,552</u>	<u>877,858</u>	<u>867,843</u>	<u>892,279</u>	<u>892,279</u>	<u>879,965</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	-	-	-	107	-
3310 Repairs & maintenance	204	-	-	150	150	-
3320 Maintenance service contracts	9,234	11,707	8,840	9,415	9,415	10,854
3500 Printing & binding	1,335	1,707	628	1,500	1,500	1,500
3600 Advertising	-	217	-	-	-	-
3920 Misc contractual services	13,210	432	-	5,500	5,393	500
3940 Board/commission services	200	-	-	-	-	-
Subtotal	<u>24,183</u>	<u>14,063</u>	<u>9,468</u>	<u>16,565</u>	<u>16,565</u>	<u>12,854</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	50,955	49,834	50,586	53,201	53,201	46,915
4300 Central store	138	85	59	100	100	100
4500 Radio maintenance	2,930	1,780	-	-	-	-
Subtotal	<u>54,023</u>	<u>51,699</u>	<u>50,645</u>	<u>53,301</u>	<u>53,301</u>	<u>47,015</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,261	1,085	1,297	1,100	1,100	1,100
5230 Telecommunications	9,499	7,016	5,058	5,700	5,700	5,200
5510 Personnel development	1,546	538	1,212	1,300	1,300	1,200
5810 Dues & memberships	755	850	642	770	770	660
5865 2.00% surcharge	12,058	10,244	9,218	9,500	9,500	7,380
Subtotal	<u>25,119</u>	<u>19,733</u>	<u>17,427</u>	<u>18,370</u>	<u>18,370</u>	<u>15,540</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,917	3,999	4,000	4,000	4,000	4,000
6110 Uniforms & wearing apparel	3,083	615	933	1,000	1,000	750
6120 Books & subscriptions	6,997	2,417	681	2,500	2,500	5,100
6140 Other operating supplies	516	545	1,246	200	200	100
6170 Computer mat/supplies	1,055	-	-	250	250	250
6171 Small equipment	580	263	-	250	250	150
6172 Minor furnishings	1,633	-	-	-	-	-
Subtotal	<u>17,781</u>	<u>7,839</u>	<u>6,860</u>	<u>8,200</u>	<u>8,200</u>	<u>10,350</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,320	-	-	8,000	8,000	10,300
Subtotal	<u>3,320</u>	<u>-</u>	<u>-</u>	<u>8,000</u>	<u>8,000</u>	<u>10,300</u>
Activity Total	<u>\$ 981,978</u>	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 996,715</u>	<u>\$ 996,715</u>	<u>\$ 976,024</u>
Personnel	\$ 857,552	\$ 877,858	\$ 867,843	\$ 892,279	\$ 892,279	\$ 879,965
Non-personnel	<u>124,426</u>	<u>93,334</u>	<u>84,400</u>	<u>104,436</u>	<u>104,436</u>	<u>96,059</u>
	<u>\$ 981,978</u>	<u>\$ 971,192</u>	<u>\$ 952,243</u>	<u>\$ 996,715</u>	<u>\$ 996,715</u>	<u>\$ 976,024</u>
	5.89%	-1.10%	-1.95%	4.67%	4.67%	-2.08%

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

**Mission**

The General Fund contributes to the operations of the Solid Waste Management (Fund 21), for the administration and operation of the transfer station, recycling (which includes overseeing VPPSA's roadside and drop-off recycling), and composting operations.

**Goals**

- To support the operations of the Solid Waste Management Fund.

**Implementation Strategies**

- To provide support to meet operational demands.

**Budget Comments - FY2012**

Funding is level with the current year.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 1,150,000	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000
Total Expenditures	\$ 1,150,000	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40421 Solid Waste Management</b>						
<b>Transfers to Other Funds</b>						
9221 Solid Waste Fund	\$ 1,150,000	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000
Subtotal	<u>1,150,000</u>	<u>1,175,000</u>	<u>1,000,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>
Activity Total	\$ 1,150,000	\$ 1,175,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 700,000
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	1,150,000	1,175,000	1,000,000	700,000	700,000	700,000
	<u>\$ 1,150,000</u>	<u>\$ 1,175,000</u>	<u>\$ 1,000,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>
	15%	2.17%	-14.89%	-30.00%	-30.00%	0.00%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Reductions are programmed for vehicle maintenance and repair & maintenance supplies. Capital funding has been provided for the routine replacement of a computer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 178,861	\$ 181,664	\$ 701,797	\$ 731,123	\$ 731,123	\$ 735,001
Operating	67,990	56,770	106,656	115,747	118,247	96,400
Capital	-	3,642	-	2,500	-	1,500
Total Expenditures	<u>\$ 246,851</u>	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 849,370</u>	<u>\$ 849,370</u>	<u>\$ 832,901</u>
<b><u>FTE's</u></b>						
Trades & Crafts	<u>3.80</u>	<u>3.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>
Total FTE's	<u>3.80</u>	<u>3.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>	<u>16.80</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>40446 Stormwater Maintenance</b>						
<b>Personnel Services</b>						
1518 Trades & crafts	\$ 126,625	\$ 132,366	\$ 516,858	\$ 528,167	\$ 528,167	\$ 522,216
1595 Overtime	4,178	1,073	1,538	-	-	-
1596 Holiday worked	-	-	91	-	-	-
2100 FICA	9,720	9,922	38,154	40,405	40,405	39,950
2200 VRS	18,105	17,952	69,497	74,577	74,577	73,737
2300 Health care	18,953	19,256	72,580	86,231	86,231	97,636
2400 Group life insurance	1,280	1,095	3,079	1,743	1,743	1,462
Subtotal	<u>178,861</u>	<u>181,664</u>	<u>701,797</u>	<u>731,123</u>	<u>731,123</u>	<u>735,001</u>
<b>Contractual Services</b>						
3110 Payment for medical services	41	41	-	-	-	-
3310 Repairs & maintenance	78	-	-	-	-	-
3320 Maintenance service contracts	-	-	396	-	-	400
3930 Uniforms support services	1,608	1,899	6,666	7,000	7,000	7,000
Subtotal	<u>1,727</u>	<u>1,940</u>	<u>7,062</u>	<u>7,000</u>	<u>7,000</u>	<u>7,400</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	58,334	39,378	76,137	83,247	83,247	70,000
Subtotal	<u>58,334</u>	<u>39,378</u>	<u>76,137</u>	<u>83,247</u>	<u>83,247</u>	<u>70,000</u>
<b>Other Charges</b>						
5230 Telecommunications	2,784	2,574	2,084	2,600	2,600	2,400
5510 Personnel development	7	150	271	500	500	300
Subtotal	<u>2,791</u>	<u>2,724</u>	<u>2,355</u>	<u>3,100</u>	<u>3,100</u>	<u>2,700</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	232	249	283	300	700	300
6070 Repair & maintenance supplies	4,356	10,015	6,450	9,000	8,000	5,000
6071 Stormwater materials & supply	-	927	2,354	1,000	1,500	1,000
6090 Vehicle & powered equip supplies	-	-	2,695	5,000	5,000	2,500
6110 Uniforms & wearing apparel	-	364	234	400	850	400
6111 Protective clothing	550	515	5,235	3,600	5,200	4,000
6112 Protective supplies	-	-	1,353	600	1,150	1,100
6171 Small equipment	-	658	2,498	2,500	2,500	2,000
Subtotal	<u>5,138</u>	<u>12,728</u>	<u>21,102</u>	<u>22,400</u>	<u>24,900</u>	<u>16,300</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	1,473	-	-	-	1,500
8999 Stormwater maintenance project	-	2,169	-	2,500	-	-
Subtotal	<u>-</u>	<u>3,642</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>1,500</u>
Activity Total	<u>\$ 246,851</u>	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 849,370</u>	<u>\$ 849,370</u>	<u>\$ 832,901</u>
Personnel	\$ 178,861	\$ 181,664	\$ 701,797	\$ 731,123	\$ 731,123	\$ 735,001
Non-personnel	67,990	60,412	106,656	118,247	118,247	97,900
	<u>\$ 246,851</u>	<u>\$ 242,076</u>	<u>\$ 808,453</u>	<u>\$ 849,370</u>	<u>\$ 849,370</u>	<u>\$ 832,901</u>
	5.51%	-1.93%	233.97%	5.06%	5.06%	-1.94%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Capital funding has been provided for the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 357,249	\$ 397,265	\$ 440,767	\$ 448,701	\$ 448,701	\$ 452,389
Operating	49,746	42,416	40,748	43,281	43,281	38,931
Capital	1,500	9,209	-	-	-	2,200
Total Expenditures	<u>\$ 408,495</u>	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 491,982</u>	<u>\$ 491,982</u>	<u>\$ 493,520</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total FTE's	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>	<u>5.75</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40447 Stormwater Management</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ -	\$ 75,122	\$ 88,781	\$ 89,041	\$ 89,041	\$ 89,041
1515 Professional & technical salaries	238,350	196,404	219,405	219,805	219,805	219,805
1516 Administrative & clerical salaries	25,440	26,815	27,091	27,151	27,151	27,151
1595 Overtime	5,185	3,150	-	-	-	-
2100 FICA	19,685	22,409	24,580	25,704	25,704	25,704
2200 VRS	37,412	40,279	45,073	47,443	47,443	47,443
2300 Health care	28,533	30,629	33,851	38,448	38,448	42,304
2400 Group life insurance	2,644	2,457	1,986	1,109	1,109	941
Subtotal	<u>357,249</u>	<u>397,265</u>	<u>440,767</u>	<u>448,701</u>	<u>448,701</u>	<u>452,389</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	2,700	258	822	400	400	400
3500 Printing & binding	400	262	-	250	250	-
3600 Advertising	-	40	-	-	-	-
3820 HRPDC (FIN-HRCCS)	3,965	4,029	4,029	4,029	4,029	4,097
3820-001 HRPDC (Strmwtr)	22,113	21,863	21,863	21,863	21,863	20,789
3820-002 HRPDC (TMDL Prog)	7,082	1,418	-	-	-	-
Subtotal	<u>36,260</u>	<u>27,870</u>	<u>26,714</u>	<u>26,542</u>	<u>26,542</u>	<u>25,286</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,218	5,034	5,216	5,944	5,944	5,200
Subtotal	<u>5,218</u>	<u>5,034</u>	<u>5,216</u>	<u>5,944</u>	<u>5,944</u>	<u>5,200</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,166	1,444	493	1,200	1,200	1,200
5230 Telecommunications	1,533	2,139	1,908	1,960	1,960	1,500
5510 Personnel development	631	1,533	805	800	800	400
5810 Dues & memberships	240	135	135	135	135	135
5828 Application/permit fee	600	-	-	3,000	3,000	3,000
5829 Special service fees	-	-	2,149	-	-	-
5850 Mileage expenses	255	656	367	350	350	100
Subtotal	<u>4,425</u>	<u>5,907</u>	<u>5,857</u>	<u>7,445</u>	<u>7,445</u>	<u>6,335</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,048	846	490	500	500	500
6110 Uniforms & wearing apparel	-	-	129	-	-	-
6111 Protective clothing	220	287	-	250	250	110
6120 Books & subscriptions	-	83	-	-	-	-
6170 Computer mat/supplies	-	127	506	100	100	-
6172 Minor furnishings	-	1,069	-	-	-	-
Subtotal	<u>1,268</u>	<u>2,412</u>	<u>1,125</u>	<u>850</u>	<u>850</u>	<u>610</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,500	5,585	-	-	-	2,200
8170-002 DP/Software	-	3,624	-	-	-	-
Subtotal	<u>1,500</u>	<u>9,209</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,200</u>
<b>Contributions/Committees</b>						
9500 Strmwtr Advisory Comm	2,575	1,193	1,836	2,500	2,500	1,500
Subtotal	<u>2,575</u>	<u>1,193</u>	<u>1,836</u>	<u>2,500</u>	<u>2,500</u>	<u>1,500</u>
Activity Total	<u>\$ 408,495</u>	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 491,982</u>	<u>\$ 491,982</u>	<u>\$ 493,520</u>
Personnel	\$ 357,249	\$ 397,265	\$ 440,767	\$ 448,701	\$ 448,701	\$ 452,389
Non-personnel	51,246	51,625	40,748	43,281	43,281	41,131
	<u>\$ 408,495</u>	<u>\$ 448,890</u>	<u>\$ 481,515</u>	<u>\$ 491,982</u>	<u>\$ 491,982</u>	<u>\$ 493,520</u>
	6.35%	9.89%	7.27%	2.17%	2.17%	0.31%

**Environmental & Development Services  
Litter Control - Activity #40448**

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

Funding for the calendar program has been provided.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures</u></b>						
Operating	\$ 32,581	\$ 30,817	\$ 33,033	\$ 30,250	\$ 30,250	\$ 29,325
Total Expenditures	\$ 32,581	\$ 30,817	\$ 33,033	\$ 30,250	\$ 30,250	\$ 29,325

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>40448 Litter Control</b>						
<b>Contractual Services</b>						
3500 Printing & binding	\$ 1,000	\$ 21,939	\$ 18,729	\$ 18,500	\$ 18,500	\$ 18,500
3920 Misc contractual services	1,260	-	168	-	-	-
Subtotal	<u>2,260</u>	<u>21,939</u>	<u>18,897</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>
<b>Other Charges</b>						
5210 Postal/messenger service	90	61	5,563	3,500	5,472	5,500
5510 Personnel development	1,684	-	-	-	1,372	1,100
5520 Recognition programs	2,327	-	-	-	200	-
5810 Dues & memberships	167	-	1,750	-	181	200
5820 Assoc/meetings support	-	-	82	-	-	-
5920 Awards & recognition	-	-	1,930	-	1,575	1,900
Subtotal	<u>4,268</u>	<u>61</u>	<u>9,325</u>	<u>3,500</u>	<u>8,800</u>	<u>8,700</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	408	-	247	-	10	100
6020 Food & food service supplies	1,423	-	3,164	-	2,412	1,500
6030 Agricultural supplies	109	-	-	-	-	-
6110 Uniforms & wearing apparel	180	-	-	-	-	-
6130 Educational & rec supplies	239	-	-	-	528	525
6171 Small equipment	150	-	-	-	-	-
Subtotal	<u>2,509</u>	<u>-</u>	<u>3,411</u>	<u>-</u>	<u>2,950</u>	<u>2,125</u>
<b>Grants &amp; Donations</b>						
9000 Litter Control	-	8,817	-	8,250	-	-
9001 Earth Day program	-	-	1,400	-	-	-
9601 Calendar program	23,544	-	-	-	-	-
Subtotal	<u>23,544</u>	<u>8,817</u>	<u>1,400</u>	<u>8,250</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 32,581</u>	<u>\$ 30,817</u>	<u>\$ 33,033</u>	<u>\$ 30,250</u>	<u>\$ 30,250</u>	<u>\$ 29,325</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>32,581</u>	<u>30,817</u>	<u>33,033</u>	<u>30,250</u>	<u>30,250</u>	<u>29,325</u>
	<u>\$ 32,581</u>	<u>\$ 30,817</u>	<u>\$ 33,033</u>	<u>\$ 30,250</u>	<u>\$ 30,250</u>	<u>\$ 29,325</u>
	4.34%	-5.41%	7.19%	-8.42%	-8.42%	-3.06%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Funding has been provided for maintenance service contracts and pesticides for mosquito ground spraying.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 722,542	\$ 757,378	\$ 244,240	\$ 251,646	\$ 251,646	\$ 251,036
Operating	105,046	122,725	61,915	58,740	58,740	59,819
Capital	3,900	-	100	-	-	-
Total Expenditures	<u>\$ 831,488</u>	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 310,386</u>	<u>\$ 310,386</u>	<u>\$ 310,855</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	14.00	14.00	1.00	1.00	1.00	1.00
Total FTE's	<u>16.50</u>	<u>16.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40512 Mosquito Control</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 65,631	\$ 68,273	\$ 68,890	\$ 69,150	\$ 69,150	\$ 68,890
1515 Professional & technical salaries	59,039	61,939	63,060	63,060	63,060	63,060
1516 Administrative & clerical salaries	15,746	16,834	17,077	17,245	17,245	17,245
1518 Trades & crafts	390,174	414,610	34,234	34,246	34,246	34,246
1533 As required-trades/crafts	3,086	4,915	3,558	6,572	6,572	4,500
1595 Overtime	1,228	337	58	-	-	-
1596 Holiday worked	-	623	12	-	-	-
2100 FICA	39,401	41,946	13,707	14,556	14,556	14,377
2200 VRS	75,064	75,631	24,680	25,939	25,939	25,902
2300 Health care	67,868	67,655	17,876	20,272	20,272	22,302
2400 Group life insurance	5,305	4,615	1,088	606	606	514
Subtotal	<u>722,542</u>	<u>757,378</u>	<u>244,240</u>	<u>251,646</u>	<u>251,646</u>	<u>251,036</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	2,079	4,203	736	1,000	1,000	3,154
3500 Printing & binding	555	598	1,087	550	550	500
3920 Misc contractual service	854	394	-	125	125	-
3930 Uniforms support services	5,187	6,150	1,306	1,300	1,300	1,100
Subtotal	<u>8,675</u>	<u>11,345</u>	<u>3,129</u>	<u>2,975</u>	<u>2,975</u>	<u>4,754</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	57,326	43,333	9,509	10,240	10,240	10,240
4300 Central store	-	142	-	50	50	50
Subtotal	<u>57,326</u>	<u>43,475</u>	<u>9,509</u>	<u>10,290</u>	<u>10,290</u>	<u>10,290</u>
<b>Other Charges</b>						
5210 Postal/messenger service	195	21	51	100	100	50
5230 Telecommunications	4,566	3,695	2,194	2,350	2,350	1,200
5510 Personnel development	1,368	1,374	687	500	500	500
5520 Employee recognition program	1,667	223	-	-	-	-
5810 Dues & memberships	-	195	40	200	200	200
Subtotal	<u>7,796</u>	<u>5,508</u>	<u>2,972</u>	<u>3,150</u>	<u>3,150</u>	<u>1,950</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	795	1,309	604	750	750	775
6012 Audio visual materials & supplies	88	715	-	100	100	-
6020 Food & food service supplies	185	-	-	-	-	-
6031 Pesticides	10,489	36,736	43,352	35,000	37,955	39,500
6032 Mosquito supplies	9,319	8,044	967	3,700	745	800
6050 Housekeep & janitorial supplies	335	-	-	100	100	-
6090 Vehicle powered equip supplies	1,742	7,966	604	1,000	1,000	700
6111 Protective clothing	1,331	3,750	292	225	225	300
6112 Protective supplies	2,742	551	-	200	200	-
6120 Books & subscriptions	-	-	63	-	-	-
6140 Other operating supplies	323	446	331	250	250	250
6170 Computer mat/supplies	423	35	-	200	200	200
6171 Small equipment	3,190	2,545	92	800	800	300
6172 Minor furnishings	287	300	-	-	-	-
Subtotal	<u>31,249</u>	<u>62,397</u>	<u>46,305</u>	<u>42,325</u>	<u>42,325</u>	<u>42,825</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	-	-	-	-	-
8150 Vehicles	2,600	-	-	-	-	-
8170 Data processing equipment	1,300	-	100	-	-	-
Subtotal	<u>3,900</u>	<u>-</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 831,488</u>	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 310,386</u>	<u>\$ 310,386</u>	<u>\$ 310,855</u>
Personnel	\$ 722,542	\$ 757,378	\$ 244,240	\$ 251,646	\$ 251,646	\$ 251,036
Non-personnel	108,946	122,725	62,015	58,740	58,740	59,819
	<u>\$ 831,488</u>	<u>\$ 880,103</u>	<u>\$ 306,255</u>	<u>\$ 310,386</u>	<u>\$ 310,386</u>	<u>\$ 310,855</u>
	1.43%	5.85%	-65.20%	1.35%	1.35%	0.15%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

Funding for boards & commissions is reduced, based on trends.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ 264	\$ 829	\$ 2,100	\$ 2,100	\$ 1,500
Operating	<u>4,875</u>	<u>3,412</u>	<u>1,792</u>	<u>3,125</u>	<u>3,125</u>	<u>2,900</u>
Total Expenditures	<u>\$ 4,875</u>	<u>\$ 3,676</u>	<u>\$ 2,621</u>	<u>\$ 5,225</u>	<u>\$ 5,225</u>	<u>\$ 4,400</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40813 Board of Zoning/Subdivision Appeals</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 245	\$ 770	\$ 1,951	\$ 1,951	\$ 1,393
2100 FICA	-	19	59	149	149	107
Subtotal	-	264	829	2,100	2,100	1,500
<b>Contractual Services</b>						
3600 Advertising	3,447	1,981	1,792	2,000	2,000	2,000
3940 Board/commission services	1,225	350	-	-	-	-
Subtotal	4,672	2,331	1,792	2,000	2,000	2,000
<b>Other Charges</b>						
5210 Postal/messenger service	178	20	-	200	200	200
5510 Personnel development	25	1,061	-	925	925	700
Subtotal	203	1,081	-	1,125	1,125	900
Activity Total	\$ 4,875	\$ 3,676	\$ 2,621	\$ 5,225	\$ 5,225	\$ 4,400
Personnel	\$ -	\$ 264	\$ 829	\$ 2,100	\$ 2,100	\$ 1,500
Non-personnel	4,875	3,412	1,792	3,125	3,125	2,900
	\$ 4,875	\$ 3,676	\$ 2,621	\$ 5,225	\$ 5,225	\$ 4,400
	-10.14%	-24.59%	-28.70%	99.35%	99.35%	-15.79%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases and two Planner I positions are being held vacant, for the second year. Reductions are programmed for work-as-required, vehicle maintenance, telecommunications and office supplies. Funding has been provided for maintenance service contracts. Capital funding is programmed for the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 683,220	\$ 725,352	\$ 674,796	\$ 685,782	\$ 685,782	\$ 672,484
Operating	35,339	39,014	32,388	34,389	34,389	33,969
Capital	3,000	5,800	-	-	-	3,000
Total Expenditures	<u>\$ 721,559</u>	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 720,171</u>	<u>\$ 720,171</u>	<u>\$ 709,453</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	8.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40816 Development &amp; Compliance</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 83,141	\$ 87,201	\$ 88,732	\$ 88,992	\$ 88,992	\$ 88,732
1515 Professional & technical salaries	387,131	415,219	379,982	378,819	378,819	378,819
1516 Administrative & clerical salaries	28,900	29,520	29,815	29,895	29,895	28,895
1531 As required-professional/technical	23,662	25,343	23,505	25,000	25,000	15,000
1595 Overtime	2,211	62	-	-	-	-
2100 FICA	38,661	40,842	38,127	39,987	39,987	39,126
2200 VRS	70,790	71,582	66,849	70,276	70,276	70,098
2300 Health care	43,721	51,216	44,839	51,171	51,171	50,424
2400 Group life insurance	5,003	4,367	2,947	1,642	1,642	1,390
Subtotal	<u>683,220</u>	<u>725,352</u>	<u>674,796</u>	<u>685,782</u>	<u>685,782</u>	<u>672,484</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	8,763	11,241	7,867	8,000	8,000	10,354
3500 Printing & binding	197	229	215	100	100	200
3600 Advertising	25	-	-	-	-	-
3920 Misc contractual services	2,615	2,031	2,802	2,000	2,000	2,500
Subtotal	<u>11,600</u>	<u>13,501</u>	<u>10,884</u>	<u>10,100</u>	<u>10,100</u>	<u>13,054</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	11,330	11,665	10,990	13,655	13,655	11,715
4300 Central store	-	190	47	100	100	50
Subtotal	<u>11,330</u>	<u>11,855</u>	<u>11,037</u>	<u>13,755</u>	<u>13,755</u>	<u>11,765</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,445	2,200	1,885	2,200	2,200	2,100
5230 Telecommunications	2,459	2,727	2,613	2,859	2,859	2,300
5510 Personnel development	3,037	3,641	2,002	2,000	2,000	1,900
5810 Dues & memberships	1,558	1,493	1,689	1,500	1,500	1,400
5850 Mileage expenses	93	294	46	100	100	50
Subtotal	<u>9,592</u>	<u>10,355</u>	<u>8,235</u>	<u>8,659</u>	<u>8,659</u>	<u>7,750</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,693	2,417	1,530	1,300	1,300	1,000
6120 Books & subscriptions	-	396	20	100	100	-
6170 Computer mat/supplies	1,065	223	361	225	225	200
6172 Minor furnishings	59	267	321	250	250	200
Subtotal	<u>2,817</u>	<u>3,303</u>	<u>2,232</u>	<u>1,875</u>	<u>1,875</u>	<u>1,400</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,000	5,800	-	-	-	3,000
Subtotal	<u>3,000</u>	<u>5,800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
Activity Total	<u>\$ 721,559</u>	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 720,171</u>	<u>\$ 720,171</u>	<u>\$ 709,453</u>
Personnel	\$ 683,220	\$ 725,352	\$ 674,796	\$ 685,782	\$ 685,782	\$ 672,484
Non-personnel	38,339	44,814	32,388	34,389	34,389	36,969
	<u>\$ 721,559</u>	<u>\$ 770,166</u>	<u>\$ 707,184</u>	<u>\$ 720,171</u>	<u>\$ 720,171</u>	<u>\$ 709,453</u>
	-2.96%	6.74%	-8.18%	1.84%	1.84%	-1.49%

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

**Mission**

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

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

Reductions are programmed for boards & commissions, advertising and postage.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ 1,561	\$ 4,921	\$ 7,200	\$ 7,200	\$ 6,000
Operating	<u>7,984</u>	<u>5,187</u>	<u>2,508</u>	<u>5,050</u>	<u>5,050</u>	<u>3,790</u>
Total Expenditures	<u>\$ 7,984</u>	<u>\$ 6,748</u>	<u>\$ 7,429</u>	<u>\$ 12,250</u>	<u>\$ 12,250</u>	<u>\$ 9,790</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>40821 Wetlands &amp; Chesapeake Bay Boards</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 1,450	\$ 4,550	\$ 6,688	\$ 6,688	\$ 5,574
2100 FICA	-	111	371	512	512	426
Subtotal	-	1,561	4,921	7,200	7,200	6,000
<b>Contractual Services</b>						
3600 Advertising	1,256	766	1,690	3,000	3,000	2,000
3940 Board/commission services	5,800	3,150	-	-	-	-
Subtotal	7,056	3,916	1,690	3,000	3,000	2,000
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	-	250	250	240
4300 Central store	-	70	37	-	-	-
Subtotal	-	70	37	250	250	240
<b>Other Charges</b>						
5210 Postal/messenger service	-	459	307	750	750	600
5510 Personnel development	574	388	225	750	750	750
5810 Dues & memberships	75	-	-	-	-	-
5850 Mileage expenses	-	56	51	-	-	-
Subtotal	649	903	583	1,500	1,500	1,350
<b>Materials &amp; Supplies</b>						
6010 Office supplies	279	298	198	300	300	200
Subtotal	279	298	198	300	300	200
Activity Total	\$ 7,984	\$ 6,748	\$ 7,429	\$ 12,250	\$ 12,250	\$ 9,790
Personnel	\$ -	\$ 1,561	\$ 4,921	\$ 7,200	\$ 7,200	\$ 6,000
Non-personnel	7,984	5,187	2,508	5,050	5,050	3,790
	\$ 7,984	\$ 6,748	\$ 7,429	\$ 12,250	\$ 12,250	\$ 9,790
	-8.20%	-15.48%	10.09%	64.89%	64.89%	-20.08%

This page intentionally left blank.

## Financial & Management Services

The Department of Financial and Management Services is responsible for financial and technical functions. These functions provide accurate and timely information and services to citizens, other departments and outside agencies. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 4,121,571	\$ 4,278,499	\$ 4,109,093	\$ 4,657,285	\$ 4,657,285	\$ 4,301,922	95.43%
Charges for Services	18,576	13,176	15,017	9,100	9,100	11,550	0.26%
Reimbursement for Postage	1,097	1,353	-	-	-	-	0.00%
CDA Expenditure Reimbursement	143	-	-	-	-	-	0.00%
Donation	-	-	-	-	2,000	-	0.00%
Recovered Costs	-	-	816	1,000	1,000	625	0.01%
Fiscal Agent Fees	170,463	184,849	178,821	162,500	162,500	193,700	4.30%
<b>Total Funding Sources</b>	<b>\$ 4,311,850</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,829,885</b>	<b>\$ 4,831,885</b>	<b>\$ 4,507,797</b>	<b>100.00%</b>

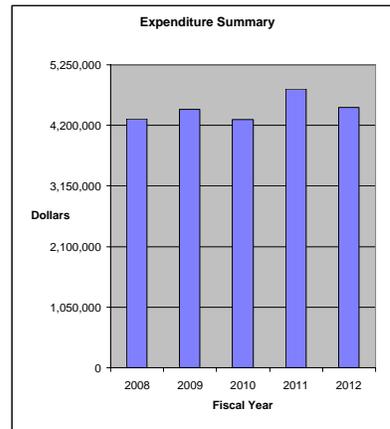
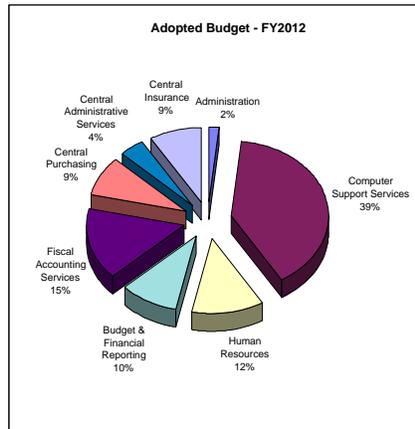
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Administration	\$ 197,666	\$ 216,525	\$ 214,021	\$ 224,380	\$ 224,380	\$ 73,092	-67.42%
Computer Support Services	1,541,715	1,685,375	1,576,923	1,849,818	1,849,818	1,788,352	-3.32%
Human Resources	550,109	574,028	548,298	560,787	560,787	547,931	-2.29%
Budget & Financial Reporting	347,261	392,623	405,698	432,970	432,970	432,982	0.00%
Fiscal Accounting Services	673,829	661,692	662,868	712,724	714,724	695,300	-2.44%
Central Purchasing	360,851	384,494	386,545	394,851	394,851	392,955	-0.48%
Central Administrative Services	261,066	193,566	150,414	245,787	245,787	184,545	-24.92%
Central Insurance	379,353	369,574	358,980	408,568	408,568	392,640	-3.90%
<b>Total Expenditures</b>	<b>\$ 4,311,850</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,829,885</b>	<b>\$ 4,831,885</b>	<b>\$ 4,507,797</b>	<b>-6.67%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 3,027,953	\$ 3,203,597	\$ 3,329,334	\$ 3,437,351	\$ 3,437,351	\$ 3,252,340	-5.38%
Operating	1,097,200	1,080,754	957,119	1,238,552	1,215,708	1,108,457	-10.50%
Capital	186,697	193,526	17,294	153,982	178,826	147,000	-4.53%
<b>Total Expenditures</b>	<b>\$ 4,311,850</b>	<b>\$ 4,477,877</b>	<b>\$ 4,303,747</b>	<b>\$ 4,829,885</b>	<b>\$ 4,831,885</b>	<b>\$ 4,507,797</b>	<b>-6.67%</b>

<b>FTE's</b>						
Management	6.00	6.00	6.00	6.00	6.00	6.00
Professional/Technical	32.00	33.50	33.50	33.50	33.50	33.50
Admin/Clerical	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total FTE's</b>	<b>43.00</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>

### Key Service Indicators

Payroll registers processed	372	369	368	381	381	381
W2s produced and reconciled	4,254	4,367	4,254	4,271	4,271	4,271
Accounts payable batches processed	716	666	679	707	707	707
Journal entries processed	2,430	2,398	2,625	2,651	2,651	2,651
Financial reports processed	1,186	1,341	1,376	1,411	1,411	1,411
Addresses maintained by GIS	-	-	33,088	33,188	33,188	33,188
GIS map components	1,013,461	1,023,946	1,148,278	1,272,610	1,272,610	1,272,610
Computer work orders	-	1,124	1,752	3,696	3,696	3,696
Positions advertised	-	71	56	63	63	63
Jobs classified, reviewed & surveyed	-	56	66	94	94	72
Changes to health insurance enrollments	-	330	317	325	325	325
Employees trained	-	928	724	826	826	826
Certificate of Achievement for Excellence in Financial Reporting Awards	23	24	25	26	26	27
Distinguished Budget Presentation Awards	4	5	6	7	7	8
Budget entries	258	261	306	306	306	306
Mandated financial and budget reports	14	15	15	15	15	15
Fund/agency accounts reviewed and analyzed	110	111	111	117	117	117
Accounts payable payments	16,199	14,677	10,785	11,000	11,000	11,100
Credit card transactions processed	11,586	12,101	11,211	12,000	12,000	12,100
Accounts receivable bills generated	499	798	958	975	975	800
Grant and donation dollars managed	\$ 2,447,559	\$ 2,392,225	\$ 5,064,441	\$ 4,408,000	\$ 4,408,000	\$ 3,800,000
Outgoing US mail	93,146	85,217	85,929	86,000	86,000	86,000
Paychecks processed	29,972	31,717	31,350	31,480	31,480	31,500
Sewer customers served	18,951	19,240	19,406	19,815	19,815	20,110
Trash customers served	16,333	16,446	16,495	16,610	16,610	16,725
Purchase orders	3,404	4,019	4,106	4,200	4,300	4,300
Credit card transactions	21,679	22,854	21,788	21,500	21,500	21,500
Workers compensation claims	100	103	111	105	105	105
Vehicle/property liability claims	107	93	106	100	100	100



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

**Mission**

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

**Goals**

- Provide support for the County's financial, network, and geographic information data processing systems.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration. Prepare for and coordinate the annual financial audit performed by independent auditors. Prepare the County's Comprehensive Annual Financial Report in accordance with federal, state and local requirements and established accounting principles.
- Process payroll, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.
- Provide oversight to Emergency Communications/911 and Radio Maintenance, and administrative support for the Workers' Compensation Fund.
- To provide communications, paging and dispatching services to County departments and agencies.

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. There is no funding provided for the vacant Director position. Also, funding for maintenance contracts on equipment used solely by the divisions above have been moved from Central Administrative Services.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 172,775	\$ 186,893	\$ 190,141	\$ 197,526	\$ 197,526	\$ 47,627
Operating	24,891	27,857	23,880	26,854	26,854	25,465
Capital	-	1,775	-	-	-	-
Total Expenditures	<u>\$ 197,666</u>	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 224,380</u>	<u>\$ 224,380</u>	<u>\$ 73,092</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50119 Financial &amp; Management Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 111,538	\$ 116,944	\$ 118,915	\$ 119,175	\$ 119,175	\$ -
1516 Administrative & clerical salaries	-	30,069	30,921	31,115	31,115	31,115
1531 As required-professional/technical	23,644	-	-	4,000	4,000	4,000
1595 Overtime	9	16	39	-	-	-
2100 FICA	9,555	10,396	10,659	11,803	11,803	2,686
2200 VRS	19,198	19,811	20,164	21,221	21,221	4,393
2300 Health care	7,474	8,448	8,554	9,716	9,716	5,346
2400 Group life insurance	1,357	1,209	889	496	496	87
Subtotal	<u>172,775</u>	<u>186,893</u>	<u>190,141</u>	<u>197,526</u>	<u>197,526</u>	<u>47,627</u>
<b>Contractual Services</b>						
3110 Payment for medical services	-	41	-	-	-	-
3310 Repairs & maintenance	-	125	-	-	-	-
3320 Maintenance service contracts	-	765	-	-	-	1,750
3920 Misc contractual services	-	-	-	-	-	5,000
Subtotal	<u>-</u>	<u>931</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,750</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	14,656	16,470	12,889	15,254	15,254	13,310
4300 Central store	-	71	12	50	50	30
Subtotal	<u>14,656</u>	<u>16,541</u>	<u>12,901</u>	<u>15,304</u>	<u>15,304</u>	<u>13,340</u>
<b>Other Charges</b>						
5210 Postal/messenger service	56	28	138	60	60	75
5230 Telecommunications	1,263	1,320	1,211	1,350	1,350	150
5510 Personnel development	3,938	2,854	3,411	5,500	800	200
5520 Employee recognition program	1,059	956	137	1,000	1,000	500
5810 Dues & memberships	1,088	764	827	890	890	-
5820 Assoc/meeting support charges	520	637	894	500	500	-
5850 Mileage expenses	438	380	937	-	-	-
Subtotal	<u>8,362</u>	<u>6,939</u>	<u>7,555</u>	<u>9,300</u>	<u>4,600</u>	<u>925</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,075	1,391	1,211	1,200	1,200	1,200
6020 Food/food service supplies	595	310	193	150	150	100
6110 Uniforms & wearing apparel	-	-	-	-	4,700	-
6120 Books & subscriptions	173	1,066	262	250	250	250
6170 Computer mat/supplies	30	679	-	650	650	100
6171 Small equipment	-	-	242	-	-	-
Subtotal	<u>1,873</u>	<u>3,446</u>	<u>1,908</u>	<u>2,250</u>	<u>6,950</u>	<u>1,650</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of buildings	-	-	-	-	-	2,800
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,800</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	1,775	-	-	-	-
Subtotal	<u>-</u>	<u>1,775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Donations</b>						
9545 RSAF 911 - local match	-	-	1,516	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>1,516</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 197,666</u>	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 224,380</u>	<u>\$ 224,380</u>	<u>\$ 73,092</u>
Personnel	\$ 172,775	\$ 186,893	\$ 190,141	\$ 197,526	\$ 197,526	\$ 47,627
Non-personnel	24,891	29,632	23,880	26,854	26,854	25,465
	<u>\$ 197,666</u>	<u>\$ 216,525</u>	<u>\$ 214,021</u>	<u>\$ 224,380</u>	<u>\$ 224,380</u>	<u>\$ 73,092</u>
	-2.61%	9.54%	-1.16%	4.84%	4.84%	-67.42%

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

**Mission**

Provide the technology to support the efficient operation of County government and to make government information accessible to its citizens.

**Goals**

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

**Implementation Strategies**

- Continue to expand the use of document imaging to reap greater efficiencies.
- Reduce the number of servers and increase reliability by creating a virtual server environment and combining multiple server applications on a single piece of hardware.

**Budget Comments - FY2012**

For the third year there is no funding for step increases. New contracts were executed with Verizon to reduce the cost of telecommunications circuits connecting County campuses. Network analysis and monitoring software has been consolidated, reducing maintenance costs.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,089,096	\$ 1,174,268	\$ 1,247,757	\$ 1,260,109	\$ 1,260,109	\$ 1,245,833
Operating	344,766	399,953	313,991	490,624	465,780	425,319
Capital	<u>107,853</u>	<u>111,154</u>	<u>15,175</u>	<u>99,085</u>	<u>123,929</u>	<u>117,200</u>
Total Expenditures	<u>\$ 1,541,715</u>	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,849,818</u>	<u>\$ 1,849,818</u>	<u>\$ 1,788,352</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	13.00	13.50	13.50	13.50	13.50	13.50
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>15.00</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50121 Computer Support Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 96,169	\$ 100,900	\$ 102,719	\$ 102,979	\$ 102,979	\$ 102,979
1515 Professional & technical salaries	676,488	742,952	802,935	804,293	804,293	781,824
1516 Administrative & clerical salaries	33,502	36,570	37,718	37,743	37,743	37,743
1531 As required-professional/technical	26,396	22,040	26,306	23,000	23,000	23,000
1532 As required-administrative/clerical	8,482	11,257	8,163	-	-	-
1595 Overtime	2,198	1,342	2,020	2,000	2,000	2,000
1596 Holiday worked	-	-	15	-	-	-
1599 Other pay	684	572	697	700	700	900
1999-999-999-999 Chargeouts wages-grants	-	-	(7,834)	-	-	-
2100 FICA	62,477	68,214	73,152	74,260	74,260	72,556
2200 VRS	114,032	119,187	126,834	133,436	133,436	130,263
2300 Health care	60,609	63,962	70,042	78,579	78,579	91,985
2400 Group life insurance	8,059	7,272	5,589	3,119	3,119	2,583
2999-999-999-999 Chargeouts fringes-grants	-	-	(599)	-	-	-
Subtotal	<u>1,089,096</u>	<u>1,174,268</u>	<u>1,247,757</u>	<u>1,260,109</u>	<u>1,260,109</u>	<u>1,245,833</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	120,607	139,849	112,163	157,440	139,196	152,600
3320-003 INFOR workorder maint	-	9,203	-	19,500	12,900	7,720
3322 Network storage maintenance	10,424	-	-	28,000	28,000	28,000
3500 Printing & binding	-	51	-	-	-	-
3600 Advertising	197	-	-	-	459	-
3920 Misc contractual services	1,500	12,995	5,495	-	-	-
Subtotal	<u>132,728</u>	<u>162,098</u>	<u>117,658</u>	<u>204,940</u>	<u>180,555</u>	<u>188,320</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,165	3,506	4,037	4,298	4,298	4,115
4300 Central store	59	201	114	75	75	100
4500 Radio maintenance	5,860	5,330	-	-	-	-
4600 AS400 system	3,097	2,192	2,398	3,396	3,396	3,387
4700 Imaging system charges	-	-	-	-	-	367
Subtotal	<u>13,181</u>	<u>11,229</u>	<u>6,549</u>	<u>7,769</u>	<u>7,769</u>	<u>7,969</u>
<b>Other Charges</b>						
5210 Postal/messenger service	115	147	131	175	175	150
5230 Telecommunications	56,882	59,015	5,048	4,680	4,680	5,280
5233 Telecommunications-data lines	87,812	100,011	125,705	210,365	210,365	163,670
5510 Personnel development	7,620	14,344	11,152	11,000	10,541	11,000
5510-002 Network training	-	764	-	1,000	1,000	-
5810 Dues & memberships	315	-	15	-	-	-
5850 Mileage expenses	3,247	4,065	4,250	3,500	3,500	3,000
Subtotal	<u>155,991</u>	<u>178,346</u>	<u>146,301</u>	<u>230,720</u>	<u>230,261</u>	<u>183,100</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,267	2,340	1,442	2,200	2,200	2,200
6013 Data processing supplies	10,003	13,230	6,458	8,400	8,400	7,435
6020 Food & food service supplies	-	123	-	-	-	-
6070 Repairs & maintenance	1,476	-	-	-	-	-
6120 Books & subscriptions	439	5,846	463	1,300	1,300	1,000
6170 Computer mat/supplies	8,071	8,650	5,936	6,000	6,000	6,000
6172 Minor furnishings	602	1,075	200	400	400	400
Subtotal	<u>22,858</u>	<u>31,264</u>	<u>14,499</u>	<u>18,300</u>	<u>18,300</u>	<u>17,035</u>
<b>Leases &amp; Rentals</b>						
7102 Network storage lease	28,894	29,044	28,894	28,895	28,895	28,895
7105 General equipment rental	90	90	90	-	-	-
Subtotal	<u>28,984</u>	<u>29,134</u>	<u>28,984</u>	<u>28,895</u>	<u>28,895</u>	<u>28,895</u>
<b>Capital Outlay</b>						
8130 Communications equipment	-	1,652	-	-	-	-
8170 Data processing equipment	9,470	17,350	3,074	7,400	7,400	4,000
8170-003 Work order mgmt system	-	-	-	-	6,600	-
8710-002 Disk extender servers	10,186	-	-	-	-	-
8740 Geographic info system	12,837	27,355	-	30,000	30,000	30,000
8910 Computer network maint	44,778	64,797	5,812	51,685	69,929	68,200
8915 Network security enhancements	30,582	-	6,289	10,000	10,000	15,000
Subtotal	<u>107,853</u>	<u>111,154</u>	<u>15,175</u>	<u>99,085</u>	<u>123,929</u>	<u>117,200</u>
<b>Chargeouts</b>						
9350 Chargeout grants/other	(8,976)	(12,118)	-	-	-	-
Subtotal	<u>(8,976)</u>	<u>(12,118)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 1,541,715</u>	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,849,818</u>	<u>\$ 1,849,818</u>	<u>\$ 1,788,352</u>
Personnel	\$ 1,089,096	\$ 1,174,268	\$ 1,247,757	\$ 1,260,109	\$ 1,260,109	\$ 1,245,833
Non-personnel	452,619	511,107	329,166	589,709	589,709	542,519
	<u>\$ 1,541,715</u>	<u>\$ 1,685,375</u>	<u>\$ 1,576,923</u>	<u>\$ 1,849,818</u>	<u>\$ 1,849,818</u>	<u>\$ 1,788,352</u>
	19.41%	9.32%	-6.43%	17.31%	17.31%	-3.32%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 440,470	\$ 458,422	\$ 464,095	\$ 468,976	\$ 468,976	\$ 471,064
Operating	103,719	112,706	84,203	89,561	89,561	76,867
Capital	5,920	2,900	-	2,250	2,250	-
Total Expenditures	<u>\$ 550,109</u>	<u>\$ 574,028</u>	<u>\$ 548,298</u>	<u>\$ 560,787</u>	<u>\$ 560,787</u>	<u>\$ 547,931</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total FTE's	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50122 Human Resources</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ -	\$ -	\$ 139	\$ 139	\$ 150
1513 Middle management	89,400	95,372	97,772	98,032	98,032	98,292
1515 Professional & technical salaries	238,201	247,902	251,644	251,644	251,644	251,644
1522 Reg PT administrative/clerical	16,540	17,336	17,100	15,655	15,655	15,655
1595 Overtime	1,267	1,371	520	1,500	1,500	1,200
2100 FICA	25,446	27,078	27,428	28,073	28,073	28,071
2200 VRS	46,403	46,192	46,961	49,374	49,374	49,411
2300 Health care	19,934	20,352	20,600	23,405	23,405	25,661
2400 Group life insurance	3,279	2,819	2,070	1,154	1,154	980
Subtotal	<u>440,470</u>	<u>458,422</u>	<u>464,095</u>	<u>468,976</u>	<u>468,976</u>	<u>471,064</u>
<b>Contractual Services</b>						
3130 Management consulting services	156	-	1,710	-	-	-
3310 Repairs & maintenance	-	-	98	100	100	100
3320 Maintenance service contracts	5,672	6,081	15,532	12,900	12,900	15,500
3500 Printing & binding	1,208	2,801	-	1,000	1,000	550
3600 Advertising	32,957	39,521	16,722	20,000	20,000	12,000
3940 Board/commission services	75	75	-	100	100	-
Subtotal	<u>40,068</u>	<u>48,478</u>	<u>34,062</u>	<u>34,100</u>	<u>34,100</u>	<u>28,150</u>
<b>Internal Services</b>						
4300 Central store	106	41	96	100	100	100
4700 Imaging system charges	1,080	372	422	411	411	367
Subtotal	<u>1,186</u>	<u>413</u>	<u>518</u>	<u>511</u>	<u>511</u>	<u>467</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,968	1,704	712	1,900	1,900	1,500
5230 Telecommunications	709	956	990	1,200	1,200	1,200
5510 Personnel development	3,221	4,315	1,205	4,500	4,500	3,500
5512 Central personnel development	30,937	30,607	29,857	30,000	30,000	27,500
5516 Values Committee	17,995	18,353	9,949	10,000	10,000	8,000
5810 Dues & memberships	1,924	1,789	1,725	1,800	1,800	1,800
5850 Mileage expenses	479	345	193	600	600	300
Subtotal	<u>57,233</u>	<u>58,069</u>	<u>44,631</u>	<u>50,000</u>	<u>50,000</u>	<u>43,800</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,950	2,002	1,945	2,500	2,500	2,000
6120 Books & subscriptions	2,282	2,541	2,530	2,300	2,300	2,300
6170 Computer mat/supplies	-	103	22	150	150	150
6171 Small equipment	-	1,100	495	-	-	-
Subtotal	<u>5,232</u>	<u>5,746</u>	<u>4,992</u>	<u>4,950</u>	<u>4,950</u>	<u>4,450</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	2,960	2,900	-	2,250	2,250	-
8170-002 Data process equip-Values Comm	2,960	-	-	-	-	-
Subtotal	<u>5,920</u>	<u>2,900</u>	<u>-</u>	<u>2,250</u>	<u>2,250</u>	<u>-</u>
Activity Total	\$ 550,109	\$ 574,028	\$ 548,298	\$ 560,787	\$ 560,787	\$ 547,931
Personnel	\$ 440,470	\$ 458,422	\$ 464,095	\$ 468,976	\$ 468,976	\$ 471,064
Non-personnel	109,639	115,606	84,203	91,811	91,811	76,867
	<u>\$ 550,109</u>	<u>\$ 574,028</u>	<u>\$ 548,298</u>	<u>\$ 560,787</u>	<u>\$ 560,787</u>	<u>\$ 547,931</u>
	2.81%	4.35%	-4.48%	2.28%	2.28%	-2.29%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

- Prepare the annual operating budget within the guidelines adopted by the Board of Supervisors and to qualify for a Distinguished Budget Presentation Award given by the Government Finance Officers Association.
- Prepare the County's Comprehensive Annual Financial Report (CAFR) to meet the requirements to qualify for a Certificate of Achievement for Excellence in Financial Reporting given by the Government Finance Officers Association.
- Continue to implement new standards issued by the Government Accounting Standards Board to be in conformity with accounting principles generally accepted in the United States of America and to enhance the understandability and usefulness of the County's financial reports.
- Maintain County capital asset records, including equipment, buildings, land, improvements and infrastructure. Develop procedures for additions, deletions and transfers of assets; calculate valuation and depreciation and reconcile capital asset records and schedules. Perform physical inventories of assets.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Funding has been provided for maintenance on a printer that will be out of the warranty period. Funding decreases are reflected in personnel development and office supplies. The decrease in capital is attributable to no routine computer replacements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 322,525	\$ 374,175	\$ 390,038	\$ 412,567	\$ 412,567	\$ 416,093
Operating	15,392	15,146	15,660	18,603	18,603	16,889
Capital	9,344	3,302	-	1,800	1,800	-
Total Expenditures	<u>\$ 347,261</u>	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 432,970</u>	<u>\$ 432,970</u>	<u>\$ 432,982</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	4.00	4.00	4.00	4.00	4.00
Total FTE's	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50124 Budget &amp; Financial Reporting</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 84,982	\$ 90,678	\$ 93,114	\$ 93,374	\$ 93,374	\$ 93,634
1515 Professional & technical salaries	148,564	190,705	201,126	212,093	212,093	212,093
1521 Reg PT professional/technical	8,604	-	-	-	-	-
1595 Overtime	1,150	113	399	500	500	-
2100 FICA	17,803	20,503	21,442	23,406	23,406	23,388
2200 VRS	33,149	37,911	39,606	43,132	43,132	43,169
2300 Health care	25,930	31,952	32,626	39,054	39,054	42,953
2400 Group life insurance	2,343	2,313	1,725	1,008	1,008	856
Subtotal	<u>322,525</u>	<u>374,175</u>	<u>390,038</u>	<u>412,567</u>	<u>412,567</u>	<u>416,093</u>
<b>Contractual Services</b>						
3130 Management consulting services	1,075	1,100	1,130	1,200	1,200	1,200
3320 Maintenance service contracts	31	25	39	75	75	950
3500 Printing & binding	2,624	4,198	44	200	200	50
Subtotal	<u>3,730</u>	<u>5,323</u>	<u>1,213</u>	<u>1,475</u>	<u>1,475</u>	<u>2,200</u>
<b>Internal Services</b>						
4300 Central store	24	30	12	50	50	50
4600 AS400 system	3,097	2,191	2,398	3,396	3,396	3,388
4700 Imaging system charges	1,080	1,116	1,266	1,232	1,232	1,101
Subtotal	<u>4,201</u>	<u>3,337</u>	<u>3,676</u>	<u>4,678</u>	<u>4,678</u>	<u>4,539</u>
<b>Other Charges</b>						
5210 Postal/messenger service	224	154	146	175	175	150
5230 Telecommunications	598	967	946	1,200	1,200	1,050
5510 Personnel development	4,092	2,066	2,660	3,200	3,200	2,200
5810 Dues & memberships	509	594	597	625	625	500
5850 Mileage expense	50	28	-	-	-	-
Subtotal	<u>5,473</u>	<u>3,809</u>	<u>4,349</u>	<u>5,200</u>	<u>5,200</u>	<u>3,900</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,051	2,013	1,295	2,100	2,100	1,400
6015 Bud & Fin Reporting supplies	-	-	4,329	4,600	4,600	4,450
6020 Food & food service supplies	99	73	39	-	-	-
6120 Books & subscriptions	649	377	68	300	300	200
6170 Computer mat/supplies	126	77	691	250	250	200
6171 Small equipment	63	137	-	-	-	-
Subtotal	<u>1,988</u>	<u>2,677</u>	<u>6,422</u>	<u>7,250</u>	<u>7,250</u>	<u>6,250</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	9,344	3,302	-	1,800	1,800	-
Subtotal	<u>9,344</u>	<u>3,302</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>-</u>
Activity Total	<u>\$ 347,261</u>	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 432,970</u>	<u>\$ 432,970</u>	<u>\$ 432,982</u>
Personnel	\$ 322,525	\$ 374,175	\$ 390,038	\$ 412,567	\$ 412,567	\$ 416,093
Non-personnel	24,736	18,448	15,660	20,403	20,403	16,889
	<u>\$ 347,261</u>	<u>\$ 392,623</u>	<u>\$ 405,698</u>	<u>\$ 432,970</u>	<u>\$ 432,970</u>	<u>\$ 432,982</u>
	15.65%	13.06%	3.33%	6.72%	6.72%	0.00%

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

**Mission**

Support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, billing of charges for utility and other services, mail services, grants financial management, and management of insurance issues and risk.

**Goals**

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

**Implementation Strategies**

- To expand the use of direct deposit by vendors.
- To improve efficiency of invoice entry in accounts payable by using electronic uploads.
- To introduce electronic W2's and allow employees to opt out of receiving printed ones.
- To expand departmental compliance with the County's AD on grants management.
- To use our safety program to establish departmental awareness of and responsibility for injury and accident costs and consequences.
- To refine methods for obtaining documentation needed to file claims with FEMA; establish a written policy on recovering costs related to disasters; provide disaster cost recovery training to all employees.
- To expand web/on-line services for utility billing customers.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. There is no funding provided for a vacant .50 Senior Mail Distribution Clerk.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 619,105	\$ 611,148	\$ 627,986	\$ 656,974	\$ 656,974	\$ 641,174
Operating	47,189	42,207	34,882	49,750	51,750	49,126
Capital	7,535	8,337	-	6,000	6,000	5,000
Total Expenditures	<u>\$ 673,829</u>	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 712,724</u>	<u>\$ 714,724</u>	<u>\$ 695,300</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Total FTE's	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50125 Fiscal Accounting Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 84,356	\$ 89,255	\$ 91,338	\$ 91,598	\$ 91,598	\$ 92,118
1515 Professional & technical salaries	352,181	353,922	362,772	372,832	372,832	368,530
1516 Administrative & clerical salaries	25,560	23,932	24,124	24,124	24,124	-
1522 Reg PT administrative/clerical	-	9,232	10,779	10,912	10,912	22,812
1531 As required-professional/technical	2,175	-	-	5,500	5,500	5,500
1532 As required-administrative/clerical	18,522	3,272	-	-	-	-
1595 Overtime	2,206	574	24	1,500	1,500	1,500
2100 FICA	36,359	35,977	36,430	38,745	38,745	37,520
2200 VRS	65,029	63,031	65,097	68,984	68,984	65,043
2300 Health care	28,121	28,107	34,530	41,167	41,167	46,861
2400 Group life insurance	4,596	3,846	2,892	1,612	1,612	1,290
Subtotal	<u>619,105</u>	<u>611,148</u>	<u>627,986</u>	<u>656,974</u>	<u>656,974</u>	<u>641,174</u>
<b>Contractual Services</b>						
3132 Data processing fees	-	5,000	-	3,600	3,600	3,600
3320 Maintenance service contracts	2,142	2,032	2,490	2,960	2,960	3,555
3500 Printing & binding	44	87	-	100	100	100
Subtotal	<u>2,186</u>	<u>7,119</u>	<u>2,490</u>	<u>6,660</u>	<u>6,660</u>	<u>7,255</u>
<b>Internal Services</b>						
4300 Central store	12	72	24	100	100	100
4600 AS400 system	18,584	13,149	14,386	20,376	20,376	20,325
4700 Imaging system charges	2,160	2,232	2,533	2,464	2,464	2,201
Subtotal	<u>20,756</u>	<u>15,453</u>	<u>16,943</u>	<u>22,940</u>	<u>22,940</u>	<u>22,626</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,663	3,564	3,481	3,900	3,900	4,000
5230 Telecommunications	207	160	91	150	150	150
5510 Personnel development	10,338	4,895	6,475	6,000	6,000	6,250
5810 Dues & memberships	1,489	1,125	1,210	1,600	1,600	1,545
5850 Mileage expenses	151	14	12	100	100	50
Subtotal	<u>15,848</u>	<u>9,758</u>	<u>11,269</u>	<u>11,750</u>	<u>11,750</u>	<u>11,995</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	5,618	3,876	2,777	5,600	5,600	5,000
6120 Books & subscriptions	1,948	1,880	1,369	2,000	2,000	1,450
6140 Other operating supplies	16	-	34	-	-	-
6170 Computer mat/supplies	467	769	-	800	800	800
6171 Small equipment	350	-	-	-	-	-
6172 Minor furnishings	-	3,352	-	-	-	-
Subtotal	<u>8,399</u>	<u>9,877</u>	<u>4,180</u>	<u>8,400</u>	<u>8,400</u>	<u>7,250</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	2,715	-	-	-	-	-
8170 Data processing equipment	4,820	8,337	-	6,000	6,000	5,000
Subtotal	<u>7,535</u>	<u>8,337</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>5,000</u>
<b>Grants &amp; Donations</b>						
9270 VML Risk Management	-	-	-	-	2,000	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>-</u>
Activity Total	<u>\$ 673,829</u>	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 712,724</u>	<u>\$ 714,724</u>	<u>\$ 695,300</u>
Personnel	\$ 619,105	\$ 611,148	\$ 627,986	\$ 656,974	\$ 656,974	\$ 641,174
Non-personnel	54,724	50,544	34,882	55,750	57,750	54,126
	<u>\$ 673,829</u>	<u>\$ 661,692</u>	<u>\$ 662,868</u>	<u>\$ 712,724</u>	<u>\$ 714,724</u>	<u>\$ 695,300</u>
	2.01%	-1.80%	0.18%	7.52%	7.82%	-2.44%

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

**Mission**

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

**Goals**

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

**Implementation Strategies**

- Continue implementation of Electronic Commerce approach to procurement functions both externally and internally. Evaluate BAI platform for purchase requisitions.
- Develop database access on County intranet for bid-list, Local Vendor bid-list, Bid Library, Contracts, etc.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an "as needed" basis for surplus property.
- Regular requisitions are to be processed as follows: Under \$1,500, Same day; \$1,500 - \$5,000, 10 days; \$5,000 - \$15,000 25 days; \$15,000 - \$30,000, 45 days; Over \$30,000, 60 days.
- Continue "Outreach" efforts to local vendor community and Disadvantaged and Minority Business Enterprises (DMBE) in accordance with the Governor's Executive Order.
- Continue archiving the files associated with purchasing transactions through electronic storage medium (now imaging purchase orders, requisitions, and formal bids) and to develop electronic medium as the preferred method of "filing" (i.e. retraining staff to begin thinking in terms of eliminating physical files).

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Funding is reduced for personnel development and capital funding reflects the routine replacement of two computers and a laptop.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 339,331	\$ 364,234	\$ 368,137	\$ 376,609	\$ 376,609	\$ 376,724
Operating	18,806	16,933	16,289	16,442	16,442	11,431
Capital	2,714	3,327	2,119	1,800	1,800	4,800
Total Expenditures	<u>\$ 360,851</u>	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 394,851</u>	<u>\$ 394,851</u>	<u>\$ 392,955</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50129 Central Purchasing</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 81,852	\$ 85,146	\$ 86,198	\$ 86,458	\$ 86,458	\$ 86,458
1515 Professional & technical salaries	131,360	149,569	153,090	153,113	153,113	153,113
1516 Administrative & clerical salaries	33,550	37,499	38,694	38,774	38,774	38,774
1532 As required administrative/clerical	10,162	661	-	2,000	2,000	-
1595 Overtime	3,221	2,894	965	1,000	1,000	200
2100 FICA	19,512	20,431	20,672	21,523	21,523	21,309
2200 VRS	34,611	36,650	37,366	39,302	39,302	39,302
2300 Health care	22,617	29,148	29,505	33,520	33,520	36,789
2400 Group life insurance	2,446	2,236	1,647	919	919	779
Subtotal	<u>339,331</u>	<u>364,234</u>	<u>368,137</u>	<u>376,609</u>	<u>376,609</u>	<u>376,724</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	71	-	-	150	150	-
3320 Maintenance service contracts	385	700	1,009	400	400	600
3500 Printing & binding	650	1,763	2,364	1,000	1,000	1,300
3600 Advertising	524	323	-	200	200	200
3920 Misc contractual services	267	-	-	300	300	-
3922 Credit card fees	593	185	436	250	250	500
Subtotal	<u>2,490</u>	<u>2,971</u>	<u>3,809</u>	<u>2,300</u>	<u>2,300</u>	<u>2,600</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	178	167	-	-	-	-
4211 Misc vehicle maintenance charges	-	25	-	-	-	-
4300 Central store	55	20	20	60	60	50
4700 Imaging system changes	1,080	1,116	1,266	1,232	1,232	1,101
Subtotal	<u>1,313</u>	<u>1,328</u>	<u>1,286</u>	<u>1,292</u>	<u>1,292</u>	<u>1,151</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,745	1,751	2,036	1,800	1,800	2,000
5230 Telecommunications	1,805	1,659	1,712	1,800	1,800	1,420
5510 Personnel development	5,036	5,165	3,805	5,000	5,000	1,000
5810 Dues & memberships	605	655	605	800	800	660
5850 Mileage expense	582	775	445	500	500	-
Subtotal	<u>9,773</u>	<u>10,005</u>	<u>8,603</u>	<u>9,900</u>	<u>9,900</u>	<u>5,080</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,167	1,737	2,156	1,750	1,750	1,750
6110 Uniforms & wearing apparel	-	135	-	-	-	-
6120 Books & subscriptions	156	159	70	200	200	150
6170 Computer mat/supplies	1,327	111	240	1,000	1,000	700
6171 Small equipment	-	487	-	-	-	-
6172 Small furnishings	580	-	-	-	-	-
Subtotal	<u>5,230</u>	<u>2,629</u>	<u>2,466</u>	<u>2,950</u>	<u>2,950</u>	<u>2,600</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	-	-	125	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>125</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery & equipment	-	1,578	-	-	-	-
8170 Data processing equipment	2,714	1,749	2,119	1,800	1,800	4,800
Subtotal	<u>2,714</u>	<u>3,327</u>	<u>2,119</u>	<u>1,800</u>	<u>1,800</u>	<u>4,800</u>
Activity Total	<u>\$ 360,851</u>	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 394,851</u>	<u>\$ 394,851</u>	<u>\$ 392,955</u>
Personnel	\$ 339,331	\$ 364,234	\$ 368,137	\$ 376,609	\$ 376,609	\$ 376,724
Non-personnel	21,520	20,260	18,408	18,242	18,242	16,231
	<u>\$ 360,851</u>	<u>\$ 384,494</u>	<u>\$ 386,545</u>	<u>\$ 394,851</u>	<u>\$ 394,851</u>	<u>\$ 392,955</u>
	-6.85%	6.55%	0.53%	2.15%	2.15%	-0.48%

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

**Mission**

Accumulates the costs relating to shared services within the County and maintains the funding for the Cooperative Education (COE) program.

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

Funding for the COE program was reduced based on trends and certain maintenance contracts were shifted to FMS Administration.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 44,651	\$ 34,457	\$ 41,180	\$ 64,590	\$ 64,590	\$ 53,825
Operating	163,084	96,378	109,234	138,150	138,150	110,720
Capital	53,331	62,731	-	43,047	43,047	20,000
Total Expenditures	<u>\$ 261,066</u>	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 245,787</u>	<u>\$ 245,787</u>	<u>\$ 184,545</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50141 Central Administrative Services</b>						
<b>Personnel Services</b>						
1532 As required-administrative/clerical	\$ 41,458	\$ 32,003	\$ 38,251	\$ 60,000	\$ 60,000	\$ 50,000
1595 Overtime	20	5	3	-	-	-
2100 FICA	3,173	2,449	2,926	4,590	4,590	3,825
Subtotal	<u>44,651</u>	<u>34,457</u>	<u>41,180</u>	<u>64,590</u>	<u>64,590</u>	<u>53,825</u>
<b>Contractual Services</b>						
3110 Payment for medical services	350	192	263	-	-	-
3121 Cost allocation plan	6,000	6,250	6,500	6,500	6,500	6,825
3125 Actuarial svcs-OPEB	-	12,000	13,200	14,520	14,520	13,900
3141 Surveying services	-	-	7,725	16,200	16,200	10,000
3320 Maintenance service contracts	1,532	1,340	1,517	6,700	6,700	-
3320-003 INFOR workorder maint	-	-	12,397	-	-	-
3321 Maintenance svc conts-AS400/IBM	30,719	33,678	36,183	37,650	37,650	38,550
3322 Maintenance svc conts-Imaging	24,915	26,510	26,688	24,715	24,715	22,530
3323 Maintenance svc conts-Kronos	29,667	35,531	37,058	43,900	43,900	46,750
3600 Advertising	-	-	634	300	300	300
3920 Misc contractual services	96,101	5,394	4,301	5,000	5,000	-
Subtotal	<u>189,284</u>	<u>120,895</u>	<u>146,466</u>	<u>155,485</u>	<u>155,485</u>	<u>138,855</u>
<b>Other Charges</b>						
5210 Postage/messenger service	64,155	56,285	56,215	75,000	75,000	80,000
5230 Telecommunications-Kronos	6,974	-	-	-	-	-
5855 Moving expenses	-	1,500	-	-	-	-
Subtotal	<u>71,129</u>	<u>57,785</u>	<u>56,215</u>	<u>75,000</u>	<u>75,000</u>	<u>80,000</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	7,470	6,439	6,151	10,000	10,000	6,000
6012 Audio visual material & supplies	-	-	1,046	-	-	-
6013 AS400 computer supplies	13,488	10,153	11,772	10,270	10,270	9,200
6015 Kronos supplies	28	1,679	121	200	200	500
6070 Repair & maintenance supplies	-	3,745	-	-	-	-
6170 Computer supplies	3,620	592	-	-	-	-
6171 Small equipment	429	826	-	-	-	-
6172 Minor furnishings	1,899	-	-	-	-	-
6500 Miscellaneous	-	-	-	20,000	20,000	14,865
Subtotal	<u>26,934</u>	<u>23,434</u>	<u>19,090</u>	<u>40,470</u>	<u>40,470</u>	<u>30,565</u>
<b>Leases &amp; Rentals</b>						
7105-002 Postage machine lease	11,949	11,949	11,949	11,880	11,880	11,880
7500 Operating leases-storage	5,496	5,904	5,127	4,950	4,950	2,700
Subtotal	<u>17,445</u>	<u>17,853</u>	<u>17,076</u>	<u>16,830</u>	<u>16,830</u>	<u>14,580</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	100	4,937	-	-	-	-
8110-001 Imaging system	4,314	-	-	15,000	15,000	10,000
8120 Furniture/fixtures	1,564	-	-	-	-	-
8170 AS400 DP equipment	3,364	-	-	-	-	-
8170-001 Kronos software	-	-	-	2,500	2,500	-
8170-003 Laptop replace & LCD projector	-	2,989	-	-	-	-
8170-006 Goodwin GIS server	-	-	-	5,547	5,547	-
8170-009 Kronos hardware	24,094	50,685	-	-	-	-
8170-010 Printers	2,845	-	-	-	-	-
8170-011 Conference room white board	-	4,120	-	-	-	-
8201 AS400 enhancements	17,050	-	-	20,000	20,000	10,000
Subtotal	<u>53,331</u>	<u>62,731</u>	<u>-</u>	<u>43,047</u>	<u>43,047</u>	<u>20,000</u>
<b>Chargeouts</b>						
9315 Postage chargeouts	(53,171)	(51,142)	(52,301)	(52,000)	(52,000)	(60,000)
9325 Central store chargeouts	(2,790)	(3,114)	(2,670)	(5,000)	(5,000)	(3,000)
9330 AS400 chargeout	(61,947)	(43,831)	(47,954)	(67,920)	(67,920)	(67,750)
9335 Imaging chargeout	(23,800)	(25,502)	(26,688)	(24,715)	(24,715)	(22,530)
Subtotal	<u>(141,708)</u>	<u>(123,589)</u>	<u>(129,613)</u>	<u>(149,635)</u>	<u>(149,635)</u>	<u>(153,280)</u>
Activity Total	<u>\$ 261,066</u>	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 245,787</u>	<u>\$ 245,787</u>	<u>\$ 184,545</u>
Personnel	\$ 44,651	\$ 34,457	\$ 41,180	\$ 64,590	\$ 64,590	\$ 53,825
Non-personnel	216,415	159,109	109,234	181,197	181,197	130,720
	<u>\$ 261,066</u>	<u>\$ 193,566</u>	<u>\$ 150,414</u>	<u>\$ 245,787</u>	<u>\$ 245,787</u>	<u>\$ 184,545</u>
	70.61%	-25.86%	-22.29%	63.41%	63.41%	-24.92%

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

**Mission**

Provides management of the property, casualty, liability, and workers' compensation insurance programs for General County and Public Safety operations.

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

Funding reflects premium decreases based on declining property values and a 2% reduction for workers' compensation.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures</u></b>						
Operating	\$ 379,353	\$ 369,574	\$ 358,980	\$ 408,568	\$ 408,568	\$ 392,640
Total Expenditures	\$ 379,353	\$ 369,574	\$ 358,980	\$ 408,568	\$ 408,568	\$ 392,640

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50146 Central Insurance</b>						
<b>Contractual Services</b>						
3130 Management consulting services	\$ 9,600	\$ 9,600	\$ 9,200	\$ 9,600	\$ 9,600	\$ 9,600
Subtotal	<u>9,600</u>	<u>9,600</u>	<u>9,200</u>	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>
<b>Other Charges</b>						
5310 Property insurance	141,850	147,090	133,696	159,668	152,193	148,960
5315 Prop/gen liab ins-fire	17,343	17,364	17,442	18,300	18,300	17,500
5360 Workers' compensation premiums	210,560	195,520	195,520	221,000	221,000	216,580
5361 Safety initiatives	-	-	302	-	7,475	-
Subtotal	<u>369,753</u>	<u>359,974</u>	<u>346,960</u>	<u>398,968</u>	<u>398,968</u>	<u>383,040</u>
<b>Materials &amp; Supplies</b>						
6042 Wellness kits	-	-	2,820	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>2,820</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 379,353</u>	<u>\$ 369,574</u>	<u>\$ 358,980</u>	<u>\$ 408,568</u>	<u>\$ 408,568</u>	<u>\$ 392,640</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>379,353</u>	<u>369,574</u>	<u>358,980</u>	<u>408,568</u>	<u>408,568</u>	<u>392,640</u>
	<u>\$ 379,353</u>	<u>\$ 369,574</u>	<u>\$ 358,980</u>	<u>\$ 408,568</u>	<u>\$ 408,568</u>	<u>\$ 392,640</u>
	25.95%	-2.58%	-2.87%	13.81%	13.81%	-3.90%

This page intentionally left blank.

## Commissioner of the Revenue Treasurer

The Commissioner of the Revenue is responsible for accurately identifying & assessing all sources of revenue to which the County is entitled by law, which is the basis for the Treasurer's tax bill mailings. The Treasurer is responsible for collecting, depositing, and investing all of the County's local, state and federal revenue. Also, the Treasurer collects and remits revenue to the Commonwealth of Virginia for Estimated State Tax, State Income Tax and other fees. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 1,230,734	\$ 1,240,392	\$ 1,275,532	\$ 1,456,339	\$ 1,456,339	\$ 1,457,769	76.32%
Charges for Services	115,069	150,741	140,379	106,500	106,500	130,000	6.81%
Permits, Fees, Fines	-	16,450	1,923	-	-	-	0.00%
State Compensation Board	410,361	399,592	361,388	322,973	322,973	322,280	16.87%
<b>Total Funding Sources</b>	<b>\$ 1,756,164</b>	<b>\$ 1,807,175</b>	<b>\$ 1,779,222</b>	<b>\$ 1,885,812</b>	<b>\$ 1,885,812</b>	<b>\$ 1,910,049</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Commissioner of the Revenue	\$ 951,166	\$ 1,000,639	\$ 987,247	\$ 1,032,167	\$ 1,032,167	\$ 1,020,493	-1.13%
Treasurer	804,998	806,536	791,975	853,645	853,645	889,556	4.21%
<b>Total Expenditures</b>	<b>\$ 1,756,164</b>	<b>\$ 1,807,175</b>	<b>\$ 1,779,222</b>	<b>\$ 1,885,812</b>	<b>\$ 1,885,812</b>	<b>\$ 1,910,049</b>	<b>1.29%</b>

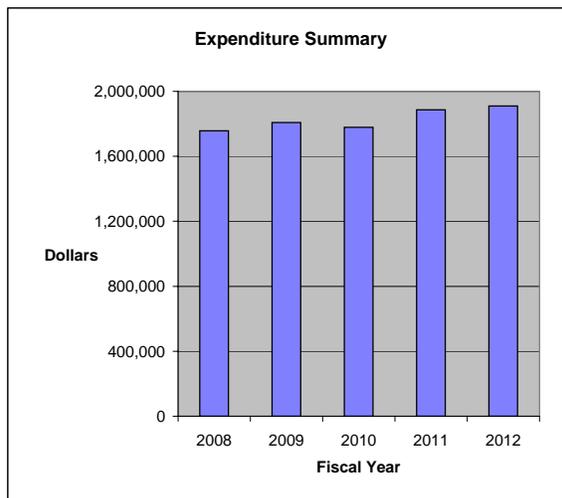
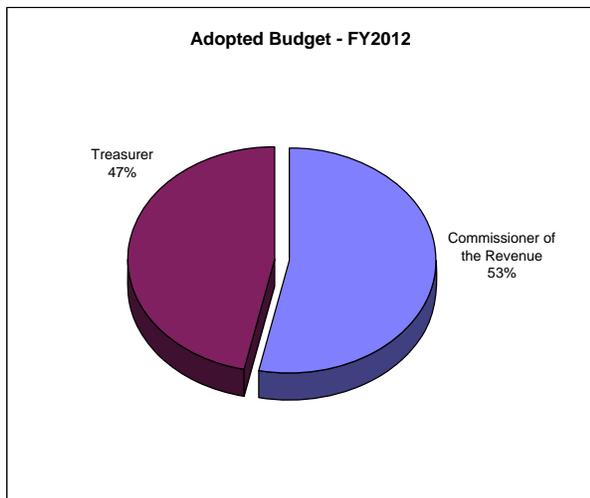
<b>Expenditure By Category</b>							
Personnel	\$ 1,473,491	\$ 1,543,602	\$ 1,555,468	\$ 1,622,331	\$ 1,622,331	\$ 1,623,525	0.07%
Operating	270,793	253,046	217,149	246,016	246,016	281,724	14.51%
Capital	11,880	10,527	6,605	17,465	17,465	4,800	-72.52%
<b>Total Expenditures</b>	<b>\$ 1,756,164</b>	<b>\$ 1,807,175</b>	<b>\$ 1,779,222</b>	<b>\$ 1,885,812</b>	<b>\$ 1,885,812</b>	<b>\$ 1,910,049</b>	<b>1.29%</b>

<b>FTE's</b>						
Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	11.00	11.00	11.00	11.00	11.00	11.00
Admin/Clerical	15.50	16.25	16.25	16.25	16.25	16.25
<b>Total FTE's</b>	<b>28.50</b>	<b>29.25</b>	<b>29.25</b>	<b>29.25</b>	<b>29.25</b>	<b>29.25</b>

### Key Service Indicators

Personal property, real estate, business license & excise tax assessments*	120,599	122,644	122,066	124,000	124,000	126,000
Vehicle registration fees assessed*	72,397	74,433	76,521	78,000	78,000	79,500
Tax relief for elderly and/or disabled applications*	715	735	755	775	775	800
Tax bills processed	139,648	140,137	151,090	151,100	151,100	151,100
Vehicle registrations processed	67,157	62,638	65,566	65,600	65,600	65,600
Dog tags issued	3,903	6,209	7,929	8,000	8,000	8,000
Utility payments processed	119,752	122,544	123,737	123,750	123,750	123,750
Delinquent notices processed	17,902	18,951	22,757	23,000	23,000	23,000

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



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

**Mission**

Accurately identify and assess all sources of revenue to which the County is entitled by law, and to provide friendly, equitable, and efficient service to taxpayers.

