

CITY OF WILLIAMSBURG

★ Proposed Budget
Fiscal Year 2020



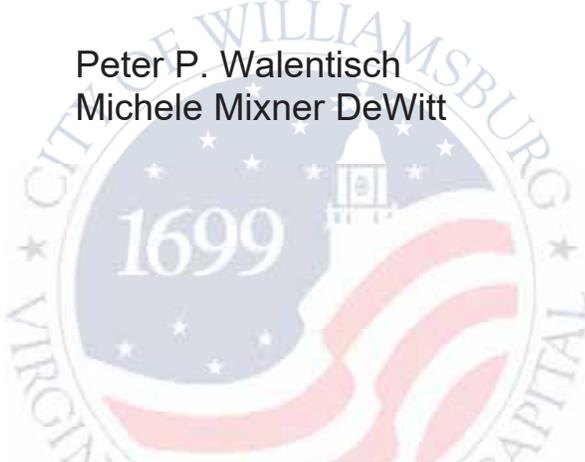


CITY COUNCIL

Paul T. Freiling	Mayor
Douglas G. Pons	Vice Mayor
Edward F. Maslin	Member
Barbara L. Ramsey	Member
Benming Zhang	Member

OFFICIALS

Andrew O. Trivette	City Manager
Vacant	Assistant City Manager
Christina Shelton	City Attorney
Debi Burcham	Clerk of Council
Barbara Dameron	Director of Finance
Mark A. Barham	Director of Information Technology
Daniel G. Clayton	Director of Public Works
Sean Dunn	Police Chief
W. Patrick Dent	Fire Chief
Robbi Hutton	Director of Recreation
Carolyn A. Murphy	Director of Planning & Codes
Peter P. Walentisch	Compliance
Michele Mixner DeWitt	Director of Human Services
	Economic Development Director



BUDGET MESSAGE

City Manager’s Budget Message

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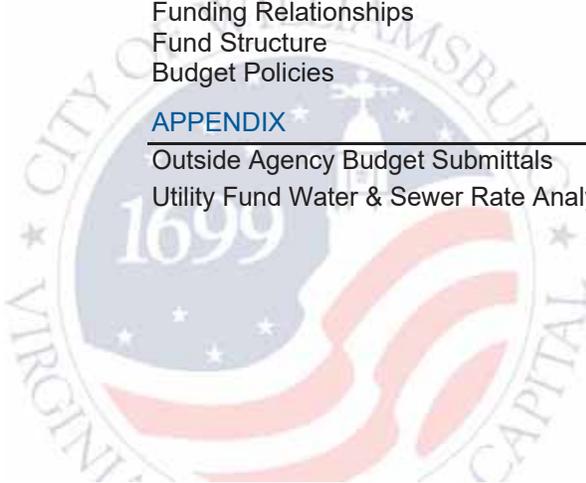
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Williamsburg
Virginia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

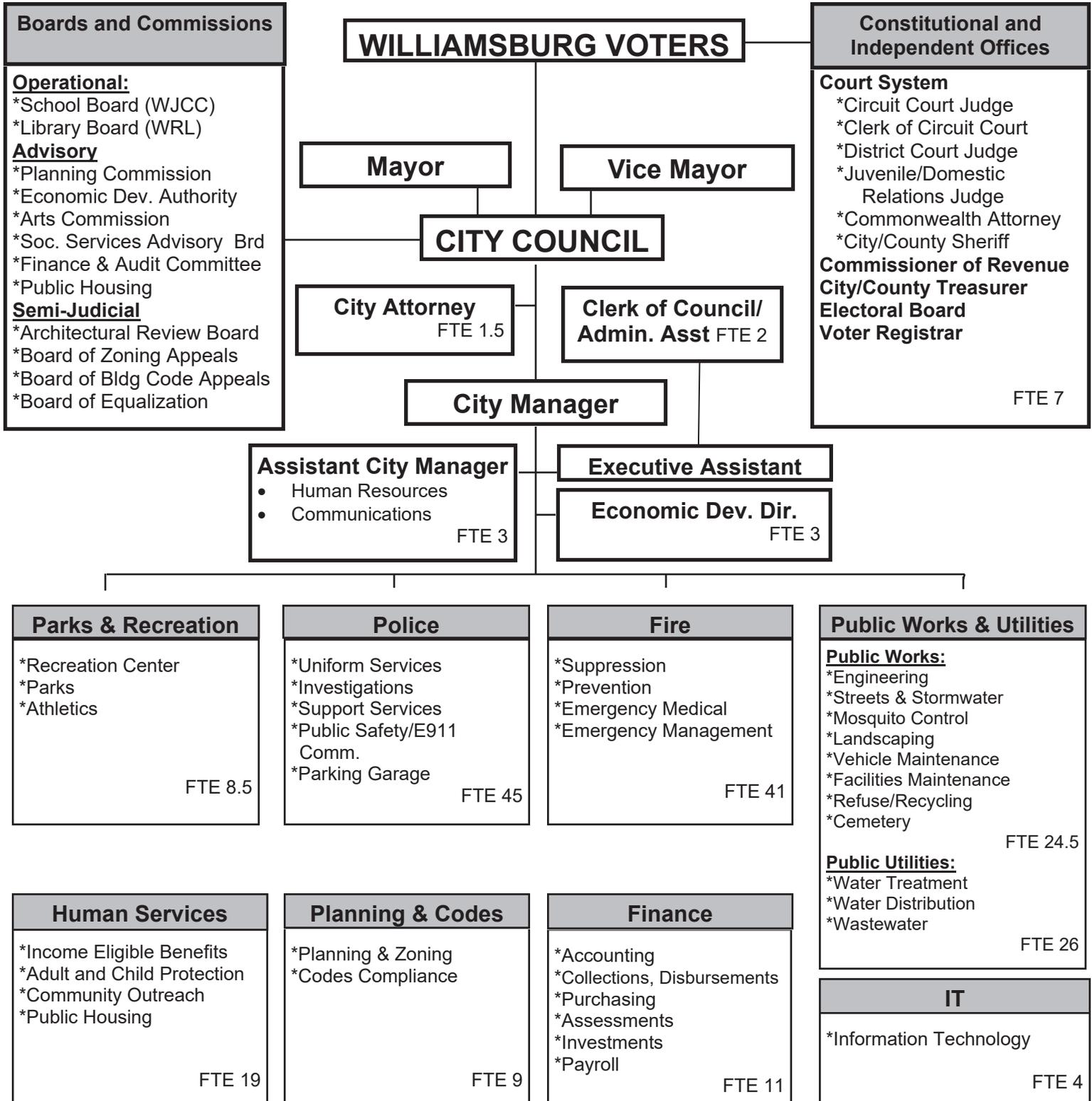
Executive Director

The Government Finance Officers Association of the United State and Canada (GFOA) presented an award for Distinguished Presentation to the City of Williamsburg for its annual budget for the fiscal year beginning July 1, 2018.

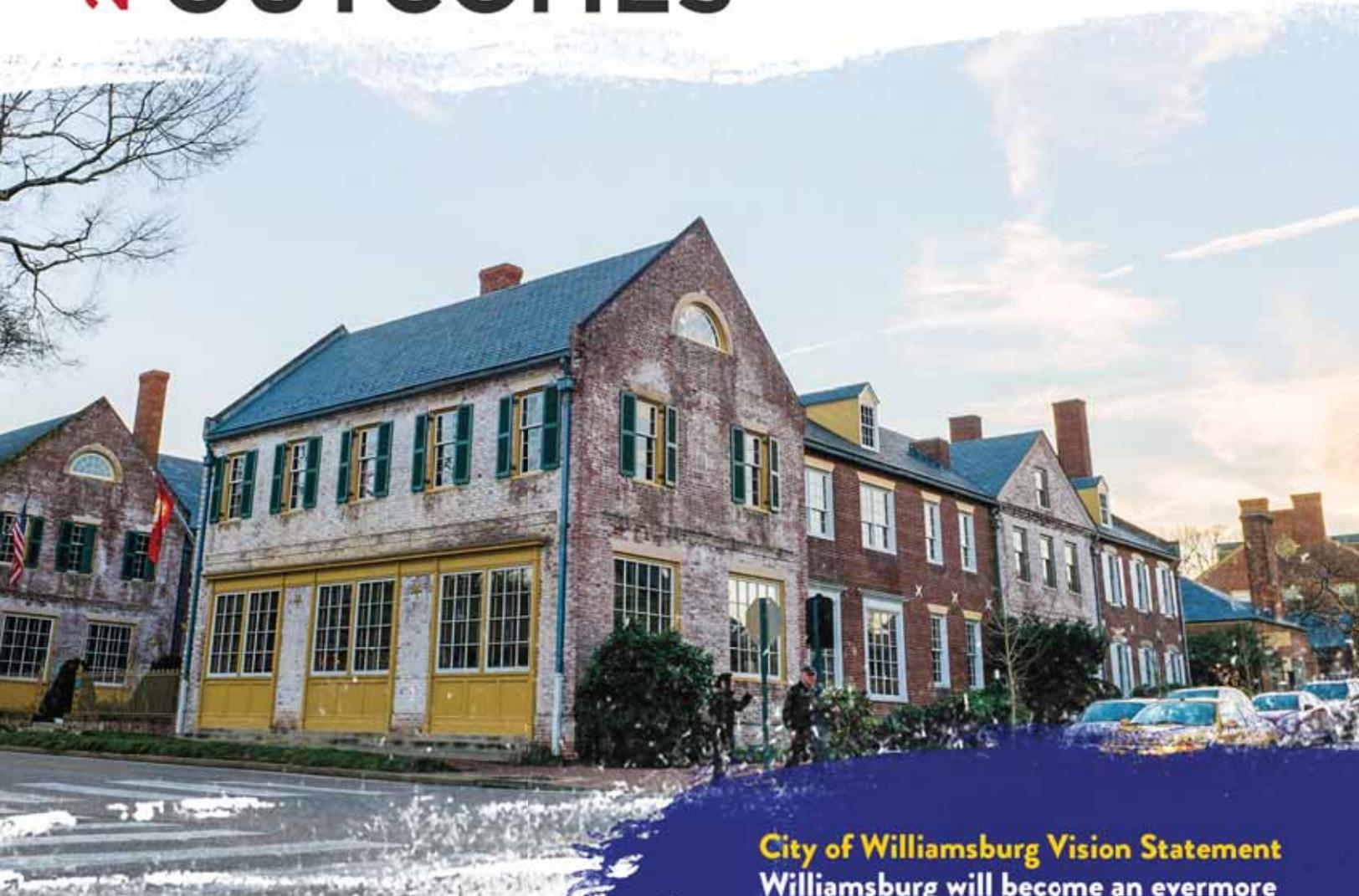
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

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 GFOA to determine its eligibility for another award.

City of Williamsburg Organizational Chart



2019/2020 BIENNIAL GOALS INITIATIVES & OUTCOMES



City of Williamsburg Vision Statement

Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government — cohesively led, financially strong, always improving and innovating — in full partnership with the people who live, work, and visit here.



To advance the City's vision, every two years the Williamsburg City Council identifies new strategic objectives for our city government. The Williamsburg City Council and staff are excited to present the 2019/2020 Goals, Initiatives, and Outcomes.

Goals, Initiatives, and Outcomes (GIOs) provide an expression of priorities, as specific and measurable as possible, covering a two-year period.

GIOs are not intended to be a comprehensive list of all city services and activities. Instead, they provide concrete, coordinated expression of the City Council's direction and focus. In that way, they drive the operating budget and capital budget formation.

This set of GIOs will guide the actions and policy of the City for a portion of fiscal year 2019, all of 2020, and a part 2021.

Adopted by the Council on November 8, 2018, the plan contains eight goals and 51 initiatives to achieve those goals. New this year, is a separate list of initiatives that require further development and another list for horizon planning - both of which are not expected to be completed in this two-year biennium, but rather in the three to five-year range.

The staff and Council reduced the number of GIOs for 2019/2020 to have a more focused impact. This set of GIOs contain 51 initiatives compared to 124 from the 2017/2018 plan.

Our city depends on community engagement. Please follow our progress using the city website, williamsburgva.gov. Beginning in 2019 we will post reports and updates for each of these action items.

Thank you for being a participant.

GIOs DEVELOPMENT TIMELINE

AUGUST 2018

NCS Presentation

The National Citizen Survey Results were presented to City Council

SEPTEMBER 2018

Public Workshops

Public workshops were held in the Stryker Center and at William & Mary

Content Review

A presentation to the City Council at the work session to review planned content and design

OCTOBER 2018

Council Retreat

The materials gathered from staff and the community are presented to City Council to construct a final draft of GIOs

NOVEMBER 2018

Proposed GIO Presentation

City Manager presents the proposed GIO list to the City Council at the work session

GIO Adoption

City Council adopts the GIO list at the regular business meeting

State of the City

The City Council presents the final form of the GIOs at the State of the City event

1 COMMUNITY CHARACTER

Protect and enhance Williamsburg's unique character as defined by its residential neighborhoods, urban places, open spaces, and by its iconic places—the Colonial Williamsburg Historic Area and the campus of the College of William & Mary.

COMPLETE SHORT TERM RENTAL REGULATIONS

Planning Commission and staff shall determine if short-term rentals to transient visitors within owner-occupied single-family dwellings should be allowed in the City and develop an appropriate ordinance for consideration and approval by City Council.

REVIEW ARB REGULATIONS

Review the Design Review Guidelines to determine if they should be updated to include: (1) educate and review “why our older buildings are important to the City”, (2) if current architectural preservation district and corridor protection district regulations are appropriate and review materials allowed and new materials to determine if they are appropriate for the district, (3) if additional neighborhoods should be included in the review.

NEIGHBORHOOD BALANCE

Establish a workgroup with representative members of City Council, Planning Commission, Architectural Review Board, Board of Zoning Appeals, neighborhoods, landlords, students, College staff, and City staff to address neighborhood stability issues including affordability, owner-occupied status, and student occupancy. This workgroup is tasked with developing a best practices manual based on comparative research with action item recommendations for City Council consideration.

DOWNTOWN VIBRANCY IMPLEMENTATION

A staff team shall review the Downtown Vibrancy Study and develop a budgeting strategy for implementation. This shall be reported to City Council for approval.

GATEWAY SIGNAGE

Staff shall establish a gateway signage team tasked with (1) investigate and determine if the existing gateway signage along the interstate is properly located, (2) review “Welcome to Williamsburg” signs to determine if they need updating and are placed at all entrance corridors into the City, (3) review and determine wayfinding signage needs for the downtown, midtown and northeast triangle areas. This work shall be reported to City Council with any recommended actions.

2 ECONOMIC VITALITY

Increase business success and City revenues by supporting, promoting and diversifying the city's economic base of historic tourism and higher education, and other development, redevelopment, and adaptive reuse opportunities.

TOURISM PRODUCT AND BUSINESS RECRUITMENT

Staff and the Economic Development Authority shall evaluate and procure visitation data to assist with business and tourism product recruitment

INCREASE PLACEMAKING PRODUCT

Staff shall develop a plan for increasing events, installing public art, and increasing vibrancy. Known as placemaking, the staff shall report to Council on recommended steps including a review of best practices nationally, funding and staffing requirements, and key steps to be taken toward implementation.

SUPER REGIONAL BIKE TRAIL DEVELOPMENT

Staff shall work with leaders of the Virginia Capital Trail and Birthplace of America Trail to identify the best routes for trail connection and completion through the City of Williamsburg. Staff shall report to Council the best path and identify funding requirements/sources for implementation.

REGIONAL EFFORTS

In collaboration with regional partners, develop and finalize the best use of the regional "Maintenance of Effort" funding required in § 58.1-603.2 of the Code of Virginia.

BROADBAND DEVELOPMENT

Staff shall research the feasibility of a "Dig Once" policy that requires public right of way projects that excavate to also lay empty conduit for future broadband applications. The conclusion shall be reported to City Council along with recommended actions.

INCREASE TOURISM PRODUCT

Staff shall update and implement the Tourism Development Fund Grant program completing the first and second round of grant review.

3 TRANSPORTATION

Provide an effective transportation system compatible with the future land use plan in concert with our community partners – with “complete streets” serving pedestrians, bicyclists, and motorists and promoting the expanded use of transit and rail.

STRAWBERRY PLAINS MULTI-USE TRAIL

Staff shall evaluate the cost and routing of a multi-use trail along Strawberry Plains Road and report to City Council findings and recommendations for next steps.

MASS TRANSIT FREQUENCY

Request WATA to study frequency and demand inside the City of Williamsburg and report to City Council on findings and potential methods of increasing frequency with associated costs.

BIKE SHARE PROGRAM

Staff shall evaluate the implementation of a bike share program and report to City Council on recommended next steps for implementation including placement locations, operational methods, initial costs, and ongoing subsidy requirements.

AIRPORT COMMISSION MEMBERSHIP

Staff and Council shall secure membership and representation on the Peninsula Airport Commission.

PEDESTRIAN & RUNNER FRIENDLY IMPROVEMENTS

Staff shall pursue application for pedestrian/runner friendly designation by supporting the efforts of local groups and report to City Council on the progress of designation.

CAPITOL LANDING ROAD CORRIDOR

Staff shall develop a plan for improvement of the Capitol Landing Road Corridor and seek City Council direction on next steps considering funding needs and grant award schedules.

HISTORIC AREA STREET MAINTENANCE

Staff shall develop a plan and cost schedule with the Colonial Williamsburg Foundation for resuming maintenance of the streets inside the Historic District. These items shall be reported to City Council for inclusion in budget planning.

HISTORIC DISTRICT PARKING IMPROVEMENTS

Staff shall evaluate maintenance and operation of the Colonial Williamsburg parking lots located in the historic area reporting to City Council on improvement needs and costs.

ROAD PROJECT COMPLETION

Staff shall complete the Ironbound/Longhill Road Project.

MONTICELLO MULTI-USE TRAIL AND STREETScape

Staff shall initiate construction of the Monticello Multi-Use Trail, complete design, and start construction on the Monticello Avenue Streetscape Project.





NATIONAL NIGHT OUT 2018



4 PUBLIC SAFETY

Provide a safer community by promoting leadership, innovation and implementation of technology in public safety, emergency management and codes compliance to protect and serve the city residents, visitors, businesses and historic assets.

EMERGENCY OPERATIONS PLAN UPDATE

Conduct a comprehensive review and revision of the City's Emergency Operations Plan to ensure the plan reflects current best practices in disaster mitigation, preparedness, response, and recovery. The revised plan will be presented to City Council for adoption by March 2020.

MOBILE INTEGRATED HEALTHCARE (MIH)

The fire department will present a staffing plan designed to effectively and efficiently manage the MIH program aimed at improving health outcomes among medically vulnerable populations and reducing unnecessary 9-1-1 responses while saving healthcare dollars through reduced emergency department visits and hospital readmissions.

CERT PROGRAM & NEIGHBORHOOD WATCH

Staff shall restructure program administration to further engage Neighborhood Response Teams (CERT and Neighborhood Watch) to assist in maintaining community safety and preparedness, identify sustainable funding to support program management and maintenance of effort, and report to City Council on actions taken and recommended.

ENHANCE NATIONAL NIGHT OUT

Staff shall identify, working with the National Night Out Committee, potential enhancements to the annual event and needed resources. Staff shall report findings and recommendations to City Council.

5 HUMAN SERVICES, HEALTH, & EDUCATION

Seek opportunities, partnerships and program implementation that addresses the educational, health, social, housing, economic and workforce training needs and expectations of city residents and workers.

HOUSING AUTHORITY SUSTAINABILITY

Staff shall evaluate Housing Authority integration with City operational plans and report to Council on budgetary and staffing needs required to provide a sustainable Housing Authority operating model. This shall include evaluation of redevelopment plans and alternate leasing strategies such as Rental Assistance Demonstration.

CEDAR GROVE CEMETERY EXPANSION

Utilize monthly City/College meetings to determine the feasibility of expanding Cedar Grove Cemetery on College-owned property during the biennium and report progress to City Council.

WORKFORCE/AFFORDABLE HOUSING

Establish the Workforce Housing Work Group to define workforce housing in the City of Williamsburg, research comparative practices, and report recommended strategies and actions to the City Council.

HOMELESSNESS PREVENTION

Staff shall form a work team of stakeholders to define homelessness in the City of Williamsburg, identify strategies for positive impact, and report to City Council with recommended next steps.

ONE STOP WORKFORCE CENTER

Staff shall lead strategy sessions with TNCC (Williamsburg Workforce Center at Monticello), James City County, York County, and the Greater Peninsula Workforce Development Board to create improved links and services to emerging workforce, TANF/VIEW clients, and unemployed needing training and placement services. Staff will provide a report on actions taken and recommended to City Council.

SUMMER YOUTH PROGRAM EXPANSION

Staff shall utilize interdepartmental assets to develop school year youth counselors and community policing efforts to address truancy, academic failure, and crime prevention. Staff shall report to Council on actions taken and recommended.

SENIOR TASKFORCE

Staff shall work with the Williamsburg Health Foundation to create a Senior Task Force which will review senior service barriers to effective aging in place and report to City Council on strategies for positive impact.

CARE TEAM

Staff shall present to City Council a staffing plan designed to effectively and efficiently manage the CARE Team program beyond the availability of the Williamsburg Health Foundation grant funding.

6

RECREATION & CULTURE

Encourage a healthy community through an integrated system of parks, facilities and open spaces that support recreation and the variety of cultural opportunities that enrich the experiences of city residents and visitors.

PARKS, RECREATION, ADA TRANSITION PLAN

Staff shall begin prioritization of ADA deficient items in all parks and facilities, prepare cost analysis, and report to City Council on implementation actions taken or recommended.

4TH SOFTBALL FIELD AT KIWANIS PARK

Staff shall submit the 4th softball field as a project proposal for consideration under the TDF grant program.

QUARTERPATH RECREATION CENTER EXPANSION

Staff shall conduct a feasibility study to determine and create a facility expansion plan to be reported to City Council with recommended next steps.

INDOOR FIELDHOUSE

Staff shall work with James City County and York County to determine a location for and feasibility of developing a shared facility to extend programming space and to make the City of Williamsburg more marketable for sports tourism.

WILLIAMSBURG REGIONAL LIBRARY RENOVATION

Staff shall work with the Williamsburg Regional Library Board, James City County, and York County to evaluate opportunities for expansion, renovation, and redevelopment of the existing library facility on site in downtown Williamsburg. Staff will report to City Council on actions taken or recommended.

LAWN SPORTS

Staff shall evaluate potential locations to accommodate a large green for lawn sports, create a cost analysis to determine feasibility, and submit findings with recommended actions to City Council.





7 ENVIRONMENTAL SUSTAINABILITY

Continue to build an evermore sustainable and healthy city pursuing multiple strategies for conservation and restoration, and providing essential environmental services related to drinking water, wastewater, stormwater, and solid waste.

RECYCLING PROGRAM

Staff shall identify and establish a new contract for recycling services inside the City of Williamsburg in coordination with the Virginia Peninsula Public Service Authority, James City County, York County, and the City of Poquoson.

RENEWABLE ENERGY

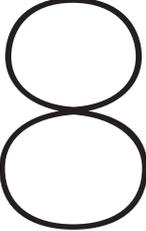
Staff shall study comparative approaches to promoting the use of renewable energy sources in both residential and commercial applications and report on recommended strategies to City Council.

STORMWATER EROSION FUNDING

Staff shall create an action priority listing of stormwater erosion control/correction needs, apply for grant funding, and plan for budgetary needs to begin proactive control and corrective measures.

GO GREEN INITIATIVES

Staff shall identify Go Green initiatives that have not been acted upon and report to City Council on recommended actions and potential costs/funding opportunities.



CITIZEN ENGAGEMENT/ CITY GOVERNANCE

Continuously improve the effectiveness of city government and its partnership with the people who live, work, and visit here to fulfill Williamsburg's vision for the future.

STRATEGIC COMMUNICATION PLAN

Staff shall establish an internal workgroup to focus on effective communication strategies, and will report results and plan of action to City Council.

PHOTO HISTORY OF THE CITY

Staff shall work with SWEM and other potential community partners to develop a public photo history of the city to be displayed at the Stryker Center.

STRATEGIC PLANNING RENEWAL

Staff shall work with City Council to plan and conduct a community visioning exercise to establish a long-range strategic plan that complements the two-year GIO process.

VOLUNTEER RECOGNITION

Staff shall work with City Council to develop and implement a City volunteer recognition program.

BENEFITS REVIEW

Staff shall complete a secondary benefits package review consisting of comparative analysis, benchmarking, and retention rates with a report to City Council identifying any recommended changes.

SISTER CITY PROGRAM

Staff shall evaluate joining the Sister City program and report to City Council findings and recommendations.

QUEST RENEWAL

A staff team shall evaluate the effectiveness of QUEST and identify potential changes to improve its relevancy and more fully incorporate the strategic planning processes as a common goal. Staff will report to City Council the research and any actions taken.

PERFORMANCE MEASUREMENT

A staff team shall review the existing performance analytics program to align with GIO and budget processes, improve transparency, and provide benefit to employees. The team will report results and plan of action to City Council.

INITIATIVES REQUIRING FURTHER DEVELOPMENT

TOWN/GOWN BEST PRACTICES

Task the NRC to look at other localities in the State to determine what they are doing to manage relationships between their locality, students, and college while reporting to City Council on a quarterly basis the findings of each locality.

REGIONAL TOURISM DEVELOPMENT

Develop regional sports tourism product to increase visitation.

NEIGHBORHOOD TRAFFIC CALMING

Establish a staff team to review comparative models for handling and implementing neighborhood traffic calming requests.

BIKE LANE/TRAIL IMPROVEMENTS

Staff shall evaluate and plan for further connection of existing bikeway facilities inside the City of Williamsburg.

BICYCLE SAFETY

Staff will meet with bicycle advocates and appropriate stakeholders, including William & Mary, Busch Gardens, etc., to determine bicycle training needs, current availability and report to City Council on a plan of action for improved bicycle safety.

HOUSING AUTHORITY REDEVELOPMENT STRATEGIES

Staff shall evaluate redevelopment plans and alternate leasing strategies such as Rental Assistance Demonstration and mixed-income neighborhood models for the 104 units owned and operated by the WRHA. This shall include an action plan for the redevelopment of the Blayton property.

QUEEN MARY'S PORT PARK

Staff shall explore the potential sites for acquisition, estimated costs, development plans, and funding strategies to create the Queen Mary's Port Park.

HORIZON PLANNING

DIVESTING CITY-OWNED PROPERTY

Staff shall develop a strategy for timing and process to return city-owned surplus property to the private sector.

UNDERGROUND WIRING

Staff shall evaluate new areas for potential underground utilities and identify funding strategies for each new project.

ECONOMIC DIVERSIFICATION

Continue support of the Greater Williamsburg Partnership to diversify the economy and attract high wage jobs, thus increasing consumer demand for city business products and providing more employment opportunities for citizens

CAPITAL TRAIL CONNECTION TO WILLIAMSBURG

Continue awareness of the Virginia Capital Trail and Birthplace of America Trail connections to the City of Williamsburg

TECHNOLOGY

Continue awareness of broadband technology opportunities to support residents, visitors, and businesses

OLD COUNTRY ROAD TRAIL

Staff shall identify strategies for further development of Old Country Road as a trail in cooperation with James City County and the Colonial Williamsburg Foundation.

TRAFFIC AND STREETLIGHTS

Staff shall identify, plan, and budget using best practices for traffic signal and streetlight upgrades during new underground wiring or roadway projects.

AMTRAK RIDERSHIP

Establish a working group to include William and Mary staff and students, members of the Neighborhood Relations Committee, and City staff to promote, measure, and improve student use of Amtrak services.

LAFAYETTE AND RICHMOND ROAD INTERSECTION

Staff shall apply for SmartScale funding for the construction of a roundabout at the intersection of Lafayette Street and Richmond Road in FY19 to award in FY25.

EDUCATION FUNDING

Staff and City Council shall continue working closely with the Williamsburg James City County School District on capital needs planning and operational expansion demands.

PAPER MILL CREEK PARK

Plan and implement, as feasible, the development of the Paper Mill Creek Park in partnership with the National Park Service while considering sidewalk connectivity and safety for neighboring residential developments.

ATHLETIC FACILITIES

Staff shall determine the feasibility and timing of partnering with the College of William and Mary and other regional partners to develop athletic facilities aimed at improving sports tourism in the region.

CAPITOL LANDING PARK

Staff shall identify potential greenspace to establish a park to be located in the Capitol Landing Road Corridor.

VOLUNTEER OPPORTUNITIES

A staff team will consider volunteer opportunities within the city structure and recommend a volunteer program including cost and staffing requirements.





To advance the City's vision, every two years the Williamsburg City Council identifies and adopts new strategic objectives for City government. Biennial Goals, Initiatives, and Outcomes (GIOs) provide an expression of City priorities, as specific and measurable as possible, covering a two-year period.

For More Information Contact:

City Manager's Office
Municipal Building
401 Lafayette St,
Williamsburg, VA 23185

citymanager@williamsburgva.gov
757-220-6100.

INTRODUCTION

THE CITY'S VISION

Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government--cohesively led, financially strong, always improving and innovating--in full partnership with the people who live, work and visit here.

DEPARTMENTAL BUDGET SUMMARY AND PERFORMANCE METRICS

The preceding section on Biennial Goals and Initiatives links the City Council eight broad goals to specific accomplishments of 51 initiatives. Further, the preceding section identifies desired community outcomes and observed results which relate to each goal.

This next section aligns budget and performance data to the operating departments of the city. For each department a summary page includes the department mission and expenditures and staffing, covering four years. Importantly, desired community outcomes related to each department, and observed results, are shown. Many of these measures parallel the measures arrayed under the eight goals in the preceding section, including the National Citizen Survey™ (NCS) results and ratings. Comparisons of Williamsburg citizen ratings with the national benchmark from the latest 2018 NCS results are shown for service areas.

Finally, under each department are the budgetary Cost Centers which comprise that department. Detailed information including four years of expenditures and staffing, and performance trends, projections, and targets, is presented. Performance metrics – including workload measures, efficiency measures and other useful indicators of performance – are shown with operating data for the last two fiscal years, the projected number for the current year, and the target or expected number for next year.



OFFICE OF CITY MANAGER
 Andrew O. Trivette, City Manager

Mission

To provide leadership, strategic direction, and administrative oversight to all aspects of City operations.

Cost Centers

- | | | |
|--|---|--|
| 1. City Manager
-Administration
-Human Resources | 2. Clerk / Communications
-Clerk of Council
-Communications | 3. Economic Development
-Triangle Building Mgt. |
|--|---|--|

Expenditures and Staffing

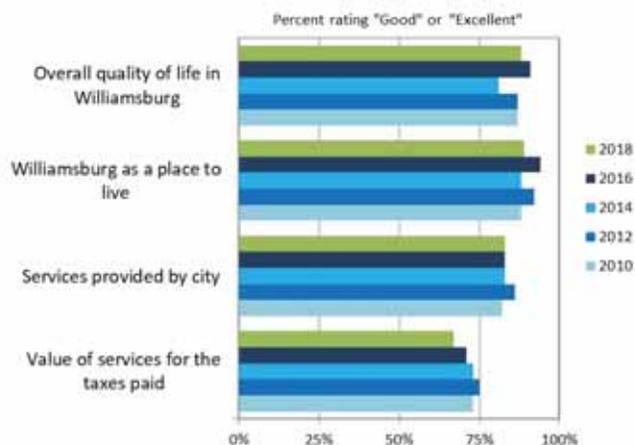
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
City Manager	520,431	3.5	530,748	3	499,470	3	491,377	3
Human Resources	79,819	1	104,333	1	108,630	1	114,852	1
Clerk of Council / Comm.	123,588	2	119,007	2	175,731	2	164,475	2
Economic Development	311,683	2	330,367	2	333,667	3	328,303	3
Total	1,035,521	8.5	1,084,455	8	1,111,498	9	1,099,007	9

Desired Outcomes

1. Receive improving National Citizen Survey ratings for indicators of overall Community well-being and value of city services "higher" than the national benchmark.

Observed Results

National Citizen Survey Results

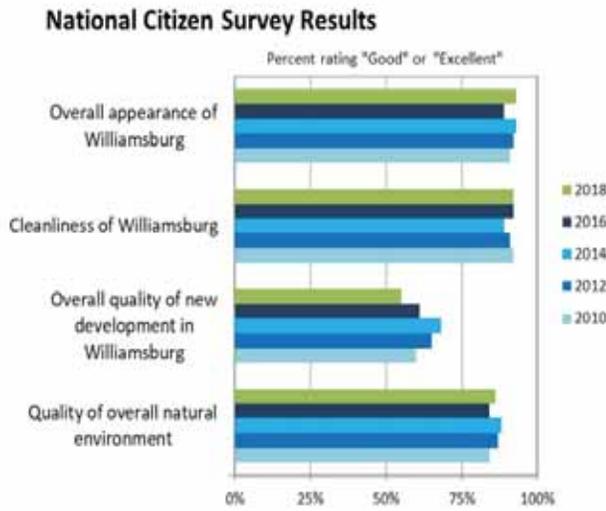


Residents rated value of services for the taxes paid "higher" than the national benchmark comparison, with all other results shown as "similar".

Desired Outcomes

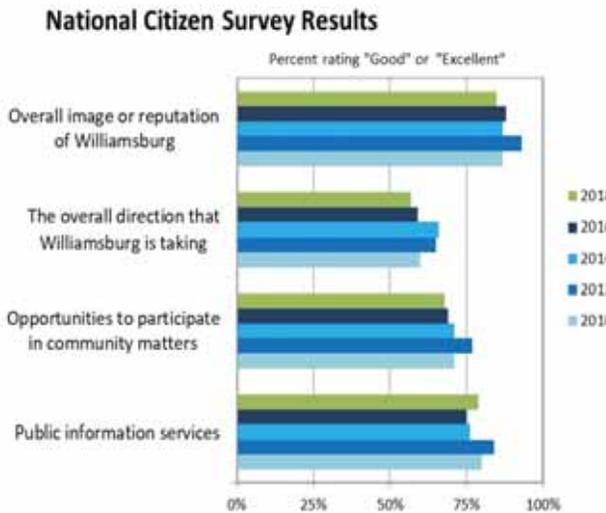
Observed Results

2. Receive improving National Citizen Survey ratings for Overall Appearance, Natural Environment and Built Environment “higher” than the national benchmark.



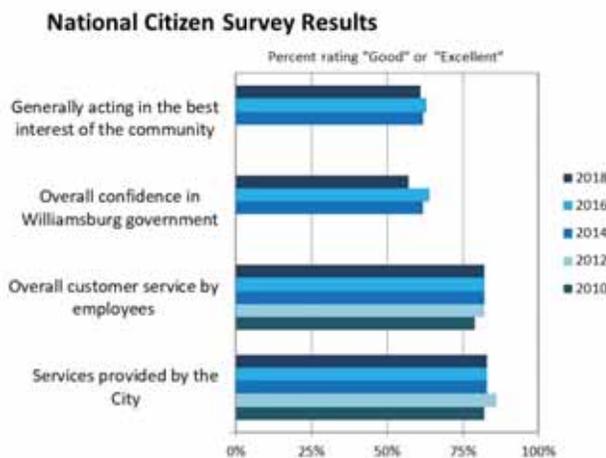
The overall appearance and cleanliness were “higher”, and overall quality of new development and natural environment were “similar” to the national benchmark.

3. Receive improving National Citizen Survey ratings for Overall Image, Direction, Opportunities for Participation in Community Matters and Public Information Services “higher” than the national benchmark.



Overall image of Williamsburg rated “higher”, with all other responses “similar” to the national benchmark for 2018.

4. Receive improving National Citizen Survey ratings for other Governance survey responses “higher” than the national benchmark.

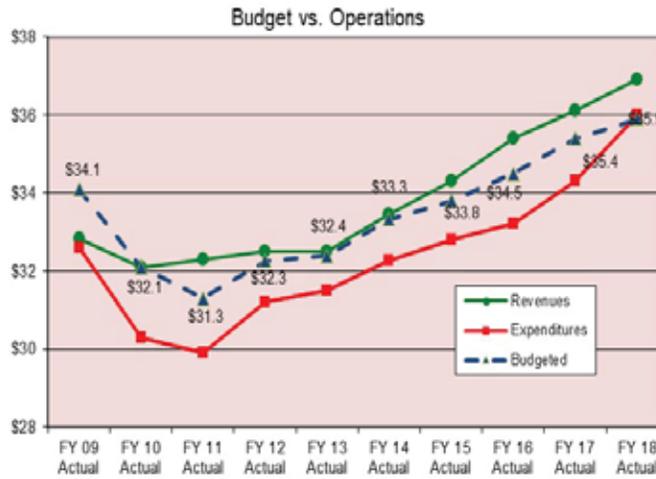


Services provided by the City rated “higher” than the national benchmark. All other categories rated “similar” to the national benchmark for 2018.

Desired Outcomes

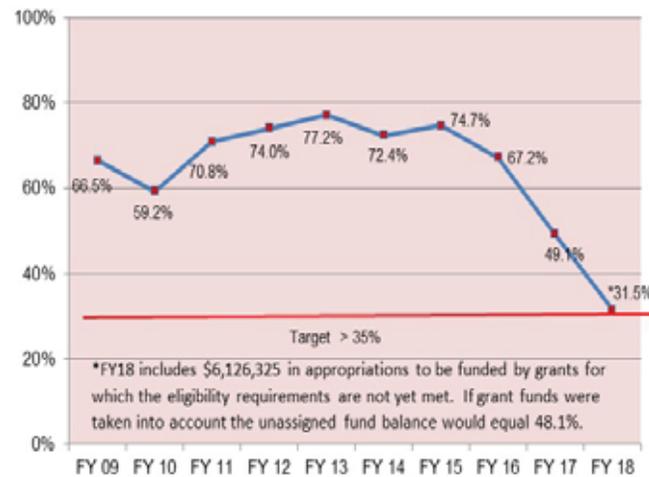
Observed Results

5. Exceed budget expectations by having operating revenues exceed operating expenditures each year.



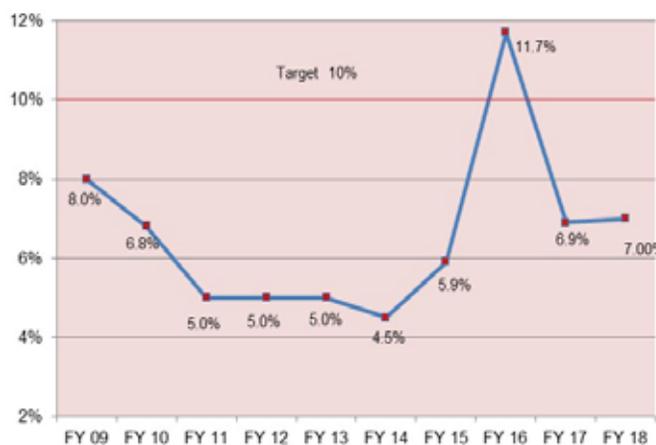
The city's operating revenues have exceeded expenditures for over 2 decades.

6. Maintain sound fiscal health by exceeding City Council's reserve policy of a minimum 35% of operating revenues each year.



Shown are year-end reserves for the General Fund not including non-spendable fund balance (value of land held for resale), and amounts carried over at fiscal year end to fund capital projects previously approved but not completed.

7. Maintain annual employee turnover rate of 10% or less of the permanent workforce.



This is an indicator of retention of employees who resign, retire, or otherwise terminate employment. Retirements skewed FY 16 results.

Office of City Manager Cost Centers:

City Manager / Human Resources

	FY 2017	FY 2018	FY 2019	FY 2019
Expenditures	Actual	Actual	Budget	Proposed
Personnel	538,112	580,621	556,905	551,016
Operating	62,138	54,460	51,195	55,213
Capital Outlay	0	0	0	0
Total	600,250	635,081	608,100	606,229

Staffing

City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Human Resource Administrator	1	1	1	1
Executive Assistant	1	1	1	1
Administrative Aide	.5	0	0	0
Total	4.5	4	4	4

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Citywide employee turnover rate	6.9%	7.0%	9.0%	<10%
Citywide sick leave use rate	2.4%	2.0%	2.5%	<2.5%
Percent of Employees who completed:				
Quest 3-day Orientation	90%	90%	87%	100%
Deferred Comp. Voluntary Participation	60%	54%	55%	>75%
OSHA reportable injuries/incidents	10	10	10	<10
Healthcare Premiums Paid (millions)	\$2.4	\$2.1	\$2.2	\$2.6

Clerk of Council / Communication

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	115,668	113,763	165,231	156,091
Operating	7,920	5,244	10,500	8,384
Capital Outlay	0	0	0	0
Total	123,588	119,007	175,731	164,475

Staffing

Clerk of Council	1	1	1	1
Communications Specialist	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Number of open Council meetings	29	36	30	32
Number of closed Council meetings	14	20	14	12
Number of Resolutions	22	15	18	16
Number of Ordinances	18	18	20	19
% of City Council minutes completed prior to next monthly meeting	100%	75%	87%	100%
Number of Press Releases	49	48	50	100
Number Signed Up for E-Notify	427	360	600	>1,000
Number of E-Notifications Sent	316	289	360	400
Everbridge Notification Activations *	270	270	195	250

*Everbridge notifications include automated NOAA weather alerts and other emergency messages.

Economic Development

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	204,895	222,320	218,117	222,938
Operating	106,788	108,047	115,550	105,370
Capital Outlay	0	0	0	0
Total	311,683	330,367	333,667	328,308

Staffing

Economic Development Director	1	1	1	1
Economic Development Specialist	1	1	1	1
Tourism Development Specialist	0	0	1	1
Total	2	2	3	3

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Visits with existing businesses	130	99	100	100
Value of Commercial construction	\$4.1M	\$4.1M	\$95.3M	>\$6M
Number of businesses in City	794	794	793	>800
Number of new business startups	85	85	50	>50
Number of ED grants Awarded	28	18	18	8
Hotel/Motel year-round Occupancy Rate	40.1%	40.1%	38%	>50%

FINANCE DEPARTMENT

Barbara Dameron, CPA, Director of Finance

Mission

To provide exceptional stewardship and safeguarding of City assets by maintaining financial management, reporting and internal control systems, with accountability to the public in a responsible and timely manner.

Cost Centers

- 1. Finance
- 2. Real Estate Assessments

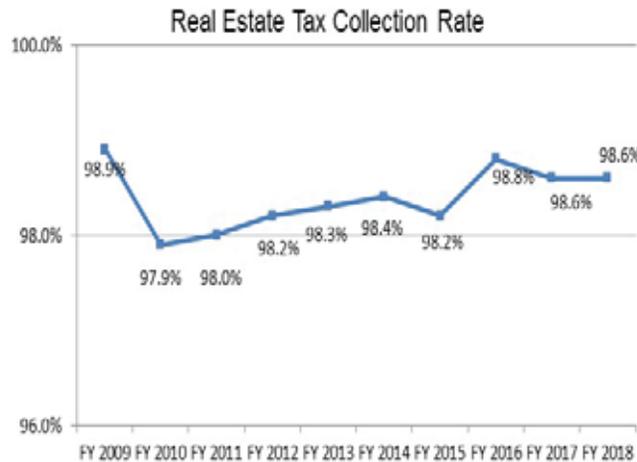
Expenditures and Staffing

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Finance	805,919	9	838,869	9	834,218	9	835,895	9
Real Estate Assessments	182,311	2	196,002	2	205,890	2	245,140	2
Total	988,230	11	1,034,778	11	1,040,108	11	1,040,108	11

Desired Outcomes

1. Maintain real estate property tax collections of at least 98% annually.

Observed Results

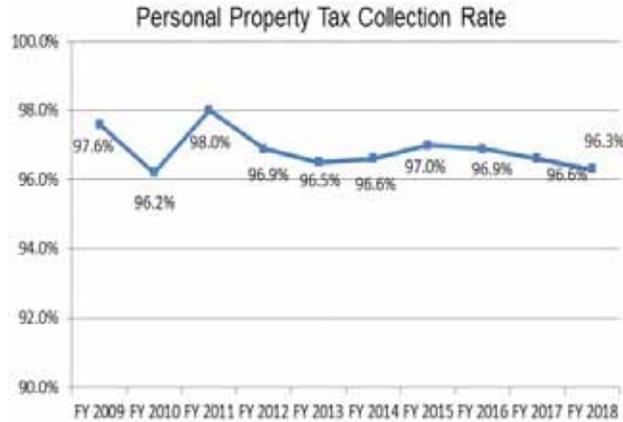


The Finance Dept collects all City revenues, with Real Estate Taxes being the single highest revenue source. Collections are consistently 98% - 99% each year. Staff follow-up on delinquent accounts raises collections close to 100% in subsequent years.

Desired Outcomes

Observed Results

2. Maintain Personal Property tax collections at least 97% each fiscal year.



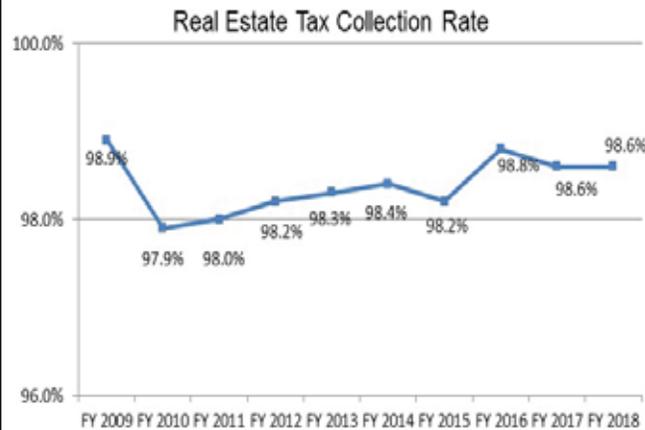
Personal property tax collections include the State's \$773K PPTRA program each year. Follow-up action on delinquent accounts includes State programs with debt set-off and DMV matching to increase collections in subsequent years.

3. Maximize yield on investments while maintaining stringent City policy requirements of safety and liquidity.



City's investment portfolio diversified with \$14.8M earning average yield of 1.66% and fully insured by FDIC, and residual balances in State Local Gov't Investment Pool and interest-bearing checking accounts.

4. Maintain residential property assessments at 100% of market value.



The City Assessor closely tracks all property sales—assessments are based on latest market sales of properties with similar characteristics, including neighborhoods.

Finance Cost Centers:

Finance

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	761,853	795,767	791,468	786,434
Operating	44,066	43,102	42,750	49,461
Capital Outlay	0	0	0	0
Total	805,919	838,869	834,218	835,895

Staffing

Director of Finance	1	1	1	1
Deputy Director of Finance	1	1	1	1
Purchasing Agent	1	1	1	1
Utility Technician	1	1	1	1
Financial Technician	5	5	5	5
Total	9	9	9	9

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Total bills processed	45,362	49,749	48,500	48,000
# consecutive years received GFOA financial reporting award	31	32	33	34
# consecutive years received GFOA budgeting award	25	26	27	28
# vendor payments processed	6,496	5,199	6,500	6,500
# payroll checks processed	6,423	6,438	6,440	6,400
Real Estate tax collection rate	98.6%	98.6%	98.6%	98.0%
Personal Property tax collection rate		96.3	97.0%	97.0%
Average rate of investment return	.66%	1.66%	2.5%	>1.5%

Real Estate Assessments

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	175,214	186,684	196,365	223,249
Operating	7,097	9,318	9,525	21,941
Capital Outlay	0	0	0	0
Total	182,311	196,002	205,890	245,190

Staffing

Real Estate Assessor	1	1	1	1
Assessment Technician	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
# Real property (RE) parcels assessed	4,575	4,592	4,600	4,640
# RE transfers (non-timeshare)	421	421	400	400
Residential assessment to sales ratio	94.3%	96.4%	96.4%	100%
# information requests - (assessor@williamsburgva.gov)	88	88	100	120
# information requests - office / phone	1,961	1,961	2,000	2,000
# information requests - tax relief pro- gram	20	20	30	35
# participants in tax relief program	7	7	10	12
# assessment appeals - office/phone/ letter/fax/email	8	8	20	30
# assessment appeals changed	4	4	4	5
Board of Equalization (BOE) appeals	1	1	1	<10
BOE appeals changed	0	0	0	0

INFORMATION TECHNOLOGY DEPARTMENT

Mark Barham, Director

Mission

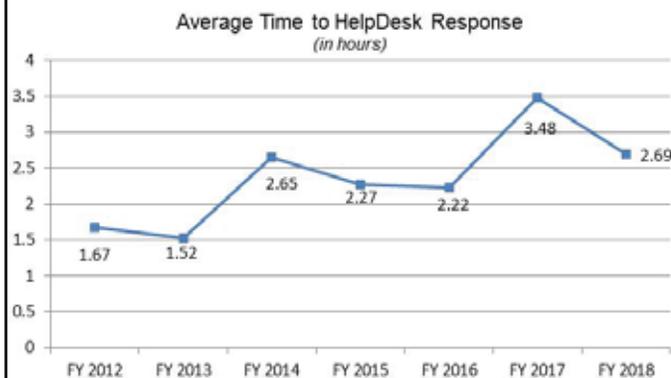
To provide exceptional information technology systems and services to our customers, both internal and external, that support the mission of the City of Williamsburg in an efficient and cost-effective manner.

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	395,695	394,555	446,825	452,623
Operating	317,727	367,326	352,350	402,247
Capital Outlay	34,193	35,500	39,750	37,950
Total	747,615	797,381	838,925	892,820

Desired Outcomes

1. Respond to all IT HelpDesk service calls in less than 2 hours.

Observed Results

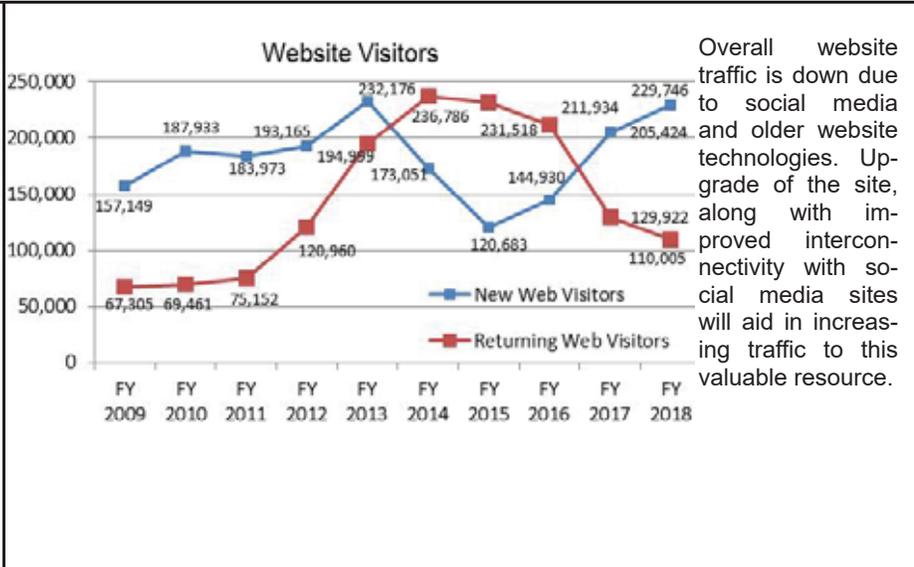


HelpDesk response time was significantly reduced in FY 2012 by implementing procedural changes in the IT Department. Average response time for all HelpDesk service calls since FY 2012 was 2.5 hours.

Desired Outcomes

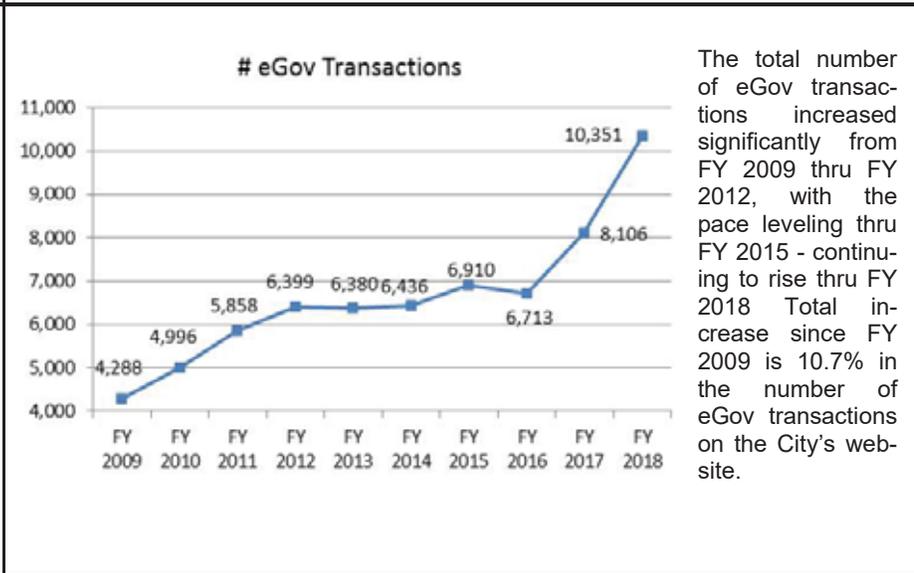
Observed Results

2. Increase website visitors by 10% annually.



Overall website traffic is down due to social media and older website technologies. Upgrade of the site, along with improved interconnectivity with social media sites will aid in increasing traffic to this valuable resource.

3. Expand the use of the City's web site to conduct City business by increasing eGov transactions at least 10% annually.



The total number of eGov transactions increased significantly from FY 2009 thru FY 2012, with the pace leveling thru FY 2015 - continuing to rise thru FY 2018. Total increase since FY 2009 is 10.7% in the number of eGov transactions on the City's website.

4. Increase total dollar amount of online transactions received from citizens by 10% annually.



\$9.9 Million was received for financial transactions over the City's website from FY 2009 thru FY 2018. The average increase in receipts over the 9 fiscal years was 15.6%.

Information Technology

Staffing	FY 2017	FY 2018	FY 2019	FY 2020
Information Technology Director	1	1	1	1
Systems Analyst	1	1	1	1
Network Administrator	1	1	1	1
GIS Analyst	0	0	1	1
Total	3	3	4	4

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Total # of Helpdesk requests	685	900	900	950
% of Helpdesk requests resolved within 24 hours	96%	96%	90%	>94%
Total # website visits	335,346	339,751	365,000	>400,000
Total # of eGov transactions	8,106	10,351	10,500	>9,500
Total dollar amount of eGov transactions	\$1,528,992	\$1,783,474	\$1,960,000	\$2,156,000
Total # of outside security breaches (unauthorized intrusion, virus, malware, etc.)	0	0	0	0
Average time (in hours) to IT Ticket resolution	11.56	9.4	10.0	<8.0

POLICE DEPARTMENT

Sean Dunn, Chief of Police

Mission

To work in partnership with the citizens of Williamsburg, providing a safe and secure environment consistent with community values, with an emphasis on responsive community based policing, integrity, fairness and professionalism.

Cost Centers

- | | | |
|--|------------------------------------|-------------------|
| 1. Law Enforcement Operations
-Support Services
-Uniformed Bureau
-Investigative Bureau | 2. Public Safety
Communications | 3. Parking Garage |
|--|------------------------------------|-------------------|

Expenditures and Staffing

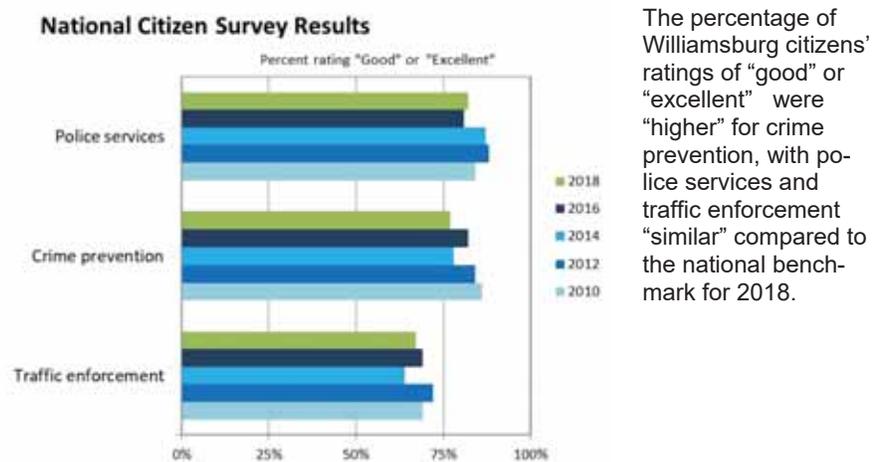
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Law Enforcement Operations	3,866,689	40	4,174,607	41	4,371,233	44	4,391,499	44
*Public Safety Communications	555,008	0	561,108	0	572,330	0	583,204	0
Parking Garage	124,973	1	133,811	1	116,961	1	117,212	1
	4,546,670	41	4,869,526	42	5,060,514	45	5,091,915	45

*City is part of consolidated E-911 operations with neighboring York County

Desired Outcomes

1. Receive improving National Citizen Survey ratings for all services provided by the Police Department "Higher" than the national benchmark.

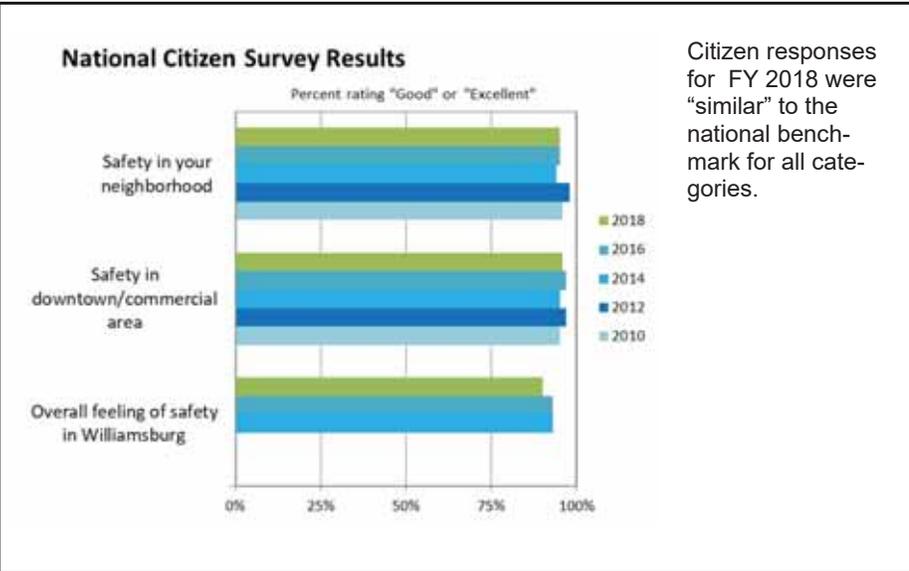
Observed Results



Desired Outcomes

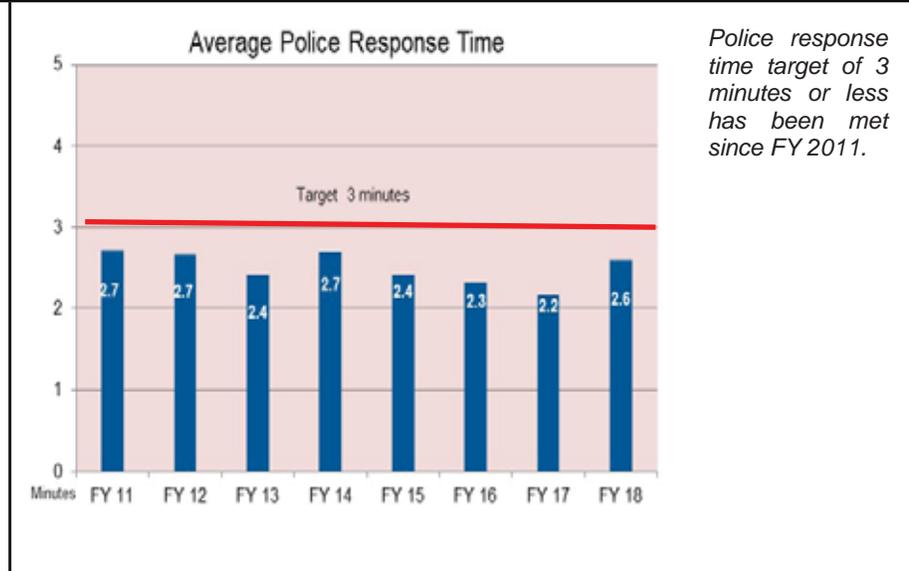
Observed Results

2. Receive improving National Citizen Survey responses “Higher” than the national benchmark for citizen ratings when asked if they feel safe in the City.



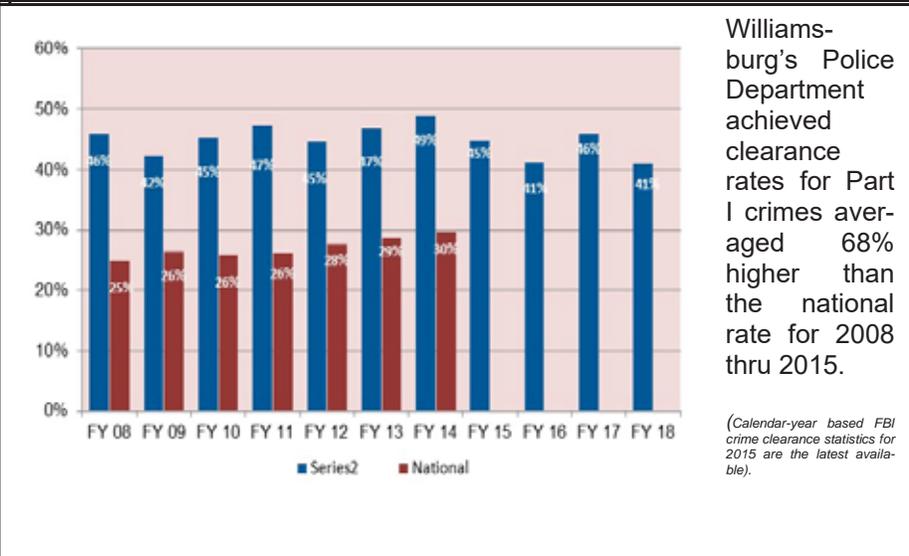
Citizen responses for FY 2018 were “similar” to the national benchmark for all categories.

3. Maintain an average response time of 3 minutes or less for calls for service. (Response time is measured from the time the call is received by a regional dispatcher to arrival at the scene).



Police response time target of 3 minutes or less has been met since FY 2011.

4. Clear Part I crimes at a rate well in excess of the national average (Part I crimes are major crimes such as: murder, rape, robbery, aggravated assault, burglary, larceny and auto theft).



Williamsburg’s Police Department achieved clearance rates for Part I crimes averaged 68% higher than the national rate for 2008 thru 2015.

(Calendar-year based FBI crime clearance statistics for 2015 are the latest available).

Police Department Cost Centers:

Law Enforcement Operations

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	3,397,873	3,681,150	3,932,121	3,856,024
Operating	451,902	490,610	434,102	530,475
Capital Outlay	16,914	2,847	5,000	5,000
Total	3,866,689	4,174,607	4,371,223	4,391,499

Staffing

Chief of Police	1	1	1	1
Deputy Chief of Police	1	1	1	1
Sworn Police Officers	35	36	39	39
Administrative Assistant	1	1	1	1
Records Clerk	1	1	1	1
Parking Enforcement Officer	1	1	1	1
Total	40	41	44	44

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Average response time for calls for services (minutes)	2.2	2.8	<3.0	<3.0
Clearance Rate for Part I Crimes	46.3%	48.0%	50.0%	50.0%
Traffic accidents citywide	208	200	<175	<175
Traffic accidents resulting in injuries	42	35	<50	<50
DUI incidents	79	75	80	80
Moving violations	1,364	1,782	1,300	1,300

Parking Garage

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	67,513	87,884	87,261	87,102
Operating	57,460	45,927	29,700	30,110
Capital Outlay	0	0	0	0
Total	124,973	133,811	116,961	117,212

Staffing

Parking Garage Supervisor	1	1	1	1
Total	1	1	1	1

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
# of vehicles utilizing parking garage	102,053	98,489	>105,000	>105,000
Average hourly fee revenue per vehicle	\$2.56	\$2.48	>\$2.60	>\$2.60
Total parking garage revenue	\$350,904	\$317,960	>\$360,000	>\$360,000

FIRE DEPARTMENT
William Dent, Fire Chief

Mission

To ensure a prompt, safe and timely response to emergencies of an all-hazards nature. To diligently enforce all life safety measures to ensure a safe and livable community for citizens and visitors.

Cost Centers

- 1. Fire Suppression
- 2. Fire Prevention & Education
- 3. Emergency Medical Services
- 4. Emergency Management / Disaster Preparedness

Expenditures and Staffing

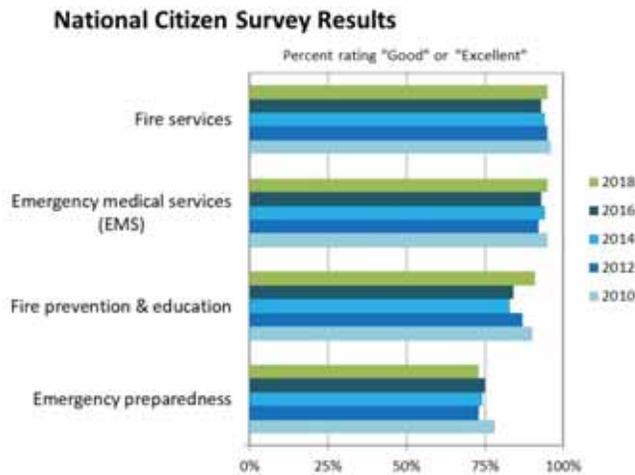
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Fire Suppression, Prevention & EMS	3,727,221	40	3,981,397	40	4,209,310	41	4,124,278	41

Emergency Management staffing provided by Fire Department included above

Desired Outcomes

1. Receive improving National Citizen Survey ratings for all services provided by the Fire Department “Higher” than the national benchmark.

Observed Results

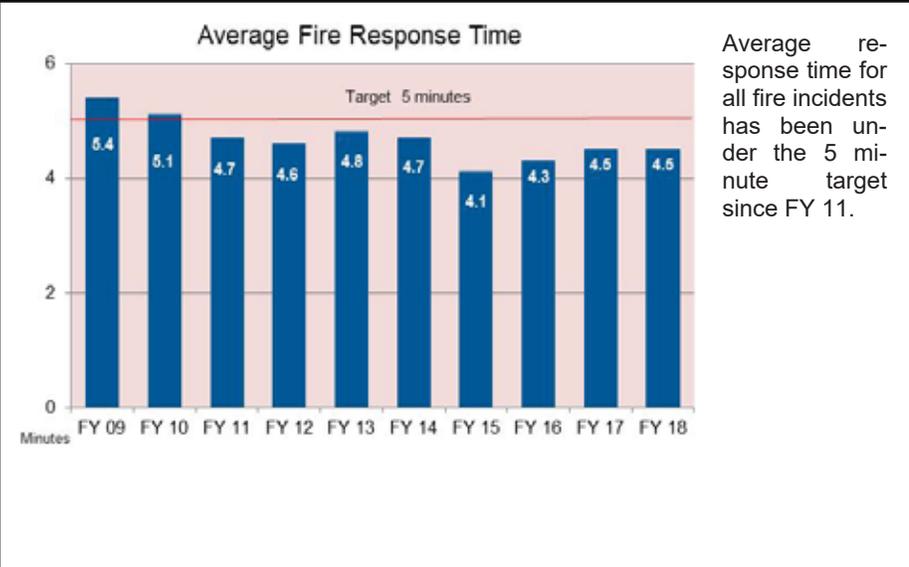


Residents rated all Fire Services for the 2018 survey “similar” to the national benchmark comparison for all survey categories.

Desired Outcomes

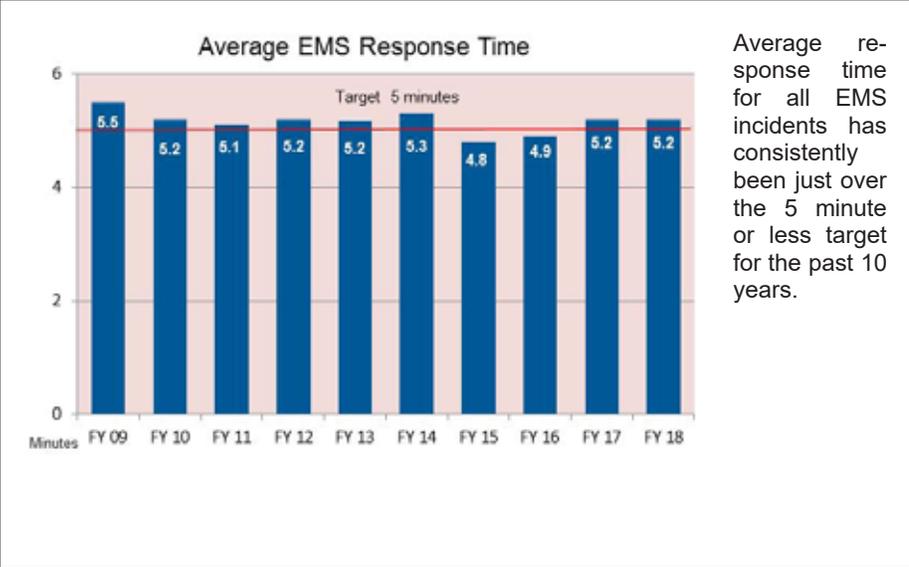
Observed Results

2. Maintain an average *fire response time* of 5 minutes or less, from the time calls are received to arrival of first apparatus on the scene.



Average response time for all fire incidents has been under the 5 minute target since FY 11.

3. Maintain an average Emergency Medical (EMS) response time of 5 minutes or less, from the time calls are received to arrival of first apparatus on the scene.



Average response time for all EMS incidents has consistently been just over the 5 minute or less target for the past 10 years.

Fire Department Cost Centers:

Fire Suppression, Prevention & Education, and Emergency Medical Services

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	3,364,447	3,593,598	3,757,567	3,662,511
Operating	307,242	357,684	400,743	408,767
Capital Outlay	55,532	30,115	51,000	53,000
Total	3,727,221	3,981,397	4,209,310	4,124,278

Staffing

Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Battalion Chief	4	4	3	3
Fire Captain	1	1	2	2
Lieutenant	3	3	3	3
Technical Assistant	1	1	1	1
Fire Inspector	3	3	3	3
Firefighter / EMT	25	25	26	26
Secretary	1	1	1	1
Total	40	40	41	41

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Average Fire response time in minutes	4.5	4.5	5.0	<5.0
Average EMS response time in minutes	5.2	5.2	5.0	<5.0
Fire Prevention Inspections (%)	49%	49%	60%	80%

PUBLIC WORKS

Dan Clayton, Director of Public Works / Public Utilities

Mission

To provide a safe and efficient transportation system, including effective signage, beautiful landscaping of city-owned properties, and maintenance of Cedar Grove Cemetery.

Cost Centers

- | | | | |
|----------------|--|-----------------------------------|--|
| 1. City Shop | 2. Engineering/Streets/
Stormwater Operations | 3. Refuse/Recycling
Collection | 4. Buildings / Facilities
Maintenance |
| 5. Landscaping | 6. Cemetery | | |

Expenditures and Staffing

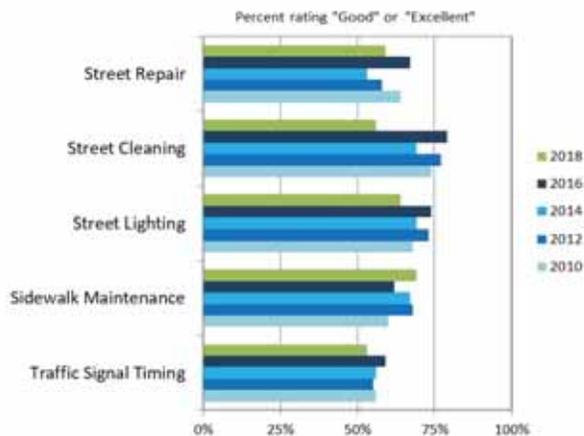
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
City Shop	228,798	3	234,081	3	251,008	3	259,100	3
Engineering	269,114	2	277,258	2	286,465	2	287,784	2
Streets	886,013	6	916,166	6	933,035	6	953,405	7
Stormwater Operations	206,228	3	221,671	3	215,035	3	222,038	3
Refuse Collection	463,162	0	480,576	0	497,650	0	671,650	0
Buildings / Facilities Mtce	478,293	2	486,062	2	481,690	2	498,077	2
Landscaping	587,314	6	604,295	6	622,917	6.5	634,842	6.5
Cemetery	69,218	1	71,888	1	72,739	1	75,089	1
Total	3,188,140	23	3,291,997	23	3,360,539	23.5	3,601,985	24.5

Desired Outcomes

1. Receive improving National Citizen Survey ratings for Street services provided "Higher" than the national benchmark.

Observed Results

National Citizen Survey Results

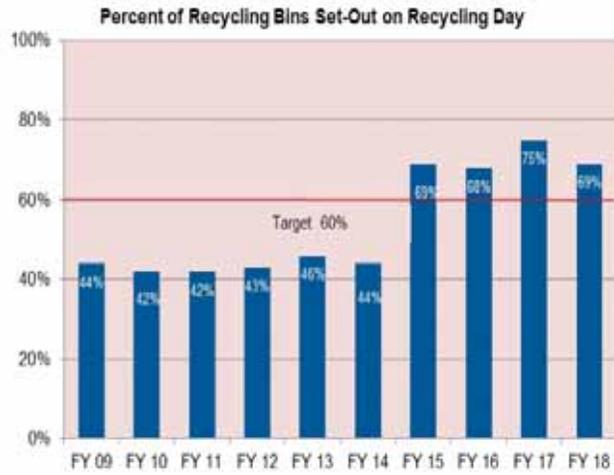


All categories were rated "similar" to the national benchmark for 2018.

Desired Outcomes

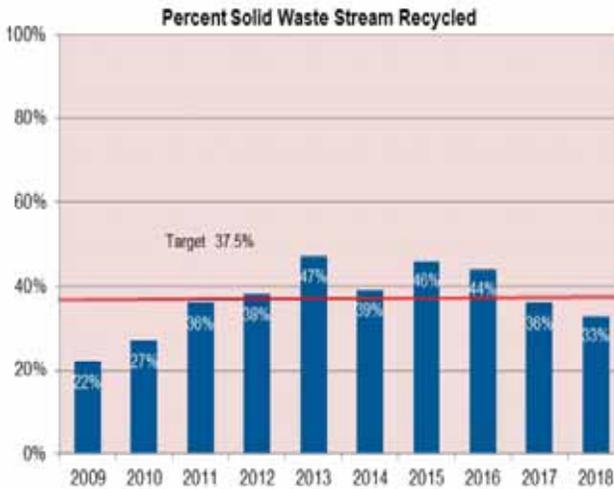
Observed Results

2. Increase residential participation in recycling program Citywide.



Target set-out rate for recycling material is 60% - recycling information is available to residents in a variety of ways, including the City's website, the Williamsburg Farmers Market during summer months, and the Neighborhood Council of Williamsburg.

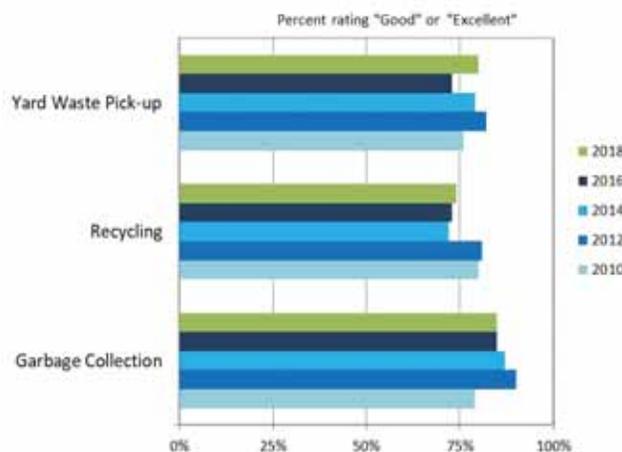
3. To meet the State goal of recycling 25% of the City's solid waste stream each year.



Since 2010 the City has exceeded the State's 25% goal - for 2018 the achievement rate was 132% of the City's stated goal.

4. Receive improving National Citizen Survey ratings for essential services provided by the Public Works department "Higher" than the national benchmark.

National Citizen Survey Results



Garbage collection and recycling are contracted services. All survey responses were "similar" to the national benchmark for 2018

Public Works Cost Centers:

City Shop

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	182,908	177,275	208,098	213,222
Operating	42,633	52,897	39,910	42,878
Capital Outlay	3,257	3,909	3,000	3,000
Total	228,798	234,081	251,008	259,100

Staffing

Shop Superintendent	1	1	1	1
Supervisor	1	1	1	1
Mechanic	1	1	1	1
Total	3	3	3	3

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Unleaded fuel used (gals)	45,275	41,397	43,000	45,000
Diesel fuel used (gals)	16,898	16,497	18,000	18,000
Maintenance "A" (oil changes) performed	138	107	160	160

Streets / Engineering / Stormwater Operations

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	829,609	897,622	889,825	962,928
Operating	521,739	510,264	533,010	489,799
Capital Outlay	10,007	7,209	11,700	10,500
Total	1,361,355	1,415,095	1,434,535	1,463,227

Staffing

Superintendent	1	1	1	1
Engineer	1	1	1	1
Supervisor	1	1	1	1
Public Works Inspector	1	1	1	1
Administrative Secretary	1	1	1	1
Municipal Service Workers	6	6	6	7
Total	11	11	11	12

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Leaf collection - tons collected/recycled	683	572	675	675
Regulatory signs installed	49	40	50	50
Animal control calls	265	237	300	300
Tons of debris swept from street	140	235	210	210

Refuse Collection

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	0	0	0	0
Operating*	463,162	480,576	497,650	671,650
Capital Outlay	0	0	0	0
Total	463,162	480,576	497,650	671,650

* New refuse collection & disposal contract effective 7/1/15 changed collection from backyard/side yard to curbside service.

Staffing

None (contracted service)	0	0	0	0
Total	0	0	0	0

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Residential refuse - tons collected	2,063	2170	2,255	2,275
Tons of recycling collected	683	775	700	710
% recycling of all refuse	33%	36%	>25%	>25%
Recycling Set-out Rate (% participation)	75%	69%	65%	>65%
Garbage collection misses	101	206	150	<150
Recycling collection misses	151	87	90	<70

Buildings / Facilities Maintenance

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	155,349	163,489	162,770	173,347
Operating	311,455	317,627	302,920	308,730
Capital Outlay	11,489	4,946	16,000	16,000
Total	478,293	486,062	481,690	498,077

Staffing

Facilities Manager	1	1	1	1
Municipal Service Worker	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Community Building - electricity usage (kwh)	66,503	66,503	<80,000	<80,000
Community Building - total events	140	123	180	>180
Community Building - fee revenue	\$49,240	\$48,100	\$50,000	>\$50,000
Community Bldg—natural gas usage (ccf)	3,036	3,036	3,200	<3,200
Municipal Bldg-electrical usage (kwh)	668,160	668,160	672,000	<672,000
Stryker Center-electrical usage (kwh) *	139,280	139,280	140,000	<140,000
Stryker Center-natural gas usage (ccf) *	6,454	6,454	6,500	6,500

* Stryker Center construction was completed in March, 2016—full Fiscal Year 2017 utility usage.

Landscaping

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	373,252	393,572	409,867	421,481
Operating*	213,808	210,267	204,550	208,361
Capital Outlay	254	456	8,500	5,000
Total	587,314	604,295	622,917	634,842

Staffing

Superintendent	1	1	1	1
Supervisor	0	1	1	1
Municipal Service Workers	5	4	4.5	4.5
Total	6	6	6.5	6.5

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Plant at least 12,000 bulbs per year	8,000	8,000	12,000	>12,000
Trees planted - new *	33	24	25	>25
Trees maintained	1,865	1,500	1,000	>500

Cemetery

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	63,392	66,464	64,869	67,972
Operating	5,826	5,424	7,870	7,117
Capital Outlay	0	0	0	0
Total	69,218	71,888	72,739	75,089

Staffing

Caretaker	1	1	1	1
Total	1	1	1	1

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
# of interments	57	51	60	60
# of purchases - lots/spaces	23	41	20	20

RECREATION

Robbi Hutton, Recreation Director

Mission

To provide quality recreational facilities, parks and programs, which are safe, diverse, affordable and enriching to the community through our commitment to public service.

Cost Centers

1. Administration 2. Parks 3. Programs

Expenditures and Staffing

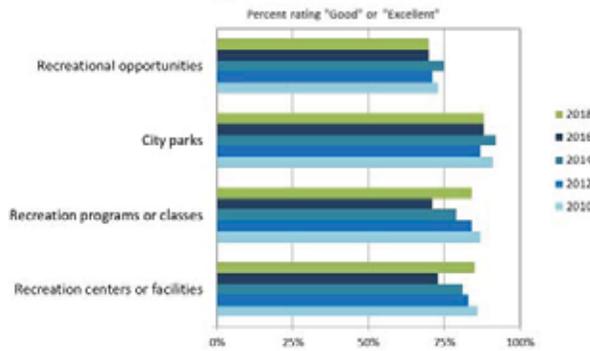
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Administration	374,717	3.5	363,804	3.5	351,054	3.5	422,150	3.5
Parks	274,719	1	289,617	1	302,605	1	302,638	1
Programs	500,179	4	519,887	4	569,932	4	555,150	4
Total	1,149,615	8.5	1,173,308	8.5	1,223,591	8.5	1,279,938	8.5

Desired Outcomes

1. Receive improving National Citizen Survey ratings for Recreation services and facilities "Higher" than the national benchmark.

Observed Results

National Citizen Survey Results



All survey responses were "similar" to the national benchmark for 2018.

2. Increase the number of City residents using the Recreation Center, visiting parks, and participating in recreation programs or activities.

National Citizen Survey Results



Biennial responses from the National Citizen Survey showed a continued decline in the use of parks while fitness opportunities remained level. The use of recreation center increase slightly. All responses were rated "similar" to the national benchmark for 2018.

Recreation Cost Centers:

Administration

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	270,901	248,439	227,828	233,213
Operating	103,816	115,365	123,226	188,937
Capital Outlay	0	0	0	0
Total	374,717	363,804	351,054	422,150

Staffing

Recreation Director	1	1	1	1
Deputy Recreation Director	1	1	1	1
Senior Secretary	1	1	1	1
Office Ass't/Receptionist	.5	.5	.5	.5
Total	3.5	3.5	3.5	3.5

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Total number of recreation program participants	15,083	15,788	16,200	16,500
Number of City participants in recreation programs	2,087	2,823	3,000	3,200
Percent of total participants in Recreation programs who are city residents	14%	18%	19%	19%
Average O & M cost per program participant	\$31.40	\$31.50	\$32.50	\$32.20

Parks

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	215,685	236,449	240,704	240,414
Operating	48,138	45,555	51,901	51,724
Capital Outlay	10,896	7,613	10,000	10,500
Total	274,719	289,617	302,605	302,638

Staffing

Park Manager / Waller Mill Park	1	1	1	1
Total	1	1	1	1

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Total park acreage (In City and Waller Mill)	1,433.8	1,433.8	1,433.8	1,433.8
Waller Mill Park attendance	107,036	99,631	102,000	103,000
Waller Mill Dog Park members	310	285	300	320
Waller Mill Dog Park visits	6,812	6,425	6,600	6,800
Waller Mill boat rentals (participants)	14,640	14,993	15,200	15,500
Waller Mill Park revenues	\$171,791	\$1167,945	\$180,000	\$190,000

Programs

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	267,845	319,431	329,052	310,582
Operating	205,945	168,164	217,380	221,068
Capital Outlay	26,389	32,292	23,500	23,500
Total	500,179	519,887	569,932	555,150

Staffing

Recreation Supervisor	2	2	2	2
Maintenance Superintendent	1	1	1	1
Maintenance Worker	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Walking Club participation	4,870	4,626	4,700	4,800
Open Play participation	5,326	5,963	6,300	6,500
Youth league participation	1,946	2,558	3,000	3,200
Adult league participation	2,287	2,394	3,000	3,200
Athletic camps & clinics	72	247	300	400

PLANNING & CODES COMPLIANCE

Carolyn Murphy, Director of Planning and Codes Compliance

Mission

Guide the physical development of the City as recommended by the Comprehensive Plan, and protect the health, safety and welfare of citizens and businesses through the enforcement of land development ordinances and building and property maintenance codes.

Cost Centers

1. Planning

2. Codes Compliance

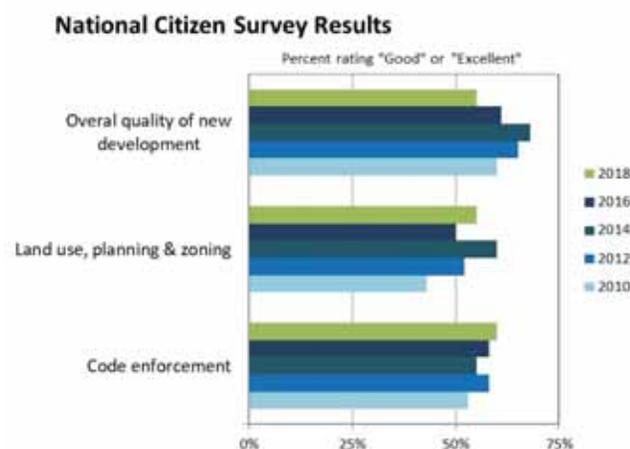
Expenditures and Staffing

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Planning	374,506	4	428,070	4	502,318	4	463,365	4
Codes Compliance	422,876	5	366,631	5	406,444	5	421,105	5
Total	797,382	9	794,701	9	908,762	9	884,470	9

Desired Outcomes

1. Receive improving National Citizen Survey ratings for Land Use & Zoning services provided by the City's Code Compliance department "Higher" than the national benchmark.

Observed Results



Responses for land use, planning, zoning and code enforcement improved slightly from 2016 to 2018. While responses for quality of new development decreased slightly. All categories are "level" to the national benchmark.

Desired Outcomes

Observed Results

2. Protect the visual and historic character of the City through an effective architectural review program.



48% of City land is subject to review by the Architectural Review Board. ARB reviewed 204 cases in FY 2018, approving 98.5%.

3. Protect the environmental character and quality of the City through enforcement of city & state environmental regulations (Chesapeake Bay Preservation and Erosion & Sedimentation Control regulations).



60% of the City is subject to Chesapeake Bay protection regulations. 654 inspections were performed in FY18 to ensure compliance with E & S regulations.

4. Protect the character and quality of the City's residential neighborhoods through proactive enforcement of the Property Maintenance code and Rental Inspection program.



In FY 2018 there were 859 property maintenance code inspections, and 195 rental inspections performed. 99% of property maintenance, and 100% of rental inspection cases were brought into voluntary compliance.

Planning and Codes Compliance Cost Centers:

Planning

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	329,596	376,173	444,168	422,134
Operating	44,410	51,707	57,650	40,731
Capital Outlay	500	190	500	500
Total	374,506	428,070	502,318	463,365

Staffing

Planning Director/Zoning Administrator	1	1	1	1
Deputy Planning Director	1	1	1	1
Deputy Zoning Administrator	1	1	1	1
Administrative Assistant	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Zoning text amendments / % approved	5 / 100%	4 / 100%	5	5
Rezoning / % approved	3 / 100%	0 / 100%	3	3
Special Use Permits / % approved	5 / 100%	4 / 100%	4	4
Major Site Plans Reviewed	0	7	7	7
Major Subdivisions Reviewed	0	1	1	1
BZA variances / % approved	3 / 67%	5 / 67%	3	3
BZA special exceptions / % approved	10 / 90%	10 / 90%	10	10
ARB Building cases / % approved	154 / 86%	140 / 86%	130	130
ARB Sign cases / % approved	51 / 96%	60 / 96%	40	40

Codes Compliance

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Personnel	385,844	337,319	363,544	378,249
Operating	37,032	29,312	42,900	42,856
Capital Outlay	0	0	0	0
Total	422,876	366,631	406,444	421,105

Staffing

Codes Compliance Administrator	1	1	1	1
Combination Inspector	3	3	3	3
Secretary (Technical Asst., Office Asst.)	1	1	1	1
Total	5	5	5	5

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Residential plans reviewed	103	100	100	100
Residential building permits issued	119	105	105	110
Commercial plans reviewed	71	80	80	80
Commercial building permits issued	150	80	80	80
Erosion & Sedimentation Control permits issued	30	20	20	20
Erosion & Sedimentation Control inspections	945	654	800	800
Property Maintenance inspections	1,393	859	1,500	1,500
Property Maintenance cases brought into voluntary compliance	98%	98%	98%	100%
Rental Inspections	256	195	225	225
Rental Inspection cases brought into voluntary compliance	100%	98%	98%	100%
Valuation of all permits issued (\$1,000s)	\$60,716	\$28,000	\$28,000	\$28,000

HUMAN SERVICES - PUBLIC ASSISTANCE FUND

Peter Walentisch, Director of Human Services

Mission

To respond to the physical, emotional, and general human service needs of children, adults, and families in crisis, and to provide stabilization for program participants.

Cost Centers

- | | | | |
|---------------------|---------------------|-------------------------------|---------------------------|
| 1. Benefit Programs | 2. Service Programs | 3. Community Service Programs | 4. Comprehensive Services |
|---------------------|---------------------|-------------------------------|---------------------------|

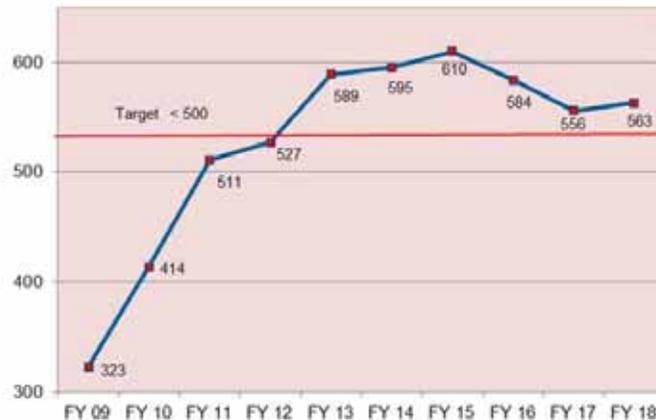
Expenditures and Staffing

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Health & Welfare	2,074,409	14	2,421,878	14	2,268,015	14	2,660,961	14
Less Subsidy from General Fund	-826,176		-826,176		-825,533		-938,077	
Total—Net Expenditures	1,248,233	14	1,595,702	14	1,442,482	14	1,722,884	14

Desired Outcomes

1. Reduce and maintain the number of city resident families requiring food stamps (SNAP) at less than 500 per year on average by increasing employability and self-sufficiency.

Observed Results

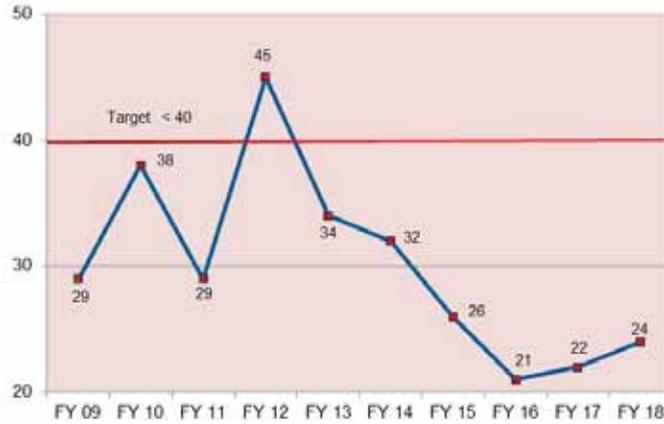


The number of City TANF recipients fluctuates with the economy—Highest number of cases in recent years was 610 in FY 2015, followed by two years of decline in cases, down approximately 42% from the peak.

Desired Outcomes

Observed Results

2. Reduce and maintain the number of city residents requiring Temporary Aid for Needy Families (TANF) at less than 40 on average per year by increasing employability and self-sufficiency.



Average number of City residents requiring TANF— average has remained below the peak number of cases since FY12.

3. Reduce and maintain the number of city residents requiring Medicaid at less than 450 on average per year by increasing employability and self-sufficiency.



The average number of residents receiving Medicaid benefits in the City increased at an annual rate of 7.5% between FY 2009 and FY 2018. From FY15 to FY17 the average # of residents was 640. In FY18 the average peaked at 741.

Human Services (all cost centers)

	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Actual	Budget	Proposed
Benefit Programs	436,459	494,205	471,208	560,604
Service Programs	986,775	1,117,334	1,065,336	1,267,453
Community Service Programs	474,412	537,180	512,182	609,352
Comprehensive Services	176,763	273,159	219,289	223,552
Total	2,074,409	2,421,878	2,268,015	2,660,961

Staffing

Director	1	1	1	1
Eligibility Worker	5	5	5	5
Social Worker	5	5	5	5
Office/Clerical	3	3	3	3
Total	14	14	14	14

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
* Quality assurance negative action error rate	0%	0%	0%	0%
VIEW (Va Incentive for Employment, Not Welfare) percent employed (yearly avg)	65%	50%	50%	>50%
Timeliness of application processing-expedited food stamp applications	100%	97%	91%	97%
APS/Adult Service cases	240	200	200	200
Foster Care cases	12	9	9	9
Family Services cases	104	95	110	110
Youth Achievement Program participants	23	35	35	35

* Target figures are State mandated and tracked by Va Dept of Social Services

PUBLIC UTILITIES - UTILITY FUND

Dan Clayton, Director of Public Works / Public Utilities

Mission

To provide a safe, efficient, and cost-effective waterworks and sewage conveyance system throughout the City.