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Reductions are programmed for printing & binding, advertising, vehicle maintenance, postage, personnel development, office supplies. The decrease in capital is due to the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 840,561	\$ 889,145	\$ 905,028	\$ 931,589	\$ 931,589	\$ 938,805
Operating	103,225	103,967	82,219	90,613	90,613	76,888
Capital	7,380	7,527	-	9,965	9,965	4,800
Total Expenditures	<u>\$ 951,166</u>	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,032,167</u>	<u>\$ 1,032,167</u>	<u>\$ 1,020,493</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.00	7.00	7.00	7.00	7.00	7.00
Admin/Clerical	<u>8.50</u>	<u>9.25</u>	<u>9.25</u>	<u>9.25</u>	<u>9.25</u>	<u>9.25</u>
Total FTE's	<u>16.50</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50126 Commissioner of the Revenue</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 85,990	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478
1515 Professional & technical salaries	275,835	301,656	323,349	323,349	323,349	323,349
1516 Administrative & clerical salaries	207,052	215,706	217,109	217,109	217,109	217,109
1522 Reg PT administrative/clerical	16,073	36,208	30,845	37,102	37,102	37,102
1532 As required-administrative/clerical	49,766	40,594	34,084	40,000	40,000	35,000
1595 Overtime	2,683	3,103	313	500	500	200
2100 FICA	46,861	50,563	51,056	53,974	53,974	53,568
2200 VRS	80,530	82,028	84,395	88,665	88,665	88,665
2300 Health care	70,080	66,804	72,678	81,877	81,877	94,576
2400 Group life insurance	5,691	5,005	3,721	1,535	1,535	1,758
Subtotal	<u>840,561</u>	<u>889,145</u>	<u>905,028</u>	<u>931,589</u>	<u>931,589</u>	<u>938,805</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,902	4,995	5,051	5,300	5,300	5,300
3310 Repairs & maintenance	-	71	185	100	100	-
3320 Maintenance service contracts	4,166	4,742	3,237	3,240	3,240	285
3320-003 BAI maintenance	-	900	945	1,000	1,000	650
3500 Printing & binding	6,444	10,492	9,008	10,500	10,500	8,050
3600 Advertising	1,669	2,649	1,503	1,900	1,900	800
3920 Misc contractual services	-	-	1,600	1,605	1,605	1,040
Subtotal	<u>17,181</u>	<u>23,849</u>	<u>21,529</u>	<u>23,645</u>	<u>23,645</u>	<u>16,125</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	1,712	1,973	1,557	2,900	2,900	2,000
4211 Misc vehicle maintenance charges	60	68	-	100	100	-
4300 Central store	-	83	59	100	100	75
4600 AS400 system	18,584	13,149	14,386	20,376	20,376	20,325
4700 Imaging system charges	5,755	4,465	5,066	4,927	4,927	7,193
Subtotal	<u>26,111</u>	<u>19,738</u>	<u>21,068</u>	<u>28,403</u>	<u>28,403</u>	<u>29,593</u>
<b>Other Charges</b>						
5210 Postal/messenger service	30,694	31,616	17,497	17,010	17,010	15,000
5230 Telecommunications	1,825	1,917	1,786	1,900	1,900	1,630
5510 Personnel development	5,969	4,825	4,218	4,000	4,000	2,000
5520 Employee recognition program	394	378	395	500	500	400
5810 Dues & memberships	1,495	1,485	1,235	1,300	1,300	1,000
5850 Mileage expenses	470	366	99	200	200	-
Subtotal	<u>40,847</u>	<u>40,587</u>	<u>25,230</u>	<u>24,910</u>	<u>24,910</u>	<u>20,030</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	7,456	7,109	6,247	7,500	7,500	6,300
6120 Books & subscriptions	3,996	4,090	2,042	1,875	1,875	1,660
6170 Computer mat/supplies	655	795	1,186	1,000	1,000	1,200
6171 Small equipment	384	793	248	800	800	-
6172 Minor furnishings	-	590	-	500	500	-
Subtotal	<u>12,491</u>	<u>13,377</u>	<u>9,723</u>	<u>11,675</u>	<u>11,675</u>	<u>9,160</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	179	-	-	-	-	-
7100-001 Operating leases of equipment	2,763	2,763	2,689	-	-	-
7100-002 Operating leases of equip-copier	2,148	2,148	1,980	1,980	1,980	1,980
7100-003 Operating leases of equip-state	1,505	1,505	-	-	-	-
Subtotal	<u>6,595</u>	<u>6,416</u>	<u>4,669</u>	<u>1,980</u>	<u>1,980</u>	<u>1,980</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	7,380	7,527	-	9,965	9,965	4,800
Subtotal	<u>7,380</u>	<u>7,527</u>	<u>-</u>	<u>9,965</u>	<u>9,965</u>	<u>4,800</u>
Activity Total	<u>\$ 951,166</u>	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,032,167</u>	<u>\$ 1,032,167</u>	<u>\$ 1,020,493</u>
Personnel	\$ 840,561	\$ 889,145	\$ 905,028	\$ 931,589	\$ 931,589	\$ 938,805
Non-personnel	110,605	111,494	82,219	100,578	100,578	81,688
	<u>\$ 951,166</u>	<u>\$ 1,000,639</u>	<u>\$ 987,247</u>	<u>\$ 1,032,167</u>	<u>\$ 1,032,167</u>	<u>\$ 1,020,493</u>
	8.97%	5.20%	-1.34%	4.55%	4.55%	-1.13%

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

**Mission**

Dedicated to serving the citizens of York County, being sensitive to their needs, and maintaining a commitment to provide professional, courteous service that exceeds their expectations.

**Goals**

- Collect and properly account for all federal, state and local revenue due to the County.
- Exercise timely and effective collection measures to achieve maximum payment percentages.
- Maintain prudent cash management and investment practices.
- Develop and implement additional e-government services.
- Communicate effectively with other county departments and agencies.
- Provide services for Administration (auditing, delinquent collection, investment, preparing and making deposits, pro-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 citizens and other departments; and provides support for delinquent collections).

**Implementation Strategies**

- Implement BAI enhanced services: Collection Module; Set - Off Debt Module; ACH Prepayment Module.
- Actively market established eGovernment options: Smart Pay Program for utility payments; eBill Program for personal property and real estate taxes.
- Continue to evaluate services and office processes.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Reductions are programmed for maintenance service contracts and office supplies. The decrease in capital is attributable to no routine computer replacements. Bank service charges are programmed, which were historically offset with interest income.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 632,930	\$ 654,457	\$ 650,440	\$ 690,742	\$ 690,742	\$ 684,720
Operating	167,568	149,079	134,930	155,403	155,403	204,836
Capital	<u>4,500</u>	<u>3,000</u>	<u>6,605</u>	<u>7,500</u>	<u>7,500</u>	<u>-</u>
Total Expenditures	<u>\$ 804,998</u>	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 853,645</u>	<u>\$ 853,645</u>	<u>\$ 889,556</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total FTE's	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50127 Treasurer</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 85,990	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478	\$ 87,478
1515 Professional & technical salaries	181,199	184,845	190,786	190,786	190,786	190,786
1516 Administrative & clerical salaries	192,550	211,202	198,869	217,770	217,770	206,161
1532 As required-administrative/clerical	8,247	1,140	4,400	8,000	8,000	8,000
1595 Overtime	6,202	4,344	4,148	4,000	4,000	4,000
2100 FICA	35,371	36,261	35,983	38,865	38,865	37,977
2200 VRS	65,037	65,055	64,974	70,040	70,040	68,401
2300 Health care	53,702	60,162	60,908	72,590	72,590	80,561
2400 Group life insurance	4,632	3,970	2,894	1,213	1,213	1,356
Subtotal	<u>632,930</u>	<u>654,457</u>	<u>650,440</u>	<u>690,742</u>	<u>690,742</u>	<u>684,720</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,093	2,940	2,600	3,000	3,000	2,600
3151 Collection services	77	1,330	2,184	6,000	6,000	6,000
3310 Repairs & maintenance	-	230	-	200	200	200
3320 Maintenance service contracts	14,867	17,052	13,004	13,145	13,145	9,260
3320-003 BAI maintenance	-	2,900	3,045	2,900	2,900	2,750
3500 Printing & binding	1,670	2,520	1,443	2,000	2,000	1,500
3511 Tax ticket/special printing	20,531	21,047	22,032	22,000	22,000	22,000
3600 Advertising	713	1,034	544	800	800	500
3920 Misc contractual services	5,037	4,871	1,755	1,850	1,850	1,750
3921 Bank service charges	-	-	-	-	-	60,000
3922 Credit card fees	4,609	327	443	1,500	1,500	750
Subtotal	<u>51,597</u>	<u>54,251</u>	<u>47,050</u>	<u>53,395</u>	<u>53,395</u>	<u>107,310</u>
<b>Internal Services</b>						
4300 Central stores	36	36	71	50	50	50
4600 AS400 system	18,584	13,149	14,386	20,376	20,376	20,325
4700 Imaging system charges	-	1,116	1,267	1,232	1,232	1,101
Subtotal	<u>18,620</u>	<u>14,301</u>	<u>15,724</u>	<u>21,658</u>	<u>21,658</u>	<u>21,476</u>
<b>Other Charges</b>						
5210 Postal/messenger service	67,487	55,000	54,990	60,000	60,000	60,000
5230 Telecommunications	893	983	940	1,000	1,000	1,000
5510 Personnel development	4,256	3,891	2,491	3,500	3,500	3,250
5520 Employee recognition program	495	457	97	100	100	100
5810 Dues & memberships	1,222	1,497	975	1,200	1,200	1,200
5850 Mileage expenses	1,917	2,101	1,684	1,900	1,900	1,500
Subtotal	<u>76,270</u>	<u>63,929</u>	<u>61,177</u>	<u>67,700</u>	<u>67,700</u>	<u>67,050</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	12,785	9,964	6,868	11,000	11,000	7,350
6020 Food & food service supplies	443	364	-	-	-	-
6120 Books & subscriptions	269	257	-	-	-	-
6140 Other operating supplies	95	-	-	150	150	150
6170 Computer mat/supplies	2,671	1,235	1,669	1,500	1,500	1,500
Subtotal	<u>16,263</u>	<u>11,820</u>	<u>8,537</u>	<u>12,650</u>	<u>12,650</u>	<u>9,000</u>
<b>Leases &amp; Rentals</b>						
7100-001 Operating leases of equipment	1,505	1,505	-	-	-	-
7105 General equipment rental	3,313	3,273	2,442	-	-	-
Subtotal	<u>4,818</u>	<u>4,778</u>	<u>2,442</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	-	6,605	-	-	-
8170 Data processing equipment	4,500	3,000	-	7,500	7,500	-
Subtotal	<u>4,500</u>	<u>3,000</u>	<u>6,605</u>	<u>7,500</u>	<u>7,500</u>	<u>-</u>
Activity Total	<u>\$ 804,998</u>	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 853,645</u>	<u>\$ 853,645</u>	<u>\$ 889,556</u>
Personnel	\$ 632,930	\$ 654,457	\$ 650,440	\$ 690,742	\$ 690,742	\$ 684,720
Non-Personnel	172,068	152,079	141,535	162,903	162,903	204,836
	<u>\$ 804,998</u>	<u>\$ 806,536</u>	<u>\$ 791,975</u>	<u>\$ 853,645</u>	<u>\$ 853,645</u>	<u>\$ 889,556</u>
	-0.35%	0.19%	-1.81%	7.79%	7.79%	4.21%

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

**Mission**

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

**Goals**

- To accurately and equitably assess the residential and commercial real estate within York County.
- To administer the Land Use Program.
- To track, evaluate and maintain the database for the Impact Aid Program.
- To collect, input and maintain the real property data in an accurate and timely manner.
- To provide real estate information to the taxpayers and real estate professionals.
- To assist other elements of the York County government in all real estate matters.
- To add detailed sales information to the division website.
- To provide training for staff, process will assist appraisers in using the existing property evaluation system effectively.

**Implementation Strategies**

- Continue the property information update to the database.
- Continue development of a procedural manual for the division.
- Provide property information more effectively by continuing to add information to the Real Estate Assessment website.
- Continue study and consideration of replacing the current Equity Real Estate system.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Funding for postage increased for the mailing of reassessment notices. Capital funding is for the routine replacement of computers and printers.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Funding Sources</u></b>						
Local/State/Fed Non-Categorical	\$ 564,360	\$ 520,986	\$ 583,106	\$ 581,444	\$ 581,444	\$ 587,018
Permits, Fees, Fines	150	-	-	-	-	-
Total Funding Sources	<u>\$ 564,510</u>	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 581,444</u>	<u>\$ 581,444</u>	<u>\$ 587,018</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 504,968	\$ 467,905	\$ 532,139	\$ 537,557	\$ 537,557	\$ 540,962
Operating	56,582	45,135	50,967	41,887	41,887	40,356
Capital	2,960	7,946	-	2,000	2,000	5,700
Total Expenditures	<u>\$ 564,510</u>	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 581,444</u>	<u>\$ 581,444</u>	<u>\$ 587,018</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	5.00	5.00	5.00	5.00	5.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE's	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b><u>Key Service Indicators</u></b>						
State sales ratio	97.8%	102.6%	99.4%	103.0%	103.0%	98.0%
Number of parcels	24,221	24,446	24,520	24,600	24,600	24,700
Value of completed permits	125,723,300	175,894,800	81,569,000	56,000,000	56,000,000	56,000,000

	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50128 Real Estate Assessment</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ -	\$ 1,950	\$ 2,229	\$ 2,229	\$ 2,340
1513 Middle management	85,877	48,773	77,298	77,603	77,603	77,603
1515 Professional & technical salaries	218,964	239,016	258,410	258,423	258,423	258,423
1516 Administrative & clerical salaries	75,461	77,248	78,222	78,556	78,556	78,556
1531 As required-professional/technical	2,488	-	-	-	-	-
1532 As required-administrative/clerical	10,403	6,198	1,317	-	-	-
1595 Overtime	126	177	982	-	-	-
2100 FICA	29,499	28,105	31,016	31,886	31,886	31,895
2200 VRS	54,465	49,669	55,659	58,539	58,539	58,539
2300 Health care	23,709	15,688	24,832	28,953	28,953	32,445
2400 Group life insurance	3,976	3,031	2,453	1,368	1,368	1,161
Subtotal	<u>504,968</u>	<u>467,905</u>	<u>532,139</u>	<u>537,557</u>	<u>537,557</u>	<u>540,962</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	10,495	3,775	7,374	11,000	11,000	8,545
3500 Printing & binding	2,355	120	2,033	120	120	90
3600 Advertising	120	153	396	150	150	150
3920 Misc contractual services	-	4,600	-	-	-	-
3940 Board/commission services	2,340	-	-	-	-	-
Subtotal	<u>15,310</u>	<u>8,648</u>	<u>9,803</u>	<u>11,270</u>	<u>11,270</u>	<u>8,785</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	13,613	15,915	14,522	13,485	13,485	8,485
4300 Central store	91	85	77	100	100	85
4700 Imaging system charges	1,080	1,116	1,266	1,232	1,232	1,101
Subtotal	<u>14,784</u>	<u>17,116</u>	<u>15,865</u>	<u>14,817</u>	<u>14,817</u>	<u>9,671</u>
<b>Other Charges</b>						
5210 Postal/messenger service	10,505	114	10,725	150	150	11,000
5230 Telecommunications	2,934	3,019	3,398	3,000	3,000	3,000
5510 Personnel development	925	5,262	1,447	2,500	2,500	1,800
5810 Dues & memberships	4,629	4,155	3,469	4,600	4,600	2,500
5850 Mileage expenses	116	-	-	-	-	-
Subtotal	<u>19,109</u>	<u>12,550</u>	<u>19,039</u>	<u>10,250</u>	<u>10,250</u>	<u>18,300</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,319	3,471	3,380	3,000	3,000	2,000
6011 Photo supplies	32	381	-	50	50	-
6020-001 Food & fd svc supp-Equalization Bd	252	-	369	-	-	-
6110 Uniforms & wearing apparel	-	992	67	-	-	-
6120 Books & subscriptions	1,424	1,737	1,507	1,300	1,300	800
6170 Computer mat/supplies	1,999	-	687	1,200	1,200	800
6172 Minor furnishings	353	240	250	-	-	-
Subtotal	<u>7,379</u>	<u>6,821</u>	<u>6,260</u>	<u>5,550</u>	<u>5,550</u>	<u>3,600</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	2,960	-	-	-	-	-
8170 Data processing equipment	-	7,946	-	2,000	2,000	5,700
Subtotal	<u>2,960</u>	<u>7,946</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>5,700</u>
Activity Total	<u>\$ 564,510</u>	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 581,444</u>	<u>\$ 581,444</u>	<u>\$ 587,018</u>
Personnel	\$ 504,968	\$ 467,905	\$ 532,139	\$ 537,557	\$ 537,557	\$ 540,962
Non-personnel	<u>59,542</u>	<u>53,081</u>	<u>50,967</u>	<u>43,887</u>	<u>43,887</u>	<u>46,056</u>
	<u>\$ 564,510</u>	<u>\$ 520,986</u>	<u>\$ 583,106</u>	<u>\$ 581,444</u>	<u>\$ 581,444</u>	<u>\$ 587,018</u>
	0.33%	-7.71%	11.92%	-0.29%	-0.29%	0.96%

This page intentionally left blank.

## 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.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 441,324	\$ 451,480	\$ 454,091	\$ 458,837	\$ 458,837	\$ 456,541	97.86%
Permits, Fees, Fines	14,583	11,004	9,247	13,500	13,500	10,000	2.14%
<b>Total Funding Sources</b>	<b>\$ 455,907</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 472,337</b>	<b>\$ 472,337</b>	<b>\$ 466,541</b>	<b>100.00%</b>

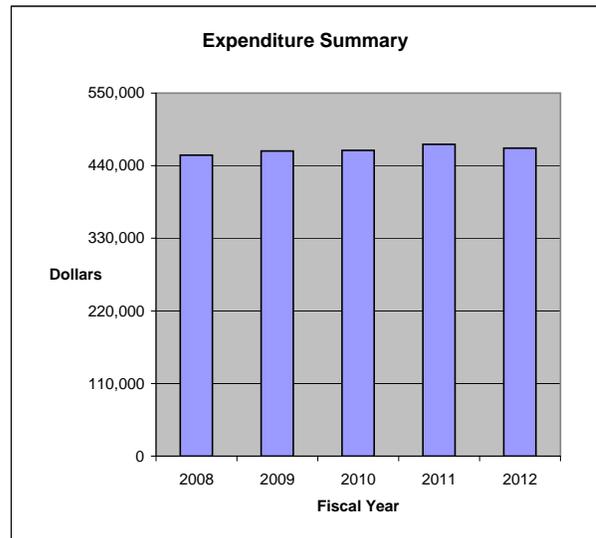
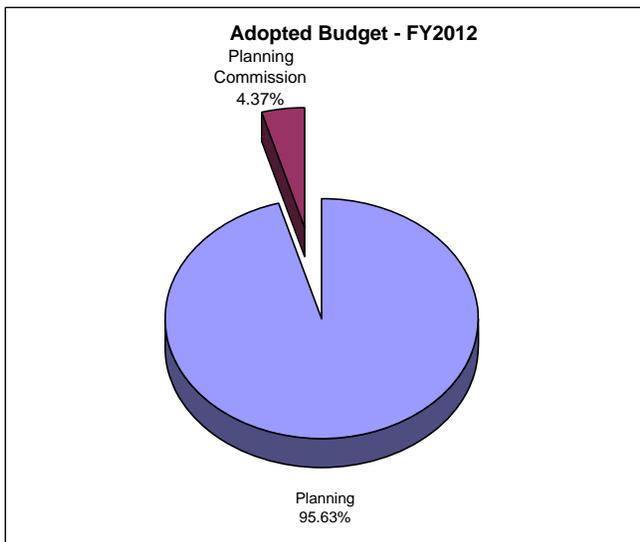
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Planning	420,215	433,979	438,465	447,437	447,437	446,154	-0.29%
Planning Commission	26,321	18,665	15,525	24,900	24,900	20,387	-18.12%
Conservation	9,371	9,840	9,348	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 455,907</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 472,337</b>	<b>\$ 472,337</b>	<b>\$ 466,541</b>	<b>-1.23%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 349,565	\$ 366,934	\$ 381,697	\$ 389,270	\$ 389,270	\$ 390,432	0.30%
Operating	102,257	93,803	81,641	81,267	81,267	76,109	-6.35%
Capital	4,085	1,747	-	1,800	1,800	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 455,907</b>	<b>\$ 462,484</b>	<b>\$ 463,338</b>	<b>\$ 472,337</b>	<b>\$ 472,337</b>	<b>\$ 466,541</b>	<b>-1.23%</b>

<b>FTE's</b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total FTE</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

### Key Service Indicators

Rezoning/Special Use Permit applications	30	26	23	25	26	27
Special Use Permit amendments/ Exceptions (BOS review only)	7	1	5	3	4	4
Traffic Impact Analyses reviewed	3	2	4	4	4	4
Zoning Certification/Interpretation/ Decision Letters	30	14	23	20	20	20



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

**Mission**

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

**Goals**

- Promote harmonious relationships among the built environment, the natural environment, and those who inhabit them.
- Maintain an up-to-date Comprehensive Plan and Zoning Ordinance for the County as mandated by the *Code of Virginia*.
- Provide accurate and timely demographic and economic data and projections to staff and line agencies, boards, commissions, the School Division, and the general public.
- Provide staff services to the Board of Supervisors, Planning Commission, Transportation Safety Commission, Historic Triangle Bicycle Advisory Committee, Regional Issues Committee, Historic Yorktown Design Committee, School Division, County Administrator, and other staff and line agencies, boards, and commissions.
- Encourage safer motor vehicle operation as well as bicycle and pedestrian circulation, improve roadway design safety and strengthen laws to promote transportation safety.
- Fund the County's annual contribution to Hampton Roads Planning District Commission (HRPDC) and Transportation Planning Organization (HRTPO) and to special projects and programs undertaken by HRPDC/HRTPO.
- Undertake and fund regional studies, analyses, and projects.
- Participate in the Regional Issues Committee, Historic Triangle Bicycle Advisory Committee (HTBAC), Regional Planning Partnership, and other regional bodies/entities.

**Implementation Strategies**

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

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Funding is reduced in personnel development, dues & memberships, food & food service supplies and computer supplies. Decrease in capital is attributable to no routine data processing equipment replacements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 349,565	\$ 364,996	\$ 373,689	\$ 379,470	\$ 379,470	\$ 381,820
Operating	66,565	67,236	64,776	66,167	66,167	64,334
Capital	4,085	1,747	-	1,800	1,800	-
Total Expenditures	<u>\$ 420,215</u>	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 447,437</u>	<u>\$ 447,437</u>	<u>\$ 446,154</u>
<b><u>FTE's</u></b>						
Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Total FTE's	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50811 Planning</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 56,211	\$ 58,786	\$ 59,458	\$ 59,588	\$ 59,588	\$ 59,588
1513 Middle management	73,502	76,894	78,184	78,184	78,184	78,184
1515 Professional & technical salaries	141,847	149,689	152,630	152,630	152,630	152,630
1595 Overtime	102	258	-	-	-	-
2100 FICA	19,051	20,265	20,772	22,216	22,216	22,216
2200 VRS	38,462	38,428	39,012	41,005	41,005	41,005
2300 Health care	17,672	18,331	21,913	24,889	24,889	27,384
2400 Group life insurance	2,718	2,345	1,720	958	958	813
Subtotal	<u>349,565</u>	<u>364,996</u>	<u>373,689</u>	<u>379,470</u>	<u>379,470</u>	<u>381,820</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	1,257	1,700	1,777	1,900	1,900	1,800
3500 Printing & binding	1,952	1,260	-	-	-	-
3820 HRPDC-Member	51,334	51,438	52,482	52,482	52,482	53,324
3920 Misc contractual services	960	197	-	-	-	-
Subtotal	<u>55,503</u>	<u>54,595</u>	<u>54,259</u>	<u>54,382</u>	<u>54,382</u>	<u>55,124</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	1,197	946	1,797	1,395	1,395	1,200
4300 Central store	46	47	100	50	50	50
Subtotal	<u>1,243</u>	<u>993</u>	<u>1,897</u>	<u>1,445</u>	<u>1,445</u>	<u>1,250</u>
<b>Other Charges</b>						
5210 Postal/messenger service	479	464	548	600	600	500
5230 Telecommunications	66	69	75	70	70	70
5510 Personnel development	3,939	3,674	2,207	3,000	3,000	2,400
5810 Dues & memberships	1,964	1,410	1,115	1,520	1,520	1,110
5850 Mileage expenses	87	688	181	200	200	150
Subtotal	<u>6,535</u>	<u>6,305</u>	<u>4,126</u>	<u>5,390</u>	<u>5,390</u>	<u>4,230</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,143	1,552	1,438	2,050	2,050	1,180
6020 Food & food service supplies	779	945	481	700	700	500
6120 Books & subscriptions	1,264	2,055	2,575	1,900	1,900	1,900
6140 Other operating supplies	84	-	-	-	-	-
6170 Computer mat/supplies	14	752	-	300	300	150
6172 Minor furnishings	-	39	-	-	-	-
Subtotal	<u>3,284</u>	<u>5,343</u>	<u>4,494</u>	<u>4,950</u>	<u>4,950</u>	<u>3,730</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	4,085	1,747	-	1,800	1,800	-
Subtotal	<u>4,085</u>	<u>1,747</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>-</u>
Activity Total	<u>\$ 420,215</u>	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 447,437</u>	<u>\$ 447,437</u>	<u>\$ 446,154</u>
Personnel	\$ 349,565	\$ 364,996	\$ 373,689	\$ 379,470	\$ 379,470	\$ 381,820
Non-personnel	70,650	68,983	64,776	67,967	67,967	64,334
	<u>\$ 420,215</u>	<u>\$ 433,979</u>	<u>\$ 438,465</u>	<u>\$ 447,437</u>	<u>\$ 447,437</u>	<u>\$ 446,154</u>
	2.48%	3.28%	1.03%	2.05%	2.05%	-0.29%

**Planning**  
**Planning Commission - Activity #50812**

**Mission**

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

**Goals**

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

**Implementation Strategies**

- Begin five-year review and update of the Comprehensive Plan as mandated by §15.2-2230 of the *Code of Virginia*.
- CPEAV training/certification of two new Planning Commission members as recommended by the Board of Supervisors.
- Participate in the review and revision of the Zoning Ordinance and other activities to implement the recommendations of the updated *Comprehensive Plan*.

**Budget Comments - FY2012**

Funding reflects a decrease in stipends to Commission members due to fewer meetings, driven by a reduction in applications.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ 1,938	\$ 8,008	\$ 9,800	\$ 9,800	\$ 8,612
Operating	<u>26,321</u>	<u>16,727</u>	<u>7,517</u>	<u>15,100</u>	<u>15,100</u>	<u>11,775</u>
Total Expenditures	<u>\$ 26,321</u>	<u>\$ 18,665</u>	<u>\$ 15,525</u>	<u>\$ 24,900</u>	<u>\$ 24,900</u>	<u>\$ 20,387</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50812 Planning Commission</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ 1,800	\$ 7,400	\$ 9,104	\$ 9,104	\$ 8,000
2100 FICA	-	138	608	696	696	612
Subtotal	-	1,938	8,008	9,800	9,800	8,612
<b>Contractual Services</b>						
3500 Printing & binding	297	55	-	-	-	-
3600 Advertising	14,256	8,597	5,572	12,000	12,000	9,000
3940 Board/commission services	7,950	4,400	-	-	-	-
Subtotal	22,503	13,052	5,572	12,000	12,000	9,000
<b>Internal Services</b>						
4300 Central store	39	47	-	45	45	45
Subtotal	39	47	-	45	45	45
<b>Other Charges</b>						
5210 Postal/messenger service	453	351	448	450	450	450
5510 Personnel development	1,407	2,080	-	1,000	1,000	1,000
5810 Dues & memberships	705	525	530	655	655	530
5850 Mileage expenses	136	-	-	300	300	100
Subtotal	2,701	2,956	978	2,405	2,405	2,080
<b>Materials &amp; Supplies</b>						
6010 Office supplies	593	124	21	250	250	200
6020 Food & food service supplies	345	409	807	300	300	300
6120 Books & subscriptions	140	139	139	100	100	150
Subtotal	1,078	672	967	650	650	650
Activity Total	\$ 26,321	\$ 18,665	\$ 15,525	\$ 24,900	\$ 24,900	\$ 20,387
Personnel	\$ -	\$ 1,938	\$ 8,008	\$ 9,800	\$ 9,800	\$ 8,612
Non-personnel	26,321	16,727	7,517	15,100	15,100	11,775
	\$ 26,321	\$ 18,665	\$ 15,525	\$ 24,900	\$ 24,900	\$ 20,387
	21.71%	-29.09%	-16.82%	60.39%	60.39%	-18.12%

**Planning**  
**Conservation - Activity #50822**

**Mission**

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

**Goals**

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

**Implementation Strategies**

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

**Budget Comments - FY2012**

There is no funding programmed for this agency.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 9,371	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -
Total Expenditures	\$ 9,371	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50822 Conservation</b>						
<b>Contractual Services</b>						
3821 Soil/water conservation district	\$ 9,371	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -
Subtotal	<u>9,371</u>	<u>9,840</u>	<u>9,348</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	\$ 9,371	\$ 9,840	\$ 9,348	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>9,371</u>	<u>9,840</u>	<u>9,348</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 9,371</u>	<u>\$ 9,840</u>	<u>\$ 9,348</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	5.00%	5.00%	-5.00%	-100.00%	-100.00%	0.00%

This page intentionally left blank.

## Economic Development

Economic Development provides support for the County and the region. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 738,175	\$ 954,446	\$ 730,771	\$ 713,812	\$ 713,812	\$ 698,954	100.00%
CDA Expenditure Reimbursement	115	-	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 738,290</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 713,812</b>	<b>\$ 713,812</b>	<b>\$ 698,954</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Economic Development	\$ 389,865	\$ 576,376	\$ 360,418	\$ 333,960	\$ 333,960	\$ 326,734	-2.16%
Office of Economic Development	348,425	378,070	370,353	379,852	379,852	372,220	-2.01%
<b>Total Expenditures</b>	<b>\$ 738,290</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 713,812</b>	<b>\$ 713,812</b>	<b>\$ 698,954</b>	<b>-2.08%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 280,375	\$ 299,201	\$ 306,076	\$ 310,656	\$ 310,656	\$ 312,396	0.56%
Operating	456,206	653,498	423,300	403,156	403,156	386,558	-4.12%
Capital	1,709	1,747	1,395	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 738,290</b>	<b>\$ 954,446</b>	<b>\$ 730,771</b>	<b>\$ 713,812</b>	<b>\$ 713,812</b>	<b>\$ 698,954</b>	<b>-2.08%</b>

<b>FTE's</b>							
Management	1.00	1.00	1.00	1.00	1.00	1.00	
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00	
Admin/Clerical	0.25	0.25	0.25	0.25	0.25	0.25	
<b>Total FTE's</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	

### Key Service Indicators

#### Economic Development Authority (EDA)

Businesses recognized at Annual Occasion for Business & Industry	20	13	8	8	8	8
--	----	----	---	---	---	---

#### Hampton Roads Economic Development Alliance

Per capita rate	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95	\$ 0.95
-----------------	---------	---------	---------	---------	---------	---------

#### Peninsula Council for Workforce Development

Per capita rate	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51
-----------------	---------	---------	---------	---------	---------	---------

#### Peninsula Chamber of Commerce

York County individuals receiving business startup information	46	64	36	45	45	45
--	----	----	----	----	----	----

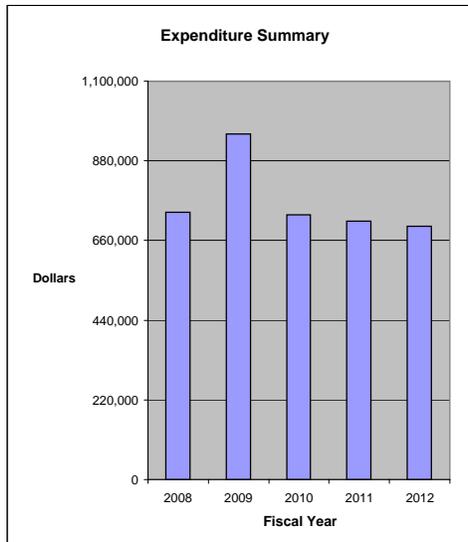
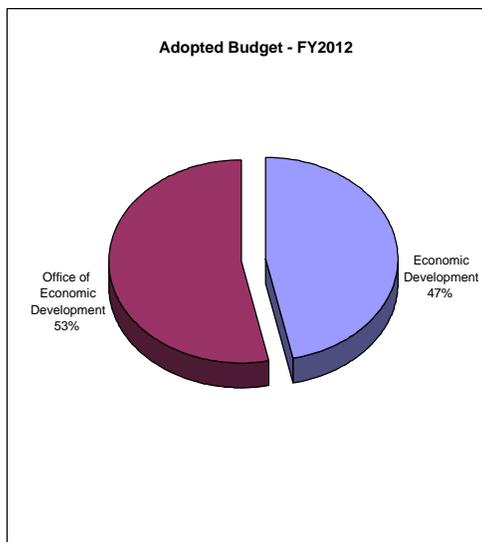
Businesses that attended seminars & workshops	193	187	198	200	200	200
---	-----	-----	-----	-----	-----	-----

#### Greater Williamsburg Chamber and Tourism Alliance

York County members	240	100	100	100	100	100
---------------------	-----	-----	-----	-----	-----	-----

#### York County Chamber of Commerce

Businesses served	4,000	4,000	4,000	4,000	4,000	4,000
Members served	301	213	213	213	213	213
New commercial investment	\$ 183,000,000	\$ 229,000,000	\$ 207,000,000	\$ 23,000,000	\$ 23,000,000	\$ 30,000,000
New commercial square footage	597,302	2,200,000	300,000	147,000	147,000	150,000
New jobs	770	1,082	400	240	240	250



**Economic Development**  
**Economic Development - Activity #50915**

This activity provides support for the following programs:

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

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

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

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

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

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

**Budget Comments - FY2012**

Funding to outside agencies has been reduced by 2% and funding for membership dues is level with FY2011.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 389,865	\$ 576,376	\$ 360,418	\$ 333,960	\$ 333,960	\$ 326,734
Total Expenditures	\$ 389,865	\$ 576,376	\$ 360,418	\$ 333,960	\$ 333,960	\$ 326,734

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>50915 Economic Development</b>						
<b>Contractual Services</b>						
3820 EDA	\$ 24,100	\$ 34,700	\$ 33,660	\$ 33,660	\$ 33,660	\$ 32,340
3821 Hampton Rd Econ Dev Alliance	61,758	61,879	58,207	53,800	53,800	52,724
3822 Penin Council Wkforce Develop	31,051	31,051	31,051	29,500	29,500	28,910
3823 Penin Chamber of Commerce	3,000	3,000	3,000	2,500	2,500	2,500
3825 Chamber & Tourism Alliance	217,456	243,551	232,000	212,000	212,000	207,760
3826 Econ Dev Incentive	-	149,695	-	-	-	-
3827 EDA Capital Fund	50,000	50,000	-	-	-	-
3828 York Co Chamber of Commerce	2,500	2,500	2,500	2,500	2,500	2,500
Subtotal	<u>389,865</u>	<u>576,376</u>	<u>360,418</u>	<u>333,960</u>	<u>333,960</u>	<u>326,734</u>
Activity Total	<u>\$ 389,865</u>	<u>\$ 576,376</u>	<u>\$ 360,418</u>	<u>\$ 333,960</u>	<u>\$ 333,960</u>	<u>\$ 326,734</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>389,865</u>	<u>576,376</u>	<u>360,418</u>	<u>333,960</u>	<u>333,960</u>	<u>326,734</u>
	<u>\$ 389,865</u>	<u>\$ 576,376</u>	<u>\$ 360,418</u>	<u>\$ 333,960</u>	<u>\$ 333,960</u>	<u>\$ 326,734</u>
	-45.56%	47.84%	-37.47%	-7.34%	-7.34%	-2.16%

**Economic Development  
Office of Economic Development - Activity #50920**

**Mission**

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

**Goals**

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

**Implementation Strategies**

- Continue current efforts to establish public-private partnerships to develop and market targeted land tracts. Targeted areas include Busch Industrial Park, the former Jordan Property, and the York River Commerce Park.
- Continue to explore opportunities to acquire light industrial property through the EDA that can be marketed directly to growing small businesses.
- Chamber of Commerce (YCCC) to recommend improvements in the permitting and plan review process and develop promotional efforts that will improve the perception of those processes in York County. Continue developing resource materials and educational programs that will assist small businesses and development professionals effectively manage plan submission and permitting in York County.
- Continue existing cooperative efforts with the Hampton Roads Economic Development Alliance and Virginia Economic Development Partnership with respect to marketing missions, trade shows, and special events. Take proactive measures to ensure that York County is kept in the forefront of State and regional marketing staff's considerations when evaluating location options. Initiate new efforts to generate prospect leads without assistance from outside organizations.
- Continue to identify and utilize new technology to market York County and remain competitive for new commercial investment. Examples include: Site Logistics, Business Email Database & Communication System, and website upgrades.
- Continue enhancing the Business Retention & Expansion program. Efforts include increasing business visitations, developing new educational programs, and having an ongoing dialogue with the York County Chamber of Commerce regarding York County's business environment.

**Budget Comments - FY2012**

Increased funding in personnel is attributable to rate increases for health insurance and retirement. Also, for the third year, there is no funding for step increases. Funding is provided for the replacement of a printer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 280,375	\$ 299,201	\$ 306,076	\$ 310,656	\$ 310,656	\$ 312,396
Operating	66,341	77,122	62,882	69,196	69,196	59,824
Capital	1,709	1,747	1,395	-	-	-
Total Expenditures	<u>\$ 348,425</u>	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 379,852</u>	<u>\$ 379,852</u>	<u>\$ 372,220</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	0.25	0.25	0.25	0.25	0.25	0.25
Total FTE's	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>50920 Office of Economic Development</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 107,605	\$ 113,885	\$ 116,583	\$ 116,843	\$ 116,843	\$ 116,843
1515 Professional & technical salaries	100,090	110,902	114,255	114,293	114,293	114,293
1516 Administrative & clerical salaries	8,499	8,939	9,030	9,050	9,050	9,050
1595 Overtime	-	133	-	-	-	-
2100 FICA	15,915	16,766	17,224	18,374	18,374	18,374
2200 VRS	31,376	31,532	32,244	33,914	33,914	33,914
2300 Health care	14,673	15,120	15,318	17,389	17,389	19,249
2400 Group life insurance	2,217	1,924	1,422	793	793	673
Subtotal	<u>280,375</u>	<u>299,201</u>	<u>306,076</u>	<u>310,656</u>	<u>310,656</u>	<u>312,396</u>
<b>Contractual Services</b>						
3130 Management consulting service	84	99	-	400	400	300
3140 Architectural & engineering svcs	7,291	5,135	4,079	3,500	3,500	2,000
3320 Maintenance service contracts	504	541	771	500	500	500
3500 Printing & binding	3,523	5,122	3,022	5,000	5,000	3,450
3600 Advertising	12,257	8,096	3,763	3,000	3,000	3,000
3920 Misc contractual services	2,000	1,500	500	1,000	1,000	500
Subtotal	<u>25,659</u>	<u>20,493</u>	<u>12,135</u>	<u>13,400</u>	<u>13,400</u>	<u>9,750</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,858	6,035	6,442	6,514	6,514	6,445
4211 Misc vehicle maintenance charges	232	206	72	186	186	180
4300 Central store	57	12	27	-	-	-
4400 Copier usage	-	47	-	-	-	-
4700 Imaging system charges	720	744	844	821	821	734
Subtotal	<u>6,867</u>	<u>7,044</u>	<u>7,385</u>	<u>7,521</u>	<u>7,521</u>	<u>7,359</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,840	765	1,804	2,000	2,000	2,000
5230 Telecommunications	2,798	2,763	2,683	2,800	2,800	2,800
5510 Personnel development	1,487	5,538	5,218	5,000	5,000	5,000
5810 Dues & memberships	3,937	2,923	3,544	3,135	3,135	3,145
5850 Mileage expenses	638	1,204	1,157	800	800	800
5910 Marketing	21,039	34,354	26,346	32,150	32,150	26,835
Subtotal	<u>31,739</u>	<u>47,547</u>	<u>40,752</u>	<u>45,885</u>	<u>45,885</u>	<u>40,580</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,076	927	1,463	1,000	1,000	1,200
6011 Photo supplies	18	-	-	-	-	-
6120 Books & subscriptions	529	197	273	235	235	235
6142 Promotional supplies	-	-	644	-	-	-
6170 Computer mat/supplies	178	547	230	1,155	1,155	700
6172 Minor furnishings	275	367	-	-	-	-
Subtotal	<u>2,076</u>	<u>2,038</u>	<u>2,610</u>	<u>2,390</u>	<u>2,390</u>	<u>2,135</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,709	1,747	1,395	-	-	-
Subtotal	<u>1,709</u>	<u>1,747</u>	<u>1,395</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 348,425</u>	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 379,852</u>	<u>\$ 379,852</u>	<u>\$ 372,220</u>
Personnel	\$ 280,375	\$ 299,201	\$ 306,076	\$ 310,656	\$ 310,656	\$ 312,396
Non-personnel	<u>68,050</u>	<u>78,869</u>	<u>64,277</u>	<u>69,196</u>	<u>69,196</u>	<u>59,824</u>
	<u>\$ 348,425</u>	<u>\$ 378,070</u>	<u>\$ 370,353</u>	<u>\$ 379,852</u>	<u>\$ 379,852</u>	<u>\$ 372,220</u>
	4.02%	8.51%	-2.04%	2.56%	2.56%	-2.01%

This page intentionally left blank.

## York County School Division

The Board of Supervisors continues to strongly support quality public education for the County citizens as stated in the following goal: Goal #4: Generate quality educational opportunities for all citizens. This is accomplished through the divisions below. Individual division details follow this summary page.

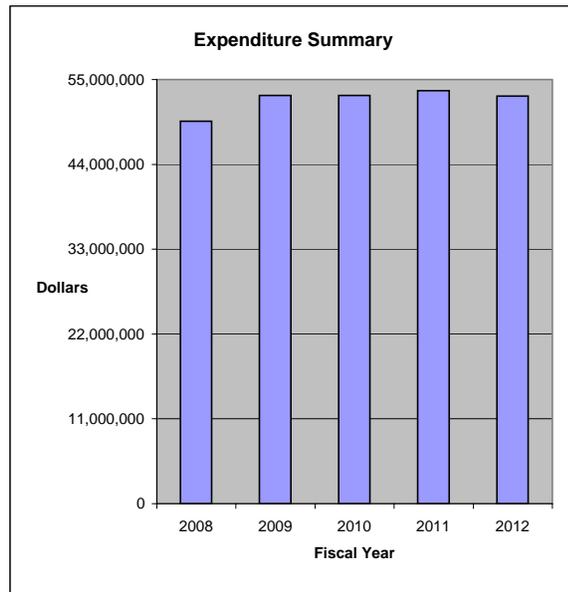
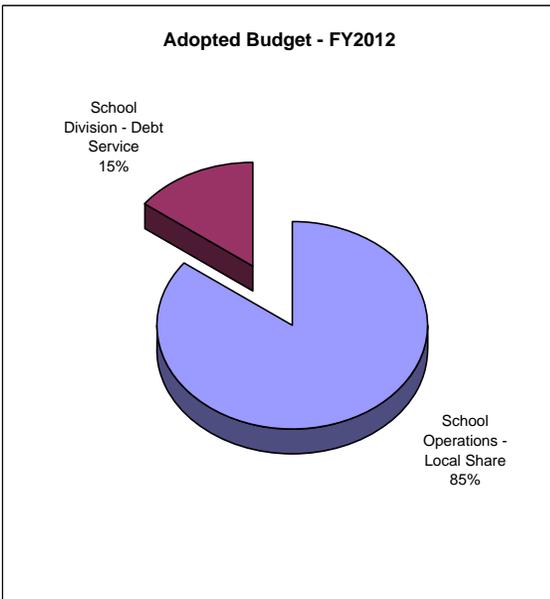
	FY2008 Actual <u>Amount</u>	FY2009 Actual <u>Amount</u>	FY2010 Actual <u>Amount</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>	% of Total FY2012 Funding <u>Sources</u>
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 47,027,152	\$ 50,373,235	\$ 50,413,069	\$ 51,036,100	\$ 51,036,100	\$ 50,251,787	95.08%
Meals Tax	<u>2,571,525</u>	<u>2,562,862</u>	<u>2,523,028</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,600,000</u>	<u>4.92%</u>
Total Funding Sources	<u>\$ 49,598,677</u>	<u>\$ 52,936,097</u>	<u>\$ 52,936,097</u>	<u>\$ 53,536,100</u>	<u>\$ 53,536,100</u>	<u>\$ 52,851,787</u>	<u>100.00%</u>

							% Change Original 2011/ <u>Adopted 2012</u>
<b>Expenditure by Activity</b>							
School Operations - Local Share	\$ 42,298,677	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 45,336,100	\$ 44,999,315	-0.74%
School Division - Debt Service	<u>7,300,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>7,852,472</u>	-4.24%
Total Expenditures	<u>\$ 49,598,677</u>	<u>\$ 52,936,097</u>	<u>\$ 52,936,097</u>	<u>\$ 53,536,100</u>	<u>\$ 53,536,100</u>	<u>\$ 52,851,787</u>	-1.28%

<b>Expenditure By Category</b>							
Operating	\$ 49,598,677	\$ 52,936,097	\$ 52,936,097	\$ 53,536,100	\$ 53,536,100	\$ 52,851,787	-1.28%
Total Expenditures	<u>\$ 49,598,677</u>	<u>\$ 52,936,097</u>	<u>\$ 52,936,097</u>	<u>\$ 53,536,100</u>	<u>\$ 53,536,100</u>	<u>\$ 52,851,787</u>	-1.28%

### Key Service Indicators

Standards of Quality						
Required Local Effort	\$ 26,694,917	\$ 29,722,149	\$ 25,427,540	\$ 24,839,031	\$ 24,839,031	\$ 25,896,152
Outstanding principal on debt	\$ 59,189,758	\$ 60,315,440	\$ 60,051,604	\$ 55,391,781	\$ 58,946,781	\$ 58,684,392



**Education**  
**School Operations - Local Share - Activity #60601**

**Mission**

The Board of Supervisors continues to strongly support quality public education for the County citizens in accordance with its goals and objectives. This activity reflects the local support for school operations.

**Budget Comments - FY2012**

Funding reflects a reduction.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 42,298,677	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 45,336,100	\$ 44,999,315
Total Expenditures	\$ 42,298,677	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 45,336,100	\$ 44,999,315

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>60601 School Operations - Local Share</b>						
<b>Transfers to Other Funds</b>						
9250 School Operating Fund	\$ 42,298,677	\$ 44,736,097	\$ 44,736,097	\$ 45,336,100	\$ 45,336,100	\$ 44,999,315
Subtotal	<u>42,298,677</u>	<u>44,736,097</u>	<u>44,736,097</u>	<u>45,336,100</u>	<u>45,336,100</u>	<u>44,999,315</u>
Activity Total	<u>\$ 42,298,677</u>	<u>\$ 44,736,097</u>	<u>\$ 44,736,097</u>	<u>\$ 45,336,100</u>	<u>\$ 45,336,100</u>	<u>\$ 44,999,315</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>42,298,677</u>	<u>44,736,097</u>	<u>44,736,097</u>	<u>45,336,100</u>	<u>45,336,100</u>	<u>44,999,315</u>
	4.96%	5.76%	0.00%	1.34%	1.34%	-0.74%

**Education**  
**School Division - Debt Service - Activity #60603**

**Mission**

The Board of Supervisors continues to strongly support quality public education for the County citizens in accordance with its goals and objectives. This activity reflects the local support for school maintenance projects and debt service on funds borrowed for school capital projects.

**Budget Comments - FY2012**

Funding is provided for current debt service and for a new \$5,500,000 borrowing planned in FY2012 to fund the School Division's capital maintenance and projects.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 7,300,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 7,852,472
Total Expenditures	\$ 7,300,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 7,852,472

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>60603 School Division - Debt Service</b>						
<b>Transfers to Other Funds</b>						
9279 County Capital Fund	\$ 351,752	\$ 1,544,493	\$ 1,366,760	\$ 1,193,263	\$ 1,490,589	\$ -
9281 School Bond Fund	<u>6,948,248</u>	<u>6,655,507</u>	<u>6,833,240</u>	<u>7,006,737</u>	<u>6,709,411</u>	<u>7,852,472</u>
Subtotal	<u>7,300,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>7,852,472</u>
Activity Total	<u>\$ 7,300,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 7,852,472</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>7,300,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>7,852,472</u>
	<u>\$ 7,300,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 8,200,000</u>	<u>\$ 7,852,472</u>
	13.18%	12.33%	0.00%	0.00%	0.00%	-4.24%

This page intentionally left blank.

## Library Services & Cooperative Extension

The York County Public Library serves as an educational, informational, and recreational resource for the community, providing material and services to help residents meet their personal, educational and professional needs through a variety of media resources. Virginia Cooperative Extension empowers people of the Commonwealth to improve their lives through research-based educational experiences focused on their needs and community issues. This is accomplished through the divisions below. Individual division details follow this summary page.

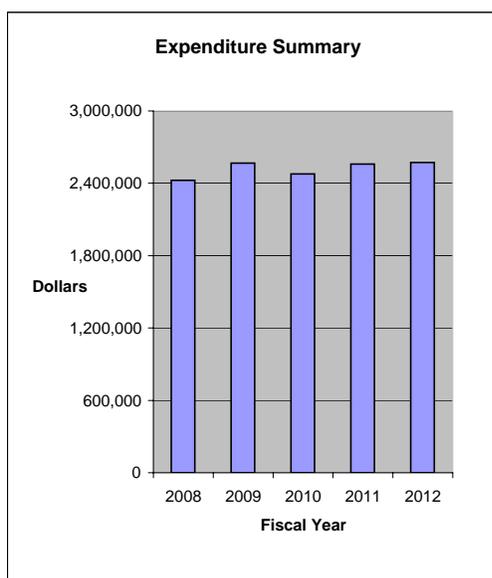
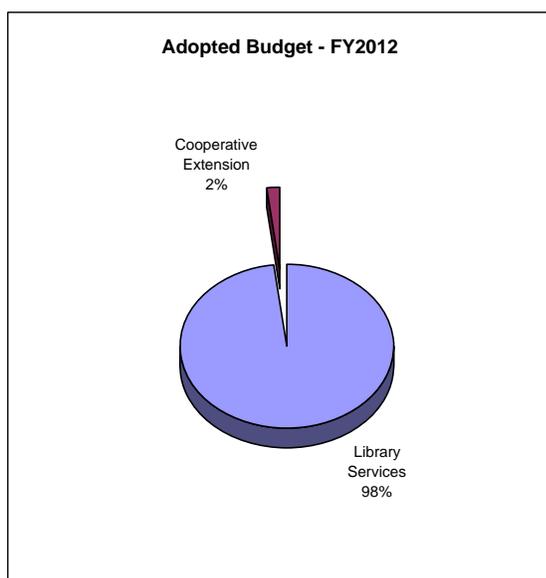
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,149,053	\$ 2,291,843	\$ 2,214,314	\$ 2,342,616	\$ 2,342,616	\$ 2,357,456	91.61%
Charges for Services	75,062	71,107	68,809	67,200	67,200	68,000	2.64%
Donations	11,882	16,539	11,374	-	4,506	-	0.00%
State/Federal Aid & Grants	189,396	186,633	183,563	150,000	150,220	147,983	5.75%
<b>Total Funding Sources</b>	<b>\$ 2,425,393</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,559,816</b>	<b>\$ 2,564,542</b>	<b>\$ 2,573,439</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Library Services	\$ 2,354,340	\$ 2,511,577	\$ 2,426,096	\$ 2,506,256	\$ 2,510,982	\$ 2,525,384	0.76%
Cooperative Extension	71,053	54,545	51,964	53,560	53,560	48,055	-10.28%
<b>Total Expenditures</b>	<b>\$ 2,425,393</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,559,816</b>	<b>\$ 2,564,542</b>	<b>\$ 2,573,439</b>	<b>0.53%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 1,457,879	\$ 1,594,175	\$ 1,576,309	\$ 1,619,551	\$ 1,619,551	\$ 1,633,188	0.84%
Operating	911,118	932,724	895,752	891,638	896,364	899,076	0.83%
Capital	56,396	39,223	5,999	48,627	48,627	41,175	-15.32%
<b>Total Expenditures</b>	<b>\$ 2,425,393</b>	<b>\$ 2,566,122</b>	<b>\$ 2,478,060</b>	<b>\$ 2,559,816</b>	<b>\$ 2,564,542</b>	<b>\$ 2,573,439</b>	<b>0.53%</b>

<b>FTE's</b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Professional/Technical	28.50	28.50	28.50	28.50	28.50	28.50
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total FTE's</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>

<b>Key Service Indicators</b>						
Library patrons	353,671	385,159	373,227	391,888	391,888	411,482
Library circulation of materials	658,982	647,845	623,015	654,166	654,166	686,874
Library reference questions	83,348	80,030	78,228	82,139	82,139	86,246
Library program attendance	15,705	14,258	14,331	15,048	15,048	15,800
Coop Education volunteer hours	14,435	11,000	10,000	11,000	11,000	11,000
Horticultural inquiries	6,031	4,707	6,600	6,000	6,000	6,000
Coop Education newsletter recipients	2,524	2,619	2,712	2,800	2,900	3,000



**Library Services & Virginia Cooperative Extension  
Library Services - Activity #60731**

**Mission**

Serves as an educational and recreational resource for York County; provides materials and services to help residents meet their personal, educational and professional needs; and providing citizens information through an ever-changing variety of media resources.

**Goals**

- To provide services for Adult Services, which provides information services; reference interview process and the evaluation of content, organization, use, of resources in print and electronic formats; assesses user needs and instructs patrons in the use of sources, technologies, and systems that support the retrieval of information.
- To provide services for Youth Services, which provides materials and activities designed to develop and support the informational needs of juvenile patrons including the fostering of reading, learning, and information seeking behavior; and provides youth-oriented outreach services to various public and private agencies.
- To provide services for Acquisitions, which is responsible for the acquisition and collection development of library materials in order to provide for the informational and recreational needs of patrons; selecting, evaluating, and managing collections and information formats as related to the library's goals, user characteristics and needs.
- To provide services for Cataloging, which is responsible for organizing and preparing library materials of various formats for patrons.
- To provide services for Circulation, which is responsible for loan of library materials, customer relations and support, and maintenance of patron records.
- To provide services for Technical Support, which is responsible for the management of the integrated library system and network.
- To provide services for the Law Library (Fund 47 accounts for the Law Library activities, located in the Special Revenue Funds section).
- To provide a free, legally established public library that will serve all residents of York County without discrimination and in full cooperation with the Library of Virginia.
- To provide an excellent collection of library materials to meet the cultural, individual, educational and informational needs of the community.
- To provide children's services and programs to stimulate children's interest in and appreciation for reading and learning.
- To provide all area residents with up-to-date reference collections and services to meet their needs, evaluating and utilizing new appropriate technological resources.

**Implementation Strategies**

- Provide educational events promoting lifelong learning for citizens of all ages.
- Maintain children's services with programming for school-age children and more outreach.
- Continue to systematically develop and evaluate the library's collection in regards to patron needs.
- Continually evaluate available electronic information resources to provide the best possible resources in the library.
- Promote communication and cooperation with local schools and County agencies in order to make the library system an integral part of the learning experience.
- Increase the marketing/advertisement of library programs and services.
- Promote professional development opportunities for library staff.
- Partner with other County agencies to develop and promote outreach programs for underserved citizens.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases and a Librarian I position is being held vacant for the second year. Increased funding in personnel is attributable to rate increases in health insurance. Capital funding is programmed to support the routine replacement of computers. Further increases are to support the County's contribution to the Williamsburg Regional Library, per agreement. Decreases are programmed for personnel development and materials & supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,457,879	\$ 1,585,120	\$ 1,564,723	\$ 1,609,551	\$ 1,609,551	\$ 1,623,188
Operating	850,535	892,054	855,374	849,578	854,304	861,021
Capital	45,926	34,403	5,999	47,127	47,127	41,175
Total Expenditures	<u>\$ 2,354,340</u>	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,506,256</u>	<u>\$ 2,510,982</u>	<u>\$ 2,525,384</u>
<b><u>FTE's</u></b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Professional/Technical	28.50	28.50	28.50	28.50	28.50	28.50
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE's	<u>33.50</u>	<u>33.50</u>	<u>33.50</u>	<u>33.50</u>	<u>33.50</u>	<u>33.50</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>60731 Library Services</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 136,709	\$ 196,605	\$ 201,743	\$ 202,003	\$ 202,003	\$ 202,263
1515 Professional & technical salaries	493,825	487,113	489,179	501,219	501,219	500,659
1516 Administrative & clerical salaries	60,440	63,206	64,502	64,700	64,700	64,700
1521 Reg PT professional/technical	368,792	407,559	408,922	410,746	410,746	410,746
1532 As required-administrative/clerical	113,828	135,676	108,516	115,000	115,000	115,000
1595 Overtime	479	351	801	1,000	1,000	1,000
1596 Holiday worked	-	-	182	-	-	-
1599 Other pay	363	516	330	1,000	1,000	500
2100 FICA	86,400	96,159	95,030	99,119	99,119	99,057
2200 VRS	97,723	100,640	100,785	108,431	108,431	108,388
2300 Health care	92,414	91,135	90,186	103,799	103,799	118,726
2400 Group life insurance	6,906	6,160	4,547	2,534	2,534	2,149
Subtotal	<u>1,457,879</u>	<u>1,585,120</u>	<u>1,564,723</u>	<u>1,609,551</u>	<u>1,609,551</u>	<u>1,623,188</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	477	-	28	500	500	500
3320 Maintenance service contracts	39,836	44,044	42,340	42,000	42,000	43,000
3510 Library binding	1,605	1,500	1,780	1,500	1,500	-
3600 Advertising	225	150	-	150	150	-
3860 Williamsburg Library	384,468	422,915	425,000	450,500	450,500	477,530
3861 Newport News Library	5,640	-	-	-	-	-
3920 Misc contractual services	875	787	1,012	800	800	800
Subtotal	<u>433,126</u>	<u>469,396</u>	<u>470,160</u>	<u>495,450</u>	<u>495,450</u>	<u>521,830</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,229	4,947	4,584	5,653	5,653	5,183
4300 Central store	130	188	119	75	75	75
Subtotal	<u>5,359</u>	<u>5,135</u>	<u>4,703</u>	<u>5,728</u>	<u>5,728</u>	<u>5,258</u>
<b>Other Charges</b>						
5210 Postal/messenger service	4,994	5,055	4,921	5,000	5,000	5,000
5230 Telecommunications	1,245	1,707	1,264	1,300	1,300	1,300
5510 Personnel development	9,230	8,247	4,704	4,500	4,500	3,000
5520 Employee recognition program	594	693	644	600	600	600
5810 Dues & memberships	825	815	2,079	800	800	800
5825 Administrative support charges	279	497	-	-	-	-
Subtotal	<u>17,167</u>	<u>17,014</u>	<u>13,612</u>	<u>12,200</u>	<u>12,200</u>	<u>10,700</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	10,628	10,455	10,408	9,000	9,000	9,000
6013 Data processing supplies	7,699	7,196	-	-	-	-
6020 Food & food service supplies	208	187	-	-	-	-
6070 Repairs & maintenance	1,264	-	-	-	-	-
6120 Books & subs-state	-	-	-	150,000	-	147,983
6121 Books & subs-local	-	-	-	137,000	-	131,500
6122 Books & subs-children	51,665	51,915	73,486	-	-	-
6122-110 Books-children	-	-	-	-	56,166	-
6122-130 Recorded books-children	-	-	-	-	3,000	-
6122-140 Videos-childrens	-	-	-	-	8,500	-
6122-150 Recorded music-children	-	-	-	-	1,000	-
6123 Books & subs-reference	89,540	82,313	72,619	-	-	-
6123-220 Continuation-reference	-	-	-	-	12,756	-
6123-260 Databases-reference	-	-	-	-	35,000	-
6123-270 Subscriptions-reference	-	-	-	-	11,000	-
6124 Books & subs-adult	164,544	172,804	140,980	-	-	-
6124-310 Books-adult	-	-	-	-	88,298	-
6124-330 Recorded books-adult	-	-	-	-	37,000	-
6124-340 Videos-adult	-	-	-	-	15,000	-
6124-350 Recorded music-adult	-	-	-	-	2,000	-
6125 Books & subs-young adult	14,185	14,275	17,989	-	-	-
6125-410 Books-young adult	-	-	-	-	14,000	-
6125-430 Recorded books-young adult	-	-	-	-	1,000	-
6125-440 Videos-young adult	-	-	-	-	2,500	-
6137 Children's supplies	9,586	9,766	10,233	8,500	8,500	6,375
6138 Library supplies	26,896	25,624	24,800	22,000	22,000	19,875
6170 Computer mat/supplies	2,964	5,735	3,919	6,000	6,000	5,000
6171 Small equipment	2,595	998	1,427	1,000	1,000	500
Subtotal	<u>381,774</u>	<u>381,268</u>	<u>355,861</u>	<u>333,500</u>	<u>333,720</u>	<u>320,233</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	578	1,008	1,273	1,200	1,200	1,300
7500 Operating leases of building	1,559	1,692	1,692	1,500	1,500	1,700
Subtotal	<u>2,137</u>	<u>2,700</u>	<u>2,965</u>	<u>2,700</u>	<u>2,700</u>	<u>3,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	45,926	29,515	5,999	33,655	33,655	41,175
8170-001 Data processing-server	-	4,888	-	13,472	13,472	-
Subtotal	<u>45,926</u>	<u>34,403</u>	<u>5,999</u>	<u>47,127</u>	<u>47,127</u>	<u>41,175</u>
<b>Grants &amp; Donations</b>						
9001 Donations	10,972	16,541	8,073	-	-	-
9001-001 Donations-materials collected	-	-	-	-	1,346	-
9001-004 Library Donations-Friends	-	-	-	-	410	-
9001-006 Target Donation	-	-	-	-	2,000	-
9001-009 Literary Competition Grant	-	-	-	-	750	-
Subtotal	<u>10,972</u>	<u>16,541</u>	<u>8,073</u>	<u>-</u>	<u>4,506</u>	<u>-</u>
Activity Total	<u>\$ 2,354,340</u>	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,506,256</u>	<u>\$ 2,510,982</u>	<u>\$ 2,525,384</u>
Personnel	\$ 1,457,879	\$ 1,585,120	\$ 1,564,723	\$ 1,609,551	\$ 1,609,551	\$ 1,623,188
Non-personnel	896,461	926,457	861,373	896,705	901,431	902,196
	<u>\$ 2,354,340</u>	<u>\$ 2,511,577</u>	<u>\$ 2,426,096</u>	<u>\$ 2,506,256</u>	<u>\$ 2,510,982</u>	<u>\$ 2,525,384</u>
	4.99%	6.68%	-3.40%	3.30%	3.50%	-0.76%

**Library Services & Cooperative Extension  
Cooperative Extension - Activity #60831**

**Mission**

Provides research-based educational programs and resources to citizens of the Commonwealth, enabling people to improve their lives through an educational process that utilizes scientific knowledge focused on issues and needs.

**Goals**

- The Horticultural program provides classes, and resources to address the National Initiatives of pesticide reduction, safe and responsible use of pesticide, sustainable landscape management, resulting in improved water quality.
- The Family and Consumer Sciences program provides classes and resources to address National Initiatives of food safety, reducing heart disease, financial and resource management, and parent education.
- The 4-H youth development program is sponsored by Virginia Cooperative Extension. 4-H is a community of young people across America learning leadership, citizenship and life skills. Virginia Cooperative Extension is a state agency and the educational arm of the U.S. Department of Agriculture. The program is delivered to local youth through a partnership with local government.
- Resources are provided in three specific subject matter areas: Agriculture and Natural Resources (green industry, horticulture and related areas), Family and Consumer Sciences (food safety, human nutrition, financial resource management and related areas), and 4-H Youth Development (assist youth, 4-H camp, teen clubs). Equally important, the programming process of Virginia Cooperative Extension facilitates the involvement of Extension Leadership Councils, program volunteers, targeted learners, and a host of other community resources.

**Implementation Strategies**

- Expand and continue the use of volunteers in the program to plan, deliver and evaluate educational programs in Agriculture and Natural Resources.
- 4-H camp will be coordinated by a technician with Extension Agent supervision.
- Continue to provide diverse educational program in horticulture to teach citizens specific horticultural practices that will enable participants to protect water quality and reduce pesticide use.
- Continue to provide Youth Environmental Education programs to local schools, which includes after school clubs and during school field trips.
- Broaden the informational resources on [www.yorkcounty.gov/vce](http://www.yorkcounty.gov/vce).

**Budget Comments - FY2012**

Reductions are reflected in contractual services and vehicle maintenance, based on trends. The reduction in capital is because there are no scheduled data processing equipment replacements.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ -	\$ 9,055	\$ 11,586	\$ 10,000	\$ 10,000	\$ 10,000
Operating	60,583	40,670	40,378	42,060	42,060	38,055
Capital	10,470	4,820	-	1,500	1,500	-
<b>Total Expenditures</b>	<b>\$ 71,053</b>	<b>\$ 54,545</b>	<b>\$ 51,964</b>	<b>\$ 53,560</b>	<b>\$ 53,560</b>	<b>\$ 48,055</b>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>60831 Cooperative Extension</b>						
<b>Personnel Services</b>						
1532 As required-administrative/clerical	\$ -	\$ 8,411	\$ 8,738	\$ 9,289	\$ 9,289	\$ 9,289
1595 Overtime	-	-	2,025	-	-	-
2100 FICA	-	644	823	711	711	711
Subtotal	-	9,055	11,586	10,000	10,000	10,000
<b>Contractual Services</b>						
3320 Maintenance service contracts	763	860	860	900	900	900
3600 Advertising	1,000	1,000	1,000	1,000	1,000	1,000
3920 Misc contractual services	50,737	31,193	30,174	34,000	34,000	31,000
Subtotal	52,500	33,053	32,034	35,900	35,900	32,900
<b>Internal Services</b>						
4210 Vehicle maintenance	2,177	1,070	1,292	2,000	1,650	1,200
Subtotal	2,177	1,070	1,292	2,000	1,650	1,200
<b>Other Charges</b>						
5210 Postal/messenger service	194	467	190	300	300	300
5230 Telecommunications	30	10	38	40	40	40
5510 Personnel development	2,190	2,253	3,002	1,800	1,800	1,800
5520 Employee recognition program	-	-	218	100	100	100
5810 Dues & memberships	230	120	105	120	120	120
Subtotal	2,644	2,850	3,553	2,360	2,360	2,360
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,002	1,409	1,197	1,200	1,349	1,000
6011 Photo supplies	-	-	6	-	-	-
6020 Food & food service supplies	101	166	99	-	201	120
6030 Agricultural supplies	110	69	5	75	75	75
6110 Uniforms & wearing apparel	262	150	25	125	125	125
6120 Books & subscriptions	109	38	230	50	50	50
6170 Computer supplies	178	116	437	100	100	100
6171 Small equipment	-	249	-	-	-	-
Subtotal	1,762	2,197	1,999	1,550	1,900	1,470
<b>Capital Outlay</b>						
8110 Machinery/equipment	5,662	-	-	-	-	-
8170 Data processing equipment	4,808	4,820	-	1,500	1,500	-
Subtotal	10,470	4,820	-	1,500	1,500	-
<b>Contributions</b>						
9765 4-H Club	1,500	1,500	1,500	250	250	125
Subtotal	1,500	1,500	1,500	250	250	125
Activity Total	\$ 71,053	\$ 54,545	\$ 51,964	\$ 53,560	\$ 53,560	\$ 48,055
Personnel	\$ -	\$ 9,055	\$ 11,586	\$ 10,000	\$ 10,000	\$ 10,000
Non-personnel	71,053	45,490	40,378	43,560	43,560	38,055
	\$ 71,053	\$ 54,545	\$ 51,964	\$ 53,560	\$ 53,560	\$ 48,055
	7.09%	-23.23%	-4.73%	3.07%	3.07%	-10.28%

This page intentionally left blank.

## Human Services

Human Services accounts for the managing, providing service, and aiding citizens who need assistance in the areas of health services, social services and financial assistance; and contributing to outside agencies and organizations that assist with low income families, disabilities and other general needs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 3,114,205	\$ 3,602,559	\$ 3,672,184	\$ 3,553,823	\$ 3,553,823	\$ 3,185,152	100.00%
State/Federal Aid & Grants	75,968	79,299	64,883	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 3,190,173</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 3,553,823</b>	<b>\$ 3,553,823</b>	<b>\$ 3,185,152</b>	<b>100.00%</b>

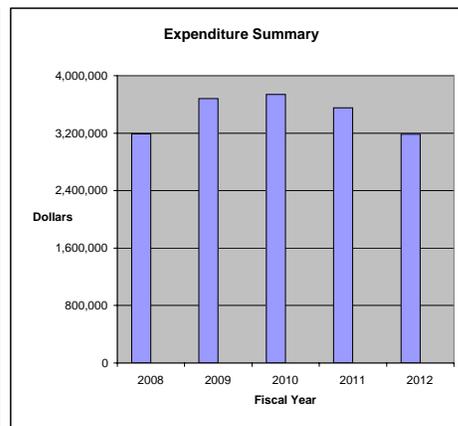
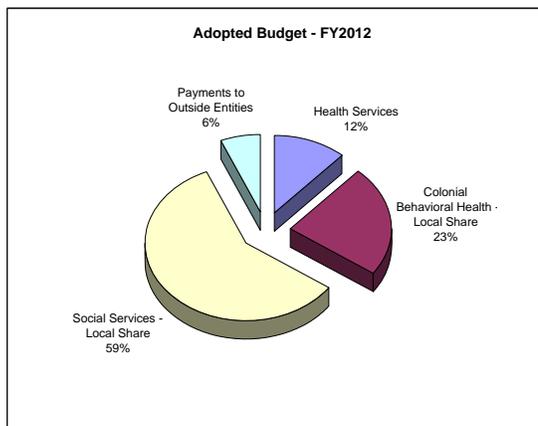
							% Change Original 2011 / Adopted 2012
<b>Expenditure by Activity</b>							
Health Services	\$ 454,367	\$ 447,674	\$ 427,514	\$ 409,934	\$ 409,934	\$ 371,060	-9.48%
Colonial Behavioral Health - Local Share	678,000	731,434	731,434	731,434	731,434	731,434	0.00%
Social Services - Local Share	1,755,630	2,195,076	2,265,293	2,161,923	2,161,923	1,876,235	-13.21%
Payments to Outside Entities	302,176	307,674	312,826	250,532	250,532	206,423	-17.61%
<b>Total Expenditures</b>	<b>\$ 3,190,173</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 3,553,823</b>	<b>\$ 3,553,823</b>	<b>\$ 3,185,152</b>	<b>-10.37%</b>

<b>Expenditure By Category</b>							
Personnel	\$ -	\$ -	\$ 1,164	\$ 1,440	\$ 1,440	\$ 1,550	7.64%
Operating	3,190,173	3,681,858	3,735,903	3,552,383	3,552,383	3,183,602	-10.38%
<b>Total Expenditures</b>	<b>\$ 3,190,173</b>	<b>\$ 3,681,858</b>	<b>\$ 3,737,067</b>	<b>\$ 3,553,823</b>	<b>\$ 3,553,823</b>	<b>\$ 3,185,152</b>	<b>-10.37%</b>

### Key Service Indicators

<b>Peninsula Health District</b>						
% of York County residents to total clinical	7.29%	7.65%	5.90%	5.90%	5.90%	5.90%
<b>Williamsburg Area Medical Assistance Corporation (WAMAC)</b>						
York County resident visits for care	1,810	1,758	1,829	1,829	1,829	1,829
<b>Colonial Behavioral Health</b>						
York County cases	843	916	1,014	1,085	1,085	1,161
York County hours of service	63,100	65,700	66,000	69,000	69,000	73,000
<b>Social Services</b>						
Food Stamps cases - York	996	1,238	1,507	1,880	1,880	2,350
Medicaid cases - York	1,913	2,156	2,286	2,423	2,423	2,568
TANF cases - York	153	167	203	247	247	301
VIEW cases - York	80	97	122	152	152	190
CSA cases - York	45	40	51	55	55	55
<b>Child Development Resources</b>						
Children served	42	42	37	37	37	37
<b>Virginia Peninsula Mayors &amp; Chairs Commission on Homelessness</b>						
York County residents who received assistance	*	*	155	155	155	155
<b>Meals on Wheels</b>						
York County residents meals served	6,240	5,520	5,750	5,750	5,750	5,750
<b>Peninsula Agency on Aging</b>						
York County - dining center meals	7,522	6,707	7,007	7,007	7,007	7,007
York County - home delivered meals	2,811	2,678	3,354	3,354	3,354	3,354
York County - personal care (hours)	1,071	1,813	1,990	1,990	1,990	1,990
<b>Housing Partnerships</b>						
Home repairs	20	15	28	28	28	28
<b>Avalon: A Center for Women &amp; Children</b>						
York County residents that needed shelter	23	34	61	61	61	61
<b>Transitions Family Violence</b>						
Emergency nights of shelter	48	39	10	10	10	10
HOTLINE calls	24	48	81	81	81	81
<b>Historic Triangle Senior Center</b>						
Activities which Seniors participated	535	545	711	711	711	711
<b>Hospice Care of Williamsburg</b>						
Days of service provided to York County residents	1,670	2,356	2,830	2,830	2,830	2,830
<b>American Red Cross York-Poquoson</b>						
Volunteers who provided community support	452	575	467	467	467	467
<b>Colonial Court Appointed Special Advocates (CASA)</b>						
Children served	1	15	31	40	40	45

\* Data not available.



**Human Services**  
**Health Services - Activity #61511**

Provides support for the following programs: Peninsula Health District and the Williamsburg Area Medical Assistance Corporation.

**Peninsula Health District**

The Peninsula Health District initiates and maintains a cooperative agreement between each of the five local governments (Newport News, James City County, York County, Poquoson, and Williamsburg) and the Commonwealth of Virginia. The County's minimum "match" requirement is 45% of the York County portion of the total Health District Budget.

**Mission**

"To promote optimum health and healthy lifestyles for the citizens of York County; to assure vital statistics, health information, preventative, and environmental health services are available to the citizens of the County; to provide medical services for low-income citizens; and to carry out other responsibilities assigned by action of the County Board of Supervisors and the Virginia General Assembly."

**Budget Comments - FY2012**

The County's local match is projected to decrease, based on program reductions at the State level.

**Williamsburg Area Medical Assistance Corporation (WAMAC)**

WAMAC is "an innovative public-private partnership formed in 1993 by the contiguous communities of James City County, York County, and the City of Williamsburg." It operates "Olde Towne Medical Center, a community-based, non-profit, 501(c) 3 rural health center which provides comprehensive primary health care to the un- and under-insured, Medicaid and Medicare population living in the Williamsburg, Virginia area."

**Mission**

"To provide quality, cost-effective, coordinated and preventive primary health care to clients, regardless of ability to pay."

**Budget Comments - FY2012**

Funding is programmed for a 2% decrease.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 454,367	\$ 447,674	\$ 427,514	\$ 409,934	\$ 409,934	\$ 371,060
Total Expenditures	<u>\$ 454,367</u>	<u>\$ 447,674</u>	<u>\$ 427,514</u>	<u>\$ 409,934</u>	<u>\$ 409,934</u>	<u>\$ 371,060</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>61511 Health Services</b>						
<b>Contractual Services</b>						
3870 Peninsula Health Dept	\$ 368,367	\$ 359,074	\$ 343,344	\$ 325,764	\$ 325,764	\$ 288,573
3871 Wmsbg Med Assist Corps	<u>86,000</u>	<u>88,600</u>	<u>84,170</u>	<u>84,170</u>	<u>84,170</u>	<u>82,487</u>
Subtotal	<u>454,367</u>	<u>447,674</u>	<u>427,514</u>	<u>409,934</u>	<u>409,934</u>	<u>371,060</u>
Activity Total	\$ <u>454,367</u>	\$ <u>447,674</u>	\$ <u>427,514</u>	\$ <u>409,934</u>	\$ <u>409,934</u>	\$ <u>371,060</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>454,367</u>	<u>447,674</u>	<u>427,514</u>	<u>409,934</u>	<u>409,934</u>	<u>371,060</u>
	\$ <u>454,367</u>	\$ <u>447,674</u>	\$ <u>427,514</u>	\$ <u>409,934</u>	\$ <u>409,934</u>	\$ <u>371,060</u>
	6.15%	-1.47%	-4.50%	-4.11%	-4.11%	-9.48%

**Human Services**  
**Colonial Behavioral Health - Local Share - Activity #61521**

**Mission**

The Colonial Behavioral Health “was established by the Counties of York and James City and the Cities of Poquoson and Williamsburg to provide a system of comprehensive community mental health, intellectual/developmental disability, and substance use disorder services.”

The following services are provided:

- Emergency Services
- Case Management
- Outpatient Services
- Psychiatric Services
- Pathways Senior Services
- Children's Behavioral Health Services
- Day Support Services
- Psychosocial Rehabilitative Services
- Residential Services
- Early Intervention
- Prevention Services
- Mental Health Support Services

**Budget Comments - FY2012**

For the third year, level funding is reflected.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Operating	\$ 678,000	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434
Total Expenditures	\$ 678,000	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>61521 Colonial Behavioral Health - Local Share</b>						
<b>Contractual Services</b>						
3880 Behavioral & development svcs	\$ 678,000	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434	\$ 731,434
Subtotal	<u>678,000</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>
Activity Total	<u>\$ 678,000</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>678,000</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>	<u>731,434</u>
	<u>\$ 678,000</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>	<u>\$ 731,434</u>
	5.75%	7.88%	0.00%	0.00%	0.00%	0.00%

**Human Services**  
**Social Services - Local Share - Activity #61533**

**Mission**

The General Fund contributes to the operation of the Social Services Fund for its local match for administration, programs and for the Comprehensive Services Act. Social Services is responsible for promoting self-sufficiency, self-support, and self-esteem among those less fortunate. There are financial assistance programs available to aid needy persons within the community. The Comprehensive Services Act requires local governments to provide certain residential or intensive in-home therapeutic services to troubled youth.