Cost Centers

- 1. Administration
- 2. Water Treatment
- 3. Water & Sewer System

Expenditures and Staffing

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
*Administration	1,946,113	4	1,877,930	4	2,520,156	4	2,490,580	4
Water Treatment	1,162,601	11	1,162,200	11	1,374,927	11	1,370,161	11
Water/Sewer Systems	3,283,931	11	3,531,728	11	3,417,410	11	3,607,613	11
Total	6,392,645	26	6,571,858	26	7,312,493	26	7,468,354	26

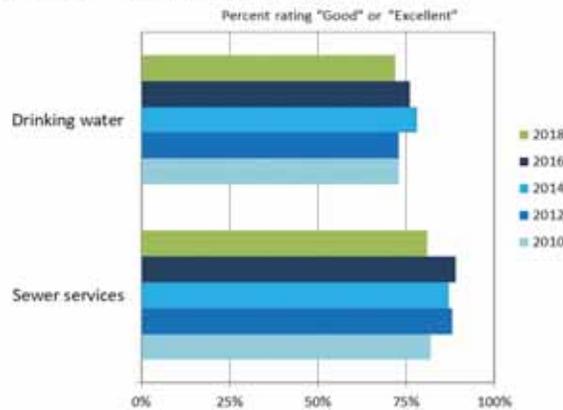
*Administration includes Newport News water agreement charges and debt service costs

Desired Outcomes

1. Receive improving National Citizen Survey ratings for Water & Sewer services "Higher" than the national benchmark.

Observed Results

National Citizen Survey Results

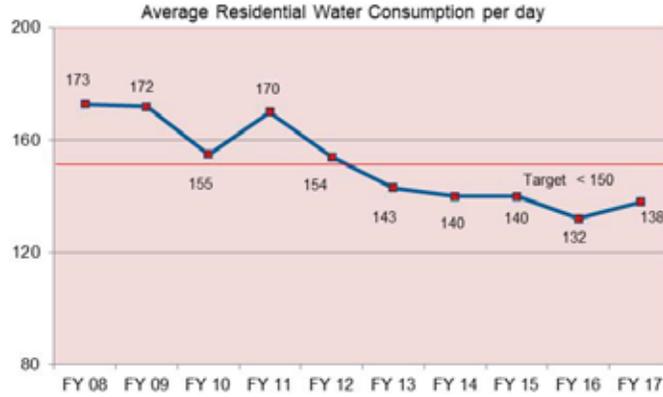


72% of 2018 survey responses rated the City's drinking water "good" or "excellent", with both "similar" to the national benchmark.

Desired Outcomes

Observed Results

2. Continue water conservation measures to target water consumption under 150 gallons per residential connection per month.



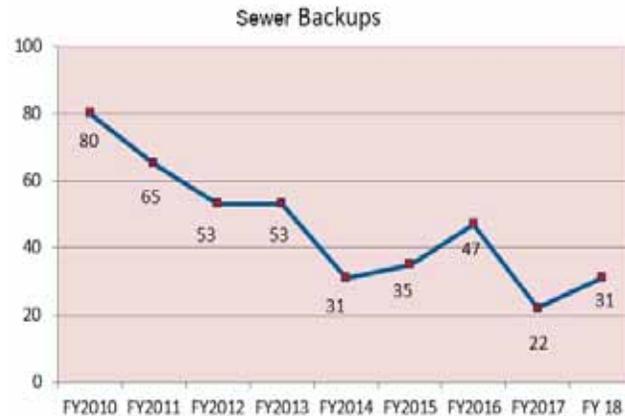
The average annual reduction in residential water consumption from FY 2008 thru FY 2017 was 2.3%.

3. To provide water with a quality that exceeds minimum regulatory standards (i.e. *as perfect as possible*) and to operate water plant in an exemplary manner (within the provisions of the Virginia Optimization Program (VOP) of the Virginia Department of Health).



VOP establishes state-wide optimization and a mechanism for monitoring and tracking goal attainment. The program's criteria is currently focused on enhanced particulate removal at surface water treatment plants with gravity flow, granular media filters.

4. Minimize sewer backups using preventive maintenance schedule.



Preventive maintenance at key locations around the city have decreased the number of backups since FY 2010 - Average annual reduction since FY 2010 is 5.5%.

Public Utilities Cost Centers:

Administration

	FY 2017	FY 2018	FY 2019	FY 2020
Expenses	Actual	Actual	Budget	Proposed
Personnel	304,819	330,639	459,713	438,395
Operating	38,530	32,036	83,150	101,197
Capital Outlay <i>(including debt service)</i>	1,602,764	1,515,255	1,977,293	1,950,988
Total	1,946,113	1,877,930	2,520,156	2,490,580

Staffing

Director of Public Utilities	1	1	1	1
Project Engineer	1	1	1	1
Civil Engineer	1	1	1	1
Administrative Secretary	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
# of residential connections	3,721	3,759	3,827	3,780
Average gals of water consumed per residential connection per day	138	133	130	<150
Average water bill per residential connection (quarterly)	\$72.22	\$70.65	\$67.15	0% increase
Availability fees collected	\$404,000	\$908,000	\$300,000	\$300,000

Water Treatment

	FY 2017	FY 2018	FY 2019	FY 2020
Expenses	Actual	Actual	Budget	Proposed
Personnel	760,823	757,910	807,672	827,400
Operating	381,340	396,351	542,255	519,761
Capital Outlay	20,438	7,939	25,000	23,000
Total	1,162,601	1,162,200	1,374,927	1,370,161

Staffing

Superintendent	1	1	1	1
Chief Operator	1	1	1	1
Senior Operator	3	3	3	3
Operators	6	6	6	6
Total	11	11	11	11

Performance Trends and Targets

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Projected	Target
Total gallons of water consumed (in thousands)	952,831	917,892	>950,000	>950,000
Rainfall for year in inches	48.9	43.4	45.0	45.0
Meet Federal & State drinking water regulations	✓	✓	✓	✓
Ave. daily water consumed (1,000's gal)	2,611	2,515	2,700	<3,000
Reservoir level (lowest level)	+1.5"	-2.0	>+5.0"	>+5.0"

Water & Sewer Systems

	FY 2017	FY 2018	FY 2019	FY 2020
Expenses	Actual	Actual	Budget	Proposed
Personnel	740,827	697,594	789,956	831,514
Operating	2,531,096	2,827,903	2,587,454	2,737,099
Capital Outlay	12,008	6,231	40,000	39,000
Total	3,283,931	3,531,728	3,417,410	3,607,613

Staffing

Superintendent	1	1	1	1
Program Manager	1	1	1	1
Supervisor	1	1	1	1
Municipal Service Workers	8	8	8	8
Total	11	11	11	11

Performance Trends and Targets

	FY 2016	FY 2017	FY 2018	FY 2019
Performance Measures	Actual	Actual	Projected	Target
# of water leaks repaired	31	26	35	40
MISS UTILITY tickets serviced	4,059	3,756	3,600	3,600
# sewer backups	47	22	31	<60

The Summary Section provides an overview of all budgeted funds for the upcoming year. These include the General Fund, Sales Tax Fund (which provides for general capital improvements), Public Assistance Fund, Tourism Fund, Quarterpath Community Development Authority Fund, and the Utility Fund (which also includes capital improvements).

Revenues and expenditures/expenses are categorized by type, in accordance with recommended standard formats of the Government Finance Officers Association, enabling consistency and comparability between all forms of local government.

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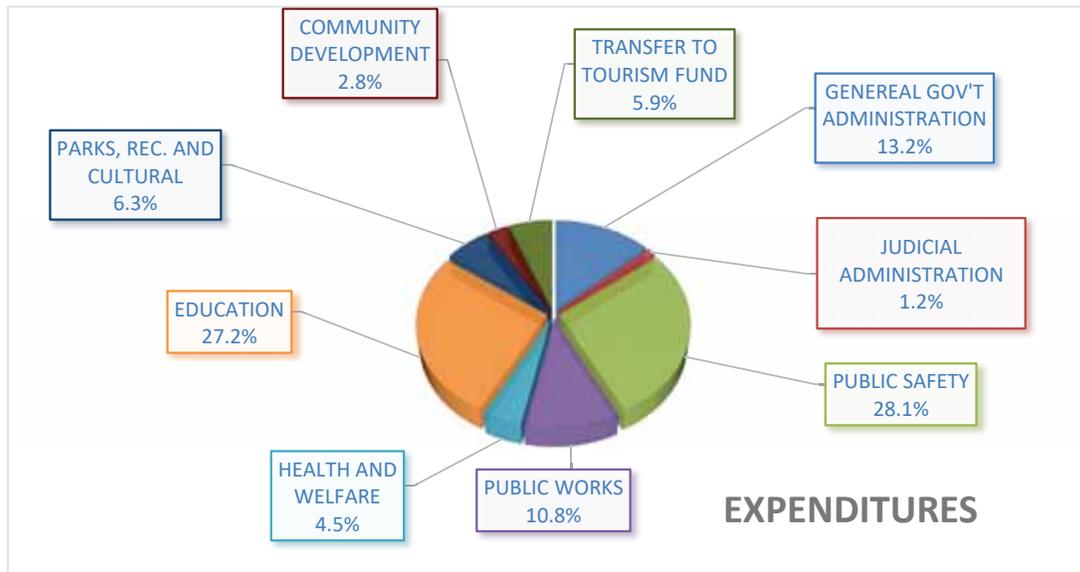
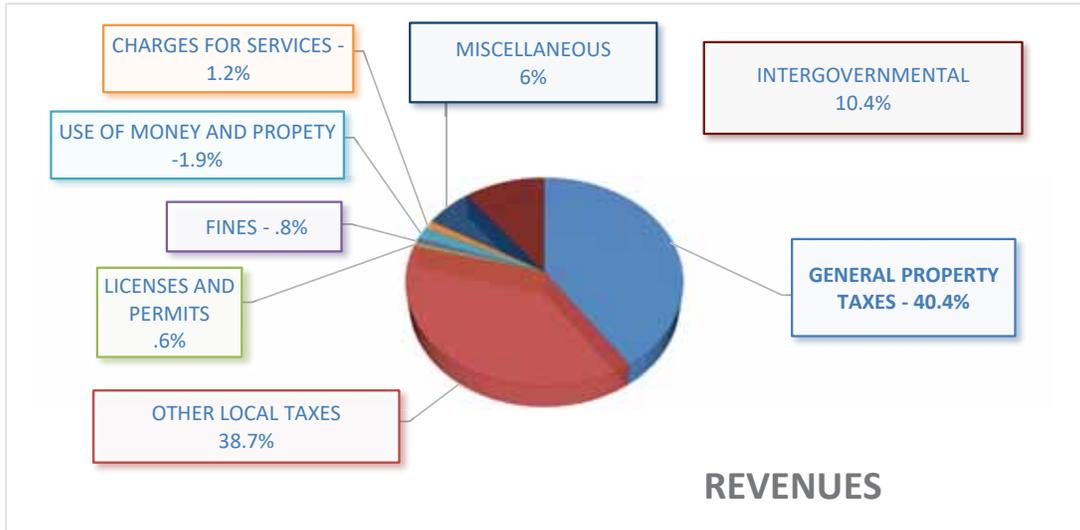
	Proposed FY 2020	Estimated FY 2019	Actual FY 2018
REVENUES			
General Property Taxes	\$ (18,128,800)	\$ (14,529,563)	\$ (13,089,822)
Other Local Taxes	(18,903,085)	(21,842,480)	(19,684,136)
Licenses and Permits	(223,890)	(257,815)	(302,819)
Fines	(280,000)	(287,200)	(249,211)
Use of Money & Property	(1,008,379)	(1,092,253)	(1,257,941)
Charges for Services	(8,133,434)	(8,009,871)	(9,584,558)
Miscellaneous	(5,896,476)	(4,821,482)	(2,022,925)
Intergovernmental	(6,321,865)	(5,736,026)	(6,673,611)
Reimbursement - Bond Funding	<u>(10,220,000)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$ (69,115,929)</u>	<u>\$ (56,576,690)</u>	<u>\$ (52,865,024)</u>
EXPENDITURES / EXPENSES			
General Gove't Administration	\$ 4,976,271	\$ 4,682,782	\$ 4,054,405
Judicial Administration	497,600	440,000	422,688
Public Safety	21,197,298	11,815,026	11,542,510
Public Works	6,982,960	9,634,835	4,785,321
Public Utilities	8,003,666	7,428,343	8,041,331
Health and Welfare	4,341,594	3,810,642	2,865,062
Education	10,438,601	11,944,093	10,936,896
Parks, Rec., and Cultural	2,733,182	2,858,042	2,853,295
Community Development	2,023,360	1,787,961	6,027,508
Tourism Development Fund	5,261,000	3,155,027	-
Debt Service	<u>1,828,186</u>	<u>1,874,005</u>	<u>5,028,253</u>
Total Before Transfers	68,283,717	\$ 59,430,756	56,557,269
Transfers Out (In)	\$ -	\$ -	\$ (81,861)
Trans. To (From) Fund Bal./Net Pos.	832,212	(2,854,066)	13,275,381
Other Financing Uses (Sources)	<u>-</u>	<u>-</u>	<u>(16,885,766)</u>
Total Expenditure/Expense & Transfers	<u>\$ 69,115,929</u>	<u>\$ 56,576,690</u>	<u>\$ 52,865,024</u>

	GENREAL FUND	SALES TAX CAPITAL IMPROVEMENTS	TOURISM DEVELOPMENT FUND	UTILITY FUND*	PUBLIC ASSISTANCE FUND	QUATERPATH CDA**	GRAND TOTAL
REVENUES							
General Property Taxes	\$ (15,072,800)	\$ -	\$ (3,056,000)	\$ -	\$ -	\$ -	\$ (18,128,800)
Other Local Taxes	(14,403,085)	(4,500,000)	-	-	-	-	(18,903,085)
Licenses and Permits	(223,890)	-	-	-	-	-	(223,890)
Fines	(280,000)	-	-	-	-	-	(280,000)
Use of Money & Property	(714,779)	(200,000)	-	(93,600)	-	-	(1,008,379)
Charges for Services	(439,790)	-	-	(7,693,644)	-	-	(8,133,434)
Miscellaneous	(2,245,370)	(2,783,995)	-	-	(260,000)	(607,111)	(5,896,476)
Intergovernmental	(3,880,904)	(40,000)	-	-	(2,400,961)	-	(6,321,865)
Reimbursement - Bond Funding	-	(10,220,000)	-	-	-	-	(10,220,000)
Total	<u>\$ (37,260,618)</u>	<u>\$ (17,743,995)</u>	<u>\$ (3,056,000)</u>	<u>\$ (7,787,244)</u>	<u>\$ (2,660,961)</u>	<u>\$ (607,111)</u>	<u>\$ (69,115,929)</u>
EXPENDITURES / EXPENSES							
General Gove't Admin.	4,916,481	59,790	-	-	-	-	4,976,271
Judicial Administration	457,600	40,000	-	-	-	-	497,600
Public Safety	10,468,733	10,728,565	-	-	-	-	21,197,298
Public Works	4,023,090	2,959,870	-	-	-	-	6,982,960
Public Utilities	-	-	-	8,003,666	-	-	8,003,666
Health and Welfare	1,655,633	25,000	-	-	2,660,961	-	4,341,594
Education	10,134,651	303,950	-	-	-	-	10,438,601
Parks, Rec., and Cultural	2,343,182	390,000	-	-	-	-	2,733,182
Community Development	1,056,249	360,000	-	-	-	607,111	2,023,360
Tourism Development Fund	-	-	5,261,000	-	-	-	5,261,000
Debt Service	-	1,633,498	-	194,688	-	-	1,828,186
Total Before Transfers	\$ 35,055,618	\$ 16,500,673	\$ 5,261,000	\$ 8,198,354	\$ 2,660,961	\$ 607,111	\$ 68,283,717
Transfers Out (In)	\$ 2,205,000	\$ -	\$ (2,205,000)	\$ -	\$ -	\$ -	\$ -
Trans. To (From) F.B./N. Pos.***	-	1,243,322	-	(411,110)	-	-	832,212
Total Expenditure / Expense & Transfers	<u>\$ 37,260,618</u>	<u>\$ 17,743,995</u>	<u>\$ 3,056,000</u>	<u>\$ 7,787,244</u>	<u>\$ 2,660,961</u>	<u>\$ 607,111</u>	<u>\$ 69,115,929</u>

* Includes Utility Fund Capital Projects

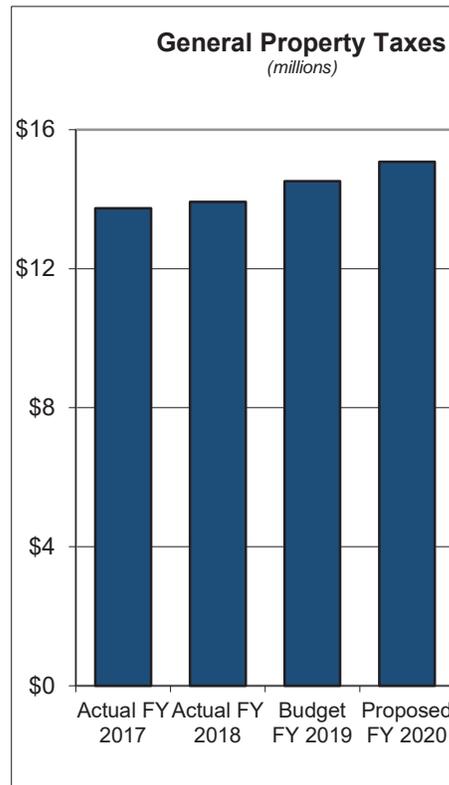
** Quarterpath CDA is a fiduciary fund for collection & remittance of special assessments each year.

*** Fund Balance/Net Position

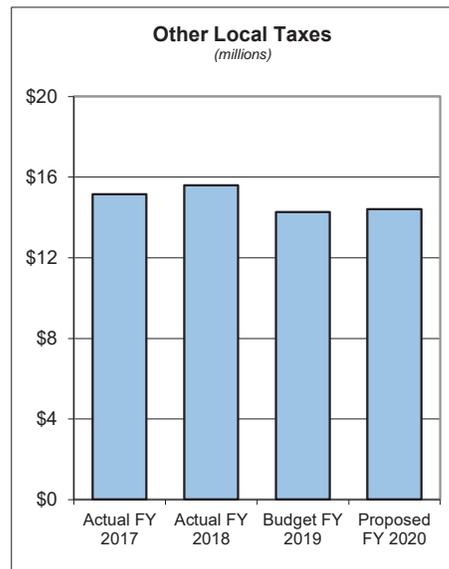


	PROPOSED FY 2020	ESTIMATED FY 2019	BUDGET FY 2019	ACTUAL FY 2018	ACTUAL FY 2017
REVENUES:					
GENERAL PROPERTY TAXES	\$ (15,072,800)	\$ (14,529,563)	\$ (14,510,621)	\$ (13,914,987)	\$ (13,738,436)
OTHER LOCAL TAXES	(14,403,085)	(14,221,480)	(14,264,804)	(15,583,169)	(15,140,108)
LICENSES AND PERMITS	(223,890)	(257,815)	(235,890)	(302,819)	(249,819)
FINES	(280,000)	(287,200)	(215,200)	(249,211)	(181,175)
USE OF MONEY AND PROPERTY	(714,779)	(702,253)	(795,368)	(721,718)	(795,790)
CHARGES FOR SERVICES	(439,790)	(412,471)	(416,700)	(447,142)	(450,576)
MISCELLANEOUS	(2,245,370)	(2,258,914)	(2,238,220)	(2,067,743)	(1,987,525)
INTERGOVERNMENTAL	<u>(3,880,904)</u>	<u>(3,760,249)</u>	<u>(3,725,568)</u>	<u>(3,623,982)</u>	<u>(3,599,088)</u>
TOTAL REVENUES	<u>\$ (37,260,618)</u>	<u>\$ (36,429,945)</u>	<u>\$ (36,402,371)</u>	<u>\$ (36,910,771)</u>	<u>\$ (36,142,518)</u>
EXPENDITURES:					
GENEERAL GOV'T ADMINISTRATION	\$ 4,916,481	\$ 4,454,581	\$ 4,704,812	\$ 4,102,807	\$ 3,979,485
JUDICIAL ADMINISTRATION	457,600	440,000	440,000	422,688	401,237
PUBLIC SAFETY	10,468,733	10,725,894	10,556,854	10,192,291	9,591,784
PUBLIC WORKS	4,023,090	3,773,435	3,766,982	3,658,628	3,611,017
HEALTH AND WELFARE	1,655,633	1,542,627	1,541,427	1,537,210	1,529,083
EDUCATION	10,134,651	9,824,093	9,848,360	8,962,075	8,817,150
PARKS, REC. AND CULTURAL	2,343,182	2,235,966	2,256,441	2,180,202	2,151,455
COMMUNITY DEVELOPMENT	<u>1,056,249</u>	<u>1,083,514</u>	<u>1,082,495</u>	<u>4,309,258</u>	<u>4,217,723</u>
TOTAL BEFORE FUND TRANSFERS	<u>\$ 35,055,618</u>	<u>\$ 34,080,110</u>	<u>\$ 34,197,371</u>	<u>\$ 35,365,159</u>	<u>\$ 34,298,934</u>
TRANSFER TO TOURISM FUND	\$ 2,205,000	\$ 2,205,000	\$ 2,205,000	\$ -	\$ -
TRANSFER TO RESERVES	<u>-</u>	<u>144,835</u>	<u>-</u>	<u>1,545,612</u>	<u>1,843,584</u>
TOTAL EXPENDITURES	<u>\$ 37,260,618</u>	<u>\$ 36,429,945</u>	<u>\$ 36,402,371</u>	<u>\$ 36,910,771</u>	<u>\$ 36,142,518</u>

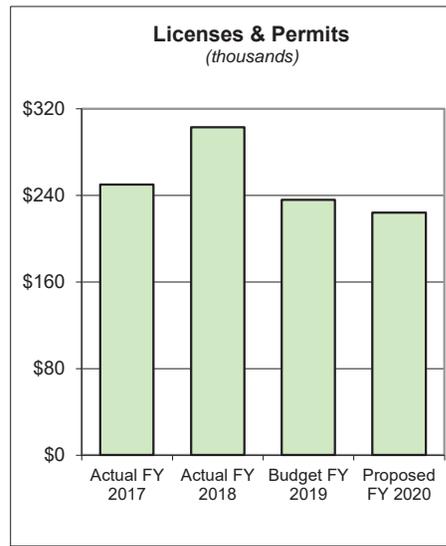
General Property Taxes - All real estate, public service, personal and business property taxes, including penalties and interest, are included. On average, real estate property reassessments are expected to increase approximately 6%; however, the proposed budget currently includes a 4% increase. Incorporated in this reassessment is the reclassification of properties to improve compliance with the Virginia Department of Taxation's classification system (§58.1-208 of the Code of Virginia). The lower percentage of increase allows for continued adjustment to account for a new real estate assessor, new assessment software, and adjusted classifications. Tax revenue realized in FY 2020 that has not been budgeted will be appropriated mid-year to address unfunded needs identified in the budget process. The average increase in residential reassessments is anticipated to be 2.4% - 3% and the average commercial values are anticipated to increase 6.2%. The real estate tax rate remains \$.60/\$100.



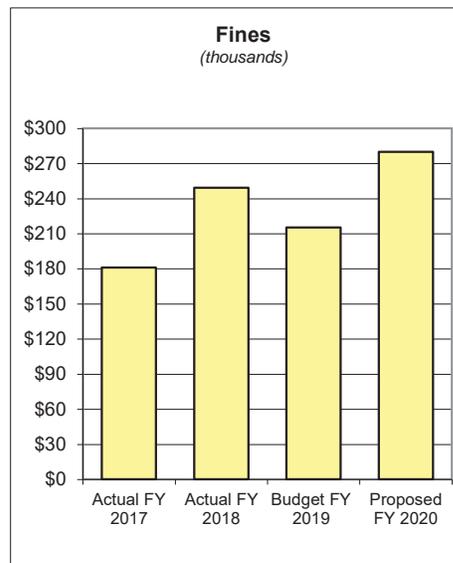
Other Local Taxes -This category consists of consumer utility taxes, communication sales taxes, business and franchise, bank stock, recordation, cigarette, room, and meal taxes. Utility taxes are based on residential and commercial usage. Overall, other local tax receipts are estimated to increase by 1% for FY 2020. This is primarily due to a 27% decrease in recordation taxes and a 9% decrease in communication taxes.



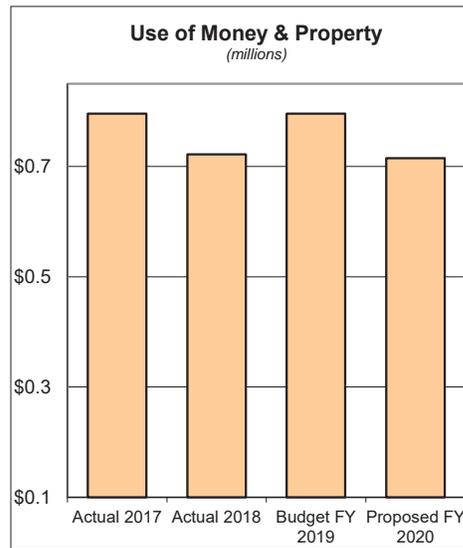
Licenses and Permits - Licenses and permits consist of city-wide on-street parking, building, electrical, plumbing, mechanical, sign, and various inspection fees. This category of revenues fluctuates based on various development projects occurring in the City during a particular fiscal year. Receipts were \$303K in FY 2018, and expected to decrease to \$236 for FY 2019, with totals for FY 2020 budgeted at \$234K, based on anticipated projects in the City. Ongoing construction at the Riverside development and other properties in the City will continue to increase license activity for the next few years.



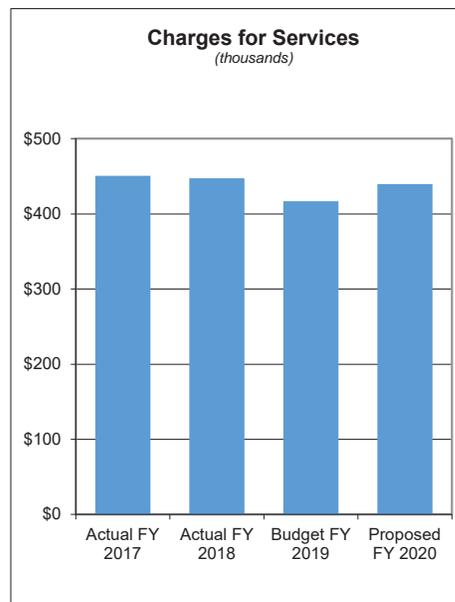
Fines - Court fines, parking citations, and code violations make up this revenue classification. Court fines are collected by the Clerk of Circuit Court and remitted to the City monthly. Receipts during FY 2018 were \$144K, an increase of about 12% from the FY 2017 levels. Collections are expected to be \$165K for FY 2019 and \$143 for FY 2020. Parking fines are for violations in on-street parking areas throughout the City. As a result of increased enforcement efforts, revenue for FY 2019 is projected to be \$122K (an increase of approximately \$32K compared to FY 2018) and \$90K in FY 2019.



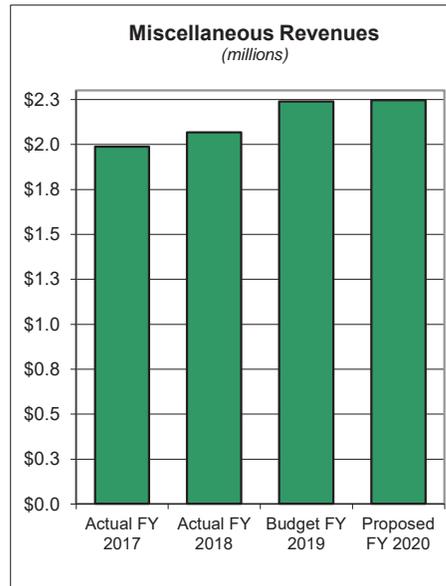
Use of Money and Property – Income from rentals of city-owned buildings, such as the Train Station, Stryker Building, and Community Building, are included here. Parking fees are generated from the Prince George Parking Garage, and were \$722K in FY 2018, and anticipated at \$702K for FY 2019 and \$715 for FY 2020. In FY 2013 the City took over responsibility of the Williamsburg Redevelopment & Housing Authority’s Triangle Building. Full occupancy of the building is anticipated in FY 2020, with rental income budgeted at \$142,128.



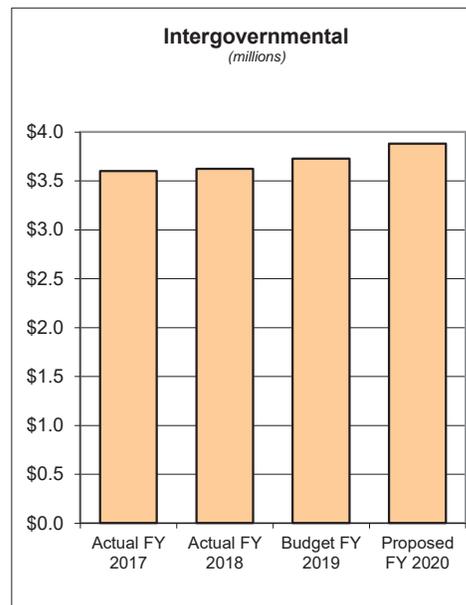
Charges for Services - Charges represent fees for various activities within the City, such as all recreation fees and program revenues, cemetery lots, and grave openings. Entrance fees for Waller Mill Park were imposed during FY 2011, and are expected to generate approximately \$48.5K for FY 2019, and \$53.5K for FY 2020. Overall charges for services are budgeted at \$439.8K for FY 2020.



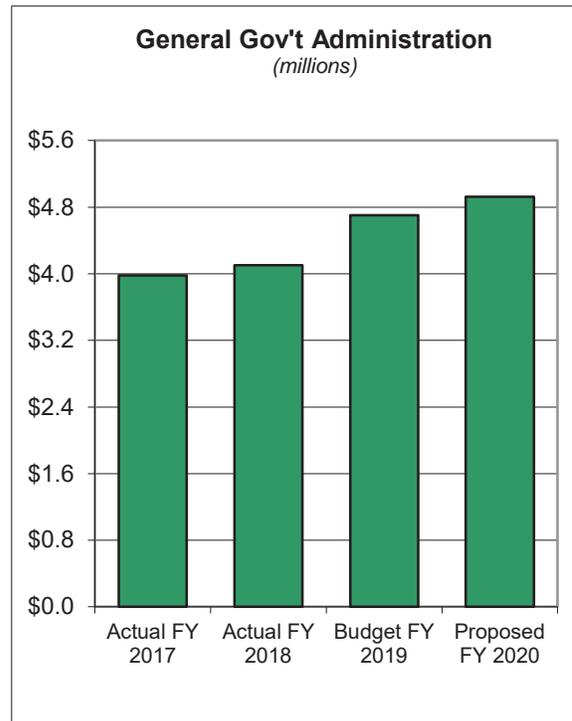
Miscellaneous - This category is comprised of various sources, such as payments in lieu of taxes, Arts Commission reimbursement from James City County and the State, and overhead charges from the Utility Fund. EMS Recovery Fees of \$615K were received during FY 2018. Receipts are anticipated to be \$622K for FY 2019 and \$625K FY 2020. Included in the miscellaneous category are public safety special events reimbursements. Since FY 2014 a contribution of \$120,000 has been given to the City by the College of William & Mary to help defray costs of providing emergency services to the campus, and is anticipated again for FY 2020. A grant from the Williamsburg Community Health Foundation in the amount of \$260K was received during FY 2016, FY 2017, FY 2018, FY 2019 and is also anticipated for FY 2020.



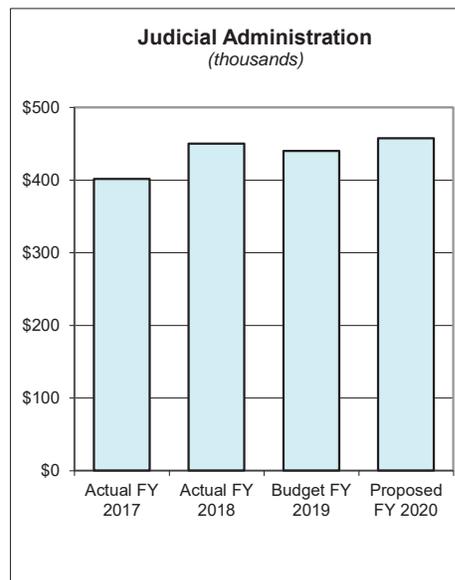
Intergovernmental - These funds include State reimbursements for expenses incurred for Constitutional Officers, sales taxes designated for education, 599 law enforcement funds, VDOT street maintenance payments, and various other taxes returned to the City. VDOT street maintenance payments are expected to remain level at \$1.8 Million for FY 2020. Law enforcement 599 funds are budgeted level for FY 2020. Funding by the State Compensation Board for the Commissioner of the Revenue, Treasurer, and Registrar are anticipated to remain relatively level for FY 2020.



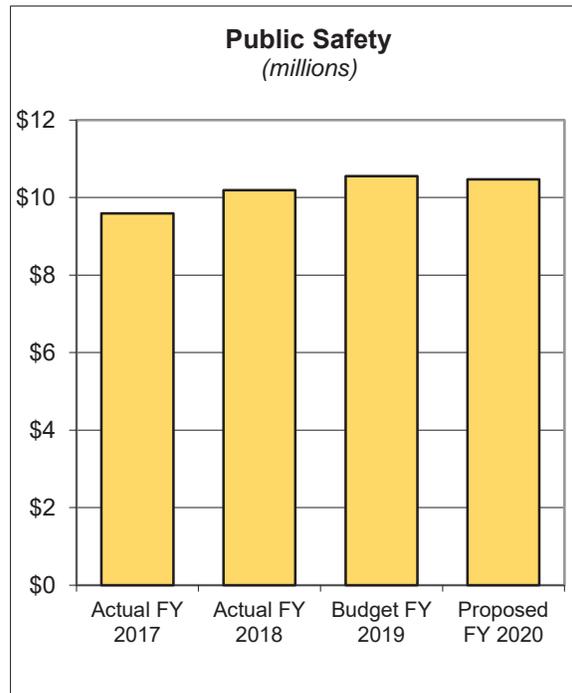
General Government Administration – This category includes City Council, Clerk of Council/Communications, City Manager, Human Resources, City Attorney, Commissioner of the Revenue, City Assessor, Treasurer, Finance, Vehicle Repair Shop, Electoral Board, Registrar, and Information Technology. Expenditures are estimated to increase 4.7% over the current year. This increase is primarily related to three categories: a proposed COL and merit average increase of 3.5% (the increase for all General Fund Employees is reported in the General Government Administration category), an increase in the contribution to the Economic Development Authority for performance agreements, and an increase in maintenance service contracts for computer software.



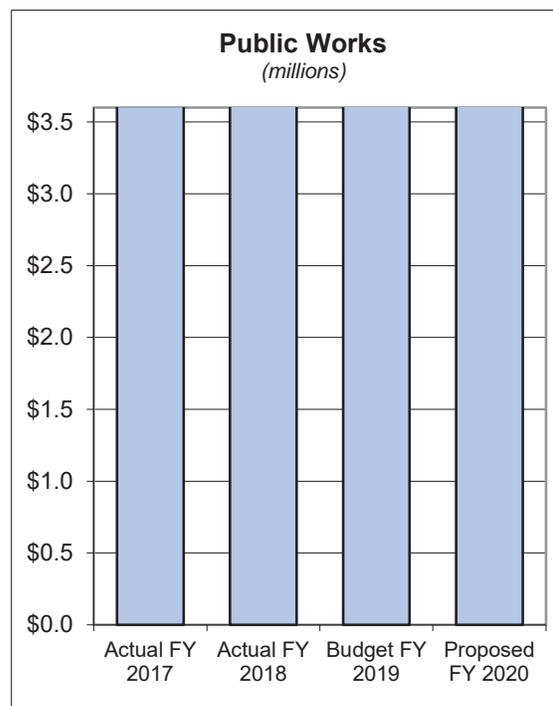
Judicial Administration - Judicial functions are performed by the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Clerk of the Circuit Court, Commonwealth Attorney, 9th District Court Service Unit, and Magistrate. Judicial functions have been performed in the jointly operated Williamsburg-James City County Courthouse since FY 2001. An expanded explanation is included in the "Notes on Funding Relationships" section of the budget guide. Costs are shared with James City County on a population basis each year. Funding of \$457,600 is anticipated for FY2020.



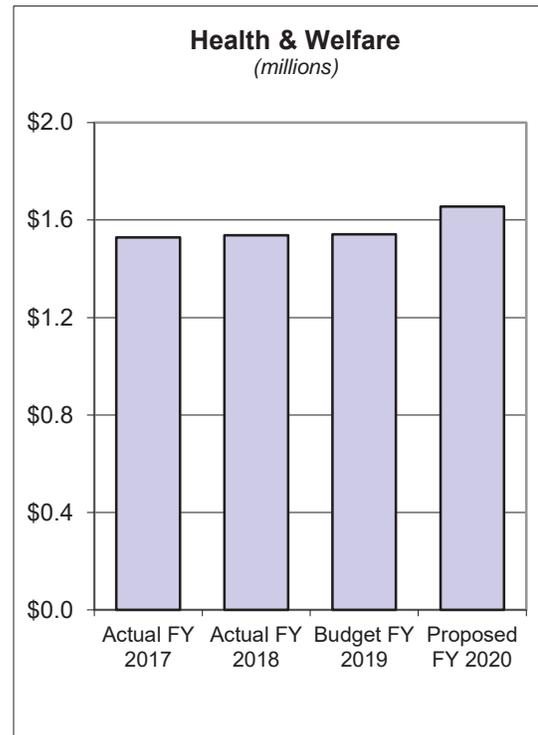
Public Safety - Departments included in this classification are Police, Parking Garage, consolidated E-911 Dispatch, Fire, Group Home Commission, Colonial Commission Corrections, and Animal Control. The City participates in the VA Peninsula Regional Jail Authority. City's share of jail costs are expected to be down \$51K for next year. The City will continue its partnership with the regional E-911 dispatch services operated by York County, with an increase of 1.9% in funding next year, based on a CPI inflation index for 2018, as referenced in the agreement. The City contracts with York County for Public Safety radios and anticipates a 1.3% increase in cost for FY 2020. Based on the funding formula for the City's share of Colonial Group Home Commission costs, an increase of 12% is anticipated. The Colonial Commission Corrections cost decrease slightly by .2%. The overall expenditures for total public safety decreased slightly by .8%.



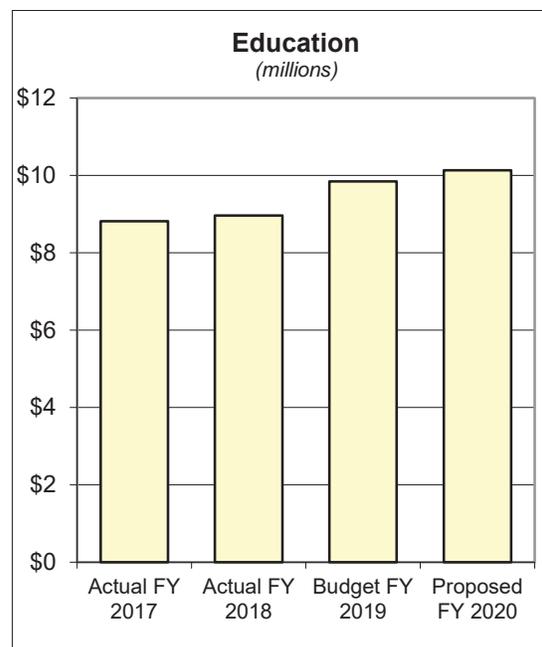
Public Works - Engineering, Streets, Stormwater Operations, Refuse Collection, Landfill, Municipal Center, Codes Compliance, Rental Properties, Landscaping and Cemetery make up the Public Works section of the operating budget. Overall costs are anticipated to increase by 6.4%, primarily due to increased cost for recycling.



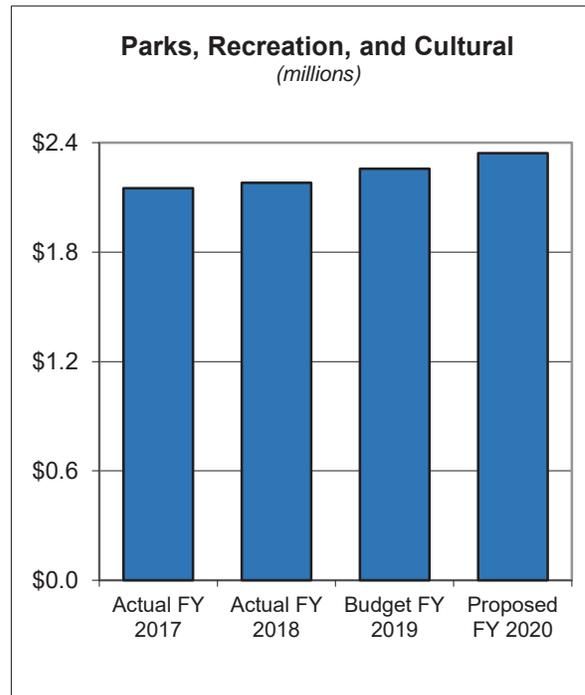
Health and Welfare - This category consists of the City's contribution to the local Health Department, Colonial Behavioral Health, and Olde Town Health Clinic and the subsidy to the Public Assistance Fund and Public Assistance Transportation. Peninsula Health Center, Olde Town Medical Center, and Colonial Behavioral Health provides health services for the community. Contribution to the Peninsula Health Center increased .9% from last year while the contributions to Colonial Behavioral Health and Olde Town Medical remain level with FY19. The City's budgeted subsidy of \$938K to the Public Assistance Fund increased 14% from last year. A Williamsburg Community Health Foundation grant in the amount of \$260,000 is anticipated for the fifth year, and will be transferred to the Public Assistance Fund for the Child Health Initiative, a grant program administered by the Human Services Department. Overall, health and welfare costs for FY 2020 increase by 7.4% for next year.



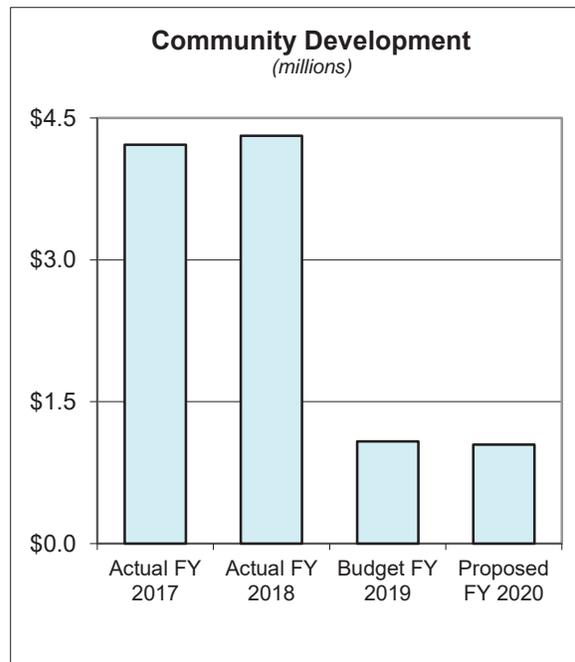
Education – The City, along with James City County, jointly fund the Williamsburg-James City County Public School system. FY 2020 is the third year of the FY18-FY22 School contract. The City's contribution of school operating costs for FY 2020 is anticipated to be \$10.1 Million, up 2.9%, based on the superintendent's proposed budget. The final level of funding for FY 2020 will be determined according to the joint School contract with James City County by May, 2020 during the budget process. Capital costs are budgeted in the Sales Tax Fund for the City's portion of school projects next year.



Parks, Recreation and Cultural - Recreation administration, playgrounds, parks, library, and grants provided to organizations upon recommendation of the Williamsburg Area Arts Commission are included in this category. The City's contribution to the Williamsburg Regional Library, operated jointly with James City County, is proposed at \$904,244, up 3.5%. Arts Commission contributions are funded at \$159,000 for FY 2020, a slight decrease of .6%, based on the recommendation of the Arts Commission. As funding partner, James City County reimburses the City half the program costs. A \$10,000 State Challenge Grant is anticipated again in FY 2020. Overall, this category of expenditures increased 3.8% for FY 2020 compared to the previous year.

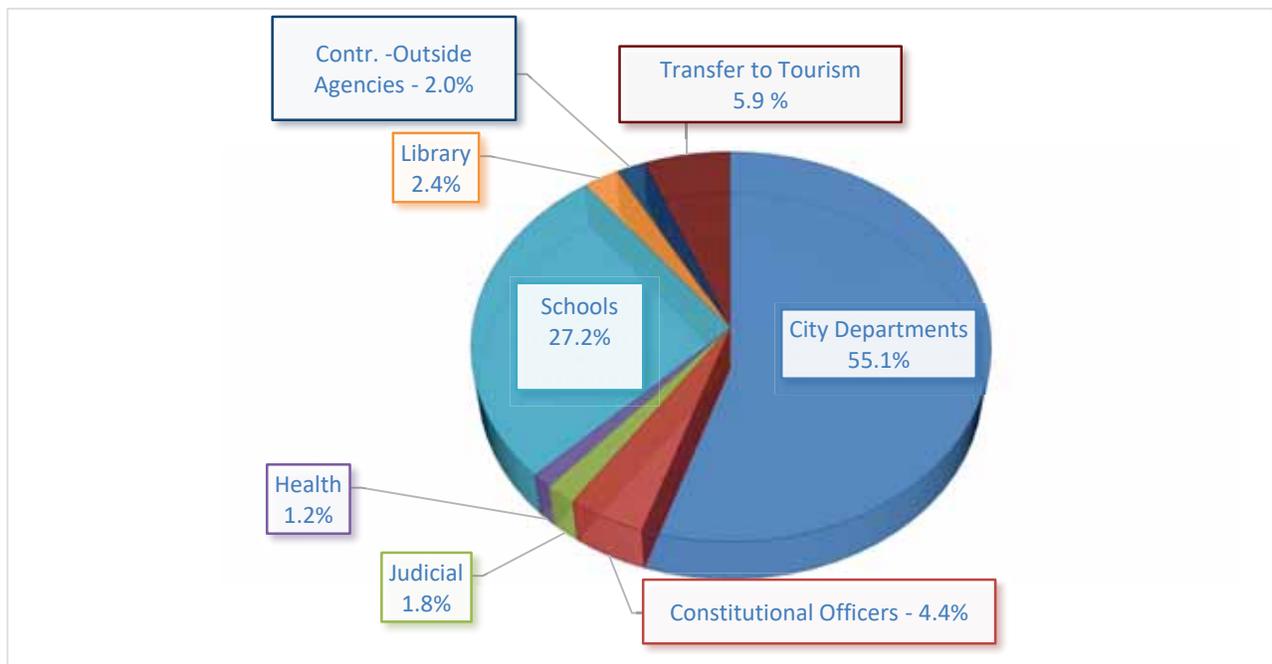


Community Development - This includes contributions to various human service and community & economic development agencies within the City. Funding decreased 75% in FY 2019 as a result of the creation of the Tourism Fund as of July 1, 2018. More information on the Tourism Fund can be found on pages 3, 33, and 39 of the Budget Summary Section and the Tourism Fund Policy can be found in the Budget Guide. This category decreased 3.2% in FY 2020 primarily due to a reduction in operating cost in the Planning Department.



	<u>PURPOSE</u>	<u>PROPOSED FY 2020</u>	<u>BUDGETED FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
I	City Departments	\$ 20,511,128	\$ 19,994,979	\$ 18,839,038	\$ 18,049,459
II	Constitutional Officers	1,651,134	1,654,902	1,634,406	1,637,749
iii	Judicial	648,421	614,607	593,293	508,386
IV	Health	454,156	453,194	448,266	441,135
VI	Schools	10,134,651	9,848,360	8,962,075	8,817,150
VI	Library	904,244	872,852	859,699	841,810
VII	Contr. -Outside Agencies	751,884	758,477	4,028,383	4,003,246
VIII	Transfer to Tourism	2,205,000	2,205,000	-	-
	Total	\$ 37,260,618	\$ 36,402,371	\$ 36,910,771	\$ 36,142,519

* This table summarizes the funding history and adopted FY 2019 budget for the City's eight major funding categories. Debt Service is included in the Capital Improvement Program budget.



SECTION I

<u>CITY DEPARTMENTS</u>		<u>PROPOSED</u> <u>FY 2020</u>	<u>ESTIMATE</u> <u>FY 2019</u>	<u>BUDGET</u> <u>FY 2019</u>	<u>ACTUAL</u> <u>FY 2018</u>	<u>ACTUAL</u> <u>FY 2017</u>
1101	CITY COUNCIL					
	Personnel	\$ 41,338	\$ 41,338	\$ 41,338	\$ 41,338	\$ 41,338
	Operating	101,642	97,645	99,100	87,188	90,836
	Capital Outlay	-	-	-	-	-
	Total	142,980	138,983	140,438	128,526	132,174
1102	CLERK OF COUNCIL/COMMUNICATIONS					
	Personnel	156,115	165,234	165,231	113,782	115,668
	Operating	8,160	10,500	10,500	5,225	7,920
	Capital Outlay	200	-	-	-	-
	Total	164,475	175,734	175,731	119,007	123,588
1201	CITY MANAGER					
	Personnel	451,416	462,035	461,975	487,575	470,488
	Operating	39,161	36,923	37,495	43,172	49,943
	Capital Outlay	800	-	-	-	-
	Total	491,377	498,957	499,470	530,748	520,431
1202	NON-DEPARTMENTAL	812,031	477,256	721,637	289,395	347,759
1203	ECONOMIC DEVELOPMENT					
	Personnel	222,938	218,117	218,117	222,321	204,895
	Operating	105,370	114,952	115,550	108,046	106,788
	Capital Outlay	-	-	-	-	-
	Total	328,308	333,069	333,667	330,367	311,683
1204	CITY ATTORNEY					
	Personnel	214,003	218,089	218,077	219,849	215,226
	Operating	66,285	66,283	66,750	65,787	67,056
	Capital Outlay	-	-	-	-	-
	Total	280,288	284,372	284,827	285,637	282,282
1205	HUMAN RESOURCE					
	Personnel	100,452	94,930	94,930	95,265	71,293
	Operating	14,400	13,700	13,700	9,068	8,527
	Capital Outlay	-	-	-	-	-
	Total	114,852	108,630	108,630	104,333	79,820
1210	CITY ASSESSOR					
	Personnel	223,249	196,452	196,365	186,683	175,213
	Operating	21,891	11,135	9,525	9,319	7,098
	Capital Outlay	-	-	-	-	-
	Total	245,140	207,587	205,890	196,002	182,311

SECTION I

<u>CITY DEPARTMENTS</u>		<u>PROPOSED</u> <u>FY 2020</u>	<u>ESTIMATE</u> <u>FY 2019</u>	<u>BUDGET</u> <u>FY 2019</u>	<u>ACTUAL</u> <u>FY 2018</u>	<u>ACTUAL</u> <u>FY 2017</u>
1214	DEPT OF FINANCE					
	Personnel	790,754	788,728	792,469	797,355	768,456
	Operating	45,141	39,259	41,750	41,515	37,462
	Capital Outlay	-	-	-	-	-
	Total	835,895	827,987	834,219	838,869	805,918
1221	CITY SHOP					
	Personnel	213,222	208,446	208,098	177,275	182,908
	Operating	42,878	39,134	39,910	52,897	42,633
	Capital Outlay	3,000	3,000	3,000	3,909	3,257
	Total	259,100	250,580	251,008	234,081	228,798
3102	POLICE					
	Personnel	3,870,024	3,953,103	3,944,621	3,698,580	3,419,725
	Operating	516,475	546,137	421,602	473,180	430,051
	Capital Outlay	5,000	5,000	5,000	2,847	16,913
	Total	4,391,499	4,504,240	4,371,223	4,174,607	3,866,689
3102	POLICE-E911					
	Personnel					
	Operating	583,204	572,330	572,330	561,108	555,008
	Capital Outlay	-	-	-	-	-
	Total	583,204	572,330	572,330	561,108	555,008
3103	PARKING GARAGE					
	Personnel	87,102	86,899	87,260	87,883	67,512
	Operating	30,110	29,700	29,700	45,928	57,461
	Capital Outlay	-	-	-	-	-
	Total	117,212	116,599	116,960	133,811	124,972
3201	FIRE					
	Personnel	3,674,511	3,791,074	3,765,568	3,597,145	3,370,106
	Operating	396,767	401,620	392,742	354,137	301,582
	Capital Outlay	53,000	53,000	51,000	30,115	55,535
	Total	4,124,278	4,245,694	4,209,310	3,981,397	3,727,223
3401	CODES COMPLIANCE					
	Personnel	378,249	364,065	363,543	337,318	385,844
	Operating	42,856	46,107	42,900	29,313	37,033
	Capital Outlay	-	-	-	-	-
	Total	421,105	410,172	406,443	366,631	422,877

SECTION I

<u>CITY DEPARTMENTS</u>	<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
3501 ANIMAL CONTROL					
Personnel					
Operating	18,900	18,900	18,900	18,900	18,900
Capital Outlay					
Total	18,900	18,900	18,900	18,900	18,900
4101 ENGINEERING					
Personnel	261,546	257,138	256,616	258,166	244,584
Operating	26,238	28,032	29,650	19,092	24,530
Capital Outlay	-	-	200	-	-
Total	287,784	285,170	286,466	277,258	269,114
4102 STREETS					
Personnel	511,544	452,795	449,175	451,761	412,207
Operating	430,361	473,963	472,360	452,115	463,800
Capital Outlay	11,500	11,500	11,500	12,291	10,005
Total	953,405	938,258	933,035	916,166	886,013
4103 STORMWATER OPERATIONS					
Personnel	189,838	184,035	184,035	187,693	172,817
Operating	32,200	31,000	31,000	33,978	33,411
Capital Outlay	-	-	-	-	-
Total	222,038	215,035	215,035	221,671	206,228
4203 Solid Waste Collection					
Personnel	-	-	-	-	-
Operating	671,650	497,650	497,650	480,576	463,162
Capital Outlay	-	-	-	-	-
Total	671,650	497,650	497,650	480,576	463,162
4307 BUILDINGS-FACILITIES MAINTENANCE					
Personnel	173,347	163,243	162,771	163,489	155,348
Operating	308,730	300,993	302,920	317,628	311,455
Capital Outlay	16,000	16,000	16,000	4,946	11,490
Total	498,077	480,236	481,691	486,062	478,293
4308 INFORMATION TECHNOLOGY					
Personnel	460,540	447,024	446,825	394,554	395,695
Operating	432,280	392,029	392,100	402,827	351,920
Capital Outlay	-	-	-	-	-
Total	892,820	839,053	838,925	797,381	747,614

SECTION I

<u>CITY DEPARTMENTS</u>		<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
4309	LANDSCAPING					
	Personnel	421,481	410,561	409,865	399,013	373,253
	Operating	208,361	204,416	204,550	204,826	213,807
	Capital Outlay	<u>5,000</u>	<u>8,500</u>	<u>8,500</u>	<u>456</u>	<u>254</u>
	Total	634,842	623,477	622,915	604,295	587,314
5302-	PUBLIC ASSISTANCE					
5305	Personnel					
	Operating	1,201,477	1,089,433	1,088,233	1,088,944	1,087,948
	Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total	1,201,477	1,089,433	1,088,233	1,088,944	1,087,948
7101-	RECREATION					
7104	Personnel	847,210	784,521	797,584	804,372	754,430
	Operating	398,728	387,643	392,505	329,031	357,902
	Capital Outlay	<u>34,000</u>	<u>34,000</u>	<u>33,500</u>	<u>39,904</u>	<u>37,285</u>
	Total	1,279,938	1,206,164	1,223,589	1,173,308	1,149,616
7108	CEMETARY					
	Personnel	67,972	65,043	64,869	66,465	63,392
	Operating	6,117	6,812	6,870	5,122	5,226
	Capital Outlay	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>300</u>	<u>600</u>
	Total	75,089	72,855	72,739	71,888	69,218
8101	PLANNING					
	Personnel	422,134	435,997	425,868	376,174	329,596
	Operating	40,731	48,539	57,650	51,707	44,410
	Capital Outlay	<u>500</u>	<u>500</u>	<u>500</u>	<u>190</u>	<u>500</u>
	Total	463,365	485,037	484,018	428,070	374,506
<u>TOTAL - CITY DEPARTMENTS</u>		<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
	Personnel	\$ 13,778,985	\$ 13,788,870	\$ 13,755,200	\$ 13,164,058	\$ 12,389,994
	Operating	6,602,144	5,982,091	6,109,579	5,580,023	5,523,626
	Capital Outlay	<u>130,000</u>	<u>132,500</u>	<u>130,200</u>	<u>94,957</u>	<u>135,839</u>
	Total	<u>\$ 20,511,128</u>	<u>\$ 19,903,461</u>	<u>\$ 19,994,979</u>	<u>\$ 18,839,038</u>	<u>\$ 18,049,459</u>

SECTION II

<u>CONSTITUTIONAL OFFICERS</u>		<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
1209	COMMISSIONER OF REVENUE					
	Personnel	\$ 260,198	\$ 235,015	\$ 235,015	\$ 184,239	\$ 180,963
	Operating	75,326	77,116	74,606	48,786	33,883
	Capital Outlay	-	-	-	-	-
	Total	<u>335,524</u>	<u>312,131</u>	<u>309,621</u>	<u>233,026</u>	<u>214,846</u>
1102	TREASURER					
	Personnel	72,536	67,040	67,040	65,584	57,624
	Operating	3,675	3,500	3,500	4,135	2,395
	Capital Outlay	-	-	-	-	-
	Total	<u>76,211</u>	<u>70,540</u>	<u>70,540</u>	<u>69,719</u>	<u>60,019</u>
1201	ELECTORAL BOARD					
	Personnel	21,524	6,939	6,939	6,928	6,858
	Operating	14,109	17,465	17,465	22,169	21,554
	Capital Outlay	-	-	-	-	-
	Total	<u>35,633</u>	<u>24,404</u>	<u>24,404</u>	<u>29,097</u>	<u>28,412</u>
1102	REGISTRAR					
	Personnel	147,427	145,076	145,073	139,265	130,224
	Operating	12,920	10,800	11,740	11,437	12,405
	Capital Outlay	<u>600</u>	-	-	-	-
	Total	<u>160,947</u>	<u>155,876</u>	<u>156,813</u>	<u>150,702</u>	<u>142,629</u>
3301	REGIONAL JAIL					
	Personnel					
	Operating	1,042,819	1,093,524	1,093,524	1,151,863	1,191,843
	Capital Outlay	-	-	-	-	-
	Total	<u>1,042,819</u>	<u>1,093,524</u>	<u>1,093,524</u>	<u>1,151,863</u>	<u>1,191,843</u>
<u>TOTAL - CONSTITUTIONAL OFFICERS</u>		<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
	Personnel	\$ 501,685	\$ 454,070	\$ 454,067	\$ 396,016	\$ 375,669
	Operating	1,148,849	1,202,405	1,200,835	1,238,390	1,262,079
	Capital Outlay	<u>600</u>	-	-	-	-
	Total	<u>\$ 1,651,134</u>	<u>\$ 1,656,475</u>	<u>\$ 1,654,902</u>	<u>\$ 1,634,406</u>	<u>\$ 1,637,749</u>

CITY OF WILLIAMSBURG

SUMMARY OF EXPENDITURES - FISCAL YEAR 2020

SECTION III

<u>JUDICIAL ADMINISTRATION</u>		<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
2100	JOINT COURTHOUSE					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating	457,600	440,000	440,000	422,688	401,237
	Capital Outlay	-	-	-	-	-
	Total	<u>457,600</u>	<u>440,000</u>	<u>440,000</u>	<u>422,688</u>	<u>401,237</u>
3303	MIDDLE PENINSULA JUVENILE DETENTION COMMISSION					
	Personnel	-	-	-	-	-
	Operating	53,620	53,705	53,705	73,696	18,765
	Capital Outlay	-	-	-	-	-
	Total	<u>53,620</u>	<u>53,705</u>	<u>53,705</u>	<u>73,696</u>	<u>18,765</u>
3304	GROUP HOME COMMISSION					
	Personnel	-	-	-	-	-
	Operating	112,627	100,732	100,732	84,494	78,851
	Capital Outlay	-	-	-	-	-
	Total	<u>112,627</u>	<u>100,732</u>	<u>100,732</u>	<u>84,494</u>	<u>78,851</u>
3305	COLONIAL COMMUNITY CORRECTIONS					
	Personnel	-	-	-	-	-
	Operating	24,574	20,170	20,170	12,415	9,533
	Capital Outlay	-	-	-	-	-
	Total	<u>24,574</u>	<u>20,170</u>	<u>20,170</u>	<u>12,415</u>	<u>9,533</u>
TOTAL - JUDICIAL ADMINISTRATION						
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating	648,421	614,607	614,607	593,293	508,386
	Capital Outlay	-	-	-	-	-
	Total	<u>\$ 648,421</u>	<u>\$ 614,607</u>	<u>\$ 614,607</u>	<u>\$ 593,293</u>	<u>\$ 508,386</u>

SECTION IV

		PROPOSED	ESTIMATE	BUDGET	ACTUAL	ACTUAL
<u>HEALTH</u>		<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>
5101	HEALTH - AGENCIES					
	Peninsula Health District	\$ 109,645	\$ 108,683	\$ 108,683	\$ 104,755	\$ 102,705
	Olde Town Medical Center	89,511	89,511	89,511	88,511	83,430
	Colonial Behavioral Health	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>
	Total	454,156	453,194	453,194	448,266	441,135

SECTION VSCHOOLS

6101	SCHOOL BOARD					
	Personnel	<u>17,439</u>	<u>17,439</u>	<u>17,439</u>	<u>15,233</u>	<u>12,434</u>
	Total	17,439	17,439	17,439	15,233	12,434
6103	JOINT SCHOOL OPERATIONS					
	Operating	<u>10,117,212</u>	<u>9,806,654</u>	<u>9,830,921</u>	<u>8,946,842</u>	<u>8,804,716</u>
	Total	10,117,212	9,806,654	9,830,921	8,946,842	8,804,716
	TOTAL SCHOOLS	10,134,651	9,824,093	9,848,360	8,962,075	8,817,150

SECTION VILIBRARY

7302	REGIONAL LIBRARY				-	
	Operating	<u>904,244</u>	<u>872,852</u>	<u>872,852</u>	<u>859,699</u>	<u>841,810</u>
	Total	904,244	872,852	872,852	859,699	841,810

SECTION VII

<u>DEBT SERVICE</u>	<u>PROPOSED FY 2020</u>	<u>ESTIMATE FY 2019</u>	<u>BUDGET FY 2019</u>	<u>ACTUAL FY 2018</u>	<u>ACTUAL FY 2017</u>
9301 DEBT SERVICE					
Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-
Total	-	-	-	-	-

*Included in Sales Tax Fund

SECTION VIIICONTRIBUTIONS TO AGENCIES

Outside Agencies	592,884	598,477	598,477	3,881,188	3,843,217
Arts Commission	159,000	157,875	160,000	147,195	160,029
Total	751,884	756,352	758,477	4,028,383	4,003,246

TOURISM FUND

Transfer to Tourism Fund	2,205,000	2,205,000	2,205,000	-	-
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SUMMARY

BY MAJOR PROGRAMS

City Departments	\$ 20,511,128	\$ 19,903,461	\$ 19,994,979	\$ 18,839,038	\$ 18,049,459
Constitutional Officers	1,651,134	1,656,475	1,654,902	1,634,406	1,637,749
Judicial	648,421	614,607	614,607	593,293	508,386
Health	454,156	453,194	453,194	448,266	441,135
Schools	10,134,651	9,824,093	9,848,360	8,962,075	8,817,150
Library	904,244	872,852	872,852	859,699	841,810
Contr. -Outside Agencies	751,884	756,352	758,477	4,028,383	4,003,246
Transfer to Tourism	2,205,000	2,205,000	2,205,000	-	-
Transfer to Fund Balance	-	143,910	-	1,545,612	1,843,584
Total	<u>\$ 37,260,618</u>	<u>\$ 36,429,945</u>	<u>\$ 36,402,371</u>	<u>\$ 36,910,771</u>	<u>\$ 36,142,519</u>

BY MAJOR FUNCTION

Personnel	\$ 14,298,109	\$ 14,260,379	\$ 14,226,706	\$ 13,575,306	\$ 12,778,097
Operating	22,831,910	21,893,155	22,045,465	21,694,896	21,384,998
Capital Outlay	130,600	132,500	130,200	94,957	135,839
Transfer to Fund Balance	-	143,910	-	1,545,612	1,843,584
Total	<u>\$ 37,260,618</u>	<u>\$ 36,429,945</u>	<u>\$ 36,402,371</u>	<u>\$ 36,910,771</u>	<u>\$ 36,142,519</u>

CITY OF WILLIAMSBURG

CONTRIBUTIONS TO OUTSIDE AGENCIES - FISCAL YEAR 2020

OUTSIDE AGENCIES	PROPOSED	REQUESTED	BUDGET	ACTUAL	ACTUAL	%
	<u>FY 2020</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>CHANGE</u> <u>FY20/FY19</u>
<u>HUMAN SERVICES</u>						
3e Restoration	\$ -	\$ -	\$ 1,000	\$ -	\$ -	-100.0%
ARC of Greater Williamsburg	1,500	2,500	1,500	1,500	-	0.0%
Avalon	19,000	19,000	19,000	19,000	19,000	0.0%
Child Development Resources	5,000	5,000	5,000	5,000	5,000	0.0%
Colonial C.A.S.A	6,000	6,000	6,000	6,000	6,000	0.0%
Community Action Agency	21,102	23,264	21,102	21,102	21,102	0.0%
Community Svcs. Agency	7,500	7,500	7,500	7,500	7,500	0.0%
Hospice of Williamsburg	7,500	7,500	7,000	7,000	6,500	7.1%
House of Mercy	1,000	5,000	-	-	-	
Literacy for Life	1,000	5,000	1,000	1,000	1,000	0.0%
Peninsula Agency on Aging	12,278	12,278	11,573	11,022	11,022	6.1%
Penins. Comm. On Homelessness	2,759	2,759	2,759	2,759	2,759	0.0%
Williamsburg Faith in Action	5,000	10,000	5,000	5,000	5,000	0.0%
Sub-total	<u>\$ 89,639</u>	<u>\$ 105,801</u>	<u>\$ 88,434</u>	<u>\$ 86,883</u>	<u>\$ 84,883</u>	1.4%
<u>HEALTH AGENCIES</u>						
Local Health Department	\$ 109,645	\$ 109,645	\$ 108,683	\$ 104,755	\$ 102,705	0.89%
Olde Town Health Clinic	89,511	109,511	89,511	88,511	83,430	0.00%
Colonial Behavioral Health	<u>255,000</u>	<u>273,000</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>	0.00%
Sub-total	<u>\$ 454,156</u>	<u>\$ 492,156</u>	<u>\$ 453,194</u>	<u>\$ 448,266</u>	<u>\$ 441,135</u>	0.21%
<u>CULTURAL</u>						
Arts Commission	\$ 159,000	\$ 159,000	\$ 160,000	\$ 147,195	\$ 160,029	-0.6%
* Culturefix	-	-	-	6,650	-	N/A
* VA Arts Festival	-	-	-	55,000	50,000	N/A
VA Symph.-Lake Matoaka Concert	<u>8,670</u>	<u>-</u>	<u>8,670</u>	<u>6,000</u>	<u>6,000</u>	N/A
Sub-total	<u>\$ 167,670</u>	<u>\$ 159,000</u>	<u>\$ 168,670</u>	<u>\$ 214,845</u>	<u>\$ 216,029</u>	-0.6%

* Eligible to apply for funding through the Tourism Fund grant process.

CITY OF WILLIAMSBURG

CONTRIBUTIONS TO OUTSIDE AGENCIES - FISCAL YEAR 2020

OUTSIDE AGENCIES	PROPOSED	REQUESTED	BUDGET	ACTUAL	ACTUAL	%
	<u>FY 2020</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY20/FY19</u>
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES						
Chamber of Commerce	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	N/A
Colonial Soil & Water Conserva.	-	-	5,500	3,500	3,500	-100.0%
* Colonial Williamsburg Foundation	-	-	-	1,300,000	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	0.0%
Federal Facilities Alliance	7,702	7,702	7,715	7,430	7,532	-0.2%
Hampton Roads Planning District	29,591	29,591	12,652	11,888	12,051	133.9%
Heritage Humane Society	-	-	25,000	19,667	19,667	-100.0%
* Kingsmill Golf Tournament	-	-	-	15,000	15,000	N/A
Peninsula Council Work. Dev.	5,947	5,947	5,947	5,947	5,947	0.0%
Reg. Econ. Dev. Initiatives	14,658	14,658	14,658	14,117	14,310	0.0%
TNCC-Historic Triangle Campus	2,463	2,463	2,677	2,600	2,525	-8.0%
TNCC-Site Improvements	16,026	16,026	9,036	7,632	7,716	77.4%
TNCC-Workforce Dev. Center	10,500	10,500	10,500	10,500	10,500	0.0%
Virginia Cooperative Extension	5,602	6,496	5,602	5,541	5,451	0.0%
Virginia First Cities	12,811	12,811	12,811	-	-	0.0%
* * WMSBG Area Destination MKTG	-	-	-	1,123,558	1,128,430	N/A
* Williamsburg Hotel/Motel Assoc.	-	-	-	10,000	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
Sub-total	<u>\$ 114,100</u>	<u>\$ 114,994</u>	<u>\$ 120,898</u>	<u>\$ 3,346,180</u>	<u>\$ 3,351,429</u>	-5.62%
TRANSPORTATION						
High Speed Rail Coalition	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
N.N./WMSB. Int. Airport	-	-	-	-	5,627	
Williamsburg Area Transport	375,975	375,975	375,975	375,975	340,778	0.0%
Sub-total	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 350,905</u>	0.0%
TOT. CONTRIB. TO OUTSIDE AGENCIES	1,206,040	1,252,426	1,211,671	4,476,649	4,444,381	-0.5%

* Maintenance of effort funding, FY 2020 funding in Tourism Fund

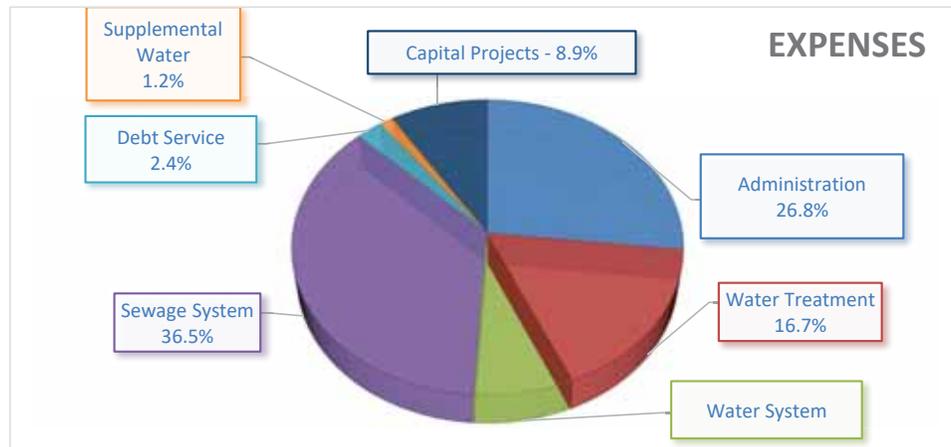
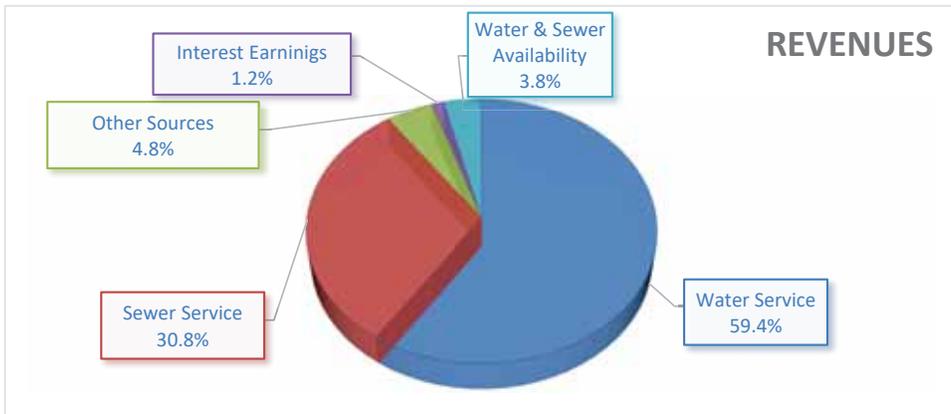
** Eligible to apply for funding through the Tourism Fund grant process.

*** No longer in existence. Section §58.1-603.2 of the Code of Virginia establishes the Tourism Council of the Greater Williamsburg Chamber and Tourism Alliance. For more information please refer to the Tourism Fund.

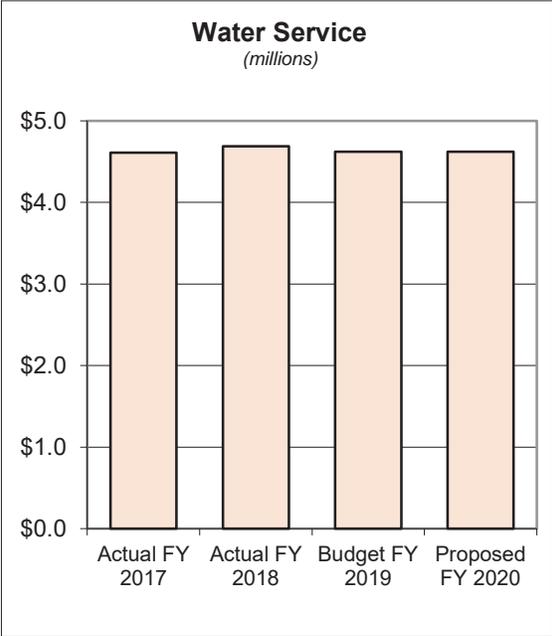
<u>REVENUES</u>	<u>Proposed FY 2020</u>	<u>Estimated FY 2019</u>	<u>Budget FY 2019</u>	<u>Actual FY 2018</u>	<u>Actual FY 2017</u>
Water Service	\$ (4,623,000)	\$ (4,623,000)	\$ (4,623,000)	\$ (4,687,485)	\$ (4,609,133)
Sewer Service	(2,400,000)	(2,160,000)	(2,160,000)	(2,402,770)	(2,160,249)
Other Sources	(370,644)	(514,400)	(500,644)	(403,851)	(293,546)
Interest Earnings	(93,600)	(90,000)	(36,000)	(57,365)	(33,650)
Water & Sewer Availability	<u>(300,000)</u>	<u>(300,000)</u>	<u>(300,000)</u>	<u>(908,000)</u>	<u>(449,000)</u>
 Total Revenue	 <u>\$ (7,787,244)</u>	 <u>\$ (7,687,400)</u>	 <u>\$ (7,619,644)</u>	 <u>\$ (8,459,471)</u>	 <u>\$ (7,545,578)</u>

EXPENSES

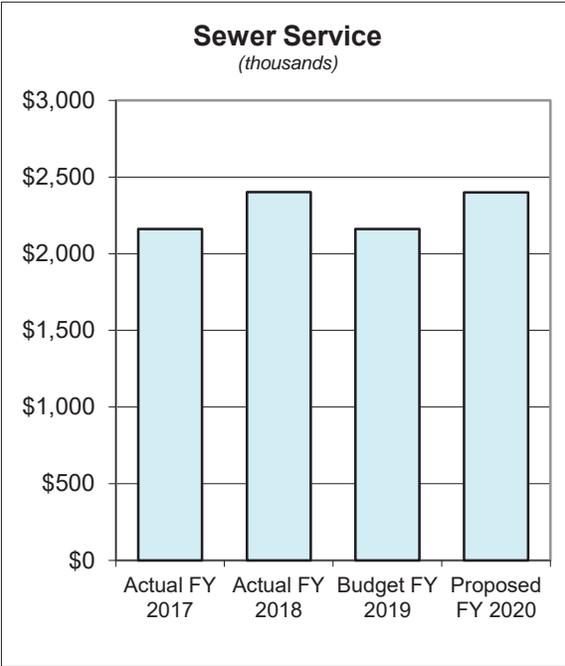
Administration	\$ 2,195,892	\$ 2,032,217	\$ 2,199,162	\$ 1,881,735	\$ 1,814,253
Water Treatment	1,370,161	1,376,314	1,374,927	1,162,200	1,162,602
Water System	617,779	629,480	662,552	532,978	536,190
Sewage System	2,989,834	2,779,338	2,754,859	2,998,750	2,747,741
Debt Service	194,688	220,993	220,993	(3,805)	131,860
Supplemental Water	100,000	-	100,000	-	-
Capital Projects	<u>730,000</u>	<u>390,000</u>	<u>390,000</u>	<u>1,469,474</u>	<u>1,033,582</u>
 Total Expenses before transfers	 \$ 8,198,354	 \$ 7,428,343	 \$ 7,702,493	 \$ 8,041,331	 \$ 7,426,228
Transfers to / (from) fund balance	<u>(411,110)</u>	<u>259,057</u>	<u>(82,849)</u>	<u>418,139</u>	<u>119,350</u>
 Total Expenses and Transfers	 <u>\$ 7,787,244</u>	 <u>\$ 7,687,400</u>	 <u>\$ 7,619,644</u>	 <u>\$ 8,459,471</u>	 <u>\$ 7,545,578</u>



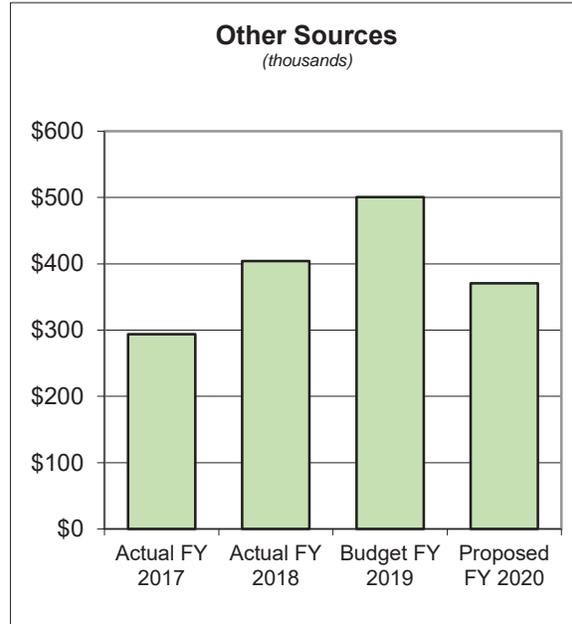
Water Service - The Public Utilities department operates a water distribution system throughout the City. Commercial customers are billed monthly. Residential accounts are split into three sections of the City, each billed quarterly during alternate months to provide a constant cash flow for this Enterprise Fund. An analysis of proposed water rate increases is included in the appendix. Rates increased several years in the past but have remained steady for the past 2 years.



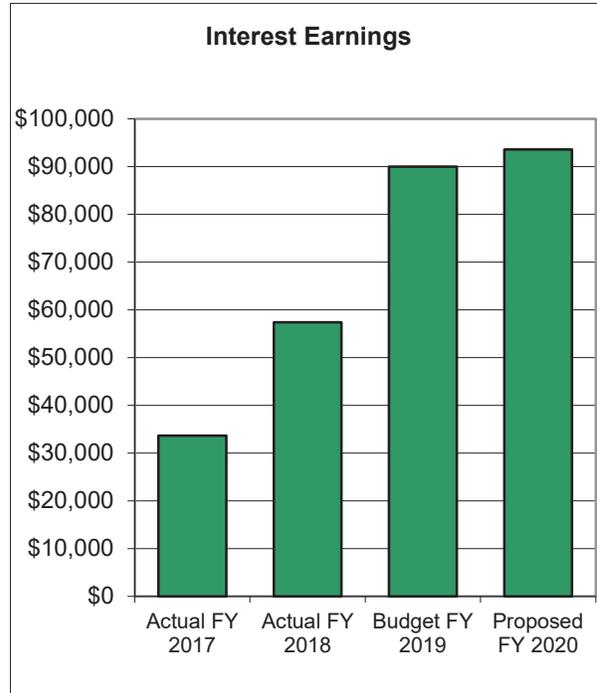
Sewer Service - Sewer lines are maintained by the City, with 15 pump stations collecting and transmitting sewage to the Hampton Roads Sanitation District for treatment. Sewer charges are billed together with water, and both are based on consumption. Sewer charges are collected and paid to HRSD on a contractual basis. HRSD sets the sewer rate for sewer treatment annually for all jurisdictions in the region. These rates have steadily increased to cover environmental regulations.



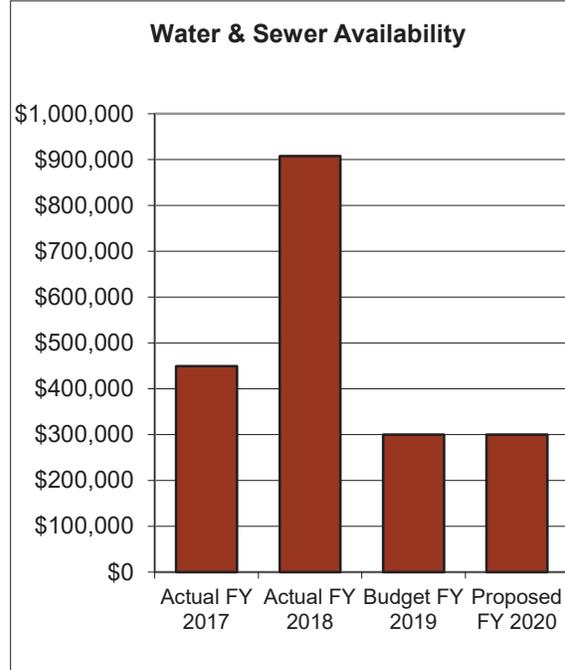
Other Sources - These revenues are made up of penalties, water and sewer connection fees, water tank antenna contracts, and other miscellaneous items. The amount of revenue provided by these sources is difficult to estimate from year to year. For FY 2020, a decrease in revenues of \$130K or 26%, is projected. The majority of this decrease results from a contract for sale of timber at Waller Mill Park in the amount of \$161K in FY 2019 that will be reduced to \$40K in FY 2020.



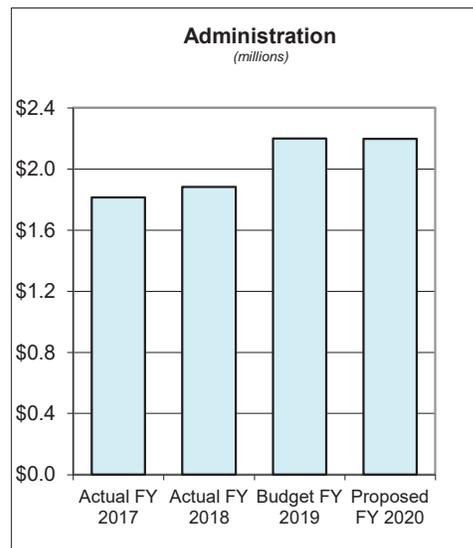
Interest Earnings - Interest earnings in this fund, like any city fund, are a product of idle resources invested under the City's stringent investment policy, and current interest rates. The City invests in the State's Local Government Investment Pool, and also in certificates of deposits at local banks. Interest rates have increase slightly, with the current annual yield (as of February 2019) approximately 2.60%. Interest earnings rates are anticipated to increase modestly next year.



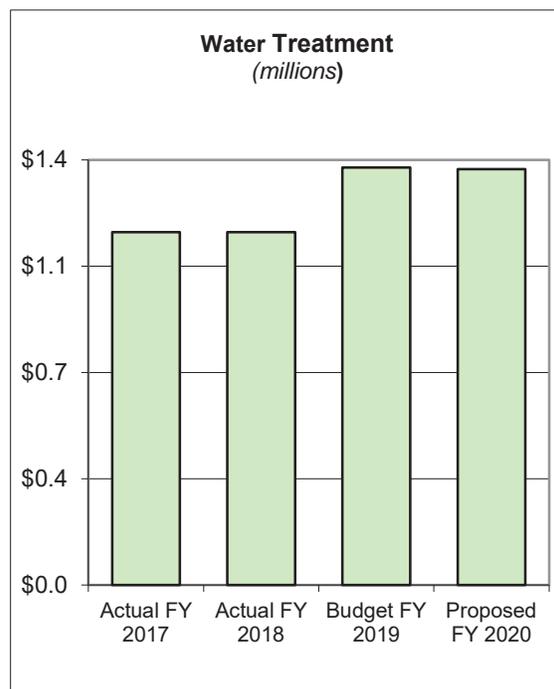
Water & Sewer Availability - Availability fees are charges for a home or business to have access to existing water and sewer lines. Water and sewer connection charges, as discussed previously, are additional charges, based on the cost of constructing connections to a home or business. Availability fees increase as development takes place, and is difficult to estimate each year. Increases in building activity are proportional to availability fee revenue. The budget estimate for FY 2020 is \$300,000.



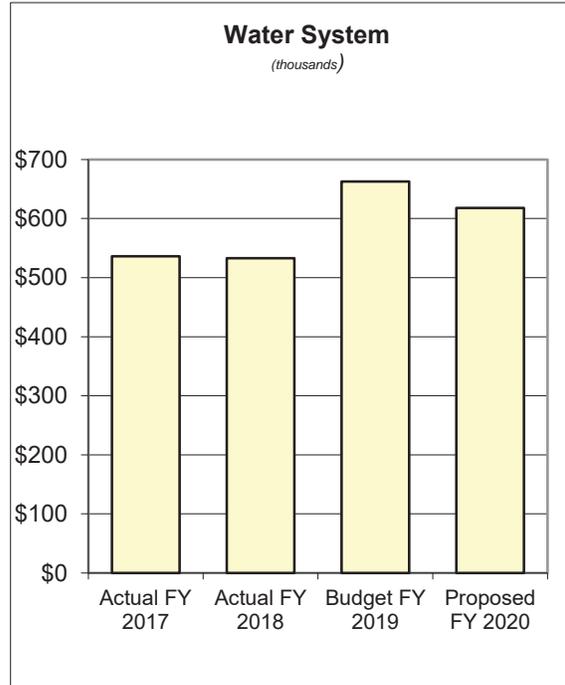
Administration - Administration expenses account for 27% of the total utility fund. Three full-time persons make up the administrative staff of the utility department. Depreciation expenses are expected to be level for next fiscal year based on last year's actual amounts. Overhead is reimbursed to the General Fund for all administrative functions performed by the City Manager's office, Engineering, and the Shop on a set percentage basis, as well as the Finance Department for billing, collection, and accounting activities. Depreciation (non-cash expense) of the City's intangible water rights purchased from Newport News in 2009 is on an estimate 25-year period.



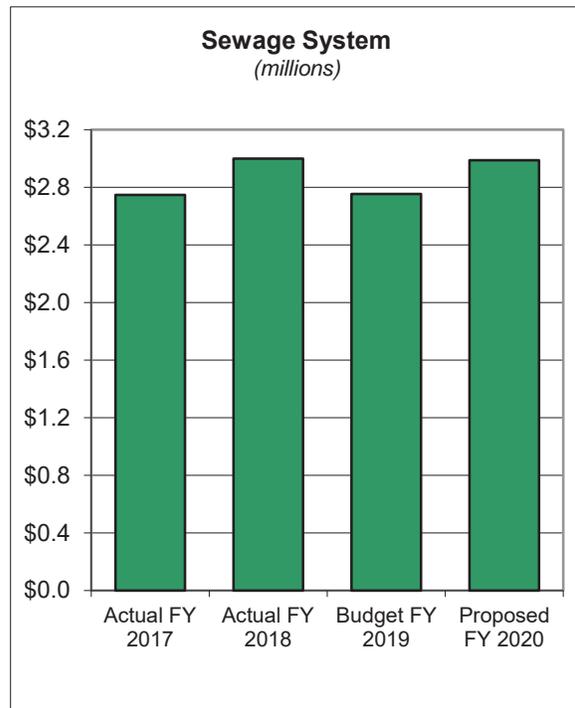
Water Treatment - The City owns and operates its own water treatment plant located at the Waller Mill Reservoir, in adjacent York County. The plant produces an average of 3.3 million gallons of water daily, and continues to provide safe drinking water to over 4,300 accounts. Expenses for the water treatment plant are estimated to remain about level, with just a slight decrease in FY 2020. Capital expenses required by the water treatment plant are provided for in the Utility Fund Capital Improvement Program.



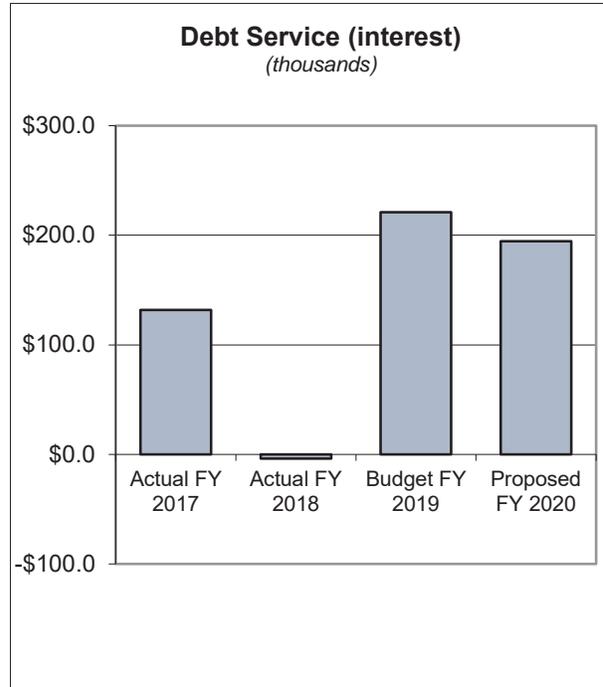
Water System - Water system personnel are responsible for managing the water distribution system, which consists of 60 miles of lines and four water tanks throughout the City. Expenses for FY 2020 are expected to decrease by 6.8% from last fiscal year due to a full-time position that transferred from the Water System to the Sewage System.



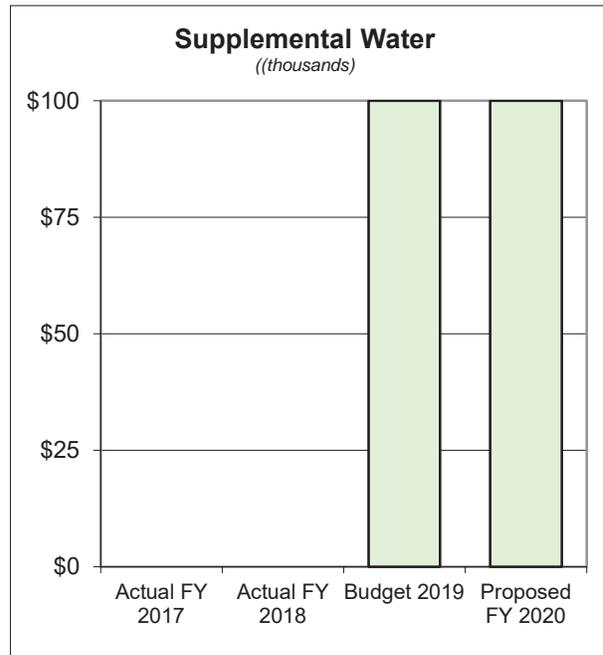
Sewage System - The sewer system includes approximately 50 miles of sewer collection and transmission lines, and 15 pump stations within the City. The sewer system collects and pumps raw sewage to the Hampton Roads Sanitation District (HRSD) for treatment on a contractual basis. Overall, expenses for FY 2020 are expected to increase by 8.5%, the majority of which is due to rates/fees charged by HRSD that match anticipated sewer services to be billed for FY 2020 and, to a lesser extent, the addition of another position that was transferred from the Water System to the Sewage System.



Debt Service – The remaining debt from the 1997 borrowing for Filter Plant renovations was repaid two years early in 2010 in order to save interest costs. The City borrowed \$10 Million in a bank-qualified loan, and refinanced this debt in October, 2010 to take advantage of historically low long-term interest rates. Part of the refunded 2010 debt was refinanced again in FY 2018 to take advantage of lower interest rates. The remaining 2010 debt will be paid in full by the end of FY 2027. The City maintained its strong bond ratings from Standard & Poor’s (AAA) and Moody’s (Aa1) as part of this refinancing. Principal payments on bonds are treated as fund liabilities and not budgeted as expenses in this fund, but are included in the water rate analysis each year.



Supplemental Water - The City pays for supplemental water if & when the reservoir’s water levels are low, especially during drought conditions. Charges for water, if needed and pumped to the City, are based on usage. No water has been purchased since 2003. The FY 2020 budget includes \$100,000, which is level with funding in the FY 2019 budget, in the event the City would need to purchase water.



<u>REVENUES</u>	Proposed <u>FY 2020</u>	Budgeted <u>FY 2019</u>	Actual <u>FY 2018</u>	Actual <u>FY 2017</u>
State	\$ 707,057	\$ 588,764	\$ 510,082	\$ 449,351
Federal	755,827	561,480	633,880	666,203
Miscellaneous	260,000	260,000	260,000	260,000
City - General Fund	938,077	825,533	826,176	826,176
Reserves	-	32,238	191,740	(127,321)
Total Revenues	<u>\$ 2,660,961</u>	<u>\$ 2,268,015</u>	<u>\$ 2,421,878</u>	<u>\$ 2,074,409</u>

EXPENDITURES

Health and Welfare	<u>\$ 2,660,961</u>	<u>\$ 2,268,015</u>	<u>\$ 2,421,878</u>	<u>\$ 2,074,409</u>
Total Expenditures	<u>\$ 2,660,961</u>	<u>\$ 2,268,015</u>	<u>\$ 2,421,878</u>	<u>\$ 2,074,409</u>

			Proposed	Estimated	Budget	% over
			FY 2020	FY 2019	FY 2019	FY19 Budget
REVENUES						
0030002	41121A	TRANSFER IN FROM GENERAL FUND	\$ (2,205,000)	\$ (2,205,000)	\$ (2,205,000)	0.00%
0030002	42050	\$2 LODGING TAX	(1,086,000)	(1,090,000)	(1,130,000)	-3.89%
0030002	44100	LOCAL 1% SALES TAX	(1,970,000)	(2,081,000)	(1,947,000)	1.18%
		INTEREST	-	-	-	
			<u>\$ (5,261,000)</u>	<u>\$ (5,376,000)</u>	<u>\$ (5,282,000)</u>	-0.40%
ADMINISTRATIVE EXPENDITURES						
0033900	51001	SALARIES & WAGES	\$ 45,450	\$ 45,000	\$ 45,000	1.00%
0033900	52001	FICA	3,477	3,443	3,443	0.99%
0033900	52002	RETIREMENT-VRS	6,201	6,200	6,201	0.00%
0033900	52005	HOSPITALIZATION	20,794	20,794	20,794	0.00%
0033900	52006	GROUP LIFE INSURANCE	590	590	590	0.00%
0033900	52016	TRAINING	2,500	1,000	1,000	150.00%
0033900	53002	PROFESSIONAL SERVICES	100,000	20,000	20,000	400.00%
0033900	530043	MAINTENANCE, OFFICE EQUIPMENT	1,500	1,000	1,000	50.00%
0033900	53006	PRINTING	1,000	1,000	1,000	0.00%
0033900	55201	POSTAGE	1,000	1,000	1,000	0.00%
0033900	55203	TELECOMMUNICATION	2,000	500	500	300.00%
0033900	55401	OFFICE SUPPLIES	1,000	500	500	100.00%
0033900	55411	BOOKS & SUBSCRIPTIONS	500	500	500	0.00%
0033900	55413	OTHER OPERATING SUPPLIES	2,500	-	-	
0033900	55501	TRAVEL -MILEAGE	1,000	1,000	1,000	0.00%
0033900	55504	TRAVEL -CONVENTION & EDUCATION	2,000	2,000	2,000	0.00%
0033900	55801	DUES & ASSOCIATION MEMBERSHIPS	1,000	500	500	100.00%
		CONTINGENCY	123,588			
		Total Administrative Expenditures	<u>\$ 316,100</u>	<u>\$ 105,027</u>	<u>\$ 105,028</u>	200.97%
TOURISM MARKETING AND MAINTENANCE OF EFFORT						
0033910	62065	Maint. Of Effort - CHAMBER/TOURISM	\$ 800,000	\$ 800,000	\$ 800,000	0.00%
0033910	67030	HISTORIC TRIANGLE MARKETING	\$ 543,000	\$ 545,000	\$ 565,000	-3.89%
		Total Marketing Maintenance/Effort	<u>\$ 1,343,000</u>	<u>\$ 1,345,000</u>	<u>\$ 1,365,000</u>	-1.61%
TOURISM DEVELOPMENT						
0033920	63125	AN OCCASION FOR THE ARTS	\$ 20,000	\$ 25,000	\$ 25,000	-20.00%
0033920	63150	CULTUREFIX	75,000	75,000	75,000	0.00%
0033920	63020	WILLIAMSBURG LIVE	80,000	80,000	80,000	0.00%
0033920	62020	KINGSMILL CHAMPIONSHIP	15,000	15,000	15,000	0.00%
0033920	62015	HOTEL/MOTEL ASSOCIATION	10,000	10,000	10,000	0.00%
0033920	62070	COLONIAL WMSBG FOUNDATION	1,300,000	1,300,000	1,300,000	0.00%
0033920	67010	TOURISM CONTINGENCY - GRANTS	150,000	50,000	50,000	200.00%
0033920	67020	DOWNTOWN VIBRANCY IMPLEMENTATI	-	150,000	150,000	-100.00%
0033920	67040	TOURISM DEVELOPMENT GRANT PRG	1,951,900		2,106,972	-7.36%
		CARRYFORWARD	-	2,220,973		
		Total Tourism Development	<u>\$ 3,601,900</u>	<u>\$ 3,925,973</u>	<u>\$ 3,811,972</u>	-5.51%
		TOTAL EXPENDITURES	<u>\$ 5,261,000</u>	<u>\$ 5,376,000</u>	<u>\$ 5,282,000</u>	-0.40%

* For more information on the Tourism Fund, please refer to the City Manager's Budget Message and page 39 of the Budget Summary Section - Revenue/Expenditure Trends - FY 2018.

FIDUCIARY FUND

QUARTERPATH COMMUNITY DEVELOPMENT AUTHORITY FUND

The Quarterpath Community Development Authority (QCDA) was created in July 2006 to assist in financing public improvements for the property within the geographic boundaries of the Quarterpath Community Development Authority District. The property is located in the City at the intersection of US Routes 60 and 199 about two miles west of Rt. 199 interchange with Interstate 64. The District consists of approximately 222 acres proposed to be developed as a mixed-use project. The improvements include the design, planning, coordination, and/or construction related to the following:

- Battery Boulevard (East-West Access);
- Commonwealth Avenue;
- Sidewalks, bike trails, and public amenities;
- Water and sewer utilities; and
- Wastewater management

The improvements are all provided to meet the needs of the property in the District that result from the proposed development of the property, providing necessary road enhancements, public amenities, and water, sewer, and stormwater management facilities that did not previously exist. The QCDA issued \$15 Million in Special Assessment Revenue Bonds in November 2011 to finance the acquisition, construction and equipping of the project. The bond proceeds cover all expenses for constructing improvements, issuance costs, bank fees, and capitalized interest.

A Special Assessment Agreement between the City, Riverside Healthcare Association, Inc., and the QCDA was signed in November 2011. This agreement describes the levy and collection of special assessments on real property within the CDA District to pay the debt service on the \$15 Million bonds. Special assessments are allocated to parcels within the District on a basis that reasonably reflects the benefit each parcel receives from the public improvements. The Board of the QCDA requests the City to collect Annual Installments of the special assessments within the CDA District in an amount to be determined in accordance with the Rate and Method sufficient to pay the CDA Obligations payable in the applicable Assessment Year.

The Special Assessment Agreement provides that an amount equal to the annual installment be included in the City's budget for each fiscal year any Bonds are outstanding. The QCDA Fund will account for the special assessment activity each year. FY 2020 is the sixth year special assessments will be collected by the City for the QCDA.

BUDGET SUMMARY – QCDA FUND

Expenditures:	FY 2020 Proposed Budget
Operating	\$607,111
Total Expenditures	\$607,111
Revenues:	
Recovered Costs	\$607,111
Total Revenues	\$607,111

CITY OF WILLIAMSBURG

GOVERNMENTAL FUNDS - FISCAL YEAR 2020

SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

	General Fund	Sales Tax Fund (General Capital Improvement Fund)	Public Assistance Fund	Total
Fund Balance June 30, 2018 [audited]	\$44,140,354	\$481,500	\$584,890	\$45,206,744
Estimated Revenues - Fiscal 2019	\$36,429,945	\$9,771,099	\$2,421,878	\$48,622,922
Estimated Expenditures - Fiscal 2019	-\$36,286,035	-\$11,701,789	-\$2,421,878	-\$50,409,702
Estimated Encumbrances - Capital Improvements**	--	-\$12,771,877	--	-\$12,771,877
Estimated Fund Balance June 30, 2019	\$44,284,264	-\$14,221,067	\$584,890	\$30,648,087
Estimated Revenues - Fiscal 2020				
General Property Taxes	\$15,072,800	--	--	\$15,072,800
Other Local Taxes	\$14,403,085	\$4,500,000	--	\$18,903,085
Licenses and Permits	\$223,890	--	--	\$223,890
Fines and Forfeitures	\$280,000	--	--	\$280,000
Revenue from Use of Money & Property	\$714,779	\$160,000	--	\$874,779
Charges for Services	\$439,790	--	--	\$439,790
Miscellaneous	\$2,245,370	\$2,823,995	--	\$5,069,365
Courthouse (contingency)	\$0	\$40,000	--	\$40,000
Intergovernmental	\$3,880,904	\$0	\$2,660,961	\$6,541,865
Total Revenues	\$37,260,618	\$7,523,995	\$2,660,961	\$47,445,574
Estimated Expenditures - Fiscal 2020				
General Government Administration	-\$4,916,481	-\$59,790	--	-\$4,976,271
Judicial Administration	-\$457,600	--	--	-\$457,600
Public Safety	-\$10,468,733	-\$10,728,565	--	-\$21,197,298
Public Works	-\$4,023,090	-\$2,899,870	--	-\$6,922,960
Health and Welfare	-\$1,655,633	-\$25,000	-\$2,660,961	-\$4,341,594
Education	-\$10,134,651	-\$303,950	--	-\$10,438,601
Parks, Recreation, and Cultural	-\$2,343,182	-\$390,000	--	-\$2,733,182
Community Development	-\$1,056,249	-\$360,000	--	-\$1,416,249
Regional Library	--	-\$60,000	--	-\$60,000
Courthouse (contingency)	--	-\$40,000	--	-\$40,000
Debt Service	--	-\$1,633,498	--	-\$1,633,498
Transfer to Tourism Fund	-\$2,205,000	--	--	-\$2,205,000
Total Expenditures	-\$37,260,618	-\$16,500,673	-\$2,660,961	-\$54,157,252
Estimated Fund Balances June 30, 2020	\$44,284,264	-\$23,197,745	\$584,890	\$21,671,409
Estimated General Fund - Fund Balance	\$44,284,264	-\$23,197,745		\$21,086,519
Total Fund Balance - General Fund - % of FY 2020 Operating Revenues				56.6%
General Fund Reserve Policy (% of operating revenues)				35.0%
Estimated Unassigned Fund Balance - General Fund - % of FY 2020 Operating Revenues				42.3%

* General Fund & Sales Tax Fund are combined in the General Fund in the Comprehensive Annual Financial Report in compliance with generally accepted accounting principals (GAAP).

**Amounts encumbered include carryover balances for renovation projects of the joint school system, new middle school, road improvements, underground wiring, and multi-use trail.

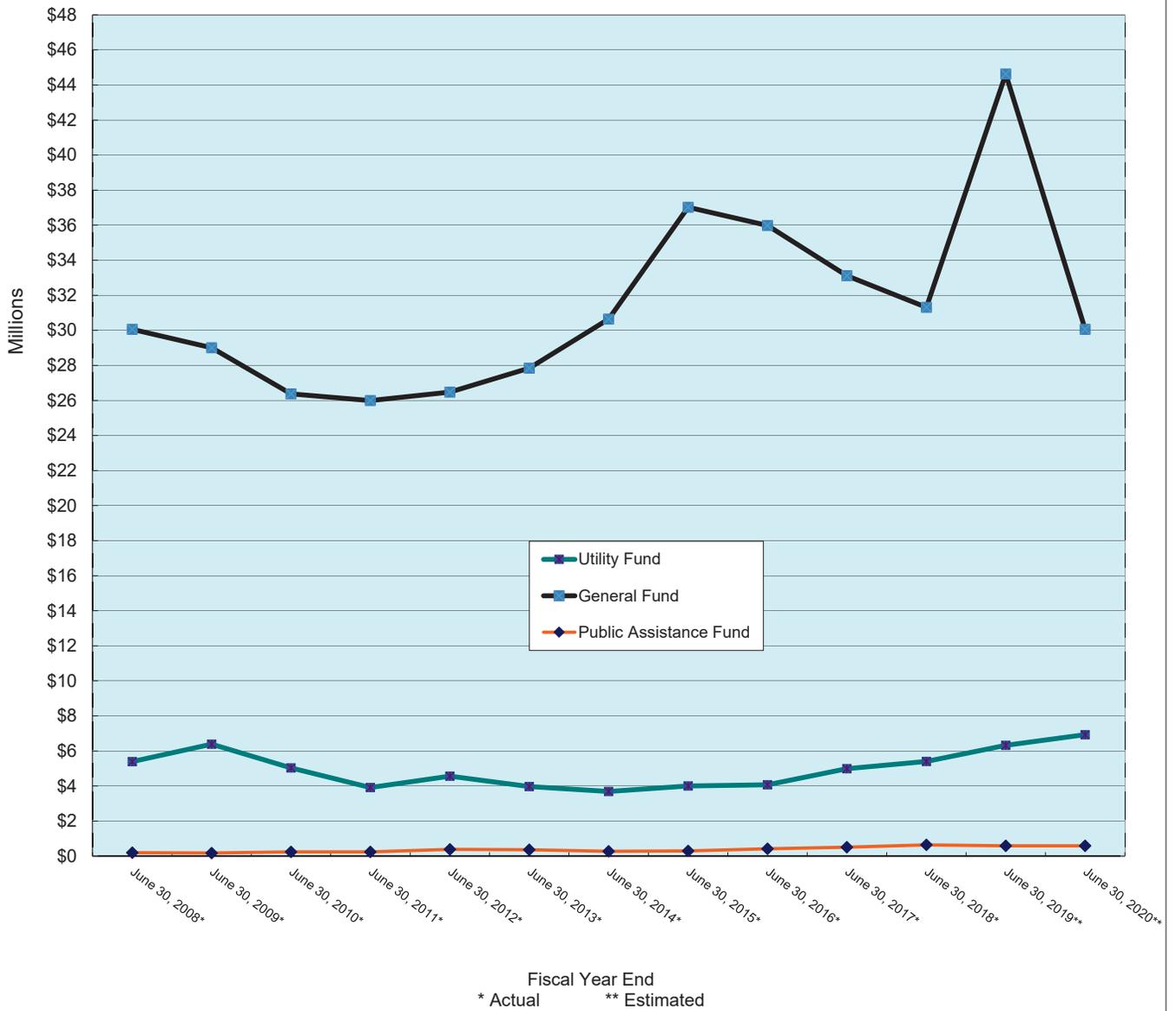
Total fund balance of the General Fund as of June 30, 2018 was \$44.6 Million, and would decline to \$30.1 Million at June 30, 2019 if all projects in the Capital Improvement Program were completed at the end of FY 2019.

SCHEDULE OF BUDGETED REVENUES, EXPENSES, AND CHANGES IN WORKING CAPITAL

	<u>Utility Fund</u>
Working Capital-June 30, 2018 [audited]***	\$6,080,569
Estimated Revenues - Fiscal 2019	\$7,687,400
Estimated Expenses - Fiscal 2019	<u>-\$7,428,341</u>
Sub-total Estimated Working Capital - June 30, 2019	\$6,339,628
Less Debt Service Principal Payments	-\$467,430
Add Depreciation Expense (non-cash item)	<u>\$815,000</u>
Estimated Working Capital June 30, 2019	\$6,687,198
Estimated Revenues - Fiscal 2020	
Revenue from Use of Money & Property	\$93,600
Charges for Services	<u>\$7,693,644</u>
Total Revenues	\$7,787,244
Estimated Expenses - Fiscal 2020	
Public Utilities - Operations	-\$7,468,354
Capital Projects	<u>-\$730,000</u>
Total Expenditures/Expenses	<u>-\$8,198,354</u>
Subtotal Working Capital June 30, 2020	\$6,276,088
Less Debt Service Principal Payments	-\$480,535
Add Depreciation Expense (non-cash item)	<u>\$815,000</u>
Estimated Working Capital - June 30, 2020	\$6,610,553

***Working capital is the excess of current assets over current liabilities-approximates cash.

Estimated Changes in Fund Balances / Working Capital
Fiscal Years 2008-2020



General Fund includes the City's Sales Tax CIP

A trend analysis of the City's governmental funds operations shows how cycles of saving and spending have balanced over time to maintain adequate cash reserves:

- 1990-96 These years brought an overall revenue growth rate of 48%, with rising property values, and the room and meal tax rate doubling to 4%. This period also brought about increases in fund balances from \$5.9 Million to \$17.3 Million. Because spending was held in check while revenues were increasing in prior years, accumulated reserves continued to be available to finance projects. These reserves enabled completion of necessary future capital projects.
- 1997-98 In an effort to maintain prudent reserve levels, \$8 million in bank qualified borrowing was used to fund the renovation of Matthew Whaley School and the Library. In addition, construction began on the Municipal Center Plaza, joint Courthouse, and the water treatment plant. Capital spending and commitments totaled \$22.26 million for these projects with completion in June, 1999. Total general fund expenditures outpaced revenues by \$6.2 million during this two-year period.
- 1999-2001 The City Square Green and Plaza and the joint Courthouse were completed. Total capital spending was \$14.2 million over this two-year period, ending with reserves of \$14.9 million. The Quarterpath Rec. Center expansion was well underway. Stormwater, street construction projects, and other public works improvements were completed. General Fund reserves increased to \$17.3 Million. Utility Fund working capital also increased by \$1 Million to \$4.8 Million, largely again with the delay of capital projects.
- 2002-2004 The Quarterpath Recreation Center expansion was completed, along with Williamsburg Transportation Center in 2002. City borrowed \$7 Million in 2002 for the Prince George Parking Garage (PGPG) and was completed in March 2004. Major projects for 2003 included Richmond Road underground wiring and property acquisitions for the City's economic development plans. FY 2004 projects included Prince George streetscape, and additional property was acquired for the Treyburn Drive extension. At June 30, 2004 General Fund reserves were \$20.9 Million.
- 2005 Revenues exceeded spending in Fiscal Year 2005 as the preparation for expensive capital projects – such as the Richmond Road reconstruction and the Treyburn Drive extension – continued. Underground wiring continued along Monticello Avenue. Bonds were issued for \$8.5 Million to pay for the 3rd High School and refinance the Parking Garage, and as a result, General Fund reserves increased by \$9.7 Million to \$30.6 Million.
- 2006 Capital projects totaling \$4.4 Million were completed in FY 2006. Construction on Richmond Road and Treyburn Drive was well underway at year end, underground wiring was completed on Monticello Avenue, and construction began on Warhill High and Matoaka Elementary Schools. General Fund reserves increased \$1.9 Million to \$32.5 Million.
- 2007 Treyburn Drive, Richmond Road, and Redoubt Park projects were completed. Major roof replacements were undertaken at the Police, Fire, and Library buildings. Warhill High and Matoaka Elementary schools were almost completed. General Fund reserves decreased from \$32.5 Million to \$30.2 Million.
- 2008 Capital spending included Quarterpath Rd improvements, maintenance on three city bridges, underground wiring projects, and the purchase of property for economic development. General Fund reserves decreased from \$30.2 Million to \$29 Million.
- 2009 Major FY2009 projects included Kiwanis Park Ballfield improvements, the Emergency

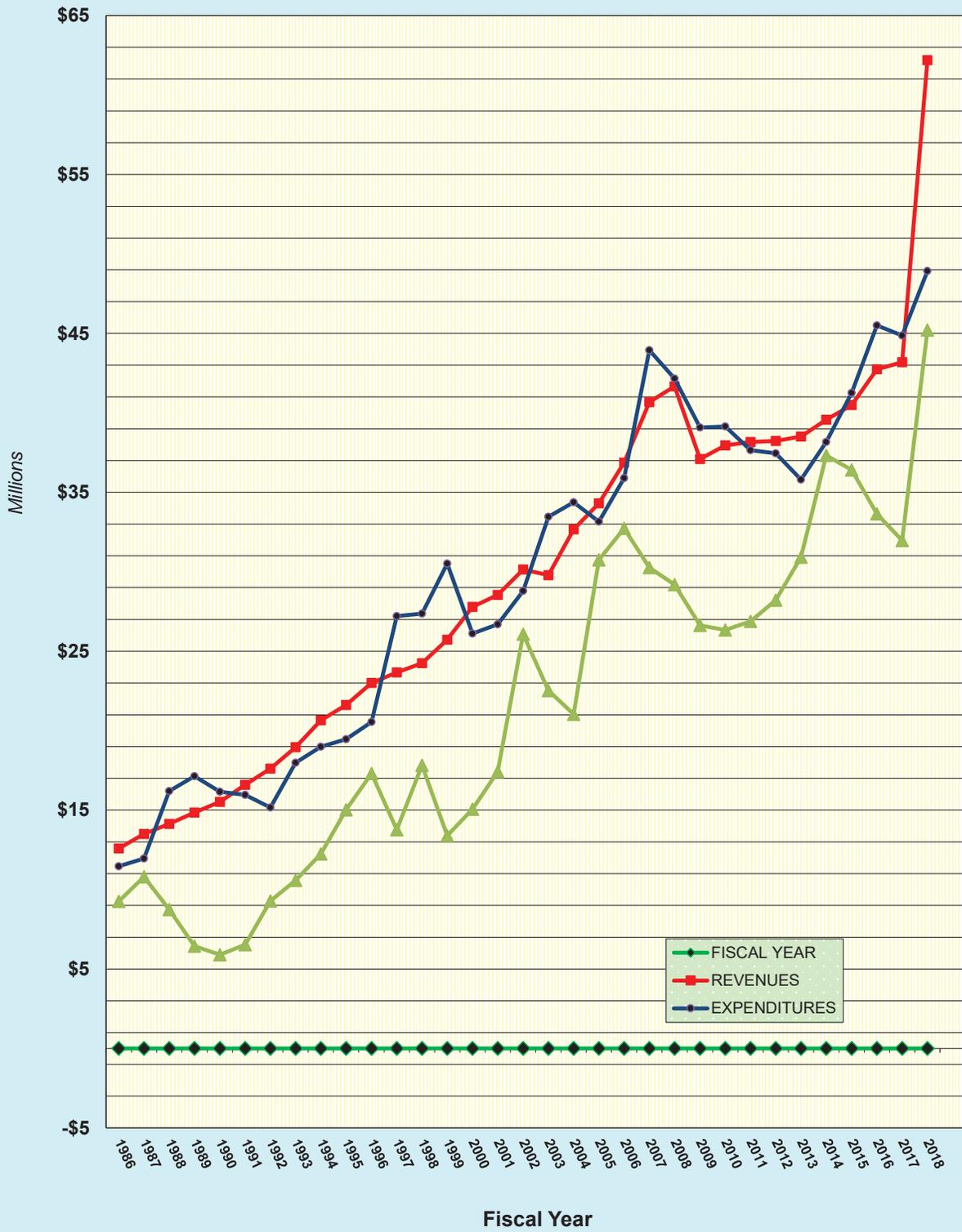
Operations Center, and design phase of the renovation and expansion of the Municipal Building. General Fund reserves decreased from \$29.0 Million to \$26.4 Million, well beyond the City's 35% reserve policy.

- 2010 Projects included emergency restoration work on Merrimac Trail to stabilize the roadway at a cost of \$.6 Million, \$2.7 Million for work completed by June 2010 on the Municipal Building renovation and addition, and school projects costs, including two new schools, at a cost of \$1.5 Million. Fund Balance decreased slightly from \$26.4 Million to \$26.0 Million, with a reserve ratio of 59.2% of revenues for the year.
- 2011 The Municipal building project was essentially completed, along with school projects, and street resurfacing. Operating budget experienced a \$2.3 Million surplus, and Fund Balance remained at \$26.5 Million, with the reserve ratio at 70.8%.
- 2012 New ballfield lighting was installed at Quarterpath Park. The Fire Department ordered a new ladder truck in the amount of \$1.1 Million. School projects, street resurfacing, and final payments for the Municipal building project were made. City purchased the Lord Paget Hotel for \$714K for future economic development purposes. Operating budget experienced a \$1.3 Million surplus, and Unassigned Fund Balance remained at \$25.3 Million, with the reserve ratio at 77%.
- 2013 A new medic unit for the Fire Department was purchased for \$218K. School projects & street resurfacing totaled \$916K. General Fund operating surplus was \$1.3 million. Total Fund Balance of the General Fund was \$30.6 Million, with the unassigned fund balance at \$11.4 Million. Assigned Fund Balance was \$18 Million, including \$4.2 Million of prior year carryover for capital projects. Unassigned and Assigned Fund Balance, not including carryover funds, was \$25.2 Million, with the reserve ratio remaining at 77%.
- 2014 Underground wiring on Page Street was completed at a cost of \$1.0 Million. Sidewalk construction projects totaled \$473K. City borrowed \$5 Million for construction of Stryker Center, with remaining funds of \$4.82 Million included in restricted fund balance at year end, for completion of project scheduled December 2015. Total unassigned fund balance of \$11.7 Million, along with \$19.3 Million assigned for future capital projects.
- 2015 Stryker Center construction costs of \$3 Million, street resurfacing costing \$339K, and two motel properties on Capitol Landing Road were purchased for \$1.45 Million. York Street sidewalk and roadway improvements from Page Street to Quarterpath Road were made at a cost of \$750K. Unassigned fund balance was \$12 Million, with \$20.3 Million assigned for future capital projects.
- 2016 Stryker Center construction completed, totaling \$3 Million in FY 2016. York Street roadway & sidewalks constructed for \$747K. Annual street resurfacing costs were \$2 Million, including Richmond Road aided by VDOT grant funds. Unassigned fund balance was \$12.4 Million, with \$18.8 Million assigned for future capital projects.
- 2017 The City issued \$13 Million in bonds for Fire and Police Station renovations. Annual street resurfacing costs were \$1 Million and underground wiring totaled \$757.3K. The ERP System replacement totaled \$273.6K. Unassigned fund balance was \$12.6 Million, with \$15.5 Million assigned for future capital projects.
- 2018 Effective July 1, 2018, the General Assembly added section 58.1-603 to the Virginia Code (Code) increasing the sales tax in the Historic Triangle (City of Williamsburg, James City

County and York County) by 1% and creating the Historic Triangle Marketing Fund to be managed and administered by the Tourism Council of the Greater Williamsburg Chamber and Tourism Alliance. The Historic Triangle Marketing Fund's sole purposes are marketing, advertising, and promoting the Historic Triangle area as an overnight tourism destination.

One-half of the revenue from the increased sales tax and the \$2/night room tax will fund the Historic Triangle Marketing Fund, while the other half will remain with the locality imposing the tax. The City of Williamsburg has dedicated its share of these taxes to local tourism by establishing a Tourism Fund. For more information regarding the City's Tourism Fund, refer to page 6 of the Budget Message, pages 3 and 33 of the Budget Summaries section, and to the Tourism Fund Policy in the Budget Guide.

Governmental Funds-Actual Revenue/Expenditure Historic Trends *



FY 2018 revenues include other financing sources of \$18.2 Million: \$500K transfer from the Utility Fund for CIP and \$17.7 bond issuance. FY 2018 expenditures include other financing uses of \$562K for payment of refunded bond escrow and

Source: City of Williamsburg Comprehensive Annual Financial Reports

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud	
REVENUES								
Revenue From Local Sources:								
Property Taxes:								
0010110	40101	CURRENT R.E. TAXES	\$ (11,487,500)	\$ (11,038,000)	\$ (11,038,000)	\$ (10,446,929)	\$ (10,310,620)	4.07%
0010110	40102	DELINQUENT R.E. TAXES	(130,000)	(131,700)	(130,000)	(142,148)	(119,225)	0.00%
0010110	40201	CURRENT-PUB SVC-REAL PROP TAX	(330,000)	(328,116)	(328,721)	(312,286)	(307,053)	0.39%
0010110	40203	CURRENT-PUB SVC-PERS PROP TAX	(700)	(680)	(700)	(688)	(353)	0.00%
0010110	40301	CURRENT-PERS PROPERTY TAXES	(1,520,000)	(1,500,000)	(1,480,000)	(1,499,344)	(1,472,802)	2.70%
0010110	40302	DELINQ- PERS. PROPERTY TAXES	(35,000)	(35,000)	(35,000)	(35,498)	(35,849)	0.00%
0010110	40401	CURRENT-BUS. PERS. PROP TAXES	(1,445,000)	(1,379,497)	(1,370,000)	(1,339,288)	(1,364,571)	5.47%
0010110	40402	DELINQ- BUS. PERS. PROP TAXES	(8,000)	(7,000)	(8,000)	(2,799)	(5,783)	0.00%
0010110	40601	PENALTIES-ALL PROPERTY TAXES	(50,000)	(50,000)	(50,000)	(60,369)	(52,869)	0.00%
0010110	40601A	NON-FILE FEES-CURRENT YEAR PP	(4,000)	(5,550)	(4,000)	(125)	(634)	0.00%
0010110	40602	INTEREST-ALL PROPERTY TAXES	(25,000)	(20,000)	(30,000)	(23,920)	(20,827)	-16.67%
0010110	40603	PENALTIES-ROOM AND MEAL TAX	(25,000)	(21,500)	(25,000)	(29,271)	(36,361)	0.00%
0010110	40604	INTEREST-ROOM AND MEAL TAX	(3,400)	(3,320)	(2,000)	(3,346)	(3,808)	70.00%
0010110	40605	PENALTIES-BUSINESS LICENSES	(8,000)	(8,000)	(8,000)	(17,068)	(6,792)	0.00%
0010110	40606	INTEREST-BUSINESS LICENSES	(1,200)	(1,200)	(1,200)	(1,909)	(887)	0.00%
Total Property Taxes			\$ (15,072,800)	\$ (14,529,563)	\$ (14,510,621)	\$ (13,914,987)	\$ (13,738,436)	3.87%
0010120	41201	VA POWER	\$ (207,000)	\$ (207,780)	\$ (207,000)	\$ (207,991)	\$ (207,965)	0.00%
0010120	41202A	COMMUNICATION TAX	(615,300)	(624,000)	(675,000)	(657,210)	(678,419)	-8.84%
0010120	41203	VIRGINIA NATURAL GAS	(84,000)	(84,000)	(82,000)	(84,772)	(82,559)	2.44%
0010120	41301	CONTRACTING	(332,200)	(309,000)	(269,500)	(309,242)	(246,965)	23.27%
0010120	41302	RETAIL SALES	(906,400)	(840,000)	(808,400)	(843,473)	(749,435)	12.12%
0010120	41303	PROFESSIONAL	(387,200)	(366,500)	(366,500)	(361,644)	(343,626)	5.65%
0010120	41304	REPAIRS & PERSONAL BUSINESS	(563,200)	(517,400)	(517,400)	(524,444)	(483,417)	8.85%
0010120	41305	WHOLESALE	(11,000)	(10,700)	(10,700)	(11,185)	(10,547)	2.80%
0010120	41401	CABLE TV-PEG FEES	(22,435)	(22,000)	(22,000)	(22,324)	(22,254)	1.98%
0010120	41402	GAS & ELECTRIC	(64,000)	(64,000)	(64,000)	(63,786)	(65,224)	0.00%
0010120	41403	TELEPHONE	(33,450)	(30,000)	(30,000)	(33,632)	(29,970)	11.50%
0010120	41404	OTHER	(2,900)	(2,500)	(2,500)	(3,200)	(2,500)	16.00%
0010120	41600	BANK STOCK TAXES	(340,000)	(340,000)	(305,000)	(355,989)	(307,396)	11.48%
0010120	41701	RECORDATION TAXES	(230,000)	(227,000)	(316,204)	(392,423)	(291,551)	-27.26%
0010120	41800	CIGARETTE TAX	(140,000)	(135,000)	(135,000)	(167,638)	(130,032)	3.70%
0010121	42000	HOTEL AND MOTEL TAXES	(3,300,000)	(3,288,000)	(3,300,000)	(3,358,649)	(3,316,634)	0.00%
0010121	42050	\$2 LODGING TAX	-	-	-	(1,123,558)	(1,128,430)	
0010121	42100	RESTAURANT AND FOOD TAXES	(7,164,000)	(7,153,600)	(7,153,600)	(7,062,010)	(7,043,184)	0.15%
Total Other Local Taxes:			\$ (14,403,085)	\$ (14,221,480)	\$ (14,264,804)	\$ (15,583,169)	\$ (15,140,108)	0.97%
Total All Taxes			\$ (29,475,885)	\$ (28,751,043)	\$ (28,775,425)	\$ (29,498,157)	\$ (28,878,544)	2.43%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Licenses and Permits:							
0010130	43100 ANIMAL LICENSES (DOG)	\$ (2,225)	\$ (2,225)	\$ (2,000)	\$ (3,395)	\$ (2,047)	11.25%
0010130	43302 RENTAL INSPECTION FEES	(4,000)	(3,500)	(4,250)	(2,250)	(7,500)	-5.88%
0010130	43303 ON STREET PARKING PERMITS	(6,500)	(6,500)	(6,500)	(6,500)	(6,070)	0.00%
0010130	43304 LAND USE APPLICATION FEES	(1,200)	(5,000)	(1,200)	(5,244)	(5,143)	0.00%
0010130	43305 TRANSFER FEES	(1,100)	(400)	(1,100)	(1,243)	(2,408)	0.00%
0010130	43306 ZONING ADVERTISING FEES	(2,000)	(7,000)	(2,000)	(3,300)	(5,100)	0.00%
0010130	43307 ZONING & SUBDIVISION PERMITS	(500)	(350)	(1,000)	(4,110)	(710)	-50.00%
0010130	43308 BUILDING PERMITS	(75,000)	(80,000)	(85,000)	(128,180)	(73,597)	-11.76%
0010130	43309 BUILDING INSPECTION FEES	(1,500)	(2,000)	(200)	(200)	(680)	650.00%
0010130	43310 ELECTRICAL PERMITS	(30,000)	(30,000)	(30,000)	(25,241)	(28,727)	0.00%
0010130	43311 ELECTRICAL INSPECTION FEES	(100)	(100)	(100)	(80)	-	0.00%
0010130	43312 PLUMBING PERMITS	(25,000)	(30,000)	(22,000)	(24,276)	(21,793)	13.64%
0010130	43313 PLUMBING INSPECTION FEES	(100)	(100)	(100)	-	-	0.00%
0010130	43314 MECHANICAL PERMITS	(25,000)	(27,000)	(25,000)	(25,791)	(24,249)	0.00%
0010130	43314A MECHANICAL INSPECTION PERMITS	(100)	(100)	(100)	-	(80)	0.00%
0010130	43319 SIGN PERMITS & INSPECTION FEES	(3,500)	(3,500)	(4,000)	(4,245)	(4,110)	-12.50%
0010130	43320 RIGHT OF WAY PERMITS	(1,000)	1,000	(1,500)	(2,860)	(3,360)	-33.33%
0010130	43322 ELEVATOR PERMITS	(10,000)	(10,000)	(10,000)	(10,509)	(13,185)	0.00%
0010130	43323 OCCUPANCY PERMITS	(1,200)	(1,200)	(1,200)	(1,072)	(1,792)	0.00%
0010130	43324 SWATER,EROS,SEDIM CONTROL PRM	(13,000)	(18,000)	(13,000)	(16,649)	(17,251)	0.00%
0010130	43327 SOLICITOR PERMITS-BINGO,RAFFLE	(240)	(240)	(500)	(270)	(840)	-52.00%
0010130	43331 TAXI DRIVER	(525)	(500)	(800)	(525)	(675)	-34.38%
0010130	43332 ALARM AGENT PERMITS	-	-	-	-	-	-
0010130	43333 FIRE PREVENTION	(200)	(200)	(500)	(300)	(525)	-60.00%
0010130	43335 FIRE PROTECTION	(6,000)	(10,000)	(6,000)	(9,361)	(5,938)	0.00%
0010130	43335A FIRE PROTECTION INSPECTION	-	-	(40)	-	(40)	-100.00%
0010130	43336 REZONING	(1,000)	(1,000)	(1,000)	(2,284)	(3,444)	0.00%
0010130	43338 PRECIOUS METAL PERMIT	(200)	(200)	(200)	(200)	(200)	0.00%
0010130	43340 TOUR GUIDES	(3,100)	(3,100)	(5,400)	(5,100)	(6,300)	-42.59%
0010130	43349 SITE PLAN REVIEW FEES	(4,000)	(10,500)	(4,000)	(12,946)	(3,349)	0.00%
0010130	43405 GAS PERMITS	(5,500)	(6,000)	(7,000)	(6,650)	(10,707)	-21.43%
0010130	43406 GAS INSPECTION FEES	(100)	(100)	(200)	(40)	-	-50.00%
Total Licenses and Permits		<u>\$ (223,890)</u>	<u>\$ (257,815)</u>	<u>\$ (235,890)</u>	<u>\$ (302,819)</u>	<u>\$ (249,819)</u>	-5.09%
Fines:							
0010140	45101 COURT FINES AND FORFEITURES	\$ (143,000)	\$ (165,000)	\$ (125,000)	\$ (144,499)	\$ (128,999)	14.40%
0010140	45102 PARKING FINES	(137,000)	(122,000)	(90,000)	(104,712)	(52,176)	52.22%
0010140	45103 CODE VIOLATIONS	-	(200)	(200)	-	-	-100.00%
Total Fines		<u>\$ (280,000)</u>	<u>\$ (287,200)</u>	<u>\$ (215,200)</u>	<u>\$ (249,211)</u>	<u>\$ (181,175)</u>	30.11%
Revenue From Use of Money:							
0010150	47201 RENT - GENERAL PROPERTY	\$ (7,200)	\$ (7,200)	\$ (7,200)	\$ (7,000)	\$ (15,084)	0.00%
0010150	47201A RENT- LONGHILL PROPERTY	(9,456)	(9,344)	(9,768)	(9,018)	(8,552)	-3.19%
0010150	47201B RENT - CITY SQUARE - LOTS 1,2,3	(35,198)	(33,089)	(50,000)	(33,361)	(32,390)	-29.60%
0010150	47202 RENT - COMMUNITY BLDG.	(50,000)	(45,000)	(50,000)	(54,475)	(52,290)	0.00%
0010150	47203 RENT- MUNICIPAL CENTER	(15,600)	(15,600)	(15,600)	(15,600)	(15,600)	0.00%
0010150	47204 RENT - PARKING FEES PGPG	(300,000)	(283,000)	(350,000)	(317,960)	(350,777)	-14.29%
0010150	47205 SALE OF SURPLUS EQUIPMENT	(25,000)	(25,000)	(25,000)	(26,778)	(46,602)	0.00%
0010150	47207 RENT - TRAIN STATION	(112,518)	(132,000)	(132,000)	(131,942)	(131,987)	-14.76%
0010150	47207A COMMISSIONS-TRAIN STATION	(2,600)	(2,600)	(3,000)	(2,642)	(2,739)	-13.33%
0010150	47208 RENT - STRYKER BLDG	(1,680)	(420)	(2,000)	(1,260)	(7,241)	-16.00%
0010150	47208A STRYKER BLDG ROOM RENTALS	(2,600)	(2,200)	(4,000)	(2,626)	(4,928)	-35.00%
0010150	47213 RENT-210A STRAWBERRY PLAINS	(10,800)	(10,800)	(10,800)	(10,818)	(10,800)	0.00%
0010150	47214 RENT - 743 SCOTLAND STREET	-	(6,000)	(6,000)	-	-	-100.00%
0010150	47215 RENT-TRIANGLE BLDG	(142,128)	(130,000)	(130,000)	(108,238)	(116,800)	9.33%
Total Use of Money		<u>\$ (714,779)</u>	<u>\$ (702,253)</u>	<u>\$ (795,368)</u>	<u>\$ (721,718)</u>	<u>\$ (795,790)</u>	-10.13%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Charges for Services:							
0010160	48103 SHERIFFS FEES	\$ (1,370)	\$ (1,366)	\$ (1,350)	\$ (1,366)	\$ (1,366)	1.48%
0010160	48201 COMMONWEALTHS ATTORNEY FEES	(320)	(420)	(250)	(337)	(205)	28.00%
Total Charges for Services		<u>\$ (1,690)</u>	<u>\$ (1,786)</u>	<u>\$ (1,600)</u>	<u>\$ (1,703)</u>	<u>\$ (1,571)</u>	5.63%
Charges for Parks and Recreation:							
0010161	400302 TENNIS FEES	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,155)	\$ (26,036)	0.00%
0010161	400303 WALLER MILL PARK RENTALS	(79,000)	(78,500)	(78,500)	(84,710)	(86,754)	0.64%
0010161	400304 WALLER MILL PARK ENTRANCE FEES	(53,500)	(48,500)	(48,500)	(52,724)	(53,331)	10.31%
0010161	400305 VENDING MACHINES	(400)	(400)	(400)	(485)	(546)	0.00%
0010161	400306 CLASSES	(17,500)	(16,000)	(16,000)	(17,445)	(20,843)	9.38%
0010161	400307 ATHLETICS	(150,000)	(140,000)	(140,000)	(147,526)	(134,833)	7.14%
0010161	400308 MISCELLANEOUS	(40,000)	(33,500)	(33,500)	(39,865)	(44,650)	19.40%
0010161	400309 WALLER MILL DOG PARK FEES	(7,000)	(7,000)	(7,000)	(7,539)	(8,122)	0.00%
0010161	400310 WALLER MILL PARK PROGRAMS	(8,000)	(8,000)	(8,000)	(8,020)	(8,872)	0.00%
0010161	400311 WALLER MILL PARK RETAIL SALES	(14,000)	(14,000)	(14,000)	(13,024)	(14,712)	0.00%
Total Charges for Parks and Recreation		<u>\$ (389,400)</u>	<u>\$ (365,900)</u>	<u>\$ (365,900)</u>	<u>\$ (391,492)</u>	<u>\$ (398,700)</u>	6.42%
Charges Planning & Comm. Development							
0010161	400601 SALE OF MAPS,SURVEYS, ETC	\$ (800)	\$ (660)	\$ (1,000)	\$ (921)	\$ (605)	-20.00%
0010161	400602 SALE OF PUBLICATIONS	(400)	(800)	(200)	(800)	-	100.00%
0010161	400603 SALE OF CEMETERY LOTS	(20,000)	(20,000)	(20,000)	(21,550)	(18,250)	0.00%
0010161	400604 GRAVE OPENINGS	(24,000)	(20,000)	(24,000)	(27,350)	(26,500)	0.00%
0010161	400605 GRAVE STONE FOUNDATIONS	(3,500)	(3,325)	(4,000)	(3,325)	(4,950)	-12.50%
Total Charges for Planning & Comm. Development		<u>\$ (48,700)</u>	<u>\$ (44,785)</u>	<u>\$ (49,200)</u>	<u>\$ (53,946)</u>	<u>\$ (50,305)</u>	-1.02%
Miscellaneous:							
0010189	410902 PMTS IN LIEU OF TAXES,LOC,ENTI	\$ (123,000)	\$ (123,000)	\$ (123,000)	\$ (124,610)	\$ (124,137)	0.00%
0010189	410905 EMS RECOVERY FEES	(625,000)	(621,765)	(631,000)	(615,312)	(579,149)	-0.95%
0010189	410910 EMERGENCY SVCS AGREEMENT	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	0.00%
0010189	410916 OTHER	(38,000)	(55,000)	(25,000)	(52,545)	(33,586)	52.00%
0010189	410919 ROYALTIES	(100)	(120)	(120)	-	(118)	-16.67%
0010189	410920 COLLECTION ADM FEES	(4,200)	(4,000)	(4,200)	(4,007)	(4,173)	0.00%
0010189	410921 FISCAL AGENT FEES	(23,770)	(23,770)	(24,000)	(23,752)	(24,440)	-0.96%
0010189	410925 PORT ANNE MTCE FEES	(8,000)	(7,959)	(7,600)	(7,601)	(7,324)	5.26%
Total Miscellaneous		<u>\$ (942,070)</u>	<u>\$ (955,614)</u>	<u>\$ (934,920)</u>	<u>\$ (947,826)</u>	<u>\$ (892,927)</u>	0.76%
Revenue from the Commonwealth:							
Non-Categorical Aid:							
0010220	420106 TAX ON DEEDS (GRANTORS TAX)	\$ (60,000)	\$ (40,000)	\$ (60,000)	\$ (104,466)	\$ (68,449)	0.00%
0010220	420107 ROLLING STOCK TAXES	(10,000)	(11,000)	(9,000)	(13,181)	(9,104)	11.11%
0010220	420108 RENTAL CAR TAXES	(37,000)	(37,000)	(36,000)	(40,134)	(36,159)	2.78%
Total Non-Categorical Aid		<u>\$ (107,000)</u>	<u>\$ (88,000)</u>	<u>\$ (105,000)</u>	<u>\$ (157,781)</u>	<u>\$ (113,713)</u>	1.90%
Shared Costs:							
0010230	430300 COMMISSIONER OF REVENUE	\$ (75,800)	\$ (75,625)	\$ (74,000)	\$ (75,701)	\$ (73,943)	2.43%
0010230	430400 TREASURER	(18,400)	(18,400)	(18,500)	(18,299)	(17,910)	-0.54%
0010230	430600 REGISTRAR/ELECTORAL BOARD	(37,000)	(37,000)	(37,000)	(37,399)	(37,029)	0.00%
Total Shared Costs		<u>\$ (131,200)</u>	<u>\$ (131,025)</u>	<u>\$ (129,500)</u>	<u>\$ (131,398)</u>	<u>\$ (128,882)</u>	1.31%
Education:							
0010240	440201 STATE SALES TAX	\$ (1,347,682)	\$ (1,246,000)	\$ (1,270,267)	\$ (1,096,059)	\$ (1,134,338)	6.09%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Other Categorical Aid:							
0010240	440401 599 FUNDS	\$ (399,592)	\$ (399,592)	\$ (385,333)	\$ (385,332)	\$ (385,332)	3.70%
0010240	440402 EMERGENCY SERVICES GRANTS-CD	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	0.00%
0010240	440406 STREET & SIDEWALKS	(1,859,430)	(1,859,430)	(1,799,468)	(1,799,468)	(1,758,306)	3.33%
0010240	440407 FIRE PROGRAMS				(1,695)		
0010240	440408 EMS - 4 FOR LIFE					(18,296)	
0010240	440410 ASSET FORFEITURE PROCEEDS				(800)	(10,125)	
0010240	440411 LITTER PREVENTION & RECYCLING	(6,000)	(6,202)	(6,000)	(7,038)	(6,192)	0.00%
0010240	440413 DMV EQUIPMENT GRANTS				(14,410)	(12,970)	
0010240	440480 STATE GRANTS	-	-	-	-	(934)	
Total Other Categorical Aid:		<u>\$ (2,295,022)</u>	<u>\$ (2,295,224)</u>	<u>\$ (2,220,801)</u>	<u>\$ (2,238,743)</u>	<u>\$ (2,222,155)</u>	3.34%
Total Revenue from the Commonwealth		<u>\$ (3,880,904)</u>	<u>\$ (3,760,249)</u>	<u>\$ (3,725,568)</u>	<u>\$ (3,623,982)</u>	<u>\$ (3,599,088)</u>	4.17%
Non-Revenue Receipts:							
0010410	450500 ENTERPRISE FUND-OVERHEAD	\$ (840,000)	\$ (840,000)	\$ (840,000)	\$ (687,925)	\$ (659,713)	0.00%
0010410	450600 ARTS COMMISSION	(75,000)	(75,000)	(75,000)	(74,500)	(75,000)	0.00%
0010410	450750 WHF GRANT	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)	0.00%
0010410	450800 OVERTIME/POLICE SERVICES	(78,300)	(78,300)	(78,300)	(44,820)	(56,325)	0.00%
0010410	450900 OVERTIME/FIRE SERVICES	(50,000)	(50,000)	(50,000)	(52,671)	(43,560)	0.00%
Total Non-Revenue Receipts		<u>\$ (1,303,300)</u>	<u>\$ (1,303,300)</u>	<u>\$ (1,303,300)</u>	<u>\$ (1,119,917)</u>	<u>\$ (1,094,598)</u>	0.00%
Total General Fund Revenues		<u>\$ (37,260,618)</u>	<u>\$ (36,429,945)</u>	<u>\$ (36,402,371)</u>	<u>\$ (36,910,771)</u>	<u>\$ (36,142,518)</u>	2.36%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
EXPENDITURES							
City Council							
0011101	51001 SALARIES & WAGES	\$ 38,400	\$ 38,400	\$ 38,400	\$ 38,400	\$ 38,400	0.00%
0011101	52001 FICA	2,938	2,938	2,938	2,938	2,938	0.00%
0011101	53002 PROFESSIONAL SERVICE- AUDIT	60,500	56,600	56,600	54,950	53,350	6.89%
0011101	53006 PRINTING / NEWSLETTER	500	500	500	192	146	0.00%
0011101	53007 ADVERTISING	3,000	3,000	3,000	1,936	3,561	0.00%
0011101	53008A SPECIAL EVENTS	8,000	8,000	8,000	1,803	5,304	0.00%
0011101	55201 POSTAGE	500	500	500	-	-	0.00%
0011101	55307 PUBLIC OFFICIAL LIABILITY	4,942	4,845	5,800	5,565	5,186	-14.79%
0011101	55401 OFFICE SUPPLIES			500	168	1,134	-100.00%
0011101	55413 OTHER OPERATING SUPPLIES	1,000	1,000	1,000	1,127	1,596	0.00%
0011101	55501 TRAVEL -MILEAGE	400	400	400	-	232	0.00%
0011101	55504 TRAVEL -CONVENTION & EDUCATION	3,000	3,000	3,000	3,148	2,053	0.00%
0011101	55801 DUES & ASSOCIATION MEMBERSHIPS	8,000	8,000	8,000	8,299	7,995	0.00%
0011101	55869 MAYORS CONTINGENCY	2,000	2,000	2,000	100	3,920	0.00%
0011101	55893 CITIZEN SURVEY	9,800	9,800	9,800	9,900	6,360	0.00%
	Total	\$ 142,980	\$ 138,983	\$ 140,438	\$ 128,526	\$ 132,174	1.81%
Clerk of City Council							
0011102	51001 SALARIES & WAGES	\$ 110,364	\$ 117,804	\$ 117,804	\$ 91,363	\$ 97,642	-6.32%
0011102	51003 PART-TIME SALARIES	-	-	-	1,658	-	-
0011102	52001 FICA	8,443	9,012	9,012	7,111	7,502	-6.31%
0011102	52002 RETIREMENT [VRS]	15,058	16,073	16,073	10,532	9,648	-6.31%
0011102	52004 DENTAL	-	-	-	-	-	-
0011102	52005 HOSPITALIZATION	20,794	20,794	20,794	2,153	-	0.00%
0011102	52006 GROUP INSURANCE	1,432	1,528	1,528	946	859	-6.28%
0011102	52010 WORKERS COMPENSATION	24	23	20	20	18	20.00%
0011102	52016 TRAINING	1,500	1,500	1,500	-	-	0.00%
0011102	53006 ORDINANCES	5,000	7,000	7,000	4,938	7,920	-28.57%
0011102	55401 OFFICE SUPPLIES	-	300	300	-	-	-100.00%
0011102	55413 OTHER OPERATING SUPPLIES	-	500	500	286	-	-100.00%
0011102	55501 TRAVEL -MILEAGE	-	100	100	-	-	-100.00%
0011102	55504 TRAVEL -CONVENTION & EDUCATION	1,265	-	-	-	-	-
0011102	55801 DUES & ASSOCIATION MEMBERSHIPS	195	900	900	-	-	-78.33%
0011102	55894 PUBLICATION RESOURCES	200	200	200	-	-	0.00%
0011102	57002 FURNITURE & FIXTURES	200	-	-	-	-	-
	Total	\$ 164,475	\$ 175,734	\$ 175,731	\$ 119,007	\$ 123,588	-6.41%
City Manager							
0011201	51001 SALARIES & WAGES	\$ 327,426	\$ 335,196	\$ 335,196	\$ 351,990	\$ 333,330	-2.32%
0011201	51003 PART-TIME SALARIES	7,500	7,500	7,500	9,645	24,545	0.00%
0011201	52001 FICA	25,048	21,626	21,626	26,411	25,545	15.82%
0011201	52002 RETIREMENT [VRS]	44,673	46,025	46,025	46,005	43,281	-2.94%
0011201	52005 HOSPITALIZATION	34,843	34,843	34,843	35,550	28,674	0.00%
0011201	52006 GROUP INSURANCE	4,247	4,375	4,375	4,102	3,894	-2.93%
0011201	52010 WORKERS COMPENSATION	479	470	410	391	351	16.83%
0011201	52011 CAR ALLOWANCE	7,200	12,000	12,000	11,262	7,200	-40.00%
0011201	53001 FLU VACCINE				2,220	3,668	
0011201	53002 PROFESSIONAL SERVICES	3,000	-	-	2,280	3,645	
0011201	53006 PRINTING	800	800	800	458	745	0.00%
0011201	53007 ADVERTISING	-	1,000	1,000	50	50	-100.00%
0011201	55201 POSTAGE	350	1,000	1,000	347	942	-65.00%
0011201	55203 TELECOMMUNICATION	7,000	7,000	7,000	7,839	7,836	0.00%
0011201	55305 MOTOR VEHICLE INSURANCE	625	613	600	575	532	4.17%
0011201	55307 PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,200	4,174	3,890	-11.76%
0011201	55308 GENERAL LIABILITY	100	97	115	102	98	-13.04%
0011201	55401 OFFICE SUPPLIES	2,000	1,500	1,500	1,521	3,559	33.33%
0011201	554083 GAS & OIL	480	480	480	483	421	0.00%
0011201	55411 BOOKS & SUBSCRIPTIONS	600	500	500	553	356	20.00%
0011201	55413 OTHER OPERATING SUPPLIES	3,500	2,500	2,500	4,743	3,596	40.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0011201 55501	TRAVEL -MILEAGE	-	800	800	96	1,254	-100.00%
0011201 55504	TRAVEL -CONVENTION & EDUCATION	10,000	10,000	10,000	13,017	16,850	0.00%
0011201 55801	DUES & ASSOCIATION MEMBERSHIPS	7,000	7,000	7,000	6,934	6,169	0.00%
0011201 57002	FURNITURE & FIXTURES	800	-	-	-	-	
Total		\$ 491,377	\$ 498,957	\$ 499,470	\$ 530,748	\$ 520,431	-1.62%
Non-Departmental							
0011202 55869	CONTINGENCY	\$ 100,000	\$ 63,600	\$ 100,000	\$ 97,532	\$ 116,102	0.00%
0011202 55872	CREDIT CARD FEES	38,600	38,242	36,000	37,839	35,889	7.22%
0011202 55873	COMPENSATION CONTINGENCY	-	-	-	-	24,500	
0011202 55873B	PERSONNEL CONTINGENCY	317,136	50,000	262,512	-	18,290	20.81%
0011202 55874	LINE OF DUTY ACT	60,000	56,814	54,525	43,829	42,978	10.04%
0011202 55875	ECONOMIC DEVELOP. CONTINGENCY	110,000	110,000	110,000	110,000	110,000	0.00%
0011202 55876	CONTRIBUTION EDA TAX INCENTIVE	186,295	158,600	158,600	-	-	17.46%
0011202 55891	PERFORMANCE MEASUREMENT	-	-	-	195	-	
Total		\$ 812,031	\$ 477,256	\$ 721,637	\$ 289,395	\$ 347,759	12.53%
Economic Development							
0011203 51001	SALARIES	\$ 175,305	\$ 171,373	\$ 171,373	\$ 170,968	\$ 162,233	2.29%
0011203 51003	SALARIES-PART TIME	-	-	-	2,160	-	
0011203 52001	FICA	13,411	13,110	13,110	13,148	12,348	2.30%
0011203 52002	RETIREMENT-VRS	23,918	23,381	23,381	24,707	22,107	2.30%
0011203 52005	HOSPITALIZATION	8,030	8,030	8,030	9,067	6,130	0.00%
0011203 52006	GROUP INSURANCE	2,274	2,223	2,223	2,270	2,077	2.29%
0011203 53002	PROFESSIONAL SERVICES	17,500	17,500	17,500	6,281	20,000	0.00%
0011203 53007	ADVERTISING	2,000	-	-	-	-	
0011203 53008B	MARKETING	-	10,000	10,000	12,188	13,384	-100.00%
0011203 53009A	EXISTING BUSINESS PROGRAMS	5,000	5,000	5,000	3,929	5,596	0.00%
0011203 55203	TELECOMMUNICATION	2,000	2,000	2,000	2,615	82	0.00%
0011203 55401	OFFICE SUPPLIES	1,000	700	700	894	879	42.86%
0011203 55413	OTHER OPERATING SUPPLIES	10,000	7,500	7,500	1,878	396	33.33%
0011203 55501	TRAVEL -MILEAGE	250	250	250	666	206	0.00%
0011203 55502	TRAVEL-BUSINESS RECRUITMENT	5,000	5,000	5,000	4,404	-	
0011203 55504	TRAVEL -CONVENTION & EDUCATION	3,500	9,100	9,100	9,206	10,971	-61.54%
0011203 55801	DUES & ASSOCIATION MEMBERSHIPS	4,120	3,500	3,500	4,995	2,971	17.71%
Total		\$ 273,308	\$ 278,667	\$ 278,667	\$ 269,377	\$ 259,379	-1.92%
City Attorney							
0011204 51001	SALARIES	\$ 139,631	\$ 136,893	\$ 136,893	\$ 137,117	\$ 136,086	2.00%
0011204 51003	PART-TIME SALARIES	20,714	27,300	27,300	28,130	27,852	-24.12%
0011204 52001	FICA	12,266	12,561	12,561	12,011	11,512	-2.35%
0011204 52002	RETIREMENT (VRS)	18,677	18,677	18,677	19,494	18,907	0.00%
0011204 52005	HOSPITALIZATION	20,670	20,670	20,670	21,089	18,936	0.00%
0011204 52006	GROUP INSURANCE	1,829	1,776	1,776	1,813	1,758	2.98%
0011204 52010	WORKERS COMPENSATION	216	212	200	195	175	8.00%
0011204 52016	TRAINING	200	200	200	46	34	0.00%
0011204 53002	CITY ATTORNEY-RETAINER	50,000	50,000	50,000	50,004	51,004	0.00%
0011204 530043	MAINTENANCE-OFFICE EQUIPMENT	1,100	1,100	1,100	1,064	1,195	0.00%
0011204 53005B	OTHER LEGAL FEES	1,300	1,300	1,300	453	255	0.00%
0011204 53006	PRINTING	500	500	500	308	315	0.00%
0011204 55201	POSTAGE	300	300	300	323	222	0.00%
0011204 55203	TELECOMMUNICATION	500	500	500	876	812	0.00%
0011204 55308	PROFESSIONAL LIABILITY	2,135	2,133	2,600	2,133	2,133	-17.88%
0011204 55401	OFFICE SUPPLIES	1,000	1,000	1,000	721	1,541	0.00%
0011204 55411	BOOKS & SUBSCRIPTIONS	4,200	4,200	4,200	4,086	4,184	0.00%
0011204 55413	OTHER OPERATING SUPPLIES	-	-	-	419	873	
0011204 55501	TRAVEL -MILEAGE	600	600	600	723	331	0.00%
0011204 55504	TRAVEL -CONVENTION & EDUCATION	2,750	2,750	2,750	4,032	2,440	0.00%
0011204 55801	DUES & ASSOCIATION MEMBERSHIPS	1,700	1,700	1,700	600	1,718	0.00%
Total		\$ 280,288	\$ 284,372	\$ 284,827	\$ 285,637	\$ 282,282	-1.59%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Human Resources							
0011205	51001 SALARIES	\$ 65,000	\$ 60,502	\$ 60,502	\$ 60,741	\$ 50,527	7.43%
0011205	52001 FICA	4,973	4,628	4,628	4,314	3,752	7.45%
0011205	52002 RETIREMENT (VRS)	8,957	8,337	8,337	8,311	6,912	7.44%
0011205	52005 HOSPITALIZATION	20,670	20,670	20,670	21,089	9,468	0.00%
0011205	52006 GROUP INSURANCE	852	793	793	810	633	7.38%
0011205	52016 TRAINING	1,500	1,500	1,500	-	-	0.00%
0011205	55801 DUES & ASSOCIATION MEMBERSHIPS	700					
0011205	55880 QUEST	1,200	1,200	1,200	1,598	1,628	0.00%
0011205	55894 EMPLOYEE OMBUDSMAN	6,000	6,000	6,000	6,000	6,000	0.00%
0011205	55896 HEALTH & WELLNESS PROGRAM	5,000	5,000	5,000	1,470	899	0.00%
	Total	\$ 114,852	\$ 108,630	\$ 108,630	\$ 104,333	\$ 79,819	5.73%
Triangle Building							
0011206	53003 TRASH REMOVAL	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,172	\$ 3,360	0.00%
0011206	530042 MAINTENANCE-BLDG	23,470	13,000	13,000	27,324	6,642	80.54%
0011206	53005 SERVICE CONTRACTS	-	1,000	1,000	2,685	-	-100.00%
0011206	53007 ADVERTISING	1,000	200	200	-	936	400.00%
0011206	53033 EXTERMINATING CONTRACT	1,000	2,000	2,000	670	-	-50.00%
0011206	55101 ELECTRICITY	10,600	10,500	10,500	9,890	10,235	0.95%
0011206	55103 WATER/SEWER	4,000	6,000	6,000	4,393	5,789	-33.33%
0011206	55201 POSTAGE	-	200	200	-	-	-100.00%
0011206	55301A INSURANCE	1,430	1,402	2,000	1,410	1,410	-28.50%
0011206	55403A LANDSCAPING	500	1,000	1,000	-	2,100	-50.00%
0011206	55407 REPAIR & MTCE SUPPLIES	600	6,000	6,000	3,317	12,527	-90.00%
0011206	55413 OTHER OPERATING SUPPLIES	-	1,000	1,000	1,897	1,084	-100.00%
0011206	55651 REAL ESTATE TAXES	8,400	8,100	8,100	8,231	8,221	3.70%
	Total	\$ 55,000	\$ 54,402	\$ 55,000	\$ 60,990	\$ 52,304	0.00%
Commissioner of the Revenue							
0011209	51001 SALARIES & WAGES	\$ 214,400	\$ 193,640	\$ 193,640	\$ 151,733	\$ 148,999	10.72%
0011209	52001 FICA	16,402	14,813	14,813	11,102	11,178	10.73%
0011209	52002 RETIREMENT (VRS)	29,396	26,562	26,562	21,405	20,786	10.67%
0011209	53002 PROFESSIONAL SERVICES				1,280		
0011209	530043 MAINTENANCE, OFFICE EQUIPMENT				146		
0011209	52005 HOSPITALIZATION	55,831	55,831	55,831	27,724	20,424	0.00%
0011209	52006 GROUP INSURANCE	2,795	2,525	2,525	2,018	1,933	10.69%
0011209	52016 TRAINING	3,000	1,000	300	50	-	900.00%
0011209	53006 PRINTING	2,500	2,500	1,500	2,110	1,070	66.67%
0011209	55201 POSTAGE	3,000	3,000	4,000	4,955	4,000	-25.00%
0011209	55203 TELECOMMUNICATION	3,900	3,900	3,200	4,169	2,315	21.88%
0011209	55401 OFFICE SUPPLIES	600	2,200	500	2,288	1,713	20.00%
0011209	55411 BOOKS & SUBSCRIPTIONS	400	400	400	562	1,098	0.00%
0011209	55413 OTHER OPERATING SUPPLIES	400	500	300	861	399	33.33%
0011209	55501 TRAVEL -MILEAGE	300	300	-	85	-	
0011209	55504 TRAVEL -CONVENTION & EDUCATION	2,200	4,600	5,800	2,179	857	-62.07%
0011209	55801 DUES & ASSOCIATION MEMBERSHIPS	400	360	250	360	75	60.00%
	Total	\$ 335,524	\$ 312,131	\$ 309,621	\$ 233,026	\$ 214,846	8.37%
City Assessor							
0011210	51001 SALARIES & WAGES	\$ 158,498	\$ 136,717	\$ 136,717	\$ 128,989	\$ 122,238	15.93%
0011210	52001 FICA	12,125	10,459	10,459	9,597	9,008	15.93%
0011210	52002 RETIREMENT (VRS)	21,625	18,663	18,663	18,449	17,057	15.87%
0011210	52005 HOSPITALIZATION	28,346	28,346	28,346	27,444	24,886	0.00%
0011210	52006 GROUP INSURANCE	2,056	1,680	1,680	1,716	1,586	22.38%
0011210	52010 WORKERS COMPENSATION	599	587	500	489	439	19.80%
0011210	53002 PROFESSIONAL SERVICES	7,845	400	400	334	384	1861.25%
0011210	53006 PRINTING	250	250	250	300	205	0.00%
0011210	53007 ADVERTISING	100	100	100	-	106	0.00%
0011210	55201 POSTAGE	1,450	1,445	900	1,440	26	61.11%
0011210	55203 TELECOMMUNICATION	3,120	3,120	1,600	2,398	1,157	95.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud	
0011210	55305	MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
0011210	55307	PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,300	4,174	3,890	-13.81%
0011210	55401	OFFICE SUPPLIES	500	500	500	96	390	0.00%
0011210	554081	CAR & TRUCK SUPPLIES	-	100	100	18	20	-100.00%
0011210	554083	GAS & OIL	-	300	300	-	-	-100.00%
0011210	55413	OTHER OPERATING SUPPLIES	320	503	300	176	344	6.67%
0011210	55504	TRAVEL -CONVENTION & EDUCATION	3,600	200	200	-	-	1700.00%
0011210	55801	DUES & ASSOCIATION MEMBERSHIPS	580	175	175	-	220	231.43%
	Total	\$ 245,140	\$ 207,587	\$ 205,890	\$ 196,002	\$ 182,311	19.06%	
Treasurer								
0011213	51001	SALARIES & WAGES	\$ 40,576	\$ 36,011	\$ 36,011	\$ 36,134	\$ 31,858	12.68%
0011213	51003	PARTTIME SALARIES	2,000	2,000	2,000	1,903	1,387	0.00%
0011213	52001	FICA	3,104	2,755	2,755	2,440	2,078	12.67%
0011213	52002	RETIREMENT [VRS]	5,536	5,022	5,022	5,139	4,422	10.23%
0011213	52005	HOSPITALIZATION	20,794	20,794	20,794	19,490	17,468	0.00%
0011213	52006	GROUP INSURANCE	526	458	458	478	411	14.91%
0011213	530043	MAINTENANCE, OFFICE EQUIPMENT	-	100	100	-	-	-100.00%
0011213	55201	POSTAGE	250	250	250	240	265	0.00%
0011213	55203	TELECOMMUNICATION	2,400	2,400	2,400	3,450	1,736	0.00%
0011213	55401	OFFICE SUPPLIES	500	150	150	35	168	233.33%
0011213	55501	TRAVEL -MILEAGE	-	75	75	-	-	-100.00%
0011213	55504	TRAVEL -CONVENTION & EDUCATION	300	300	300	185	-	0.00%
0011213	55801	DUES & ASSOCIATION MEMBERSHIPS	225	225	225	225	225	0.00%
	Total	\$ 76,211	\$ 70,540	\$ 70,540	\$ 69,719	\$ 60,019	8.04%	
Finance								
0011214	51001	SALARIES & WAGES	\$ 572,210	\$ 574,823	\$ 574,823	\$ 579,340	\$ 558,895	-0.45%
0011214	52001	FICA	43,774	42,500	43,974	40,642	40,758	-0.45%
0011214	52002	RETIREMENT [VRS]	78,070	78,000	78,535	77,940	78,368	-0.59%
0011214	52005	HOSPITALIZATION	84,000	84,000	85,871	89,873	75,887	-2.18%
0011214	52006	GROUP INSURANCE	7,422	7,466	7,466	7,190	7,243	-0.59%
0011214	52010	WORKERS COMPENSATION	958	939	800	782	702	19.75%
0011214	52013	EDUCATION ASSISTANCE	4,320	1,000	1,000	1,588	6,604	332.00%
0011214	52016	TRAINING	-	-	300	375	-	-100.00%
0011214	53002	PROFESSIONAL SERVICES	1,200	1,200	4,000	1,468	4,076	-70.00%
0011214	530043	MAINTENANCE, OFFICE EQUIPMENT	200	200	400	132	398	-50.00%
0011214	53005	MAINTENANCE, SERVICE CONTRACTS				339		
0011214	53006	PRINTING	9,100	9,100	8,000	9,086	8,008	13.75%
0011214	53007	ADVERTISING	650	-	-	765	-	
0011214	55201	POSTAGE	9,000	8,000	9,000	7,979	9,346	0.00%
0011214	55203	TELECOMMUNICATION	8,700	8,715	8,700	9,680	6,922	0.00%
0011214	55305	MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
0011214	55306	SURETY BONDS	650	638	700	660	708	-7.14%
0011214	55307	PUBLIC OFFICIAL LIABILITY	741	727	850	835	778	-12.82%
0011214	55308	GENERAL LIABILITY	395	387	450	409	393	-12.22%
0011214	55401	OFFICE SUPPLIES	1,925	1,900	1,900	2,306	1,851	1.32%
0011214	554083	GAS & OIL	250	385	500	242	577	-50.00%
0011214	55411	BOOKS & SUBSCRIPTIONS	200	100	200	-	138	0.00%
0011214	55413	OTHER OPERATING SUPPLIES	1,900	1,900	1,500	1,847	1,753	26.67%
0011214	55501	TRAVEL -MILEAGE	-	125	150	116	145	-100.00%
0011214	55504	TRAVEL -CONVENTION & EDUCATION	8,135	3,800	3,800	3,677	1,209	114.08%
0011214	55801	DUES & ASSOCIATION MEMBERSHIPS	1,675	1,675	900	1,215	805	86.11%
	Total	\$ 835,895	\$ 827,987	\$ 834,219	\$ 838,869	\$ 805,918	0.20%	