**Budget Comments - FY2012**

The local share for Social Service programs is programmed at a decrease, based on a reduction of expenditures at the York-Poquoson Department of Social Services. Also the use of fund balance, representing excess local funds accumulated in prior years, is planned to balance funding sources with expenditures. The local match for the Comprehensive Services Act is level funded.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ -	\$ -	\$ 1,164	\$ 1,440	\$ 1,440	\$ 1,550
Operating	<u>1,755,630</u>	<u>2,195,076</u>	<u>2,264,129</u>	<u>2,160,483</u>	<u>2,160,483</u>	<u>1,874,685</u>
Total Expenditures	<u>\$ 1,755,630</u>	<u>\$ 2,195,076</u>	<u>\$ 2,265,293</u>	<u>\$ 2,161,923</u>	<u>\$ 2,161,923</u>	<u>\$ 1,876,235</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>61533 Social Services - Local Share</b>						
<b>Personnel Services</b>						
1500 Board & commissions	\$ -	\$ -	\$ 1,080	\$ 1,338	\$ 1,338	\$ 1,440
2100 FICA	-	-	84	102	102	110
Subtotal	-	-	1,164	1,440	1,440	1,550
<b>Contractual Services</b>						
3940 Board/commission services	420	1,140	-	-	-	-
Subtotal	420	1,140	-	-	-	-
<b>Transfers to Other Funds</b>						
9213 Social Services Fund	1,430,210	1,892,729	1,853,640	1,788,323	1,788,323	1,502,525
9213-001 Comprehensive Svc Act (CSA)	289,075	228,458	344,086	272,160	272,160	272,160
9213-002 CSA Medicaid - local	35,925	84,839	87,020	100,000	100,000	100,000
9213-002-300 ARRA CSA Medicaid	-	(12,090)	(20,617)	-	-	-
Subtotal	1,755,210	2,193,936	2,264,129	2,160,483	2,160,483	1,874,685
Activity Total	\$ 1,755,630	\$ 2,195,076	\$ 2,265,293	\$ 2,161,923	\$ 2,161,923	\$ 1,876,235
Personnel	\$ -	\$ -	\$ 1,164	\$ 1,440	\$ 1,440	\$ 1,550
Non-personnel	1,755,630	2,195,076	2,264,129	2,160,483	2,160,483	1,874,685
	\$ 1,755,630	\$ 2,195,076	\$ 2,265,293	\$ 2,161,923	\$ 2,161,923	\$ 1,876,235
	5.67%	25.03%	3.20%	-4.56%	-4.56%	-13.21%

**Human Services**  
**Payments to Outside Entities - Activity #61535**

**Child Development Resources:** Provides early childhood developmental programs for economically disadvantaged or otherwise qualified York County families.

**Child Food Service:** Contribution to the food service program.

**Virginia Peninsula Mayors & Chairs Commission on Homelessness:** Agreement between localities to provide leadership and oversight for a regional plan to address homelessness.

**Meals on Wheels:** Responsible for delivering meals to York County residents in need of this service.

**Peninsula Agency on Aging:** Assists older individuals, 60 years or older, to live independently for as long as possible.

**Housing Partnerships:** Utilizes volunteer labor to repair and replace substandard housing in James City County, Williamsburg, and York County.

**Avalon: A Center for Women & Children:** Provides services to victims of domestic and sexual violence and homelessness in James City County, Williamsburg, and York County.

**Transitions Family Violence:** Provides services to victims, both adult and children, of family violence.

**Historic Triangle Senior Center:** Provides “an affordable and accessible array of integrated services, leisure and recreational activities, educational and cultural events, and information on health and safety issues affecting the elderly, as well as, volunteer opportunities and intergenerational programs.”

**Hospice Care of Williamsburg:** Includes caring for terminally-ill patients living at home and providing necessary equipment and supplies.

**American Red Cross York-Poquoson:** Provides resources to ensure coordination and efficient response to any disaster that strikes.

**Colonial Court Appointed Special Advocates (CASA):** Provides services by way of well-trained community volunteers who advocate on behalf of community children that have been found to be abused and neglected.

**Budget Comments - FY2012**

Reductions in funding are programmed for the above agencies, except for Child Food Services, per a contractual arrangement.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 302,176	\$ 307,674	\$ 312,826	\$ 250,532	\$ 250,532	\$ 206,423
Total Expenditures	\$ 302,176	\$ 307,674	\$ 312,826	\$ 250,532	\$ 250,532	\$ 206,423

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>61535            Payments to Outside Entities</b>						
<b>Contractual Services</b>						
3834 Child Development Resources	\$ 180,925	\$ 186,352	\$ 177,034	\$ 177,034	\$ 177,034	\$ 173,493
3838 Child Food Services	2,121	2,192	2,208	2,208	2,208	2,208
3849 VA Pen Myrs & Chrs Comm on Homelessness	-	-	14,454	14,454	14,454	7,227
Subtotal	<u>183,046</u>	<u>188,544</u>	<u>193,696</u>	<u>193,696</u>	<u>193,696</u>	<u>182,928</u>
<b>Contributions</b>						
9730 Meals on Wheels - York	13,500	13,500	13,500	6,412	6,412	3,206
9731 Peninsula Agency on Aging	14,835	14,835	14,835	7,046	7,046	3,523
9732 Retired Sr. Volunteer Prog	3,825	3,825	3,825	1,817	1,817	-
9733 Foster Grandparents Prog	3,640	3,640	3,640	1,729	1,729	-
9735 Housing Partnerships	18,200	18,200	18,200	8,645	8,645	4,323
9736 Avalon Center (Williamsburg)	16,640	16,640	16,640	7,904	7,904	3,952
9737 Transitions Family Violence Services	15,600	15,600	15,600	7,410	7,410	3,705
9740 Peninsula READS	3,120	3,120	3,120	1,482	1,482	-
9743 Williamsburg H.T. Senior Center	2,600	2,600	2,600	1,235	1,235	401
9748 Insight Enterprises, Inc.	3,640	3,640	3,640	1,729	1,729	-
9790 Hospice Care of Williamsburg	6,000	6,000	6,000	2,850	2,850	1,425
9800 Lackey Free Medical Clinic	5,200	5,200	5,200	2,470	2,470	-
9802 American Red Cross York-Poquoson	10,400	10,400	10,400	4,940	4,940	2,400
9804 Historic Trgle Subst Abuse Coalition	1,930	1,930	1,930	917	917	-
9805 Colonial Court Appt Spec Advocates (CASA)	-	-	-	250	250	560
Subtotal	<u>119,130</u>	<u>119,130</u>	<u>119,130</u>	<u>56,836</u>	<u>56,836</u>	<u>23,495</u>
Activity Total	<u>\$ 302,176</u>	<u>\$ 307,674</u>	<u>\$ 312,826</u>	<u>\$ 250,532</u>	<u>\$ 250,532</u>	<u>\$ 206,423</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>302,176</u>	<u>307,674</u>	<u>312,826</u>	<u>250,532</u>	<u>250,532</u>	<u>206,423</u>
	<u>\$ 302,176</u>	<u>\$ 307,674</u>	<u>\$ 312,826</u>	<u>\$ 250,532</u>	<u>\$ 250,532</u>	<u>\$ 206,423</u>
	3.49%	1.82%	1.67%	-19.91%	-19.91%	-17.61%

This page intentionally left blank.

## General Services

The Department of General Services is responsible for the management, design, construction, and delivery of maintenance services for York County. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 5,222,049	\$ 5,849,218	\$ 5,679,447	\$ 6,178,690	\$ 6,178,690	\$ 5,910,641	82.36%
Rental of Equipment & Facility	26,700	67,016	69,067	71,700	71,700	69,800	0.97%
Donations	-	275	2,000	-	1,000	-	0.00%
Utility Costs Reimbursement	71	-	-	-	-	-	0.00%
York-Poquoson Courthouse	48,068	44,530	43,147	48,863	48,863	39,131	0.55%
Recovered Costs	-	29,900	-	-	-	-	0.00%
Insurance Recovery	-	-	4,797	-	-	-	0.00%
State/Federal Aid & Grants	72,683	-	-	-	-	-	0.00%
Streetlight Support	107,602	20,510	37,705	35,000	35,000	35,000	0.49%
School Support	1,156,488	1,136,782	1,129,722	1,129,722	1,129,722	1,121,365	15.63%
<b>Total Funding Sources</b>	<b>\$ 6,633,661</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 7,463,975</b>	<b>\$ 7,464,975</b>	<b>\$ 7,175,937</b>	<b>100.00%</b>

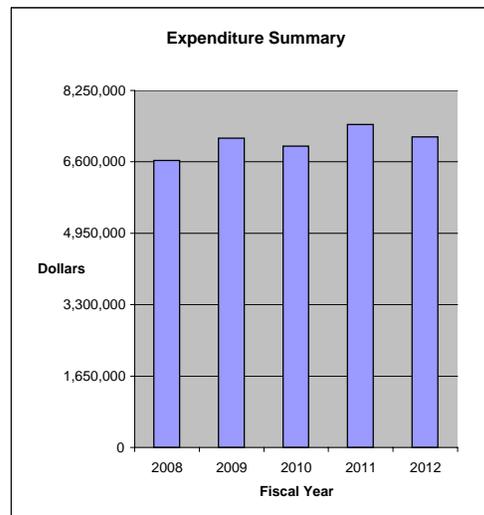
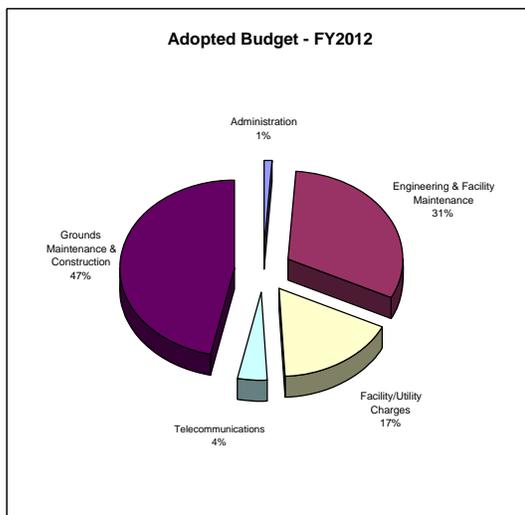
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Administration	\$ 208,163	\$ 213,178	\$ 208,485	\$ 213,911	\$ 212,111	\$ 71,736	-66.46%
Engineering & Facility Maintenance	2,073,967	2,303,561	2,261,864	2,378,839	2,378,839	2,240,072	-5.83%
Facility/Utility Charges	949,142	1,016,597	927,334	1,176,955	1,176,955	1,220,500	3.70%
Telecommunications	282,913	279,154	282,657	279,441	279,441	287,074	2.73%
Grounds Maintenance & Construction	3,119,476	3,335,741	3,285,545	3,414,829	3,417,629	3,356,555	-1.71%
<b>Total Expenditures</b>	<b>\$ 6,633,661</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 7,463,975</b>	<b>\$ 7,464,975</b>	<b>\$ 7,175,937</b>	<b>-3.86%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 3,185,433	\$ 3,480,347	\$ 3,711,532	\$ 3,955,696	\$ 3,955,696	\$ 3,797,854	-3.99%
Operating	3,226,149	3,280,532	3,163,307	3,404,779	3,401,929	3,269,283	-3.98%
Capital	222,079	387,352	91,046	103,500	107,350	108,800	5.12%
<b>Total Expenditures</b>	<b>\$ 6,633,661</b>	<b>\$ 7,148,231</b>	<b>\$ 6,965,885</b>	<b>\$ 7,463,975</b>	<b>\$ 7,464,975</b>	<b>\$ 7,175,937</b>	<b>-3.86%</b>

<b>FTE's</b>						
Management	3.00	3.00	3.00	3.00	3.00	3.00
Professional/Technical	14.00	16.00	16.00	17.00	17.00	17.00
Admin/Clerical	3.00	3.00	3.00	3.00	3.00	3.00
Trades & Crafts	35.00	46.00	46.00	46.00	46.00	46.00
<b>Total FTE's</b>	<b>55.00</b>	<b>68.00</b>	<b>68.00</b>	<b>69.00</b>	<b>69.00</b>	<b>69.00</b>

<b>Key Service Indicators</b>						
Gross square feet of facilities	359,026	360,933	375,074	383,029	383,029	392,629
Adjusted average age of facilities (years)	15.2	16.1	17.1	18.1	18.1	19.1
Work orders generated	*	*	1,906	1,913	1,913	2,000
Energy cost per square foot	\$ 1.95	\$ 2.06	\$ 1.64	\$ 1.85	\$ 1.85	\$ 1.95
Phone lines	1,252	1,276	1,304	1,320	1,320	1,325
Average age of equipment (years)	6.8	7.8	8.8	9.8	9.8	8.3
Phone calls	2,349,981	2,229,911	2,182,866	2,050,700	2,050,700	1,999,000
Athletic fields	64	77	77	77	77	77
Miles of roadway mowed	27	27	27	28	28	32
Park acreage	225	300	300	300	300	300

\* Data not available.



**General Services**  
**General Services Administration - Activity #70119**

**Mission**

Provides leadership, supervision, and administrative support to the Department of General Services including Vehicle Maintenance and quality service to all customers.

**Goals**

- Provide quality, cost-effective administrative support for the Department of General Services.

**Implementation Strategies**

- Ensure division managers develop and implement the necessary programs to meet our mission and goals through employee training, performance evaluations, budget preparation, and performance measurement.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. There is no funding provided for the vacant Director position. No funding is provided for vehicle maintenance as the division is no longer using the vehicle. Other reductions are programmed for personnel development and office supplies. Capital funding has been provided for the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 188,743	\$ 199,848	\$ 199,050	\$ 201,951	\$ 201,951	\$ 63,111
Operating	16,416	13,330	9,435	11,960	10,160	6,825
Capital	3,004	-	-	-	-	1,800
Total Expenditures	<u>\$ 208,163</u>	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 213,911</u>	<u>\$ 212,111</u>	<u>\$ 71,736</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>70119 General Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 102,618	\$ 109,673	\$ 113,187	\$ 113,447	\$ 113,447	\$ -
1515 Professional & technical salaries	-	-	32,461	46,888	46,888	46,888
1516 Administrative & clerical salaries	44,192	45,971	14,347	-	-	-
1595 Overtime	3,809	5,436	146	1,000	1,000	500
2100 FICA	11,477	12,090	11,962	12,342	12,342	3,625
2200 VRS	20,818	20,959	21,505	22,639	22,639	6,621
2300 Health care	4,358	4,440	4,494	5,106	5,106	5,346
2400 Group life insurance	1,471	1,279	948	529	529	131
Subtotal	<u>188,743</u>	<u>199,848</u>	<u>199,050</u>	<u>201,951</u>	<u>201,951</u>	<u>63,111</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	85	135	-	150	150	-
3320 Maintenance service contracts	3,309	1,456	1,745	2,210	2,210	2,010
3500 Printing & binding	123	998	-	-	-	-
3920 Misc contractual services	281	-	-	-	-	-
Subtotal	<u>3,798</u>	<u>2,589</u>	<u>1,745</u>	<u>2,360</u>	<u>2,360</u>	<u>2,010</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	3,860	3,751	2,446	3,800	2,000	-
4300 Central store	119	-	52	50	50	50
4500 Radio maintenance	1,415	930	-	-	-	-
Subtotal	<u>5,394</u>	<u>4,681</u>	<u>2,498</u>	<u>3,850</u>	<u>2,050</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	195	115	131	100	100	100
5230 Telecommunications	495	510	270	500	500	40
5510 Personnel development	1,034	411	350	1,200	1,200	250
5520 Employee recognition program	858	995	1,002	1,000	1,000	1,000
5810 Dues & memberships	281	281	15	50	50	50
Subtotal	<u>2,863</u>	<u>2,312</u>	<u>1,768</u>	<u>2,850</u>	<u>2,850</u>	<u>1,440</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,637	2,863	2,391	2,400	2,400	2,000
6020 Food & food service supplies	882	425	200	-	-	-
6120 Books & subscriptions	312	96	243	200	200	150
6140 Other operating supplies	100	300	80	100	100	-
6170 Computer mat/supplies	430	64	510	200	200	1,175
Subtotal	<u>4,361</u>	<u>3,748</u>	<u>3,424</u>	<u>2,900</u>	<u>2,900</u>	<u>3,325</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	3,004	-	-	-	-	1,800
Subtotal	<u>3,004</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
Activity Total	<u>\$ 208,163</u>	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 213,911</u>	<u>\$ 212,111</u>	<u>\$ 71,736</u>
Personnel	\$ 188,743	\$ 199,848	\$ 199,050	\$ 201,951	\$ 201,951	\$ 63,111
Non-personnel	19,420	13,330	9,435	11,960	10,160	8,625
	<u>\$ 208,163</u>	<u>\$ 213,178</u>	<u>\$ 208,485</u>	<u>\$ 213,911</u>	<u>\$ 212,111</u>	<u>\$ 71,736</u>
	5.42%	2.41%	-2.20%	2.60%	1.74%	-66.46%

**General Services**  
**Engineering & Facility Maintenance - Activity #70431**

**Mission**

Provide timely, efficient, and cost-effective maintenance and repair, construction and facility support services to enhance the working environment for County employees and the quality of life for our community.

**Goals**

- Award all Capital Improvement Program projects in year of appropriation, complete all projects within budget and on schedule, and financially close all projects within 120 days of taking occupancy.
- Provide effective facility maintenance programs to help ensure mission accomplishment, protect County resources, provide quality work places, and ensure excellent customer service.
- Complete 95% of critical preventive maintenance tasks on schedule, strive for zero customer requests for minor work over 30 days old, repair at least 98% of emergencies within 24 hours, and provide timely response to high-priority, major work orders.
- Improve planning and budgeting efforts by conducting annual audits on select facilities, developing an effective preventive maintenance program, and controlling backlog growth through sound programming and resource advocacy.
- Ensure Division employees have the information, resources, and motivation necessary to perform their best while providing quality service.

**Implementation Strategies**

- Use a balance of miscellaneous contract repair and minor construction services and in-house work to optimize customer support and perform critical preventive maintenance tasks.
- Make greater use of in-house and contract audit initiatives to develop building system upgrade/replacement plans based on cost-effective industry standards and life-cycle replacement strategies.
- Continue to deploy and utilize new asset management software to improve preventive maintenance programs for facility systems to lower frequency and costs of maintenance.
- Invest in employee training to improve energy and facility management practices.

**Budget Comments - Fy2012**

For the third year, there is no funding for step increases. Reductions in personnel include reducing work-as-required and overtime funding. Further reductions are for repairs & maintenance, custodial contracts and supplies. Capital funding has been provided for the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 1,199,858	\$ 1,293,698	\$ 1,374,824	\$ 1,456,827	\$ 1,456,827	\$ 1,387,027
Operating	832,782	946,084	879,366	915,512	915,512	844,845
Capital	41,327	63,779	7,674	6,500	6,500	8,200
Total Expenditures	<u>\$ 2,073,967</u>	<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,378,839</u>	<u>\$ 2,378,839</u>	<u>\$ 2,240,072</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	5.00	6.00	6.00	6.00	6.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	13.00	13.00	13.00	13.00	13.00	13.00
Total FTE's	<u>19.00</u>	<u>20.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

General Fund Expenditures		FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
		Actual	Actual	Actual	Original	Estimated	Adopted
		Expenditures	Expenditures	Expenditures	Budget	Budget	Budget
<b>70431</b>	<b>Engineering &amp; Facility Maintenance</b>						
<b>Personnel Services</b>							
1513	Middle management	\$ 76,944	\$ 90,440	\$ 90,508	\$ 90,768	\$ 90,768	\$ 90,768
1515	Professional & technical salaries	216,834	250,002	331,422	351,143	351,143	355,711
1516	Administrative & clerical salaries	40,344	42,377	42,465	42,465	42,465	42,465
1518	Trades & crafts	513,949	538,002	526,436	551,770	551,770	505,734
1533	As required-trades/crafts	39,402	49,595	47,261	42,500	42,500	23,000
1595	Overtime	26,530	22,405	19,314	23,000	23,000	19,250
1596	Holiday worked	-	-	712	-	-	750
1599	Other pay	6,760	6,740	6,646	6,656	6,656	6,656
2100	FICA	68,308	74,185	78,763	84,785	84,785	79,892
2200	VRS	119,972	124,380	132,797	146,304	146,304	140,449
2300	Health care	82,336	87,983	92,634	114,017	114,017	119,567
2400	Group life insurance	8,479	7,589	5,866	3,419	3,419	2,785
	Subtotal	<u>1,199,858</u>	<u>1,293,698</u>	<u>1,374,824</u>	<u>1,456,827</u>	<u>1,456,827</u>	<u>1,387,027</u>
<b>Contractual Services</b>							
3140	A & E services	396	-	-	-	-	-
3310	Repairs & maintenance	59,424	60,695	53,629	60,000	60,000	55,000
3310-100	Waterfront repairs & maint	5,016	6,560	6,602	8,000	8,000	6,500
3310-200	Repairs & maint-Sports Complex	-	-	3,801	4,950	4,950	4,000
3320	Maint svc contracts	42,894	38,219	48,260	56,974	56,974	60,800
3320-003	Workorder maintenance	5,796	11,596	11,599	11,600	11,600	11,600
3320-100	Waterfront maint svc contracts	855	20,041	20,334	25,500	25,500	20,600
3320-200	Maint svc contracts-Sports Complex	-	-	161	1,230	1,230	1,230
3321	Custodial contract/Special service	17,946	22,166	14,500	20,000	20,000	25,000
3321-001	Custodial-Courthouse	85,241	85,033	76,035	76,937	76,937	48,240
3321-002	Custodial-Tabb Library	43,764	43,657	42,423	43,271	43,271	39,540
3321-005	Custodial-Other	-	-	1,251	-	-	-
3321-006	Custodial-Yorktown Library	21,840	21,787	21,718	22,207	22,207	6,620
3321-007	Custodial-Rodger's Smith Boat	6,345	6,440	6,309	6,453	6,453	3,180
3321-008	Custodial-Finance	25,401	25,340	21,539	21,664	21,664	31,000
3321-009	Custodial-Gen Services	7,966	7,947	7,922	8,103	8,103	4,260
3321-010	Custodial-Parks & Recreation	8,617	8,596	7,885	8,011	8,011	4,320
3321-011	Custodial-Senior Center	12,234	12,204	10,432	10,502	10,502	8,700
3321-013	Custodial-Building Regulation building	4,042	4,032	3,757	3,819	3,819	4,200
3321-014	Custodial-Emergency Comm Center	9,804	9,780	9,533	9,728	9,728	7,800
3321-015	Custodial-Vehicle Maint	5,134	5,122	4,841	4,926	4,926	2,820
3321-016	Custodial-Bldgs & Ground Maint	6,335	6,320	5,712	5,787	5,787	5,640
3321-017	Custodial-Public Safety	15,028	22,715	20,902	21,203	21,203	20,700
3321-018	Custodial-York Hall	14,101	14,066	11,218	11,204	11,204	8,820
3321-019	Custodial-Post Office/CSS	5,829	5,815	497	-	-	-
3321-020	Custodial-Griffin-Yeates Center	37,393	37,302	33,178	33,538	33,538	22,920
3321-021	Custodial-Charles Brown Park	10,939	10,912	10,426	10,619	10,619	5,700
3321-023	Custodial-DARE Sheriff Sat Office	5,475	5,461	3,266	3,132	3,132	2,580
3321-024	Custodial-Kiln Creek Park	5,955	5,940	5,457	5,535	5,535	7,140
3321-025	Custodial-New Quarter Park	4,166	4,156	3,877	3,942	3,942	4,224
3321-026	Custodial-Chisman Creek Park	5,606	5,592	4,548	4,551	4,551	3,780
3321-027	Custodial-Wolftrap Park	5,606	5,592	5,098	5,166	5,166	4,560
3321-028	Custodial-Wormley Creek	1,725	1,751	1,524	1,538	1,538	1,560
3321-029	Custodial-Back Creek Park	2,211	2,244	2,065	2,102	2,102	5,400
3321-030	Custodial-Stormwater Building	-	1,710	3,498	3,588	3,588	2,580
3321-100	Custodial-Waterfront	3,267	105,072	105,638	113,677	113,677	116,188
3321-200	Custodial-Sports Complex	-	1,047	4,188	4,295	4,295	2,760
3322	Professional services	-	-	475	-	-	-
3392	Repair/maint-insurance recovery	10,919	5,771	7,866	-	-	-
3392-100	Repair/maint-insurance recovery	-	-	1,775	-	-	-
3920	Misc contractual services	7,584	445	3,485	1,290	4,090	3,700
3920-100	Misc contr svcs-Waterfront	-	3,900	650	2,000	2,000	3,000
3920-200	Misc contractual services-Sprts Cmplx	-	-	-	300	1,670	430
3930	Uniform support svcs & entrance mats	-	-	2,043	2,070	2,070	165
3930-200	Uniform support svcs-Sprts Cmplx	-	-	-	1,370	-	-
	Subtotal	<u>504,854</u>	<u>635,026</u>	<u>609,917</u>	<u>640,782</u>	<u>643,582</u>	<u>567,257</u>
<b>Internal Services</b>							
4210	Vehicle maintenance	103,497	95,195	95,387	95,000	95,000	105,813
4300	Central store	102	71	95	100	100	100
4500	Radio maintenance	21,825	8,040	-	-	-	-
	Subtotal	<u>125,424</u>	<u>103,306</u>	<u>95,482</u>	<u>95,100</u>	<u>95,100</u>	<u>105,913</u>
<b>Other Charges</b>							
5110	Electrical services	-	50	-	-	-	-
5210	Postal/messenger service	136	71	142	100	100	100
5230	Telecommunications	8,196	8,000	8,291	8,200	8,200	7,920
5230-100	Telecommunications-Freight Shed	6	465	522	500	500	900
5510	Personnel development	3,843	7,478	578	5,000	5,000	4,500
5810	Dues & memberships	265	80	120	605	605	630
	Subtotal	<u>12,446</u>	<u>16,144</u>	<u>9,653</u>	<u>14,405</u>	<u>14,405</u>	<u>14,050</u>

This page intentionally left blank.

General Fund Expenditures		FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
		Actual	Actual	Actual	Original	Estimated	Adopted
		Expenditures	Expenditures	Expenditures	Budget	Budget	Budget
<b>70431</b>	<b>Engineering &amp; Facility Maintenance</b>						
<b>Materials &amp; Supplies</b>							
6010	Office supplies	1,644	1,381	1,465	1,600	1,600	1,600
6010-100	Office supplies-Freight Shed	388	248	39	250	250	250
6011	Photo supplies	-	59	-	-	-	-
6050	Housekeep/janitorial	14,420	12,879	11,209	16,000	13,200	13,000
6050-100	Housekeep/janit-Waterfront	1,006	2,240	1,516	1,500	1,500	1,500
6050-200	Housekeep/janitorial-Sprts Complx	-	7,694	3,459	8,700	8,700	4,000
6070	Repair & maint supplies	111,467	111,458	86,613	90,000	90,000	90,000
6070-100	R & M sup-Waterfront	17,077	11,143	13,066	13,000	13,000	15,000
6070-200	R & M sup-Sports Complex	-	-	2,899	5,000	5,000	4,000
6170-001	Planning to Admin move	64	-	-	-	-	-
6075	Sign materials & supplies	13,494	9,181	11,243	9,000	9,000	8,000
6075-100	Waterfront sign materials	2,839	545	1,649	1,000	1,000	1,700
6075-200	Sign materials-Sports Complex	-	-	-	1,000	1,000	500
6092	Mat/sup insurance recovery	-	14,086	9,459	-	-	-
6110	Uniforms/wearing apparel	8,747	7,308	6,601	8,000	8,000	8,000
6120	Books & subscriptions	120	481	403	480	480	480
6140	Other operating supplies	496	168	268	-	-	-
6170	Computer mat/supplies	1,700	2,470	393	1,500	1,500	1,400
6171	Small equipment	11,291	8,982	10,669	7,500	7,500	7,500
6171-001	Small equipment-Waterfront	1,782	-	-	-	-	-
6172-100	Minor furnishings-Waterfront	1,137	-	1,179	500	500	500
	Subtotal	<u>187,672</u>	<u>190,323</u>	<u>162,130</u>	<u>165,030</u>	<u>162,230</u>	<u>157,430</u>
<b>Leases &amp; Rentals</b>							
7105	General equipment rental	4,722	1,393	2,672	3,195	3,195	3,195
7105-100	Equipment rental-Waterfront	2,000	2,005	945	2,000	2,000	2,000
7192	Equip rental insurance	-	492	-	-	-	-
	Subtotal	<u>6,722</u>	<u>3,890</u>	<u>3,617</u>	<u>5,195</u>	<u>5,195</u>	<u>5,195</u>
<b>Capital Outlay</b>							
8110	Machinery/equipment	1,560	16,120	-	-	-	-
8110-100	Machinery/equipment-Waterfront	5,879	-	-	-	-	-
8150	Vehicles	16,187	-	-	-	-	-
8170	Data processing equipment	7,720	17,602	3,441	1,500	1,500	3,200
8170-001	Data processing server	-	13,747	-	-	-	-
8170-003	Data processing software	-	2,015	-	-	-	-
8719	Street signs	9,981	14,295	4,233	5,000	5,000	5,000
	Subtotal	<u>41,327</u>	<u>63,779</u>	<u>7,674</u>	<u>6,500</u>	<u>6,500</u>	<u>8,200</u>
<b>Grants &amp; Donations</b>							
9001	Yorktown Go Green	-	275	567	-	-	-
	Subtotal	<u>-</u>	<u>275</u>	<u>567</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Chargeouts</b>							
9895	Chargeouts-signs	(4,336)	(2,880)	(2,000)	(5,000)	(5,000)	(5,000)
	Subtotal	<u>(4,336)</u>	<u>(2,880)</u>	<u>(2,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>
	Activity Total	<u>\$ 2,073,967</u>	<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,378,839</u>	<u>\$ 2,378,839</u>	<u>\$ 2,240,072</u>
	Personnel	\$ 1,199,858	\$ 1,293,698	\$ 1,374,824	\$ 1,456,827	\$ 1,456,827	\$ 1,387,027
	Non-personnel	874,109	1,009,863	887,040	922,012	922,012	853,045
		<u>\$ 2,073,967</u>	<u>\$ 2,303,561</u>	<u>\$ 2,261,864</u>	<u>\$ 2,378,839</u>	<u>\$ 2,378,839</u>	<u>\$ 2,240,072</u>
		6.49%	11.07%	-1.81%	5.17%	5.17%	-5.83%

**General Services**  
**Facility/Utility Charges - Activity #70432**

**Mission**

Provide adequate, efficient, and cost-effective utility services at County facilities and enhance public safety by providing streetlights in certain areas.

**Goals**

- Provide electrical, water, gas, heating, and sewer services for County facilities and parks.
- Provide solid waste services for County facilities.

**Implementation Strategies**

- Improve energy management by continuously monitoring energy use, effectively using Staefa Energy Management equipment, and maintaining efficient building systems.
- Renew the County's Virginia Energy Purchasing Governmental Association (VEPGA) Agreement for discounted electrical power rates with Dominion Virginia Power.
- Work with Fiscal Accounting Services to continue consolidated utility billing efforts to reduce administrative work for County's employees.
- Conduct energy efficiency audits at County facilities to identify areas where utility costs can be reduced.

**Budget Comments - FY2012**

Increased funding is programmed for electrical services and water & sewer service.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 949,142	\$ 1,016,597	\$ 927,334	\$ 1,176,955	\$ 1,176,955	\$ 1,220,500
Total Expenditures	\$ 949,142	\$ 1,016,597	\$ 927,334	\$ 1,176,955	\$ 1,176,955	\$ 1,220,500

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>70432 Facility/Utility Charges</b>						
<b>Other Charges</b>						
5110 Electrical services	\$ 540,983	\$ 598,012	\$ 483,227	\$ 620,250	\$ 620,250	\$ 675,000
5110-100 Electrical services-Waterfront	33,966	40,014	31,604	40,000	40,000	40,000
5110-200 Electrical services-Sprts Cmplx	-	22,565	34,585	54,170	54,170	50,000
5111 Streetlight operating costs	79,459	87,352	80,004	89,000	89,000	89,000
5112 Streetlight install-developers	84,611	16,862	33,728	20,000	20,000	20,000
5120 Heating services	96,617	90,754	76,138	100,000	100,000	87,500
5120-200 Heating services-Sprts Cmplx	-	603	1,923	4,750	4,750	2,500
5130 Water & sewer	75,202	99,690	90,759	110,000	110,000	110,000
5130-100 Water & sewer-Waterfront	11,927	12,384	24,047	15,000	15,000	25,000
5130-200 Water & sewer-Sprts Cmplx	-	20,559	33,675	57,285	57,285	55,000
5140 Solid waste	25,928	27,610	29,186	30,000	30,000	30,000
5140-100 Solid waste-Waterfront	449	192	536	1,000	1,000	1,000
5140-200 Solid waste-Sprts Cmplx	-	-	1,243	3,000	3,000	3,000
6080 Generator fuel	-	-	6,679	32,500	32,500	32,500
Subtotal	<u>949,142</u>	<u>1,016,597</u>	<u>927,334</u>	<u>1,176,955</u>	<u>1,176,955</u>	<u>1,220,500</u>
Activity Total	\$ <u>949,142</u>	\$ <u>1,016,597</u>	\$ <u>927,334</u>	\$ <u>1,176,955</u>	\$ <u>1,176,955</u>	\$ <u>1,220,500</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>949,142</u>	<u>1,016,597</u>	<u>927,334</u>	<u>1,176,955</u>	<u>1,176,955</u>	<u>1,220,500</u>
	<u>\$ 949,142</u>	<u>\$ 1,016,597</u>	<u>\$ 927,334</u>	<u>\$ 1,176,955</u>	<u>\$ 1,176,955</u>	<u>\$ 1,220,500</u>
	10.48%	7.11%	-8.78%	26.92%	26.92%	3.70%

**General Services**  
**Telecommunications - Activity #70433**

**Mission**

Provides telecommunication service to all County facilities.

**Goals**

- Award all Capital Improvement Program projects in year of appropriation, complete all projects within budget and on schedule, and financially close all projects within 120 days of taking occupancy.
- Provide quality equipment and effective maintenance program to ensure mission accomplishment and excellent customer service and to protect County resources.
- Complete 100% of system maintenance tasks on schedule, strive for zero customer requests for minor, non-urgent work over 30 days old, repair 100% of emergencies within 24 hours, and provide timely response to high-priority, major work orders.
- Improve planning and budgeting efforts by developing system upgrade and replacement plans for software and hardware.

**Implementation Strategies**

- Use a balance of miscellaneous contract repair and in-house work to optimize customer support and perform critical preventive maintenance tasks.
- Make greater use of in-house and contract audit initiatives to develop telephone system upgrade/replacement plans based on cost-effective industry standards and life-cycle replacement strategies.
- Continue to invest time in preventive maintenance programs for the telephone system to lower frequency and costs of the current breakdown maintenance.
- Invest in employee training to sustain and improve telephone service.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. An increase in funding has been provided for vehicle maintenance and telecommunications. Capital funding is for the routine replacement of data processing equipment.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 81,514	\$ 81,715	\$ 83,517	\$ 83,948	\$ 83,948	\$ 84,931
Operating	200,655	195,939	199,140	195,493	195,493	200,343
Capital	744	1,500	-	-	-	1,800
Total Expenditures	<u>\$ 282,913</u>	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 279,441</u>	<u>\$ 279,441</u>	<u>\$ 287,074</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>70433 Telecommunications</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 58,298	\$ 59,464	\$ 59,869	\$ 60,029	\$ 60,029	\$ 60,029
1595 Overtime	1,479	640	1,279	500	500	500
1596 Holiday worked	-	-	606	-	-	-
2100 FICA	4,311	4,329	4,452	4,630	4,630	4,630
2200 VRS	8,256	7,998	8,050	8,476	8,476	8,476
2300 Health care	8,587	8,796	8,906	10,115	10,115	11,128
2400 Group life insurance	583	488	355	198	198	168
Subtotal	<u>81,514</u>	<u>81,715</u>	<u>83,517</u>	<u>83,948</u>	<u>83,948</u>	<u>84,931</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	297	-	-	-	-	-
3320 Maintenance service contracts	61,006	61,298	63,420	62,473	62,473	62,573
3920 Misc contractual services	1,500	-	-	-	-	-
Subtotal	<u>62,803</u>	<u>61,298</u>	<u>63,420</u>	<u>62,473</u>	<u>62,473</u>	<u>62,573</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,650	4,633	4,674	4,650	4,650	5,000
4500 Radio maintenance	-	930	-	-	-	-
Subtotal	<u>4,650</u>	<u>5,563</u>	<u>4,674</u>	<u>4,650</u>	<u>4,650</u>	<u>5,000</u>
<b>Other Charges</b>						
5210 Postal/messenger services	31	20	11	20	20	20
5230 Telecommunications	137,909	131,412	135,379	133,000	133,000	137,600
5231 Long distance toll call	(8,150)	(8,553)	(8,421)	(8,550)	(8,550)	(8,550)
5510 Personnel development	-	-	952	750	750	750
5810 Dues & memberships	625	250	650	250	250	450
Subtotal	<u>130,415</u>	<u>123,129</u>	<u>128,571</u>	<u>125,470</u>	<u>125,470</u>	<u>130,270</u>
<b>Materials &amp; Supplies</b>						
6070 Repairs & maintenance supplies	2,553	5,624	2,421	2,500	2,500	2,500
6120 Books & subscriptions	-	-	-	200	200	-
6140 Other operating supplies	206	-	54	200	200	-
6171 Small equipment	28	325	-	-	-	-
Subtotal	<u>2,787</u>	<u>5,949</u>	<u>2,475</u>	<u>2,900</u>	<u>2,900</u>	<u>2,500</u>
<b>Capital Outlay</b>						
8130 Communications equipment	744	-	-	-	-	-
8170 Data processing equipment	-	1,500	-	-	-	1,800
Subtotal	<u>744</u>	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
Activity Total	<u>\$ 282,913</u>	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 279,441</u>	<u>\$ 279,441</u>	<u>\$ 287,074</u>
Personnel	\$ 81,514	\$ 81,715	\$ 83,517	\$ 83,948	\$ 83,948	\$ 84,931
Non-personnel	201,399	197,439	199,140	195,493	195,493	202,143
	<u>\$ 282,913</u>	<u>\$ 279,154</u>	<u>\$ 282,657</u>	<u>\$ 279,441</u>	<u>\$ 279,441</u>	<u>\$ 287,074</u>
	-22.46%	-1.33%	1.25%	-1.14%	-1.14%	2.73%

**General Services**  
**Grounds Maintenance & Construction - Activity #70434**

**Mission**

Provide efficient, responsive, and cost effective maintenance of School and County grounds; and design & construct quality improvements to County and School grounds to enhance the quality of life for all our citizens.

**Goals**

- Provide a comprehensive grounds maintenance program for County facilities.
- Provide support to the Parks & Recreation Division's outdoor recreational programs and to community-based, group recreational programs such as Little League, Youth Football, and Select Soccer.
- Provide a grounds maintenance program for 276.1 acres of School facilities as outlined in the School Grounds Maintenance Agreement between the York County Board of Supervisors and the York County School Board.
- Provide a comprehensive grounds maintenance program for the Gateway Corridors.
- Ensure Grounds Maintenance employees have resources, motivation and technical information necessary to perform their best while providing effective customer service.

**Implementation Strategies**

- Implement a comprehensive sports turf maintenance program for all athletic fields, including the new Sports Field Complex, to ensure safety and playability for the users of the fields.
- Implement a comprehensive landscape maintenance program for turf, trees, shrubs, and flowers at County facilities and Gateway Corridors.
- Coordinate the Virginia Peninsula Regional Jail Work Program to ensure the most effective and efficient use of available resources.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Reductions are programmed for repairs & maintenance, professional contracted services, vehicle maintenance, agricultural repair & maintenance supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures</u></b>						
Personnel	\$ 1,715,318	\$ 1,905,086	\$ 2,054,141	\$ 2,212,970	\$ 2,212,970	\$ 2,262,785
Operating	1,227,154	1,108,582	1,148,032	1,104,859	1,103,809	996,770
Capital	177,004	322,073	83,372	97,000	100,850	97,000
Total Expenditures	<u>\$ 3,119,476</u>	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,414,829</u>	<u>\$ 3,417,629</u>	<u>\$ 3,356,555</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	9.00	10.00	9.00	10.00	10.00	10.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	22.00	33.00	33.00	33.00	33.00	33.00
Total FTE's	<u>33.00</u>	<u>45.00</u>	<u>44.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>70434 Grounds Maintenance &amp; Construction</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 85,126	\$ 60,041	\$ 77,344	\$ 77,604	\$ 77,604	\$ 77,344
1515 Professional & technical salaries	436,633	446,242	434,441	462,279	462,279	474,432
1516 Administrative & clerical salaries	27,810	31,908	38,694	38,774	38,774	38,774
1518 Trades & crafts	591,956	747,893	847,804	893,614	893,614	878,567
1533 As required-trades/crafts	70,923	67,895	59,552	102,388	102,388	70,000
1595 Overtime	71,523	69,678	72,384	47,300	47,300	75,000
1595-002 Overtime-Sports Complex	-	-	599	-	-	-
1596 Holiday worked	-	509	1,274	-	-	1,300
1599 Other pay	-	647	-	-	-	-
2100 FICA	94,587	104,997	112,680	124,080	124,080	123,579
2200 VRS	161,321	175,126	188,277	207,885	207,885	207,439
2300 Health care	164,001	189,464	212,814	254,188	254,188	312,236
2400 Group life insurance	11,438	10,686	8,278	4,858	4,858	4,114
Subtotal	<u>1,715,318</u>	<u>1,905,086</u>	<u>2,054,141</u>	<u>2,212,970</u>	<u>2,212,970</u>	<u>2,262,785</u>
<b>Contractual Services</b>						
3110 Payment for medical service	271	449	234	450	450	300
3110-200 Payment for medical service-Sprts Cmplx	-	-	-	50	50	50
3130 Management consulting service	-	150	-	-	-	-
3140 Architectural & engineering svcs	18,050	-	360	-	-	-
3200-001 Temp help service fees	33,834	-	-	-	-	-
3310 Repair & maintenance	117,678	73,928	81,737	105,000	105,000	76,000
3310-100 Repair & maint-Waterfront	14,652	8,984	2,160	12,180	12,180	10,000
3310-100-001 Repair & maint-Waterfront	8,300	-	-	-	-	-
3310-200 Repair & maintenance-Sprts Cmplx	-	285	2,719	5,000	5,000	5,000
3320 Maintenance service contracts	-	-	24	24	24	950
3320-003 Workorder maintenance	5,796	6,000	5,999	6,000	6,000	6,000
3322-001 Cust turf chemical app	81,679	27,921	43,697	60,000	60,000	50,000
3322-001-100 Cust turf chemical app-Waterfront	1,930	355	402	2,000	2,000	1,000
3322-001-200 Cust turf chemical app-Sprts Cmplx	-	4,354	4,142	7,540	7,540	6,000
3322-002 Professional services	75,724	64,815	71,027	85,000	85,000	75,000
3322-002-100 Professional services-Waterfront	23,168	13,135	14,500	20,000	20,000	18,000
3322-002-200 Professional services-Sports Complex	-	11,067	205	10,000	10,000	11,000
3322-003 Rt 17/171 landscaping	62,854	60,331	56,741	-	-	-
3322-004 Rt 199 landscaping-west	49,315	49,114	49,743	-	-	-
3322-005 Rt 171 landscaping-phase I	54,925	31,274	40,906	-	-	-
3322-006 Rt 143/2nd St landscaping	-	18,454	22,150	-	-	-
3322-008 Rt 105 Ft. Eustis Blvd landsg	-	18,872	23,211	-	-	-
3322-100 Landscap & chem app-Waterfront	5,860	1,622	8,417	11,000	11,000	9,000
3392 Repair/maint-insurance recovery	5,999	569	1,736	-	-	-
3500 Printing & binding	-	100	-	100	100	-
3600 Advertising	109	416	-	250	250	-
3920 Misc contractual services	2,357	3,036	2,568	6,000	6,000	3,000
3920-001 Misc cont svcs-roadway maint	5,867	5,282	4,987	3,000	3,000	3,000
3920-002 Misc cont svcs-County sites	-	27,248	31,800	51,700	51,700	48,000
3920-100 Misc cont svcs-Waterfront	5,735	2,605	2,997	3,040	3,040	3,000
3920-200 Misc contr svcs-Sports Complex	-	-	-	1,225	1,225	250
3920-400 Misc contr svcs-Schools	-	-	1,211	-	-	-
3930 Uniform support services	7,269	12,528	12,142	8,000	8,000	8,000
3930-200 Uniform support services-Sprts Cmplx	-	622	1,440	1,800	1,800	1,800
Subtotal	<u>581,372</u>	<u>443,516</u>	<u>487,255</u>	<u>399,359</u>	<u>399,359</u>	<u>335,350</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	195,244	206,647	193,464	204,600	204,600	213,385
4210-200 Vehicle maintenance-Sports Complex	-	3,679	5,763	5,500	5,500	14,440
4215 Large turf maint equipment	160,377	189,103	166,285	171,000	171,000	125,000
4215-200 Large turf maint equipment-Sprts Cmplx	-	4,055	11,128	13,950	13,950	9,500
4216 Small turf maint equipment	22,786	15,976	22,594	16,500	16,500	23,710
4216-200 Small turf maint equipment-Sprts Cmplx	-	-	173	2,500	2,500	500
4217 Inmate Work Program	9,642	5,705	1,850	5,700	5,700	3,080
4220 Heavy equipment maintenance	8,571	14,748	12,128	14,500	14,500	14,500
4220-200 Heavy equip maintenance-Sprts Cmplx	-	-	135	9,300	9,300	4,000
4300 Central store	68	119	95	100	100	100
4500 Radio maintenance	43,750	25,810	-	-	-	-
Subtotal	<u>440,438</u>	<u>465,842</u>	<u>413,615</u>	<u>443,650</u>	<u>443,650</u>	<u>408,215</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>70434 Grounds Maintenance &amp; Construction</b>						
<b>Other Charges</b>						
5210 Postal/messenger service	119	65	29	100	100	75
5230 Telecommunications	5,602	5,427	6,507	6,000	6,000	6,000
5230-200 Telecommunications-Sports Complex	-	527	451	450	450	450
5510 Personnel development	4,045	4,840	5,136	4,000	4,000	4,000
5810 Dues & memberships	805	735	225	800	800	800
5810-200 Dues & memberships-Sports Complex	-	-	215	200	200	200
5828 Application/permit fees	-	100	-	-	-	-
Subtotal	<u>10,571</u>	<u>11,694</u>	<u>12,563</u>	<u>11,550</u>	<u>11,550</u>	<u>11,525</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,498	1,547	650	1,100	1,100	1,000
6011 Photo supplies	11	-	-	-	-	-
6030 Agricultural supplies	114,428	102,205	92,077	132,000	130,513	115,000
6030-100 Agricultural supplies-Waterfront	9,869	14,910	15,980	15,000	15,000	15,000
6030-200 Agricultural supplies-Sports Complex	-	18,301	46,615	30,000	30,000	40,000
6031-100 Sand replenishment-Waterfront	7,340	3,000	10,168	7,750	7,750	7,750
6050 Housekeep & janitorial supplies	984	412	1,002	1,000	1,000	1,000
6050-100 Housekeep & janitorial-Waterfront	-	119	669	400	400	400
6050-200 Housekeep & janitorial-Sports Complex	-	985	298	280	280	300
6070 Repairs & maintenance supplies	24,234	15,138	10,260	24,200	24,200	20,000
6070-100 Repairs & maint supplies-Waterfront	-	258	462	-	-	-
6070-200 Repairs & maint supplies-Sprts Complex	-	214	1,701	1,160	1,160	1,300
6075 Sign materials & supplies	-	-	4,062	-	-	-
6090 Vehicle powered equip supplies	1,723	3,091	4,857	2,000	2,000	4,400
6090-200 Vehicle/power equip supp-Sprts Cmplx	-	-	1,118	280	280	280
6110 Uniforms & wearing apparel	-	-	2,061	-	-	2,100
6111 Protective clothing	7,466	4,692	7,867	6,650	6,650	6,650
6111-200 Protective clothing-Sports Complex	-	1,103	993	1,820	1,820	1,300
6120 Books & subscriptions	74	165	714	100	100	100
6130 Educational & rec supplies	10,384	5,944	11,761	7,500	5,450	7,500
6130-200 Educational & rec supplies-Sprts Cmplx	-	4,846	4,658	7,650	7,650	7,000
6140 Other operating supplies	1,145	471	439	500	500	500
6170 Computer mat/supplies	925	397	70	750	750	500
6170-200 Computer mat/supplies-Sprts Cmplx	567	50	124	100	100	100
6171 Small equipment-replace	4,974	656	1,242	4,250	4,250	4,750
6171-001 Small equipment-additions	-	-	9,009	-	-	-
6171-001-200 Small equipment-additions-Sprts Cmplx	793	7,646	2,156	2,000	2,000	1,500
6172 Minor furnishings	-	-	257	-	1,487	-
6172-100 Minor furnishings-Waterfront	68	-	325	250	250	250
Subtotal	<u>186,483</u>	<u>186,150</u>	<u>231,595</u>	<u>246,740</u>	<u>244,690</u>	<u>238,680</u>
<b>Leases &amp; Rentals</b>						
7105 General equipment rental	8,290	1,380	3,004	3,000	3,000	2,440
7105-200 General equipment rental-Sprts Cmplx	-	-	-	560	560	560
Subtotal	<u>8,290</u>	<u>1,380</u>	<u>3,004</u>	<u>3,560</u>	<u>3,560</u>	<u>3,000</u>
<b>Capital Outlay</b>						
8050-200 Site amenities-Sports Complex	14,047	-	-	-	-	-
8110 Machinery/equipment-replacement	56,445	51,817	36,421	70,000	67,465	70,000
8110-001 Mach/equip-roadway maint replacement	21,984	20,940	-	-	-	23,000
8110-002 Mach/equip-roadway maint add	-	16,179	16,337	15,000	15,000	-
8110-003 Machinery/equipment-add	17,564	2,939	-	-	-	-
8110-100 Machinery/equipment-Waterfront	1,088	-	-	-	-	-
8110-200 Machinery/equipment-Sports Complex	4,421	168,545	7,085	12,000	14,535	-
8111 Recreation equipment	-	-	-	-	2,050	2,500
8113 Irrigation systems	25,479	7,532	-	-	-	-
8120-200 Furniture/fixtures-Sports Complex	28,651	-	-	-	-	-
8150 Vehicles	-	22,990	14,929	-	-	-
8150-200 Vehicle-Sports Complex	-	29,631	8,600	-	-	-
8170 Data processing equipment	4,425	1,500	-	-	1,800	1,500
8170-200 Data processing equipment-Sprts Cmplx	2,900	-	-	-	-	-
Subtotal	<u>177,004</u>	<u>322,073</u>	<u>83,372</u>	<u>97,000</u>	<u>100,850</u>	<u>97,000</u>
<b>Contributions</b>						
9002 York Youth Lacrosse	-	-	-	-	1,000	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>-</u>
Activity Total	<u>\$ 3,119,476</u>	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,414,829</u>	<u>\$ 3,417,629</u>	<u>\$ 3,356,555</u>
Personnel	\$ 1,715,318	\$ 1,905,086	\$ 2,054,141	\$ 2,212,970	\$ 2,212,970	\$ 2,262,785
Non-personnel	1,404,158	1,430,655	1,231,404	1,201,859	1,204,659	1,093,770
	<u>\$ 3,119,476</u>	<u>\$ 3,335,741</u>	<u>\$ 3,285,545</u>	<u>\$ 3,414,829</u>	<u>\$ 3,417,629</u>	<u>\$ 3,356,555</u>
	-2.80%	6.93%	-1.50%	3.93%	4.02%	-1.71%

## Community Services

The Community Services Department is responsible for the delivery or oversight of human services and programs providing opportunities for recreation and cultural enrichment for the citizens of the County. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 2,467,050	\$ 2,701,272	\$ 2,559,036	\$ 2,734,463	\$ 2,734,463	\$ 2,590,372	81.75%
Charges for Services	428,363	458,090	496,998	415,950	415,950	447,900	14.14%
Donations	33,745	9,620	10,710	-	-	-	0.00%
State/Federal Aid & Grants	201,668	204,948	157,951	138,510	142,856	130,310	4.11%
<b>Total Funding Sources</b>	<b>\$ 3,130,826</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 3,288,923</b>	<b>\$ 3,293,269</b>	<b>\$ 3,168,582</b>	<b>100.00%</b>

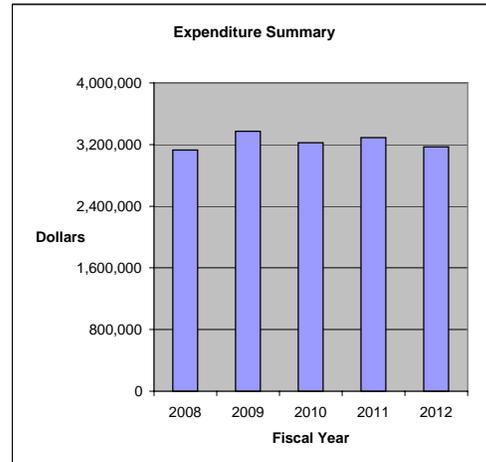
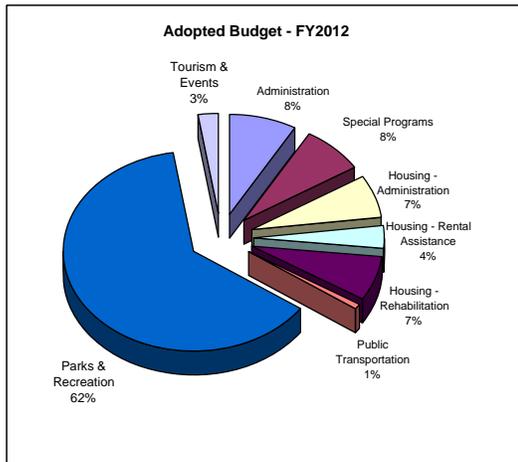
							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Administration	\$ 251,885	\$ 258,136	\$ 244,983	\$ 270,735	\$ 270,735	\$ 264,570	-2.28%
Special Programs	271,107	279,919	244,939	248,352	248,352	247,507	-0.34%
Housing - Administration	208,084	211,259	220,784	216,213	219,213	216,099	-0.05%
Housing - Rental Assistance	119,757	118,496	119,085	122,503	122,503	121,078	-1.16%
Housing - Rehabilitation	256,998	273,944	218,633	228,035	229,381	228,657	0.27%
Public Transportation	23,137	23,526	23,943	23,000	23,000	20,000	-13.04%
Parks & Recreation	1,807,186	2,123,538	2,070,777	2,097,149	2,097,149	1,987,216	-5.24%
Tourism & Events	192,672	85,112	81,551	82,936	82,936	83,455	0.63%
<b>Total Expenditures</b>	<b>\$ 3,130,826</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 3,288,923</b>	<b>\$ 3,293,269</b>	<b>\$ 3,168,582</b>	<b>-3.66%</b>

							% Change
<b>Expenditure By Category</b>							
Personnel	\$ 2,150,510	\$ 2,277,259	\$ 2,285,923	\$ 2,333,563	\$ 2,333,563	\$ 2,207,952	-5.38%
Operating	967,320	1,036,096	932,407	934,538	938,884	950,230	1.68%
Capital	12,996	60,575	6,365	20,822	20,822	10,400	-50.05%
<b>Total Expenditures</b>	<b>\$ 3,130,826</b>	<b>\$ 3,373,930</b>	<b>\$ 3,224,695</b>	<b>\$ 3,288,923</b>	<b>\$ 3,293,269</b>	<b>\$ 3,168,582</b>	<b>-3.66%</b>

<b>FTE's</b>						
Management	4.00	4.00	4.00	4.00	4.00	4.00
Professional/Technical	17.00	17.00	17.00	17.00	17.00	17.00
Admin/Clerical	7.00	7.00	7.00	7.00	7.00	7.00
Trades & Crafts	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total FTE's</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>

<b>Key Service Indicators</b>						
Leadership and integrated services	304	302	343	300	300	300
Intergovernmental relations	178	145	238	200	200	200
Board and Commissions	10	10	11	11	11	11
Health Day/Community & Lifetime Learning programs	37	32	31	30	30	30
VHDA score based on number of indicators reviewed annually)	99%	100%	100%	100%	100%	100%
Lease up utilization	99%	104%	97%	98%	98%	98%
New admission	26	17	8	25	25	25
Annual re-exams	165	191	203	185	185	185
Baseline number of vouchers	261	261	261	300	300	300
Housing counseling	*	5	44	17	17	17
FSS participants	27	22	23	23	23	*
Center for Independent Living units of transportation	532	532	339	339	339	339
Recreation program participation	129,188	130,137	160,332	163,539	163,539	163,539
Reserved hours for schools and parks	33,187	41,625	46,562	48,424	48,424	48,424
Parks and acreage	10/716	11/786	11/786	11/786	11/786	11/786
Brochure distribution	100,000	125,000	132,000	130,000	134,000	130,000
Visitor Inquiries	3,928	4,110	5,039	5,000	5,000	5,000
Estimated County event attendance	59,000	67,000	69,000	74,000	74,000	70,000

\* Data not available.



**Community Services**  
**Community Services Administration - Activity #81119**

**Mission**

Strives to continuously improve the quality of life for all residents of York County through the delivery of human services that directly affect their lives.

**Goals**

- To support the Board of Supervisor's goal to improve communication and coordination by effectively interacting with County staff, other agencies, and the public in development and delivery of services.
- To support the Board's goal to generate quality educational opportunities for all.
- To oversee the administration of the divisions of Special Programs, Children Services, Housing and Neighborhood Revitalization, Juvenile Services, Parks and Recreation, Video Services and such programs as Safety Town and the Senior Center of York.
- To review/project the level of community need for program designs and development, grantsmanship, etc.
- To provide oversight and liaison responsibilities with the Peninsula Health District and the Williamsburg Area Medical Assistance Corporation, Colonial Behavioral Health, Social Services, Peninsula Agency on Aging, the Virginia Cooperative Extension, the Library, the Juvenile Court System, and Public Transportation to assure that the best interests of County government and the citizens of York are served.
- To oversee the County's compliance with the Americans with Disabilities Act.
- To lobby the General Assembly for legislation desired by and in the best interests of the County.

**Implementation Strategies**

- Develop proposals for comprehensive life-long learning opportunities using traditional and non-traditional settings.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Capital funding is programmed for the routine replacement of a computer and printer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 209,463	\$ 230,294	\$ 223,568	\$ 243,438	\$ 243,438	\$ 236,190
Operating	34,907	27,842	21,415	27,297	27,297	24,880
Capital	7,515	-	-	-	-	3,500
Total Expenditures	<u>\$ 251,885</u>	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 270,735</u>	<u>\$ 270,735</u>	<u>\$ 264,570</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81119 Community Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level management	\$ 114,704	\$ 119,328	\$ 121,293	\$ 121,553	\$ 121,553	\$ 121,553
1516 Administrative & clerical salaries	47,563	55,013	51,177	60,621	60,621	60,621
1531 As required-professional/technical	-	4,292	-	-	-	-
2100 FICA	11,434	12,637	12,074	13,936	13,936	13,936
2200 VRS	23,013	23,543	23,347	25,723	25,723	25,723
2300 Health care	11,123	14,045	14,664	21,004	21,004	13,847
2400 Group life insurance	1,626	1,436	1,013	601	601	510
Subtotal	<u>209,463</u>	<u>230,294</u>	<u>223,568</u>	<u>243,438</u>	<u>243,438</u>	<u>236,190</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	3,513	2,740	2,889	2,812	2,812	1,600
3500 Printing & binding	240	-	-	200	200	150
3920 Misc contractual services	1,760	-	-	-	-	-
Subtotal	<u>5,513</u>	<u>2,740</u>	<u>2,889</u>	<u>3,012</u>	<u>3,012</u>	<u>1,750</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	3,192	2,412	2,601	3,200	3,200	3,200
4300 Central store	122	184	20	100	100	100
4700 Imaging system charges	2,160	2,233	2,533	3,285	3,285	4,330
Subtotal	<u>5,474</u>	<u>4,829</u>	<u>5,154</u>	<u>6,585</u>	<u>6,585</u>	<u>7,630</u>
<b>Other Charges</b>						
5210 Postal/messenger service	308	96	185	300	300	200
5230 Telecommunications	1,991	1,544	1,316	2,000	2,000	1,700
5510 Personnel development	4,330	3,185	3,634	3,000	2,000	2,000
5520 Employee recognition program	750	943	881	900	900	900
5810 Dues & memberships	505	605	395	240	240	240
5820 Assoc/meeting support charges	-	-	-	-	1,000	1,000
5850 Mileage expenses	4,689	2,887	2,386	3,500	3,500	3,500
Subtotal	<u>12,573</u>	<u>9,260</u>	<u>8,797</u>	<u>9,940</u>	<u>9,940</u>	<u>9,540</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	5,887	5,365	3,815	5,800	5,800	4,000
6120 Books & subscriptions	642	454	-	-	-	-
6170 Computer mat/supplies	471	-	-	200	200	200
6171 Small equipment	1,347	434	-	-	-	-
Subtotal	<u>8,347</u>	<u>6,253</u>	<u>3,815</u>	<u>6,000</u>	<u>6,000</u>	<u>4,200</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	3,000	4,760	760	1,760	1,760	1,760
Subtotal	<u>3,000</u>	<u>4,760</u>	<u>760</u>	<u>1,760</u>	<u>1,760</u>	<u>1,760</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	5,275	-	-	-	-	-
8170 Data processing equipment	2,240	-	-	-	-	3,500
Subtotal	<u>7,515</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,500</u>
Activity Total	<u>\$ 251,885</u>	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 270,735</u>	<u>\$ 270,735</u>	<u>\$ 264,570</u>
Personnel	\$ 209,463	\$ 230,294	\$ 223,568	\$ 243,438	\$ 243,438	\$ 236,190
Non-personnel	42,422	27,842	21,415	27,297	27,297	28,380
	<u>\$ 251,885</u>	<u>\$ 258,136</u>	<u>\$ 244,983</u>	<u>\$ 270,735</u>	<u>\$ 270,735</u>	<u>\$ 264,570</u>
	3.71%	2.48%	-5.10%	10.51%	10.51%	-2.28%

**Community Services  
Special Programs - Activity #81538**

**Mission**

To improve the quality of life for all residents of York County by providing services related to aging, health and disabilities; implementation of special programs and projects as needed; and the management of short-term initiatives.

**Goals**

- To develop and implement Aging, Health and Disability programs to improve York County residents' quality of life.
- To administer short-term initiatives and contracts designed to promote self-sufficiency and improved quality of life.
- To coordinate and provide resources and information with a specific emphasis on "Senior Connection," a referral service for senior and disabled citizens.
- To create and maintain the Department's Internet and intranet presence.

**Implementation Strategies**

- Host quarterly programs and/or seminars related to Aging, Health and Disability topics.
- Update information and referral documents, department web pages and department publications.
- Promote health care options available to County residents, particularly the uninsured, including Olde Towne Medical Center and the Lackey Free Family Medicine Clinic.
- Support Health Programming at the Senior Center of York and oversight of the Center's Dining Program.
- Coordinate, for the purpose of improving quality of life for York County residents, with area agencies, such as Historic Triangle Funders Forum, Peninsula Agency on Aging, United Way, Health Department, York-Poquoson Social Services, and Senior Services Coalition.
- Track and support health legislation and activities at the state level which can have a positive effect on York County residents.
- Continue to support the efforts of the Disaster Relief Program.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Funding in personnel is provided for rate increases for health insurance. A vacant Home Health Aide position will be held vacant, for the second year. Decreases are programmed for mileage and materials & supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 243,271	\$ 253,261	\$ 230,038	\$ 227,812	\$ 227,812	\$ 229,212
Operating	27,836	26,658	14,901	19,040	19,040	16,495
Capital	-	-	-	1,500	1,500	1,800
Total Expenditures	<u>\$ 271,107</u>	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 248,352</u>	<u>\$ 248,352</u>	<u>\$ 247,507</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81538 Special Programs</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 50,371	\$ 54,612	\$ 57,169	\$ 57,429	\$ 57,429	\$ 57,429
1515 Professional & technical salaries	78,468	84,240	85,677	85,680	85,680	85,680
1516 Administrative & clerical salaries	25,909	22,714	26,796	27,781	27,781	27,781
1518 Trades & crafts	27,154	28,239	5,639	-	-	-
1531 As required-professional/technical	2,370	4,175	3,700	3,000	3,000	3,000
1595 Overtime	115	-	81	-	-	-
1999-999-999 Charge out wages-grants	-	-	(1,441)	-	-	-
2100 FICA	13,668	14,473	13,240	13,303	13,303	13,303
2200 VRS	26,076	25,422	23,524	24,130	24,130	24,130
2300 Health care	17,297	17,835	14,717	15,925	15,925	17,411
2400 Group life insurance	1,843	1,551	1,046	564	564	478
2999-999-999 Charge out fringes-grants	-	-	(110)	-	-	-
Subtotal	<u>243,271</u>	<u>253,261</u>	<u>230,038</u>	<u>227,812</u>	<u>227,812</u>	<u>229,212</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	-	77	-	-	100
3500 Printing & binding	2,471	2,141	-	720	720	-
3920 Misc contractual services	24	420	-	100	100	-
Subtotal	<u>2,495</u>	<u>2,561</u>	<u>77</u>	<u>820</u>	<u>820</u>	<u>100</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	6,177	8,457	6,990	8,500	8,500	8,500
4300 Central store	47	-	24	-	-	-
Subtotal	<u>6,224</u>	<u>8,457</u>	<u>7,014</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
<b>Other Charges</b>						
5210 Postal/messenger service	2,502	2,377	144	420	420	145
5230 Telecommunications	449	453	416	450	450	240
5510 Personnel development	2,156	1,212	1,105	1,200	840	720
5810 Dues & memberships	495	495	275	250	250	275
5820 Assoc/meeting support charges	-	-	-	-	360	480
5850 Mileage expenses	9,865	10,259	4,266	5,200	5,200	4,400
Subtotal	<u>15,467</u>	<u>14,796</u>	<u>6,206</u>	<u>7,520</u>	<u>7,520</u>	<u>6,260</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,716	1,863	1,427	2,000	2,000	1,475
6020 Food & food service supplies	285	41	137	-	-	-
6040 Medical/laboratory supplies	20	-	-	-	-	-
6130 Educational & rec supplies	25	80	40	100	100	60
6170 Computer mat/supplies	288	-	-	100	100	100
6171 Small equipment	316	-	-	-	-	-
Subtotal	<u>3,650</u>	<u>1,984</u>	<u>1,604</u>	<u>2,200</u>	<u>2,200</u>	<u>1,635</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	1,500	1,500	1,800
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,800</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	-	(1,140)	-	-	-	-
Subtotal	<u>-</u>	<u>(1,140)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 271,107</u>	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 248,352</u>	<u>\$ 248,352</u>	<u>\$ 247,507</u>
Personnel	\$ 243,271	\$ 253,261	\$ 230,038	\$ 227,812	\$ 227,812	\$ 229,212
Non-personnel	27,836	26,658	14,901	20,540	20,540	18,295
	<u>\$ 271,107</u>	<u>\$ 279,919</u>	<u>\$ 244,939</u>	<u>\$ 248,352</u>	<u>\$ 248,352</u>	<u>\$ 247,507</u>
	2.54%	3.25%	-12.50%	1.39%	1.39%	-0.34%

**Community Services**  
**Housing - Administration - Activity #81547**

**Mission**

To provide safe, decent and sanitary housing to York's citizens by administering rental assistance programs; housing rehabilitation and neighborhood revitalization activities; housing counseling; affordable housing; special projects and cooperative projects undertaken in conjunction with other County Departments and Divisions (i.e., Community Development Block Grants).

**Goals**

- To ensure accountability and quality customer service in the delivery of programs.
- To constantly research additional resources for County citizens.
- To seek and apply for grants as directed by the Director, County Administrator, and Board of Supervisors.
- To continue to implement the on-going programs of this Division.

**Implementation Strategies**

- To improve the quality and quantity of services provided to citizens whether tenants, homeowners, prospective homeowners, or developers.
- To implement continuation of the Virginia Individual Development Account Program and utilize the program to assist citizens to achieve designated goals.
- To utilize quality control in all programs as a tool for efficiency, cost-effectiveness and improvement.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Capital funding is provided for the routine replacement of a laptop.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 191,439	\$ 200,239	\$ 204,967	\$ 202,517	\$ 202,517	\$ 202,924
Operating	15,269	11,020	15,777	13,696	16,696	11,375
Capital	1,376	-	40	-	-	1,800
Total Expenditures	<u>\$ 208,084</u>	<u>\$ 211,259</u>	<u>\$ 220,784</u>	<u>\$ 216,213</u>	<u>\$ 219,213</u>	<u>\$ 216,099</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81547 Housing - Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 60,679	\$ 64,687	\$ 66,174	\$ 66,434	\$ 66,434	\$ 66,434
1515 Professional & technical salaries	55,469	56,632	56,675	56,675	56,675	56,675
1516 Administrative & clerical salaries	36,618	38,464	34,835	38,774	38,774	38,774
1531 As required-professional/technical	-	1,500	7,027	-	-	-
1532 As required-administrative/clerical	-	-	926	-	-	-
1595 Overtime	80	7	110	-	-	-
1599 Other pay	-	-	60	-	-	-
2100 FICA	11,271	11,896	12,213	12,384	12,384	12,384
2200 VRS	21,666	21,516	21,713	22,858	22,858	22,858
2300 Health care	4,125	4,224	4,277	4,858	4,858	5,346
2400 Group life insurance	1,531	1,313	957	534	534	453
Subtotal	<u>191,439</u>	<u>200,239</u>	<u>204,967</u>	<u>202,517</u>	<u>202,517</u>	<u>202,924</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	203	325	484	732	732	500
3500 Printing & binding	413	219	126	400	400	200
3600 Advertising	-	135	-	150	150	-
Subtotal	<u>616</u>	<u>679</u>	<u>610</u>	<u>1,282</u>	<u>1,282</u>	<u>700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	5,508	6,198	5,799	5,939	5,939	5,300
4211 Misc vehicle maintenance charges	25	-	-	-	-	-
4300 Central store	36	24	36	50	50	50
Subtotal	<u>5,569</u>	<u>6,222</u>	<u>5,835</u>	<u>5,989</u>	<u>5,989</u>	<u>5,350</u>
<b>Other Charges</b>						
5210 Postal/messenger service	222	135	232	225	225	225
5230 Telecommunications	1,598	1,578	1,451	1,300	1,300	1,300
5510 Personnel development	1,204	1,014	1,760	800	800	900
5810 Dues & memberships	789	502	-	200	200	300
5850 Mileage expenses	1,223	521	270	200	200	300
Subtotal	<u>5,036</u>	<u>3,750</u>	<u>3,713</u>	<u>2,725</u>	<u>2,725</u>	<u>3,025</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,405	1,219	299	1,400	1,400	800
6020 Food & food service supplies	232	138	26	-	-	-
6120 Books & subscriptions	482	161	131	100	100	100
6170 Computer mat/supplies	140	30	355	400	400	400
6171 Small equipment	-	350	-	-	-	-
6172 Minor furnishings	7	-	-	-	-	-
Subtotal	<u>2,266</u>	<u>1,898</u>	<u>811</u>	<u>1,900</u>	<u>1,900</u>	<u>1,300</u>
<b>Leases &amp; Rentals</b>						
7500 Operating leases of building	1,782	1,782	1,000	1,800	1,800	1,000
Subtotal	<u>1,782</u>	<u>1,782</u>	<u>1,000</u>	<u>1,800</u>	<u>1,800</u>	<u>1,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	1,376	-	40	-	-	1,800
Subtotal	<u>1,376</u>	<u>-</u>	<u>40</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
<b>Grants &amp; Donations</b>						
9591 VDH Prevent Injury	-	-	3,808	-	-	-
9596 Housing Choice Voucher Program	-	-	-	-	3,000	-
Subtotal	<u>-</u>	<u>-</u>	<u>3,808</u>	<u>-</u>	<u>3,000</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	-	(3,311)	-	-	-	-
Subtotal	<u>-</u>	<u>(3,311)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	\$ 208,084	\$ 211,259	\$ 220,784	\$ 216,213	\$ 219,213	\$ 216,099
Personnel	\$ 191,439	\$ 200,239	\$ 204,967	\$ 202,517	\$ 202,517	\$ 202,924
Non-personnel	16,645	11,020	15,817	13,696	16,696	13,175
	<u>\$ 208,084</u>	<u>\$ 211,259</u>	<u>\$ 220,784</u>	<u>\$ 216,213</u>	<u>\$ 219,213</u>	<u>\$ 216,099</u>
	-5.62%	1.53%	4.51%	-2.07%	-0.71%	-0.05%

**Community Services  
Housing - Rental Assistance - Activity #81548**

**Mission**

To provide safe, decent and sanitary housing for York Citizens through the administration of the York County contract for the U.S. Department of Housing and Urban Development/Virginia Housing Development Authority (VHDA)-funded rental subsidy programs (provides rental assistance to very low-income families).

**Goals**

- To continue to exceed the mandated enrollment of Family Self-Sufficiency participants.
- To ensure units are maintained to Housing Quality Standards with annual, complaint, and move-inspections thus ensuring Section 8 properties are being maintained.
- To accurately prepare all required paperwork to meet required deadlines.
- To closely work with our clients to prepare them for homeownership.
- To maintain and meet high standing in federal and state monitoring on program management assessments – SEMAP.

**Implementation Strategies**

- Aggressively promote self-sufficiency programs to incoming clients as well as existing clientele.
- Utilization of quality control checks on tenant files for accuracy and completeness and to ensure that the units are being inspected and maintained to Housing Quality Standards.
- Conducting regular quality control inspections of randomly sampled dwellings to ensure program compliance and suitability.
- Rent and utility payments are issued directly by VHDA subsequent to Division admissions, therefore; only administrative funds are reflected in the County Budget. Rent, utilities and administrative fiscal projections total \$2,130,000. The amount of revenue from VHDA increased to compensate for more costly rental rates in the County.
- Partnered with United Way of the Peninsula and FACES ( Families Achieving Community Economic Stability) also the Internal Revenue in an effort to promote financial fitness/education in personal finances and EITC (Earned Income Tax Credit) and has also provided FREE tax filing utilizing TaxWise on-line services to York County FSS participants through the VITA Program (Volunteer Income Tax Assistance).

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 107,388	\$ 111,447	\$ 112,687	\$ 113,803	\$ 113,803	\$ 114,228
Operating	<u>12,369</u>	<u>7,049</u>	<u>6,398</u>	<u>8,700</u>	<u>8,700</u>	<u>6,850</u>
Total Expenditures	<u>\$ 119,757</u>	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 122,503</u>	<u>\$ 122,503</u>	<u>\$ 121,078</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE's	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81548 Housing - Rental Assistance</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 83,604	\$ 87,272	\$ 88,649	\$ 88,649	\$ 88,649	\$ 88,649
1595 Overtime	-	231	-	-	-	-
2100 FICA	6,312	6,617	6,709	6,782	6,782	6,782
2200 VRS	11,843	11,773	11,914	12,517	12,517	12,517
2300 Health care	4,792	4,836	4,890	5,562	5,562	6,032
2400 Group life insurance	837	718	525	293	293	248
Subtotal	<u>107,388</u>	<u>111,447</u>	<u>112,687</u>	<u>113,803</u>	<u>113,803</u>	<u>114,228</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	503	-	-	100	100	50
3500 Printing & binding	83	-	-	100	100	50
3920 Misc contractual services	-	90	-	100	100	50
Subtotal	<u>586</u>	<u>90</u>	<u>-</u>	<u>300</u>	<u>300</u>	<u>150</u>
<b>Other Charges</b>						
5210 Postal/messenger service	3,060	2,250	1,906	3,000	3,000	2,000
5230 Telecommunications	1,160	1,025	972	600	600	1,000
5510 Personnel development	822	472	592	500	500	350
5810 Dues & memberships	80	-	-	100	100	-
5850 Mileage expenses	2,127	2,511	2,184	2,500	2,500	2,300
5881 Client supp-family self sufficiency	152	95	-	200	200	200
Subtotal	<u>7,401</u>	<u>6,353</u>	<u>5,654</u>	<u>6,900</u>	<u>6,900</u>	<u>5,850</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	1,971	523	739	1,500	1,500	800
6020 Food & food service supplies	292	83	5	-	-	50
Subtotal	<u>2,263</u>	<u>606</u>	<u>744</u>	<u>1,500</u>	<u>1,500</u>	<u>850</u>
<b>Grants &amp; Donations</b>						
9010 FSS Enroll Challenge	732	-	-	-	-	-
9011 Homeowner Promo #492	87	-	-	-	-	-
9552 Misc Housing Choice Voucher	1,300	-	-	-	-	-
Subtotal	<u>2,119</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 119,757</u>	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 122,503</u>	<u>\$ 122,503</u>	<u>\$ 121,078</u>
Personnel	\$ 107,388	\$ 111,447	\$ 112,687	\$ 113,803	\$ 113,803	\$ 114,228
Non-personnel	12,369	7,049	6,398	8,700	8,700	6,850
	<u>\$ 119,757</u>	<u>\$ 118,496</u>	<u>\$ 119,085</u>	<u>\$ 122,503</u>	<u>\$ 122,503</u>	<u>\$ 121,078</u>
	8.28%	-1.05%	0.50%	2.87%	2.87%	-1.16%

**Community Services**  
**Housing - Rehabilitation - Activity #81549**

**Mission**

To provide safe, decent, and sanitary housing by assisting qualified income eligible York County citizens with repairs to eliminate safety and/or health hazards in their homes.

**Goals**

- To ensure that citizens will not be forced to vacate their homes due to deterioration of the dwelling.
- To ensure that these critically needed funds will be implemented in an expeditious and qualitative fashion by assisting families in the various aspects of securing grant/loan financing and in servicing the loan.