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
City Shop							
0011221	51001 SALARIES & WAGES	\$ 171,315	\$ 167,460	\$ 167,460	\$ 141,871	\$ 142,458	2.30%
0011221	51002 SALARIES & WAGES OVERTIME	750	750	750	503	560	0.00%
0011221	52001 FICA	13,166	12,868	12,868	10,937	10,872	2.32%
0011221	52002 RETIREMENT [VRS]	23,374	22,848	22,848	20,136	19,982	2.30%
0011221	52005 HOSPITALIZATION	-	-	-	-	5,410	
0011221	52006 GROUP INSURANCE	2,222	2,172	2,172	1,873	1,872	2.30%
0011221	52010 WORKERS COMPENSATION	2,395	2,348	2,000	1,955	1,754	19.75%
0011221	52016 TRAINING	500	500	500	-	-	0.00%
0011221	53004 REPAIR & MAINTENANCE	1,800	-	-	-	-	
0011221	530041 MAINTENANCE, CARS & TRUCKS	-	-	-	-	32	
0011221	530042 MAINTENANCE, BUILDINGS	4,000	4,000	4,000	12,144	7,896	0.00%
0011221	530044 MAINTENANCE, POWERED EQ	-	-	-	1,064	-	
0011221	53005 MAINTENANCE, SERVICE CONTRACTS	2,000	2,000	2,000	2,111	1,826	0.00%
0011221	53008 LAUNDRY & DRY CLEANING	5,700	5,700	5,700	6,220	6,088	0.00%
0011221	55101 ELECTRICITY	10,075	10,000	10,000	9,327	8,978	0.75%
0011221	55102 HEATING	5,820	5,000	5,000	5,447	4,172	16.40%
0011221	55203 TELECOMMUNICATION	800	800	800	937	469	0.00%
0011221	55204 RADIO	250	250	250	135	270	0.00%
0011221	55301 BOILER INSURANCE	155	152	130	122	162	19.23%
0011221	55302 FIRE INSURANCE	2,428	2,300	2,300	2,260	2,228	5.57%
0011221	55305 MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
0011221	55308 GENERAL LIABILITY	200	193	250	205	196	-20.00%
0011221	55401 OFFICE SUPPLIES	-	-	-	-	647	
0011221	55405 LAUNDRY, HOUSEKEEPING, JANITOR	130	130	130	117	56	0.00%
0011221	55407 REPAIR & MAINTENANCE SUPPLIES	150	150	150	141	-	0.00%
0011221	55408 VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	19	
0011221	554081 CAR & TRUCK SUPPLIES	4,000	3,500	3,500	8,505	5,793	14.29%
0011221	554082 TIRES	400	400	400	-	468	0.00%
0011221	554083 GAS & OIL	2,500	2,500	2,500	2,212	2,046	0.00%
0011221	55410 UNIFORMS & APPAREL	800	800	800	626	511	0.00%
0011221	55413 OTHER OPERATING SUPPLIES	750	350	1,100	941	418	-31.82%
0011221	57005 MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	3,909	3,257	0.00%
		<u>\$ 259,100</u>	<u>\$ 250,580</u>	<u>\$ 251,008</u>	<u>\$ 234,081</u>	<u>\$ 228,798</u>	3.22%
Electoral Board							
0011301	51001 SALARIES & WAGES	\$ 6,446	\$ 6,446	\$ 6,446	\$ 6,435	\$ 6,333	0.00%
0011301	51003 SALARIES-PART TIME	14,585					
0011301	52001 FICA	493	493	493	492	525	0.00%
0011301	53002 PROFESSIONAL SERVICES		7,500	7,500	13,311	12,595	-100.00%
0011301	530043 MAINTENANCE, VOTING MACHINE	-	5,240	5,240	4,905	4,100	-100.00%
0011301	53006 PRINTING	9,029	-	-	-	-	
0011301	55201 POSTAGE	-	-	-	175	4	
0011301	55401 OFFICE SUPPLIES	-	-	-	221	45	
0011301	55402 FOOD SUPPLIES, FOOD SERV SUPP	1,700	1,300	1,300	912	769	30.77%
0011301	55501 TRAVEL -MILEAGE	200	300	300	324	359	-33.33%
0011301	55504 TRAVEL -CONVENTION & EDUCATION	3,000	3,000	3,000	2,141	3,503	0.00%
0011301	55801 DUES & ASSOCIATION MEMBERSHIPS	180	125	125	180	180	44.00%
		<u>\$ 35,633</u>	<u>\$ 24,404</u>	<u>\$ 24,404</u>	<u>\$ 29,097</u>	<u>\$ 28,412</u>	46.01%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Registrar							
0011302	51001 SALARIES & WAGES	\$ 101,290	\$ 98,814	\$ 98,814	\$ 98,815	\$ 92,016	2.51%
0011302	51003 PARTTIME SALARIES	9,000	9,000	9,000	2,905	4,013	0.00%
0011302	52001 FICA	7,749	8,248	8,248	7,638	7,189	-6.05%
0011302	52002 RETIREMENT [VRS]	13,872	13,532	13,532	14,115	12,813	2.51%
0011302	52005 HOSPITALIZATION	14,173	14,173	14,173	14,460	12,984	0.00%
0011302	52006 GROUP INSURANCE	1,319	1,286	1,286	1,313	1,191	2.57%
0011302	52010 WORKERS COMPENSATION	24	23	20	20	18	20.00%
0011302	53006 PRINTING	1,300	1,250	4,000	1,206	3,074	-67.50%
0011302	53007 ADVERTISING	600	500	500	266	156	20.00%
0011302	55201 POSTAGE	3,500	2,500	2,500	3,398	3,200	40.00%
0011302	55203 TELECOMMUNICATION	3,120	3,120	1,600	2,398	1,175	95.00%
0011302	55401 OFFICE SUPPLIES	600	900	900	480	637	-33.33%
0011302	55411 BOOKS & SUBSCRIPTIONS	-	490	200	153	-	-100.00%
0011302	55413 OTHER SUPPLIES	600	300	300	775	788	100.00%
0011302	55501 TRAVEL -MILEAGE	200	400	400	526	-	-50.00%
0011302	55504 TRAVEL -CONVENTION & EDUCATION	2,750	1,200	1,200	2,065	3,204	129.17%
0011302	55801 DUES & ASSOCIATION MEMBERSHIPS	250	140	140	170	170	78.57%
0011302	58002 LEASE/RENT OF BUILDINGS	600	-	-	-	-	
		<u>\$ 160,947</u>	<u>\$ 155,876</u>	<u>\$ 156,813</u>	<u>\$ 150,702</u>	<u>\$ 142,629</u>	2.64%
0012100	55899 J/A-COURTHOUSE	<u>\$ 457,600</u>	<u>\$ 440,000</u>	<u>\$ 440,000</u>	<u>\$ 422,688</u>	<u>\$ 401,237</u>	4.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Police							
0013101	51001 SALARIES & WAGES	\$ 2,383,178	\$ 2,503,647	\$ 2,503,647	\$ 2,300,711	\$ 2,194,391	-4.81%
0013101	51002 OVERTIME	55,000	-	-	58,973	-	
0013101	51003 PART-TIME WAGES	80,000	72,000	72,000	62,523	30,538	11.11%
0013101	51006 DISCRETIONARY LEAVE	55,000	54,000	54,000	69,511	54,010	1.85%
0013101	51008 OVERTIME & TRAFFIC CONTROL	105,000	85,000	85,000	62,881	91,449	23.53%
0013101	51009 COMPENSATION-OFF DUTY POLICE	78,300	78,300	78,300	78,578	78,306	0.00%
0013101	52001 FICA	182,313	213,660	213,660	194,211	177,662	-14.67%
0013101	52002 RETIREMENT [VRS]	325,560	342,304	342,304	329,846	302,509	-4.89%
0013101	52005 HOSPITALIZATION	503,239	503,239	503,239	446,199	398,787	0.00%
0013101	52006 GROUP INSURANCE	30,950	31,971	31,971	30,806	28,125	-3.19%
0013101	52010 WORKERS COMPENSATION	57,484	56,357	48,000	46,911	42,097	19.76%
0013101	52012 CLOTHING ALLOWANCE	6,000	2,625	2,500	1,073	1,073	140.00%
0013101	52013 EDUCATION ASSISTANCE	8,000	10,000	10,000	16,358	20,777	-20.00%
0013101	52016 TRAINING	50,000	40,000	35,000	30,629	25,479	42.86%
0013101	53001 PROFESSIONAL HEALTH SERVICES	25,000	25,000	19,000	29,289	18,925	31.58%
0013101	53002 PROFESSIONAL SERVICES	6,500	6,500	6,500	6,555	34,213	0.00%
0013101	53003 PROFESSIONAL SERVICES OTHER				120		
0013101	53004 REPAIR & MAINTENANCE				16		
0013101	530041 MAINTENANCE, CARS & TRUCKS	16,000	12,000	12,000	14,885	13,341	33.33%
0013101	530042 MAINTENANCE, BUILDINGS	4,000	4,000	4,000	7,425	3,862	0.00%
0013101	530043 MAINTENANCE, OFFICE EQUIPMENT	500	500	500	495	30	0.00%
0013101	53004V ABANDONED VEHICLES	300	300	300	495	-	0.00%
0013101	53005 MAINTENANCE, SERVICE CONTRACTS	100,000	100,000	80,000	87,241	77,852	25.00%
0013101	53007 ADVERTISING	2,500	2,500	2,500	3,982	2,060	0.00%
0013101	53033 EXTERMINATING CONTRACT	125	125	-	-	-	
0013101	53099 DETECTIVE FUNDS	8,000	8,000	8,000	6,152	4,644	0.00%
0013101	55101 ELECTRICITY	14,600	14,500	14,500	14,095	13,566	0.69%
0013101	55102 HEATING	2,330	2,000	2,000	2,319	1,722	16.50%
0013101	55201 POSTAGE	2,500	1,500	1,500	3,080	1,325	66.67%
0013101	55203 TELECOMMUNICATION	42,000	42,000	36,000	45,168	35,937	16.67%
0013101	55204 RADIO	41,052	41,052	41,052	37,500	37,532	0.00%
0013101	55205 EMERGENCY 911				12		
0013101	55301 BOILER INSURANCE	155	152	150	122	122	3.33%
0013101	55302 FIRE INSURANCE	4,249	4,000	4,000	3,955	3,899	6.23%
0013101	55305 MOTOR VEHICLE INSURANCE	8,750	8,576	8,100	8,054	7,447	8.02%
0013101	55306 SURETY BONDS	650	638	700	660	708	-7.14%
0013101	55307 PUBLIC OFFICIAL LIABILITY	494	484	600	557	519	-17.67%
0013101	55308 GENERAL LIABILITY	13,070	12,810	12,500	12,044	11,792	4.56%
0013101	55401 OFFICE SUPPLIES	10,000	10,000	10,000	13,326	8,435	0.00%
0013101	55405 LAUNDRY, HOUSEKEEPING, JANITOR	500	500	500	177	170	0.00%
0013101	55407 REPAIR & MAINTENANCE SUPPLIES	500	500	500	17	825	0.00%
0013101	554081 CAR & TRUCK SUPPLIES	8,000	7,000	7,000	4,937	8,577	14.29%
0013101	554082 TIRES	5,000	5,000	5,000	4,848	5,873	0.00%
0013101	554083 GAS & OIL	48,000	48,000	40,000	49,864	44,820	20.00%
0013101	55409 POLICE SUPPLIES	40,000	70,000	26,000	33,607	30,124	53.85%
0013101	55410 UNIFORMS & APPAREL	30,000	40,000	20,000	16,570	16,093	50.00%
0013101	55411 BOOKS & SUBSCRIPTIONS	1,000	1,000	1,000	739	73	0.00%
0013101	55413 OTHER OPERATING SUPPLIES	6,000	6,000	3,000	11,425	4,084	100.00%
0013101	55416 AMMUNITION	10,000	8,000	8,000	6,183	7,831	25.00%
0013101	55418 FORENSICS	3,000	3,000	3,000	1,479	3,620	0.00%
0013101	55504 TRAVEL -CONVENTION & EDUCATION	9,000	15,000	6,000	9,827	3,427	50.00%
0013101	55504A TRAVEL-EXTRADITION OF PRISONER	1,500	1,500	1,500	8	-	0.00%
0013101	55801 DUES & ASSOCIATION MEMBERSHIPS	1,200	4,000	1,200	5,325	1,125	0.00%
0013101	57002 FURNITURE & FIXTURES	2,000	2,000	2,000	1,816	2,260	0.00%
00130101	57004 ASSET FORFEITURE					10,007	
0013101	57005 MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	921	4,646	0.00%
0013101	58001 RENTAL OF EQUIPMENT	-	-	-	110	-	
	Total	\$ 4,391,499	\$ 4,504,240	\$ 4,371,223	\$ 4,174,607	\$ 3,866,689	0.46%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0013102 53002	YORK CONTRACT	\$ 583,204	\$ 572,330	\$ 572,330	\$ 561,108	\$ 555,008	1.90%
Parking Garage							
0013103 51001	SALARIES	\$ 38,674	\$ 37,050	\$ 37,050	\$ 37,074	\$ 34,377	4.38%
0013103 51002	OVERTIME	1,500	1,500	1,500	1,432	506	0.00%
0013103 51003	PART-TIME WAGES	16,432	16,432	16,432	17,567	10,288	0.00%
0013103 51006	DISCRETIONARY LEAVE			500			-100.00%
0013103 52001	FICA	2,960	4,594	4,594	3,766	3,109	-35.57%
0013103 52002	VRS	5,277	5,105	5,105	5,545	5,014	3.37%
0013103 52005	HOSPITALIZATION	20,794	20,794	20,794	21,222	13,068	0.00%
0013103 52006	GROUP INSURANCE	507	485	485	496	448	4.54%
0013103 52010	WORKERS COMPENSATION	958	939	800	782	702	19.75%
0013103 53002	ARMORED TRANSPORT				1,182	7,818	
0013103 53005	MAINTENANCE - GARAGE EQUIPMENT				13,732	18,509	
0013103 55101	ELECTRICITY	20,150	20,000	20,000	23,135	20,868	0.75%
0013103 55203	TELEPHONE	800	800	800	1,393	926	0.00%
0013103 55302	PROPERTY INSURANCE	5,160	4,900	4,900	4,802	4,734	5.31%
0013103 55407	SUPPLIES	4,000	4,000	4,000	1,684	4,605	0.00%
		\$ 117,212	\$ 116,599	\$ 116,960	\$ 133,811	\$ 124,972	0.22%
Fire							
0013201 51001	SALARIES & WAGES	\$ 2,248,740	\$ 2,345,324	\$ 2,345,324	\$ 2,246,290	\$ 2,143,463	-4.12%
0013201 51002	SALARIES AND WAGES OVERTIME	106,000	106,000	106,000	90,200	100,632	0.00%
0013201 51005	FEMA Wages					320	
0013201 51006	DISCRETIONARY LEAVE	72,000	72,000	65,000	67,320	57,809	10.77%
0013201 51009	SPECIAL EVENTS	50,000	50,000	50,000	39,492	47,498	0.00%
0013201 52001	FICA	188,935	196,324	196,324	177,841	170,969	-3.76%
0013201 52002	RETIREMENT [VRS]	307,256	320,733	320,733	319,914	291,781	-4.20%
0013201 52005	HOSPITALIZATION	568,054	568,054	568,054	547,997	456,686	0.00%
0013201 52006	GROUP INSURANCE	29,209	29,133	29,133	29,742	27,143	0.26%
0013201 52010	WORKERS COMPENSATION	92,317	90,506	77,000	74,802	68,145	19.89%
0013201 52013	EDUCATION ASSISTANCE	12,000	13,000	8,000	3,547	5,659	50.00%
0013201 52016	TRAINING	29,000	29,000	29,000	18,571	13,608	0.00%
0013201 53001	PROFESSIONAL HEALTH SERVICES	18,000	18,000	20,600	10,733	16,880	-12.62%
0013201 53002	PROFESSIONAL SERVICES	32,400	35,000	35,000	32,018	29,855	-7.43%
0013201 530041	MAINTENANCE, CARS & TRUCKS	22,000	22,000	22,000	16,974	14,663	0.00%
0013201 530042	MAINTENANCE, BUILDINGS	15,000	15,000	15,000	18,489	13,236	0.00%
0013201 530044	MAINTENANCE, POWERED EQ	1,500	1,500	1,500	1,463	424	0.00%
0013201 53005	MAINTENANCE, SERVICE CONTRACTS	29,500	32,000	32,000	26,848	11,931	-7.81%
0013201 53007	ADVERTISING	-	550	550	272	-	-100.00%
0013201 53033	EXTERMINATING CONTRACT	1,200	700	700	450	360	71.43%
0013201 55101	ELECTRICITY	24,180	22,000	24,000	19,652	21,396	0.75%
0013201 55102	HEATING	5,240	4,500	4,500	4,397	2,858	16.44%
0013201 55201	POSTAGE	800	600	400	534	340	100.00%
0013201 55203	TELECOMMUNICATION	24,000	24,000	24,000	22,659	16,491	0.00%
0013201 55204	RADIO	55,000	57,312	53,752	50,024	50,024	2.32%
0013201 55301	BOILER INSURANCE	155	152	140	122	122	10.71%
0013201 55302	FIRE INSURANCE	3,642	3,400	3,400	3,390	3,342	7.12%
0013201 55305	MOTOR VEHICLE INSURANCE	11,250	11,026	10,500	10,355	9,575	7.14%
0013201 55308	GENERAL LIABILITY	600	580	700	614	589	-14.29%
0013201 55401	OFFICE SUPPLIES	2,000	2,000	2,000	1,706	2,027	0.00%
0013201 55402	FOOD SUPPLIES, FOOD SERV SUPP	1,000	1,000	1,000	1,148	1,304	0.00%
0013201 55405	LAUNDRY, HOUSEKEEPING, JANITOR	5,000	5,000	4,700	4,760	4,686	6.38%
0013201 55407	REPAIR & MAINTENANCE	3,500	3,500	3,500	1,009	4,599	0.00%
0013201 554081	CAR & TRUCK SUPPLIES	12,500	12,500	12,500	13,870	15,559	0.00%
0013201 554082	TIRES	9,000	9,000	9,000	10,485	3,824	0.00%
0013201 554083	GAS & OIL	36,000	36,000	27,000	37,333	27,143	33.33%
0013201 55410	UNIFORMS & APPAREL	18,000	18,000	18,000	15,186	20,503	0.00%
0013201 55411	BOOKS & SUBSCRIPTIONS	300	300	300	209	38	0.00%
0013201 55413	OTHER OPERATING SUPPLIES	7,000	7,000	7,000	6,858	6,853	0.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0013201	55414B VML - WELLNESS					75	
0013201	55415 FIRE PREVENTION	7,000	8,000	8,000	6,542	6,238	-12.50%
0013201	55419 EMS SUPPLIES	20,000	20,000	20,000	15,971	-	0.00%
0013201	55504 TRAVEL -CONVENTION & EDUCATION	1,000	1,000	1,000	470	2,199	0.00%
0013201	55801 DUES & ASSOCIATION MEMBERSHIPS	1,000	1,000	1,000	1,024	840	0.00%
0013201	57001 MACHINERY & EQUIPMENT	15,000	14,000	12,000	10,677	17,293	25.00%
0013201	57002 FURNITURE & FIXTURES	1,000	1,000	1,000	1,027	3,556	0.00%
0013201	57003 COMMUNICATIONS EQUIPMENT	7,000	8,000	8,000	3,540	6,627	-12.50%
0013201	57006A EQUIPMENT-VA POWER FUNDS	30,000	30,000	30,000	14,871	28,059	0.00%
		<u>\$ 4,124,278</u>	<u>\$ 4,245,694</u>	<u>\$ 4,209,310</u>	<u>\$ 3,981,397</u>	<u>\$ 3,727,223</u>	-2.02%
0013301	53009 REGIONAL JAIL	<u>\$ 1,042,819</u>	<u>\$ 1,093,524</u>	<u>\$ 1,093,524</u>	<u>\$ 1,151,863</u>	<u>\$ 1,191,843</u>	-4.64%
0013303	53009B JUVENILE DETENTION	<u>\$ 53,620</u>	<u>\$ 53,705</u>	<u>\$ 53,705</u>	<u>\$ 73,696</u>	<u>\$ 18,765</u>	-0.16%
0013304	53009C GROUP HOME COMMISSION	<u>\$ 112,627</u>	<u>\$ 100,732</u>	<u>\$ 100,732</u>	<u>\$ 84,494</u>	<u>\$ 78,851</u>	11.81%
0013305	53009D COLONIAL COMM CORRECTIONS	<u>\$ 24,574</u>	<u>\$ 20,170</u>	<u>\$ 20,170</u>	<u>\$ 12,415</u>	<u>\$ 9,533</u>	21.83%
Codes Compliance							
0013401	51001 SALARIES & WAGES	\$ 275,556	\$ 264,010	\$ 264,010	\$ 241,093	\$ 269,793	4.37%
0013401	52001 FICA	21,080	20,197	20,197	18,004	19,883	4.37%
0013401	52002 RETIREMENT [VRS]	37,705	36,168	36,168	33,607	37,469	4.25%
0013401	52005 HOSPITALIZATION	36,730	36,730	36,730	38,556	52,584	0.00%
0013401	52006 GROUP INSURANCE	3,585	3,438	3,438	3,127	3,484	4.28%
0013401	52010 WORKERS COMPENSATION	3,593	3,522	3,000	2,932	2,631	19.77%
0013401	52016 TRAINING	4,500	4,000	4,000	2,090	2,503	12.50%
0013401	53002 PROFESSIONAL SERVICES	-	500	500	58	-	-100.00%
0013401	53004 REPAIR & MAINTENANCE	300	300	300	25	4	0.00%
0013401	530041 MAINTENANCE, CARS & TRUCKS	1,000	3,000	1,000	2,881	4,556	0.00%
0013401	530043 MAINTENANCE, OFFICE EQUIPMENT	100	100	-	70	-	
0013401	53006 PRINTING	500	600	500	476	460	0.00%
0013401	53007 ADVERTISING	200	500	500	126	106	-60.00%
0013401	53008C PUBLIC EDUCATION	600	500	500	-	692	20.00%
0013401	55201 POSTAGE	800	800	600	761	318	33.33%
0013401	55203 TELECOMMUNICATION	7,500	7,500	6,000	6,314	4,988	25.00%
0013401	55305 MOTOR VEHICLE INSURANCE	1,700	1,634	1,600	1,534	1,418	6.25%
0013401	55307 PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,200	4,174	3,890	-11.76%
0013401	55308 GENERAL LIABILITY	300	290	400	307	295	-25.00%
0013401	55401 OFFICE SUPPLIES	1,300	1,300	1,300	784	1,927	0.00%
0013401	55408 VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	10	
0013401	554081 CAR & TRUCK SUPPLIES	1,000	1,000	1,000	643	867	0.00%
0013401	554082 TIRES	500	-	500	-	261	0.00%
0013401	554083 GAS & OIL	2,500	3,000	2,100	2,352	2,285	19.05%
0013401	55410 UNIFORMS & APPAREL	1,000	1,000	1,000	946	1,098	0.00%
0013401	55411 BOOKS & SUBSCRIPTIONS	3,000	4,000	4,000	2,100	3,896	-25.00%
0013401	55413 OTHER OPERATING SUPPLIES	2,000	2,000	2,000	577	1,135	0.00%
0013401	55414 BOOKS FOR RESALE	-	-	-	125	-	
0013401	55415B ENFORCEMENT ACTION	5,000	4,550	5,000	358	1,322	0.00%
0013401	55501 TRAVEL -MILEAGE	-	-	-	129	34	
0013401	55504 TRAVEL -CONVENTION & EDUCATION	5,000	5,000	5,000	2,189	4,652	0.00%
0013401	55801 DUES & ASSOCIATION MEMBERSHIPS	350	900	900	295	315	-61.11%
		<u>\$ 421,105</u>	<u>\$ 410,172</u>	<u>\$ 406,443</u>	<u>\$ 366,631</u>	<u>\$ 422,877</u>	3.61%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0013501 53009	ANIMAL CONTROL	\$ 18,900	\$ 18,900	\$ 18,900	\$ 18,900	\$ 18,900	0.00%
Engineering							
0014101 51001	SALARIES & WAGES	\$ 176,622	\$ 173,158	\$ 173,158	\$ 173,398	\$ 166,659	2.00%
0014101 52001	FICA	13,512	13,247	13,247	12,649	12,133	2.00%
0014101 52002	RETIREMENT [VRS]	24,098	23,625	23,625	24,715	23,138	2.00%
0014101 52005	HOSPITALIZATION	41,430	41,340	41,340	42,178	37,872	0.22%
0014101 52006	GROUP INSURANCE	2,291	2,246	2,246	2,294	2,151	2.00%
0014101 52010	WORKERS COMPENSATION	3,593	3,522	3,000	2,932	2,631	19.77%
0014101 52016	TRAINING	200	-	-	-	155	
0014101 53002	PROFESSIONAL SERVICES	10,500	10,000	12,500	7,530	10,610	-16.00%
0014101 530041	MAINTENANCE, CARS & TRUCKS	600	600	600	430	520	0.00%
0014101 53005	MAINTENANCE, SERVICE CONTRACTS	-	1,000	1,000	-	-	-100.00%
0014101 53007	ADVERTISING	3,000	3,000	3,000	148	2,771	0.00%
0014101 55201	POSTAGE	200	200	200	-	44	0.00%
0014101 55203	TELECOMMUNICATION	4,000	4,920	3,600	4,570	3,675	11.11%
0014101 55307	PUBLIC OFFICIAL LIABILITY	988	969	1,300	1,113	1,037	-24.00%
0014101 55308	GENERAL LIABILITY	200	193	300	205	196	-33.33%
0014101 55401	OFFICE SUPPLIES	950	1,250	1,250	141	1,405	-24.00%
0014101 554081	CAR & TRUCK SUPPLIES	1,000	700	700	1,131	1,184	42.86%
0014101 554083	GAS & OIL	1,600	1,800	1,800	1,289	1,421	-11.11%
0014101 55410	UNIFORMS & APPAREL	800	800	800	796	494	0.00%
0014101 55411	BOOKS & SUBSCRIPTIONS	150	150	150	107	-	0.00%
0014101 55413	OTHER OPERATING SUPPLIES	1,000	1,200	1,200	729	733	-16.67%
0014101 55504	TRAVEL -CONVENTION & EDUCATION	800	1,000	1,000	798	240	-20.00%
0014101 55801	DUES & ASSOCIATION MEMBERSHIPS	250	250	250	105	45	0.00%
0014101 57005	MOTOR VEHICLES & EQUIPMENT	\$ -	\$ -	\$ 200	\$ -	\$ -	-100.00%
		\$ 287,784	\$ 285,170	\$ 286,466	\$ 277,258	\$ 269,114	0.46%
Streets							
0014102 51001	SALARIES & WAGES	\$ 332,292	\$ 275,776	\$ 275,776	\$ 276,063	\$ 262,228	20.49%
0014102 51002	SALARIES & WAGES OVERTIME	4,000	4,000	4,000	3,407	3,108	0.00%
0014102 52001	FICA	21,978	21,403	21,403	20,045	19,112	2.69%
0014102 52002	RETIREMENT [VRS]	38,966	37,931	37,931	39,824	36,685	2.73%
0014102 52005	HOSPITALIZATION	83,859	83,859	83,859	86,913	68,094	0.00%
0014102 52006	GROUP INSURANCE	3,704	3,606	3,606	3,683	3,391	2.72%
0014102 52010	WORKERS COMPENSATION	26,745	26,220	22,600	21,826	19,590	18.34%
0014102 52016	TRAINING	500	500	500	75	695	0.00%
0014102 530041	MAINTENANCE, CARS & TRUCKS	5,000	5,000	5,000	8,980	13,277	0.00%
0014102 530042	MAINTENANCE, BUILDINGS	-	-	-	490	-	
0014102 530044	MAINTENANCE, POWERED EQ	-	-	-	-	33	
0014102 530045	MAINTENANCE, SIGNS & ST MRKNGS	2,000	2,000	2,000	593	-	0.00%
0014102 530046	MAINTENANCE, TRAFFIC CONTROL	5,000	5,000	5,000	3,570	2,795	0.00%
0014102 53005	MAINTENANCE, SERVICE CONTRACTS	60,500	104,000	104,000	101,932	100,250	-41.83%
0014102 53007	ADVERTISING	500	500	500	-	431	0.00%
0014102 53008	LAUNDRY & DRY CLEANING	2,500	2,500	2,500	2,681	2,565	0.00%
0014102 55101	ELECTRICITY	220,000	218,000	218,000	219,430	217,461	0.92%
0014102 55201	POSTAGE	-	-	-	102	47	
0014102 55203	TELECOMMUNICATION	3,720	3,720	2,200	2,998	1,871	69.09%
0014102 55204	RADIO	960	960	960	405	810	0.00%
0014102 55302	FIRE INSURANCE	1,214	1,200	1,200	1,130	1,114	1.17%
0014102 55305	MOTOR VEHICLE INSURANCE	8,330	8,168	7,800	7,670	7,092	6.79%
0014102 55307	PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
0014102 55308	GENERAL LIABILITY	790	773	1,000	819	785	-21.00%
0014102 55401	OFFICE SUPPLIES	200	500	500	71	67	-60.00%
0014102 55407	REPAIR & MAINTENANCE SUPPLIES	8,000	8,000	8,000	6,624	11,392	0.00%
0014102 554081	CAR & TRUCK SUPPLIES	28,000	30,000	30,000	11,605	28,297	-6.67%
0014102 554082	TIRES	3,000	3,000	3,000	3,230	1,784	0.00%
0014102 554083	GAS & OIL	18,000	15,800	15,800	20,477	14,809	13.92%
0014102 554084	POWERED EQUIPMENT AND SUPPLIES	2,000	4,000	4,000	822	1,186	-50.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0014102 554085	SIGNS & ST MARKINGS SUPPLIES	8,000	8,000	8,000	7,609	6,364	0.00%
0014102 55410	UNIFORMS & APPAREL	4,000	4,000	4,000	2,785	4,105	0.00%
0014102 55413	OTHER OPERATING SUPPLIES	47,000	47,000	47,000	47,513	43,069	0.00%
0014102 55501	TRAVEL -MILEAGE	-	-	-	18	-	
0014102 55504	TRAVEL -CONVENTION & EDUCATION	600	600	600	-	3,241	0.00%
0014102 55801	DUES & ASSOCIATION MEMBERSHIPS	300	500	500	210	-	-40.00%
0014102 57001	MACHINERY & EQUIPMENT	5,000	5,000	5,000	3,760	6,047	0.00%
0014102 57008	PEDESTRIAN IMPROVEMENTS	6,000	6,000	6,000	8,531	3,194	0.00%
0014102 57010	DRAINAGE-MAINTENANCE	-	-	-	-	764	
0014102 58001	LEASE/RENT OF EQUIPMENT	500	500	500	-	-	0.00%
		<u>\$ 953,405</u>	<u>\$ 938,258</u>	<u>\$ 933,035</u>	<u>\$ 916,166</u>	<u>\$ 886,013</u>	2.18%
StormWater							
0014103 51001	SALARIES	\$ 123,755	\$ 120,343	\$ 120,343	\$ 120,429	\$ 112,045	2.84%
0014103 51002	SALARIES - OVERTIME	3,000	1,500	1,500	3,627	2,783	100.00%
0014103 52001	FICA	9,700	9,321	9,321	8,935	8,240	4.07%
0014103 52002	RETIREMENT [VRS]	16,930	16,463	16,463	17,555	16,342	2.84%
0014103 52005	HOSPITALIZATION	34,843	34,843	34,843	35,550	31,920	0.00%
0014103 52006	GROUP LIFE INSURANCE	1,610	1,565	1,565	1,599	1,486	2.88%
0014103 53005	SERVICE CONTRACTS	5,000	5,000	5,000	6,861	5,032	0.00%
0014103 554083	GAS & OIL	200	1,000	1,000	40	22	-80.00%
0014103 55413	OTHER OPERATING SUPPLIES	17,000	15,000	15,000	19,868	20,377	13.33%
0014103 57010	DRAINAGE MTCE	10,000	10,000	10,000	7,209	7,980	0.00%
		<u>\$ 222,038</u>	<u>\$ 215,035</u>	<u>\$ 215,035</u>	<u>\$ 221,671</u>	<u>\$ 206,228</u>	3.26%
Solid Waste Collection							
0014203 53009	PURCH SVCS-JCSA-BULK WASTE	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,452	\$ 3,430	0.00%
0014203 53031	GARBAGE COLLECTION	390,000	373,000	373,000	360,748	347,931	4.56%
0014203 53032	RECYCLING PROGRAM	220,000	62,000	62,000	60,236	59,167	254.84%
0014203 53033A	HOUSEHOLD CHEMICALS	20,000	21,000	21,000	19,401	19,670	-4.76%
0014203 53034	COMPUTER RECYCLING	2,400	2,400	2,400	2,246	-	0.00%
0014203 53035	GARBAGE DISPOSAL	25,000	25,000	25,000	23,993	22,466	0.00%
0014203 55899A	ADMINISTRATION FEE - VPSA	10,750	10,750	10,750	10,500	10,500	0.00%
		<u>\$ 671,650</u>	<u>\$ 497,650</u>	<u>\$ 497,650</u>	<u>\$ 480,576</u>	<u>\$ 463,162</u>	34.96%
Building Maintenance Facilities							
0014307 51001	SALARIES & WAGES	\$ 115,897	\$ 107,719	\$ 107,719	\$ 107,930	\$ 103,028	7.59%
0014307 51002	SALARIES-OVERTIME	6,500	6,500	6,500	6,330	7,008	0.00%
0014307 52001	FICA	9,370	8,738	8,738	8,440	8,114	7.23%
0014307 52002	RETIREMENT [VRS]	15,813	14,697	14,697	15,341	14,302	7.59%
0014307 52005	HOSPITALIZATION	20,670	20,670	20,670	21,089	18,936	0.00%
0014307 52006	GROUP INSURANCE	1,504	1,397	1,397	1,427	1,330	7.66%
0014307 52010	WORKERS COMPENSATION	3,593	3,522	3,050	2,932	2,631	17.80%
0014307 52016	TRAINING	1,000	1,000	1,000	514	1,200	0.00%
0014307 530042	MAINTENANCE, BUILDINGS	45,000	40,000	40,000	56,531	53,329	12.50%
0014307 530044	MAINTENANCE-POWERED EQ	1,000	3,000	3,000	712	394	-66.67%
0014307 53005	SERVICE CONTRACTS	130,000	130,000	130,000	131,308	133,838	0.00%
0014307 53006A	JANITORIAL SERVICES-COMM CTR	-	-	-	-	730	
0014307 53008	LAUNDRY & DRY CLEANING	2,900	2,900	2,900	3,178	2,954	0.00%
0014307 53033	EXTERMINATING CONTRACT	2,000	-	-	-	-	
0014307 55101	ELECTRICITY	87,650	87,000	87,000	87,963	83,062	0.75%
0014307 55102	GAS-COMMUNITY CENTER	6,990	6,000	6,000	9,822	6,692	16.50%
0014307 55203	TELECOMMUNICATION	3,430	3,430	2,400	3,032	3,359	42.92%
0014307 55301	BOILER INSURANCE	1,240	1,217	1,400	1,301	978	-11.43%
0014307 55302	FIRE INSURANCE	12,140	11,300	11,300	11,299	11,139	7.43%
0014307 55308	GENERAL LIABILITY	1,580	1,546	4,320	1,638	1,571	-63.43%
0014307 55401	OFFICE SUPPLIES	300	300	300	259	220	0.00%
0014307 55402	FOOD/COFFEE	2,500	2,500	2,500	2,451	2,385	0.00%
0014307 55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,000	800	800	1,699	1,077	150.00%
0014307 55407	REPAIR & MAINTENANCE SUPPLIES	3,000	4,000	4,000	126	3,099	-25.00%
0014307 554081	CAR & TRUCK SUPPLIES	200	200	200	487	149	0.00%
0014307 554082	TIRES	400	400	400	-	-	0.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0014307	554083 GAS & OIL	700	700	700	857	678	0.00%
0014307	55410 UNIFORMS & APPAREL	500	500	500	481	248	0.00%
0014307	55413 OTHER OPERATING SUPPLIES	4,000	4,000	4,000	3,972	4,352	0.00%
0014307	55504 TRAVEL -CONVENTION & EDUCATION	200	200	200	-	-	0.00%
0014307	57001 MACHINERY & EQUIPMENT	1,000	1,000	1,000	890	559	0.00%
0014307	57002 FURNITURE & FIXTURES	500	500	500	340	963	0.00%
0014307	57010 BUILDING	14,500	14,500	14,500	3,716	9,305	0.00%
0014307	57010C BUILDING ALTERATIONS	-	-	-	-	663	
		<u>\$ 498,077</u>	<u>\$ 480,236</u>	<u>\$ 481,691</u>	<u>\$ 486,062</u>	<u>\$ 478,293</u>	3.40%
Information Technology							
0014308	51001 SALARIES	\$ 345,628	\$ 340,732	\$ 340,732	\$ 296,950	\$ 282,349	1.44%
0014308	51003 SALARIES - PART-TIME	-	-	-	-	24,370	
0014308	52001 FICA	26,441	26,066	26,066	21,920	20,607	1.44%
0014308	52002 RETIREMENT [VRS]	47,352	46,679	46,679	42,267	38,316	1.44%
0014308	52005 HOSPITALIZATION	28,700	28,700	28,700	29,282	26,292	0.00%
0014308	52006 GROUP INSURANCE	4,502	4,438	4,438	3,931	3,562	1.44%
0014308	52010 WORKERS COMPENSATION	417	409	210	205	199	98.57%
0014308	52013 EDUCATION ASSISTANCE	7,500					
0014308	52016 TRAINING	2,500	2,500	2,500	1,500	1,220	0.00%
0014308	530047 MAINTENANCE-PHONES	2,000	2,000	2,000	2,500	4,447	0.00%
0014308	530048 HARDWARE MAINTENANCE	37,950	39,750	39,750	35,500	34,193	-4.53%
0014308	530049 MAINTENANCE-SOFTWARE	226,030	177,250	177,250	158,300	113,020	27.52%
0014308	53004D MAINTENANCE-COMPUTERS	55,000	55,000	55,000	51,101	47,924	0.00%
0014308	53004E MAINTENANCE-VIDEO EQUIPMENT	10,000	10,000	10,000	10,159	10,000	0.00%
0014308	53004F MAINTENANCE-MAPPING SYSTEM	10,500	20,000	20,000	55,819	47,529	-47.50%
0014308	53004H MAINTENANCE-PRINTERS	5,000	5,000	5,000	4,109	5,154	0.00%
0014308	53005C MTCE-COPIERS	11,000	11,000	11,000	12,279	10,655	0.00%
0014308	53009 PURCHASED SERVICES-JCC	8,500	8,500	8,500	8,475	8,500	0.00%
0014308	55203 TELECOMMUNICATIONS	59,000	57,000	57,000	60,437	66,203	3.51%
0014308	55308 GENERAL LIABILITY	1,050	1,029	1,100	-	-	-4.55%
0014308	55401 OFFICE SUPPLIES	500	500	500	500	256	0.00%
0014308	55413 OTHER OPERATING SUPPLIES	250	500	500	301	1,276	-50.00%
0014308	55501 TRAVEL-MILEAGE	-	-	-	-	363	
0014308	55504 TRAVEL-CONFERENCES	2,500	1,500	1,500	1,351	679	66.67%
0014308	55801 DUES & MEMBERSHIPS	500	500	500	495	500	0.00%
		<u>\$ 892,820</u>	<u>\$ 839,053</u>	<u>\$ 838,925</u>	<u>\$ 797,381</u>	<u>\$ 747,614</u>	6.42%
Landscaping							
0014309	51001 SALARIES & WAGES	\$ 255,045	\$ 264,223	\$ 264,223	\$ 245,798	\$ 233,877	-3.47%
0014309	51002 SALARIES & WAGES OVERTIME	1,750	500	500	1,253	-	250.00%
0014309	51003 PART-TIME SALARIES	20,800	2,000	2,000	8,736	2,527	940.00%
0014309	52001 FICA	21,395	20,404	20,404	18,233	16,688	4.86%
0014309	52002 RETIREMENT [VRS]	37,914	34,022	34,022	34,100	32,882	11.44%
0014309	52005 HOSPITALIZATION	76,182	76,182	76,182	78,564	76,535	0.00%
0014309	52006 GROUP INSURANCE	3,605	3,234	3,234	2,979	3,043	11.47%
0014309	52010 WORKERS COMPENSATION	4,790	4,696	4,000	3,909	3,508	19.75%
0014309	52013 EDUCATION ASSISTANCE	-	5,300	5,300	5,440	4,192	-100.00%
0014309	52016 TRAINING	500	500	500	486	-	0.00%
0014309	53002 PROFESSIONAL SERVICES	128,000	125,000	125,000	123,973	132,028	2.40%
0014309	530041 MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	1,685	411	0.00%
0014309	530044 MAINTENANCE, POWERED EQ	700	700	700	351	-	0.00%
0014309	53007 ADVERTISING	-	400	400	-	431	-100.00%
0014309	53008 LAUNDRY & DRY CLEANING	2,800	2,800	2,800	2,288	2,193	0.00%
0014309	55201 POSTAGE	-	-	-	63	-	
0014309	55203 TELECOMMUNICATION	2,000	2,000	2,000	2,518	1,387	0.00%
0014309	55204 RADIO	-	250	250	-	-	-100.00%
0014309	55302 FIRE INSURANCE	1,214	1,200	1,200	1,130	1,114	1.17%
0014309	55305 MOTOR VEHICLE INSURANCE	1,700	1,634	1,600	1,534	1,418	6.25%
0014309	55307 PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
0014309	55308 GENERAL LIABILITY	300	290	400	307	295	-25.00%
0014309	55401 OFFICE SUPPLIES	200	200	200	90	88	0.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0014309 55403	AGRICULTURAL SUPPLIES	26,000	26,000	26,000	23,302	26,419	0.00%
0014309 55408	VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	371	
0014309 554081	CAR & TRUCK SUPPLIES	4,000	4,000	4,000	7,086	7,137	0.00%
0014309 554082	TIRES	1,500	1,500	1,500	1,382	2,629	0.00%
0014309 554083	GAS & OIL	8,000	8,000	8,000	8,571	6,638	0.00%
0014309 554084	POWERED EQUIPMENT AND SUPPLIES	4,500	4,500	4,500	4,206	5,013	0.00%
0014309 55410	UNIFORMS & APPAREL	3,000	3,000	3,000	2,202	3,374	0.00%
0014309 55411	BOOKS & SUBSCRIPTIONS	100	100	100	220	-	0.00%
0014309 55413	OTHER OPERATING SUPPLIES	16,500	15,000	15,000	15,918	17,101	10.00%
0014309 55415A	LITTER CONTROL	5,500	5,500	5,500	6,578	5,500	0.00%
0014309 55504	TRAVEL -CONVENTION & EDUCATION	500	500	500	558	-	0.00%
0014309 55801	DUES & ASSOCIATION MEMBERSHIPS	100	100	100	100	-	0.00%
0014309 57005	MOTOR VEHICLES & EQUIPMENT	4,000	7,500	7,500	-	254	-46.67%
0014309 57007	ADP EQUIPMENT	-	-	-	-	-	
0014309 58001	LEASE/RENT OF EQUIPMENT	1,000	1,000	1,000	456	-	0.00%
		<u>\$ 634,842</u>	<u>\$ 623,477</u>	<u>\$ 622,915</u>	<u>\$ 604,295</u>	<u>\$ 587,314</u>	1.91%
0015101 55601	PAYMENT TO LOCAL HEALTH DEPT	\$ 109,645	\$ 108,683	\$ 108,683	\$ 104,755	\$ 102,705	0.89%
0015101 55602	PMT TO OLDE TOWN HEALTH CLINIC	\$ 89,511	\$ 89,511	\$ 89,511	\$ 88,511	\$ 83,430	0.00%
0015205 55602A	COLONIAL BEHAVIORAL HEALTH	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	0.00%
Public Assistance							
0015302 55305	MOTOR VEHICLE INSURANCE	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
0015302 55701	GENERAL RELIEF-LOCAL CONT	666,602	610,000	610,000	610,000	610,000	9.28%
0015302 55703	COMPREHENSIVE SERVICES ACT	136,590	99,842	99,842	99,842	99,842	36.81%
0015302 55705	YOUTH & SENIOR INITIATIVE	5,000	30,000	30,000	30,000	30,000	-83.33%
0015302 55706	COMPREHENSIVE SVC ACT-ADMIN	7,885	5,691	5,691	5,691	5,691	38.55%
0015302 55707	AT-RISK PREVENTION	30,000	15,000	15,000	15,000	15,000	100.00%
0015302 55708	SUMMER YOUTH PROGRAM	35,000	35,000	35,000	35,000	35,000	0.00%
0015302 55709	WHF GRANT	260,000	260,000	260,000	260,000	260,000	0.00%
0015302 55710	HOMELESSNESS PREVENTION	55,000	30,000	30,000	30,000	30,000	83.33%
		<u>\$ 1,198,077</u>	<u>\$ 1,085,533</u>	<u>\$ 1,085,533</u>	<u>\$ 1,085,533</u>	<u>\$ 1,085,533</u>	10.37%
Public Assistance Transportation							
0015305 530041	MAINTENANCE, CARS & TRUCKS	\$ 200	\$ 200	\$ 200	\$ -	\$ 32	0.00%
0015305 554081	CAR & TRUCK SUPPLIES	300	300	300	63	13	0.00%
0015305 554082	TIRES	400	400	400	546	-	0.00%
0015305 554083	GAS & OIL	2,500	3,000	1,800	2,802	2,370	38.89%
		<u>\$ 3,400</u>	<u>\$ 3,900</u>	<u>\$ 2,700</u>	<u>\$ 3,411</u>	<u>\$ 2,415</u>	25.93%
School Board							
0016101 51001	SALARIES & WAGES	\$ 16,200	\$ 16,200	\$ 16,200	\$ 14,150	\$ 11,550	0.00%
0016101 52001	FICA	1,239	1,239	1,239	1,083	884	0.00%
		<u>\$ 17,439</u>	<u>\$ 17,439</u>	<u>\$ 17,439</u>	<u>\$ 15,233</u>	<u>\$ 12,434</u>	0.00%
Joint School Operations							
0016103 56001	SCHOOLS	\$ 8,769,530	\$ 8,560,654	\$ 8,560,654	\$ 7,804,125	\$ 7,645,813	2.44%
0016103 56002A	SALES TAX FOR EDUCATION	1,347,682	1,246,000	1,270,267	1,142,717	1,158,903	6.09%
		<u>\$ 10,117,212</u>	<u>\$ 9,806,654</u>	<u>\$ 9,830,921</u>	<u>\$ 8,946,842</u>	<u>\$ 8,804,716</u>	2.91%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Recreations Admin							
0017101 51001	SALARIES & WAGES	\$ 176,192	\$ 133,790	\$ 133,790	\$ 131,234	\$ 138,765	31.69%
0017101 51003	PART-TIME SALARIES	70,000	50,000	50,000	71,139	81,280	40.00%
0017101 52001	FICA	13,479	14,060	14,060	15,400	16,936	-4.13%
0017101 52002	RETIREMENT [VRS]	24,060	18,308	18,308	18,790	19,824	31.42%
0017101 52005	HOSPITALIZATION	8,030	8,030	8,030	8,193	10,512	0.00%
0017101 52006	GROUP INSURANCE	2,287	1,740	1,740	1,728	1,830	31.44%
0017101 52010	WORKERS COMPENSATION	2,165	2,122	1,900	1,955	1,754	13.95%
0017101 52012	CLOTHING ALLOWANCE				56		
0017101 52016	TRAINING	1,000	800	1,000	931	77	0.00%
0017101 53001	PROFESSIONAL HEALTH SERVICES	300	425	425	-	95	-29.41%
0017101 53002	PROFESSIONAL SERVICES	-	-	-	30	-	
0017101 530041	MAINTENANCE, CARS & TRUCKS	400	400	400	19	-	0.00%
0017101 530042	MAINTENANCE, BUILDINGS	15,000	10,000	10,000	7,837	13,860	50.00%
0017101 530043	MAINTENANCE, OFFICE EQUIPMENT	100	100	100	63	55	0.00%
0017101 530044	MAINTENANCE, POWERED EQ	1,000	1,000	1,000	898	450	0.00%
0017101 53005	MAINTENANCE, SERVICE CONTRACTS	47,100	47,100	47,100	46,949	31,707	0.00%
0017101 53007	ADVERTISING	1,000	1,000	1,000	800	932	0.00%
0017101 53008	LAUNDRY & DRY CLEANING	-	250	250	-	-	-100.00%
0017101 53033	EXTERMINATING CONTRACT	1,300	1,500	1,500	1,232	1,184	-13.33%
0017101 55101	ELECTRICITY	33,250	33,000	33,000	34,650	33,029	0.76%
0017101 55102	HEATING	5,820	5,000	5,000	4,116	3,738	16.40%
0017101 55201	POSTAGE	200	200	400	-	55	-50.00%
0017101 55203	TELECOMMUNICATION	3,700	4,000	4,000	3,359	3,883	-7.50%
0017101 55302	FIRE INSURANCE	6,070	5,700	5,700	5,650	5,570	6.49%
0017101 55307	PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
0017101 55308	GENERAL LIABILITY	300	290	350	307	295	-14.29%
0017101 55401	OFFICE SUPPLIES	1,100	1,100	1,100	952	1,444	0.00%
0017101 55405	LAUNDRY, HOUSEKEEPING, JANITOR	3,000	3,500	3,500	2,567	4,101	-14.29%
0017101 55408	VEHICLE POWERED EQUIPMENT-SUPP	100	100	100	24	56	0.00%
0017101 55411	BOOKS & SUBSCRIPTIONS	100	100	100	-	97	0.00%
0017101 55413	OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,514	1,822	0.00%
0017101 55501	TRAVEL -MILEAGE	50	50	50	-	-	0.00%
0017101 55504	TRAVEL -CONVENTION & EDUCATION	2,000	2,000	4,000	2,618	943	-50.00%
0017101 55801	DUES & ASSOCIATION MEMBERSHIPS	800	800	800	517	165	0.00%
		<u>\$ 422,150</u>	<u>\$ 348,707</u>	<u>\$ 351,053</u>	<u>\$ 363,804</u>	<u>\$ 374,717</u>	20.25%
Recreations - Parks							
0017102 51001	SALARIES & WAGES	\$ 84,063	\$ 82,430	\$ 82,430	\$ 60,415	\$ 43,610	1.98%
0017102 51003	PART-TIME SALARIES	125,000	122,500	118,600	138,380	141,165	5.40%
0017102 52001	FICA	6,431	15,379	15,379	14,882	13,391	-58.18%
0017102 52002	RETIREMENT [VRS]	11,470	11,246	11,246	8,414	6,089	1.99%
0017102 52005	HOSPITALIZATION	8,030	8,030	8,030	9,670	7,356	0.00%
0017102 52006	GROUP INSURANCE	1,091	1,069	1,069	779	566	2.06%
0017102 52010	WORKERS COMPENSATION	4,330	4,245	3,950	3,909	3,508	9.62%
0017102 53004	REPAIR & MAINTENANCE	-	-	-	27	186	
0017102 530042	MAINTENANCE, BUILDINGS	1,800	1,800	1,800	991	591	0.00%
0017102 530044	MAINTENANCE, EQUIPMENT	2,500	2,500	2,500	934	2,187	0.00%
0017102 53005	MAINTENANCE, SERVICE CONTRACTS	9,700	9,700	9,700	9,326	8,246	0.00%
0017102 53006	PRINTING	1,000	1,000	1,000	1,000	1,409	0.00%
0017102 53007	ADVERTISING	500	500	500	478	185	0.00%
0017102 55101	ELECTRICITY	4,230	4,200	4,200	3,771	3,687	0.71%
0017102 55203	TELECOMMUNICATION	3,925	3,800	3,800	4,186	4,203	3.29%
0017102 55302	FIRE INSURANCE	1,821	1,700	1,700	1,695	1,671	7.12%
0017102 55307	PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
0017102 55308	GENERAL LIABILITY	200	193	350	205	196	-42.86%
0017102 55401	OFFICE SUPPLIES	800	800	800	700	864	0.00%
0017102 55403	AGRICULTURAL SUPPLIES	6,000	6,000	6,000	5,889	7,830	0.00%
0017102 55404	MEDICAL SUPPLIES	100	100	100	45	100	0.00%
0017102 55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,000	2,000	2,000	1,418	1,518	0.00%
0017102 55407	REPAIR & MAINTENANCE SUPPLIES	2,000	2,000	2,000	1,738	1,276	0.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0017102 55408	VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	151	24	0.00%
0017102 554081	CAR & TRUCK SUPPLIES	-	-	-	372	-	
0017102 554083	GAS & OIL	-	-	-	1	5	
0017102 554084	EQUIPMENT SUPPLIES	600	600	600	884	395	0.00%
0017102 55410	UNIFORMS & APPAREL	1,500	1,500	1,500	747	934	0.00%
0017102 55411	BOOKS & SUBSCRIPTIONS	50	50	50	-	16	0.00%
0017102 55413	OTHER OPERATING SUPPLIES	4,000	4,000	4,000	2,628	3,803	0.00%
0017102 55414	MERCHANDISE FOR RESALE	8,200	8,200	8,200	7,521	8,454	0.00%
0017102 55416A	NRPA - TAKE ME FISHING PROGRAM	-	-	-	477	-	
0017102 55801	DUES & ASSOCIATION MEMBERSHIPS	300	300	500	93	100	-40.00%
0017102 57001	MACHINERY & EQUIPMENT	1,000	1,000	1,000	353	501	0.00%
0017102 57002	FURNITURE & FIXTURES	-	-	-	-	-	
0017102 57005	MOTOR VEHICLES & EQUIPMENT	6,000	6,000	6,000	4,454	8,175	0.00%
0017102 58001	LEASE/RENT OF EQUIPMENT	3,500	3,500	3,000	2,806	2,220	16.67%
		<u>\$ 302,638</u>	<u>\$ 306,834</u>	<u>\$ 302,604</u>	<u>\$ 289,617</u>	<u>\$ 274,720</u>	0.01%
Recreation Programs							
0017104 51001	SALARIES & WAGES	\$ 188,939	\$ 189,747	\$ 189,747	\$ 172,326	\$ 155,340	-0.43%
0017104 51002	SALARIES & WAGES OVERTIME	-	-	-	384	-	
0017104 51003	PART-TIME SALARIES	25,000	22,000	40,000	49,482	29,097	-37.50%
0017104 52001	FICA	14,454	17,576	17,576	20,237	18,163	-17.76%
0017104 52002	RETIREMENT [VRS]	25,778	25,998	25,998	25,661	22,139	-0.85%
0017104 52005	HOSPITALIZATION	44,760	44,760	44,760	40,539	33,648	0.00%
0017104 52006	GROUP INSURANCE	2,451	2,471	2,471	2,495	2,003	-0.81%
0017104 52010	WORKERS COMPENSATION	9,200	9,020	8,500	8,307	7,455	8.24%
0017104 53002	PROFESSIONAL SERVICES	160,000	154,000	154,000	119,985	139,388	3.90%
0017104 53004	REPAIR & MAINTENANCE	200	200	200	186	95	0.00%
0017104 530041	MAINTENANCE, CARS & TRUCKS	300	300	300	16	64	0.00%
0017104 530042	MAINTENANCE, BUILDINGS	8,000	8,000	8,000	5,878	5,697	0.00%
0017104 530043	MAINTENANCE, OFFICE EQUIPMENT	250	250	250	88	36	0.00%
0017104 530044	MAINTENANCE, POWERED EQ	500	500	500	226	55	0.00%
0017104 53005	MAINTENANCE, SERVICE CONTRACTS	2,000	2,500	2,500	1,895	7,711	-20.00%
0017104 530051	MAINTENANCE-POOL	-	-	-	-	3,310	
0017104 53006	PRINTING	500	500	500	277	555	0.00%
0017104 53007	ADVERTISING	800	1,000	1,000	686	242	-20.00%
0017104 53008	LAUNDRY & DRY CLEANING	300	300	300	102	296	0.00%
0017104 55101	ELECTRICITY	12,600	12,500	12,500	10,740	12,150	0.80%
0017104 55201	POSTAGE	100	100	100	90	102	0.00%
0017104 55203	TELECOMMUNICATION	4,000	3,900	4,500	4,300	4,145	-11.11%
0017104 55301	BOILER INSURANCE	200	190	180	152	153	11.11%
0017104 55302	FIRE INSURANCE	1,821	1,700	1,700	1,695	1,671	7.12%
0017104 55305	MOTOR VEHICLE INSURANCE	1,250	1,225	1,200	1,151	1,064	4.17%
0017104 55307	PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
0017104 55308	GENERAL LIABILITY	200	193	350	205	196	-42.86%
0017104 55401	OFFICE SUPPLIES	650	650	650	546	565	0.00%
0017104 55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,500	2,500	2,500	1,825	2,952	0.00%
0017104 55407	REPAIR & MAINTENANCE SUPPLIES	500	800	800	181	425	-37.50%
0017104 55408	VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	217	70	0.00%
0017104 554081	CAR & TRUCK SUPPLIES	850	850	850	858	900	0.00%
0017104 554082	TIRES	600	600	600	-	-	0.00%
0017104 554083	GAS & OIL	3,500	3,500	3,500	3,773	3,391	0.00%
0017104 554084	EQUIPMENT SUPPLIES	300	500	500	136	362	-40.00%
0017104 55410	UNIFORMS & APPAREL	1,200	1,200	1,200	706	976	0.00%
0017104 55411	BOOKS & SUBSCRIPTIONS	50	50	50	-	34	0.00%
0017104 55412	EDUCATIONAL & RECREATIONAL SUP	9,000	9,000	9,000	5,607	10,765	0.00%
0017104 55413	OTHER OPERATING SUPPLIES	6,000	6,650	6,650	4,958	6,593	-9.77%
0017104 55414	MERCHANDISE FOR RESALE	-	-	-	37	12	
0017104 55501	TRAVEL -MILEAGE	-	-	2,000	1,245	357	-100.00%
0017104 55504	TRAVEL -CONVENTION & EDUCATION	2,000	1,000	-	-	1,282	
0017104 55801	DUES & ASSOCIATION MEMBERSHIPS	400	400	400	125	70	0.00%
0017104 57001	MACH & EQUIP (PARK & REC DEV)	13,000	13,000	13,000	27,341	17,038	0.00%
0017104 57005	MOTOR VEHICLES & EQUIPMENT	500	500	500	249	440	0.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0017104 58001	LEASE/RENT OF EQUIPMENT	10,000	10,000	10,000	4,702	8,911	0.00%
		\$ 555,150	\$ 550,623	\$ 569,932	\$ 519,887	\$ 500,179	-2.59%
Cemetery							
0017108 51001	SALARIES & WAGES	\$ 41,406	\$ 40,099	\$ 40,099	\$ 40,208	\$ 38,833	3.26%
0017108 51002	SALARIES & WAGES OVERTIME	1,800	500	500	1,603	1,925	260.00%
0017108 52001	FICA	3,207	3,106	3,106	2,973	2,919	3.25%
0017108 52002	RETIREMENT [VRS]	5,650	5,471	5,471	5,712	5,356	3.27%
0017108 52005	HOSPITALIZATION	14,173	14,173	14,173	14,460	12,984	0.00%
0017108 52006	GROUP INSURANCE	538	520	520	531	498	3.46%
0017108 52010	WORKERS COMPENSATION	1,198	1,174	1,000	977	877	19.80%
0017108 530044	MAINTENANCE, EQUIPMENT	400	400	400	-	20	0.00%
0017108 53005	MAINTENANCE, SERVICE CONTRACTS	-	400	400	-	-	-100.00%
0017108 53008	LAUNDRY & DRY CLEANING	400	400	400	203	223	0.00%
0017108 55101	ELECTRICITY	550	550	550	612	510	0.00%
0017108 55203	TELECOMMUNICATION	1,800	1,800	1,800	2,309	1,699	0.00%
0017108 55307	PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
0017108 55403	AGRICULTURAL SUPPLIES	-	300	300	-	-	-100.00%
0017108 55408	VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	141	10	
0017108 554082	TIRES	100	100	100	87	-	0.00%
0017108 554083	GAS & OIL	120	120	120	41	34	0.00%
0017108 554084	EQUIPMENT SUPPLIES	500	500	500	88	62	0.00%
0017108 55408A	VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	148	
0017108 55413	OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,363	2,260	0.00%
0017108 57005	MOTOR VEHICLES & EQUIPMENT	-	-	-	-	-	
0017108 57006	REPURCHASE OF CEMETERY LOTS	1,000	1,000	1,000	300	600	0.00%
		\$ 75,089	\$ 72,855	\$ 72,739	\$ 71,888	\$ 69,218	3.23%
Regional Library							
0017302 55413A	BLDGS,GRNDS-MAINTENANCE&MAT	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 650	-100.00%
0017302 55869	LIBRARY CONTINGENCY	-	-	-	-	-	
0017302 56002	REGIONAL LIBRARY	904,244	871,852	871,852	859,699	841,160	3.72%
		\$ 904,244	\$ 872,852	\$ 872,852	\$ 859,699	\$ 841,810	3.60%
Planning							
0018101 51001	SALARIES & WAGES	\$ 288,089	\$ 300,040	\$ 300,040	\$ 269,403	\$ 239,606	-3.98%
0018101 51003	PART-TIME SALARIES	10,000	10,000	-	-	-	
0018101 52001	FICA	22,804	22,953	22,953	19,989	17,746	-0.65%
0018101 52002	RETIREMENT [VRS]	39,409	41,037	41,037	38,176	31,664	-3.97%
0018101 52005	HOSPITALIZATION	57,127	57,127	57,127	44,315	36,959	0.00%
0018101 52006	GROUP INSURANCE	3,747	3,901	3,901	3,508	2,919	-3.95%
0018101 52010	WORKERS COMPENSATION	958	939	810	782	702	18.27%
0018101 52016	TRAINING	5,000	5,000	6,000	837	1,293	-16.67%
0018101 53002	PROFESSIONAL SERVICES	-	7,000	7,000	8,731	10,480	-100.00%
0018101 53004	REPAIR & MAINTENANCE	100	100	100	-	-	0.00%
0018101 530041	MAINTENANCE, CARS & TRUCKS	750	700	750	16	22	0.00%
0018101 53006	PRINTING	2,500	2,000	2,000	1,904	1,803	25.00%
0018101 53007	ADVERTISING	5,000	5,000	5,000	8,830	6,942	0.00%
0018101 55201	POSTAGE	1,200	1,200	1,200	1,078	1,072	0.00%
0018101 55203	TELECOMMUNICATION	6,200	6,200	6,200	8,138	4,851	0.00%
0018101 55305	MOTOR VEHICLE INSURANCE	625	613	600	575	532	4.17%
0018101 55307	PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,300	4,174	3,890	-13.81%
0018101 55308	GENERAL LIABILITY	200	193	250	205	196	-20.00%
0018101 55401	OFFICE SUPPLIES	2,500	2,500	2,500	1,067	1,221	0.00%
0018101 55408	VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	53	10	
0018101 554081	CAR & TRUCK SUPPLIES	-	500	1,000	-	949	-100.00%
0018101 554082	TIRES	150	150	150	-	-	0.00%
0018101 554083	GAS & OIL	400	400	500	198	143	-20.00%
0018101 55411	BOOKS & SUBSCRIPTIONS	300	250	500	625	94	-40.00%
0018101 55413	OTHER OPERATING SUPPLIES	2,500	2,500	1,500	1,433	3,783	66.67%
0018101 55501	TRAVEL -MILEAGE	400	400	400	-	-	0.00%
0018101 55504	TRAVEL -CONVENTION & EDUCATION	6,000	7,000	7,000	5,536	2,720	-14.29%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0018101 55505	AWARD PROGRAMS	700	700	700	2,653	300	0.00%
0018101 55507	NEIGHBORHOOD ENHANCEMENT PRG	-	-	7,500	4,188	2,682	-100.00%
0018101 55801	DUES & ASSOCIATION MEMBERSHIPS	2,500	2,500	2,500	1,466	1,429	0.00%
0018101 57001	MACHINERY & EQUIPMENT	500	500	500	190	500	0.00%
		<u>\$ 463,365</u>	<u>\$ 485,037</u>	<u>\$ 484,018</u>	<u>\$ 428,070</u>	<u>\$ 374,506</u>	-4.27%
Contributions to Other Entities							
Human Services							
0018102 61010	PEN. COMM. ON HOMELESSNESS	\$ 2,759	\$ 2,759	\$ 2,759	\$ 2,759	\$ 2,759	0.00%
0018102 61025	CHILD DEV. RESOURCES	5,000	5,000	5,000	5,000	5,000	0.00%
0018102 61035	COMMUNITY ACTION AGENCY	21,102	21,102	21,102	21,102	21,102	0.00%
0018102 61040	LITERACY FOR LIFE	1,000	1,000	1,000	1,000	1,000	0.00%
0018102 61045	PENINSULA AGENCY ON AGING	12,278	11,573	11,573	11,022	11,022	6.09%
0018102 61055	COMMUNITY SERVICES COALITION	7,500	7,500	7,500	7,500	7,500	0.00%
0018102 61060	HOSPICE OF WILLIAMSBURG	7,500	7,000	7,000	7,000	6,500	7.14%
0018102 61065	AVALON	19,000	19,000	19,000	19,000	19,000	0.00%
0018102 61070	ARC OF GREATER WMSBG HUMAN SRV	1,500	1,500	1,500	1,500	-	0.00%
0018102 61075	COLONIAL CASA	6,000	6,000	6,000	6,000	6,000	0.00%
0018102 61110	3E RESTORATION	-	1,000	1,000	-	-	-100.00%
0018102 61115	HOUSE OF MERCY	1,000	-	-	-	-	-
0018202 61020	WMSBG FAITH IN ACTION	5,000	5,000	5,000	5,000	5,000	0.00%
	Sub-Total Human Services	<u>89,639</u>	<u>88,434</u>	<u>88,434</u>	<u>86,883</u>	<u>84,883</u>	1.36%
Other Agencies							
0018102 62010	TNCC-SITE IMPROVEMENTS	16,026	9,036	9,036	7,632	7,716	77.36%
0018102 62015	WMSBG HOTEL/MOTEL ASSOCIATION	-	-	-	10,000	10,000	
0018102 62020	KINGSMILL GOLF TOURNAMENT	-	-	-	15,000	15,000	
0018102 62035	TNCC-HISTORIC TRIANGLE CAMPUS	2,463	2,677	2,677	2,600	2,525	-8.00%
0018102 62045	TNCC-Workforce Dev. Ctr.	10,500	10,500	10,500	10,500	10,500	0.00%
0018102 62055	WMSBG AREA DESTINATION MKTG	-	-	-	1,123,558	1,128,430	
0018102 62060	HAMPTON RDS PLANNING DISTRICT	29,591	12,652	12,652	11,888	12,051	133.88%
0018102 62065	CHAMBER OF COMMERCE	-	-	-	800,000	800,000	
0018102 62070	COLONIAL WMSBG FOUNDATION	-	-	-	1,300,000	1,300,000	
0018102 62075	PENINSULA COUNCIL WORK. DEV.	5,947	5,947	5,947	5,947	5,947	0.00%
0018102 62085	HERITAGE HUMANE SOCIETY	-	25,000	25,000	19,667	19,667	-100.00%
0018102 62095	FARMERS MARKET	3,800	3,800	3,800	3,800	3,800	0.00%
0018102 62100	WMSBG LAND CONSERVANCY	5,000	5,000	5,000	5,000	5,000	0.00%
0018102 62140	VIRGINIA COOPERATIVE EXTENSION	5,602	5,602	5,602	5,541	5,451	0.00%
0018102 62145	VIRGINIA FIRST CITIES	12,811	12,811	12,811	-	-	0.00%
0018102 63015	VA SYMPHONY-MATOAKA CONCERT	8,670	8,670	8,670	6,000	6,000	0.00%
0018102 63020	VA ARTS FESTIVAL	-	-	-	55,000	50,000	
0018102 63150	CULTUREFIX	-	-	-	6,650	-	
0018102 64010	HIGH SPEED RAIL COALITION	4,500	4,500	4,500	4,500	4,500	0.00%
0018102 64015	WILLIAMSBURG AREA TRANSPORT	375,975	375,975	375,975	375,975	340,778	0.00%
0018102 64020	NN/W AIRPORT TASK FORCE	-	-	-	-	5,627	
0018202 62025	COLONIAL SOIL & WATER CONSERVA	-	5,500	5,500	3,500	3,500	-100.00%
0018202 62120	FEDERAL FACILITIES ALLIANCE	7,702	7,715	7,715	7,430	7,532	-0.17%
0018202 62130	REG. ECON DEV INITIATIVES	14,658	14,658	14,658	14,117	14,310	0.00%
	Sub-Total Other Agencies	<u>503,245</u>	<u>510,043</u>	<u>510,043</u>	<u>3,794,305</u>	<u>3,758,334</u>	-1.33%
Arts Commission							
0018102 63010	WILLIAMSBURG MUSIC CLUB	3,100	3,000	3,000	2,500	2,000	3.33%
0018102 63030	WILLIAMSBURG SYMPHONIA	16,000	16,000	16,000	16,000	15,000	0.00%
0018102 63035	VIRGINIA SYMPHONY	10,900	9,000	9,000	8,000	7,500	21.11%
0018102 63040	WMSBG WOMENS CHORUS INC.	2,500	2,400	2,400	2,000	2,000	4.17%
0018102 63045	TIDEWATER CLASSIC GUITAR	1,300	1,900	1,900	1,500	1,400	-31.58%
0018102 63055	WILLIAMSBURG CHORAL GUILD	5,400	5,500	5,500	5,000	4,800	-1.82%
0018102 63060	WILLIAMSBURG CONSORT	-	-	-	-	2,750	
0018102 63065	MAGIC OF HARMONY SHOW CHORUS	-	-	-	250	-	
0018102 63070	VIRGINIA OPERA	10,100	9,575	9,575	8,200	8,000	5.48%
0018102 63075	WILLIAMSBURG YOUTH ORCHESTRA	5,000	5,000	5,000	4,100	4,000	0.00%
0018102 63080	WILLIAMSBURG PLAYERS	11,000	11,000	11,000	10,000	10,000	0.00%
0018102 63085	VA REPERTORY THEATRE	1,500	1,725	1,725	1,600	1,500	-13.04%
0018102 63090	YOUNG AUDIENCES	4,000	5,000	5,000	4,600	5,000	-20.00%

CITY OF WILLIAMSBURG

GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0018102 63100	INSTITUTE FOR DANCE	2,000	1,500	1,500	2,700	3,000	33.33%
0018102 63115	THIS CENTURY GALLERY	11,000	11,500	11,500	11,400	12,000	-4.35%
0018102 63120	CHESAPEAKE BAY WIND ENSEMBLE	500	500	500	500	450	0.00%
0018102 63125	AN OCCASION FOR THE ARTS	11,500	13,000	13,000	11,700	10,500	-11.54%
0018102 63130	WHRO-TV	2,900	3,000	3,000	2,600	1,750	-3.33%
0018102 63135	CULTURAL ALLIANCE				700	750	
0018102 63145	ARTS COMMISSION-ADM EXPENSES	1,000	1,000	1,000	518	1,029	0.00%
0018102 63155	FIRST NIGHT WILLIAMSBURG				3,927	10,000	
0018102 63160	PANGLOSSIAN PRODUCTIONS	4,800	4,200	4,200	3,500	3,500	14.29%
0018102 63165	STAGELIGHTS	2,300	2,000	2,000	2,400	2,000	15.00%
0018102 63170	YORKTOWN SYMPHONY COMMITTEE	2,200	2,200	2,200	2,200	1,000	0.00%
0018102 63175	GLOBAL FILM FESTIVAL	9,500	8,600	8,600	8,600	8,650	10.47%
0018102 63180	WILLIAMSBURG BOOK FESTIVAL	1,300	1,300	1,300	1,000	800	0.00%
0018102 63185	COMM. ALLIANCE FOR PERF. ARTS					1,000	
0018102 63190	OPERA IN WILLIAMSBURG	14,100	13,500	13,500	10,500	10,000	4.44%
0018102 63200	VA WATERFRONT INT ARTS	9,000	8,750	8,750	7,500	7,000	2.86%
0018102 63220	FLUTE FRENZY	2,600	3,000	3,000	3,000	3,000	-13.33%
0018102 63225	VIRGINIA STAGE COMPANY	600	-	-	-	-	
0018102 63230	COMMUNITY ALLIANCE/PERF. ARTS	800	1,100	1,100	1,400	1,200	-27.27%
0018102 63240	ART AT THE RIVER	2,200	2,450	2,450	1,700	1,500	-10.20%
0018102 63245	AURA CURIATLAS PHYS THEATRE	2,400	2,250	2,250	2,000	1,750	6.67%
0018102 63250	ON THE HILL GALLERY	-	-	-	-	500	
0018102 63260	ARC OF GREATER WSBURG ART COMM	-	-	-	-	1,700	
0018102 63270	VA REGIONAL BALLET	7,500	7,000	7,000	5,600	5,000	7.14%
0018102 63290	YORKTOWN ART FOUNDATION		925	925	-	-	-100.00%
	Cultural Alliance	-	-	700	-	-	-100.00%
	Com. Alliance For Perf Arts	-	-	950	-	-	-100.00%
	Magic Harmony Show Chorus	-	-	475	-	-	-100.00%
Sub-Total Arts Commission		<u>159,000</u>	<u>157,875</u>	<u>160,000</u>	<u>147,195</u>	<u>160,029</u>	-0.63%
Total		<u>\$ 751,884</u>	<u>\$ 756,352</u>	<u>\$ 758,477</u>	<u>\$ 4,028,383</u>	<u>\$ 4,003,246</u>	-0.87%
Transfer to Tourism Fund		<u>\$ 2,205,000</u>	<u>\$ 2,205,000</u>	<u>\$ 2,205,000</u>	<u>\$ -</u>	<u>\$ -</u>	0.00%
Transfer to Fund Balance - Surplus		<u>\$ -</u>	<u>\$ 143,910</u>	<u>\$ -</u>	<u>\$ 1,545,612</u>	<u>\$ 1,843,584</u>	
Total General Fund Expenditures		<u>\$ 37,260,618</u>	<u>\$ 36,429,945</u>	<u>\$ 36,402,371</u>	<u>\$ 36,910,771</u>	<u>\$ 36,142,518</u>	2.36%

CITY OF WILLIAMSBURG

UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud	
REVENUES								
0100610	41101	WATER SERVICE	\$ (4,623,000)	\$ (4,623,000)	\$ (4,623,000)	\$ (4,687,485)	\$ (4,609,133)	0.00%
0100610	41101A	SEWER SERVICE	(2,400,000)	(2,160,000)	(2,160,000)	(2,402,770)	(2,160,249)	11.11%
0100610	41101B	SURCHARGE - WATER SERVICE	-	-	-	-	-	
0100610	41102	WATER CONNECTIONS	(3,000)	(2,400)	(2,400)	(2,000)	(7,200)	25.00%
0100610	411021	HRSD TAP FEES	(80,000)	(80,000)	(80,000)	(151,375)	(70,115)	0.00%
0100610	41102A	SEWER CONNECTIONS	(3,000)	(4,000)	(2,000)	(4,000)	(4,000)	50.00%
0100610	41103	PENALTY - WATER & SEWER	(21,400)	(18,000)	(18,000)	(20,811)	(25,982)	18.89%
0100610	41110	OTHER SOURCES	(45,000)	(170,000)	(180,000)	(7,421)	(11,635)	-75.00%
0100610	41111	ENTERPRISE-INTEREST EARNINGS	(93,600)	(90,000)	(36,000)	(57,365)	(33,650)	160.00%
0100610	41118	WATER TOWER USAGE	(218,244)	(240,000)	(218,244)	(218,244)	(174,614)	0.00%
0100610	41119	WATER STORAGE TANK PROFFER	-	-	-	-	-	
0100610	41120	WATER & SEWER AVAILABILITY	(300,000)	(300,000)	(300,000)	(908,000)	(449,000)	0.00%
0100610	41122	TRANSFER - CAPITAL PROJECTS	-	-	-	-	-	
	Total Revenues		\$ (7,787,244)	\$ (7,687,400)	\$ (7,619,644)	\$ (8,459,471)	\$ (7,545,578)	2.20%
Administration								
0101900	51001	SALARIES & WAGES REGULAR	\$ 329,928	\$ 264,200	\$ 341,819	\$ 261,052	\$ 232,666	-3.48%
0101900	52001	FICA	25,240	18,500	26,149	18,644	16,120	-3.48%
0101900	52002	RETIREMENT [VRS]	45,103	26,000	46,810	9,910	22,013	-3.65%
0101900	52005	HOSPITALIZATION	30,243	24,300	30,234	30,845	21,204	0.03%
0101900	52006	GROUP INSURANCE	4,288	3,350	4,450	887	2,985	-3.64%
0101900	52010	WORKERS COMPENSATION	3,593	3,522	3,050	2,932	2,631	17.80%
0101900	52011	CAR ALLOWANCE	-	-	7,200	6,369	7,200	-100.00%
0101900	52014	CONTINGENCY PAY PLAN	65,840	-	47,800	-	-	37.74%
0101900	53002	PROFESSIONAL SERVICE-OTHER	15,000	15,000	15,000	11,295	16,098	0.00%
0101900	53006	PRINTING & BINDING	500	700	500	311	315	0.00%
0101900	53007	ADVERTISING	500	-	500	-	-	0.00%
0101900	55201	POSTAGE	6,500	6,500	6,500	7,032	6,079	0.00%
0101900	55203	TELECOMMUNICATION	3,100	4,125	3,100	4,533	2,974	0.00%
0101900	55204	RADIO	500	500	500	270	540	0.00%
0101900	55302	FIRE	607	595	550	565	557	10.36%
0101900	55305	MOTOR VEHICLE	1,250	1,225	1,300	1,151	1,064	-3.85%
0101900	55401	OFFICE SUPPLIES	2,600	2,600	2,600	1,553	2,657	0.00%
0101900	55408	VEHICLE POWERED EQUIPMENT	-	-	-	-	10	
0101900	554081	CAR & TRUCK SUPPLIES	-	-	-	-	142	
0101900	554083	GAS & OIL	-	-	-	1	11	
0101900	55413	OTHER OPERATING SUPPLIES	2,000	2,000	2,000	2,007	1,449	0.00%
0101900	55501	TRAVEL(MILEAGE)	-	-	-	13	202	
0101900	55504	TRAVEL(CONVENTION & EDUCATION)	2,500	2,500	2,500	3,208	6,152	0.00%
0101900	555801	DUES & SUBSCRIPTIONS	300	300	300	95	279	0.00%
0101900	57002	FURNITURE & FIXTURES	300	300	300	-	-	0.00%
0101900	57005	MOTOR VEHICLES & EQUIPMENT	1,000	1,000	1,000	-	-	0.00%
0101900	57008	OVERHEAD CHARGES	840,000	840,000	840,000	687,925	659,713	0.00%
0101900	57009	DEPRECIATION EXPENSE	815,000	815,000	815,000	831,135	811,191	0.00%
	Total Administration		\$ 2,195,892	\$ 2,032,217	\$ 2,199,162	\$ 1,881,735	\$ 1,814,253	-0.15%

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Water Treatment							
0101910 51001	SALARIES & WAGES REGULAR	\$ 561,590	\$ 460,000	\$ 546,523	\$ 503,734	\$ 544,313	2.76%
0101910 51002	SALARIES & WAGES OVERTIME	5,000	40,000	5,000	11,370	6,399	0.00%
0101910 51003	PART-TIME WAGES	-	53,000	-	27,527	-	
0101910 51006	DISCRETIONARY LEAVE	7,000	14,125	7,000	11,148	3,949	0.00%
0101910 52001	FICA	42,962	35,900	42,727	38,901	37,954	0.55%
0101910 52002	RETIREMENT [VRS]	76,929	62,100	74,981	17,101	52,103	2.60%
0101910 52005	HOSPITALIZATION	112,913	107,000	112,913	108,368	100,229	0.00%
0101910 52006	GROUP INSURANCE	7,314	6,000	7,128	1,522	5,790	2.61%
0101910 52010	WORKERS COMPENSATION	13,772	13,502	11,400	11,239	10,086	20.81%
0101910 52016	TRAINING	5,000	5,000	5,000	5,796	2,526	0.00%
0101910 53002	PROFESSIONAL SERVICE-OTHER	28,000	28,000	28,000	29,978	28,118	0.00%
0101910 53004	REPAIR & MAINTENANCE	7,000	7,000	7,000	6,970	7,345	0.00%
0101910 530041	MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	-	3,154	0.00%
0101910 530042	MAINTENANCE, BUILDING	4,000	4,000	4,000	135	2,818	0.00%
0101910 530044	MAINTENANCE, POWERED EQUIPMENT	7,000	8,000	6,000	10,439	1,935	16.67%
0101910 53005	MAINTENANCE, SERVICE CONTRACTS	3,200	3,200	3,200	3,209	3,136	0.00%
0101910 53007	ADVERTISING	-	-	450	-	119	-100.00%
0101910 55101	ELECTRICITY	112,000	112,000	112,000	100,785	99,242	0.00%
0101910 55201	POSTAGE	1,200	1,200	1,200	1,385	1,057	0.00%
0101910 55203	TELECOMMUNICATION	1,780	18,000	1,780	2,125	1,751	0.00%
0101910 55204	RADIO	250	250	250	-	-	0.00%
0101910 55301	BOILER	390	380	325	305	305	20.00%
0101910 55302	FIRE	4,856	4,760	4,600	4,520	4,456	5.57%
0101910 55305	MOTOR VEHICLES	420	408	400	384	355	5.00%
0101910 55308	GENERAL LIABILITY	4,735	4,639	5,200	4,913	4,712	-8.94%
0101910 55401	OFFICE SUPPLIES	1,700	1,700	1,700	1,274	1,316	0.00%
0101910 55404	MEDICAL & LAB SUPPLIES	6,200	6,200	6,200	6,328	3,523	0.00%
0101910 55405	LAUNDRY,HOUSEKEEPING, JANITOR	2,000	2,000	2,000	1,954	742	0.00%
0101910 55407	REPAIR & MAINTENANCE SUPPLIES	22,000	22,000	22,000	20,558	14,117	0.00%
0101910 55408	VEHICLE POWERED EQUIPMENT	-	-	-	-	10	
0101910 554081	CAR AND TRUCK SUPPLIES	600	600	600	363	203	0.00%
0101910 554082	TIRES	200	200	200	-	-	0.00%
0101910 554083	GAS AND OIL	2,000	2,000	2,000	1,628	1,355	0.00%
0101910 554084	POWERED EQUIPMENT SUPPLIES	1,000	1,000	1,000	52	1,234	0.00%
0101910 554086	GENERATOR FUEL	2,000	2,000	2,000	-	-	0.00%
0101910 55410	UNIFORMS & WEARING APPAREL	2,800	2,800	2,800	2,797	2,218	0.00%
0101910 55411	BOOKS & SUBSCRIPTIONS	400	400	400	-	-	0.00%
0101910 55413	OTHER OPERATING SUPPLIES	225,000	250,000	250,000	145,498	160,808	-10.00%
0101910 55501	TRAVEL(MILEAGE)	-	-	-	117	65	
0101910 55504	TRAVEL(CONVENTION & EDUCATION)	750	750	750	1,636	85	0.00%
0101910 55651	TAXES	72,000	70,000	70,000	70,201	34,637	2.86%
0101910 55801	DUES & ASSOCIATION MEMBERSHIPS	200	200	200	-	-	0.00%
0101910 57002	FURNITURE & FIXTURES	5,000	5,000	5,000	37	1,161	0.00%
0101910 57003	COMMUNICATIONS EQUIPMENT	-	-	-	-	-	
0101910 57005	MOTOR VEHICLES & EQUIPMENT	8,000	10,000	10,000	44	-	-20.00%
0101910 57007	ADP EQUIPMENT	10,000	10,000	10,000	7,858	19,277	0.00%
	Total Water Treatment	\$ 1,370,161	\$ 1,376,314	\$ 1,374,927	\$ 1,162,200	\$ 1,162,602	-0.35%

CITY OF WILLIAMSBURG

UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
Water System							
0101920	51001 SALARIES & WAGES REGULAR	\$ 235,999	\$ 236,000	\$ 266,139	\$ 228,704	\$ 223,511	-11.32%
0101920	51002 SALARIES & WAGES OVERTIME	9,000	11,000	9,000	8,217	7,935	0.00%
0101920	51003 PART-TIME SALARIES	2,000	-	2,000	-	-	0.00%
0101920	52001 FICA	18,055	17,500	21,201	16,783	16,151	-14.84%
0101920	52002 RETIREMENT [VRS]	32,293	34,200	36,448	7,733	21,897	-11.40%
0101920	52005 HOSPITALIZATION	103,349	108,000	103,349	101,170	85,212	0.00%
0101920	52006 GROUP INSURANCE	3,070	3,200	3,465	628	2,904	-11.40%
0101920	52010 WORKERS COMPENSATION	8,659	8,489	8,100	7,819	7,016	6.90%
0101920	52016 TRAINING	900	900	900	-	-	0.00%
0101920	53002 PROFESSIONAL SERVICE OTHER	13,000	14,000	14,000	11,363	11,731	-7.14%
0101920	530041 MAINTENANCE, CARS AND TRUCKS	4,000	4,000	4,000	1,060	9,234	0.00%
0101920	530044 MAINTENANCE, POWERED EQUIPMENT	500	1,000	1,000	-	33	-50.00%
0101920	530045 MAINTENANCE, WATER METERS	5,000	5,000	5,000	6,397	3,538	0.00%
0101920	53005 MAINTENANCE, SERVICE CONTRACTS	500	2,000	2,000	300	300	-75.00%
0101920	53008 LAUNDRY & DRY CLEANING	4,000	4,000	4,000	3,125	2,850	0.00%
0101920	53010 STATE WATERWORKS ASSESSMENT	13,000	13,000	13,000	12,682	12,458	0.00%
0101920	55201 POSTAGE	2,700	3,100	2,700	2,647	2,539	0.00%
0101920	55203 TELECOMMUNICATION	4,500	4,500	4,500	4,898	3,245	0.00%
0101920	55204 RADIO	600	600	600	270	540	0.00%
0101920	55301 BOILER	390	380	350	305	305	11.43%
0101920	55302 FIRE	7,284	6,800	6,800	6,780	6,684	7.12%
0101920	55305 MOTOR VEHICLES	3,750	3,675	3,600	3,452	3,196	4.17%
0101920	55308 GENERAL LIABILITY	4,830	4,735	7,000	5,015	4,810	-31.00%
0101920	55401 OFFICE SUPPLIES	800	800	800	824	943	0.00%
0101920	55405 LAUNDRY, HOUSEKEEPING, JANITOR	500	500	500	705	337	0.00%
0101920	55407 REPAIR & MAINTENANCE SUPPLIES	1,000	1,000	1,000	1,795	101	0.00%
0101920	55408 VEHICLE POWERED EQUIPMENT	-	-	-	-	103	
0101920	554081 CAR AND TRUCK SUPPLIES	8,000	8,000	8,000	5,039	6,460	0.00%
0101920	554082 TIRES	1,500	1,500	1,500	758	1,892	0.00%
0101920	554083 GAS AND OIL	14,000	16,000	16,000	11,141	10,191	-12.50%
0101920	554084 POWERED EQUIPMENT SUPPLIES	1,000	1,000	1,000	862	43	0.00%
0101920	55410 UNIFORMS & WEARING APPAREL	4,000	4,000	4,000	2,043	3,356	0.00%
0101920	55413 OTHER OPERATING SUPPLIES	60,000	60,000	60,000	64,562	50,877	0.00%
0101920	55417 WATER METERS	25,500	25,500	25,500	13,540	25,338	0.00%
0101920	55504 TRAVEL(CONVENTION & EDUCATION)	600	600	600	52	-	0.00%
0101920	57001 MACHINERY & EQUIPMENT	10,000	11,000	11,000	-	6,009	-9.09%
0101920	57005 MOTOR VEHICLES & EQUIPMENT	10,000	10,000	10,000	-	-	0.00%
0101920	57007 ADP EQUIPMENT	500	500	500	-	-	0.00%
0101920	58001 LEASE/RENT EQUIP	3,000	3,000	3,000	2,311	4,453	0.00%
	Total Water System	\$ 617,779	\$ 629,480	\$ 662,552	\$ 532,978	\$ 536,190	-6.76%
Sewage System							
0101940	51001 SALARIES & WAGES REGULAR	\$ 269,392	\$ 204,000	\$ 207,964	\$ 207,200	\$ 244,914	29.54%
0101940	51002 SALARIES & WAGES OVERTIME	12,000	13,600	8,000	11,549	8,785	50.00%
0101940	52001 FICA	20,609	15,300	16,521	16,446	17,856	24.74%
0101940	52002 RETIREMENT [VRS]	36,952	29,600	28,478	7,391	24,003	29.76%
0101940	52005 HOSPITALIZATION	76,264	94,300	76,264	82,862	77,280	0.00%
0101940	52006 GROUP INSURANCE	3,513	2,770	2,707	799	3,101	29.77%
0101940	52010 WORKERS COMPENSATION	359	352	320	293	263	12.19%
0101940	53002 PROFESSIONAL SERVICE-OTHER	14,000	14,000	14,000	10,448	20,484	0.00%
0101940	530041 MAINTENANCE, CARS AND TRUCKS	500	500	500	-	-	0.00%
0101940	530042 MAINTENANCE, BUILDINGS	4,000	4,000	4,000	-	1,652	0.00%
0101940	530044 MAINTENANCE, POWERED EQUIPMENT	10,000	10,000	10,000	747	7,232	0.00%
0101940	53005 MAINTENANCE SERVICE CONTRACTS	-	2,000	2,000	-	-	-100.00%
0101940	53008 LAUNDRY & DRY CLEANING	700	700	700	248	175	0.00%
0101940	53032 HRSD SEWAGE	2,400,000	2,240,000	2,240,000	2,562,574	2,254,111	7.14%
0101940	55101 ELECTRICITY	34,000	34,000	34,000	36,472	32,730	0.00%
0101940	55102 HEATING	1,700	1,600	1,600	1,683	1,720	6.25%

CITY OF WILLIAMSBURG

UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2020

Account	Account Description	Proposed FY 2020	Estimated FY 2019	Budget FY 2019	Actual FY 2018	Actual FY 2017	% over FY19 Bud
0101940 55201	POSTAGE	-	-	-	61	-	
0101940 55203	TELECOMMUNICATION	17,000	19,000	12,000	22,846	10,142	41.67%
0101940 55204	RADIO	600	600	600	270	540	0.00%
0101940 55301	BOILER	390	380	305	305	306	27.87%
0101940 55302	FIRE	2,125	2,000	2,000	1,977	1,949	6.25%
0101940 55308	GENERAL LIABILITY	4,830	4,735	7,000	5,015	4,810	-31.00%
0101940 55401	OFFICE SUPPLIES	300	300	300	-	-	0.00%
0101940 55405	LAUNDRY, HOUSEKEEPING, JANITOR	200	200	200	117	56	0.00%
0101940 55407	REPAIR & MAINTENANCE SUPPLIES	20,000	20,000	20,000	6,617	3,014	0.00%
0101940 55408	VEHICLE POWERED EQUIPMENT	-	-	-	-	72	
0101940 554081	CAR AND TRUCK SUPPLIES	3,000	3,000	3,000	2,903	1,003	0.00%
0101940 554082	TIRES	800	800	800	253	-	0.00%
0101940 554083	GAS AND OIL	3,800	6,000	6,000	3,297	2,861	-36.67%
0101940 554084	EQUIPMENT SUPPLIES	1,600	4,400	4,400	-	779	-63.64%
0101940 554086	GENERATOR FUEL	1,000	1,000	1,000	-	-	0.00%
0101940 55410	UNIFORMS & WEARING APPAREL	1,400	1,400	1,400	766	1,159	0.00%
0101940 55413	OTHER OPERATING SUPPLIES	33,000	33,000	33,000	11,690	25,198	0.00%
0101940 55504	TRAVEL(CONVENTION & EDUCATION)	300	300	300	-	-	0.00%
0101940 57001	FURNITURE & FIXTURES	-	-	-	2,224	-	
0101940 57003	COMMUNICATIONS EQUIPMENT	-	-	-	1,600	-	
0101940 57005	MOTOR VEHICLES & EQUIPMENT	14,000	14,000	14,000	-	-	0.00%
0101940 57007	ADP EQUIPMENT	500	500	500	-	-	0.00%
0101940 58001	LEASE/RENT EQUIP	1,000	1,000	1,000	96	1,547	0.00%
	Total Sewage System	<u>\$ 2,989,834</u>	<u>\$ 2,779,338</u>	<u>\$ 2,754,859</u>	<u>\$ 2,998,750</u>	<u>\$ 2,747,741</u>	8.53%
	Sub-total Expenses	<u>\$ 7,173,666</u>	<u>\$ 6,817,350</u>	<u>\$ 6,991,500</u>	<u>\$ 6,575,663</u>	<u>\$ 6,260,786</u>	
	Debt Service						
0101970 55839	INTEREST PAYMENTS	\$ 194,688	\$ 220,993	\$ 220,993	\$ (50,627)	\$ 131,860	-11.90%
0101970 55840	COST OF BOND ISSUANCE	-	-	-	46,821	-	
	Total Debt Service	<u>\$ 194,688</u>	<u>\$ 220,993</u>	<u>\$ 220,993</u>	<u>\$ (3,805)</u>	<u>\$ 131,860</u>	-11.90%
	Purchased Services						
0101985 53015	NNWW - PURCHASE OF WATER	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	0.00%
	Total Purchase Services	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	0.00%
	Total Utility Operating Expenses	<u>\$ 7,468,354</u>	<u>\$ 7,038,343</u>	<u>\$ 7,312,493</u>	<u>\$ 6,571,857</u>	<u>\$ 6,392,646</u>	2.13%
	Utility Capital Projects	730,000	390,000	390,000	1,469,474	1,033,582	87.18%
	Transfers to (from) fund balance	(411,110)	259,057	(82,849)	418,140	119,350	396.22%
		<u>\$ 7,787,244</u>	<u>\$ 7,687,400</u>	<u>\$ 7,619,644</u>	<u>\$ 8,459,471</u>	<u>\$ 7,545,578</u>	2.20%

CITY OF WILLIAMSBURG

STAFFING LEVELS - FISCAL YEAR 2020

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<u>City Manager's Office</u>							
City Manager	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1
Economic Development Director	1	1	1	1	1	1	1
Economic Development Specialist	1	1	1	1	1	1	1
Tourism Development Specialist (TDF)	0	0	0	0	0	1	1
Human Resources Specialist	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1
Administrative Aide	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-total	6.5	6.5	6.5	6.5	6	7	7
<u>Clerk of Council / Communications</u>							
Clerk of Council/Admin. Assistant	1	1	1	1	1	1	1
Communications Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	2	2	2	2	2	2	2
<u>City Attorney</u>							
City Attorney	1	1	1	1	1	1	1
Legal Secretary	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Sub-total	1.5	1.5	1.5	1.5	1.5	1.5	1.5
<u>Commissioner of Revenue</u>							
Commissioner	1	1	1	1	1	1	1
Clerk	2	2	2	2	2	2	2
Business Auditor	<u> </u>	<u>1</u>	<u>1</u>				
Sub-total	3	3	3	3	3	4	4
<u>Treasurer</u>							
Deputy Treasurer	1	1	1	1	1	1	1
<u>Registrar</u>							
Registrar	1	1	1	1	1	1	1
Clerk	<u>0.5</u>	<u>0.5</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	1.5	1.5	2	2	2	2	2
<u>Assessor's Office</u>							
City Assessor	1	1	1	1	1	1	1
Assessment Technician	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	2	2	2	2	2	2	2
<u>Department of Finance</u>							
Director of Finance	1	1	1	1	1	1	1
Deputy Director of Finance	1	1	1	1	1	1	1
Financial Specialist/Technician	4	4	4	5	5	5	5
Utility Account Specialist	1	1	1	1	1	1	1
Tax Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	8	8	8	9	9	9	9
<u>Information Technology</u>							
I T Director	1	1	1	1	1	1	1
Systems Analyst	1	1	1	1	1	1	1
Network Administrator	1	1	1	1	1	1	1
GIS Analyst	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Sub-total	3	3	3	3	3	4	4
<u>Police Department</u>							
Police Chief	1	1	1	1	1	1	1
Deputy Police Chief	1	1	1	1	1	1	1
Police Major	3	3	3	3	3	3	3
Police Lieutenant	5	5	5	5	5	5	5
Police Sergeant	4	4	4	4	4	4	4
Police Officer	22	22	23	23	24	27	27
Administrative Secretary	2	2	2	2	2	2	2
Parking Enforcement Officer	1	1	1	1	1	1	1

CITY OF WILLIAMSBURG

STAFFING LEVELS - FISCAL YEAR 2020

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Parking Garage Supervisor	<u>1</u>						
Sub-total	40	40	41	41	42	45	45
<u>Fire Department</u>							
Fire Chief	1	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1	1
Battalion Chief	3	3	3	3	3	3	3
EMS Captain	1	1	1	1	1	1	1
Fire Protection Captain	1	1	1	1	1	1	1
Lieutenant	3	3	3	3	3	3	3
Technical Assistant	1	1	1	1	1	1	1
Fire Inspector	3	3	3	3	3	3	3
Firefighter / EMT	22	22	22	25	25	26	26
Secretary-Senior	<u>1</u>						
Sub-total	37	37	37	40	40	41	41
<u>Planning Department</u>							
Director	1	1	1	1	1	1	1
Zoning Administrator	1	1	1	1	1	1	1
Planner	1	1	1	1	1	1	1
Secretary	<u>1</u>						
Sub-total	4	4	4	4	4	4	4
<u>Codes Compliance</u>							
Codes Compliance Administrator	1	1	1	1	1	1	1
Codes Compliance Officer	0	1	1	1	1	1	1
Combination Inspector	2	2	2	2	2	2	2
Secretary	<u>1</u>						
Sub-total	4	5	5	5	5	5	5
<u>Engineering</u>							
Engineer	1	1	1	1	1	1	1
Public Works Inspector	<u>1</u>						
Sub-total	2	2	2	2	2	2	2
<u>Street Department</u>							
Street Superintendent	1	1	1	1	1	1	1
Street Supervisor	1	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1	1
Municipal Service Workers	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
Sub-total	9	9	9	9	9	9	10
<u>Landscape</u>							
Landscape Superintendent	1	1	1	1	1	1	1
Municipal Service Workers	5	5	5	5	5	5.5	5.5
Cemetery Caretaker	<u>1</u>						
Sub-total	7	7	7	7	7	7.5	7.5
<u>Shop</u>							
Shop Superintendent	1	1	1	1	1	1	1
Mechanics	<u>2</u>						
Sub-total	3	3	3	3	3	3	3
<u>Recreation Department</u>							
Director	1	1	1	1	1	1	1
Deputy Director	1	1	1	1	1	1	1
Maintenance Superintendent	1	1	1	1	1	1	1
Parks & Recreation Specialist	2	2	2	2	2	2	2
Facilities/Grounds Manager	0	0	0	0	0	0	0
Maintenance Worker	1	1	1	1	1	1	1
Senior Secretary	1	1	1	1	1	1	1
Park Manager/Waller Mill Park	1	1	1	1	1	1	1
Program Coordinator	0	0	0	0	0	0	0
Office Assistant/Receptionist	<u>0.5</u>						
Sub-total	8.5	8.5	8.5	8.5	8.5	8.5	8.5

CITY OF WILLIAMSBURG

STAFFING LEVELS - FISCAL YEAR 2020

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<u>Public Utilities</u>							
Public Utilities Director	1	1	1	1	1	1	1
Project Engineer	1	1	1	1	1	1	1
Civil Engineer	1	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1	1
Superintendent - Filter Plant	1	1	1	1	1	1	1
Water Plant - Chief Operator	1	1	1	1	1	1	1
Senior Operator	1	1	1	1	1	1	1
Water Plant Operator I	1	1	1	1	1	1	1
Water Plant Operator II	4	4	4	4	4	4	4
Water Plant Operator III	1	1	1	1	1	1	1
Water Plant Operator IV	2	2	2	2	2	2	2
Water & Sewer Superintendent	1	1	1	1	1	1	1
Water & Sewer Supervisor	1	1	1	1	1	1	1
Facilities Supervisor	1	1	1	1	1	1	1
Municipal Service Workers	<u>8</u>						
Sub-total	26	26	26	26	26	26	26
<u>Buildings/Facilities Maintenance</u>							
Facilities Manager	1	1	1	1	1	1	1
Municipal Service Worker	<u>1</u>						
Sub-total	2	2	2	2	2	2	2
<u>Human Services Department</u>							
Director	1	1	1	1	1	1	1
Eligibility Worker	5	5	5	5	5	5	5
Social Worker	5	5	5	5	5	5	5
Office/Clerical	<u>3</u>						
Sub-total	14	14	14	14	14	14	14
<u>Public Housing</u>							
Administrative/Account Specialist	1	1	1	1	1	1	1
Public Housing Administrator	1	1	1	1	1	1	1
Public Housing Manager	1	1	1	1	1	1	1
Maintenance Mechanic	<u>2</u>						
Sub-total	5	5	5	5	5	5	5
Total City Employees	<u>190.0</u>	<u>191.0</u>	<u>192.5</u>	<u>196.5</u>	<u>197.0</u>	<u>204.5</u>	<u>205.5</u>

* Full-time equivalents (FTE's), including Constitutional Officers, Registrar

INTRODUCTION

The Capital Improvements Projects of the City of Williamsburg are administered through two funds, the Sales Tax Fund for general improvements, and the Utility Fund for water and sewer projects. Since 1991, the City has projected five-year capital project requirements of all departments. The current year's projects are funded by City Council, with the remaining four years shown for planning purposes only. At year end, the funding for any uncompleted project is encumbered as necessary, and presumed to be finished in the next fiscal year.

Revenues of the **Sales Tax Fund** are derived from the 1% Sales Tax that is collected and distributed monthly by the state. All taxable purchases in the Hampton Roads area of Virginia are charged at the rate of 6%, one percent of which is returned to localities by law. It has been the policy of the City Council for over 25 years to use this revenue to fund general capital projects in the City. Examples of projects completed with the use of these funds are schools, municipal buildings, land acquisitions, roads, vehicles, and equipment. It is a general fund type, and combined with the General Fund for financial statement presentation. For budgeting purposes management has traditionally chosen to keep it separate because of its capital project nature.

Interest earnings of the General Fund are accounted for in the Sales Tax Fund. In the past the operating budgets experienced drastic swings in these revenues caused by extreme changes in interest rates, tending to skew operating budgets. This approach helps stabilize operations for comparison each year. On the spending side, the City's annual paving program is included as a capital expenditure in this fund because of its capital nature, and also to minimize the skewing effect on operations over time. As noted above, the Sales Tax Fund is ultimately included in the General Fund for financial statement presentation as required by generally accepted accounting principles.

Revenues of the **Utility Fund** are used to fund capital improvements, as well as operating costs, for the water and sewer systems.

Capital project detail sheets include a reference to one or more of the specific **City Council's Goals, Initiatives and Outcomes for the 2019 and 2020 Biennium** the project will contribute toward.

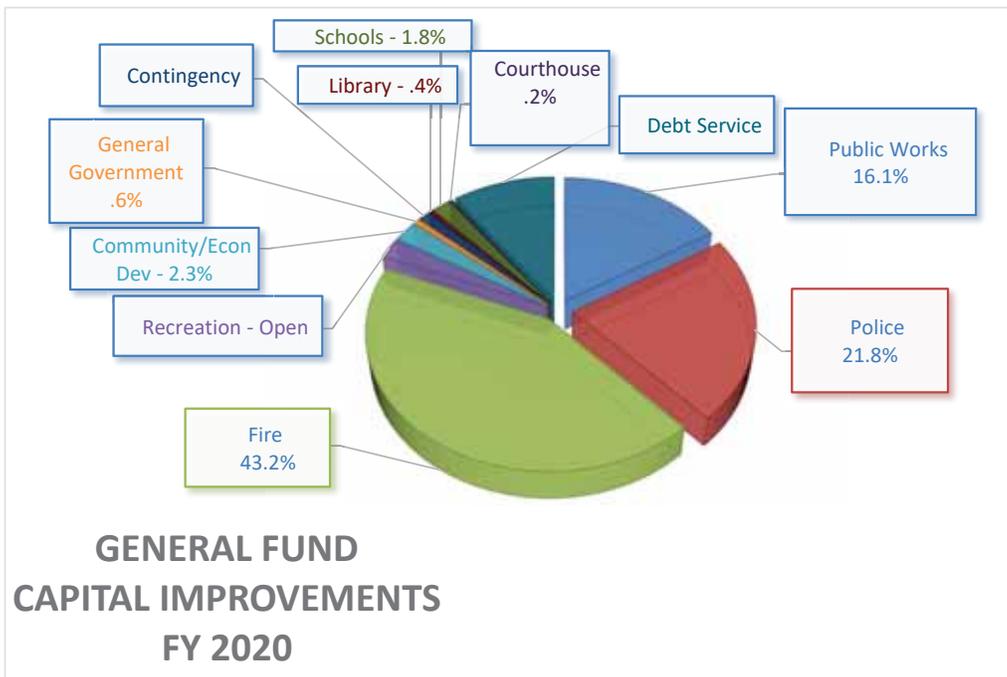
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REVENUES	Proposed FY 2020	Estimated FY 2019	Actual FY 2018
1% Sales Tax	\$ (4,500,000)	\$ (4,450,000)	\$ (4,706,583)
Interest Earnings	(200,000)	(30,000)	(478,859)
Grants	(2,783,995)	(1,726,089)	(535,424)
WRL Foundation - Stryker Ctr			(10,569)
Stormwater Management			(1,000)
Bond Proceeds - Public Safety	(10,220,000)		(17,720,545)
Transfer-Courthouse Mtce	(40,000)		
Transfer from EDA		(50,000)	
Transfer from Utility			(500,000)
Transfer to (from) Reserves	\$ 1,243,322	\$ (5,445,700)	\$ 11,504,366
Total Revenues	\$ (16,500,673)	\$ (11,701,789)	\$ (12,448,614)

EXPENSES				
Public Works	\$ 2,659,870	16.12%	\$ 5,761,400	\$ 2,123,116
Police	3,604,565	21.84%	472,284	148,917
Fire	7,124,000	43.17%	616,848	706,866
Recreation - Open Space	390,000	2.36%	622,076	427,066
Community/Econ Dev	385,000	2.33%	127,968	624,809
General Government	99,790	0.60%	228,201	165,341
Contingency	200,000	1.21%	100,000	93,310
Library	60,000	0.36%		321,334
Schools	303,950	1.84%	2,120,000	1,974,822
Courthouse	40,000	0.24%		
Debt Service	1,633,498	9.90%	1,653,012	5,589,657
Bond Issuance Cost	-		-	273,376
Total Expenses	\$ 16,500,673		\$ 11,701,789	\$ 12,448,614



City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2020 - 2024

	Estimated thru FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					Five Year Total
			Proposed Budget FY 2020	FOR PLANNING PURPOSES				
				FY 2021	FY 2022	FY 2023	FY 2024	
CAPITAL REVENUES								
State 1% Sales Tax	4,450,000		4,500,000	4,545,000	4,590,000	4,630,000	4,670,000	22,935,000
Interest Earnings	300,000		200,000	160,000	150,000	140,000	175,000	825,000
Courthouse Maintenance Fund - Transfer			40,000	--	--	--	--	40,000
VDOT - Revenue Sharing, Urban, and Other (Ironbound Road P1)	1,722,041		--	--	--	--	--	0
VDOT - Excess Urban Allocation (Capitol Landing Road Redesign)		1,988,871	--	--	--	--	--	0
VDOT - Revenue Sharing (Capitol Landing Road Redesign)		--	1,300,000	1,000,000	--	--	--	2,300,000
VDOT - Smart Scale (Cap. Landing Rd. / Bypass Rd. Intersection)	--	--	--	--	700,000	1,444,760	--	2,144,760
VDOT - Grant (Monticello Avenue Multi-Use Path)		1,000,000	--	--	--	--	--	0
VDOT - Smart Scale (Ironbound Road P2)	--	--	--	--	2,347,800	--	--	2,347,800
VDOT - Smart Scale (Ironbound Road P3)	--	--	--	--	--	2,887,300	--	2,887,300
State of Good Repair Repaving			999,870					999,870
Transportation Alternatives (Francis Street Sidewalk/Trail)			208,250					208,250
State Stormwater Local Assistance Fund					211,288			417,163
Highway Safety Improvement Program Funds					97,940	145,060		243,000
William & Mary (Monticello Avenue Multi-Use Path)		125,000		--	--	--	--	0
VDOT - Federal Funding - (HSIP - Flashing Yellow Arrow)	--	--	--	--	--	97,940	145,060	243,000
Comm. of VA - Aid to Localities Grant (Fire Equipment)	4,048	60,619	45,000	45,000	45,000	45,000	45,000	225,000
Comm. of VA - Four for Life Grant (EMS Training & Equipment)		45,520	25,000	20,000	20,000	20,000	20,000	105,000
Bond Proceeds (Core Public Safety Services Facilities)		--	--	--	--	--	--	0
Williamsburg Regional Library Foundation-Stryker Center Grant		--	--	--	--	--	--	0
Transfer from EDA (Economic Development Strategic Plan)	50,000	25,000	--	--	--	--	--	0
Transfer from Utility Fund (Capitol Landing Road Redesign)		--	--	500,000	--	--	--	500,000
Total Revenues	6,526,089	3,245,010	7,523,995	6,270,000	8,162,028	9,410,060	5,055,060	36,421,143

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2020 - 2024

	Estimated thru FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					Five Year Total
			Proposed Budget FY 2020	FOR PLANNING PURPOSES				
				FY 2021	FY 2022	FY 2023	FY 2024	
CAPITAL EXPENDITURES								
Public Works								
Street Construction								
Repaving Program		--	1,474,870	475,000	475,000	475,000	475,000	3,374,870
Historic Streets			300,000	300,000	300,000	300,000	300,000	1,500,000
Second Street	1,254,478		--	--	--	--	--	--
Ironbound Road Improvements (Phase I, II, & III)	2,785,369	0	--	--	2,347,800	2,887,300	--	5,235,100
Capitol Landing Road & Bypass Road Intersection	--	--	--	--	700,000	1,444,760	--	2,144,760
Traffic Signals	--	--	35,000	--	97,940	145,060	--	278,000
Bridge Inspections	438,290	--	20,000	--	370,000	--	20,000	410,000
Corridor Enhancement & Underground Wiring								
Capitol Landing Road Redesign	75,225	3,541,050	--	1,000,000	--	--	--	1,000,000
Monticello Avenue Redesign	478,561	4,517,023	--	--	--	--	--	0
Pedestrian & Bicycle Improvements								
Sidewalk Construction - Francis Street Sidewalk/Trail			298,250		275,000			573,250
Monticello Avenue Multi-Use Trail	177,563	990,993	--	--	--	--	--	0
Strawberry Plains & John Tyler Multi-Use Trail	--	--	--	30,000	--	--	--	30,000
Stormwater Management								
Stormwater Infrastructure Improvements	13,074	75,316	461,750	--	422,575	--	--	884,325
Total Public Works	5,222,560	9,124,382	2,589,870	1,805,000	4,988,315	5,252,120	795,000	15,430,305
Recreation, Culture & Open Space								
Facilities								
Parks and Recreation Master Plan	24,185							
Kiwanis Park	374,455	50,678	80,000	100,000	180,000	--	--	360,000
Quarterpath Park	178,143	--	185,000	120,000	--	--	--	305,000
Waller Mill Park	66,478	--	85,000	110,000	--	--	--	195,000
Total Recreation, Culture & Open Space	619,076	50,678	350,000	330,000	180,000	0	0	860,000
Public Safety								
Facilities								
Fire Station Renovation	12,800	1,263,581	6,970,000	2,450,000	--	--	--	9,420,000
Police Station Renovation	--	350,000	3,250,000	--	--	--	--	3,250,000
E-911 Regional Center Expansion	45,000	--	45,000	45,000	45,000	45,000	45,000	225,000
Equipment								
Firefighting Equipment	4,048	60,619	45,000	45,000	45,000	45,000	45,000	225,000
EMS Equipment	0	50,520	25,000	25,000	25,000	25,000	25,000	125,000
Mobile Data Terminals - Fire Department			0	44,000	44,000	44,000	44,000	176,000
Law Enforcement Equipment - Body Worn/In Car Cameras/Tasers	64,326	--	51,315	51,315	51,315	51,315	51,315	256,575
Law Enforcement Equipment - Mobile Data Terminal			21,000	21,000	21,000	21,000	21,000	105,000
Law Enforcement Equipment - Portable Radio Upgrades			111,250	111,250	--	--	--	222,500
Law Enforcement Equipment - In Car Camera System			30,000	30,000	--	--	--	60,000
Parking Study Implementation	162,958	100,000	--	--	--	--	--	0
Total Public Safety	289,132	1,824,720	10,548,565	2,822,565	231,315	231,315	231,315	14,065,075

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2020 - 2024

	Estimated thru FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					Five Year Total
			Proposed Budget FY 2020	FOR PLANNING PURPOSES				
				FY 2021	FY 2022	FY 2023	FY 2024	
Community & Economic Development								
<u>Planning</u>								
Comprehensive Plan Update	40,000	0	--	--	--	--	--	--
<u>Economic Development</u>								
Economic Development Strategic Plan Update	50,000	25,000	--	--	--	--	--	--
Downtown Vibrancy Plan Implementation - Wayfinding		56,800	--	--	--	--	--	--
Demolish DMV Building 942 Capitol Landing Road			300,000	--	--	--	--	300,000
<u>Redevelopment & Housing</u>								
City Housing Renovation	7,968	49,037	30,000	--	--	--	--	30,000
Total Community & Economic Development	97,968	130,837	330,000	0	0	0	0	330,000
General Government								
<u>Facilities & Land</u>								
Human Services Front Window Update and Replace Cubicles		20,000	40,000	--	--	--	--	40,000
Cedar Grove Cemetery Expansion			--	40,000	--	--	--	40,000
Facility Painting	13,201		--	--	--	--	--	--
<u>Technology</u>								
Virtual Server Replacement	90,000		--	--	--	--	--	0
Enterprise Resource Planning (ERP) System Replacement	65,000	175,655	--	--	--	--	--	--
CAMA System Replacement	60,000		--	--	--	--	--	--
Microsoft Office 365 Program Upgrade			29,790	29,790	29,790	29,790	29,790	148,950
PC Replacement Program			30,000	30,000	30,000	30,000	30,000	150,000
<u>Vehicles</u>								
Vehicle Replacement Plan	1,371,840		345,000	468,000	686,000	275,000	30,000	1,804,000
Total General Government	1,600,041	195,655	444,790	567,790	745,790	334,790	89,790	2,182,950

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2020 - 2024

	Estimated thru FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					Five Year Total
			Proposed Budget FY 2020	FOR PLANNING PURPOSES				
				FY 2021	FY 2022	FY 2023	FY 2024	
Agencies & Interjurisdictional								
Facilities								
Williamsburg Regional Library Renovations	--	--	60,000	--	--	--	--	60,000
Williamsburg Regional Library Mechanical Systems		208,740	--	--	--	--	--	0
Courthouse Maintenance Projects	--	--	40,000	--	--	--	--	40,000
Schools								
School System Capital Contribution	2,120,000	1,136,865	303,950	786,200	1,427,150	2,373,025	4,001,110	8,891,435
Total Agencies & Interjurisdictional	2,120,000	1,345,605	403,950	786,200	1,427,150	2,373,025	4,001,110	8,991,435
Contingency & Debt Service								
Contingency								
Capital Project Contingency	100,000	100,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Outstanding Bonded Debt								
Principal Payments	907,571	--	954,465	792,797	833,032	873,144	959,709	4,413,147
Interest Payments	745,441	--	679,033	638,818	598,173	555,518	463,889	2,935,431
Total Contingency & Debt Service	1,753,012	100,000	1,833,498	1,631,615	1,631,205	1,628,662	1,623,598	8,348,578
Total Capital Expenditures	11,701,789	12,771,877	16,500,673	7,943,170	9,203,775	9,819,912	6,740,813	50,208,343
Beginning Fund Balance (General & Sales Tax Funds)	44,621,854							
Add Revenues, Grants, and Bond Proceeds		9,771,099	7,523,995	6,270,000	8,162,028	9,410,060	5,055,060	
Less CIP Projects & Debt Service		-11,701,789	-16,500,673	-7,943,170	-9,203,775	-9,819,912	-6,740,813	
Less FY 2019 Carryover Projects		-12,771,877						
Subtotal		29,919,287	21,086,519	19,413,349	18,371,602	17,961,750	16,275,997	
Estimated Operating Fund Surplus FY 2019		143,910						
Estimated Fund Balance at June 30th:		30,063,197	21,086,519	19,413,349	18,371,602	17,961,750	16,275,997	
Fiscal Policy Fund Balance Calculation								
NonSpendable	2,770,074	2,770,074	\$ 2,770,074	\$ 2,772,844	\$ 2,775,617	\$ 2,778,393	\$ 2,781,171	
Restricted	13,144,192	13,297,730	\$ 2,547,730	\$ 97,730				
Assigned	15,788,818	12,771,877	\$ -	\$ -	\$ -	\$ -	\$ -	
Unassigned	12,918,770	13,995,393	15,768,715	16,542,775	15,595,985	15,183,357	13,494,825	
Percentage of 2018 CAFR Operating (\$36,910,771) [35% required]	35.00%	38%	44%	46%	43%	42%	37%	

City Council Goal: N/A
City Council Initiative: N/A

Category: Public Works

Project Title: Repaving Program

Project Description: The City applied for FY20 “State of Good Repair (SGR)” funds for repaving several major corridors at a cost of \$999,870.00. This funding is 100% state money. For other streets not qualifying for SGR funding the City budgets in the CIP for repaving of those roads as needed. Streets are selected based on an annual street survey conducted by the department. \$475,000 is budgeted annually such that all streets are repaved on a rotating basis every 10-20 years dependent on traffic volumes and general condition.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$1,474,870	\$475,000	\$475,000	\$475,000	\$475,000	\$3,374,870

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion. Repaving reduces long-term fiscal impacts as preventative maintenance reduces larger reactive maintenance expenses.