**Implementation Strategies**

- Quantify the need for repairs on behalf of Senior Citizens living in older poorly maintained structures. Research best practices, customizable to local conditions for the preservation of housing stock affordable to low or moderate income Seniors.
- To research and apply for additional funding to provide weatherization and energy efficiency rehabilitation to older homes typically occupied by elderly homeowners. Employ conservation techniques to decrease utility cost for low and moderate income homeowners.
- Utilize "creative" funding such as donated goods and volunteers to achieve stated goals.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 121,596	\$ 123,593	\$ 98,537	\$ 107,375	\$ 107,375	\$ 108,597
Operating	<u>135,402</u>	<u>150,351</u>	<u>120,096</u>	<u>120,660</u>	<u>122,006</u>	<u>120,060</u>
Total Expenditures	<u>\$ 256,998</u>	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,035</u>	<u>\$ 229,381</u>	<u>\$ 228,657</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE's	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81549 Housing - Rehabilitation</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 88,842	\$ 91,114	\$ 72,391	\$ 77,632	\$ 77,632	\$ 77,632
1595 Overtime	71	126	31	-	-	-
2100 FICA	6,492	6,678	5,310	5,939	5,939	5,939
2200 VRS	12,589	12,259	9,509	10,962	10,962	10,962
2300 Health care	12,712	12,668	10,890	12,586	12,586	13,847
2400 Group life insurance	890	748	406	256	256	217
Subtotal	<u>121,596</u>	<u>123,593</u>	<u>98,537</u>	<u>107,375</u>	<u>107,375</u>	<u>108,597</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	1,067	1,167	-	-	-	-
3500 Printing & binding	-	-	51	-	-	-
3920-001 Misc contractual svcs-local rehab	114,066	114,977	105,478	112,000	106,000	112,000
3920-001-001-005 Sewer/Septic #568-local	-	-	-	-	6,000	-
3920-002 Emergency home repairs	5,509	8,011	5,503	5,510	6,856	5,510
Subtotal	<u>120,642</u>	<u>124,155</u>	<u>111,032</u>	<u>117,510</u>	<u>118,856</u>	<u>117,510</u>
<b>Other Charges</b>						
5210 Postal/messenger service	348	152	83	250	250	150
5230 Telecommunications	229	483	508	500	500	500
5510 Personnel development	682	577	991	500	500	200
5850 Mileage expenses	16	(74)	34	50	50	50
Subtotal	<u>1,275</u>	<u>1,138</u>	<u>1,616</u>	<u>1,300</u>	<u>1,300</u>	<u>900</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	507	-	76	350	350	150
6070 Repairs & maintenance supplies	1,438	1,357	1,678	1,500	1,500	1,500
6172 Minor furnishings	-	-	80	-	-	-
Subtotal	<u>1,945</u>	<u>1,357</u>	<u>1,834</u>	<u>1,850</u>	<u>1,850</u>	<u>1,650</u>
<b>Grants &amp; Donations</b>						
9011 CDBG Plan #528	-	20,311	-	-	-	-
9012 SEAST Rural Comm Asst	-	-	615	-	-	-
9507 Housing Partnership Project	5,570	1,001	-	-	-	-
9554 EHR Rehab Services	5,000	4,500	-	-	-	-
9555 VHDA/Reeve Paralysis Foundation	970	-	-	-	-	-
9594-100-001 Admin County-CDBG	-	-	3,152	-	-	-
9594-200-001 Admin HPI-CDBG	-	-	1,847	-	-	-
Subtotal	<u>11,540</u>	<u>25,812</u>	<u>5,614</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Chargeouts</b>						
9350 Chargeout-grants	-	(2,111)	-	-	-	-
Subtotal	<u>-</u>	<u>(2,111)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 256,998</u>	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,035</u>	<u>\$ 229,381</u>	<u>\$ 228,657</u>
Personnel	\$ 121,596	\$ 123,593	\$ 98,537	\$ 107,375	\$ 107,375	\$ 108,597
Non-personnel	<u>135,402</u>	<u>150,351</u>	<u>120,096</u>	<u>120,660</u>	<u>122,006</u>	<u>120,060</u>
	<u>\$ 256,998</u>	<u>\$ 273,944</u>	<u>\$ 218,633</u>	<u>\$ 228,035</u>	<u>\$ 229,381</u>	<u>\$ 228,657</u>
	2.41%	6.59%	-20.19%	4.30%	4.92%	0.27%

**Community Services**  
**Public Transportation - Activity #81550**

**Mission**

Administers the Transportation Grant program in an effort to assist major agencies in the County that serve the most transportation dependent citizens in York County.

**Goals**

- To partner with major area service agencies: York-Poquoson Social Services; Colonial Behavioral Health; Insight Enterprises, and the Peninsula Agency on Aging for the provision of transportation services to County citizens most in need of transportation assistance.
- To address the transportation needs of citizens in York County who are transportation dependent, but cannot access transportation on their own.
- To allow agencies who receive grant funding maximum flexibility in determining the most suitable transportation program, while ensuring that grant funding is used to service York County residents and that funding awarded is used solely for the purposes of transportation.
- The program guidelines allow funds to be redistributed to participating agencies.

**Implementation Strategies**

- York-Poquoson Social Services will use grant funds to meet transportation needs of York County clients, which may include, but not limited to cab fares, fuel vouchers and auto repairs.
- Colonial Behavioral Health will transport clients attending People's Place, Colonial Workshop, and the MR Day Support Program.
- Insight Enterprises - Peninsula Center for Independent Living will use grant funds to provide transportation to agency clients who are York County residents.
- Peninsula Agency on Aging will provide transportation for medical, employment, human service, and shopping trips for York County residents.

**Budget Comments - FY2012**

Funding reflects a decrease in transportation grants. The budget reflects four mini grants at \$4,000 each.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 3,137	\$ 3,526	\$ 3,043	\$ 4,000	\$ 4,000	\$ 4,000
Operating	<u>20,000</u>	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>19,000</u>	<u>16,000</u>
Total Expenditures	<u>\$ 23,137</u>	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>	<u>\$ 20,000</u>

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>81550 Public Transportation</b>						
<b>Personnel Services</b>						
1533 As required-trades/crafts	\$ 2,914	\$ 3,275	\$ 2,827	\$ 3,725	\$ 3,725	\$ 3,725
2100 FICA	223	251	216	275	275	275
Subtotal	<u>3,137</u>	<u>3,526</u>	<u>3,043</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>Contractual Services</b>						
3920 Misc contractual services	<u>20,000</u>	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>19,000</u>	<u>16,000</u>
Subtotal	<u>20,000</u>	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>19,000</u>	<u>16,000</u>
Activity Total	<u>\$ 23,137</u>	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>	<u>\$ 20,000</u>
Personnel	\$ 3,137	\$ 3,526	\$ 3,043	\$ 4,000	\$ 4,000	\$ 4,000
Non-personnel	<u>20,000</u>	<u>20,000</u>	<u>20,900</u>	<u>19,000</u>	<u>19,000</u>	<u>16,000</u>
	<u>\$ 23,137</u>	<u>\$ 23,526</u>	<u>\$ 23,943</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>	<u>\$ 20,000</u>
	-4.55%	1.68%	1.77%	-3.94%	-3.94%	-13.04%

**Community Services  
Parks & Recreation - Activity #81712**

**Mission**

To build community amongst and enhance the quality of life for York County residents through the delivery of recreational programs and operation of park facilities that encourages healthy lifestyles and provides opportunities for citizens to experience a sense of purpose, well-being and pleasure.

**Goals**

- To effectively communicate with County residents about parks and recreational services that are available to them.
- To monitor the use of existing facilities and participation in existing programs in order to evaluate their effectiveness and/or make improvements.
- Direct planning efforts so that, at a minimum, current levels of service can be maintained in the future as the County's population increases.

**Implementation Strategies**

- Coordinate usage of the Sports Complex and other park facilities with York County Little League to maximize the use of the fields by their programs while allowing greater opportunities for the County to host tournaments.
- Conduct audits of existing programs and develop strategies to implement program improvements including new fee structures.
- Implement the Fourth of July Celebration within the limits imposed by the National Park Service on the event as it relates to the use of their property and work with the new citizen's parade volunteer committee.
- With the elimination of the Division "Now Playing" publication we plan to finalize the implementation of an automated registration system to allow participants to register on-line to increase service to the citizens. Along with this we will enhance our current website to encompass all of our recreation programs and facilities and make it more user friendly.
- Apply for a VMRC grant in anticipation of the construction project to improve the Wormley Creek boat launching facility pending approval of the project in the Capital Improvement Program Budget.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. There is no funding provided for the vacant Parks and Recreation Manager position. Increased funding is provided for the Sports Complex lease with the City of Newport News and the Senior Center. Capital funding is reduced as fiscal year 2011 provided funds for a server replacement and fewer computer replacements are programmed.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 1,165,197	\$ 1,269,852	\$ 1,331,532	\$ 1,351,682	\$ 1,351,682	\$ 1,229,346
Operating	637,884	793,111	732,920	726,145	726,145	754,570
Capital	4,105	60,575	6,325	19,322	19,322	3,300
Total Expenditures	<u>\$ 1,807,186</u>	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 2,097,149</u>	<u>\$ 2,097,149</u>	<u>\$ 1,987,216</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	8.00	9.00	9.00	9.00	9.00	9.00
Admin/Clerical	3.00	3.00	3.00	3.00	3.00	3.00
Total FTE's	<u>12.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81712 Parks &amp; Recreation</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 81,915	\$ 85,224	\$ 86,198	\$ 86,458	\$ 86,458	\$ -
1515 Professional & technical salaries	385,412	417,799	442,660	442,774	442,774	442,774
1516 Administrative & clerical salaries	99,708	104,433	106,762	107,002	107,002	107,002
1531 As required-professional/technical	357,933	367,803	345,254	362,000	362,000	359,725
1531-001 WAR-SportsComplex/ops	-	13,405	52,621	81,879	81,879	71,600
1531-002 WAR-SportsComplex/concessions	-	24,688	48,966	-	-	-
1532 As required-administrative/clerical	17,072	19,215	10,954	15,000	15,000	13,000
1595 Overtime	15,019	16,252	1,893	7,500	7,500	5,000
1596 Holiday worked	-	109	120	-	-	-
1599 Other pay	-	-	120	-	-	-
2100 FICA	72,420	79,395	82,695	84,350	84,350	76,431
2200 VRS	80,355	82,008	85,449	89,836	89,836	77,628
2300 Health care	49,684	54,517	64,074	72,783	72,783	74,647
2400 Group life insurance	5,679	5,004	3,766	2,100	2,100	1,539
Subtotal	<u>1,165,197</u>	<u>1,269,852</u>	<u>1,331,532</u>	<u>1,351,682</u>	<u>1,351,682</u>	<u>1,229,346</u>
<b>Contractual Services</b>						
3170 Sports officials	40,636	44,289	46,294	48,000	48,000	48,000
3200 Temporary service fees	-	-	-	-	-	-
3310 Repairs & maintenance	2,648	650	320	3,000	3,000	10,500
3320 Maintenance service contracts	452	324	3,709	3,750	3,750	4,350
3320-200 Maintenance service contracts-Sprts Cmplx	-	-	303	400	400	400
3500 Printing & binding	21,786	23,843	23,186	19,350	19,350	10,650
3500-200 Printing & binding-Sports Complex	-	-	-	500	500	1,000
3600 Advertising	2,524	1,591	999	2,000	2,000	850
3600-200 Advertising-Sports Complex	-	-	-	500	500	-
3900 Security guard	-	7,236	4,536	3,250	3,250	4,175
3920 Misc contractual services	49,598	62,493	37,101	72,070	57,470	53,900
3920-001 Senior Center activities	-	-	868	-	-	-
3920-200 Misc contractual services-Sprts Cmplx	-	-	192	500	500	500
3922 Credit card fees	2,177	2,130	2,033	2,100	2,100	2,500
3922-200 Credit card fees-Sports Complex	-	81	791	-	-	-
Subtotal	<u>119,821</u>	<u>142,637</u>	<u>120,332</u>	<u>155,420</u>	<u>140,820</u>	<u>136,825</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	11,084	19,465	15,235	13,525	13,525	13,240
4210-200 Vehicle maintenance-Sports Complex	-	430	895	1,000	1,000	1,000
4250 School bus usage	36,506	37,308	19,813	25,200	25,200	25,200
4300 Central store	40	111	138	150	150	150
4500 Radio maintenance	18,995	11,595	-	-	-	-
Subtotal	<u>66,625</u>	<u>68,909</u>	<u>36,081</u>	<u>39,875</u>	<u>39,875</u>	<u>39,590</u>
<b>Other Charges</b>						
5210 Postal/messenger service	4,289	3,720	3,040	4,000	4,000	3,500
5210-200 Postal/messenger service-Sprts Cmplx	-	-	41	250	250	250
5230 Telecommunications	5,386	6,762	8,479	6,100	6,100	6,000
5230-200 Telecommunications-Sports Complex	-	52	1,671	-	-	4,000
5230-001 Security cameras lines	1,120	-	-	-	-	-
5510 Personnel development	4,999	3,380	3,286	2,750	2,750	2,750
5510-200 Personnel development-Sports Complex	-	-	413	500	500	300
5810 Dues & memberships	1,280	1,125	1,315	1,300	1,300	1,300
5810-200 Dues & memberships-Sports Complex	-	-	30	300	300	150
5828 Permit & licenses	571	571	571	-	600	600
5841 Rec services-sports camps	58,861	67,554	89,508	68,000	68,000	73,000
5842 Rec services-summer programs	18,648	18,755	10,873	12,000	12,000	12,000
5850 Mileage expenses	804	1,294	1,092	800	800	800
5850-200 Mileage expenses-Sports Complex	-	-	199	500	500	200
Subtotal	<u>95,958</u>	<u>103,213</u>	<u>120,518</u>	<u>96,500</u>	<u>97,100</u>	<u>104,850</u>

This page intentionally left blank.

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81712 Parks &amp; Recreation</b>						
<b>Materials &amp; Supplies</b>						
6010 Office supplies	8,984	8,670	6,109	6,900	6,900	6,600
6011 Photo supplies	435	119	-	250	250	50
6020 Food & food service supplies	19,679	19,415	25,975	17,500	32,100	31,280
6020-200 Food & food service supplies-Sprts Cmplx	-	44,903	38,348	-	-	-
6030 Agricultural supplies	295	-	70	300	300	300
6040 Medical/laboratory supplies	539	-	618	350	350	650
6050 Housekeeping & janitorial supplies	828	60	817	1,000	1,000	700
6050-200 Housekeeping & janitorial-Sports Complex	-	-	10	-	-	-
6070 Repair & maintenance supplies	30	-	264	250	250	250
6070-200 Repair & maint supplies-Sprts Cmplx	-	849	10	-	-	-
6110 Uniforms & wearing apparel	2,491	1,229	493	1,200	1,200	1,200
6110-200 Uniforms & wearing apparel-Sprts Cmplx	-	-	-	800	800	500
6120 Books & subscriptions	165	182	116	-	20	-
6130 Educational & rec supplies	66,368	57,496	55,167	62,800	62,780	60,000
6130-200 Educational & rec supplies-Sprts Cmplx	-	16,989	13,708	7,500	7,500	6,200
6140 Other operating supplies	-	8,570	-	8,000	8,000	8,500
6170 Computer mat/supplies	1,571	1,785	89	1,800	1,800	1,375
6170-200 Computer supplies-Sports Complex	-	-	573	-	-	-
6171 Small equipment	870	410	-	-	-	5,000
6171-200 Small equipment-Sports Complex	-	25,670	4,419	-	-	-
6172 Minor furnishings	906	(47)	-	-	-	-
Subtotal	<u>103,161</u>	<u>186,300</u>	<u>146,786</u>	<u>108,650</u>	<u>123,250</u>	<u>122,605</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equipment	21,546	18,264	16,688	20,700	20,700	20,700
7100-200 Operating leases of equipment-Sprts Cmplx	-	752	-	-	-	-
7200-200 Oper lease of parks-Sports Complex	120,000	181,244	209,755	190,000	190,000	210,000
7500 Operating leases of building	87,597	86,758	79,587	113,000	112,400	118,000
Subtotal	<u>229,143</u>	<u>287,018</u>	<u>306,030</u>	<u>323,700</u>	<u>323,100</u>	<u>348,700</u>
<b>Capital Outlay</b>						
8050-001 Site amenities-Sports Complex	4,091	-	-	-	-	-
8075 Signage	-	-	3,150	-	-	-
8110 Machinery/equipment	-	6	-	-	-	-
8110-200 Machinery/equipmeny-Sports Complex	-	30,681	-	-	-	-
8120-200 Furniture/fixtures-Sports Complex	-	9,837	-	-	-	-
8170 Data processing equipment	14	9,732	-	9,500	9,500	3,300
8170-001 Data processing server	-	-	-	9,822	9,822	-
8170-200 Data processing equipment-Sprts Cmplx	-	10,319	-	-	-	-
8180 Building & grounds	-	-	3,175	-	-	-
Subtotal	<u>4,105</u>	<u>60,575</u>	<u>6,325</u>	<u>19,322</u>	<u>19,322</u>	<u>3,300</u>
<b>Grants &amp; Donations</b>						
9550 Safety Town	-	3,254	-	-	-	-
9550-001 Safety Town registration	-	10	-	-	-	-
9550-002 Safety Town VA Power	972	-	772	-	-	-
9550-003 Safety Town	1,367	382	-	-	-	-
9550-004 Safety Town-I'm Safe	-	400	-	-	-	-
9550-005 VDH Safety Town	-	988	870	-	-	-
9551 Youth Commission	-	-	1,000	2,000	2,000	2,000
9551-004 Youth Commission-programs	435	-	531	-	-	-
9553 New Quarter Park	20,402	-	-	-	-	-
Subtotal	<u>23,176</u>	<u>5,034</u>	<u>3,173</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Activity Total	<u>\$ 1,807,186</u>	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 2,097,149</u>	<u>\$ 2,097,149</u>	<u>\$ 1,987,216</u>
Personnel	\$ 1,165,197	\$ 1,269,852	\$ 1,331,532	\$ 1,351,682	\$ 1,351,682	\$ 1,229,346
Non-personnel	641,989	853,686	739,245	745,467	745,467	757,870
	<u>\$ 1,807,186</u>	<u>\$ 2,123,538</u>	<u>\$ 2,070,777</u>	<u>\$ 2,097,149</u>	<u>\$ 2,097,149</u>	<u>\$ 1,987,216</u>
	-0.12%	17.51%	-2.48%	1.27%	1.27%	-5.24%

**Community Services  
Tourism & Events - Activity #81713**

**Mission**

To increase awareness of and visitation in historic Yorktown and York County by marketing the County as a destination and by working with public and private sectors to develop, manage, and implement programs and events.

**Goals**

- Maintain active communication between the County and its businesses and citizens to create greater awareness and strengthen community involvement.
- Create and maintain an increased awareness of historic Yorktown and York County through a variety of marketing programs, promotional efforts, and special events.
- Serve as County liaison and resource to community groups by fostering the development of our tourism product and in the planning, managing, and implementation of existing and new concerts, events and programs.

**Implementation Strategies**

- Represent the County on a variety of boards, commissions and committees involved with events, marketing, and promotions related activities.
- Plan, conduct, and evaluate various Familiarization (FAM) tours, sales presentations and training opportunities designed to increase awareness of Yorktown.
- Increase advertising in various publications and on websites with high return on investment encouraging visitation to Yorktown.
- Produce and distribute professional quality sales collateral (i.e., brochures, flyers, maps) for use by visitors and residents in Yorktown and to fulfill mailings to potential visitors.
- Maintain public/visitor awareness by conducting promotional sales calls/missions to targeted groups, exhibiting at trade shows, and active participation in local, regional, state, and national associations in the tourism industry.
- Develop, conduct, promote, and evaluate a wide variety of events and entertainment activities to appeal to all ages.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditures By Category</u></b>						
Personnel	\$ 109,019	\$ 85,047	\$ 81,551	\$ 82,936	\$ 82,936	\$ 83,455
Operating	83,653	65	-	-	-	-
Total Expenditures	<u>\$ 192,672</u>	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,936</u>	<u>\$ 82,936</u>	<u>\$ 83,455</u>
<b><u>FTE's</u></b>						
Professional/Technical	2.00	1.00	1.00	1.00	1.00	1.00
Total FTE's	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>81713 Tourism &amp; Events</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 57,612	\$ 60,532	\$ 61,824	\$ 61,824	\$ 61,824	\$ 61,824
1516 Administrative/clerical salaries	21,194	-	-	-	-	-
1531 As required-professional/technical	742	6,094	1,828	1,765	1,765	1,765
1532 As required-administrative/clerical	4,355	-	-	-	-	-
1595 Overtime	84	-	-	-	-	-
2100 FICA	6,323	4,952	4,340	4,865	4,865	4,865
2200 VRS	11,186	8,148	8,309	8,730	8,730	8,730
2300 Health care	6,732	4,824	4,884	5,548	5,548	6,098
2400 Group life insurance	791	497	366	204	204	173
Subtotal	<u>109,019</u>	<u>85,047</u>	<u>81,551</u>	<u>82,936</u>	<u>82,936</u>	<u>83,455</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	457	-	-	-	-	-
3500 Printing & binding	21,117	-	-	-	-	-
3600 Advertising	40,031	-	-	-	-	-
3920 Misc contractual services	1,475	-	-	-	-	-
Subtotal	<u>63,080</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	65	-	-	-	-
4211 Misc vehicle maintenance charges	530	-	-	-	-	-
Subtotal	<u>530</u>	<u>65</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,398	-	-	-	-	-
5230 Telecommunications	256	-	-	-	-	-
5510 Personnel development	734	-	-	-	-	-
5810 Dues & memberships	1,324	-	-	-	-	-
5824 Tourism activities	7,376	-	-	-	-	-
5850 Mileage expenses	1,521	-	-	-	-	-
5910 Marketing	4,699	-	-	-	-	-
Subtotal	<u>17,308</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	890	-	-	-	-	-
6011 Photo supplies	191	-	-	-	-	-
6020 Food & food service supplies	871	-	-	-	-	-
6110 Uniforms & wearing apparel	375	-	-	-	-	-
6120 Books & subscriptions	356	-	-	-	-	-
6170 Computer mat/supplies	52	-	-	-	-	-
Subtotal	<u>2,735</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 192,672</u>	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,936</u>	<u>\$ 82,936</u>	<u>\$ 83,455</u>
Personnel	\$ 109,019	\$ 85,047	\$ 81,551	\$ 82,936	\$ 82,936	\$ 83,455
Non-personnel	83,653	65	-	-	-	-
	<u>\$ 192,672</u>	<u>\$ 85,112</u>	<u>\$ 81,551</u>	<u>\$ 82,936</u>	<u>\$ 82,936</u>	<u>\$ 83,455</u>
	19.55%	-55.83%	-4.18%	1.70%	1.70%	0.63%

This page intentionally left blank.

## Capital Outlay & Non-Departmental

Capital Outlay & Non-Departmental includes activities related to various departments, which are not specific to one department. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Local/State/Fed Non-Categorical	\$ 3,662,048	\$ 3,873,416	\$ 4,247,443	\$ 4,662,816	\$ 4,662,816	\$ 4,158,147	48.59%
Lodging Tax	2,046,623	1,897,301	1,806,254	1,740,000	1,740,000	1,800,000	21.03%
Meals Tax	2,571,524	2,562,861	2,523,027	2,500,000	2,500,000	2,600,000	30.38%
Return of Flexible Spending Account Funds	297	2,630	2,935	-	-	-	0.00%
State/Federal Aid & Grants	5,000	5,000	5,000	-	5,000	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 8,285,492</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,902,816</b>	<b>\$ 8,907,816</b>	<b>\$ 8,558,147</b>	<b>100.00%</b>

							% Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Payments to Outside Entities	\$ 596,861	\$ 737,841	\$ 586,847	\$ 519,354	\$ 524,354	\$ 301,494	-41.95%
Non-Departmental	312,151	780,253	795,345	813,290	813,290	880,713	8.29%
Capital Outlay & Fund Transfers	5,254,857	4,786,006	5,396,213	5,730,172	5,730,172	5,525,940	-3.56%
Appropriated Reserves	75,000	139,807	-	100,000	100,000	50,000	-50.00%
Tourism Promotion	2,046,623	1,897,301	1,806,254	1,740,000	1,740,000	1,800,000	3.45%
<b>Total Expenditures</b>	<b>\$ 8,285,492</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,902,816</b>	<b>\$ 8,907,816</b>	<b>\$ 8,558,147</b>	<b>-3.87%</b>

<b>Expenditure By Category</b>							
Personnel	\$ 273,825	\$ 751,409	\$ 754,195	\$ 772,240	\$ 772,240	\$ 842,213	9.06%
Operating	4,692,701	4,591,220	4,989,836	5,480,576	5,321,964	4,965,934	-9.39%
Capital	3,318,966	2,998,579	2,840,628	2,650,000	2,813,612	2,750,000	3.77%
<b>Total Expenditures</b>	<b>\$ 8,285,492</b>	<b>\$ 8,341,208</b>	<b>\$ 8,584,659</b>	<b>\$ 8,902,816</b>	<b>\$ 8,907,816</b>	<b>\$ 8,558,147</b>	<b>-3.87%</b>

### Key Service Indicators

#### NASA Aeronautics Support Team

Employees that are York residents 450 450 450 450 450 450

#### Hampton Roads Military & Federal Facilities

Per capita rate \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50 \$ 0.50

#### Regional Air Service Enhancement Fund

Per capita rate \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40 \$ 0.40

#### Thomas Nelson Community College

York County enrollment 1,328 1,301 1,396 1,396 1,396 1,387

#### YMCA

Upper County average membership 6,835 6,817 6,768 6,835 6,835 6,904

#### York County Arts Commission

Performances 300 300 300 359 359 359

#### York County Historical Committee

Volunteer Hours 5,010 3,300 3,300 3,300 3,300 3,300

#### Non-Departmental and Capital Outlay & Fund Transfers

Employees that received termination pay 53 21 23 25 35 30

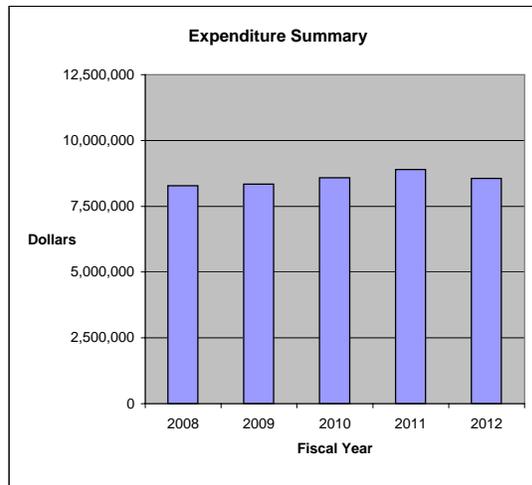
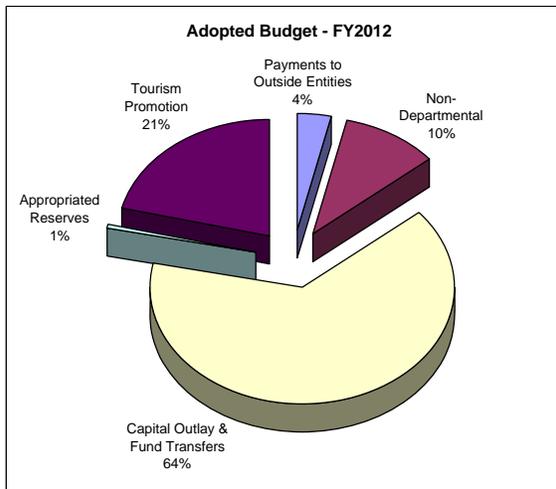
Unemployment claims 9 6 10 6 12 12

Flu shots given 197 231 282 218 218 -

Capital projects supported 6 6 2 - - -

Outstanding principal \$ 14,839,992 \$ 32,316,633 \$ 31,003,274 \$ 31,981,737 \$ 31,981,737 \$ 30,377,377

\* Data not available.



**Capital Outlay & Non-Departmental  
Payments to Outside Entities - Activity #90721**

This activity provides support for the following programs:

**NASA Aeronautics Support Team:** Program provides awareness to aeronautical and space research.

**Hampton Roads Military & Federal Facilities:** Program to collectively focus area efforts on preserving and growing Federal capabilities within the Hampton Roads region.

**Regional Air Service Enhancement Fund:** Program provides the business community the opportunity to share information relating to current and future airport service. Support has been provided to help increase the number of flights in and out of Newport News Williamsburg Airport and the number of routes.

**Thomas Nelson Community College:** Program provides funding for site improvements to the college campus and support for the Peninsula Work Force Development Center and Discovery Center.

**YMCA:** Program provides a public-private partnership for the Upper County Community Center.

**Arts Commission:** Programs supported in FY2011: Arc of Greater Wmbg, Celebrate Yorktown - Concerts and Symphony, Chesapeake Bay Wind Ensemble, Community Alliance for the Performing Arts, Coventry Elementary PTA, Cultural Alliance Greater Hampton Roads, Fifes and Drums of York Town, Flute Frenzy, Grafton Middle School PTA, Grafton High School PTA, Jamestown/Yorktown Foundation, Peninsula Community Theatre, Poquoson Island Players, Public Times Chorus, Riverwalk Landing Business Association, Senior Center of York, Stagelights, Theatre IV, This Century Art Gallery, VA Chorale, VA Opera, VA Shakespeare Festival, VA Stage Company, VA Symphony, 1781 Foundation, Watermen's Museum, Wmbg Consort, Wmbg Parks and Recreation, Wmbg Players, Inc., Wmbg Regional Library, Wmbg Symphonia, Wmbg Youth Orchestra, York County Historical Museum, York County Public Library, York River Symphony, Yorktown Arts Foundation, Yorktown Chorale and Young Audiences of VA.

**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.

**Budget Comments - FY2012**

Funding reflects reductions in support of all agencies except Thomas Nelson Community College and the YMCA, which are based on contractual arrangements.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 596,861	\$ 737,841	\$ 586,847	\$ 519,354	\$ 524,354	\$ 301,494
Total Expenditures	\$ 596,861	\$ 737,841	\$ 586,847	\$ 519,354	\$ 524,354	\$ 301,494

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>90721            Payments to Outside Entities</b>						
<b>Contractual Services</b>						
3806 NASA/Langley Comm Supp	\$ 24,000	\$ 24,000	\$ 22,800	\$ 21,660	\$ 21,660	\$ 21,227
3814 HR Military & Federal Facilities Alliance	27,545	31,301	31,365	28,801	28,801	28,225
3826 Peninsula Airport Commission	1,000	-	-	-	-	-
3826-001 Regional Air Service Enhancement Fund	31,550	24,751	25,840	24,548	24,548	24,057
3827 TNCC Capital Program	80,701	80,965	77,224	82,242	82,242	81,170
3828 TNCC Upper Peninsula Center	20,000	20,000	-	-	-	-
3829 Hampton Roads Partnership	10,650	10,650	10,118	-	-	-
3832 TNCC Penin Work Force Dev Center	21,000	21,000	21,000	21,000	21,000	21,000
3834 TNCC Discovery Center	-	-	27,000	30,215	30,215	31,121
3840 YMCA-Lower County Center	200,000	200,000	200,000	200,000	200,000	-
3840-001 YMCA-Upper County Center	75,000	75,000	75,000	75,000	75,000	75,000
3876 Crossroads	8,915	153,674	-	-	-	-
Subtotal	<u>500,361</u>	<u>641,341</u>	<u>490,347</u>	<u>483,466</u>	<u>483,466</u>	<u>281,800</u>
<b>Contributions</b>						
9711 York County Arts Commission	64,000	64,000	64,000	30,400	35,400	15,200
9711 State Arts Commission	5,000	5,000	5,000	-	-	-
9730 Wmsbg Land Conservancy	1,000	1,000	1,000	500	500	-
9731 York County Historical Committee	10,500	10,500	10,500	4,988	4,988	4,494
9735 York County Historical Museum	16,000	16,000	16,000	-	-	-
Subtotal	<u>96,500</u>	<u>96,500</u>	<u>96,500</u>	<u>35,888</u>	<u>40,888</u>	<u>19,694</u>
Activity Total	<u>\$ 596,861</u>	<u>\$ 737,841</u>	<u>\$ 586,847</u>	<u>\$ 519,354</u>	<u>\$ 524,354</u>	<u>\$ 301,494</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>596,861</u>	<u>737,841</u>	<u>586,847</u>	<u>519,354</u>	<u>524,354</u>	<u>301,494</u>
	<u>\$ 596,861</u>	<u>\$ 737,841</u>	<u>\$ 586,847</u>	<u>\$ 519,354</u>	<u>\$ 524,354</u>	<u>\$ 301,494</u>
	9.27%	23.62%	-20.46%	-11.50%	-10.65%	-41.95%

**Capital Outlay & Non-Departmental  
Non-Departmental - Activity #90911**

**Budget Comments - FY2012**

This activity accounts for the following: compensated absences, retiree health insurance, unemployment compensation, employee assistance program, safety committee program, administrative costs for flexible spending accounts, and other miscellaneous employee benefits. For the third year, there is no funding for a market adjustment in pay for employees. Funding for flu shots has been eliminated.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Personnel	\$ 273,825	\$ 751,409	\$ 754,195	\$ 772,240	\$ 772,240	\$ 842,213
Operating	<u>38,326</u>	<u>28,844</u>	<u>41,150</u>	<u>41,050</u>	<u>41,050</u>	<u>38,500</u>
Total Expenditures	<u>\$ 312,151</u>	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 813,290</u>	<u>\$ 813,290</u>	<u>\$ 880,713</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>90911 Non-Departmental</b>						
<b>Personnel Services</b>						
1599 Other pay	\$ 98,730	\$ 26,580	\$ 51,504	\$ 100,000	\$ 100,000	\$ 165,000
1599-001 Termination pay-Const Officers	95,430	41,612	19,257	60,000	60,000	60,000
2100 FICA	5,748	2,034	3,956	7,650	7,650	12,623
2100-001 FICA - Const Offices	7,272	3,183	1,478	4,590	4,590	4,590
2300 Health care retirees	66,645	78,000	78,000	-	-	-
2300-001 Health care retirees-OPEB	-	600,000	600,000	600,000	600,000	600,000
Subtotal	<u>273,825</u>	<u>751,409</u>	<u>754,195</u>	<u>772,240</u>	<u>772,240</u>	<u>842,213</u>
<b>Other Charges</b>						
5350 Unemployment insurance claims	10,379	9,633	12,212	10,500	10,500	15,000
5350-001 Unempl ins claims-Const Officers	-	-	3,056	-	-	-
5360 Employee Assistance program	12,737	8,432	9,545	12,500	12,500	9,500
5361 Safety Committee program	1,211	1,255	1,275	1,000	1,000	1,000
5362 Flexible spending acct program	3,066	3,390	4,565	3,750	3,750	4,500
5365 Flu shots	3,795	4,576	4,788	4,800	4,800	-
5520 Employee recognition program	5,939	1,558	5,709	6,000	6,000	6,000
5855 Moving expenses	1,199	-	-	2,500	2,500	2,500
Subtotal	<u>38,326</u>	<u>28,844</u>	<u>41,150</u>	<u>41,050</u>	<u>41,050</u>	<u>38,500</u>
Activity Total	<u>\$ 312,151</u>	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 813,290</u>	<u>\$ 813,290</u>	<u>\$ 880,713</u>
Personnel	\$ 273,825	\$ 751,409	\$ 754,195	\$ 772,240	\$ 772,240	\$ 842,213
Non-personnel	<u>38,326</u>	<u>28,844</u>	<u>41,150</u>	<u>41,050</u>	<u>41,050</u>	<u>38,500</u>
	<u>\$ 312,151</u>	<u>\$ 780,253</u>	<u>\$ 795,345</u>	<u>\$ 813,290</u>	<u>\$ 813,290</u>	<u>\$ 880,713</u>
	55.97%	149.96%	1.93%	2.26%	2.26%	8.29%

**Capital Outlay & Non-Departmental  
Capital Outlay & Fund Transfers - Activity #90912**

This activity accounts for certain capital projects and transfers to other funds. Fifty-percent of the meals tax is transferred to the Water Utility, Sewer Utility and Stormwater Management Funds, for projects. The General Fund makes an additional transfer to the Stormwater Management Fund for minor drainage improvements. This activity also accounts for the transfer to the Children and Family Services Fund for the County's local support of the Head Start and USDA programs and for the transfer to the County Debt Service Fund for debt repayment on County capital projects.

**Budget Comments - FY2012**

For the second year, there is no funding for general government capital projects. Capital funding reflects the transfer of meals tax to the water, sewer and stormwater funds for projects. The local match for the Head Start and USDA programs reflects a decrease, based on reductions taken in those programs and the utilization of fund balance.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 1,935,891	\$ 1,787,427	\$ 2,555,585	\$ 3,080,172	\$ 2,916,560	\$ 2,775,940
Capital	<u>3,318,966</u>	<u>2,998,579</u>	<u>2,840,628</u>	<u>2,650,000</u>	<u>2,813,612</u>	<u>2,750,000</u>
Total Expenditures	<u>\$ 5,254,857</u>	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,730,172</u>	<u>\$ 5,730,172</u>	<u>\$ 5,525,940</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>90912 Capital Outlay &amp; Fund Transfers</b>						
<b>Capital Outlay</b>						
8102 Video services equipment	\$ 107,481	\$ -	\$ -	\$ -	\$ -	\$ -
8130 Telephone system upgrade	38,700	37,201	-	-	-	-
8495 Emergency Comm System	-	-	-	-	163,612	-
8620 Tennis/basketball court repair	-	51,413	-	-	-	-
8625 Roof repair/replacement	200	2,915	36,903	-	-	-
8630 HVAC replacement	115,636	62,250	130,697	-	-	-
8640 Parking lot repair	-	58,036	-	-	-	-
8642 Building maint & repair	44	-	-	-	-	-
8661 Major grounds repair	115,985	23,902	-	-	-	-
Subtotal	<u>378,046</u>	<u>235,717</u>	<u>167,600</u>	<u>-</u>	<u>163,612</u>	<u>-</u>
<b>Transfers to Other Funds</b>						
9200 Water & Sewer Funds	2,057,220	2,050,289	2,018,422	2,000,000	2,000,000	2,080,000
9226 Stormwater Mgmt Fund-Drainage	200,000	200,000	150,000	150,000	150,000	150,000
9226-001 Stormwater Management Fund	514,305	512,573	504,606	500,000	500,000	520,000
9251 Children & Family Services Fund	448,958	458,330	350,036	344,125	344,125	299,588
9279 County Capital Fund	169,395	-	-	-	-	-
9280 County Debt Service Fund	1,486,933	1,329,097	2,205,549	2,736,047	2,572,435	2,476,352
Subtotal	<u>4,876,811</u>	<u>4,550,289</u>	<u>5,228,613</u>	<u>5,730,172</u>	<u>5,566,560</u>	<u>5,525,940</u>
Activity Total	<u>\$ 5,254,857</u>	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,730,172</u>	<u>\$ 5,730,172</u>	<u>\$ 5,525,940</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>5,254,857</u>	<u>4,786,006</u>	<u>5,396,213</u>	<u>5,730,172</u>	<u>5,730,172</u>	<u>5,525,940</u>
	<u>\$ 5,254,857</u>	<u>\$ 4,786,006</u>	<u>\$ 5,396,213</u>	<u>\$ 5,730,172</u>	<u>\$ 5,730,172</u>	<u>\$ 5,525,940</u>
	-1.10%	-8.92%	12.75%	6.19%	6.19%	-3.56%

**Capital Outlay & Non-Departmental  
Appropriated Reserves - Activity #90913**

**Budget Comments - FY2012**

This activity is responsible for accounting for contingencies. Reduced funding is provided.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures</u></b>						
Operating	\$ 75,000	\$ 139,807	\$ -	\$ 100,000	\$ 100,000	\$ 50,000
Total Expenditures	<u>\$ 75,000</u>	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 50,000</u>

General Fund Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>90913</b>						
<b>Appropriated Reserves</b>						
<b>Appropriation Reserves</b>						
3130 Mgmt consult services-effic study	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -
3143 Sedimentation study	-	50,348	-	-	-	-
6080-001 Fuel	75,000	-	-	-	-	-
9602 Citizen surveys	-	-	-	-	17,850	-
9749 VA Pen Loc on Homelessness	-	14,459	-	-	-	-
9821 Reserve general contingencies	-	-	-	100,000	82,150	50,000
Subtotal	<u>75,000</u>	<u>139,807</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>50,000</u>
Activity Total	<u>\$ 75,000</u>	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 50,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>75,000</u>	<u>139,807</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>50,000</u>
	<u>\$ 75,000</u>	<u>\$ 139,807</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 50,000</u>
	400.00%	86.41%	-100.00%	100.00%	0.00%	-50.00%

**Capital Outlay & Non-Departmental  
Tourism Promotion - Activity #90915**

**Budget Comments - FY2012**

This activity is for the transfer of 3/5s of the lodging tax revenue to the Tourism Fund, in support of tourism in York County.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditures By Category</u></b>						
Operating	\$ 2,046,623	\$ 1,897,301	\$ 1,806,254	\$ 1,740,000	\$ 1,740,000	\$ 1,800,000
Total Expenditures	\$ 2,046,623	\$ 1,897,301	\$ 1,806,254	\$ 1,740,000	\$ 1,740,000	\$ 1,800,000

General Fund Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>90915 Tourism Promotion</b>						
<b>Transfers to Other Funds</b>						
9208 Tourism Fund	\$ 2,046,623	\$ 1,897,301	\$ 1,806,254	\$ 1,740,000	\$ 1,740,000	\$ 1,800,000
Subtotal	<u>2,046,623</u>	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,740,000</u>	<u>1,740,000</u>	<u>1,800,000</u>
Activity Total	<u>\$ 2,046,623</u>	<u>\$ 1,897,301</u>	<u>\$ 1,806,254</u>	<u>\$ 1,740,000</u>	<u>\$ 1,740,000</u>	<u>\$ 1,800,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>2,046,623</u>	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,740,000</u>	<u>1,740,000</u>	<u>1,800,000</u>
	9.56%	-7.30%	-4.80%	-3.67%	-3.67%	3.45%

This page intentionally left blank.

**TOURISM  
FUND 8  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 298,852
Projected FY2011 Revenues		
Local	\$ 1,128,000	
Other financing sources	<u>1,740,000</u>	
Total	\$ 2,868,000	
Projected FY2011 Expenditures		<u>3,166,852</u>
Net Change		<u>(298,852)</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 1,079,000	
Other financing sources	<u>1,800,000</u>	
Total	\$ 2,879,000	
Projected FY2012 Expenditures		<u>2,879,000</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u><u>\$ -</u></u>

**TOURISM  
FUND 8**

This fund accounts for the revenues and expenditures relating to the County's tourism programs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Other Local Taxes	\$ 1,152,432	\$ 1,128,342	\$ 1,046,633	\$ 1,120,000	\$ 1,120,000	\$ 1,075,000	37.34%
Use of Money & Property	32,093	23,854	5,398	8,000	8,000	4,000	0.14%
Transfers from Other Funds	2,046,623	1,897,301	1,806,254	1,740,000	1,740,000	1,800,000	62.52%
<b>Total Funding Sources</b>	<b>\$ 3,231,148</b>	<b>\$ 3,049,497</b>	<b>\$ 2,858,285</b>	<b>\$ 2,868,000</b>	<b>\$ 2,868,000</b>	<b>\$ 2,879,000</b>	<b>100.00%</b>

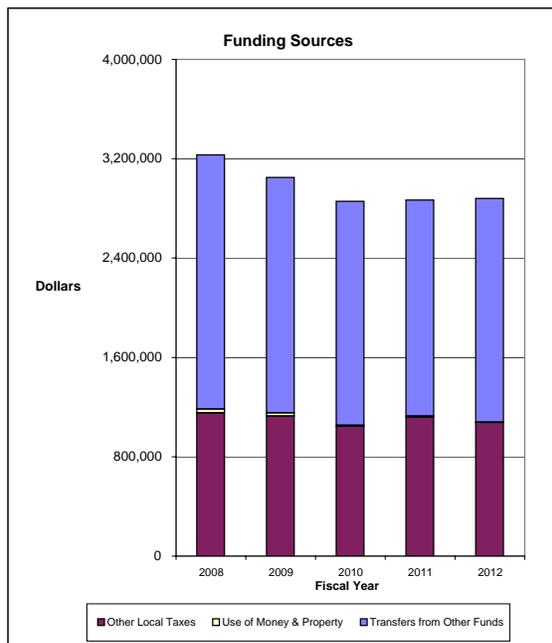
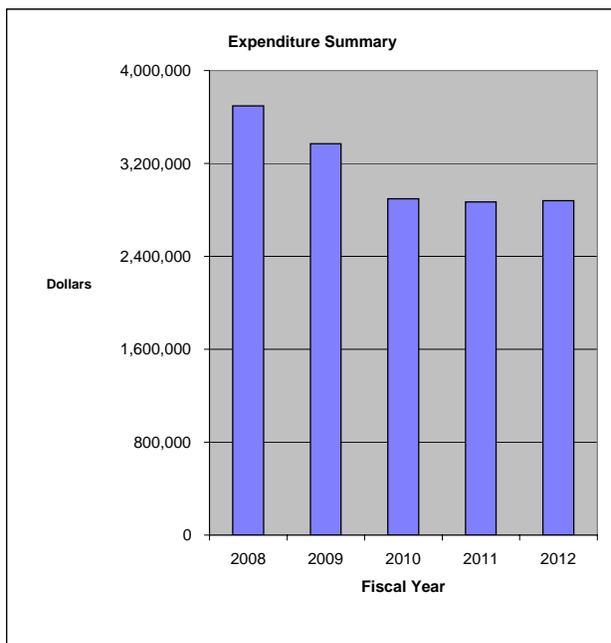
							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
4th of July Celebration	\$ 85,037	\$ 64,744	\$ 74,232	\$ 72,720	\$ 110,801	\$ 70,000	-3.74%
Tourism Development & Events	228,448	390,079	407,513	396,882	396,882	444,951	12.11%
Payments to Outside Entities	1,613,254	1,620,164	1,529,381	1,579,048	1,579,048	1,519,868	-3.75%
Yorktown Revitalization	1,682,034	1,205,232	779,854	716,056	976,827	742,423	3.68%
Yorktown Trolley Operations	87,919	90,947	105,419	103,294	103,294	101,758	-1.49%
<b>Total Expenditures</b>	<b>\$ 3,696,692</b>	<b>\$ 3,371,166</b>	<b>\$ 2,896,399</b>	<b>\$ 2,868,000</b>	<b>\$ 3,166,852</b>	<b>\$ 2,879,000</b>	<b>0.38%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 96,300	\$ 159,480	\$ 166,715	\$ 177,798	\$ 177,798	\$ 178,717	0.52%
Operating	3,597,296	3,208,774	2,729,684	2,690,202	2,989,054	2,696,983	0.25%
Capital	3,096	2,912	-	-	-	3,300	100.00%
<b>Total Expenditures</b>	<b>\$ 3,696,692</b>	<b>\$ 3,371,166</b>	<b>\$ 2,896,399</b>	<b>\$ 2,868,000</b>	<b>\$ 3,166,852</b>	<b>\$ 2,879,000</b>	<b>0.38%</b>

<b>FTE's</b>						
Professional/Technical	1.00	2.00	2.00	2.00	2.00	2.00
<b>Total FTE's</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Key Service Indicators</b>						
Trolley ridership	115,133	102,044	100,942	100,000	100,000	100,000
County event attendance	59,000	67,000	69,000	74,000	74,000	70,000
Visitor inquiries	3,928	4,110	5,039	5,000	5,000	5,000
Williamsburg Area Transit Authority Number of passenger trips	770,747	865,552	975,161	1,033,670	1,033,670	1,095,690
Greater Wsmbg Chamber & Tourism Alliance York County members	240	100	100	100	100	100
Watermen's Museum Number of patrons	*	10,712	16,952	24,065	24,065	24,065
Virginia Air & Space Center Number of admissions for York County residents	28,910	32,080	36,018	36,018	36,018	36,018

\* Data not available.



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>TOURISM FUND</b>						
<b>30312</b>	<b>Other Local Taxes</b>					
1100 \$2.00 Transient Occ tax	\$ 1,152,432	\$ 1,128,342	\$ 1,046,633	\$ 1,120,000	\$ 1,120,000	\$ 1,075,000
Subtotal	<u>1,152,432</u>	<u>1,128,342</u>	<u>1,046,633</u>	<u>1,120,000</u>	<u>1,120,000</u>	<u>1,075,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	32,093	23,854	5,398	8,000	8,000	4,000
Subtotal	<u>32,093</u>	<u>23,854</u>	<u>5,398</u>	<u>8,000</u>	<u>8,000</u>	<u>4,000</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	2,046,623	1,897,301	1,806,254	1,740,000	1,740,000	\$ 1,800,000
Subtotal	<u>2,046,623</u>	<u>1,897,301</u>	<u>1,806,254</u>	<u>1,740,000</u>	<u>1,740,000</u>	<u>1,800,000</u>
Fund Total	<u>\$ 3,231,148</u>	<u>\$ 3,049,497</u>	<u>\$ 2,858,285</u>	<u>\$ 2,868,000</u>	<u>\$ 2,868,000</u>	<u>\$ 2,879,000</u>

**Tourism Fund**  
**4th of July Celebration - Activity #90712**

**Budget Comments - FY2012**

Provides support for the 4th of July event in historic Yorktown. Funding reflects decreases in temporary help and food & food service supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 85,037	\$ 64,744	\$ 74,232	\$ 72,720	\$ 110,801	\$ 70,000
Total Expenditures	\$ 85,037	\$ 64,744	\$ 74,232	\$ 72,720	\$ 110,801	\$ 70,000

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90712</b>	<b>4th of July Celebration</b>					
<b>Contractual Services</b>						
3200-210 Temporary help services	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ -
3200 Temporary help services	8,474	6,153	4,404	6,500	6,500	4,200
3600-210 Advertising	-	-	-	-	2,581	-
3600 Advertising	-	175	4,882	3,800	3,800	4,000
3920-210 Misc contractual services	-	-	-	-	2,797	-
3920 Misc contractual services	128	1,175	165	-	-	500
Subtotal	<u>8,602</u>	<u>7,503</u>	<u>9,451</u>	<u>10,300</u>	<u>22,878</u>	<u>8,700</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	-	326	-	-	-
4210-210 Vehicle maintenance	-	-	-	-	368	-
4250 Vehicle Maint-School bus usage	-	1,806	-	-	-	-
Subtotal	<u>-</u>	<u>1,806</u>	<u>326</u>	<u>-</u>	<u>368</u>	<u>-</u>
<b>Inspection/Permit Fees</b>						
5828 Inspection/permit fees	-	-	100	-	-	-
	<u>-</u>	<u>-</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6020-210 Food & food svc supplies	-	-	-	-	3,125	-
6020 Food & food svc supplies	6,728	4,278	2,813	4,000	4,000	3,300
6110 Uniforms/wearing apparel	-	626	623	500	500	500
6140-210 Other operating supplies	-	-	-	-	2,057	-
6140 Other operating supplies	4,749	1,550	2,013	2,800	2,800	2,000
6503-210 Fireworks	-	-	-	-	12,500	-
6503 Fireworks	25,000	25,000	25,000	25,000	25,000	25,000
Subtotal	<u>36,477</u>	<u>31,454</u>	<u>30,449</u>	<u>32,300</u>	<u>49,982</u>	<u>30,800</u>
<b>Leases &amp; Rentals</b>						
7105-210 General equipment rental	-	-	-	-	7,453	-
7105 General equipment rental	39,958	23,981	33,906	30,120	30,120	30,500
Subtotal	<u>39,958</u>	<u>23,981</u>	<u>33,906</u>	<u>30,120</u>	<u>37,573</u>	<u>30,500</u>
Activity Total	<u>\$ 85,037</u>	<u>\$ 64,744</u>	<u>\$ 74,232</u>	<u>\$ 72,720</u>	<u>\$ 110,801</u>	<u>\$ 70,000</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>85,037</u>	<u>64,744</u>	<u>74,232</u>	<u>72,720</u>	<u>110,801</u>	<u>70,000</u>
	<u>\$ 85,037</u>	<u>\$ 64,744</u>	<u>\$ 74,232</u>	<u>\$ 72,720</u>	<u>\$ 110,801</u>	<u>\$ 70,000</u>
	18.53%	-23.86%	14.65%	-2.04%	49.26%	-3.74%

**Tourism Fund**  
**Tourism Development & Events - Activity #90713**

**Mission**

To increase awareness of and visitation in historic Yorktown and York County by marketing the County as a destination place and by working with public and private sectors to develop, manage, and implement programs which promote and encourage increased awareness and visitation.

**Goals**

- Maintain active communication between the County and its businesses and citizens to create greater awareness and strengthen community involvement.
- Create and maintain an increased awareness of historic Yorktown and York County through a variety of marketing programs, promotional efforts, and special events.
- Serve as County liaison and resource to community groups by fostering the development of our tourism product.

**Implementation Strategies**

- Represent the County on a variety of boards, commissions and committees involved with marketing and promotion related activities.
- Plan, conduct, and evaluate various Familiarization (FAM) tours, sales presentations and training opportunities designed to increase awareness of Yorktown.
- Increase advertising in various publications and on websites with a high return on investment encouraging visitation to Yorktown.
- Produce and distribute professional quality sales collateral (i.e., brochures, flyers) for use by targeted groups and use in fulfillment of mailings to potential visitors.
- Maintain public/visitor awareness by conducting promotional sales calls/missions to targeted groups, exhibiting at trade shows, and active participation in local, regional, state, and national associations in the tourism industry.
- Promote and evaluate a wide variety of events and activities to appeal to all ages.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. An increase is provided for Sheriff patrol for events and monitoring of the parking at the waterfront. Capital funding provides for the routine replacement of a computer and laptop.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 54,293	\$ 115,529	\$ 123,781	\$ 130,432	\$ 130,432	\$ 131,351
Operating	171,059	271,638	283,732	266,450	266,450	310,300
Capital	3,096	2,912	-	-	-	3,300
Total Expenditures	<u>\$ 228,448</u>	<u>\$ 390,079</u>	<u>\$ 407,513</u>	<u>\$ 396,882</u>	<u>\$ 396,882</u>	<u>\$ 444,951</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE's	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>TOURISM FUND</b>						
<b>90713 Tourism Development &amp; Events</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 35,677	\$ 82,135	\$ 87,508	\$ 87,508	\$ 87,508	\$ 87,508
1531 As required-professional/technical	706	-	-	-	-	-
1531-001 As required-professional/tech-events	-	850	3,816	6,000	6,000	6,000
1595 Overtime	3,111	33	332	-	-	-
1595-001 Overtime-events	-	5,608	-	2,000	2,000	1,500
2100 FICA	2,818	6,333	6,540	7,306	7,306	7,268
2100-001 FICA-events	-	239	122	-	-	-
2200 VRS	5,068	11,059	11,761	12,356	12,356	12,356
2300 Health care	6,555	8,597	13,183	14,973	14,973	16,474
2400 Group life insurance	358	675	519	289	289	245
Subtotal	<u>54,293</u>	<u>115,529</u>	<u>123,781</u>	<u>130,432</u>	<u>130,432</u>	<u>131,351</u>
<b>Contractual Services</b>						
3033 Sheriff patrol	99,602	93,070	117,800	100,000	100,000	150,000
3310 Repairs & maintenance	-	-	-	100	100	200
3310-001 Repairs & maintenance-events	-	-	-	-	-	600
3500 Printing	-	19,994	20,430	20,000	20,000	22,000
3500-001 Printing-events	1,650	1,635	2,115	1,700	1,700	1,700
3600 Advertising	-	51,136	52,718	52,000	51,879	51,000
3600-001 Advertising-events	13,725	12,143	13,271	13,400	13,400	13,400
3920 Misc contractual services	-	1,750	1,900	1,750	1,750	1,750
3920-001 Misc contractual services-events	42,137	47,157	40,525	47,200	47,200	42,200
3920-002 Riverwalk Landing village events	5,000	6,400	6,400	6,400	6,400	6,400
Subtotal	<u>162,114</u>	<u>233,285</u>	<u>255,159</u>	<u>242,550</u>	<u>242,429</u>	<u>289,250</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	-	202	-	-	-	-
4211 Misc vehicle maint charges	-	95	13	100	100	50
Subtotal	<u>-</u>	<u>297</u>	<u>13</u>	<u>100</u>	<u>100</u>	<u>50</u>
<b>Other Charges</b>						
5210 Postal/messenger service	-	3,338	3,328	3,300	3,300	3,200
5230 Telecommunications	-	546	625	650	650	650
5510 Personnel development	-	1,471	1,125	1,000	1,000	1,000
5810 Dues & memberships	-	1,689	1,960	1,500	1,500	1,500
5820 Assoc/meeting support	-	-	3,564	-	3,000	2,500
5824 Tourism activities	-	5,890	-	3,250	-	-
5828-001 Application/permit fees-events	675	825	960	950	950	1,000
5850 Mileage	-	2,607	1,972	1,800	1,800	1,400
5910 Marketing	-	5,643	3,925	4,500	3,871	3,750
Subtotal	<u>675</u>	<u>22,009</u>	<u>17,459</u>	<u>16,950</u>	<u>16,071</u>	<u>15,000</u>
<b>Materials &amp; Supplies</b>						
6010 Office Supplies	-	629	838	800	800	600
6011 Photo Supplies	-	497	372	250	250	150
6020 Food & food svc supplies	-	1,534	961	750	750	750
6020-001 Food & food svc supplies-events	504	330	450	750	750	500
6110 Uniforms & wearing apparel	-	1,297	316	300	300	300
6110-001 Uniforms & wearing apparel-events	-	-	1,781	250	250	-
6120 Books & subscriptions	-	159	397	250	250	250
6130 Educational & rec supplies	801	-	-	-	-	-
6139-001 Event supplies	-	536	1,481	1,000	1,000	700
6140 Other operating supplies	37	-	-	-	-	-
6142 Promotional supplies	-	-	842	-	1,000	750
6142-001 Promotional supplies	-	-	1,495	-	-	-
6170 Computer mat/supplies	-	1,127	360	500	500	500
Subtotal	<u>1,342</u>	<u>6,109</u>	<u>9,293</u>	<u>4,850</u>	<u>5,850</u>	<u>4,500</u>
<b>Leases &amp; Rentals</b>						
7105-001 General equipment rental-events	6,928	6,938	1,808	2,000	2,000	1,500
Subtotal	<u>6,928</u>	<u>6,938</u>	<u>1,808</u>	<u>2,000</u>	<u>2,000</u>	<u>1,500</u>
<b>Capital Outlay</b>						
8110 Machinery & equipment	3,096	-	-	-	-	-
8170 Data processing equip	-	1,362	-	-	-	1,800
8170-001 Data processing equip-events	-	-	-	-	-	1,500
8170-208 Data processing equip	-	1,550	-	-	-	-
Subtotal	<u>3,096</u>	<u>2,912</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,300</u>
<b>Contributions</b>						
9700 Arts map	-	3,000	-	-	-	-
Subtotal	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 228,448</u>	<u>\$ 390,079</u>	<u>\$ 407,513</u>	<u>\$ 396,882</u>	<u>\$ 396,882</u>	<u>\$ 444,951</u>
Personnel	\$ 54,293	\$ 115,529	\$ 123,781	\$ 130,432	\$ 130,432	\$ 131,351
Non-personnel	174,155	274,550	283,732	266,450	266,450	313,600
	<u>\$ 228,448</u>	<u>\$ 390,079</u>	<u>\$ 407,513</u>	<u>\$ 396,882</u>	<u>\$ 396,882</u>	<u>\$ 444,951</u>
	10.48%	70.75%	4.47%	-2.61%	-2.61%	12.11%

**Tourism Fund**  
**Payments to Outside Entities - Activity #90915**

This activity provides support for the following programs:

**Williamsburg Area Transit Authority**: support for the regional transit authority.

**Greater Williamsburg Chamber & Tourism Alliance**: support for the Historic Triangle by encouraging the growth of existing businesses and promoting the area as a year-round travel destination.

**\$2.00 Transient Occupancy Tax**: per Section 58.1-3823 of the Code of Virginia, the revenues collected from the additional tax shall be designated and expended solely for advertising the Historic Triangle area. This tax is passed on to the Williamsburg Area Destination Marketing Committee (WADMC).

**Historic Triangle Collaborative**: operating support to work collaboratively among the region to achieve sustainable economic and quality of life benefits for the Historic Triangle.

**Watermen's Museum**: support to preserve the heritage of the watermen of the Chesapeake Bay, interpret their culture and contributions to the region, for educational opportunities, and to preserve and enhance the environment of the Chesapeake Bay.

**Yorktown Foundation Tall Ships**: support for bringing Tall Ships to Yorktown.

**Celebrate Yorktown Committee Symphony**: support to sponsor the Virginia Symphony concert at the end of the summer.

**Virginia Air and Space Center**: final installment in support of the capital campaign, Space Bound.

**Budget Comments - FY2012**

Funding to the agencies reflects level or reduced funding.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 1,613,254	\$ 1,620,164	\$ 1,529,381	\$ 1,579,048	\$ 1,579,048	\$ 1,519,868
Total Expenditures	\$ 1,613,254	\$ 1,620,164	\$ 1,529,381	\$ 1,579,048	\$ 1,579,048	\$ 1,519,868

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90915</b>	<b>Payments to Outside Entities</b>					
<b>Contractual Services</b>						
3802 Williamsburg Area Transit Authority	\$ 272,878	\$ 272,878	\$ 272,878	\$ 272,878	\$ 272,878	\$ 272,878
3808 Chamber & Tourism Alliance	156,944	156,944	148,470	148,470	148,470	134,687
3824 \$2.00 Transient Occ tax	1,152,432	1,128,342	1,046,633	1,120,000	1,120,000	1,075,000
3844 Historic Triangle Collaborative	-	-	-	7,000	7,000	6,650
Subtotal	<u>1,582,254</u>	<u>1,558,164</u>	<u>1,467,981</u>	<u>1,548,348</u>	<u>1,548,348</u>	<u>1,489,215</u>
<b>Contributions</b>						
8011 Watermen's Museum-operations	-	30,000	30,000	15,000	15,000	15,000
8012 Yorktown Foundation-Tall Ships	5,000	5,000	4,750	2,375	2,375	2,328
8032 Celebrate Yktn Comm-Symphony	6,000	7,000	6,650	3,325	3,325	3,325
8043 Virginia Air & Space Center	20,000	20,000	20,000	10,000	10,000	10,000
Subtotal	<u>31,000</u>	<u>62,000</u>	<u>61,400</u>	<u>30,700</u>	<u>30,700</u>	<u>30,653</u>
Activity Total	<u>\$ 1,613,254</u>	<u>\$ 1,620,164</u>	<u>\$ 1,529,381</u>	<u>\$ 1,579,048</u>	<u>\$ 1,579,048</u>	<u>\$ 1,519,868</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,613,254</u>	<u>1,620,164</u>	<u>1,529,381</u>	<u>1,579,048</u>	<u>1,579,048</u>	<u>1,519,868</u>
	<u>\$ 1,613,254</u>	<u>\$ 1,620,164</u>	<u>\$ 1,529,381</u>	<u>\$ 1,579,048</u>	<u>\$ 1,579,048</u>	<u>\$ 1,519,868</u>
	-1.94%	0.43%	-5.60%	3.25%	3.25%	-3.75%

**Tourism Fund**  
**Yorktown Revitalization - Activity #90917**

**Budget Comments - FY2012**

Funding provides for the transfer to the Yorktown Capital Improvements Fund for repayment toward an interfund loan and a transfer to the County Debt Service Fund for debt service related to Riverwalk Landing.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 1,682,034	\$ 1,205,232	\$ 779,854	\$ 716,056	\$ 976,827	\$ 742,423
Total Expenditures	\$ 1,682,034	\$ 1,205,232	\$ 779,854	\$ 716,056	\$ 976,827	\$ 742,423

## Expenditures

	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
--	----------------------------------	----------------------------------	----------------------------------	------------------------------	-------------------------------	-----------------------------

**TOURISM FUND****90917 Yorktown Revitalization**

8000 Contingency	\$ -	\$ -	\$ -	\$ 56,692	\$ 56,692	\$ 83,210
9278-207 Yorktown Capital Improvements Fund	276,377	-	-	-	-	-
9278-208 Yorktown Capital Improvements Fund	757,705	546,811	-	-	-	-
9278-209 Yorktown Capital Improvements Fund	-	100,000	121,504	-	-	-
9278-210 Yorktown Capital Improvements Fund	-	-	-	-	260,771	-
9278 Yorktown Capital Improvements Fund	100,000	-	35,477	100,000	100,000	100,000
9279 County Capital Fund	-	-	64,523	-	-	-
9280 County Debt Service Fund	547,952	558,421	558,350	559,364	559,364	559,213
Subtotal	<u>1,682,034</u>	<u>1,205,232</u>	<u>779,854</u>	<u>716,056</u>	<u>976,827</u>	<u>742,423</u>
Activity Total	<u>\$ 1,682,034</u>	<u>\$ 1,205,232</u>	<u>\$ 779,854</u>	<u>\$ 716,056</u>	<u>\$ 976,827</u>	<u>\$ 742,423</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,682,034</u>	<u>1,205,232</u>	<u>779,854</u>	<u>716,056</u>	<u>976,827</u>	<u>742,423</u>
	<u>1034.08%</u>	<u>-28.35%</u>	<u>-35.29%</u>	<u>-8.18%</u>	<u>25.26%</u>	<u>3.68%</u>

**Tourism Fund**  
**Yorktown Trolley Operations - Activity #90918**

**Budget Comments - FY2012**

Provide support for operating two trolleys in historic Yorktown. A decrease is provided in vehicle maintenance, based on trends.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 42,007	\$ 43,951	\$ 42,934	\$ 47,366	\$ 47,366	\$ 47,366
Operating	<u>45,912</u>	<u>46,996</u>	<u>62,485</u>	<u>55,928</u>	<u>55,928</u>	<u>54,392</u>
Total Expenditures	<u>\$ 87,919</u>	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 103,294</u>	<u>\$ 103,294</u>	<u>\$ 101,758</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>TOURISM FUND</b>						
<b>90918 Yorktown Trolley Operations</b>						
<b>Personnel</b>						
1533 As required-trades/crafts	\$ 38,026	\$ 40,828	\$ 40,408	\$ 43,000	\$ 43,000	\$ 43,000
1595 Overtime	996	-	-	1,000	1,000	1,000
1999-999-999-999 Chargeout-wages	-	-	(525)	-	-	-
2100 FICA	2,985	3,123	3,091	3,366	3,366	3,366
2999-999-999-999 Chargeout-fringes	-	-	(40)	-	-	-
Subtotal	<u>42,007</u>	<u>43,951</u>	<u>42,934</u>	<u>47,366</u>	<u>47,366</u>	<u>47,366</u>
<b>Contractual Services</b>						
3920 Misc contractual services	600	600	600	600	600	600
Subtotal	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
<b>Internal Services</b>						
4210-001 Vehicle maint-Trolley #1	24,068	20,610	32,587	27,564	27,564	26,267
4210-002 Vehicle maint-Trolley #2	17,940	24,169	28,747	27,464	27,464	27,325
4500 Radio maintenance	2,930	1,780	-	-	-	-
Subtotal	<u>44,938</u>	<u>46,559</u>	<u>61,334</u>	<u>55,028</u>	<u>55,028</u>	<u>53,592</u>
<b>Other Charges</b>						
5350 Unemployment benefit claim	-	-	328	-	-	-
5510 Personnel development	118	-	-	-	-	-
Subtotal	<u>118</u>	<u>-</u>	<u>328</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	94	-	-	-	-	-
6110 Uniforms	707	266	223	300	300	200
Subtotal	<u>801</u>	<u>266</u>	<u>223</u>	<u>300</u>	<u>300</u>	<u>200</u>
<b>Chargeouts</b>						
9350 Chargeout Zweibrucken/overtime	(545)	(429)	-	-	-	-
Subtotal	<u>(545)</u>	<u>(429)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 87,919</u>	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 103,294</u>	<u>\$ 103,294</u>	<u>\$ 101,758</u>
Personnel	\$ 42,007	\$ 43,951	\$ 42,934	\$ 47,366	\$ 47,366	\$ 47,366
Non-personnel	45,912	46,996	62,485	55,928	55,928	54,392
	<u>\$ 87,919</u>	<u>\$ 90,947</u>	<u>\$ 105,419</u>	<u>\$ 103,294</u>	<u>\$ 103,294</u>	<u>\$ 101,758</u>
	16.58%	3.44%	15.91%	-2.02%	-2.02%	-1.49%

This page intentionally left blank.

**SOCIAL SERVICES  
FUND 13  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 896,707
Projected FY2011 Revenues		
Local	\$ 200,000	
State and Federal	4,184,895	
Other financing sources	<u>2,160,483</u>	
Total		\$ 6,545,378
Projected FY2011 Expenditures		<u>6,550,306</u>
Net Change		<u>(4,928)</u>
Projected Fund Balance 6/30/2011		\$ 891,779
Projected FY2012 Revenues		
Local	\$ 220,000	
State and Federal	3,965,260	
Other financing sources	<u>1,874,685</u>	
Total		\$ 6,059,945
Projected FY2012 Expenditures		<u>6,309,945</u>
Net Change		<u>(250,000)</u>
Projected Fund Balance 6/30/2012		<u>\$ 641,779</u>

**SOCIAL SERVICES  
FUND 13**

This fund accounts for the revenues and expenditures relating to Social Services programs. This is accomplished through the divisions below. Individual division details follow this summary page.

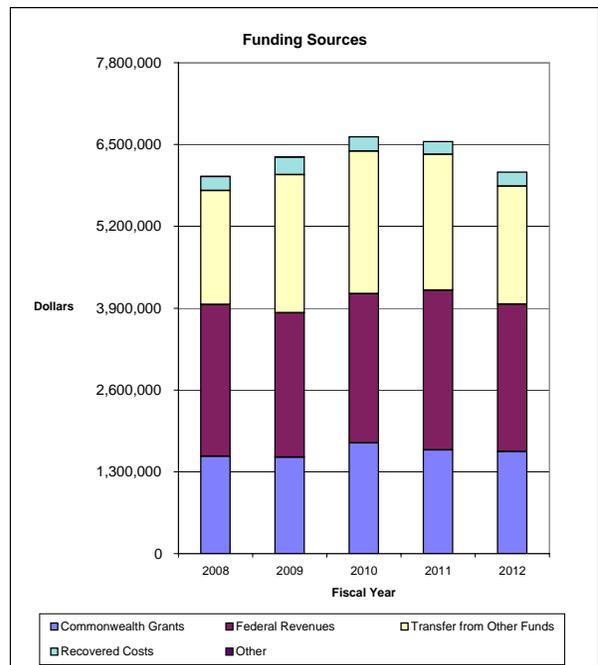
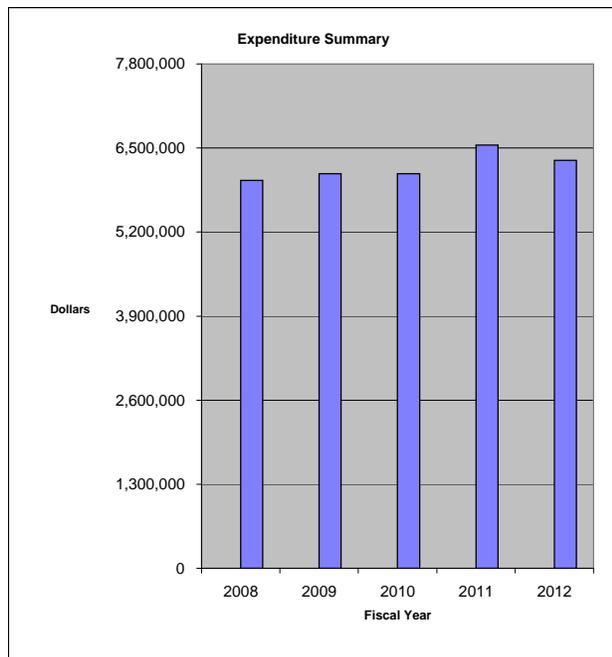
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 FY2012 Funding Sources
<b>Funding Sources</b>							
Charges for Services	\$ 4,236	\$ 3,400	\$ 1,533	\$ -	\$ -	\$ -	0.00%
Miscellaneous	868	-	-	-	-	-	0.00%
Recovered Costs	225,833	280,425	228,112	200,000	200,000	220,000	3.63%
State Aid & Grants	1,546,581	1,531,554	1,756,969	1,647,360	1,647,360	1,622,760	26.78%
Federal Aid & Grants	2,411,004	2,293,178	2,371,911	2,537,535	2,537,535	2,342,500	38.66%
Transfers from Other Funds	1,809,211	2,193,936	2,264,129	2,160,483	2,160,483	1,874,685	30.93%
<b>Total Funding Sources</b>	<b>\$ 5,997,733</b>	<b>\$ 6,302,493</b>	<b>\$ 6,622,654</b>	<b>\$ 6,545,378</b>	<b>\$ 6,545,378</b>	<b>\$ 6,059,945</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Social Services Administration	\$ 4,045,133	\$ 4,254,977	\$ 3,867,556	\$ 4,302,164	\$ 4,307,092	\$ 4,141,221	-3.74%
Public Assistance	1,125,072	1,065,359	1,147,726	1,379,119	1,379,119	1,308,454	-5.12%
Comprehensive Services Act	819,377	772,406	1,087,409	864,095	864,095	860,270	-0.44%
State & Local Hospital	8,151	11,245	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 5,997,733</b>	<b>\$ 6,103,987</b>	<b>\$ 6,102,691</b>	<b>\$ 6,545,378</b>	<b>\$ 6,550,306</b>	<b>\$ 6,309,945</b>	<b>-3.60%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 3,660,973	\$ 3,835,418	\$ 3,446,973	\$ 3,960,521	\$ 3,960,521	\$ 3,803,513	-3.96%
Operating	2,334,204	2,241,843	2,626,278	2,574,857	2,574,857	2,496,432	-3.05%
Capital	2,556	26,726	29,440	10,000	14,928	10,000	0.00%
<b>Total Expenditures</b>	<b>\$ 5,997,733</b>	<b>\$ 6,103,987</b>	<b>\$ 6,102,691</b>	<b>\$ 6,545,378</b>	<b>\$ 6,550,306</b>	<b>\$ 6,309,945</b>	<b>-3.60%</b>

<b>FTE's</b>						
Management	7.40	8.00	8.00	10.00	10.00	10.00
Professional/Technical	37.70	41.35	38.85	37.85	37.85	35.85
Admin/Clerical	11.00	11.00	11.50	12.00	12.00	11.00
Trades & Crafts	3.50	3.50	2.00	1.00	1.00	2.00
<b>Total FTE's</b>	<b>59.60</b>	<b>63.85</b>	<b>60.35</b>	<b>60.85</b>	<b>60.85</b>	<b>58.85</b>

<b>Key Service Indicators</b>						
Food Stamps cases-York/Poquoson	996/137	1,238/181	1,507/226	1,880/282	1,880/282	2,350/352
Medicaid cases-York/Poquoson	1,913/316	2,156/367	2,286/408	2,423/432	2,423/432	2,568/458
TANF cases-York/Poquoson	153/21	167/27	203/28	247/34	247/34	301/41
VIEW cases-York/Poquoson	80/11	97/18	122/18	152/22	152/22	190/27
CSA cases-York	45	40	51	55	55	55



Revenues		FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>SOCIAL SERVICES FUND</b>							
<b>30316</b>	<b>Charges for Services</b>						
	6000 Court assessment	\$ 4,236	\$ 3,400	\$ 1,533	\$ -	\$ -	\$ -
	Subtotal	<u>4,236</u>	<u>3,400</u>	<u>1,533</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30318</b>	<b>Miscellaneous</b>						
	3010 Prior year expenditure refund	650	-	-	-	-	-
	3012 Prior year forfeit flex	<u>218</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>868</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>						
	1520 Poquoson Public Assistance	223,532	278,965	227,900	200,000	200,000	220,000
	7000 Welfare Recoveries ADC	<u>2,301</u>	<u>1,460</u>	<u>212</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>225,833</u>	<u>280,425</u>	<u>228,112</u>	<u>200,000</u>	<u>200,000</u>	<u>220,000</u>
<b>30326</b>	<b>State Aid &amp; Grants</b>						
	0800 Public Assistance-State	1,079,217	1,115,140	1,127,574	1,211,920	1,211,920	1,187,320
	0813 Comp Svc Youth/Family	459,725	408,775	621,756	427,840	427,840	427,840
	0813-001 CSA Pool State Admin	<u>7,639</u>	<u>7,639</u>	<u>7,639</u>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>
	Subtotal	<u>1,546,581</u>	<u>1,531,554</u>	<u>1,756,969</u>	<u>1,647,360</u>	<u>1,647,360</u>	<u>1,622,760</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
	0800 Public Assistance-Federal	2,411,004	2,289,887	2,246,130	2,485,700	2,485,700	2,342,500
	0800-300 ARRA Public Assistance	-	3,291	112,721	51,835	51,835	-
	0800-300-001 ARRA SNAP	<u>-</u>	<u>-</u>	<u>13,060</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>2,411,004</u>	<u>2,293,178</u>	<u>2,371,911</u>	<u>2,537,535</u>	<u>2,537,535</u>	<u>2,342,500</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	1,448,452	1,892,729	1,853,640	1,788,323	1,788,323	1,502,525
	1010-001 CSA Pool Local	292,443	228,458	344,086	272,160	272,160	272,160
	1010-002 CSA Medicaid Local	62,535	72,749	66,403	100,000	100,000	100,000
	1090 Spec Welfare Fd-as req'd transp	<u>5,781</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>1,809,211</u>	<u>2,193,936</u>	<u>2,264,129</u>	<u>2,160,483</u>	<u>2,160,483</u>	<u>1,874,685</u>
	Fund Total	<u>\$ 5,997,733</u>	<u>\$ 6,302,493</u>	<u>\$ 6,622,654</u>	<u>\$ 6,545,378</u>	<u>\$ 6,545,378</u>	<u>\$ 6,059,945</u>

**Social Services Fund**  
**Social Services Administration - Activity #90541**

**Mission**

Provides a broad array of human service programs including Child and Adult Service Programs, Employment Services, Public Assistance, and the Comprehensive Services Act (CSA), for those individuals with financial, social, educational, health and emotional needs.