City Council Goal III: Transportation
City Council Initiative: Historic Area Street Surfacing

Category: Public Works

Project Title: Historic Area Street Paving

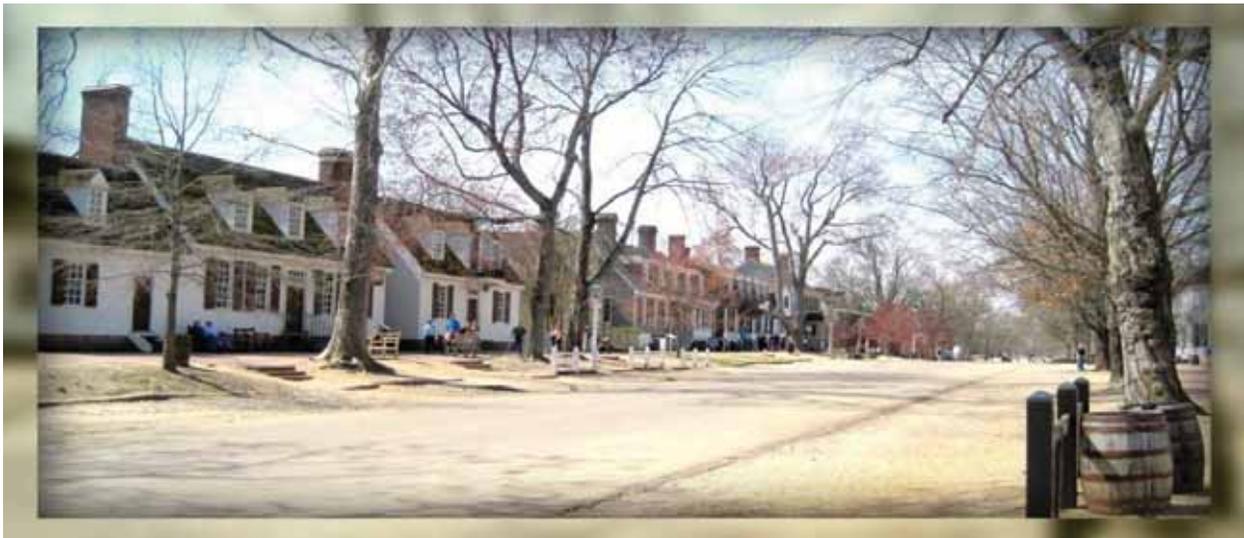
Project Description: In 2018, Colonial Williamsburg requested a modification of the Historic Area Streets agreement whereby the City would again maintain all the pavements within the Historic Area starting in July 2019. It has been many years since the pavements were last resurfaced and wear from weather and heavy use combined with various repairs have culminated in a surface that does not fit with the surrounding area and atmosphere that visitors have come to expect.

This will be a multi-year project with the first few years focused on those streets in the Historic Area that are in most need of refurbishment. The first street to be addressed will be Duke of Gloucester Street. The new surface will be selected to best blend with the historic nature of the street by using brown stone but will also focus on long-term durability, accessibility, and affordability.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000

Fiscal Impact: There is no direct fiscal impact beyond the initial capital outlay. Resurfacing reduces long-term fiscal impacts because preventative maintenance reduces larger reactive maintenance and repair expenses.



City Council Goal: I. Character of the City, III: Transportation
City Council Initiative: A. Underground Utilities, B. Road Improvements

Category: Public Works – Street Construction

Project Title: Ironbound Road Improvements (Phase I, II, & III)

Project Description: Ironbound Road Improvements is divided into 3 phases. Phase I includes the redesign of the Longhill Road intersection and the relocation of Longhill Road. This project is scheduled for completion in FY19.

Phase II (FY22-23) of the Ironbound Road project will include the redesign and widening from Middle Street to Treyburn Drive and creating dual left turn lanes at the Richmond Road intersection. The project also includes coordination of the traffic signals at Richmond Road, Longhill Road and Treyburn Drive. This phase will be completely funded through the VDOT Smart Scale program for \$1,922,700.00: \$779,100 FY22; \$1,143,600 FY23.

The third phase (FY22-23) of the Ironbound Road project will feature the redesign and improvement from Treyburn Drive to Depue Drive section. The planned improvement includes a roadway with three (3) lanes, pedestrian/bicycle improvements, streetlights, and underground wiring. This phase will be completely funded through the VDOT Smart Scale program for \$3,312,400.00: \$1,568,700 FY22; \$1,743,700 FY23.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
		\$2,347,800	\$2,887,300		\$5,235,100

Fiscal Impact: The fiscal impact from these projects will be negligible. Despite adding pavement and additional lanes, increased maintenance and revenue will be minimal.



City Council Goal: I. Character of the City, III: Transportation
City Council Initiative: D. Northeast Triangle, F. Undergrounding Utilities, H. Open Space Preservation and Commercial Site Assembly, G. Entry Corridor Beautification, A. Pedestrian and Bicycle Connectivity and Improvements, B. Road Improvements

Category: Public Works – Street Construction
Project Title: Capitol Landing Road & Bypass Road Intersection

Project Description: Capitol Landing Road is being reconstructed as part of an effort to encourage redevelopment along this gateway corridor. The project includes two (2) anchor intersections. The Capitol Landing and Bypass Roads intersection is the southern terminus of the redevelopment project. The redesign includes a standard, signalized, 90-degree “T” intersection, which will create a focal point and a new development pad along the southwestern edge of the intersection. The City was awarded Smart Scale funds from VDOT which will provide 100% of the required funding for this project in FY22-23: \$700,000 FY22; \$1,444,760 FY23.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
		\$700,000	\$1,444,760		\$2,144,760

Fiscal Impact: The ongoing fiscal impact from this project will be negligible. Despite adding pavement and additional lanes, increased maintenance will be de minimis. The potential for additional revenue exists if a new development pad results post construction.



City Council Goal: N/A
City Council Initiative: N/A

Category: Public Works – Street Construction

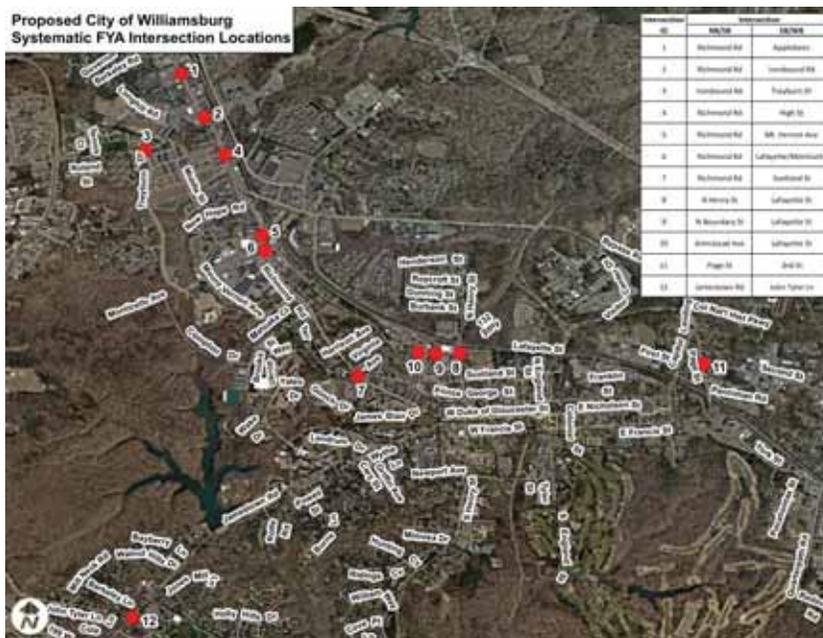
Project Title: Traffic Signals – Detection Loops, Flashing Yellow Arrow

Project Description: \$35,000 is budgeted in FY20 for replacement of in roadway detection loops that need upgrading at various signalized intersections. The City has also received federal Highway Safety Improvement Program (HSIP) funds to install “flashing yellow arrow” (FYA) indications for 12 of the 17 traffic signals in the City. The remaining 5 signals are unsuitable for the FYA signals. The flashing yellow arrows provide for a more intuitive left turning motion than the currently used “yield on green ball” indicators and many studies have shown that a safer roadway system results from their use. The cost for the FYA project is \$243,000, which if awarded, will be 100% HSIP dollars.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$35,000		\$97,940	\$145,060		\$278,000

Fiscal Impact: New signals will increase the operations and maintenance budget for traffic signals; however, more efficient signal operations will provide energy savings.



City Council Goal: N/A
City Council Initiative: N/A

Category: Public Works – Street Construction

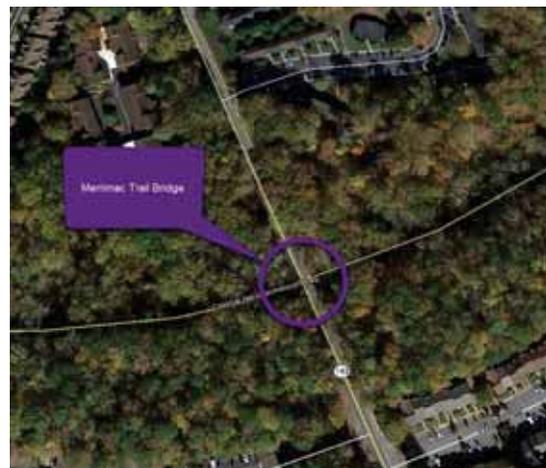
Project Title: Bridge Inspections

Project Description: This project includes the required FY20, FY22 and FY24 inspections (\$20,000 each) and resultant maintenance for five (5) bridges. They are located along Page Street, Capitol Landing Road, Merrimac Trail, Bypass Road, and Quarterpath Road. In addition to the biennial inspections, replacement of the Page Street bridge bearings is scheduled for FY22 at a cost of \$350,000.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$20,000		\$370,000		\$20,000	\$410,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability reduced maintenance costs.



City Council Goal: I. Character of the City, III: Transportation
City Council Initiative: D. Northeast Triangle, F. Undergrounding Utilities, H. Open Space Preservation and Commercial Site Assembly, G. Entry Corridor Beautification, A. Pedestrian and Bicycle Connectivity and Improvements, B. Road Improvements

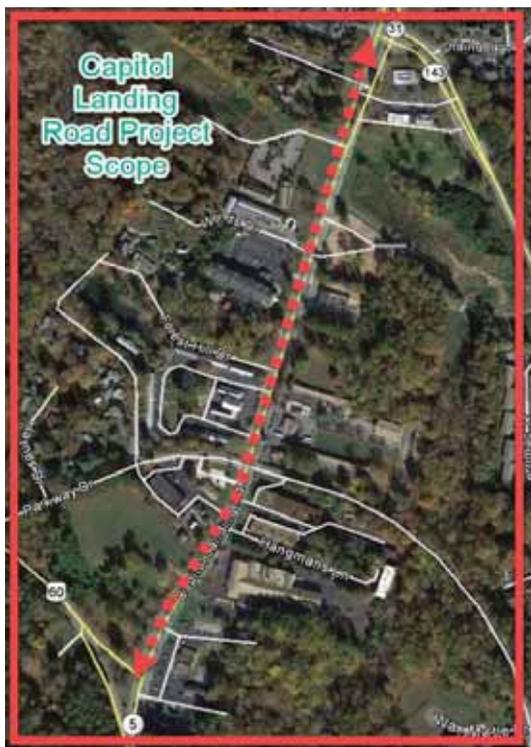
Category: Public Works – Corridor Enhancement & Underground Wiring
Project Title: Capitol Landing Road Redesign

Project Description: Using the “complete streets” design standard Capitol Landing Road between Merrimac Trail and Bypass Road will be redesigned to include accommodations for vehicles, mass transit, bicycles, and pedestrians. This project includes paving, restriping to reduce lanes, bike lanes, sidewalks, street lights and underground wiring. \$2,300,000 will cover the street work and underground wiring is estimated at \$2,000,000 for a total of \$4,300,000. Of the \$4,300,000 budgeted in FY20-21, the underground wiring will be 100% from the City and the remaining monies will come either from excess VDOT funds from previous projects or State revenue sharing funds. \$3,300,000 of carryover funding from FY19 will be utilized in FY20.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$1,000,000				\$1,000,000

Fiscal Impact: The fiscal impact from this project will be positive. Despite adding wider sidewalks and additional features, increased maintenance will be minimal. The additional revenue created by new business development and expansion of existing businesses will be strong.



City Council Goal: III. Transportation
City Council Initiative: B. Road Improvements

Category: Public Works – Corridor Enhancement & Underground Wiring

Project Title: Monticello Avenue Redesign

Project Description: As the redevelopment of the Williamsburg Shopping Center progresses and in support of a City Council goal, Monticello Avenue will be redesigned. When complete, it will include a roadway featuring three (3) lanes, parallel parking, two-way cycle track, new traffic signal and wide sidewalks with amenities such as bike racks, benches and landscaping. An interim PPTA agreement was executed for the design work which is scheduled for completion in FY19. A comprehensive agreement for construction of the project is anticipated in late FY19 with construction planned in FY20-21. The project's total budget is estimated at \$4,400,000. Project construction will be in conjunction with the Williamsburg Shopping Center redevelopment project currently underway. FY19 budgeted funds will be rolled over to FY20 to cover the cost of the project.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
------	------	------	------	------	-------

Fiscal Impact: The fiscal impact from this project will be positive. Despite adding pavement and additional features, increased maintenance will be minimal. The additional revenue created by new business development and expansion of existing businesses will be strong.



City Council Goal: III. Transportation
City Council Initiative: A. Pedestrian and Bicycle Connectivity Improvements,
A. Road Improvements

Category: Public Works – Pedestrian and Bicycle Improvements

Project Title: Sidewalk Construction - Francis Street Sidewalk/Trail

Project Description: The Francis Street Sidewalk/Trail project will provide pedestrian and/or bicycle accommodations between Nassau Street and South England Street and is planned concurrently with the completion of the DeWitt-Wallace Gallery expansion. The total length is approximately 1,190 feet along Francis Street within the historic area. The existing pedestrian facility is a gravel path that frequently becomes impassable in heavy weather and does not meet ADA requirements.

The route also lies along recommended Segment Rec-1E of the Birthplace of America Trail (BoAT), a planned extension of the Capital Trail, which will run from Jamestown and pass through Williamsburg and Yorktown before terminating at Fort Monroe in Hampton. As a result, converting the sidewalk to a multi-use trail will be considered as a part of the project's design.

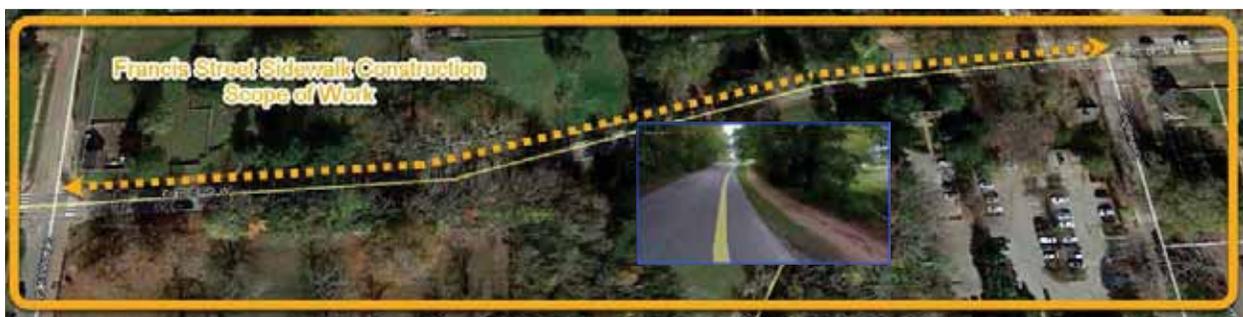
The City has applied for Transportation Alternatives (TA) Set-Aside funding in FY20. TA funds are an 80% grant and require a minimum 20% local match. To improve the potential for award of the grant funds, the City has proposed a 30% match (\$90,000) towards the estimated \$298,250 project budget.

FY22 includes a project that will feature new sidewalk in the Arts District along the side streets connecting Lafayette Street and Richmond Road at a cost of \$275,000. Bacon, Shirley and Wythe Avenues have sidewalks on one (1) side of the street. This funding will provide dual sidewalks on all five (5) streets.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$298,250		\$275,000			\$573,250

Fiscal Impact: Beyond the initial costs of construction, the fiscal impact from this project will be negligible.



City Council Goal: III. Transportation
City Council Initiative: A. Pedestrian and Bicycle Connectivity Improvements, B. Road Improvements

Category: Public Works – Pedestrian and Bicycle Improvements

Project Title: Monticello Avenue Multi-Use Trail

Project Description: The Monticello Avenue Multi-use Trail was approved for Transportation Alternatives Program (TAP) funding to allow construction in FY19-20. This 4,200 foot long lighted facility will run from the entrance to the William and Mary School of Education to Ironbound Road. The estimated cost for the project is \$1,250,000. The grant will cover 80% of the total cost or \$1,000,000 and the College of William and Mary will provide 10%, and the City will provide the final share of 10% (\$125,000). This facility will serve City residents and William and Mary students who currently use the corridor to travel between the Midtown area of the City, the Campus, and the New Town area of James City County. Project design will be finalized in FY19 with construction in FY19-20. Carry over monies will be used to fund the project.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
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Fiscal Impact: Beyond the costs of construction, this project will not have a fiscal impact. This section of Monticello Avenue is owned and maintained by VDOT.



City Council Goal: III. Transportation

City Council Initiative: A. Pedestrian and Bicycle Connectivity Improvements

Category: Public Works – Pedestrian and Bicycle Improvements

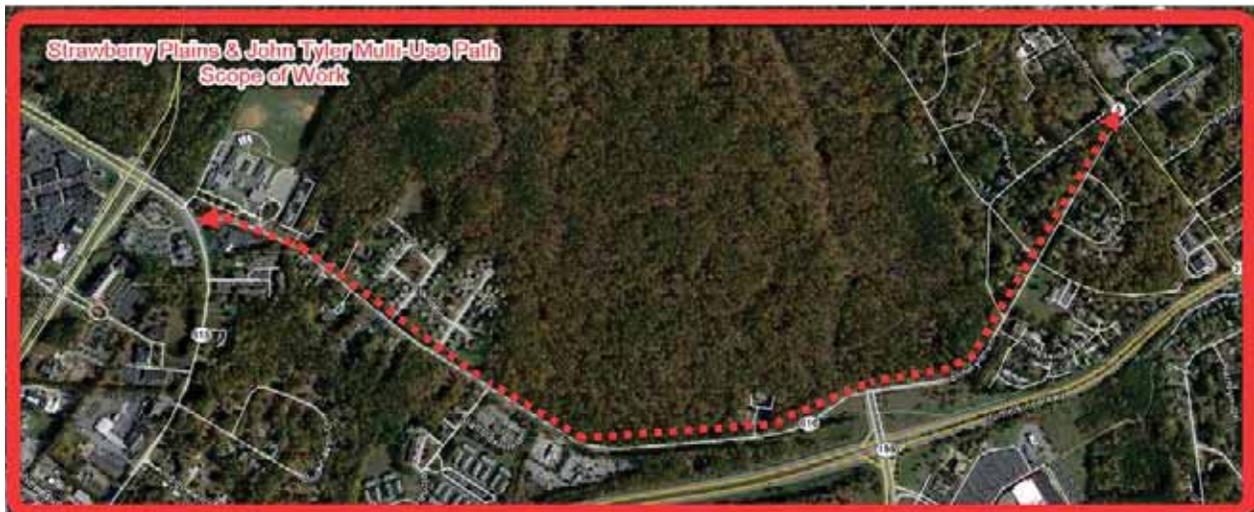
Project Title: Strawberry Plains & John Tyler Multi-Use Trail

Project Description: The Planning Commission has encouraged the construction of a 1.5 mile± multi-use path connecting to John Tyler Lane and the Strawberry Plains residential area. Additionally, the GIO’s call for the consideration of a multi-use trail along Strawberry Plains Road that would connect to the proposed Monticello Avenue multi-use trail. A rough estimate for the Trail would be in the \$2 million+ range. The planned expense of \$30,000 in FY21 will fund a study of the proposed project to help identify the best route, provide construction estimates, and determine a funding strategy.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$30,000				\$30,000

Fiscal Impact: Beyond the costs of the study, this project’s long-term fiscal impact is unknown at this time. The design will determine fiscal risk.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: A. Stormwater Management, B. Sanitary Sewer System Rehabilitation

Category: Public Works – Stormwater Management

Project Title: Stormwater Infrastructure Improvements

Project Description: The City applied for a grant for FY20 from the State Stormwater Local Assistance Fund (SLAF) for stream bank stabilization and restoration adjacent to the Brandywyne development. The total cost of \$411,750 is a 50% State, 50% city distribution. The City will apply for another State grant from the same program for restoration of eroded drainage channel in the Mill Neck area. That application will be for FY22 in the amount of \$422,575.

The City is also budgeting \$50,000 in FY20 to accommodate as-needed improvements to the stormwater system. Such improvements may include erosion control, drainage system improvements (piping, inlets, ditches, curbing, etc.), stormwater management facilities, and renovation of shouldered/ditched roadways.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$461,750		\$422,575			\$884,325

Fiscal Impact: Beyond the costs of construction, this project will not have a fiscal impact. The additional maintenance costs will likely be negligible.



City Council Goal: VI. Recreation and Culture
City Council Initiative: Parks and Open Space

Category: Recreation, Culture and Open Space

Project Title: Kiwanis Park

Project Description: Improvements planned for Kiwanis Park over the next five years include repair and resurface tennis courts (\$50,000 carry over from FY 19), replace the tennis court fencing (\$60,000), convert three tennis courts into six pickleball courts and improve ADA accessibility (\$20,000). FY21 improvements include conversion of the softball infields from a sand based system to a soil based system to improve safety and drainage (\$75,000). Additionally, in FY21 the infield irrigation system on fields #2 and #3 will be upgraded from a manual system to an automatic system (\$25,000). FY22 project include replacing the basketball court and adding an additional court with amenities along with an accessible path.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$80,000	\$100,000	\$180,000			\$360,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion.



City Council Goal: VI. Recreation and Culture
City Council Initiative: Recreation Facilities and Programs

Category: Recreation, Culture and Open Space

Project Title: Quarterpath Recreation Center and Quarterpath Park

Project Description: Improvements planned for the Quarterpath Recreation Center over the next five years include refinishing the gym floor, adding permanent pickleball court lines, refinishing a multi-purpose room floor (\$45,000), working with a consultant to conduct a feasibility study for a facility expansion (\$50,000), as well as replacing the softball field fencing on field #3 (\$60,000). Additionally, in FY20 the gym lights will be converted to LED fixtures to improve visibility and reduce energy (\$30,000). FY21 projects include installation of ADA accessible walkways and amenity improvements. Improvements during FY22-24 will be a facility expansion and ADA compliance deficiency improvements.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$185,000	\$120,000				\$305,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion in FY20-21. If the facility is expanded then there will be a fiscal impact on facility maintenance and additional staffing costs.



City Council Goal: VI. Recreation and Culture
City Council Initiative: Planning, Compliance and Connectivity

Category: Recreation, Culture and Open Space

Project Title: Waller Mill Park

Project Description: Waller Mill Park Improvements planned for the next five years include renovation of shelters #2 and #4 for accessibility and amenity replacement (FY20 \$85,000). FY21 Shelter #3 will be renovated for accessibility and amenity replacement and the playground will be replaced (\$110,000). During FY22 - FY24 remaining ADA compliance deficiencies and amenity replacements will be completed as well as components of the master plan implemented.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$85,000	\$110,000				\$195,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion. Reduction in liability is also a fiscal consideration with asset renovation.



City Council Goal: IV. Public Safety
City Council Initiative: D. Public Safety Facilities and Equipment

Category: Public Safety

Project Title: Fire Station Replacement

Project Description: The Fire Station, constructed in 1978, has planned maintenance costs that are prohibitive given the life of the structure and the capability of the existing station to meet the needs of the department. The station lacks accommodations to include bunkrooms, lockers, office facilities and living quarters to meet minimum needs of staff. The women’s bunkroom accommodates only three beds and has limited space for lockers. Other building space deficiencies exist such as personal protective gear locker area, shop area, apparatus bay, medical storage, and decontamination area. An increase in staff or apparatus at the station will compound the need for additional space. A study of need and current facility conditions provided a recommendation for improvement that has informed these cost estimates. During FY18, City Council issued bonds to fund the construction of a new fire station. City Council and staff are evaluating the renovation of the current fire station versus adding a second fire station. Carryover funds from FY19 are available to help fund this project in the amount of \$1,263,581.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$6,970,000	\$2,450,000				\$9,420,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.



CITY COUNCIL GOAL: IV. Public Safety
CITY COUNCIL INITIATIVE: D. Public Safety Facilities and Equipment

Category: Public Safety

Project Title: Police Station Renovation

Project Description: The Williamsburg Police Department was constructed in 1978 and is currently receiving renovations. These renovations include fixing a failing roof, repairing structural decay and the construction of needed safety improvements. A study of need and current facility capability was conducted and recommendations for improvement were approved. Construction is planned for FY19 at an estimated cost of \$3,250,000.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	TOTAL
\$3,250,000	0	0	0	0	\$3,250,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improve reliability and efficiency of any new improvements.



City Council Goal: N/A
City Council Initiative: N/A

Category: Public Safety

Project Title: E-911 Regional Center Expansion

Project Description: The City Council approved consolidation of the public safety answering point (PSAP) with York County in February of 2009. This required an expansion of the dispatch center in York County. The City supported costs of that renovation equate to annual debt service of \$45,000 in each FY of the CIP. Estimated City savings due to the consolidation equal as much as \$200,000 annually.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.



City Council Goal: N/A
City Council Initiative: N/A

Category: Public Safety

Project Title: Firefighting Equipment (ATL Fire Grant)

Project Description: This project consists of Aid-to-Localities funding and includes future funding estimated at \$45,000 in each year for the next four years. State code mandates specific use of these funds, with annual reporting to the Virginia Department of Fire Programs. While it is difficult to forecast specific fire equipment needs, some examples of the type of equipment purchased with this funding includes personal protective equipment, hose, firefighting tools and fire suppression foam.

During FY20 this project will include the purchase, replacement and maintenance of Personal Protective Equipment (PPE). This allows the department to maintain two complete sets of PPE for all firefighters, reducing impacts associated with wearing contaminated PPE.

The five-year cost projections may vary based on the revenue received by the State.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000

Fiscal Impact: The availability of grant funds for Fire equipment reduces expenditures in the Fire Department operating budget each year, as these are essential to operations.



City Council Goal: N/A
City Council Initiative: N/A

Category: Public Safety

Project Title: EMS Equipment (Four-for-Life Grant)

Project Description: This project includes Four-for-Life funding. Use of this funding is limited to providing EMS training and purchasing EMS equipment, and is reported annually to the Virginia Office of Emergency Medical Services. This funding is primarily used to support EMT-Paramedic training, Advanced Cardiac Life Support training and to replace EMS equipment and supplies used on a daily basis. This project will include \$20,000 in FY18 funding.

The majority of the funding in FY20 will be utilized to enhance training opportunities for Advanced Life Support providers. The anticipated expense in each future FY accommodates annual paramedic training and daily EMS supplies.

The five-year projections may vary based on the revenue received by the State.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000

Fiscal Impact: The availability of grant funds for EMS equipment and training reduces expenditures in the Fire Department operating budget each year, as these are essential to operations.



City Council Goal: IV. Public Safety
City Council Initiative: D. Public Safety Facilities and Equipment

Category: Public Safety

Project Title: Mobile Data Terminals

Project Description: The Mobile Data Terminals project is designed to place a ruggedized computer in fire/EMS vehicles to improve response capabilities for the Fire Department. The mobile data terminals or commonly called MDT's will allow information exchange in real-time from the dispatcher to the personnel operating in the field. This allows for more accurate information to be provided to responding units from the 911 Center. The MDT's will also allow for access to mapping systems, utilization of stored files for building plans and Pre-Incident Surveys by responding units. Currently, the majority of all information is exchanged over the radio and other additional files are difficult to retrieve due to outdated equipment which limits the amount of information that is available to responding units.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
0	\$44,000	\$44,000	\$44,000	\$44,000	\$176,000

Fiscal Impact: Access to real-time data will enhance decision making resulting in improved scene safety, management of incidents, while contributing to the goal of a safer community.



CITY COUNCIL GOAL: N/A
CITY COUNCIL INITIATIVE: N/A

Category: Public Safety

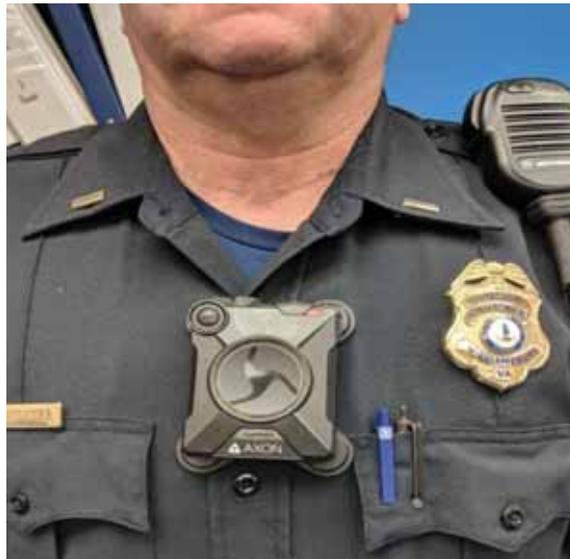
Project Title: Law Enforcement Equipment

Project Description: The Williamsburg Police Department launched a body worn camera policy and implemented use of the equipment after training was conducted. The equipment provided under the contract includes non-lethal Taser units, the cameras, docking stations and software. The annual support for the equipment totals \$47,000, which is budgeted in each future FY of the CIP. Additionally, the Department entered into an agreement for the annual provision of the battery cartridges that expire with time. This cost of the battery cartridge replacement is \$4,315 over each of the five years.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	TOTAL
\$51,315	\$51,315	\$51,315	\$51,315	\$51,315	\$256,575

Fiscal Impact: The contract for services include an annual service fee of \$47,000 and the battery replacement plan fee of \$4,315, which will continue to be funded through the CIP. The use of non-lethal devices and response cameras may reduce legal liability for the department.



CITY COUNCIL GOAL: N/A
CITY COUNCIL INITIATIVE: N/A

Category: Public Safety

Project Title: Law Enforcement Equipment – Mobile Data Terminal Replacement

Project Description: The mobile data terminals (MDTs) of the Williamsburg Police Department are at the end of their life-cycle and are due for replacement. These computers have not been upgraded or replaced since their initial inception. It is recommended that this project implementation be phased in with three MDTs replacements per year for the next five years. The cost of each unit is \$7,000 and includes the hardware, software and installation.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	TOTAL
\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$105,000

Fiscal Impact: Maintenance costs are \$25 per month per unit, beginning after the one-year warranty expires.



CITY COUNCIL GOAL: N/A
CITY COUNCIL INITIATIVE: N/A

Category: Public Safety

Project Title: Law Enforcement Equipment – Portable Radio Upgrades

Project Description: The Williamsburg Police Department purchased the 800 MHz radios that are currently in use through Homeland Security Grants in 2005. They have reached the end of their life with parts now becoming unavailable. New radios would provide officers with the state of the art radios to be utilized in conjunction with the 800 MHz radio system. It is recommended to replace all portable radios utilizing a two year replacement program beginning in the FY20 Capital Improvement Program, with twenty-five (25) radios being replaced in FY20 and twenty-five (25) radios being replaced in FY21.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	TOTAL
\$111,250	\$111,250	\$0	\$0	\$0	\$222,500

Fiscal Impact: After the initial cost, the annual cost of this program will be incorporated into the annual operating budget of the Police Department.



CITY COUNCIL GOAL: N/A
CITY COUNCIL INITIATIVE: N/A

Category: Public Safety

Project Title: Law Enforcement Equipment – In Car Camera System

Project Description: The in-car camera systems of the Williamsburg Police Department are at the end of their life-cycle and are due for replacement. Many of these cameras have not been upgraded or replaced since their initial inception. It is recommended that this project implementation be phased in with a two year replacement cycle, with six units being purchased in the FY20 budget and six units being purchased in the FY21 budget cycle. The cost of each unit is \$5,000 and includes the hardware, software and installation.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	TOTAL
\$30,000	\$30,000	0	0	0	\$60,000

Fiscal Impact: Maintenance costs will be absorbed by the Police Department in the annual budget.



City Council Goal: Horizon Planning
City Council Initiative: Divesting City-owned Property

Category: Economic Development

Project Title: DMV Center Demolition

Project Description: In June 2017, the City purchased the Capital Landing Center which included the former DMV office and a small strip shopping center. All the shops are vacant except for a small Hispanic grocery. The tenants of the grocery are moving into a new building which is currently under construction. Once the tenants have relocated, the city will demolish all the structures on the property and seek potential private investment. \$300,000 is budgeted in FY20 for demolition.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$300,000					\$300,000

Fiscal Impact: Once the property is sold and redeveloped the city should enjoy a positive economic impact.



City Council Goal: V: Human Services, Health and Education
City Council Initiative: E. Transitional Housing

Category: Community and Economic Development

Project Title: City Housing Renovation

Project Description: The City owns four (4) housing units that are leased to city employees in an effort to supply workforce housing. The housing is primarily offered to public works and public safety employees who can readily respond to emergencies so that the City derives a valuable benefit of having employees in close proximity to work. A majority of the renovation work has been completed at all 4 units. \$30,000 is budgeted in FY20 to complete the renovation work at the city-owned houses.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$30,000					\$30,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.



City Council Goal: N/A
City Council Initiative: N/A

Category: General Government Facilities

Project Title: Human Services Front Window Update and Replace Cubicles

Project Description: Replace cubicles in the rear of the front/administrative area to improve traffic flow for staff and clients. This change, coupled with the new window, and removal of a portion of the current wall (already funded) will make the front area compliant with ADA and State/Federal confidentiality guidelines. We will replace 3 cubicles with 2 further improving the use of space.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$40,000					\$40,000

Fiscal Impact: There is no fiscal impact to the operating budget.



City Council Goal: II: Economic Vitality
City Council Initiative: D. Support Existing Businesses

Category: General Government

Project Title: Cedar Grove Cemetery Expansion

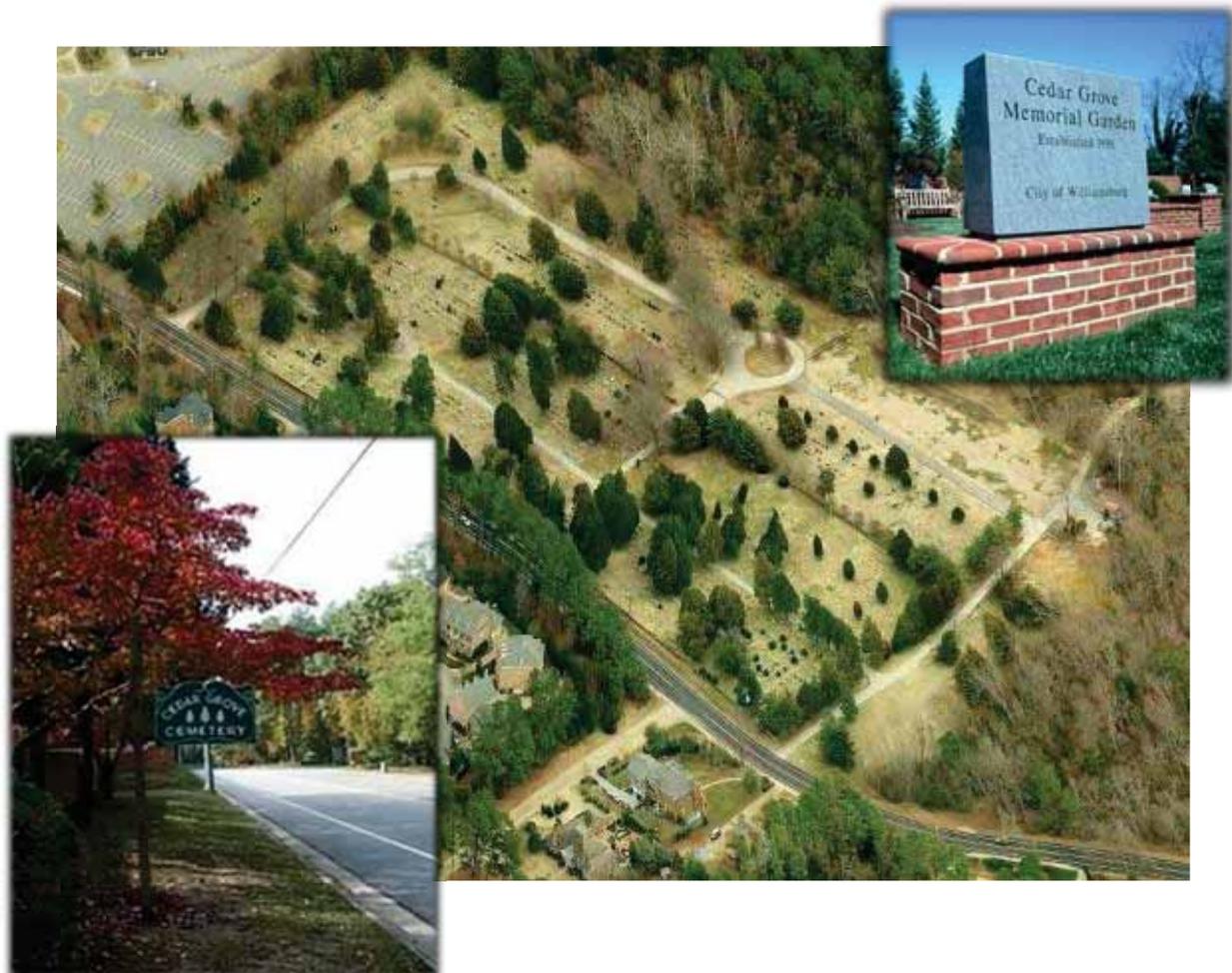
Project Description: This project proposes to study the feasibility of expanding Cedar Grove Cemetery in the future. All of the property surrounding the Cemetery belongs to the College of William and Mary so the City will be coordinating the study with the College.

\$40,000 is requested in FY21 for a feasibility study to expand Cedar Grove Cemetery.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$40,000				\$40,000

Fiscal Impact: No impacts as these are existing facilities.



City Council Goal: N/A
City Council Initiative: N/A

Category: General Government

Project Title: Microsoft Office 2019 Program Upgrade

Project Description: Currently, the City has 3 different versions of the Microsoft Office Application Suite installed, Office 2010, Office 2013 and Office 2016. Office 2010 is now out of general support for both software updates and security updates. Additionally, in October of 2020 Microsoft will no longer allow Outlook email clients to connect to Office 365 email servers, which is the primary email system for the City. This project will upgrade the installed programs to the same version across all City computers, currently Microsoft Office 2019.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$29,790	\$29,790	\$29,790	\$29,790	\$29,790	\$148,950

Fiscal Impact: There is no fiscal impact to the operating budget. Efficiencies will be seen through standardization of this critical application across all City computers.



City Council Goal:
City Council Initiative:

Category: General Government

Project Title: Information Technology

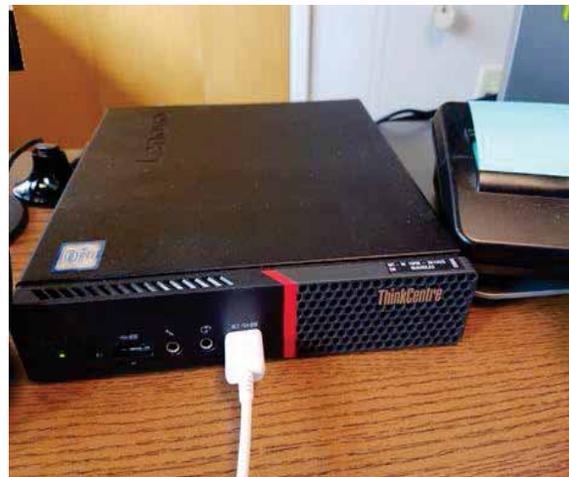
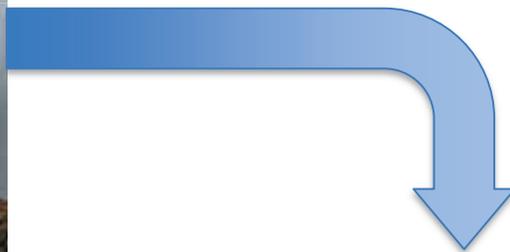
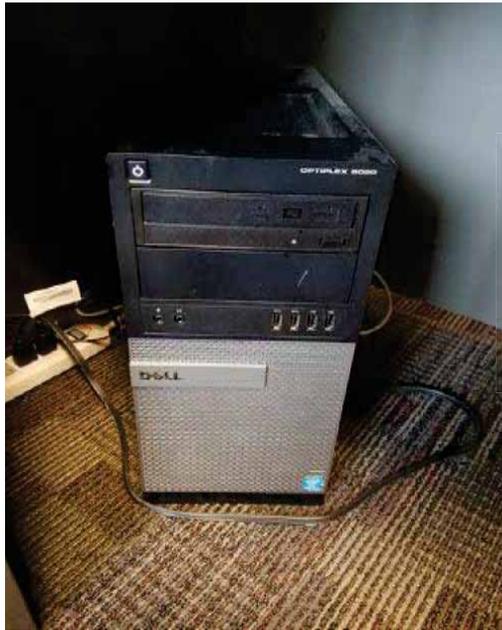
Project Description: PC Replacement Program

The purpose of the PC Replacement Program is to ensure the adequacy of all City computers through a replacement schedule. The schedule is currently to replace computers four years.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000

Fiscal Impact: There are no recurring costs with this project.



City Council Goal: N/A
City Council Initiative: N/A

Category: General Government

Project Title: Vehicle Replacement Plan

Project Description: The City replaces vehicles following industry standards for public safety departments and after extensive use for general fleet. When general fleet vehicles are replaced, they are cycled down in the organization or sold as surplus. Following a replacement schedule in FY20, several general fleet and public safety vehicles will be replaced.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$345,000	\$468,000	\$686,000	\$275,000	\$30,000	\$1,804,000

Fiscal Impact: The replacement of vehicles reduces annual expense as fuel efficiencies increase in newer models and maintenance costs are less on low mileage vehicles



City Council Goal: VI: Recreation and Culture
City Council Initiative: F. Library Facility Renewal and Renovation

Category: Agencies and Interjurisdictional

Project Title: Williamsburg Library Renovation

Project Description: The Williamsburg Library facility was constructed in 1974 with two subsequent additions in 1982 and 1988. The facility hosts 600,000 annual visits, over 2,500 meetings and programs, and 65% of the 1.2 million system annual check-out transactions. The Williamsburg Regional Library system meets almost all major AAA standards with the exception of facilities, where it ranks a single A. The actual library space, minus the theater and basement is 25,000 square feet, which translates to .34 SF per capita. The standard is 1 square foot per capita. At 300% beyond recommended capacity the library lacks any additional space to offer new technology, a teen area, seating, collaborative work spaces, maker spaces, media labs or space for other contemporary library services. The WRL board of Trustees has engaged a library architect to conduct an assessment of the building and provide cost estimates for a total renovation or a replacement facility. The library is interested in exploring options with the City regarding possible sites, parking expansion, or a possible combined new facility with James City County. New public library construction in Virginia averages \$350.00 per square foot. A replacement building of a comparable size of 34,000 SF would require a construction budget of \$11,900,000 in 2018. The costs for a total renovation are unknown pending the architectural assessment. The cost of a joint library facility cannot be established until the size is determined. This project budgets for the first steps in answering some of the pending questions. Using \$60,000 in FY20 the City can assist the Library Board in considering space needs which will guide discussions with James City County, York County, and the City of Williamsburg concerning the possibility of a joint facility.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$60,000					\$60,000

Fiscal Impact: The completion of the renovations will reduce ongoing maintenance costs. The use of more efficient equipment and design may minimally reduce operating costs.



City Council Goal: N/A
City Council Initiative: N/A

Category: Agencies and Interjurisdictional

Project Title: Williamsburg/JCC Courthouse Maintenance Projects (contingency)

Project Description: The City of Williamsburg and James City County jointly own and operate the Williamsburg/James City County Courthouse as authorized by §17.1-281 of the Code of Virginia. Each locality has previously authorized the assessment of a courthouse maintenance fee of \$2 for each civil and criminal action and/or traffic case in the District or Circuit Courts for the City of Williamsburg and James City County. The Clerk of the Circuit Court collects and remits fees monthly to the City’s Department of Finance, acting as agent for the Courthouse Maintenance Fund. Funds are invested in the Commonwealth of Virginia’s Local Government Investment Pool. Disbursements are approved by resolution of both the Williamsburg City Council and the James City County Board of Supervisors for capital projects deemed necessary to maintain the Courthouse.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$40,000	\$0	\$0	\$0	\$0	\$40,000

Fiscal Impact: The completion of work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.



City Council Goal: N/A
City Council Initiative: N/A

Category: Agencies and Interjurisdictional

Project Title: Williamsburg/JCC Schools Capital Contribution

Project Description: This project represents City contribution to various capital expenditures for the joint Williamsburg-James City County school system. Anticipated funding amounts are \$303,950 FY20, \$786,200 FY21, \$1,427,150 FY22, \$2,373,025 FY23, and \$4,001,110 in FY24. These estimates are based on the school system CIP. The City's share of these expenses are 9.48% of the FY20 total as stipulated in the current funding agreement between JCC and the City. Remaining funds for any projects not completed at fiscal year-end are carried forward to the following year.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$303,950	\$786,200	\$1,427,150	\$2,373,025	\$4,001,110	\$8,991,435

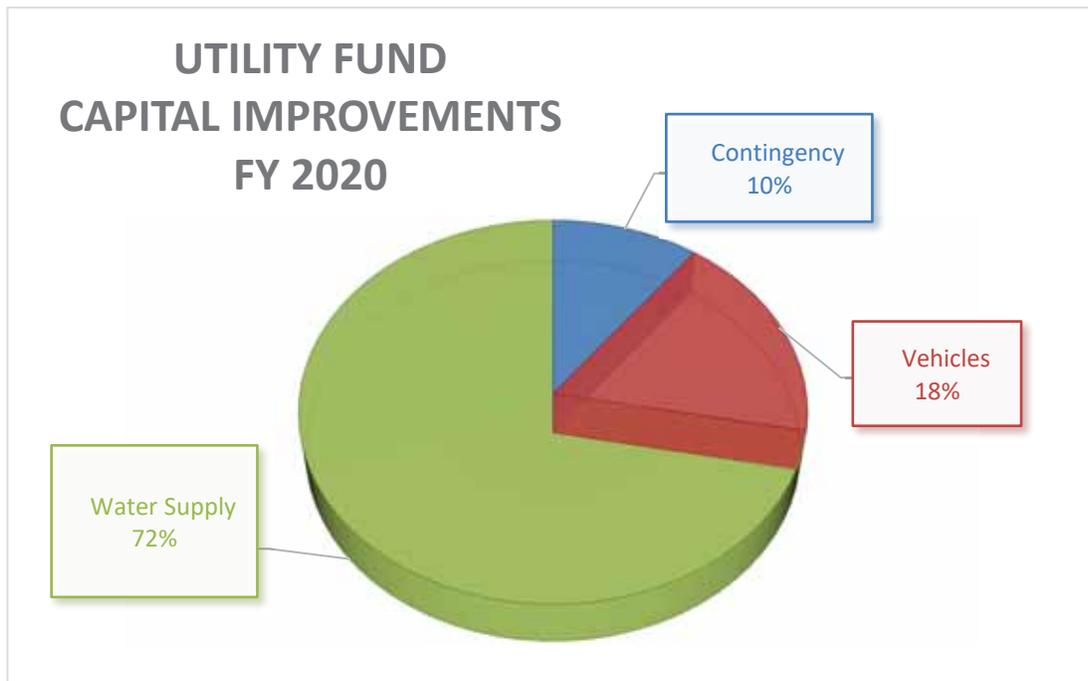
Fiscal Impact: The completion of work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.



**WILLIAMSBURG
JAMES CITY COUNTY
PUBLIC SCHOOLS**



<u>REVENUES</u>	<u>Proposed FY 2020</u>	<u>Estimated FY 2019</u>	<u>Actual FY 2018</u>
Transfer from Reserves	\$ (730,000)	\$ (390,000)	\$ (1,469,000)
Total Revenues	<u>\$ (730,000)</u>	<u>\$ (390,000)</u>	<u>\$ (1,469,000)</u>
 <u>EXPENSES</u>			
Water Distribution/Storage	\$ -	\$ 75,000	\$ 794,000
Sewer Collection System	-	20,000	145,000
Sewage Pump Stations	-	-	-
Contingency	75,000	75,000	75,000
Vehicles	130,000	30,000	265,000
Water Supply	<u>525,000</u>	<u>190,000</u>	<u>190,000</u>
Total Expenses	<u>\$ 730,000</u>	<u>\$ 390,000</u>	<u>\$ 1,469,000</u>



City of Williamsburg - Utility Fund Capital Improvement Program Summary - Fiscal Years 2020 - 2024

	Estimated thru FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					Five Year Total
			Proposed Budget FY 2020	FOR PLANNING PURPOSES				
				FY 2021	FY 2022	FY 2023	FY 2024	
CAPITAL REVENUES								
Transfer from Retained Earnings (reserves)								
Total Revenues	390,000	--	730,000	355,000	655,000	1,065,000	400,030	3,205,030
CAPITAL EXPENSES								
Water Supply								
Watershed Protection/Water Quality	75,000	--	--	75,000	--	--	--	75,000
Waller Mill Dam Improvements	65,000	--	50,000	50,000	465,000	950,000	--	1,515,000
Water Treatment Improvements	--	50,000	--	--	--	--	--	0
Water Distribution/Storage								
Water System Improvements	75,000	--	475,000	--	--	--	--	475,000
Plant Wastewater Lagoons								
Lagoon Sludge Removal	--	--	--	110,000	--	--	--	110,000
Sewer Collection/Transmission System								
Sewer System Rehab - SSO Program	--	--	--	--	75,000	--	75,000	150,000
Sewer Pump Station Reliability	20,000	--	--	45,000	--	40,000	--	85,000
Water/Sewer System Contingency								
Water/Sewer System - Contingency	75,000	--	75,000	75,000	75,000	75,000	75,000	375,000
Vehicles/Equipment								
Vehicles	30,000	--	130,000	0	40,000	0	250,030	420,030
Total Utility Fund Capital Improvements	340,000	50,000	730,000	355,000	655,000	1,065,000	400,030	3,205,030

City Council Goal: I. Character of the City

City Council Initiative: H. Open Space Preservation and Commercial Site Assembly

Category: Utility Fund – Water Supply

Project Title: Watershed Protection/Water Quality

Project Description: The City has been aggressive in purchasing watershed property for several decades to protect our drinking water source. The City now owns or has conservation easements on 60% of the watershed. Funding is set aside in FY21 to provide additional land acquisition should property become available. Funding is also for other initiatives such as forestry management and security improvements to the Plant and watershed (signage, access control).

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$75,000				\$75,000

Fiscal Impact: While protecting the watershed around Waller Mill Reservoir will ensure a high quality water source, purchase or control of more property will result in a larger area to be managed, though additional operating costs would be minimal.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: D. Water Plant Improvements

Category: Utility Fund – Water Supply

Project Title: Waller Mill Dam Improvements

Project Description: The City has an operation and maintenance permit for Waller Mill Dam from the Department of Conservation and Recreation (DCR). Due to new regulations, the dam went from a low hazard to a high hazard classification. This new designation may require a substantial amount of work be completed at the dam. Using new rainfall criteria required by the State, our engineering firm did a study of the dam’s capability to handle a worst-case rainfall event. Results of the study indicated that the earthen dam would overtop. This means that the city may be required to armor the dam with structural material.

The City has a permit from the State conditioned upon improvements being made to the dam. Money is budgeted in FY20 and FY21 for engineering work to review the latest State requirements and to determine options to protect the dam. Estimated budget figures are shown in FY22 and FY23 for construction of anticipated improvements.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$50,000	\$50,000	\$465,000	\$950,000		\$1,515,000

Fiscal Impact: The impact is dependent on which type of solution is chosen, but any additional operating costs would be minimal.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: D. Water Plant Improvements

Category: Utility Fund – Water Supply

Project Title: Water Treatment Improvements

Project Description: Water treatment improvements include all facets of the Water Treatment Plant including raw water/finished water pumping, chemical applications, lab facilities, buildings/ structures, electrical improvements, piping projects, instrumentation and IT.

Carry over money from FY19 will be used for IT upgrades for Plant operations.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
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Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including equipment.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: D. Water Plant Improvements

Category: Utility Fund – Water Supply

Project Title: Water System Improvements

Project Description: The water distribution and collection systems require maintenance and upgrade as they age. This project addresses those needs as they are anticipate in any fiscal year. Examples of water system improvements include:

- Upgrade line size on developer installed systems (e.g. contribution to 16" extension to Fairfield Timeshares on Mooretown Road).
- Small line replacement program to improve water pressure in specific areas.
- Upgrades/replacements of pipelines in conjunction with road construction projects (e.g. Richmond Road and Braxton Court).
- Water line extensions to provide system looping to increase fire flow and service reliability.

\$475,000 is earmarked in FY20 for water line improvements on Capitol Landing Road (CLR) in conjunction with the CLR streetscape project.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$475,000					\$475,000

Fiscal Impact: Scheduled replacement of water system infrastructure should reduce operating costs. Water extensions add piping to the water system with minimal increases in operating and maintaining infrastructure.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: D. Water Plant Improvements

Category: Utility Fund – Plant Wastewater Lagoons

Project Title: Lagoon Sludge Removal

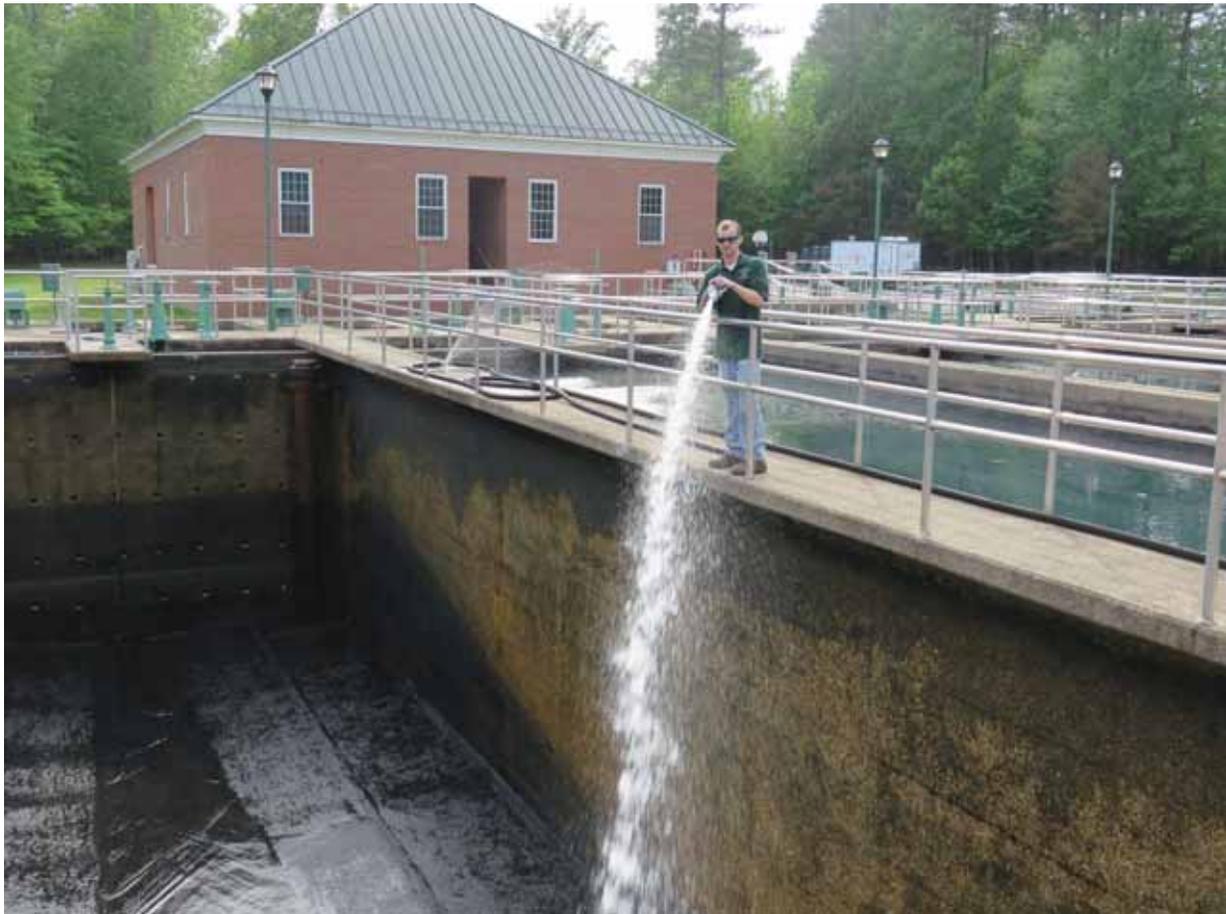
Project Description: The Water Plant must backwash the filter tanks and the sedimentation basins which produces wastewater that is directed to two (2) on-site lagoons. The waste is mostly liquid with residuals of the chemicals added to treat the water such as carbon, alum, and fluoride.

The wastewater flows by pipe to the wastewater lagoons. The solids/sludge settle to the bottom and eventually, over time, fill up the lagoons and the sludge needs to be removed. The lagoons will need to be cleaned by year 2021 – \$110,000 is budgeted in FY2021 for that project.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$110,000				\$110,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: B. Sanitary Sewer System Rehabilitation

Category: Utility Fund – Sewer Collection/Transmission System

Project Title: Sewer System Rehab – SSO Program

Project Description: The original consent decree issued to all HRPDC localities by the State Department of Environmental Services (DEQ) was revised substantially. HRSD is managing the more extensive Sanitary Sewer Overflow (SSO) problems including those associated with the Regional Wet Weather Management Plan (RWWMP). The localities are responsible for their respective collection systems and resolve structural deficiencies and issues associated with management, operations, and maintenance (MOM) of the sanitary sewer system. As such, the City is budgeting money for repairs and sewer lining. Any sewer rehab projects in FY20 will be funded with FY19 carry over money.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
		\$75,000		\$75,000	\$150,000

Fiscal Impact: These capital expenditures will be a driver in increasing utility rates. However, upgrading the sewer system will reduce operation and maintenance costs.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: B. Sanitary Sewer System Rehabilitation

Category: Utility Fund – Sewer Collection/Transmission System

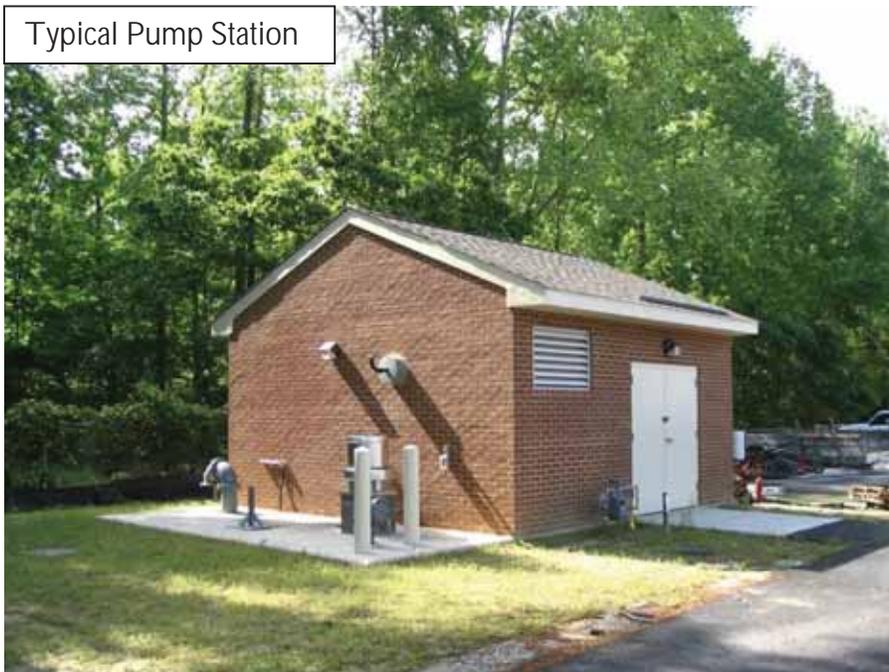
Project Title: Sewer Pump Station Reliability

Project Description: There are 15 sewage pumping stations in the City. Because the City drains into shellfish waters, the stations are classified as Reliability Class I stations which provides for the strictest standards of reliability. For example, the stations are required to have emergency back up power or other means of operating the pumps in case of power failure. As part of the Sanitary Sewer Overflow (SSO) Consent Decree, pump stations were identified as critical infrastructure to operate/maintain to avoid sewer overflows. These designations require heightened maintenance and failure avoidance. FY19 carry over monies will be used for any FY20 pump station needs.

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
	\$45,000		\$40,000		\$85,000

Fiscal Impact: The completion of the work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including equipment.



City Council Goal: VII. Environmental Sustainability
City Council Initiative: B. Sanitary Sewer System Rehabilitation

Category: Utility Fund – Water Sewer System - Contingency

Project Title: Water Sewer System - Contingency

Project Description: Water and sewer system contingency funds must be budgeted to cover unforeseen items on a yearly basis. The utility must have the money reserved in order to continue to operate on a continuous basis. Examples of water and sewer contingency expenditures include:

- Emergencies - major pipe line failures, pump/motor replacement, generator failures
- Contributions to new pump stations installed by development
- Capital project contingency

Estimated Capital Budget:

FY20	FY21	FY22	FY23	FY24	Total
\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000

Fiscal Impact: These capital expenditures will be a driver in increasing utility rates. However, upgrading the sewer system will reduce operation and maintenance costs.



CITY OF WILLIAMSBURG
 Departmental Summary - By Fund

VEHICLE REPLACEMENT FIVE-YEAR PLAN

<u>FUND</u>	<u>DEPARTMENT</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
<u>SALES TAX</u>						
	BUILDING INSPECTION	\$0	\$30,000	\$0	\$0	\$0
	CITY MANAGER	\$0	\$0	\$0	\$0	\$0
	ECONOMIC DEV.	\$0	\$0	\$0	\$0	\$0
	ENGINEERING	\$0	\$0	\$35,000	\$0	\$0
	FINANCE	\$0	\$28,000	\$0	\$0	\$0
	FIRE	\$84,000	\$60,000	\$375,000	\$0	\$0
	HUMAN SERVICES	\$25,000	\$0	\$0	\$35,000	\$0
	PLANNING	\$30,000	\$0	\$0	\$0	\$0
	POLICE	\$96,000	\$148,000	\$68,000	\$0	\$0
	PUBLIC WORKS	\$70,000	\$190,000	\$208,000	\$170,000	\$0
	RECREATION	\$40,000	\$12,000	\$0	\$30,000	\$30,000
	WRHA	\$0	\$0	\$0	\$40,000	\$0
	SALES TAX TOTAL	\$345,000	\$468,000	\$686,000	\$275,000	\$30,000
<u>UTILITIES</u>						
	PUBLIC UTILITIES	\$130,000	\$0	\$40,000	\$0	\$250,030
	UTILITIES TOTAL	\$130,000	\$0	\$40,000	\$0	\$250,030
	GRAND TOTAL	\$475,000	\$468,000	\$726,000	\$275,000	\$280,030

City of Williamsburg - Vehicle Replacement Five-Year Plan

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
BUILDING INSPECTION												
1132	2007	FORD	ESCAPE 4X4 - HYBRID	Yes	No	129016L	77,649	\$0	\$0	\$0	\$0	\$0.00
6573	2008	FORD	ESCAPE 4X4 SUV Hyrid	Yes	No	114731L	56,295	\$0	\$30,000	\$0	\$0	\$0.00
2679	2016	FORD	EXPLORER 4WD	No	No	172031L	16,552	\$0	\$0	\$0	\$0	\$0.00
4988	2017	JEEP	COMPASS 4X4 4 DR	No	No	172037L	6,897	\$0	\$0	\$0	\$0	\$0.00
TOTAL BUILDING INSPECTION								\$0	\$30,000	\$0	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
CITY MANAGER							at 01/07/2019					
5925	2017	FORD	EXPLORER - SILVER	No	No	172044L	8,156	\$0	\$0	\$0	\$0	\$0.00
TOTAL CITY MANAGER								\$0	\$0	\$0	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
<u>ECONOMIC DEV.</u>							at 01/07/2019					
0048	2018	YAMAHA	YAMAHA GOLF CART	Yes	No	NA	0	\$0	\$0	\$0	\$0	\$0.00
TOTAL ECONOMIC DEV.								\$0	\$0	\$0	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
ENGINEERING												
2324	2005	FORD	EXPLORER 4x4	No	Yes	122-984L	68,205	\$0	\$0	\$35,000	\$0	\$0.00
TOTAL ENGINEERING								\$0	\$0	\$35,000	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
								at 01/07/2019				
FINANCE												
0780	2005	CHEVROLET	IMPALA 4 DR SEDAN	No	No	24-292L	55,239	\$0	\$28,000	\$0	\$0	\$0.00
5924	2017	FORD	EXPLORER	No	No	172046L	2,690	\$0	\$0	\$0	\$0	\$0.00
TOTAL FINANCE								\$0	\$28,000	\$0	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
8941	1949	MACK	FIRE TRUCK	No	No	16-977L	974	\$0	\$0	\$0	\$0	\$0.00
66	1988	HOMEMADE	BOAT TRAILER (ZODIAC)	No	No	84-728L	0	\$0	\$0	\$0	\$0	\$0.00
8405	1998	HAULMARK	UTIL TRAILER	No	No	65-835L	0	\$0	\$0	\$0	\$0	\$0.00
0140	2000	PIERCE	FIRE TRUCK	No	No	40275L	60,290	\$0	\$0	\$0	\$0	\$0.00
5004	2004	CARGO	TRAILER	No	No	129018L	0	\$0	\$0	\$0	\$0	\$0.00
7761	2004	ACSI	DECONTAMINATION TRAI	No	No	84-725L	0	\$0	\$0	\$0	\$0	\$0.00
1409	2005	FORD	3/4 TON DIESEL 4X4 PICK	No	No	122-973L	66,468	\$0	\$60,000	\$0	\$0	\$0.00
0700	2008	CHEVROLET	4 DOOR IMPALA	No	No	114733L	61,597	\$42,000	\$0	\$0	\$0	\$0.00
2410	2008	CHEVROLET	4 DOOR IMPALA	No	No	114734L	65,486	\$42,000	\$0	\$0	\$0	\$0.00
8061	2008	GMC	AMBULANCE (Reserve No	No	No	159651L	81,728	\$0	\$0	\$0	\$0	\$0.00
2042	2011	PIERCE	PUMPER	No	No	159672L	41,648	\$0	\$0	\$0	\$0	\$0.00
6972	2011	FORD	PIERCE RESCUE	No	No	159653L	3,919	\$0	\$0	\$0	\$0	\$0.00
8179	2011	VMA/PAMU	CARGO TRAILER	No	No	159682L	0	\$0	\$0	\$0	\$0	\$0.00
2818	2012	PIERCE	QUANTUM FIRE TRUCK	No	No	172004L	23,242	\$0	\$0	\$0	\$0	\$0.00
4115	2013	HORTON	HORTON AMBULANCE	No	No	172015L	62,271	\$0	\$0	\$375,000	\$0	\$0.00

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
RC313	2013	WING	INFLATABLE 15' 6"	No	No		0	\$0	\$0	\$0	\$0	\$0.00
2025	2014	FORD	SUV INTERCEPTOR WHI	No	No	172019L	40,897	\$0	\$0	\$0	\$0	\$0.00
3398	2014	SCOTTY	SAFE HOUSE	No	No	172023L	0	\$0	\$0	\$0	\$0	\$0.00
7593	2014	LOAD RITE	BOAT TRAILER/16' JON B	No	No	172025L	0	\$0	\$0	\$0	\$0	\$0.00
6509	2016	ROAD RESCUE	FREIGHTLINER AMBULAN	No	No	172033L	42,643	\$0	\$0	\$0	\$0	\$0.00
0582	2017	CHEVROLET	TAHOE	No	No	172049L	15,102	\$0	\$0	\$0	\$0	\$0.00
0932	2017	FORD	EXPLORER - WHITE	No	No	172043L	21,002	\$0	\$0	\$0	\$0	\$0.00
0933	2017	FORD	EXPLORER - WHITE	No	No	172042L	11,180	\$0	\$0	\$0	\$0	\$0.00
6258	2017	HORTON	AMBULANCE	No	No	202553L	16,760	\$0	\$0	\$0	\$0	\$0.00
6835	2017	PIERCE	FIRE TRUCK-PUMPER VE	No	No	172-039L	13,750	\$0	\$0	\$0	\$0	\$0.00
9453	2017	CHEVROLET	TAHOE	No	No	172048L	5,875	\$0	\$0	\$0	\$0	\$0.00
TOTAL FIRE								\$84,000	\$60,000	\$375,000	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
1666	2008	GMC	12 PASSENGER VAN	No	Yes	114735L	46,031	\$0	\$0	\$0	\$35,000	\$0.00
9026	2013	GMC	12 PASSENGER VAN	No	No	172013L	14,666	\$0	\$0	\$0	\$0	\$0.00
9878	2015	DODGE	CARAVAN	No	No	172028L	22,376	\$0	\$0	\$0	\$0	\$0.00
4870	2017	JEEP	COMPASS 4X4 4 DR	No	No	172038L	13,155	\$0	\$0	\$0	\$0	\$0.00
0000	2020	JEEP	COMPASS	No	No			\$25,000	\$0	\$0	\$0	\$0.00
TOTAL HUMAN SERVICES								\$25,000	\$0	\$0	\$35,000	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
PLANNING												
3188	2005	DODGE	CARAVAN	No	No	16-998L	47,416	\$30,000	\$0	\$0	\$0	\$0.00
TOTAL PLANNING								\$30,000	\$0	\$0	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
5572	2003	TEXAS BRAGG	TRAILER-CONE	No	No	111793L	0	\$0	\$0	\$0	\$0	\$0.00
2171	2006	CHEVROLET	PU CREW CAB - NON RE	No	No	UUL7757	95,028	\$0	\$0	\$0	\$0	\$0.00
0900	2007	HARLEY	FLPI-MOTORCYCLE	No	No	2199L	14,438	\$0	\$0	\$20,000	\$0	\$0.00
1609	2011	FORD	4D CROWN VIC (Unmarke	No	No	XCC9355	45,833	\$48,000	\$0	\$0	\$0	\$0.00
1610	2011	FORD	4D CROWN VIC	No	No	ECN1102	76,719	\$48,000	\$0	\$0	\$0	\$0.00
8779	2011	FORD	CROWN VIC (PATROL) N	No	No	159673L	108,079	\$0	\$0	\$0	\$0	\$0.00
3157	2012	FORD	SUV ESCAPE XLT	No	No	159683L	27,829	\$0	\$0	\$48,000	\$0	\$0.00
1333	2013	FORD	SUV INTERCEPTOR (PAT	No	No	172008L	79,321	\$0	\$0	\$0	\$0	\$0.00
1334	2013	FORD	SUV INTERCEPTOR NON	No	No	172009L	114,014	\$0	\$0	\$0	\$0	\$0.00
1335	2013	FORD	SUV INTERCEPTOR NON	No	No	172010L	101,841	\$0	\$0	\$0	\$0	\$0.00
1337	2013	FORD	SUV INTERCEPTOR (PAT	No	No	172012L	81,869	\$0	\$0	\$0	\$0	\$0.00
5873	2013	JEEP	WRANGLER	No	No	172016L	34,710	\$0	\$0	\$0	\$0	\$0.00
2023	2014	FORD	SUV INTERCEPTOR (PAT	No	No	172017L	113,041	\$0	\$0	\$0	\$0	\$0.00
2024	2014	FORD	SUV INTERCEPTOR (PAT	No	No	172018L	103,384	\$0	\$0	\$0	\$0	\$0.00
2026	2014	FORD	SUV INTERCEPTOR (UN	No	No	WNN4064	57,021	\$0	\$50,000	\$0	\$0	\$0.00

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
2068	2014	SMART	RADAR TRAILER	No	No	172-027L	0	\$0	\$0	\$0	\$0	\$0.00
4689	2014	SMART	LOW SPEED VEHICLE	No	No	172020L	8,809	\$0	\$0	\$0	\$0	\$0.00
6293	2014	FORD	SUV INTERCEPTOR (PAT	No	No	172022L	82,012	\$0	\$0	\$0	\$0	\$0.00
9778	2014	FORD	FORD - INTERCEPTOR Se	No	No	WNR8302	65,632	\$0	\$48,000	\$0	\$0	\$0.00
0	2015	FREEDOM	CARGO TRAILER-ENCLO	No	No	172047L	0	\$0	\$0	\$0	\$0	\$0.00
3935	2015	FORD	4D INTERCEPTOR UNMA	No	No	172034L	28,938	\$0	\$0	\$0	\$0	\$0.00
6999	2015	CHEVROLET	TAHOE K1500	No	No	VBC7971	74,979	\$0	\$50,000	\$0	\$0	\$0.00
1881	2016	CHEVROLET	TAHOE	No	No	VRJ7648	22,267	\$0	\$0	\$0	\$0	\$0.00
3753	2016	FORD	UNMARKED SUV INTERC	No	No	VHV8535	38,622	\$0	\$0	\$0	\$0	\$0.00
5032	2017	FORD	SUV INTERCEPTOR (PAT	No	No	172050L	48,841	\$0	\$0	\$0	\$0	\$0.00
5033	2017	FORD	SUV INTERCEPTOR (PAT	No	No	202551L	46,364	\$0	\$0	\$0	\$0	\$0.00
4419	2018	FORD	SUV INTERCEPTOR (PAT	No	No	202555L	3,977	\$0	\$0	\$0	\$0	\$0.00
4420	2018	FORD	UNMARKED SUV INTERC	No	No	UYF5174	3,776	\$0	\$0	\$0	\$0	\$0.00
TOTAL POLICE								\$96,000	\$148,000	\$68,000	\$0	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
0537	1966	COX	BOAT TRAILER	No	No	16-978L	0	\$0	\$0	\$0	\$0	\$0.00
1382	1992	FORD	SEWER CLEANER	No	No	93-898L	40,552	\$0	\$0	\$0	\$0	\$0.00
A393	1993	Caroline Skiff	16'8 Lenth	No	No		0	\$0	\$0	\$0	\$0	\$0.00
1105	1996	GATOR	UTIL VEH	No	No		2,347	\$0	\$0	\$0	\$0	\$0.00
0152	2003	VENTURE	BOAT TRAILER	No	No	84-730L	0	\$0	\$0	\$0	\$0	\$0.00
1549	2004	VACTOR	MODEL 2103 SEWER CLE	No	No	11-4704L	18,114	\$0	\$0	\$0	\$0	\$250,000
7493	2005	FORD	F350 3/4 TON UTILITY TR	No	No	122999L	70,444	\$40,000	\$0	\$0	\$0	\$0.00
1827	2006	CARRYON	CARRY ON TRL	No	No	172007L	0	\$0	\$0	\$0	\$0	\$0.00
8245	2006	FORD	VAN-CAMERA TRUCK	No	No	114-748L	21,965	\$0	\$0	\$0	\$0	\$0.00
4708	2008	CASE	580L BACKHOE	No	No		4,764	\$90,000	\$0	\$0	\$0	\$0.00
2256	2009	FORD	F-350 DIESEL 4x4 PU	No	Yes	129042L	56,614	\$0	\$0	\$40,000	\$0	\$0.00
9610	2011	YAMAHA	50HP OUTBOARD MOTOR	No	No	NA	0	\$0	\$0	\$0	\$0	\$0.00
8374	2013	FORD	EXPLORER	No	No	172006L	49,332	\$0	\$0	\$0	\$0	\$30.00
2742	2014	FORD	F150 PICKUP TRUCK	No	No	172024L	32,796	\$0	\$0	\$0	\$0	\$0.00
1394	2015	CHEVROLET	4 WHEEL SILVERADO PU	No	No	172035L	30,364	\$0	\$0	\$0	\$0	\$0.00

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
7798	2015	INTERNATIONAL	DUMP TRUCK	No	No	172029L	5,023	\$0	\$0	\$0	\$0	\$0.00
5345	2018	FORD	F250 4X4 SUPERCAB PIC	No	No	202557L	1,651	\$0	\$0	\$0	\$0	\$0.00
5779	2019	CHEVROLET	COLORADO PICKUP	No	No	202561L	0	\$0	\$0	\$0	\$0	0
TOTAL PUBLIC UTILITIES								\$130,000	\$0	\$40,000	\$0	\$250,030

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
3268	2000	FORD	TRACTOR	No	No		1,087	\$0	\$0	\$0	\$0	\$0.00
5298	2000	HAULMARK	ENCLOSED UTILITY TRAI	No	No	40-280L	0	\$0	\$0	\$0	\$0	\$0.00
9479	2001	GMC	1/2 TON 4X4 PICKUP-LOA	No	Yes	49-454L	89,149	\$0	\$0	\$35,000	\$0	\$0.00
2476	2002	CASE	BACKHOE	No	No	n/a	4,646	\$0	\$85,000	\$0	\$0	\$0.00
5293	2003	Mid Atlantic	UTIL TRAILER	No	No	26-938L	0	\$0	\$0	\$0	\$0	\$0.00
3664	2004	BRI-MAR	2 AXLE DUMP TRAILER	No	No	24-260L	0	\$0	\$0	\$0	\$0	\$0.00
0155	2006	HUDSON	UTIL TRAILER	No	No	129020L	0	\$0	\$0	\$0	\$0	\$0.00
0995	2006	GMC	PU TRUCK	No	No	114-721L	71,383	\$0	\$35,000	\$0	\$0	\$0.00
1608	2006	FORD	DUMP TRUCK	No	No	129025L	39,198	\$0	\$0	\$98,000	\$0	\$0.00
3514	2006	CURRAHEE	UTIL TRL	No	No	129006L	0	\$0	\$0	\$0	\$0	\$0.00
8855	2006	CHEVROLET	TAHOE - SUV	No	No	123-000L	69,537	\$0	\$0	\$0	\$40,000	\$0.00
9142	2006	GMC	PU TRUCK C2500	No	No	114-722L	66,857	\$35,000	\$0	\$0	\$0	\$0.00
9151	2006	GMC	PU TRUCK SIERRA	No	No	114-723L	75,181	\$35,000	\$0	\$0	\$0	\$0.00
0869	2007	FORD	EXPLORER 4 x 4	No	No	114729L	71,088	\$0	\$35,000	\$0	\$0	\$0.00
2835	2008	FORD	3/4 TON PICKUP	No	No	114740L	44,215	\$0	\$0	\$35,000	\$0	\$0.00

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
4698	2008	CASE	580L BACKHOE	No	Yes		4,661	\$0	\$0	\$0	\$0	\$0.00
8498	2008	INTERNATIONAL	DUMP TRUCK	No	No	114732L	16,800	\$0	\$0	\$0	\$0	\$0.00
0931	2009	FORD	F-250 GAS 4X2 PU	No	No	129043L	63,279	\$0	\$35,000	\$0	\$0	\$0.00
2018S	2012	FORD	PICKUP TRUCK	No	Yes	172001L	43,332	\$0	\$0	\$0	\$40,000	\$0.00
4686	2012	CHEVROLET	1/2 TON PICKUP TRUCK	No	No	172003L	29,305	\$0	\$0	\$0	\$40,000	\$0.00
6236	2012	VOLVO	ROLLER	No	No		204	\$0	\$0	\$0	\$0	\$0.00
9242	2012	FORD	BUCKET TRUCK	No	No	172014L	7,974	\$0	\$0	\$0	\$50,000	\$0.00
9442	2012	FORD	F250 CREWCAB	No	Yes	172005L	29,916	\$0	\$0	\$40,000	\$0	\$0.00
0200	2013	WORKMAN	GATOR-WORKMAN	No	No	NA	685	\$0	\$0	\$0	\$0	\$0.00
8232	2014	JOHN DEERE	LEAF BOX-BLSH TRAILER	No	No	172026L	0	\$0	\$0	\$0	\$0	\$0.00
4273	2015	FORD	F150 CREW CAB 4 X 2	No	No	172032L	24,131	\$0	\$0	\$0	\$0	\$0.00
7797	2015	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	172030L	9,329	\$0	\$0	\$0	\$0	\$0.00
2504	2016	BOBCAT	COMPACT TRACK LOADE	No	No	NA	326	\$0	\$0	\$0	\$0	\$0.00
3381	2018	CATERPILLAR	420F BACKHOE	No	No	NA	5	\$0	\$0	\$0	\$0	\$0.00
5826	2018	FORD	F250 REG CAB	No	No	202556L		\$0	\$0	\$0	\$0	\$0.00
9098	2018	AMERICAN TRAILER	UTILITY TRAILER	No	No	202554I	0	\$0	\$0	\$0	\$0	\$0.00

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
9619	2018	INTERNATIONAL	STREET SWEEPER	No	No	202552L	3,460	\$0	\$0	\$0	\$0	\$0.00
2424-1	2019	TORO	ZMASTER MOWER	No	No	NA						
9649	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202558L	798	\$0	\$0	\$0	\$0	\$0.00
9650	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202559L	755	\$0	\$0	\$0	\$0	\$0.00
9651	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202560L	756	\$0	\$0	\$0	\$0	\$0.00
TOTAL PUBLIC WORKS								\$70,000	\$190,000	\$208,000	\$170,000	\$0

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
5169	1994	TRITON	UTIL TRAILER	No	No	19-406L		\$0	\$0	\$0	\$0	\$0.00
3321	2006	CHEVROLET	4 DOOR SEDAN	No	No	114-724L		\$0	\$0	\$0	\$30,000	\$0.00
1177	2010	JOHN DEERE	UTIL VEHICLE - TX4X2	No	No	NA	68883	\$0	\$12,000	\$0	\$0	\$0.00
2427	2010	Yamaha 25 HP	OUTBOARD MOTOR-Yam	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
4845	2011	CHEVROLET	PICKUP 4WD	No	No	159675L		\$0	\$0	\$0	\$0	\$30,000
0360	2014	JOHN DEERE	TRACTOR- BUNKER/RAK	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
2901	2014	JOHN DEERE	UTIL VEHICLE - GATOR	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
0292	2015	JOHN DEERE	TRACTOR-BUNKER/RAKE	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
0871	2015	JOHN DEERE	TRACTOR-1027R	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
2981	2015	JOHN DEERE	UTIL VEHICLE 4X2	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
6350	2015	JOHN DEERE	MOWER X320 WITH 48X	No	No	NA		\$0	\$0	\$0	\$0	\$0.00
3000	2017	FORD	F150 CREW CAB	No	No	172041L		\$0	\$0	\$0	\$0	\$0.00
00000	2020	TORO	REEL MASTER MOWER	No	No		0	\$40,000	\$0	\$0	\$0	\$0.00
TOTAL RECREATION								\$40,000	\$12,000	\$0	\$30,000	\$30,000

<u>Unit No</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential- Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
							at 01/07/2019					
WRHA												
1117	1999	FORD	F150 PICKUP TRUCK	No	No	19-409L	688883	\$0	\$0	\$0	\$0	\$0.00
8281	2002	FORD	EXPLORER	No	No	49-458L	101711	\$0	\$0	\$0	\$40,000	\$0.00
7853	2004	CHEVY	3500 VAN	No	No		64985	\$0	\$0	\$0	\$0	\$0.00
TOTAL WRHA								\$0	\$0	\$0	\$40,000	\$0

To: Mayor and City Council
Planning Commission

From: Barbara A. Dameron, Director of Finance

Date: Thursday, January 10, 2019

RE: Capital Improvements for FY19 – Status of Current Projects

Attachments: None

This memorandum provides a review and update of the progress made toward projects during FY19 through the City of Williamsburg's Capital Improvement Plan (CIP).

The goal of capital budgeting is to facilitate the economic viability and development of community and therefore it is one of the most important duties of a local government. The State of Virginia provides through state statute that a locality's Planning Commission may annually review the capital improvement program and provide recommendations prior to adoption by the governing body. A capital program consists of two (2) components, the capital plan and the capital budget. The capital budget is an element of the locality's annual budget adoption process and details the upcoming year's planned expenditures for capital projects. This capital budget is based on the capital improvement plan. The plan is a listing of capital items that the locality anticipates undertaking within the five (5) years following the capital budget year. The City of Williamsburg defines a capital expense as any construction project or property acquisition exceeding \$20,000 in total cost and any major study or tangible asset with a total cost of \$10,000 or more and a useful life of at least five (5) years.

The FY19 CIP development included initial structure from the staff with review and input from the Planning Commission and the public. The City Manager's office constructed the first draft of the plan for inclusion in the presented budget. The City Council initially considered the plan during the January budget retreat and final adoption occurred during the final FY19 budget adoption in May. The final CIP included a total FY19 budget of \$5,586,871 for project completion during the operating year. Additionally, the plan included \$15,762,503 in funding carried over from the FY18 CIP Budget for project funding that was not expended but programmed for projects still underway. The plan includes debt service and contingency funds associated with CIP related projects. FY19 debt service and contingency funds added \$1,853,012 to the CIP. This culminated in adopted FY19 capital improvement budget of \$23,202,386.

The FY19 capital budget included the following six categories: Public Works; Recreation, Cultural and Open Space; Public Safety; Community and Economic Development; General Government; and Agencies and Interjurisdictional. These six (6) categories provided 29 individual projects. Of these 29 projects, 3 have been completed, 13 are underway or will be completed before FY20, and 13 have been postponed, retitled or canceled.

The following list provides a status update, by category, for these projects. CP indicates that a project is included in or is consistent with the current comprehensive plan. The 🏠 symbol indicates that a project is included in or is consistent with a Goal, Initiative or Outcome (GIO) as adopted by City Council on October of 2016. The PC symbol indicates that the project was encouraged in the Planning Commission comments letter provided during the FY19 budget process. Additionally, budgeted amounts reported below for FY19 and FY18 carryover are based on the most recent financial report and will not support the totals listed above as the adopted budget.

Public Works: 4 project areas with 6 projects totaling \$13,092,463 in FY19 (\$11,250,026 FY18 carryover, of which \$2,311,639 is encumbered):

(1) Street Construction (2 projects = \$3,223,659 FY19 (\$2,873,659 FY18 carryover, of which \$2,299,693 is encumbered)

CP

a. *Ironbound Road Phase 1* (\$2,785,369 FY18 carryover)

Ironbound Road is being reconstructed in three (3) phases. Phase I will be completed in FY19 and includes the redesign of the Longhill Road intersection and the relocation of Longhill Road.

b. *Bridge Inspections/Improvements* (\$350,000 FY19 (\$88,290 FY18 carryover) – This project includes the required inspection and resultant maintenance for five (5) bridges. They are located along Page Street, Capitol Landing Road, Merrimac Trail, Bypass Road, and Quarterpath Road. In addition to the biennial inspections, FY19 work includes deck sealing on Bypass Road and Capitol Landing Road bridges. This project will be completed in FY19.

(2) Corridor Enhancement/Underground Wiring (2 projects = \$8,611,859 FY19 (\$7,189,422 carryover FY18)):

PC CP 🏠

a. *Capitol Landing Road Redesign* (\$590,000 FY19 (\$3,026,275 FY18 carryover)) – Using the “complete streets” design standard Capitol Landing Road between Merrimac Trail and Bypass Road will be redesigned to include accommodations for vehicles, mass transit, bicycles, and pedestrians. The estimated project budget is \$6,360,000. \$1,988,871 in excess VDOT funds from completed transportation projects was shifted to the project in FY18. The city has received \$1,371,129 in FY19 VDOT Revenue Sharing funds. Design is ongoing and construction will begin in FY20.

PC CP 🏠

b. *Monticello Avenue Redesign* (\$832,437 FY19 (\$4,163,147 FY18 carryover)) – During FY18, the city received and accepted an unsolicited proposal for construction of this project. Consistent with the

Virginia Public Private Transportation Act, the City released a request for competitive bids. No other proposals were received and the City entered into an interim agreement with the contractor for the project design. A comprehensive agreement is expected to be negotiated by May of 2019 for construction. The total project cost is estimated at \$5,000,000 and the project is slated for completion in the summer of 2020.

CP (3) Pedestrian and Bicycle Improvements – *Monticello Avenue Multi-Use Trail* (\$1,168,555 FY18 carryover) – This project is funded 80% from a VDOT grant with the City and William and Mary each contributing 10% of the funding. Final design is 90% complete with construction starting in FY20.

CP  (4) Stormwater Management – *Stormwater Infrastructure Improvements* (\$70,000 FY19 (\$18,390 FY17 carryover)) – Storm sewer upgrades on Jamestown Road and Pollard Park were completed in FY19. Remaining money is for unanticipated but necessary drainage improvements.

Recreation, Culture, and Open Space: 1 project area with 3 projects totaling \$669,754 in FY19 (\$469,754 FY18 carryover):

Facilities (3 projects = \$669,754 FY19 (\$469,754 FY18 carryover)):

 a. *Kiwanis Park Improvements* (\$50,000 FY19 (\$375,133 FY18 carryover)) – FY19 funding for Kiwanis Park provides for repair and resurface of the tennis courts. This project and the funding will carryover into FY20 in order to implement components of the Park and Recreation Master Plan.

 b. *Quarterpath Park Improvements* (\$150,000 FY2019 (\$28,143 carryover FY18)) – FY19 funding includes replacing softball bleachers on field #2 and #3, cover dugouts, replace player benches, and water fountains. These projects are moving forward this winter and will be completed by the end of FY19.

 c. *Waller Mill Park Improvements* (\$66,478 FY18 carryover) – Funding from FY18 for replacement of Shelter 1. The new shelter will be constructed in Spring of FY19.

Public Safety: 2 project areas with 7 projects totaling \$2,113,850 in FY19 (\$1,417,535 FY18 carryover):

(1) Facilities (3 projects = \$1,671,381 FY19 (\$1,096,381 FY18 carryover)):

 a. *Fire Station Renovation* (\$530,000 FY19 (\$746,381 FY18 carryover)) – During FY18 City Council issued bonds to fund the construction of a new fire station. The location analysis has been completed and City Council will be presented the resulting options at the City Council's February Budget Retreat. Once a location decision has been made, design work will start. Remaining funds will carry forward to FY20.

CP  b. *Police Station Renovation* (\$350,000 FY18 carryover) – City Council's bonding action during 2018 included provision for the renovation of the police station. The Police Station was constructed in 1978 and has gone without major renovation. The facility is currently suffering from a failing roof, structural decay, safety concerns, and lack of adequate

space for modern policing. The project is scheduled to start design work in FY20. Funds will carry forward into FY20.

- c. *E-911 Regional Center Expansion* (\$45,000 FY19) – the City Council approved consolidation of the public safety answering point (PSAP) with York County in February of 2009. This required an expansion of the dispatch center in York County. The City supported cost of that renovation equated to annual debt service of \$45,000 in each FY of the CIP. Estimated City savings due to the consolidation equal as much as \$200,000 annually.

(2) Equipment (4 projects = \$442,469 FY19 (\$321,154 FY18 carryover)):

-  a. *Parking Garage Equipment Replacement* (\$262,955 FY18 carryover) – Implementation of the initial phase, which includes parking software and garage hardware, is currently underway. The majority of funds will be expended; however, some funds are anticipated to remain at FY19 year end. Additional equipment needs will be evaluated and carry forward funds will be available for additional equipment needs.
- b. *Firefighting Equipment (Aid to Localities)* (\$45,000 FY19 (\$19,668 FY18 carryover)) – This project provides the opportunity for the Fire Department to purchase needed equipment for replacement or upgrade of existing gear and acquisition of new standard equipment. Examples of annual purchases include hose replacement and personal protective equipment. Remaining funds will carry forward and be available for future replacement of equipment and protective gear.
- c. *EMS Equipment (4 for Life)* (\$25,000 FY19 (\$25,520 FY18 carryover)) – This annual project allows the Fire Department to upgrade, replace or purchase new life saving tools for use in EMS actions. These funds also support EMT-Paramedic training and Advanced Cardiac Life Support training. Remaining funds carry forward to future years and are available for life saving tools and training.
-  d. *Law Enforcement Equipment* (\$51,315 FY19 (\$13,011 FY18 carryover)) – This annual expense provides for contracted equipment and services. The equipment provided under the contract includes non-lethal Taser units, body-worn cameras, docking stations, and software. The contract has a five-year initial term with optional renewals.

Community and Economic Development: 3 project areas with 3 projects totaling \$172,006 in FY19 (\$122,006 carryover from FY18):

(1) Planning (1 project = \$40,000)

-  *Comprehensive plan update* (\$40,000 carryover from FY18) – The update to the plan is underway and will be completed by the end of FY19.

(2) Economic Development (1 project = \$75,000 carryover from FY18) - Updating the Economic Development Strategic Plan is coordinated with the completion of the updated comprehensive plan to ensure these two important documents are consistent in their recommendations and strategies for growth and development. The Strategic Plan is being conducted in two phases. Phase I

will consist of a target industry study to evaluate the types of businesses the City should recruit. Phase II will develop value proposition and market materials to recruit the businesses. A consultant has been hired and Phase I of the Strategic Plan will be completed by the end of FY19. Remaining funds will carry forward to FY20 and be available for Phase II objectives.



- (3) Redevelopment and Housing (1 project = \$50,000 FY19 (\$7,006 carryover from FY18)) – the City owns four (4) housing units that are leased to city employees to provide for workforce housing. Work planned for FY19 includes foundation repair and further kitchen rehab on two houses, one located on Longhill Road and the other on Waller Mill Road. It is anticipated this work will not be completed until FY20 and funds to complete the projects will carryover.

General Government: 3 project areas with 6 projects totaling \$1,795,696 in FY19 (\$727,696 carryover from FY18):

- (1) Facilities and Land (2 projects = \$33,201 carryover from FY18):

- a. *Human Services Front Window Update* (\$20,000 carryover from FY18) – This project updates the most visited office in the Municipal Building and improves customer service, ADA compliance and provides risk management for employees. Project needs are still being evaluated. This project will advance in FY20.
- b. *Facility Painting* (\$13,201 carryover from FY18) – the roof of the Community Building and fencing at the Prince George Garage will be repainted by the end of FY19.