**Goals**

- To enhance the competence of individuals dealing with personal challenges.
- To provide preventive foster care and child protective services.
- To protect vulnerable children and adults.
- To provide intake, child and family, adult, employment, volunteer, court, and daycare services.
- To provide financial assistance to eligible citizens.
- To ensure, through a comprehensive fraud prevention and investigation program, that only persons eligible for assistance actually receive it.
- To improve the delivery of services by requiring interagency cooperation.

**Implementation Strategies**

- The annualized estimate of population being served is over 20,000 units of service in York and Poquoson. This represents a significant percentage of the total population.

**Budget Comments - FY2012**

For the third year, there is no funding for salary increases. Decreased funding in personnel includes the elimination of two Social Worker III positions. Further reductions include books & subscriptions and computer supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 3,656,299	\$ 3,776,204	\$ 3,391,809	\$ 3,896,426	\$ 3,896,426	\$ 3,743,243
Operating	386,278	452,047	446,307	395,738	395,738	387,978
Capital	<u>2,556</u>	<u>26,726</u>	<u>29,440</u>	<u>10,000</u>	<u>14,928</u>	<u>10,000</u>
Total Expenditures	<u>\$ 4,045,133</u>	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 4,302,164</u>	<u>\$ 4,307,092</u>	<u>\$ 4,141,221</u>
<b><u>FTE's</u></b>						
Management	7.40	8.00	8.00	10.00	10.00	10.00
Professional/Technical	37.70	40.35	37.85	36.85	36.85	34.85
Admin/Clerical	11.00	11.00	11.50	12.00	12.00	11.00
Trades & Crafts	<u>3.50</u>	<u>3.50</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
Total FTE's	<u>59.60</u>	<u>62.85</u>	<u>59.35</u>	<u>59.85</u>	<u>59.85</u>	<u>57.85</u>

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SOCIAL SERVICES FUND</b>						
<b>90541 Social Services Administration</b>						
<b>Personnel Services</b>						
1512 Senior level mgmt	\$ 75,683	\$ 108,025	\$ 108,025	\$ 108,025	\$ 108,025	\$ 108,025
1513 Middle management	404,069	476,856	426,072	421,874	421,874	451,860
1515 Professional & technical salaries	1,529,438	1,646,698	1,477,880	1,669,741	1,669,741	1,565,745
1516 Administrative & clerical salaries	370,532	418,118	387,045	464,057	464,057	432,286
1518 Trades & crafts	66,108	57,562	32,204	53,130	53,130	52,178
1521 Reg PT professional/technical	256,446	143,803	111,590	139,597	139,597	139,597
1522 Reg PT administrative/clerical	24,831	-	-	-	-	-
1531 As required-professional/technical	57,716	14,167	45,922	-	-	-
1532 As required-administrative/clerical	8,447	18,084	24,275	-	-	-
1595 Overtime	-	458	244	-	-	-
1599 Other pay	54,996	76,295	42,484	104,000	104,000	90,000
1999-999-999-999 HPRP Grant	-	-	(8,670)	-	-	-
2100 FICA	211,136	220,991	198,330	226,472	226,472	217,238
2200 VRS	346,958	354,948	321,201	383,616	383,616	368,545
2300 Health care	214,755	218,538	210,877	300,516	300,516	310,461
2300-001 Retiree health care	10,636	-	-	16,400	16,400	-
2400 Group life insurance	24,548	21,661	14,330	8,998	8,998	7,308
Subtotal	<u>3,656,299</u>	<u>3,776,204</u>	<u>3,391,809</u>	<u>3,896,426</u>	<u>3,896,426</u>	<u>3,743,243</u>
<b>Contractual Services</b>						
3130 Management consulting services	53,145	62,608	64,765	30,000	30,000	30,000
3310 Repairs & maintenance	-	125	471	500	500	1,000
3320 Maintenance service contracts	3,918	4,190	4,678	4,000	4,000	5,000
3600 Advertising	198	562	828	1,000	1,000	1,000
3920 Misc contractual svcs	-	-	-	600	600	-
Subtotal	<u>57,261</u>	<u>67,485</u>	<u>70,742</u>	<u>36,100</u>	<u>36,100</u>	<u>37,000</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	26,351	36,674	37,872	41,744	41,744	40,283
4700 Imaging system maintenance	-	744	844	-	-	-
Subtotal	<u>26,351</u>	<u>37,418</u>	<u>38,716</u>	<u>41,744</u>	<u>41,744</u>	<u>40,283</u>
<b>Other Charges</b>						
5210 Postal/messenger service	9,426	20,939	8,098	18,400	18,400	15,000
5230 Telecommunications	12,642	12,582	12,041	14,000	14,000	13,000
5310 Property insurance	1,844	-	-	-	-	-
5330 Public official liability ins	3,507	6,557	5,363	2,000	2,000	3,250
5350 Unempl insurance claims	726	9,531	18,162	8,000	8,000	8,000
5360 Workers' comp premiums	12,779	13,177	8,625	14,000	14,000	11,250
5362 Flexible spending fees	305	447	582	900	900	600
5365 Flu shots	315	504	399	500	500	500
5510 Personnel development	21,711	34,250	46,483	10,000	10,000	20,000
5810 Dues & memberships	2,165	3,455	1,308	2,000	2,000	2,000
5850 Mileage expenses	10,524	13,066	9,598	14,000	14,000	11,000
Subtotal	<u>75,944</u>	<u>114,508</u>	<u>110,659</u>	<u>83,800</u>	<u>83,800</u>	<u>84,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	37,415	40,424	39,799	38,000	38,000	38,000
6021 Employer food/lodging	5,342	9,790	7,478	6,500	6,500	7,500
6120 Books & subscriptions	1,960	2,776	1,086	5,000	5,000	2,000
6130 Educational & recreational supp	1,208	-	-	2,000	2,000	1,000
6170 Computer supplies	3,177	4,513	1,778	5,000	5,000	3,000
6172 Minor furnishings	-	-	6,870	4,050	4,050	4,050
6500 Miscellaneous	64	(30)	-	-	-	-
Subtotal	<u>49,166</u>	<u>57,473</u>	<u>57,011</u>	<u>60,550</u>	<u>60,550</u>	<u>55,550</u>
<b>Leases &amp; Rentals</b>						
7100 Operating leases of equip	43,829	46,823	43,635	48,000	48,000	45,000
7500 Operating leases of building	133,727	128,340	125,544	125,544	125,544	125,545
Subtotal	<u>177,556</u>	<u>175,163</u>	<u>169,179</u>	<u>173,544</u>	<u>173,544</u>	<u>170,545</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	-	4,187	-	-	-	-
8120 Furniture/fixtures	1,056	1,675	10,805	10,000	10,000	10,000
8130 Comm/signal equipment	-	1,653	-	-	-	-
8132 Audio visual equipment	-	-	1,005	-	-	-
8150 Vehicles	-	17,995	-	-	4,928	-
8170 Data processing equipment	1,500	1,216	14,450	-	-	-
8180 Buildings & grounds	-	-	3,180	-	-	-
Subtotal	<u>2,556</u>	<u>26,726</u>	<u>29,440</u>	<u>10,000</u>	<u>14,928</u>	<u>10,000</u>
Activity Total	<u>\$ 4,045,133</u>	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 4,302,164</u>	<u>\$ 4,307,092</u>	<u>\$ 4,141,221</u>
Personnel	\$ 3,656,299	\$ 3,776,204	\$ 3,391,809	\$ 3,896,426	\$ 3,896,426	\$ 3,743,243
Non-personnel	388,834	478,773	475,747	405,738	410,666	397,978
	<u>\$ 4,045,133</u>	<u>\$ 4,254,977</u>	<u>\$ 3,867,556</u>	<u>\$ 4,302,164</u>	<u>\$ 4,307,092</u>	<u>\$ 4,141,221</u>
	7.90%	5.19%	-9.11%	11.24%	11.36%	-3.74%

**Social Services Fund  
Public Assistance - Activity #90542**

**Mission**

Provides benefit programs for eligible persons such as Medicaid, Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), fuel, emergency, TANF foster care, General Relief and Auxiliary Grants. Also, provides service programs including child and adult protective services and preventive services, foster care, adoptions, guardianship, court services, adult services, day care, intake services and employment services.

**Goals**

- To enhance the competence of individuals dealing with personal challenges.
- To promote self-sufficiency, self-support, and self-esteem for those receiving public assistance.
- To provide preventive foster care and child protective services.
- To protect vulnerable children and adults.
- To provide intake, child and family, adult, employment, volunteer, court, and day care services.
- To provide financial assistance to eligible citizens.
- To ensure, through a comprehensive fraud prevention and investigation program, that only persons eligible for assistance actually receive it.

**Implementation Strategies**

- Expect to receive 400 child protective service complaints consisting of abuse and neglect of children based on current statistics.
- Expect to keep 250 families intact through the provision of child protective ongoing services.
- Approximately 2,000 family units will receive intake services, which include crisis intervention, needs assessments, and assistance with emergency needs such as food and shelter.
- An increase in adult services is expected based on aging of the population and their need for services. Current caseloads total 170 elderly receiving either protection services or help with daily activities to keep them in their homes.
- The annualized estimate of population being served is over 20,000 units of service in York and Poquoson. This represents a significant percentage of the total population.

**Budget Comments - FY2012**

Funding reflects decreases in public assistance based on the current case load.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 1,125,072	\$ 1,065,359	\$ 1,147,726	\$ 1,379,119	\$ 1,379,119	\$ 1,308,454
Total Expenditures	\$ 1,125,072	\$ 1,065,359	\$ 1,147,726	\$ 1,379,119	\$ 1,379,119	\$ 1,308,454

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90542</b>	<b>Public Assistance</b>					
<b>Direct Payments &amp; Contributions</b>						
5701 General relief	\$ 53,370	\$ 30,394	\$ 22,950	\$ 46,060	\$ 46,060	\$ 46,060
5702 Auxiliary grants	148,601	140,569	140,335	157,000	157,000	157,000
5705 TANF/manual checks	-	-	-	1,000	1,000	1,000
5706 TANF/foster care	88,709	56,852	94,837	85,000	85,000	90,000
5707 Emergency assistance	8,210	3,053	2,435	11,500	11,500	5,000
5715 Preventive foster care	10,614	10,313	7,414	7,364	7,364	7,400
5716 Adult services	-	30,440	50,149	60,000	60,000	60,000
5717 Adult protective services	-	-	4,080	5,000	5,000	5,000
5718 Independent living	4,234	7,398	2,653	3,229	3,229	3,229
5719 Other purchased services	34,415	88,343	3,512	1,200	1,200	1,200
5720 VIEW-purchased services	13,305	18,734	33,706	25,000	25,000	35,000
5721 Subsidy IV-adoption	60,217	72,752	92,418	76,500	76,500	100,000
5722 Special needs adoption	150,521	99,598	63,094	100,000	100,000	75,000
5730 DC-ADC/Trans/View	130,739	122,185	181,442	130,000	130,000	182,000
5731 Quality Initiative DC	(355)	(104)	-	15,701	15,701	-
5732 DC/At Risk 100%	293,996	281,591	299,987	313,000	313,000	300,000
5733 DC/At Risk 90/10	-	888	11,652	118,000	118,000	67,000
5734 Headstart wrap-around day	128,496	102,353	94,525	150,000	150,000	100,000
5735 Safe/stable families	-	-	42,537	73,565	73,565	73,565
Activity Total	<u>\$ 1,125,072</u>	<u>\$ 1,065,359</u>	<u>\$ 1,147,726</u>	<u>\$ 1,379,119</u>	<u>\$ 1,379,119</u>	<u>\$ 1,308,454</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>1,125,072</u>	<u>1,065,359</u>	<u>1,147,726</u>	<u>1,379,119</u>	<u>1,379,119</u>	<u>1,308,454</u>
	<u>\$ 1,125,072</u>	<u>\$ 1,065,359</u>	<u>\$ 1,147,726</u>	<u>\$ 1,379,119</u>	<u>\$ 1,379,119</u>	<u>\$ 1,308,454</u>
	0.73%	-5.31%	7.73%	20.16%	20.16%	-5.12%

**Social Services Fund**  
**Comprehensive Services Act - Activity #90543**

**Mission**

To comply with the Comprehensive Services Act by providing high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

**Goals**

- To provide preventive foster care and child protective services.
- To provide services to assist at-risk children and youth.
- To improve the delivery of services by requiring interagency cooperation.

**Implementation Strategies**

- To comply with the guidelines from the Comprehensive Services Act.

**Budget Comments - FY2012**

Funding remains level with current year.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 4,674	\$ 59,214	\$ 55,164	\$ 64,095	\$ 64,095	\$ 60,270
Operating	<u>814,703</u>	<u>713,192</u>	<u>1,032,245</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Total Expenditures	<u>\$ 819,377</u>	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 864,095</u>	<u>\$ 864,095</u>	<u>\$ 860,270</u>
<b><u>FTE's</u></b>						
Professional/Technical	<u>-</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE's	<u>-</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90543 Comprehensive Services Act</b>						
<b>Personnel Services</b>						
1515 CSA-Prof & tech salaries	\$ -	\$ 44,702	\$ 45,001	\$ 45,001	\$ 45,001	\$ 45,001
1599 CSA-Other pay	4,346	-	-	3,600	3,600	-
2100 CSA-FICA	328	3,271	3,443	3,443	3,443	3,443
2200 CSA-VRS	-	6,048	6,048	6,354	6,354	6,354
2300 CSA-Health care	-	4,824	405	5,548	5,548	5,346
2400 CSA-Group life insurance	-	369	267	149	149	126
Subtotal	<u>4,674</u>	<u>59,214</u>	<u>55,164</u>	<u>64,095</u>	<u>64,095</u>	<u>60,270</u>
<b>Direct Payments &amp; Contributions</b>						
5708 Foster care	752,168	640,443	965,842	700,000	700,000	700,000
5708-001 CSA Medicaid claims	62,535	84,839	87,020	100,000	100,000	100,000
5708-001-300 ARRA CSA Medicaid adj	-	(12,090)	(20,617)	-	-	-
Subtotal	<u>814,703</u>	<u>713,192</u>	<u>1,032,245</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Activity Total	<u>\$ 819,377</u>	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 864,095</u>	<u>\$ 864,095</u>	<u>\$ 860,270</u>
Personnel	\$ 4,674	\$ 59,214	\$ 55,164	\$ 64,095	\$ 64,095	\$ 60,270
Non-personnel	<u>814,703</u>	<u>713,192</u>	<u>1,032,245</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
	<u>\$ 819,377</u>	<u>\$ 772,406</u>	<u>\$ 1,087,409</u>	<u>\$ 864,095</u>	<u>\$ 864,095</u>	<u>\$ 860,270</u>
	43.53%	-5.73%	40.78%	-20.54%	-20.54%	-0.44%

**Social Services Fund**  
**State & Local Hospital - Activity #90545**

**Mission**

The State and Local Hospitalization Program is a medical assistance program jointly funded by the State and local governments, *Code of Virginia*, Section 32.1-343.

**Goals**

- The program was suspended indefinitely effective May 1, 2009, at the State level.

**Implementation Strategies**

- The program was suspended indefinitely effective May 1, 2009, at the State level.

**Budget Comments - FY2012**

No funding provided due to suspension of the program.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 8,151	\$ 11,245	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 8,151</u>	<u>\$ 11,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SOCIAL SERVICES FUND</b>						
<b>90545</b>	<b>State &amp; Local Hospital</b>					
<b>Direct Payments &amp; Contributions</b>						
5712 State/local hospitalization	\$ 8,151	\$ 11,245	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>8,151</u>	<u>11,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 8,151</u>	<u>\$ 11,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>8,151</u>	<u>11,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 8,151</u>	<u>\$ 11,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	-26.32%	37.96%	-100.00%	0.00%	0.00%	0.00%

This page intentionally left blank.

**LAW LIBRARY  
FUND 47  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 11,019
Projected FY2011 Revenues		
Local	\$ 9,300	
Projected FY2011 Expenditures	<u>9,330</u>	
Net Change		<u>(30)</u>
Projected Fund Balance 6/30/2011		\$ 10,989
Projected FY2012 Revenues		
Local	\$ 9,150	
Projected FY2012 Expenditures	<u>10,500</u>	
Net Change		<u>(1,350)</u>
Projected Fund Balance 6/30/2012		<u><u>\$ 9,639</u></u>

**LAW LIBRARY  
FUND 47**

This fund accounts for the revenues and expenditures relating to the County's law library. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Fines & Forfeitures	\$ 8,020	\$ 8,551	\$ 9,228	\$ 9,000	\$ 9,000	\$ 9,000	98.36%
Use of Money & Property	328	230	132	300	300	150	1.64%
<b>Total Funding Sources</b>	<b>\$ 8,348</b>	<b>\$ 8,781</b>	<b>\$ 9,360</b>	<b>\$ 9,300</b>	<b>\$ 9,300</b>	<b>\$ 9,150</b>	<b>100.00%</b>

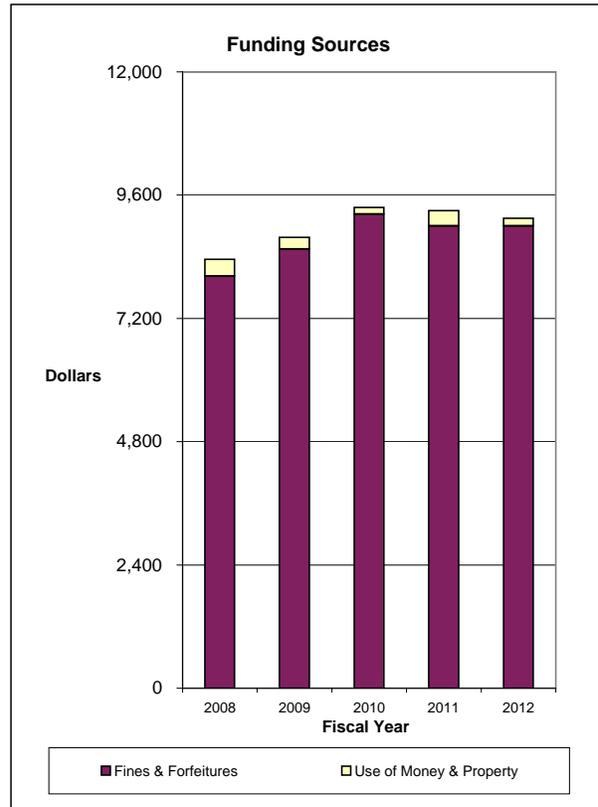
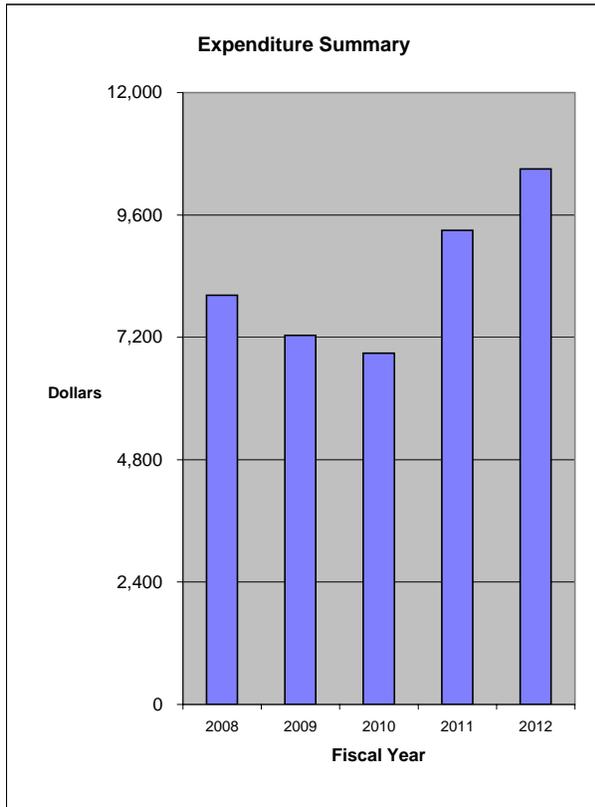
							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Law Library Operations	\$ 8,025	\$ 7,238	\$ 6,888	\$ 9,300	\$ 9,330	\$ 10,500	12.90%
<b>Total Expenditures</b>	<b>\$ 8,025</b>	<b>\$ 7,238</b>	<b>\$ 6,888</b>	<b>\$ 9,300</b>	<b>\$ 9,330</b>	<b>\$ 10,500</b>	<b>12.90%</b>

<b>Expenditure by Category</b>							
Operating	\$ 8,025	\$ 7,238	\$ 6,888	\$ 9,300	\$ 9,330	\$ 9,000	-3.23%
Capital	-	-	-	-	-	1,500	100.00%
<b>Total Expenditures</b>	<b>\$ 8,025</b>	<b>\$ 7,238</b>	<b>\$ 6,888</b>	<b>\$ 9,300</b>	<b>\$ 9,330</b>	<b>\$ 10,500</b>	<b>12.90%</b>

**Key Service Indicators**

Number of court cases that contributed to the funding sources for the Law Library

2008	4,010	4,275	4,614	4,500	4,470	4,560
------	-------	-------	-------	-------	-------	-------



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>LAW LIBRARY FUND</b>						
<b>30314</b>	<b>Fines &amp; Forfeitures</b>					
4020 Court collections	\$ 8,020	\$ 8,551	\$ 9,228	\$ 9,000	\$ 9,000	\$ 9,000
Subtotal	<u>8,020</u>	<u>8,551</u>	<u>9,228</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	328	230	132	300	300	150
Subtotal	<u>328</u>	<u>230</u>	<u>132</u>	<u>300</u>	<u>300</u>	<u>150</u>
Fund Total	<u>\$ 8,348</u>	<u>\$ 8,781</u>	<u>\$ 9,360</u>	<u>\$ 9,300</u>	<u>\$ 9,300</u>	<u>\$ 9,150</u>

**Law Library Fund**  
**Law Library Operations - Activity #90218**

The Law Library accounts for the revenues and expenditures for the Law Library activities.

**Budget Comments - FY2012**

Funding has been provided for the routine replacement of a computer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
<b><u>Expenditure By Category</u></b>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 8,025	\$ 7,238	\$ 6,888	\$ 9,300	\$ 9,330	\$ 9,000
Capital	-	-	-	-	-	1,500
Total Expenditures	<u>\$ 8,025</u>	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 9,300</u>	<u>\$ 9,330</u>	<u>\$ 10,500</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>LAW LIBRARY FUND</b>						
<b>90218</b>	<b>Law Library Operations</b>					
<b>Materials &amp; Supplies</b>						
6120 Books & subscriptions	\$ 8,025	\$ 7,238	\$ 6,888	\$ 9,300	\$ 9,330	\$ 9,000
Subtotal	<u>8,025</u>	<u>7,238</u>	<u>6,888</u>	<u>9,300</u>	<u>9,330</u>	<u>9,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	-	-	-	-	1,500
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
Activity Total	<u>\$ 8,025</u>	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 9,300</u>	<u>\$ 9,330</u>	<u>\$ 10,500</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>8,025</u>	<u>7,238</u>	<u>6,888</u>	<u>9,300</u>	<u>9,330</u>	<u>10,500</u>
	<u>\$ 8,025</u>	<u>\$ 7,238</u>	<u>\$ 6,888</u>	<u>\$ 9,300</u>	<u>\$ 9,330</u>	<u>\$ 10,500</u>
	8.36%	-9.81%	-4.84%	35.02%	35.45%	12.90%

This page intentionally left blank.

**CHILDREN & FAMILY SERVICES  
FUND 51  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 748,859
Projected FY2011 Revenues		
Local	\$ 26,316	
State and Federal	930,025	
Other financing sources	<u>344,125</u>	
Total		\$ 1,300,466
Projected FY2011 Expenditures		<u>1,326,323</u>
Net Change		<u>(25,857)</u>
Projected Fund Balance 6/30/2011		\$ 723,002
Projected FY2012 Revenues		
Local	\$ 25,808	
State and Federal	964,687	
Other financing sources	<u>299,588</u>	
Total		\$ 1,290,083
Projected FY2012 Expenditures		<u>1,290,083</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u><u>\$ 723,002</u></u>

**CHILDREN & FAMILY SERVICES  
FUND 51**

This fund accounts for the Head Start and USDA (food service) programs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 23,304	\$ 22,480	\$ 9,745	\$ 10,000	\$ 10,000	\$ 8,000	0.62%
Charges for Service	-	-	-	-	13,100	15,600	1.21%
Fiscal Agent Fees & Admin	2,121	2,192	2,208	2,208	2,208	2,208	0.17%
Miscellaneous	1,313	3,982	3,011	100	1,008	-	0.00%
Recovered Costs	10,035	11,588	14,417	13,000	-	-	0.00%
Federal Aid & Grants	890,679	892,001	979,595	915,115	930,025	964,687	74.78%
Non-Revenue Receipts	-	-	150	-	-	-	0.00%
Transfers from Other Funds	448,958	458,330	350,036	344,125	344,125	299,588	23.22%
<b>Total Funding Sources</b>	<b>\$ 1,376,410</b>	<b>\$ 1,390,573</b>	<b>\$ 1,359,162</b>	<b>\$ 1,284,548</b>	<b>\$ 1,300,466</b>	<b>\$ 1,290,083</b>	<b>100.00%</b>

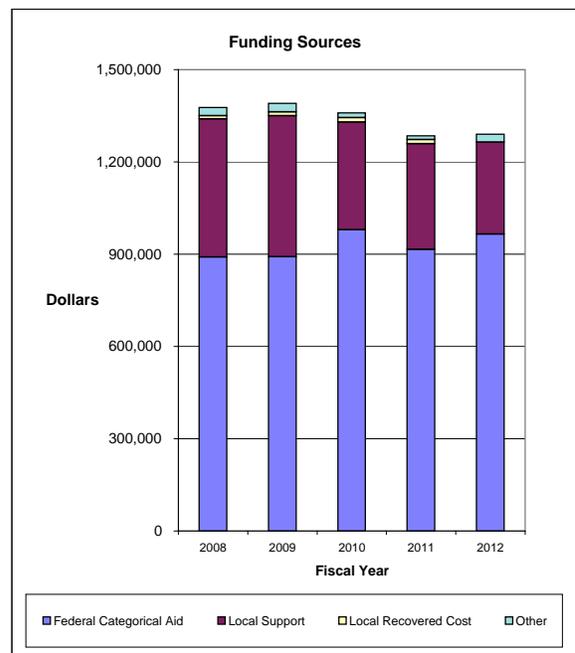
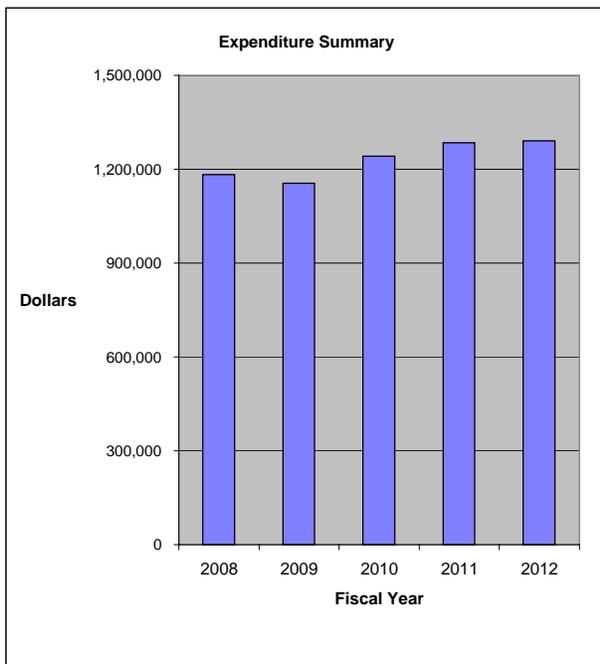
							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Children and Family Services Admin	\$ 87,291	\$ 86,900	\$ 3,349	\$ -	\$ 9,539	\$ -	0.00%
Head Start	1,008,494	992,187	1,122,963	1,170,263	1,202,499	1,195,967	2.20%
USDA Food Service	86,602	76,136	115,146	114,285	114,285	94,116	-17.65%
<b>Total Expenditures</b>	<b>\$ 1,182,387</b>	<b>\$ 1,155,223</b>	<b>\$ 1,241,458</b>	<b>\$ 1,284,548</b>	<b>\$ 1,326,323</b>	<b>\$ 1,290,083</b>	<b>0.43%</b>

<b>Expenditure by Category</b>							
Personnel	\$ 991,591	\$ 934,397	\$ 967,306	\$ 1,059,459	\$ 1,059,459	\$ 1,070,822	1.07%
Operating	172,868	197,654	258,947	223,589	249,175	216,261	-3.28%
Capital	17,928	23,172	15,205	1,500	17,689	3,000	100.00%
<b>Total Expenditures</b>	<b>\$ 1,182,387</b>	<b>\$ 1,155,223</b>	<b>\$ 1,241,458</b>	<b>\$ 1,284,548</b>	<b>\$ 1,326,323</b>	<b>\$ 1,290,083</b>	<b>0.43%</b>

<b>FTE's</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	12.70	12.20	12.20	12.20	12.20	12.20
Admin/Clerical	3.00	3.00	3.00	3.00	3.00	3.00
Instructional Aide	5.40	5.40	5.40	5.40	5.40	5.40
Trades & Crafts	1.60	1.60	1.60	1.60	1.60	1.60
<b>Total FTE's</b>	<b>23.70</b>	<b>23.20</b>	<b>23.20</b>	<b>23.20</b>	<b>23.20</b>	<b>23.20</b>

<b>Key Service Indicators</b>						
Funded enrollment	117	117	117	117	117	117
Kindergarten preparedness	*	49%	51%	51%	51%	54%
Home literacy learning packages	*	351	468	585	936	936

\*Data not available.



Revenues		FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>							
<b>30315</b>	<b>Use of Money &amp; Property</b>						
	1010 Interest on deposits	\$ 23,304	\$ 22,480	\$ 9,745	\$ 10,000	\$ 10,000	\$ 8,000
	Subtotal	<u>23,304</u>	<u>22,480</u>	<u>9,745</u>	<u>10,000</u>	<u>10,000</u>	<u>8,000</u>
<b>30316</b>	<b>Charges for Service</b>						
	6951 USDA Adult Meals	-	-	-	-	9,500	12,000
	6954 USDA/CDR Child Meal Suppl	-	-	-	-	3,500	3,500
	9000 Lunch Tickets-Non Program	-	-	-	-	100	100
	Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,100</u>	<u>15,600</u>
<b>30317</b>	<b>Fiscal Agent Fees &amp; Admin</b>						
	1060 York contribution/lease	2,121	2,192	2,208	2,208	2,208	2,208
	Subtotal	<u>2,121</u>	<u>2,192</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>	<u>2,208</u>
<b>30318</b>	<b>Miscellaneous</b>						
	3010 Prior year expenditure refund	312	-	379	-	-	-
	9000 Lunch tickets-non program	201	99	105	100	-	-
	9090-002-004 Col Cap Kiwanis Sum Surv	-	-	1,287	-	-	-
	9090-015 Father involve-celebrate	750	-	-	-	-	-
	9090-016 Farm Fresh donation	50	-	-	-	-	-
	9090-017 Lifetime Parent Comm Don	-	-	498	-	-	-
	9090-001 Kiwanis back packs	-	1,180	-	-	-	-
	9091 Other donations	-	2,703	742	-	1,008	-
	Subtotal	<u>1,313</u>	<u>3,982</u>	<u>3,011</u>	<u>100</u>	<u>1,008</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>						
	6951 Head Start adult meals	8,035	9,588	10,866	9,500	-	-
	6952 USDA/CDR Adult lunches	-	-	51	-	-	-
	6954 CDR child meal supplement	2,000	2,000	3,500	3,500	-	-
	Subtotal	<u>10,035</u>	<u>11,588</u>	<u>14,417</u>	<u>13,000</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
	6953 USDA Federal reimbursement	48,458	49,455	67,710	48,000	48,000	73,300
	6954 USDA Fed reimb CDR	18,902	19,227	19,202	19,000	19,000	25,300
	9000 Head Start-basic program	810,319	810,319	836,353	835,115	850,025	850,025
	9000-300 ARRA Program	-	-	43,330	-	-	-
	9020 Head Start-training grant	13,000	13,000	13,000	13,000	13,000	16,062
	Subtotal	<u>890,679</u>	<u>892,001</u>	<u>979,595</u>	<u>915,115</u>	<u>930,025</u>	<u>964,687</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>						
	1010 Insurance recovery	-	-	150	-	-	-
	Subtotal	<u>-</u>	<u>-</u>	<u>150</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	448,958	458,330	350,036	344,125	344,125	299,588
	Subtotal	<u>448,958</u>	<u>458,330</u>	<u>350,036</u>	<u>344,125</u>	<u>344,125</u>	<u>299,588</u>
	Fund Total	<u>\$ 1,376,410</u>	<u>\$ 1,390,573</u>	<u>\$ 1,359,162</u>	<u>\$ 1,284,548</u>	<u>\$ 1,300,466</u>	<u>\$ 1,290,083</u>

**Children & Family Services Fund**  
**Children & Family Services Administration - Activity #81676**

**Budget Comments - FY2012**

Funding for this activity is now reflected in Head Start 81677. Currently, this activity is solely to account for donations and fundraisers received.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 86,498	\$ 83,420	\$ -	\$ -	\$ -	\$ -
Operating	<u>793</u>	<u>3,480</u>	<u>3,349</u>	<u>-</u>	<u>9,539</u>	<u>-</u>
Total Expenditures	<u>\$ 87,291</u>	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ -</u>	<u>\$ 9,539</u>	<u>\$ -</u>
<b><u>FTE's</u></b>						
Management	0.50	0.50	-	-	-	-
Professional/Technical	0.50	0.50	-	-	-	-
Admin/Clerical	<u>0.50</u>	<u>0.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total FTE's	<u>1.50</u>	<u>1.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81676 Children &amp; Family Services Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 27,746	\$ 30,557	\$ -	\$ -	\$ -	\$ -
1515 Professional & technical salaries	19,009	19,855	-	-	-	-
1516 Administrative & clerical salaries	18,387	12,967	-	-	-	-
1595 Overtime	7	-	-	-	-	-
2100 FICA	4,888	4,756	-	-	-	-
2200 VRS	9,470	8,461	-	-	-	-
2300 Health care	6,322	6,299	-	-	-	-
2400 Group life insurance	669	525	-	-	-	-
Subtotal	<u>86,498</u>	<u>83,420</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5510 Personnel development	-	266	-	-	-	-
5850 Mileage expenses	-	203	-	-	-	-
Subtotal	<u>-</u>	<u>469</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Materials &amp; Supplies</b>						
6131 Classroom material & supplies	-	13	-	-	-	-
Subtotal	<u>-</u>	<u>13</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fundraisers</b>						
8000-004 6-K Run	-	-	723	-	336	-
8000-202-002 Golf Tournament	-	-	-	-	560	-
8000-205-003 5-K Run	-	-	-	-	2,071	-
8000-206-003 5-K Run	-	-	-	-	3,963	-
Subtotal	<u>-</u>	<u>-</u>	<u>723</u>	<u>-</u>	<u>6,930</u>	<u>-</u>
<b>Donations</b>						
9680 Donations	-	1,424	-	-	1,008	-
9680-002-004 Col Cap Kiwanis	-	-	1,287	-	-	-
9680-203-006 Human Race Don-Admin Prin	-	21	10	-	29	-
9680-204-007 State Farm bike/safety	-	91	375	-	-	-
9680-204-010 Wmsbg Comm Health Fdn	-	3	-	-	-	-
9680-205 Miscellaneous	-	112	-	-	-	-
9680-205-010 Wmsbg Comm Health Fdn	-	55	-	-	-	-
9680-206 Miscellaneous	-	112	-	-	-	-
9680-208-015 Father involve-celebrate	743	-	7	-	-	-
9680-208-016 Farm Fresh donation	50	-	-	-	-	-
9680-209 Miscellaneous	-	-	759	-	520	-
9680-209-001 Col Cap Kiwanis	-	1,180	-	-	-	-
9680-210 Miscellaneous	-	-	-	-	742	-
9680-210-017 Lifetouch Parent Comm	-	-	188	-	310	-
Subtotal	<u>793</u>	<u>2,998</u>	<u>2,626</u>	<u>-</u>	<u>2,609</u>	<u>-</u>
Activity Total	<u>\$ 87,291</u>	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ -</u>	<u>\$ 9,539</u>	<u>\$ -</u>
Personnel	86,498	83,420	-	-	-	-
Non-personnel	793	3,480	3,349	-	9,539	-
	<u>\$ 87,291</u>	<u>\$ 86,900</u>	<u>\$ 3,349</u>	<u>\$ -</u>	<u>\$ 9,539</u>	<u>\$ -</u>
	29.51%	-0.45%	-96.15%	-100.00%	184.83%	0.00%

**Children & Family Services Fund  
Head Start - Activity #81677**

**Mission**

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

**Goals**

- Increase the local (non-County) level of contribution of in-kind or real dollars for the purposes of providing additional services, enhancing quality and replacing equipment.
- Continue to serve as a resource (training, information) on early childhood development and best practices for the child care community.
- Strengthen families and communities by assisting families with self-sufficiency skills and supporting the health and safety of their family.

**Implementation Strategies**

- Provide an early childhood developmental program utilizing the centered-based, scientific measurable Creative Curriculum providing comprehensive services that emphasizes physical well-being and motor development; personal and social development; a child's approach to learning; language development and cognition and general knowledge.
- Continue marketing through programs and outreach to the community to promote nurturing and attachment; knowledge of parent, child and youth development; parental resilience; social connections and concrete supports for parents.
- Support community initiatives and collaboration to increase quality services to all children.
- Continue to work with families and health care providers to develop and maintain programs that foster healthy habits for all families and children.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Reductions are programmed for property insurance, personnel development, mileage, classroom materials and supplies and small equipment. Funding has been provided for the routine replacement of two computers.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 866,286	\$ 822,267	\$ 906,908	\$ 998,174	\$ 998,174	\$ 1,033,906
Operating	124,280	146,748	200,850	170,589	186,636	159,061
Capital	17,928	23,172	15,205	1,500	17,689	3,000
Total Expenditures	<u>\$ 1,008,494</u>	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,170,263</u>	<u>\$ 1,202,499</u>	<u>\$ 1,195,967</u>
<b><u>FTE's</u></b>						
Management	0.50	0.50	1.00	1.00	1.00	1.00
Professional/Technical	12.20	11.70	11.70	11.70	11.70	11.70
Admin/Clerical	2.50	2.50	3.00	3.00	3.00	3.00
Instructional Aide	5.40	5.40	5.40	5.40	5.40	5.40
Trades & Crafts	0.54	0.54	0.54	0.54	1.10	1.10
Total FTE's	<u>21.14</u>	<u>20.64</u>	<u>21.64</u>	<u>21.64</u>	<u>22.20</u>	<u>22.20</u>

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81677 Head Start</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 27,746	\$ 30,589	\$ 61,269	\$ -	\$ -	\$ -
1513-100 Middle management (Admin)	-	-	-	61,529	61,529	61,269
1515 Professional & technical salaries	430,327	395,897	418,582	443,803	443,803	438,975
1515-100 Professional & technical salaries (Admin)	-	15,394	-	-	-	-
1516 Administrative & clerical salaries	73,116	37,073	-	26,346	26,346	-
1516-100 Administrative & clerical salaries (Admin)	-	20,496	52,885	51,548	51,548	77,894
1518 Trades & crafts	107,027	101,867	126,463	131,379	131,379	143,371
1531 As required-professional/technical	-	329	-	-	-	-
1533 As required-trades/crafts	1,713	6,643	5,389	5,800	5,800	5,800
1595 Overtime	53	-	43	-	-	-
1595-100 Overtime (Admin)	-	34	-	-	-	-
2100 FICA	47,317	38,639	40,799	46,461	46,461	44,993
2100-100 FICA (Admin)	-	6,564	8,416	8,650	8,650	10,646
2200 VRS	87,225	70,040	72,999	84,936	84,936	82,227
2200-100 VRS (Admin)	-	10,919	15,448	15,966	15,966	19,650
2300 Health care	85,562	75,861	86,227	98,877	98,877	124,488
2300-100 Health care (Admin)	-	6,982	14,497	20,521	20,521	22,572
2400 Group life insurance	6,200	4,283	3,211	1,985	1,985	1,631
2400-100 Group life insurance (Admin)	-	657	680	373	373	390
Subtotal	<u>866,286</u>	<u>822,267</u>	<u>906,908</u>	<u>998,174</u>	<u>998,174</u>	<u>1,033,906</u>
<b>Contractual Services</b>						
3110 Payment for medical services	633	647	474	1,000	1,000	1,000
3110-001 Payment for medical services	-	4,194	-	10,000	10,000	6,000
3135 Children services license fee	301	345	-	-	-	-
3135-100 Child service license fee (Admin)	-	-	440	450	450	450
3310 Repairs & maintenance	40	485	-	-	-	-
3310-100 Repairs & maintenance (Admin)	-	-	856	500	500	500
3320 Maint service contracts	2,914	4,786	-	-	-	-
3320-100 Maint service contracts (Admin)	-	-	5,383	5,000	5,000	6,500
3500 Printing & binding	237	420	961	1,000	1,000	1,000
3600 Advertising	2,036	-	-	-	-	-
3600-100 Advertising (Admin)	-	-	-	500	500	500
3920 Misc contractual services	9,810	13,650	17,130	14,800	14,800	15,689
3920-100 Misc contractual svcs (Admin)	-	-	221	-	-	400
Subtotal	<u>15,971</u>	<u>24,527</u>	<u>25,465</u>	<u>33,250</u>	<u>33,250</u>	<u>32,039</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	18,497	19,206	14,849	15,996	15,996	16,357
4210-300 ARRA-Vehicle maintenance	-	-	198	-	-	-
4250 School bus usage	21,711	20,442	25,713	28,000	28,000	28,000
4300 Central store	71	47	-	-	-	-
4300-100 Central store (Admin)	-	-	95	100	100	100
Subtotal	<u>40,279</u>	<u>39,695</u>	<u>40,855</u>	<u>44,096</u>	<u>44,096</u>	<u>44,457</u>
<b>Other Charges</b>						
5210 Postal/messenger service	1,381	922	-	-	-	-
5210-100 Post/messenger svc (Admin)	-	-	965	1,150	1,150	1,000
5230 Telecommunications	6,270	5,093	4,705	6,200	6,200	5,000
5230-100 Telecommunications (Admin)	-	-	381	-	-	1,200
5310 Property insurance	4,982	-	-	-	-	-
5310-100 Property insurance (Admin)	-	-	386	-	-	-
5310-900 Property insurance-local	-	5,029	4,762	5,415	5,415	4,481
5341 Student accident insurance	486	486	-	-	-	-
5341-100 Student accident insurance (Admin)	-	-	486	500	500	500
5350 Unemployment benefit claim	325	570	-	-	-	-
5350-100 Unemployment benefit claim (Admin)	-	-	624	-	-	-
5360 Workers' comp premiums	1,680	1,560	-	-	-	-
5360-100 Workers' comp premiums (Admin)	-	-	1,560	1,560	1,560	1,525
5510 Personnel development	2,613	648	4,122	5,000	5,000	2,311
5510-100 Personnel development (Admin)	-	385	987	-	-	-
5510-300 ARRA-Creative curric training	-	-	20,589	-	2,161	-
5511 PA20T/TA training	13,223	13,000	12,533	13,000	13,000	16,062
5517 Transport needs/restraint	-	-	12,132	-	-	-
5511-100 PA20T/TA training (Admin)	-	-	467	-	-	-
5810 Dues & memberships	329	419	-	-	-	-
5810-100 Dues & memberships (Admin)	-	-	451	400	400	600
5850 Mileage expenses	8,755	6,697	5,525	10,000	10,000	4,500
5850-001 Mileage expenses parents	-	-	1,585	2,500	2,500	2,500
5850-100 Mileage expenses (Admin)	-	-	1,527	-	-	1,500
5880 Parent activity expenses	1,170	1,001	-	1,170	1,170	-
5880-001 Parent comm-Griffin Yeates Center	-	-	648	-	-	620
5880-002 Parent comm-Tabb	-	-	180	-	-	180
5880-003 Parent comm-Yorktown	-	-	200	-	-	190
5880-004 Parent comm-Grafton	-	-	141	-	-	180
Subtotal	<u>41,214</u>	<u>35,810</u>	<u>74,956</u>	<u>46,895</u>	<u>49,056</u>	<u>42,349</u>

This page intentionally left blank.

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>81677</b>	<b>Head Start</b>					
<b>Materials &amp; Supplies</b>						
6010 Office supplies	4,870	4,531	-	-	-	-
6010-100 Office supplies (Admin)	-	-	5,249	4,600	4,600	5,000
6020 Food & food service supplies	82	3,350	2,290	3,400	3,400	3,400
6020-300 ARRA-Food & food service supplies	-	-	4,262	-	-	-
6040 Medical/laboratory supply	3,666	3,455	2,150	2,350	2,350	2,350
6041 Mental health supplies	972	459	779	500	500	500
6041-300 ARRA-Health/disability supplies	-	-	2,000	-	-	-
6092 Material/supplies-insurance recovery	-	-	1,150	-	-	-
6110 Uniforms & wearing apparel	-	-	-	700	700	700
6120 Books & subscriptions	118	99	153	165	165	165
6130 Educational & rec supplies	2,567	5,998	6,880	10,232	13,642	7,800
6131 Classroom materials	6,253	16,102	6,998	10,000	10,000	8,000
6131-300 ARRA-Classroom materials	-	-	7,837	-	-	-
6132 Literacy materials	2,808	3,493	2,968	3,500	3,500	3,500
6140 Other operating supplies	1,970	4,337	4,552	4,550	5,550	4,550
6140-001 Disabilities supplies	29	-	295	100	100	100
6140-002 Fatherhood/Male inv sup	584	70	400	-	-	200
6140-010 Volunteer luncheon	-	-	673	-	-	700
6140-300 ARRA-Other operating supplies	-	-	8,405	-	9,476	-
6170 Computer mat/supplies	1,124	1,509	2,393	1,251	1,251	1,251
6171 Small equipment	-	1,909	-	5,000	5,000	2,000
6172 Minor furnishings	1,773	1,404	140	-	-	-
Subtotal	<u>26,816</u>	<u>46,716</u>	<u>59,574</u>	<u>46,348</u>	<u>60,234</u>	<u>40,216</u>
<b>Capital Outlay</b>						
8060 Playground	-	9,968	14,821	-	-	-
8110 Machinery/equipment	5,688	4,958	-	-	-	-
8110-207 Machinery/equipment	1,561	-	-	-	-	-
8120 Furniture/fixtures	2,545	-	-	-	-	-
8170 Data processing equipment	8,134	8,246	384	1,500	13,489	3,000
8180-300 Buildings & grounds	-	-	-	-	4,200	-
Subtotal	<u>17,928</u>	<u>23,172</u>	<u>15,205</u>	<u>1,500</u>	<u>17,689</u>	<u>3,000</u>
Activity Total	<u>\$ 1,008,494</u>	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,170,263</u>	<u>\$ 1,202,499</u>	<u>\$ 1,195,967</u>
Personnel	\$ 866,286	\$ 822,267	\$ 906,908	\$ 998,174	\$ 998,174	\$ 1,033,906
Non-personnel	142,208	169,920	216,055	172,089	204,325	162,061
	<u>\$ 1,008,494</u>	<u>\$ 992,187</u>	<u>\$ 1,122,963</u>	<u>\$ 1,170,263</u>	<u>\$ 1,202,499</u>	<u>\$ 1,195,967</u>
	-0.29%	-1.62%	13.18%	4.21%	7.08%	2.20%

**Children and Family Services Fund  
USDA Food Service - Activity #90971**

**Mission**

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

**Goals**

- Increase the local (non-County) level of contribution of in-kind or real dollars for the purposes of providing additional services, enhancing quality and replacing equipment.
- Continue to serve as a resource (training, information) on early childhood development and best practices for the child care community.
- Strengthen families and communities by assisting families with self-sufficiency skills and supporting the health and safety of their family.

**Implementation Strategies**

- Provide an early childhood developmental program utilizing the centered-based, scientific measurable Creative Curriculum providing comprehensive services that emphasizes physical well-being and motor development; personal and social development; a child's approach to learning; language development and cognition and general knowledge.
- Continue marketing through programs and outreach to the community to promote nurturing and attachment; knowledge of parent, child and youth development; parental resilience; social connections and concrete supports for parents. .
- Support community initiatives and collaboration to increase quality services to all children.
- Continue to work with families and health care providers to develop and maintain programs that foster healthy habits for all families and children.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Decreased funding in personnel is attributable to turnover. Funding has been provided for the purchase of meals and food supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Personnel	\$ 38,807	\$ 28,710	\$ 60,398	\$ 61,285	\$ 61,285	\$ 36,916
Operating	<u>47,795</u>	<u>47,426</u>	<u>54,748</u>	<u>53,000</u>	<u>53,000</u>	<u>57,200</u>
Total Expenditures	<u>\$ 86,602</u>	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 114,285</u>	<u>\$ 114,285</u>	<u>\$ 94,116</u>
<b><u>FTE's</u></b>						
Professional/Technical	-	-	0.50	0.50	0.50	0.50
Trades & Crafts	<u>1.06</u>	<u>1.06</u>	<u>1.06</u>	<u>1.06</u>	<u>0.50</u>	<u>0.50</u>
Total FTE's	<u>1.06</u>	<u>1.06</u>	<u>1.56</u>	<u>1.56</u>	<u>1.00</u>	<u>1.00</u>

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>CHILDREN &amp; FAMILY SERVICES FUND</b>						
<b>90971</b>	<b>USDA Food Service</b>					
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ -	\$ -	\$ 20,067	\$ 20,223	\$ 20,223	\$ 13,761
1518 Trades & crafts	26,922	20,031	20,925	22,991	22,991	11,490
1533 As required-trades/crafts	1,198	11	2,014	-	-	-
1595 Overtime	26	-	-	-	-	-
2100 FICA	2,042	1,407	3,174	3,306	3,306	1,932
2200 VRS	3,589	2,502	5,533	6,102	6,102	3,565
2300 Health care	4,776	4,606	8,424	8,520	8,520	6,098
2400 Group life insurance	254	153	261	143	143	70
Subtotal	<u>38,807</u>	<u>28,710</u>	<u>60,398</u>	<u>61,285</u>	<u>61,285</u>	<u>36,916</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	-	99	63	-	-	-
3920 Misc contractual services	25,304	23,334	30,144	28,000	28,000	32,200
Subtotal	<u>25,304</u>	<u>23,433</u>	<u>30,207</u>	<u>28,000</u>	<u>28,000</u>	<u>32,200</u>
<b>Materials &amp; Supplies</b>						
6020 Food & food service supplies	22,491	23,993	24,541	25,000	25,000	25,000
Subtotal	<u>22,491</u>	<u>23,993</u>	<u>24,541</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Activity Total	<u>\$ 86,602</u>	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 114,285</u>	<u>\$ 114,285</u>	<u>\$ 94,116</u>
Personnel	\$ 38,807	\$ 28,710	\$ 60,398	\$ 61,285	\$ 61,285	\$ 36,916
Non-personnel	47,795	47,426	54,748	53,000	53,000	57,200
	<u>\$ 86,602</u>	<u>\$ 76,136</u>	<u>\$ 115,146</u>	<u>\$ 114,285</u>	<u>\$ 114,285</u>	<u>\$ 94,116</u>
	-10.24%	-12.09%	51.24%	-0.75%	-0.75%	-17.65%

This page intentionally left blank.

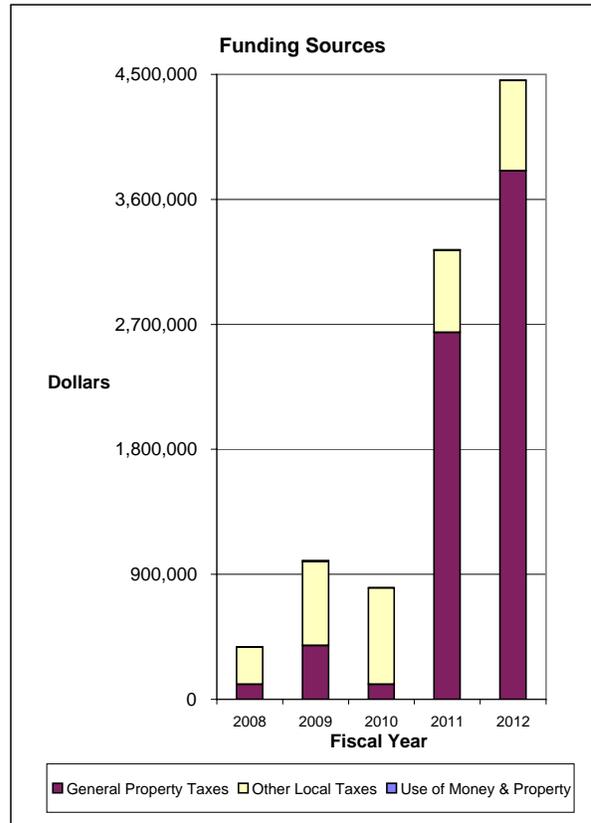
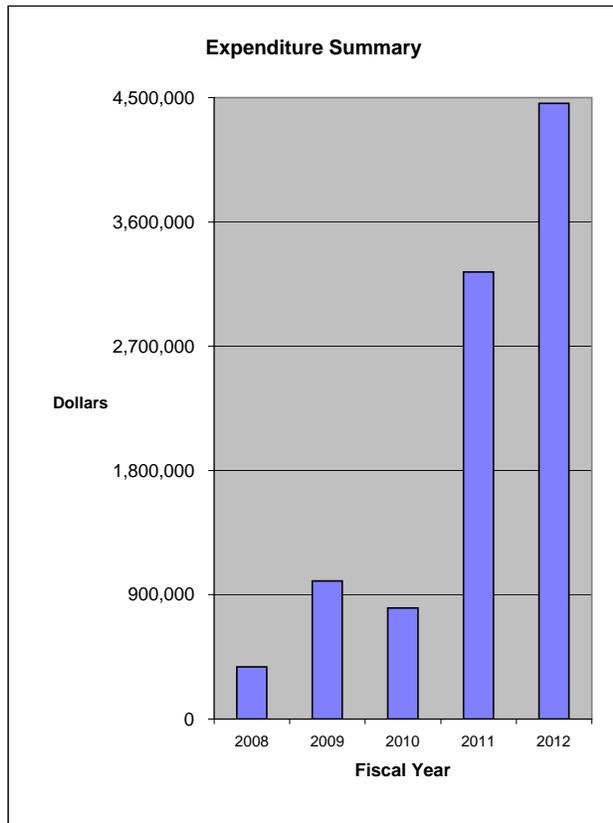
**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT  
FUND 63  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ -
Projected FY2011 Revenues		
Local	\$ 3,237,002	
Projected FY2011 Expenditures	<u>3,237,002</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 4,458,141	
Projected FY2012 Expenditures	<u>4,458,141</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u><u>\$ -</u></u>

**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT  
FUND 63**

This fund accounts for the incremental tax revenues, collections of the special assessment levy and payments to the Marquis Community Development Authority's trustee. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b><u>Funding Sources</u></b>							
General Property Taxes	\$ 106,794	\$ 388,342	\$ 107,796	\$ 2,641,502	\$ 2,641,502	\$ 3,806,141	85.38%
Other Local Taxes	269,036	603,231	693,204	592,000	592,000	650,000	14.58%
Use of Money & Property	2,708	8,062	2,303	3,500	3,500	2,000	0.04%
<b>Total Funding Sources</b>	<b>\$ 378,538</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 3,237,002</b>	<b>\$ 3,237,002</b>	<b>\$ 4,458,141</b>	<b>100.00%</b>
							%Change Original 2011/ Adopted 2012
<b><u>Expenditure by Activity</u></b>							
Payments to Trustee	\$ 22,853	\$ 368,567	\$ 527,678	\$ 2,947,597	\$ 2,947,597	\$ 4,154,266	40.94%
Transfers to Other Funds	355,685	631,068	275,625	289,405	289,405	303,875	5.00%
<b>Total Expenditures</b>	<b>\$ 378,538</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 3,237,002</b>	<b>\$ 3,237,002</b>	<b>\$ 4,458,141</b>	<b>37.72%</b>
<b><u>Expenditure by Category</u></b>							
Operating	\$ 378,538	\$ 999,635	\$ 803,303	\$ 3,237,002	\$ 3,237,002	\$ 4,458,141	37.72%
<b>Total Expenditures</b>	<b>\$ 378,538</b>	<b>\$ 999,635</b>	<b>\$ 803,303</b>	<b>\$ 3,237,002</b>	<b>\$ 3,237,002</b>	<b>\$ 4,458,141</b>	<b>37.72%</b>



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND</b>						
<b>30311</b>	<b>General Property Taxes</b>					
1010 Incremental Real Estate taxes	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000	\$ 530,000
1010-207-125 Dec 07 incremental R/E taxes	74,720	34,801	-	-	-	-
1010-208-125 Dec 08 incremental R/E taxes	-	221,809	(14,055)	-	-	-
1010-208-065 June 08 incremental R/E taxes	8,112	-	-	-	-	-
1010-209-065 June 09 incremental R/E taxes	-	62,662	(12,047)	-	-	-
1010-209-125 Dec 09 incremental R/E taxes	-	-	42,363	-	-	-
3010 Incremental Pers Prop taxes	-	-	-	70,000	70,000	91,500
3010-208-125 Dec 08 incremental P/P taxes	-	23,962	-	-	-	-
3010-208-065 June 08 incremental P/P taxes	23,962	-	-	-	-	-
3010-209-125 Dec 09 incremental P/P taxes	-	-	45,108	-	-	-
3010-209-065 June 09 incremental P/P taxes	-	45,108	-	-	-	-
3010-210-065 June 10 incremental P/P taxes	-	-	46,427	-	-	-
9010 Special Assessment Taxes	-	-	-	2,261,502	2,261,502	3,184,641
Subtotal	<u>106,794</u>	<u>388,342</u>	<u>107,796</u>	<u>2,641,502</u>	<u>2,641,502</u>	<u>3,806,141</u>
<b>30312</b>	<b>Other Local Taxes</b>					
1000 Incremental Local Sales Tax	-	-	-	500,000	500,000	520,000
1000-207 Incremental Local Sales Tax	63,905	-	-	-	-	-
1000-208 Incremental Local Sales Tax	94,839	281,254	-	-	-	-
1000-209 Incremental Local Sales Tax	-	234,916	327,652	-	-	-
1000-210 Incremental Local Sales Tax	-	-	236,863	-	-	-
1200 Incremental Meals Tax	-	-	-	12,000	12,000	10,000
1200-208 Incremental Meals Tax	-	3,461	-	-	-	-
1200-209 Incremental Meals Tax	-	3,332	4,371	-	-	-
1200-210 Incremental Meals Tax	-	-	3,753	-	-	-
3010 Incremental Occup Licenses	-	-	-	80,000	80,000	120,000
3010-208 Incremental Occupational	110,292	38	-	-	-	-
3010-209 Incremental Occupational	-	80,230	50	-	-	-
3010-210 Incremental Occupational	-	-	120,515	-	-	-
Subtotal	<u>269,036</u>	<u>603,231</u>	<u>693,204</u>	<u>592,000</u>	<u>592,000</u>	<u>650,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest	2,708	8,062	2,303	3,500	3,500	2,000
Subtotal	<u>\$ 2,708</u>	<u>\$ 8,062</u>	<u>\$ 2,303</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 2,000</u>
Fund Total	<u>\$ 378,538</u>	<u>\$ 999,635</u>	<u>\$ 803,303</u>	<u>\$ 3,237,002</u>	<u>\$ 3,237,002</u>	<u>\$ 4,458,141</u>

**Community Development Authority Revenue Account**  
**Payments to Trustee and Transfers to Other Funds - Activity #63000 & 90912**

The Marquis Community Development Authority (the "Authority") was created pursuant to the Virginia Water and Waste Authorities Act (the "Act"), beginning with 15.2-5100 *et. seq.* of the Code of Virginia, 1950, by an ordinance adopted by York County's Board of Supervisors on December 19, 2006 as a Community Development Authority to promote and further the purposes of the Act.

The Marquis Community Development Authority District (the "District") consists of a land area of approximately 222.85 acres in York County, Virginia just outside of the City of Williamsburg, Virginia. The Act provides that the Authority may issue bonds to finance infrastructure improvements located within or benefiting the District and the Board of Supervisors, at the request of the Authority, may levy and collect special assessments within the District and appropriate such sums to the Authority for use in paying the administrative expenses and debt service requirements in connection with any such bonds.

On November 28, 2007, the Authority issued \$32,860,000 Revenue Bonds, Series 2007. The principal and interest on the 2007 bonds are not deemed to constitute a pledge of the faith and credit of York County and therefore the faith and credit of York County have not been pledged to the payment of the principal or interest on the 2007 bonds. The issuance of the 2007 bonds does not directly, indirectly or contingently obligate York County to levy any taxes or to make any appropriation for their payment except from the revenues and receipts pledged therefore. Pursuant to the Act, York County is expressly precluded from paying the principal of or interest on the 2007 bonds except from the special assessments and the incremental tax revenues collected.

The Authority will cause incremental tax revenues to be collected and deposited in the Revenue Fund in accordance with the Indenture and a Memorandum of Understanding with York County and will collect and immediately deposit in the Revenue Fund such other monies as the Authority may determine. On the business day preceding each interest payment date, the Trustee (Wells Fargo Bank) will transfer from the Revenue Fund an amount necessary to pay administrative expenses, interest and principal due, and to the Revenue Stabilization Fund 50% of the amount if any, constituting a surplus until reaching a maximum reserve of \$1,200,000.

Annually, the Administrator for the Authority will calculate whether the incremental taxes collected in the prior year will be sufficient to pay the debt service and other estimated expenses of the Authority for the coming year. If the Administrator determines these funds are insufficient, he will calculate the amount of Special Assessment Taxes that the County must bill and collect from the property owner. Special Assessments are payable to the County once annually on June 5. Collections from Special Assessments are used entirely for the repayment of debt service. Because the Authority Bonds are not a liability of York County, uncollected Special Assessments at June 30 are not payable to the Authority until the County actually collects them.

This fund provides for a separate account into which the County will deposit incremental tax revenues generated by the Marquis Lifestyle Center. The County will then disburse those funds to the Trustee on behalf of the Authority, an amount equal to the principal of and interest on the bonds coming due, plus any administrative expenses as requested by the Authority. Special assessment revenues collected by the County on behalf of the Authority will be disbursed in tact to the Trustee for deposit into the debt service account

**Budget Comments - FY2012**

Funding reflects payments of incremental tax revenues to be applied to debt service on the outstanding bonds, based on the maturity schedule. These payments will be made to the Authority's trustee.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expenditure By Category</u></b>						
Operating	\$ 378,538	\$ 999,635	\$ 803,303	\$ 3,237,002	\$ 3,237,002	\$ 4,458,141
Total Expenditures	\$ 378,538	\$ 999,635	\$ 803,303	\$ 3,237,002	\$ 3,237,002	\$ 4,458,141

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
--------------	---	---	---	-------------------------------------	--------------------------------------	------------------------------------

**COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND**

<b>63000</b>	<b>Payments to Trustee</b>						
9110	Principal on debt	\$ -	\$ -	\$ -	\$ 1,180,000	\$ 1,180,000	\$ 2,480,000
9120	Interest on debt	-	-	527,678	1,767,597	1,767,597	1,674,266
9900	Revenue Stabilization Fund	<u>22,853</u>	<u>368,567</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal	<u>22,853</u>	<u>368,567</u>	<u>527,678</u>	<u>2,947,597</u>	<u>2,947,597</u>	<u>4,154,266</u>
	Activity Total	<u>\$ 22,853</u>	<u>\$ 368,567</u>	<u>\$ 527,678</u>	<u>\$ 2,947,597</u>	<u>\$ 2,947,597</u>	<u>\$ 4,154,266</u>
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	<u>22,853</u>	<u>368,567</u>	<u>527,678</u>	<u>2,947,597</u>	<u>2,947,597</u>	<u>4,154,266</u>
		<u>\$ 22,853</u>	<u>\$ 368,567</u>	<u>\$ 527,678</u>	<u>\$ 2,947,597</u>	<u>\$ 2,947,597</u>	<u>\$ 4,154,266</u>
		100.00%	1512.77%	43.17%	458.60%	458.60%	40.94%

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>COMMUNITY DEVELOPMENT AUTHORITY REVENUE ACCOUNT FUND</b>						
<b>90912</b>	<b>Transfers to Other Funds</b>					
9010 General Fund-Real Estate Base	\$ 82,832	\$ -	\$ -	\$ -	\$ -	\$ -
9010-001 General Fund-Operations	250,000	262,501	275,625	289,405	289,405	303,875
9079 County Capital Fund	22,853	368,567	-	-	-	-
Subtotal	<u>\$ 355,685</u>	<u>\$ 631,068</u>	<u>\$ 275,625</u>	<u>\$ 289,405</u>	<u>\$ 289,405</u>	<u>\$ 303,875</u>
Activity Total	<u>\$ 355,685</u>	<u>\$ 631,068</u>	<u>\$ 275,625</u>	<u>\$ 289,405</u>	<u>\$ 289,405</u>	<u>\$ 303,875</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	355,685	631,068	275,625	289,405	289,405	303,875
	<u>\$ 355,685</u>	<u>\$ 631,068</u>	<u>\$ 275,625</u>	<u>\$ 289,405</u>	<u>\$ 289,405</u>	<u>\$ 303,875</u>
	100.00%	77.42%	-56.32%	5.00%	5.00%	5.00%

**COUNTY DEBT SERVICE  
FUND 80  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ -
Projected FY2011 Revenues		
Other financing sources	\$ 3,131,799	
Projected FY2011 Expenditures	<u>3,131,799</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues		
Other financing sources	\$ 3,035,565	
Projected FY2012 Expenditures	<u>3,035,565</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u><u>\$ -</u></u>

**COUNTY DEBT SERVICE  
FUND 80**

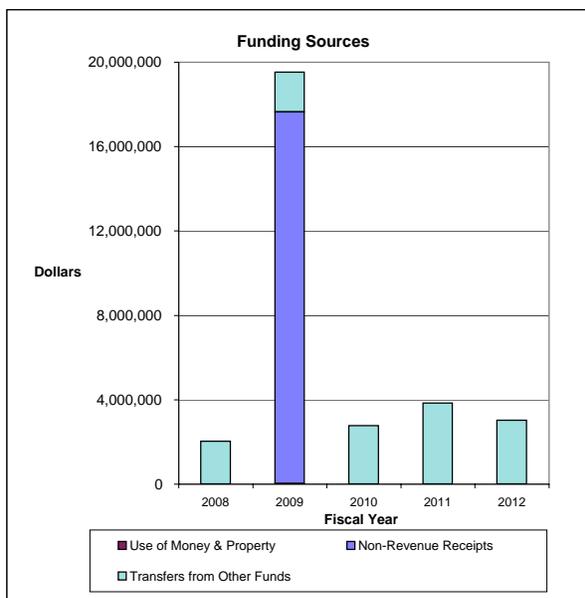
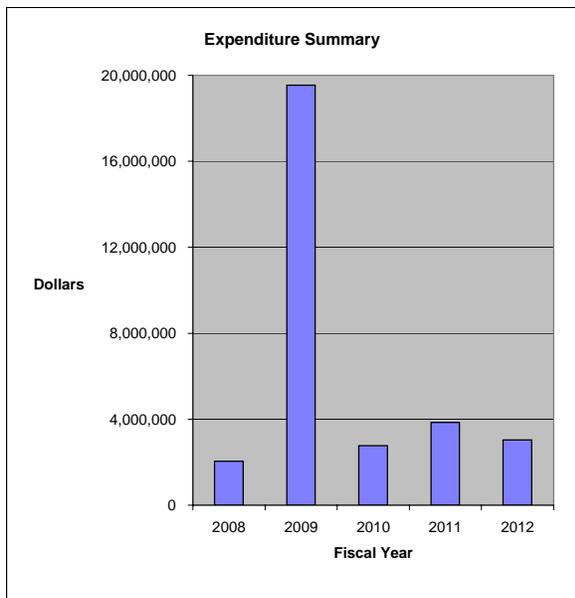
This fund accounts for the issuance and repayment of debt for the County's public buildings, facilities and equipment. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 2,969	\$ 24,240	\$ 5,876	\$ -	\$ -	\$ -	0.00%
Non-Revenue Receipts	-	17,626,139	-	-	-	-	0.00%
Transfers from Other Funds	2,034,885	1,887,518	2,763,899	3,845,411	3,131,799	3,035,565	100.00%
<b>Total Funding Sources</b>	<b>\$ 2,037,854</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,845,411</b>	<b>\$ 3,131,799</b>	<b>\$ 3,035,565</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
General Obligation Bonds:							
1987 Fire & Rescue	\$ 143,290	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Stormwater Bonds	-	-	-	550,000	-	-	-100.00%
Lease Revenue Bonds:							
Fire & Rescue Apparatus	749,635	-	-	-	-	-	0.00%
Emergency Communication System/Building	-	735,991	1,295,275	738,540	738,540	738,540	0.00%
Yorktown Revitalization	547,952	559,496	-	561,460	561,460	561,460	0.00%
Sports Field Complex	-	624,111	844,558	1,371,238	1,371,238	1,372,794	0.11%
COPS Refinancing	433,366	429,861	435,612	435,707	435,707	174,307	-59.99%
Capital Leases:							
Customer Premise Equipment	163,611	163,611	163,611	163,612	-	163,610	0.00%
Fire Station Signaling Equipment	-	-	24,853	24,854	24,854	24,854	0.00%
Transfers to Other Funds:							
Capital Project Funds	-	17,024,827	5,866	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 2,037,854</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,845,411</b>	<b>\$ 3,131,799</b>	<b>\$ 3,035,565</b>	<b>-21.06%</b>

<b>Expenditure by Category</b>							
Operating	\$ 2,037,854	\$ 19,537,897	\$ 2,769,775	\$ 3,845,411	\$ 3,131,799	\$ 3,035,565	
<b>Total Expenditures</b>	<b>\$ 2,037,854</b>	<b>\$ 19,537,897</b>	<b>\$ 2,769,775</b>	<b>\$ 3,845,411</b>	<b>\$ 3,131,799</b>	<b>\$ 3,035,565</b>	<b>-21.06%</b>

<b>Key Service Indicators</b>						
Outstanding principal	\$ 14,839,992	\$ 32,316,633	\$ 31,003,274	\$ 31,981,737	\$ 31,981,737	\$ 30,377,377



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>COUNTY DEBT SERVICE FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1014 Interest \$17.380 escrow	\$ 2,969	\$ 1,442	\$ 10	\$ -	\$ -	\$ -
1016 Interest \$17.230 escrow	-	22,798	5,866	-	-	-
Subtotal	<u>2,969</u>	<u>24,240</u>	<u>5,876</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
4002 VRA Bonds	-	17,230,000	-	-	-	-
4003 VRA Bond Premium	-	396,139	-	-	-	-
Subtotal	<u>-</u>	<u>17,626,139</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008 Tourism Fund	547,952	558,421	558,350	559,364	559,364	559,213
1010 General Fund	1,486,933	1,329,097	2,205,549	2,736,047	2,572,435	2,476,352
1026 Stormwater Fund	-	-	-	550,000	-	-
Subtotal	<u>2,034,885</u>	<u>1,887,518</u>	<u>2,763,899</u>	<u>3,845,411</u>	<u>3,131,799</u>	<u>3,035,565</u>
Fund Total	<u>\$ 2,037,854</u>	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,845,411</u>	<u>\$ 3,131,799</u>	<u>\$ 3,035,565</u>

**County Debt Service Fund  
County Debt Service Activities**

**Budget Comments - FY2012**

There are no new borrowings planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 2,037,854	\$ 19,537,897	\$ 2,769,775	\$ 3,845,411	\$ 3,131,799	\$ 3,035,565
Total Expenditures	\$ 2,037,854	\$ 19,537,897	\$ 2,769,775	\$ 3,845,411	\$ 3,131,799	\$ 3,035,565

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>COUNTY DEBT SERVICE FUND</b>						
<b>90321 1987 Fire &amp; Rescue</b>						
9111 Principal - 1993 refunding	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -
9121 Interest - 1993 refunding	3,290	-	-	-	-	-
Subtotal	<u>143,290</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>90322 Fire &amp; Rescue Apparatus</b>						
9110 Principal	415,368	-	-	-	-	-
9120 Interest	331,767	-	-	-	-	-
9125 Other debt service	2,500	-	-	-	-	-
Subtotal	<u>749,635</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>90323 Emergency Communication System/Building</b>						
9110 Principal	-	417,565	755,000	443,118	443,118	457,320
9120 Interest	-	317,001	537,775	292,643	292,643	278,242
9125 Other debt service	-	1,425	2,500	2,779	2,779	2,978
Subtotal	<u>-</u>	<u>735,991</u>	<u>1,295,275</u>	<u>738,540</u>	<u>738,540</u>	<u>738,540</u>
<b>90324 Customer Premise Equipment</b>						
9110 Principal	132,681	138,359	144,281	150,457	-	43,785
9120 Interest	30,930	25,252	19,330	13,155	-	119,825
Subtotal	<u>163,611</u>	<u>163,611</u>	<u>163,611</u>	<u>163,612</u>	<u>-</u>	<u>163,610</u>
<b>90325 Yorktown Revitalization</b>						
9110 Principal	304,632	317,435	-	336,882	336,882	347,680
9120 Interest	243,320	240,986	-	222,482	222,482	211,534
9125 Other debt service	-	1,075	-	2,096	2,096	2,246
Subtotal	<u>547,952</u>	<u>559,496</u>	<u>-</u>	<u>561,460</u>	<u>561,460</u>	<u>561,460</u>
<b>90327 Fire Station Signaling Equipment</b>						
9110 Principal	-	-	19,078	19,813	19,813	20,576
9120 Interest	-	-	5,775	5,041	5,041	4,278
Subtotal	<u>-</u>	<u>-</u>	<u>24,853</u>	<u>24,854</u>	<u>24,854</u>	<u>24,854</u>
<b>90913 Sports Field Complex</b>						
8099 Issue cost	-	197,297	-	-	-	-
8099-001 Underwriter discount	-	96,218	-	-	-	-
9110 Principal	-	-	-	540,000	540,000	570,000
9120 Interest	-	330,596	844,075	830,238	830,238	801,794
9125 Other debt service	-	-	483	1,000	1,000	1,000
9279 Transfer to County Capital Fund	-	17,024,827	5,866	-	-	-
Subtotal	<u>-</u>	<u>17,648,938</u>	<u>850,424</u>	<u>1,371,238</u>	<u>1,371,238</u>	<u>1,372,794</u>
<b>90914 Stormwater Bonds</b>						
9120 Interest	-	-	-	550,000	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>550,000</u>	<u>-</u>	<u>-</u>
<b>90987 COPS Refinancing</b>						
9110 Principal	365,000	375,000	395,000	410,000	410,000	165,000
9120 Interest	66,366	52,861	38,612	23,207	23,207	6,807
9125 Other debt service	2,000	2,000	2,000	2,500	2,500	2,500
Subtotal	<u>433,366</u>	<u>429,861</u>	<u>435,612</u>	<u>435,707</u>	<u>435,707</u>	<u>174,307</u>
Activity Total	<u>\$ 2,037,854</u>	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,845,411</u>	<u>\$ 3,131,799</u>	<u>\$ 3,035,565</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>2,037,854</u>	<u>19,537,897</u>	<u>2,769,775</u>	<u>3,845,411</u>	<u>3,131,799</u>	<u>3,035,565</u>
	<u>\$ 2,037,854</u>	<u>\$ 19,537,897</u>	<u>\$ 2,769,775</u>	<u>\$ 3,845,411</u>	<u>\$ 3,131,799</u>	<u>\$ 3,035,565</u>
	-5.16%	858.75%	-85.82%	38.83%	13.07%	-21.06%

This page intentionally left blank.