- (2) Technology (3 projects = \$390,655 in FY19, \$240,655 carryover from FY18):



- a. *Enterprise Resource Planning System (ERP) Replacement* (\$240,655 carryover from FY18) – The City’s Enterprise Resource Planning (ERP) system is comprised of financial, tax, revenue, codes compliance, and HR/Payroll applications. This project is ongoing with the Finance functions (accounts payable, general ledger and payroll) and human resources modules of the system already implemented. Utility billing and codes compliance implementation is currently underway with an anticipated “go-live” in April or May of 2019. Revenue and tax modules will begin implementation at the end of January 2019 and are anticipated to “go-live” in December of 2019.
- b. *Virtual Server Replacement* (\$90,000 in FY19) – The City’s computing and storage infrastructure has been updated to a new hyper converged system that takes up 1/6 of the space and consumes 1/6 of the power than the previous system. The new system allows us to run tiered storage on any server, which means critical systems are able to take advantage of solid state storage which is significantly faster than traditional storage systems. The new system’s platform allows new resources to be added more efficiently than the old system. The project is complete and all funds have been expended.
- c. *CAMA System Replacement* (\$60,000 in FY19 transferred from the Library Renovation Project) – The City’s real estate assessment process

is currently conducted using HMS Tax Assessment Software which was installed in 2005. The System is obsolete and the vendor is no longer developing the software; hence, there is no opportunity for further enhancements. The City is currently in the process of negotiating a contract for VISION 8.0 CAMA Software. VISION offers significantly more capacity to develop modern assessment models and improves the efficiency of the real estate assessment process. Implementation of the software is expected to start in February of 2019. In order to move this project forward, funds were transferred from the Library Renovation Project. The Library is not expecting to need this funding until FY20.

(3) Vehicles (1 project = \$1,371,840 FY19 (\$453,840 carryover from FY18)):

Vehicle replacement plan (\$918,000 FY19 (\$453,840 carryover from FY18)) – The City replaces vehicles following industry standards for public safety departments and after extensive use for general fleet. When general fleet vehicles are replaced, they are cycled down in the organization or sold as surplus. Following a replacement schedule, in FY19 the City plans to purchase a SUV for Building Inspections, a Fire Truck (pumper), four (4) new patrol SUV interceptors, a backhoe for Public Works, and a trailer for Parks and Recreation. These vehicles will be ordered in FY19 and funds will be expended. The majority of carryover funds from FY18 were encumbered for purchases on order or waiting for invoices to be received.

Agencies and Interjurisdictional: 2 projects areas with 4 projects totaling \$3,505,605 in FY19 (\$1,775,486 carryover from FY18):

(1) Facilities (2 projects = \$248,740 FY19):

-  a. *Williamsburg Library Renovation* (\$0) – Staff shall work with the Williamsburg Regional Library Board, James City County, and York County to evaluate opportunities for expansion, renovation, and redevelopment of the existing library facility on site in downtown Williamsburg. Originally this project was awarded \$60,000 in FY19; however, this project will not be ready to move forward in FY19. Funds were transferred to the CAMA System Replacement, as described in the General Government Technology Section. The Library Renovation Project will have these funds replaced in FY20 in time for this project to move forward.
-  b. *Williamsburg Library Mechanical Systems* (\$208,740 FY19) – This project has been postponed until decisions regarding the Library renovations have been finalized. Project funds will carryover to FY20.
- c. *Williamsburg/JCC Courthouse Maintenance Projects* (contingency) (\$40,000 FY19) – The Clerk of Circuit Court collects and remits a courthouse maintenance fee of \$2 for each civil and criminal action and/or traffic case in the District or Circuit Courts for Williamsburg and James City County. The balance of the fund is available for projects approved by the governing bodies. This funding is intended for routine maintenance of the jointly owned Williamsburg James City County Courthouse.

- (2) Schools (1 project = \$3,256,865 in FY19 (\$1,775,486 carryover from FY18)):
School System Capital Contribution (\$1,481,379 FY19 (\$1,775,486 carryover from FY18)) – This project represents City contribution to various capital expenditures for the joint Williamsburg-James City County school system. Major projects budgeted for in FY19 include HVAC replacements at Laurel Lane Elementary and Jamestown High School, roof replacement at Lafayette High School and Berkeley Middle School, parking lot expansion at Matthew Whaley Elementary School, and the purchase of additional school buses. Remaining funds for any projects not completed at fiscal year-end are carried forward to the following year.



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Andrew O. Trivette, City Manager
FROM: Planning Commission
DATE: February 20, 2019
RE: Capital Improvement Program (CIP)

The Williamsburg Planning Commission has completed its review of the proposed Five-Year Capital Improvement Program. The Commission held a public hearing on January 16, 2019 and a work session on January 30. Following discussion on the CIP, the consensus of the Commission is to support the proposed Five-Year Capital Improvement Plan noting we are in the middle of our update of the Comprehensive Plan which will guide our recommendations in future years. The Commission strongly supports the following:

- Planning improvements along Merrimac Trail to include a sidewalk connection to Capitol Landing Road, sidewalks on both sides of the street with bike lane and bus stop improvements.
- Correcting capacity discrepancies across our schools because great schools are one component to attract new businesses to our City.
- Keeping a library facility in the downtown area to add vibrancy and keep our sense of place downtown.
- Study and future construction of a multi-use trail along John Tyler Lane and Strawberry Plains Road to connect to the proposed multi-use trail along Monticello Avenue.

The Commission looks forward to continuing its partnership with you and your staff in developing and implementing the City's Capital Improvement Program.

Elaine McBeth, Chair
Williamsburg Planning Commission

INTRODUCTION

This Guide is designed to assist those responsible for preparing the Annual Operating Budget and the Five Year Capital Improvement Program of the City of Williamsburg. The budget process defines, communicates, and funds the city's programs and priorities. The completed budget is City Council's financial road map, and a primary management tool for the City Manager and Department Heads. To that end, it must be a quality document, and our best efforts should be expended in its preparation.

The Budget Guide is a formal call for all departments of the city, and agencies associated with the city, to prepare and submit an estimate of the resources required for the next fiscal year. It includes a set of procedures for building a comprehensive budget to be submitted to City Council in March each year. It also serves as a mid-year review to identify adjustments necessary to the current year budget.

AUTHORITY

The Charter and Code of Ordinances of the City of Williamsburg, and the Code of Virginia, prescribe budgetary responsibility and process. Budgetary accounts are maintained according to the Uniform Financial Reporting Manual for Virginia Counties and Municipalities, as prescribed by the Auditor of Public Accounts, Commonwealth of Virginia. This guide consolidates pertinent budgetary information as concisely as possible, providing a reference for making sound, informed, consistent budget decisions.

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FY 2020 BUDGET CALENDAR

August 2018

- 6 Tourism Fund Update
- 9 National Survey Results

September 2018

- 10 City Council Work Session – Public comment on 2019/20 Biennial Goals, Initiatives, and Outcomes
- 13 City Council Meeting – Public comment on 2019/20 Biennial Goals, Initiative, and Outcomes, and Community Workshop.
- 20 Public Workshop on Biennial Goals, Initiatives and Outcomes to collect citizen input on the City’s FY 2019/2020 GIOs – Stryker Center
- 21 Public Workshop on Biennial Goals, Initiatives and Outcomes to collect citizen input on the City’s FY 2019/2020 GIOs – Campus of William and Mary

October 2018

- 8 City Council Work Session – Public comment on 2019/20 Biennial Goals, Initiatives, and Outcomes
- TBD City Council Retreat
- 11 City Council Meeting – Review and First Draft of 2019/2020 Biennial Goals, Initiatives and Outcomes
- 19 Tyler Budget Training – Finance Staff

November 2018

- 5 City Council Work Session – Public comment on 2019/20 Biennial Goals, Initiatives and Outcomes
- 8 City Council Meeting – Adoption of 2019/2020 Biennial Goals, Initiatives, and Outcomes.
- 15 “State of the City” Biennial Mayor’s address on City accomplishments and outlook
- 22 Finance and Human Services departments send letters to outside agencies advising of budget submittal requirements and deadlines

December 2018

- 3 Kick-off meeting for FY 2020 Budget – budget guidance for capital improvements to operating departments

- 3 Requests for the City's FY 2019 Capital Improvement Program status update distributed – due December 15, 2018
- 15 Status update of FY 2019 Capital Improvement Programs due to Finance
- 19 Finance Department distributes FY 2020 budget guidance and Tyler Instructions to Department Heads and Constitutional Officers

January 2019

- 1-10 Finance/Planning Directors finalize the City's FY 2019 Capital Improvement Program status update
 - 7 City Manager, Finance Director, and Human Resources Director - finalize revenue projections
 - 11 Finance/Planning Director prepares a status report on the City's FY 2019 Capital Improvement Program, focused on major capital items, and provides to Planning Commission and City Council
 - 16 Planning Commission public hearing on capital improvement program
 - 18 Departmental and Constitutional Officers operating budgets due to Finance Department. Finance begins compilation and review of budgets, and completes revenue projections for FY 2020
 - 17 Deadline for receipt of all Outside Agency budget requests for FY 2020 funding
- 22 – 25 City Manager and Finance Director review budget request
 - 23 Planning Commission – Work on CIP
- 22 - 25 City Manager and Finance Director review budget request with Department Heads
 - 31 City Council Retreat on budget preview and long-term financial outlook 4pm – 8 pm

February 2019

- 5 City Council Retreat on budget preview and long-term financial outlook
- 7 City Council Retreat on budget preview and long-term financial outlook
- 15 Planning commission provides input to City Manager and City Council for update of the Five-year Capital Improvement Program

March 2019

- 9 Advertised proposed property tax increase (if applicable- 30-day minimum notice requirement VA Code § 58.13321)

- 11 City Council Work Session – Outside Agencies Presentations
- 15 James City County to host joint meeting of the JCC Board of Supervisors, School Board, and City Council to discuss budget, enrollment, and other matters of interest
- 13 1st Notice of Public Hearing for Water Rate Increase Advertisement in VA Gazette (if applicable – VA Code §15.2-2143)
- 18 City Council Work Session – Outside Agency Budget Requests (4:00pm – 5:00pm - Arts Commission, Human Services Agencies; 5:00pm – 6:30pm – Tourism Marketing – Finance Director present other agencies
- 20 2nd Notice of Public Hearing for Water Rate Increase Advertisement in VA Gazette (if applicable – VA Code § 15.2-2143)
- 22 Proposed FY 2020 Operating and Capital Improvement Budgets delivered to City Council and the Press.
- 23 City Manager, Communication Specialist, and Finance Director present budget to media
- 27 Budget Synopsis / Notice of public Hearing on Proposed Budget advertised in VA Gazette. (VA Code § 15.2506, 7-day minimum notification)

April 2019

- 6 City Manager budget report to Neighborhood Council of Williamsburg
- 13 City Council Work Session – Overview of FY 2020 Budget and Open Forum
- 16 City Council Meeting – Public Hearing on Proposed Budget, Tax Levy, and Utility Rates
- 20 City Council Budget Work Session (4:00pm, if required)

May 2019

- 14 City Council Meeting – Adopt FY 2020 Operating, Capital, Utility, Public Assistance, and Quarterpath CDA Fund Budgets with Budget Resolution

Council Sets Tax Rate

July 2019

- 1 Begin Fiscal Year 2020

INSTRUCTIONS

General

In early January, Finance staff will provide spreadsheets to departments with operating activity for each departmental line item:

- A. Prior year's expenditures for last two fiscal years.
- B. Current year budget.
- C. Current year expenditures through December 31st.
- D. A column for estimating current fiscal year total expenditures through June 30th.
- E. A column for next fiscal year's line-item budget estimates.

Each department head should complete items D and E. The current year estimate is both the basis for recommending amendments to the current year budget, and for determining next year's amount for consideration by City Council.

Recommendations on personnel expenditures (addition/deletion of positions, etc.) should be submitted in memo form. Payroll and fringe benefits line items on the printout should be left blank. Finance will calculate and enter these line items.

Reminders for Preparers of Budget Requests

- 1. Analyze each line item separately. Compare historical data, current year budget, and estimated spending levels for the current year to assist with your request.
- 2. Round all figures to the nearest \$10.00 (i.e., \$32 to \$30 and \$85 to \$90).
- 3. Verify all object codes, amounts, and totals.
- 4. Meet all Budget Calendar deadline dates. Preparers should highlight key dates and actions.
- 5. Keep backup materials used in computing your budget request. These will be used both in explaining budget recommendations and administering the budget.
- 6. This is your operating budget. You are responsible for closely monitoring expenditures and encumbrances against the budget monthly. Written requests for Budget Account Transfers or Supplemental Appropriations must be submitted on forms provided and approved prior to obligating spending over the adopted budget.

CAPITAL IMPROVEMENT PROGRAM INSTRUCTIONS

Definition of a Capital Project

The Capital Improvements Program (CIP) identifies, schedules and budgets capital projects. A capital project is a major expenditure which adds to the net assets of the City. Capital projects fall within one or more of the following categories:

1. Land acquisition or long-term lease.
2. Construction of buildings, public facilities, and infrastructure, generally exceeding \$20,000.
3. Acquisition or improvement of property, generally exceeding **\$20,000**.
4. Major additions or rehabilitation to public facilities, generally exceeding **\$20,000**.
5. Major studies such as engineering, feasibility, etc., related to public facilities.
6. Vehicles and equipment, generally exceeding \$10,000.

Some examples of capital projects are: street construction, sewer lines, parks, sidewalks, storm drains, water lines, building construction or major renovation, fire trucks, and police cars.

Engineering or planning studies, which are directly linked to a specific capital project, are part of the cost of that project. Such engineering studies should be included in the project description of which they are a part. Other studies and plans, which constitute a major expense of a non-recurring nature, are included in the CIP even if they are not assets in the sense of a building.

Relation Between the Capital Budget and the Capital Improvement Program

The Five Year Capital Improvement Program is presented annually to the City Council. The first year of the Capital Improvement Program is a capital budget and contains the list of projects for implementation during the coming fiscal year. The CIP is updated annually as new needs become known and as priorities change. It is possible that a project with low priority can remain in the CIP program longer than five years as more important projects appear and move ahead of it. Conversely, a project may be implemented sooner than originally planned due to changing priorities.

Project Review

All requests for capital projects and input on priorities will be evaluated by the City Manager and Finance Director before being submitted to City Council.

The Planning Commission will receive the proposed Capital Improvements Program when it is distributed to City Council. The Commission will be invited to advise Council on the consistency of the CIP with the Comprehensive Plan of the City.

Capital Project Form

Capital Improvement Program projects will be submitted on forms provided by the City Manager. The following is a non-inclusive list of project categories:

Streets and Traffic	Stormwater Management
Solid Waste Management	Park Development
Building Improvement	Water and Wastewater Improvements
Economic Development	Field Equipment
Parking Facilities	Planning/Feasibility Studies
Property Acquisition	Vehicles

Five Year Vehicle Replacement Plan

All vehicles owned by the city are listed on a replacement plan. The plan is based on a five-year projection. It is updated annually with the rest of the CIP.

Annual Update

Each year departments submit an update to the CIP as the first step in budget formulation.

Updates include:

1. Submission of the current year Capital Project Form with either:
 - a. pen and ink annotation to update the form for the next five year period, or
 - b. staple a revised form if changes are too many for pen and ink update.
2. Submission of a statement for each current year project of work accomplished at the six month point, and the accomplishments expected by the twelve month point.
3. Submission of a revised Capital Improvement Summary for that portion of the CIP assigned to the originator's department.

The second step requires department heads to a status report by July 31st each year of all projects funded during the prior fiscal year ended June 30th. This information will be provided to the Finance Department to determine the balance of capital projects funds needed to carry forward to the next fiscal year for project completion.

BIENNIAL GOAL SETTING

The City of Williamsburg recognizes the importance of setting specific goals. Goals provide both means of sorting out priorities, and a standard against which to measure effectiveness. More than any other determinant, stated goals drive the budget. Goal setting is an integral part of the budget process.

To advance the City's vision, every two years the City Council identifies new strategic objectives for city government. Biennial Goals, Initiatives, and Outcomes (GIO's) provide an expression of city priorities, as specific and measurable as possible, covering a two year period. GIO's provide a coordinated expression of City Council's direction for change and focus in the near future.

Two or three new or incumbent council members are elected in May of even numbered years. The newly elected Council members then have several months to become familiar with the workings of city government before the Council attempts to chart the City's course. This is done through a methodical goal setting process in the Fall of even numbered years. The City Council's adopted goals then become a guide for the two succeeding budgets. In this way, a Council spends the first six months after the election deciding what it wants to accomplish, and the remaining eighteen months before the next election concentrating on implementing its goals.

During the midterm, or odd numbered years, the Council monitors progress towards achieving its goals. A mid-biennium status report is prepared by staff, and includes desired outcomes and observed results. But the formal goal setting process takes place only every two years.

In order to be fully useful, goals statements should have the following characteristics:

- Goals should be as specific as possible.
- Goals achievement should be measurable.
- Goals should be short-range-one or two years. Longer range goals should be expressed in terms of what intermediate goals or objectives must be undertaken now to achieve the ultimate goal.
- Goals should be developed by exception. The continuation of existing policies and practices of city government should not be listed as goals, however important they may be. Only new or altered policies or practices should be listed.
- Goals should be followed by an implementation strategy provided in operating and capital budgets.
- The cost of achieving a goal should be counted in terms of time, money, and commitment, realizing each goal actively pursued takes away resources that could be applied to other activities.
- Goals should be limited to those which city government has the power to achieve. While it may be well to state goals which are primarily the responsibility of others, it should be recognized that while the City has considerable influence, it does not have substantial control over goals such as these.

The calendar below outlines City Council's Goals, Initiatives, and Outcomes process. The City Council's two- year election cycle fits well with this biennial goal setting cycle.

CALENDAR (even number years only)

May	Council Election
July 1	New Council members take office.
July-Aug.	City Manager provides status report on accomplishment of stated goals. Council holds retreat to evaluate goal accomplishment and discuss future priorities.
September	Council offers public comment opportunities to hear citizens' ideas and suggestions on goals.
October	City Manager presents a draft Goals Statement based on the outcome of the retreat and public comment for Council consideration. Council has workshop sessions as necessary, and adopts a statement of goals.
November	City Staff begins work on operating and capital budgets for coming fiscal year reflecting priorities in the statement of goals.

BUDGETARY ACCOUNTS

Budgetary Accounts and Responsibility

The City of Williamsburg operates its budgetary system on a fund accounting basis.

The funds used by the City of Williamsburg are Governmental and Proprietary. The Governmental Funds consist of the General Fund (001), Tourism Fund (003), and the Capital Improvement Program (Sales Tax 004). These funds are combined in the City's Comprehensive Annual Financial Report (CAFR), but for budgeting purposes, are kept separate due to the operating and capital differences. The Proprietary Fund is an Enterprise Fund (010) which accounts for the city water and wastewater as the Utility Fund.

The General Fund is used to account for all financial resources except those required to be accounted for in one of the other funds. The General Fund encompasses all city departments, except utilities, and also includes entities funded through city government such as constitutional officers, detention, schools, library, and outside agencies.

Tourism Fund is a special revenue fund used to account for tourism tax revenue (1% Historic Triangle regional sales tax and \$2 lodging tax). The expenditures in the Tourism Fund are for the purpose of funding tourism development projects.

Capital Improvements Program is used to account for major capital outlay items. Historically, the city has used the State's 1% sales tax revenue to fund capital projects.

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business. The intent of these operations is that the cost of providing continued services to the public be financed primarily from user charges and fees.

Expenditures of the City of Williamsburg are classified by fund, and within each fund by department. Expenditures are classified by object (line item) within each department.

Departmental Codes and Responsibility, lists the individual responsible for submitting and managing each departmental budget. In the case of outside agencies, Appendix A lists the city employee responsible for overseeing agency funding.

Revenue Sources and Trends, documents all existing and potential sources of revenue received by the City of Williamsburg to finance its operations each year. It contains a thorough description of each revenue source, trends, and other pertinent information that should help the reader gain an understanding of the basis of each of these sources.

Expenditure Classifications, provides an explanation of each line item to help in properly and consistently classifying expenditures.

DEPARTMENT CODES AND RESPONSIBILITY

<u>Fund Number</u>	<u>Dept. Number</u>	<u>Department</u>	<u>Responsibility</u>
General Fund:			
001	1101	Legislative	Andrew Trivett
001	1102	Clerk of Council	Andrew Trivett
001	1201	City Manager	Andrew Trivett
001	1203	Economic Development	Michele Dewitt
001	1204	City Attorney	Christina Shelton
001	1206	Triangle Building Mgt.	Michele Dewitt
001	1209	Commissioner of the Revenue	Lara Overy
001	1210	City Assessor	Derek J. Green
001	1213	Treasurer	Jennifer Tomes
001	1214	Finance	Barbara Dameron
001	1221	City Shop	Daniel Clayton
001	1301	Electoral Board	Winifred Sowder
001	1302	Registrar	Winifred Sowder
001	2100	Joint Activities	Barbara Dameron
001	3101	Police	Sean Dunn
001	3102	E-911	Sean Dunn
001	3103	Parking Facility	Sean Dunn
001	3201	Fire	William Patrick Dent
001	3301	Regional Jail	John Kuplinski
001	3303	Middle Pen. Juv. Det. Center	Gina Mingee
001	3401	Codes Compliance	Matt Westheimer
001	3501	Animal Control	Daniel Clayton
001	3503	Medical Examiner	William Patrick Dent
001	3505	Emergency Management	William Patrick Dent
001	4101	Engineering	Daniel Clayton
001	4102	Streets	Daniel Clayton
001	4103	Stormwater Management	Daniel Clayton
001	4203	Refuse Collection	Daniel Clayton
001	4305	Municipal Complex	Daniel Clayton
001	4306	Rental Properties	Daniel Clayton
001	4307	New Municipal Building	Daniel Clayton
001	4308	Information Technology	Mark Barham
001	4309	Landscaping	Daniel Clayton
001	5101	Health Department	Barbara Dameron
001	5103	Mosquito Control	Daniel Clayton
001	5302	Public Assistance	Peter Walentisch
001	5305	Public Assist.-Transportation	Peter Walentisch
001	6101	School Board	Barbara Dameron
001	6103	Joint School Contributions	Barbara Dameron
001	7101	Recreation Administration	Robbi Hutton
001	7102	Waller Mill Park	Robbi Hutton
001	7104	Recreation Programs	Robbi Hutton
001	7108	Cemetery	Daniel Clayton
001	7302	Library - Contributions	Barbara Dameron
001	8101	Planning	Carolyn Murphy
001	8102	Contrib. to Other Agencies	Barbara Dameron
001	8202	Soil & Water Conservation	Daniel Clayton

<u>Fund Number</u>	<u>Dept. Number</u>	<u>Department</u>	<u>Responsibility</u>
Tourism Fund:			
003	3900	Administrative Expenditures	Michele DeWitt
003	3910	Tourism Marketing Maint. of Effort	Andrew Trivett
003	3920	Tourism Development	Andrew Trivett
Sales Tax Fund:			
004	0001	Capital Improvements Projects	Andrew Trivett
Utility Fund:			
010	1900	Administration	Daniel Clayton
010	1910	Filter Plant	Daniel Clayton
010	1920	Water System	Daniel Clayton
010	1940	Sewage System	Daniel Clayton
010	1970	Debt Service	Daniel Clayton
010	1985	Purchased Services	Daniel Clayton
010	1990	Reserve-Utility CIP	Daniel Clayton

REVENUE SOURCES AND TRENDS

GENERAL PROPERTY TAXES

General Property Taxes account for approximately 31% of the City's general fund operating revenues. These taxes are derived from annual assessment of real estate and tangible personal property located in the City. The City Assessor appraises real estate property annually. This category includes property tax collections for current and delinquent years. Also included in this category are collections for Public Service Corporations, property appraised by the State Corporation Commission, and cover real, personal property, and machinery & tools. Revenues received for property tax on mobile homes, boats, and motorcycles are also included in this revenue category.

Real Property Taxes

By state law, all real property taxes must be assessed each year at 100% of fair market value. The assessments are made on a fiscal year basis and must be complete and mailed to property owners by June 30th for the next fiscal year. Taxes are then due on Dec 1, and June 1 of that fiscal year. The current tax rate (FY 2019) is \$.60 *per \$100 of assessed value*. The City's real estate tax rate history is shown in the following tabulation:

Real Estate Property Tax Rates <i>(per \$100 assessed valuation)</i>	
Fiscal Year 1987	\$.52
Fiscal Year 1988	.51
Fiscal Year 1989	.50
Fiscal Year 1990	.52
Fiscal Years 1991-2012	.54
Fiscal Years 2013-2018	.57

Real property taxes generated by other selected Virginia localities for the fiscal year ended June 30, 2017 are as follows¹:

Locality	Tax Rate / \$100	Real Property Tax Revenues FY 2017	% Change Over FY 2016	% of Total Local Revenues	Tax Rate vs. Wmsbg.	Per Capita Revenue
James City County	\$.84	\$98,153,629	2.26%	54.5%	+47%	\$1,333
York County	\$.752	\$70,159,434	4.42%	50.9%	+32%	\$1,023
Winchester	\$.91	\$27,607,882	2.97%	34.9%	+60%	\$1,003
Hampton	\$1.24	\$135,304,665	0%	44.1%	+118%	\$984
Newport News	\$1.22	\$178,404,771	2.47%	40.9%	+114%	\$974
Williamsburg	\$.57	\$10,429,845	2.23%	28.8%	--	\$676

¹ Commonwealth of Virginia – 2017 Comparative Report of Local Government Revenues and Expenditures

Real property tax revenues received during the past ten fiscal years are shown below²:

Fiscal Year	Real Property Tax Revenue	% Change
2009	10,136,979	4.1%
2010	10,178,109	.4%
2011	9,850,627	-3.2%
2012	9,379,288	-4.8%
2013	9,274,939	-1.1%
2014	9,684,971	4.4%
2015	9,916,204	2.39%
2016	10,202,762	2.89%
2017	10,429,845	2.23%
2018	10,589,077	1.53%

Real estate taxes are generated based on the annually reassessed value of property. Taxable real estate property values for the last ten fiscal years are as follows:

Fiscal Year	Taxable Real Estate Property Values	% Change
2008	1,803,239,200	16.51%
2009	1,895,456,000	5.11%
2010	1,892,571,800	-.1%
2011	1,827,509,200	-3.4%
2012	1,736,157,600	-5.0%
2013	1,627,903,200	-6.2%
2014	1,687,212,000	3.64%
2015	1,736,611,700	2.93%
2016	1,786,176,800	2.85%
2017	1,829,331,800	2.42%
2018	1,859,446,900	1.65%

For each 1¢ of the City's tax rate, approximately \$185,945 is generated annually, based on the fiscal year 2018 land book values. New construction each year tends to skew increases in total property valuations shown above from year to year.

² City of Williamsburg's Comprehensive Annual Financial Reports-amounts include prior years' delinquent real estate tax receipts.

Personal Property Taxes

Tangible personal property is classified into two categories for valuation purposes, personal and business property. Cars, trucks, boats, trailers, etc., comprise personal property, and furniture, fixtures, and machinery account for business property. Property is assessed each January 1st, and taxes are due on December 1st, of the same year. The rate of assessment for motor vehicles is determined by the NADA or “Blue Book” average loan value. Furniture, machinery, etc., is assessed at 30% of original cost. The City does not prorate for partial year occupancy. The tax rate is \$3.50/\$100 of assessed value. Personal property taxes generated by select Virginia localities for the fiscal year ended June 30, 2017 are as follows³:

Locality	Tax Rate / \$100	FY 2017 Personal Property Tax Revenues*	% Change Over FY 2016	% of Total Local Revenues	Per Capita Revenue
James City County	\$4.00	\$28,013,910	5.3%	15.6%	\$381
York County	\$4.00	\$146,531,666	-.73%	10.6%	\$214
Winchester	\$4.50	\$11,703,792	2.2%	14.8%	\$425
Hampton	\$4.50	\$27,516,771	1.5%	8.9%	\$200
Newport News	\$4.50	\$63,716,651	.27%	14.6%	\$348
Williamsburg	\$3.50	\$2,105,433	5.2%	5.8%	\$136

*Includes Machinery & Tools and excludes State reimbursement for Personal Property Tax Relief Act.

Personal Property tax revenues received during the past ten fiscal years are shown below⁴:

Fiscal Year	Personal*	Business*	Total Amount	% Change
2009	1,409,945	1,307,209	2,717,154	7.1%
2010	1,315,193	1,276,328	2,591,521	-4.6%
2011	1,212,702	1,330,793	2,543,495	-1.8%
2012	1,257,024	1,304,252	2,561,276	.7%
2013	1,506,575	1,096,833	2,603,408	1.64%
2014	1,433,970	1,326,998	2,760,968	6.05%
2015	1,479,829	1,213,731	2,693,560	-2.44%
2016	1,517,268	1,257,334	2,774,602	3.01%
2017	1,508,651	1,370,354	2,879,005	3.76%
2018	1,534,842	1,342,087	2,876,929	-.07%

*Business personal property tax receipts include autos, machinery, & tools

³ Commonwealth of Virginia – 2017 Comparative Report of Local Government Revenues and Expenditures.

⁴ City of Williamsburg’s Comprehensive Annual Financial Reports-amounts include prior years’ delinquent personal property tax receipts, and State share of personal property tax reimbursement.

Public Service Corporations

Tax revenues are generated by public service corporations based on annual assessments of property, both real and personal, by the State Corporation Commission. Public service corporations are those providing services such as water, heat, light and power, telecommunications, and railroads within local government boundaries. Property assessments for the last ten fiscal years, along with the total revenue receipts for public service corporations are provided as follows:

Fiscal Year	Real Estate Assessments	Personal Property Assessments	Total Public Service Corporation Revenue
2009	51,598,088	14,870	279,150
2010	57,063,079	12,804	308,589
2011	58,838,333	567	318,294
2012	60,096,469	3,450	316,061
2013	54,105,420	38,324	342,671
2014	54,641,933	47,907	309,742
2015	54,554,188	20,197	313,322
2016	53,869,000	10,080	311,666
2017	54,786,988	19,648	307,406
2018	54,685,977	19,421	312,974

Penalties and Interest

Personal property and first half fiscal year real estate taxes are due December 1st each year. Second half real estate taxes are due June 1st. Penalties are charged on all property tax accounts if not paid by these due dates. Penalty charges for delinquent property taxes are as follows:

Amount of Taxes	Personal Property	Real Estate
Up to \$10	Penalty is same as tax	Penalty is 10%
\$10.01 - \$100	Penalty is \$10	Penalty is 10%
\$100.01 and up	Penalty is 10%	Penalty is 10%

Interest charges begin January 1st for delinquent first half real estate and personal property taxes, and July 1st for second half taxes. Interest is computed monthly, with an annual percentage rate of 10% as provided for in the Williamsburg City Code.

Penalty and interest revenues over the past ten fiscal years are shown in the following table:

Fiscal Year	Penalties	Interest	Total
2009	40,637	20,696	61,333
2010	34,866	15,825	61,333
2011	73,693	30,581	104,274
2012	66,082	28,950	95,032
2013	56,375	30,486	86,861
2014	66,547	39,393	105,940
2015	53,831	31,411	85,242
2016	59,761	24,078	83,839
2017	53,504	20,827	74,331
2018	60,494	23,920	84,414

OTHER LOCAL TAXES

This category of local revenues differs from general property taxes in that they are not billed by the City [except in the case of business licenses]. They are dependent on business volume, and most are *self-imposed* [businesses report sales activity directly to the City, and charges are based on these reported figures]. Business activity is subject to verification by the Commissioner of Revenue.

Local Sales and Use Taxes

Local sales and use taxes are based on business activity in the City reported to the Commonwealth of Virginia by all businesses that are required to charge State sales tax of 6%. The taxes are collected and submitted to the Virginia Department of Taxation on a monthly basis and one percent of these proceeds are then returned to the City directly from the State. As a matter of policy, the City has designated these revenues to pay for its ongoing capital improvement program. Revenues received from the Commonwealth of Virginia for sales taxes over the last ten fiscal years are as follows:

Fiscal Year	1% Sales Tax Receipts	% Change
2009	3,844,275	-15.73%
2010	3,885,065	1.06%
2011	3,963,454	2.02%
2012	4,161,131	5.00%
2013	4,494,328	8.01%
2014	4,239,957	-5.66%
2015	4,352,601	2.66%
2016	4,298,743	-1.24%
2017	4,388,596	2.09%
2018	4,706,583	7.25%

Consumer Utility Taxes

Use taxes are collected by public utility companies and remitted to the City on a monthly basis. City Council approves the rates charged annually. Telecommunications sales taxes since FY 2007 are 5% for all Virginia localities. The following table highlights the purpose and rates charged by these utility companies in effect during fiscal year 2019:

Current City Charges			Maximum-State Code			
Type	Residential Rate	Commercial Rate	Res. Max Per month	Comm-Industrial Max/month	Residential Maximum Allowable Charge/month	Comm/Ind. Maximum Allowable Charge/month
Electricity	\$.70/ month Plus .007468 per kw hours	\$1.15/month Plus .006947 per kw hours	\$1.00	\$20.00	20% up to \$15=\$3	20% up to \$200=\$40
Gas	\$.70/month Plus .014 per CCF	\$1.15/month Plus.0243 per CCF	\$1.00	\$20.00	20% up to \$15=\$3	20% up to \$200=\$40
Wireless	5% per month	5% per month	No limit	No limit	No limit	No limit
Telephone – E-911	\$2/month	\$2/month	\$2/month	\$2/month	\$2/month	\$2/month

The Commonwealth of Virginia deregulated gas and electric utilities in 2001. Since then local utility taxes for those industries are designed to be revenue neutral to localities. Beginning July 1, 2003, the City of Williamsburg began imposing a tax on wireless communications. Total receipts collected over the last ten fiscal years are as follows:

Fiscal Year	Electric	Natural Gas	Commun. Sales Taxes	Total Collections
2009	201,825	89,224	749,461	1,040,510
2010	204,672	90,122	752,584	1,047,378
2011	203,571	97,389	748,840	1,049,809
2012	201,177	94,611	733,624	1,029,412
2013	204,700	101,896	735,570	1,042,166
2014	204,376	105,226	723,051	1,032,653
2015	204,834	103,193	716,733	1,024,760
2016	206,321	102,172	695,515	1,004,008
2017	207,965	82,559	678,419	968,943
2018	207,991	84,772	657,210	949,973

Business License Taxes (BPOL)

All businesses in the City must obtain a business license to operate. The Commissioner of the Revenue sends business license applications in late December each year. Forms provided include prior year information [name, address, type of business conducted, gross receipts, etc.] and it is the responsibility of licensees to confirm or change information. The applications must be returned to the Commissioner by February 15th. The charges for business licenses are based on gross receipt figures provided on the application. The due date for payment of business licenses is March 1st each year, with a 10% penalty beginning March 2nd, and interest accruing at 10% annual percentage rate.

A detailed list of rates is provided for information purposes.

Trade/Type	Fee [based on gross receipts]	Minimum Fee
Business or Personal Service	\$.36/\$100	\$30 up to \$8,200
Contractor	\$.16/\$100	\$30 up to \$18,000
Fortune Teller	\$1,000 flat fee	Flat license fee
Itinerant Merchant or Peddler License	\$500 flat fee	Flat license fee
Professional Service	\$.58/\$100	\$30 up to \$5,000
Retail Merchant	\$.20/\$100	\$30 up to \$15,000
Wholesale Merchant	\$.05/\$100	\$30 up to \$60,000
Restaurant (seating 50-100)	\$200	Flat license fee
Restaurant (seating 101-150)	\$350	Flat license fee
Restaurant (seating 151-up)	\$500	Flat license fee
Bed & Breakfast – Mixed Beverage	\$40	Flat license fee
On/Off Sale of Beer-Wine	\$150	Flat license fee
On/Off Premises Sale of Beer	\$100	Flat license fee
On Premises Sale of Beer & Wine	\$150	Flat license fee
On Premises Sale of Beer	\$100	Flat license fee
Off Premises Sale of Beer & Wine	\$150	Flat license fee
Off Premises Sale of Beer	\$100	Flat license fee

Business Licenses receipts over the last ten fiscal years are as follows:

Fiscal Year	Business License Receipts	% Change
2009	1,595,535	-9.04%
2010	1,571,483	-1.51%
2011	1,497,159	-4.73%
2012	1,598,958	6.80%
2013	1,646,691	2.99%
2014	1,630,018	-1.01%
2015	1,685,718	3.42%
2016	1,790,395	6.21%
2017	1,833,991	2.43%
2018	2,049,988	11.78%

Utility License Fees

The Code of Virginia, § 58.1 governs the licensing and regulation of cable television in the City. Gas and electric utilities using the city streets and right-of-ways to conduct business are classified here also, with consumption taxes set by state code. The Code of Virginia § 58.1-2904 imposes consumption taxes on consumers of natural gas in the City, and the Code of Virginia § 58.1-2900 covers consumption taxes on electricity in the City. These taxes are separate from consumer utility taxes charged monthly. The City's current agreement with Cox Cable was renegotiated in May, 2011 for 10 years.

Activity	Fee
Cable TV	5% of gross receipts
Telephone	\$.50 per access line
Gas	\$.004/CCF first 500CCf per month
Electric	Under 2,500kWh = \$.00155/kWh/month 2,500 – 50,00 kWh = \$.00099/kWh/month over 50,000 kWh = \$.00075/kWh/month
Taxi & Bus Services	\$100 flat fee plus \$100 per cab owned

Utility License fees collected over the past ten years are shown below:

Fiscal Year	PEG Fees**	Gas & Electric	Telephone	Other	Total Utility License Fees
2009	0	64,035	40,685	3,300	108,020
2010	0	64,905	52,843	3,500	121,248
2011	0	67,753	40,838	2,430	111,021
2012	22,291	60,858	40,183	2,530	125,862
2013	21,946	65,226	36,621	2,835	126,628
2014	21,644	67,417	37,831	2,900	129,792
2015	21,544	66,471	31,933	3,100	123,048
2016	21,733	61,941	27,729	3,000	114,403
2017	22,254	65,224	29,970	2,500	119,948
2018	22,324	63,786	33,632	3,200	122,942

* Beginning January 1, 2007, cable franchise fees are included in the Communication Sales Tax program.

** Public, Educational and Governmental Access Channels (PEG).

Bank Stock Taxes

Every incorporated bank, banking association or trust company organized by or under the authority of the laws of the Commonwealth are responsible for filing bank franchise taxes⁵. A specific state tax form is prepared annually for banks, and filed with the Commonwealth of Virginia. The tax is essentially 8/10's of 1% of a bank's total equity capital (including reserves for losses) less real estate and personal property holdings which are taxed by Virginia localities. Banks submit the portion of its total bank stock taxes to local governments based on the percentage of banking operations within each locality. Bank stock tax collections over the past ten years are shown below:

Fiscal Year	Bank Stock Receipts	% Change
2009	128,755	-17.91%
2010	167,652	30.21%
2011	202,189	20.60%
2012	192,536	-4.78%
2013	281,401	46.16%
2014	272,642	-3.11%
2015	319,387	17.15%
2016	351,453	10.04%
2017	307,396	-12.54%
2018	355,989	15.81%

⁵ Commonwealth of Virginia, Dept of Taxation, Virginia Bank Franchise Tax, 1997 Forms

Recordation Taxes

State law gives City Council the power to impose recordation taxes upon the first recordation of each taxable instrument recorded in the City. Taxable instruments generally consist of deeds, deeds of trust, and marriage licenses. The rate charged is \$.15 on every \$100 or fraction thereof of the consideration of the deed or the actual value of the property conveyed, whichever is greater⁶. For deed recordation in excess of \$10 million value, a sliding scale is used. The Clerk of the Circuit Court is responsible for collecting and remitting these fees monthly to the City. In addition to these fees, a local tax is imposed (equal to up to 1/3 of the state recordation tax) and submitted to the City. The City has charged this maximum fee for many years. A grantor's tax is also collected by the Clerk of the Circuit Court, and submitted to the State for quarterly distribution. This tax is classified under the Non-Categorical Aid section of this report. Local recordation taxes collected over the past ten fiscal years are as follows:

Fiscal Year	Recordation Fees	% Change
2009	170,417	-47.8%
2010	136,891	-19.7%
2011	141,452	3.3%
2012	185,661	31.3%
2013	214,070	15.3%
2014	166,048	-22.4%
2015	250,600	50.9%
2016	196,420	-21.6%
2017	291,551	48.43%
2018	392,423	34.60%

Cigarette Taxes

The City of Williamsburg began imposing a cigarette tax of 25¢ per pack on July 1, 2003 and the current rate for FY 2019 is 30¢. The timing of vendor stamp replenishment is unpredictable each year. Total cigarette taxes collected over the past ten years are as follows:

Fiscal Year	Cigarette Taxes	% Change
2009	144,534	-20.0%
2010	158,460	9.6%
2011	148,032	-6.6%
2012	147,870	-0.1%
2013	183,155	23.9%
2014	148,320	-19.0%
2015	156,911	5.79%
2016	134,640	-14.2%
2017	130,032	-3.42%
2018	167,638	28.92%

⁶ Code of Virginia §581-801.

Hotel & Motel Room Taxes

The City levies a transient occupancy tax on hotels, motels, bed and breakfasts, and other facilities offering guest rooms at a rate of 5%. Businesses collect this tax and submit it to the City by the 20th of the following month. Room tax collections over the last ten fiscal years are:

Fiscal Year	Room Tax Collections	% Change
2009	3,574,810	-19.62%
2010	3,248,789	-9.12%
2011	3,384,922	4.19%
2012	3,396,446	.03%.
2013	3,369,785	-.78%
2014	3,129,262	-7.14%
2015	3,220,638	2.92%
2016	3,319,625	3.07%
2017	3,316,634	-.09%
2018	3,358,649	1.27%

Restaurant / Food Taxes

The Code of Virginia allows the City to impose this excise tax on all food and beverages sold in the City as a meal. City Code defines “food & beverages” as all food, beverages or both, including alcoholic beverages, which are meant for refreshment or nourishment value, purchased in or from a restaurant, whether prepared in such restaurant or not, and whether consumed on the premises or not.⁷ Restaurant Food tax rate is 5%. Meal tax collections over the last ten fiscal years are:

Fiscal Year	Meal Tax Collections	% Change
2009	5,522,541	-8.04%
2010	5,607,318	1.54%
2011	5,989,446	6.81%
2012	6,277,434	4.81%
2013	6,391,022	1.81%
2014	6,446,505	.87%
2015	6,819,384	5.78%
2016	7,022,994	2.99%
2017	7,043,184	.29%
2018	7,062,010	.27%

⁷ Williamsburg City Code, Section 18.271.

The City's adopted fiscal year FY 2019 operating budget estimates room & meal tax revenues to be \$10,453,600, or 30.6% of the total operating budget. Rates charged by nearby Virginia localities, and the percentage of budgeted FY 2019 receipts to total operating budgets, are presented below:

Locality	Room Tax Rate	% of FY 2019 Budget	Meal Tax Rate	% of FY 2019 Budget	Total % of Budget
York County*	5%	1.1%	4%	2.4%	3.5%
James City County*	5%	1.5%	4%	3.6%	5.1%
Virginia Beach*	8%	.7%	5.5%	3.9%	4.6%
Hampton	8%	.8%	7.5%	4.5%	5.3%
Newport News	8%	.8%	7.5%	5.3%	6.1%
Norfolk	8%	.8%	6.5%	3.7%	4.5%
Williamsburg*	5%	9.7%	5%	20.9%	30.6%

**In addition to room taxes, the City of Williamsburg, James City County and York County collect a \$2.00 per night per room tax, which commenced on July 1, 2004 per Code of Virginia, section 58.1-3823C. The revenues generated are designated and expended solely for tourism development. Half of the receipts are sent to the State's Historic Triangle Marketing Fund and the other half the City retains in the Tourism Fund. In addition, Virginia Beach and Hampton charge a flat rate tax of \$1 per night, per room and Norfolk charges \$2 per night, per room.*

Permits, Privilege Fees and Regulatory Licenses

The City uses the Virginia Uniform Statewide Building Code (USBC), which covers new construction, renovation, demolition, plumbing, gas, mechanical, electrical, fire protection system installations and asbestos removal. The category's major components consist of building, electrical, plumbing, and mechanical permits.

A ten-year history of permit revenues follows:

Fiscal Year	Building	Electrical	Plumbing	Mechanical	Other*	Total
2009	62,170	21,653	19,819	19,061	74,767	197,470
2010	46,741	14,447	14,033	17,601	68,642	161,464
2011	45,546	16,355	14,116	15,303	62,788	154,108
2012	57,917	19,966	16,949	18,232	68,742	181,806
2013	57,043	11,541	9,646	11,518	61,889	151,637
2014	111,187	24,283	18,269	20,225	66,053	240,017
2015	54,689	43,541	40,458	40,820	76,407	255,915
2016	60,580	26,947	21,448	27,829	92,681	229,485
2017	74,277	28,727	21,793	24,329	100,693	249,819
2018	128,380	25,321	24,276	25,791	99,051	302,819

**Other includes dog licenses, parking, zoning, right-of-way, raffle, rental inspections, gas and fire prevention permits.*

Fines and Forfeitures

This revenue category is used to account for court and parking fines. The Court system has guidelines for setting case-related fines, while City Code sets the rates for parking fines. The Clerk of the Circuit Court collects court fines and submits receipts to the City monthly, while parking fines are paid directly to the Department of Finance. Effective October, 2018, the City implemented the following parking fine structure:

Number of Violations	Fee Prior to Notice	Fee After Notice*
1st Violation	\$10	\$20
2nd Violation	\$35	\$50
3rd Violation	\$50	\$100
4th Violation	\$100	\$200
More than 4 Violations	\$300	\$500

**Ordinance #18-09 was adopted October 2018 to amend Sections [11-162](#), [11-165](#) and [11-167](#) of Chapter 11, Article VI of the Code of the City of Williamsburg regarding Parking Fines. If payment for any ticket is made after 14 days of issuance, the fine for the ticket shall increase*

Revenue collections for fines and forfeitures over the last ten fiscal years are as follows:

Fiscal Year	Court Fines	Parking Fines	Total
2009	147,173	86,089	233,262
2010	108,744	93,743	202,487
2011	108,422	113,345	221,767
2012	153,107	106,201	259,308
2013	138,787	89,385	228,172
2014	127,363	87,010	214,373
2015	116,958	80,159	197,117
2016	110,407	44,625	155,032
2017	128,999	52,176	181,175
2018	144,499	104,712	249,211

Revenue from Use of Money and Property

This revenue classification includes interest earnings on surplus funds, rental income from City-owned properties, and sale of surplus vehicles and equipment. Interest earnings reported here include only the General Fund, as Utility Fund revenues are highlighted in the budget section, Budget Summaries. Rental income includes various rental properties including the Community Building user fees. The base rate for a weekday is \$150/3 hour minimum and \$300 for the weekend.

Revenue collections from use of money and property over the last ten fiscal years are presented below:

Fiscal Year	Interest Earnings	Rental Income	Sale of Surplus	Total
2009	457,041	464,813	8,175	930,029
2010	236,316	469,207	25,319	730,842
2011	87,800	505,752	30,825	624,377
2012	125,429	507,083	15,373	647,885
2013	108,221	545,606	121,526	775,353
2014	112,846	622,047	21,904	756,797
2015	137,786	627,076	29,545	794,407
2016	141,337	718,572	28,154	888,063
2017	167,086	749,188	46,602	962,876
2018	478,858	694,940	26,778	1,200,576

A breakdown of rental income from properties over the last ten fiscal years is presented below:

Fiscal Year	Comm Bldg	City Square	Longhill Prop	Muni Center	Stryker Bldg	Trans Center	Gen. Prop*	Parking Garage	Total
2009	37,284	43,988	10,456	15,550	7,160	123,273	17,802	209,300	464,813
2010	40,255	44,071	8,946	13,332	6,050	125,203	18,858	212,492	469,207
2011	46,641	43,340	9,456	13,732	3,770	119,720	19,185	248,370	504,214
2012	39,915	37,788	14,456	14,144	9,260	124,359	3,733	263,428	507,083
2013	40,850	40,820	10,956	14,568	4,920	127,539	21,853	284,100	545,606
2014	50,470	41,667	9,456	15,006	4,160	126,270	53,868	321,150	622,047
2015	46,615	51,905	9,456	15,402	0	130,762	54,790	318,146	627,076
2016	49,825	49,163	6,880	15,600	0	130,515	137,700	328,889	718,572
2017	52,290	32,390	8,552	15,600	12,169	134,726	142,684	350,777	749,188
2018	54,475	33,361	9,018	15,600	3,886	134,584	126,056	317,960	694,940

*Includes Triangle Building Commercial rent and house on Strawberry Plains Road.

Charges for Services

The City uses this revenue classification to account for various revenue sources requiring charges. Minor amounts are included under Sheriff's fees and Commonwealth Attorney's fees, of which the City has no control over. Also included are charges for maintenance of highways, streets, and sidewalks, which is used for billing special mowing or trash pickup and are minimal in amount. Charges for Planning & Community Development include minor amounts for maps and surveys,

with the largest dollars attributable to sales of Cedar Grove Cemetery lots and grave openings. The largest item under this category is Charges for Parks & Recreation. City Code authorizes the Recreation Department to set and collect charges for programs and activities for use of its facilities and services.

Charges for Services collected over the past ten years are shown below:

Fiscal Year	Sheriff's Fees	Commonwealth Attorney's Fees	Parks & Recreation	Planning & Comm. Dev.	Total
2009	1,331	138	317,573	28,698	347,740
2010	1,460	266	350,497	37,881	390,104
2011	1,414	805	390,220	43,742	436,181
2012	1,307	392	401,398	42,702	445,799
2013	1,366	398	377,104	42,855	421,723
2014	1,366	351	361,824	38,667	402,208
2015	1,366	310	341,745	43,300	386,721
2016	1,366	819	342,613	53,734	398,532
2017	1,366	205	398,700	50,305	450,576
2018	1,366	337	391,493	53,946	447,142

Parks & Recreation fees for the last ten fiscal years are highlighted in detail below:

Fiscal Year	Pool Fees*	Tennis Fees	Waller Mill Park	Vending Machines	Classes	Athletics	Misc.	Total
2009	6,083	18,900	73,909	584	15,742	157,829	44,526	317,573
2010	7,989	27,891	79,938	356	15,022	157,526	61,775	350,497
2011	5,451	32,482	106,180	409	17,444	164,883	63,371	390,220
2012	6,154	38,925	103,165	388	19,128	163,185	70,453	401,398
2013	2,338	34,964	125,841	910	15,163	160,219	37,669	377,104
2014	0	22,608	140,490	683	11,947	144,583	41,513	361,824
2015	0	21,664	142,370	560	14,678	133,848	28,625	341,745
2016	0	24,800	138,412	572	16,888	134,037	27,904	342,613
2017	0	26,036	171,791	546	20,843	134,833	44,651	398,700
2018	0	20,155	166,016	485	17,445	147,526	39,866	391,493

*Pool service at QPath contracted out to a vendor in FY 2013 so no fees collected. Pool completely filled in FY 2015.

Cemetery lot sales and grave opening fees over the last ten years are as follows:

Fiscal Year	Cemetery Lot Sales	Grave Openings
2009	12,383	14,450
2010	15,200	18,050
2011	22,520	14,950
2012	15,680	20,250
2013	17,345	19,400
2014	13,555	19,700
2015	19,010	19,950
2016	21,790	27,450
2017	18,250	26,500
2018	21,550	27,350

Emergency Medical Transport – As of July 1, 2005, the City began a program of billing health insurance providers for emergency medical transportation services. Receipts over the last ten years are as follows:

Fiscal Year	EMS Fees
2009	411,430
2010	396,546
2011	409,588
2012	463,534
2013	425,679
2014	432,422
2015	437,767
2016	585,658
2017	579,149
2018	615,312

REVENUE FROM THE COMMONWEALTH

Monies received from the Commonwealth of Virginia are classified as either Non-categorical or Categorical aid. Non-categorical revenues are received quarterly according to State code, are not billed or itemized by the City or any constitutional officer, and are not designated to be used for any specific purpose. These are direct-deposited in the General Fund and used to pay for overall operations. Categorical aid must be spent on specific purposes. In the case of constitutional officers, expenditures are itemized and sent to the Commonwealth for reimbursement, based on various formulas provided for by state code.

Non-categorical Aid

1. Rolling Stock Taxes - The State Corporation Commission determines the assessed value of "Certified Motor Vehicle Carriers" [primarily bus companies] and assesses a property tax at the rate of \$1 per \$100 value. These revenues are distributed quarterly to the localities based on the miles the vehicles travel throughout the localities [based on reports submitted from the carriers].
2. Rental Car Taxes - Payments received from the Commonwealth are based on rental car taxes collected by rental companies within each jurisdiction. A 4% rental car tax is required to be assessed on all rental vehicles (prior to July, 1997 the tax applied only to rented passenger cars). Rental companies submit the taxes monthly to DMV with a report by locality. The Commonwealth distributes these funds monthly to localities.
3. Grantor's Tax - The Clerk of the Circuit Court collects additional recording fees for this purpose, details monthly activity, and deposits these receipts in a State Account. Activity is separated at the courthouse for deeds relating to Williamsburg or James City County. Funds are distributed quarterly by the Commonwealth, from a \$10 million fund [\$40 million per year] to localities based on their share of overall grantor tax collections in the Commonwealth.

Non-Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Rolling Stock Taxes	Rental Car Taxes	Grantor's Taxes
2009	8,940	15,899	55,459
2010	2,900	16,154	48,165
2011	9,046	10,604	49,845
2012	8,408	17,423	54,547
2013	9,692	15,647	48,411
2014	10,267	25,111	55,925
2015	9,870	33,242	72,466
2016	10,088	33,450	54,712
2017	9,104	36,159	68,449
2018	13,181	40,134	104,466

Categorical Aid

1. Shared Expenses - Constitutional offices included as City departments/operations with reimbursements provided (in-part) by the Commonwealth of Virginia.
 - a. Sheriff - This is a joint activity shared with James City County. The state refunds approximately 100% of state-approved salaries and operating costs of this department. However, since the City now is part of the Virginia Peninsula Regional Jail Authority, the Sheriff now provides only courtroom

security and prisoner transfer activities. Jail staffing at the Courthouse has been significantly reduced, as many former employees now work for the Authority. Salary supplements are not reimbursed by the State.

- b. Commissioner of the Revenue - State code provides for reimbursements to the City at 50% of salaries, fringe benefits and a minor portion of operating expenses. Any constitutional officer can make special requests for payment from the Compensation Board for additional consideration. For the City's Comprehensive Annual Financial Report dated June 30, 2018 total reimbursements were 32.49% of expenditures.
 - c. Treasurer - This is also a joint activity shared with James City County. The state reimburses the City 2/3 of salary, fringe benefits, and operating costs for the Deputy Treasurer, whose office is in the Municipal Building. The City, in turn, bills James City County 25% of the non-reimbursed amount annually. In the City's Comprehensive Annual Financial Report, only the State reimbursed monies are classified as Categorical Aid. Reimbursements received from James City County are classified as credits to the expenditures in the Treasurer Department 1213.
 - d. Medical Examiner - Reimbursed at \$30 per examination.
 - e. Registrar/Electoral Board - For FY 2018, salaries were reimbursed by the State at 69.79% for the Registrar and 81.88% for the Electoral Board members. No reimbursements are made for fringe benefits or operating expenditures. The Department of Finance files for reimbursement to the State Electoral Board annually.
2. Welfare - Pertaining to the City's general fund, only minor amounts of reimbursements are accounted for here. All of the City's Human Services programs are accounted for as a special revenue fund and is included in the City's Comprehensive Annual Financial Report in the Virginia Public Assistance Fund.
 3. Education - State Sales Tax for Education -The Governor distributes 1% of statewide sales tax receipts to every school district based on state census figures provided for school-age population. This is adjusted with each triennial census performed by the joint school system and verified by the localities.
 4. 599 Funds - Each locality in the Commonwealth is eligible to receive a percentage of the total amount to be distributed equal to the percentage of the total adjusted crime index attributable to each locality as determined by the Department of Criminal Justice Services. The City must notify the Department prior to July 1 each year that its law enforcement personnel have complied with minimum training standards as provided for by State Code. These distributions are made quarterly.
 5. Other Categorical Aid - See the next section for a detail description.

Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Comm. of Rev.	Treasurer	Registrar/ Electoral Bd.	599 Funds	State Sales Tax
2009	85,464	22,475	48,245	427,158	698,356
2010	83,733	18,024	43,044	391,496	796,087
2011	69,878	17,333	38,385	386,896	827,078
2012	69,359	16,668	40,468	373,312	845,143
2013	69,384	16,360	37,211	373,313	801,635
2014	72,389	18,101	36,640	373,312	972,222
2015	72,633	18,146	36,271	373,312	1,099,918
2016	73,840	18,467	41,109	373,312	1,093,871
2017	73,943	17,910	37,029	385,332	1,134,338
2018	75,701	18,299	37,399	385,332	1,096,059

Other Categorical Aid

Other aid received from the Commonwealth and designated for specific use includes:

1. Arts Commission - Grant funds are applied for by the City and James City County to the Commonwealth for the Local Government Challenge Grant Program. Funds are received directly by each locality. James City County reimburses the City for the State portion, and also an additional amount each year as provided for during the annual budget process. Since Fiscal Year 1998 *each* locality has received the \$5,000 state maximum allowed under this grant.
2. Street and Highway Maintenance - The City is reimbursed quarterly by the Commonwealth according to lane miles of streets within its boundaries. For FY 2019 reimbursements for principal/minor arterial roads are \$21,689.51 per lane mile, while collector/local streets are at a rate of \$12,734.62 per lane mile. Lane miles used to calculate reimbursement change only when additional roads are built in the City. Total revenue for FY 2019 will be \$1,858,628 based on peak hour moving lane miles of state arterial roads in the City of 39.72 miles, and local streets of 78.30 lane miles. Payment rates change periodically, and are at the discretion of the Commonwealth of Virginia.
3. Emergency Services - Each year funds are received for Radiological Emergency Preparedness. These funds support the activities of state agencies and certain local governments in establishing, maintaining, and operating emergency plans, programs and capabilities to deal with nuclear accidents⁸. Annual training exercises are performed, within program guidelines, and are coordinated throughout the geographic area with other local governments and Dominion Power. Amounts received each year are based on the projected

⁸ Va of Emergency Services - Funding to State and Local Government Agencies and Supporting Organizations, June, 1992

annual cost of administering the state and local government programs for the power stations.

4. Fire Programs - This is a special appropriation to localities to be used for fire service training, training facilities, and fire-fighting equipment or vehicles. Localities must provide detailed expenditure reports annually to qualify for these funds.

5. EMS Funds- Four for Life - State Code provides for an additional \$4 per year to be charged and collected when registrations for pickups, panel trucks, and motor vehicle are made at the Department of Motor Vehicles. These monies are paid into the State treasury to be used for emergency medical service purposes. Twenty-six percent of these funds are returned to the localities where the registrations were made. It supports volunteer and paid-personnel training, equipment, and supplies for emergency purposes.

6. Litter Control - The City receives this annual grant from the Department of Waste Management to aid in litter control. Monies are used for litter prevention, elimination and control. The grant must be applied for each year, and an accounting is made each year to verify that funds are spent appropriately. Amounts vary each year depending on available funds and local program requirements.

Other Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Arts Commission	Street Maintenance	Emergency Services	Fire Programs	EMS 4 for Life	Litter Control
2009	76,350	1,382,944	0	32,650	14,676	6,337
2010	75,390	1,376,050	25,000	37,342	13,915	5,125
2011	65,000	1,426,219	25,000	34,643	15,493	5,910
2012	65,000	1,479,180	25,000	41,955	15,162	5,000
2013	63,250	1,550,215	25,000	40,123	16,620	7,216
2014	65,000	1,580,437	25,000	42,250	18,416	6,366
2015	65,000	1,623,919	30,000	44,569	18,599	6,357
2016	65,000	1,719,115	30,000	44,587	20,470	6,427
2017	70,000	1,758,306	30,000	45,652	18,296	6,192
2018	74,500	1,799,468	30,000	48,726	21,566	7,038

REVENUE FROM THE FEDERAL GOVERNMENT

The City's Comprehensive Annual Financial Report itemizes Federal receipts on the Schedule of Federal Awards, according to the Catalog of Federal Domestic Assistance catalog numbers. Human Services programs account, by far, for the majority of the City's federal funds. These programs are accounted for in the Public Assistance Fund. For General Fund purposes, only limited sources of federal funding exist. These programs are highlighted:

1. Local Law Enforcement Block Grant - The City must apply for these funds each year through the Department of Justice. An interest-bearing checking account is maintained for this grant, and detailed quarterly reports must be filed until the funds are spent. During FY 2018, the City received \$34,050 for the Byrne Justice Assistance Grant Program and \$5,179 DMV Federal Grant for purchase of equipment.
2. Department of Homeland Security - These funds are federal pass-thru grants administered by the Commonwealth of Virginia. During FY 2016, the City received \$47,850 for Citizen's Corp Project and the Citizen Emergency Response Team training. During FY 2017 no funds were received and \$18,757 was received in FY 2018.
3. Department of Emergency Services - These funds are administered by the Federal Emergency Management Agency (FEMA). The City of Virginia Beach acts as fiscal agent for this program. Funds are received for disaster assistance and hurricane preparedness, and more specifically, are intended to supplement the cost of deploying the City's Emergency Management team in accordance with FEMA requirements during natural disasters. During FY 2014, 2015 and 2016, the City received \$3,530, \$115 and \$75 from FEMA for drills and training. No funds were received in FY 2017 and FY 2018.
4. Department of Transportation - These federal revenue sharing funds are used for street planning and construction. During FY 2018, \$164,107 in federal funds was received for the Ironbound Road Improvements Phase I and Monticello Multiuse Trail.

REVENUE FROM THE COLLEGE OF WILLIAM AND MARY

The City provides fire and emergency medical services to the College of William and Mary. As a state agency, the College is exempt from local taxation. In light of this, the College committed to providing financial support to the City in the amount of \$120,000 per year to partially defray costs of providing these essential services on campus. The City has received this funding every year since FY 2014.

POTENTIAL REVENUE SOURCES

State Code Section 58.1-3840 allows cities or towns to charge excise taxes on *admissions*, which the City does not impose.

EXPENDITURE CLASSIFICATIONS

51000 SALARIES AND WAGES

- 51001 Salaries
Compensation for all full time employees who hold permanent positions.
- 51002 Salaries-Overtime
Compensation for overtime and holiday pay for all eligible employees in accordance with the Personnel Manual.
- 51003 Salaries, Part-time Employees
Compensation for all part time employees (less than 40 hours per week) who are paid on an hourly basis and are not eligible for all employee benefits. (See Personnel Manual)
- 51005 Salaries-Temporary
Compensation for employees who are working on a temporary basis.
(See Personnel Manual)
- 51006 Discretionary Leave
Compensation for police, fire, or water plant personnel who must work on stated holidays. (See Personnel Manual)
- 51008 Traffic Control
Compensation for police department personnel who work extra hours for traffic control purposes.
- 51009 Off-Duty Policemen
Compensation for police personnel hired by outside establishments after regular working hours. (City is reimbursed by contracting party.)

52000 FRINGE BENEFITS

- 52001 FICA
Employer's share of Social Security Taxes.
- 52002 Virginia Retirement System (VRS)
Cost of contributions to Virginia Retirement System for all fulltime employees.
VRS enrollment is mandatory for all full-time employees, and paid as a percentage of base salary.
- 52004 Dental
Costs for employee dental reimbursement program.
- 52005 Hospitalization
City's cost for medical benefit package premiums, not including dental.
- 52006 Group Life Insurance
City's cost for VRS group life insurance policy.
- 52009 Unemployment Insurance
Costs for unemployment insurance.
- 52010 Worker's Compensation
Costs for worker's compensation insurance.
- 52012 Clothing Allowance
Costs associated with purchase of clothing by designated personnel.

- 52013 Education Allowance
Costs for tuition assistance.
- 52016 Training
Costs associated with training fire, police, and water plant personnel.
- 52021 Cleaning Allowance
Costs associated with cleaning of uniforms and clothing.
- 53000 PROFESSIONAL SERVICES
- 53001 Professional Health Services
Costs associated with medical services such as physicals for certain employees.
- 53002 Professional Services-Other
Costs for legal, financial, engineering, and other specialized professional services.
- 53004 Repair and Maintenance
Costs for services for repair or maintenance of city equipment and structures.
- 53004- 1 Cars and Trucks
2 Buildings
3 Office Equipment
4 Powered Equipment
5 Street Signs, Markings, and Water Meters
6 Traffic Signals
- 53005 Service Contracts
Costs for all service contracts except radio.
- 53006 Printing
Costs associated with the printing of forms, documents, manuals, etc.
- 53007 Advertising
Costs for classified and legal advertisements.
- 53008 Laundry and Dry Cleaning
Costs associated with uniform rental.
- 53009 Purchase of Services
Costs for purchasing of services and supplies from other governmental agencies (do not include joint activities).
- 53013 Jurors, Commissioners, Witnesses
Costs associated with court trials and legal disputes.
- 53031 Garbage Contract
Costs for garbage pick-up and disposal.
- 53032 HRSD
Costs for treatment of raw sewage by Hampton Roads Sanitation District.
- 53033 Exterminating
Costs for extermination contracts for city-owned buildings.
- 53099 Detective Funds
Costs associated with police work.

<u>55000</u>	<u>PURCHASE OF GOODS AND SERVICES</u>
55101	Electricity Costs of electricity (Dominion Power).
55102	Heating Fuel Purchase of natural gas and heating oil.
55103	Water and Sewer Costs of water and sewer services.
55201	Postage Stamps, stamped envelopes, postage meter costs, permit fees, etc.
55203	Telecommunications Costs incurred for land-line, cellular phone, and pager service.
55204	Radios Cost of operating city-wide radio systems.
55205	Emergency "911" Costs of operating emergency lines for the dispatch operation.
55301	Boiler Insurance Costs of insuring heating plants, generators, and other mechanical equipment.
55302	Fire Insurance Costs of insuring buildings and contents against fire.
55305	Motor Vehicle Insurance Costs of insurance for motor vehicles.
55306	Surety Bonds Costs for surety bonds for certain city personnel.
55307	Public Officials Liability Costs of insuring certain public officials against suits, etc.
55308	General Liability Insurance Cost of insuring the city against certain accidents, etc.
55401	Office Supplies Costs of office supplies such as envelopes, pens, pencils, paper, forms, etc. used in everyday office operations.
55402	Food and Food Service Supplies Costs of providing miscellaneous food or supplies at Fire Station.
55403	Agricultural Supplies Costs for care and treatment of plants, lawns, landscaping, including small tools.
55404	Material and Lab Supplies Costs for purchasing medical and laboratory supplies for appropriate city departments.
55405	Laundry, Housekeeping and Janitorial Supplies Costs of custodial and housekeeping supplies, including light bulbs.
55406	Linen Supplies Costs of linens used in Fire Department.
55407	Repair and Maintenance Supplies

- 55408 Costs of building material supplies, paint, electrical, and plumbing supplies.
Vehicle and Powered Equipment Supplies
Supplies for cars, trucks, heavy equipment, etc. used by City Shop.
- 55408-1 Cars and trucks
2 Tires and tubes
3 Gas and oil for vehicles
4 Powered equipment - light and heavy
5 Sign and street marking supplies
6 Generator fuel
- 55409 Police Supplies
Costs of items such as guns, ammo, flashlights, etc.
- 55410 Uniforms and Wearing Apparel
Costs for uniforms, protective clothing, boots, overalls, and other items or working apparel provided to employees.
- 55411 Books and Subscriptions
Costs for professional periodicals, books, and publications.
- 55412 Recreation Supplies
Costs for supplies used for Recreation Department programs.
- 55413 Other Operating Supplies
Costs for chemicals and other supplies not covered in other accounts.
- 55414 Merchandise for Resale
Costs of vending machine merchandise.
- 55415 Fire Prevention Materials
Costs of materials used by Fire Department for fire prevention.
- 55416 Pool Supplies
Costs of supplies for operation of Quarterpath Pool.
- 55417 Water Meters
Costs of purchasing water meters for the Utility Fund.
- 55418 Litter Control
Costs associated with litter pickup.
- 55501 Travel Expense
Mileage reimbursement @ 58¢/mile for approved use of private vehicles for job-related travel.
- 55504 Travel (Conferences and Conventions)
Costs for lodging, transportation, registration fees, and materials. All travel must have prior department head approval.
- 55602 Colonial Behavioral Health (formerly Colonial Services Board)
Costs of City's contribution to community program.
- 55604 Contributions to Other Agencies
Donations to outside organizations approved by City Council.
- 55801 Dues and Memberships
Costs for dues and memberships in professional organizations.
- 55805 Other

Costs (non-recurring) not budgeted under other accounts.

- 55838 Principal
Repayment of long term debt principal.
- 55839 Interest
Interest payments on long term debt.
- 55899 Joint Activity
Payments to James City County for jointly operated departments and agencies.

57000 FIXED ASSETS

- 57001 Machinery and equipment
- 57002 Furniture and fixtures
- 57003 Communication equipment
- 57005 Motor vehicles
- 57007 ADP Equipment
- 57008 Pedestrian Improvements
- 57009 Street resurfacing
- 57010 Building alterations

58000 LEASES AND RENTALS

- 58001 Lease and Rental of equipment
Cost for temporary rental or lease of equipment
(no lease-purchase agreements).
- 58002 Lease and Rental of buildings
Costs for rental or lease of office or storage space.

FUNDING RELATIONSHIPS

Agency/Organization
List of Other Contributors
Constitutional Officers
(Generally)

Notes

Compensation Board. The state pays a portion of salary, benefits, and some operating costs. The City pays salary supplements in some cases, fringe benefits. Operating salaries for these officers are approved by the State..

Commissioner of the Revenue
State

The City provides office space for this officer and staff. The State reimburses the City for 50% of salary, fringes (except healthcare) and some operating expenses. The reimbursable portion of the Commissioner's salary is based on the 1980 salary amount divided in half plus any all increases in pay since that date. The State pays 50% of 2 full-time positions allowed based on population. A salary supplement is provided by the City. The State reimburses half the employer cost of VRS (Retirement), FICA, and Group Life insurance. The balance of fringes is paid by the City. The staff participates in all City employee programs (e.g., health insurance, deferred and workers compensation), including the Pay Plan. Legislation may affectively reduce the level of State funding for the Commissioner of the Revenue's operation.

Treasurer
State

The City, State and JCC share in the local cost of the Treasurer. The State reimburses 88% of state approved salary, 100% of FICA match, and 46% of VRS costs. JCC bills the City for a percentage of the non-reimbursable costs based on population. Office space is provided by both localities. The State reimburses the City for 2/3rds of salary, and fringes (except healthcare) for the City Deputy Treasurer, whose office is located in the Municipal Building. The City bills JCC for 25% of the non-reimbursable costs for salary and fringes associated with the City Deputy Treasurer position for work associated with W/JCC Schools. Pending legislation may drastically reduce the level of State funding for the Treasurer's operation.

Clerk of Circuit Court
JCC, State

The State funds salaries and a portion of fringes and operating expenses for the Clerk and staff. A portion of fringe benefits is supplemented. Twelve positions in this office are fully State funded. Two part-time positions are locally funded. All temporary part-time personnel costs are reimbursed by the State, but not permanent part-time. These part-time salaries and some fringes are paid by the City and County per the Courthouse Agreement (See Circuit Court).

Agency/Organization
List of Other Contributors
Clerk of Circuit Court
JCC, State

Notes

The State funds salaries and a portion of fringes and operating expenses for the Clerk and staff. A portion of fringe benefits is supplemented. Twelve positions in this office are fully State funded. Two part-time positions are locally funded. All temporary part-time personnel costs are reimbursed by the State, but not permanent part-time. These part-time salaries and some fringes are paid by the City and County per the Courthouse Agreement (See Circuit Court).

Commonwealth Attorney
JCC, State

The Compensation Board sets the salaries for the Commonwealth Attorney, four assistants, and four full-time support staff. All positions receive a salary supplement, ranging from 1.5% to 61%, paid by the City and JCC based on population each year. In addition, the Victim's Assistance program consists of three grant positions, which are supplemented locally. The balance of any fringes in excess of the amount provided by the State is paid by the City and JCC based on population per the courthouse agreement.

Sheriff's Department
JCC, State

The joint Williamsburg/James City County Sheriff is responsible for courtroom security and serving civil warrants, but no longer handles jail facilities since the City became part of the Va Peninsula Regional Jail Authority. City/JCC share local cost on a population formula as provided in the City/County Joint Courthouse Agreement. Payroll and operating expenses have been administered by James City County since January 1, 1998. The state compensation board will reimburse the County for state-approved salaries, benefits, and some operating expenses. Salary supplements and a portion of unreimbursed operating expenses are shared locally based on the Courthouse Agreement. Sheriff's employees participate in the JCC's worker compensation, health insurance, and Va Retirement System programs.

Voter Registrar
Board of Elections, State

The State pays majority of the Registrar's salary. For FY 2018 that rate was 69.79%. Costs associated with one full-time employee, fringe benefits, and operating costs are paid by the City. Staff participates in the City's workers compensation, health insurance, and other employee benefit programs. The City provides accounting and payroll services.

Circuit Court (Hon. Michael E. McGinty)
State

The City and JCC share in the cost of the Judge's secretary, jurors, capital outlay, and operating expenses of this office. City and JCC also fund a Legal Assistant position for the Circuit Court Judge. The Judge's salary is paid by the State.

The City/JCC agreement dated December 12, 1996 provides for joint operations of all courthouse activities. All courthouse personnel and operating costs which are the responsibility of local government are split between the City and County based on population, and is updated as of December each year.

Agency/Organization

List of Other Contributors

Notes

General District Court (Hon. Colleen K. Killilea)

The City and JCC share in the cost of operating expenses and capital outlay for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.

Juvenile and Domestic Relations Court (Hon. George C. Fairbanks IV)
JCC, State

The City and JCC share in the cost of operating expenses for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.

Ninth District Court Services Unit
Juvenile Probation Office State, JCC, York, Charles City, King William, King & Queen, Mathews, Gloucester, New Kent, Middlesex, Poquoson

Salaries and fringes for this office are paid by the State. Local operating costs are shared between the City and JCC. For the District office, the City pays 1/11th of the operating costs. In addition, the City pays actual juvenile detention expenses for the Merrimac Center through the Middle Peninsula Juvenile Detention Commission for City cases.

Colonial Group Home Commission
JCC, York, and Gloucester counties
State Dept of Youth & Family Svcs.

Funded through State block grant and member localities share operating costs based on population. Programs include Crossroads, Community Supervision, and Psychological Services.

Virginia Peninsula Regional Jail Authority
JCC, York County, Poquoson, Dept. of Corrections

The City shares in the cost of operating this authority. VPRJA operates a regional jail on Route 143 in lower James City County. City pays its share based on number of prisoners held for crimes committed in the City.

Middle Peninsula Juvenile Detention Commission
18 Localities, State-Dept of Juvenile Justice

Operates the Merrimac Center, a 48-bed center, providing secure detention for juveniles for localities in the 9th and 15th District Court Service Units. City pays its share based on number of juveniles held for offenses committed in the City.

Colonial Community Corrections
JCC, York County, Poquoson, New Kent Co., Charles City Co., and State.

Provides alternatives to incarceration to persons awaiting trial, pre-trial, post-trial and re-entry services, and substance abuse counseling to offenders.

Health District
State, Newport News, JCC, York County, and Poquoson

Contribution is based on funding formula which apportions local share among district jurisdictions. Some monies are refunded to City based on generated revenues each year.

Colonial Behavioral Health
(Chapter X)
State funds, JCC, York County, Poquoson
Federal Funds, fee revenues (clients, Medicare, Medicaid, etc.)

Funded at discretion of Council. Funding request is based on population and usage.

Department of Human Services
State, Federal Dept. of Health and Human Services

Approximately 70% of personnel and operating costs are reimbursed by the State and Federal governments.

Agency/Organization

List of Other Contributors

Williamsburg-James City County Public Schools

Notes

Local funding share is apportioned between the City and JCC based on the Joint Schools Agreement, as amended in 1991, 1996, 2001, 2007, and 2012. FY 2017 was the last year of the latest revised 5-year contract period currently under negotiation. Historically State support has been approximately 30% of total school system cost, and based on formula and General Assembly appropriations. Federal funding is received and largely directed to categorical programs, and received on a cost-reimbursement basis.

Williamsburg Regional Library

JCC, York County, State funds and generated revenues

City, JCC and York County cost sharing is governed by the September, 2013 five-year agreement, and based on circulation. Each jurisdiction pays for the capital costs associated with the library buildings located therein. The State contributes approximately 5% of total operating costs on a formula basis, through the Library of Virginia.

Avalon Center for Women and Children

United Way, State Housing Dept., JCC, York County, private donations

Funded at discretion of Council per advice of Human Services Review Committee

Foster Grandparents Program

Hampton, JCC, York County, Newport News, Federal funds

Funded at discretion of Council per advice of Human Services Review Committee

Peninsula Agency on Aging

State and Federal funds, Newport News, Hampton, Poquoson, JCC, York County, private donations

Funded at discretion of Council per advice of Human Services Review Committee

Historical Triangle Senior Center

JCC, York Counties

Funded at discretion of Council per advice of Human Services Review Committee

Community Action Agency Center

JCC, donations, State/Fed. grants

Funded at discretion of Council per advice of Human Services Review Committee

CHIP of Virginia

Public/private partnership-partner agencies, corporations, foundations, individuals, local gov'ts

Funded at discretion of Council per advice of Human Services Review Committee.

Hospice of Williamsburg

United Way, private donations

Funded at discretion of Council per advice of Human Services Review Committee.

Williamsburg Area Transport

JCC, York County, State funds

Funded at discretion of Council. Agency administers the regional transit system serving residents, visitors, and students through fixed-routes, and services disabled in the City, JCC, and the Bruton District of York County.

Agency/Organization

List of Other Contributors

Colonial Williamsburg Foundation
Endowments, generated revenue,
private contributions

**Greater Williamsburg Chamber &
Tourism Alliance**
JCC, York County, Wmsbg
Hotel/Motel Association Membership,
programs

**Hampton Roads Planning District
Commission and Metropolitan
Planning Organization (MPO)**
JCC, York county, Newport News,
Poquoson, Hampton, Gloucester,
Tidewater jurisdictions, State and
Federal funds

**Hampton Roads Economic
Development Alliance/Peninsula
Council for Workforce
Development**
Hampton, Newport News, JCC, York
County, Gloucester, Poquoson

**Thomas Nelson Community
College**
State, Newport News, JCC,
Poquoson, York County, Hampton

**Colonial Soil and Water
Conservation District**
State, JCC, York County

**Williamsburg Area Arts
Commission**
JCC, State funds

Animal Control
JCC

Heritage Humane Society
JCC, York County, private donations

Notes

Funded at discretion of Council for purpose of purchasing advertising time to attract visitors to Colonial Williamsburg.

Funded at the discretion of Council. In recent years all funding has been dedicated to tourism promotion except for \$100,000 per year for Alliance operations.

City share is based on per capita membership assessment each year.

Funded at discretion of Council.

Funded at discretion of Council, based on population formula for improvements to parking and site, not including buildings.

This is a State agency and is primarily funded by the State. Historically, the CSWCD member jurisdictions have shared in the cost of funding one position.

Funded at discretion of Council. Agency recommends funding to over 30 groups and monitors how arts groups spend funds. James City County pays half by agreement.

The City pays JCC to provide animal control services under a 1993 inter-local agreement.

Funded at discretion of Council.

Agency/Organization

List of Other Contributors

Virginia Peninsulas Public Service Authority

JCC, York County, Hampton, Newport News, Poquoson, and Middle Peninsula jurisdictions

Notes

The City share is based on a budget formula adopted by the VPPSA Board of Directors each year.

Jamestown-Yorktown Foundation

JCC, York County, State grants, private donations, admission fees

Funded at discretion of Council.

Colonial Court Appointed Special Advocates (CASA)

JCC, York County, State grants, private donations

Funded at discretion of Council per advice of Human Services Review Committee.

Williamsburg Aids Network Private donations

Funded at discretion of Council per advice of Human Services Review Committee.

Williamsburg Extension Services
State

Funded at discretion of Council per advice of Human Services Review Committee.

Williamsburg Area Medical Assistance Corporation (WAMAC)
State and JCC

Funded at discretion of Council per advice of Human Services Review Committee.

FUND STRUCTURE

The City's accounting system is organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues and expenditures or expenses. The various funds are grouped in the financial statements as follows:

Governmental Funds account for the expendable financial resources, other than those accounted for in proprietary or fiduciary funds. The Governmental Fund measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The General Fund and Sales Tax Fund are combined in the City's Comprehensive Annual Financial Report (CAFR) each year.

General Fund - This fund accounts for all revenues and expenditures of the City which are not accounted for in other funds. Revenues are derived from general property taxes, other local taxes, licenses and permits, and revenues from other governmental units.

Sales Tax Fund (also referred to as General Capital Improvement Program) - This fund accounts for scheduled major capital improvements for the upcoming year. Revenues are traditionally derived from the 1% Sales Tax monies collected monthly at the State level, and interest earnings.

Tourism Fund – This fund is a special revenue fund used to account for tourism tax revenue (1% Historic Triangle regional sales tax and \$2 lodging tax). The expenditures in the Tourism Fund are for the purpose of funding tourism development projects.

Public Assistance Fund – This fund accounts for activities of the City's Human Services Department. The majority of funding is provided by the Federal and State government for social service programs. The remainder of its funding is provided by the City as annual contribution from the General Fund.

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and cash flows. Enterprise funds account for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of charges to users of such services. The Utility Fund, consisting of the operations for water and sewer services, is the City's only Enterprise Fund.

Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device during the year for the General Fund, Sales Tax Fund, Tourism Fund, Utility Fund, and Public Assistance Fund. Annual operating budgets are adopted by ordinances and resolutions passed by the City Council for those funds. Budgets are prepared on the same basis of accounting used for financial reporting purposes. The City does not integrate the use of encumbrance accounting in any of its funds. The original budgets and revisions, if any, are authorized at the department level by City Council. The City Manager has the authority to transfer funds within the departments, so long as the total appropriation for a department is not adjusted. All appropriations for operating budgets lapse at year-end to the extent that they have been fully expended. As capital projects can be multi-year, funds appropriated by City Council can carry over to future years for projects not completed each year, at the discretion of the City Manager.

Basis of Accounting:

Governmental Funds:

Governmental Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year-end are reflected as deferred revenues - uncollected property taxes. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the City, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the City. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Expenditures are recorded as the related fund liabilities are incurred.

Proprietary Funds:

The accrual basis of accounting is used for the Utility Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

Basis of Accounting vs. Basis of Budgeting

Budgets are prepared on the same basis of accounting used for financial reporting purposes (GAAP). There are some instances whereas the generally accepted accounting principles used for financial reporting purposes will differ from those used in budget preparation. Under GAAP reporting requirements changes in the fair market value of the City's investments are treated as adjustments to revenue at fiscal year-end, and those effects are not considered (or known) in the budget process. The other difference is the annual adjustment necessary to reflect the value of earned but unused vacation leave due to employees at fiscal year-end. Such amount would be paid upon an employee's separation from the City, but is not known or budgeted due to the unknown nature of employee's use of vacation leave.

BUDGET POLICIES

A. Financial Planning Policies:

1. **Balanced Budgets:**
 - a. The general operating fund (General Fund) and the special local option sales tax fund (General Capital Improvement Program, or CIP), Utility Fund operating fund, and the Utility Fund CIP are subject to the annual budget process.
 - b. All operating and capital fund budgets must be balanced - total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year.
 - c. The Utility Fund (the City's only Enterprise Fund type) will be self-supporting.
 - d. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP).
 - e. The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

2. **Long-Range Planning:**
 - a. Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission will review current and future capital improvement projects and make recommendations to staff for input to the annual budget document.
 - b. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating all budgets annually.
 - c. The City will assess the condition of all major capital assets, including buildings, roads, bridges, water and sewer lines, vehicles, and equipment annually.
 - d. To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets.
 - e. The General Fund will maintain a minimum of 35% of total operating revenues as its unassigned fund balance.
 - f. Fund Balance of the General Fund shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings.

B. Revenue Policies:

1. **Revenue Diversification:**

The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing services.

 - a. The City will identify all revenue and grant options available to the City each year.
 - b. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Finance Department.

2. **User Fees and Charges:**

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of- living as well as changes in methods or levels of service delivery.

 - a. Rental of City properties – Charges will be reviewed annually and compared with market rates for comparable space or property in the community. The City will consider annual escalator clauses in multi-year rental contracts to take into effect

the impact of increases in the cost of living.

- b. Building permit and inspection fees will be reviewed annually.
- c. Recreation program charges will be reviewed annually. In general, all efforts will be made to provide programs and activities at an affordable level for the residents of the Williamsburg area while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities.
 - i. Charges for specialty classes such as yoga, aerobics, dance, dog obedience, etc. will be set at a level to encourage maximum participation, and also enable 75% to 80% of program receipts to be used to compensate instructors.
 - ii. Team sports participation fees will also be set to encourage maximum participation, with approximately 80% to 90% of charges being used to defray costs of officiating, prizes and awards, scorekeepers, and team pictures.
 - iii. Admission fees for the use of the Quarterpath Pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating this facility. The City encourages individual and family seasonal membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy this outdoor facility during the summer months.
- d. The City's Utility Fund will be self-supporting. Water and sewer charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs - including operations, capital outlay, and debt service.

3. Use of One-time or Limited-time Revenues:

- a. To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

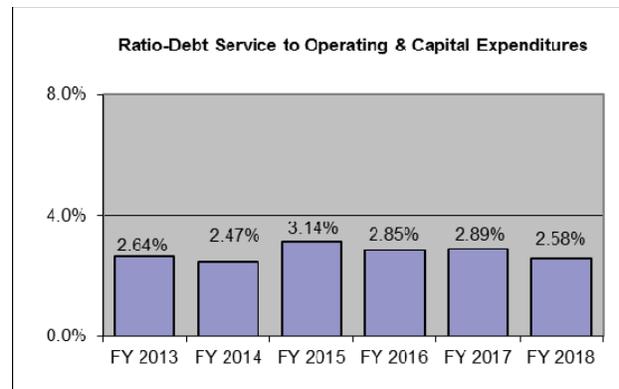
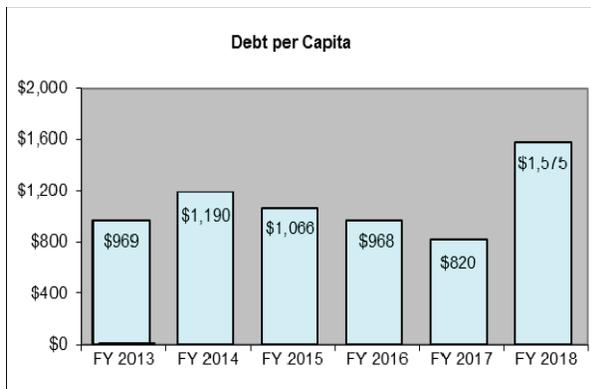
C. Expenditure Policies:

1. Operating/Capital Expenditure Accountability:

- a. The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash-flow needs.
- b. Future operating costs associated with new capital improvements will be projected and included in operating budgets.
- c. Capital improvement program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.
- d. The budgets for all funds shall be controlled at the department level. Expenditures may not exceed total appropriations for any department without approval from the City Manager.
- e. All operating fund appropriations will lapse at fiscal year-end. Any encumbered appropriations at year-end may be re-appropriated by City Council in the subsequent year. Multi-year capital improvement projects may be carried-forward in the subsequent year, at the discretion of the City Manager.
- f. The City will include contingency line items in the General Fund, General CIP, and Utility Fund CIP, not to exceed \$200,000, to be administered by the City Manager, to meet unanticipated expenditures of a non-recurring nature.
- g. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

D. Debt Policy:

1. The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the most beneficial interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services.
2. A five-year capital improvements program will be developed and updated annually along with corresponding anticipated funding sources.
3. Capital projects financed through either bank qualified loan or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.
4. Debt service principal payments will be scheduled in equal installments over the life of the indebtedness.
5. Requirements of continuing disclosure agreements for all bond issues will be complied with, including annual filing of audited financial statements and adopted budgets, to the Municipal Securities Rulemaking Board, and all national rating agencies which have assigned a bond rating for the City.
6. Pay-as-you-go financing will be the normal method of funding the capital program, with debt financing not to exceed the limits established below.
7. Actual ratios of per capita debt, and debt service to operating expenditures, and the not-to-exceed limit are shown below.



- Outstanding Debt per Capita (maximum): \$1,700 - \$2,400, including Utility Fund
- Ratio of Debt Service to Operating Expenditures includes capital projects.

E. Investment Policy:

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims. Further, it shall be the policy of the City that all investments and investment practices meet or exceed all statutes and guidelines governing the investment of public funds in Virginia, including the Investment Code of Virginia and the guidelines established by the State Treasury Board and the Governmental Accounting Standards Board.

Copies of the City's comprehensive investment policy, including the objectives, allowable investments, quality, maturity restrictions, prohibited securities, and additional requirements are available at the Department of Finance.

F. Fund Balance Policy (adopted by City Council on June 9, 2011):

1. Background and Purpose

- a. Sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. Adequate levels of fund balance are essential to protect against reducing service levels because of temporary revenue shortfalls or unanticipated expenditures. Fund balance provides resources during the time it takes to develop and implement a longer term financial solution. Fund balance is also crucial in long-term financial planning and financing as credit markets carefully monitor levels of fund balance to evaluate creditworthiness.

2. Components of Fund Balance

The following individual items shall constitute the Fund Balance:

- a. Nonspendable Fund Balance – Amounts that cannot be spent due to form (such as inventories and prepaid amounts), and/or amounts that must be maintained legally intact or contractually intact (such as principal of a permanent fund).
- b. Restricted Fund Balance – Amounts constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation.
- c. Committed Fund Balance – Amounts constrained for a specific purpose by City Council using its highest level of decision-making authority. It would require another action of the City Council to remove or change the constraints placed on the resources. Commitments must be established.
- d. Assigned Fund Balance – Amounts constrained for a specific purpose by the City Manager, who has been given the delegated authority by the City Council to assign amounts. The amount reported as assigned should not result in a deficit in unassigned fund balance.
- e. Unassigned Fund Balance – Amounts not classified as nonspendable, restricted, committed, or assigned. The General Fund is the only fund that would report a positive amount in the unassigned fund balance.

3. Funding Requirements of Unassigned Fund Balance of the General Fund

- a. An unassigned fund balance shall be established at an amount equal to a minimum of 35% of General Fund operating revenues as shown in the City's most recent comprehensive annual financial report (CAFR).
- b. The use of the unassigned fund balance will be permitted to provide temporary funding of unforeseen emergency needs.
- c. If the unassigned fund balance falls below an amount equal to 35% of the General Fund operating revenues as outlined above, a plan to replenish the fund balance within twelve months will be presented to the City Council.
- d. Unassigned fund balance represents the residual fund balance after the nonspendable, restricted, committed and assigned fund balance categories are deducted.

4. Monitoring and Funding

- a. City staff will report on compliance with this Policy during the presentation of the Comprehensive Annual Financial Report (CAFR) at the regular meeting of City Council in December each year.

- b. The City shall annually demonstrate that it will comply with this Policy based on its proposed Operating and Capital Budget for each year.

G. Tourism Development Fund Policy (adopted by City Council - August 10, 2017, amended - February 14, 2019):

Section 1. Establishment of Special Revenue Fund and Fiscal Policy

A. Special Revenue Fund

1. The TDF will be established as a special revenue fund in the City Budget.
2. The TDF will be subject to the fiscal controls of the City and shall abide by the adopted Budget Policies of the City regarding financial planning, revenues, expenditures, debt, investment, and fund balance.
3. The TDF annual budget shall include a 5-year financial plan with year one being the budget appropriation and the following four years for planning.
4. Unspent or unallocated funds shall remain in the fund and be a carryover to the next fiscal year.
5. Funds can be used to pay debt service obligations and borrowing expenses associated with TDF projects.
6. Funds are subject to the City audit and Comprehensive Annual Finance Report (CAFR) policies and processes.

Section 2. Tourism Development Fund Purpose and Eligible Expenditures

- A. Purpose – The purpose of the Tourism Development Fund (TDF) is to increase patronage to restaurants, attractions, hotels, and events in the City of Williamsburg through financial assistance and reinvestment in tourism products, place-making projects, special events, and public-private partnerships.

B. Types of Expenditures Allowed

1. Development, expansion, or renovation of tourism product and infrastructure for tourism products.
2. Place-making projects and events.
3. Support projects and programs of the Economic Development Authority (EDA) for for-profit companies that meet the eligibility criteria and receive recommendations for funding.
4. Administrative costs of up to 10% shall be retained by the City.

C. Examples of Eligible Products

1. Streetscape renovations and enhancements
2. Transit improvements (bike share, pedestrian access, enhanced bus shelters)
3. Convention and group meeting facilities
4. Outdoor and indoor recreation facilities and amenities
5. Public parks
6. Tourism venues
7. Business improvement grants (through EDA)
8. Public art and place-making
9. Special events grants and marketing
10. Visitor infrastructure
11. Culinary arts incubators
12. Regional trails and cultural sites

13. Other projects that meet the eligibility criteria, demonstrate feasibility, and receive recommendation.

Section 3. Tourism Development Fund Process and Project Application

A. Project Applications

The TDF application process will consist of two phases of application. The Phase 1 application is to establish eligibility and the Phase 2 process is to provide details necessary for staff and the TDF review committee to provide recommendation to City Council.

1. Phase 1 Application – At a minimum, the Phase 1 application will include information on the applying organization, amount of funding requested, identify if the project is new or an expansion, a project description, and the initial project budget and construction values.
2. Phase 2 Application – At a minimum, the Phase 2 application will include information on project feasibility, room night calculations, marketing plan, business plan, drawings, photos, renderings, site plans, organization leadership, project management, detailed project description, description on impact to local tourism, timeliness, project schedule, phasing, uniqueness of

project, potential to stimulate other projects, letter of funding commitment, brand consistency, and methodology intended to capture visitation statistics provided.

B. Process

Requests for funding from the Tourism Development Fund shall follow the following process:

1. Submission of Phase 1 applications in March.
2. Submission of Phase 2 applications in May.
3. TDF Review Committee application review, interviews, and site visits in June and July.
4. TDF Review Committee application recommendation to City Council provided to the City Manager in September.
5. City Council considers approval of projects in September.
6. Funding is appropriated and available to the TDF in October.