**SCHOOL DEBT SERVICE  
FUND 81  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ -
Projected FY2011 Revenues		
Local	\$ 372,221	
State and Federal	53,360	
Other financing sources	<u>10,835,074</u>	
Total		\$ 11,260,655
Projected FY2011 Expenditures		<u>11,260,655</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues		
State and Federal	\$ 59,472	
Other financing sources	<u>13,858,082</u>	
Total		\$ 13,917,554
Projected FY2012 Expenditures		<u>13,917,554</u>
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u>\$ -</u>

**SCHOOL DEBT SERVICE  
FUND 81**

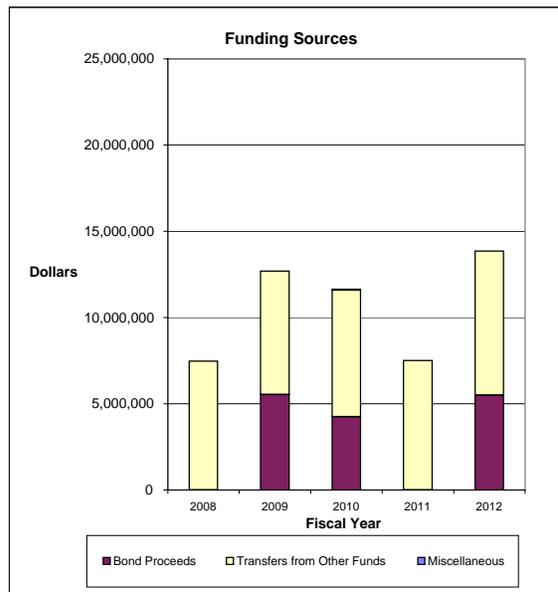
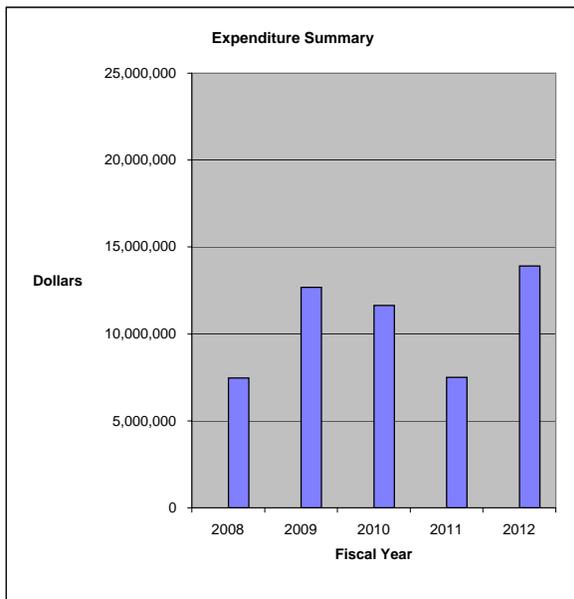
This fund accounts for the issuance and repayment of debt for the construction and maintenance of educational facilities. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Miscellaneous	\$ -	\$ -	\$ 59,652	\$ -	\$ 372,221	\$ -	0.00%
Federal Aid	-	-	-	-	53,360	59,472	0.43%
Bond Proceeds	-	5,527,552	4,246,222	-	3,620,000	5,500,000	39.52%
School Support	518,311	505,362	505,580	505,663	505,663	505,610	3.63%
Transfers from Other Funds	6,948,248	6,655,507	6,833,240	7,006,737	6,709,411	7,852,472	56.42%
<b>Total Funding Sources</b>	<b>\$ 7,466,559</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 7,512,400</b>	<b>\$ 11,260,655</b>	<b>\$ 13,917,554</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Literary Loans:							
Mount Vernon Elementary	\$ 51,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Magruder/Coventry Gym/Property	120,000	116,000	112,000	108,000	108,000	104,000	-3.70%
General Obligation Bonds:							
Grafton High/Middle Complex Phase I	202,924	179,700	132,735	92,625	92,625	59,125	-36.17%
VPSA Refinancing 1993	434,244	289,933	134,696	-	-	-	0.00%
Tabb High/Grafton Bethel/Dare/Magruder/Waller Mill	1,213,196	1,214,676	1,214,016	1,211,217	1,211,217	1,212,224	0.08%
Refunding/Grafton Complex	2,026,875	2,035,625	2,040,375	2,047,000	2,047,000	2,058,125	0.54%
Bruton High	600,595	598,500	600,893	597,773	597,773	599,140	0.23%
Queens Lake Middle	311,597	309,585	312,190	309,413	309,413	311,047	0.53%
York High/School Board Office	1,171,265	1,171,913	1,171,285	1,174,255	1,174,255	1,175,695	0.12%
York Middle/New Horizons	940,834	843,259	844,899	846,019	846,019	845,619	-0.05%
Dare/Magruder/Yorktown Elementary	-	35,150	433,704	435,835	435,835	436,655	0.19%
Dare/Mt Vernon/Tabb High	-	-	53,271	296,734	296,734	294,923	-0.61%
QSCB Grafton Bethel	-	-	-	-	148,255	125,472	100.00%
Coventry Elementary	-	-	-	-	-	251,000	100.00%
Gr Beth/Covtry/New Horiz/Tabb E/Grafton	-	-	-	-	-	551,000	100.00%
Refunding Notes:							
VRS Refinancing	393,529	393,528	393,529	393,529	393,529	393,529	0.00%
Transfers to Other Funds:							
School Capital Fund	-	5,500,552	4,201,101	-	3,600,000	5,500,000	100.00%
<b>Total Expenditures</b>	<b>\$ 7,466,559</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 7,512,400</b>	<b>\$ 11,260,655</b>	<b>\$ 13,917,554</b>	<b>85.26%</b>

<b>Expenditure by Category</b>							
Operating	\$ 7,466,559	\$ 12,688,421	\$ 11,644,694	\$ 7,512,400	\$ 11,260,655	\$ 13,917,554	
<b>Total Expenditures</b>	<b>\$ 7,466,559</b>	<b>\$ 12,688,421</b>	<b>\$ 11,644,694</b>	<b>\$ 7,512,400</b>	<b>\$ 11,260,655</b>	<b>\$ 13,917,554</b>	<b>85.26%</b>

<b>Key Service Indicators</b>						
Outstanding principal	\$ 59,189,758	\$ 60,315,440	\$ 60,051,604	\$ 55,391,781	\$ 58,946,781	\$ 58,684,392



Revenues		FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>SCHOOL DEBT SERVICE FUND</b>							
<b>30318</b>	<b>Miscellaneous</b>						
	9090 Miscellaneous local	\$ -	\$ -	\$ 59,652	\$ -	\$ 372,221	\$ -
	Subtotal	<u>-</u>	<u>-</u>	<u>59,652</u>	<u>-</u>	<u>372,221</u>	<u>-</u>
<b>30333</b>	<b>Federal Categorical Aid</b>						
	1001-300 Qual School Const Bonds Tax Credit	-	-	-	-	53,360	59,472
	Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,360</u>	<u>59,472</u>
<b>30341</b>	<b>Bond Proceeds</b>						
	4016 VPSA Bonds	-	5,400,000	4,180,000	-	3,620,000	5,500,000
	4017 VPSA Premium	-	127,552	66,222	-	-	-
	Subtotal	<u>-</u>	<u>5,527,552</u>	<u>4,246,222</u>	<u>-</u>	<u>3,620,000</u>	<u>5,500,000</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	6,948,248	6,655,507	6,833,240	7,006,737	6,709,411	7,852,472
	1050 School Operating Fund-VRS Debt	393,529	393,528	393,528	393,529	393,529	393,529
	1050-002 School Operating Fund-New Horizons	124,782	111,834	112,052	112,134	112,134	112,081
	Subtotal	<u>7,466,559</u>	<u>7,160,869</u>	<u>7,338,820</u>	<u>7,512,400</u>	<u>7,215,074</u>	<u>8,358,082</u>
	Fund Total	<u>\$ 7,466,559</u>	<u>\$ 12,688,421</u>	<u>\$ 11,644,694</u>	<u>\$ 7,512,400</u>	<u>\$ 11,260,655</u>	<u>\$ 13,917,554</u>

**School Debt Service Fund**  
**School Debt Service Activities**

**Budget Comments - FY2012**

A \$5,500,000 borrowing is planned for the following school projects: Grafton Bethel Elementary roof (\$1,000,000), Coventry Elementary gym (\$250,000), New Horizons/Butler Farm HVAC (\$582,382), Tabb Elementary classrooms (\$1,950,000) and Grafton Complex gym (\$1,652,500).

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 7,466,559	\$ 12,688,421	\$ 11,644,694	\$ 7,512,400	\$ 11,260,655	\$ 13,917,554
Total Expenditures	\$ 7,466,559	\$ 12,688,421	\$ 11,644,694	\$ 7,512,400	\$ 11,260,655	\$ 13,917,554

Expenditures		FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SCHOOL DEBT SERVICE FUND</b>							
<b>90941</b>	<b>Lit Loan</b>	<b>Mount Vernon Elementary</b>					
	9110 Principal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
	9120 Interest	1,500	-	-	-	-	-
	Subtotal	51,500	-	-	-	-	-
<b>90944</b>	<b>Lit Loan</b>	<b>Magruder/Coventry Gym/Property</b>					
	9110 Principal	100,000	100,000	100,000	100,000	100,000	100,000
	9120 Interest	20,000	16,000	12,000	8,000	8,000	4,000
	Subtotal	120,000	116,000	112,000	108,000	108,000	104,000
<b>90947</b>	<b>GOB</b>	<b>Grafton High/Middle Complex Phase I</b>					
	9110 Principal	175,000	160,000	120,000	85,000	85,000	55,000
	9120 Interest	27,424	19,200	12,235	7,125	7,125	3,625
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	202,924	179,700	132,735	92,625	92,625	59,125
<b>90948</b>	<b>GOB</b>	<b>VPSA Refinancing 1993</b>					
	9110 Principal	390,000	270,000	130,000	-	-	-
	9120 Interest	43,744	19,433	4,696	-	-	-
	9125 Other debt service	500	500	-	-	-	-
	Subtotal	434,244	289,933	134,696	-	-	-
<b>90951</b>	<b>GOB</b>	<b>Tabb High/Grafton Bethel/Dare/Magruder/Waller Mill</b>					
	9110 Principal	700,000	740,000	780,000	820,000	820,000	865,000
	9120 Interest	512,696	474,176	433,516	390,717	390,717	346,724
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	1,213,196	1,214,676	1,214,016	1,211,217	1,211,217	1,212,224
<b>90952</b>	<b>Refunding Note</b>	<b>VRS Refinancing</b>					
	9110 Principal	241,167	259,318	278,836	299,823	299,823	322,389
	9120 Interest	152,362	134,210	114,693	93,706	93,706	71,140
	Subtotal	393,529	393,528	393,529	393,529	393,529	393,529
<b>90953</b>	<b>GOB</b>	<b>Refunding/Grafton Complex</b>					
	9110 Principal-1994 Issue	1,385,000	-	-	-	-	-
	9111 Principal-2001 Issue	-	1,465,000	1,545,000	1,630,000	1,630,000	1,725,000
	9121 Interest-2001 Issue	641,875	570,625	495,375	416,000	416,000	332,125
	9125 Other debt service	-	-	-	1,000	1,000	1,000
	Subtotal	2,026,875	2,035,625	2,040,375	2,047,000	2,047,000	2,058,125
<b>90954</b>	<b>VPSA</b>	<b>Brunton High</b>					
	8099-203 Refinancing Cost						
	9110 Principal	290,000	300,000	315,000	325,000	325,000	340,000
	9120 Interest	310,095	298,000	285,393	272,273	272,273	258,640
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	600,595	598,500	600,893	597,773	597,773	599,140
<b>90955</b>	<b>VPSA</b>	<b>Queens Lake Middle</b>					
	9110 Principal	135,000	140,000	150,000	155,000	155,000	165,000
	9120 Interest	176,097	169,085	161,690	153,913	153,913	145,547
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	311,597	309,585	312,190	309,413	309,413	311,047
<b>90956</b>	<b>VPSA</b>	<b>York High/School Board Office</b>					
	9110 Principal	465,000	490,000	515,000	545,000	545,000	575,000
	9120 Interest	705,765	681,413	655,785	628,755	628,755	600,195
	9125 Other debt service	500	500	500	500	500	500
	Subtotal	1,171,265	1,171,913	1,171,285	1,174,255	1,174,255	1,175,695
<b>90957</b>	<b>VPSA</b>	<b>York Middle/New Horizons</b>					
	9110 Principal	335,000	350,000	370,000	390,000	390,000	410,000
	9120 Interest	605,334	492,759	474,399	455,019	455,019	434,619
	9125 Other debt service	500	500	500	1,000	1,000	1,000
	Subtotal	940,834	843,259	844,899	846,019	846,019	845,619
<b>90958</b>	<b>VPSA</b>	<b>Dare/Magruder/Yorktown Elementary</b>					
	8099 Issue costs	-	34,500	-	-	-	-
	9110 Principal	-	-	140,000	175,000	175,000	185,000
	9120 Interest	-	-	293,054	260,185	260,185	251,005
	9125 Other debt service	-	650	650	650	650	650
	Subtotal	-	35,150	433,704	435,835	435,835	436,655
<b>90959</b>	<b>VPSA</b>	<b>Dare/Mt Vernon/Tabb High</b>					
	8099 Issue costs	-	-	52,621	-	-	-
	9110 Principal	-	-	-	135,000	135,000	155,000
	9120 Interest	-	-	-	160,734	160,734	138,923
	9125 Other debt service	-	-	650	1,000	1,000	1,000
	Subtotal	-	-	53,271	296,734	296,734	294,923
<b>90960</b>	<b>VPSA</b>	<b>QSCB Grafton Bethel</b>					
	8099 Issue costs	-	-	-	-	18,042	-
	8099-001 Underwriter discount	-	-	-	-	10,853	-
	9110 Principal	-	-	-	-	65,000	65,000
	9120 Interest	-	-	-	-	53,360	59,472
	9125 Other debt service	-	-	-	-	1,000	1,000
	Subtotal	-	-	-	-	148,255	125,472
<b>90961</b>	<b>VPSA</b>	<b>Coventry Elementary</b>					
	9120 Interest	-	-	-	-	-	250,000
	9125 Other debt service	-	-	-	-	-	1,000
	Subtotal	-	-	-	-	-	251,000
<b>90962</b>	<b>VPSA</b>	<b>Gr Beth/Covtry/New Horiz/Tabb E/Grafton</b>					
	9120 Interest	-	-	-	-	-	550,000
	9125 Other debt service	-	-	-	-	-	1,000
	Subtotal	-	-	-	-	-	551,000
<b>90999</b>		<b>Transfers To Other Funds</b>					
	9270 School Capital Fund	-	5,500,552	4,201,101	-	3,600,000	5,500,000
	Subtotal	-	5,500,552	4,201,101	-	3,600,000	5,500,000
	Activity Total	\$ 7,466,559	\$ 12,688,421	\$ 11,644,694	\$ 7,512,400	\$ 11,260,655	\$ 13,917,554
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	7,466,559	12,688,421	11,644,694	7,512,400	11,260,655	13,917,554
		\$ 7,466,559	\$ 12,688,421	\$ 11,644,694	\$ 7,512,400	\$ 11,260,655	\$ 13,917,554
		-58.62%	69.94%	-8.23%	-35.49%	-3.30%	85.26%

This page intentionally left blank.

**STORMWATER MANAGEMENT  
FUND 26  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 2,301,430
Projected FY2011 Revenues		
Local	\$ 73,000	
State & Federal	-	
Other financing sources	<u>2,015,000</u>	
Total		\$ 2,088,000
Projected FY2011 Expenditures		<u>6,667,400</u>
Net Change		<u>(4,579,400)</u>
Projected Fund Balance 6/30/2011		\$ (2,277,970)
Projected FY2012 Revenues		
Local	\$ 18,500	
State & Federal	1,347,844	
Other financing sources	<u>670,000</u>	
Total		\$ 2,036,344
Projected FY2012 Expenditures		<u>168,785</u>
Net Change		<u>1,867,559</u>
Projected Fund Balance 6/30/2012		<u>\$ (410,411)</u>

**STORMWATER MANAGEMENT  
FUND 26**

This fund accounts for the revenue and expenditures for stormwater projects. This is accomplished through the division below. Individual division details follow this summary page.

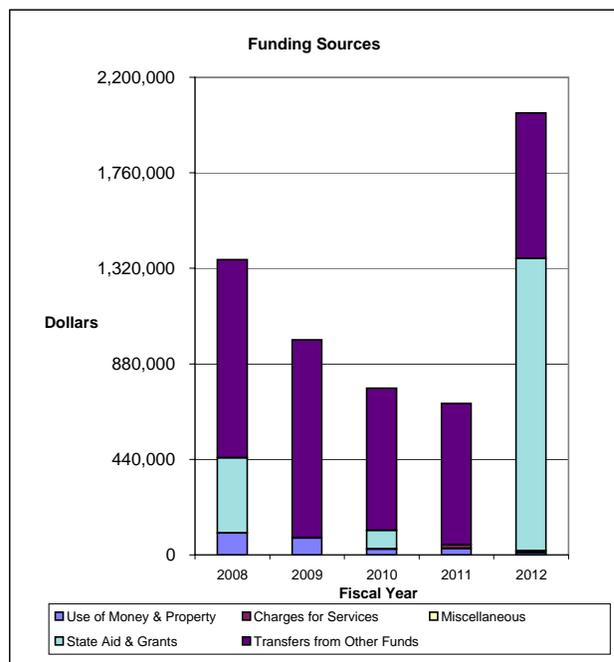
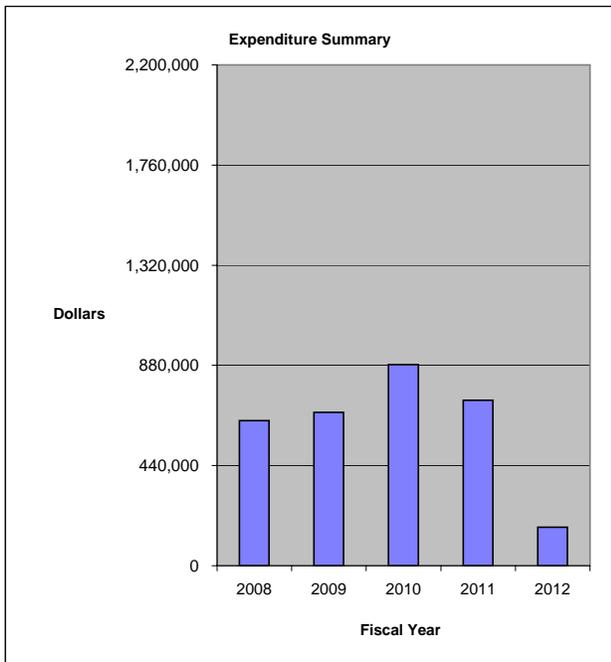
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 101,078	\$ 78,085	\$ 26,880	\$ 30,000	\$ 30,000	\$ 10,500	0.52%
Charges for Services	-	-	475	17,000	43,000	8,000	0.39%
Miscellaneous	-	480	835	-	-	-	0.00%
State Aid & Grants	345,420	-	85,000	-	-	1,347,844	66.20%
Transfers from Other Funds	914,305	912,572	654,606	650,000	2,015,000	670,000	32.90%
<b>Total Funding Sources</b>	<b>\$ 1,360,803</b>	<b>\$ 991,137</b>	<b>\$ 767,796</b>	<b>\$ 697,000</b>	<b>\$ 2,088,000</b>	<b>\$ 2,036,344</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Capital Projects	\$ 637,556	\$ 673,061	\$ 883,068	\$ 726,935	\$ 6,667,400	\$ 168,785	-76.78%
<b>Total Expenditures</b>	<b>\$ 637,556</b>	<b>\$ 673,061</b>	<b>\$ 883,068</b>	<b>\$ 726,935</b>	<b>\$ 6,667,400</b>	<b>\$ 168,785</b>	<b>-76.78%</b>

<b>Expenditure by Category</b>							
Operating	\$ 9,626	\$ 9,935	\$ 22,321	\$ 9,935	\$ 10,385	\$ 10,785	8.56%
Capital	627,930	663,126	860,747	717,000	6,657,015	158,000	-77.96%
<b>Total Expenditures</b>	<b>\$ 637,556</b>	<b>\$ 673,061</b>	<b>\$ 883,068</b>	<b>\$ 726,935</b>	<b>\$ 6,667,400</b>	<b>\$ 168,785</b>	<b>-76.78%</b>

**Key Service Indicators**

Number of projects	4	4	4	-	7	-
--------------------	---	---	---	---	---	---



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>STORMWATER MANAGEMENT FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 101,078	\$ 78,085	\$ 26,880	\$ 30,000	\$ 30,000	\$ 10,500
Subtotal	<u>101,078</u>	<u>78,085</u>	<u>26,880</u>	<u>30,000</u>	<u>30,000</u>	<u>10,500</u>
<b>30316</b>	<b>Charges for Services</b>					
5550 Maint-stormwater pond	-	-	475	10,000	1,000	1,000
5550-001 Dredging-stormwater pond	-	-	-	7,000	42,000	7,000
Subtotal	<u>-</u>	<u>-</u>	<u>475</u>	<u>17,000</u>	<u>43,000</u>	<u>8,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
9090 Miscellaneous local	-	480	835	-	-	-
Subtotal	<u>-</u>	<u>480</u>	<u>835</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30324</b>	<b>State Aid &amp; Grants</b>					
8000-005 VDOT Moores Creek	345,420	-	-	-	-	-
8745-204-002 VDOT Rt 171 Culvert (Tabb)	-	-	85,000	-	-	-
8745-207-001 VDOT Brandywine	-	-	-	-	-	310,270
8745-209-001 VDOT Moore's Creek	-	-	-	-	-	607,574
8745-210-001 VDOT Edgehill North	-	-	-	-	-	350,000
8745-211-001 VDOT Cook Rd/Falcon Rd	-	-	-	-	-	80,000
Subtotal	<u>345,420</u>	<u>-</u>	<u>85,000</u>	<u>-</u>	<u>-</u>	<u>1,347,844</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund (CIP)	200,000	200,000	150,000	150,000	150,000	150,000
1010-001 General Fund (Meals Tax)	514,305	512,572	504,606	500,000	500,000	520,000
1079 County Capital Fund (Rev Share)	200,000	200,000	-	-	165,000	-
1079-001 County Capital Fund	-	-	-	-	1,200,000	-
Subtotal	<u>914,305</u>	<u>912,572</u>	<u>654,606</u>	<u>650,000</u>	<u>2,015,000</u>	<u>670,000</u>
Fund Total	<u>\$ 1,360,803</u>	<u>\$ 991,137</u>	<u>\$ 767,796</u>	<u>\$ 697,000</u>	<u>\$ 2,088,000</u>	<u>\$ 2,036,344</u>

**Stormwater Management Projects  
Capital Projects - Activity #90912**

**Budget Comments - FY2012**

Funding is provided for minor drainage projects, the payment for services to HRPDC and maintenance of the Lowe's stormwater pond. There are no new projects planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
<u>Expenditure By Category</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 9,626	\$ 9,935	\$ 22,321	\$ 9,935	\$ 10,385	\$ 10,785
Capital	<u>627,930</u>	<u>663,126</u>	<u>860,747</u>	<u>717,000</u>	<u>6,657,015</u>	<u>158,000</u>
Total Expenditures	<u>\$ 637,556</u>	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 726,935</u>	<u>\$ 6,667,400</u>	<u>\$ 168,785</u>

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>STORMWATER MANAGEMENT FUND</b>						
<b>Contractual Services</b>						
3820 HRPDC	\$ 9,626	\$ 9,935	\$ 9,935	\$ 9,935	\$ 9,935	\$ 10,785
3820-001 HRPDC Bacteria Study	-	-	12,386	-	450	-
Subtotal	<u>9,626</u>	<u>9,935</u>	<u>22,321</u>	<u>9,935</u>	<u>10,385</u>	<u>10,785</u>
<b>Capital Projects</b>						
6076-001 Materials/supplies	-	-	2,002	-	35,002	-
6076-002 Hauling of stone/sand	-	-	-	-	9,368	-
8030 Minor projects	-	104,931	143,393	-	46,094	-
8150 Vehicles	-	-	-	-	8,000	-
8500 Machinery/equipment	-	85,315	-	-	31,686	-
90912 Drainage Improvement Project	165,592	-	-	150,000	228,006	150,000
90913 Lowe's/Wal-mart stormwater pond	-	-	475	17,000	43,000	8,000
91610 Brandywine Subdvsn sewer system	40,884	283,797	101,153	-	950,000	-
91611 Moores Creek	155,810	80,469	505,604	-	2,033,463	-
91624 Cook Rd/Falcon Rd	-	-	-	-	275,000	-
91625 Edgehill North Outfall	-	-	34,893	-	1,200,000	-
91626 Edgehill/Ft Eustis Drainage	36,473	105,214	73,227	-	572,396	-
91631 Tabb Lakes Drainage Improvements	229,171	-	-	-	-	-
91632 Victory Industrial Park	-	3,400	-	-	300,000	-
91638 Dare Elementary	-	-	-	-	925,000	-
90980 Transfer to County Debt Svc Fund	-	-	-	550,000	-	-
Subtotal	<u>627,930</u>	<u>663,126</u>	<u>860,747</u>	<u>717,000</u>	<u>6,657,015</u>	<u>158,000</u>
Activity Total	<u>\$ 637,556</u>	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 726,935</u>	<u>\$ 6,667,400</u>	<u>\$ 168,785</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>637,556</u>	<u>673,061</u>	<u>883,068</u>	<u>726,935</u>	<u>6,667,400</u>	<u>168,785</u>
	<u>\$ 637,556</u>	<u>\$ 673,061</u>	<u>\$ 883,068</u>	<u>\$ 726,935</u>	<u>\$ 6,667,400</u>	<u>\$ 168,785</u>
	-61.83%	5.57%	31.20%	-17.68%	655.03%	-76.78%

This page intentionally left blank.

**YORKTOWN CAPITAL IMPROVEMENTS  
FUND 78  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ (7,905,748)
Projected FY2011 Revenues		
Other financing sources	\$ 100,000	
Projected FY2011 Expenditures	<u>307,655</u>	
Net Change		<u>(207,655)</u>
Projected Fund Balance 6/30/2011		\$ (8,113,403)
Projected FY2012 Revenues		
Other financing sources	\$ 100,000	
Projected FY2012 Expenditures	<u>-</u>	
Net Change		<u>100,000</u>
Projected Fund Balance 6/30/2012		<u>\$ (8,013,403)</u>

**YORKTOWN CAPITAL IMPROVEMENTS  
FUND 78**

This fund accounts for the revenues and expenditures relating to the County's capital improvement program, specifically for the waterfront. This is accomplished through the division below. Individual division details follow this summary page.

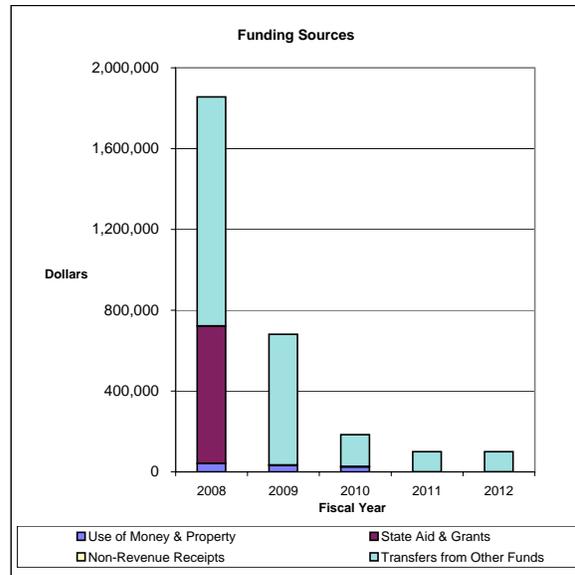
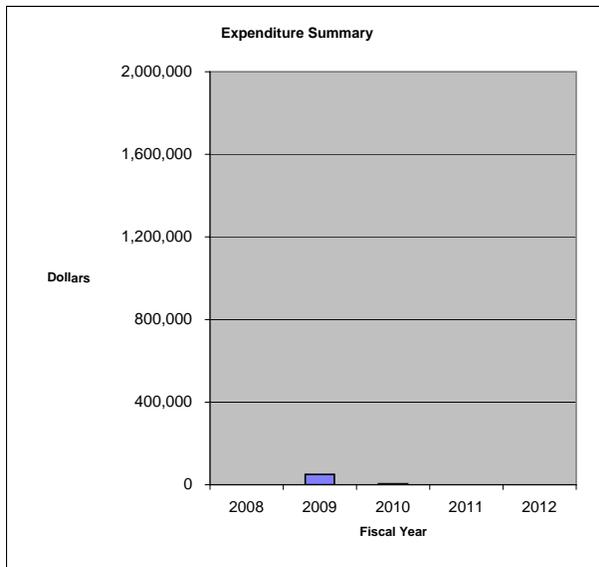
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 41,708	\$ 31,178	\$ 24,303	\$ -	\$ -	\$ -	0.00%
State Aid & Grants	680,500	-	-	-	-	-	0.00%
Non-Revenue Receipts	-	3,028	2,800	-	-	-	0.00%
Transfers from Other Funds	1,134,082	646,811	156,981	100,000	100,000	100,000	100.00%
<b>Total Funding Sources</b>	<b>\$ 1,856,290</b>	<b>\$ 681,017</b>	<b>\$ 184,084</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Capital Projects	\$ -	\$ 50,389	\$ 5,000	\$ -	\$ 307,655	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 50,389</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 307,655</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Expenditure by Category</b>							
Capital	\$ -	\$ 50,389	\$ 5,000	\$ -	\$ 307,655	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 50,389</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 307,655</b>	<b>\$ -</b>	<b>0.00%</b>

**Key Service Indicators**

Number of projects	3	6	5	-	4	-
--------------------	---	---	---	---	---	---



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>YORKTOWN CAPITAL IMPROVEMENTS FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 21,008	\$ 10,478	\$ 3,603	\$ -	\$ -	\$ -
1406 Note receivable interest-restaurant	<u>20,700</u>	<u>20,700</u>	<u>20,700</u>	-	-	-
Subtotal	<u>41,708</u>	<u>31,178</u>	<u>24,303</u>	-	-	-
<b>30324</b>	<b>State Aid &amp; Grants</b>					
8109-203-001 VDOT-Riverwalk Ext	280,500	-	-	-	-	-
8202-003 VDOT-Shoreline erosion	<u>400,000</u>	-	-	-	-	-
Subtotal	<u>680,500</u>	-	-	-	-	-
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recoveries	-	3,028	2,800	-	-	-
Subtotal	-	<u>3,028</u>	<u>2,800</u>	-	-	-
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008 Tourism Fund	-	100,000	35,477	100,000	100,000	100,000
1008-207 Tourism Fund	757,705	-	-	-	-	-
1008-208 Tourism Fund	376,377	546,811	-	-	-	-
1008-209 Tourism Fund	-	-	121,504	-	-	-
Subtotal	<u>1,134,082</u>	<u>646,811</u>	<u>156,981</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Fund Total	<u>\$ 1,856,290</u>	<u>\$ 681,017</u>	<u>\$ 184,084</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

**Yorktown Capital Improvements Fund**  
**Capital Projects - Activity #78000**

**Budget Comments - FY2012**

There are no new projects planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Capital	\$ -	\$ 50,389	\$ 5,000	\$ -	\$ 307,655	\$ -
Total Expenditures	\$ -	\$ 50,389	\$ 5,000	\$ -	\$ 307,655	\$ -

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>YORKTOWN CAPITAL IMPROVEMENTS FUND</b>						
<b>Capital Projects</b>						
78100 Wharf & waterfront areas	\$ -	\$ -	\$ -	\$ -	\$ 57,849	\$ -
78200 Utility undergrounding	-	-	-	-	214,337	-
78300 Streets, walkways & drainage	-	49,251	1,200	-	35,469	-
78525 Shoreline erosion	-	1,138	3,800	-	-	-
Activity Total	<u>\$ -</u>	<u>\$ 50,389</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 307,655</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	-	50,389	5,000	-	307,655	-
	<u>\$ -</u>	<u>\$ 50,389</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 307,655</u>	<u>\$ -</u>
	-100.00%	100.00%	-90.08%	-100.00%	6053.10%	0.00%

This page intentionally left blank.

**COUNTY CAPITAL  
FUND 79  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 18,451,843
Projected FY2011 Revenues		
Local	\$ 245,000	
State & Federal	1,553,932	
Other financing sources	<u>1,193,263</u>	
Total		\$ 2,992,195
Projected FY2011 Expenditures		<u>17,072,813</u>
Net Change		<u>(14,080,618)</u>
Projected Fund Balance 6/30/2011		\$ 4,371,225
Projected FY2012 Revenues		
Local	\$ 145,000	
Other financing sources	<u>55,000</u>	
Total		\$ 200,000
Projected FY2012 Expenditures		<u>1,393,560</u>
Net Change		<u>(1,193,560)</u>
Projected Fund Balance 6/30/2012		<u>\$ 3,177,665</u>

**COUNTY CAPITAL  
FUND 79**

This fund accounts for the revenues and expenditures relating to the County's capital improvement program. This is accomplished through the divisions below. Individual division details follow this summary page. Water, sewer and stormwater projects are accounted for in those respective funds.

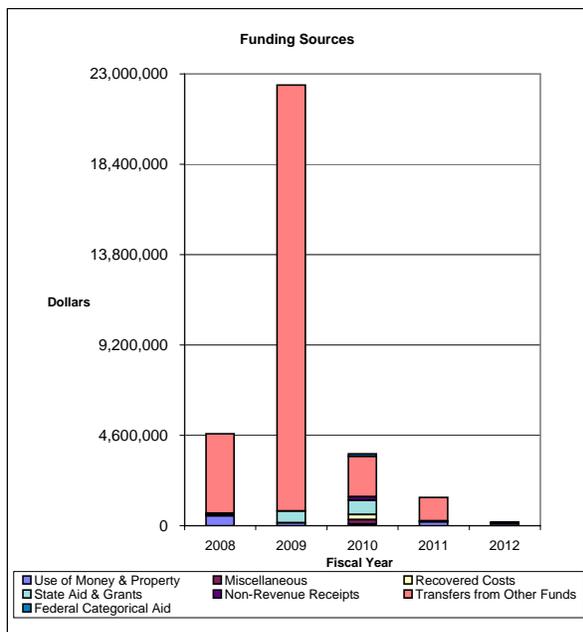
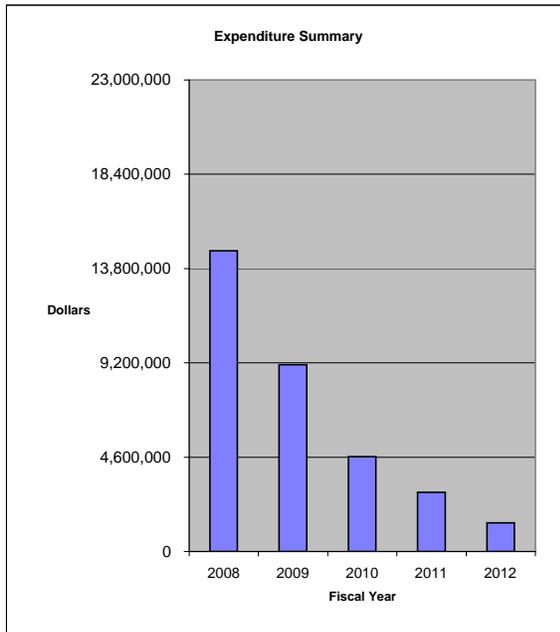
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 508,910	\$ 144,525	\$ 77,329	\$ 200,000	\$ 200,000	\$ 100,000	50.00%
Miscellaneous	33,345	1,196	227,990	-	-	-	0.00%
Recovered Costs	-	-	259,709	45,000	45,000	45,000	22.50%
State Aid & Grants	30,157	600,000	723,755	-	-	-	0.00%
Federal Categorical Aid	-	-	130,370	-	1,553,932	-	0.00%
Non-Revenue Receipts	56,070	2,797	179,115	-	-	-	0.00%
School Support	12,500	1,000	22,635	-	-	55,000	27.50%
Transfers from Other Funds	4,048,002	21,682,887	2,044,149	1,193,263	1,193,263	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 4,688,984</b>	<b>\$ 22,432,405</b>	<b>\$ 3,665,052</b>	<b>\$ 1,438,263</b>	<b>\$ 2,992,195</b>	<b>\$ 200,000</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Capital Projects	\$ 13,891,439	\$ 8,496,405	\$ 3,445,532	\$ 1,392,873	\$ 14,214,550	\$ 1,393,560	0.05%
Transfers to Other Funds	775,000	610,000	1,172,000	1,493,263	2,858,263	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 14,666,439</b>	<b>\$ 9,106,405</b>	<b>\$ 4,617,532</b>	<b>\$ 2,886,136</b>	<b>\$ 17,072,813</b>	<b>\$ 1,393,560</b>	<b>-51.72%</b>

							%Change
<b>Expenditure by Category</b>							
Capital	\$ 14,666,439	\$ 9,106,405	\$ 4,617,532	\$ 2,886,136	\$ 17,072,813	\$ 1,393,560	-51.72%
<b>Total Expenditures</b>	<b>\$ 14,666,439</b>	<b>\$ 9,106,405</b>	<b>\$ 4,617,532</b>	<b>\$ 2,886,136</b>	<b>\$ 17,072,813</b>	<b>\$ 1,393,560</b>	<b>-51.72%</b>

**Key Service Indicators**

Number of projects	28	23	23	7	83	12
--------------------	----	----	----	---	----	----



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>COUNTY CAPITAL FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	\$ 508,910	\$ 144,525	\$ 77,329	\$ 200,000	\$ 200,000
	Subtotal	<u>508,910</u>	<u>144,525</u>	<u>77,329</u>	<u>200,000</u>	<u>200,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010	Prior year expenditure refund	-	-	400	-	-
3323	HRMMRS med unit equipment grant	-	236	-	-	-
8403	Wmsbg Com Hlth generators grant	-	-	50,000	-	-
8403-210	HRMMRS generator grant	-	-	127,050	-	-
8404	Wmsbg Com Hlth grant	32,000	-	-	-	-
8404-002	Wmsbg Com Hlth AED grant	-	-	50,000	-	-
9090	Miscellaneous local	1,345	960	540	-	-
	Subtotal	<u>33,345</u>	<u>1,196</u>	<u>227,990</u>	<u>-</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>					
0410	Williamsburg E911 expansion	-	-	45,000	45,000	45,000
7100	Williamsburg - one time capital E911	-	-	162,500	-	-
8170	HRPDC - Post Office web EOC	-	-	52,209	-	-
	Subtotal	<u>-</u>	<u>-</u>	<u>259,709</u>	<u>45,000</u>	<u>45,000</u>
<b>30324</b>	<b>State Categorical Aid</b>					
8000-001	Wireless fds York/Poquoson	-	600,000	-	-	-
8000-002	Wireless fds York/Williamsburg	-	-	627,000	-	-
8745-013-001	VDOT Rev Rt 171 (R03-121)	15,228	-	-	-	-
8795-001	VDOT Rev Rt 60 sidewalk	14,929	-	-	-	-
	Subtotal	<u>30,157</u>	<u>600,000</u>	<u>627,000</u>	<u>-</u>	<u>-</u>
<b>30326</b>	<b>Commonwealth Grants</b>					
2264	Res Sqd Asst Fd/Medic	-	-	74,155	-	-
2268	Res Sqd Asst Fd/Lucas System	-	-	22,600	-	-
	Subtotal	<u>-</u>	<u>-</u>	<u>96,755</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Categorical Aid</b>					
8080	FEMA exhaust removal system	-	-	97,520	-	-
8170-001	OEMS computer grant	-	-	32,850	-	-
8745/95-300	ARRA VDOT projects	-	-	-	1,553,932	-
	Subtotal	<u>-</u>	<u>-</u>	<u>130,370</u>	<u>1,553,932</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010	Insurance recoveries	56,070	2,797	179,115	-	-
	Subtotal	<u>56,070</u>	<u>2,797</u>	<u>179,115</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1008	Tourism Fund	-	-	64,523	-	-
1010-002	General Fund	115,045	-	-	-	-
1010-003	General Fund	54,350	-	-	-	-
1010-004	General Fund	351,752	1,544,493	1,366,760	1,193,263	1,193,263
1011	Carryover Fund	4,002	-	-	-	-
1011-207-001	Carryover Fund-Sports Complex	3,000,000	-	-	-	-
1011-207-002	Carryover Fund-FY2008 CIP	500,000	-	-	-	-
1011-208-001	Carryover Fund-Sports Complex	-	2,000,000	-	-	-
1011-208-002	Carryover Fund-FY2009 CIP	-	500,000	-	-	-
1011-208-003	Carryover Fd-911 plant workstation upgrade	-	245,000	-	-	-
1011-209-002	Carryover Fund-FY2010 CIP	-	-	500,000	-	-
1011-209-004	Carryover Fund-Sheriff evidence room	-	-	107,000	-	-
1016	School Operating Fund-Video Services	12,500	-	22,635	-	55,000
1050	School Operating Fund	-	1,000	-	-	-
1063	CDA Revenue Acct Fund	22,853	368,567	-	-	-
1080	County Debt Service Fund-debt proceeds	-	17,024,827	5,866	-	-
	Subtotal	<u>4,060,502</u>	<u>21,683,887</u>	<u>2,066,784</u>	<u>1,193,263</u>	<u>55,000</u>
	Fund Total	<u>\$ 4,688,984</u>	<u>\$ 22,432,405</u>	<u>\$ 3,665,052</u>	<u>\$ 1,438,263</u>	<u>\$ 2,992,195</u>
						<u>\$ 200,000</u>

**County Capital Fund  
Capital Projects**

**Budget Comments - FY2012**

Funding is provided for transportation improvements (\$400,000); replacement of video services studio equipment (\$110,000), with 50% of the cost paid by the School Division; replacement of the x-ray machine in the York-Poquoson courthouse (\$32,000); biomedical equipment replacement (\$109,000); telephone system upgrade (\$35,500); tennis/basketball court repair (\$50,000); roof repair and replacement (\$151,360); HVAC replacement (\$152,700); parking lot repair (\$75,000); building maintenance and repairs (\$200,000); major grounds repair and maintenance (\$46,000); and grounds maintenance machinery and equipment replacement (\$32,000).

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Capital	\$ 14,666,439	\$ 9,106,405	\$ 4,617,532	\$ 2,886,136	\$ 17,072,813	\$ 1,393,560
Total Expenditures	\$ 14,666,439	\$ 9,106,405	\$ 4,617,532	\$ 2,886,136	\$ 17,072,813	\$ 1,393,560

Expenditures	FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>COUNTY CAPITAL FUND</b>						
<b>Capital Projects</b>						
50000 Environmental enhancements	\$ 2,000	\$ -	\$ -	\$ -	\$ 588,000	\$ -
51000 Transportation improvements	25,587	14,835	23,968	400,000	1,674,995	400,000
52000 VDOT projects	15,311	7,977	500	-	2,487,157	-
53000 ARRA VDOT projects	-	-	-	-	1,553,932	-
78000 Misc capital projects	621,351	102,841	129,168	-	351,193	-
78300 Grafton Fire Station replacement	-	-	2,500	-	557,500	-
78400 Public Safety equipment	3,220,331	205,479	867,657	-	857,821	-
78421 EMS Transport Recovery Prgm	-	-	144,677	-	24,035	-
78427 Satellite fire station additions	-	20,811	168,277	-	1,845,711	-
78430 911 Center expansion	-	324,670	1,475,334	-	1,456,305	-
78490 HRMMRS communications equip	-	-	-	-	46,887	-
78491 Mobile data terminals	717	-	-	-	100,361	-
78495 Communications system	86,722	9,813	29,000	-	280,877	-
78500 Financial software upgrade	-	-	-	-	100,000	-
78521 Post Office power project	-	20,857	207,852	-	25,918	-
78658 Upper County library	153	-	-	-	-	-
78721 Waste Management Entrance	60,159	-	119,025	-	859,436	-
78800 Video services equipment	-	12,884	45,269	-	61,847	-
78810 Recreation facilities	-	-	-	-	144,112	-
78811 York County Sports Complex	9,524,642	7,724,408	111,990	-	179,678	-
78812 Park facility development	138,637	2,685	-	-	1,654	-
78821 P&R facility improvements	195,829	49,145	90,427	-	24,258	-
90912 County equipment & maintenance	-	-	29,888	992,873	992,873	993,560
Subtotal	<u>13,891,439</u>	<u>8,496,405</u>	<u>3,445,532</u>	<u>1,392,873</u>	<u>14,214,550</u>	<u>1,393,560</u>
<b>Transfers to Other Funds</b>						
90910-9210 General Fund	-	-	-	300,000	300,000	-
90910-9226 Stormwater Fund - Shared Rd	200,000	200,000	-	-	165,000	-
90910-9226-001 Stormwater Fund	-	-	-	-	1,200,000	-
90970 School Capital Fund	575,000	410,000	1,172,000	1,193,263	1,193,263	-
Subtotal	<u>775,000</u>	<u>610,000</u>	<u>1,172,000</u>	<u>1,493,263</u>	<u>2,858,263</u>	<u>-</u>
Activity Total	<u>\$ 14,666,439</u>	<u>\$ 9,106,405</u>	<u>\$ 4,617,532</u>	<u>\$ 2,886,136</u>	<u>\$ 17,072,813</u>	<u>\$ 1,393,560</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>14,666,439</u>	<u>9,106,405</u>	<u>4,617,532</u>	<u>2,886,136</u>	<u>17,072,813</u>	<u>1,393,560</u>
	<u>\$ 14,666,439</u>	<u>\$ 9,106,405</u>	<u>\$ 4,617,532</u>	<u>\$ 2,886,136</u>	<u>\$ 17,072,813</u>	<u>\$ 1,393,560</u>
	138.97%	-37.91%	-49.29%	-37.50%	269.74%	-51.72%

This page intentionally left blank.

**WORKERS' COMPENSATION  
FUND 6  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 1,754,741
Projected FY2011 Revenues		
Local	\$ 31,000	
Other financing sources	<u>260,000</u>	
Total		\$ 291,000
Projected FY2011 Expenditures		<u>260,000</u>
Net Change		<u>31,000</u>
Projected Fund Balance 6/30/2011		\$ 1,785,741
Projected FY2012 Revenues		
Local	\$ 15,000	
Other financing sources	<u>254,800</u>	
Total		\$ 269,800
Projected FY2012 Expenditures		<u>254,800</u>
Net Change		<u>15,000</u>
Projected Fund Balance 6/30/2012		<u>\$ 1,800,741</u>

**WORKERS' COMPENSATION  
FUND 6**

This fund accounts for the revenues and expenditures relating to the workers' compensation policy of the County. This is accomplished through the division below. Individual division details follow this summary page.

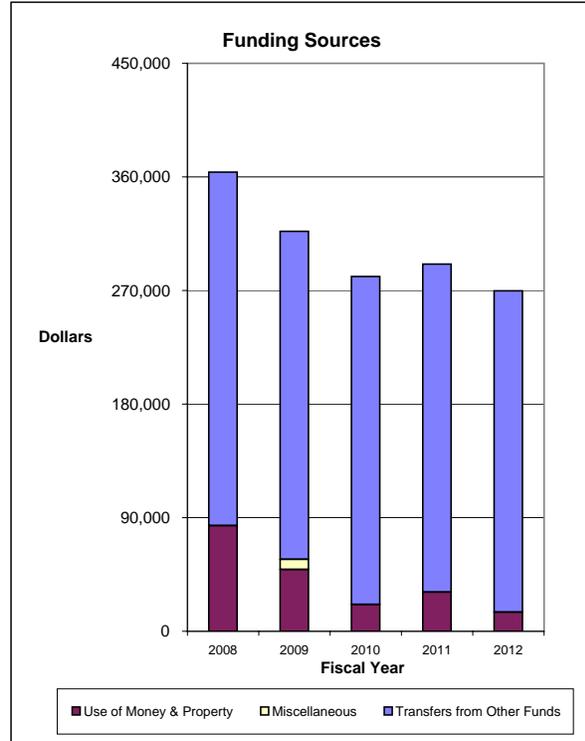
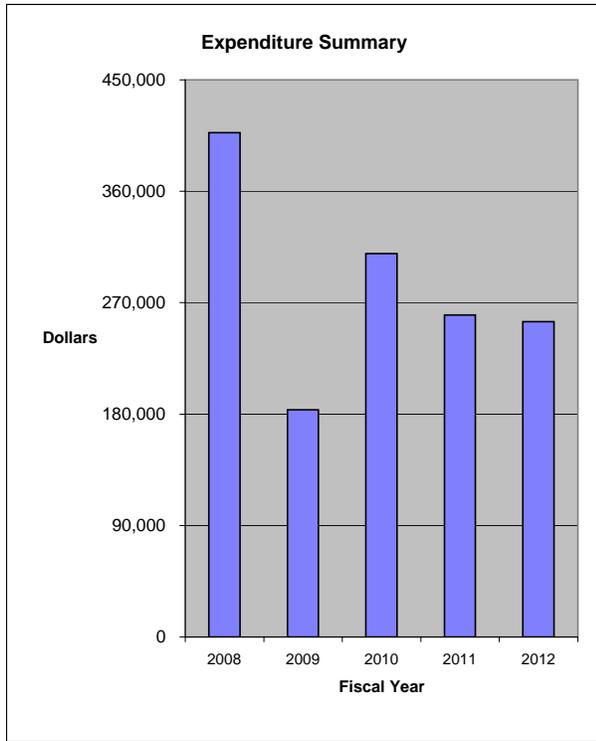
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 83,820	\$ 48,948	\$ 21,059	\$ 31,000	\$ 31,000	\$ 15,000	5.56%
Miscellaneous	-	7,929	-	-	-	-	0.00%
Transfers from Other Funds	280,000	260,000	260,000	260,000	260,000	254,800	94.44%
<b>Total Funding Sources</b>	<b>\$ 363,820</b>	<b>\$ 316,877</b>	<b>\$ 281,059</b>	<b>\$ 291,000</b>	<b>\$ 291,000</b>	<b>\$ 269,800</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expenditure by Activity</b>							
Workers' Compensation	\$ 407,230	\$ 183,614	\$ 309,576	\$ 260,000	\$ 260,000	\$ 254,800	-2.00%
<b>Total Expenditures</b>	<b>\$ 407,230</b>	<b>\$ 183,614</b>	<b>\$ 309,576</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 254,800</b>	<b>-2.00%</b>

<b>Expenditure by Category</b>							
Operating	\$ 407,230	\$ 183,614	\$ 309,576	\$ 260,000	\$ 260,000	\$ 254,800	-2.00%
<b>Total Expenditures</b>	<b>\$ 407,230</b>	<b>\$ 183,614</b>	<b>\$ 309,576</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 254,800</b>	<b>-2.00%</b>

**Key Service Indicators**

Workers compensation claims	100	103	111	105	105	105
-----------------------------	-----	-----	-----	-----	-----	-----



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>WORKERS' COMPENSATION FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 83,820	\$ 48,948	\$ 21,059	\$ 31,000	\$ 31,000	\$ 15,000
Subtotal	<u>83,820</u>	<u>48,948</u>	<u>21,059</u>	<u>31,000</u>	<u>31,000</u>	<u>15,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expenditure refund	-	7,929	-	-	-	-
Subtotal	<u>-</u>	<u>7,929</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	238,000	221,000	221,000	221,000	221,000	216,580
1012 Vehicle Maintenance Fund	5,180	4,810	4,810	4,810	4,810	4,715
1021 Solid Waste Fund	7,280	6,760	6,760	6,760	6,760	6,630
1024 Water Utility Fund	1,400	1,300	1,547	-	-	-
1025 Sewer Utility Fund	23,800	22,100	24,323	25,870	25,870	25,350
1051 Children & Family Svcs Fund	1,680	1,560	1,560	1,560	1,560	1,525
1074 Water & Sewer Extension Fund	2,660	2,470	-	-	-	-
Subtotal	<u>\$ 280,000</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 254,800</u>
Fund Total	<u>\$ 363,820</u>	<u>\$ 316,877</u>	<u>\$ 281,059</u>	<u>\$ 291,000</u>	<u>\$ 291,000</u>	<u>\$ 269,800</u>

**Workers' Compensation Fund**  
**Administration Costs & Claims - Activities #10001 and 20002**

**Budget Comments - FY2012**

Funding for claims reflects a 2% reduction.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Operating	\$ 407,230	\$ 183,614	\$ 309,576	\$ 260,000	\$ 260,000	\$ 254,800
Total Expenditures	<u>\$ 407,230</u>	<u>\$ 183,614</u>	<u>\$ 309,576</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 254,800</u>

Expenditures	FY2008 Actual Expenditures	FY2009 Actual Expenditures	FY2010 Actual Expenditures	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>WORKERS' COMPENSATION FUND</b>						
<b>Administration Costs &amp; Claims</b>						
10001-5360 Administration fees	\$ 69,109	\$ 72,366	\$ 61,642	\$ 75,000	\$ 75,000	\$ 67,000
Subtotal	<u>69,109</u>	<u>72,366</u>	<u>61,642</u>	<u>75,000</u>	<u>75,000</u>	<u>67,000</u>
<b>Claims</b>						
20002-5360 Claims	-	-	-	185,000	185,000	187,800
10131 Registrar medical	-	-	3,769	-	-	-
12156 Vehicle Maintenance medical	19,802	6,422	396	-	-	-
21421 Landfill medical	-	363	979	-	-	-
24446 Water Utility medical	23,628	-	378	-	-	-
25446 Sewer Utility medical	-	(5,993)	755	-	-	-
30311 Sheriff Administration medical	169,236	21,871	110,690	-	-	-
30312 Law Enforcement medical	1,172	23,459	28,106	-	-	-
30313 Investigations medical	-	29,946	1,541	-	-	-
30314 Civil Ops/Court security	-	-	178	-	-	-
30321 Fire & Rescue medical	48,465	9,615	35,407	-	-	-
30355 Emergency Management	-	371	86	-	-	-
30356 Emerg Comm/911 medical	141	-	2,492	-	-	-
40431 Building Regulations medical	2,922	-	-	-	-	-
40446 Stormwater Maint medical	192	-	3,057	-	-	-
40512 Mosquito Control medical	344	398	-	-	-	-
50121 Computer Support medical	176	296	164	-	-	-
50125 Fiscal Acct Services medical	28,666	-	-	-	-	-
50129 Central Purchasing medical	225	-	-	-	-	-
50141 Central Admin medical	-	213	-	-	-	-
60731 Library medical	157	406	-	-	-	-
70431 General Services Admin medical	15,223	17,540	13,904	-	-	-
70434 Grounds Maint medical	1,477	786	388	-	-	-
81538 Special Programs medical	1,837	-	-	-	-	-
81677 Childrens Svcs medical	238	1,330	22	-	-	-
81712 Parks & Recreation medical	24,220	3,769	29,379	-	-	-
90253 Crossroads medical	-	218	-	-	-	-
90971 USDA Food Svc program	-	238	16,243	-	-	-
Subtotal	<u>338,121</u>	<u>111,248</u>	<u>247,934</u>	<u>185,000</u>	<u>185,000</u>	<u>187,800</u>
Activity Total	\$ 407,230	\$ 183,614	\$ 309,576	\$ 260,000	\$ 260,000	\$ 254,800
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	407,230	183,614	309,576	260,000	260,000	254,800
	<u>\$ 407,230</u>	<u>\$ 183,614</u>	<u>\$ 309,576</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 254,800</u>
	28.15%	-54.91%	68.60%	-16.01%	-16.01%	-2.00%

This page intentionally left blank.

**REVENUE STABILIZATION RESERVE  
FUND 9  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 5,438,084
Projected FY2011 Revenues	\$ -	
Projected FY2011 Expenditures	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ 5,438,084
Projected FY2012 Revenues	\$ -	
Projected FY2012 Expenditures	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u>\$ 5,438,084</u>

**REVENUE STABILIZATION RESERVE  
FUND 9**

This fund accounts for local funds equal to the excess of Federal Impact Aid receipts returned by the School Division at the close of any fiscal year. Expenditures reflect funds transferred back to the School Division for school capital projects, which are typically repaid with future receipts. This is accomplished through the division below. Individual division details follow this summary page.

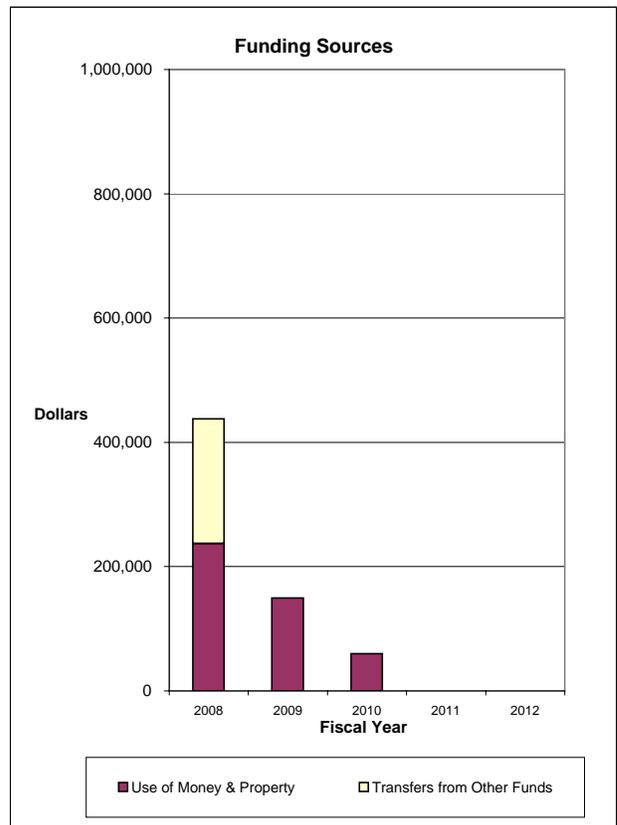
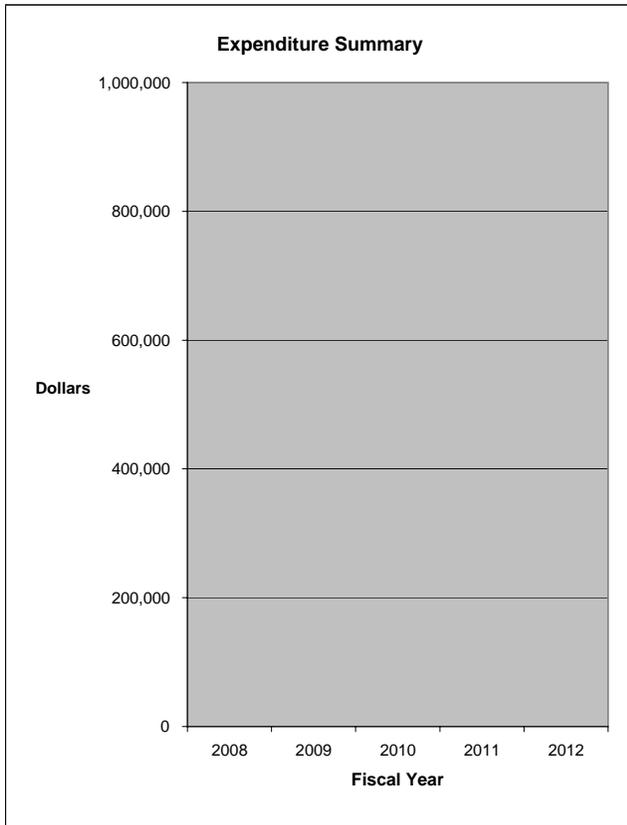
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 236,890	\$ 149,657	\$ 59,917	\$ -	\$ -	\$ -	0.00%
Transfers from Other Funds	200,835	-	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 437,725</b>	<b>\$ 149,657</b>	<b>\$ 59,917</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Transfer to School Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>					

<b>Expense by Category</b>							
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>					

**Key Service Indicators**

- Supported Bethel Manor Capital Project
- Supported Bailey Field Artificial Turf Project



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>REVENUE STABILIZATION RESERVE FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 236,890	\$ 149,657	\$ 59,917	\$ -	\$ -	\$ -
Subtotal	<u>236,890</u>	<u>149,657</u>	<u>59,917</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1070 School Capital Fund	200,835	-	-	-	-	-
Subtotal	<u>200,835</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	<u>\$ 437,725</u>	<u>\$ 149,657</u>	<u>\$ 59,917</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Revenue Stabilization Reserve Fund**  
**Transfer to School Capital Fund - Activity #90912**

**Budget Comments - FY2012**

There are no planned payments.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expenditure By Category</u></b>						
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>					

Expenditures

FY2008 Actual <u>Expenditures</u>	FY2009 Actual <u>Expenditures</u>	FY2010 Actual <u>Expenditures</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
---	---	---	-------------------------------------	--------------------------------------	------------------------------------

**REVENUE STABILIZATION RESERVE FUND**

<b>90912</b>	<b>Transfer to School Capital Fund</b>					
9270-207	School Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Activity Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>\$ -</u>				
		100.00%	0.00%	0.00%	0.00%	0.00%

This page intentionally left blank.

**VEHICLE MAINTENANCE  
FUND 12  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 2,307,130
Projected FY2011 Revenues		
Local	\$ 3,942,600	
Other financing sources	<u>60,000</u>	
Total		\$ 4,002,600
Projected FY2011 Expenses		<u>4,300,511</u>
Net Change		<u>(297,911)</u>
Projected Fund Balance 6/30/2011		\$ 2,009,219
Projected FY2012 Revenues		
Local	\$ 4,252,480	
Other financing sources	<u>56,000</u>	
Total		\$ 4,308,480
Projected FY2012 Expenses		<u>4,546,936</u>
Net Change		<u>(238,456)</u>
Projected Fund Balance 6/30/2012		<u><u>\$ 1,770,763</u></u>

**VEHICLE MAINTENANCE  
FUND 12**

This fund accounts for the revenue and expenses of vehicle maintenance. This is accomplished through the divisions below. Individual division details follow this summary page.

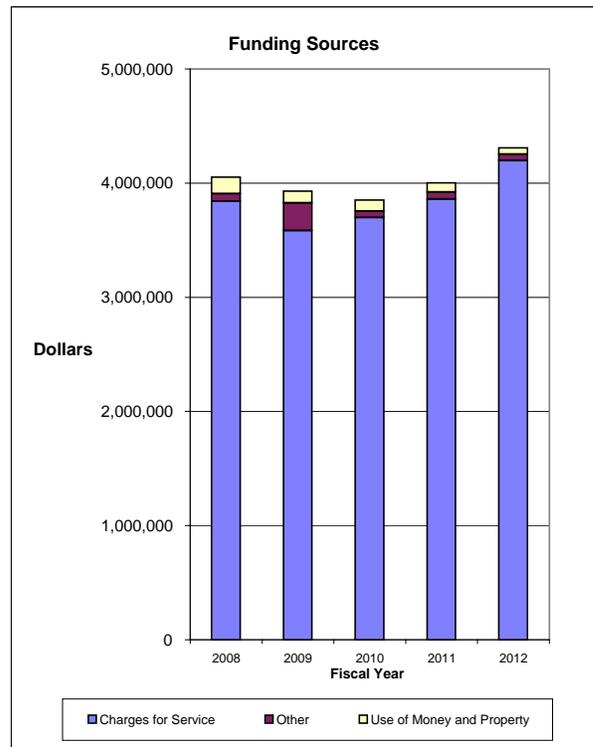
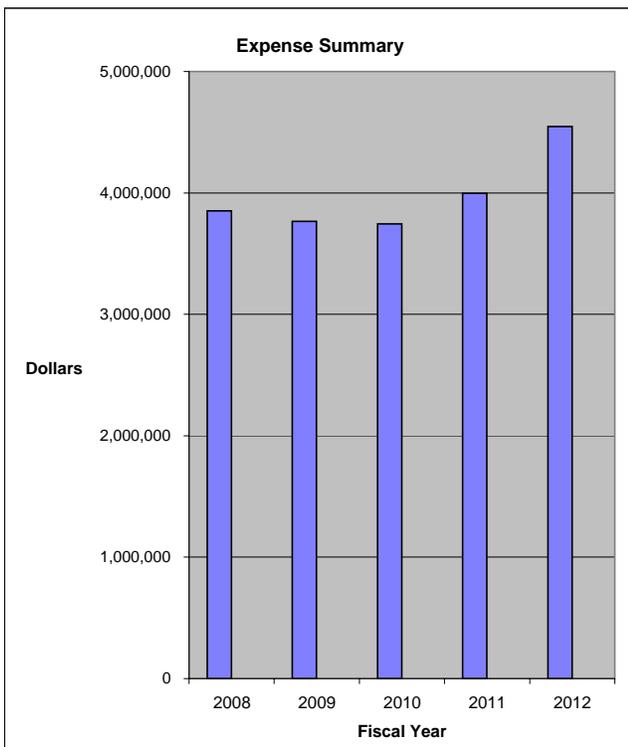
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 144,803	\$ 104,378	\$ 96,808	\$ 80,000	\$ 80,000	\$ 55,000	1.28%
Charges for Services	3,839,316	3,585,519	3,699,151	3,860,100	3,860,100	4,197,480	97.42%
Miscellaneous	3,181	1,785	2,139	2,500	2,500	-	0.00%
Recovered Costs	-	-	1,322	-	-	-	0.00%
Federal Aid & Grants	519	-	-	-	-	-	0.00%
Non-Revenue Receipts	65,282	239,447	51,016	60,000	60,000	56,000	1.30%
<b>Total Funding Sources</b>	<b>\$ 4,053,101</b>	<b>\$ 3,931,129</b>	<b>\$ 3,850,436</b>	<b>\$ 4,002,600</b>	<b>\$ 4,002,600</b>	<b>\$ 4,308,480</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense By Activity</b>							
Vehicle & Equipment Maintenance	\$ 1,184,659	\$ 1,499,926	\$ 1,398,318	\$ 1,338,395	\$ 1,460,417	\$ 1,331,250	-0.53%
Fleet Support Services	2,667,633	2,265,499	2,346,352	2,659,048	2,840,094	3,215,686	20.93%
<b>Total Expenses</b>	<b>\$ 3,852,292</b>	<b>\$ 3,765,425</b>	<b>\$ 3,744,670</b>	<b>\$ 3,997,443</b>	<b>\$ 4,300,511</b>	<b>\$ 4,546,936</b>	<b>13.75%</b>

<b>Expense By Category</b>							
Personnel	\$ 748,542	\$ 796,588	\$ 800,431	\$ 832,527	\$ 832,527	\$ 821,688	-1.30%
Operating	2,342,003	2,328,956	2,155,448	2,508,591	2,511,135	3,125,248	24.58%
Capital	761,747	639,881	788,791	656,325	956,849	600,000	-8.58%
<b>Total Expenses</b>	<b>\$ 3,852,292</b>	<b>\$ 3,765,425</b>	<b>\$ 3,744,670</b>	<b>\$ 3,997,443</b>	<b>\$ 4,300,511</b>	<b>\$ 4,546,936</b>	<b>13.75%</b>

<b>FTE's</b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	10.00	10.00	10.00	10.00	10.00	10.00
<b>Total FTE's</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

<b>Key Service Indicators</b>						
Number of work orders	3,510	3,329	3,336	3,390	3,390	3,390
Miles driven	2,176,090	2,520,771	2,953,261	2,900,000	2,900,000	2,800,000
Licensed motor vehicles	300	305	311	317	315	315



Revenues		FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>VEHICLE MAINTENANCE FUND</b>							
<b>30315</b>	<b>Use of Money &amp; Property</b>						
1010	Interest on deposits	\$ 94,478	\$ 65,103	\$ 24,208	\$ 30,000	\$ 30,000	\$ 15,000
2060	Sale of equipment/tools	<u>50,325</u>	<u>39,275</u>	<u>72,600</u>	<u>50,000</u>	<u>50,000</u>	<u>40,000</u>
	Subtotal	<u>144,803</u>	<u>104,378</u>	<u>96,808</u>	<u>80,000</u>	<u>80,000</u>	<u>55,000</u>
<b>30316</b>	<b>Charges for Services</b>						
2020	Use of vehicles	865,987	899,779	890,637	800,000	800,000	800,000
2021	Insurance reimbursements	147,299	170,026	175,316	182,100	182,100	194,230
2120	Direct repair charges	557,164	553,412	623,035	628,000	628,000	575,000
2122	Maintenance services	548,650	559,980	563,603	560,000	560,000	560,000
2220	Direct gas charges	1,796,952	707,937	726,723	815,000	815,000	808,250
2220-001	Direct gas charges	(76,736)	-	-	-	-	-
2220-002	Direct gas charges-school	-	587,132	616,440	750,000	750,000	1,080,000
2220-003	Direct gas charges-CBH	-	79,704	74,436	90,000	90,000	126,000
2220-004	Direct gas charges-Reg Jail	-	27,549	28,961	35,000	35,000	54,000
	Subtotal	<u>3,839,316</u>	<u>3,585,519</u>	<u>3,699,151</u>	<u>3,860,100</u>	<u>3,860,100</u>	<u>4,197,480</u>
<b>30318</b>	<b>Miscellaneous</b>						
3010	Miscellaneous	-	82	742	-	-	-
8000	Warranty repairs	2,249	538	-	2,500	2,500	-
9090	Miscellaneous local	932	510	-	-	-	-
9099	Local recycling	-	655	1,397	-	-	-
	Subtotal	<u>3,181</u>	<u>1,785</u>	<u>2,139</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>						
9900	Recovered cost miscellaneous	-	-	1,322	-	-	-
	Subtotal	<u>-</u>	<u>-</u>	<u>1,322</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
1001	Refund Federal excise tax	519	-	-	-	-	-
	Subtotal	<u>519</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>						
1010	Insurance recovery	64,808	238,287	49,821	60,000	60,000	56,000
1010-002	Ins recovery-2009 Noreaster	-	-	433	-	-	-
1011	Insurance recovery/repairs	-	1,160	762	-	-	-
1012	Ins recovery/lightening strike	474	-	-	-	-	-
	Subtotal	<u>\$ 65,282</u>	<u>\$ 239,447</u>	<u>\$ 51,016</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 56,000</u>
	Fund Total	<u>\$ 4,053,101</u>	<u>\$ 3,931,129</u>	<u>\$ 3,850,436</u>	<u>\$ 4,002,600</u>	<u>\$ 4,002,600</u>	<u>\$ 4,308,480</u>

**Vehicle Maintenance Fund**  
**Vehicle & Equipment Maintenance - Activity #12156**

**Mission**

Provide efficient, operationally responsive, cost-effective delivery of quality vehicle and equipment maintenance and fleet support services to County customers and partnership agencies.

**Goals**

- Improve availability of overall customer satisfaction reporting via online surveys.
- Monitor reporting of performance measures to include green goals.
- Maintain Blue Seal of Excellence from Institute for Automotive Service Excellence (ASE).

**Implementation Strategies**

- Monitor/maintain/improve customer satisfaction reporting - using recently implemented online surveys through County Administration the online surveys will replace focus groups. Annual and quarterly customer service reports will be forwarded to the County Administrator as required by current policy.
- Monitor/maintain/improve reporting of performance measures - reporting of down time, parts room efficiencies and overall fleet fuel efficiencies, miles per gallon and average gallons used.
- Monitor/maintain/improve technician credentials - continue training and ASE testing to support attaining the Blue Seal of Excellence from the Institute for Automotive Service Excellence.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Decreased funding in personnel is attributable to turnover. Reductions are programmed for office supplies, repair & maintenance supplies and small equipment. Capital funding is provided for a vehicle lift.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 633,341	\$ 675,705	\$ 675,886	\$ 706,962	\$ 706,962	\$ 695,947
Operating	547,784	781,021	611,367	607,433	609,805	611,303
Capital	3,534	43,200	111,065	24,000	143,650	24,000
Total Expenses	<u>\$ 1,184,659</u>	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,338,395</u>	<u>\$ 1,460,417</u>	<u>\$ 1,331,250</u>
<b><u>FTE's</u></b>						
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	10.00	10.00	10.00	10.00	10.00	10.00
Total FTE's	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>

Expenditures	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>VEHICLE MAINTENANCE FUND</b>						
<b>12156 Vehicle &amp; Equipment Maintenance</b>						
<b>Personnel Services</b>						
1516 Administrative & clerical salaries	\$ 18,865	\$ 19,271	\$ 19,534	\$ 19,574	\$ 19,574	\$ 19,574
1518 Trades & crafts	429,016	454,555	460,652	469,166	469,166	448,981
1533 As required-trades/crafts	1,699	9,978	7,612	15,000	15,000	10,000
1595 Overtime	6,539	8,143	8,551	9,000	9,000	8,750
1596 Holiday Worked	-	-	215	-	-	250
1599 Other pay	6,760	8,868	8,560	10,000	10,000	10,000
2100 FICA	33,629	36,448	36,863	39,990	39,990	38,063
2200 VRS	63,319	63,820	62,900	69,010	69,010	66,160
2300 Health care	69,039	70,728	68,168	73,609	73,609	92,857
2400 Group life insurance	4,475	3,894	2,831	1,613	1,613	1,312
Subtotal	<u>633,341</u>	<u>675,705</u>	<u>675,886</u>	<u>706,962</u>	<u>706,962</u>	<u>695,947</u>
<b>Contractual Services</b>						
3110 Payment for medical services	470	511	383	550	550	560
3310 Repairs & maintenance	4,847	1,472	77,284	70,000	71,250	70,000
3310-110 GS-mowers	3,114	2,463	2,760	2,500	2,500	2,500
3310-120 GS-tractors	1,661	6,345	3,598	2,500	2,500	2,500
3310-130 GS-construction equipment	341	2,569	2,654	15,000	15,000	5,000
3310-220 FLS-fire apparatus	36,017	48,474	64,616	50,000	51,522	60,000
3320 Maintenance service contracts	71,701	76,394	140	1,500	1,500	11,500
3330 Waste management supt service	816	741	585	1,000	1,000	750
3500 Printing & binding	-	-	235	-	-	-
3392 Repair/maint insurance rec	10,922	181,050	-	-	-	-
3911 Towing services	-	-	8,795	4,000	4,000	9,000
3930 Uniforms & wearing apparel	-	-	4,382	5,500	5,500	5,500
Subtotal	<u>129,889</u>	<u>320,019</u>	<u>165,432</u>	<u>152,550</u>	<u>155,322</u>	<u>167,310</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	18,770	8,402	9,267	9,500	9,500	8,133
4300 Central store	-	16	6	50	50	50
4500 Radio maintenance	2,930	5,330	-	-	-	-
Subtotal	<u>21,700</u>	<u>13,748</u>	<u>9,273</u>	<u>9,550</u>	<u>9,550</u>	<u>8,183</u>
<b>Other Charges</b>						
5110 Electrical services	9,623	10,766	9,166	11,500	11,500	11,000
5120 Heating services	9,208	8,095	6,665	9,500	9,500	8,400
5130 Water & sewer	662	2,036	1,307	1,700	1,700	1,700
5210 Postal/messenger service	452	337	422	500	500	450
5230 Telecommunications	2,508	2,204	2,307	2,200	2,200	2,200
5310 Property insurance	1,569	1,678	1,772	1,913	1,913	1,670
5360 Workers' compensation premiums	5,040	4,680	4,680	4,680	4,680	4,590
5510 Personnel development	7,286	9,992	6,689	5,000	5,000	5,000
5520 Employee recognition program	367	65	211	200	200	-
5810 Dues & memberships	-	370	385	940	940	400
Subtotal	<u>36,715</u>	<u>39,923</u>	<u>33,604</u>	<u>38,133</u>	<u>38,133</u>	<u>35,410</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,754	2,000	2,182	2,200	2,200	1,200
6040 Medical/laboratory supplies	133	196	43	200	200	200
6070 Repair & maintenance supplies	2,272	765	223	2,300	2,300	1,000
6090 Vehicle powered equip supplies	207,489	227,689	214,354	225,000	224,600	225,000
6090-207 Vehicle powered equip supplies	1,915	-	-	-	-	-
6090-110 GS-mower	30,331	50,143	37,772	45,000	45,000	40,000
6090-120 GS-tractors	2,291	2,190	6,934	4,000	4,000	4,000
6090-130 GS-const equipment	3,464	5,832	4,053	5,000	5,000	5,000
6090-220 FLS- fire apparatus	61,049	55,308	72,073	65,000	65,000	70,000
6091 Accident repairs	31,723	45,688	48,312	40,000	40,000	40,000
6110 Uniforms & wearing apparel	7,453	7,240	2,244	2,500	2,500	2,500
6120 Books & subscriptions	1,836	2,572	3,724	2,000	2,000	2,000
6140 Other operating supplies	2,431	1,373	2,200	2,500	2,500	2,500
6170 Computer mat/supplies	-	175	728	2,000	2,000	1,000
6171 Small equipment items	4,339	5,394	8,189	9,500	9,500	6,000
6172 Minor furnishings	-	367	27	-	-	-
Subtotal	<u>359,480</u>	<u>406,932</u>	<u>403,058</u>	<u>407,200</u>	<u>406,800</u>	<u>400,400</u>
<b>Leases &amp; Rentals</b>						
7105 General equipment rental	-	399	-	-	-	-
Subtotal	<u>-</u>	<u>399</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>						
8022 Parking lot paving	-	26,400	-	-	-	-
8090-320 Veh/power equip-FLS	-	-	29,004	-	-	-
8110 Machinery/equipment	3,534	3,025	79,465	24,000	20,150	24,000
8150 Vehicles	-	-	2,596	-	-	-
8170 Data processing equipment	-	13,775	-	-	110,500	-
8180 Buildings & Grounds	-	-	-	-	13,000	-
Subtotal	<u>3,534</u>	<u>43,200</u>	<u>111,065</u>	<u>24,000</u>	<u>143,650</u>	<u>24,000</u>
Activity Total	<u>\$ 1,184,659</u>	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,338,395</u>	<u>\$ 1,460,417</u>	<u>\$ 1,331,250</u>
Personnel	\$ 633,341	\$ 675,705	\$ 675,886	\$ 706,962	\$ 706,962	\$ 695,947
Non-personnel	551,318	824,221	722,432	631,433	753,455	635,303
	<u>\$ 1,184,659</u>	<u>\$ 1,499,926</u>	<u>\$ 1,398,318</u>	<u>\$ 1,338,395</u>	<u>\$ 1,460,417</u>	<u>\$ 1,331,250</u>
	-6.10%	26.61%	-6.77%	-4.29%	4.44%	-0.53%

**Vehicle Maintenance Fund  
Fleet Support Services - Activity #12157**

**Mission**

Provide efficient, operationally responsive, cost-effective delivery of quality vehicle and equipment maintenance and fleet support services to County customers and partnership agencies.

**Goals**

- Improve availability of overall customer satisfaction reporting via online surveys.
- Monitor reporting of performance measures to include green goals.
- Maintain Blue Seal of Excellence from Institute for Automotive Service Excellence (ASE).