Section 4. Tourism Development Fund Review Committee

A. Purpose of the Review Committee

The TDF Review Committee will review and evaluate proposals from applicants for Tourism Development Fund projects for the purpose of providing a recommendation to the City Council and City Manager for the budgeting and appropriation of funds. Recommendations shall be based on consistency and impact of the project and the purpose of the TDF.

- B. Appointment – The TDF Review Committee shall be appointed by the City Council and serve two (2) year terms. TDF Review Committee members are eligible for re-appointment to serve three (3) consecutive terms (six years). TDF Review Committee members must be residents of the City, own or represent a City business, or represent an event that occurs in the City.

- C. Committee Composition – The TDF Review Committee shall consist of five (5) members with three (3) members representing the tourism industry and two (2) members being selected at-large.
- D. Ex-Officio Members – A member of the Planning Commission and a member of the Economic Development Authority shall serve as ex-officio members of the TDF Review Committee without a vote.

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CITY OF WILLIAMSBURG

CONTRIBUTIONS TO OUTSIDE AGENCIES - FISCAL YEAR 2020

OUTSIDE AGENCIES	PROPOSED	REQUESTED	BUDGET	ACTUAL	ACTUAL	%
	<u>FY 2020</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>CHANGE</u> <u>FY20/FY19</u>
<u>HUMAN SERVICES</u>						
3e Restoration	\$ -	\$ -	\$ 1,000	\$ -	\$ -	-100.0%
ARC of Greater Williamsburg	1,500	2,500	1,500	1,500	-	0.0%
Avalon	19,000	19,000	19,000	19,000	19,000	0.0%
Child Development Resources	5,000	5,000	5,000	5,000	5,000	0.0%
Colonial C.A.S.A	6,000	6,000	6,000	6,000	6,000	0.0%
Community Action Agency	21,102	23,264	21,102	21,102	21,102	0.0%
Community Svcs. Agency	7,500	7,500	7,500	7,500	7,500	0.0%
Hospice of Williamsburg	7,500	7,500	7,000	7,000	6,500	7.1%
House of Mercy	1,000	5,000	-	-	-	
Literacy for Life	1,000	5,000	1,000	1,000	1,000	0.0%
Peninsula Agency on Aging	12,278	12,278	11,573	11,022	11,022	6.1%
Penins. Comm. On Homelessness	2,759	2,759	2,759	2,759	2,759	0.0%
Williamsburg Faith in Action	5,000	10,000	5,000	5,000	5,000	0.0%
Sub-total	<u>\$ 89,639</u>	<u>\$ 105,801</u>	<u>\$ 88,434</u>	<u>\$ 86,883</u>	<u>\$ 84,883</u>	1.4%
<u>HEALTH AGENCIES</u>						
Local Health Department	\$ 109,645	\$ 109,645	\$ 108,683	\$ 104,755	\$ 102,705	0.89%
Olde Town Health Clinic	89,511	109,511	89,511	88,511	83,430	0.00%
Colonial Behavioral Health	<u>255,000</u>	<u>273,000</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>	0.00%
Sub-total	<u>\$ 454,156</u>	<u>\$ 492,156</u>	<u>\$ 453,194</u>	<u>\$ 448,266</u>	<u>\$ 441,135</u>	0.21%
<u>CULTURAL</u>						
Arts Commission	\$ 159,000	\$ 159,000	\$ 160,000	\$ 147,195	\$ 160,029	-0.6%
* Culturefix	-	-	-	6,650	-	N/A
* VA Arts Festival	-	-	-	55,000	50,000	N/A
VA Symph.-Lake Matoaka Concert	<u>8,670</u>	<u>-</u>	<u>8,670</u>	<u>6,000</u>	<u>6,000</u>	N/A
Sub-total	<u>\$ 167,670</u>	<u>\$ 159,000</u>	<u>\$ 168,670</u>	<u>\$ 214,845</u>	<u>\$ 216,029</u>	-0.6%

* Eligible to apply for funding through the Tourism Fund grant process.

CITY OF WILLIAMSBURG

CONTRIBUTIONS TO OUTSIDE AGENCIES - FISCAL YEAR 2020

OUTSIDE AGENCIES	PROPOSED	REQUESTED	BUDGET	ACTUAL	ACTUAL	%
	<u>FY 2020</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY20/FY19</u>
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES						
Chamber of Commerce	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	N/A
Colonial Soil & Water Conserva.	-	-	5,500	3,500	3,500	-100.0%
* Colonial Williamsburg Foundation	-	-	-	1,300,000	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	0.0%
Federal Facilities Alliance	7,702	7,702	7,715	7,430	7,532	-0.2%
Hampton Roads Planning District	29,591	29,591	12,652	11,888	12,051	133.9%
Heritage Humane Society	-	-	25,000	19,667	19,667	-100.0%
* Kingsmill Golf Tournament	-	-	-	15,000	15,000	N/A
Peninsula Council Work. Dev.	5,947	5,947	5,947	5,947	5,947	0.0%
Reg. Econ. Dev. Initiatives	14,658	14,658	14,658	14,117	14,310	0.0%
TNCC-Historic Triangle Campus	2,463	2,463	2,677	2,600	2,525	-8.0%
TNCC-Site Improvements	16,026	16,026	9,036	7,632	7,716	77.4%
TNCC-Workforce Dev. Center	10,500	10,500	10,500	10,500	10,500	0.0%
Virginia Cooperative Extension	5,602	6,496	5,602	5,541	5,451	0.0%
Virginia First Cities	12,811	12,811	12,811	-	-	0.0%
* * WMSBG Area Destination MKTG	-	-	-	1,123,558	1,128,430	N/A
* Williamsburg Hotel/Motel Assoc.	-	-	-	10,000	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
Sub-total	<u>\$ 114,100</u>	<u>\$ 114,994</u>	<u>\$ 120,898</u>	<u>\$ 3,346,180</u>	<u>\$ 3,351,429</u>	-5.62%
TRANSPORTATION						
High Speed Rail Coalition	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
N.N./WMSB. Int. Airport	-	-	-	-	5,627	
Williamsburg Area Transport	375,975	375,975	375,975	375,975	340,778	0.0%
Sub-total	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 380,475</u>	<u>\$ 350,905</u>	0.0%
TOT. CONTRIB. TO OUTSIDE AGENCIES	1,206,040	1,252,426	1,211,671	4,476,649	4,444,381	-0.5%

* Maintenance of effort funding, FY 2020 funding in Tourism Fund

** Eligible to apply for funding through the Tourism Fund grant process.

*** No longer in existence. Section §58.1-603.2 of the Code of Virginia establishes the Tourism Council of the Greater Williamsburg Chamber and Tourism Alliance. For more information please refer to the Tourism Fund.

CITY OF WILLIAMSBURG
FY 2020 PARTNER AGENCIES GRANT REQUEST

1/30/2019

NAME OF ORGANIZATION	CITY OF WILLIAMSBURG FUNDED FY 2019	CITY OF WILLIAMSBURG REQUESTED FY 2020	RECOMMENDED FOR FY-2020	Increase/d ecrease
I. CURRENTLY FUNDED COMMUNITY AGENCIES/PROGRAMS				
Avalon: A Center for Women & Children	\$19,000.00	\$19,000.00	\$19,000.00	
Child Development Resources	\$5,000.00	\$5,000.00	\$5,000.00	
Colonial CASA (Court Appointed Special Advocates)	\$6,000.00	\$6,000.00	\$6,000.00	
Community Services Coalition, Inc.	\$7,500.00	\$7,500.00	\$7,500.00	
Hospice House & Support of Williamsburg	\$7,000.00	\$7,500.00	\$7,500.00	\$500.00
Literacy For Life	\$1,000.00	\$5,000.00	\$1,000.00	
Peninsula Agency on Aging, Inc.	\$11,573.00	\$12,278.00	\$12,278.00	\$705.00
The Arc of Greater Williamsburg	\$1,500.00	\$2,500.00	\$1,500.00	
Williamsburg Area Faith in Action	\$5,000.00	\$10,000.00	\$5,000.00	
Williamsburg - James City County Community Actin Agency (CAA)	\$21,102.00	\$23,264.00	\$21,102.00	
3e Restoration	\$1,000.00	\$0.00	\$0.00	-1,000.00
I. SUBTOTAL COMMUNITY AGENCIES	\$85,675.00	\$98,042.00	85,880.00	\$205.00
II. CURRENTLY FUNDED HEALTH AGENCIES				
Colonial Behavioral Health	\$255,000.00	\$273,000.00	\$255,000*	*deferred to CM
Williamsburg Medical Assistance Corp. Dba Olde Town Medical & Dental Center	\$89,511.00	\$109,511.00	\$89,511.00**	**deferred to CM
II. SUBTOTAL FUNDED HEALTH AGENCIES	\$344,511.00	\$382,511.00	344,511.00	
III. REGIONAL AGREEMENTS [Joint Exercise of Powers]				
Peninsula Commission On Homelessness (N.N.)	\$2,759.00	\$2,759.00	2,759.00	
III. SUBTOTAL REGIONAL AGREEMENTS	\$2,759.00	\$2,759.00	2,759.00	
IV. NEW REQUESTS*				
Williamsburg House of Mercy	\$0.00	\$5,000.00	1,000.00	\$1,000.00
IV. SUBTOTAL NEW REQUEST	\$0.00	\$5,000.00	1,000.00	
GRAND TOTAL (I, II,III,IV)	\$432,945.00	\$488,312.00	434,150.00	
Notes: 3-E Restoration did not apply				
Net decrease/increase recommended for FY2020				\$1,205.00

James City County

Newport News

Poquoson

Williamsburg

York County



COMMONWEALTH of VIRGINIA

• 416 J. Clyde Morris Boulevard
Newport News, Virginia 23601
Phone: (757) 594-7300

WIC Department

• 1033 28th Street
Newport News, Virginia 23607
Phone: (757) 247-2184

WIC Department

• 606 Denbigh Boulevard, Suite 304
Newport News, Virginia 23608
Phone: (757) 886-2810

• 4095 Ironbound Road, Suite 200
Williamsburg, Virginia 23188
Phone: (757) 253-4813

Memorandum

Date: January 8, 2019

To: Andrew O. Trivette, City Manager
City of Williamsburg

From: ^{AW} Martin Wheeler, General Administrative Manager I
Peninsula Health District

Subject: **HEALTH DEPARTMENT BUDGET REQUEST – FY 2020**

The Health Department Budget Request for Fiscal Year 2020 is respectfully submitted for your consideration.

SUMMARY

The overall mission of the health department is to protect, promote and preserve the health of the people who live, work and play on the Peninsula. We assure preventive and environmental health services, health information, and vital statistics are available to the citizens of Newport News; provide medical services for low-income citizens; plan and prepare for public health emergencies; and carry out other responsibilities assigned by action of the Board of Health and the Virginia General Assembly.

The Williamsburg Health Department is an organizational unit of the Peninsula Health District (PHD). The Peninsula Health District initiates and maintains a cooperative agreement between each of the five local governments and the Commonwealth of Virginia. The City of Williamsburg **minimum "match" requirement is 39.569%** of the City's portion of the total Health District budget.

The Peninsula Health District's proposed Fiscal Year 2019 operating budget is **\$8,069,173**.

During FY 2018, the City received 3% of the total Health District Clinical Services and 9% of the Environmental Health Services.

Population-based preventive services were provided throughout the district and costs were allocated based upon total population served. The City's share is 4.36% based upon data from the "Weldon Cooper Center for Public Service July 1, 1017 Population Estimates."

The City's share of this budget was calculated by using percentages in accordance with the cost sharing methodology utilized last year. The "base year" for calculations, unless otherwise stated (i.e., CY 2018), is FY 2019.

The City's share of the funding sources is listed below:

State General Funds	\$ 167,453
Local Funds (Decision Package)	\$
Required "Match"	\$ 109,645
Estimated Revenue	\$ 33,566

Total	\$ 310,663

DISTRICT HIGHLIGHTS

During FY 2018 – Peninsula Health District's Director, S. William Berg, MD, MPH retired. Donald R. Stern, MD MPH is now the Interim Director while the Virginia Department of Health searches for a new Health Director.

PROGRAM AREAS

Community Health Services include Clinical Services, Communicable Disease Control, Community Nursing Services, Preventive Services and Interagency Collaboration/Coordination.

Clinical Services provides diagnostic and treatment services throughout the Peninsula Health District for patients who are entitled to specific services by state law. Clinical activities include family planning services and sexually transmitted infection (STI) clinics, along with walk-in services including pregnancy testing. Clinical services are supported by medication and laboratory services located at the Peninsula Health Center. Clinic staff continues to provide additional support to lab and medication services for clients. There were 2,433 family planning, 3,577 sexually transmitted infection and 34 HIV testing encounters in this fiscal year at Peninsula Health Center.

In FY 2018, the Peninsula Health District serviced 6,680 individuals to determine their eligibility for service and program requirements based on their household income, financial status, residency, and health insurance. Services and programs include Family Planning, Sexually Transmitted Infections Clinics, Pregnancy Testing, Dental Clinics, Immunizations, and School Physicals.

Family Planning services include assessment, education, medications and supplies for the chosen planning method.

STI Diagnosis and Treatment includes testing, identification, contact tracking and treatment for patients having sexually transmitted infections.

School Physicals were provided on behalf of 38 indigent and uninsured children residing in the District that are entering Virginia Public Schools.

Voter Registration applications were submitted on behalf of 143 individuals to the State Board of Elections in FY 2018. The National Voter Registration Act requires that individuals be given an opportunity to register to vote or change their voter information for federal and state elections upon receiving services at State Agencies.

Specimen Collection and Processing was performed to dispatch specimens for 2,339 syphilis tests, 2,340 HIV tests, 2,990 chlamydia and gonorrhea tests, 174 Hepatitis C tests, 236 Hepatitis B tests, 541 wet mounts, 3,268 specimens handled, 2,530 venipunctures done. Additionally, 172 T-Spot tests for tuberculosis on behalf of individuals presenting for Clinical Services and Communicable Diseases. 1,412 pregnancy tests were performed in-house.

Certified Spanish Medical Interpreters provide language based services on behalf of Spanish-speaking individuals, including visits and telephone calls in Clinical Services, Dental Clinic, Immunizations, and Eligibility. Spanish Medical Interpreters assist in community events and teach classes, such as the Low Income Car Seat Safety Class and the Environmental Health Food Handler's Class.

Disease Control provides disease surveillance, investigation, prevention, and control for State mandated reportable communicable diseases of public health significance. Public health staff investigate and intervene in community outbreaks such as food, water or vector borne illnesses. Daily surveillance of hospital emergency room patient symptoms assists with the early detection and rapid response to potential biological and chemical threats.

Epidemic Control includes case contact follow-up and investigation to determine the index case for the disease and implementation of procedures to prevent further spread of contagious diseases. Throughout the district, the unit had over 2,800 reports of disease; this represents an increase from the previous fiscal year. The Epidemic Response Team continued to meet as needed. After-hours reports from the medical community, fire, law enforcement and animal control were received through the after-hours answering service and referred to appropriate district staff. Health information and alerts were distributed to medical providers via mail, e-mail and a blast fax capability. Hospital emergency department and urgent care center patient symptom surveillance for bio-terrorism monitoring continues. There were 21 outbreak investigations that were conducted. Disease control and consultation services were provided to student health services at public and private schools, colleges and daycare facilities as needed. Additional epidemiologic

consultation services and public health guidance were provided to Urgent Care Centers, Emergency Departments, Private Physician Offices, and laboratories for emerging infectious pathogens.

Tuberculosis Control provides tracking and identification of individuals with tuberculosis (TB), monitors their treatment and provides medical supervision of TB patients who do not have another source of care. Medical consultation is provided to local physicians and hospitals. The staff consistently participates in a monthly Chest Clinic to discuss each patient residing in the District currently under treatment to monitor, make adjustments and recommendations. The staff made 240 visits using direct observe drug therapy (DOT) and 408 direct observed Preventative Therapy for TB. Throughout the health district, 1,456 had risk assessments for TB infection and the lab technicians drew 172 T-spot blood test for TB screening.

Newcomer Health Program ensures that all newly arriving immigrants with a refugee and asylum status receive a preventative health assessment within 45 days of arrival in the Commonwealth of Virginia. The objective of this program is to identify and eliminate health-related barriers to successful resettlement of Virginia's refugee population, while protecting the health of the U.S. population. The district provided a comprehensive health screening to 109 newcomers. Interpretation services were also provided during their initial and return visits, accounting for 132 encounters visits.

U.S. Citizenship and Immigration Status Change (USCIS)

Form I-693 is used to report results of a medical examination to USCIS. The examination is required to establish that an applicant is admissible to the United States on public health grounds. There were 255 I-693 forms completed by the Communicable Disease Department. The District's Health Director acts as Civil Surgeon to review and sign the vaccination documentation requirements for refugees seeking a status change for citizenship.

Immunization Services promote timely and adequate immunization of citizens (especially children) through practitioner, parental and patient education. The immunization clinics served 3,034 clients with 4,066 visits.

Immunization Action Program Strategies to increase awareness of pertussis and promote Tdap vaccine to adults and at-risk groups were continued. The VDH Tdap special project continued through October 2017, providing 100 Tdap vaccines to adults and high-risk groups at no cost. During the back-to-school time period, August 21, 2017- September 4, 2017, 985 clients were served, with a variety of vaccine needs. In addition to in-clinic flu shots for uninsured clients, community outreach provided 200 flu shots at community sites including PORT homeless shelter host sites.

Community Nursing Services provides screening and case management to assist patients with accessing comprehensive and appropriate care.

Family Planning Outreach and Education provides information to participants including abstinence, life planning, birth control methods, sexually transmitted infections and community resources. Classes were held at various district public schools, colleges, WIC, and community agencies, contacting 268 participants.

Nursing Home Screening provides the required nursing assessment of citizens who qualify or may qualify for nursing home placement or community-based home health services funded under Medicaid. Comprehensive assessments were conducted for 543 elderly residents and children.

HIV/AIDS Drug Assistance Program (ADAP) Services has seen a fluctuation in numbers due to clients receiving insurance through the Affordable Care Act therefore receiving medication at their local pharmacy. Clients continue to be referred to and enrolled in ADAP. However, clients continue to be referred to and enrolled in ADAP. There are currently 40 ADAP clients served through the medication program in the Peninsula Health District as of June 30, 2018.

Preventive Services include screening and educational programs for health behaviors and conditions that can be mitigated or prevented by early intervention and/or behavioral changes. Adopting proper health behaviors and screening for early signs of illness can help prevent illness, postpone clinical onset, avert debilitating complications and prevent premature death from many medical conditions. Community awareness, patient education, screening, and provider education strategies are employed to reduce cardiovascular disease, cancers, diabetes, obesity, infant mortality, childhood lead poisoning, and injuries. Through the formation of community coalitions of people and agencies with mutual interest, access to education and screening for all segments of the community is enhanced.

Cancer Detection and Prevention included participating in or coordinating 14 cancer-related educational and awareness events through the Cancer Prevention Coalition of the Peninsula. In collaboration with Riverside Health System, the District referred 31 uninsured women for screening and diagnostic services through the "Every Woman's Life" breast and cervical cancer early detection program. In addition, breast-screening services were coordinated through other community resources for three women who did not meet "Every Woman's Life" eligibility criteria.

Tobacco Free Efforts included 10 community educational events in collaboration with the Cancer Coalition. Brochures/cards regarding Quit Now through the state Quitline were distributed and/or available for interested clients, and the state Quitline Fax Referral System was utilized. Smoking status is addressed with each client encounter, and the Quitline is offered as cessation assistance for smokers. Electronic referral is now available to the Virginia state Quitline.

Child Health and Safety program provided educational trainings to child and day care providers promoting information on health and safety issues needed for the centers to meet State regulations. The Maternal and Child Health team conducted the VDH Low Income Safety Seat

Distribution Education Program. Classes are held in the Newport News and Williamsburg site, taught in both English and Spanish. Through this program, 168 car seats were provided to participants, 19 were Spanish speaking only. The intent is to reduce unnecessary and preventable motor vehicle injuries and fatalities to infants and children, through increased education with the distribution of free child safety seats.

Saving Babies/Infant Mortality Prevention, Maternal & Child health (MCH) grant program provided 136 Pack 'n Play cribs along with safe sleep educational materials to low-income families in collaboration with Health Families, Early Head Start, Department of Human Services and other community-based home visiting organizations. One hundred percent of the Safe to Sleep 2 Month Program Compliance forms demonstrated that families who received a Pack 'n Play crib along with safe sleep education were using the Pack 'n Play safely, placing their infant alone and on their backs in the portable cribs. Additionally, Safe Sleep resource bags were distributed to local obstetrician and gynecology (OB/GYN) providers that contained onesies with "I sleep safest on my back", embroidered on the front, water bottles, dental floss, pacifiers and a variety of safe sleep and breast feeding pamphlets. There were 135 resource bags distributed to five OB/GYN providers who see clients that live within the district. Educational sessions and materials on safe sleep and SIDS were presented to community members at the Low Income Safety Seat Program, parenting classes, WIC programs, and community-based health fairs. This includes participants receiving group and individual education as well as individual interaction on the ABC's of safe sleep and SIDS. One hundred percent of the participants were able to state the ABC's of safe sleep. Through these events, 1,903 educational materials were distributed.

Peninsula Community Health Worker Network (CHWN) program, helped to establish and forge community partnerships with local organizations to provide outreach, focused on chronic diseases. Within the Peninsula, 10 community health workers (CHWs) attended community events and shared information about the health department's services as well as provide information on public health updates. Through this program, organizations within the community would refer to the CHWN when there was a need for health education and outreach programs focused on public health issues/topics. The Newport News Public Library was one of the first partnerships established with the CHWN and chronic disease outreach was provided to patrons at Grissom Library. This also provided the opportunity to provide chronic disease outreach with library branches in other cities within the district. Newport News Parks, Recreation and Open Space Active Lifestyle program was another significant partnership in which CHWs provided chronic disease outreach at the Doris Miller Community Center Active Lifestyle program.

Chronic Disease Self-Management and Diabetes Self-Management

Peninsula Health District (PHD), in collaboration with community partners, continues to facilitate free Chronic Disease Self-Management Program (CDSMP) and Diabetes Self-Management Programs (DSMP). These evidence-based workshops, originally developed by Stanford University, consist of one interactive session each week for six weeks. This fiscal year, two DSMP workshops and two CDSMP workshops were facilitated by PHD staff as well as one 5 day Leader training, with 10 participants. New leaders support the community in sustaining the availability of Leaders that are able to co-facilitate the CDSMP and DSMP workshops throughout the community, year to date there were 30 workshops.

HIV/Sexually Transmitted Infections (STI) Outreach and Education:

HIV/Sexually Transmitted Infections (STI) outreach and education provided information on abstinence, safer sex, HIV/STI prevention and community resources to five community agencies. 205 participants were educated. The health department collaborated with the Delta Sigma Theta Sorority, Self-Protection Awareness (SPA) and the Community Free Clinic to provide a World AIDS Day program on the Peninsula. Condoms and educational resources were provided to local jails, detention centers, community agencies and universities on HIV and other STIs.

Other partnerships, coalitions, community forums and meetings staff has participated in include Poquoson School Health Advisory Board (SHAB), Family Assessment and Planning Team (FAPT), Community Policy and Management Team (CPMT), Newport News One City Marathon, and Child Development Resources.

Dental Health Services promote optimum dental health through dental treatment, screening, community awareness, and education.

Dental Clinic provided acute and emergent dental care services and some preventive services for low income, uninsured adult citizens of Newport News. There were 941 unduplicated patients with 1,534 dental visits for the fiscal year.

WIC Dental Services were provided by the Bright Smiles dental hygienist. The hygienist conducted 90 screenings, and fluoride varnish treatments. There were 52 referrals to local dentists and 27 clients received patient education.

Environmental Health Services protect district residents from food and waterborne diseases through mandated inspections of food establishments, swimming pools, and other entities such as a local commercial dairy. The Environmental Health staff conducts soil studies as part of the District's sewage disposal and septic tank inspection program. Other services include administration of rabies control programs, beach water quality monitoring, body art establishment regulation, elevated blood lead environmental investigations, marina inspections, and correction of shellfish program violations. Training and consultation is provided to owners and operators of food establishments and swimming pools to ensure sanitary operation and maintenance for the public. The staff investigates citizen complaints regarding environmental health issues.

Education and Training Services provided training programs and internships for 104 students totaling over 6,000 hours. Students were from colleges and universities (undergraduate and graduate programs), medical schools and hospital residency programs. The quarterly professional development trainings for staff averaged 87 employees in attendance at each event. Other training programs provided via group webinar, video conferences or on-site sessions provided 488 participants with approximately 40 hours of training.

Emergency Preparedness and Response Program provided all planning, exercise, and response activities related to the public health aspects of response within the localities under the Public Health Emergency Preparedness and Cities Readiness Initiative grants from the Centers for Disease Control, reporting to the CDC via the Virginia Department of Health.

Review and revision of plans related to Mass Fatalities, Medical Counter Measures (antibiotics and vaccines) to support routine activities such as back-to-school and influenza vaccination programs and Foul weather response.

Medical Reserve Corps activities exercised these plans and responses via Rabies vaccination clinics with volunteer human resources to meet the public health need and the regulatory requirement of the provision of a clinic every two years for the locality.

Active participation in the Eastern Virginia Healthcare Coalition that provides preparedness consultation and support to the hospitals, nursing homes, assisted living facilities, group homes and dialysis centers (and other congregate care facilities) in the locality.

Provision of EMpower data and analysis; identified data by the physical address of every citizen with power-dependent needs in the locality. This is Protected Health Information that serves the response efforts within the locality as needed.

The Peninsula WIC Program has four clinics that serve the citizens of Newport News, Poquoson, Williamsburg, York County and James City County. WIC provides nutrition education and wholesome supplemental food packages to eligible pregnant, breastfeeding and postpartum women, infants and children up to the age of five years old.

During FFY-2017, WIC completed dietary risk assessments, conducted high-risk evaluations, offered breastfeeding support, provided individual nutrition counseling, and taught group nutrition education classes to approximately 5,210 eligible participants.

WIC promotes and encourages breastfeeding as the preferred method of infant feeding. WIC provides a breastfeeding-friendly environment, complete with a designated breastfeeding room, along with positive breastfeeding images and messages throughout the clinic. At enrollment, all pregnant and breastfeeding women are referred to one of the Breastfeeding Peer Counselors for support, education and follow up. 873 pregnant women were referred to the breastfeeding Peer Counselors for support, education and follow-up.

WIC's outreach efforts enhance collaboration with local partner agencies that serve WIC eligible families. Each WIC participant receives a *Community Resources* referral guide with detailed information on other services in the Peninsula. WIC staff participated in 12 community outreach events this year, reaching 410 potential new participants. This year WIC collaborated with community partners in a variety of ways, including:

- WIC collaborated with Riverside Regional Medical Center by providing practicum experience for their 3rd year medical students to participate in anthropometric data collections.

- The WIC program continued its partnership with Smart Beginnings by referring 247 WIC families who were in search of quality early childhood education and services for children under age five.
- WIC nutritionists participated in the Pregnant Soldiers of Fort Eustis program by highlighting WIC program requirements, the importance of good nutrition and the benefits of breastfeeding.

Administrative Services include, but are not limited to, the director's office and management staff, maintaining vital records of births and deaths, medical supply system, data processing and management information systems, accounting and revenue collection systems, health planning and program management. In accordance with Article 5, Chapter 1 of the Health Laws of the State of Virginia, the district director is the "Local Health Director" for each of the five governments. The director is responsible for ensuring that all state and locally mandated health department functions are accomplished.

STATE AND FEDERAL FUNDING

The Peninsula Health District has based its cooperative budget on the premise that there will be a salary increase in the district's total budget. Legislation passed in Fiscal Year 2018 for the salary increase. As usual, the budget projection and request for the five local governments is prepared prior to the Virginia General Assembly. It is impossible to predict state legislative actions that will affect the budget.

ATTACHMENTS

- A. District Budget Summary
- B. Services Summary

District Budget Summary
Proposed for FY 2020

	Expenditures	Clinical & Community Prevention Services	Environmental Services	Administrative Services	Total Budget
Personnel Cost	2,976,388.00	1,897,258.00	1,832,213.00	6,205,859.00	
Contractual Services	269,026.00	123,185.00	298,530.00	690,741.00	
Supplies & Materials	165,675.00	32,175.00	43,404.00	241,254.00	
Transfer Payments	-	-	-	-	
Continuous Charges	24,255.00	9,038.00	857,026.00	890,319.00	
Equipment	22,000.00	5,000.00	5,000.00	41,000.00	
Total Expenditures	3,497,344.00	1,956,656.00	3,026,178.00	8,008,972.00	
Revenue	645,500.00	117,180.00	276,500.00	839,180.00	

Personnel Costs: Includes expenditures for employer retirement contributions, federal old-age insurance for salaried State employees, federal old-age insurance for wage earning State employees, group insurance, and medical-hospitalization
Contractual Services: Includes expenditures for communication services, employee development services, health services, management and informational services, repair and maintenance services, support services, technical services and transportation
Supplies & Materials: Includes expenditures for administrative supplies, energy supplies, medical and laboratory supplies, repair and maintenance supplies, and specified use supplies
Continuous Charges: Includes expenditures for insurance-fixed assets, insurance operations, capital and operating lease payments, leasehold purchase and service charges.
Equipment: Includes expenditures for educational, cultural, electronic, photographic, medical, laboratory, motorized, office, specific use and stationary equipment.

Budget input data

Program/Unit/District: Proboscis Health District
Staff Contact: Merith Wheeler
Phone Number: 757-564-8787

Proposed Fiscal Year 2020

COST CODE	FYS CODE	DISTRICT/LOCALITY	TOTAL BUDGET	100% LOCAL FUNDS BUDGETED	100% CARRY FORWARD FROM PREVIOUS FISCAL YEAR	TOTAL 2020 FUNDS	NON MATCHED STATE FUNDS	TOTAL COOP BUDGET	ESTIMATED REVENUE	NET BUDGET	STATE SHARE BUDGETED	STATE SHARE PERCENT	LOCAL MATCH BUDGETED	LOCAL MATCH PERCENT	TOTAL LOCAL COMMITMENT
034	700	Proboscis	8,008,173	0	0	8,008,173	0	8,008,173	899,180	7,209,013	4,191,654	57.99%	3,098,358	43.00%	3,098,358
034	199	NEWPORT NEWS	5,842,081	0	0	5,842,081	0	5,842,081	612,587	5,229,494	3,080,823	58.5309%	2,168,671	41.470%	2,168,671
034	830	YORK COUNTY	847,283	0	0	847,283	0	847,283	83,916	763,347	419,841	55.000%	349,506	45.000%	349,506
034	736	WILLIAMSBURG	310,683	0	0	310,683	0	310,683	33,546	277,097	167,453	60.481%	109,645	39.519%	109,645
034	095	POQUOSON	141,311	0	0	141,311	0	141,311	16,783	124,528	83,983	67.455%	40,495	32.545%	40,495
034	095	JAMES CITY COUNTY	927,955	0	0	927,955	0	927,955	92,308	835,647	459,896	55.000%	376,041	45.000%	376,041

Services Summary FY 2018

FY 2018

CLINICAL VISITS

	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT	% OF VISITS
MR ADMINISTRATION	14	1	1	1	0	17	0.09%
HM ADULT HEALTH MANAGEMENT	32	3	3	1	1	40	0.22%
CH CHILD HEALTH	31	3	3	1	1	38	0.21%
ED EDUCATION - COMMUNITY SETTING	217	19	18	8	5	268	1.47%
FP FAMILY PLANNING	1,946	175	190	73	49	2,433	13.36%
HV HIV	7	1	1	0	0	9	0.05%
IM IMMUNIZATION CLINIC	3,360	299	282	124	83	4,148	22.78%
LD LEAD	96	8	8	4	2	118	0.65%
OA OPIOID ADDICTION EDUCATION & COUNSELING	39	3	3	1	1	48	0.26%
MA MATERNITY	32	3	3	1	1	39	0.21%
OC OTHER COMMUNICABLE DISEASE	504	45	42	19	12	622	3.42%
NS PRE-NURSING HOME SCREENING	395	75	82	12	8	571	3.14%
RF REFUGEE SCREENING	436	27	25	7	2	498	2.74%
VD SEXUALLY TRANSMITTED DISEASE	2,897	258	243	107	72	3,577	19.65%
TB TUBERCULOSIS	2,957	263	248	110	73	3,651	20.05%
V5 VITAL STATISTICS	1,683	175	166	64	43	2,130	11.70%
TOTALS	14,646	1,358	1,318	534	353	18,207	100.00%

94 DENTAL CLINIC

1,534

1,534

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Attachment B

Services Summary FY 2018

FY 2018	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT TOTALS	% OF SERVICES
ENVIRONMENTAL HEALTH SERVICES							
SEWAGE PROGRAM	68	878	145	5	7	1,103	10.75%
WELLS PROGRAM	33	298	33	2	8	374	3.65%
FOOD PROGRAM	2,115	1,273	661	631	118	4,798	46.76%
RABIES PROGRAM	666	309	356	70	89	1,490	14.52%
TOURIST EST PROGRAM	38	100	49	4	60	251	2.45%
SWIMMING POOL PROGRAM	318	63	120	67	3	571	5.57%
GENERAL SERVICES	972	45	44	55	4	1,120	10.92%
LOCAL ENVIRONMENTAL SERVICES	19	160	74	33	9	295	2.88%
SURVEY PROGRAMS	59	56	38	-	20	173	1.69%
TEMPORARY FOOD UNITS	35	16	17	10	7	85	0.83%
TOTALS	4,323	3,198	1,537	877	325	10,260	100.00%
GRAND TOTAL OF VISITS	20,503	4,556	2,855	1,411	678	30,001	

G - 16

POPULATION	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	TOTAL DISTRICT
	182,155	74,722	68,890	15,404	12,311	353,482
	51.53%	21.14%	19.49%	4.36%	3.48%	100.00%

Source: Weldon Cooper Center for Public Service July 1, 2017 Population Estimates

Percentages of Services by Locality	CLINICAL SERVICES	DENTAL SERVICES	ENVIRONMENTAL HEALTH
NEWPORT NEWS	80%	100%	42%
JAMES CITY CO	7%	0%	31%
YORK CO	7%	0%	15%
POQUOSON	2%	0%	3%
WILLIAMSBURG	3%	0%	9%
TOTALS	100%	100%	100%



CITY OF WILLIAMSBURG FY 2020 PARTNER AGENCY APPLICATION

Formal Name of Organization: Colonial Behavioral Health
Address (principal location) 473 McLaws Circle
City, State, Zip Williamsburg, VA 23185

Mailing Address (if different) _____

Agency Director David Coe
Telephone 757-253-4061
E-mail dcoe@colonialbh.org

Organization Mission Statement

The mission of Colonial Behavioral Health, the local Community Services Board, is to facilitate opportunities for recovery, resiliency and wellness to individuals and families affected by mental illness, intellectual disabilities and substance use disorders.

Through an array of strategies and collaborative partnerships with local and regional providers, CBH will demonstrate a commitment to quality assessment, prevention, treatment and habilitation through best practice methodology for the citizens of James City County, City of Poquoson, City of Williamsburg and York County.

Organization Services [List major categories in order of importance]:

Community Support Services – Case Management, Mental Health Skill-building Services, Hospital Discharge Planning, Intensive Care Coordination, Crisis Stabilization

Day Support Services – Mental Health Psychosocial Rehabilitation, Intellectual Disability Day Support and Behavioral Consultation

Emergency Services – Crisis Intervention, Short-term Crisis Counseling, Crisis Assessment Center (CITAC)

Outpatient Services – Child, Adult, Geriatric Counseling, Intensive In-Home Services, Intensive Substance Abuse Outpatient, Psychiatric & Medication Services

Residential Services –Intellectual Disability Residential Services and In-home Supports

Transportation Services – Door-to-Door, Home to Program / Community Site transportation

Amount Requested for FY 2020: \$

Please return one copy of this application (with attachments*) no later than 4:30 PM, Mon., Jan. 17, 2019

**City of Williamsburg
Dept. of Human Services
401 Lafayette St., Fl. 1
Williamsburg, VA 23185**

*[Attachments required: 1), Board List, 2) Organizational Chart, 3) Brochure 4) most recent Audit

City of Williamsburg Fiscal Year 2020 Application

NARRATIVE PAGE

1. Please provide a brief description of the direct services your organization provides to City of Williamsburg residents.

Community Services Boards were created under Chapter 5, Title 37.2 of the Code of Virginia. Colonial Behavioral Health (CBH) is the local Community Services Board established by the Cities of Williamsburg and Poquoson and the Counties of James City County and York County to provide a system of comprehensive community mental health, intellectual/developmental disability, and substance use disorder services. These services include those mandated by the Code of Virginia - Emergency/Crisis Services and Case Management Services – as well as numerous additional service mandates imposed via the Performance Contract between the CSBs and the state. Local governments are mandated under § 37.2-509 of the Code of Virginia to provide matching funds for state funding to Community Services Boards.

2. Are there other organizations in the Historic Triangle who provide the same or similar services (by program)? If so, please indicate how you partner and collaborate with such agencies.

The CSB is uniquely authorized and mandated by the Code of Virginia to provide services no other organization in the region can provide. No other organization provides the depth or breadth of additional behavioral and developmental services. CBH partners with the Williamsburg Community Health Foundation, Olde Towne Medical Center, Child Development Resources, and several free clinics to provide complementary, but not duplicative, medical and developmental services.

3. Describe your ongoing working relationship with the City's Department of Human Services.

The CSB partners with the City's Department of Human Services as an integral part of the City's social safety net.

4. Please indicate whether or not your agency charges for services. If so, please discuss the fee scale and how your agency deals with those who are unable to pay.

CSBs are required by the Code of Virginia (§ 37.2-504) to charge and collect fees for services. CBH will bill most healthcare coverage for eligible consumers. Individuals without healthcare coverage have access to a sliding scale for many services.

5. What were your agency's most challenging programmatic issues in the past year?

CBH continues to adapt to changing environmental conditions during a period of relatively stagnant salary growth and increased costs for healthcare and retirement for both employer and employees.

The trend of placing Medicaid and Medicare revenues under management by Managed Care Organizations (MCOs) continues. Multiple management contracts and demonstration projects are awarded require CBH to adapt to multiple billing, provider enrollment, quality management, utilization review and staff training systems and requirements. This places increased demands on CBH's financial, human resource and quality management resources.

Changes in the healthcare delivery model generally require CBH to integrate its behavioral health services with medical services. While a key strategy is to collaborate and partner with local medical providers, additional demands have been placed on CBH Psychiatric and Community Support systems.

The settlement between the Commonwealth of Virginia and the Department of Justice over the operation of state training centers for the intellectually disabled requires greater numbers of more severely disabled individuals to be served in the community. CBH, and the CSB system statewide, has worked to develop more intensive services and oversight functions to comply with the requirements of the settlement. This places greater demands on CBH Case Management and other Community Support services.

Recent events linked to capacity issues with public and private inpatient psychiatric services highlight conditions that have challenged CBH crisis services for some time. Growth in demand has far outstripped resource availability for inpatient and community Crisis Services. Budget reductions during the recent recession erased any new state revenues for these services. CBH Crisis, Community Support and Hospital Discharge Services struggle to keep pace with service demands.

Note: this request is prepared as the General Assembly is just beginning work on budget amendments that will affect CBH revenues; Medicaid Expansion went into effect 1/1/19 and will have impact as well. This is a preliminary submission based on limited information available to date. A final request, not expected to exceed this estimate, will be submitted when more is known about state revenues.

Agency: Colonial Behavioral Health

Program Services/Client Data

Instructions: Enter the total number of unduplicated clients served by the agency from the localities listed. (An unduplicated client is an individual who is counted one time during the contract year, even though that individual may receive multiple services or one service multiple times.)

Locality	Previous Fiscal Year	YTD Current	Projected Budget
	Unduplicated Clients FY 2018 (7/1/17 to 6/30/18)	Unduplicated Clients (6mos) FY 2019 (7/1/18 to 12/31/18)	Estimated Unduplicated Clients FY 2020 (7/1/19- 6/30/20)
City of Williamsburg	241	178	250
James City County	1,986	1,347	2,000
Upper York County	229	180	240
Other	2,427	1,433	2,450
TOTAL	4,883	3,138	4,940
Cost Per Client*	\$ 3,402	\$ 2,170	\$ 3,664

*Divide the Adopted Budget or Projected Budget for the FY listed at the top of each column by the total number of unduplicated clients.

Program Services/Client Demographics

Note: Please indicate the number of unduplicated clients served in each category for FY 18 (7/1/17 – 6/30/18)

Racial/Ethnic Data	City of Williamsburg	James City County	Upper York	Other Localities
Hispanic/Latino	19	103	9	93
Black/African American	66	476	41	700
Asian	6	14	3	18
White	135	1,312	165	1,551
Other	34	184	20	158
TOTAL	241	1,986	229	2,427

Comparative Agency Budget History

Formal Name of Organization: Colonial Behavioral Health

Comparative Agency Budget History (Income)

Highlighted cells are electronically self-calculating.

Agency Operating Budget:	FY-2018 From: 7/01/2017 To: 6/30/2018 (Actuals)	FY-2019 From: 7/01/2018 To: 6/30/2019 (Current Budget)	FY-2020 From: 7/01/2019 To: 6/30/2020 (Proposed Budget)	FY-2020 Budget vs FY-2019 Budget \$ (dollar difference +/-)	FY-2020 Budget vs FY-2019 Budget % (percentage difference +/-)
INCOME:					
1. UW Allocation	\$ -	\$ -	\$ -	\$ -	-
2. Individual Contributions	\$ -	\$ -	\$ -	\$ -	-
3. City of Williamsburg	\$ 255,000	\$ 255,000	\$ 273,000	\$ 18,000	7.06%
4. James City County	\$ 1,392,400	\$ 1,578,769	\$ 1,740,000	\$ 161,231	10.21%
5. York County	\$ 825,000	\$ 825,000	\$ 883,000	\$ 58,000	7.03%
6. Other Gov. Income	\$ 8,208,424	\$ 8,015,068	\$ 7,700,000	\$ (315,068)	-3.93%
7. Grant Income (list all sources)	\$ -	\$ -	\$ -	\$ -	-
8. Foundations (WCHF, etc).	\$ 538,683	\$ 543,054	\$ 570,000	\$ 26,946	4.96%
9. Special Events (net after expenses)	\$ -	\$ -	\$ -	\$ -	-
10. Membership Dues	\$ -	\$ -	\$ -	\$ -	-
11. Program Service Fees	\$ 5,243,937	\$ 6,381,546	\$ 6,750,000	\$ 368,454	5.77%
12. Sales to Public	\$ -	\$ -	\$ -	\$ -	-
13. Interest Income	\$ 33,491	\$ -	\$ 35,000	\$ 35,000	-
14. Income from other United Ways	\$ -	\$ -	\$ -	\$ -	-
15. Miscellaneous	\$ 219,189	\$ 139,050	\$ 150,000	\$ 10,950	7.87%
16. Total Income (1-15):	\$ 16,716,124	\$ 17,737,487	\$ 18,101,000	\$ 363,513	2.05%

Comparative Agency Budget History

Formal Name of Organization: Colonial Behavioral Health

Comparative Agency Budget History (Expenses)

Highlighted cells are electronically self-calculating.

Agency Operating Budget:	FY-2018 From: 7/01/2017 To: 6/30/2018 (Actuals)	FY-2019 From: 7/01/2018 To: 6/30/2019 (Current Budget)	FY-2020 From: 7/01/2019 To: 6/30/2020 (Proposed Budget)	FY-2020 Budget vs FY-2019 Budget \$ (dollar difference +/-)	FY-2020 Budget vs FY-2019 Budget % (percent difference +/-)
EXPENSES:*					
1. Personnel Expenses + Fringe Ben.	\$ 13,035,773	\$ 13,577,215	\$ 13,940,728	\$ 363,513	2.68%
2. Other Labor (contracted, etc.)	\$ 1,509,301	\$ 1,497,839	\$ 1,497,839	\$ -	0.00%
3. Occupancy (rent, utilities, etc.)	\$ 966,623	\$ 1,110,921	\$ 1,110,921	\$ -	0.00%
4. Office Expenses (postage, copy, supplies, etc.)	\$ 305,333	\$ 307,906	\$ 307,906	\$ -	0.00%
5. Insurances	\$ 170,020	\$ 81,000	\$ 81,000	\$ -	0.00%
6. Capital Expenses (major purchases, etc.)	\$ 132,333	\$ 568,641	\$ 568,641	\$ -	0.00%
7. Direct Program Expenses	\$ 308,668	\$ 407,214	\$ 407,214	\$ -	0.00%
8. Travel, Conferences, etc.	\$ 88,918	\$ 90,498	\$ 90,498	\$ -	0.00%
9. Education & Training	\$ 68,691	\$ 56,390	\$ 56,390	\$ -	0.00%
10. Miscellaneous **	\$ 24,773	\$ 39,863	\$ 39,863	\$ -	0.00%
11. TOTAL EXPENSES (1-10)	\$ 16,610,433	\$ 17,737,487	\$ 18,101,000	\$ 363,513	2.05%

* Provide footnotes to add clarifying information to any expenses category

** Applicant must provide an explanation of the nature of Miscellaneous expenses in a footnote.

*** Attach an explanation of items with changes of more and /or less than 20%

WILLIAMSBURG AREA
ARTS
COMMISSION

401 Lafayette Street, Williamsburg, VA 23185

January 14, 2019

Ms. Barbara Dameron
Director of Finance
401 Lafayette Street
Williamsburg, VA 23185

Dear Ms. Dameron,

The Williamsburg Area Arts Commission is pleased to report actions taken for the 2019-2020 grant year.

Last year, we granted \$159,000 to 32 organizations for programming in arts education, visual and performing arts, arts festivals, and arts advocacy.

For the 2019-2020 grant year, WAAC received 30 requests totaling \$208,525. Based upon the requests, the continued influence of arts in the Historic Triangle and the localities that WAAC serves, as well as the economic impact arts have in our community, the commissioners respectfully request \$159,000 (an appropriation of \$75,000 from the City of Williamsburg and James City County respectively; this also assumes that each locality will receive \$4,500 from the Commonwealth, as in the past year) to continue to provide support for these valuable programs and endeavors.

The commissioners have recommended that if a 5% increase is granted, the extra funds will be distributed evenly across each funded organization (except if increased funds exceed the total amount requested).

Thank you for your most generous support of the Williamsburg Area Arts Commission – we are grateful for the investment that the City of Williamsburg – City Council continues to make concerning the arts for our residents.

Respectfully submitted,



Susan Branch Smith
Williamsburg Area Arts Commission Chair

WILLIAMSBURG AREA ARTS COMMISSION- FY 2021									
Organization	Amount	Amount	Amount	Amount	Amount	Amount	Total # Served FY 2018 (Latest Full Year of Data)	Description of Grant Request	
	Requested	Recommend	Requested	Recommend	Requested	Recommend			
	FY 2018-2019	FY 2018-2019	FY 2019-2020	FY 2019-2020	5%	-5%			
1 ACCORDION RENAISSANCE 100 Sharps Lane Williamsburg, VA 23185 Marcy Horwitz 804-740-3032 / Jim Rice 757-880-3308 marcy@marcyhorwitz.com , jimricevt@gmail.com	\$1,500.00	\$1,100.00	\$1,500.00	\$800.00	\$840.00	\$760.00	Youth - 25 Adults - 40 Other - 10 Total - 75	Since 2015, Accordion Renaissance has presented an annual winter concert at the Williamsburg Public Library with the help of the Williamsburg Area Arts Commission. The unpredictability of winter weather has caused us to re-schedule the annual concert for the spring. Requested funds will support a spring concert during 2019-20 at the Williamsburg Public Library.	
2 AN OCCASION FOR THE ARTS PO Box 363 Williamsburg, VA 23187 Stuart Honenberger 757-503-2722 / Leo Charette 757-565-7585 stuart.honenberger@gmail.com , aofa.artists@gmail.com	\$17,500.00	\$13,000.00	\$14,000.00	\$11,500.00	\$12,075.00	\$10,925.00	Youth - 1,500 Adults - 13,500 Other - 10,000 Total - 25,000	The funds received from the Williamsburg Area Arts Commission will help offset the expansion of the youth art show. With the funds we will be able to engage more students, have more display space and better promote their work to the community. Additionally, performing arts will see their budget expanded which we hope means increasingly diverse and talented acts on our currently two (but possibly increasing) stages. We are exploring partnerships to engage	
3 ART AT THE RIVER COMMITTEE OF THE YORKTOWN FOUNDATION 406 Old Dominion Road Yorktown VA 23692 Maydel Nelson 757-898-6147 / Edith Robertson 757-812-9095 ladynelson06@cox.net , erobertson1781@cox.net	\$3,000.00	\$2,450.00	\$3,000.00	\$2,200.00	\$2,310.00	\$2,090.00	Youth - 100 Adults - 1000 Other - 800 Total - 1900	Grant funding will be used for general operating expenses to assure the first-rate quality of the show. Those expenses include printing, musical entertainment, attracting respected jurors from the arts industry, and advertising to attract both artists and attendees	
4 AURA CURIATLAS 2825 Hidden Lake Dr. Williamsburg, VA 23185 Joan Gavalier 757-561-4242 jsgava@wm.edu or auracuriatlas@gmail.com	\$2,250.00	\$2,250.00	\$2,500.00	\$2,400.00	\$2,520.00	\$2,280.00	Youth - 31 Adults - 87 Other - 20 Total - 138	This grant will support the Spring 2020 performance at the Kimball and will include a new story, The Fool's Journey, inspired by our current Tarot Project, The Fool and the World. Funds will cover theatre rental, insurance, personnel, box office costs (\$1800) and transportation costs (\$700) to bring performers to Williamsburg	
5 CELEBRATE YORKTOWN 113 Lafayette Road Yorktown, VA 23690 Leslie Viccellio 757-869-6203 / William Cole 757-887-8800 Leslie.Viccellio@gmail.com , info@yorkrivernm.com	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,310.00	\$2,090.00	Youth - 90 Adults - 700 Other - 400 Total - 1190	Grant money awarded will support a series of 8-10 concerts in the historic Grace Church Churchyard on Sunday evenings in July and August 2019. Each concert is free and open to the public. The funds received will pay musician fees for each concert in the series.	
6 CHESAPEAKE BAY WIND ENSEMBLE P.O. Box 6633 Yorktown, VA 23690-6633 Bonnie Baffer 757-856-2152 / William Garlette 757-637-7221 d4dq@cox.net , cbwemdbq@cox.net	\$1,000.00	\$500.00	\$1,000.00	\$500.00	\$525.00	\$475.00	Youth - 17 Adults - 150 Other - 150 Total - 317	The Chesapeake Bay Wind Ensemble is a 60 person concert band, composed of volunteer musicians. The group includes active duty and retired military members, active and retired music teachers, professionals, and selected high school and college students. We will perform one or two concerts per year at the Ferguson Center's Music and Arts Hall to align with our mission of presenting high quality musical performances to the community. We are planning a concert there in Dec. 2019 in collaboration with the Yorktown Choral.	
7 FLUTE FRENZY P.O. Box 1266 Williamsburg, VA 23187-1266 Cherry Robinson 757-746-6409 / Teresa Denner 757-508-4685 cherry.robinson@gmail.com , teresa.denner@ml.com	\$3,000.00	\$3,000.00	\$3,000.00	\$2,600.00	\$2,730.00	\$2,470.00	Youth - 100+ Adults - 100+ Other - 100+ Total - 300+	As ever, we are asking for operating funds. Knowing that our core programs are financially secure gives us the confidence to reach out to more flutists and to bring our music to a greater audience. The grant will be put toward our total operating costs. In order of magnitude, these are: Salaries - all music direction is by paid qualified music teachers. Insurance premiums for general liability and instrument cover. Rental of practice facilities. Sheet music purchase and distribution, flute maintenance. Scholarships. Web site.	
8 INSTITUTE FOR DANCE, INC. 3356 Ironbound Road #501 Williamsburg, VA 23188 Melissa Cantrell 757-784-2998 meljoe4@cox.net	\$3,500.00	\$1,500.00	\$3,500.00	\$2,000.00	\$2,100.00	\$1,900.00	Youth - 331 Adults - 672 Other - 66 Total - 1069	Funding will be used for our popular holiday production, Christmas Dreams. This unique-to-Williamsburg holiday show is written, choreographed, propged and performed entirely by our local dance studio. In 2018, Christmas Dreams is the only large-scale, Williamsburg-based holiday dance production offered in the Historic Triangle region.	
9 MUSCARELLE MUSEUM 603 Jamestown Road Williamsburg, VA 23188 Steve Prince 757-221-5500/ Aaron De Groft 757-221-2701 saprinced1@wm.edu , ahdsgr@wm.edu			\$0.00	\$0.00	\$0.00	\$0.00		The Muscarelle endeavors to create a community-wide art project titled "Links". The project will conduct hands-on workshops throughout Williamsburg over the course of one year. Rotary tools will be used to create a 4' x 100' multi-colored, multi-paneled woodcut. Participants will be challenged to create works of art commemorating the history of the first Africans to arrive in America in 1619. The project will work with the	
10 OPERA IN WILLIAMSBURG P.O. Box 2041 Williamsburg, VA 23188-2041 Naama Zahavi-Ely 757-5441-9461 naama@operainwilliamsburg.org	\$15,000.00	\$13,500.00	\$15,000.00	\$14,100.00	\$14,805.00	\$13,395.00	Youth - 350 Adults - 450 Other - 1200 Total - 2000	The majority of Opera in Williamsburg's expenses is artists' fees for our performers in fully-staged opera productions - our soloist, ensemble members, and orchestra. We aim to pay fair professional fees, though on the low end of "fair." In accordance with industry norms, opera singers are paid after their performance for the number of performances given, while orchestra members are paid for each rehearsal and performance given. Obviously, opera	

11 PANGLOSSIAN PRODUCTIONS	\$5,000.00	\$4,200.00	\$8,000.00	\$4,800.00	\$5,040.00	\$4,560.00	Youth - 5 Adults - 40 Other - 0 Total - 45	Advertising: Whole season mailing and newspaper ads. Per/show postcards, flyers, newspaper ads, Facebook boosts. \$1000 toward this part of our annual budget. Season art design for \$200 Podcasting: Equipment purchase, e-storage, food for participants, \$2500 all together for this year. Plays-in-Progress and Pop-Up Theatre: Food \$320 for the year, which significantly increases our volunteers. Designers and Materials for main stage productions. Lighting, Costumes, Scenery, Sound. Average of \$1000 per show.
4220 Falcon Creek Dr. Williamsburg VA 23187 James Dwyer 757-784-8277 / Amy Lyles 757-254-1556 jamesdwyer@cox.net, alyles1@me.com								
12 STAGELIGHTS	\$2,500.00	\$2,000.00	\$2,500.00	\$2,300.00	\$2,415.00	\$2,185.00	Youth - 250 Adults - 1,000 Other - 500 Total - 1,750	The main use is for scholarship's and if any funds are available after that we will use for production cost such as royalties (license & materials), scripts, sets, props, advertising and costumes.
PO Box 1910 Williamsburg, VA 23187 Debra Whisenant 757-880-3206 / Richard Parker 757-258-0531 dwhis7212@aol.com, riparker@widomaker.com								
13 TIDEWATER CLASSICAL GUITAR SOCIETY	\$2,000.00	\$1,900.00	\$1,500.00	\$1,300.00	\$1,365.00	\$1,235.00	Youth - 19 Adults - 248 Other - 51 Total - 318	The requested funds will be used to rent the Williamsburg Regional Library for our three Williamsburg concerts, contribute to the artist fees of our three performers and support production costs including the printing of programs and transportation and lodging for the artists. (Four concerts last year, FYI)
P O BOX 777 Norfolk, VA 23501 Sam Dorsey 757 575-4611 sbdorsey@nsu.edu								
14 VIRGINIA ARTS FESTIVAL	\$10,000.00	\$8,750.00	\$10,000.00	\$9,000.00	\$9,450.00	\$8,550.00	Youth - 1670 Adults - 8049 Other - 0 Total - 9719	The 2020 Festival Williamsburg project involves a variety of components to include public performances, student master classes, mainlines, and in-school workshops. Funding will be used to offset expenses for artist fees, production expenses, venue rental and arts education.
440 Bank Street Norfolk, VA 23510 Laurie Cherry 757-517-2888 / Robert Cross 757-282-2811 lcherry@vafest.org, rcross@vafest.org								
15 VIRGINIA OPERA ASSOCIATION, INC	\$15,000.00	\$9,575.00	\$15,000.00	\$10,100.00	\$10,605.00	\$9,595.00	Youth - 1500 Adults - 700 Other - 250 Total - 2450	Funds awarded in FY2020 would support 6 In-School performances of age-appropriate opera education programs, 3 public performances at Williamsburg Regional Library or alternate local venues, and provide for the distribution of 150 free tickets to students at Jamestown, Lafayette and Warhill High Schools for a Norfolk "Student Night at the Opera" main-stage performance or a Richmond "Student Afternoon at the Opera"
P O BOX 2580 Norfolk, VA 23501-2580 Susan Porter 757 627-9545 ext. 3372 / Russell Allen 757-627-9545 x3331 susan.porter@vaopera.org, russell.allen@vaopera.org								
16 VIRGINIA REGIONAL BALLET	\$11,000.00	\$7,000.00	\$11,000.00	\$7,500.00	\$7,875.00	\$7,125.00	Youth - 2850 Adults - 229 Other - 35 Total - 3114	Funds awarded in FY2020 would support 6 In-School performances of age-appropriate opera education programs, 3 public performances at Williamsburg Regional Library or alternate local venues, and provide for the distribution of 150 free tickets to students at Jamestown, Lafayette and Warhill High Schools for a Norfolk "Student Night at the Opera" main-stage performance or a Richmond "Student Afternoon at the Opera"
1228 Richmond Road Williamsburg, Va 23185 Adelle Carpenter 757 927-0837 acarpenter@cox.net								
17 VIRGINIA REPERTORY THEATRE	\$1,800.00	\$1,725.00	\$4,475.00	\$1,500.00	\$1,575.00	\$1,425.00	Youth - 5600 Adults - 160 Other - n/a Total - 5760	Annually, Virginia Rep on Tour produces 13-18 Arts-in-Education touring titles that perform in schools across the state of Virginia. All of these performances are aligned with state SOLs to help students engage with the arts and classroom materials, as well as support health initiatives like sexual abuse prevention. Grant funding from the WACAC would be used to help close the gap between what the schools pay and the actual cost of the
114 West Broad Street Richmond, VA 23220 Ellie Engquist 804-783-1688 ext 1145 / Phil Whiteway 804-783-1688 x1111 eengquist@virginiarep.org, pwhiteway@virginiarep.org								
18 VIRGINIA STAGE COMPANY			\$750.00	\$600.00	\$630.00	\$570.00		We will use the funds from the WACAC to take one of our touring Education shows to the Williamsburg area. We would like to have a public performance at the Williamsburg Regional Library, and if funding permits, additional elementary schools in the Williamsburg area such as James River, Rawls Byrd or other Title 1 schools.
555 East Main Street Ste 1001 Norfolk, VA 23514 Kandis Hyde 757-627-6988x315/Tom Quaintance 757-627-6988x341 khyde@vastage.org, tquintance@vastage.org								
19 THE VIRGINIA SYMPHONY ORCHESTRA	\$20,000.00	\$9,000.00	\$20,000.00	\$10,900.00	\$11,445.00	\$10,355.00	Youth - 1341 Adults - 2533 Other - 0 Total - 3874	Funding from the Commission will help cover the artistic, production, and administrative expenses of the proposed programs in the 2019-2020 season. Specifically, this includes artistic and administrative wages, travel expenses, facility rental, music rental, and production expenses for each of the
150 Boush St., Suite 201 Norfolk, VA 23510 Andrew Nissman 757-213-1403 / Karen Phillon 757-213-1401 anissman@virginiasympphony.org, kphillon@virginiasympphony.org								
20 WHRO HAMPTON ROADS EDUCATIONAL TELECOMMUNICATIONS ASSOC.	\$5,000.00	\$3,000.00	\$5,000.00	\$2,900.00	\$3,045.00	\$2,755.00	Youth - n/a Adults - n/a Other - n/a Total - n/a	WHRO will create one video about the Williamsburg arts scene for television broadcast. The segment will be approximately four-five minutes in length, shot on location, and will feature interviews with visual and performing artists, as well as demonstrations of artists in action. The individual Williamsburg artist's segments will be combined with content featuring artists from across the country. Funds will be used for production and post-production costs, including personnel, and marketing will be
5200 Hampton Blvd. Norfolk, VA 23508 Richard Luong 757-889-9102 / Bert Schmidt 757-889-9411 richard.luong@whro.org, bert.schmidt@whro.org								
21 WILLIAM & MARY GLOBAL FILM FESTIVAL	\$8,650.00	\$8,600.00	\$10,000.00	\$9,500.00	\$9,975.00	\$9,025.00	Youth - 0 Adults - 1609 Other - 0 Total - 1609	The requested funds will be used towards expenses related to the two filmmaker guests including travel, lodging, film screening fees, venue rental fees, and honorariums. Funds for GFF marketing efforts will be used towards the cost of placing ads in regional media outlets and for running targeted ads on social media platforms such as Facebook and Instagram.
P.O. Box 8795 Williamsburg VA 23187-8795 Liz Sykes 703-362-9577 / Colleen Kennedy 757-221-3901 liz@theadventure.com, ckenn@wm.edu								
22 WILLIAMSBURG BOOK FESTIVAL	\$1,300.00	\$1,300.00	\$1,400.00	\$1,300.00	\$1,365.00	\$1,235.00	Youth - 150 Adults - 500 Other - 350 Total - 1000	To help pay for the use of the Stryker Center for the day of the event; to help pay for a nationally-recognized author to headline the festival; to use appropriate channels to encourage authors to apply to participate in the event; to advertise in local publications, such as Next Door Neighbors Magazine, The Virginia Gazette and the An Occasion for the Arts program
124 Peyton Rd. Williamsburg, VA 23185 Greg Lilly 757-903-8417 greg@williamsburgbookfestival.org								

23	WILLIAMSBURG CHORAL GUILD PO BOX 1864 Williamsburg, VA 23187 Keith Henry 757-303-8907 / Anna Martin 757-258-9527 hkhenry@cox.net; abmartin49@cox.net	\$10,000.00	\$5,500.00	\$6,000.00	\$5,400.00	\$5,670.00	\$5,130.00	Youth - 26 Adults - 1119 Other - 780 Total - 1925	The Guild is committed to the presentation of choral works that meet the expectations of choral music lovers in the Williamsburg area and that provide for the artistic growth of the chorus members and our audiences. The funding we receive will be used to help support our artistic director and accompanist, the Williamsburg Youth Chorale, professional instrumentalists
24	WILLIAMSBURG CONTEMPORARY ART CENTER P.O. BOX 388 Williamsburg, VA 23187 Janis Wood 757-220-2217 jleewoodart21@msn.com	\$12,000.00	\$11,500.00	\$12,000.00	\$11,000.00	\$11,550.00	\$10,450.00	Youth - n/a Adults - n/a Other - n/a Total - n/a	We will hire a full time Art Center Manager; replace and/or improve antiquated website, member/donor databases, social media & marketing technology, and office equipment; hire consultants and top tier instructors for our Art Ed and outreach programs; partner with Virginia museums, art centers, and organizations to hold joint lectures & events. We will also hold many special events. All will require advertising, printing, postage, office
25	WILLIAMSBURG MUSIC CLUB PO Box 1808 Williamsburg, VA 23187 Bill Herman 757-604-6400 / Donna Herman 757-291-9087 bill_herman@earthlink.net; donnaherman.wmc@earthlink.net	\$4,000.00	\$3,000.00	\$4,000.00	\$3,100.00	\$3,255.00	\$2,945.00	Youth - 50 Adults - 350 Other - 400 Total - 800	Grant funds will be directed to program expenses including performers honoraria for monthly programs, adjudicator honoraria for educational program, venue rental fees, piano maintenance and tuning, insurance, materials, publicity, printing and other incidental costs.
26	WILLIAMSBURG PLAYERS P O BOX 91 Williamsburg, VA 23187 Neil Hollands 757-293-8555 hollandslibrarian@gmail.com	\$11,000.00	\$11,000.00	\$12,000.00	\$11,000.00	\$11,550.00	\$10,450.00	Youth - 750 Adults - 8000 Other - 5000 Total - 13,750	We will apply the funds directly toward the regular, and at times unexpected, needs of running a large, busy performance venue. One specific, large expense we hope to address this year is to have our stage curtains professionally cleaned and treated with fire retardant. We produce five main-stage shows (2 musical, 3 plays) each year, and in 2019-20 we plan to produce two full-length literary adaptations.
27	WILLIAMSBURG SYMPHONY ORCHESTRA P O BOX 400 Williamsburg, VA 23187; 212 N. Henry, Williamsburg, VA 23185 Carolyn Keurajian 757 229-9857 carolyn@williamsburgsymphony.org	\$20,000.00	\$16,000.00	\$20,000.00	\$16,000.00	\$16,800.00	\$15,200.00	Youth - 1500 Adults - 3000 Other - 4370 Total - 8870	The funds will be used to offset general operating expenses of the organization in support of a full season of concerts and educational programs. General operating expenses will include office rent (rent is being increased by landlord), musician payroll, staff salaries, utilities, office supplies, postage, and computer support.
28	WILLIAMSBURG WOMEN'S CHORUS PO Box 685 Williamsburg, VA 23187-0685 Susan Releford 859-240-3137 / Judy Buehler 303-520-5634 sbreleford@gmail.com; jebuehler@aol.com	\$2,500.00	\$2,400.00	\$2,500.00	\$2,500.00	\$2,625.00	\$2,375.00	Youth - 80 Adults - 350 Other - 150 Total - 580	The funds will be used to help pay for our enlarged venue. We are able to provide new music for the Chorus and the Youth choirs who join us. Our Winter Concert contains the new "Carol Trilogy". We will also use funds for printing our programs for each concert, for printing materials to promote our concerts and to raise money in support of our Chorus activities.
29	WILLIAMSBURG YOUTH ORCHESTRA P.O. BOX 1502 Williamsburg, VA 23187-1502 Tanya Song manager@wymusic.org	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,250.00	\$4,750.00	Youth - 150 Adults - 400 Other - 150 Total - 700	General operating expenses include: cost of rehearsal space & concert venues, conductors and Executive Director's salaries, tuition assistance scholarships, professional musicians to coach sectionals and chamber/summer camp programs and administrative overhead. WYO launched a full season of Junior Wind & Brass ensemble in the 2018-19 season. Currently, this group consists of 12 members, but WYO's goal is to expand this group into 20+
30	YOUNG AUDIENCES ARTS FOR LEARNING VIRGINIA 420 North Center Dr. Ste 239 Norfolk, VA 23502-4067 Dr. Kelly Weber Stefonowich 757-961-3775 / Christine Everly 757-961-2841 development@yav.org; ceo@yav.org	\$6,000.00	\$5,000.00	\$6,000.00	\$4,000.00	\$4,200.00	\$3,800.00	Youth - 1962 Adults - 180 Other - 60 Total - 2202	YAV will provide 18 units of its award-winning Curriculum Plus Project to students in Williamsburg/James City County for a co-pay of \$140 per participating venue. This will impact approximately 2,700 students, families, and educators.
	WILLIAMSBURG AREA ARTS COMMISSION	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00				
	TOTAL	\$210,450.00	\$159,300.00	\$203,825.00	\$159,000.00	\$165,900.00	\$150,100.00	92,039	

Source of Funds	
CITY OF WILLIAMSBURG	\$75,000
JAMES CITY COUNTY	\$75,000
STATE CHALLENGE GRANT	\$9,000
TOTAL	\$159,000



202 Quarterpath Road
Williamsburg, VA 23185
Phone: (757) 259-3768 / Fax: (757) 259-8064
www.williamsburgfarmersmarket.com

Board Members

Jayne Barnard
Anderson Bradshaw
Barbara Brown
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Carol Gillam
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Mary Ellen Power Rogers
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2019 Founding Sponsors



2019 Sustaining Sponsors

Colonial Farm Credit

Farm Bureau

Founders Village Apartments

HomeAdvisor

Howell Creative Group

Promenade @ 5

January 11, 2019

Barbara Dameron, CPA
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Dear Ms. Dameron:

On behalf of the Board of Directors, I would like to thank the City of Williamsburg for its past support of the Williamsburg Farmers Market. The City's financial and in-kind support for the Market has greatly contributed to our success.

To assist in operating the Market during the 2020 season, I respectfully request \$3,800 from the City's FY 2020 budget. Continued funding from the City will ensure that the Market will be able to continue to operate a weekly farmers market, March through December, and will allow the Market to host special holiday and seasonal markets.

I have enclosed documents to provide you with Market information for your funding considerations.

Thank you for your consideration of our funding request. If you or your staff has any questions, please contact me at 259-3768 or therner@williamsburgva.gov.

Sincerely,

Tracy Frey, Manager
Williamsburg Farmers Market



202 Quarterpath Road
 Williamsburg, VA 23185
 Phone: (757) 259-3768 / Fax: (757) 259-8064
 www.williamsburgfarmersmarket.com

WILLIAMSBURG FARMERS MARKET FUNDING REQUEST FOR FY 2020

Services Provided	2018 Outcomes/ 2020 Benefits
Reason to come down town	Increase shopping of locals
Exhibit space for non-profits	Good will and community involvement
Environmentally friendly	Promote Green Williamsburg
Promotional venue for City	5 TV programs, attracts conference attendees
Connections w/ local businesses	Merchants Square Day, An Occasion for the arts, and W&M Day
Connections w/chefs	Increase eating in local restaurants
First stop for potential residents	Meets a practical need and provides a feeling of community
Distribute area map	Provide information to visitors
Weekend attraction	Destination site for day trippers
Ability to eat local, fresh products and produce	State of the City feature
Accept multiple payment methods	Accept SNAP, credit cards and W&M Express to include the entire Williamsburg Community

Amount Requested	2018 Budget	2019
<u>\$3800</u>		

See attached budget, request is based on the following:

- Equal funding of \$4,000 by the Founding Sponsors: The Colonial Williamsburg Foundation (in-kind) and Merchants Square Association
- Additional funding for **Marketing Events** - Chef demos, entertainment, and some advertising must come from sponsors and grants. These projects will *occur only if the funding is provided*.
- Credit Card, W&M Express, and fees incurred from accepting SNAP at the Market.
- Monies from **Friends of the Market and Sale of Merchandise** may be spent only on specific board approved items.
- **The Saturday Market fees are an estimate based on past history and the present economy.**

2019
WFM Budget

EXPENDITURES		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 ACTUAL 12/31/18	2019 BUDGET	COMMENTS/NOTES
Personnel Expenses							
Employee							
009-0001-81001	Salary: Market Manager	\$ 39,780	\$ 39,780	\$ 40,784	\$ 40,755	\$ 41,628	
009-0001-81005	Wages: Personnel	\$ 13,200	\$ 19,586	\$ 13,475	\$ 18,180	\$ 18,180	8100 hours at \$12/hr (New Assistant) = \$13,200 552 hours at \$14.09 (Katherine Framley) = \$4,980
009-0001-80001	Indep. Contractor Pymt: SNAP Coordinator	\$ 4,536		\$ 4,813	\$ 14,080		
009-0001-81008	Wages: Contingency for Bonuses	\$ 1,000		\$ 1,000			165. To be used at the discretion of the board
009-0001-87001	FICA	\$ 4,400	\$ 4,444	\$ 4,520	\$ 4,424	\$ 4,587	7.65%
	Employee Subtotal	\$ 62,916	\$ 60,813	\$ 64,602	\$ 59,259	\$ 64,541	
Indep. Contractors							
009-0001-86002	Indep. Contractor Pymt: Market Helpers	\$ 900		\$ 900	\$ 50	\$ 900	At the market staff
	Independent Contractors Subtotal	\$ 900		\$ 900	\$ 50	\$ 900	
	Personnel Expenses Total	\$ 63,816	\$ 60,813	\$ 65,502	\$ 59,309	\$ 65,441	
Operating Expenses							
009-0001-85201	Postage	\$ 500	\$ 189	\$ 380	\$ 287	\$ 380	SNAP mailing - expense offset by VA Fresh Match
009-0001-85202	Fiscal Agent Fee: Professional Services	\$ 1,445	\$ 1,438	\$ 1,439	\$ 1,439	\$ 1,467	1.5% of revenue budgeted without tokens (\$97824)
009-0001-85203	Telecommunications	\$ 1,200	\$ 1,285	\$ 1,200	\$ 2,137	\$ 1,200	mt-g = \$40/month + cell phone + carvia + surveymonkey
009-0001-85208	Insurance: Liability, Directors & Officers	\$ 1,250	\$ 1,194	\$ 1,250	\$ 1,194	\$ 1,250	D&O - \$744, Liability- \$405, VDACS - \$40, State - \$25
009-0001-85401	Office Supplies	\$ 1,500	\$ 2,078	\$ 1,500	\$ 1,368	\$ 1,500	
009-0001-85403	Special Projects (non-events)	\$ 500	\$ 1,489	\$ 500	\$ 895	\$ 500	
009-0001-85410	Education: Meeting & Conference Fees	\$ 300	\$ 57	\$ 300	\$ 207	\$ 300	
009-0001-85411	Education: Books & Subscriptions, Memberships	\$ 350	\$ 550	\$ 350	\$ 302	\$ 350	
009-0001-85413	Market Supplies (formerly: Other Operating Supplies)	\$ 549	\$ 569	\$ 500	\$ 913	\$ 500	Taper, Giber, Namebadges
009-0001-85501	Travel: Mileage	\$ 900	\$ 1,089	\$ 900	\$ 905	\$ 900	Visiting ALL vendors
009-0001-85504	Travel: Transportation, Lodging, Meals, Parking	\$ 800	\$ 478	\$ 800	\$ 920	\$ 2,300	Added for inTents Conference - Approved 12/13/18.
009-0001-85900	Volunteer Appreciation	\$ 700	\$ 375	\$ 700	\$ 80	\$ 700	Used also for board events/appreciation, shirts
009-0001-87999	Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	
009-0001-89000	Contingency	\$ 1,500	\$ -	\$ -	\$ -	\$ -	offset account only
	Operating Expenses Total	\$ 11,494	\$ 10,719	\$ 9,819	\$ 10,705	\$ 11,347	
Marketing Expenses							
009-0001-82007	Advertising: Newspapers	\$ 21,500	\$ 9,911	\$ 9,000	\$ 9,291	\$ 9,000	Market Advertising - Including Sponsorship Mentions
009-0001-82001	Advertising: Magazines, Newsletters & Other Periodicals						
009-0001-82002	Advertising: Radio and TV						
009-0001-82003	Advertising: Internet						
009-0001-82004	Marketing Materials						
009-0001-82020	Printers						
009-0001-85600	WFM Labeled Items	\$ 2,200	\$ 1,298			\$ 226	Purchase of lots, insulated bags (sponsored), posters, etc for marketing and sales
	Marketing Expenses Total	\$ 23,700	\$ 11,207	\$ 9,000	\$ 9,291	\$ 9,236	
Sponsorship Expenses							
009-0001-82010	Chef at the Market: Supplies	\$ 1,350	\$ 145	\$ 1,000	\$ 224	\$ 1,000	Supplies used by chefs, Sponsor offsets
009-0001-82011	Chef at the Market: Honoraria to Chefs	\$ 650	\$ 25	\$ 500	\$ -	\$ 500	20 Chefs @ \$25, Sponsor offsets
009-0001-85412	Music at the Market: Honoraria to performers	\$ 2,500	\$ 1,575	\$ 2,000	\$ 2,000	\$ 2,000	Payments to performers from Sponsor
009-0001-85414	Market Events	\$ 19,200	\$ 20,923	\$ 800	\$ 1,103	\$ 3,600	Vendor Dinner = \$3500
009-0001-85415	SNAP Expenses	\$ 400	\$ -	\$ 200	\$ 145	\$ 200	
009-0001-85418	Credit Card and WFM Express	\$ 3,000	\$ 4,489	\$ 4,500	\$ 4,278	\$ 4,500	
009-0001-85422	Other Entertainment	\$ -	\$ -	\$ -	\$ -	\$ -	
009-0001-85700	Vendor Annual Meeting	\$ 600	\$ 923	\$ 600	\$ 487	\$ 600	Sponsored by Farm Bureau
	Sponsorship Expenses Total	\$ 24,700	\$ 34,079	\$ 8,600	\$ 8,235	\$ 12,300	
Token Expenses							
009-0001-87100	EBT/SNAP Tokens Redeemed	\$ 4,000	\$ 9,482	\$ 5,000	\$ 5,482	\$ 5,000	
009-0001-87200	Credit Card, WFM Express and Cash Tokens Redeemed	\$ 70,000	\$ 109,518	\$ 85,000	\$ 110,184	\$ 85,000	
009-0001-87300	Bonus Bucks Redeemed	\$ 4,000	\$ 3,282	\$ 4,000	\$ 2,458	\$ 4,000	
009-0001-87400	Fruit and Veggie Tokens Redeemed	\$ 2,000	\$ 7,354	\$ 2,000	\$ 5,045	\$ 2,000	
	Token Expenses Total	\$ 80,000	\$ 125,614	\$ 96,000	\$ 123,177	\$ 96,000	
	TOTAL EXPENDITURES	\$ 263,710	\$ 242,433	\$ 189,929	\$ 216,718	\$ 194,324	\$5371 5000000000

2019
WFM Budget

REVENUE	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 ACTUAL 10/31/18	2019 BUDGET	COMMENTS/NOTES
Fees						
009-0002-49200 Vendor Fees Space Rental	\$ 210	\$ 175	\$ 210	\$ 70	\$ 210	16 new vendors
009-0002-49210 Vendor Fees 6%	\$ 65,000	\$ 66,114	\$ 65,000	\$ 65,547	\$ 65,000	
009-0002-49220 Vendor Fees 8%	\$ 200	\$ 850	\$ 314	\$ 1,039	\$ 314	
Fees Total	\$ 65,410	\$ 66,939	\$ 65,524	\$ 66,657	\$ 65,524	
Contributions						
009-0002-49100 Founding Sponsor: City of Williamsburg	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	
009-0002-49110 Founding Sponsor: Colonial Williamsburg Found	\$ -	\$ -	\$ -	\$ -	\$ -	
009-0002-49120 Founding Sponsor: Merchants Square Association	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
009-0002-49140 Major Sponsor: Rivetside	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
009-0002-49150 Major Sponsor: Chiefs Tent	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	Chiefs program sponsor
009-0002-49180 Major Sponsor: Music	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
009-0002-49170 Contributors: Other Businesses & Organizations	\$ 5,000	\$ 600	\$ 4,500	\$ 4,001	\$ 4,500	Colonial Farm Credit, Farm Bureau
009-0002-49180 Grants	\$ 8,700	\$ 9,912	\$ 8,500	\$ 15,394	\$ 10,000	FINI Grant
009-0002-49230 Friends of the Market "Memberships"	\$ 500	\$ 528	\$ 500	\$ 600	\$ 500	
Contributions Total	\$ 29,000	\$ 20,340	\$ 28,308	\$ 30,295	\$ 29,600	
Other Revenue						
G 009-0002-49900 Interest Earnings: City Investment Account	\$ 300	\$ 1,975	\$ 1,000	\$ 2,609	\$ 1,600	Higher amount in City's fund, increasing interest payments
I 009-0002-49930 Sale of Merchandise	\$ 1,000	\$ 2,192	\$ 1,000	\$ 978	\$ 1,000	Poster sales, shirt sales, cooler bag sales
009-0002-49910 Miscellaneous Revenue	\$ -	\$ 164	\$ -	\$ 9	\$ -	
009-0002-49790 Gift Certificate Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	Offset account
009-0002-49900 Reserves Brought Forward	\$ 30,000	\$ -	\$ -	\$ -	\$ 1,500	To balance budget, based on budgets provided by committees.
Other Revenue Total	\$ 31,300	\$ 4,031	\$ 2,000	\$ 3,482	\$ 4,000	
Token Revenue						
009-0002-49710 EBT/SNAP Tokens Purchased	\$ 4,000	\$ 5,186	\$ 5,000	\$ 5,247	\$ 5,000	
009-0002-49720 \$5 Tokens Purchased	\$ 70,000	\$ 110,568	\$ 85,000	\$ 110,319	\$ 86,000	
009-0002-49730 Fresh Food Fund Contributions (Bonus Bucks)	\$ 4,000	\$ 4,513	\$ 4,000	\$ 4,707	\$ 4,000	
Token Revenue Total	\$ 78,000	\$ 120,267	\$ 94,000	\$ 120,273	\$ 95,000	
TOTAL REVENUE	\$ 205,710	\$ 211,990	\$ 189,928	\$ 220,718	\$ 194,324	Revenue without tokens = 497824
CASH EQUIVALENCY						
009-0000-1001 Cash						
009-0000-1012 Investments						
TOTAL RESERVES						

\$41,200 In-kind Assistance from the City - Addendum to be added
\$4,000 In-kind Assistance from Colonial Williamsburg - Addendum to be added



December 3, 2018

Ms. Barbara Dameron
Director of Finance
City of Williamsburg
401 Lafayette St.
Williamsburg, VA 23185

Dear Ms. Dameron:

Thank you for your letter of November 21, providing guidance to the organizations seeking FY2020 funding support from the City of Williamsburg. The information provided below for the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) is responsive to your guidance.

HRMFFA is a not-for-profit, tax-exempt corporation that promotes and protects all participating municipalities by working to attract, retain and grow Federal facilities to Hampton Roads. Working closely with the Governor's staff and the entire Congressional delegation, the organization advocates and influences Federal policy, legislation and appropriations for the economic benefit of the region. The organization consists of an Executive Director, Deputy Executive Director and a consulting/lobbying firm in Washington, DC. Areas of recent focus include working to ensure NASA Langley Federal funding priorities remain intact; laying the groundwork for a partnership among the private sector, NASA Langley and Joint Base Langley-Eustis to initiate an unmanned systems industry in the region; supporting the creation of a Whole of Government Center of Excellence at William & Mary; continuous engagement with our Congressional delegation to shape the FY2019 Federal budget to minimize the adverse impact on Hampton Roads; and continuing efforts in support of Camp Peary, Naval Weapons Station Yorktown, USCG Training Center Yorktown and Jefferson Lab.

HRMFFA is requesting \$7,702 from the City of Williamsburg in FY2020 based on estimated 2017 population data from the Weldon Cooper Center. All 13 cities and counties that make up HRMFFA agreed at its formation in 2006 to fund this organization at a \$.50 per capita rate, equally sharing the costs notwithstanding population differences. These funds are used to pay the salary and benefits of the Executive Director and Deputy Executive Director; consulting and lobbying services of The



Roosevelt Group; travel and per diem for staff trips to Washington, Richmond and relevant professional conferences; and the normal costs associated with an office (office equipment and consumables, professional subscriptions and memberships, etc.). The Mayor of Williamsburg, the Honorable Paul Freiling, serves on our Board of Directors, which is composed of all the elected leaders of the 13 municipalities that constitute HRMFFA, as well as 12 leaders from private industry from throughout the region.

If you have any questions or need additional information, please contact me at 757-366-4377 (Office), 850-499-1068 (Mobile) or rdwyer@hrmffa.org.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'RDwyer', with a long horizontal flourish extending to the right.

Rick Dwyer
Deputy Executive Director

MEMBER JURISDICTIONS

November 30, 2018

CHESAPEAKE

Ms. Barbara A. Dameron
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

FRANKLIN

GLOUCESTER

RE: FY2020 Budget Submission

HAMPTON

Dear Ms. Dameron:

ISLE OF WIGHT

The Hampton Roads Planning District Commission (HRPDC) and its affiliate organization, the Hampton Roads Transportation Planning Organization (HRTPO), are requesting \$29,591.00 from the City of Williamsburg for their portion of the FY2020 Local Jurisdiction Contributions (see attached spreadsheet detailing the various program categories).

JAMES CITY

NEWPORT NEWS

The entire FY2020 Local Jurisdiction Contributions cover 21.809% of the HRPDC/HRTPO annual budget of approximately \$14.6 million. A breakdown of the anticipated annual revenue shows:

NORFOLK

Federal	\$ 5,300,000
State DHCD Grant	151,943
State and Other	5,930,000
Local Juris Contr	<u>3,174,649</u>
TOTAL	\$14,556,592

POQUOSON

PORTSMOUTH

SMITHFIELD

The program areas supported by the FY2020 Local Jurisdiction Contributions as described as follows:

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

WILLIAMSBURG

YORK

- Member Contribution Dues are based on a per capita figure of \$.80 as approved by the Commissioners. Per capita population figures are based on the latest Weldon-Cooper adjusted census figure of 07/01/17. Dues are assessed to each locality that is a member of the HRPDC and benefits from the analysis work and planning performed during the fiscal year on each locality's behalf as part of the regional organization.
- Metropolitan Medical Response System (MMRS) is based on a per capita figure of \$.20 as approved by the Commissioners. Dues are assessed to each locality so that the entire region will benefit from the regional asset known as the MMRS Strike Team and the medical response capabilities administered by the MMRS program for the entire region.
- The Regional Construction Standards Committee meets with the consultant to determine that year's consultant fee, which is then divided

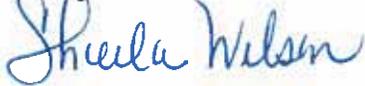
among the localities based on their share of regional population. Costs per locality are assessed in order for the localities to benefit from the work performed by the consultant regarding Regional Construction Standards.

- The Coastal Resiliency Program budget is based on each participating locality's share of regional population. The Coastal Resiliency Committee developed the FY20 program budget, including two projects: the USGS Subsidence Benchmarking Network and the Flood Insurance Outreach Campaign.
- The HRPDC administers the Regional Water, Wastewater, Stormwater, and askHRGreen.org Programs to help local governments meet state and federal requirements in such areas as: TMDLs, sanitary sewer system consent orders, and Stormwater and other permits. The Regional Water and Wastewater Programs budget are based on the number of water and sewer accounts in each participating locality, as agreed to by committee.
- The askHRGreen.org programs of Regional Stormwater and HR Clean Community System costs are based on each participating locality's share of regional population.

If you wish to view detailed explanations of the work performed in the Environmental (Water, Wastewater, Stormwater, and askHRGreen.org) programs, as well as that of the HRTPO, please contact me, and I will be happy to send you the Unified Planning Work Programs for both organizations.

Please contact me at 757-420-8300 or wilsons@hrpdcva.gov, for any additional information you may require. Our most recent financial statements can be found on our website: www.hrpdcva.gov.

Sincerely,



Sheila Wilson
Chief Financial Officer

SSW/cm

Attachment

HAMPTON ROADS PLANNING DISTRICT COMMISSION
Local Jurisdiction Contributions
FISCAL YEAR 2020
SUMMARY

JURISDICTION	MARRIAGES		RCS		WATER PROGRAMS				HR GREEN PROGRAMS				HRCLEAN		TOTAL				
	Agency Activities Member Contributions \$0.80 Per Capita	Metropolitan Medical Response System (MMRS) \$0.20 Per Capita	Regional Construction Standards (+ fixed \$) Per Consultant	Coastal Resiliency Program \$0.0658 Per Capita	Subsidence Benchmarking Per committee	Flood Insurance Outreach Per committee	Water TA Regional Water Programs Per Committee	Regional Storm Water Programs Per Committee	SSORS Waste Water Programs Per Committee	HRWET Staff Per Committee	HRWET Direct Per Committee	H2O H2O Per Committee	HRFOG Direct Per Committee	HRFOG Consultant Per Committee		Ask HRGREEN Storm Water Mgmt Staff Per Committee	Storm Water Mgmt Ask HRGREEN Per Committee	HRCLEAN Admin Per Committee	HRCLEAN Direct Per Committee
Chesapeake	194,124	48,531	9,235	15,967	4,870	4,911	18,225	44,060	8,124	9,794	12,912	3,683	4,997	4,903	8,630	8,525	7,016	6,520	415,027
Franklin	6,779	1,695	343	558	174	172	3,351	1,539	580	530	699	199	357	350	301	1,348	245	290	19,510
Gloucester County	29,735	7,434	1,476	2,446	749	752	3,676	6,749	209	732	965	275	129	126	1,322	2,227	1,075	1,054	61,131
Hampton	109,394	27,349	5,511	8,998	2,784	2,768	2,501	24,829	5,858	0	0	0	3,603	3,535	4,863	5,279	3,954	3,702	214,928
Isle of Wight County	23,190	5,798	1,120	1,907	580	596	3,296	5,262	358	495	653	187	221	216	1,031	1,976	838	836	48,550
James City County	59,778	14,944	2,458	4,917	1,491	1,512	7,881	13,588	3,076	3,352	4,418	1,260	1,892	1,857	2,657	3,378	2,160	2,063	132,652
Newport News	145,724	36,431	7,271	11,966	3,710	3,687	0	33,075	6,376	0	0	0	3,922	3,848	6,478	6,671	5,267	4,910	279,356
Norfolk	197,005	49,251	9,767	16,204	5,004	4,994	18,466	44,714	8,193	9,945	13,110	3,739	5,040	4,944	8,758	8,635	7,120	6,615	421,494
Poquoson	9,849	2,462	479	810	249	249	2,501	2,235	639	0	0	0	393	395	438	1,465	356	392	22,902
Portsmouth	76,352	19,088	3,840	6,280	1,948	1,932	10,426	17,329	4,149	4,936	6,508	1,856	2,582	2,504	3,394	4,013	2,789	2,604	172,470
Smythfield	6,676	1,669	326	549	171	169	2,695	1,517	376	457	602	172	232	227	297	1,344	242	287	18,008
Suffolk	14,495	3,624	748	1,192	369	367	3,234	3,290	162	121	159	46	100	98	644	1,643	524	547	31,363
Suffolk County	74,026	18,507	3,482	6,089	1,858	1,873	8,636	16,802	2,856	3,822	5,038	1,437	1,757	1,723	3,291	3,924	2,675	2,526	160,322
Stafford County	5,339	1,335	277	439	137	135	0	1,212	0	0	0	19	0	0	237	1,293	193	243	10,859
Virginia Beach	363,558	90,890	17,824	29,903	9,187	9,198	35,023	82,516	16,874	20,258	26,706	7,618	10,379	10,182	16,162	15,016	13,139	12,153	786,586
Williamsburg	12,323	3,081	590	1,014	312	312	3,546	2,797	378	651	868	245	231	227	548	1,560	445	475	29,591
York County	55,112	13,778	2,654	4,533	1,407	1,394	2,501	12,509	3,262	0	0	0	2,007	1,969	2,450	3,199	1,992	1,897	110,664
HRSD	0	0	5,000	0	0	0	10,616	0	60,460	0	0	0	37,189	36,484	0	0	0	0	149,749
HRUHCA	0	0	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
NN Water Works	0	0	2,500	0	0	0	32,178	0	0	18,486	24,370	6,951	0	0	0	0	0	0	84,485
TOTAL FY2020	1,383,458	345,867	79,901	113,792	35,000	35,001	168,752	314,003	121,928	73,579	96,988	27,687	75,001	73,578	61,501	71,498	50,000	47,104	3,174,649
FROM FY2019	1,383,252	345,815	79,901	113,775	35,000	35,001	164,099	330,000	124,324	71,784	94,988	27,501	75,001	71,787	50,501	70,000	50,001	46,003	3,135,589
DIFFERENCE	207	52	0	17	0	0	4,653	(15,997)	(2,396)	1,794	0	186	0	1,781	11,000	1,498	0	295	38,060

Storm Water
Waste Water
HR Clean

GREATER PENINSULA WORKFORCE DEVELOPMENT CORPORATION

HAMPTON · NEWPORT NEWS · POQUOSON · WILLIAMSBURG · GLOUCESTER COUNTY · JAMES CITY COUNTY · YORK COUNTY

MEMORANDUM

DATE: January 14, 2019

TO: Barbara A. Dameron, Director of Finance, City of Williamsburg
401 Lafayette Street, Williamsburg, VA 23185
bdameron@williamsburgva.gov

FROM: 
William H. Mann, Jr., Executive Director
Greater Peninsula Workforce Development Corporation (GPWDC)

SUBJECT: Transmittal Letter to Request Outside Agency Funding for Fiscal Year 2020

Introduction

As per the guidance provided in the correspondence of November 21, 2018, concerning outside agency funding requests to the City of Williamsburg for FY 2020, the following information is provided in support of the GPWDC's application for financial assistance. Before proceeding to the specific details in support of this request, the following background information is provided to clarify some recent organizational changes that have occurred.

Prior applications for outside agency funding were submitted by the Peninsula Council for Workforce Development. The Council, which emerged out of the dissolution of the Peninsula Alliance for Economic Development in 2005, was incorporated as a private nonprofit, 501 (c) (6) membership organization, whose primary mission was to identify and address the workforce needs of Peninsula based employers. In addition to its membership dues, grants, and fee for service activities its principal source of revenue was an annual .51/per capita contribution provided by each of the seven localities that comprised the Greater Peninsula Region.

To augment the above noted sources of revenue, by providing private sector donors with a qualifying federal tax deduction, the Council's leadership, in 2008, formed the Greater Peninsula Workforce Development Corporation as a 501 (c) (3) private nonprofit entity. All contributions received by the Corporation were, in turn used to help underwrite the cost of the various workforce development programs and services provided by the Council.

11820 Fountain Way, Suite 301 | Newport News, VA 23606-4478 | 757.826.3327 Fax: 757.826.6706

vcwpeninsula.com · EOE/Program

501 (C) (3) Corporation EID 26-3109440

Recognizing that its work closely paralleled that of the public workforce system supported with federal funds authorized at the time under the Workforce Investment Act (WIA) of 1998, the Council's leadership entered into a partnership, also in 2008, with the Greater Peninsula Workforce Development Consortium. The Consortium, whose membership is comprised of one local elected official from each of the Greater Peninsula Region's seven localities, served as the area's WIA Grant Recipient, and was responsible for appointing public and private members to serve on its Workforce Development Board. Under the terms of this partnership, the Council and Consortium agreed to reorganize their respective staffs into two divisions that would operate under the Council's banner to provide staff support for the Consortium's Workforce Development Board.