**Implementation Strategies**

- Monitor/maintain/improve customer satisfaction reporting - using recently implemented online surveys through County Administration the online surveys will replace focus groups. Annual and quarterly customer service reports will be forwarded to the County Administrator as required by current policy.
- Monitor/maintain/improve reporting of performance measures - reporting of down time, parts room efficiencies and overall fleet fuel efficiencies, miles per gallon and average gallons used.
- Monitor/maintain/improve technician credentials - continue training and ASE testing to support attaining the Blue Seal of Excellence from the Institute for Automotive Service Excellence.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding has been provided for insurance and fuel.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 115,201	\$ 120,883	\$ 124,545	\$ 125,565	\$ 125,565	\$ 125,741
Operating	1,794,219	1,547,935	1,544,081	1,901,158	1,901,330	2,513,945
Capital	<u>758,213</u>	<u>596,681</u>	<u>677,726</u>	<u>632,325</u>	<u>813,199</u>	<u>576,000</u>
Total Expenses	<u>\$ 2,667,633</u>	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,659,048</u>	<u>\$ 2,840,094</u>	<u>\$ 3,215,686</u>
<b><u>FTE's</u></b>						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total FTE's	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

Expenditures	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>VEHICLE MAINTENANCE FUND</b>						
<b>12157</b>	<b>Fleet Support Services</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ 72,204	\$ 77,309	\$ 80,438	\$ 80,698	\$ 80,698	\$ 80,698
1516 Administrative & clerical salaries	18,865	19,262	19,534	19,574	19,574	19,574
1595 Overtime	578	340	117	-	-	-
2100 FICA	6,978	7,431	7,676	7,671	7,671	7,671
2200 VRS	12,933	13,022	13,437	14,158	14,158	14,158
2300 Health care	2,729	2,724	2,751	3,133	3,133	3,359
2400 Group life insurance	914	795	592	331	331	281
Subtotal	<u>115,201</u>	<u>120,883</u>	<u>124,545</u>	<u>125,565</u>	<u>125,565</u>	<u>125,741</u>
<b>Contractual Services</b>						
3132 Data processing fees	4,350	4,481	5,027	5,000	5,000	5,500
3310 Repairs & maintenance	9,320	23,192	2,185	6,000	6,000	6,000
3320 Maintenance service contracts	-	25	11,641	12,668	12,668	12,000
3600 Advertising	153	-	-	-	-	-
Subtotal	<u>13,823</u>	<u>27,698</u>	<u>18,853</u>	<u>23,668</u>	<u>23,668</u>	<u>23,500</u>
<b>Internal Services</b>						
4300 Central store	71	-	-	50	50	-
Subtotal	<u>71</u>	<u>-</u>	<u>-</u>	<u>50</u>	<u>50</u>	<u>-</u>
<b>Other Charges</b>						
5210 Postal/messenger service	140	177	70	150	150	50
5230 Telecommunications	6	-	-	-	-	-
5320 Vehicle insurance	153,338	170,322	175,939	182,100	182,100	194,230
5360 Workers' comp premiums	140	130	130	130	130	125
5510 Personnel development	5,213	3,474	1,443	3,500	3,500	1,500
5810 Dues & memberships	1,145	1,350	475	160	160	940
5828 Permits & licenses	-	-	185	-	-	-
Subtotal	<u>159,982</u>	<u>175,453</u>	<u>178,242</u>	<u>186,040</u>	<u>186,040</u>	<u>196,845</u>
<b>Materials &amp; Supplies</b>						
6080 Fuel	1,771,093	1,343,304	1,345,784	1,690,000	1,690,000	2,292,500
6080-001 Fuel	(151,736)	-	-	-	-	-
6120 Books & subscriptions	986	806	1,040	900	900	500
6170 Computer mat/supplies	-	674	162	500	672	600
Subtotal	<u>1,620,343</u>	<u>1,344,784</u>	<u>1,346,986</u>	<u>1,691,400</u>	<u>1,691,572</u>	<u>2,293,600</u>
<b>Capital Outlay</b>						
8110-205-001 Generators	50,432	20,180	-	-	-	-
8140 Gasboy	-	-	38,484	-	6,350	-
8150 Vehicles	428,319	541,602	616,168	560,000	710,966	520,000
8155 Vehicle insurance replacement	58,299	23,074	23,074	60,000	83,558	56,000
8155-207 Vehicle insurance replacement	21,113	-	-	-	-	-
8170 Data processing equipment	5,005	11,825	-	4,500	4,500	-
8170-001 DP equip-server	-	-	-	7,825	7,825	-
8180-206-002 Operations fuel site	195,045	-	-	-	-	-
Subtotal	<u>758,213</u>	<u>596,681</u>	<u>677,726</u>	<u>632,325</u>	<u>813,199</u>	<u>576,000</u>
Activity Total	<u>\$ 2,667,633</u>	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,659,048</u>	<u>\$ 2,840,094</u>	<u>\$ 3,215,686</u>
Personnel	\$ 115,201	\$ 120,883	\$ 124,545	\$ 125,565	\$ 125,565	\$ 125,741
Non-personnel	<u>2,552,432</u>	<u>2,144,616</u>	<u>2,221,807</u>	<u>2,533,483</u>	<u>2,714,529</u>	<u>3,089,945</u>
	<u>\$ 2,667,633</u>	<u>\$ 2,265,499</u>	<u>\$ 2,346,352</u>	<u>\$ 2,659,048</u>	<u>\$ 2,840,094</u>	<u>\$ 3,215,686</u>
	3.84%	-15.07%	3.57%	13.33%	21.04%	20.93%

This page intentionally left blank.

**OTHER POST-EMPLOYMENT BENEFITS  
FUND 14  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$	-
Projected FY2011 Revenues			
Local	\$	8,000	
Other financing sources		<u>1,220,354</u>	
Total		\$	1,228,354
Projected FY2011 Expenses			<u>1,228,354</u>
Net Change			<u>-</u>
Projected Fund Balance 6/30/2011		\$	-
Projected FY2012 Revenues			
Local	\$	8,000	
Other financing sources		<u>1,220,354</u>	
Total		\$	1,228,354
Projected FY2012 Expenses			<u>1,228,354</u>
Net Change			<u>-</u>
Projected Fund Balance 6/30/2012		\$	<u>-</u>

**OTHER POST-EMPLOYMENT BENEFITS  
FUND 14**

This fund accounts for the subsidy payments for eligible County retirees towards health insurance coverage in a County-sponsored plan. This is accomplished through the division below. Individual division details follows this page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ -	\$ 2,277	\$ 7,944	\$ 8,000	\$ 8,000	\$ 8,000	0.65%
Transfers from Other Funds	-	774,227	742,530	1,220,354	1,220,354	1,220,354	99.35%
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 776,504</b>	<b>\$ 750,474</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>100.00%</b>

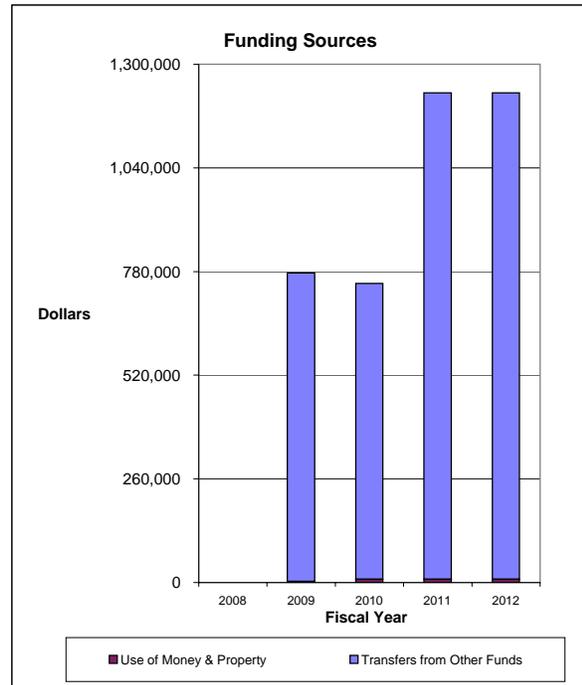
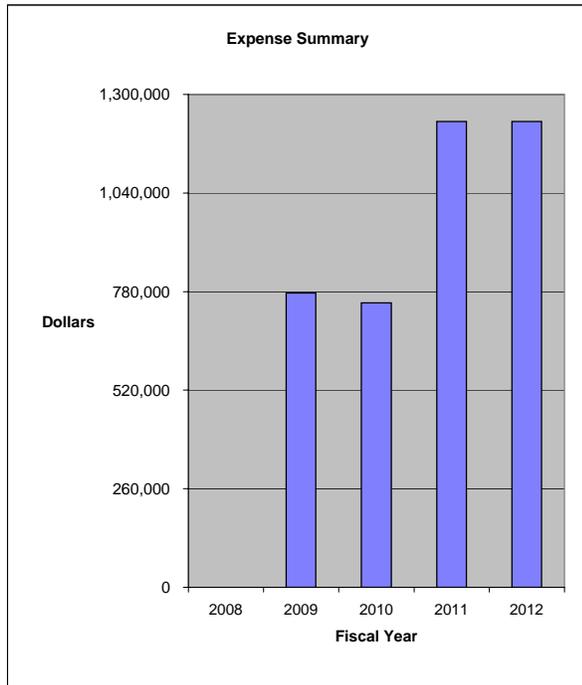
							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Other Post-Employment Benefits	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354	0.00%
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 776,504</b>	<b>\$ 750,474</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>0.00%</b>

<b>Expense by Category</b>							
Operating	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354	0.00%
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 776,504</b>	<b>\$ 750,474</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>\$ 1,228,354</b>	<b>0.00%</b>

**Key Service Indicators**

Number of retirees on County's health care plan

40                      50                      58                      70                      70                      80



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
----------	-------------------------------------	-------------------------------------	-------------------------------------	---------------------------------------	--	--------------------------------------

**OTHER POST-EMPLOYMENT BENEFITS FUND**

<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	\$ -	\$ 2,277	\$ 7,944	\$ 8,000	\$ 8,000
	Subtotal	<u>-</u>	<u>2,277</u>	<u>7,944</u>	<u>8,000</u>	<u>8,000</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010	General Fund	-	678,000	678,000	600,000	600,000
1011	Carryover Fund	-	96,227	64,530	620,354	620,354
	Subtotal	<u>\$ -</u>	<u>\$ 774,227</u>	<u>\$ 742,530</u>	<u>\$ 1,220,354</u>	<u>\$ 1,220,354</u>
	Fund Total	<u>\$ -</u>	<u>\$ 776,504</u>	<u>\$ 750,474</u>	<u>\$ 1,228,354</u>	<u>\$ 1,228,354</u>

**Other Post-Employment Benefits (OPEB) Fund**  
**Retiree Healthcare Costs - Activity #99999**

**Budget Comments - FY2012**

Funding is based on the required annual OPEB costs, per the latest actuarial valuation report.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354
Total Expenses	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354

Expenses	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>						
<b>99999 Retiree Healthcare Costs</b>						
<b>Retiree Healthcare Costs</b>						
99999-2300 Annual OPEB Cost	\$ -	\$ -	\$ -	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354
10111 Board of Supervisors	-	1,344	1,276	-	-	-
10121 County Administration	-	5,645	5,104	-	-	-
10122 Public Inform & Comm Relations	-	2,218	2,309	-	-	-
10123 Video Services	-	3,629	3,342	-	-	-
10124 County Attorney	-	5,108	4,558	-	-	-
10131 Registrar	-	2,352	2,127	-	-	-
20211 Circuit Court	-	806	729	-	-	-
20214 Clerk of Court	-	11,223	12,013	-	-	-
20221 Commonwealth's Attorney	-	13,239	11,971	-	-	-
20222 Victim-Witness Assistance	-	2,218	2,309	-	-	-
20223 Domestic Violence	-	336	486	-	-	-
30311 Sheriff General Operations	-	19,569	18,401	-	-	-
30312 Law Enforcement	-	51,809	51,029	-	-	-
30313 Investigations	-	15,390	13,976	-	-	-
30314 Civil Ops/Court security	-	25,662	23,415	-	-	-
30316 School Resource Officers	-	3,562	3,221	-	-	-
30320 Fire & Life Safety Administration	-	2,352	2,127	-	-	-
30321 Fire & Rescue Operations	-	146,813	139,446	-	-	-
30322 Technical Services	-	5,175	5,226	-	-	-
30323 Prevention & Community Safety	-	3,898	3,525	-	-	-
30352 Animal Control	-	1,680	1,398	-	-	-
30355 Emergency Management	-	2,554	2,005	-	-	-
30356 Central Dispatch	-	20,766	24,306	-	-	-
30357 Radio Maint/Communications	-	1,546	1,337	-	-	-
40119 Envir & Devel Svcs Administration	-	3,024	2,735	-	-	-
40341 Building Regulations	-	17,440	16,494	-	-	-
40446 Stormwater Maintenance	-	2,487	8,629	-	-	-
40447 Stormwater Management	-	5,645	5,591	-	-	-
40512 Mosquito Control	-	10,551	3,038	-	-	-
40816 Development & Compliance	-	13,999	12,951	-	-	-
50119 Finan & Mgmt Svcs Administration	-	2,755	2,492	-	-	-
50121 Computer Support Services	-	16,600	15,738	-	-	-
50122 Human Resources	-	6,452	5,834	-	-	-
50124 Budget & Financial Reporting	-	5,309	4,922	-	-	-
50125 Fiscal Accounting Services	-	13,496	13,036	-	-	-
50126 Commissioner of Revenue	-	16,081	15,492	-	-	-
50127 Treasurer	-	9,140	7,960	-	-	-
50128 Real Estate Assessment	-	6,855	6,927	-	-	-
50129 Central Purchasing	-	5,108	4,618	-	-	-
50811 Planning	-	5,376	4,861	-	-	-
50920 Office of Economic Development	-	6,546	6,513	-	-	-
60731 Library Services	-	15,942	15,038	-	-	-
70119 General Services Administration	-	8,615	8,788	-	-	-
70431 Engineering & Facility Maintenance	-	18,761	21,142	-	-	-
70433 Telecommunications	-	1,142	972	-	-	-
70434 Grounds Maint & Construction	-	28,858	28,836	-	-	-
81119 Comm Svcs Administration	-	3,293	2,856	-	-	-
81538 Special Programs	-	3,562	4,325	-	-	-
81547 Housing - Administration	-	3,024	2,613	-	-	-
81548 Rental Assistance	-	1,613	1,458	-	-	-
81549 Housing - Rehabilitation	-	1,747	3,519	-	-	-
81712 Parks & Recreation	-	11,425	10,634	-	-	-
81713 Tourism & Events	-	1,142	1,033	-	-	-
8-90713 Tourism & Events	-	1,478	1,701	-	-	-
12-12156 Vehicle & Equipment Maintenance	-	8,938	10,004	-	-	-
12-12157 Fleet Support Services	-	1,815	1,641	-	-	-
13-90541 Social Services Administration	-	68,967	72,726	-	-	-
13-90543 Comprehensive Svcs Act	-	874	729	-	-	-
21-21421 Solid Waste Administration	-	470	486	-	-	-
21-21422 Solid Waste Collection	-	2,890	2,674	-	-	-
21-21423 Transfer Station Operations	-	1,478	1,398	-	-	-
21-21424 Recycling	-	1,680	1,398	-	-	-
21-21425 Composting Operations	-	2,285	2,127	-	-	-
24-24446 Water Utilities	-	739	1,033	-	-	-
25-25446 Sewer Operations	-	29,954	27,439	-	-	-
25-25447 Sewer Utilities Engineering	-	15,390	16,528	-	-	-
51-81676 Children's Svcs - Admin	-	1,210	-	-	-	-
51-81677 Head Start	-	13,164	12,967	-	-	-
51-90971 USDA Food Service Program	-	403	668	-	-	-
74-74912 Water & Sewer Extension	-	3,898	-	-	-	-
94-90251 Project Insight/House Arrest	-	3,024	2,613	-	-	-
94-90253 Crossroads	-	15,102	14,556	-	-	-
94-90257 Psychological Svcs Program	-	1,680	851	-	-	-
94-90258 Community Supervision	-	4,906	3,464	-	-	-
94-91200 Family Counseling Svcs-WHF	-	1,277	790	-	-	-
Subtotal	-	776,504	750,474	1,228,354	1,228,354	1,228,354
Activity Total	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354
Personnel	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354
Non-personnel	-	-	-	-	-	-
	\$ -	\$ 776,504	\$ 750,474	\$ 1,228,354	\$ 1,228,354	\$ 1,228,354
	0.00%	100.00%	96.65%	63.68%	63.68%	0.00%

This page intentionally left blank.

**SOLID WASTE MANAGEMENT  
FUND 21  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 1,232,823
Projected FY2011 Revenues		
Local	\$ 3,442,620	
Other financing sources	<u>700,000</u>	
Total	\$ 4,142,620	
Projected FY2011 Expenses		<u>4,689,603</u>
Net Change		<u>(546,983)</u>
Projected Fund Balance 6/30/2011		\$ 685,840
Projected FY2012 Revenues		
Local	\$ 3,515,410	
State & Federal	10,070	
Other financing sources	<u>700,000</u>	
Total	\$ 4,225,480	
Projected FY2012 Expenses		<u>4,871,790</u>
Net Change		<u>(646,310)</u>
Projected Fund Balance 6/30/2012		<u>\$ 39,530</u>

**SOLID WASTE MANAGEMENT  
FUND 21**

This fund accounts for the revenues and expenses relating to the County's waste management programs. This is accomplished through the divisions below. Individual division details follow this summary page.

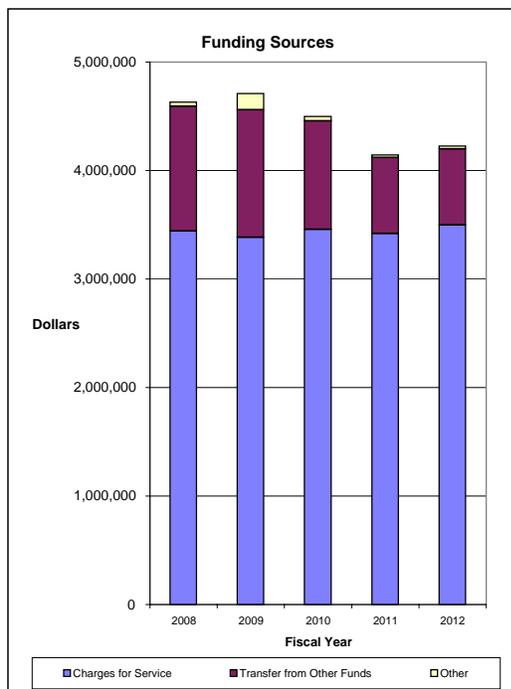
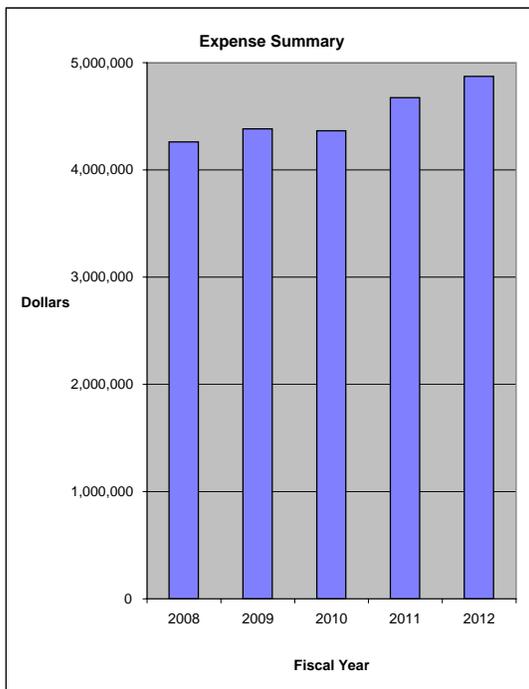
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 28,591	\$ 35,703	\$ 19,608	\$ 10,000	\$ 10,000	\$ 5,000	0.12%
Charges for Services	3,442,710	3,385,161	3,456,802	3,420,120	3,420,120	3,498,260	82.78%
Miscellaneous	8,483	112,449	11,458	12,500	12,500	12,150	0.29%
State Aid & Grants	(3)	-	10,070	-	-	10,070	0.24%
Federal Aid & Grants	4	-	-	-	-	-	0.00%
Non-Revenue Receipts	1,495	2,306	-	-	-	-	0.00%
Transfers from Other Funds	1,150,000	1,175,000	1,000,000	700,000	700,000	700,000	16.57%
<b>Total Funding Sources</b>	<b>\$ 4,631,280</b>	<b>\$ 4,710,619</b>	<b>\$ 4,497,938</b>	<b>\$ 4,142,620</b>	<b>\$ 4,142,620</b>	<b>\$ 4,225,480</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Solid Waste Administration	\$ 97,841	\$ 101,970	\$ 95,599	\$ 97,379	\$ 97,379	\$ 108,381	11.30%
Solid Waste Collection & Disposal	2,283,588	2,314,053	2,345,269	2,582,764	2,597,449	2,683,245	3.89%
Transfer Station Operations	319,834	329,058	322,162	362,893	362,893	365,366	0.68%
Recycling	892,136	949,319	987,166	934,501	934,501	1,031,272	10.36%
Composting Operations/Leaf Collection	567,145	623,373	536,525	591,073	591,073	574,404	-2.82%
Landfill Closure/Post-Maintenance	101,921	66,114	77,108	106,308	106,308	109,122	2.65%
<b>Total Expenses</b>	<b>\$ 4,262,465</b>	<b>\$ 4,383,887</b>	<b>\$ 4,363,829</b>	<b>\$ 4,674,918</b>	<b>\$ 4,689,603</b>	<b>\$ 4,871,790</b>	<b>4.21%</b>

<b>Expense by Category</b>							
Personnel	\$ 695,602	\$ 710,267	\$ 717,025	\$ 748,208	\$ 748,208	\$ 735,612	-1.68%
Operating	3,525,273	3,560,400	3,626,651	3,898,210	3,898,210	4,103,678	5.27%
Capital	41,590	113,220	20,153	28,500	43,185	32,500	14.04%
<b>Total Expenses</b>	<b>\$ 4,262,465</b>	<b>\$ 4,383,887</b>	<b>\$ 4,363,829</b>	<b>\$ 4,674,918</b>	<b>\$ 4,689,603</b>	<b>\$ 4,871,790</b>	<b>4.21%</b>

<b>FTE's</b>							
Management	1.00	1.00	1.00	1.00	1.00	1.00	
Professional/Technical	2.50	2.50	2.50	2.50	2.50	2.50	
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50	
Trades & Crafts	7.20	7.20	7.20	7.20	7.20	7.20	
<b>Total FTE's</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	<b>12.20</b>	

<b>Key Service Indicators</b>							
Customer service calls	42,152	39,980	46,530	47,400	47,400	49,500	
Curbside collection customers	16,403	16,455	16,560	16,570	16,570	16,600	
Curbside collection tons collected	20,378	19,544	19,684	19,204	19,204	18,860	
Drop off garbage tons received	12,288	11,466	12,605	13,374	13,374	13,500	
Curbside recycling tons collected	5,105	4,863	4,698	4,889	4,889	5,000	
Drop off recycling tons received	106	100	83	96	96	100	
Incoming compost material tons	9,435	7,939	8,405	8,500	8,500	8,500	



Revenues		FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Original <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>SOLID WASTE MANAGEMENT FUND</b>							
<b>30315</b>	<b>Use of Money &amp; Property</b>						
	1010 Interest on deposits	\$ 22,314	\$ 25,180	\$ 10,472	\$ 10,000	\$ 10,000	\$ 5,000
	1021 Interest-VPPSA escrow	6,277	618	31	-	-	-
	2060 Sale of equip/tools	-	9,905	9,105	-	-	-
	Subtotal	<u>28,591</u>	<u>35,703</u>	<u>19,608</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>
<b>30316</b>	<b>Charges for Services</b>						
	5511 Penalty/interest	37,603	49,499	61,066	35,000	35,000	50,000
	5520 Tipping fee	271,831	219,728	265,395	220,000	220,000	310,000
	5550 Solid Waste billing	2,671,585	2,708,097	2,733,453	2,750,000	2,750,000	2,750,000
	5551 Yard debris collection	22,003	19,540	22,722	22,000	22,000	23,000
	5552 Toter charges	850	-	-	-	-	-
	9020 VPPSA lease agreement	99,252	100,140	114,120	114,120	114,120	108,310
	9020-001 VPPSA lease payments	56,498	-	-	-	-	-
	9021 VPPSA scales	4,800	4,800	4,800	4,800	4,800	4,800
	9022 VPPSA compost facility	35,672	38,845	39,269	39,000	39,000	35,000
	9030 Contractor user fees	169,505	165,005	156,147	164,500	164,500	153,000
	9040 Collection fee-VPPSA compost	938	664	976	700	700	1,150
	9099 Recycling	72,173	78,843	58,854	70,000	70,000	63,000
	Subtotal	<u>3,442,710</u>	<u>3,385,161</u>	<u>3,456,802</u>	<u>3,420,120</u>	<u>3,420,120</u>	<u>3,498,260</u>
<b>30318</b>	<b>Miscellaneous</b>						
	3010 Prior year expense refund	188	100,000	-	-	-	-
	9090 Miscellaneous local	-	-	1	-	-	-
	9095 Utility costs-Republic	8,295	12,449	11,457	12,500	12,500	12,150
	Subtotal	<u>8,483</u>	<u>112,449</u>	<u>11,458</u>	<u>12,500</u>	<u>12,500</u>	<u>12,150</u>
<b>30324</b>	<b>State Aid &amp; Grants</b>						
	4070 Litter control	-	-	10,070	-	-	10,070
	8908-207-010 General Fund	(3)	-	-	-	-	-
	Subtotal	<u>(3)</u>	<u>-</u>	<u>10,070</u>	<u>-</u>	<u>-</u>	<u>10,070</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>						
	8908-207-010 General Fund	4	-	-	-	-	-
	Subtotal	<u>4</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>						
	1010 Insurance recovery	1,495	2,306	-	-	-	-
	Subtotal	<u>1,495</u>	<u>2,306</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
	1010 General Fund	1,150,000	1,175,000	1,000,000	700,000	700,000	700,000
	Subtotal	<u>1,150,000</u>	<u>1,175,000</u>	<u>1,000,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>
	Fund Total	<u>\$ 4,631,280</u>	<u>\$ 4,710,619</u>	<u>\$ 4,497,938</u>	<u>\$ 4,142,620</u>	<u>\$ 4,142,620</u>	<u>\$ 4,225,480</u>

**Solid Waste Management Fund  
Solid Waste Administration - Activity #21421**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To look for ways to increase revenues, cut costs, and at a minimum, maintain a balanced budget.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Value Added Services - Conduct periodic, random customer service surveys to determine satisfaction rate.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Capital funding is for the routine replacement of a server.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 34,494	\$ 34,561	\$ 37,609	\$ 38,325	\$ 38,325	\$ 38,651
Operating	63,293	63,021	57,990	57,054	57,054	63,730
Capital	54	4,388	-	2,000	2,000	6,000
Total Expenses	<u>\$ 97,841</u>	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 97,379</u>	<u>\$ 97,379</u>	<u>\$ 108,381</u>
<b><u>FTE's</u></b>						
Management	0.20	0.20	0.20	0.20	0.20	0.20
Admin/Clerical	0.25	0.25	0.25	0.25	0.25	0.25
Trades & Crafts	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total FTE's	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>

Expenses	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21421 Solid Waste Administration</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 13,771	\$ 13,468	\$ 15,321	\$ 15,373	\$ 15,373	\$ 15,321
1516 Administrative & clerical salaries	7,873	8,417	8,602	8,622	8,622	8,622
1518 Trades & crafts	3,455	3,608	3,668	3,668	3,668	3,668
1595 Overtime	278	154	581	500	500	500
1599 Other pay	-	(283)	-	-	-	-
2100 FICA	1,821	1,832	2,063	2,154	2,154	2,151
2200 VRS	3,528	3,600	3,694	3,906	3,906	3,899
2300 Health care	3,519	3,545	3,517	4,011	4,011	4,413
2400 Group life insurance	249	220	163	91	91	77
Subtotal	<u>34,494</u>	<u>34,561</u>	<u>37,609</u>	<u>38,325</u>	<u>38,325</u>	<u>38,651</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	760	652	-	750	750	-
3320 Maintenance service contracts	2,184	5,203	1,263	3,100	3,100	3,850
3321-022 Custodial services	10,708	10,682	10,561	10,790	10,790	5,460
3600 Advertising	947	-	511	1,000	1,000	-
3920 Misc contractual services	4,138	7,152	7,152	7,200	7,200	7,200
3922 Credit card fees	90	-	-	-	-	-
Subtotal	<u>18,827</u>	<u>23,689</u>	<u>19,487</u>	<u>22,840</u>	<u>22,840</u>	<u>16,510</u>
<b>Internal Services</b>						
4300 Central store	250	391	-	300	300	100
Subtotal	<u>250</u>	<u>391</u>	<u>-</u>	<u>300</u>	<u>300</u>	<u>100</u>
<b>Other Charges</b>						
5230 Telecommunications	3,779	3,780	3,641	3,700	3,700	3,500
5310 Property insurance	3,063	3,095	3,157	3,339	3,339	2,755
5510 Personnel development	2,727	2,196	2,061	2,100	2,100	2,100
5520 Employee recognition program	496	541	838	500	500	500
5810 Dues & memberships	594	371	200	400	400	400
5811 VPPSA	4,600	4,750	-	-	-	-
5835 Fiscal agent fees	21,000	21,000	21,000	21,000	21,000	35,000
5885 Compensated absences	2,065	-	-	-	-	-
5890 Bad debt expense	814	480	4,649	-	-	-
Subtotal	<u>39,138</u>	<u>36,213</u>	<u>35,546</u>	<u>31,039</u>	<u>31,039</u>	<u>44,255</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,227	1,807	1,615	1,800	1,800	1,800
6020 Food & food service supplies	52	50	19	-	-	-
6040 Medical/laboratory supplies	59	-	-	75	75	-
6050 Housekeeping & janitorial supplies	28	-	-	-	-	-
6070 Repair & maintenance supplies	38	37	104	50	50	100
6111 Protective clothing	-	-	100	-	-	-
6120 Books & subscriptions	86	-	96	100	100	115
6140 Other operating supplies	424	296	288	300	300	300
6170 Computer mat/supplies	392	53	326	200	200	300
6171 Small equipment	238	61	198	100	100	-
6172 Minor furnishings	1,151	40	211	250	250	250
Subtotal	<u>4,695</u>	<u>2,344</u>	<u>2,957</u>	<u>2,875</u>	<u>2,875</u>	<u>2,865</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	54	4,388	-	2,000	2,000	6,000
Subtotal	<u>54</u>	<u>4,388</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>6,000</u>
<b>Contributions</b>						
9720 HRPDC-Debris Mgmt	383	384	-	-	-	-
Subtotal	<u>383</u>	<u>384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 97,841</u>	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 97,379</u>	<u>\$ 97,379</u>	<u>\$ 108,381</u>
Personnel	\$ 34,494	\$ 34,561	\$ 37,609	\$ 38,325	\$ 38,325	\$ 38,651
Non-personnel	63,347	67,409	57,990	59,054	59,054	69,730
	<u>\$ 97,841</u>	<u>\$ 101,970</u>	<u>\$ 95,599</u>	<u>\$ 97,379</u>	<u>\$ 97,379</u>	<u>\$ 108,381</u>
	-0.11%	4.22%	-6.25%	1.86%	1.86%	11.30%

**Solid Waste Management Fund**  
**Solid Waste Collection & Disposal - Activity #21422**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To accurately record and report all customer requests to the collection contractor and to the York County Utility Billing office to assure accountability, excellent customer service and proper billing for our customers.

**Implementation Strategies**

- Value Added Services - Conduct periodic, random customer service surveys to determine satisfaction rate.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increases are attributable to contractual services for the curbside collection and hauling and disposal programs. Funding was provided for the routine replacement of a computer.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 218,537	\$ 218,599	\$ 225,229	\$ 233,565	\$ 233,565	\$ 235,700
Operating	2,059,823	2,095,454	2,112,423	2,349,199	2,349,199	2,446,045
Capital	5,228	-	7,617	-	14,685	1,500
Total Expenses	<u>\$ 2,283,588</u>	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,582,764</u>	<u>\$ 2,597,449</u>	<u>\$ 2,683,245</u>
<b><u>FTE's</u></b>						
Management	0.40	0.40	0.40	0.40	0.40	0.40
Professional/Technical	1.58	1.58	1.58	1.58	1.58	1.58
Admin/Clerical	1.25	1.25	1.25	1.25	1.25	1.25
Trades & Crafts	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Total FTE's	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21422 Solid Waste Collection &amp; Disposal</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 27,477	\$ 25,464	\$ 30,642	\$ 30,746	\$ 30,746	\$ 30,642
1515 Professional & technical salaries	67,028	67,481	67,161	67,161	67,161	67,161
1516 Administrative & clerical salaries	34,303	36,256	37,002	37,102	37,102	37,102
1518 Trades & crafts	24,182	25,215	25,676	25,676	25,676	25,676
1595 Overtime	2,248	1,652	811	3,000	3,000	2,000
1599 Other pay	-	(567)	-	-	-	-
2100 FICA	10,949	10,976	11,409	12,522	12,522	12,437
2200 VRS	21,706	21,239	21,544	22,689	22,689	22,674
2300 Health care	29,110	29,587	30,034	34,139	34,139	37,558
2400 Group life insurance	1,534	1,296	950	530	530	450
Subtotal	<u>218,537</u>	<u>218,599</u>	<u>225,229</u>	<u>233,565</u>	<u>233,565</u>	<u>235,700</u>
<b>Contractual Services</b>						
3500 Printing & binding	4,737	6,258	5,730	7,000	7,000	6,000
Subtotal	<u>4,737</u>	<u>6,258</u>	<u>5,730</u>	<u>7,000</u>	<u>7,000</u>	<u>6,000</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	4,204	2,830	2,687	3,949	3,949	3,000
Subtotal	<u>4,204</u>	<u>2,830</u>	<u>2,687</u>	<u>3,949</u>	<u>3,949</u>	<u>3,000</u>
<b>Other Charges</b>						
5140 Solid waste collection	1,059,163	1,091,814	1,077,630	1,200,000	1,200,000	1,220,000
5142 Disposal of solid waste	978,356	978,196	1,010,267	1,120,000	1,120,000	1,200,000
5210 Postal/messenger service	12,104	15,084	15,052	17,000	17,000	16,000
5360 Workers' compensation premiums	700	650	650	650	650	635
Subtotal	<u>2,050,323</u>	<u>2,085,744</u>	<u>2,103,599</u>	<u>2,337,650</u>	<u>2,337,650</u>	<u>2,436,635</u>
<b>Materials &amp; Supplies</b>						
6140 Other operating supplies	559	622	407	600	600	410
Subtotal	<u>559</u>	<u>622</u>	<u>407</u>	<u>600</u>	<u>600</u>	<u>410</u>
<b>Capital Outlay</b>						
8150 Vehicles	5,228	-	-	-	-	-
8170 Data processing equipment	-	-	-	-	-	1,500
8170-001 IVR System	-	-	7,617	-	14,685	-
Subtotal	<u>5,228</u>	<u>-</u>	<u>7,617</u>	<u>-</u>	<u>14,685</u>	<u>1,500</u>
Activity Total	<u>\$ 2,283,588</u>	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,582,764</u>	<u>\$ 2,597,449</u>	<u>\$ 2,683,245</u>
Personnel	\$ 218,537	\$ 218,599	\$ 225,229	\$ 233,565	\$ 233,565	\$ 235,700
Non-personnel	2,065,051	2,095,454	2,120,040	2,349,199	2,363,884	2,447,545
	<u>\$ 2,283,588</u>	<u>\$ 2,314,053</u>	<u>\$ 2,345,269</u>	<u>\$ 2,582,764</u>	<u>\$ 2,597,449</u>	<u>\$ 2,683,245</u>
	2.19%	1.33%	1.35%	10.13%	10.75%	3.89%

**Solid Waste Management Fund  
Transfer Station Operations - Activity #21423**

**Mission**

To provide quality collection service and exceptional customer service and increase participation in the County's waste management programs.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Upgrade the Scale House system to provide better security and work on regulation concerns with the vendor providing transfer station services.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 123,758	\$ 127,732	\$ 132,877	\$ 134,356	\$ 134,356	\$ 135,626
Operating	196,076	198,846	189,285	228,537	228,537	229,740
Capital	-	2,480	-	-	-	-
Total Expenses	<u>\$ 319,834</u>	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 362,893</u>	<u>\$ 362,893</u>	<u>\$ 365,366</u>
<b><u>FTE's</u></b>						
Management	0.20	0.20	0.20	0.20	0.20	0.20
Professional/Technical	0.07	0.07	0.07	0.07	0.07	0.07
Trades & Crafts	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
Total FTE's	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>	<u>2.37</u>

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21423 Transfer Station Operations</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 13,771	\$ 13,468	\$ 15,321	\$ 15,373	\$ 15,373	\$ 15,321
1515 Professional & technical salaries	3,695	3,852	3,925	3,925	3,925	3,925
1518 Trades & crafts	58,153	62,036	63,851	64,021	64,021	64,021
1595 Overtime	12,380	14,594	12,116	12,500	12,500	10,000
1596 Holiday worked	-	558	2,202	-	-	2,000
1599 Other pay	-	(283)	-	-	-	-
2100 FICA	6,160	6,722	6,921	7,330	7,330	7,288
2200 VRS	10,725	10,855	11,174	11,765	11,765	11,757
2300 Health care	18,116	15,268	16,875	19,167	19,167	21,081
2400 Group life insurance	758	662	492	275	275	233
Subtotal	<u>123,758</u>	<u>127,732</u>	<u>132,877</u>	<u>134,356</u>	<u>134,356</u>	<u>135,626</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	5,518	5,885	1,958	6,000	6,000	5,000
3320 Maintenance service contracts	3,895	4,285	4,714	4,300	4,300	5,700
3392 Repair/maint-insurance recovery	565	2,306	-	-	-	-
3392-207 Repair/maint-insurance recovery	930	-	-	-	-	-
3955 Transfer station contract	-	-	-	33,602	33,602	29,352
Subtotal	<u>10,908</u>	<u>12,476</u>	<u>6,672</u>	<u>43,902</u>	<u>43,902</u>	<u>40,052</u>
<b>Other Charges</b>						
5110 Electrical services	4,496	5,238	4,085	5,300	5,300	4,750
5130 Water & sewer	3,800	7,211	7,375	7,200	7,200	7,400
5132 Sludge material	-	-	-	2,000	2,000	3,850
5360 Workers' compensation premiums	140	130	130	130	130	130
5811 VPPSA	4,600	4,750	-	-	-	-
5828 Permits & licenses	2,000	2,000	2,000	2,000	2,000	3,580
Subtotal	<u>15,036</u>	<u>19,329</u>	<u>13,590</u>	<u>16,630</u>	<u>16,630</u>	<u>19,710</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	325	250	536	300	300	500
6070 Repair & maintenance supplies	230	33	-	400	400	100
6170 Computer mat/supplies	450	854	145	-	-	100
6172 Minor furnishings	100	-	-	-	-	-
Subtotal	<u>1,105</u>	<u>1,137</u>	<u>681</u>	<u>700</u>	<u>700</u>	<u>700</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	2,480	-	-	-	-
Subtotal	<u>-</u>	<u>2,480</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Debt Service</b>						
9111-001 Principal-VPPSA refinancing	137,560	141,729	150,066	154,235	154,235	162,572
9121-001 Interest-VPPSA refinancing	30,534	23,414	17,692	12,672	12,672	6,503
9125-001 Other debt service exp refinancing	933	761	584	398	398	203
Subtotal	<u>169,027</u>	<u>165,904</u>	<u>168,342</u>	<u>167,305</u>	<u>167,305</u>	<u>169,278</u>
Activity Total	<u>\$ 319,834</u>	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 362,893</u>	<u>\$ 362,893</u>	<u>\$ 365,366</u>
Personnel	\$ 123,758	\$ 127,732	\$ 132,877	\$ 134,356	\$ 134,356	\$ 135,626
Non-personnel	196,076	201,326	189,285	228,537	228,537	229,740
	<u>\$ 319,834</u>	<u>\$ 329,058</u>	<u>\$ 322,162</u>	<u>\$ 362,893</u>	<u>\$ 362,893</u>	<u>\$ 365,366</u>
	4.15%	2.88%	-2.10%	12.64%	12.64%	0.68%

**Solid Waste Management Fund  
Recycling - Activity #21424**

**Mission**

To provide quality collection service and exceptional customer service, develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Increase public education efforts regarding proper recycling practices.
- Continue a Juvenile and Adult Community Service Program to help cut cost and provide labor for the County's Recycling Center.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Personnel savings result from turnover and a decrease in overtime. An increase in operating reflects a full year of funding for weekly recycling services.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 140,455	\$ 143,680	\$ 124,875	\$ 147,325	\$ 147,325	\$ 123,579
Operating	<u>751,681</u>	<u>805,639</u>	<u>862,291</u>	<u>787,176</u>	<u>787,176</u>	<u>907,693</u>
Total Expenses	<u>\$ 892,136</u>	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 934,501</u>	<u>\$ 934,501</u>	<u>\$ 1,031,272</u>
<b><u>FTE's</u></b>						
Management	0.10	0.10	0.10	0.10	0.10	0.10
Professional/Technical	0.85	0.85	0.85	0.85	0.85	0.85
Trades & Crafts	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>
Total FTE's	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>

Expenses	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21424 Recycling</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 6,886	\$ 6,734	\$ 7,661	\$ 7,687	\$ 7,687	\$ 7,661
1515 Professional & technical salaries	44,852	46,719	47,584	47,665	47,665	47,665
1518 Trades & crafts	35,753	36,855	26,910	36,940	36,940	27,337
1595 Overtime	16,802	16,649	9,915	15,350	15,350	9,100
1596 Holiday worked	-	400	870	-	-	900
1599 Other pay	-	(142)	1,592	-	-	-
2100 FICA	7,512	7,722	6,661	8,235	8,235	7,089
2200 VRS	12,405	12,248	10,960	13,032	13,032	11,672
2300 Health care	15,368	15,748	12,226	18,111	18,111	11,924
2400 Group life insurance	877	747	496	305	305	231
Subtotal	<u>140,455</u>	<u>143,680</u>	<u>124,875</u>	<u>147,325</u>	<u>147,325</u>	<u>123,579</u>
<b>Contractual Services</b>						
3500 Printing & binding	132	150	2,422	150	150	100
3600 Advertising	-	758	-	-	-	900
3930 Uniform support services	1,509	1,663	1,365	1,700	1,700	1,500
Subtotal	<u>1,641</u>	<u>2,571</u>	<u>3,787</u>	<u>1,850</u>	<u>1,850</u>	<u>2,500</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	9,625	10,136	10,258	11,864	11,864	10,357
Subtotal	<u>9,625</u>	<u>10,136</u>	<u>10,258</u>	<u>11,864</u>	<u>11,864</u>	<u>10,357</u>
<b>Other Charges</b>						
5145 Recycling	676,202	727,183	756,687	682,740	682,740	804,340
5210 Postal/messenger service	49	4	4,180	-	-	-
5360 Workers' compensation premiums	2,800	2,600	2,600	2,600	2,600	2,550
5510 Personnel development	817	138	600	200	200	200
5811 VPPSA admin fee	-	-	4,875	4,875	4,875	4,875
5886 Household chemical program	59,630	62,259	77,832	82,147	82,147	81,971
Subtotal	<u>739,498</u>	<u>792,184</u>	<u>846,774</u>	<u>772,562</u>	<u>772,562</u>	<u>893,936</u>
<b>Materials &amp; Supplies</b>						
6111 Protective clothing	431	151	292	400	400	400
6140 Other operating supplies	486	597	363	500	500	500
6170 Computer mat/supplies	-	-	817	-	-	-
Subtotal	<u>917</u>	<u>748</u>	<u>1,472</u>	<u>900</u>	<u>900</u>	<u>900</u>
Activity Total	<u>\$ 892,136</u>	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 934,501</u>	<u>\$ 934,501</u>	<u>\$ 1,031,272</u>
Personnel	\$ 140,455	\$ 143,680	\$ 124,875	\$ 147,325	\$ 147,325	\$ 123,579
Non-personnel	<u>751,681</u>	<u>805,639</u>	<u>862,291</u>	<u>787,176</u>	<u>787,176</u>	<u>907,693</u>
	<u>\$ 892,136</u>	<u>\$ 949,319</u>	<u>\$ 987,166</u>	<u>\$ 934,501</u>	<u>\$ 934,501</u>	<u>\$ 1,031,272</u>
	22.76%	6.41%	3.99%	-5.33%	-5.33%	10.36%

**Solid Waste Management Fund  
Composting Operations/Leaf Collections - Activity #21425**

**Mission**

To provide quality collection service and exceptional customer service, increase participation in the County's waste management programs, and develop information and incentives to improve the community's source reduction, recycling, buy-recycled, litter prevention and beautification habits.

**Goals**

- To provide friendly and efficient customer service.
- To continue to provide accurate information to users regarding the rules governing the operation of each program offered at the facility.
- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Provide disposal of yard waste from curbside collection and citizen drop-off.
- Continue meeting the federal regulation mandate of 25% recycling of our waste stream with the composting program.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance and more funding provided in overtime. Funding decreased for the contractual arrangement with Virginia Peninsulas Public Service Authority for composting services.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Personnel	\$ 169,237	\$ 174,325	\$ 184,524	\$ 183,711	\$ 183,711	\$ 190,268
Operating	397,908	342,948	352,001	405,862	405,862	384,136
Capital	-	106,100	-	1,500	1,500	-
Total Expenses	<u>\$ 567,145</u>	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 591,073</u>	<u>\$ 591,073</u>	<u>\$ 574,404</u>
<b><u>FTE's</u></b>						
Management	0.10	0.10	0.10	0.10	0.10	0.10
Trades & Crafts	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>
Total FTE's	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>

Expenses	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21425 Composting Operations/Leaf Collection</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 6,886	\$ 6,734	\$ 7,661	\$ 7,687	\$ 7,687	\$ 7,661
1518 Trades & crafts	109,649	115,275	119,208	119,207	119,207	119,207
1595 Overtime	4,338	3,102	8,926	5,000	5,000	8,600
1596 Holiday worked	-	-	146	-	-	400
1599 Other pay	-	(142)	-	-	-	-
2100 FICA	8,650	8,945	9,938	10,090	10,090	10,394
2200 VRS	16,419	16,568	16,975	17,917	17,917	17,914
2300 Health care	22,134	22,832	20,923	23,391	23,391	25,737
2400 Group life insurance	1,161	1,011	747	419	419	355
Subtotal	<u>169,237</u>	<u>174,325</u>	<u>184,524</u>	<u>183,711</u>	<u>183,711</u>	<u>190,268</u>
<b>Contractual Services</b>						
3110 Payment for medical services	41	71	37	150	150	100
3200 Temporary services	30,643	33,321	37,039	31,000	31,000	37,000
3930 Uniform support services	619	617	434	700	700	400
Subtotal	<u>31,303</u>	<u>34,009</u>	<u>37,510</u>	<u>31,850</u>	<u>31,850</u>	<u>37,500</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	45,603	43,609	36,089	54,634	54,634	44,634
Subtotal	<u>45,603</u>	<u>43,609</u>	<u>36,089</u>	<u>54,634</u>	<u>54,634</u>	<u>44,634</u>
<b>Other Charges</b>						
5143 Composting	316,077	258,498	269,349	310,023	310,023	292,492
5360 Workers' compensation premiums	3,640	3,380	3,380	3,380	3,380	3,315
5811 VPPSA admin fee	-	-	4,875	4,875	4,875	4,875
5850 Mileage expenses	-	1,922	-	-	-	-
Subtotal	<u>319,717</u>	<u>263,800</u>	<u>277,604</u>	<u>318,278</u>	<u>318,278</u>	<u>300,682</u>
<b>Materials &amp; Supplies</b>						
6020 Food & food services supplies	-	-	70	-	-	-
6081 Lubricants	-	41	-	-	-	-
6111 Protective clothing	417	238	313	300	300	500
6140 Other operating supplies	685	651	415	400	400	420
6171 Small equipment	183	600	-	400	400	400
Subtotal	<u>1,285</u>	<u>1,530</u>	<u>798</u>	<u>1,100</u>	<u>1,100</u>	<u>1,320</u>
<b>Capital Outlay</b>						
8150 Vehicles	-	106,100	-	-	-	-
8170 Data processing equipment	-	-	-	1,500	1,500	-
Subtotal	<u>-</u>	<u>106,100</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
Activity Total	<u>\$ 567,145</u>	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 591,073</u>	<u>\$ 591,073</u>	<u>\$ 574,404</u>
Personnel	\$ 169,237	\$ 174,325	\$ 184,524	\$ 183,711	\$ 183,711	\$ 190,268
Non-personnel	397,908	449,048	352,001	407,362	407,362	384,136
	<u>\$ 567,145</u>	<u>\$ 623,373</u>	<u>\$ 536,525</u>	<u>\$ 591,073</u>	<u>\$ 591,073</u>	<u>\$ 574,404</u>
	-41.83%	9.91%	-13.93%	10.17%	10.17%	-2.82%

**Solid Waste Management Fund**  
**Landfill Closure/Post-Maintenance - Activity #21426**

**Mission**

State and federal laws and regulations require that the County perform post-closure care requirements on its landfill.

**Goals**

- To remain in full compliance with all state and federal regulations.

**Implementation Strategies**

- Perform annual evaluation to determine future costs.

**Budget Comments - FY2012**

Funding includes an increase for ground water monitoring services.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 9,121	\$ 11,370	\$ 11,911	\$ 10,926	\$ 10,926	\$ 11,788
Operating	56,492	54,492	52,661	70,382	70,382	72,334
Capital	<u>36,308</u>	<u>252</u>	<u>12,536</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Expenses	<u>\$ 101,921</u>	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 106,308</u>	<u>\$ 106,308</u>	<u>\$ 109,122</u>

Expenses	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SOLID WASTE MANAGEMENT FUND</b>						
<b>21426 Landfill Closure/Post-Maintenance</b>						
<b>Personnel Services</b>						
1533 As required-trades/crafts	\$ 104	\$ 145	\$ 351	\$ 150	\$ 150	\$ 150
1595 Overtime	8,369	10,419	10,714	10,000	10,000	10,800
2100 FICA	648	806	846	776	776	838
Subtotal	<u>9,121</u>	<u>11,370</u>	<u>11,911</u>	<u>10,926</u>	<u>10,926</u>	<u>11,788</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	1,912	-	-	-	-	-
3920 Misc contractual services	19,209	20,792	17,885	35,760	35,760	36,767
Subtotal	<u>21,121</u>	<u>20,792</u>	<u>17,885</u>	<u>35,760</u>	<u>35,760</u>	<u>36,767</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	905	-	64	-	-	-
Subtotal	<u>905</u>	<u>-</u>	<u>64</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5510 Personnel development	-	-	225	500	500	500
5828 Permits & licenses	500	500	500	500	500	900
Subtotal	<u>500</u>	<u>500</u>	<u>725</u>	<u>1,000</u>	<u>1,000</u>	<u>1,400</u>
<b>Materials &amp; Supplies</b>						
6140 Other operating supplies	125	-	-	-	-	-
6171 Small equipment	124	106	409	250	250	400
Subtotal	<u>249</u>	<u>106</u>	<u>409</u>	<u>250</u>	<u>250</u>	<u>400</u>
<b>Capital Outlay</b>						
8050 Site work	36,266	252	12,536	25,000	25,000	25,000
8180 Building & grounds	42	-	-	-	-	-
Subtotal	<u>36,308</u>	<u>252</u>	<u>12,536</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Debt Service</b>						
9111-001 Principal-VPPSA refinancing	27,440	28,271	29,934	30,765	30,765	32,429
9121-001 Interest-VPPSA refinancing	6,091	4,671	3,528	2,528	2,528	1,297
9125-001 Other debt service exp refinancing	186	152	116	79	79	41
Subtotal	<u>33,717</u>	<u>33,094</u>	<u>33,578</u>	<u>33,372</u>	<u>33,372</u>	<u>33,767</u>
Activity Total	<u>\$ 101,921</u>	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 106,308</u>	<u>\$ 106,308</u>	<u>\$ 109,122</u>
Personnel	\$ 9,121	\$ 11,370	\$ 11,911	\$ 10,926	\$ 10,926	\$ 11,788
Non-personnel	<u>92,800</u>	<u>54,744</u>	<u>65,197</u>	<u>95,382</u>	<u>95,382</u>	<u>97,334</u>
	<u>\$ 101,921</u>	<u>\$ 66,114</u>	<u>\$ 77,108</u>	<u>\$ 106,308</u>	<u>\$ 106,308</u>	<u>\$ 109,122</u>
	16.88%	-35.13%	16.63%	37.87%	37.87%	2.65%

This page intentionally left blank.

**WATER UTILITY  
FUND 24  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 1,956,120
Projected FY2011 Revenues		
Local	\$ 490,300	
Other financing sources	<u>1,000,000</u>	
Total		\$ 1,490,300
Projected FY2011 Expenses		<u>4,507,492</u>
Net Change		<u>(3,017,192)</u>
Projected Fund Balance 6/30/2011		\$ (1,061,072)
Projected FY2012 Revenues		
Local	\$ 424,000	
Other financing sources	<u>780,000</u>	
Total		\$ 1,204,000
Projected FY2012 Expenses		<u>437,465</u>
Net Change		<u>766,535</u>
Projected Fund Balance 6/30/2012		<u>\$ (294,537)</u>

**WATER UTILITY  
FUND 24**

This fund accounts for the revenues and expenses relating to the County's water distribution system that provided quality drinking water. This is accomplished through the divisions below. Individual division details follow this summary page.

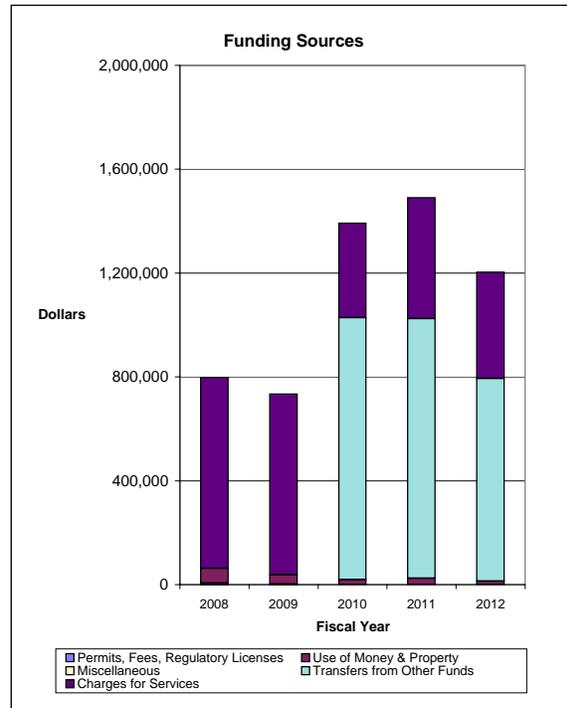
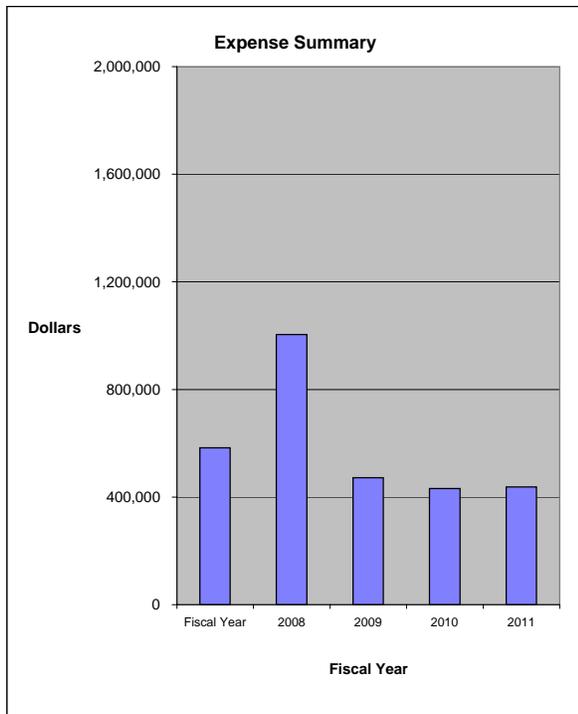
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Permits, Fees, Regulatory Licenses	\$ 5,990	\$ 1,902	\$ -	\$ -	\$ -	\$ -	0.00%
Use of Money & Property	56,346	36,549	18,823	25,000	25,000	14,000	1.17%
Charges for Services	735,172	695,560	364,243	465,300	465,300	410,000	34.05%
Miscellaneous	-	-	240	-	-	-	0.00%
Transfers from Other Funds	-	-	1,009,211	1,000,000	1,000,000	780,000	64.78%
<b>Total Funding Sources</b>	<b>\$ 797,508</b>	<b>\$ 734,011</b>	<b>\$ 1,392,517</b>	<b>\$ 1,490,300</b>	<b>\$ 1,490,300</b>	<b>\$ 1,204,000</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Utility Operations	\$ 582,742	\$ 524,689	\$ 438,480	\$ 431,365	\$ 431,365	\$ 437,465	1.41%
Utility Construction	-	479,921	32,872	-	4,076,127	-	0.00%
<b>Total Expenses</b>	<b>\$ 582,742</b>	<b>\$ 1,004,610</b>	<b>\$ 471,352</b>	<b>\$ 431,365</b>	<b>\$ 4,507,492</b>	<b>\$ 437,465</b>	<b>1.41%</b>

<b>Expense by Category</b>							
Personnel	\$ 87,785	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -	0.00%
Operating	494,957	456,208	358,370	431,365	431,365	437,465	1.41%
Capital	-	481,393	32,872	-	4,076,127	-	0.00%
<b>Total Expenses</b>	<b>\$ 582,742</b>	<b>\$ 1,004,610</b>	<b>\$ 471,352</b>	<b>\$ 431,365</b>	<b>\$ 4,507,492</b>	<b>\$ 437,465</b>	<b>1.41%</b>

<b>FTE's</b>						
Management	-	-	0.10	-	-	-
Trades & Crafts	1.50	1.50	1.80	-	-	-
<b>Total FTE's</b>	<b>1.50</b>	<b>1.50</b>	<b>1.90</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Key Service Indicators</b>						
Number of projects	-	-	2	-	4	-
Water for resale (in gallons)	86,753,575	80,434,000	75,824,875	86,769,750	86,769,750	87,550,000



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>WATER UTILITY FUND</b>						
<b>30313</b>	<b>Permits, Fees, Regulatory Licenses</b>					
3160	Water inspection fees	\$ 5,990	\$ 1,902	\$ -	\$ -	\$ -
	Subtotal	<u>5,990</u>	<u>1,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010	Interest on deposits	55,522	36,549	18,823	25,000	14,000
2060	Sale of equipment	824	-	-	-	-
	Subtotal	<u>56,346</u>	<u>36,549</u>	<u>18,823</u>	<u>25,000</u>	<u>14,000</u>
<b>30316</b>	<b>Charges for Services</b>					
5511	Penalty/interest	4,980	8,361	5,321	4,000	-
5530	Connection fees	63,550	29,038	46,590	51,300	-
5530-001	Connection fees-projects	-	-	2,961	-	-
6510	Water service	342,707	321,377	4,168	-	-
6540	Sale of bulk water	323,935	336,784	305,203	410,000	410,000
	Subtotal	<u>735,172</u>	<u>695,560</u>	<u>364,243</u>	<u>465,300</u>	<u>410,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010	Prior year expense refund	-	-	240	-	-
	Subtotal	<u>-</u>	<u>-</u>	<u>240</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010	General Fund	-	-	1,009,211	1,000,000	780,000
	Subtotal	<u>-</u>	<u>-</u>	<u>1,009,211</u>	<u>1,000,000</u>	<u>780,000</u>
	Fund Total	<u>\$ 797,508</u>	<u>\$ 734,011</u>	<u>\$ 1,392,517</u>	<u>\$ 1,490,300</u>	<u>\$ 1,204,000</u>

**Water Utility Fund**  
**Utility Operations - Activity #24446**

**Mission**

To adequately maintain the on-site main lines and fire hydrants in the Williamsburg Area By-Pass Road Water Service Area.

**Goals**

- The turn over to the City of Newport News-Newport News Waterworks for operation and maintenance has been completed.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Budget Comments - FY2012**

Increased funding has been provided for fiscal agent fees and repair & maintenance supplies.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 87,785	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -
Operating	494,957	456,208	358,370	431,365	431,365	437,465
Capital	-	1,472	-	-	-	-
Total Expenses	<u>\$ 582,742</u>	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 431,365</u>	<u>\$ 431,365</u>	<u>\$ 437,465</u>
<b><u>FTE's</u></b>						
Management	-	-	0.10	-	-	-
Trades & Crafts	<u>1.50</u>	<u>1.50</u>	<u>1.80</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total FTE's	<u>1.50</u>	<u>1.50</u>	<u>1.90</u>	<u>-</u>	<u>-</u>	<u>-</u>

Expenditures	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>WATER UTILITY FUND</b>						
<b>24446</b>	<b>Utility Operations</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ -	\$ -	\$ 6,267	\$ -	\$ -	\$ -
1515 Professional & technical salaries	-	-	14,773	-	-	-
1518 Trades & crafts	36,806	39,232	39,262	-	-	-
1523 Reg PT trades & crafts	32,535	12,559	-	-	-	-
1595 Overtime	211	-	132	-	-	-
2100 FICA	4,437	3,395	4,219	-	-	-
2200 VRS	5,416	5,277	7,946	-	-	-
2300 Health care	7,997	6,224	7,163	-	-	-
2400 Group life insurance	383	322	348	-	-	-
Subtotal	<u>87,785</u>	<u>67,009</u>	<u>80,110</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>						
3310 Repairs & maintenance	-	2,000	-	2,500	2,500	2,000
3500 Printing & binding	730	891	240	-	-	-
3820 HRPDC-Wtr (FIN-H20)	5,656	5,865	5,865	5,865	5,865	5,865
3920 Misc contractual services	4,049	3,437	729	5,000	5,000	5,000
3930 Uniform support services	599	468	378	-	-	-
Subtotal	<u>11,034</u>	<u>12,661</u>	<u>7,212</u>	<u>13,365</u>	<u>13,365</u>	<u>12,865</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	9,193	10,750	5,885	-	-	-
Subtotal	<u>9,193</u>	<u>10,750</u>	<u>5,885</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Charges</b>						
5110 Electrical services	34,038	39,035	1,226	-	-	600
5131 Water for resale	366,871	372,802	328,833	410,000	410,000	410,000
5210 Postal/messenger service	1,740	1,434	251	-	-	-
5310 Property insurance	2,072	2,106	2,159	-	-	-
5360 Workers' compensation premiums	1,400	1,300	1,547	-	-	-
5510 Personnel development	1,299	290	-	-	-	-
5810 Dues & memberships	265	360	297	-	-	-
5835 Fiscal agent fees	8,000	8,000	8,000	8,000	8,000	10,000
5850 Mileage expense	46	-	-	-	-	-
5875 Water purveyor fees	791	791	187	-	-	-
Subtotal	<u>416,522</u>	<u>426,118</u>	<u>342,500</u>	<u>418,000</u>	<u>418,000</u>	<u>420,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	583	626	658	-	-	-
6050 Housekeep & janitorial supplies	59	238	323	-	-	-
6070 Repair & maintenance supplies	5,178	5,710	1,474	-	-	4,000
6110 Uniforms & wearing apparel	290	105	25	-	-	-
6170 Computer mat/supplies	30	-	293	-	-	-
Subtotal	<u>6,140</u>	<u>6,679</u>	<u>2,773</u>	<u>-</u>	<u>-</u>	<u>4,000</u>
<b>Capital Outlay</b>						
8170 Data processing equipment	-	1,472	-	-	-	-
Subtotal	<u>-</u>	<u>1,472</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers to Other Funds</b>						
9274 Water & Sewer Extension Fund	52,068	-	-	-	-	-
Subtotal	<u>52,068</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 582,742</u>	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 431,365</u>	<u>\$ 431,365</u>	<u>\$ 437,465</u>
Personnel	\$ 87,785	\$ 67,009	\$ 80,110	\$ -	\$ -	\$ -
Non-personnel	494,957	457,680	358,370	431,365	431,365	437,465
	<u>\$ 582,742</u>	<u>\$ 524,689</u>	<u>\$ 438,480</u>	<u>\$ 431,365</u>	<u>\$ 431,365</u>	<u>\$ 437,465</u>
	-14.71%	-9.96%	-16.43%	-1.62%	-1.62%	1.41%

**Water Utility Fund**  
**Utility Construction - Activity #90912**

**Mission**

To adequately maintain the on-site main lines and fire hydrants in the Williamsburg Area By-Pass Road Water Service Area.

**Goals**

- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Budget Comments - FY2012**

There are no new water projects planned.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Capital	\$ -	\$ 479,921	\$ 32,872	\$ -	\$ 4,076,127	\$ -
Total Expenses	<u>\$ -</u>	<u>\$ 479,921</u>	<u>\$ 32,872</u>	<u>\$ -</u>	<u>\$ 4,076,127</u>	<u>\$ -</u>

Expenditures	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>WATER UTILITY FUND</b>						
<b>90912</b>	<b>Utility Construction</b>					
<b>Capital Outlay</b>						
8040-001 System Devel Fee - NNWW	\$ -	\$ 479,921	\$ -	\$ -	\$ -	\$ -
91435 Lightfoot	-	-	28,522	-	-	-
91445 Burts Rd	-	-	-	-	692,448	-
91459 Burcher Rd	-	-	-	-	175,000	-
91467 NNWW/Lightfoot Extension	-	-	4,350	-	2,728,679	-
91517 East Rochambeau	-	-	-	-	480,000	-
Activity Total	<u>\$ -</u>	<u>\$ 479,921</u>	<u>\$ 32,872</u>	<u>\$ -</u>	<u>\$ 4,076,127</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	-	479,921	32,872	-	4,076,127	-
	<u>\$ -</u>	<u>\$ 479,921</u>	<u>\$ 32,872</u>	<u>\$ -</u>	<u>\$ 4,076,127</u>	<u>\$ -</u>
	0.00%	100.00%	-93.15%	-100.00%	12300.00%	0.00%

This page intentionally left blank.

**SEWER UTILITY  
FUND 25  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 5,705,607
Projected FY2011 Revenues		
Local	\$ 8,350,000	
State and Federal	137,890	
Other financing sources	<u>16,350,447</u>	
Total		\$ 24,838,337
Projected FY2011 Expenses		<u>33,351,202</u>
Net Change		<u>(8,512,865)</u>
Projected Fund Balance 6/30/2011		\$ (2,807,258)
Projected FY2012 Revenues		
Local	\$ 9,441,250	
State and Federal	299,039	
Other financing sources	<u>1,300,000</u>	
Total		\$ 11,040,289
Projected FY2012 Expenses		<u>14,643,669</u>
Net Change		<u>(3,603,380)</u>
Projected Fund Balance 6/30/2012		<u>\$ (6,410,638)</u>

**SEWER UTILITY  
FUND 25**

This fund accounts for the revenues and expenses relating to the County's sanitary sewer collection system. This is accomplished through the divisions below. Individual division details follow this summary page.

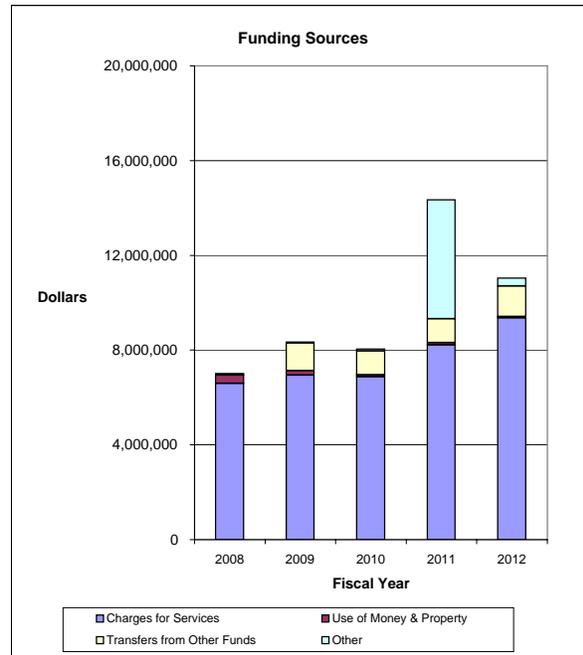
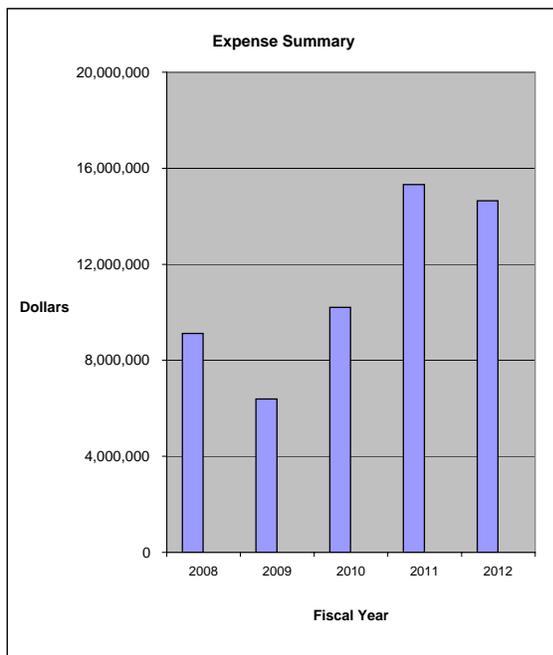
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Permits, Fees, Regulatory Licenses	\$ 55,341	\$ 30,116	\$ 5,493	\$ 30,000	\$ 30,000	\$ 30,000	0.27%
Use of Money & Property	351,515	180,256	76,370	100,000	100,000	50,000	0.45%
Charges for Services	6,597,825	6,948,332	6,879,550	8,220,000	8,220,000	9,361,250	84.79%
Miscellaneous	4,548	2,456	29,335	-	-	-	0.00%
Recovered Costs	-	-	2,200	-	-	-	0.00%
State Aid & Grants	78	-	-	-	-	-	0.00%
Federal Aid & Grants	377	-	25,000	-	137,890	299,039	2.71%
Non-Revenue Receipts	7,743	829	14,147	5,000,000	15,350,447	-	0.00%
Transfers from Other Funds	-	1,177,794	1,010,127	1,000,000	1,000,000	1,300,000	11.78%
<b>Total Funding Sources</b>	<b>\$ 7,017,427</b>	<b>\$ 8,339,783</b>	<b>\$ 8,042,222</b>	<b>\$ 14,350,000</b>	<b>\$ 24,838,337</b>	<b>\$ 11,040,289</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Utility Operations	\$ 6,117,281	\$ 3,424,190	\$ 3,530,289	\$ 3,853,178	\$ 3,914,085	\$ 3,899,168	1.19%
Engineering	1,261,386	1,220,330	1,495,905	1,623,917	1,647,642	1,635,337	0.70%
Debt Service	669,989	668,039	1,008,858	2,308,004	2,619,308	2,059,164	-10.78%
Utility Construction	1,075,922	1,072,923	4,171,593	7,530,000	25,170,167	7,050,000	-6.37%
<b>Total Expenses</b>	<b>\$ 9,124,578</b>	<b>\$ 6,385,482</b>	<b>\$ 10,206,645</b>	<b>\$ 15,315,099</b>	<b>\$ 33,351,202</b>	<b>\$ 14,643,669</b>	<b>-4.38%</b>

<b>Expense by Category</b>							
Personnel	\$ 2,907,750	\$ 2,910,369	\$ 3,141,347	\$ 3,435,212	\$ 3,435,212	\$ 3,481,217	1.34%
Operating	5,108,077	2,359,481	2,842,613	4,283,932	4,597,986	4,059,252	-5.24%
Capital	1,108,751	1,115,632	4,222,685	7,595,955	25,318,004	7,103,200	-6.49%
<b>Total Expenses</b>	<b>\$ 9,124,578</b>	<b>\$ 6,385,482</b>	<b>\$ 10,206,645</b>	<b>\$ 15,315,099</b>	<b>\$ 33,351,202</b>	<b>\$ 14,643,669</b>	<b>-4.38%</b>

<b>FTE's</b>						
Management	1.00	1.00	1.90	2.00	2.00	2.00
Professional/Technical	16.50	16.50	19.20	19.50	19.50	19.50
Admin/Clerical	1.25	1.25	1.25	1.25	1.25	1.25
Trades & Crafts	31.00	31.00	32.00	33.50	33.50	33.50
<b>Total FTE's</b>	<b>49.75</b>	<b>49.75</b>	<b>54.35</b>	<b>56.25</b>	<b>56.25</b>	<b>56.25</b>

<b>Key Service Indicators</b>						
Number of residential & commercial customers	18,951	19,240	19,406	19,817	19,817	20,492
Pump, lift & vacuum stations	71	75	75	76	76	81
Force main, gravity sewer & vacuum miles	323	329	338	343	343	354
Manholes	5,860	5,914	5,952	6,057	6,057	6,110



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>SEWER UTILITY FUND</b>						
<b>30313</b>	<b>Permits, Fees, Regulatory Licenses</b>					
3160 Sewer inspection fees	\$ 55,341	\$ 30,116	\$ 5,493	\$ 30,000	\$ 30,000	\$ 30,000
Subtotal	<u>55,341</u>	<u>30,116</u>	<u>5,493</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	344,783	179,648	76,345	100,000	100,000	50,000
1014 Interest on \$9.4M Sewer	2,680	240	-	-	-	-
1015 Interest on \$8.75M Sewer	3,187	368	25	-	-	-
2060 Sale of equip/tools	865	-	-	-	-	-
Subtotal	<u>351,515</u>	<u>180,256</u>	<u>76,370</u>	<u>100,000</u>	<u>100,000</u>	<u>50,000</u>
<b>30316</b>	<b>Charges for Services</b>					
3520 Fire hydrant service	52,800	25,600	18,880	30,000	30,000	20,000
5510 Sewer service	5,789,098	6,034,254	6,271,346	6,400,000	6,400,000	6,699,950
5511 Penalty/interest	116,696	169,583	163,752	150,000	150,000	175,000
5512 Cutoff/meter removal fees	23,777	40,419	33,225	30,000	30,000	30,000
5530 Connection fees	606,324	535,724	249,975	500,000	500,000	250,000
5530-001 Project connection fees	-	-	24,925	955,000	955,000	2,031,300
5535 Vacuum subdivision conn	2,500	5,000	2,500	5,000	5,000	5,000
8650 Sale of sewer regulations	20	50	-	-	-	-
9999 Lightfoot force main-lease	6,610	137,702	114,947	150,000	150,000	150,000
Subtotal	<u>6,597,825</u>	<u>6,948,332</u>	<u>6,879,550</u>	<u>8,220,000</u>	<u>8,220,000</u>	<u>9,361,250</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	1,737	-	246	-	-	-
9080 Misc repairs/damages	-	-	27,289	-	-	-
9090 Miscellaneous	2,811	575	1,800	-	-	-
9090-001 Miscellaneous Local-sales	-	1,881	-	-	-	-
Subtotal	<u>4,548</u>	<u>2,456</u>	<u>29,335</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30319</b>	<b>Recovered Costs</b>					
8020 Easement-recovered cost	-	-	2,200	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>2,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30324</b>	<b>State Aid &amp; Grants</b>					
8908-207-010 General Fund	78	-	-	-	-	-
Subtotal	<u>78</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30333</b>	<b>Federal Aid &amp; Grants</b>					
1001-300 Bld America Bonds Subsidy	-	-	-	-	137,890	299,039
8110-300 ARRA-clean diesel backhoe	-	-	25,000	-	-	-
8908-207-010 General Fund	377	-	-	-	-	-
Subtotal	<u>377</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>137,890</u>	<u>299,039</u>
<b>30341</b>	<b>Non-Revenue Receipts</b>					
1010 Insurance recovery	7,743	829	3,438	-	-	-
1010-002 Ins recvry-2009 Nor'easter	-	-	10,709	-	-	-
1300 Revenue bonds	-	-	-	5,000,000	15,280,000	-
1301 Premium on bonds	-	-	-	-	63,447	-
1302 Issuer Equity Contribution	-	-	-	-	7,000	-
Subtotal	<u>7,743</u>	<u>829</u>	<u>14,147</u>	<u>5,000,000</u>	<u>15,350,447</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	-	-	1,009,211	1,000,000	1,000,000	1,300,000
1027 York Sanitary District #2	-	-	916	-	-	-
1074 Water & Sewer Extension Fund	-	1,177,794	-	-	-	-
Subtotal	<u>-</u>	<u>1,177,794</u>	<u>1,010,127</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,300,000</u>
Fund Total	<u>\$ 7,017,427</u>	<u>\$ 8,339,783</u>	<u>\$ 8,042,222</u>	<u>\$ 14,350,000</u>	<u>\$ 24,838,337</u>	<u>\$ 11,040,289</u>

**Sewer Utility Fund**  
**Utility Operations - Activity #25446**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Increased funding has been provided for repairs & maintenance, water & sewer, postage, fiscal agent fees, medical supplies, chemicals and the routine replacement of data processing equipment. Reductions are programmed for custodial services, vehicle maintenance, telecommunications, property insurance, personnel development, repair & maintenance supplies and fuel.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 1,782,298	\$ 1,829,314	\$ 1,821,113	\$ 2,032,410	\$ 2,032,410	\$ 2,052,910
Operating	4,307,992	1,560,462	1,679,875	1,806,613	1,809,363	1,831,258
Capital	26,991	34,414	29,301	14,155	72,312	15,000
Total Expenses	<u>\$ 6,117,281</u>	<u>\$ 3,424,190</u>	<u>\$ 3,530,289</u>	<u>\$ 3,853,178</u>	<u>\$ 3,914,085</u>	<u>\$ 3,899,168</u>
<b><u>FTE's</u></b>						
Professional/Technical	4.50	4.50	4.50	4.50	4.50	4.50
Admin/Clerical	0.75	0.75	0.75	0.75	0.75	0.75
Trades & Crafts	31.00	31.00	31.00	33.50	33.50	33.50
Total FTE's	<u>36.25</u>	<u>36.25</u>	<u>36.25</u>	<u>38.75</u>	<u>38.75</u>	<u>38.75</u>

Expenditures	FY2008 Actual Expense	FY2009 Actual Expense	FY2010 Actual Expense	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SEWER UTILITY FUND</b>						
<b>25446 Utility Operations</b>						
<b>Personnel Services</b>						
1515 Professional & technical salaries	\$ 237,502	\$ 234,054	\$ 242,107	\$ 242,367	\$ 242,367	\$ 242,627
1516 Administration & clerical salaries	20,438	23,296	24,218	24,278	24,278	24,278
1518 Trades & crafts	1,020,243	1,061,554	1,046,643	1,156,257	1,156,257	1,163,986
1523 Reg PT trades & crafts	-	-	-	11,320	11,320	11,320
1595 Overtime	35,498	42,135	45,031	45,000	45,000	43,500
1596 Holiday worked	-	65	1,419	-	-	1,500
1599 Other pay	25,933	25,153	20,210	30,000	30,000	25,000
2100 FICA	99,514	103,292	102,608	115,455	115,455	115,684
2200 VRS	181,203	177,887	176,713	200,914	200,914	202,042
2300 Health care	149,160	151,007	154,356	202,123	202,123	218,967
2400 Group life insurance	12,807	10,871	7,808	4,696	4,696	4,006
Subtotal	<u>1,782,298</u>	<u>1,829,314</u>	<u>1,821,113</u>	<u>2,032,410</u>	<u>2,032,410</u>	<u>2,052,910</u>
<b>Contractual Services</b>						
3110 Payment for medical services	254	820	332	500	500	500
3310 Repairs & maintenance	12,044	18,716	17,897	12,000	12,000	18,000
3320 Maintenance service contracts	53,245	84,252	11,985	50,000	49,625	50,000
3320-001 Maintenance svc contract-SCADA	-	-	-	117,547	117,547	117,547
3321-012 Custodial svcs	15,794	15,756	13,999	16,000	16,000	14,520
3322 Professional services	-	-	73,537	55,000	58,125	55,000
3392 Repair/maint - insurance recovery	6,132	643	-	-	-	-
3500 Printing & binding	13,604	14,103	14,458	14,000	14,000	15,335
3920 Misc contractual services	84,785	77,860	150,448	70,000	70,000	70,000
3930 Uniform support services	14,234	15,328	15,168	15,000	15,000	15,000
Subtotal	<u>200,092</u>	<u>227,478</u>	<u>297,824</u>	<u>350,047</u>	<u>352,797</u>	<u>355,902</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	190,026	166,800	171,145	197,930	197,930	188,742
4211 Misc vehicle maintenance charges	-	-	33	-	-	-
4230 Maint non-fleet vehicle	75,804	59,777	60,477	65,100	65,100	65,100
4300 Central stores	71	71	-	-	-	-
4500 Radio maintenance	7,275	4,485	-	-	-	-
Subtotal	<u>273,176</u>	<u>231,133</u>	<u>231,655</u>	<u>263,030</u>	<u>263,030</u>	<u>253,842</u>
<b>Other Charges</b>						
5110 Electrical services	233,790	269,497	255,831	300,000	300,000	300,000
5120 Heating services	3,212	1,904	1,624	2,000	2,000	2,000
5130 Water & sewer	404,913	421,632	498,585	480,000	480,000	500,000
5210 Postal/messenger service	32,704	32,607	37,306	35,000	35,000	40,225
5230 Telecommunications	22,315	18,382	14,565	20,000	20,000	17,000
5310 Property insurance	34,801	38,065	38,874	43,906	43,906	37,129
5350 Unemployment insurance claim	1,070	-	287	-	-	-
5360 Workers' compensation premiums	7,560	7,020	7,020	8,320	8,320	8,150
5510 Personnel development	12,885	5,401	8,177	8,700	8,700	8,000
5810 Dues & memberships	390	-	-	-	-	-
5828 Permit & licenses	-	1,600	3,200	-	-	-
5835 Fiscal agent fees	13,000	13,000	13,000	13,000	13,000	20,600
5850 Mileage expenses	140	-	-	-	-	-
Subtotal	<u>766,780</u>	<u>809,108</u>	<u>878,469</u>	<u>910,926</u>	<u>910,926</u>	<u>933,104</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,409	2,610	2,569	2,600	2,600	2,600
6011 Photo supplies	596	599	482	-	-	-
6040 Medical/laboratory supply	1,297	667	2,441	700	700	2,000
6050 Housekeep & janitorial supplies	1,331	1,927	3,048	1,500	1,500	3,000
6070 Repair & maintenance supplies	130,811	184,059	144,145	170,000	170,000	165,000
6070-001 Odor control-Bioxide	49,857	80,392	93,676	80,000	80,000	90,000
6080 Fuel	7,312	6,539	6,072	10,000	10,000	7,500
6081 Lubricants	2,052	2,375	3,352	2,000	2,000	3,000
6090 Vehicle powered equip supplies	63	799	-	200	200	200
6092 Mat/sup-insurance recovery	2,544	217	341	-	-	-
6110 Uniforms & wearing apparel	-	679	144	1,000	1,000	1,000
6111 Protective clothing	7,978	7,908	9,042	9,000	9,000	9,000
6120 Books & subscriptions	310	235	174	200	200	200
6140 Other operating supplies	1,824	366	2,472	-	-	-
6170 Computer mat/supplies	825	1,590	2,158	900	900	900
6171 Small equipment	6,262	1,111	1,801	4,000	4,000	4,000
6172 Minor furnishings	59	660	-	500	500	-
6500 Miscellaneous	77	-	-	-	-	-
Subtotal	<u>215,607</u>	<u>292,733</u>	<u>271,917</u>	<u>282,600</u>	<u>282,600</u>	<u>288,400</u>
<b>Capital Outlay</b>						
8110 Machinery/equipment	14,525	19,568	7,848	12,000	12,000	12,000
8110-001 SCADA alarm system	-	5,524	-	-	4,326	-
8150 Vehicles	2,053	1,293	-	-	39,146	-
8170 Data processing equipment	10,413	8,029	2,218	2,155	2,155	3,000
8170-001 IVR System	-	-	7,617	-	14,685	-
8170-011 OCE System	-	-	11,618	-	-	-
Subtotal	<u>26,991</u>	<u>34,414</u>	<u>29,301</u>	<u>14,155</u>	<u>72,312</u>	<u>15,000</u>
<b>Transfers to Other Funds</b>						
9216 York Sanitary District Fund	10	10	10	10	10	10
9274 Water & Sewer Extension Fund	2,852,327	-	-	-	-	-
Subtotal	<u>2,852,337</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Activity Total	<u>\$ 6,117,281</u>	<u>\$ 3,424,190</u>	<u>\$ 3,530,289</u>	<u>\$ 3,853,178</u>	<u>\$ 3,914,085</u>	<u>\$ 3,899,168</u>
Personnel	\$ 1,782,298	\$ 1,829,314	\$ 1,821,113	\$ 2,032,410	\$ 2,032,410	\$ 2,052,910
Non-personnel	4,334,983	1,594,876	1,709,176	1,820,768	1,881,675	1,846,258
	<u>\$ 6,117,281</u>	<u>\$ 3,424,190</u>	<u>\$ 3,530,289</u>	<u>\$ 3,853,178</u>	<u>\$ 3,914,085</u>	<u>\$ 3,899,168</u>
	11.58%	-44.02%	3.10%	9.15%	10.87%	1.19%

**Sewer Utility Fund  
Engineering - Activity #25447**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2012**

For the third year, there is no funding for step increases. Increased funding in personnel is attributable to rate increases in health insurance. Increased funding has been provided for maintenance service contracts and fiscal agent fees. Reductions are programmed for connection fee assistance, telecommunications and general surveying.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 1,125,452	\$ 1,081,055	\$ 1,320,234	\$ 1,402,802	\$ 1,402,802	\$ 1,428,307
Operating	130,096	130,980	153,880	169,315	169,315	168,830
Capital	5,838	8,295	21,791	51,800	75,525	38,200
Total Expenses	<u>\$ 1,261,386</u>	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,623,917</u>	<u>\$ 1,647,642</u>	<u>\$ 1,635,337</u>
<b><u>FTE's</u></b>						
Management	2.00	2.00	1.90	2.00	2.00	2.00
Professional/Technical	12.00	12.00	14.70	15.00	15.00	15.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total FTE's	<u>14.50</u>	<u>14.50</u>	<u>17.10</u>	<u>17.50</u>	<u>17.50</u>	<u>17.50</u>

Expenditures	FY2008 Actual Expense	FY2009 Actual Expense	FY2010 Actual Expense	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>SEWER UTILITY FUND</b>						
<b>25447 Engineering</b>						
<b>Personnel Services</b>						
1513 Middle management	\$ 156,059	\$ 103,234	\$ 161,172	\$ 167,779	\$ 167,779	\$ 167,519
1515 Professional & technical salaries	681,148	700,876	815,223	849,733	849,733	861,676
1516 Administrative & clerical salaries	11,957	14,403	15,188	15,228	15,228	15,228
1531 As required-administrative/technical	-	-	-	4,000	4,000	4,000
1595 Overtime	6,093	3,684	15,239	18,500	18,500	17,300
1596 Holiday worked	-	-	1,232	-	-	1,200
1599 Other pay	947	891	-	-	-	-
2100 FICA	63,360	60,710	74,292	80,726	80,726	81,620
2200 VRS	120,517	110,115	133,419	145,823	145,823	147,472
2300 Health care	76,854	80,424	98,555	117,605	117,605	129,368
2400 Group life insurance	8,517	6,718	5,914	3,408	3,408	2,924
Subtotal	<u>1,125,452</u>	<u>1,081,055</u>	<u>1,320,234</u>	<u>1,402,802</u>	<u>1,402,802</u>	<u>1,428,307</u>
<b>Contractual Services</b>						
3320 Maintenance service contracts	24,103	28,961	26,849	26,500	26,500	30,000
3500 Printing & binding	856	713	1,350	650	650	650
3600 Advertising	-	310	295	-	-	-
3820-001 HRPDC-Wastewater	3,370	3,186	3,186	3,186	3,186	3,187
3820-002 HRPDC-Reg Standards	1,984	1,989	2,029	2,029	2,029	2,081
3920 Misc contractual services	-	-	49	-	-	-
3950 Miss Utilities	12,321	10,983	12,232	13,500	13,500	12,500
Subtotal	<u>42,634</u>	<u>46,142</u>	<u>45,990</u>	<u>45,865</u>	<u>45,865</u>	<u>48,418</u>
<b>Internal Services</b>						
4210 Vehicle maintenance	32,490	29,630	41,744	42,500	42,500	43,012
4300 Central store	-	-	259	-	-	-
Subtotal	<u>32,490</u>	<u>29,630</u>	<u>42,003</u>	<u>42,500</u>	<u>42,500</u>	<u>43,012</u>
<b>Other Charges</b>						
5130 Connection fee assistance	-	-	-	20,000	20,000	12,000
5210 Postal/messenger service	94	157	1,118	400	400	1,200
5230 Telecommunications	9,376	7,381	7,671	8,000	8,000	6,500
5360 Workers' compensation premiums	16,240	15,080	17,303	17,550	17,550	17,200
5510 Personnel development	6,678	1,684	6,052	7,500	7,500	7,500
5810 Dues & memberships	795	1,703	1,805	1,500	1,500	1,500
5826 Lien recordation fees	-	-	-	1,000	1,000	-
5835 Fiscal agent fees	13,000	13,000	13,000	13,000	13,000	20,600
5850 Mileage expenses	476	1,384	1,441	1,000	1,000	1,500
Subtotal	<u>46,659</u>	<u>40,389</u>	<u>48,390</u>	<u>69,950</u>	<u>69,950</u>	<u>68,000</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	3,747	3,552	6,118	5,500	5,500	5,000
6011 Photo supplies	-	158	1,427	250	250	250
6050 Housekeeping & janitorial supplies	-	-	40	-	-	-
6070 Repair & maintenance supplies	-	-	60	-	-	-
6110 Uniforms & wearing apparel	-	-	723	250	250	250
6111 Protective clothing	722	565	1,559	700	700	1,100
6120 Books & subscriptions	945	988	1,024	1,000	1,000	1,000
6140 Other operating supplies	1,866	5,285	544	2,500	2,500	1,000
6170 Computer mat/supplies	239	680	3,077	800	800	800
6172 Minor furnishings	794	3,591	2,925	-	-	-
Subtotal	<u>8,313</u>	<u>14,819</u>	<u>17,497</u>	<u>11,000</u>	<u>11,000</u>	<u>9,400</u>
<b>Capital Outlay</b>						
8051 Surveying-general	-	-	200	30,000	30,000	15,000
8110-001 Infrastructure Management System	-	-	5,316	20,000	20,000	20,000
8120 Furniture/fixtures	-	-	-	-	7,505	-
8170 Data processing equipment	5,838	8,295	4,657	1,800	1,800	3,200
8170-001 Data processing-server	-	-	-	-	16,220	-
8170-011 OCE system	-	-	11,618	-	-	-
Subtotal	<u>5,838</u>	<u>8,295</u>	<u>21,791</u>	<u>51,800</u>	<u>75,525</u>	<u>38,200</u>
Activity Total	<u>\$ 1,261,386</u>	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,623,917</u>	<u>\$ 1,647,642</u>	<u>\$ 1,635,337</u>
Personnel	\$ 1,125,452	\$ 1,081,055	\$ 1,320,234	\$ 1,402,802	\$ 1,402,802	\$ 1,428,307
Non-personnel	135,934	139,275	175,671	221,115	244,840	207,030
	<u>\$ 1,261,386</u>	<u>\$ 1,220,330</u>	<u>\$ 1,495,905</u>	<u>\$ 1,623,917</u>	<u>\$ 1,647,642</u>	<u>\$ 1,635,337</u>
	1.33%	-3.25%	22.58%	8.56%	10.14%	0.70%

**Sewer Utility Fund**  
**Debt Service - Activity #25448**

**Budget Comments - FY2012**

Funding is based on the maturity schedules for the outstanding debt. The funding for debt service has been adjusted to reflect the actual debt payments for the \$15,280,000 2010 Sewer Revenue Bonds issued on December 1, 2010.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
<b><u>Expense By Category</u></b>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Operating	\$ 669,989	\$ 668,039	\$ 1,008,858	\$ 2,308,004	\$ 2,619,308	\$ 2,059,164
Total Expenses	\$ 669,989	\$ 668,039	\$ 1,008,858	\$ 2,308,004	\$ 2,619,308	\$ 2,059,164

Expenditures	FY2008 Actual <u>Expense</u>	FY2009 Actual <u>Expense</u>	FY2010 Actual <u>Expense</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>SEWER UTILITY FUND</b>						
<b>25448</b>	<b>Debt Service</b>					
<b>Debt Service</b>						
9110 Principal-Lackey	\$ 10,436	\$ 10,965	\$ 11,520	\$ 12,103	\$ 12,103	\$ 12,715
9120 Interest-Lackey	24,988	24,459	23,904	23,321	23,321	22,709
9130 Principal-1999 Sewer Bonds	200,000	210,000	-	-	-	-
9130-001 Principal-2005 Sewer Bonds	65,000	65,000	290,000	300,000	300,000	305,000
9140 Interest-1999 Sewer Bonds	20,500	10,500	-	-	-	-
9140-001 Interest-2005 Sewer Bonds	343,354	341,404	339,454	330,754	330,754	321,004
9145 Other debt service-1999	1,940	1,940	-	-	-	-
9145-001 Other debt service-2005	3,771	3,771	2,155	4,000	4,000	4,000
9151 Interest-2010 Sewer Bonds	-	-	-	1,300,000	1,501,675	928,910
9152 Principal-2010 Sewer Bonds	-	-	-	-	-	125,000
9155 Other debt service-2010	-	-	4,000	-	109,629	2,000
9160 Principal-SCADA	-	-	259,326	269,311	269,311	279,679
9161 Interest-SCADA	-	-	78,499	68,515	68,515	58,147
Subtotal	<u>669,989</u>	<u>668,039</u>	<u>1,008,858</u>	<u>2,308,004</u>	<u>2,619,308</u>	<u>2,059,164</u>
Activity Total	\$ <u>669,989</u>	\$ <u>668,039</u>	\$ <u>1,008,858</u>	\$ <u>2,308,004</u>	\$ <u>2,619,308</u>	\$ <u>2,059,164</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>669,989</u>	<u>668,039</u>	<u>1,008,858</u>	<u>2,308,004</u>	<u>2,619,308</u>	<u>2,059,164</u>
	<u>\$ 669,989</u>	<u>\$ 668,039</u>	<u>\$ 1,008,858</u>	<u>\$ 2,308,004</u>	<u>\$ 2,619,308</u>	<u>\$ 2,059,164</u>
	-0.23%	-0.29%	51.02%	128.77%	159.63%	-10.78%

**Sewer Utility Fund**  
**Utility Construction - Activity #90912**

**Mission**

To provide exceptional customer service while protecting the environment by designing and operating a dependable sanitary sewer collection system. Also, to ensure that our projects are constructed properly and in accordance with the approved plans providing operations and our customers with a reliable and safe utility.

**Goals**

- Develop a cost accounting system for operations to better define the operational cost of each station, gravity systems vs. vacuum systems and the underground maintenance section.
- Keep up with the regulatory environment and the Hampton Roads Regional Order by Consent with the Department of Environmental Quality addressing Sanitary Sewer Overflows, Capacity Management, Operations and Maintenance.
- To effectively manage projects so that the projects are completed on time and within budget.
- Review the design of proposed extensions for the constructability and cost.

**Implementation Strategies**

- Develop an inventory and cost of the materials routinely used in operations and utilizes the Hansen Work Management Software to track and report.
- Continue to actively participate with the Hampton Roads Planning District Commission (HRPDC) and attend technical programs and seminars offered.
- Develop a Sanitary Sewer Model for our infrastructure to help define capacity issues and support HRSD's Regional Model required by the US Environmental Protection Agency.
- Continue to provide water and sewer systems that maintain a safe and healthy community.

**Budget Comments - FY2012**

Funding has been provided for Waterview Road, Hornsbyville, Old Wormley Creek and Oak-Dogwood projects. The continuation of sewer line and pump station rehabilitation and the replacement of a vactor truck are also funded.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Capital	\$ 1,075,922	\$ 1,072,923	\$ 4,171,593	\$ 7,530,000	\$ 25,170,167	\$ 7,050,000
Total Expenses	\$ 1,075,922	\$ 1,072,923	\$ 4,171,593	\$ 7,530,000	\$ 25,170,167	\$ 7,050,000

Expenditures	FY2008 Actual <u>Expense</u>	FY2009 Actual <u>Expense</u>	FY2010 Actual <u>Expense</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
--------------	------------------------------------	------------------------------------	------------------------------------	-------------------------------------	--------------------------------------	------------------------------------

**SEWER UTILITY FUND**

**90912 Utility Construction**

**Capital Outlay**

6171 Small equipment	\$ -	\$ 1,586	\$ -	\$ -	\$ -	\$ -
6172 Minor furnishings	-	11,727	-	-	-	-
8080 Storage building	435,827	31,051	-	-	-	-
8110 Machinery/equipment	-	5,175	9,330	-	-	-
8150 Vehicles	-	203,712	-	-	-	-
8180 Building & grounds	-	1,000	9,971	-	-	-
91482 Falcon/Loblolly	-	-	142,020	-	3,657,827	-
91496 Darby/Firby	-	-	146,746	1,000,000	1,043,253	-
91499 Queens Lake	-	-	2,055,782	4,100,000	13,819,892	-
91501 Waterview Road	-	-	-	400,000	510,000	2,200,000
91502 York Point	-	-	990,753	-	1,255,410	-
91504 Hornsbyville Area	-	-	-	-	-	500,000
91505 Carver Place	-	-	-	-	103,999	-
91506 Old Wormley Creek	-	-	-	400,000	400,000	2,200,000
91507 Wolftrap Sewer	-	-	6,730	-	795,704	-
91508 Acree Acres	-	-	-	-	200,000	-
91509 Oak-Dogwood	-	-	-	200,000	200,000	900,000
91510 Moores Creek	-	-	-	400,000	400,000	-
91517 East Rochambeau	-	-	438	-	479,562	-
98170 Infrastructure Management System	17,306	13,379	6,648	-	248,313	-
98500 Sewer line rehab	542,638	446,108	256,003	500,000	690,540	600,000
98501 Back-hoe replacement	-	-	97,305	-	-	-
98502 Pump station rehab	80,151	359,185	449,867	400,000	1,235,667	400,000
98505 Vactor Combination Unit replmt	-	-	-	-	-	250,000
98507 Tandem dump truck	-	-	-	130,000	130,000	-
<b>Activity Total</b>	<b>\$ 1,075,922</b>	<b>\$ 1,072,923</b>	<b>\$ 4,171,593</b>	<b>\$ 7,530,000</b>	<b>\$ 25,170,167</b>	<b>\$ 7,050,000</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	1,075,922	1,072,923	4,171,593	7,530,000	25,170,167	7,050,000
	<u>\$ 1,075,922</u>	<u>\$ 1,072,923</u>	<u>\$ 4,171,593</u>	<u>\$ 7,530,000</u>	<u>\$ 25,170,167</u>	<u>\$ 7,050,000</u>
	135.37%	-0.28%	288.81%	80.51%	503.37%	-6.37%

This page intentionally left blank.

**YORKTOWN OPERATIONS FUND  
FUND 28  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ (2,648,356)
Projected FY2011 Revenues		
Local	\$ 125,601	
Projected FY2011 Expenses	<u>122,250</u>	
Net Change		<u>3,351</u>
Projected Fund Balance 6/30/2011		\$ (2,645,005)
Projected FY2012 Revenues		
Local	\$ 125,601	
Projected FY2012 Expenses	<u>122,250</u>	
Net Change		<u>3,351</u>
Projected Fund Balance 6/30/2012		<u>\$ (2,641,654)</u>

**YORKTOWN OPERATIONS FUND  
FUND 28**

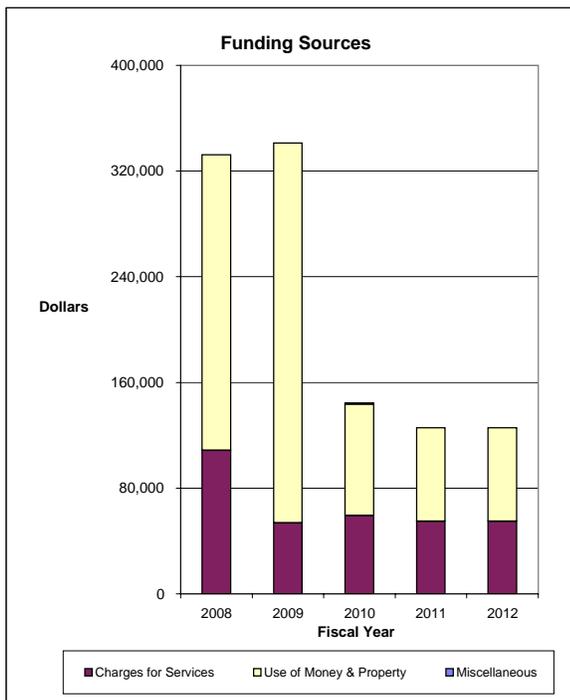
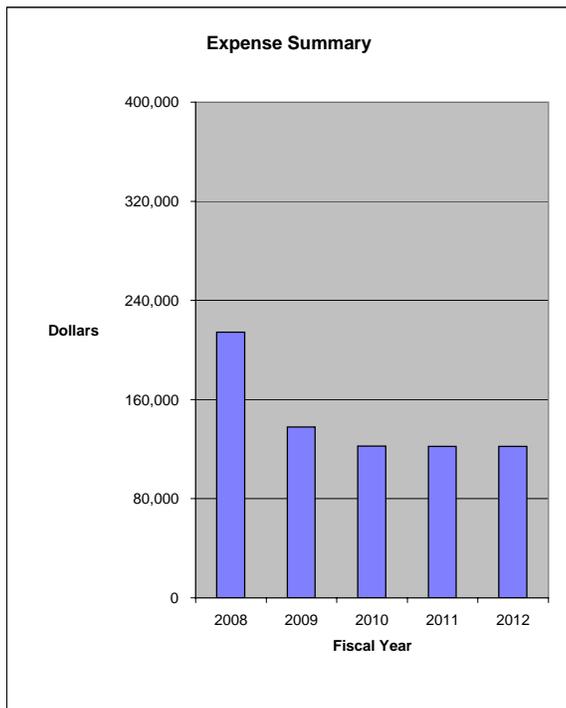
This fund accounts for the dockmaster operations for the waterfront piers and the net rent payments from the Economic Development Authority for the tenant operations at Riverwalk Landing. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 223,934	\$ 287,551	\$ 84,293	\$ 70,601	\$ 70,601	\$ 70,601	56.21%
Charges for Services	108,499	53,680	59,246	55,000	55,000	55,000	43.79%
Miscellaneous	-	-	876	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 332,433</b>	<b>\$ 341,231</b>	<b>\$ 144,415</b>	<b>\$ 125,601</b>	<b>\$ 125,601</b>	<b>\$ 125,601</b>	<b>100.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Dockmaster	\$ 126,193	\$ 117,837	\$ 102,536	\$ 102,250	\$ 102,250	\$ 102,250	0.00%
Yorktown Operations	68,296	-	-	-	-	-	0.00%
Riverwalk Landing Retail Merchant Association	20,000	20,000	20,000	20,000	20,000	20,000	0.00%
<b>Total Expenses</b>	<b>\$ 214,489</b>	<b>\$ 137,837</b>	<b>\$ 122,536</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>0.00%</b>

<b>Expense by Category</b>							
Operating	\$ 214,489	\$ 137,837	\$ 122,536	\$ 122,250	\$ 122,250	\$ 122,250	0.00%
<b>Total Expenses</b>	<b>\$ 214,489</b>	<b>\$ 137,837</b>	<b>\$ 122,536</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>\$ 122,250</b>	<b>0.00%</b>

<b>Key Service Indicators</b>						
Number of overnight stays	562	510	500	500	500	500
Number of overnight boat dockings	382	401	400	400	400	400
Number of hourly dockings	910	911	900	900	900	900
Number of cruise ship dockings	10	12	19	19	19	19
Number of retail stores	11	11	11	11	11	11



Revenues	FY2008 Actual <u>Revenues</u>	FY2009 Actual <u>Revenues</u>	FY2010 Actual <u>Revenues</u>	FY2011 Original <u>Revenues</u>	FY2011 Estimated <u>Revenues</u>	FY2012 Adopted <u>Revenues</u>
<b>YORKTOWN OPERATIONS FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 7,841	\$ 5,478	\$ 1,704	\$ 500	\$ 500	\$ 500
2010 Rents	215,993	281,965	82,488	70,000	70,000	70,000
2010-005 Freight Shed ground lease	100	100	100	100	100	100
2010-006 Riverwalk land lease from EDA	-	8	1	1	1	1
Subtotal	<u>223,934</u>	<u>287,551</u>	<u>84,293</u>	<u>70,601</u>	<u>70,601</u>	<u>70,601</u>
<b>30316</b>	<b>Charges for Services</b>					
8012 Freight Shed	42,936	-	-	-	-	-
8040 Docking fees	<u>65,563</u>	<u>53,680</u>	<u>59,246</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
Subtotal	<u>108,499</u>	<u>53,680</u>	<u>59,246</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	-	-	876	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>876</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	<u>\$ 332,433</u>	<u>\$ 341,231</u>	<u>\$ 144,415</u>	<u>\$ 125,601</u>	<u>\$ 125,601</u>	<u>\$ 125,601</u>

**Yorktown Operations Fund  
Dockmaster - Activity #28700**

**Mission**

To support boating visitors at Yorktown's Riverwalk Landing Piers by providing them with a first class, professionally run maritime facility offering exceptional customer service. Our aim is that they have a safe and enjoyable stay, and that their experience be so positive that they will want to return to Yorktown with family and friends again and again. For residents, this all serves to enhance quality of life by providing a pleasurable gathering place where citizens can experience the sense of "community" together. For out-of-town visitors and tourists, this all helps to orient and make them aware of the many opportunities in historic Yorktown, with its beautiful natural setting, charm, and many diverse businesses.

**Goals**

- Effectively communicate with resident and non-resident boat owners and commercial cruise lines and passengers about the docking facilities available to them at Yorktown's Riverwalk Landing Piers.
- Attract and educate residents, out-of-town visitors and tourists about the many opportunities for recreation, leisure, shopping, dining, special events and learning about our nation's history that are uniquely "Yorktown."
- Strive to maintain Yorktown's ambience and cleanliness, and serve to supplement, not compete with, local marinas and docking facilities.
  
- Closely monitor the use of the piers in order to evaluate their effectiveness and/or make improvements.
- Direct planning efforts so that current levels of service at the piers can be maintained in the future as the County's population and its visitation continue to increase.

**Implementation Strategies**

- Conduct a thorough annual review of the program to update standard operating procedures and develop strategies to implement improvements in service delivery and facilities.
- Proactively solicit customer feedback concerning patrons' docking experience at the piers.
- Perform updated benchmarking of fees and services at area marinas and docking facilities to ensure that the docking operations are still suitably priced so as not to compete with them.
- Enhance web-site coverage of the Riverwalk Landing Piers to increase overall visibility and to further publicize the attractiveness of Yorktown as a tourist destination.

**Budget Comments - FY2012**

Funding is programmed level with fiscal year 2011.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	Amount	Amount	Amount	Budget	Budget	Budget
<b><u>Expense By Category</u></b>						
Operating	\$ 126,193	\$ 117,837	\$ 102,536	\$ 102,250	\$ 102,250	\$ 102,250
Total Expenses	\$ 126,193	\$ 117,837	\$ 102,536	\$ 102,250	\$ 102,250	\$ 102,250

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>YORKTOWN OPERATIONS FUND</b>						
<b>28700 Dockmaster</b>						
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -
3500 Printing & binding	-	131	223	200	200	200
3600 Advertising	6,479	6,621	7,399	7,400	7,400	7,400
3920 Misc contractual services	112,214	104,199	89,214	87,750	87,750	87,750
3922 Credit card fees	1,635	1,578	1,871	1,700	1,700	1,700
Subtotal	<u>120,328</u>	<u>112,579</u>	<u>98,707</u>	<u>97,050</u>	<u>97,050</u>	<u>97,050</u>
<b>Other Charges</b>						
5140 Solid waste	390	-	-	-	-	-
5210 Postage	270	379	418	400	400	400
5230 Telecommunications	656	706	683	700	700	700
5510 Personnel development	550	315	-	500	500	500
Subtotal	<u>1,866</u>	<u>1,400</u>	<u>1,101</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
<b>Materials &amp; Supplies</b>						
6010 Office supplies	797	900	763	900	900	900
6075 Sign materials & supplies	-	-	13	-	-	-
6110 Uniforms/wearing apparel	571	371	421	500	500	500
6140 Other operating supplies	2,631	2,110	1,398	2,200	2,200	2,200
6171 Small equipment	-	477	91	-	-	-
6172 Minor furnishings	-	-	42	-	-	-
Subtotal	<u>3,999</u>	<u>3,858</u>	<u>2,728</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
Activity Total	<u>\$ 126,193</u>	<u>\$ 117,837</u>	<u>\$ 102,536</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>126,193</u>	<u>117,837</u>	<u>102,536</u>	<u>102,250</u>	<u>102,250</u>	<u>102,250</u>
	<u>\$ 126,193</u>	<u>\$ 117,837</u>	<u>\$ 102,536</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>	<u>\$ 102,250</u>
	15.09%	-6.62%	-12.98%	-0.28%	-0.28%	0.00%

**Yorktown Operations Fund**  
**Yorktown Operations - Activity #28716**

**Budget Comments - FY2012**

Expenses for the tenant operations are paid from the rental receipts by the management company.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 68,296	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	<u>\$ 68,296</u>	<u>\$ -</u>				

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>YORKTOWN OPERATIONS FUND</b>						
<b>28716</b>	<b>Yorktown Operations</b>					
<b>Contractual Services</b>						
3321 Custodial services	\$ 65,871	\$ -	\$ -	\$ -	\$ -	\$ -
3920 Misc contractual services	<u>2,425</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>68,296</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$ 68,296</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>68,296</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 68,296</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	0.44%	-100.00%	0.00%	0.00%	0.00%	0.00%

**Yorktown Operations Fund**  
**Riverwalk Landing Retail Merchants Association - Activity #28920**

**Budget Comments - FY2012**

Funding is provided for the payment to the Riverwalk Landing Retail Merchants Association.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expenses	<u>\$ 20,000</u>					

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
----------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	--------------------------------------	------------------------------------

**YORKTOWN OPERATIONS FUND**

**28920 Riverwalk Landing Retail Merchant Association**

**Other Charges**

5910-017 Marketing-RWL Retail Merch Assoc	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Subtotal	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Activity Total	<u>\$ 20,000</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
	<u>\$ 20,000</u>					
	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

This page intentionally left blank.

**REGIONAL RADIO PROJECT  
FUND 30  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ 359,594
Projected FY2011 Revenues		
Local	\$ 4,890,205	
Projected FY2011 Expenses	<u>5,249,799</u>	
Net Change		<u>(359,594)</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues		
Local	\$ 1,319,814	
Other financing sources	<u>877,197</u>	
Total	\$ 2,197,011	
Projected FY2012 Expenses	<u>2,197,011</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u>\$ -</u>

**REGIONAL RADIO PROJECT  
FUND 30**

This fund accounts for the revenues and expenses relating to regional radio programs. This is accomplished through the divisions below. Individual division details follow this summary page.

	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 127,411	\$ 132,090	\$ 148,680	\$ 137,020	\$ 137,020	\$ 136,020	6.19%
Miscellaneous	-	71,808	810,473	3,813,097	3,925,641	1,183,794	53.88%
Transfers from Other Funds	-	15,976	698,302	735,000	827,544	877,197	39.93%
<b>Total Funding Sources</b>	<b>\$ 127,411</b>	<b>\$ 219,874</b>	<b>\$ 1,657,455</b>	<b>\$ 4,685,117</b>	<b>\$ 4,890,205</b>	<b>\$ 2,197,011</b>	<b>100.00%</b>

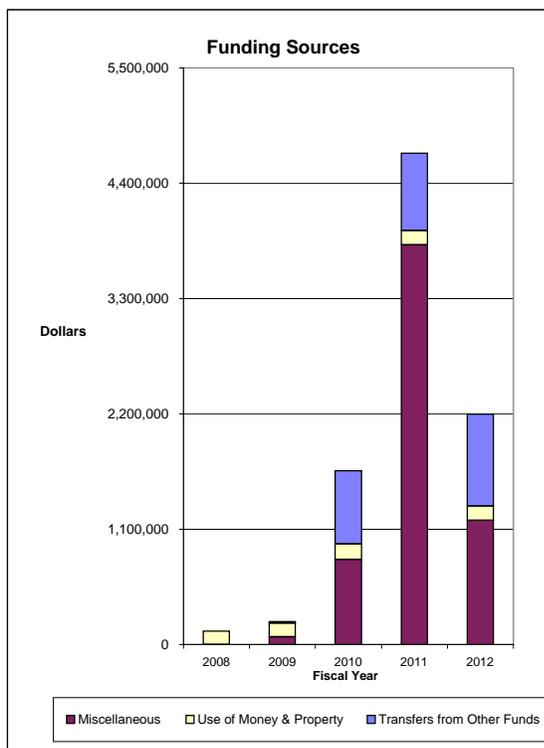
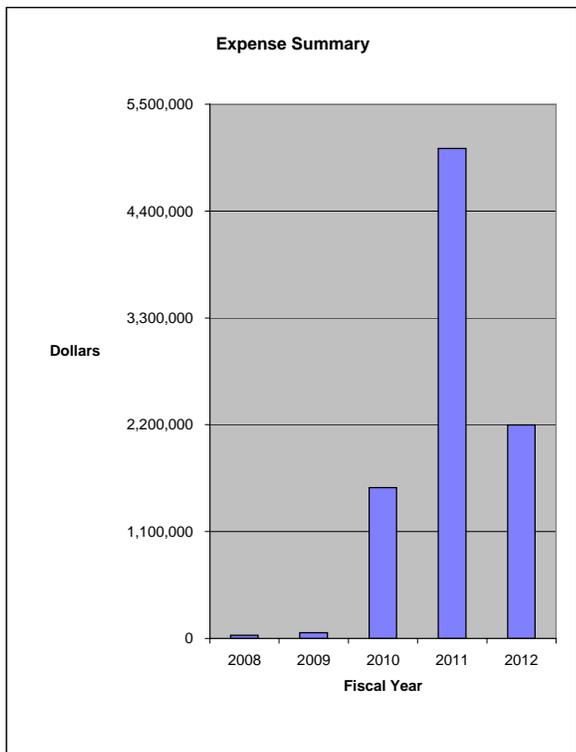
							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Regional Radio Operations	\$ 26,990	\$ 52,108	\$ 1,514,716	\$ 2,020,779	\$ 2,225,382	\$ 1,945,511	-3.72%
Rebanding	5,836	4,575	38,338	3,023,932	3,023,932	-	-100.00%
Gloucester Project	-	1,563	1,021	-	485	251,500	100.00%
<b>Total Expenses</b>	<b>\$ 32,826</b>	<b>\$ 58,246</b>	<b>\$ 1,554,075</b>	<b>\$ 5,044,711</b>	<b>\$ 5,249,799</b>	<b>\$ 2,197,011</b>	<b>-56.45%</b>

<b>Expense by Category</b>							
Operating	\$ 32,826	\$ 51,043	\$ 1,479,080	\$ 2,082,808	\$ 2,287,896	\$ 2,187,011	5.00%
Capital	-	7,203	74,995	2,961,903	2,961,903	10,000	-99.66%
<b>Total Expenses</b>	<b>\$ 32,826</b>	<b>\$ 58,246</b>	<b>\$ 1,554,075</b>	<b>\$ 5,044,711</b>	<b>\$ 5,249,799</b>	<b>\$ 2,197,011</b>	<b>-56.45%</b>

**Key Service Indicators**

Number of communication towers/buildings	*	*	14	14	14	14
Number of radio subscribers on the system	*	*	3,168	3,200	3,200	3,250
Number of services provided to antennas	*	*	283	300	300	325
Number of tower climbs	*	*	18	24	24	25
Number of tower top amplifiers	*	*	28	28	28	28
Number of tower lights	*	*	126	126	126	126
Number of base stations	*	*	280	280	280	280
Calls for service to radio system	*	*	1,492	1,500	1,500	1,550

\* Data not available.



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues	
<b>REGIONAL RADIO PROJECT FUND</b>							
<b>30315</b>	<b>Use of Money &amp; Property</b>						
1010	Interest on deposits	\$ 1,791	\$ 3,845	\$ 17,660	\$ 6,000	\$ 6,000	\$ 5,000
3325-001	Air time usage-William & Mary	40,000	40,000	40,000	40,000	40,000	40,000
3325-002	Air time usage-Williamsburg	75,000	75,000	75,000	75,000	75,000	75,000
3325-003	Air time usage-National Park Svc	6,300	8,325	9,000	9,000	9,000	9,000
3325-004	Air time usage-Kingsmill	4,320	4,320	4,320	4,320	4,320	4,320
3325-007	Air time usage-Eastern State	-	600	2,700	2,700	2,700	2,700
	Subtotal	<u>127,411</u>	<u>132,090</u>	<u>148,680</u>	<u>137,020</u>	<u>137,020</u>	<u>136,020</u>
<b>30318</b>	<b>Miscellaneous</b>						
3326-002	Reimb for maint-Williamsburg	-	32,472	32,472	32,472	32,472	34,450
3326-005	Reimb for maint-Poquoson	-	-	2,025	2,025	2,025	2,147
3326-008	Reimb for maint-Gloucester	-	39,336	39,336	19,668	19,668	250,000
3326-009	Reimb for maint-James City County	-	-	698,302	735,000	827,544	877,197
3326-010	Reimb for maint-HERSA	-	-	-	-	20,000	20,000
9090-001	Frequency reconfiguration	-	-	38,338	3,023,932	3,023,932	-
	Subtotal	<u>-</u>	<u>71,808</u>	<u>810,473</u>	<u>3,813,097</u>	<u>3,925,641</u>	<u>1,183,794</u>
<b>30351</b>	<b>Transfers from Other Funds</b>						
1010	General Fund	-	-	698,302	735,000	827,544	877,197
1077	Regional Projects Fund	-	15,976	-	-	-	-
	Subtotal	<u>-</u>	<u>15,976</u>	<u>698,302</u>	<u>735,000</u>	<u>827,544</u>	<u>877,197</u>
	Fund Total	<u>\$ 127,411</u>	<u>\$ 219,874</u>	<u>\$ 1,657,455</u>	<u>\$ 4,685,117</u>	<u>\$ 4,890,205</u>	<u>\$ 2,197,011</u>

**Regional Radio Project**  
**Regional Radio Operations - Activity #78496**

**Mission**

Support the mission-critical needs of our individual and collective public safety and public service personnel, and citizens' property and business interests by providing one communication system that will deliver regional-wide interoperability, enabling seamless sharing of voice and data traffic.

**Goals**

- Implement an 800 MHz simulcast trunk system, based on Project 25 interoperability standards that will offer both analog and digital service coverage.
- Provide sufficient radio coverage and improve in-building communications.
- Provide more channel capacity and spectrum.
- Provide day-to-day interoperability.
- Combined common infrastructure will provide back-up 9-1-1 systems at no cost.
- 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.
- Maintain all sites and towers within the communication system including generators and fuel, grounds maintenance, tower lights, amplifiers and antennas.

**Implementation Strategies**

- Formed regional purchasing cooperative.
- Formed Policy Team by member agencies.
- Implement an 800 MHz single integrated simulcast system with 20-channel.
- Develop a state of the art looped microwave network.
- Install an emergency communications management solution.
- Provide system enhancements.
- Expand the regional system by allowing other tenants to join the regional radio system.

**Budget Comments - FY2012**

Revenues collected from tenants on the system for airtime usage are deposited to this fund and available to offset the operational costs of the system, or returned to members. The radio maintenance contract is programmed at a 6% increase. The County's portion is transferred from the General Fund, Radio Maintenance activity #30357.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 26,990	\$ 44,905	\$ 1,469,716	\$ 2,005,779	\$ 2,210,382	\$ 1,935,511
Capital	-	7,203	45,000	15,000	15,000	10,000
Total Expenses	<u>\$ 26,990</u>	<u>\$ 52,108</u>	<u>\$ 1,514,716</u>	<u>\$ 2,020,779</u>	<u>\$ 2,225,382</u>	<u>\$ 1,945,511</u>

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>78496</b>	<b>Regional Radio Operations</b>					
<b>Contractual Services</b>						
3310 Repairs & maintenance	\$ 4,850	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
3320-003 Maint svc contracts-INFOR	-	-	-	6,200	6,200	7,000
3324-001 Repairs & maintenance-towers	-	21,077	19,456	25,000	25,000	25,000
3324-002 Repairs & maintenance-grounds	-	-	9,310	9,300	9,300	9,300
3324-003 Repairs & maintenance-buildings	-	-	-	30,000	30,000	-
3326 YC maintenance contr-radio system	-	-	701,002	735,000	827,544	877,197
3326-009 JCC maintenance contr-radio system	-	-	701,002	735,000	827,544	877,197
3326-010 HERSA maintenance contr-radio system	-	-	-	-	20,000	20,000
3920 Misc contractual services	1,500	9,483	9,930	33,500	33,500	10,000
Subtotal	<u>6,350</u>	<u>30,560</u>	<u>1,440,700</u>	<u>1,579,000</u>	<u>1,784,088</u>	<u>1,835,694</u>
<b>Internal Services</b>						
4217 JCC generator maintenance	9,032	6,314	10,433	11,000	11,000	12,000
4218 YC generator maintenance	4,596	5,661	8,417	12,200	12,200	12,200
Subtotal	<u>13,628</u>	<u>11,975</u>	<u>18,850</u>	<u>23,200</u>	<u>23,200</u>	<u>24,200</u>
<b>Other Charges</b>						
5820 Assoc/meeting support charges	7,012	1,350	3,243	3,500	3,500	3,500
Subtotal	<u>7,012</u>	<u>1,350</u>	<u>3,243</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<b>Materials &amp; Supplies</b>						
6070 Repairs & maintenance supplies	-	-	-	5,000	5,000	5,000
6080 Fuel	-	120	623	1,000	1,000	1,000
6174 Comm/signaling equip	-	900	6,300	6,000	6,000	3,000
Subtotal	<u>-</u>	<u>1,020</u>	<u>6,923</u>	<u>12,000</u>	<u>12,000</u>	<u>9,000</u>
<b>Capital Outlay</b>						
8130 Radios	-	7,203	45,000	15,000	15,000	10,000
Subtotal	<u>-</u>	<u>7,203</u>	<u>45,000</u>	<u>15,000</u>	<u>15,000</u>	<u>10,000</u>
<b>Payments to Others</b>						
9999 Fund equity-return to members	-	-	-	388,079	387,594	63,117
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>388,079</u>	<u>387,594</u>	<u>63,117</u>
Activity Total	<u>\$ 26,990</u>	<u>\$ 52,108</u>	<u>\$ 1,514,716</u>	<u>\$ 2,020,779</u>	<u>\$ 2,225,382</u>	<u>\$ 1,945,511</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	26,990	52,108	1,514,716	2,020,779	2,225,382	1,945,511
	<u>\$ 26,990</u>	<u>\$ 52,108</u>	<u>\$ 1,514,716</u>	<u>\$ 2,020,779</u>	<u>\$ 2,225,382</u>	<u>\$ 1,945,511</u>
	100.00%	93.06%	2806.88%	33.41%	46.92%	-3.72%

**Regional Radio Project  
Rebanding - Activity #78497**

**Mission**

The Federal Communications Commission (FCC) has reallocated the available radio frequencies and assigned the 700 MHz channels to public safety and public service. As a result, all 800 MHz public safety radio systems must be reprogrammed known as "rebanding." Rebanding will minimize the dangerous interference between commercial and public safety users on the 800 MHz regional radio system as quickly as possible while still protecting on-going operations.

**Goals**

- Complete the federally mandated project of reconfiguration for the 800 MHz regional radio system to improve public safety communications and to minimize increasing levels of interference caused by having both commercial wireless cellular systems and critical public safety communications systems operating in the same band.
- All subscriber units and their respective infrastructures will be returned in the region's 800 MHz radio system.
- As part of the 800 MHz reconfiguration effort, licenses will be required to relocate.

**Implementation Strategies**

- The County negotiated with the firm that constructed, installed and is currently maintaining the system to perform the rebanding work as an extension of the system construction and maintenance agreement.
- File FCC Applications for license modifications.
- Request Sprint Nextel to clear frequencies and reconfigure infrastructure and mobile units.
- Complete system cutover, acceptance testing, true-up with Sprint Nextel.
- Completion of rebanding project.

**Budget Comments - FY2012**

Sprint Nextel will fund all required expenses related to returning the region's 800 MHz radio system. The funding for this rebanding project was appropriated via resolution R10-74 in a prior fiscal year.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ 5,836	\$ 4,575	\$ 8,343	\$ 77,029	\$ 77,029	\$ -
Capital	-	-	29,995	2,946,903	2,946,903	-
Total Expenses	<u>\$ 5,836</u>	<u>\$ 4,575</u>	<u>\$ 38,338</u>	<u>\$ 3,023,932</u>	<u>\$ 3,023,932</u>	<u>\$ -</u>

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>78497</b>	<b>Rebanding</b>					
<b>Contractual Services</b>						
3130 Consulting services	\$ -	\$ -	\$ 2,430	\$ 69,146	\$ 69,146	\$ -
3150 Legal services	-	2,117	-	7,883	7,883	-
3320 Maintenance service contracts	-	-	5,835	-	-	-
Subtotal	-	2,117	8,265	77,029	77,029	-
<b>Other Charges</b>						
5820 Assoc/meeting support charges	5,836	2,458	78	-	-	-
Subtotal	5,836	2,458	78	-	-	-
<b>Capital Outlay</b>						
8130 Communications equipment	-	-	-	2,946,903	2,946,903	-
8170-003 Radio management project	-	-	29,995	-	-	-
Subtotal	-	-	29,995	2,946,903	2,946,903	-
Activity Total	\$ 5,836	\$ 4,575	\$ 38,338	\$ 3,023,932	\$ 3,023,932	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	5,836	4,575	38,338	3,023,932	3,023,932	-
	\$ 5,836	\$ 4,575	\$ 38,338	\$ 3,023,932	\$ 3,023,932	\$ -
	100.00%	-21.61%	737.99%	7787.56%	7787.56%	-100.00%

**Regional Radio Project  
Gloucester Project - Activity #78498**

**Mission**

The Counties of York and James City have allowed and assisted Gloucester County in improving their public safety communications system by providing access to the radio system in order to provide interoperability and improve radio coverage for the region.

**Goals**

- 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.
- Provide an upgrade to the infrastructure and provide redundancy for agencies' 911 systems.
- Maintain all sites and towers within the communication system including generators and fuel, grounds maintenance, tower lights, amplifiers and antennas.
- Share costs for maintenance of the system.

**Implementation Strategies**

- Enter into a new memorandum of understanding to include Gloucester County.
- Purchase equipment for subscribers as contracted.
- Training for end users of the new system.
- Install fire station alerting system.

**Budget Comments - FY2012**

Gloucester became fully operational with the radio system in January 2011 and will begin to pay their share of the maintenance costs effective January 2012, after the warranty period expires.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Operating	\$ -	\$ 1,563	\$ 1,021	\$ -	\$ 485	\$ 251,500
Total Expenses	\$ -	\$ 1,563	\$ 1,021	\$ -	\$ 485	\$ 251,500

Expenses	FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>REGIONAL RADIO PROJECT FUND</b>						
<b>78498</b>	<b>Gloucester Project</b>					
<b>Contractual Services</b>						
3325-002 Maintenance contr-radio system	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
3920 Misc contractual services	-	1,500	-	-	-	-
Subtotal	-	1,500	-	-	-	250,000
<b>Other Charges</b>						
5820 Assoc/meeting support charges	-	42	1,021	-	175	300
Subtotal	-	42	1,021	-	175	300
<b>Materials &amp; supplies</b>						
6171 Small equipment	-	21	-	-	310	1,200
Subtotal	-	21	-	-	310	1,200
Activity Total	\$ -	\$ 1,563	\$ 1,021	\$ -	\$ 485	\$ 251,500
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-personnel	-	1,563	1,021	-	485	251,500
	\$ -	\$ 1,563	\$ 1,021	\$ -	\$ 485	\$ 251,500
	100.00%	100.00%	-34.68%	-100.00%	-52.50%	100.00%

This page intentionally left blank.

**WATER & SEWER EXTENSION  
FUND 74  
FUND BALANCE SUMMARY FISCAL YEARS 2011 - 2012**

Beginning Fund Balance 7/1/2010		\$ -
Projected FY2011 Revenues	\$ -	
Projected FY2011 Expenses	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2011		\$ -
Projected FY2012 Revenues	\$ -	
Projected FY2012 Expenses	<u>-</u>	
Net Change		<u>-</u>
Projected Fund Balance 6/30/2012		<u><u>\$ -</u></u>

**WATER & SEWER EXTENSION  
FUND 74**

This fund historically accounted for the revenues and expenses relating to the County's water and sewer capital projects. The reporting of these capital projects are presently accounted for in their respective funds, the Water Utility Fund (Fund 24) and the Sewer Utility Fund (Fund 25).

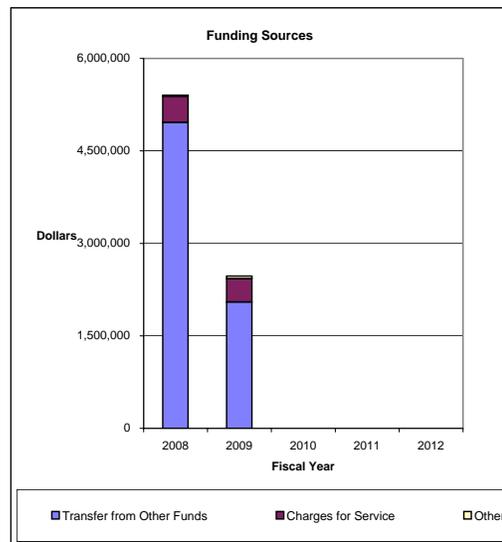
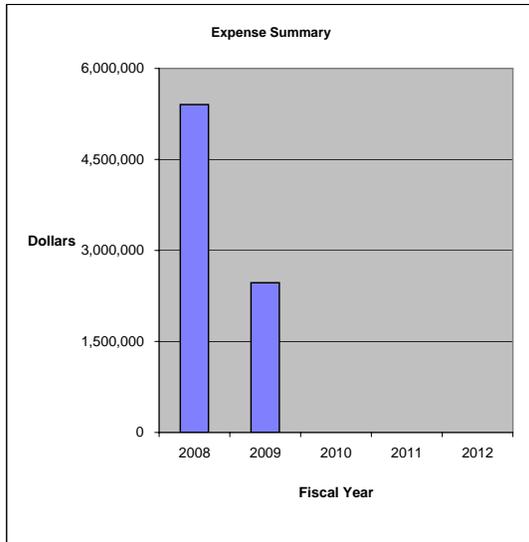
	FY2008 Actual Amount	FY2009 Actual Amount	FY2010 Actual Amount	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget	% of Total FY2012 Funding Sources
<b>Funding Sources</b>							
Use of Money & Property	\$ 19,527	\$ 37,242	\$ -	\$ -	\$ -	\$ -	0.00%
Charges for Services	423,478	379,273	-	-	-	-	0.00%
Miscellaneous	213	3,825	-	-	-	-	0.00%
Transfers from Other Funds	4,961,615	2,050,289	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 5,404,833</b>	<b>\$ 2,470,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

							%Change Original 2011/ Adopted 2012
<b>Expense by Activity</b>							
Water & Sewer Extension Operations	\$ 315,596	\$ 1,494,548	\$ -	\$ -	\$ -	\$ -	0.00%
Water Projects	260,006	95,299	-	-	-	-	0.00%
Sewer Projects	4,827,894	876,870	-	-	-	-	0.00%
<b>Total Expenses</b>	<b>\$ 5,403,496</b>	<b>\$ 2,466,717</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Expense by Category</b>							
Personnel	\$ 270,634	\$ 272,872	\$ -	\$ -	\$ -	\$ -	0.00%
Operating	34,423	1,213,639	-	-	-	-	0.00%
Capital	5,098,439	980,206	-	-	-	-	0.00%
<b>Total Expenses</b>	<b>\$ 5,403,496</b>	<b>\$ 2,466,717</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

<b>FTE's</b>							
Management	1.00	1.00	-	-	-	-	-
Professional/Technical	3.00	3.00	-	-	-	-	-
<b>Total FTE's</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Key Service Indicators</b>							
Number of water projects	2	2	-	-	-	-	-
Number of sewer projects	5	4	-	-	-	-	-



Revenues	FY2008 Actual Revenues	FY2009 Actual Revenues	FY2010 Actual Revenues	FY2011 Original Revenues	FY2011 Estimated Revenues	FY2012 Adopted Revenues
<b>WATER &amp; SEWER EXTENSION FUND</b>						
<b>30315</b>	<b>Use of Money &amp; Property</b>					
1010 Interest on deposits	\$ 19,527	\$ 37,242	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>19,527</u>	<u>37,242</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30316</b>	<b>Charges for Services</b>					
5511 Penalty/Interest	7,627	19,458	-	-	-	-
5530 Sewer connection fees	367,419	341,030	-	-	-	-
5531 Water connection fees	48,432	18,785	-	-	-	-
Subtotal	<u>423,478</u>	<u>379,273</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30318</b>	<b>Miscellaneous</b>					
3010 Prior year expense refund	213	-	-	-	-	-
9090 Miscellaneous local	-	3,825	-	-	-	-
Subtotal	<u>213</u>	<u>3,825</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>30351</b>	<b>Transfers from Other Funds</b>					
1010 General Fund	2,057,220	2,050,289	-	-	-	-
1024 Water Utility Fund	52,068	-	-	-	-	-
1025 Sewer Utility Fund	2,852,327	-	-	-	-	-
Subtotal	<u>4,961,615</u>	<u>2,050,289</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	<u>\$ 5,404,833</u>	<u>\$ 2,470,629</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**WATER & SEWER EXTENSION FUND**  
**Water & Sewer Extension Operations**

**Budget Comments - FY2012**

Funding for the water and sewer systems has been moved to Fund 24 and Fund 25 respectively.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Personnel	\$ 270,634	\$ 272,872	\$ -	\$ -	\$ -	\$ -
Operating	34,423	1,213,639	-	-	-	-
Capital	<u>10,539</u>	<u>8,037</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 315,596</u>	<u>\$ 1,494,548</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Expenditures	FY2008 Actual Expenses	FY2009 Actual Expenses	FY2010 Actual Expenses	FY2011 Original Budget	FY2011 Estimated Budget	FY2012 Adopted Budget
<b>WATER &amp; SEWER EXTENSION FUND</b>						
<b>90912</b>	<b>Water &amp; Sewer Extension Operations</b>					
<b>Personnel Services</b>						
1513 Middle management	\$ 61,215	\$ 62,439	\$ -	\$ -	\$ -	\$ -
1515 Professional & technical salaries	136,256	142,964	-	-	-	-
1595 Overtime	6,401	644	-	-	-	-
2100 FICA	14,857	15,007	-	-	-	-
2200 VRS	27,979	27,644	-	-	-	-
2300 Health care	21,949	22,488	-	-	-	-
2400 Group life insurance	1,977	1,686	-	-	-	-
Subtotal	<u>270,634</u>	<u>272,872</u>	-	-	-	-
<b>Contractual Services</b>						
3320 Maintenance service contracts	-	84	-	-	-	-
Subtotal	<u>-</u>	<u>84</u>	-	-	-	-
<b>Internal Services</b>						
4210 Vehicle maintenance	11,250	8,974	-	-	-	-
Subtotal	<u>11,250</u>	<u>8,974</u>	-	-	-	-
<b>Other Charges</b>						
5130 Connection fee assistance	13,313	16,500	-	-	-	-
5230 Telecommunications	2,107	1,884	-	-	-	-
5360 Workers' compensation premiums	2,660	2,470	-	-	-	-
5510 Personnel development	700	310	-	-	-	-
5810 Dues & memberships	220	220	-	-	-	-
5826 Lien recordation fees	288	-	-	-	-	-
Subtotal	<u>19,288</u>	<u>21,384</u>	-	-	-	-
<b>Materials &amp; Supplies</b>						
6010 Office supplies	2,650	2,759	-	-	-	-
6011 Photo supplies	454	150	-	-	-	-
6072 Fire hydrants	13	-	-	-	-	-
6111 Protective clothing	264	532	-	-	-	-
6120 Books & subscriptions	57	597	-	-	-	-
6140 Other operating supplies	126	375	-	-	-	-
6170 Computer mat/supplies	154	765	-	-	-	-
6172 Minor furnishings	-	225	-	-	-	-
6500 Miscellaneous	167	-	-	-	-	-
Subtotal	<u>3,885</u>	<u>5,403</u>	-	-	-	-
<b>Capital Outlay</b>						
8020 Property Acquisition	5,843	-	-	-	-	-
8051 Surveying-general	2,750	8,037	-	-	-	-
8170 Data processing equipment	1,946	-	-	-	-	-
Subtotal	<u>10,539</u>	<u>8,037</u>	-	-	-	-
<b>Transfers to Other Funds</b>						
9225 Sewer Utility Fund	-	1,177,794	-	-	-	-
Subtotal	<u>-</u>	<u>1,177,794</u>	-	-	-	-
Activity Total	<u>\$ 315,596</u>	<u>\$ 1,494,548</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Personnel	\$ 270,634	\$ 272,872	\$ -	\$ -	\$ -	\$ -
Non-personnel	44,962	1,221,676	-	-	-	-
	<u>\$ 315,596</u>	<u>\$ 1,494,548</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	11.70%	373.56%	-100.00%	0.00%	0.00%	0.00%

**WATER & SEWER EXTENSION FUND**  
**Water & Sewer Projects**

**Budget Comments - FY2012**

Funding of capital projects for the water and sewer systems has been moved to Fund 24 and Fund 25 respectively.

	FY2008	FY2009	FY2010	FY2011	FY2011	FY2012
	Actual	Actual	Actual	Original	Estimated	Adopted
	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b><u>Expense By Category</u></b>						
Capital	\$ 5,087,900	\$ 972,169	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 5,087,900	\$ 972,169	\$ -	\$ -	\$ -	\$ -

Expenditures		FY2008 Actual <u>Expenses</u>	FY2009 Actual <u>Expenses</u>	FY2010 Actual <u>Expenses</u>	FY2011 Original <u>Budget</u>	FY2011 Estimated <u>Budget</u>	FY2012 Adopted <u>Budget</u>
<b>WATER &amp; SEWER EXTENSION FUND</b>							
<b>Water Projects</b>							
90982	Water Design	\$ 11,810	\$ -	\$ -	\$ -	\$ -	\$ -
91435	Lightfoot	231,767	51,534	-	-	-	-
91454	Lewis Drive	16,429	-	-	-	-	-
91467	Lightfoot NNWW Ext	-	43,765	-	-	-	-
	Subtotal	<u>260,006</u>	<u>95,299</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Sewer Projects</b>							
91482	Falcon/Loblolly	-	153	-	-	-	-
91494	Marlbank Area	114,597	-	-	-	-	-
91499	Queens Lake	94,400	382,014	-	-	-	-
91502	York Point	4,540,699	485,408	-	-	-	-
91507	Wolftrap	20,398	9,295	-	-	-	-
91511	Russell Lane	57,800	-	-	-	-	-
	Subtotal	<u>4,827,894</u>	<u>876,870</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Activity Total	<u>\$ 5,087,900</u>	<u>\$ 972,169</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-personnel	<u>5,087,900</u>	<u>972,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>\$ 5,087,900</u>	<u>\$ 972,169</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
		6.59%	-80.89%	-100.00%	0.00%	0.00%	0.00%

This page intentionally left blank.

# Glossary

The glossary is divided into three sections. The first section includes financial and budgetary terminology. The second section consists of the definition of object codes, which reference budget classification information. The third section is a listing of acronyms and abbreviations found throughout the document.

## Definition of Financial and Budgetary Terms:

- . **Accrual Basis of Accounting** - Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
- . **Adoption of Budget** - Formal action by the Board of Supervisors which sets the spending priorities and limits for the fiscal year.
- . **Appropriation** - A legal authorization made by the Board of Supervisors to permit the County to incur obligations and to make expenditures of resources for specific purposes; approved on an annual basis.
- . **Appropriation Resolution** - The official enactment by the Board of Supervisors to establish legal authority for County officials to obligate and expend resources.
- . **Assessed Valuation** - A valuation set upon real estate or other property by the Real Estate Assessor and the Commissioner of the Revenue as a basis for levying taxes.
- . **Balance Sheet** - A financial statement disclosing the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.
- . **Bond** - A written promise to pay a sum of money on a specific date at a specified interest rate. The most common types of bonds are general obligation and revenue bonds. Bonds are primarily used to finance capital projects.
- . **Budget** - A financial plan for a specified period of time (fiscal year), matching all planned revenues and expenditures/expenses with various municipal services.
- . **Budget Adjustment** - A legal procedure utilized by the County staff and the Board of Supervisors to revise a budget appropriation.
- . **Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the Board of Supervisors.
- . **Budget Message** - The opening section of the budget, which provides the Board of Supervisors and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the County Administrator.
- . **Budget Process** - A series of steps involved in the planning, preparation, implementation, and monitoring of the County Budget.

- . **Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures/expenses within the limitations of available appropriations and available revenues.
- . **Capital Assets** - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, infrastructure, vehicles, machinery, furniture, and other equipment.
- . **Capital Improvement** - Expenditures related to the acquisition, expansion, or rehabilitation of an infrastructure or facility.
- . **Capital Improvements Program** - A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.
- . **Capital Lease** - A lease is considered a capital lease if it meets one of the following criteria: (1) the lease transfers ownership of the property to the lessee by the end of the lease term; (2) the lease contains an option to purchase the leased property at a bargain price; (3) the lease term is equal to or greater than 75 percent of the estimated economic life of the leased property; or (4) the present value of rental or other minimum lease payments equals or exceeds 90 percent of the fair value of the leased property less any investment tax credit retained by the lessor.
- . **Capital Projects Funds** - Accounts for financial resources to be used for the acquisition or construction of major capital projects other than those financed by enterprise funds.
- . **Cash Accounting** - A basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.
- . **Cash Management** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.
- . **Compensated Absences** - For financial reporting purposes, vacation and sick leave that is attributable to services already rendered and is not contingent on a specific event that is outside the control of the employer and employee.
- . **Contingency Account** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
- . **Current Taxes** - Taxes that are levied and due within one year.
- . **Debt Service** - The County's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.
- . **Debt Service Fund** - Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- . **Debt Service Requirements** - The amount of revenue that must be provided for a Debt Service Fund so that all principal and interest payments can be made in full and on schedule.
- . **Delinquent Taxes** - Unpaid taxes that remain on and after the date on which a penalty for non-payment is attached.

- . **Department** - A major functional component of the County, which indicates overall management responsibility for an operation or a group of related operations. For example, the Department of General Services includes Administration, Engineering and Facility Maintenance, Facility/Utility Charges, Telecommunications, and Grounds Maintenance.
- . **Depreciation** - The process of estimating and recording the lost usefulness, expired useful life or diminution of service of a capital asset that cannot or will not be restored by repair and will be replaced. The cost of the capital asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.
- . **Disbursement** - Payment for goods or services in cash or by check.
- . **Division** - A specific function within a department, usually with its own activity number. For example, Grounds Maintenance is a division of the Department of General Services.
- . **Economic Development Authority** - This group has the authority to promote industry and develop trade by inducing manufacturing, industrial and commercial enterprises to locate or remain in the County.
- . **Encumbrance** - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.
- . **Enterprise Funds** - A proprietary accounting fund type in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.
- . **Estimated Revenue** - The amount of projected revenue to be collected during the fiscal year.
- . **Expenditure** - This term refers to the outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when the expense is actually paid. Note: an encumbrance is not an expenditure. An encumbrance reserves funds to be expended.
- . **Expenses** - Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.
- . **Financial Audit** - Provides an auditor's opinion that financial statements present fairly an entity's financial position and results of operations in conformity with generally accepted accounting principles.
- . **Fiscal Year** - The time period designated by the County signifying the beginning and ending period for recording financial transactions. The County of York has specified July 1<sup>st</sup> to June 30<sup>th</sup> as its fiscal year.
- . **Fringe Benefits** - Employee compensation that is in addition to wages or salaries. Examples: retirement, health insurance, and life insurance.
- . **Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).
- . **Function** - A group of related programs crossing organizational (department) boundaries and aimed at accomplishing a broad goal or accomplishing a major service.

- . **Fund** - An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.
- . **Fund Balance** - Fund balance is the excess of assets over liabilities.
- . **General Fund** - The County's operating fund; this fund accounts for most of the financial resources of the government, including property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund includes most of the basic operating services, such as general administration, judicial services, public safety, environmental and development services, finance and planning, education and educational services, human services, general services, and community services.
- . **General Ledger** - A file that contains a listing of the various accounts necessary to reflect the financial position of the government.
- . **General Obligation Bonds (GOB)** - Bonds that finance a variety of public projects such as buildings and improvements. The repayment of these bonds is usually made from the General Fund to the Debt Service Funds; the bonds are backed by the full faith and credit of the issuing government.
- . **Government Accounting Standards Board (GASB)** - The ultimate authoritative accounting and financial reporting standard-setting body for state and local government. The GASB was established in June 1984 to replace the National Council on Governmental Accounting (NCGA).
- . **Government Finance Officers Association (GFOA)** - An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of generally accepted accounting principles for state and local government since its inception.
- . **Governmental Funds** - Funds generally used to account for tax-supported activities. The County has four governmental funds: the general fund, special revenue funds, debt service funds, and capital projects funds.
- . **Grant** - A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.
- . **Infrastructure** - Long-lived capital assets that normally are stationary in nature and can be preserved for a number of years. Examples for the County include curbing, asphalt, brick and concrete paving, piers, boat ramps, breakwaters, and sewer systems.
- . **Interfund Transfers** - Amounts transferred from one fund to another.
- . **Intergovernmental Revenue** - Revenue received from another government for a specific purpose.
- . **Internal Service Funds** - Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.
- . **Inventory** - A detailed listing of property currently held by the government.
- . **Invoice** - A bill requesting payment of goods or services by a vendor or other governmental unit.

- . **Lease Revenue Bonds** - Bonds issued to finance the acquisition, construction, improvement, furnishing and/or equipping of capital projects with a financing lease agreement entered into at the same time of the bond issuance. For example, the revenue bonds will be limited obligations of the Economic Development Authority (EDA) with principal and interest payments made by the County pursuant to a financing lease between the County and the EDA.
- . **Levy** - To impose taxes, special assessments, or service charges for the support of County activities.
- . **Literary Loans** - Loans from the State Literary Loan Fund for the construction and improvement of various schools.
- . **Long Term Debt** - Debt with maturity of more than one year after the date of issuance.
- . **Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are “measurable” and “available for expenditure.”
- . **Note Payable** - An unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.
- . **Object Code** - A unique code designed for referencing budget classification information. It identifies the lowest cost or expenditure classification. The code insures that expenditures are posted into the appropriate fund, character, function, program, department, division, section, and cost account.
- . **Operating Budget** - The portion of the budget that pertains to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel.
- . **Performance Measures** - Specific quantitative and qualitative measures of work performed as an objective of the department.
- . **Property Tax** - Property taxes are levied on both real and personal property according to the property’s valuation and the tax rate.
- . **Reconciliation** - A detailed summary of increases and decreases in expenditures from one budget year to another.
- . **Requisition** - A written request from one department to another for specific goods or services. In the case of a purchase requisition, this precedes the authorization of a purchase order.
- . **Reserve** - An account used to indicate that a portion of a fund’s balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
- . **Resources** - Total amounts available for appropriation.

- . **Revenue** - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.
- . **Revenue and Expenditure Detail** - Represents the smallest level or breakdown in budgeting for revenue and expenditures.
- . **Revenue Bonds** - Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.
- . **Revenue Estimate** - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.
- . **Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical method.
- . **Source of Revenue** - Revenues are classified according to the source or point of origin.
- . **Special Revenue Funds** - Accounts for the proceeds of specific revenue sources that are legally restricted for specified purposes other than for major capital projects.
- . **Tax Rate** - The amount of tax levied for each \$100 of assessed value.
- . **Transfers From Other Funds** - Budget line item used to reflect transfers of financial resources into one fund from another fund.
- . **Transfers To Other Funds** - Budget line item used to reflect transfers of financial resources out of one fund to another fund.
- . **Unappropriated Fund Balance** - The excess of a fund's assets and estimated revenue for a period over its liabilities, reserves, and available appropriations for the period.
- . **Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
- . **Unrestricted Net Assets** - That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
- . **Virginia Retirement System (VRS)** - An agent multiple-employer public retirement system that acts as a common investment and administrative agent for the political subdivisions in the Commonwealth of Virginia.

#### Definition of Object Codes:

- . **Personnel Services** - All compensation for the direct labor of persons employed with the County. Salaries and wages paid to employees for full- and part-time work, to include overtime and similar compensation. Fringe benefits include the employer's portion of FICA, retirement, health and life insurance.
- . **Contractual Services** - Services acquired from outside sources. Purchase of the service is on a fee basis or a fixed time contract basis.

- . **Internal Services** - Charges from an Internal Service Activity to other activities of the local government for the use of intragovernmental services. Internal Services are defined as vehicle and imaging maintenance and central store.
- . **Other Charges** - Includes payments for heat, electricity, water, solid waste, and sewer services; payments for postal, messenger and telecommunications; payments for professional development; and payments for miscellaneous items such as dues and memberships.
- . **Materials & Supplies** - Includes articles and commodities that are consumed or materially altered when used, and minor equipment that is not capitalized. Examples include: office supplies, food and food service supplies, medical and laboratory supplies, books and subscriptions, linen supplies, fuel, lubricants, police supplies, guns and ammunition, etc.
- . **Leases and Rentals** - Includes leases and rentals of buildings and equipment.
- . **Capital Outlay** - Outlays that result in the acquisition of or additions to capital assets. It includes the purchase of assets, both replacement and/or additional.
- . **Grants & Donations** - Includes both Federal and State grants to be used for a specific purpose, and donations made for County programs.
- . **Contributions** - Includes payments to agencies or organizations for the benefit of the community.
- . **Charge-outs** - Certain activities charge for the services they provide. The charge-outs for those services are included in this category.

#### **Acronyms and Abbreviations:**

- . **ACH** - Automated Clearing House
- . **AD** - Administrative Directive
- . **ADC** - Adult Day Care
- . **AED** - Automatic External Defibrillators
- . **APS** - Adult Protective Services
- . **ARRA** - American Recovery and Reinvestment Act; commonly referred to as "Federal Stimulus"
- . **AS400** - Application System; an accounting software program
- . **Assoc** - Association
- . **BAI.NET** - Bright Associates Inc.; a software system to enable citizens to make payments online
- . **BJA** - Bureau of Justice Assistance
- . **BMP** - Best Management Practice
- . **BOS** - Board of Supervisors

- . **BPOL** - Business, Professional and Occupational License tax
- . **BZA** - Board of Zoning Appeals
- . **CAD** - Computer Aided Dispatch
- . **CBH** - Colonial Behavioral Health
- . **CDBG** - Community Development Block Grant
- . **CDA** - Community Development Authority
- . **CDR** - Child Development Resources
- . **CGH** - Colonial Group Home
- . **CIP** - Capital Improvements Program
- . **COPS (related to Sheriff's Office)** - Community Oriented Policing Services
- . **COPS (related to debt)** - Certificates of Participation
- . **CPEAV** - Citizens Planning Education Association of Virginia
- . **CNU** - Christopher Newport University
- . **CPS** - Child Protective Services
- . **CRS** - Community Rating System
- . **CSA** - Comprehensive Services Act
- . **DARE** - Drug Abuse Resistance Education
- . **DC** - Day Care
- . **DCJS** - Department of Criminal Justice Services
- . **DCR** - Department of Conservation and Recreation
- . **DEA** - Drug Enforcement Administration
- . **DHS** - Department of Homeland Security
- . **DJP** - Department of Justice program
- . **DMV** - Department of Motor Vehicles
- . **DOJ** - Department of Justice
- . **DP** - Data processing

- . **DRE** - Direct Recording Equipment
- . **DUI** - Driving Under the Influence
- . **EDA** - Economic Development Authority
- . **EHR** - Emergency Home Repair
- . **EMS** - Emergency Medical Services
- . **EOC** - Emergency Operations Center
- . **EPA** - Environmental Protection Agency
- . **Equip** - Equipment
- . **FCC** - Federal Communications Commission
- . **FEMA** - Federal Emergency Management Agency
- . **FLS** - Fire and Life Safety
- . **FSS** - Family Self Sufficiency
- . **FTE** - Full-time equivalent
- . **HAVA** - Help America Vote Act
- . **HCVP** - Housing Choice Voucher Program
- . **HERSA** - Health Resources and Service Administration
- . **HMGPCRS** - Hazard Mitigation Grant Program - Community Rating System
- . **HPI** - Housing Partnerships Incorporated
- . **HPRP** - Homelessness Prevention and Rapid Re-housing Program
- . **HRCCS** - Hampton Roads Clean Community System
- . **HREDA** - Hampton Roads Economic Development Alliance
- . **HRMMRS** - Hampton Roads Metropolitan Medical Response System
- . **HRPDC** - Hampton Roads Planning District Commission
- . **HRPDC MMRS** - Hampton Roads Planning District Commission Metropolitan Medical Response System
- . **HRTPO** - Hampton Roads Transportation Planning Organization
- . **HVAC** - Heating, ventilating and air conditioning

- . **GIS** - Geographic Information System
- . **GS** - General Services
- . **HR** - Hampton Roads
- . **HRSD** - Hampton Roads Sanitation District
- . **INFOR** - a work order, asset tracking and procurement system
- . **ISDN** - Integrated Services Digital Network
- . **IVR** - Interactive Voice Response
- . **JAG** - Justice Assistance Grant
- . **JCC** - James City County
- . **Juv** - Juvenile
- . **J&DR** - Juvenile and Domestic Relations Court
- . **KRONOS** - Time and attendance management system
- . **MR** - Mental Retardation
- . **NASA** - National Aeronautics and Space Administration
- . **New Qtr Pk** - New Quarter Park
- . **NFPA** - National Fire Protection Association
- . **NNWW** - Newport News Waterworks
- . **OCE** - Printing, plotting, scanning system
- . **OEMS** - Office of Emergency Medical Services
- . **OPEB** - Other Post-Employment Benefits
- . **OVW** - Office on Violence Against Women
- . **PA20T/TA** - P A Two Zero is the Headstart Code for Headstart Training and Technical Assistance
- . **PPEA** - Public-Private Education Facilities and Infrastructure Act
- . **PR** - Payroll
- . **PT** - Part-time
- . **PTA** - Parent Teacher Association

- . **PTEAP** - Program To Encourage Arrest Policies
- . **QLMS** - Queens Lake Middle School
- . **QSCB** - Qualified School Construction Bonds
- . **RAD** - Rape Aggression Defense
- . **RSAF** - Rescue Squad Assistance Fund
- . **SCADA** - Supervisory Control and Data Acquisition
- . **SEAST** - Southeast (Southeast Rural Community Assistance Project)
- . **SEMAP** - Section Eight Management Assessment Program
- . **Skate R&R** - Skate, Rattle & Roll
- . **SHSP** - State Homeland Security Program
- . **SNAP** - Supplemental Nutrition Assistance Program
- . **SPCA** - Society for the Prevention of Cruelty to Animals
- . **TANF** - Temporary Assistance to Needy Families
- . **TNCC** - Thomas Nelson Community College
- . **USDA** - United States Department of Agriculture
- . **VDEM** - Virginia Department of Emergency Management
- . **VDFP** - Virginia Department of Fire Programs
- . **VDOT** - Virginia Department of Transportation
- . **VDH** - Virginia Department of Health
- . **VEDP** - Virginia Economic Development Partnership
- . **VFIRS** - Virginia Fire Incident Reporting System
- . **VHDA** - Virginia Housing Development Authority
- . **VIDA** - Virginia Individual Development Account
- . **VIEW** - Virginia Initiative for Employment not Welfare
- . **VJCCCA** - Virginia Juvenile Community Crime Control Act
- . **VML** - Virginia Municipal League

- . **VMRC** - Virginia Marine Resource Commission
- . **VPPSA** - Virginia Peninsulas Public Service Authority
- . **VPSA** - Virginia Public School Authority
- . **VRS** - Virginia Retirement System
- . **V-STOP** - Stop Violence Against Women Grant in Virginia
- . **VW** - Victim-Witness
- . **YC** - York County
- . **YCSC** - York County Sports Complex
- . **YCSD** - York County School Division
- . **WAR** - Work-as-required
- . **WHF** - Williamsburg Health Foundation
- . **WYCG-TV** - York County government television channel