This arrangement continued until June 30, 2018, when it was decided by the Council and Consortium's leadership to reorganize the two divisions into a single staff unit that operated under the direction of the Greater Peninsula Workforce Development Board. As a result, all funds now received by either the Consortium or the Corporation, regardless of their source, are directed to supporting the various workforce development programs and services administered under the direction and guidance of the Board.

As was required under WIA and the Workforce Innovation & Opportunity Act (WIOA) of 2014 which superseded WIA, the Board continues to have responsibility for the investment of federal, state, local, and private funds placed at its disposal to support the delivery of workforce development services within its area, while the Consortium retains fiduciary responsibility for those revenues.

Mission of the Agency

As recently adopted by the Board's Executive Committee, the mission is, "to advance prosperity and well-being in our community by engaging stakeholders to accelerate workforce and economic development opportunities."

Revenues Requested

The Board and its program of services is primarily supported with formula funds allocated under WIOA by the U. S. Department of Labor. Currently this amounts to \$4,171,330 which equates to 89% of all revenues received. The balance of the Board's funding is derived from other grants, private sector contributions, and One-Stop Career Center Partner Resource Sharing Agreements which totals \$241,419 (5%) and a local per capita contribution received from the Board's seven member jurisdictions amounting to \$255,226 (6%) for a grand total of \$4,667,975 for the current fiscal year.

The federal funds which make up the majority of the Board's operating revenues are authorized for expenditure over a two program year period. A program year begins on July 1st and ends the following June 30th. Under WIOA Regulations, local boards are required to obligate at least 80% of their first year's funding and must expend their total allocation by the end of the second program year for which the funds were authorized or return the balance to the state. For simplicity, non-federal funds are generally obligated and expended in accordance with this same requirement.

Williamsburg's share of the member jurisdictions per capita contributions is \$5,947 or 2% of the total per capita received. As was noted in the Introduction this is based upon a .51 levy as calculated against the last U. S. Census Bureau's records and it is this amount, \$5,947, which is requested for FY 2020.

Purpose and Specific Benefits to Williamsburg Residents

In line with its mission, the Board works to improve job and career options for Williamsburg's workers and jobseekers by utilizing its resources to support an integrated, job-driven public workforce system that links the needs of area employers for a skilled workforce with diverse talent development strategies designed to equip workers with the skills required to meet those needs. As a result, this effort supports the development of strong, vibrant regional economies where businesses thrive and where people want to live and work.

Paramount to this effort is the delivery of services through the Board's American Job Center (AJC) located on the campus of Thomas Nelson Community College (TNCC). Officially rebranded July 1, 2018 as the Virginia Career Works, Greater Peninsula Region, Hampton Center, Board Staff, working with other partner agencies, provide an array of workforce development services that are closely aligned with community investments in education and job training programs and strategic economic development initiatives.

Additionally, the Board provides funds to support an integrated youth service delivery system, under a contract with the New Horizons Regional Education Center (NHREC). With these funds the NHREC provides high quality services for youth and young adults that begins with career exploration and guidance, continued support for educational attainment, opportunities for skills training in, "in-demand," industries and occupations, culminating with good employment opportunities along a defined career pathway and or enrollment in post-secondary education.

Proposed FY 2020 Services/Activities and Service Levels

AJC services includes labor market information, assessment, employability planning, counseling/case management, academic education, occupational skills training, supportive services and employment assistance that's designed to place job seekers, including individuals with disabilities, in upwardly mobile positions in, in-demand occupations that provide family sustaining wages. Board Staff also work closely with the City's Department of Human Services and is a collaborating partner leveraging WIOA Funds in support of the Department's Customer Services Academy.

Additionally, the Board, through its contract with NHREC, provides in and out-of-school youth with the following services: academic instruction; alternative secondary school services; work experiences; skills training leading to industry recognized credentials; concurrent class room/work based learning; leadership development; supportive services; adult mentoring; follow-up services; guidance and counseling; financial literacy training; entrepreneurial skills training; labor market information; and post-secondary education transition activities.

Cost Containment Measures

The Board is responsible for producing an annual budget that must be approved by the Consortium. As was noted in the Introduction, revenues are derived from both public and private sources through either the Consortium or the Board's private nonprofit Corporation. Funds received from Williamsburg are blended with the other dollars received to support the full range of activities undertaken by the Board.

Standards of Measurement

WIOA requires that local Boards conduct oversight of their various programs. Performance measures for adult and dislocated worker programs are annually negotiated with the state that include: the percentage of participants entering unsubsidized employment; median earnings; attainment of post-secondary credentials or high school diploma; and measurable skill gains.

Youth Program measures are also negotiated annually with the state and include similar measures as noted above but with a heavier emphasis on achieving secondary and post-secondary educational credentials. The effectiveness of all programs in meeting employer needs is measured against market penetration and repeat business customer rates.

Partnering Agencies

As was previously noted, Board Staff partnered with a number of organizations in the delivery of local workforce development services. These partner agencies include: Region 21 Adult Education and Literacy; the VA Employment Commission; the VA Dept. of Aging and Rehabilitation Services; TNCC; Goodwill of Coastal VA; Rappahannock Community College; the NHREC; the American Association of Retired Persons; local Departments of Human Services; local Public School Divisions; local municipal and county Departments of Economic Development and the Hampton Roads Economic Development Alliance; the Peninsula, Williamsburg and Gloucester Co. Chambers of Commerce; the Peninsula Community Foundation; the Hampton Roads Workforce Council (formerly Opportunity, Inc.); local community and faith based organizations; and 25 training vendors.

Many of these organizations and the services they provide are noted in the attached 2017-18 Annual Report, entitled "Moving Forward," which is included with this letter as supplemental information.

Point of Contact

The following individuals can be contacted for further information related to this request.

For general information:

- William H. Mann, Jr., Executive Director, 757-826-3327, wmann@vcwpeninsula.com

For financial information:

- Terri Partain, Accountant, 757-826-3327, tpartain@vcwpeninsula.com

WHM/cje

Attachment – Annual Report



January 18, 2019

Ms. Barbara A. Dameron
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Re.: Greater Williamsburg Partnership (GWP) Funding Request

Dear Ms. Dameron:

Thank you for the opportunity to submit a funding request to the City of Williamsburg on behalf of the Greater Williamsburg Partnership for the upcoming government fiscal year (GFY). The funding requested will provide support for a period starting July 1, 2019 and ending June 30, 2020.

The GWP requests total funding from the City of \$14,634 which is approximately 16% of our current approved budget. The amount requested is based on a pre-arranged agreement between the three localities that comprise the GWP to fund the organization at a rate of \$0.95 per capital population. The population on which the rate is applied was agreed to be the most recent estimated population figure published by the Weldon Cooper Center for Public Service; in the case of The City of Williamsburg that figure, as of the date of this letter, is 15,429 population. The same formula has been applied to requests for funding from York County and the James City County based on their population numbers. Each locality's elected body passed a resolution committing to this funding and in August of 2015 the three economic development authorities (EDAs) executed a Memorandum of Understanding committing to supporting the GWP at this financial level. Currently, our total organization funding comes from the three localities under the stated formula and requests for funding the next fiscal year are broken down:

City of Williamsburg:	\$14,634
James City County:	\$70,986
York County:	\$65,448

The GWP has made and continues to make strong progress toward becoming a premier regional economic development marketing organization in Virginia; committed to diversification of the regional economy and providing economic opportunities and increased prosperity for its citizens. We have conducted several outreach activities to the Virginia Economic Development Partnership (VEDP), site location consultants and companies to raise awareness and to stimulate opportunities for attracting new businesses to the GWP region. We have implemented a full marketing calendar of internal and external events and have supported several of our regional organizations as sponsors. The activity levels for opportunities are strong and we are pursuing active opportunities in various

4345 New Town Avenue

Suite 200

Williamsburg, VA 23188

844-GWP-2020

ddenny@gwpva.com

Facebook: GWPPartnership G - 41

Twitter: @GWPVA



stages of development. There are many challenges ahead in the coming and future fiscal years, but I hope you will agree that we are making progress and on the right path. The City of Williamsburg support will help us to achieve the goals and aspirations we have set for our organization.

Thank you for your consideration and please let me know you have any questions or concerns about the GWP or this request.

Regards,

A handwritten signature in black ink, appearing to read 'David W. Denny', is written over a light blue horizontal line.

David W. Denny, Executive Director



THOMAS NELSON™

The Peninsula's Community College

January 2, 2019

Ms. Barbara Dameron
Director of Finance
401 Lafayette Street
Williamsburg VA 23185

Subject: Fiscal Year 2020 Funding Request

Dear Ms. Dameron:

The following information is provided for your use with Fiscal Year 2020 budget planning:

Site Improvement:	\$16,026.00*
Workforce Center Rent:	2,462.73
Peninsula Workforce Center Lease:	<u>10,500.00</u>
Total Estimated Funding Request:	\$28,988.73

*Estimate only. The final amount will be provided at the annual Localities Luncheon scheduled for Thursday, January 24, 2019, 11:30 am.

Site Improvement funding will be based on student head count figures as of the Fall 2018 term. These monies are used for the upkeep and maintenance of both the Hampton and Historic Triangle campuses.

The rent and lease payments are used to support our Workforce Development initiatives in both Hampton and Williamsburg.

If you require any additional information, please contact me at 825-2717.

Sincerely,

Charles A. Nurnberger
Vice President for Finance and Administration

/gfm

cc: Dr. John T. Dever, President, Thomas Nelson Community College
SUCCESS. IT'S CLOSER THAN YOU THINK.

Vice President for Finance and Administration

January 14, 2019

Barbara Dameron- Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Ms. Dameron:

This letter serves to request funding from the City of Williamsburg for FY 2020. In the past, Kate Robbins submitted the request for funding, however Kate recently accepted another position, therefore I am submitting this request on behalf of the James City County Extension office.

The goal of the James City County/Williamsburg Master Gardener program is to educate and inform the local citizens regarding best management practices in environmental horticulture. They educate, inform, and work with individuals on all aspects of horticulture to protect and enhance the environment, including turf, landscape, vegetables, trees, shrubs and pest management practices. They accomplish this through their twenty-four educational projects that touch on various topics providing best management practices for the lawn, garden and water resources. Several of their programs educate the youth by providing hands-on experiences with water conservation and wise use of natural resources while growing plants for food and beauty. They assisted many schools by creating school gardens for educational purposes. Other programs reach those who are elderly, mentally ill, lower income and in the JCCW Youth detention center.

A variety of clinics are provided to assist residents with issues ranging from correct pruning practices, pest control, plant disease identification and treatment, to composting. JCCW Master Gardeners work with Colonial Williamsburg and the Williamsburg Botanical Garden providing residents and tourists with information and education. They are dedicated to improving the community in which they live and to endeavor to make where they live an inviting and healthy place for future generations.

Below you will find a proposal requesting support from the City of Williamsburg to support the efforts of the James City County Unit of Virginia Cooperative Extension to hire a part-time Agriculture and Natural Resources Extension Agent. This person's responsibilities would include offering educational opportunities to the residents of the City of Williamsburg in the area of home horticulture and commercial horticulture with the goal of encouraging and promoting environmentally sound horticulture practices through sustainable landscape management.

The JCCW Masters Gardeners gave leadership to answering consumer questions and volunteered over 5,000 hours to the City of Williamsburg in 2018. They have a membership of 280 volunteers, of which 12+ are residents in Williamsburg. Examples of the programs/services requested by city residents include Landscape Love, Turf Love, the Williamsburg Farmer's

Invent the Future

Market, CW Garden, and Matthey's Garden at Mathew Whaley Elementary School. Programs offered in the City of Williamsburg made 1174 connections in 2018.

This proposal is based on the cost and services for each locality split based on the 2010 census data:

2010 Census Data and Associated Percentage

James City County population	68,967	85.0%
City of Williamsburg population	10,367	15.0%

FY 2020 James City County Local Budget Request

\$43,303

Proposed cost share based on FY 2020 JCC budget request:

James City County	\$43,303
City of Williamsburg	\$6,496 (15%) (Requested amount to assist in funding a part-time agent)

As you can see from the break-down above, the total amount of funding requested from the City of Williamsburg for FY 2020 is \$6,496. Please don't hesitate to contact me should you have any questions. I can be reached at either (o) 804-524-5272 or (c) 757-899-0232.

Sincerely,

Janet Spencer
Southeast District Director
Acting Unit Coordinator, James City County
Virginia Cooperative Extension

Virginia First Cities

FY 20 Dues Calculation at \$10,500 Base, plus \$0.15 per capita

City	<u>7/1/2018 Population*</u>	<u>FY 2020 Dues</u>	<u>FY 2019 Dues</u>	<u>Dues Change</u>
Charlottesville	49,281	\$17,892	\$17,870	\$22
Danville	40,590	\$16,589	\$16,704	-\$115
Hampton	135,629	\$30,844	\$31,011	-\$167
Harrisonburg	54,606	\$18,691	n/a	n/a
Hopewell	22,767	\$13,915	\$13,923	-\$8
Lynchburg	81,339	\$22,701	\$22,557	\$144
Martinsville	13,119	\$12,468	\$12,507	-\$39
Newport News	181,119	\$37,668	\$37,823	-\$155
Norfolk	245,741	\$47,361	\$47,438	-\$77
Petersburg	31,746	\$15,262	\$15,256	\$6
Portsmouth	94,953	\$24,743	\$24,816	-\$73
Richmond	226,919	\$44,538	\$43,928	\$610
Staunton	24,972	\$14,246	\$14,214	\$32
Williamsburg	15,183	\$12,777	\$12,811	-\$33
Winchester	<u>28,282</u>	<u>\$14,742</u>	<u>\$14,701</u>	<u>\$42</u>
TOTAL	1,190,391	\$344,437	\$325,559	\$455
				\$18,878

* Weldon Cooper Center Estimates

<https://demographics.coopercenter.org/virginia-population-estimates/>



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Patrice Sadler



January 17, 2019

Via email attachment bdameron@williamsburgva.gov

Ms. Barbara Dameron, Director of Finance
City of Williamsburg, Department of Finance
401 Lafayette Street
Williamsburg, VA 23185

Dear Ms. Dameron, Mayor Paul Freiling and City Council Members:

The Historic Virginia Land Conservancy (HVLC) is grateful for the funding from the City of Williamsburg, and others, that enables the organization to carry out their mission of protecting and preserving significant agricultural, historic, natural and scenic land in the lower James, York and Rappahannock River watersheds. The City's incredibly generous \$5,000 donation is greatly appreciated and has been consistently used toward HVLC's responsibilities to the Commonwealth and to the landowners, as an agency authorized to hold conservation easements.

We are proud of our work and feel strongly that our relationship, based on mutual goals that benefit all citizens, provides a positive impact on both the local economy and also human well-being. The HVLC respectfully requests again this year a \$5,000 grant toward our ability to carry out our mission. We exist on a modest budget, with limited staff. Currently, we have a committed staff of three, with all of us part-time: an executive director, an office administrator and a land stewardship and outreach manager. Funding for the organization comes from individual donations, business sponsorships, grants, fundraising events and ever so occasionally, a bequest.

The HVLC is in its 29th year of land protection. At the end of 2017, the total land conserved stood at 10,252 acres protected. And 1690 acres of the total land protected is located in the greater Williamsburg area! As a nationally accredited organization, a prestigious distinction earned in 2015, the HVLC must steward these lands. The stewardship responsibility, which ensures that the landowner is in compliance with the deed of conservation easement, is vital to HVLC's agency status and requires physically inspecting each property annually. The \$5000 grant, which represents 3% of our budget, would be used to accomplish this requirement. The successful placement of an easement is a result of hard work, but also really only a starting point for much more work.

Conserving and Stewarding Our Land Resources for Future Generations

5000 New Point Road, Suite 3101 | Williamsburg, VA 23188 | 757-565-0343 | historicvirginialandconservancy.org

At the end of 2017, the Fair Market Value of the easements totaled just over \$111,000,000. These monies are not in our bank accounts, but they remain a reflection of the strength of the organization and the trust the landowners have placed in our work as custodians of their land. HVLC and the City of Williamsburg are long-time land protection partners, who make a productive team that we feel is worthwhile to every person served. We hope you continue to feel that we are a good investment to together help serve the deserving people of our commendable community.

The natural state of the land along the official entry corridor to Colonial Williamsburg is something we can be proud of forever. As one travels Route 132 into the restored area, the untouched beauty of the open space on either side of the road is a result of a thoughtful and deliberate effort to provide a more historically accurate journey back to colonial times, beginning with the view. Our great great grandchildren will also enjoy the same natural viewscape.

In our surrounding area for residents and visitors alike, with blurred city and county lines, the Virginia Capital Trail, Greensprings Trail, Church on the Main and finally, Mainland Farm are all historic lands that are now enjoyed by people from all over the greater Williamsburg area, as well as the Commonwealth and beyond.

The HVLC is governed by a 15-member Board of Directors that is a strong representation of community leaders, spanning the gamut from bankers, biologists and birders, to developers, attorneys and entrepreneurs, and most everything in between. Volunteers play a critical role. We are sound and strong in both our finances and also our leadership.

Governor Northam has acknowledged Virginia's need to increase our protection resources and announced this year an increase from merely .6% of General Assembly budget to a new 2% goal. We are finding more and more scientific evidence of walks in nature boosting our immune systems; Japanese call it "tree bathing" because they have evidence that it shifts us toward better health. It can still be affirmed that protected land has a significant positive economic impact on a community and creates an environment where people choose to live, work and visit. The HVLC is discerning about the land they conserve and their efforts are good for the health of the region—the land, water, natural resources—and good for the health of our community and the overall well-being of the citizens we both serve. Your support will continue to ensure that future growth does not negatively affect the wonderful character and ambiance of our community.

Thank you for your consideration and I appreciate your time. Please call me anytime with questions. I can be reached at 757 565-0343 or patrice@historicvirginialandconservancy.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrice Sadler", with a long horizontal line extending to the right.

Patrice Sadler
Executive Director

January 15, 2019

Linking Virginia with fast, frequent, and reliable passenger rail service

Ms. Barbara Dameron
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Dear Ms. Dameron:

On behalf of my board of directors, I want to thank you again for the opportunity to request funding from the City of Williamsburg. Enclosed with our application for funding you will find a copy of our 2019 Information Packet, our latest report, and our 2018 Spring Newsletter.

Over the last 24 years, our efforts have helped to expand the number of round-trip trains serving Virginians by **42 percent**, increase the ridership on our trains by **75 percent**, and extend service to **1.5 million** more Virginians who didn't have passenger rail service when VHSR was created. Our trains and the investments we've made to improve them have generated **\$20.7 billion** in economic benefits and created/sustained over **211,337** jobs while also reducing roadway traffic by over **10 billion** passenger miles traveled. This in return has lowered fuel consumption by **211 million** gallons and stopped the release of **1.9 million** metric tons of CO².

Your generous support has helped us to fight for funding used to sustain Virginia's Amtrak Regional trains, including the two that serve the Williamsburg station; advance the DC-Richmond high speed rail study which will lead to improved service to Williamsburg; and promote construction projects that will improve reliability, increase tourism, and reduce travel times to and from Williamsburg.

With continued capacity constraints on our roadways and at our airports, passenger rail is playing an increasingly expanded role in moving our citizens. This is no doubt why Williamsburg residents love their trains. Ridership in Williamsburg has grown **44 percent** over the last decade, and the Williamsburg-Newport News Regional trains are the **second most successful Regional train** corridor in Amtrak's entire network.

Over the last year, Virginia's passenger trains removed 568 million passenger miles from our roadways, reduced the burning of fuel by 10.6 million gallons, and eliminated the release of 106,000 metric tons of carbon pollution. Furthermore, they helped to generate nearly \$1.1 billion in economic benefits which created/sustained over 11,000 jobs. **Our Amtrak trains also generated \$21.9 million in tourism spending along the Peninsula which created/sustained hundreds of tourism related jobs.**

Our Amtrak Regionals are the foundation of our vision for intercity passenger rail in the Commonwealth, which is why we've released our latest report Virginia's Passenger Trains: Building on Success. Our vision for the Peninsula is to increase service by 300 percent to Williamsburg and Newport News; improve their on-time performance to above 90 percent; and reduce their travel time from Williamsburg to Washington by nearly an hour and to New York to less than 6 hours for the total trip.

If our vision had already been implemented, rail travelers to Williamsburg and Newport News would have saved over 142,000 hours of travel time last year alone.

To advance our vision during FY 2020 we are aggressively working to protect the funding dedicated to our Regional trains; support the continued progress on the federal high speed rail study for the Washington to Richmond corridor which will have a direct impact on the quality of service to Williamsburg; advocate for the completion of the Long Bridge (railroad bridge over the Potomac River connecting Virginia and DC) study so that we can expand the infrastructure capacity necessary to add more passenger trains (see enclosed public comment letter); work to make our trains more attractive and accessible to families and tourist by improving reliability and lower tickets prices; and work on identifying funding to complete the federal high speed rail study for the Richmond to Hampton Roads corridors which will determine how Virginia can expand and enhance service to Williamsburg and Newport News.

The success of Virginians for High Speed Rail is only made possible by the generous support of localities like the City of Williamsburg who fund our work to connect Virginia with fast, frequent, and reliable intercity passenger rail. We could not do what we do, without your support. I hope that you will renew your support for \$4,500 for FY 2020.

Sincerely,



Danny Plougher
Executive Director



5101 Monument Ave.
Richmond, Virginia 23230
P: 804.864.5193
F: 804.864.5194
VHSR.com

Linking Virginia with fast, frequent, and reliable passenger rail service

**FUNDING REQUEST TO
CITY OF WILLIAMSBURG
FROM: VIRGINIANS FOR HIGH SPEED RAIL**

**Fiscal Year 2020
AMOUNT- \$4,500.00**

**Primary Contact for Questions:
Daniel Plaughter, Executive Director, 804-864-5193**

History

Virginians for High Speed Rail (VHSR) is a 501 (C) (3) non-profit coalition of citizens, localities, economic development agencies, community organizations, and businesses that educate and advocate for the improvement and expansion of fast, frequent, and reliable rail service linking Virginia and the east coast. We were founded in 1994 as a partnership between the Greater Richmond Chamber of Commerce and the Future of Hampton Roads.

Work of 2018

Please see our enclosed information packet.

City of Williamsburg Benefits of VHSR Efforts

With tourism and higher education major industries for the City of Williamsburg, our efforts to bring about enhanced passenger rail service are critically important to the local economy. VHSR serves as the primary advocate for passenger rail at the Virginia General Assembly and at Congress representing the interests of our local governments. No other organization has taken on the task of pulling together rail interests from across the state to build the support that is required for public funding of enhanced and improved intercity passenger rail service.

Our board members from the area are Ted Maslin, Jack Tuttle, Thomas G. Tingle, and Sean Driscoll who have been tireless workers on behalf of rail transportation improvements.

Without strong public support, rail advancements are unlikely, and we are at risk of declining service quality even though our Amtrak Regional trains are seeing growing ridership.

Outcomes of City's FY 2018 Funding

Please see our information packet for outcomes related to the 2018-2019 funding. The cover letter adds some of our recent activities and successes.

Funding Request

Our budget completely depends on contributions from governments, economic development organizations, individuals, and businesses that seek advancement of rail. The City of Williamsburg represents about 4% of our annual budget.

We understand the economic difficulties that both Williamsburg City and Virginia are in, but we hope you will continue your funding level of \$4,500 so that we may continue working on educating and advocating for rail connecting Williamsburg to Washington, New York and all the destinations along the Northeast Corridor. Thank you for your continued support.



Williamsburg Area Transit Authority

January 14, 2019

Andrew Trivette
City Manager
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Mr. Trivette,

On behalf of the Williamsburg Area Transit Authority (WATA), I want to thank you and the City of Williamsburg for supporting public transportation for your residents and visitors. WATA provides a critical component of the community's infrastructure by connecting people to jobs, medical facilities, attractions, shopping, and other everyday necessities.

As you are aware, the Authority is comprised of three local government members, the City of Williamsburg, James City County, and York County, and one private sector member, The Colonial Williamsburg Foundation. The organization is the only one of its kind in the Commonwealth of Virginia and the formation of the Authority was a visionary step in providing effective transit service to the region. The Authority also partners for service with the College of William and Mary, the City of Newport News, and Surry County. These partnerships allow a tremendous amount of synergy in connecting people and places.

From 2002 to 2018, WATA passenger trips grew from 131,000 to 881,285 and the number of routes operated has grown to eleven (11). In July 2017, WATA began operating a demonstration route that serves the Quarterpath/Riverside Doctor's Hospital development. We are in the second year of this 3-year grant-funded demonstration route, which is 100% federal- and state-funded. In addition to fixed route service, WATA also provides paratransit services as required by the Americans with Disabilities Act (ADA). ADA paratransit ridership is anticipated to increase by 13% in FY 2019.

The Authority continues to plan and organize to respond to constituent needs and a changing operating environment. When we met with your Board in January 2018, we highlighted that better data collection would be a focus of our efforts. We are in the implementation stage of a new automatic passenger counting system that will provide us some of the most accurate ridership data available. This data will be key as we work with our localities and partners to plan and operate service.

7239 Pocahontas Trail, Williamsburg, VA 23185
P: (757) 220-5493 F: (757) 220-6268 E: info@gowata.org

We respectfully request funding in the amount of \$375,975 for FY20, which is a level funding request from FY19. Local contributions provide the matching funds needed to access the federal and state funding that supports much of the Authority's operational and capital expenditures. The Authority has managed its budgeted funds well over the years and has established a good record of fiscally responsible operation and prudent capital maintenance and replacement.

Thank you for your support and for your consideration of our request. We look forward to continuing to our critical role in supporting the City and the area in economic and workforce development, tourism, and an overall thriving community. If you have any questions regarding this request, please contact me at ztrogdon@gowata.org, or (757) 220-8290.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zach Trogdon', with a stylized flourish at the end.

Zach Trogdon
Executive Director

Cc: Josh Moore
Barbara Creel



The Colonial Williamsburg Foundation

TO FEED THE HUMAN SPIRIT BY SHARING AMERICA'S ENDURING STORY

January 15, 2019

Dear Ms. Dameron:

Thank you for the invitation to participate in the City of Williamsburg's budget process. We are grateful for City Council's previous support of the Colonial Williamsburg Foundation's marketing efforts and for Council's consideration of a continued partnership to advance current and anticipated marketing initiatives for the destination.

We developed our 2018 marketing plan to maintain visibility and relevance to audiences using a steady drumbeat of earned and owned marketing channels. We spent approximately \$3 million focusing solely on core experience advertising and marketing to solidify our base supporters while conservatively directing investments toward areas with the best revenue growth opportunities. While our overall paid attendance was 2 percent below our revenue forecast, we were pleased with several metrics that suggest the Foundation is on a growth trajectory. Specifically, we achieved a 61 percent increase in our capture rate of new potential visitors to Colonial Williamsburg. In other words, we significantly expanded the number of people to whom we can market.

We also spent 2018 learning more about our customers and understanding what they want from a Colonial Williamsburg experience. We hired Ogilvy to assist with our marketing efforts in late 2017. Acting as the Foundation's marketing agency of record, and under the direction of Executive Director of Brand and Marketing Andrea Sardone, Ogilvy led the Foundation through a year-long brand development exercise that has been universally accepted throughout the Foundation's ranks, including our Board of Trustees.

Our new brand position is based on the concept of connecting guests with their families, their past and their American story. This Human Connection concept is the cornerstone of the 2019 marketing campaign that will promote a complete Colonial Williamsburg experience to an addressable audience of 19 million people. This sizable audience enjoys history and, our research suggests, will visit us if we deliver on the Human Connection brand promise and provide a fun, relaxing and value-driven vacation.

Our plans align with the destination's new *Funexpected* marketing campaign and drafts off its regional positioning. Acknowledging the power of the region as a destination, Colonial Williamsburg enjoys its close collaboration with its tourism partners, and we are eager to help the newly formed Williamsburg Tourism Council realize Greater Williamsburg's full potential.

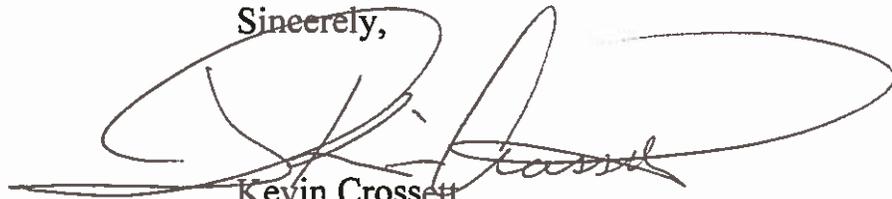
The Foundation's core marketing team will maximize the funds available for direct promotion of the destination's unique assets to a strong base in Washington DC and surrounding region. We will combine City and Foundation resources on initiatives that have the greatest potential to reach our identified market segments and leverage public relations and social media to amplify the impact of our advertising. With an integrated marketing strategy, we will invest in key core drive markets as well as regional and local markets to expand the reach of Colonial Williamsburg and generate more demand for a visit to the City.

City support leverages Colonial Williamsburg's investments in these initiatives, helps us expand our reach, creates new fans of historic tourism and the plethora of cultural entertainment and wonderful food and beverage opportunities the City has to offer. As such, we respectfully submit a \$1.5 million funding request to the City for consideration to support Colonial Williamsburg's destination specific advertising tactics. We believe our efforts, along with that of the Tourism Council, will move us forward in becoming competitive with destinations like Asheville, NC and Savannah, GA.

We will manage our 2019 request closely with our destination partners to ensure that we complement each other's effort. My staff and I look forward to discussing this request with members of City Council and Staff during an upcoming budget work session. As we have done in the past, we will provide additional information about the Foundation's marketing plans to assist in the discussion. In the interim, please do not hesitate to contact me at (757) 220-7286 should you have any questions relating to this request.

Thank you again for consideration of this funding request and for the decades-long strong and valued relationship between the City and The Colonial Williamsburg Foundation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Crossett', written over a large, loopy flourish that extends across the width of the signature area.

Kevin Crossett

Vice President, Strategic Communications

Ms. Barbara Dameron
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Copies to:

Mr. Ghislain d'Humieres
Mr. Mitchell B. Reiss
Mr. Kevin Patrick
Ms. Andrea Sardone



January 11, 2019

City of Williamsburg
Attn: Barbara A. Dameron
401 Lafayette St.
Williamsburg, VA 23185

Dear Ms. Barbara,

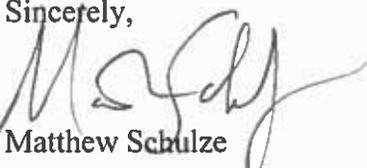
On behalf of the LPGA Tour, Escalante Golf Inc. and Kingsmill Resort, we would like to express a sincere thank you for your continued support of the Pure Silk Championship, formerly known as the Kingsmill Championship. This event would not be possible without great partners like the City of Williamsburg.

The 2018 Pure Silk Championship proved to be once again a favorite stop on tour amongst the players, as 7 of the top 10, and 83 of the top 100 money list participated in this year's tournament. After a waterlogged week, the sun and the LPGA players came out in full force on Sunday! As the competition came to a close the leader board featured Ariya Jutanugarn, Brooke Henderson, In Gee Chun and rookie Nasa Hataoka. Henderson fell one short at -13 under par, so the playoff began between Jutanugarn, Chun and Hataoka teeing off on the 18th hole. After making par, In Gee fell out of the competition due to Ariya and Nasa both birding 18. Ariya was crowned the champion of the 2018 Kingsmill Championship *presented by GEICO* after birding the final hole of the playoff! Ariya is now a two time champion here at the Kingsmill.

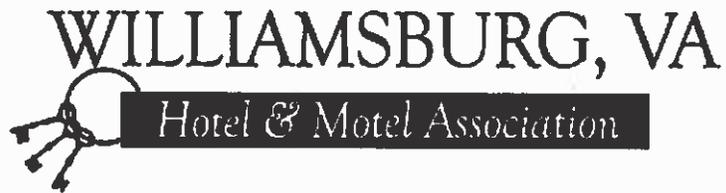
This event continues to give back to the local community in both charitable contributions and economic impact. At this time, we would like to request a sponsorship of \$15,000 for the 2020 Pure Silk Championship. The specific dates have yet to be determined, but will be released in the Fall/Winter of 2019. We will be sure to share those dates with you at that time.

Once again, thank you for your continued support in making the Pure Silk Championship a major success for the players, volunteers and our fans. We look forward to working with you again in 2020, 2021 and beyond.

Sincerely,


Matthew Schulze
Director of Golf & Tournament Operations
Kingsmill Resort

1010 KINGSMILL ROAD, WILLIAMSBURG, VIRGINIA 23185
PHONE (757) 253-3987 FAX (757) 253 - 8264
WWW.PURESILKCHAMPIONSHIP.COM



Ron Kirkland
1001A Richmond rd Suite 2e
Williamsburg, Va. 23185

December 31st, 2018

Mayor Paul Freiling & members of City Council

401 Lafayette Street
Williamsburg Virginia, 23185-3617

Dear Mayor Freiling:

The WHMA would like to thank you and is requesting your continued funding of \$10,000 in support of the detailed city of Williamsburg map in the next edition of the GoWilliamsburg Visitors Guide that Council funded in years past.

As you make your plans for the next budget cycle I would ask that you consider setting aside \$10,000 for the map in the 2019 edition. I am sure that you would agree as consumers using the map to find their way around the "downtown" area is of great benefit to the city and something worth repeating.

I appreciate your consideration.

Sincerely,

Ron Kirkland
Executive Director



January 16, 2019

Ms. Barbara A. Dameron
Director of Finance
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Ms. Dameron,

Enclosed is our annual request for \$100,000 to support 2020 Virginia Arts Festival's programming in Williamsburg to be considered during your FY2020 budget deliberations.

Working in partnership with the City of Williamsburg as well as other public and private entities, the 2020 Virginia Arts Festival Williamsburg marketing plan will highlight Williamsburg's cultural opportunities, excellent lodging and fine dining. Through the 2020 Williamsburg performances, the Festival will focus national PR exposure on the Historic Triangle as a premier destination for the music lover and cultural tourist.

With the City of Williamsburg's continued support, the Virginia Arts Festival can be a strong catalyst for the continued growth in the cultural life of the Williamsburg region.

Thank you for your consideration of our request. Please call me if you have any questions at (757) 282-2806.

Sincerely,

J. Scott Jackson
General Manager

**Virginia Arts Festival
Budget Request for Consideration by
City of Williamsburg:
\$100,000 for FY 2020**

Introduction

On behalf of the Board of Directors of the Virginia Arts Festival, we respectfully request underwriting support from the City of Williamsburg for FY 2020 in the amount of \$100,000. These funds will be used to support 2020 Virginia Arts Festival programming in Williamsburg.

Working in partnership with the City of Williamsburg as well as other public and private entities, the 2020 *Williamsburg Festival* marketing plan will highlight Williamsburg's cultural opportunities, excellent lodging and fine dining. Through 2020 performances, the Festival will focus national PR exposure on the Historic Triangle as a premier destination for the music lover and cultural tourist.

Relationship of the request to the total expenditures of the organization

The \$100,000 request represents 1% of our total budget of \$8,962,095 for FY 2020, and 15% of the project budget. *Please see the attached budget for a complete listing of budgeted expenses for FY 2020.*

Revenues of the Virginia Arts Festival

Please see the attached budget for a complete listing of budgeted revenues for FY 2020.

Logic used to determine the level of funding requested

The Virginia Arts Festival is requesting \$100,000 for FY2020. In the past, we have made two requests, one general budget request and one tourism fund request. This year we are combining those into a single request. This request represents a 25% increase from FY19. For the past three years, the Festival and Bruce Hornsby have partnered on Funhouse Fest. Mr. Hornsby helped us procure artists and gave us a discounted package price. Now that Mr. Hornsby will not be a part of the Festival's events in Williamsburg, the Festival is in need of special support to secure top name headliner artists for 2020. We will use the additional support specifically for artist fees. This funding from the City of Williamsburg will allow the Festival to maintain a high level of success in 2020. The Festival will leverage the the city's contribution at least \$5:\$1.

Project Description

The 24th Annual Virginia Arts Festival will be held from April 10 – June 20, 2020, with at least two days of Virginia Arts Festival programming to be held in Williamsburg either Friday, June 19 through Saturday, June 20, 2020 or Friday, June 26 through Saturday, June 27, 2020 (to be mutually determined by Williamsburg and Virginia Arts Festival); serving as the signature event closing the 2020 season. We will feature a diverse line-up of world-renowned artists and positively impact students through the arts through student matinées, in-school performances, workshops and master classes.

Attendance to Funhouse 2018 was 7,405, which included 4,075 out-of-town ticket buyers (55% of Funhouse Fest patrons were from out-of-town). Visitors came from 32 states, plus Washington D.C. and 3 foreign countries. North Carolina, Maryland and Pennsylvania were the highest producing states outside of Virginia.

The Virginia Arts Festival calculated an estimated economic impact of Funhouse Fest 2018 based on out-of-town ticket buyers. Funhouse Fest attracted 4,075 out-of-town ticket buyers who booked a total of 2,160 total rooms (includes artist and production staff rooms). We estimated that out-of-town patrons spent \$307 per party. **Based on these calculations, the total estimated spending by out-of-town patrons to Funhouse Fest 2018 was \$663,120.** This figure does not include spending by local resident ticket buyers.

Continuing to present a **more varied and high profile artist roster will attract an increased number of out-of-town visitors and create more media buzz for the Historic Triangle.** The Festival will also:

- Create a marketing plan to increase attendance and out of town visitation
- Create a food and beverage “experience”, in addition to the performance experience, by focusing on distinct and gourmet food vendors, local craft breweries and Virginia wine vendors.
- Continue our partnerships with Colonial Williamsburg and the Greater Williamsburg Chamber and Tourism Association (GWCTA)
- Advertise event/hotel packages through Marriott.com (Colonial Williamsburg’s Lodge is now being managed by the Marriott Hotel Corporation.)
- The DeWitt Wallace Decorative Arts Museum will partner with this event so that ticket buyers will also receive entrance to the museum with a special ticket package.
- GWCTA will facilitate marketing and public relations initiatives to promote the event.

Working in partnership with the City of Williamsburg, as well as other public and private entities, the Virginia Arts Festival wants 2020 to be another transformational year which will set a new bar for arts entertainment for decades to come.

The 2020 Virginia Arts Festival *Williamsburg Festival* will feature the following performances:

- **Mainstage Concert with well-known headline artist**
Large tent in the green space at DeWitt Wallace Decorative Arts Museum or another appropriate Williamsburg venue
June 19, 2020 or June 26, 2020
- **Mainstage Concert with well-known headline artist**
Large tent in the green space at DeWitt Wallace Decorative Arts Museum or another appropriate Williamsburg venue
June 20, 2020 or June 27, 2020

In addition, there will be a number of in-school performances, master classes and student matinees in venues throughout Hampton Roads. Included is a plan for **all 5th Grade Williamsburg-James City County Public School Students** to attend the Virginia International Tattoo Student Matinee. Location and dates for arts education outreach will be coordinated in collaboration with Williamsburg-James City County and York County Public Schools.

Marketing and Tourism Component

The Festival will use detailed data from previous Funhouse Fest weekends collected through our software system to inform strategic decision making and marketing initiatives. This information

will enhance our marketing initiatives for events in the Historic Triangle and our relationship with Williamsburg patrons.

The Festival also manages its own ticket system in-house. Every patron has their own individual, password protected account to purchase tickets, manage those purchases and view their ticket history. The Festival benefits from having all the information about a patron in one location facilitating relationship building and loyalty to the Festival.

Our software also has a sophisticated reporting mechanism that allows the Festival to drill down into the database using specific parameters and get reports in minutes instead of hours or days. The Festival is able to easily and efficiently collect much more detailed data for niche marketing initiatives that can help grow attendance at Williamsburg events. The Festival looks forward to using the comprehensive data collected during 2017, 2018 and 2019 to help drive marketing efforts for 2020 events.

The Festival has also completely re-designed its website to be compatible with our software functions, allowing web content to be changed and updated in-house. This critical ability to change and adapt in real time will allow us to respond immediately to changes in the marketplace. The Festival continues to use Google Analytics to track website visitors and conversions to ticket buyers. The Festival utilizes social and digital media campaigns, which includes Facebook, Twitter, Instagram, Google Display Ads, Google Search Engine Marketing, digital behavioral and geo-targeted display and search campaigns, dedicated group sales webpages on our website, and a national public relations firm to attract increased audiences during the Festival's season. The Festival will continue to use traditional print, television and radio advertisements, but is increasing its digital, social media presence in response to the ever-increasing use of online platforms by our customers.

The Festival's primary audience will be composed of a diverse mix of the general public from Williamsburg and throughout Hampton Roads, as well as numerous out-of-town visitors who travel to the region specifically for the Festival. We anticipate an audience of at least 10,000 (including 2,000 Tri-City students, teachers and chaperones) for the 2020 Virginia Arts Festival events in Williamsburg.

The Festival works with the following partners in Williamsburg to synchronize efforts in generating maximum publicity and maximize economic impact for the City of Williamsburg and its citizens:

- Greater Williamsburg Chamber and Tourism Alliance – partners with the Festival to market Festival Williamsburg to out-of-region visitors.
- Williamsburg Winery – provides venue for performances
- Colonial Williamsburg Foundation – provides venues for performances and incorporates our events into their existing national public relations marketing campaign.
- Williamsburg-James City County Public Schools – helps coordinate educational outreach events.

Arts-in-Education

The Virginia Arts Festival's education program is held as a standard of excellence for arts education programs nationwide. Annual participation in the Festival's arts-in-education program has grown from 10,000 in 1997 to nearly 40,000 in 2018.

Many Festival artists participate in community outreach with area youth, including student matinees, in-school performances, workshops and master classes. The Festival is building on its goal of having a greater year-round educational presence and reaching more students by increasing programming that falls outside the Festival season (April & May have become extremely busy for students because of increased standardized testing). Additionally, the Robin Hixon Memorial Fund, a part of the Festival's permanent endowment, is an important source of funding to provide schools and students with the resources needed to attend outreach events. **In 2018, 58% of students reached received financial aid from the Festival.** Thanks to our successful partnership with the Williamsburg-James City County Schools **in 2018, more than 1,500 Williamsburg area students, teachers and chaperones were impacted by Festival programming.** Our goal for 2020 is to reach 2,000 tri-city students, teachers and chaperones through this initiative.

We will work in partnership with school administrators, teachers, and community leaders to ensure that we are reaching those whom will benefit the most from the unique opportunities that our arts-in-education programs offer.

Organizational Contact

Scott Jackson, General Manager
Virginia Arts Festival
440 Bank Street
Norfolk, VA 23510
Telephone: 757-282-2806
Email: sjackson@vafest.org

Funding Request sent to:

Director of Finance
401 Lafayette Street
Williamsburg, VA 23185

Attachments:

- ✧ FY2018-2020 Virginia Arts Festival Operating Budget & FY2020 Festival Williamsburg Project Budget
- ✧ 2018 Funhouse Fest Brochure
- ✧ 2019 *WorldClass*® Education Brochure

CITY OF WILLIAMSBURG
 GRANT APPLICATION FOR FISCAL YEAR 2020
 Budget and Summary Financial Statement of Grant Applicant & Proposed Project Budget

	FINANCIAL INFORMATION			PROPOSED PROJECT BUDGET
	ACTUAL LAST FISCAL YEAR 18	ESTIMATED CURRENT FISCAL YEAR 19	ESTIMATED NEXT FISCAL YEAR 20	
III. EXPENSES				
A. Salaries/Wages/Honoraria - (include fringe benefits and payroll taxes)				
1.a. Administration - Directors	258,979	215,098	219,400	0*
1.b. Administrative - Support (Salaries & Benefits)	2,079,298	2,250,902	2,295,920	20,000
2. Guest Artist and Composer Fees	1,157,870	1,350,000	1,377,000	300,000
3. Consultants, Legal, Insurance & Interest	51,183	52,000	53,040	5,000
4. Other (Please specify)	0	0	0	
B. Non-Personnel				
1. Office Rent (Bldg Expenses)	45,230	45,000	45,900	
2. Utilities/Phone	66,088	66,600	67,932	
3. Insurance/Bonding	71,940	75,000	76,500	12,000
4. Office Supplies, Materials & Equipment	56,972	56,000	57,120	1,000
5. Travel & Lodging	116,991	145,000	147,900	30,000
Meals	52,622	52,000	53,040	10,000
6. Materials		500	510	
7. Printing and Duplicating			0	
8. Postage and Delivery	2,074	2,000	2,040	135
9. Advertising/Marketing	747,236	707,000	721,140	75,000
10. Equipment Purchase				
11. Equipment Rental	9,154	9,000	9,180	122,000
12. Repairs and Maintenance	46,146	20,000	20,400	
13. Facility Rental-Performance & Rehearsal Space	29,492	47,000	47,940	in-kind
14. Real Estate Taxes	4127	4,127	4,210	
15. Other Taxes	1285	1,300	1,326	
16. Interest Expenses			0	
17. Bank Service Charges & Credit Card Fees	51,198	70,000	71,400	7,500
18. Admission Taxes	121,018	122,000	124,440	
19. Fundraising Expenses	144,612	160,000	163,200	
20. Other				
Tattoo Production	896,790	895,000	912,900	
Education	130,365	164,000	167,280	20,000
VAF Management Expenses	262,512	270,700	276,114	
Special Event #1	361,668	267,000	272,340	
Special Event #2	105,681	75,000	76,500	
Special Event #3	65,011	63,000	64,260	
Special Event #4	121,209	160,000	163,200	
Production, House & Stagehands	448,132	771,533	602,964	80,000
Professional Development & Dues				
Debt Service	0			
20th Season Celebration Expenses	0			
Non-Cash	756,188	850,000	867,000	
TOTAL EXPENSES (excluding depreciation)	8,261,072	8,966,760	8,962,095	682,635

An OCCASION
for the ARTS
Williamsburg, VA



January 17, 2019

City of Williamsburg
401 Lafayette St.
Williamsburg, VA 23185

Dear City Council and Staff,

An Occasion for the Arts has brought fabulous art to downtown Williamsburg and contributed to the cultural life in Williamsburg and surrounding areas for decades. In 2011, we expanded from one to two full days of art, entertainment, literary and culinary delights. With the addition of the Friday evening Kick-off pARTy, we now have a comprehensive three day event. We were recently ranked in the top 100 art shows in the country by ArtFair SourceBook and are annually voted one of the top three art shows in Southeastern Virginia by Virginia Living magazine alongside Virginia Beach's Boardwalk Art Show and Norfolk's Stockley Gardens. We are grateful for all the city has done over our history to support and facilitate *AOFTA* and look forward to our continued partnership to the benefit of Williamsburg's residents, businesses and guests.

This year's event will take place October 4 to 6. We are requesting support to help us continued to expand and reach our growing potential.

1. \$20,000 to be used towards the following.

Advertising

- Digital & social media advertising
- Expanded regional radio & print ads
- Development of a robust email campaign

Logistics

- Enhanced traffic control barriers on Duke of Gloucester

Consultants

- Professional media and public relations consultants
- Continue with Executive Director position

New Programming

- Saturday evening event
- "Pop-up" Entertainment on streets (magic, a capella, etc)

\$20,000 represents 14.5% of the \$137,000 spent in 2018. These funds would continue to allow us to further expand the areas listed (marketing, logistics & new programming). We believe that our current marketing plan is well designed, well executed and integral to the continued success of the weekend.

Our other sources of revenues are...

<u>Revenue Source</u>	<u>2018</u>	<u>2019</u>
Artist Application & Booth Fees	\$65,000	\$65,000
Corporate Sponsorships	\$21,000	\$25,000
Grants & Donations	\$20,000	\$20,000
Ticketed Events & Beverage Sales	\$14,500	\$12,000

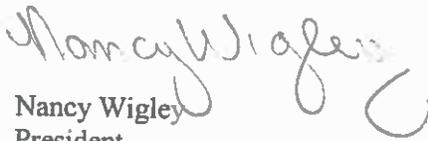
An Occasion for the Arts
PO Box 363
Williamsburg, VA 23187
aofa.org

For over 50 years, *An Occasion for the Arts* has been committed to making the arts accessible to all Williamsburg residents and guests. Police estimate 25,000 to 30,000 patrons of the arts attended the 2018 show, making it the third largest community event behind only the celebrations of the 4th of July and the Grand Illumination. One hundred and forty jury-selected artists from 22 states and Israel displayed and sold their art, resulting in nearly \$500,000 in gross sales and most spent a minimum of 2 nights in hotels. All Williamsburg James City County public schools (K-12), and many area private schools from surrounding counties participate in the Youth Art Show resulting in more than 700 creative pieces of the art on display from our schools. We also invite artists from The ARC of Williamsburg to display their art alongside the Youth Art Show. 27 musical or performance groups performed over the weekend. We collaborate and cross promote with:

Colonial Williamsburg
The College of William & Mary
The Chamber & Tourism Alliance
The Williamsburg Contemporary Art Center
The ARC of Williamsburg
Junior Women's Club
CultureFix VA
Merchants Square Association
The Williamsburg Farmer's Market

The City's contribution is of the utmost importance to *An Occasion for the Arts*. We look forward to our continued partnership as we prepare for our next decade of excellence. We endeavored to be thorough yet succinct in this request. If you would like additional information please don't hesitate to ask.

Sincerely,



Nancy Wigley
President
(p) (540) 808-7697
(e) npwigley30@gmail.com



January 15, 2019

Andrew Trivette, City Manager
City of Williamsburg

Dear Mr Trivette,

On behalf of our Board of Directors, I would like to request funding for **culturefix** for the 2019/2020 budget cycle. Now in it's third year, **culturefix** continues to build on an already impressive lineup of events. The Winter Blues Jazz Fest has proven that a high quality event brings a clientele to town that has the ability to reserve room nights and spend money within our community. We see from our data that many of those visitors have now made Williamsburg an annual destination in January.

Existing Events

- The Winter Blues Jazz Fest
- 2nd Sundays Art & Music Festivals (10 festivals)
- Quarterly Tribute Shows at The Kimball Theatre
- ChowderFest
- NoktoberFest

Partner Events and potential new events

- An Occasion for the Arts Kickoff Event
- New Years Eve - Amber Ox
- Summer Breeze Concert Series (16 concerts)
- Scrumptious Weekend event - Culinary - Music - Art
- Return of the popular Chocolate Affair

Our purpose today is to request funding from the City, so we can ensure that these events continue to flourish. We are providing quality events that give an immediate reason to those wanting to visit the Greater Williamsburg area. This concept is very different from our 'fixed' attractions that are seen to be permanent, and therefore can be visited at any given time in the future.

All of the events that are currently under our umbrella have been created by us and other passionate and creative individuals who strive to make our locality a more vibrant place. With the City's support, we have been able to expand on those events by adding more infrastructure, ensuring ample security, and adjusting to current trends and needs. Looking to the future, it is important for us to create a structure that ensures the continued success and longevity of these events. Engaging an efficient and motivated staff that can work towards this goal is a high priority within our organization.

Currently, the vast majority of the work done by **culturefix** is on a volunteer basis. **Culturefix** is requesting funding to continue to help with logistics, to begin to create a specialized team, and to assist with entertainment fees to bring in high quality acts. We would like to request \$95,000 for the 2019/20 budget cycle with the potential for a 3-year commitment to allow for future planning. Once we reach the end of the City's fiscal calendar 2018/19 we will be happy to share a breakdown of how our funding was allocated and it's relevant effects.

This past year's City funding, has helped put us in a strong position to leverage further support from neighboring jurisdictions and to enhance our relationships with the Virginia Tourism Corporation and other funding sources. Our newest venture "Scrumptious" planned for this spring is an example of the three local jurisdictions supporting one project for the common good. We hope to foster these relationships as we continue to create new cultural experiences for both our local residents and visiting tourists.

I am always available to meet to discuss any potential projects or simply answer questions on **culturefix**'s goals and initiatives. I can be reached via email at info@culture-fix.org or by phone at 757-592-4289.

Thank you,

Steve Rose

Steve Rose, Founder
www.culture-fix.org



Andrew Trivette
City of Williamsburg
Interim City Manager
401 Lafayette Street
Williamsburg, VA 23185-3617

August 14, 2018

Dear Mr. Trivette,

I am writing to you to request \$50,000 from the Williamsburg Tourism Fund in the current fiscal year of 2018/2019 for the Virginia Capital Trail Foundation.

The Virginia Capital Trail Foundation (VCTF) was formed in 2004 as a non-partisan entity to oversee completion of the Virginia Capital Trail. Its role was to provide trail expertise, to raise public awareness of the Trail project, and to seek funding from public and private sources. After working with the Virginia Department of Transportation (V-DOT) during the construction phase, a formal Memorandum of Agreement was signed and a public-private partnership was born.

By October 2015 the Trail was complete and the Foundation shifted its focus. Our current mission is to enhance, manage, promote, and advocate for the continued development of the Virginia Capital Trail. Since the Trail traverses the City of Richmond, Henrico County, Charles City County and James City County, the Virginia Capital Trail Foundation is the only entity focused on the Trail as a whole.

As part of our mission to enhance the Trail, we continue to install capital improvements, including signage, benches, bike racks, bike repair stands and rain shelters; items that residents as well as visitors will enjoy. The savings for these enhancements is upwards of \$100,000 or more. These amenities also attract out-of-town users who spend money in places like hotels, restaurants, breweries, and local attractions. With almost one million counts on our Trail counters last year alone, it is clear that our efforts are paying off.

VCTF has worked hard to maximize the Trail's economic impact for the whole region. We work with existing businesses on how to entice people from the Capital Trail to their establishments and utilize bike tourism. Some existing businesses along or near the Trail credit 35% of their revenue from Trail users. Since breaking ground in 2004, the James City County section has become the second busiest section of the Capital Trail and business developers are taking notice. In the past year alone, three businesses have opened near the Williamsburg area of the Trail: Spoke & Art Provisions, Billsburg Brewery and Bike the Burg which rents bikes to local cycling and Trail enthusiasts. We also partnered with Bike Beat, Williamsburg Winery and Sports Williamsburg for this year's Cap2Cap bike ride. The event brought 2,000 cyclists and spectators to the region which generated room nights for Williamsburg hotels.

P.O. Box 17966 Richmond, VA 23226
804-788-6455
cat@virginiacapitaltrail.org



Not only is the Foundation working to foster economic development but community development as well. The Trail Ambassadors, a dedicated group of trained volunteers, are led by Williamsburg locals Ted Hanson and Dean Dunbar. This group of 50+ volunteers does everything from pick up litter, report maintenance issues, and offer assistance to Trail users. In 2017, they patrolled the Trail for a total of 425 hours and covered 3,590 miles of Trail. We manage and support this group financially, but the goodwill generated by them is priceless. Not only do they provide eyes and ears along the Trail, which is critical to efficient management of Trail issues, they give Trail users what they need to have a safe and fun outing.

If the City of Williamsburg funds the Virginia Capital Trail Foundation, the Foundation would use the grant in the following ways:

- Continue our economic development efforts in the form of promoting Trail-based businesses, (online map, social media, website), and advising them on how to maximize Trail tourism.
- Provide significant resources towards trip-planning tools and visitor facing promotions of the Trail and the surrounding communities
- Advocate for the Capital Trail to be connected to Colonial Williamsburg and meeting with local officials to garner support for this initiative
- Host an event in October 2018 cleaning the Capital Trail, while also having party zones at both ends of the Capital Trail
- Finish an Adopt-A-Trail Program, we hope to release details of that program very soon
- Finish an economic study that will show the value of the Trail to local jurisdictions

The Virginia Capital Trail Foundation currently has received public funding from Henrico County and James City County; we are continuing to ask for support from all jurisdictions who benefit from the Capital Trail. With Williamsburg's help, we can dramatically increase tourism and the economic benefit to the citizens of Williamsburg.

Sincerely,

A handwritten signature in black ink that reads "Cat Anthony". The signature is written in a cursive, flowing style.

Cat Anthony
Executive Director

P.O. Box 17966 Richmond, VA 23226
804-788-6455
cat@virginiacapitaltrail.org



Dear City of Williamsburg,

January 14, 2019

The Virginia Capital Trail Foundation (VCTF) is a nonprofit, 501 (c)(3) organization with a mission to enhance, promote, and advocate for the continued development of the Virginia Capital Trail, a 52-mile dedicated multi-use trail connecting Richmond and Williamsburg along the beautiful and historic Route 5 corridor. In 2004, during the construction of the Virginia Capital Trail (VCT), the Virginia Capital Trail Foundation (VCTF) was formed as a nonpartisan advocacy partner to provide expertise, to raise public awareness of the Trail, and to seek funding and contributions to enhance and promote the Trail. Since the completion of the Trail in 2015, we continue to pursue our mission to make the Trail a world-class amenity for all to enjoy.

We are requesting \$50,000 to help us:

- **Continue to serve as a tourism and economic resource for Capital Trail users**
- **Help us continue to advocate for the expansion of the Capital Trail into Williamsburg**
- **Advocate and work with others (VDOT, Local Jurisdictions, Nonprofit Organizations, Citizens, etc.) on connector trails to the Capital Trail**
- **Encourage more people to come to Williamsburg to stay and spend money at surrounding businesses**
- **Fund our Capital Trail programming (Trail Ambassador Programming and Clean-Ups)**
- **Fund Capital Expenses (benches, fix-it stations, etc.)**
- **Fund events along the Capital Trail**



In the years since its completion, the Trail has grown into a resource for locals and a popular tourist attraction for casual visitors and cyclist enthusiasts. In the spring and summer of every year, the Williamsburg section of the Trail averages 10,000 trail hits per month from our trail counters. The VCTF collects data to illustrate how Trail users have an impact on the Williamsburg area as they patron local businesses, stay in hotels, and explore all the area has to offer. The VCTF works to promote the growth of Trail usage in the area by offering visitor resources and fostering a strong Trail community that embraces visitors and locals alike.

The VCTF is increasing tourism to the City of Williamsburg. As part of our marketing plan for the upcoming year, we will be using part of our budget to create more resources for visitors. The VCTF will be printing more mileage charts, creating new maps, publishing a visitor's guide, and providing more itineraries. We hope this will not only boost Trail visitation but also overnight stays in the area to help increase the Trail's economic impact. We are looking forward to continuing our partnership with the City of Williamsburg and pursuing opportunities to help us achieve our common goal of promoting the region and having users spend tourism dollars. If funding sources are not available, we will not be able to fund these resources for Trail users.

The VCTF also receives hundreds of phone calls and emails yearly from Trail users about how to connect from the Capital Trail to Colonial Williamsburg. It is our mission to continue to help direct people from the Capital Trail into Colonial Williamsburg and spend tourism dollars. The VCTF works to achieve this goal by providing information, recommending tourist attractions and hotels, and advocating for a safe bike path to connect the Jamestown start of the Trail to Colonial Williamsburg. The VCTF is passionate about working with local jurisdictions on connecting the Capital Trail to Colonial Williamsburg because economic benefits for the City of Williamsburg and for the user to have a safe path into the City. One Trail user wrote in our draft economic impact study that *"Access to the (Virginia Capital Trail) from Colonial Williamsburg would be so worth every penny invested!"* We continue to advocate for this expansion



amongst government and community leaders in partnership with the Birthplace of America Trail (BOAT). **Please see the attached paper with the benefits of Connecting the Capital Trail to Williamsburg to learn more information about the connection to Williamsburg.**

The VCTF is also working on connector trails to the Capital Trail, which will lead to more access and users utilizing the Trail and local businesses. Schools, Neighborhoods, and others trails need to be connected to the Capital Trail. We are working with the following connector trail proposals and committees:

- Gillies Creek Connector Trail
- Ashland to Petersburg Trolley Line Trail
- Charles City School Connector Trail
- Friends of the Lower Appomattox River Trail (FOLAR)
- Various connectors to the Richmond Riverfront

Besides helping to advocate for more miles of trails and tourism, the VCTF offers programming to help make the Trail a world-class amenity. One of the programs the VCTF offers is our Trail Ambassador program. This is a program of dedicated, trained volunteers who regularly patrol the Trail and assist Trail users. We have over 50 volunteers and we are hoping to double the number of ambassadors by the end of 2019. Some of the ways in which they help include: reporting maintenance issues, providing directions and information, basic first aid and bike repair, and litter removal. Some of our most dedicated Trail Ambassadors come from the Williamsburg area and are passionate about bringing more people to the area. They love helping to create a welcoming and informative experience for the community and we are proud to support them.

Trail clean-ups are another example of our programming. The Capital Trail is a new amenity in our region and we want to keep it sparklingly clean. This past year, the VCTF hosted the Cap Trail Clean-up at Billsburg in October, which recruited almost 100



keeping him in great shape!" We love stories like this from the community as they showcase how the Trail improve the lives of locals.

The Virginia Capital Trail Foundation is asking for funding from all jurisdictions who are benefiting from the Capital Trail. Our budget is approximately is \$450,000 and our budget will continue to grow into the 2019 and 2020 year. Please see the attached 2018-2019 budget. The VCTF is an integral part of the success of the Capital Trail and we need your help to continue our mission. If the Virginia Capital Trail Foundation does not get funding, we will not be able to meet our goals spelled out above.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Cat Anthony".

Cat Anthony
Executive Director
804-788-6455
cat@viriniacapitaltrail.org

Appendix:

- 2018-2019 Budget
- The Economic Benefits of Connecting the Virginia Capital Trail to Williamsburg by Erica Schneider

The Economic Benefits of Connecting the Virginia Capital Trail to
Williamsburg

Erica Schneider

Advisor: Katherine Preston

October 2017

The Williamsburg Winery has also recently started embracing cyclists as a huge potential pool of customers with the creation of the Williamsburg Winery Cycling Club, which hosts weekly rides on the Capital Trail followed by discounts on lunch at the Winery restaurant. The Winery has also started collaborating with Basket and Bike, a Richmond-based bike tour business on a tour of Jamestown Island that includes a meal at the Winery's restaurant. In addition, bikes are now available for rent through Basket and Bike at the Winery, making it one of the only locations in Williamsburg where one can rent bikes.

These are just a few examples of businesses in the local area that have started to take advantage of the economic opportunities that trails and users of trail create. An extension of the Capital Trail passing through the commercial areas of James City County and Williamsburg would open up these benefits to many more businesses.

II. Creation of Trail-Oriented Businesses

In addition to the growth of established, non-bike-oriented businesses, trails also stimulate economic growth in businesses started to accommodate new needs the trail creates. Once the VCT opened in 2015 and people started using it, entrepreneurs started noticing what services were missing. As a result, businesses offering bike rentals, shuttles, excursions and food and drink sprouted up, creating jobs and filling a demand.

According to the VCT Foundation's website, there are eight bicycle rental or tour businesses in Richmond alone, offering electric bikes, comfort bikes and road bikes; guided and self-guided tours; and a shuttle; each business filling a different niche. Many of these businesses have opened their doors in the last couple of years in response to the demand that created by the Trail. The Capital Trail cuts through Richmond, making these businesses clearly accessible.

In contrast, the Virginia Capital Trail Foundation only lists one location that offers bike rentals based in James City County, that of the Jamestown Marina located near the Jamestown Trailhead (VCT Foundation 2017). More locations will soon offer bike rentals, including Bike and Basket at Williamsburg Winery (coming soon), Spoke and Art Provisions Co. (coming soon), and Bikes Unlimited of Williamsburg; however, the range of bikes to rent are limited at these locations.

Richmond has fully embraced the bicycle culture and trail-associated businesses, but James City County and Williamsburg are missing out, likely because of the distance of their commercial areas, tourist attractions and hotels from the trail. Richmond Region Tourism recently held a panel discussion and field trip to the Virginia Capital Trail to highlight the development of new businesses as a result of the trail. If the Trail extended to the City of Williamsburg, Williamsburg and James City County would have the potential to benefit in the same way as Richmond. Detailed below are two case studies of Richmond based businesses that arose as a result of the trail, as well as the new James City County business Spokes and Art Provisions Co. as examples of bicycle tourist and trail user oriented economic growth.

Capital Trail Bike Shuttle

The Capital Trail Bike Shuttle runs a van and bicycle trailer to pick up and drop off cyclists who want to enjoy a one-way trip on the Trail. The business made its first run in April

As soon as the trail opened, Rose noticed the demand being created by the Capital Trail and saw this as an opportunity to offer an amenity to trail users, buying this property specifically for the purpose of catering to trail users. This business is the first of its kind to open on the eastern end of the Virginia Capital Trail, and a clear example of the type of growth the Trail is bringing to the area.

Opportunities for new businesses

It is clear from responses that cafes are an amenity along the Trail in high demand. 49.6% of survey respondents indicated that cafés would be a draw for them along or near the Capital Trail, far higher than the demand even for water fountains. There are few dining options along the eastern end of the Capital Trail, with the exceptions of a small snack shop at Chickahominy Riverfront Park, Spoke and Art Provisions Co., and the cafeteria at Jamestown Settlement. In addition to the dining options at Monticello Marketplace, New Town and Merchant Square that can help fill this demand, there are opportunities for new businesses to take advantage of this demand as well.

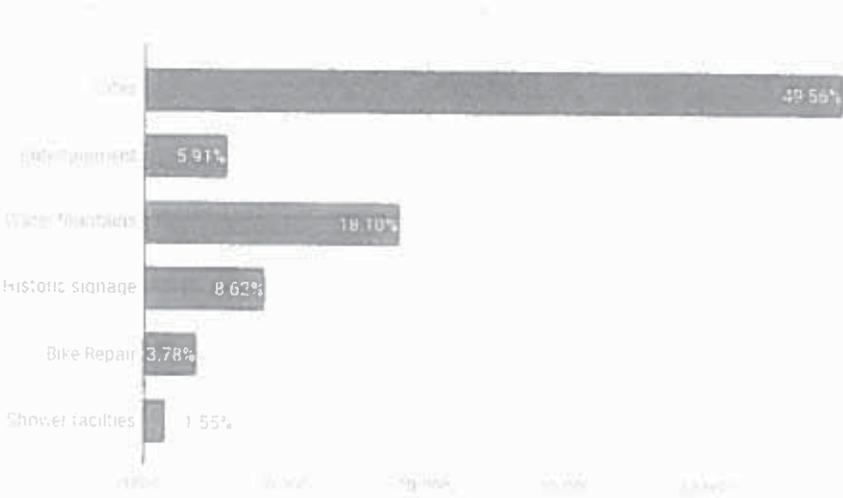


Figure 4

III. Bicycle Tourism

Williamsburg and James City County’s economies are built on tourism. As Williamsburg councilwoman Barbara Ramsey put it in a recent article about the tourism tax hike but equally applicable here, “Tourism is what keeps Williamsburg going, it’s our economic engine” (Williamsburg Yorktown Daily 2017). However as historical tourism has been declining for the past few decades, finding ways to make these attractions more appealing is becoming important. Cycling tourism has grown significantly in recent years and is starting to be a recognized as a viable form of economic growth across the nation, with tourists investing their dollars into small town economies and communities. Williamsburg is in a prime location to attract visitors from the Virginia Capital Trail, but only if it is connected.

potential to be so if there were more reason, such as connecting directly into the City of Williamsburg.

Visitors: Have you taken a trip to the Williamsburg area for the purpose of visiting the Capital Trail?

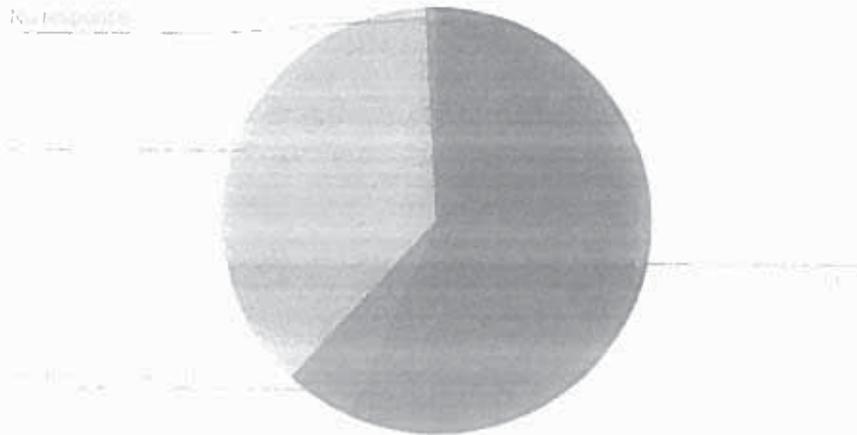


Figure 6

Survey results reveal that an afternoon or overnight trip incorporating a bike ride on the Capital Trail is of interest to visitors to the area. When visitors were asked “Would you plan an afternoon or multi-day outing incorporating a bike ride on the Virginia Capital Trail?”, 87.1% responded that they would, with an additional 11.9% indicating that they would potentially plan a trip of this nature, and only 0.8% saying that they would not, as shown in Figure 7. The Virginia Capital Trail is clearly an attraction.

Visitors: Would you plan an afternoon or multi-day outing incorporating a bike ride on the Virginia Capital Trail?

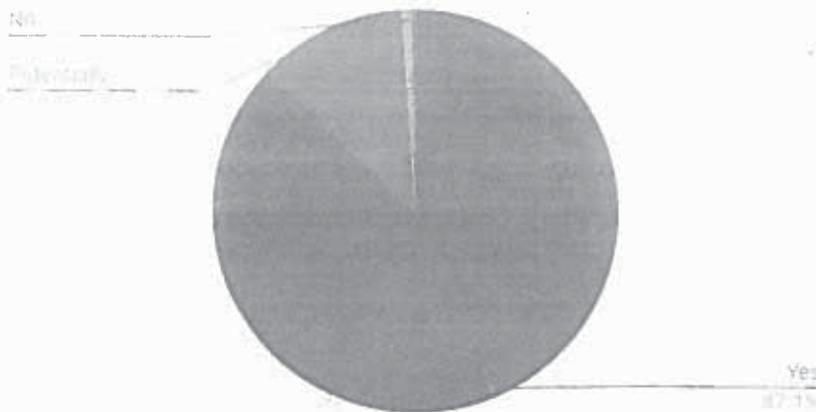


Figure 7

When asked “Would you utilize the trail extension from Jamestown to Williamsburg on this outing?”, 73.9% said they would, 24.8% responded potentially, and only 0.8% responded that they would not, as shown in Figure 8. Incorporating this section of the trail into visitors’

In regards to future visits, when visitors were asked “If you planned a visit to the Virginia Capital Trail, would your visit involve an overnight stay at one of the following?”, about 50% of respondents indicated that they would spend a night at a hotel or motel on their trip, followed by 44% indicating that they would take a day trip. This is up from the 20.8% that said that they had previously stayed at a motel or hotel in conjunction with their visit to the VCT. The next most popular response was a stay at a bed and breakfast with 27% indicating that they would stay there, followed by a stay at an AirBnb, and a friend or relative’s house.

Question: If you planned a visit to the Virginia Capital Trail, would your visit involve an overnight stay at one of the following? (check all that apply)

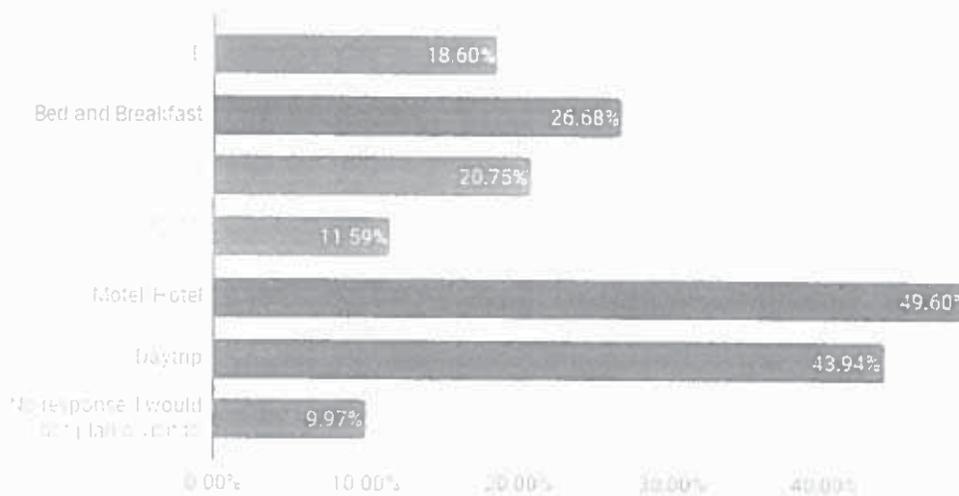


Figure 10

Williamsburg is an obvious overnight choice for visitors to the Capital Trail, for it is located at the eastern end of the trail and has plentiful hotels, motels, and bed and breakfasts. Unfortunately, the majority of these lodgings are difficult to reach from the trail, as can be seen in Figure 11 on the following page. Greensprings Vacation Resort is the lodging located nearest the trail at 1.5 miles away from the trail access point at Jamestown High School, however after that, all other options are at least 5 miles away. If visitors want to ride on the trail from their hotel, they have to spend at least 10 miles on unfamiliar streets, a distance that could be the same if not longer than the distance they would like to bike on the trail. Williamsburg is currently missing out on lodging visitors to the VCT. Visitors may be more likely to stay in Richmond or elsewhere along the trail where the trail is more accessible.

Along those same lines, visitors to Williamsburg who stay at these hotels are unlikely to use the VCT because of its distance and its inaccessibility from their lodging. Visitors who might be interested in biking on the VCT do not get the chance from where they are staying in Williamsburg.

Encouraging overnight stays in Williamsburg is important because research shows overnight stays are the biggest contributor to total user spending on a trail. Along the Great Allegheny Passage, a 132 mile system of hiking and biking trails that connect Pittsburgh, Pennsylvania with Cumberland, Maryland, overnight users spend seven times more than day users (The Progress Fund’s Trail Town Program 2009). Most of this money from staying overnight is directly injected into the local economy.

Appendix A

Extension of the Virginia Capital Trail - Capital Trail Trailhead at Jamestown Settlement to Williamsburg Public Interest Survey

The Virginia Capital Trail (VCT) is a dedicated, paved pedestrian and bicycle trail that connects the Commonwealth's past and present capitals of Jamestown and Richmond along the scenic Route 5 corridor. The Trail traverses approximately 52 miles alongside some of Virginia's most beautiful and historic sites on one of the first inland routes in North America.

I am a William and Mary Student conducting a survey about the use of the Virginia Capital Trail and its proposed extension from near Jamestown to Williamsburg. Your participation in this survey will help to determine the public's interest in this proposed extension and help determine the route that best fits the community's needs.

A. On average, how often do you ride a bike? (check one)

- Daily
- 3-5 times per week
- 1-2 times per week
- 1-2 times per month
- A few times a year
- Not often
- I do not own a bike

On average, what is your purpose for riding a bike? (check all that apply)

- Recreation
- Health and Exercise
- Commuting
- Fitness training
- Running errands
- Other _____

To what destinations do you bike? (check all that apply)

- Work
- School/University
- Grocery Store
- Church
- Virginia Capital Trail
- Other _____

In what zip code do you reside? _____

Gender: Female Male Prefer not to answer

Please identify your age group:

- | | | |
|--------------------------------|--------------------------------|---------------------------------------|
| 18-25 <input type="checkbox"/> | 46-55 <input type="checkbox"/> | 76 and older <input type="checkbox"/> |
| 26-35 <input type="checkbox"/> | 56-65 <input type="checkbox"/> | |
| 36-45 <input type="checkbox"/> | 66-75 <input type="checkbox"/> | |

Jamestown to Williamsburg (off Trail)

Jamestown to Chickahominy

On average, what is your purpose for using the Virginia Capital Trail? (check all that apply)

Recreation

Health and Exercise

Commuting

Fitness training

Running errands

Other _____

On average, how many people use the Virginia Capital Trail with you? (check one):

None

One other person

2-3 other people

4-5 other people

> 5 other people

Do you plan to visit / use the Trail in the next 12 months?

Definitely

Possibly

No

If I'm in the area

C. If you do not live in the vicinity of the VCT (i.e. if you don't live in Williamsburg/James City County and are a visitor to the Williamsburg area), please answer the following questions; otherwise, skip to Section D.

Did the existence of the VCT influence your trip to the area?

Definitely

Somewhat

Not at all

If so, did your visit to the trail involve an overnight stay in one of the following types of accommodations?

Motel/Hotel

Bed and Breakfast

AirBnB

Friend/Relative's Home

Campground

Daytrip

Have you, or are you planning to visit, any of the following during your outing (or as part of your trip to the Williamsburg/James City County area)? (check all that apply)

Jamestown Settlement

Colonial Parkway

College of W&M

Jamestown Island

Colonial Williamsburg

New Town

The Virginia Capital Trail Foundation

Proposed Budget

Income

2018/2019

4100 · Unrestricted Income

4110 · Corporate Contributions

4112 · Corporate Contributions

4113 · Corporate Matching Contribution

4120 · Individual Contributions

4130 · Board Member Contributions

4146 · Trail Enh Spons/State Right Way

4150 · Earned Income

4150.2 · Merchandise Shop

4150.1 · Newsletter Advertising

Total 4100 · Unrestricted Income

4200 · Restricted Income

4224 Reimbursable Federal Grant

4230 · VDOT- TRAIL AMBASSADOR GRANT

Other Grants

4221 City & Local Gov't Grants

4800 · Fundraising Income

4810 · Cap-to-Cap Fundraising Income

4811 · Registrations

4812 · Sponsorships

4813 · Ad Sales

4814 · Expo Sale (Beer, Raffle)

4815 · Merchandise Sales

4816 · Contributions/Rider Fundraising

4818 · Jersey Sales

4819 · Vendor Fees

Total 4800 · Fundraising Income

Total Income

Expense

5000 · Fundraising Expenses

5010 · Fundraising - Cap-to-Cap Ride

5011 · Administration/Operations

5011.1 · Administrative & Operations

5011.2 · Insurance

5011.3 · Marketing

5011.4 · Hospitality

5011.5 · Supplies

5011.6 · Independent Contractors

5011.7 · Consulting Fees

5011.8 · Sponsor/Volunteer Development

5012 · Food and Beverage

5012.1 · Lunch

5012.2 · Rest Stop Food & Drinks

5012.3 · Beer/Ice/Other

5014 · Merchandise

5014.1 · Jersey Printing

5014.2 · T-Shirt Printing

5014.3 · Merchandise to be Sold

5014.4 · Bags & Bottles & Medals

5015 · Printing

5015.1 · Signage

Total 5010 · Fundraising - Cap-to-Cap Ride

5020 · Annual Birthday Celebration

5100 · Payroll Expenses

5110 · Executive Director Salary

5112 · Accounting Payroll

5113 · Event and Program Manager

5114 · Exec. Dir. Healthcare Reim.

5115 · Marketing and Office Manager

Benefits

5200 · Operating Expenses

5210 · Office Rent

5220 · Office Supplies

5230 · Telephone Expenses

5240 · Computer Software/Subscriptions

5260 · Postage and Delivery

5270 · Photocopy & Printing

5300 · Automobile Expense

5301 · Mileage

1,700

G-84



UTILITY FUND
WATER AND SEWER RATE ANALYSIS
FY20-24

The FY20-24 internal water rate review looks at the financial viability of the Utility Fund in terms of projected expenses and revenues and year end working capital for each year of the next five year period. The water rate was not increased last year remaining at \$5.30/1000 gallons. The City does not have a separate rate for sewer.

A. Expenses Outlook:

1. Capital Budget

- a. Water System – The proposed 5 year capital expenses for the water system amount to approximately \$3.4 million. The large projects include water main improvements along redeveloped Monticello Avenue and Capital Landing Road and improvements to Waller Mill Dam. Capital debt service is the other driver in capital expenses affecting the water rate. The City has a long-term water supply agreement with Newport News Waterworks (NNWW). The 2009 agreement is a 50 year contract with 25 year renewals thereafter. Williamsburg contracted for 2 million gallons of water per day (mgd). The purchase cost is based on \$12.5 million per 1 mgd of water thus making our total commitment \$25 million for 2 mgd. The City paid \$12.5 million initially and the remaining \$12.5 million is due in June 2024. However, the City can opt out of the second \$12.5 million payment at which time our allotment would drop to 1 mgd. The City's strategy for the first \$12.5 million payment was to pay \$2.5 million from the Utility Fund cash balance and borrow the remaining \$10 million using a 15 year bank qualified loan. The \$10 million loan was refinanced in 2012 for another 15 years i.e. thru 2027. So there would be a 3 year overlap in financing should the city decide to purchase the other 1 mgd in FY24. In addition to the capital expense to reserve the water, money is budgeted for the cost of purchasing the water, if needed. Capital debt service plus water purchase expenses together cost the City approximately \$.7 million per year. Given a Utility Fund budget of roughly \$7 million, that cost has an impact and is ongoing through at least 2027.
- b. Sewer System - On the sanitary sewer capital side of the Utility Fund, a major swing in responsibilities from the City to HRSD has occurred. HRSD and the 14 jurisdictions in the HRSD service areas have signed a MOU in regards to Sanitary Sewer Overflows (SSO's). The agreement puts HRSD responsible for dealing with large cost items to control overflows in the entire service area of HRSD. HRSD will

develop and implement the long range Regional Wet Weather Management Plan (RWWMP). In response to developing the RWWMP, the District has embarked on the Safe Water Initiative for Tomorrow (SWIFT) project. Essentially highly treated wastewater is pumped into the ground instead of being discharged to the rivers and eventually to the Chesapeake Bay. This initiative potentially solves several issues including making more groundwater available, helping to reduce land subsidence and substantially reducing nutrients to our rivers. This is a long term costly project but with tremendous benefits. Rates established by HRSD will continue to increase for the foreseeable future.

While HRSD is assuming responsibility for controlling sewer overflows region-wide, the City will still need to budget for capital expenses needed to keep the infrastructure in good repair.

2. Operating Budget

On the operating side, the Utility expects to provide a modest increase (2%/year) in expenses over the next 5 year planning period due to regulatory requirements primarily aimed at water treatment at the Plant, an aging infrastructure, and personnel expenses. Regulatory requirements continue to affect Water Plant operations as more and more testing is mandated and in some cases Plant procedures need to be modified. The aging infrastructure calls for more attention and the city is active in maintaining and repairing/replacing infrastructure. And expansion of the water and sewer systems e.g. High Street, Quarterpath at Williamsburg and York County development requires more effort to operate and maintain.

B. Revenue Outlook:

1. Growth in Water Demand - Water demand has remained relatively flat over the past several years as a result of both the emphasis on water conservation by way of water saving fixtures and water and sewer rate increases.

We are projecting a modest increase (.5%) in yearly water demand over the 5 year study period. Residential development appears to be on the rise and commercial activity is expected to increase with Midtown redevelopment along with High Street and Quarterpath at Williamsburg. Potential revenue from JCSA was not included since water sales to the Authority are on an emergency basis only.

Water and Sewer Fees - The fees are broken into 3 areas: Availability fees, Hampton Roads Sanitation District (HRSD) fees and connection fees. The availability fees are designed to have new development pay for capital improvements which primarily benefit future customers. The HRSD wastewater facility charge is for new connections and covers the cost of treatment capacity expansion, line extensions and pump stations. The third fee is the connection fee which is the construction cost of the City installing the water and sewer connections to the customer's property line.

The availability fees are based on meter size to reflect capacity and demand on the system. Several years ago, the City increased the fees substantially. This increase was predicated on new growth paying equitably in the growth of the system including securing a new water supply and the expenses associated with the capital investment in the utility system. A review of the City's fees compared to other water purveyors in Virginia shows our fee structure to be at or higher than average. An increase in availability fees is not recommended for FY20.

HRSD establishes their fees and rates and reviews them each year. As discussed, their rates/fees are expected to increase because of the SSO Consent Order with the Environmental Protection Agency (EPA) and related work associated with the SWIFT initiative. The City elects to collect and forward to HRSD their fees as well as usage charges for a "one-stop shopping" experience for City residents and businesses.

The water and sewer connection fees are the costs associated with the City installing water and sewer service lines. Service lines run from the main lines to the customer's property line. For the most part, on new development, the developer installs the service line as part of the overall infrastructure of the development project. The City primarily installs service lines to infill development in existing subdivisions and small commercial sites. The water connection fee is based on meter size while the sewer connection fee is more of a flat fee for residential or commercial construction. An increase is not recommended for FY20 since the fees are representative of actual costs of constructing water and sewer service connections. The City's connection fees are in line with other water and sewer purveyors in the region.

Rate Analysis:

Working capital projections were developed for the next 5 year period through 2024. The year-end working capital is essentially the Fund's cash balance - the difference between short term assets and liabilities.

Exhibit 1 shows working capital projections with no rate increase over the 5 year study period. It was developed using a .5%/year increase in revenue and a 2%/year increase in expenses over the 5 year period. Capital improvement expenses are based on recently submitted FY20-24 CIP budget figures. Debt service along with estimated water purchase costs are shown for the long-term water contract with NNWW. Exhibit 2 shows working capital projections with no rate increase in FY20, FY21, and a 2% increase in FY22 and FY24

As shown, both Exhibits show working capital balances each year over the study period. However in Exhibit 1 (no increases over the next 5 years) the working capital reduces about \$500k which is not sustainable over the long term. Whereas Exhibit 2 with a couple of increases (2%) over the 5 year period results in

maintaining the current working capital of approximately \$6 million. Maintaining a healthy working capital balance is necessary to continue a viable enterprise and to prepare for a major investment in securing a reliable long term supply of water.

No rate increase is proposed for FY20 but we anticipate rate increases will be necessary in the next 5 year period to continue a viable Utility Fund enterprise. Even though no rate increase is recommended, the community will likely experience an increase in their bills due to an anticipated HRSD rate increase for FY20. Proposed FY20 HRSD rates were not available at the time of this report.

A comparison of utility rates among five other Hampton Roads communities is presented in Exhibit 3. Although the other localities are also in the process of evaluating rates for FY20, rates currently in place (FY19) are used for comparison purposes. Williamsburg remains well below all other Hampton Roads communities.

Daniel G. Clayton III
Director

EXHIBIT 1

CITY OF WILLIAMSBURG

WATER & SYSTEM OPERATIONS-CASH FLOWS

	Fiscal Year Ending June 30:						
	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Proposed	Projected	Projected	Projected	Projected
Revenue under existing rates:							
Water	4,687,485	4,623,000	4,623,000	4,646,115	4,669,346	4,692,692	4,716,156
Sewer	2,402,770	2,160,000	2,400,000	2,412,000	2,424,060	2,436,180	2,448,361
Total Revenue Under Existing Rates	7,090,255	6,783,000	7,023,000	7,058,115	7,093,406	7,128,873	7,164,517
Additional Water Revenues:							
<u>Effective Date</u>	<u>Rate Increase</u>	<u>Proposed Rate</u>	<u>Months Effective</u>				
July 1, 2019	0.00%	\$5.30	12	0	0	0	0
July 1, 2020	0.00%	\$5.30	12	0	0	0	0
July 1, 2021	0.00%	\$5.30	12	0	0	0	0
July 1, 2022	0.00%	\$5.30	12	0	0	0	0
July 1, 2023	0.00%	\$5.30	12	0	0	0	0
Subtotal, Additional Revenue from Increases		0	0	0	0	0	0
Total Revenue from User Charges	7,090,255	6,783,000	7,023,000	7,058,115	7,093,406	7,128,873	7,164,517
Other Utility Income	1,311,851	814,400	670,644	630,644	630,644	630,644	630,644
Total Operating Revenues	8,402,106	7,597,400	7,693,644	7,688,759	7,724,050	7,759,517	7,795,161
Operation and Maintenance Expenses							
Water and Sewer Expenses	-6,571,860	-6,817,349	-7,173,666	-7,317,139	-7,463,482	-7,612,752	-7,765,007
Add back depreciation expense	831,135	815,000	815,000	815,000	815,000	815,000	815,000
Total Direct Operation & Maintenance Expenses	-5,740,725	-6,002,349	-6,358,666	-6,502,139	-6,648,482	-6,797,752	-6,950,007
Operating Income	2,661,381	1,595,051	1,334,978	1,186,620	1,075,567	961,765	845,154
Add Interest Income-Operations	57,365	90,000	93,600	40,000	40,000	40,000	40,000
Net Income from Operations	2,718,746	1,685,051	1,428,578	1,226,620	1,115,567	1,001,765	885,154
Major Capital Improvements							
Capital Improvements Expenses	-1,469,474	-390,000	-730,000	-355,000	-655,000	-1,065,000	-400,030
Balance - Fiscal Year Operations	1,249,272	1,295,051	698,578	871,620	460,567	-63,235	485,124
Newport News Water Agreement Expenses:							
Debt Service-Principal	-454,324	-467,430	-480,535	-432,203	-451,968	-476,856	-508,849
Debt Service-Interest	3,805	-220,993	-194,688	-167,044	-144,940	-121,719	-97,077
Operating Costs/Purchase of Water	0	0	-100,000	-100,000	-100,000	-100,000	-100,000
Total Water Agreement Expenses	-450,519	-688,422	-775,223	-699,247	-696,908	-698,575	-705,926
Working Capital - Beginning of Year	5,281,816	6,080,569	6,687,198	6,610,553	6,782,926	6,546,586	5,784,775
Working Capital - End of Year	6,080,569	6,687,198	6,610,553	6,782,926	6,546,586	5,784,775	5,563,974

Assumptions:

0.5% Growth in Water Consumption for FY 2021 thru FY 2024
 2.0% Growth in Operating Expenses for FY 2021 thru FY 2024

EXHIBIT 2

CITY OF WILLIAMSBURG

WATER & SYSTEM OPERATIONS-CASH FLOWS

	Fiscal Year Ending June 30:						
	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Proposed	Projected	Projected	Projected	Projected
Revenue under existing rates:							
Water	4,687,485	4,623,000	4,623,000	4,646,115	4,669,346	4,692,692	4,716,156
Sewer	2,402,770	2,160,000	2,400,000	2,412,000	2,424,060	2,436,180	2,448,361
Total Revenue Under Existing Rates	7,090,255	6,783,000	7,023,000	7,058,115	7,093,406	7,128,873	7,164,517
Additional Water Revenues:							
	Rate	Proposed	Months				
<u>Effective Date</u>	<u>Increase</u>	<u>Rate</u>	<u>Effective</u>				
July 1, 2019	0.00%	\$5.30	12	0	0	0	0
July 1, 2020	0.00%	\$5.30	12	0	0	0	0
July 1, 2021	2.00%	\$5.41	12	0	93,387	93,387	93,387
July 1, 2022	0.00%	\$5.41	12	0	0	0	0
July 1, 2023	2.00%	\$5.30	12	0	0	0	96,191
Subtotal, Additional Revenue from Increases		0		0	93,387	93,387	189,578
Total Revenue from User Charges	7,090,255	6,783,000	7,023,000	7,058,115	7,186,792	7,222,260	7,354,095
Other Utility Income	1,311,851	814,400	670,644	630,644	630,644	630,644	630,644
Total Operating Revenues	8,402,106	7,597,400	7,693,644	7,688,759	7,817,436	7,852,904	7,984,739
Operation and Maintenance Expenses							
Water and Sewer Expenses	-6,571,860	-6,817,349	-7,173,666	-7,317,139	-7,463,482	-7,612,752	-7,765,007
Add back depreciation expense	831,135	815,000	815,000	815,000	815,000	815,000	815,000
Total Direct Operation & Maintenance Expenses	-5,740,725	-6,002,349	-6,358,666	-6,502,139	-6,648,482	-6,797,752	-6,950,007
Operating Income	2,661,381	1,595,051	1,334,978	1,186,620	1,168,954	1,055,152	1,034,732
Add Interest Income-Operations	57,365	90,000	93,600	40,000	40,000	40,000	40,000
Net Income from Operations	2,718,746	1,685,051	1,428,578	1,226,620	1,208,954	1,095,152	1,074,732
Major Capital Improvements							
Capital Improvements Expenses	-1,469,474	-390,000	-730,000	-355,000	-655,000	-1,065,000	-400,030
Balance - Fiscal Year Operations	1,249,272	1,295,051	698,578	871,620	553,954	30,152	674,702
Newport News Water Agreement Expenses:							
Debt Service-Principal	-454,324	-467,430	-480,535	-432,203	-451,968	-476,856	-508,849
Debt Service-Interest	3,805	-220,993	-194,688	-167,044	-144,940	-121,719	-97,077
Operating Costs/Purchase of Water	0	0	-100,000	-100,000	-100,000	-100,000	-100,000
Total Water Agreement Expenses	-450,519	-688,422	-775,223	-699,247	-696,908	-698,575	-705,926
Working Capital - Beginning of Year	5,281,816	6,080,569	6,687,198	6,610,553	6,782,926	6,639,973	5,971,549
Working Capital - End of Year	6,080,569	6,687,198	6,610,553	6,782,926	6,639,973	5,971,549	5,940,325

Assumptions:

- 0.5% Growth in Water Consumption for FY 2021 thru FY 2024
- 2.0% Growth in Operating Expenses for FY 2021 thru FY 2024

EXHIBIT 3

HAMPTON ROADS WATER AND SEWER RATES COMPARISON (FY2019)			
LOCALITIES	WATER	SEWER	TOTAL
Williamsburg	\$5.30/1000 gallons	Included in water rate	\$5.30/1000 gallons
JCSA	0-15 \$3.61/1000 gallons 15-30 \$7.22/1000 gallons	\$3.08/1000 gallons	\$6.69/1000 gallons
Newport News	\$4.93/1000 gallons	\$4.50/1000 gallons	\$9.43/1000 gallons
Portsmouth	\$5.24/1000 gallons	\$4.11/1000 gallons	\$9.35/1000 gallons
VA Beach	\$4.41/1000 gallons	\$3.69/1000 gallons(est.)	\$8.10/1000 gallons(est.)
Norfolk	\$6.83/1000 gallons	\$5.75/1000 gallons	\$12.58/1000 gallons
HRSD	N.A.	\$7.18/1000 gallons	\$7.18/1000 gallons



CITY OF
WILLIAMSBURG

401 Lafayette Street • Williamsburg, VA 23185